

Yolo County Housing
Yolo County, California

June 21, 2012

MINUTES

Yolo County Housing met on the 21st day of June, 2012 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Thomson, Aguiar-Curry, Eisenstat, Chaney, Pimentel and Johannessen. Chair Thomson presided. Others present were Alternate Commissioner Swanson, Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel.

Agenda Item No. 1
Pledge of Allegiance

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

Agenda Item No. 2
Approval of the Agenda

Minute Order No. 12-24: Approved the agenda for this meeting as submitted.

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

Agenda Item No. 3
Public Comment

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

Presentations

Made the following presentation:

4. Resource Administrator Janis Holt introduced Veronica Cano Chavez, Interim Client Services Coordinator; and Tony Segoviano, Maintenance II.

Consent Agenda

Minute Order No. 12-25: Acted on the Consent Agenda as follows:

5. Approved the minutes of May 17, 2012.
6. Received and filed letter from Assemblymember Mariko Yamada congratulating Yolo County Housing on the 2012 Clean Air Award
7. Approved and authorized the Chair to sign **Resolution No. 12-07** reaffirming and adopting the YCH Risk Control Policy Statement.
8. Approved the YCH Actuarial Valuation of Other Employment Benefit Programs (GASB 45).
9. Appropriated \$21,000 in operating reserve funds to be budgeted for building repairs to the Woodland Boxing Club located in Yolano Village.

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

Agenda Item No. 10 2012/13 Annual Budget

Minute Order No. 12-26: Took the following actions:

- A. Adopted the fiscal year 2012-2013 budget for Yolo County Housing (YCH).
- B. Approved and authorized the Chair to sign the HUD-52574 PHA Budget **Resolution No. 12-08**

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

Agenda Item No. 11 Energy Services Contractor

Minute Order No. 12-27: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 12-09** extending the term of the Memorandum of Understanding between Yolo County Housing, the Housing Authority of the County of Butte and the Consolidated Housing Authority of Sutter County for the purposes of Energy Performance Contracting.
- B. Approved the selection of Offerer.
- C. Authorized YCH to proceed with Investment Grade Energy Audit of Public Housing Facilities.

D. Authorized the Executive Director to negotiate terms on behalf of YCH and execute the appropriate agreements and instruments.

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

Agenda Item No. 12
Executive Director Comments

Executive Director Lisa Baker went to Washington DC in June and was able to meet with representatives while there. She also went to the State Department of Finance to discuss future projections and local needs. YCH was one of the top five finalists for the Housing Authority Risk and Retention Innovation (HARRI) Award for their outstanding efforts in the area of emergency preparedness. Annual All Hands Annual Planning Retreat held on June 20, 2012 in Winters.

Agenda Item No. 13
Board of Commissioners Comments

Chair Thomson commended Commissioner Aguiar-Curry on her recent election as the first woman mayor of Winters and expressed her appreciation to Commissioner Pimentel for his service on the Commission, and noted that Executive Director Lisa Baker was appointed as the President of the California Association of Housing Authorities, president of the Northern California Chapter and a planning commissioner in the City of Winters. Commissioner Aguiar-Curry commented that she recently attended the new housing project ground breaking ceremony in Esparto. Commissioner Pimentel noted that Skip Davies would be appointed to serve as the next City of Woodland representative at the Yolo County Board of Supervisors meeting on July 10, 2012. Commissioner Thomson voiced her appreciation that YCH is working with the Farm Bureau regarding farm worker's housing.

The Housing Commissioners adjourned into Closed Session at 2:39 p.m. on the following matter:

Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Government Code
Section 54956.9(b) 1 case

Conference with Labor Negotiator: Lisa A. Baker, Executive Director, Janis Holt,
Resource Administrator, Sonia Cortés, Agency Counsel.
Bargaining Units: General Unit

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:10 p.m.

Helen M. Thomson

Helen Thomson, Chair
Yolo County Housing

Julie Dachtler

Julie Dachtler, Clerk of the Board

YOLO COUNTY HOUSING
AGENDA & SUPPORTING MATERIALS

June 21, 2012



YOLO COUNTY HOUSING

CHAIR, HELEN M. THOMSON
EVONNE CHANEY
CECILIA AGUIAR-CURRY
RITA EISENSTAT
MARK JOHANNESSEN
ARTEMIO PIMENTEL

BOARD OF SUPERVISORS CHAMBERS

625 COURT STREET, ROOM 206
WOODLAND, CALIFORNIA 95695

LISA A. BAKER
EXECUTIVE DIRECTOR

SONIA CORTES
AGENCY COUNSEL

2:00 P.M. 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 New staff: Veronica Cano Chavez, Interim Client Services Coordinator; Tony Segoviano, Maintenance II

CONSENT AGENDA

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

REGULAR AGENDA

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

CLOSED SESSION

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

ADJOURNMENT

Next meeting scheduled for: July 19, 2012

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

- 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 June 18, 2012 by 2:00 p.m. as follows:

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

Julie Dachtler, Clerk
Yolo County Housing Authority

NOTICE

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

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

Yolo County Housing
Yolo County, California

May 17, 2012

MINUTES

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

Agenda Item No. 1
Pledge of Allegiance

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

Agenda Item No. 2
Approval of the Agenda

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

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

Agenda Item No. 3
Public Comment

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

Presentations

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

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

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

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

Consent Agenda

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

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

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

Agenda Item No. 14 Portable Electronic Devices

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

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

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

Agenda Item No. 15
Energy Performance Update

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

Agenda Item No. 16
Executive Director Comments

Executive Director Lisa Baker provided comments as follows:

ACCOMPLISHMENTS, MAY 2012
Resource Administration and Client Services

Client and Partner Services

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

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

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

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

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

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

Resources

- Yolo County Housing has filled two open positions:

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

Operations

Agricultural Housing

Madison Migrant

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

Davis Migrant

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

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

Dixon Migrant

- 100% occupied

All sites had a very smooth opening day.

Real Estate Services

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

Low Rent Public Housing: PIC score 99.03%

Occupancy is:

Winters 97%

Woodland 100%

West Sacramento 99%

New Hope, Cottonwood Meadows: Cottonwood 97%

Housing Assistance

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

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

Facilities

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

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

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

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

Finance

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

Agenda Item No. 6.06
Board of Commissioners Comments

There were no comments from the Board of Commissioners.

Adjournment

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

Helen Thomson, Chair
Yolo County Housing

Julie Dachtler, Clerk of the Board

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-25 Item No. 6, of the Yolo County Housing meeting of June 21, 2012.

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

5. Approved the minutes of May 17, 2012.
6. Received and filed letter from Assemblymember Mariko Yamada congratulating Yolo County Housing on the 2012 Clean Air Award
7. Approved and authorized the Chair to sign **Resolution No. 12-07** reaffirming and adopting the YCH Risk Control Policy Statement.
8. Approved the YCH Actuarial Valuation of Other Employment Benefit Programs (GASB 45).
9. Appropriated \$21,000 in operating reserve funds to be budgeted for building repairs to the Woodland Boxing Club located in Yolano Village.



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

DATE: June 21, 2012
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
SUBJECT: Receive And File Correspondence From Assemblymember Mariko Yamada Congratulating Yolo County Housing on the 2012 Clean Air Award

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Receive and file the correspondence

BACKGROUND / DISCUSSION

The YCH has received correspondence from Assemblymember Yamada congratulating us on receiving the 2012 Clean Aid Award from the Sacramento Metropolitan Air Quality Management District for combining "the laudable goals of sustainable development and affordable housing."

FISCAL IMPACT

None

CONCLUSION

Receive and file the correspondence

Attachment: Letter from Assemblymember Mariko Yamada



COMMITTEES:
 CHAIR: AGING AND LONG-TERM CARE
 AGRICULTURE
 LABOR AND EMPLOYMENT
 VETERANS AFFAIRS
 WATER, PARKS AND WILDLIFE

SELECT COMMITTEES:
 CHAIR: SUSTAINABLE AND ORGANIC AGRICULTURE
 HOMELESSNESS
 REGIONAL APPROACHES TO ADDRESSING THE
 STATE'S WATER CRISIS
 STATE SCHOOL FINANCIAL TAKEOVERS
 STATE HOSPITAL SAFETY
 WORKFORCE DEVELOPMENT WITHIN THE
 DEVELOPMENTALLY DISABLED COMMUNITY

Mariko Yamada ASSEMBLYMEMBER, EIGHTH DISTRICT

California Legislature

June 6, 2012

Ms. Lisa Baker, Executive Director
 Yolo County Housing
 147 W. Main St.
 Woodland, CA 95695

Dear Ms. Baker:

Lisa!

Congratulations on receiving the 2012 Clean Air Award from the Sacramento Metropolitan Air Quality Management District. As the Assemblymember representing most of Yolo County, I am happy to see your organization honored for combining the laudable goals of sustainable development and affordable housing.

Since 1950 Yolo County Housing has provided affordable housing and assistance for low-income families, and serves approximately 2,300 households. Your leadership has prompted Yolo County Housing to take steps to make affordable housing more environmentally sustainable, including installing solar hot water heaters, replacing single-pane windows with energy efficient ones, and recycling discarded lumber instead of sending it to the local landfill. Your personal commitment to the environment and to those less fortunate speaks volumes of your dedication to our community.

I applaud your vision for sustainable growth and look forward to the future progress of Yolo County Housing. Please contact my office at (707) 455-8025 should you need any assistance.

Sincerely,

Mariko

MARIKO YAMADA
 Assemblymember, 8th AD

Bravo!

MY:ab

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-25 Item No. 7, of the Yolo County Housing meeting of June 21, 2012.

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

5. Approved the minutes of May 17, 2012.
6. Received and filed letter from Assemblymember Mariko Yamada congratulating Yolo County Housing on the 2012 Clean Air Award
7. Approved and authorized the Chair to sign **Resolution No. 12-07** reaffirming and adopting the YCH Risk Control Policy Statement.
8. Approved the YCH Actuarial Valuation of Other Employment Benefit Programs (GASB 45).
9. Appropriated \$21,000 in operating reserve funds to be budgeted for building repairs to the Woodland Boxing Club located in Yolano Village.



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: June 21, 2012
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Janis Holt, Resource Administrator
SUBJECT: **Review and Approve Resolution Adopting the Risk Control Policy Statement of Yolo County Housing**

RECOMMENDED ACTION

That the Board of Commissioners:

Review and approve the resolution reaffirming and adopting the YCH Risk Control Policy Statement.

BACKGROUND/DISCUSSION

Yolo County Housing makes the safety and well being of their residents and employees a priority. Through systems, processes, and methods, YCH is able to lower risks and control losses which may threaten the health and well being of Yolo County Housing and those it serves and employs.

Through a competitive bid process, the YCH Board of commissioners selected Housing Authority Insurance Group (HAIG) to provide liability, auto, and property insurance coverage for the agency. YCH staff are currently appointed to the HAIG Underwriting Committee and participate on a regional risk control work group. Over the last two years, YCH has submitted a Risk Control Work Plan to HAIG resulting in liability insurance rebates of 6.46% and 7.88% respectively, which recognize our improved risk control processes.

A segment of the Risk Control Work Plan includes the adoption of the Risk Control Policy Statement by the Board of Commissioners, which is submitted to HAIG annually. The Risk Control Policy Statement is also printed in our annual report and calendar.

Risk control is the responsibility at all levels of YCH. With the change in the YCH governance structure and the appointment of the new Housing Commission in 2012, we are taking this opportunity to reaffirm our commitment to the YCH Risk Policy Statement. The statement is:

The safety and well being of the residents, employees and volunteers of Yolo County Housing are of the utmost importance. It is also important for Yolo County Housing to safeguard its assets. Proper procedures must be established in order to ensure that the highest level of safety is provided for all. It is the intention of Yolo County Housing to abide by all applicable laws and regulations which govern the health and safety of

Working together to provide quality affordable housing and community development services for all

the tenants, visitors, employees, volunteers, resources and property. Risk control methods will be employed where feasible to prevent and control losses which may threaten the health and well being of Yolo County Housing and those it serves and employs. Risk Control is the responsibility of all levels of Yolo County Housing. We shall make all efforts feasible to ensure the optimal level of safety is provided for all. Through the cooperation and support of staff, residents and volunteers, Yolo County Housing will make risk control a priority.

Through the adoption of this resolution, the YCH Board of Commissioners supports the Agency's commitment to making risk control a priority.

FISCAL IMPACT

There is potential for positive financial impact through lower loss expenditures and reduced premiums.

CONCLUSION

Staff recommends that the Board approve the Resolution Adopting the YCH Risk Control Policy Statement.

Attachment: Risk Control Resolution

**YOLO COUNTY HOUSING
RESOLUTION NO. 12-07**

**Resolution Adopting the Risk Control Policy Statement
of Yolo County Housing**

WHEREAS, the safety and well being of the residents and employees of Yolo County Housing is of the utmost importance; and

WHEREAS, risk management procedures have been and will continue to be established and maintained to ensure that the highest level of safety is provided for all; and

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission does hereby adopt the Risk Control Policy Statement for Yolo County Housing.

RISK CONTROL POLICY STATEMENT

The safety and well being of the residents, employees and volunteers of Yolo County Housing are of the utmost importance. It is also important for Yolo County Housing to safeguard its assets. Proper procedures must be established in order to ensure that the highest level of safety is provided for all. It is the intention of Yolo County Housing to abide by all applicable laws and regulations which govern the health and safety of the tenants, visitors, employees, volunteers, resources, and property. Risk control methods will be employed where feasible to prevent and control losses which may threaten the health and well being of Yolo County Housing and those it serves and employs. Risk Control is the responsibility of all levels of Yolo County Housing. We shall make all efforts feasible to ensure the optimal level of safety is provided for all. Through the cooperation and support of staff, residents and volunteers, Yolo County Housing will make risk control a priority.

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 21st day of June, 2012 by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.



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

Approved as to Form:



Sonia Cortes, Agency Counsel

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-25 Item No. 8, of the Yolo County Housing meeting of June 21, 2012.

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

5. Approved the minutes of May 17, 2012.
6. Received and filed letter from Assemblymember Mariko Yamada congratulating Yolo County Housing on the 2012 Clean Air Award
7. Approved and authorized the Chair to sign **Resolution No. 12-07** reaffirming and adopting the YCH Risk Control Policy Statement.
8. Approved the YCH Actuarial Valuation of Other Employment Benefit Programs (GASB 45).
9. Appropriated \$21,000 in operating reserve funds to be budgeted for building repairs to the Woodland Boxing Club located in Yolano Village.



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: June 21, 2012
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Mark Stern, Finance Director and Janis Holt, Resource Administrator
SUBJECT: **Review and Approve the YCH Actuarial Valuation of Other Post-Employment Benefit Programs (GASB 45)**

RECOMMENDED ACTION

That the Board of Commissioners:

Approve the YCH Actuarial Valuation of Other Post-Employment Benefit Programs (GASB 45).

BACKGROUND/DISCUSSION

GASB 45 is an accounting and financial reporting provision requiring government employers to measure and report the liabilities associated with "other (than pension) post-employment benefits" (or OPEB). Reported OPEB's may include post-retirement medical, pharmacy, dental, vision, life, long-term disability and long-term care benefits that are not associated with a pension plan. Government employers required to comply with GASB 45 include all states, cities, education boards, water districts, mosquito districts, public housing authorities, public schools and all other government entities that offer OPEB and report under GASB. YCH currently provides post-retirement medical only to retirees.

In compliance with procurement procedures, YCH completed the Request For Proposals (RFP) process in May 2011 with the selection of Bickmore Risk Services (BRS) to provide the required actuarial valuation of OPEB programs as of June 30, 2011 and June 30, 2013. YCH staff provided BRS with required data enabling their assessment of the OPEB liabilities in the attached report.

YCH had historically been operating on a "pay as you go" basis without any prefunding of accrued liability. In conformance with previous Board action, effective this fiscal year ending June 30, 2012, YCH will begin prefunding its OPEB liabilities through the irrevocable trust account with the California Employers' Retiree Benefit Trust (CERBT).

CERBT offers three asset allocation strategies. We have selected the proposal that the CERBT staff recommended that would not expose employers to increased volatility of long term expected investment returns, referred to as Strategy 1. Both the discount rate and volatility of Strategy 1 are slightly lower than those of the previous CERBT asset allocation strategy. CERBT implemented Strategy 1 in October of 2011.

Working together to provide quality affordable housing and community development services for all

Funding under this strategy is provided in Table 1B of the report and requires an Annual Required Contribution (ARC) of \$306,018 by June 30, 2012 and \$315,964 by June 30, 2013 which includes current retiree payments of about \$85,000 per year. Pre-funding at these levels will fully meet YCH obligations for fiscal years 2012 and 2013.

This strategy will result in a decrease in the Actuarial Accrued Liability (AAL) of approximately \$1,317,000 including the amortization of the unfunded AAL over a 27 year period. Summary of this calculation is provided on page 6 under Basic Valuation Results.

YCH staff will continue to identify and present options for reduction of OPEB liabilities for consideration by the Board of Commissioners such as incorporating a vesting schedule for future hires.

FISCAL IMPACT

Accepting the report has no fiscal impact. Not completing and accepting GASB 45 OPEB report would be a violation of requirements and could result in monetary penalties which are currently unknown.

Prefunding OPEB liabilities results in lesser future outlays and reduced future liability.

CONCLUSION

Staff recommends that the Board approve the YCH Actuarial Valuation of Other Post-Employment Benefit Programs (GASB 45).

Attachment: Yolo County Housing Actuarial Valuation of Other Post-Employment Benefit Programs.



June 6, 2012

Ms. Janis R. Holt
Resource Administrator
Yolo County Housing
147 W Main Street
Woodland, CA 95695

Re: July 1, 2011 Actuarial Report on GASB 45 Retiree Benefit Valuation

Dear Janis:

We are pleased to enclose our report providing the results of the July 1, 2011 actuarial valuation of "other post-employment benefits" (OPEB) liabilities for Yolo County Housing (YCH). The report's text describes our analysis and assumptions in detail.

This valuation was prepared with the understanding that:

- The results of this valuation will be applied to determine the annual OPEB expense for YCH's fiscal years ending June 30, 2012 and June 30, 2013.
- YCH will begin prefunding its OPEB liabilities through the irrevocable trust account with the California Employers' Retiree Benefit Trust (CERBT) for the fiscal year ending June 30, 2012.
- YCH intends to adopt the new CERBT asset allocation Strategy 1, using a Margin for Adverse Deviation of .11%. Accordingly, liabilities were calculated based on a 7.5% discount rate, as permitted by CERBT.
- YCH will continue to follow its existing PEMHCA resolutions on file with CalPERS (executed in 2011), which effectively state that YCH's contribution for each employee or annuitant will be on an "unequal" basis.

We appreciate the opportunity to work on this analysis and acknowledge the efforts of YCH's staff who provided valuable information and assistance to enable us to perform this valuation. Please let us know if we can be of further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Francis M. Schauer, Jr." The signature is written in black ink and is positioned above the printed name and title.

Francis M. Schauer, Jr., FSA, FCA, EA, MAAA
Manager, Health and Benefit Actuarial Services

Enclosure

www.BRSrisk.com
800 541 4391
t. 916.244.1199

CORPORATE
1750 Creekside Oaks Drive
Suite 200
Sacramento, CA 95833
d. 916.244.1100

1100 Town & Country Road
Suite 1550
Orange, CA 92868
d. 714.426.8525

5200 SW Macadam Avenue
Suite 310
Portland, OR 97239
d. 503.419.6450

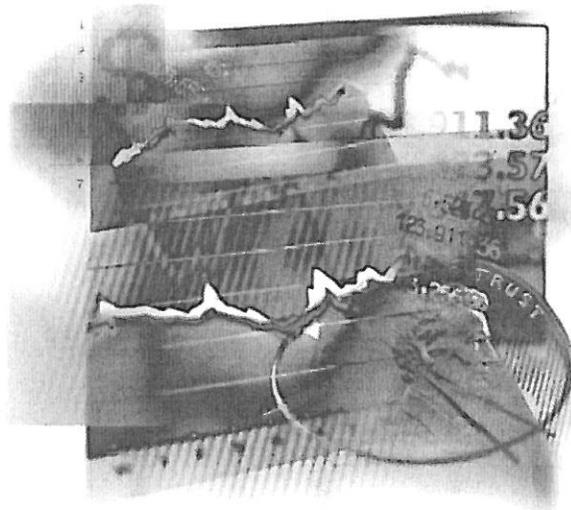


Bickmore Risk Services & Consulting

Yolo County Housing

Actuarial Valuation of Other
Post-Employment Benefit Programs as of

July 1, 2011



June 2012



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A. Executive Summary

This report presents the results of the July 1, 2011 actuarial valuation of the Yolo County Housing (YCH) "other post-employment benefit" (OPEB) programs. Briefly, benefits include subsidized medical coverage for eligible retirees. The purpose of this valuation was to assess the OPEB liabilities and provide disclosure information as required by Statement No. 45 of the Governmental Accounting Standards Board (GASB 45).

While the prior valuation was prepared using a 4.5% discount rate, this valuation was prepared using a 7.5% discount rate. This new rate reflects the asset allocation strategy selected by YCH for their assets, which are to be invested in the California Employers' Retiree Benefit Trust (CERBT) effective for the fiscal year ending June 30, 2012. Use of this rate is not a guarantee of future investment performance, but rather an assumption about the expected long term rate of return.

Calculations reflect YCH's stated intent to prefund its OPEB obligations beginning with its fiscal year ending June 30, 2012. The following summarizes the valuation results for this period:

- We calculate the GASB 45 actuarial accrued liability (AAL) to be \$2,425,441. YCH reported no assets in an irrevocable trust account as of July 1, 2011 to offset these liabilities. Thus, the unfunded accrued liability (asset) as of this date is \$2,425,441.
- The annual required contribution (ARC) is \$306,018.
- YCH reported contributions totaling \$83,739 for the fiscal year ending June 30, 2012, consisting of the premium payments for retirees. The balance of the ARC (\$222,279) will be contributed to CERBT for the fiscal year ending June 30, 2012.
- Based on the calculations and contributions as described above, we project the net OPEB obligation to be \$889,096 on June 30, 2012.
- Results for fiscal year ending June 30, 2013 are also illustrated in exhibits beginning on page 10.

The liabilities shown in the report reflect assumptions regarding continued future employment, rates of retirement and survival, and elections by future retirees to retain coverage for themselves and their dependents. To the extent that actual experience is not what we assumed, future results will be different. We also note that this valuation has been prepared on a closed group basis; no provision is made for new employees.

Details of our valuation process and the various disclosures required by GASB 45 are provided on the succeeding pages.

The next valuation is scheduled to be prepared as of July 1, 2013 as required for continued participation in CERBT. If there are any significant changes in the employee data, benefits provided or the funding policy, please contact us to discuss whether an earlier valuation is appropriate.



B. Requirements of GASB 45

The Governmental Accounting Standards Board (GASB) issued GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This Statement establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of state and local governmental employers. We understand that YCH implemented GASB 45 for the fiscal year ended June 30, 2009.

GASB 45 disclosures include the determination of an annual OPEB cost. For the first year, the annual OPEB cost is equal to the annual required contribution (ARC) as determined by the actuary. If YCH's actual contribution is less than (greater than) the ARC, then a net OPEB obligation (asset) amount is established. In subsequent years, the annual OPEB expense will reflect adjustments made to the net OPEB obligation, in addition to the ARC (see Table 1C).

The decision whether or not to prefund, and at what level, is at the discretion of YCH, as are the manner and term for paying down the unfunded actuarial accrued liability. Once a funding policy has been established, however, YCH's auditor may have an opinion as to the timing and manner of any change to such policy in future years. The level of prefunding also affects the selection of the discount rate used for valuing the liabilities.

We note that various issues in this report may involve legal analysis of applicable law or regulations. YCH should consult counsel on these matters; Bickmore Risk Services (BRS) does not practice law and does not intend anything in this report to constitute legal advice. In addition, we recommend YCH consult with their internal accounting staff or external auditor or accounting firm about the accounting treatment of OPEB liabilities.

C. Sources of OPEB Liabilities

Post-employment benefits other than pensions (OPEB) comprise a part of compensation that employers offer for services received. The most common OPEB are:

- Medical
- Dental
- Prescription drug
- Vision
- Life insurance

Other possible post-employment benefits may include outside group legal, long-term care, or disability benefits outside of a pension plan. OPEB does not generally include vacation, sick leave¹ or COBRA benefits, which fall under other GASB accounting statements.

A direct employer payment toward the cost of OPEB benefits is referred to as an “explicit” subsidy and these are included in the determination of OPEB liabilities. In addition, if claims experience of employees and retirees are pooled when determining premiums, the retirees pay a premium based on a pool of members that, on average, are younger and healthier. For certain types of coverage, such as medical, this results in an “implicit subsidy” of retiree claims by active employee premiums since the retiree premiums are lower than they would have been if the retirees were insured separately. Paragraph 13.a. of GASB 45 generally requires an implicit subsidy of retiree premium rates be valued as an OPEB liability.

Exceptions may exist when the plan is part of a “community-rated” program. GASB guidance indicates that an agency whose membership is a small portion (in the neighborhood of 1%) of the total coverage of a multiple employer plan may reasonably conclude that any change in their group’s mix of retirees and active would not affect the premium rates for the plan. In those circumstances, while an implicit subsidy may exist, it is not required to be disclosed.

OPEB Obligations of YCH

YCH provides continuation of medical coverage to its retiring employees. For retirees and their dependent(s) who have chosen to retain this coverage:

- YCH contributes directly to the cost of retiree medical coverage. These benefits are described in Table 3 and liabilities have been included in this valuation.
- Employees are covered by the CalPERS medical program. The experience of public agency employer membership in this program is community-rated (“OPEB Assumption Model”, April, 2010) and YCH’s membership in this program is incidental relative to the total number of members covered. This report, therefore, does not make age-related premium adjustments or compute an implicit rate subsidy for employees covered under this program.

¹ When a terminating employee’s unused sick leave credits are converted to provide or enhance a defined benefit OPEB, e.g., healthcare benefits, such converted sick leave credits should be valued under GASB 45.



D. Valuation Process

The valuation has been based on employee census data initially submitted to us by YCH in April 2012 and clarified in various related communications. Summaries of that data are provided in Table 2. While the individual employee records have been reviewed to verify that it is reasonable in various respects, the data has not been audited and we have otherwise relied on YCH as to its accuracy. A summary of the benefits provided under the Plan is provided in Table 3, based on information supplied to BRS by YCH. The valuation described below has been performed in accordance with the actuarial methods and assumptions described in Table 4.

In the specific development of the projected benefit values and liabilities, we first determine an expected premium or benefit stream over the employee’s future retirement. We then calculate a present value of these benefits as of the valuation date.

- These present value determinations reflect assumptions for the likelihood that an employee may not continue in service with YCH to receive benefits;
- For those that do, appropriate assumptions are made to reflect the probability of retirement at various ages.
- After reduction for the probability an employee may not receive a benefit, for the remaining probability he or she does, those benefits reflect assumptions as to whether they will elect coverage for themselves and/or dependents.
- The cost of benefits payable, once they begin for each employee, reflect expected trends in the cost of those benefits and the assumptions as to the expected date(s) those benefit will cease.
- These benefit projections and liabilities have a very long time horizon. The final payments for currently active employees may not be made for 65 years or more.

The resulting present value for each employee is allocated as a level percent of payroll each year over the employee’s career using the entry age normal cost method. This creates a cost expected to increase each year as payroll increases. Amounts attributed to prior fiscal years form the “actuarial accrued liability” (AAL). The amount of future OPEB cost allocated to the current year is referred to as the “normal cost”. The remaining cost to be assigned to future years is called the “present value of future normal costs”.

In summary:

Actuarial Accrued Liability	Past Years’ Costs
<i>plus</i> Normal Cost	Current Year’s Cost
<u><i>plus</i> Present Value of Future Normal Costs</u>	<u>Future Years’ Costs</u>
<i>equals</i> Present Value of Future Benefits	Total Benefit Costs

Where contributions have been made to an irrevocable OPEB trust, the accumulated value of trust assets is applied to offset the AAL. There have been no contributions made to YCH’s CERBT account as of July 1, 2011. The portion of the AAL not covered by assets is referred to as the unfunded actuarial accrued liability (UAAL).

E. Basic Valuation Results

The following chart compares the results of the January 1, 2009 valuation of OPEB liabilities (Column 2) to the results of the July 1, 2011 valuation (Column 1).

Valuation date	Pay-As-You-Go	Prefunding
	1/1/2009	7/1/2011
For fiscal year beginning	7/1/2008	7/1/2011
For fiscal year ending	6/30/2009	6/30/2012
Discount rate	4.50%	7.50%
Number of Covered Employees		
Actives	31	34
Retirees	11	10
Total Participants	42	44
Actuarial Present Value of Projected Benefits		
Actives	\$ 4,149,495	\$ 2,485,221
Retirees	1,816,536	1,069,002
Total APVPB	5,966,031	3,554,223
Actuarial Accrued Liability (AAL)		
Actives	1,925,920	1,356,439
Retirees	1,816,536	1,069,002
Total AAL	3,742,456	2,425,441
Actuarial Value of Assets		
	-	-
Unfunded AAL (UAAL)		
	3,742,456	2,425,441
Normal Cost		
	205,866	140,144
Benefit Payments		
Actives (in retirement)	-	-
Retirees	57,857	83,739
Total	57,857	83,739

The funded ratio (the ratio of the Actuarial Value of Assets divided by the Actuarial Accrued Liability) is 0% as of July 1, 2011. Covered payroll as of July 1, 2011 was reported to be \$1,764,114. The Unfunded Actuarial Accrued Liability, expressed as a percentage of payroll, is 137.5% as of this date.

Changes Since the Prior Valuation

Even if all of our previous assumptions were met exactly as projected, liabilities generally increase over time as active employees get closer to the date their benefits are expected to begin. Of course, our prior assumptions were *not* exactly realized.

Basic Valuation Results (Concluded)

In comparing results shown in the exhibit on the prior page, we can see that the decrease in the AAL over the period between January 1, 2009 and July 1, 2011 was approximately \$1,317,000. Of this change, \$971,000 was the expected increase due to the passage of time. The remaining decrease is attributable to plan experience and the changes described below:

- Updates in employee and premium data, including the effect of the “caps” on retiree premium subsidies (experience; *\$1,243,000 decrease in AAL*);
- A change in the discount rate used to develop the OPEB liability, from 4.5% to 7.5%, as a result of YCH’s change in funding policy to begin contributing 100% of the ARC each year (*\$1,370,000 decrease in AAL*);
- Revised assumptions for mortality, termination and retirement, based on the most recent CalPERS retirement plan experience study covering YCH employees (*\$63,000 increase in AAL*);
- Change in assumed percentage of employees who are assumed to be married and elect coverage for their spouse in retirement (*\$98,000 increase in AAL*);
- More direct recognition of the cost associated with disability retirement (*\$30,000 increase in AAL*);
- Revised assumptions about dependent coverage in retirement (*\$16,000 increase in AAL*); and
- Medical plan premium rates are assumed to increase at slightly higher rates than were assumed in the prior valuation (*\$118,000 increase in AAL*).

F. Funding Policy

The specific calculation of the ARC and annual OPEB expense for an employer depends on how the employer elects to fund these benefits. Contributing an amount greater than or equal to the ARC each year is referred to as "prefunding". Prefunding generally allows the employer to have the liability calculated using a higher discount rate, which in turn lowers the liability. In addition, following a prefunding policy does not build up a net OPEB obligation because the contribution equals or exceeds the annual OPEB cost each year.

Determination of the ARC

The Annual Required Contribution (ARC) consists of two basic components, which have been adjusted with interest to YCH's fiscal year end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

The ARC for the fiscal years ending June 30, 2012 and June 30, 2013 are developed in Table 1B.

Decisions Affecting the Amortization Payment

The period and method for amortizing the AAL can significantly affect the ARC. GASB 45:

- Prescribes a maximum amortization period of 30 years and requires no minimum amortization period (except 10 years for certain actuarial gains). Immediate full funding of the liability is also permitted, where the expected employer contribution is shown as the interest-adjusted sum of the normal cost and the entire amount of the unfunded accrued liability. Expected contributions in future years are then reduced to the expected normal cost (as a percentage of payroll) plus amortization of any new changes in the unfunded AAL.
- Allows amortization payments to be determined (a) as a level percentage of payroll, designed to increase over time as payroll increases, or (b) as a level dollar amount much like a conventional mortgage, so that this component of the ARC does not increase over time. Where a plan is closed and has no ongoing payroll base, a level percent of payroll basis is not permitted.
- Allows the amortization period to decrease annually by one year (closed basis) or to be maintained at the same number of years (open basis).

It is our understanding that YCH's prefunding policy includes amortization of the unfunded AAL over a closed 30-year period initially effective July 1, 2008; the remaining period applicable in determining the ARC for the fiscal year ending June 30, 2012 is 27 years. Amortization payments are determined on a level percent of pay basis.

G. Choice of Actuarial Funding Method and Assumptions

The “ultimate real cost” of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These expenditures are dependent only on the terms of the plan and the administrative arrangements adopted, and as such are not affected by the actuarial funding method. The actuarial funding method attempts to spread recognition of these expected costs on a level basis over the life of the plan, and as such sets the “incidence of cost”. Methods that produce higher initial annual (prefunding) costs will produce lower annual costs later. Conversely, methods that produce lower initial costs will produce higher annual costs later relative to the other methods. GASB 45 allows the use of any of six actuarial funding methods; a brief description of each is in the glossary.

Factors Impacting the Selection of Funding Method

While the goal of GASB 45 is to match recognition of retiree medical expense with the periods during which the benefit is earned, the funding methods differ because they focus on different financial measures in attempting to level the incidence of cost. Appropriate selection of a funding method contributes to creating intergenerational equity between generations of taxpayers. The impact of potential new employees entering the plan may also affect selection of a funding method, though this is not a factor in this plan.

We believe it is most appropriate for the plan sponsor to adopt a theory of funding and consistently apply the funding method representing that theory. This valuation was prepared using the entry age normal cost method with normal cost determined on a level percent of pay basis. The entry age normal cost method often produces initial contributions between those of the other more common methods and is generally regarded by pension actuaries as the most stable of the funding methods and is one of the most commonly used methods for GASB 45 compliance. In addition, it is the method required for plans participating in the CalPERS prefunding vehicle for OPEB liabilities, the California Employers Retiree Benefit Trust (CERBT).

Factors Affecting the Selection of Assumptions

Special considerations apply to the selection of actuarial funding methods and assumptions for YCH. In particular, CalPERS has issued a set of standardized actuarial methods and assumptions to be used by entities participating in CERBT and the actuarial assumptions used in this report for GASB 45 analysis are intended to comply with these requirements. The assumptions required for use by CERBT were updated since the last valuation, to reflect recent experience, and the revised assumptions were utilized for this valuation.

In selecting an appropriate discount rate, GASB states that the discount rate should be based on the expected long-term yield of investments used to finance the benefits. CERBT provides participating employers with three possible asset allocation strategies; a maximum discount rate is assigned to each of these strategies, which may be rounded or reduced to include a margin for adverse deviation. As requested by YCH and permitted by CERBT where its asset allocation Strategy #1 is employed, the discount rate used in this valuation is 7.5%.



H. Certification

We certify that this report has been prepared in accordance with our understanding of GASB 45, and that the results shown in Section E. and in Tables 1A, 1B and 1C accurately present our analysis of the actuarial calculations for this plan required by GASB 45. Each signing individual is a Manager in the Health & Benefits Actuarial Unit at Bickmore Risk Services and a Member of the American Academy of Actuaries who satisfies the qualification requirements for rendering this opinion.

Signed: June 6, 2012



Catherine L. MacLeod, FSA, EA, MAAA



Francis M. Schauer Jr., FSA, FCA, EA, MAAA



**Table 1A
Summary of Valuation Results
Prefunding Basis**

The following summarizes the results of our valuation of OPEB liabilities for YCH calculated under GASB 45 for the fiscal year ending June 30, 2012 as well as projected amounts for the fiscal year ending June 30, 2013.

Valuation date	Prefunding	
	7/1/2011	
For fiscal year beginning	7/1/2011	7/1/2012
For fiscal year ending	6/30/2012	6/30/2013
Discount rate	7.50%	7.50%
Number of Covered Employees		
Actives	34	34
Retirees	10	10
Total Participants	44	44
Actuarial Present Value of Projected Benefits		
Actives	\$ 2,485,221	\$ 2,671,613
Retirees	1,069,002	1,065,438
Total APVPB	3,554,223	3,737,051
Actuarial Accrued Liability (AAL)		
Actives	1,356,439	1,608,827
Retirees	1,069,002	1,065,438
Total AAL	2,425,441	2,674,265
Actuarial Value of Assets	-	222,279
Unfunded AAL (UAAL)	2,425,441	2,451,986
Normal Cost	140,144	144,699
Benefit Payments		
Actives (in retirement)	-	12,381
Retirees	83,739	78,239
Total	83,739	90,620

The results shown below and on the following two pages reflect our understanding that YCH intends to contribute 100% of the ARC for each fiscal year to which this report is expected to be applied. Should those contributions differ by more than an immaterial amount, some of the results in this report will need to be revised.

Table 1B
Calculation of the Annual Required Contribution

The following exhibit calculates the amortization payments and the annual required contribution (ARC) on a prefunding basis for the fiscal years ending June 30, 2012 and June 30, 2013.

Fiscal Year End	Prefunding Basis	
	6/30/2012	6/30/2013
Funding Policy		
Discount rate	7.50%	7.50%
Amortization method	Level % of Pay	Level % of Pay
Initial amortization period (in years)	30	30
Remaining period (in years)	27	26
Determination of Amortization Payment		
UAAL	\$ 2,425,441	\$ 2,451,986
Factor	16.7823	16.43193
Payment	144,524	149,221
Annual Required Contribution (ARC)		
Normal Cost	140,144	144,699
Amortization of UAAL	144,524	149,221
Interest to 06/30	21,350	22,044
Total ARC at fiscal year end	306,018	315,964

While the following is not intended to be used to determine the normal cost or ARC in future years, this information may be of value for planning purposes:

Fiscal Year End	6/30/2012	6/30/2013
Projected covered payroll	\$ 1,764,114	\$ 1,821,447
Normal Cost as a percent of payroll	7.9%	7.9%
ARC as a percent of payroll	17.3%	17.3%
ARC per active ee	9,001	9,293



Table 1C
Expected OPEB Disclosures

The following exhibit develops the annual OPEB expense, estimates the expected OPEB contributions and projects the net OPEB obligation for the fiscal years ending June 30, 2012 and June 30, 2013, assuming YCH contributes 100% of the ARC in each of the two fiscal years shown.

Fiscal Year End	Prefunding Basis	
	6/30/2012	6/30/2013
1. Calculation of the Annual OPEB Expense		
a. ARC for current fiscal year	\$ 306,018	\$ 315,964
b. Interest on Net OPEB Obligation (Asset) at beginning of year	66,702	67,432
c. Adjustment to the ARC	(56,969)	(58,820)
d. Annual OPEB Expense (a. + b. + c.)	315,751	324,576
2. Calculation of Expected Contribution		
a. Estimated payments on behalf of retirees	83,739	90,620
b. Estimated contribution to OPEB trust	222,279	225,344
c. Total Expected Employer Contribution	306,018	315,964
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	9,734	8,612
Net OPEB Obligation (Asset), beginning of fiscal year	889,362	899,096
Net OPEB Obligation (Asset) at fiscal year end	899,096	907,708

Please note that the expected payments to retirees shown in column 2 above is an estimate and should be replaced with the actual payments in order to determine the portion of the ARC to be contributed to the OPEB trust.

Should total contributions (the sum of actual premiums paid and contributions to CERBT) be less than the ARC, the next valuation will likely require use of a lower discount rate for valuing the liabilities.



Table 2
Summary of Employee Data

YCH reported 34 active employees; of these, 28 are currently participating in the medical program while 6 employees were waiving coverage as of the valuation date. Age and service information for the reported individuals is provided below:

Distribution of Benefits-Eligible Active Employees								
Current Age	Years of Service						Total	Percent
	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 & Up		
Under 25							0	0%
25 to 29		1	2				3	9%
30 to 34		1	1				2	6%
35 to 39	1	1	1	2	1		6	18%
40 to 44	1			1		1	3	9%
45 to 49	1	4	1	1	1		8	24%
50 to 54		3				1	4	12%
55 to 59	1	1	1	1	1		5	15%
60 to 64		1	1			1	3	9%
65 to 69							0	0%
70 & Up							0	0%
Total	4	12	7	5	3	3	34	100%
Percent	12%	35%	21%	15%	9%	9%	100%	

(Percentages adjusted to total 100%)

Annual Covered Payroll	\$1,764,114
Average Attained Age for Actives	45.9
Average Years of Service	8.5

Current ages of the 10 retirees or their beneficiaries receiving benefits are shown below:

Retirees by Age		
Current Age	Number	Percent
Below 50	0	0%
50 to 54	0	0%
55 to 59	0	0%
60 to 64	4	40%
65 to 69	3	30%
70 to 74	1	10%
75 to 79	2	20%
80 & up	0	0%
Total	10	100%
Average Attained Age for Retirees:		67.4

Table 3A Summary of Retiree Benefit Provisions

OPEB provided: YCH has indicated that the only OPEB provided is medical coverage.

Access to coverage: Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital and Care Act (PEMHCA).

- This coverage requires the employee to satisfy the requirements for retirement under CalPERS. CalPERS retirement requires attainment of age 50 with 5 years of State or public agency service or approved disability retirement.
- If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement or during any future open enrollment period.
- Coverage may be continued at the retiree's option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage.
- The employee must commence his or her retirement warrant within 120 days of terminating employment with YCH to be eligible to continue medical coverage through YCH and be entitled to the employer subsidy described below.

Benefits provided: YCH is obligated to contribute toward the cost of retiree medical coverage for the retiree's lifetime or until coverage is discontinued and executed a resolution with CalPERS in 1990 defining the level of YCH's contribution toward the cost of retiree medical plan premiums. Under this "unequal" resolution, YCH's contribution toward *retiree* medical benefits is determined by multiplying together the following three items:

- 5% *times*
- The number of prior years the employer has been contracted with PEMHCA *times*
- The contribution the employer makes towards active employee health benefits. YCH's contribution towards active employee health benefits is 100% of health premiums for employees and dependents, up to a cap varying by coverage level. The cap amounts in 2011 were defined by a CalPERS resolution at \$590 for employee only, \$1,100 for employee and spouse, and \$1,405 for employee and family coverage.

There is a maximum annual increase of \$100 per month in the premium subsidy for retirees; thus, even though the unequal resolution has been in effect for more than 20 years, the subsidy for retirees for employee plus spouse coverage prior to age 65 is not equal to the subsidy for active employees.

YCH contributes 40% of the premium for one retired board member and his spouse.

Current premium rates: The 2011 CalPERS monthly medical plan rates in the Bay Area rate group are shown in the table on the following page. If different rates apply where the member resides outside of this area, those rates are reflected in the valuation, but not listed here.



**Table 3A
(Concluded)**

Bay Area 2011 Health Plan Rates						
Plan	Actives and Pre-Med Retirees			Medicare Eligible		
	Ee Only	Ee & 1	Ee & 2+	Ee Only	Ee & 1	Ee & 2+
Blue Shield HMO	\$675.51	\$1,351.02	\$1,756.33	\$337.88	\$675.76	\$1,081.07
Blue Shield NetValue HMO	581.24	1,162.48	1,511.22	337.88	675.76	1,024.50
Kaiser HMO	568.99	1,137.98	1,479.37	282.30	564.60	905.99
PERS Choice PPO	563.40	1,126.80	1,464.84	375.88	751.76	1,089.80
PERS Care PPO	893.95	1,787.90	2,324.27	433.66	867.32	1,403.69

Note that the additional CalPERS administration fee is not included in this valuation.

Table 3B General CalPERS Annuitant Eligibility Provisions

The content of this section has been drawn from Section C, Summary of Plan Provisions, of the State of California OPEB Valuation as of June 30, 2011, issued February 2012, to the State Controller from Gabriel Roeder & Smith. It is provided here as a brief summary of general annuitant and survivor coverage.

Health Care Coverage

Retired Employees

A member is eligible to enroll in a CalPERS health plan if he or she retires within 120 days of separation from employment and receives a monthly retirement allowance. If the member meets this requirement, he or she may continue his or her enrollment at retirement, enroll within 60 days of retirement, or enroll during any Open Enrollment period. If a member is currently enrolled in a CalPERS health plan and wants to continue enrollment into retirement, the employee will notify CalPERS and the member's coverage will continue into retirement.

Eligibility Exceptions: Certain family members are not eligible for CalPERS health benefits:

- Children age 26 or older
- Children's spouses
- Former spouses
- Never enrolled or disabled children over age 26
- Grandparents
- Parents
- Children of former spouses
- Other relatives

Coordination with Medicare

CalPERS retired members who qualify for premium-free Part A, either on their own or through a spouse (current, former, or deceased), must sign up for Part B as soon as they qualify for Part A. A member must then enroll in a CalPERS sponsored Medicare plan. The CalPERS-sponsored Medicare plan will pay for costs not paid by Medicare, by coordinating benefits.

Survivors of an Annuitant

If a CalPERS annuitant satisfied the requirement to retire within 120 days of separation, the survivor may be eligible to enroll within 60 days of the annuitant's death or during any future Open Enrollment period. Note: A survivor cannot add any new dependents; only dependents that were enrolled or eligible to enroll at the time of the member's death qualify for benefits.

Surviving registered domestic partners who are receiving a monthly annuity as a surviving beneficiary of a deceased employee or annuitant on or after January 1, 2002, are eligible to continue coverage if currently enrolled, enroll within 60 days of the domestic partner's death, or enroll during any future Open Enrollment period.

Surviving enrolled family members who do not qualify to continue their current coverage are eligible for continuation coverage under COBRA.

Table 4
OPEB Valuation Actuarial
Methods and Assumptions

Valuation Date	July 1, 2011
Funding Method	Entry Age Normal Cost, level percent of pay ²
Asset Valuation Method	Market value of assets
Discount Rate	7.5%
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year
Assumed Increase for Amortization Payments	3.25% per year where determined on a percent of pay basis

The demographic actuarial assumptions used in this valuation are based on the (demographic) experience study of the California Public Employees Retirement System using data from 1997 to 2007. Rates for selected age and service are shown below and on the following pages.

Mortality Before Retirement Illustrative rates:

CalPERS Public Agency Miscellaneous Non-Industrial Deaths only		
Age	Male	Female
15	0.00045	0.00006
20	0.00047	0.00016
30	0.00053	0.00036
40	0.00087	0.00065
50	0.00176	0.00126
60	0.00395	0.00266
70	0.00914	0.00649
80	0.01527	0.01108

² The level percent of pay aspect of the funding method refers to how the normal cost is determined. Use of level percent of pay cost allocations in the funding method is separate from and has no effect on a decision regarding use of a level percent of pay or level dollar basis for determining amortization payments.

**Table 4 - Actuarial Methods and Assumptions
(Continued)**

Mortality After Retirement
Illustrative rates:

Healthy Lives			Disabled Lives		
CalPERS Public Agency Miscellaneous, Police & Fire Post Retirement Mortality			CalPERS Public Agency Miscellaneous Disability Post Retirement Mortality		
Age	Male	Female	Age	Male	Female
40	0.00093	0.00062	20	0.00664	0.00478
50	0.00239	0.00125	30	0.00790	0.00512
60	0.00720	0.00431	40	0.01666	0.00674
70	0.01675	0.01244	50	0.01632	0.01245
80	0.05270	0.03749	60	0.02293	0.01628
90	0.16747	0.12404	70	0.03870	0.03019
100	0.34551	0.31876	80	0.08388	0.05555
110	1.00000	1.00000	90	0.21554	0.14949

Termination Rates

CalPERS Public Agency Miscellaneous: sum of Terminated
Refund and Terminated Vested rates – Illustrative rates

Attained Age	Years of Service					
	0	3	5	10	15	20
15	0.1812	0.0000	0.0000	0.0000	0.0000	0.0000
20	0.1742	0.1193	0.0946	0.0000	0.0000	0.0000
25	0.1674	0.1125	0.0868	0.0749	0.0000	0.0000
30	0.1606	0.1055	0.0790	0.0668	0.0581	0.0000
35	0.1537	0.0987	0.0711	0.0587	0.0503	0.0450
40	0.1468	0.0919	0.0632	0.0507	0.0424	0.0370
45	0.1400	0.0849	0.0554	0.0427	0.0347	0.0290

Service Retirement Rates

CalPERS Public Agency Miscellaneous
2% @ 55 – Illustrative rates

Attained Age	Years of Service					
	5	10	15	20	25	30
50	0.0150	0.0200	0.0240	0.0290	0.0330	0.0390
55	0.0500	0.0640	0.0780	0.0940	0.1070	0.1270
60	0.0720	0.0920	0.1120	0.1340	0.1530	0.1820
65	0.1740	0.2210	0.2690	0.3230	0.3690	0.4390
70	0.1380	0.1760	0.2140	0.2570	0.2930	0.3490
75 & over	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

**Table 4 - Actuarial Methods and Assumptions
(Continued)**

Disability Retirement Rates

Illustrative rates:

CalPERS Public Agency Miscellaneous Disability		
Age	Male	Female
25	0.00010	0.00010
30	0.00021	0.00020
35	0.00063	0.00088
40	0.00145	0.00164
45	0.00252	0.00243
50	0.00331	0.00311
55	0.00366	0.00306
60	0.00377	0.00253

Healthcare Trend Rate

Medical plan premiums are assumed to increase once each year. The increases over the prior year's levels are assumed to be effective on the dates shown in the chart below:

Effective July 1	Premium Increase	Effective July 1	Premium Increase
2012	9.00%	2016	7.00%
2013	8.50%	2017	6.50%
2014	8.00%	2018	5.50%
2015	7.50%	2019 & Later	4.50%

Employer Cost Sharing

YCH's medical premium caps are assumed to increase at the rates shown above, with the exception that the actual (known) increase in the caps of 6.1%, for Employee Only and Employee Plus Spouse coverage, effective January 1, 2012, was assumed instead of the 9% increase assumption in the chart above.

Participation Rate

Participating actives: 100% are assumed to continue their current plan election in retirement.

Non-participating actives: 50% are assumed to elect coverage at a later date, thus gaining access to coverage in retirement, and are assumed to elect coverage under the Blue Shield Net Value HMO plan.

Retired participants: Existing medical plan elections are assumed to be maintained through retirement until death.

**Table 4 - Actuarial Methods and Assumptions
(Concluded)**

Spouse Coverage	<p><i>Active employees:</i> 85% are assumed to be married and elect coverage for their spouse in retirement. Surviving spouses are assumed to retain coverage until their death. Husbands are assumed to be 3 years older than their wives.</p> <p><i>Retired participants:</i> Existing elections for spouse coverage are assumed to be maintained through retirement until the spouse's death. Actual spouse ages are used, where known; in not, husbands are assumed to be 3 years older than their wives.</p>
Dependent Coverage	<p><i>Active employees:</i> 30% of retirees are assumed to cover dependent children until age 63.</p> <p><i>Retired participants:</i> There are no retirees currently covering dependent children.</p>
Medicare Eligibility	Absent contrary data, all individuals are assumed to be eligible for Medicare Parts A and B at age 65.

Changes Since the Prior Valuation:

Discount rates	Increased from 4.5% to 7.5%, reflecting the change in the agency's OPEB funding policy.
Demographic assumptions	Rates of assumed mortality, termination, disability and retirement rates were updated from those provided in the CalPERS 2002 experience study to those developed from the CalPERS 2007 experience study. Explicit costs for potential disability benefits were included.
Healthcare trend	Medical plan premium rates are assumed to increase at slightly higher rates for some years than were assumed in the prior valuation.
Dependent Coverage	Due to more favorable and longer eligibility for dependent children, this valuation includes projected OPEB costs for dependents of current (and future) retirees.
Spouse Coverage	The percentage of married employees at retirement who are assumed to elect to cover their spouse was increased to 100%, from 90%.

Table 5
Projected Benefit Payments

The following is an estimate of other post-employment benefits to be paid on behalf of current retirees and current employees expected to retire from YCH.

- No benefits expected to be paid on behalf of current active employees prior to retirement are considered in this projection.
- No benefits for potential future employees have been included.

Expected annual benefits have been projected on the basis of the actuarial assumptions outlined in Table 4.

Projected Annual Benefit Payments			
Fiscal Year Ending June 30	Explicit Subsidy		Total
	Current Retirees	Future Retirees	
2012	\$ 83,739	\$ -	\$ 83,739
2013	78,239	12,381	90,620
2014	77,976	21,999	99,975
2015	83,168	30,667	113,835
2016	84,288	42,358	126,646
2017	88,654	58,262	146,916
2018	92,594	75,851	168,445
2019	95,591	95,772	191,363
2020	97,500	109,887	207,387
2021	99,106	131,916	231,022

Glossary

Actuarial Accrued Liability (AAL) – Total dollars required to fund all plan benefits attributable to service rendered as of the valuation date for current plan members and vested prior plan members; see “Actuarial Present Value”

Actuarial Funding Method – A procedure which calculates the actuarial present value of plan benefits and expenses, and allocates these expenses to time periods, typically as a normal cost and an actuarial accrued liability

Actuarial Present Value (APV) – The amount presently required to fund a payment or series of payments in the future, it is determined by discounting the future payments by an appropriate interest rate and the probability of nonpayment.

Aggregate – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Annual Required Contribution (ARC) – The amount the employer would contribute to a defined benefit OPEB plan for a given year, it is the sum of the normal cost and some amortization (typically 30 years) of the unfunded actuarial accrued liability

Attained Age Normal Cost (AANC) – An actuarial funding method where, for each plan member, the excess of the actuarial present value of benefits over the actuarial accrued liability (determined under the unit credit method) is levelly spread over the individual’s projected earnings or service forward from the valuation date to the assumed exit date

CalPERS – Many state governments maintain a public employee retirement system; CalPERS is the California program, covering all eligible state government employees as well as other employees of other governments within California who have elected to join the system

Defined Benefit (DB) – A pension or OPEB plan which defines the monthly income or other benefit which the plan member receives at or after separation from employment

Defined Contribution (DC) – A pension or OPEB plan which establishes an individual account for each member and specifies how contributions to each active member’s account are determined and the terms of distribution of the account after separation from employment

Entry Age Normal Cost (EANC) – An actuarial funding method where, for each individual, the actuarial present value of benefits is levelly spread over the individual’s projected earnings or service from entry age to assumed exit age

Glossary (Continued)

Frozen Attained Age Normal Cost (FAANC) – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability (determined under the unit credit method) is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Frozen Entry Age Normal Cost (FEANC) – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability (determined under the entry age normal cost method) is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Financial Accounting Standards Board (FASB) – A private, not-for-profit organization designated by the Securities and Exchange Commission (SEC) to develop generally accepted accounting principles (GAAP) for U.S. public corporations

Government Accounting Standards Board (GASB) – A private, not-for-profit organization which develops generally accepted accounting principles (GAAP) for U.S. state and local governments; like FASB, it is part of the Financial Accounting Foundation (FAF), which funds each organization and selects the members of each board

Non-Industrial Disability (NID) – Unless specifically contracted by the individual Agency, PAM employees are assumed to be subject to only non-industrial disabilities.

Normal Cost – Total dollar value of benefits expected to be earned by plan members in the current year, as assigned by the chosen funding method; also called current service cost

Other Post-Employment Benefits (OPEB) – Post-employment benefits other than pension benefits, most commonly healthcare benefits but also including life insurance if provided separately from a pension plan

Pay-As-You-Go (PAYGO) – Contributions to the plan are made at about the same time and in about the same amount as benefit payments and expenses coming due

PEMHCA – The Public Employees' Medical and Hospital Care Act, established by the California legislature in 1961, provides community-rated medical benefits to participating public employers. Among its extensive regulations are the requirements that medical insurance contributions for retired annuitants and paid for by a contracting Agency be equal to the medical insurance contributions paid for its active employees, and that a contracting Agency file a resolution, adopted by its governing body, with the CalPERS Board establishing any new contribution.



Glossary (Concluded)

Projected Unit Credit (PUC) – An actuarial funding method where, for each individual, the projected plan benefit is allocated by a consistent formula from entry date to assumed exit date

Public Agency Miscellaneous (PAM) – Actuarial assumptions used by CalPERS for most non-safety public employees.

Select and Ultimate – Actuarial assumptions which contemplate rates which differ by year initially (the select period) and then stabilize at a constant long-term rate (the ultimate rate)

Trend – The healthcare cost trend rate, defined as the rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design and technological developments

Unfunded Actuarial Accrued Liability (UAAL) – The excess of the actuarial accrued liability over the actuarial value of plan assets

Unit Credit (UC) -- An actuarial funding method where, for each individual, the unprojected plan benefit is allocated by a consistent formula from entry date to assumed exit date

Vesting – As defined by the plan, requirements which when met make a plan benefit nonforfeitable on separation of service before retirement eligibility

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-25 Item No. 9, of the Yolo County Housing meeting of June 21, 2012.

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

5. Approved the minutes of May 17, 2012.
6. Received and filed letter from Assemblymember Mariko Yamada congratulating Yolo County Housing on the 2012 Clean Air Award
7. Approved and authorized the Chair to sign **Resolution No. 12-07** reaffirming and adopting the YCH Risk Control Policy Statement.
8. Approved the YCH Actuarial Valuation of Other Employment Benefit Programs (GASB 45).
9. Appropriated \$21,000 in operating reserve funds to be budgeted for building repairs to the Woodland Boxing Club located in Yolano Village.



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: June 21, 2012
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Janis Holt, Resource Administrator
SUBJECT: **APPROPRIATE \$21,000 IN OPERATING RESERVE FUNDS TO BE BUDGETED FOR BUILDING REPAIRS TO THE WOODLAND BOXING CLUB**

RECOMMENDED ACTION

That the Housing Commission:

Appropriate \$21,000 in operating reserve funds to be budgeted for building repairs to the Woodland Boxing Club located in Yolano Village.

BACKGROUND/DISCUSSION

Prior to 2009, the Yolano Village common area facilities, park, playgrounds and soccer fields were leased to the City of Woodland and were managed and operated by the City of Woodland Parks and Recreation Department for local programs, such as adult soccer leagues, folkloric dance, and the Woodland Boxing Club.

In 2009, the City ceased most park operations and returned the site to YCH. Currently, YCH manages all common areas with the exception of programs within the Woodland Boxing Club, which continues to operate under the direction of the City of Woodland. The Boxing Club holds evening classes on weekdays for ages 10 through adult. This facility is an important resource to the community and has served as an anti-gang alternative for local youth promoting physical fitness and instilling discipline and leadership skills.

Since the Boxing Club remained under the jurisdiction of the City of Woodland Parks and Recreation Department, YCH and the City did not enter into a Facility Use Agreement with the City for the site and has had limited involvement with the Boxing Club. In addition, because the site remained with the City, YCH has realized no rental income from the property.

Recently, staff received a request for repair of the premises during the spring rainy season. That repair was made, but as a result of being on site, YCH staff have identified several areas where maintenance of the property could, and should, be improved for the benefit of

the Club and its students. These would be interim repairs as both the City and YCH are interested in a larger planned development expansion at the site.

This future planned development would call for expanding housing and in pursuing funding for a future community building that would include a computer learning center, new boxing club facilities, recreational programming and classroom(s) for ESL, GED and job training. The preliminary plan calls for the replacement of the old office buildings located at 1224 Lemen and would complement the UC Davis TANA building and art programs.

Based on a recent community survey, a high percentage of families residing in Yolano Village and Donnelly Circle are interested in these types of programs to help their families achieve educational goals, healthier lifestyles, and higher incomes leading to greater self-sufficiency. YCH is committed to finding grant and funding options with our community partners for this future community facility.

For the interim repairs, YCH has received a bid of \$19,157.00 for labor and material for exterior repairs to the dry rotting eaves, interior wall repair and painting, and other minor improvements. Staff proposes that the Commission appropriate \$21,000 in reserve funds for the repairs to allow for adequate contingency for unforeseen items.

Since this facility is not under a federal declaration of trust, the use of Capital Funds is not allowed. Since the site currently returns no rental revenue, there is no source of funds to make improvements outside of the use of AMP reserve funds. Staff is requesting approval to use \$21,000 of operating reserves to complete these repairs. There are currently \$463,424 in reserves at this AMP.

Staff at the City and at YCH are currently in negotiations to enter into a Facility Use Agreement in order to better outline the roles and responsibilities of each partner in order to ensure the continued ability of the Boxing Club to deliver service.

FISCAL IMPACT

Approval will result in a reduction of \$21,000 from operating reserves. There is currently \$463,424 in reserve funds.

CONCLUSION

Staff recommends that the Board approve to the appropriation of \$21,000 in operating reserve funds for building repairs to the Woodland Boxing Club located in Yolano Village.

Yolo County Housing
Yolo County, California

Meeting Date: June 21, 2012

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 10
2012/13 Annual Budget

Minute Order No. 12-26: Took the following actions:

- A. Adopted the fiscal year 2012-2013 budget for Yolo County Housing (YCH).
- B. Approved and authorized the Chair to sign the HUD-52574 PHA Budget **Resolution No. 12-08**

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



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

DATE: June 21, 2012
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
Mark Stern, Finance Director
SUBJECT: **Review and Approve Resolution Adopting 2012 – 2013 Annual Budget**

RECOMMENDATIONS:

That the Housing Commission:

- a) Review and, after making any modifications to the proposed budget, adopt the FY 2012-2013 for Yolo County Housing (YCH).
- b) That the Housing Commission approve the attached HUD-52574 PHA Budget Resolution

BACKGROUND/DISCUSSION:

Budget Overview:

	2011-2012 Approved Budget			2012-2013 Proposed Budget		
	Revenue	Expenses	Net Fund Balance	Revenue	Expenses	Net Fund Balance
West Sacramento	875,095	844,943	30,152	882,476	882,476	-0-
Woodland	1,386,571	1,068,042	318,529	1,125,173	1,125,173	-0-
Winters	1,100,470	1,094,182	6,288	1,166,909	1,136,905	30,004
Admin Building	377,616	307,246	70,370	377,616	308,416	69,200
HCV Operations	1,114,369	1,108,308	6,061	1,163,289	1,163,289	-0-
HCV Vouchers	10,804,100	10,804,100	-0-	12,304,600	11,582,400	722,200
COCC	1,503,028	1,495,896	7,132	1,502,063	1,497,434	4,629
Helen Thomson Homes	37,900	37,900	-0-	30,750	30,750	-0-
Cottonwood	277,298	274,680	2,618	306,550	261,918	44,632
Esparto Cntry Wst		4,063	(4,063)		3,764	(3,764)
Davis Solar	37,318	33,633	3,685	37,870	30,411	7,459
Pacifico Student Co-op				111,200	111,200	-0-
Total	17,513,765	17,072,993	440,772	19,008,496	18,134,136	874,360

Assumptions included in the Proposed Budget

Agency-wide

- The budget excludes depreciation of approximately \$1,100,000
- The table above shows both revenue and expense as positive and loss as negative
- 3% COLA is included in salaries

LIPH

- The budget includes Operating Subsidy for the AMPs of \$616,333. HUD's allocation for calendar year 2012 reduced YCH's allocation by \$296,702 as the result of HUD's recapture of reserves (reserves exceeding four months of operating costs). For January through June, Operating Subsidy is calculated at 55% of 2012 funding eligibility.
- Occupancy is generally budgeted at 97%.

HCV Program Operations

- HCV Admin Revenue is based on 1,520 ACC vouchers per month for the entire year and a 95% proration of funding eligibility.
- Admin Fee Revenue is calculated at an 80% proration for the entire year.
- Other Fees income includes inspections conducted for SHRA, Rent Reasonableness studies for SHRA and HPRP and referral fees for the CARE Program.

HCV Vouchers

- Estimated voucher expense is based on 1,520 vouchers at a monthly average cost of \$635.

Migrant

- The Migrant Program is not included in this budget. We have submitted 2012-2013 contract budget requests to OMS but contracts have not been received. Staff expects the budget for the three Migrant Centers not to exceed \$1,600,000.

Admin Building

- Rental Income is from charges to all programs for the space occupied.
- Debt Service on the two remaining loans (~\$218,000) will be paid from the Admin Building cost center and reimbursed by Capital Fund.

COCC

- The COCC Budget includes \$149,697 for Migrant Program management fees based on 2012-2013 proposed budgets submitted to OMS. The final amount may be less depending on adjustments that OMS may make to the budgets submitted.
- The budget included management fees for Pacifico based on the current agreement of \$3,500/month. YCH must pay for the onsite part time manager from the management fee. This part time position has been included in salary expenses.
- The budget includes an estimated income from the operation of Crosswoods Apartments in the amount of \$25,000 and a developer fee of \$50,000.

Program Summaries

LIPH (AMPs: West Sacramento, Woodland and Winters):

With the reduced Operating subsidy allocation from HUD, staff projects that West Sacramento (\$69,254) and Woodland (\$86,930) will need to use operating reserves to balance their budgets. The amount of the operating subsidy reductions by HUD are:

- West Sacramento \$ 81,210
- Woodland \$130,476
- Winters \$ 85,016

Winters will not need to use reserves for operations because of Capital Fund income for road repairs. The expense associated with this revenue is a capital cost that will be recognized over time as depreciation and is excluded from the budget.

HCV Program Administration:

Administrative fee income is based on 1,520 monthly vouchers and the 2012 administrative fee rate prorated at 80% of eligibility; the same prorated rate being received in calendar year 2012.

HCV – HAP Payments:

HAP funding is currently exceeding HAP expenses by over \$90,000 per month. Staff is working diligently to lease up new participants. Currently there are 1,476 active leases and 90 vouchers issues that are not yet leased up. The budget includes an average of 1,520 participants throughout the year.

Central Office Cost Center:

Under the Asset Management model, the Central Office Cost Center (COCC) includes all administrative support staff including the Executive Director, Finance Director, Facilities Manager, HR/Risk Manager, IT Manager, a portion of the Operations Manager, two Finance support staff, part of two clerical staff and three Maintenance Workers. To support the COCC operations, three types of fees are charged: Management fees, bookkeeping fees and asset management fees. In addition, fee for service income for maintenance charges and IT charges is anticipated for services provided to the AMP's and other programs. COCC also receives management fees from OMS, Davis Solar Housing, Cottonwood, Pacifico, Helen Thomson Homes and Capital Funds. Staff also anticipates a net income distribution from Crosswoods of approximately \$25,000 and a developer fee upon conversion of the Crosswoods property to tax credit of approximately \$50,000.

Cottonwood (New Hope CDC):

Revenue is expected to remain level with the 2011-2012 year due to higher occupancy.

Davis Solar Housing:

This is a self-sustaining program which the YCH manages for a fee of approximately \$1,200/year. Residual funds accrue to the fund after the required reserves are set aside. Rental rates must be approved by USDA Rural Development. If the program is not losing money, rent increases won't be approved. The program is basically a break even operation.

Capital Funds:

The YCH receives a capital funds allocation that varies annually, based on Congressional appropriations. CFP authorized for 2012 for YCH is \$739,572, a 10% reduction from the 2011 allocation. Capital Grants are earmarked for some operational costs which are included in the individual AMP and COCC expense budgets with CFP income in the corresponding income budgets. These costs are limited to about 30% of the grant amount. The rest of the funds are for various capital projects that have been approved. Capital Grants must be expended within four years of receipt therefore funds from more than one grant year may be expended and earned in any fiscal year.

Conclusions:

Although HUD funding and State OMS funding for the Migrant Programs remain hazy due to Federal and State budget issues, staff has attempted to be very conservative in its revenue projections and very tight in projecting costs. When definitive information is received from HUD in late 2012 or early 2013, these budgets will need to be revisited during the mid-year budget reallocation process.

As required by Asset Management Program (AMP) Regulations, program managers were active participants in this budget process. Program managers are responsible for baseline budgeting. Finance actively worked with the program managers via email, telephone and individual meetings to developing the projections presented to you today. This is the fifth year of program staff involvement in budget preparation and staff is definitely getting a better feel for what it takes to complete the task.

Fund 110, 120 & 130 – Low Income Public Housing (AMPs)

Goals for Real Estate Services for 2012-2013

- LIPH's goal is to obtain High Performer Status.
- Become more active in providing opportunities for the tenants to become self sufficient by providing onsite training classes and information seminars.
- Achieve and maintain 95% or above correct submission report to PIC each month. Submit annual re-certification, interim and all tenant and unit changes to Public and Indian Housing Information Center (PIC).
- Achieve and maintain 95% or above monthly on time rent collection rate for all developments by consistently enforcing the YCH lease and rent delinquency policy.
- Minimize outstanding balances in Accounts Receivables by reviewing the Tenant Accounts Receivable (TAR) report on the 15th and the last day of the month. Enforce repayment agreements for outstanding balances.
- Finance department will continue to mail out Rent & Deposit statements to tenants on a quarterly basis to reconcile outstanding balances.

- Continue to improve current process on submitting outstanding accounts to Collection Agency - Rash Curtis and Associates. Provide training to new staff on Collection Agency's new submittal system annually.
- Review and improve the current lease documents for LIPH.
- Staff will continue to update current form and procedures. Also translate and revise letters, and other documents. This would include a complete review of the Agency's forms, updating as appropriate and creating written procedures for training new staff.
- Adapt procedures to streamline and improve the Public Housing/Real Estate Services Department to increase efficiency and deliver excellent customer service.
- Update current procedures to reduce paperwork (go green), provide excellent customer service and improve efficiency. Improve screening process for all potential tenants to assure all state, local and federal laws are adhered to and apply fair housing regulations.
- Develop and implement orientation for all new tenants. Ensure policy and procedures are explained to new tenants where housekeeping, rent collection and all pertinent tenant responsibilities are reviewed in detail.
- Reduce unit turnaround time by planning ahead in order to improve PHAS scores. Maintenance staff will continue to receive additional training which will assist in improving efficiency and improve the releasing time.
- Housing Specialists will continue to conduct annual housekeeping inspections in order to ensure that maintenance and health and safety concerns are addressed promptly. Tenant Orientation will assist YCH in assuring tenants maintain the unit and at move out they are aware of how to properly return a unit. LIPH's goal is to obtain and retain High Performer Status
- Improve curb appeal beautification of all LIPH sites by involving tenants to perform community service in their own residential communities.
- Monitor and control expenditures to the public housing budget. Continue to require that all Housing Specialists verify that all items are charged to the correct general ledger line item and are within the allocated budget.
- Revise and discuss budget with Housing Specialists on a semi-annual basis.
- LIPH management will perform Quality Control file review on random files to ensure files accuracy and compliance.
- Continue to schedule quarterly meetings with staff to go over issues/concerns and ensure all updates regarding policies and procedures are being implemented.

- Ensure file integrity is in place - implement policy that requires specialists to check file and verify that all required historical paperwork is in file every time there is a change in the family's household (composition/income). This will help ensure elimination of any audit findings in the future.
- Have a noticeable presence at each development to encourage positive atmosphere.
- Continue to schedule and hold quarterly resident meetings at each development to discuss current events, updates, and have an open dialogue about tenant concerns.

Status of Goals for Real Estate Services for 2011-2012

- Continue to maintain 95% or above correct submission report to PIC each month. Submit annual re-certification, interim and all tenant and unit changes to Public and Indian Housing Information Center (PIC).
 - During FY 2011-2012 the LIPH program consistently maintained a score between 98 – 100% submission rates on the HUD PIC System, exceeding the 95% minimum requirement.
- Continue to maintain 95% or above monthly on time rent collection rate for all developments by consistently enforcing the YCH delinquency policy.
 - During FY 2011-2012 staff has successfully maintained an average of above 97% rent collection, exceeding the 95% minimum.
- Continue to review the Tenant Accounts Receivable (TAR) report on the 15th and the last day of the month and enforce repayment agreements.
 - Staff has been successful with repayment agreement follow up
- Continue to improve current process on submitting outstanding accounts to Collection Agency; Rash Curtis and Associates. Provide additional training on Collection Agency's new submittal system.
 - Staff will receive training on submittals for outstanding collection accounts.
- Review and approve current lease for LIPH. Revise and create draft of lease to improve quality of information.
 - The Director of Operations and the Real Estate Services staff are finalizing the LIPH lease for review and approval.
- Finalize draft of improved Admissions and Continued Occupancy Plan (ACOP); review draft with legal counsel to ensure all state, local and federal laws are adhered to. Improvements in the ACOP will allow staff to administer LIPH efficiently.
 - Draft of ACOP has been submitted for preliminary review

- YCH will continue to analyze current processes and implement effective workflows for staff. Implemented new process to streamline and improve the Public Housing/Real Estate Services Department to increase efficiency and deliver excellent customer service.
 - Several processes in the Public Housing/Real Estate Services Department have been updated.
- In process of developing orientation for all new tenants. Ensure policy and procedures are explained to new tenants where housekeeping, rent collection and all pertinent tenant responsibilities are reviewed in detail.
 - Staff continues to work on developing an orientation process for new tenants
- Reduce unit turnaround time in order to improve PHAS score. Maintenance staff will receive additional training which will assist in improving efficiency. Housing Specialist will ensure annual housekeeping inspections are completed annually in order to ensure that maintenance and health and safety concerns are addressed promptly. Tenant Orientation will assist YCH in assuring tenants maintain the unit and at move out are aware of how to properly return a unit.
 - Staff has reduced turn-around time during the 2011-2012 year by 3 days and will continue to work to reduce time.
- Improve curb appeal of all LIPH sites
 - Real Estate staff have diligently worked on improving curb appeal
- Monitor and control expenditures to the public housing budget. Continue to require that all Housing Specialists verify that all items are charged to the correct general ledger line item and not over spent. Review and discuss budget with Housing Specialists on a quarterly basis.
 - The Housing Specialist have been diligent on controlling budget line item costs
- Implement Quality Control of all files to ensure files are up to date with respect to deposits and signatures to ensure compliance with PHAS.
 - The Real Estate Services Department is implementing a “file integrity” policy that requires specialists to check files and verify that all required historical paperwork is in file (birth certificates, social security cards, I.D.’s, pre-application, signatures, etc.) every time there is a change in the families household (composition/income).
- Continue to schedule quarterly meetings with staff to go over issues/concerns and ensure all updates regarding policies and procedures are being followed.
 - Real Estate Services Department has held quarterly meetings. For FY 2011-2012, meeting dates were included in the annual calendar and report.

Fund 200 – Housing Choice Voucher Program

Goals for FY 2012-2013

- Maintain 98% lease up in the budget year (combined between tenant-based HCV and project-based vouchers).

- Continue promoting the Voucher Home Ownership Program. This should assist in our goal to close on 3 homes in the coming year. Staff intends to continue marketing this program to qualified voucher holders, as well as to partner with the participating cities in FY 2012-2013. Staff also anticipates extending this program to the unincorporated areas of Yolo County by providing information to County staff, contractors and lenders.
- Continue to maintain between 98 – 100% submission rates on the HUD PIC System. The Agency must maintain at least 95% accuracy reporting rate and it expects to continue maintaining a 98% - 100% rate in FY 2012-2013.
- Maintain high-performer status on SEMAP scores. In FY 2010-2011, staff implemented improvements to the agencies policies and procedures and will continue with the implementation to maintain the high performer status.
- Implementation of new owner education/workshops. Staff will look into ways to recognize existing owners and to attract potential new owners to participate in the Agency's Housing Choice Voucher Program. This will be done through recognition and education workshops and the implementation of the Landlord Access Program.
- Analyze, develop and implement effective workflows for staff. New procedures have been implemented for the initial eligibility process and the Agency continues to look at the work flow pattern to streamline and improve the organization of the Housing Choice Voucher Program to increase efficiency and deliver excellent customer service.
- Acquire and implement a new filing system to accurately maintain records of current participants as required by the Agency. YCH is required to permanently maintain record of recipient's information while receiving assistance and seven (7) years after termination of receipt of assistance. The size of the current filing equipment is not adequate to maintain all records for the increased number of recipients.

Status Update HCV FY 2011-12 Goals

- Achieve and maintain 98% lease up in the budget year (combined between tenant-based HCV and project-based vouchers).
 - During FY 11-12 the HAP funds increased due to the addition of 240 vouchers issued to residents of Anderson Place during the Opt Out; families are being called from the wait list to increase the number of leases to maintain a 98% lease up rate.
- Work with the Family Self Sufficiency (FSS) Coordinator to attempt to Close 3 homes through the Housing Choice Voucher Home Ownership Program in the coming year. Staff intends to continue marketing this program to qualified voucher holders, as well as to partner with the participating cities in FY 2012-2013. Staff also anticipates extending this program to the unincorporated areas of Yolo County by providing information to County

staff, contractors and lenders. Staff works closely with the FSS Coordinator to market the FSS and Homeownership Programs. The FSS Coordinator meets with eligible/interested participants after their admission to program, after the annual re-certifications or when participants express the interest in the participating in these programs. Resident Initiatives Coordinator has begun to schedule financial literacy classes for HCV families.

- Increasing the Homeownership Program remains our goal. No new contracts were signed in FY 11-12
- Implement the Project-Based Voucher Program (PBV). The agency will finalize the process of the three (3) pending applications from owners requesting PBV from YCH and will assign 30 vouchers for this program in FY 2011-2012.
 - In FY 2011-2012 the agency requested proposal for Project Based Voucher Housing Assistance Payment Contracts. Three responses were received. Currently to subsidize a total of 30 units for a period of 10 years; 10 vouchers were promised to each complex. One is being under construction; one is pending HUD's approval and one is in the process of execution of HAP Contract. In addition to those three new PBV complexes, YCH has signed an AHAP to issue 10 PBV vouchers to a complex that is under construction in the city of Esparto.
 - Currently 46 Project Based Vouchers are subsidized as follows: Fair Plaza PBV contract was signed on 10/1/08 for 27 units; the Eleanor Roosevelt PBV contract was signed on 4/1/2009 for 12 units and amended on 12/1/2010 to add three additional units; the Homestead - PBV contract was signed on 2/1/2009 for 4 units.
- Maintain between 98 – 100% submission rate on the HUD PIC System. The Agency must maintain at least 95% accuracy reporting rate and it expects to continue maintaining a 98% - 100% rate in FY 2011-2012. –
 - During FY 2011-2012 the HCV program consistently maintained a score between 98 – 100% submission rate on the HUD PIC System, exceeding the 95% minimum requirement.
- Maintain high-performer status on SEMAP scores for FY 2011-2012 which ends June 30, 2012. HUD determined that the Agency met SEMAP standards and classified the agency a High Performer for FY 2010/2011. In FY 2011-2012 staff will continue with the effective implementation of required practices to maintain the current status.
 - Current status is High Performer
- Implementation of new owner education/workshops. Staff will look into ways to recognize existing owners and to attract potential new owners to participate in the Agency's Housing Choice Voucher Program. This will be done through recognition and education workshops.
 - In FY 2011-2012 the Agency continued to provide free advertisement of available units for rent and information for landlords in its website to attract new landlords, and to provide a better service to landlords currently participating in the HCV Program. As part of the landlord outreach effort, the Agency hosted the Fair Housing Landlord Workshop, in partnership with Legal Services of Northern California and the City of Woodland to educate landlords in Fair Housing Laws. Additionally, to provide a better service to

landlords, YCH began the implementation of the Landlord Access program on May 1, 2011. This program allows landlords to view, from any computer, with Internet access, at anytime, the housing assistance payment history, the HQS inspection results, and allows them to notify the inspectors when the repairs are completed.

- Review and Update of Briefing Information and Administrative Plan. The Administrative Plan is being revised and updated; program improvements are being implemented to administer the program effectively. The Briefing Information was updated to be consistent with HUD requirements and is updated as new regulations are implemented.
 - The Administrative Plan was updated in 2011-2012 and will be updated again in FY 2012-2013. Changes of policies and procedures allow staff to administer the HCV program efficiently. The briefing packet was updated to allow HCV participants to better understand the Agency's policies and procedures. This will also ensure that YCH's policies and procedures are up today and in line with HUD requirements.
- Update current forms and written procedures. Translate revised letters and information documents and place them on-line. This includes a comprehensive review of the Agency's forms, updating as appropriate and creating written procedures for new staff.
 - Staff will continue to work on this goal in FY 2012-2013.

Fund 310 – COCC

Administration

Status of Goals for 2011-2012

- Complete Energy Performance Contract requirements and complete investment grade audit.
 - Completed Request for Proposals (RFP), received HUD approval to issue RFP, issued RFP and held interviews, conducted reference checks and selected preferred offeror.
- Complete transition to new governance structure.
 - Transition completed in January 2012
- Complete development of a Master Calendar as part of the orientation package for new commissioners.
 - Created new policy binder and orientation package for new commissioners
- Continue to work with partners on improved pooled purchase opportunities for goods and services.
 - Continue to work with pooled purchase partners
- Retain a development agent to work on master plan project, as well as outstanding development projects, such as Esparto duplex, 1212 "L" street, Crosswoods and others

- Completed preliminary acquisition of Crosswoods. In discussions with State regarding Esparto duplex lots.
- Conduct new round of customer care surveys.
 - Worked with U.C. Davis students on new customer care surveys at El Rio Villas in May 2012.
- Develop Welcome Home brand, including logo and packets. Make outreach to local Chambers of Commerce.
 - Began work on components of Welcome Home, especially on the Community Awareness and Support Team (CAST) concept
 - Logo completed and in use – most notably as inset at new playgrounds in Woodland and in the 2012 annual report and calendar.
- Continue to work on energy and sustainability initiatives at local, state and federal level for housing and community development programs.
 - Currently national chair on sustainable policy and legislation. Published white paper on proposed program improvements in sustainability. Working with SACOG on the HUD Sustainable Community Challenge Grant. Received Breathe CA award as Clean Air Champion for 2012

Goals for 2012-2013

- Complete take out financing and rehabilitation on Crosswoods Apartments.
- Complete workout with State on Esparto Duplex lots.
- Complete negotiations on Investment Grade Audit with selected Energy Services Company (ESCO) and conduct Investment Grade Audit preliminary to moving forward with Energy Performance Contract (EPC).
- Working with 3Green (Sutter, Butte and Yolo County housing authorities) to look for additional opportunities and/or new lines of business.
- Continue to develop Welcome Home Brand – completing CAST and implementing in Woodland as beta site.
- Continue to work on energy and sustainability initiatives at local, state and federal level for housing and community development programs.
- Work with other departments to improve educational and service opportunities for residents in the County, especially for YCH portfolio.

Data Management and IT/IS Services

Status of 2011-2012 Goals and 2012-2013 Goals

- Complete the Tendocs System installation
 - In the last year we purchased the Tendocs paperless document system for the agency. The server is in place and Desktop Scanners were purchased to bring the final phase of the system online, the projected “go live” date is 1 Sep 2012.
- Complete the Interactive Voice Response System (IVR) installation
 - This system has been installed but is experiencing configuration problems related to the interface with the VOIP phone system. Vendors for both systems are working aggressively to correct the problem
 - Once completed it will allow for an automated way of notifying customers of their position on the wait list
 - In the future an ad-on will permit the outgoing messaging of customers in times of emergencies and of upcoming appointments with the agency
- Upgrade desktop computers
 - All agency desktop computers have been replaced, which has corrected slow printing problems and Tenmast database problems. Two of the old computers are still in use in offices where critical speeds are not needed.
- Begin the replacement of network infrastructure, i.e. firewall and routers
 - Our existing firewall and Internet routers are at “end of life” money has been set aside in the next budget to replace two devices with the remaining devices scheduled for replacement in the following two fiscal years
- Complete the creation of a backup server farm and contingency site for YCH
 - The Winters community room has been identified as our contingency site, surplus servers will be installed and run an automated sync software for our databases. Servers are now built and set aside for a contingency operation and a backup internet connection is also installed to provide additional redundancy.
- The transition of mail, calendars and documents to “the cloud” is complete.
 - Phase two of the cloud conversion is complete with all users now on Google apps only and Microsoft office now phased out. Additional onsite training is planned for the next fiscal year for new employees and as a refresher for existing staff.
- Landlord Access was completed in 2011.
 - The purpose of this system was to permit Landlords to have web access to their accounts to view financial transactions it is not totally implemented as some landlords have not yet moved to the online system, this will allow YCH to discontinue the mailing of this information thus saving postage fees.
- In July 2011 the computer labs and staff moved into the IT department.

- With this a total rebranding and change in focus occurred. The former name of “Computer Lab” was changed to “Computer Learning Center” in order to make way for the goal of making these facilities more than open computer labs. The goal is provide interactive places for children and adults to improve computer skills, do job searches, and much more. In addition, activities are often planned and carried out; a curriculum is in the works for all the labs to provide a structured environment and to provide guidance to the CLC staff.
- All computers in every Computer Learning Center have been replaced along with new Cable Internet service which is much faster than the standard DSL that was previously used, additionally the new service costs one third of the old service.
- A new Computer Learning Center was opened in the Riverbend Senior Center and has met with great success. Seniors living on the Riverbend property and surrounding community gather regularly to learn the use of computers and online resources.
- Replace outdated Terminal Server in 2012-2013
- Replace two seven year old laptops that are shared throughout the agency in 2012-2013
- Complete transition in 2011-2012 and 2012-2013 to paperless Board packets and add additional tablets to YCH shared technology.

Finance – Status of 2011-2012 Goals and Goals for 2012-2013

- To have the Draft Audit of 2010-2011 completed before December 31, 2011.
 - The 2011 audit was not completed until March, 2012. Staff will be working diligently with the auditors to complete the 2012 audit much sooner in the coming year.
- To complete the corrective action plan for resolution of the 2009-2010 audit findings.
 - Significant progress was made. Two of the five findings were cleared in 2010-2011 and three carried over. Progress was made but not enough to clear the findings. For 2011-2012, several new procedures were implemented which staff hopes will resolve the remaining issues.
- Work with the E.D. and Facilities Manager to create a Capital Improvement Plan for YCH to be included with the next budget.
 - A Capital Budget for 2012-2013 is included with this staff report. A Capital Improvement plan for longer term planning has not been developed at this point.
- Complete transition of all Voucher landlords to automatic deposit or debit card in 2012-2013

Resource Administration - Budget Narrative 2012-2013

Status 2011-2012 of Goals

- Seek grant opportunities to expand client services including but not limited to ROSS, FSS, CFCE, Homeland Security, and other relevant sources.
 - During 2011-2012, staff completed and submitted the following grant applications:
 - USDA Farmers Market Promotion Program – July 1, 2011 (not funded)
 - Capital Fund Education and Training Community Facilities Program – July 21, 2011 (not funded)
 - Community Challenge Planning Grant Program – September 16, 2011 (not funded)
 - Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator Program – March 27, 2012 (waiting)
 - Housing Choice Voucher Family Self-Sufficiency Coordinator – April 23, 2012 (waiting)
 - Federal Home Land Bank AHEAD Program 2012 Submission – June 1, 2012 (waiting)
 - YCH received approximately \$1,250 in donations towards the YCH Youth Soccer League during the 2011 season.
- Develop human resources, emergency, risk management and safety policies and procedures to enhance YCH operations.
 - Implemented risk management procedures in accordance with the Housing Authority Insurance Group Risk Control Plan that resulted in a 7.88% premium rebate for reporting period December 1, 2010 – November 30, 2011.
 - Implemented safety management procedures that resulted in a ranking of second in the State for medium sized housing authorities by California Housing Workers Compensation Authority (CHWCA).
 - Through a Table Top Exercise facilitated by Yolo County OES, the YCH Emergency Operations Plan was tested in a mock Emergency Operations Center stand up exercise. An After Action De-Briefing indicated a strong overall response plan and provided some areas of needed improvement.
 - In November 2011, all YCH staff were trained in Adult and Infant CPR, First Aid and AED's receiving their two year cards through the American Heart Association.
- Institute resident youth poster contests at allocations and elevate contest winners to regional and national competition levels.
 - Two youth poster contests were instituted at YCH through the three computer learning centers. The first poster contest was sponsored by Housing Authority Insurance Group (HAIG) on **Playground Safety**. The second contest was sponsored by Yolo County Housing on **Housing Makes a Difference**. The contest competition included posters, poems, photography and essays. First, second, and third place winners received prizes donated by the community and staff.
 - Currently, YCH is promoting a poster contest among the resident youth for the National Association of Housing and Redevelopment Officials (NAHRO) poster contest "**Home is Where the Heart Is**".

Goals for Resource Administration 2012-2013

- Streamline Reasonable Accommodation Request and Approval process for improved access and response for program applicants and participants working effectively with local partners (LSNC, NAMI, etc.).
- Institute additional criteria of the HAIG Risk Control Work Plan resulting in a 10% insurance premium rebate for reporting period December 1, 2011 – November 30, 2012.
- Expand participation in local and statewide emergency planning and exercise opportunities to better prepare YCH in the event of a disaster.
- Review and update YCH Personnel Policy.
- Expand the participation of Resident Councils within the YCH portfolio.

Facilities

Status of Goals and Accomplishments for 2011-2012

Cap Fund

1. Purchase Maintenance Vehicle - Completed
2. ADA Site Improvements at Woodland - Completed
3. Install Playground at Woodland - Completed
4. Update Capital Fund - Completed

CDBG

1. Install Playground at Woodland - Completed

USDA RD Grant Davis Migrant

1. Install new water well and hydro-pneumatic storage tank - Completed
2. Install emergency backup generator at new water well - Completed
3. install site irrigation (sprinklers) with multi-station control panels - Completed
4. Purchase and install security screen doors (front doors) at all housing units - Completed
5. Redesign and landscape islands at entry and by daycare center - Completed
6. Conduct ADA Survey for Phase 2 of Grant - Completed

Cottonwood Meadows

1. Retain engineer to design repairs to "sky walk" at second story – Completed

Goals for 2012-2013

Cap Fund

1. ADA Site Improvements at El Rio Villa, Winters
2. ADA Site Improvements at Vista Montecito, Esparto
3. Roadway Improvements at El Rio Villa I and II, Winters
4. Complete "Green" Physical Needs Assessment for all PIH units
5. Complete Energy Audit
6. Complete Environmental Assessment for next five Capital Fund Years.

CDBG

1. Sidewalk and "Call for Aid" upgrades at Cottonwood Meadows

USDA RD Grant Davis Migrant

1. ADA unit upgrade
2. ADA site upgrade
3. Install ADA accessible BBQ/Picnic areas by playground
4. Remove and replaced damaged sidewalks.
5. Remove trees, grind stumps damaging sidewalks
6. Install basketball court and benches
7. Paint exteriors and trim of all housing units
8. Install rain gutter shield
9. Replace roofing on all housing units (Add Alternate to Bid)

Cottonwood Meadows

1. Bid and complete "Sky Walk" repairs at second story

Fund 400 – Cottonwood Meadows (NHCD)

Status of Goals for Cottonwood Meadows 2011-2012

- Achieve and maintain a 95% monthly on time rent collection rate for Cottonwood Meadows Apartments by consistently enforcing the delinquency policy and reviewing the Tenant Accounts Receivable (TAR) report on the 15th and the last day of the month.
 - Cottonwood Meadows staff has been consistently enforcing the delinquency policy and has achieved maintained a 95 % monthly on time rent collection.

- Minimize outstanding balances in Accounts Receivables. Continue to review the Tenant Accounts Receivable (TAR) report on the 15th and the last day of the month and enforce repayment agreements.
 - Staff has enforced repayment agreements and quarterly presents a write off list to be approved by the Housing Commission. This has helped to minimize outstanding balances in accounts receivables.
- Monitor and control expenditures for Cottonwood Meadows. Require that the Housing Specialists/ Property Managers ensure that all items are charged to the correct General ledger line item and not over spent. Review and discuss budget with Housing Specialists/ Property Managers quarterly.
 - The Housing Specialist has been diligent on controlling expenditures. Therefore we have kept a positive cash flow at Cottonwood Meadows.
- Analyze current processes and implement effective workflows for staff. Adapt procedures to streamline and improve the Cottonwood Meadows program to increase efficiency and deliver excellent customer service.
 - New procedures implemented have ensured increased efficiency within the Real Estate Services Department. This has resulted in our being able to provide increased service to our tenants.

Goals for Cottonwood Meadows 2012-2013

- Achieve and maintain a 95% monthly on time rent collection rate for Cottonwood Meadows Apartments by consistently enforcing the delinquency policy and reviewing the Tenant Accounts Receivable (TAR) report on the 15th and the last day of the month.
- Monitor and control expenditures for Cottonwood Meadows. Require that the Housing Specialists/ Property Managers ensure that all items are charged to the correct General ledger line item and not over spent. Review and discuss budget with Housing Specialists/ Property Managers quarterly
- Continue quarterly residents meetings for Residents at Cottonwood Meadows to improve communication within staff and residents.
- Ensure occupancy rates are consistently above 98%

Fund 600 - Davis Solar Housing

Status of Goals for Davis Solar 2011-2012

- Achieve and maintain a 99% monthly on time submission. Submit annual re-certification, interim and all tenant and unit changes to United States Department of Agriculture (USDA) by the 10th of the following month of effective.

- Staff has successfully ensured the 99% monthly on time submission
- Achieve and maintain 99% or above monthly on time rent collection rate for Davis Solar Housing by consistently enforcing the delinquency policy.
 - Staff has successfully maintained the rent collection rate of 99% or above
- Create and implement a draft lease for USDA/Davis Solar Housing. Create draft of lease to improve quality of information and separate from LIPH. Review draft with legal counsel to assure all state, local and federal laws and USDA regulations are adhered to. In process
 - Director of Operations is in process of updating draft lease for review and approval.
- Create and adapt current Management Plan for Davis Solar Housing. Create draft of Management Plan. Review draft with legal counsel to assure all state, local and federal laws and USDA regulations are adhered to. Submit draft to USDA for approval.
 - Management Plan for Davis Solar has been forwarded to USDA for approval
- Monitor and control expenditures to the Davis Solar Housing budget. Continue to require that all assigned Housing Specialists ensure that all items are charged to the correct general ledger line item and not over spent. Review and discuss budget with Housing Specialists on a quarterly basis.
 - Staff has successfully controlled expenditures and has worked to ensure items are charged to the correct general ledger.
- Continue with ongoing training for Housing Staff pertaining to USDA Solar Housing. Housing staff will attend and successfully complete training regarding USDA Solar Housing policies and procedures.
 - Staff successfully attended and completed USDA training.

Goals for Davis Solar Housing for 2012-2013

- Achieve and maintain a 99% monthly on time submission. Submit annual re-certification, interim and all tenant and unit changes to United States Department of Agriculture (USDA) by the 10th of the following month of effective.
- Achieve and maintain 99% or above monthly on time rent collection rate for Davis Solar Housing by consistently enforcing the delinquency policy.
- Create and implement a draft lease for USDA/Davis Solar Housing. Create draft of lease to improve quality of information and separate from LIPH. Review draft with legal counsel to assure all state, local and federal laws and USDA regulations are adhered to. In process

- Create and adapt current Management Plan for Davis Solar Housing. Create draft of Management Plan. Review draft with legal counsel to assure all state, local and federal laws and USDA regulations are adhered to. Submit draft to USDA for approval.
- Monitor and control expenditures to the Davis Solar Housing budget. Continue to require that all assigned Housing Specialists ensure that all items are charged to the correct general ledger line item and not over spent. Review and discuss budget with Housing Specialists on a quarterly basis.
- Continue with ongoing training for Housing Staff pertaining to USDA Solar Housing. Housing staff will attend and successfully complete training regarding USDA Solar Housing policies and procedures.

Pacifico Student Co-op

Goals for 2012-2013

- Lease up average of 5 residents per month
- 50% Occupancy by October 2012
- Have 80% Occupancy by January 2013
- Work towards goal of 90% Occupancy by March of 2013
- Hire Part time/on-site Resident Manager
- Begin to re-introduce labor coordinators & floor captains

Attachments:

HUD Budget Resolution (HUD-52574)
Individual Program Budget Details

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 12/31/2012)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the County of Yolo

PHA Code: CA044

PHA Fiscal Year Beginning: July 1, 2012

Board Resolution Number: **12-08**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 06/21/2012
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Helen Thomson	Signature: 	Date: 6.21.12
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West Sacramento AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
110.9110.00.000.000	Capital Fund	\$605,931	\$168,546	\$120,427
110.3110.00.150.000	Dwelling Rent	\$87,977	\$112,750	\$112,800
110.3110.00.170.000	Dwelling Rent	\$49,850	\$65,500	\$65,800
110.3110.00.280.000	Dwelling Rent 44-28 Las Casitas	\$232,117	\$312,000	\$310,300
110.3111.00.280.000	Retro Rent	(\$1,665)	\$1,000	\$1,000
110.3436.00.000.000	Maintenance Charges to AMPS	\$4,867	\$16,500	\$9,500
110.3610.00.000.000	Interest Income General Fund	\$376	\$1,500	\$1,500
110.3690.00.000.000	Other Income	\$24,429	\$3,100	\$4,000
110.3690.00.150.000	Other Income- 44-15 RSM #1	\$695	\$2,500	\$2,250
110.3690.00.170.000	Other Income- 44-17 RSM #2	\$458	\$250	\$250
110.3690.00.280.000	Other Income- 44-28 Las Casitas	\$2,358	\$2,600	\$2,100
110.8020.00.000.000	HUD Operating Subsidy	\$288,802	\$188,849	\$168,695
	Signage from Reserves			\$14,600
	Other Reserves			\$69,254
	Total Revenue and Reserves	\$1,296,196	\$875,095	\$882,476
	Expenses			
110.4110.10.000.000	Administrative Salaries	\$46,814	\$68,746	\$75,356
110.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$3,379	\$5,139	\$5,765
110.4125.02.000.000	Admin. P/R Taxes--SUI	\$569	\$643	\$612
110.4125.04.000.000	Admin. Retirement	\$6,278	\$10,000	\$10,669
110.4125.05.000.000	Admin. Workers Comp	\$638	\$910	\$1,992
110.4130.00.000.000	Legal Fees	\$0	\$1,000	\$1,000
110.4140.00.000.000	Training	\$16	\$900	\$600
110.4150.00.000.000	Travel	\$880	\$700	\$700
110.4170.04.000.000	Contract Services Plan Updates	\$0	\$2,850	\$5,000
110.4170.10.000.000	Professional Services	\$2,773	\$1,000	\$2,000
110.4171.00.000.000	Auditing	\$6,763	\$6,750	\$10,000
110.4180.00.000.000	147 Rent Allocation	\$3,031	\$4,042	\$4,042
110.4190.00.000.000	Postage	\$2,800	\$1,200	\$750
110.4190.01.000.000	Office Supplies	\$1,271	\$2,000	\$2,000
110.4190.02.000.000	Printing	\$200	\$0	\$250
110.4190.03.000.000	Telephone	\$6,653	\$9,600	\$11,000
110.4190.04.000.000	Fair Housing Services	\$1,250	\$1,667	\$1,667
110.4190.05.000.000	Dues and Subscriptions	\$217	\$500	\$500
110.4190.07.000.000	Computer Services	\$3,778	\$8,000	\$4,800
110.4190.11.000.000	Office Equipment	\$0	\$0	\$250
110.4190.12.000.000	Office Machines/Leases	\$6,513	\$9,250	\$7,650
110.4190.13.000.000	Administrative Other	\$0	\$0	\$100
110.4190.14.000.000	Criminal Background Checks	\$964	\$1,500	\$1,200
110.4190.18.000.000	Taxes, Fees, and Assessments	\$5,874	\$5,763	\$7,300
110.4190.20.000.000	Advertising	\$433	\$100	\$200
110.4210.00.010.000	Tenant Service Salaries	\$14,133	\$19,111	\$31,197
110.4215.01.000.000	Tenant Svc. P/R Taxes - Social Security/Medicare	\$1,048	\$1,442	\$2,087
110.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	\$426	\$521	\$955

West Sacramento AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
110.4215.04.000.000	Tenant Svc. Retirement	\$1,065	\$1,250	\$1,344
110.4215.05.000.000	Tenant Svc. Workers Comp	\$146	\$266	\$430
110.4220.00.000.000	Tenant Services Materials	\$790	\$1,500	\$2,000
110.4221.00.000.000	Tenant Liaison	\$465	\$2,400	\$1,800
110.4310.00.150.000	Water 44-15 RSM #1	\$5,858	\$10,500	\$14,000
110.4310.00.280.000	Water - 44-28 Las Casitas	\$15,390	\$22,000	\$29,500
110.4320.00.150.000	Electricity- 44-15 RSM #1	\$14,431	\$15,000	\$14,000
110.4320.00.170.000	Electricity- 44-17 RSM #2	\$4,508	\$4,500	\$4,400
110.4320.00.280.000	Electricity- 44-28 Las Casitas	\$13,693	\$15,500	\$15,000
110.4330.00.280.000	Gas 44-28 Las Casitas	\$836	\$300	\$325
110.4330.10.150.000	Gas- 44-15 RSM #1	\$4,236	\$3,000	\$5,750
110.4330.11.170.000	Gas- 44-17 RSM #2	\$595	\$400	\$1,500
110.4330.14.280.000	Gas - Vacant Units	\$21	\$50	\$50
110.4390.10.150.000	Sewerage-44-15 RSM #1	\$6,508	\$9,000	\$10,000
110.4390.11.170.000	Sewerage- 44-17 RSM #2	\$4,006	\$5,500	\$6,250
110.4390.14.280.000	Sewerage-44-28 Las Casitas	\$12,681	\$18,000	\$19,500
110.4400.01.000.000	AMP Management Fee	\$66,757	\$90,000	\$94,842
110.4400.02.000.000	AMP Bookkeeping Fee	\$9,233	\$12,500	\$12,260
110.4400.04.000.000	Asset Management Fee	\$12,350	\$16,680	\$16,346
110.4401.00.000.000	IT Services	\$0	\$20,000	\$18,990
110.4410.00.000.000	Maintenance Salaries	\$46,561	\$73,438	\$65,094
110.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	\$3,469	\$5,483	\$4,980
110.4415.02.000.000	Maintenance P/R Taxes--SUI	\$523	\$582	\$434
110.4415.04.000.000	Maintenance Retirement	\$3,880	\$9,500	\$8,073
110.4415.05.000.000	Maintenance Workers Comp	\$4,593	\$7,500	\$6,496
110.4420.01.000.000	Electrical Supplies	\$3,149	\$3,000	\$3,000
110.4420.02.000.000	Plumbing Supplies	\$3,261	\$2,500	\$3,000
110.4420.03.000.000	Painting Supplies	\$993	\$500	\$500
110.4420.04.000.000	Chemical Supplies	\$937	\$1,600	\$1,000
110.4420.05.000.000	Lumber and Hardware	\$6,009	\$7,000	\$8,000
110.4420.06.000.000	Automotive Supplies	\$3	\$50	\$100
110.4420.07.000.000	Gas / Oil	\$3,601	\$5,000	\$5,000
110.4420.08.000.000	Dwelling Equipment/Supplies	\$8,215	\$10,000	\$10,000
110.4420.09.000.000	Maintenance Equip/Supplies	\$28,220	\$5,000	\$1,500
110.4421.08.000.000	Stoves/Parts	\$112	\$250	\$500
110.4422.08.000.000	Refrigerators/Parts	\$92	\$100	\$100
110.4423.08.000.000	Fire Protection/Testing/Monitor	\$4,414	\$5,000	\$4,800
110.4430.00.000.000	Grounds Maintenance	\$5,764	\$0	\$14,600
110.4430.01.000.000	Electrical Repair/Contract	\$2,111	\$2,000	\$2,000
110.4430.02.000.000	Plumbing Repair/Contract	\$242	\$2,000	\$2,500
110.4430.03.000.000	Painting/Decorating/Contract	\$8,961	\$20,000	\$22,500
110.4430.04.000.000	Garbage Removal	\$26,087	\$34,500	\$33,600
110.4430.05.000.000	Chemical Treatment/Contract	\$7,140	\$10,200	\$10,300
110.4430.06.000.000	Automotive Repairs	\$3,194	\$4,500	\$1,000
110.4430.07.000.000	Minor Equipment Repairs	\$1,567	\$500	\$500
110.4430.08.000.000	Major Equip Repair / Maint	\$2,726	\$1,000	\$1,000

West Sacramento AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012- 2013 Budget
110.4430.10.000.000	Uniform Allowance and Mat Service	\$61	\$750	\$1,300
110.4430.11.000.000	Building Repairs	\$2,503	\$7,500	\$4,000
110.4431.00.000.000	Landscape Maintenance Contract	\$19,293	\$27,500	\$26,000
110.4431.05.000.000	Trash/Yolo County Landfill	\$655	\$1,750	\$1,000
110.4432.00.000.000	Irrigation Supplies	\$0	\$250	\$250
110.4434.00.000.000	Tree Trimming	\$3,725	\$4,000	\$2,000
110.4436.00.000.000	Maintenance Charges from AMPS	\$35,610	\$25,000	\$15,000
110.4480.00.000.000	Protective Services	\$2,263	\$1,500	\$2,000
110.4510.00.000.000	Flood Insurance	\$21,232	\$28,900	\$31,000
110.4510.01.000.000	General Liability Insurance	\$2,602	\$3,400	\$2,869
110.4510.02.000.000	Auto Insurance	\$927	\$1,050	\$924
110.4510.03.000.000	Property Insurance	\$11,637	\$5,200	\$14,639
110.4510.04.000.000	Fidelity Insurance	\$108	\$0	\$202
110.4520.00.000.000	PILOT	\$30,600	\$41,500	\$40,000
110.4540.00.000.000	Admin Benefits	\$14,013	\$24,864	\$23,688
110.4540.01.000.000	Retired Benefits	\$2,236	\$5,790	\$6,000
110.4540.04.000.000	OPEB Expense	\$22,250	\$22,250	\$23,011
110.4540.10.000.000	Maintenance Benefits	\$4,675	\$13,224	\$7,512
110.4540.20.000.000	Tenant Service Benefits	\$1,435	\$3,132	\$2,575
110.4570.00.000.000	Collection Losses	\$0	\$3,000	\$2,500
110.4600.01.000.000	OES Support Agreement	\$0	\$1,500	\$2,500
	Security Feasibility			\$5,000
	Total Expenses	\$641,916	\$844,943	\$882,476
	Income (Loss)	\$654,280	\$30,152	\$0

Woodland AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
120.9110.00.000.000	Capital Fund	\$356,750	\$281,380	\$79,004
120.3110.00.010.000	Dwelling Rent 44-01 Yolano	\$161,110	\$210,000	\$232,722
120.3110.00.050.000	Dwelling Rent 44-05 Knights Landing	\$24,847	\$29,998	\$32,324
120.3110.00.060.000	Dwelling Rent 44-06 Yolito	\$25,546	\$33,034	\$33,473
120.3110.00.070.000	Dwelling Rent 44-07 Donnelly	\$219,742	\$288,570	\$305,223
120.3111.00.010.000	Retro Rent-44-01 Yolano	(\$102)	\$250	\$100
120.3111.00.060.000	Retro Rent-4406-Yolito	\$0	\$250	\$100
120.3111.00.070.000	Retro Rent-4407-Donnelly	\$100	\$250	\$250
120.3436.00.000.000	Maintenance Charges to AMPS	\$10,892	\$15,000	\$24,500
120.3610.00.000.000	Interest Income General Fund	\$350	\$1,600	\$1,200
120.3690.00.000.000	Other Income	\$28,273	\$8,010	\$8,010
120.3690.00.010.000	Other Income - 44-01 Yolano	\$5,837	\$6,000	\$6,000
120.3690.00.050.000	Other Income - 44-05 Ridgecut	\$351	\$2,000	\$2,000
120.3690.00.060.000	Other Income - 44-06 Yolito	\$62	\$400	\$200
120.3690.00.070.000	Other Income- 44-07 Donnelly	\$3,483	\$5,000	\$4,000
120.3690.30.000.000	Other Government Revenue	\$0	\$65,826	\$0
120.3700.00.000.000	Computer Posting Corrections	\$0	\$0	\$0
120.8020.00.000.000	HUD Operating Subsidy	\$188,657	\$439,003	\$271,037
	Boxing Club and Signage from Reserves	\$0	\$0	\$38,100
	Other Reserves	\$0	\$0	\$86,930
	Total Income and Reserves	\$1,025,898	\$1,386,571	\$1,125,173
120.4110.10.000.000	Administrative Salaries	\$50,844	\$72,579	\$66,655
120.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$3,715	\$5,424	\$5,100
120.4125.02.000.000	Admin. P/R Taxes- -SUI	\$1,035	\$812	\$612
120.4125.04.000.000	Admin. Retirement	\$6,646	\$10,700	\$9,359
120.4125.05.000.000	Admin. Workers Comp	\$605	\$1,079	\$1,825
120.4130.00.000.000	Legal Fees	\$3,203	\$11,000	\$7,500
120.4140.00.000.000	Training	\$908	\$1,200	\$600
120.4150.00.000.000	Travel	\$1,633	\$1,800	\$700
120.4170.04.000.000	Contract Services Plan Updates	\$0	\$2,850	\$5,000
120.4170.10.000.000	Professional Services	\$3,446	\$2,000	\$2,000
120.4171.00.000.000	Auditing	\$6,763	\$6,750	\$10,000
120.4180.00.000.000	147 Rent Allocation	\$29,133	\$38,844	\$38,844
120.4190.00.000.000	Postage	\$2,743	\$1,750	\$2,500
120.4190.01.000.000	Office Supplies	\$1,688	\$2,000	\$2,000
120.4190.02.000.000	Printing	\$229	\$0	\$250
120.4190.03.000.000	Telephone	\$1,150	\$1,600	\$1,900
120.4190.04.000.000	Fair Housing Services	\$1,250	\$1,667	\$1,667
120.4190.05.000.000	Dues and Subscriptions	\$217	\$500	\$200
120.4190.07.000.000	Computer Services	\$4,205	\$6,200	\$5,500
120.4190.11.000.000	Office Equipment	\$0	\$12,000	\$1,000
120.4190.12.000.000	Office Machines/Leases	\$5,762	\$7,000	\$3,500
120.4190.13.000.000	Administrative Other	\$0	\$0	\$100

Woodland AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
120.4190.14.000.000	Criminal Background Checks	\$1,382	\$2,500	\$2,500
120.4190.20.000.000	Advertising	\$240	\$100	\$250
120.4210.00.010.000	Tenant Service Salaries	\$12,476	\$19,111	\$20,097
120.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medicare	\$921	\$1,442	\$1,557
120.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	\$553	\$521	\$521
120.4215.04.000.000	Tenant Svc. Retirement	\$557	\$1,250	\$1,344
120.4215.05.000.000	Tenant Svc. Workers Comp	\$159	\$266	\$297
120.4220.00.000.000	Tenant Services Materials	\$5,566	\$6,000	\$3,000
120.4221.00.000.000	Tenant Liaison	\$1,365	\$1,800	\$1,800
120.4310.00.010.000	Water - 44-01 Yolano	\$24,177	\$34,300	\$37,000
120.4310.00.050.000	Water - 44-05 Ridgecut	\$1,925	\$2,500	\$3,800
120.4310.00.060.000	Water - 44-06 Yolito	\$5,000	\$6,500	\$7,500
120.4310.07.000.000	WATER-Donnelly	\$19,727	\$31,000	\$33,000
120.4320.00.010.000	Electricity- 44-01 Yolano	\$9,459	\$13,000	\$15,000
120.4320.00.050.000	Electricity- 44-05 Ridgecut	\$1,487	\$1,500	\$1,650
120.4320.00.060.000	Electricity- 44-06-Yolito	\$1,432	\$1,250	\$1,100
120.4320.00.070.000	Electricity- 44-07 Donnelly	\$8,727	\$12,000	\$12,250
120.4320.01.000.000	Electricity-Office	\$676	\$100	\$50
120.4330.01.000.000	Gas at Office	\$131	\$200	\$125
120.4330.01.010.000	Gas- 44-01 Yolano	\$163	\$100	\$50
120.4330.07.070.000	Gas- 44-07 Donnelly	\$865	\$100	\$50
120.4390.01.010.000	Sewerage - 44-01 Yolano	\$13,495	\$18,000	\$19,000
120.4390.05.050.000	Sewerage - 44-05 Ridgecut	\$1,925	\$2,600	\$3,000
120.4390.07.000.000	Sewer Donnelly Circle	\$16,194	\$22,000	\$24,000
120.4400.01.000.000	AMP Management Fee	\$73,102	\$99,000	\$103,712
120.4400.02.000.000	Bookkeeping Fee	\$10,110	\$13,270	\$13,406
120.4400.04.000.000	Asset Management Fee	\$13,510	\$18,240	\$17,875
120.4401.00.000.000	IT Services	\$0	\$35,000	\$28,260
120.4410.00.000.000	Maintenance Salaries	\$50,613	\$82,000	\$110,025
120.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	\$3,782	\$6,275	\$8,417
120.4415.02.000.000	Maintenance P/R Taxes--SUI	\$523	\$577	\$868
120.4415.04.000.000	Maintenance Retirement	\$4,592	\$9,700	\$13,425
120.4415.05.000.000	Maintenance Workers Comp	\$4,679	\$8,250	\$10,980
120.4420.01.000.000	Electrical Supplies	\$3,793	\$4,000	\$5,000
120.4420.02.000.000	Plumbing Supplies	\$5,590	\$7,000	\$8,000
120.4420.03.000.000	Painting Supplies	\$149	\$800	\$500
120.4420.04.000.000	Chemical Supplies	\$2,035	\$2,500	\$2,500
120.4420.05.000.000	Lumber and Hardware	\$12,413	\$10,000	\$15,000
120.4420.06.000.000	Automotive Supplies	\$37	\$0	\$100
120.4420.07.000.000	Gas / Oil	\$2,727	\$3,800	\$4,000
120.4420.08.000.000	Dwelling Equipment/Supplies	\$2,444	\$25,000	\$10,000
120.4420.09.000.000	Maintenance Equip/Supplies	\$27,452	\$300	\$300
120.4421.08.000.000	Stoves/Parts	\$80	\$100	\$100
120.4422.08.000.000	Refrigerators/Parts	\$0	\$100	\$50
120.4423.08.000.000	Fire Protection/Testing/Monitor	\$1,644	\$1,350	\$1,750
120.4430.00.000.000	Grounds Maintenance	\$4,307	\$0	\$18,100

Woodland AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012- 2013 Budget
120.4430.01.000.000	Electrical Repair/Contract	\$1,133	\$2,500	\$2,000
120.4430.02.000.000	Plumbing Repair/Contract	\$1,717	\$1,000	\$750
120.4430.03.000.000	Painting/Decorating/Contract	\$14,663	\$18,000	\$25,000
120.4430.04.000.000	Garbage Removal	\$41,238	\$49,500	\$53,000
120.4430.05.000.000	Chemical Treatment/Contract	\$8,016	\$12,500	\$13,000
120.4430.06.000.000	Automotive Repairs	\$465	\$1,000	\$1,000
120.4430.07.000.000	Minor Equipment Repairs	\$663	\$700	\$100
120.4430.10.000.000	Uniform Allowance	\$129	\$600	\$1,100
120.4430.11.000.000	Building Repairs	\$580	\$12,500	\$27,500
120.4431.00.000.000	Landscaping Maintenance Contract	\$23,268	\$35,500	\$28,800
120.4431.05.000.000	Trash/Yolo County Landfill	\$3,573	\$4,000	\$3,000
120.4434.00.000.000	Tree Trimming	\$7,540	\$13,000	\$12,000
120.4436.00.000.000	Maintenance Charges from AMPS	\$66,760	\$82,500	\$74,000
120.4480.00.000.000	Protective Services	\$672	\$1,000	\$2,000
120.4510.00.000.000	Flood Insurance	\$1,776	\$3,650	\$3,650
120.4510.01.000.000	General Liability Insurance	\$2,917	\$3,870	\$3,246
120.4510.02.000.000	Auto Insurance	\$1,384	\$1,914	\$1,848
120.4510.03.000.000	Property Insurance	\$13,032	\$26,000	\$19,416
120.4510.04.000.000	Fidelity Insurance	\$108	\$0	\$202
120.4520.00.000.000	PILOT	\$38,025	\$45,000	\$45,000
120.4540.00.000.000	Administrative Benefits	\$9,267	\$14,501	\$23,688
120.4540.01.000.000	Retired Benefits	\$2,236	\$4,900	\$5,000
120.4540.04.000.000	OPEB Expense	\$22,250	\$22,250	\$13,777
120.4540.10.000.000	Maintenance Benefits	\$3,130	\$7,000	\$20,400
120.4540.20.000.000	Tenant Service Benefits	\$1,435	\$2,500	\$2,575
120.4570.00.000.000	Collection Losses	\$0	\$7,500	\$7,500
120.4600.01.000.000	OES Support Agreement	\$0	\$1,500	\$2,500
120.4610.00.000.000	Extraordinary Maintenance	\$2,556	\$0	\$0
	Security Feasibility			\$5,000
	Total Expenses	\$746,314	\$1,068,042	\$1,125,173
	Net Income (Loss)	\$279,584	\$318,529	(\$0)

Winters AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
130.9110.00.000.000	Capital Fund	\$333,231	\$193,550	\$355,704
130.3110.00.020.000	Rent El Rio Villa 1	\$84,067	\$110,400	\$106,344
130.3110.00.040.000	Rent Vista Montecito	\$55,455	\$73,000	\$73,012
130.3110.00.080.000	Rent El Rio Villa 2	\$107,093	\$125,000	\$117,800
130.3110.00.180.000	Rent El Rio Villa 3	\$168,080	\$225,600	\$221,881
130.3110.00.250.000	Rent El Rio Villa 4	\$68,263	\$92,400	\$85,517
130.3111.00.020.000	Retro Rent	(\$129)	\$100	\$100
130.3436.00.000.000	Maintenance Charges to AMPS	\$9,641	\$5,000	\$2,500
130.3610.00.000.000	Interest Income General Fund	\$530	\$1,200	\$1,200
130.3690.00.000.000	Other Income	\$67,575	\$9,540	\$7,500
130.3690.00.020.000	Other Income - 44-02 Villa #1	\$3,807	\$3,100	\$2,500
130.3690.00.040.000	Other Income - 44-04 Montecito	\$635	\$840	\$250
130.3690.00.080.000	Other Income- 44-08 Villa #2	\$713	\$2,400	\$1,500
130.3690.00.180.000	Other Income- 44-18 Villa #3	\$1,619	\$2,500	\$3,500
130.3690.00.250.000	Other Income- 44-25 Villa #4	\$1,204	\$2,300	\$1,200
130.8020.00.000.000	HUD Operating Subsidy	\$160,444	\$253,540	\$176,601
	Signage from reserves	\$0	\$0	\$9,800
	Total Revenue and Reserves	\$1,062,226	\$1,100,470	\$1,166,909
	Expenses			
130.4110.10.000.000	Administrative Salaries	\$50,065	\$72,000	\$99,607
130.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$3,610	\$5,508	\$7,621
130.4125.02.000.000	Admin. P/R Taxes- -SUI	\$874	\$646	\$1,054
130.4125.04.000.000	Admin. Retirement	\$5,227	\$11,500	\$13,756
130.4125.05.000.000	Admin. Workers Comp	\$540	\$1,200	\$2,446
130.4130.00.000.000	Legal Fees	\$5,945	\$5,000	\$5,000
130.4140.00.000.000	Training	\$16	\$750	\$600
130.4150.00.000.000	Travel	\$765	\$1,200	\$1,000
130.4170.04.000.000	Contract Services Plan Updates			\$7,800
130.4170.10.000.000	Professional Services	\$2,785	\$1,750	\$1,750
130.4171.00.000.000	Auditing	\$6,763	\$6,750	\$10,000
130.4180.00.000.000	147 Rent Allocation	\$3,031	\$4,042	\$4,042
130.4190.00.000.000	Postage	\$1,300	\$750	\$500
130.4190.01.000.000	Office Supplies	\$1,736	\$2,500	\$1,700
130.4190.02.000.000	Printing	\$202	\$0	\$250
130.4190.03.000.000	Telephone	\$5,041	\$7,500	\$8,250
130.4190.04.000.000	Fair Housing Services	\$1,250	\$1,667	\$1,667
130.4190.05.000.000	Dues and Subscriptions	\$278	\$500	\$500
130.4190.07.000.000	Computer Services	\$3,472	\$6,000	\$3,900
130.4190.12.000.000	Office Machines/Leases	\$1,670	\$10,000	\$7,850
130.4190.13.000.000	Administrative Other	\$0	\$0	\$100
130.4190.14.000.000	Criminal Background Checks	\$987	\$2,000	\$2,000
130.4190.20.000.000	Advertising	\$133	\$100	\$250
130.4210.00.010.000	Tenant Service Salaries	\$10,538	\$19,111	\$20,097
130.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medicare	\$773	\$1,442	\$1,557

Winters AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
130.4215.02.000.000	Tenant Svc. P/R Taxes - - SUI	\$433	\$521	\$521
130.4215.04.000.000	Tenant Svc. Retirement	\$557	\$1,161	\$1,344
130.4215.05.000.000	Tenant Svc. Workers Comp	\$122	\$266	\$297
130.4220.00.000.000	Tenant Services Materials	\$332	\$1,500	\$2,000
130.4221.00.000.000	Tenant Liaison	\$1,365	\$1,800	\$1,800
130.4310.00.020.000	Water - 44-02 Villa #1	\$10,123	\$17,500	\$18,000
130.4310.00.040.000	Water - 44-04 Montecito	\$5,786	\$8,000	\$9,000
130.4310.00.180.000	Water - 44-18 Villa #3	\$10,093	\$15,000	\$17,500
130.4320.00.020.000	Electricity- 44-02 Villa #1	\$22,199	\$32,500	\$33,000
130.4320.00.040.000	Electricity- 44-04 Montecito	\$2,503	\$4,000	\$4,500
130.4320.00.080.000	Electricity- 44-08 Villa #2	\$24	\$200	\$200
130.4320.00.180.000	Electricity- 44-18 Villa #3	\$67	\$250	\$250
130.4320.00.250.000	Electricity- 44-25 Villa #4	\$0	\$0	\$10
130.4330.02.020.000	Gas- 44-02 Villa #1	\$284	\$400	\$750
130.4330.08.080.000	Gas- 44-08 Villa #2	\$36	\$100	\$150
130.4330.12.180.000	Gas- 44-18 Villa #3	\$40	\$150	\$300
130.4330.25.000.000	Gas-Partel Winters	\$0	\$0	\$30
130.4390.04.040.000	Sewerage - 44-04 Montecito	\$4,082	\$5,500	\$6,000
130.4390.15.000.000	City of Winters Sewer Svc. and Main. MOU	\$99,163	\$137,636	\$150,000
130.4400.01.000.000	AMP Management Fee	\$67,299	\$90,000	\$95,524
130.4400.02.000.000	Bookkeeping Fee	\$9,308	\$12,222	\$12,348
130.4400.04.000.000	Asset Management Fee	\$12,450	\$16,800	\$16,464
130.4401.00.000.000	IT Services	\$0	\$25,000	\$21,255
130.4410.00.000.000	Maintenance Salaries	\$50,400	\$79,123	\$71,352
130.4415.01.000.000	Maintenance P/R Taxes-Social Security/Medicare	\$3,768	\$5,918	\$5,458
130.4415.02.000.000	Maintenance P/R Taxes- - SUI	\$523	\$577	\$434
130.4415.04.000.000	Maintenance Retirement	\$4,578	\$9,500	\$8,235
130.4415.05.000.000	Maintenance Workers Comp	\$5,457	\$8,000	\$7,121
130.4420.01.000.000	Electrical Supplies	\$4,333	\$7,500	\$9,000
130.4420.02.000.000	Plumbing Supplies	\$7,639	\$9,000	\$12,000
130.4420.03.000.000	Painting Supplies	\$296	\$300	\$500
130.4420.04.000.000	Chemical Supplies	\$681	\$4,000	\$3,500
130.4420.05.000.000	Lumber and Hardware	\$11,123	\$13,000	\$10,000
130.4420.06.000.000	Automotive Supplies	\$189	\$100	\$100
130.4420.07.000.000	Gas / Oil	\$4,537	\$8,000	\$8,000
130.4420.08.000.000	Dwelling Equipment/Supplies	\$2,864	\$3,500	\$20,000
130.4420.09.000.000	Maintenance Equip/Supplies	\$27,700	\$500	\$500
130.4421.08.000.000	Stoves/Parts	\$60	\$500	\$500
130.4423.08.000.000	Fire Protection/Testing/Monitor	\$782	\$1,500	\$1,900
130.4430.00.000.000	Grounds Maintenance	\$2,350	\$0	\$9,800
130.4430.01.000.000	Electrical Repair/Contract	\$638	\$7,000	\$8,500
130.4430.02.000.000	Plumbing Repair/Contract	\$1,238	\$2,500	\$4,000
130.4430.03.000.000	Painting/Decorating/Contract	\$11,953	\$24,000	\$25,000
130.4430.04.000.000	Garbage Removal	\$17,487	\$22,500	\$25,000
130.4430.05.000.000	Chemical Treatment/Contract	\$6,784	\$9,500	\$9,500
130.4430.06.000.000	Automotive Repairs	\$512	\$4,000	\$1,000

Winters AMP

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012- 2013 Budget
130.4430.07.000.000	Minor Equipment Repairs	\$176	\$1,000	\$2,000
130.4430.08.000.000	Major Equipment Repairs	\$160	\$0	\$100
130.4430.10.000.000	Uniform Allowance	\$8	\$1,350	\$550
130.4430.10.010.000	Mat Service	\$1,130	\$0	\$600
130.4430.11.000.000	Building Repairs	\$3,441	\$0	\$7,500
130.4431.00.000.000	Landscaping Maintenance Contract	\$24,452	\$33,000	\$29,000
130.4431.05.000.000	Trash/Yolo County Landfill	\$2,865	\$3,500	\$3,000
130.4434.00.000.000	Tree Trimming	\$6,440	\$9,000	\$9,000
130.4436.00.000.000	Maintenance Charges from AMPS	\$84,865	\$95,000	\$103,000
130.4480.00.000.000	Protective Services	\$2,231	\$2,500	\$2,000
130.4510.01.000.000	General Liability Insurance	\$2,692	\$3,550	\$2,956
130.4510.02.000.000	Auto Insurance	\$1,656	\$1,200	\$924
130.4510.03.000.000	Property Insurance	\$11,943	\$15,250	\$14,954
130.4510.04.000.000	Fidelity Insurance	\$90	\$0	\$202
130.4520.00.000.000	PILOT	\$51,300	\$43,500	\$44,000
130.4540.00.000.000	Administrative Benefits	\$16,249	\$25,032	\$27,624
130.4540.01.000.000	Retired Benefits	\$6,179	\$13,000	\$13,000
130.4540.04.000.000	OPEB Expense	\$63,000	\$63,000	\$9,380
130.4540.10.000.000	Maintenance Benefits	\$2,900	\$11,000	\$3,600
130.4540.20.000.000	Tenant Services Benefits	\$1,435	\$2,500	\$2,575
130.4570.00.000.000	Collection Losses	(\$366)	\$16,000	\$17,500
130.4600.01.000.000	OES Support Agreement	\$0	\$1,500	\$2,500
	Security Feasibility			\$5,000
	Total Expenses	\$802,482	\$1,094,182	\$1,136,905
	Net Income (Loss)	\$259,744	\$6,288	\$30,004

Administration Building

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
147.3200.00.000.000	Rent Income Commercial	\$33,725	\$31,000	\$31,000
147.3400.00.000.000	Space Rental Income	\$128,718	\$128,718	\$128,718
147.3700.00.000.000	Capital Fund Debt Service Revenue	\$179,883	\$217,898	\$217,898
	Total Revenue	\$342,326	\$377,616	\$377,616
	Expenses			
147.4190.18.000.000	Taxes, Fees & Assessments	\$7,111	\$5,500	\$6,000
147.4310.00.000.000	Water-West Main	\$2,129	\$2,200	\$2,000
147.4320.00.000.000	Electricity- West Main	\$20,219	\$24,000	\$22,500
147.4330.00.000.000	Gas- West Main	\$1,953	\$1,100	\$2,000
147.4390.00.000.000	Sewerage- West Main	\$413	\$500	\$500
147.4420.00.000.000	Maintenance Supplies		\$1,000	\$1,000
147.4421.00.000.000	Building Maintenance	\$5,814	\$7,500	\$12,000
147.4430.00.000.000	Mat Service	\$1,799	\$1,750	\$1,500
147.4430.04.000.000	Trash Pick-Up	\$0	\$250	\$500
147.4431.00.000.000	Landscape Maintenance	\$2,792	\$3,050	\$3,000
147.4436.00.000.000	Maintenance Charges from AMPS	\$7,765	\$25,000	\$25,000
147.4480.00.000.000	Protective Services	\$9,810	\$11,000	\$12,000
147.4510.03.000.000	Property Insurance	\$4,294	\$2,500	\$518
147.4580.01.000.000	Debt Service-Loan #1 \$2,240,000 Loan	\$60,272	\$167,896	\$167,898
147.4580.03.000.000	Debt Service-Loan #3 \$480,000 Loan	\$4,864	\$54,000	\$52,000
	Principal Payments Loan #1	\$108,523	included in debt service	
	Principal Payments Loan #2	\$50,000	included in debt service	
	Total Expenses	\$287,758	\$307,246	\$308,416
	Net Income (Loss)	\$54,568	\$70,370	\$69,200

HCV - Program Administration

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
200.3025.00.000.000	Admin Fees Earned	\$793,123	\$1,086,769	\$1,135,192
200.3610.01.000.000	Interest Income-Admin Reserve	\$1,153	\$2,000	\$3,000
200.3690.00.000.000	Fraud Income	\$3,600	\$1,600	\$1,600
200.3690.01.000.000	Port In Admin Fees	\$60	\$4,000	\$500
200.3690.02.000.000	Other Income	\$45,275	\$20,000	\$15,000
	Other Reserves			\$7,997
	Total Revenue	\$843,211	\$1,114,369	\$1,163,289
	Expenses			
200.4110.00.000.000	Administrative Salaries Vouchers	\$189,759	\$298,129	\$328,149
200.4110.10.000.000	FSS Coordinator	\$12,715	\$16,221	\$18,517
200.4115.01.000.000	FSS P/R Taxes - Social Security/Medicare	\$856	\$1,200	\$1,417
200.4115.02.000.000	FSS P/R Taxes - SUI	\$347	\$174	\$174
200.4115.04.000.000	FSS Retirement	\$1,115	\$2,322	\$2,688
200.4115.05.000.000	FSS Workers Comp	\$137	\$161	\$169
200.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$13,683	\$22,290	\$25,104
200.4125.02.000.000	Admin. P/R Taxes- -SUI	\$2,477	\$2,975	\$2,921
200.4125.04.000.000	Admin. Retirement	\$21,106	\$40,686	\$46,378
200.4125.05.000.000	Admin. Workers Comp	\$2,268	\$4,561	\$5,508
200.4140.00.000.000	Training	\$7,811	\$2,000	\$3,500
200.4150.00.000.000	Travel	\$4,602	\$1,000	\$2,500
200.4170.04.000.000	Contract Service Plan Updates	\$1,075	\$2,500	\$2,100
200.4170.10.000.000	Professional Services	\$8,802	\$0	\$1,200
200.4171.00.000.000	Auditing	\$16,817	\$16,817	\$17,000
200.4180.00.000.000	147 Rent Allocation	\$25,230	\$33,640	\$33,640
200.4190.00.000.000	Office Supplies	\$7,086	\$9,000	\$9,000
200.4190.01.000.000	Postage	\$16,237	\$11,000	\$12,000
200.4190.02.000.000	Printing	\$2,498	\$2,500	\$3,500
200.4190.03.000.000	Telephone	\$756	\$1,200	\$1,200
200.4190.04.000.000	Other Misc. Costs	\$66	\$20	\$100
200.4190.05.000.000	Membership Dues and Subscriptions	\$667	\$3,000	\$3,000
200.4190.06.000.000	Fair Housing Services	\$3,750	\$5,000	\$5,000
200.4190.09.000.000	Admin Fees Port-Outs	\$6,661	\$12,500	\$12,000
200.4190.10.000.000	Computer Software Chgs. Vouchers	\$22,389	\$8,995	\$7,800
200.4190.11.000.000	Inspections	\$17,626	\$32,000	\$25,000
200.4190.12.000.000	Computer Equipment	\$0	\$10,800	\$1,000
200.4190.14.000.000	Criminal Background Checks	\$9,620	\$8,000	\$5,000
200.4190.15.000.000	Office Equipment Lease/Rental	\$8,080	\$14,000	\$14,000
200.4190.16.000.000	Meeting Supplies/Expense	\$0	\$300	\$250
200.4190.20.000.000	Advertising	\$2,399	\$1,500	\$750
200.4230.10.000.000	Contract Services	\$1,200	\$8,500	\$2,500
200.4400.06.000.000	HCV Management Fee	\$160,406	\$216,257	\$227,038
200.4400.07.000.000	HCV Bookkeeping Fee	\$87,113	\$134,325	\$136,800
200.4401.00.000.000	IT Services	\$0	\$20,000	\$14,250
200.4420.07.000.000	Gas / Oil	\$530	\$1,000	\$750

HCV - Program Administration

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012- 2013 Budget
200.4430.01.000.000	Vehicle Repair & Maintenance	\$0	\$300	\$300
200.4430.10.000.000	Uniforms	\$0	\$250	\$300
200.4436.00.000.000	Maintenance Charges from AMPS	\$450	\$1,000	\$500
200.4510.01.000.000	General Liability Insurance	\$2,610	\$3,583	\$3,505
200.4510.02.000.000	Auto Insurance	\$668	\$1,016	\$924
200.4510.04.000.000	Fidelity Insurance	\$189	\$0	\$202
200.4540.00.000.000	Health Benefits	\$66,728	\$102,286	\$111,494
200.4540.01.000.000	Retired Benefits	\$3,787	\$9,800	\$10,000
200.4540.02.000.000	FSS Coordinator Health Benefits	\$2,859	\$5,500	\$5,150
200.4540.04.000.000	OPEB Expense	\$38,500	\$38,500	\$31,511
200.4600.01.000.000	OES Support Agreement	\$0	\$1,500	\$2,500
	Filing System			\$25,000
	Total Expenses	\$769,907	\$1,108,308	\$1,163,289
	Net Income (Loss)	\$73,304	\$6,061	\$0

HCV - Vouchers

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
201.3610.00.000.000	HAP Reserve Interest Income	\$3,103	\$2,500	\$3,000
201.3690.00.000.000	HAP Fraud Income (50%)	\$3,600	\$4,000	\$1,600
201.8025.00.000.000	HAP Contributions Received from HUD	\$7,169,984	\$10,797,600	\$12,300,000
	Total Revenue	\$7,176,688	\$10,804,100	\$12,304,600
	Expenses			
201.4715.00.000.000	HAP Payments	\$6,796,840	\$10,804,100	\$11,582,400
201.4715.01.000.000	HAP FSS Escrow Payments	\$1,547	\$0	\$0
201.4715.02.000.000	HAP Payments Outgoing Ports	\$112,501	\$0	\$0
201.4715.04.000.000	HAP Utilities	\$15,612	\$0	\$0
	Total Expenses	\$6,926,500	\$10,804,100	\$11,582,400
	Net Income (Loss)	\$250,187	\$0	\$722,200

Central Office Cost Center

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
310.3400.01.000.000	LIPH Bookkeeping Fees	\$28,650	\$37,626	\$38,014
310.3400.02.000.000	LIPH Management Fees	\$207,159	\$272,803	\$294,078
310.3400.03.000.000	LIPH Asset Management Fees	\$38,310	\$51,720	\$50,686
310.3400.05.000.000	Cttwd Mgmt Fees & Salary Reimbursement	\$14,490	\$19,320	\$19,320
310.3400.06.000.000	HCV Program Management Fees	\$160,406	\$214,920	\$227,038
310.3400.07.000.000	HCV Program Bookkeeping Fees	\$87,113	\$134,325	\$136,800
310.3400.09.000.000	Capital Fund Transfer Soft Costs	\$29,838	\$148,933	\$118,935
310.3400.11.000.000	Davis RD-880 Mgmnt Fund	\$0	\$30,000	\$10,000
310.3400.70.000.000	Helen Thomson Homes Management Fees	\$6,500	\$8,100	\$8,100
310.3400.80.000.000	Pacifico Management Fees	\$0	\$39,700	\$42,000
310.3435.00.000.000	IT Billed	\$0	\$120,000	\$87,755
310.3436.00.000.000	Maintenance Charges to AMPS	\$201,255	\$280,000	\$227,000
310.3500.01.000.000	Davis Migrant Center Management Fees	\$30,996	\$41,332	\$42,623
310.3500.02.000.000	Madison Migrant Center Management Fees	\$44,028	\$58,702	\$58,674
310.3500.03.000.000	Dixon Migrant Center Management Fees	\$37,332	\$47,328	\$48,400
310.3500.07.000.000	Davis Solar Management Fee	\$2,250	\$1,290	\$1,290
310.3610.00.000.000	Interest Income	\$2,630	\$1,500	\$1,500
310.3690.00.000.000	Other income	\$527,187	\$2,500	\$10,000
310.3690.05.000.000	Donation Income	\$3,508	\$4,800	\$4,800
310.3690.10.000.000	Soccer League Receipts	\$2,325	\$2,600	\$0
310.3690.20.000.000	Discounts Taken	\$0	\$50	\$50
	Crosswoods Income	\$0	\$0	\$25,000
	Crosswoods Developer Fee	\$0	\$0	\$50,000
	Total Revenue	\$1,423,975	\$1,517,549	\$1,502,063
	Expenses			
310.4110.10.000.000	Administrative Salaries	\$483,061	\$703,997	\$666,614
310.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$32,861	\$48,500	\$55,569
310.4125.02.000.000	Admin. P/R Taxes- -SUI	\$4,346	\$3,865	\$4,209
310.4125.04.000.000	Admin. Retirement	\$44,804	\$102,000	\$100,196
310.4125.05.000.000	Admin. Workers Comp	\$4,346	\$12,000	\$16,273
310.4130.00.000.000	Legal Fees	\$38,395	\$50,000	\$50,000
310.4140.00.000.000	Training	\$2,943	\$4,000	\$4,000
310.4150.00.000.000	Travel	\$7,206	\$10,000	\$12,000
310.4170.05.000.000	Contract Service	\$0	\$7,500	\$5,000
310.4170.06.000.000	Contract Service - Clerk of the Board	\$6,003	\$7,500	\$7,500
310.4170.10.000.000	Professional Services	\$3,753	\$10,000	\$12,000
310.4171.00.000.000	Auditing	\$11,181	\$8,500	\$8,750
310.4180.00.000.000	147 Rent Allocation	\$36,113	\$48,151	\$48,151
310.4190.00.000.000	Postage	\$1,986	\$3,700	\$4,000
310.4190.01.000.000	Office Supplies	(\$694)	\$6,000	\$5,000
310.4190.02.000.000	Printing	\$1,951	\$2,500	\$2,500
310.4190.03.000.000	Telephone	\$14,711	\$18,000	\$18,000
310.4190.04.000.000	Board Stipends	\$1,750	\$2,900	\$3,500

Central Office Cost Center

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012- 2013 Budget
310.4190.05.000.000	Dues & Subscriptions	\$2,434	\$6,000	\$6,000
310.4190.07.000.000	Computer Support-Tenmast	\$6,402	\$8,500	\$10,000
310.4190.08.000.000	Computer Services	\$333	\$2,000	\$2,000
310.4190.10.000.000	Computer Equipment-server room	\$900	\$0	\$12,000
310.4190.11.000.000	Office Equipment	\$73	\$4,000	\$1,000
310.4190.12.000.000	Office Machines/Leases	\$2,928	\$17,000	\$14,000
310.4190.13.000.000	Meeting Expense	\$1,699	\$4,000	\$2,000
310.4190.14.000.000	Advertising	\$638	\$750	\$750
310.4190.16.000.000	P/R Processing Fee	\$2,898	\$3,750	\$3,750
310.4190.18.000.000	Taxes, Fees and Assessments	\$4,405	\$250	\$250
310.4190.20.000.000	Soccer League Expenses	\$2,308	\$1,850	\$0
310.4410.00.000.000	Maintenance Salaries	\$80,768	\$114,594	\$126,170
310.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	\$5,860	\$8,476	\$9,652
310.4415.02.000.000	Maintenance P/R Taxes- -SUI	\$1,302	\$1,302	\$1,302
310.4415.04.000.000	Maintenance Retirement	\$13,364	\$16,369	\$18,251
310.4415.05.000.000	Maintenance Workers Comp	\$11,068	\$12,536	\$12,592
310.4420.07.000.000	Gas & Oil Vehicles/Repairs Fleet Vehicles	\$10,555	\$14,000	\$15,000
310.4430.06.000.000	Trash Truck- Insurance/Fuel/Repairs	\$7,192	\$3,000	\$3,500
310.4430.10.000.000	Uniforms	\$395	\$1,800	\$1,800
310.4510.02.000.000	Auto Insurance	\$2,475	\$5,771	\$4,619
310.4510.04.000.000	Fidelity Insurance	\$189	\$0	\$202
310.4540.00.000.000	Admin Benefits	\$68,900	\$98,759	\$95,098
310.4540.01.000.000	Retired Admin Benefits	\$7,574	\$15,000	\$15,000
310.4540.04.000.000	OPEB Expense	\$82,000	\$82,000	\$87,412
310.4540.10.000.000	Maintenance Benefits	\$22,807	\$31,824	\$31,824
	Total Expenses	\$1,035,210	\$1,502,896	\$1,497,434
	Net Income (Loss)	\$388,765	\$14,653	\$4,629

Helen Thomson Homes

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
320.3690.00.000.000	Other government revenues	\$21,676	\$37,900	\$30,750
	Expenses			
320.4110.10.000.000	Administrative Salaries	\$3,250	\$4,050	\$4,050
320.4110.10.010.000	Administrative Salaries Meadowlark	\$3,250	\$4,050	\$4,050
320.4190.14.000.000	Background Check-Trinity	\$87	\$350	\$500
320.4190.14.010.000	Background Check Meadowlark	\$0	\$350	\$350
320.4190.18.010.000	Property Taxes, Assessments and Fees Meadowlark	\$2,235	\$1,150	\$1,200
320.4310.01.000.000	Water/Sewer expense Trinity	\$438	\$800	\$500
320.4310.01.010.000	Water & Sewer Meadowlark	\$373	\$800	\$500
320.4320.00.010.000	Electric Service Meadowlark	\$1,387	\$2,500	\$1,500
320.4320.01.000.000	Electric Expense-Trinity	\$845	\$2,500	\$1,000
320.4330.00.010.000	Gas (Heating) Meadowlark	\$559	\$1,500	\$750
320.4330.01.000.000	Gas Expense Trinity	\$345	\$1,500	\$500
320.4390.00.010.000	Sewer - Meadowlark	\$182	\$200	\$250
320.4390.01.000.000	Sewer - Trinity	\$176	\$200	\$250
320.4420.00.000.000	Materials Trinity	\$23	\$1,000	\$1,000
320.4420.00.010.000	Materials Meadowlark	\$0	\$1,000	\$1,000
320.4430.00.000.000	Grounds Maintenance Trinity	\$1,099	\$1,500	\$1,200
320.4430.00.010.000	Grounds Maintenance Meadowlark	\$0	\$250	\$250
320.4430.04.000.000	Garbage and Trash Removal Trinity	\$260	\$250	\$400
320.4430.04.010.000	Garbage and Trash Removal Meadowlark	\$170	\$500	\$250
320.4430.05.000.000	Chemical Treatment	\$0	\$1,500	\$250
320.4430.05.010.000	Chemical Treatment Meadowlark	\$0	\$450	\$250
320.4436.00.000.000	Maintenance Charges From AMPS - Meadowlark	\$600	\$1,000	\$1,000
320.4436.01.000.000	Maintenance Charges from AMPS - Trinity	\$0	\$1,000	\$1,000
320.4540.03.000.000	Property Insurance Trinity	\$198	\$750	\$375
320.4540.03.010.000	Property Insurance Meadowlark	\$198	\$750	\$375
320.4610.00.000.000	Extraordinary Maintenance Trinity	\$0	\$1,000	\$1,000
320.4610.00.010.000	Extraordinary Maintenance Meadowlark	\$0	\$1,000	\$1,000
	Reserve Set Aside	\$6,000	\$6,000	\$6,000
	Total Expenses	\$21,676	\$37,900	\$30,750
	Net Income (Loss)	\$0	\$0	\$0

Cottonwood Meadows

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
400.3110.00.000.000	Dwelling Rent-Market Rate Units	\$157,590	\$215,376	\$250,000
400.3110.01.000.000	Dwelling Rent-RHCP Units	\$30,851	\$50,000	\$52,100
400.3610.00.000.000	Interest Income	\$537	\$300	\$300
400.3610.01.000.000	Interest on Replacement Reserve	\$67	\$300	\$400
400.3690.00.000.000	Other income	\$0	\$100	\$1,500
400.3690.03.000.000	Other Income Tenant Cottonwood	\$845	\$1,000	\$750
400.3690.04.000.000	Other Program Charges-RHCP Units	\$207	\$550	\$500
400.3690.05.000.000	Vending Income	\$2,082	\$2,500	\$1,000
	HCD Approved Reserves		\$7,172	
	Total Revenue	\$192,178	\$277,298	\$306,550
	Expenses			
400.4110.00.000.000	Administration Salaries	\$3,856	\$17,000	\$19,681
400.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$280	\$1,054	\$1,505
400.4125.02.000.000	Admin. P/R Taxes- -SUI	\$33	\$690	\$460
400.4125.04.000.000	Admin. Retirement	\$493	\$2,164	\$2,272
400.4125.05.000.000	Admin. Workers Comp	\$45	\$355	\$337
400.4130.00.000.000	Legal Fees	\$1,330	\$1,300	\$1,300
400.4140.00.000.000	Training	\$0	\$500	\$250
400.4150.00.000.000	Travel	\$0	\$200	\$200
400.4171.00.000.000	Auditing	\$2,713	\$2,900	\$3,500
400.4172.00.000.000	Advertising	\$1,112	\$250	\$250
400.4190.00.000.000	Office Supplies	\$666	\$1,000	\$750
400.4190.02.000.000	Postage	\$115	\$100	\$150
400.4190.03.000.000	Telephone	\$644	\$750	\$1,500
400.4190.05.000.000	Membership Dues and Subscriptions	\$0	\$60	\$60
400.4190.07.000.000	Computer Services	\$1,068	\$1,500	\$1,600
400.4190.11.000.000	Office Equipment	\$0	\$650	\$250
400.4190.15.000.000	Management Fee to YCHA	\$14,490	\$19,500	\$19,320
400.4190.17.000.000	Background Checks	\$160	\$400	\$250
400.4190.18.000.000	Taxes, Assessments & Fees	\$15,798	\$16,425	\$16,500
400.4221.00.000.000	Tenant Liaison	\$1,100	\$900	\$0
400.4310.00.000.000	Water Cottonwood	\$12,918	\$15,000	\$11,250
400.4320.00.000.000	Electricity - Cottonwood	\$4,078	\$7,500	\$7,500
400.4330.00.000.000	Gas Cottonwood	\$957	\$1,200	\$1,200
400.4390.00.000.000	Sewerage - Cottonwood	\$10,571	\$14,500	\$15,500
400.4420.00.000.000	Maintenance Supplies	\$2,123	\$8,000	\$2,500
400.4430.00.000.000	Maintenance Contracts	\$5,675	\$12,000	\$12,000
400.4430.02.000.000	Painting and Decorating Contracts	\$10,628	\$14,000	\$7,500
400.4430.03.000.000	Garbage and Trash Removal	\$7,235	\$7,200	\$7,000
400.4430.04.000.000	Grounds Contracts	\$3,022	\$2,750	\$3,250
400.4430.11.000.000	BUILDING REPAIRS	\$230	\$0	\$2,500
400.4436.00.000.000	Maintenance Charges from AMPS	\$6,605	\$17,500	\$20,000
400.4480.00.000.000	Protective Services	\$1,099	\$1,000	\$1,100
400.4510.00.000.000	Insurance-Flood	\$1,728	\$2,580	\$2,580

Cottonwood Meadows

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012- 2013 Budget
400.4510.01.000.000	General Liability Insurance	\$4,499	\$4,250	\$3,060
400.4510.03.000.000	Property Insurance	\$4,455	\$5,000	\$5,003
400.4510.05.000.000	Director's Risk Insurance	\$1,035	\$1,425	\$1,425
400.4540.00.000.000	Benefits	\$934	\$1,810	\$3,978
400.4540.04.000.000	OPEB Expense			\$342
400.4570.00.000.000	Collection Loss	\$0	\$400	\$400
400.4610.00.000.000	Extraordinary Maintenance	\$0	\$7,172	
400.5615.00.000.000	Interest on Note Payable FNB	\$62,700	\$83,695	\$83,695
	Principal Payments	\$20,995		
	Total Expenses	\$205,390	\$274,680	\$261,918
	Net Income (Loss)	(\$13,212)	\$2,618	\$44,632

Davis Solar Housing

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
600.3110.00.000.000	Dwelling Rent	\$28,215	\$36,868	\$37,620
600.3610.00.000.000	Interest Income	\$226	\$375	\$250
600.3690.01.000.000	Other Income- tenants	\$61	\$75	\$0
	Total Revenue	\$28,502	\$37,318	\$37,870
600.4110.00.000.000	Administrative Salaries	\$1,136	\$2,135	\$2,403
600.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$77	\$158	\$183
600.4125.02.000.000	Admin. P/R Taxes- -SUI	\$12	\$23	\$12
600.4125.04.000.000	Admin. Retirement	\$62	\$400	\$344
600.4125.05.000.000	Admin. Wokers Comp	\$4	\$177	\$158
600.4130.00.000.000	Legal Fees	\$0	\$250	\$250
600.4140.00.000.000	Training	\$94	\$0	\$50
600.4150.00.000.000	Travel	\$25	\$0	\$50
600.4190.00.000.000	Office Supplies	\$2	\$150	\$50
600.4190.01.000.000	Postage	\$9	\$10	\$10
600.4190.02.000.000	Telephone	\$5	\$50	\$10
600.4190.04.000.000	Computer Software	\$385	\$535	\$900
600.4190.12.000.000	Management Fees	\$2,250	\$1,290	\$1,290
600.4190.20.000.000	Advertisement	\$0	\$250	\$250
600.4310.00.000.000	Water Davis Solar	\$3,675	\$6,250	\$5,500
600.4330.00.000.000	Gas Davis Solar	\$0	\$25	\$10
600.4390.00.000.000	Sewerage - Davis Solar	\$2,576	\$4,500	\$4,500
600.4410.00.000.000	Maintenance Repairs and Contracts	\$87	\$3,500	\$3,500
600.4420.00.000.000	Maintenance Supplies	\$114	\$2,444	\$750
600.4420.08.000.000	Dwelling Equipment/Supplies	\$43	\$750	\$750
600.4430.00.000.000	Grounds Maintenance	\$775	\$0	\$750
600.4430.03.000.000	Painting Services	\$0	\$2,940	\$1,000
600.4430.04.000.000	Garbage and Trash Removal	\$1,617	\$2,600	\$2,400
600.4430.11.000.000	Fencing Maintenance	\$275	\$0	
600.4436.00.000.000	Maintenance Charges from AMPS	\$0	\$2,100	\$2,500
600.4510.01.000.000	General Liability Insurance	\$14	\$150	\$149
600.4510.03.000.000	Property Insurance	\$846	\$1,140	\$1,110
600.4540.01.000.000	Benefits	\$231	\$822	\$504
400.4540.04.000.000	OPEB Expense			\$44
600.4550.00.000.000	Special Assessment	\$738	\$984	\$984
600.5650.00.000.000	FmHA Payment	\$930	\$0	\$0
	Total Expenses	\$15,981	\$33,633	\$30,411
	Net Income (Loss)	\$12,521	\$3,685	\$7,459

Pacifico Student Co-op

2012-2013 Proposed Budget

Account	Line Description	6/30/2011 Actual	2011-2012 Budget	Proposed 2012-2013 Budget
	Revenue			
700.3690.00.000.000	Other Government Income	\$28,767	\$0	\$111,200
	Expenses			
700.4130.00.000.000	Legal Fees	\$0	\$0	\$2,500
700.4150.00.000.000	Travel	\$0	\$0	\$250
700.4170.10.000.000	Professional Services	\$0	\$0	\$2,500
700.4190.01.000.000	Office Supplies	\$0	\$0	\$250
700.4190.03.000.000	Telephone	\$0	\$0	\$4,000
700.4190.07.000.000	Computer Services	\$0	\$0	\$1,500
700.4190.15.000.000	Management Fee to YCH	\$0	\$0	\$42,000
700.4190.20.000.000	Advertising	\$0	\$0	\$250
700.4310.00.000.000	Water	\$0	\$0	\$1,500
700.4320.00.000.000	Electricity	\$0	\$0	\$17,500
700.4330.00.000.000	Gas	\$0	\$0	\$2,500
700.4401.00.000.000	IT Services Allocation	\$0	\$0	\$5,000
700.4420.00.000.000	Materials	\$0	\$0	\$2,500
700.4420.01.000.000	Electrical Supplies	\$10	\$0	\$100
700.4420.02.000.000	Plumbing Supplies	\$90	\$0	\$50
700.4420.03.000.000	Painting Supplies	\$545	\$0	\$250
700.4420.04.000.000	Chemical Supplies	\$635	\$0	\$750
700.4420.05.000.000	Lumber and Hardware	\$4,067	\$0	\$2,500
700.4420.05.701.000	Lumber & Hardware-Pacifico Rehab	\$0	\$0	\$100
700.4420.08.000.000	Dwelling Equipment/Supplies	\$0	\$0	\$250
700.4420.09.000.000	Maintenance Equip/Supplies	\$0	\$0	\$100
700.4423.08.000.000	Fire Sprinkler Contracts/Repairs	\$150	\$0	\$1,750
700.4430.01.000.000	Electrical Repair/Contract	\$423	\$0	\$250
700.4430.02.000.000	Plumbing Repair/Contract	\$322	\$0	\$250
700.4431.05.701.000	Landfill Health and Safety	\$0	\$0	\$100
700.4436.01.000.000	Pacifico Maintenance Labor	\$0	\$0	\$20,000
700.4436.03.000.000	Pacifico Unit Prep Labor	\$22,525	\$0	\$2,500
	Total Expenses	\$28,767	\$0	\$111,200
	Net Income (Loss)	\$0	\$0	\$0
	Estimated Rental Income payable to City of Davis			\$237,500

Yolo County Housing
Yolo County, California

Meeting Date: June 21, 2012

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 11
Energy Services Contractor

Minute Order No. 12-27: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 12-09** extending the term of the Memorandum of Understanding between Yolo County Housing, the Housing Authority of the County of Butte and the Consolidated Housing Authority of Sutter County for the purposes of Energy Performance Contracting.
- B. Approved the selection of Offerer.
- C. Authorized YCH to proceed with Investment Grade Energy Audit of Public Housing Facilities.
- D. Authorized the Executive Director to negotiate terms on behalf of YCH and execute the appropriate agreements and instruments.

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



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

DATE: June 21, 2012

TO: YCH Housing Commission

FROM: Lisa A. Baker, Executive Director

SUBJECT: Review and Approve Resolution to Extend Term of Memorandum of Understanding for Multi-Authority Joint Procurement of an Energy Services Contractor, Selection of Offeror and Authorization to Proceed with Investment Grade Energy Audit of Public Housing Facilities

That the Board of Commissioners:

1. Approve the proposed Resolution extending the term of the Memorandum of Understanding between Yolo County Housing, the Housing Authority of the County of Butte and the Consolidated Housing Authority of Sutter County for the Purposes of Energy Performance Contracting; and
2. Approve the Selection of Offeror; and
3. Authorize YCH to Proceed with Investment Grade Energy Audit of Public Housing Facilities; and
4. Authorize the Executive Director to negotiate terms on behalf of YCH and execute the appropriate agreements and instruments.

BACKGROUND / DISCUSSION:

Energy Performance contracting is a vehicle that allows PHAs to use Operating Subsidy that would otherwise be recaptured due to reduced energy demand from energy efficient improvements to make payments on large scale projects designed to improve energy performance and reduce consumption. These are long term contracts for financed improvements where the Operating Subsidy that would be lost will, instead, be used to make the payments on financed improvements during that time frame. The energy contractor who designs the Energy Performance Contract (EPC) not only puts in the improvements and helps find financing for the project, but must, by regulation, also provide a financial guarantee that the project will earn sufficient revenue in Operating Subsidy in order to make those financial payments.

Working together to provide quality affordable housing and community development services for all

YCH investigated energy performance contracting and discussed the benefits of this program during its 2008 planning retreat and it is one of the items called for in the Board adopted Energy Plan of February 2010. In May 2010, the Board authorized the Executive Director to enter into a Memorandum of Understanding (MOU) to create a three Authority partnership to pursue an Energy Performance Contract. That MOU has been extended one time and needs to be extended for an additional term.

In addition, the partnership has completed the Request for Proposal (RFP), HUD approval process and issued the RFP in February 2012. In March 2012, possible proposers conducted walk throughs of sample sites for all three (2) partners. We received proposals from proposed Energy Services Companies (ESCOs) on April 17, 2012. The 3Green Partnership received three (3) proposals from ESCOs –

- Johnson Controls,
- Pepco and
- Siemens

Staff from all three (3) authorities, along with its consultant, conducted evaluations of all three (3) proposals. All proposals were viable and all three ESCOs were invited to an interview. Interviews with all three proposers were conducted by staff from the 3Green partnership and consultants from Enlightened Energy on May 31, 2012. All three (3) proposers fielded their proposed on-the-ground team for the project.

As a result of the proposals, interviews and reference checks, staff from all three partner authorities recommend the selection of Siemens for its experience, committed local presence, vertical integration, its ability to provide in-house financing, its existing relationship with the U.C. Davis Energy Center, its technology expertise and its consistently high references.

The next step in the process will be for staff from the 3Green energy partners to enter into negotiations for the investment grade audit. At the conclusion of this step, the partners expect to move forward with contracting and financing for the work.

FISCAL IMPACT:

An Energy Performance Contract would provide its own revenue for the project; would not impact other restricted grants or assets; and would allow the YCH to do a larger project than it can with its annual Capital Fund allotment, while improving energy efficiency, reducing costs for residents and for YCH and improving resident comfort.

CONCLUSION:

The Executive Directors and their facilities staff members have met and recommend this approach in order to maximize available funding and to continue to provide a quality living environment for residents. Staff recommends approval and adoption of the proposed resolution.

YOLO COUNTY HOUSING

Resolution No. 12-09

RESOLUTION TO EXTEND TERM OF MEMORANDUM OF UNDERSTANDING FOR MULT-AUTHORITY JOINT PROCUREMENT OF AN ENERGY SERVICES CONTRACTOR, SELECTION OF OFFEROR, AND AUTHORIZATION TO PROCEED WITH INVESTMENT-GRADE ENERGY AUDIT OF PUBLIC HOUSING FACILITIES

WHEREAS, the Housing Authority of the County of Yolo (informally known as "Yolo County Housing", or YCH) entered into a three-party Memorandum of Understanding (MOU) between Yolo County Housing, the Housing Authority of the County of Butte and the Regional Housing Authority of Sutter county for purposes of jointly procuring the services of an Energy Services Company to effect Energy Conservation Measures in the HUD Low Income Public Housing properties by means of Energy Performance Contracting (3Green Energy Partners); and

WHEREAS, under the current MOU, the partners have received approval from the U.S. Department of Housing and Urban Development (HUD) to solicit Energy Services Contractors for an investment Grade Audit, which is the first step in the Energy Performance Contracting process; and

WHEREAS, industry-representative Energy Services Contractors (ESCO's) have been solicited for qualifications to perform the work, have been interviewed and referenced, with the successful Offeror being Siemens Industry, Inc.; and

WHEREAS, the next step in Energy Services Contracting is performance of an investment-grade energy audit by the successful Offeror;

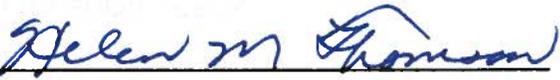
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Yolo (YCH) to 1) extend the term of the Energy Services Contracting Memorandum of Understanding between the Housing Authority of the County of Butte, Yolo County Housing, and the Regional Housing Authority of Sutter and Nevada Counties to June 30, 2013, 2) approve of Siemens Industry, Inc. as the Energy Services Contractor most qualified to perform the work; and 3) authorize the Executive Director to enter into negotiations and execute appropriate agreements and instruments with Siemens Industry, Inc. to perform an investment-grade energy audit of YCH's HUD Low Income Public Housing properties in conjunction with its 3Green Energy partners.

PASSED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 21st day of June 2012, by the following vote:

AYES: Auilar-Curry, Thomson, Eisenstat, Pimentel, Chaney, Johannessen.

NO'S: **None.**

ABSTAIN: **None.**


HELEN MACLEOD THOMSON, Chairwoman

ATTEST:


Julie Dachtler, Clerk of the Board

