



Yolo County Housing

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BOARD OF COMMISSIONERS

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DATE: June 10, 2010
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Mark Stern, Finance Director
SUBJECT: **APPROVAL OF FY 2010-11 BUDGET**

RECOMMENDATIONS:

That the Board of Commissioners:

- a) Review and, after making any modifications to the proposed budget, adopt the FY 2010-2011 for Yolo County Housing (YCH).
- b) That the board approve the attached HUD-52574 PHA Budget Resolution

BACKGROUND/DISCUSSION:

Budget Overview:

Our budget for Fiscal Year 2010-2011 projects a significant increase in revenue and expense over the 2009-2010 year. This is primarily due to Capital Fund activity that is scheduled and increased HCV Voucher Funding. Below is a summary of the detailed budget.

	2010-2011 Proposed Budget **			2009-2010 Approved Budget		
	Revenue	Expenses	Net Fund Balance	Revenue	Expenses	Net Fund Balance
West Sacramento	1,525,657	1,479,112	46,545	930,357	844,951	85,406
Woodland	1,302,803	1,275,285	27,518	912,943	881,844	31,099
Winters	1,237,596	1,181,804	55,792	1,387,384	1,353,755	33,629
Admin Building	377,616	287,859	89,757			
HCV Operations	1,102,816	1,058,136	44,680	979,460	969,933	9,527
HCV Vouchers	9,478,080	9,478,080	-	8,304,025	8,304,025	-
COCC	1,472,359	1,462,223	10,136	1,610,313	1,443,992	166,321
ADMH	50,000	50,000	-	37,900	37,900	-
Cottonwood	282,660	276,504	6,156	301,590	300,924	666
Davis Solar	38,165	36,792	1,373	38,310	37,317	993
Total	16,867,752	16,585,794	281,958	14,502,282	14,174,641	327,641

Assumptions included in the Proposed Budget

Agency-wide

- The draft budget includes a Police Liaison position shared between LIPH and HCV. This would allow for better integration between YCH and individual police departments. It will also improve the YCH's ability to investigate potential fraud and abuse, as well as conduct internal affairs investigations as necessary.
- CHARMA Dissolution distribution expected to be ~\$416,000. The budget recognizes revenue from this distribution of \$305,000 by program to fund the 2010-2011 OPEB liability. Staff will investigate the possibility of using funds to create a trust fund for OPEB liability or whether or not to participate with CalPERS where it can, at least partially, set aside funds for the future OPEB liability requirements.
- The budget includes purchase of the TenMast Housing Intelligence Portal (HIP) in order to have instant real time reporting of key performance indicators.
- The budget excludes depreciation of approximately \$1,100,000.

LIPH

- The budget includes an Operating Subsidy for the AMPs of \$830,000. This assumption is based on an 85% HUD Proration of the Operating Subsidy Request Submitted. The final amount will not be known until August or September. The Mid Year Adjustment will include the actual subsidy. Actual numbers may be lower.
- Occupancy is generally budgeted at 97%.

HCV

- HCV Admin Revenue is based on 1,244 ACC vouchers per month, approximately our current level, (however, due to HCV funding increases, staff expects the number of active vouchers to increase to over 1,300 potentially adding in excess of \$50,000 to available Admin revenue that is currently unbudgeted)

Migrant

- The Migrant Program is not included in this budget. We have not yet completed contracts for the 2010-2011 year but we have received OMS' first revision of the budget we submitted. After further negotiations, OMS will be submitting the budget to the State for contracts and approval. Contracts will then be presented to the board. The budget for the three Migrant Centers exceeds \$1,600,000

Admin Building

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

COCC

- The COCC Budget includes \$166,200 for Migrant Program management fees based on 2009-2010 contract amounts. Final amount may be less depending on the outcome of contract talks.
- The budget includes an additional Maintenance Worker II working out of COCC to support all of the AMPs. The worker would be transferred from the Winters AMP.

Program Summaries

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

Staff has projected an increase of Operating Subsidy revenue and that more than covers increased costs associated with the Police Liaison Officer preserving a positive fund balance for all three AMPs. Significant Capital fund revenue and expenditures are also included in all three budgets. Actual Operating Subsidy for calendar year 2010 will not be known until after the fiscal year has begun. If revenue projections do not hold, the Police Liaison position would not be funded for these cost centers.

HCV Program (Administrative Fees Only):

The HCV program will have significant space cost savings since the Administration Building has been spun off into its own cost center. Along with the continued insurance savings and savings from a shared Director, HCV can absorb 50% of the cost of the new Police Liaison Officer and still maintain a positive fund balance.

HCV – HAP Payments:

Fiscal year 2009-2010 HAP Funding will end up exceeding budget by \$875,000. Based on the calendar year HAP allocation, staff projects an additional \$300,000 for the 2010-2011 fiscal year; an amount sufficient to fund in excess of 1,300 vouchers. For the first time in over three years, new vouchers are being issued to people on the waiting list. Actual funding for calendar year 2011 will not be appropriated until late in the 2010-2011 fiscal year.

Central Office Cost Center:

Under the new Asset Management model, the Central Office Cost Center (COCC) includes all administrative support staff including the Executive Director, Finance Director, Facilities Administrator, Resources Administrator, two Finance support staff, one Maintenance Worker I and two (2) Maintenance Worker II's. To support COCC operations, three types of fees are charged: Management fees, bookkeeping fees and asset management fees. In addition, certain fees for service income are anticipated for services provided to the various LIPH AMP's. The COCC also receives management fees from OMS for managing the migrant programs and from U.S. Department of Agriculture for managing the Davis Solar Housing. Capital Funds provide salary reimbursement to the COCC for project administration and oversight.

Cottonwood (New Hope CDC):

Revenue is expected to be reduced due to a combination of vacancies and operational efficiencies which resulted in the loss of State Annuity Revenue. The cost reduction from

elimination of the on site manager and loan modification savings are helping keep the program in the black.

Davis Solar Housing:

This is a self-sustaining program which the YCH manages for a fee of approximately \$1,200/year. Residual funds accrue to the fund after the required reserves are set aside.

Capital Funds:

The YCH receives a Capital Funds allocation that varies annually, based on Congressional appropriations. In fiscal year 2010-2011, staff expects to expend ~\$1,600,000 of prior year and current Capital Funds and ARRA Funds for rehab work at the three AMPS, debt service for the Administration Building, Tenant Services, Program Operations and Administration. Projects include completion of the ARRA funded window, refrigerator and water heater replacement, drainage system upgrades in West Sacramento, playground installation in Woodland and sewer system improvements agency wide.

Conclusions:

The proposed budget for FY 2010-11 projects an increase of restricted and unrestricted fund balances of \$281,958 with revenue of \$16,867,752 and expenses of \$16,585,794. Both revenue and expenses are projected to be more than 16% above the 2009-2010 budgeted amounts.

As required by Asset Management Program (AMP) Regulations, program managers were active participants in this budget process. Finance actively worked with the program managers via email, telephone, group and individual meetings in developing the projections. This is the third year of program staff involvement in budget preparation.

2010-2011 BUDGET

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

Status update FY-2009-2010

- Continue to create policies and procedures to support the creation of a manual for housing specialists to ensure program consistency.
 - New policies and procedures were implemented to improve program consistency.
- Continue to improve PHAS score (ensure policies and procedures are consistent with State, Federal and local regulations in addition to ACOP).
- Continue to train staff on the new rule of Asset Management to ensure compliance with all new HUD regulations.
 - LIPH staff attended training on Asset Management on FY 2009-2010 and will continue to train staff in order to obtain and/or maintain certification.
- Complete a revised Admissions and Continued Occupancy Policy (ACOP).
 - The Admissions and Continued Occupancy Policy was revised in FY 2009-2010 and we will continue to work on this goal to complete a fully updated/approved Admissions and Continued Occupancy Policy this coming Fiscal Year.
- Complete a Notice of Lease Non-Renewal for tenants that do not comply with community service requirements. In addition ensure that the federally-required One strike policy is instituted with respect to criminal activity and update forms to include One Strike and Megan's law addendums.
 - LIPH has drafted a Notice of Lease Non-Renewal and will be working closely with Legal Services of Northern California to finalize this notice.
- Train LIPH staff in the process for submitting accounts to the collection agency of Rash Curtis & Associates.
 - Staff was trained on submitting accounts for collection; however Rash Curtis recently changed their system to an online submission system. Staff will be retrained in order to take advantage of this new system.

Goals for Real Estate Services for 2010-2011

- Achieve and maintain 95% or above correct submission report to PIC each month. Submit annual re-certification, interim and all tenant and unit changes to Public and Indian Housing Information Center (PIC).
- Achieve and maintain 95% or above monthly on time rent collection rate for all developments by consistently enforcing the YCH delinquency policy.

- Minimize outstanding balances in Accounts Receivables. Continue to review the Tenant Accounts Receivable (TAR) report on the 15th and the last day of the month and enforce repayment agreements.
- Continue to improve current process on submitting outstanding accounts to Collection Agency. Provide additional training on Collection Agency's new submittal system.
- Review and improve current lease for LIPH. Revise and create draft of lease to improve quality of information.
- Develop and implement a new application for LIPH services. Review and revise current application to meet HUD regulation and state and local laws. This will allow us to better serve our community.
- Update current forms and procedures. Translate and revise letters, information and documents. This would include a complete review of the Agency's forms, updating as appropriate and creating written procedures for new staff.
- Review and improve current ACOP for LIPH. Review draft with legal counsel to assure all state, local and federal laws are adhered to. Improvements in the ACOP will allow staff to administer LIPH efficiently.
- Analyze current processes and implement effective workflows for staff. Adapt procedures to streamline and improve the Public Housing/Real Estate Services Division to increase efficiency and deliver excellent customer service.
- 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.
- Develop and implement Quarterly Orientation for all new tenants. Adapt policy and procedure to have new tenants attend a mandatory orientation where housekeeping, rent collection and all pertinent tenant responsibilities are reviewed in detail.
- Reduce unit turnaround time in order to improve PHAS score. Maintenance staff will receive additional training which will assist in improving efficiency. Housing Specialists will conduct annual housekeeping inspections in order to ensure that maintenance and health and safety concerns are addressed promptly. Tenant Orientation will assist YCH in assuring tenants maintain the unit and at move out are aware of how to properly return a unit.

- Monitor and control expenditures to the public housing budget. Continue to require that all Housing Specialists ensure that all items are charged to the correct general ledger line item and not over spent. Review and discuss budget with Housing Specialists on a quarterly basis.
- Continue with ongoing training for Housing and Maintenance Staff pertaining to Asset Management. Housing and Maintenance staff will attend and successfully complete training regarding Asset Management policies and procedures.
- 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.

Fund 200 – Housing Choice Voucher Program (Housing Assistance Division)

Status Update FY 2009-10 Goals

- Achieve and maintain 98% lease up in the budget year (combined between tenant-based HCV and project-based vouchers).
 - During FY 09-10 the HCV lease up rate increased to fully utilize the HAP funds and reserves by issuing tenant-based and project-based vouchers.
- Work with the FSS department 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 2009-2010. 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 Resident Initiative Coordinator to market the FSS/Homeownership Program and the RIC meets with participants after annual interviews etc.
 - Increasing the Homeownership Program remains our goal; No new contracts were signed to date. With the addition of the Director of Operations this goal will be at the forefront of our plans with respect to outreach and potential grant opportunities
- Implement the Project-Based Voucher Program (PBV). The agency will finalize the process of the three (3) pending applications from owners requesting PBV from YCH and implement the program in FY 2008-2009. Do an RFP; continue to expand to two other complexes
 - In FY 2009-2010 the agency signed Project Based Voucher Housing Assistance Payment Contracts with three complexes to subsidize a total of 43 units for a period of 10 years. Completed in 08/09 –Fair Plaza PBV contract was signed on 10/1/08 - 27 units. Eleanor Roosevelt PBV contract was signed on 4/1/2009 -12 units@ Homestead - PBV contract was signed on 2/1/2009 -4 units.

- Maintain between 98 – 100% submission rate on the HUD PIC System. The Agency must maintain at least 95% accuracy reporting rate and it expects to continue maintaining a 98% - 100% rate in FY 2008-2009
 - During FY 2009-2010 the HCV program consistently maintained a score between 98 – 100% submission rate on the HUD PIC System, exceeding the 95% minimum requirement.
- Achieve high-performer status on SEMAP scores for FY 2009-2010 which ends June 30, 2010. In 2007 HUD determined that the Agency did not meet the minimum SEMAP standards and initially classified the program as “troubled”. This meant that some management indicators must be improved.
 - In FY 2008-2009 and continuing to 2010, staff implemented improvements to the program and will continue with the implementation to bring the program to increased compliance.
- 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.
 - In FY 2009-2010 the Agency continued to provide free advertisement of available units for rent and information for landlords in its website to attract new landlords, and to provide a better service to landlords currently participating in the HCV Program. As part of the landlord outreach effort, the Agency hosted the Fair Housing Landlord Workshop, in partnership with Legal Services of Northern California and the City of Woodland to educate landlords in Fair Housing Laws. Over 100 local landlords participated in April 2010 and outreach for the Voucher program was done at this time as well.
- Review and Update of Administrative Plan and Briefing Information.
 - The Administrative Plan was updated in 2009-2010 and will be updated again in FY 2010-2011. Changes of policies and procedures allow staff to administer the HCV program efficiently. The briefing packet was updated to allow HCV participants to better understand the Agency’s policies and procedures. This will also ensure that YCH’s policies and procedures are up today and in line with HUD requirements. New maps were also created in 2009-2010 to assist voucher-holders in making informed housing choices.
- Update current forms and written procedures. Translate revised letters and information documents and place them on-line. This includes a comprehensive review of the Agency’s forms, updating as appropriate and creating written procedures for new staff.
 - We will continue to work on this goal in FY 2010-2011.
- 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.

- New procedures were implemented in FY 2009-2010 to improve the work flow and efficiency in reporting annual inspections, processing contracts and conducting annual re-certifications.

Housing Assistance Goals for FY 2010 - 2011

- Maintain 98% lease up in the budget year (combined between tenant-based HCV and project-based vouchers).
- Promote 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 2010-2011. Staff also anticipates extending this program to the unincorporated areas of Yolo County by providing information to County staff, contractors and lenders.
- Continue to maintain between 98 – 100% submission rate on the HUD PIC System. The Agency must maintain at least 95% accuracy reporting rate and it expects to continue maintaining a 98% - 100% rate in FY 2010-2011.
- Achieve high-performer status on SEMAP scores. In FY 2009-2010, staff implemented improvements to the agencies policies and procedures and will continue with the implementation to bring the program to high performer status.
- Implementation of new owner education/workshops. Staff will continue to use the Annual Fair Housing Workshop as a way to attract potential new owners to participate in the Agency's Housing Choice Voucher Program. Staff will also look at ways to conduct additional outreach for new and/or returning landlords.
- Update current forms and written procedures. Translate revised letters and information documents and place additional resources on-line. This includes a comprehensive review of the Agency's forms, updating as appropriate and creating written procedures for new staff.
- Implementation of Family Self Sufficiency Program (FSS). The Agency has adopted a new FSS Action Plan and has begun enrolling HCV participants. For 2010-2011, the goal is to fully enroll all twenty-six openings in the FSS program to comply with the HUD requirement to reduce the dependency of families on welfare or other public assistance. This plan provides for the establishment of an FSS account and other activities and supportive services provided to families from public and private resources.

Fund 310 – COCC

Administration

Accomplishments – 2009-2010

- Engage in planning for Emergency Preparedness, Disaster, Continued Operations and Emergency Evacuation Plans
 - The Risk Manager arranged training for staff and participated in planning with other agencies within the county and state. YCH continued to be an active participant in the Operational Area Steering Committee for Emergency Services in the County.
- Complete Energy Plan for YCH operations and begin mitigation planning
 - YCH adopted its comprehensive Energy Plan.
- Successfully complete the CFFP to provide Capital Fund financing for debt service on the Administration building
 - CFFP approval was granted and YCH was able to make payment in 2009-2010 from Capital Fund. YCH will also be able to prepay a portion of the loan using 2006, 2007 and possibly 2008 Capital Funds in order to reduce the amount of total interest it will pay on the loan and retire the debt early.
- Define criteria for participation in the Resident Advisory Board and bring forward to the Board for adoption and appointment of Resident Advisory Board members; Staff will continue to work on this in FY 2009-2010.
 - Staff is working through this in conjunction with its governance restructure. At a minimum, it will continue to have members of existing resident councils to provide input in accordance with federal regulations.
- Work with departments to successfully complete the Memorandum of Agreement (MOA) and Corrective Action Plan (CAP) which will allow the YCH to be removed from “troubled” status by HUD
 - HCV Corrective Action Plan (CAP) has been completed and the program has been removed from troubled status. HUD is reviewing YCH submission for 2008 on-site review to determine if final SEMAP items can be closed out. Re: MOA, YCH is no longer operationally troubled. The last items for the MOA have been completed. HUD is in the process of determining if it can close out the regular review of Capital Fund expenditures. Finance staff are working through remaining carry-over findings to close out all issues on the audit side.
- Complete development of an Agency-wide Annual Calendar to ensure that all outside reporting requirements are completed timely.
 - Calendars have been received from all departments. Each department calendar is being collated into one master calendar.

Goals 2010-2011

- Begin strategic planning initiatives for regional housing plan, which includes engaging with stakeholders and leaders in the County and in each incorporated City;
 - Planned for implementation after change over in governance structure expected in 2010.
- Begin implementation of energy plan – proposed hybrid vehicle purchases and investigating power management software costs in 2010-2011.
- Look at ways to improve resident and landlord education regarding energy usage.
- Complete Master Calendar process.
- Working with other PHA partners, investigate possibility of national pooled purchase program for goods and services. Includes potential to create national specifications for energy usage in heating/air conditioning, water, other.
- Begin looking at planning for master planned housing sites in land owned or acquired by the YCH.
- Begin work on acquisition/rehabilitation plan for CalAHA-owned property.
- Continue to roll out customer care and conduct follow up for improved service.
- Work on improving outreach to unlikely to apply populations for housing services.
- Execute change in governance and update Resident Advisory Board participation parameters.

Data Management

Accomplishments 2009-2010

- Upgrade server operating systems from Windows 2000 Server to Server 2003 or 2007
 - Partially completed
- Upgrade Exchange server software to a newer version thus allowing greater database capacity
 - Completed
- Complete the memory upgrades of existing YCH computers to extend total replacement for two years.

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- Completed
- Standardize passwords across the Tenmast database and Windows passwords then programming scheduled network wide password changes on regular intervals
 - Completed
- Seek replacement of the YCH computer lab computers and printers as budget allows
 - Completed
- Seek funding for offsite spam and antivirus filtering to promote increased bandwidth and security.
 - A new off site spam and antivirus filtering service is now in place. This gives the additional benefit of allowing staff to access agency email from any internet connected computer. An offsite remote data backup service has also been implemented for data security. These also fulfill continuity of operations requirements in the case of emergency and/or disaster.

More

- Purchased a new Tenmast Server after a major server failure
- Purchased and installed 5 new desktops and monitors for managers
- Installed a redundant remote backup system for critical data

Goals for 2010-2011

- Complete the transition from a YCHA domain name to the new YCH.Ca.Gov domain which will permit intranet capabilities.(YCH acquired the YCH.Ca.Gov naming rights in 2009-2010 and is now in implementation phase)
- Upgrade the MS Office software agency-wide to MS Office 2007
- Install the Housing Intelligence Portal program by Tenmast to allow desktop automatic reports of performance statistics
- Look at feasibility of installing Surveillance cameras to the Administration building and in potential areas of crime in Managed Housing complexes
- Plan and execute an alternate server site in the Winters site to allow continued work during times of emergency and as part of business continuity planning
- Install an emergency notification system using a System as a Service (SaaS) program and enroll customers and residents of YCH.
- Pursue funding for the installation of a fee-for-service wireless internet service in multiple managed housing AMPS.

- Replace computer lab monitors (CRT) at all sites with new more efficient LCD Monitors
- Seek increased backup power capability for the Administration Building Server room.
- Deploy a blackberry server thus eliminating the need to have multiple computers running the desktop redirector.
- Create kiosk system for automated internet-based information for residents and customers of YCH. Use the Main Administration Building as the test site.
- Begin to investigate costs and feasibility of power management systems for offices.

Finance

Accomplishments for 2009-2010

- Assisted Real Estate Services and Voucher staff with collection of FHEO Audit information by creating custom reports in TenMast.
- Established Section 125 plan allowing employees to pay health insurance premiums pre tax. The plan also allows employees to enroll in other insurance products with pre-tax money.
- Generated a Monthly Finance Calendar for programs to use in planning their month end reporting.

Goals for 2010-2011

- Set up Agency Fixed Assets in the TenMast module eliminating the need for the manual spreadsheets now used.
- Prepare RFP for Audit Services. The initial three year term of the existing Audit Contract has been completed. During the term, YCH has improved processes, policies and procedures and staff believes that a new competitive RFP will result in significant audit cost savings.
- Close Audit Findings that have carried over from 2007 through 2009.
- Move to a bi-weekly payroll system in December 2010 in order to standardize the system and eliminate additional manual work.

Resource Administration

Accomplishments 2009-2010

- Re-evaluate YCH drug screening policy and institute process.
 - YCH has fully implemented the pre-employment, post-offer physical and drug screening process for all new hires.
- Expand background check processes by instituting live-scan fingerprinting process to include DOJ/FBI clearances.
 - Legal research related to the contractual language of live-scan fingerprinting through the current vendor did not meet the needs of YCH for new hires.
- Write draft COOP (in coordination with the management team).
 - The YCH Business Continuity Plan has been drafted by staff including the identification of critical functions for each department and response procedures at 48 hours to 90 days. The BCP (Business Continuity Plan) Activation Team has been identified. Staff has implemented several safe measures to assure the preservation of continued service in the event of a disaster. The final Business Continuity Plan will be presented for adoption in FY 10-11.
- Write and implement updated Injury Illness and Prevention Program, Hazcom Plan, Emergency Action Plan and Fire Prevention Plan.
 - The draft Injury Illness and Prevention Program and Hazcom Plans have been written. Emergency Action Plans and Fire Prevention Plans are being updated with the written Business Continuity Plan.
- Effectively implement annual staff recognition process for years of service.
 - As part of the 2010 celebration of the 60th Anniversary of Yolo County Housing, a staff recognition process was adopted by the Board of Commissioners and will be rolled out in Fall 2010.
- Develop and implement customer satisfaction surveys; gather and interpret results; identify strengths and areas of needed improvement in YCH services.
 - Customer Satisfaction Surveys were developed for Landlords, Real Estate Services Tenants, and Housing Assistance Tenants. Staff has distributed and collected data from landlords and will be collecting information from tenants over the first two quarters. A summation report will be presented to the Board of Commissioners in 2010-2011.
- Implement Housing Authority Insurance Group (HAIG) Risk Control Work Plan resulting in a minimum of a 5% insurance premium rebate.
 - Due to recently acquiring full coverage through HAIG, YCH is not eligible to apply for the HAIG Risk Control Work Plan insurance premium rebate until November 2010. At that time, YCH anticipates a minimum of a 5% insurance premium rebate.

- Receive 80% or higher on the next California Housing Worker's Compensation Association (CHWCA) evaluation of the YCH safety program to be conducted in fall 2009.
 - YCH received a rating of 87% on their CHWCA evaluation conducted in fall 2009. This is a 24% increase from the spring 2008 evaluation.

Additional Goals Achieved

- The YCH Board of Commissioners adopted the following Plans and/or Policies and Procedures:
 - 504 Plan/Reasonable Accommodation Policies and Procedures
 - Information Technology Policy
 - Revised Section 3 Plan
 - Revised Language Assistance Plan for Limited English Proficient Persons
 - Revised Vehicle Driver Guidelines
- Completion and distribution of the YCH First Annual Plan and Calendar
- Re-established volunteer tenant liaisons at three real estate services locations.
- Held sixteen quarterly resident meetings in Winters, Woodland, and West Sacramento.
- Expanded Summer Soccer League to Woodland, Madison and Winters.
- Continued to support the El Rio Villa (Winters) 4-H project.

Goals 2010-2011

- Analyze Customer Care Program feedback and provide staff with information for program improvements. Establish regular feedback program in next program year. Utilize the program to capture email and texting capacity of residents and landlords for program communication and disaster preparedness.
- In partnership with local agencies, explore and identify enhanced educational and recreational opportunities for YCH resident youth.
- Meet FSS enrollment goals of 26.
- Identified staff will attend and complete the CalEMA Management 333: Emergency Planning for Special Needs Communities in order to develop Emergency Action Plans for the evacuation of YCH special needs populations.
- Participate in the Golden Guardian Exercise with Yolo County Office of Emergency Services (OES) and Cal-EMA.

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- Expand fire safety and community presentations to residents during quarterly resident meetings.
- Explore options for civilian patrol and/or neighborhood watch for safety and security improvements within YCH complexes.
- Design, print and distribute 2011 Annual Report and Calendar.
- Identify dental benefit options for YCH employees that may increase coverage without increased costs.
- Investigate improved wellness and low-impact exercise options for staff and residents onsite (i.e, yoga, hiking trails, etc.)
- Work in partnership with local agencies (community colleges, occupational training programs, WIB, and DESS) for identifying the outreach and delivery of cost-effective educational and/or job training options for YCH tenants.

Fund 400 – Cottonwood Meadows (NHCDC)

Status Update for FY 2009-10 Goals

- 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.
 - For the 2009-2010 year, Cottonwood exceeded the projected 95% on time collections.
- Ensure that all 3 or 14-day notices are served each month on the 6th working day of the month to all tenants that do not pay the complete amount of rent due.
 - The procedure that has been established by Cottonwood Meadows staff is working.
- 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 was successful on creating a positive budget by monitoring and controlling expenditures.
- Improve communication between YCH and residents by holding necessary meetings and/or providing written information to address concerns, give reminders and updates on events in the community.
 - Management has been sending flyers regarding safety issues and events that are beneficial to our residents.

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- Continue to create policies and procedures to support the creation of a manual for Housing Specialists/ Property Manager to ensure program consistency.
 - New policies and procedures were implemented to improve program consistency
- Ensure files are up to date with respect to deposits and signatures to ensure compliance with PHAS.

Goals for Cottonwood Meadows 2010-2011

- New Hope has recently been awarded a CDBG grant in the amount of \$43,000.00 from the City of Woodland that has been earmarked to etch existing walks and apply epoxy non-skid coating at Cottonwood Sr. Manor and upgrade call for aid stations & master panel at Cottonwood St. Manor. This will provide a much needed improvement to our senior community.
- 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.
- Minimize outstanding balances in Accounts Receivables. Continue to review the Tenant Accounts Receivable (TAR) report on the 15th and the last day of the month and enforce repayment agreements.
- Monitor and control expenditures for Cottonwood Meadows. Continue to 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.
- Develop and implement a new application for Cottonwood Meadows. Review and revise current application to meet HUD regulations and state and local laws. This will allow us to better serve our community.
- Replace 15 % of current appliances with new energy star efficient appliances annually.

Fund 600 - Davis Solar Housing

Status Update for FY 2009-10 Goals

- USDA Davis Solar Housing was awarded a HOME grant from the City of Davis in the amount of \$152,765. YCH did the following renovation and/or construction to all (7) seven USDA Davis Solar units in the City of Davis.
 - Install double pane windows

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- Repaint exterior stucco soffit and fascia
- Pitch roofs and repair wood damage to carport roofs
- Install AC/DC Smoke alarms
- Replace cracked and heaved walks

Goals for Davis Solar Housing for 2010-2011

- 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 date.
- 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.
- Develop and implement a new application for Davis Solar Housing services. Review and revise current application to adhere to current USDA regulations and all state, local and federal laws.
- Review and streamline current procedures for applicant waiting lists 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.

PHA Board Resolution
Approving Operating Budget

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

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

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

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

PHA Name: Housing Authority of the County of Yolo PHA Code: CA-044

PHA Fiscal Year Beginning: 07/01/2010 Board Resolution Number:

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

DATE

- Operating Budget approved by Board resolution on:
- 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: Matt Rexroad	Signature:	Date:
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**Yolo County Housing
West Sacramento AMP
2009-2010 Budget Adjustment**

Acct Number	Account Name	Proposed Budget 10-11
110.3020.10.000.000	Capital Fund 1406 Transfer in	53,775
110.3020.20.000.000	Capital Fund 1408 Transfer in	53,392
	Capital Fund	593,000
	CHARMA - OPEB	22,250
110.3110.00.150.000	Dwelling Rent - Riverbend 1	125,000
110.3110.00.170.000	Dwelling Rent - Riverbend 2	62,000
110.3110.00.280.000	Dwelling Rent 44-28 Las Casitas	275,000
110.3436.00.000.000	Maintenance Charges to AMPS	5,400
110.3610.00.000.000	Interest Income General Fund	750
110.3690.00.000.000	Other Income	1,200
110.3690.00.150.000	Other Income- 44-15 RSM #1	3,345
110.3690.00.170.000	Other Income- 44-17 RSM #2	345
110.3690.00.280.000	Other Income- 44-28 Las Casitas	5,200
110.8020.00.000.000	HUD Operating Subsidy	325,000
	Total Revenue	1,525,657
110.4110.10.000.000	Administrative Salaries	70,120
110.4125.01.000.000	Admin. P/R Taxes- Social	5,199
110.4125.02.000.000	Admin. P/R Taxes--SUI	636
110.4125.04.000.000	Admin. Retirement	8,498
110.4125.05.000.000	Admin. Workers Comp	1,313
110.4540.00.000.000	Admin Health	22,358
110.4130.00.000.000	Legal Fees	2,000
110.4140.00.000.000	Training	1,200
110.4150.00.000.000	Travel	500
110.4170.04.000.000	Contract Services Plan Updates	2,850
	Professional Services	2,000
110.4171.00.000.000	Audit Fees	6,763
110.4190.00.000.000	Postage	1,500
110.4190.01.000.000	Office Supplies	1,500
110.4190.03.000.000	Telephone	8,600
110.4190.04.000.000	Fair Housing Services	1,666
110.4190.05.000.000	Dues and Subscriptions	400

110.4190.07.000.000	Computer Services	3,778
110.4190.12.000.000	Office Machines/Leases	2,200
110.4190.14.000.000	Criminal Background Checks	1,000
110.4190.20.000.000	Advertising	2,000
110.4210.00.010.000	Tenant Service Salaries	21,353
110.4215.01.000.000	Tenant Svc. P/R Taxes - Social	1,609
110.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	521
110.4215.04.000.000	Tenant Svc. Retirement	1,229
110.4215.05.000.000	Tenant Svc. Workers Comp	240
110.4540.20.000.000	TS Health	3,132
110.4220.00.000.000	Tenant Services Materials	2,800
110.4221.00.000.000	Tenant Liason	3,600
110.4310.00.150.000	Water 44-15 RSM #1	12,500
110.4310.00.280.000	Water - 44-28 Las Casitas	21,000
110.4320.00.150.000	Electricity- 44-15 RSM #1	21,000
110.4320.00.170.000	Electricity- 44-17 RSM #2	3,600
110.4320.00.280.000	Electricity- 44-28 Las Casitas	21,000
110.4330.00.280.000	Gas 44-28 Las Casitas	4,500
110.4330.10.150.000	Gas- 44-15 RSM #1	6,500
110.4330.11.170.000	Gas- 44-17 RSM #2	450
110.4330.14.280.000	Gas - vacant units	200
110.4390.10.150.000	Sewerage-44-15 RSM #1	8,800
110.4390.11.170.000	Sewerage- 44-17 RSM #2	5,200
110.4390.14.280.000	Sewerage-44-28 Las Casitas	18,000
110.4410.00.000.000	Maintenance Salaries	58,963
110.4415.01.000.000	Maintenance P/R Taxes- Social	4,385
110.4415.02.000.000	Maintenance P/R Taxes--SUI	434
110.4415.04.000.000	Maintenance Retirement	6,492
110.4415.05.000.000	Maintenance Workers Comp	5,507
110.4540.10.000.000	Maint Helath	3,600
110.4420.01.000.000	Electrical Supplies	5,000
110.4420.02.000.000	Plumbing Supplies	5,000
110.4420.03.000.000	Painting Supplies	2,000
110.4420.04.000.000	Chemical Supplies	1,600
110.4420.05.000.000	Lumber and Hardware	6,000
110.4420.06.000.000	Automotive Supplies	300
110.4420.07.000.000	Gas / Oil	4,500
110.4420.08.000.000	Dwelling Equipment/Supplies	10,000
110.4420.09.000.000	Maintenance Equip/Supplies	7,500
110.4421.08.000.000	Stoves/Parts	2,500
110.4422.08.000.000	Refrigerators/Parts	1,000
110.4423.08.000.000	Fire Protection/Testing/Monitor	8,000

110.4430.01.000.000	Electrical Repair/Contract	4,000
110.4430.02.000.000	Plumbing Repair/Contract	3,000
110.4430.03.000.000	Painting/Decorating/Contract	14,000
110.4430.04.000.000	Garbage Removal	36,000
110.4430.05.000.000	Chemical Treatment/Contract	10,000
110.4430.06.000.000	Automotive Repairs	3,000
110.4430.07.000.000	Minor Equipment Repairs	2,000
110.4430.08.000.000	Major Equip Repair / Maint	4,000
110.4430.10.000.000	Uniform Service	700
110.4430.11.000.000	Building Repairs	593,000
110.4431.00.000.000	Grounds Maintenance	24,000
110.4431.05.000.000	Trash/Yolo County Landfill	1,750
110.4432.00.000.000	Las Casitas Groundskeeping	11,700
110.4434.00.000.000	Tree Trimming	2,500
110.4436.00.000.000	Maintenance Charges from AMPS	75,893
110.4480.00.000.000	Protective Services	2,250
110.4510.00.000.000	Flood Insurance	25,500
110.4510.01.000.000	General Liability Insurance	3,142
110.4510.02.000.000	Auto Insurance	1,230
110.4510.03.000.000	Property Insurance	13,999
110.4510.04.000.000	ERMA Insurance	291
110.4520.00.000.000	PILOT	40,000
110.4530.00.000.000	Flood Control Assessment	5,550
	TenMast HIB	3,225
110.4540.01.000.000	Retired Benefits	5,100
	OPEB	22,250
	Liaison Vehicle	5,000
110.4570.00.000.000	Collection Losses	3,000
110.4600.00.000.000	OES JPA	833
	Computer Hard and Soft costs	1,455
110.6010.00.000.000	147 W Main Space	2,640
	Screen Doors	6,000
	Tenant Liaison	1,800
110.9111.01.000.000	Transfers Out-Management Fees	85,018
110.9111.02.000.000	Transfers Out- Bookkeeping Fees	12,510
110.9111.04.000.000	Transfer Out - Asset Management Fee	16,680
	Total Expenses	1,479,112
	Budget Total	46,545

**Yolo County Housing
Woodland AMP
2010-2011 Budget Proposal**

Acct Number	Account Name	Proposed Budget 10 11
120.3020.10.000.000	Capital Fund 1406 Transfer in	31,381
120.3020.20.000.000	Capital Fund 1408 Transfer in	49,294
	Capital Funds - Playground	100,000
	Other Capital Fund - balance of ARRA	150,000
	CDBG Playground	89,000
120.3110.00.010.000	Dwelling Rent - 44-01 Yolano	208,000
120.3110.00.050.000	Dwelling Rent - 44-05 Knights Landing	33,000
120.3110.00.060.000	Dwelling Rent - 44-06 Yolito	33,000
120.3110.00.070.000	Dwelling Rent - 44-07 Donnelly	265,000
	CHARMA - OPEB	22,250
120.3111.00.060.000	Retro Rent	500
120.8020.00.000.000	HUD Operating Subsidy	285,000
120.3436.00.000.000	Maintenance Charges to AMPS	7,200
120.3610.00.000.000	Interest Income General Fund	700
120.3690.00.000.000	Other Income	13,349
120.3690.00.010.000	Other Income - 44-01 Yolano	6,368
120.3690.00.050.000	Other Income - 44-05 Ridgecut	2,200
120.3690.00.060.000	Other Income - 44-06 Yolito	361
120.3690.00.070.000	Other Income- 44-07 Donnelly	6,200
	Total Income	1,302,803
120.4110.10.000.000	Administrative Salaries	71,603
120.4125.01.000.000	Admin. P/R Taxes- FICA	5,309
120.4125.02.000.000	Admin. P/R Taxes- -SUI	636
120.4125.04.000.000	Admin. Retirement	8,687
120.4125.05.000.000	Admin. Workers Comp	1,333
120.4540.00.000.000	Admin Health	22,358
120.4130.00.000.000	Legal Fees	8,000
120.4140.00.000.000	Training	1,000
120.4150.00.000.000	Travel	1,800
120.4170.04.000.000	Contract Services Plan Updates	2,850
120.4170.10.000.000	Professional Services	2,000
120.4171.00.000.000	Audit Fees	6,763
120.4190.00.000.000	Postage	1,500
120.4190.01.000.000	Office Supplies	1,400
120.4190.03.000.000	Telephone	1,500
120.4190.04.000.000	Fair Housing Services	1,667
120.4190.05.000.000	Dues and Subscriptions	400

120.4190.07.000.000	Computer Services	4,205
120.4190.11.000.000	Office Equipment	500
120.4190.12.000.000	Office Machines/Leases	6,500
120.4190.14.000.000	Criminal Background Checks	1,300
120.4190.20.000.000	Advertising	1,000
120.4196.00.000.000	OES JPA	833
120.4210.00.010.000	Tenant Service Salaries	21,353
120.4215.01.000.000	Tenant Svc. P/R Taxes- Social	1,609
120.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	521
120.4215.04.000.000	Tenant Svc. Retirement	1,229
120.4215.05.000.000	Tenant Svc. Workers Comp	240
120.4540.20.000.000	TS Health	3,132
120.4220.00.000.000	Tenant Services Materials	4,000
120.4221.00.000.000	Tenant Liason	1,800
120.4310.00.000.000	Water - W Main	-
120.4310.00.010.000	Water - 44-01 Yolano	40,000
120.4310.00.050.000	Water - 44-05 Ridgecut	2,500
120.4310.00.060.000	Water - 44-06 Yolito	6,240
120.4310.07.000.000	Water - Donnelly	16,000
120.4320.00.010.000	Electricity- 44-01 Yolano	11,500
120.4320.00.050.000	Electricity- 44-05 Ridgecut	2,200
120.4320.00.060.000	Electricity- 44-06-Yolito	1,040
120.4320.00.070.000	Electricity- 44-07 Donnelly	12,600
120.4320.01.000.000	Electricity-Office	1,100
120.4330.01.000.000	Gas at Office	500
120.4330.01.010.000	Gas- 44-01 Yolano	250
120.4330.07.070.000	Gas- 44-07 Donnelly	1,400
120.4390.01.010.000	Sewerage - 44-01 Yolano	16,300
120.4390.05.050.000	Sewerage - 44-05 Ridgecut	2,600
120.4390.07.000	Sewerage - 44-07 Donnelly	15,200
120.4410.00.000.000	Maintenance Salaries	57,911
120.4415.01.000.000	Maintenance P/R Taxes- Social	4,307
120.4415.02.000.000	Maintenance P/R Taxes--SUI	434
120.4415.04.000.000	Maintenance Retirement	6,347
120.4415.05.000.000	Maintenance Workers Comp	5,409
120.4540.10.000.000	Maint Health	7,080
120.4420.01.000.000	Electrical Supplies	2,000
120.4420.02.000.000	Plumbing Supplies	7,000
120.4420.03.000.000	Painting Supplies	800
120.4420.04.000.000	Chemical Supplies	1,700
120.4420.05.000.000	Lumber and Hardware	12,000
120.4420.07.000.000	Gas / Oil	3,250
120.4420.08.000.000	Dwelling Equipment/Supplies	4,500
120.4420.09.000.000	Maintenance Equip/Supplies	300
120.4421.08.000.000	Stoves/Parts	5,000

120.4422.08.000.000	Refrigerators/Parts	100
120.4423.08.000.000	Fire Protection/Testing/Monitor	1,500
120.4430.00.000.000	Grounds Maintenance	6,000
120.4430.01.000.000	Electrical Repair/Contract	4,000
120.4430.02.000.000	Plumbing Repair/Contract	6,000
120.4430.03.000.000	Painting/Decorating/Contract	16,000
120.4430.04.000.000	Garbage Removal	47,000
120.4430.05.000.000	Chemical Treatment/Contract	10,500
120.4430.06.000.000	Automotive Repairs	2,500
120.4430.07.000.000	Minor Equipment Repairs	500
120.4430.10.000.000	Uniform Service	400
120.4430.11.000.000	Building Repairs	1,000
120.4431.00.000.000	landscaping Maintenance Contract	32,000
120.4431.05.000.000	Trash/Yolo County Landfill	4,000
120.4434.00.000.000	Tree Trimming	3,000
120.4436.00.000.000	Maintenance Charges from AMPS	75,493
120.4480.00.000.000	Protective Services	1,000
120.4510.01.000.000	General Liability Insurance	3,543
120.4510.02.000.000	Auto Insurance	1,230
120.4510.03.000.000	Property Insurance	15,755
120.4510.04.000.000	ERMA Insurance	291
	Flood Insurance	3,550
120.4520.00.000.000	PILOT	51,000
	TenMast HIP	3,550
	OPEB	22,250
	Retired Benefits	5,100
120.4570.00.000.000	Collection Losses	7,500
	Liaison Vehicle	5,000
120.6010.00.000.000	147 Rent	45,483
	Capital Funds Hard Costs	250,000
	CDBG Playground	89,000
120.9111.01.000.000	Transfer Out-Management Fees	92,969
120.9111.02.000.000	Transfer Out-Bookkeeping Fees	13,680
120.9111.04.000.000	Transfer Out-Asset Management Fees	18,240
	Computer Costs Hard & Soft	1,655
	Total Expenses	1,275,285
	Budget Total	27,518

**Yolo County Housing
Woodland AMP
2010-2011 Budget Proposal**

Acct Number	Account Name	Proposed Budget 10-11
130.3020.10.000.000	Capital fund 1406 Transfer in	14,844
130.3020.10.000.000	Capital fund 1408 Transfer in	50,165
130.3020.10.000.000	Capital Fund - ARRA	118,832
130.3110.00.020.000	Rent El Rio Villa 1	141,151
130.3110.00.040.000	Dwelling Rent 44-04 Montecito	84,172
130.3110.00.080.000	Dwelling Rent 44-08 El Rio	163,226
130.3110.00.180.000	Dwelling Rent 44-18 El Rio	255,840
130.3110.00.250.000	Dwelling Rent 44-25 El Rio	100,517
130.3111.00.020.000	Retro Rent	621
130.3436.00.000.000	Maintenance Charges to Other AMPS	4,800
130.3610.00.000.000	Interest Income General Fund	383
130.3690.00.000.000	Other Income	5,940
130.3690.00.020.000	Other Income - 44-02 Villa #1	2,897
130.3690.00.040.000	Other Income - 44-04 Montecito	1,896
130.3690.00.080.000	Other Income- 44-08 Villa #2	2,592
130.3690.00.180.000	Other Income- 44-18 Villa #3	3,432
130.3690.00.250.000	Other Income- 44-25 Villa #4	3,288
130.8020.00.000.000	Operating Subsidy	220,000
	CHARMA - OPEB	63,000
	Total Revenue	1,237,596
130.4110.10.000.000	Admin Sal	76,208
130.4125.01.000.000	Admin FICA	5,650
130.4125.02.000.000	Admin SUI	636
130.4125.04.000.000	Admin Retirement	9,274
130.4125.05.000.000	Admin W/C	1,394
130.4540.00.000.000	Admin Health	22,358
130.4130.00.000.000	Legal Fees	6,500
130.4140.00.000.000	Training	1,000
130.4150.00.000.000	Travel	3,000
130.4170.10.000.000	Professional Services	2,000
130.4171.00.000.000	Auditing	6,763
130.4190.00.000.000	Postage	1,275

130.4190.01.000.000	Stationery & Office Supplies	1,750
130.4190.03.000.000	Telephone	7,100
130.4190.04.000.000	Fair Housing Services	1,667
130.4190.05.000.000	Dues and Subscriptions	500
130.4190.07.000.000	Computer Services	4,000
130.4190.12.000.000	Office Machines/Leases	415
130.4190.14.000.000	Criminal Background Checks	1,800
130.4190.20.000.000	Advertising	1,500
130.4210.00.010.000	Tenant Service Salaries -	21,353
130.4215.01.000.000	Tenant Service FICA	1,609
130.4215.02.000.000	Tenant Service SUI	521
130.4215.04.000.000	Tenant Service Retirement	1,229
130.4215.05.000.000	Tenant Service W/C	240
130.4540.20.000.000	Tenant Service Health	3,132
130.4220.00.000.000	Tenant Services Materials	2,000
130.4310.00.020.000	Water - El Rio Villa 1/ Winters	12,800
130.4310.00.040.000	Water - Vista Montecito/	2,400
130.4310.00.180.000	Water El Rio Villa 3/ Winters	11,500
130.4320.00.020.000	Electricity- El Rio Villa 1/	25,000
130.4320.00.040.000	Electricity- Vista Montecito/	3,500
130.4320.00.080.000	Electricity- El Rio Villa 2/	100
130.4320.00.180.000	Electricity- El Rio Villa 3/	400
130.4320.00.250.000	Electricity- El Rio Villa 4/	100
130.4330.02.020.000	Gas- El Rio Villa 1/ Winters	400
130.4330.04.040.000	Gas-Vista Montecito/ Esparto	200
130.4330.08.080.000	Gas- El Rio Villa 2/ Winters	50
130.4330.12.180.000	Gas- El Rio Villa 3/ Winters	200
130.4330.25.000.000	Gas-Purtel Winters	100
130.4390.04.040.000	Sewerage - Vista Montecito/	5,500
130.4390.15.000.00-	City of Winters Sewer Svc. and Main. MOU	130,584
130.4410.00.000.000	Maintenance Salaries	59,159
130.4415.01.000.000	Maintenance FICA	4,399
130.4415.02.000.000	Maintenance SUI	434
130.4415.04.000.000	Maintenance Retirement	6,519
130.4415.05.000.000	Maintenance W/C	5,525
130.4540.10.000.000	Maintenance Health	3,600
130.4420.01.000.000	Electrical Supplies	3,800
130.4420.02.000.000	Plumbing supplies	7,000
130.4420.04.000.000	Chemical Supplies	1,800
130.4420.05.000.000	Lumber and Hardware	14,000
130.4420.06.000.000	Automotive Supplies	300
130.4420.07.000.000	Gas and Oil	6,000
130.4420.08.000.000	Dwelling Equipment/Supplies	7,500
130.4420.09.000.000	Other Equip & Supplies	3,000

130.4421.08.000.000	Stoves/Parts	4,500
130.4423.08.000.000	Fire Protection/Testing/Monitor	2,500
130.4430.00.000.000	Grounds Maintenance	500
130.4430.01.000.000	Electrical Repair/Contract	500
130.4430.02.000.000	Plumbing Repair/Contract	4,000
130.4430.03.000.000	Painting/Decorating/Contract	23,000
130.4430.04.000.000	Garbage Removal	25,000
130.4430.05.000.000	Chemical Treatment/Contract	9,500
130.4430.06.000.000	Automotive Repairs	2,000
130.4430.07.000.000	Minor Equipment Repairs	750
130.4430.10.000.000	Uniform Service	1,150
130.4430.10.010.000	Mat Service	1,800
130.4430.11.000.000	Building Repairs	118,832
130.4431.00.000.000	Landscaping Maintenance Contract	35,000
130.4431.05.000.000	Trash/Yolo County Landfill	5,000
	Liaison vehicle	5,000
130.4434.00.000.000	Tree Trimming	15,000
	Tenant Liaison	1,800
130.4480.00.000.000	Protective Services	900
130.4510.01.000.000	General Liability Insurance	3,250
130.4510.02.000.000	Auto Insurance	1,230
130.4510.03.000.000	Property Insurance	14,389
130.4510.04.000.000	ERMA Insurance	243
130.4520.00.000.000	PILOT	63,000
	Computer hard and soft	1,456
130.4570.00.000.000	Collection Losses	1,000
	OES JPA	833
130.9111.01.000.000	Transfer Out-Management Fees	85,629
130.9111.02.000.000	Transfer Out-Bookkeeping Fees	12,600
	NFC Contract	2,850
	TenMast HIP	3,275
130.4436.00.000.000	Maintenance Charges from AMPS	136,893
130.9111.04.000.000	Asset Management Fee to COCC	16,800
	147 Rent Allocation	2,640
130.4540.01.000.000	Retired Insurance	14,700
130.4540.01.000.000	OPEB	63,000
130.4435.00.000.000	Resident Watering Contract	540
	Total Expenses	1,181,804
	Budget Total	55,792

**Yolo County Housing
Administration Building
2010-2011 Budget Proposal**

Acct Number	Account Name	Proposed Budget 10-11
	Rent Income - West Sacramento	4,042
	Rent Income - Woodland	38,844
	Rent Income - Winters	4,042
	Rent Income - HCV	33,640
	Rent Income - COCC	48,151
	Rent Income - Chiropractor's Office	31,000
	Capital Fund Debt Service Revenue	217,898
	Total Revenue	377,617
	Debt Service (Principal & Interest)	217,898
	Electricity	21,000
	Water	1,200
	Sewer	500
	Maintenance Charges (From AMPS)	13,500
	Property Tax	3,500
	Gas	3,500
	Property Insurance	2,096
	Yard Maintenance	3,000
	Security	1,000
	Building Maintenance	7,500
	Fire System	9,200
	Mat Service	3,965
	Total Expenses	287,859
	Budget Total	89,758

**Yolo County Housing
Housing Choice Voucher Program
2010-2011 Budget Proposal**

Acct Number	Acct Description	Proposed Budget 10-11
	Admin Operations	
200.3025.00.000.000	Admin Fees Income	1,056,816
	CHARMA - OPEB Revenue	38,500
200.3690.02.000.000	Inspection Income	7,500
	Total Revenue	1,102,816
200.4110.00.000.000	Admin Salaries	291,593
200.4125.01.000.000	Admin FICA	21,621
200.4125.02.000.000	Admin SUI	2,431
200.4125.04.000.000	Admin Retirement	35,311
200.4125.05.000.000	Admin W/C	5,007
200.4540.00.000.000	Admin Health	84,402
200.4110.10.000.000	FSS Salaries	20,062
200.4115.01.000.000	FSS FICA	1,487
200.4115.02.000.000	FSS SUI	174
200.4115.04.000.000	FSS Retirement	2,457
200.4115.05.000.000	FSS W/C	177
200.4540.02.000.000	FSS Health	6,264
200.4540.01.000.000	Retired Benefits	8,700
200.4540.01.000.000	OPEB	38,500
200.4140.00.000.000	Training	7,000
200.4150.00.000.000	Travel	4,000
200.4170.04.000.000	Contract Service Plan Updates	4,650
200.4171.00.000.000	Auditing	16,817
200.4180.00.000.000	Office Rent	33,640
200.4190.00.000.000	Office Supplies	9,000
200.4190.01.000.000	Postage	15,000
200.4190.03.000.000	Telephone	1,200
200.4190.04.000.000	Other Misc. Costs	20
200.4190.05.000.000	Membership Dues and Subscriptions	3,000
200.4190.06.000.000	Fair Housing Services	3,750
200.4190.09.000.000	Admin Fees Port Outs	1,000
200.4190.10.000.000	Computer Software	8,995
200.4190.11.000.000	Inspections	20,000
200.4190.14.000.000	Criminal Background Checks	4,000
200.4190.15.000.000	Office Equipment Lease/Rental	9,896
	Meeting Supplies/Expenses	300
200.4230.10.000.000	Consulting Services	1,000
200.4420.07.000.000	Gas/Oil	1,000
200.4190.02.000.000	Printing	2,000
	OES JPA	2,500
	Liaison Vehicle	15,000
	TenMast HIP	7,425
	New Vehicle	30,000

200.4430.01.000.000	Vehicle Repair and Maintenance	500
200.4436.00.000.000	Maintenance Charges from AMPS	4,243
200.4510.01.000.000	General Liability Insurance	3,280
200.4510.02.000.000	Auto Insurance	1,170
200.4510.04.000.000	D & O Insurance	534
200.9111.01.000.000	Transfer Out-COCC Management Fees	206,363
200.9111.02.000.000	Transfer Out-COCC Bookkeeping Fees	117,000
	Computer Equipment	3,167
200.4190.20.000.000	Advertising	2,500
	Total Expenses	1,058,136
	Budget Total	44,680
	Vouchers	
201.8025.00.000.000	HUD Vouchers Revenue	9,478,080
201.4715.00.000.000	Vouchers Issued	9,478,080
	Budget Total	-

**Yolo County Housing
Central Office Cost Center (COCC)
2010-2011 Budget Proposal**

Acct Number	Account Name	Proposed Budget 10-11
310.3400.01.000.000	LIPH Bookkeeping Fees	38,790
310.3400.02.000.000	LIPH Management Fees	263,616
310.3400.03.000.000	LIPH Asset Management Fees	51,720
310.3400.05.000.000	Cltwd Mgmt Fees & Salary Reimbursement	19,320
310.3400.06.000.000	HCV Program Management Fees	206,363
310.3400.07.000.000	HCV Program Bookkeeping Fees	117,000
310.3400.09.000.000	Capital Fund Soft Costs	114,265
310.3400.10.000.000	Capital Fund Hard Costs	35,000
310.3400.70.000.000	ARRA Admin Fees	30,000
310.3500.01.000.000	Maintenance Charges to AMPS	302,600
310.3500.01.000.000	Davis Migrant Center Management Fees	45,008
310.3500.02.000.000	Madison Migrant Center Management Fees	64,028
310.3500.03.000.000	Dixon Migrant Center Management Fees	57,155
310.3500.07.000.000	Davis Solar Management Fee	4,494
	Rochdale Grange Labor Compliance Monitoring Fee	15,000
	Davis RD-880 Mgmt Fee	15,000
	CHARMA - OPEB Revenue	82,000
310.3690.00.000.000	Other Income	11,000
	Total Revenue	1,472,359
310.4110.10.000.000	Admin Salaries	687,246
310.4125.01.000.000	Admin FICA	51,051
310.4125.02.000.000	Admin SUI	3,735
310.4125.04.000.000	Admin PERS	78,466
310.4125.05.000.000	Admin W/C	15,712
310.4540.00.000.000	Admin Health	101,981
310.4410.00.000.000	Maint Salaries	110,666
310.4415.01.000.000	Maint FICA	8,206
310.4415.02.000.000	Maint SUI	1,302
310.4415.04.000.000	Maint PERS	13,389
310.4415.05.000.000	Maint W/C	10,336
310.4540.10.000.000	Maint Health	29,820
310.4130.00.000.000	Contract Service - County Counsel	50,000
310.4140.00.000.000	Training	8,500
310.4150.00.000.000	Travel	12,000
310.4171.00.000.000	Auditing	7,325
310.4170.06.000.000	Contract Service - Clerk of the Board	10,000
310.4170.10.000.000	Professional Services	2,100
310.4190.00.000.000	Postage	2,500
310.4190.01.000.000	Office Supplies	10,000
310.4190.02.000.000	Printing	1,500
310.4190.03.000.000	Telephone	16,500
310.4190.04.000.000	Board Stipends	3,850
310.4190.05.000.000	Dues & Subscriptions	5,545
310.4190.07.000.000	Computer Support-Tenmast	6,039
310.4190.08.000.000	Computer network & PC Support	4,123
310.4190.12.000.000	Office Machines/Leases	6,599
310.4190.14.000.000	Advertising	500
310.4190.16.000.000	P/R Processing Fee	3,750
310.4420.07.000.000	Gas & Oil Vehicles/Repairs Fleet Vehicles	7,000
310.4510.04.000.000	D & O Insurance	1,231
310.4540.01.000.000	Retired Admin Benefits	26,100
310.4540.01.000.000	OPEB Expense	82,000
	Rent	48,151
	New Vehicle	35,000
	Total Expenses	1,462,223
	Budget Total	10,136

**Yolo County Housing
Cottonwood Meadows
2010-2011 Budget Proposal**

Acct Number	Acct Description	Proposed Budget 10-11
400.3000.00.00.000	State Annuity	
400.3110.00.000.000	Dwelling Rent	232,260
400.3110.01.000.000	Dwelling Rent	45,000
400.3610.00.000.000	Interest Income	900
400.3690.03.000.000	Other Income Tenant Cot	1,000
400.3690.04.000.000	Other program Charges-RHCP -units	1,500
400.3690.05.000.000	Vending Income	2,000
	Total Income	282,660
400.4110.00.000.000	Administration Salaries	9,404
400.4125.01.000.000	Admin. P/R Taxes Social	699
400.4125.02.000.000	Admin. P/R Taxes-SUI	54
400.4125.04.000.000	Admin.Retirement	1,079
400.4125.05.000.000	Admin.Workers Comp	83
400.4540.00.000.000	Admin Health	1,958
400.4130.00.000.000	Legal Fees	1,000
400.4140.00.000.000	Training	500
400.4150.00.000.000	Travel	100
400.4171.00.000.000	Audit Fee	2,713
400.4172.00.000.000	Advertising	600
400.4190.00.000.000	Office Supplies	400
400.4190.02.000.000	Postage	200
400.4190.03.000.000	Telephone	900
400.4190.05.000.000	Membership Dues and Subscriptions	100
400.4190.07.000.000	Computer Services	1,368
400.4190.11.000.000	Office Equipment	50
400.4190.15.000.000	Management Fee To YCH	19,320
400.4190.17.000.000	Background Expense	100
400.4190.18.000.000	Taxes Asseements & Fees	13,050
400.4221.00.000.000	Tenant Liason	1,800
400.4310.00.000.000	Water Cottonwood	14,500
400.4320.00.000.000	Electricity-Cottonwood	5,000
400.4330.00.000.000	Gas Cottonwood	1,000
400.4390.00.000.000	Sewerage- Cottonwood	16,000
400.4420.00.000.000	Maintenance Supplies	5,000
400.4430.00.000.000	Maintenance Contracts	16,000
400.4430.02.000.000	Painting and Decorating Contracts	13,000
400.4430.03.000.000	Garbage and Trash Removal	7,300
400.4430.04.000.000	Grounds Contracts	3,000
400.4436.00.000.000	Maintenance Charges from AMPS	8,152

400.4480.00.000.000	Protective Services	1,100
400.4510.00.000.000	Insurance Flood	2,250
400.4510.01.000.000	General Liability Insurance	5,925
400.4510.03.000.000	Property Insurance	5,994
400.4510.04.000.000	D & O Insurance	13
400.4510.05.000.000	Director's Risk Insurance	1,300
400.4570.00.000.000	Collection Loss	400
400.5615.00.000.000	Debt Service (Principal and Interest)	115,092
	Total Expenses	276,504
	Budget Total	6,156

**Yolo County Housing
Davis Solar Housing
2010-2011 Budget Proposal**

Acct Number	Account Name	Proposed Budget 10-11
600.3110.00.000.000	Dwelling Rent	37,620
600.3610.00.000.000	Interest Income	480
600.3690.01.000.000	Other Income- tenants	65
	Total Revenue	38,165
600.4110.00.000.000	Administrative Salaries	2,297
600.4125.01.000.000	Admin. P/R Taxes- Social	170
600.4125.02.000.000	Admin. P/R Taxes- -SUI	24
600.4125.04.000.000	Admin. Retirement	275
600.4125.05.000.000	Admin. Wokers Comp	29
600.4540.00.000.000	Admin Health	861
600.4140.00.000.000	Training	500
600.4190.04.000.000	Computer Software	385
600.4190.06.000.000	TenMast hib	100
600.4190.12.000.000	Management Fees	1,143
600.4310.00.000.000	Water Davis Solar	6,500
600.4320.00.000.000	Electricity Davis Solar	200
600.4330.00.000.000	Gas Davis Solar	200
600.4390.00.000.000	Sewerage Davis Solar	6,000
600.4410.00.000.000	Maintenance Repairs and Contracts	1,200
600.4420.00.000.000	Maintenance Supplies	3,000
600.4420.08.000.000	Dwelling Equipment/Supplies	2,500
600.4430.00.000.000	Grounds Maintenance	250
600.4430.02.000.000	Furnishing Replacement	400
600.4430.03.000.000	Painting Services	2,500
600.4430.04.000.000	Garbage and Trash Removal	2,400
600.4430.11.000.000	Fencing Maintenance	2,500
600.4436.00.000.000	Maintenance Charges from AMPS	4,226
600.4510.03.000.000	Property Insurance	1,006
600.4510.04.000.000	ERMA Insurance	6
600.4540.01.000.000	Benefits	822
600.4550.00.000.000	Special Assessment	1,368
600.4580.00.000.000	Interest Expense	35
600.5650.00.000.000	FmHA Payment	895
600.9110.03.000.000	Trnsf from Reserves	(5,000)
	Total Expenses	36,792
	Budget Total	1,373