

Yolo County Housing
Yolo County, California

May 17, 2012

MINUTES

Yolo County Housing met on the 17th day of May, 2012 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Thomson, Aguiar-Curry, Eisenstat, Chaney, Pimentel and Johannessen. Chair Thomson presided. Others present were Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel.

Agenda Item No. 1
Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 2
Approval of the Agenda

Minute Order No. 12-20: Approved the agenda for this meeting as submitted.

MOTION: Aguiar-Curry. SECOND: Johannessen. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

Agenda Item No. 3
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was no public comment.

Presentations

Minute Order No. 12-21: Approved the following presentations:

4. Resource Administrator Janis Holt presented Certificate of Appreciation to the Davis Rotary Club for their Day of Service to the Davis Migrant Center.
5. Approved and authorized the Chair to sign **Resolution No. 12-05** adopting May as Yolo County Housing Bike Month.
6. Resource Administrator Janis Holt presented Certificate of Completion for Combustion Safety and Depressurization to Yuriy Sheyko
7. Resource Administrator Janis Holt presented CS 400 Certification (National Incident Management Training) to Alberto Castillo and Mark Stern

8. Resource Administrator Janis Holt presented Tax Credit Management Certification to Marianne Krager
9. Resource Administrator Janis Holt presented new Agricultural Housing Division staff: Federico Chavez, Davis Senior Migrant Coordinator; Angel Damian, Dixon Migrant Center Coordinator and Maite Herrera, Part-time Office Assistant I
10. Executive Director Lisa Baker presented YCH contributions to Wildlife Habitat

MOTION: Eisenstat. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

Consent Agenda

Minute Order No. 12-22: Acted on the Consent Agenda as follows:

11. Approved the minutes of April 19, 2012.
12. Approved and authorized the chair to sign **Resolution No. 12-06** establishing the revised flat rent schedule and authorized the Executive Director to implement.
13. Received and filed summary background information regarding New Hope Community Development Corporation Note Receivable.

MOTION: Johannessen. SECOND: Pimentel. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

Agenda Item No. 14 Portable Electronic Devices

Minute Order No. 12-23: Took the following actions:

- A. Reviewed and discussed the findings of the research
- B. Compared alternatives and selected option no. 6 - having the option to either buy one's own device that meets a standard specification or having YCH purchase a table that meets the standard specification
- C. \$100 stipend to cover public use of the device
- D. Training
- E. Authorized the Executive Director to implement

MOTION: Pimentel. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

Agenda Item No. 15
Energy Performance Update

Executive Director Lisa Baker provided a verbal update on energy Performance Contracting Status for 3Green Energy (Housing Authorities of Butte, Sutter and Yolo County).

Agenda Item No. 16
Executive Director Comments

Executive Director Lisa Baker provided comments as follows:

ACCOMPLISHMENTS, MAY 2012
Resource Administration and Client Services

Client and Partner Services

- Through a generous donation from a Winters resident, two families received much needed furniture and goods for their homes. Pictures of the happy families were provided to the donor with their special thanks. YCH staff worked together to transport the items and set them up in their homes.
- 82 representatives of housing (private landlords and staff) attended the Annual Fair Housing Conference held at Yolo County Housing on April 19th. Guest speakers included representatives from HUD, the National Housing Law Project, and YCH staff. This event is led by Legal Services of Northern California in partnership with the City of Woodland and Yolo County Housing.

The agenda included Protections for Victims of Domestic Violence, Sexual Assault and Stalking, Fair Housing Overview, and YCH Customer Care Presentation for Landlords.

- The quarterly resident meetings were held:
 - West Sacramento - 4/19
 - Woodland - 4/25
 - Winters - 4/26

Guest presentations from the Yolo County Library 2-1-1, the Yolo County Health Department Nutrition Education Program, and the Bike Program were provided along with YCH updates and reminders.

The Winters meeting held a raffle for a bicycle that was donated by a local Winters resident.

- UC Davis TANA spring program began April 19. YCH has partnered in promoting their program throughout the Woodland complex and local community.
- Davis Rotary volunteered to “perk up” the flower planters at the entrance of the Davis Migrant Center. Volunteers weeded, planted, and cleaned up the two planters at the entrance on 4/28/12.
- Partner services on-site at the Madison, Davis, and Dixon Migrant Centers are in full swing with services available daily. For example, Madison has ESL classes on Monday and Wednesday, Mass on Tuesday, Health Screening and Education on Thursdays, and Social Friday Nights. In addition, benefit enrollment for services such as Medi-Cal, Cal-Fresh, and other social service programs are available on-site at the Centers.

Resources

- Yolo County Housing has filled two open positions:

- P/T Office Assistant I, Agricultural Services Division,
 - Temporary Part-Time Computer Learning Center Assistant, I.T. Division
- And is currently recruiting for:
- Housing Program Supervisor, Agricultural Housing Division
 - Maintenance II, Real Estate Services Division
 - P/T Resident Manager, Real Estate Services Division
 - Resident Opportunities and Self-Sufficiency Grant
 - Staff submitted their grant proposal for 3 years of HUD funding to support the hiring of a ROSS Service Coordinator to coordinate supportive services and other activities designed to help public housing residents attain economic and housing self-sufficiency.
 - Family Self-Sufficiency (FSS) Grant
 - Staff submitted their grant proposal for 3 years of HUD funding to support the hiring of a Family Self-Sufficiency (FSS) Program Coordinator to expand services to families and financially support the current YCH Housing Choice Voucher FSS Program.
 - Four UC Davis Environmental Justice students met with staff to develop a mutually beneficial project. A resident survey has been developed to identify educational, social service, technology, health, and youth services needs for the Winters Complex and can be duplicated throughout each AMP location. This will assist YCH in identifying some common needs among residents for targeting on-site services and support future grant writing efforts. The students will be provided data to develop their report as it relates to low income public housing residents in Yolo and environmental influences. The door-to-door survey will be conducted 5/16 and 5/19.
 - California Housing Workers Compensation Authority (CHWCA) held their Annual Board Meeting April 26-27. Janis Holt was appointed to the Risk Management Committee representing YCH and medium-sized housing agencies within the JPA.
 - On-Site Staff Training
 - Lead Hazard Identification and Containment through the Housing TeleVideo Network; April 12
 - Managing Your Personal Finances through Managed Health Network; May 9.
 - Fitness and Your Brain: Avoiding Dementia; Scheduled May 23
 - Legal Services of Northern California Training; Scheduled May 30

Operations

Agricultural Housing

Madison Migrant

- 100% occupied
- Madison residents have started a morning Zumba class - Communicare is looking to have exercise classes at all sites to promote a healthy lifestyle. Their plan is to rotate exercise plans
- Residents had a "fight night", and showed the Mayweather-Cotto fight. Residents had a very quiet peaceful evening watching the fights with no incidents.

Davis Migrant

- Currently we have 9 vacancies and are working off the waiting list to fill them
- Maintenance major repairs:
 - Replaced 15 water pumps and floats on the swamp coolers
 - Replaced 25 GFIs on different units

- Unit #22: Repaired broken water line in the attic due to freeze
- Unit #64: Repaired kitchen ceiling due to water damage
- Unit #73-B: Replaced stove

Dixon Migrant

- 100% occupied

All sites had a very smooth opening day.

Real Estate Services

YCH successfully added Crosswoods Apartments to its portfolio, pending the tax credit, HUD loan.

Low Rent Public Housing: PIC score 99.03%

Occupancy is:

Winters 97%

Woodland 100%

West Sacramento 99%

New Hope, Cottonwood Meadows: Cottonwood 97%

Housing Assistance

The PIC Report rate for the month of April was 98.96; zero late re-exams and zero late HQS .

68 new families from the wait list received vouchers and are searching for units; Housing Assistance is currently issuing weekly vouchers to families.

Facilities

Contracts for roadway improvements at Winters and ADA site improvements at Winters and Esparto design work has been executed by YCH and the engineering firm, Laugenour and Meikle.

Contracts for ADA improvements have been executed by YCH and the architectural firm McCandless and Associates, awaiting both USDA - RD and OMS Concurrence before design work begins.

Engineering design work has been completed for flying bridge at Cottonwood Meadows. Moving forward with pricing for construction work in late May.

A review of facility use agreements by Resource Administration shows that the City never entered into a use agreement with YCH for the boxing club. In order to correct this oversight and ensure that the property meets minimal standards since its return to the YCH portfolio, staff made site inspections during the month of May, including one inspection with the Executive Director on May 16, 2012. As a result, staff has determined that the building needs some additional repairs prior to entering into a lease agreement for the building. As the building is slated for future demolition and replacement, staff is identifying cost effective interim measures for the site prior to effecting a use agreement with the City. In addition, the City currently does not pay rent for the facility and the site is not within federal Declaration of Trust, meaning that federal Capital Funds cannot be spent on its maintenance and repair. At this time, the building has no source of revenue for its maintenance. Staff expects to bring a proposal for use of reserves to make minor improvements while Resource Administration moves forward with effecting a facility use agreement with the City.

Finance

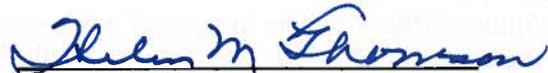
- Successful completion of ICS 400 for emergency management
- Submitted proposed Cottonwood budget to HCD
- Submitted proposed Migrant Center budgets to HCD
- Successfully completed Single Audit
- Successfully closed Cottonwood Audit

Agenda Item No. 6.06
Board of Commissioners Comments

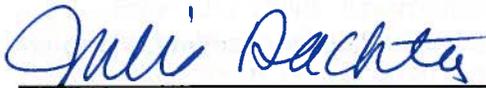
There were no comments from the Board of Commissioners.

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:54 p.m.



Helen Thomson, Chair
Yolo County Housing



Julie Dachtler, Clerk of the Board

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

JUNE 21, 2012

YOLO COUNTY HOUSING
HOUSING COMMISSION

CECILIA AGUIAR-CURRY
EVONNE CHANEY
RITA EISENSTAT
MARK JOHANNESSEN
ART PIMENTEL
ROCHELLE SWANSON (ALTERNATE)
HELEN MACLEOD THOMSON

BOARD OF SUPERVISORS CHAMBERS
625 COURT STREET, ROOM 206
WOODLAND, CALIFORNIA 95695

LISA A. BAKER
EXECUTIVE DIRECTOR

SONIA CORTES
AGENCY COUNSEL

Reminder: Please turn off cell phones.**2:00 P.M. CALL TO ORDER**

1. Pledge of Allegiance
2. Consider approval of agenda
3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

PRESENTATIONS

4. Presentation of New staff: Veronica Cano Chavez, Interim Client Services Coordinator; Tony Segoviano, Maintenance II

CONSENT AGENDA

5. Approval of Minutes from the meeting of May 17, 2012
6. Receive and File Letter from Assemblymember Mariko Yamada Congratulating Yolo County Housing on the 2012 Clean Air Award
7. Resolution Adopting the Risk Control Policy Statement of Yolo County Housing (Holt)
8. Review and Approve the YCH Actuarial Valuation of Other Post-Employment Benefit Programs (GASB 45) (Stern)
9. Appropriate \$21,000 in operating reserve funds to be budgeted for building repairs to the Woodland boxing club (Ichtertz, Stern and Holt)

REGULAR AGENDA

10. Review and Approve Resolution Adopting 2012 – 2013 Annual Budget (Stern and Baker)
11. Review and Approve Resolution to Extend Term of Memorandum of Understanding for Multi-Authority Joint Procurement of an Energy Services Contractor, Selection of Offeror, and Authorization to Proceed with Investment-Grade Energy Audit of Public Housing Facilities (Baker)
12. Receive Comments from Executive Director
13. Receive Comments from Commissioners

CLOSED SESSIONS

14. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Government Code Section 54956.9(b): 1 case
15. Conference with Labor Negotiator: Lisa A. Baker, Executive Director; Janis R. Holt, Resource Administrator; Sonia Cortés, Agency Counsel
Bargaining Unit: General Unit

Adjournment

Next meeting scheduled for July 19, 2012.

I declare under penalty of perjury that the foregoing agenda was posted June 15, 2012 by 5:00 p.m. at the following places:

- 1. On the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California; and
- 2. On the bulletin board on the kiosk outside the Board of Supervisors Chambers, Room 206, in the Erwin Meier Administration Center, 625 Court Street, Woodland, California.
- 3. On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.

I declare under penalty of perjury that the foregoing agenda will be posted no later than June 18, 2012 by 2:00 p.m. as follows:

- 4. On the Yolo County website: www.yolocounty.org.

Julie Dachtler, Clerk of the Board

By: _____
Clerk

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Yolo County Housing
c/o Clerk of the Board of Supervisors
County of Yolo
625 Court Street, Room 204 Woodland, CA 95695

Yolo County Housing
Yolo County, California

Meeting Date: May 17, 2012

To: County Counsel ✓
Yolo County Housing ✓

Presentations

Minute Order No. 12-21: Approved the following presentations:

4. Resource Administrator Janis Holt presented Certificate of Appreciation to the Davis Rotary Club for their Day of Service to the Davis Migrant Center.
5. Approved and authorized the Chair to sign **Resolution No. 12-05** adopting May as Yolo County Housing Bike Month.
6. Resource Administrator Janis Holt presented Certificate of Completion for Combustion Safety and Depressurization to Yuriy Sheyko
7. Resource Administrator Janis Holt presented CS 400 Certification (National Incident Management Training) to Alberto Castillo and Mark Stern
8. Resource Administrator Janis Holt presented Tax Credit Management Certification to Marianne Krager
9. Resource Administrator Janis Holt presented new Agricultural Housing Division staff: Federico Chavez, Davis Senior Migrant Coordinator; Angel Damian, Dixon Migrant Center Coordinator and Maite Herrera, Part-time Office Assistant I
10. Executive Director Lisa Baker presented YCH contributions to Wildlife Habitat

MOTION: Eisenstat. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

YOLO COUNTY HOUSING
RESOLUTION NO. 12-05

Resolution Proclaiming Support of National Bicycle Month

WHEREAS, the bicycle is a viable and environmentally sound form of transportation and an excellent form of recreation; *and*

WHEREAS, Yolo County Housing supports and advocates bicycling educational programs, outreach and marketing events, promotions, free bike clinics, the Davis Bike Loop, and Woodland Bike Loop, or just getting out and going for a ride; *and*

WHEREAS, creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, to boost community spirit, to improve traffic safety, to reduce pollution and congestion; *and*

WHEREAS, May has been declared National Bike Month for each of the last 56 years, and is so again in 2012; *and*

WHEREAS, during the month of May bicycle clubs, cities, schools, businesses, agencies, and civic groups throughout Yolo County will promote bicycling as a wholesome transportation activity, as well as an environmentally friendly supplement to automobile travel,

NOW THEREFORE BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Yolo (informally known as "Yolo County Housing", does hereby proclaim May 2012 as Bike Month.

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, County of Yolo, State of California, this 17th day of May 2012, by the following vote:

AYES: **Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.**

NOES: **None.**

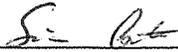
ABSENT: **None.**

ABSTAIN: **None.**



Helen M. Thomson, Chair
Housing Commission of the
Housing Authority of the County of Yolo

Approved as to Form:



Sonia Cortes, Agency Counsel

Attest:

Clerk of the Board,
Housing Commission of the
Housing Authority of the County of Yolo

By 

Deputy



Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-22 Item No. 11, of the Yolo County Housing meeting of May 17, 2012.

MOTION: Johannessen. SECOND:.Pimentel. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

11. Approved the minutes of April 19, 2012.
12. Approved and authorized the chair to sign **Resolution No. 12-06** establishing the revised flat rent schedule and authorized the Executive Director to implement.
13. Received and filed summary background information regarding New Hope Community Development Corporation Note Receivable.

Yolo County Housing
Yolo County, California

April 19, 2012

MINUTES

Yolo County Housing met on the 19th day of April, 2012 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Thomson, Aguiar-Curry, Eisenstat, Chaney, Pimentel and Johannessen. Chair Thomson presided. Others present were Alternate Commissioner Swanson, Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel.

Agenda Item No. 1.01

Oath of Office

West Sacramento City Representative Mark Johannessen was sworn in by Kristine Mann from the Elections Department.

Agenda Item No. 2.01

Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 2.02

Approval of the Agenda

Minute Order No. 12-16: Approved the agenda for this meeting as submitted.

MOTION: Pimentel. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

Agenda Item No. 2.03

Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was no public comment.

Agenda Item No. 3.01

Presentations

3.01 Executive Director Lisa Baker presented Certificate of Appreciation from PGE to YCH for Support and Dedication to the CARE Program.

3.02 On behalf of the Yolo County Veteran's Coalition, Billy Wagster presented the

Veteran Support Award to YCH.

- 3.03 Resource Administrator Janis Holt presented the Housing Choice Voucher Specialist Certification to: Jamie Choi, Maria Peña, Veronica Mendoza and Elizabeth Montoya.
- 3.04 Executive Director Lisa Baker presented photos from 1st Annual Spring Fling – YCH FUN Committee Initiative.
- 3.05 Executive Director Lisa Baker and RHA presented YCH Main Administrative Building Vacancy Sensor Installation Project.
- 3.06 Clerk Julie Dachtler presented new format for future Board agendas and reports.

Commissioner Chaney arrived at the dais at 2:06 p.m.

Agenda Item No. 4.01

Consent Agenda

Minute Order No. 12-17: Acted on the Consent Agenda as follows including the amendment to Agenda Item No. 4.02:

- 4.01 Approved the minutes of March 15, 2012.
- 4.02 Approved and authorized the Executive Director to sign **Resolution No. 12-04** amending the YCH Conflict of Interest Code.
- 4.03 Received and filed correspondence from Breathe California of Sacramento-Emigrant Trails congratulating Lisa Baker on being selected to receive a 2012 Clean Air Award.
- 4.04 Received and filed correspondence from the U.S. Department of Housing and Urban Development regarding use of federal funds in lobbying.

MOTION: Pimentel. SECOND: Johannessen. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

Agenda Item No. 5.01

2010-11 Audit

Minute Order No. 12-18: Approved and accepted the fiscal year 2010-2011 Audit for Yolo County Housing.

MOTION: Eisenstat. SECOND: Pimentel. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

Agenda Item No. 5.02
Crosswoods Acquisition

Minute Order No. 12-19: Took the following actions:

- A. Appropriated an additional \$179,722 from the YCH Development Fund to complete the Crosswoods initial acquisition.
- B. Ratified approval of \$329,722 to complete the Crosswoods acquisition.

MOTION: Aguiar-Curry. SECOND: Eisenstat. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

Agenda Item No. 6.03
Executive Director Comments

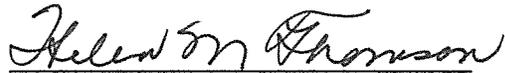
Executive Director Lisa Baker had no comments this month except to say that her staff has done its usual stellar work.

Agenda Item No. 6.06
Board of Commissioners Comments

Commissioner Johannessen expressed his appreciation on serving as a Commissioner.

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:02 p.m. in memory of John C. Baker.


Helen Thomson, Chair
Yolo County Housing


Julie Dachtler, Clerk of the Board

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-22 Item No. 12, of the Yolo County Housing meeting of May 17, 2012.

MOTION: Johannessen. SECOND:.Pimentel. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

11. Approved the minutes of April 19, 2012.
12. Approved and authorized the chair to sign **Resolution No. 12-06** establishing the revised flat rent schedule and authorized the Executive Director to implement.
13. Received and filed summary background information regarding New Hope Community Development Corporation Note Receivable.



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: May 17, 2012
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Marianne Krager, Director of Operations and Brenda Lomeli, Real Estate Services Supervisor
SUBJECT: **ADOPT RESOLUTION ESTABLISHING FLAT RENT SCHEDULE 2012 FOR LOW INCOME PUBLIC HOUSING**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Board of Commissioners review, approve and adopt the resolution establishing the revised flat rent schedule; and
2. Authorize the Executive Director to implement

BACKGROUND / DISCUSSION

In accordance with federal regulations found at Code of Federal Regulations (CFR) 24, Section 960.253 , Yolo County Housing (YCH) must annually give each family the opportunity to choose between two methods of determining the amount of tenant rent payable by the family. The family may choose to pay either a flat rent or an income-based rent. Income based rent is calculated as thirty (30%) percent of adjusted income, less a YCH calculated utility allowance. The flat rent is based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent for which YCH could promptly lease the housing unit if it were a private leasing agent.

Flat rents are designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient. Flat rents are also designed to help decrease the chances for fraud committed by residents whose rents increase as they earn more money. Another benefit of flat rents is that they reduce the administrative burdens that come with conducting rent adjustments when income fluctuates, especially in this current economy of layoffs and furloughs.

To determine the flat rent, the YCH must consider:

- The location, quality, size, unit type and age of the unit;
- Any amenities, housing services, maintenance and utilities provided by the YCH.

HUD regulations specify that the comparable units used for this study must be based on unassisted (market rate) units (i.e., private, rent-restricted affordable housing complexes cannot be used in the market study).

Staff has completed the market survey of unassisted units in Yolo County and a review of demographic information from the 2012 Census for Yolo County in accordance with regulations. Based on this review, staff has determined the following:

Flat Rent Table by Bedroom Size and Year:

	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Flat Rents 2010-2011	589	691	846	1232	1309	1506
Increase based on Fair Market rent survey	756	765	1011	1436	1786	2042
% of increase based on fair market rent survey	28%	10.5%	19%	16.3%	36%	35%

On October 24, 2006, due to the great disparity between existing flat rents and market rents due to the faulty methodology of the prior administration, the YCH Board of Commissioners approved a phase in of rent increases at 17% per year until flat rents meet the results of the annual market study. Accordingly YCH proposes a 17% increase for all bedrooms with the exception of the one (1) and three (3) bedroom units which will increase according to market survey as their difference is below 17%. The increase is as follows:

	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Market Study	756	765	1011	1436	1786	2042
Proposed Flat Rents 2012	689	765	990	1436	1531	1762

In order to provide our residents sufficient notice of the change in the flat rent schedule, it is recommended that the flat rent increases become effective August 01, 2012. The residents'

household rent will change at the annual recertification examination which is held in the anniversary month of the resident's initial move-in date. In accordance with federal requirements, each family with a current flat rent will have the choice at their annual reexamination to continue with the flat rent option or to move to an income-based rent.

FISCAL IMPACT

Currently YCH has (3) Public Housing units out of 431 that currently pay flat rents (less than 1%). Any fiscal impact to the Agency is expected to be marginal and to fit within current overall budget parameters.

CONCLUSION

Staff recommends approving by resolution the proposed Flat Rent schedule for LIPH to be effective August 01, 2012.

Attachment: Resolution

**YOLO COUNTY HOUSING
RESOLUTION NO. 12-06**

(Resolution regarding Adoption of Annual Flat Rent Schedule in Accordance with Federal Regulations)

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires public housing authorities to adopt a flat rent option for residents consistent with market survey results; and

WHEREAS, public housing residents will be given the option to choose either the flat rent or income based rent amount at their annual reexamination; and

WHEREAS, the Housing Commission of the Housing Authority of the County of Yolo (informally known as Yolo County Housing) has determined that a phase-in rent increase at no more than 17% per year is appropriate at this time to avoid undue hardship on families

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Housing Commission of the Housing Authority of the County of Yolo adopts the flat rent schedules to be effective August 01, 2012 as outlined in the flat rent staff report of May 17, 2012.

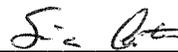
PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 17th day of May 2012 by the following vote:

AYES: **Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.**
NOES: **None.**
ABSTAIN: **None.**
ABSENT: **None.**



Helen Thomson, Chair
Housing Commission of the
Housing Authority of the County of Yolo

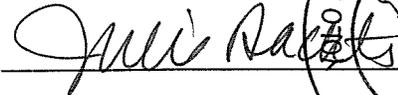
Approved as to Form:

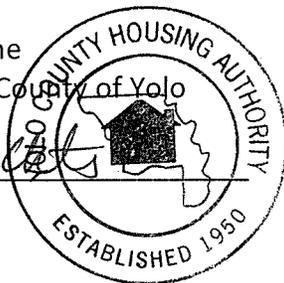
By 

Sonia Cortes, Agency Counsel

Attest:

Julie Dachtler, Clerk
Housing Commission of the
Housing Authority of the County of Yolo

By 



Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-22 Item No. 13, of the Yolo County Housing meeting of May 17, 2012.

MOTION: Johannessen. SECOND:.Pimentel. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

11. Approved the minutes of April 19, 2012.
12. Approved and authorized the chair to sign **Resolution No. 12-06** establishing the revised flat rent schedule and authorized the Executive Director to implement.
13. Received and filed summary background information regarding New Hope Community Development Corporation Note Receivable.



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: May 17, 2012
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Mark Stern, Finance Director
SUBJECT: **RECEIVE AND FILE SUMMARY BACKGROUND AND INFORMATION REGARDING NOTE RECEIVABLE FROM NEW HOPE COMMUNITY DEVELOPMENT CORPORATION**

RECOMMENDED ACTIONS:

Receive and file summary background information regarding New Hope Community Development Corporation Note Receivable.

BACKGROUND / DISCUSSION

Over the course of the last eleven years, New Hope CDC (NHCDC) has accumulated debt to Yolo County Housing that is shown as an interfund receivable from New Hope CDC, a current liability in the balance sheet. For the first few years after New Hope acquired Cottonwood Meadows, the development was operating profitably. In November of 2004, equity in the apartments was withdrawn for the purchase of a commercial property on Kentucky Avenue in Woodland. The commercial enterprise failed and the property was sold in November of 2007 at a loss of nearly \$600,000. The loss was funded by YCH cash. The balance payable to YCH as of June 30, 2011 was \$254,325. For the 2011-2012 year, Cottonwood Meadows is budgeted with a small positive cash flow. New Hope hopes to slowly pay down the balance due to YCH from continued future positive cash flows.

FISCAL IMPACT

Agency wide, there is virtually no impact to YCH. Since NHCDC is included in the agency-wide financial statements, this will simply reclassify an equal and opposite interfund receivable and interfund payable to a long term note receivable and long term note payable. However this is a more accurate statement of the actual relationship as New Hope is a separate entity. In addition, there is not enough cash flow from Cottonwood Meadows to repay the amount owing to YCH in the current period.

CONCLUSION

Although there is no impact to the agency-wide financial statements, there is a significant change to the New Hope CDC balance sheet. The current ratio (current assets to current liabilities) will be very much improved and the actual nature of the relationship between Yolo County Housing and New Hope CDC will be more accurately stated.

Yolo County Housing
Yolo County, California

Meeting Date: May 17, 2012

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 14
Portable Electronic Devices

Minute Order No. 12-23: Took the following actions:

- A. Reviewed and discussed the findings of the research
- B. Compared alternatives and selected option no. 6 - having the option to either buy one's own device that meets a standard specification or having YCH purchase a table that meets the standard specification
- C. \$100 stipend to cover public use of the device
- D. Training
- E. Authorized the Executive Director to implement

MOTION: Pimentel. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.



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147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: May 17, 2012
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director 
PREPARED BY: Alberto Castillo, IT Manager
SUBJECT: **DISCUSS THE FEASIBILITY OF PORTABLE ELECTRONIC DEVICES FOR PAPERLESS BOARD MEETINGS, REVIEW ALTERNATIVES AND SELECT PREFERRED OPTION**

RECOMMENDED ACTIONS

That the Board of Commissioners:

1. Review and discuss the findings of the research;
2. Compare alternatives and select preferred option; and
3. Authorize the Executive Director to implement.

BACKGROUND / DISCUSSION

At the April 19, 2012 Board meeting, YCH Agency Clerk gave an overview of YCH's transition to electronic board packet preparation and access. As a result of that presentation, Board Chairwoman Thomson asked to agendize a discussion about access and purchase of electronic reading devices and alternatives for Board members and management staff.

Historically, agendas, packets and minutes have been on paper with public posting being done in public physical spaces. While YCH must still post agendas in a location that is freely accessible to members of the public, the recent explosion of Internet-based applications allows a broader and deeper opportunity for public visibility and engagement. As a spin off, broader use of electronic media also allows YCH the opportunity to shorten the supply chain and reduce the need for paper copies of the agenda packet. This in turn saves copy costs, staff time and paper. It is estimated that **the change from paper-based board packets to electronic packets will save approximately \$3,785 dollars in staff time, copy charges and paper per year, based on an average of 11 board meetings per year.**

In preparing this report, staff has looked at the pros and cons of electronic reading devices, the availability and type of devices and ways in which YCH could facilitate making the transition to use of devices in lieu of providing paper board packets to Board members. For the purposes of this report they will be referred to as "Tablets" and "E-Readers".

As the Board is aware, YCH has been actively involved in pursuing cost savings throughout its portfolio and daily operations. This ongoing commitment has allowed YCH to save time, material and energy, which equates to ongoing cost savings. To date, that has included the transition to cloud-based data storage and back-up systems, cloud-based payroll systems and improved access and implementation of document scanning. Phase II is now in the implementation stage and includes Interactive Voice Response (IVR) for applicants and residents, along with the transition to paperless files and board packets.

While there has, at times, been a history of controversy in different communities regarding public agencies purchasing tablets for use by staff and board members, that controversy seems to be centered around the perception that tablets are being “given” to members and are, therefore, a gift of public funds. To ensure that this would not be the case at YCH, it is important to create a system that serves the Agency and removes the potential risk that devices would be used inappropriately.

Tablets should be considered a viable option for the viewing of documents and correspondence and tablets are already in use at YCH for inspections. Tablets have many current and future applications that will improve YCH business functions, including improved mobile access in the field. Indeed, at this time, it would appear that tablets may even become the eventual successor to desktop computers. Finally, as the market has continued to mature, the cost of tablets and e-readers has come down significantly. The proliferation of apps and useable data products now ensures that tablets are valid tools for agency productivity.

Options for making the transition to Paperless

There are a variety options and hybrids available. Those options include:

1. Continue with **paper agenda**;
2. Use of **personal laptop or other device** to access information;
3. **Provide e-readers, such as Kindle** that allow limited documentation and limited business use functionality;
4. **Purchase of a standard Tablet** for use by authorized YCH Board Members and staff (YCH issued and owned);
5. Purchase of **one’s own electronic device** using YCH pooled purchase supplier or private purchase when less expensive (with or without one time allowance);
6. A **combination of options above** (such as having the option to either buy one’s own that meets a standard specification or having YCH purchase a tablet that meets the standard specification)

Staff considered each of these options in preparing this report. After research, staff is recommending that options 1 and 3 are not viable long-term strategies and recommend that the Board focus on options 2 and 6 as preferred alternatives, with **option 6 being the staff’s preferred recommendation**. While option 4 is a viable strategy, it would be potentially costly to the Agency as well as require additional monitoring over a large number of devices to assure that the equipment was only used for YCH business purposes. In addition, YCH has been moving to a platform, such as with mobile phones and with vehicles, that allow for greater flexibility through staff providing their own equipment while

receiving some allowance that recognizes their use for YCH business purposes. This is mutually beneficial – YCH can control costs and use of agency equipment for agency purposes, while the employee selects a custom option that works for them and can carry only one device with multiple purposes. This is especially feasible due to YCH's move to cloud-based computing systems that allow YCH business software to reside in the Cloud and not on the device. In addition, this is one of the fastest growing business models as both employees and companies realize mutual benefits.

Overview and Discussion of Options

With regard to options 1, 3, and 4, staff does not recommend these as preferred options for the following reasons:

- Continuing with paper agenda packets is not feasible due to staff and paper costs, as well as the transition to an electronic system – this would increase, not decrease, the amount of work necessary in order to maintain two (2) systems;
- E-Readers, while cheaper and can allow access to the PDF files and some ability for annotation, if YCH were to purchase the property, it would have no business use and would not be useful in the long term. This would not necessarily preclude a Board member from purchasing an e-reader under option 5 or 6 if s/he so desired. The difference being that the device would be useful to the owner, who in this case, would not be YCH.
- Option 4 is discussed in the section above. Due to cost and potential device proliferation, as well as the difficulty in monitoring compliance with YCH Internet Access policies for a large number of users, this option is not recommended.
- While Options 5 is consistent with YCH business needs and practices; nevertheless, it could be cost prohibitive for some members and, therefore, is not a recommended option.
- Options 2 and 6 are certainly feasible. However, **staff recommends Option 6 as it allows the most flexibility**. Members and staff who currently have devices would be able to use those devices for reading Board packets as outlined in Option 2. But it would also allow members and staff to purchase privately and to take advantage of pooled purchase savings if they wish to purchase their own, or to have YCH purchase one for YCH business uses and make available on a “check out” or assignment basis where a member does not wish to purchase one or where individual purchase is not feasible.
 - Should YCH provide a tablet it would be maintained as the property of the Agency and would be returned to YCH at conclusion of service. Maintenance, repairs, and replacement would be covered by YCH. As a YCH device, private use of the device would be severely limited by YCH IT policy and, in accordance with our adopted IT policy, there is no expectation of privacy in relation to content on the tablet. In addition, the tablet would be

subject to regular review to ensure that content adheres to YCH requirements. Elected and appointed officials, as well as staff, would need to adhere to the IT policy, Fair Political Practices and federal law in keeping political activities separate and could not engage in those activities on a YCH-owned device.

- Should a user elect to use an existing personally-owned device, a device provided by another entity, or to purchase his/her own device, YCH IT policy would not generally apply except in those circumstances where the user is on YCH property, engaged in YCH business or in a YCH Board meeting. Responsibility for repair and replacement would fall on the user. Discounts available to YCH for the purchase of these devices could be extended to the user, as well as an allowance to facilitate purchase and to cover the public use.

Survey Results

A brief survey of Yolo reveals that there are several local agencies currently using tablets:

- The County of Yolo, the Board of Supervisors and select staff uses IPADs to review board packets, minutes and email, while one member has chosen to use his privately owned laptop.
- The City of West Sacramento has gone to paperless packets for two of its board members. The City purchased tablets for some members, but one member uses his own.
- The City of Davis has a voluntary paperless packet and all members are encouraged to use the paperless packet, but only two members use them. They do not provide tablets, but they do provide laptops.
- The City of Woodland has not issued tablets or moved to paperless packets at this time.

Operating Systems: Android vs. IOS

Where a user supplies his or her own tablet in order to read packets, the operating system is not as important as it is where YCH purchases the tablet, or when the tablet would be used in conjunction with YCH business software. The two (2) major operating systems for tablets are Android (open source Google-based) or IOS (Apple proprietary). Android-based systems are most compatible with YCH business software since it integrates easily with Google and Microsoft.

With regard to subscription service for 3G and/or 4G, YCH would not generally pay for subscription service as YCH provides free wireless access in six locations and there is free wireless access in the Board chambers. YCH reserves the right to provide 3G and or 4G access for regular business purposes. This does not preclude a user from establishing his or

her own 3G/4G service on a device. In the case of YCH-owned devices, this would be with YCH permission and in accordance with the IT and Internet usage policy.

Recommended Required Specifications

Much research has been done to determine models and types most suited for YCH use. There are over one hundred models on the market with varying features. The manufacturers range from the well-known to the obscure. In order to get the most business use, YCH staff has determined that the following features should be included in any chosen model:

1. Screen size should be over seven inches to allow for comfortable reading
2. Wi-Fi capability is needed to connect and download files
3. Option for 3G and/or 4G if needed in the future
4. Battery life should extend over four hours
5. Ability to read PDF files
6. Ability to use Remote Desktop Services if it is a YCH device or if it would be used in a YCH business capacity (i.e. by management staff)
7. Scalability with ability to add storage and/or memory as needed

Purchase Options

YCH has the ability to participate in government pooled purchasing plans. The most common one used is the California Multiple Award Schedule (CMAS) which is a list of pre-approved contracts vetted and adopted by the state of California. This program offers discounted services and products to all levels of government in the state. In addition, the program provides for private purchase of the tablet using an employee discount program. Using YCH pooled purchase means that prices would range from approximately \$300 to \$600 per device, excluding maintenance and insurance and not including 3G or 4G subscription. With regard to selected standard for YCH-purchased hardware, at this time staff recommends the Samsung Galaxy 10.1 and later, probably in second generation, the Samsung Galaxy 10.1 Tab 2 based on the rating factors above, ease of use, reliability and price.

With regard to Option 6, YCH staff, in looking at average prices and at the need to balance public purpose with needed flexibility, recommends approval of an allowance of \$100 for individuals who choose to purchase his/her own device. The allowance could be paid at time of purchase of a compatible tablet device. Such allowance would be available once every three (3) years to support the need to replace outmoded technology.

Required Conformance with YCH IT Policies

As stated above, users would need to adhere to YCH IT and Internet usage policy if it is a YCH device or when the device is on YCH property, being used for YCH business or in YCH business and Board meetings.

Separate from this, staff will be bringing back to the Board an update to the current policy in the next two months. The YCH IT and Internet Policy is now two (2) years old; meanwhile technologies have changed significantly during this time. Changing technologies mean that YCH especially needs to place attention on new security requirements.

Training and Use

Whether or not YCH purchases the tablet, staff recognizes that any new process or technology has a learning curve. To help mitigate that, staff proposes to make IT services available on request to help set up an individual tablet and train staff and members on how to access board packets and functions.

FISCAL IMPACT

The impact will be determined by the model chosen and the course of action taken to provide tablets or require a private purchase of tablets. Purchase of Tablets without 3G/4G, with 32 GB of memory for 7 board members and 9 management staff would run a little over \$10,000, which would be fairly cost prohibitive for the Agency and would take almost three (3) years to recoup cost. Implementation of Option 6 would allow greater flexibility and potential cost reduction. If one member already has a device and other members wish to purchase their own with the proposed allowance and if staff also select a hybrid option, then costs could run from a low of \$1,500 (where 15 users purchase their own; cost recovery is four months) on up to \$10,000 – with actual costs running somewhere in between. One hypothetical scenario would be YCH purchases 7 devices for board members and staff, while 1 member and 1 staff member use their own devices and 7 purchase their own devices using the allowance. Under this scenario, costs would be approximately \$4,900. In such a case, YCH would recoup its investment in approximately 1.3 years. Costs would be budgeted as part of the normal budgeting process.

CONCLUSION

The use of tablets for select staff will streamline operations and can be integrated into the existing infrastructure. Added benefits are the reduction of the use of paper and staff time to create documents, improved access to Board reports and Board activities. This is consistent with the YCH vision to create a sustainable and eco-friendly workplace, enhance productivity through technology and reduce environmental impact wherever possible.