



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jacky Morales-Ferrand  
Jim Shannon

**SUBJECT:** SEE BELOW

**DATE:** March 6, 2023

Approved

Date

3/16/23

**COUNCIL DISTRICT: 6**

**SUBJECT: CONSTRUCTION AND OPERATIONS GRANT AGREEMENTS WITH  
JAMBOREE HOUSING CORPORATION FOR SURESTAY HOTEL  
LOCATED AT 1488 NORTH FIRST STREET**

## **RECOMMENDATION**

- (a) Adopt a resolution to authorize the Director of Housing or designee to negotiate and execute the following:
- (1) A conditional construction grant agreement and related documents with Jamboree Housing Corporation in an amount of up to \$4,000,000 of Measure E funds for immediate capital repair needs for 72 interim housing units at the SureStay Hotel by Best Western, located at 1488 North First Street;
  - (2) An amendment to the current operations grant agreement with LifeMoves to increase the amount by \$367,100 of Measure E funds and extend the term of the subcontractor (Jamboree), for a total grant award not to exceed \$1,700,000 for property management and supportive services at the SureStay Hotel by Best Western, located at 1488 North First Street; and
  - (3) An operations grant agreement beginning in Fiscal Year 2023-2024 with three one-year options to extend, for a grand total not to exceed \$9,000,000 of Measure E funds with Jamboree Housing Corporation for the SureStay Hotel by Best Western, located at 1488 North First Street.
- (b) Adopt the following 2022-2023 Appropriation Ordinance Amendments in the General Fund:
- (1) Decrease the Measure E – 40% Extremely Low-Income Households Reserve by \$4,000,000; and
  - (2) Establish a Measure E – SureStay Hotel Repairs (40% ELI) appropriation to the Housing Department in the amount of \$4,000,000.

## **SUMMARY AND OUTCOME**

Adoption of this resolution will enable the Director of Housing or designee to negotiate and execute a conditional construction grant agreement and related documents with Jamboree Housing Corporation (Jamboree) to provide capital for immediate repair needs and ongoing operating funds, and amend and extend a current operations grant agreement with LifeMoves, for the SureStay Hotel by Best Western (SureStay Hotel), located at 1488 North First Street.

The City-owned property will be sold by the City to the Santa Clara County Housing Authority (Housing Authority) in conformance with California's Surplus Land Act and the San José Municipal Code for \$1; this transaction was previously authorized by San José City Council in September 2022. The sale of the SureStay Hotel will support two key benefits:

- 1) Shift the responsibility of managing the property to an experienced housing provider, and
- 2) Strengthen the Housing Authority's position to assemble adjacent properties in the area to ultimately redevelop the site.

Furthermore, approving staff's recommendation to authorize grant agreements with Jamboree and LifeMoves will allow for immediate repair needs and provide property management services at the SureStay Hotel. These collective actions will not only ensure a smooth transition to the Housing Authority team, but most importantly, support efforts to increase the quality of life for SureStay Hotel residents.

## **BACKGROUND**

### ***Property Details***

The SureStay Hotel is a City-owned, 76-unit, two-story hotel located at 1488 North First Street identified as Assessor's parcel numbers 235-02-034 and 235-02-033. The SureStay Hotel is approximately 65,981 square feet in size and currently includes three buildings consisting of 76 hotel rooms, a community room, and a detached two-bedroom manager's apartment. Each hotel room is fully furnished and includes a bed, table, chair, microwave, private bathroom, and compact refrigerator.

The SureStay Hotel is currently operating as an interim housing site for formerly homeless individuals and couples. As of the date of this memorandum, there are 56 residents living at the SureStay Hotel. Upon completion of the building repairs and remodel projects, there will be a total of 72 rooms available for residents. The remaining four rooms will be used by LifeMoves (SureStay Hotel Grantee serving as Program Manager) to conduct service activities.

### ***History of the SureStay Hotel***

In June 2020, the California Department of Housing and Community Development (HCD) announced the availability of \$600 million in the first round of Homekey grant funding. The City submitted a grant application for the purchase of the SureStay Hotel on August 10, 2020. In September 2020, HCD announced the first round of Homekey grant awards, which included \$12,230,477 in funding for the City to acquire the SureStay Hotel. The City Council authorized acceptance of this award in October 2020<sup>1</sup>.

On October 30, 2020, the City purchased the SureStay Hotel. Homekey provided funding for both the acquisition of the hotel and \$1.3 million to cover two years of operating subsidies. The terms of the Homekey grant agreement require that extremely-low-income households be housed for at least five years. While the income restriction allows individuals earning up to \$35,370 to live at the SureStay Hotel for one year, most of the current participants are on fixed incomes and earn less than \$12,000 a year. Currently, no rent is being charged to program residents living in the hotel as it is still being operated as an interim housing site.

Typically, the City does not own and operate affordable housing developments. However, the unique opportunity to acquire and operate the SureStay Hotel allowed the City to respond to a critical need in our community and leverage the flexible spending of State funds to quickly provide safe housing options to individuals and couples experiencing homelessness amid a global pandemic. For these reasons, the City elected to pursue this unique opportunity.

Throughout the process of operating the SureStay Hotel, it became evident that the City was not equipped and staffed to address the magnitude of property management and maintenance needs at the SureStay Hotel in a timely manner. As a result, City staff determined that the best solution for effectively managing the SureStay Hotel and improving the overall quality of life for SureStay Hotel residents was to identify an experienced development partner to transfer the property to.

### **Request for Proposals – Housing Authority and Jamboree**

The Housing Department published a Request for Proposals in December 2021 for housing developers to submit development applications for six City-owned sites, including the SureStay Hotel. The Housing Authority and Jamboree proposal was the only response submitted for the SureStay Hotel site and the proposal met the requirements of the Request for Proposals.

After the site is transferred from the City, the Housing Authority will enter into a ground lease with Jamboree to operate the property. This will allow the property to be redeveloped, maintained, and managed by an experienced developer. It will also ensure that the residents receive high-quality programs and support services from an experienced service provider. City

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<sup>1</sup> Link to October 8, 2020 City Council Memorandum:

<https://www.sanjoseca.gov/home/showpublisheddocument/65261/637378549550030000>

Council approved the sale and transfer of the SureStay Hotel in September 2022<sup>2</sup>. The Housing Authority's Board of Commissioners will also need to approve this action to enter into a Purchase and Sale Agreement with the City. Housing Authority Board approval for this action is anticipated to take place in April or May of 2023.

### ***Agreement with LifeMoves***

In September 2022, the Housing Department received contract authority from the City Council for the Housing Director to negotiate and execute an agreement with LifeMoves, in an amount not to exceed \$1,700,000, to provide interim property management services for residents at the SureStay Hotel. The Housing Department negotiated and signed this agreement on December 9, 2022. As part of this agreement, LifeMoves, as Grantee, will serve as Program Manager at the SureStay Hotel and will be responsible for developing detailed policies and procedures and providing supportive services to residents. Jamboree, as a subconsultant, will serve as the Asset Manager of the property by providing accounting services and financial reporting. Additionally, Jamboree, as Asset Manager, is responsible for hiring a management company to oversee the day-to-day operations of the property; Jamboree recently hired Domus Management to operate and manage the SureStay Hotel. The term of the LifeMoves agreement will span the transition in ownership from December 9, 2022 to June 30, 2023.

The property management portion of this agreement terminated on February 28, 2023. This memo is requesting City Council authorization to amend the agreement to extend the property management services provided by Jamboree and Domus until June 30, 2023. The transfer of the SureStay Hotel to the Housing Authority is anticipated to take place in March or April 2023. Upon transfer of the property, the Housing Authority and Jamboree will enter into a ground lease and Memorandum of Understanding for the property management and supportive services on site.

LifeMoves will remain on site and continue to provide services as Jamboree begins its management work. This overlap will allow for a smooth transition between service providers for the individuals and couples currently residing at the SureStay Hotel. Upon completion of the contracted term, LifeMoves will transition out of providing services at SureStay Hotel and Jamboree will remain onsite and provide both services and property management under the Memorandum of Understanding with the Housing Authority.

### **ANALYSIS**

The City, Housing Authority, and Jamboree collaborated to develop a plan to provide quality housing both in the short and long term for SureStay Hotel residents. This comprehensive plan includes the transfer of ownership, funding for rehabilitation of the existing building, funding for

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<sup>2</sup> Link to September 2022 City Council Memorandum:

<https://www.sanjoseca.gov/home/showpublisheddocument/89607/637991841163900000>

three years of operations, and a long-term redevelopment strategy. The City will serve as a funder for this overall plan.

### ***Ownership Transfer to the Housing Authority***

The City has been in negotiations with the Housing Authority to transfer the ownership of the SureStay Hotel for \$1. A draft Purchase and Sale Agreement between the City and the Housing Authority has been prepared and will be executed once the Housing Authority Board has authorized entering into the agreement. The timing of the close will be dependent on the Housing Authority completion of due diligence items, funding commitments, and approval by the HCD. Once the property is transferred, the Housing Authority and Jamboree will operate the SureStay Hotel by providing interim housing for formerly homeless individuals and couples for five to seven years per the Homekey program requirements.

### ***Critical Repairs for the Existing Building***

The 56-year-old building is in poor condition and numerous major components of the hotel and supporting building structures are past their useful life. The repairs are needed during the interim shelter phase to ensure that operations can be conducted smoothly while ensuring that residents have satisfactory living conditions. The goal of renovating the property is to complete the repairs needed in the 16 unoccupied units to invest in the increased housing quality standards of dwelling units available to current and future SureStay residents.

The City will execute a grant agreement in the amount of \$4,000,000 with Jamboree to initiate immediate critical repairs on site.

During the building repair work, unoccupied rooms will be used to temporarily house residents while their assigned rooms are undergoing renovation. As such, no relocation of any residents will be required during the repair projects. Additionally, all vacant repaired rooms will be filled after the current resident room repair work is completed. The repairs are anticipated to begin immediately after the property is transferred to the Housing Authority. The overall repair work is anticipated to take 12 to 18 months to complete once the work begins.

The City and Jamboree have negotiated an agreed upon scope of work and budget for the repairs. The total repair budget is \$6,557,552. The City has agreed to grant \$4,000,000 of this amount, and the Housing Authority will contribute the remaining \$2,557,552. The scope of work includes critical repairs to the site as outlined in Table 1 below.

***Table 1: Examples of Repair Projects***

Site	Updated Americans with Disabilities Act (ADA) parking spots and accessibility, driveway will receive a new slurry seal, pool to be backfilled and renovated into a recreation courtyard.
Lobby Building	Roofing (abatement, patch, and repair as needed), addition of an ADA restroom, new fire-rated doors, remodeled restrooms, dry rot repair, new design-build fire alarm system, and updates and repairs to the plumbing, electrical, heating, ventilation/air conditioning, and communications (TV, audio, video, phone, and internet) systems.
Hotel Building	Remodeled laundry facilities, roofing (abatement, patch, and repair as needed), new ADA compliant handrails and stairs, replace window coverings and screens, stucco and dry wall repairs, new code-compliant building signage, repairs to fire alarm and sprinklers, and new key fob system to exterior doors and laundry room.
Mechanical, Electric, and Plumbing	Repairs and upgrades to be completed throughout entire site as needed.
Hotel Rooms	Rooms will receive new paint, flooring, and remodeled bathrooms with new hardware and faucets (as needed), exterior doors on all 76 units will receive new key fob card entry systems to enter rooms from the exterior, and each room will undergo an environmental cleaning.

A detailed budget and scope of work of all the repairs to be completed is included in Attachment A: Jamboree Capital Repair Budget.

### ***Operations Funding***

The Housing Authority issued a Request for Qualifications for real estate services on September 28, 2021. Through that Request for Qualifications, the Housing Authority selected five firms, including Jamboree, for their real estate services. The Housing Authority is currently negotiating an agreement with Jamboree regarding their joint effort to work with the City to reposition SureStay Hotel.

The Housing Department is requesting authority to amend and extend a current operations grant agreement with LifeMoves (Grantee) by up to \$367,100 of Measure E funds for operations of the SureStay Hotel. These funds will cover asset and property management services provided onsite by Jamboree (Subconsultant) and Domus Management Company from March 1, 2023 to June 30, 2023. The total grant award for operations including the additional \$367,100 will be an amount not to exceed \$1,700,000, as authorized by City Council in September 2022.

The Housing Department is also requesting up to \$9,000,000 in Measure E funds to fund operations at SureStay Hotel based on budgets submitted by LifeMoves and Jamboree. Upon completion of the agreement with LifeMoves on June 30, 2023, the Housing Department requests authority to enter into an operations grant agreement with three one-year options to

extend at \$3,000,000 per term, for a grand total not to exceed \$9,000,000 with Jamboree for operations and services at the SureStay Hotel. The tables below show the annual and combined services and operations budget for LifeMoves and Jamboree. A detailed Annual Budget is attached to this memo as Attachment B: Operations Annual Budget.

***Table 2: LifeMoves Annual Services Budget***

Salaries	\$614,490
Fringe Benefits	\$248,869
Operating Costs	\$521,148
Indirect Costs	\$0
Program Income	\$0
<b>Total Annual Services Budget</b>	<b>\$1,384,507</b>

***Table 3: Jamboree Annual Operations Budget***

Salaries	\$314,641
Fringe Benefits	\$107,182
Operating Costs	\$1,161,447
Program Income	\$0
<b>Total Annual Operations Budget</b>	<b>\$1,583,270</b>

***Table 4: Combined Services/Operations Budget***

Total Annual Services Budget	\$1,384,507
Total Annual Operations Budget	\$1,583,270
<b>Total Annual Budget for Services/Operations</b>	<b>\$2,967,777</b>

***Long-Term Redevelopment Strategy***

The Housing Authority and Jamboree are in the process of acquiring additional sites in order to better meet the needs of the existing residents and to allow for a larger redevelopment plan. In December 2022, the Housing Authority acquired the Denny's restaurant adjacent to the SureStay Hotel site. The building will provide much needed space to host community meetings and social gatherings for the residents. The Housing Authority is also in negotiations to purchase other sites located adjacent to the SureStay Hotel site in order to develop a new affordable housing project that will replace the original 76 units funded through the Homekey program. SureStay Hotel residents will be offered an opportunity to move into the new development which will be operated by the Housing Authority. This long-term development plan will require approval by HCD and the U.S. Department of Housing and Urban Development.

***Climate Smart San José Analysis***

The recommendation in this memorandum furthers the goal of Climate Smart San José by facilitating the creation of low-income housing close to jobs and transit, which would reduce vehicle miles traveled and greenhouse gas emissions. The site is located 0.3 miles to the light-rail stop at Gish Station.

**EVALUATION AND FOLLOW-UP**

The Housing Department produces periodic information memoranda regarding the use of the Director of Housing's Delegation of Authority under the San José Municipal Code; therefore, any additional actions would be summarized in those memoranda. In addition, the Housing Department posts periodic reports on the status of its affordable residential properties undergoing rehabilitation or construction on its website, [www.sjhousing.org](http://www.sjhousing.org). If the recommended actions are approved, it would also be included in the Housing Department's periodic production reports.

**COST SUMMARY/IMPLICATIONS**

The recommendations in this memorandum will appropriate \$4.0 million for a grant agreement with Jamboree to fund the rehabilitation of the SureStay Hotel and add \$367,100 for an extension to the current operations agreement with LifeMoves effective until June 30, 2023. These agreements will be funded in the General Fund by the use of Measure E funds from the Measure E – 40% Extremely Low-Income Housing Reserve (\$4.0 million for rehabilitation) and the Housing Properties Maintenance (15% HSP) appropriation (\$367,100 for operations). Additional recommendations to appropriate \$3,000,000 per fiscal year for the operation of the SureStay Hotel, also from Measure E funds for a total cost not to exceed \$9,000,000, will be brought forward over a three-year period as part of a future budget process for City Council approval.

**BUDGET REFERENCE**

The table below identifies the fund and appropriations to fund the grant agreements recommended as part of this memorandum.

Fund #	Appn. #	Appn. Name	Total Appn.	Rec. Budget Action	Amt. for Contract	2022-2023 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	8744	Measure E – 40% Extremely Low-Income Households Reserve	\$36,999,655	(\$4,000,000)	N/A	941	2/14/2023, Ord. No. 30883



HONORABLE MAYOR AND CITY COUNCIL

March 6, 2023

**Subject: Construction Grant Agreement with Jamboree Housing Corporation for SureStay Hotel Located at 1488 North First Street.**

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001	New	Measure E – SureStay Hotel Repairs (40% ELI)	\$0	\$4,000,000	\$4,000,000	N/A	N/A
001	225D	Measure E – Housing Properties Maintenance (15% HSP)	\$1,800,000	N/A	\$367,100	N/A	10/18/2022, Ord. No. 30833

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the March 28, 2023 City Council meeting.

### **COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input is associated with this action.

### **CEQA**

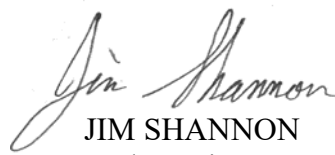
Exempt per Public Resources Code 21083 and CEQA Guidelines Section 15301 Existing Facilities, File No. ER23-023.

### **PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

JACKY MORALES-FERRAND  
Director, Housing Department

  
JIM SHANNON  
Budget Director

HONORABLE MAYOR AND CITY COUNCIL

March 6, 2023

**Subject: Construction Grant Agreement with Jamboree Housing Corporation for SureStay Hotel Located at 1488 North First Street.**

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The principal author of this memorandum is Michael Reynolds, Senior Development Officer, Residential Development Division. For questions, please contact Rachel Vander Veen, Deputy Director, at (408) 535-8231.

#### **ATTACHMENTS**

Attachment A: Jamboree Capital Repair Budget

Attachment B: Operations Annual Budget



### Project: SureStay Inn, First Street Redevelopment

#### Re: Construction Hard Cost Budget

Division 2 - Existing Conditions	\$534,700
<ul style="list-style-type: none"><li>• Site - Limited Demo - Hardscape for CASp, pipe guardrail, signage, overgrown landscaping</li><li>• Pool Area - Demolition</li><li>• Remove/resurface existing monument signage</li><li>• Low Voltage - Demo existing CCTV, Data &amp; WiFi</li><li>• Low Voltage - Demo existing Access Control System</li><li>• Hotel - Dry rot, stucco, stairs, balcony guardrails</li><li>• Hotel - Laundry Room</li><li>• Hotel Units - restrooms (10%)</li><li>• Hotel Units - unit (light demo - 10%)</li><li>• Hotel Lobby Bldg - Remove carpet in offices, central restroom, rear fencing, drapes, misc items</li><li>• Hotel - Roofing (Abatement)</li><li>• Hotel Units - Drywall demo (Abatement)</li><li>• Hotel Lobby Bldg - Roofing (Abatement)</li><li>• Hotel - Scaffolding for repairs and paint at Rear Elevation</li><li>• Hotel - Temporary guardrails at 2nd floor walkway during repairs</li></ul>	
Division 3 - Concrete	\$150,000
<ul style="list-style-type: none"><li>• Site - CASp related concrete repairs &amp; ramps</li><li>• Site - Concrete repairs at Courtyard</li><li>• Hotel - Concrete at ADA units</li><li>• Hotel Lobby Building - Concrete at ADA restroom</li></ul>	
Division 4 - Masonry	\$0
Division 5 - Metals	\$391,000
<ul style="list-style-type: none"><li>• Hotel - New ADA compliant handrail at stairs per CASp</li><li>• Hotel - R&amp;R Secure existing guardrail/handrail</li></ul>	
Division 6 - Woods & Plastics	\$349,900
<ul style="list-style-type: none"><li>• Hotel - R&amp;R Dry Rot and Decking Repairs</li><li>• Hotel - Framing soffit for Fire Alarm &amp; Sprinklers (need to confirm the sprinkler)</li><li>• Hotel - ADA Unit Reframing</li><li>• Hotel Lobby Bldg - ADA Restroom</li><li>• Hotel Lobby Bldg - Replace 8x8 post - dryrot (remove windows &amp; framing, rebuild)</li><li>• Hotel - Provide and Install New Bath Quartz Countertops (10%)</li><li>• Hotel Lobby Bldg - Provide and Install Bath Quartz Countertops</li><li>• Hotel - Millwork &amp; Finish Carpentry</li><li>• Hotel - Laundry room</li><li>• Hotel Lobby Building - Millwork &amp; Finish Carpentry</li></ul>	
Division 7 - Waterproof/Insulation/Roof	\$390,000
<ul style="list-style-type: none"><li>• Install roof coating</li></ul>	



# Jamboree

- Hotel - New Waterproof Coating System at Exterior 2nd Floor Walkway
- Hotel - Rear elevation - multiple penetrations not sealed
- Hotel - Caulk each exterior retrofit window at header
- Hotel - Clean/Repair Gutters and Downspouts
- Hotel Lobby Bldg - Interim repairs

Division 8 - Doors/Hardware/Glass/Glaze \$124,700

- Hotel - Laundry
- Hotel - Adjust doors
- Hotel - Install New Hollow Core Interior Pre-Hung Doors (10%)
- Hotel - Replace Fire Rated Entry Door Hardware - Lever, Deadbolt, Peephole, Threshold, Sweep, Weatherstripping, Closers (40% of units)
- Hotel Lobby Bldg - Install New Fire Rated Doors at All Common Areas - Lobby, Offices, Mgr apt
- Hotel Lobby Bldg - Adjust doors
- Hotel - Replace screens (40% of units)

Division 9 - Drywall/Floor/Ceiling/Paint \$1,138,500

- Hotel Units - Drywall Repairs as needed
- Hotel Units - Drywall at Fire Alarm & Fire Sprinkler
- Hotel Lobby Bldg - Drywall Repairs for Fire Alarm & Fire Sprinkler
- Hotel Lobby Bldg - ADA Restroom
- Hotel - Stucco Repairs
- Hotel - Stucco Repairs at handrail
- Hotel - Stucco Repairs at stairs - need to identify each area on plans
- Hotel Units - LVP - assess existing flooring, can we go over existing flooring (if not carpet)
- Hotel Laundry - LVP - assess existing flooring, can we go over existing flooring?
- Hotel Lobby Bldg - ADA Restroom, Bedrooms, & restroom - LVP
- Site - Metal Fencing
- Hotel - Paint Striping @ stair treads
- Hotel - Prep & Paint metal portion of concrete stairs
- Hotel - Prep & Paint metal handrails
- Hotel - Prep & Paint 2nd floor walkway guardrails
- Hotel - Minimal prep/repair Rear Elevation Exterior Buildings, repaired stucco, fascia and Paint 1 Coat
- Hotel Units - Prep, Prime and Paint
- Hotel - Prep, Prime and Paint - Laundry, Mechanical Rooms, etc.
- Hotel Lobby Bldg - Paint Interior
- Hotel Units - Environmental Cleaning - COVID
- Hotel Units - Final Cleaning
- Hotel Lobby Bldg - Final Cleaning

Division 10 - Specialties \$119,960

- Site - New Interim monument signage
- Hotel - CASp required signage
- Hotel - Install New Unit ID Signage
- Hotel - Building signage required per code
- Hotel - Replace monument site maps signage

<ul style="list-style-type: none"> <li>Hotel - ADA bathroom accessories &amp; grab bars (including backing)</li> <li>Hotel - R/R bathroom accessories (assume 10%)</li> <li>Hotel Lobby Bldg - Light remodel of Manager's Apartment</li> <li>R&amp;R Existing Fire Extinguisher Cabinets at ADA Height</li> </ul>	
Division 11 - Equipment	\$15,000
<ul style="list-style-type: none"> <li>Site - Trash Bin auto-lift</li> <li>Site - Trash Bins - 96 gallon</li> </ul>	
Division 12 - Furnishings	\$37,200
<ul style="list-style-type: none"> <li>Hotel - New Horizontal Vinyl Window Coverings</li> <li>Hotel Lobby Bldg - New Vertical Vinyl Window Coverings at Offices</li> <li>Site - Tables and Benches at Courtyard</li> </ul>	
Division 13 - Owner Specialties	\$80,000
<ul style="list-style-type: none"> <li>Site - Updated Exterior Outdoor/Courtyard Area - minor improvements to make former pool area CASp compliant. Need to check existing Pergola to see if it is safe. Remove pool equip and Laundry from Pool Equip "bldg", repurpose bldg.</li> <li>Site - BBQ &amp; Courtyard ADA accessible</li> <li>Laundry Room Upgrades, (Reconfigured for New ADA Dryer, Upgrade Gas Line)</li> </ul>	
Division 14 - Elevators	\$0
Division 21 - Fire Services	\$485,000
<ul style="list-style-type: none"> <li>Hotel - Design-Build Fire Suppression - Pending Design/Planning</li> <li>Hotel Lobby Bldg - Design-Build Fire Suppression – Pending Design/planning</li> </ul>	
Division 22 - Plumbing	\$104,860
<ul style="list-style-type: none"> <li>Hotel - Misc Repairs</li> <li>Hotel - Install New Bathroom Faucets, Sinks and Supply Lines in Units (assuming 8 total)</li> <li>Hotel - Install New Bathroom Faucets, Wall Hung Sinks and Supply Lines in existing ADA Units (assuming 2 ADA units existing)</li> <li>Hotel - Install New 1/4 Turn Angle Stops (assuming 8 total)</li> <li>Hotel - Install (ADA) Low Flow Toilets - 1.28 GPF (assuming 8 total)</li> <li>Hotel - Install New Low Flow Shower Head 1.5 GPM (assuming 8 total)</li> <li>Hotel - Replace Unit Isolation Valves as Needed (assuming 8 total)</li> <li>Hotel - Plumbing Reconfiguration in ADA Units (assuming 2 ADA units)</li> <li>Hotel - Replace Water Heaters, seismic, Misc Plumbing &amp; insulate piping - if needed</li> <li>Hotel - Laundry Rough-in</li> <li>Hotel - Laundry Sink (new sink)</li> <li>Hotel Lobby Bldg - Apartment restroom (replacement of fixtures)</li> <li>Hotel Lobby Bldg - ADA restroom (1)</li> </ul>	
Division 23 - HVAC	\$184,800
<ul style="list-style-type: none"> <li>Hotel Units - Replace PTACs (19 total) - replace units as they fail</li> <li>Hotel Mechanical &amp; Laundry - Replace PTACs (2 total)</li> <li>Hotel Mechanical &amp; Laundry - Ventilation</li> <li>Hotel Lobby Bldg - ADA restroom - ventilation &amp; HVAC rework ducting</li> </ul>	



<ul style="list-style-type: none"><li>• Hotel Lobby Bldg - Repair Unit &amp; Clean all Supply registers and ducts</li><li>• HERS Testing for California Title 24</li></ul>	
Division 26 - Electrical	\$190,820
<ul style="list-style-type: none"><li>• Site - Safe-Off site electrical at Pool Bldg to be demo'd</li><li>• Site - Demo site electrical to Pool Bldg</li><li>• Hotel - Install New Bathroom Vanity LED Light Fixture (assuming 8 units)</li><li>• Hotel - Audio Visual Upgrades (2%) - Strobes, Audible Chirps and Annunciators</li><li>• Hotel - Replace all Cover plates, Switches and Outlets (76 units)</li><li>• <del>Hotel - Install Humidistat Hot Feed to New Sensor Switch (if required - I believe all bathrooms have windows)</del></li><li>• Hotel - Emergency Lights (as required)</li><li>• Hotel - ADA Unit Conversion Electrical Upgrades and Wiring as required</li><li>• Hotel Laundry - Lighting &amp; controls</li><li>• Hotel Lobby Bldg - Rewire for ADA restroom</li><li>• Hotel Lobby Bldg - Misc Electrical repairs</li><li>• Hotel Lobby Bldg - Lighting - replace as needed</li><li>• Hotel Lobby Bldg - EXIT &amp; EXIT ROUTE Signage</li></ul>	
Division 27 - Communications	\$581,500
<ul style="list-style-type: none"><li>• Site - New CCTV w/Talk-Down - Wiring, and Monitoring System</li><li>• Hotel - New CCTV - Wiring, and Monitoring System</li><li>• Hotel Lobby Bldg - New CCTV at Common Areas - Wiring, and Monitoring System</li><li>• Site - Pedestrian Gates - next to Vehicle Access Gates</li><li>• Site - Vehicle Access Gates FOB controlled - 1 entrance (FOB controlled) &amp; 1 auto exit</li><li>• Hotel - R/R FOB system to exterior doors at laundry</li><li>• Hotel Units - R/R FOB system to exterior doors all 76 units</li><li>• Hotel Lobby Bldg - R/R FOB system to exterior doors</li><li>• Hotel Lobby Bldg - FOB system to Offices &amp; exterior doors</li><li>• Hotel - Update Video/Telephone Room (MPOE)</li><li>• Hotel - New Audio-Visual Upgrades (4%) - Strobes, Audible Chirps and Annunciators - assuming 4 units</li><li>• Hotel Lobby Bldg - New Audio-Visual Upgrades - Strobes, Audible Chirps and Annunciators - by FA consultant</li></ul>	
Division 28 - Fire Alarm	\$360,000
<ul style="list-style-type: none"><li>• Hotel - New Design-Build Fire Alarm System - Surface mount conduit where able to minimize demo/patching.</li><li>• Hotel Lobby Bldg - New Design-Build Fire Alarm System - by other consultants - Surface mount where able to minimize demo/patching</li></ul>	
Division 31 - Earthwork/Grading	\$102,000
<ul style="list-style-type: none"><li>• Site - Abandon pool - break out bottom, backfill pool with crushed rock and DG at top 4".</li><li>• Site - Sawcutting, Trenching, Backfill &amp; Asphalt patch to Light Poles for CCTV</li></ul>	
Division 32 - Sitework/Exterior Improvements	\$272,000



# Jamboree

- New Asphalt Slurry Seal at ADA & Vehicle gates
- R&R Asphalt Repairs as Needed, ADA Stalls assuming 4 stalls total
- New Stripe ADA parking & POT (ADA)
- Identify locations to paint Curbs at Fire Lane
- New ADA parking signage - assuming 4 stalls
- New POT directional signage
- Parking signage
- New Bike Racks at existing pool deck concrete
- Metal Fencing Repairs
- Metal Fencing at entrance
- Automobile Gates (including motors) one entrance between Denny's and Lobby Building and Exit on other side of Denny's. Gates to have FOB activated entry and auto opener at exit.
- Pedestrian Gates (including hardware) at least two with Access control
- Knox Boxes for Pedestrian Gates & Automobile gates
- New Chains/breakaway locks at OS&Ys & BFPs
- All BFPs to be certified
- Hydrojet and line Existing Sewer Lines
- Clean out all Storm Drain Drop Inlets
- Landscaping and Irrigation Upgrades (Includes Tree Trimming)

Division 33 - Utilities/Infrastructure \$0

Division 48 - Solar/Alternate Energy \$0

**TOTAL \$5,611,940**

## **Division 1 - General Requirements/OH/Profit/insurance/Bonds**

General Conditions (6%) \$336,716

Overhead (2%) \$112,239

Profit (6%) \$336,716

Bond (1.5%) \$84,179

Liability Insurance (1.35) \$75,761

**TOTAL \$6,557,552**

**Construction Contingency \$655,755**

DETAILED BUDGET							
AGENCY		Lifemoves					
NAME OF PROGRAM		Surestay - Homekey					
YEAR OF FUNDING		2023 - 2024					
	FTE	FUNDING SOURCE	FUNDING SOURCE	SOURCE OF MATCH	Percent of Match	TOTAL	Description/Base
				Match Type			Example: Rate x Hours = Annual Salary x Percent Allocated
<b>Direct Salaries</b>							
Director of SCC Shelter & Services	0.10	\$12,480.00				\$12,480.00	
Associate Director of SCC Shelter & Services	0.10	\$11,398.00				\$11,398.00	
Program Director	1.00	\$93,600.00				\$93,600.00	
Associate Program Director	1.00	\$76,960.00				\$76,960.00	
Case Manager	4.00	\$241,280.00				\$241,280.00	
Intake/Motel Coordinator	1.00	\$52,000.00				\$52,000.00	
Housing Specialist	1.00	\$60,320.00				\$60,320.00	
Residential Service Coordinator (RSC)	1.00	\$62,400.00				\$62,400.00	
Director of Housing and Employment	0.05	\$4,052.00				\$4,052.00	
SUB TOTAL	9.25	\$614,490.00	\$0.00	\$0.00		\$614,490.00	
<b>Direct Fringe Benefits</b>							
Fringe Benefits		\$248,869.00				\$223,597.00	Example: Total Expense x Percent Allocated
SUB TOTAL		\$248,869.00	\$0.00	\$0.00		\$248,869.00	
<b>Direct Operating Costs</b>							
Client Assistance/Flex Fund		\$18,000.00				\$18,000.00	Example: Cost per Month x # of Months
Food		\$218,400.00				\$218,400.00	
Phone/Internet/TV		\$0.00				\$0.00	
Office Supplies		\$5,000.00				\$5,000.00	
Office Furniture & Equipment (start up/printer/laptop)		\$31,300.00				\$31,300.00	
Travel/Mileage		\$4,000.00				\$4,000.00	
Equipment Lease & Rental		\$2,100.00				\$2,100.00	
Linen Service		\$19,560.00				\$19,560.00	
Maintain Supplies		\$4,000.00				\$4,000.00	
IT, Insurance & Corp Ops		\$0.00				\$0.00	
Misc.		\$24,572.00				\$24,572.00	
Administrative Expenses		\$194,216.00				\$194,216.00	
SUB TOTAL		\$521,148.00	\$0.00	\$0.00		\$521,148.00	
<b>Indirect Costs</b>							
Indirect Costs						\$0.00	
<b>Program Income</b>							
Program Income						\$0.00	
TOTAL		\$1,384,507.00	\$0.00	\$0.00	0.00%	\$1,384,507.00	



DETAILED BUDGET							
AGENCY	Jamboree						
NAME OF PROGRAM	Surestay						
YEAR OF FUNDING	2023 - 2024						
	FTE	FUNDING SOURCE	FUNDING SOURCE	SOURCE OF MATCH	Percent of Match	TOTAL	Description/Base
				Match Type			Example: Rate x Hours = Annual Salary x Percent Allocated
<b>Direct Salaries</b>							
Rental Manager/Administrator	1.00	\$59,800.00				\$59,800.00	
Assistant Rental Manager	1.00	\$47,840.00				\$47,840.00	
Other Office Staff		\$0.00				\$0.00	
Maintenance Manager	1.00	\$52,624.00				\$52,624.00	
Maintenance Technician	1.00	\$43,056.00				\$43,056.00	
Porter/Janitor	1.00	\$35,880.00				\$35,880.00	
Maintenance Supervisor		\$0.00				\$0.00	
Front Desk Clerk	1.00	\$39,520.00				\$39,520.00	
Senior Asset Manager	0.30	\$35,921.00				\$35,921.00	
Compliance Supervisor		\$0.00				\$0.00	
SUB TOTAL	6.30	\$314,641.00	\$0.00	\$0.00		\$314,641.00	
<b>Direct Fringe Benefits</b>							Example: Total Expense x Percent Allocated
Worker Compensation		\$12,586.00				\$12,586.00	
Health Ins Benefits		\$66,278.00				\$66,278.00	
Payroll Taxes		\$28,318.00				\$28,318.00	
SUB TOTAL		\$107,182.00	\$0.00	\$0.00		\$107,182.00	
<b>Direct Operating Costs</b>							Example: Cost per Month x # of Months
Office Supplies (for project)		\$4,000.00				\$4,000.00	
Legal fees- Project		\$2,500.00				\$2,500.00	
Audit Fees		\$7,000.00				\$7,000.00	
Accounting Fees		\$9,240.00				\$9,240.00	
Bank Fees		\$0.00				\$0.00	
Office Equipment Maintenance		\$1,620.00				\$1,620.00	
Office Equipment Purchase		\$0.00				\$0.00	
Telephone		\$4,500.00				\$4,500.00	
Advertising		\$500.00				\$500.00	
Credit Reports		\$1,500.00				\$1,500.00	
Training		\$2,500.00				\$2,500.00	
Laundry Machine Leasing		\$0.00				\$0.00	
Employee Mileage		\$750.00				\$750.00	
Collection Expense/Bad Debt		\$0.00				\$0.00	
Nonprofit Partner Inspection Exp		\$0.00				\$0.00	
Internet/Cable/Database		\$11,840.00				\$11,840.00	
Resident Activities		\$1,000.00				\$1,000.00	
Other Admin-Security Patrol		\$0.00				\$0.00	
Electricity		\$66,000.00				\$66,000.00	
Gas		\$0.00				\$0.00	
Water		\$48,000.00				\$48,000.00	
Sewer		\$64,750.00				\$64,750.00	
Hardware Supplies		\$30,000.00				\$30,000.00	
Paint & Related Supplies		\$7,500.00				\$7,500.00	
Cleaning Supplies		\$8,500.00				\$8,500.00	
Ground Supplies		\$5,000.00				\$5,000.00	
Interior Bldg Repairs		\$12,500.00				\$12,500.00	
Exterior Bldg Repairs		\$10,000.00				\$10,000.00	
Appliance Repairs		\$2,500.00				\$2,500.00	
HVAC Repairs		\$15,000.00				\$15,000.00	
Plumbing Repairs		\$7,500.00				\$7,500.00	
Gate Repairs & Maintenance		\$0.00				\$0.00	
Security/Alarm Maintenance		\$7,500.00				\$7,500.00	
Bldg Sprinkler Maintenance		\$5,000.00				\$5,000.00	
Landscaping Contract		\$6,000.00				\$6,000.00	
Elevator Contract		\$0.00				\$0.00	
Window Cleaning		\$0.00				\$0.00	
Snow Removal or Pool Contract		\$0.00				\$0.00	
Tree Trimming/Major Grounds		\$4,800.00				\$4,800.00	
Pest Control Contract		\$9,000.00				\$9,000.00	
Pest Extermination(Bed Bugs)		\$7,000.00				\$7,000.00	
Garbage Removal Contract		\$24,876.00				\$24,876.00	
Equipment Replacement		\$15,000.00				\$15,000.00	
Equipment Rental/Maintenance		\$0.00				\$0.00	
Other Maintenance Uniforms		\$2,000.00				\$2,000.00	
Capital Replacements		\$38,500.00				\$38,500.00	
Maintenance/Misc.		\$0.00				\$0.00	
Property & Liability Insurance		\$45,000.00				\$45,000.00	
Add'l Umbrella Liability		\$0.00				\$0.00	
Fidelity Bond Insurance		\$500.00				\$500.00	
Property Taxes & Fees		\$15,171.00				\$15,171.00	
Misc. Fees		\$7,500.00				\$7,500.00	
Security		\$403,200.00				\$403,200.00	
Domus Management Fee		\$46,200.00				\$46,200.00	
JHC Asset Management Fee		\$200,000.00				\$200,000.00	
SUB TOTAL		\$1,161,447.00	\$0.00	\$0.00		\$1,161,447.00	
Indirect Costs						\$0.00	
<b>Program Income</b>							
Program Income						\$0.00	
<b>TOTAL</b>		<b>\$1,583,270.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$1,583,270.00</b>	