



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

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

www.RegionalHA.org

January 10, 2018

TO: Chairperson Dan Miller
Vice-Chairperson Mike Leahy
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner Diane Hodges
Commissioner Suzanne Gallaty
Commissioner Luis Uribe
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Kent Boes
Legal Counsel Brant Bordsen

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
City Council, Colusa
Appeal-Democrat
Duane Oliveira
SCEA
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
The Union
Rob Choate, County of Nevada
Kara Gash, Sutter County Health Division
Judy Sanchez, City of Yuba City

NOTICE OF REGULAR MEETING

January 17, 2018

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, January 17, 2018 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Executive Director



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
January 17, 2018, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. 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. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS:
 - 1. FSS Graduate Tatiana Oseguera
- E. 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.
 - 2. Approval of Minutes – November 1, 2017 pg. 1
 - 3. Approval of Out of State Travel pg. 6
 - 4. Resolution 18-1547, FSS Graduate Tatiana Oseguera pg. 8
 - 5. Resolution 18-1548, Public Housing Collection Loss Write-Off pg. 9
 - 6. Resolution 18-1549, Kingwood Commons Collection Loss Write-Off pg. 11
 - 7. Approval of Video Surveillance Policy pg. 13
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:

8. Approval of Budgets for FYE 2018 pg. 19

9. Resolution 18-1550, Public Housing Budget pg. 26

H. ADMINISTRATIVE REPORT:

10. Administrative Update
Gustavo Becerra, Executive Director
Staff report for cost of out-of-state travel for staff pg. 27

I. HOUSING COMMISSIONERS' COMMENTS:

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

K. NEXT MEETING: February 7, 2018

L. ADJOURNMENT

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
December 6, 2017

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Brian Foss, Suzanne Gallaty, Manny Cardoza, Jeramy Chapdelaine, Diane Hodges, Kent Boes, Luis Uribe and Doug Lofton were present. Commissioner Toni Benson was absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Cardoza led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – CERTIFICATE OF APPRECIATION TO THE MAHARLIKA LIONS CLUB OF SACRAMENTO:

Executive Director Gustavo Becerra wanted to honor the club and show appreciation for what they did for the families at the Yuba City Migrant Farmworker Center. The Mahrlika Lions Club of Sacramento put on an event providing backpacks with school supplies for the children, they provided winter jackets and put on a mini clinic providing glucose testing, blood pressure checks and flu shots.

Mark Bamba stated they love helping the community and would like to provide more services in the future. All Commissioners expressed their appreciation for what this club does.

ITEM NO. E.2. through E.7. - CONSENT CALENDAR:

Vice-Chairperson Leahy made a motion to approve the Consent Calendar as submitted. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Jeramy Chapdelaine, Manny Cardoza, Suzanne Gallaty, Doug Lofton, Kent Boes, Brian Foss, Diane Hodges and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioner Toni Benson

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 8. – RECOMMEND APPROVAL OF SIDING REPLACEMENT PROJECT AT RIVER CITY MANOR:

Senior Development and Rehabilitation Specialist Larry Tinker explained River City Manor is a senior complex in Yuba City on Joann Way. He stated the current vinyl siding is the original siding and has become brittle and damaged over time. Mr. Tinker said the project will consist of exterior painting, replacement of the siding and new windows for the community building only at this time.

Commissioner Uribe made a motion to approve the bid from CNW Construction Inc. in the amount of \$31,870.00 for the exterior rehabilitation project planned for the River City Community Center building located at 655 Joann Way in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Lofton made the second. All were in favor by voice vote.

ITEM NO. G. 9. – RESOLUTION 17-1546, SUPPORT AND AUTHORIZATION OF A \$500,000 APPLICATION TO THE TRUCKEE TAHOE AIRPORT DISTRICT FOR THE CONSTRUCTION OF THE TRUCKEE ARTIST LOFTS AFFORDABLE HOUSING DEVELOPMENT IN TRUCKEE, CA:

Mr. Becerra stated is a project where the Housing Authority is a subsidy partner only by providing project based vouchers for potential residents. He stated the Truckee Tahoe Airport District has funds available for projects benefiting the public.

Vice-Chairperson Leahy made a motion to approve Resolution 17-1546, Approval of the Support and authorization of a \$500,000 application to the Truckee Tahoe Airport District for the construction of the Truckee Artist Lofts affordable housing development in Truckee, CA. Commissioner Foss made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Jeramy Chapdelaine, Manny Cardoza, Suzanne Gallaty, Doug Lofton, Kent Boes, Brian Foss, Diane Hodges and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioner Toni Benson

ITEM NO. G. 10. – RECOMMEND REAPPOINTMENT OF TENANT COMMISSIONER:

Mr. Becerra said the Tenant Commissioner term has expired. He stated the position was advertised to Housing Authority residents and three (3) applications were received. Mr. Becerra shared Chairperson Dan Miller, Executive Assistant/HR Coordinator Jennifer Ruiz and himself interviewed the three (3) applicants and are recommending the incumbent Suzanne Gallaty be reappointed to the Tenant Commissioner position.

Commissioner Hodges made a motion to approve the support to reappoint Suzanne Gallaty as Tenant Commissioner to the Governing Bodies for their approval. Vice-Chairperson Leahy made the second. All were in favor by voice vote.

ITEM NO. G. 11. – DISCUSSION OF BOARD COMPOSITION:

Mr. Becerra explained this item is for discussion only. He explained for a small agency, the Board is rather large. Mr. Becerra asked Legal Counsel to research the possibility of recomposing the Board from two representatives from each jurisdiction to one representative and an alternate. He explained staff is sensitive to everyone's time and wanted to have the opportunity to consider decreasing the size of the Board.

Chairperson Miller shared there is a possibility of the Board getting even larger if more jurisdictions are added so staff wanted the Commissioners to have the opportunity to discuss different options.

Commissioner Hodges said it is good to have different views from the various representatives being elected officials or citizens.

Vice-Chairperson Leahy shared the Board is not dysfunctional and everyone's input is very important. He suggested it be reviewed when the agency grows, and new jurisdictions are added.

Chairperson Miller stated the consensus of the Board is to leave the Board as is and possibly revisit the idea at a later time.

ITEM NO. G. 12. – RATIFICATION OF APPOINTED GRIEVANCE COMMITTEE:

Mr. Becerra stated the previous Grievance Committee consisted of the Chairperson and two Commissioners, of which two of those members (the previous Chairperson and a Commissioner) are no longer on the Board. He said staff reached out to Chairperson Miller regarding the possible need to reconvene the committee and the need to appoint a new member to the committee. Mr. Becerra explained Chairperson Miller appointed himself, Vice-Chairperson Leahy and Commissioner Hodges to the Grievance Committee prior to a Board meeting so the action needs to be ratified.

Commissioner Uribe made a motion to approve the ratification of the appointed Grievance

Committee. Commissioner Cardoza made the second. All were in favor by voice vote.

ITEM NO. H.13. – HOUSING OWNED PROPERTIES OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Alisha Parker stated Occupancy Manager Pattra Runge and staff have done a fantastic job in keeping all of the units leased.

ITEM NO. H.14. – MAINTENANCE UPDATE:

Operations Manager Tom Goodwin stated there have been a record number of employees out due to different reasons and staff has been able to stay on top of everything. He said he is very pleased and impressed with his staff.

ITEM NO. H.15. – ADMINISTRATIVE UPDATE:

Mr. Becerra explained staff and onsite managers are organizing winter activities for residents. He shared there was a potluck and movie night for residents of Richland Housing hosted at the Richland Neighborhood Center.

Mr. Becerra reported HUD funded the gap of the shortfall and staff is looking at reissuing vouchers after the first of the year. He stated the goal is always to maximize utilization. Mr. Becerra shared construction continues on the Rural Development units with hopes the first set of units will be finished in February or March.

Mr. Becerra said the target completion date of the Stoney Creek Apartments in Williams is February 1, 2018. He also mentioned he ran into former Yuba City Mayor and Board Commissioner Karen Cartoscelli and she wanted him to let the Board and staff know she thanks them for all that they do for the community.

Mr. Becerra stated there is a potential site in Penn Valley for a 30 to 35-unit complex of senior housing. He said there is a site visit and a meeting with the planning director scheduled for December 15, 2017. Mr. Becerra mentioned Chairperson Miller came across the piece of land and brought it to staff's attention.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Loudon shared the hospital in Colusa is back open. He also mentioned Kim Vann, Colusa County Supervisor, was appointed as the State Director for USDA by the Trump administration.

Commissioner Cardoza stated the Christmas Stroll will be Saturday, December 9, 2017. He wished everyone a Merry Christmas and Happy New Year.

Commissioner Uribe wished everyone a Merry Christmas and Happy New Year.

Commissioner Gallaty thanked the Board for the reappointment.

Commissioner Lofton said the Olivehurst Christmas Parade will take place on Saturday. He wished everyone a Merry Christmas.

Commissioner Foss wished everyone a Merry Christmas.

Commissioner Hodges wished everyone a Merry Christmas and Happy New Year.

Commissioner Chapdelaine wished everyone Happy Holidays.

Chairperson Miller shared the Nevada City Victorian Christmas is Sunday afternoons.

Mr. Becerra stated the agency will be closed from December 22, 2017 through January 1, 2018, reopening to the public on Tuesday, January 2, 2018.

ITEM NO. J. – EXECUTIVE SESSION: MAY BE HELD UNDER CALIFORNIA GOVERNMENT CODE REGARDING PENDING AND/OR ANTICIPATED LITIGATION, PROPERTY ACQUISITION, AND/OR PERSONNEL ISSUES: NONE

ITEM NO. K – NEXT MEETING: January 17, 2018

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:05 PM.

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: January 17, 2018
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Out-of-State travel for meetings/trainings/conferences for Executive Director, and Occupancy Manager (Housing Choice Voucher Division)

RECOMMENDATION: Authorize staff to attend referenced conferences

FISCAL IMPACT: Approximately \$6,600 for all three conferences (inclusive of transportation, lodging, meals, conference registration)

Background:

The Regional Housing Authority is a member of the National Association of Housing & Redevelopment Officials (NAHRO). NAHRO is the largest and strongest advocate for Housing Authorities nationwide. NAHRO also conducts three conferences per year, the Legislative, the Summer, and the Fall Conference. It is important for the Housing Authority to be tied into the information at a national level with NAHRO, and for staff to learn the various changes in regulations, legislation, and best practices as it relates to federal housing programs.

In 2018, if approved by the Board of Commissioners, the Occupancy Manager (Housing Choice Voucher Division) would attend the Legislative Conference in Washington DC, from April 22-24; and the Executive Director would attend the Fall Conference in Atlanta, GA, from October 25-27.

Additionally, it is requested that the Executive Director be approved to attend the 2018 Rural Housing Conference in Washington DC, from November 28-30 (tentative dates, actual dates not yet published). This conference focuses mainly on the rural housing issues facing our communities. USDA-Rural Development presents many workshops at this conference.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the out-of-state travel for the referenced staff members.

Prepared and submitted by:



Gustavo Becerra
Executive Director



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RESOLUTION 18-1547

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Tatiana Oseguera

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

WHEREAS, Tatiana Oseguera started in this program on 10/01/2015 and set goals for herself to maintain full-time employment.

WHEREAS, Tatiana Oseguera met her goals by 12/31/2017 and received sufficient earned income to generate an escrow account in the amount of \$9,692.01.

WHEREAS, Tatiana Oseguera has now “graduated” from the FSS program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority congratulates Tatiana Oseguera 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 17th day of January 2018.

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Chairperson, Dan Miller



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



8



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RESOLUTION 18-1548

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$55.00

WHEREAS, the Regional Housing Authority operates low-income housing projects CA 48-2, CAL 48-4 and CAL 48-5 pursuant to U.S. Department of Housing and Urban Development annual contributions contract SF-211; and

WHEREAS, operations of low-income housing includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending January 31, 2018 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$870.33.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 17th day of January 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Dan Miller, Chairperson

(SEAL)

Public Housing
Collection Loss Write Off
Period: January 2018

| <u>Tenant</u> | <u>Property</u> | <u>Address</u> | <u>Move In</u> Date | <u>Move Out</u> Date | <u>Monthly</u> Rent | <u>Rent</u> Owed | <u>Late</u> Fees | <u>Damages</u> | <u>Solar</u> | <u>Legal</u> Fees | <u>Total</u> Owed | <u>Payback</u> Agreement |
|---------------|-----------------|------------------------|------------------------|-------------------------|------------------------|---------------------|---------------------|----------------|--------------|----------------------|----------------------|-----------------------------|
| | | | | | | | | | | | | |
| T0009297* | Date-04 | 2750 Date St #46, L.O. | 09/27/17 | 10/31/17 | \$ 215.00 | \$ - | \$ - | \$ 55.00 | \$ - | \$ - | \$ 55.00 | No |
| | | | | | | | | | | | \$ 55.00 | Total Write Off |

1/9/18

Tenants listed with Payback Agreement's failed to honor the Agreement.

Deceased *

Exhibit A



REGIONAL HOUSING AUTHORITY

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RESOLUTION 18-1549

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$389.50

WHEREAS, the Regional Housing Authority operates Kingwood Commons pursuant to Section 8 regulations; and

WHEREAS, operations of Kingwood Commons includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending January 31, 2018 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$389.50.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 17th day of January 2018 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST:

Dan Miller, Chairperson

11

Kingwood Commons
 1340 Gray Avenue, Yuba City
 Collection Loss Write Off
 Period: January 2018

| Tenant | Apartment | Date | | Monthly Rent | Rent Owed | Late Fee's | Damages | Utilities | Legal Fee's | Total Owed | Payback Agreement |
|----------|-----------|----------|----------|--------------|-----------|------------|-----------|-----------|-------------|------------|-------------------|
| | | Move In | Move Out | | | | | | | | |
| T0007009 | 47 | 10/22/15 | 01/03/17 | \$ 568.00 | \$ - | \$ - | \$ 389.50 | \$ - | \$ - | \$ 389.50 | Yes |
| | | | | | | | | | | \$ 389.50 | Total Write Off |

1/9/18

Deceased *

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Exhibit A

CE



REGIONAL HOUSING AUTHORITY

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Video Surveillance System Policy

1. PURPOSE AND SCOPE

Regional Housing Authority (RHA) operates a public safety video surveillance system for the purpose of creating a safer environment for all those who live, work and visit RHA properties. The value of the public safety video surveillance system must be balanced with the need to protect our core constitutional rights and values, including privacy and anonymity, free speech and association, government accountability, and equal protection.

Therefore, RHA has embraced The Constitution Project's Liberty and Security Initiative that has formulated guidelines to assist local and state officials charged with authorizing, designing, and managing public safety video surveillance systems.

RHA has designed the scope and capabilities of the public safety video surveillance system to minimize its negative impact on constitutional rights and values and to provide for technological and administrative safeguards to reduce the potential for misuse and abuse of the system. The system is flexible in nature and may be moved throughout the properties in which we operate in order to further a clearly articulated law enforcement purpose. This policy explains the purpose of the cameras and provides guidelines for their operation and for the storage of any downloaded images or files.

2. POLICY

RHA operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the properties in which we operate to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City and County officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

3. OPERATIONAL GUIDELINES

Only RHA approved video surveillance equipment shall be utilized. Staff authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Executive Director or his/her authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

13

4. PLACEMENT AND MONITORING

Camera placement will be guided by the purpose or strategy associated with the overall video surveillance plan.

Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To report critical incidents.
- (d) To assist in identifying, apprehending and prosecuting offenders.
- (e) To document staff and offender conduct during interactions to safeguard the rights of the public and staff
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

In the context of public safety video surveillance systems, the definition "observation" or "pre-archival" is real time viewing of live camera images and/or the viewing of recently recorded images that are temporarily captured for viewing and available for a short duration of time. Observation and/or prearchival images are transmitted to monitors installed in select locations within RHA facilities.

In the case of pure observation, no permanent record of an individual's activities, other than the operator's memory, will persist once the image is replaced with a new one and the operator has no ability to reposition the cameras from their approved viewing positions. Observation generally presents the smallest risk of infringement of constitutional rights and values. When activity warranting further investigation is reported or detected at any camera location, the operator may selectively view the appropriate camera and relay any available information to management.

RHA may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than RHA personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Authorized personnel will monitor the public safety video surveillance system through computers or other authorized electronic devices such as smartphones and tablets.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

5. CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

6. INTEGRATION WITH OTHER TECHNOLOGY

RHA may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

RHA should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

7. VIDEO SUPERVISION

Authorized personnel should monitor video surveillance access and usage to ensure members are within the RHA policy and applicable laws. Authorized personnel should ensure such use and access is appropriately documented.

8. PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public video surveillance systems shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance systems shall not be used to harass, intimidate or discriminate against any individual or group.

9. STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied in accordance with established procedures. All actions taken with respect to retention of media shall be appropriately documented. The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum

of one year. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable requested format.

10. MEDIA STORAGE-ACHIEVE IMAGES

Downloaded images become an archival electronic record of RHA and shall be retained for a period of not less than one year and thereafter may be erased. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable requested format. (Government Code § 34090.6).

11. REVIEW OR RELEASE OF VIDEO IMAGES

Images from the camera's digital video recorders can be downloaded upon the receipt of a formal written request and with the approval of the Executive Director or his/her designee. Anyone requesting downloads of captured and/or pre-archival images shall do so by utilizing the "Request for Captured/Pre-Archival Images" form. The form shall be completed and submitted for approval in order to obtain any downloads.

Video images needed for a criminal investigation or other official reason shall be collected and stored.

All recorded video images gathered by the public safety video surveillance equipment are for the official use of RHA.

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Executive Director or his/her designee, who will research the request and submit the results.

Video images captured by public safety video surveillance system that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, archival video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

13. APPOINTMENT OF SYSTEM ADMINISTRATOR(S)

The Executive Director shall have the authority to appoint an authorized system administrator(s) who will have the ability via password protection to capture, download, and / or reposition system cameras as deemed necessary. Any change in established and approved camera positions and viewing angles must be approved solely by the Executive Director.

14. TRAINING

All RHA employees authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, and a

review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

15. RIGHTS

This video surveillance policy creates no rights in any third party. The RHA retains the right at any time to modify this policy or suspend its implementation as it deems advisable in its sole discretion.

I have received and read the Video Surveillance System Policy. I fully understand that failure to comply with the policy will result in disciplinary action, up to and including termination. However, acknowledgment of this policy and the expectation that I comply does not forfeit or diminish my contractual rights to appeal adverse actions taken against me.

Name

Signature

Date

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: January 17, 2018
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer

SUBJECT: Fiscal Year Ending 2019 Operating Budgets
RECOMMENDATION: Approval

Background:

The Regional Housing Authority (RHA) receives revenue from several sources; HUD (Federal), USDA (Federal), HCD (State), cities and counties (local) and tenant rent. Since most of this revenue is designated as project specific, there is little that may be used for special projects.

Challenges:

HUD:

- The Housing Choice Voucher (Section 8) program continues to prorate Administration Fees by 23% and Housing Assistance Payments (HAP's) by 5%. This requires RHA to even more closely monitor monthly HAP assistance to ensure all existing participants receive continued housing subsidy, while determining if residents vacating the program can be replaced. Unfortunately, as voucher utilization decreases to maintain parity with prorated subsidy, Administrative Fees also decrease, resulting in a shortfall of operating capital.
- The Public Housing program continues to prorate Operating Subsidy by 16%, however, because we are considered a small housing Authority (<250 units), we may fully utilize Capital Funds for administration costs, if needed. This scenario is not ideal though, as it creates deferred capital improvements.

Office of Migrant Services continues to provide significantly less funding than required to maintain the property and even with additional 2017 funding for some of the deferred capital improvement projects, more is needed.

Maintaining a source of unrestricted revenue will continue far into the future. RHA currently has several contracts with local cities and counties to administer, for an administrative fee, their Owner Occupied Rehab Programs. RHA will continue to pursue these opportunities, along with creating partnerships with affordable housing developers in order to develop additional housing and earn Developer Fees.

GASB requirements continue to change and now require not only the liability posting of future health care liabilities, but retirement liabilities.

Anticipated, as well as, Actual Successes:

Two projects have completed construction and/or finished major rehabilitation:

- Stony Creek Apartments (City of Williams), in partnership with a co-developer (scheduled for February 1, 2018, completion)
- Devonshire Apartments (City of Colusa), made possible through a City CDBG deferred loan

Five projects in the rehabilitation, planning or predevelopment stages:

- Kristen Court Apartments (City of Live Oak), Phase 2 (family), in partnership with a co-developer
- Penn Valley, in partnership with a co-developer
- Truckee Artist Lofts (Town of Truckee), in partnership with a co-developer
- New Haven Court (City of Yuba City), in partnership with a co-developer

Kingwood Commons continues to produce positive receipts, allowing the project to not only address many of their deferred maintenance projects, but repay other unrestricted programs that have, since KC's inception, covered their negative receipts.

Devonshire refinanced with River Valley Community Bank their interest-only bond and replaced with an amortized (principal-interest) loan. Unfortunately, the property continues to have negative Net Income which must be covered by other Unrestricted Property income.

The Miles Market debt was paid in full, saving RHA's LC-35 project \$485 per month. This savings is currently being allocated to offset some of the massive GASB liabilities noted above.

All programs are meeting their monthly reserve mandates and most are maintaining positive receipts.

What is included in this Report?

- Net Residual Receipt Summary
- Budget comparison between FYE 2018 and FYE 2019 (attached spreadsheets)
- Rent increases, effective at varying times throughout FYE 2019.

What factors do you use when preparing a budget?

- Income Annualized average or maximum revenue minus varying vacancy rates
- Expenses Annualized average, prior year budget or actual anticipated needs
- Adjustments Managers recommendations based on anticipated needs. Net Income from prior Year reserves to cover Capital Needs Assessments (CNA)

What are some of the specifics included in each budget?

- 5% step increases for eligible staff.
- Where available, Capital Needs Assessments (CNA) for future property/building requirements
- Levee bonds along with special assessments
- Revised utility budgets to reflect actual costs

What costs are included in the budget (not an inclusive list):

- Administration Wages/benefits, legal, training/travel, outside consultants (Yardi, IT, Human Resources, commissioners), dues/subscriptions/publications, advertising, supplies, computer parts, telephone/Internet/cell phones, postage, Yardi license fee, equipment leases, answering service, printing
- Tenant Services On-sight manager wages/benefits, tenant functions
- Utilities Water, sewer, gas, electric, trash removal
- Maintenance Wages/benefits, uniform allowance, travel/training, supplies, outside services (alarm, flooring, cleaning, landscape maintenance, pest control, janitorial, fleet costs, painting)
- General Insurance, PILOT's, levee taxes/special assessments, security, major repairs, tenant bad debt

What programs do we administer, including number of units and designations (restricted or unrestricted):

- Housing Choice Voucher – restricted 1,644 vouchers (includes 35 VASH)
- Other – income restricted
 - Devonshire 30 units
 - Mental Health Services Yuba City & Marysville; 16 units
 - Migrant Services 79 units (May-November)
 - Neighborhood Stabilization-1 9 units
 - Neighborhood Stabilization-3 12 units
 - Planning & Community Development Interagency administered programs, development projects, RHA maintenance contracts
 - Homes2Families (H2F) 15 units (managed for Yuba City)
- Public Housing – income restricted
 - Richland Housing 99 family & senior units
 - Date Street (Live Oak) 50 senior units
 - Joann Way 24 senior units
- Unrestricted (Affordable) – income unrestricted
 - Kingwood Commons 64 family units
 - Percy Avenue 8 family units
 - Trailer Park 9 family units (tenant leased spaces)
 - LC-35 Miles Market & School
 - Transitional Trailer 1 family unit
 - TRIO 6 tenant option-to-purchase homes
 - Management Fees RHA fee to manage SCAH, city & county programs
- USDA – income restricted
 - Richland Housing 180 + 10 ADA family units
 - Centennial Arms (Live Oak) 21 + 1 ADA family units
 - Butte View Estates (Live Oak) 32 senior units

What factors may/will affect this budget?

- Federal prorations -- HUD properties
 - Housing Choice Voucher Administrative Fee 84%
 - Housing Choice Voucher Housing Payments 5%
 - Public Housing Operating Subsidy 84%
- Higher vacancy
- Tenant income decrease
- Major building repairs due to unforeseen conditions

Staff closely monitors expenditures for cost savings as well as potential revenue streams making cost corrections throughout the year, as necessary, to meet approved budgets. Board of Commissioners are updated quarterly.

What is the income and/or expense methodology of each budget?

- **Devonshire (Attachment B)**
 - HUD subsidy \$149,290

- **Housing Choice Voucher (Attachment B)**
 - Operating Subsidies -- Administrative Fee and Housing Assistance Payments (HAP)
 - Admin Fee 1,644 vouchers x published rate - \$952,937
 - Column A <7,200 - \$67.53
 - Column B >7,200 - \$63.03
 - 97% utilization
 - HAP Expend to HUD allowance
 - Proration 77% Admin Fee; 95% HAP
- **Mental Health Services (Attachment A)**
 - Teesdale No annual subsidy
 - Heather Glenn Building Better Partnerships nonprofit; California Housing Finance Agency
- **Migrant Services (Attachment B)**
 - Subsidy \$359,921; reimbursement of expenses
- **Public Housing Income (Attachment A)**
 - Subsidies \$398,346 Operating - 84% proration
 - \$317,441 Capital Funds
- **Unrestricted/Affordable Properties (Attachment B)**
 - Kingwood Commons – No operating subsidies, except HAP for eligible participants
 - Income – Rents increased October 1, 2017
 - Expenses
 - Debt Service refinanced resulting in annual savings of \$129,432 (\$10,786 monthly)
 - Minimal unit rehab during turns
 - Major unit rehab pending available funding or as project loans (due to/due from) are paid (FYE 2020 projected year)
 - LC-35 – No operating subsidies
 - Income – Rents increased in 2017 for Miles Market (January) and YCUSD (September) and will increase again in 2018 during the same months.
 - \$2,773 Miles Market
 - \$1,000 Yuba City Unified School District
 - \$ 62 Del Norte Clinic – Rent increased to \$140 December 1, 2017
 - \$3,651 Solar Farm
 - \$4,669 PILOT
 - \$6,000 Office debt service (reimbursed by projects)
 - Expenses
 - \$500 Solar Farm Reserves
 - \$6,000 Debt Service -- Office
 - Percy Avenue – No operating subsidies, except HCV HAP for eligible participants
 - Income – Rents increased October 1, 2017
 - Trailer Park – No operating subsidies
 - Income – 5% rent increase April 1, 2018
 - Transitional Trailer – No operating subsidies, except HCV HAP for eligible participant
 - Income – Rents increased February 1, 2018
- **USDA (Attachment A)**
 - Rental Assistance Subsidies
 - Richland Housing \$1,237,823
 - Centennial Arms \$ 148,556
 - Butte View Estates \$ 192,866 (paid by HUD)

Net Residual Receipt Summary

| | Revenue | Expenses |
|---|------------------------|------------------|
| Devonshire (Attachment B) | | |
| Total | 237,593 | 247,768 |
| Housing Choice Voucher (Attachment B) | | |
| Administrative Fee | 965,315 | 948,537 |
| FSS Coordinator | 104,180 | 104,180 |
| Housing Assistance Payments | Manage to HUD subsidy | |
| Total | 1,069,495 | 1,049,717 |
| Mental Health (Attachment A) | | |
| Teesdale | 32,002 | 31,927 |
| Heather Glenn | 45,581 | 45,511 |
| Total | 77,583 | 77,438 |
| Migrant Services (Attachment B) | | |
| Total | Returned to OMS | 359,921 |
| Public Housing (Attachment A) | | |
| Richland Housing | 893,937 | 847,141 |
| Date Street | 348,475 | 348,337 |
| Joann Way | 183,526 | 181,918 |
| Total | 1,425,938 | 1,377,396 |
| Unrestricted (Attachment B) | | |
| Devonshire | See above | |
| Kingwood Commons | 519,873 | 519,809 |
| LC-35 | 218,487 | 102,470 |
| Planning/Community Development – Contract | 52,774 | 45,442 |
| Planning/Community Development – Subrecipient | 223,693 | 230,298 |
| Percy Avenue | 53,734 | 45,991 |
| Trailer Park | 47,093 | 37,549 |
| Transitional Trailer | 9,384 | 7,022 |
| Total | 1,125,038 | 988,581 |
| USDA (Attachment A) | | |
| Richland Housing | 2,053,471 | 2,052,206 |
| Butte View Estates | 319,169 | 315,619 |
| Centennials Arms | 225,136 | 224,839 |
| Total | 2,597,776 | 2,592,664 |


RECOMMENDATION:

It is recommended that the Board of Commissioners of the Regional Housing Authority approve the above/attached fiscal year ending 2019 operating budgets.

Prepared by:

Submitted by:


 Gail L. Allen
 Chief Financial Officer


 Gustavo Becerra
 Executive Director

Mental Health Housing Services

| | Teesdale | | Heather Glenn | | Heather Glenn | |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Original | Proposed | Original | Proposed | Original | Proposed |
| 3000-00-000 INCOME | | | | | | |
| 3199-00-000 Tenant Income | 29,694.00 | 31,993.00 | 29,829.80 | 28,580.00 | 59,523.80 | 60,573.00 |
| 3499-00-000 Grant Income | 0.00 | 0.00 | 11,181.00 | 17,000.00 | 11,181.00 | 17,000.00 |
| 3699-00-000 Other Income | 0.00 | 8.88 | 0.00 | 0.48 | 0.00 | 9.36 |
| 3999-00-000 TOTAL INCOME | 29,694.00 | 32,001.88 | 41,010.80 | 45,580.48 | 70,704.80 | 77,582.36 |
| 4000-00-000 EXPENSES | | | | | | |
| 4199-00-000 Administrative Expenses | 8,446.66 | 10,598.40 | 8,050.53 | 12,877.69 | 16,497.19 | 23,476.09 |
| 4399-00-000 Utility Expenses | 9,315.12 | 10,335.28 | 15,815.92 | 16,741.44 | 25,131.04 | 27,076.72 |
| 4499-00-000 Maintenance Expenses | 11,212.58 | 10,385.77 | 9,615.73 | 11,852.06 | 20,828.31 | 22,237.83 |
| 4599-00-000 General Expenses | 718.11 | 607.67 | 5,770.00 | 2,290.00 | 6,488.11 | 2,897.67 |
| 5999-00-000 Non-Operating Items | 0.00 | 0.00 | 1,750.00 | 1,750.00 | 1,750.00 | 1,750.00 |
| 8000-00-000 TOTAL EXPENSES | 29,692.47 | 31,927.12 | 41,002.18 | 45,511.19 | 70,694.65 | 77,438.31 |
| 9000-00-000 NET INCOME | 1.53 | 74.76 | 8.62 | 69.29 | 10.15 | 144.05 |

Public Housing

| | Richland Housing | | Date Street | | Joann Way | | Total | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| | Original | Proposed | Original | Proposed | Original | Proposed | Original | Proposed |
| 3000-00-000 INCOME | | | | | | | | |
| 3199-00-000 Tenant Income | 446,760.98 | 475,868.98 | 168,245.10 | 164,871.10 | 67,667.92 | 69,313.04 | 682,674.00 | 710,053.12 |
| 3499-00-000 Grant Income | 455,328.41 | 418,051.32 | 144,742.46 | 183,536.16 | 65,932.13 | 114,199.52 | 666,003.00 | 715,787.00 |
| 3699-00-000 Other Income | 16.83 | 16.83 | 129.00 | 67.52 | 13.60 | 13.60 | 159.43 | 97.95 |
| 3999-00-000 TOTAL INCOME | 902,106.22 | 893,937.13 | 313,116.56 | 348,474.78 | 133,613.65 | 183,526.16 | 1,348,836.43 | 1,425,938.07 |
| 4000-00-000 EXPENSES | | | | | | | | |
| 4199-00-000 Administrative Expenses | 345,198.19 | 363,407.26 | 97,950.47 | 106,968.83 | 68,902.22 | 79,005.39 | 512,050.88 | 549,381.48 |
| 4299-00-000 Tenant Services Expenses | 16,958.78 | 17,681.72 | 10,920.48 | 12,718.60 | 6,112.61 | 8,714.63 | 33,991.87 | 39,114.95 |
| 4399-00-000 Utility Expenses | 125,477.29 | 131,599.37 | 66,089.11 | 70,915.72 | 23,849.06 | 28,536.70 | 215,415.46 | 231,051.79 |
| 4499-00-000 Maintenance Expenses | 248,657.01 | 270,009.52 | 128,615.43 | 131,965.35 | 45,574.26 | 51,515.33 | 422,846.70 | 453,490.20 |
| 4599-00-000 General Expenses | 74,307.32 | 62,917.16 | 28,051.52 | 25,768.52 | 14,930.28 | 14,145.68 | 117,289.12 | 102,831.36 |
| 4799-00-000 Housing Assistance Payme | 1,103.39 | 1,526.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,103.39 | 1,526.00 |
| 8000-00-000 TOTAL EXPENSES | 811,701.98 | 847,141.03 | 331,627.01 | 348,337.02 | 159,368.43 | 181,917.73 | 1,302,697.42 | 1,377,395.77 |
| 9000-00-000 NET INCOME | 90,404.24 | 46,796.10 | -18,510.45 | 137.76 | -25,754.78 | 1,608.43 | 46,139.01 | 48,542.30 |

USDA

| | Richland Housing | | Centennial Arms | | Butte View Estates | | Total | |
|--------------------------------------|---------------------|---------------------|-------------------|-------------------|--------------------|-------------------|---------------------|---------------------|
| | Current | Proposed | Current | Proposed | Current | Proposed | Current | Proposed |
| 3000-00-000 INCOME | | | | | | | | |
| 3199-00-000 Tenant Income | 2,053,471.11 | 2,053,471.11 | 205,081.60 | 225,094.44 | 288,336.29 | 319,049.60 | 2,546,889.00 | 2,597,615.15 |
| 3699-00-000 Other Income | 0.00 | 0.00 | 0.00 | 41.34 | 119.30 | 119.30 | 119.30 | 160.64 |
| 3999-00-000 TOTAL INCOME | 2,053,471.11 | 2,053,471.11 | 205,081.60 | 225,135.78 | 288,455.59 | 319,168.90 | 2,547,008.30 | 2,597,775.79 |
| 4000-00-000 EXPENSES | | | | | | | | |
| 4199-00-000 Administrative Expenses | 431,303.04 | 471,463.40 | 38,655.35 | 42,531.86 | 63,057.23 | 65,517.89 | 533,015.62 | 579,513.15 |
| 4299-00-000 Tenant Services Expenses | 20,764.81 | 21,623.05 | 9,554.88 | 10,011.62 | 13,792.78 | 15,515.86 | 44,112.47 | 47,150.54 |
| 4399-00-000 Utility Expenses | 246,416.87 | 270,948.30 | 27,137.62 | 28,986.34 | 41,115.46 | 42,675.02 | 314,669.95 | 342,609.66 |
| 4499-00-000 Maintenance Expenses | 779,066.81 | 724,951.60 | 45,559.75 | 59,127.01 | 63,992.70 | 88,621.53 | 888,619.26 | 872,700.14 |
| 4599-00-000 General Expenses | 104,575.98 | 92,054.68 | 6,565.00 | 7,014.20 | 9,709.10 | 9,328.98 | 120,850.08 | 108,397.86 |
| 4799-00-000 Housing Assistance Payme | 1,226.00 | 1,886.00 | 430.00 | 430.00 | 0.00 | 0.00 | 1,656.00 | 2,316.00 |
| 4899-00-000 Financing Expenses | 238,579.44 | 238,579.44 | 56,853.72 | 56,853.72 | 66,997.48 | 66,997.48 | 362,430.64 | 362,430.64 |
| 5999-00-000 Non-Operating Items | 230,700.00 | 230,700.00 | 19,884.00 | 19,884.00 | 26,962.00 | 26,962.00 | 277,546.00 | 277,546.00 |
| 8000-00-000 TOTAL EXPENSES | 2,052,632.95 | 2,052,206.47 | 204,640.32 | 224,838.76 | 285,626.75 | 315,618.76 | 2,542,900.02 | 2,592,663.98 |
| 9000-00-000 NET INCOME | 838.16 | 1,264.64 | 441.28 | 297.02 | 2,828.84 | 3,550.15 | 4,108.28 | 5,111.81 |

24

Housing Choice Voucher - Admin Fees

| | Original Budget | Proposed Budget |
|--------------------------------------|---------------------|-------------------|
| 3000-00-000 INCOME | | |
| 3499-00-000 Grant Income | 1,006,749.00 | 952,936.73 |
| 3699-00-000 Other Income | 0.00 | 12,378.14 |
| 3999-00-000 TOTAL INCOME | 1,006,749.00 | 965,314.87 |
| 4000-00-000 EXPENSES | | |
| 4199-00-000 Administrative Expenses | 931,943.82 | 917,508.86 |
| 4299-00-000 Tenant Services Expenses | 725.86 | 0.00 |
| 4399-00-000 Utility Expenses | 10,042.66 | 10,063.32 |
| 4499-00-000 Maintenance Expenses | 9,971.34 | 11,508.92 |
| 4599-00-000 General Expenses | 9,455.56 | 9,455.56 |
| 8000-00-000 TOTAL EXPENSES | 962,139.24 | 948,536.66 |
| 9000-00-000 NET INCOME | 44,609.76 | 16,778.20 |

Migrant

| | Approved Budget |
|-------------------------------------|-------------------|
| 3000-00-000 INCOME | |
| 3499-00-000 Grant Income | 359,921.00 |
| 3999-00-000 TOTAL INCOME | 359,921.00 |
| 4000-00-000 EXPENSES | |
| 4199-00-000 Administrative Expenses | 72,505.00 |
| 4399-00-000 Utility Expenses | 112,000.00 |
| 4499-00-000 Maintenance Expenses | 172,916.00 |
| 4599-00-000 General Expenses | 2,500.00 |
| 8000-00-000 TOTAL EXPENSES | 359,921.00 |
| 9000-00-000 NET INCOME | 0.00 |

Unrestricted Properties

| | Devonshire | | Kingwood Commons | | LC-35 | | PCD - Contract | | PCD - Subrecipient | | Percy Avenue | | Trailer Park | | Transitional Trailer | | Total | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|------------------|--------------------|-------------------|------------------|------------------|------------------|------------------|----------------------|-----------------|---------------------|---------------------|--|
| | Original | Proposed | Original | Proposed | Original | Proposed | Original | Proposed | Original | Proposed | Original | Proposed | Original | Proposed | Original | Proposed | Original | Proposed | |
| 3000-00-000 INCOME | | | | | | | | | | | | | | | | | | | |
| 3199-00-000 Tenant Income | 252,855.81 | 237,563.11 | 514,633.78 | 519,863.78 | 72,682.82 | 90,296.60 | 0.00 | 0.00 | 0.00 | 0.00 | 44,559.82 | 53,651.82 | 46,719.00 | 47,093.22 | 7,857.52 | 9,360.00 | 939,308.75 | 957,828.53 | |
| 3499-00-000 Grant Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53,054.46 | 46,847.01 | 525,324.42 | 200,336.16 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 578,378.88 | 247,183.17 | |
| 3699-00-000 Other Income | 0.00 | 30.22 | 8.98 | 8.98 | 128,032.32 | 128,190.74 | 5,926.56 | 5,926.56 | 26,434.06 | 23,356.32 | 0.00 | 82.58 | 0.00 | 0.00 | 4.13 | 24.26 | 160,406.05 | 157,619.66 | |
| 3999-00-000 TOTAL INCOME | 252,855.81 | 237,593.33 | 514,642.76 | 519,872.76 | 200,715.14 | 218,487.34 | 58,981.02 | 52,773.57 | 551,758.48 | 223,692.48 | 44,559.82 | 53,734.40 | 46,719.00 | 47,093.22 | 7,861.65 | 9,384.26 | 1,678,093.68 | #VALUE! | |
| 4000-00-000 EXPENSES | | | | | | | | | | | | | | | | | | | |
| 4199-00-000 Administrative Expenses | 31,659.40 | 48,447.07 | 107,126.61 | 100,402.84 | 10,369.84 | 30,243.68 | 169,637.78 | 45,442.25 | 221,361.19 | 219,746.95 | 14,399.11 | 15,774.54 | 14,866.73 | 15,509.38 | 197.29 | 763.44 | 568,949.51 | 476,330.14 | |
| 4299-00-000 Tenant Services Expenses | 25,571.13 | 25,762.80 | 14,305.03 | 14,982.78 | 125.00 | 0.00 | 0.00 | 0.00 | 13,637.60 | 5,938.53 | 11.62 | 15.00 | 31.03 | 35.00 | 0.00 | 0.00 | 53,681.41 | 46,734.11 | |
| 4399-00-000 Utility Expenses | 55,027.08 | 58,878.48 | 69,736.28 | 78,146.82 | 0.00 | 0.00 | 0.00 | 0.00 | 145.30 | 145.30 | 8,167.24 | 8,596.82 | 9,833.55 | 10,399.08 | 0.00 | 887.76 | 140,909.45 | 157,054.26 | |
| 4499-00-000 Maintenance Expenses | 52,726.61 | 37,374.14 | 145,595.57 | 143,754.46 | 0.00 | 0.00 | 0.00 | 0.00 | 1,040.96 | 3,668.63 | 14,750.47 | 20,321.87 | 19,937.57 | 11,139.62 | 3,531.09 | 5,214.89 | 237,582.27 | 221,473.60 | |
| 4599-00-000 General Expenses | 2,832.00 | 3,210.10 | 14,299.07 | 20,881.22 | 0.00 | 256.94 | 0.00 | 0.00 | 798.72 | 798.72 | 1,798.24 | 1,282.51 | 1,362.00 | 466.35 | 151.06 | 156.08 | 21,841.09 | 27,051.92 | |
| 4799-00-000 Housing Assistance Payments | 0.00 | 316.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 316.00 | |
| 4899-00-000 Financing Expenses | 78,000.00 | 73,779.24 | 161,640.60 | 161,640.60 | 77,795.04 | 71,969.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 317,435.64 | 307,389.24 | |
| 8000-00-000 TOTAL EXPENSES | 243,816.22 | 247,767.83 | 512,703.16 | 519,808.72 | 86,289.88 | 102,470.02 | 169,637.78 | 45,442.25 | 236,983.77 | 230,298.13 | 39,126.68 | 45,990.73 | 46,630.88 | 37,549.43 | 3,879.44 | 7,022.17 | 1,340,399.37 | 1,236,348.28 | |
| 9000-00-000 NET INCOME | 9,039.59 | -10,174.49 | 1,939.60 | 64.04 | 112,425.26 | 116,017.32 | -110,656.76 | 7,331.32 | 314,774.71 | -6,605.65 | 5,433.14 | 7,743.67 | 88.12 | 9,543.79 | 3,982.21 | 2,362.09 | 337,694.31 | #VALUE! | |

25

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Regional Housing Authority

PHA Code: CA048

PHA Fiscal Year Beginning: March 1, 2018

Board Resolution Number: 18-1550

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

01/17/2018

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

| | | |
|---|------------|---------------------|
| Print Board Chairperson's Name: Daniel C. Miller | Signature: | Date: 01/17/2018 |
|---|------------|---------------------|

26

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: January 17, 2018
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Update on 2017 Out-of-State travel for meetings/trainings/conferences for Executive Director, and Occupancy Manager (Asset Division), and Maintenance Operations Manager

RECOMMENDATION: None – Update only

FISCAL IMPACT: None

Update:

The Regional Housing Authority is a member of the National Association of Housing & Redevelopment Officials (NAHRO). NAHRO is the largest and strongest advocate for Housing Authorities nationwide. NAHRO also conducts three conferences per year, the Legislative, the Summer, and the Fall Conference. It is important for the Housing Authority to be tied into the information at a national level with NAHRO, and for staff to learn the various changes in regulations, legislation, and best practices as it relates to federal housing programs.

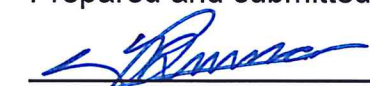
On February 1, 2017, the Board of Commissioners authorized the out-of-state travel for the Executive Director to attend the Legislative Conference in Washington DC, the Occupancy Manager (Asset Division) to attend the Summer Conference in Indianapolis, IN, and the Maintenance Operations Manager to attend the Fall Conference in Pittsburgh, PA.

The estimated amount that was approved by the Board for these three (3) conferences totaled \$6,563.00. The actual cost for the trainings including hotel, airfare, per diem/meals, and other charges such as airport/public transportation totaled \$6,789.16.

The per conference breakdown of actual total is as follows:

Maintenance Operations Manager = \$2,250.40
Occupancy Manager (Asset Division) = \$1,998.28
Executive Director = \$2,540.48

Prepared and submitted by:



Gustavo Becerra
Executive Director