

YOLO COUNTY PACIFICO HSP PROJECT PROPERTY MANAGEMENT PLAN

August 2022

1. Project Background and Description

i The Yolo County Pacifico HSP Project is a proposal between the County of Yolo Health and Human Services Department and the City of Davis to utilize two vacant buildings at the Davis Pacifico site as transitional housing for homeless CalWORKS Housing Support Families.

Staff from both agencies have been working on this proposal for over a year and if executed the project will serve up to 38 families in the two buildings. The project would involve a master lease from the City of Davis where Yolo County would maintain control of the two buildings in totality to house homeless families while these families conduct their permanent housing search. The project is proposed for a 5-year time-period commencing in the summer of 2022.

2. Population Being Served

i The Pacifico Project will focus on smaller families with household sizes of 3 or less. The population served is also predominately female head of household or in some cases two parent households with both a male and female parent. 81% of the children in the program are under the age of 12. Even though there are some teenagers in families the project will primarily focus on families with young children.

3. Community Engagement/Communication Plan

i The Pacifico Project is committed to continuing to engage the local community and to regularly communicate with the Pacifico residents, neighborhood association (Oak Shade) & broader neighborhood, Council and Board colleagues. Some outreach efforts will include:

- **Outreach:**
 - Quarterly updates, starting prior to occupancy starting September 2022. Monthly updates for the first three months after lease up.
 - Management Team member attending monthly Oak Shade association meetings – to provide updates, share successes, address concerns.
 - Share building plans with Board, Councilmembers and Associations
 - Provide scheduled building tours, prior to occupancy.
 - Ribbon cutting ceremony.
- **Reports:**
 - Bi-Monthly report by manager with information on capacity, families served, status of improvements, possibly complaints and resolution/status – to be shared with HHSA Director, CAO and interested Board or Councilmember
- **Create a Pacifico Site Council**
 - Open to all residents in all Pacifico buildings to attend. 3 separate Site Council meetings:
 - 1 for all Pacifico residents

- 1 for CalWORK participants/residents
- 1 for non-CalWORKs participation
- For residence to convene to discuss concerns & needs that will meet monthly post lease-up for first 3 months and quarterly thereafter.
- Site Council meetings to be facilitated by Property Management team

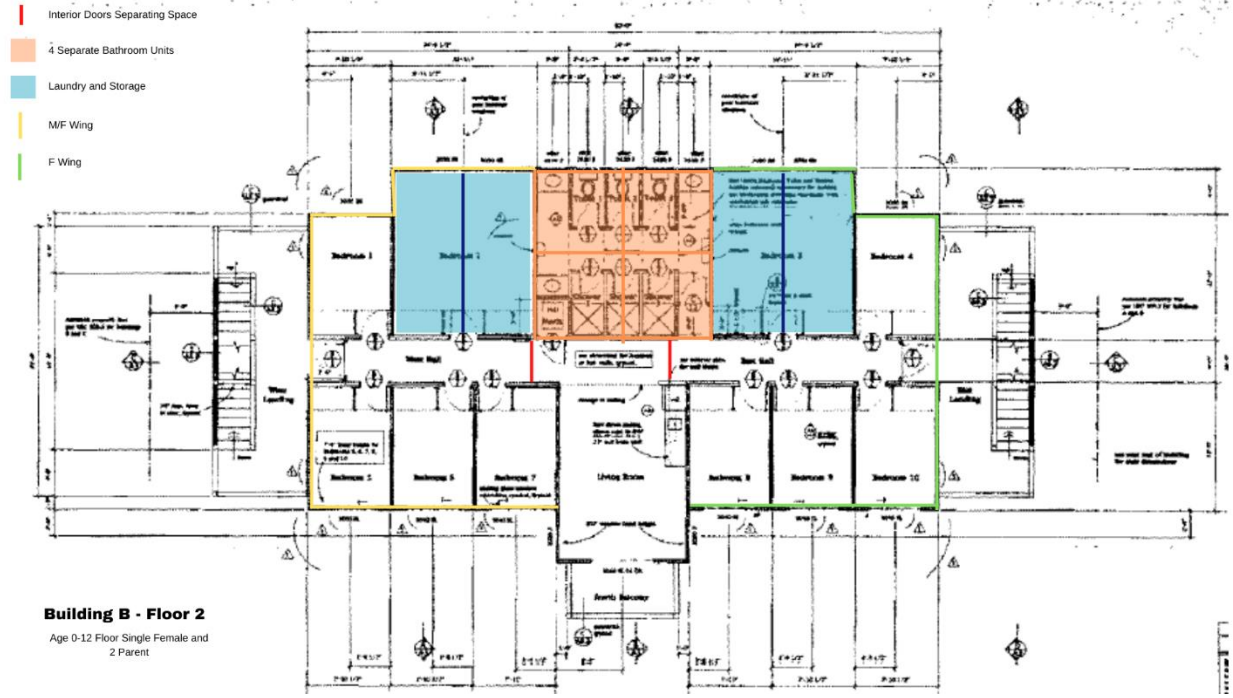
4. Facility Requirements

i There are 6 floors between the two buildings. The ground floors in each building will be reserved for programmatic purposes, 1 ADA family bedroom and bathroom and space for single father only households. Floors will be reserved by family size, gender, and age range. Residents will only have access to the ground floor for service, the floor they live on and their individual room. Bathrooms will be gender and family appropriate by floor. Floors 2 and 3 in both buildings will have 2 rooms per floor converted to storage. See chart below for floor designations:

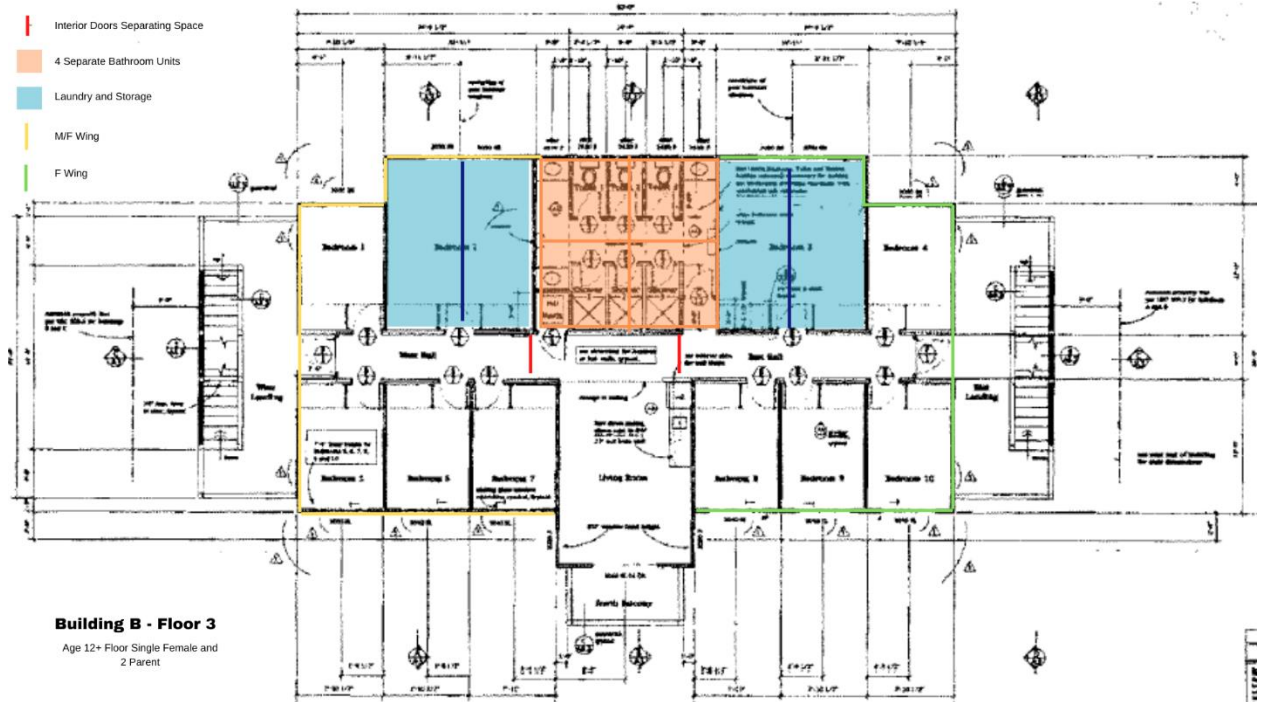
<ul style="list-style-type: none"> B3 - 12+ Floor - Single Female and 2 Parent B2- Age 0-12 Floor - Single Female and 2 Parent B1 - ADA Rooms, Property Management, Employment Center, Child Welfare Overnight and Single Father Rooms B1 - Property Management and Security Office 	<ul style="list-style-type: none"> A3 - Age 0-6 Floor - Single Female and 2 Parent A2 - Age 0-3 Floor (Nursery) - Single Female and 2 Parent A1 - ADA Rooms, Case Management, Group Room and Single Father Rooms A1 - County Staff Office
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- Ground floors will be for programming space, property management, ADA families and single father families only. Building A will have case management offices, laundry, and group room for educational and therapy activities. Building B will have security and property management space, laundry, and Child Welfare Overnight rooms. An employment center / computer lab will also be housed in this building.
- Floor A2 will be the nursery space and only families with children under the age of 3 will reside here. There will be lactation accommodations and the floor will be designated a nursery with cribs and amenities for young children in the bedrooms. Bathrooms will be configured with bathtubs for families with babies and toddlers. 2 Storage and Laundry Rooms.
- Floor B2 will be for single female families and 2 parent households with kids 0-12 and will be outfitted with single bathroom stalls for privacy by gender. 2 Storage and Laundry Rooms.



Floor B3 will be for single female families and 2 parent households with kids 12+, outfitted with single bathroom stalls for privacy by gender. 2 Storage and Laundry Rooms. Floor B3 will be the only floor with teenagers.



5. Property Configuration

i The two buildings will be configured by age and gender. Building A and outdoor space designated for families with children under the age of 6. The outdoor space will be fenced in and have amenities that are age specific. Building B and outdoor space will be designated for families with children above the age of 7 and will have outdoor space configured that is secured and age appropriate.

Site Layout



6. Staffing Requirements

i The property will have a mix of County Case Management Staff, Property Management Staff, Security, and after hours "floor leads" (2 per building) for 24/7 staffing coverage.

- County case management and Property Management staff will be on property Monday – Friday 8-5 PM.
- Property Management Staff will also have hours on weekends during the day.
- Security Service will be provided daily from 5PM-2AM 7 days a week.
 - The role of Security is to monitor/report external issues, outside the buildings
 - If we find there are extensive issues the ADHOC will discuss the need for revisions to security services
- After hours "floor leads" (2 per building) will be provided in each building from 5PM-8AM daily and will be staffed by either CalWORKS Work Participants, Residents with Stipend or a local Community Based Organization.
 - There will be at least one (1) monitor per building
 - The role of the floor monitor is to ensure 'house rules' are followed and monitor/report internal

7. Additional Property Management Rules and Provisions

i To ensure resident and community safety there will be several property management rules strictly enforced for all occupants.

- Strict No Visitor Policy (No Exceptions)
- Criminal Background Checks for all Occupants
- Card Key Access by Floor and Room
- Camera on Outdoors Spaces and Perimeter
- Designated Outdoor Smoking Area
- Separate outdoor spaces by age
- Single Men Head of Household Families only on first floor in select rooms
- Assigned parking and parking management
- One Vehicle per Family

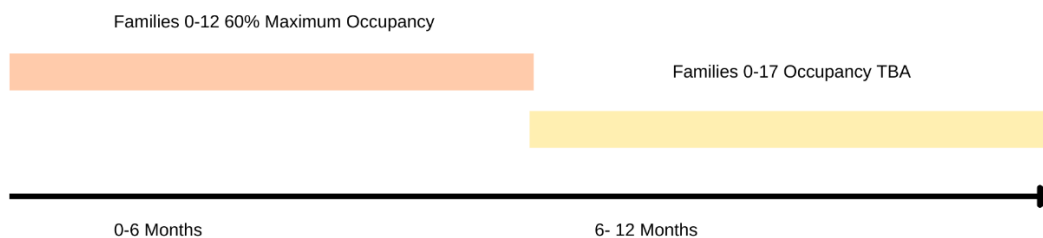
8. Construction and Lease Up Cycle

i With a large proportion of HSP families being single female heads of household with children under the age of 12 staff will work with facilities management teams and contractors to finalize and “lease up” **building A first, not to exceed a maximum of 60% capacity for the first 6 months**. Buildings will only be leased to 60% occupancy by floor for the first 6 – 12 months. At the 6 or 12-month mark staff will review the need and any issues that have presented over the initial lease up and make recommendations on further “lease up” or facilities remodel adjustments.

- **Phase 1:** Construction & Tenant Improvement to Building A – Tentative timeframe July 2022 – December 2022
- **Phase 2:** Move in up to 12 families (4 – 6 families into Building A, floors 2 & 3 only) with children ages 0 – 6 years old – Tentative timeframe January 2023 – June 2023
- **Phase 3:** Construction & tenant improvements to Building B – Tentative timeframe November 2022 – April 2023
- **Phase 4:** Move in up to 12 families (4 - 6 families into Building B, floors 2 & 3) with children ages 7 + years old

i 6-months after lease up process begins for Building A, the Pacifico ADHOC committee will meet:

- to check in on the progress
- for recommendations of if we keep occupancy at 60% or increase for Building A
- to get occupancy capacity recommendation for Building B.



Lease Up Timetable

Approved By	Date	Approved By	Date
<i>Nolan R. Sullivan</i>	08/31/2022		8/31/2022
Nolan Sullivan Yolo HHS Director		Kelly Stachowicz Davis Assistant City Manager	