



Regional Housing Authority of Sutter and Nevada Counties
1455 Butte House Road, Yuba City, CA 95993
Phone: (530) 671-0220, Toll Free: (888) 671-0220
TTY: (866) 735-2929 Fax: (530) 673-0775
Website: www.rhasnc.org

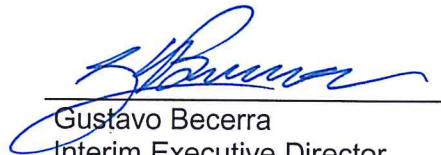
September 30, 2015

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Stanley Cleveland, Jr.
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Jim Whiteaker
Commissioner Luis Uribe

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
Appeal-Democrat
Duane Oliveira, Legal Counsel
SCEA
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
The Union
Rob Choate, County of Nevada

**NOTICE OF REGULAR MEETING
October 7, 2015**

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Regular Session at **12:15 PM on Wednesday, October 7, 2015 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**


Gustavo Becerra
Interim Executive Director

s: No10072015



The Housing Authority is an equal opportunity employer and housing provider.



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
October 7, 2015, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.
- C. AWARDS AND PRESENTATIONS:
1. Family Self-Sufficiency Graduate Stacy Mendoza
 2. Family Self-Sufficiency Graduate Megan Anderson
 3. Family Self-Sufficiency Graduate Robert Mireles
 4. Family Self-Sufficiency Program Presentation
 5. MEET THE STAFF:
 - A. John Guanzon, Maintenance Department
 - B. Sonja Dillree, Planning and Community Development Department
- D. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
6. Approval of Minutes – Strategic Planning Session pg. 1
 7. Approval of Minutes – September 16, 2015 pg. 2
- E. OLD BUSINESS: Discussion/Possible Action:

8. Update on Approval of Amendment to Add Yuba County

F. NEW BUSINESS: Discussion/Possible Action:

- 9. Resolution 15-1411, FSS Graduate Stacy Mendoza pg. 7
- 10. Resolution 15-1412, FSS Graduate Megan Anderson pg. 8
- 11. Resolution 15-1413, FSS Graduate Robert Mireles pg. 9
- 12. Resolution 15-1414, Revision of OMS Operating Budget for 2015-2017 pg. 10
- 13. Resolution 15-1415, Resolution, Waiver of Notice and Unanimous Consent to Action pg. 14
- 14. Resolution 15-1416, Authorization to Submit an Application for Community Services Block Grant Funds in the Amount not to Exceed \$10,000 to the Sutter County Community Action Agency pg. 16
- 15. Resolution 15-1417 – Approval of the Standard Charges to Residents for Maintenance Services and Resident Caused Damages for 2015-2016 pg. 17
- 16. Approval of Strategic Plan 2016-2019 pg. 20

G. ADMINISTRATIVE REPORT:

- 17. Finance Update pg. 33
- 18. Planning and Community Development/Administrative Update

H. HOUSING COMMISSIONERS' COMMENTS:

I. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.

- 19. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case

20. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director

21. CLOSED SESSION: Pursuant to Section 54956.8 of the California Government Code
Conference with Real Property Negotiators
Property: 445 Bernard Drive, Yuba City, CA 95991
Agency Negotiator: Gustavo Becerra
Under negotiation: Possible Leasing of Additional Property to the Yuba City Unified School District (includes instructions to negotiator regarding price and terms of lease)

J. NEXT MEETING:

K. ADJOURNMENT

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Strategic Planning Session

August 19, 2015

Chairperson Diane Hodges called the Strategic Planning Session to order at the Holbrook Hotel, 212 W Main Street, Grass Valley, CA 95945 at 10:20 AM.

Interim Executive Director Gustavo Becerra introduced Jean Sullivan with Bryce Consulting who would be the moderator for the session. He explained the current plan is through 2015. Mr. Becerra also expressed the plan needs to be changed to a 4 year plan to coincide with the Housing Authority Public Housing Authority (PHA) Plan for HUD.

Staff, Commissioners and members of the public discussed and recommended changes to the current Strategic Plan. Ms. Sullivan then took the notes and incorporated them into the updated Strategic Plan which will be presented to the Board for approval at a later Board Meeting.

The meeting was adjourned at 2:00 PM.

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

September 16, 2015

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Martha Griese, Stanley Cleveland Jr., Charles Epp, Brian Foss and Dan Miller were present. Commissioners Suzanne Gallaty and Luis Uribe were absent. Commissioner Jim Whiteaker arrived later in the meeting. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION: NONE

ITEM NO. C.1. – FAMILY SELF-SUFFICIENCY GRADUATE DEBBIE ACOSTA:

Family Self-Sufficiency Coordinator Josie Martinez introduced Debbie Acosta. Ms. Acosta began on the program in February 2012 and graduated in April 2015. Ms. Acosta has obtained a full time job working in a doctor's office and received \$6,931.27 from her escrow account.

Interim Executive Director Gustavo Becerra presented Ms. Acosta a plaque for her accomplishments.

ITEM NO. C.2. – FAMILY SELF-SUFFICIENCY GRADUATE ADELA LEVYA:

Ms. Martinez introduced Adela Levya. Ms. Levya came through the Cold Weather Shelter program and joined the FSS program in March 2008. Ms. Levya is now working full time at Dollar General and will receive \$4,975.48 from her escrow account.

Mr. Becerra presented Ms. Levya a plaque for her accomplishments.

ITEM NO. C.3. – FAMILY SELF-SUFFICIENCY GRADUATE MORGANE DUSSAULT:

Ms. Martinez introduced Morgane Dussault. Ms. Dussault became an FSS participant in May 2012. She has been going to school and will be graduating in the spring and is working full time for Rideout Hospital. Ms. Dussault also became a homeowner earlier in the year. Ms. Dussault received \$4,033.62 from her escrow account.

Mr. Becerra presented Ms. Dussault a plaque for her accomplishments.

ITEM NO. C.4. – FAMILY SELF-SUFFICIENCY GRADUATE JEANIE LOVE:

Ms. Martinez explained Ms. Love was unable to attend the meeting. Ms. Love became a participant in April 2009 and is working full time at IHSS. She will receive a check for \$12,913.34.

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Commissioner Griese asked if there was a regulation as to what the participants must use the money on. Ms. Martinez said it is up to the participant, some have paid off bills, some have put down payments on a home and others have purchased reliable transportation.

Ms. Dussault said she is very grateful for the opportunity to have a hand up. She said the program has allowed her to raise her children in a safe environment and reside in a beautiful home.

ITEM NO. C.5. - MEET THE STAFF, A. JOE GONZALEZ:

Interim Director of Maintenance Tom Goodwin introduced Joe Gonzalez. He began with the agency as a temporary laborer in 1996 and was hired on full time in 1997 making him one of the senior employees at the agency. Mr. Gonzalez has seen how far the places have come he also lived onsite for a period of time. Mr. Gonzalez is currently a Maintenance Mechanic II.

Mr. Gonzalez thanked both Mr. Goodwin and Mr. Becerra for getting the items staff needs to accomplish the job safely. He said he has heard the negative comments turned positive about the Richland Housing complex.

ITEM NO. C.5. - MEET THE STAFF, B. MARISOL ALCARAZ:

Director of Housing Jeni Chavez introduced Marisol Alcaraz. She has been employed with the Housing Authority for over 5 years and has worked in almost every job in the Occupancy/Eligibility department.

Ms. Alcaraz said she is thankful for her job and enjoys doing helping people.

ITEM NO. D.6. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

Chairperson Hodges reported there was no reportable action.

ITEM NO. D.7. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

Chairperson Hodges reported there was no reportable action.

ITEM NO. D.8. – CLOSED SESSION: PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE, CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: 445 BERNARD DRIVE, YUBA CITY, CA 95991, AGENCY NEGOTIATOR: GUSTAVO BECERRA, UNDER NEGOTIATION: POSSIBLE LEASING OF ADDITIONAL PROPERTY TO THE YUBA CITY UNIFIED SCHOOL DISTRICT (INCLUDES INSTRUCTIONS TO NEGOTIATOR REGARDING PRICE AND TERMS OF LEASE):

Chairperson Hodges reported there was no reportable action.

ITEM NO. E. - CONSENT CALENDAR:

Commissioner Miller made a motion to approve the Consent Calendar as submitted. Commissioner Griese made the second. All were in favor by voice vote. Commissioner Epp abstained.

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 10. – RESOLUTION 15-1404 – FSS GRADUATE DEBBIE ACOSTA:

Commissioner Whiteaker made a motion to approve Resolution 15-1404, FSS Graduate Debbie Acosta. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. G. 11. – RESOLUTION 15-1405 – FSS GRADUATE ADELA LEVYA:

Commissioner Whiteaker made a motion to approve Resolution 15-1405, FSS Graduate Adela Levya. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. G. 12. – RESOLUTION 15-1406 – FSS GRADUATE MORGANE DUSSAULT:

Commissioner Whiteaker made a motion to approve Resolution 15-1406, FSS Graduate Morgane Dussault. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. G. 13. – RESOLUTION 15-1407 – FSS GRADUATE JEANIE LOVE:

Commissioner Whiteaker made a motion to approve Resolution 15-1407, FSS Graduate Jeanie Love. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. G. 14. – RESOLUTION 15-1408 – RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$808.42:

Commissioner Whiteaker made a motion to approve Resolution 15-1408, Rural Development Collection Loss Write-Off in the amount of \$808.42. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. G. 15. – RESOLUTION 15-1409 – DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$369.27:

Commissioner Whiteaker made a motion to approve Resolution 15-1409, Devonshire Collection Loss Write-Off in the amount of \$369.27. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. G. 16. – RESOLUTION 15-1410 – KINGWOOD COMMONS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$463.13:

Commissioner Whiteaker made a motion to approve Resolution 15-1410, Kingwood Commons Collection Loss Write-Off in the amount of \$463.13. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. H.17. – OCCUPANCY/ELIGIBILITY UPDATE:

Mrs. Chavez stated all of the programs are doing well. She said the Housing Choice Voucher program continues to lease with over 200 vouchers on the streets.

ITEM NO. H.18. – MAINTENANCE UPDATE:

Mr. Goodwin explained the number of work orders was up during this time due to staff conducting pre-REAC inspections and producing work orders for items needing repairs.

Mr. Becerra stated REAC is the Real Estate Assessment Center and they inspect five properties every other year.

ITEM NO. H.19. – PLANNING AND COMMUNITY DEVELOPMENT/ADMINISTRATIVE UPDATE:

Mr. Becerra said the Finance update will be presented in October.

Legal Counsel Duane Oliveira gave an update regarding the addition of Yuba County. He stated legal counsel for Nevada County had some concerns regarding the lack of language regarding the Housing Authority operating in Yuba and Colusa Counties.

Mr. Becerra explained the collection loss process will be changing back to a collection agency for three years which at that time staff will evaluate the results as to which process is providing a better outcome. He also mentioned the draft Personnel Rules is completed and has been forwarded to the union for their review.

Mr. Becerra mentioned the State of California asked staff to get bids for roofing, painting, windows and water heaters for the Office of Migrant Services units.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Chairperson Hodges stated the Live Oak Fall Festival will be on Saturday, September 19, 2015.

ITEM NO. J – NEXT MEETING: October 7, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:43 P.M.

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RESOLUTION 15-1411

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF
Stacy Mendoza**

WHEREAS, the Regional Housing Authority of Sutter County encourages Housing Choice Voucher participants to enroll in the Family Self-Sufficiency (FSS) Program; and

WHEREAS, Stacy Mendoza started in this program on 01/01/2014 and set goals for herself to become independent of government assistance; and

WHEREAS, Stacy Mendoza met her goals by 09/30/2015 and received sufficient earned income to generate an escrow account in the amount of \$142.00; and

WHEREAS, Stacy Mendoza has now "graduated" from the FSS program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties congratulates Stacy Mendoza for her determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all her future endeavors.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 7th day of October.

Chairperson Diane Hodges

Vice-Chairperson Martha Griese

Commissioner Charles Epp

Commissioner Stan Cleveland

Commissioner Brian Foss

Commissioner Suzanne Gallaty

Commissioner Dan Miller

Commissioner Luis Uribe

Commissioner Jim Whiteaker

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RESOLUTION 15-1412

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF
Megan Anderson**

WHEREAS, the Regional Housing Authority of Sutter County encourages Housing Choice Voucher participants to enroll in the Family Self-Sufficiency (FSS) Program; and

WHEREAS, Megan Anderson started in this program on 07/01/2011 and set goals for herself to become independent of government assistance; and

WHEREAS, Megan Anderson met her goals by 09/30/2015 and received sufficient earned income to generate an escrow account in the amount of \$1854.57; and

WHEREAS, Megan Anderson has now "graduated" from the FSS program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties congratulates Megan Anderson for her determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all her future endeavors.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 7th day of October.

Chairperson Diane Hodges

Vice-Chairperson Martha Griese

Commissioner Charles Epp

Commissioner Stan Cleveland

Commissioner Brian Foss

Commissioner Suzanne Gallaty

Commissioner Dan Miller

Commissioner Luis Uribe

Commissioner Jim Whiteaker

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RESOLUTION 15-1413

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF
Robert Mireles**

WHEREAS, the Regional Housing Authority of Sutter County encourages Housing Choice Voucher participants to enroll in the Family Self-Sufficiency (FSS) Program; and

WHEREAS, Robert Mireles started in this program on 12/01/2014 and set goals for himself to become independent of government assistance; and

WHEREAS, Robert Mireles met his goals by 09/30/2015 and received sufficient earned income to generate an escrow account in the amount of \$454.03; and

WHEREAS, Robert Mireles has now "graduated" from the FSS program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties congratulates Robert Mireles for his determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all his future endeavors.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 7th day of October.

Chairperson Diane Hodges

Vice-Chairperson Martha Griese

Commissioner Charles Epp

Commissioner Stan Cleveland

Commissioner Brian Foss

Commissioner Suzanne Gallaty

Commissioner Dan Miller

Commissioner Luis Uribe

Commissioner Jim Whiteaker

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RESOLUTION 15-1414

**RESOLUTION APPROVING THE 2016-2017 FISCAL YEAR OPERATION AND MAINTENANCE CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
CONTRACT 15-OMS-10557**

WHEREAS, the California Department of Housing and Community Development has provided a 2-year Operation and Maintenance Contract of \$317,924 for FYE 2016 and \$257,089 for FYE 2017 for the Yuba City Migrant Center; and

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties, acting through its desires to approve this Operation and Maintenance Contract for the FYE 2016 - FYE 2017 operation of the Yuba City Migrant Center.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties hereby approves the Operation and Maintenance Contract 15-OMS-10557 in the amounts of \$317,924 and \$257,089 and authorizes Chairperson Diane Hodges to executive said contract and any amendments to said contract on behalf of the Regional Housing Authority of Sutter and Nevada Counties.

PASSED AND ADOPTED this 7th day of October, 2015, by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

Attest: _____

Diane Hodges, Chairperson

(SEAL)



The Housing Authority is an equal opportunity employer and housing provider.



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STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by May, 2013

For Fiscal Year: **2015-2016**

YUBA CITY

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Regional Housing Authority of Sutter & Nevada Counties
448 Garden Highway
Yuba City, CA 95991

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEAR BUDGET	OPERATING RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 86,571.00		\$ 96,408.00		\$ 79,950.00
102 Temporary Salaries/Wages	\$ -		\$ -		\$ -
103 Personnel Benefits	\$ 44,151.00		\$ 26,862.00		\$ 40,776.00
SUBTOTAL	\$ 130,722.00		\$ 123,270.00		\$ 120,726.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 51.00		\$ 400.00		\$ 100.00
202 Household Supplies	\$ -		\$ 500.00		\$ 100.00
203 Communications	\$ 382.00		\$ 1,000.00		\$ 382.00
204 Travel	\$ -		\$ 450.00		\$ 200.00
205 Auto Repair/Maintenance	\$ 388.00		\$ 1,200.00		\$ 388.00
206 Gas/Oil	\$ 302.00		\$ 600.00		\$ 300.00
207 Minor Equipment Repair/Maintenance	\$ -		\$ -		\$ -
208 Purchases Under \$150	\$ -		\$ -		\$ -
209 Major Equipment Repair/Maintenance	\$ 11,850.00		\$ 10,000.00		\$ 10,000.00
211 Equipment Rental	\$ -		\$ 300.00		\$ -
212 Electricity and Gas	\$ 25,170.00		\$ 40,000.00		\$ 25,170.00
213 Garbage, Trash	\$ 7,600.00		\$ 18,900.00		\$ 7,600.00
214 Sewer, Water	\$ 27,500.00		\$ 38,063.00		\$ 27,500.00
215 Other Costs	\$ 13,365.00		\$ 10,000.00		\$ 10,000.00
216 Operating Reserves					
SUBTOTAL	\$ 86,608.00		\$ 121,413.00		\$ 81,740.00
MAINTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 40,422.00		\$ 10,000.00		\$ 10,000.00
302 Lumber and Materials	\$ 75.00		\$ 75.00		\$ 75.00
303 Grounds Maintenance	\$ 26,064.00		\$ 12,500.00		\$ 12,500.00
304 Minor Rehabilitation/Repairs	\$ 109,015.00		\$ 7,500.00		\$ 1,950.00
304a Water Conservation Grant					\$ 60,835.00
SUBTOTAL	\$ 175,576.00		\$ 30,075.00		\$ 85,360.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 29,555.00		\$ 28,148.00		\$ 23,372.00
402 Travel	\$ -		\$ -		\$ -
403 Audit	\$ 6,861.00		\$ 6,726.00		\$ 6,726.00
SUBTOTAL	\$ 36,416.00		\$ 34,874.00		\$ 30,098.00
OTHER - 500					
501 Replacement Reserve	\$ -				\$ -
502 Debt Service	\$ -				\$ -
SUBTOTAL	\$ -				\$ -
TOTAL	\$ 429,322.00		\$ 309,632.00		\$ 317,924.00

Submitted by: _____

Name

Title

Date

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STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by May, 2013

For Fiscal Year: **2016-2017**

YUBA CITY

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Regional Housing Authority of Sutter & Nevada Counties
448 Garden Highway
Yuba City, CA 95991

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEAR BUDGET	OPERATING RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 86,571.00		\$ 96,408.00		\$ 79,950.00
102 Temporary Salaries/Wages	\$ -		\$ -		\$ -
103 Personnel Benefits	\$ 44,151.00		\$ 26,862.00		\$ 40,776.00
SUBTOTAL	\$ 130,722.00		\$ 123,270.00		\$ 120,726.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 51.00		\$ 400.00		\$ 100.00
202 Household Supplies	\$ -		\$ 500.00		\$ 100.00
203 Communications	\$ 382.00		\$ 1,000.00		\$ 382.00
204 Travel	\$ -		\$ 450.00		\$ 200.00
205 Auto Repair/Maintenance	\$ 388.00		\$ 1,200.00		\$ 388.00
206 Gas/Oil	\$ 302.00		\$ 600.00		\$ 300.00
207 Minor Equipment Repair/Maintenance	\$ -		\$ -		\$ -
208 Purchases Under \$150	\$ -		\$ -		\$ -
209 Major Equipment Repair/Maintenance	\$ 11,850.00		\$ 10,000.00		\$ 10,000.00
211 Equipment Rental	\$ -		\$ 300.00		\$ -
212 Electricity and Gas	\$ 25,170.00		\$ 40,000.00		\$ 25,170.00
213 Garbage, Trash	\$ 7,600.00		\$ 18,900.00		\$ 7,600.00
214 Sewer, Water	\$ 27,500.00		\$ 38,063.00		\$ 27,500.00
215 Other Costs	\$ 13,365.00		\$ 10,000.00		\$ 10,000.00
216 Operating Reserves					
SUBTOTAL	\$ 86,608.00		\$ 121,413.00		\$ 81,740.00
MAINTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 40,422.00		\$ 10,000.00		\$ 10,000.00
302 Lumber and Materials	\$ 75.00		\$ 75.00		\$ 75.00
303 Grounds Maintenance	\$ 26,064.00		\$ 12,500.00		\$ 12,500.00
304 Minor Rehabilitation/Repairs	\$ 109,015.00		\$ 7,500.00		\$ 1,950.00
SUBTOTAL	\$ 175,576.00		\$ 30,075.00		\$ 24,525.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 29,555.00		\$ 28,148.00		\$ 23,372.00
402 Travel	\$ -		\$ -		\$ -
403 Audit	\$ 6,861.00		\$ 6,726.00		\$ 6,726.00
SUBTOTAL	\$ 36,416.00		\$ 34,874.00		\$ 30,098.00
OTHER - 500					
501 Replacement Reserve	\$ -				\$ -
502 Debt Service	\$ -				\$ -
SUBTOTAL	\$ -				\$ -
TOTAL	\$ 429,322.00		\$ 309,632.00		\$ 257,089.00

Submitted by: _____
Name

_____ Title
_____ Date

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Project	Toilets	Urinals	Aerators	Showerheads	Est. Water Savings Gallons/yr.	Total Cost	Rebates	Approved Funding Amount
Shafter Migrant Center	0	1	132		188,093	\$ 1,277		\$ 1,277
Atwater Migrant Center	0	1	206	62	234,950	\$ 2,577		\$ 2,577
Rafael Silva Migrant Center	0	1	171	49	200,397	\$ 2,207		\$ 2,207
Empire Migrant Center	0		192	95	209,983	\$ 2,385		\$ 2,385
Hollister Migrant Center	0		4	4	5,342	\$ 80		\$ 80
Merced Migrant Center	0	1	127	74	139,009	\$ 2,362		\$ 2,362
Williams Migrant Center	0		109	104	99,485	\$ 2,105		\$ 2,105
Westley Migrant Center	0	2	84	34	95,022	\$ 2,164		\$ 2,164
Arvin Migrant Center	15	1	190	91	436,312	\$ 13,882	\$ 750	\$ 13,132
Madison Migrant Center	0	1	22		22,851	\$ 727		\$ 727
Patterson Migrant Center	0	2	80	34	66,395	\$ 2,144		\$ 2,144
Felix Torres Migrant Center	0		165	74	44,293	\$ 1,935		\$ 1,935
Davis Migrant Center	0	2	25		27,090	\$ 1,359		\$ 1,359
Artesi II Migrant Center	99		195	98	939,065	\$ 74,715		\$ 74,715
Parlier Migrant Center	138		274	133	1,221,174	\$ 104,105		\$ 104,105
Harney Lane Migrant Center	99		195	98	874,225	\$ 74,715		\$ 74,715
Artesi III Migrant Center	99		195	98	816,092	\$ 74,715		\$ 74,715
Buena Vista Migrant Center	104				682,749	\$ 75,920		\$ 75,920
F.H. Rehman Migrant Center	16	3	27	2	111,642	\$ 13,696		\$ 13,696
Yuba City Migrant Center	81		161	60	480,227	\$ 60,835		\$ 60,835
	651	15	2,554	1,110	6,894,395	\$ 513,905	\$ 750	\$ 513,155



Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993

Phone: (530) 671-0220, Toll Free: (888) 671-0220

TTY: (866) 735-2929, Fax: (530) 673-0775

Website: www.rhasnc.org

RESOLUTION 15-1415

RESOLUTION, WAIVER OF NOTICE AND UNANIMOUS CONSENT TO ACTION

The Board of Commissioners of Regional Housing Authority of Sutter and Nevada Counties ("RHASNC") by this writing unanimously approve the following resolutions and consent to their adoption:

WHEREAS, RHASNC is and is approved to and is authorized to acquire and develop and assist to construct an affordable housing project in Live Oak, California (the "Project") as the co-developer of the Project which shall be owned by Live Oak Pacific Associates, a California Limited Partnership; and

WHEREAS, it may be necessary for RHASNC to enter into numerous documents and agreements, including without limitation, a Developer Agreement(s) and all documents, contracts, and agreements necessary to fulfill its obligation as project co-developer; and

NOW THEREFORE, IT IS HEREBY RESOLVED, that Gustavo Becerra as Interim Executive Director is hereby authorized to negotiate, execute and deliver the following documents on behalf of RHASNC for its own account, and as co-developer of the Project as applicable:

- Any and all documents necessary to become co-developer for the Project including, without limitation, developer agreement(s) and all documents, contracts, and agreements necessary to fulfill its obligation as project co-developer;
- Execution of an Amended and Restated Partnership Agreement installing CREA Kristen Court, LLC and CREA SLP, LLC as limited partners of the Partnership, and any and all amendments thereto and ancillary documents required in connection with the syndication of the tax credits generated by the Project;
- Construction and Permanent loan documents, security interests, trust deeds, financing statements and other documents relating to securing and closing a construction loan and/or permanent loan (if any) from Rabobank, N.A. or affiliate thereof and Bonneville Mortgage Company or affiliate thereof in the approximate amounts of \$11,250,000 and \$1,000,000 respectively;
- Agreements, easements or documents with local government entities, utilities and any other documents necessary to facilitate the development of the Project, including a land loan in the amount of \$823,000 from the Regional Housing Authority of Sutter and Nevada Counties ("RHASNC"), a capital loan in the amount of \$337,143 from RHASNC, a land loan in the amount of \$293,000 from the City of Live Oak, and a fee deferral in the amount of \$373,349 from the City of Live Oak;



BE IT FURTHER RESOLVED, that RHASNC is authorized to take all actions necessary to fulfill its obligations as the Project co-developer.

BE IT FURTHER RESOLVED, that all acts and actions previously taken by or on behalf of RHASNC are hereby authorized, ratified and approved.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 7th day of October, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____
Diane Hodges, Chairperson

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Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 15-1416

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR COMMUNITY SERVICES BLOCK GRANT FUNDS IN THE AMOUNT NOT TO EXCEED \$10,000 TO THE SUTTER COUNTY COMMUNITY ACTION AGENCY

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties (Authority) operates low income family housing pursuant to the United States Department of Housing and Urban Development (HUD) regulations; and

WHEREAS, HUD requires the Authority assist families in developing self-sufficiency and eliminating the need for government assistance; and

WHEREAS, the Sutter County Community Action Agency has Community Services funds available for the purpose of providing self-sufficiency programs; and

WHEREAS, the project cost of the program is \$10,000; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to submit an application for a Community Services Block Grant in an amount not to exceed \$10,000 to the Sutter County Community Action Agency and to sign all documents necessary for submittal of the application.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 7th day of October 2015.

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____
Gustavo Becerra, Interim Executive Director



The Housing Authority is an equal opportunity employer and housing provider.



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Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 15-1417

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES HEREBY AUTHORIZES THE STANDARD CHARGES TO RESIDENTS FOR MAINTENANCE SERVICES AND RESIDENT CAUSED DAMAGES FOR 2015-2016.

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties, a Public Housing Authority (PHA), is mandated to provide decent, safe, sanitary housing. The PHA has updated Standard Charges for Maintenance Services and Resident caused damages for 2015-2016.

BE IT RESOLVED, the Regional Housing Authority of Sutter and Nevada Counties expresses its support of the implementation of the updated STANDARD CHARGES TO RESIDENTS FOR MAINTENANCE SERVICES AND RESIDENT CAUSED DAMAGES FOR 2015-2016.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute documents as needed to accommodate the implementation of the STANDARD CHARGES TO RESIDENTS FOR MAINTENANCE SERVICES AND RESIDENT CAUSED DAMAGES.

The undersigned Chairperson of the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties therefore named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Governing Board adopted at a duty convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 7th day of October, 2015.

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____
Diane Hodges, Chairperson

(SEAL)

reso15-1417

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The Housing Authority is an equal opportunity employer and housing provider.





REGIONAL HOUSING AUTHORITY

STANDARD CHARGES TO RESIDENTS FOR MAINTENANCE SERVICES AND RESIDENT CAUSED DAMAGES 2015-2016

BATHROOM Replacement of:	Material	Labor (\$50 hr)
Complete toilet replacement	\$212.00	\$100.00
Complete toilet replacement (ADA)	\$242.00	\$100.00
Toilet tank lid	\$33.00	\$25.00
Toilet seat	\$14.00	\$25.00
Toilet seat (ADA)	\$19.00	\$25.00
Toilet paper dispenser	\$4.00	\$25.00
Toilet paper roller	\$2.00	\$25.00
Towel bar only	\$3.00	\$25.00
Towel bar (bar & brackets)	\$4.00	\$37.50
Medicine cabinet	\$53.00	\$50.00
Medicine cabinet with plastic drawer	\$60.00	\$50.00
Shower curtain rod	\$26.00	\$25.00
Shower rod ends	\$3.75	
Rubber tub/sink stoppers	\$1.00	\$25.00
Pop up sink stoppers	\$5.00	\$25.00
Faucet aerator	\$1.00	\$25.00
KITCHEN Replacement of:		
Refrigerator door gasket	\$90.00	\$100.00
Drawer Front		\$25.00
Burner drip pan (electric)	\$1.93	
Stove burner	\$39.27	\$12.50
Stove Burner (electric)	\$13.30	\$12.50
Fresh food bin	See Invoice	\$25.00
Garbage disposal guard	\$2.50	\$12.50
Crisper top	See Invoice	\$25.00
Freezer door bar	See Invoice	\$25.00
Freezer door end caps	See Invoice	\$25.00
Fresh food door bar	See Invoice	\$25.00
Fresh food end caps	See Invoice	\$25.00
Stove hood filter	\$6.00	\$25.00
Counter Tops (new)	\$65 ft	All labor time
Oven rack	See Invoice	\$25.00
GFCI (ground Fault Circuit Interrupters)	\$15.00	\$37.50
Sink strainer baskets (Lug/rubber bottom)	\$2.50	\$12.50
DOORS, WINDOWS AND SCREENS Replacement of:		
Door-exterior (solid core)	See Invoice	\$125.00
Door- interior (hollow core)	\$55.00	\$100.00
Door-screen door (patio)	\$95.00	\$50.00
Door-screen door screen (patio)	\$15.00	\$50.00
Closet rollers	\$6.75 ea	\$12.50
Curtain rod (RD Window)	\$15.00	\$6.25
Curtain rod (380's)	\$25.00	\$6.25
Curtain rod (48-2)	\$6.50	\$6.25
Curtain rod (Date-04) entry, kit, door	\$6.50	\$6.25
Screen door latch	\$7.49	\$12.50
Screen door closures	\$10.99	\$12.50
Swinging screen door	\$125.00	\$75.00
Door Stop	\$1.00	\$12.00
Window glass	See Invoice	All labor time
Window screen only	based on united inch (W+H x\$0.25 per united inch) + labor	
Window screen plus frame	based on united inch (W+H x\$0.25 per united inch) + labor, plus frame cost	

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Front door viewer replacement	\$9.00	\$25.00
V slats	\$2.50	\$12.50
Mini blind	See Invoice	\$25.00
Mini blind wands	\$1.00	

GENERAL Replacement of:

Smoke detectors A/C	\$11.00	\$25.00
Smoke detector 9V	\$22.00	\$25.00
Batteries	\$1.00	\$12.50 *If battery missing*
Carbon Monoxide detectors	\$42.00	\$25.00
VCT Floor tile	\$1.00	Hr Rate
Electrical receptacle plate	\$0.50	\$25.00

Ceiling light fixture:

6" round style	\$12.00	\$25.00
8" round style	\$17.00	\$25.00
Square light fixture 12"	\$8.00	\$25.00

Light bulbs:

	Material	Labor
Round (KC)	\$10.00	\$25.00
Regular	\$1.00	\$12.50
Fluorescent 4"	\$7.00	\$12.50
Compact fluorescent	\$5.00	\$12.50
Compact fluorescent push pin	\$4.00	\$12.50
Telephone jack	\$3.00	\$25.00

CLEANING:

Cleaning as required/housekeeping	# hours x \$50.00 hr lab or cleaning vendor invoice
*cleaning costs vary according to bedroom size, carpet soiling (light to heavy)	
Damage due to smoking within unit	materials + # hours (x \$50.00)
Pet damage	See invoice
Carpet replacement	Pro-rated useful life/see invoice
Interior painting	pro-rated useful life/see invoice

Disposal of:

Microwave / Refrigerator / Stove	Amount of dump pass	\$50.00
Chair / Recliner / Dresser	Amount of dump pass	\$25.00
General debris hauling		\$50.00 *# hrs minimum 1 hr
Sewage line clog-resident caused	see invoice	\$50 or \$65 (on call)
Vehicle towing	see invoice	

PESTS:

Pests-general **	See vendor invoice
Pests-bed bugs	see vendor invoice
**the HA maintains regular pest control, resident whose housekeeping habits cause pest infestation will be charged at the vendors cost for pest control services per treatment.	

KEYS:

Lock out (during work hours)	\$50.00
Lock out (after work)	\$65.00
Keys (additional each key)	\$10.00 each
Re-key each cylinder	\$25.00 each + \$40.00 for keys (4 keys)
Keys-passage	\$10.00 \$25.00
Keys-privacy	\$10.00 \$25.00

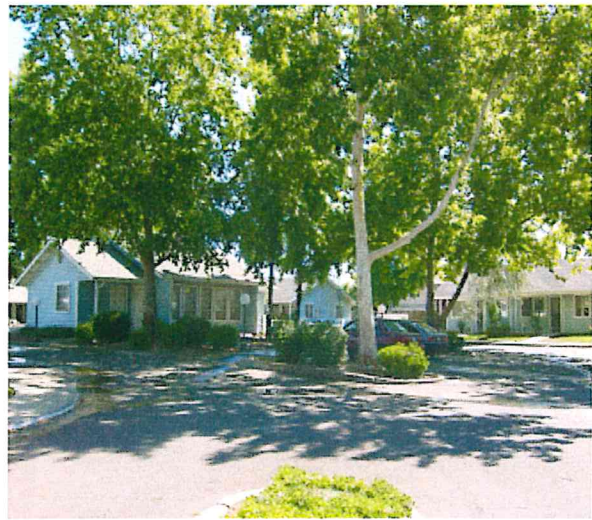
LANDSCAPING:

Mow and trim yard	# of hours x \$50.00 or vendor invoice
Clean up yard & disposal of items	# of hours x \$50.00 plus dump fee-see invoice
Packing & storage of abandoned personal items	storage fee + # hours x \$50.00
Gate Spikes (RD)	\$10.00 ea \$12.50

All vendor costs are subject to change by provider.



Moving forward to better serve the community



Regional Housing Authority of Sutter and Nevada Counties

2016-2019 Strategic Plan

Our Mission – to enhance the community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with varied incomes.

Our Values – As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, integrity, and respect. We embrace the values of excellence, collaboration, innovation and appreciation.

This strategic plan for the Regional Housing Authority of Sutter and Nevada Counties (Agency) sets a bold agenda for the next four years. It will chart our course as an Agency as we strive collectively to meet the need for housing and support the aspirations of households as they move toward greater stability and self-sufficiency. Some of our goals and directions are in process, others are in concepts and will be flushed out to workable business plans that can accommodate our objectives in a manner that can achieve success and meet the demands of the changing times.

This strategic plan sets the direction for that important work and captures the goals and objectives of the Board of Commissioners in their oversight and steerage of this organization. The Agency was formed in 1946 and continues strong today as it serves its member cities and counties.

Board of Commissioners

Diane Hodges, Chairperson

Jim Whiteaker, Commissioner

Martha Griese, Vice-Chairperson

Brian Foss, Commissioner

Charles Epp, Commissioner

Dan Miller, Commissioner

Stanley Cleveland, Jr., Commissioner

Luis Uribe, Commissioner

Suzanne Gallaty, Tenant Commissioner

Key Staff

Gustavo Becerra, Interim Executive Director and Planning and Community Development Manager

Gail Allen, Chief Financial Officer

Tom Goodwin, Director of Maintenance Operations

Jeni Chavez, Director of Housing

Jennifer Ruiz, Executive Assistant/HR Coordinator

Strategic Focus

We are committed to creating and preserving housing for the long term. In pursuit of this vision and commitment we will...

- Maintain and increase our housing stock and expand housing choices for people with varied incomes.
- Collaborate with partners who are able to expand our reach and effectiveness by providing services, education and economic opportunities that help residents advance out of poverty.
- Work with others to create healthy communities that are safe, economically vibrant, pedestrian-friendly and environmentally sustainable.
- Affirmatively further fair housing opportunities.

Guiding Principles

We provide respectful, timely and effective service to all, regardless of race, nationality, physical or mental ability, age, gender, family status, sexual preference, or language proficiency.

We support residents by helping them achieve optimal self-sufficiency and leadership skills. We collaborate with residents and actively seek their advice on policy changes that may affect them.

We seek partnerships and alliances with organizations that serve similar populations and share our goals.

We promote energy efficiency, resource conservation and sustainable development.

We strive to understand, respond to and plan for the emerging needs of the communities that we serve.

We maintain our existing housing to ensure its safety, accessibility, and attractiveness for residents, and to extend its value over the long term.

We continually seek to make our work more efficient and cost effective through research and self-assessment.

We recognize that our employees are our greatest asset. Our achievements are directly related to their preparation, dedication, commitment and accomplishments. We are committed to their ongoing training and development to support our long-term success.

We play an active role in promoting the health and vibrancy of the communities in which we serve.

Strategic Directions and Internal Focus

The Agency's 2016 – 2019 Strategic Plan lays out six broad strategic directions that will define the Agency's work for the next four years:

1. Expand housing for low-income residents across communities that we serve by maintaining and expanding the supply of low-income housing stock.
2. Expand housing access and choice across the communities that we serve for low-income residents using Housing Choice Vouchers.
3. Assist housing participants as they strive to improve their lives and move toward success through education and employment.
4. Provide additional supportive services and increase the supply of housing tailored to the needs of people with disabilities and/or seniors.
5. Partner with others to create healthy, welcoming and supportive living environments in communities that we serve.
6. Affirmatively further fair housing opportunities.

In addition to these strategic directions, we have identified three areas for internal focus. They represent management and administrative conditions necessary for our success:

1. Manage the Regional Area Housing Authority of Sutter and Nevada Counties as effectively as possible to meet the agency's mission.
2. Identify and implement sustainable development, energy efficiency and green building across the agency.
3. Promote a healthy, engaged and productive workforce.

Our Challenges

These strategic directions and areas of management focus respond to the critical challenges we now face. We see those challenges as follows:

Weathering the economic challenges.....

The economic shifts are a constant pendulum that challenge the agency, as they seem to constantly increase the demand for affordable housing. Financing for our projects through both state and federal programs as well as through Low-Income Housing Tax Credits has become more difficult. However, we are fortunate to have secured financing for Maple Park Phase 2 in 2014, and the Kristen Court Apartments in 2015.

The Agency must respond to these challenges with creativity and optimism. We must build new partnerships, and manage our real estate assets wisely to provide a sound foundation for our financial strategies.

Meeting the challenge of increasing demand for housing for low-income seniors.....

The population currently living in our housing is aging, creating a greater demand for services to assist them with aging in place. Demographic trends indicate that the need for additional housing opportunities for low-income seniors will increase dramatically in the future. We need to be prepared to

meet the increased demand for housing that is appropriate to the needs of seniors. Maple Park Phase 2 is a housing project for seniors.

Land costs.....

We continue to see land values escalate in our communities, particularly in Nevada County. Land for affordable housing development is scarce and expensive, thus making project development that much more difficult, when you combine the shortage and competitiveness of funding sources for affordable housing.

Our Opportunities

In spite of these challenges, new opportunities continue to arise, and we are determined to take advantage of them. Among those opportunities are:

Fulfilling the promise of Maple Park redevelopment, phase 2 construction will be complete in March 2016, and the transformation of Maple Park into a new viable and vibrant community with 56 units of family housing, and 35 units of senior housing located in the City of Live Oak will be complete. Maple Park was our oldest public housing community. Built in 1952, it no longer met the needs of the people who lived there. Its physical structures were failing and its infrastructure was breaking down. It represented simultaneously one of the greatest opportunities and challenges facing the housing authority.

Continual improvement process: The goals of the Agency include achieving greater cost effectiveness, reducing federal expenditures, offering incentives to families to assist them in obtaining employment and becoming economically self-sufficient, and increasing housing choices for low-income families.

Partnering with for-profit, and non-profit housing developers, in order to be more competitive with funding applications, and for land acquisition opportunities.

Maintain and improve existing housing stock for the long term

- Maintain existing properties to meet safety and livability standards and extend their useful life as far into the future as possible.
- Identify and plan for the replacement or rehabilitation of properties that have significant capital needs.
- Create a sustainable plan to address the near-term capital needs of the buildings within the existing Senior Housing Programs.
- Complete the retrofit of existing and creation of more units to make them accessible to people with disabilities under the Uniform Federal Accessibility Standards.
- Explore options that may emerge from the US Department of Housing and Urban Development (HUD), and USDA-Rural Development, to increase subsidy, pursue new financing options and sustain existing housing stock.

Goals

As a measure of the commitment to our strategic directions and management strategy, staff will provide an annual report to the Board of Directors on the status of individual goals.

Strategic Direction 1

Expand housing for low-income residents across communities by maintaining and expanding the supply of low-income housing stock.

Goal	Who	Timing
The Agency's stock of low-income housing is our most valuable asset. In order to continue to expand housing opportunities across the counties we will pay close attention to keeping our existing stock well-maintained and habitable.	Maintenance Department	On-going
Seek partnerships to obtain additional funding	Planning & Community Development Department	On-going
Identify new funding streams	Planning & Community Development, and Finance Departments	On-going
Identify where inventory is needed	Planning & Community Development Department	On-going

Inventory added in the past 5 years:

- Maple Park Phase 1 (new construction, 56 units, multi-family housing, City of Live Oak)
- Devonshire Apartments (acquisition, 30 units, multi-family housing, City of Colusa)
- Heather Glenn (acquisition/rehab, 10 units, shared housing, City of Marysville)
- Richland Rural Development ADA units (new construction, 10 units, multi-family housing, City of Yuba City)
- Richland Neighborhood Center (demolition and new construction, community center, City of Yuba City)
- Neighborhood Stabilization Program (acquisition/rehab, 22 units, single-family homes, 18 in the City of Yuba City, 3 in the City of Live Oak, 1 in the County of Sutter)
- Trio lease to own program (acquisition/minor rehab, 4 units, single-family homes, 3 in the City of Yuba City, 1 in the City of Grass Valley)
- Centennial Arms Apartments (acquisition/rehab, 22 units, multi-family apartments, City of Live Oak)
- Homes2Families Program (acquisition/minor rehab, 19 units, single-family homes, City of Yuba City, homes owned by the City of Yuba City and managed by RHASNC)

Strategic Direction 2

Expand housing access and choice across communities for low-income residents using Housing Choice Vouchers and housing.

Goal	Who	Timing
Continue to pursue opportunities to add to the Agency's supply of Housing Choice Vouchers (HCV). Apply for new vouchers as they become available through HUD. Pursue vouchers specifically to serve, including but not limited to veterans, families seeking reunification and other special needs populations, for example homeless populations, victims of domestic violence, disabled, and those transitioning out of assisted living.	Occupancy Department	As needed, when HUD issues Notices of Funding Availability (NOFA's)
Increase access to housing in areas of the community where it has traditionally been less available to low-income residents.	Occupancy Department	At issuance of vouchers to applicants from the waiting list
Continue to assist participants in the HCV program to overcome barriers and secure housing by expanding housing-search resources, increasing counseling and training, and pursuing other program innovations.	Occupancy Department	On-going
Identify affordable housing opportunities in neighborhoods currently underrepresented by participants. Reach out to landlords in underserved areas and increase the involvement of these landlords in the HCV program by providing information workshops about property management and the HCV program.	Occupancy Department	On-going
Track the use of HCV across the communities and monitor trends, and then identify additional strategies based on this information.	Occupancy Department	On-going
Identify and assist in reducing the barriers that low-income participants experience when they seek rental housing.	Occupancy Department	On-going

Strategic Direction 3

Assist housing participants in gaining access to education and employment opportunities so they can reach self-sufficiency.

Goal	Who	Timing
Work with community partners to improve access to childhood early learning for participant families.	Occupancy Department	As needed

	(FSS Program)	
Take an active advocacy role with local schools and colleges to meet the specific needs of low-income residents.	Occupancy Department (FSS Program)	As needed
Provide resources and referrals to assist participants with credit counseling, banking and other financial services.	Occupancy Department (FSS Program)	As needed
Provide resources and referrals to assist participants with benefits counseling and work incentives (SSI, IHSS, SSDI, etc.)	Occupancy Department (FSS Program)	As needed
Link participants to social services and case managers to address both physical and mental health issues.	Occupancy Department (FSS Program)	As needed
Develop a single economic opportunity program, integrated across housing programs and departments, for adult housing participants.	Occupancy Department (FSS Program)	By fiscal year ending 2019
Promote an expectation of success among Agency tenants and voucher holders. Establish the expectation that program participants, when possible and able, will pursue training or education opportunities that will lead to self-sufficiency.	Occupancy Department (FSS Program)	On-going
Ensure that rent policies and practices do not create disincentives for those who may be able to live in unassisted housing.	Occupancy Department	Annually, during annual review and update of Housing Authority plan to HUD.
Develop and refine systems to track participant success, including statistics such as the percentage of participants who earn income from employment and the number of residents who move to unsubsidized housing.	Occupancy Department	By fiscal year ending 2019
Pursue partnerships to create education and job training programs tailored to the needs of participants.	Occupancy Department (FSS Program)	As needed
Partner with other organizations and contractors to create employment and career opportunities for residents.	Occupancy and Planning & Community Development Departments	As needed
Remove regulatory barriers in housing programs that make advancement difficult. For example, explore changes in Tax Credit regulations to permit residents to pursue full time educational opportunities.	Management and Executive Director	When opportunities arise to

		comment on regulatory public hearings, NAHRO conferences, etc.
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Strategic Direction 4

Provide additional supportive services and increase the supply of housing for low-income seniors and/or people with disabilities.

Goal	Who	Timing
Align with existing programs to facilitate permanent housing for those aging in place in Agency's communities.	Occupancy Department	On-going
Take an active advocacy role with local schools and colleges to meet the specific needs of low-income residents.	Occupancy Department (FSS Program)	As needed
Engage partners who can provide assisted living for participants who can no longer meet their obligations as independent tenants because of issues related to aging or disability. Provide referrals and links to these partners.	Occupancy Department	As needed
Engage partners who can bring additional subsidies to develop new senior housing. Incorporate universal design elements in all new housing to extend its capacity to house people as they age.	Planning & Community Development Department	As needed
During the planning for the development of new housing, ensure that all units are visitable, in addition to the required ADA unit count requirements.	Planning & Community Development Department	As needed
Educate the community on new projects to minimize NIMBYism.	Management and Executive Director	As needed

Strategic Direction 5

Partner with others to create healthy, welcoming and supportive living environments in communities we serve.

Goal	Who	Timing
It takes more than new housing to create a great neighborhood. Help participants, homeowners and nearby neighbors work together to promote safe and vibrant	Occupancy Department	As needed per neighborhood

communities by encouraging the creation of neighborhood watch programs.		
Support and promote positive activities for youth in communities where the Agency has a significant presence.	Occupancy Department	On-going
Work with the local law enforcement, community organizations and individuals to build trust and communications between them to prevent crime and address public safety issues as they arise.	Occupancy Department	On-going
Engage in ongoing community building activities to strengthen neighborhood identity and cohesion.	Occupancy Department	On-going
Assist diverse communities as they develop strategies for multicultural community identity, leadership and problem-solving.	Occupancy Department	As needed
Manage properties to enhance and promote participant efforts toward healthy living.	Occupancy Department	On-going
Transition properties to become non-smoking units. Work with the Board to explore policy changes toward designating properties as tobacco smoke-free. Support smoking cessation programs for all residents who desire them.	Occupancy Department	By fiscal year ending 2019
Manage properties to support active lifestyles. Promote pedestrian safety. Build walkable neighborhoods. Provide and support access to active recreational opportunities.	Occupancy Department	On-going
Support local food-growing efforts and host farmers markets.	Occupancy and Maintenance Departments	By fiscal year ending 2019

Strategic Direction 6

Affirmatively market fair housing.

Goal	Who	Timing
Increase awareness of PHA resources among families of race and ethnicities with disproportionate needs by hosting tenant rights workshops.	Occupancy Department	On-going
Train all staff about fair housing requirements.	Management and Executive Director	As needed

Provide landlord workshops to promote affirmative fair housing in our communities.	Occupancy Department	As needed
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Management Strategy 1

Manage the Regional Housing Authority of Sutter and Nevada Counties as effectively as possible to meet the agency's mission.

Goal	Who	Timing
Manage the Agency's assets and operations to maximize the value and longevity of real estate and rental housing and ensure that operations are cost effective.	Management staff and Executive Director	On-going
Evaluate the performance of all developments and programs against operational, financial plans and business plans and adjust practices accordingly to maintain operational and financial integrity throughout the agency.	Management staff, Executive Director, and Board	Annual report by March Board meeting
Implement changes to streamline operations and improve service.	Management staff and Executive Director	On-going
Evaluate the risks associated with the on-going constraints of the credit and the housing markets and adjust operations to manage those risks.	Planning & Community Development Department and Executive Director	As needed
Define a long-term approach to stabilize development activities and their cyclical nature and insulate their effects on overall agency operations.	Planning & Community Development Department and Executive Director	On-going
Define cash flow needs and policies for reserve funds in order to balance expenditures for current needs with prudent practices for reserve balances.	Chief Financial Officer and Executive Director	Quarterly

Management Strategy 2

Identify and implement sustainable practices throughout the Agency to minimize impacts on the environment.

Goal	Who	Timing
Perform an agency-wide 'sustainability' review to promote green practices.	Maintenance and Planning & Community Development Departments	By December 31, 2017
Review vehicle miles traveled, greenhouse gas emissions and maintenance procedures.	Maintenance Department	By December 31, 2017
Investigate agency-wide standards for energy consumption, paper utilization and resource conservation.	Management staff and Executive Director	By December 31, 2017
Promote and include green building practices in both new construction and rehabilitation projects.	Planning & Community Development Department	On-going
Incorporate sustainability into daily management and maintenance practices in housing portfolios and administrative and maintenance facilities.	Maintenance Department	On-going

Management Strategy 3

Promote and/or encourage a healthy, engaged and productive workforce. Our achievements are directly related to the preparation, dedication, commitment and accomplishments of our employees.

Goal	Who	Timing
Address the needs and changing demographics of employees in order to promote and develop a workforce well-equipped to meet the Agency's needs into the future.	Management staff and Executive Director	As needed
Develop training programs to help staff adapt to current and emerging challenges.	Management staff and Executive Director	As needed
Provide training in managing stress and dealing with challenging interpersonal relationships.	Management staff and Executive Director	As needed

Maintain and strengthen partnerships that enable management and employees to address challenges in a collaborative, constructive and open fashion.	Management staff and Executive Director	On-going
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**REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
STAFF REPORT**

Date: October 7, 2015
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer

SUBJECT: Financial Review
Project Net Income Activity from April 1 through June 30, 2015
Reserve Account Balances Activity through September 4, 2015

Housing Choice Vouchers (restricted - 1,629 vouchers)

- *HUD Housing Assistance Payments (NRA) – 99.99% proration*
 - Subsidizes tenant rents in community
 - Funding predetermined and prorated by HUD
 - Cannot be used to offset shortfalls in Operations
 - 21 vouchers designated VASH (Veterans)

\$164,818 net income in reserves for future HAP expenses. Includes \$81,613 of additional HUD subsidy for CY 2014 shortfall.

- *HUD Administration Fee (UNA) – 79% proration*
 - Covers operating expenses
 - Funding determined by vouchers utilized
 - May be used to offset shortfalls in Housing Assistance Payments (HAP's/NRA)

\$6,186 net income held for future administrative/HAP expenses.

Public Housing (restricted-173 units; Date Street, Joann Way, Richland)

\$159,928 combined net income held for FYE 2016 operational/rehab activities.

Rural Development (restricted-234 units, Butte View, Centennial Arms, Richland Housing)

\$168,706 combined net income held for FYE 2016 operational/rehab activities. Includes \$23,129 of monthly mandated reserves.

Neighborhood Stabilization Program 1 & 3 (restricted-22 units)

\$29,280 combined net income held in reserves for future operations/rehab activities. Includes \$4,931 of monthly mandated reserves along with balance of net income.

Mental Health Housing Services (restricted-16 units)

\$3,397 combined net income held in reserve for future operations/rehab activities.

Homes2Families (restricted-19 units)

Yuba City units managed by RHASNC. \$10,194 combined net income held in reserve for future operations/rehab activities. Includes \$1,900 of monthly mandated reserves along with balance of net income.

Unrestricted Properties

\$119,251 combined net income

- **CC-xx** (Cost Centers) – \$16,959 net income from Management and Work Order fees.
- **PCD** (Planning/Community Development) – \$5,403 net income from RHASNC managed local city/county programs; First-Time Home Buyer and Owner Occupied Rehab
- **CWS** (Cold Weather Shelter-seasonal) – Unfunded by Salvation Army for FYE 2016.
- **Dev-xx** (Development Projects) – \$11,232 net income from developer fees.
- **Devonshire** -- <\$26,208 net income loss for on-going deferred maintenance. Property purchased in March 2014.
- **KC** (Kingwood Commons) -- \$26,349 net income to be used as offset for prior year shortfalls. After already having used \$933,000 of unrestricted funds, with current occupancy and an average net income of \$7,000 per month, it is anticipated KC’s combined \$571,531 shortfall could be paid in 6.8 years (2022). If Unrestricted Property funds are used, this liability could be paid in as little as 1.5 years (2017).
- **LC-35** (Miles Market, School, Solar Farm) – \$72,592 net income
- **Percy** -- \$4,972 net income
- **TP (Trailer Park)** -- \$6,627 net income
- **TT** (Manufactured Housing) -- \$2,125 net income
- **Trio** – Pending monthly updates from management company.

RESERVE ACCOUNTS:

All security/reserve deposits are/will be fully funded and are restricted to individual program.

Capital/Maintenance Reserves:

Homes2Families - Replacement (owned by Yuba City)	\$125,510
Homes2Families – Operating (owned by Yuba City).....	\$215,940
Housing Choice Voucher (HAP)	\$251,356
Housing Choice Voucher (Admin Fee)	\$248,068
Housing Choice Voucher (Family Self-Sufficiency).....	\$141,282
LC-35 - unrestricted.....	\$1,714
Mental Health (Heather Glenn)	\$22,407
Mental Health (Teesdale).....	\$15,852
Neighborhood Stabilization 1 - Replacement.....	\$28,691
Neighborhood Stabilization 1 - Operating	\$31,568
Neighborhood Stabilization 3 - Operating	\$100
Neighborhood Stabilization 3 - Replacement.....	\$19,002
Office of Migrant Services.....	\$41,996

Office of Migrant Services	\$86,050
Percy Avenue -- unrestricted	\$30,230
Planning & Community Development -- unrestricted	\$190,287
Public Housing (Capital Fund Program)	\$132,948
Rural Development (Richland Housing)	\$496,011
Rural Development (Butte View Estates).....	\$178,479
Rural Development (Centennial Arms)	\$109,941
Solar Farm -- unrestricted	\$24,000
Transitional Trailer -- unrestricted	\$ 20,508
Total	\$2,412,940

Funds for ongoing Rural Development rehab projects:

Richland Housing Grant (RD).....	\$1,995,485
Joe Serna Grant #2 (RD) – interest to be returned to State	\$7,082
Joe Serna Grant #3 (RD)	\$ 228,983
Total.....	\$2,231,550

CALENDAR OF EVENTS:


- Next Board of Commissioners financial update November 2015
- Audited financials to REAC..... December 2015
- Agency fiscal year endMarch 2016
- Migrant (OMS) fiscal year endJune 2016

Prepared by:

Submitted by:



 Gail L. Allen, Chief Financial Officer



 Gustavo Becerra, Interim Executive Director