

Yolo County Housing Yolo County, California

June 29, 2016

MINUTES

The Yolo County Housing met on the 29th day of June, 2016, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 4:00 p.m.

Present: Mark Johannessen; Tom Stallard; Helen Thomson; Karen Vanderford; Jennifer Wienecke-Friedman

Absent: Cecilia Aguiar-Curry

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

CALL TO ORDER

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

Minute Order No. 16-10: Approved agenda as submitted.

MOTION: Thomson. SECOND: Wienecke-Friedman. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

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, Resolution of the Pacific Southwest Regional Council of NAHRO for Serving as Local Host at 2016 Regional Conference

Janis Holt, General Managing Director, presented the Resolution of the Pacific Southwest Regional Council of NAHRO for Serving as Local Host at 2016 Regional Conference.

5. Presentation, 2015 Agency Safety Award, California Housing Workers' Compensation Authority

Janis Holt, General Managing Director, presented the 2015 Agency Safety Award, California Housing Workers' Compensation Authority.

6. Presentation, Donation of Art to YCH, done by Veteran artists through YoloArts project in honor of VASH award

Janis Holt, General Managing Director, and YCH Employee Irma Rodriguez, presented the donation of Art to YCH, done by Veteran artists through YoloArts project in honor of VASH award.

7. Presentation, Congressional Commendation on Winning Two National Award of Merits from NAHRO

CEO Lisa Baker presented the Congressional Commendation on winning two National Award of Merits from NAHRO.

CONSENT AGENDA

Minute Order No. 16-11: Approved Consent Agenda Item Nos. 8-11.

MOTION: Stallard. SECOND: Thomson. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

8. Approval of Minutes from the meeting of May 11, 2016

Approved the minutes of May 11, 2016 on Consent.

9. Review and Approve the Collective Bargaining Agreement with the Management Unit (Baker, Holt)

Approved **Agreement No. 16-02** on Consent.

10. Review, Approve and Adopt Resolution Setting Flat Rent Schedule in Conventional Rental Housing (Dogias, Holt)

Approved **Resolution No. 16-05** on Consent.

11. Review and Approve Updated Corporate Credit Card Guidelines and Procedures (Gillette, Baker)

Approved recommended action on Consent.

REGULAR AGENDA

12. Review, Approve and Adopt Resolution for Rent Increases to Davis Solar Homes (Dogias, Holt)

Minute Order No. 16-12: Approved recommended action by **Resolution No. 16-06**.

MOTION: Vanderford. SECOND: Wienecke-Friedman. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

13. Review and Approve Revised Water Conservation Measures (Ichtertz, Holt)

Minute Order No. 16-13: Approved recommended action.

MOTION: Stallard. SECOND: Thomson. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

14. Review, Approve and Authorize the CEO to Execute MASH Settlement Agreement with PGE (Baker)

Minute Order No. 16-14: Approved recommended action by **Agreement No. 16-03**.

MOTION: Thomson. SECOND: Stallard. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

15. Review and Approve Trio Home Lease with Purchase Option Financing Program to Yolo (Gillette, Baker)

Minute Order No. 16-15: Approved recommended action.

MOTION: Stallard. SECOND: Wienecke-Friedman. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

16. Review, Approve and Adopt Resolution Adopting FY 2016-2017 Annual Budget (Gillette, Holt, Baker)

Minute Order No. 16-16: Approved recommended action by **Resolution No. 16-07**.

MOTION: Vanderford. SECOND: Stallard. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

17. Select Meeting Dates for July, August, September, October and December 2016

The following meeting dates were selected for the remainder of the year:

August, 10, 2016 - 4 pm

September 14, 2016 - 4 pm

October 26, 2016 - 4 pm

December 14, 2016 - 4 pm

18. Receive comments from CEO.

CEO Lisa Baker noted recent challenges, in particular two incidents with one at Yolano Donnelly and the other at Pacifico. She expressed appreciation to the City of Woodland and their police department for the work on the Woodland incident. She noted that the resident caretaker position is now in place at Pacifico and is a great help to YCH. Also, artwork in the summer camp program is now being offered, which is a positive program. She spoke of the Spring Fling and the new community garden at the El Rio Villas, which is going quite well. Pacifico also has a new garden area. Spoke about the Annual Planning Meeting on June 15th and she thought it was the best engagement by staff taking ownership of their goals and objectives. And all three migrant centers opened and were filled up on opening day. Now doing recycling at the unincorporated areas and El Rio Villas, which is going well and has been embraced. Annual federal real estate inspections at El Rio Villas received an 81% rating, which means no inspection again for two years. Working on lots of organizational stuff and doing RFP's to update services contracts. Soccer league is up and running. Crosswood has gone through an inspection. Invitation on July 9th for a night out of stargazing with Tuleyome. National Night Out is coming up soon on Tuesday, August 2nd and they will be a part of it. They still have drought money from the grants received.

19. Receive comments from Commissioners.

Commissioner Thomson commented about a trailer bill, AB1618, that will be signed to address the matter of housing for the the mentally ill titled 'No Place Like Home.' This bill is for a \$2 billion bond for homeless and mentally ill housing. Housing and Community Development is in charge of this funding so she suggested YCH should apply to tap into these funds if they have not already done so. Also spoke about a 'Project Welcome Home' article she recently read in the San Jose Mercury. She offered to help in any way she could. Commissioner Stallard voiced his appreciation to the YCH and Lisa in particular, on behalf of the City regarding recent court ordered inspections for certain properties in a troubled area of the City. Lisa noted that she had a summary and timeline of where they are at on the Governance matter.

CLOSED SESSION

20. **Conference with Legal Counsel – Anticipated Litigation**
Government Code § 54956.9(d)(2)
Significant exposure to litigation: 1 case
21. **Conference with Real Property Negotiators**
Government Code § 54956.8
Property: 1752 Drew Circle
Negotiators: Lisa A. Baker
Under Negotiation: Price and Terms of Payment

ADJOURNMENT

Next meeting is scheduled: August 10, 2016

Cecilia Aguiar-Curry, Chair
Yolo County Housing

Julie Dachtler, Clerk
Yolo County Housing

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

June 29, 2016

4:00 p.m.



YOLO COUNTY HOUSING
HOUSING COMMISSION

CECILIA AGUIAR-CURRY
ROBB DAVIS
MARK JOHANNESSEN
TOM STALLARD
HELEN MACLEOD THOMSON
JENNIFER WIENECKE-FRIEDMAN
KAREN VANDERFORD

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

LISA A. BAKER
CHIEF EXECUTIVE OFFICER

HOPE WELTON
AGENCY COUNSEL

Reminder: Please turn off cell phones.

CALL TO ORDER

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

PRESENTATIONS

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5. Presentation, 2015 Agency Safety Award, California Housing Workers' Compensation Authority
6. Presentation, Donation of Art to YCH, done by Veteran artists through YoloArts project in honor of VASH award
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16. Review, Approve and Adopt Resolution Adopting FY 2016-2017 Annual Budget (Gillette, Holt, Baker)
17. Select Meeting Dates for July, August, September, October and December 2016
18. Receive comments from CEO.
19. Receive comments from Commissioners.

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20. **Conference with Legal Counsel – Anticipated Litigation**
Government Code § 54956.9(d)(2)
Significant exposure to litigation: 1 case
21. **Conference with Real Property Negotiators**
Government Code § 54956.8
Property: 1752 Drew Circle
Negotiators: Lisa A. Baker
Under Negotiation: Price and Terms of Payment

ADJOURNMENT

Next meeting is scheduled: To be determined

I declare under penalty of perjury that the foregoing agenda was posted June 24, 2016 by 4:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.
- On the Yolo County website: www.yolocounty.org.

Julie Dachtler, Clerk of the Board

By: _____
Clerk

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 72 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

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

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 16-11 Item No. 8, of the Yolo County Housing meeting of June 29, 2016.

MOTION: Stallard. SECOND: Thomson. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

8.

Approval of the Minutes for the Meeting of May 11, 2016

Approved the minutes of May 11, 2016 on Consent.

Yolo County Housing Yolo County, California

May 11, 2016

MINUTES

The Yolo County Housing met on the 11th day of May, 2016, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

Present: Cecilia Aguiar-Curry; Mark Johannessen; Tom Stallard; Helen Thomson; Karen Vanderford; Jennifer Wienecke-Friedman

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

CALL TO ORDER

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

Minute Order No. 16-05: Approved agenda as submitted.

MOTION: Thomson. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Johannessen, Stallard, Thomson, Vanderford, 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.

PRESENTATIONS

4. Presentation, FSS Graduate

Maria Ceja acknowledged FSS Graduate Melissa Dazo, who could not be in attendance.

5. Presentation, New Employees

CEO Lisa Baker presented new employees Tom Dogias and Mary Hammes.

CONSENT AGENDA

Minute Order No. 16-06: Approved Consent Agenda Items 6-7.

MOTION: Thomson. SECOND: Stallard. AYES: Aguiar-Curry, Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman.

6. Approval of the Minutes for the Meeting of March 31, 2016

Approved the minutes of March 31, 2016 on Consent.

7. Authorize YCH to Write Off Uncollectible Balances in the Amount of \$7,380.00 for the period ending March 31, 2016 (Dogias, Holt)

Approved recommended action on Consent.

REGULAR AGENDA

8. Review, Approve and Adopt Resolution Authorizing Acceptance of Rehabilitation Funds from the State of California Housing and Community Development Department, Office of Migrant Services for the Davis Migrant Center (Ichtertz, Holt)

Minute Order No. 16-07: Approved recommended action by **Resolution No. 16-03**.

MOTION: Thomson. SECOND: Johannessen. AYES: Aguiar-Curry, Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman.

9. Review, Approve and Adopt Resolution Authorizing Acceptance of Rehabilitation Funds from the State of California Housing and Community Development Department, Office of Migrant Services for the Madison Migrant Center (Ichtertz, Holt)

Minute Order No. 16-08: Approved recommended action by **Resolution No. 16-04**.

MOTION: Stallard. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman.

10. Review and Approve Proposed FY 2015 – 2016 Mid-Year Budget Revisions and Receive and File Quarterly Financial Information through December 31, 2015 (Gillette and Baker)

Minute Order No. 16-09: Approved recommended action.

MOTION: Thomson. SECOND: Stallard. AYES: Aguiar-Curry, Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman.

11. Select Meeting Date in June 2016 (Baker)

Approved Wednesday, June 29, 2016 at 4:00 p.m. for the next meeting.

12. Receive comments from CEO.

CEO Lisa Baker provided comments noting that many things were going on, like working on the budget at the federal level and the HOME program commitment deadlines, noting it is hard to meet the 24 month deadline. She mentioned they are continuing to work on the JPA governance issue. She also noted they will be doing a presentation on the Bridge to Housing program in a symposium in Oklahoma in September. The White Paper First Part on new models in eradicating homelessness has been distributed, which includes Bridge to Housing. The second part will be coming out in the near future. Finished first part of HUD comprehensive review since 2007.

13. Receive comments from Commissioners.

Commissioner Weinecke-Friedman noted she attended her first Community Services Action Board meeting the day before, as she was appointed as the housing representative. Commissioner Stallard relayed that the City of Woodland took action by adopting an expenditure of \$23,000 to help with homelessness at 4th and Hope so they can better assist them. He expressed his appreciation to the Housing Authority for helping them with this venture. They are also looking at ultimately approving \$100,000 total in an effort to move to rapidly housing the homeless. He suggested a mentorship program might be part of the solution. Chair Aguiar-Curry suggested tapping into the younger veterans' ideas on how to help the older veterans. She also wanted to note she is a new grandmother.

Commissioner Johannessen adjourned in memory of Joyce White, a resident of West Sac, who was a long term resident of public housing.

CLOSED SESSION

14. Conference with Labor Negotiator: Lisa A. Baker, CEO; Janis Holt, Resource Administrator; Hope Welton, Agency Counsel
Bargaining Unit: Management
15. Public Employment (§ 54957)
Title: Chief Executive Officer
16. Conference with Legal Counsel – Existing Litigation (§ 54956.9)
Name of Case

ADJOURNMENT

Next meeting date: June 29, 2016



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. 16-11 Item No. 9, of the Yolo County Housing meeting of June 29, 2016.

MOTION: Stallard. SECOND: Thomson. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

9.

Review and Approve the Collective Bargaining Agreement with the Management Unit
(Baker,Holt)

Approved **Agreement No. 16-02** 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 29, 2016
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO
PREPARED BY: Janis Holt, General Director

SUBJECT: Review and Approve the Collective Bargaining Agreement with the Management Unit

RECOMMENDED ACTION:

That the Board of Commissioners:

1. Approve the Collective Bargaining Agreement (“CBA”) with the Management Unit effective July 1, 2015; and
2. Commend the staff and representatives from the International Brotherhood of Teamsters, Local 856 for their work on behalf of YCH.

BACKGROUND / DISCUSSION

The Management Unit has been operating under a tentative pact since July 1, 2015.

The major elements of the proposed successor agreement are listed below:

1. Management unit members agree to a four percent (4%) wage adjustment effective July 1, 2015.
2. Management unit members agree to a one hundred dollar (\$100.00) increase in the monthly cafeteria amounts and a fifty dollar (\$50.00) increase in the opt out coverage amount as follows:
 - a. Employee only: \$690.00
 - b. Employee plus one dependent: \$1,100.00
 - c. Employee plus two dependents: \$1,405.00
 - d. 0 Coverage (medical): \$545.00
3. Management unit members agree to allowing any remaining cafeteria plan benefit can be taken in wages, directed to a deferred compensation account, or directed to cover the employee’s share of the PERS contribution.
4. Management unit members agree to the Housing Authority paying eighty-eight dollar (\$88.00) per month for basic dental coverage.

5. Management Unit members agree to paying the entire share of their contribution to PERS, up to seven percent (7%) effective the second full pay period in January 2016 for all classic employees.
6. Management Unit members agree to increasing leave buy back to 80 hours.
7. The term of this agreement will expire June 30, 2016.

FISCAL IMPACT

None - the terms of the agreement have been accounted for in the FY 2016 budget.

CONCLUSION

Staff recommends that the Board review and approve the Management Unit Collective Bargaining Agreement effective July 1, 2015.

Attachment: Management Unit CBA

Agreement No. 16-02

AGREEMENT

BETWEEN

HOUSING AUTHORITY OF THE COUNTY OF YOLO

AND

INTERNATIONAL BROTHERHOOD OF TEAMSTERS UNION,

LOCAL 856

REPRESENTING THE MANAGEMENT BARGAINING UNIT

JULY 1, 2015 THROUGH JUNE 30, 2016

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PREAMBLE

- A. This Agreement, hereinafter referred to as the Agreement, has been entered into by Yolo County Housing Authority, hereinafter referred to as YCH or the Authority, and International Brotherhood of Teamsters Union, Local 856, hereinafter referred to as Union. These parties have met and conferred in good faith, and this resulting Agreement has as its purpose the promotion of harmonious labor relations between the Authority and the Union, establishment of an equitable and peaceful procedure for the resolution of differences regarding compliance with the Agreement, and the establishment of salaries, hours of work, and other conditions of employment for members of the management bargaining unit.
- B. The provisions of the YCH Personnel Policy and Procedure Manual and other YCH policies and rules are not a part of this Agreement and are applicable to management bargaining unit members only to the extent the subject matter addressed therein is not addressed in this Agreement. For example, leaves of absence, health and welfare benefits, and compensation provisions for management bargaining unit members are governed exclusively by this Agreement, and nothing on those subjects contained in the Personnel Policy and Procedure Manual or other YCH policies and rules shall be applicable to management bargaining unit members. [By way of contrast, for example, YCH's Harassment-Free Policy in the Personnel Policy and Procedure Manual, while not a part of this Agreement, is applicable to all YCH employees.] To further clarify this distinction, the Board of Commissioners shall maintain in Section 2001.1 of the YCH Personnel Policy and Procedure Manual the following:
- The provisions of this Manual are applicable to employees in a recognized bargaining unit only to the extent the subject matter addressed in this Manual is not addressed in the unit's collective bargaining agreement. The statement of this modification shall not be construed to make any matter not expressly covered by the Agreement subject to the Agreement's grievance procedure.
- C. Persons who fill vacancies after September 1, 2000, in positions in the management bargaining unit shall serve at the will or the pleasure of YCH, may be discharged without prior notice and without cause, and may be subject to separate employment contracts. See Article V, section K.

ARTICLE I DEFINITIONS

Applicability of Definitions. Unless otherwise noted, the definitions in this article apply to the provisions of this Agreement only. Terms used in this Agreement shall, unless the context clearly indicates a contrary intent, have the meaning accorded them by the definitions in this section.

- A. Authorized Position: A specific work position within a job classification in the management bargaining unit which is or may be held by a manager and which the YCH intends to fill.
- B. Continuous Employment: YCH employment which is uninterrupted except by authorized paid absences.
- C. Demotion: An involuntary change in job classification to one in a lower salary range.
- D. Department: A major administrative branch of YCH involving a general line of work, with one or more employees working under the direction of one or more supervisors.
- E. Dismissal: Involuntary termination of a manager's employment with YCH.
- F. Employee: [Also referred to as "manager."] A person who is employed to serve in a YCH job position in the management bargaining unit or who is on an authorized leave of absence from such position, unless otherwise specifically provided in this Agreement
- G. Chief Executive Officer: The Chief Executive Officer of Yolo County Housing Authority or his/her designee.
- H. Job Classification: Descriptive title of a certain type of job performed by a manager. Inherent in each classification are certain duties, responsibilities, and degrees of authority.
- I. Leave of Absence: When authorized, an absence from duty for a specified period of time. A manager on authorized leave may return to the same or a similar position at the end of the authorized leave period.
- J. Manager: See definition of "Employee," above.
- K. Merit Pay Increase: An increase in pay based upon satisfactory performance

(as affirmed by the Chief Executive Officer) and longevity of service.

- L. Pay Period: The period from the first day of a calendar month through the fifteenth day of that calendar month, and the period from the sixteenth day of the month to the last day of the same calendar month. Paychecks shall normally be issued on or before the fifteenth day of the calendar month and on or before the last day of the calendar month.
- M. Performance Evaluation: A review and evaluation of a manager's performance and demonstrated capabilities in his/her authorized position by the Chief Executive Officer.
- N. Salary Range: A category which determines the minimum and maximum salary payable for an employment position in the management unit.
- O. Suspension: A YCH-mandated temporary unpaid leave of absence, as distinguished from administrative leave, which is a YCH-mandated temporary paid leave of absence.
- P. Vacancy: An unfilled authorized management bargaining unit position which YCH intends to fill.
- Q. Workdays and Workweek: During the term of this Agreement, The regular workday shall be at least ten hours in length and the regular workweek shall be at least forty (40) hours during a four day, Monday through Thursday workweek; provided, however, managers' workday and workweek are not restricted to 8 hours and 40 hours, respectively, but are expected to be of such length as is reasonably necessary to fulfill the job's responsibilities in an efficient and effective manner, as determined by the Chief Executive Officer.

ARTICLE II RECOGNITION

- A. The Authority hereby recognizes the Union as the sole and exclusive collective bargaining agent for the members of the management bargaining unit in the following positions, subject to the right of a manager to represent himself/herself as provided in Government Code section 3502:

Housing Program Supervisor
Agricultural Housing Supervisor

**ARTICLE III
UNION RIGHTS AND RESPONSIBILITIES**

A. Dues Deductions.

The Authority agrees to establish payroll deductions for members of the Union for the normal and regular membership dues. All payroll deductions shall be subject to the following conditions:

1. Such deductions shall be made pursuant to the terms and conditions set forth in authorization forms approved by the Authority. Any changes or modifications in the forms as originally established by the Authority shall be agreed upon between the Authority and the Union.
2. Such deductions shall be made only upon submission to the Authority's Personnel Officer of said authorization form duly completed and executed by the manager and the Union.
3. The Union will be responsible for submitting to the Authority's Personnel Officer any changes in the amounts to be payroll deducted from the paychecks of managers who have authorization forms on file with the Authority. The Authority may devise a payroll deduction input document for use by the Union.
4. The Authority will remit to the Union a check for all the dues deductions.
5. The Authority must approve, in advance, all payroll deductions other than Union membership dues and has discretion to not approve such deductions.
6. The Union agrees to indemnify, defend, and hold the Authority and the County of Yolo, their officers, agents, and employees harmless against any claims made, and against any suits instituted against them or any one of them on account of any payroll deduction made pursuant to this Section A.

B. Manager Rights.

Managers covered by this Agreement shall have all rights specified in

Government Code Section 3502. Managers shall be free to join or refrain from joining employee unions.

C. Union Stewards and Union Representation.

1. The Authority recognizes and agrees to deal with the accredited Union job steward and non-employee representatives of the Union in all matters relating to grievances and the interpretation of this Agreement.
2. A written identification of the Union job steward shall be furnished to the Chief Executive Officer immediately after his/her designation, and the Union shall notify the Authority promptly in writing of any changes of such job steward.
3. The number of Union job stewards shall not exceed one. Any change in the number of stewards shall be made only by mutual written agreement of the Chief Executive Officer and the Union.
4. While a job steward for the bargaining unit of the aggrieved manager or a representative of the Local may investigate the specified grievance and assist in its presentation, investigation shall not occur during normal work time of either the steward or the aggrieved manager. If additional time is needed beyond the rest break and meal time, a reasonable amount of release time will be allowed subject to prior scheduling with and agreement with the Chief Executive Officer.
5. Upon notification to the Chief Executive Officer, a representative of Local #856 who will be representing the manager in the grievance and appeal procedure may visit the Authority at any time mutually agreeable to the Chief Executive Officer and the Union representative for the purpose of preparing the case for appeal. The Chief Executive Officer will not unreasonably withhold agreement.
6. A representative of the Authority, at the Chief Executive Officer's option, may accompany the parties. In addition, the representative and the Union President, or his/her designated representative, may privately interview employees, one at a time, in possession of facts relevant to the grievance. The interviews shall be held at a place provided by the Authority, not during an employee's normal work time, and for a reasonable period of time. If additional time is needed beyond the rest break and meal time, a reasonable amount of release time will be allowed subject to prior scheduling with and agreement with the Chief Executive Officer.

7. During any such visits, representatives, the job steward, and Union officers shall not in any way interfere with the orderly and efficient operation of the Authority.
8. The Authority's Chief Executive Officer shall, upon written request of the Union, meet monthly at a mutually agreed-upon time with the job steward of the Union who desires to attend the meeting. The purpose of any such meeting is to informally discuss matters of concern and/or interest to either party. The Union business agent may attend the meeting.

D. Union Business.

1. Members of the Union Negotiating Committee shall be granted leave from duty with pay and benefits for the purpose of negotiating the terms of an agreement when such negotiating meetings take place at a time during which such members are normally scheduled to be on duty. Leave from duty shall not be granted for the purpose of planning for or preparation for negotiations.
2. Authorized non-employee Union representatives may have access to Authority work locations after first notifying the Chief Executive Officer of the time of a visit to a work location and the nature of the business to be transacted, for the purpose of investigation and processing of grievances, provided that contact with bargaining unit members shall not occur during normal work time. For grievance investigation and processing, if additional time is needed beyond the rest break and meal time, a reasonable amount of release time will be allowed subject to prior scheduling with and agreement with the Chief Executive Officer.
3. The Authority shall make available to the Union, upon its reasonable request, any existing documents, statistics, and records relevant to negotiations or necessary for proper enforcement of the terms of this Agreement.
4. The Authority will provide the Union with copies of all personnel actions related to managers as they are issued. As used in this section, "personnel actions" shall be defined as all written notices of actual disciplinary actions (suspensions, demotions, reductions of salary in class, or dismissals), notices of proposed disciplinary actions, and layoff notices.

5. The Authority will arrange to transmit or make available to a Union-designated job steward a copy of the Authority Commission's regular and special meetings' public session agenda in advance of the meetings.
6. The Union shall be permitted, with the prior written notification to the Authority's Chief Executive Officer, to place ballot boxes in Authority-designated places at Authority work locations for the purpose of collecting unit members' ballots on all Union issues subjected to ballot except ballots described in law and except ballots regarding job actions. Such boxes shall be the property of the Union, and neither the ballot boxes nor the ballots shall be subjected to the Authority's review. The Authority shall not be responsible for damage to or loss of Union ballot boxes.
7. Incidental personal use of computers is permitted for business-oriented communication between bargaining unit employees and paid staff of the Union. Such personal use of Authority computers must not consume more than a trivial amount of resources, must not interfere with employee productivity, must not interfere with or preempt any Authority business, and must not be for the purpose of planning for or engaging in any concerted activities against the Authority.
8. Employees may use the Authority's messenger service for Union business, provided no violations of law are permitted and further provided letters shall not be placed in the messenger service, nor shall it be used for planning for or engaging in any concerted activities against the Authority.

E. Bulletin Boards And Authority Vehicles

1. For purposes of posting Union notices, the Authority shall provide the Union with space on a bulletin board currently in any facility where the Union has bargaining unit employees it represents. Such notices may be posted by the Union. These same bulletin boards shall be utilized for the posting of job examination announcements.
2. In the event a dispute arises concerning the appropriateness of material posted by the Union, the principal officer of the Union Local will be advised by the Chief Executive Officer of the nature of the dispute, and the posted material will be removed until the dispute is resolved.
3. Without prior permission from the Chief Executive Officer, managers shall

not place on any Authority vehicle, facility, or property any Union decals, placards, or other Union insignia or signs, or non-Union material.

F. List of Managers.

Upon written request of the Union, the Authority will provide the Union with a list of managers covered by this Agreement. The Authority shall not be obligated to provide such list more than once per three calendar months.

G. The State Mediation and Conciliation Service may conduct any election required by law or required pursuant to a written agreement between the Union and the Authority.

**ARTICLE IV
HOUSING AUTHORITY RIGHTS**

A. All matters not specifically enumerated as within the scope of representation in Government Code §§3500-3511 and/or designated as rights shared with the Union are reserved to the Authority. It is agreed that such reserved rights include, but are not limited to, the exclusive right and power to determine, implement, supplement, change, modify, or discontinue, in whole or in part, temporarily or permanently, any of the following:

1. The legal, operations, geographical, and organizational structure of the Authority, including the chain of command, division and allocation of authority, organizational divisions and subdivisions, external and internal boundaries of all kinds, and advisory commissions and committees;
2. The financial structure of the Authority, including all sources and amounts of financial support, income, funding, taxes and debt, and all means and conditions necessary or incidental to the securing of same, including compliance with any qualifications or requirements imposed by law or by funding sources as a condition of receiving funds; all investment policies and practices; all budgetary matters and procedures, including the budget calendar, the budget formation process, accounting methods, fiscal and budget control policies and procedures, and all budgetary allocations, reserves, and expenditures apart from those expressly allocated to fund the wage and benefit obligations of this Agreement;
3. The acquisition, disposition, number, location, types, and utilization of all Authority properties, whether owned, leased, or otherwise controlled, including all facilities, grounds, parking areas, and other improvements,

and the personnel, work, services, and activity functions assigned to such properties;

4. All services to be rendered to the public and to Authority personnel in support of the services rendered to the public; the nature, methods, quality, quantity, frequency, and standard of service, and the personnel, facilities, vendors, supplies, materials, vehicles, equipment, and tools to be used in connection with such services; the subcontracting of services to be rendered and functions to be performed;
5. The utilization of personnel not covered by this Agreement, including but not limited to substitutes, consultants, and supervisors, so long as such utilization does not result in the layoff of existing bargaining unit members; and the methods of selection and assignment of such personnel;
6. The Authority's policies, procedures, objectives, goals, and programs, including but not limited to housing admission, rejection, and exclusion; personnel; housing residents; public health and safety; racial and ethnic balances; and emergency situations with respect to such matters;
7. The selection, classification, direction, promotion, demotion, discipline and termination of all personnel of the Authority; equal employment policies and programs to improve the Authority's utilization of women and minorities; the assignment of unit members to any location and also to any facilities, functions, activities, departments, tasks, or equipment; and the determination as to whether, when, and where there is a job opening;
8. The job classification and the content and qualifications thereof,
9. The duties, schedules and standards of performance of all managers; and whether unit members adequately perform such duties and meet such standards;
10. The dates, times, and hours of operation of the Authority's facilities, functions, and activities;
11. Safety and security measures for housing residents, the public, properties, facilities, vehicles, materials, supplies, and equipment, including the various rules and duties of all personnel with respect to such matters;
12. The rules, regulations, and policies for all unit members (which are not subject to meet and confer requirements), housing residents, and the

public;

13. The retirement of unit members under PERS for disability; and
 14. The termination or layoff of unit members, consistent with law, as a result of the exercise of any of the rights of the Authority not limited by the language of this Agreement.
- B. All other rights of management of the Authority not expressly limited by the language of this Agreement are also expressly reserved to the Authority.
 - C. The exercise of any right reserved to the Authority herein in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the Authority's right or preclude the Authority from exercising the right in a different manner, nor does the Union waive any rights guaranteed by law.
 - D. The Authority retains its rights to temporarily amend, modify, or rescind policies and practices referred to in this Agreement in cases of emergency. An emergency, for the purposes of this Article, shall be an incident or condition where the safety or health of the public or employees is at threat.
 - E. The explicit language of the other Articles of this Agreement shall take precedence over this Article in any dispute between the parties as to the violation of this Agreement.
 - F. Any dispute arising out of or in any way connected with either the existence of or the exercise of any of the reserved rights of the Authority is not subject to the grievance provisions set forth in this Agreement. However, this provision does not prevent the grievability of shared rights if found in the other language in the Articles of this Agreement.
 - G. Authority to appoint, promote, transfer, demote, suspend, reduce salary in class, separate, and/or terminate the employment of the Authority personnel is vested in the Chief Executive Officer.

ARTICLE V COMPENSATION

- A. When new positions in the management bargaining unit are established by YCH or if the job description of an existing position in the bargaining unit is substantially changed, YCH shall assign a proposed salary range to the position and forward the information to the Union for review. Pending review and any resulting negotiations, YCH may pay a salary in the proposed salary range to

affected managers. The Agreement will then be subject to reopening for the sole purpose of negotiating a salary range for the position, and only if so requested in writing by the Union and filed with the Chief Executive Officer within fifteen calendar days after the information is forwarded to the Union.

B. Salaries.

1. Notwithstanding any other provision of this Agreement, during the term of this Agreement, the parties have agreed that covered employees will work a forty (40) hour work week subject to the scheduling rights of YCH.
2. Employees will receive a four percent (4%) wage adjustment effective July 1, 2015.

C. Anniversary Date: The anniversary date for each employee for purposes of wages schedule movement is the employee's first day of paid service in probationary status.

D. No Merit Pay Annual Increase.

1. Each bargaining unit classification shall have a wages range which includes five steps as specified in Exhibit A to this Agreement. A permanent full-time manager shall receive a one step increase in wages annually on his/her anniversary date (up to the top (fifth) step in the range) unless his/her overall job performance has been evaluated by his/her evaluator as less than satisfactory during the term of this Agreement. In that event, the manager shall remain at the same wage until s/he has received the next annual evaluation and has received an overall performance rating of satisfactory or higher at which time, prospectively, the manager shall receive the one step increase, up to the maximum wage step in the range (unless s/he was already at the maximum wage step in the range (Failure of the Chief Executive Officer to meet a time deadline for completion of an evaluation shall not prevent the withholding of a merit increase unless the delay exceeded sixty days; it is the fact of an evaluation, albeit delayed, that is key.)
2. Denial of a merit pay (annual) increase based upon less-than-satisfactory performance shall not be subject to the grievance procedure. The Chief Executive Officer's decision shall be final and binding on the parties.

E. Longevity Steps. Notwithstanding the established maximum wage, a manager who has been at the existing maximum wage for three (3) years and has received at least a satisfactory overall rating in each of the last three annual evaluations shall be entitled to a two and one-half percent (2 1/2%) increase above the maximum wage. A second longevity pay increase of two and one-half percent (2 1/2%) shall be awarded following an additional three (3) years of employment during which the manager has received at least a satisfactory overall rating in each of the three annual evaluations. A third and final longevity pay increase of two and a half percent (2 1/2%) shall be awarded following an additional five (5) years of employment beyond the effective date of the second longevity pay increase provided the manager obtains at least a satisfactory overall rating in each of the three annual evaluations. No further or additional longevity pay increases shall be awarded with respect to any particular job classification.

F. Health and Welfare Benefits:

1. Upon execution of this Agreement the Housing Authority shall implement a cafeteria benefit plan for medical, buy up dental and vision insurance plans for each employee. Under the cafeteria benefit plan, employees shall receive a monthly amount to put towards the cost of medical, dental and vision insurance as set forth below:
 - a. Employee only: \$690.00
 - b. Employee plus one dependent: \$1,100.00
 - c. Employee plus family: \$1,405.00
 - d. 0 coverage (medical): \$545.00
2. The Housing Authority will pay \$88 per month towards basic dental premiums for all covered employees effective January 1, 2016.
3. Married employees shall not individually select employee only plans and shall decide amongst themselves whom shall be the designated employee for the purposes of enrollment in the employee chosen plan. All dependents shall be enrolled under the designated employees plan.
34. Employees may select from the PERS medical insurance plans now in effect. Unless there is a written agreement between the parties to leave the PERS medical plans, the medical plans utilized through PERS will remain in effect. Employees must continue dental coverage. Buy up

dental and vision coverage is optional.

54. Any amount remaining in the cafeteria plan after payment of medical, dental and vision insurance premiums selected by the employee or any amount remaining of any opt out payment may be taken in wages, directed to a deferred compensation account or directed to cover the employee's share of the PERS contribution.
56. An employee may opt out of the cafeteria plan upon providing written verification of equivalent medical insurance to the Housing Authority. In the event of such an opt out by an employee the employee shall receive an opt out payment in the amount of five hundred and forty five dollars (\$545.00).
67. Stop loss. If during the term of this agreement, the cost of the least expensive medical insurance for a family offered shall exceed the cafeteria plan amount set forth herein by more than \$10.00 per month, the Agency shall increase the cafeteria amount by an amount not to exceed \$100.00 per month to meet the increased cost of the cafeteria plan and limit the employees share of any increase to \$10.00 per month unless and until the amount paid by the Agency to meet such increased cost shall reach \$100.00 per month per employee.
78. The Agency shall research and provide information to the Union regarding available Medicare options for those qualifying employees during the term of this Agreement.
8. The Agency shall research and provide information to the Union regarding the current State Schedule for vesting in Other Post-Employment Benefits (OPEB).

G. Discretionary Benefits.

Discretionary Benefits in the amount of \$500.00 per member will be paid by YCH for specified educational or other uses approved by YCH.

HG. Bilingual Pay Differential.

1. Employees qualifying as bilingual pursuant to a test given by an outside provider selected by the Housing Authority shall receive differential pay in the amount of \$40.00 per month for employees qualifying as bilingual for a second spoken language other than English and \$70.00 per month for

employees qualifying as bilingual in a second language other than English with respect to reading, writing and speaking. This provision shall not apply where only Spanish speaking ability is the requirement for a particular job classification or assignment.

ARTICLE VI HOURS AND CONDITIONS OF WORK

A. Work Schedules.

During the term of this Agreement, normal work hours for managers are thirty-six hours per week (subject to the provisions of Section V.B.2. of this Agreement) pursuant to a schedule approved by the Housing Authority provided, however, managers shall work as necessary to fulfill the job's responsibilities in an efficient and effective manner as determined by the Chief Executive Officer, and shall also attend governmental meetings, Housing Authority residents' meetings, and such other meetings, functions, and management training sessions as are reasonably determined by the Chief Executive Officer to be appropriate, whether or not such meetings, functions, or training sessions occur during normal YCH business hours. Failure or refusal by a manager to attend any such meetings, functions, or sessions may result in disciplinary action against the manager, up to and including termination of employment.

B. Alternative Work Schedules.

1. Any employee or group of employees desiring an alternate work schedule may request in writing that such be established by YCH.
2. For purposes of this Section, alternative work schedules shall mean either:
 - a. A biweekly work schedule consisting of eighty (80) hours of work in no fewer than eight (8) work days with no more than ten (10) hours scheduled on any workday.

C. Mileage.

1. Managers are entitled either to use of a YCH vehicle for YCH business or a monthly transportation allowance of \$500.00 during the term of this agreement. Any manager who receives a vehicle allowance for the personal use of their personal vehicle and is required to travel to an adjacent county to supervise a site that is under their daily management and supervision responsibilities will not be compensated for such mileage.

However, managers who must travel to other countries to attend trainings or meetings with the State of California, other HUD-related activities, Office of Migrant Services, or other duties and responsibilities in fulfillment of their positions will be compensated. The mileage allowance shall be the maximum rate approved by the Internal Revenue Service for business mileage reimbursement without attribution to the manager's income.

2. All mileage claims are due within thirty days after incurred. A check will be issued to the manager during the next accounts payable run, but not later than fourteen days.

D. Record-keeping

1. Accurately recording days worked is the responsibility of every manager.
2. Managers shall accurately record any time away from work on leaves of absence.

ARTICLE VII
LEAVES OF ABSENCE, HOLIDAYS AND VACATION

A. Attendance and Absences.

1. One indicator of the quality of a manager's performance is regular attendance. A manager must be reliable. Whenever a manager is unable to come to work or will be more than a few minutes late, the manager must let the Chief Executive Officer know of the expected absence or expected arrival as soon as possible.
2. If a manager is sick or injured and cannot come to work, YCH needs the manager's cooperation to properly cover her/his job. Therefore, a manager must notify the Chief Executive Officer that the manager will be absent and of when s/he expects to return to work. If a manager does not know the return date, the manager must call the Chief Executive Officer each day within the one hour period before the beginning of his/her regular workday.
3. If a manager knows in advance that s/he is going to be absent, the manager must schedule the absence with the Chief Executive Officer a reasonable time in advance of the absence.
4. Excessive absence and failure to report absence on time may lead to discipline, up to and including termination of employment. Absences are excessive if they occur frequently or if they show a pattern.

B. Holidays.

1. All YCH managers shall be entitled to the following holidays with pay:
 - a. Independence Day-July 4th
 - b. Labor Day-(1st Monday of September)
 - c. Veteran's Day (November 11th)
 - d. Thanksgiving Day (4th Thursday of November)
 - e. Day After Thanksgiving
 - f. Christmas Day (December 25th)

- g. New Year's Day (January 1st)
 - h. Martin Luther King Jr.'s Birthday (Observed 3rd Monday of January)
 - i. President's Day (3^d Monday in February)
 - j. Memorial Day (last Monday in May)
 - k. Four Floating Holidays. (See Section B, below.)
 - l. All other days appointed by the President of the United States or Governor of the State of California for a public fast, Thanksgiving or holiday and approved by the YCH.
2. Should a holiday fall on a scheduled work day, the employee shall take that work day off from work. Should a holiday fall on a non-scheduled work day, an employee shall be entitled to the previous or subsequent work day to the holiday, or to add the holiday hours to his/her holiday bank; providing that the observance is scheduled and approved in advance with the employee's supervisor.
 3. If a holiday falls during a manager's approved vacation period, the manager will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
 4. Managers on leave of absence for any reason are ineligible for holiday benefits for holidays that are observed during the period they are on leave of absence.
 5. All managers receive during a given fiscal year four paid floating holidays which may be taken off at any time during the year with the advance approval of the Chief Executive Officer. A manager may have only four floating holidays during any given fiscal year. If a manager has four unused floating holidays on the books, s/he will not be given any new floating holidays until some of the four unused days have been used. Upon termination of employment, the manager's unused floating holiday(s) shall be paid at his/her current daily rate.
 6. Managers hired after July 1st shall be credited with floating holiday time at the rate of two hours for each month remaining in the fiscal year from the date of employment.

C. Vacation.

1. Paid vacation is available to managers to provide opportunities for rest, relaxation, and personal pursuits.
2. Managers shall be entitled to accrue vacation days beginning on the first day of employment.
3. In order to allow a well-coordinated schedule, managers shall submit their request for vacation leave to the Chief Executive Officer at least thirty calendar days prior to when they would like to take their vacation. Approval will depend on whether, in the Chief Executive Officer's determination, the request would impose an undue hardship on YCH's workload. The Chief Executive Officer may require a manager to take accrued vacation and schedule the manager's use of vacation.
4. The maximum amount of paid vacation time, monthly accrual rate, and maximum vacation accrual amounts increase with length of service.
5. Vacation Accrual for Managers.

<i>Years of Service</i>	<i>Maximum Vacation per Year (Days 8 hrs)</i>	<i>Accrual Rate (Hours/Month)</i>	<i>Maximum Permissible Accrual</i>
3 years or less	10 days	6.67 hours	320 hours
After 3 years	15 days	10.00 hours	320 hours
After 11 years	16 days	10.67 hours	320 hours
After 12 years	17 days	11.33 hours	320 hours
After 13 years	18 days	12.00 hours	320 hours

After 14 years	19 days	12.67 hours	320 hours
After 15 years	20 days	13.33 hours	320 hours
After 16 years	21 days	14.00 hours	320 hours

Accrual rates assume a full-time manager working at least forty per week. During the term of this Agreement, full-time employees will continue to accrue vacation as if they were working a forty hour work week. Part-time employees will accrue vacation on a pro rata basis based on the number of hours worked during a week.

6. A manager who reaches the maximum accrual amount does not accrue additional vacation leave until s/he utilizes vacation leave so that there is room under the maximum accrual cap. During the term of this Agreement, the maximum accrual amount is increased to three hundred twenty (320) hours. When an employee is within six months of reaching the employees maximum accrual of vacation, the employee and the employee's supervisor shall agree to a schedule of time off to avoid exceeding the maximum accrual. In the event that it is not possible for the employee to schedule the appropriate time off the employee will either be allowed to exceed the maximum accrual or receive cash payment each pay period for accrued vacation at the agency's option until it is appropriate for the employee to take time off.
7. A manager continues to accrue vacation leave while on any authorized and compensated paid leave but does not accrue any vacation leave during any leave without pay.
8. Upon separation from YCH employment, managers will be paid for unused vacation time. The manager's current rate of pay prior to the date of termination will be used to calculate payment.
9. A manager who becomes ill while on vacation and desires to claim sick leave rather than vacation leave shall make such a request as soon as possible after s/he desires sick leave to begin. The Chief Executive Officer may require a medical doctor's certification that the manager has been examined and is ill.

D. Leave Buy-Back.

1. There shall be eighty (80) hours of leave buy-back allowed annually under this agreement so long as the employee maintains at least a minimum balance of forty hours of leave after any such buy-back of leave time.
2. For purposes of buy-back, leave is defined as only vacation, management leave, or floating holidays.
3. All requests for buy-back shall be submitted in writing to the YCH Accounting Department for processing. Payments will be issued as soon as administratively feasible.

E. Sick Leave.

1. Sick leave is a manager benefit provided by YCH for periods of temporary absence due to illnesses or injuries. It is not an earned right to be used like vacation time. Sick leave is granted to a manager when s/he must be absent from duty because of an illness or injury.
2. Full-time managers shall accrue eight hours of sick leave with pay for each one month of service. Sick leave shall be credited as of the first of each month following the completion of one month of employment. All unused sick leave may be carried forward into the next year.
3. Pay for any day of sick leave absence shall be the same as the pay that would have been received had the manager worked on the day of illness.
4. Managers who are unable to report to work due to illness or injury shall notify the Chief Executive Officer by telephone before the scheduled start of their workday. The Chief Executive Officer must also be contacted on each additional day of absence, unless other arrangements have been made. When the manager returns to work, s/he must sign an absence request form and have it approved by the Chief Executive Officer. All managers may be required to submit a physician's written verification of the manager's illness or injury for any such absence.
5. Notwithstanding the provisions of this Section E, and recognizing a potential for abuse of sick leave, the Chief Executive Officer may employ reasonable means to determine the validity of any sick leave need or use. The Chief Executive Officer may require a licensed physician's statement

verifying the need for any sick leave of three (3) days or more including medical appointments, illness, injury, and beginning and expected ending dates. Any manager who is on an excused absence for more than three days due to illness or injury must contact the Chief Executive Officer prior to returning to the workplace.

6. Sick leave may be applied to:
 - a. An absence due to a manager's personal illness or injury.
 - b. Medical and dental appointments, provided the manager notifies the Chief Executive Officer in advance.
 - c. Care for an ill spouse, child, or other member of the manager's household.
 - d. Death in the manager's immediate family.

F. Leaves of Absence.

1. Introduction.

- a. It is YCH's policy to grant leaves of absence under certain circumstances to all eligible managers on a nondiscriminatory basis. Except as otherwise indicated, all leaves of absence approved by YCH are on an unpaid basis.
- b. Subject to any applicable legal restrictions, requests for leaves of absence will be considered on the basis of the manager's length of service, performance, level of responsibility, the reason for the request, and YCH's ability to obtain a satisfactory replacement during the time the manager is away from work.
- c. Managers having any questions regarding this policy should contact Resource Administrator.

2. Family Care and Medical Leave.

- a. Eligibility. To be eligible for family care and medical leave, a manager must:
 1. have worked for YCH for at least twelve months prior to the

- date on which the leave is to commence; and
2. have worked for YCH at least 1,250 hours in the twelve months preceding the leave.
- b. Permissible Uses of Family Care and Medical Leave. "Family care leave" may be requested for:
1. the birth or adoption of a manager's child;
 2. the placement of a foster child with the manager; or
 3. the serious health condition of a manager's child, spouse, or parent. "Medical Leave" may be requested for a manager's own serious health condition. "Serious health condition" is one that requires either inpatient care in a medical facility or continuing treatment or supervision by a health care provider.
- c. Substitution of Paid Leave for Family Care and Medical Leave. Managers are required to substitute accrued vacation time and other paid personal leave for all family care and medical leaves. Managers are required to substitute sick leave only for medical leaves.
- d. Amount of Leave.
1. Provided all the conditions of this policy are met, a manager may take a maximum of 12 weeks of family care and medical leave in a 12-month period. The 12-month period commences on the first day on which the first family care or medical leave is taken. Spouses who are both employed by YCH may take a maximum combined total of 12 weeks of family care leave in a 12-month period for the birth, adoption, or foster care of their child.
 2. The substitution of accrued paid leave for family care or medical leave does not extend the total duration of family care and medical leave to which a manager is entitled to beyond 12 weeks in a 12month period. For example, if a manager has accrued four weeks of unused paid vacation time at the time of the request for family care or medical leave, that paid vacation time will be substituted for the first

four weeks of family care or medical leave, leaving up to eight additional weeks of unpaid leave.

3. Family care leave taken for the birth, adoption, or foster care placement of a child must begin within one year of the birth, adoption, or placement and may not be taken intermittently or on a reduced schedule without the Chief Executive Officer's permission. YCH retains the discretion to temporarily transfer the employee to an alternative position for which the employee is qualified and which better accommodates recurring periods of intermittent leave or leave on a reduced schedule taken for the employee's own serious medical condition. (29 CFR Sec. 825.204(a).)

e. Procedure for Requesting Family Care and Medical Leave:

1. Notice requirements.

- a. The manager should notify the Chief Executive Officer of his/her request for family care or medical leave as soon as s/he is aware of the need for such leave. For foreseeable events, if possible, the manager must provide 30 calendar days' advance written notice to the Chief Executive Officer of the need for family care or medical leave. For events that are unforeseeable 30 days in advance but are not emergencies, the manager must notify the Chief Executive Officer in writing as soon as s/he learns of the need for the leave, ordinarily no later than 2 to 3 working days after the manager learns of the need for the leave. If the leave is requested in connection with a planned, non-emergency medical treatment, the manager may be asked to reschedule the treatment so as to minimize disruption of the Housing Authority operations. If a manager fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, the Chief Executive Officer reserves the right to deny the taking of the leave until at least 30 days after the date the manager provides notice of the need for family care or medical leave.

- b. All requests for family care or medical leave should include the anticipated date(s) and duration of the leave. Any requests for extensions of a family care or medical leave must be received at least five working days before the date on which the manager was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the family care or medical leave.

2. Medical Certification.

- a. Any request for medical leave for a manager's own serious health condition or for family care leave to care for a child, spouse, or parent with a serious health condition must be supported by medical certification from a health care provider.
- b. The manager must provide the required medical certification within fifteen calendar days after the Chief Executive Officer's request for certification, unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within fifteen days of being asked to do so may result in a denial of the manager's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification. The medical certification for a child, spouse, or parent with a serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) the health care provider's estimate of the amount of time needed for family care; and (d) the health care provider's assurance that the health care condition requires family care leave.
- c. The medical certification for leave for the manager's own serious health condition shall include (a) the date on which the serious health condition commenced;

(b) the probable duration of the condition; and (c) a statement that, due to the serious health condition, the manager is unable to perform the functions of his/her position. In addition, the Chief Executive Officer may require the manager to obtain a second opinion from a doctor of the Chief Executive Officer's choosing at YCH's expense. If the manager's health care provider and the doctor providing the second opinion do not agree, the Chief Executive Officer may require a third opinion, also at YCH's expense, performed by a mutually agreeable doctor who will make a final determination. Before permitting the manager to return to work, the Chief Executive Officer also may require the manager to provide medical certification that s/he is able to return to work.

- f. Leave's Effect on Pay. Except to the extent that other paid leave is substituted for family care or medical leave, family care leave is unpaid.
- g. Leave's Effect on Benefits.
 - a.1. During a manager's family care or medical leave, YCH shall continue to pay for the manager's participation in YCH's group health plans, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same terms and conditions as would apply had the manager not taken leave.
 - 2. If the manager fails to return from the leave for a reason other than the recurrent or continuation of the health condition that brought about the leave or other circumstances beyond the manager's control, the manager shall reimburse YCH for any health premiums paid by YCH on the manager's behalf during any unpaid periods of the leave.
- h. Leave's Effect on Reinstatement.
 - 1. Managers returning from family care or medical leave are entitled to reinstatement to the same or comparable position consistent with applicable law. YCH retains the right

to deny reinstatement to managers who are 25 among the highest paid ten percent of YCH's managers and whose reinstatement would cause substantial and grievous economic injury to YCH's operations.

2. If the manager fails to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the manager's control, the manager may, at YCH's option, be required to reimburse YCH for any health premiums paid by YCH on the manager's behalf during any unpaid periods of the leave. The manager also may, at YCH's option, be required to reimburse YCH for such health premiums paid during the manager's unpaid leave if, upon the manager's return, s/he requests and is granted a reduced work schedule for which such benefits would not be paid by YCH.
3. Managers on family care or medical leave accrue employment benefits, such as sick leave and vacation benefits, only when paid leave is being substituted for unpaid leave and only if the manager would otherwise be entitled to such accrual.

3. Pregnancy-Related Disability.

a. Any manager who is disabled on account of pregnancy, childbirth, or a related medical condition may request a pregnancy-related disability leave. This leave may be for the period the manager's doctor verifies that the manager is disabled by pregnancy, childbirth, or a related medical condition, and that the manager is unable to perform her job, up to a maximum of four months. This leave is in addition to any family care or medical leave to which the manager may be entitled under YCH's Family Care and Medical Leave policy. The manager must consult with YCH and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to YCH's operations. Any scheduling, however, shall be subject to the approval of the manager's health care provider.

- b. YCH will provide a reasonable accommodation to a manager disabled by pregnancy, childbirth, or related medical condition, if

she so requests, with the advice of her health care provider. Such reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if the manager so requests and is qualified to perform the job, with the advice of her physician. However, YCH will not create an additional position for such an accommodation nor will the Chief Executive Officer discharge any manager or transfer a manager with more seniority.

c. Leave Requests.

1. For foreseeable events, if possible, the manager must provide thirty days advance notice of the need for such leave.
2. For events that are unforeseeable thirty days in advance, the manager must notify the Chief Executive Officer as soon as practicable.
3. All leave requests must include the anticipated date(s) and duration of the leave. Any requests for extension of such leave must be received by YCH at least five working days before the date on which the manager was originally scheduled to return to work and must state the revised anticipated date(s) and duration of the leave.

d. Terms of Pregnancy Leave.

Pregnancy disability leave may be taken intermittently or on a reduced work schedule when medically available, as determined by the manager's health care provider. If it is medically advisable for a manager to take intermittent leave or leave on a reduced work schedule and it is foreseeable based on planned medical treatment because of pregnancy, the Chief Executive Officer may require the manager to transfer to an available alternative position. This alternative position shall have the equivalent rate of pay and benefits; the manager must be qualified for the position; and it must better accommodate recurring periods of leave than the manager's regular job. It does not have to have equivalent duties. Transfers to an alternative position may include altering an existing job to accommodate better the manager's need for intermittent leave or a reduced work schedule.

- e. Certificate of Eligibility.
 - 1. Managers must consult with the Deputy Chief Executive Officer to determine their eligibility for the leave, the length and terms of the leave, and reinstatement.
 - 2. The provisions of YCH's Family Care and Medical Leave policy regarding notice (Section F(2)(e)(1)), the effect of the leave on medical certification requirements (Section F(2)(e)(2)), the effect of the leave on pay (Section F(2)(f)), and the leave's effect on reinstatement (Section F(2)(h)) also apply to all pregnancy-disability related leaves.
- 4. Other Disability Leaves. In addition to medical leaves described in the other provisions of Section F, a manager may request a temporary disability leave of absence if necessary to reasonably accommodate a work place injury or an ADA-qualified disability. Any disability leave under this section will begin after the manager has exhausted any medical leave to which the manager is entitled under Section F2 (Family Care, Medical and Other Leave) of this article. Managers taking disability leave must comply with the Family Care and Medical Leave provisions regarding substitution of paid leaves (Section F2f), and medical certification (Section F2e(2)). For the purpose of applying these provisions, a disability will be considered to be a serious health condition. During a disability leave under this section, managers are not entitled to any continued employer contributions towards any manager benefit plan. A manager, however, may elect to continue participating in such benefit plans at the manager's own expense, to the extent permitted by such plans.
- 5. Legally Required Leaves of Absence.
 - a. Managers will be granted leaves of absence as required by law for the purpose of fulfilling any required legal or military obligation, including but not limited to jury duty, appearance as a witness in a legal proceeding, military reserve duty, appearance at school by a parent when requested (pursuant to the Education Code), performance of emergency duty by a volunteer fire-fighter, and appearance as a victim of domestic violence in a legal proceeding to obtain relief to ensure the health, safety, or welfare of the manager or his/her child. Jury duty paid leave will be limited to eighty (80) hours except with the express prior approval of the Chief Executive Officer.

- b. Managers who are parents, guardians, or grandparents having custody of one or more children in grades 1-12, inclusive, or if the children attend a licensed child day care facility, such managers may take off up to 40 hours each year, not exceeding 8 hours in any calendar month to participate in activities of the school or licensed child day care facility of any of the manager's children attending such facilities. Any manager taking time off pursuant to this paragraph shall utilize existing vacation, or leave of absence without pay. Any such manager must give at least two weeks advance notice to the Chief Executive Officer prior to taking the time off. Any such leave shall be in compliance with the provisions of Labor Code §230.8.
 - c. Managers who are not seeking leave for court appearances as victims of domestic violence are required to provide reasonable advance notice of any need for such leave and are expected to return to work each day or portion of the day that they are not selected for jury duty or called as a witness.
 - d. Managers who are seeking leave for court appearances as victims of domestic violence are required to provide notice of such leave unless an emergency court appearance is required for the health, safety, or welfare of the domestic violence victim or his/her child. When an unscheduled or emergency court appearance is required, the Authority shall not take any action against the manager if the manager, within a reasonable time after the appearance, provides evidence from the court or prosecuting attorney that s/he has appeared in court.
 - e. For managers, salary during leave will be offset by any amounts received as jury or witness fees or as military pay.
6. Leave of Absence Without Pay.
- a. Any manager may be granted a leave of absence without pay upon approval by the Chief Executive Officer. A leave of absence without pay may be granted for illness, disability, or other appropriate personal reasons. A manager on leave of absence without pay may make arrangements, satisfactory with YCH's business officer, for continued medical and dental insurance; the manager will be required to pay both YCH's and the manager's contribution.

- b. Request for any leave of absence without pay shall be made in writing to the Chief Executive Officer and shall state specifically the reasons for the request, the date the desired leave is to begin, and the probable date of return. The Chief Executive Officer shall respond, either granting or denying the request. If the requested leave of absence without pay is for illness or disability, the manager shall request leave according to the procedures set forth in Section F2e(l) and (2), above.
- c. A leave of absence without pay for a period of not more than one year may be granted upon approval by the Chief Executive Officer. If a manager wishes to return to work early from a leave of absence, s/he shall provide reasonable advance notice to the Chief Executive Officer and seek the Chief Executive Officer's approval. Failure to return to work at the expiration of a leave of absence shall be considered abandonment of position and cause for immediate dismissal.

G. Absence Without Notification.

- 1. If a manager is absent without providing proper notification to the Chief Executive Officer, deduction may be made from his/her salary for the period of absence, and may result in disciplinary action up to and including termination of employment.
- 2. Absence without notification of more than five working days shall be considered abandonment of position and may result in immediate dismissal.

H. Notice on Application of Leave.

Any manager who is off work on pregnancy disability leave, industrial accident leave, or non-industrial, disability leave (SDI) may choose to have accrued paid sick leave or vacation leave applied to time off, or may choose not to have such paid leave applied. When a manager requests leave under any of the provisions mentioned above, s/he must indicate in writing before or two weeks after leave begins a preference that paid accrued leave is not to be used. In the absence of a written statement of preference from the manager that paid accrued leave is not to be used, YCH will charge paid accrued leave in an amount equal to the difference between the amount of workers' compensation or SDI benefits to

which the manager is entitled and the manager's full wage or salary. Under no circumstances may the manager be paid more than his/her full wage or salary.

- I. Management Leave. Since managers are exempt from the minimum wage and overtime provisions of the law, YCH provides them annually with up to 80 hours of paid management leave. Supervisors will also receive 80 hours of management leave. Time and extent of usage of management leave are subject to prior approval of the Chief Executive Officer. Management leave shall accrue and be available to a manager only if his/her performance is, in the sole determination of the Chief Executive Officer, satisfactory or higher in all categories of duties and responsibilities. In the event a manager terminates employment, s/he will not be required to pay back any portion of management leave previously taken, nor will the Authority pay any manager for management leave left on the records after termination of employment.

ARTICLE VIII EVALUATION AND PERSONNEL INFORMATION

- A. Performance Evaluations.
 1. a. Managers shall be evaluated by the Chief Executive Officer at least once each year in the calendar month prior to the manager's anniversary date, except during the first year of employment during which they shall be evaluated more frequently. The evaluation shall be a narrative based upon the duties and responsibilities described in the position's job description and such other duties and responsibilities that the Chief Executive Officer from time to time has given the manager. The overall rating given to the manager shall be either "satisfactory" or "unsatisfactory."
 - b. The format for the evaluation (i.e., the evaluation document) shall be developed by mutual agreement of the Chief Executive Officer and the Union; until that agreement is reached, the Chief Executive Officer's narrative shall be the evaluation.
2. If a manager feels that a performance evaluation is in error, s/he may request a meeting with the Chief Executive Officer to review the evaluation. The manager shall specify in writing any issues of disagreement. The Chief Executive Officer shall render a written decision on the controverted issues within ten working days of the receipt of the request for review. The request for review may be filed

only if the manager receives an overall rating of less than satisfactory.

3. The performance ratings in an evaluation are not subject to the grievance procedure. Violations of the evaluation procedure are grievable but one or more procedural errors shall not result in invalidation of an evaluation unless the errors were material and adversely affected the manager's ability to perform his/her duties satisfactorily and obtain an overall satisfactory rating.

B. Personnel Information.

1. All manager personnel files are the property of the Housing Authority. A manager's permanent personnel file contains application materials, payroll records, performance appraisals, supervisory notes and records, and any administrative action related to the manager's employment. With the approval of the Chief Executive Officer, managers may request materials be placed in their file. This personnel file is maintained under the supervision of the Chief Executive Officer. It is confidential and only those with the responsibility and the need to know will have access to it. Managers who wish to see their personnel files may make arrangements by contacting the Chief Executive Officer. The file may be viewed in the presence of the Chief Executive Officer at a mutually convenient time during regular business hours.
2. All managers are required to notify the Chief Executive Officer in writing as changes in their personnel information occur. Notification of changes of address, telephone number, marital status, number of dependents, insurance beneficiaries, educational accomplishments, or emergency information should be submitted as soon as possible in order to keep payroll, insurance, benefits, and personnel information accurate and up-to-date.

ARTICLE IX TRANSFERS

A. Transfer.

The Chief Executive Officer reserves the right to transfer managers in accordance with the needs of the Authority as determined in good faith by the Chief Executive Officer. No manager shall be permanently transferred between locations without ten calendar days prior written notice. No manager shall be temporarily transferred without at least one calendar day prior notice, except in

cases of emergency. Temporary transfers shall be for a period not to exceed ninety working days.

ARTICLE X LAYOFFS

A. Layoff

1. The provisions of this Article shall apply only to managers hired into positions in the management bargaining unit on or before September 1, 2000.
2. When for reasons of lack of funds, lack of work, reclassification, or reorganization, the Authority has determined a layoff is necessary, the Chief Executive Officer shall give notice thereof to the affected managers. Thereafter, persons to be laid off shall be determined in accordance with the rules set forth in this article. The Chief Executive Officer shall make an effort to transfer any manager who is to be affected by a reduction in force to another vacant position for which, as determined by the Chief Executive Officer, the manager qualifies.
 - a. Seniority: The seniority date of a manager for purposes of layoff and rehire shall be based upon the first day of paid service. A break in employment shall result in the acquisition of a new seniority date. Any manager laid off again after acquiring permanent status shall, after reinstatement, regain the seniority s/he possessed at the time of layoff. Periods of approved absences in paid status shall be credited as continuous Authority employment.
 - b. Bumping: A manager whose position is eliminated may bump a less senior employee in the last lower-level position in which the manager served and attained permanency, provided it has not been abolished and the qualifications have not changed. A manager who cannot bump into his/her last held position because of lack of seniority over the incumbent or other reasons may then bump into the position s/he held with permanent status prior to that time, under the same conditions stated above. A manager who has previously held more than one position with permanent status in the Authority shall bump back in sequence from the most recent to the earliest position held.
 - c. Notwithstanding the provisions of Section A2, above, a manager may exercise the bumping rights provided therein only on condition

that the manager:

1. has more Authority-wide seniority than the employee to be displaced;
2. is willing to accept the reduced compensation level;
3. meets the minimum qualification for the lower class, as determined by the Chief Executive Officer; and
4. requests displacement action in writing to the Chief Executive Officer within five days after receipt of the notification of layoff.

3. Notice of Layoff.

- a. The manager shall be given written notice of layoff by the Chief Executive Officer at least twenty-one calendar days in advance of the effective date of such layoff. The notice of layoff shall include the following information: Reason for layoff, effective date of layoff, a form to assert displacement rights, and any information required by Unemployment Insurance Code § 1089 and 22 CCR section 1089-1.
- b. A manager who has been notified of his/her impending layoff shall be granted up to 48 hours released time without a loss of pay or benefits, through prior arrangement with the Chief Executive Officer, to obtain other employment. In addition, managers may request scheduling of accrued vacation for this purpose once notice is given to the manager.

4. Health Insurance: A manager who has been laid off may elect to continue health insurance coverage in the group at his/her own cost, as provided by COBRA, provided that the insurance policy involved allows such continuance. It is the manager's responsibility to make mutually agreeable arrangements for such coverage with the Authority's Business Office.

ARTICLE XI GRIEVANCE PROCEDURE

A. Definition.

A grievance is any dispute between (a) the parties, or (b) the Authority and a manager or managers with respect to a claim of violation of one or more specific provisions of this Agreement that adversely affects the claimant grievant. The articles on Disciplinary Action and Authority Rights are not subject to this grievance procedure.

B. Intent.

It is the intent of the parties to this Agreement to anticipate and diminish causes of grievances and to settle any which arise informally at the lowest practicable level of supervision, and as fairly and promptly as possible. Therefore, it is agreed that there should be time limits for the initiation of a grievance after the alleged violation of this Agreement, time limits between steps of the grievance procedure, and time limits for answers at the steps of the procedure. Any grievance not initiated or pursued by the Union or aggrieved manager, as the case may be, within these time limits will be considered settled on the basis of the last act or answer by the Authority, unless the time limit is extended by written agreement of both parties. Failure of the Authority to respond in a timely manner at any step shall entitle the grievant to proceed to the next step in the procedure. This procedure shall be the exclusive procedure for adjustment of grievances for all managers in the bargaining unit.

C. Procedure.

Grievances will be processed in the following manner and within the stated time limits.

D. Informal Grievance.

The aggrieved manager or a representative of the Union (if the Union is the grievant) shall orally present the grievance to the Chief Executive Officer within twenty calendar days after the grievant knew or should have known of the act or omission constituting the grievable event but in no event more than forty-five calendar days after the act or omission. The Chief Executive Officer shall give his/her oral answer within twenty calendar days of the date of receipt of the informal grievance.

E. Formal Grievance - Step 1.

If the grievance is not resolved under Section D, it may be reduced to writing on the Authority's form setting forth the following:

1. Name of grievant
2. Manager's title;
3. Grievant's mailing address;
4. A clear statement of the nature of the grievance, citing the applicable section of this Agreement alleged to have been violated and all pertinent facts;
5. The date upon which the alleged grievance occurred;
6. The proposed solution to the grievance;
7. The date of execution of the grievance form;
8. The date of presentation of the informal grievance and the name of the person to whom it was presented.
9. The signature of the grievant; and
10. The name and signature of the grievant's representative, if any. A grievance without all of the information set forth above shall not be processed.

The written formal grievance must be presented to the Chief Executive Officer within ten calendar days after the Chief Executive Officer's answer under Section D, above, or, if no timely answer was given, within ten calendar days after the deadline for such an answer. The Chief Executive Officer may meet with the grievant but in any case shall render a written decision within fifteen calendar days after receiving the formal grievance at Step 1.

F. Formal Grievance - Step 2.

1. If the grievance is not satisfactorily resolved at Step 1, the Union may, within ten calendar days after delivery of the Step 1 decision, request a hearing by a hearing officer to be agreed upon by the Union and the Chief Executive Officer from a list supplied by the State Mediation and Conciliation Service. The request for a hearing shall be made in writing to

the Chief Executive Officer who shall notify the hearing officer or the Office of Administrative Hearings (see F2, below) of the request. The hearing officer or Office of Administrative Hearings shall then schedule the hearing taking into account the availability of all the parties.

2. If the parties do not agree on a hearing officer within fifteen calendar days after the parties' receipt of the list from the State Mediation and Conciliation Service, the matter shall be heard by an administrative law judge from the State Office of Administrative Hearings.
3. The hearing officer or administrative law judge (hereinafter, the Arbitrator) shall conduct the hearing, and shall render a written proposed decision containing findings of fact and determinations on issues and submit it to Authority's Commission.
4. The Commission may adopt the proposed decision in its entirety, or the Commission may decide the case upon the record, with or without taking additional evidence. The Commission shall render its final decision within sixty calendar days after having received the proposed decision, or within sixty calendar days after having taken additional evidence. A copy of the final decision shall be served upon the grievant and any Union representative. The decision of the Commission shall be final and binding on the parties.

G. Miscellaneous.

1. The Union and the Authority shall each pay one-half the fees and costs of the Arbitrator and any transcript or reporter fees and costs.
2. The Arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement as complained of by the grievant. The proposed decision of the Arbitrator shall be based solely upon the evidence and arguments presented to him/her by the respective parties in the presence of each other, and upon post-hearing briefs of the parties.
3. This Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the Arbitrator in the same manner as any other contract under the laws of the State of California. The function and purpose of the Arbitrator is to determine disputed interpretation of terms actually found in the Agreement, or to determine

disputed facts upon which the application of the Agreement depends. The Arbitrator shall therefore not have authority, nor shall s/he consider it his/her function to decide any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. Past practice of the parties in interpreting or applying terms of this Agreement may be relevant evidence, but shall not be used so as to justify, or result in, what is in effect a modification (whether by addition or detracting) of the written terms of this Agreement. The Arbitrator shall not render any proposed decision or award, or fail to render any proposed decision or award, merely because in his/her opinion such proposed decision or award is fair or equitable.

4. No proposed decision or award rendered by the Arbitrator shall be retroactive beyond the beginning of the last payroll period prior to the five day period specified in Step I of the grievance procedure. The Arbitrator shall have no power to render a proposed decision or award on any grievance occurring before or after the term of this Agreement.
5. Processing and discussing the merits of an asserted grievance shall not constitute a waiver by the Authority of a defense that the dispute is not grievable.
6. The Arbitrator may hear and determine only one grievance at a time unless the Chief Executive Officer expressly agrees otherwise. However, both parties will in good faith endeavor to handle in an expeditious and convenient manner cases which involve the same or similar facts and issues.

7. Motions to Dismiss

If the Chief Executive Officer claims that a grievance should be dismissed because, for example, it falls outside the scope of the procedure, or was filed or processed in an untimely manner, such a claim shall be heard and ruled upon by the Arbitrator prior to any hearing on the merits of the grievance. Upon the request of either party, there shall be a suitable stay/continuance between such a ruling and any further proceedings which may be necessary. The Chief Executive Officer may forego the above preliminary motion procedure and have such a claim heard and ruled upon at the hearing prior to the receipt of evidence on the merits.

8. It is expressly understood that the only matters which are subject to

advisory arbitration under this Article are grievances which were processed and handled in accordance with the grievance procedure above set forth, and which are not excluded from arbitration by other provisions of this agreement.

9. Neither the Authority nor the Union shall take any reprisal against any employee for his/her participation in the grievance procedure.

ARTICLE XII DISCIPLINARY PROCEDURE

A. Purpose.

1. To provide the Authority and YCH managers with permanent status an appropriate procedure for processing disciplinary actions and to insure that such managers are provided the rights to which they are entitled under the Constitutions of the United States and the State of California, and any applicable State and Federal laws. (NOTE: SECTIONS A THROUGH J OF THIS ARTICLE SHALL NOT APPLY TO PERSONS WHO ARE HIRED INTO VACANCIES IN POSITIONS IN THE MANAGEMENT BARGAINING UNIT AFTER SEPTEMBER 1, 2000; SUCH PERSONS SERVE AT THE WILL OR THE PLEASURE OF THE HOUSING AUTHORITY, MAY BE DISCHARGED OR OTHERWISE DISCIPLINED WITHOUT CAUSE AND WITHOUT A HEARING, AND MAY BE SUBJECT TO SEPARATE EMPLOYMENT CONTRACTS.
2. To specify the procedure for notice, response meetings, and formal hearings on appeal after disciplinary action.

B. Definitions.

1. Disciplinary Action: Dismissal, demotion, reduction of salary in class, or suspension without pay of a manager with permanent status for cause.
2. Parties: The affected manager and the Chief Executive Officer of the Authority.
3. Days: Calendar days, unless otherwise stated.
4. Response Meeting: Informal meeting at which the manager has an opportunity to respond to charges prior to disciplinary action.
5. Hearing: Formal hearing held due to appeal of a manager from disciplinary action taken by the Chief Executive Officer.
6. Notice: Notice shall be given by personal delivery or by certified mail.

C. Exclusive Procedure.

This procedure shall be the exclusive procedure for taking disciplinary action against managers with permanent status and for appealing those actions.

D. Notice Of Proposed Disciplinary Action.

1. Managers shall be given written notice of a proposed disciplinary action at least ten working days in advance of the date the action is proposed to be taken.
2. The notice of proposed disciplinary action shall contain the following:
 - a. The specific disciplinary action proposed to be initiated;
 - b. The causes for the action and factual charges for the proposed action, including any rule, regulation, ordinance, or statute alleged to have been violated;
 - c. A statement that the manager is entitled to an opportunity to respond to the charges (orally or in writing or both, personally or with a Union representative) to the Chief Executive Officer or a person designated by the Chief Executive Officer; and
 - d. A statement that if no timely written response or personal response is received by the Chief Executive Officer or a person designated by the Chief Executive Officer, the Chief Executive Officer may order the proposed action into effect.
3. The notice of proposed disciplinary action shall be accompanied by either copies of the material on which the charges and proposal are based, or if the materials are too voluminous to copy easily, a description of the materials and a reasonable opportunity to inspect, summarize, or make copies.
 - a. The manager may copy and inspect all materials designated as the basis for the charges and the proposed disciplinary action.
 - b. The manager may copy and inspect his/her personnel file, upon reasonable request to the Chief Executive Officer and at such time as the Chief Executive Officer shall set.
 - c. The manager may copy and inspect other Authority records which the manager generated in his/her job.
4. If, during the ten working-day period after service of the notice of proposed disciplinary action, the manager does not deliver a written

response to the Chief Executive Officer or meet with the person designated by the Chief Executive Officer and respond to the charges, the Chief Executive Officer may order the proposed action into effect immediately.

5. If the manager requests an opportunity to respond, the Chief Executive Officer shall give him/her at least three workdays prior written notice of the time and place of the meeting (preferably at the main offices of the Authority), at which time the manager may respond. The meeting shall be held within the ten-day period described in 4, above, if practicable. If a meeting is scheduled after the ten-day period, the Chief Executive Officer shall not take the final action until the conclusion of the response meeting, except as otherwise provided in this article.

E. Response To Notice Of Proposed Disciplinary Action; Meeting.

1. At the time and place set for the response meeting, the manager may respond orally or in writing, alone or with a Union representative.
2. The manager shall not be entitled to call witnesses, shall answer all questions asked by the Chief Executive Officer, and shall provide any other information or documents requested.
3. At the meeting, the Chief Executive Officer may consider information contained in the proposed charges as well as information presented by the manager or his/her Union representative. If new information relating to new charges is introduced, or if a theory constituting a new ground or occurrence as a basis for discipline is introduced, the manager may request a reasonable continuance to copy materials and respond to these new matters.
4. After the response meeting, the Chief Executive Officer shall determine whether or not to issue a Notice of Disciplinary Action.

F. Causes: In addition to any causes provided for by statute or by policy or regulation of the Authority, each of the following constitutes cause for disciplinary action against a manager with permanent status:

1. Falsifying or altering any information supplied to the Authority, including but not limited to information supplied on application forms, employment records, or any other Authority records.

2. Incompetency or unsatisfactory performance.
3. Inefficiency.
4. Neglect of duty.
5. Insubordination.
6. Dishonesty.
7. Drunkenness on duty or being under the influence of alcohol on duty.
8. Intemperance.
9. Addiction to the use of controlled substances or being under the influence of a controlled substance on duty.
10. Absence without leave.
11. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.
12. Immoral conduct.
13. Improper political activity.
14. Willful disobedience.
15. Refusal to take and subscribe any oath or affirmation which is required by law in connection with employment.
16. Unlawful discrimination, including harassment, on the basis of race, religious, creed, color, national origin, ancestry, physical handicap, marital status, sex, age, or sexual orientation against another employee or against a member of the public while acting in the capacity of an Authority manager.
17. Misrepresentation or concealment of any fact in connection with obtaining employment.
18. Abuse of illness or leave privileges.

19. Misappropriation of Authority funds or property for personal use or for sale.
20. Discourteous, offensive, or abusive conduct toward or treatment of the public, a Commissioner, unrepresented employees, managers, confidential unit employees, or general unit employees.
21. For managers who drive a vehicle in the course of their employment:
 - a. Failure to maintain a good personal or business driving record;
 - b. Failure to satisfy the insurability requirements of the Authority's insurance carrier under Authority policies. The Authority's ability to obtain insurance for the manager under a high risk or any policy other than the regular insurance policies does not mitigate this failure.
 - c. Failure to maintain a valid California driver's license in full force and effect preventing the operation of a vehicle that the employee must drive in the course of employment.
 - d. Any manager who is caught driving under the influence in a YCH or other government-owned vehicle will be subject to immediate termination.
22. Falsifying any information supplied to the Authority such as work time sheets, requests for reimbursements, or any other Authority records.
23. Refusal or failure to submit to an examination by a licensed physician when directed to do so by the Chief Executive Officer based upon reasonable suspicion of abuse of leave privileges, of use of alcohol or drugs, or reasonable concern about fitness for duty.
24. Other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the Authority or the person's employment.

G. Initiation And Notification Of Charges - Notice of Disciplinary Action.

1. The Chief Executive Officer may initiate disciplinary action as defined herein against a permanent manager.
2. In all cases involving disciplinary action, the Chief Executive Officer shall

serve on the manager a written Notice Of Disciplinary Action either personally or by certified mail, at the manager's last known address. A copy shall be mailed to the Union. The Notice shall include:

- a. A statement of the nature of the disciplinary action (suspension without pay, demotion, reduction of salary in class, discharge);
- b. A statement of the cause or causes for the disciplinary action, as set forth in F, above;
- c. A statement of the specific acts or omissions upon which the causes are based; and
- d. A statement of the manager's right to appeal from the disciplinary action and the manner and time within which the appeal must be filed.

H. Right To Appeal.

1. Within ten calendar days after receiving a Notice of Disciplinary Action described above, the manager may appeal in writing. Any written document signed, dated, and appropriately filed within the specified time limit by the manager shall constitute a sufficient appeal. An appeal is filed only by delivering the written appeal to the office of the Chief Executive Officer during normal work hours of that office. An appeal may be mailed to the office of the Chief Executive Officer but must be received or postmarked no later than the time limit stated herein.
2. The appeal shall contain a statement of the specific grounds and reasons for the appeal and a copy of any materials upon which the manager intends to rely in the appeal.
3. If the manager fails to file an appeal within the time specified, s/he shall be deemed to have waived his/her right to appeal.

I. Amended/Supplemental Charges.

At any time before a final decision on appeal, the Chief Executive Officer may serve on the manager an amended or supplemental notice of disciplinary action. If the amended or supplemental notice presents new causes or allegations, the manager shall be afforded a reasonable opportunity to prepare his/her defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made

orally at the hearing and shall be noted on the record.

J. Proceedings On Appeal.

1. The Chief Executive Officer shall, within twenty calendar days, set a date for the hearing which shall be held within thirty days of the date the appeal is received by the Chief Executive Officer, subject to the availability of an agreed-upon hearing officer. These time limits may be extended by the mutual written agreement of the parties. If the parties do not agree on the hearing officer within ten calendar days of the receipt of the appeal, the hearing shall be conducted by an administrative law judge from the State Office of Administrative Hearings. The costs of the hearing officer or administrative law judge (hereinafter, the arbitrator), the court reporter, and of providing a record (transcript) of the hearing shall be divided equally between the Union and the Authority.
2. Any appeal from disciplinary action must be made through this procedure. The grievance procedure shall not apply to contest the validity of any disciplinary action or any alleged contract violation related to any disciplinary action.
3. At least five working days prior to the hearing, each party shall serve a list of witnesses and copies of all intended exhibits on the other party. If additional witnesses or evidence are added after this date, the opposing party shall be entitled to a reasonable continuance at the discretion of the arbitrator.
4. The hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the arbitrator and the availability of counsel and witnesses. The hearing shall be a private hearing.
5. The manager may be represented by the Union, or if the manager chooses not to be represented by the Union, the manager may be self-represented. The manager has the further right to pay for and retain independent counsel for representation at the hearing.
6. The manager shall be entitled to appear personally at the hearing and produce evidence.
7. The Union shall have the right to attend the hearing if the Union is not chosen by the manager as his/her representative.

8. The Housing Authority may also be represented by counsel.
9. At the hearing, the Housing Authority shall have the burden of going forward first with evidence in support of the allegations contained in the order of disciplinary action and shall have the burden of establishing facts by a preponderance of the evidence. The arbitrator shall administer oaths and take official notice of facts as authorized by law.
10. Oral evidence shall be taken only on oath or affirmation.
11. A court reporter shall take a transcript of the hearing.
12. The arbitrator may consider the records of any prior disciplinary actions against the manager which are final, and any records contained in the manager's personnel files if such records were introduced at the hearing.
13. Each party may call and examine witnesses; introduce exhibits; cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; impeach any witness; and rebut evidence. The manager-appellant may be called and examined as if under cross-examination.
14. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient alone to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.
15. a. Following the hearing, the arbitrator shall promptly prepare and submit to the parties to the hearing a decision in the case. The decision shall contain and be limited to specific factual findings relating to the facts alleged in the disciplinary order and any facts asserted by the manager for purposes of defense or mitigation; a determination of legal issues, if any; a determination of whether

the facts found constitute good cause for discipline; and an order that affirms, modifies, or sets aside the order of disciplinary action imposed by the Chief Executive Officer.

- b. If good cause for discipline is found, the arbitrator shall not modify the action imposed by the Chief Executive Officer unless the arbitrator determines that the discipline imposed by the appointing authority constitutes an abuse of discretion as a matter of law.

16. The decision of the arbitrator shall be final and binding.

17. The Housing Authority agrees that employees shall not suffer loss of compensation for time during work hours spent as a witness at an arbitration hearing held pursuant to this article. The manager and the Union agree that the number of witnesses requested to attend and their scheduling shall be reasonable.

**ARTICLE XII
MISCELLANEOUS**

A. Discrimination.

The Authority and the Union agree not to unlawfully discriminate against any manager on the basis of Union membership or non-membership or on the basis of Union activity protected under the California Meyers-Milias-Brown Act.

B. Savings.

If any part of this Agreement is found by a court of competent jurisdiction to be illegal, such illegality shall not in any way invalidate any other parts of this Agreement.

C. Concerted Activities and Lockouts.

For the duration of this Agreement and any good faith negotiations to create a successor Agreement, the Union and its bargaining unit members agree that they, and each of them, shall not call, sanction, or engage in any strike (including sympathy strikes), slowdown, suspension of or stoppage of work activity, sickout, or any other activity against the Authority which would involve suspension of or interference with the normal work of the Authority, and the Authority shall not cause or engage in any lockout of bargaining unit members. In the event that bargaining unit members participate in any such activity, the Union shall notify them to cease and desist from such activity and instruct them to return to their normal duties.

D. Driver License And Insurability.

1. Current practices regarding the use of personal vehicles for YCH business by managers shall continue unchanged. A manager may be required as a condition of employment to provide a personal vehicle for YCH business.
2. A manager who is authorized to drive an YCH vehicle or personal vehicle in the course of his/her employment shall be required as a condition of employment to maintain the required driver license for the vehicle utilized on the job and the minimum insurance on the personal vehicle which is required by State law.
3. In addition, a manager who is authorized to drive a YCH vehicle in the

course of his/her employment shall maintain a safe driving record such that no assigned risk or insurability penalties are applied to YCH's insurance rates. Failure to do so will necessitate that the manager provide his/her personal vehicle for use on the job where possible, and in other instances, may result in disciplinary action and/or the manager's payment of the increased insurance charges.

4. The manager shall notify the Chief Executive Officer of the loss, suspension, or cancellation of his/her driver's license on the first working day following such loss.

E. Retirement Contributions To PERS.

1. The Housing Authority shall pay the employer share of the PERS contribution .
2. Effective the second full pay period of January 2016, employees shall pay the entire share of their contribution to PERS up to seven percent (7.0%) of wages. Employee contributions shall be made on a pretax basis as provided for under IRS Code Section 414(h).
3. The parties agree to renegotiate in good faith the amount of the employee share of PERS contribution, if any, paid by employees during negotiations for any subsequent agreement.
4. The parties agree that the Housing Authority will comply with the Public Employees Pension Reform Act of 2013 (Cal. Government Code §§7500 et seq.) with respect to pension formulas and contributions with respect to all new and current employees.

F. Term of Agreement.

1. This Agreement shall remain in full force and effect from and retroactive to July 1, 2015 through June 30, 2016. In the event that after January 1, 2016, changes to the state or federal funding of the Housing Authority or to the state or federal budget dealing with funds directed to the Housing Authority results in a situation in which additional cuts to the Housing Authority budget for the fiscal year covered by the term of this MOU, the parties agree that if requested by

the Housing Authority the parties shall reopen negotiations to negotiate in good faith over steps to address the new budgetary shortfall caused by state or federal actions or budget issues.

2. The provisions of this Agreement shall be effective on the effective date stated above except as otherwise specifically provided.
3. If subsequent to the final approval of this Agreement any other term or benefit of employment is negotiated with by YCH with any other represented unit of employees that is greater to or in addition to the terms or benefits contained in this Agreement YCH and the Union agree, upon the written request of the Union, to meet and negotiate in good faith on such new term or benefit and whether the same or greater term or benefit shall be extended to the management unit.

INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 856

By: _____
Kenneth Akins
Lead Negotiator

By: _____
Irma Jimenez-Perez

By _____
Teamsters Local 856

Peter Finn, Secretary/Treasurer

HOUSING AUTHORITY OF THE COUNTY OF YOLO

By: _____
Lisa A. Baker
Lead Negotiator

By: Hope P. Welton
Hope P. Welton
Agency Counsel

Approved by the Yolo County Housing Authority Commission on this
29th day of June, 2016.

Mark Johannessen
Mark Johannessen
Yolo County Housing Authority Commission
Housing Authority of the County of Yolo

Approved as to Form:

By: Hope P. Welton
Hope P. Welton, Agency Counsel

Attest:

Julie Dachtler, Deputy Clerk
Board of Commissioners of the
Housing Authority of the County of Yolo

By: Julie Dachtler
Deputy



Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 16-11 Item No. 10, of the Yolo County Housing meeting of June 29, 2016.

MOTION: Stallard. SECOND: Thomson. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

10.

Review, Approve and Adopt Resolution Setting Flat Rent Schedule in Conventional Rental Housing (Dogias, Holt)

Approved **Resolution No. 16-05** 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 29, 2016
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Chief Executive Officer
PREPARED BY: Tom Dogias, Real Estate Services Supervisor
SUBJECT: **Review, Approve and Adopt Resolution Setting Flat Rent Schedule in Conventional Rental Housing**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Review, approve and adopt the revised flat rent schedule, and
2. Authorize the CEO to implement.

BACKGROUND / DISCUSSION

As per the Code of Federal Regulations at 24 CFR, Section 960.253 - Once a year, the PHA (Public Housing Agency) must give each family the opportunity to choose between the two methods for determining the amount of tenant rent payable monthly by the family. The family may choose to pay either an income-based rent or flat rent as their tenant rent. Income based rent is calculated as thirty (30%) percent of adjusted annual income. The flat rent is based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent for which the PHA could lease the public housing unit.

The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient. Additionally, this decreases the instance of fraud committed by residents whose rents increase as they earn more money. Another benefit of flat rent is it reduces administrative burden that comes with conducting rent adjustments when income fluctuates, especially in a seasonal economy.

On April 7, 2016, HUD issued PIH Notice 2016-05 outlining the streamlining administrative regulations for public housing and the housing choice voucher program. Among the **mandatory**

provisions is the requirement for public housing agencies to use “flat rents” when calculating rents for mixed families (mixed families refers to families where one or more members do not have appropriate legal status and cannot, by law, receive subsidy assistance; also known as “prorated families”). This provision changes the methodology for calculating prorated rents from the complicated maximum rent calculation (95th percentile of all total tenant payments for each bedroom size) to using the flat rent schedule for each bedroom size. This HUD mandated streamlining provision will be implemented at new admission and each annual recertification.

To determine the flat rent, the PHA must consider:

- The location, quality, size, unit type and age of the unit;
- Any amenities, housing services, maintenance and utilities provided by the PHA.

HUD regulations specify that the comparable units used for this study must be based on unassisted (market rate) units (i.e., private, rent-restricted affordable housing complexes cannot be used in the market study).

Staff has completed the market survey of unassisted units in Yolo County using jurisdiction rental market summaries (County and City) and private market rents, in accordance with HUD guidelines. As required, this study was based on comparable properties, unit size, and amenities offered. Staff has determined the following proposed flat rents:

Flat Rent Table by Bedroom Size and Year:

	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Flat Rents 2015	\$796	\$836	\$981	\$1322	\$1601	\$2233
Increase or (decrease) based on Fair Market rent survey	\$14	\$44	\$6	0	\$347	(\$17)
% of increase or (decrease) based on fair market rent survey	2%	5%	.6%	(0%)	15%	(1%)
Proposed 2016 Flat Rents Based on Market Rate	\$810	\$880	\$987	\$1,322	\$1948	\$2216

For comparison:

*HUD requires PHAs to establish flat rents at no less than 80% of the applicable Fair Market Rent (FMR)

80% of HUD FMR	\$691	\$696	\$931	\$1338	\$1625	\$1870
2016 HUD FMR	\$864	\$870	\$1164	\$1672	\$2032	\$2337

This analysis was based on non assisted properties with similar amenities, units size, and age of the property. The properties YCH used in this study do not have amenities many market rate apartment communities offer and as a result the market rent is lower than what we experience

in other programs. For example, the Housing Assistance Division, has experienced much higher rental increases throughout the jurisdiction.

In order to provide residents with sufficient notice of flat rent schedule changes, it is recommended that flat rent increases become effective September 1, 2016. Residents who choose a flat rent would see a change at the annual recertification examination (due on the anniversary month of the resident's initial move-in date). In accordance with federal requirements, at the time of annual recertification, each family has the choice of the flat rent option or an income-based rent equal to 30% of adjusted income.

YCH will use the adopted flat rent schedule for the calculation of total tenant payment for mixed families leasing public housing units in accordance with new mandatory HUD regulations.

FISCAL IMPACT

Currently YCH has (10) Public Housing units out of 431 that pay flat rents (approximately 2%). Fiscal impact to the Agency is unknown due to family rental payment choice, but total impact is probably *de minimus*.

CONCLUSION

Staff recommends approving by resolution the proposed Flat Rent schedule for Low Rent Public Housing to be effective August 1, 2016.

Attachment: Resolution

FILED

JUL 06 2016

BY Julie Dachtler CLERK OF THE BOARD
DEPUTY

**YOLO COUNTY HOUSING
RESOLUTION NO. 16-05**

**(Resolution regarding Adoption of Annual Flat Rent Schedule in Accordance
with Federal Regulations)**

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires public housing authorities to adopt a flat rent option for residents consistent with market survey results; and

WHEREAS, public housing residents will be given the option to choose either the flat rent or income based rent amount at their annual reexamination; and

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires the agency to calculate tenant rental payment for “mixed families” based on the flat rent.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Housing Commission of the Housing Authority of the County of Yolo adopts the flat rent schedule to be effective August 1, 2016 as outlined in the flat rent staff report of June 29, 2016.

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 29th day of June 2016 by the following vote:

AYES: Johannessen, Stallard, Thomson, Wienecke-Friedman, Vanderford.

NOES: None.

ABSTAIN: None.

ABSENT: Aguair-Curry.

[Signature]
Mark Johannessen, Vice Chair
Housing Commission of the
Housing Authority of the County of Yolo

Approved as to Form:

By [Signature]
Hope Welton, Agency Counsel

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

By [Signature]



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. 16-11 Item No. 11, of the Yolo County Housing meeting of June 29, 2016.

MOTION: Stallard. SECOND: Thomson. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

11.

Review and Approve Updated Corporate Credit Card Guidelines and Procedures (Gillette, Baker)

Approved recommended action on Consent.



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

DATE: June 29, 2016

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Chief Executive Officer

PREPARED BY: Jim Gillette, Finance Director

SUBJECT: **Review and approve updated Corporate Credit Card Guidelines and Procedures**

RECOMMENDED ACTION:

Review and approve the updated Corporate Credit Card Guidelines and Procedures (attached with redline to prior version)

BACKGROUND/DISCUSSION:

Yolo County Housing currently maintains credit card accounts with Bank of America in accordance with our Corporate Credit Card Guidelines and Procedures approved by the Board in 2010. Staff is proposing revisions to the existing Guidelines in order to better align current business practices for how the credit card statements are processed and to update required approval levels to be better aligned with payments related to pre-approved training and other business travel.

FISCAL IMPACT

Reduction in staff processing time related to credit card payment approvals; no impact on control over expenditures.

CONCLUSION

Staff recommends approval of the updated Guidelines.

Attachments:

Corporate Credit Card Guidelines (clean version)
Corporate Credit Card Guidelines (redline to prior approved version from 2010)

YOLO COUNTY HOUSING

Corporate Credit Card Guidelines and Procedures

Introduction

In the course of its business operations, Yolo County Housing (YCH) under the approval of the CEO may provide certain employees with a corporate credit card as needed according to position responsibilities. A list of those employees with corporate credit cards will be maintained by the Finance Director and a copy provided to the Resource Administrator. The credit card is to be used exclusively for YCH business. To ensure proper fiscal accountability, the following guidelines and procedures have been established for employee use of corporate credit cards.

Guidelines and Procedures

Corporate credit cards are provided as a matter of convenience to facilitate the payment of expenses incurred for YCH business purposes only. These credit cards are not to be used for personal purchases of any kind. Delegation of purchasing authority governs the use of the credit card as a tool for purchasing materials and services incurred. If the purchase is greater than \$1,000 for any one item, the Finance Director, General Director, or CEO must pre-approve that expenditure. Any purchases greater than \$2,000 must be approved by the CEO.

The cardholder agrees to comply with all applicable YCH policies and procedures and this Cardholder agreement. The Cardholder must adhere to the YCH Procurement Policy. When signed and accepted, this form acts to assign the formal delegation of purchase authority to a current YCH employee to execute credit card purchases.

Compliance with Guidelines and Procedures, Violations and Consequences

Employee violations to this agreement or to the procurement policy regarding the purchase of goods or services will be investigated and may result in either one or more of the following actions: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action up to and including termination (in accordance with the applicable Union MOU and/or YCH Personnel Policy), and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

The CEO has the authority to investigate and to determine whether a violation of the procurement policy and these guidelines and procedures has occurred, and to recommend actions that may be taken because of such determinations. In the event of a conflict of interest, the CEO will refer the investigation to legal counsel.

Violations of these guidelines will result in loss of privilege of having a corporate credit card. Violations include but are not limited to:

- Purchase of items for personal use.

- Purchase of items in violation of the procurement policy.
- Use of credit card for cash advances.
- Exceeding the bank credit line limit.
- Use of the credit card for purchase of more than \$1,000 without Finance Director, General Director, and/or CEO prior approval.
- Failure to return the credit card when an employee is reassigned, terminated, resigns or upon request.
- **Failure to turn in packing slips, receipts or other supporting documentation to the Finance Department with the coded and approved credit card statement within 15 days of receipt of the monthly credit card statement.**

An employee that receives a car allowance CANNOT use the corporate credit card to charge for gasoline, unless the employee is in an authorized car rental.

An employee that drives YCH vehicles (facilities, maintenance, agricultural housing) must use his/her issued gas card, NOT the corporate credit card.

Ownership and Cancellation of the Credit Card

The credit card remains the property of the issuing bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Cardholder is accountable for the activity on the card. The bank or YCH may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the credit card upon request to YCH or any authorized agent of the issuing bank.

Spending Limits

Each credit card has a pre-set limit (including shipping, handling, and tax) that may not be exceeded under any circumstances.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the vendor each time the credit card is used. Individual transaction receipts with explanation of the purchase are to be submitted to the Finance Department with the approved credit card statement each month.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements.

Protecting the Credit Card

The credit card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

Sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, bankcards, cash and checks. Keep your card(s) in an accessible, but secure location. When using the credit card for internet purchases, cardholders should ensure that the site utilizes industry recognized encryption transmission tools. When using the credit card, make sure it is returned to you after each charge and verify that the returned card has your name on it.

When the expiration date is passed and/or after you have received a new credit card, submit the old credit card to the Finance Director. The Finance Director will shred the card and dispose of it.

Lost or Stolen Credit Cards

If the credit card is lost or stolen, contact the issuing bank's 24-hour toll-free number immediately. Notify the Finance Director and/or the CEO no later than the next business day.

Acknowledgement

I understand and will abide by the YCH Corporate Credit Card Guidelines and Procedures:

Credit Card Cardholder Printed Name

Credit Card Cardholder Signature/Date

\$

Credit Card Pre-Set Limit

Cardholder Supervisor's Signature/Date

YOLO COUNTY HOUSING

Corporate Credit Card Guidelines and Procedures

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- Purchase of items in violation of the procurement policy.
- Use of credit card for cash advances.
- Exceeding the bank credit line limit.
- Use of the credit card for purchase of more than \$500–1,000 without Finance Director, General Director, and/or Executive Director/CEO prior approval.
- Failure to return the credit card when an employee is reassigned, terminated, resigns or upon request.
- **Failure to turn in packing slips, receipts or other back-up supporting documentation to the Finance Department with the coded and approved credit card statement within 15 days of the purchase for the purpose of establishing accountable reconciliation procedures receipt of the monthly credit card statement.**

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Acknowledgement

I understand and will abide by the YCH Corporate Credit Card Guidelines and Procedures:

Credit Card Cardholder Printed Name

Credit Card Cardholder Signature/Date

\$

Credit Card Pre-Set Limit

Cardholder Supervisor's Signature/Date

Yolo County Housing
Yolo County, California

Meeting Date: June 29, 2016

To: County Counsel ✓
Yolo County Housing ✓

12.

Review, Approve and Adopt Resolution for Rent Increases to Davis Solar Homes (Dogias, Holt)

Minute Order No. 16-12: Approved recommended action by **Resolution No. 16-06.**

MOTION: Vanderford. SECOND: Wienecke-Friedman. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.



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 29, 2016
TO: Board of Commissioners
FROM: Lisa A. Baker, Chief Executive Officer
PREPARED BY: Tom Dogias, Real Estate Services Supervisor
SUBJECT: **Review, Approve and Adopt Resolution for Rent Increase to Davis Solar Homes**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Review, approve and adopt the resolution for the proposed rent increase for the Davis Solar homes, and
2. Authorize the CEO to implement proposed rent increases annually.

BACKGROUND / DISCUSSION

Davis Solar Homes are permanent low income year round farm labor housing originally funded through USDA Rural Development and managed by Yolo County Housing (YCH). The seven (7) homes were originally built in 1979 located within the Stonegate Country Club in the City of Davis and became a part of the YCH portfolio in 1994. Six of the homes are three bedroom duplexes and one is a four bedroom single family home.

Over the **last twenty (20) years**, YCH has maintained extremely low rents to Davis Solar Home families and the current "basic" rent for the three bedroom is \$440 per month and the four bedroom is \$495 per month, based on USDA-RD requirements during the life of the loan. Rent increases over time have not kept pace with inflation or property needs.

Due to aging of the units and maintaining extremely low rents, YCH is no longer able to offset operations and maintenance expenses from rental revenue. Furthermore, YCH has not been able to build the necessary operating reserves and capital fund reserve necessary to meet the current or future capital improvements needed on these units.

In July 2014, YCH revised the Capital Needs Assessment (CNA) for the Davis Solar Homes resulting in a total capital needs amount of **\$566,270** for rehabilitation and improvements to the seven units over the next 20 years. The immediate capital needs are valued at **\$109,680**. The current operating reserve is far short of needed funds for the identified capital improvements which include roof replacement, exterior, site and architectural improvements. At this time, the current operating reserves of \$90,000 are being

used to supplement operating expenses with an anticipated **shortfall of \$21,000** for FY 2016 and projected shortfall of **\$7,000** for FY 2017.

Staff originally brought this item before the Housing Commission as an information and direction item when the USDA-RD restrictions had ended. As a result of our discussions with USDA, we were not successful at this time in having the deed restrictions on use as permanent farmworker housing lifted. While that may still be a future option, at this time, the units will remain as such. However, in keeping with direction from the Commission, we are able to set rents at more appropriate levels, taking into consideration both property need and our mission.

As a result, staff completed a fair market rental rate analysis. One component was to ensure YCH would be even-handed in any rent increase proposal and to stay true to the original intent of the program, while also improving portfolio operations and cover operating expenses and build an operational and capital reserve to meet needs.

The market study shows a substantial gap between the existing “basic” rent schedule and the actual market rent, as well as in comparison to HUD determined Fair Market Rents (FMR). This gap is attributed to a combination of **zero** rent increases by YCH on the seven units and the **substantial** increase in rents in the City of Davis over the last 20 years. As a result, the surrounding markets rents increased while the Davis Solar homes remained at a steady \$440 and \$495 rental rate. Unfortunately, the costs of utilities and maintenance of the aging units has accumulated. Realistically, there should be a larger increase to arrive closer to the FMR for this area. In looking at family ability to pay and existing rents and Voucher Payment Standards, staff is proposing an increase of 60% over current rents. In order to ameliorate impacts to families, staff proposes a four (4) year phase in of 15% per year.

Although 60% may sound like a large amount, it is very modest in comparison to current Davis rents, as well as compared to HUD FMR and to YCH current Payment Standards for Davis. After four (4) years, the future rent for a 3-bedroom unit would be at 46% of current FMR (it would be 42% of current Payment Standard or 37% of current market). For a 4-bedroom, the future rent would be at 43% of current FMR (which would be 39% of current Payment Standard and just 28% of current market rents).

An analysis of current households’ **self reported** income shows that five families can afford the proposed rental increases and still be within 30% of income towards rent. Two of the seven households are currently paying more than 30% of their income for rent at \$440. Staff proposes a hardship exemption for these two families, holding their rent at the current rate until their income improves or they move out. Annual income certifications would determine gradual increases, based on 30% of income, for those families until they become equal to the newly established rents. At this time, the Davis Solar units require at least one household member to be employed in the agricultural industry working in farming or cannery operations.

In addition, in an effort to reduce the immediate impact to all currently housed families, staff proposes a four (4) part rent increase of 15% per year. This would allow YCH, over time, to generate adequate revenue to pay for routine operating and maintenance expenses and, over time, start to build reserves for elements of the CNA. For families that would move into vacant units, the new rents would apply at move in.

Staff has completed the market survey of unassisted units in Davis California in accordance with RD guidelines. Staff has determined the following:

Market Rent vs. Basic Rent Table by Bedroom Size and Proposed Rent Increase 15.0% annually:

60% increase over 4 years	FMR	PS	Davis Market Rate Rents	Davis Solar Basic Rents	Rental Rate Y 1 at 15% Increase	Rental Rate Y 2 at 15% Increase	Rent Rate Y 3 at 15% Increase	Rental Rate Y 4 at 15% Increase
3BR Rent	\$1672	\$1839	\$2092	\$440	\$506	\$582	\$669	\$770
4BR Rent	\$2032	\$2235	\$3041	\$495	\$569	\$655	\$753	\$866

As stated above, staff proposes a 60% increase over 4 years, which would consist of a 15% increase annually starting this year and completing in 2020. The rents would stabilize in the 5th year, at which time a review would be needed to evaluate the rental market once again. A 60% increase would result in \$28,212 in annual financial improvement over the current year. Unfortunately, even with this conservative approach, reserves will not be sufficient to meet projected needs unless outside funding can be obtained.

Annual funding increase to operations from FY 2015 based on proposed rental rates:

Proposed Increase	Year 1	Year 2	Year 3	Year 4	Total
15.0%	\$5,640	\$12,144	\$19,584	\$28,212	\$65,580

In order to provide residents with sufficient notice, it is recommended that rent increases become effective October 1, 2016. If approved, YCH will notice the tenants of the rent increase at least **90 days prior to commencement** with new rents.

FISCAL IMPACT

Increasing the rent will generate revenue that will help offset the operating and maintenance expenses, as well as provide for a small amount of debt service for future capital improvement needs not funded from other grant sources.

Current Annual Rent Collection	\$37,620
<i>Rent Collection with 60% Rent Increase (15%) in Year 5</i>	<i>\$65,832</i>

YCH continues to thoroughly explore options on next steps for Davis Solar properties to determine the best course of action to meet the backlog of rehabilitation needs and to continue or expand affordable housing in the City of Davis. Staff will continue to seek alternative funding such as CDBG, USDA, PG&E Weatherization or other alternate funding sources.

CONCLUSION

Staff recommends the Commission approve and adopt the resolution for the proposed rent schedule of phased in rental increases of 15% annually for the Davis Solar homes.

ATTACHMENT

Resolution

FILED

JUL 06 2016

CLERK OF THE BOARD
BY Julie Dachtler
DEPUTY

**YOLO COUNTY HOUSING
RESOLUTION NO. 16-06**

(Resolution regarding Adoption of Davis Solar Rent Schedule)

WHEREAS, the United States Department of Agriculture - Rural Development requires housing authorities to adopt a rent increase to cover operational costs for residents consistent with market survey results, and

WHEREAS, the Housing Commission of the Housing Authority of the County of Yolo (informally known as Yolo County Housing) has determined that a phase-in rent increase at no more than 15% per year for four years, for a total increase of 60%, is appropriate at this time to avoid undue hardship on families while improving the ability to cover operations costs and capital needs;

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Housing Commission of the Housing Authority of the County of Yolo that Yolo County Housing hereby adopts the rent schedules to be effective October 1, 2016 as outlined in the rent increase staff report of June 29, 2016.

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 29th day of June 2016 by the following vote:

AYES: Johannessen, Stallard, Thomson, Wienecke-Friedman, Vanderford.

NOES: None.

ABSTAIN: None.

ABSENT: Aguiar-Curry



Mark Johannessen, Vice-Chair
Housing Commission of the
Housing Authority of the County of Yolo

Approved as to Form:



Hope Welton, 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

Meeting Date: June 29, 2016

To: County Counsel ✓
Yolo County Housing ✓

13.

Review and Approve Revised Water Conservation Measures (Ichtertz, Holt)

Minute Order No. 16-13: Approved recommended action.

MOTION: Stallard. SECOND: Thomson. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.



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 29, 2016
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
PREPARED BY: Fred Ichtertz, Facilities Director
SUBJECT: **Review and Approve Revised Water Conservation Measures**

RECOMMENDED ACTIONS

That the Housing Commission:

1. Approve revised water conservation measures; and
2. Authorize the CEO to implement.

BACKGROUND / DISCUSSION

On May 9, 2016, Governor Brown issued Executive Order B-37-16, requiring continued statewide water conservation measures through the end of January 2017 due to ongoing drought conditions in California.

Executive Order B-37-16 directs the State Water Resources Control Board (SWRCB) to make adjustments to the water conservation regulations to reflect differing water supply conditions throughout the state.

This order is effective May 31, 2016 and will expire on February 28, 2017 and directs Urban Water Suppliers (UWS) to continue to prevent waste and unreasonable use of water and to promote water conservation. An Urban Water Supplier has 3000 or more service connections and uses more than 3000 acre feet of water in a year. Each UWS by June 22, 2016 and each month thereafter must submit online, a monthly Water Supply Reliability Certification and Data Submission Form.

Since YCH does not fall under the definition of UWS, but has been classified as Small Water Suppliers (SWS), the above requirements don't apply. However, the SWRCB is requiring SWS to continue water conservation measures and to report

water savings yearly instead of monthly. The YCH water saving report is due to the SWRCB by December 15, 2016.

YCH total water conservation measure for calendar year 2015 resulted in a total water savings of 53.40 percent. The El Rio Villas (Winters), Davis and Dixon Migrant Centers each have water pumping and distribution plants which contributed to total water savings.

In addition to the above order, scientists are currently forecasting the high probability of La Nina conditions in the coming fall and winter, which could result in further dry conditions exacerbating the ongoing drought.

Nevertheless, the current restrictions imposed at all sites are very strict, including limiting watering to 1 time per week. This has implications for maintaining our landscaping over the long term, including existing trees. YCH has continued to experience tree mortality within its portfolio during the last four (4) years of the prolonged drought. As a result, staff is proposing to reduce current restrictions in number of times per week that landscaping can be irrigated and days in which irrigation can take place.

In order to meet the requirements of Executive Order B-37-16, and continue with our water saving measures, staff recommends that the Housing Commission adopt the revised mandatory water restrictions at all housing sites.

Mandatory Requirements

- Outdoor watering is restricted to three days a week for no longer than 20 minutes in front and, where applicable, rear yards;
 - Odd numbered addresses: Tuesday, Thursday and Saturday;
 - Even numbered addresses: Wednesday, Friday and Sunday;
- Hoses or sprinkler systems shall not be left running unattended.
- Water shall not be allowed to escape landscaped or planted areas and run off into sidewalks, driveways or gutters.
- Residents shall report any leaking water fixture in their unit immediately to site management or maintenance staff.
- Residents shall not remove, disable or replace any flow restriction shower head, faucet or other conservation device on interior or exterior unit plumbing.
- No watering during periods of rain and within 48 hours after measurable rainfall;
- No washing down paved surfaces unless for health and safety or sanitation reasons, in which case a bucket, a hose with a shut-off nozzle, a cleaning machine that recycles water or a low-volume/high-pressure water broom must be used
- Vehicles must be washed with a hand-held bucket and/or hose equipped with a water shut-off nozzle

FISCAL IMPACT

None anticipated at this time. Staff will continue to update commissioners regularly on water conservation savings

CONCLUSION: Staff recommends that the Housing Commission approve revised water saving measures.

ATTACHMENT

Executive Order B-37-16

Executive Department

State of California

EXECUTIVE ORDER B-37-16 MAKING WATER CONSERVATION A CALIFORNIA WAY OF LIFE

WHEREAS California has suffered through a severe multi-year drought that has threatened the water supplies of communities and residents, devastated agricultural production in many areas, and harmed fish, animals and their environmental habitats; and

WHEREAS Californians responded to the drought by conserving water at unprecedented levels, reducing water use in communities by 23.9% between June 2015 and March 2016 and saving enough water during this period to provide 6.5 million Californians with water for one year; and

WHEREAS severe drought conditions persist in many areas of the state despite recent winter precipitation, with limited drinking water supplies in some communities, diminished water for agricultural production and environmental habitat, and severely-depleted groundwater basins; and

WHEREAS drought conditions may persist in some parts of the state into 2017 and beyond, as warmer winter temperatures driven by climate change reduce water supply held in mountain snowpack and result in drier soil conditions; and

WHEREAS these ongoing drought conditions and our changing climate require California to move beyond temporary emergency drought measures and adopt permanent changes to use water more wisely and to prepare for more frequent and persistent periods of limited water supply; and

WHEREAS increasing long-term water conservation among Californians, improving water use efficiency within the state's communities and agricultural production, and strengthening local and regional drought planning are critical to California's resilience to drought and climate change; and

WHEREAS these activities are prioritized in the California Water Action Plan, which calls for concrete, measurable actions that "Make Conservation a California Way of Life" and "Manage and Prepare for Dry Periods" in order to improve use of water in our state.

NOW, THEREFORE, I, EDMUND G. BROWN JR., Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, in particular California Government Code sections 8567 and 8571, do hereby issue this Executive Order, effective immediately.

IT IS HEREBY ORDERED THAT:

The orders and provisions contained in my January 17, 2014 Emergency Proclamation, my April 25, 2014 Emergency Proclamation, Executive Orders B-26-14, B-28-14, B-29-15, and B-36-15 remain in full force and in effect except as modified herein.

State agencies shall update temporary emergency water restrictions and transition to permanent, long-term improvements in water use by taking the following actions.

USE WATER MORE WISELY

1. The State Water Resources Control Board (Water Board) shall, as soon as practicable, adjust emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions across the state. To prepare for the possibility of another dry winter, the Water Board shall also develop, by January 2017, a proposal to achieve a mandatory reduction in potable urban water usage that builds off of the mandatory 25% reduction called for in Executive Order B-29-15 and lessons learned through 2016.
2. The Department of Water Resources (Department) shall work with the Water Board to develop new water use targets as part of a permanent framework for urban water agencies. These new water use targets shall build upon the existing state law requirements that the state achieve a 20% reduction in urban water usage by 2020. (Senate Bill No. 7 (7th Extraordinary Session, 2009-2010).) These water use targets shall be customized to the unique conditions of each water agency, shall generate more statewide water conservation than existing requirements, and shall be based on strengthened standards for:
 - a. Indoor residential per capita water use;
 - b. Outdoor irrigation, in a manner that incorporates landscape area, local climate, and new satellite imagery data;
 - c. Commercial, industrial, and institutional water use; and
 - d. Water lost through leaks.

The Department and Water Board shall consult with urban water suppliers, local governments, environmental groups, and other partners to develop these water use targets and shall publicly issue a proposed draft framework by January 10, 2017.

3. The Department and the Water Board shall permanently require urban water suppliers to issue a monthly report on their water usage, amount of conservation achieved, and any enforcement efforts.

ELIMINATE WATER WASTE

4. The Water Board shall permanently prohibit practices that waste potable water, such as:
 - Hosing off sidewalks, driveways and other hardscapes;
 - Washing automobiles with hoses not equipped with a shut-off nozzle;
 - Using non-recirculated water in a fountain or other decorative water feature;
 - Watering lawns in a manner that causes runoff, or within 48 hours after measurable precipitation; and
 - Irrigating ornamental turf on public street medians.
5. The Water Board and the Department shall direct actions to minimize water system leaks that waste large amounts of water. The Water Board, after funding projects to address health and safety, shall use loans from the Drinking Water State Revolving Fund to prioritize local projects that reduce leaks and other water system losses.
6. The Water Board and the Department shall direct urban and agricultural water suppliers to accelerate their data collection, improve water system management, and prioritize capital projects to reduce water waste. The California Public Utilities Commission shall order investor-owned water utilities to accelerate work to minimize leaks.
7. The California Energy Commission shall certify innovative water conservation and water loss detection and control technologies that also increase energy efficiency.

STRENGTHEN LOCAL DROUGHT RESILIENCE

8. The Department shall strengthen requirements for urban Water Shortage Contingency Plans, which urban water agencies are required to maintain. These updated requirements shall include adequate actions to respond to droughts lasting at least five years, as well as more frequent and severe periods of drought. While remaining customized according to local conditions, the updated requirements shall also create common statewide standards so that these plans can be quickly utilized during this and any future droughts.
9. The Department shall consult with urban water suppliers, local governments, environmental groups, and other partners to update requirements for Water Shortage Contingency Plans. The updated draft requirements shall be publicly released by January 10, 2017.

10. For areas not covered by a Water Shortage Contingency Plan, the Department shall work with counties to facilitate improved drought planning for small water suppliers and rural communities.

IMPROVE AGRICULTURAL WATER USE EFFICIENCY AND DROUGHT PLANNING

11. The Department shall work with the California Department of Food and Agriculture to update existing requirements for Agricultural Water Management Plans to ensure that these plans identify and quantify measures to increase water efficiency in their service area and to adequately plan for periods of limited water supply.
12. The Department shall permanently require the completion of Agricultural Water Management Plans by water suppliers with over 10,000 irrigated acres of land.
13. The Department, together with the California Department of Food and Agriculture, shall consult with agricultural water suppliers, local governments, agricultural producers, environmental groups, and other partners to update requirements for Agricultural Water Management Plans. The updated draft requirements shall be publicly released by January 10, 2017.

The Department, Water Board and California Public Utilities Commission shall develop methods to ensure compliance with the provisions of this Executive Order, including technical and financial assistance, agency oversight, and, if necessary, enforcement action by the Water Board to address non-compliant water suppliers.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

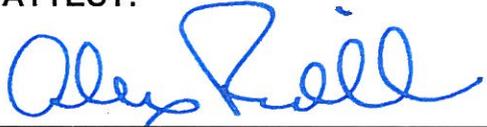
I FURTHER DIRECT that as soon as hereafter possible, this order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this order.



IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 9th day of May 2016.


EDMUND G. BROWN JR.
Governor of California

ATTEST:


ALEX PADILLA
Secretary of State

Yolo County Housing
Yolo County, California

Meeting Date: June 29, 2016

To: County Counsel ✓
Yolo County Housing ✓

14. Approve and Authorize the CEO to Execute MASH Settlement Agreement with PGE (Baker)

Minute Order No. 16-14: Approved recommended action by **Agreement No. 16-03**.

MOTION: Thomson. SECOND: Stallard. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.



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 29, 2016
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO

SUBJECT: Review, Approve and Authorize the CEO to Execute MASH Settlement Agreement with PGE

RECOMMENDED ACTION:

That the Housing Commission:

- a) Authorize Settlement with PGE with regard to MASH Grant Applications; and
- b) Authorize the CEO to execute the Settlement Agreement.

BACKGROUND / DISCUSSION

YCH, along with the Regional Housing Authority of Sutter and Nevada Counties (RHASNC), with Siemens Industry, Inc. as the project contractor, applied for MASH grants for future solar installations in our public housing properties at El Rio Villas (Winters), Riverbend Manor (West Sacramento), Yolano-Donnelly (Woodland).

PGE had originally cancelled the grant applications for the higher track 1D incentive program. Due to California Public Utility Commission requirements, applicants were deemed not to be able to demonstrate the ability to meet the standard of 50% economic benefit. Siemens, YCH and RHASNC filed a complaint with the CPUC asking for reinstatement of the applications.

At a prehearing conference on April 15, 2016, the parties scheduled settlement discussions for April 25, 2016. The settlement discussion was successful and the proposed settlement agreement is brought before you today. Under the settlement agreement, YCH and RHASNC's applications would be reinstated under the lower track 1C and the projects, once settlement has been completed, would be able to move forward. YCH's applications are 393, 394, 397, 401 for a total of \$588,648.

FISCAL IMPACT

No current direct impact to the Agency. Provides \$588,648 in funding towards conversion to solar arrays to offset energy use.

CONCLUSION

Staff recommends that the Board approve the Agreement and authorize the CEO to execute.

Attachment: Proposed Settlement Agreement

Agreement No. 16-03

**BEFORE THE PUBLIC UTILITIES COMMISSION
OF THE STATE OF CALIFORNIA**

The Housing Authority of the County of Yolo,
aka Yolo County Housing (YCH), and the
Regional Housing Authority of Sutter and
Nevada Counties (RHASNC), and Siemens
Industry, Inc.,

Complainants,

vs.

Pacific Gas and Electric Company (U39E),

Defendant.

Case No. (C.) 16-02-006
(Filed February 3, 2016)

**SETTLEMENT AGREEMENT AMONG
PACIFIC GAS AND ELECTRIC COMPANY (U39E),
YOLO COUNTY HOUSING (YCH), THE REGIONAL HOUSING AUTHORITY OF
SUTTER AND NEVADA COUNTIES (RHASNC), AND SIEMENS INDUSTRY, INC.**

LISA BAKER
147 W. Main Street
Woodland, CA 95695
Telephone: (530) 662-5428
E-mail: lbaker@ych.ca.gov

FOR THE HOUSING AUTHORITY OF THE
COUNTY OF YOLO, AKA YOLO COUNTY
HOUSING

GUSTAVO BECERRA
1455 Butte House Road
Yuba City, CA 95993
Telephone: (530) 671-0220
E-mail: g.becerra@rhasnc.org

FOR THE REGIONAL HOUSING AUTHORITY OF
SUTTER AND NEVADA COUNTIES

SCOTT MEINZEN
25821 Industrial Boulevard, Suite 300
Hayward, CA 94545
Telephone: (510) 305-0967
E-mail: scott.meinzen@siemens.com

FOR SIEMENS INDUSTRY, INC.

STACY W. WALTER
Pacific Gas and Electric Company
Post Office Box 7442
San Francisco, CA 94120
Telephone: (415) 973-6611
E-mail: sww9@pge.com

Attorney for
PACIFIC GAS AND ELECTRIC COMPANY

Dated: _____, 2016

**BEFORE THE
PUBLIC UTILITIES COMMISSION
OF THE STATE OF CALIFORNIA**

The Housing Authority of the County of Yolo,
aka Yolo County Housing (YCH), and the
Regional Housing Authority of Sutter and
Nevada Counties (RHASNC), and Siemens
Industry, Inc.,

Complainants,

vs.

Pacific Gas and Electric Company (U39E),

Defendant.

Case No. (C.) 16-02-006
(Filed February 3, 2016)

**SETTLEMENT AGREEMENT AMONG
PACIFIC GAS AND ELECTRIC COMPANY (U39E),
YOLO COUNTY HOUSING (YCH), THE REGIONAL HOUSING AUTHORITY OF
SUTTER AND NEVADA COUNTIES (RHASNC), AND SIEMENS INDUSTRY, INC.**

Pursuant to California Public Utilities Commission (Commission) Rule of Practice and Procedure 12.1, Pacific Gas and Electric Company (PG&E), the Housing Authority of the County of Yolo aka Yolo County Housing (YCH), the Regional Housing Authority of Sutter and Nevada Counties (RHASNC) and Siemens Industry, Inc. (Siemens) (also referred to collectively as “the Parties” or individually as “the Party”),^{1/} hereby enter into this agreement (Settlement Agreement) resolving all issues raised in Complaint (C.) 16-02-006 (Complaint). This Settlement Agreement is in the public interest and represents an equitable resolution of all issues raised in the Complaint regarding the Multifamily Affordable Solar Housing (MASH) program. The Parties request that the Commission approve the Settlement Agreement in full.

^{1/} YCH, RHASNC and Siemens are also referred to in this pleading as “Complainants”.

I. BACKGROUND

The Complaint requested that the Commission reinstate six Multifamily Affordable Solar Housing Program (MASH) applications submitted by Complainants to PG&E.^{2/} The CPUC-approved MASH program has two incentive levels and corresponding eligibility criteria for the incentive levels. Complainants submitted applications seeking the higher level MASH incentives (Track 1D). Under the MASH program requirements as approved by the Commission and documented in the MASH Handbook, approval for the higher Track 1D incentives requires that the applicants guarantee that their low income tenants will receive at least a 50% economic benefit from the portion of the solar energy system allocated to the tenant via virtual net metering for the lesser of 20 years or the life of the system.^{3/} Because Complainants were not able to demonstrate compliance with the 50% tenant benefit requirement within the specified timeline,^{4/} PG&E cancelled the six projects in October 2015 consistent with the timelines laid out in the MASH program rules.^{5/} The other level of MASH incentives (Track 1C) does not include the fifty percent tenant benefit requirement. The Parties agree that Complainants' applications currently meet all the requirements for Track 1C MASH incentives.

A prehearing conference was held by the Commission on April 15, 2016. During this proceeding the Parties scheduled a settlement discussion for April 25, 2016. The settlement session was successful and Parties reached agreement as described herein.

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^{2/} Complaint, p. 2.

^{3/} The California Public Utilities Commission Multifamily Affordable Solar Housing Program Handbook, First Edition (MASH Handbook), Section 2.6, p. 25. See also D.15-01-027, pp. 40-41.

^{4/} MASH Handbook, Section 4.8.3, p. 63, provides that applications will be cancelled if required information is not provided within 10 calendar days.

^{5/} Id.

II. RECITALS

A. The California MASH solar incentive program has two incentive levels, Track 1D and Track 1C. The Commission established the requirements for each level in Decision (D.) 15-01-027: “The Track 1C incentive will be offered at \$1.10/watt for portions of a PV system that offset either (1) common area load, (2) non-VNM tenant load, or (3) VNM tenant load where the tenant receives less than 50% of the of the economic benefit of the allocated generation. The Track 1D incentive will be offered at \$1.80/watt for portions of a PV system that use VNM to allocate generation that offsets tenant load and guarantee that tenants will receive at least 50% of the economic benefit of the generation allocated to them for the life of the system.”^{6/}

B. Complainants applied for Track 1D incentives for MASH applications 393, 394, 397, 399, 400 and 401(MASH Applications).

C. While Complainants’ MASH Applications would have met all requirements needed for PG&E to conditionally reserve Track 1C MASH incentives, they did not submit the level of detail required to document how the tenant economic benefit would have been reached as required for reservation of Track 1D incentives.

D. The Track 1D tenant benefit requirements were relatively new and did not apply to projects enrolled in MASH prior to the reopening of the program in August, 2015.

E. The Parties exchanged numerous emails and phone calls between July 31st, 2015 to October 13th, 2015 during the MASH application submittal period in an effort to address questions and concerns regarding the Track 1D tenant benefit requirement. However, agreement on sufficient documentation of the tenant benefit requirement was not reached during the application timeline provided for in the MASH Handbook, leading to the Complaint.

^{6/} D. 15-01-027, p. 40.

III. SETTLEMENT AGREEMENT PROVISIONS

In order to resolve all issues pending under this Complaint the Parties agree as follows:

A. Settlement Parameters

1) PG&E agrees to reinstate Complainants' MASH Applications # 393, 394, 397, 399, 400 and 401 and provide conditional reservations for these projects for

Track 1C incentives in the amount of \$785,698 as follows:

- 393 - \$69,244
- 394 - \$239,829
- 397 - \$124,456
- 399 - \$98,525
- 400 - \$98,525
- 401 - \$155,119

2) Complainants agree to relinquish any and all claims for Track 1D incentives for these projects; and

3) Complainants agree and understand that they must meet all applicable MASH requirements within the MASH Program deadlines in order to receive these reserved MASH incentives.

B. Commission Approval

This Settlement Agreement shall become effective on the mailing date of a final Commission decision approving the terms of this Settlement Agreement without modifications unacceptable to any Party.

C. Dismissal of Complaint Case

Complainants will take any necessary steps to dismiss this Complaint case with prejudice within ten (10) days of a final Commission decision approving the Settlement Agreement.

D. General Terms and Conditions

1. The Parties agree to support the Settlement Agreement and perform diligently, and in good faith, all actions required or implied hereunder to obtain Commission approval of this Settlement Agreement and dismissal of the complaint, including without limitation, the preparation of written pleadings. No Party will contest in this proceeding, or in any other forum or in any manner before the Commission, this Settlement Agreement.

2. The Parties understand that time is of the essence in obtaining the Commission's approval of this Settlement Agreement and that each will extend its best efforts to ensure that the Commission issues a final decision approving the Settlement Agreement.

3. The Settlement Agreement is not intended by the Parties to be precedent regarding any principle or issue. The Parties have assented to the terms of this Settlement Agreement only for the purpose of arriving at the compromise embodied in the Settlement. Each Party expressly reserves its right to advocate, in current and future proceedings, positions, principles, assumptions, and arguments which may be different than those underlying this Settlement Agreement and each Party declares this Settlement Agreement should not be considered as precedent for or against it.

4. The Parties agree by executing and submitting this Settlement Agreement that the relief requested herein is just, fair and reasonable, and in the public interest.

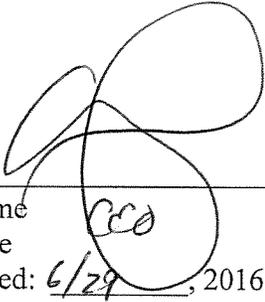
5. This Settlement Agreement embodies compromises of the Parties' positions. No individual term of this Settlement Agreement is assented to by any Party, except in consideration of the other Parties' assent to all other terms. Thus the Settlement Agreement is indivisible and each part is interdependent on each and all other parts. Any Party may withdraw from this Settlement if the Commission modifies, deletes from, or adds to the disposition of the matters stipulated herein. The Parties agree, however, to negotiate in good faith with regard to any

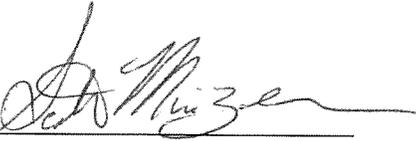
Commission-ordered changes in order to restore the balance of benefits and burdens, and to exercise the right to withdraw only if such negotiations are unsuccessful.

6. The terms and conditions of the Settlement Agreement may only be modified in writing subscribed to by the Parties.

7. This Settlement Agreement may be executed in counterparts, each of which will be deemed to be an original and all of which, taken together, shall constitute a single instrument. This Settlement Agreement may be executed by signature via facsimile or PDF transmission and either shall be deemed the same as an original signature.

The Parties have caused this Settlement Agreement to be executed by their authorized representatives. By signing this Settlement Agreement, the representatives of the Parties warrant that they have the requisite authority to bind their respective principals.

By: 
Name _____
Title CEO
Dated: 6/29, 2016
HOUSING AUTHORITY OF THE
COUNTY OF YOLO, AKA YOLO COUNTY
HOUSING

By: 
Name SCOTT MEINZEN
Title ACCOUNT EXECUTIVE
Dated: JUNE 16, 2016
SIEMENS INDUSTRY, INC.

By: _____
Name _____
Title _____
Dated: _____, 2016
REGIONAL HOUSING AUTHORITY OF
SUTTER AND NEVADA COUNTIES

By: _____
Name _____
Title _____
Dated: _____, 2016
PACIFIC GAS AND ELECTRIC COMPANY

Yolo County Housing
Yolo County, California

Meeting Date: June 29, 2016

To: County Counsel ✓
Yolo County Housing ✓

15.

Review and Approve Trio Home Lease with Purchase Option Financing Program to Yolo (Gillette, Baker)

Minute Order No. 16-15: Approved recommended action.

MOTION: Stallard. SECOND: Wienecke-Friedman. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.



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 29, 2016

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Chief Executive Officer

PREPARED BY: Jim Gillette, Finance Director

SUBJECT: **Review and Approve Trio Home Lease with Purchase Option Financing Program For Yolo**

RECOMMENDED ACTION:

Review and approve bringing the Trio Home Lease with Purchase Option Financing Program (Trio) to Yolo County through the California Affordable Housing Agency (CalAHA).

BACKGROUND/DISCUSSION:

Trio is an affordable home ownership program specializing in a lease with purchase option agreement that enables a qualified consumer to select a home and finance it for one to five years until they are ready to purchase. Trio uses FHA insured mortgages to finance its leased homes and partners with government agencies or non-profit organizations as borrowers, under HUD requirements. Using this structure, future home affordability is protected and preserved for the consumer through the FHA mortgage assumption feature of the loan, which secures the interest rate and loan term for future home ownership.

Trio's lease with purchase option program provides a turn-key solution, with a variety of YCH participation options, for facilitating home ownership financing for constituents seeking a lease-to-own program and who are nearly qualified for a traditional home mortgage. The program provides financing for up to 110% of the FHA loan limit (\$527,700 maximum in Yolo County) and can be supplemented by down payment assistance programs to help service low and moderate income households.

This program has applications in Yolo County and its communities for sale and resale of price restricted units in inclusionary housing, as well as in partnering with the Golden

State mortgage certificate program that YCH and the County participate in and with any existing down payment assistance programs to allow us to reach more families who might be qualified to enter into homeownership.

As stated above, there are several options available. One option is for YCH to participate in the program directly as the owner of the leased properties, with Trio as the servicer and facilitator of related FHA financing. In order to participate in this part of the program, YCH would be required to put some of its capital at risk as a guarantee for the individual home financings, in exchange for fee income of about 1% of the loan amount for each house plus 50% of any annual property tax abatement savings (while the other 50% would be retained in a home buyer assistance fund to assist with the purchase). Under this scenario, YCH takes ownership of the home during the lease period. This option would put YCH capital at some risk.

Another option would be to participate in a pool with other PHA's. This option would reduce risk to some extent, but it is not yet available.

The third option would be to participate with CalAHA where CalAHA is the owner of the leased properties and YCH would earn 33% of the fees noted in the first scenario (CalAHA would earn the other 67% of these fees).

Staff believes that this program provides a good opportunity, for low and moderate income households that are nearly qualified for home ownership, to lock in low interest rates and home affordability now that may not be available to them in the future. We believe it is also an opportunity to help ensure that price restricted inclusionary homes are not lost to the market, but instead reach income eligible homebuyers.

Based on our evaluation of the program and other current priorities, staff believes that the best course of action at this time would be to participate with CalAHA rather than have direct ownership of the homes. Since YCH would retain the opportunity to take a more direct role on future deals, this approach would allow YCH to be involved with all of the deals (in partnership with CalAHA) while evaluating the program's overall effectiveness and the future feasibility of taking a more direct role in this program at a later date.

FISCAL IMPACT

Under the recommended scenario of participation with CalAHA, YCH would earn a small fee 0.33% of the loan amount (plus 17% of any annual property tax abatement) on participating homes in the program without taking an ownership interest in the leased properties and would have the opportunity for greater participation, at its option, in the future.

Attachments:

Trio Home Lease Financing Program Summary



June 2, 2016

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

RE: Trio Home Lease Financing Program

Lisa:

As a follow up to our recent meeting with you in your office on May 25, 2016, we are providing the following information, with attachments, that we hope will be helpful to you in making your decision on how best to have Yolo County Housing (“YCH”) work with Trio’s Home Lease Financing program in Yolo County communities.

YOLO COUNTY HOUSING PARTICIPATION OPTIONS

- HAs, such as YCH, and other governmental entities may participate in bringing the Trio program to their community either direct with Trio or indirect through either the Interagency Home Finance Cooperative (“IHFC”) or in California through the California Affordable Housing Agency (“CalAHA”). See information as provided in the Housing Agency Participation Comparative Overview (attached).
- HAs may also choose whether to use funds provided by Trio, so as to have no internal capital invested in the financing of individual properties under the program, or HAs can choose to use their own capital towards the individual home financings. When the choice is to use Trio’s capital then HAs will execute an Investment Management Agreement (“IMA”) with Trio that outlines the servicing and management of the program; this agreement with Trio is already in place in California by the Regional Housing Authority of Sutter & Nevada Counties (“RHA”) and CalAHA, and outside of the State by the IHFC. If the HAs choose to use their own investment capital then a separate Management Services Agreement is executed for the program.

601 108th Ave NE #1900
Bellevue, WA 98004
206-257-3033
thinktrio.com



- HAs have chosen to utilize CalAHA and IHFC in cases where they either do not desire to own the properties during the Trio lease period, feel they do have the adequate internal resources to initially oversee the program, or feel the process will take too long to gain approval with their board for direct participation. The HAs always retain the opportunity to bring the program into a direct relationship at a later date should they choose to do so.
- Depending on which method the HAs choose to participate with Trio, direct or indirect, their economic benefit will be affected. In all cases, fees to the contracted party (HAs, CalAHA, or IHFC) with Trio under the IMA consist of a combination of the following fees: a fee paid at closing of the loan and home purchase, on-going fees from property tax abatement during the lease period (if applicable), and a fee paid at the sale of the home whether through the conversion of the lease option or through an open market sale. The exact amount of these fees is reflected in the Estimated Financing Summary for Trio Home Lease Financing (attached).
- When HAs are direct, such as RHA, they retain the fee income as established under the IMA for their participation in the program. However, when choosing to work indirect through the IHFC, then the fees are split between the two parties as indicated in the attached summary under 7) IHFC Government Agency Revenue. For member agencies of CalAHA the fees are similar to those of the IHFC or may be adjusted as otherwise directly negotiated and agreed upon between CalAHA and its member agency; non-member agencies using CalAHA may or may not receive fee compensation as per CalAHA.

NEXT STEPS TO BE TAKEN

- Discuss with the YCH Board to confirm which option, as presented above, it wishes to proceed with the Trio program. Since YCH is already a member agency of CalAHA and it were to choose the CalAHA option to proceed then there is no action needed, just written confirmation (email is acceptable) that it is choosing this course to allow the Trio program to begin offering the program in the community. If choosing direct with Trio then the IMA will be provided for execution between YCH and Trio. If IHFC is chosen, then the IHFC Cooperative Agreement will be provided for execution between YCH and the IHFC; it should be noted that the IHFC is still in process of being formed by its charter members, so timing may be delayed. No matter what the initial path chosen is, YCH always has the ability to change direction and switch to another option, such as if start off with CalAHA



option YCH can later choose to bring in house direct and/or move to IHFC or any combination that it chooses.

- Upon confirming program adoption, Trio will provide information for YCH to add to its website providing access to information for the Trio program and also asks that YCH sponsor an informational session for Trio to introduce the program to the community.

TIMING – TRIO IS READY TO LAUCH IMMEDITAELY

- Trio has the ability to process its first family in Yolo County through the program immediately. As a result of Trio's recent highly successful announcement and introduction of the program in the City of Roseville and Placer County, we have received and approved an application for Trio financing from a couple currently residing in West Sacramento. The couple has found a home in West Sacramento and would prefer to stay in their community rather than move to Roseville. We are hopeful the YCH will work with us to enable this family to remain in Yolo County.

More information is available on our website at www.thinktrio.com. Trio thanks you for the opportunity and looks forward to working with you and your team at YCH in bringing Trio to Yolo County and expanding opportunities for aspiring homeowners.

Sincerely,

Patrick Howard
Managing Director

601 108th Ave NE #1900
Bellevue, WA 98004
206-257-3033
thinktrio.com



TRIO PROGRAM OVERVIEW

- Trio is an affordable homeownership program specializing in lease with purchase option agreements that enable a qualified consumer to select a new home and finance it for one to five years or until they are ready to purchase. Trio uses FHA insured mortgages to finance its leased homes and partners with government agency or nonprofit organizations as borrowers, under HUD requirements. Through this structure, future home affordability is protected and preserved through the FHA mortgage assumption feature; securing interest rate and term for future homeownership.
- Most housing agencies (“HAs”) have a goal to expand affordable homeownership opportunities. Trio’s lease with purchase option program provides a beneficial turn-key solution facilitating homeownership financing not currently available for constituents seeking a rental alternative or those nearly qualified for a traditional home mortgage. Trio financing is designed to meet homeownership goals for the workforce and facilitates home financings up to 110% of the FHA loan limit (\$527,700 max in Yolo County). In cooperation with participating HAs, Trio financing can be included where there are inclusionary zoning requirements for affordable dwelling units and can be supplemented by down payment assistance programs to help service low and moderate income households.
- Trio is eligible to finance newly built homes constructed or renovated within the last 10 years. Homes are purchased directly from builders or upon re-sale from existing homeowners. Trio provides required services as well as the financial capital for down payment, reserves and closing costs. Trio also arranges for FHA mortgage origination and purchases the resulting mortgage securities from participating originators. Further, Trio provides a financial indemnity to participating HAs, as participating borrowers, alleviating any financial risk.
- Participating HAs benefit from the Trio homeownership program by: helping the underserved workforce through an innovative homeownership program that preserves affordability; assisting HAs meet homeownership goals while relieving the need to utilize internal capital to do so; generating unrestricted income HAs can dedicate to the most underserved; aggregating assets for HAs balance sheet; and protecting HAs against any financial risks.



- In addition to the program described herein, at its option, HAs may participate directly as the owner of properties, with Trio as servicer and facilitator of and investor in related FHA mortgage financing. HAs may utilize Trio's lease financing program in both acquisitions of qualified housing as well as with existing owned housing. By directly participating, HAs benefits from the economic performance of invested homes. Further, HAs can extend financing terms beyond Trio's standards providing access to low income and recovering consumers as it deems appropriate.
- Expected timing for program readiness and launch is no later than 60 days from program approval. Timing of HAs involvement is dependent upon HAs internal board approval and approval as an approved FHA borrower by Trio's partnered FHA originator.



Housing Agency Participation Comparative Overview

	<u>Housing Authority Direct ("HA")</u>	<u>Participation w/ California Affordable Housing Agency ("CalAHA")</u>	<u>HA Membership in Interagency Home Finance Cooperative ("IHFC")</u>
Form of Agreement	Investment Management Agreement between the HA and Trio.	Cooperative Agreement between the HA and CalAHA; N/A for CalAHA member. Investment Management Agreement between CalAHA and Trio.	Cooperative Agreement between the HA and IHFC. Investment Management Agreement between IHFC and Trio.
Management Services	Trio provides Service and Management Agreement for Trio home lease financing and ownoption mortgage services with HA.	Trio provides Service and Management Agreement for Trio home lease financing and ownoption mortgage services with CalAHA.	Trio provides Service and Management Agreement for Trio home lease financing and ownoption mortgage services with IHFC.
Title to homes under Trio home lease financing agreements are held by	The HA	CalAHA	IHFC
Financial guarantee and capital requirements	Provided by Trio or directly by HA.	Provided by Trio.	Provided by Trio and IHFC via reinvestment of profits.
Borrower on Mortgage Financing	The HA	CalAHA	IHFC
Program Reserves	2% of home price pooled over HA financed homes.	2% of home price pooled over all CalAHA homes held in California.	2% of home price pooled over all IHFC homes held nationally.
Support for customers in contract due to hardships	Supported by HA at HA's option.	Supported by CalAHA or by HA at HA's option.	Customer hardship fund supported by profits generated from IHFC homes held and dedicated for customer hardships.
Program Features	No difference.	No difference.	No difference.
Consumer Benefits	Local reference for program sponsorship.	Streamlines process in California for existing CalAHA members and other gov't agencies.	Streamlines process for local HAs and qualifies market areas without individual HA participation.
Benefits to HA	Jurisdiction of a participating HA is a priority for deployment of Trio capital to fund homeownership affordability programs.	Jurisdiction of a participating HA is a priority for deployment of Trio capital to fund affordability programs; administrative workload is minimized.	Jurisdiction of a participating HA is a priority for deployment of Trio capital to fund affordability programs; administrative workload is minimized; legal restrictions regarding publicly-owned property do not apply.
Are earnings paid to the HA?	Yes. Fees collected from the homeowner are split between Trio and the HA pursuant to the terms of the Investment Management Agreement.	Yes. Fees collected by CalAHA including financing fees and property tax abatement; share with local member is dependent upon participation with CalAHA.	Yes. Fees collected by the IHFC net of management fees and administrative costs are paid to the member HA's pursuant to the IHFC bylaws.
Time required to deploy	Based on HA internal approval process. For Trio, within 30 days.	Immediate if existing CalAHA member. Otherwise based on HA internal approval process. For Trio, within 30 days.	Based on HA internal approval process. For IHFC and Trio, within 30 days.
Cost to the HA	Ongoing program administrative and management costs. Primary administration burden is signing closing purchase agreements and mortgage documents.	No charge for existing CalAHA members. For HAs that are not CalAHA members, they may join CalAHA or pay a membership fee per the Cooperative Agreement.	Initial Membership Fee in IHFC estimated to be \$7,500 to \$12,500 depending on level of membership within IHFC. Offsets IHFC organizational expenses.



Estimated Financing Summary for Trio Home Lease Financing

Trio Customer: **Illustrative Comparison**
 Trio Financing Program: Trio
 Property Address: 2517 Allen Circle, Woodland, CA 95776
 Anticipated Move-In Date: TBD

Trio Lease Term (months): 36
 Market Value of Home / List Price: \$350,000

	TrioSelect	TrioFirst	TrioAccess
1) Trio's Cost to Finance Your Home:			
Market Value of Home / List Price	\$350,000.00	\$350,000.00	\$350,000.00
Less: Purchase Discount	3.0% (\$10,500.00)	(\$10,500.00)	(\$10,500.00)
Negotiated Purchase Price	\$339,500.00	\$339,500.00	\$339,500.00
Plus: Estimated Costs to Close	\$8,600.00	\$8,600.00	\$8,600.00
Total Home Price (THP)	\$348,100.00	\$348,100.00	\$348,100.00
<i>Total Home Price as a % of Market Value</i>	99.46%	99.46%	99.46%
2) Your Cost to Finance Your Home with Trio:			
Inception Fee	\$3,480.00	\$3,480.00	\$3,480.00
Underwriting Costs	\$655.00	\$655.00	\$655.00
Home Care Contribution	\$400.00	\$400.00	\$400.00
Total Cash Due at Inception¹	\$4,535.00	\$4,535.00	\$4,535.00
<i>Comparison: Cash Required for 3.5% Down Payment & Closing Costs for an FHA Mortgage</i>	\$11,340.00	\$11,340.00	\$11,340.00
3) Your Trio Monthly Payment:			
Base Monthly Lease Payment	\$1,846.07	\$1,821.07	\$1,806.07
Mortgage Insurance Premium (from FHA)	\$239.34	\$239.34	\$239.34
Property Taxes	\$291.67	\$291.67	\$291.67
Home Insurance	\$72.92	\$72.92	\$72.92
Homeowner's Dues	\$0.00	\$0.00	\$0.00
Total Monthly Lease Payment	\$2,450.00	\$2,425.00	\$2,410.00
Plus: Home Warranty Contribution	\$45.00	\$45.00	\$45.00
Less: Lease Payment Buy-Down	\$0.00	\$0.00	\$0.00
Monthly Lease Payment	\$2,495.00	\$2,470.00	\$2,455.00
Less: Credit for On-time Payment	(\$245.00)	na	na
Monthly Lease Payment, net of on-time payment credits²	\$2,250.00	na	na
4) Your Trio Purchase Option:			
Estimated Market Value at End of Lease Term ³	\$394,000.00	\$394,000.00	\$394,000.00
Purchase Option Price at End of Lease Term	\$369,000.00	\$369,000.00	\$369,000.00
Less: Trio Home Purchase Assistance ⁴	(\$8,820.00)	(\$17,400.00)	(\$20,900.00)
Net Purchase Option Price⁵	\$360,180.00	\$351,600.00	\$348,100.00
<i>Potential Equity Earned over Lease Term⁶</i>	\$33,820.00	\$42,400.00	\$45,900.00
<i>Appreciation Factor Used to Calculated Option Price</i>	2.0%	x1%	0.0%
5) Your Trio OwnOption Mortgage:			
Balance of Assumable 30 Year Mortgage at Lease End⁶	\$324,754.91	\$324,754.91	\$324,754.91
Assumable Fixed Interest Rate	4.00%	4.00%	4.00%
<i>Loan-to-Value of Assumed Balance to Est. Market Value at End of Lease Term</i>	82.4%	82.4%	82.4%
<i>Assumable Mortgage Payment (PITI)</i>	\$2,244.51	\$2,244.51	\$2,244.51
<i>Estimated Downpayment Needed with Assumption</i>	\$35,425.09	\$26,845.09	\$23,345.09

NOTES: ¹ Estimated amount due at lease signing; 1st month's payment due 3 days prior to Move-In; ² Unless using TrioFirst, equal to 10% of the Total Monthly Lease Payment paid on-time; ³ Estimated future market value is based on projected market appreciation rates from Corelogic; ⁴ Home Purchase Assistance equal to discounted option price after credits or as provided under TrioFirst; ⁵ Purchase Option Price you can purchase your home from Trio when you are ready; ⁶ Estimated OwnOption Mortgage balance assumable at the end of the lease term upon qualification



Estimated Financing Summary for Trio Home Lease Financing

Trio Customer:	Illustrative Comparison	Trio Lease Term (months):	36
Trio Financing Program:	Trio	Market Value of Home / List Price:	\$350,000
Property Address:	2517 Allen Circle, Woodland, CA 95776		
Anticipated Move-In Date:	TBD		

	<i>TrioSelect</i>	<i>TrioFirst</i>	<i>TrioAccess</i>
6) Direct Government Agency's Program Revenue:			
Market Value of Home / List Price	\$350,000.00	\$350,000.00	\$350,000.00
Fee at Loan Closing and Purchase of Home	\$1,720.00	\$1,720.00	\$1,720.00
Fee from 50% of Property Tax Abatement during Leasee Term, if applicable	\$5,250.00	\$5,250.00	\$5,250.00
Fee at Option Conversion and/or Sale of Home	\$1,720.00	\$1,720.00	\$1,720.00
Total Program Revenue Earned	\$8,690.00	\$8,690.00	\$8,690.00
<i>Without Property Tax Abatement</i>	\$3,440.00	\$3,440.00	\$3,440.00
Number of Homes Projected	100	100	100
Total Aggregate Program Revenue Earned for Number of Homes Projected	\$869,000.00	\$869,000.00	\$869,000.00
Less: Total Capital Investment by Government Agency	\$0.00	\$0.00	\$0.00
Net Program Fees Earned	\$869,000.00	\$869,000.00	\$869,000.00
<i>Without Property Tax Abatement</i>	\$344,000.00	\$344,000.00	\$344,000.00
7) IHFC Government Agency Revenue Via Coop Member Participation:			
Market Value of Home / List Price	\$350,000.00	\$350,000.00	\$350,000.00
Fee at Loan Closing and Purchase of Home	60% \$1,032.00	\$1,032.00	\$516.00
Fee from 50% of Property Tax Abatement during Leasee Term, if applicable	85% \$4,460.00	\$4,460.00	\$4,460.00
Fee at Option Conversion and/or Sale of Home	60% \$1,032.00	\$1,032.00	\$1,032.00
Total Program Revenue Earned	\$6,524.00	\$6,524.00	\$6,008.00
<i>Without Property Tax Abatement</i>	\$2,064.00	\$2,064.00	\$1,548.00
Number of Homes Projected	100	100	100
Total Aggregate Program Revenue Earned for Number of Homes Projected	\$652,400.00	\$652,400.00	\$600,800.00
Total Capital Investment by Government Agency	\$0.00	\$0.00	\$0.00
Net Program Fees Earned	\$652,400.00	\$652,400.00	\$600,800.00
<i>Without Property Tax Abatement</i>	\$206,400.00	\$206,400.00	\$154,800.00
8) Net Coop Revenue for Operations:			
Market Value of Home / List Price	\$350,000.00	\$350,000.00	\$350,000.00
Fee at Loan Closing and Purchase of Home	40% \$688.00	\$688.00	\$1,204.00
Fee from 50% of Property Tax Abatement during Leasee Term, if applicable	15% \$790.00	\$790.00	\$790.00
Fee at Option Conversion and/or Sale of Home	40% \$688.00	\$688.00	\$688.00
Total Program Revenue Earned	\$2,166.00	\$2,166.00	\$2,682.00
<i>Without Property Tax Abatement</i>	\$1,376.00	\$1,376.00	\$1,892.00
Number of Homes Projected	100	100	100
Total Aggregate Program Revenue Earned for Number of Homes Projected	\$216,600.00	\$216,600.00	\$268,200.00
Total Capital Investment by Government Agency	\$0.00	\$0.00	\$0.00
Net Program Fees Earned	\$216,600.00	\$216,600.00	\$268,200.00
<i>Without Property Tax Abatement</i>	\$137,600.00	\$137,600.00	\$189,200.00

This document is estimated and for illustrative Purposes Only

Yolo County Housing
Yolo County, California

Meeting Date: June 29, 2016

To: County Counsel ✓
Yolo County Housing ✓

16.

Review, Approve and Adopt Resolution Adopting FY 2016-2017 Annual Budget (Gillette, Holt, Baker)

Minute Order No. 16-16: Approved recommended action by **Resolution No. 16-07**.

MOTION: Vanderford. SECOND: Stallard. AYES: Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.



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 29, 2016
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
Jim Gillette, Finance Director
SUBJECT: **Review, Approve and Adopt Resolution Adopting FY 2016-2017 Annual Budget**

RECOMMENDATIONS:

That the Housing Commission:

- a) Review and, after making any modifications to the proposed budget, adopt the FY 2016-2017 budget for Yolo County Housing (YCH).
- b) Approve the attached HUD-52574 PHA Board Resolution Approving Operating Budget

BACKGROUND/DISCUSSION:

Budget Overview:

	FY2015-16 Current Budget			FY2016-17 Proposed Budget		
	Revenue	Expense	Net Operating Change in Fund Balance	Revenue	Expense	Net Change in Fund Balance
101-Woodland (AMP 1)	1,076,972	1,094,731	(17,759)	1,077,501	1,040,304	37,197
102-Winters (AMP 2)	1,088,688	1,113,054	(24,366)	1,079,701	1,075,622	4,080
103-West Sac (AMP 3)	870,400	869,114	1,286	896,210	864,778	31,432
200-HCV Admin	1,281,101	1,219,447	61,654	1,205,700	1,197,114	8,586
310-COCC	1,950,507	1,939,617	10,890	2,052,215	1,863,462	188,753
147-Admin Building	148,915	148,724	190	131,113	130,196	917
320-Helen Thomson (ADMH)	30,755	30,750	5	30,750	30,750	-
400-New Hope/Cottonwood	314,505	286,780	27,725	321,525	327,366	(5,841)
501-Davis Migrant Center	459,970	459,970	(0)	458,431	457,719	712
502-Madison Migrant Center	615,724	615,724	0	611,577	611,135	442
503-Rehrman Migrant Center	526,388	526,388	0	410,632	410,565	67
600-Davis Solar	40,837	62,116	(21,279)	42,250	49,524	(7,274)
700-Pacifico	143,954	143,954	-	158,793	158,793	-
990-ROSS Grant	84,071	84,071	-	89,209	89,209	-
	8,632,786	8,594,439	38,347	8,565,609	8,306,538	259,071

Significant 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 any excess cost over revenue (decrease in fund balance) as negative.
- In an effort to show a true impact of operations revenue and expenses, revenue associated with costs shown on the balance sheet (rather than changes in fund balance statement) have been separated below the Net Operations Change in Fund Balance line on the individual budgets and these revenue amounts are not included in the numbers shown in the preceding table.

Real Estate Services

- HUD increased management fees charged to the AMPs by 17% over prior rate which had been without an increase since 2012. This increase in fees translates into approximately \$42,000 of additional revenue to COCC with the offsetting increase in costs split between the AMPs.
- The likely use of capital funds during the next year has been split into more specific categories for operating (soft cost) revenue and separated from non-operating (hard cost) revenue in the budgets. This treatment allows us to more specifically control the use and timing of these capital fund amounts provided by HUD, which continue to decline each year.
- Operating subsidy is expected to be the same as FY 2015-2016.
- Inception to date Deferred Developer fees earned by both New Hope CDC (Cesar Chavez Plaza, Rochdale Grange, and Crosswood Apartments) and YCH (Eleanor Roosevelt Circle) were recognized in the 2014-15 financials and are now shown as receivable balances on the financial statements at year end. Any adjustments related to anticipated timing of these payments is expected to be minimal and therefore has not been budgeted in the attached schedules.
- Occupancy is generally budgeted at 97%. Rental rates projected are expected to remain consistent for most families. However, ongoing drought conditions may impact households with agriculture related income, which would typically be higher in the summer months. Therefore, we have remained fairly conservative with our income assumptions.

HCV Program Operations

- Fair Market Rent (FMR) rates were increased by HUD in January 2016 by 5.34% which would translate into a potential increase per voucher of about \$32 or approximately another \$50,000 in HAP payments per month on 1,560 vouchers. Since YCH had been utilizing nearly all of the provided HAP to grow the program and serve more families, this higher cost will use up all remaining HAP reserves by October 2016; however, an analysis by HUD does not show YCH as currently in a potential shortfall.
- **To forestall possible shortfall, staff is doing analysis to present to HUD in order to allow HUD approval level measures. In the meantime, staff will be bringing to the Commission at its next meeting, a proposal to change subsidy standards that will limit bedroom sizes based on number of people. Staff will propose to make this change permanent in order to maximize number of households leased in down markets and to minimize operations impacts in overheated markets, such as we are currently experiencing.**
- HCV Admin Revenue assumes an 82% proration compared to the current 79% level which is offset by an expected decrease in actual vouchers related to the higher cost per voucher.

HCV Vouchers

- Estimated voucher expense is based on an average of 1,500 ACC vouchers at a monthly average cost of \$658 per voucher, which is up from \$628 per voucher in FY 2015-2016.
- Staff expects to decrease the number of families served by this program from an average of 1,558 down to an average of 1,500 in FY 2016-2017 due to lack of sufficient HAP funding to cover the net increased per voucher cost. This decrease will occur through natural attrition.

Migrant

- The negotiated budgets for the Migrant Program were signed in January and February 2016 for 2 years (FY 2016-2017 through FY 2017-2018). These negotiated budgets are reflected in the enclosed numbers for each center.
- The Migrant Centers continue to operate at or near 100% occupancy and provide seasonal housing to approximately 232 families each year in spite of staff cuts driven by OMS budget constraints.

Admin Building

- Rental Income is from charges to all programs for the space occupied and a lease to an unaffiliated chiropractor office. The rental rates charged during the upcoming year will remain the same as the current year, except the chiropractor rate will be increased by a small COLA adjustment allowed in the lease.
- Chiropractor lease expires in January 2017 and the tenant remains undecided as to a potential extension. We plan to begin marketing the space in August or September if we cannot get a commitment before then from the current tenant. In order to remain conservative, the budget reflects the lease terminating in January 2017.
- Annual debt service on the remaining loan for \$167,895 will be paid from the Admin Building cost center and reimbursed by Capital Fund as part of the Capital Fund Financing Plan. This loan will have an outstanding principal balance of approximately \$660,000 at the end of the current fiscal year and approximately \$506,000 at the end of June 2017, assuming that the payments and interest rates continue at the currently level. YCH is track to repay this loan early. There is no prepayment penalty.

COCC

- The COCC Budget includes \$135,899 for Migrant Program management fees based on 2015-17 proposed 2 year budgets submitted to OMS. The final amount may be increased slightly depending on changes made for capital improvements that OMS may fund during the period.
- The budget includes various program management and bookkeeping fees of \$1,182,190 which will be eliminated on consolidation in the audited financial statements as part of GASB accounting practices.

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 and other operating expenses, the remaining YCH staff continues to operate at capacity in order to address only critical needs and continues to defer a number of items that will become critical

in the near future. Any further subsidy reductions would likely result in decreased staffing and directly impact performance and long-term viability of the properties.

HCV - Program Administration:

- During the first half of the year, staff will work with some outside help to purge the program's wait list in preparation for reopening the waitlist to new potential participants. These costs will be funded through admin funds for the program.
- As a response to continued downward pressure on administrative costs and the need for improved efficiencies, staff will be evaluating the potential for some significant adjustments to staff workflow. We plan to invest approximately \$50,000 of additional staff and consultant time in this process in order to gain some long-term operational efficiency improvement.

HCV – HAP Payments:

- As noted above, HUD increased the fair market rental rates in Yolo County by approximately 5.3% in January 2016 which translates into another \$50,000 of rental cost per month. HAP funding levels have not kept pace with the higher cost per voucher.
- Staff estimates that, as one approach, approximately \$200,000 of the administrative reserves (Net Unrestricted Position or NUP) may be used as a one-time contribution to the HAP program in order to further reduce the required attrition rate during the transition to lower subsidy standards. Staff may also be able to request Shortfall Funds if it meets HUD requirements for application and timing. At this time, there is sufficient NUP to make a one-time payment should it become necessary and staff has factored this into total budget.

Central Office Cost Center:

Under the Asset Management model, the Central Office Cost Center (COCC) includes all administrative support functions, including the CEO, finance, facilities management, human resources, risk management, operations management, and any unbilled staff time for maintenance and IT services. To support the COCC operations, three types of fees are charged: Management fees, bookkeeping fees and asset management fees. In addition, fee for service income for maintenance charges and IT charges is anticipated for services provided to the AMP's and other programs. COCC also receives management fees from OMS, Davis Solar Housing, Cottonwood, Pacifico, Helen Thomson Homes, County Grants Administration and Capital Funds.

New Hope CDC (including Cottonwood Meadows Senior Apartments):

At Cottonwood Meadows, revenue and expenses are expected to remain consistent with prior years. Staff will continue to our efforts to maintain occupancy (which has been holding steady at approximately 100%) and control costs. Current rents have not been adjusted in several years and current rental rates are no longer sufficient to fund necessary replacement reserves needed to cover the immediate capital needs of the property. Therefore, a recommendation for increased rental rates and related timing will be brought before the board during the 2016-2017 fiscal year, based on local market survey.

Beginning in FY2016-2017 most of the social services and tenant programs will be shown as a component of New Hope CDC in order to highlight these activities and facilitate fundraising efforts.

Davis Solar Housing:

This is a self-sustaining program with no government subsidy which YCH manages for a fee of approximately \$1,200/year.

However, current costs of this program exceed income by over \$7,000 per year. This shortfall is currently being funded through the use of approximately \$90,000 of reserves. In order to maintain the viability of this program, rental rates will need to be increased significantly over the next several years. The actual amounts and timing of these increases are being presented to the Commission during its June 29, 2016 meeting. Any rent increases that would be approved are not reflected in the current budget.

Capital Funds:

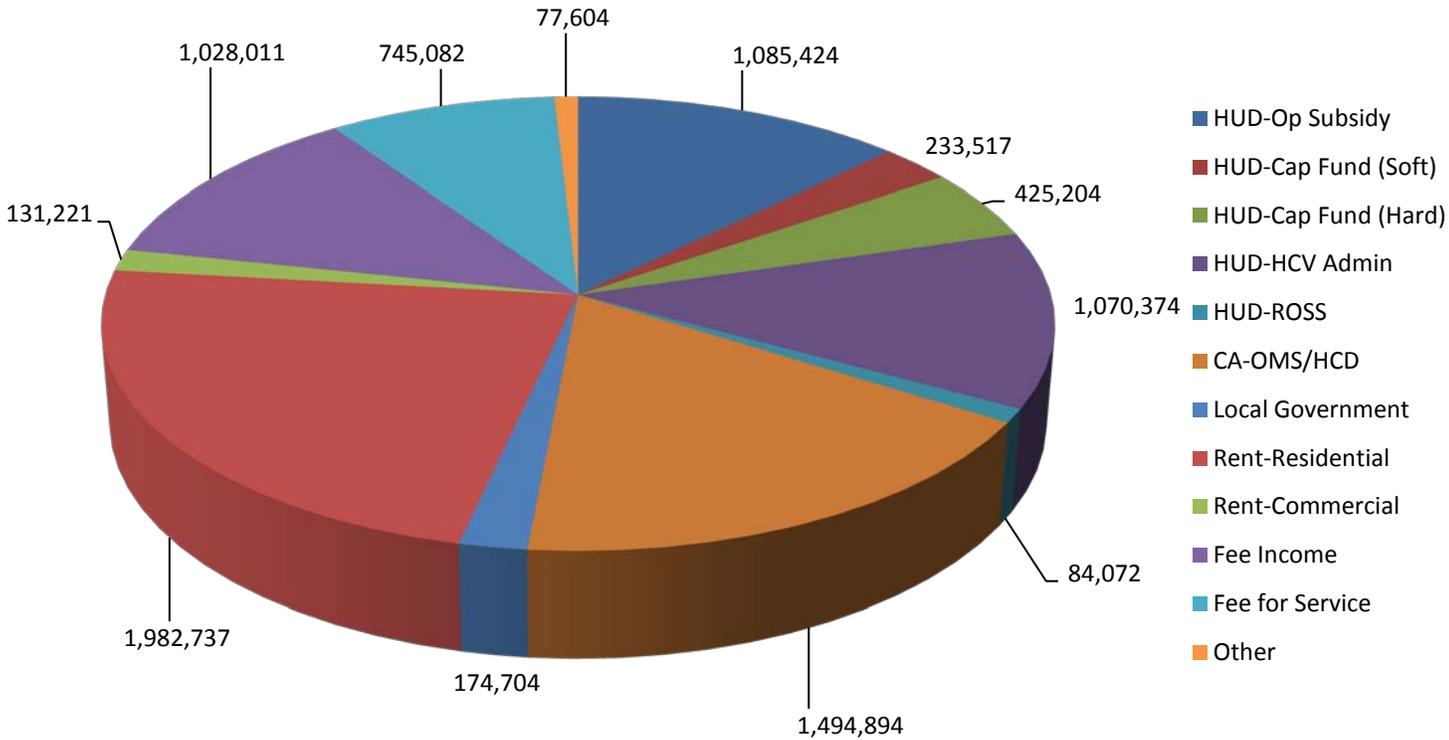
YCH receives a capital fund allocation that varies annually, based on Congressional appropriations. No CFP has yet been authorized for 2017. However, the 2016-2017 budget includes \$580,708 of capital fund draws from the 2014 through 2016 capital funds, based on conservative estimates. Capital Grants are earmarked for some operational costs and various capital projects, as well as CFP income, which are included in the individual AMP, Admin Building, and COCC budgets.

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 2016-2017 fiscal year, the majority of the capital projects planned relate to ADA upgrades and well improvements in Winters.

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 2016 or early 2017, these budgets will need to be revisited during the mid-year budget reallocation process.

As required by Asset Management Program (AMP) Regulations, program managers were active participants in this budget process. Program managers are responsible for baseline budgeting. Finance actively worked with the program managers via email, telephone and individual meetings to developing the projections presented to you today. This is the sixth year of program staff involvement in budget preparation and staff continues to improve its ability to both project and control costs.



Funding Sources		
HUD-Op Subsidy	1,085,424	13%
HUD-Cap Fund (Soft)	233,517	3%
HUD-Cap Fund (Hard)	425,204	5%
HUD-HCV Admin	1,070,374	13%
HUD-ROSS	84,072	1%
CA-OMS/HCD	1,494,894	18%
Local Government	174,704	2%
Rent-Residential	1,982,737	23%
Rent-Commercial	131,221	2%
Fee Income	1,028,011	12%
Fee for Service	745,082	9%
Other	77,604	1%
Total	8,532,843	

Attachments:

HUD Budget Resolution (HUD-52574)

Goals & Objectives

2015-16 Budget Detail

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, 2016 Board Resolution Number: 16-07

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: June 29, 2016

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: Mark Johannessen	Signature: 	Date: 6/29/16
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**YCH Housing Commission
Operational Goals and Objectives
Fiscal Year 2016-2017**

**Current Overall Adopted Strategic Goals of the Organization
(2016-2017 Agency Plan):**

Operations:

- Complete renovations to housing properties to meet accessibility requirements.
- Maintain leasing rates, on-time rent collection and other benchmarks at a rate equal to or better than generally accepted standards.
- Continue to increase the sustainability of the Agency's portfolio by reducing energy usage using both simple and complex strategies.

Outreach and Services

- Complete full enrollment in Family Self-Sufficiency to comply with HUD requirement.
- Use Social Media to distribute information to the public.
- Upgrade website to include easier navigation and install access portals for customers.
- Continue with the "Welcome Home" strategy which includes CAST, Spring Fling and Health Fair and Opening Day activities.

Expand the Supply of Affordable Housing

- Advocacy – CAHA, NAHRO, Education Outreach.
- Technical Assistance Offerings, such as assistance to Housing Elements and General Plans.
- Direct delivery of programs and development activities, such as development, project based and tenant vouchers, VASH

Systems and IT/IS

- Continue to upgrade systems, including servers, software and memory capacity.
- Install broadband access capability to reach all sites and offer inexpensive in-home broadband access.

Particular accomplishments, annual goals and objectives in furtherance of the adopted strategic goals is found on the following pages -

Real Estate Services and Facilities

Real Estate Services is responsible for asset and property management of the real estate portfolio. Facilities is responsible for maintenance of the units and property. The portfolio comprises 4 main areas of responsibility:

1. Owned Properties: units and land that we own and manage
2. Managed Properties: units and land that we manage for a fee for others
3. Seasonal Farmworker Housing: units available on a part-time basis for migrant farmworkers
4. Partnerships: properties where we hold a part ownership, but where we don't provide director management, such as tax credit units

I. Real Estate Services and Facilities common goals:

A. Update of prior year goals and objectives:

- i. Implement remote use of the SmartSearch program for electronic processing of invoices and research for cost management purposes.
This goal was achieved during the year.
- ii. Average turnaround time for units to be no more than 20 days.
Continued funding reductions impact the ability to meet this goal.
- iii. Average lease-up time for units to be no more than 3 days after unit is turned.
*Management will continue to examine their process and work flows to help streamline and eliminate impediments to the lease up process.
Continued funding reductions impact the ability to meet this goal.*
- iv. Prepare request for proposals for painting service, pest control, and landscape maintenance.
Proposals have been developed and will be issued in late 2016.
- v. Prepare request for qualifications for engineering services.
Completed in November 2015.
- vi. Prepare request for qualifications for architecture services
Completed in November 2015.
- vii. Submit for broadband access grant for residents. By July 2015.
Applications made, but grant funding was not awarded for the submitted projects. Staff will continue to work with the County, cities, and broadband coalitions to locate new funding sources.

- viii. Draft a Capital Improvement Plan (CIP) for the entire YCH portfolio and plan for full implementation by June 2016.

Data on the various properties has been collected, draft plan to be developed by January 2017.

B. Current year goals and objectives:

- i. Upgrade monthly reporting package for internal distribution by December 2016.
- ii. Implement new mobile work order system by June 2017.
- iii. Improve Average turnaround time to 5 days
- iv. Reduce Lease-up time for units after units are turned to 25 days

II. Goals for Owned Properties:

A. Update of prior year goals and objectives:

- i. Property metrics to be maintained:

	Average Occupancy Rate		On-time Average Rent Collection Rate		Minimum Monthly PIC Submission Score	
	Goal	Actual	Goal	Actual	Goal	Actual
LIPH	97%	99%	95%	95%	95%	100%
Davis Solar	97%	100%	95%	100%	n/a	n/a

- ii. LIPH:

- a. West well rehabilitation at El Rio Villas (Winters).
Complete.

- iii. Davis Solar Homes:

- a. Timely completion of housekeeping inspections.
Expected completion is June 2016.
- b. Develop and implement plan for increasing rental rate sufficiently to provide funds for deferred maintenance and capital improvements to the property.
Rent survey complete. Staff is proposing phased in rent increase approach in June 2016.
- c. Explore options with various stakeholders for the highest and best use for the Davis Solar property now that USDA has been fully repaid.
After debt was paid off, clear title was not obtained from USDA/RD so options are currently very limited until the deed restriction can be removed.

B. Current year goals and objectives:

i. Property metrics to be maintained:

	Average Occupancy Rate	On-time Average Rent Collection Rate	Minimum Monthly PIC Submission Score
LIPH	97%	95%	95%
Davis Solar	97%	95%	n/a

ii. LIPH:

- a. Complete east well improvements at El Rio Villa (Winters) by March 2017.
- b. Complete next phase of ADA improvements at El Rio Villa (Winters) by June 2017.

iii. Davis Solar Homes:

- a. Review and evaluate process for unit turnover in the off-season to ensure timely and efficient flow of work in prior to opening day the following year.
- b. Obtain clear title from USDA Rural Development.
- c. Begin implementation of rent increases by October 2016 in order to begin accumulating funds for necessary work on some of the deferred maintenance items.

III. Goals for Managed Properties

A. Update of prior year goals and objectives:

i. Property metrics to be maintained:

	Average Occupancy Rate		On-time Average Rent Collection Rate	
	Goal	Actual	Goal	Actual
Cottonwood	97%	99%	95%	98%
Pacifico/Symphony	97%	100%	95%	95%

ii. Cottonwood Senior Apartments:

- a. Timely completion of all annual re-certifications and housekeeping inspections.
Complete.

iii. Pacifico/Symphony:

- a. Revise selection criteria for new applicants.
Complete.
- b. Revise lease agreement.

Draft of revised lease agreement completed and currently under review for implementation in September 2016.

- c. Work with residents to improve community.

The appointment of the Resident Caretaker position has been instrumental in helping to maintain the quiet, peaceful enjoyment of the property by the tenants and improved the cleanliness of the property, including the building of three community garden plots.

B. Current year goals and objectives:

- i. Property metrics to be maintained:

	Average Occupancy Rate	On-time Average Rent Collection Rate
Cottonwood	97%	95%
Pacifico/Symphony	97%	95%

- i. Cottonwood Senior Apartments:
 - a. Complete roof replacement no later than December 2016.
 - b. Complete dry rot repair to stairways and front of building by June 2017.
- ii. Pacifico/Symphony:
 - a. Implement new lease agreement with all existing and future tenants.
 - b. Continue to work with residents to improve the community.
 - c. Work with the development team through rehabilitation and transition.

IV. Goals for Seasonal Farmworker Housing

A. Update of prior year goals and objectives:

- i. *None adopted*

B. Current year goals and objectives:

- i. Come up with more efficient ways to move tenants in and out in the Tenmast system before September 2016.

V. Goals for Partnership Properties

A. Update of prior year goals and objectives:

- i. Book present value of expected deferred developer fee payments to YCH and New Hope CDC.

Complete and reflected in the FY 2014-2015 audit reports.

B. Current year goals and objectives:

- i. Obtain final equity infusions at Crosswood in order to pay off remaining bridge debt by September 2016.
- ii. Update estimated timing of deferred developer and management fee payments for the YCH audit.
- iii. Take on more active role as managing general partner at Crosswood, Cesar Chavez Plaza, and Rochdale Grange.
- iv. Incorporate analysis of third-party property manager reports into monthly reporting package by December 2016.

Housing Assistance

The Housing Assistance Division is comprised of programs that provide rental assistance and/or home ownership in the private market. The programs currently administered include:

- Housing Choice Voucher (HCV), including regular Tenant Based Vouchers, Preservation Vouchers, Homeownership Vouchers, Veterans Affairs Supportive Housing (VASH) Vouchers
- Other rental assistance, including Drought Recovery Assistance

I. Housing Choice Voucher (HCV) goals:

A. Update of prior year goals and objectives:

- i. Maintain the following metrics for SEMAP high-performer status on SEMAP scores, which requires staff to follow regulations and implement new policies as they are issued from HUD:

	Minimum Average Lease up Rate	Minimum Average PIC Reporting Rate	Minimum Average PIC Accuracy Rate
Goal	98%	98%	97%
Actual	98%	99%	98%
High-performer status on SEMAP?			YES

Received an award of additional five VASH vouchers with the associated funding in June 2016.

- ii. Complete Tenmast migration to the WinTen2+ platform
Migration of data was performed in October 2015. Final corrections to various migration errors will be completed by October 2016 (after all annual re-certifications have been completed and data verified).
- iii. Begin PBV assistance where awarded to new construction complexes that are placed in service during the fiscal year.
Delays in construction timing has deferred implementation until project completion.
- iv. Continue promoting the Voucher Home Ownership Program. Staff intends to continue marketing this program to qualified voucher holders, as well as to partner with the participating cities during the year. Staff also anticipates extending this program to the unincorporated areas of Yolo County by providing information to County staff, contractors and lenders.
No HCV participants were able to transition to the HCV Homeownership program during the year.
- v. Implementation of new owner education/workshops. YCH will continue its partnership with LSNC to provide education workshops to landlords and will maintain the Landlord Access program.
YCH hosted the Landlord Workshop presented by Legal Services of Northern California (LSNA) and HUD staff in April 2016. The Landlord Access program remains active.
- vi. Analyze, develop and implement effective workflows for staff.
Streamlined workflow has allowed staff to perform all activities required by the HCV program with reduced staffing levels, while still maintaining the high-performer status. Management will continue to analyze optimal staffing and work assignments to maintain and improve the customer experience.
- vii. Purge the HCV wait list.
Purging of the wait list is in process and expected to be complete by September 2016.
- viii. Open HCV wait list for new applications.
Wait list will be opened for new applications once purging of the old list has been completed. Estimated date is prior to December 31, 2016.

B. Current year goals and objectives:

- i. Maintain the metrics for SEMAP high-performer status on SEMAP scores.
- ii. Begin PBV assistance as new construction complexes are completed and put into service.
- iii. Utilize the five new Veterans Affairs Supportive Housing (VASH) vouchers to serve chronically homeless veterans.
- iv. Look for opportunities to apply for additional vouchers as they become available.
- v. Continue promoting the Voucher Home Ownership Program. Maintain goal to close on 3 homes in the coming year.
- vi. Implement TenDocs, a system to maintain electronic documents linked to our Tenmast computer system.
- vii. Open HCV wait list for new applications once the purge is completed in September 2016.
- viii. Complete additional workflow process analysis and implement additional efficiencies by June 2017.

II. Other Rental Assistance goals:

A. Update of prior year goals and objectives:

- i. Provide drought rental assistance through the CDBG and HOME Federal grant programs to any residents of Yolo County who qualify under these programs.

For the duration of this program (August 2014 through August 2016) 28 families were provided with \$68,500 of total rent and utility payment assistance.

B. Current year goals and objectives:

- i. Provide drought relocation assistance through the CDBG Federal grant program to any residents of Yolo County who qualify for this assistance.

Administration and Finance

Administration and Finance provide supporting services for the operations of the portfolio and overall organizational support for programs. This is organized into the following segments:

1. Community Development – Includes both real estate development activities and other community development programs.
2. Grants Management, Fundraising, and Marketing – Various grants and other fundraising efforts related to community development, family self sufficiency, and other programs of YCH and New Hope, along with marketing and branding of the YCH/New Hope programs.
3. General Administration – For all general management and administrative initiatives not part of other specific programs.
4. Finance and IT Services – For all general IT and Finance initiatives that are not part of other specific programs.

I. Community Development and Grants Management goals:

A. Update of prior year goals and objectives:

- i. Complete RFP process and award contract on Esparto Duplex lots.
RFP had no responses after extended time. Staff is currently working to find a specific organization that might be interested in the build-out or will identify options to build out the units through YCH or New Hope. Staff is in contact with the State.
- ii. Move forward with Capital Campaign for new Yolano-Donnelly Community Center (Woodland Community Center II).
Held “soft” opening at the 65th Anniversary celebration. Staff is planning the full capital campaign to launch late fall 2016-2017 in conjunction with the proposed demolition.
- iii. Move forward with financing and rehabilitation of Pacifico (to be renamed “Symphony”)
Staff is currently negotiating the final architecture fees for remainder of project through construction, finalizing loan documents with bank, and negotiating gap financing structure with the City of Davis. Financing is expected to close in July/August 2016.
- iv. Move forward with final development scenario for West Beamer property with Mercy Housing, the development partner, for City entitlement and funding.
Development scenario and City entitlements complete, waiting for tax credit award from TCAC for balance of funding. Property transfer

complete. Demolition contract awarded and demolition moving forward for October 2016 completion

- v. Complete Energy Performance Contract (EPC) and make related improvements across the portfolio.

Received HUD approval to install and fund water meters through capital funds. Solar MASH grant in settlement discussions with tentative settlement reached with PGE and awaiting approval from Commission and CPUC.

B. Current year goals and objectives:

- i. Begin development of new Yolano-Donnelly Community Center (Woodland Community Center II) including demolition of old building by December 2016 and finalize construction drawing for contractor bid by June 2017.
- ii. Finalize financing and begin rehabilitation of Symphony (currently known as "Pacifico").
- iii. Finalize tax credit approval on West Beamer property with Mercy Housing (the development partner) and demolition of old building to begin Summer 2016.
- iv. Work with HCD on obtaining a 13 year extension for New Hope CDC (Cottonwood Senior Apartments) on the \$368,800 note currently due in January 2017. This would extend the due date to be concurrent with that of the FNB note (principal balance of \$1.6 million) due in 2030 with balloon payment of \$935,986.
- v. Continue to move forward with Energy Upgrades and Solar and make related improvements across the portfolio.
- vi. Continue to work with HHSa at the County and with Probation and law enforcement on additional housing options with regard to homeless housing and to formerly incarcerated being released into homelessness.

II. Grants Management, Fundraising, and Marketing goals:

A. Update of prior year goals and objectives:

- i. Partner with County, Cities and Non-profits in grant writing and management activities which benefit the communities where our constituents reside.
 - *Met with City staff, Mayor and Center for Land Based Learning to plan for a grant from USDA for an urban farm in Woodland.*
 - *Entered into an agreement to provide grants management services for the City of Winters.*

- *Renewed and expanded Grants Management Agreement with the County of Yolo.*
- ii. Plan for special events promoting YCH and New Hope CDC.
 - *Created two new logos for the 65th anniversary celebration held in October 2015.*
 - *Held ribbon-cutting ceremony for the new transit stop at El Rio Villas in September 2015.*
- iii. Begin plan for rebranding and marketing of YCH and New Hope CDC.
 - *Staff began discussions about challenges, opportunities, structure, and relationships between YCH and New Hope in April 2016.*
 - *Developed and published initial e-newsletter for YCH/New Hope highlighting programs and activities.*
- iv. Raise additional program funds for New Hope through the Big Day of Giving.
 - *Raised funds through Big Day of Giving comparable to prior year.*

Current year goals and objectives:

- v. Finalize capital campaign for the new Yolano-Donnelly Community Center (Woodland Community Center II) by September 2016 and launch the campaign by November 2016.
- vi. Administer CDBG grant for the City of Winters senior affordable housing project.
- vii. Plan and execute citizen participation needs assessment meetings in rural Yolo County communities in partnership with Yolo County to determine grant and housing needs.
- viii. Continue to work as an Agent of the County to manage and write grants in relation to housing and community development opportunities for low income people.
- ix. Expand the Intergovernmental Agreement with Yolo County to include economic development assistance with grant writing/management.
- x. Finalize plan for rebranding/marketing of YCH and New Hope programs by October 2016.
- xi. Revamp both the YCH and New Hope websites by December 2016. Currently looking at vendors and service types.
- xii. Place additional focus on fund raising efforts, including Big Day of Giving, related to programs and services for low income residents throughout the County.

- xiii. Continue public consumer outreach through the CAST program, quarterly resident meetings, YoloAlert, and look for additional ways to increase information flow with all constituents.
- xiv. Continue quarterly YCH/New Hope newsletter.
- xv. Plan special events to provide additional visibility for YCH and New Hope.

III. General Administration goals:

A. Update of prior year goals and objectives:

- i. Seek and apply for grant funding and partnership opportunities to expand services and operations (i.e. resident services, self-sufficiency, community facilities)
 - *Expanded after school and computer learning center services at Dixon Migrant center through partnership with Dixon Unified School District.*
 - *Expanded social services programs to Crosswood and Pacifico with operating funds.*
 - *Portfolio wide soccer league continues to be self-funded with some grant funds provided by the Davis Sunrise Rotary Club.*
 - *Seamless Summer Meals program in Woodland provided through funding and partnership with WJUSD.*
 - *ROSS grant application submitted in June 2016 for another 3 year term beginning in October 2016 to support the public housing self-sufficiency program.*
 - *In-kind donations increased by from corporations, small businesses and individuals for Spring Fling Health & Education Fair, National Night Out, Backpacks for Kids, Toys for Tots, CHIPS for kids.*
- ii. Update Administrative Plan and Admission and Continued Occupancy Plan (ACOP).

Developed milestones and staff has prepared an RFP for a consultant to complete a comprehensive, restructured document, rather than an update, by June 2017.

B. Current year goals and objectives:

- i. Continue to grow grant, in kind and partnerships through 2017 to meet strategic goals.
- ii. Issue RFP and select consultants for ACOP and Administrative Plan by November 2016, with completion of both documents no later than June 2017.

IV. Finance and IT goals:

A. Update of prior year goals and objectives:

- i. Implement remote access helpdesk solution (to minimize the time spent driving between locations for most tasks) by September 2015.
Complete.
- ii. Select and implement a new payroll time tracking system (replace current spreadsheet process for better time tracking, cost allocation, and reporting) by December 2015.
Vendor has been selected and working configuration of system. "Go Live" expected by December 2016.
- iii. Complete and issue audit reports on a more timely basis (New Hope by October 2015, YCH by December 2015, and New Hope Crosswood LP by April 2016).
New Hope Crosswood LP was issued in March 2016. However, the YCH and New Hope financials were delayed until March 2016 due to the Tenmast migration to the Winten2+ platform, GASB 68 implementation delays from CalPERS, and significant New Hope accounting changes for the reports.
- iv. Complete monthly financial statements and issue monthly financial statement packages to staff on a regular basis within 30 days of the end of each month by June 2016.
Personnel changes, the Tenmast migration to the Winten2+ platform, and a number of financial reporting changes related to the audit, have delayed this until FY2017.

B. Current year goals and objectives:

- i. Complete phase III of SmartSearch implementation for electronic invoices by June 2017. This phase will involve data validation of 2 fields (active account code and vendor name) between SmartSearch and Tenmast, which is the last large hurdle before direct upload of data between the systems can be accomplished (Phase IV).
- ii. Initial design of Tenmast and SmartSearch system integration for HCV and Real Estate services documents based on evaluation of Alameda County system by June 2017.
- iii. Kiosk system in the administration building lobby for self-help applications, application changes, rent payments, and general YCH

information to be identified by December 2016 and installed by June 2017.

- iv. AV system upgrade for conference and meeting rooms to be installed by December 2016.
- v. Access Control/Alarm systems to be integrated in the administration building to allow better control and flexibility to be installed by September 2016.
- vi. Live Scan system for fingerprint and background checks done by YCH staff at the administration building to be evaluated for viability and cost prior to December 2016. If deemed viable, installation to be completed by June 2017.
- vii. Resolve outstanding single audit finding (related to \$363,794 interfund balance between AMPs, COCC, and the Admin Building) with HUD in 2017.
- viii. Issue audit reports more timely (New Hope by December 2016 and YCH by January 2017).
- ix. Develop a way to digitize W-9, ACH payment information forms, and insurance certificates for vendors in SmartSearch or some other searchable platform by June 2017.

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
AMP1 - Woodland						
101.3110.00.000.010	Dwelling Rent 44-01 Yolano	266,503	199,139	254,000	265,000	(1,503)
101.3110.00.000.050	Dwelling Rent 44-05 Ridgecut (Knights Landi	19,834	16,284	20,000	21,000	1,166
101.3110.00.000.060	Dwelling Rent 44-06 Yolito	41,575	24,759	34,000	33,000	(8,575)
101.3110.00.000.070	Dwelling Rent 44-07 Donnelly	273,670	211,921	277,000	282,000	8,330
101.3200.00.000.000	HUD Operating Subsidy	412,533	320,772	434,658	430,000	17,467
101.3210.00.000.000	Transfers In - Op Funds (1406)	-	-	(0)	-	-
101.3220.00.000.000	Transfers In - Mgmt Impr (1408)	5,064	4,029	15,000	5,000	(64)
101.3230.00.000.000	Transfers In - Soft Costs	6,539	4,958	2,000	6,000	(539)
101.3610.00.000.000	Interest Income	627	624	825	800	173
101.3690.00.000.000	Other Income	12,715	4,005	8,510	5,000	(7,715)
101.3690.00.000.010	Other Income - 44-01 Yolano	7,972	2,964	3,750	3,500	(4,472)
101.3690.00.000.050	Other Income - 44-05 Ridgecut	623	487	125	500	(123)
101.3690.00.000.060	Other Income - 44-06 Yolito	371	433	300	500	129
101.3690.00.000.070	Other Income- 44-07 Donnelly	5,774	2,221	2,500	500	(5,274)
101.9111.04.000.000	Transfer In -Cap Fund Mgmt Fee for COCC	23,686	24,304	24,304	24,701	1,015
Total Operating Revenue		1,077,486	816,900	1,076,972	1,077,501	15
101.4110.00.000.000	Administrative Salaries	66,869	52,863	71,975	70,404	3,535
101.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	4,839	4,119	5,124	5,386	547
101.4125.02.000.000	Admin. P/R Taxes- -SUI	712	607	673	685	(27)
101.4125.04.000.000	Admin. Retirement	8,498	6,503	10,863	5,171	(3,328)
101.4125.05.000.000	Admin. Workers Comp	1,539	1,526	2,517	1,640	102
101.4130.00.000.000	Legal Fees	2,323	3,275	5,000	4,500	2,178
101.4140.00.000.000	Training	2,840	1,347	1,500	3,000	160
101.4150.00.000.000	Travel	1,342	955	1,500	2,000	658
101.4170.04.000.000	Contract Services Plan Updates	2,746	3,407	5,000	4,500	1,754
101.4170.05.000.000	Contract Services	-	4,736	9,100	-	-
101.4170.10.000.000	Professional Services	5,666	1,405	250	3,600	(2,066)
101.4171.00.000.000	Auditing	12,500	12,083	14,000	16,000	3,500
101.4180.00.000.000	147 Rent	29,133	21,850	29,133	29,133	-
101.4190.00.000.000	Postage	658	598	1,000	800	142
101.4190.01.000.000	Office Supplies	636	1,303	1,800	1,700	1,064
101.4190.02.000.000	Printing & Copier Usage Charges	5,253	2,222	3,980	4,000	(1,253)
101.4190.03.000.000	Telephone	2,849	2,315	3,000	3,000	151
101.4190.04.000.000	Fair Housing Services	1,667	417	850	600	(1,067)
101.4190.05.000.000	Dues and Subscriptions	219	445	300	600	381
101.4190.07.000.000	Computer Support & License Fees	9,936	9,703	9,750	13,000	3,064
101.4190.12.000.000	Office Machines/Leases	887	985	900	1,300	413
101.4190.13.000.000	Administrative Other	52	40	-	-	(52)
101.4190.14.000.000	Criminal Background Checks	2,302	633	1,000	850	(1,452)
101.4190.18.000.000	Taxes, Fees and Assessments	190	40	250	550	360
101.4190.20.000.000	Advertising	110	1,137	1,150	1,000	890
101.4190.23.000.000	Computer Equipment	1,587	564	1,000	750	(837)
101.4210.00.000.010	Tenant Service Salaries	7,500	701	980	-	(7,500)
101.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medi	572	48	569	-	(572)
101.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	367	76	143	-	(367)
101.4215.04.000.000	Tenant Svc. Retirement	(342)	76	268	-	342
101.4215.05.000.000	Tenant Svc. Workers Comp	180	419	795	-	(180)
101.4220.00.000.000	Tenant Services Materials	1,700	2,001	2,000	2,000	300
101.4221.00.000.000	Tenant Liaison	1,800	1,350	1,800	2,400	600
101.4310.00.000.000	Water - AMP1	82,887	66,746	95,000	97,894	15,007
101.4320.00.000.000	Electricity - AMP1	32,907	25,915	35,000	36,281	3,374
101.4330.00.000.000	Gas - AMP1	1,208	354	800	496	(712)
101.4390.00.000.000	Sewerage - AMP1	42,925	40,900	53,500	57,259	14,335
101.4400.01.000.000	AMP Management Fee	103,851	78,716	105,000	122,473	18,621
101.4400.02.000.000	AMP Bookkeeping Fee	13,418	10,170	14,000	13,500	83
101.4400.03.000.000	AMP Asset Management Fee	18,240	13,680	18,500	18,500	260
101.4400.04.000.000	Cap Fund Mgmt Fee (1410)	23,686	24,304	24,304	24,701	1,015
101.4401.00.000.000	IT Services	12,281	21,280	26,000	20,000	7,719
101.4420.01.000.000	Electrical Supplies	3,321	4,525	6,800	6,000	2,679
101.4420.02.000.000	Plumbing Supplies	17,070	6,928	7,250	9,500	(7,570)
101.4420.03.000.000	Painting Supplies	485	551	650	750	265
101.4420.04.000.000	Chemical Supplies	756	614	1,000	800	44
101.4420.05.000.000	Lumber and Hardware	7,478	5,857	9,000	7,800	322
101.4420.08.000.000	Dwelling Equipment/Supplies	1,291	855	1,750	1,200	(91)
101.4420.09.000.000	Maintenance Equip/Supplies	288	124	100	200	(88)
101.4423.08.000.000	Fire Protection/Testing/Monitor	1,774	1,270	2,500	1,700	(74)
101.4430.00.000.000	Grounds Maintenance Projects	12,728	175	1,000	250	(12,478)
101.4430.01.000.000	Electrical Repair/Contract	3,291	887	2,000	1,200	(2,091)
101.4430.02.000.000	Plumbing Repair/Contract	4,276	9,641	13,000	13,000	8,724
101.4430.03.000.000	Painting/Decorating/Contract	19,856	17,524	20,000	23,500	3,644
101.4430.04.000.000	Garbage Removal	31,301	26,605	32,000	35,500	4,199
101.4430.05.000.000	Chemical Treatment/Contract	11,253	8,102	11,000	11,000	(253)
101.4430.07.000.000	Minor Equipment Repairs	890	224	788	300	(590)
101.4430.08.000.000	Major Equipment Repairs	389	1,203	2,830	1,600	1,211
101.4430.11.000.000	Building Repairs	172	3,820	6,500	5,000	4,828
101.4431.00.000.000	Landscaping Maintenance Contract	33,534	26,006	34,153	35,000	1,466
101.4431.05.000.000	Trash/Yolo County Landfill	2,814	1,898	3,000	2,500	(314)
101.4434.00.000.000	Tree Trimming	4,231	3,500	5,000	4,750	520

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

		FY2014-15	FY2015-16		FY2016-17	
ACCOUNT NO	ACCOUNT NAME	Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	Difference from FY2014-15
101.4436.00.000.000	Maintenance Charges from Others	192,638	150,719	190,000	190,000	(2,638)
101.4480.00.000.000	Protective Services	711	504	800	675	(36)
101.4510.00.000.000	Flood Insurance	4,125	6,950	7,900	8,719	4,594
101.4510.01.000.000	General Liability Insurance	4,774	4,374	4,901	5,011	237
101.4510.03.000.000	Property Insurance	21,021	20,088	21,934	23,010	1,989
101.4520.00.000.000	PILOT	43,141	41,965	46,000	41,965	(1,176)
101.4540.00.000.000	Administrative Benefits	6,588	5,429	8,314	9,951	3,363
101.4540.01.000.000	Retired Benefits	8,616	5,370	8,830	7,250	(1,366)
101.4540.04.000.000	OPEB Expense	17,400	-	75,000	15,000	(2,400)
101.4540.20.000.000	Tenant Service Benefits	(111)	185	457	-	111
101.4570.00.000.000	Collection Losses	8,000	-	7,500	5,000	(3,000)
101.4600.01.000.000	OES Support Agreement	1,500	2,500	2,500	2,500	1,000
Total Operating Expenses		974,130	780,200	1,094,731	1,040,304	66,174
Net Operating Income/(Loss)		103,356	36,699	(17,759)	37,197	(66,159)
101.9110.00.000.000	Transfers In - Hard Costs	-	24,582	25,000	-	-
Net Increase/(Decrease) in Fund Balance		103,356	61,281	7,241	37,197	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
AMP2 - Winters						
102.3110.00.000.020	Rent El Rio Villa 1	100,635	81,879	100,000	109,000	8,365
102.3110.00.000.040	Rent Vista Montecito	63,442	39,047	55,000	52,000	(11,442)
102.3110.00.000.080	Rent El Rio Villa 2	111,780	83,442	110,000	111,000	(780)
102.3110.00.000.180	Rent El Rio Villa 3	251,966	206,357	260,000	275,000	23,034
102.3110.00.000.250	Rent El Rio Villa 4	103,624	76,107	102,000	101,000	(2,624)
102.3200.00.000.000	HUD Operating Subsidy	379,573	279,839	380,436	380,000	427
102.3210.00.000.000	Transfers In - Op Funds (1406)	-	-	29,608	-	-
102.3220.00.000.000	Transfers In - Mgmt Impr (1408)	5,064	4,029	7,000	7,000	1,936
102.3230.00.000.000	Transfers In - Soft Costs	3,485	6,874	5,000	5,000	1,515
102.3610.00.000.000	Interest Income	842	699	500	900	58
102.3690.00.000.000	Other Income	9,096	3,000	6,090	4,000	(5,096)
102.3690.00.000.020	Other Income - 44-02 Villa #1	4,239	1,410	2,000	1,800	(2,439)
102.3690.00.000.040	Other Income - 44-04 Montecito	2,320	529	750	700	(1,620)
102.3690.00.000.080	Other Income- 44-08 Villa #2	2,076	1,764	1,000	2,200	124
102.3690.00.000.180	Other Income- 44-18 Villa #3	6,095	3,003	4,000	4,000	(2,095)
102.3690.00.000.250	Other Income- 44-25 Villa #4	502	1,068	1,000	1,400	899
102.9111.04.000.000	Transfer In -Cap Fund Mgmt Fee for COCC	23,687	24,304	24,304	24,701	1,014
Total Operating Revenue		1,068,425	813,350	1,088,688	1,079,701	11,276
102.4110.00.000.000	Administrative Salaries	70,151	60,724	74,497	74,265	4,114
102.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	4,769	4,121	5,538	5,592	823
102.4125.02.000.000	Admin. P/R Taxes- -SUI	718	578	629	638	(81)
102.4125.04.000.000	Admin. Retirement	10,052	7,627	11,742	5,543	(4,509)
102.4125.05.000.000	Admin. Workers Comp	1,712	1,403	2,381	1,703	(9)
102.4130.00.000.000	Legal Fees	4,853	2,389	4,500	4,000	(853)
102.4140.00.000.000	Training	2,245	2,176	3,500	3,500	1,255
102.4150.00.000.000	Travel	1,191	1,225	2,000	1,600	409
102.4170.04.000.000	Contract Services Plan Updates	2,746	3,407	4,000	4,500	1,754
102.4170.05.000.000	Contract Services	-	4,783	9,100	-	-
102.4170.10.000.000	Professional Services	5,633	1,311	250	3,600	(2,033)
102.4171.00.000.000	Auditing	12,500	12,084	14,000	16,000	3,500
102.4180.00.000.000	147 Rent	3,031	2,273	3,031	3,031	(0)
102.4190.00.000.000	Postage	970	813	1,350	1,100	130
102.4190.01.000.000	Office Supplies	1,084	852	1,450	1,200	116
102.4190.02.000.000	Printing & Copier Usage Charges	466	492	295	700	234
102.4190.03.000.000	Telephone	8,448	6,695	6,000	9,000	552
102.4190.04.000.000	Fair Housing Services	1,667	417	1,000	600	(1,067)
102.4190.05.000.000	Dues and Subscriptions	274	348	300	500	226
102.4190.07.000.000	Computer Support & License Fees	9,694	9,512	9,750	13,000	3,306
102.4190.12.000.000	Office Machines/Leases	792	909	1,150	1,300	508
102.4190.13.000.000	Administrative Other	52	40	-	-	(52)
102.4190.14.000.000	Criminal Background Checks	1,313	685	1,000	1,000	(313)
102.4190.20.000.000	Advertising	110	1,137	1,000	1,000	890
102.4190.23.000.000	Computer Equipment	1,587	1,113	1,500	1,200	(387)
102.4210.00.000.010	Tenant Service Salaries	3,579	690	858	-	(3,579)
102.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medi	270	37	150	-	(270)
102.4215.02.000.000	Tenant Svc. P/R Taxes - - SUI	33	15	9	-	(33)
102.4215.04.000.000	Tenant Svc. Retirement	60	67	318	-	(60)
102.4215.05.000.000	Tenant Svc. Workers Comp	75	5	41	-	(75)
102.4220.00.000.000	Tenant Services Materials	(4)	475	500	700	704
102.4221.00.000.000	Tenant Liaison	1,800	1,200	1,800	2,400	600
102.4310.00.000.000	Water - AMP2	42,533	31,147	36,000	45,683	3,150
102.4320.00.000.000	Electricity- AMP2	29,450	26,626	35,000	37,276	7,826
102.4330.00.000.000	Gas- AMP2	613	401	500	561	(52)
102.4390.00.000.000	Sewerage - AMP2	5,443	19,227	26,159	26,918	21,475
102.4390.15.000.000	City of Winters Sewer Svc. and Main. MOU	142,709	103,788	138,841	145,303	2,595
102.4400.01.000.000	AMP Management Fee	95,724	72,679	95,500	111,392	15,668
102.4400.02.000.000	AMP Bookkeeping Fee	12,368	9,390	12,500	12,500	133
102.4400.03.000.000	AMP Asset Management Fee	16,800	12,600	17,000	17,000	200
102.4400.04.000.000	Cap Fund Mgmt Fee (1410)	23,687	24,304	24,304	24,701	1,014
102.4401.00.000.000	IT Services	5,219	17,891	27,000	20,000	14,781
102.4420.01.000.000	Electrical Supplies	6,694	6,199	8,500	8,500	1,806
102.4420.02.000.000	Plumbing Supplies	10,618	7,646	12,000	10,000	(618)
102.4420.03.000.000	Painting Supplies	214	459	900	1,500	1,286
102.4420.04.000.000	Chemical Supplies	1,527	962	750	1,300	(227)
102.4420.05.000.000	Lumber and Hardware	8,516	8,687	11,000	12,000	3,484
102.4420.08.000.000	Dwelling Equipment/Supplies	1,966	5,513	1,000	7,500	5,534
102.4420.09.000.000	Maintenance Equip/Supplies	338	400	200	500	162
102.4423.08.000.000	Fire Protection/Testing/Monitor	1,344	1,270	2,600	1,700	356
102.4430.00.000.000	Grounds Maintenance Projects	3,736	538	1,000	750	(2,986)
102.4430.01.000.000	Electrical Repair/Contract	687	1,346	500	1,800	1,113
102.4430.02.000.000	Plumbing Repair/Contract	5,912	7,922	11,500	11,000	5,088
102.4430.03.000.000	Painting/Decorating/Contract	20,960	1,346	3,000	2,000	(18,960)
102.4430.04.000.000	Garbage Removal	25,763	20,864	26,072	28,000	2,237
102.4430.05.000.000	Chemical Treatment/Contract	9,908	7,165	10,000	10,000	92
102.4430.07.000.000	Minor Equipment Repairs	-	-	500	-	-
102.4430.08.000.000	Major Equipment Repairs	-	-	1,000	-	-
102.4430.10.000.000	Uniform and Mat Service	1,688	597	1,000	800	(888)

Yolo County Housing

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Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
102.4430.11.000.000	Building Repairs	2,520	762	1,000	1,000	(1,520)
102.4431.00.000.000	Landscaping Maintenance Contract	34,365	27,138	36,957	37,000	2,635
102.4431.05.000.000	Trash/Yolo County Landfill	3,040	2,075	2,000	3,000	(40)
102.4434.00.000.000	Tree Trimming	3,370	2,700	3,000	3,000	(370)
102.4436.00.000.000	Maintenance Charges from Others	215,784	184,088	222,861	220,000	4,217
102.4480.00.000.000	Protective Services	720	576	800	800	80
102.4510.01.000.000	General Liability Insurance	3,680	3,200	3,830	3,665	(15)
102.4510.03.000.000	Property Insurance	17,086	13,900	18,072	15,922	(1,163)
102.4520.00.000.000	PILOT	41,394	40,911	42,000	40,911	(483)
102.4540.00.000.000	Administrative Benefits	16,149	16,796	22,112	26,968	10,819
102.4540.01.000.000	Retired Benefits	19,325	15,665	22,000	22,000	2,675
102.4540.04.000.000	OPEB Expense	21,372	-	65,000	-	(21,372)
102.4540.20.000.000	Tenant Services Benefits	42	586	457	-	(42)
102.4570.00.000.000	Collection Losses	10,000	-	2,500	2,500	(7,500)
102.4600.01.000.000	OES Support Agreement	1,500	2,500	2,500	2,500	1,000
Total Operating Expenses		1,016,633	829,468	1,113,054	1,075,622	58,989
Net Operating Income/(Loss)		51,792	(16,118)	(24,366)	4,080	(47,713)
102.9110.00.000.000	Transfers In - Hard Costs	69,107	45,926	50,000	150,000	80,893
Net Increase/(Decrease) in Fund Balance		120,900	29,808	25,634	154,080	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
AMP3 - West Sacramento						
103.3110.00.000.150	Dwelling Rent 44-15 RSM #1	107,202	79,761	105,000	106,000	(1,202)
103.3110.00.000.170	Dwelling Rent 44-17 RSM #2	65,498	47,555	64,000	63,000	(2,498)
103.3110.00.280.000	Dwelling Rent 44-28 Las Casitas	273,439	200,952	270,000	268,000	(5,439)
103.3200.00.000.000	HUD Operating Subsidy	264,693	199,168	270,330	270,000	5,308
103.3210.00.000.000	Transfers In - Op Funds (1406)	147,472	-	116,216	148,209	737
103.3220.00.000.000	Transfers In - Mgmt Impr (1408)	5,064	4,029	5,000	5,000	(64)
103.3230.00.000.000	Transfers In - Soft Costs	3,485	4,033	3,500	3,500	15
103.3610.00.000.000	Interest Income	388	405	600	600	212
103.3690.00.000.000	Other Income	2,818	2,664	2,450	3,000	182
103.3690.00.000.150	Other Income- 44-15 RSM #1	905	1,801	500	2,000	1,095
103.3690.00.000.170	Other Income- 44-17 RSM #2	2,340	147	2,500	200	(2,140)
103.3690.00.280.000	Other Income- 44-28 Las Casitas	9,894	1,556	6,000	2,000	(7,894)
103.9111.04.000.000	Transfer In -Cap Fund Mgmt Fee for COCC	23,687	24,304	24,304	24,701	1,014
Total Operating Revenue		906,885	566,375	870,400	896,210	(10,675)
103.4110.00.000.000	Administrative Salaries	65,190	52,614	68,080	71,210	6,020
103.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	4,452	3,547	4,979	5,448	996
103.4125.02.000.000	Admin. P/R Taxes--SUI	790	550	608	635	(155)
103.4125.04.000.000	Admin. Retirement	9,265	6,577	10,556	5,294	(3,972)
103.4125.05.000.000	Admin. Workers Comp	1,554	1,389	2,227	1,659	106
103.4130.00.000.000	Legal Fees	3,339	1,380	3,000	1,800	(1,539)
103.4140.00.000.000	Training	2,245	1,409	3,500	500	(1,745)
103.4150.00.000.000	Travel	800	1,095	4,000	1,000	200
103.4170.04.000.000	Contract Services Plan Updates	2,746	3,407	5,000	4,500	1,754
103.4170.05.000.000	Contract Services	-	5,252	9,100	-	-
103.4170.10.000.000	Professional Services	5,976	1,311	2,000	3,600	(2,376)
103.4171.00.000.000	Auditing	12,500	12,083	14,000	16,000	3,500
103.4180.00.000.000	147 Rent	3,031	2,273	3,031	3,031	(0)
103.4190.00.000.000	Postage	1,270	706	1,600	1,000	(270)
103.4190.01.000.000	Office Supplies	1,257	973	2,200	1,300	43
103.4190.02.000.000	Printing & Copier Usage Charges	372	119	1,036	200	(172)
103.4190.03.000.000	Telephone	7,956	7,198	9,500	9,700	1,744
103.4190.04.000.000	Fair Housing Services	1,667	417	1,750	600	(1,067)
103.4190.05.000.000	Dues and Subscriptions	624	213	300	300	(324)
103.4190.07.000.000	Computer Support & License Fees	9,224	9,510	9,750	13,000	3,776
103.4190.12.000.000	Office Machines/Leases	4,956	4,412	5,500	6,000	1,044
103.4190.13.000.000	Administrative Other	52	40	100	-	(52)
103.4190.14.000.000	Criminal Background Checks	719	1,102	1,200	1,500	781
103.4190.18.000.000	Taxes, Fees, and Assessments	6,076	6,197	6,197	8,300	2,224
103.4190.20.000.000	Advertising	110	1,105	1,000	1,000	890
103.4190.23.000.000	Computer Equipment	1,587	1,113	1,500	1,200	(387)
103.4210.00.000.010	Tenant Service Salaries	3,384	59	258	-	(3,384)
103.4215.01.000.000	Tenant Svc. P/R Taxes - Social Security/Med	257	4	150	-	(257)
103.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	116	4	9	-	(116)
103.4215.04.000.000	Tenant Svc. Retirement	38	3	318	-	(38)
103.4215.05.000.000	Tenant Svc. Workers Comp	80	-	41	-	(80)
103.4220.00.000.000	Tenant Services Materials	15	773	-	600	585
103.4221.00.000.000	Tenant Liaison	1,800	1,700	2,203	2,400	600
103.4310.00.000.000	Water - AMP3	30,438	24,452	33,000	35,862	5,425
103.4320.00.000.000	Electricity - AMP3	30,847	20,056	25,000	28,078	(2,769)
103.4330.00.000.000	Gas - AMP3	6,102	3,988	5,000	5,583	(519)
103.4390.00.000.000	Sewerage - AMP3	44,233	36,813	50,000	51,538	7,305
103.4400.01.000.000	AMP Management Fee	95,899	71,285	95,000	110,809	14,910
103.4400.02.000.000	AMP Bookkeeping Fee	12,390	9,210	12,000	12,500	110
103.4400.03.000.000	AMP Asset Management Fee	16,680	12,510	16,000	17,000	320
103.4400.04.000.000	Cap Fund Mgmt Fee (1410)	23,687	24,304	24,304	24,701	1,014
103.4401.00.000.000	IT Services	11,719	22,767	23,000	20,000	8,281
103.4420.01.000.000	Electrical Supplies	2,572	3,574	5,000	5,000	2,428
103.4420.02.000.000	Plumbing Supplies	5,819	5,479	6,500	6,500	681
103.4420.03.000.000	Painting Supplies	68	136	150	-	(68)
103.4420.04.000.000	Chemical Supplies	1,059	658	1,000	900	(159)
103.4420.05.000.000	Lumber and Hardware	6,415	3,931	6,000	5,300	(1,115)
103.4420.08.000.000	Dwelling Equipment/Supplies	9,793	10,989	15,500	15,000	5,207
103.4420.09.000.000	Maintenance Equip/Supplies	1,320	132	500	200	(1,120)
103.4423.08.000.000	Fire Protection/Testing/Monitor	4,306	6,664	7,800	9,000	4,694
103.4430.00.000.000	Grounds Maintenance Projects	2,752	593	1,350	900	(1,852)
103.4430.01.000.000	Electrical Repair/Contract	980	791	500	1,100	120
103.4430.02.000.000	Plumbing Repair/Contract	1,667	894	2,000	1,200	(467)
103.4430.03.000.000	Painting/Decorating/Contract	11,352	5,897	9,500	8,000	(3,352)
103.4430.04.000.000	Garbage Removal	35,339	27,928	35,006	38,000	2,661
103.4430.05.000.000	Chemical Treatment/Contract	10,986	8,191	11,000	11,000	14
103.4430.07.000.000	Minor Equipment Repairs	324	115	200	-	(324)
103.4430.08.000.000	Major Equip Repair / Maint	638	-	7,000	-	(638)
103.4430.10.000.000	Uniform and Mat Service	2,077	533	800	750	(1,327)
103.4430.11.000.000	Building Repairs	2,583	3,906	6,000	5,200	2,617
103.4431.00.000.000	Landscape Maintenance Contract	27,073	21,315	27,153	28,500	1,427
103.4431.05.000.000	Trash/Yolo County Landfill	407	355	500	500	93
103.4434.00.000.000	Tree Trimming	5,145	4,355	5,000	5,000	(145)

Yolo County Housing FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update Detail by Fund

		FY2014-15	FY2015-16		FY2016-17	
ACCOUNT NO	ACCOUNT NAME	Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	Difference from FY2014-15
103.4436.00.000.000	Maintenance Charges from Others	98,972	96,987	125,000	120,000	21,028
103.4480.00.000.000	Protective Services	1,758	1,044	1,000	1,200	(558)
103.4510.00.000.000	Flood Insurance	33,740	31,583	49,194	39,622	5,883
103.4510.01.000.000	General Liability Insurance	3,549	3,424	3,657	3,923	373
103.4510.03.000.000	Property Insurance	14,920	13,162	15,668	15,077	157
103.4520.00.000.000	PILOT	37,167	33,452	35,000	33,452	(3,715)
103.4540.00.000.000	Admin Benefits	18,888	16,622	20,982	26,907	8,019
103.4540.01.000.000	Retired Benefits	8,640	5,370	7,000	7,200	(1,440)
103.4540.04.000.000	OPEB Expense	-	-	-	-	-
103.4540.20.000.000	Tenant Service Benefits	42	51	157	-	(42)
103.4570.00.000.000	Collection Losses	2,500	-	2,500	5,000	2,500
103.4600.01.000.000	OES Support Agreement	1,500	2,500	2,500	2,500	1,000
Total Operating Expenses		779,793	664,549	869,114	864,778	84,985
Net Operating Income/(Loss)		127,092	(98,173)	1,286	31,432	(95,660)
103.9110.00.000.000	Transfers In - Hard Costs	-	-	-	-	-
Net Increase/(Decrease) in Fund Balance		127,092	(98,173)	1,286	31,432	

Yolo County Housing FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
Admin Building						
147.3200.00.000.000	Rent Income Commercial	34,566	26,012	34,683	20,417	(14,149)
147.3400.00.000.000	Space Rental Income	96,539	72,404	96,538	96,538	(1)
147.3230.00.000.000	CF Trans In - Debt Svc (interest)	17,869	14,332	17,694	14,158	(3,711)
Total Operating Revenue		148,973	112,748	148,915	131,113	(17,860)
147.4130.00.000.000	Legal Fees	-	-	750	3,000	3,000
147.4171.00.000.000	Audit Fees (CF cost certs for CFFP)	3,500	-	-	-	(3,500)
147.4190.18.000.000	Taxes, Fees & Assessments	2,274	2,143	2,500	2,900	626
147.4310.00.000.000	Water-West Main	2,232	1,690	2,200	2,478	246
147.4320.00.000.000	Electricity- West Main	24,172	18,924	25,500	26,494	2,322
147.4330.00.000.000	Gas- West Main	1,361	1,407	1,500	1,970	608
147.4390.00.000.000	Sewerage- West Main	597	501	750	701	104
147.4420.00.000.000	Maintenance Supplies	3,366	4,975	6,000	6,500	3,134
147.4421.00.000.000	Building Maintenance	4,615	8,482	15,000	11,000	6,385
147.4430.00.000.000	Mat Service	1,850	1,464	2,300	2,000	150
147.4430.04.000.000	Trash Pick-Up	599	954	1,600	1,300	701
147.4431.00.000.000	Landscape Maintenance	5,920	2,482	3,500	3,500	(2,420)
147.4436.00.000.000	Maintenance Charges from Others	37,588	35,363	27,250	40,000	2,413
147.4480.00.000.000	Protective Services	9,909	7,745	40,000	12,000	2,091
147.4510.03.000.000	Property Insurance	2,094	1,917	2,181	2,196	101
147.4580.01.000.000	Interest Exp-Loan #1 \$2,240,000 Loan	20,844	13,509	17,694	14,158	(6,686)
Total Operating Expenses		120,920	101,556	148,724	130,196	9,276
Net Operating Income/(Loss)		28,053	11,192	190	917	(27,136)
147.9110.00.000.000	Transfers In - Debt Svc (principal pmt)	122,046	111,591	150,204	153,737	31,691
Net Increase/(Decrease) in Fund Balance		150,099	122,784	150,394	154,653	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
HCV Administration						
200.3025.00.000.000	Admin Fees Earned from HUD	1,169,597	1,008,180	1,274,961	1,200,000	30,403
200.3610.01.000.000	Interest Income-Admin Reserve	1,021	1,016	1,140	1,200	179
200.3690.00.000.000	Fraud Income (50%)	1,953	1,340	3,000	1,800	(153)
200.3690.01.000.000	Port In Admin Fees	1,921	2,050	2,000	2,700	779
Total Operating Revenue		1,174,491	1,012,586	1,281,101	1,205,700	31,209
200.4110.00.000.000	Administrative Salaries	304,568	273,509	332,172	346,087	41,519
200.4110.10.000.000	FSS Coordinator Salaries	15,272	12,511	20,852	17,347	2,075
200.4115.01.000.000	FSS P/R Taxes - Social Security/Medicare	1,070	957	1,595	1,327	257
200.4115.02.000.000	FSS P/R Taxes - SUI	435	205	434	174	(261)
200.4115.04.000.000	FSS Retirement	706	-	1,355	1,082	376
200.4115.05.000.000	FSS Workers Comp	233	1,127	2,440	173	(59)
200.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	20,784	18,571	25,031	25,995	5,211
200.4125.02.000.000	Admin. P/R Taxes- -SUI	3,007	3,604	3,212	3,162	155
200.4125.04.000.000	Admin. Retirement	41,699	32,999	50,231	26,193	(15,506)
200.4125.05.000.000	Admin. Workers Comp	5,517	6,418	6,320	7,223	1,706
200.4140.00.000.000	Training	3,252	4,114	4,000	5,500	2,248
200.4150.00.000.000	Travel	1,666	4,404	7,000	6,000	4,334
200.4170.04.000.000	Contract Service Plan Updates	2,908	2,175	4,000	3,000	92
200.4170.10.000.000	Professional Services	10,380	240	40,000	30,000	19,620
200.4171.00.000.000	Auditing	12,500	13,000	15,000	15,000	2,500
200.4180.00.000.000	147 Rent	25,230	18,922	25,230	25,230	0
200.4190.00.000.000	Office Supplies	3,271	2,524	3,000	3,500	229
200.4190.01.000.000	Postage	6,603	9,792	17,000	17,000	10,397
200.4190.02.000.000	Printing & Copier Usage Charges	28,846	18,961	40,000	30,000	1,154
200.4190.03.000.000	Telephone	3,839	4,238	5,000	6,000	2,161
200.4190.04.000.000	Other Misc. Costs	32	304	-	500	468
200.4190.05.000.000	Membership Dues and Subscriptions	3,013	3,026	5,000	5,000	1,987
200.4190.06.000.000	Fair Housing Services	5,000	1,250	5,000	5,000	-
200.4190.07.000.000	Computer Support & License Fees	17,206	20,407	12,626	25,000	7,794
200.4190.09.000.000	Admin Fees Port-Outs	4,001	1,407	4,000	4,000	(1)
200.4190.12.000.000	Office Machines/Leases	816	1,733	2,500	2,500	1,684
200.4190.14.000.000	Criminal Background Checks	10,609	3,255	12,000	7,000	(3,609)
200.4190.16.000.000	Meeting Supplies/Expense	155	115	300	500	345
200.4190.17.000.000	Office Equipment	1,804	630	1,000	1,000	(804)
200.4190.20.000.000	Advertising	2,827	4,827	4,000	6,500	3,673
200.4230.10.000.000	Contract Services	1,947	7,083	10,000	15,000	13,053
200.4400.06.000.000	HCV Management Fee	223,452	169,380	225,000	226,000	2,548
200.4400.07.000.000	HCV Bookkeeping Fee	139,658	105,863	140,000	142,000	2,343
200.4401.00.000.000	IT Services	17,406	35,203	45,000	40,000	22,594
200.4420.07.000.000	Gas / Oil	511	346	1,000	600	89
200.4430.01.000.000	Vehicle Repair & Maintenance	1,556	26	500	2,500	944
200.4430.10.000.000	Uniforms	-	218	275	500	500
200.4436.00.000.000	Maintenance Charges from AMPS	300	163	250	250	(50)
200.4510.01.000.000	General Liability Insurance	6,319	6,054	6,556	6,935	616
200.4510.02.000.000	Auto Insurance	1,070	704	1,152	806	(263)
200.4540.00.000.000	Admin Benefits	60,403	59,979	89,366	95,647	35,243
200.4540.01.000.000	Retired Benefits	7,365	6,459	7,500	8,600	1,235
200.4540.02.000.000	FSS Coordinator Benefits	1,699	9	50	3,782	2,083
200.4540.04.000.000	OPEB Expense	-	-	40,000	25,000	25,000
200.4600.01.000.000	OES Support Agreement	1,500	-	2,500	2,500	1,000
Total Operating Expenses		1,000,438	856,712	1,219,447	1,197,114	196,676
Net Increase/(Decrease) in Fund Balance		174,053	155,875	61,654	8,586	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
HCV - HAP Payments						
200.8020.00.000.000	HAP Contributions Received from HUD	10,681,165	8,856,983	11,842,309	11,552,759	871,594
200.8020.02.000.000	HAP Fraud Income (50%)	1,953	1,340	3,000	1,800	(153)
Total Operating Revenue		10,683,118	8,858,323	11,845,309	11,554,559	871,442
200.8101.00.000.000	HAP Payments	10,946,333	2,876,150	5,635,684	-	(10,946,333)
200.8101.01.000.000	HAP Payments for Incoming Ports	-	26,042	40,000	52,000	52,000
200.8101.02.000.000	HAP Payments for Homeownership	-	7,986	10,000	16,000	16,000
200.8101.03.000.000	HAP Payments for Enhanced Vouchers	-	327,808	340,000	655,000	655,000
200.8101.04.000.000	HAP Payments for Tenant Protection	-	143,685	150,000	-	-
200.8101.06.000.000	HAP Payments for VASH-HCV	-	10,310	20,000	-	-
200.8101.07.000.000	HAP Payments for VASH-PBV	-	25,080	20,000	-	-
200.8101.08.000.000	HAP Payments for PBV	-	36,762	50,000	74,000	74,000
200.8101.11.000.000	HAP Payments for HCV	-	5,334,188	5,400,000	10,660,000	10,660,000
200.8102.00.000.000	HAP FSS Escrow Payments	40,673	7,615	32,000	16,000	(24,673)
200.8103.00.000.000	HAP Payments Outgoing Ports	62,573	23,775	41,000	48,000	(14,573)
200.8103.02.000.000	Outgoing Ports Admin Fee for Homeownersh	-	-	-	-	-
200.8103.03.000.000	Outgoing Ports Admin Fee for Enhanced Vou	-	-	-	-	-
200.8103.04.000.000	Outgoing Ports Admin Fee for Tenant Protect	-	201	-	500	500
200.8103.06.000.000	Outgoing Ports Admin Fee for VASH-HCV	-	-	-	-	-
200.8103.07.000.000	Outgoing Ports Admin Fee for VASH-PBV	-	-	-	-	-
200.8103.08.000.000	Outgoing Ports Admin Fee for PBV	-	-	-	-	-
200.8103.11.000.000	Outgoing Ports Admin Fee for HCV	-	3,152	-	6,500	6,500
200.8104.00.000.000	HAP Utility Payments	31,646	10,390	23,000	23,000	(8,646)
200.8104.02.000.000	HAP Utility Payments for Homeownership	-	-	-	-	-
200.8104.03.000.000	HAP Utility Payments for Enhanced Vouchers	-	2,769	-	6,000	6,000
200.8104.04.000.000	HAP Utility Payments for Tenant Protection	-	593	-	1,500	1,500
200.8104.06.000.000	HAP Utility Payments for VASH-HCV	-	-	-	-	-
200.8104.07.000.000	HAP Utility Payments for VASH-PBV	-	96	-	250	250
200.8104.08.000.000	HAP Utility Payments for PBV	-	-	-	-	-
200.8104.11.000.000	HAP Utility Payments for HCV	-	21,315	-	43,000	43,000
Total Expenses		11,081,225	8,857,917	11,761,684	11,601,750	520,525
Net Increase/(Decrease) in Fund Balance		(398,108)	406	83,625	(47,191)	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
COCC (General Fund)						
310.3220.00.000.000	CF Trans In - Mgmt Impr (1408)	3,716	6,900	10,000	9,000	5,284
310.3400.01.000.000	AMP Management Fees	295,475	222,680	294,500	344,674	49,199
310.3400.02.000.000	AMP Bookkeeping Fees	38,175	28,770	37,500	38,500	325
310.3400.03.000.000	AMP Asset Management Fees	51,720	38,790	51,000	52,500	780
310.3400.06.000.000	HCV Program Management Fees	223,452	169,380	225,000	226,000	2,548
310.3400.07.000.000	HCV Program Bookkeeping Fees	139,658	105,863	140,000	142,000	2,343
310.3400.10.000.000	Capital Fund 1410 Admin Costs/Mgmt Fees	71,060	72,911	72,911	74,104	3,044
310.3400.11.000.000	Davis RD-880 Mgmt Fund	-	-	-	50,000	50,000
310.3410.00.311.000	Asset Management Fee - Eleanor	-	-	-	-	-
310.3410.00.320.000	Asset Management Fee - ADMH	8,100	6,075	8,100	8,100	-
310.3410.00.400.000	Asset Management Fee - NHCDC	-	-	17,100	43,000	43,000
310.3410.00.402.000	Asset Management Fee - Cottonwood	19,320	14,490	19,320	19,320	-
310.3410.00.501.000	Davis MC Management Fees	36,200	31,473	42,044	41,611	5,411
310.3410.00.502.000	Madison MC Management Fees	48,450	42,012	55,712	55,558	7,108
310.3410.00.503.000	Rehrman (Dixon) MC Management Fees	38,247	28,647	38,143	37,324	(923)
310.3410.00.600.000	Davis Solar Management Fee	5,022	3,906	5,208	7,500	2,478
310.3410.00.700.000	Pacifico Management Fees	42,000	31,500	42,000	42,000	-
310.3435.00.000.000	IT Billed	67,563	117,246	144,957	123,000	55,438
310.3436.00.000.000	Maintenance Charges to Programs	680,295	546,339	666,834	667,750	(12,545)
310.3500.00.311.000	Development Fee - Eleanor	124,130	-	-	-	(124,130)
310.3610.00.000.000	Interest Income	403	235	350	300	(103)
310.3690.00.000.000	Other Income	(4,636)	18,928	20,000	10,000	14,636
310.3690.01.000.000	Staff Consulting Services Income	13,975	3,468	4,000	5,000	(8,975)
310.3690.05.000.000	Donation Income	15,352	3,840	7,104	-	(15,352)
310.3690.20.000.000	Discounts Taken	26	80	100	100	74
310.3690.31.000.000	Income-Copier Usage Charges to Programs	30,680	26,615	35,623	45,875	15,195
310.3690.32.000.000	Income-Copier Usage Charges to 4th & Hope	5,124	6,573	13,000	9,000	3,876
Total Operating Revenue		1,953,505	1,526,721	1,950,507	2,052,215	98,710
310.4110.00.000.000	Administrative Salaries	722,032	557,152	671,575	757,813	35,781
310.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	51,075	36,433	45,535	57,056	5,981
310.4125.02.000.000	Admin. P/R Taxes- -SUI	4,632	4,007	3,081	4,323	(309)
310.4125.04.000.000	Admin. Retirement	96,974	60,934	88,990	48,666	(48,308)
310.4125.05.000.000	Admin. Workers Comp	23,017	11,260	16,892	25,106	2,089
310.4130.00.000.000	Legal Fees	-	25,000	50,000	50,000	50,000
310.4140.00.000.000	Training	6,978	11,088	14,592	10,000	3,022
310.4150.00.000.000	Travel	14,245	6,878	14,252	10,000	(4,245)
310.4170.00.000.000	Accounting Services	42,538	93,429	122,021	-	(42,538)
310.4170.04.000.000	Contract Service - Plan Updates	1,607	-	1,800	-	(1,607)
310.4170.06.000.000	Contract Service - Clerk of the Board	5,104	4,853	5,000	5,000	(104)
310.4170.10.000.000	Professional Services	1,875	360	3,000	3,000	1,125
310.4171.00.000.000	Auditing	7,194	6,450	7,500	8,600	1,406
310.4180.00.000.000	147 Rent	36,113	27,085	36,113	36,113	(0)
310.4190.00.000.000	Postage	16,392	13,843	12,500	18,000	1,608
310.4190.01.000.000	Office Supplies	7,347	5,087	7,000	7,000	(347)
310.4190.02.000.000	Printing & Copier Usage Charges	6,355	6,295	8,392	8,500	2,145
310.4190.03.000.000	Telephone	22,748	15,032	21,000	21,000	(1,748)
310.4190.04.000.000	Board Stipends	2,950	1,450	4,400	2,000	(950)
310.4190.05.000.000	Dues & Subscriptions	3,934	2,941	1,815	4,000	66
310.4190.07.000.000	Computer Support & License Fees	14,004	5,710	10,000	10,000	(4,004)
310.4190.08.000.000	Computer Services	3,478	3,043	6,000	6,000	2,522
310.4190.12.000.000	Office Machines/Leases	28,173	30,318	36,000	42,000	13,827
310.4190.13.000.000	Meeting Expense	(2,421)	226	750	500	2,921
310.4190.14.000.000	Advertising	755	667	1,500	1,000	245
310.4190.16.000.000	P/R Processing Fee	3,711	2,755	6,000	4,000	289
310.4190.23.000.000	Computer Equipment	11,526	5,014	7,000	5,000	(6,526)
310.4310.00.000.000	Water - Davis Lot Fee	20	16	20	25	5
310.4410.00.000.000	Maintenance Salaries	275,349	263,821	334,240	308,129	32,780
310.4415.01.000.000	Maintenance P/R Taxes- Social Security/Med	20,314	18,907	21,665	22,541	2,227
310.4415.02.000.000	Maintenance P/R Taxes- -SUI	3,082	2,675	2,604	2,604	(478)
310.4415.04.000.000	Maintenance Retirement	37,488	31,313	45,935	23,855	(13,633)
310.4415.05.000.000	Maintenance Workers Comp	30,459	22,365	30,006	35,882	5,423
310.4420.07.000.000	Gas & Oil Vehicles/Repairs Fleet Vehicles	24,563	17,539	16,000	24,000	(563)
310.4430.06.000.000	Trash Truck- Insurance/Fuel/Repairs	18,506	6,703	9,500	9,000	(9,506)
310.4430.10.000.000	Uniform and Mat Service	4,003	3,449	4,500	4,500	497
310.4436.00.000.000	Maintenance Charges from Others	-	165	165	-	-
310.4510.01.000.000	General Liability Insurance	209	463	263	531	321
310.4510.02.000.000	Auto Insurance	8,025	5,767	9,142	6,606	(1,419)
310.4540.00.000.000	Admin Benefits	73,860	58,295	81,384	132,756	58,897
310.4540.01.000.000	Retired Admin Benefits	21,693	12,277	20,000	17,000	(4,693)
310.4540.04.000.000	OPEB Expense	56,621	-	100,000	75,000	18,379
310.4540.10.000.000	Maintenance Benefits	30,383	40,148	56,484	50,856	20,473
310.4550.00.000.000	Bank Fees & Finance Chgs	491	834	1,000	1,000	509
310.4600.01.000.000	OES Support Agreement	4,000	3,359	4,000	4,500	500
Total Expenses		1,741,402	1,425,407	1,939,617	1,863,462	122,059
Net Increase/(Decrease) in Fund Balance		212,102	101,314	10,890	188,753	

Yolo County Housing**FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update****Detail by Fund**

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
ADMH/Helen Thomson Homes						
320.3610.00.000.000	Interest Income on ADMH Reserves	6	3	5	5	(1)
320.3690.00.000.000	Other government revenues	22,697	-	30,750	30,745	8,048
Total Operating Revenue		22,702	3	30,755	30,750	8,048
320.4190.02.000.000	Printing & Copier Usage Charges	20	11	36	50	30
320.4190.14.010.000	Background Check - Meadowlark	119	139	250	250	131
320.4190.14.020.000	Background Check - Trinity	252	80	250	250	(2)
320.4190.18.010.000	Property Taxes, Assessments and Fees - Me	1,147	1,127	1,300	1,500	353
320.4310.01.010.000	Water - Meadowlark	465	338	500	495	30
320.4310.01.020.000	Water - Trinity	676	520	1,000	762	86
320.4320.00.010.000	Electric Service - Meadowlark	2,447	1,496	2,500	2,094	(354)
320.4320.00.020.000	Electric Expense - Trinity	2,777	2,152	2,600	3,013	236
320.4330.00.010.000	Gas - Meadowlark	1,017	844	900	1,181	164
320.4330.00.020.000	Gas - Trinity	432	544	650	762	330
320.4390.00.010.000	Sewer - Meadowlark	448	374	500	524	76
320.4390.00.020.000	Sewer - Trinity	548	441	600	617	68
320.4400.01.010.000	Management Fee Expense - Meadowlark	4,050	3,038	4,050	4,050	-
320.4400.01.020.000	Management Fee Expense - Trinity	4,050	3,038	4,050	4,050	-
320.4420.00.010.000	Materials - Meadowlark	433	939	795	1,250	817
320.4420.00.020.000	Materials - Trinity	-	34	25	50	50
320.4421.00.010.000	Maintenance Repairs - Meadowlark	-	-	300	500	500
320.4421.00.020.000	Maintenance Repairs - Trinity	22	-	575	500	478
320.4430.00.010.000	Grounds Maintenance - Meadowlark	-	-	300	300	300
320.4430.00.020.000	Grounds Maintenance - Trinity	1,524	1,099	1,500	1,500	(24)
320.4430.04.010.000	Garbage and Trash Removal - Meadowlark	238	188	250	250	12
320.4430.04.020.000	Garbage and Trash Removal - Trinity	291	295	400	400	109
320.4430.05.010.000	Chemical Treatment - Meadowlark	-	-	100	100	100
320.4430.05.020.000	Chemical Treatment - Trinity	-	-	100	100	100
320.4436.00.010.000	Maintenance Charges from Others - Meadow	385	98	700	500	115
320.4436.00.020.000	Maintenance Charges from Others - Trinity	130	865	989	500	370
320.4510.03.010.000	Property Insurance - Meadowlark	287	248	315	285	(2)
320.4510.03.020.000	Property Insurance - Trinity	177	167	315	191	15
320.4610.00.020.000	Extraordinary Maintenance - Trinity	809	437	900	727	(82)
	RR Contrib - Meadowlark	-	-	2,000	2,000	2,000
	RR Contrib - Trinity	-	-	2,000	2,000	2,000
Total Expenses		22,745	18,509	30,750	30,750	8,005
Net Increase/(Decrease) in Fund Balance		(42)	(18,505)	5	-	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
New Hope CDC/Cottonwood						
400.3110.00.000.000	Dwelling Rent-Market Rate Units	246,087	182,322	244,952	244,000	(2,087)
400.3110.01.000.000	Dwelling Rent-RHCP Units	56,003	42,510	54,528	57,000	997
400.3369.01.000.000	RHCP - State Annuity Receipts	6,119	7,447	-	7,500	1,381
400.3410.00.411.000	Asset Mgmt Fee - Cesar	-	-	-	-	-
400.3410.00.412.000	Asset Mgmt Fee - Rochdale	-	-	-	-	-
400.3410.00.413.000	Asset Mgmt Fee - Crosswood	13,950	-	9,300	9,300	(4,650)
400.3500.00.411.000	Development Fee - Cesar	185,727	-	-	-	(185,727)
400.3500.00.412.000	Development Fee - Rochdale	186,931	-	-	-	(186,931)
400.3500.00.413.000	Development Fee - Crosswood	586,463	-	-	-	(586,463)
400.3610.00.000.000	Interest Income	254	337	450	450	196
400.3610.01.000.000	Interest on Replacement Reserve	288	233	275	275	(13)
400.3690.00.000.000	Other Income	100	175	200	200	100
400.3690.01.000.000	Contribution Income	1,508	-	2,000	-	(1,508)
400.3690.03.000.000	Other Income Tenant Cottonwood	1,086	18	100	100	(986)
400.3690.04.000.000	Other Program Charges-RHCP Units	83	238	200	200	117
400.3690.05.000.000	Vending Income	2,489	1,890	2,500	2,500	11
Total Operating Revenue		1,287,088	235,169	314,505	321,525	(965,563)
400.4110.00.000.000	Administration Salaries	18,684	18,441	23,943	32,778	14,094
400.4125.01.000.000	Admin. P/R Taxes - Social Security/Medicare	1,283	1,270	2,214	2,581	1,297
400.4125.02.000.000	Admin. P/R Taxes - SUI	242	293	343	312	70
400.4125.04.000.000	Admin. Retirement	1,262	1,139	2,499	2,078	816
400.4125.05.000.000	Admin. Workers Comp	571	611	611	713	142
400.4130.00.000.000	Legal Fees	-	-	750	750	750
400.4140.00.000.000	Training	-	434	500	500	500
400.4150.00.000.000	Travel	-	197	100	250	250
400.4170.05.000.000	Contract Services	150	235	500	-	(150)
400.4170.10.000.000	Professional Services	776	834	1,000	-	(776)
400.4171.00.000.000	Auditing & IRS 990 Submission	10,600	10,067	15,900	15,900	5,300
400.4190.00.000.000	Postage	5	26	97	100	95
400.4190.01.000.000	Office Supplies	374	248	1,500	350	(24)
400.4190.02.000.000	Printing & Copier Usage Charges	50	246	366	375	325
400.4190.03.000.000	Telephone	1,523	1,709	2,300	2,300	777
400.4190.05.000.000	Membership Dues and Subscriptions	181	366	100	500	319
400.4190.07.000.000	Computer Support & License Fees	2,933	2,005	2,397	2,700	(233)
400.4190.11.000.000	Office Equipment	-	22	200	50	50
400.4190.12.000.000	Office Machines/Leases	667	605	728	825	158
400.4190.14.000.000	Criminal Background Checks	87	96	300	150	63
400.4190.18.000.000	Taxes, Assessments & Fees	17,950	19,346	19,275	20,500	2,550
400.4190.20.000.000	Advertising	383	202	250	300	(83)
400.4190.22.000.000	Meeting Supplies/Expense	-	200	50	300	300
400.4190.23.000.000	Computer Equipment	669	-	1,203	1,200	531
400.4310.00.000.000	Water	7,575	6,190	9,081	9,079	1,504
400.4320.00.000.000	Electricity	5,173	3,521	5,816	4,929	(243)
400.4330.00.000.000	Gas	932	797	1,250	1,116	184
400.4390.00.000.000	Sewerage	16,826	13,524	17,689	18,934	2,108
400.4400.01.000.000	Cottonwood Mgmt Fee to YCH	19,320	14,490	19,320	19,320	-
400.4400.02.000.000	NHDCDC Mgmt Fee to YCH	-	-	17,100	43,000	43,000
400.4401.00.000.000	IT Services	2,063	6,356	5,957	7,000	4,938
400.4420.09.000.000	Maintenance Equipment/Supplies	36	3,237	4,300	4,500	4,464
400.4423.08.000.000	Fire Protection/Testing/Monitoring	104	-	500	500	396
400.4430.00.000.000	Grounds Maintenance Projects	2,750	2,062	3,000	-	(2,750)
400.4430.02.000.000	Maintenance Contracts	3,033	2,261	3,500	3,500	468
400.4430.03.000.000	Painting and Decorating Contracts	127	267	5,457	2,500	2,373
400.4430.04.000.000	Garbage and Trash Removal	6,195	5,154	7,500	7,000	805
400.4430.05.000.000	Chemical Treatment Contract	228	32	-	50	(178)
400.4430.11.000.000	Building Repairs	1,555	4,294	7,000	7,000	5,445
400.4430.12.000.000	Janitorial Services	255	400	500	500	245
400.4431.00.000.000	Landscape Maintenance Contract Work	-	-	-	3,000	3,000
400.4436.00.000.000	Maintenance Charges from Others	10,749	15,451	15,500	20,000	9,252
400.4480.00.000.000	Protective Services	624	468	650	650	26
400.4510.01.000.000	General Liability Insurance	4,699	5,331	5,789	6,107	1,407
400.4510.03.000.000	Property Insurance	5,516	10,346	11,286	11,851	6,335
400.4510.05.000.000	Director's Risk Insurance	139	3,049	3,326	3,492	3,354
400.4540.00.000.000	Admin Benefits	3,489	3,558	7,654	7,898	4,409
400.4540.04.000.000	OPEB Expense	5,500	-	3,283	5,000	(500)
400.4570.00.000.000	Collection Loss	-	-	500	1,000	1,000
400.4610.00.000.000	Extraordinary Maintenance	4,036	3,659	-	5,000	964
400.5615.00.000.000	Interest on Note Payable FNB	51,004	37,182	53,695	48,927	(2,077)
Total Expenses		210,317	200,219	286,780	327,366	117,049
Net Operating Income/(Loss)		1,076,771	34,950	27,725	(5,841)	
400.8110.01.000.000	Donation Income - EE	-	-	-	5,000	5,000
400.8110.02.000.000	Donation Income - non-EE	-	-	-	1,500	1,500
400.8120.01.000.000	Sponsorships/Grants for Programs	-	-	-	2,500	2,500
400.8130.01.000.000	Program Fees Received - Soccer	-	-	-	4,040	4,040
400.8510.11.000.000	CLC staffing costs	-	-	-	(6,500)	(6,500)
400.8510.12.000.000	CLC operating costs	-	-	-	(5,000)	(5,000)

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
400.8520.11.000.000	Children's program staffing costs	-	-	-	-	-
400.8520.12.000.000	Children's program operating costs	-	-	-	-	-
400.8520.21.000.000	Soccer program staffing costs	-	-	-	(750)	(750)
400.8520.22.000.000	Soccer program operationing costs	-	-	-	(2,800)	(2,800)
400.8530.11.000.000	Senior program staffing costs	-	-	-	-	-
400.8530.12.000.000	Senior program operating costs	-	-	-	-	-
400.8540.11.000.000	Disabled program staffing costs	-	-	-	-	-
400.8540.12.000.000	Disabled program operationing costs	-	-	-	-	-
Net Other Income/(Expense)		-	-	-	(2,010)	(2,010)
Net Increase/(Decrease) in Fund Balance		1,076,771	34,950	27,725	(7,851)	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
Davis Migrant Center						
501.3690.02.000.000	Operating Contract Revenue	357,896	253,839	459,970	458,431	100,535
	Total Operating Revenue	357,896	253,839	459,970	458,431	100,535
501.4110.00.000.000	Administrative Salaries	21,534	13,917	25,846	28,599	7,065
501.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	1,398	895	1,976	2,188	790
501.4125.02.000.000	Admin. P/R Taxes- -SUI	88	206	230	243	155
501.4125.04.000.000	Admin. Retirement	3,075	1,706	4,190	2,083	(992)
501.4125.05.000.000	Admin. Workers Comp	950	398	801	666	(284)
501.4125.06.000.000	Admin. Comp. Abs.	(488)	-	-	-	488
501.4140.00.000.000	Training	278	98	1,100	1,000	722
501.4150.00.000.000	Travel - Ops	437	445	1,050	1,000	563
501.4150.01.000.000	Travel - Admin	5	175	200	250	245
501.4170.10.000.000	Professional Services	1,826	703	1,800	-	(1,826)
501.4171.00.000.000	Auditing	1,250	1,250	1,250	1,250	-
501.4190.00.000.000	YCH Contract Mgmt Fee	35,200	31,473	42,044	41,611	6,411
501.4190.01.000.000	Office Supplies	628	634	600	900	272
501.4190.03.000.000	Telephone	2,253	1,532	2,250	2,250	(3)
501.4190.04.000.000	Other Misc. Costs	239	257	6,775	500	261
501.4190.05.000.000	Membership & Dues	103	78	150	150	47
501.4190.06.000.000	Auto Maintenance / Repairs	1,039	1,140	2,000	2,000	961
501.4190.07.000.000	Gas / Oil	3,040	1,356	3,000	2,500	(540)
501.4190.08.000.000	Minor Equip Repair / Maint	-	905	500	1,200	1,200
501.4190.10.000.000	Computer Software Chgs.	-	-	-	-	-
501.4190.11.000.000	Office Equipment/Copier Charges	-	115	-	175	175
501.4190.18.000.000	Taxes, Assessments & Fees	4,692	78	5,000	5,000	308
501.4310.00.000.000	Water	20,963	15,327	30,099	30,000	9,037
501.4320.00.000.000	Electricity	17,975	13,008	20,000	20,000	2,025
501.4330.00.000.000	Gas	11,625	4,626	11,400	10,000	(1,625)
501.4390.00.000.000	Sewerage	25,070	20,777	29,380	30,000	4,930
501.4401.00.000.000	IT Services	3,125	1,625	500	2,000	(1,125)
501.4410.00.000.000	Maintenance Salaries	41,809	32,881	40,399	42,550	740
501.4415.01.000.000	Maintenance P/R Taxes- Social Security/Med	2,521	2,182	3,087	3,264	744
501.4415.02.000.000	Maintenance P/R Taxes- -SUI	434	434	434	434	0
501.4415.04.000.000	Maintenance Retirement	5,486	4,211	6,545	3,250	(2,236)
501.4415.05.000.000	Maintenance Workers Comp	3,887	3,659	4,194	5,088	1,201
501.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-
501.4420.00.000.000	Maintenance Supplies	1,163	1,831	-	3,000	1,837
501.4420.05.000.000	Lumber and Hardware	1,156	1,108	3,850	2,000	844
501.4430.00.000.000	Maintenance Contracts	4,054	-	1,000	1,000	(3,054)
501.4430.01.000.000	Water Well Maintenance	4,950	-	2,500	2,500	(2,450)
501.4430.02.000.000	Grounds Maintenance	3,042	594	2,000	2,000	(1,042)
501.4430.04.000.000	Rubbish & Trash Removal	9,002	6,575	10,000	10,000	998
501.4430.05.000.000	Elec/Plumb/Paint Supplies	2,491	3,195	4,550	4,500	2,009
501.4430.06.000.000	Vehicle Repairs & Maintenance	479	-	3,000	3,000	2,521
501.4430.10.000.000	Uniforms	-	-	500	500	500
501.4436.00.000.000	Maintenance Charges from Others	18,855	8,647	17,173	14,000	(4,855)
501.4480.00.000.000	Protective Services	1,307	1,705	3,501	3,000	1,693
501.4510.01.000.000	General Liability Insurance	2,503	2,139	2,400	2,500	(3)
501.4510.02.000.000	Auto Insurance	1,560	704	1,700	1,200	(360)
501.4510.03.000.000	Property Insurance	10,090	9,011	10,800	10,800	710
501.4540.00.000.000	Admin Benefits	5,595	6,115	8,959	9,673	4,078
501.4540.01.000.000	Retired Benefits	15,710	11,523	15,874	16,000	290
501.4540.04.000.000	OPEB Expense	10,000	-	5,000	5,000	(5,000)
501.4540.10.000.000	Maintenance Benefits	12,642	13,602	16,860	19,116	6,474
501.4540.90.000.000	Unfunded OMS Costs	-	-	(4,277)	-	-
501.4900.01.000.000	Payment to Reserves	-	-	48,000	48,000	48,000
501.5610.01.000.000	Loan Payment (Prn & Int)	59,779	-	59,779	59,779	0
	Total Expenses	374,819	222,838	459,970	457,719	82,900
	Net Increase/(Decrease) in Fund Balance	(16,923)	31,001	(0)	712	

Yolo County Housing

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Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
Madison Migrant Center						
502.3690.02.000.000	Operating Contract Revenue	479,700	415,478	615,724	611,577	131,877
	Total Operating Revenue	479,700	415,478	615,724	611,577	131,877
502.4110.00.000.000	Administrative Salaries	19,245	11,182	25,846	28,599	9,355
502.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	1,233	701	1,976	2,188	955
502.4125.02.000.000	Admin. P/R Taxes- -SUI	201	98	230	243	42
502.4125.04.000.000	Admin. Retirement	2,591	1,495	4,190	2,083	(509)
502.4125.05.000.000	Admin. Wokers Comp	534	355	801	666	132
502.4125.06.000.000	Admin. Comp. Abs.	(637)	-	-	-	637
502.4140.00.000.000	Training	278	98	1,100	1,000	722
502.4150.00.000.000	Travel - Ops	474	173	700	1,000	526
502.4150.01.000.000	Travel - Admin	5	155	200	250	245
502.4170.10.000.000	Professional Services	1,577	328	1,800	-	(1,577)
502.4171.00.000.000	Auditing	1,250	1,250	1,250	1,250	-
502.4190.00.000.000	YCH Contract Mgmt Fee	47,322	42,012	55,712	55,558	8,236
502.4190.01.000.000	Office Supplies	800	739	1,100	1,000	200
502.4190.03.000.000	Telephone	2,411	2,153	2,500	3,000	589
502.4190.04.000.000	Other Misc. Costs	(758)	(430)	500	600	1,358
502.4190.05.000.000	Membership & Dues	103	110	-	150	47
502.4190.06.000.000	Auto Maintenance / Repairs	3,468	32	1,000	50	(3,418)
502.4190.07.000.000	Gas / Oil	2,187	1,122	2,400	1,500	(687)
502.4190.08.000.000	Minor Equip. Repair	377	1	500	500	123
502.4190.10.000.000	Computer Software Chgs.	-	-	-	-	-
502.4190.11.000.000	Office Equipment/Copier Charges	-	140	-	200	200
502.4190.18.000.000	Taxes, Assessments & Fees	270	-	400	400	130
502.4310.00.000.000	Water	38,757	30,483	41,500	41,500	2,743
502.4320.00.000.000	Electricity	31,681	30,854	41,000	41,000	9,319
502.4330.00.000.000	Gas	17,273	8,657	21,962	18,000	727
502.4390.00.000.000	Sewerage	52,114	39,582	52,500	52,000	(114)
502.4401.00.000.000	IT Services	2,375	1,500	3,000	3,000	625
502.4410.00.000.000	Maintenance Salaries	49,634	40,790	50,241	53,270	3,636
502.4415.01.000.000	Maintenance P/R Taxes- Social Security/Med	2,919	2,503	3,840	4,085	1,166
502.4415.02.000.000	Maintenance P/R Taxes- -SUI	430	434	434	434	4
502.4415.04.000.000	Maintenance Retirement	7,133	5,273	8,142	4,105	(3,028)
502.4415.05.000.000	Maintenance Workers Comp	4,555	3,663	5,287	1,180	(3,375)
502.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-
502.4420.00.000.000	Maintenance Supplies	1,107	73	-	500	(607)
502.4420.05.000.000	Lumber and Hardware	1,614	162	4,900	2,500	886
502.4430.00.000.000	Maintenance Contracts	791	-	500	500	(291)
502.4430.02.000.000	Grounds Maintenance	150	867	2,950	3,000	2,850
502.4430.04.000.000	Rubbish & Trash Removal	10,698	5,578	14,000	10,000	(698)
502.4430.05.000.000	Elec/Plumb/Paint Supplies	4,853	5,950	5,000	5,000	147
502.4430.06.000.000	Vehicle Repairs & Maintenance	170	-	2,000	2,000	1,830
502.4430.10.000.000	Uniforms	-	183	500	500	500
502.4430.11.000.000	Building Repairs	1,267	-	1,000	1,000	(267)
502.4436.00.000.000	Maintenance Charges from Others	15,593	16,138	22,155	22,000	6,408
502.4480.00.000.000	Protective Services	946	1,804	1,050	2,000	1,054
502.4510.00.000.000	Insurance - Flood	50,353	71,119	72,981	80,000	29,647
502.4510.01.000.000	General Liability Expense	2,410	2,678	2,922	3,000	590
502.4510.02.000.000	Auto Insurance	821	704	900	900	79
502.4510.03.000.000	Property Insurance	9,622	8,581	10,000	10,000	378
502.4540.00.000.000	Admin Benefits	6,427	3,770	8,959	9,673	3,246
502.4540.01.000.000	Retired Benefits	9,106	7,975	9,300	11,000	1,894
502.4540.04.000.000	OPEB Expense	10,419	-	10,000	10,000	(419)
502.4540.10.000.000	Maintenance Benefits	14,161	14,059	16,860	19,116	4,955
502.4540.90.000.000	Unfunded OMS Costs	-	-	-	-	-
502.4900.01.000.000	Payment to Reserves	-	-	11,500	11,500	11,500
502.5610.01.000.000	Loan Payment (Prn & Int)	88,136	-	88,136	88,136	0
	Total Expenses	518,446	365,095	615,724	611,135	92,689
	Net Increase/(Decrease) in Fund Balance	(38,745)	50,383	0	442	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
Rehrman (Dixon) Migrant Center						
503.3690.02.000.000	Operating Contract Revenue	329,157	232,532	526,388	410,632	81,475
	Total Operating Revenue	329,157	232,532	526,388	410,632	81,475
503.4110.00.000.000	Administrative Salaries	18,636	11,370	25,846	26,555	7,919
503.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	1,189	708	1,976	2,031	842
503.4125.02.000.000	Admin. P/R Taxes- -SUI	115	70	230	234	120
503.4125.04.000.000	Admin. Retirement	2,703	1,612	4,190	1,922	(781)
503.4125.05.000.000	Admin. Workers Comp	681	312	801	619	(62)
503.4125.06.000.000	Admin. Comp. Abs.	(6,285)	-	-	-	6,285
503.4140.00.000.000	Training	78	98	10	150	72
503.4150.00.000.000	Travel - Ops	388	355	1,035	500	112
503.4150.01.000.000	Travel - Admin	39	155	250	250	211
503.4170.10.000.000	Professional Services	827	234	1,800	-	(827)
503.4171.00.000.000	Auditing	1,500	1,500	1,710	1,500	-
503.4190.00.000.000	YCH Contract Mgmt Fee	38,247	28,647	38,143	37,324	(923)
503.4190.01.000.000	Office Supplies	657	702	600	750	93
503.4190.03.000.000	Telephone	2,656	2,297	2,800	3,000	344
503.4190.04.000.000	Other Misc. Costs	408	292	700	500	92
503.4190.05.000.000	Membership & Dues	103	103	150	150	47
503.4190.06.000.000	Auto Maintenance / Repairs	618	73	1,000	1,000	382
503.4190.07.000.000	Gas / Oil	2,597	2,103	3,000	3,000	403
503.4190.08.000.000	Minor Equipment Repairs	-	-	1,000	1,000	1,000
503.4190.09.000.000	Major Equipment Repair / Maint	5,200	93,800	101,735	-	(5,200)
503.4190.11.000.000	Office Equipment/Copier Charges	-	166	-	200	200
503.4190.18.000.000	Taxes, Assessments & Fees	-	-	120	120	120
503.4310.00.000.000	Water	20,996	15,682	30,000	30,000	9,004
503.4320.00.000.000	Electricity	52,646	42,524	55,000	55,000	2,354
503.4330.00.000.000	Gas	14,877	7,966	14,000	10,000	(4,877)
503.4390.00.000.000	Sewerage	26,973	19,425	33,000	33,000	6,027
503.4401.00.000.000	IT Services	1,750	1,625	2,000	2,000	250
503.4410.00.000.000	Maintenance Salaries	57,911	42,818	52,518	55,804	(2,107)
503.4415.01.000.000	Maintenance P/R Taxes- Social Security/Med	3,697	2,637	3,832	4,085	387
503.4415.02.000.000	Maintenance P/R Taxes- -SUI	426	434	434	434	8
503.4415.04.000.000	Maintenance Retirement	7,344	5,571	8,126	4,308	(3,036)
503.4415.05.000.000	Maintenance Workers Comp	5,714	3,676	5,276	6,454	739
503.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-
503.4420.00.000.000	Maintenance Supplies	2,714	42	3,500	3,500	786
503.4420.05.000.000	Lumber and Hardware	1,546	664	4,900	4,900	3,354
503.4430.01.000.000	Water Well Maintenance	-	-	5,000	5,000	5,000
503.4430.02.000.000	Grounds Maintenance	563	573	6,850	6,850	6,287
503.4430.04.000.000	Rubbish & Trash Removal	12,442	9,551	15,500	15,500	3,058
503.4430.05.000.000	Elec/Plumb/Paint/Solar Supplies	2,992	3,016	6,500	6,500	3,508
503.4430.06.000.000	Vehicle Repairs & Maintenance	2,379	3,233	4,800	4,800	2,421
503.4430.09.000.000	Equipment Rental	-	-	-	-	-
503.4430.10.000.000	Uniforms	36	150	500	500	464
503.4430.11.000.000	Building Repairs	257	-	1,000	1,000	743
503.4436.00.000.000	Maintenance Charges from Others	29,765	17,674	31,481	22,000	(7,765)
503.4480.00.000.000	Protective Services	-	734	115	1,000	1,000
503.4510.01.000.000	General Liability Expense	4,964	4,576	5,500	6,000	1,036
503.4510.02.000.000	Auto Insurance	2,049	1,408	1,900	2,000	(49)
503.4510.03.000.000	Property Insurance	11,967	11,131	13,000	13,000	1,033
503.4540.00.000.000	Admin Benefits	3,087	3,599	8,959	9,171	6,084
503.4540.01.000.000	Retired Benefits	1,314	1,817	1,400	1,500	186
503.4540.04.000.000	OPEB Expense	20,000	-	11,000	10,000	(10,000)
503.4540.10.000.000	Maintenance Benefits	10,561	11,510	13,200	15,456	4,895
503.4540.90.000.000	Unfunded OMS Costs	-	-	-	-	-
	Total Expenses	369,326	356,629	526,388	410,565	41,240
	Net Increase/(Decrease) in Fund Balance	(40,169)	(124,096)	0	67	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
Davis Solar Homes						
600.3110.00.000.000	Dwelling Rent	36,139	28,237	40,557	42,000	5,861
600.3610.00.000.000	Interest Income	257	164	250	200	(57)
600.3690.01.000.000	Other Income - tenants	545	40	30	50	(495)
Total Operating Revenue		36,942	28,442	40,837	42,250	5,308
600.4110.00.000.000	Administrative Salaries	4,448	1,318	6,787	7,245	2,796
600.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	283	84	519	554	271
600.4125.02.000.000	Admin. P/R Taxes- -SUI	22	37	56	56	34
600.4125.04.000.000	Admin. Retirement	695	124	1,101	518	(178)
600.4125.05.000.000	Admin. Wokers Comp	138	24	227	167	29
600.4130.00.000.000	Legal Fees	-	-	100	500	500
600.4140.00.000.000	Training	-	1	-	250	250
600.4150.00.000.000	Travel	188	90	250	250	62
600.4171.00.000.000	Audit Fees	-	235	600	500	500
600.4190.00.000.000	Office Supplies	50	-	50	100	50
600.4190.01.000.000	Postage	7	-	15	25	18
600.4190.02.000.000	Telephone	280	416	280	550	270
600.4190.04.000.000	Misc Charges	-	-	-	-	-
600.4190.06.000.000	Dues & Subscriptions	-	79	100	125	125
600.4190.07.000.000	Computer Support & License Fees	1,197	492	950	700	(497)
600.4190.12.000.000	Office Machines/Leases/Copy Costs	59	90	75	120	61
600.4190.20.000.000	Advertisement	-	-	100	100	100
600.4310.00.000.000	Water	4,405	4,706	4,500	6,901	2,496
600.4320.00.000.000	Electricity	24	-	35	-	(24)
600.4330.00.000.000	Gas	12	-	20	-	(12)
600.4390.00.000.000	Sewerage	5,450	4,235	5,500	5,929	480
600.4400.01.000.000	Management Fees to YCH	5,022	3,906	7,500	7,500	2,478
600.4410.00.000.000	Maintenance Repairs and Contracts	-	-	10,900	2,500	2,500
600.4420.00.000.000	Maintenance Supplies	189	38	150	200	11
600.4420.08.000.000	Dwelling Equipment/Supplies	953	5,527	6,500	2,000	1,047
600.4430.00.000.000	Grounds Maintenance Projects	-	-	250	250	250
600.4430.01.000.000	Building Repairs	554	19	25	50	(504)
600.4430.02.000.000	Furnishing Replacement	448	-	-	-	(448)
600.4430.03.000.000	Painting Services	2,508	-	-	-	(2,508)
600.4430.04.000.000	Garbage and Trash Removal	3,205	2,742	3,150	3,500	295
600.4436.00.000.000	Maintenance Charges from Others	10,583	3,596	6,500	3,500	(7,083)
600.4510.01.000.000	General Liability Insurance	336	335	390	384	48
600.4510.03.000.000	Property Insurance	1,145	1,037	1,305	1,188	43
600.4540.00.000.000	Admin Benefits	1,226	504	2,196	2,362	1,136
600.4540.04.000.000	OPEB Expense	500	-	1,000	500	-
600.4550.00.000.000	Special Assessment	1,032	882	984	1,000	(32)
Total Expenses		44,958	30,518	62,116	49,524	4,566
Net Increase/(Decrease) in Fund Balance		(8,017)	(2,077)	(21,279)	(7,274)	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
Pacifico						
700.3690.00.000.000	Other Income	128,023	75,482	143,954	158,793	30,770
Total Operating Revenue		128,023	75,482	143,954	158,793	30,770
700.4130.00.000.000	Legal Fees	500	-	1,000	1,000	500
700.4150.00.000.000	Travel	3,062	2,574	3,100	3,500	438
700.4170.10.000.000	Professional Services	686	3,316	3,000	4,500	3,814
700.4190.01.000.000	Office Supplies	398	210	500	350	(48)
700.4190.02.000.000	Printing & Copier Usage Charges	39	57	64	100	61
700.4190.03.000.000	Telephone	3,650	3,231	4,400	4,500	850
700.4190.07.000.000	Computer Support & License Fees	639	882	700	1,200	561
700.4190.12.000.000	Office Machines Lease	666	606	700	850	184
700.4190.14.000.000	Criminal Background Checks	548	259	1,400	500	(48)
700.4190.18.000.000	Taxes, fees and permits	80	112	40	150	70
700.4190.20.000.000	Advertising	-	140	1,800	500	500
700.4190.23.000.000	Computer Equipment	1,297	197	1,000	1,000	(297)
700.4310.00.000.000	Water	6,069	4,595	5,000	6,740	671
700.4320.00.000.000	Electricity	21,077	14,727	23,000	20,618	(459)
700.4330.00.000.000	Gas	3,277	3,033	4,000	4,246	969
700.4390.00.000.000	Sewer	6,824	4,964	7,500	6,949	125
700.4400.01.000.000	Management Fee to YCH	42,000	31,500	42,000	42,000	-
700.4401.00.000.000	IT Services	4,813	4,410	6,500	6,000	1,188
700.4420.00.000.000	Materials	2,844	3,463	3,500	4,500	1,656
700.4420.01.000.000	Electrical Supplies	215	172	300	300	85
700.4420.02.000.000	Plumbing Supplies	381	319	500	500	119
700.4420.05.000.000	Lumber and Hardware	569	538	750	750	181
700.4420.08.000.000	Dwelling Equipment/Supplies	467	1,091	2,000	1,500	1,033
700.4420.09.000.000	Maintenance Equip/Supplies	6,783	5,347	4,500	7,000	217
700.4423.08.000.000	Fire Sprinkler Contracts/Repairs	3,500	2,626	3,700	4,000	500
700.4430.00.000.000	Grounds Maintenance Projects	-	-	-	300	300
700.4430.01.000.000	Electrical Repair/Contract	-	3,250	5,500	5,000	5,000
700.4430.02.000.000	Plumbing Repair/Contract	1,739	-	1,500	2,000	261
700.4430.04.000.000	Trash Pickup	3,135	2,261	2,500	3,000	(135)
700.4430.05.000.000	Chemical Treatment	1,890	1,048	1,000	1,500	(390)
700.4430.12.000.000	Janitorial Services	4,050	1,320	2,000	2,000	(2,050)
700.4431.00.000.000	Landscape Maintenance Contract Work	-	-	-	4,740	4,740
700.4436.00.000.000	Maintenance Charges from Others	10,980	11,978	8,500	15,000	4,020
700.4550.00.000.000	Bank Fees	1	-	-	-	(1)
700.4570.00.000.000	Collection Losses	-	-	2,000	2,000	2,000
Total Expenses		132,180	108,223	143,954	158,793	26,614
Net Increase/(Decrease) in Fund Balance		(4,156)	(32,740)	-	-	

Yolo County Housing

FY2016-2017 Proposed Budgets and Q3 FY2015-2016 Update

Detail by Fund

ACCOUNT NO	ACCOUNT NAME	FY2014-15	FY2015-16		FY2016-17	Difference from FY2014-15
		Actual Costs	Actual thru Q3 (3/31)	Mid-Year Budget Update	Proposed Budget	
ROSS Grant						
990.3030.00.000.000	HUD Grant Income	75,556	37,993	84,071	89,209	13,654
	Total Operating Revenue	75,556	37,993	84,071	89,209	13,654
990.4110.00.000.000	Administration Salaries	2,211	2,268	11,955	2,940	729
990.4125.01.000.000	Admin P/R Taxes - Social Security/Medicare	150	155	915	225	75
990.4125.02.000.000	Admin P/R Taxes - SUI	11	3	78	44	33
990.4125.04.000.000	Admin. Retirement	300	222	1,939	183	(117)
990.4125.05.000.000	Admin. Workers Comp	42	59	252	69	26
990.4130.00.000.000	Legal Fees	-	-	200	200	200
990.4140.00.000.000	Training	-	764	2,700	2,000	2,000
990.4150.00.000.000	Travel	362	19	500	500	138
990.4170.10.000.000	Professional Services	-	340	500	500	500
990.4190.00.000.000	Postage	-	-	500	500	500
990.4190.01.000.000	Office Supplies	117	360	500	500	383
990.4190.02.000.000	Printing & Copier Usage Charges	816	119	1,255	1,255	439
990.4190.03.000.000	Telephone	1,056	1,131	1,100	1,500	444
990.4190.20.000.000	Advertising	54	558	325	800	746
990.4190.23.000.000	Computer Equipment	-	782	1,000	1,000	1,000
990.4210.00.000.000	Tenant Service Salaries	49,911	40,665	34,539	52,051	2,140
990.4215.01.000.000	Tenant Svc P/R Taxes - Social Security/Med	3,508	2,892	1,242	4,421	913
990.4215.02.000.000	Tenant Svc P/R Taxes- SUI	574	908	521	534	(40)
990.4215.04.000.000	Tenant Svc Retirement	3,305	2,186	2,945	3,297	(8)
990.4215.05.000.000	Tenant Svc Workers Comp	456	1,123	1,929	561	106
990.4215.06.000.000	Tenant Svc Comp. Abs.	-	-	375	-	-
990.4220.00.000.000	Project Coordinator Materials	-	-	200	200	200
990.4401.00.000.000	IT Services	6,188	5,250	6,000	3,000	(3,188)
990.4540.00.000.000	Admin Benefits	259	490	2,922	964	704
990.4540.04.000.000	OPEB Expense	4,390	-	3,000	1,000	(3,390)
990.4540.20.000.000	Tenant Service Benefits	4,417	6,194	6,680	10,966	6,549
	Total Expenses	78,127	66,485	84,071	89,209	11,082
	Net Increase/(Decrease) in Fund Balance	(2,572)	(28,492)	-	-	

Yolo County Housing
Yolo County, California

Meeting Date: June 29, 2016

To: County Counsel ✓
Yolo County Housing ✓

17.

Select Meeting Dates for July, August, September, October and December 2016

The following meeting dates were selected for the remainder of the year:

August, 10, 2016 - 4 pm
September 14, 2016 - 4 pm
October 26, 2016 - 4 pm
December 14, 2016 - 4 pm



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 29, 2016
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO
SUBJECT: **Review and Approve Proposed Meeting Schedule for July, August, September, October and December 2016**

RECOMMENDED ACTIONS:

Staff recommends that the Housing Commission review and approve the proposed calendar of meetings for the YCH for the balance of 2016.

BACKGROUND / DISCUSSION

The YCH is required to meet at regular times. In order to be in compliance with current by-laws, and to conduct regular business until the governance transition is completed, staff proposes that the Commissioners set a meeting agenda based on suggestions as outlined below for calendar year 2016. All meetings to be held at either 3:00 or 4:00 p.m.:

- Wednesday, July 13 or July 27
- Wednesday, August 10 or August 24
- Wednesday, September 14 or September 21 (21st is the 3rd Wednesday)
- Wednesday, October 12 or October 26
- Wednesday, December 14 or 21 (21st is the 3rd Wednesday)

FISCAL IMPACT

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

CONCLUSION

In accordance with the Authority's by-laws, current practice and the needs of YCH, staff proposes the above meeting calendar and recommends that the Commissioners approve the calendar for the balance of calendar year 2016.