

Yolo County Housing Yolo County, California

March 8, 2017

MINUTES

The Yolo County Housing met on the 8th day of March, 2017, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 4:00 p.m.

Present: Will Arnold; Mark Johannessen; Pierre Neu; Karen Vanderford; Jennifer Wienecke-Friedman

Absent: Angel Barajas; Helen Thomson

Staff Present: Lisa Baker, CEO
Hope Welton, Agency Counsel
Julie Dachtler, Clerk

ANNOUNCEMENT

Oath of Office: Jennifer Wienecke-Friedman

The Clerk swore in Jennifer Wienecke-Friedman.

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 17-11: Approved agenda as submitted.

MOTION: Arnold. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.

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.

There was no public comment.

PRESENTATIONS

4. Presentation of Public Housing Management Certification to Tom Dogias

CEO Lisa Baker presented the Public Housing Management Certification to Tom Dogias.

5. Presentation of New Employee, Mary Ackman, Management Analyst

Senior Management Analyst Colleen Brock presented new employee, Mary Ackman, Management Analyst.

6. Presentation of HUD Award for National High Performer in Low Rent Public Housing

CEO Lisa Baker presented the HUD Award for National High Performer in Low Rent Public Housing.

7. Presentation of HUD Award for National High Performer in Housing Choice Voucher Operations

CEO Lisa Baker presented the HUD Award for National High Performer in Housing Choice Voucher Operations.

CONSENT AGENDA

Minute Order No. 17-12: Approved Consent Agenda Item Nos. 8 and 9.

MOTION: Wienecke-Friedman. SECOND: Arnold. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.

8. Approval of Minutes from the meeting of February 15, 2017

Approved minutes from the meeting of February 15, 2017 on Consent.

9. Review and Approve Updates to the YCH Procurement Policy and Procurement Policy Summary (Holt)

Approved recommended action on Consent.

REGULAR AGENDA

10. Review and Approve the Proposed FY 2016 - 2017 Mid-Year Budget Revisions and Financial Information through December 31, 2016 (Gillette, Holt, Dogias, Jimenez-Perez, Castillo, Ichtertz, Baker)

Minute Order No. 17-13: Approved recommended action.

MOTION: Arnold. SECOND: Wienecke-Friedman. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.

11. Review and Approve Agreement with the County of Yolo for Single Family Residential Property Purchase for "Step Down" program for Supportive Housing to Medi-Cal Eligible Justice Involved Population of Yolo County through the Intergovernmental Transfer program in a total amount of \$300,000 (Baker)

Minute Order No. 17-14: Approved recommended action by **Agreement No. 17-01**.

MOTION: Vanderford. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.

12. Review and Approve a Change in April Commission meeting from April 12 to April 19 to Accommodate Proposed Energy Project Proposal (Baker)

Minute Order No. 17-15: Approved moving the next meeting from April 12, 2017 to April 19, 2017 at 4:00 p.m.

MOTION: Arnold. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.

13. Consider substitute appointment for Ad Hoc Fundraising Subcommittee member Stallard

Minute Order No. 17-16: Approved delegating CEO Lisa Baker the responsibility of reaching out to Commissioner Barajas and the City of Woodland about who to appoint from the City to serve on the Ad Hoc Fundraising Subcommittee.

MOTION: Arnold. SECOND: Wienecke-Friedman. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.

14. Receive comments from CEO.

Fred Ichtertz provided a public facilities update to the Commissioners, noting there are seven projects in design phase. CEO Lisa Baker commented that this week Madison Water District will be doing another water increase of \$3 a unit at the Madison Migrant Center. She also spoke about the contract they entered into with Legal Wise, an energy portfolio third party manager to assist with their energy performance contract. All AT&T mobile phones used in the field are to be replaced with Team Mobile Government Solution phones, which is a more advantageous program for them. As a solution to the rising costs of maintaining their fleet, which has been serviced by the County of Yolo, they have switched to Enterprise Government Fleet Services, which will assist in selling all of their current vehicles and use the money to lease vehicles, and to maintain vehicles. The advantage of this program is that YCH will always have newer fleet vehicles under a lease agreement. It is a cost saving measure in the long run as they have piggy backed onto the Sacramento Housing program. Lisa also relayed they will be upgrading their internal AV and EOC operations at the admin building in the Woodland office. Tele-Pacific switches are now located in Pacifico, El Rio Villas in Winters and Woodland and hopefully soon in West Sacramento. Goal is to better track recent criminal activity at the housing units. Regarding the Homeless Commission, an update on the final structure will be brought to the commissioners in April or May. As to International Women's Day on March 8, 2017, there is a video available at [Facebook.com/housing authority](https://www.facebook.com/housingauthority).

15. Receive comments from Commissioners.

There were no comments from the Commissioners.

ADJOURNMENT

Adjourned in memory of Crystal Apodaca.

Next meeting is Wednesday, April 19, 2017 at 4:00 p.m.

Mark Johannessen, Chair
Yolo County Housing

Julie Dachtler, Clerk
Yolo County Housing

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

March 8, 2017

4:00 p.m.



YOLO COUNTY HOUSING
HOUSING COMMISSION

WILL ARNOLD
ANGEL BARAJAS
MARK JOHANNESSEN
PIERRE NEU
HELEN MACLEOD THOMSON
KAREN VANDERFORD
JENNIFER WIENECKE-FRIEDMAN

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

LISA A. BAKER
CHIEF EXECUTIVE OFFICER

HOPE WELTON
AGENCY COUNSEL

Reminder: Please turn off cell phones.

ANNOUNCEMENT

Oath of Office: Jennifer Wienecke-Friedman

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the 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 Public Housing Management Certification to Tom Dogias
5. Presentation of New Employee, Mary Ackman, Management Analyst
6. Presentation of HUD Award for National High Performer in Low Rent Public Housing
7. Presentation of HUD Award for National High Performer in Housing Choice Voucher Operations

CONSENT AGENDA

8. Approval of Minutes from the meeting of February 15, 2016
9. Review and Approve Updates to the YCH Procurement Policy and Procurement Policy Summary (Holt)

REGULAR AGENDA

10. Review and Approve the Proposed FY 2016 - 2017 Mid-Year Budget Revisions and Financial Information through December 31, 2016 (Gillette, Holt, Dogias, Jimenez-Perez, Castillo, Ichtertz, Baker)
11. Review and Approve Agreement with the County of Yolo for Single Family Residential Property Purchase for "Step Down" program for Supportive Housing to Medi-Cal Eligible Justice Involved Population of Yolo County through the Intergovernmental Transfer program in a total amount of \$300,000 (Baker)
12. Review and Approve a Change in April Commission meeting from April 12 to April 19 to Accommodate Proposed Energy Project Proposal (Baker)
13. Consider substitute appointment for Ad Hoc Fundraising Subcommittee member Stallard
14. Receive comments from CEO.
15. Receive comments from Commissioners.

ADJOURNMENT

Next meeting is TBD

I declare under penalty of perjury that the foregoing agenda was posted March 3, 2017 by 4:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- 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 Friday, March 3, 2017 by 4:00 p.m. as follows:

- 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 72 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: March 8, 2017

To: County Counsel ✓
Yolo County Housing ✓

Oath of Office: Jennifer Wienecke-Friedman

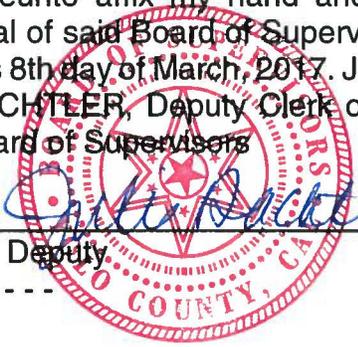
The Clerk swore in Jennifer Wienecke-Friedman.

STATE OF CALIFORNIA
COUNTY OF YOLO

I, JULIE DACHTLER, Deputy Clerk to the Board of Supervisors of said County of Yolo, hereby certify that at a regular meeting of said Board of Supervisors, held in the Erwin Meier Administration Center, in said County on the 7th day of March, 2017, **Jennifer Wienecke-Friedman**, was re-appointed to serve as a Tenant Commissioner on the **Yolo County Housing Board of Commissioners**, as it appears in the records of said Board of Supervisors now in my custody.

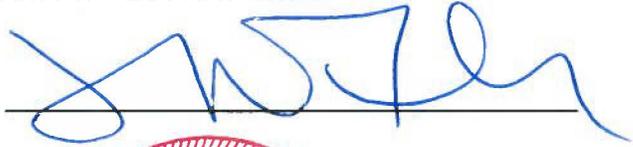
IN WITNESS WHEREOF, I hereunto affix my hand and the Seal of said Board of Supervisors this 8th day of March, 2017. JULIE DACHTLER, Deputy Clerk of the Board of Supervisors

By: 
Deputy



STATE OF CALIFORNIA
COUNTY OF YOLO

I, **Jennifer Wienecke-Friedman**, solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



Subscribed and sworn to before me, this 8th day of March 2017.


Deputy



Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 17-12 Item No. 8, of the Yolo County Housing meeting of March 8, 2017.

MOTION: Wienecke-Friedman. SECOND: Arnold. AYES: Arnold, Johannessen, Thomson, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.

8.

Approval of Minutes from the meeting of February 15, 2017

Approved minutes from the meeting of February 15, 2017 on Consent.

Yolo County Housing Yolo County, California

February 15, 2017

MINUTES

The Yolo County Housing met on the 15th day of February, 2017, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 4:00 p.m.

Present: Will Arnold; Mark Johannessen; Helen Thomson; Karen Vanderford; Jennifer Wienecke-Friedman

Absent: Angel Barajas; Pierre Neu

Staff Present: Lisa Baker, CEO
Hope Welton, Agency Counsel
Janis Holt, General Managing Director
Julie Dachtler, Clerk

ANNOUNCEMENT

Oath of Office: Mark Johannessen

The Clerk swore in Mark Johannessen.

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 17-04: Approved agenda as submitted.

MOTION: Vanderford. SECOND: Thomson. AYES: Arnold, Johannessen, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Neu.

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.

There was no public comment.

CONSENT AGENDA

Minute Order No. 17-05: Approved Consent Agenda Item Nos. 4-7.

MOTION: Arnold. SECOND: Thomson. AYES: Arnold, Johannessen, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Neu.

4. Approval of Minutes from the meeting of December 14, 2016

Approved the minutes from the meeting of December 14, 2016 on Consent.

5. Approval of Minutes from the meeting of January 25, 2017

Approved the minutes from the meeting of January 25, 2017 on Consent.

6. Receive and File Financial Report for the Period Ending September 30, 2016 (Gillette)

Approved recommended action on Consent.

7. Receive and File Actuarial Valuation of Other Post-Employment Benefit Programs (GASB 45) (Gillette and Holt)

Approved recommended action on Consent.

REGULAR AGENDA

8. Selection of Chair and Vice Chair for 2017

Minute Order No. 17-06: Appointed Mark Johannessen as Chair and Will Arnold as Vice-Chair for 2017.

MOTION: Thomson. SECOND: Vanderford. AYES: Arnold, Johannessen, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Neu.

9. Review and Approve Proposed Meeting Schedule for 2017

Minute Order No. 17-07: Approved the following Meeting Schedule for 2017:

March 8, 2017 at 4:00 p.m.
April 12, 2017 at 4:00 p.m.
May 10, 2017 at 4:00 p.m.
June 14, 2017 at 4:00 p.m.
July 12, 2017 at 4:00 p.m.
August 9, 2017 at 4:00 p.m.
September 13, 2017 at 4:00 p.m.
October 11, 2017 at 4:00 p.m.
November - No Meeting
December 13, 2017 at 4:00 p.m.

MOTION: Arnold. SECOND: Vanderford. AYES: Arnold, Johannessen, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Neu.

10. Consider substitute appointment for Ad Hoc Fundraising Subcommittee member Stallard

Minute Order No. 17-08: Continued this item until the next regularly scheduled meeting.

MOTION: Arnold. SECOND: Vanderford. AYES: Arnold, Johannessen, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Neu.

11. Review, Approve and Accept the FY 2015-2016 Audit Reports for Yolo County Housing (Gillette and Baker)

Minute Order No. 17-09: Approved recommended action.

MOTION: Arnold. SECOND: Wienecke-Friedman. AYES: Arnold, Johannessen, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Neu.

12. Review and Approve Proposed Lead Senior Maintenance Worker, Proposed Salary Range and Update the Organizational Chart to Reflect the Change (Holt)

Minute Order No. 17-10: Approved recommended action.

MOTION: Vanderford. SECOND: Wienecke-Friedman. AYES: Arnold, Johannessen, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Neu.

13. Receive comments from CEO Baker

Received comments from CEO Lisa Baker noting they are working with post-incarceration populations to assist offenders with re-entry into the rental housing market. Lisa has also been asked to serve on the Prop 47 Advisory Committee. This is becoming a large topic that even the Federal Government has weighed in on. She also reported that there were a couple of recent incidents out at Yolo Donnelly in Woodland and YCH is working with the City of Woodland on these issues.

14. Receive comments from Commissioners

Commissioner Johannessen remarked that the City of West Sacramento was successful in the passage of Measure E, a quarter cent tax override, which has been earmarked to address homelessness services. In their Strategy Sessions they listed homelessness as one of their Top 5 priorities this year and are looking forward to making inroads on this issue. Lisa Baker followed up to this noting they have been successful with the City of Davis in getting Sutter Health Foundation Dollars to expand an interim voucher program for folks in chronic homelessness. This will be going to the Davis Council and then will come to the YCH Board for approval. It would be for vouchers for housing and case management services as well, and the benefit is that this contract would tie homelessness and healthcare. Lisa also noted that vouchers can be used anywhere in the housing authority jurisdiction.

CLOSED SESSION

15. Conference with Real Property Negotiations (Section 54956.8)
Property: Parcel 063-060-004 Agency Negotiation: Lisa A. Baker
Negotiating Parties: Housing Authority of the County of Yolo and City of Woodland
Under Negotiation: Price and Terms of Payment

ADJOURNMENT

Next meeting is March 8, 2017.



Julie Dachtler, Clerk
Yolo County Housing



Mark Johannessen, Chair
Yolo County Housing

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 17-12 Item No. 9, of the Yolo County Housing meeting of March 8, 2017.

MOTION: Wienecke-Friedman. SECOND: Arnold. AYES: Arnold, Johannessen, Thomson, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.

9. Review and Approve Updates to the YCH Procurement Policy and Procurement Policy Summary (Holt)

Approved recommended action on Consent.



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

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

DATE: March 8, 2017
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO
PREPARED BY: Janis Holt, General Director
SUBJECT: **Review and Approve Updates to Procurement Policy and Procurement Policy Summary**

RECOMMENDED ACTION

That the Housing Commission:

1. Review and Approve Updated Procurement Policy and Procurement Policy Summary

BACKGROUND/DISCUSSION

In reviewing the YCH Procurement Policy, there are three areas of the policy which needed to be updated:

- References to 24 CFR, Part 85 is no longer valid. All federal awards with State, local and Indian tribal governments are subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR Part 200.
- Reference to the Executive Director needs to be changed to Chief Executive Officer.
- Reference documents websites needed to be updated as some sites are no longer valid or have changed.

There are **no substantive** changes to the procurement policy. Staff recommends the necessary revisions to update the YCH Procurement Policy.

In addition, staff recommends in the Procurement Policy Summary replacing references to Operations Manager with Department Head, which will allow approval by the General Director, Finance Director and/or the Facilities Director in the absence of the Division Supervisor.

FISCAL IMPACT:

None.

CONCLUSION:

Staff recommends that the Commission review and approve the updated Procurement Policy and Procurement Policy Summary

Attachment: Procurement Policy (Updated March 2017)
Procurement Policy Summary (Updated March 2017)

YOLO COUNTY HOUSING - PROCUREMENT POLICY

PREFACE

This Procurement Policy is established by the Yolo County Housing Board of Commissioners to provide Yolo County Housing Authority (Authority) staff with a set of policies for procurement of supplies, equipment, services and construction activities.

I. GENERAL PROVISIONS

GOAL OF THE PROCUREMENT POLICY

This Procurement Policy is established to provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Authority; assure that supplies, equipment, services, and construction activities are procured efficiently, effectively, and at the most favorable prices available to the Authority; promote competition in contracting; provide safeguards by maintaining a centralized procurement system of quality and integrity; and to assure that Authority purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

The objective of the Contracting/Procurement Division is to add value to the Authority through the procurement of quality goods, services and construction at a fair and reasonable cost. A contractor should attempt to meet a minimum of twenty-five percent (25%) resident employment (monitored on a weekly basis) as well as encourage contractors to exceed this minimum goal; provide maximum contracting opportunities for minority and women owned businesses; and adhere to the term and conditions of any existing labor memorandum of understanding. On competitive proposals, the YCH will place a higher value during the selection process on those contractors who meet or exceed the minimum twenty-five percent (25%) of resident employment and provide maximum contracting opportunities for minority and women owned businesses.

An introduction to YCH Procurement briefing shall be given to new employees, and will provide continuous training for the staff on current issues, laws, regulations and procurement innovations.

APPLICATION

This Procurement Policy applies to all contracts and procurement actions undertaken by the Authority. It shall apply to every expenditure of funds by the Authority for public purchasing, regardless of the source of the funds, including Comprehensive Grant Programs, HOPE VI Programs, and Operating Subsidy funds. Nothing in this Procurement Policy shall prevent the Authority from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. The term "procurement," as used in this Procurement Policy includes Purchase Orders, Contracts and Contract Modifications, used to obtain supplies, equipment, services, construction activities, and the lease or rental of supplies, equipment or facilities.

PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be a matter of public record to the extent provided in the California Public Records Act (Government Code Section 6250 et seq.).

UNAUTHORIZED OBLIGATIONS

Under no circumstances, except as stated below, are funds to be obligated by the Authority and members of its staff unless authorized through the proper procurement process as outlined in this Policy or the Authority Procurement Procedures. The ~~Executive Director~~Chief Executive Officer will take positive action to preclude, to the maximum extent possible, the need for procurement actions to be ratified by the Board of Commissioners after funds have been expended by the Authority staff.

In cases where time is of the essence in order to protect lives, property or in other emergency situations, the ~~Executive Director~~Chief Executive Officer, acting as the Contracting Officer for the Authority, is authorized to obligate money on behalf of the Authority. The procurement action including related justification documents will be submitted as a resolution to the Board of Commissioners for prior approval, or ratification if funds have been obligated by the ~~Executive Director~~Chief Executive Officer's action.

NO PRE-PAYMENT / PAYMENT IN ADVANCE FOR GOODS OR SERVICES

The Authority will only authorize payments to vendors or contractors if the following conditions are met: for services, the work must have been rendered and is deemed acceptable; for goods, the items must have been received and accepted; the price is determined to be fair and reasonable. Payments to governmental agencies and public utilities will be made in conformance with the requirements of those entities.

COST AND PRICE ANALYSIS

A cost or price analysis shall be performed for all procurement actions, including contract modifications, in order to determine price reasonableness.

CANCELLATION OF SOLICITATIONS

An Invitation for Bid, Request for Proposal, Request for Qualifications or other solicitation may be cancelled by the Authority at anytime before opening.

1. A solicitation may be cancelled and all bids or proposals that have already been received will be returned at any time prior to the awarding of a contract.
2. Any and all bids may be rejected if there is a sound documented reason.

AMENDING PROCUREMENT POLICY OR PROCEDURES

1. The Procurement Policy of the Authority as stated within this document will only be amended through resolution and approval of the Board of Commissioners.

ECONOMIC OPPORTUNITIES FOR PUBLIC HOUSING RESIDENTS

In order to ensure that employment opportunities are available to Authority residents, the Board of Commissioners expects all contractors to adhere to the requirements outlined under Section 3 of the Housing and Urban Development Act of 1968 as stated in 24 CFR 135, Determination and Order No. D-109 of Commission Resolution 4604 - Determination and Order to Establish a Goal of Hiring Residents to Constitute a minimum of twenty-five percent (25%) of the total workforce for all construction contracts performed by the Authority, and other resolutions as the Commission shall adopt from time to time.

II. PROCUREMENT AUTHORITY AND ADMINISTRATION

A. CONTRACTING OFFICER

The ~~Executive Director~~Chief Executive Officer is the Contracting Officer with the authority to delegate to the Director of Contracting to act on behalf of the Contracting Officer in carrying out the Authority's contracting program.

B. PROCEDURES

The Authority shall issue operational procedures (Procedures) to implement this Procurement Policy, which shall be based on ~~24 CFR 85.362~~ CFR 200 Procurement Standards, HUD's Handbook 7460.8, "Procurement Handbook for Public Housing Agencies", HUD's Annual Contributions Contract, 24 CFR 941 Public Housing Development for Public Housing Agencies, 24 CFR 135 Contracting Opportunities for Project Area Businesses, 24 CFR 963 Contracting With Resident Owned Businesses, and the State of California's Public Contract Code.

C. REVISIONS

This Procurement Policy and any later changes shall be submitted to the Board of Commissioners for approval. The Board of Commissioners appoints and delegates procurement authority to the ~~Executive Director~~Chief Executive Officer and is responsible for ensuring that any procurement policies adopted are appropriate for the Authority.

D. PROCUREMENT THRESHOLDS

The Board of Commissioners shall approve all Contracts or commitments of funds that exceed Two Hundred Fifty Thousand Dollars (\$250,000).

III. PROCUREMENT METHODS

One of the following procurement methods shall be chosen, based on the nature and anticipated dollar value of the total procurement:

A. SMALL PURCHASES

1. **General:** Any procurement not exceeding One Hundred Thousand Dollars (\$100,000) may be made in accordance with HUD's Small Purchase procedures and as authorized in this section. Procurement requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Assistance to Small and Other Businesses or to constitute purchases not requiring Commission review).
2. **Petty Cash Purchases:** Small purchases under Fifty Dollars (\$50) which can be satisfied by local sources may be processed through the use of a Petty Cash Account (Petty Cash Account not to exceed Five Hundred Dollars (\$500)).
3. **Purchases under \$100,000:** For small purchases in excess of \$50 but not exceeding \$100,000 no less than three (3) offerors shall be solicited to submit a price quotation, bid or proposal depending on the complexity of the procurement. For small purchases of \$50 to \$5,000, documented telephonic price quotations are sufficient.

B. SEALED BIDS

For procurements under the Comprehensive Grant Program and the HOPE VI Programs, sealed bidding is the preferred method used for all construction and equipment contracts. ~~(24 CFR 85.36(c) (4)(d)(2))~~(2 CFR 200.320(c)).

C. COMPETITIVE PROPOSALS

1. Request for Proposals (RFP): Competitive proposals may be used if there is an adequate method of evaluating technical proposals (price and other factors considered ~~-24 CFR 85.362~~ CFR 200.320(d)(3), Evaluation Criteria 7460.8 REV 1, 4-20) and where the Authority determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited and given sufficient time to provide a responsive proposal.

2. Request for Qualifications (RFQ): The Government Code of the State of California requires the selection of professional services which includes architectural, landscape architectural, engineering, environmental, land surveying or construction project management firms be procured by the Qualification Based Selection Process.

D. NONCOMPETITIVE PROPOSALS

1. Conditions for Use: Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:
 - a. The item is available only from a sole source, determined by market research or there is a reasonable basis that the Authority's minimum need can only be satisfied by a unique supply, service or trade.
 - b. A public exigency or an emergency situation exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Authority, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;
 - c. For those procurements over One Hundred Thousand Dollars (\$100,000), HUD authorizes the use of a noncompetitive proposal;
or
 - d. After solicitation of a number of sources, competition is determined inadequate.

2. Justification: Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures: ~~(24 CFR 85.36 (e) (4)(e)(4))~~ 200.324. The Contracting Officer shall approve the justification in writing. In addition, the justification will be submitted to the Board of Commissioners for their consideration and approval, as part of their resolution package.
3. Price reasonableness: The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis.

E. COOPERATIVE PURCHASING

The Authority may enter into Federal, State of California and local intergovernmental agreements to purchase or use common goods and services as authorized by law. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency.

IV. CONTRACTOR QUALIFICATIONS AND DUTIES

CONTRACTOR RESPONSIBILITY

Procurements shall be conducted only with responsive and responsible contractors and vendors, who have the technical and financial competence to perform and who have a satisfactory record of integrity.

SUSPENSION AND DEBARMENT

Purchase Orders or Contracts shall not be awarded to any firm at any tier (subcontractors) which is debarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

V. TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION

CONTRACT TYPES

Any type of contract which is appropriate to the procurement and which will promote the best interests of the Authority may be used. However, cost-plus-a-percentage-of-cost and percentage of construction cost methods are prohibited.

OPTIONS

Options for additional quantities or performance periods may be included in contracts, as long as there is a written determination in file which includes the fund availability, statement as to the continuing need for the item, indication as to whether the option was included and evaluated as part of the basic contract, and a review of the market price to

indicate whether the option is still economical for the Authority, consistent with Authority Procedures (~~24 CFR 85.36(b)(9)~~, ~~2 CFR Part 200.326, Appendix II~~, 7460.8 REV-1, 6-2 OPTIONS). The Authority may not enter into a contract, including any option period, for a term in excess of five (5) years.

CONTRACT CLAUSES

In addition to containing a clause identifying the contract type, all contracts shall include all clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in ~~24 CFR 85.36 (i)~~, ~~2 CFR Part 200.326, Appendix II~~.

CONTRACT ADMINISTRATION

After the award of a contract, a Contract Administrator will be assigned by the Department Head, to ensure that the contractor's work and performance is acceptable and that they are paid accordingly. Contract Administrator's responsibilities are: monitor and review payment submittals, assure contractor performance in accordance with the terms and conditions of the contract, monitoring the contractors efforts to assure the minimum twenty-five percent (25%) resident hiring, approve or reject progress schedules, etc. (~~CFR 85.36 (b) (2)~~) ~~2 CFR 200.326~~.

CONTRACT MODIFICATION

The ~~Executive Director~~ Chief Executive Officer is authorized to approve all contract modifications not to exceed a cumulative total of Two Hundred Fifty Thousand Dollars (\$250,000) per project. All modifications or amendments in excess of a cumulative total of Two Hundred Fifty Thousand Dollars (\$250,000) require Board of Commissioners' approval. All modifications (change orders) in excess of fifteen percent (15%) of the original contract award price will require a written justification as to the reasons (differing site conditions, change of schedule, unforeseen conditions, monitoring the contractors efforts to assure the minimum twenty-five percent (25%) resident hiring throughout the life of the project, etc.) and to validate the reasonableness of price.

VI. SPECIFICATIONS AND PURCHASE REQUEST

- A. All specifications shall be drafted to encourage full and open competition. Requester must ensure that they are not unduly restrictive, and do not represent unnecessary or duplicative items. Specification must be included with the Purchase Request.
- B. All procurement actions will require a Purchase Request to initiate a process signed and approved by the Department Head. This is an internal form prepared by a department in response to a requirement. It is the responsibility of the requesting department to provide complete and accurate purchase information necessary to initiate the procurement action.

VII. APPEALS AND REMEDIES

A. GENERAL

It is the Authority's policy to resolve all contractual issues informally at the Authority level and in conformance with the requirements of the dispute clauses in the contract.

B. BID PROTESTS

A protest against a solicitation must be received in writing before the due date for receipt of bids or proposals and submitted to the Contracting Officer. Protest against the award of a contract must be received in writing and submitted to the Contracting Officer. Bid protests will be resolved in conformance with the requirements of the bid documents.

C. CONTRACT CLAIMS

All claims by a vendor or contractor relating to performance of a contract shall be submitted in writing to the ~~Executive Director~~Chief Executive Officer or designee for a written decision. The Authority, within sixty (60) days, will decide the claim or notify the contractor of the date by which the decision will be made. The contractor may request a conference on the claim. Claims will be resolved in conformance with the requirements of the contract. The ~~Executive Director~~Chief Executive Officer's decision shall inform the vendor or contractor of their appeal rights.

VIII. ASSISTANCE TO WOMEN OWNED BUSINESSES, SMALL AND MINORITY OWNED BUSINESSES

REQUIRED EFFORTS

Consistent with Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the Authority shall make efforts to ensure that small and minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of an Authority development are used when possible.

OUTREACH

The Board of Commissioner's goal is that contractors and vendors doing business with the Authority reflect the diversity of the residents. For each procurement, maximum outreach will be made into the women and minority business community. When appropriate, proposal evaluations will provide additional consideration for offerors providing a higher level of women or minority owned business participation or a higher level of resident employment.

IX. ETHICS IN PUBLIC CONTRACTING

The Authority shall adhere to the following code of conduct, consistent with applicable State or local law:

CONFLICT OF INTEREST

No employee, officer or agent of this Authority shall participate directly or indirectly in the selection or in the award or administration of any procurement if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. An employee, officer or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
3. His/her partner; or,
4. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION

Authority officers, employees, volunteers or agents shall not solicit or accept gratuities, favors, or anything of monetary value from vendors or contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

PROHIBITION AGAINST CONTINGENT FEES

Vendors or contractors shall not retain a person to solicit or secure an Authority contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

X. REFERENCE DOCUMENTS

- **2 CFR 200-CFR-85.36 - Procurement**
Website: http://www.ecfr.gov/cgi-bin/text-idx?SID=19127f6257b19e17ccfec6f47f4a63d5&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
http://www.access.gpo.gov/nara/cfr/waisidx_00/24cfr85_00.html
- **24 CFR 135 - Contracting Opportunities for Project Area Businesses**
Website: http://www.access.gpo.gov/nara/cfr/waisidx_00/24cfr135_00.html

- **~~24 CFR 941 – Public Housing Development for Public Housing Agencies~~**

Website: http://www.access.gpo.gov/nara/cfr/waisidx_00/24cfr941_00.html

- **24 CFR 963 - Contracting with Resident Owned Businesses**

Website: http://www.access.gpo.gov/nara/cfr/waisidx_00/24cfr963_00.html

- **HUD Handbook 7460.8 - Procurement Handbook for Public Housing Agencies**

Website:

<https://www.hud.gov/offices/pih/programs/ph/phecc/resources/prohndbk.pdf>~~http://www.hud.gov/pih/publications/7460-8h/7460-8h.html~~

- **~~HUD's Annual Contributions Contract~~**

Website: http://www.hud.gov/pih/ffmd/finmanagement_faq.html

http://www.hudclips.org/sub_nonhud/cgi/pdf/22829a.pdf

State of California Public Contract Code

Website:

<https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=PCC>~~http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=pcc&codebody=&hits=20~~

Procurement Policy Summary – Update March 2017

1. If cost is over \$250,000

A. Board Approval Required

- a. Request for proposal for Competitive Proposals
- b. Request for Qualifications for Professional Services
- c. Sealed Bids preferred
- d. Non-Competitive Procurement is allowed if
 - i. Item is only available from a sole source
 - ii. A public exigency or emergency situation that seriously threatens public health, welfare, or safety, or endangers property or would otherwise cause serious injury to YCH

2. If cost is between \$50 and \$250,000

A. Approved Purchasing Pool Supplier

a) Routine non emergency maintenance or repair

- i. Between \$50 and \$2000
 - a. Senior Maintenance Staff is authorized up to \$500
 - b. AMP Managers are authorized up to \$2,000
- ii. Between \$2,000 and \$5,000
 - a. Three quotes required
 - b. Quotes may be via telephone or internet
 - c. Program Supervisor approval required
 - 1) Department Head or CEO approval required if Program Supervisor is not available
- iii. Between \$5,000 and \$100,000
 - a. Three written quotes required
 - b. Department Heads may authorize up to \$25,000
 - c. CEO approval required over \$25,000
- iv. Between \$100,000 and \$250,000
 - a. Request for proposal for Competitive Proposals
 - b. Request for Qualifications for Professional Services
 - c. Sealed Bids preferred
 - d. Non-Competitive Procurement is allowed if the item or service is only available from a sole source
 - e. CEO Approval required

b) Non routine non emergency maintenance or repair

- i. All elements of 2. A. a) apply
- ii. Repair or replacement needs to be discussed with Facilities Director.
 - a. Department Head or CEO approval required if Facilities Director is not available

c) **Emergency maintenance or repair**

- i. Between \$50 and \$250,000
 - a. Senior Maintenance Staff is authorized up to \$500
 - b. AMP Managers are authorized up to \$2,000
 - c. Program Supervisors are authorized up to \$5,000
 - d. Department Heads are authorized up to \$25,000
 - e. CEO is authorized up to \$250,000

B. Non Purchasing Pool Supplier

a) **Routine non emergency** maintenance or repair

- i. Between \$50 and \$5,000
 - a. Three quotes required
 - 1) Quotes may be via telephone or internet
 - 2) Program Supervisor approval required
 - 3) Department Head or CEO approval required if Program Supervisor is not available
- ii. Between \$5,000 and \$250,000
 - 1) Three written quotes required
 - 2) Department Head may authorize up to \$25,000
 - 3) CEO approval required over \$25,000

b) **Non routine non emergency** maintenance or repair

- i. All elements of 2. B. a) apply
- ii. Repair or replacement needs to be discussed with Facilities Director
 - a. Department Head or CEO approval required if Facilities Director is not available

c) **Emergency maintenance or repair**

- i. Between \$50 and \$250,000
 - a. Senior Maintenance Staff is authorized up to \$500
 - b. AMP Managers are authorized up to \$2,000
 - c. Program Supervisors are authorized up to \$5,000
 - d. Department Heads are authorized up to \$25,000
 - e. CEO is authorized up to \$250,000

3. **If cost is less than \$50**

- A. Senior Maintenance Staff is authorized
- B. AMP Managers are authorized
- C. Program Supervisors are authorized
- D. Department Heads are authorized

Yolo County Housing
Yolo County, California

Meeting Date: March 8, 2017

To: County Counsel ✓
Yolo County Housing ✓

10.

Review and Approve the Proposed FY 2016 - 2017 Mid-Year Budget Revisions and Financial Information through December 31, 2016 (Gillette, Holt, Dogias, Jimenez-Perez, Castillo, Ichtertz, Baker)

Minute Order No. 17-13: Approved recommended action.

MOTION: Arnold. SECOND: Wienecke-Friedman. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.



County Housing

Lisa A. Baker, Chief Executive Officer

147 W. Main Street
WOODLAND, CA 95695

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

DATE: March 8, 2017
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
PREPARED BY: Jim Gillette, Finance Director
SUBJECT: **REVIEW AND APPROVE THE PROPOSED FY 2016-2017
MID-YEAR BUDGET REVISIONS AND FINANCIAL
INFORMATION THROUGH December 31, 2016**

RECOMMENDED ACTIONS:

That the Housing Commission:

1. Appropriate additional identified revenue and approve the budgeting and expenditure of the additional funds as identified in the mid-year budget revision; and
2. Approve the expenditure of funds for line item expenses that were not included in the original budget; and
3. Authorize the Chief Executive Officer to implement the revised budget and recommendations.

BACKGROUND / DISCUSSION

The Department of Housing and Urban Development (HUD) requires a board approved budget be in place prior to the beginning of the Yolo County Housing (YCH) fiscal year. When this original budget is prepared, the best information available is used. However, there are many unknowns when the budget is prepared in March, April and May prior to the fiscal year's July 1 start date. While HUD is on an October 1 to September 30th fiscal year cycle, HUD funding is appropriated on a January through December calendar year basis, which straddles 2 fiscal years so that the level of funding for the 2nd half of the agency fiscal year is completely unknown.

As part of YCH's commitment to prudent financial management, staff does a mid-year review of the annual budget to ensure that revenue and expenditure projections are prepared with the best available updated information. Typically, at mid year, this includes final actual funding numbers from HUD. However, as of this date, Congress and the Administration have not yet appropriated a budget for their fiscal year which began last October 1, 2016.

As part of the mid-year budget revision process, Real Estate Services, Housing Assistance and Central Office management and staff have met with Finance staff members to discuss and review mid-year actual expenditures and revenues compared to budgeted revenues and expenditures. During the course of the year, staff has line-item authority to transfer funds among various line items within each program without altering the program's budget in total. The mid-year revision presented includes line item amounts after line item transfers have been entered and vary from the original budget approved in June in detail only, except as otherwise noted.

After review of the previously approved budgets and considering six months of actual expenditures (see attached detail schedules) and anticipated needs, staff has reallocated revenue and expenses as appropriate. Summarized below and explained in more detail on the following tables and pages, are the impact of these noted changes.

Commissioners will note there have been quite a few impacts from storm damage. To date, we have reported losses to the Office of Emergency Services for potential reimbursement for the declared disaster. At this time, reimbursement is an unknown and has not been included in the mid-year reallocation.

Table 1 - Current Approved Budget				
Yolo County Housing				
Cost Center	Fund #	Operating Revenue	Operating Expenses	Operating Revenue in Excess of Expenses
AMP 1 – Woodland	101	1,077,501	1,040,304	37,197
AMP 2 – Winters	102	1,079,701	1,075,622	4,080
AMP 3 - West Sac	103	896,210	873,778	22,432
Admin Building	147	131,113	130,196	917
HCV Operations	200	1,205,700	1,197,114	8,586
COCC	310	2,002,215	1,863,462	138,753
Helen Thomson Homes	320	30,745	26,750	3,995
NHCDC/Cottonwood	400	324,025	324,366	(341)
Davis Migrant Center	501	458,431	457,719	712
Madison Migrant Center	502	611,577	611,135	442
Rehrman (Dixon) MC	503	410,632	410,565	67
Davis Solar Homes	600	42,250	49,524	(7,274)
Pacifico	700	158,793	153,753	5,040
ROSS Grant	990-991	89,209	89,209	-
Total		8,518,104	8,303,498	214,606
HCV Vouchers	200	11,554,559	11,601,750	(47,191)

Table 2 - Comparison of Approved Budget to Proposed Revision									
YOLO COUNTY HOUSING									
Cost Center	Fund #	Operating Revenue		Operating Expenses		Other Income		Change in Fund	
		Approved Budget	Proposed Revision*	Approved Budget	Proposed Revision*	Approved Budget	Proposed Revision*	Approved Budget	Proposed Revision*
AMP 1 – Woodland	101	1,077,501	1,187,501	1,040,304	1,203,154	-	333	37,197	(15,320)
AMP 2 – Winters	102	1,079,701	1,114,001	1,075,622	1,148,547	150,000	150,000	154,080	115,455
AMP 3 - West Sac	103	896,210	954,710	873,778	932,278	-	333	22,432	22,765
Admin Building	147	131,113	131,113	130,196	130,196	153,737	153,737	154,653	154,653
HCV Operations	200	1,205,700	1,249,789	1,197,114	1,218,864	-	-	8,586	30,925
COCC	310	2,002,215	2,077,077	1,863,462	1,939,377	-	-	138,753	137,701
Helen Thomson Homes	320	30,745	30,745	26,750	26,750	-	-	3,995	3,995
NHCDC/Cottonwood	400	324,025	324,925	324,366	324,366	(2,010)	2,490	(2,351)	3,049
Davis MC	501	458,431	458,431	457,719	458,431	-	-	712	-
Madison MC	502	611,577	611,577	611,135	611,135	-	-	442	442
Rehrman (Dixon) MC	503	410,632	410,632	410,565	437,565	-	-	67	(26,933)
Davis Solar Homes	600	42,250	37,850	49,524	54,574	-	-	(7,274)	(16,724)
Pacifico	700	158,793	158,793	153,753	153,753	-	-	5,040	5,040
ROSS Grant	990-991	89,209	61,350	89,209	53,016	-	-	-	8,334
Total		8,518,104	8,808,495	8,303,498	8,692,006	301,727	306,893	516,332	423,382
				OK					
HCV Vouchers	200	11,554,559	11,556,059	11,601,750	11,601,750	-	-	(47,191)	(45,691)

* Significant changes are discussed in summary below, but are not all inclusive.

AMP 1 – Woodland (101)

Income earned by this program is restricted for use with the agency’s LIPH program. Significant changes between the current line item budget and the mid-year adjustment include:

- **Revenue**
 - Rents are based on a factor of household income, which is adjusted for changes during the year, rather than a set lease amount per month. Based on actual collected rents to date, total tenant revenues are expected to be about \$60,000 higher than what was budgeted for the year.
 - Operating subsidy provided by HUD is expected to be about \$50,000 higher than originally projected due to increased allocations to the program.
 - Capital fund revenue for operating subsidy for this program remains at zero since these funds continue to be used to cover some of the shortfall

in AMP3 (West Sac). These funds can be distributed among the AMPs as needed, so the final decision on the actual allocation is determined as part of this mid-year budget update process.

- **Expenses**

- Due to some safety concerns, a security camera system was installed at a cost of \$14,000. This cost had not been anticipated in the original budget projection.
- A water leak has been noted on the property which is in the process of being located and fixed. Staff has estimated another \$50,000 of total water costs to locate and repair the leak, as well as pay the cost of additional water leaking into the ground.
- The recent storms this winter have caused some fairly significant damage to trees and buildings on the site. To cover these unanticipated costs, another \$15,000 for tree trimming and \$29,000 in additional labor for various building repairs.

Though most of the additional costs will be funded with the increased revenue, staff anticipates that the costs of these significant repairs and security system will require the use of approximately \$16,000 of the \$180,000 of cash reserves on hand.

AMP 2 – Winters (102)

Income earned by this program is restricted for use with the agency's LIPH program. Significant changes between the current line item budget and the mid-year adjustment include:

- **Revenue**

- Rents are based on a factor of household income, which is adjusted for changes during the year, rather than a set lease amount per month. Based on actual collected rents to date, total tenant revenues are expected to be about \$20,000 higher than what was budgeted for the year.
- Operating subsidy provided by HUD is expected to be about \$20,000 higher than originally projected due to increased allocations to the program.
- Capital fund revenue for operating subsidy for this program remains at zero since these funds continue to be used to cover some of the shortfall in AMP3 (West Sac). These funds can be distributed among the AMPs as needed, so the final decision on the actual allocation is determined as part of this mid-year budget update process.

- **Expenses**

- Legal fees were increased by \$10,000 for estimated attorney costs related to a claim from an incident on the soccer field in July 2016. This claim is covered by an insurance policy with a deductible of \$25,000.
- The driver of a vehicle lost control and crashed into the side of a residence on the property which caused approximately \$20,000 in damage to the building. Staff has filed a claim for restitution from the driver of the vehicle and is pursuing a potential insurance claim with the owner of the vehicle. The total estimated repair cost was added to the budget since the potential for collection on these claims is deemed unlikely.
- The recent storms this winter have caused some fairly significant damage to trees and buildings on the site. To cover these unanticipated costs, another \$2,000 for tree trimming and \$17,000 in additional labor for various building repairs.

- **Other Income/Expense**

- \$150,000 of capital funds are expected to be used for well repairs and improvements which will be captured as fixed assets on the balance sheet. The actual timing of the reimbursement for these improvements is subject to change based on actual construction progress, therefore, the amount of actual revenue recognized in any period is subject to change.

Though some of the additional costs will be funded with the increased revenue and cost savings elsewhere, staff anticipates that the majority of these additional repair and legal costs will require the use of approximately \$34,000 of the \$500,000 of cash reserves on hand.

AMP 3 - West Sacramento (103)

Income earned by this program is restricted for use with the agency's LIPH program. Significant changes between the current line item budget and the mid-year adjustment include:

- **Revenue**

- Rents are based on a factor of household income, which is adjusted for changes during the year, rather than a set lease amount per month. Based on actual collected rents to date, total tenant revenues are expected to be about \$20,000 higher than what was budgeted for the

year.

- o Operating subsidy provided by HUD is expected to be about \$35,000 higher than originally projected due to increased allocations to the program.
- o Capital fund revenue for operating subsidy for this program remains at \$148,209, which is the total of these funds for the year. These funds can be distributed among the AMPs as needed, so the final decision on the actual allocation is determined as part of this mid-year budget update process.

- **Expenses**

- o The driver was a tenant who lost control of a vehicle in the parking lot and crashed into the side of a building on the property which caused damage to the building and relocation costs of the affected residents. This claim was covered by insurance with a deductible of \$25,000. Staff has filed a claim for reimbursement of our deductible with the driver of the vehicle, but the likelihood of being reimbursed the full amount from driver or his insurance carrier in a timely manner is deemed remote.
- o The recent storms this winter did not cause any significant damage to trees and buildings on this site.

The noted additional costs are expected to be funded with the increased revenue, so staff does not anticipate having to use any of the \$300,000 of cash reserves on hand during the year.

Admin Building (147)

- Overall revenue and expense amounts are consistent with the budget. The small increase in expenses noted is related to IT work for a pending alarm system upgrade that was more extensive than originally planned.

HCV Operations (200-Administration)

Income earned by this program is restricted for use with the agency's HCV program. Significant changes between the current line item budget and the mid-year adjustment include:

- **Revenue:**
 - o Admin Fee Revenue has been increased to 85% of the HUD contracted amount based on the current Federal budget which has translated into

\$39,189 of additional projected admin revenue for the year.

- **Expenses**

- Additional staff time was used during the year in order to help with purging the waitlist for the voucher program and other administrative duties. These costs were fully absorbed by the additional revenue.

HCV Vouchers (200-HAP)

Housing Assistance Payments (HAP), made on behalf of Housing Choice Voucher holders, are a direct pass through from HUD to individual landlords on behalf of eligible tenants. HAP is separate from funds earned by the HCV program for program administration. Any excess or shortage of allocation received to vouchers paid becomes part of the Net Restricted Position or NRP (formerly known as Net Restricted Assets or NRA) and is reported monthly to HUD and reconciled annually during the audit.

The net decrease in fund balance noted on the schedule is the use of NRP during the year to grow and/or maintain the program.

COCC (310)

Significant changes between the current line item budget and the mid-year adjustment include:

- **Revenue**

- Maintenance charges are based on the actual hours worked for, and charged to, the various programs by Central Office Cost Center (COCC) maintenance staff. The \$84,750 of additional revenue projected is related to additional staff on hand during the transition of two retiring staff people and additional work related to storm damage. This additional revenue is partially offset by the related increase in staffing costs shown in the expense section.
- The decrease in Copier Usage Charges was due to a focus on utilizing more electronic documents to reduce overall volume of printed material.

- **Expenses**

- The \$53,726 increase in administrative payroll costs was offset with \$40,000 of reduced benefit costs based on personnel changes, a recapture of ROSS administrative costs of \$8,000, and some additional staff hours absorbed by COCC.
- Some additional maintenance staff at COCC were hired for the transition

of two retiring maintenance people earlier in the year and some additional overtime incurred for dealing with the recent storms are the primary causes of an increased cost of about \$71,000 (including retirement benefits) in maintenance staffing costs, which were recovered through additional labor hours charged to the programs.

- o Retirement cost increases of about \$30,000 are related to CalPERS pension cost increases and the additional staff hours absorbed by COCC.

These increased costs were primarily absorbed by the increased revenues.

Helen Thomson Homes (320)

This is a cost reimbursement contract between YCH and the Yolo County Alcohol, Drug and Mental Health program for operation and maintenance of two homes (West Sacramento and Woodland). YCH provides management and maintenance, while another entity provides services to the residents.

We invoice the County for the entire amount of the contract at the end of the year. The difference between the total contract amount and costs incurred is placed in a replacement reserve account for the properties. The annual amount deposited to the replacement reserve account is typically about \$4,000, which is shown as an increase in fund balance on the attached schedule.

YCH receives \$8,100 annually as an administrative fee for maintaining the homes.

New Hope CDC/Cottonwood Meadows (400)

New Hope CDC (NHDC) has continued to evolve and is now a general partner in 3 real estate partnerships as well as the sole owner of Cottonwood Meadows Senior Apartments.

Since the NHDC investment activities are such a small part of overall activities, the fee revenue and various expenses are included in the same budget as Cottonwood.

Cottonwood is a forty-seven unit senior apartment complex comprised of 14 low rent units and 33 market rate units. Its construction was partially funded by the California Department of Housing and Community Development (HCD) and some bank debt.

Significant changes between the current line item budget and the mid-year revision include:

- **Revenue**
 - o Rental revenue for Cottonwood and fee revenue for NHDC are consistent with projections.
- **Expenses**

- o Expenses are consistent with budget projections
- **Net Program Earnings**
 - o These represent the donations and fees collected by NHCDC to run the various programs. The revenues are expected to exceed costs for these programs by about \$2,500 for the year.

Davis Migrant Center (501)

The migrant center program is designed to be a cost reimbursement program from the Office of Migrant Services (OMS) which is part of the California Department of Housing and Community Development (HCD). In this program, all revenue is remitted to OMS and approved expenses are reimbursed by OMS

Significant changes between the current line item budget and the mid-year revision include:

- **Revenue**
 - o Revenue includes a 20% advance from OMS which is then amortized over the last three months of the program, so actual revenue is front-loaded in the attached schedule.
- **Expenses**
 - o Expenses are consistent with budget projections.

Madison Migrant Center (502)

The migrant center program is designed to be a cost reimbursement program from the Office of Migrant Services (OMS) which is part of the California Department of Housing and Community Development (HCD). In this program, all revenue is remitted to OMS and approved expenses are reimbursed from OMS

Significant changes between the current line item budget and the mid-year revision include:

- **Revenue**
 - o Revenue includes a 20% advance from OMS which is then amortized over the last three months of the program, so actual revenue is front-loaded in the attached schedule.
- **Expenses**
 - o Expenses are consistent with budget projections.

Rehrman (Dixon) Migrant Center (503)

The migrant center program is designed to be a cost reimbursement program from the Office of Migrant Services (OMS) which is part of the California Department of Housing and Community Development (HCD). In this program, all revenue is remitted to OMS and approved expenses are reimbursed from OMS

Significant changes between the current line item budget and the mid-year revision include:

- **Revenue**
 - Revenue includes a 20% advance from OMS which is then amortized over the last three months of the program, so actual revenue is front-loaded in the attached schedule.
- **Expenses**
 - Expenses are consistent with budget projections, except for the increase in cost related to roof repairs from the storms of approximately \$27,000. Any of these costs that are not absorbed in the operating budget will be covered with some portion of the \$176,000 operating reserve for the property.

Davis Solar Homes (600)

The Davis Solar program is a rural farmworker program with construction of these seven agricultural housing units originally funded by the U.S. Department of Agriculture Rural Development. The last of these loans was repaid during the 2015 fiscal year and the units are now debt free with only a restricted use agreement with USDA remaining on title.

- **Revenue**
 - Dwelling rent and other revenue are consistent with the original budget amounts.
- **Expenses**
 - Unanticipated costs for roof and HVAC repairs of \$17,000 will be taken out of the \$90,000 of reserves on the property.

Pacifico (700)

This program is designed to be a cost reimbursement program from the City of Davis. In this program, all revenue is remitted to the City of Davis and approved expenses are reimbursed by the City of Davis.

Significant changes between the current line item budget and the mid-year revision

include:

- **Revenue**
 - The revenue shown on the attached schedules represents the cost amount being reimbursed by the City of Davis, which is consistent with the budget.
 - Based on the structure of the program, rental receipts are treated as a liability to the City of Davis and paid quarterly. This project continues to have slightly positive cash flow.
- **Expenses**
 - Expenses are trending consistent with the original budget.

ROSS Grant (990 & 991)

- This program is funded by a separate HUD grant to provide services to public housing tenants in order to help them become more self sufficient. In 2014, YCH received a \$243,000 grant to provide this service over three years which ended in September 2016 with a total of \$222,654 spent in total for the program. During the current fiscal year the program received funding of \$26,038 on costs of \$17,704 to close out the grant.
- A replacement three year ROSS grant of \$246,000 was awarded in February 2017 and effective through January 2020. The budget of \$35,312 for the first five months of activity on this grant is shown.
- The most significant change in the budget for the year is the four month gap in time between the expiration of the original grant in September 2016 and the award of the new grant in February 2017. This reduction in budgeted funding of \$36,193 was absorbed by COCC and the AMPs that received the benefit of these services.

FISCAL IMPACT

- The original agency budget (excluding HCV Voucher Payments or HAP) projected a net fund balance increase of \$516,332, which included \$303,733 of capital fund contributions that offset debits to the balance sheet. This mid-year revision projects an overall net fund balance increase of \$423,382.
 - This lower net fund balance increase is primarily comprised of the following items that were partially offset by increased rental and subsidy revenues:
 - Storm damage costs of approximately \$90,000 at AMP1, AMP2, and the Dixon Migrant Center.

- Net costs from automobile damage costs of \$45,000 combined for AMP2 and AMP3.
- Water leak costs for AMP1 of \$50,000.
- Expected legal defense costs of \$10,000 at AMP2.
- Any fund balance increase from AMP or HCV Program Operations or HCV Vouchers is restricted for use within those programs.
- Final allocations and changes from HUD for funding could have a material impact on the AMP and HCV budgets.

CONCLUSION

Ignoring the impact of depreciation and excluding HCV vouchers, the mid-year budget analysis reveals that YCH is positioned to complete the year with net operating revenue exceeding operating expenses by \$116,489, which is about \$93,000 lower than original estimates.

Staff recommends acceptance of the December Operating Statements and approval of the 2016-2017 Mid-Year Budget Revision and the associated Recommendations as detailed above.

Yolo Housing

Mid-year Budget Updates FY2016-17

Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
AMP1 (Woodland)													
101.3110.00.000.000	Dwelling Rent - AMP1	53,409	55,418	57,053	55,829	56,141	56,020	333,870	601,000	60,000	661,000	327,130	49.5%
101.3200.00.000.000	HUD Operating Subsidy	69,043	38,903	38,987	38,987	38,034	41,828	265,782	430,000	50,000	480,000	214,218	44.6%
101.3210.00.000.000	CF Trans In - Operating Funds (1406)	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.3220.00.000.000	CF Trans In - Mgmt Impr (1408)	-	-	1,346	-	-	1,295	2,641	5,000	-	5,000	2,359	47.2%
101.3230.00.000.000	CF Trans In - Soft Costs	-	-	435	-	-	-	435	6,000	-	6,000	5,565	92.7%
101.3610.00.000.000	Interest Income	62	84	75	83	61	53	419	800	-	800	381	47.6%
101.3690.00.000.000	Other Income	-	2,003	-	-	2,003	-	4,005	5,000	-	5,000	995	19.9%
101.3690.00.000.010	Other Income - 44-01 Yolano	881	380	327	(1,606)	81	57	121	3,500	(2,500)	1,000	879	87.9%
101.3690.00.000.050	Other Income - 44-05 Ridgecut	-	-	-	-	-	-	-	500	-	500	500	100.0%
101.3690.00.000.060	Other Income - 44-06 Yolito	-	-	-	-	167	-	167	500	-	500	333	66.7%
101.3690.00.000.070	Other Income- 44-07 Donnelly	123	949	85	33	1,194	(10)	2,374	500	2,500	3,000	626	20.9%
101.9111.04.000.000	Transfer In -Cap Fund Mgmt Fee for COCC	-	-	-	-	-	24,701	24,701	24,701	-	24,701	(0)	0.0%
	Total Operating Revenue	123,519	97,736	98,309	93,325	97,682	123,945	634,516	1,077,501	110,000	1,187,501	552,986	46.6%
101.4110.00.000.000	Administrative Salaries	6,955	9,733	6,377	6,276	5,931	12,322	47,594	70,404	-	70,404	22,810	32.4%
101.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	493	688	451	444	396	852	3,323	5,386	-	5,386	2,063	38.3%
101.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	-	-	-	685	-	685	685	100.0%
101.4125.04.000.000	Admin. Retirement	848	1,501	970	967	975	1,286	6,546	5,171	7,000	12,171	5,624	46.2%
101.4125.05.000.000	Admin. Workers Comp	-	-	311	-	-	464	774	1,640	-	1,640	866	52.8%
101.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.4130.00.000.000	Legal Fees	-	-	-	2,040	700	-	2,740	4,500	1,750	6,250	3,510	56.2%
101.4140.00.000.000	Training	25	1,206	115	788	21	66	2,221	3,000	1,500	4,500	2,279	50.6%
101.4150.00.000.000	Travel	30	312	337	107	683	234	1,703	2,000	1,500	3,500	1,797	51.3%
101.4170.04.000.000	Contract Services Plan Updates	-	-	-	-	-	1,655	1,655	4,500	-	4,500	2,845	63.2%
101.4170.05.000.000	Contract Service	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.4170.10.000.000	Professional Services	40	627	-	-	-	-	667	3,600	10,000	13,600	12,933	95.1%
101.4171.00.000.000	Auditing	-	-	4,582	-	-	-	4,582	16,000	-	16,000	11,418	71.4%
101.4180.00.000.000	147 Rent	2,428	2,428	2,428	2,428	2,428	2,428	14,567	29,133	-	29,133	14,567	50.0%
101.4190.00.000.000	Postage	53	77	72	55	105	69	431	800	-	800	369	46.2%
101.4190.01.000.000	Office Supplies	-	218	422	67	135	36	878	1,700	-	1,700	822	48.3%
101.4190.02.000.000	Printing & Copier Usage Charges	393	230	232	63	26	25	969	4,000	-	4,000	3,031	75.8%
101.4190.03.000.000	Telephone	279	932	282	250	298	396	2,437	3,000	4,000	7,000	4,563	65.2%
101.4190.04.000.000	Fair Housing Services	-	-	417	-	-	417	833	600	1,200	1,800	967	53.7%
101.4190.05.000.000	Dues and Subscriptions	-	100	-	-	333	40	473	600	-	600	127	21.2%
101.4190.07.000.000	Computer Support & License Fees	6,382	-	650	-	-	-	7,032	13,000	-	13,000	5,968	45.9%
101.4190.11.000.000	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.4190.12.000.000	Office Machines/Leases	94	94	94	94	94	94	566	1,300	-	1,300	734	56.4%
101.4190.13.000.000	Administrative Other	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.4190.14.000.000	Criminal Background Checks	139	-	-	-	28	-	167	850	-	850	683	80.3%
101.4190.15.000.000	Personnel Cost (Temps)	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.4190.18.000.000	Taxes, Fees and Assessments	-	-	-	-	-	-	-	550	-	550	550	100.0%
101.4190.20.000.000	Advertising	-	30	56	-	-	-	87	1,000	-	1,000	913	91.3%
101.4190.23.000.000	Computer Equipment	-	-	14	9,850	3,212	774	13,849	750	14,000	14,750	901	6.1%
101.4210.00.000.010	Tenant Service Salaries	-	-	-	249	59	263	571	-	5,000	5,000	4,429	88.6%
101.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medicare	-	-	-	17	4	17	38	-	50	50	12	23.8%
101.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.4215.03.000.000	Tenant Svc. P/R Taxes - FUTA	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.4215.04.000.000	Tenant Svc. Retirement	-	-	-	49	12	22	84	-	80	80	(4)	-4.5%
101.4215.05.000.000	Tenant Svc. Workers Comp	-	-	-	-	-	11	11	-	20	20	9	45.7%
101.4215.06.000.000	Tenant Svc. Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
101.4220.00.000.000	Tenant Services Materials	78	711	94	97	124	97	1,201	2,000	-	2,000	799	40.0%
101.4221.00.000.000	Tenant Liaison	150	150	150	150	150	150	900	2,400	-	2,400	1,500	62.5%
101.4310.00.000.000	Water - AMP1	11,071	11,436	15,033	15,580	11,656	8,029	72,806	97,894	50,000	147,894	75,089	50.8%

Yolo Housing

Mid-year Budget Updates FY2016-17

Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
101.4320.00.000.000	Electricity - AMP1	3,468	3,276	3,177	2,786	2,643	394	15,745	36,281	(5,000)	31,281	15,535	49.7%
101.4330.00.000.000	Gas - AMP1	12	13	17	-	-	17	58	496		496	438	88.3%
101.4390.00.000.000	Sewerage - AMP1	4,856	4,856	4,856	4,856	4,856	4,856	29,138	57,259	1,000	58,259	29,121	50.0%
101.4400.01.000.000	AMP Management Fee	10,224	10,224	10,224	10,292	10,224	10,224	61,413	122,473		122,473	61,060	49.9%
101.4400.02.000.000	AMP Bookkeeping Fee	1,133	1,133	1,133	1,140	1,133	1,133	6,803	13,500		13,500	6,698	49.6%
101.4400.03.000.000	AMP Asset Management Fee	1,520	1,520	1,520	1,520	1,520	1,520	9,120	18,500		18,500	9,380	50.7%
101.4400.04.000.000	Cap Fund Mgmt Fee (1410)	-	-	-	-	-	24,701	24,701	24,701		24,701	(0)	0.0%
101.4401.00.000.000	IT Services	2,029	2,853	1,856	1,461	3,348	2,360	13,908	20,000	7,500	27,500	13,592	49.4%
101.4420.01.000.000	Electrical Supplies	80	476	491	270	139	233	1,690	6,000	(2,500)	3,500	1,810	51.7%
101.4420.02.000.000	Plumbing Supplies	666	1,099	73	1,198	554	288	3,878	9,500	(2,000)	7,500	3,622	48.3%
101.4420.03.000.000	Painting Supplies	220	192	138	350	-	151	1,051	750	1,000	1,750	699	39.9%
101.4420.04.000.000	Chemical Supplies	205	9	-	-	197	-	411	800		800	389	48.6%
101.4420.05.000.000	Lumber and Hardware	776	1,044	2,623	1,358	683	1,581	8,065	7,800	8,000	15,800	7,735	49.0%
101.4420.08.000.000	Dwelling Equipment/Supplies	244	-	1,364	-	-	-	1,608	1,200	2,000	3,200	1,592	49.7%
101.4420.09.000.000	Maintenance Equip/Supplies	-	-	-	30	-	-	30	200		200	170	84.9%
101.4422.08.000.000	Refrigerator/Parts	-	-	-	-	691	-	691	-	1,500	1,500	809	53.9%
101.4423.08.000.000	Fire Protection/Testing/Monitor	-	-	78	784	1,195	160	2,216	1,700	1,000	2,700	484	17.9%
101.4430.00.000.000	Grounds Maintenance	-	-	2	-	-	10	12	250		250	238	95.2%
101.4430.01.000.000	Electrical Repair/Contract	-	-	360	286	-	585	1,231	1,200	1,200	2,400	1,169	48.7%
101.4430.02.000.000	Plumbing Repair/Contract	1,552	-	606	2,425	1,391	-	5,974	13,000		13,000	7,026	54.0%
101.4430.03.000.000	Painting/Decorating/Contract	-	1,800	-	-	-	-	1,800	23,500		23,500	21,700	92.3%
101.4430.04.000.000	Garbage Removal	5,349	-	5,356	-	5,323	-	16,028	35,500		35,500	19,472	54.9%
101.4430.05.000.000	Chemical Treatment/Contract	2,448	190	-	2,492	310	-	5,440	11,000		11,000	5,560	50.5%
101.4430.07.000.000	Minor Equipment Repairs	335	580	-	-	13	-	928	300	1,500	1,800	872	48.5%
101.4430.08.000.000	Major Equipment Repairs	1,286	-	-	-	-	-	1,286	1,600		1,600	314	19.7%
101.4430.10.000.000	Uniform and Mat Service	-	-	-	-	-	-	-	-	1,200	1,200	1,200	100.0%
101.4430.11.000.000	Building Repairs	309	-	825	-	-	31	1,165	5,000		5,000	3,835	76.7%
101.4430.12.000.000	Janitorial Services	-	-	-	-	-	-	-	-		-	-	0.0%
101.4431.00.000.000	Landscaping Maintenance Contract	2,699	-	2,799	5,309	3,603	3,603	18,014	35,000		35,000	16,986	48.5%
101.4431.05.000.000	Trash/Yolo County Landfill	173	246	-	-	337	-	756	2,500		2,500	1,744	69.7%
101.4434.00.000.000	Tree Trimming	-	-	-	-	7,336	-	7,336	4,750	15,000	19,750	12,414	62.9%
101.4435.00.000.000	Resident Watering Contracts	-	-	-	-	-	-	-	-		-	-	0.0%
101.4436.00.000.000	Maintenance Charges from Others	10,805	21,581	16,643	16,248	18,205	15,150	98,631	190,000	29,000	219,000	120,369	55.0%
101.4480.00.000.000	Protective Services	168	-	-	168	-	345	681	675	3,000	3,675	2,994	81.5%
101.4510.00.000.000	Flood Insurance	7,000	-	-	-	-	-	7,000	8,719		8,719	1,719	19.7%
101.4510.01.000.000	General Liability Insurance	4,895	-	-	-	-	-	4,895	5,011		5,011	116	2.3%
101.4510.03.000.000	Property Insurance	18,571	-	-	-	-	-	18,571	23,010		23,010	4,439	19.3%
101.4520.00.000.000	PILOT	-	-	42,305	-	-	(250)	42,055	41,965	100	42,065	10	0.0%
101.4540.00.000.000	Administrative Benefits	579	616	632	517	2,077	3,464	7,885	9,951	3,000	12,951	5,066	39.1%
101.4540.01.000.000	Retired Benefits	593	593	593	593	822	822	4,016	7,250		7,250	3,234	44.6%
101.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	15,000		15,000	15,000	100.0%
101.4540.20.000.000	Tenant Service Benefits	3	3	3	79	3	116	208	-	235	235	27	11.4%
101.4570.00.000.000	Collection Losses	-	-	-	-	-	-	-	5,000		5,000	5,000	100.0%
101.4600.01.000.000	OES Support Agreement	-	-	-	-	-	-	-	2,500		2,500	2,500	100.0%
101.4800.00.000.000	Depreciation Expense	-	-	-	-	-	-	-	-		-	-	0.0%
101.6010.00.000.000	Prior Period Adjusting	-	-	-	-	-	15	15	-	15	15	(0)	-1.5%
	Total Operating Expenses	111,658	82,777	130,761	93,733	93,974	101,254	614,157	1,040,304	162,850	1,203,154	588,998	49.0%
	Net Operating Income/(Loss)	11,861	14,959	(32,452)	(408)	3,708	22,691	20,359	37,197	(52,850)	(15,653)	(36,012)	
101.9110.00.000.000	Transfers In - Hard Costs	-	-	-	-	-	333	333	-	333	333	(0)	-0.1%
	Net Increase/(Decrease) In Fund Balance	11,861	14,959	(32,452)	(408)	3,708	23,024	20,693	37,197	(52,517)	(15,320)	(36,013)	

Yolo Housing

Mid-year Budget Updates FY2016-17

Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
AMP2 (Winters)													
102.3110.00.000.000	Dwelling Rent - AMP2	54,576	54,949	54,611	56,411	57,494	56,984	335,026	648,000	20,000	668,000	332,974	49.8%
102.3200.00.000.000	HUD Operating Subsidy	56,567	32,599	32,669	32,669	31,871	31,871	218,246	380,000	20,000	400,000	181,754	45.4%
102.3210.00.000.000	CF Trans In - Op Funds (1406)	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.3220.00.000.000	CF Trans In - Mgmt Impr (1408)	-	-	1,346	-	-	1,295	2,641	7,000	(2,000)	5,000	2,359	47.2%
102.3230.00.000.000	CF Trans In - Soft Costs	-	-	435	-	-	-	435	5,000	(4,000)	1,000	565	56.5%
102.3610.00.000.000	Interest Income	52	72	64	69	86	107	450	900	-	900	450	50.0%
102.3690.00.000.000	Other Income	30	1,485	-	30	1,485	-	3,030	4,000	-	4,000	970	24.3%
102.3690.00.000.020	Other Income - 44-02 Villa #1	230	706	101	513	60	-	1,609	1,800	-	1,800	191	10.6%
102.3690.00.000.040	Other Income - 44-04 Montecito	-	-	293	578	20	-	890	700	300	1,000	110	11.0%
102.3690.00.000.080	Other Income- 44-08 Villa #2	333	287	192	495	-	65	1,371	2,200	-	2,200	829	37.7%
102.3690.00.000.180	Other Income- 44-18 Villa #3	293	280	389	180	180	1,771	3,093	4,000	-	4,000	907	22.7%
102.3690.00.000.250	Other Income- 44-25 Villa #4	109	244	40	20	40	-	452	1,400	-	1,400	948	67.7%
102.3690.30.000.000	Other Government Revenue	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.9111.04.000.000	Transfer In - Cap Fund Mgmt Fee for COCC	-	-	-	-	-	24,701	24,701	24,701	-	24,701	-	0.0%
	Total Operating Revenue	112,189	90,621	90,140	90,965	91,236	116,795	591,946	1,079,701	34,300	1,114,001	522,055	46.9%
102.4110.00.000.000	Administrative Salaries	6,369	8,771	5,569	5,444	5,659	12,597	44,408	74,265	2,000	76,265	31,857	41.8%
102.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	429	587	372	363	403	899	3,052	5,592	-	5,592	2,540	45.4%
102.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	-	-	-	638	-	638	638	100.0%
102.4125.04.000.000	Admin. Retirement	852	1,512	964	951	839	1,246	6,363	5,543	5,000	10,543	4,179	39.6%
102.4125.05.000.000	Admin. Wokers Comp	-	-	286	-	-	1,419	1,705	1,703	-	1,703	(1)	-0.1%
102.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4130.00.000.000	Legal Fees	-	-	-	-	-	-	-	4,000	10,000	14,000	14,000	100.0%
102.4140.00.000.000	Training	-	1,206	115	788	21	66	2,196	3,500	-	3,500	1,304	37.2%
102.4150.00.000.000	Travel	68	73	181	151	615	129	1,218	1,600	-	1,600	382	23.9%
102.4170.00.000.000	Accounting Services	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4170.04.000.000	Contract Services Plan Updates	-	-	-	-	-	1,655	1,655	4,500	-	4,500	2,845	63.2%
102.4170.05.000.000	Contract Service	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4170.10.000.000	Professional Services	40	627	-	-	-	-	667	3,600	-	3,600	2,933	81.5%
102.4171.00.000.000	Auditing	-	-	4,582	-	-	-	4,582	16,000	-	16,000	11,418	71.4%
102.4180.00.000.000	147 Rent	253	253	253	253	253	253	1,516	3,031	-	3,031	1,515	50.0%
102.4190.00.000.000	Postage	26	18	495	27	105	34	706	1,100	-	1,100	394	35.8%
102.4190.01.000.000	Office Supplies	61	114	234	487	25	261	1,182	1,200	500	1,700	518	30.5%
102.4190.02.000.000	Printing & Copier Usage Charges	21	6	79	68	48	42	265	700	-	700	435	62.2%
102.4190.03.000.000	Telephone	656	709	367	340	621	820	3,513	9,000	-	9,000	5,487	61.0%
102.4190.04.000.000	Fair Housing Services	-	-	417	-	-	417	833	600	400	1,000	167	16.7%
102.4190.05.000.000	Dues and Subscriptions	-	100	-	-	333	40	473	500	-	500	27	5.5%
102.4190.07.000.000	Computer Support & License Fees	6,142	-	650	-	-	-	6,792	13,000	-	13,000	6,208	47.8%
102.4190.11.000.000	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4190.12.000.000	Office Machines/Leases	86	86	86	86	86	86	518	1,300	-	1,300	782	60.1%
102.4190.13.000.000	Administrative Other	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4190.14.000.000	Criminal Background Checks	-	56	28	84	34	28	229	1,000	-	1,000	771	77.1%
102.4190.15.000.000	Personnel Cost (Temps)	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4190.18.000.000	Taxes, Fees and Assessments	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4190.20.000.000	Advertising	-	30	56	-	-	-	87	1,000	-	1,000	913	91.3%
102.4190.23.000.000	Computer Equipment	-	-	14	-	23	-	36	1,200	-	1,200	1,164	97.0%
102.4196.00.000.000	Management Fees-COCC	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4210.00.000.010	Tenant Service Salaries	-	-	-	-	-	263	263	-	300	300	37	12.3%
102.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medicare	-	-	-	-	-	17	17	-	50	50	33	66.3%
102.4215.02.000.000	Tenant Svc. P/R Taxes - - SUI	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4215.03.000.000	Tenant Svc. P/R Taxes - FUTA	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4215.04.000.000	Tenant Svc. Retirement	-	-	-	-	-	22	22	-	50	50	28	55.3%

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
102.4215.05.000.000	Tenant Svc. Workers Comp	-	-	-	-	-	11	11	-	25	25	14	56.5%
102.4215.06.000.000	Tenant Svc. Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4220.00.000.000	Tenant Services Materials	-	11	-	-	-	-	11	700	-	700	689	98.4%
102.4221.00.000.000	Tenant Liaison	-	75	150	150	150	150	675	2,400	-	2,400	1,725	71.9%
102.4310.00.000.000	Water - AMP2	2,618	4,176	4,227	7,500	4,672	4,669	27,862	45,683	6,000.00	51,683	23,821	46.1%
102.4320.00.000.000	Electricity - AMP2	3,114	3,376	3,517	3,212	3,019	2,231	18,470	37,276	-	37,276	18,806	50.5%
102.4330.00.000.000	Gas - AMP2	12	13	26	9	9	10	78	561	-	561	483	86.1%
102.4390.00.000.000	Sewerage - AMP2	454	906	454	1,169	2,206	454	5,642	26,918	(15,000)	11,918	6,277	52.7%
102.4390.15.000.000	City of Winters Sewer Svc. and Main. MOU	12,974	12,974	12,974	12,974	12,974	12,974	77,841	145,303	15,000	160,303	82,462	51.4%
102.4400.01.000.000	AMP Management Fee	9,479	9,412	9,412	9,412	9,479	9,412	56,606	111,392	1,800	113,192	56,586	50.0%
102.4400.02.000.000	AMP Bookkeeping Fee	1,050	1,043	1,043	1,043	1,050	1,043	6,270	12,500	200	12,700	6,430	50.6%
102.4400.03.000.000	AMP Asset Management Fee	1,400	1,400	1,400	1,400	1,400	1,400	8,400	17,000	-	17,000	8,600	50.6%
102.4400.04.000.000	Cap Fund Mgmt Fee (1410)	-	-	-	-	-	24,701	24,701	24,701	-	24,701	-	0.0%
102.4401.00.000.000	IT Services	623	1,604	294	649	1,098	1,234	5,501	20,000	-	20,000	14,499	72.5%
102.4420.01.000.000	Electrical Supplies	650	366	-	293	259	523	2,091	8,500	-	8,500	6,409	75.4%
102.4420.02.000.000	Plumbing Supplies	1,078	473	824	484	1,021	960	4,838	10,000	-	10,000	5,162	51.6%
102.4420.03.000.000	Painting Supplies	57	-	-	32	48	-	137	1,500	-	1,500	1,363	90.9%
102.4420.04.000.000	Chemical Supplies	205	-	-	-	197	157	559	1,300	-	1,300	741	57.0%
102.4420.05.000.000	Lumber and Hardware	812	2,760	2,768	190	425	1,018	7,973	12,000	4,000	16,000	8,028	50.2%
102.4420.08.000.000	Dwelling Equipment/Supplies	641	819	610	-	16	-	2,086	7,500	-	7,500	5,414	72.2%
102.4420.09.000.000	Maintenance Equip/Supplies	-	-	-	30	-	-	30	500	-	500	470	94.0%
102.4422.08.000.000	Refrigerator/Parts	-	-	-	-	712	-	712	-	1,000	1,000	288	28.8%
102.4423.08.000.000	Fire Protection/Testing/Monitor	-	-	-	642	740	544	1,925	1,700	2,000	3,700	1,775	48.0%
102.4430.00.000.000	Grounds Maintenance	1,221	(570)	177	-	-	-	828	750	1,000	1,750	922	52.7%
102.4430.01.000.000	Electrical Repair/Contract	-	-	-	-	-	720	720	1,800	-	1,800	1,080	60.0%
102.4430.02.000.000	Plumbing Repair/Contract	-	-	-	-	2,831	-	2,831	11,000	(5,500)	5,500	2,669	48.5%
102.4430.03.000.000	Painting/Decorating/Contract	-	2,568	1,077	1,077	(28)	-	4,694	2,000	5,000	7,000	2,306	32.9%
102.4430.04.000.000	Garbage Removal	3,183	2,309	3,229	2,309	3,206	2,309	16,543	28,000	2,500	30,500	13,957	45.8%
102.4430.05.000.000	Chemical Treatment/Contract	2,297	40	896	1,360	255	16	4,864	10,000	-	10,000	5,136	51.4%
102.4430.07.000.000	Minor Equipment Repairs	-	-	-	-	13	-	13	-	50	50	38	75.0%
102.4430.10.000.000	Uniform and Mat Service	75	75	75	37	75	75	412	800	-	800	388	48.6%
102.4430.11.000.000	Building Repairs	-	-	-	-	-	-	-	1,000	20,000	21,000	21,000	100.0%
102.4430.12.000.000	Janitorial Service	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4431.00.000.000	Landscaping Maintenance Contract	2,422	-	2,422	4,935	3,746	3,746	17,273	37,000	(3,000)	34,000	16,727	49.2%
102.4431.05.000.000	Trash/Yolo County Landfill	153	226	-	-	486	-	865	3,000	-	3,000	2,135	71.2%
102.4434.00.000.000	Tree Trimming	-	3,900	-	-	-	-	3,900	3,000	2,000	5,000	1,100	22.0%
102.4436.00.000.000	Maintenance Charges from Others	15,983	25,378	16,805	24,383	14,808	20,678	118,033	220,000	17,000	237,000	118,968	50.2%
102.4480.00.000.000	Protective Services	192	-	-	192	-	-	384	800	-	800	416	52.0%
102.4510.01.000.000	General Liability Insurance	3,670	-	-	-	-	-	3,670	3,665	500	4,165	496	11.9%
102.4510.03.000.000	Property Insurance	15,795	-	-	-	-	-	15,795	15,922	-	15,922	127	0.8%
102.4510.04.000.000	ERMA Insurance	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4520.00.000.000	PILOT	-	-	40,677	-	-	(180)	40,497	40,911	-	40,911	414	1.0%
102.4540.00.000.000	Administrative Benefits	1,925	1,852	1,867	1,807	412	1,793	9,656	26,968	-	26,968	17,312	64.2%
102.4540.01.000.000	Retired Benefits	1,593	1,593	1,600	1,600	1,600	1,600	9,587	22,000	-	22,000	12,413	56.4%
102.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4540.20.000.000	Tenant Services Benefits	3	3	3	3	3	116	133	-	50	50	(83)	-166.1%
102.4570.00.000.000	Collection Losses	-	-	-	-	-	-	-	2,500	-	2,500	2,500	100.0%
102.4600.01.000.000	OES Support Agreement	-	-	-	-	-	-	-	2,500	-	2,500	2,500	100.0%
102.4610.00.000.000	Extra Ordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	0.0%
102.4800.00.000.000	Depreciation expense	-	-	-	-	-	-	-	-	-	-	-	0.0%
	Total Operating Expenses	98,681	90,925	121,272	85,932	75,946	112,657	585,412	1,075,622	72,925	1,148,547	563,135	49.0%
	Net Operating Income/(Loss)	13,508	(304)	(31,132)	5,034	15,290	4,138	6,534	4,080	(38,625)	(34,545)	(41,080)	
102.9110.00.000.000	Transfers In - Hard Costs	-	-	8,634	-	-	7,555	16,189	150,000	-	150,000	133,811	89.2%
	Net Increase/(Decrease) In Fund Balance	13,508	(304)	(22,499)	5,034	15,290	11,693	22,723	154,080	(38,625)	115,455	92,732	

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
103.4215.06.000.000	Tenant Svc. Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
103.4220.00.000.000	Tenant Services Materials	-	22	-	-	-	-	22	600	(500)	100	78	78.4%
103.4221.00.000.000	Tenant Liaison	200	200	100	-	200	100	800	2,400		2,400	1,600	66.7%
103.4310.00.000.000	Water - AMP3	2,276	3,263	3,314	3,064	2,587	1,719	16,224	35,862		35,862	19,639	54.8%
103.4320.00.000.000	Electricity - AMP3	3,962	3,073	3,084	1,949	2,818	3,256	18,142	28,078	6,000	34,078	15,936	46.8%
103.4330.00.000.000	Gas - AMP3	57	46	358	379	455	955	2,251	5,583	(750)	4,833	2,582	53.4%
103.4390.00.000.000	Sewerage - AMP3	4,137	4,119	4,119	4,119	4,119	4,119	24,730	51,538		51,538	26,808	52.0%
103.4400.01.000.000	AMP Management Fee	9,276	9,276	9,209	9,276	9,209	9,276	55,522	110,809		110,809	55,287	49.9%
103.4400.02.000.000	AMP Bookkeeping Fee	1,028	1,028	1,020	1,028	1,020	1,028	6,150	12,500		12,500	6,350	50.8%
103.4400.03.000.000	AMP Asset Management Fee	1,390	1,390	1,390	1,390	1,390	1,390	8,340	17,000		17,000	8,660	50.9%
103.4400.04.000.000	Cap Fund Mgmt Fee (1410)	-	-	-	-	-	24,701	24,701	24,701		24,701	-	0.0%
103.4401.00.000.000	IT Services	1,559	1,324	1,106	648	1,035	1,141	6,814	20,000	(3,700)	16,300	9,486	58.2%
103.4420.01.000.000	Electrical Supplies	488	1,509	402	780	379	102	3,659	5,000	2,500	7,500	3,841	51.2%
103.4420.02.000.000	Plumbing Supplies	210	392	447	593	-	271	1,913	6,500		6,500	4,587	70.6%
103.4420.03.000.000	Painting Supplies	22	58	103	201	-	-	384	-	1,000	1,000	616	61.6%
103.4420.04.000.000	Chemical Supplies	205	-	178	-	197	90	670	900		900	230	25.5%
103.4420.05.000.000	Lumber and Hardware	739	1,878	1,345	858	511	233	5,563	5,300	5,000	10,300	4,737	46.0%
103.4420.08.000.000	Dwelling Equipment/Supplies	1,458	1,287	6,399	890	860	-	10,894	15,000		15,000	4,106	27.4%
103.4420.09.000.000	Maintenance Equip/Supplies	-	-	-	45	-	-	45	200		200	155	77.6%
103.4422.08.000.000	Refrigerators/Parts	-	-	-	691	-	-	691	9,000	(5,000)	4,000	3,309	82.7%
103.4423.08.000.000	Fire Protection/Testing/Monitor	745	-	298	642	1,248	760	3,693	9,000		9,000	5,307	59.0%
103.4430.00.000.000	Grounds Maintenance	150	-	2	-	-	-	152	900	2,000	2,900	2,748	94.7%
103.4430.01.000.000	Electrical Repair/Contract	-	285	-	-	805	-	1,090	1,100		1,100	10	0.9%
103.4430.02.000.000	Plumbing Repair/Contract	-	-	829	-	-	-	829	1,200		1,200	371	30.9%
103.4430.03.000.000	Painting/Decorating/Contract	-	868	1,412	-	-	-	2,280	8,000		8,000	5,720	71.5%
103.4430.04.000.000	Garbage Removal	3,063	3,063	3,063	3,257	3,063	3,063	18,574	38,000		38,000	19,426	51.1%
103.4430.05.000.000	Chemical Treatment/Contract	2,369	335	1,216	1,484	371	638	6,413	11,000		11,000	4,587	41.7%
103.4430.07.000.000	Minor Equipment Repairs	-	-	524	-	13	-	536	-	600	600	64	10.7%
103.4430.08.000.000	Major Equip Repair / Maint	-	-	-	-	-	777	777	-	800	800	23	2.8%
103.4430.10.000.000	Uniform and Mat Service	71	87	41	-	82	82	363	750		750	387	51.7%
103.4430.11.000.000	Building Repairs	-	-	-	-	-	3,075	3,075	5,200		5,200	2,125	40.9%
103.4430.12.000.000	Janitorial Service	-	-	-	-	-	-	-	-		-	-	0.0%
103.4431.00.000.000	Landscape Maintenance Contract	1,919	-	1,919	3,839	2,929	2,929	13,536	28,500		28,500	14,964	52.5%
103.4431.05.000.000	Trash/Yolo County Landfill	-	-	-	-	66	-	66	500		500	434	86.9%
103.4434.00.000.000	Tree Trimming	-	1,513	-	1,610	-	-	3,123	5,000		5,000	1,877	37.5%
103.4435.00.000.000	Resident Watering Contracts	-	-	-	-	-	-	-	-		-	-	0.0%
103.4436.00.000.000	Maintenance Charges from Others	12,798	17,584	10,213	15,198	11,135	12,223	79,149	120,000	12,000	132,000	52,851	40.0%
103.4480.00.000.000	Protective Services	290	-	-	290	-	-	579	1,200		1,200	621	51.8%
103.4510.00.000.000	Flood Insurance	-	-	-	-	-	-	-	39,622		39,622	39,622	100.0%
103.4510.01.000.000	General Liability Insurance	3,915	-	-	-	-	-	3,915	3,923		3,923	8	0.2%
103.4510.03.000.000	Property Insurance	13,650	-	-	-	-	-	13,650	15,077	25,000	40,077	26,427	65.9%
103.4520.00.000.000	PILOT	-	-	33,114	-	-	(120)	32,994	33,452		33,452	458	1.4%
103.4540.00.000.000	Admin Benefits	1,894	1,832	1,867	1,972	1,882	1,845	11,292	26,907		26,907	15,616	58.0%
103.4540.01.000.000	Retired Benefits	593	593	593	593	822	822	4,016	7,200		7,200	3,184	44.2%
103.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	-		-	-	0.0%
103.4540.20.000.000	Tenant Service Benefits	3	3	3	3	3	3	20	-	50	50	30	59.3%
103.4570.00.000.000	Collection Losses	-	-	-	-	-	-	-	5,000		5,000	5,000	100.0%
103.4600.01.000.000	OES Support Agreement	-	-	-	-	-	-	-	2,500		2,500	2,500	100.0%
103.4610.00.000.000	Extra Ordinary Maintenance	-	-	-	-	-	-	-	-		-	-	0.0%
103.4800.00.000.000	Depreciation Expense	-	-	-	-	-	-	-	-		-	-	0.0%
	Total Operating Expenses	82,726	68,489	103,166	67,506	63,813	86,496	472,195	873,778	58,500	932,278	460,083	49.4%
	Net Operating Income/(Loss)	171	(4,731)	(34,274)	(2,002)	1,294	7,878	(31,663)	22,432	-	22,432	54,096	
103.9110.00.000.000	Transfers In - Hard Costs	-	-	-	-	-	333	333	-	333	333	(0)	-0.1%
	Net Increase/(Decrease) In Fund Balance	171	(4,731)	(34,274)	(2,002)	1,294	8,211	(31,330)	22,432	333	22,765	54,095	

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
Administrative Building													
147.3200.00.000.000	Rent Income Commercial	2,966	2,966	2,966	2,966	2,966	2,966	17,799	20,417		20,417	2,618	12.8%
147.3230.00.000.000	CF Trans In - Debt Svc (interest)	-	-	4,495	-	-	4,134	8,629	14,158		14,158	5,529	39.1%
147.3400.00.000.000	Space Rental Income	8,045	8,045	8,045	8,045	8,045	8,045	48,269	96,538		96,538	48,269	50.0%
	Total Operating Revenue	11,011	11,011	15,506	11,011	11,011	15,146	74,697	131,113	-	131,113	56,416	43.0%
147.4130.00.000.000	Legal Fees	-	-	-	-	-	-	-	3,000	(2,000)	1,000	1,000	100.0%
147.4171.00.000.000	Audit Fees (CF cost certs for CFFP)	-	-	-	-	-	-	-	-		-	-	0.0%
147.4190.18.000.000	Taxes, Fees & Assessments	1,873	-	-	-	-	24	1,897	2,900		2,900	1,003	34.6%
147.4310.00.000.000	Water-West Main	196	239	277	420	393	191	1,715	2,478	1,000	3,478	1,762	50.7%
147.4320.00.000.000	Electricity- West Main	3,149	3,563	2,952	2,392	1,429	1,610	15,095	26,494	3,000	29,494	14,399	48.8%
147.4330.00.000.000	Gas- West Main	22	20	21	24	23	42	152	1,970		1,970	1,818	92.3%
147.4390.00.000.000	Sewerage- West Main	71	71	71	81	73	72	439	701		701	262	37.3%
147.4401.00.000.000	IT Services	563	813	438	313	2,213	750	5,088	-	6,000	6,000	913	15.2%
147.4420.00.000.000	Maintenance Supplies	189	563	741	233	1,104	281	3,111	6,500		6,500	3,389	52.1%
147.4421.00.000.000	Building Maintenance	63	944	293	55	435	-	1,790	11,000	(6,500)	4,500	2,710	60.2%
147.4430.00.000.000	Mat Service	139	139	139	139	70	209	837	2,000		2,000	1,163	58.2%
147.4430.04.000.000	Trash Pick-Up	178	-	267	-	-	170	615	1,300		1,300	685	52.7%
147.4431.00.000.000	Landscape Maintenance	229	-	229	458	334	334	1,585	3,500		3,500	1,915	54.7%
147.4436.00.000.000	Maintenance Charges from Others	2,515	2,638	3,705	4,310	3,310	3,440	19,918	40,000		40,000	20,083	50.2%
147.4480.00.000.000	Protective Services	1,026	777	777	1,026	777	777	5,163	12,000	(1,500)	10,500	5,337	50.8%
147.4510.03.000.000	Property Insurance	1,990	-	-	-	-	-	1,990	2,196		2,196	205	9.4%
147.4580.01.000.000	Interest Exp-Loan #1 \$2,240,000 Loan	1,466	1,515	1,486	1,410	1,429	1,353	8,657	14,158		14,158	5,501	38.9%
147.4800.00.000.000	Depreciation Expense	-	-	-	-	-	-	-	-		-	-	0.0%
	Total Operating Expenses	13,669	11,282	11,397	10,860	11,590	9,253	68,051	130,196	-	130,196	62,145	47.7%
	Net Operating Income/(Loss)	(2,658)	(271)	4,109	152	(578)	5,892	6,646	917	-	917	(5,729)	
147.9110.00.000.000	CF Trans In - Debt Svc (principal pmt)	-	-	37,480	-	-	37,840	75,320	153,737		153,737	78,417	51.0%
	Net Increase/(Decrease) In Fund Balance	(2,658)	(271)	41,589	152	(578)	43,732	81,966	154,653	-	154,653	72,688	

Yolo Housing

Mid-year Budget Updates FY2016-17

Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
HCV Administration													
200.3025.00.000.000	Admin Fees Earned from HUD	110,099	110,100	112,728	110,100	104,792	104,792	652,611	1,200,000	39,189	1,239,189	586,578	47.3%
200.3610.01.000.000	Interest Income-Admin Reserve	131	155	147	150	133	97	813	1,200	400	1,600	787	49.2%
200.3620.00.000.000	Gain/Loss Sale of Fixed Assets	-	-	-	-	-	-	-	-	-	-	-	0.0%
200.3690.00.000.000	Fraud Income (50%)	-	1,031	193	183	193	286	1,885	1,800	1,500	3,300	1,415	42.9%
200.3690.01.000.000	Port In Admin Fees	553	528	470	506	576	737	3,370	2,700	3,000	5,700	2,330	40.9%
	Total Operating Revenue	110,783	111,815	113,537	110,938	105,694	105,912	658,678	1,205,700	44,089	1,249,789	591,111	47.3%
200.4110.00.000.000	Administrative Salaries	31,383	42,671	28,430	30,420	28,073	28,117	189,094	346,087	35,000	381,087	191,993	50.4%
200.4110.10.000.000	FSS Coordinator Salaries	-	1,503	-	338	1,174	1,213	4,228	17,347	(5,000)	12,347	8,119	65.8%
200.4115.01.000.000	FSS P/R Taxes - Social Security/Medicare	-	93	-	24	71	74	263	1,327	-	1,327	1,064	80.2%
200.4115.02.000.000	FSS P/R Taxes - SUI	-	-	-	-	-	-	-	174	-	174	174	100.0%
200.4115.04.000.000	FSS Retirement	-	314	-	20	246	175	755	1,082	-	1,082	327	30.2%
200.4115.05.000.000	FSS Workers Comp	-	-	-	-	-	163	163	173	-	173	10	6.0%
200.4115.06.000.000	FSS Coordinator Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
200.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	2,138	2,905	1,924	2,074	1,910	1,916	12,867	25,995	-	25,995	13,128	50.5%
200.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	-	-	-	3,162	(2,500)	662	662	100.0%
200.4125.04.000.000	Admin. Retirement	4,136	7,416	5,074	5,162	4,899	3,772	30,459	26,193	10,000	36,193	5,734	15.8%
200.4125.05.000.000	Admin. Workers Comp	-	-	1,332	-	-	1,177	2,509	7,223	-	7,223	4,714	65.3%
200.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
200.4130.00.000.000	Legal Fees	-	-	-	-	-	-	-	-	-	-	-	0.0%
200.4140.00.000.000	Training	-	894	1,350	600	1,650	-	4,494	5,500	3,000	8,500	4,006	47.1%
200.4150.00.000.000	Travel	111	336	1,683	-	615	-	2,745	6,000	-	6,000	3,255	54.2%
200.4170.00.000.000	Accounting Fees	-	-	-	-	-	-	-	-	-	-	-	0.0%
200.4170.04.000.000	Contract Service Plan Updates	-	-	-	-	-	433	433	3,000	-	3,000	2,567	85.6%
200.4170.10.000.000	Professional Services	-	854	-	-	-	-	854	26,000	(20,000)	6,000	5,146	85.8%
200.4171.00.000.000	Auditing	-	-	6,109	-	-	-	6,109	15,000	-	15,000	8,891	59.3%
200.4172.00.000.000	Public Relations Expense	-	-	-	-	-	-	-	-	-	-	-	0.0%
200.4180.00.000.000	147 Rent	2,102	2,102	2,102	2,102	2,102	2,102	12,615	25,230	-	25,230	12,615	50.0%
200.4190.00.000.000	Office Supplies	-	63	220	402	99	-	785	3,500	-	3,500	2,715	77.6%
200.4190.01.000.000	Postage	526	771	554	788	488	505	3,632	17,000	-	17,000	13,368	78.6%
200.4190.02.000.000	Printing & Copier Usage Charges	1,777	1,978	1,312	1,929	1,381	1,465	9,840	30,000	(10,000)	20,000	10,160	50.8%
200.4190.03.000.000	Telephone	653	660	500	490	801	298	3,402	6,000	-	6,000	2,598	43.3%
200.4190.04.000.000	Other Misc. Costs	-	-	-	-	-	-	-	500	-	500	500	100.0%
200.4190.05.000.000	Membership Dues and Subscriptions	100	-	-	-	-	422	522	5,000	(3,000)	2,000	1,478	73.9%
200.4190.06.000.000	Fair Housing Services	-	-	1,250	-	-	1,250	2,500	5,000	-	5,000	2,500	50.0%
200.4190.07.000.000	Computer Support & License Fees	19,539	-	650	-	-	-	20,189	23,500	-	23,500	3,311	14.1%
200.4190.09.000.000	Admin Fees Port-Outs	-	-	-	-	-	-	-	4,000	-	4,000	4,000	100.0%
200.4190.12.000.000	Office Machines/Leases	30	30	30	30	30	30	183	2,500	-	2,500	2,317	92.7%
200.4190.14.000.000	Criminal Background Checks	241	209	525	224	439	320	1,959	7,000	-	7,000	5,041	72.0%
200.4190.16.000.000	Meeting Supplies/Expense	-	-	-	-	-	-	-	500	-	500	500	100.0%
200.4190.17.000.000	Office Equipment	310	-	-	-	-	-	310	1,000	-	1,000	691	69.1%
200.4190.20.000.000	Advertising	-	-	-	-	-	189	189	6,500	(5,000)	1,500	1,312	87.4%
200.4190.23.000.000	Computer Equipment	-	52	4,884	-	33	-	4,969	5,500	-	5,500	531	9.7%
200.4230.10.000.000	Contract Services	8,000	200	-	1,420	-	-	9,620	15,000	3,500	18,500	8,880	48.0%
200.4400.06.000.000	HCV Management Fee	18,396	18,240	18,156	18,060	17,988	17,832	108,672	226,000	-	226,000	117,328	51.9%
200.4400.07.000.000	HCV Bookkeeping Fee	11,498	11,400	11,348	11,288	11,243	11,145	67,920	142,000	-	142,000	74,080	52.2%
200.4401.00.000.000	IT Services	2,626	4,234	4,075	2,080	2,717	2,912	18,644	40,000	-	40,000	21,356	53.4%
200.4420.07.000.000	Gas / Oil	-	-	76	60	-	-	137	600	-	600	463	77.2%
200.4430.01.000.000	Vehicle Repair & Maintenance	-	-	63	-	-	-	63	2,500	-	2,500	2,437	97.5%
200.4430.10.000.000	Uniforms	-	-	-	-	-	-	-	500	-	500	500	100.0%
200.4436.00.000.000	Maintenance Charges from Others	195	185	-	-	220	-	600	250	750	1,000	400	40.0%
200.4510.01.000.000	General Liability Insurance	6,784	-	-	-	-	-	6,784	6,935	-	6,935	151	2.2%

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
200.4510.02.000.000	Auto Insurance	768	-	-	-	-	-	768	806		806	38	4.8%
200.4540.00.000.000	Admin Benefits	7,769	7,729	7,526	7,466	6,491	7,584	44,564	95,647		95,647	51,082	53.4%
200.4540.01.000.000	Retired Benefits	1,733	1,733	1,933	1,933	1,933	1,549	10,813	8,600	15,000	23,600	12,787	54.2%
200.4540.02.000.000	FSS Coordinator Benefits	1	1	1	159	1,186	1	1,349	3,782		3,782	2,433	64.3%
200.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	25,000		25,000	25,000	100.0%
200.4550.00.000.000	Bank Fees & Charges	-	-	-	-	15	-	15	-		-	(15)	0.0%
200.4600.01.000.000	OES Support Agreement	-	-	-	-	-	-	-	2,500		2,500	2,500	100.0%
	Total Operating Expenses	120,815	106,575	101,107	87,069	85,803	84,644	586,014	1,197,114	21,750	1,218,864	632,850	51.9%
	Net Increase/(Decrease) In Fund Balance	(10,033)	5,240	12,430	23,869	19,890	21,267	72,664	8,586	22,339	30,925	(41,739)	

HCV Housing Assistance Payments (HAP)

200.8020.00.000.000	HAP Contributions Received from HUD	1,013,061	1,013,061	1,023,053	1,023,053	931,754	670,307	5,674,289	11,552,759		11,552,759	5,878,470	50.9%
200.8020.02.000.000	HAP Fraud Income (50%)	-	1,031	193	183	193	286	1,885	1,800	1,500	3,300	1,415	42.9%
	Total Operating Revenue	1,013,061	1,014,092	1,023,246	1,023,236	931,947	670,593	5,676,174	11,554,559	1,500	11,556,059	5,879,885	50.9%
200.8101.00.000.000	HAP Payments	-	-	-	-	-	-	-	-		-	-	0.0%
200.8101.01.000.000	HAP Payments for Incoming Ports	1,232	2,934	2,607	2,707	3,079	1,523	14,082	52,000		52,000	37,918	72.9%
200.8101.02.000.000	HAP Payments for Homeownership	1,331	1,331	1,375	1,375	1,375	1,375	8,162	16,000		16,000	7,838	49.0%
200.8101.03.000.000	HAP Payments for Enhanced Vouchers	50,366	50,579	49,947	50,229	50,591	52,442	304,154	655,000		655,000	350,846	53.6%
200.8101.04.000.000	HAP Payments for Tenant Protection	23,653	24,279	24,212	23,404	22,946	24,056	142,550	-		-	(142,550)	0.0%
200.8101.06.000.000	HAP Payments for VASH-HCV	509	1,509	1,509	1,509	1,000	1,005	7,041	-		-	(7,041)	0.0%
200.8101.07.000.000	HAP Payments for VASH-PBV	5,884	5,757	5,047	4,197	4,991	3,311	29,187	-		-	(29,187)	0.0%
200.8101.08.000.000	HAP Payments for PBV	9,260	9,884	10,005	10,004	10,782	11,234	61,168	74,000		74,000	12,832	17.3%
200.8101.11.000.000	HAP Payments for HCV	894,833	894,820	889,568	881,904	884,310	882,424	5,327,859	10,660,000		10,660,000	5,332,141	50.0%
200.8102.00.000.000	HAP FSS Escrow Payments	3,473	-	-	-	-	-	3,473	16,000		16,000	12,527	78.3%
200.8103.00.000.000	HAP Payments for Outgoing Ports	-	-	-	-	-	-	-	48,000		48,000	48,000	100.0%
200.8103.02.000.000	Outgoing Ports Admin Fee for Homeownershi	-	-	-	-	-	-	-	-		-	-	0.0%
200.8103.03.000.000	Outgoing Ports Admin Fee for Enhanced Vouc	-	-	-	-	-	-	-	-		-	-	0.0%
200.8103.04.000.000	Outgoing Ports Admin Fee for Tenant Protect	51	51	51	51	-	-	206	500		500	294	58.8%
200.8103.06.000.000	Outgoing Ports Admin Fee for VASH-HCV	-	-	-	-	-	-	-	-		-	-	0.0%
200.8103.07.000.000	Outgoing Ports Admin Fee for VASH-PBV	-	-	-	-	-	-	-	-		-	-	0.0%
200.8103.08.000.000	Outgoing Ports Admin Fee for PBV	-	-	-	-	-	-	-	-		-	-	0.0%
200.8103.11.000.000	Outgoing Ports Admin Fee for HCV	610	515	566	618	515	759	3,582	6,500		6,500	2,918	44.9%
200.8104.00.000.000	HAP Utility Payments	-	-	-	-	-	-	-	23,000		23,000	23,000	100.0%
200.8104.02.000.000	HAP Utility Payments for Homeownership	-	-	-	-	-	-	-	-		-	-	0.0%
200.8104.03.000.000	HAP Utility Payments for Enhanced Vouchers	471	412	412	426	426	426	2,573	6,000		6,000	3,427	57.1%
200.8104.04.000.000	HAP Utility Payments for Tenant Protection	48	48	48	34	29	167	374	1,500		1,500	1,126	75.1%
200.8104.06.000.000	HAP Utility Payments for VASH-HCV	-	23	23	72	72	67	257	-		-	(257)	0.0%
200.8104.07.000.000	HAP Utility Payments for VASH-PBV	16	16	16	-	-	-	48	250		250	202	80.8%
200.8104.08.000.000	Project Based Vouchers	-	-	-	-	-	-	-	-		-	-	0.0%
200.8104.11.000.000	HAP Utility Payments for HCV	4,255	4,464	4,123	3,019	3,736	4,236	23,833	43,000		43,000	19,167	44.6%
	Total Operating Expenses	995,992	996,622	989,510	979,549	983,852	983,025	5,928,550	11,601,750	-	11,601,750	5,673,200	48.9%
	Net Increase/(Decrease) In Fund Balance	17,069	17,470	33,736	43,686	(51,905)	(312,432)	(252,376)	(47,191)	1,500	(45,691)	206,685	

Yolo Housing

Mid-year Budget Updates FY2016-17

Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
COCC (General Fund)													
310.3220.00.000.000	CF Trans In - Mgmt Impr (1408)	-	-	2,189	-	-	904	3,093	9,000		9,000	5,907	65.6%
310.3400.01.000.000	AMP Management Fees	28,980	28,912	28,844	28,980	28,912	28,912	173,541	344,674	1,800	346,474	172,933	49.9%
310.3400.02.000.000	AMP Bookkeeping Fees	3,210	3,203	3,195	3,210	3,203	3,203	19,223	38,500	200	38,700	19,478	50.3%
310.3400.03.000.000	AMP Asset Management Fees	4,310	4,310	4,310	4,310	4,310	4,310	25,860	52,500	-	52,500	26,640	50.7%
310.3400.06.000.000	HCV Program Management Fees	18,396	18,240	18,156	18,060	17,988	17,832	108,672	226,000		226,000	117,328	51.9%
310.3400.07.000.000	HCV Program Bookkeeping Fees	11,498	11,400	11,348	11,288	11,243	11,145	67,920	142,000		142,000	74,080	52.2%
310.3400.10.000.000	Capital Fund 1410 Admin Costs/Mgmt Fees	-	-	-	-	-	74,104	74,104	74,104		74,104	-	0.0%
310.3410.00.311.000	Asset Management Fee - Eleanor	-	-	-	-	-	-	-	-		-	-	0.0%
310.3410.00.320.000	Asset Management Fee - ADMH	675	675	675	675	675	675	4,050	8,100		8,100	4,050	50.0%
310.3410.00.400.000	Asset Management Fee - NHCDC	-	-	-	-	-	-	-	43,000		43,000	43,000	100.0%
310.3410.00.402.000	Asset Management Fee - Cottonwood	1,610	1,610	1,610	1,610	1,610	1,610	9,660	19,320		19,320	9,660	50.0%
310.3410.00.501.000	Davis MC Management Fees	3,482	3,482	3,482	3,482	3,482	3,482	20,892	41,611		41,611	20,719	49.8%
310.3410.00.502.000	Madison MC Management Fees	4,633	4,633	4,633	4,633	4,633	4,633	27,798	55,558		55,558	27,760	50.0%
310.3410.00.503.000	Rehrman (Dixon) MC Management Fees	3,111	3,111	3,111	3,111	3,111	3,111	18,666	37,324		37,324	18,658	50.0%
310.3410.00.600.000	Davis Solar Management Fee	434	434	434	372	434	434	2,542	7,500		7,500	4,958	66.1%
310.3410.00.700.000	Pacifico Management Fees	3,500	3,500	3,500	3,500	3,500	3,500	21,000	42,000		42,000	21,000	50.0%
310.3410.01.501.000	Davis MC Mgmt Fee Contra - Unfunded OMS	-	-	-	-	-	-	-	-		-	-	0.0%
310.3410.01.502.000	Madison MC Mgmt Fee Contra - Unfunded OI	-	-	-	-	-	-	-	-		-	-	0.0%
310.3410.01.503.000	Dixon MC Mgmt Fee Contra - Unfunded OMS	-	-	-	-	-	-	-	-		-	-	0.0%
310.3435.00.000.000	IT Billed	8,679	12,254	8,419	5,984	10,900	9,738	55,973	123,000	(9,000)	114,000	58,027	50.9%
310.3436.00.000.000	Maintenance Charges to Programs	53,021	85,147	57,818	72,320	57,363	55,058	380,726	667,750	84,750	752,500	371,774	49.4%
310.3450.00.880.000	Davis Rehab Grant (OMS-880) Admin Fee	-	-	-	-	-	-	-	-		-	-	0.0%
310.3500.00.311.000	Development Fee - Eleanor	-	-	-	-	-	-	-	-		-	-	0.0%
310.3610.00.000.000	Interest Income	53	44	39	59	60	81	335	300		300	(35)	-11.8%
310.3620.00.000.000	Gain/Loss Sale of Fixed Assets	-	-	-	-	-	-	-	-		-	-	0.0%
310.3690.00.000.000	Other income	2,207	2,387	5,609	1,498	(0)	3,515	15,216	10,000	10,000	20,000	4,784	23.9%
310.3690.01.000.000	Staff Consulting Services Income	-	-	-	-	-	-	-	5,000		5,000	5,000	100.0%
310.3690.05.000.000	Donation Income	-	576	384	384	384	384	2,112	-	2,112	2,112	-	0.0%
310.3690.20.000.000	Discounts Taken	15	10	4	8	-	-	37	100		100	63	62.6%
310.3690.31.000.000	Income-Copier Usage Charges to Programs	2,672	2,642	1,952	3,024	1,968	2,068	14,326	45,875	(17,000)	28,875	14,549	50.4%
310.3690.32.000.000	Income-Copier Charges for 4th & Hope	1,011	1,056	1,149	959	929	52	5,155	9,000	2,000	11,000	5,845	53.1%
	Total Operating Revenue	151,496	187,625	160,860	167,467	154,703	228,749	1,050,901	2,002,215	74,862	2,077,077	1,026,176	49.4%
310.4110.00.000.000	Administrative Salaries	62,259	97,842	62,325	62,695	62,863	59,790	407,774	757,813	53,726	811,539	403,765	49.8%
310.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	3,832	6,946	3,992	3,709	3,720	3,838	26,037	57,056	(5,000)	52,056	26,019	50.0%
310.4125.02.000.000	Admin. P/R Taxes- -SUI	80	604	359	152	69	69	1,333	4,323		4,323	2,990	69.2%
310.4125.04.000.000	Admin. Retirement	6,569	12,900	8,748	8,606	8,849	7,885	53,556	48,666	15,000	63,666	10,110	15.9%
310.4125.05.000.000	Admin. Workers Comp	-	-	3,087	-	-	2,712	5,799	25,106		25,106	19,307	76.9%
310.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
310.4130.00.000.000	Legal Fees	-	-	-	12,500	-	-	12,500	50,000		50,000	37,500	75.0%
310.4130.10.000.000	Litigation Costs	-	-	-	-	-	-	-	-		-	-	0.0%
310.4140.00.000.000	Training	200	1,573	1,536	(540)	-	948	3,717	10,000		10,000	6,283	62.8%
310.4150.00.000.000	Travel	605	2,192	663	(1,464)	2,150	(251)	3,895	10,000		10,000	6,105	61.1%
310.4170.00.000.000	Accounting Services	9,335	7,299	-	-	-	-	16,634	-		-	(16,634)	0.0%
310.4170.01.000.000	Consulting Services	-	-	-	-	-	-	-	-		-	-	0.0%
310.4170.04.000.000	Contract Service - Plan Updates	-	-	-	-	-	-	-	-		-	-	0.0%
310.4170.05.000.000	Contract Service	-	-	-	-	-	-	-	-		-	-	0.0%
310.4170.06.000.000	Contract Service - Clerk of the Board	-	(2,112)	-	-	-	4,612	2,500	5,000		5,000	2,500	50.0%
310.4170.10.000.000	Professional Services	-	3,061	-	-	21	183	3,265	3,000	500	3,500	235	6.7%
310.4171.00.000.000	Auditing	-	-	3,031	-	-	-	3,031	8,600		8,600	5,569	64.8%
310.4180.00.000.000	147 Rent	3,009	3,009	3,009	3,009	3,009	3,009	18,057	36,113		36,113	18,056	50.0%
310.4190.00.000.000	Postage	42	264	374	84	47	85	896	18,000	(16,000)	2,000	1,104	55.2%

Yolo Housing

Mid-year Budget Updates FY2016-17

Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
310.4190.01.000.000	Office Supplies	-	269	265	214	378	134	1,259	7,000		7,000	5,741	82.0%
310.4190.02.000.000	Printing & Copier Usage Charges	778	1,049	710	470	794	311	4,113	8,500		8,500	4,387	51.6%
310.4190.03.000.000	Telephone	1,553	2,823	2,116	1,534	1,876	1,361	11,262	21,000	1,500	22,500	11,238	49.9%
310.4190.04.000.000	Board Stipends	-	250	300	350	-	250	1,150	2,000	300	2,300	1,150	50.0%
310.4190.05.000.000	Dues & Subscriptions	115	-	-	-	750	99	964	4,000		4,000	3,036	75.9%
310.4190.07.000.000	Computer Support & License Fees	5,459	-	-	-	-	99	5,558	10,000		10,000	4,442	44.4%
310.4190.08.000.000	Computer Services	149	-	10	-	3,135	-	3,294	6,000		6,000	2,706	45.1%
310.4190.11.000.000	Office Equipment	-	-	-	-	-	-	-	-		-	-	0.0%
310.4190.12.000.000	Office Machines/Leases	3,611	3,789	3,077	3,077	3,789	3,077	20,419	42,000		42,000	21,581	51.4%
310.4190.13.000.000	Meeting Expense	130	47	72	-	9	-	258	500		500	242	48.4%
310.4190.14.000.000	Advertising	1,158	-	-	108	579	155	2,000	1,000	2,000	3,000	1,000	33.3%
310.4190.16.000.000	P/R Processing Fee	245	371	243	252	236	233	1,579	4,000		4,000	2,421	60.5%
310.4190.23.000.000	Computer Equipment	-	1,288	33	-	130	-	1,451	5,000		5,000	3,550	71.0%
310.4310.00.000.000	Water - Davis Lot Fee	2	2	-	-	2	2	8	25		25	17	66.5%
310.4410.00.000.000	Maintenance Salaries	27,322	40,520	38,941	30,256	25,481	26,199	188,718	308,129	56,589	364,718	176,000	48.3%
310.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medi	1,935	2,865	2,763	2,170	1,801	1,855	13,390	22,541		22,541	9,151	40.6%
310.4415.02.000.000	Maintenance P/R Taxes- SUI	-	21	253	345	248	-	868	2,604		2,604	1,736	66.7%
310.4415.03.000.000	Maintenance P/R Taxes - FUTA	-	-	-	-	-	-	-	-		-	-	0.0%
310.4415.04.000.000	Maintenance Retirement	3,696	7,161	6,594	4,230	3,579	3,001	28,261	23,855	15,000	38,855	10,594	27.3%
310.4415.05.000.000	Maintenance Workers Comp	-	-	8,739	-	-	7,131	15,870	35,882		35,882	20,013	55.8%
310.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
310.4420.00.000.000	Maintenance Supplies	-	-	-	-	-	-	-	-		-	-	0.0%
310.4420.01.000.000	Maintenance Contracts	-	-	-	-	-	-	-	-		-	-	0.0%
310.4420.07.000.000	Gas & Oil Vehicles/Repairs Fleet Vehicles	-	-	6,450	1,278	20	22	7,770	24,000	(9,000)	15,000	7,230	48.2%
310.4430.01.000.000	Janitorial Services	-	-	11	-	-	-	11	-	50	50	39	78.0%
310.4430.06.000.000	Trash Truck- Insurance/Fuel/Repairs	1,536	178	3,047	263	178	59	5,261	9,000	1,000	10,000	4,739	47.4%
310.4430.08.000.000	Automotive Repairs	-	-	-	-	-	-	-	-		-	-	0.0%
310.4430.10.000.000	Uniform and Mat Service	-	-	956	-	635	-	1,591	4,500		4,500	2,909	64.7%
310.4431.00.000.000	Landscape Maintenance	225	-	-	-	-	-	225	-	250	250	25	10.0%
310.4436.00.000.000	Maintenance Charges from Others	-	-	-	-	-	-	-	-		-	-	0.0%
310.4480.00.000.000	Protective Services	-	-	-	-	-	-	-	-		-	-	0.0%
310.4510.01.000.000	General Liability Insurance	233	-	-	-	-	-	233	531		531	298	56.1%
310.4510.02.000.000	Auto Insurance	5,063	-	-	-	-	-	5,063	6,606		6,606	1,543	23.4%
310.4510.04.000.000	ERMA Insurance	(1,014)	-	-	-	-	-	(1,014)	-		-	1,014	0.0%
310.4540.00.000.000	Admin Benefits	7,174	7,400	7,924	8,201	8,107	8,502	47,309	132,756	(40,000)	92,756	45,447	49.0%
310.4540.01.000.000	Retired Admin Benefits	1,434	1,434	1,434	1,434	1,434	1,434	8,606	17,000		17,000	8,394	49.4%
310.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	75,000		75,000	75,000	100.0%
310.4540.10.000.000	Maintenance Benefits	4,258	4,258	4,258	6,463	4,081	4,082	27,399	50,856		50,856	23,457	46.1%
310.4550.00.000.000	Bank Fees & Finance Chgs	-	-	-	-	-	-	-	1,000		1,000	1,000	100.0%
310.4600.01.000.000	OES Support Agreement	-	-	-	-	-	-	-	4,500		4,500	4,500	100.0%
310.4800.00.000.000	Depreciation Expense	-	-	-	-	-	-	-	-		-	-	0.0%
310.6010.00.000.000	Prior Period Adjustments	-	-	-	-	-	(1,594)	(1,594)	-		-	1,594	0.0%
	Total Operating Expenses	150,993	207,302	175,319	149,397	137,970	139,293	960,273	1,863,462	75,915	1,939,377	979,104	50.5%
	Net Increase/(Decrease) In Fund Balance	504	(19,677)	(14,459)	18,070	16,734	89,456	90,628	138,753	(1,053)	137,701	47,073	

Yolo Housing

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
ADMH (Helen Thomson Homes)													
320.3690.00.000.000	Other government revenues	-	-	-	-	-	-	-	30,745		30,745	30,745	100.0%
	Total Operating Revenue	-	-	-	-	-	-	-	30,745	-	30,745	30,745	100.0%
320.4190.02.000.000	Printing & Copier Usage Charges	0	1	0	-	-	1	1	50		50	49	97.2%
320.4190.14.010.000	Background Check - Meadowlark	-	-	-	-	-	-	-	250		250	250	100.0%
320.4190.14.020.000	Background Check - Trinity	-	-	-	-	-	-	-	250		250	250	100.0%
320.4190.18.010.000	Property Taxes, Assessments and Fees - Mead	-	-	-	-	-	1,229	1,229	1,500		1,500	271	18.1%
320.4190.18.020.000	Property Taxes, Assessments and Fees - Trinit	-	-	-	-	9	-	9	-	10	10	1	10.0%
320.4310.01.010.000	Water - Meadowlark	38	37	38	38	38	38	225	495	(10)	485	260	53.7%
320.4310.01.020.000	Water - Trinity	68	80	72	67	64	63	414	762		762	348	45.6%
320.4320.00.010.000	Electric Service - Meadowlark	262	934	262	108	125	97	1,787	2,094		2,094	307	14.6%
320.4320.00.020.000	Electric Expense - Trinity	600	-	518	282	205	303	1,908	3,013		3,013	1,105	36.7%
320.4330.00.010.000	Gas - Meadowlark	19	19	19	20	44	191	312	1,181		1,181	870	73.6%
320.4330.00.020.000	Gas - Trinity	18	19	21	17	31	109	216	762		762	546	71.6%
320.4390.00.010.000	Sewer - Meadowlark	45	45	45	45	45	45	268	524		524	256	48.9%
320.4390.00.020.000	Sewer - Trinity	52	55	52	52	52	52	316	617		617	301	48.7%
320.4400.01.010.000	Management Fee Expense - Meadowlark	338	338	338	338	338	338	2,025	4,050		4,050	2,025	50.0%
320.4400.01.020.000	Management Fee Expense - Trinity	338	338	338	338	338	338	2,025	4,050		4,050	2,025	50.0%
320.4420.00.010.000	Materials - Meadowlark	-	-	-	-	-	-	-	1,250		1,250	1,250	100.0%
320.4420.00.020.000	Materials - Trinity	-	-	-	-	-	21	21	50		50	29	57.8%
320.4421.00.010.000	Maintenance Repairs - Meadowlark	-	-	-	-	-	-	-	500		500	500	100.0%
320.4421.00.020.000	Maintenance Repairs - Trinity	-	-	-	-	-	-	-	500		500	500	100.0%
320.4430.00.010.000	Grounds Maintenance - Meadowlark	-	-	-	-	-	-	-	300		300	300	100.0%
320.4430.00.020.000	Grounds Maintenance - Trinity	122	-	122	244	122	122	732	1,500		1,500	768	51.2%
320.4430.04.010.000	Garbage and Trash Removal - Meadowlark	21	21	21	21	21	21	125	250		250	125	50.0%
320.4430.04.020.000	Garbage and Trash Removal - Trinity	59	-	59	-	59	-	177	400		400	223	55.6%
320.4430.05.010.000	Chemical Treatment - Meadowlark	-	-	-	-	-	-	-	100		100	100	100.0%
320.4430.05.020.000	Chemical Treatment - Trinity	-	-	-	-	-	-	-	100		100	100	100.0%
320.4436.00.010.000	Maintenance Charges from Others - Meadow	-	-	-	33	-	163	195	500		500	305	61.0%
320.4436.00.020.000	Maintenance Charges from Others - Trinity	-	-	-	-	-	130	130	500		500	370	74.0%
320.4510.01.010.000	General Liability Insurance - Trinity	-	-	-	-	-	-	-	-		-	-	0.0%
320.4510.01.020.000	General Liability Insurance - Meadowlark	-	-	-	-	-	-	-	-		-	-	0.0%
320.4510.03.010.000	Property Insurance - Meadowlark	231	-	-	-	-	-	231	285		285	54	18.8%
320.4510.03.020.000	Property Insurance - Trinity	189	-	-	-	-	-	189	191		191	2	1.2%
320.4610.00.010.000	Extraordinary Maint-Meadowlark (Cap Impr n	-	-	-	-	-	-	-	-		-	-	0.0%
320.4610.00.020.000	Extraordinary Maint-Trinity (Cap Impr not Cap	-	-	-	-	-	-	-	727		727	727	100.0%
320.4800.00.010.000	Depreciation Expense - Meadowlark	-	-	-	-	-	-	-	-		-	-	0.0%
320.4900.00.010.000	Replacent Reserve Set Aside Expense - Mead	-	-	-	-	-	-	-	-		-	-	0.0%
320.7061.00.000.000	ADMH Capital Grant	-	-	-	-	-	-	-	-		-	-	0.0%
	Total Operating Expenses	2,399	1,886	1,904	1,600	1,490	3,258	12,536	26,750	-	26,750	14,214	53.1%
	Net Increase/(Decrease) In Fund Balance	(2,399)	(1,886)	(1,904)	(1,600)	(1,490)	(3,258)	(12,536)	3,995	-	3,995	16,531	

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
New Hope CDC & Cottonwood Senior Apartments													
400.3110.00.000.000	Dwelling Rent-Market Rate Units	10,536	11,060	10,546	10,596	9,894	10,184	62,816	130,466	8,000	138,466	75,650	54.6%
400.3110.01.000.000	Dwelling Rent-RHCP Units	4,886	4,886	4,688	4,688	4,688	4,487	28,323	57,000		57,000	28,677	50.3%
400.3110.20.000.000	Dwelling Rent-HAP Payments Rec'd	9,335	9,307	9,293	9,325	9,977	9,687	56,924	113,534		113,534	56,610	49.9%
400.3111.01.000.000	Retro Rent RHCP Units	-	-	-	-	-	-	-	-		-	-	0.0%
400.3369.01.000.000	RHCP - State Annuity Receipts	-	-	-	-	-	-	-	7,500	(7,500)	-	-	0.0%
400.3410.00.411.000	Asset Mgmt Fee - Cesar	-	-	-	-	-	-	-	-		-	-	0.0%
400.3410.00.412.000	Asset Mgmt Fee - Rochdale	-	-	-	-	-	-	-	-		-	-	0.0%
400.3410.00.413.000	Asset Mgmt Fee - Crosswood	-	-	-	-	-	4,650	4,650	9,300		9,300	4,650	50.0%
400.3500.00.411.000	Development Fee - Cesar	-	-	-	-	-	-	-	-		-	-	0.0%
400.3500.00.412.000	Development Fee - Rochdale	-	-	-	-	-	-	-	-		-	-	0.0%
400.3500.00.413.000	Development Fee - Crosswood	-	-	-	-	-	-	-	-		-	-	0.0%
400.3610.00.000.000	Interest Income	11	23	14	13	13	12	86	450		450	364	80.9%
400.3610.01.000.000	Interest on Replacement Reserve	26	30	27	28	28	28	167	275		275	108	39.2%
400.3690.00.000.000	Other income	35	70	-	140	-	-	245	200	150	350	105	30.0%
400.3690.01.000.000	Contribution Income	-	-	-	-	-	-	-	-		-	-	0.0%
400.3690.02.000.000	RHCP - Maintenance Charges to Tenants	-	-	-	-	-	-	-	-		-	-	0.0%
400.3690.03.000.000	Other Income Tenant Cottonwood	-	-	150	-	-	-	150	100	250	350	200	57.1%
400.3690.04.000.000	RHCP - Other Charges to Tenants	-	-	-	-	-	-	-	200		200	200	100.0%
400.3690.05.000.000	Vending Income	219	235	219	215	298	225	1,410	2,500		2,500	1,090	43.6%
400.3690.30.000.000	Other Government Income	-	-	-	-	-	1,256	1,256	2,500		2,500	1,244	49.7%
	Total Operating Revenue	25,048	25,611	24,937	25,005	24,897	30,530	156,028	324,025	900	324,925	168,897	52.0%
400.4110.00.000.000	Administration Salaries	1,744	3,260	2,902	2,729	2,541	1,874	15,051	32,778	(2,000)	30,778	15,727	51.1%
400.4125.01.000.000	Admin. P/R Taxes - Social Security/Medicare	124	232	207	193	181	132	1,068	2,581		2,581	1,512	58.6%
400.4125.02.000.000	Admin. P/R Taxes - SUI	1	-	-	-	-	-	1	312		312	311	99.6%
400.4125.04.000.000	Admin. Retirement	111	184	166	187	171	232	1,050	2,078		2,078	1,028	49.5%
400.4125.05.000.000	Admin. Workers Comp	-	-	149	-	-	142	291	713		713	422	59.2%
400.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
400.4130.00.000.000	Legal Fees	-	-	-	-	-	-	-	750		750	750	100.0%
400.4140.00.000.000	Training	-	-	-	-	-	-	-	500		500	500	100.0%
400.4150.00.000.000	Travel	-	-	-	-	21	-	21	250		250	229	91.7%
400.4170.05.000.000	Contract Services	-	-	-	-	425	-	425	-	750	750	325	43.3%
400.4170.10.000.000	Professional Services	-	588	-	-	-	-	588	-	1,000	1,000	412	41.2%
400.4171.00.000.000	Audit & IRS 990 Submission	-	-	-	-	-	-	-	15,900	(2,300)	13,600	13,600	100.0%
400.4171.01.000.000	Tax Return Prep - NHCDC Crswd LLC	-	-	-	2,300	-	-	2,300	-	2,300	2,300	-	0.0%
400.4190.00.000.000	Postage	-	4	31	-	-	-	35	100		100	65	64.6%
400.4190.01.000.000	Office Supplies	-	-	43	-	-	-	43	350		350	307	87.8%
400.4190.02.000.000	Printing & Copier Usage Charges	13	16	11	20	35	17	112	375		375	263	70.1%
400.4190.03.000.000	Telephone	186	149	168	172	201	140	1,016	2,300		2,300	1,284	55.8%
400.4190.05.000.000	Membership Dues and Subscriptions	-	-	-	-	-	-	-	500		500	500	100.0%
400.4190.06.000.000	Personnel Studies	-	-	-	-	-	-	-	-		-	-	0.0%
400.4190.07.000.000	Computer Support & License Fees	1,321	60	60	60	60	60	1,621	2,700		2,700	1,079	40.0%
400.4190.11.000.000	Office Equipment	-	-	229	-	-	-	229	50	500	550	321	58.4%
400.4190.12.000.000	Office Machines/Leases	64	64	64	64	64	64	384	825		825	441	53.5%
400.4190.14.000.000	Criminal Background Checks	28	28	-	-	56	-	111	150		150	39	25.7%
400.4190.18.000.000	Taxes, Assessments & Fees	-	114	-	-	-	16,781	16,895	20,500		20,500	3,605	17.6%
400.4190.19.000.000	Realtor Commission	-	-	-	-	-	-	-	-		-	-	0.0%
400.4190.20.000.000	Advertising	-	-	-	-	-	175	175	300		300	125	41.7%
400.4190.22.000.000	Meeting Supplies/Expense	-	-	-	-	-	-	-	300	(300)	-	-	0.0%
400.4190.23.000.000	Computer Equipment	-	-	-	-	-	-	-	1,200	(1,200)	-	-	0.0%
400.4221.00.000.000	Tenant Liaison	-	-	-	-	-	-	-	-		-	-	0.0%
400.4310.00.000.000	Water	807	1,186	1,619	1,671	1,605	1,487	8,375	9,079	8,000	17,079	8,704	51.0%

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
400.4320.00.000.000	Electricity	572	651	530	535	492	466	3,246	4,929	1,500	6,429	3,183	49.5%
400.4330.00.000.000	Gas	75	89	73	13	70	83	403	1,116		1,116	713	63.9%
400.4390.00.000.000	Sewerage	1,605	1,605	1,605	1,605	1,423	1,605	9,448	18,934		18,934	9,486	50.1%
400.4400.01.000.000	Cottonwood Mgmt Fee to YCH	1,610	1,610	1,610	1,610	1,610	1,610	9,660	19,320		19,320	9,660	50.0%
400.4400.02.000.000	NHCDC Mgmt Fee to YCH	-	-	-	-	-	-	-	43,000	(9,000)	34,000	34,000	100.0%
400.4401.00.000.000	IT Services	425	669	225	294	406	263	2,281	7,000	(2,500)	4,500	2,219	49.3%
400.4420.09.000.000	Maintenance Equipment/Supplies	50	-	-	283	52	-	385	4,500	(3,500)	1,000	615	61.5%
400.4423.08.000.000	Fire Protection/Testing/Monitoring	-	-	-	-	-	-	-	500		500	500	100.0%
400.4430.00.000.000	Grounds Maintenance Contracts	229	-	229	458	229	229	1,375	-	2,750	2,750	1,375	50.0%
400.4430.02.000.000	Maintenance Contracts	446	258	224	258	258	7,887	9,331	3,500	7,000	10,500	1,169	11.1%
400.4430.03.000.000	Painting and Decorating Contracts	-	-	-	-	-	-	-	2,500	(1,500)	1,000	1,000	100.0%
400.4430.04.000.000	Garbage and Trash Removal	569	569	569	569	569	619	3,467	7,000		7,000	3,533	50.5%
400.4430.05.000.000	Chemical Treatment Contract	-	-	34	-	-	-	34	50		50	16	32.0%
400.4430.11.000.000	Building Repairs	549	4,303	1,266	1,291	1,458	410	9,276	7,000	5,000	12,000	2,724	22.7%
400.4430.12.000.000	Janitorial Services	-	-	-	-	-	-	-	500		500	500	100.0%
400.4436.00.000.000	Maintenance Charges from Others	1,370	7,450	2,193	3,548	2,375	1,065	18,000	20,000	16,000	36,000	18,000	50.0%
400.4480.00.000.000	Protective Services	156	-	-	156	-	-	312	650		650	338	52.0%
400.4510.00.000.000	Flood Insurance	-	-	-	-	-	-	-	-		-	-	0.0%
400.4510.01.000.000	General Liability Insurance	3,217	-	-	-	-	-	3,217	6,107		6,107	2,890	47.3%
400.4510.02.000.000	Auto Insurance Expense	-	-	-	-	-	-	-	-		-	-	0.0%
400.4510.03.000.000	Property Insurance	5,076	-	-	-	-	-	5,076	11,851	(4,000)	7,851	2,775	35.3%
400.4510.04.000.000	ERMA Insurance	-	-	-	-	-	-	-	-		-	-	0.0%
400.4510.05.000.000	Director's Risk Insurance	1,524	-	-	-	-	-	1,524	3,492		3,492	1,968	56.3%
400.4540.00.000.000	Admin Benefits	533	368	557	516	394	445	2,813	7,898	(2,500)	5,398	2,585	47.9%
400.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	5,000	(5,000)	-	-	0.0%
400.4550.00.000.000	Bank Fees & Charges	-	-	1,000	-	-	-	1,000	-	1,000	1,000	-	0.0%
400.4550.01.000.000	Bank fees for loans	-	-	-	-	-	-	-	-		-	-	0.0%
400.4570.00.000.000	Collection Loss	-	-	-	-	-	-	-	1,000		1,000	1,000	100.0%
400.4610.00.000.000	Extraordinary Maintenance (Cap Impr not Cap)	(3,500)	3,500	-	-	-	-	-	5,000	(5,000)	-	-	0.0%
400.4800.00.000.000	Depreciation	-	-	-	-	-	-	-	-		-	-	0.0%
400.4900.00.000.000	Payment to Reserves	1,500	1,500	1,500	1,500	1,500	1,500	9,000	9,000	9,000	18,000	9,000	50.0%
400.4900.02.000.000	Repl Reserve Trans from Ops	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(9,000)	(9,000)	(9,000)	(18,000)	(9,000)	50.0%
400.5615.00.000.000	Interest on Note Payable FNB	3,043	3,676	3,668	3,542	3,652	3,526	21,107	48,927	(7,000)	41,927	20,820	49.7%
400.5615.01.000.000	Interest- Loan a/c #2	-	-	-	-	-	-	-	-		-	-	0.0%
400.5615.02.000.000	Interest- Loan a/c #3	-	-	-	-	-	-	-	-		-	-	0.0%
400.5615.10.000.000	Other Interest/Penalties	-	-	-	-	-	-	-	-		-	-	0.0%
400.6010.00.000.000	Prior period adjusting	-	-	-	-	-	-	-	-		-	-	0.0%
	Total Operating Expenses	21,951	30,632	19,432	22,074	18,348	39,311	151,748	324,366	-	324,366	172,618	53.2%
	Net Operating Income/(Loss)	3,097	(5,020)	5,505	2,931	6,549	(8,782)	4,280	(341)	900	559	(3,721)	

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
400.8110.01.000.000	Donation Income - EE	1,184	1,200	800	800	800	800	5,584	5,000	6,000	11,000	5,416	49.2%
400.8110.02.000.000	Donation Income - non-EE	-	-	-	-	-	-	-	1,500	4,000	5,500	5,500	100.0%
400.8120.01.000.000	Sponsorships/Grants for Programs	-	-	-	-	-	-	-	2,500	-	2,500	2,500	100.0%
400.8130.01.000.000	Program Fees Received - Soccer	790	95	-	-	-	-	885	4,040	-	4,040	3,155	78.1%
400.8510.11.000.000	CLC Staffing Costs - Dixon Migrant Center	(780)	(1,232)	(980)	(821)	(616)	-	(4,428)	(6,500)	-	(6,500)	(2,072)	31.9%
400.8510.11.001.000	CLC Staffing Costs - Woodland Amp 1	(835)	(1,191)	(792)	(543)	(505)	(800)	(4,665)	-	-	-	4,665	0.0%
400.8510.12.000.000	CLC Operating Costs	-	-	-	-	-	-	-	(5,000)	-	(5,000)	(5,000)	100.0%
400.8520.11.000.000	Children's Program Staffing Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
400.8520.12.000.000	Children's Program Operating Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
400.8520.21.000.000	Soccer Program Staffing Costs	(205)	(356)	(109)	-	-	-	(671)	(750)	-	(750)	(79)	10.6%
400.8520.22.000.000	Soccer Program Operating Costs	(266)	(1,295)	(939)	-	-	-	(2,500)	(2,800)	-	(2,800)	(300)	10.7%
400.8530.11.000.000	Senior Program Staffing Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
400.8530.12.000.000	Senior Program Operating Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
400.8540.11.000.000	Disabled Program Staffing Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
400.8540.12.000.000	Disabled Program Operating Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
400.8550.11.000.000	Emergency Relocation Staffing Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
400.8550.12.000.000	Emergency Relocation Operating Costs	-	-	-	-	-	-	-	-	(5,500)	(5,500)	(5,500)	100.0%
	Total Net Program Earnings	(112)	(2,778)	(2,020)	(565)	(320)	0	(5,795)	(2,010)	4,500	2,490	8,285	332.7%
	Net Increase/(Decrease) In Fund Balance	2,985	(7,798)	3,485	2,367	6,229	(8,782)	(1,515)	(2,351)	5,400	3,049	4,564	

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
Davis Migrant Center													
501.3690.02.000.000	Operating Contract Revenue	83,323	-	-	-	-	-	83,323	458,431		458,431	375,108	81.8%
501.3690.03.000.000	Replacement Reserve Revenue - Restricted	48,000	-	-	-	-	-	48,000	-		-	(48,000)	0.0%
	Total Operating Revenue	131,323	-	-	-	-	-	131,323	458,431	-	458,431	327,108	71.4%
501.4110.00.000.000	Administrative Salaries	1,086	1,829	1,045	993	1,371	1,080	7,404	28,599	(12,000)	16,599	9,195	55.4%
501.4110.01.000.000	Seasonal Salaries	-	-	-	-	-	-	-	-		-	-	0.0%
501.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	70	119	69	65	90	70	483	2,188	(1,000)	1,188	705	59.3%
501.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	-	-	-	243		243	243	100.0%
501.4125.04.000.000	Admin. Retirement	178	358	189	207	252	156	1,339	2,083	350	2,433	1,093	44.9%
501.4125.05.000.000	Admin. Workers Comp	-	-	57	-	-	446	502	666	712	1,378	876	63.5%
501.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
501.4140.00.000.000	Training	-	-	-	-	-	-	-	1,000		1,000	1,000	100.0%
501.4150.00.000.000	Travel - Ops	62	51	45	45	23	23	249	1,000		1,000	751	75.1%
501.4150.01.000.000	Travel - Admin	-	-	-	-	-	-	-	250		250	250	100.0%
501.4170.00.000.000	Legal	-	-	-	-	-	-	-	-		-	-	0.0%
501.4170.10.000.000	Professional Services	-	627	-	-	-	-	627	-	650	650	23	3.6%
501.4171.00.000.000	Auditing	-	-	587	-	-	-	587	1,250		1,250	663	53.0%
501.4172.00.000.000	Accounting Fees	-	-	-	-	-	-	-	-		-	-	0.0%
501.4173.00.000.000	Public Relations Expense	-	-	-	-	-	-	-	-		-	-	0.0%
501.4190.00.000.000	YCH Contract Mgmt Fee	3,482	3,482	3,482	3,482	3,482	3,482	20,892	41,611		41,611	20,719	49.8%
501.4190.01.000.000	Office Supplies	0	12	21	7	-	36	77	900		900	823	91.5%
501.4190.02.000.000	Household Supplies	-	-	-	-	-	-	-	-		-	-	0.0%
501.4190.03.000.000	Telephone	152	153	144	152	153	152	906	2,250		2,250	1,344	59.7%
501.4190.04.000.000	Other Misc. Costs	-	-	-	-	-	-	-	500		500	500	100.0%
501.4190.05.000.000	Membership & Dues	-	-	-	-	-	-	-	150		150	150	100.0%
501.4190.06.000.000	Auto Maintenance / Repairs	-	-	1,235	-	-	-	1,235	2,000		2,000	765	38.3%
501.4190.07.000.000	Gas / Oil	-	71	491	114	-	-	675	2,500		2,500	1,825	73.0%
501.4190.08.000.000	Minor Equip Repair / Maint	-	-	-	-	-	-	-	1,200		1,200	1,200	100.0%
501.4190.09.000.000	Major Equip Repair / Maint	-	-	-	-	-	-	-	-		-	-	0.0%
501.4190.10.000.000	Computer Software Chgs.	-	-	-	-	-	-	-	-		-	-	0.0%
501.4190.11.000.000	Office Equipment	20	10	8	11	11	8	67	175		175	108	61.8%
501.4190.18.000.000	Taxes, Assessments & Fees	-	-	-	-	-	-	-	5,000		5,000	5,000	100.0%
501.4310.00.000.000	Water	2,011	4,848	3,280	1,660	2,155	3,928	17,882	30,000		30,000	12,118	40.4%
501.4320.00.000.000	Electricity	3,159	3,754	3,321	1,227	1,911	994	14,366	20,000		20,000	5,634	28.2%
501.4330.00.000.000	Gas	1,453	967	2,428	1,540	-	-	6,389	10,000		10,000	3,611	36.1%
501.4390.00.000.000	Sewerage	1,400	1,794	-	584	5,866	-	9,643	30,000	(10,000)	20,000	10,357	51.8%
501.4401.00.000.000	IT Services	-	63	-	-	-	375	438	2,000		2,000	1,563	78.1%
501.4410.00.000.000	Maintenance Salaries	3,373	5,191	3,373	3,637	3,176	3,263	22,013	42,550	2,500	45,050	23,037	51.1%
501.4410.01.000.000	Maintenance Seasonal Salaries	-	-	-	-	-	-	-	-		-	-	0.0%
501.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medi	219	338	219	239	203	209	1,427	3,264		3,264	1,838	56.3%
501.4415.01.100.000	Seasonal Maint P/R Taxes-SocSec/Med	-	-	-	-	-	-	-	-		-	-	0.0%
501.4415.02.000.000	Maintenance P/R Taxes- -SUI	-	-	-	-	-	-	-	434		434	434	100.0%
501.4415.02.100.000	Seasonal Maint P/R Taxes-SUI	-	-	-	-	-	-	-	-		-	-	0.0%
501.4415.03.000.000	Maintenance P/R Taxes - FUTA	-	-	-	-	-	-	-	-		-	-	0.0%
501.4415.04.000.000	Maintenance Retirement	508	976	650	650	665	471	3,920	3,250	4,500	7,750	3,830	49.4%
501.4415.04.100.000	Seasonal Maint. Retirement	-	-	-	-	-	-	-	-		-	-	0.0%
501.4415.05.000.000	Maintenance Workers Comp	-	-	1,092	-	-	1,189	2,281	5,088	(500)	4,588	2,307	50.3%
501.4415.05.100.000	Seasonal Maint. Workers Comp	-	-	-	-	-	-	-	-		-	-	0.0%
501.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
501.4420.00.000.000	Maintenance Supplies	-	288	64	30	-	-	382	3,000		3,000	2,618	87.3%
501.4420.05.000.000	Lumber and Hardware	-	-	-	21	-	-	21	2,000		2,000	1,979	99.0%
501.4430.00.000.000	Maintenance Contracts	49	-	-	-	-	-	49	1,000		1,000	951	95.1%

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
501.4430.01.000.000	Water Well Maintenance	-	-	-	-	-	-	-	2,500	-	2,500	2,500	100.0%
501.4430.02.000.000	Grounds Maintenance	202	469	121	13	-	382	1,187	2,000	-	2,000	813	40.6%
501.4430.04.000.000	Rubbish & Trash Removal	1,000	1,250	1,055	1,326	483	301	5,415	10,000	-	10,000	4,585	45.8%
501.4430.05.000.000	Elec/Plumb/Paint Supplies	825	323	396	-	-	616	2,161	4,500	-	4,500	2,339	52.0%
501.4430.06.000.000	Vehicle Repairs & Maintenance	-	-	-	-	-	-	-	3,000	-	3,000	3,000	100.0%
501.4430.09.000.000	Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4430.10.000.000	Uniforms	-	-	-	-	-	-	-	500	-	500	500	100.0%
501.4430.11.000.000	Building Repairs	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4430.14.000.000	Special Projects	-	-	-	-	-	11,832	11,832	-	15,000	15,000	3,168	21.1%
501.4436.00.000.000	Maintenance Charges from Others	1,056	1,468	1,188	1,035	425	255	5,426	14,000	-	14,000	8,574	61.2%
501.4480.00.000.000	Protective Services	-	-	127	-	-	-	127	3,000	-	3,000	2,873	95.8%
501.4490.00.000.000	Operating Reserve Funds Expended	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4510.00.000.000	Insurance - Flood	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4510.01.000.000	General Liability Insurance	2,513	-	-	-	-	-	2,513	2,500	500	3,000	487	16.2%
501.4510.02.000.000	Auto Insurance	768	-	-	-	-	-	768	1,200	-	1,200	432	36.0%
501.4510.03.000.000	Property Insurance	9,669	-	-	-	-	-	9,669	10,800	-	10,800	1,131	10.5%
501.4540.00.000.000	Admin Benefits	456	545	369	482	792	400	3,043	9,673	-	9,673	6,630	68.5%
501.4540.01.000.000	Retired Benefits	1,214	1,214	1,221	1,221	1,221	1,221	7,313	16,000	-	16,000	8,687	54.3%
501.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	5,000	-	5,000	5,000	100.0%
501.4540.07.000.000	Conf. Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4540.10.000.000	Maintenance Benefits	1,597	1,597	1,597	1,597	1,597	1,597	9,580	19,116	-	19,116	9,536	49.9%
501.4540.90.000.000	Unfunded OMS Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4550.00.000.000	Bank Fees & Charges	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4570.00.000.000	Collection Loss	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4610.00.000.000	Extraordinary Maintenance/Rehab	-	-	-	-	-	-	-	-	-	-	-	0.0%
501.4900.01.000.000	Payment to Reserves	-	-	-	-	-	-	-	48,000	-	48,000	48,000	100.0%
501.5610.01.000.000	Loan Payment (Prn & Int)	-	59,779	-	-	-	-	59,779	59,779	-	59,779	0	0.0%
	Total Operating Expenses	36,520	91,574	27,875	20,339	23,875	32,484	232,666	457,719	712	458,431	225,764	49.2%
	Net Increase/(Decrease) In Fund Balance	94,802	(91,574)	(27,875)	(20,339)	(23,875)	(32,484)	(101,343)	712	(712)	0	101,344	

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
Madison Migrant Center													
502.3690.02.000.000	Operating Contract Revenue	120,037	-	-	-	-	-	120,037	611,577		611,577	491,540	80.4%
502.3690.03.000.000	Replacement Reserve Revenue - Restricted	11,500	-	-	-	-	-	11,500	-		-	(11,500)	0.0%
	Total Operating Revenue	131,537	-	-	-	-	-	131,537	611,577	-	611,577	480,040	78.5%
502.4110.00.000.000	Administrative Salaries	1,355	1,688	1,221	1,074	1,175	968	7,481	28,599	(12,000)	16,599	9,118	54.9%
502.4110.01.000.000	Seasonal Salaries	-	-	-	-	-	-	-	-		-	-	0.0%
502.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	90	109	80	70	77	63	489	2,188	(1,200)	988	499	50.5%
502.4125.01.100.000	Seasonal Admin P/R Taxes-Soc Sec/Med	-	-	-	-	-	-	-	-		-	-	0.0%
502.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	-	-	-	243		243	243	100.0%
502.4125.02.100.000	Seasonal P/R Taxes-SUI	-	-	-	-	-	-	-	-		-	-	0.0%
502.4125.04.000.000	Admin. Retirement	197	353	246	224	215	139	1,374	2,083		2,083	709	34.0%
502.4125.04.100.000	Seasonal Admin Retirement	-	-	-	-	-	-	-	-		-	-	0.0%
502.4125.05.000.000	Admin. Wokers Comp	-	-	62	-	-	303	365	666		666	302	45.3%
502.4125.05.100.000	Seasonal Admin. Workers Comp	-	-	-	-	-	-	-	-		-	-	0.0%
502.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
502.4140.00.000.000	Training	-	-	-	-	-	-	-	1,000		1,000	1,000	100.0%
502.4150.00.000.000	Travel - Ops	32	27	22	22	11	16	130	1,000		1,000	870	87.0%
502.4150.01.000.000	Travel - Admin	-	-	-	-	-	-	-	250		250	250	100.0%
502.4170.00.000.000	Legal	-	-	-	-	-	-	-	-		-	-	0.0%
502.4170.10.000.000	Professional Services	-	627	-	-	-	-	627	-	750	750	123	16.4%
502.4171.00.000.000	Auditing	-	-	587	-	-	-	587	1,250		1,250	663	53.0%
502.4172.00.000.000	Accounting Fees	-	-	-	-	-	-	-	-		-	-	0.0%
502.4173.00.000.000	Public Relations Expense	-	-	-	-	-	-	-	-		-	-	0.0%
502.4190.00.000.000	YCH Contract Mgmt Fee	4,633	4,633	4,633	4,633	4,633	4,633	27,798	55,558		55,558	27,760	50.0%
502.4190.01.000.000	Office Supplies	0	12	21	7	(21)	36	56	1,000		1,000	944	94.4%
502.4190.02.000.000	Household Supplies	-	-	-	-	-	-	-	-		-	-	0.0%
502.4190.03.000.000	Telephone	218	165	200	221	221	221	1,246	3,000		3,000	1,754	58.5%
502.4190.04.000.000	Other Misc. Costs	-	-	1,770	717	(1,105)	-	1,382	600	1,000	1,600	218	13.6%
502.4190.05.000.000	Membership & Dues	1,770	-	(1,770)	-	-	-	-	150		150	150	100.0%
502.4190.06.000.000	Auto Maintenance / Repairs	-	-	-	-	-	-	-	50		50	50	100.0%
502.4190.07.000.000	Gas / Oil	-	71	423	131	21	-	645	1,500		1,500	855	57.0%
502.4190.08.000.000	Minor Equip. Repair	-	46	-	-	-	-	46	500		500	454	90.8%
502.4190.09.000.000	Major Equip repair/Maint	-	-	-	-	-	-	-	-		-	-	0.0%
502.4190.10.000.000	Computer Software Chgs.	-	-	-	-	-	-	-	-		-	-	0.0%
502.4190.11.000.000	Office Equipment	25	10	11	11	17	12	87	200		200	113	56.6%
502.4190.18.000.000	Taxes, Assessments & Fees	-	-	-	-	-	-	-	400		400	400	100.0%
502.4310.00.000.000	Water	3,387	3,387	3,387	3,387	3,387	3,387	20,322	41,500		41,500	21,178	51.0%
502.4320.00.000.000	Electricity	6,258	7,136	5,085	1,265	2,294	1,264	23,301	41,000		41,000	17,699	43.2%
502.4330.00.000.000	Gas	1,034	2,085	3,180	3,774	-	1,068	11,142	18,000		18,000	6,858	38.1%
502.4390.00.000.000	Sewerage	4,398	4,398	4,398	4,398	4,398	4,398	26,388	52,000		52,000	25,612	49.3%
502.4401.00.000.000	IT Services	-	-	-	-	-	63	63	3,000	(1,500)	1,500	1,438	95.8%
502.4410.00.000.000	Maintenance Salaries	4,426	6,374	4,162	4,162	4,426	3,898	27,446	53,270		53,270	25,824	48.5%
502.4410.01.000.000	Maintenace Salaries Temp	-	-	-	-	-	-	-	-		-	-	0.0%
502.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medi	285	408	265	265	285	245	1,754	4,085	(500)	3,585	1,831	51.1%
502.4415.02.000.000	Maintenance P/R Taxes- -SUI	-	-	-	-	-	-	-	434		434	434	100.0%
502.4415.03.000.000	Maintenance P/R Taxes - FUTA	-	-	-	-	-	-	-	-		-	-	0.0%
502.4415.04.000.000	Maintenance Retirement	638	1,227	818	818	818	566	4,886	4,105	5,000	9,105	4,219	46.3%
502.4415.05.000.000	Maintenance Workers Comp	-	-	1,092	-	-	1,189	2,281	1,180	3,000	4,180	1,899	45.4%
502.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
502.4420.00.000.000	Maintenance Supplies	196	-	-	868	86	-	1,150	500	2,000	2,500	1,350	54.0%
502.4420.05.000.000	Lumber and Hardware	-	58	-	-	22	-	79	2,500		2,500	2,421	96.8%
502.4430.00.000.000	Maintenance Contracts	-	-	-	-	-	-	-	500		500	500	100.0%

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
502.4430.01.000.000	Water Well Maintenance	-	-	-	-	-	-	-	-	-	-	-	0.0%
502.4430.02.000.000	Grounds Maintenance	-	-	-	80	462	184	726	3,000	(1,550)	1,450	724	49.9%
502.4430.04.000.000	Rubbish & Trash Removal	-	1,804	3,098	576	1,575	330	7,384	10,000	-	10,000	2,616	26.2%
502.4430.05.000.000	Elec/Plumb/Paint Supplies	502	648	206	321	279	320	2,277	5,000	-	5,000	2,723	54.5%
502.4430.06.000.000	Vehicle Repairs & Maintenance	-	13	-	-	-	44	57	2,000	-	2,000	1,943	97.2%
502.4430.09.000.000	Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	0.0%
502.4430.10.000.000	Uniforms	-	-	-	-	-	-	-	500	-	500	500	100.0%
502.4430.11.000.000	Building Repairs	-	-	-	-	-	-	-	1,000	-	1,000	1,000	100.0%
502.4430.14.000.000	Special Projects	-	-	-	-	-	-	14,450	-	15,000	15,000	550	3.7%
502.4436.00.000.000	Maintenance Charges from Others	1,481	1,709	950	450	340	255	5,185	22,000	-	22,000	16,815	76.4%
502.4480.00.000.000	Protective Services	189	-	319	189	-	-	697	2,000	-	2,000	1,303	65.1%
502.4490.00.000.000	Operating Reserves Expended	-	-	-	-	-	-	-	-	-	-	-	0.0%
502.4510.00.000.000	Insurance - Flood	-	-	-	-	-	-	-	80,000	(10,000)	70,000	70,000	100.0%
502.4510.01.000.000	General Liability Expense	3,101	-	-	-	-	-	3,101	3,000	-	3,000	(101)	-3.4%
502.4510.02.000.000	Auto Insurance	768	-	-	-	-	-	768	900	-	900	132	14.7%
502.4510.03.000.000	Property Insurance	8,771	-	-	-	-	-	8,771	10,000	-	10,000	1,229	12.3%
502.4540.00.000.000	Admin Benefits	459	570	542	509	412	402	2,893	9,673	-	9,673	6,780	70.1%
502.4540.01.000.000	Retired Benefits	535	535	535	535	535	535	3,210	11,000	-	11,000	7,790	70.8%
502.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	10,000	-	10,000	10,000	100.0%
502.4540.10.000.000	Maintenance Benefits	1,600	1,600	1,600	1,600	1,600	1,600	9,597	19,116	-	19,116	9,519	49.8%
502.4540.90.000.000	Unfunded OMS Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
502.4550.00.000.000	Bank Fees & Charges	-	-	-	-	-	-	-	-	-	-	-	0.0%
502.4570.00.000.000	Collection Losses	-	-	-	-	-	-	-	-	-	-	-	0.0%
502.4610.00.000.000	Extraordinary Maintenance/Rehab	-	-	-	-	-	-	-	-	-	-	-	0.0%
502.4900.01.000.000	Payment to Reserves	-	-	-	-	-	-	-	11,500	-	11,500	11,500	100.0%
502.5610.01.000.000	Loan Payment (Prn & Int)	-	88,136	-	-	-	-	88,136	88,136	-	88,136	0	0.0%
	Total Operating Expenses	46,347	127,829	37,143	30,307	26,163	26,137	308,376	611,135	-	611,135	302,759	49.5%
	Net Increase/(Decrease) In Fund Balance	85,190	(127,829)	(37,143)	(30,307)	(26,163)	(26,137)	(176,840)	442	-	442	177,282	

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Rehrman (Dixon) Migrant Center													
503.3690.02.000.000	Operating Contract Revenue	52,330	-	-	-	-	-	52,330	410,632		410,632	358,302	87.3%
	Total Operating Revenue	52,330	-	-	-	-	-	52,330	410,632	-	410,632	358,302	
503.4110.00.000.000	Administrative Salaries	1,528	1,842	1,053	991	1,201	1,080	7,695	26,555	(8,000)	18,555	10,860	58.5%
503.4110.01.000.000	Seasonal Salaries	-	-	-	-	-	-	-	-		-	-	0.0%
503.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	100	120	68	64	79	70	501	2,031	(750)	1,281	780	60.9%
503.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	-	-	-	234		234	234	100.0%
503.4125.04.000.000	Admin. Retirement	236	383	220	200	220	156	1,416	1,922		1,922	506	26.3%
503.4125.05.000.000	Admin. Wokers Comp	-	-	51	-	-	446	497	619		619	122	19.7%
503.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
503.4140.00.000.000	Training	-	-	-	-	-	-	-	150		150	150	100.0%
503.4150.00.000.000	Travel - Ops	68	56	83	54	27	49	336	500		500	164	32.8%
503.4150.01.000.000	Travel - Admin	-	-	-	-	-	-	-	250		250	250	100.0%
503.4170.00.000.000	Legal	-	-	-	-	-	-	-	-		-	-	0.0%
503.4170.10.000.000	Professional Services	-	627	-	-	-	-	627	-	750	750	123	16.4%
503.4171.00.000.000	Auditing	-	-	705	-	-	-	705	1,500		1,500	795	53.0%
503.4190.00.000.000	YCH Contract Mgmt Fee	3,111	3,111	3,132	3,111	3,111	3,111	18,687	37,324		37,324	18,637	49.9%
503.4190.01.000.000	Office Supplies	0	28	0	7	-	36	71	750		750	679	90.5%
503.4190.02.000.000	Household Supplies	-	-	-	-	-	-	-	-		-	-	0.0%
503.4190.03.000.000	Telephone	227	261	215	186	210	244	1,342	3,000		3,000	1,658	55.3%
503.4190.04.000.000	Other Misc. Costs	-	-	580	118	-	-	698	500	500	1,000	302	30.2%
503.4190.05.000.000	Membership & Dues	-	-	-	-	-	-	-	150		150	150	100.0%
503.4190.06.000.000	Auto Maintenance / Repairs	-	-	627	-	-	-	627	1,000		1,000	374	37.4%
503.4190.07.000.000	Gas / Oil	-	71	765	304	-	-	1,140	3,000		3,000	1,861	62.0%
503.4190.08.000.000	Minor Equipment Repairs	-	-	-	-	-	-	-	1,000		1,000	1,000	100.0%
503.4190.09.000.000	Major Equipment Repair / Maint	-	-	-	-	-	-	-	-		-	-	0.0%
503.4190.11.000.000	Office Equipment	49	9	16	13	10	19	116	200		200	84	42.1%
503.4190.18.000.000	Taxes, Assessments & Fees	-	-	-	-	-	-	-	120		120	120	100.0%
503.4310.00.000.000	Water	1,912	1,668	1,375	1,578	2,168	4,346	13,047	30,000		30,000	16,953	56.5%
503.4320.00.000.000	Electricity	8,865	9,428	8,127	6,624	3,937	1,447	38,428	55,000		55,000	16,572	30.1%
503.4330.00.000.000	Gas	998	1,258	1,482	1,423	1,307	983	7,450	10,000		10,000	2,550	25.5%
503.4390.00.000.000	Sewerage	1,155	2,269	97	1,219	5,640	(558)	9,822	33,000		33,000	23,178	70.2%
503.4401.00.000.000	IT Services	-	125	-	-	-	63	188	2,000		2,000	1,813	90.6%
503.4410.00.000.000	Maintenance Salaries	4,256	6,516	4,520	4,256	7,585	13,082	40,214	55,804		55,804	15,590	27.9%
503.4410.01.000.000	Maintenance Salaries Temp	-	-	-	-	-	-	-	-		-	-	0.0%
503.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medi	244	376	264	244	463	924	2,515	4,085		4,085	1,570	38.4%
503.4415.02.000.000	Maintenance P/R Taxes- -SUI	-	-	-	-	-	-	-	434		434	434	100.0%
503.4415.03.000.000	Maintenance P/R Taxes - FUTA	-	-	-	-	-	-	-	-		-	-	0.0%
503.4415.04.000.000	Maintenance Retirement	653	1,257	838	838	1,499	754	5,840	4,308	7,000	11,308	5,468	48.4%
503.4415.05.000.000	Maintenance Workers Comp	-	-	1,092	-	-	217	1,310	6,454	(3,000)	3,454	2,144	62.1%
503.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
503.4420.00.000.000	Maintenance Supplies	1,315	45	218	92	342	-	2,011	3,500		3,500	1,489	42.5%
503.4420.05.000.000	Lumber and Hardware	514	137	138	84	39	-	912	4,900		4,900	3,988	81.4%
503.4430.00.000.000	Maintenance Contracts	55	-	-	-	-	-	55	-	100	100	45	45.1%
503.4430.01.000.000	Water Well Maintenance	-	-	-	-	-	-	-	5,000		5,000	5,000	100.0%
503.4430.02.000.000	Grounds Maintenance	2,165	-	262	300	366	184	3,277	6,850		6,850	3,573	52.2%
503.4430.04.000.000	Rubbish & Trash Removal	1,456	1,820	1,456	2,184	1,456	-	8,372	15,500		15,500	7,128	46.0%
503.4430.05.000.000	Elec/Plumb/Paint/Solar Supplies	523	355	26	310	97	813	2,124	6,500		6,500	4,376	67.3%
503.4430.06.000.000	Vehicle Repairs & Maintenance	-	-	-	-	-	-	-	4,800		4,800	4,800	100.0%
503.4430.09.000.000	Equipment Rental	-	-	-	-	-	-	-	-		-	-	0.0%
503.4430.10.000.000	Uniforms	-	-	-	-	-	-	-	500		500	500	100.0%
503.4430.11.000.000	Building Repairs	-	-	-	-	-	-	-	1,000	27,000	28,000	28,000	100.0%

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
503.4430.14.000.000	Special Projects	-	-	-	-	-	-	-	-	-	-	-	0.0%
503.4436.00.000.000	Maintenance Charges from Others	5,076	5,998	4,325	5,538	680	425	22,042	22,000	5,000	27,000	4,958	18.4%
503.4480.00.000.000	Protective Services	-	-	-	-	-	-	-	1,000	-	1,000	1,000	100.0%
503.4510.00.000.000	Insurance - Flood	-	-	-	-	-	-	-	-	-	-	-	0.0%
503.4510.01.000.000	General Liability Expense	4,171	-	-	-	-	-	4,171	6,000	-	6,000	1,829	30.5%
503.4510.02.000.000	Auto Insurance	1,536	-	-	-	-	-	1,536	2,000	-	2,000	464	23.2%
503.4510.03.000.000	Property Insurance	11,441	-	-	-	-	-	11,441	13,000	-	13,000	1,559	12.0%
503.4540.00.000.000	Admin Benefits	724	545	516	506	410	400	3,100	9,171	(1,600)	7,571	4,471	59.1%
503.4540.01.000.000	Retired Benefits	214	214	214	214	214	214	1,284	1,500	-	1,500	216	14.4%
503.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	10,000	-	10,000	10,000	100.0%
503.4540.10.000.000	Maintenance Benefits	1,297	1,297	1,297	1,297	2,890	2,890	10,971	15,456	-	15,456	4,485	29.0%
503.4540.90.000.000	Unfunded OMS Costs	-	-	-	-	-	-	-	-	-	-	-	0.0%
	Total Operating Expenses	53,890	39,816	33,761	31,756	33,950	31,393	224,567	410,565	27,000	437,565	212,998	48.7%
	Net Increase/(Decrease) In Fund Balance	(1,559)	(39,816)	(33,761)	(31,756)	(33,950)	(31,393)	(172,237)	67	(27,000)	(26,933)	145,303	

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Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
Davis Solar Homes													
600.3110.00.000.000	Dwelling Rent	3,135	3,135	3,135	2,936	3,066	3,201	18,608	42,000	(5,000)	37,000	18,392	49.7%
600.3610.00.000.000	Interest Income	16	19	17	18	17	17	104	200		200	96	48.0%
600.3690.01.000.000	Other Income - tenants	20	-	-	-	541	-	561	50	600	650	89	13.7%
600.3690.02.000.000	Other Income - Late Fees	-	-	-	-	-	-	-	-		-	-	0.0%
	Total Operating Revenue	3,171	3,154	3,152	2,954	3,624	3,218	19,273	42,250	(4,400)	37,850	18,577	49.1%
600.4110.00.000.000	Administrative Salaries	354	326	698	696	361	432	2,867	7,245	(1,500)	5,745	2,878	50.1%
600.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	25	21	45	45	23	28	187	554		554	368	66.3%
600.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	-	-	-	56		56	56	100.0%
600.4125.04.000.000	Admin. Retirement	51	68	146	146	76	63	549	518	750	1,268	718	56.7%
600.4125.05.000.000	Admin. Wokers Comp	-	-	50	-	-	-	50	167		167	117	70.1%
600.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-		-	-	0.0%
600.4130.00.000.000	Legal Fees	-	-	-	-	-	-	-	500		500	500	100.0%
600.4140.00.000.000	Training	-	-	-	-	-	-	-	250		250	250	100.0%
600.4150.00.000.000	Travel	-	11	-	8	-	29	48	250		250	202	81.0%
600.4170.10.000.000	Professional Services	-	568	-	-	-	-	568	-	1,000	1,000	432	43.2%
600.4171.00.000.000	Audit Fees	-	-	235	-	-	-	235	500		500	265	53.0%
600.4190.00.000.000	Office Supplies	-	-	6	-	-	-	6	100		100	94	93.5%
600.4190.01.000.000	Postage	-	-	-	-	-	-	-	25		25	25	100.0%
600.4190.02.000.000	Telephone	69	40	49	49	87	24	318	550		550	232	42.2%
600.4190.06.000.000	Dues & Subscriptions	-	-	-	-	-	-	-	125		125	125	100.0%
600.4190.07.000.000	Computer Support & License Fees	272	-	-	-	-	-	272	700		700	428	61.1%
600.4190.12.000.000	Office Machines/Leases	5	40	61	10	14	19	148	120	200	320	172	53.7%
600.4190.20.000.000	Advertisement	-	-	-	-	-	-	-	100		100	100	100.0%
600.4310.00.000.000	Water	609	659	675	613	521	428	3,505	6,901		6,901	3,397	49.2%
600.4320.00.000.000	Electricity	-	-	-	10	-	11	21	-	50	50	29	58.3%
600.4330.00.000.000	Gas	-	-	-	4	-	20	25	-	50	50	25	50.3%
600.4390.00.000.000	Sewerage	318	364	364	364	364	364	2,140	5,929		5,929	3,789	63.9%
600.4400.01.000.000	Management Fees to YCH	434	434	434	372	434	434	2,542	7,500		7,500	4,958	66.1%
600.4410.00.000.000	Maintenance Repairs and Contracts	-	-	-	-	-	-	-	2,500		2,500	2,500	100.0%
600.4420.00.000.000	Maintenance Supplies	-	-	-	-	-	-	-	200		200	200	100.0%
600.4420.08.000.000	Dwelling Equipment/Supplies	-	-	-	1,254	62	-	1,315	2,000		2,000	685	34.2%
600.4430.00.000.000	Grounds Maintenance	-	-	-	-	-	-	-	250		250	250	100.0%
600.4430.01.000.000	Building Repairs	-	-	-	-	-	-	-	50		50	50	100.0%
600.4430.02.000.000	Furnishing Replacement	-	-	-	-	-	-	-	-		-	-	0.0%
600.4430.03.000.000	Painting Services	-	-	-	-	-	-	-	-		-	-	0.0%
600.4430.04.000.000	Garbage and Trash Removal	270	322	270	270	270	270	1,674	3,500		3,500	1,826	52.2%
600.4430.11.000.000	Fence Maintenance	-	-	-	-	-	-	-	-		-	-	0.0%
600.4430.12.000.000	Janitorial Service	-	-	-	-	-	-	-	-		-	-	0.0%
600.4436.00.000.000	Maintenance Charges from Others	-	-	163	455	4,470	130	5,218	3,500	5,000	8,500	3,283	38.6%
600.4510.00.000.000	Insurance-Flood	-	-	-	-	-	-	-	-		-	-	0.0%
600.4510.01.000.000	General Liability Insurance	366	-	-	-	-	-	366	384		384	18	4.8%
600.4510.02.000.000	Auto Insurance Expense	-	-	-	-	-	-	-	-		-	-	0.0%
600.4510.03.000.000	Property Insurance	1,050	-	-	-	-	-	1,050	1,188		1,188	138	11.6%
600.4540.00.000.000	Admin Benefits	100	0	245	228	163	398	1,134	2,362		2,362	1,228	52.0%
600.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	500	(500)	-	-	0.0%
600.4550.00.000.000	Special Assessment	294	-	-	294	-	-	588	1,000		1,000	412	41.2%
600.4610.00.000.000	Extraordinary Maintenance (Cap Impr not Cap)	-	-	-	-	-	-	-	-		-	-	0.0%
600.4800.00.000.000	Depreciation Expense	-	-	-	-	-	-	-	-		-	-	0.0%
	Total Operating Expenses	4,216	2,854	3,442	4,818	6,845	2,651	24,825	49,524	5,050	54,574	29,750	54.5%
	Net Increase/(Decrease) In Fund Balance	(1,045)	300	(290)	(1,864)	(3,220)	568	(5,551)	(7,274)	(9,450)	(16,724)	(11,173)	

Yolo Housing

Mid-year Budget Updates FY2016-17

Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
Pacifico													
700.3690.00.000.000	Other Income	-	-	38,865	-	-	-	38,865	158,793	-	158,793	119,928	75.5%
	Total Operating Revenue	-	-	38,865	-	-	-	38,865	158,793	-	158,793	119,928	75.5%
700.4130.00.000.000	Legal Fees	1,655	-	-	-	-	-	1,655	1,000	2,000	3,000	1,345	44.8%
700.4140.00.000.000	Training	-	-	-	-	-	-	-	-	-	-	-	0.0%
700.4150.00.000.000	Travel	244	176	211	232	201	247	1,310	3,500	(500)	3,000	1,690	56.3%
700.4150.00.701.000	Travel-Pacifico Rehab	-	-	-	-	-	-	-	-	-	-	-	0.0%
700.4170.10.000.000	Professional Services	-	588	-	-	-	-	588	4,500	(2,000)	2,500	1,912	76.5%
700.4190.01.000.000	Office Supplies	-	-	24	-	350	-	374	350	300	650	276	42.4%
700.4190.02.000.000	Printing & Copier Usage Charges	6	1	2	15	1	39	64	100	-	100	36	36.3%
700.4190.03.000.000	Telephone	332	367	333	324	360	297	2,012	4,500	-	4,500	2,488	55.3%
700.4190.07.000.000	Computer Support & License Fees	126	126	126	126	126	126	757	1,200	-	1,200	443	36.9%
700.4190.12.000.000	Office Machines Lease	64	64	64	64	64	64	384	850	-	850	466	54.8%
700.4190.14.000.000	Criminal Background Checks	107	40	80	-	84	-	309	500	-	500	191	38.1%
700.4190.18.000.000	Taxes, fees and permits	-	-	-	-	-	-	-	150	-	150	150	100.0%
700.4190.20.000.000	Advertising	-	-	22	-	-	-	22	500	-	500	478	95.6%
700.4190.23.000.000	Computer Equipment	-	-	-	-	-	-	-	1,000	-	1,000	1,000	100.0%
700.4310.00.000.000	Water	467	531	617	868	891	598	3,972	6,740	-	6,740	2,767	41.1%
700.4320.00.000.000	Electricity	3,080	3,057	2,253	1,910	1,270	1,375	12,944	20,618	-	20,618	7,674	37.2%
700.4330.00.000.000	Gas	185	185	197	250	272	591	1,681	4,246	-	4,246	2,565	60.4%
700.4390.00.000.000	Sewer	531	535	535	535	535	583	3,252	6,949	-	6,949	3,697	53.2%
700.4400.01.000.000	Management Fee to YCH	3,500	3,500	3,500	3,500	3,500	3,500	21,000	42,000	-	42,000	21,000	50.0%
700.4401.00.000.000	IT Services	791	506	425	541	484	641	3,387	6,000	1,000	7,000	3,613	51.6%
700.4420.00.000.000	Materials	-	-	-	-	-	-	-	4,500	-	4,500	4,500	100.0%
700.4420.01.000.000	Electrical Supplies	-	-	-	-	-	-	-	300	-	300	300	100.0%
700.4420.02.000.000	Plumbing Supplies	75	-	-	-	15	-	89	500	-	500	411	82.2%
700.4420.03.000.000	Painting Supplies	-	-	-	-	-	-	-	-	-	-	-	0.0%
700.4420.04.000.000	Chemical Supplies	-	-	-	-	-	-	-	-	-	-	-	0.0%
700.4420.05.000.000	Lumber and Hardware	-	-	-	-	28	-	28	750	(500)	250	222	89.0%
700.4420.05.701.000	Lumber & Hardware-Pacifico Rehab	-	-	-	-	-	-	-	-	-	-	-	0.0%
700.4420.08.000.000	Dwelling Equipment/Supplies	-	-	1,275	-	-	-	1,275	1,500	-	1,500	225	15.0%
700.4420.09.000.000	Maintenance Equip/Supplies	1,130	702	247	677	258	399	3,413	7,000	-	7,000	3,587	51.2%
700.4423.08.000.000	Fire Sprinkler Contracts/Repairs	822	143	78	822	-	234	2,099	4,000	-	4,000	1,902	47.5%
700.4430.01.000.000	Electrical Repair/Contract	129	-	-	-	-	-	129	5,000	-	5,000	4,871	97.4%
700.4430.02.000.000	Plumbing Repair/Contract	-	-	-	-	-	-	-	2,000	-	2,000	2,000	100.0%
700.4430.04.000.000	Trash Pickup	320	320	320	320	320	329	1,928	3,000	-	3,000	1,072	35.7%
700.4430.05.000.000	Chemical Treatment	-	-	125	-	103	-	228	1,500	(300)	1,200	972	81.0%
700.4430.12.000.000	Janitorial Services	-	660	-	660	-	660	1,980	2,000	-	2,000	20	1.0%
700.4436.00.000.000	Maintenance Charges from Others	1,138	1,158	1,075	880	1,100	1,145	6,495	15,000	-	15,000	8,505	56.7%
700.4570.00.000.000	Collection Losses	-	-	-	-	-	-	-	2,000	-	2,000	2,000	100.0%
	Total Operating Expenses	14,698	12,658	11,509	11,723	9,961	10,828	71,376	153,753	-	153,753	82,377	53.6%
	Net Increase/(Decrease) In Fund Balance	(14,698)	(12,658)	27,356	(11,723)	(9,961)	(10,828)	(32,511)	5,040	-	5,040	37,551	

Yolo Housing

Mid-year Budget Updates FY2016-17

Account	Line Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD thru Dec-16	Approved Budget	Budget Revisions	Revised Budget	Remaining Budget	% Remaining
ROSS Grant 2013-2016													
990.3030.00.000.000	HUD Grant Income	-	-	26,038	-	-	-	26,038	89,209	(63,172)	26,038	-	0.0%
	Total Operating Revenue	-	-	26,038	-	-	-	26,038	89,209	(63,172)	26,038	-	0.0%
990.4110.00.000.000	Administration Salaries	(7,804)	7,981	5,211	-	-	-	5,388	2,940	2,448	5,388	-	0.0%
990.4125.01.000.000	Admin P/R Taxes - Social Security/Medicare	-	569	371	-	-	-	941	225	716	941	-	0.0%
990.4125.02.000.000	Admin P/R Taxes - SUI	-	14	-	-	-	-	14	44	(30)	14	-	0.0%
990.4125.04.000.000	Admin. Retirement	-	496	336	-	-	-	832	183	648	832	-	0.0%
990.4125.05.000.000	Admin. Workers Comp	-	-	139	-	-	-	139	69	70	139	-	0.0%
990.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
990.4130.00.000.000	Legal Fees	-	-	-	-	-	-	-	200	(200)	-	-	0.0%
990.4140.00.000.000	Training	-	-	-	-	-	-	-	2,000	(2,000)	-	-	0.0%
990.4150.00.000.000	Travel	-	37	-	51	-	(51)	37	500	(463)	37	-	0.0%
990.4170.10.000.000	Professional Services	118	-	50	-	-	-	168	500	(332)	168	-	0.0%
990.4190.00.000.000	Postage	-	-	-	-	-	-	-	500	(500)	-	-	0.0%
990.4190.01.000.000	Office Supplies	-	85	-	-	-	-	85	500	(415)	85	-	0.0%
990.4190.02.000.000	Printing & Copier Usage Charges	0	-	-	-	-	-	0	1,255	(1,255)	0	0	0.0%
990.4190.03.000.000	Telephone	184	174	136	126	74	(200)	494	1,500	(1,006)	494	-	0.0%
990.4190.12.000.000	Office Machines/Leases	-	-	-	-	-	-	-	-	-	-	-	0.0%
990.4190.20.000.000	Advertising	-	-	-	-	-	-	-	800	(800)	-	-	0.0%
990.4190.23.000.000	Computer Equipment	-	-	-	-	-	-	-	1,000	(1,000)	-	-	0.0%
990.4210.00.000.000	Tenant Service Salaries	4,897	303	187	-	-	-	5,388	52,051	(46,663)	5,388	-	0.0%
990.4215.01.000.000	Tenant Svc P/R Taxes - Social Security/Medic	348	19	12	-	-	-	380	4,421	(4,041)	380	-	0.0%
990.4215.02.000.000	Tenant Svc P/R Taxes- SUI	132	-	-	-	-	-	132	534	(402)	132	-	0.0%
990.4215.04.000.000	Tenant Svc Retirement	291	18	11	-	-	-	319	3,297	(2,977)	319	-	0.0%
990.4215.05.000.000	Tenant Svc Workers Comp	-	-	19	-	-	-	19	561	(542)	19	-	0.0%
990.4215.06.000.000	Tenant Svc Comp. Abs.	-	-	-	-	-	-	-	-	-	-	-	0.0%
990.4220.00.000.000	Project Coordinator Materials	-	-	-	-	-	-	-	200	(200)	-	-	0.0%
990.4401.00.000.000	IT Services	63	63	-	-	63	(63)	125	3,000	(2,875)	125	-	0.0%
990.4540.00.000.000	Admin Benefits	-	1,039	1,106	-	-	-	2,145	964	1,182	2,145	-	0.0%
990.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	-	1,000	(1,000)	-	-	0.0%
990.4540.20.000.000	Tenant Service Benefits	974	62	63	-	-	-	1,098	10,966	(9,868)	1,098	-	0.0%
	Total Operating Expenses	(798)	10,861	7,641	177	137	(313)	17,704	89,209	(71,505)	17,704	0	0.0%
	Net Increase/(Decrease) In Fund Balance	798	(10,861)	18,396	(177)	(137)	313	8,334	-	8,334	8,334	(0)	

Yolo County Housing
Yolo County, California

Meeting Date: March 8, 2017

To: County Counsel ✓
Yolo County Housing ✓

11.

Review and Approve Agreement with the County of Yolo for Single Family Residential Property Purchase for "Step Down" program for Supportive Housing to Medi-Cal Eligible Justice Involved Population of Yolo County through the Intergovernmental Transfer program in a total amount of \$300,000 (Baker)

Minute Order No. 17-14: Approved recommended action by **Agreement No. 17-01**.

MOTION: Vanderford. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

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

DATE: March 8, 2017
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
SUBJECT: **Review and Approve Agreement with the County of Yolo for Single Family Residential Property Purchase for “Step Down” program for Supportive Housing to Medi-Cal Eligible Justice Involved Population of Yolo County through the Intergovernmental Transfer program in a total amount of \$300,000**

RECOMMENDED ACTIONS:

That the Housing Commission:

1. Review and approve the proposed agreement; and
2. Authorize the Chief Executive Officer to execute the agreement.

BACKGROUND / DISCUSSION

YCH has a long history of working with underserved populations, including those who are exiting homelessness, are disabled or who have mental health needs. One population that YCH serves less well, due to federal funding constraints, are parolees and those exiting incarceration. Those with violent criminal or drug-related offenses are not accepted in the majority of our programs until at least 3 years after the end of the offense. Although it should be noted that the prohibition can be considered on a case-by-case basis where there are other circumstances, such as successful completion of a drug rehabilitation program.

However, admission rules in private market rate housing are often more restrictive than YCH's rules. The denial of admission to rental housing for those with past criminal histories has the unintended effect of making these populations much more prone to homelessness than other populations. Indeed, finding housing is one of the major challenges for volunteers with the County's Neighborhood Court program.

Beginning with Bridge to Housing, YCH has been in ongoing discussions with the County and cities on ways to mitigate these issues and make inroads against chronic homelessness and lack of access to affordable housing. As a result of these discussions, the County and YCH have partnered in an application to the IGT (Intergovernmental Transfer) for funding for a home patterned on the successful Helen Thomson homes program (transitional housing for full service mental health clients in homes owned by YCH, with services provided through Health and Human Services Agency [HHSA]).

This would be a partnership with the Probation Department to house individuals as a step down from professional intensive substance abuse disorder/mental health services into a residential setting with wrap around services and skill building. This would include supportive housing, securing increased benefits and income, decreased drug usage and increased engagement with mental health and other services. It is designed to promote successful community engagement and pro-social interaction with a Step Up to Rent Ready component and would be a permanent investment in our justice involved population.

YCH would buy and own the property. A subsequent MOU will provide funding for maintenance, utilities and other costs associated with the property, as is the case with the Helen Thomson homes.

FISCAL IMPACT

Funds are currently budgeted to provide purchase price and costs. A future MOU will govern ongoing operations costs. Should YCH be unsuccessful in securing an appropriate property, the agreement would expire without penalty.

CONCLUSION

In keeping with YCH's long term commitment to disadvantaged, underserved populations and commitment to housing policy that provides opportunity to our residents, staff recommends that the Commission approve the Agreement.

AGREEMENT

County Agreement No. _____

YCH Agreement No. 07-01

Single Family Residential Property Purchase

THIS AGREEMENT ("Agreement") is made this 8th day of March, 2017, by and between the County of Yolo, a political subdivision of the State of California ("County") and The Housing Authority of the County of Yolo, a public body corporate and politic ("YCH").

WITNESSETH

WHEREAS, the County is authorized by Government Code Section 31000, and Section 23004 to make contracts as necessary for the exercise of its powers; and

WHEREAS, the Yolo County Health and Human Services Agency (HHS) receives funding which includes State and Federal funds under the Medi-Cal Managed Care Intergovernmental Transfer Agreement #13-90517 with the California Department of Health Care Services (DHCS) and the Partnership HealthPlan of California (PHC) Agreement to provide financial assistance to Counties to support the local safety net, and enhance the wellbeing of, and provide payments of assistance on behalf, of Medi-Cal beneficiaries and other underserved population; and

WHEREAS, the County is authorized by state law to contract with persons specially trained, experienced, expert and competent to perform special services in Yolo County; and

WHEREAS, YCH has represented and warrants to the County that it has the necessary training, experience, expertise, and competency to provide the services, goods, and materials that are described in this Agreement, at a cost to the County as herein specified; that it will be able to perform the herein described services at minimum cost to the County by virtue of its current and specialized knowledge of relevant data, issues, and conditions; and that it will do so in a manner consistent with and furthering of the Values of Yolo County; and

WHEREAS, YCH represents and warrants that neither YCH, nor any of its officers, agents, employees, contractors, subcontractors, volunteers or five percent owners, is excluded or debarred from participating in or being paid for participation in any Federal or State program; and

WHEREAS, YCH further represents and warrants that no conditions or events now exist which give rise to YCH or any of its officers, agents, employees, contractors, subcontractors, volunteers, or five percent (5%) owners being excluded or debarred from any Federal or State program; and

WHEREAS, YCH understands that the County is relying upon these representations in entering into this Agreement; and

WHEREAS, County desires to provide funding for YCH to use to purchase a single family residential property to provide supportive housing to the Medi-Cal eligible, justice involved population of Yolo County, pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, County and YCH agree as follows:

I. TERMS

- A.** The term of this Agreement shall be from **January 1, 2017 through December 31, 2017**, unless sooner terminated as provided in this Agreement.
- B.** Either party may terminate this Agreement in its sole discretion, for any reason or for no reason at all, upon at least 30 days advance written notice to the other party.

II. SERVICES

- A. Single-Family Residential Housing Purchase.** YCH shall purchase a single-family residential property in Yolo County. Prior to YCH taking title on the property, County and YCH shall negotiate in good faith a mutually acceptable Memorandum of Understanding (MOU) detailing location, nature of the residence to ensure it is suitable for the intended purpose, rehabilitation needs of the chosen property, length of time YCH will retain ownership, responsibility for maintenance and operation costs and other criteria as deemed necessary by the parties. If, despite their good faith efforts, the parties fail to reach an agreement on the terms of the MOU, this Agreement shall be terminated without penalty and the parties shall be discharged from their obligations herein.
- B. Use of Funds.** YCH must only use funds paid by County under this Agreement for costs necessarily incurred in direct connection with the single-family residential property purchase set forth in Exhibit C attached to and incorporated into this Agreement by this reference.
- C. Insurance.** YCH will comply with the insurance requirements set forth in Exhibit B attached to and incorporated into this Agreement by this reference.

III. COMPENSATION AND PAYMENT TERMS

- A.** Subject to the satisfactory performance of the services required of YCH pursuant to this Agreement, and to the terms and conditions set forth in this Agreement, and following YCH's submission of an appropriate claim, and such other documentation that the County may require, County shall pay YCH according to the terms set forth in Exhibit C, Terms of Payment. YCH agrees to accept the foregoing payments as full and complete payment for all services provided pursuant to this Agreement, irrespective of whether the cost of such services and related administrative expenses exceed such payments.
- B.** Any other provision of this Agreement notwithstanding, the maximum payment obligation to YCH shall be no greater than **THREE HUNDRED THOUSAND DOLLARS (\$300,000)** specified as follows:

January 1, 2017 through December 31 2017 - \$300,000

IV. TERMS AND CONDITIONS

- A.** The County and YCH shall each comply with the Terms and Conditions set forth in Exhibit D, attached hereto.
- B.** The Director of the Yolo County Health and Human Services Agency (Director) may approve amendments regarding the tasks, scheduling, allocation of funds between categories of services (if any), contract term, and billing rates set forth elsewhere in this Agreement, provided there is no increase in compensation.

V. ENTIRE AGREEMENT

A. The complete Agreement shall include the following Exhibits and Attachment(s) attached hereto and incorporated herein:

- Exhibit A: Scope of Services
- Exhibit B: Insurance Requirements
- Exhibit C: Terms of Payment
- Exhibit D: Terms and Conditions

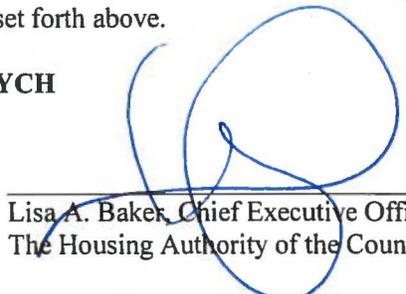
In the event of any conflict between any of the provisions of this Agreement (including Exhibits and attachments), the provision that requires the highest level of performance from YCH for the County's benefit shall prevail.

B. This Agreement constitutes the entire agreement between the County and YCH and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first set forth above.

YCH

COUNTY OF YOLO



Lisa A. Baker, Chief Executive Officer
The Housing Authority of the County of Yolo

Duane Chamberlain, Chair
Board of Supervisors

Approved as to Form:



Hope P. Welton, YCH Counsel

Karen Larsen, Director
Health and Human Services Agency

Attest:
Julie Dachtler, Deputy Clerk
Board of Supervisors

By _____
Deputy (Seal)

Approved as to Form:

Philip J. Pogledich, County Counsel

EXHIBIT A - SCOPE OF SERVICES

I. PURPOSE

To purchase a single-family residential property which will be utilized as step-down housing for justice involved adults needing behavioral health treatment services and supports, there-by expanding and enhancing the continuum of care for the treatment of substance use and mental health disorders, and effectively linking the target population to needed health services.

II. TARGET POPULATION

MediCal eligible, justice involved population of Yolo County.

III. REQUIREMENTS

YCH shall provide to County copies of documents demonstrating the finalized purchase of a 3 or 4 bedroom single family residential property.

IV. SERVICES

Purchase of a 3 or 4 bedroom single-family residential property in Yolo County. Coordination with Probation Department to subsequently utilize the property to house justice involved adults requiring mandated wrap-around services including meeting individual's behavioral health and basic health needs. Services will be provided in accordance with an MOU between County and YCH, to be finalized prior to purchase of the property.

EXHIBIT B

SERVICE CONTRACT INSURANCE REQUIREMENTS

- A. During the term of this Agreement, YCH shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.
1. Minimum Coverages (as applicable) - Insurance coverage shall be with limits not less than the following:
 - a. **Comprehensive General Liability** – \$1,000,000/occurrence and \$2,000,000/aggregate
 - b. **Automobile Liability** – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) [include coverage for Hired and Non-owned vehicles.]
 - c. **Professional Liability/Malpractice/Errors and Omissions** – \$1,000,000/occurrence and \$2,000,000/aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the YCH must provide this insurance. If not, then this requirement automatically does not apply.)
 - d. **Workers' Compensation** – Statutory Limits/**Employers' Liability** - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
 2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverages. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.
 - a. The Additional Insured coverage under the YCH's policy shall be "primary and non-contributory" and will not seek contribution from the County's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.
 - b. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the County of Yolo (if agreed to in a written contract or agreement) before the County's own insurance or self-insurance shall be called upon to protect it as a named insured.
 3. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the County Risk Manager specifically consents in writing to a "claims made" basis.

For all “claims made” coverage, in the event that YCH changes insurance carriers YCH shall purchase “tail” coverage covering the term of this Agreement and not less than three years thereafter. Proof of such “tail” coverage shall be required at any time that YCH changes to a new carrier prior to receipt of any payments due.

4. YCH shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the County’s Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.
 5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or Yolo County.
 6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director (ten (10) days for delinquent insurance premium payments).
 7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the County Risk Manager.
 8. The policies shall cover all activities of YCH, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.
 9. For any claims relating to this Agreement, the YCH's insurance coverage shall be primary, including as respects the County, its officers, agents, employees and volunteers. Any insurance maintained by the County shall apply in excess of, and not contribute with, insurance provided by YCH's liability insurance policy.
 10. The insurer shall waive all rights of subrogation against the County, its officers, employees, agents and volunteers.
- B.** Prior to commencing services pursuant to this Agreement, YCH shall furnish the County with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County’s request, YCH shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.
- C.** During the term of this Agreement, YCH shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Upon County's request, YCH shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

- D.** YCH agrees to include with all contractors the same requirements and provisions of this Agreement including the indemnity and insurance requirements to the extent they apply to the scope of the contractor's work. Contractors hired by YCH agree to be bound to YCH and the County of Yolo in the same manner and to the same extent as YCH is bound to the County of Yolo under the Contract Documents. Contractors further agree to include these same provisions with any subcontractors. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to contractors and subcontractors upon request. YCH shall require all contractors and subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and YCH will provide proof of compliance to the County of Yolo.

- E.** YCH shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event YCH fails to obtain or maintain completed operations coverage as required by this agreement, the County at its sole discretion may purchase the coverage required and the cost will be paid by YCH.

EXHIBIT C – TERMS OF PAYMENT

I. BUDGET

The maximum amount payable by County to YCH under this Agreement shall not exceed \$300,000. Funds shall be used only for the purchase of the property described and any related closing costs which are usual and customary in completing the transaction. Typical closing costs may include professional inspection fees, title insurance, transfer fees, real estate agent commissions, environmental reports, flood reports, lot surveys, and any other reports or inspections necessary to complete the transaction. No funds will be used to reimburse for staff time or other operating and overhead expenditures of YCH in the purchasing of the property.

II. METHOD OF PAYMENT

A. County will issue payment for up to \$300,000 to YCH for YCH's use solely in purchasing a single-family residential property pursuant to this Agreement upon the successful completion of the following:

1. Approval by the Board of Supervisors and the full execution of this Agreement;
2. County's receipt of a fully executed purchase and sale agreement between YCH and the seller of the property that YCH is purchasing pursuant to this Agreement. If requested by County, YCH shall provide any further documentation to verify the purchase and use of funds received under this Agreement; and
3. YCH's submission of an invoice to County for the requested amount including adequate support documentation reflecting the amount requested.

EXHIBIT D – TERMS AND CONDITIONS

I. OWNERSHIP OF DOCUMENTS AND WORK PRODUCTS

Specifically excepting any and all work created by YCH prior to or independently of the performance of the services in connection with this Agreement, all professional and technical documents and information developed under this Agreement, and all work products, including writings, work sheets, reports, and related data, materials, copyrights and all other rights and interests therein, shall become the property of the County, and YCH agrees to deliver and assign the foregoing to the County, upon completion of the services hereunder or upon any earlier termination of this Agreement. YCH assigns the work products, as and when the same shall arise, for the full terms of protection available throughout the world. In addition, basic data prepared or obtained under this Agreement shall be made available to the County without restriction or limitation on their use. No additional charge will be made for any of the foregoing.

II. APPLICABLE LAWS; REQUIRED LICENSES

A. In the performance of the services required by this Agreement, YCH shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives, and laws. This Agreement is also subject to any additional restrictions or conditions that may be imposed upon the County by the Federal or State government.

B. Without limiting the foregoing, YCH shall ensure that:

1. All personnel are familiar with the requirements of the Child Abuse and Neglect Reporting Act, Penal Code Section. 11164 et seq., and that each employee, volunteer or YCH who is a mandated reporter signs a statement that he or she knows of the reporting requirements as defined in Section 11165 et seq. of the Penal Code and agrees to comply with it.

2. YCH complies with Public Law 103-227, Part C – Environmental Tobacco Smoke, also Known as the Pro-Children Act of 1994.

3. YCH complies with California Code 8350 *et seq.* – The Drug Free Workplace Act.

4. If applicable, YCH complies with OMB Circular A-122, Cost Principles for Non-Profit Organizations, and A-102, Grants and Cooperative Agreements with State and Local Governments.

C. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State Superior Court located in Woodland, California. YCH waives any removal rights it might have under State or Federal law.

D. YCH shall secure and maintain throughout the term of this Agreement all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for YCH to provide the services required in this Agreement.

III. RECORDS; ACCESS, RETENTION

A. YCH shall retain and make available for review by the County and its designees all records, documents, and general correspondence relating to this Agreement and the services required hereunder for a period of not fewer than seven (7) years after receipt of final payment, or until all pending audits and proceedings are completed, whichever is later.

B. YCH shall make such records available for inspection and copying by the County and its designees at any reasonable time, with reasonable notice from the County. At least thirty (30) calendar days prior to any destruction of these records following the five years, YCH shall notify the Director. Upon such notification, the Director shall either agree to the destruction or authorize the records to be forwarded to the County for further retention.

C. During the term of this Agreement, YCH shall ensure that the County and its representatives, and all relevant State and Federal agencies and their representatives, shall have access to all YCH records, facilities, and personnel that are relevant to this Agreement, including but not limited to the performance of the services required of the YCH, and the right to observe and monitor all conditions and activities involved in the performance of this Agreement, and to verify cost and price information submitted with respect to this Agreement.

IV. DISPUTES

Any dispute arising under this Agreement shall be decided by the County Administrative Officer who shall put his or her decision in writing and mail a copy thereof to the address for the notice to YCH. The decision of the County Administrative Officer shall be final unless, within thirty (30) days from the date such copy is mailed to YCH; YCH appeals the decision in writing to the County Board of Supervisors. Any such written appeal shall detail the reasons for the appeal and contain copies of all documentation supporting YCH's position. In connection with any appeal proceeding under this paragraph, YCH shall be afforded the opportunity to be heard and offer evidence in support of its appeal to the County Board of Supervisors at a regular Board meeting. Pending a final decision of the dispute, YCH shall proceed diligently with the performance of this Agreement and in accordance with the County Administrative Officer's decision. The decision of the County Board of Supervisors on the appeal shall be final for purposes of exhaustion of administrative remedies prior to initiating proceedings in State court.

V. TERMINATION

A. Should either party fail to substantially perform its obligations in accordance with this Agreement, the other party may notify the defaulting party of such default in writing and provide not fewer than thirty (30) days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said thirty day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this Agreement upon not fewer than fifteen (15) days advance written notice. In the event of such termination based upon YCH default, the County reserves the right to purchase or obtain the supplies or services elsewhere, and YCH shall be liable for the difference between the prices set forth herein and the actual cost thereof to the County. The foregoing notwithstanding, neither party waives the right to recover damages against the other for breach of this Agreement.

B. YCH acknowledges that County cannot, though execution of this Agreement or otherwise, bind the County Board of Supervisors and other governing bodies to budget funds for this Agreement in future years. This Agreement is subject to the County, the State of California, and the United States, in their sole discretion, appropriating and approving sufficient funds for the

activities required of the YCH pursuant to this Agreement. If the County's adopted budget and/or its receipts from the State of California and the United States do not contain sufficient funds for this Agreement, the County may in its sole discretion terminate this Agreement by giving ten (10) days advance written notice thereof to the YCH, in which event the County shall have no obligation to pay the YCH any further funds or provide other consideration and the YCH shall have no obligation to provide any further services pursuant this Agreement. If the County terminates the Agreement pursuant to this subparagraph, the County will pay YCH in accordance with this Agreement for all services performed in accordance with the Statement of Work before such termination and for which funds have appropriated as required by law.

C. If YCH, or any of its officers, agents, employees, YCHs, subYCHs, volunteers or five percent (5%) owners becomes excluded, debarred or suspended from participation in Federally or State funded programs, the County may terminate this Agreement by giving ten (10) days advance written notice thereof to the YCH.

D. Upon termination of this Agreement or suspension of work by either County or YCH, YCH shall furnish to County all documents and drawings prepared under this Agreement, whether complete or incomplete. In the event of termination for any reason, reproducible copies of all finished or unfinished documents, drawings, maps, models, photographs and reports prepared by YCH shall become the sole and exclusive property of Yolo County and YCH shall be entitled to receive compensation for any work completed on such documents and other materials determined by the Director to be of satisfactory quality and within the terms and conditions of this Agreement. All creative work undertaken by YCH such as sketches, copy, dummies, and all preparatory work for which YCH is not compensated by the County shall remain the sole and exclusive property of the YCH.

E. During and following the term of this Agreement, YCH shall not use, distribute, or otherwise circulate any of the materials developed pursuant to this Agreement and for which YCH was compensated by the County without the express written permission of the Director.

VI. NON-DISCRIMINATION IN SERVICES AND BENEFITS

YCH certifies that any work performed under this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability in accordance with all applicable Federal, State and County laws and regulations and any administrative directives established by the County Board of Supervisors or the County Administrative Officer. For the purpose of this Agreement, distinctions on the grounds of color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability include but are not limited to the following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services.

VII. YCH'S RESPONSIBILITIES

A. YCH shall exercise all of the care and judgment consistent with good practices in the performance of the work required by this Agreement.

B. YCH shall indemnify, defend and hold harmless the County of Yolo, officers, agents, employees and volunteers from and against any and all claims, damages, demands, losses, defense costs, expenses (including attorney fees) and liability of any kind or nature arising out of or resulting from performance of the work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of YCH, any contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

County shall indemnify, defend and hold harmless the YCH, officers, agents, employees and volunteers from and against any and all claims, damages, demands, losses, defense costs, expenses (including attorney fees) and liability of any kind or nature arising out of or resulting from performance of the work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of County, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

VIII. NOTICE

A. All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of County and YCH at their respective addresses as follows:

YCH: Yolo County Housing Authority
Attn: Chief Executive Officer
147 W. Main Street
Woodland, CA 95695

County: Health and Human Services Agency
Attn: Karen Larsen, Director
137 N. Cottonwood Street, Suite 2500
Woodland, CA 95695

B. In lieu of written notice to the above addresses, any party may provide notices through the use of facsimile machines provided confirmation of delivery is obtained at the time of transmission of the notices and provided the following facsimile telephone numbers are used:

YCH: (530) 669-2241

County: (530) 661-2717

C. Any party may change the address or facsimile number to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15)

calendar days prior to the effective date of the change.

D. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using facsimile machines, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

IX. CONFLICT OF INTEREST

A. YCH shall comply with the laws and regulations of the State of California and County regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.

B. YCH covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of YCH's obligations and responsibilities hereunder. YCH further covenants that in the performance of this Agreement, no person having any such interest shall be employed. This covenant shall remain in force until YCH completes performance of the services required of it under this Agreement.

C. YCH agrees that if any fact comes to its attention that raises any question as to the applicability of any conflict of interest law or regulation, YCH will immediately inform the County and provide all information needed for resolution of the question.

X. COVENANT AGAINST CONTINGENT FEES

YCH warrants that it has not employed or retained any company or person, other than a bona fide employee working for YCH, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this agreement. For breach or violation of this warranty, the County shall have the right to annul this agreement without liability, or in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

XI. AUDITS

A. YCH shall be subject to examination and audit by the State or the County, or both, throughout the term of this Agreement and thereafter for a period of three years from the date that final payment is made pursuant to this Agreement. This does not preclude access to records by County, State, the Comptroller General of the United States, or any of their authorized representatives, as otherwise provided by this Agreement, the State contract, or State or Federal laws and regulations. YCH agrees that County and/or State has the right to review, obtain, and copy all records pertaining to the performance of this Agreement, and agrees to provide County and/or State with any and all relevant information requested.

B. Any and all books, records, and facilities maintained by YCH related to services provided under this Agreement may be audited, inspected and copied at any time during normal business hours. Unannounced visits may be made at the discretion of the County or State. Employees who might reasonably have information related to such records may be interviewed. All expenditures of State and federal funds furnished to YCH pursuant to this Agreement are subject to audit by

County, State and/or Federal representatives. Such audits shall consider and build upon external independent audits performed pursuant to audit requirements of the Office of Management and Budget (OMB) Circular A-133 as described in Paragraph C below.

C. Should YCH expend \$500,000 or more in Federal funds during any fiscal year, YCH shall furnish County a certified copy of an Audit Report from an independent CPA firm covering the YCH's preceding fiscal year of January 1 through December 31. This Audit shall be performed in accordance with OMB Circular A-133 and conducted in accordance with generally accepted government auditing standards as described in Government Auditing Standards (1994 Revision), and provided in a form satisfactory to the Director.

YCH shall provide this Audit Report no later than July 31 of each year. In the event that this Agreement expires or is terminated on a date other than December 31, YCH shall provide County such an Audit Report covering the preceding period of January 1 through the date of expiration or termination no later than July 31 after the date of expiration or termination. YCH shall ensure that audit work papers supporting the report are retained for a period of three (3) years from the date of the audit report, and longer if notified by the State or County to extend the retention period, and are made available to the State and/or County upon request.

D. Should an Audit Report or any State or County audit determine that YCH has misspent funds and been overpaid based on the requirements of this Agreement and applicable laws and regulations, County shall demand repayment from YCH in the amount of such audit findings and withhold any payment otherwise due under this Agreement until YCH repays such amount. YCH shall repay County such amount within sixty (60) days of the date of the County's demand for repayment. Should YCH fail to repay County within sixty (60) days of the date of County's demand for repayment, the County may offset the amount due from YCH against any amounts that would otherwise be due from the County to YCH pursuant to this Agreement or any other agreement or source.

E. Any failure or refusal by YCH to permit access to any facilities, books, records or other information required to be provided to the State &/or the County by this Agreement &/or the State contract shall constitute an express and immediate breach of this Agreement.

XII. ASSIGNMENT AND SUBCONTRACTS

The services and obligations required of YCH under this Agreement are not assignable in whole or in part. In addition, YCH shall not subcontract any portion of the obligation required of YCH by this Agreement without the express written consent of the Director.

XIII. STATUS OF YCH

A. It is understood and agreed by all the parties hereto that YCH is an independent YCH and that no relationship of employer-employee exists between the County and YCH. Neither YCH nor YCH's assigned personnel shall be entitled to any benefits payable to employees of the County. YCH hereby indemnifies and holds the County harmless from any and all claims that may be made against the County based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement or any services provided pursuant to this Agreement.

B. It is further understood and agreed by all the parties hereto that neither YCH nor YCH's

assigned personnel shall have any right to act on behalf of the County in any capacity whatsoever as an agent or to bind the County to any obligation whatsoever.

C. It is further understood and agreed by all the parties hereto that YCH must issue any and all forms required by Federal and State laws for income and employment tax purposes, including W-2 and 941 forms, for all of YCH's assigned personnel.

XIV. AMENDMENT

This Agreement may be amended only by written instrument signed by the County and YCH. The Director may approve modifications of categories of services and compensation, term, and rates set forth elsewhere in this Agreement.

XV. WAIVER

The waiver by the County or any of its officers, agents or employees or the failure of the County or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

XVI. AUTHORIZED REPRESENTATIVE

The person executing this Agreement on behalf of YCH affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of YCH and to bind YCH to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of YCH and YCH understand that the County is relying on this representation in entering into this Agreement.

XVII. PUBLIC RECORDS ACT

Upon its execution, this Agreement (including all exhibits and attachments) shall be subject to disclosure pursuant to the California Public Records Act.

XVIII. ADDITIONAL PROVISIONS

A. Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both. Should the County choose to excuse any given failure of YCH to meet any given condition, covenant or obligation (whether precedent or subsequent), that decision will not be, or have the legal effect of, a waiver of the legal effect in subsequent circumstances of either that condition, covenant or obligation or any other found in this document. All conditions, covenants and obligations continue to apply no matter how often County may choose to excuse a failure to perform them.

B. Except where specifically stated otherwise in this document, the promises in this document benefit the County and YCH only. They are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this Agreement, nor do the parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

C. By signing this agreement, the YCH agrees to comply with applicable Federal suspension

and debarment regulations including, but not limited to, 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.

By signing this agreement, the YCH certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
2. Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2(b) herein;
4. Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default;
5. Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State; and
6. Will included a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

If the YCH is unable to certify to any of the statements in this certification, the YCH shall submit an explanation to the County program funding this Agreement, and the County shall have the option of terminating this Agreement immediately or at any time thereafter, upon giving YCH written notice of such termination, if the explanation is not found satisfactory by the County in its sole discretion.

The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.

If the YCH knowingly violates this certification, in addition to other remedies available to the Federal Government, the County may terminate this Agreement at any time upon giving YCH written notice of such termination.

Yolo County Housing
Yolo County, California

Meeting Date: March 8, 2017

To: County Counsel ✓
Yolo County Housing ✓

12.

Review and Approve a Change in April Commission meeting from April 12 to April 19 to Accommodate Proposed Energy Project Proposal (Baker)

Minute Order No. 17-15: Approved moving the next meeting from April 12, 2017 to April 19, 2017 at 4:00 p.m.

MOTION: Arnold. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.



Yolo County Housing

Lisa A. Baker, Chief Executive Officer

147 W. Main Street
WOODLAND, CA 95695

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

DATE: March 8, 2017
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO
SUBJECT: **Review and Approve A Change in April Commission Meeting from April 12 to April 19 to Accommodate Proposed Energy Project Proposal**

RECOMMENDED ACTIONS:

Staff recommends that the Housing Commission review and agree on either changing the April meeting to the 19th or to retain the original meeting date of April 12, 2017.

BACKGROUND / DISCUSSION

YCH is required to meet at regular times. According to the by-laws of the YCH at "Article III – Meetings," the Authority is required to hold an annual meeting. Staff proposes that the Commission select mutually agreeable dates for the meetings. For 2017, the Commission agreed to the following schedule:

- February 15 at 4:00 p.m.
- March 8 at 4:00 p.m.
- April 12 at 4:00 p.m. (alternate could be April 19 at 4:00)
- May 10 at 4:00 p.m.
- June 14 at 4:00 p.m.
- July 12 at 4:00 p.m.
- August 9 at 4:00 p.m. Last available meeting for annual Certification for HUD
- September 13 at 4:00 p.m.
- October 11 at 4:00 p.m.

- November – No Meeting
- December 13 at 4:00 p.m.

As the Commission is aware, YCH has been working for several years on a comprehensive energy package designed to enhance tenant comfort, affordability, property longevity and to conform to the requirements of the Agency's adopted Energy Plan. At long last, staff is working with its provider, Siemens, on the final components, project scope and pricing. Siemens expects to have this ready for consideration by the Commission in the month of April. However, due to several factors, including project complexity and the fact that the CEO will be out of the office from March 27 through April 5, 2017, Siemens has asked about the possibility of moving the commission date to later in the month to accommodate the project. April 19 was originally one of the dates under consideration by the Commission for a meeting and staff is bringing forward this report to determine if there is interest in moving the meeting to this date.

YCH is also scheduled to hold a public hearing to adopt its federally required Annual Plan. That date was originally scheduled for April 12 since it is technically due on April 16 to HUD. Staff has been in contact with HUD on this issue and HUD has stated that upload to HUD on April 20 is acceptable and will not cause an issue.

FISCAL IMPACT

None

CONCLUSION

Staff recommends that the Commission consider moving the date of the April meeting to April 19 to accommodate scheduling needs.

Yolo County Housing
Yolo County, California

Meeting Date: March 8, 2017

To: County Counsel ✓
Yolo County Housing ✓

13.

Consider substitute appointment for Ad Hoc Fundraising Subcommittee member Stallard

Minute Order No. 17-16: Approved delegating CEO Lisa Baker the responsibility of reaching out to Commissioner Barajas and the City of Woodland about who to appoint from the City to serve on the Ad Hoc Fundraising Subcommittee.

MOTION: Arnold. SECOND: Wienecke-Friedman. AYES: Arnold, Johannessen, Neu, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Thomson.



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

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

DATE: March 8, 2017

TO: Housing Commission

FROM: Lisa A. Baker, Chief Executive Officer

PREPARED BY: Colleen Brock, Senior Management Analyst

SUBJECT: **CONSIDER SUBSTITUTE APPOINTMENT FOR AD HOC FUNDRAISING COMMITTEE MEMBER STALLARD**

RECOMMENDED ACTIONS:

It is recommended that the Housing Commission:

1. Appoint a substitute member for the fundraising committee to replace outgoing member Tom Stallard

BACKGROUND/DISCUSSION

At its December meeting, the Housing Commission approved the creation of an Ad-Hoc Fundraising Committee for the proposed community training facility, which is also planned to house the replacement Boxing Club. Since that time, member Stallard has left the Commission and Angel Barajas has been designated as the Commissioner for the Housing Commission.

As a result, staff recommends that the Commission select a replacement member in order to move forward with the project.

History

In 2010, the YCH Board of Commissioners passed a resolution authorizing the CEO to apply for a \$1,666,366 federal grant via CFCF funding which would allow YCH to build a community building at Yolano Donnelly to provide a location for much needed adult education and job training services for the residents and the community. The proposed structure would be 6,000 square feet, single story, green and energy efficient, and fully ADA accessible. The facility could hold up to 200 people. Plans included two offices and two storage areas for use by partner agency staff for the provision of services to residents, 20 computer stations set up in two computer labs with internet and online classroom access, large kitchen area which will be used for nutrition and healthy cooking courses as well as a break room area, and shop/classroom area that would be easily converted into a job training classroom to prepare residents for competitive jobs in the future economy.

Unfortunately the grant was not funded and other grant funding opportunities have been scarce. YCH was successful in receiving CDBG funds from the City of Woodland to help with the planning, drawings and site preparation; however, the project still requires funding for the final construction phase.

In December, the Housing Commission created an Ad Hoc Committee to help see staff through an ambitious capital campaign to raise the approximately \$2,000,000 in necessary funding. Based on staff's fundraising experience, a Capital Campaign of this size traditionally requires approximately 2 years to meet successfully meet all project goals.

FISCAL IMPACT

None.

CONCLUSION

YCH has the opportunity to provide much needed services to our residents, our voucher residents and other rental units, as well as to the community of Woodland and surrounding Yolo County in an area where few services currently exist. The Ad Hoc Fundraising Committee is the first step to seeing this dream come true.

Attachments: None