

Yolo County Housing
Yolo County, California

June 20, 2013

MINUTES

The Yolo County Housing met on the 20th day of June, 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; Helen Thomson

Absent: Jennifer Wienecke-Friedman

Staff Present: Lisa Baker, Executive Director
Sonia Cortés, Agency Counsel
Janis Holt, Resource Administrator
Julie Dachtler, Clerk

2:00 P.M. CALL TO ORDER

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

Minute Order No. 13-22: Approved agenda as submitted.

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

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.

CLOSED SESSION

4. Conference with Labor Negotiator: Lisa A. Baker, Executive Director; Janis Holt, Resource Administrator; Sonia Cortés, Agency Counsel

Bargaining Units: General Unit; Management Unit

CONSENT AGENDA

Minute Order No. 13-23: Approved Consent Agenda Item Nos. 5-8.

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

5. Review and Approve Minutes for the Meeting of May 20, 2013

Approved the minutes of May 20, 2013 on Consent.

6. Review and Approve the Facilities Director Position Description and Salary Range (Holt)

Approved recommended action on Consent.

7. Review and Approve Implementation Delay of Decrease in Housing Voucher Payment Standards (Jimenez-Perez)

Approved **Resolution No. 13-07** on Consent.

8. Authorize Executive Director to Execute Contract with Lowest Responsible and Responsive Bidder for Phase I of Capital Fund Roadway and ADA Site Improvements at the El Rio Villa housing complex at Winters (Ichtertz)

Approved recommended action on Consent.

REGULAR AGENDA

9. Review, Approve and Adopt Resolution Authorizing the formation of a Limited Partnership Whose Managing Partner will be New Hope Community Development Corporation and Whose initial Limited Partner will be the Housing Authority; and Authorizing the Disposition of Crosswood Apartments to the Partnership and; Authorizing Financing of Acquisition and Rehabilitation of Crosswood Apartments (Baker)

Minute Order No. 13-24: Approved recommended action by
Resolution No. 13-08.

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

10. Review, Approve and Adopt Resolution Approving the Annual Budget and Adopt Resolution for the 2013-2014 Fiscal Year (Gillette)

Minute Order No. 13-25: Approved recommended action by
Resolution No. 13-09.

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

11. Receive comments from Executive Director.

Executive Director Lisa Baker presented the Board of Commissioners with t-shirts highlighting the awards they have won for the past several years. The front of the shirt shows a picture of YCH employees.

12. Receive comments from Commissioners.

Commissioner Eisenstat expressed her appreciation to the Executive Director and staff for all of the hard work that went into preparing the budget. Commissioner Johannessen echoed these sentiments as well as highlighting the issue of the difficulty of the sequester. Commissioner Davies noted they are making forward progress on

the boxing building.in Woodland. Commissioner Thomson noted that even though she has been absent the last couple of meetings, she does keep up with the agendas and commended all for the good job they are doing.

ADJOURNMENT

Next meeting scheduled for July 25, 2013 at 2:00 p.m.

Cecilia Aguiar-Curry, Chair
Yolo County Housing

Julie Dachtler, Clerk
Yolo County Housing

YOLO COUNTY HOUSING
AGENDA & SUPPORTING MATERIALS

June 20, 2013



YOLO COUNTY HOUSING
HOUSING COMMISSION

CECILIA AGUIAR-CURRY
EVONNE CHANEY
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.

CLOSED SESSION

4. Conference with Labor Negotiator : Lisa A. Baker, Executive Director; Janis Holt, Resource Administrator; Sonia Cortés, Agency Counsel

Bargaining Units : General Unit; Management Unit

CONSENT AGENDA

5. Review and Approve Minutes for the Meeting of May 20, 2013
6. Review and Approve the Facilities Director Position Description and Salary Range (Holt)
7. Review and Approve Implementation Delay of Decrease in Housing Voucher Payment Standards (Jimenez-Perez)
8. Authorize Executive Director to Execute Contract with Lowest Responsible and Responsive Bidder for Phase I of Capital Fund Roadway and ADA Site Improvements at the El Rio Villa housing complex at Winters (Ichtertz)

REGULAR AGENDA

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10. Review, Approve and Adopt Resolution Approving the Annual Budget and Adopt Resolution for the 2013-2014 Fiscal Year (Gillette)
11. Receive comments from Executive Director.
12. Receive comments from Commissioners.

ADJOURNMENT

Next meeting scheduled for July 25, 2013 at 2:00 p.m.

I declare under penalty of perjury that the foregoing agenda was posted Friday, June 14, 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 Monday, June 17, 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.13-23 Item No. 5, of the Yolo County Housing meeting of June 20, 2013.

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

5.

Review and Approve Minutes for the Meeting of May 20, 2013

Approved the minutes of May 20, 2013 on Consent.

Yolo County Housing
Yolo County, California

May 20, 2013

MINUTES

The Yolo County Housing met on the 20th day of May, 2013, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 1:00 p.m.

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

Absent: Helen Thomson

Staff Present: Lisa Baker, Executive Director
Sonia Cortés, Agency Counsel
Janis Holt, Resource Administrator
Julie Dachtler, Clerk

Attendees: Brett Lee (alternate)

1:00 P.M. CALL TO ORDER

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

Minute Order No. 13-19: Approved agenda as submitted.

MOTION: Wienecke-Friedman. SECOND: Johannessen. AYES:
Aguiar-Curry, Davies, Eisenstat, Johannessen, Wienecke-Friedman.
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.

There was no public comment.

PRESENTATIONS

4. Presentation: Spring Fling and Health Fair

Lisa Baker and Janis Holt presented the Spring Fling and Health Fair.

CONSENT AGENDA

Minute Order No. 13-20: Approved Consent Agenda Item Nos. 5-7.

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

5. Review and Approve Minutes for the Meeting of April 22, 2013

Approved the minutes of April 22, 2013 on Consent.

6. Review and Approve One Year Extension on Current Auditor Contract (Baker, Gillette)

Approved recommended action on Consent.

7. Review, Approve and Adopt Resolution Setting Flat Rents in Conventional Rental Housing (Krager, Chaudry)

Approved **Resolution No. 13-06** on Consent.

PUBLIC HEARING

8. Public Hearing to Review, Approve and Adopt Changes to the Housing Choice Voucher Administrative Plan and to the Public Housing Admissions and Continued Occupancy Plan on Minimum

Rent and Voucher Payment Standards (Krager, Chaudry, Jimenez-Perez, Baker)

Minute Order No. 13-21: Held public hearing and approved recommended action.

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

REGULAR AGENDA

9. Receive Verbal Update on Budget and Vouchers (Baker)

Received verbal update on Budget and Vouchers.

10. Receive comments from Executive Director.

Received comments from the Executive Director.

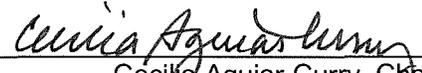
11. Receive comments from Commissioners.

Received comments from the Commissioners.

ADJOURNMENT

Next meeting scheduled for: June 20, 2013 at 2:00 p.m.


Julie Dachtler, Clerk
Yolo County Housing


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.13-23 Item No. 6, of the Yolo County Housing meeting of June 20, 2013.

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

6. Review and Approve the Facilities Director Position Description and Salary Range
(Holt)

Approved recommended action on Consent.



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

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

DATE: June 20, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Janis Holt, Resource Administrator
SUBJECT: Review and Approve the Facilities Director Position Description and Salary Range

RECOMMENDED ACTION:

That the Housing Commission approve the Facilities Director Position Description and Salary Range; and authorize Executive Director to delay implementation of step increase to calendar year 2014.

BACKGROUND / DISCUSSION:

The Housing Commission approved the agency's re-organization at its meeting of January 24, 2013, which included adoption of the revised YCH organizational chart. In order to implement a more equal span of control, the Facility Services Department and Department Director were created (Facilities had previously been a Division under Administrative Services and headed by an Administrator). This department is responsible for YCH property and assets, supervises all maintenance and migrant center coordinator staff, and maintains responsibility for all construction management and oversight of construction grant funds, including USDA Rural Development and the Public Housing Capital Fund Grant Program. The Facilities Department is comprised of all maintenance personnel classified as Senior Maintenance Worker, Senior Migrant Center Coordinator, Maintenance Worker II, Migrant Center Coordinator, Maintenance Worker I and Office Assistant II.

The transition to the Facilities Department includes the following additional responsibilities:

- Supervision and management of all maintenance functions within the YCH portfolio including public housing, agricultural housing, and other owned/managed properties.
- Increases assigned staff from four (4) to thirteen (13) employees, prior to any restructuring.

The Facilities Director position description is updated to include the following essential functions:

- Supervise and provide direction to assigned personnel. Responsible for departmental employee training, motivation, supervision, and evaluation; participate in the selection of department staff and delegate duties as appropriate.
- Maintain adequate monitoring and reporting systems to ensure quality and timeliness of departmental work; hold and conduct regular staff meetings, to include the communication and training in various YCH policies.
- Monitor and provide oversight of maintenance work orders, inventory system, and purchasing; ensure compliance with preventative maintenance and mandated maintenance programs.
- In coordination with the Housing Department, review departmental budgets; provide input to mid-year review and adjustment to line items; schedule unit inspections and review inspection reports; meet HUD protocols and standards.
- Identify and implement cost effective strategies and efficiencies in department functions. Review and monitor department purchasing and other financial documentation for accuracy in coordination with Finance Department.
- Develop and maintain departmental policies and procedures; assist in the development of YCH policies and procedures implementing Federal, State, and local directives and statutes and other programs.

Staff recommends the following salary ranges to align with the additional responsibilities associated with the Facilities Director position (equal to the YCH Director of Operations):

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Facilities Director	78,128	82,035	86,136	90,443	94,965

FISCAL IMPACT

No fiscal impact in FY 2013-2014.

CONCLUSION

Staff recommends approval of the Facilities Director position description and salary range.

Attachments: Facility Director Position Description

FACILITIES DIRECTOR

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and oversee the maintenance staff and maintenance operations of YCH owned and/or managed properties (public housing, migrant housing, etc.); plan, organize, direct and evaluate construction and/or real estate development projects and services; perform project planning and functions, including analytical, statistical and funding analysis on projects; oversee the budget and administration of the Capital Fund Grant Program as awarded by HUD and prepare reports and recommendations; oversee budget and administration of other grant funds related to facilities, energy and construction/rehabilitation; coordinate assigned activities with other YCH departments and outside agencies; provides highly responsible and complex administrative support to the Executive Director;

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director.

Provides direction and supervision to assigned maintenance and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Supervise and provide direction to assigned personnel. Responsible for departmental employee training, motivation, supervision, and evaluation; participate in the selection of department staff and delegate duties as appropriate.
2. Maintain adequate monitoring and reporting systems to ensure quality and timeliness of departmental work; hold and conduct regular staff meetings, to include the communication and training in various YCH policies.
3. Monitor and provide oversight of maintenance work orders, inventory system, and purchasing; ensure compliance with preventative maintenance and mandated maintenance programs.

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

4. In coordination with the Housing Department, review departmental budgets; provide input to mid-year review and adjustment to line items; schedule unit inspections and review inspection reports; meet HUD protocols and standards.
5. Identify and implement cost effective strategies and efficiencies in department functions. Review and monitor department purchasing and other financial documentation for accuracy in coordination with Finance Department.
6. Develop and maintain departmental policies and procedures; assist in the development of YCH policies and procedures implementing Federal, State, and local directives and statutes and other programs.
7. Assume management responsibility for all services and activities related to YCH buildings and grounds, new construction, construction rehabilitation and upgrades, Capital Fund Grant Program, and related administrative activities.
8. Oversee complex development and construction projects including owner inspections, change order analysis, project compliance and related functions.
9. Compile and prepare all necessary submissions to HUD needed to obtain and maintain Capital Fund grants, while ensuring timely and accurate processing including reports and annual plans as necessary.
10. Prepare and recommend annual capital budget, reviewing financial statements and reports and annual estimates of operating costs associated with development and asset management functions.
11. Oversee administration of a variety of grant programs, including modernization activities, review, revise and update program; ensure program compliance with all grant rules and regulations.
12. Coordinate and assist in the development of comprehensive plans for new property development and for importing and/or maintaining existing facilities. This includes modernization and maintenance of YCH owned properties, and providing assistance in obtaining funding for new development and needed improvements.
13. Provides contract and program guidance and coordination with outside architects, project and contract managers on capital fund programs for publicly administered housing development, redevelopment, repair, and rehabilitation ensuring full compliance with all Federal, State and local statutes, regulations, and codes.
14. Reads, reviews, and verifies building plans for conformance and adherence to building specifications, codes and requirements; provides technical assistance on modernization, revitalization, rehabilitation and acquisition issues; reviews and monitors compliance with applicable Federal, State and local laws, regulations, and codes.

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15. Researches and implements improvements in building products or systems which will serve to better utilize resources and energy investments (i.e. energy saving systems and labor saving products and methods).
16. Serve as staff on a variety of boards, commissions and committees; research and prepare administrative reports and studies; prepare written correspondence as needed; prepare and present staff reports; attend Board of Commissioners meetings as required.
17. Administer and monitor service contracts held for construction and/or maintenance; review change orders, plans and specifications, ensure contracted services are conducted in compliance with contractual obligations.
18. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.
19. Assist in the development and maintenance of safety programs; perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
20. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
21. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of building construction, maintenance, basic engineering, building codes and standards.
- Project management techniques such as scheduling, budget preparation, and contract administration.
- Housing development including land use issues, environmental laws, construction techniques and entitlement processes.

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- Principles and practices associated with the administration of federally funded residential projects.
- Basic grant writing and administration.
- Office procedures, business mathematics application, computer office equipment and procedures, and statistical recordkeeping methods.
- Pertinent Federal, State, and local codes, laws, and regulations.
- Operations, services, and activities of a building and grounds maintenance program.
- Supervisory management and leadership principles.

Ability to:

- Read and interpret building blueprints, sketches and specifications.
- Prepare, review, and approve comprehensive business correspondence, reports, contracts, specifications, and estimates for pertinent projects, documents, manuals, and presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various applications and related programs, including standard, as well as proprietary software.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local codes, laws, and regulations.
- Drive from site to site.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

- High School Diploma or GED **and;**

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- Associates Degree plus four years experience in construction management, facilities management, real estate development, or project management and at least one year of public housing, local government, or non-profit experience or related experience **or**;
- Bachelor's Degree plus two years experience in construction management, facilities management, real estate development, or project management and at least one year of public housing, local government, or non-profit experience or related experience ; **or**;
- Six (6) or more years of full-time, increasingly responsible experience in a position involved in the provision of construction management, facilities management, real estate development, or project management and at least one year of public housing, local government, or non-profit experience or related experience.

Physical Demands:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external housing or construction environment. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Occasionally may be required to twist, bend, crawl and crouch. Reasonable accommodation for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made the Resource Administrator.

Special Requirements:

- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

Yolo County Housing is an equal opportunity employer.

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

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.13-23 Item No. 7, of the Yolo County Housing meeting of June 20, 2013.

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

7. Review and Approve Implementation Delay of Decrease in Housing Voucher
Payment Standards (Jimenez-Perez)

Approved **Resolution No. 13-07** on Consent.



Yolo County Housing

147 W. Main Street Woodland: (530) 662-5428
WOODLAND, CA 95695 Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: June 20, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Marianne Krager, Director of Operations and Irma Jimenez-Perez, Housing Assistance Supervisor
SUBJECT: **Review and Approve Resolution Delaying Implementation of Decrease in Housing Voucher Payment Standards**

RECOMMENDED ACTIONS:

That the Housing Commission:

1. Authorize the Executive Director to delay implementation of decreased Payment Standards

BACKGROUND / DISCUSSION:

Yolo County Housing (YCH) must establish a Payment Standard schedule to calculate the monthly housing assistance payment sent to landlords on behalf of families participating in the Housing Choice Voucher (HCV) program. HUD publishes the Fair Market Rents for each market area in the United States. Part 982.503 of Title 24 of the Code of Federal Regulations (24 CFR) requires housing agencies adopt a payment standard for each Fair Market Rent (FMR) area in the agency's jurisdiction for each unit size (the unit size is measured by the number of bedrooms). The payment standard amount must be established at any level between 90 percent and 110 percent of the published FMR for that unit size based on market conditions. A single payment standard may be established for the whole FMR area of YCH's jurisdiction or a separate payment standard may be established for each designated part of the FMR area. Currently, YCH Payment Standards are set between 100 and 110% of FMR for the city of Davis

and between 90 and 100% of FMR for all other county areas and beginning July 1, 2013 it will decrease to 90% of FMR, as a cost savings measure for all areas, including the city of Davis.

This July 2013 lower Payment Standard applies immediately to all new admissions, all movers and families remaining in their units with a new HAP contract (e.g., when the owner offers or requires a new lease). For all other HCV participants, decreased payment standard amounts are not applied until the second regular reexamination after the payment standard is lowered.

Originally, YCH adjusted the Payment Standards after publication of revised FMR's in October 2011 in accordance to HUD regulations, effective January 2012, and notified all program participants that a decreased Payment Standard would be applied. This was done in accordance with Title 24 of the Code of Federal Regulations (CFR) part 982.505. The lowered Payment Standards were due to be implemented at the second annual re-examination in 2013.

However, since that initial lowering of Payment Standards, the FMR decreased further in FY 2013, and the Housing Commission adopted revised Payments Standards that incorporated these reductions, along with an across the board reduction to 90% of FMR for all areas of Yolo County effective July 1, 2013.

The updated 2013 Payment Standards, when compared to the 2011 Payment Standards, result in a decreased amount for zero through three-bedroom units in all areas, and in an increase for four through six-bedroom units in all areas, except in the city of Davis which had a higher payment standard for units with four to six bedrooms.

In accordance with 24 CFR Part 982.516, YCH can now apply the 2013 decreased Payment Standard at the annual re-certification because all participants were previously notified that assistance would decrease in 2013. Due to adoption of revised standards, the 2011 payment standards are now obsolete for all families. We will continue to use the 2012 payment standard for families who started a new lease and HAP Contract in 2012 as the new decreased payment standard may only be applied at the second annual re-examination. In this case, staff would compare the 2012 payment standard against the 2013 payment standard and apply the highest standard, in accordance with federal regulations.

Although staff have notified all participants of proposed decreases in Payment Standards, YCH is still obligated to give at least 30 days notice of individual proposed changes under federal requirements and YCH's own Administrative Plan at Part 11-I.E. As a result, staff proposes that the Housing Commission authorize the Agency to delay the implementation of the decreased payment standard from an effective date of July 1, 2013 to August 1, 2013 to be in full

compliance with HUD regulations at 24 CFR 982.516, and YCH Administrative Plan part 11-I.E, of providing families with a 30-day notice of changes in their housing assistance payment.

In addition to Payment Standards, it should be noted that rent can also be affected by other factors, such as Rent Reasonableness. Staff are required to perform a rent reasonable test to ensure HCV participants are not charged a higher rent than other tenants who are not participating in the HCV program. When rent is determined to be too high for the market, YCH engages in negotiation of the rent amount with the landlords, requesting it be lowered to a reasonable amount.

FISCAL IMPACT:

YCH has an Annual Contribution Contract with HUD to lease up to 1,727 vouchers; currently 1,573 families are receiving assistance; however with funding under the Continuing Resolution and Sequestration, YCH can only support assistance for approximately 1,405 families. Reduced HAP payments will help YCH absorb program decreases and continue to maximize the number of families served.

CONCLUSION:

Staff recommends that the Housing Commission approve the recommended action.

Attachment: Resolution

**YOLO COUNTY HOUSING
RESOLUTION NO. 13-07**

(Resolution Approving Delay of Implementation of Decreased Payment Standard Effective July 1, 2013 to August 1, 2013 for the Housing Choice Voucher Program in Accordance with Federal Regulations)

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires public housing authorities to adopt a Payment Standard for each Fair Market Rent (FMR) area in the agency’s jurisdiction for each unit size; and

WHEREAS, the new Payment Standards must be applied at the first annual re-examination following the change of the Payment Standard amount, unless the use of decreased Payment Standard results in a decrease of the Housing Assistance Payment made on behalf of the family. As families were notified of decreased Payment Standards in January 2012, to be applied at the family’s second annual re-examination in 2013; and

WHEREAS, the Housing Commission of the Housing Authority of the County of Yolo (informally known as Yolo County Housing) has determined that an adjustment that will reduce the Payment Standards for all bedroom sizes effective July 1, 2013 will not meet the individual test o 30 days’ notice for July 2013 reexaminations;

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Housing Commission of the Housing Authority of the County of Yolo adopts this Resolution authorizing Payment Standard changes to be effective August 1, 2013 in lieu of July 1, 2013, as outlined in the Delay of Payment Standard implementation staff report of June 20th, 2013.

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 20th day of June 2013 by the following vote:

AYES: Aguiar-Curry, Davies, Eisenstat, Johannessen, Thomson.

NOES: None.

ABSTAIN: None.

ABSENT: Wienecke-Friedman.

Cecilia Aguilar-Curry

Cecilia Aguilar-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, 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.13-23 Item No. 8, of the Yolo County Housing meeting of June 20, 2013.

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

8.

Authorize Executive Director to Execute Contract with Lowest Responsible and Responsive Bidder for Phase I of Capital Fund Roadway and ADA Site Improvements at the El Rio Villa housing complex at Winters (Ichtertz)

Approved recommended action on Consent.



Yolo County Housing

Main Office: 147 W. Main Street, Woodland, Ca 95695

Woodland: (530) 662-5428

Sacramento: (916) 444-8982

TTY: (800) 545-1833, ext. 626

DATE: June 20, 2013

TO: YCH Board of Commissioners

FROM: Lisa Baker, Executive Director

PREPARED BY: Fred Ichtertz, Facilities Administrator

SUBJECT: Authorize Executive Director to Execute a Contract with the Lowest Responsive - Responsible bidder for the first phase of ADA Site and Roadway Improvements at Esparto and Winters housing complexes

RECOMMENDED ACTIONS:

That the Board of Commissioners;

1. Authorize Executive Director to execute a contract with the lowest responsive - responsible bidder for the first phase of ADA Site and Roadway Improvements at Esparto and Winters housing complexes; and
2. Bring back proposal for Commission concurrence.

BACKGROUND / DISCUSSION

YCH is currently out to bid for Phase 1 of ADA Site and Roadway improvements at our Winters and Esparto Complexes with a scheduled bid opening date of June 27, 2013. This work will include;

El Rio Villas I and II Housing Complexes, Winters

- Grind and overlay of existing roadway at El Rio Villa I (Fredericks Drive).
- Removal of asphalt, form and pour new concrete parking areas at existing ADA parking that meet current ADA requirements at complex. Site improvements including walks and approaches meeting current ADA requirements at El Rio Villa I (Fredericks Drive).

- Removal and addition of ADA parking areas at El Rio Villa II that includes removal of asphalt form and pour new concrete parking areas that meet current ADA requirements at Shams Way and Myrtle Drive.
- New walks, approaches and patio/meeting area that meet ADA requirements at our housing office on Shams Way.

Vista Montecito Housing Complex, Esparto

- Removal of asphalt, form and pour new concrete at existing ADA parking area meeting current ADA requirements at complex.

Our engineer has also included several “Add – Alternates” in the bidding process. The alternates will be included based on received bids and if bids are lower than the engineers estimate for major work items.

These “Add – Alternates” include the following work items at El Rio Villa II (Myrtle Drive) and El Rio Villa III (Shams Way).

- Grind and overlay of existing roadway at Myrtle Drive.
- Seal cracks, reseal asphalt and strip parking lot areas at Myrtle Drive.
- Grind and overlay of entrances and heavy turn movement areas at Shams Ways.

Based on bids received the above work items will be added in the contract. However, if bids received are higher than estimated, the “Add – Alternates” work items will have to be added in the 2013 and future Capital Fund plans.

Because of continuing capital funding cuts, additional phases of ADA site improvements at the El Rio Villa housing complex will be needed in the upcoming years. It is currently estimated that these site improvements will take at a minimum of an additional four Capital Fund years to complete. Once El Rio Villa is completed, we will move on to the other seven housing complexes to meet the ADA site requirements.

FISCAL IMPACT

None - cost of proposed first phase improvements will be paid thru the 2010, 2011 and 2012 Capital Fund Grants.

CONCLUSION

Staff recommends the board authorize the Executive Director to execute a contract with the lowest responsive - responsible bidder for the first phase of ADA Site and Roadway Improvements at Esparto and Winters housing complexes and bring back for concurrence at a subsequent meeting.

Yolo County Housing
Yolo County, California

Meeting Date: June 20, 2013

To: County Counsel ✓
Yolo County Housing ✓

9.

Review, Approve and Adopt Resolution Authorizing the formation of a Limited Partnership Whose Managing Partner will be New Hope Community Development Corporation and Whose initial Limited Partner will be the Housing Authority; and Authorizing the Disposition of Crosswood Apartments to the Partnership and; Authorizing Financing of Acquisition and Rehabilitation of Crosswood Apartments (Baker)

Minute Order No. 13-24: Approved recommended action by **Resolution No. 13-08.**

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



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 20, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
SUBJECT: **Review and Approve and Adopt Resolution Authorizing 1) The Formation of a Limited Partnership Whose Managing Partner will be New Hope Community Development Corporation and Whose Initial Limited Partner will be the Housing Authority, 2) Acquisition and Rehabilitation of Crosswoods Apartments by the Partnership, and 3) Financing of Acquisition and Rehabilitation of Crosswoods Apartments**

RECOMMENDED ACTIONS:

That the Housing Commission:

1. Review, Approve and Adopt the Resolution; and
2. Authorize the Executive Director to Negotiate and Execute Any and All Necessary Documents and to Furnish all Materials Necessary to Accomplish the Activities of the Resolution.

BACKGROUND / DISCUSSION:

Crosswood Apartments is a 48 unit complex located at 646 Third Street, Woodland, CA. Crosswood Apartments was a privately-owned HUD-funded Multi Family project. Yolo County Housing stepped forward when the property was for sale in order to continue to preserve the property's affordability for the community. Ultimately, the property was purchased by our bond pool, Cal-AHA and is currently managed by a private management company. YCH acquired the property in 2012 with conventional financing from First Northern Bank and two carry-back notes from Cal-AHA. This is interim financing until YCH and New Hope can form the limited partnership for the purposes of acquiring the property and rehabilitating it under a combination of tax credits and HUD financing.

On October 2, 2008, the Board authorized Lisa A. Baker, Executive Director of Yolo County Housing (YCH) to act as the Agency's chief negotiator for the potential purchase of real property located at 646 3rd Street, Woodland, CA 95695. The complex, known as Crosswood Apartments is a 48-unit U.S. Department of Housing and Urban Development (HUD) 236 (privately-owned, HUD-subsidized) property. On April 2, 2009, the Board authorized the Executive Director to execute a Letter of Intent with Cal-AHA for purchase of the property.

Subsequent to this transaction, YCH partnered with DFA Development and Dawson Holdings, Inc. to bring forward an acquisition-rehabilitation proposal for the property that

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would meet the criteria laid out in the Letter of Intent with Cal-AHA for acquisition and rehabilitation of the property. DFA and DHA have extensive experience and expertise in these types of acquisition and have worked with Cal-AHA staff on other transactions. Unfortunately, DFA-DHA were unable to complete a financing package to cover the acquisition and rehabilitation. DHA agreed to be released from its agreement and staff retained DFA to work out a development proposal with YCH as the principal developer. DFA, with Goldfarb-Lippmann as bond counsel, has presented YCH with a proposed development package that would meet YCH expectations.

On December 12, 2011, the Board of Commissioners adopted a Resolution to create limited partnership under different terms that did not anticipate the take out financing incurred by YCH in 2012. Among other things, the original resolution included the collateralization of the 1212 "L" street lot in Davis, which would not be required under the current scenario and which is currently encumbered under the interim financing.

New Hope Community Development Corporation will be YCH's partner in ownership of the project and with YCH having a future right to the property after the expiration of the tax credit period. This proposed development is very similar in nature to the other tax credit properties completed by YCH and by New Hope, including Eleanor Roosevelt Circle, Cesar Chavez Plaza and Rochdale Grange – the differences being that this is acquisition and rehabilitation instead of new construction, the use of a HUD mortgage project in lieu of private financing and the ability to layer a continued Section 8 contract to ensure long term affordability.

At this time, YCH has received its tax credit award letter and a forward commitment from the State for the required tax exempt bonds. CBRE is the HUD lender and we are currently expecting a Letter of Intent from our proposed tax credit investment partner.

FISCAL IMPACT:

None at this time. If financing is not obtained, the final partnership will not be formed and there is no current risk for YCH.

CONCLUSION:

Staff has reviewed the proposed project in light of its obligations under current interim financing and recommends that the Board adopt the Resolution and move forward with the resolution to form the partnership.

Attachment: Resolution

Resolution No. 13-08

RESOLUTION NO. ___ OF THE HOUSING AUTHORITY OF THE COUNTY OF YOLO AUTHORIZING (1) THE FORMATION OF A LIMITED PARTNERSHIP WHOSE MANAGING PARTNER WILL NEW HOPE COMMUNITY DEVELOPMENT CORPORATION AND WHOSE INITIAL LIMITED PARTNER WILL BE THE HOUSING AUTHORITY, (2) DISPOSITION OF CROSSWOOD APARMENTS TO THE PARTNERSHIP, AND (3) FINANCING OF ACQUISITION AND REHABILITATION OF CROSSWOOD APARTMENTS

WHEREAS, the Housing Authority of the County of Yolo (the "Authority") is a duly formed housing authority of the State of California, and is vested with the responsibilities set forth in Division 24, Part 2, Article 4 (Sections 34310-34334) of the California Health and Safety Code (the "Housing Authorities Law"), which includes providing low and moderate income housing within its jurisdiction; and

WHEREAS, New Hope Community Development Corporation ("NHCDC") is a 501(c)(3) tax-exempt nonprofit corporation formed to assist in providing affordable housing; and

WHEREAS, the Authority owns that certain real property known as Crosswood Apartments in Woodland, California (the "Property"); and

WHEREAS, the Authority desires to sell the Property to a limited partnership (the "Partnership") in which NHCDC will be the managing general partner and the Authority will be the initial limited partner; and

WHEREAS, the Authority intends that California Affordable Housing Agency, a joint powers agency of which the Authority is a member, will issue tax exempt and/or taxable bonds that will enable the Partnership to acquire and rehabilitate the Property; and

WHEREAS, the Authority intends that the Partnership will seek credit enhancement for the financing in the form of FHA insurance and will obtain such other financing as is necessary for acquisition and rehabilitation of the Property; and

WHEREAS, the Authority intends that the Partnership will obtain a Section 8 contract on the Property with a twenty (20) year term; and

WHEREAS, the Authority intends that the Partnership will seek an equity investor to act as the limited partner of the partnership and to replace the Authority as the limited partner of the Partnership; and

WHEREAS, the Authority intends to enter into a loan agreement with the Partnership;
and

WHEREAS, the Board of Directors of the Authority deems it to be in the best interest of the Authority to form the Partnership as the initial limited partner along with NHCDC as the managing general partner; and

WHEREAS, the Authority intends the Partnership to acquire the Property, reimburse the Authority for expenses related to the acquisition, maintenance, and disposition of the Property; if necessary, assume the Property's existing financing; obtain new financing for the Property; rehabilitate the Property; operate the Property in compliance with the Housing Authorities Law, and execute any documents required to effectuate such acquisition, reimbursement, financing, rehabilitation, and operation, all in a manner consistent with the Authority's permitted activities.

NOW, THEREFORE, BE IT RESOLVED: That the Authority shall form the Partnership, sell the Property to the Partnership, and seek reimbursement for costs associated with acquisition, maintenance, and disposition of the Property.

FURTHER RESOLVED: That the Authority shall enter into any and all agreements and certificates, including, but not limited to, a limited partnership agreement, LP-1, form SS-4, and any other documents necessary to form the Partnership.

FURTHER RESOLVED: That the Authority shall enter into any and all agreements and certificates, including, but not limited to, an assignment agreement, a purchase and sale agreement, a grant deed, a reimbursement agreement, and any other documents necessary to convey the Property to the Partnership and reimburse the Authority for expenses related to the acquisition, maintenance, and disposition of the Property.

FURTHER RESOLVED: That the Authority as the initial limited partner of the Partnership, is hereby authorized and directed to execute any and all necessary documents, including, but not limited to, a limited partnership agreement, LP-1), form SS-4s, and any other documents and agreements, and to do any and all things deemed necessary or advisable to form the Partnership, and to take any other action in order to effectuate the purposes of this Resolution.

FURTHER RESOLVED: That the Authority as the initial limited partner of the Partnership, is hereby authorized and directed to have the Partnership acquire the Property, reimburse the Authority for expenses related to the acquisition, maintenance, and disposition of the Property; if necessary, assume existing financing on the Property; obtain necessary new financing on the Property; obtain FHA insurance of financing on the Property; provide for necessary rehabilitation of the Property; operate the Property in compliance with the Housing Authorities Law; obtain a new Section 8 Contract; and take any other action in order to effectuate the purposes of this Resolution.

FURTHER RESOLVED: That the Authority shall loan up to Five Hundred Thousand Dollars (\$500,000) to the Partnership with repayment terms, interest rates, security and other provisions as are reasonably necessary to obtain other debt and equity financing for acquisition and rehabilitation of the Property.

FURTHER RESOLVED: That the Executive Director of the Authority (the "Executive Director") is authorized and directed to execute any and all necessary documents and to furnish all materials necessary or desirable to accomplish the other activities contemplated by this Resolution.

FURTHER RESOLVED: That the Executive Director is authorized and directed to negotiate the terms of sale of the Property to the Partnership, terms of the Authority's loan or loans to the Partnership, Partnership terms and all other documents and arrangements as the Executive Director determines, in consultation with counsel to the Authority, to be reasonably necessary or appropriate to facilitate the sale of the Project by the Authority and the acquisition, rehabilitation and operation of the Project by the Partnership.

FURTHER RESOLVED: That the Executive Director is authorized to execute any other form of resolution required by a lender or investor which that officer determines, with the advice of counsel to the Authority, does not materially conflict with the substance of this Resolution.

FURTHER RESOLVED: That any and all acts previously taken by the Executive Director or any other officer of the Authority in connection with the matters authorized by the foregoing resolutions are ratified, confirmed, adopted and approved.

FURTHER RESOLVED: That this Resolution shall take immediate effect upon adoption.

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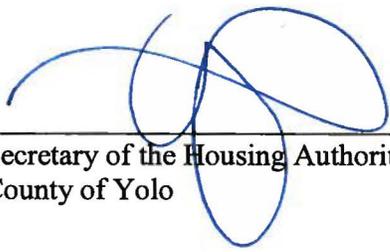
[Signatures on following page.]

I, Lisa Baker, Secretary of the Housing Authority of the County of Yolo (the "Authority"), certify that the following resolution proposed by Commissioner Eisenstat and seconded by Commissioner Thomson was duly passed and adopted by said Board of Commissioners at an official meeting of the Authority on June 20, 2013, by the following vote:

AYES: **Aguiar-Curry, Davies, Eisenstat, Johannessen, Thomson.**

NOES: **None.**

ABSENT: **Wienecke-Friedman.**



Secretary of the Housing Authority of the
County of Yolo

Yolo County Housing
Yolo County, California

Meeting Date: June 20, 2013

To: County Counsel ✓
Yolo County Housing ✓

10.

Review, Approve and Adopt Resolution Approving the Annual Budget and Adopt Resolution for the 2013-2014 Fiscal Year (Gillette)

Minute Order No. 13-25: Approved recommended action by **Resolution No. 13-09**.

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



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 20, 2013
TO: YCH Housing Commission
FROM: Lisa A. Baker, Executive Director
Jim Gillette, Finance Director
SUBJECT: **Review and Approve Resolution Adopting 2013-14 Annual Budget**

RECOMMENDATIONS:

That the Housing Commission:

1. Review and, after making any modifications to the proposed budget, adopt the FY 2013-14 budget for Yolo County Housing (YCH); and
2. Approve the attached HUD-52574 PHA Board Resolution Approving Operating Budget; and
3. Authorize the Executive Director to implement

BACKGROUND/DISCUSSION:

Budget Overview:

	2012-13 Approved Mid-Year Budget			2013-14 Proposed Budget		
	Revenue	Expenses	Net Fund Balance	Revenue	Expenses	Net Fund Balance
West Sacramento	875,095	844,943	30,152	837,909	836,996	912
Woodland	1,386,571	1,068,042	318,529	949,998	945,211	4,787
Winters	1,100,470	1,094,182	6,288	1,035,658	1,031,413	4,246
Admin Building	377,616	307,246	70,370	376,914	306,282	70,632
HCV Operations	1,114,369	1,108,308	6,061	994,445	968,902	25,543
COCC	1,503,028	1,495,896	7,132	1,721,360	1,640,075	81,285
Helen Thomson Homes	30,750	30,750	-	30,750	30,750	-
Cottonwood	277,298	274,680	2,618	306,256	265,731	40,525
Davis Solar	37,318	33,633	3,685	37,870	30,547	7,323
Pacifico Student Co-op	111,200	111,200	-	121,850	121,850	-
Total	6,813,715	6,368,880	444,835	6,413,010	6,177,758	235,252

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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
- The Agency is currently in negotiations and, as of the date of the staff report, no agreement had been reached. The current proposed budget is based on a conservative approach that can be implemented on July 1, 2013. Depending on the outcome of negotiations, the number of layoffs may be minimized or additional layoffs may be necessary. Staff continue to bargain in good faith.

LIPH

- The budget includes total Operating Subsidy for the AMPs of \$906,780, which is based on the current funding level through December 2013 and projected through the end of the fiscal year. Overall, the projected funding for the year is based on the Operating Subsidy calculated at approximately 81% of 2013 funding eligibility.
- Occupancy is generally budgeted at 97%. Rental rates project the lower income level of our tenants that we have experienced during the current fiscal year.

HCV Program Operations

- HCV Admin Revenue is based on current funding levels with an average of 1,513 ACC vouchers per month during the fiscal year and a 95% proration of funding eligibility.
- Admin Fee Revenue is calculated at a 69% 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 1,513 vouchers at a monthly average cost of \$627.

Migrant

- The Migrant Program is not included in this budget. We have submitted 2013-14 contract budget requests to OMS but contracts have not yet 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. As noted in the mid-year 2012-13 budget, rental rates charged were reduced by 25% to reflect current market conditions. This reduced rent is reflected in the proposed 2013-14 budget.
- Debt Service on the remaining loan (~\$218,000) will be paid from the Admin Building cost center and reimbursed by Capital Fund. The second loan on this property was paid off in June 2013.

COCC

- The COCC Budget includes \$141,295 for Migrant Program management fees based on 2013-14 proposed budgets submitted to OMS. The final amount may be less depending on adjustments that OMS may make to the budgets submitted.
- The budget includes management fees from Pacifico based on the current agreement of \$3,500/month. YCH pays for the onsite part-time manager from this management fee. This part time position has therefore been included in salary expenses at COCC.
- The budget includes no estimated income from the operation of Crosswood Apartments and a developer fee of \$50,000.

Program Summaries

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

With the continued low Operating subsidy allocation from HUD and continually increasing operating costs for utilities, insurance and benefits, staff projects that staff reductions, in both maintenance and AMP management, will be required to balance the respective budgets. These staff reductions are discussed in more detail below.

HCV Program Administration:

Administrative fee income is based on an average of 1,513 monthly vouchers and the 2013 and projected 2014 administrative fee rate prorated at 69% of eligibility; coupled staffing cost increases, will require staff reductions in this program as well. These staff reductions are discussed in more detail below.

HCV – HAP Payments:

HAP expenses are currently exceeding HAP funding by approximately \$65,000 per month. Staff has stopped adding new participants, other than filling current 28 project-based voucher spots available. Currently there are 1,548 active leases and the budget includes an average of 1,513 participants throughout the upcoming fiscal 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, as well as part time managers for Cottonwood Meadows and Pacifico. To support 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 developer fee upon conversion of the Crosswood property from YCH ownership to a tax credit partnership of approximately \$50,000.

Cottonwood (New Hope CDC):

Revenue and expenses are expected to remain consistent with the 2012-2013 fiscal year. We will continue to our efforts to increase occupancy, which has been holding steady.

Davis Solar Housing:

This is a self-sustaining program which 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:

YCH receives a capital funds allocation that varies annually, based on Congressional appropriations. No CFP has yet been authorized for 2013, however, the 2013-14 budget includes \$739,572, which is the same amount as the 2012 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 to 30% of the grant amount.

The remaining funds are used for various capital projects that have been preapproved. 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. During the 2013-14 fiscal year, the majority of the capital projects relate to road and ADA upgrades.

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 more definitive information is received from HUD in late 2013 or early 2014, 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 in developing the projections presented to you today. This is the sixth year of program staff involvement in budget preparation.

Budget Analysis and Staffing Changes

	Initial Staff Budget			Preliminary Revised Budget		
	Revenue	Expenses	Net Fund Balance	Revenue	Expenses	Net Fund Balance
West Sacramento	670,745	872,576	(201,831)	907,909	874,994	32,915
Woodland	944,495	1,152,766	(208,271)	1,005,143	1,114,121	(108,978)
Winters	838,905	1,082,380	(243,475)	905,658	1,088,833	(183,175)
Admin Building	377,616	308,416	69,200	376,914	306,282	70,632
HCV Operations	991,415	1,163,289	(171,874)	991,415	1,010,778	(19,363)
COCC	1,502,063	1,524,852	(22,789)	1,515,559	1,480,004	35,555
Helen Thomson Homes	30,750	30,750	-	30,750	30,750	-
Cottonwood	306,249	259,955	46,294	306,249	265,681	40,568
Davis Solar	37,870	30,411	7,459	37,870	30,547	7,323
Pacifico Student Co-op	111,200	111,200	-	121,850	121,850	-
Total	5,811,308	6,536,595	(725,287)	6,199,317	6,323,840	(124,523)

Our goal for FY 2013-14 is to present a balanced budget. As noted in the chart above, initial projections from staff showed a structural deficit overall of \$725,287, which was reduced to \$124,523 based on more in-depth analysis which resulted in the following significant adjustments:

- LIPH (West Sacramento, Woodland, and Winters) yielded \$453,582 which included \$364,565 of increased revenue with \$29,774 of cost savings related to:
 - Initial data was made available for Operating Subsidy funding through September 2013. This amount was projected to continue through the end of FY 2013-14, which added another \$224,779 to the projected revenue overall.
 - Additional Capital Fund revenue of approximately \$100,000 which designed to cover some allocated operating costs had not previously been included in revenue.
 - Initial projections for staffing costs were overstated by approximately \$18,000 due to the use of less sophisticated modeling of compensation and benefit increases due.
 - Utility cost and consumption estimates were more closely analyzed based on known rate increases, which yielded another \$25,000 of savings.
 - Projected generic building repairs were reduced by approximately \$32,000 with the assumption that we will be able to continue to defer some non-essential maintenance.
 - Offsetting some of this cost savings was an additional \$34,000 of cost from a calculation error related to PILOT.
- HCV Operations yielded \$152,511 in cost savings related to:
 - More precise modeling of staffing costs yielded approximately \$12,000 of savings.

- The decisions to complete all inspections with YCH staff rather than outside consultants yielded \$25,000 of projected savings.
- A keying error related to the projection for health benefits resulted in another \$100,000 of savings.
- COCC yielded \$58,344 which included \$13,496 of increased revenue with \$44,848 of cost savings related to:
 - An increase of \$11,745 for projected IT services charged to the various programs was added to cover the costs various operating and processing initiatives being rolled out in the coming year. The focus of these programs is to increase efficiency of processing work-orders and improve management reporting overall.
 - The cost savings is primarily related to deferring any additional OPEB funding into the future since approximately 2 years of the liability had been pre-funded at the end of 2012. This liability will continue to accrue and, in accordance with YCH policy, will be funded with any additional Net Fund Balance that may materialize by the end of the fiscal year.

Once analysis discussed above was complete, LIPH and HVC Operations still could not produce balanced operating budgets. Based on approximately 25 potential scenarios related to staffing changes, we are proposing a budget which includes reducing overall staffing levels by 5 positions (3 maintenance and 1 AMP management staff position in LIPH plus a position in HCV Operations). This scenario includes the creation of maintenance shifts and taking all of the LIPH unit turnover work in-house rather than continue the practice of contracting out some of the painting. Due to the reduced staffing levels in the maintenance department, additional (non-critical) maintenance work will be deferred, until additional funding for this type of work can be obtained.

The impact of these changes is noted in the table below:

Proposed Staffing Change Impacts

	Preliminary Budget Net Fund Balance	Impact of Proposed Layoffs	Reallocate Operating Subsidy	Revised Net Fund Balance
West Sacramento	32,915	37,997	(70,000)	912
Woodland	(108,978)	173,765	(60,000)	4,787
Winters	(183,175)	57,421	130,000	4,246
Admin Building	70,632	-	-	70,632
HCV Operations	(19,363)	44,906	-	25,543
COCC	35,555	45,730	-	81,285
Helen Thomson Homes	-	-	-	-
Cottonwood	40,568	(44)	-	40,524
Davis Solar	7,323	-	-	7,323
Pacifico Student Co-op	-	-	-	-
Total	(124,523)	359,775	-	235,252

It should be noted that since negotiations with the Labor Union is ongoing, the actual staffing changes and budget impacts are subject to change and we continue to negotiate in good faith.

Operational Goals and Objectives by Fund

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

Status of Goals for Real Estate Services for 2012-13

- LIPH's goal is to obtain High Performer Status.
 - *LIPH has obtained the High Performer Status during 2012-2013.*
- Become more active in providing opportunities for the tenants to become self sufficient by providing on-site training classes and information seminars.
 - *YCH has been providing resources, information, and financial literacy classes for our residents to become self sufficient.*

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).

- *LIPH has maintain a 95 % or above score on its PIC submissions. For the last six months it has been 100%.*
- 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.
 - *Real Estate Services staff have been consistently enforcing the delinquency policy and therefore they have achieved and maintaining a 95 % rent collection rate.*
- 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.
 - *Real Estate Services staff has achieved the goal of minimizing outstanding balances in Account Receivables by entering into repayments agreements in the amount of \$8,851.00 and quarterly writing off outstanding balances owed to the YCH.*
- Finance department will continue to mail out Rent & Deposit statements to tenants on a quarterly basis to provide account balance information to residents.
 - *Finance department has been mailing the Rent and Deposit statement on a regular schedule to inform the residents of their account status. Residents with outstanding balance are able to make payment arrangements or dispute outstanding charges. Residents with a credit balance are given a refund unless they request to apply it towards future rent. In 2012 we were able to identify 19 accounts with such discrepancies which resulted in a thorough investigation of those accounts.*
- 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.
 - *Collection contract is under review and once approved staff will be provided training.*
- Review and improve the current lease documents for LIPH.
 - *Real Estate Services Department has been updating current forms and procedures as changes in policy have mandated to better serve our applicant and tenants.*
- Staff will continue to update current forms 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.
 - *The Director of Operations and the Real Estate Services Supervisor are continuing to work on revising and updating documents and procedures. Training is covered during department staff meetings.*
- Adapt procedures to streamline and improve the Public Housing/Real Estate Services Department to increase efficiency and deliver excellent customer service.

- *New procedures were implemented for annual and interim recertification and it has increased efficiency within the Real Estate Services Department. This has helped LIPH deliver better service to our tenants. Currently this has resulted in a net reduction of approximately 35 actions per site.*
- Continue to Review and streamline current procedures for applicant waiting lists (update pre-application to be consistent with Fair Housing requirements) and screening processes. 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.
 - *We have centralized the eligibility department. We also have streamlined the procedures for applicant list to improve efficiency and service to our potential applicants.*
- Develop and implement Quarterly 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.
 - *Orientation process has been implemented for new tenants at time of admission by the Housing Specialist. Annual review during annual recertification meeting is also implemented; however, we have not adopted procedures to require new tenants attend a mandatory orientation every quarter.*
- Reduce unit turnaround time by planning ahead in order to improve the PHAS score. Maintenance staff will continue to receive additional training which will assist in improving efficiency and improve the releasing time.
 - *Real Estate Services and Maintenance Staff has attended training to improve turnaround time and this will help our PHAS scores. LIPH plans to reduce turn-around time by an average of 3 days which will take us from our current rate of 17.6 days to 14.6 by focusing on reducing maintenance rehab time and lease up 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 ensuring tenants maintain the unit and at move out they are aware of how to properly return a unit. LIPH's goal is to obtain High Performer Status.
 - *Housing Specialist's are covering the housekeeping rules during the initial orientation. Inspection reminder and inspection checklists are sent out to all tenants at-least twice per year, before the UPCS inspections and REAC inspections. High Performer Status was achieved for year 2012.*
- Improve curb appeal beautification of all LIPH sites by involving tenants to perform community service in their own residential communities.
 - *Each Housing Specialist has been recruiting tenants to perform light grounds-keeping or litter pickup duties to earn credit towards community service hours. In return the property looks cleaner and more attractive.*

- 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.
 - *The Housing Specialist have been diligent on controlling expenditures ; however, Program Supervisor will be conducting more training to code the billing properly.*
- Revise and discuss budget with Housing Specialists on a semi-annual basis.
 - *The Program Supervisor has been meeting with Housing Specialists and Senior Maintenance staff, and finance director to review mid-year budgets.*
- LIPH management will perform Quality Control file review on random files to ensure files accuracy and compliance.
 - *The Program Supervisor and Operations Director have been reviewing random files for each site. This process ensures file accuracy and consistency.*
- Continue to schedule quarterly meetings with staff to go over issues/concerns and ensure all updates regarding policies and procedures are being implemented.
 - *Staff Meetings are scheduled and conducted regularly.*
- Ensure file integrity is in place - implement policy that requires specialists to check file and verify that all required historical paperwork is in file (birth certificates, social security cards, I.D.'s, pre-application etc., signatures) every time there is a change in the families household (composition/income). This will eliminate any audit findings in the future which in turn will assist department in obtaining High Performer status in PHAS.
 - *A file checklist has been created and implemented to ensure all documents are being kept in the file consistently. The Housing Specialist must check off and sign the checklist upon completion.*
- Have a noticeable presence at each development to encourage positive atmosphere.
 - *Housing Specialists are required to walk the ground at a minimum of once per week and they have been doing that routinely.*
- Continue to schedule and hold quarterly resident meetings at each development to discuss current events, updates, and have a open dialogue about tenant concerns.
 - *Resident meetings have been taking place regularly and many of our partners have been taking part in offering their services and resources to the YCH residents.*

Goals for Real Estate Services for 2013-14

- 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 and minimize outstanding balances in Accounts Receivables for all developments by consistently enforcing the YCH delinquency policy.

- Maintain a 97% or above occupancy rate.
- Reduce unit turnaround time by at-least 3 days in order to improve PHAS score, as feasible in current funding climate.
- Review the waitlist and formalized families with Eligibility Specialist weekly to reduce lease-up time.
- Review budget with Housing Specialists and Maintenance staff on a quarterly basis.
- Renew contract with the collection agency and submit outstanding accounts to the collection Agency; Rash Curtis and Associates. Provide additional training on Collection Agency's submittal system.
- Perform Annual Quality Control of randomly selected files to ensure files are up to date with respect to deposits and signatures to ensure compliance with PHAS.
- Schedule quarterly meetings with staff to go over issues/concerns and ensure all updates regarding policies and procedures are being followed.
- Expand CAST program to the Winters campus.
- Reorganize the file archives room.
- Transfer the work order unit files to maintenance office.
- Update the MOU of information sharing with Woodland PD and Yolo County Sheriff to include voucher program and migrant centers.

Fund 200 – Housing Choice Voucher Program

Status Update HCV FY 2012-13 Goals

- Achieve and maintain 98% lease up in the budget year (combined between tenant-based HCV and project-based vouchers).
 - During FY 12-13 the HAP funds decreased due to budget sequester. YCH stopped issuing vouchers in September 2012 and in January 2013 recalled 62 vouchers for families that had not found a unit. The current funding does not support all HAP contracts. YCH has adopted the following cost savings measures to avoid termination of assistance, or at least reduce the number of families whose assistance may have to be terminated:
 - Stopped re-issuing vouchers lost through attrition,
 - Stopped absorbing incoming portables,
 - Restricting portability to high cost areas and transfers to higher cost units within its jurisdiction,
 - Reduced the payment standard to 90% of FMR across the entire jurisdiction.
- 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 2013-2014. 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 12-13
- Implement the Project-Based Voucher Program (PBV).
 - The agency finalized two PBV HAP contracts: one with New Harmony in Davis, subsidizing 17 units, and one with Terracina at Springlake in Woodland, subsidizing 15 units. Esperanza Crossing apartments in Esparto is in process of finalizing the PBV HAP contract to subsidize 10 units.
 - The other 46 Project Based Vouchers continue receive subsidy 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 97% accuracy reporting rate and it expects to continue maintaining a 98% - 100% rate in FY 2013-2014.
 - During FY 2012-2013 the HCV program consistently maintained a score between 98 – 100% submission rate on the HUD PIC System, exceeding the 97% minimum requirement.

Goals for FY 2013-2014

- 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 2013-2014. 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% reporting rate on the HUD PIC System. The Agency must maintain at least 97% accuracy reporting rate and it expects to continue maintaining a 98% - 100% rate in FY 2013-2014.

- Maintain high-performer status on SEMAP scores. Staff will continue following regulations and implementing policies 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. YCH will continue its partnership with LSNC to provide education workshops to landlords and will maintain 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.

Fund 310 – COCC

Administration

Status of Goals for 2012-13

- Complete take out financing and rehabilitation on Crosswood Apartments.
Crosswood acquired by YCH in 2012
- Complete workout with State on Esparto Duplex lots.
In process
- 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).
Selected ESCO and completed Investment Grade Audit
- Working with 3Green (Sutter, Butte and Yolo County housing authorities) to look for additional opportunities and/or new lines of business.
Held retreat in 2013 to discuss business opportunities
- Continue to develop Welcome Home Brand – completing CAST and implementing in Woodland as beta site.
CAST implemented in Woodland; 2nd site identified as Winters
- Continue to work on energy and sustainability initiatives at local, state and federal level for housing and community development programs.
Continuing to work with Energy Watch and Climate Change Compact
- Work with other departments to improve educational and service opportunities for residents in the County, especially for YCH portfolio.

Have expanded services to over 50 service agreements

Goals for FY 2013-14

- Complete workout with State on Esparto Duplex lots.
- Complete take out financing and rehabilitation on Crosswood Apartments.
- Complete Energy Performance Contract (EPC) and make related improvements across the portfolio.
- Look at ways to create non-federal revenue generation and improved philanthropic giving.

Data Management and IT/IS Services

Status of 2012-13 Goals

- 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
 - Complete.
- 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.
 -

Goals for FY 2013-2014

- Improve efficiencies of work-order processing through use of smart-phone applications to replace the current paper system.
- Work with Finance to improve reporting and interface with our accounting system.

Finance

Status of 2012-13 Goals

- Complete Transition of all Voucher landlords to automatic deposit or debit card payments.
 - *Over 95% of landlords are now accepting automatic deposit (ACH) transfers from YCH.*

Goals for FY 2013-14

- Have 2012-13 Audit completed and reports distributed to the County and others before December 24, 2013.
- Negotiate and finalize a repayment plan with HUD due to the audit finding related to interfund balances due from COCC to LIPH of \$692,240 as of June 30, 2012, as discussed in the March 28, 2013 staff Report.
- Improve consistency of financial reporting across all business units in order to provide additional financial reporting capabilities to support operational needs.
- Create a Capital Improvement Plan for entire YCH structure for full implementation by June 30, 2014.
- Improve financial reporting processes by completing monthly financial closes before June 30, 2014.

Resource Administration

Status of 2012-13 Goals

- 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.).
 - *Developed new forms for reasonable accommodation requests, verifications, and notifications in coordination with Legal Services of Northern California (LSNC).*
 - *Forms and process is streamlined and allows multi-year verifications for improved efficiencies for disabled program participants.*
- 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.
 - *Staff submitted the Risk Control Work Plan on December 15, 2013 receiving a **13.06%** risk control dividend (rebate) on liability premiums.*

- Expand participation in local and statewide emergency planning and exercise opportunities to better prepare YCH in the event of a disaster.
 - *Staff participated in the 2012 Statewide Medical and Health Exercise conducted in December.*
 - *Agency is participating in the Operational Area wide 5-year training and exercise schedule. Staff is working with County OES in scheduling internal exercises for business continuity and emergency operations.*
- Review and update YCH Personnel Policy.
 - *Review and updates still in progress.*
- Expand the participation of Resident Councils within the YCH portfolio
 - *Riverside Housing Council (RHC) serving Las Casitas and Riverbend Manor I & II in West Sacramento elected new leadership and is exploring grant opportunities to fund additional resident events. The RHC in partnership with BBCAN, West Sacramento Historical Society and YCH held a National Night Out event in August 2012 and partnered in the Spring Fling event in March 2013.*
 - *Community Awareness and Support Team (CAST) was established at Yolano Village and Donnelly Circle in Woodland.*

Goals for Resource Administration 2013-14

- Update human resource policies and procedures and improve access by using information technology upgrades (intranet, google drive, etc).
- Expand resident services for youth and adults through CAST, art programs, food collaborative, health fairs, and educational programs. Utilize customer surveys to align services with resident needs.
- Develop list of shortfall funding initiatives to expand programs and services throughout portfolio. Establish protocols and avenues for corporate giving to fund projects.
- Expand volunteer and internship opportunities and position descriptions. Recruit and retain volunteers and interns through local education, community service and government funded programs. Establish a volunteer orientation, track service hours and establish quarterly reporting.

Facilities

Status of Goals and Accomplishments for Facilities 2012-13

Cap Fund

- ADA Site Improvements at El Rio Villa, Winters.
 - *Out to Bid*
- ADA Site Improvements at Vista Montecito, Esparto.
 - *Out to Bid*
- Roadway Improvements at El Rio Villa I and II, Winters.

- *Out to Bid*
- Complete "Green" Physical Needs Assessment for all PIH units.
 - *In Progress*
- Complete Energy Audit.
 - *Complete*
- Complete Environmental Assessment for next five Capital Fund Years.
 - *Complete and Approved by HUD*

CDBG

- Sidewalk and Site ADA upgrades at Cottonwood Meadows.
 - *95% Complete*

USDA RD Grant Davis Migrant

- ADA unit upgrade.
 - *Draft Plans and Specs approved by USDA-RD and currently under review by Office of Migrant Services.*
- ADA site upgrade
 - *Draft Plans and Specs approved by USDA-RD and currently under review by Office of Migrant Services.*
- Install ADA accessible BBQ/Picnic areas by playground.
 - *Draft Plans and Specs approved by USDA-RD and currently under review by Office of Migrant Services.*
- Remove and replaced damaged sidewalks.
 - *Draft Plans and Specs approved by USDA-RD and currently under review by Office of Migrant Services.*
- Remove trees, grind stumps damaging sidewalks.
 - *Draft Plans and Specs approved by USDA-RD and currently under review by Office of Migrant Services.*
- Install basketball court and benches.
 - *Removed from Plan due to estimated costs of ADA items noted above.*
- Paint exteriors and trim of all housing units.
 - *Removed from Plan due to estimated costs of ADA items noted above.*
- Install rain gutter shield.
 - *Removed from Plan due to estimated costs of ADA items noted above.*
- Replace roofing on all housing units.
 - *Removed from Plan due to estimated costs of ADA items noted above.*

Cottonwood Meadows

- Bid and complete "Sky Walk" repairs at second story.
 - *95% Complete*

Goals for Facilities 2013-14

Cap Fund

- ADA Site Improvements at El Rio Villa, Winters
- ADA Site Improvements at Vista Montecito, Esparto
- Roadway Improvements at El Rio Villa I and II, Winters
- Complete "Green" Physical Needs Assessment for all PIH units

USDA RD Grant Davis Migrant

- ADA unit upgrade
- ADA site upgrade
- Install ADA accessible BBQ/Picnic areas by playground
- Remove and replaced damaged sidewalks.
- Remove trees, grind stumps damaging sidewalks

Facilities

- Reduce unit turnaround time
- On-going Maintenance staff training
- Prepare Request for Proposals for Painting Services, Pest Control and Landscape Maintenance.
- Develop and implement Work Order Quality Control Inspection Program

Fund 400 – Cottonwood Meadows (NHCCD)

Status of 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.
 - *Cottonwood Meadows staff have been consistently enforcing the delinquency policy and therefore we have achieved to maintain a 95 % monthly on time rent collection.*
- 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.
 - *Staff has enforced repayments agreements and quarterly presented a write off list to be approved by the Board. By doing these things it has helped minimizing outstanding balances in accounts receivables.*

- Develop and implement Quarterly residents meetings for Residents at Cottonwood Meadows to improve communication within staff and residents.
 - *Regular quarterly meetings schedule has been implemented to parallel with liph quarterly meetings.*
- Hire an on-site Property Manager at Cottonwood to assist with annuals and other duties.
 - *In process of evaluating candidates.*
- Construction improvements to flying bridge, back fence, parking lots, and sidewalks.
 - *Flying Bridge project is almost complete and it is in use currently. The back fence project has been completed. The parking lots, and sidewalks are currently under construction and should be completed by end of June 2013.*

Goals for Cottonwood Meadows 2013-14

- Achieve and maintain a 95% monthly on time rent collection rate by enforcing the delinquency policy and reviewing the Tenant Accounts Receivable (TAR) during rent collection week.
- Minimize outstanding balances in Accounts Receivables. Continue to review the Tenant Accounts Receivable (TAR) report during rent week and enforce repayment agreements.
- Monitor and control expenditures for Cottonwood Meadows. Review budget with property manager on quarterly basis.
- Maintain a 96% or above occupancy rate.
- Complete annual recertifications and annual housekeeping inspections on time.
- Identify and use vendors who provide the best value service and are able to work within YCH invoicing requirements.
- Review and monitor work orders each month to control costs and identify any repeated issues.
- Implement tracking system for vacant unit turnaround data.

Fund 600 - Davis Solar Housing

Status of Goals for Davis Solar Housing 2012-13

- 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 consistently met this goal.*

- Achieve and maintain 99% or above monthly on time rent collection rate for Davis Solar Housing by consistently enforcing the delinquency policy.
 - *Staff has consistently met this goal.*
- 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 including review with legal counsel to assure all state, local and federal laws and USDA regulations are adhered to. Submit draft to USDA for approval.
 - *In process.*
- Monitor and control expenditures to the Davis Solar Housing budget. Review and discuss budget with Housing Specialists on a quarterly basis.
 - *In process due to staff changes.*
- 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.
 - *In process due to staff changes.*

Goals for Davis Solar Housing 2013-14

- Achieve and maintain a 99% or above 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 date.
- Achieve and maintain 99% or above monthly on time rent collection rate for Davis Solar Housing by consistently enforcing the delinquency policy. Review the Tenant Accounts Receivable (TAR) report during rent week for outstanding balances.
- Maintain 96% or above occupancy rate.
- 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.
- Provide training for Housing Staff pertaining to USDA Solar Housing.
- Review and monitor work orders each month to control cost and identify any repeated issues.

Pacifico Student Co-op

Status of Goals for Pacifico 2012-13

- Lease up average of 5 residents per month
 - *Met goal through November 2012, then dropped off to 2-3 per month. New Resident Manger working to improve this currently.*

- 50% Occupancy by October 2012, 80% by January 2013, and 90% by March 2013
 - *Achieved for October and November 2012, but then occupancy dropped off into mid-40% range after that. New Marketing Plan being formulated with onsite manager hired in April 2013.*

- Hire Part time/on-site Resident Manager
 - *Complete.*

- Begin to re-introduce labor coordinators & floor captains
 - *Complete.*

Goals for Pacifico 2013-14

- Achieve and maintain a 95% monthly on time rent collection rate by consistently enforcing the delinquency policy and reviewing the Tenant Accounts Receivable (TAR) 1st day of the month.
- Minimize outstanding balances in Accounts Receivables. Continue to review the Tenant Accounts Receivable (TAR) report during rent week and enforce repayment agreements for outstanding balances.
- Improve occupancy rate by at least 25% quarterly until at full occupancy by using techniques from Guerilla marketing.
- Monitor work orders monthly to control cost and identify and correct repeated issues.

Attachments:

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

Resolution No. 13-09

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. 04/30/2016)

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, 2013 Board Resolution Number: 13-09

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

- X Operating Budget approved by Board resolution on: June 20, 2013
[] 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: Cecilia Aguiar-Curry
Signature: Cecilia Aguiar-Curry
Date: 6/20/13

AMP 3 WEST SACRAMENTO**2013-14 Budget**

ACCOUNT		YTD 03/31/12	PY (2012-13)	2013-14
			BUDGET	Proposed BUDGET
REVENUE				
110.3110.00.150.000	Dwelling Rent	70,719	112,800	100,000
110.3110.00.170.000	Dwelling Rent	45,342	65,800	65,000
110.3110.00.280.000	Dwelling Rent 44-28 Las Casitas	197,874	310,300	285,550
110.3111.00.280.000	Retro Rent	605	1,000	1,000
110.3436.00.000.000	Maintenance Charges to AMPS	12,938	9,500	-
110.3610.00.000.000	Interest Income General Fund	267	1,500	1,000
110.3690.00.000.000	Other Income	1,874	4,000	2,000
110.3690.00.150.000	Other Income- 44-15 RSM #1	218	2,250	750
110.3690.00.170.000	Other Income- 44-17 RSM #2	97	250	250
110.3690.00.280.000	Other Income- 44-28 Las Casitas	2,774	2,100	4,500
110.8020.00.000.000	HUD Operating Subsidy	135,286	168,695	289,832
110.9110.00.000.000	Capital Fund Revenue	-	120,427	2,500
110.9110.00.000.000	Capital Fund Revenue (1408 & 1406)	-	-	85,527
	Reserve Funds	-	83,854	
TOTAL REVENUE		467,994	882,476	837,909
EXPENSE				
110.4110.10.000.000	Administrative Salaries	51,219	75,356	71,237
110.4125.01.000.000	Admin. P/R Taxes- Social Security/Mec	3,965	5,765	5,446
110.4125.02.000.000	Admin. P/R Taxes--SUI	646	612	647
110.4125.04.000.000	Admin. Retirement	7,189	10,669	11,071
110.4125.05.000.000	Admin. Workers Comp	1,423	1,992	2,269
110.4130.00.000.000	Legal Fees	2,672	4,000	6,000
110.4140.00.000.000	Training	1,502	1,490	1,800
110.4150.00.000.000	Travel	1,843	1,750	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	-
110.4171.00.000.000	Auditing	10,000	10,000	10,000
110.4180.00.000.000	147 Rent Allocation	2,273	4,042	3,032
110.4190.00.000.000	Postage	278	750	750
110.4190.01.000.000	Office Supplies	1,169	2,000	1,500
110.4190.02.000.000	Printing	220	250	150
110.4190.03.000.000	Telephone	7,445	11,000	11,000
110.4190.04.000.000	Fair Housing Services	833	1,437	1,437
110.4190.05.000.000	Dues and Subscriptions	299	400	400
110.4190.07.000.000	Computer Services	4,082	4,800	4,800
110.4190.11.000.000	Office Equipment	-	250	250
110.4190.12.000.000	Office Machines/Leases	5,881	7,650	8,000
110.4190.13.000.000	Administrative Other	-	100	11,012
110.4190.14.000.000	Criminal Background Checks	837	1,200	1,200
110.4190.18.000.000	Taxes, Fees, and Assessments	5,749	7,300	5,800
110.4190.20.000.000	Advertising	689	630	830
110.4210.00.010.000	Tenant Service Salaries	19,126	31,197	32,949
110.4215.01.000.000	Tenant Svc. P/R Taxes - Social Security/M	1,350	2,087	2,520
110.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	675	955	955
110.4215.04.000.000	Tenant Svc. Retirement	949	1,344	1,528
110.4215.05.000.000	Tenant Svc. Workers Comp	304	430	409
110.4220.00.000.000	Tenant Services Materials	2,829	2,750	4,500

AMP 3 WEST SACRAMENTO

2013-14 Budget

			PY (2012-13)	2013-14
ACCOUNT		YTD 03/31/12	BUDGET	Proposed BUDGET
110.4221.00.000.000	Tenant Liaison	1,350	1,800	1,800
110.4310.00.150.000	Water 44-15 RSM #1	10,379	14,000	14,790
110.4310.00.280.000	Water - 44-28 Las Casitas	21,099	29,500	29,000
110.4320.00.150.000	Electricity- 44-15 RSM #1	12,373	14,000	17,000
110.4320.00.170.000	Electricity- 44-17 RSM #2	3,689	4,400	5,000
110.4320.00.280.000	Electricity- 44-28 Las Casitas	10,335	13,000	14,000
110.4330.00.280.000	Gas 44-28 Las Casitas	225	325	325
110.4330.10.150.000	Gas- 44-15 RSM #1	3,588	5,750	5,000
110.4330.11.170.000	Gas- 44-17 RSM #2	409	1,500	600
110.4330.14.280.000	Gas - Vacant Units	17	50	50
110.4390.10.150.000	Sewerage-44-15 RSM #1	7,590	10,000	11,638
110.4390.11.170.000	Sewerage- 44-17 RSM #2	4,671	6,250	7,162
110.4390.14.280.000	Sewerage-44-28 Las Casitas	14,790	19,500	22,679
110.4400.01.000.000	AMP Management Fee	71,944	94,842	94,842
110.4400.02.000.000	AMP Bookkeeping Fee	9,300	12,260	12,260
110.4400.04.000.000	Asset Management Fee	12,510	16,346	16,346
110.4401.00.000.000	IT Services	17,500	18,990	24,000
110.4410.00.000.000	Maintenance Salaries	45,436	65,094	-
110.4415.01.000.000	Maintenance P/R Taxes- Social Security/M	3,622	4,980	354
110.4415.02.000.000	Maintenance P/R Taxes--SUI	434	434	-
110.4415.04.000.000	Maintenance Retirement	5,561	8,073	-
110.4415.05.000.000	Maintenance Workers Comp	4,473	6,496	525
110.4420.01.000.000	Electrical Supplies	1,356	3,000	3,000
110.4420.02.000.000	Plumbing Supplies	3,182	3,000	3,000
110.4420.03.000.000	Painting Supplies	324	500	500
110.4420.04.000.000	Chemical Supplies	244	390	400
110.4420.05.000.000	Lumber and Hardware	6,285	8,000	9,000
110.4420.06.000.000	Automotive Supplies	-	100	-
110.4420.07.000.000	Gas / Oil	3,958	5,000	5,000
110.4420.08.000.000	Dwelling Equipment/Supplies	8,893	10,000	11,500
110.4420.09.000.000	Maintenance Equip/Supplies	455	1,500	500
110.4421.08.000.000	Stoves/Parts	-	500	-
110.4422.08.000.000	Refrigerators/Parts	-	100	-
110.4423.08.000.000	Fire Protection/Testing/Monitor	5,339	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	-
110.4430.04.000.000	Garbage Removal	26,488	33,600	33,600
110.4430.05.000.000	Chemical Treatment/Contract	6,984	10,300	10,300
110.4430.06.000.000	Automotive Repairs	155	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	5,988	2,400	5,400
110.4430.10.010.000	Uniform and Mat Service	868	1,300	1,300
110.4430.11.000.000	Building Repairs	3,278	4,000	4,000
110.4431.00.000.000	Landscape Maintenance Contract	21,315	22,450	28,420
110.4431.05.000.000	Trash/Yolo County Landfill	391	1,000	500
110.4432.00.000.000	Las Casitas Groundskeeping	-	250	-
110.4434.00.000.000	Tree Trimming	2,660	2,670	3,000
110.4436.00.000.000	Maintenance Charges from AMPS	21,763	15,600	77,369

AMP 3 WEST SACRAMENTO

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
110.4480.00.000.000	Protective Services	1,732	2,000	2,310
110.4510.00.000.000	Flood Insurance	22,275	31,000	33,000
110.4510.01.000.000	General Liability Insurance	2,099	2,869	3,164
110.4510.02.000.000	Auto Insurance	760	924	924
110.4510.03.000.000	Property Insurance	10,230	14,639	15,281
110.4510.04.000.000	ERMA Insurance	-	202	-
110.4520.00.000.000	PILOT	30,006	40,000	45,055
110.4540.00.000.000	Admin Benefits	15,477	23,688	23,688
110.4540.01.000.000	Retired Benefits	5,108	6,000	6,000
110.4540.04.000.000	OPEB Expense	5,753	23,011	-
110.4540.10.000.000	Maintenance Benefits	5,668	7,512	-
110.4540.20.000.000	Tenant Service Benefits	1,980	2,575	2,575
110.4570.00.000.000	Collection Losses	1,723	2,500	2,500
110.4600.01.000.000	OES Support Agreement	-	2,500	2,500
TOTAL EXPENSE		634,475	882,476	836,996
NET INCOME (LOSS)		(166,481)	-	912

AMP 1 WOODLAND

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
120.3110.00.010.000	Dwelling Rent 44-01 Yolano	171,993	232,722	235,000
120.3110.00.050.000	Dwelling Rent 44-05 Knights Landing	23,344	32,324	32,324
120.3110.00.060.000	Dwelling Rent 44-06 Yolito	28,606	33,473	40,000
120.3110.00.070.000	Dwelling Rent 44-07 Donnelly	184,080	305,223	260,000
120.3111.00.010.000	Retro Rent-44-01 Yolano	290	100	250
120.3111.00.060.000	Retro Rent-4406-Yolito	-	100	100
120.3111.00.070.000	Retro Rent-4407-Donnelly	1,020	250	250
120.3436.00.000.000	Maintenance Charges to AMPS	40,838	24,500	-
120.3610.00.000.000	Interest Income General Fund	592	1,200	800
120.3690.00.000.000	Other Income	6,149	8,010	12,865
120.3690.00.010.000	Other Income - 44-01 Yolano	2,757	6,000	5,000
120.3690.00.050.000	Other Income - 44-05 Ridgecut	508	2,000	1,000
120.3690.00.060.000	Other Income - 44-06 Yolito	1,203	200	1,400
120.3690.00.070.000	Other Income- 44-07 Donnelly	2,926	4,000	3,900
120.8020.00.000.000	HUD Operating Subsidy	217,728	271,037	264,180
120.9110.00.000.000	Capital Fund Revenue	-	79,004	2,500
120.9110.00.000.000	Capital Fund Revenue (1408 & 1406)	-	-	90,429
	Reserve Funds	-	125,030	
TOTAL REVENUE		682,034	1,125,173	949,998
EXPENSE				
120.4110.10.000.000	Administrative Salaries	45,254	66,655	38,810
120.4125.01.000.000	Admin. P/R Taxes- Social Security/Mec	3,455	5,100	2,963
120.4125.02.000.000	Admin. P/R Taxes- -SUI	634	612	297
120.4125.04.000.000	Admin. Retirement	6,278	9,359	6,031
120.4125.05.000.000	Admin. Workers Comp	1,403	1,825	1,657
120.4130.00.000.000	Legal Fees	6,008	7,500	10,000
120.4140.00.000.000	Training	1,206	1,800	1,800
120.4150.00.000.000	Travel	676	700	700
120.4170.04.000.000	Contract Services Plan Updates	-	5,000	5,000
120.4170.10.000.000	Professional Services	8,525	7,000	-
120.4171.00.000.000	Auditing	10,000	10,000	10,000
120.4180.00.000.000	147 Rent Allocation	21,850	38,844	29,133
120.4190.00.000.000	Postage	1,409	2,500	1,800
120.4190.01.000.000	Office Supplies	1,333	2,000	1,700
120.4190.02.000.000	Printing	240	250	250
120.4190.03.000.000	Telephone	1,320	1,900	3,000
120.4190.04.000.000	Fair Housing Services	833	1,667	1,111
120.4190.05.000.000	Dues and Subscriptions	299	200	200
120.4190.07.000.000	Computer Services	4,452	5,500	6,000

AMP 1 WOODLAND

2013-14 Budget

ACCOUNT	YTD 03/31/12	PY (2012-13)	2013-14	
		BUDGET	Proposed BUDGET	
120.4190.11.000.000	Office Equipment	-	1,000	-
120.4190.12.000.000	Office Machines/Leases	2,934	3,500	3,500
120.4190.13.000.000	Administrative Other	-	100	4,017
120.4190.14.000.000	Criminal Background Checks	2,133	2,500	2,500
120.4190.18.000.000	Taxes, Fees and Assessments	40	50	50
120.4190.20.000.000	Advertising	689	625	650
120.4210.00.010.000	Tenant Service Salaries	14,625	20,097	21,389
120.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Me	1,044	1,557	1,636
120.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	402	521	521
120.4215.04.000.000	Tenant Svc. Retirement	911	1,344	1,528
120.4215.05.000.000	Tenant Svc. Workers Comp	215	297	250
120.4220.00.000.000	Tenant Services Materials	4,784	3,000	6,830
120.4221.00.000.000	Tenant Liaison	1,350	1,800	1,800
120.4310.00.010.000	Water - 44-01 Yolano	27,644	37,000	38,000
120.4310.00.050.000	Water - 44-05 Ridgecut	2,075	2,500	3,750
120.4310.00.060.000	Water - 44-06 Yolito	5,500	6,600	8,300
120.4310.07.000.000	Water-Donnelly	29,976	33,000	41,000
120.4320.00.010.000	Electricity- 44-01 Yolano	8,793	14,300	12,000
120.4320.00.050.000	Electricity- 44-05 Ridgecut	1,277	1,650	1,800
120.4320.00.060.000	Electricity- 44-06-Yolito	1,647	1,050	2,200
120.4320.00.070.000	Electricity- 44-07 Donnelly	7,471	12,240	10,000
120.4320.01.000.000	Electricity-Office	-	50	-
120.4330.01.000.000	Gas at Office	-	125	-
120.4330.01.010.000	Gas- 44-01 Yolano	753	750	1,100
120.4330.06.060.000	Gas-Yolito	96	50	130
120.4330.07.070.000	Gas- 44-07 Donnelly	233	60	350
120.4390.01.010.000	Sewerage - 44-01 Yolano	13,495	18,000	18,100
120.4390.05.050.000	Sewerage - 44-05 Ridgecut	2,075	2,500	2,800
120.4390.07.000.000	Sewer Donnelly Circle	16,194	22,000	22,000
120.4400.01.000.000	AMP Management Fee	78,095	103,712	103,712
120.4400.02.000.000	Bookkeeping Fee	10,095	13,406	13,406
120.4400.04.000.000	Asset Management Fee	13,680	17,875	17,875
120.4401.00.000.000	IT Services	25,375	28,260	24,000
120.4410.00.000.000	Maintenance Salaries	81,563	110,025	-
120.4415.01.000.000	Maintenance P/R Taxes- Social Security/M	6,441	8,417	354
120.4415.02.000.000	Maintenance P/R Taxes--SUI	868	868	-
120.4415.04.000.000	Maintenance Retirement	9,415	13,425	-
120.4415.05.000.000	Maintenance Workers Comp	7,690	10,980	525
120.4420.01.000.000	Electrical Supplies	4,252	5,000	5,500
120.4420.02.000.000	Plumbing Supplies	8,983	8,000	12,500
120.4420.03.000.000	Painting Supplies	479	1,300	600
120.4420.04.000.000	Chemical Supplies	2,805	2,500	3,500

AMP 1 WOODLAND

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
120.4420.05.000.000	Lumber and Hardware	11,404	14,200	15,000
120.4420.06.000.000	Automotive Supplies	-	100	-
120.4420.07.000.000	Gas / Oil	5,066	3,900	6,600
120.4420.08.000.000	Dwelling Equipment/Supplies	833	8,700	2,000
120.4420.09.000.000	Maintenance Equip/Supplies	71	300	150
120.4421.08.000.000	Stoves/Parts	-	100	-
120.4422.08.000.000	Refrigerators/Parts	-	50	-
120.4423.08.000.000	Fire Protection/Testing/Monitor	1,833	1,750	2,000
120.4430.00.000.000	Grounds Maintenance	28	18,100	18,100
120.4430.01.000.000	Electrical Repair/Contract	1,369	2,000	2,000
120.4430.02.000.000	Plumbing Repair/Contract	6,769	5,450	9,000
120.4430.03.000.000	Painting/Decorating/Contract	23,163	25,000	-
120.4430.04.000.000	Garbage Removal	42,451	53,000	55,000
120.4430.05.000.000	Chemical Treatment/Contract	8,313	13,000	11,700
120.4430.06.000.000	Automotive Repairs	3,327	2,400	1,500
120.4430.07.000.000	Minor Equipment Repairs	4	100	-
120.4430.08.000.000	Major Equipment Repairs	-	-	-
120.4430.10.000.000	Uniform and Mat Service	550	1,100	800
120.4430.11.000.000	Building Repairs	1,015	26,875	2,000
120.4431.00.000.000	Landscaping Maintenance Contract	25,076	28,800	29,800
120.4431.05.000.000	Trash/Yolo County Landfill	3,221	3,000	3,500
120.4434.00.000.000	Tree Trimming	11,080	12,000	15,000
120.4436.00.000.000	Maintenance Charges from AMPS	67,535	74,000	125,769
120.4480.00.000.000	Protective Services	1,368	2,000	2,000
120.4510.00.000.000	Flood Insurance	2,738	3,650	4,000
120.4510.01.000.000	General Liability Insurance	2,592	3,246	3,457
120.4510.02.000.000	Auto Insurance	939	1,848	1,314
120.4510.03.000.000	Property Insurance	19,677	19,416	31,483
120.4510.04.000.000	ERMA Insurance	-	202	-
120.4520.00.000.000	PILOT	33,678	45,000	56,732
120.4540.00.000.000	Administrative Benefits	15,502	23,688	19,881
120.4540.01.000.000	Retired Benefits	5,093	5,000	5,000
120.4540.04.000.000	OPEB Expense	3,444	13,777	-
120.4540.10.000.000	Maintenance Benefits	13,699	20,400	-
120.4540.20.000.000	Tenant Service Benefits	1,980	2,575	2,800
120.4570.00.000.000	Collection Losses	2,054	7,500	7,500
120.4600.01.000.000	OES Support Agreement	-	2,500	2,500
TOTAL EXPENSE		827,140	1,125,173	945,211
NET INCOME (LOSS)		(145,106)	-	4,787

AMP 2 WINTERS

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
130.3110.00.020.000	Rent El Rio Villa 1	74,169	106,344	104,454
130.3110.00.040.000	Rent Vista Montecito	57,186	73,012	84,456
130.3110.00.080.000	Rent El Rio Villa 2	76,704	117,800	108,162
130.3110.00.180.000	Rent El Rio Villa 3	158,624	221,881	230,275
130.3110.00.250.000	Rent El Rio Villa 4	60,065	85,517	86,365
130.3111.00.020.000	Retro Rent	78	100	1,100
130.3111.00.180.000	Retro Rent	-	-	-
130.3436.00.000.000	Maintenance Charges to AMPS	8,750	2,500	-
130.3610.00.000.000	Interest Income General Fund	360	1,200	1,200
130.3690.00.000.000	Other Income	4,719	7,500	7,500
130.3690.00.020.000	Other Income - 44-02 Villa #1	951	2,500	1,300
130.3690.00.040.000	Other Income - 44-04 Montecito	301	250	450
130.3690.00.080.000	Other Income- 44-08 Villa #2	2,539	1,500	3,300
130.3690.00.180.000	Other Income- 44-18 Villa #3	1,658	3,500	2,000
130.3690.00.250.000	Other Income- 44-25 Villa #4	1,170	1,200	1,400
130.3700.00.000.000	Computer Posting Corrections	(787)	-	-
130.8020.00.000.000	HUD Operating Subsidy	159,073	176,601	352,767
130.9110.00.000.000	Capital Fund Revenue	-	355,704	2,500
130.9110.00.000.000	Capital Fund Revenue (1408 & 1406)	-	-	48,429
	Reserve funds	-	59,800	
TOTAL REVENUE		605,563	1,216,909	1,035,658
EXPENSE				
130.4110.10.000.000	Administrative Salaries	53,009	99,607	77,921
130.4125.01.000.000	Admin. P/R Taxes- Social Security/Mec	4,249	7,621	5,957
130.4125.02.000.000	Admin. P/R Taxes- -SUI	654	1,054	647
130.4125.04.000.000	Admin. Retirement	7,229	13,756	12,120
130.4125.05.000.000	Admin. Workers Comp	1,481	2,446	2,432
130.4130.00.000.000	Legal Fees	59,627	51,000	10,000
130.4140.00.000.000	Training	316	600	1,800
130.4150.00.000.000	Travel	1,235	2,000	1,700
130.4170.04.000.000	Contract Services Plan Updates	-	7,800	7,800
130.4170.10.000.000	Professional Services	40	6,750	9,546
130.4171.00.000.000	Auditing	10,000	10,000	10,000
130.4180.00.000.000	147 Rent Allocation	2,273	4,042	3,032
130.4190.00.000.000	Postage	454	500	500
130.4190.01.000.000	Office Supplies	1,232	1,700	1,700
130.4190.02.000.000	Printing	221	250	500
130.4190.03.000.000	Telephone	4,828	6,250	7,000
130.4190.04.000.000	Fair Housing Services	833	1,667	1,200

AMP 2 WINTERS

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
130.4190.05.000.000	Dues and Subscriptions	274	500	500
130.4190.07.000.000	Computer Services	3,569	3,900	4,800
130.4190.12.000.000	Office Machines/Leases	5,659	7,850	7,600
130.4190.13.000.000	Administrative Other	1	100	-
130.4190.14.000.000	Criminal Background Checks	1,361	2,000	2,000
130.4190.20.000.000	Advertising	689	625	950
130.4210.00.010.000	Tenant Service Salaries	14,387	20,097	21,389
130.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Me	1,036	1,557	1,636
130.4215.02.000.000	Tenant Svc. P/R Taxes - - SUI	554	521	521
130.4215.04.000.000	Tenant Svc. Retirement	900	1,344	1,528
130.4215.05.000.000	Tenant Svc. Workers Comp	209	297	250
130.4220.00.000.000	Tenant Services Materials	437	2,000	2,280
130.4221.00.000.000	Tenant Liaison	1,350	1,800	1,800
130.4310.00.020.000	Water - 44-02 Villa #1	10,862	18,000	20,000
130.4310.00.040.000	Water - 44-04 Montecito	5,786	9,000	8,500
130.4310.00.180.000	Water - 44-18 Villa #3	10,261	17,500	19,500
130.4320.00.020.000	Electricity- 44-02 Villa #1	22,671	33,000	31,000
130.4320.00.040.000	Electricity- 44-04 Montecito	2,348	4,500	3,500
130.4320.00.080.000	Electricity- 44-08 Villa #2	790	200	1,500
130.4320.00.180.000	Electricity- 44-18 Villa #3	158	250	250
130.4320.00.250.000	Electricity- 44-25 Villa #4	10	30	50
130.4330.02.020.000	Gas- 44-02 Villa #1	325	750	500
130.4330.04.040.000	Gas 44-04 Montecito	120	-	250
130.4330.08.080.000	Gas- 44-08 Villa #2	79	150	150
130.4330.12.180.000	Gas- 44-18 Villa #3	230	300	350
130.4330.25.000.000	Gas-Purtel Winters	5	30	30
130.4390.04.040.000	Sewerage - 44-04 Montecito	4,082	6,000	6,000
130.4390.15.000.000	City of Winters Sewer Svc. and Main. MOU	110,322	150,000	150,000
130.4400.01.000.000	AMP Management Fee	71,829	95,524	95,524
130.4400.02.000.000	Bookkeeping Fee	9,285	12,348	12,348
130.4400.04.000.000	Asset Management Fee	12,600	16,464	16,464
130.4401.00.000.000	IT Services	26,875	21,255	24,000
130.4410.00.000.000	Maintenance Salaries	50,688	71,352	-
130.4415.01.000.000	Maintenance P/R Taxes-Social Security/Me	4,118	5,458	354
130.4415.02.000.000	Maintenance P/R Taxes- - SUI	434	434	-
130.4415.04.000.000	Maintenance Retirement	5,613	8,235	-
130.4415.05.000.000	Maintenance Workers Comp	5,025	7,121	525
130.4420.01.000.000	Electrical Supplies	4,280	9,000	7,000
130.4420.02.000.000	Plumbing Supplies	5,319	12,000	12,000
130.4420.03.000.000	Painting Supplies	583	500	500
130.4420.04.000.000	Chemical Supplies	3,018	3,500	3,500
130.4420.05.000.000	Lumber and Hardware	9,175	10,000	11,000

AMP 2 WINTERS

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
130.4420.06.000.000	Automotive Supplies	45	100	100
130.4420.07.000.000	Gas / Oil	5,322	8,000	8,000
130.4420.08.000.000	Dwelling Equipment/Supplies	4,453	7,900	7,900
130.4420.09.000.000	Maintenance Equip/Supplies	898	500	1,500
130.4421.08.000.000	Stoves/Parts	-	500	-
130.4423.08.000.000	Fire Protection/Testing/Monitor	1,833	1,900	2,500
130.4430.00.000.000	Grounds Maintenance	4,487	9,800	6,500
130.4430.01.000.000	Electrical Repair/Contract	3,662	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	23,673	25,000	-
130.4430.04.000.000	Garbage Removal	18,272	20,000	28,000
130.4430.05.000.000	Chemical Treatment/Contract	7,186	9,500	9,500
130.4430.06.000.000	Automotive Repairs	1,371	1,000	1,900
130.4430.07.000.000	Minor Equipment Repairs	2,129	2,200	3,000
130.4430.08.000.000	Major Equipment Repairs	-	100	-
130.4430.10.000.000	Uniform and Mat Service	956	1,250	1,300
130.4430.11.000.000	Building Repairs	880	6,905	2,000
130.4431.00.000.000	Landscaping Maintenance Contract	37,289	24,000	27,000
130.4431.05.000.000	Trash/Yolo County Landfill	3,258	3,000	4,500
130.4434.00.000.000	Tree Trimming	5,980	9,000	8,000
130.4436.00.000.000	Maintenance Charges from AMPS	91,263	100,000	151,769
130.4480.00.000.000	Protective Services	1,368	2,000	2,000
130.4510.01.000.000	General Liability Insurance	2,349	2,956	3,088
130.4510.02.000.000	Auto Insurance	760	924	1,063
130.4510.03.000.000	Property Insurance	8,640	7,454	17,319
130.4510.04.000.000	ERMA Insurance	-	202	-
130.4520.00.000.000	PILOT	33,003	44,000	61,371
130.4540.00.000.000	Administrative Benefits	14,372	27,624	24,124
130.4540.01.000.000	Retired Benefits	13,528	13,000	15,000
130.4540.04.000.000	OPEB Expense	2,345	9,380	-
130.4540.10.000.000	Maintenance Benefits	1,054	3,600	-
130.4540.20.000.000	Tenant Services Benefits	1,980	2,575	2,575
130.4570.00.000.000	Collection Losses	597	5,000	2,500
130.4600.01.000.000	OES Support Agreement	-	2,500	2,500
TOTAL EXPENSE		848,084	1,136,905	1,031,413
NET INCOME (LOSS)		(242,521)	80,004	4,246

ADMINISTRATION BUILDING

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
147.3200.00.000.000	Rent Income Commercial	22,500	31,000	33,874
147.3400.00.000.000	Space Rental Income	93,857	128,718	125,143
147.3700.00.000.000	Capital Fund Debt Service Revenue	-	217,898	217,898
TOTAL REVENUE		116,357	377,616	376,914
EXPENSE				
147.4190.18.000.000	Taxes, Fees & Assessments	2,667	6,000	6,000
147.4310.00.000.000	Water-West Main	1,515	2,000	2,200
147.4320.00.000.000	Electricity- West Main	15,670	22,500	22,500
147.4330.00.000.000	Gas- West Main	760	2,000	1,200
147.4390.00.000.000	Sewerage- West Main	290	500	500
147.4420.00.000.000	Maintenance Supplies	1,832	1,000	2,500
147.4421.00.000.000	Building Maintenance	5,383	12,000	10,000
147.4430.00.000.000	Mat Service	1,191	1,500	1,600
147.4430.04.000.000	Trash Pick-Up	351	500	500
147.4431.00.000.000	Landscape Maintenance	2,539	3,000	3,500
147.4436.00.000.000	Maintenance Charges from AMPS	17,970	25,000	25,000
147.4480.00.000.000	Protective Services	6,190	10,118	10,000
147.4510.03.000.000	Property Insurance	1,803	2,400	2,884
147.4580.01.000.000	Debt Service-Loan #1 \$2,240,000 Loan	20,979	167,898	217,898
147.4580.03.000.000	Debt Service-Loan #3 \$480,000 Loan	1,315	52,000	-
TOTAL EXPENSE		80,454	308,416	306,282
NET INCOME (LOSS)		35,902	69,200	70,632

HCV PROGRAM ADMINISTRATION

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
200.3025.00.000.000	Admin Fees Earned	750,259	1,135,192	985,415
200.3610.00.000.000	Interest Income-FSS	62	-	-
200.3610.01.000.000	Interest Income-Admin Reserve	1,344	3,000	2,000
200.3690.00.000.000	Fraud Income	5,508	1,600	2,500
200.3690.01.000.000	Port In Admin Fees	2,154	500	1,500
200.3690.02.000.000	Other Income	45	15,000	3,030
	Other Reserves	-	7,997	-
TOTAL REVENUE		759,373	1,163,289	994,445
EXPENSE				
200.4110.00.000.000	Administrative Salaries Vouchers	224,279	328,149	297,559
200.4110.10.000.000	FSS Coordinator	13,560	18,517	19,657
200.4115.01.000.000	FSS P/R Taxes - Social Security/Medicare	1,259	1,417	1,503
200.4115.02.000.000	FSS P/R Taxes - SUI	312	174	174
200.4115.04.000.000	FSS Retirement	1,687	2,688	3,056
200.4115.05.000.000	FSS Workers Comp	129	169	182
200.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicar	17,245	25,104	22,617
200.4125.02.000.000	Admin. P/R Taxes- -SUI	2,755	2,921	2,418
200.4125.04.000.000	Admin. Retirement	31,385	46,378	46,022
200.4125.05.000.000	Admin. Workers Comp	3,706	5,508	5,635
200.4140.00.000.000	Training	763	3,500	3,500
200.4150.00.000.000	Travel	1,791	2,500	2,500
200.4170.04.000.000	Contract Service Plan Updates	-	2,100	2,100
200.4170.10.000.000	Professional Services	19,302	12,000	9,000
200.4171.00.000.000	Auditing	15,000	17,000	15,000
200.4180.00.000.000	147 Rent Allocation	18,922	33,640	33,640
200.4190.00.000.000	Office Supplies	4,573	9,000	9,000
200.4190.01.000.000	Postage	15,732	10,300	23,000
200.4190.02.000.000	Printing	3,689	3,500	5,000
200.4190.03.000.000	Telephone	729	1,200	5,000
200.4190.04.000.000	Other Misc. Costs	59	100	-
200.4190.05.000.000	Membership Dues and Subscriptions	3,514	1,500	5,000
200.4190.06.000.000	Fair Housing Services	2,500	5,000	3,500
200.4190.09.000.000	Admin Fees Port-Outs	7,046	12,000	9,500
200.4190.10.000.000	Computer Software Chgs. Vouchers	6,147	2,000	8,851
200.4190.11.000.000	Inspections	14,286	25,000	-
200.4190.12.000.000	Computer Equipment	2,687	1,000	1,000
200.4190.14.000.000	Criminal Background Checks	7,787	6,700	2,000
200.4190.15.000.000	Computer and Office Equipment Lease/Rei	7,377	12,000	12,500
200.4190.16.000.000	Meeting Supplies/Expense	95	250	250

HCV PROGRAM ADMINISTRATION 2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
200.4190.20.000.000	Advertising	817	750	1,200
200.4230.10.000.000	Contract Services	988	1,000	1,000
200.4400.06.000.000	HCV Management Fee	170,137	227,038	227,038
200.4400.07.000.000	HCV Bookkeeping Fee	106,605	136,800	136,800
200.4401.00.000.000	IT Services	9,250	14,250	15,000
200.4420.07.000.000	Gas / Oil	687	750	2,000
200.4430.01.000.000	Vehical Repair & Maintenance	128	300	300
200.4430.10.000.000	Uniform and Mat Service	-	300	-
200.4436.00.000.000	Maintenance Charges from AMPS	1,460	500	500
200.4510.01.000.000	General Liability Insurance	1,853	3,505	3,505
200.4510.02.000.000	Auto Insurance	531	924	900
200.4510.04.000.000	ERMA Insurance	-	202	-
200.4540.00.000.000	Health Benefits	78,050	111,494	11,494
200.4540.01.000.000	Retired Benefits	8,657	10,000	12,000
200.4540.02.000.000	FSS Coordinator Health Benefits	3,909	5,150	5,500
200.4540.04.000.000	OPEB Expense	7,878	31,511	-
200.4600.01.000.000	OEC Support Agreement	-	2,500	2,500
	Filing System	-	25,000	
TOTAL EXPENSE		819,265	1,163,289	968,902
NET INCOME (LOSS)		(59,892)	-	25,543

HOUSING CHOICE VOUCHERS 2012-2013 Mid-Year Update

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
201.3610.00.000.000	HAP Reserve (NRA) Interest Income	775	3,000	-
201.3690.00.000.000	HAP Fraud Income (50%)	5,502	1,600	1,600
201.8025.00.000.000	HAP Contributions Received from HUD	6,871,374	12,300,000	10,823,450
201.8025.00.000.000	HAP Contributions Received from HUD	-	-	-
	Remaining NRA Reserve Used	-	-	224,292
TOTAL REVENUE		6,877,651	12,304,600	11,049,342
EXPENSE				
201.4715.00.000.000	HAP Payments	8,710,949	11,379,155	11,169,810
201.4715.01.000.000	HAP FSS Escrow Payments	17,531	28,000	28,000
201.4715.02.000.000	HAP Payments Outgoing Ports	100,905	137,495	137,495
201.4715.04.000.000	HAP Utilities	28,994	37,750	37,750
TOTAL EXPENSE		8,858,379	11,582,400	11,373,055
NET CHANGE TO NRA		(1,980,728)	722,200	(323,713)

CENTRAL OFFICE COST CENTER

2013-14 Budget

ACCOUNT	YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE			
310.3400.01.000.000	LIPH Bookkeeping Fees	28,680	38,014
310.3400.02.000.000	LIPH Management Fees	221,868	294,078
310.3400.03.000.000	LIPH Asset Management Fees	38,790	50,686
310.3400.05.000.000	Cttwd Mgmt Fees & Salary Reimbursemen	14,490	19,320
310.3400.06.000.000	HCV Program Management Fees	170,137	227,038
310.3400.07.000.000	HCV Program Bookkeeping Fees	106,605	136,800
310.3400.09.000.000	Capital Fund Transfer Line 1408	-	118,935
310.3400.11.000.000	Davis RD-880 Mgmnt Fund	2,500	10,000
310.3400.70.000.000	ADMH Management Fees	4,050	8,100
310.3400.80.000.000	Pacifico Management Fees	31,500	42,000
310.3435.00.000.000	IT Billed	88,999	87,755
310.3436.00.000.000	Maintenance Charges to AMPS	138,933	227,000
310.3500.01.000.000	Davis Migrant Center Management Fees	30,297	42,623
310.3500.02.000.000	Madison Migrant Center Management Fees	40,959	58,674
310.3500.03.000.000	Dixon Migrant Center Management Fees	32,972	48,400
310.3500.04.000.000	Crosswoods Developer Fee	323	50,000
310.3500.07.000.000	Davis Solar Management Fee	405	1,290
310.3610.00.000.000	Interest Income	70	1,500
310.3690.00.000.000	Other income	38,130	35,000
310.3690.05.000.000	Donation Income	3,264	4,800
310.3690.20.000.000	Discounts Taken	16	50
TOTAL REVENUE	992,988	1,502,063	1,721,360
EXPENSE			
310.4110.10.000.000	Administrative Salaries	520,441	666,614
310.4125.01.000.000	Admin. P/R Taxes- Social Security/Mec	38,811	55,569
310.4125.02.000.000	Admin. P/R Taxes- -SUI	4,144	4,209
310.4125.04.000.000	Admin. Retirement	69,627	100,196
310.4125.05.000.000	Admin. Workers Comp	11,536	16,273
310.4130.00.000.000	Legal Fees	37,500	50,000
310.4140.00.000.000	Training	3,770	4,000
310.4150.00.000.000	Travel	12,408	12,000
310.4170.05.000.000	Contract Service	-	5,000
310.4170.06.000.000	Contract Service - Clerk of the Board	3,750	7,500
310.4170.10.000.000	Professional Services	23,691	10,950
310.4171.00.000.000	Auditing	5,000	8,750
310.4180.00.000.000	147 Rent Allocation	35,110	48,151
310.4190.00.000.000	Postage	1,700	4,000
310.4190.01.000.000	Office Supplies	6,179	5,000
310.4190.02.000.000	Printing	1,162	2,500

CENTRAL OFFICE COST CENTER

2013-14 Budget

			PY (2012-13)	2013-14
ACCOUNT		YTD 03/31/12	BUDGET	Proposed BUDGET
310.4190.03.000.000	Telephone	16,849	18,000	17,925
310.4190.04.000.000	Board Stipends	3,200	3,500	4,500
310.4190.05.000.000	Dues & Subscriptions	4,973	5,000	3,315
310.4190.07.000.000	Computer Support-Tenmast	11,966	10,000	18,000
310.4190.08.000.000	Computer Services	3,005	3,050	4,000
310.4190.11.000.000	Office Equipment	-	1,000	-
310.4190.12.000.000	Computer and Office Machines/Leases	15,642	26,000	22,000
310.4190.13.000.000	Meeting Expense	1,800	2,000	2,500
310.4190.14.000.000	Advertising	1,913	1,750	2,500
310.4190.16.000.000	P/R Processing Fee	3,434	3,750	4,750
310.4190.18.000.000	Taxes, Fees and Assessments	60	250	100
310.4190.23.000.000	Computer Equipment	5,850	-	5,000
310.4310.00.000.000	Water - West Main	-	25	-
310.4410.00.000.000	Maintenance Salaries	80,370	126,170	218,517
310.4415.01.000.000	Maintenance P/R Taxes- Social Security/M	6,354	9,652	16,339
310.4415.02.000.000	Maintenance P/R Taxes- -SUI	2,635	1,302	1,736
310.4415.04.000.000	Maintenance Retirement	11,316	18,251	33,251
310.4415.05.000.000	Maintenance Workers Comp	7,290	12,592	23,735
310.4420.00.000.000	Maintenance Supplies	-	-	150
310.4420.07.000.000	Gas & Oil Vehicles/Repairs Fleet Vehicles	9,069	12,000	12,000
310.4430.06.000.000	Trash Truck- Insurance/Fuel/Repairs	9,972	6,500	13,500
310.4430.10.000.000	Uniform and Mat Service	858	1,775	1,200
310.4510.02.000.000	Auto Insurance	4,691	4,619	6,568
310.4540.00.000.000	Admin Benefits	69,755	95,098	95,000
310.4540.01.000.000	Retired Admin Benefits	14,580	15,000	19,500
310.4510.04.000.000	ERMA Insurance	-	202	-
310.4540.04.000.000	OPEB Expense	21,853	87,412	-
310.4540.10.000.000	Maintenance Benefits	23,759	31,824	24,575
310.4550.00.000.000	Bank Fees	981	-	-
310.4571.00.000.000	Computer Posting Corrections	448	-	500
TOTAL EXPENSE		1,107,450	1,497,434	1,640,075
NET INCOME (LOSS)		(114,463)	4,629	81,285

ADMH/HELEN THOMSON HOUSES

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
320.3690.00.000.000	Other government revenues	-	30,750	30,750
TOTAL REVENUE		-	30,750	30,750
EXPENSE				
320.4190.14.000.000	Background Check-Trinity	490	500	900
320.4190.14.010.000	Background Check Meadowlark	87	350	700
320.1490.15.000.000	Project Management Expense	4,050	8,100	8,100
320.4190.18.010.000	Prop Taxes, Assessmts & Fees - Meadowlark	1,275	1,300	1,300
320.4310.01.000.000	Water/Sewer expense Trinity	473	500	700
320.4310.01.010.000	Water & Sewer Meadowlark	335	500	500
320.4320.00.010.000	Electric Service Meadowlark	1,278	1,500	1,800
320.4320.01.000.000	Electric Expense-Trinity	708	1,000	1,100
320.4330.00.010.000	Gas (Heating) Meadowlark	643	750	900
320.4330.01.000.000	Gas Expense Trinity	397	500	650
320.4390.00.010.000	Sewer - Meadowlark	273	250	400
320.4390.01.000.000	Sewer - Trinity	345	250	500
320.4420.00.000.000	Materials Trinity	485	1,000	700
320.4420.00.010.000	Materials Meadowlark	104	750	150
320.4421.00.000.000	Maintenance Repairs Trinity	-	150	250
320.4421.00.000.000	Maintenance Repairs Meadowlark	150	150	250
320.4430.00.000.000	Grounds Maintenance Trinity	1,099	1,200	1,500
320.4430.00.010.000	Grounds Maintenance Meadowlark	-	250	-
320.4430.04.000.000	Garbage and Trash Removal Trinity	270	400	400
320.4430.04.010.000	Garbage and Trash Removal Meadowlark	170	250	250
320.4430.05.000.000	Chemical Treatment	45	250	100
320.4430.05.010.000	Chemical Treatment Meadowlark	-	250	100
320.4436.00.000.000	Maint Charges From AMPs - Meadowlark	700	1,000	2,000
320.4436.01.000.000	Maint Charges from AMPS - Trinity	300	1,000	2,000
320.4540.03.000.000	Property Insurance Trinity	127	375	250
320.4540.03.010.000	Property Insurance Meadowlark	172	375	250
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	1,500
	Transfer to Reserves-Meadowlark	-	3,000	1,500
TOTAL EXPENSE		13,973	30,900	30,750
NET INCOME (LOSS)		(13,973)	(150)	-

COTTONWOOD MEADOWS

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
400.3110.00.000.000	Dwelling Rent-Market Rate Units	181,645	250,000	246,221
400.3110.01.000.000	Dwelling Rent-RHCP Units	38,199	52,100	54,778
400.3610.00.000.000	Interest Income	72	300	100
400.3610.01.000.000	Interest on Replacement Reserve	267	400	250
400.3690.00.000.000	Other income	922	1,500	1,200
400.3690.02.000.000	Maintenance Charges	450	-	500
400.3690.03.000.000	Other Income Tenant Cottonwood	2,957	750	1,200
400.3690.04.000.000	Other Program Charges-RHCP Units	569	500	500
400.3690.05.000.000	Vending Income	1,563	1,000	1,507
	Approved Reserve Usage	50,921		
TOTAL REVENUE		277,565	306,550	306,256
EXPENSE				
400.4172.00.000.000	Advertising		250	500
400.4190.15.000.000	Management Fee to YCH	14,490	19,320	19,320
400.4190.17.000.000	Background Checks	272	250	500
400.4170.04.000.000	Contract Services	70	100	4,500
400.4190.00.000.000	Office Supplies	152	750	250
400.4190.11.000.000	Office Equipment		250	-
400.4110.00.000.000	Administration Salaries	13,877	19,081	21,739
400.4221.00.000.000	Tenant Liaison	600	600	-
400.4130.00.000.000	Legal Fees	3,036	2,700	3,000
400.4171.00.000.000	Auditing		3,500	6,500
400.4190.03.000.000	Telephone	591	1,500	800
400.4570.00.000.000	Collection Loss		400	500
400.4140.00.000.000	Training	20	-	-
400.4150.00.000.000	Mileage	764	450	500
400.4190.02.000.000	Postage		150	-
400.4190.05.000.000	Membership Dues and Subscriptions	59	60	-
400.4190.07.000.000	Computer Services	1,715	1,600	2,500
400.4320.00.000.000	Electricity - Cottonwood	3,801	7,500	7,000
400.4310.00.000.000	Water Cottonwood	7,699	11,250	11,000
400.4330.00.000.000	Gas Cottonwood	660	1,200	1,000
400.4390.00.000.000	Sewerage - Cottonwood	10,571	15,500	15,000
400.4430.01.000.000	Janitorial Services	100	-	1,200
400.4430.03.000.000	Garbage and Trash Removal	5,406	7,000	7,500
400.4480.00.000.000	Protective Services	468	1,100	650
400.4430.04.000.000	Grounds Contracts	2,112	3,250	3,000
400.4436.00.000.000	Maintenance Charges from AMPS	16,665	20,000	23,000
400.4420.00.000.000	Maintenance Supplies	3,259	7,900	4,500

COTTONWOOD MEADOWS

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
400.4430.00.000.000	Maintenance Contracts	3,180	5,100	4,000
400.4430.11.000.000	Building Repairs	2,523	3,400	3,500
400.4430.02.000.000	Painting and Decorating Contracts	3,204	6,600	4,500
400.4430.05.000.000	Painting and Decorating Contracts	230	-	-
400.4190.18.000.000	Taxes, Assessments & Fees	8,372	16,500	17,000
400.4125.01.000.000	Admin. P/R Taxes- Social Security/Mec	1,075	1,505	1,662
400.4125.02.000.000	Admin. P/R Taxes- -SUI	535	460	473
400.4510.01.000.000	General Liability Insurance	4,079	3,060	3,100
400.4510.03.000.000	Property Insurance	2,512	5,003	5,000
400.4510.05.000.000	Director's Risk Insurance	1,220	1,425	1,500
400.4125.05.000.000	Admin. Workers Comp	235	337	503
400.4125.04.000.000	Admin. Retirement	1,984	2,272	3,338
400.4540.00.000.000	Benefits	1,652	3,978	3,000
400.4540.04.000.000	OPEB Expense	85	342	-
400.4510.00.000.000	Insurance-Flood		2,580	-
OP EXPENSE		117,273	178,223	182,036
400.5615.00.000.000	Debt Service	39,808	83,695	83,695
	Bridge and Elevator Repairs (capitalized)			
TOTAL EXPENSE		157,080	261,918	265,731
NET INCOME (LOSS)		120,485	44,632	40,525

DAVIS SOLAR HOUSING

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
600.3110.00.000.000	Dwelling Rent	22,479	37,620	37,620
600.3610.00.000.000	Interest Income	177	250	250
600.3690.01.000.000	Other Income- tenants	20	-	-
600.3700.00.000.000	Computer Posting Correction	(220)	-	-
TOTAL REVENUE		22,456	37,870	37,870
EXPENSE				
600.4110.00.000.000	Administrative Salaries	1,270	2,403	2,538
600.4125.01.000.000	Admin. P/R Taxes- Social Security/Mec	99	183	194
600.4125.02.000.000	Admin. P/R Taxes- -SUI	9	12	13
600.4125.04.000.000	Admin. Retirement	176	344	396
600.4125.05.000.000	Admin. Wokers Comp	73	158	139
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	80	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	660	900	900
600.4190.12.000.000	Management Fees	968	1,290	1,290
600.4190.20.000.000	Advertisement	-	110	110
600.4310.00.000.000	Water Davis Solar	2,976	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	3,305	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	1,181	750	750
600.4430.00.000.000	Grounds Maintenance	-	750	750
600.4430.01.000.000	Building Repairs	386	750	-
600.4430.02.000.000	Furniture Replacement	479	750	-
600.4430.03.000.000	Painting Services	-	1,000	1,000
600.4430.04.000.000	Garbage and Trash Removal	1,690	2,400	2,400
600.4430.11.000.000	Fencing Maintenance	-	-	-
600.4436.00.000.000	Maintenance Charges from AMPS	3,246	2,500	2,500
600.4510.01.000.000	General Liability Insurance	-	149	149
600.4510.03.000.000	Property Insurance	834	1,110	1,110
600.4540.01.000.000	Benefits	258	504	504
600.4540.04.000.000	OPEB Expense	11	44	-
600.4550.00.000.000	Special Assessment	738	984	984

DAVIS SOLAR HOUSING

2013-14 Budget

ACCOUNT	YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
TOTAL EXPENSE	22,126	31,911	30,547
NET INCOME (LOSS)	331	5,959	7,323

PACIFICO HOUSING

2013-14 Budget

ACCOUNT		YTD 03/31/12	PY (2012-13) BUDGET	2013-14 Proposed BUDGET
REVENUE				
700.3690.00.000.000	Other Income	97,355	111,200	121,850
TOTAL REVENUE		97,355	111,200	121,850
EXPENSE				
700.4130.00.000.000	Legal Fees	508	850	700
700.4150.00.000.000	Travel	892	900	1,200
700.4170.10.000.000	Professional Services	4,310	3,500	5,800
700.4190.01.000.000	Office Supplies	276	1,000	500
700.4190.03.000.000	Telephone	2,111	2,000	2,800
700.4190.07.000.000	Computer Services	871	600	1,200
700.4190.15.000.000	Management Fee to YCH	31,500	42,000	42,000
700.4190.20.000.000	Advertising	276	300	400
700.4320.00.000.000	Electricity	13,268	17,500	18,000
700.4330.00.000.000	Gas	1,948	2,250	2,600
700.4401.00.000.000	IT Services Allocation	9,397	5,900	12,500
700.4420.00.000.000	Materials	2,511	2,500	3,500
700.4420.01.000.000	Electrical Supplies	-	100	-
700.4420.02.000.000	Plumbing Supplies	48	50	100
700.4420.03.000.000	Painting Supplies	62	250	100
700.4420.04.000.000	Chemical Supplies	20	750	100
700.4420.05.000.000	Lumber and Hardware	2,042	2,500	2,500
700.4420.05.701.000	Lumber & Hardware-Pacifco Rehab	-	100	-
700.4420.08.000.000	Dwelling Equipment/Supplies	5,180	5,200	7,000
700.4420.09.000.000	Maintenance Equip/Supplies	-	100	-
700.4423.08.000.000	Fire Sprinkler Contracts/Repairs	2,775	1,975	3,700
700.4430.01.000.000	Electrical Repair/Contract	427	500	600
700.4430.02.000.000	Plumbing Repair/Contract	-	25	-
700.4431.05.701.000	Landfill Health and Safety	36	100	50
700.4436.01.000.000	Pacifco Maintenance Labor	12,813	20,000	-
700.4436.03.000.000	Pacifco Unit Prep Labor	-	250	15,000
700.4550.00.000.000	Bank Fees	1,049	-	1,500
TOTAL EXPENSE		92,319	111,200	121,850
NET INCOME (LOSS)		5,036	-	-