

SUTTER COMMUNITY AFFORDABLE HOUSING

1455 BUTTE HOUSE ROAD
YUBA CITY, CA 95993
(530) 671-0220

April 18, 2018


TO:

Martha Griese, President
Gustavo Becerra, Secretary/Treasurer
Diane Hodges, Board Member
Richard Grant, Board Member
Brynda Stranix, Board Member
Kimberly Butcher, Board Member
Manny Cardoza, Board Member

Sutter County Board of Supervisors
City Council, Yuba City
City Council, Live Oak
Brant Bordsen, Legal Counsel
Appeal-Democrat

NOTICE OF REGULAR MEETING APRIL 24, 2018

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Tuesday, April 24, 2018, at 12:00 PM at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Secretary/Treasurer

SUTTER COMMUNITY AFFORDABLE HOUSING

Regular Meeting of Board of Directors
Richland Neighborhood Center
420 Miles Avenue, Yuba City, CA 95991

Tuesday, April 24, 2018
12:00 NOON

AGENDA

1. Call to order
2. Roll Call
3. Pledge of Allegiance
4. Public Participation: Members of the public shall be provided with an opportunity to address the Board of Directors on items of interest that are within the subject matter jurisdiction on the Board.
5. Approval of Minutes – January 23, 2018
6. Recommend Approval of Town Center Roofing Bid
Larry Tinker, Senior Development and Rehabilitation Specialist
7. Approval of Budget for FYE 2019
Gail Allen, Chief Financial Officer
8. Director's Comments
9. Adjournment

SUTTER COMMUNITY AFFORDABLE HOUSING

Minutes

Regular Board Meeting

January 23, 2018

1. Call to Order: President Martha Griese called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.
2. Roll Call: Board Members present were President Martha Griese, Board Members Gustavo Becerra, Richard Grant, Kimberly Butcher, Diane Hodges and Manny Cardoza. Board Member Brynda Stranix was absent. Legal Counsel Brant Bordsen was also present.
3. Pledge of Allegiance: Board Member Manny Cardoza led the Pledge of Allegiance.
4. Public Participation: None
5. Approval of Minutes – October 24, 2017: Board Member Manny Cardoza made a motion to approve the minutes of the October 24, 2017 meeting as submitted. Board Member Kimberly Butcher made the second. All were in favor by voice vote.
6. Recommend Approval of Rehab Project at Yolo/Heiken: Senior Development and Rehab Specialist Larry Tinker explained staff went out to bid for a rehabilitation project at Yolo/Heiken. He stated the project would include interior paint, flooring, new appliances, and replacement of the water heater. Mr. Tinker said two bids were submitted.

Board Member Manny Cardoza made the motion to approve the bid from California Window Industries in the amount of \$33,800.00 for the rehabilitation project planned for Yolo/Heiken Development located at 554/556 Yolo Street, and 553 Heiken Street, in Yuba City, CA, and authorize the Executive Director of the Regional Housing Authority to execute the construction contract and all required documents. Board Member Richard Grant made the second. All were in favor by voice vote.
7. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor and Yolo/Heiken: Operations Manager Tom Goodwin went over the work order report included in the Board packet. He stated emergencies could include no heat, no hot water, broken window or an after-hour call from the Onsite Manager.
8. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor and Yolo/Heiken: Occupancy Manager Pattra Runge stated there are not many vacancies at any of the properties. She said there is a vacant unit at Yolo/Heiken and once the rehabilitation project is complete it will be filled quickly. Mrs. Runge also mentioned the Housing Authority will be hosting Coffee with a Copy on

February 7, 2018 at 9:00 AM at the Richland Neighborhood Center for anyone interested in attending.

Occupancy Manager Alisha Parker stated the waiting lists have all been updated.

9. Director's Comments: Board Member Gustavo Becerra mentioned the Board usually meets quarterly but there are a few projects coming up so there will be more meetings than normal, possibly one in February or March.

Board Member Richard Grant welcomed Legal Counsel Brant Bordsen.

10. Adjournment: The meeting was adjourned at 12:21 PM.

NPmn01232018

SUTTER COMMUNITY AFFORDABLE HOUSING

STAFF REPORT

Date: April 24, 2018
To: Board of Directors
From: Gustavo Becerra, Regional Housing Authority Executive Director

SUBJECT: Rehabilitation Project – Town Center Senior Manor Apartments – 506 Plumas Street, Yuba City, CA 95991

RECOMMENDATION: Award contract to CNW Construction, Inc. for the roofing and exterior dry rot repair project to be performed at 506 Plumas Street, Yuba City, CA 95991

FISCAL IMPACT: \$86,000.00 in replacement reserve funds

Background

The Town Center Senior Manor Apartments are a 28-unit apartment complex located in Yuba City, CA. The property was developed by the Housing Authority in 1998 as a new construction project. The financing for the rehab project is being funded by existing replacement reserves.

The project scope of work will consist of new roofing at two buildings, and the repair of dry rot located at the headers of two patio covers, on the east side of the building located right along Plumas Street.

Staff's in-house cost estimate for the project scope of work totaled \$91,002.66.

Two General Contractors signed out bid documents and plans/specifications. The pre-bid project walk-through was conducted on March 20, 2018, with bids due to the Housing Authority on April 5, 2018. Two General Contractors submitted the following bids:

Bids Submitted:

CNW Construction, Inc. (Rescue, CA)	\$86,000.00
California Window Industries (Yuba City, CA)	\$87,580.00

The above bids do not include the payment of federal Davis-Bacon wage rates, or the State prevailing wage rates. The funding source does not trigger prevailing wages.

Recommendation:

Staff recommends that the Board of Directors of Sutter Community Affordable Housing approve the bid from CNW Construction, Inc. in the amount of \$86,000.00 for the roofing and exterior dry rot repair project planned for the Town Center Senior Manor Apartments located at 506 Plumas Street in Yuba City, CA, and authorize the Executive Director of the Regional Housing Authority to execute the construction contract and all required documents.

Prepared by:



Larry Tinker
Senior Development & Rehab Specialist
Regional Housing Authority

Submitted by:



Gustavo Becerra
Executive Director
Regional Housing Authority

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: April 24, 2018
To: Board of Directors
From: Gail Allen, Chief Financial Officer

SUBJECT: Fiscal Year Ending 2019 Operating Budgets
RECOMMENDATION: Approve Operating Budgets

Background:

The Regional Housing Authority (RHA) manages Town Center Senior Manor and Yolo Heiken for the Sutter Community Affordable Housing (SCAH) while Community Housing Improvement Program (CHIP) and SCAH co-manage Maple Park - Phase 1). All four projects (Town Center, Yolo Heiken, Maple Park – Phase 1) receive funding from several different sources - HUD (Federal), HCD (State), Low Income Housing Tax Credits and cities and counties (local). Kristen Court was also developed using Low-Income Housing Tax Credits, but is managed by an outside firm and relies solely on tenant rental income, some of which is subsidized by the Housing Choice Voucher program, aka Section 8.

Staff is requesting the attached FYE 2019 be approved:

What was included in FYE 2017 Report?

- Net Residual Receipt Summary

What factors do you use when preparing a budget (Town Center and Yolo Heiken)?

- Income Annualized average or prior year budget
- Expenses Annualized average or prior year budget
- Adjustments Managers recommend adjustments to expenses based on anticipated needs and to reconcile to anticipated revenue

What are some of the specifics of each budget?

- All programs, excluding Kristen Court
 - Where available, Capital Needs Assessments
 - Levee bond tax for all Sutter County properties
 - Utility budgets are being brought more into line with actual costs
 - Income
 - Rent
 - HUD may prorate rent payments which will decrease available revenue
 - Town Center is a Housing Choice Voucher tenant-based unit (voucher will migrate with tenant)
 - Yolo Heiken and Maple Park - Phase 1 are Housing Choice Voucher project based units (vouchers stay with project)

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

- Administration Wages/benefits, legal, training/travel, dues/subscriptions/publications, advertising, supplies, computer parts, telephone/Internet/cell phones, postage, answering service, printing, management and accounting fees
- Tenant Services On-site manager wages/benefits, tenant functions
- Utilities Water, sewer, gas, electric, trash removal
- Maintenance Work order charges, outside vendors-units/operations (alarm, unit maintenance, pest control, elevator upkeep, roofing)
- General Insurance, levee taxes/special assessments, major repairs, tenant bad debt

What are our programs, number of units and designations (restricted/unrestricted)

- Town Center Senior Manor 27 senior housing units and one manager unit
- Yolo/Heiken 5 family units
- Maple Park, Phase 1 55 family units and one manager unit
- Kristen Court, Phase 1 55 family units and one manager unit

What factors may affect this budget?

- Lower occupancy resulting in tenant income decrease.
- HUD proration resulting in rental assistance decrease.
- Major building repairs due to unforeseen conditions.

Staff closely monitors expenditures for cost savings as well as potential revenue streams for additional sources of income. Board of Directors are updated at scheduled meetings.

Net Residual Receipt Summary

	Revenue	Expenses
Town Center	\$179,414.42	\$172,488.21
Yolo/Heiken	\$44,420.04	\$43,851.82

RECOMMENDATION:

It is recommended that the Board of Directors of the Sutter Community Affordable Housing approve the attached FYE 2019 operating budget.

Prepared by:

Submitted by:


Gail L. Allen, Chief Financial Officer


Gustavo Becerra, Executive Director

Sutter Community Affordable Housing

Budget - FYE 2019

	Town Center		Yolo Heiken		Total	
	Original	Proposed	Original	Proposed	Original	Proposed
3000-00-000 INCOME						
3100-00-000 TENANT INCOME						
3101-00-000 Rental Income						
3111-00-000 Tenant Rent	110,000.00	114,762.00	44,568.00	9,960.00	154,568.00	124,722.00
3112-00-000 Tenant Assistance Payments	61,906.50	64,470.00	0.00	34,428.00	61,906.50	98,898.00
3113-00-000 Less: Vacancies	0.00	0.00	-1,337.04	0.00	-1,337.04	0.00
3119-00-000 Total Rental Income	171,906.50	179,232.00	43,230.96	44,388.00	215,137.46	223,620.00
3120-00-000 Other Tenant Income						
3120-01-000 Laundry and Vending	0.00	0.00	0.00	0.00	0.00	0.00
3120-02-000 Cleaning Fee	0.00	0.00	0.00	0.00	0.00	0.00
3120-04-000 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00
3120-07-000 Tenant Owed Utilities	0.00	0.00	0.00	0.00	0.00	0.00
3120-09-000 Tenant Income - Misc	0.00	0.00	0.00	0.00	0.00	0.00
3129-00-000 Total Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00
3199-00-000 NET TENANT INCOME	171,906.50	179,232.00	43,230.96	44,388.00	215,137.46	223,620.00
3600-00-000 OTHER INCOME						
3611-00-000 Investment Income - Restricted	0.00	182.42	0.00	32.04	0.00	214.46
3699-00-000 TOTAL OTHER INCOME	0.00	182.42	0.00	32.04	0.00	214.46
3999-00-000 TOTAL INCOME	171,906.50	179,414.42	43,230.96	44,420.04	215,137.46	223,834.46
4000-00-000 EXPENSES						
4100-00-000 ADMINISTRATIVE						
4100-99-000 Administrative Salaries						
4110-00-000 Administrative Salaries	8,711.16	9,892.55	2,589.86	2,719.35	11,301.02	12,611.91
4110-04-000 Benefits-Employee Contribution-Admin	4,929.02	3,903.80	1,217.69	1,278.57	6,146.71	5,182.37
4110-05-000 Benefits-Workers Compensation-Admin	822.05	528.17	178.50	187.43	1,000.55	715.60
4110-06-000 Benefits-Payroll Taxes-Admin	1,239.33	979.23	282.09	296.19	1,521.42	1,275.42
4110-11-000 Administrative Salaries-PCD	5,000.00	3,106.07	1,044.45	1,096.67	6,044.45	4,202.74
4110-99-000 Total Administrative Salaries	20,701.56	18,409.82	5,312.59	5,578.22	26,014.15	23,988.04
4130-00-000 Legal Expense						
4130-02-000 Criminal Background Checks	475.00	475.00	300.00	300.00	775.00	775.00
4130-04-000 General Legal Expense	150.00	150.00	26.24	26.24	176.24	176.24
4131-00-000 Total Legal Expense	625.00	625.00	326.24	326.24	951.24	951.24
4139-02-000 Staff Training						
4140-02-000 Training - Occupancy	60.00	60.00	0.00	0.00	60.00	60.00
4141-00-000 Total Staff Training	60.00	60.00	0.00	0.00	60.00	60.00
4149-00-000 Travel						
4150-00-000 Travel - Administration	58.37	58.37	0.00	0.00	58.37	58.37
4151-00-000 Total Travel	58.37	58.37	0.00	0.00	58.37	58.37
4181-00-000 Consultants						
4171-00-000 Auditing Fees	4,500.00	4,500.00	1,250.00	631.25	5,750.00	5,131.25
4173-00-000 Management Fee	17,089.45	17,943.92	2,196.52	2,306.35	19,285.97	20,250.27
4180-00-000 Office Rent	0.00	0.00	1,464.00	0.00	1,464.00	0.00
4182-00-000 Consultants-Other	750.00	0.00	485.00	0.00	1,235.00	0.00
4182-01-000 Consultants-IT/Website	122.43	122.43	0.00	0.00	122.43	122.43
4182-04-000 Consultants-Commissioners	0.00	0.00	39.00	0.00	39.00	0.00
4188-00-000 Total Consultants	22,461.88	22,566.35	5,434.52	2,937.60	27,896.40	25,503.95
4190-00-000 Miscellaneous Admin Expenses						
4190-01-000 Dues Subscriptions & Publications	250.00	250.00	0.00	5.00	250.00	255.00
4190-03-000 Advertising	250.00	250.00	525.00	525.00	775.00	775.00
4190-04-000 Office Supplies	75.00	75.00	10.00	10.00	85.00	85.00
4190-06-000 Computer Parts	125.00	0.00	0.00	0.00	125.00	0.00
4190-07-000 Telephone	833.18	658.12	0.00	0.00	833.18	658.12
4190-08-000 Postage	302.52	302.52	15.00	245.88	317.52	548.40
4190-09-000 Software License Fees	0.00	28.00	0.00	0.00	0.00	28.00
4190-15-000 Cell Phones/Pagers	166.25	100.00	5.00	5.00	171.25	105.00
4190-22-000 Other Misc Admin Expenses	175.00	175.00	74.00	74.00	249.00	249.00

Sutter Community Affordable Housing

Budget - FYE 2019

		Town Center		Yolo Heiken		Total	
		Original	Proposed	Original	Proposed	Original	Proposed
4190-24-000	Printing	200.00	0.00	0.00	0.00	200.00	0.00
4191-00-000	Total Miscellaneous Admin Expenses	2,376.95	1,838.64	629.00	864.88	3,005.95	2,703.52
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	46,283.76	43,558.18	11,702.35	9,706.94	57,986.11	53,265.12
4200-00-000	TENANT SERVICES						
4210-00-000	Tenant Services Salaries	10,250.00	11,946.40	101.00	101.00	10,351.00	12,047.40
4210-01-000	Benefits-Employee Contributions-Tenant Svcs	1,500.00	1,364.14	0.00	0.00	1,500.00	1,364.14
4220-01-000	Other Tenant Svcs.	600.00	600.00	0.00	0.00	600.00	600.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	12,350.00	13,910.54	101.00	101.00	12,451.00	14,011.54
4300-00-000	UTILITIES						
4310-00-000	Water	5,000.00	4,604.50	950.00	1,262.76	5,950.00	5,867.26
4320-00-000	Electricity	9,268.38	8,802.86	0.00	135.42	9,268.38	8,938.28
4320-01-000	Electricity-Vacant Units	40.00	40.00	0.00	0.00	40.00	40.00
4330-00-000	Gas	152.27	152.27	425.00	425.00	577.27	577.27
4330-01-000	Gas-Vacant Units	10.00	10.00	25.00	25.00	35.00	35.00
4340-00-000	Garbage/Trash Removal	4,643.40	4,623.40	1,326.24	1,326.24	5,969.64	5,949.64
4390-00-000	Sewer	11,985.12	11,985.12	2,354.04	2,354.04	14,339.16	14,339.16
4399-00-000	TOTAL UTILITY EXPENSES	31,099.17	30,218.15	5,080.28	5,528.46	36,179.45	35,746.61
4400-00-000	MAINTENANCE AND OPERATIONS						
4400-99-000	General Maint Expense						
4413-00-000	Vehicle Gas, Oil, Parts, Cleaning, GPS	1,500.00	2,080.00	40.00	420.00	1,540.00	2,500.00
4419-00-000	Total General Maint Expense	1,500.00	2,080.00	40.00	420.00	1,540.00	2,500.00
4420-00-000	Materials						
4420-01-000	Supplies-Landscaping	175.00	179.96	18.04	18.04	193.04	198.00
4420-02-000	Supplies-Appliances	1,360.22	1,360.22	866.14	866.14	2,226.36	2,226.36
4420-03-000	Supplies-Furnishings/Decorating	125.00	385.92	207.51	207.51	332.51	593.43
4420-04-000	Supplies-Electrical	400.00	133.20	400.00	1,109.44	800.00	1,242.64
4420-05-000	Supplies-Exterminating	0.00	0.00	12.87	12.87	12.87	12.87
4420-06-000	Supplies-Janitorial/Cleaning	204.84	0.00	36.00	36.00	240.84	36.00
4420-07-000	Supplies-Maint/Repairs	0.00	188.66	73.79	73.79	73.79	262.45
4420-08-000	Supplies-Plumbing	350.00	93.86	500.00	500.00	850.00	593.86
4420-09-000	Supplies-Tools and Equipment	50.00	0.00	0.00	0.00	50.00	0.00
4420-10-000	Supplies-Maintenance Paper/Supplies	0.00	0.00	165.07	165.07	165.07	165.07
4420-11-000	Supplies-Window	125.00	125.00	200.00	200.00	325.00	325.00
4420-12-000	Supplies-Roofing	100.00	100.00	9.00	9.00	109.00	109.00
4420-13-000	Supplies-Drywall/Carpentry	0.00	0.00	146.00	146.00	146.00	146.00
4420-14-000	Supplies-Hardware	50.00	50.00	65.00	65.00	115.00	115.00
4420-15-000	Supplies-Paint	300.00	300.00	244.24	244.24	544.24	544.24
4420-16-000	Supplies-Flooring	0.00	0.00	1,437.00	1,437.00	1,437.00	1,437.00
4420-17-000	Supplies-HVAC	500.00	180.18	592.83	592.83	1,092.83	773.01
4420-18-000	Supplies-Locks	75.00	75.00	32.57	32.57	107.57	107.57
4420-19-000	Supplies-ADA 504	0.00	0.00	0.00	0.00	0.00	0.00
4420-21-000	Supplies-Appliance Parts	75.00	75.00	289.77	289.77	364.77	364.77
4429-00-000	Total Materials	3,890.06	3,247.00	5,295.83	6,005.27	9,185.89	9,252.27
4430-00-000	Contract Costs						
4430-01-000	Contract-Alarm/Extinguisher	2,250.00	1,695.00	173.07	173.07	2,423.07	1,868.07
4430-02-000	Contract-Appliance	1,250.00	1,250.00	800.00	800.00	2,050.00	2,050.00
4430-03-000	Contract-Building Repairs	1,250.00	2,800.00	771.43	771.43	2,021.43	3,571.43
4430-04-000	Contract-Floor Cleaning	175.00	175.00	119.98	119.98	294.98	294.98
4430-05-000	Contract-Painting/Decorating	1,000.00	1,000.00	771.43	771.43	1,771.43	1,771.43
4430-06-000	Contract-Electrical	200.00	1,600.00	1,000.00	2,000.00	1,200.00	3,600.00
4430-07-000	Contract-Pest Control	1,440.00	1,710.00	687.00	500.00	2,127.00	2,210.00
4430-08-000	Contract-Floor Covering	10,750.00	6,000.00	1,500.00	1,500.00	12,250.00	7,500.00
4430-09-000	Contract-Landscaping	10,335.00	12,400.00	2,826.67	2,000.00	13,161.67	14,400.00
4430-10-000	Contract-Janitorial/Cleaning	720.00	720.00	266.67	266.67	986.67	986.67
4430-11-000	Contract-Plumbing	3,600.00	3,600.00	600.00	3,000.00	4,200.00	6,600.00
4430-12-000	Contract-Window Covering	600.00	600.00	85.71	85.71	685.71	685.71
4430-13-000	Contract-HVAC	3,500.00	4,700.00	1,242.86	1,242.86	4,742.86	5,942.86
4430-14-000	Contract-Vehicle Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	0.00

Sutter Community Affordable Housing

Budget - FYE 2019

		Town Center		Yolo Heiken		Total	
		Original	Proposed	Original	Proposed	Original	Proposed
4430-17-000	Contract-Elevator Monitoring/Repair	5,765.18	5,765.18	0.00	0.00	5,765.18	5,765.18
4430-18-000	Contract-Alarm Monitoring	1,200.00	500.00	0.00	0.00	1,200.00	500.00
4430-19-000	Contract-Sprinkler Monitoring	750.00	750.00	0.00	0.00	750.00	750.00
4430-24-000	Contract-Roofing	1,000.00	1,000.00	344.00	344.00	1,344.00	1,344.00
4430-25-000	Contract-Locks	18.75	92.16	0.00	0.00	18.75	92.16
4430-99-000	Contract Costs-Other	6,500.00	12,900.00	6,000.00	2,000.00	12,500.00	14,900.00
4439-00-000	Total Contract Costs	53,303.93	59,257.34	17,188.82	15,575.15	70,492.75	74,832.49
4499-00-000	TOTAL MAINTENANCE EXPENSES	58,693.99	64,584.34	22,524.65	22,000.42	81,218.64	86,584.76
4500-00-000	GENERAL EXPENSES						
4510-00-000	Insurance	4,500.00	6,412.00	1,956.00	1,956.00	6,456.00	8,368.00
4521-00-000	Misc Taxes/Licenses/Insurance	1,213.00	1,213.00	559.00	559.00	1,772.00	1,772.00
4580-00-000	Security/Law Enforcement	1,752.36	0.00	300.00	0.00	2,052.36	0.00
4588-00-000	Fixed Assets (>\$5,000)	3,000.00	0.00	0.00	0.00	3,000.00	0.00
4599-00-000	TOTAL GENERAL EXPENSES	10,465.36	7,625.00	2,815.00	2,515.00	13,280.36	10,140.00
5000-00-000	NON-OPERATING ITEMS						
5212-00-000	Reserve - Replacement Reserve (CNA)	12,592.00	12,592.00	592.00	4,000.00	13,184.00	16,592.00
5999-00-000	TOTAL NON-OPERATING ITEMS	12,592.00	12,592.00	592.00	4,000.00	13,184.00	16,592.00
8000-00-000	TOTAL EXPENSES	171,484.28	172,488.21	42,815.28	43,851.82	214,299.56	216,340.02
9000-00-000	NET INCOME	422.22	6,926.21	415.68	568.22	837.90	7,494.44