

DRAFT
Yolo County Housing
Yolo County, California

March 28, 2013

MINUTES

The Yolo County Housing met on the 28th day of March, 2013, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 2:00 p.m.

Present: Cecilia Aguiar-Curry; Skip Davies; Mark Johannessen; Brett Lee

Absent: Rita Eisenstat; Helen Thomson

Staff Present: Lisa Baker, Executive Director
Sonia Cortés, Agency Counsel
Julie Dachtler, Clerk

2:00 P.M. CALL TO ORDER

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

Minute Order No. 13-11: Approved agenda as submitted.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry,
Davies, Johannessen. Lee. ABSENT: Eisenstat, Thomson.

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

There was no public comment.

PRESENTATIONS

4. Presentation of County of Yolo Certificate of Appreciation for Participation in the 2012 Statewide Medical and Health Exercise

Resource Manager Janis Holt presented the Certificate of Appreciation for Participation in the 2012 Statewide Medical and Health Exercise.

5. Presentation of Lutheran Episcopal Volunteer Network (LEVN) Volunteer, Ian Kinzel

Irma Rodriguez presented Episcopal Volunteer Network Volunteer, Ian Kinzel.

6. Presentation of New Finance Director, James D. Gillette

Finance Director Mark Sterns introduced the new Finance Director, James D. Gillette. The Board thanked Mark Sterns for his dedicated service to the Yolo County Housing organization.

7. Presentation of HUD Certificate of Recognition for 2012 Housing Choice Voucher High Performer

Executive Director Lisa Baker presented the HUD Certificate of Recognition for 2012 Housing Choice Voucher High Performer.

8. Presentation of HUD Certificate of Recognition for 2012 Public Housing High Performer

Executive Director Lisa Baker presented the HUD Certificate of Recognition for 2012 Public Housing Choice High Performer.

9. Presentation of HUD Certificate of Recognition for 2012 Special Innovation

Executive Director Lisa Baker presented the HUD Certificate of Recognition for 2012 Special Innovation.

CONSENT AGENDA

Minute Order No. 13-12: Approved Consent Agenda Item Nos. 10-13.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.

10. Review and Approve Minutes for the Meeting of February 21, 2013.

Approved the minutes of February 21, 2013 on Consent.

11. Review, Approve and Adopt Resolution Recognizing the Service of Evonne Chaney as Tenant Commissioner (Holt)

Approved **Resolution No. 13-04** on Consent.

12. Authorize YCH to write off Bad Debts of Approximately \$7,500 for the Low Income Public Housing Program for the Nine Months Ended March 31, 2013 (Chaudry, Stern and Gillette)

Approved recommended action on Consent

13. Appoint James D. Gillette as Agency Treasurer and Approve as Authorized Signer on YCH Accounts (Baker)

Approved recommended action on Consent.

REGULAR AGENDA

14. Review and Approve Proposed Mid-Year Budget Revision (Baker, Stern and Gillette)

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

MOTION: Johannessen. SECOND: Davies. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.

15. Review and Approve Final Report on Interfund Status and Approve Proposed Repayment Plan (Baker, Gillette and Stern)

Minute Order No. 13-15: Approved recommended action.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.

16. Review and Approve Meeting Schedule for the Months of April, May and September 2013 (Baker)

Minute Order No. 13-15: Approved scheduling meetings for Monday, April 22, 2013, at 2:00 p.m.; Monday, May 20, 2013 at 1:00 p.m. and Thursday, September 12, 2013 at 2:00 p.m.

MOTION: Johannessen. SECOND: Davies. AYES: Aguiar-Curry, Davies,

Johannessen, Lee. ABSENT: Eisenstat, Thomson.

17. Receive comments from Executive Director.

Executive Director Lisa Baker provided a reminder of upcoming Spring Flings in both Woodland and Winters and invited Board members to attend. She noted that they had a very successful Spring Fling in West Sacramento already. Fred Ichertz then addressed the Board and provided an update on the bridge reconstruction in Winters and of the new landscaping at the El Rio property, which has been well received by the residents. It will take less maintenance and looks very nice. Lisa also provided an update to the Board regarding the status of funding for the voucher program. They are in the process of working on a plan to implement a variety of changes that may impact some families, but are hoping they will not need to terminate any of their families. This plan requires approval from HUD. More information on this plan is forthcoming in April.

18. Receive comments from Commissioners.

Commissioner Davies thanked Lisa Baker and Janis Holt for coordinating the recent trip to the Yoche Dehe Indian Tribe to meet with Chairman McKay. Chair Aguiar-Curry expressed her appreciation for the new sign in El Rio in Winters.

ADJOURNMENT

Next meeting scheduled for: April 22, 2013

Cecilia Aguiar-Curry, Chair
Yolo County Housing

Julie Dachtler, Clerk
Yolo County Housing

YOLO COUNTY HOUSING
AGENDA & SUPPORTING MATERIALS

March 28, 2013



YOLO COUNTY HOUSING
HOUSING COMMISSION

CECILIA AGUIAR-CURRY
SKIP DAVIES
RITA EISENSTAT
MARK JOHANNESSEN
BRETT LEE (ALTERNATE)
HELEN M. THOMSON

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 County of Yolo Certificate of Appreciation for Participation in the 2012 Statewide Medical and Health Exercise
5. Presentation of Lutheran Episcopal Volunteer Network (LEVN) Volunteer, Ian Kinzel
6. Presentation of New Finance Director, James D. Gillette
7. Presentation of HUD Certificate of Recognition for 2012 Housing Choice Voucher High Performer
8. Presentation of HUD Certificate of Recognition for 2012 Public Housing High Performer
9. Presentation of HUD Certificate of Recognition for 2012 Special Innovation

CONSENT AGENDA

10. Review and Approve Minutes for the Meeting of February 21, 2013.
11. Review, Approve and Adopt Resolution Recognizing the Service of Evonne Chaney as Tenant Commissioner (Holt)
12. Authorize YCH to write off Bad Debts of Approximately \$7,500 for the Low Income Public Housing Program for the Nine Months Ended March 31, 2013 (Chaudry, Stern and Gillette)
13. Appoint James D. Gillette as Agency Treasurer and Approve as Authorized Signer on YCH Accounts (Baker)

REGULAR AGENDA

14. Review and Approve Proposed Mid-Year Budget Revision (Baker, Stern and Gillette)
15. Review and Approve Final Report on Interfund Status and Approve Proposed Repayment Plan (Baker, Gillette and Stern)
16. Review and Approve Meeting Schedule for the Months of April, May and September 2013 (Baker)

17. Receive comments from Executive Director.

18. Receive comments from Commissioners.

ADJOURNMENT

Next meeting scheduled for: To be determined

I declare under penalty of perjury that the foregoing agenda was posted March 22, 2013 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 March 25, 2013 by 2:00 p.m. as follows:

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

Julie Dachtler, Clerk
Yolo County Housing

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

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.13-12 Item No. 10, of the Yolo County Housing meeting of March 27, 2013.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.

10.

Review and Approve Minutes for the Meeting of February 21, 2013.

Approved the minutes of February 21, 2013 on Consent.

DRAFT
Yolo County Housing
Yolo County, California

February 21, 2013

MINUTES

The Yolo County Housing met on the 21st day of February, 2013, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 2:00 p.m.

Present: Cecilia Aguiar-Curry; Skip Davies; Mark Johannessen; Rita Eisenstat

Absent: Helen Thomson

Staff Present: Lisa Baker, Executive Director
Sonia Cortés, Agency Counsel
Julie Dachtler, Clerk

Attendees: Brett Lee (Alternate)

2:00 P.M. CALL TO ORDER

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

Minute Order No. 13-07: Approved agenda as submitted.

MOTION: Johannessen. SECOND: Davies. AYES: Aguiar-Curry, Davies, Eisenstat, Johannessen. ABSENT: Thomson.

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

Janis Holt, Resource Manager, addressed the Board during public

comment to invite the Commissioners to the upcoming Spring Fling on March 27, 2013 in Winters, Woodland and Davis and to introduce their incoming Director of Finance, Jim Gillette.

PRESENTATIONS

4. Presentation of NAHRO Certification for Public Housing Manager to Mr. James Muller and Ms. Angelica Orozco

Resource Manager Janis Holt presented NAHRO Certification for Public Housing Manager.

5. Presentation of NAHRO Certification for Housing Choice Voucher Homeownership to Ms. Irma Jimenez-Perez and to Ms. Marianne Krager

Resource Manager Janis Holt presented NAHRO Certification for Housing Choice Voucher Homeownership.

6. Presentation of Award of Recognition from the City of West Sacramento for Completion of CERT Academy to Mr. James Muller

Resource Manager Janis Holt presented Award of Recognition.

7. Presentation of Certificates of Appreciation to YCH Holiday Food Distribution and Toy Drive Partners: Yolo County Food Bank, Yolo Interfaith Immigration Network (YIIN), West Sacramento Holiday Food Basket, Woodland Presbyterian Church and the California Highway Patrol

Resource Manager Janis Holt presented Certificates of Appreciation to the various entities.

8. Presentation of Annual Executive Director Challenge Award winner, Ms. Laura Cable, Finance Specialist II

Executive Director Lisa Baker presented annual Executive Director Challenge Award to winner Laura Cable.

CONSENT AGENDA

Minute Order No. 13-08: Approved Consent Agenda Item Nos. 9-13.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Eisenstat, Johannessen. ABSENT: Thomson.

9. Review and Approve Minutes for the Meeting of January 24, 2013

Approved the January 24, 2013 Minutes on Consent.

10. Receive and File Correspondence from the City of Woodland Regarding Request to Serve on the General Plan Update Steering Committee (Baker)

Approved recommended action on Consent.

11. Receive and File Correspondence from the U.S. Department of Housing and Urban Development (HUD) Regarding FSS Funding Award (Baker)

Approved recommended action on Consent.

12. Ratify Executive Director's Provisional Appointment of Maintenance Worker II (Baker and Holt)

Approved recommended action on Consent.

13. Receive and File Financial Statements for the period ending December 31, 2012 (Stern)

Approved recommended action on Consent.

REGULAR AGENDA

14. Review, Approve and Accept the FY 2011-2012 Audit for Yolo County Housing (Stern)

Minute Order No. 13-09: Approved recommended action.

MOTION: Johannessen. SECOND: Davies. AYES: Aguiar-Curry, Davies, Eisenstat, Johannessen. ABSENT: Thomson.

15. Review and Approve the Yolo County Housing Workplace Violence Prevention Program (Holt)

Minute Order No. 13-10: Approved recommended action.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Eisenstat, Johannessen. ABSENT: Thomson.

16. Receive Oral Report from Executive Director Regarding Federal Budget issues (Baker)

Received oral report from the Executive Director.

17. Receive comments from Executive Director.

Received comments from the Executive Director.

18. Receive comments from Commissioners.

Commissioner Aguiar-Curry thanked the Executive Director for the new sign at Winters and invited the public to check out the new Putah Creek Trail.

CLOSED SESSION

19. Public Employment, Employee Appointment or Evaluation

Position title: Executive Director

ADJOURNMENT

Next meeting scheduled for: March 28, 2013

Julie Pachtler

Julie Pachtler, Clerk
Yolo County Housing

Cecilia Aguiar-Curry

Cecilia Aguiar-Curry, Chair
Yolo County Housing

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.13-12 Item No. 11, of the Yolo County Housing meeting of March 27, 2013.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.

11.

Review, Approve and Adopt Resolution Recognizing the Service of Evonne Chaney as Tenant Commissioner (Holt)

Approved **Resolution No. 13-04** on Consent.



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

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

DATE: March 28, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Janis Holt, Resource Administrator
SUBJECT: **ADOPT RESOLUTION RECOGNIZING THE SERVICE OF MS. EVONNE CHANEY TO THE HOUSING COMMISSION OF YOLO COUNTY HOUSING**

RECOMMENDED ACTION

That the Housing Commission adopt the Resolution recognizing Evonne Chaney for her service to the YCH Housing Commission.

BACKGROUND/DISCUSSION

YCH recognizes that in order to fulfill our mission, we require the service, guidance, and support of our Housing Commission. We would like to take this opportunity to recognize Evonne Chaney for her contributions to the agency serving as Commissioner representing YCH tenants since January 2012.

Ms. Chaney serves her community through her employment with Yolo County Mental Health and has served in various volunteer positions to help those in need including homeless populations. YCH appreciates her service and wishes her continued success in her future endeavors.

FISCAL IMPACT

None.

CONCLUSION

Staff recommends that the Housing Commission approve the proposed Resolution.

Attachment: Resolution

**YOLO COUNTY HOUSING
RESOLUTION NO. 13-04**

WHEREAS, Evonne Chaney, was appointed as a Tenant Commissioner to the Yolo County Housing Commission in January 2012; *and*

WHEREAS, Commissioner Chaney serves her community through her employment as a Mental Health Specialist with the County of Yolo Mental Health Department; *and*

WHEREAS, Commissioner Chaney worked diligently in obtaining her self-sufficiency goals no longer requiring assistance through the Housing Choice Voucher Program; *and*

WHEREAS, Commissioner Chaney successfully participated in the Homeownership Program; *and*

WHEREAS, Commissioner Chaney has participated as a member of the Board with professionalism, providing that connection between the Board, staff, and tenants; *and*

WHEREAS, Commissioner Chaney will be missed but not forgotten;

NOW, THEREFORE, BE IT RESOLVED, that the Yolo County Housing Commission extends its sincere appreciation to Commissioner Evonne Chaney for her outstanding public service and wishes her continued success in her future endeavors.

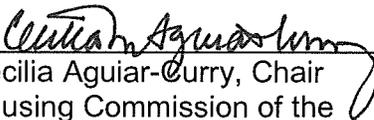
PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 28th day of March, 2013 by the following vote:

AYES: **Aguiar-Curry, Davies, Johannessen, Lee.**

NOES: **None.**

ABSTAIN: **None.**

ABSENT: **Eisenstat, Thomson.**



Cecilia Aguiar-Curry, Chair
Housing Commission of the
Housing Authority of the County of Yolo

Approved as to Form:

By S. Cortes
Sonia Cortes, Agency Counsel

Attest:
Julie Dachtler, Agency Clerk
Housing Commission of the
Housing Authority of the County of Yolo

By Julie Dachtler



Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.13-12 Item No. 12, of the Yolo County Housing meeting of March 27, 2013.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.

12.

Authorize YCH to write off Bad Debts of Approximately \$7,500 for the Low Income Public Housing Program for the Nine Months Ended March 31, 2013 (Chaudry, Stern and Gillette)

Approved recommended action on Consent



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: March 28, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
By: Mark Stern, Finance Director
SUBJECT: **Authorize the YCH to write off Bad Debts of Approximately \$7,500 for the Low Income Public Housing Program for the Nine Months Ended March 31, 2013**

RECOMMENDED ACTIONS:

That the Housing Commissioners:

1. Authorize staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program of approximately \$7,500 for the nine months ended 3/31/2013.

BACKGROUND / DISCUSSION

According to policy, the process of writing off bad debts takes place regularly. At this time, staff requests that the Board authorize the write off of the debts that have not been collected throughout the agency over the last year.

The bad debts primarily are tenants who have moved out without rendering payment of their final closing bills. Housing Services staff has provided a list of tenant balances that they request be written off. Staff's efforts to locate the tenants and collect payment on these accounts have been exhausted. Although the \$7,500 is a large amount, the percentage of rents billed it represents is less than the historical average.

After approval by the board, Housing Services submits write off documentation to Finance for entry into the Tenant Accounts Receivable system.

FISCAL IMPACT

For the past twelve (12) months, the bad debts requested to be written off total approximately \$7,500 which is 0.5% of total rents charged by the programs during this twelve month period.

Write-offs approved by year have been:

	<u>Amount</u>	<u>% of Rent</u>
• 2007-2008	\$29,000	1.29%
• 2008-2009	\$25,500	1.16%
• 2009-2010	\$19,200	1.23%
• 2010-2011 (9 mos)*	\$22,300	1.49%

- YTD 2011-2012(9 mos)** \$18,000 1.20%

*The 2010-2011 amount includes the final three months of the 2009-2010 fiscal year.

** The YTD 2011-2012 amount includes the final 3 months of the 2010-2011 fiscal year.

The list of delinquent accounts is available for review at the YCH Finance Department.

CONCLUSION

The periodic write off of uncollectable accounts receivable helps in keeping the ledgers of the agency a true representation of debts that have a reasonable chance of being successfully collected. Staff recommends that the Board approve the requested authorization.

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.13-12 Item No. 13, of the Yolo County Housing meeting of March 27, 2013.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.

13.

Appoint James D. Gillette as Agency Treasurer and Approve as Authorized Signer on YCH Accounts (Baker)

Approved recommended action on Consent.



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: March 28, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
SUBJECT: **Appoint James D. Gillette as Agency Treasurer and Approve as Authorized Signer on YCH Accounts**

RECOMMENDED ACTIONS:

That the Housing Commissioners:

1. Appoint James D. Gillette, Finance Director, as Agency Treasurer; and
2. Approve James D. Gillette, Finance Director, as an authorized signer on all YCH accounts at First Northern Bank of Dixon.

BACKGROUND / DISCUSSION

Mr. Gillette was hired as the Finance Director on March 4, 2013 replacing Mark Stern, Finance Director, as the authorized signer on YCH accounts. At this time, it is appropriate to terminate Mr. Stern's signature authority and recognize Mr. Gillette as an authorized signer of the Agency's bank accounts and to appoint Mr. Gillette as Agency Treasurer.

FISCAL IMPACT

None

CONCLUSION

Staff recommends adding James D. Gillette as an authorized signer for Agency for accounts at FNB, replacing Mark Stern.

Yolo County Housing
Yolo County, California

Meeting Date: March 28, 2013

To: County Counsel ✓
Yolo County Housing ✓

14.

Review and Approve Proposed Mid-Year Budget Revision (Baker, Stern and Gillette)

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

MOTION: Johannessen. SECOND: Davies. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.



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: March 28, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Mark Stern, Finance Director
SUBJECT: **REVIEW AND APPROVE PROPOSED MID-YEAR BUDGET REVISION**

RECOMMENDED ACTIONS:

That the Housing Commission:

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

BACKGROUND / DISCUSSION

The Department of Housing and Urban Development (HUD) requires a board approved budget be in place prior to the beginning of the Yolo County Housing (YCH) fiscal year. When this original budget is prepared, the best information available is used. However there are many unknowns when the budget is prepared in March, April and May prior to the fiscal year's July 1 beginning. HUD funding is appropriated on a calendar year basis and the level of funding for the 2nd half of the agency fiscal year is completely unknown. For 2012-2013, the Agency has been operating under a Continuing Resolution and total funding has been an unknown for the entire fiscal year.

As part of YCH's commitment to prudent financial management, staff does a mid-year review of the annual budget to ensure that revenue and expenditure projections are prepared with the best available information.

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

have been entered and vary from the original budget approved in June in detail only, not in program total.

After review of the approved budgets and considering six months of actual expenditures and current needs, staff has reallocated expenses as detailed in the attached worksheets, summarized below and explained in more detail on the following tables and pages.

YOLO COUNTY HOUSING						
Cost Center	Revenue		Expenses		Net Income/Loss	
	Approved Budget	Adjusted*	Approved Budget	Adjusted*	Approved Projected Fund Balance	Adjusted Projected Fund Balance
AMP 3 – W. Sac.	882,476	903,116	882,476	903,116	0	0
AMP 1 – Woodland	1,125,173	1,170,853	1,125,173	1,131,264	0	39,589
AMP 2 – Winters	1,216,909	1,137,295	1,136,905	1,137,295	80,004	0
Admin Building	377,616	345,436	308,416	308,416	69,200	37,020
HCV Operating	1,163,289	1,145,335	1,163,289	1,145,335	0	0
COCC	1,502,063	1,501,120	1,497,434	1,501,120	4,629	0
Helen Thomson Homes	30,750	30,750	30,750	30,750	0	0
Cottonwood	306,550	367,400	261,918	333,578	44,632	33,822
Esparto Country West	0	0	4,065	4,065	-4,065	-4,065
Davis Solar	37,870	30,870	30,411	28,311	7,459	2,559
Total	6,642,696	6,632,175	6,440,837	6,523,250	201,859	108,925
HCV Vouchers	12,304,600	10,239,115	11,582,400	11,825,169	722,200	-1,586,054

* Details of changes are included on the attached Budget Revision Worksheets. Highlights are shown below but are not all inclusive.

LIPH Overall - Based on projections from HUD and National Association of Housing and Redevelopment Officials (NAHRO), staff has taken the most conservative approach in budgeting Operating Subsidy for the AMPs.

- The amount shown in the budget extends the 2012 Operating Subsidy, which had been reduced by HUD's offset of Unrestricted Fund Balance, and continues it through the fiscal year.
- HUD has not yet released their final calculation of the 2013 Operating Subsidy although they have provided us with an amount that we are eligible to receive. Eligibility does not equal appropriated. Using their "eligibility" amount and applying various "sequestration" calculations seems to indicate that the funding YCH receives will exceed what is in the budget. If that happens, then the amount of reserves that each AMP requires to balance its budget will be reduced.
- If the 2012 allocation is the basis used in the continuing resolution, then the operating fund should also increase because the "offset" HUD took in 2012 will not apply in 2013 even after a sequestration reduction is applied.

AMP 3 - West Sacramento

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

- **Revenue**
 - Rent Revenue has been adjusted based on actual received for the first six months.
 - Projected use of reserves has been increased to balance the budget. West Sacramento has \$426,374 of reserves available as of 6/30/2012.
 - Depending on what happens with the sequestration and continuing resolution, we could receive an Operating Subsidy anywhere from that shown in the budget to an additional \$65,000.
- **Expenses**
 - Water and Utility costs continue to increase.
 - Maintenance performed by staff of COCC Maintenance Department or Maintenance Staff of other AMPs has been significantly over budget.
 - The rent allocation for the Admin Building has been reduced by 25% based on current market assessment.
 - Landscape Maintenance Winter service days was increased for the current fiscal year.

AMP 1 - Woodland

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

- **Revenue**
 - Rent Income has been adjusted based on actual amounts received during the first six months of the fiscal year.
 - Woodland has \$375,476 of reserves available as of 6/30/2012.
 - Depending on what happens with the sequestration and continuing resolution, we could receive an Operating Subsidy anywhere from that shown in the budget to an additional \$150,000.
 - Based on the actual Maintenance Charge Revenue, Woodland Maintenance staff has been doing more work at other AMPs than originally projected
 - Capital Fund Revenue has been increased. A new truck and a final claim for playground related costs had not been included in the original budget.
- **Expense**
 - Rent charges for the Administration Building have been reduced by 25%
 - Salary and benefit savings result from use of a Temp Service in the Receptionist position.

- Utility costs continue to increase.
- Plumbing Supplies and Plumbing Contracts increased due to emergency bathtub replacements

AMP 2 - Winters

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

• Revenue

- Rent Income has been adjusted based on actual amounts received during the first six months of the fiscal year.
- Winters has \$689,179 of reserves available as of 6/30/2012.
- Depending on what happens with the sequestration and continuing resolution, we could receive an Operating Subsidy anywhere from that shown in the budget to an additional \$75,000.
- Capital Fund Revenue has been decreased. The original budget had assumed that Phase II and Phase III of the Winters roads project would be completed. It now appears that only Phase II will be completed this fiscal year.

• Expenses

- Administrative Salaries in the original budget included a COCC staff allocation in error that has been corrected.
- Legal Fees and court costs for one eviction exceeded \$50,000.
- Rent charges for the Administration Building have been reduced by 25% based on market valuation.
- Additional telephone cost was incurred to improve internet connection between Winters and Admin offices.
- High unit turnover has resulted in increased Painting and Decorating cost.

Admin Building

- Space Rental Income has been reduced by 25% in keeping with market valuation.

HVC Operations (Administration)

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

• Revenue:

- Depending on what happens with the sequestration and continuing resolution, this budget includes a worst case estimate of 66% allocation of

Admin Fee Revenue for the 2nd half of the fiscal year and requests authorization to use up to \$141,743 of Unrestricted Net Assets. At June 30, 2012 HCV Unrestricted Net Assets was \$535,021.

- **Expenses**

- Savings in Salary and Benefits are the result of the vacant Receptionist position.
- Professional Services includes the cost of the temporary agency person who is filling in for the vacant Receptionist.
- Admin Office space rental has been reduced by 25% per market reevaluation.
- Postage increased due to unanticipated mailings related to sequestration, tenant commissioner vacancy and the postage rate increase.
- Outside Inspections will be reduced for the balance of the year.

HCV Vouchers

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

Unknowns include Sequestration and the Continuing Resolution. Staff has used a 94.1% actual of 2012 funding for the HUD allocation. Due to increased participation that HUD has not fully included in their calculation, staff anticipates that HAP Voucher Cost will exceed HAP funding by approximately \$1,586,000. This will exhaust all of the HAP NRA that has been accumulated over the years and about half of the YCH funds being held on our behalf by the HUD Financial Management Center by the end of the fiscal year. Staff will be bringing back a separate discussion on options at its next meeting for consideration.

COCC

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

- **Revenue**

- Interest income was overestimated in the approved budget.
- Crosswood developer fee will not be available until well after June 30
- Closeout of CHARMA came in at a higher value than included in the original budget
- Additional Capital Fund Admin Revenue will be drawn down from the 2012 Capital Grant

- **Expenses**

- Salaries expense as included in the original contained an incorrect employee allocation between COCC and Winters. Salaries also did not include the overlap that results from staff retirement.
- The Rent cost of the Admin Building has been reduce by 25%
- The medical leave for one of the COCC maintenance staff has also resulted in savings in Maintenance Salaries

Helen Thompson Homes

This is a cost reimbursement contract between YCH and the Yolo County Alcohol, Drug and Mental Health program for management and maintenance of two homes (West Sacramento and Woodland). YCH provides maintenance and another entity provides services to the residents. Entering this 3rd year, the agreement continues to include a \$30,750 budget for maintenance of the homes although we have to date not incurred costs of that magnitude. We invoice the County only for costs incurred. YCH receives an \$8,100 administrative fee for maintaining the homes.

Cottonwood Meadows (New Hope CDC)

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

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

- **Revenue**
 - Vacancies require a decrease in budgeted rent revenue.
 - Repairs to the Flying Bridge and the elevator have been approved by HCD which has authorized Reserve Funds to be used to pay for this work. Work on the bridge has begun and as expected dry rot damage has been found. Remediation estimates are being prepared and staff feels that any additional cost will be approved by HCD and covered by additional reserves.
- **Expenses**
 - Water cost has increased
 - Flood Insurance is no longer necessary because Cottonwood Meadows is no longer in the flood zone.
 - The repairs to the flying bridge and elevator were approved by HCD for use of reserve funds.

Esparto Country West (New Hope CDC)

New Hope is required to make \$815 quarterly payments to Yolo County Planning for debt service. Annual weed abatement is also conducted on the Esparto lots.

Davis Solar Homes

The Davis Solar program had three vacancies for a number of months and Rent Income has been reduced accordingly. The projection shows a small net income for the year. Construction of these seven agricultural housing units was funded by the U.S. Department of Agriculture Rural Development.

Pacifico

Pacifico operates on a cost reimbursement basis. YCH receives a \$3,500 monthly administrative fee for staffing and maintaining the facility. Staff cost must be paid from the administrative fee.

FISCAL IMPACT

- The original agency budget projected a net fund balance increase of \$201,859. This mid-year revision projects an overall net fund balance increase of \$108,925 in the programs that will not be using reserves for operations
- West Sacramento, Winters and HCV projections are calculated at an extremely conservative funding level. Should actual funding levels be higher, reserve usage would be lower. Final allocations from HUD for LIPH Operating Subsidy and HCV Administrative Fees and HAP could have a material impact on the AMP and HCV budgets.
 - The two AMPs that require reserves to balance their budgets will reduce their net fund balance by \$187,298.
 - HCV Administration will consume over \$141,000 of its administrative reserves
 - HCV HAP will consume all of the reserves held by YCH and half of the YCH reserves held by HUD

CONCLUSION

The mid-year revisions reveal that even at this late date, HUD funding is still up in the air. The ultra conservative projections show a significant consumption of reserve funds.

Staff recommends approval of the 2011-2012 Mid-Year Budget Revision

Attachments – Detail Budgets for Cost Centers

HCV PROGRAM ADMINISTRATION

2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET	
REVENUE						
200.3025.00.000.000	Admin Fees Earned	572,752	1,135,192		980,192	
200.3610.01.000.000	Interest Income-Admin Reserve	1,034	3,000		2,000	
200.3690.00.000.000	Fraud Income	4,265	1,600	3,400	5,000	
200.3690.01.000.000	Port In Admin Fees	719	500	900	1,400	
200.3690.02.000.000	Other Income	30	15,000		15,000	
	Other Reserves	-	7,997	133,746	141,743	
TOTAL REVENUE		578,800	1,163,289	138,046	156,000	1,145,335
EXPENSE						
200.4110.00.000.000	Administrative Salaries Vouchers	149,659	328,149		309,114	
200.4110.10.000.000	FSS Coordinator	9,125	18,517		18,517	
200.4115.01.000.000	FSS P/R Taxes - Social Security/Medicare	960	1,417	200	1,617	
200.4115.02.000.000	FSS P/R Taxes - SUI	138	174	135	309	
200.4115.04.000.000	FSS Retirement	1,011	2,688		2,488	
200.4115.05.000.000	FSS Workers Comp	92	169		169	
200.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	12,227	25,104		1,000	24,104
200.4125.02.000.000	Admin. P/R Taxes- -SUI	-	2,921		2,921	
200.4125.04.000.000	Admin. Retirement	20,582	46,378		2,000	44,378
200.4125.05.000.000	Admin. Workers Comp	2,444	5,508		150	5,358
200.4140.00.000.000	Training	118	3,500		1,000	2,500
200.4150.00.000.000	Travel	590	2,500			2,500
200.4170.04.000.000	Contract Service Plan Updates	-	2,100			2,100
200.4170.10.000.000	Professional Services	11,287	12,000	2,500		14,500
200.4171.00.000.000	Auditing	5,000	17,000			17,000
200.4180.00.000.000	147 Rent Allocation	16,820	33,640		8,409	25,231
200.4190.00.000.000	Office Supplies	2,665	9,000			9,000
200.4190.01.000.000	Postage	4,637	10,300	7,700		18,000
200.4190.02.000.000	Printing	-	3,500			3,500
200.4190.03.000.000	Telephone	540	1,200			1,200
200.4190.04.000.000	Other Misc. Costs	6	100			100
200.4190.05.000.000	Membership Dues and Subscriptions	1,355	1,500	1,500		3,000
200.4190.06.000.000	Fair Housing Services	1,250	5,000			5,000
200.4190.09.000.000	Admin Fees Port-Outs	4,853	12,000		2,500	9,500
200.4190.10.000.000	Computer Software Chgs. Vouchers	1,300	2,000			2,000
200.4190.11.000.000	Inspections	12,366	25,000		6,000	19,000
200.4190.12.000.000	Computer Equipment	-	1,000			1,000
200.4190.14.000.000	Criminal Background Checks	6,593	6,700	1,300		8,000
200.4190.15.000.000	Computer and Office Equipment Lease/Rer	6,428	12,000			12,000
200.4190.16.000.000	Meeting Supplies/Expense	95	250			250
200.4190.20.000.000	Advertising	524	750	250		1,000
200.4230.10.000.000	Contract Services	988	1,000			1,000
200.4400.06.000.000	HCV Management Fee	112,825	227,038	242		227,280
200.4400.07.000.000	HCV Bookkeeping Fee	70,785	136,800	5,250		142,050
200.4401.00.000.000	IT Services	5,875	14,250			14,250
200.4420.07.000.000	Gas / Oil	366	750			750
200.4430.01.000.000	Vehicle Repair & Maintenance	63	300			300
200.4430.10.000.000	Uniform and Mat Service	-	300			300
200.4436.00.000.000	Maintenance Charges from AMPS	200	500	500		1,000
200.4510.01.000.000	General Liability Insurance	943	3,505			3,505
200.4510.02.000.000	Auto Insurance	354	924			924
200.4510.04.000.000	ERMA Insurance	-	202			202
200.4540.00.000.000	Health Benefits	54,677	111,494		1,600	109,894
200.4540.01.000.000	Retired Benefits	5,657	10,000	2,500		12,500
200.4540.02.000.000	FSS Coordinator Health Benefits	2,606	5,150	100		5,250
200.4540.04.000.000	OPEB Expense	7,878	31,511			31,511

HCV PROGRAM ADMINISTRATION 2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
200.4600.01.000.000 OEC Support Agreement	-	2,500			2,500
Filing System	-	25,000	1,763		26,763
TOTAL EXPENSE	535,882	1,163,289	23,940	41,894	1,145,335
NET INCOME (LOSS)	42,918	-	114,106	114,106	-

HOUSING CHOICE VOUCHERS 2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
REVENUE					
201.3610.00.000.000 HAP Reserve Interest Income	690	3,000			3,000
201.3690.00.000.000 HAP Fraud Income (50%)	4,265	1,600			1,600
201.8025.00.000.000 HAP Contributions Received from HUD	4,984,151	12,300,000		2,065,485	10,234,515
TOTAL REVENUE	4,989,106	12,304,600	-	2,065,485	10,239,115
EXPENSE					
201.4715.00.000.000 HAP Payments	5,793,354	11,379,155	242,769		11,621,924
201.4715.01.000.000 HAP FSS Escrow Payments	14,273	28,000			28,000
201.4715.02.000.000 HAP Payments Outgoing Ports	74,068	137,495			137,495
201.4715.04.000.000 HAP Utilities	19,240	37,750			37,750
TOTAL EXPENSE	5,900,935	11,582,400	242,769	-	11,825,169
NET CHANGE TO NRA	(911,829)	722,200	(242,769)	2,065,485	(1,586,054)

AMP 3 WEST SACRAMENTO

2012-2013 Mid-Year Update

ACCOUNT		YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
REVENUE						
110.3110.00.150.000	Dwelling Rent	52,895	112,800		5,000	107,800
110.3110.00.170.000	Dwelling Rent	33,846	65,800	3,000		68,800
110.3110.00.280.000	Dwelling Rent 44-28 Las Casitas	146,885	310,300		10,000	300,300
110.3111.00.280.000	Retro Rent	605	1,000			1,000
110.3436.00.000.000	Maintenance Charges to AMPS	9,938	9,500	5,500		15,000
110.3610.00.000.000	Interest Income General Fund	223	1,500		500	1,000
110.3690.00.000.000	Other Income	932	4,000		2,000	2,000
110.3690.00.150.000	Other Income- 44-15 RSM #1	173	2,250		1,500	750
110.3690.00.170.000	Other Income- 44-17 RSM #2	38	250			250
110.3690.00.280.000	Other Income- 44-28 Las Casitas	2,393	2,100	2,400		4,500
110.8020.00.000.000	HUD Operating Subsidy	92,566	168,695			168,695
110.9110.00.000.000	Capital Fund Revenue	44,481	120,427		6,996	113,431
	Reserve Funds	55,128	83,854	35,736		119,590
TOTAL REVENUE		440,103	882,476	46,636	25,996	903,116
EXPENSE						
110.4110.10.000.000	Administrative Salaries	33,515	75,356			75,356
110.4125.01.000.000	Admin. P/R Taxes- Social Security/Medi	2,768	5,765			5,765
110.4125.02.000.000	Admin. P/R Taxes--SUI	-	612			612
110.4125.04.000.000	Admin. Retirement	4,621	10,669			10,669
110.4125.05.000.000	Admin. Workers Comp	919	1,992			1,992
110.4130.00.000.000	Legal Fees	2,672	4,000			4,000
110.4140.00.000.000	Training	1,483	1,490	500		1,990
110.4150.00.000.000	Travel	1,701	1,750	500		2,250
110.4170.04.000.000	Contract Services Plan Updates	-	5,000			5,000
110.4170.10.000.000	Professional Services	40	4,000			4,000
110.4171.00.000.000	Auditing	5,000	10,000			10,000
110.4180.00.000.000	147 Rent Allocation	2,021	4,042		1,010	3,032
110.4190.00.000.000	Postage	215	750			750
110.4190.01.000.000	Office Supplies	902	2,000		100	1,900
110.4190.02.000.000	Printing	-	250		100	150
110.4190.03.000.000	Telephone	5,473	11,000			11,000
110.4190.04.000.000	Fair Housing Services	417	1,437			1,437
110.4190.05.000.000	Dues and Subscriptions	120	400			400
110.4190.07.000.000	Computer Services	-	4,800			4,800
110.4190.11.000.000	Office Equipment	-	250			250
110.4190.12.000.000	Office Machines/Leases	4,046	7,650	500		8,150
110.4190.13.000.000	Administrative Other	-	100			100
110.4190.14.000.000	Criminal Background Checks	728	1,200			1,200
110.4190.18.000.000	Taxes, Fees, and Assessments	5,749	7,300			7,300
110.4190.20.000.000	Advertising	623	630	200		830
110.4210.00.010.000	Tenant Service Salaries	13,163	31,197			31,197
110.4215.01.000.000	Tenant Svc. P/R Taxes - Social Security/Me	914	2,087			2,087
110.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	356	955			955
110.4215.04.000.000	Tenant Svc. Retirement	611	1,344			1,344
110.4215.05.000.000	Tenant Svc. Workers Comp	204	430			430
110.4220.00.000.000	Tenant Services Materials	2,683	2,750	2,000		4,750
110.4221.00.000.000	Tenant Liaison	900	1,800			1,800
110.4310.00.150.000	Water 44-15 RSM #1	8,497	14,000	3,000		17,000
110.4310.00.280.000	Water - 44-28 Las Casitas	16,086	29,500	5,000		34,500
110.4320.00.150.000	Electricity- 44-15 RSM #1	7,364	14,000	1,000		15,000
110.4320.00.170.000	Electricity- 44-17 RSM #2	2,779	4,400	1,000		5,400
110.4320.00.280.000	Electricity- 44-28 Las Casitas	6,626	13,000	500		13,500
110.4330.00.280.000	Gas 44-28 Las Casitas	125	325			325
110.4330.10.150.000	Gas- 44-15 RSM #1	2,310	5,750			5,750
110.4330.11.170.000	Gas- 44-17 RSM #2	176	1,500		1,000	500
110.4330.14.280.000	Gas - Vacant Units	5	50			50
110.4390.10.150.000	Sewerage-44-15 RSM #1	5,040	10,000			10,000
110.4390.11.170.000	Sewerage- 44-17 RSM #2	3,102	6,250			6,250
110.4390.14.280.000	Sewerage-44-28 Las Casitas	9,822	19,500	500		20,000
110.4400.01.000.000	AMP Management Fee	47,866	94,842			94,842
110.4400.02.000.000	AMP Bookkeeping Fee	6,188	12,260			12,260
110.4400.04.000.000	Asset Management Fee	8,340	16,346			16,346
110.4401.00.000.000	IT Services	11,208	18,990	2,000		20,990
110.4410.00.000.000	Maintenance Salaries	30,565	65,094			65,094

AMP 3 WEST SACRAMENTO
2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET	
110.4415.01.000.000	Maintenance P/R Taxes- Social Security/Me	2,544	4,980		4,980	
110.4415.02.000.000	Maintenance P/R Taxes--SUI	-	434		434	
110.4415.04.000.000	Maintenance Retirement	3,699	8,073		8,073	
110.4415.05.000.000	Maintenance Workers Comp	2,928	6,496		6,496	
110.4420.01.000.000	Electrical Supplies	1,235	3,000		3,000	
110.4420.02.000.000	Plumbing Supplies	1,623	3,000		3,000	
110.4420.03.000.000	Painting Supplies	103	500		500	
110.4420.04.000.000	Chemical Supplies	52	390		390	
110.4420.05.000.000	Lumber and Hardware	4,486	8,000	1,000	9,000	
110.4420.06.000.000	Automotive Supplies	-	100		100	
110.4420.07.000.000	Gas / Oil	2,351	5,000		5,000	
110.4420.08.000.000	Dwelling Equipment/Supplies	8,893	10,000	1,500	11,500	
110.4420.09.000.000	Maintenance Equip/Supplies	97	1,500		1,500	
110.4421.08.000.000	Stoves/Parts	-	500	500	-	
110.4422.08.000.000	Refrigerators/Parts	-	100	100	-	
110.4423.08.000.000	Fire Protection/Testing/Monitor	3,572	4,800		4,800	
110.4430.00.000.000	Grounds Maintenance	1,124	14,600		5,600	
110.4430.01.000.000	Electrical Repair/Contract	718	2,000		2,000	
110.4430.02.000.000	Plumbing Repair/Contract	275	2,500		2,500	
110.4430.03.000.000	Painting/Decorating/Contract	11,820	22,500		19,500	
110.4430.04.000.000	Garbage Removal	17,545	33,600		33,600	
110.4430.05.000.000	Chemical Treatment/Contract	5,144	10,300		10,300	
110.4430.06.000.000	Automotive Repairs	79	1,000		1,000	
110.4430.07.000.000	Minor Equipment Repairs	1,016	1,200		1,200	
110.4430.08.000.000	Major Equip Repair / Maint	2,374	2,400	3,000	5,400	
110.4430.10.010.000	Uniform and Mat Service	585	1,300		1,300	
110.4430.11.000.000	Building Repairs	1,078	4,000		4,000	
110.4431.00.000.000	Landscape Maintenance Contract	13,536	22,450	3,000	25,450	
110.4431.05.000.000	Trash/Yolo County Landfill	189	1,000		500	
110.4432.00.000.000	Las Casitas Groundskeeping	-	250	250	-	
110.4434.00.000.000	Tree Trimming	2,660	2,670	1,000	3,670	
110.4436.00.000.000	Maintenance Charges from AMPS	15,588	15,600	10,000	25,600	
110.4480.00.000.000	Protective Services	1,443	2,000		2,000	
110.4510.00.000.000	Flood Insurance	14,549	31,000		31,000	
110.4510.01.000.000	General Liability Insurance	1,228	2,869	202	3,071	
110.4510.02.000.000	Auto Insurance	506	924		924	
110.4510.03.000.000	Property Insurance	6,812	14,639		14,639	
110.4510.04.000.000	ERMA Insurance	-	202	202	-	
110.4520.00.000.000	PILOT	20,004	40,000		40,000	
110.4540.00.000.000	Admin Benefits	10,411	23,688		23,688	
110.4540.01.000.000	Retired Benefits	3,151	6,000		6,000	
110.4540.04.000.000	OPEB Expense	5,753	23,011		23,011	
110.4540.10.000.000	Maintenance Benefits	3,779	7,512		7,512	
110.4540.20.000.000	Tenant Service Benefits	1,320	2,575		2,575	
110.4570.00.000.000	Collection Losses	-	2,500		2,500	
110.4600.01.000.000	OES Support Agreement	-	2,500		2,500	
TOTAL EXPENSE		432,213	882,476	36,402	15,762	903,116
NET INCOME (LOSS)		7,890	-	10,234	10,234	-

AMP 1 WOODLAND
2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
REVENUE					
120.3110.00.010.000	Dwelling Rent 44-01 Yolano	131,398	232,722	24,778	257,500
120.3110.00.050.000	Dwelling Rent 44-05 Knights Landing	19,139	32,324	4,176	36,500
120.3110.00.060.000	Dwelling Rent 44-06 Yolito	21,516	33,473	10,152	43,625
120.3110.00.070.000	Dwelling Rent 44-07 Donnelly	139,673	305,223		34,423
120.3111.00.010.000	Retro Rent-44-01 Yolano	190	100	150	250
120.3111.00.060.000	Retro Rent-4406-Yolito	-	100		100
120.3111.00.070.000	Retro Rent-4407-Donnelly	670	250		250
120.3436.00.000.000	Maintenance Charges to AMPS	30,213	24,500	20,000	44,500
120.3610.00.000.000	Interest Income General Fund	450	1,200		300
120.3690.00.000.000	Other Income	4,009	8,010		8,010
120.3690.00.010.000	Other Income - 44-01 Yolano	1,437	6,000		1,000
120.3690.00.050.000	Other Income - 44-05 Ridgecut	345	2,000		1,000
120.3690.00.060.000	Other Income - 44-06 Yolito	80	200	1,200	1,400
120.3690.00.070.000	Other Income- 44-07 Donnelly	2,434	4,000		4,000
120.8020.00.000.000	HUD Operating Subsidy	148,723	271,037		271,037
120.9110.00.000.000	Capital Fund Revenue	89,246	79,004	146,977	225,981
	Reserve Funds	-	125,030		125,030
TOTAL REVENUE		589,523	1,125,173	207,433	161,753
EXPENSE					
120.4110.10.000.000	Administrative Salaries	29,405	66,655		4,278
120.4125.01.000.000	Admin. P/R Taxes- Social Security/Medi	2,409	5,100		312
120.4125.02.000.000	Admin. P/R Taxes- -SUI	-	612		54
120.4125.04.000.000	Admin. Retirement	3,996	9,359		671
120.4125.05.000.000	Admin. Workers Comp	942	1,825		173
120.4130.00.000.000	Legal Fees	1,970	7,500	1,500	9,000
120.4140.00.000.000	Training	1,187	1,800		1,800
120.4150.00.000.000	Travel	546	700	100	800
120.4170.04.000.000	Contract Services Plan Updates	-	5,000		5,000
120.4170.10.000.000	Professional Services	5,743	7,000		7,000
120.4171.00.000.000	Auditing	5,000	10,000		10,000
120.4180.00.000.000	147 Rent Allocation	19,422	38,844		9,711
120.4190.00.000.000	Postage	766	2,500		1,300
120.4190.01.000.000	Office Supplies	778	2,000		2,000
120.4190.02.000.000	Printing	-	250		250
120.4190.03.000.000	Telephone	931	1,900		1,900
120.4190.04.000.000	Fair Housing Services	417	1,667		1,667
120.4190.05.000.000	Dues and Subscriptions	120	200		200
120.4190.07.000.000	Computer Services	-	5,500		5,500
120.4190.11.000.000	Office Equipment	-	1,000		1,000
120.4190.12.000.000	Office Machines/Leases	1,822	3,500		3,500
120.4190.13.000.000	Administrative Other	-	100		100
120.4190.14.000.000	Criminal Background Checks	1,520	2,500	500	3,000
120.4190.18.000.000	Taxes, Fees and Assessments	40	50		50
120.4190.20.000.000	Advertising	623	625	310	935
120.4210.00.010.000	Tenant Service Salaries	10,026	20,097		20,097
120.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Mer	712	1,557		1,557
120.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	168	521		521
120.4215.04.000.000	Tenant Svc. Retirement	573	1,344		1,344
120.4215.05.000.000	Tenant Svc. Workers Comp	144	297		297
120.4220.00.000.000	Tenant Services Materials	2,376	3,000	3,330	6,330
120.4221.00.000.000	Tenant Liaison	900	1,800		1,800
120.4310.00.010.000	Water - 44-01 Yolano	18,984	37,000	3,000	40,000
120.4310.00.050.000	Water - 44-05 Ridgecut	1,245	2,500	500	3,000
120.4310.00.060.000	Water - 44-06 Yolito	3,300	6,600	1,000	7,600

AMP 1 WOODLAND
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ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
120.4310.07.000.000	Water-Donnelly	18,573	33,000	5,000	38,000
120.4320.00.010.000	Electricity- 44-01 Yolano	6,242	14,300		14,300
120.4320.00.050.000	Electricity- 44-05 Ridgecut	888	1,650		1,650
120.4320.00.060.000	Electricity- 44-06-Yolito	680	1,050	250	1,300
120.4320.00.070.000	Electricity- 44-07 Donnelly	5,005	12,240		10,000
120.4320.01.000.000	Electricity-Office	-	50		50
120.4330.01.000.000	Gas at Office	-	125	125	-
120.4330.01.010.000	Gas- 44-01 Yolano	739	750	700	1,450
120.4330.06.060.000	Gas-Yolito	43	50	50	100
120.4330.07.070.000	Gas- 44-07 Donnelly	51	60	90	150
120.4390.01.010.000	Sewerage - 44-01 Yolano	8,996	18,000		18,000
120.4390.05.050.000	Sewerage - 44-05 Ridgecut	1,245	2,500		2,500
120.4390.07.000.000	Sewer Donnelly Circle	10,796	22,000		22,000
120.4400.01.000.000	AMP Management Fee	60,051	103,712		103,712
120.4400.02.000.000	Bookkeeping Fee	6,743	13,406		13,406
120.4400.04.000.000	Asset Management Fee	9,120	17,875		17,875
120.4401.00.000.000	IT Services	16,833	28,260		28,260
120.4410.00.000.000	Maintenance Salaries	53,716	110,025		110,025
120.4415.01.000.000	Maintenance P/R Taxes- Social Security/Me	4,460	8,417		8,417
120.4415.02.000.000	Maintenance P/R Taxes--SUI	-	868	112	756
120.4415.04.000.000	Maintenance Retirement	6,246	13,425	313	13,112
120.4415.05.000.000	Maintenance Workers Comp	4,905	10,980	285	10,695
120.4420.01.000.000	Electrical Supplies	2,532	5,000		5,000
120.4420.02.000.000	Plumbing Supplies	4,554	8,000	4,500	12,500
120.4420.03.000.000	Painting Supplies	1,288	1,300	800	2,100
120.4420.04.000.000	Chemical Supplies	1,491	2,500	750	3,250
120.4420.05.000.000	Lumber and Hardware	7,477	14,200		14,200
120.4420.06.000.000	Automotive Supplies	-	100		100
120.4420.07.000.000	Gas / Oil	2,479	3,900	2,000	5,900
120.4420.08.000.000	Dwelling Equipment/Supplies	202	8,700		8,700
120.4420.09.000.000	Maintenance Equip/Supplies	71	300		150
120.4421.08.000.000	Stoves/Parts	-	100		100
120.4422.08.000.000	Refrigerators/Parts	-	50		50
120.4423.08.000.000	Fire Protection/Testing/Monitor	1,602	1,750		1,750
120.4430.00.000.000	Grounds Maintenance	28	18,100		18,100
120.4430.01.000.000	Electrical Repair/Contract	1,196	2,000	400	2,400
120.4430.02.000.000	Plumbing Repair/Contract	4,789	5,450	5,000	10,450
120.4430.03.000.000	Painting/Decorating/Contract	12,430	25,000		25,000
120.4430.04.000.000	Garbage Removal	25,089	53,000		53,000
120.4430.05.000.000	Chemical Treatment/Contract	5,673	13,000		12,500
120.4430.06.000.000	Automotive Repairs	2,278	2,400		2,400
120.4430.07.000.000	Minor Equipment Repairs	4	100		100
120.4430.08.000.000	Major Equipment Repairs	-	-		-
120.4430.10.000.000	Uniform and Mat Service	375	1,100		1,100
120.4430.11.000.000	Building Repairs	21,538	26,875		26,875
120.4431.00.000.000	Landscaping Maintenance Contract	16,114	28,800	1,000	29,800
120.4431.05.000.000	Trash/Yolo County Landfill	1,933	3,000	500	3,500
120.4434.00.000.000	Tree Trimming	11,080	12,000	1,000	13,000
120.4436.00.000.000	Maintenance Charges from AMPS	35,775	74,000		74,000
120.4480.00.000.000	Protective Services	1,200	2,000		2,000
120.4510.00.000.000	Flood Insurance	1,825	3,650		3,650
120.4510.01.000.000	General Liability Insurance	1,610	3,246	202	3,448
120.4510.02.000.000	Auto Insurance	506	1,848		1,848
120.4510.03.000.000	Property Insurance	13,108	19,416		19,416
120.4510.04.000.000	ERMA Insurance	-	202		202
120.4520.00.000.000	PILOT	22,452	45,000		45,000

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ACCOUNT		YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
120.4540.00.000.000	Administrative Benefits	10,432	23,688		3,807	19,881
120.4540.01.000.000	Retired Benefits	3,151	5,000			5,000
120.4540.04.000.000	OPEB Expense	3,444	13,777			13,777
120.4540.10.000.000	Maintenance Benefits	9,133	20,400		2,158	18,242
120.4540.20.000.000	Tenant Service Benefits	1,320	2,575			2,575
120.4570.00.000.000	Collection Losses	-	7,500			7,500
120.4600.01.000.000	OES Support Agreement	-	2,500			2,500
TOTAL EXPENSE		559,576	1,125,173	32,482	26,391	1,131,264
NET INCOME (LOSS)		29,947	-	174,951	135,362	39,589

AMP 2 WINTERS

2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
REVENUE					
130.3110.00.020.000	Rent El Rio Villa 1	55,676	106,344	4,000	110,344
130.3110.00.040.000	Rent Vista Montecito	43,953	73,012	13,000	86,012
130.3110.00.080.000	Rent El Rio Villa 2	58,795	117,800		2,000
130.3110.00.180.000	Rent El Rio Villa 3	119,527	221,881	18,000	239,881
130.3110.00.250.000	Rent El Rio Villa 4	44,100	85,517	5,000	90,517
130.3111.00.020.000	Retro Rent	226	100		100
130.3436.00.000.000	Maintenance Charges to AMPS	6,700	2,500		2,500
130.3610.00.000.000	Interest Income General Fund	297	1,200		1,200
130.3690.00.000.000	Other Income	2,974	7,500		7,500
130.3690.00.020.000	Other Income - 44-02 Villa #1	457	2,500		1,200
130.3690.00.040.000	Other Income - 44-04 Montecito	138	250	200	450
130.3690.00.080.000	Other Income- 44-08 Villa #2	2,147	1,500	1,800	3,300
130.3690.00.180.000	Other Income- 44-18 Villa #3	1,396	3,500		1,500
130.3690.00.250.000	Other Income- 44-25 Villa #4	1,126	1,200	200	1,400
130.8020.00.000.000	HUD Operating Subsidy	96,905	176,601		176,601
130.9110.00.000.000	Capital Fund Revenue	56,143	355,704		125,022
	Reserve funds	-	59,800	7,908	67,708
TOTAL REVENUE		490,560	1,216,909	50,108	129,722
					1,137,295
EXPENSE					
130.4110.10.000.000	Administrative Salaries	36,946	99,607		22,510
130.4125.01.000.000	Admin. P/R Taxes- Social Security/Medi	3,125	7,621		7,621
130.4125.02.000.000	Admin. P/R Taxes- -SUI	-	1,054		1,054
130.4125.04.000.000	Admin. Retirement	4,922	13,756		3,500
130.4125.05.000.000	Admin. Workers Comp	999	2,446		2,446
130.4130.00.000.000	Legal Fees	50,761	51,000	10,000	61,000
130.4140.00.000.000	Training	297	600		600
130.4150.00.000.000	Travel	994	2,000		2,000
130.4170.04.000.000	Contract Services Plan Updates	-	7,800		7,800
130.4170.10.000.000	Professional Services	40	6,750		2,250
130.4171.00.000.000	Auditing	5,000	10,000		10,000
130.4180.00.000.000	147 Rent Allocation	2,021	4,042		1,010
130.4190.00.000.000	Postage	220	500		500
130.4190.01.000.000	Office Supplies	888	1,700		1,700
130.4190.02.000.000	Printing	-	250	250	500
130.4190.03.000.000	Telephone	3,985	6,250	2,000	8,250
130.4190.04.000.000	Fair Housing Services	417	1,667		1,667
130.4190.05.000.000	Dues and Subscriptions	95	500		500
130.4190.07.000.000	Computer Services	-	3,900		3,900
130.4190.12.000.000	Office Machines/Leases	3,779	7,850		7,850
130.4190.13.000.000	Administrative Other	-	100		100
130.4190.14.000.000	Criminal Background Checks	821	2,000		2,000
130.4190.20.000.000	Advertising	623	625	320	945
130.4210.00.010.000	Tenant Service Salaries	10,158	20,097		20,097
130.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Mer	733	1,557		1,557
130.4215.02.000.000	Tenant Svc. P/R Taxes - - SUI	343	521		521
130.4215.04.000.000	Tenant Svc. Retirement	563	1,344		1,344
130.4215.05.000.000	Tenant Svc. Workers Comp	147	297	200	497
130.4220.00.000.000	Tenant Services Materials	350	2,000		520
130.4221.00.000.000	Tenant Liaison	900	1,800	900	2,700
130.4310.00.020.000	Water - 44-02 Villa #1	7,794	18,000		18,000
130.4310.00.040.000	Water - 44-04 Montecito	3,858	9,000		9,000
130.4310.00.180.000	Water - 44-18 Villa #3	7,673	17,500		17,500
130.4320.00.020.000	Electricity- 44-02 Villa #1	16,983	33,000		33,000
130.4320.00.040.000	Electricity- 44-04 Montecito	1,584	4,500		4,500

AMP 2 WINTERS

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ACCOUNT		YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
130.4320.00.080.000	Electricity- 44-08 Villa #2	145	200	100		300
130.4320.00.180.000	Electricity- 44-18 Villa #3	2	250			250
130.4320.00.250.000	Electricity- 44-25 Villa #4	10	30			30
130.4330.02.020.000	Gas- 44-02 Villa #1	140	750			750
130.4330.08.080.000	Gas- 44-08 Villa #2	79	150			150
130.4330.12.180.000	Gas- 44-18 Villa #3	7	300			300
130.4330.25.000.000	Gas-Purtel Winters	5	30			30
130.4390.04.040.000	Sewerage - 44-04 Montecito	2,722	6,000			6,000
130.4390.15.000.000	City of Winters Sewer Svc. and Main. MOU	73,548	150,000			150,000
130.4400.01.000.000	AMP Management Fee	39,918	95,524			95,524
130.4400.02.000.000	Bookkeeping Fee	6,180	12,348			12,348
130.4400.04.000.000	Asset Management Fee	8,400	16,464			16,464
130.4401.00.000.000	IT Services	18,208	21,255	6,060		27,315
130.4410.00.000.000	Maintenance Salaries	33,918	71,352			71,352
130.4415.01.000.000	Maintenance P/R Taxes-Social Security/Me	2,867	5,458	250		5,708
130.4415.02.000.000	Maintenance P/R Taxes- - SUI	-	434			434
130.4415.04.000.000	Maintenance Retirement	3,735	8,235			8,235
130.4415.05.000.000	Maintenance Workers Comp	3,258	7,121			7,121
130.4420.01.000.000	Electrical Supplies	3,063	9,000		2,000	7,000
130.4420.02.000.000	Plumbing Supplies	3,531	12,000			12,000
130.4420.03.000.000	Painting Supplies	224	500			500
130.4420.04.000.000	Chemical Supplies	1,738	3,500			3,500
130.4420.05.000.000	Lumber and Hardware	5,546	10,000	1,000		11,000
130.4420.06.000.000	Automotive Supplies	45	100			100
130.4420.07.000.000	Gas / Oil	3,119	8,000			8,000
130.4420.08.000.000	Dwelling Equipment/Supplies	3,515	7,900			7,900
130.4420.09.000.000	Maintenance Equip/Supplies	112	500			500
130.4421.08.000.000	Stoves/Parts	428	500	200		700
130.4423.08.000.000	Fire Protection/Testing/Monitor	1,602	1,900			1,900
130.4430.00.000.000	Grounds Maintenance	4,008	9,800			9,800
130.4430.01.000.000	Electrical Repair/Contract	3,158	8,500			8,500
130.4430.02.000.000	Plumbing Repair/Contract	130	4,000			4,000
130.4430.03.000.000	Painting/Decorating/Contract	15,150	25,000	5,000		30,000
130.4430.04.000.000	Garbage Removal	11,902	20,000	3,000		23,000
130.4430.05.000.000	Chemical Treatment/Contract	4,930	9,500			9,500
130.4430.06.000.000	Automotive Repairs	409	1,000			1,000
130.4430.07.000.000	Minor Equipment Repairs	2,129	2,200	1,000		3,200
130.4430.08.000.000	Major Equipment Repairs	-	100			100
130.4430.10.000.000	Uniform and Mat Service	557	1,250			1,250
130.4430.11.000.000	Building Repairs	880	6,905			6,905
130.4431.00.000.000	Landscaping Maintenance Contract	17,183	24,000	3,000		27,000
130.4431.05.000.000	Trash/Yolo County Landfill	1,793	3,000			3,000
130.4434.00.000.000	Tree Trimming	5,980	9,000			9,000
130.4436.00.000.000	Maintenance Charges from AMPS	57,437	100,000			100,000
130.4480.00.000.000	Protective Services	1,200	2,000	400		2,400
130.4510.01.000.000	General Liability Insurance	1,447	2,956	202		3,158
130.4510.02.000.000	Auto Insurance	506	924			924
130.4510.03.000.000	Property Insurance	5,751	7,454			7,454
130.4510.04.000.000	ERMA Insurance	-	202		202	-
130.4520.00.000.000	PILOT	22,002	44,000			44,000
130.4540.00.000.000	Administrative Benefits	8,676	27,624		3,500	24,124
130.4540.01.000.000	Retired Benefits	8,581	13,000	2,000		15,000
130.4540.04.000.000	OPEB Expense	2,345	9,380			9,380
130.4540.10.000.000	Maintenance Benefits	703	3,600			3,600
130.4540.20.000.000	Tenant Services Benefits	1,320	2,575			2,575
130.4570.00.000.000	Collection Losses	-	5,000			5,000

AMP 2 WINTERS
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ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
130.4600.01.000.000 OES Support Agreement	-	2,500			2,500
TOTAL EXPENSE	561,261	1,136,905	35,882	35,492	1,137,295
NET INCOME (LOSS)	(70,701)	80,004	14,226	94,230	-

ADMINISTRATION BUILDING
2012-2013 Mid-Year Update

ACCOUNT		YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
REVENUE						
147.3200.00.000.000	Rent Income Commercial	15,000	31,000			31,000
147.3400.00.000.000	Space Rental Income	64,359	128,718		32,180	96,538
147.3700.00.000.000	Capital Fund Debt Service Revenue	83,994	217,898			217,898
TOTAL REVENUE		163,353	377,616	-	32,180	345,436
EXPENSE						
147.4190.18.000.000	Taxes, Fees & Assessments	2,667	6,000			6,000
147.4310.00.000.000	Water-West Main	1,175	2,000			2,000
147.4320.00.000.000	Electricity- West Main	12,435	22,500			22,500
147.4330.00.000.000	Gas- West Main	280	2,000			2,000
147.4390.00.000.000	Sewerage- West Main	209	500			500
147.4420.00.000.000	Maintenance Supplies	608	1,000			1,000
147.4421.00.000.000	Building Maintenance	4,998	12,000			12,000
147.4430.00.000.000	Mat Service	742	1,500			1,500
147.4430.04.000.000	Trash Pick-Up	231	500			500
147.4431.00.000.000	Landscape Maintenance	1,642	3,000			3,000
147.4436.00.000.000	Maintenance Charges from AMPS	12,155	25,000			25,000
147.4480.00.000.000	Protective Services	4,386	10,118			10,118
147.4510.03.000.000	Property Insurance	1,202	2,400			2,400
147.4580.01.000.000	Debt Service-Loan #1 \$2,240,000 Loan	83,994	167,898			167,898
147.4580.03.000.000	Debt Dervice-Loan #3 \$480,000 Loan	1,067	52,000			52,000
TOTAL EXPENSE		127,791	308,416	-	-	308,416
NET INCOME (LOSS)		35,562	69,200	-	32,180	37,020

CENTRAL OFFICE COST CENTER

2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET	
REVENUE						
310.3400.01.000.000	LIPH Bookkeeping Fees	19,110	38,014		38,014	
310.3400.02.000.000	LIPH Management Fees	147,835	294,078		294,078	
310.3400.03.000.000	LIPH Asset Management Fees	25,860	50,686		50,686	
310.3400.05.000.000	Cttwd Mgmt Fees & Salary Reimbursement	9,660	19,320		19,320	
310.3400.06.000.000	HCV Program Management Fees	112,825	227,038		227,038	
310.3400.07.000.000	HCV Program Bookkeeping Fees	70,785	136,800		136,800	
310.3400.09.000.000	Capital Fund Transfer Line 1408	83,807	118,935	45,783	164,718	
310.3400.11.000.000	Davis RD-880 Mgmnt Fund	2,500	10,000		10,000	
310.3400.70.000.000	ADMH Management Fees	4,050	8,100		8,100	
310.3400.80.000.000	Pacifico Management Fees	21,000	42,000		42,000	
310.3435.00.000.000	IT Billed	57,999	87,755	5,000	92,755	
310.3436.00.000.000	Maintenance Charges to AMPS	98,793	227,000		227,000	
310.3500.01.000.000	Davis Migrant Center Management Fees	20,198	42,623		2,227	40,396
310.3500.02.000.000	Madison Migrant Center Management Fees	27,306	58,674		4,062	54,612
310.3500.03.000.000	Dixon Migrant Center Management Fees	21,982	48,400		4,437	43,963
310.3500.04.000.000	Crosswoods Developer Fee	-	50,000		50,000	-
310.3500.07.000.000	Davis Solar Management Fee	323	1,290			1,290
310.3610.00.000.000	Interest Income	374	1,500		1,000	500
310.3690.00.000.000	Other income	-	35,000	10,000		45,000
310.3690.05.000.000	Donation Income	2,496	4,800			4,800
310.3690.20.000.000	Discounts Taken	16	50			50
TOTAL REVENUE		726,919	1,502,063	60,783	61,726	1,501,120
EXPENSE						
310.4110.10.000.000	Administrative Salaries	350,437	666,614	32,000		698,614
310.4125.01.000.000	Admin. P/R Taxes- Social Security/Medi	26,700	55,569		2,000	53,569
310.4125.02.000.000	Admin. P/R Taxes- -SUI	337	4,209			4,209
310.4125.04.000.000	Admin. Retirement	45,374	100,196			100,196
310.4125.05.000.000	Admin. Workers Comp	7,589	16,273			16,273
310.4130.00.000.000	Legal Fees	25,000	50,000			50,000
310.4140.00.000.000	Training	2,573	4,000			4,000
310.4150.00.000.000	Travel	5,753	12,000			12,000
310.4170.05.000.000	Contract Service	-	5,000			5,000
310.4170.06.000.000	Contract Service - Clerk of the Board	3,750	7,500		2,500	5,000
310.4170.10.000.000	Professional Services	8,077	10,950			10,950
310.4171.00.000.000	Auditing	5,000	8,750			8,750
310.4180.00.000.000	147 Rent Allocation	24,076	48,151		12,037	36,114
310.4190.00.000.000	Postage	626	4,000		3,000	1,000
310.4190.01.000.000	Office Supplies	4,917	5,000	3,000		8,000
310.4190.02.000.000	Printing	-	2,500			2,500
310.4190.03.000.000	Telephone	10,172	18,000			18,000
310.4190.04.000.000	Board Stipends	1,550	3,500			3,500
310.4190.05.000.000	Dues & Subscriptions	1,339	5,000			5,000
310.4190.07.000.000	Computer Support-Tenmast	3,890	10,000			10,000
310.4190.08.000.000	Computer Services	3,005	3,050			3,050
310.4190.11.000.000	Office Equipment	-	1,000			1,000
310.4190.12.000.000	Computer and Office Machines/Leases	11,950	26,000		2,000	24,000
310.4190.13.000.000	Meeting Expense	1,070	2,000			2,000
310.4190.14.000.000	Advertising	1,694	1,750			1,750
310.4190.16.000.000	P/R Processing Fee	1,889	3,750			3,750
310.4190.18.000.000	Taxes, Fees and Assessments	-	250			250
310.4310.00.000.000	Water - West Main	11	25			25
310.4410.00.000.000	Maintenance Salaries	52,410	126,170		15,000	111,170
310.4415.01.000.000	Maintenance P/R Taxes- Social Security/Me	4,601	9,652		1,000	8,652
310.4415.02.000.000	Maintenance P/R Taxes- -SUI	-	1,302			1,302

CENTRAL OFFICE COST CENTER
2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
310.4415.04.000.000 Maintenance Retirement	7,173	18,251		2,000	16,251
310.4415.05.000.000 Maintenance Workers Comp	4,997	12,592		1,000	11,592
310.4420.07.000.000 Gas & Oil Vehicles/Repairs Fleet Vehicles	5,894	12,000			12,000
310.4430.06.000.000 Trash Truck- Insurance/Fuel/Repairs	6,251	6,500			6,500
310.4430.10.000.000 Uniform and Mat Service	297	1,775		1,775	-
310.4510.02.000.000 Auto Insurance	2,885	4,619	1,200		5,819
310.4540.00.000.000 Admin Benefits	46,239	95,098	5,000		100,098
310.4540.01.000.000 Retired Admin Benefits	9,973	15,000	5,000		20,000
310.4510.04.000.000 ERMA Insurance	-	202		202	-
310.4540.04.000.000 OPEB Expense	21,853	87,412			87,412
310.4540.10.000.000 Maintenance Benefits	15,993	31,824			31,824
TOTAL EXPENSE	725,345	1,497,434	46,200	42,514	1,501,120
NET INCOME (LOSS)	1,574	4,629	14,583	19,212	-

ADMH/HELEN THOMSON HOUSES
2012-2013 Mid-Year Update

ACCOUNT		YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
REVENUE						
320.3690.00.000.000	Other government revenues	10,438	30,750			30,750
TOTAL REVENUE		10,438	30,750	-	-	30,750
EXPENSE						
320.4190.14.000.000	Background Check-Trinity	433	500			500
320.4190.14.010.000	Background Check Meadowlark	87	350			350
320.1490.15.000.000	Project Management Expense	4,050	8,100			8,100
320.4190.18.010.000	Prop Taxes, Assessmts & Fees - Meadowla	1,275	1,300			1,300
320.4310.01.000.000	Water/Sewer expense Trinity	302	500			500
320.4310.01.010.000	Water & Sewer Meadowlark	217	500			500
320.4320.00.010.000	Electric Service Meadowlark	739	1,500			1,500
320.4320.01.000.000	Electric Expense-Trinity	562	1,000			1,000
320.4330.00.010.000	Gas (Heating) Meadowlark	179	750			750
320.4330.01.000.000	Gas Expense Trinity	130	500			500
320.4390.00.010.000	Sewer - Meadowlark	182	250			250
320.4390.01.000.000	Sewer - Trinity	230	250			250
320.4420.00.000.000	Materials Trinity	40	1,000			1,000
320.4420.00.010.000	Materials Meadowlark	92	750			750
320.4421.00.000.000	Maintenance Repairs Meadowlark	150	150			150
320.4430.00.000.000	Grounds Maintenance Trinity	732	1,200			1,200
320.4430.00.010.000	Grounds Maintenance Meadowlark	-	250			250
320.4430.04.000.000	Garbage and Trash Removal Trinity	157	400			400
320.4430.04.010.000	Garbage and Trash Removal Meadowlark	113	250			250
320.4430.05.000.000	Chemical Treatment	-	250			250
320.4430.05.010.000	Chemical Treatment Meadowlark	45	250			250
320.4436.00.000.000	Maint Charges From AMPs - Meadowlark	225	1,000			1,000
320.4436.01.000.000	Maint Charges from AMPS - Trinity	300	1,000			1,000
320.4540.03.000.000	Property Insurance Trinity	84	375			375
320.4540.03.010.000	Property Insurance Meadowlark	114	375			375
320.4610.00.000.000	Extraordinary Maintenance Trinity	-	1,000			1,000
320.4610.00.010.000	Extraordinary Maintenance Meadowlark	-	1,000			1,000
	Transfer to Reserves-Trinity		3,000			3,000
	Transfer to Reserves-Meadowlark		3,000			3,000
TOTAL EXPENSE		10,438	30,750	-	-	30,750
NET INCOME (LOSS)		-	-	-	-	-

COTTONWOOD MEADOWS

2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET	
REVENUE						
400.3110.00.000.000	Dwelling Rent-Market Rate Units	121,144	250,000		10,000	240,000
400.3110.01.000.000	Dwelling Rent-RHCP Units	25,508	52,100		2,000	50,100
400.3610.00.000.000	Interest Income	54	300		200	100
400.3610.01.000.000	Interest on Replacement Reserve	197	400			400
400.3690.00.000.000	Other income	802	1,500			1,500
400.3690.02.000.000	Other Tenant Income Assisted Units	450	-	450		450
400.3690.03.000.000	Other Income Tenant Cottonwood	2,709	750	2,100		2,850
400.3690.04.000.000	Other Program Charges-RHCP Units	-	500			500
400.3690.05.000.000	Vending Income	890	1,000	500		1,500
	Approved Reserve Usage			70,000		70,000
TOTAL REVENUE		151,754	306,550	73,050	12,200	367,400
EXPENSE						
400.4110.00.000.000	Administration Salaries	10,042	19,081	1,000		20,081
400.4125.01.000.000	Admin. P/R Taxes- Social Security/Medi	794	1,505			1,505
400.4125.02.000.000	Admin. P/R Taxes- -SUI	337	460	240		700
400.4125.04.000.000	Admin. Retirement	1,425	2,272	900		3,172
400.4125.05.000.000	Admin. Workers Comp	158	337			337
400.4130.00.000.000	Legal Fees	2,686	2,700	500		3,200
400.4140.00.000.000	Training	-	-			-
400.4150.00.000.000	Mileage	376	450	500		950
400.4170.04.000.000	Contract Services	70	100			100
400.4171.00.000.000	Auditing	-	3,500			3,500
400.4172.00.000.000	Advertising	-	250	500		750
400.4190.00.000.000	Office Supplies	127	750		250	500
400.4190.02.000.000	Postage	-	150		50	100
400.4190.03.000.000	Telephone	395	1,500		710	790
400.4190.05.000.000	Membership Dues and Subscriptions	-	60			60
400.4190.07.000.000	Computer Services	323	1,600		600	1,000
400.4190.11.000.000	Office Equipment	-	250			250
400.4190.15.000.000	Management Fee to YCH	9,660	19,320			19,320
400.4190.17.000.000	Background Checks	243	250	300		550
400.4190.18.000.000	Taxes, Assessments & Fees	8,147	16,500			16,500
400.4221.00.000.000	Tenant Liaison	600	600			600
400.4310.00.000.000	Water Cottonwood	5,697	11,250	2,000		13,250
400.4320.00.000.000	Electricity - Cottonwood	2,875	7,500		1,000	6,500
400.4330.00.000.000	Gas Cottonwood	430	1,200			1,200
400.4390.00.000.000	Sewerage - Cottonwood	7,047	15,500			15,500
400.4420.00.000.000	Maintenance Supplies	7,820	7,900	2,000		9,900
400.4430.00.000.000	Maintenance Contracts	1,953	5,100		1,000	4,100
400.4430.02.000.000	Painting and Decorating Contracts	3,939	6,600		600	6,000
400.4430.03.000.000	Garbage and Trash Removal	3,589	7,000	200		7,200
400.4430.04.000.000	Grounds Contracts	1,425	3,250			3,250
400.4430.11.000.000	Building Repairs	3,305	3,400	1,000		4,400
400.4436.00.000.000	Maintenance Charges from AMPS	12,450	20,000		480	19,520
400.4480.00.000.000	Protective Services	312	1,100			1,100
400.4510.00.000.000	Insurance-Flood	-	2,580		2,580	-
400.4510.01.000.000	General Liability Insurance	2,955	3,060		60	3,000
400.4510.03.000.000	Property Insurance	4,844	5,003		150	4,853
400.4510.05.000.000	Director's Risk Insurance	1,425	1,425			1,425
400.4540.00.000.000	Benefits	1,512	3,978			3,978
400.4540.04.000.000	OPEB Expense	85	342			342
400.4570.00.000.000	Collection Loss	-	400			400
400.5615.00.000.000	Debt Service	41,848	83,695			83,695
	Bridge and Elevator Repairs			70,000		70,000

COTTONWOOD MEADOWS
2012-2013 Mid-Year Update

ACCOUNT	YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
TOTAL EXPENSE	138,894	261,918	79,140	7,480	333,578
NET INCOME (LOSS)	12,860	44,632	(6,090)	4,720	33,822

DAVIS SOLAR HOUSING
2012-2013 Mid-Year Update

ACCOUNT		YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
REVENUE						
600.3110.00.000.000	Dwelling Rent	13,074	37,620		7,000	30,620
600.3610.00.000.000	Interest Income	120	250			250
600.3690.01.000.000	Other Income- tenants	20	-			-
600.3700.00.000.000	Computer Posting Correction	(220)	-			-
TOTAL REVENUE		12,994	37,870	-	7,000	30,870
EXPENSE						
600.4110.00.000.000	Administrative Salaries	847	2,403		600	1,803
600.4125.01.000.000	Admin. P/R Taxes- Social Security/Medi	70	183			183
600.4125.02.000.000	Admin. P/R Taxes- -SUI	-	12			12
600.4125.04.000.000	Admin. Retirement	114	344			344
600.4125.05.000.000	Admin. Wokers Comp	48	158			158
600.4130.00.000.000	Legal Fees	260	275			275
600.4140.00.000.000	Training	20	25			25
600.4150.00.000.000	Travel	-	50			50
600.4190.00.000.000	Office Supplies	74	100			100
600.4190.01.000.000	Postage	90	100			100
600.4190.02.000.000	Telephone	-	10			10
600.4190.04.000.000	Computer Software	440	900			900
600.4190.12.000.000	Management Fees	323	1,290			1,290
600.4190.20.000.000	Advertisement	-	110			110
600.4310.00.000.000	Water Davis Solar	2,353	5,500			5,500
600.4320.00.000.000	Electricity Davis Solar	58	60			60
600.4330.00.000.000	Gas Davis Solar	60	75			75
600.4390.00.000.000	Sewerage - Davis Solar	2,413	4,375			4,375
600.4410.00.000.000	Maintenance Repairs and Contracts	1,860	2,900			2,900
600.4420.00.000.000	Maintenance Supplies	1,337	1,350			1,350
600.4420.08.000.000	Dwelling Equipment/Supplies	746	750			750
600.4430.00.000.000	Grounds Maintenance	-	750			750
600.4430.03.000.000	Painting Services	-	1,000			1,000
600.4430.04.000.000	Garbage and Trash Removal	1,262	2,400			2,400
600.4430.11.000.000	Fencing Maintenance	-	-			-
600.4436.00.000.000	Maintenance Charges from AMPS	350	2,500		1,500	1,000
600.4510.01.000.000	General Liability Insurance	-	149			149
600.4510.03.000.000	Property Insurance	556	1,110			1,110
600.4540.01.000.000	Benefits	169	504			504
600.4540.04.000.000	OPEB Expense	11	44			44
600.4550.00.000.000	Special Assessment	492	984			984
TOTAL EXPENSE		13,953	30,411	-	2,100	28,311
NET INCOME (LOSS)		(959)	7,459	-	4,900	2,559

PACIFICO HOUSING
2012-2013 Mid-Year Update

ACCOUNT		YTD 12/31/12	Approved BUDGET	Increases	Decreases	Proposed BUDGET
REVENUE						
700.3690.00.000.000	Other Income	68,160	111,200			111,200
TOTAL REVENUE		68,160	111,200	-	-	111,200
EXPENSE						
700.4130.00.000.000	Legal Fees	508	850			850
700.4150.00.000.000	Travel	811	900			900
700.4170.10.000.000	Professional Services	3,448	3,500			3,500
700.4190.01.000.000	Office Supplies	229	1,000			1,000
700.4190.03.000.000	Telephone	1,499	2,000			2,000
700.4190.07.000.000	Computer Services	544	600			600
700.4190.15.000.000	Management Fee to YCH	21,000	42,000			42,000
700.4190.20.000.000	Advertising	276	300			300
700.4320.00.000.000	Electricity	10,174	17,500			17,500
700.4330.00.000.000	Gas	1,164	2,250			2,250
700.4401.00.000.000	IT Services Allocation	5,272	5,900			5,900
700.4420.00.000.000	Materials	1,524	2,500			2,500
700.4420.01.000.000	Electrical Supplies	-	100			100
700.4420.02.000.000	Plumbing Supplies	18	50			50
700.4420.03.000.000	Painting Supplies	62	250			250
700.4420.04.000.000	Chemical Supplies	20	750			750
700.4420.05.000.000	Lumber and Hardware	2,021	2,500			2,500
700.4420.05.701.000	Lumber & Hardware-Pacifco Rehab	-	100			100
700.4420.08.000.000	Dwelling Equipment/Supplies	5,180	5,200			5,200
700.4420.09.000.000	Maintenance Equip/Supplies	-	100			100
700.4423.08.000.000	Fire Sprinkler Contracts/Repairs	1,953	1,975			1,975
700.4430.01.000.000	Electrical Repair/Contract	427	500			500
700.4430.02.000.000	Plumbing Repair/Contract	-	25			25
700.4431.05.701.000	Landfill Health and Safety	36	100			100
700.4436.01.000.000	Pacifco Maintenance Labor	11,163	20,000			20,000
700.4436.03.000.000	Pacifco Unit Prep Labor	-	250			250
700.4550.00.000.000	Bank Fees	834	-			-
TOTAL EXPENSE		68,160	111,200	-	-	111,200
NET INCOME (LOSS)		-	-	-	-	-

Yolo County Housing
Yolo County, California

Meeting Date: March 28, 2013

To: County Counsel ✓
Yolo County Housing ✓

15.

Review and Approve Final Report on Interfund Status and Approve Proposed Repayment Plan (Baker, Gillette and Stern)

Minute Order No. 13-15: Approved recommended action.

MOTION: Davies. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.



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: March 28, 2013

TO: YCH Housing Commission

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Mark Stern, Finance Director

SUBJECT: Review and Approve Final Report on Interfund Status and Approve Proposed Repayment Plan

RECOMMENDED ACTION:

That the Housing Commissioners:

1. Review and Approve Final Report on Interfund Status; and
2. Approve Proposed Repayment Plan; and
3. Authorize the Executive Director to obtain any required approvals and implement the plan to clear outstanding receivables.

BACKGROUND/DISCUSSION:

YCH has had audit findings for the last three years questioning Interfund balances between LIPH and COCC and HCV and COCC. After the 2010 audit reported the finding, staff set about discovering the source of the imbalance. During the subsequent year the balance shown as due to HCV from COCC was cleared and the associated audit finding was removed from the 2011 audit. The amount due to LIPH from COCC continues to be a finding but has been significantly reduced. The balance at June 30, 2012 was \$692,240 – down from \$1,582,786 at June 30, 2010.

Staff suspected that the problem stemmed from the original setup and account mapping when the TenMast Software was implemented in 2005. To look into this possibility, YCH hired a consultant from TenMast who did find errors that helped in clearing the HCV balance and reducing the LIPH balance. Staff has also identified an error in the handling of Capital Fund transfers that has been an ongoing problem since TenMast was implemented in 2005. The error has been a significant contributor to the Interfund balances. Now that it has been identified, corrective measures have been implemented to eliminate the problem going forward.

Fiscal Impact:

COCC has minimal cash for remedying the Interfund imbalance. Consequently, staff proposes to clear the balance over time via a combination of a reduction of management fees charged to the LIPH program, supplemented as approved by the Commission, from any additional lump sum revenue that may, from time to time, accrue to COCC.

A 20% reduction in fees would amount to approximately \$60,000 per year at the current HUD published management fee schedule. With the authorized fees generally increasing annually, staff expects the Interfund balance can be cleared in approximately 10 years. Beginning with the March management fee, staff proposes to implement this reduction and commence repayment if approved by the Commission and as approved, as necessary by HUD. The plan has been discussed with YCH auditors, who have no objections to the plan, provided the Agency obtains any appropriate approvals.

Recommendation:

Staff recommends that the Housing Commission review and approve the workout plan as proposed.

Yolo County Housing
Yolo County, California

Meeting Date: March 28, 2013

To: County Counsel ✓
Yolo County Housing ✓

16.

Review and Approve Meeting Schedule for the Months of April, May and September 2013
(Baker)

Minute Order No. 13-15: Approved scheduling meetings for Monday, April 22, 2013, at 2:00 p.m.; Monday, May 20, 2013 at 1:00 p.m. and Thursday, September 12, 2013 at 2:00 p.m.

MOTION: Johannessen. SECOND: Davies. AYES: Aguiar-Curry, Davies, Johannessen, Lee. ABSENT: Eisenstat, Thomson.



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: March 28, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
SUBJECT: **Review and Approve Proposed YCH Meeting Dates for April, May and September 2013**

RECOMMENDED ACTIONS:

Staff recommends that the Housing Commission Review and Approve Proposed Meeting dates for the YCH Board of Commissioners Meeting for April, May and September 2013.

BACKGROUND / DISCUSSION

The YCH is required to meet at regular times. According to the by-laws of the YCH at "Article III – Meetings," the Authority is required to hold an annual meeting. Commissioners have previously set the meeting schedule for the balance of the 2013 year with the exception of April, May and September 2013. Staff proposes that the Commission select mutually agreeable dates for the meetings. To date, there do not appear to be Thursdays at 2:00 that will meet members' satisfaction. To facilitate this discussion, staff offers the following alternatives for meeting dates/times:

April:

Wednesday, April 10 at 2:00; Monday, April 22 at 2:00; Wednesday, April 23, at 2:00

May:

Wednesday, May 8 at 2:00; Thursday, May 9 at 2:00; Monday, May 13 at 2:00; Wednesday, May 14 at 2:00; Thursday May 15 at 2:00; Monday, May 19 at 2:00; Wednesday, May 20 at 2:00 or Thursday, May 21 at 2:00

September:

Wednesday, September 11 at 2:00; Thursday, September 12 at 2:00; Monday, September 16 at 2:00; Wednesday, September 18 at 2:00; Thursday, September 19 at 2:00; Wednesday, September 25 at 2:00 or Thursday, September 26 at 2:00.

FISCAL IMPACT

No additional fiscal impact. Meeting at regular times will keep the YCH in compliance with the requirements of its funding partners and will allow the YCH to conduct business and make required reporting submissions on a timely basis.

CONCLUSION

In accordance with the Authority's by-laws, current practice and the needs of the YCH, staff proposes that the Housing Commission select dates for the April, May and September 2013 meetings.