

Attachment A



County of Yolo

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To: The Chair and Members of the Board of Supervisors

Consent-Health & Human Services # 22.

Adult & Aging

Board of Supervisors

Meeting Date: 03/22/2022

Brief Title: Third Amendment for Yolo County Housing Authority Property Management Services

From: Nolan Sullivan, Interim Director, Health and Human Services Agency

Staff Contact: Ian Evans, Adult and Aging Branch Director, Health and Human Services Agency, x8297

Subject

Approve third amendment to Agreement No. 19-133 with Yolo County Housing Authority to increase total funding in the amount of \$150,879.19. This action will increase funding for fiscal year 2021-22 by \$107,257.38, and add additional funding for fiscal year 2022-23 in the amount of \$43,621.81, for a new total contract maximum of \$308,213.92 for the period of July 1, 2018 through June 30, 2025 for the provisions of property and physical asset management services . (No general fund impact) (Sullivan)

Recommended Action

Approve third amendment to Agreement No. 19-133 with Yolo County Housing Authority to increase total funding in the amount of \$150,879.19. This action will increase funding for fiscal year 2021-22 by \$107,257.38, and add additional funding for fiscal year 2022-23 in the amount of \$43,621.81, for a new total contract maximum of \$308,213.92 for the period of July 1, 2018 through June 30, 2025 for the provisions of property and physical asset management services .

Strategic Plan Goal(s)



Thriving Residents



Safe Communities

Reason for Recommended Action/Background

In 2010 the County of Yolo and the Yolo County Housing Authority (YCHA) entered into a Memorandum of Understanding for the purpose of obtaining housing that could be used by the County to operate transitional housing programs for enrollees of County specialty mental health services programming. The funds that originally paid for the purchase and renovation of the two residences were Mental Health Services Act (MHSA) monies allocated to the County of Yolo. Said funds were provided to Yolo County Housing Authority (YCHA) pursuant to the Memorandums of Understanding dated June 21, 2010, which stated that YCHA shall purchase and renovate two single family residences, lease the properties to the County and provide property and physical asset management for the properties at; 1) 214 Trinity Street, Woodland, Ca 95695 (APN 064-195-08-1); and 2) 2439 Meadowlark Circle, West Sacramento, Ca 95691 (APN 045-772-07-1). Additionally, the Memorandum of Understanding specified that YCHA will maintain the physical and structural safety of the structures and yards, provide maintenance and repairs for the properties. YCHA shall respond within 24 hours to emergency maintenance or repair requests. YCHA shall respond within 72 hours to hazard maintenance or repair requests.

On or about June 25, 2019 the County and YCHA entered into Agreement No. 19-133, which replaced and superseded the 2010 Memorandum of Understanding.

Approval of this third amendment will add funding to cover the maintenance costs for the Trinity Property for FY2021-22; and the continued operation of transitional housing programs for enrollees in County specialty mental health service programs.

Performance measures are not associated with this Agreement.

Collaborations (including Board advisory groups and external partner agencies)

County Counsel has approved this Agreement as to form.

Competitive Bid Process/Vendor Performance

Per the Procurement Policy dated January 1, 2019, the services included in this agreement are exempt from the competitive selection process, as this agreement is with a local government entity.

The Department confirms Yolo County Housing Authority has performed satisfactorily on the current agreement.

Fiscal Information

Fiscal impact (see budgetary detail below)

Fiscal Impact of this Expenditure

Total cost of recommended action	\$107,257
Amount budgeted for expenditure	\$107,257
Additional expenditure authority needed	\$0
On-going commitment (annual cost)	\$43,622

Source of Funds for this Expenditure

MHSA	\$107,257
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Further explanation as needed

The action increases the contract maximum by \$150,879.19, by adding \$107,257.38 for fiscal year 2021-22 and \$43,621.81 for Fiscal Year 2022-23 for a new contract maximum of \$308,213.92 for the period of July 1, 2018 through June 30, 2025. No general funds are required by this action. These services will be funded by Mental Health Services Act (MHSA) revenues. The amount of \$107,257.38 is included in HHSAs adopted budget for FY 2021-22.

The following is the breakdown of funding for this agreement.

Fiscal Year 2017-18:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	HMT A & HMT B Contract Total
Administrative (Includes Salaries)	\$4,500	\$4,500	\$9,000
Utilities	\$5,300	\$6,400	\$11,700
Property Taxes, Assessments, & Fees	\$25	\$1,325	\$1,350
Property Insurance	\$225	\$275	\$500
Background Checks & Other Direct Costs	\$200	\$200	\$400
Maintenance	\$2,900	\$2,900	\$5,800

Sub-Total	\$13,150	\$15,600	\$28,750
Extraordinary Maintenance/Emergency Repairs	\$1,000	\$1,000	\$2,000
Capital Improvements	\$0	\$0	\$0
Flood Insurance	\$0	\$1,382.92	\$1,382.92
Total	\$14,150	\$17,982.92	\$32,132.92

Fiscal Year 2018-19:

Budget Items	HMT A (214 Trinity Street, Woodland, Ca. 95695	HMT B (2439 Meadowlark Circle, West Sacramento, Ca. 95691	HMT A and HMT B Contract Total
Administrative (Includes Salaries)	\$4,500	\$4,500	\$9,000
Utilities	\$8,026	\$6,499	\$14,525
Property Taxes, Assessments, & Fees	\$0	\$1,750	\$1,750
Property Insurance (Including Flood Ins.)	\$209	\$2,782	\$2,991
Background Checks & Other Direct Cost	\$50	\$150	\$200
Standard Maintenance	\$4,008	\$2,233	\$6,241
Sub-Total	\$16,793	\$17,914	\$34,707
Extraordinary Maintenance/Emergency Repairs)	\$6,500		\$6,500
Capital Improvements	\$0	\$0	\$0
Total			\$41,207

Fiscal Year 2019-20:

Budget Items	HMT A (214 Trinity Street, Woodland, Ca. 95695	HMT B (2439 Meadowlark Circle, West Sacramento, Ca. 95691	HMT A and HMT B Contract Total
Administrative (Includes Salaries)	\$5,100	\$11,462	\$16,562
Utilities	\$3,800	\$7,500	\$11,300
Property Taxes, Assessments, & Fees	\$0	\$2,133	\$2,133
Property Insurance (Including Flood Ins.)	\$332	\$4,000	\$4,332
Background Checks & Other Direct Cost	\$865	\$650	\$1,515
Standard Maintenance	\$5,370	\$3,500	\$8,870
Sub-Total	\$15,467	\$29,245	\$44,712
Extraordinary Maintenance/Emergency Repairs)	\$3,500	\$1,500	\$5,000
Total	\$18,967	\$30,745	\$49,712

Fiscal Year 2020-21:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative Salaries) (Includes	\$5,100	\$4,780.80	\$9,880.80
Utilities	\$5,300	\$2,109.00	\$7,409.00
Property Taxes,	\$0	\$2,255.28	\$2,255.28
Assessments, & Fees			
Property Insurance	\$332	\$3,481.00	\$3,813.00
(Including Flood Ins.)			
Background Checks &	\$865	\$769.28	\$1,634.28
Other Direct Cost			
Standard Maintenance	\$5,000	\$790.45	\$5,790.45
Sub-Total	\$16,597	\$0	\$30,782.81
Extraordinary			
Maintenance/Emergency	\$3,500	\$0	\$3,500
Repairs)			
Total	\$20,097	\$14,185.81	\$34,282.81

Fiscal Year 2021-22:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative Salaries) (Includes	\$5,100	\$5,000	\$10,100
Utilities	\$5,559	\$2,800	\$8,359
Property Taxes,	\$0	\$1,300	\$1,300
Assessments, & Fees			
Property Insurance	\$353	\$4,000	\$4,353
(Including Flood Ins.)			
Background Checks &	\$150	\$1,000	\$1,150
Other Direct Cost			
Standard Maintenance	\$6,630	\$2,500	\$9,130
Sub-Total	\$17,792	\$16,600	\$34,392
Extraordinary			
Maintenance/Emergency	\$3,500	\$5,000	\$8,500
Repairs)			
Rehab/Repairs	\$	\$64,365.38	\$64,365.38
Total	\$21,292	\$85,965.38	\$107,257.38

Fiscal Year 2022-23:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative Salaries) (Includes	\$5,253.00	\$5,000.00	\$10,253.00
Utilities	\$5,781.36	\$2,800.00	\$8,581.36

Property Taxes,	\$0	\$1,300.00	\$1,300.00
Assessments, & Fees			
Property Insurance	\$375.95	\$4,000.00	\$4,375.95
(Including Flood Ins.)			
Background Checks &	\$150.00	\$1,000.00	\$1,150.00
Other Direct Cost			
Standard Maintenance	\$6,961.50	\$2,500.00	\$9,461.50
Sub-Total	\$18,521.81	\$16,600.00	\$35,121.81
Extraordinary			
Maintenance/Emergency	\$3,500.00	\$5,000.00	\$8,500.00
Repairs)			
Total	\$22,021.81	\$21,600.00	\$43,621.81

Attachments

Att. A. Third Amendment

Form Review

Inbox	Reviewed By	Date
Nolan Sullivan	Nolan Sullivan	03/15/2022 10:20 AM
Financial Services	Tom Haynes	03/15/2022 11:38 AM
County Counsel	Hope Welton	03/15/2022 12:04 PM
Madison York	Madison York	03/15/2022 02:47 PM
Elisa Sabatini	Elisa Sabatini	03/15/2022 09:40 PM
Form Started By: Kimberly Mayfield		Started On: 11/03/2021 12:43 PM
Final Approval Date: 03/15/2022		