

Yolo County Housing
Yolo County, California

May 19, 2011

MINUTES

Yolo County Housing met on the 19th day of May, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Saylor, Chamberlain, Toney and Garnes. Commissioners McGowan, Rexroad and Provenza were absent. Vice-Chair Chamberlain presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01
Pledge of Allegiance

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

Agenda Item No. 1.02
Approval of the Agenda

Minute Order No. 11-22: Approved the agenda for this meeting as submitted.

MOTION: Saylor. SECOND: Toney. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.

Agenda Item No. 1.03
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. Ellen Riegel, Kim Storm, Norma Silva, and Linda Bowley addressed the Board regarding problems they are having with the tenant liaisons at the Cottonwood Meadows Apartments.

Agenda Item No. 2.01
Consent Agenda

Minute Order No. 11-23: Acted on the Consent Agenda as follows:

2.01 Approved the minutes from the meeting of April 14, 2011.

2.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) regarding the submission of quarterly reports for the Family Self-Sufficiency (FSS) program.

2.03 Received and filed the financial report for quarter ending March 31, 2011 and authorized a budget modification of \$50,000 for the required Principal Reduction Payment on Loan #3 for the Administration Building.

2.04 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$4,500 for the six months ended 3/31/2011.

MOTION: Saylor. SECOND: Toney. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.

Agenda Item No. 3.01
Presentations

3.01 Executive Director Lisa Baker presented the Executive Director Challenge Fund Award Winners – Enrique Avila and Angel Montoya.

3.02 Resource Administrator Janis Holt presented new staff member, Elizabeth Montoya, as the Office Assistant I.

Agenda Item No. 4.01
Sewer System Management Plan

Minute Order No. 11-24: Took the following actions:

- A. Held a public hearing.
- B. Approved and authorized the Vice-Chair to sign **Resolution No. 11-06** approving adoption of the Sewer System Management Plan for the El Rio housing complex at Winters.
- C. Authorized the Executive Director to implement these amendments.

MOTION: Saylor. SECOND: Garnes. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.

Agenda Item No. 5.01
2011 Emergency Operations Plan

Minute Order No. 11-25: Approved and adopted the YCH 2011 Emergency Operations Plan.

MOTION: Toney. SECOND: Garnes. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.

Agenda Item No. 5.02
Budget Issues

Received verbal report on budget issues from the Executive Director noting the budget will be brought back to the Board in June.

Agenda Item No. 5.03
Executive Director Comments

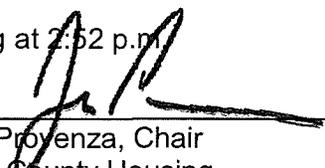
Executive Director Lisa Baker presented remarks on Agency accomplishments.

Agenda Item No. 5.04
Board of Commissioners Comments

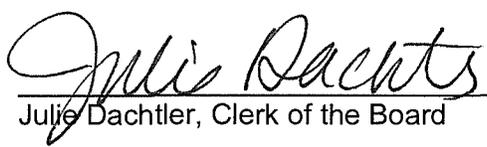
There were no comments from the Board of Commissioners.

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:52 p.m.



Jim Proyenza, Chair
Yolo County Housing



Julie Dachtler, Clerk of the Board

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

MAY 19, 2011

YOLO COUNTY HOUSING

MICHAEL H. MCGOWAN, DISTRICT 1

DON SAYLOR, DISTRICT 2

MATT REXROAD, DISTRICT 3

JIM PROVENZA, DISTRICT 4

DUANE CHAMBERLAIN, DISTRICT 5

MARLENE GARNES, TENANT COMMISSIONER

BERNITA TONEY, TENANT COMMISSIONER

BOARD OF SUPERVISORS CHAMBERS

625 COURT STREET, ROOM 206

WOODLAND, CALIFORNIA 95695

LISA A. BAKER
EXECUTIVE DIRECTOR

SONIA CORTES
AGENCY COUNSEL

Reminder: Please turn off cell phones.**2:00 P.M. CALL TO ORDER (ITEMS 1.01 - 1.03)**

- | | |
|------|--|
| 1.01 | Pledge of Allegiance |
| 1.02 | Consider approval of agenda |
| 1.03 | <u>Public Comment</u> : 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. |

CONSENT AGENDA (ITEMS 2.01– 2.04)

- | | |
|------|--|
| 2.01 | Review and Approve Minutes from the Meeting of April 14, 2011 (Baker) |
| 2.02 | Receive and File Correspondence from the U.S. Department of Housing and Urban Development (HUD) Regarding Quarterly Reporting Requirements for the Family Self-Sufficiency Program (FSS) (Holt and Baker) |
| 2.03 | Receive and File Financial Report for the Period Ending March 31, 2011 and Authorize a Budget Modification in the amount of \$50,000 for the Required Principal Reduction Payment on Loan #3 for the Administration Building (Stern and Baker) |
| 2.04 | Authorize Yolo County Housing to write off Bad Debts of Approximately \$4,500 for the Low Income Public Housing Program and Cottonwood Meadows for the Six Months Ended March 31, 2011 (Stern and Baker) |

PRESENTATIONS (ITEMS 3.01 – 3.02)

- | | |
|------|---|
| 3.01 | Presentation of Executive Director Challenge Fund Award Winners – Enrique Avila and Angel Montoya |
| 3.02 | Introduction of New Employee, Elizabeth Montoya, Office Assistant I |

PUBLIC HEARINGS (ITEM 4.01)

- | | |
|------|---|
| 4.01 | Public Hearing to Consider A Resolution Approving the Sewer System Management Plan (SSMP) for the El Rio Housing Complex at Winters CA (Ichtertz and Baker) |
|------|---|

REGULAR AGENDA (ITEMS 5.01 – 5.04)

- | | |
|------|---|
| 5.01 | Review and Approve the Adoption of the Yolo County Housing Emergency Operations Plan (Holt and Baker) |
| 5.02 | Receive Verbal Report on Budget Issues from Executive Director |
| 5.03 | Receive Comments from Executive Director |
| 5.04 | Receive Comments from Commissioners |

ADJOURNMENT

Next meeting scheduled for June 9, 2011.

I declare under penalty of perjury that the foregoing agenda was posted May 13, 2011 by 5:00 p.m. at the following places:

1. On the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California; and
2. On the bulletin board on the kiosk outside the Board of Supervisors Chambers, Room 206, in the Erwin Meier Administration Center, 625 Court Street, Woodland, California.
3. On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.

I declare under penalty of perjury that the foregoing agenda will be posted no later than May 16, 2011 by 2:00 p.m. as follows:

4. 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 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Clerk of the 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.11-23, Item No. 2.01, of the Yolo County Housing meeting of May 19, 2011.

MOTION: Saylor. SECOND: Toney. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.

2.01 Approved the minutes from the meeting of April 14, 2011.

2.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) regarding the submission of quarterly reports for the Family Self-Sufficiency (FSS) program.

2.03 Received and filed the financial report for quarter ending March 31, 2011 and authorized a budget modification of \$50,000 for the required Principal Reduction Payment on Loan #3 for the Administration Building.

2.04 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$4,500 for the six months ended 3/31/2011.

Yolo County Housing
Yolo County, California

April 14, 2011

MINUTES

Yolo County Housing met on the 14th day of April, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:20 p.m. Present were Commissioners Provenza, Chamberlain, Toney and Ganes. Commissioners McGowan, Saylor and Rexroad were absent. Chair Provenza presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01

Pledge of Allegiance

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

Agenda Item No. 1.02

Approval of the Agenda

Minute Order No. 11-16: Approved the agenda for this meeting as submitted, noting an amendment to the Capital Fund Program on Agenda Item No. 4.02.

MOTION: Toney. SECOND: Chamberlain. AYES: Provenza, Chamberlain, Ganes, Toney. ABSENT: McGowan, Saylor, Rexroad.

Agenda Item No. 1.03

Public Comment

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

Agenda Item No. 2.01

March 10, 2011 Minutes

Minute Order No. 11-17: Approved the minutes from the meeting of March 10, 2011.

MOTION: Ganes. SECOND: Chamberlain. AYES: Provenza, Chamberlain, Ganes, Toney. ABSENT: McGowan, Saylor, Rexroad.

Agenda Item No. 2.02
JJM Engineering Constructors

Minute Order No. 11-18: Approved and authorized the Executive Director to execute a contract with JM Engineering Constructors, who have been determined to be the lowest responsive-responsible bidder for the Davis Migrant Center Water System Improvements.

MOTION: Chamberlain. SECOND: Toney. AYES: Provenza, Chamberlain, Garnes, Toney.
ABSENT: McGowan, Saylor, Rexroad.

Agenda Item No. 2.01
Presentations

Resource Administrator Janis Holt presented new staff member, Roberto Guevara, as the Madison Migrant Coordinator.

Agenda Item No. 4.01
Voucher Administrative Plan

Minute Order No. 11-19: Took the following actions:

- A. Held a public hearing.
- B. Approved the proposed amendments regarding purging and reopening the wait list and adding language regarding 'Involuntarily Displaced' to the Administrative Plan of the Housing Choice Voucher Program.
- C. Authorized the Executive Director to implement these amendments.

MOTION: Chamberlain. SECOND: Toney. AYES: Provenza, Chamberlain, Garnes, Toney.
ABSENT: McGowan, Saylor, Rexroad.

Agenda Item No. 4.02
FY 2011 Annual Plan Update

Minute Order No. 11-20: Took the following actions:

- A. Held a public hearing.
- B. Adopted the 2011 Annual Plan update to the Five Year Agency Plan; approved and authorized the Chair to sign the U.S. Department of Housing and Urban Development (HUD) **Resolution No. 11-05**, and authorized the Executive Director to submit to HUD.
- C. Approved the modification to the proposed 2011 Capital Fund 5-Year Work Plan within the 2011 Agency Plan that would include additional playground equipment at Yolano Drive and included in the Agency Plan and Capital Fund submission.

MOTION: Toney. SECOND: Chamberlain. AYES: Provenza, Chamberlain, Garnes, Toney.
ABSENT: McGowan, Saylor, Rexroad.

Agenda Item No. 5.01
FY 2009-2010 Audit

Minute Order No. 11-21: Reviewed, approved and accepted the FY 2009-10 Yolo County Housing audit and directed staff to return to the Board of Commissioners the last meeting before the changeover with a proposed calendar of timeframes and deadlines.

MOTION: Toney. SECOND: Chamberlain. AYES: Provenza, Chamberlain, Games, Toney. ABSENT: McGowan, Saylor, Rexroad.

Agenda Item No. 5.02
Federal and State Budget Issues

Received verbal report on Federal and State budget issues from the Executive Director.

Agenda Item No. 5.03
Executive Director Comments

Received the following comments from the Executive Director, Lisa Baker:

ACCOMPLISHMENTS – April 2011

Operations

- The annual **Landlord workshop has been planned and finalized. We have over 102 landlords and staff members scheduled to attend.** This year, we will not only have presentations on fair housing issues, but PGE will discuss Smart AC and we will be rolling out the web portal for on-line account management for landlords.
- As of April 2011, we have **1,324 families under contract** (maximum supported by ACC is 1,487. Maximum supported by budget is currently 1,320). 21 applicants are still searching for a unit (down from 52 last month).
- There are 0 late reexams and and 0 late inspections
- **Winters is over 98% occupied, all other properties continue at 100% leased.** Staff is in the process of turning over units and contacting waiting families.
- We have had a great response from **social agencies, cities and others who are prepared to serve as application centers** and who will have computers available for families to apply to the HCV program in May.
- We closed **Project Based Voucher (PBV) Request for Proposals and we received 3 responses** – 2 from existing complexes (Cesar-Chavez, Davis and Terracina, Woodland)

and one from a new construction project (New Harmony – Davis). YCH will be issuing 30 PBV vouchers.

- Agricultural division staff turned over all units for Opening Day.
- **Davis Migrant Center currently has 59 units occupied and only 3 vacancies. Madison was full occupied on April 13**, with some families referred to the Davis site when we reached maximum capacity at Madison.
- The Agricultural Services Supervisor is attending USDA management certification training this week in Monterey.
- Maintenance staff, along with staff from management and from Facilities, completed the **Neighborhood clean-up event at Pacifico and the clean-up of the empty A and B buildings in preparation for unit turn over in C and D and rehabilitation of A and B.**

Facilities

- The **well project for the Davis Center** is moving forward for engineering award at the April meeting. Staff received USDA-RD concurrence.
- We have completed the **draft Sewer Plan** as required by the State. It went out for public notice and we have calendared the public hearing for review and proposed approval for the May meeting. YCH is a mandated sewer reported due to the amount of sewer lines it owns.
- We put out the **RFP for refrigerators with the remaining ARRA funds. We expect to sign the documentation to purchase** next week.
- We have assisted the City with the final close-out on the TANA project and are moving forward with the agreement for playgrounds for Yolano-Donnelly.
- We are **nearing project completion for Rochdale-Grange** and working through remaining labor compliance requirements with the prime contractor.
- We worked with the contractor for PGE for motion-sensor light installations in our main building. Unfortunately, none of the rooms qualify. Staff is now researching use of the building's reserves (AMP 4) for installation and whether or not to fold into the upcoming Energy Performance Contract.

Administration

- The selected Energy Consultant, Enlightened Energy Consultants was on site at the 3 housing authorities (YCH, Butte and Sutter) March 21 through March 24 and are currently

preparing the Request for Proposals for the project and for Energy Services companies (ESCO's). **There has been a great deal of interest from ESCO's with our proposal.**

- **We installed 26 new printers, along with new fax and copiers in the last month** from our new print management contract. Our first automatic toner replacement cartridges arrived this week.
- **YCH completed installation of a gigabit network infrastructure project.** The project was completely done in-house with no outside consultant assistance. It is up and running smoothly.
- Our very own **YCH IT Manager, Alberto Castillo, has been asked to participate in a working group on technology initiatives with HUD** and the Organization for the Advancement of Technology for Housing Authorities (OATHA).
- The Landlord Access module is up and running and will be rolled out for public use on April 21, 2011.
- We have sent the final audit on to the County. We have uploaded the audit into the Federal Data System (FDS) on time by the deadline and brought the audit forward for Board approval at the April meeting.
- As a result of the audit, staff have identified an ongoing issue with interfund balances. Staff believes they are related to the initial system set up by prior management. Staff has begun investigating ways in which to clear this problem from the system.
- **YCH received CHARMA distribution of \$272,224** in the last month. The total received from dissolution to date is \$629,679.

Human Resources and Resident Services

- We are happy to report that the Interim Client Services Coordinator, Alicia Ruiz, passed her **Family Self-Sufficiency Certification** Exam last month.
- The **first of three (3) poster and essay contests with YCH resident youth is taking place through April 21, 2011.** Three age groups: 6-8, 9-11, 12-14 will compete for prizes at the local level with first place winners being elevated to the Housing Authority Insurance Group (HAIG) National Contest. Winners of the National contest will receive \$100 for 1st place. Representatives from TANA, Yolo County Arts Council and YCH will judge the local winners the week of April 25, 2011.

- **California Rural Legal Assistance Foundation will be offering free informational Immigration Law Workshops** to residents at Winters on May 12 and at Woodland on May 14 at 5:00 p.m. Interested families are encouraged to contact Alicia Ruiz, Client Services Coordinator, for more information.
- Connie Gomez, our long term Client Services Coordinator, will not be returning to employment with YCH. Staff will be moving forward with a recruitment shortly. We wish Ms. Gomez success in her future endeavors.
- **Quarterly resident meetings** will be held in West Sacramento on April 20, Winters on April 26 and Woodland on April 27.
- **YCH staff made a presentation at the City of Davis Council meeting on March 29th.** They presented the YCH Corporate Resume for Development and Management Services and provided Council members with an overview of YCH programs, services and portfolio. Earlier, staff presented each councilmember with a YCH 2011 Calendar and Annual Report.
- **Housing Authority Insurance Group (HAIG) will be providing YCH with a 6.46% dividend refund** on our liability insurance. This is the result of staff commitment to risk mitigation and safety.
- **Janis Holt, our very own Resource Administrator, has been appointed Chair of the Yolo Youth Opportunities Council**
- **Staff promoted the Housing Authority Insurance Group scholarship program** application to resident families and FSS participants. The outreach has resulted in **one application to date from a Woodland resident.**
- **YCH Family Self-Sufficiency Program has reported 6 new enrollments last quarter,** meeting the required threshold of 60% of mandatory enrolled slots. This was the result of teamwork by FSS staff and everyone in the Housing Assistance Division. Good Work!

Agenda Item No. 5.04
Board of Commissioners Comments

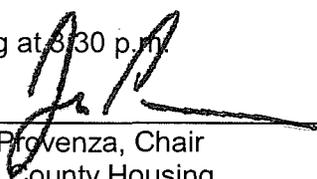
Commissioners thanked Executive Director, Lisa Baker, for her efforts.

The Housing Commissioners adjourned to Closed Session at 2:58 p.m. on the following matter:

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

Adjournment

Adjourned this meeting of the Yolo County Housing at 8:30 p.m.



Jim Provenza, Chair
Yolo County Housing



Julie Dachtler, Clerk of the Board

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-23, Item No. 2.02, of the Yolo County Housing meeting of May 19, 2011.

MOTION: Saylor. SECOND: Toney. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.

2.01 Approved the minutes from the meeting of April 14, 2011.

2.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) regarding the submission of quarterly reports for the Family Self-Sufficiency (FSS) program.

2.03 Received and filed the financial report for quarter ending March 31, 2011 and authorized a budget modification of \$50,000 for the required Principal Reduction Payment on Loan #3 for the Administration Building.

2.04 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$4,500 for the six months ended 3/31/2011.



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

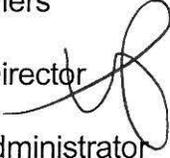
Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Jim Provenza
Matt Rexroad
Don Saylor
Bernita Toney

DATE: May 19, 2011

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director 

PREPARED BY: Janis R. Holt, Resource Administrator

SUBJECT: **Receive and File Correspondence from the U.S. Department of Housing and Urban Development (HUD) Regarding the Submission of Quarterly Reports for the Family Self-Sufficiency (FSS) program.**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Receive and file the Correspondence from the U.S. Department of Housing and Urban Development (HUD) Regarding the Submission of Quarterly Reports for the Family Self-Sufficiency (FSS) program.

BACKGROUND/DISCUSSION:

YCH has received correspondence from HUD stating that as of March 31, 2011, they have enrolled sufficient FSS participants (64% enrollment with 13% escrow accounts) to score 3 points for SEMAP indicator #14. Staff is no longer required to submit quarterly reports on FSS outreach, orientation, enrollment, and escrow activities as a result of this achievement.

Staff continues to promote the FSS program within the Housing Choice Voucher program to achieve the maximum 10 points for this indicator (80% enrollment and 30% FSS families with escrow balances). YCH will continue to strive to be a high performer in all areas of the organization, including the FSS program.

FISCAL IMPACT:

None at this time. Improves opportunities to apply for future funding.

CONCLUSION:

Staff recommends that the Board receive and file the correspondence.

Attachment: Correspondence from HUD

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



APR 21 2011

U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
600 Harrison Street
San Francisco, California 94107-1387
www.hud.gov
espanol.hud.gov

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

Dear Ms. Baker:

Subject: SEMAP-FSS Quarterly Progress Report

Thank you for submitting your quarterly report on April 5, 2011. Your report indicates you are making progress toward fulfilling your FSS requirement. Currently, Yolo County Housing Authority (YCHA) has 25 mandatory slots. As of March 31, 2011, 640% of the mandatory slots were filled and 13% of the current enrollees have an escrow balance.

To receive the **10 points** for this indicator, the Housing Authority must have filled 80 percent or more of its mandatory FSS slots and 30 percent or more of FSS families have escrow account balances. The Housing Authority will receive **8 points** if the Housing Authority filled 60 percent to 79 percent or more of its mandatory FSS slots and 30 percent or more of FSS families have escrow account balances. The Housing Authority will receive **5 points** if the Housing Authority filled 80 percent or more of its mandatory FSS slots but fewer than 30 percent of FSS families have escrow balances. The Housing Authority will receive **3 points** if the Housing Authority filled 30 percent or more of its mandatory FSS slots but fewer than 60 percent of FSS families have escrow account balances.

YCHA has enrolled sufficient FSS participants to score 3 points for SEMAP indicator #14. Submission of quarterly reports is no longer required. YCHA staff is to be commended for their accomplishment. We encourage to you to continue enrolling participants and increasing the number of escrows.

If you require additional information, please contact Martha Ruiz, Public Housing Revitalization Specialist, at (415) 489-6434.

Sincerely,

A handwritten signature in black ink, appearing to be "Stephen Schneller".

For Stephen Schneller
Director
Office of Public Housing

9 APH Yolo SEMAP ✓
9APH Chron File Copy
9APH Payne
9APH Ruiz

Originator: Ruiz
Date: 4/12/2011 Phone: (415) 489-6434

J:/Reading/ Yolo-SEMAP-FSS quarterly report ending 3-31-11

Concurrence:

RUIZ *mk*
9APH

(Signature)
WINDT
9APH
4/2/11

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-23, Item No. 2.03, of the Yolo County Housing meeting of May 19, 2011.

MOTION: Saylor. SECOND: Toney. AYES: Saylor, Chamberlain, Ganes, Toney. ABSENT: McGowan, Rexroad, Provenza.

2.01 Approved the minutes from the meeting of April 14, 2011.

2.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) regarding the submission of quarterly reports for the Family Self-Sufficiency (FSS) program.

2.03 Received and filed the financial report for quarter ending March 31, 2011 and authorized a budget modification of \$50,000 for the required Principal Reduction Payment on Loan #3 for the Administration Building.

2.04 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$4,500 for the six months ended 3/31/2011.



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

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Jim Provenza
Matt Rexroad.
Don Saylor
Bernita Toney

DATE: May 19, 2011

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Mark Stern, Finance Director

SUBJECT: **Receive and File Financial Report for the Period Ending March 31, 2011 and Authorize a Budget Modification in the amount of \$50,000 for the Required Principal Reduction Payment on Loan #3 for the Administration Building**

RECOMMENDED ACTION:

1. Receive and file the financial report for quarter ending March 31, 2011; and
2. Authorize a budget modification of \$50,000 for the required Principal Reduction Payment on Loan #3 for the Administration Building.

BACKGROUND/DISCUSSION:

Attachments A thru D summarize the detailed financial statements that are included as Attachment F. Following are some notes to each of the summary attachments:

- Attachment A – Balance Sheet Summary
 - The Balance Sheet
 - The cash increase results from the \$1,000,000 advance received on the Davis Migrant Improvement project, Operating Profits and Capital Fund activity.
 - Property Plant and Equipment has increased due to capitalized assets transferred from the Capital Fund grants.
 - Deferred Revenue has increased due to receipt of the Davis Migrant Improvement funds and OMS contract advances.
- Attachment B – Accounts Receivable Summary
 - The aging report from our accounting system includes only tenant accounts receivable. Balances receivable as the result of repayment agreements have been removed from the active accounts.
- Attachment C – Income Statement Summary

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

- The income statement summarizes the overall operating results for the current fiscal year. The YTD gain of \$2,094,783 is a composite of individual program results that are explained in further detail in the narrative below.
- Attachment D – Cash Flow Report
- Attachment E – Units Leased Report

Following is an analysis on a program by program basis:

Low Income Public Housing:

- Units leased are at 99.54% of available units for the year.
- AMP gains are restricted to program use.
- Each AMP has been allocated a portion of the CHARMA dissolution settlement equal to the estimated OPEB cost anticipated for 2010-2011. Both the cost and the revenue have been recorded.
- Allocation of HUD Operating Subsidy Received exceeds budget in all three AMPS.
- Estimated distribution of Capital Fund revenue to AMPS has been recorded. \$808,000 has been transferred from Capital Fund to assets in the AMPS. This is income to the AMPS with expenses that will be recognized over time through depreciation.
- **West Sacramento**
 - Rent and Other Income are on target to YTD budget.
 - HUD Operating Subsidy will exceed budget based on YTD receipts.
 - The results includes \$647,000 of Capital Fund income for Capitalized Assets
 - Total expenses are slightly under budget compared to YTD budget if budgeted Capital Fund activity is excluded.
 - Program gain is restricted for use within the program
- **Woodland**
 - Rent receipts are exceeding budget estimates.
 - Income includes \$80,000 of Capital Fund income for Capitalized Assets.
 - Total expenses are projected to be slightly over budget.
 - HUD Subsidy projects to slightly exceed budget for the year.
 - Program Income is restricted for program use.
- **Winters**
 - Rent and Other Income are slightly behind YTD budget estimates.
 - HUD Operating Subsidy is slightly exceeding budget.
 - Income includes \$80,000 of Capital Fund revenue for Capitalized Assets.
 - Total expenses are slightly under budget compared to YTD budget if budgeted Capital Fund activity is excluded.
 - Program gain is restricted for use within the program
- **Admin Building**
 - The Admin Building expenses are over budget. \$50,000 Principal Reduction Payment on loan 3 was omitted from the budget in error. There are sufficient revenues appropriated for payment on Loan 3.

HCV program:

- **Admin**

- HUD Administrative Funds are running ahead of budget at this point. However indications are that funding will be reduced by over 30% beginning in June and lasting through the rest of the calendar year. The effect on this fiscal year is an expected reduction of about \$22,000.
- Expenses other than Salaries and Benefits are generally on target to budget.
- Salaries and Benefits are under budget due to delayed hiring of the Housing Specialist position pending additional funding information from HUD.
- Program gain is restricted for use within the program.

- **Vouchers**

- HUD contributions for Housing Assistance Payments are higher than budget. Projected funding will exceed budget by over \$300,000
- Funding for 2010-2011 will exceed projected HCV payments leading to some replenishment of the Net Restricted Assets.
- Funding received was equal to vouchers issued in January, 2011. Since that time, vouchers have exceeded funding.
- For calendar year 2011, the final funding allocation is not yet known. Based on the change by Congress on the baseline for collecting expenditure data from prior year, staff expects that funding for the year we are currently in will be reduced, but the amount is currently unknown. Staff is not currently issuing new vouchers and is allowing natural attrition to bring down the program to help ensure we have sufficient funds through the end of the year. Due to current leasing and reserves, at this time, HUD does not consider our program to be at risk for funding shortfall. If funding does not drop precipitously, staff analysis to date shows that there are sufficient revenues to carry us through the calendar year without exhausting reserves. However, a final analysis cannot be completed until HUD publishes the funding formula and allocation for the current year.
- Income is restricted for payment of Vouchers.

Central Office Cost Center: COCC is showing a Year to Date gain of \$415,103.

- Revenue has exceeded budget due to receipt of an additional \$272,224 from the final CHARMA dissolution. Although staff knew this money was forthcoming, it was not included in the budget because timing of the distribution was unknown.
- Expenses are projected to be \$90,000 under budget.
- Income includes revenue from the Pacifico project. Pacifico expenses are recorded in a separate cost center. A journal entry to match the expenses and the revenue is being prepared. Future statements will reflect the matched revenue and expenses.

ADMH

- Expenses and revenue will not reach the budgeted amount.
- Agreement includes enough funding to pay for repairs if something unforeseen should arise.
- This is a cost reimbursement agreement up to a maximum of the budget amount.

New Hope

- The YTD positive operating result does not include ~\$14,350 of debt reduction payments that have been made.
- The loan interest rate reset to a lower amount in February reducing the monthly payment amount by over \$2,500. This reduction will improve cash flow for the next five years.
- Current year cash flow is negative primarily due to vacancies.
- HCD has approved use of reserves for repairs to the bridge connecting the two buildings. Repair cost is expected to exceed \$100,000.

Migrant Programs: The Office of Migrant Services (OMS) reimburses the Agency for all allowable expenses up to the contract limits.

- OMS has authorized use of tenant rents to cover operating expenses before contracts were fully executed and reimbursements received.

Davis Solar Housing: Revenue is on target with budget while expenses are under budget. Replacement of stoves and repairs to fencing that is included in the budget has not begun. By year end the program should be close to its budgeted results.

Pacifico: Unit turnaround and health and safety corrective expenses have been incurred. The revenue for these costs is included in COCC.

FISCAL IMPACT:

- YTD Gains from LIPH and HCV are restricted for use within the programs.
- Over \$800,000 of the year to date gain results from Capital Asset increases. The cash for these improvements has been spent but the expense related to this income will be recognized over time through depreciation.
- Although HCV shows gains for both Project Administration and Vouchers, the funding for 2011-2012 will not be adequate to cover operations in the current configuration. Project Administration in the short term will be saved drastic cuts due to a new allocation of vouchers which will generate additional monthly admin fee income and comes with a proposed one-time infusion of \$60,000.
- Interfund balances among COCC, AMPs and HCV are being reviewed and corrections of 2005 and 2006 errors are being made as they are identified. An on-site technical support visit from TenMast is expected during the summer.
- Although individual line items may show over-expenditures, program staff has line item authority to modify their budgets. Entry of the mid-year revised budgets has just been completed. Program Staff can now see where they are exceeding budget and prepare the appropriate line item changes to bring individual line items into conformance.

Conclusion: Although current year revenue is exceeding overall expectations, funding for 2011 in the Treasury-HUD bill was reduced by over 18%, which meant a drop of 30% in project administrative fees in the Voucher program, a 20% drop in Capital Fund and a 4% drop in LIPH subsidy in the current year. The proposed Treasury-HUD budget cap for 2011-2012 shows an additional reduction of over 14%. This will certainly continue to erode our ability to provide services.

Staff recommends the Board receive and file the March 2011 Financials; staff further recommends that they authorize a modification to the budget to add the expenditure of \$50,000 for the required Principal Reduction Payment on Loan # 3 for the Administration Building.

Attachments:

- Attachment A: September 30, 2010 Balance Sheet Summary
- Attachment B: September 30, 2010 Accounts Receivable Aging Summary
- Attachment C: September 30, 2010 Income Statement Summary
- Attachment D: Cash Flow July 2010-September 2010
- Attachment E: Units Available/Units Rented Report
- Attachment F: Detail Financial Reports

**Financial Summary - Balance sheet
Attachment A**

	March 31, 2011	September 30, 2010
Cash	5,817,773	3,497,237
Accounts Receivable	795,289	614,808
Other Current Assets	175,256	160,862
Total Current Assets	<u>6,788,318</u>	<u>4,272,907</u>
Prepaid Expenses	118,847	78,640
Property Plant & Equipment	19,200,074	18,432,352
Total Assets	<u><u>26,107,239</u></u>	<u><u>22,783,899</u></u>
Accounts Payable	1,073,629	1,098,069
Short Term Notes & Liabilities	351,448	370,229
Deferred Revenue	1,654,155	365,985
Total Current Liabilities	<u>3,079,232</u>	<u>1,834,283</u>
Long Term Liabilities	4,960,119	4,981,965
Equity	15,973,106	15,625,472
Current Income	2,094,782	342,179
Total Liabilities & Equity	<u><u>26,107,239</u></u>	<u><u>22,783,899</u></u>

Financial Summary - AR Aging
Attachment B
March 31, 2011

Development	Total	Current	>30	>60	>90
Woodland AMP					
Yolano Village	3,601		1,230		2,371
Ridge Cut Homes	250		97		153
Yolito	2,409		710	194	1,505
Donnelly Circle	9,110		998	-	8,112
Winters AMP					
El Rio Villa I	3,924	20	1,799	193	1,912
Vista Montecito	2,944		190		2,754
El Rio Villa II	2,304	584	534		1,186
El Rio Villa III	3,410	708	872		1,830
El Rio Villa IV	3,380	60	1,055	322	1,943
West Sacramento AMP					
Riverbend Senior Manner I	771		80		691
Riverbend Senior Manner II	682		63		619
Las Casitas	3,033		1,259	83	1,691
Cottonwood					
Cottonwood Meadows FMR	1,875		1,735		140
Cottonwood Meadows RHCP	1,704		163		1,541
Davis Solar	620		69		551
Total Tenants Receivable	40,017	1,372	10,854	792	26,999

Detail is available in the accounting office.

Aged Balance, developments as listed above, A/R Other and TAR

Financial Summary - Income Statement
Budget to Actual
Attachment C
March 31, 2011

	Revenue				Expenses				Income(Loss)		
	Actual	Annual Budget	75% Budget	Variance (Bud to Date)	Actual	Annual Budget	75% Budget	Variance (Bud to Date)	Actual	Annual Budget	Variance (Ann Bud)
110 West Sacramento	1,425,798	1,598,900	1,199,175	226,623	642,309	1,582,208	1,186,656	544,347	783,489	16,692	766,797
120 Woodland	1,027,633	1,298,905	974,179	53,454	754,277	970,336	727,752	(26,525)	273,356	328,569	(55,213)
130 Winters	1,062,507	1,409,461	1,057,096	5,411	801,549	1,403,334	1,052,501	250,952	260,958	6,127	254,831
147 Admin Building	234,445	377,617	283,213	(48,768)	154,351	150,961	113,221	(41,130)	80,094	226,656	(146,562)
AMP Total	3,750,383	4,684,883	3,513,663	236,720	2,352,486	4,106,839	3,080,130	727,644	1,397,897	578,044	819,853
200 Section 8	843,211	1,052,375	789,281	53,930	761,266	1,036,764	777,573	16,307	81,945	15,611	66,334
201 Vouchers	7,176,688	9,233,900	6,925,425	251,263	6,926,500	9,113,000	6,834,750	(91,750)	250,188	120,900	129,288
310 COCC	1,445,510	1,641,718	1,231,289	214,221	1,030,407	1,469,437	1,102,078	71,671	415,103	172,281	242,822
320 ADMH	21,675	37,900	28,425	(6,750)	15,675	37,900	28,425	12,750	6,000	-	6,000
400 Cottonwood	192,178	255,914	191,936	242	184,704	251,264	188,448	3,744	7,474	4,650	2,824
410 Esparto	-	-	-	-	1,347	-	-	(1,347)	(1,347)	-	(1,347)
501 Davis Migrant	308,479	-	-	308,479	308,479	-	-	(308,479)	-	-	-
502 Madison Migrant	395,079	-	-	395,079	395,079	-	-	(395,079)	-	-	-
503 Dixon Migrant	327,589	-	-	327,589	327,589	-	-	(327,589)	-	-	-
580 Dixon Rehab	16,170	-	-	16,170	16,170	-	-	(16,170)	-	-	-
Migrant total	1,047,317	-	-	1,047,317	1,047,317	-	-	(1,047,317)	-	-	-
600 Davis Solar	28,502	38,220	28,665	(163)	15,981	34,817	26,113	10,132	12,521	3,403	9,118
700 Pacifico	-	-	-	-	28,767	-	-	(28,767)	(28,767)	-	(28,767)
YCH Total	14,505,464	16,944,910	12,708,684	1,796,780	12,364,450	16,050,021	12,037,517	(326,933)	2,141,014	894,889	1,246,125

Prior Period Adjustment (46,231)

Income per Balance Sheet 2,094,783

Financial Summary - Cash Flow Reconciliation
July, 2010-March, 2011
Attachment D

Beginning Cash	3,497,956
Earnings (per Income Statement Summary)	2,094,783
Other Current Liabilities	166,417
Short Term Notes Payable	(40,451)
Other Current Assets	(53,015)
Accounts Receivable	157,109
Prepaid	47,547
Accounts Payable	33,361
Deferred Revenue	1,324,488
Property Plant & Equipment	(1,407,649)
Long Term Liabilities	(2,773)
Ending Cash	<u><u>5,817,773</u></u>

Date : March 2011

Balance Sheet

ASSETS

Current Assets

Cash

000.1111.02.000.000	LAIF	\$76,472.08
000.1111.04.000.000	Cash - FNB Agency Reserves	\$342,960.34
000.1111.05.000.000	Cash - First Northern Bank Payables and Payroll	\$389,796.36
000.1111.75.000.000	Cash in Bank - Capital Fund - First Northern Bank	\$423,234.22
110.1111.02.000.000	Tenant Rental Deposit	\$169,947.92
110.1114.01.000.000	Tenant Security Deposit	\$79,485.32
110.1117.00.000.000	Cash on Hand	\$10,735.41
120.1111.02.000.000	Tenant Rental Deposit	\$217,234.38
120.1114.01.000.000	Tenant Security Deposit	\$51,824.16
120.1117.00.000.000	Cash on Hand	(\$1,972.00)
130.1111.02.000.000	Tenant Rental Deposit	\$269,598.47
130.1114.01.000.000	Tenant Security Deposit	\$61,375.32
130.1117.00.000.000	Cash on Hand	(\$1,130.00)
200.1111.02.000.000	Cash-HAP Voucher Account (New FNB)	\$888,378.30
200.1111.05.000.000	Cash - HAP Reserve	\$2,051.70
200.1111.10.000.000	Cash - Administrative Fee Fund	\$679,382.82
200.1112.00.000.000	Cash in Bank - FSS Escrow Funds - FNB	\$25,227.00
200.1117.00.000.000	Cash on Hand	\$2,186.00
310.1111.00.000.000	Cash - ED's Challenge Fund #8021156	\$1,395.87
310.1118.00.000.000	Petty Cash Fund	\$100.00
400.1111.04.000.000	Cash - Cottonwood Rental Receipts - FNB	\$71,158.12
400.1111.06.000.000	Petty Cash	\$75.00
400.1111.10.000.000	Rental Security Deposit - Cottonwood - FNB	\$19,359.59
400.1111.12.000.000	Replacement Reserves for Cottonwood - FNB	\$160,856.90
501.1111.00.000.000	CARE Reserves Cash	\$52,270.63
501.1111.01.000.000	Cash - First Northern Bank	\$26,931.37
501.1111.02.000.000	Cash - Davis Migrant Reserve	\$1,177,613.28
501.1114.01.000.000	Tenant Security Deposit	\$9.64
502.1111.01.000.000	Cash - First Northern Bank	\$42,908.34
502.1111.02.000.000	Cash - Madison Migrant Reserve	\$425,727.45
502.1114.01.000.000	Tenant Security Deposit	\$4.95
502.1118.00.000.000	Petty Cash	\$10.00
503.1111.00.000.000	Cash	\$490.00
503.1111.01.000.000	Cash - First Northern Bank	\$60,414.70

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503.1114.01.000.000	Tenant Security Deposit	\$2.97
503.1118.00.000.000	Petty Cash	\$50.00
600.1111.03.000.000	Davis Solar Housing Rental Reciepts Cash - FNB	\$35,050.86
600.1112.00.000.000	Davis Solar Housing Reserve - First Northern Bank	\$55,065.16
600.1114.01.000.000	Tenant Security Deposit	\$1,490.49
Total Cash		\$5,817,773.12
Accounts Receivable		
000.1129.00.000.000	A/R Other	(\$8,142.98)
110.1122.00.150.000	Tenant A/R 44-15 RSM #1	(\$42.10)
110.1122.00.170.000	Tenant A/R 44-17 RSM #2	(\$532.75)
110.1122.00.280.000	Tenant A/R 44-28 Las Casitas	\$267.43
110.1123.00.000.000	Allowance for Doubtful Accounts	(\$5,000.00)
120.1122.00.010.000	Tenant A/R 44-01 Yolano	\$3,796.94
120.1122.00.050.000	Tenant A/R 44-05 Ridgecut	(\$737.98)
120.1122.00.060.000	Tenant A/R 44-06 Yolito	\$2,396.40
120.1122.00.070.000	Tenant A/R 44-07 Donnelly	\$6,520.95
120.1123.00.000.000	Allowance for Doubtful Accounts	(\$5,000.00)
130.1122.00.020.000	Tenant A/R 44-02 El Rio #1	\$3,260.65
130.1122.00.040.000	Tenant A/R 44-04 Montecito	\$2,962.08
130.1122.00.080.000	Tenant A/R 44-08 El Rio #2	\$3,626.61
130.1122.00.180.000	Tenant A/R El Rio #3	\$684.89
130.1122.00.250.000	Tenant A/R El Rio #4	\$2,928.73
130.1123.00.000.000	Allowance for Doubtful Accounts	(\$5,000.00)
200.1129.00.000.000	A/R other	\$2,525.00
310.1129.00.000.000	A/R other	\$42,522.67
320.1129.00.000.000	A/R Other	\$21,675.64
400.1122.00.000.000	Tenant A/R Cottonwood	(\$481.56)
400.1122.01.000.000	Tenant A/R Assisted Units	\$1,745.34
501.1122.00.000.000	Tenant A/R Davis Migrant	\$93.86
501.1129.01.000.000	Accounts Receivable - other	\$30,315.70
501.1230.01.000.000	A/R OMS Davis	\$50,979.98
502.1122.00.000.000	Tenant A/R Madison	(\$63.70)
502.1129.01.000.000	AR-other	(\$27,544.42)
502.1230.01.000.000	A/R OMS Madison	\$550,564.79
503.1122.00.000.000	Tenant A/R Dixon	\$115.28
503.1129.01.000.000	Accounts Receivable - other	\$45,985.13
503.1230.01.000.000	A/R OMS Dixon	\$74,246.50

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Balance Sheet

600.1122.00.000.000	Tenant A/R Davis Solar	\$619.71
	Total Accounts Receivable	\$795,288.79
	Due To / From Other Funds	
000.1157.36.110.000	Interfund - AMP 1 West Sac	(\$347,004.36)
000.1157.37.120.000	Interfund - AMP 2 Woodland	(\$399,152.19)
000.1157.38.130.000	Interfund - AMP 3 Winters	(\$881,239.54)
000.1157.40.310.000	Interfund - COCC	\$356,650.97
000.1157.42.907.000	Interfund - Capital Fund 907	\$515,833.00
000.1157.43.580.000	Interfund-Davis Rehab Contract 880	(\$972,461.18)
000.1157.44.320.000	Interfund - ADMH	\$56,705.45
000.1157.45.900.000	Interfund - ARRA	\$119,306.15
000.1157.46.147.000	Interfund-147	(\$80,094.16)
000.1157.48.000.000	Interfund-Pacifico	\$28,767.07
110.1157.00.130.000	Interfund-Winters Amp 2	\$63,151.72
120.1157.00.110.000	Interfund-West Sac AMP 3	(\$32,762.66)
120.1157.00.130.000	Interfund-Winters AMP 2	\$34.15
130.1157.00.110.000	Interfund-West Sac AMP 3	(\$30,389.06)
130.1157.00.120.000	Interfund-Woodland AMP 1	(\$34.15)
147.1157.00.000.000	Due To / Due From Other Funds	\$80,094.16
000.1157.01.000.000	Interfund - LIPH	(\$456,685.69)
000.1157.07.000.000	Interfund - Section 8	\$3,722,248.89
000.1157.09.000.000	Interfund - Cotton Wood	(\$790,908.07)
000.1157.10.000.000	Interfund - Esparto	\$73,059.65
000.1157.11.000.000	Interfund - Kentucky Comm Bldg	\$1,004,167.22
000.1157.12.000.000	Interfund - Davis	\$712,781.14
000.1157.13.000.000	Interfund - Madison	(\$60,864.65)
000.1157.14.000.000	Interfund - Dixon	(\$515,711.77)
000.1157.16.000.000	Interfund - Madison Capital	\$13,850.00
000.1157.18.000.000	Interfund - Davis Solar, (600)	\$611.16
000.1157.23.000.000	Interfund - CFP 2006	\$456,685.69
000.1157.32.000.000	Interfund - HAP Vouchers	(\$3,817,444.79)
000.1157.42.908.000	Interfund - CAP 908	\$119,306.00
000.1157.42.909.000	Capital Fund 909 Interfund	\$1,509.00
000.1157.43.851.000	Interfund - OMS 851 Dixon Rehab Contract	(\$13,850.00)
110.1157.00.000.000	Interfund	\$347,004.36
120.1157.00.000.000	Interfund	\$399,152.19
120.1157.00.400.000	Interfund-Cottonwood	\$160.21

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130.1157.00.000.000	Interfund	\$881,239.54
200.1157.00.000.000	Interfund - Section 8	\$96,135.12
201.1157.00.000.000	Interfund - Due to/From	(\$939.22)
310.1157.00.000.000	Interfund	(\$355,567.36)
320.1157.00.000.000	Interfund	(\$56,705.45)
400.1157.00.000.000	Interfund	\$790,908.07
400.1157.00.120.000	Interfund-AMP1	(\$160.21)
410.1157.00.000.000	Interfund	(\$73,059.65)
420.1157.00.000.000	Interfund	(\$1,004,167.22)
501.1157.00.000.000	Interfund	(\$641,277.41)
502.1157.00.000.000	Interfund	(\$5,346.69)
503.1157.00.000.000	Interfund	\$515,443.27
580.1157.00.000.000	Interfund	\$972,461.18
580.1157.10.501.000	Interfund-Davis Rehab Grant	(\$6,107.50)
600.1157.00.000.000	interfund	(\$611.16)
700.1157.00.000.000	Interfund-	(\$28,767.07)
900.1157.00.000.000	Interfund	(\$119,306.15)
907.1157.00.000.000	Interfund	(\$515,833.00)
908.1157.00.000.000	Interfund	(\$119,306.00)
909.1157.00.000.000	Interfund	(\$1,509.00)

Net Due To / From Other Funds

\$0.00

Inventory's

Total Inventory

\$0.00

Other Current Assets

110.1211.00.030.000	Prepaid Insurance	\$20,655.62
110.1260.00.000.000	Inventory Materials	\$56,840.25
110.1260.01.000.000	Inventory Allowance	(\$1,275.18)
120.1211.00.030.000	Prepaid Insurance	\$1,626.00
120.1260.00.000.000	Inventory Materials	\$75,902.00
120.1260.01.000.000	Inventory Allowance	(\$4,333.00)
120.1480.00.000.000	Contstruction in Progress	\$3,482.50
130.1260.00.000.000	Inventory Materials	\$45,980.05
130.1260.01.000.000	Inventory Allowance	(\$1,341.00)
310.1211.00.030.000	Prepaid Insurance CHWCA	\$32,447.00
310.1212.00.000.000	Prepaid Postage	(\$1,299.14)
400.1211.00.000.000	Prepaid Insurance	\$3,404.67

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Balance Sheet

400.1211.25.000.000	Prepaid Loan Fees FNB # 3035925	\$25,246.98
503.1211.00.000.000	Prepaid Insurance	\$2,635.80
	Total Other Current Assets	\$259,972.55
	Total Current Assets	\$6,873,034.46
	Long Term Assets	
	Investments	
	Total Investments	\$0.00
	Pre-Paid Expenses	
310.1211.00.000.000	Prepaid Insurance HARRG	\$38,033.00
310.1211.01.000.000	Prepaid expenses	(\$22,328.00)
310.1211.18.000.000	Prepaid Loan Fees 3035918 (480000)	\$0.46
310.1211.19.000.000	Prepaid Loan Fees 3035919 (2240000)	\$18,424.62
	Total Pre-Paid Expenses	\$34,130.08
	Long Term Investments	
	Total Long Term Assets	\$0.00
	Property, Plant & Equipment	
110.1400.00.010.000	Land Project	\$1,919,532.00
110.1400.01.000.000	Construction in Progress	\$857,715.60
110.1401.00.010.000	Buildings - Project -	\$6,208,970.00
110.1401.10.010.000	Improvements	\$1,220,386.13
110.1402.00.010.000	F urniture & Fixtures-Non dwelling	\$133,585.00
110.1402.20.010.000	Vehicles	\$26,412.00
120.1400.00.010.000	Land Project - Yolano Dr.	\$63,308.00
120.1400.01.000.000	Construction in Progress	\$248,607.00
120.1401.00.010.000	Buildings - Project - Yolano	\$1,138,164.68
120.1401.10.010.000	Improvements	\$5,740,462.75
120.1402.20.010.000	Vehicles	\$34,524.67
130.1400.00.000.000	Construction in Progress	\$382,368.73
130.1400.00.010.000	Land Project	\$1,202,816.00
130.1401.00.010.000	Buildings - Project -	\$3,939,295.00
130.1401.10.010.000	Improvements	\$5,281,667.66
130.1402.20.010.000	Vehicles	\$31,714.69

YOLO COUNTY HOUSING

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200.1400.05.000.000	Accum. Depreciation	(\$21,093.66)
200.1400.09.000.000	Equipment	\$21,093.66
310.1400.00.000.000	Land	\$278,120.00
310.1401.00.000.000	Admin Building	\$3,996,895.00
310.1401.10.000.000	Improvements	\$1,216,643.27
310.1401.11.010.000	Accum. Depr. Improvements	(\$368,258.00)
310.1402.00.010.000	Furniture & Fixtures	\$169,042.00
310.1402.10.010.000	Equipment	\$21,730.12
310.1402.20.010.000	Vehicles	\$125,236.15
310.1402.30.010.000	computers	\$7,187.97
320.1401.00.000.000	Buildings	\$703,500.45
400.1400.06.000.000	Land	\$239,463.00
400.1400.07.000.000	Building	\$1,372,522.00
400.1400.08.000.000	Furniture & Fixtures	\$77,110.00
410.1400.00.000.000	Construction in Progress	\$142,699.00
410.1400.06.000.000	Land	\$177,220.00
600.1400.07.000.000	Land	\$40,839.00
600.1400.08.000.000	Buildings & Improvements	\$369,175.32
900.1410.00.000.000	Administration	\$87,458.04
900.1430.00.000.000	Fees & Costs	\$100,946.28
900.1460.00.000.000	Dwelling Structures	\$927,717.33
900.1465.01.000.000	Dwelling Equipment Appliances	\$98,974.51
900.1499.00.000.000	Capital Fund Contra	(\$1,215,096.16)
906.1406.00.000.000	Operations	\$199,763.00
906.1408.00.000.000	RIC	\$112,103.00
906.1408.01.000.000	Computer Software Licenses	\$33,632.20
906.1408.02.000.000	Computer Lab Salaries	\$35,805.72
906.1408.03.000.000	Computer Lab Benefits	\$18,222.08
906.1410.00.000.000	Capital Projects Manager	\$98,254.00
906.1430.00.000.000	A & E Design Fees	\$14,623.88
906.1435.00.000.000	Capital Fund Update	\$13,390.00
906.1465.00.000.000	Dwelling Equipment	\$60,346.65
906.1470.00.000.000	Non Dwelling Structures	\$173,164.68
906.1475.00.000.000	Purchase / Renovation Central Office	\$1,168.17
906.1475.01.000.000	Non-Dwelling Equipment	\$51,115.15
906.1499.00.000.000	CFP Contra-Account	(\$1,000,680.53)
906.1501.00.000.000	Debt Service	\$189,092.00
907.1406.00.000.000	Operations	\$97,015.00

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907.1408.00.000.000	Management Improvements	\$150,506.35
907.1410.00.000.000	Administration	\$97,015.00
907.1430.00.000.000	Fees & Costs	\$47,583.41
907.1460.00.000.000	Dwelling Structures	\$316,084.74
907.1465.01.000.000	Dwelling Equipment	\$48,551.28
907.1475.00.000.000	Non-Dwelling Equipment	\$46,140.69
907.1499.00.000.000	CFP Contra-Account	(\$1,022,776.52)
907.1501.00.000.000	Debt Service	\$205,019.00
907.1502.00.000.000	Contingencies	\$14,861.05
908.1406.00.000.000	Operations	\$100,964.00
908.1408.00.000.000	Management Improvements	\$82,188.20
908.1410.00.000.000	Administration	\$88,341.86
908.1430.00.000.000	Fees & Costs	\$95,077.16
908.1450.00.000.000	Site Improvements	\$38,615.00
908.1460.00.000.000	Dwelling Structures	\$347,494.68
908.1465.01.000.000	Dwelling Equipment Appliances	\$1,915.08
908.1475.00.000.000	Non-Dwelling Equipment	\$179,387.98
908.1499.00.000.000	Capital Fund Contra	(\$1,090,734.96)
908.1501.00.000.000	Debt Service	\$156,751.00
909.1406.00.000.000	Operations	\$195,018.00
909.1408.00.000.000	Management Improvements	\$28,838.65
909.1410.00.000.000	Administration	\$29.44
909.1430.00.000.000	Fees & Costs	\$13,004.64
909.1460.00.000.000	Dwelling Structures	\$134,030.83
909.1465.01.000.000	Dwelling Equipment Appliances	\$23,405.27
909.1475.00.000.000	Non-Dwelling Equipment	\$2,679.57
909.1499.00.000.000	Capital Fund Contra	(\$439,530.44)
909.1501.00.000.000	Debt Service	\$44,034.04
910.1408.00.000.000	Management Improvements	\$1,130.00
910.1430.00.000.000	Fees & Costs	\$20,705.00
910.1475.00.000.000	Non-Dwelling Equipment	\$1,857.53
910.1499.00.000.000	Capital Fund Contra	(\$79,444.04)
910.1501.00.000.000	Capital Fund Debt Service	\$55,751.51
110.1401.01.010.000	Accum. Depr. Building	(\$2,094,742.92)
110.1401.11.010.000	Accum. Depr. Improvments	(\$1,190,260.00)
110.1402.01.010.000	Accum. Depr. Furniture & Fixtures	(\$95,791.00)
110.1402.21.010.000	Accum. Depr. Vehicles	(\$26,412.00)
120.1401.01.010.000	Accum. Depr. Buildings	(\$681,352.00)

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120.1401.11.010.000	Accum. Depr. Improvements	(\$5,235,327.27)
120.1402.21.010.000	Accum. Depr. Vehicles	(\$34,524.56)
130.1401.01.010.000	Accum. Depr. Building	(\$1,916,325.15)
130.1401.11.010.000	Accum. Depr. Improvements	(\$4,437,374.00)
130.1402.21.010.000	Acc Dep Vehicles	(\$8,936.67)
310.1401.00.010.000	Accum. Depr. Building	(\$1,238,715.39)
310.1402.01.000.000	Accum. Depr. Furniture & Fixtures	(\$118,693.00)
310.1402.11.010.000	Accum. Depreciation	(\$6,519.00)
310.1402.21.010.000	Accum. Depr. Vehicles	(\$101,786.48)
320.1401.01.000.000	Accumulated Depreciation Buildings	(\$10,167.00)
400.1400.05.000.000	Accum. Depr. Building	(\$291,708.00)
400.1401.08.000.000	Accum. Depr. Furniture & Fixtures	(\$77,110.00)
600.1400.05.000.000	Accum. Depreciation	(\$234,347.00)
	Net Property, Plant & Equipment	\$19,200,073.75
	Total Long Term Assets	\$19,234,203.83
	Total Assets	\$26,107,238.29

Liabilities and Capital Equity

Liabilities

Short Term Liabilities

Accounts Payable

000.2111.00.000.000	A/P Vendors	\$54,875.10
110.2117.00.000.000	Accrued Liabilities	\$10,688.00
200.2111.00.000.000	A/P Vendors	\$268.00
200.2119.00.000.000	Landlord Garnishments Payable	\$527.52
310.2114.00.000.000	Security Deposits	\$2,520.00
400.2114.00.000.000	Security Deposit Cottonwood	\$11,441.76
400.2114.01.000.000	Security Deposit Assisted	\$3,803.00
400.2132.00.000.000	Interest Payable - Notes	(\$4,027.00)
400.2135.00.000.000	Accr. Comp. Absenses Current	\$145.71
501.2114.01.000.000	Vendor Key Deposit	\$25.00
501.2119.00.000.000	Due to OMS (Tenant Rents)	\$205,914.50
501.2119.01.000.000	Reserve Interest Earned/ Allocated	\$2,462.67
501.2119.02.000.000	Cleaning\Repairs Charged	\$1,477.79
501.2119.03.000.000	Interest Earned\Allocated	\$945.93

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501.2119.04.000.000	Vending Income	\$11,920.53
501.2119.06.000.000	Care Discounts Payable OMS	\$1,741.77
501.2119.10.000.000	Due to OMS-Extension Rents	\$28,398.50
501.2135.00.000.000	Accr. Comp. Absenses Current	\$2,368.68
502.2114.01.000.000	Vendor Key Deposit	\$105.00
502.2119.00.000.000	Due to OMS (Tenant Rents)	\$297,977.15
502.2119.02.000.000	Cleaning\Repairs Charged	\$431.40
502.2119.03.000.000	Interest Earned\Allocated	\$1,421.89
502.2119.04.000.000	Vending Income	\$18,484.56
502.2119.06.000.000	CARE Discounts Payable OMS	\$6,264.99
502.2119.10.000.000	Due to OMS-Extension Rents	\$36,488.15
502.2135.00.000.000	Accr. Comp. Absenses Current	\$2,204.52
503.2114.01.000.000	Vendor Key Deposit	(\$25.00)
503.2119.00.000.000	Due to OMS (Tenant Rents)	\$274,787.00
503.2119.02.000.000	Cleaning\Repairs Charged	\$197.50
503.2119.03.000.000	Interest Earned\Allocated	\$1,321.42
503.2119.04.000.000	Vending Income	\$21,470.01
503.2119.06.000.000	CARE Discounts Payable OMS	\$45,323.25
503.2119.10.000.000	Due to OMS-Extension Rents	\$27,980.50
503.2135.00.000.000	Accr. Comp. Absenses Current	\$2,241.35
600.2114.00.000.000	Security Deposit Davis Solar	\$1,458.00
	Total Accounts Payable	(\$1,073,629.15)
	Short Term Notes and Liabilities	
110.2140.00.000.000	Accrued PILOT, current portion	\$27,248.00
120.2140.00.000.000	Accrued PILOT, current portion	\$33,925.00
130.2140.00.000.000	Accrued PILOT, current portion	\$45,784.00
000.2117.00.000.000	Clearing	(\$148,250.60)
000.2117.04.000.000	Medicare	(\$0.06)
000.2117.05.000.000	Medical	\$127,244.82
000.2117.07.000.000	Garnishments	\$400.00
000.2117.08.000.000	Union Dues	(\$404.35)
000.2117.10.000.000	PERS	\$21,537.77
000.2117.13.000.000	ICMA	\$1,270.04
000.2117.15.000.000	American Fidelity	\$4,545.41
110.2117.05.000.000	Accrued OPEB Liability	\$64,876.00
110.2135.00.000.000	Accr. Comp. Absenses Current	\$2,458.19
110.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$7,373.58

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120.2117.05.000.000	Accrued OPEB Liability	\$64,876.00
120.2135.00.000.000	Accr. Comp. Absenses Current	\$2,233.36
120.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$6,699.08
130.2117.05.000.000	Accrued OPEB Liability	\$184,007.00
130.2135.00.000.000	Accr. Comp. Absenses Current	\$3,365.85
130.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$10,097.54
200.2114.00.000.000	Tenant Escrow Accounts (FSS)	\$3,233.87
200.2117.05.000.000	Accrued OPEB Liability	\$105,317.00
200.2135.00.000.000	Accr. Comp. Absenses Current	\$6,435.37
310.2113.00.000.000	Stale-dated Checks	\$15,790.00
310.2117.00.000.000	Accrued Liabilities	\$16,107.06
310.2117.05.000.000	Accrued OPEB Liability	\$252,666.00
310.2126.01.000.000	Note Payable 2,240,000 Current Portion	\$21,523.05
310.2126.02.000.000	Note Payable 480,000 Current Portion	\$50,000.00
310.2135.00.000.000	Accr. Comp. Absenses Current	\$12,733.48
310.2222.00.000.000	Due To Tenant Association	\$2,193.50
310.2415.00.000.000	Due to ED Challenge fund	\$1,451.54
400.2117.00.000.000	Accrued Liabilities	(\$0.06)
400.2126.00.000.000	Notes Payable Current Portion - First Northern Bank	\$8,645.94
501.2114.00.000.000	Security Deposit Davis Migrant	\$9.08
501.2117.00.000.000	Accrued Liabilites	\$48,000.00
501.2117.05.000.000	Accrued OPEB Liability	\$61,180.00
502.2114.00.000.000	Security Deposit Madison Migrant	\$4.15
502.2117.05.000.000	Accrued OPEB Liability	\$75,681.00
503.2117.05.000.000	Accrued OPEB Liability	\$14,999.00
600.2135.00.000.000	Accrued Comp. Abs Current portion	\$35.14
	Short Term Notes Payable	(\$1,155,291.75)
	Deferred Revenue	
200.2210.00.000.000	Deferred Revenue	\$216,524.50
310.2240.00.000.000	Deferred Revenue - Prepaid Leases - Current	\$31,420.56
310.2240.01.000.000	Deferred Revenue - Prepaid Leases - Long Term	\$81,300.04
501.2250.01.000.000	Deferred Revenue OMS	\$102,430.00
502.2250.01.000.000	Deferred Revenue OMS	\$129,145.00
503.2250.01.000.000	Deferred Revenue OMS	\$109,506.00
580.2250.00.000.000	Deferred Revenue	\$983,829.18
	Total Deferred Revenue	(\$1,654,155.28)

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	Total Short Term Liabilities	(\$3,883,076.18)
	Long Term Liabilities	
110.2114.00.150.000	Security Deposit 44-15 RSM #1	\$12,195.29
110.2114.00.170.000	Security Deposit 44-17 RSM #2	\$6,985.09
110.2114.00.280.000	Security Deposit 44-28 Las Casitas	\$27,342.09
120.2114.00.010.000	Security Deposit 44-01 Yolano	\$19,761.89
120.2114.00.050.000	Security Deposit 44-05 Ridgecut	\$3,519.00
120.2114.00.060.000	Security Deposit 44-06 Yolito	\$1,489.40
120.2114.00.070.000	Security Deposit 44-07 Donnelly	\$22,934.02
130.2114.00.020.000	Security Deposit 44-02 El Rio #1	\$10,205.74
130.2114.00.040.000	Security Deposit 44-04 Montecito	\$6,880.70
130.2114.00.080.000	Security Deposit 44-08 El Rio #2	\$10,433.11
130.2114.00.180.000	Security Deposit 44-18 El Rio #3	\$21,323.86
130.2114.00.250.000	Security Deposit 44-25 El Rio #4	\$1,420.25
130.2114.10.020.000	Pet Deposit	\$200.00
200.2135.01.000.000	Accr. Comp. Absenses Current	\$19,307.12
310.2126.00.000.000	Note Payable 2,240,000 Long Term Portion	\$1,383,345.29
310.2126.03.000.000	Note Payable 480,000 Long Term Portion	\$110,000.00
310.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$38,201.44
400.2126.01.000.000	Notes Payable Long Term Portion - First Northern Bank	\$1,715,061.85
400.2130.03.000.000	HCD - Note Payable	\$368,800.00
400.2135.01.000.000	Accr. Comp. Absences Non-Current	\$437.13
410.2130.00.000.000	Note Payable - HCD - Long Term Portion	\$352,005.90
410.2130.10.000.000	Note Payable - HCD - Current Portion	\$2,393.02
501.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$7,107.03
502.2135.01.000.000	Accr. Comp. Absences Non-Current	\$6,613.56
503.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$6,723.04
600.2126.00.000.000	Note Payable - USDA - Long Term Portion	\$588.88
600.2126.10.000.000	Note Payable -USDA - Current Portion	\$896.00
600.2135.01.000.000	Accrued Compensated Ab. Long term portion	\$104.41
	Total Long Term Liabilities	(\$4,156,275.11)
	Total Liabilities	(\$8,039,351.29)

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 Equity

000.2806.00.000.000	Fund Balance	\$1,722.99
110.2806.00.000.000	Fund Balance	\$3,370,886.30
120.2806.00.000.000	Fund Balance	\$1,576,900.69
130.2802.00.000.000	Invested in Captial Assets,	\$31,714.69
130.2806.00.000.000	Fund Balance	\$8,541,413.68
200.2806.00.000.000	Fund Balance	\$1,262,327.14
201.2806.00.000.000	HAP Restricted Fund Balance	(\$251,126.66)
310.2802.00.000.000	Invested in Captial Assets,	\$12,900.61
310.2806.00.000.000	Fund Balance	\$1,294,344.27
310.2806.10.000.000	Director's Challenge Fund	\$456.00
320.2806.00.000.000	Fund Balance	\$652,303.64
400.2806.00.000.000	Fund Balance	\$281,398.57
410.2806.00.000.000	Fund Balance	(\$82,627.60)
420.2806.00.000.000	Fund Balance	(\$1,004,167.22)
501.2806.00.000.000	Fund Balance	\$220,170.49
501.2806.01.000.000	PG&E Care Discounts Fund Balance	\$2,785.08
502.2806.00.000.000	Fund Balance	(\$86,101.25)
502.2806.01.000.000	PG&E Care Discounts Fund Balance	\$26,798.67
502.2806.02.000.000	Fund Balance-Replacement Reserves	\$470,741.93
503.2806.00.000.000	Fund Balance	\$125,441.92
503.2806.01.000.000	PG&E Care Discounts Fund Balance	\$69,417.66
580.2806.00.000.000	Equity	(\$17,475.50)
600.2806.00.000.000	Fund Balance	\$251,679.07
900.2806.00.000.000	Fund Balance	(\$119,305.97)
907.2806.00.000.000	Fund Balance	(\$515,833.00)
908.2806.00.000.000	Fund Balance	(\$119,306.00)
909.2806.00.000.000	Fund Balance	\$1.00
410.2802.00.000.000	Invested in Capital Assets	(\$23,565.00)
400.2806.01.000.000	Replacement Reserves	(\$791.51)
	Net Profit (Loss)	\$2,094,782.31
	Total Equity	(\$18,067,887.00)
	Total Liability and Equity	(\$26,107,238.29)

YOLO COUNTY HOUSING
Statement of Cash Flows
For All Funds
For period of July 2010 through March 2011

Beginning Cash		\$3,497,956.06
Total Income		\$16,097,262.12
Total Expense		\$12,364,451.60
Net Income		\$3,732,810.52
Cash Flows from Operating Activities		
Accumulated Depreciation	(\$599,011.98)	
Due To Other Funds	(\$878,855.77)	
Other Current Liabilities	\$166,417.28	
Accounts Payable	\$33,361.39	
Due From Other Funds	\$878,855.77	
Short-Term Notes Payable	(\$40,451.35)	
Prepaid Expenses	\$47,547.00	
Deferred Revenue	\$1,324,488.18	
Short Term Receivables	\$157,108.90	
Other Current Assets	(\$53,015.44)	
Subtotal		\$1,036,443.98
Cash Flows from Investing Activities		
Property, Plant, and Equipment	(\$808,636.80)	
Subtotal		(\$808,636.80)
Cash Flows from Financing Activities		
Operating Transfers In / Out	(\$1,638,028.03)	
Long-Term Notes Payable	(\$2,772.61)	
Subtotal		(\$1,640,800.64)
Net Adjustments to Cash		(\$1,412,993.46)
Net Cash Flow		\$2,319,817.06
Change in Cash		\$2,319,817.06
Ending Cash		\$5,817,773.12

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 110 - AMP 3 - West Sac
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
Capital Fund 1406 Transfer in	\$605,931.41	\$0.00	\$605,931.41	\$605,931.41	\$668,000.00	(\$62,068.59)
Capital Fund 1408 Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$57,000.00	(\$57,000.00)
Dwelling Rent	\$9,637.00	\$0.00	\$9,637.00	\$87,977.14	\$117,000.00	(\$29,022.86)
Dwelling Rent	\$5,559.00	\$0.00	\$5,559.00	\$49,849.80	\$65,000.00	(\$15,150.20)
Dwelling Rent 44-28 Las Casitas	\$26,275.00	\$0.00	\$26,275.00	\$232,116.95	\$300,000.00	(\$67,883.05)
Retro Rent	\$125.00	\$0.00	\$125.00	(\$1,664.53)	\$0.00	(\$1,664.53)
Interest Income General Fund	\$71.02	\$0.00	\$71.02	\$375.77	\$400.00	(\$24.23)
Other Income	\$293.93	\$0.00	\$293.93	\$24,428.85	\$29,750.00	(\$5,321.15)
Other Income- 44-15 RSM #1	\$27.65	\$0.00	\$27.65	\$695.40	\$1,300.00	(\$604.60)
Other Income- 44-17 RSM #2	\$17.39	\$0.00	\$17.39	\$457.93	\$250.00	\$207.93
Other Income- 44-28 Las Casitas	\$156.44	\$0.00	\$156.44	\$2,358.47	\$3,700.00	(\$1,341.53)
Transfers In	\$128,951.59	\$0.00	\$128,951.59	\$128,951.59	\$0.00	\$128,951.59
Transfers In- CFP 1406	(\$6,248.52)	\$0.00	(\$6,248.52)	\$0.00	\$0.00	\$0.00
Transfers In-CFP 1408	(\$12,945.75)	\$0.00	(\$12,945.75)	\$0.00	\$0.00	\$0.00
HUD Operating Subsidy	\$28,264.00	\$0.00	\$28,264.00	\$288,802.00	\$353,000.00	(\$64,198.00)
Maintenance Charges to AMPS	\$2,667.00	\$0.00	\$2,667.00	\$5,517.00	\$3,500.00	\$2,017.00
Total Revenue	\$788,782.16	\$0.00	\$788,782.16	\$1,425,797.78	\$1,598,900.00	(\$173,102.22)
Operating Expenditures						
Administrative Salaries	\$4,761.23	\$0.00	(\$4,761.23)	\$46,813.88	\$57,862.00	\$11,048.12
Admin. P/R Taxes- Social Security/Medicare	\$333.12	\$0.00	(\$333.12)	\$3,378.69	\$4,231.00	\$852.31
Admin. P/R Taxes--SUI	\$72.24	\$0.00	(\$72.24)	\$568.53	\$505.00	(\$63.53)
Admin. Retirement	\$634.29	\$0.00	(\$634.29)	\$6,277.87	\$6,476.00	\$198.13
Admin. Workers Comp	\$0.00	\$0.00	\$0.00	\$549.18	\$813.00	\$263.82
Tenant Service Salaries	\$1,470.58	\$0.00	(\$1,470.58)	\$14,133.14	\$21,353.00	\$7,219.86
Tenant Svc. P/R Taxes - Social Security/Medicare	\$111.20	\$0.00	(\$111.20)	\$1,048.12	\$1,609.00	\$560.88
Tenant Svc. P/R Taxes--SUI	\$55.32	\$0.00	(\$55.32)	\$425.92	\$521.00	\$95.08
Tenant Svc. Retirement	\$84.02	\$0.00	(\$84.02)	\$1,065.23	\$1,229.00	\$163.77
Tenant Svc. Workers Comp	\$0.00	\$0.00	\$0.00	\$127.94	\$240.00	\$112.06
Maintenance Salaries	\$5,546.14	\$0.00	(\$5,546.14)	\$46,561.04	\$67,094.00	\$20,532.96
Maintenance P/R Taxes- Social Security/Medicare	\$407.30	\$0.00	(\$407.30)	\$3,469.45	\$4,988.00	\$1,518.55

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 110 - AMP 3 - West Sac
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Maintenance P/R Taxes--SUI	\$51.54	\$0.00	(\$51.54)	\$522.54	\$507.00	(\$15.54)
Maintenance Retirement	\$656.74	\$0.00	(\$656.74)	\$3,880.23	\$7,405.00	\$3,524.77
Maintenance Workers Comp	\$0.00	\$0.00	\$0.00	\$3,980.57	\$6,267.00	\$2,286.43
Admin Benefits	\$1,767.32	\$0.00	(\$1,767.32)	\$14,012.65	\$17,751.00	\$3,738.35
Retired Benefits	\$482.50	\$0.00	(\$482.50)	\$2,235.80	\$5,100.00	\$2,864.20
OPEB Expense	\$0.00	\$0.00	\$0.00	\$22,250.00	\$22,250.00	\$0.00
Maintenance Benefits	\$1,053.59	\$0.00	(\$1,053.59)	\$4,674.66	\$7,583.00	\$2,908.34
Tenant Service Benefits	\$30.60	\$0.00	(\$30.60)	\$1,435.01	\$3,132.00	\$1,696.99
Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Training	\$0.00	\$0.00	\$0.00	\$15.80	\$1,200.00	\$1,184.20
Travel	\$42.40	\$0.00	(\$42.40)	\$880.30	\$1,300.00	\$419.70
Contract Services Plan Updates	\$0.00	\$0.00	\$0.00	\$0.00	\$2,850.00	\$2,850.00
Professional Services	\$109.94	\$0.00	(\$109.94)	\$2,773.27	\$2,800.00	\$26.73
Auditing	\$0.00	\$0.00	\$0.00	\$3,000.00	\$6,763.00	\$3,763.00
147 Rent Allocation	\$336.80	\$0.00	(\$336.80)	\$3,031.20	\$2,640.00	(\$391.20)
Postage	\$152.19	\$0.00	(\$152.19)	\$2,799.87	\$3,123.00	\$323.13
Office Supplies	\$33.24	\$0.00	(\$33.24)	\$1,270.64	\$2,000.00	\$729.36
Printing	\$0.00	\$0.00	\$0.00	\$200.16	\$0.00	(\$200.16)
Telephone	\$724.38	\$0.00	(\$724.38)	\$6,652.88	\$8,600.00	\$1,947.12
Fair Housing Services	\$416.66	\$0.00	(\$416.66)	\$1,249.98	\$1,666.00	\$416.02
Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$216.98	\$400.00	\$183.02
Computer Services	\$0.00	\$0.00	\$0.00	\$3,777.51	\$3,778.00	\$0.49
Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$12,955.00	\$12,955.00
Office Machines/Leases	\$252.80	\$0.00	(\$252.80)	\$6,512.90	\$7,391.00	\$878.10
Criminal Background Checks	\$0.00	\$0.00	\$0.00	\$964.05	\$1,800.00	\$835.95
Advertising	\$0.00	\$0.00	\$0.00	\$432.75	\$2,000.00	\$1,567.25
Tenant Services Materials	\$28.00	\$0.00	(\$28.00)	\$688.15	\$2,800.00	\$2,111.85
Tenant Liaison	\$150.00	\$0.00	(\$150.00)	\$464.75	\$3,600.00	\$3,135.25
Water 44-15 RSM #1	\$458.69	\$0.00	(\$458.69)	\$5,858.45	\$12,500.00	\$6,641.55
Water - 44-28 Las Casitas	\$1,496.20	\$0.00	(\$1,496.20)	\$15,389.57	\$23,000.00	\$7,610.43
Electricity- 44-15 RSM #1	\$1,852.48	\$0.00	(\$1,852.48)	\$14,431.11	\$21,000.00	\$6,568.89
Electricity- 44-17 RSM #2	\$255.59	\$0.00	(\$255.59)	\$4,508.10	\$7,350.00	\$2,841.90
Electricity- 44-28 Las Casitas	\$1,191.11	\$0.00	(\$1,191.11)	\$13,692.71	\$21,000.00	\$7,307.29

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 110 - AMP 3 - West Sac
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Gas 44-28 Las Casitas	\$55.25	\$0.00	(\$55.25)	\$835.92	\$2,500.00	\$1,664.08
Gas- 44-15 RSM #1	\$339.38	\$0.00	(\$339.38)	\$4,236.11	\$6,500.00	\$2,263.89
Gas- 44-17 RSM #2	\$22.71	\$0.00	(\$22.71)	\$595.21	\$1,000.00	\$404.79
Gas - Vacant Units	\$0.00	\$0.00	\$0.00	\$20.68	\$200.00	\$179.32
Sewerage-44-15 RSM #1	\$725.79	\$0.00	(\$725.79)	\$6,507.54	\$8,800.00	\$2,292.46
Sewerage- 44-17 RSM #2	\$446.64	\$0.00	(\$446.64)	\$4,005.91	\$5,200.00	\$1,194.09
Sewerage-44-28 Las Casitas	\$1,414.36	\$0.00	(\$1,414.36)	\$12,681.36	\$18,000.00	\$5,318.64
AMP Management Fee	\$7,537.97	\$0.00	(\$7,537.97)	\$66,757.13	\$88,000.00	\$21,242.87
AMP Bookkeeping Fee	\$1,042.50	\$0.00	(\$1,042.50)	\$9,232.50	\$12,510.00	\$3,277.50
Asset Management Fee	\$1,390.00	\$0.00	(\$1,390.00)	\$12,350.00	\$16,680.00	\$4,330.00
IT Services	\$0.00	\$0.00	\$0.00	\$0.00	\$6,041.00	\$6,041.00
Electrical Supplies	\$544.25	\$0.00	(\$544.25)	\$3,149.48	\$5,000.00	\$1,850.52
Plumbing Supplies	\$1,268.80	\$0.00	(\$1,268.80)	\$3,261.40	\$5,000.00	\$1,738.60
Painting Supplies	\$0.00	\$0.00	\$0.00	\$992.58	\$2,000.00	\$1,007.42
Chemical Supplies	\$0.00	\$0.00	\$0.00	\$937.29	\$1,600.00	\$662.71
Lumber and Hardware	\$684.25	\$0.00	(\$684.25)	\$6,008.55	\$13,000.00	\$6,991.45
Automotive Supplies	\$0.00	\$0.00	\$0.00	\$2.75	\$300.00	\$297.25
Gas / Oil	\$827.91	\$0.00	(\$827.91)	\$3,600.57	\$4,500.00	\$899.43
Dwelling Equipment/Supplies	\$146.58	\$0.00	(\$146.58)	\$8,215.31	\$12,500.00	\$4,284.69
Maintenance Equip/Supplies	\$27,421.66	\$0.00	(\$27,421.66)	\$28,219.66	\$7,500.00	(\$20,719.66)
Stoves/Parts	\$0.00	\$0.00	\$0.00	\$112.33	\$2,500.00	\$2,387.67
Refrigerators/Parts	\$58.31	\$0.00	(\$58.31)	\$91.79	\$1,000.00	\$908.21
Fire Protection/Testing/Monitor	\$150.00	\$0.00	(\$150.00)	\$4,413.72	\$8,000.00	\$3,586.28
Grounds Maintenance	\$0.00	\$0.00	\$0.00	\$5,764.06	\$0.00	(\$5,764.06)
Electrical Repair/Contract	\$302.65	\$0.00	(\$302.65)	\$2,110.90	\$4,000.00	\$1,889.10
Plumbing Repair/Contract	\$0.00	\$0.00	\$0.00	\$242.00	\$3,000.00	\$2,758.00
Painting/Decorating/Contract	\$0.00	\$0.00	\$0.00	\$8,961.26	\$14,000.00	\$5,038.74
Garbage Removal	\$2,778.48	\$0.00	(\$2,778.48)	\$26,087.21	\$36,000.00	\$9,912.79
Chemical Treatment/Contract	\$32.00	\$0.00	(\$32.00)	\$7,140.00	\$10,000.00	\$2,860.00
Automotive Repairs	\$20.00	\$0.00	(\$20.00)	\$3,193.80	\$3,000.00	(\$193.80)
Minor Equipment Repairs	\$989.00	\$0.00	(\$989.00)	\$1,566.89	\$2,000.00	\$433.11
Major Equip Repair / Maint	\$0.00	\$0.00	\$0.00	\$2,726.00	\$4,000.00	\$1,274.00
Uniform Service	\$10.65	\$0.00	(\$10.65)	\$60.74	\$700.00	\$639.26

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 110 - AMP 3 - West Sac
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Building Repairs	\$0.00	\$0.00	\$0.00	\$2,502.85	\$668,000.00	\$665,497.15
Screen Doors	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Landscape Maintenance Contract	\$1,919.41	\$0.00	(\$1,919.41)	\$19,292.69	\$24,000.00	\$4,707.31
Trash/Yolo County Landfill	\$0.00	\$0.00	\$0.00	\$613.30	\$1,750.00	\$1,136.70
Las Casitas Groundskeeping	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
Tree Trimming	\$0.00	\$0.00	\$0.00	\$3,725.00	\$9,500.00	\$5,775.00
Maintenance Charges from AMPS	\$1,330.00	\$0.00	(\$1,330.00)	\$40,630.00	\$80,000.00	\$39,370.00
Protective Services	\$289.50	\$0.00	(\$289.50)	\$2,263.00	\$2,250.00	(\$13.00)
Flood Insurance	\$2,416.58	\$0.00	(\$2,416.58)	\$21,232.18	\$25,500.00	\$4,267.82
General Liability Insurance	\$278.00	\$0.00	(\$278.00)	\$2,602.00	\$3,142.00	\$540.00
Auto Insurance	\$103.00	\$0.00	(\$103.00)	\$927.00	\$1,230.00	\$303.00
Property Insurance	\$1,246.00	\$0.00	(\$1,246.00)	\$11,637.33	\$13,999.00	\$2,361.67
ERMA Insurance	\$12.00	\$0.00	(\$12.00)	\$108.00	\$291.00	\$183.00
PILOT	\$3,400.00	\$0.00	(\$3,400.00)	\$30,600.00	\$40,000.00	\$9,400.00
Flood Control Assessment	\$0.00	\$0.00	\$0.00	\$5,873.96	\$5,550.00	(\$323.96)
Collection Losses	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
Garden Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$833.00	\$833.00
Total Expense	\$84,221.84	\$0.00	(\$84,221.84)	\$642,309.54	\$1,582,208.00	\$939,898.46
Net Operating Income (Loss)	\$704,560.32	\$0.00	\$704,560.32	\$783,488.24	\$16,692.00	\$766,796.24
Prior period adjusting	\$0.00	\$0.00	\$0.00	(\$3,387,092.03)	\$0.00	\$3,387,092.03
Equity transfer In/Out	\$296,353.14	\$0.00	(\$296,353.14)	\$0.00	\$0.00	\$0.00
Total Non Operating Rev and Exp	\$296,353.14	\$0.00	(\$296,353.14)	(\$3,387,092.03)	\$0.00	\$3,387,092.03
Net Income (Loss)	\$408,207.18	\$0.00	\$408,207.18	\$4,170,580.27	\$16,692.00	\$4,153,888.27

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 120 - AMP 1 - Woodland
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
Capital Fund 1406 Transfer in	\$356,750.00	\$0.00	\$356,750.00	\$356,750.00	\$258,500.00	\$98,250.00
Capital Fund 1408 Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$150,700.00	(\$150,700.00)
Dwelling Rent 44-01 Yolano	\$20,059.75	\$0.00	\$20,059.75	\$161,109.90	\$203,410.00	(\$42,300.10)
Dwelling Rent 44-05 Knights Landing	\$2,502.00	\$0.00	\$2,502.00	\$24,847.10	\$33,000.00	(\$8,152.90)
Dwelling Rent 44-06 Yolito	\$3,265.00	\$0.00	\$3,265.00	\$25,546.00	\$31,852.00	(\$6,306.00)
Dwelling Rent 44-07 Donnelly	\$26,705.00	\$0.00	\$26,705.00	\$219,741.62	\$279,159.00	(\$59,417.38)
Retro Rent-44-01 Yolano	\$0.00	\$0.00	\$0.00	(\$101.51)	\$0.00	(\$101.51)
Retro Rent-4407-Donnelly	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Interest Income General Fund	\$60.94	\$0.00	\$60.94	\$334.79	\$700.00	(\$365.21)
Other Income	\$2,002.50	\$0.00	\$2,002.50	\$28,272.50	\$30,250.00	(\$1,977.50)
Other Income - 44-01 Yolano	\$218.33	\$0.00	\$218.33	\$5,836.72	\$9,500.00	(\$3,663.28)
Other Income - 44-05 Ridgecut	\$0.00	\$0.00	\$0.00	\$351.04	\$199.00	\$152.04
Other Income - 44-06 Yolito	\$0.00	\$0.00	\$0.00	\$62.30	\$85.00	(\$22.70)
Other Income- 44-07 Donnelly	\$330.00	\$0.00	\$330.00	\$3,483.31	\$5,850.00	(\$2,366.69)
Transfer In-CFP 1406	(\$9,614.57)	\$0.00	(\$9,614.57)	\$0.00	\$0.00	\$0.00
HUD Operating Subsidy	\$21,089.00	\$0.00	\$21,089.00	\$188,657.00	\$237,000.00	(\$48,343.00)
Other Government Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	(\$45,000.00)
Maintenance Charges to AMPS	\$2,592.00	\$0.00	\$2,592.00	\$12,642.00	\$13,700.00	(\$1,058.00)
Total Revenue	\$425,959.95	\$0.00	\$425,959.95	\$1,027,632.77	\$1,298,905.00	(\$271,272.23)
Operating Expenditures						
Administrative Salaries	\$5,105.25	\$0.00	(\$5,105.25)	\$50,844.38	\$67,392.00	\$16,547.62
Admin. P/R Taxes- Social Security/Medicare	\$372.28	\$0.00	(\$372.28)	\$3,715.23	\$4,947.00	\$1,231.77
Admin. P/R Taxes- -SUI	\$102.48	\$0.00	(\$102.48)	\$1,035.02	\$733.00	(\$302.02)
Admin. Retirement	\$652.09	\$0.00	(\$652.09)	\$6,645.54	\$7,651.00	\$1,005.46
Admin. Workers Comp	\$0.00	\$0.00	\$0.00	\$521.17	\$920.00	\$398.83
Tenant Service Salaries	\$1,463.38	\$0.00	(\$1,463.38)	\$12,475.99	\$22,669.00	\$10,193.01
Tenant Svc. P/R Taxes- Social Security/Medicare	\$110.64	\$0.00	(\$110.64)	\$921.31	\$1,710.00	\$788.69
Tenant Svc. P/R Taxes--SUI	\$54.87	\$0.00	(\$54.87)	\$552.94	\$378.00	(\$174.94)
Tenant Svc. Retirement	\$84.04	\$0.00	(\$84.04)	\$557.33	\$1,229.00	\$671.67
Tenant Svc. Workers Comp	\$0.00	\$0.00	\$0.00	\$140.69	\$257.00	\$116.31

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 120 - AMP 1 - Woodland
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Maintenance Salaries	\$6,735.93	\$0.00	(\$6,735.93)	\$50,612.90	\$67,820.00	\$17,207.10
Maintenance P/R Taxes- Social Security/Medicare	\$500.59	\$0.00	(\$500.59)	\$3,782.11	\$5,042.00	\$1,259.89
Maintenance P/R Taxes--SUI	\$51.54	\$0.00	(\$51.54)	\$522.55	\$507.00	(\$15.55)
Maintenance Retirement	\$703.43	\$0.00	(\$703.43)	\$4,591.76	\$7,504.00	\$2,912.24
Maintenance Workers Comp	\$0.00	\$0.00	\$0.00	\$4,038.01	\$6,334.00	\$2,295.99
Administrative Benefits	\$849.10	\$0.00	(\$849.10)	\$9,267.23	\$13,774.00	\$4,506.77
Retired Benefits	\$482.50	\$0.00	(\$482.50)	\$2,235.80	\$5,100.00	\$2,864.20
OPEB Expense	\$0.00	\$0.00	\$0.00	\$22,250.00	\$22,250.00	\$0.00
Maintenance Benefits	\$601.66	\$0.00	(\$601.66)	\$3,129.63	\$5,742.00	\$2,612.37
Legal Fees	\$0.00	\$0.00	\$0.00	\$3,203.00	\$7,000.00	\$3,797.00
Training	\$0.00	\$0.00	\$0.00	\$908.30	\$1,000.00	\$91.70
Travel	\$0.00	\$0.00	\$0.00	\$1,633.02	\$2,500.00	\$866.98
Contract Services Plan Updates	\$0.00	\$0.00	\$0.00	\$0.00	\$2,850.00	\$2,850.00
Professional Services	\$109.94	\$0.00	(\$109.94)	\$3,445.58	\$2,833.00	(\$612.58)
Auditing	\$0.00	\$0.00	\$0.00	\$3,000.00	\$6,763.00	\$3,763.00
147 Rent Allocation	\$3,237.00	\$0.00	(\$3,237.00)	\$29,133.00	\$45,483.00	\$16,350.00
Postage	\$339.69	\$0.00	(\$339.69)	\$2,743.31	\$2,500.00	(\$243.31)
Office Supplies	\$179.50	\$0.00	(\$179.50)	\$1,688.15	\$2,400.00	\$711.85
Printing	\$9.78	\$0.00	(\$9.78)	\$228.66	\$0.00	(\$228.66)
Telephone	\$126.63	\$0.00	(\$126.63)	\$1,149.53	\$1,500.00	\$350.47
Fair Housing Services	\$416.67	\$0.00	(\$416.67)	\$1,250.01	\$1,667.00	\$416.99
Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$216.98	\$400.00	\$183.02
Computer Services	\$0.00	\$0.00	\$0.00	\$4,205.47	\$4,205.00	(\$0.47)
Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Office Machines/Leases	\$199.01	\$0.00	(\$199.01)	\$5,762.46	\$6,500.00	\$737.54
Criminal Background Checks	\$57.70	\$0.00	(\$57.70)	\$1,381.85	\$1,704.00	\$322.15
Personnel Cost (Temps)	\$0.00	\$0.00	\$0.00	\$59.00	\$0.00	(\$59.00)
Advertising	\$0.00	\$0.00	\$0.00	\$240.27	\$1,000.00	\$759.73
Tenant Services Materials	\$304.28	\$0.00	(\$304.28)	\$5,565.73	\$4,000.00	(\$1,565.73)
Tenant Liaison	\$150.00	\$0.00	(\$150.00)	\$1,364.75	\$1,800.00	\$435.25
Water - 44-01 Yolano	\$1,684.20	\$0.00	(\$1,684.20)	\$24,176.64	\$40,000.00	\$15,823.36
Water - 44-05 Ridgecut	\$385.00	\$0.00	(\$385.00)	\$1,925.00	\$3,800.00	\$1,875.00
Water - 44-06 Yolito	\$1,000.00	\$0.00	(\$1,000.00)	\$5,000.00	\$6,240.00	\$1,240.00

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 120 - AMP 1 - Woodland
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
WATER-Donnelly	\$2,191.84	\$0.00	(\$2,191.84)	\$19,726.56	\$27,000.00	\$7,273.44
Electricity- 44-01 Yolano	\$1,222.98	\$0.00	(\$1,222.98)	\$9,459.31	\$12,750.00	\$3,290.69
Electricity- 44-05 Ridgecut	\$164.25	\$0.00	(\$164.25)	\$1,486.85	\$2,200.00	\$713.15
Electricity- 44-06-Yolito	\$127.80	\$0.00	(\$127.80)	\$1,432.14	\$2,140.00	\$707.86
Electricity- 44-07 Donnelly	\$879.82	\$0.00	(\$879.82)	\$8,727.19	\$13,400.00	\$4,672.81
Electricity-Office	\$0.00	\$0.00	\$0.00	\$676.17	\$600.00	(\$76.17)
Gas at Office	\$8.50	\$0.00	(\$8.50)	\$131.09	\$500.00	\$368.91
Gas- 44-01 Yolano	\$0.00	\$0.00	\$0.00	\$162.54	\$250.00	\$87.46
Gas- 44-06 Yolito	\$0.00	\$0.00	\$0.00	\$3.57	\$25.00	\$21.43
Gas- 44-07 Donnelly	\$0.00	\$0.00	\$0.00	\$865.26	\$700.00	(\$165.26)
Sewerage - 44-01 Yolano	\$1,499.40	\$0.00	(\$1,499.40)	\$13,494.60	\$17,500.00	\$4,005.40
Sewerage - 44-05 Ridgecut	\$385.00	\$0.00	(\$385.00)	\$1,925.00	\$2,600.00	\$675.00
Sewer Donnelly Circle	\$1,799.28	\$0.00	(\$1,799.28)	\$16,193.52	\$21,700.00	\$5,506.48
AMP Management Fee	\$8,242.96	\$0.00	(\$8,242.96)	\$73,102.04	\$97,000.00	\$23,897.96
Bookkeeping Fee	\$1,140.00	\$0.00	(\$1,140.00)	\$10,110.00	\$13,680.00	\$3,570.00
Asset Management Fee	\$1,520.00	\$0.00	(\$1,520.00)	\$13,510.00	\$18,240.00	\$4,730.00
Electrical Supplies	\$178.07	\$0.00	(\$178.07)	\$3,793.27	\$4,500.00	\$706.73
Plumbing Supplies	\$1,073.81	\$0.00	(\$1,073.81)	\$5,590.00	\$7,000.00	\$1,410.00
Painting Supplies	\$79.91	\$0.00	(\$79.91)	\$148.50	\$400.00	\$251.50
Chemical Supplies	\$87.89	\$0.00	(\$87.89)	\$2,034.52	\$3,000.00	\$965.48
Lumber and Hardware	\$1,261.61	\$0.00	(\$1,261.61)	\$12,413.23	\$18,500.00	\$6,086.77
Automotive Supplies	\$0.00	\$0.00	\$0.00	\$37.30	\$0.00	(\$37.30)
Gas / Oil	\$352.14	\$0.00	(\$352.14)	\$2,727.01	\$3,250.00	\$522.99
Dwelling Equipment/Supplies	\$762.73	\$0.00	(\$762.73)	\$2,444.38	\$5,378.00	\$2,933.62
Maintenance Equip/Supplies	\$27,307.00	\$0.00	(\$27,307.00)	\$27,452.29	\$300.00	(\$27,152.29)
Stoves/Parts	\$0.00	\$0.00	\$0.00	\$79.82	\$1,000.00	\$920.18
Refrigerators/Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Fire Protection/Testing/Monitor	\$0.00	\$0.00	\$0.00	\$1,644.12	\$1,700.00	\$55.88
Grounds Maintenance	\$0.00	\$0.00	\$0.00	\$4,307.43	\$6,000.00	\$1,692.57
Electrical Repair/Contract	\$0.00	\$0.00	\$0.00	\$1,132.94	\$2,000.00	\$867.06
Plumbing Repair/Contract	\$0.00	\$0.00	\$0.00	\$1,716.50	\$5,000.00	\$3,283.50
Painting/Decorating/Contract	\$1,522.31	\$0.00	(\$1,522.31)	\$14,663.14	\$14,500.00	(\$163.14)
Garbage Removal	\$8,593.16	\$0.00	(\$8,593.16)	\$41,238.06	\$47,000.00	\$5,761.94

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 120 - AMP 1 - Woodland
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Chemical Treatment/Contract	\$209.83	\$0.00	(\$209.83)	\$8,016.17	\$10,500.00	\$2,483.83
Automotive Repairs	\$0.00	\$0.00	\$0.00	\$465.20	\$1,500.00	\$1,034.80
Minor Equipment Repairs	\$0.00	\$0.00	\$0.00	\$662.58	\$1,100.00	\$437.42
Uniform Service	\$5.15	\$0.00	(\$5.15)	\$129.40	\$400.00	\$270.60
Building Repairs	\$0.00	\$0.00	\$0.00	\$580.14	\$900.00	\$319.86
Landscaping Maintenance Contract	\$2,384.41	\$0.00	(\$2,384.41)	\$23,267.69	\$31,500.00	\$8,232.31
Trash/Yolo County Landfill	\$0.00	\$0.00	\$0.00	\$3,332.05	\$4,000.00	\$667.95
Tree Trimming	\$2,080.00	\$0.00	(\$2,080.00)	\$7,540.00	\$11,500.00	\$3,960.00
Resident Watering Contracts	\$0.00	\$0.00	\$0.00	\$360.00	\$400.00	\$40.00
Maintenance Charges from AMPS	\$3,785.00	\$0.00	(\$3,785.00)	\$79,470.00	\$79,000.00	(\$470.00)
Protective Services	\$168.00	\$0.00	(\$168.00)	\$672.00	\$800.00	\$128.00
Flood Insurance	\$0.00	\$0.00	\$0.00	\$1,776.00	\$3,550.00	\$1,774.00
General Liability Insurance	\$313.00	\$0.00	(\$313.00)	\$2,917.00	\$3,543.00	\$626.00
Auto Insurance	\$103.00	\$0.00	(\$103.00)	\$1,384.00	\$2,333.00	\$949.00
Property Insurance	\$1,401.00	\$0.00	(\$1,401.00)	\$13,032.34	\$15,755.00	\$2,722.66
ERMA Insurance	\$12.00	\$0.00	(\$12.00)	\$108.00	\$291.00	\$183.00
PILOT	\$4,225.00	\$0.00	(\$4,225.00)	\$38,025.00	\$51,000.00	\$12,975.00
Tenant Service Benefits	\$30.60	\$0.00	(\$30.60)	\$1,434.98	\$3,247.00	\$1,812.02
Collection Losses	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
Extraordinary Maintenance	\$0.00	\$0.00	\$0.00	\$2,555.50	\$3,000.00	\$444.50
Total Expense	\$101,186.63	\$0.00	(\$101,186.63)	\$754,276.70	\$970,336.00	\$216,059.30
Net Operating Income (Loss)	\$324,773.32	\$0.00	\$324,773.32	\$273,356.07	\$328,569.00	(\$55,212.93)
Prior period adjusting	\$0.00	\$0.00	\$0.00	\$14,507.00	\$0.00	(\$14,507.00)
Total Non Operating Rev and Exp	\$0.00	\$0.00	\$0.00	\$14,507.00	\$0.00	(\$14,507.00)
Net Income (Loss)	\$324,773.32	\$0.00	\$324,773.32	\$258,849.07	\$328,569.00	(\$69,719.93)

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 130 - AMP 2 - Winters
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
Capital Fund 1406 Transfer in	\$42,844.00	\$0.00	\$42,844.00	\$42,844.00	\$312,000.00	(\$269,156.00)
Capital Fund 1408 Transfer in	\$290,387.00	\$0.00	\$290,387.00	\$290,387.00	\$140,000.00	\$150,387.00
Rent El Rio Villa 1	\$8,163.98	\$0.00	\$8,163.98	\$84,066.97	\$120,000.00	(\$35,933.03)
Rent Vista Montecito	\$5,540.72	\$0.00	\$5,540.72	\$55,455.31	\$77,000.00	(\$21,544.69)
Rent El Rio Villa 2	\$12,272.18	\$0.00	\$12,272.18	\$107,092.59	\$145,000.00	(\$37,907.41)
Rent El Rio Villa 3	\$18,409.22	\$0.00	\$18,409.22	\$168,079.90	\$230,000.00	(\$61,920.10)
Rent El Rio Villa 4	\$7,163.00	\$0.00	\$7,163.00	\$68,263.00	\$95,000.00	(\$26,737.00)
Retro Rent	\$0.00	\$0.00	\$0.00	(\$129.00)	\$621.00	(\$750.00)
Interest Income General Fund	\$0.00	\$0.00	\$0.00	\$434.93	\$600.00	(\$165.07)
Other Income	\$1,484.94	\$0.00	\$1,484.94	\$67,574.82	\$68,940.00	(\$1,365.18)
Other Income - 44-02 Villa #1	\$150.38	\$0.00	\$150.38	\$3,806.50	\$4,000.00	(\$193.50)
Other Income - 44-04 Montecito	\$374.63	\$0.00	\$374.63	\$634.63	\$300.00	\$334.63
Other Income- 44-08 Villa #2	\$80.00	\$0.00	\$80.00	\$713.46	\$1,200.00	(\$486.54)
Other Income- 44-18 Villa #3	\$109.16	\$0.00	\$109.16	\$1,618.57	\$3,000.00	(\$1,381.43)
Other Income- 44-25 Villa #4	\$100.00	\$0.00	\$100.00	\$1,203.94	\$1,800.00	(\$596.06)
Transfers In	(\$9,844.62)	\$0.00	(\$9,844.62)	(\$9,844.62)	\$0.00	(\$9,844.62)
Transfer In-CFP 1406	\$0.00	\$0.00	\$0.00	\$9,844.62	\$0.00	\$9,844.62
HUD Operating Subsidy	\$14,910.00	\$0.00	\$14,910.00	\$160,444.00	\$195,000.00	(\$34,556.00)
Maintenance Charges to AMPS	\$1,741.00	\$0.00	\$1,741.00	\$10,016.00	\$15,000.00	(\$4,984.00)
Total Revenue	\$393,885.59	\$0.00	\$393,885.59	\$1,062,506.62	\$1,409,461.00	(\$346,954.38)
Operating Expenditures						
Administrative Salaries	\$5,635.30	\$0.00	(\$5,635.30)	\$50,064.51	\$70,382.00	\$20,317.49
Admin. P/R Taxes- Social Security/Medicare	\$401.66	\$0.00	(\$401.66)	\$3,609.85	\$5,169.00	\$1,559.15
Admin. P/R Taxes- -SUI	\$221.39	\$0.00	(\$221.39)	\$874.47	\$667.00	(\$207.47)
Admin. Retirement	\$481.55	\$0.00	(\$481.55)	\$5,226.82	\$8,009.00	\$2,782.18
Admin. Wokers Comp	\$0.00	\$0.00	\$0.00	\$480.02	\$953.00	\$472.98
Tenant Service Salaries	\$1,551.38	\$0.00	(\$1,551.38)	\$10,537.59	\$16,256.00	\$5,718.41
Tenant Svc. P/R Taxes- Social Security/Medicare	\$117.38	\$0.00	(\$117.38)	\$773.03	\$1,219.00	\$445.97
Tenant Svc. P/R Taxes - - SUI	\$60.33	\$0.00	(\$60.33)	\$432.76	\$230.00	(\$202.76)
Tenant Svc. Retirement	\$84.02	\$0.00	(\$84.02)	\$557.31	\$1,229.00	\$671.69

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 130 - AMP 2 - Winters

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Tenant Svc. Workers Comp	\$0.00	\$0.00	\$0.00	\$103.52	\$171.00	\$67.48
Maintenance Salaries	\$5,340.99	\$0.00	(\$5,340.99)	\$50,399.54	\$67,985.00	\$17,585.46
Maintenance P/R Taxes-Social Security/Medicare	\$396.32	\$0.00	(\$396.32)	\$3,768.11	\$5,054.00	\$1,285.89
Maintenance P/R Taxes- - SUI	\$51.56	\$0.00	(\$51.56)	\$522.57	\$507.00	(\$15.57)
Maintenance Retirement	\$638.75	\$0.00	(\$638.75)	\$4,578.44	\$7,527.00	\$2,948.56
Maintenance Workers Comp	\$0.00	\$0.00	\$0.00	\$4,844.54	\$6,349.00	\$1,504.46
Administrative Benefits	\$1,794.24	\$0.00	(\$1,794.24)	\$16,248.82	\$24,002.00	\$7,753.18
Retired Benefits	\$1,142.81	\$0.00	(\$1,142.81)	\$6,178.55	\$77,700.00	\$71,521.45
OPEB Expense	\$0.00	\$0.00	\$0.00	\$63,000.00	\$0.00	(\$63,000.00)
Maintenance Benefits	\$604.79	\$0.00	(\$604.79)	\$2,899.54	\$4,818.00	\$1,918.46
Legal Fees	\$1,356.00	\$0.00	(\$1,356.00)	\$5,945.00	\$6,500.00	\$555.00
Training	\$0.00	\$0.00	\$0.00	\$15.80	\$1,000.00	\$984.20
Travel	\$90.00	\$0.00	(\$90.00)	\$765.13	\$2,000.00	\$1,234.87
Professional Services	\$109.94	\$0.00	(\$109.94)	\$2,785.17	\$5,683.00	\$2,897.83
Auditing	\$0.00	\$0.00	\$0.00	\$3,000.00	\$6,763.00	\$3,763.00
147 Rent Allocation	\$336.80	\$0.00	(\$336.80)	\$3,031.20	\$4,050.00	\$1,018.80
Postage	\$176.09	\$0.00	(\$176.09)	\$1,300.03	\$1,500.00	\$199.97
Office Supplies	\$107.03	\$0.00	(\$107.03)	\$1,702.57	\$3,450.00	\$1,747.43
Printing	\$0.00	\$0.00	\$0.00	\$201.60	\$0.00	(\$201.60)
Telephone	\$556.17	\$0.00	(\$556.17)	\$5,040.84	\$7,100.00	\$2,059.16
Fair Housing Services	\$416.67	\$0.00	(\$416.67)	\$1,250.01	\$1,667.00	\$416.99
Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$278.25	\$500.00	\$221.75
Computer Services	\$0.00	\$0.00	\$0.00	\$3,472.42	\$3,500.00	\$27.58
Office Machines/Leases	\$0.00	\$0.00	\$0.00	\$1,670.24	\$13,115.00	\$11,444.76
Criminal Background Checks	\$144.25	\$0.00	(\$144.25)	\$986.90	\$1,800.00	\$813.10
Personnel Cost (Temps)	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	(\$120.00)
Advertising	\$0.00	\$0.00	\$0.00	\$132.74	\$1,000.00	\$867.26
Tenant Services Materials	\$32.56	\$0.00	(\$32.56)	\$331.53	\$1,300.00	\$968.47
Tenant Liaison	\$150.00	\$0.00	(\$150.00)	\$1,364.75	\$1,800.00	\$435.25
Water - 44-02 Villa #1	\$1,654.88	\$0.00	(\$1,654.88)	\$10,122.52	\$15,000.00	\$4,877.48
Water - 44-04 Montecito	\$642.92	\$0.00	(\$642.92)	\$5,786.28	\$7,800.00	\$2,013.72
Water - 44-18 Villa #3	\$1,654.88	\$0.00	(\$1,654.88)	\$10,092.54	\$13,500.00	\$3,407.46
Electricity- 44-02 Villa #1	\$2,178.75	\$0.00	(\$2,178.75)	\$22,198.84	\$28,500.00	\$6,301.16

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 130 - AMP 2 - Winters

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Electricity- 44-04 Montecito	\$237.51	\$0.00	(\$237.51)	\$2,502.51	\$3,500.00	\$997.49
Electricity- 44-08 Villa #2	\$0.00	\$0.00	\$0.00	\$24.40	\$100.00	\$75.60
Electricity- 44-18 Villa #3	\$6.00	\$0.00	(\$6.00)	\$66.63	\$400.00	\$333.37
Electricity- 44-25 Villa #4	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Gas- 44-02 Villa #1	\$43.64	\$0.00	(\$43.64)	\$284.36	\$400.00	\$115.64
Gas- 44-04 Montecito	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
Gas- 44-08 Villa #2	\$0.00	\$0.00	\$0.00	\$36.32	\$50.00	\$13.68
Gas- 44-18 Villa #3	\$4.21	\$0.00	(\$4.21)	\$40.01	\$200.00	\$159.99
Gas-Purtel Winters	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Sewerage - 44-02 Villa #1	\$0.00	\$0.00	\$0.00	\$306.50	\$0.00	(\$306.50)
Sewerage - 44-04 Montecito	\$453.60	\$0.00	(\$453.60)	\$4,082.40	\$5,500.00	\$1,417.60
Sewerage- 44-08 Villa #2	\$0.00	\$0.00	\$0.00	\$306.50	\$735.00	\$428.50
Sewerage- 44-18 Villa #3	\$0.00	\$0.00	\$0.00	\$306.50	\$735.00	\$428.50
Sewerage-44-25 Villa #4	\$0.00	\$0.00	\$0.00	\$306.50	\$735.00	\$428.50
City of Winters Sewer Svc. and Main. MOU	\$10,881.64	\$0.00	(\$10,881.64)	\$97,934.76	\$130,584.00	\$32,649.24
AMP Management Fee	\$7,375.28	\$0.00	(\$7,375.28)	\$67,299.43	\$89,000.00	\$21,700.57
Bookkeeping Fee	\$1,020.00	\$0.00	(\$1,020.00)	\$9,307.50	\$12,600.00	\$3,292.50
Asset Management Fee	\$1,360.00	\$0.00	(\$1,360.00)	\$12,450.00	\$16,800.00	\$4,350.00
IT Services	\$0.00	\$0.00	\$0.00	\$0.00	\$6,041.00	\$6,041.00
Electrical Supplies	\$804.75	\$0.00	(\$804.75)	\$4,332.64	\$3,800.00	(\$532.64)
Plumbing Supplies	\$958.90	\$0.00	(\$958.90)	\$7,638.68	\$7,000.00	(\$638.68)
Painting Supplies	\$0.00	\$0.00	\$0.00	\$295.96	\$100.00	(\$195.96)
Chemical Supplies	\$0.00	\$0.00	\$0.00	\$681.17	\$1,800.00	\$1,118.83
Lumber and Hardware	\$1,184.32	\$0.00	(\$1,184.32)	\$11,122.66	\$14,000.00	\$2,877.34
Automotive Supplies	\$0.00	\$0.00	\$0.00	\$189.16	\$300.00	\$110.84
Gas / Oil	\$769.09	\$0.00	(\$769.09)	\$4,536.90	\$6,000.00	\$1,463.10
Dwelling Equipment/Supplies	\$0.00	\$0.00	\$0.00	\$2,864.17	\$7,500.00	\$4,635.83
Maintenance Equip/Supplies	\$27,309.00	\$0.00	(\$27,309.00)	\$27,700.23	\$3,500.00	(\$24,200.23)
Stoves/Parts	\$0.00	\$0.00	\$0.00	\$59.63	\$1,500.00	\$1,440.37
Fire Protection/Testing/Monitor	\$0.00	\$0.00	\$0.00	\$782.37	\$2,500.00	\$1,717.63
Grounds Maintenance	\$0.00	\$0.00	\$0.00	\$2,349.89	\$2,500.00	\$150.11
Electrical Repair/Contract	\$0.00	\$0.00	\$0.00	\$637.50	\$1,300.00	\$662.50
Plumbing Repair/Contract	\$1,238.00	\$0.00	(\$1,238.00)	\$1,238.00	\$3,000.00	\$1,762.00

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 130 - AMP 2 - Winters

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Painting/Decorating/Contract	\$120.52	\$0.00	(\$120.52)	\$10,280.24	\$19,000.00	\$8,719.76
Garbage Removal	\$2,294.56	\$0.00	(\$2,294.56)	\$17,486.58	\$25,000.00	\$7,513.42
Chemical Treatment/Contract	\$0.00	\$0.00	\$0.00	\$6,784.00	\$10,500.00	\$3,716.00
Automotive Repairs	\$108.96	\$0.00	(\$108.96)	\$512.45	\$2,000.00	\$1,487.55
Minor Equipment Repairs	\$0.00	\$0.00	\$0.00	\$175.55	\$750.00	\$574.45
Major Equipment Repairs	\$0.00	\$0.00	\$0.00	\$160.00	\$0.00	(\$160.00)
Uniform Service	\$0.74	\$0.00	(\$0.74)	\$7.91	\$1,150.00	\$1,142.09
Mat Service	\$141.24	\$0.00	(\$141.24)	\$1,094.61	\$1,800.00	\$705.39
Building Repairs	\$0.00	\$0.00	\$0.00	\$3,441.30	\$312,000.00	\$308,558.70
Landscaping Maintenance Contract	\$2,422.45	\$0.00	(\$2,422.45)	\$24,452.05	\$35,000.00	\$10,547.95
Trash/Yolo County Landfill	\$0.00	\$0.00	\$0.00	\$2,599.96	\$5,000.00	\$2,400.04
Tree Trimming	\$0.00	\$0.00	\$0.00	\$6,440.00	\$15,000.00	\$8,560.00
Resident Watering Contracts	\$0.00	\$0.00	\$0.00	\$360.00	\$540.00	\$180.00
Maintenance Charges from AMPS	\$6,430.00	\$0.00	(\$6,430.00)	\$90,395.00	\$137,000.00	\$46,605.00
Protective Services	\$168.00	\$0.00	(\$168.00)	\$2,231.00	\$900.00	(\$1,331.00)
General Liability Insurance	\$288.00	\$0.00	(\$288.00)	\$2,692.00	\$3,250.00	\$558.00
Auto Insurance	\$184.00	\$0.00	(\$184.00)	\$1,656.00	\$2,230.00	\$574.00
Property Insurance	\$1,280.00	\$0.00	(\$1,280.00)	\$11,943.33	\$16,389.00	\$4,445.67
ERMA Insurance	\$10.00	\$0.00	(\$10.00)	\$90.00	\$243.00	\$153.00
PILOT	\$5,700.00	\$0.00	(\$5,700.00)	\$51,300.00	\$63,000.00	\$11,700.00
Tenant Services Benefits	\$30.60	\$0.00	(\$30.60)	\$1,435.01	\$3,247.00	\$1,811.99
Collection Losses	\$0.00	\$0.00	\$0.00	(\$366.00)	\$1,000.00	\$1,366.00
Total Expense	\$100,954.42	\$0.00	(\$100,954.42)	\$801,548.62	\$1,403,334.00	\$601,785.38
Net Operating Income (Loss)	\$292,931.17	\$0.00	\$292,931.17	\$260,958.00	\$6,127.00	\$254,831.00
Prior period adjusting	\$0.00	\$0.00	\$0.00	\$3,418,816.03	\$0.00	(\$3,418,816.03)
Total Non Operating Rev and Exp	\$0.00	\$0.00	\$0.00	\$3,418,816.03	\$0.00	(\$3,418,816.03)

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 147 - Administration Building - AMP 4
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
Rent Income Commercial	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$31,000.00	(\$11,000.00)
Space Rental Income	\$10,726.50	\$0.00	\$10,726.50	\$96,538.50	\$128,719.00	(\$32,180.50)
Capital Fund Debt Service Revenue	\$75,934.00	\$0.00	\$75,934.00	\$117,907.00	\$217,898.00	(\$99,991.00)
Total Revenue	\$106,660.50	\$0.00	\$106,660.50	\$234,445.50	\$377,617.00	(\$143,171.50)
Operating Expenditures						
Taxes, Fees & Assessments	\$0.00	\$0.00	\$0.00	\$7,111.49	\$3,500.00	(\$3,611.49)
Water-West Main	\$111.27	\$0.00	(\$111.27)	\$1,585.58	\$1,200.00	(\$385.58)
Electricity- West Main	\$1,095.22	\$0.00	(\$1,095.22)	\$15,411.06	\$21,000.00	\$5,588.94
Gas- West Main	\$84.26	\$0.00	(\$84.26)	\$1,662.87	\$3,500.00	\$1,837.13
Sewerage- West Main	\$24.99	\$0.00	(\$24.99)	\$306.19	\$500.00	\$193.81
Building Maintenance	\$0.00	\$0.00	\$0.00	\$3,106.10	\$7,500.00	\$4,393.90
Mat Service	\$210.00	\$0.00	(\$210.00)	\$1,470.00	\$3,965.00	\$2,495.00
Landscape Maintenance	\$229.16	\$0.00	(\$229.16)	\$2,105.44	\$3,000.00	\$894.56
Maintenance Charges from AMPS	\$5,165.00	\$0.00	(\$5,165.00)	\$5,165.00	\$13,500.00	\$8,335.00
Protective Services	\$249.00	\$0.00	(\$249.00)	\$7,477.03	\$10,200.00	\$2,722.97
Property Insurance	\$191.00	\$0.00	(\$191.00)	\$1,719.00	\$2,096.00	\$377.00
Debt Service-Loan #1 \$2,240,000 Loan	\$2,837.71	\$0.00	(\$2,837.71)	\$53,629.54	\$75,925.00	\$22,295.46
Debt Service-Loan #3 \$480,000 Loan	\$50,315.00	\$0.00	(\$50,315.00)	\$53,602.04	\$5,075.00	(\$48,527.04)
Total Expense	\$60,512.61	\$0.00	(\$60,512.61)	\$154,351.34	\$150,961.00	(\$3,390.34)
Net Operating Income (Loss)	\$46,147.89	\$0.00	\$46,147.89	\$80,094.16	\$226,656.00	(\$146,561.84)
Operating Transfers In						
Equity Transfer In/Out	(\$38,121.45)	\$0.00	\$38,121.45	(\$137,907.00)	\$0.00	\$137,907.00
Equity Transfer In/Out	\$137,907.00	\$0.00	(\$137,907.00)	\$137,907.00	\$0.00	(\$137,907.00)
Total Non Operating Rev and Exp	\$99,785.55	\$0.00	(\$99,785.55)	\$0.00	\$0.00	\$0.00

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 200 - Section 8

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
Admin Fees Earned	\$88,400.00	\$0.00	\$88,400.00	\$793,123.00	\$995,000.00	(\$201,877.00)
Port In Admin Fees	\$0.00	\$0.00	\$0.00	\$59.50	\$175.00	(\$115.50)
Interest Income-Admin Reserve	\$201.89	\$0.00	\$201.89	\$1,153.44	\$1,200.00	(\$46.56)
Fraud Income	\$267.75	\$0.00	\$267.75	\$3,600.40	\$5,000.00	(\$1,399.60)
Other Income	\$0.00	\$0.00	\$0.00	\$45,275.00	\$51,000.00	(\$5,725.00)
Total Revenue	\$88,869.64	\$0.00	\$88,869.64	\$843,211.34	\$1,052,375.00	(\$209,163.66)
Operating Expenditures						
Administrative Salaries Vouchers	\$20,909.30	\$0.00	(\$20,909.30)	\$189,759.03	\$276,471.00	\$86,711.97
FSS Coordinator	\$1,342.78	\$0.00	(\$1,342.78)	\$12,715.22	\$20,062.00	\$7,346.78
FSS P/R Taxes - Social Security/Medicare	\$49.99	\$0.00	(\$49.99)	\$856.43	\$1,487.00	\$630.57
FSS P/R Taxes - SUI	\$11.54	\$0.00	(\$11.54)	\$347.21	\$174.00	(\$173.21)
FSS Retirement	\$168.04	\$0.00	(\$168.04)	\$1,114.62	\$2,457.00	\$1,342.38
FSS Workers Comp	\$0.00	\$0.00	\$0.00	\$119.68	\$177.00	\$57.32
Admin. P/R Taxes- Social Security/Medicare	\$1,525.27	\$0.00	(\$1,525.27)	\$13,682.68	\$20,387.00	\$6,704.32
Admin. P/R Taxes- -SUI	\$368.71	\$0.00	(\$368.71)	\$2,476.53	\$2,476.00	(\$0.53)
Admin. Retirement	\$2,643.79	\$0.00	(\$2,643.79)	\$21,106.31	\$32,161.00	\$11,054.69
Admin. Workers Comp	\$0.00	\$0.00	\$0.00	\$1,960.49	\$3,669.00	\$1,708.51
Health Benefits	\$7,936.43	\$0.00	(\$7,936.43)	\$66,728.01	\$88,672.00	\$21,943.99
Retired Benefits	\$817.42	\$0.00	(\$817.42)	\$3,787.10	\$8,700.00	\$4,912.90
FSS Coordinator Health Benefits	\$60.00	\$0.00	(\$60.00)	\$2,859.23	\$6,264.00	\$3,404.77
OPEB Expense	\$0.00	\$0.00	\$0.00	\$38,500.00	\$38,500.00	\$0.00
Training	\$1,055.00	\$0.00	(\$1,055.00)	\$7,810.80	\$9,000.00	\$1,189.20
Travel	\$127.32	\$0.00	(\$127.32)	\$4,602.16	\$6,500.00	\$1,897.84
Contract Service Plan Updates	\$0.00	\$0.00	\$0.00	\$1,075.00	\$4,650.00	\$3,575.00
Professional Services	\$6.12	\$0.00	(\$6.12)	\$8,802.04	\$9,000.00	\$197.96
Auditing	\$0.00	\$0.00	\$0.00	\$8,500.00	\$16,817.00	\$8,317.00
147 Rent Allocation	\$2,803.30	\$0.00	(\$2,803.30)	\$25,229.70	\$33,640.00	\$8,410.30
Office Supplies	\$435.87	\$0.00	(\$435.87)	\$7,086.13	\$9,000.00	\$1,913.87
Postage	\$922.09	\$0.00	(\$922.09)	\$16,236.55	\$16,500.00	\$263.45
Printing	\$0.00	\$0.00	\$0.00	\$2,498.40	\$2,000.00	(\$498.40)

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 200 - Section 8

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Telephone	\$85.74	\$0.00	(\$85.74)	\$755.57	\$1,200.00	\$444.43
Other Misc. Costs	\$0.00	\$0.00	\$0.00	\$66.12	\$20.00	(\$46.12)
Membership Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$666.92	\$3,000.00	\$2,333.08
Fair Housing Services	\$1,250.00	\$0.00	(\$1,250.00)	\$3,750.00	\$5,000.00	\$1,250.00
Admin Fees Port-Outs	\$649.20	\$0.00	(\$649.20)	\$6,661.06	\$7,500.00	\$838.94
Computer Software Chgs. Vouchers	\$0.00	\$0.00	\$0.00	\$22,388.80	\$25,600.00	\$3,211.20
Inspections	\$0.00	\$0.00	\$0.00	\$17,626.00	\$25,000.00	\$7,374.00
Criminal Background Checks	\$350.40	\$0.00	(\$350.40)	\$9,619.60	\$11,000.00	\$1,380.40
Office Equipment Lease/Rental	\$358.86	\$0.00	(\$358.86)	\$8,079.76	\$9,896.00	\$1,816.24
Meeting Supplies/Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Advertising	\$1,661.59	\$0.00	(\$1,661.59)	\$2,398.64	\$2,500.00	\$101.36
Contract Services	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,500.00	\$300.00
HCV Management Fee	\$22,220.80	\$0.00	(\$22,220.80)	\$160,405.60	\$212,000.00	\$51,594.40
HCV Bookkeeping Fee	\$10,072.50	\$0.00	(\$10,072.50)	\$87,112.50	\$115,500.00	\$28,387.50
Gas / Oil	\$0.00	\$0.00	\$0.00	\$530.35	\$1,000.00	\$469.65
Vehical Repair & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Maintenance Charges from AMPS	\$400.00	\$0.00	(\$400.00)	\$450.00	\$500.00	\$50.00
General Liability Insurance	\$290.00	\$0.00	(\$290.00)	\$2,610.00	\$3,280.00	\$670.00
Auto Insurance	\$98.00	\$0.00	(\$98.00)	\$667.50	\$1,170.00	\$502.50
ERMA Insurance	\$21.00	\$0.00	(\$21.00)	\$189.00	\$534.00	\$345.00
HAP Expense Port - In HAPS	\$0.00	\$0.00	\$0.00	(\$1,764.82)	\$0.00	\$1,764.82
Total Expenses	\$78,641.06	\$0.00	(\$78,641.06)	\$761,265.92	\$1,036,764.00	\$275,498.08
Net Operating Income (Loss)	\$10,228.58	\$0.00	\$10,228.58	\$81,945.42	\$15,611.00	\$66,334.42
Total Non Operating Rev and Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income (Loss)	\$10,228.58	\$0.00	\$10,228.58	\$81,945.42	\$15,611.00	\$66,334.42

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 201 - HAP Voucher Income/Payments Only
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
HAP Contributions Received from HUD	\$790,643.00	\$0.00	\$790,643.00	\$7,169,984.00	\$9,225,000.00	(\$2,055,016.00)
HAP Reserve Interest Income	\$316.58	\$0.00	\$316.58	\$3,103.19	\$3,900.00	(\$796.81)
HAP Fraud Income (50%)	\$267.75	\$0.00	\$267.75	\$3,600.40	\$5,000.00	(\$1,399.60)
Total Revenue	\$791,227.33	\$0.00	\$791,227.33	\$7,176,687.59	\$9,233,900.00	(\$2,057,212.41)
Operating Expenditures						
HAP Payments	\$816,086.76	\$0.00	(\$816,086.76)	\$6,796,839.55	\$8,791,198.00	\$1,994,358.45
HAP FSS Escrow Payments	\$82.00	\$0.00	(\$82.00)	\$1,547.00	\$4,327.00	\$2,780.00
HAP Payments Outgoing Ports	\$10,724.60	\$0.00	(\$10,724.60)	\$112,501.45	\$213,837.00	\$101,335.55
HAP Utilities	\$1,647.00	\$0.00	(\$1,647.00)	\$15,612.15	\$103,638.00	\$88,025.85
Total Expense	\$828,540.36	\$0.00	(\$828,540.36)	\$6,926,500.15	\$9,113,000.00	\$2,186,499.85
Net Operating Income (Loss)	(\$37,313.03)	\$0.00	(\$37,313.03)	\$250,187.44	\$120,900.00	\$129,287.44
Total Non Operating Rev and Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income (Loss)	(\$37,313.03)	\$0.00	(\$37,313.03)	\$250,187.44	\$120,900.00	\$129,287.44

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 310 - 310 COCC

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
HCV Program Management Fees	\$22,220.80	- \$0.00	\$22,220.80	\$160,405.60	\$212,000.00	(\$51,594.40)
HCV Program Bookkeeping Fees	\$10,072.50	\$0.00	\$10,072.50	\$87,112.50	\$115,500.00	(\$28,387.50)
Soccer League Receipts	\$0.00	\$0.00	\$0.00	\$2,325.00	\$2,325.00	\$0.00
Capital Fund Transfer Line 1408	\$29,838.00	\$0.00	\$29,838.00	\$29,838.00	\$121,728.00	(\$91,890.00)
Capital Fund 1410 Admin Costs Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	(\$30,000.00)
Donation Income	\$369.24	\$0.00	\$369.24	\$3,507.72	\$4,800.00	(\$1,292.28)
Interest Income	\$244.37	\$0.00	\$244.37	\$2,480.51	\$3,600.00	(\$1,119.49)
Bank Interest from Migrant Care Reserve	\$15.53	\$0.00	\$15.53	\$149.35	\$0.00	\$149.35
LIPH Bookkeeping Fees	\$3,202.50	\$0.00	\$3,202.50	\$28,650.00	\$38,790.00	(\$10,140.00)
LIPH Management Fees	\$23,156.21	\$0.00	\$23,156.21	\$207,158.60	\$274,000.00	(\$66,841.40)
LIPH Asset Management Fees	\$4,270.00	\$0.00	\$4,270.00	\$38,310.00	\$51,720.00	(\$13,410.00)
Cttwd Mgmt Fees & Salary Reimbursement	\$1,610.00	\$0.00	\$1,610.00	\$14,490.00	\$19,320.00	(\$4,830.00)
Davis RD-880 Mgmt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)
ADMH Management Fees	\$6,500.00	\$0.00	\$6,500.00	\$6,500.00	\$39,000.00	(\$32,500.00)
IT Billed	\$0.00	\$0.00	\$0.00	\$0.00	\$21,250.00	(\$21,250.00)
Maintenance Charges to AMPS	\$34,365.00	\$0.00	\$34,365.00	\$222,790.00	\$295,000.00	(\$72,210.00)
Davis Migrant Center Management Fees	\$3,444.00	\$0.00	\$3,444.00	\$30,996.00	\$45,008.00	(\$14,012.00)
Madison Migrant Center Management Fees	\$4,892.00	\$0.00	\$4,892.00	\$44,028.00	\$64,028.00	(\$20,000.00)
Dixon Migrant Center Management Fees	\$4,148.00	\$0.00	\$4,148.00	\$37,332.00	\$57,155.00	(\$19,823.00)
Davis Solar Management Fee	\$2,250.00	\$0.00	\$2,250.00	\$2,250.00	\$4,494.00	(\$2,244.00)
Other income	\$315,224.00	\$0.00	\$315,224.00	\$527,186.74	\$227,000.00	\$300,186.74
Total Revenue	\$465,822.15	\$0.00	\$465,822.15	\$1,445,510.02	\$1,641,718.00	(\$196,207.98)
Operating Expenditures						
Administrative Salaries	\$54,358.44	\$0.00	(\$54,358.44)	\$483,060.66	\$708,156.00	\$225,095.34
Admin. P/R Taxes- Social Security/Medicare	\$3,977.04	\$0.00	(\$3,977.04)	\$32,860.83	\$52,013.00	\$19,152.17
Admin. P/R Taxes- -SUI	\$207.84	\$0.00	(\$207.84)	\$4,345.53	\$3,788.00	(\$557.53)
Admin. Retirement	\$6,628.32	\$0.00	(\$6,628.32)	\$44,804.13	\$76,885.00	\$32,080.87
Admin. Workers Comp	\$0.00	\$0.00	\$0.00	\$3,763.01	\$17,398.00	\$13,634.99
Maintenance Salaries	\$8,491.85	\$0.00	(\$8,491.85)	\$80,767.55	\$110,666.00	\$29,898.45
Maintenance P/R Taxes- Social Security/Medicare	\$610.07	\$0.00	(\$610.07)	\$5,859.90	\$8,206.00	\$2,346.10

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 310 - 310 COCC

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Maintenance P/R Taxes- -SUI	\$276.78	\$0.00	(\$276.78)	\$1,302.01	\$1,302.00	(\$0.01)
Maintenance Retirement	\$1,158.35	\$0.00	(\$1,158.35)	\$13,363.89	\$13,389.00	\$25.11
Maintenance Workers Comp	\$0.00	\$0.00	\$0.00	\$9,559.38	\$10,336.00	\$776.62
Admin Benefits	\$10,531.84	\$0.00	(\$10,531.84)	\$68,899.66	\$96,687.00	\$27,787.34
Retired Admin Benefits	\$1,601.00	\$0.00	(\$1,601.00)	\$7,574.06	\$26,100.00	\$18,525.94
OPEB Expense	\$0.00	\$0.00	\$0.00	\$82,000.00	\$82,000.00	\$0.00
Maintenance Benefits	\$2,554.78	\$0.00	(\$2,554.78)	\$22,807.02	\$30,828.00	\$8,020.98
Legal Fees	\$4,166.66	\$0.00	(\$4,166.66)	\$38,394.96	\$50,000.00	\$11,605.04
Training	\$400.00	\$0.00	(\$400.00)	\$2,942.80	\$8,500.00	\$5,557.20
Travel	\$949.40	\$0.00	(\$949.40)	\$7,206.31	\$12,000.00	\$4,793.69
Contract Service - Clerk of the Board	\$667.00	\$0.00	(\$667.00)	\$6,003.00	\$10,000.00	\$3,997.00
Professional Services	\$21.90	\$0.00	(\$21.90)	\$3,752.60	\$2,100.00	(\$1,652.60)
Auditing	\$0.00	\$0.00	\$0.00	\$8,500.00	\$7,325.00	(\$1,175.00)
147 Rent Allocation	\$4,012.60	\$0.00	(\$4,012.60)	\$36,113.40	\$48,151.00	\$12,037.60
Postage	\$547.64	\$0.00	(\$547.64)	\$1,986.25	\$2,500.00	\$513.75
Office Supplies	\$477.22	\$0.00	(\$477.22)	(\$714.67)	\$7,500.00	\$8,214.67
Printing	\$0.00	\$0.00	\$0.00	\$1,951.01	\$1,500.00	(\$451.01)
Telephone	\$1,604.03	\$0.00	(\$1,604.03)	\$14,711.37	\$19,000.00	\$4,288.63
Board Stipends	\$250.00	\$0.00	(\$250.00)	\$1,750.00	\$3,850.00	\$2,100.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$2,434.00	\$5,545.00	\$3,111.00
Computer Support-Tenmast	\$0.00	\$0.00	\$0.00	\$6,402.40	\$9,000.00	\$2,597.60
Computer Services	\$125.00	\$0.00	(\$125.00)	\$332.50	\$4,123.00	\$3,790.50
NOT Director's Challenge Funds use 310.2415.00.000.000	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	(\$900.00)
Office Equipment	\$0.00	\$0.00	\$0.00	\$72.80	\$0.00	(\$72.80)
Office Machines/Leases	\$159.87	\$0.00	(\$159.87)	\$2,927.95	\$6,600.00	\$3,672.05
Meeting Expense	\$186.63	\$0.00	(\$186.63)	\$1,699.30	\$0.00	(\$1,699.30)
Advertising	\$0.00	\$0.00	\$0.00	\$637.72	\$500.00	(\$137.72)
P/R Processing Fee	\$271.05	\$0.00	(\$271.05)	\$2,897.83	\$3,750.00	\$852.17
Taxes, Fees and Assessments	(\$51.05)	\$0.00	\$51.05	\$4,405.26	\$4,500.00	\$94.74
Soccer League Expenses	\$0.00	\$0.00	\$0.00	\$2,308.40	\$2,308.00	(\$0.40)
TANA Project Expense	\$0.00	\$0.00	\$0.00	\$8.36	\$0.00	(\$8.36)
Water - West Main	\$0.00	\$0.00	\$0.00	\$14.12	\$0.00	(\$14.12)
Maintenance Supplies	\$225.25	\$0.00	(\$225.25)	\$720.08	\$0.00	(\$720.08)

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 310 - 310 COCC

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Gas & Oil Vehicles/Repairs Fleet Vehicles	\$2,047.30	\$0.00	(\$2,047.30)	\$10,555.15	\$21,500.00	\$10,944.85
Trash Truck- Insurance/Fuel/Repairs	\$1,029.17	\$0.00	(\$1,029.17)	\$7,191.56	\$0.00	(\$7,191.56)
Uniforms	\$26.00	\$0.00	(\$26.00)	\$394.71	\$0.00	(\$394.71)
Landscape Maintenance	\$0.00	\$0.00	\$0.00	\$210.00	\$0.00	(\$210.00)
Maintenance Charges from AMPS	\$0.00	\$0.00	\$0.00	\$100.00	\$200.00	\$100.00
Auto Insurance	\$275.00	\$0.00	(\$275.00)	\$2,475.00	\$0.00	(\$2,475.00)
ERMA Insurance	\$21.00	\$0.00	(\$21.00)	\$189.00	\$1,231.00	\$1,042.00
Bank Fees	\$0.00	\$0.00	\$0.00	\$36.41	\$0.00	(\$36.41)
Migrant Refunds	\$0.00	\$0.00	\$0.00	(\$70.00)	\$0.00	\$70.00
Debt Service-Loan #1 \$2,240,000 Loan	(\$256.45)	\$0.00	\$256.45	\$0.00	\$0.00	\$0.00
Debt Service-Loan #3 \$480,000 Loan	(\$50,015.56)	\$0.00	\$50,015.56	\$0.00	\$0.00	\$0.00
Manual Payroll Checks	(\$6,683.01)	\$0.00	\$6,683.01	\$0.00	\$0.00	\$0.00
Total Expense	\$50,852.96	\$0.00	(\$50,852.96)	\$1,030,407.21	\$1,469,437.00	\$439,029.79
Net Operating Income (Loss)	\$414,969.19	\$0.00	\$414,969.19	\$415,102.81	\$172,281.00	\$242,821.81
Operations Transfer Out	\$1,661.45	\$0.00	(\$1,661.45)	\$0.00	\$0.00	\$0.00
Total Non Operating Rev and Exp	\$1,661.45	\$0.00	(\$1,661.45)	\$0.00	\$0.00	\$0.00
Net Income (Loss)	\$413,307.74	\$0.00	\$413,307.74	\$415,102.81	\$172,281.00	\$242,821.81

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 320 - ADMH

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
Other government revenues	\$21,675.64	\$0.00	\$21,675.64	\$21,675.64	\$37,900.00	(\$16,224.36)
Total Revenue	\$21,675.64	\$0.00	\$21,675.64	\$21,675.64	\$37,900.00	(\$16,224.36)
Operating Expenditures						
Administrative Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$4,050.00	\$4,050.00
Administrative Salaries Meadowlark	\$0.00	\$0.00	\$0.00	\$0.00	\$4,050.00	\$4,050.00
Background Check-Trinity	\$86.55	\$0.00	(\$86.55)	\$86.55	\$350.00	\$263.45
Background Check Meadowlark	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$350.00
Project Management Expense	\$6,500.00	\$0.00	(\$6,500.00)	\$6,500.00	\$0.00	(\$6,500.00)
Property Taxes, Assessments and Fees Meadowlark	\$0.00	\$0.00	\$0.00	\$2,235.14	\$1,100.00	(\$1,135.14)
Water/Sewer expense Trinity	\$38.30	\$0.00	(\$38.30)	\$438.43	\$800.00	\$361.57
Water & Sewer Meadowlark	\$35.70	\$0.00	(\$35.70)	\$372.97	\$800.00	\$427.03
Electric Service Meadowlark	\$71.70	\$0.00	(\$71.70)	\$1,386.93	\$2,500.00	\$1,113.07
Electric Expense-Trinity	\$44.39	\$0.00	(\$44.39)	\$844.71	\$2,500.00	\$1,655.29
Gas (Heating) Meadowlark	\$129.09	\$0.00	(\$129.09)	\$559.17	\$1,500.00	\$940.83
Gas Expense Trinity	\$79.38	\$0.00	(\$79.38)	\$344.81	\$1,500.00	\$1,155.19
Sewer - Meadowlark	\$26.01	\$0.00	(\$26.01)	\$182.07	\$0.00	(\$182.07)
Sewer - Trinity	\$22.91	\$0.00	(\$22.91)	\$176.11	\$0.00	(\$176.11)
Materials Trinity	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
Materials Meadowlark	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
Maintenance Repairs Meadowlark	\$0.00	\$0.00	\$0.00	\$23.38	\$0.00	(\$23.38)
Grounds Maintenance Trinity	\$122.08	\$0.00	(\$122.08)	\$1,098.72	\$1,500.00	\$401.28
Grounds Maintenance Meadowlark	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
Garbage and Trash Removal Trinity	\$52.48	\$0.00	(\$52.48)	\$260.46	\$500.00	\$239.54
Garbage and Trash Removal Meadowlark	\$18.91	\$0.00	(\$18.91)	\$170.19	\$500.00	\$329.81
Chemical Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
Chemical Treatment Meadowlark	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
Maintenance Charges From AMPS - Meadowlark	\$575.00	\$0.00	(\$575.00)	\$600.00	\$3,000.00	\$2,400.00
Maintenance Charges from AMPS - Trinity	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
Property Insurance Trinity	\$0.00	\$0.00	\$0.00	\$198.00	\$750.00	\$552.00
Property Insurance Meadowlark	\$0.00	\$0.00	\$0.00	\$198.00	\$750.00	\$552.00

YOLO COUNTY HOUSING
Expense Actual to Budget comparison

Funds : , 320 - ADMH

Date : March 2011

Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Extraordinary Maintenance Trinity	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Extraordinary Maintenance Meadowlark	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Expense	\$7,802.50	\$0.00	(\$7,802.50)	\$15,675.64	\$37,900.00	\$22,224.36
Net Operating Income (Loss)	\$13,873.14	\$0.00	\$13,873.14	\$6,000.00	\$0.00	\$6,000.00
Total Non Operating Rev and Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income (Loss)	\$13,873.14	\$0.00	\$13,873.14	\$6,000.00	\$0.00	\$6,000.00

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 400 - Cottonwood Meadows (New Hope CDC)
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
Dwelling Rent-Market Rate Units	\$17,910.00	\$0.00	\$17,910.00	\$157,590.02	\$209,954.00	(\$52,363.98)
Dwelling Rent-RHCP Units	\$4,310.00	\$0.00	\$4,310.00	\$30,850.72	\$41,160.00	(\$10,309.28)
Interest Income	\$74.53	\$0.00	\$74.53	\$537.34	\$800.00	(\$262.66)
Interest on Replacement Reserve	\$0.00	\$0.00	\$0.00	\$67.04	\$0.00	\$67.04
Other Income Tenant Cottonwood	\$0.00	\$0.00	\$0.00	\$844.50	\$1,200.00	(\$355.50)
Other Program Charges-RHCP Units	\$0.00	\$0.00	\$0.00	\$206.79	\$400.00	(\$193.21)
Vending Income	\$408.13	\$0.00	\$408.13	\$2,081.60	\$2,400.00	(\$318.40)
Total Revenue	\$22,702.66	\$0.00	\$22,702.66	\$192,178.01	\$255,914.00	(\$63,735.99)
Operating Expenditures						
Administration Salaries	\$412.56	\$0.00	(\$412.56)	\$3,856.12	\$5,859.00	\$2,002.88
Admin. P/R Taxes- Social Security/Medicare	\$29.46	\$0.00	(\$29.46)	\$280.39	\$435.00	\$154.61
Admin. P/R Taxes- -SUI	\$0.00	\$0.00	\$0.00	\$32.54	\$33.00	\$0.46
Admin. Retirement	\$51.85	\$0.00	(\$51.85)	\$492.93	\$665.00	\$172.07
Admin. Wokers Comp	\$0.00	\$0.00	\$0.00	\$39.72	\$51.00	\$11.28
Benefits	\$104.25	\$0.00	(\$104.25)	\$934.35	\$1,218.00	\$283.65
Legal Fees	\$0.00	\$0.00	\$0.00	\$1,330.00	\$2,000.00	\$670.00
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Auditing	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,713.00	\$713.00
Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$666.40	\$1,200.00	\$533.60
Postage	\$3.00	\$0.00	(\$3.00)	\$114.70	\$200.00	\$85.30
Telephone	\$62.41	\$0.00	(\$62.41)	\$643.74	\$1,000.00	\$356.26
Computer Services	\$0.00	\$0.00	\$0.00	\$1,067.55	\$1,368.00	\$300.45
Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Management Fee to YCHA	\$1,610.00	\$0.00	(\$1,610.00)	\$14,490.00	\$19,320.00	\$4,830.00
Renting Expense	\$0.00	\$0.00	\$0.00	\$1,112.20	\$0.00	(\$1,112.20)
Background Checks	\$73.60	\$0.00	(\$73.60)	\$160.15	\$100.00	(\$60.15)
Taxes, Assessments & Fees	\$0.00	\$0.00	\$0.00	\$15,798.28	\$15,700.00	(\$98.28)
Tenant Services Materials	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	(\$50.00)

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 400 - Cottonwood Meadows (New Hope CDC)
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Tenant Liaison	\$150.00	\$0.00	(\$150.00)	\$1,100.00	\$1,800.00	\$700.00
Water Cottonwood	\$1,435.32	\$0.00	(\$1,435.32)	\$12,917.88	\$17,220.00	\$4,302.12
Electricity - Cottonwood	\$333.78	\$0.00	(\$333.78)	\$4,077.71	\$6,000.00	\$1,922.29
Gas Cottonwood	\$46.75	\$0.00	(\$46.75)	\$956.52	\$1,000.00	\$43.48
Sewerage - Cottonwood	\$1,174.53	\$0.00	(\$1,174.53)	\$10,570.77	\$14,100.00	\$3,529.23
Maintenance Supplies	\$215.72	\$0.00	(\$215.72)	\$2,073.40	\$4,000.00	\$1,926.60
Maintenance Contracts	\$810.15	\$0.00	(\$810.15)	\$5,650.67	\$8,000.00	\$2,349.33
Painting and Decorating Contracts	\$0.00	\$0.00	\$0.00	\$8,807.41	\$10,000.00	\$1,192.59
Garbage and Trash Removal	\$591.64	\$0.00	(\$591.64)	\$7,235.42	\$10,000.00	\$2,764.58
Grounds Contracts	\$229.16	\$0.00	(\$229.16)	\$3,022.05	\$3,650.00	\$627.95
Painting and Decorating Contracts	\$0.00	\$0.00	\$0.00	\$1,821.44	\$0.00	(\$1,821.44)
BUILDING REPAIRS	\$59.91	\$0.00	(\$59.91)	\$229.91	\$0.00	(\$229.91)
Maintenance Charges from AMPS	\$1,155.00	\$0.00	(\$1,155.00)	\$7,655.00	\$8,000.00	\$345.00
Protective Services	\$156.00	\$0.00	(\$156.00)	\$1,099.00	\$1,100.00	\$1.00
Insurance-Flood	\$198.00	\$0.00	(\$198.00)	\$1,728.00	\$2,250.00	\$522.00
General Liability Insurance	\$495.00	\$0.00	(\$495.00)	\$4,499.00	\$5,925.00	\$1,426.00
Property Insurance	\$495.00	\$0.00	(\$495.00)	\$4,455.00	\$5,994.00	\$1,539.00
ERMA Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$13.00
Director's Risk Insurance	\$115.00	\$0.00	(\$115.00)	\$1,035.00	\$1,300.00	\$265.00
Collection Loss	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
Interest on Note Payable FNB	\$4,201.65	\$0.00	(\$4,201.65)	\$62,700.25	\$98,400.00	\$35,699.75
Total Expenses	\$14,209.74	\$0.00	(\$14,209.74)	\$184,703.50	\$251,264.00	\$66,560.50
Net Operating Income (Loss)	\$8,492.92	\$0.00	\$8,492.92	\$7,474.51	\$4,650.00	\$2,824.51
Total Non Operating Rev and Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income (Loss)	\$8,492.92	\$0.00	\$8,492.92	\$7,474.51	\$4,650.00	\$2,824.51

YOLO COUNTY HOUSING

Funds : , 410 - Esparto (Country West II)

Date : March 2011

Current/YTD

	Current Period Net Activity	Year-To-Date Ending Balance
<hr/>		
Revenue		
totrev - Total Revenue	\$0.00	\$0.00
<hr/>		
Operating Expenditures		
410.4190.03.000.000 - Interest Expense	\$0.00	\$548.97
410.4430.00.000.000 - Maintenance Contracts	\$798.00	\$798.00
OPEXPENSE - Total Expenses	\$798.00	\$1,346.97
<hr/>		
opnetprofit - Net Operating Income (Loss)	(\$798.00)	(\$1,346.97)
<hr/>		
nonop - Total Non Operating Rev and Exp	\$0.00	\$0.00
<hr/>		
finalnet - Net Income (Loss)	(\$798.00)	(\$1,346.97)

YOLO COUNTY HOUSING

Funds : , 501 - Migrant Center - Davis

Date : March 2011

Current/YTD

	Current Period Net Activity	Year-To-Date Ending Balance
Revenue		
501.3690.00.000.000 - Other Income Tenant Davis Migrant	\$0.00	\$200.00
501.3690.02.000.000 - Operating Contract Revenue	\$30,315.69	\$308,278.53
totrev - Total Revenue	\$30,315.69	\$308,478.53
Operating Expenditures		
501.4110.00.000.000 - Administrative Salaries	\$1,520.98	\$14,171.21
501.4125.01.000.000 - Admin. P/R Taxes- Social Security/Medicare	\$106.22	\$1,007.90
501.4125.02.000.000 - Admin. P/R Taxes- -SUI	\$52.97	\$204.63
501.4125.04.000.000 - Admin. Retirement	\$202.62	\$3,061.30
501.4125.05.000.000 - Admin. Workers Comp	\$0.00	\$2,794.54
501.4410.00.000.000 - Maintenance Salaries	\$4,880.30	\$50,746.69
501.4415.01.000.000 - Maintenance P/R Taxes- Social Security/Medicare	\$328.92	\$3,214.61
501.4415.01.100.000 - Seasonal Maint P/R Taxes-SocSec/Med	\$0.00	\$295.63
501.4415.02.000.000 - Maintenance P/R Taxes- -SUI	\$76.85	\$572.88
501.4415.04.000.000 - Maintenance Retirement	\$658.07	\$3,979.59
501.4415.05.000.000 - Maintenance Workers Comp	\$0.00	\$3,274.00
501.4540.00.000.000 - Admin Benefits	\$643.58	\$6,173.54
501.4540.01.000.000 - Retired Benefits	\$702.63	\$5,191.03
501.4540.10.000.000 - Maintenance Benefits	\$1,538.77	\$13,740.56
501.4150.00.000.000 - Travel	\$0.00	\$52.00
501.4150.01.000.000 - Travel	\$11.08	\$69.86
501.4170.10.000.000 - Professional Services	\$0.00	\$2,500.00
501.4171.00.000.000 - Auditing	\$0.00	\$1,250.00
501.4190.00.000.000 - YCH Contract Mgmt Fee	\$3,444.00	\$30,996.00
501.4190.01.000.000 - Office Supplies	\$0.00	\$2,986.16
501.4190.03.000.000 - Telephone	\$167.88	\$1,652.63
501.4190.04.000.000 - Other Misc. Costs	\$107.19	\$854.63
501.4190.06.000.000 - Auto Maintenance / Repairs	\$0.00	\$740.85
501.4190.07.000.000 - Gas / Oil	\$228.92	\$1,540.36
501.4190.08.000.000 - Minor Equip Repair / Maint	\$0.00	\$80.00
501.4190.09.000.000 - Major Equip Repair / Maint	\$0.00	\$1,303.59
501.4190.18.000.000 - Taxes, Assessments & Fees	\$0.00	\$4,692.00
501.4310.00.000.000 - Water Davis Migrant	\$148.99	\$11,321.41
501.4320.00.000.000 - Electricity - Davis Migrant	\$252.56	\$14,622.16
501.4330.00.000.000 - Gas Davis Migrant	\$3,097.63	\$12,085.04
501.4390.00.000.000 - Sewerage - Davis Migrant	\$0.00	\$3,005.50
501.4420.05.000.000 - Lumber and Hardware	\$92.49	\$1,965.68
501.4430.01.000.000 - Water Well Maintenance	\$2,139.89	\$22,854.06
501.4430.02.000.000 - Grounds Maintenance	\$0.00	\$1,132.61
501.4430.04.000.000 - Rubbish & Trash Removal	\$259.00	\$6,341.05
501.4430.05.000.000 - Elec/Plumb/Paint Supplies	\$726.15	\$1,790.71
501.4430.06.000.000 - Vehicle Repair & Maintenance	\$40.19	\$52.69
501.4430.10.000.000 - Uniforms	\$91.32	\$91.32
501.4430.11.000.000 - Building Repairs	\$494.29	\$693.91
501.4480.00.000.000 - Protective Services	\$0.00	\$989.00

YOLO COUNTY HOUSING

Funds : , 501 - Migrant Center - Davis

Date : March 2011

Current/YTD

	Current Period Net Activity	Year-To-Date Ending Balance
501.4490.00.000.000 - Operating Reserve Funds Expended	\$1,314.86	\$4,870.46
501.4510.01.000.000 - General Liability Insurance	\$85.00	\$765.00
501.4510.02.000.000 - Auto Insurance	\$205.00	\$1,845.00
501.4510.03.000.000 - Property Insurance	\$780.00	\$7,020.00
501.4510.04.000.000 - ERMA Insurance	\$12.00	\$108.00
501.5610.01.000.000 - Principal	\$0.00	\$59,778.74
OPEXPENSE - Total Expensese	<u>\$24,410.35</u>	<u>\$308,478.53</u>
opnetprofit - Net Operating Income (Loss)	<u>\$5,905.34</u>	<u>\$0.00</u>
nonop - Total Non Operating Rev and Exp	<u>\$0.00</u>	<u>\$0.00</u>
finalnet - Net Income (Loss)	\$5,905.34	\$0.00

YOLO COUNTY HOUSING

Funds : , 502 - Migrant Center - Madison

Date : March 2011

Current/YTD

	Current Period Net Activity	Year-To-Date Ending Balance
Revenue		
502.3690.02.000.000 - Operating Contract Revenue	(\$27,562.42)	\$393,857.37
502.3610.10.000.000 - Interest Income Madison Reserve	\$126.51	\$1,222.10
totrev - Total Revenue	(\$27,435.91)	\$395,079.47
Operating Expenditures		
502.4110.00.000.000 - Administrative Salaries	\$983.26	\$5,904.97
502.4110.01.000.000 - Seasonal Salaries	\$0.00	\$5,843.80
502.4125.01.000.000 - Admin. P/R Taxes- Social Security/Medicare	\$69.06	\$422.28
502.4125.01.100.000 - Seasonal Admin P/R Taxes-Soc Sec/Med	\$0.00	\$447.05
502.4125.02.000.000 - Admin. P/R Taxes- -SUI	\$26.48	\$90.43
502.4125.02.100.000 - Seasonal P/R Taxes-SUI	\$0.00	\$93.62
502.4125.04.000.000 - Admin. Retirement	\$129.42	\$1,768.56
502.4125.05.000.000 - Admin. Wokers Comp	\$0.00	\$241.32
502.4410.00.000.000 - Maintenance Salaries	\$4,404.44	\$67,338.62
502.4415.01.000.000 - Maintenance P/R Taxes- Social Security/Medicare	\$285.04	\$4,765.45
502.4415.02.000.000 - Maintenance P/R Taxes- -SUI	\$108.89	\$711.97
502.4415.04.000.000 - Maintenance Retirement	\$603.14	\$3,747.64
502.4415.05.000.000 - Maintenance Workers Comp	\$0.00	\$3,699.47
502.4540.00.000.000 - Admin Benefits	\$375.85	\$2,030.07
502.4540.01.000.000 - Retired Benefits	\$788.39	\$5,770.19
502.4540.10.000.000 - Maintenance Benefits	\$1,538.77	\$13,743.51
502.4150.00.000.000 - Travel	\$0.00	\$265.66
502.4150.01.000.000 - Travel-Admin	\$11.08	\$69.90
502.4170.10.000.000 - Professional Services	\$0.00	\$2,500.00
502.4171.00.000.000 - Auditing	\$0.00	\$1,250.00
502.4190.00.000.000 - YCH Contract Mgmt Fee	\$4,892.00	\$44,028.00
502.4190.01.000.000 - Office Supplies	\$26.00	\$1,051.02
502.4190.03.000.000 - Telephone	\$312.10	\$2,410.85
502.4190.04.000.000 - Other Misc. Costs	\$152.85	\$1,607.88
502.4190.06.000.000 - Auto Maintenance / Repairs	\$0.00	\$1,812.03
502.4190.07.000.000 - Gas / Oil	\$414.48	\$2,528.79
502.4190.14.000.000 - Advertising	\$0.00	\$199.10
502.4190.18.000.000 - Taxes, Assessments & Fees	\$0.00	\$270.00
502.4310.00.000.000 - Water Madison Migrant	\$3,143.00	\$32,469.67
502.4320.00.000.000 - Electricity - Madison Migrant	\$834.63	\$30,840.48
502.4330.00.000.000 - Gas Madison Migrant	\$0.00	\$15,207.89
502.4390.00.000.000 - Sewerage - Madison Migrant	\$4,166.00	\$33,328.00
502.4420.05.000.000 - Lumber and Hardware	\$477.13	\$4,548.52
502.4430.02.000.000 - Grounds Maintenance	\$0.00	\$332.65
502.4430.04.000.000 - Rubbish & Trash Removal	\$85.54	\$8,071.92
502.4430.05.000.000 - Elec/Plump/Paint Supplies	\$746.48	\$2,134.60
502.4430.10.000.000 - Uniforms	\$91.32	\$91.32
502.4430.11.000.000 - Building Repairs	\$748.94	\$748.94
502.4480.00.000.000 - Protective Services	\$189.00	\$756.00
502.4490.00.000.000 - Operating Reserves Expended	\$688.16	\$1,727.78

YOLO COUNTY HOUSING

Funds : , 502 - Migrant Center - Madison

Date : March 2011

Current/YTD

	Current Period Net Activity	Year-To-Date Ending Balance
502.4510.00.000.000 - Insurance-Flood	\$0.00	\$36,851.00
502.4510.01.000.000 - General Liability Expense	\$220.00	\$1,980.00
502.4510.02.000.000 - Auto Insurance	\$108.00	\$972.00
502.4510.03.000.000 - Property Insurance	\$903.00	\$8,127.00
502.4510.04.000.000 - ERMA Insurance	\$12.00	\$108.00
502.5610.01.000.000 - Loan Payment	\$0.00	\$42,171.52
OPEXPENSE - Total Expensese	\$27,534.45	\$395,079.47
opnetprofit - Net Operating Income (Loss)	(\$54,970.36)	\$0.00
nonop - Total Non Operating Rev and Exp	\$0.00	\$0.00
finalnet - Net Income (Loss)	(\$54,970.36)	\$0.00

YOLO COUNTY HOUSING

Funds : , 503 - Migrant Center - Dixon

Date : March 2011

Current/YTD

	Current Period Net Activity	Year-To-Date Ending Balance
Revenue		
503.3690.02.000.000 - Operating Contract Revenue	\$45,985.13	\$327,588.79
totrev - Total Revenue	\$45,985.13	\$327,588.79
Operating Expenditures		
503.4110.00.000.000 - Administrative Salaries	\$1,520.98	\$14,171.20
503.4125.01.000.000 - Admin. P/R Taxes- Social Security/Medicare	\$106.22	\$1,007.90
503.4125.02.000.000 - Admin. P/R Taxes- -SUI	\$52.97	\$204.63
503.4125.04.000.000 - Admin. Retirement	\$202.62	\$3,061.30
503.4125.05.000.000 - Admin. Wokers Comp	\$0.00	\$2,794.54
503.4410.00.000.000 - Maintenance Salaries	\$9,935.92	\$87,049.43
503.4415.01.000.000 - Maintenance P/R Taxes- Social Security/Medicare	\$666.42	\$5,994.05
503.4415.02.000.000 - Maintenance P/R Taxes- -SUI	\$262.93	\$1,371.46
503.4415.04.000.000 - Maintenance Retirement	\$1,111.23	\$7,597.73
503.4415.05.000.000 - Maintenance Workers Comp	\$0.00	\$7,806.18
503.4540.00.000.000 - Admin Benefits	\$646.57	\$6,200.46
503.4540.01.000.000 - Retired Benefits	\$112.63	\$412.16
503.4540.10.000.000 - Maintenance Benefits	\$2,890.94	\$23,911.15
503.4140.00.000.000 - Training	\$48.85	\$48.85
503.4150.00.000.000 - Travel	\$0.00	\$24.50
503.4150.01.000.000 - Travel	\$11.07	\$69.83
503.4171.00.000.000 - Auditing	\$0.00	\$1,500.00
503.4190.00.000.000 - YCH Contract Mgmt Fee	\$4,148.00	\$37,332.00
503.4190.01.000.000 - Office Supplies	\$0.00	\$1,120.41
503.4190.03.000.000 - Telephone	\$187.36	\$1,667.20
503.4190.04.000.000 - Other Misc. Costs	\$0.00	\$1,476.08
503.4190.06.000.000 - Auto Maintenance / Repairs	\$0.00	\$3,679.54
503.4190.07.000.000 - Gas / Oil	\$465.24	\$3,273.86
503.4190.08.000.000 - Minor Equipment Repairs	\$0.00	\$16.99
503.4190.09.000.000 - Major Equipment Repair / Maint	\$0.00	\$3,086.80
503.4310.00.000.000 - Water Dixon Migrant	\$805.00	\$8,539.98
503.4320.00.000.000 - Electricity - Davis Migrant	\$1,413.06	\$39,327.93
503.4330.00.000.000 - Gas Dixon Migrant	\$481.53	\$11,290.70
503.4390.00.000.000 - Sewerage Dixon Migrant	\$0.00	\$4,348.45
503.4420.05.000.000 - Lumber and Hardware	\$475.48	\$2,974.24
503.4430.01.000.000 - Water Well Maintenance	\$813.89	\$6,087.55
503.4430.02.000.000 - Grounds Maintenance	\$0.00	\$285.01
503.4430.04.000.000 - Rubbish & Trash Removal	\$358.57	\$8,530.14
503.4430.05.000.000 - Elec/Plumb/Paint/Solar Supplies	\$1,422.10	\$2,496.02
503.4430.06.000.000 - Vehicle Maintenance & Repairs	\$134.33	\$449.52
503.4430.08.000.000 - Uniform Allowance	\$0.00	\$215.82
503.4430.09.000.000 - Equipment Rental	\$0.00	\$69.40
503.4430.10.000.000 - Uniforms	\$91.31	\$91.31
503.4430.11.000.000 - Building Repairs	\$623.84	\$623.84
503.4490.00.000.000 - Operating Reserve Funds Expended	\$13,630.97	\$15,438.25
503.4510.00.000.000 - Insurance	\$0.00	(\$1,413.50)

YOLO COUNTY HOUSING

Funds : , 503 - Migrant Center - Dixon

Date : March 2011

Current/YTD

	Current Period Net Activity	Year-To-Date Ending Balance
503.4510.01.000.000 - General Liability Expense	\$284.66	\$2,561.94
503.4510.02.000.000 - Auto Insurance	\$190.00	\$1,495.50
503.4510.03.000.000 - Property Insurance	\$908.16	\$8,173.44
503.4510.04.000.000 - ERMA Insurance	\$125.00	\$1,125.00
	<hr/>	<hr/>
OPEXPENSE - Total Expenses	\$44,127.85	\$327,588.79
	<hr/>	<hr/>
opnetprofit - Net Operating Income (Loss)	\$1,857.28	\$0.00
	<hr/>	<hr/>
nonop - Total Non Operating Rev and Exp	\$0.00	\$0.00
	<hr/>	<hr/>
finalnet - Net Income (Loss)	\$1,857.28	\$0.00

YOLO COUNTY HOUSING

Funds : , 580 - Davis Rehab Contract

Date : March 2011

Current/YTD

	Current Period Net Activity	Year-To-Date Ending Balance
<hr/>		
Revenue		
580.3020.00.000.000 - Contract Receipts OMS 880	\$16,170.82	\$16,170.82
	<hr/>	<hr/>
totrev - Total Revenue	\$16,170.82	\$16,170.82
	<hr/> <hr/>	<hr/> <hr/>
Operating Expenditures		
580.4170.10.000.000 - Professional Services	\$0.00	\$6,107.50
580.4430.00.000.000 - Contracts/Services	\$1,000.00	\$10,063.32
	<hr/>	<hr/>
OPEXPENSE - Total Expenses	\$1,000.00	\$16,170.82
	<hr/>	<hr/>
opnetprofit - Net Operating Income (Loss)	\$15,170.82	\$0.00
	<hr/> <hr/>	<hr/> <hr/>
nonop - Total Non Operating Rev and Exp	\$0.00	\$0.00
	<hr/>	<hr/>
finalnet - Net Income (Loss)	\$15,170.82	\$0.00

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 600 - Davis Solar Housing (Rural Rental)
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Revenue						
Dwelling Rent	\$3,135.00	\$0.00	\$3,135.00	\$28,215.00	\$37,620.00	(\$9,405.00)
Interest Income	\$26.93	\$0.00	\$26.93	\$226.44	\$500.00	(\$273.56)
Other Income- tenants	\$0.00	\$0.00	\$0.00	\$60.77	\$100.00	(\$39.23)
Total Revenue	\$3,161.93	\$0.00	\$3,161.93	\$28,502.21	\$38,220.00	(\$9,717.79)
Operating Expenditures						
Administrative Salaries	\$91.22	\$0.00	(\$91.22)	\$1,136.07	\$2,135.00	\$998.93
Admin. P/R Taxes- Social Security/Medicare	\$6.28	\$0.00	(\$6.28)	\$77.18	\$158.00	\$80.82
Admin. P/R Taxes- -SUI	\$0.00	\$0.00	\$0.00	\$12.10	\$23.00	\$10.90
Admin. Retirement	\$3.93	\$0.00	(\$3.93)	\$62.21	\$249.00	\$186.79
Admin. Wokers Comp	\$0.00	\$0.00	\$0.00	\$3.87	\$27.00	\$23.13
Maintenance P/R Taxes- Social Security/Medicare	\$4.03	\$0.00	(\$4.03)	\$7.84	\$0.00	(\$7.84)
Maintenance P/R Taxes- -SUI	\$0.00	\$0.00	\$0.00	\$3.09	\$0.00	(\$3.09)
Maintenance Retirement	\$16.37	\$0.00	(\$16.37)	\$16.37	\$0.00	(\$16.37)
Training	\$0.00	\$0.00	\$0.00	\$93.75	\$250.00	\$156.25
Travel	\$0.00	\$0.00	\$0.00	\$24.50	\$0.00	(\$24.50)
Postage	\$0.00	\$0.00	\$0.00	\$8.80	\$0.00	(\$8.80)
Telephone	\$0.00	\$0.00	\$0.00	\$4.92	\$36.00	\$31.08
Publications	\$0.00	\$0.00	\$0.00	\$2.46	\$0.00	(\$2.46)
Computer Software	\$0.00	\$0.00	\$0.00	\$384.60	\$360.00	(\$24.60)
Management Fees	\$2,250.00	\$0.00	(\$2,250.00)	\$2,250.00	\$1,143.00	(\$1,107.00)
Water Davis Solar	\$0.00	\$0.00	\$0.00	\$3,674.95	\$5,500.00	\$1,825.05
Electricity Davis Solar	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Gas Davis Solar	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Sewerage - Davis Solar	\$0.00	\$0.00	\$0.00	\$2,575.76	\$4,500.00	\$1,924.24
Maintenance Repairs and Contracts	\$60.06	\$0.00	(\$60.06)	\$60.06	\$1,200.00	\$1,139.94
Maintenance Supplies	\$0.00	\$0.00	\$0.00	\$113.54	\$3,000.00	\$2,886.46
Dwelling Equipment/Supplies	\$0.00	\$0.00	\$0.00	\$43.19	\$1,500.00	\$1,456.81
Grounds Maintenance	\$0.00	\$0.00	\$0.00	\$775.00	\$250.00	(\$525.00)
Furnishing Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
Painting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00

YOLO COUNTY HOUSING
Expense Actual to Budget comparison
Funds : , 600 - Davis Solar Housing (Rural Rental)
Date : March 2011
Actual to Budget Total

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year-To-Date Budget	Variance - Better (Worse)
Garbage and Trash Removal	\$0.00	\$0.00	\$0.00	\$1,616.72	\$2,500.00	\$883.28
Fencing Maintenance	\$0.00	\$0.00	\$0.00	\$275.00	\$2,500.00	\$2,225.00
Maintenance Charges from AMPS	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00
General Liability Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$115.00
Property Insurance	\$94.00	\$0.00	(\$94.00)	\$846.00	\$1,001.00	\$155.00
ERMA Insurance	\$1.00	\$0.00	(\$1.00)	\$9.00	\$50.00	\$41.00
Special Earnings	\$0.00	\$0.00	\$0.00	\$5.31	\$0.00	(\$5.31)
Benefits	\$24.94	\$0.00	(\$24.94)	\$231.04	\$822.00	\$590.96
Special Assessment	\$0.00	\$0.00	\$0.00	\$738.00	\$1,368.00	\$630.00
Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
FmHA Payment	\$930.00	\$0.00	(\$930.00)	\$930.00	\$895.00	(\$35.00)
Total Expense	\$3,481.83	\$0.00	(\$3,481.83)	\$15,981.33	\$34,817.00	\$18,835.67
Net Operating Income (Loss)	(\$319.90)	\$0.00	(\$319.90)	\$12,520.88	\$3,403.00	\$9,117.88
Total Non Operating Rev and Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income (Loss)	(\$319.90)	\$0.00	(\$319.90)	\$12,520.88	\$3,403.00	\$9,117.88

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-23, Item No. 2.04, of the Yolo County Housing meeting of May 19, 2011.

MOTION: Saylor. SECOND: Toney. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.

2.01 Approved the minutes from the meeting of April 14, 2011.

2.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) regarding the submission of quarterly reports for the Family Self-Sufficiency (FSS) program.

2.03 Received and filed the financial report for quarter ending March 31, 2011 and authorized a budget modification of \$50,000 for the required Principal Reduction Payment on Loan #3 for the Administration Building.

2.04 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$4,500 for the six months ended 3/31/2011.



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

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Jim Provenza
Matt Rexroad.
Don Saylor
Bernita Toney

DATE: May 19, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
By: Mark Stern, Finance Director
SUBJECT: **Authorize Yolo County Housing to write off Bad Debts of Approximately \$4,500 for the Low Income Public Housing Program and Cottonwood Meadows for the Six Months Ended March 31, 2011**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Authorize staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$4,500 for the six months ended 3/31/2011.

BACKGROUND / DISCUSSION

In accordance with the approved Accounts Receivable Write Off policy, Real Estate Services and Finance staffs have reviewed the accounts receivable and identified amounts that are deemed to be uncollectible. Assuring that accounts receivable are not misstated protects the integrity of the agency financial statements. Accounts written off are submitted for collection but collections for previous write-offs have been -0- to date. This request is significantly lower than the historical amounts incurred in the last several years. When combined with the September 30, 2010 write approved off of \$17,300, this amount is slightly higher than historical amounts. However the September 30 write off included three months of the 2009-2010 fiscal year.

FISCAL IMPACT

For the six (6) months, the bad debts requested to be written off total approximately \$4,500. This amount is 0.42% of total rents charged by the programs during this six month period.

Write-offs approved by year have been:

	<u>Amount</u>	<u>% of Rent</u>
	<u>LIPH/Cottonwood/Davis Solar</u>	
• 2007-2008	\$29,000	1.29%
• 2008-2009	\$25,500	1.16%

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

- | | | |
|-----------------------|----------|-------|
| • 2009-2010 | \$19,200 | 1.23% |
| • 2010-2011 (9 mos)** | \$22,300 | 1.49% |

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

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

CONCLUSION

We need to ensure that the accounts receivable reflected on the books represent the accounts that YCH would have a good chance of being able to successfully collect. Staff recommends that the Board approve the requested authorization.

Yolo County Housing
Yolo County, California

Meeting Date: May 19, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 4.01
Sewer System Management Plan

Minute Order No. 11-24: Took the following actions:

- A. Held a public hearing.
- B. Approved and authorized the Vice-Chair to sign **Resolution No. 11-06** approving adoption of the Sewer System Management Plan for the El Rio housing complex at Winters.
- C. Authorized the Executive Director to implement these amendments.

MOTION: Saylor. SECOND: Garnes. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.



Yolo County Housing

Lisa A. Baker, Executive Director

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WOODLAND, CA 95695

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BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene Games
Michael H. McGowan
Jim Provenza
Matt Rexroad
Don Saylor
Bernita Toney

DATE: May 19, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Fred Ichtertz, Facilities Administrator
SUBJECT: **PUBLIC HEARING TO CONSIDER A RESOLUTION APPROVING
THE SEWER SYSTEM MANAGEMENT PLAN (SSMP) FOR THE EL
RIO VILLA HOUSING COMPLEX AT WINTERS**

RECOMMENDED ACTIONS:

That the Board of Commissioners;

1. Hold public hearing to solicit public input.
2. After receiving public testimony, comments and any changes, adopt the proposed Resolution approving adoption of the Sewer System Management Plan for the El Rio housing complex at Winters, and
3. Authorize the Executive Director to implement the Plan.

BACKGROUND / DISCUSSION

The State Water Resources Control Board (SWRCB) General Waste Discharge Requirements Order No. 2006-003-DWQ (GWDRs) requires that all sanitary sewer collection systems that have over one (1) mile of sewer collection pipeline prepare a Sewer System Management Plan (SSMP). All sewer collection systems with less than one (1) mile in length are exempt from the GWDRs requirements. The SSMP is a document that describes the activities of an agency to effectively manage its wastewater collection system.

YCH did a preliminary initial review of its public housing and agricultural housing complexes and it was determined that there were four (4) potential sites that may require an SSMP. Those sites were Yolano – Donnelly Circle complex at Woodland, both Davis and Dixon Migrant Centers and the El Rio Villa housing complex at Winters. The agency's engineer, Nolte and Associates, were retained to make the final determination and recommendation on the YCH initial review.

Nolte conducted site surveys, reviewed "As Built" drawings and they determined that Yolano – Donnelly Circle, Davis and Dixon Migrant Centers fell just under the one (1) mile sewer

pipeline requirement. However, the El Rio housing complex at Winters exceeds the one mile requirement and an SSMP is required.

The El Rio Villa housing complex is located approximately 1 mile southeast of Winters. The housing complex sewer system collects wastewater from 124 housing units and contains approximately 4,640 feet (0.9 mile) of a gravity collection system that drains into a lift station at the housing complex.

Wastewater is then conveyed through a 9,100-foot (1.7 miles) force main, connecting to the City of Winters' (CoW) collection system near the intersection of East Grant Street (CA-128) and East Street. The wastewater is treated at the Winters wastewater treatment plant, located approximately 2.5 miles northwest of the City.

The total length of the El Rio Villa Housing Complex collection system is approximately 13,740 feet (2.6 miles). The collection system therefore must comply with the GWDRs and a SSMP was prepared for the housing complex.

Operation and maintenance of the El Rio housing complex's lift station and force main is performed by the City of Winters (Cow) as part of the City's Operation and Maintenance Program described below. A copy of the Memorandum of Understanding between the City of Winters and the Housing Authority of the County of Yolo for Sewer Services is provided in Appendix B of the SSMP.

The City's Operation and Maintenance Plan includes the following elements:

- Sanitary sewer system description including sewer mains, manholes, and lift station;
- Inspection/testing procedures and schedules for each system element
- Sanitary sewer system repair plan
- Sanitary sewer capacity assessment and replacement/expansion plan

El Rio Villa Sewer System Management Plan

The El Rio Villa SSMP was prepared by Nolte and Associates with input from YCH staff and describes the activities that YCH uses to manage its wastewater collection system effectively. Effective management of a wastewater collection system as defined in the GWDR includes:

1. Maintaining or improving the condition of the collection system infrastructure in order to provide reliable service into the future.
2. Cost-effectively minimizing infiltration/inflow (I/I) and providing adequate sewer capacity to accommodate design storm flows; and
3. Minimizing the number and impact of sanitary sewer overflows (SSOs) that occur.

The required elements of the El Rio Villa SSMP are as follows:

1. GOALS: Collection system management goals
2. ORGANIZATION: Organization of personnel, including the chain of command and communications
3. LEGAL AUTHORITY: Legal authority for permitting flows into the system, inflow/infiltration control as well as enforcement of proper design, installation, and testing standards, and inspection requirements for new and rehabilitated sewers
4. OPERATION AND MAINTENANCE PROGRAM: Operations and maintenance activities to maintain the wastewater collection system
5. DESIGN AND PERFORMANCE PROVISIONS
6. OVERFLOW EMERGENCY RESPONSE PLAN
7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM
8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PROGRAM
9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS: Monitoring, measurement, and modifications plan for SSMP program effectiveness
10. SSMP AUDITS: Periodic internal SSMP audits
11. SSMP COMMUNICATION PROGRAM

The El Rio Villa SSMP meets all of the required SSMP elements, as outlined in the Statewide GWDRs and is now in use in its draft form. The final step of the SSMP is the approval and adoption by YCH housing board.

FISCAL IMPACT

Ongoing costs associated for Sewer Services performed by the City of Winters is budgeted on a yearly basis. Future planned improvements to existing El Rio Villa sewer system up to the lift station will be planned for and budgeted through future Capital Fund Improvement Plans.

CONCLUSION

Staff recommends after receiving public testimony, comments and any changes, adopt the proposed Sewer System Management Plan for the El Rio housing complex at Winters.

Attachments: Resolution
Draft El Rio Villa Sewer System Management Plan is on file at the Clerk of the Board

YOLO COUNTY HOUSING

RESOLUTION NO. 11-06

(Resolution Adopting the El Rio Villa Sewer System Management Plan)

WHEREAS, the State Water Resources Control Board General Discharge Requirement Order No. 2006-003-DWQ requires a Sewer System Management Plan from an agency whose sanitary sewer collection pipeline exceeds one (1) mile in length; and

WHEREAS, the YCH El Rio Villa Housing Complex at Winters sanitary sewer collection pipeline exceeds the state requirement in length and is required to prepare and have a Sewer System Management Plan for the El Rio Housing Complex; and

WHEREAS, with this adopted Plan the YCH will abide by the State Water Resources Control Board General Discharge Requirement Order No. 2006-003-DWQ.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Board of Commissioners of the Housing Authority of the County of Yolo, California, that;

The Board of Commissioners hereby approves and adopts the Sewer System Management Plan for the El Rio Villa Housing Complex at Winters.

EFFECTIVE DATES: This Resolution shall take effect from and after the date of its adoption.

PASSED AND ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Yolo, County of Yolo, State of California, this 19th day of May 2010, by the following vote:

AYES: Saylor, Chamberlain, garnes, Toney.

NOES: None.

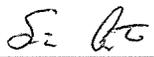
ABSENT: McGowan, Rexroad, Provenza.

ABSTAIN: None.



Jim Provenza, Chair
Board of Commissioners of the
Housing Authority of the County of Yolo

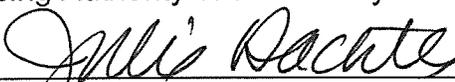
Approved as to Form:



Sonia Cortés, Agency Counsel

Attest:

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

By 

Deputy



YOLO COUNTY HOUSING

EL RIO VILLA HOUSING COMPLEX

SEWER SYSTEM MANAGEMENT PLAN (SSMP)



APRIL 2011

NOLTE
BEYOND ENGINEERING

TECHNICAL REPORT CERTIFICATION

This technical report, which is required under Waste Discharge Requirements Order No. R5-2-2-0136 adopted by the California Regional Water Quality Control Board, Central Valley Region and Order No. 2006-0003-DWQ adopted by the State Water Resources Control Board, was prepared for Yolo County Housing by Nolte Associates, Inc. The report is based on information provided by the client that is believed to be reliable and was prepared in accordance with accepted engineering practices. No other warranty is implied or intended.

Prepared for:

Yolo County Housing
147 West Main Street
Woodland, CA 95695

Prepared by:

Nolte Associates, Inc.
2495 Natomas Park Drive, Fourth Floor
Sacramento, CA 95833
(916) 641.9100 • (916) 641.9222 (Fax)

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Appendix E	Yolo County Improvement Standards – Sanitary Sewer Design Drawings
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Appendix G	Sewer Spill Report Form

**YOLO COUNTY HOUSING
EL RIO VILLA HOUSING COMPLEX
SEWER SYSTEM MANAGEMENT PLAN**

APRIL 2011

INTRODUCTION

This document is the Sewer System Management Plan (SSMP), for the El Rio Villa Public Housing Complex (Housing Complex) located at 62 Shams Way in Winters, California. The Housing Complex is owned and operated by Yolo County Housing (YCH). This document describes the activities that YCH uses to manage its wastewater collection system effectively. The development of this SSMP was required when the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirement (GWDR) on May 2, 2006. The GWDR established requirements for operating, maintaining and managing wastewater collection systems. The GWDR applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility, and requires each agency to prepare an SSMP.

Effective management of a wastewater collection system as defined in the GWDR includes:

1. Maintaining or improving the condition of the collection system infrastructure in order to provide reliable service into the future.
2. Cost-effectively minimizing infiltration/inflow (I/I) and providing adequate sewer capacity to accommodate design storm flows; and
3. Minimizing the number and impact of sanitary sewer overflows (SSOs) that occur.

In order to achieve the above goals each wastewater collection system agency is required to develop and implement an SSMP.

This document contains the required SSMP elements, as outlined in the Statewide GWDR. The required elements of an SSMP are as follow:

1. **GOALS:** Collection system management goals
2. **ORGANIZATION:** Organization of personnel, including the chain of command and communications
3. **LEGAL AUTHORITY:** Legal authority for permitting flows into the system, inflow/infiltration control as well as enforcement of proper design, installation, and testing standards, and inspection requirements for new and rehabilitated sewers
4. **OPERATION AND MAINTENANCE PROGRAM:** Operations and maintenance activities to maintain the wastewater collection system
5. **DESIGN AND PERFORMANCE PROVISIONS**

6. OVERFLOW EMERGENCY RESPONSE PLAN
7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM
8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PROGRAM
9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS: Monitoring, measurement, and modifications plan for SSMP program effectiveness
10. SSMP AUDITS: Periodic internal SSMP audits
11. SSMP COMMUNICATION PROGRAM

This document follows the order required in GWDR. This introductory section has been added to introduce the need for the SSMP.

While not listed in the required SSMP elements, the first requirement of the GWDR is to develop a plan and schedule for completing the requirements of the GWDR. The schedule must take into account the size of the agency's sewage collection system since due dates are based on the population served. The plan and schedule should note those milestones and the persons responsible for completing them. The SSMP development plan and schedule is presented in Table 1.

Each section begins by listing the specific minimum SSMP requirements. Where there may be required sub-elements, the minimum SSMP requirements are included where the material covers that sub-element.

Service Area and Sewer System

YCH owns and operates a wastewater collection system at the El Rio Villa Housing Complex, located approximately 1 mile southeast of Winters, California. The housing complex's wastewater collection system contains approximately 4,640 feet (0.9 mile) of gravity collection system that drains into a pump station at the housing complex. A schematic of the onsite collection system is provided in Figure 1. Wastewater is then conveyed through a 9,100-foot (1.7 mile) force main, connecting to the City of Winters' (City) collection system near the intersection of East Grant Street (CA-128) and East Street. The force main route is provided in Figure 2. The wastewater is treated at the Winters wastewater treatment plant located approximately 2.5 miles northwest of the City.

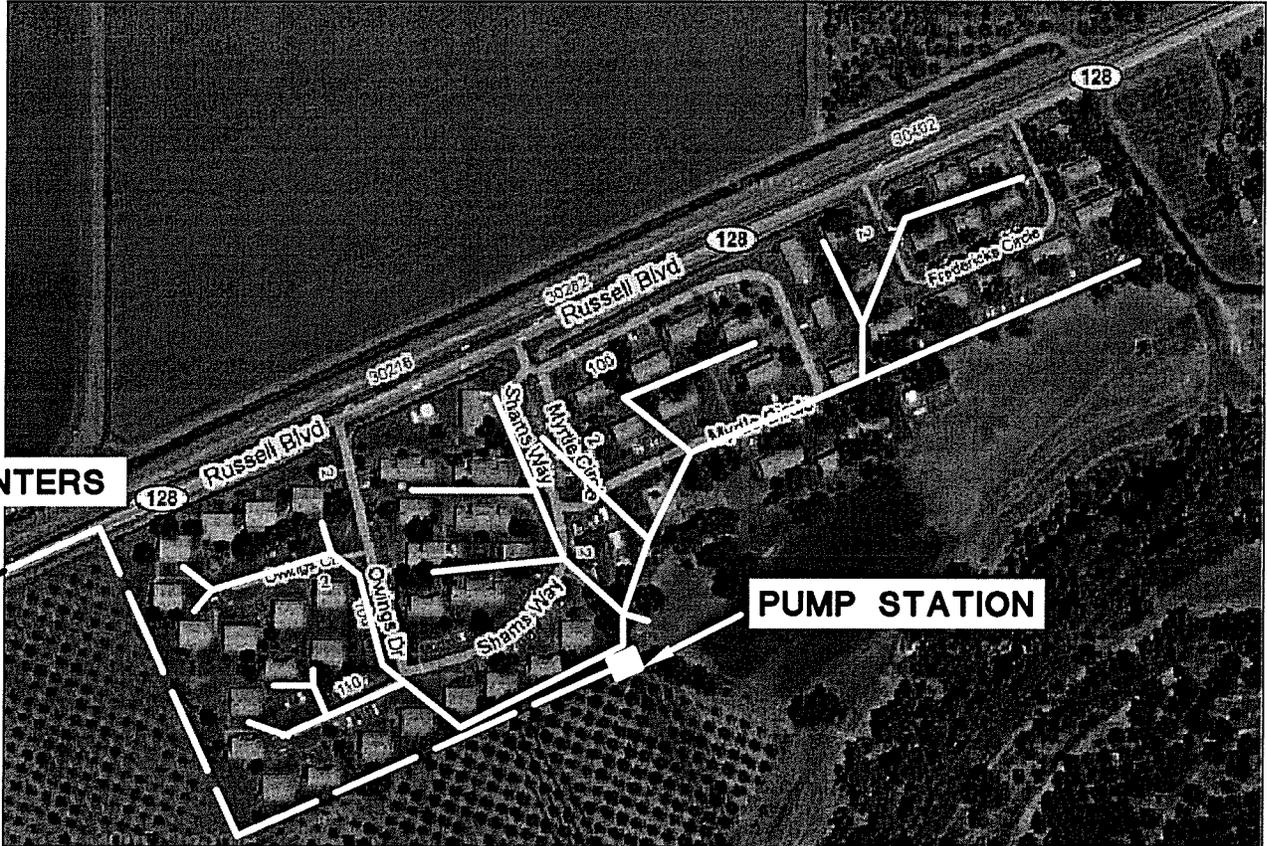
The total length of the El Rio Villa Housing Complex collection system is approximately 13,740 feet (2.6 miles). The collection system therefore must comply with the WDRs and a SSMP must be prepared for the housing complex.

TABLE 1
SSMP DEVELOPMENT PLAN AND SCHEDULE

Main Task/Sub Task	Comments	Due Date	Status	Responsible Party
Application for coverage	Submit Notice of Intent (NOI) to the state identifying the agency's authorized representative including required permit fee.	11/1/2006	Complete	Mr. Ichtertz
SSO Electronic Reporting	Agency must report all SSOs to the statewide SSO database via the Internet.	11/1/2006	Complete	Mr. Ichtertz
SSMP Development Plan and Schedule	Initial plan on how the agency intends of developing and implementing their SSMP.	5/1/2008	Complete	Mr. Ichtertz
Element 1: Goals	Stated goals for the SSMP.	5/1/2008	Complete	Mr. Ichtertz
Element 2: Organization	Names and staff positions responsible for developing and implementing the SSMP including the chain of communications for reporting SSOs.	5/1/2008	Complete	Mr. Ichtertz
Element 3: Legal Authority	Agency's legal authority to operate and maintain its sewage collection system.	2/1/2010	Waived	Mr. Ichtertz
Element 4: Operation and Maintenance Program			Complete	
Mapping	Up to date mapping of the sewage collection system facilities including appropriate storm water systems.	2/1/2010		Mr. Ichtertz
Preventive Maintenance Program	Written description of the preventative maintenance activities the agency employs.	2/1/2010		Mr. Ichtertz
Rehabilitation and Replacement Program	Short and long term plan for the rehabilitation or replacement due to system deficiencies including funding (CIP).	2/1/2010		Mr. Ichtertz
Inspection Program	Program for the regular visual and CCTV inspection of the system.	2/1/2010		Mr. Ichtertz
Staff training	Staff O&M training and assurance that contractors are adequately trained.	2/1/2010		Mr. Ichtertz
Equipment and Parts Inventory	Equipment and parts inventory including the identification of critical replacement parts.	2/1/2010		Mr. Ichtertz
Element 5: Design and Performance Provisions			Complete	
Design standards	Design standards for new and rehabilitated systems.	8/1/2010	Design standards in place	Mr. Ichtertz

TABLE 1
SSMP DEVELOPMENT PLAN AND SCHEDULE

Main Task/Sub Task	Comments	Due Date	Status	Responsible Party
Inspection and testing standards	Inspection and testing standards for new and rehabilitated systems.	8/1/2010	Standards in place	Mr. Ichtertz
Element 6: Overflow Emergency Response Plan	Written procedures defining how the agency responds to SSOs.	2/1/2010	Complete	Mr. Ichtertz
Element 7: FOG Control Program			Complete	
FOG Ordinance	Legal authority to prevent the discharge of FOG into the system.	2/1/2010		Mr. Ichtertz
FOG Program	Program to reduce or eliminate FOG related SSOs.	2/1/2010		Mr. Ichtertz
Element 8: System Evaluation and Capacity Assurance Plan	Evaluate those portions of the system that are experiencing capacity related overflow. Establish steps to eliminate capacity related overflows including I&I capacity issues.	8/1/2010	Waived	Mr. Ichtertz
Element 9: Monitoring, Measurements, and Program Modifications		8/1/2010	Waived	Mr. Ichtertz
Element 10: Program Audits		8/1/2010	Waived	Mr. Ichtertz
Element 11: Communication Program		8/1/2010	Waived	Mr. Ichtertz
Final SSMP	Final SSMP document after all elements have been developed and implemented.	8/1/2010	Complete	Mr. Ichtertz



LEGEND

-  FORCEMAIN
-  SANITARY SEWER LINE



NTS

FIGURE 1
EL RIO VILLA PUBLIC HOUSING COMPLEX SANITARY SEWER MANAGEMENT PLAN
SEWER SYSTEM
NOLTE BEYOND ENGINEERING



LEGEND

--- FORCEMAIN



FIGURE 2

EL RIO VILLA PUBLIC HOUSING COMPLEX
SANITARY SEWER MANAGEMENT PLAN

SEWER FORCE MAIN

NOLTE
BEYOND ENGINEERING

ELEMENT 1 – GOALS

This Sewer System Management Plan (SSMP) has been prepared to meet the requirements adopted by the State Water Resources Control Board (SWRCB) on May 2, 2006.

Regulatory Requirement

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that occur.

SSMP Goals

YCH has developed the following goals to properly manage, operate and maintain its sewer system:

1. To properly manage, operate, and maintain all portions of the housing complex's sewer system
2. To minimize the frequency and magnitude of SSOs.
3. To prevent public health hazards.
4. To meet all applicable regulatory notification, monitoring and reporting requirements.
5. To protect the housing complex's investment in its collection systems by performing preventive maintenance and extending their useful life.
6. To prevent damage to public and private property that could result from SSOs.
7. To use funds available for sewer operations in the most efficient manner.
8. To convey wastewater to treatment facility with a minimum of infiltration, inflow, and exfiltration.
9. To provide adequate capacity to convey peak wastewater flows.
10. To perform all operations in a safe manner to avoid personal injury and property damage.

This SSMP will contribute to the proper management of the collection system and assist YCH in minimizing the frequency and impacts of SSOs by providing guidance for appropriate maintenance, capacity management, and emergency response.

ELEMENT 2 – ORGANIZATION

The intent of this section of the SSMP is to identify Agency Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports.

Regulatory Requirement

The SSMP must identify:

1. The name of the agency's responsible or authorized representative responsible for implementing, managing, and updating the SSMP,
2. The names and telephone numbers for management, administrative, and maintenance positions for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation, and
3. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

Organization Charts

An organizational chart showing the management, administrative, and maintenance positions for implementing specific measures in the SSMP program and lines of authority is presented in Figure 2-1. A complete organizational chart for YCH is attached in Appendix A.

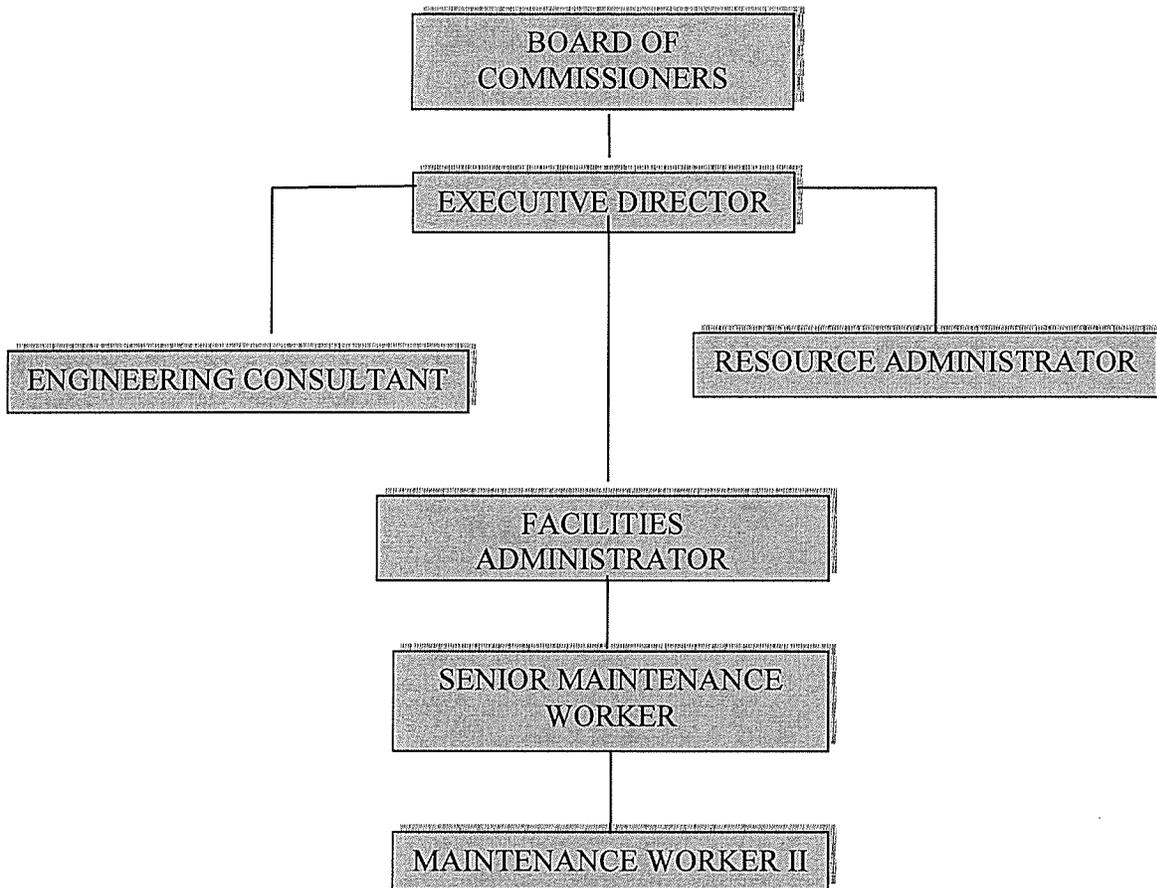


Figure 2-1 Yolo County Housing Organizational Chart

Authorized Representative

The Agency's Authorized Representative in all sewer system matters is:

Mr. Fred Ichtertz
Facilities Administrator
Yolo County Housing
147 W. Main Street
Woodland, CA 95695

Mr. Ichtertz is authorized to submit verbal, electronic, and written spill reports to the RWQCB, SWRCB, County Health Agency, and OES. Mr. Ichtertz is also authorized to certify electronic spill reports submitted to the SWRCB.

Names, Phone Numbers, and Lines of Authority

Name and telephone numbers for key management, administrative, and maintenance positions for implementing specific measures in the SSMP program are as follow:

<u>Position</u>	<u>Name</u>	<u>Telephone Number</u>
Executive Director	Lisa Baker	(530) 662-5428
Facilities Administrator	Fred Ichtertz	(530) 669-2240
Senior Maintenance Worker	Yuiry Sheyko	Office: (530) 795-4111 Cell: (530)682-8819

Description of General Responsibilities

Description of general responsibilities for staff responsible for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP program are provided in this section.

Executive Director – This is a position appointed by the Board of Commissioners responsible for implementing policy and for planning, organizing, directing and controlling the activities and operations of YCH including public safety, community development, finance, public works and administration; to develop policy recommendations for Board of Commissioners action; and to provide highly responsible and complex administrative support to the Board of Commissioners.

Facilities Administrator – Plans, organizes, directs and reviews the activities and operations of the Housing Complex's sewer collection, water production and distribution systems, and conservation efforts. Provide highly responsible and complex administrative support to the Executive Director. Manages field operations and maintenance activities, provides relevant information to agency management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Senior Maintenance Worker – Organizes, monitors and supervises assigned functions including the sewer system (the wastewater treatment facility is maintained and operated by the City of Winters). Performs a variety of technical tasks relative to the sewer operations. Provides technical assistance to the Facilities Administrator. Perform preventive maintenance activities, mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, and portable generators).

SSO Reporting Chain of Communication

The reporting chain of communication within YCH for reporting SSOs is combined with that of the City of Winters. Officials receiving immediate notification of the SSO vary depending on the size of the spill and whether or not the spill contains hazardous materials, affects surface waters, or has the potential to impact human health. Table 2-1 lists these officials, and the circumstances under which they are notified immediately.

TABLE 2-1
OFFICIALS RECEIVING IMMEDIATE NOTIFICATION OF SSO

Contact	Circumstance for Immediate Notification
Senior Maintenance Worker	All spills.
Facilities Administrator	All spills.
Executive Director	Major spills, or those affecting surface water or human health.
Winters Fire Department	Spills involving hazardous materials.
Yolo County Department of Environmental Health	Spills that may impact human health.
State Office of Emergency Services	Major spills (greater than 1,000 gallons), or those affecting surface water or human health.
Regional Water Quality Control Board	Major spills (greater than 1,000 gallons), or those affecting surface water or human health (within 24 hours).

SSO Management & Reporting – Wastewater Contractor (WWC)

The City of Winters’ WWC (currently Southwest Water Company) reports all sanitary sewer overflow (SSO) incidents to the City’s Public Works Environmental Services Manager (ESM), who then reports it to the YCH facilities administrator. The WWC shall be responsible for managing the SSO response, investigating the cause, and reporting the SSO to the appropriate parties. As related to this SSMP, the WWC’s role is as follows:

- Manage field operations and maintenance activities
- Provide relevant information to ESM
- Lead emergency response/respond to stoppages and SSOs

- Work with ESM to report SSOs to the State
- Train field crews
- Work with PWD to implement collections system capital improvement programs
- Perform preventative maintenance activities
- Report equipment needs to ESM

SSO Response

The On Call Staff sewer staff member (WWC staff member) shall be the highest level sewer staff member on duty at the time of spill discovery and reporting. The On Call Staff shall be responsible for immediately notifying the local WWC manager and the ESM of SSOs. On Call Staff shall take any means necessary to safely contain and redirect overflows to minimize negative impacts. All actions taken by On Call Staff shall be in accordance with prior spill response training, instruction, and individual assessment of the situation. The person acting as On Call Staff may transition to another sewer staff member during an emergency as directed by the WWC manager or ESM.

Chain of Communication for SSO Report

To facilitate consistent reporting procedures for the public, the City's Department of Public Works has implemented a one-stop call center. Emergency sewer calls, including SSOs are directly dispatched to the sewer maintenance crew during all business hours. As backup, the City's Police Department is available to locate WWC or City staff members to ensure prompt response.

The WWC has a process for receiving, responding to and reporting SSOs. The On Call Staff member is responsible for directing crew through the entire SSO event from response, to mitigation, cause removal and clean-up. The On Call Staff member is also responsible for ensuring photographs are taken and all necessary paperwork is completed in full. After the event, the On Call Staff member is responsible for communicating the details of the event to the WWC Manager or the ESM.

The WWC Manager is responsible for timely reporting of the incident to the appropriate agencies, as well developing a plan to increase or change preventative maintenance activities to prevent future spills.

- The WWC customer service phone line (530) 795-4660 is staffed 24 hours per day, seven days per week. As a backup, the Police Department will contact the appropriate WWC or City staff members. Police emergency dispatch is 911 and the main (non-emergency) line is (530) 795-4561.
- Once a report of an SSO is received (or internal staff witness an SSO), the On Call Staff member is contacted immediately via cell phone. If the spill is a Category (i) SSO (see terms and definitions), the On Call Staff contacts the WWC Manager and Public Works ESM immediately.

- On Call Staff will dispatch additional personnel and/or pump equipment contractor if necessary for assistance with mitigation, blockage clearing and clean-up. Yolo County Environmental Health Dept. is notified as necessary for water samples.
- On Call Staff takes photographs and completes SSO reporting forms.
- WWC Manager then contacts appropriate agencies, completes appropriate forms, and compiles all information and photos into SSO logs.
- ESM/YCH submits online reports.
- On Call Staff reviews information with the WWC Manager, ESM, and YCH and a plan is developed for preventative maintenance activities at the spill location as necessary.
- Copies of SSO logs are shared with office staff for input and training.

ELEMENT 3 – LEGAL AUTHORITY

The intent of this section of the SSMP is to summarize the legal authority of the agency to regulate the design, construction, and operation of the wastewater collection system. Legal authority refers to powers granted to the wastewater collection system agency to provide services to the public, typically through sewer use ordinances, service agreements, and other mechanisms. Using this legal authority, the wastewater collection system agency can require system users to meet performance standards, maintain user-owned elements of the system, and pay penalties for non-compliance.

Without adequate legal authority to own and operate a public sewer system, an agency will not be able to effectively operate that system, insure new sewers are constructed adequately, solve operation and maintenance problems, interact with the public and developers, and reduce sewer system overflows.

Regulatory Requirement

Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

1. Prevent illicit discharges into its sanitary sewer system, including I/I from satellite wastewater collection systems and laterals, stormwater, unauthorized debris, etc.
2. Require proper design and construction of sewers and connections
3. Ensure access for maintenance, inspection and repairs to publicly owned portions of laterals
4. Limit the discharge of FOG and other debris that may cause blockages
5. Enforce violations of its sewer ordinances

YCH Legal Authority

This section is waived as the Housing Complex sewer system serves a population of less than 10,000.

ELEMENT 4 – OPERATIONS AND MAINTENANCE PROGRAM

This section of the SSMP discusses YCH's operations, maintenance and other related measures and activities. This section fulfills the Operation and Maintenance Program SSMP requirement for the SWRCB.

Regulatory Requirement

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

1. Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
2. Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
3. Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
4. Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
5. Provide equipment and replacement part inventories, including identification of critical replacement parts.

Sewer System Map

A map showing the Housing Complex sewer system is presented in Figure 1 in the Introduction section of this SSMP.

El Rio Villa Housing Complex Preventive Operation and Maintenance Program

Operation and maintenance of the Housing Complex's lift station and force main is performed by the City of Winters (City) as part of the City's Operation and Maintenance Program described below. A copy of the Memorandum of Understanding between the City of Winters and the Housing Authority of the County of Yolo for Sewer Services is provided in Appendix B.

The Operation and Maintenance Plan includes the following elements:

- Sanitary sewer system description including sewer mains, manholes, and lift station;
- Inspection/testing procedures and schedules for each system element
- Sanitary sewer system repair plan
- Sanitary sewer capacity assessment and replacement/expansion plan

Sanitary Sewer System Description

The Housing Complex sewer system collects wastewater from 124 housing units. Figure 1 in the Introduction Section of the SSMP shows the sewer line alignments and the location of the El Rio Villa lift station.

Currently, wastewater flows from the Housing Complex are conveyed by the El Rio Villa lift station to the East Street (Main) Pump Station. The Main Pumping Station owned and operated by the City of Winters, in turn, pumps all flow to the Wastewater Treatment Facility through a 14-inch force main.

Sewer System Maintenance Procedures and Schedules

Sewer Lines and Manholes: Inspection and preventative maintenance activities for sewer lines and manholes and the frequencies at which the activities are scheduled to be conducted are summarized in Table 4-1.

TABLE 4-1
SEWER LINES AND MANHOLES INSPECTION AND MAINTENANCE ACTIVITIES

System Component	Inspection/Maintenance Activity	Frequency
Manholes	Inspect for function, debris, and structural damage	Once per year
Manholes	Inspect (drive-by) for stormwater inflow or SSO	During heavy rainfall events
Manholes and connection sewers	Inspect for debris accumulation and line blockage	Following complaints regarding odors or reports of vandalism
All sewer lines	Inspect for: <ul style="list-style-type: none"> - Condition of the line - Debris accumulation - Signs of illegal dumping - Signs of vandalism - Signs of illegal discharges Clean by flushing and vacuum	Once per 2 years
All affected sewer lines	Clean by flushing and vacuum	Following SSO, vandalism, or odors
All sewer lines	Inspect by video	Once per 5 years

Records regarding inspection and maintenance activities related to sewer lines and manholes are maintained by the sewer system maintenance contractor and are reported to the City monthly.

Records include the following information:

- Date of cleaning.
- Condition of the lines cleaned, including a description of any debris found in the line.
- Any comments or recommendations regarding extra-ordinary maintenance required on the line or manholes.

Sewage Lift Station: Daily inspection and preventive maintenance activities for the El Rio Villa lift station and the frequencies at which the activities are scheduled to be conducted include the following:

1. Check run time on pumps for excessive operation
2. Visually inspect guide rails for pump
3. Clean 3B4 pump micro filters on booster pumps
4. Clean 3B4 pumps- 2 squirts daily
5. Clean up any debris on premises

6. Clean floats and inspect for cracks, holes, etc
7. Grease hoist for pulling pumps
8. Wash down well
9. Clean any debris from dry well and remove cobwebs
10. Exercise and grease all check valves in dry well.

Records regarding inspection and maintenance activities related to the sewage lift station are maintained by the City and its sewer system maintenance contractor. Sample inspection forms to document activities are included in Appendix C of this document.

Sewer System Repair Plan

The sewer system inspection program is intended to identify system components in need of repair. Based on inspection reports, the City Department of Public Works or YCH staff will assess the need for repairs and determine if the need is immediate or if the repairs can be scheduled as part of routine maintenance activities or capital improvement projects. Depending on the nature and extent of required repairs, immediate repairs will be performed by the City's sewer maintenance contractor or City forces. Extensive repairs that are not needed immediately will be placed on YCH's Capital Improvement Project (CIP) list. YCH will assign a priority to the repair project on the CIP list based on the relative urgency of the need to complete the repair.

Sewer System Capacity Assessment and Replacement/Expansion Plan

The City has performed a comprehensive assessment of the capacity of the system to convey base flow and peak flows under existing conditions and under proposed development plans to the year 2010. This assessment is documented in the *City of Winters Sewer Collection System Master Plan, September 2006* prepared by RMC Consulting Engineers. The Master Plan also recommends capital improvement projects to correct potential conveyance and pumping capacity deficiencies under existing and future conditions. The City is currently implementing the Sewer Master Plan recommendations.

ELEMENT 5 – DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to summarize YCH's sewer system design, inspection, and construction requirements for constructing new sewer components including the sewer pipelines, manholes, and pumping stations or for rehabilitating or replacing existing manholes or pipelines.

Regulatory Requirement

The SSMP must identify:

1. Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
2. Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects

El Rio Villa Housing Complex Design and Performance Provisions

YCH uses the Yolo County Design and Construction Standards, including sections for the sewer system, pump station and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer systems. The Yolo County standards were updated in 2008. The County Standards include testing and inspection procedures for sewer projects.

A copy of the Table of Contents for the Improvement Standards is attached as Appendix D.

Also attached as Appendix E are copies of the following standard drawings:

- Drawing 7-1, Sheet 1: Standard 48" Sewer Manhole
- Drawing 7-1, Sheet 2: Manhole Base, Camera Channel Detail 1
- Drawing 7-1, Sheet 3: Manhole Base, Camera Channel Detail 2
- Drawing 7-2, Sheet 1: Standard 60" Sewer Manhole (Type A)
- Drawing 7-2, Sheet 2: Standard 60" Sewer Manhole (Type B)
- Drawing 7-3, Sheet 1: Grey Iron Standard 24" Manhole Frame and Cover
- Drawing 7-4, Sheet 1: Sewer Pipe Bedding and Initial Backfill
- Drawing 7-5, Sheet 1: Sewer Services
- Drawing 7-5, Sheet 2: Service Cleanout to Grade
- Drawing 7-5, Sheet 3: Service Cleanout to Grade Backfill Requirements
- Drawing 7-6, Sheet 1: Flushing Branch
- Drawing 7-6, Sheet 2: Flushing Branch Frame and Cover
- Drawing 7-7, Sheet 1: Utility Crossing
- Drawing 7-7, Sheet 2: Utility Crossing

El Rio Villa Housing Complex Inspection and Testing Provisions

Inspection and testing of the sewer system is done through the Operation and Maintenance Program as described in Element 4.

ELEMENT 6 – OVERFLOW EMERGENCY RESPONSE PLAN

The intent of this section of the SSMP is to summarize the key elements of YCH's overflow emergency response plan. The overflow emergency response plan should provide a standardized course of action for wastewater collection system personnel to follow in the event of an SSO. The overflow emergency response plan should also adequately prepare YCH's personnel to respond to SSO events.

Regulatory Requirement

Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must including the following:

1. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner
2. A program to ensure an appropriate response to all overflows
3. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach water of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification
4. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained
5. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities
6. A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting for the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge

El Rio Villa Housing Complex Overflow Prevention and Emergency Response Plan

The Housing Complex's Overflow Prevention and Emergency Response Plan is implemented by YCH and the City.

The plan includes the following elements:

- Historical overflows – description and prevention
- Overflow response plan

Historical Overflows

Description: The Housing Complex has experienced two reportable SSO events in the past. The locations, volumes, and probable causes of these events are summarized in Table 6-1. Reports detailing the responses to each overflow and assessments of the causes are included in Appendix F of this document.

TABLE 6-1
HISTORICAL SANITARY SEWER OVERFLOWS

Date	Location	Volume (gallons)	Description/Cause
May 22, 2006	El Rio Villa Lift Station	150	Pump blockage caused sewage to overflow manhole for 60 – 75 minutes. Most sewage was contained and returned to the sanitary sewer. A small volume discharged to storm drain, but no wastewater discharged to creek.
December 1, 2006	El Rio Villa Lift Station	43,000	Operator failed to restart pumps after routine maintenance. Overflow occurred for 28 hours before overflow was reported. Sewage discharged to storm drain and subsequently to Putah Creek.

Prevention: Measures that will be taken to address the causes of these overflows and prevent future occurrence include the following:

1. Routinely check high water alarm function at the El Rio Villa lift station wet well;
2. Investigate the installation of isolation valves in the force main to prevent backflow in the event of a force main rupture. Install valves if feasible;
3. Perform a comprehensive inventory and inspection of all manholes to ensure proper identification and labeling of manhole covers.
4. Investigate the installation of valves in storm drain lines near surface water discharges or the use of temporary plugs to prevent discharge of sewage overflow from storm drain lines to surface waters. Implement the project if feasible.
5. Evaluate the lift station to identify and recommend actions to retrofit the system to improve alarm functions and reliability of lift station operation. Implement recommended actions.

Overflow Emergency Response Plan

The overflow emergency response plan includes the following principal elements, which are described below:

- SSO Notification Communication
- SSO Response Communication
- Containment and Control
- Clean-up
- Documentation
- Post SSO Notification and Reporting
- Public Notification / Posting
- Spill Sampling and Monitoring
- Record Keeping

SSO Notification Communication: Reports of SSOs are typically made by citizens or by City or YCH staff who first observed the condition. Contacts and phone numbers listed in the telephone directory that can be used to report an SSO include the following:

TABLE 6-2
SANITARY SEWER OVERFLOW INITIAL REPORTING CONTACTS

Contact	Phone Number
City Public Works – working hours	(530) 795-2820 or (530) 795-2811
City Public Works – after hours emergency	(530) 795-4561
ECO Resources – working hours	(530) 795-4660
ECO Resources – after hours emergency	(530) 795-4561
YCH Facilities Administrator	(530) 669-2240
YCH Senior Maintenance Worker	(530) 207-7975
General Emergency	911

SSO Response Communication: ECO Resources is the City’s sewer maintenance contractor and is designated as the first responder to SSOs. ECO Resources contract with the City requires a maximum response time to SSOs of 60 minutes. Calls received by Public Works during working hours will be forwarded to the ECO Resources number listed above. Calls received at the after-hours number are routed to the County Sheriff’s Dispatch office. The Dispatcher’s protocol for contacting responders follows the order of contacts listed below:

TABLE 6-3
EMERGENCY DISPATCH ORDER OF CONTACT

Contact	Phone Number	
ECO Resources	(530) 765-0011	
YCH Facilities Administrator	(530) 669-2240	
YCH Senior Maintenance Worker	(530) 207-7975	
City Public Works ON-CALL	(530) 681-9588	
City Public Works Staff ^d	Cell #	Home #
1. Terry Vendor	(530) 681-2873	
2. Tony Luna	(530) 681-9415	(707) 451-2236
3. Efren Del Toro	(530) 681-2875	(530) 795-1236
4. Charlie Bruhn	(530) 681-9419	(530) 795-9897
5. Salomon Del Toro	(530) 681-9417	(530) 795-1970

If no response to on-call number after 10 minutes, call City staff in order at 10 min intervals

The City Manager, Public Works Department, and YCH, as appropriate, will be informed immediately of the SSO event by the first-responding personnel. All personnel who could potentially respond to an SSO event have been issued a Personnel Safety Bag that contains personnel safety equipment, all telephone numbers of Public Works personnel, City Manager, YCH Facility Administrator and ECO personnel, a disposable camera, and a Sewer Spill Report Form, which is included as Appendix G of this document.

Containment and Control: The primary objective of the first responder(s), aside from ensuring personal safety, is to contain the SSO and prevent discharge of sewage to surface waters. Following containment of the overflow, actions will be taken to control the overflow by alleviating or correcting the condition causing the overflow. The protocol to be followed by responder(s) to SSOs is as follows:

1. Proceed immediately to the site of the reported overflow with the following materials:
 - Radio and/or other communication equipment
 - Spill Containment Kits for storm drains and open water areas
 - Personnel Safety Bag

2. Crew leaders or supervisory personnel immediately assess the problem and begin implementation of corrective action, including, but not limited to:
 - Call in all personnel
 - Call the City's sewer line maintenance contractor
 - Mobilize the Sewer Spill Response Trailer and cordoning off the spill area
 - Obtain equipment to facilitate containment of the spill
 - Contact outside agencies or contractors for assistance

3. Crew leaders or supervisory personnel determine the immediate destination of the overflow (e.g. storm drain, street curb gutter, body of water, culvert, landscaped area, etc), develop a containment strategy, and immediately obtain equipment and materials to facilitate such.
4. Implement the containment strategy for the overflow using one of more of the following methods:
 - Contain the overflow with sand bags, soil berms, or containment pond to minimize spreading
 - Divert the flow (bypass) by pumping sewage into the sewer system, downstream the blockage. Continuously monitor the bypass pumping operation until terminated.
 - Vactor (vacuum) and transport the sewage to a downstream location or to a holding tank for subsequent discharge to the sewer system.
5. Crew leaders or supervisory personnel initiate a process to alleviate or correct the condition causing the overflow using one or more of the following methods:

For obstructed or blocked sewers:

- Clean with high velocity water jet to clear blockage and restore service.
- Hand rod with auger from downstream manholes to “snag” object causing the Blockage
- Power rod when obstruction cannot be moved manually
- Bail when flow conditions will allow tool to move without causing its own stoppage
- Excavate above the blockage to remove the obstacle or repair the damaged pipe (method of last resort).

For failed lift station pumps:

- Determine cause of pump failure and correct or repair problem. Restart pumps.
6. If attempts to clear blockage of the sewer or correct pump failure are not immediately successful, implement emergency bypass procedures to convey or transport sewage from the affected segment of the sewer system to downstream segments of the sewer system that are unaffected. Continuously monitor the bypass pumping operation until terminated.

Clean-up: Following an overflow event, restore the affected areas to previous existing or better condition by one or more of the following methods:

1. Remove and replace contaminated soil. In some cases, soil will be decontaminated and tilled in when appropriate
2. Collect and dispose of any standing or pooled sewage
3. Clear surrounding area of spill residuals or any other signs of the spill
4. Where appropriate, the overflow site should be disinfected with HTH (hydrated calcium hypochlorite) and water or liquid bleach (aqueous sodium hypochlorite). Never flush any disinfectant into a storm drain or body of water.

5. Replace foliage, sod, grass, pavement, sidewalks, fencing, or structures damaged as a result of the overflow event or containment and control activities.

Documentation: Response crew leader or supervisory personnel at the overflow site will complete the Sewer Spill Report Form (see Appendix G), photograph the site, and submit all information to the City Manager or Public Works Department, as appropriate. The City Manger will prepare a Staff Memorandum describing the nature, extent, and cause of the overflow, the response activities performed and recommended follow-up measures to prevent reoccurrence of the overflow. Staff Memorandums for past SSOs are provided in Appendix F.

Post SSO Notification and Reporting:

Category 1 SSO: Category 1 SSOs are defined as all discharges of sewage resulting from a failure in the City or the Housing Complex’s sanitary sewer system that:

- Equal or exceed 1,000 gallons, or
- Result in a discharge to a drainage channel and/or surface water, or
- Result in a discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

Initial Telephone Notification

All Category 1 SSOs must be reported by telephone to the agencies listed below as soon as:

- City has knowledge of the SSO (but not less than 24 hours after having knowledge)
- Reporting is possible
- Reporting can be performed without substantially impeding cleanup or other emergency measures

TABLE 6-4
POST SSO INITIAL REPORTING PHONE NUMBERS

Agency Contact	Phone Number	Fax Number
Central Valley Regional Water Quality Control Board	(916) 464-3291	(916) 464-4645
State Office of Emergency Services (OES)	(800) 852-7550	(916) 845- 8910
Yolo County Health Department Environmental Health	(530) 666-8646	(530) 669-1948

Written or Online Notification

The City must file with the Central Valley Water Quality Control Board (Board) within three days of having knowledge of the SSO an initial written confirmation of the telephone notification, or must report the SSO online if an online reporting system is available. If online reporting is not available, the City must fax the required information to the Board. A final certified report must be completed online or submitted in writing to the Board within 15 days of

the conclusion of SSO response and remediation. The following minimum information must be included in the 3-day report:

TABLE 6-5
MANDATORY INFORMATION IN CATEGORY 1 SSO REPORT

Item No.	Information Description
1.	Location of SSS by GPS coordinates
2.	Applicable Regional Water Quality Control Board
3.	County where SSO occurred
4.	Did SSO enter a drainage channel or surface water?
5.	Did SSO enter a storm drain pipe without being fully captured and returned to sanitary sewer?
6.	Estimated SSO volume in gallons
7.	SSO Source (e.g. manhole, cleanout, etc.)
8.	SSO cause (e.g. sewer blockage, roots, pump failure, etc.)
9.	Time of SSO discovery or notification
10.	Estimated arrival time of first responder
11.	SSO destination (if known)
12.	Estimated SSO end time
13.	SSO Certification
14.	Estimated SSO volumes that reached a drainage channel or surface water or not recovered from storm drain pipe
15.	Estimated SSO recovered
16.	Response and corrective action taken
17.	If samples were taken, which regulatory agency received sample results?
18.	If samples were taken, which constituents were analyzed?
19.	Were health warnings posted?
20.	Is investigation on going?
21.	Steps taken or planned to reduce, eliminate, and prevent reoccurrence of SSO and a schedule of major milestones for identified steps
22.	Date and time OES was called
23.	OES control number (if applicable)
24.	Date and time County Health Department was called

Category 2 SSO: Category 2 SSOs are defined as all discharges of sewage resulting from a failure in the City or the Housing Complex's sanitary sewer system that are not Category 1 SSOs.

All Category 2 SSOs must be reported online within 30 days after the end of the calendar month in which the SSO occurs. If an online reporting system is not available, the City must file a written report to the Board. The minimum information required for a Category 2 SSO report includes items 1 through 13 listed under Category 1 mandatory information reporting requirements.

Category 3 SSO: Category 3 SSOs are defined as sewage discharges that are caused by blockages or other problems within a privately owned lateral. Category 3 SSOs may be reported to an online reporting system, if available, or to the Board at the City's discretion. If submitted, a Category 3 SSOs report must identify the responsible private party, if known.

Certification: All final reports must be certified by a person designated as either a principal executive officer or ranking elected official, or by duly authorized representative of that person

having responsibility for the overall operation of the City or the Housing Complex's sewer system.

Public Notification / Posting: Working in conjunction with Yolo County health officials and with the RWQCB, all areas will be posted when necessary to alert the public of situations that may be hazardous to the health of persons or could contaminate property.

Each situation will be evaluated independently to determine what posting requirements, if any, apply. Criteria for posting are as follows:

1. Post locations of contamination when the spill reaches areas of pooled water
2. Place signs in locations with high visibility
3. Keep signs in place until cleanup has been completed

The City will use signs as approved by the Yolo County Department of Health Services.

Spill Sampling and Monitoring: At the direction of the City Manager, Public Works Department or YCH Facility Administrator, as appropriate, particularly whenever a spill reaches surface water, sampling of water impacted by the spill should be performed. Conducting sampling at the appropriate locations will allow staff to establish and monitor the levels of contamination as well as to establish or compare with the natural background levels of bacteria in the receiving waters.

If sampling is to be conducted, the City Manager, Public Works Department or YCH Facility Administrator, as appropriate, will develop and implement the sampling regimen and will notify Yolo County Department of Health Environmental Health Division and the California Department of Fish and Game to advise them of the sampling to be conducted.

The sampling regimen is to be continued until a determination is made that contamination resulting from the spill event no longer exists and no longer poses a danger to the public. All final summary sampling and monitoring reports will be shared with Yolo County Department of Health and the California Department of Fish and Game.

If sampling and monitoring are conducted, records of monitoring information shall include the following:

1. Date, exact place, and time of sampling or measurements
2. Individual(s) who performed the sampling or measurements
3. Date(s) of analyses by laboratory
4. Individual(s) who performed analyses
5. Analytical methods or techniques used
6. Results of analyses

Record Keeping: The City and YCH shall retain records of all SSOs for a minimum of five (5) years. Records shall include, but not limited to, the following when applicable:

1. Record of Certified SSO Report submitted to online SSO database or to Regional Board

2. Original recordings of continuous monitoring instrumentation
3. Service call records and complaint logs of call received by the City
4. SSO calls
5. SSO records
6. Actions that have been taken or will be taken to prevent the SSO from reoccurring and a schedule to complete actions
7. Work orders, work completed , and any other maintenance records from the previous five years that are associated with responses and investigations of system problems related to SSOs
8. A list and description of complaints from customers or others from the previous five years
9. Documentation of performance and implementation measures for the previous five years

ELEMENT 7 – FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The intent of this section of the SSMP is to summarize the key elements of YCH's fats, oils and grease program.

Regulatory Requirement

Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed the Enrollee must provide justification as to why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

1. An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG
2. A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area
3. The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG
4. Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements
5. Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance
6. An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section
7. Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above

El Rio Villa Housing Complex Fats, Oils and Grease (FOG) Control Program

Under contract for the Housing Complex's sewer system operation and maintenance, the City is also responsible for any FOG issues.

The City has evaluated its collection service area and has determined that a separate FOG program is not needed at this time. None of the SOSs that have occurred to date have been caused by blockages due to FOG accumulation in the collection system. The City's Pretreatment

Program and routine cleaning of sewer lines are considered to be adequate measures to prevent sewer line blockages due to FOGs.

Pretreatment Program

The City has adopted and implemented a Pretreatment Program that limits the concentration of FOGs that can be discharged to sanitary sewer system and establishes a discharge permit system. Commercial and industrial dischargers that could potentially discharge FOGs at elevated concentrations are required to obtain a discharge permit and to install grease removal devices (grease traps) to ensure compliance with FOG discharge limit. The City's Building Code requires that grease removal devices be sized in accordance with criteria set forth in the Uniform Plumbing Code. Legal authority for the City to require and inspect grease removal devices has been established by Chapter 13.08 of City Municipal Code. The ordinance also provides an enforcement procedure for discharge permits and a system of penalties for noncompliance.

Grease Removal Device Inspection Program

The City's contract collection system operator (currently ECO Resources) is required under the current contract to inspect and monitor grease removal devices twice per year, unless revised for cause by the City.

ELEMENT 8 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The intent of this section of the SSMP is to document YCH's planning efforts to assess the current capacity of the wastewater collection system, determine if there are current or expected planned needs, develop a capital improvement plan (CIP) for identified capacity needs, and fund the CIP program so that the wastewater conveyance needs are met before the capacity of the system is exceeded.

Regulatory Requirement

The Enrollee shall prepare and implement a capital improvement plan that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

1. **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.
2. **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.
3. **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
4. **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a) – (c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

Capacity Assessment

This section is waived as the Housing Complex sewer system serves a population of less than 10,000.

System Evaluation and Capacity Assurance Plan

This section is waived as the Housing Complex sewer system serves a population of less than 10,000.

ELEMENT 9 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

The intent of this section of the SSMP is to summarize how YCH monitors the performance of the sewer system, determines the effectiveness of the O&M program, and measures the effectiveness of YCH's program to reduce SSOs. Examples of performance indicators include:

- Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows
- Volume distribution of SSOs (e.g. number of SSOs < 100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, > 10,000 gallons)
- Volume of SSOs that was contained in relation to total volume of SSOs
- SSOs by cause (e.g. roots, grease, debris, pipe failure, pump station failure, capacity, other).
- Number of stoppages over the past 12 months
- Stoppages by cause
- Average time to respond to an SSO
- Relationship of capacity-related SSOs to storm event return frequency
- Ratio of planned sewer cleaning to unplanned sewer cleaning
- Backlog of repair, rehabilitation, and replacement projects
- Plans developed for, or implementation of, activities to target specific problems identified, such as roots, structural deficiencies, or fats, oil, and grease (FOG)

This section of the SSMP should also contain a description of what the wastewater collection system agency plans to do to make sure the SSMP remains current and useful over time. Examples of changes that could occur include modified operations and maintenance procedures, new O&M programs like initiating a root or FOG control program, organizational changes, and new sewers or pump station improvements made to increase the capacity or improve the reliability of the wastewater collection system

Regulatory Requirement

The Enrollee shall:

1. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities
2. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP
3. Assess the success of the preventive maintenance program
4. Update program elements, as appropriate, based on monitoring or performance evaluations
5. Identify and illustrate SSO trends, including: frequency, location, and volume.

El Rio Villa Housing Complex Monitoring, Measurement, and Program Modifications

This section is waived as the Housing Complex sewer system serves a population of less than 10,000.

ELEMENT 10 – SSMP PROGRAM AUDITS

The intent of this section of the SSMP is to document audits of the SSMP by YCH. Audit programs are intended to provide controls for ensuring that all programs associated with the SSMP are being implemented and managed appropriately. Audit outcomes should provide information about challenges and successes in implementing the SSMP and identify any program or policy changes that may be needed to ensure effective implementation. Information collected as part of an audit should be used in to plan program or procedure revisions necessary to improve program performance.

Regulatory Requirement

As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D. 13), including identification of any deficiencies in the SSMP and steps to correct them.

El Rio Villa Housing Complex SSMP Program Audit

This section is waived as the Housing Complex sewer system serves a population of less than 10,000.

ELEMENT 11 – COMMUNICATION PROGRAM

This section of the SSMP discusses YCH's communications with the public and satellite agencies. This section fulfills the Communication Program requirement for SWRCB.

Regulatory Requirements for Communication Program

The City shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the collection system agency as the program is developed and implemented. The City shall also create a plan of communication with systems that are tributary and/or satellite to the collection system agency's sanitary sewer system.

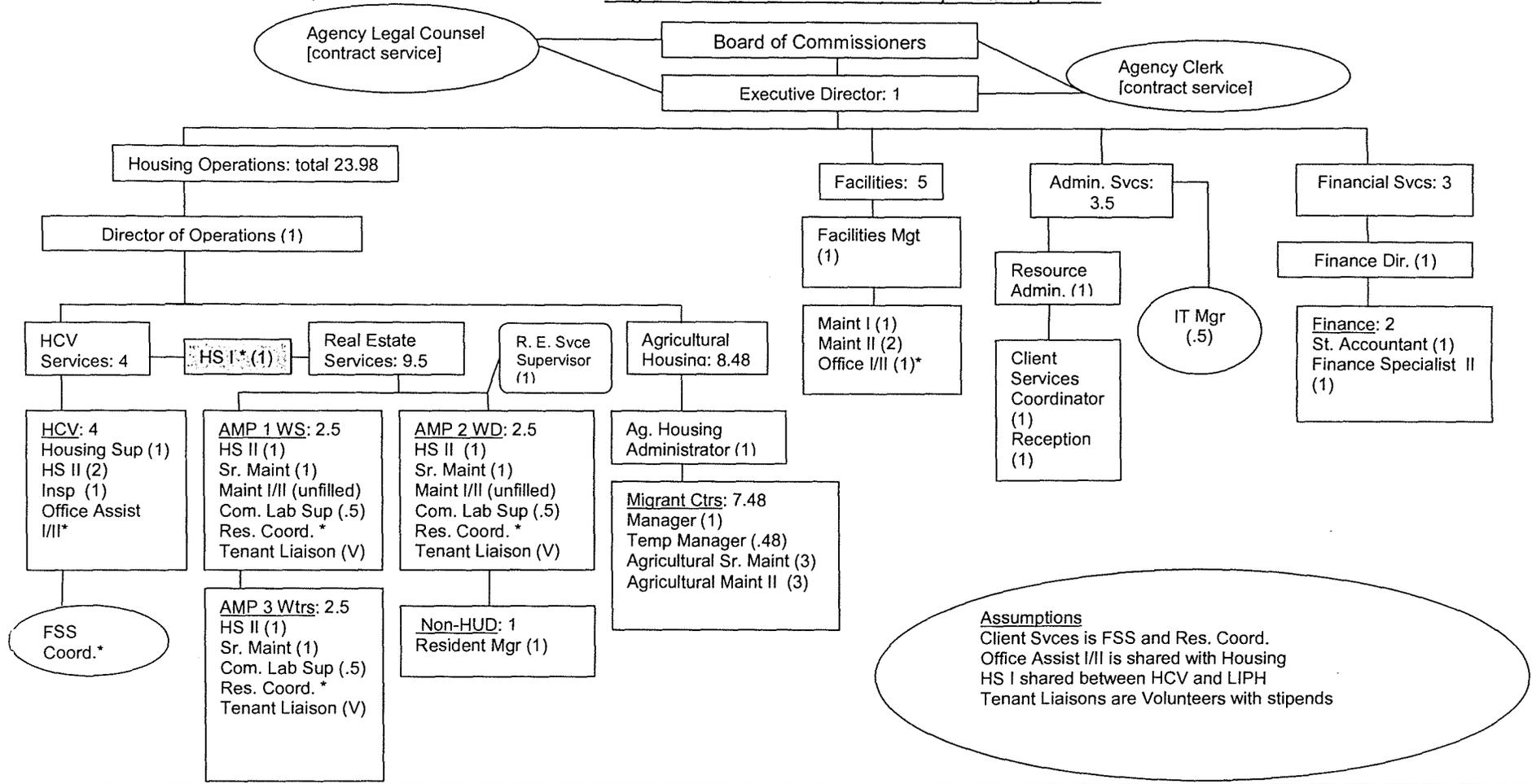
El Rio Villa Housing Complex Communication Program

This section is waived as the Housing Complex sewer system serves a population of less than 10,000.

APPENDIX A

Yolo County Housing Organizational Chart

Organization Chart - Yolo County Housing 2011



Assumptions
 Client Svces is FSS and Res. Coord.
 Office Assist I/II is shared with Housing
 HS I shared between HCV and LIPH
 Tenant Liaisons are Volunteers with stipends

APPENDIX B

**Memorandum of Understanding between the City of Winters and the
Housing Authority of the County of Yolo for Sewer Services**



Memorandum

To: Housing Authority of the County of Yolo
Date: December 9, 2009
From: Tracy Jensen, Administrative Assistant
Subject: Agreement No. 09-16 - MOU for Sewer Services

Enclosed please find one fully executed copy of Agreement No. 09-16, a Memorandum of Understanding Between the City of Winters and the Housing Authority of the County of Yolo for Sewer Services.

Should you have any questions, please contact Carol Scianna, City of Winters Environmental Services Manager at (530) 795-4910, ext. 115.

Thank you,

18 First Street
Winters, CA 95694
Phone.530.795.4910
Fax. 530.795.4935

COUNCIL MEMBERS
Cecilia Aguiar-Curry
Harold Anderson
Tom Stone

MAYOR
Michael Martin
MAYOR PRO TEM
Woody Fridae

CITY CLERK
Nanci Mills
TREASURER
Michael Sebastian

CITY MANAGER
John W. Donlevy, Jr.

Agreement No. 09-16

**(Memorandum of Understanding Between the City of Winters
and the Housing Authority of the County of Yolo
for Sewer Services)**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is executed between the CITY OF WINTERS, a municipal corporation herein called "CITY", and the HOUSING AUTHORITY OF THE COUNTY OF YOLO , informally known as YOLO COUNTY HOUSING, a public body corporate and politic organized and existing under the laws of the State of California, hereinafter called "YCH."

WITNESSETH:

WHEREAS, YCH is currently using sewer services provided by CITY for its EL RIO VILLA HOUSING DEVELOPMENT, located at 62 Shams Way, Winters, California, hereinafter called "EL RIO VILLA"; and

WHEREAS, the parties wish to enter into this MOU to replace the existing agreement for purposes more specifically defining the obligations of CITY and YCH.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed by and between CITY and YCH as follows:

SECTION 1. SERVICE

1. CITY agrees to continue to provide YCH's EL RIO VILLA, with domestic sewer services subject to maximum daily flow restrictions as hereinafter set forth. As part of said service:

- a. YCH confirms its grant to CITY of full rights of ingress and egress to YCH's pump station and YCH's lines and connections, at any time. The sewer service provided by CITY shall be restricted solely to domestic waste and shall not be sewage from commercial, industrial or any other type of waste discharges.
- b. YCH shall comply with all ordinances, rules and regulations of CITY related to control and discharge of sewage.
- c. YCH specifically agrees that it will not allow any discharges prohibited by the State Water Resources Control Board, hereinafter called "SWRCB".
- d. YCH acknowledges that CITY currently contracts with a third party vendor for its sewer services, and that contract sets forth the level of service provided to CITY. YCH specifically accepts the level of service set forth in said contract.
- e. For the parties' convenience, the CITY will collect fees as outlined in Section 5 of this MOU.

2. While CITY through its contracted sewer service shall provide for the operation of sewer services at EL RIO VILLA, YCH agrees, at its sole cost and at all times, to be financially responsible for the maintenance, repair and replacement of all sewer lines, sewer line force mains, lift station, and pumps necessary to transport wastewater from EL RIO VILLA to the MAIN PUMP

STATION to be located at the site of the existing Winters Wastewater Treatment Plant.

SECTION 2. INDEMNIFICATION

1. YCH shall defend, indemnify and hold the CITY harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising from YCH's the performance of this MOU, including liability arising from overflows or violations of CITY's SWRCB permit because of line blockages, with the exception of, and in proportion to, matters that are based upon the negligent or intentional acts or omissions of the CITY, its officers, agents, employees, subcontractors or volunteers.

2. CITY shall defend, indemnify and hold YCH harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising from CITY'S operations or the performance of this MOU, with the exception of, and in proportion to, matters that are based upon the negligent or intentional acts or omissions of YCH, its officers, agents, employees, subcontractors, or volunteers.

SECTION 3. SEWER LINES/LIFT PUMP STATION

1. YCH, as owner, shall be fully financially responsible for the security of the sewer lines, connections, clean-outs, and pump station, outside the city limits of the City of Winters, and for all electricity charges thereto.

2. At its own expense, YCH shall comply with any and all security requirements of the SWRCB, or the State, Federal, or Local government. CITY

shall be responsible for maintenance, repair and replacement of sewer lines within the city limits of the City of Winters.

3. YCH shall establish a schedule for line inspection, and provide to CITY information on the replacement of its sewer lines and connections when necessary. YCH shall provide to CITY funds for such replacement in a timely manner, to avoid any violation of SWRCB rules and regulations.

SECTION 4. FLOW CAPACITY

Notwithstanding anything to the contrary contained herein regarding delivery of sewer services, it is mutually agreed that the maximum sewer services to be provided to EL RIO VILLA by CITY shall be limited to a dry weather flow of 12,000 gallons per day. No sewer service above said quantities shall be guaranteed, but CITY upon its sole determination and election may provide EL RIO VILLA with additional flow capacity upon request, dependent upon available sewer facility capacities and limitations of the system, future anticipated requirements of CITY and any other factors that CITY may wish to consider. In such event, the sewer service charge shall be adjusted to reflect the increased cost of operation and maintenance.

SECTION 5. RATES AND FEES

1. Upon execution of this MOU, CITY agrees that YCH shall pay the CITY the standard CITY rate for residential service paid by the residents within the City of Winters. The current rate of \$43.11 per unit sewer service fee per month (\$5,345.64/month) will be adjusted annually, in the same manner as other residential units served by the CITY. In addition, CITY will adopt a schedule of

fees in excess of its base contract with its sewer service provider, for emergency call-outs or extra work caused by the line blockages and overflows of YCH's own lines or pump failure. Such fees shall be at CITY's actual cost paid to its private sewer service provider.

2. In addition, sewer charges may be adjusted by CITY from time to time on an annual basis, including retroactive adjustment to reflect annual costs, based upon the: (1) increase in level of service caused by new regulations of SWRCB, or the State, Federal or Local government; or (2) increased flows causing a change in CITY operation. Said charges shall not include a charge for capitalization or depreciation of existing or of CITY'S allocated portion of CITY sewer facilities, including collection and interceptor lines, and ponds, but shall include all other prorata costs of operation, maintenance and any subsequent capital improvements that may be added to the system which are used for YCH's sewage collection disposal and treatment.

3. YCH may request and CITY shall provide the cost figures used in computing YCH charges, but such request shall not be made more often than annually or upon a change of rate. Any cost incurred by CITY above normal costs incurred in establishing the annual rate shall be borne solely by YCH. All payments shall be made by YCH in accordance with YCH's standard payables policies and practices..

4. YCH shall pay annual operations costs of \$35,050 at the rate of \$2,921.00 per month. In addition, annual operating costs may be adjusted by CITY from time to time on an annual basis, including retroactive adjustment to

reflect annual costs, based upon the: (1) increase in level of service caused by the new regulations of SWRCB, or the State, Federal or Local government; (2) increased flows causing a change in CITY operation, or (3) increased costs to CITY arising from its contractual obligations to the private contractor providing sewer services to YCH YCH.

5. CITY and YCH agree that, in addition to the fees set forth in Paragraphs 1 through 4 of this section, pump station maintenance costs shall be paid by YCH at the rate of \$2,615.00 per month. Any future capital costs incurred solely to provide sewer services to EL RIO VILLA shall be paid by YCH, upon such other terms and conditions as the parties may hereafter agree; provided, however, that any funds held from time to time by CITY in its EL RIO VILLA capital reserve fund shall first be applied and credited to the costs of such future capital improvements to maintain current sewer facilities including replacement of current sewer facility components. In addition, pump station maintenance charges may be adjusted by CITY from time to time on an annual basis, including retroactive adjustment to reflect annual costs, based upon the: (1) increase in level of service caused by the new regulations of SWRCB, or the State, Federal or Local government; (2) increased flows causing a change in CITY operation, or (3) increased costs to CITY arising from its contractual obligations to the private contractor providing services to YCH.

SECTION 6. TERM AND TERMINATION

1. YCH may terminate this MOU at any time on ten (10) days' written notice to CITY. Notwithstanding the termination notice, the CITY shall retain the

right to continue the sewer service until relieved of its obligation as "operator" by SWRCB. Upon receipt of YCH's termination notice, CITY shall undertake all reasonable efforts to be relieved by SWRCB in as expeditious a manner as possible. YCH shall be obligated to continue compensation to CITY until such relief is granted by SWRCB.

2. The term of this MOU is ten (10) years, beginning on July 1, 2009 and ending on June 30, 2019, subject to YCH's right of prior termination under Paragraph 1 of this section, and thereafter shall be automatically renewed from year to year without further notice. However, after the initial 10-year term, CITY and YCH shall have the right to terminate this MOU by giving written notice of termination at least one (1) year in advance.

3. In addition, this MOU shall terminate at any time that performance of terms, covenants and conditions would be contrary to applicable Federal, State or local statutes, ordinance, rules and regulations.

SECTION 7. INSURANCE

1. During the term of this MOU, each party, at its sole cost and expense, shall obtain and maintain throughout the entire term of this MOU the following insurance policies: (A) General public liability insurance in an amount of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and Two Million Dollars (\$2,000,000) per aggregate, or equivalent self-insurance subject to approval by each party; (B) Automobile insurance in an amount of not less than One Million Dollars (\$1,000,000) per accident for bodily injury and property damage, including

coverage for hired and non-owned vehicles; and (C) Worker's compensation insurance to the established California limits.

2. CITY, its elected representatives, officers, agents, employees and volunteers shall be named as additional insured or as additional covered party for self-insurance, on all liability insurance or self-insurance maintained by YCH other than workers' compensation insurance. Any insurance maintained by CITY shall apply in excess of, and not contribute with, insurance provided by YCH's self-insurance or liability insurance policy. YCH, its elected representatives, officers, agents, employees and volunteers shall be named as additional insured or as additional covered party for self-insurance, on all liability insurance or self-insurance maintained by CITY other than workers' compensation insurance. Any insurance maintained by YCH shall apply in excess of, and not contribute with, insurance provided by CITY's self-insurance or liability insurance policy. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the other party. Upon request, each party shall provide the other party proof of such insurance coverage.

SECTION 8. INDEPENDENT CONTRACTOR

1. Neither YCH nor any of its officers or employees shall have any control over the conduct of CITY or any of CITY's employees. YCH shall have no voice in the selection, discharge, supervision or control of CITY's employees, representatives or agents, or in fixing their compensation or hours of service.

CITY expressly warrants not to, at any time or in any manner, represent that it or any of its agents, representatives or employees, are in any manner agents, representatives or employees of YCH. CITY is, and shall at all times remain, a wholly independent contractor, and CITY's obligations to the YCH are solely such as are prescribed by this MOU.

2. Neither CITY nor any of its officers or employees shall have any control over the conduct of YCH or any of YCH's employees. CITY shall have no voice in the selection, discharge, supervision or control of YCH's employees, representatives or agents, or in fixing their compensation or hours of service. YCH expressly warrants not to, at any time or in any manner, represent that it or any of its agents, representatives or employees, are in any manner agents, representatives or employees of CITY. YCH is, and shall at all times remain, a wholly independent contractor, and YCH's obligations to the CITY are solely such as are prescribed by this MOU.

SECTION 9. NOTICES

Except as otherwise specified in this MOU, all notices to be sent pursuant to this MOU shall be made in writing, and sent to the parties at their respective addresses specified below or to such other address as a party may designate by written notice delivered in accordance with this Section. All such notices shall be sent by: (i) personal delivery; in which case notice shall be deemed delivered upon receipt; (ii) certified or registered mail, return receipt requested, in which case notice shall be deemed delivered two (2) business days after deposit, postage prepaid in the United States mail; (iii) nationally recognized overnight

courier, in which case notice shall be deemed delivered one (1) day after deposit with such courier; or (iv) facsimile transmission, in which case notice shall be deemed delivered on transmittal, provided that a transmission report is generated reflecting the accurate transmission thereof. Any notice given by facsimile shall be considered to have been received as of the next business day if it is received after 5:00 p.m. recipient's time or on a non-business day. The addresses of the parties are as follows:

CITY: City of Winters
Attn: City Manager
318 First Street
Winters, CA 95694
Tel: (530) 795-4910
Fax: (530) 795-4935

YCH: Yolo County Housing
Attn: Executive Director
147 W. Main Street
Woodland, CA 95695
Tel: (530) 662-5428
Fax: (530) 662-5429

SECTION 10. WAIVER.

The failure of any party to insist on strict compliance with any of the terms, covenants, or conditions of this MOU by another party hereto shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

SECTION 11. AUTHORITY

Each person executing this agreement on behalf of a party represents that s/he has full power and authority to so execute this document and to bind the party to the terms, covenants and conditions of this MOU.

SECTION 12. ASSIGNMENT

This MOU may be assigned by YCH to any successor public agency but shall not otherwise be assigned in whole or in part without the prior written consent of CITY.

SECTION 13. SUCCESSORS AND ASSIGNS

Subject to any provision under this MOU restricting assignment, the provisions of this MOU shall be binding upon and inure to the benefit of the respective successors, assigns, heirs, and personal representatives of the parties to this MOU.

SECTION 14. LEGAL FEES

Each party will bear its own defense costs, including but not limited to attorney's fees and costs, in the event a controversy or litigation occurs in connection with the performance by YCH or CITY of the terms, covenants and conditions of this MOU.

SECTION 15. GOVERNING LAW

This MOU shall be deemed to be executed within the State of California and construed in accordance with and governed by laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed

and resolved in a court of competent jurisdiction located in Yolo County, California.

SECTION 16. TIME IS OF THE ESSENCE

Time is of the essence in the performance of every term, covenant, condition, and provision of this MOU.

SECTION 17. SEVERABILITY

If any provision of this MOU is adjudicated by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full force and effect.

SECTION 18. AMENDMENT

This MOU may be amended only by a written instrument executed by all parties hereto, and any other purported amendment shall be of no force or effect.

SECTION 19. COUNTERPARTS

This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same one document.

SECTION 20. ENTIRE AGREEMENT

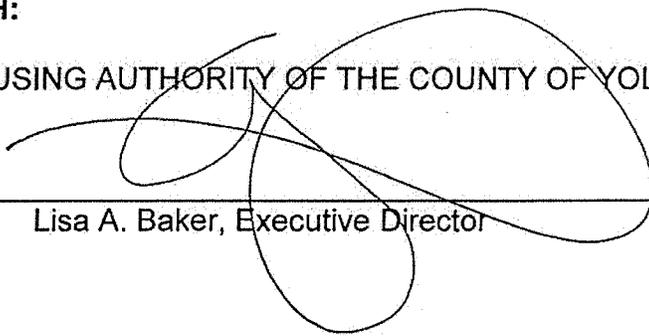
This MOU constitutes the entire agreement between the parties and supersedes all prior agreements, representations, warranties, statements; promises and understandings, whether oral or written, with respect to the subject matter hereof and no party shall be bound by any representations, statements, promises or understandings not specifically set forth in this MOU. In the event of a dispute between the parties as to the language of this MOU or the construction

or meaning of any term hereof, this MOU shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this MOU.

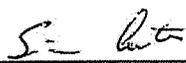
IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this 1st day of October, 2009.

YCH:

HOUSING AUTHORITY OF THE COUNTY OF YOLO

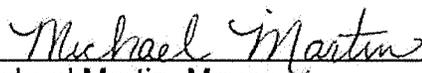

By: Lisa A. Baker, Executive Director

Approved as to Form:

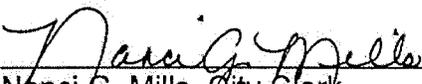

By: Sonia Cortés, Agency Counsel

CITY:

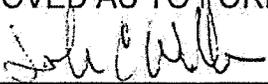
CITY OF WINTERS


By: Michael Martin, Mayor

ATTEST:


Nanci G. Mills, City Clerk

APPROVED AS TO FORM:


John C. Wallace, City Attorney

APPENDIX C

Sample Lift Station Inspection Form

SECTION 7
SANITARY SEWERS

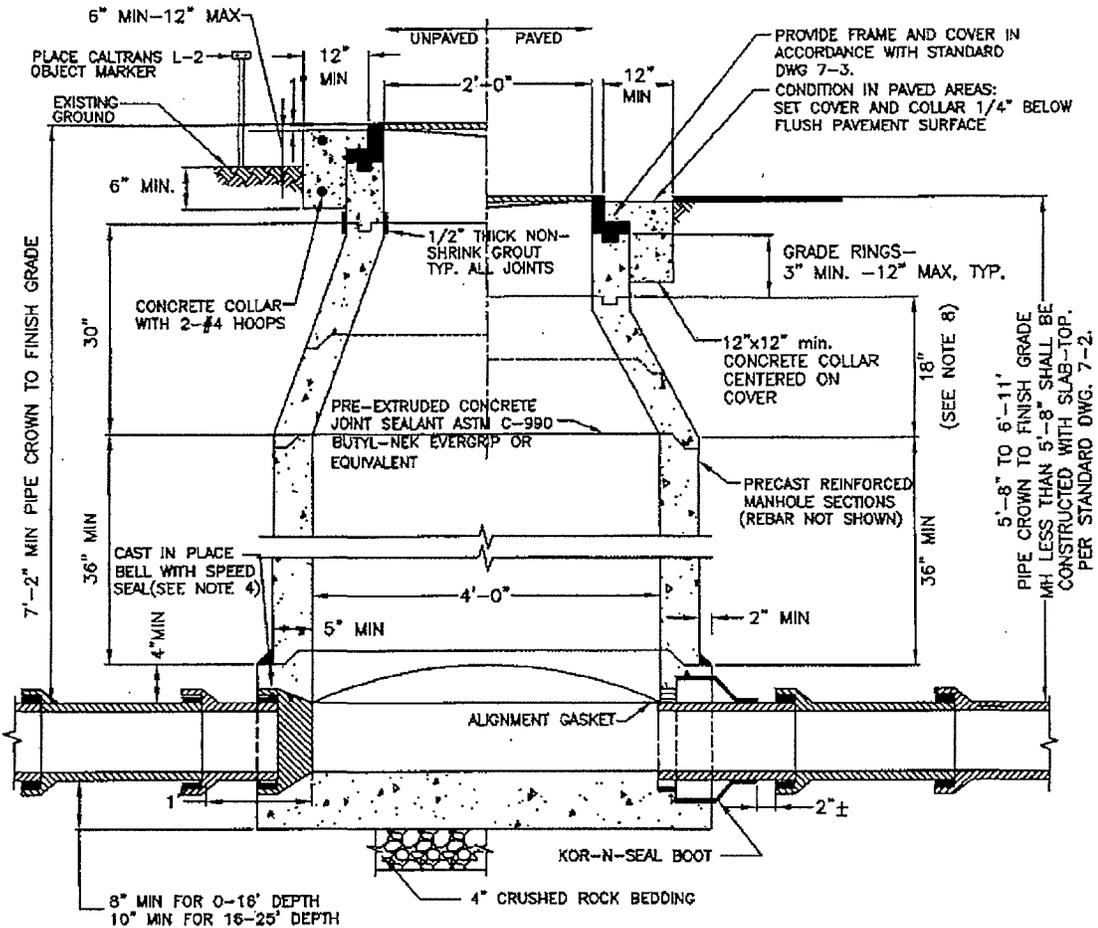
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APPENDIX D

**Yolo County Improvement Standards Specifications – Sanitation Sewers –
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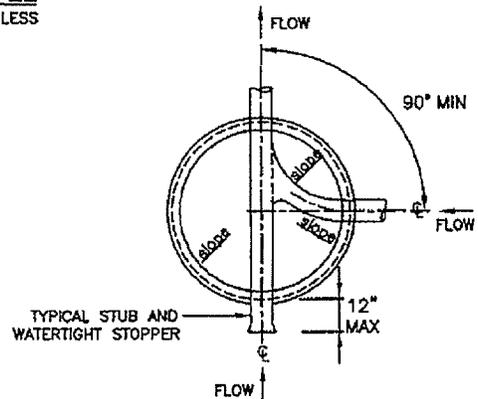
Standard Drawings		
Section 7 – Sanitary Sewer Design		
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STANDARD 48" MANHOLE
 FOR SANITARY SEWER 12" DIAMETER OR LESS
 SEE SHEET 2 FOR REBAR

NOTES:

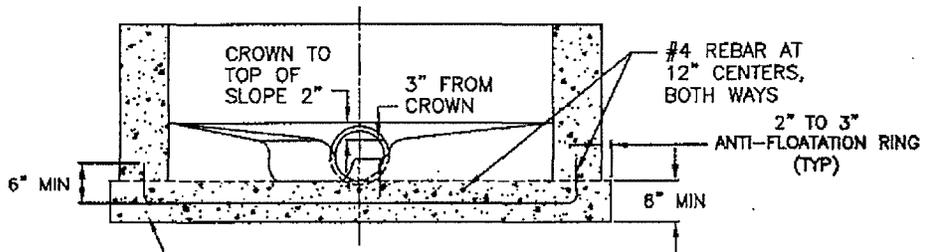
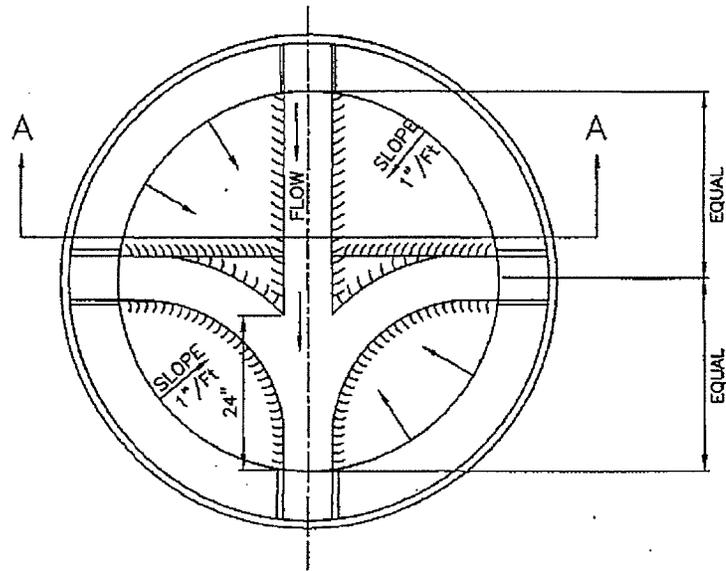
1. CLASS A CONCRETE, 6-SACK MIX SHALL BE USED FOR MANHOLE BASES.
2. PIPE SHALL STOP AT INSIDE FACE OF MANHOLE.
3. JOINTS FOR THE BARREL SECTION SHALL BE TONGUE AND GROOVE. ALL LIFTING HOLES SHALL BE SEALED WITH NON METALLIC NON SHRINK GROUT.
4. ALL MANHOLE BASES SHALL BE PRECAST BASES AND SHALL BE PLACED ON 4" MIN OF CRUSHED ROCK PLACED OVER UNDISTURBED MATERIAL. CONNECTION OF THE PIPE TO THE MANHOLE SHALL USE A RESILIENT CONNECTOR CONFORMING TO ASTM STANDARD C923 SUCH AS KOR-N-SEAL, A-LOK, OR APPROVED EQUIVALENT. ALL MANHOLE BASES TO INCLUDE AN ANTI-FLOATATION RING PER DRAWING 7-1 SHEET 2.
5. ANY SERVICE SEWER ENTERING A MANHOLE SHALL BE INSTALLED WITH THE INVERT ELEVATION OF THE SERVICE PIPE MATCHING THE CROWN ELEVATION OF THE EXIT SEWER EXCEPT WHEN AN INTERNAL DROP CONNECTION IS USED. IF THE MANHOLE AT THE END OF A CUL-DE-SAC IS CONSTRUCTED WITH A PRE CAST BASE, THE INVERT OF ANY SERVICE STUBS SHALL BE A MINIMUM OF ONE INCH ABOVE THE INVERT OF THE EXIT PIPE.
6. BEDDING FOR PRE CAST MANHOLE SHALL BE SELECT IMPORTED MATERIAL 1/2" OR 3/4" CRUSHED ROCK (4" MIN).
7. THE STANDARD CONE MAY BE PROVIDED AS TWO PRE CAST SECTIONS.
8. CUL-DE-SAC MANHOLES OR END OF LINE MANHOLES WITH A DEPTH OF 6'-11" OR LESS SHALL USE 18" CONES.



PLAN VIEW OF 48" MANHOLE
 SHOWING INTERSECTING SEWERS

COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT		DATE: 08/05/08
STANDARD 48" SEWER MANHOLE		SHEET # 1 OF 3
<i>Paros Kallas</i> COUNTY ENGINEER No. C42401		DRAWING #: 7-1 APPROVAL DATE 28 AUG 08 NOT TO SCALE

**CAMERA CHANNEL
REQUIRED FOR ALL LINES**

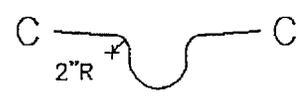
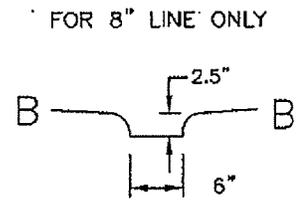
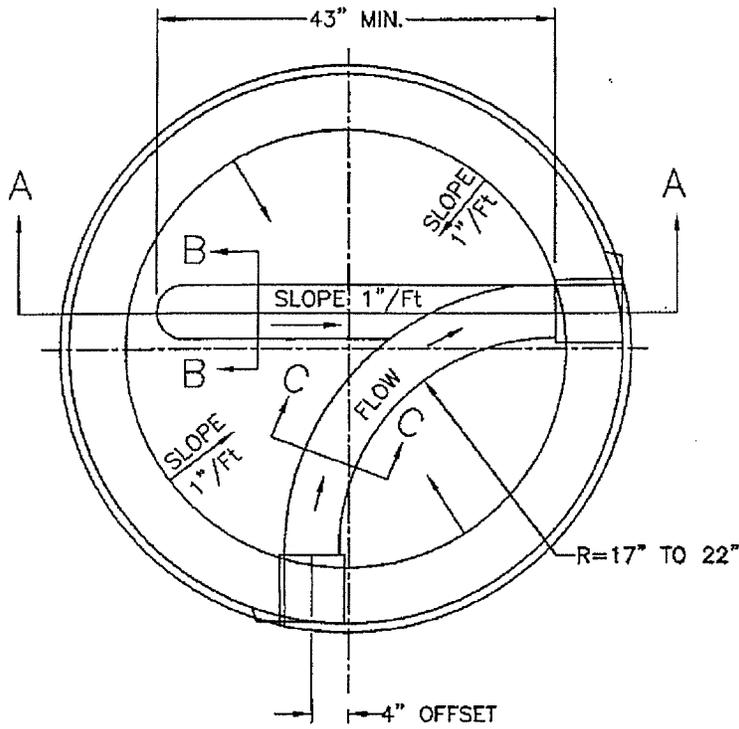


PRECAST BASE
PLACED ON 4" MIN OF
CRUSHED ROCK PLACED
OVER UNDISTURBED MATERIAL

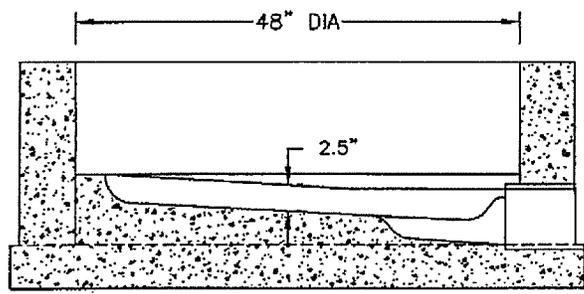
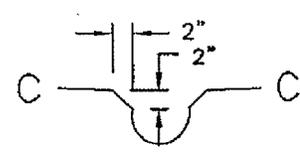
SECTION A-A

COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT	DATE: 08/05/08
MANHOLE BASE CAMERA CHANNEL DETAIL	SHEET # 2 OF 3
<i>Paras Kulkas</i> COUNTY ENGINEER No. C42401	28 AUG 08 APPROVAL DATE
	DRAWING #: 7-1 NOT TO SCALE

**CAMERA CHANNEL REQUIRED FOR
ALL 8" AND 10" LINES**

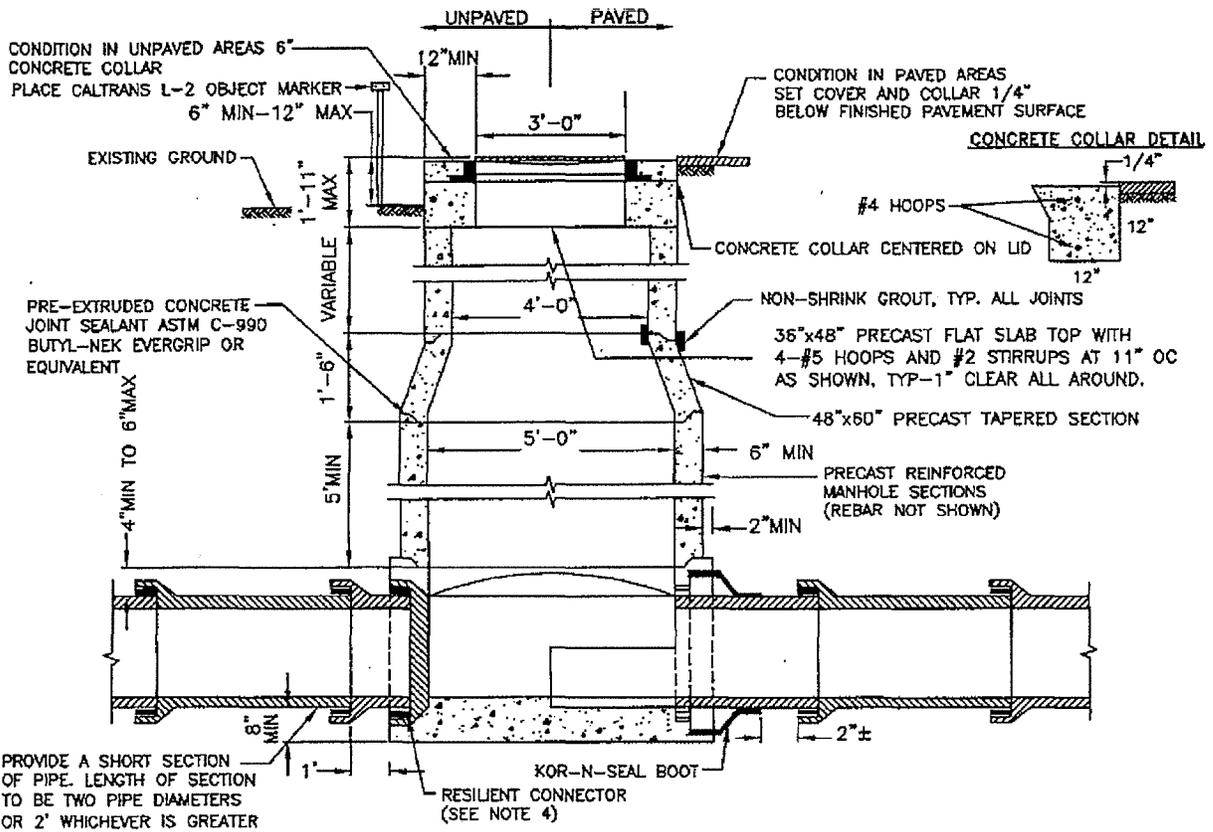


OR



SECTION A-A

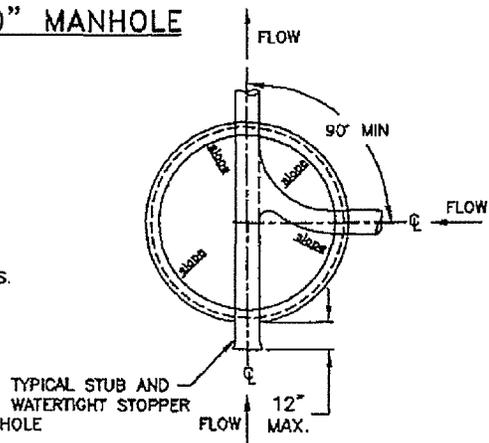
COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT		DATE: 08/05/08
MANHOLE BASE CAMERA CHANNEL DETAIL		SHEET # 3 OF 3
<i>Panos Kallas</i> COUNTY ENGINEER No. C42401	28 AUG. 08 APPROVAL DATE	DRAWING #: 7-1 NOT TO SCALE



STANDARD TYPE A 60" MANHOLE

NOTES:

1. CLASS A CONCRETE, 5-SACK MIX SHALL BE USED FOR MANHOLE BASES.
2. PIPE SHALL STOP AT INSIDE FACE OF MANHOLE OR SHALL BE CONTINUOUS THROUGH MANHOLE. IF PIPE LAID CONTINUOUS, TOP HALF SHALL BE REMOVED AFTER BASE IS POURED.
3. JOINTS FOR THE BARREL SECTION SHALL BE TONGUE AND GROOVE, ALL JOINTS MUST BE SEALED WITH GULF STATES PRE-EXTRUDED CONCRETE JOINT SEALANT.
4. FOR PRECAST MANHOLE BASES, CONNECTION OF THE PIPE TO THE MANHOLE SHALL USE A RESILIENT CONNECTOR CONFORMING TO ASTM STANDARD C923 SUCH AS KOR-N-SEAL, A-LOK, OR EQUIVALENT.
5. ANY SERVICE SEWER ENTERING A MANHOLE SHALL BE INSTALLED WITH THE INVERT ELEVATION OF THE SERVICE PIPE MATCHING THE CROWN ELEVATION OF THE EXIT SEWER EXCEPT WHEN AN INTERNAL DROP CONNECTION IS USED.
6. BEDDING FOR PRE-CAST MANHOLE SHALL BE SELECT IMPORTED MATERIAL 1/2" OR 3/4" CRUSHED ROCK.
7. ALL MANHOLE SECTIONS TO BE FITTED WITH EXTERNAL LIFTING PINS, NO THROUGH PENETRATION HOLES ALLOWED.

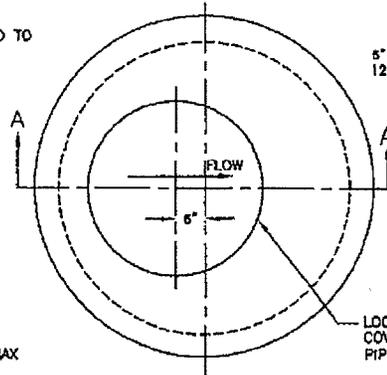


PLAN VIEW OF 60" MANHOLE SHOWING INTERSECTING SEWERS

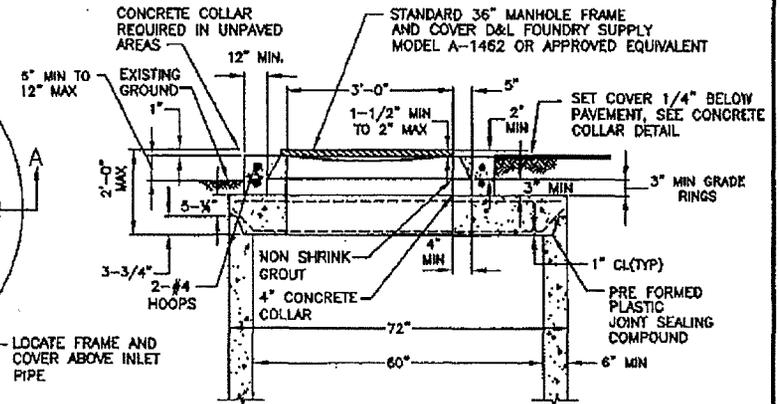
COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT STANDARD 60" SEWER MANHOLE (TYPE A)		DATE: 08/05/08
		SHEET # 1 OF 2
<i>Paras Kothal</i> COUNTY ENGINEER No. C42401		<i>28 Aug. 08</i> APPROVAL DATE
		DRAWING #: 7-2 NOT TO SCALE

NOTES:

1. PROTECTIVE COATING SHALL BE (a) T-LOCK PVC LINER, AMERON PROTECTIVE COATING, 40 MIL (b) CCS COATING, HIGH CHEMICAL RESISTANCE EPOXY COATING BY CHEMCO SYSTEMS OF REDWOOD CITY, CA. MULTIPLE LAYER SPRAY APPLIED TO A MINIMUM FINISHED THICKNESS OF NOT LESS THAN 40 MILS. (c) RAVEN 405 EPOXY MORTAR MULTI LAYERED SPRAY APPLIED TO A MINIMUM THICKNESS OF NOT LESS THAN 80 MILS. (d) OR APPROVED EQUIVALENT.
2. BOTH PVC LINING AND PROTECTIVE COATINGS SHALL BE SPARK TESTED FOR INTEGRITY AFTER INSTALLATION.
3. PROTECTIVE COATING SHALL BE APPLIED TO MANHOLE SHELVES, UNDERSIDE OF COVER SLAB, INSIDE OF GRADE RINGS AND ALL OTHER PLACES WHERE PVC IS SHOWN ON DETAIL BELOW.
4. PVC LINER SHALL BE WHITE IN COLOR.
5. SLAB TOP TO MEET H-20 LOAD SPECIFICATIONS. WEIGHT AND LOAD SPECIFICATIONS TO BE SUBMITTED BY MANUFACTURER.



PLAN

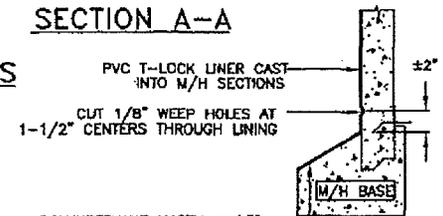


SECTION A-A

STANDARD SLAB TOP DETAILS

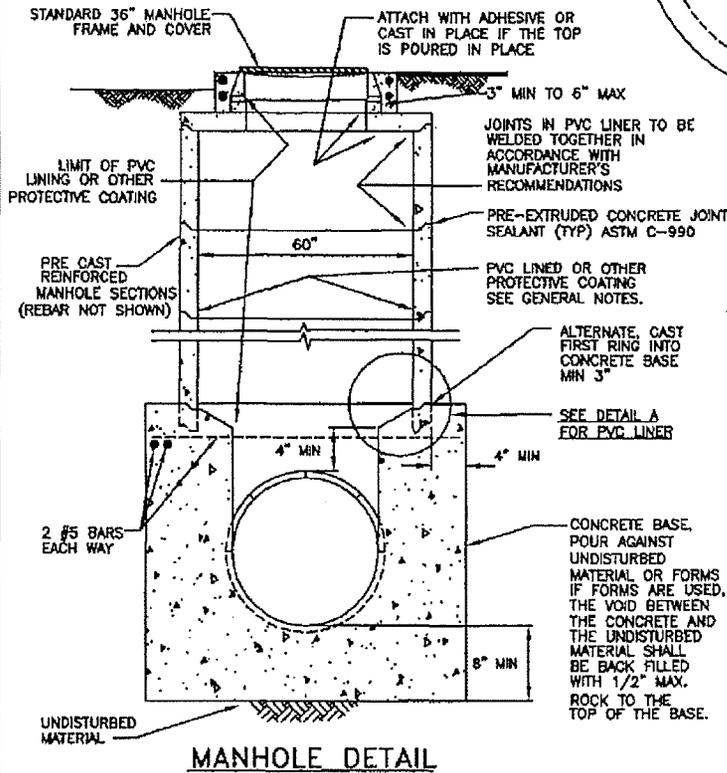
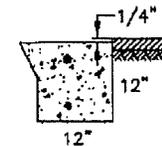
INSTALLATION REQUIREMENTS FOR PVC SHELF LINER

1. 30 MIL PVC SHELF LINER SHALL BE PRECUT AND PREPARED ABOVE GROUND PRIOR TO INSTALLATION WITH SAND EMBEDDED NONSKID SURFACE 1" PLUS IN FROM EDGE, ACCORDING TO PVC SHEETING MANUFACTURERS RECOMMENDATION.
2. COAT CLEAN AND DRY CONCRETE SURFACE OF M/H SHELVES W/LINABOND PRIMER EP30 AND LINABOND POLYURETHANE MASTIC TO A MIN. THICKNESS OF 125 MIL. ALSO COAT CONTACT SIDE OF THE PRECUT PVC SHEETING WITH LINABOND CLA-1 ACTIVATOR ALL AS MANUFACTURED BY ALLIED COATINGS CO. OF HOLLYWOOD, CA OR EQUIVALENT (SUBMITTAL WILL BE REQUIRED).
3. ALL MATERIALS SHALL BE APPLIED ACCORDING TO MANUFACTURER'S RECOMMENDATIONS.



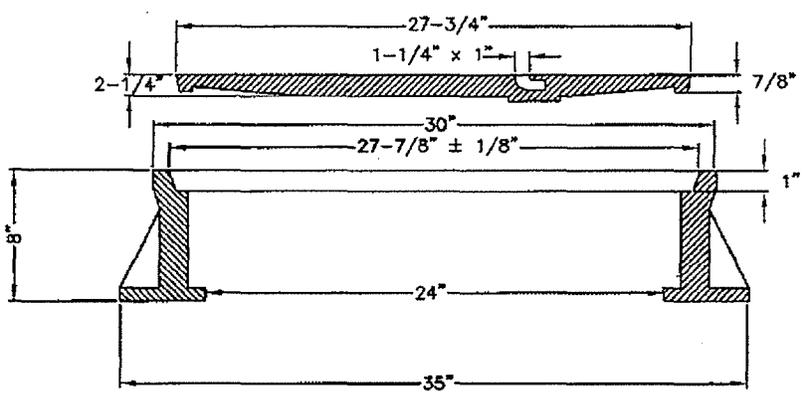
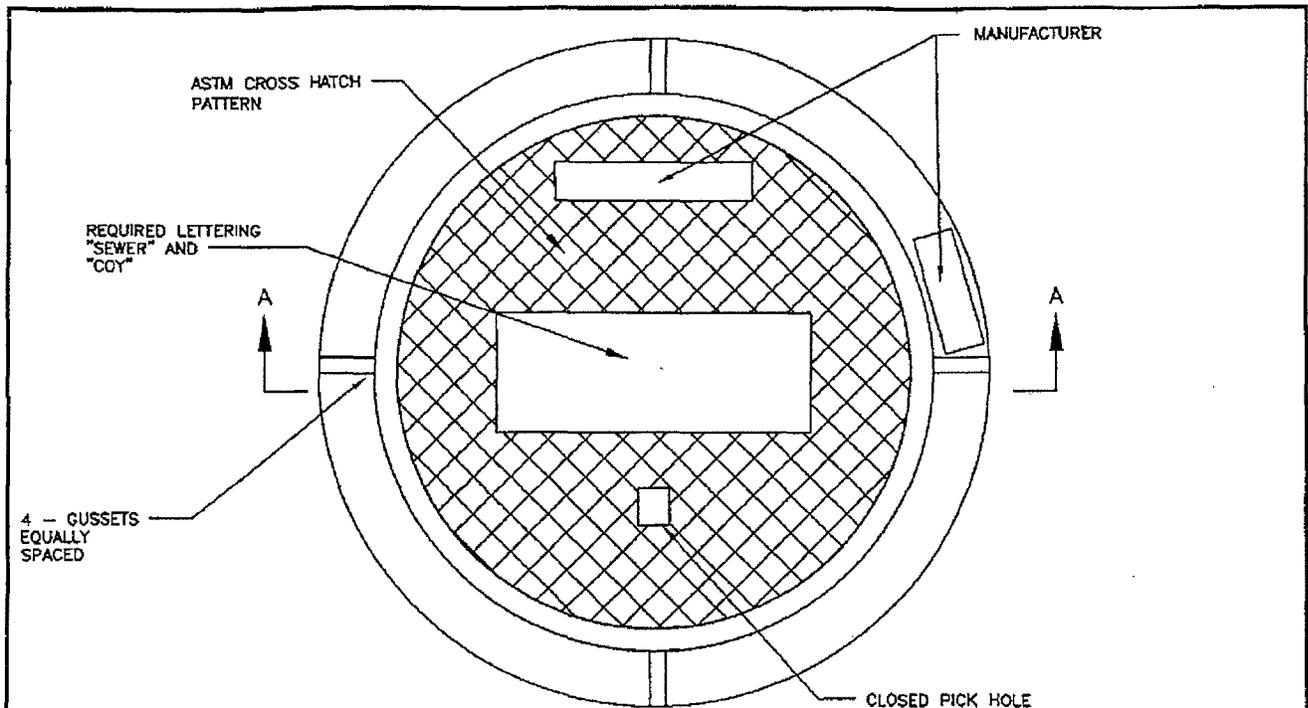
DETAIL A

CONCRETE COLLAR DETAIL



MANHOLE DETAIL

COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT STANDARD 60" MANHOLE (TYPE B)		DATE: 08/05/08
<i>Panos Kallas</i> COUNTY ENGINEER No. C42401		SHEET # 2 OF 2
28 AUG 08 APPROVAL DATE		DRAWING #: 7-2 NOT TO SCALE

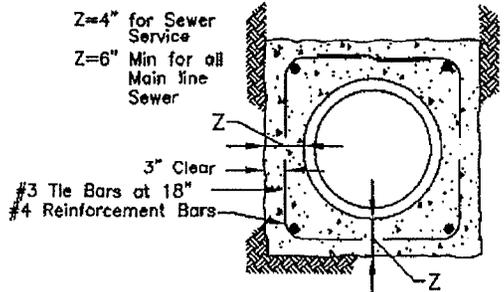


SECTION A-A

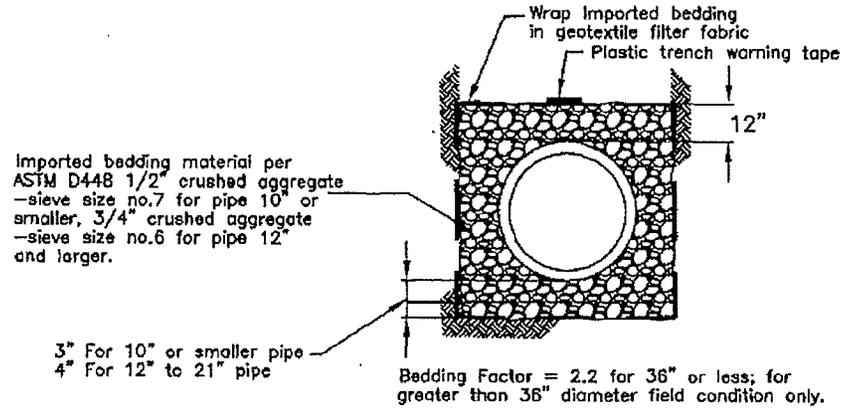
NOTES:

1. ALL CASTINGS TO CONFORM TO ASTM A48, CLASS 35B. D&L FOUNDRY A-1018, OR EQUIVALENT
2. FRAME AND COVER TO MEET H-20 LOAD SPECIFICATIONS.
3. MACHINED HORIZONTAL AND VERTICAL BEARING SURFACES NOT TO EXCEED 1/64" TOLERANCE.
4. FRAME AND COVER SHALL HAVE A COATING OF BITUMINOUS MATERIAL.
5. LOCKING COVER TYPE FRAME AND COVERS SHALL BE USED IN EASEMENT AREAS UNLESS OTHERWISE APPROVED.
6. COVER SHALL BE LABELED AS REQUIRED BY SERVICE DISTRICT. COUNTY COVERS SHALL BE DENOTED "COY".

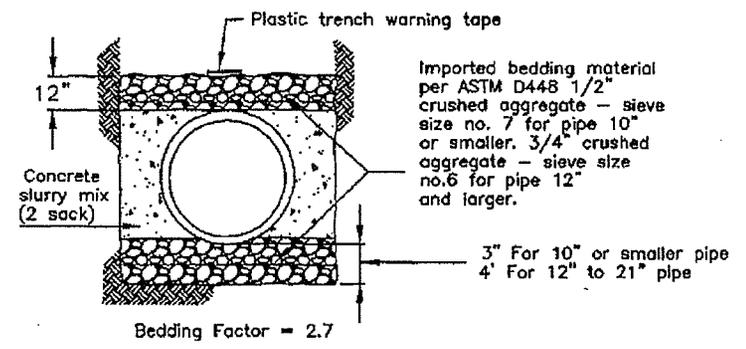
COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT GRAY IRON STANDARD 24" MANHOLE FRAME AND COVER		DATE: 08/05/08
<i>Panos Kakkas</i> COUNTY ENGINEER No. C42401		SHEET # 1 OF 1
28 AUG 08 APPROVAL DATE		DRAWING #: 7-3 NOT TO SCALE



CONCRETE ENCASEMENT



TYPE II



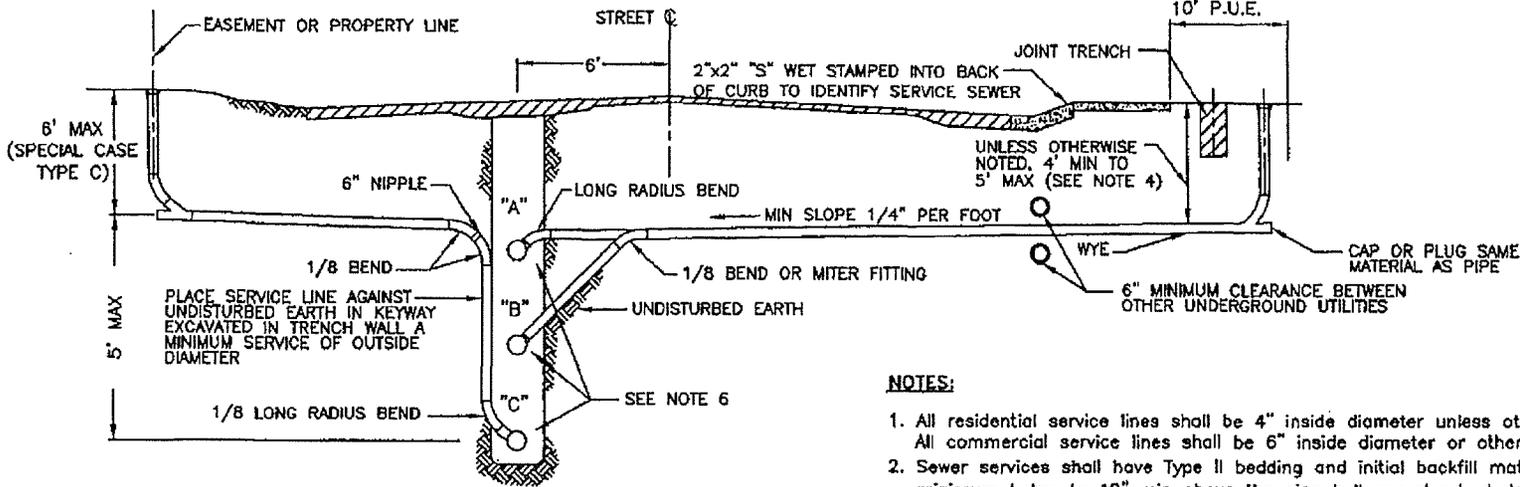
TYPE III
(See Note 3)

(Concrete must extend from pipe to the trench walls. TYPE III not allowed where soils are expansive)

NOTES:

1. Unless otherwise noted on plans bedding and initial backfill for all pipes shall be Type II.
2. Minimum depth of bedding and material under pipe bells shall be 1 1/2 inches.
3. Type III may be used only when construction conditions encountered in the field have resulted in the allowable trench width for Type II being exceeded. Written approval of the Director is necessary.
4. For all flexible (non-rigid) pipe, imported material must be used for bedding and initial backfill to 12 inches over pipe bell.
5. See Drawing 7-4 Sheet 2 for concrete dam to be installed where required due to groundwater conditions.
6. Trench backfill above initial bedding zone shall be compacted to 95% relative compaction, unless higher density is required due to site specific conditions.

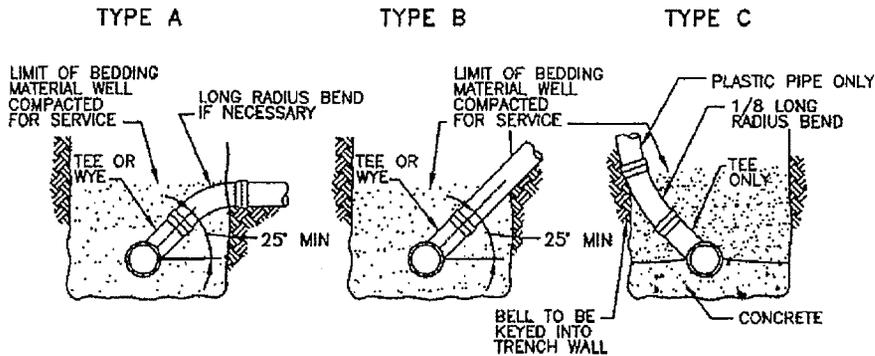
COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT		DATE: 08/05/08
SEWER PIPE BEDDING AND INITIAL BACKFILL		SHEET # 1 OF 1
<i>Paras Kollas</i> COUNTY ENGINEER No. C42401	28 AUG 08 APPROVAL DATE	DRAWING #: 7-4 NOT TO SCALE



ELEVATIONS

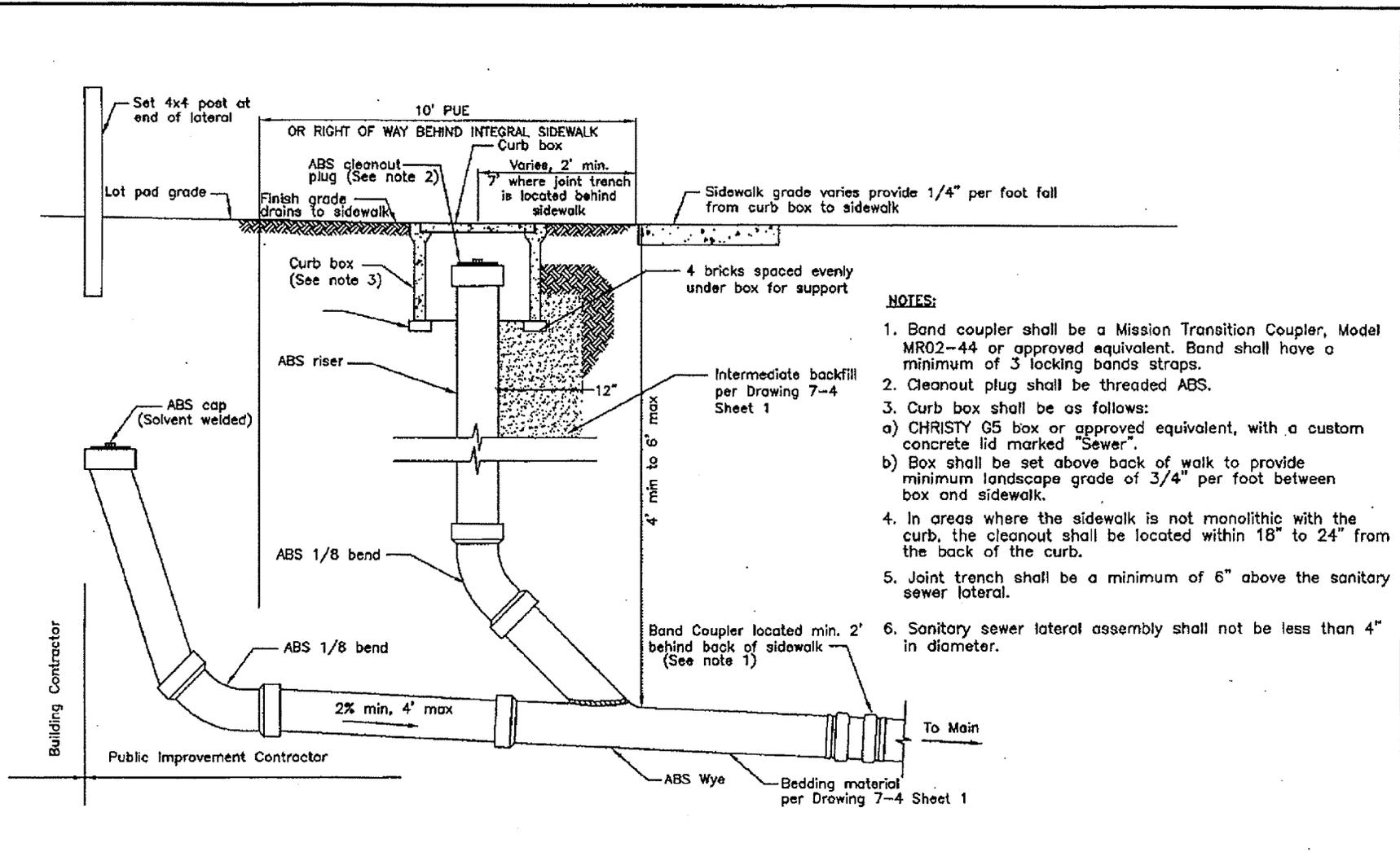
NOTES:

1. All residential service lines shall be 4" inside diameter unless otherwise noted. All commercial service lines shall be 6" inside diameter or otherwise noted.
2. Sewer services shall have Type II bedding and initial backfill material from 3" minimum below to 12" min above the pipe bell per standard drawing 7-4, Sheet 1.
3. Contractor shall use the most appropriate type connection (A, B or C) for the particular situation.
4. The standard sewer service has 4' to 5' of cover at back of sidewalk or 6' maximum for Type C. The standard cover may need to be deeper should other utilities be located in adjacent areas.
5. Minimum depth of cover to be 5' and maximum 6' where joint trench (PG&E, phone, CATV) is to be installed at back of sidewalk as part of subdivision improvements.
6. Place concrete 12" wide or well compacted bedding material 18" wide under the tee or wye, the fitting, and unsupported pipe. When bedding material is used, place additional bedding material to top of bend, the full width of the trench.
7. Minimum specified cover at the property line shall be measured from existing ground surface or edge of adjacent roadway, whichever is lower.
8. A specific elevation at the property line, when shown on the plans or designated by the engineer, shall govern.
9. Miter fittings shall be maximum 45°.
10. Only long radius bends shall be used.



CONNECTION DETAILS

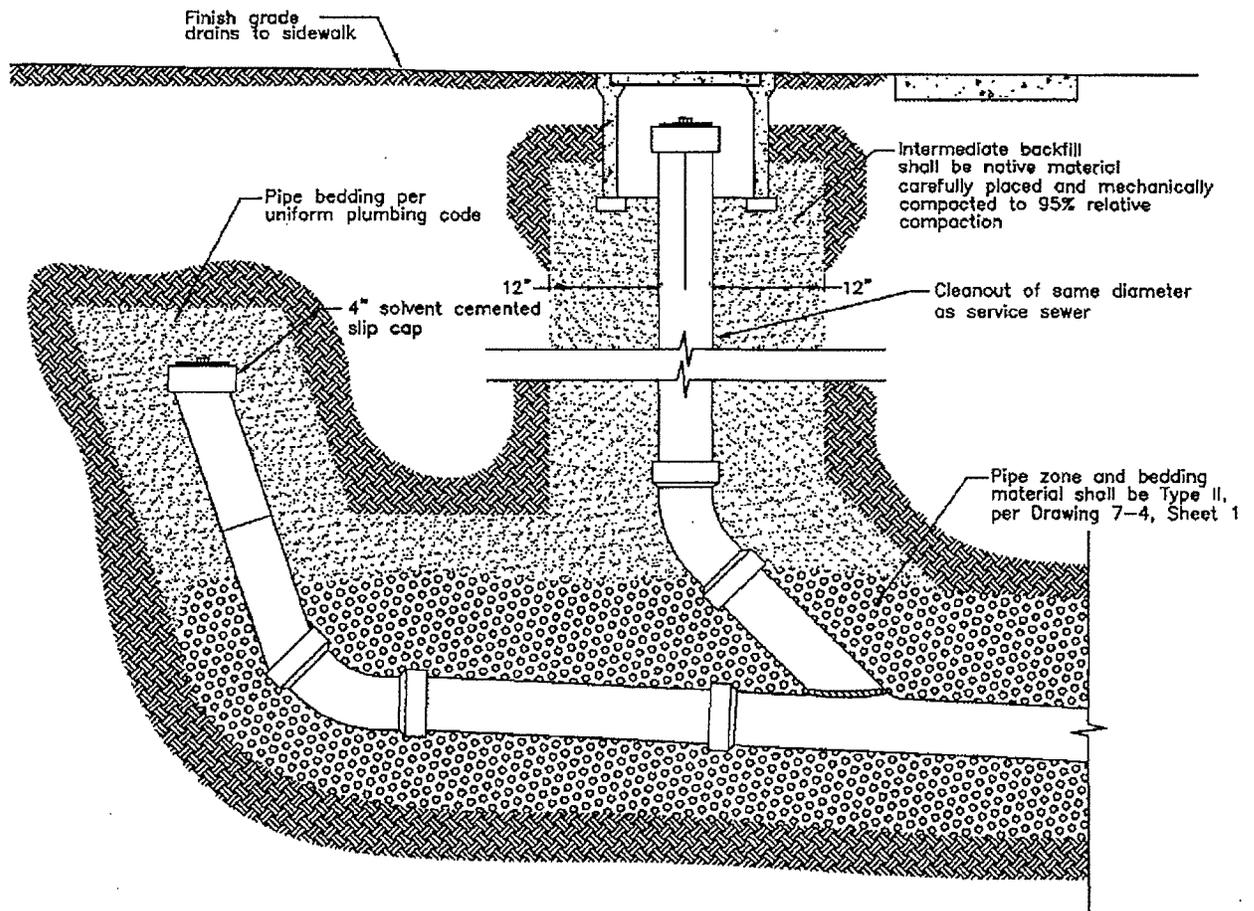
COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT		DATE: 08/05/08
SEWER SERVICES		SHEET # 1 OF 3
<i>Panos Kallas</i> COUNTY ENGINEER No. C42401	28 AUG. 08 APPROVAL DATE	DRAWING #: 7-5 NOT TO SCALE



NOTES:

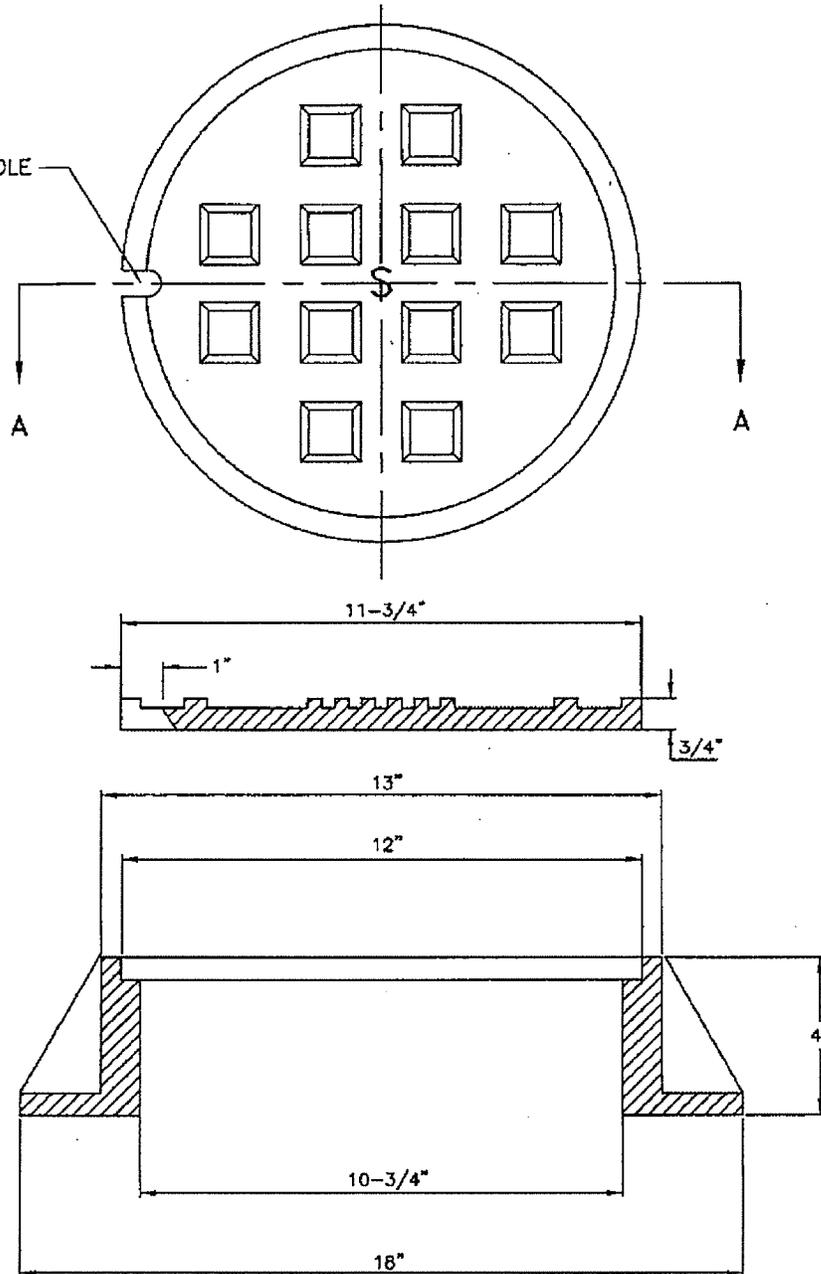
1. Band coupler shall be a Mission Transition Coupler, Model MR02-44 or approved equivalent. Band shall have a minimum of 3 locking bands straps.
2. Cleanout plug shall be threaded ABS.
3. Curb box shall be as follows:
 - a) CHRISTY G5 box or approved equivalent, with a custom concrete lid marked "Sewer".
 - b) Box shall be set above back of walk to provide minimum landscape grade of 3/4" per foot between box and sidewalk.
4. In areas where the sidewalk is not monolithic with the curb, the cleanout shall be located within 18" to 24" from the back of the curb.
5. Joint trench shall be a minimum of 6" above the sanitary sewer lateral.
6. Sanitary sewer lateral assembly shall not be less than 4" in diameter.

COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT		DATE: 08/05/08
SERVICE CLEANOUT TO GRADE		SHEET # 2 OF 3
<i>Panos Kakkas</i> COUNTY ENGINEER No. C42401	28 AUG 08 APPROVAL DATE	DRAWING #: 7-5 NOT TO SCALE



COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT		DATE:	08/05/08
SERVICE CLEANOUT TO GRADE BACKFILL REQUIREMENTS		SHEET #	3 OF 3
<i>James Kuklas</i> COUNTY ENGINEER No. C42401		28 AUG 08 APPROVAL DATE	DRAWING #: 7-5 NOT TO SCALE

PICK HOLE

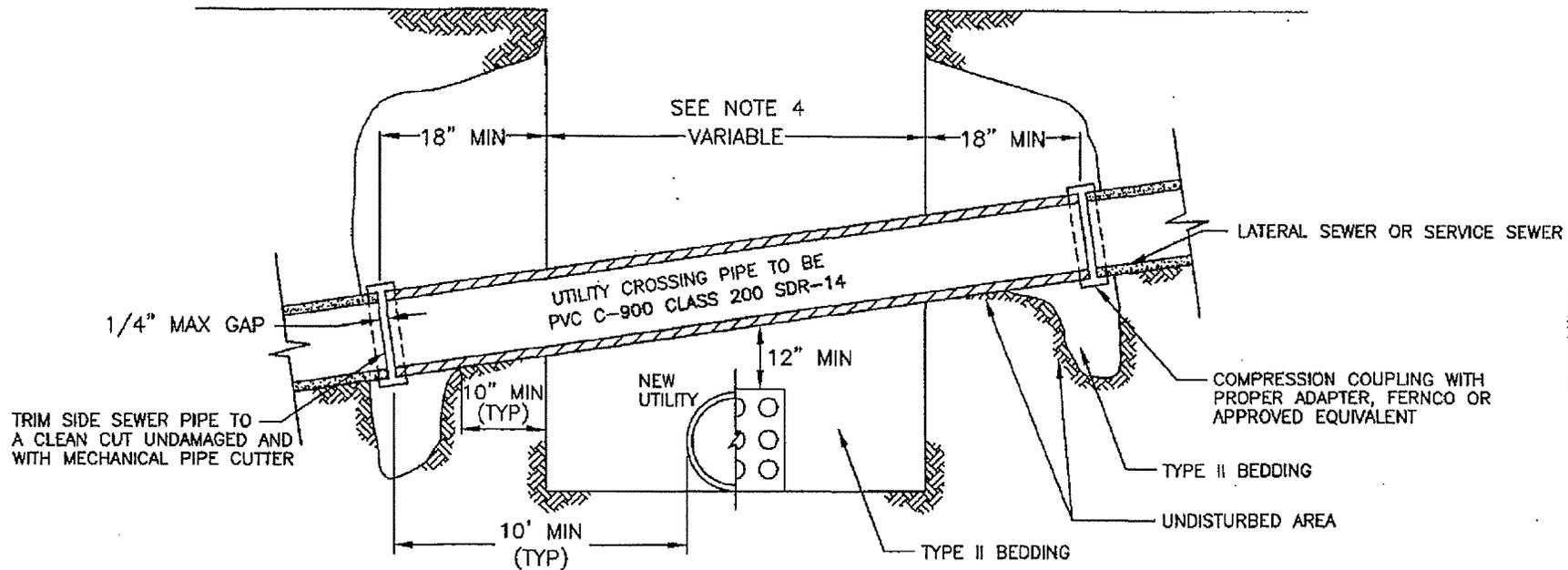


SECTION A-A

NOTES:

1. All materials used in manufacturing shall conform to ASTM 48, Class 35B. D&L Supply Model H-8024 or equivalent.
2. Frame and cover meets H-20 wheel loading.

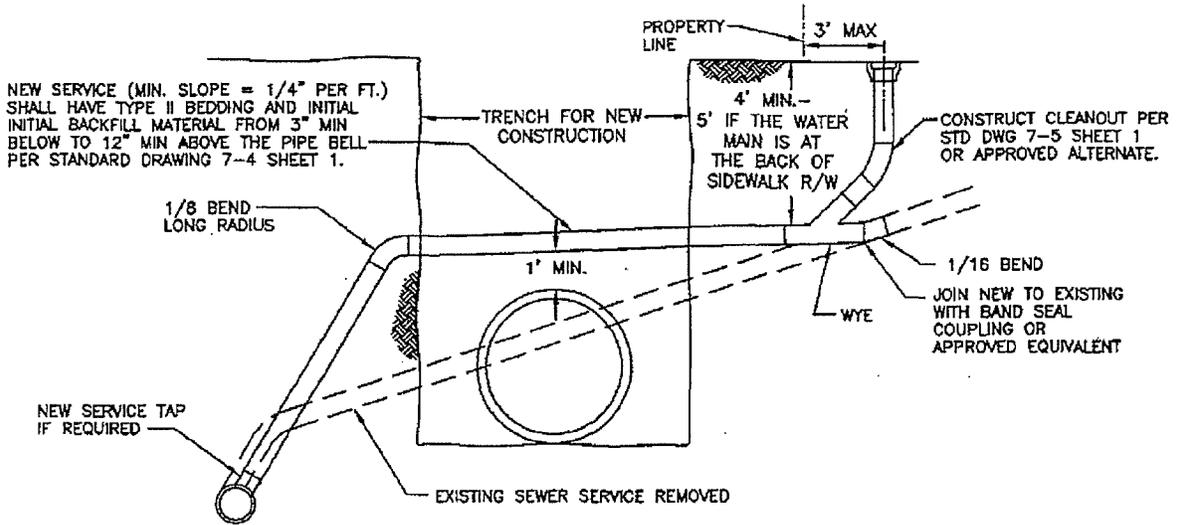
COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT	DATE: 08/05/08
FLUSHING BRANCH FRAME AND COVER	SHEET # 2 OF 2
<i>Parras Kalkas</i> COUNTY ENGINEER No. C42401	28 AUG 08 APPROVAL DATE
	DRAWING #: 7-6 NOT TO SCALE



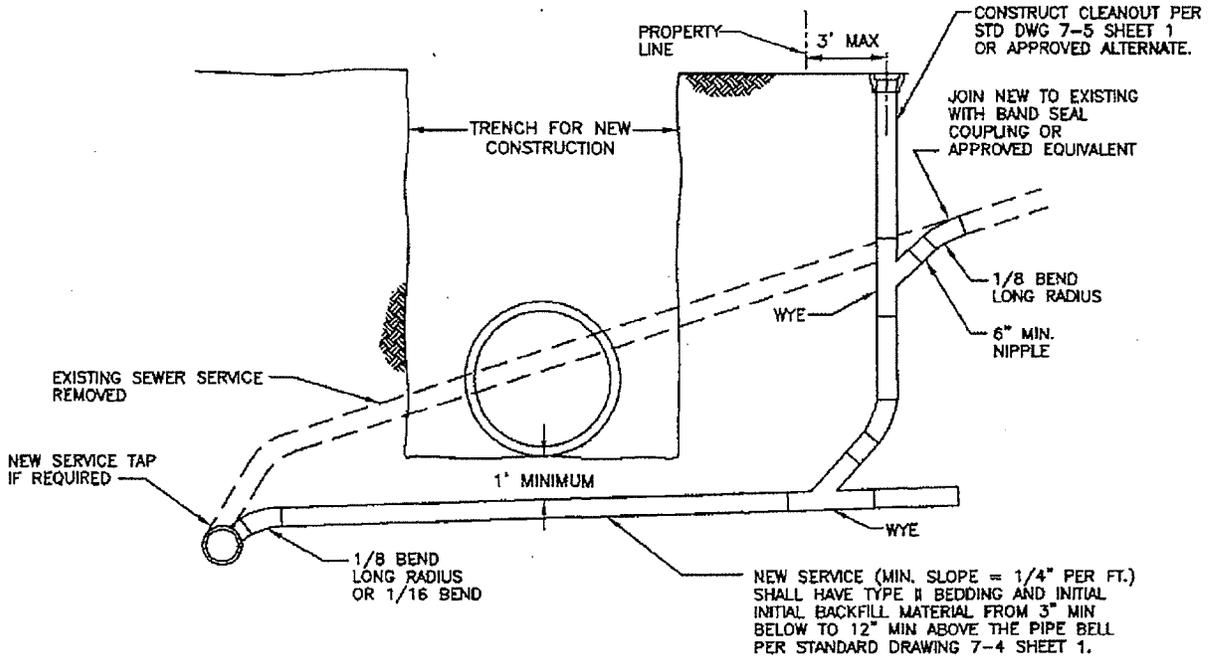
NOTES:

1. All lines are to be protected in place. This detail shall apply whenever the main collector or lateral sewer service is cut or damaged when new construction passes beneath these lines, and may only be used when directed to do so by the County Engineer. Detail does not apply to new water lines.
2. Inside diameter of utility crossing pipe to be the same as the pipe to which it connects.
3. Alteration of sewer grades will be permitted only after written permission has been received from the County engineer.
4. 10 feet minimum from the new utility to the newly created joint of the utility crossing pipe. Place Type II bedding to 12" above the new utility and 18" minimum each side of its center line.
5. Any new utility with 12" clearance may be required to place a compressible material (styrofoam or equivalent) between the lines.

COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT		DATE: 08/05/08
UTILITY CROSSING		SHEET # 1 OF 2
<i>Panos Kallas</i> COUNTY ENGINEER NO. C42401	28AUG.08 APPROVAL DATE	DRAWING #: 7-7 NOT TO SCALE



A. SEWER SERVICE RELOCATION OPTION OVER NEW CONSTRUCTION
(WATER MAIN UNDER NOT ALLOWED)



B. SEWER SERVICE RELOCATION OPTION UNDER NEW CONSTRUCTION
(WATER MAIN OVER SEWER SERVICE)

NOTE:
IF NEITHER OF THESE OPTIONS IS AVAILABLE, THE ELEVATION OF THE NEW FACILITY WILL NEED TO BE ADJUSTED TO ACCOMMODATE ONE OF THESE OPTIONS.

COUNTY OF YOLO PLANNING AND PUBLIC WORKS DEPARTMENT		DATE: 08/05/08
UTILITY CROSSING		SHEET # 2 OF 2
<i>James Kalkas</i> COUNTY ENGINEER No. C42401	28 AUG 08 APPROVAL DATE	DRAWING #: 7-7 NOT TO SCALE

APPENDIX E

Yolo County Improvement Standards – Sanitary Sewer Design Drawings



ECO
CITY OF WINTERS
DAILY INSPECTIONS

DATE: _____

EL RIO VILLA

INITIAL

- _____ Check run time on pumps for proper operation
- _____ Visually inspect guide rails for pump looking for break, cracks, rust, etc
- _____ Clean 3B4 pump mirco filters on booster pumps
- _____ Clean 3B4 pumps- 2 squirts daily
- _____ Clean up any debris on premises
- _____ Clean floats and inspect for cracks, holes, etc
- _____ Grease hoist for pulling pumps
- _____ Wash down well
- _____ Clean any debris from dry well and remove cobwebs
- _____ Exercise and grease all check valves in dry wall.

EL RIO VILLA	READING	DIFFERENCE	ISSUES
Flow			
Electrical			
Pump 1			
Pump 2			
Pump 3			
Pump 4			

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

APPENDIX F

Reports and Memorandum on City of Winters Sanitary Sewer Overflows

January 14 2007

Ms. Anne Olson
CRWQCB
11020 Sun Center Drive, #200
Rancho Cordova, CA 95670-6114

RE: Updated Report on El Rio Villa Sewer Spill- December 1-3, 2006

Dear Ms. Olson:

The following is an updated report on the December 1-3, 2006 sewer spill at the El Rio Villa Lift Station at the Yolo County Housing Authority. This is an update from the previously submitted documents and reports on December 4 and a preliminary report sent on December 13, 2006.

Following the spill, the City of Winters has conducted an investigation into the spill and is presenting determinations on both cause and amounts as part of this report.

Summary:

At approximately 4:00 p.m. on Sunday, December 3, 2006, the City's contract sewer operator, Eco Resources was called to respond to a report of a sewage discharge at the Yolo County Housing Authority's El Rio Villa Complex located on Russell Blvd in the unincorporated area of Winters. The call was initiated by the YCHA personnel who had been called to unclog what was reported to be a clogged line. The spill was discharging from a manhole located near a lift station located at the facility.

The cause of the overflow was determined to be the inoperability of the lift station pumps which had been turned off. Upon arrival, personnel initiated the booster pumps for the lift station which immediately stopped the discharge. Clean-up of the site around the leakage was begun and completed within approximately 40 minutes of personnel being onsite.

It quickly became apparent that effluent had been discharged into the local storm drain system which flows in Putah Creek, an adjacent waterway. Notifications were immediately made to appropriate agencies and sampling to test for coliforms was initiated.

Location:

Attached as Exhibit A is a map of the location showing both the location of the spill and the area of discharge into Putah Creek.

Response:

Exhibit B of this report is the preliminary report submitted to the RWQCB by Eco Resources which details the response, clean-up, resolution of issues and notification of the appropriate agencies.

Volume of the Spill:

The initial reports submitted to the RWQCB by Eco Resources was 500-1,000 gallons. Through a City initiated investigation, it has been determined that the spill duration and volume was significantly larger than initially reported. Both City Staff, our Contract City Engineer and consultants have reviewed and calculated data to determine our most accurate estimates of the spill.

It has been determined that the duration of the spill was approximately 28 hours and the volume estimate is approximately 43,000 gallons. Calculations for this amount are included in Exhibit C of this report.

Notifications:

The following agencies were notified and reported to regarding the spill within hours of the spill:

1. Anne Olson, RWQCB- December 3, 2006
2. State OES- December 3 and 4, 2006
3. Yolo County Environmental Health- December 3 and 4, 2006
4. State Hazmat- December 3, 2006
5. Yolo County Department of Emergency Services- December 3-4, 2006
6. State Fish and Game- December 4, 2006

Environmental Issues:

The City initiated environmental protection measures immediately following the spill. These included:

- Clean-up and sanitation of the area with granulated chlorine and collection of standing effluent back into the collection system.
- Contacting Wayne Tamaguchi from Yolo County Environmental Health who directed posting of locations along Putah Creek and testing. (See Attachment E for which all items were implemented as directed)

- From December 4-14, 2006 testing was initiated along Putah Creek.

It has been determined that the spill did not cause any major environmental disturbances (fish kills or sickness) but did increase total coliform levels for a period of approximately 7 days.

Test results for the period are attached as Exhibit D of this report.

Cause of the Spill:

The cause and gravity of the spill has been determined to be the negligence of the City's contract operator, Eco Resources and personnel from the Yolo County Housing Authority. This includes the following:

1. Eco Resources in performing a maintenance check on Friday, December 1, 2006, pulled one of the lift station pumps for maintenance. Prior to leaving the facility, the operator turned the power off to both pumps at the Station, causing the inoperability of the lift station and causing the discharge.
2. Eco Resource personnel negligently checked the pumps on both Saturday, December 2 and Sunday, December 3, 2006 when they failed to notice the pumps not operating during the daily check of the lift station. Both in the check of the well water levels and not noticing the adjacent discharge Eco Resources personnel failed to .
3. YCHA personnel delayed response to the spill by their failure to notify Eco Resources of the spill in a timely manner.

While it has been determined by the City investigation that the spill was not intentionally caused by any one party, it is our determination that the spill cause and duration were both preventable and the result of the negligence of Eco Resources.

Conclusion:

The City of Winters recognizes the serious nature of this spill and is diligently working to correct the performance of our operations and alleviate the potential for negligence by our contract operator. We will be requesting a meeting with the Board Staff to discuss our progress in improving our overall operations.

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my knowledge and on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

El Rio Villa Spill- December 3, 2006
Updated Report to RWQCB
January 15, 2007
Page 4

John W. Donlevy, Jr.
City Manager

MAYOR:
Dan Martinez
MAYOR PRO TEM:
Woody Fridae
COUNCIL:
Tom Stone
Bob Chapman
Harold Anderson



MAYOR EMERITUS:
Bob Chapman
TREASURER:
Margaret Dozier
CITY CLERK:
Nanci G. Mills
CITY MANAGER:
John W. Donlevy, Jr.

May 31, 2006

Ms. Anne Olson, P.E.
Water Resources Control Engineer
California Regional Water Quality Control Board
11020 Sun River Drive, suite 200
Rancho Cordova, CA 95670-6114

Dear Ms. Olson:

This is the formal written notification of the sewer overflow that occurred at El Rio Villa, Yolo County Housing Authority Property, Yolo County. City of Winters through ECO Resources operates the lift station at this location. The overflow occurred on Monday, May 22, 2006.

At approximately 9:30 am it was reported to ECO Resources that a manhole overflowed in the EL Rio Villa neighborhood. Wes Mercado was on call when he received notification, he was some distance away and called Terry Vendor, City Employee, for assistance. He advised that Terry reset the pump motors so that the pumps would restart. Terry was able to do so after several tries. During that time, wastewater "burped" from the manhole at approximately 2 gallons per minute for about 60-75 minutes. This estimates to approximately 120-150 gallons total. Most was contained; however a small portion did make it to the storm drain. The area was washed down and a light sprinkle of chlorine was added to kill any bacteria. The storm drain is at least two to three hundred yards from the creek so it is believed that no wastewater made it to the creek.

Karen Honer, facility manager was at an out of town meeting and was informed. Kathy Stone, District Manager was also informed. Anne Olson of the RWQCB was advised both in the morning and in the afternoon.

Per the California Code of Regulations, Title 23, and the City of Winters Sanitary Sewer Overflow Prevention and Response Plan, the Office of Emergency Services (OES) was also notified with number 06-3082 assigned to the incident.

After the pump came on line and the spill was cleaned up, Wes Mercado monitored the pump every few hours to make sure there would not be repeat failure.

The next day, Wes Mercado and Karen Honer pulled the El Rio Villa pump that had failed the day before. Trash and debris were stuck in the impeller. More importantly a broken broom handle was jammed in the impeller. The broom handle was approximately

a foot long and about 3/4" in diameter. The broom handle provided a barrier for the rags and debris to wrap around. Fortunately, there was enough area around the broom handle and debris for water to be pumped. It was not pumped enough, but it was pumping. Karen and Wes cleaned and removed the debris and reset the pump. It is now operating correcting at this time.

Should you have any questions, Please feel free to call me at 530-795-4910, ext113.

Thank you

Charles Simpson

Cc: John W. Donlevy, Jr. – City Manager
Mark List, P.E., Chief – Regional Water Quality Control Board
Fred Ichtertz, Facilities/Maintenance Manager, Yolo County Housing Authority
Karen Honer, Facilities Manager, ECO Resources Inc.

APPENDIX G

Sewer Spill Report Form



SEWER SPILL REPORT FORM

Photos to be taken of spill site, surrounding areas including storm inlets

Agency phone #s: RWQCB (916) 464-3291; OES (800) 852-7550; Yolo Co. Health(530) 666-8646

Employee Name: _____ Date of incident: _____

Location of SSO (with GPS coordinates): _____

Time you received incident call: _____ From whom? _____

Time of arrival at SSO site: _____ Estimated SSO end time: _____

SSO source, cause and destination (if known): _____

Estimated SSO total volume (gallons) _____ Estimated SSO recovered volume (gallons) _____

Estimated SSO volume that entered drainage channel or surface water (gallons) _____

Estimated SSO volume that entered storm drain system not recovered (gallons) _____

Damaged caused by SSO: _____

Response and corrective actions: _____

Health Warnings Posted: (YES / NO) Date and time Yolo County Health Department notified: _____

Samples taken: (YES / NO) Constituents analyzed: _____

_____ Results sent to: _____

Date and time OES notified: _____ OES Control Number _____

Recommended follow-up: _____

This form must be completed as part of the investigation and response for this SSO. The Public Works Department must be informed immediately concerning this SSO. The Department will notify OES, RWQCB, and Yolo County Health Department, as appropriate.

Employee Signature: _____ Date: _____

Yolo County Housing
Yolo County, California

Meeting Date: May 19, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 5.01
2011 Emergency Operations Plan

Minute Order No. 11-25: Approved and adopted the YCH 2011 Emergency Operations Plan.

MOTION: Toney. SECOND: Garnes. AYES: Saylor, Chamberlain, Garnes, Toney. ABSENT: McGowan, Rexroad, Provenza.



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

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Jim Provenza
Matt Rexroad.
Don Saylor
Bernita Toney

DATE: May 19, 2011

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Janis R. Holt, Resource Administrator

SUBJECT: **Review, Approve and Adopt the YCH 2011 Emergency Operations Plan**

RECOMMENDED ACTIONS:

That the Board of Commissioners Review, Approve and Adopt the YCH 2011 Emergency Operations Plan.

BACKGROUND/DISCUSSION:

The YCH Emergency Operations Plan (EOP) is designed to assist staff in the preservation of life and property in the event of a local or national incident or disaster. This plan will better enable YCH to be responsive to disasters while minimizing property damage and providing information and assistance to YCH residents and communities.

As a member jurisdiction of the proposed OES Shared Services consortium for the continued operations of the existing Office of Emergency Services office and as a partner in the Yolo Operational Area (OA), this plan is developed and written to fit in with the overall County of Yolo Emergency Operations Plan. This EOP establishes an Emergency Management Organization and assigns functions and tasks consistent with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). YCH will be an integral and coordinated partner in the planning efforts of the multiple-jurisdiction OA.

The YCH EOP and Appendices provides staff with direction on how to respond to an emergency from the initial onset, through an extended response, and into the cost recovery process.

Emergency Operation Plan:

- Identifies the Executive Director, or assigned designee, as the Emergency Services Director who will determine the level of activation of the Emergency Operations Center and staffing requirements within the SEMS organization dependent on response needs.

- Emergency Operations Center (EOC) primary location is the YCH Administrative Office with the secondary location at the Winters Housing Complex.
- Identifies the elements of the SEMS and NIMS in the functional areas of Management, Operations, Planning, Logistics, and Finance. Utilizing the concept of a team approach allows organizational flexibility and the use of key team members in different areas for response to the event.
- Functions will coordinate closely with the Cities' EOC's and with the County of Yolo EOC and partner functions within the County SEMS structure including fire, police, emergency response, warning and communication systems, health services, mass care services, and other listed functions. Staff is working with tenants and residents to establish a text messaging and/or phone contact warning system to notify residents in a timely manner of critical information.
- Addresses the key element of post-disaster recovery (short-term through long-term) including the areas of damage assessment, post-disaster recovery operations, coordinated delivery of services, identification of federal disaster assistance funds for victims, infrastructure, restoration, temporary and long-term housing, disaster response cost recovery, and other government funding as available.
- Establishes opportunities for training and evaluation opportunities in conjunction with OA partners such as Golden Guardian, etc.

Appendix A: Threat Summary

- Is designed to address threats and issues concerning the YCH community which is intertwined throughout the County of Yolo including all four incorporated cities and the unincorporated area. YCH vulnerabilities are very often a mirror image of those risks common to the entire operational area and impacts will generally be a shared experience, especially in the matter of natural disasters. Therefore, any threat that may be identified as high potential for one area (i.e. flooding in West Sacramento), could be a threat to the YCH community. Mutual aid, inter-jurisdictional coordination, shared provision of mass care and human assistance services, common interoperable communications, resource limitations, non-conflicting public information dissemination, and the sharing of situational intelligence will affect the response and recovery of all jurisdictions, including YCH during major emergencies. The preparation of this threat assessment is designed to provide YCH with a reasonable picture of potential threats that could result in significant impacts. Not every threat has been included in this assessment, nor is all available information presented. The Threat Summary is intended to be informative and to guide additional discussion and research into the potential risks to the YCH community.

Appendix B: EOC Checklists

- Provide the guiding tools to the Emergency Services Director and members of the emergency response team during the event. Included is the organization assignment list of roles and responsibilities in each of the SEMS functions including chiefs and unit leaders. Other team members may be assigned to these functions and directed according to accomplishing the elements of the checklists. Members of the YCH EOC team will work in coordination and collaboration with multi-jurisdictional partners providing support to the overall disaster response. As stated, the included functions of the YCH SEMS organization are within our organization's expertise areas (i.e., damage assessment, public works, evacuation/care, etc.).

- As tested and as used as a tool for training, these checklists will continue to evolve and change to ensure they are fully effective for the organization during an incident or disaster response.

Appendix C: YCH Emergency Action Plan

- Provides staff with information necessary for their initial response to a designated emergency event. This EAP contains the required provisions as outlined by OSHA and the California Housing Authorities Workers Compensation Association (CHWCA) including emergency numbers, key staff contact numbers, vehicle accidents, power failure, fire, medical emergency and response personnel, hazardous spills, public disturbance, earthquake, flood, shelter-in-place procedures, pandemic, robbery, bomb threat/suspicious packages, and emergency evacuation procedures. The EAP will be converted into a flip chart format that can be maintained in an office desk, work vehicles or available in common areas.

Appendix D: Resident/Tenant Community Preparedness and Evacuation Plan

- Provides a guideline for residents, including emergency contact numbers, preparedness information (Be Aware, Be Prepared, and Make a Family Plan) and an outline for evacuation procedures if necessary.

Once adopted, the YCH EOP will be utilized in cooperation with each of the cities and with the Yolo County Office of Emergency Services and Operational Area emergency response and will be reviewed and tested periodically, as well as revised as necessary to meet changing conditions. Through this EOP, YCH will encourage employees and individuals to be prepared for times of emergency before they occur.

FISCAL IMPACT:

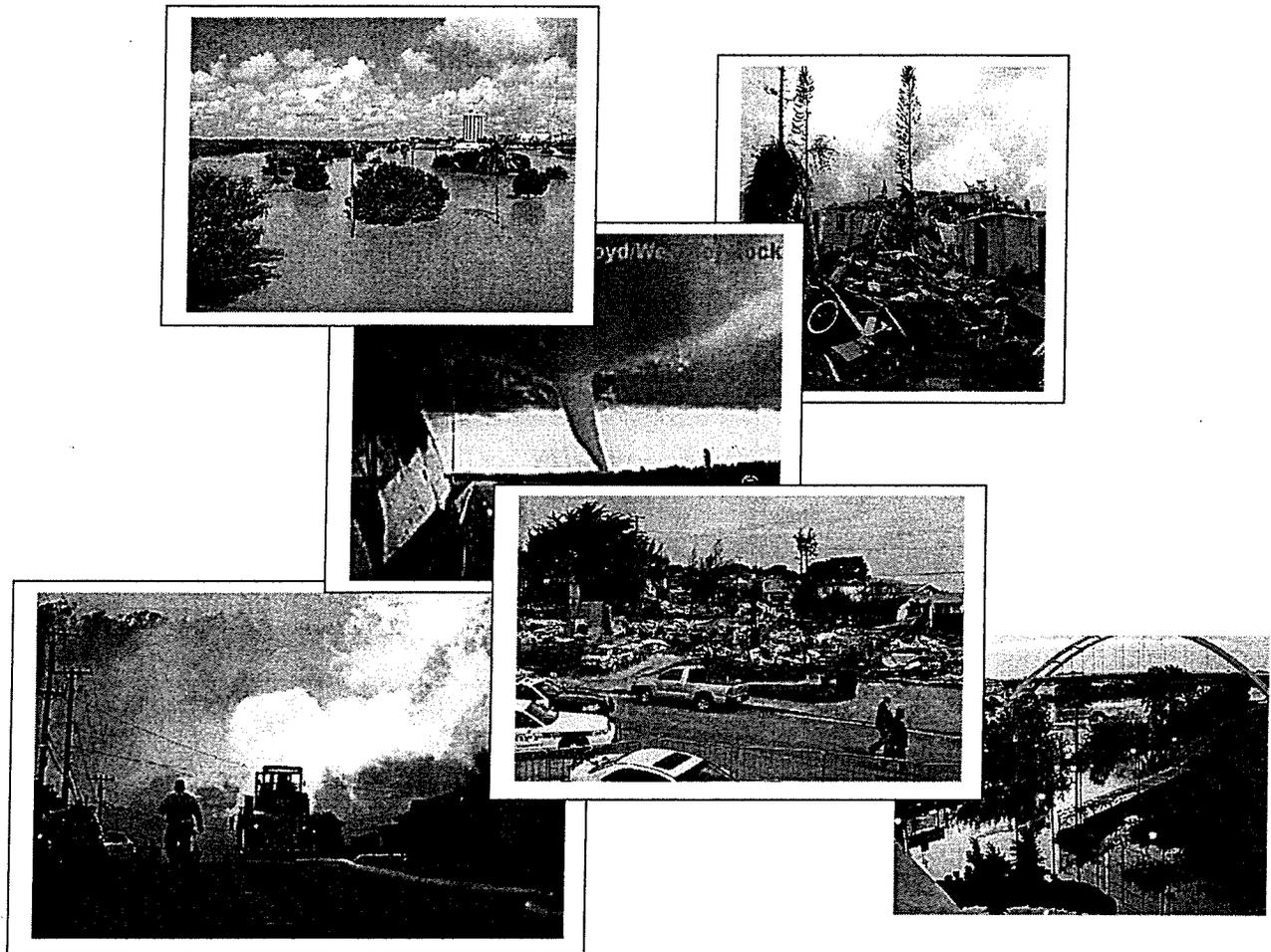
There will be some costs associated with staff training, office supplies, and purchase of equipment as funding allows. Planned expenditures will be in the 2011-2012 and future budgets.

CONCLUSION:

Staff recommends that the Board adopt the Yolo County Housing Emergency Operations Plan.

Attachment: YCH Emergency Operations Plan

Yolo County Housing Emergency Operations Plan



Approved by the YCH Board of Commissioners: (Insert Date)

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APPENDIX A – County of Yolo Threat Summary

APPENDIX B – EOC Position Checklist

APPENDIX C – YCH Emergency Action Plan

APPENDIX D – Resident/Tenant Community Preparedness and Evacuation Plan

**The comprehensive YCH Continuity of Operations Plan (COOP) is a separate document.*

SECTION I: PLAN ADMINISTRATION

I.1 Purpose and Scope of Plan

The purpose of this Emergency Operations Plan (EOP) is to guide Yolo County Housing before, during and after a disaster or emergency that affects its properties, tenants, staff, and operations. It develops and describes organized procedures that helps to define who does what, when, where, and how in order to prepare for, respond to, and recover from the effects of natural, technological and human-conflict emergencies occurring within YCH and DHA (Dixon Housing Authority) jurisdictions.

This EOP is intended to:

- Work in coordination with the provisions of the County of Yolo Emergency Operations Plan. YCH is an allied agency of the Operational Area and partner in planning for emergency preparedness, response, and recovery activities.
- Serve as an operational plan as well as a reference document for pre-emergency planning and emergency operations.
- To be utilized in conjunction and coordination with the emergency management plans and programs of the federal government, the State of California, and emergency management jurisdictions within the Yolo County Operational Area.
- Identify the components of the YCH Emergency Management Organization establishing protocols required to effectively respond to, manage and recover from major emergencies or disasters.
- Establish the operations concepts and procedures associated with field response to emergencies, Emergency Operations Center (EOC) activities.
- Establish the organization framework for implementation of the California Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) to assure common language in communications with local, state, and federal emergency management partners.

This Plan applies to any extraordinary emergency situation associated with any hazard, natural or human-caused, which may affect YCH property, staff, tenants, landlords, partners, etc that requires a planned, coordinated response. Winter storms, levee breaks, terrorism and catastrophic earthquakes are a few of the emergencies this Plan is designed to address.

PLAN ACTIVATION

The Yolo County Housing Emergency Operations Plan may be activated by the YCH Emergency Services Director (Executive Director) or designated alternates in an emergency event that affects any agency operation, property, or tenant.

The EOP may also be activated independently or in conjunction with the County of Yolo Emergency Operations Center under the following circumstances:

- Upon proclamation by the Governor that the STATE OF EMERGENCY exists in an area of the state including Yolo County,
- On the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act,
- Upon declaration by the President, of the existence of a National Emergency,
- On receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

I.2 PLAN APPROVAL

The YCH Board of Commissioners will officially adopt the YCH Emergency Operations Plan and the approval date will be included on the Title Page. The plan will be distributed to all YCH staff and identified partner agencies that work in coordination with YCH in the operational area. A copy of the plan will be posted to the YCH web page for public access.

I.3 PLAN MAINTENANCE

This plan and its supporting documents will be reviewed as necessary but at a minimum of every three years. Changes to this plan requiring formal adoptions will be brought to the Board of Commissioners as necessary to maintain functionality and to meet any state or federal requirements.

Changes to the plan not requiring formal adoption will be published and distributed to all affected parties. Non-adoption elements of this plan may also be modified by YCH staff for meeting operational requirements, federal mandates or legal statute.

SECTION II: EMERGENCY MANAGEMENT PRINCIPLES

II.1 ASSUMPTIONS

The following assumptions are identified in association with the implementation of this Emergency Operations Plan:

- Emergencies and disasters may occur at any time, day or night, within the YCH jurisdiction(s).
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response which may include local (County of Yolo OA), state and national response. For this reason, the YCH EOP incorporates the implementation of the Standardized Emergency Management System (SEMS) in its response operations.

As outlined in the County of Yolo Emergency Operations Plan:

- Large-scale emergencies and disasters may overburden resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and multi-agency coordination.
- Major emergencies and disasters may generate widespread media and public interest. The media can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, and the environment.
- Disasters and emergencies may require an extended commitment of personnel and other resources.

II.2 EMERGENCY MANAGEMENT PRIORITIES

YCH has established the following priorities when responding to an emergency management situation; management priorities will be based on the prevailing situation and on-scene circumstances:

- A) Protect human life and public health.
- B) Protect public property and infrastructure.
- C) Protect the environment.
- D) Provide for the needs of survivors and those directly impacted.
- E) Provide reasonable assistance to individuals to protect privacy.
- F) Maintain the continuity and sustainment of essential YCH operations.
- G) Provide emergency public information.
- H) Restore essential services and normal operations.

Suspension of day-to-day activities and functions that do not contribute to the disaster operations may be completely or partially suspended for the duration of the emergency. Normal functions may be redirected to accomplish disaster management tasks.

SECTION III: PREPAREDNESS AND READINESS

III.1 GENERAL

Preparedness is a community-wide function and responsibility. It requires organization-wide preparation as well as individual awareness and action. YCH will work in a coordinated manner with individuals, community organizations, industry, and branches of government to prepare for, respond to and plan the recovery from the effects of disaster.

Readiness addresses planning and coordination for response to and recovery from disaster. Readiness is an ongoing, constantly changing process that requires a collaborative effort at all levels to ensure that any emergency or disaster would be dealt with to the greatest extent possible, using available resources.

It is critical that the YCH community understand their responsibility for survival prior to, during and following a disaster.

III.2 COMMUNITY PREPAREDNESS AND AWARENESS

The ability for the community to respond to any emergency is based on an understanding of the nature of the emergency, potential hazards, response of emergency services and knowledge of what individuals and/or groups should do to increase their chances of survival and recovery.

YCH, government and service partners, and emergency responders are limited in their ability to provide endless services and support during times of disaster, so community preparedness is essential for ensuring individual and organizational safety and protection. YCH continues to work with members of its community to achieve a higher level of individual and organizational preparedness, using the following methods of communication:

- Presentation of preparedness materials to residents and landlords.
- Presentation of information and community preparedness seminars.
- Dissemination of preparedness information through communications media (website, calendar, publications, etc.)
- Develop specialized preparedness assistance to at risk populations (i.e. special needs and/or limited English).
- Develop resident/tenant Emergency Action Plan Community Preparedness and Evacuation Plans as guidelines (Appendix D).

Individual preparedness: Yolo County Housing will not substitute services for individual responsibility during a threatened or actual disaster. Accordingly, **individuals are expected** to be aware of a developing or occurring hazardous event and to respond in a safe, responsible manner. Individuals are also

encouraged to be prepared and to be self-sufficient for at least seventy-two hours during a disaster.

III.3 READINESS

YCH participates in a wide array of emergency preparedness and planning activities as a participating member of the Yolo County Operational Area. The YCH Emergency Operations Plan is written as a supporting component to the County of Yolo Emergency Operations Plan and fosters interagency coordination. Interagency coordination includes plan development, training coordination, exercise development and presentation, response management and emergency public information activities. YCH is actively involved in all levels of emergency management through the Yolo County Operational Area (i.e. planning, training, test exercises and evaluation).

YCH has limited capacity in the areas of emergency response (i.e. fire, law, and other emergency responder resources) and relies on the coordination of efforts with local government jurisdictions, special districts, and tribal entities to help ensure the safety and security of its communities.

SECTION IV: CONCEPT OF OPERATIONS

IV.1 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

The Standard Emergency Management System (SEMS) governs how city, county, special districts and the State respond and coordinate emergency response and recovery operations. SEMS identifies how each level of the emergency organization responds. The National Incident Management System (NIMS) supports the use of the Incident Command System (ICS) in the field and establishes operating standards for local government. To best coordinate with local, state and federal emergency response systems, YCH will use SEMS as it also complies with NIMS requirements.

IV.2 EMERGENCY MANAGEMENT ACTIVATION

The YCH Emergency Operations Plan (EOP) and the YCH Emergency Operations Center (EOC) will be activated when an emergency occurs or when a local incident exceeds assigned staff capabilities. The scope of an emergency, rather than the type, will largely determine whether the EOP and the EOC will be activated, and to what level. As a result of the EOC activation, YCH may also determine the need to coordinate with the County of Yolo Office of Emergency Services and the Operational Area.

The YCH EOC locations are as follows:

Primary: YCH Administrative Office, 147 West Main Street, Woodland, CA 95695

Secondary: Winters Complex Community Room, 62 Shams Way, Winters, CA 95694

As a member jurisdiction entering into the Shared Services Memorandum supporting the County of Yolo OES and a partner in the Yolo County Operational Area, YCH will utilize the established three "levels" of response to emergencies as follows:

Level One

A Level One (1) Emergency is characterized by a localized event, of relatively short duration that affects a limited area and requires response by one or more staff and requires coordination with one-or more agencies. Examples include a minor complex fire (contained with limited damage to single unit), minor hazardous material spill, extended power outage or weather event causing property damage.

YCH will use the Incident Command System (ICS) during a Level One single incident which is site specific. In this limited term event, the Incident Commander will provide the on-site management of the incident with the identified team in accordance with ICS.

Partial activation of the EOC may be needed to provide situational monitoring of the incident, assess potential impacts, identification and alerting of appropriate resources and support services, and supplemental agency notifications. The Emergency Services Director determines the appropriate staffing for a Level One (1) Emergency.

Level Two

A Level Two (2) Emergency is characterized as a local or regional event that affects multiple sites or services and requires response by multiple departments and will most likely require a coordinated response with multiple agencies in the field. Examples include a large hazardous material spill, explosion, moderate earthquake, localized flooding, or multi-unit fire within a complex. A *Local Emergency* may be declared by the County of Yolo OES.

A Level 2 emergency provides for EOC activation (SEMS System) with staffing from throughout the agency to be involved in the response. The Emergency Services Director determines the appropriate EOC staffing for a Level Two (2) local disaster.

Staff within the YCH EOC will coordinate with representatives in the field which may include representatives from law enforcement, fire and rescue, utilities, and other private and public safety agencies depending upon the local disaster event.

The magnitude, complexity and extent of impact will generally dictate how the EOC is activated and staffed.

Level Three

A Level Three (3) emergency is characterized as a regional event that results in significant, wide-scale damage and/or disruption of services. Mutual aid may be required. Examples of a Level Three disaster may include major levee break, widespread flooding, gas line explosion, epidemic, or terrorist attack.

During a Level 3 emergency, full YCH EOC activation will normally occur as outlined in this plan to address situational and operational conditions affecting YCH communities. The Emergency Services Director will order EOC activation for a Level Three (3) disaster.

National Emergency

In the event of a declared National Emergency, the YCH EOC may be activated to support YCH communities, County of Yolo OA, or as a response to an indicated threat.

IV.3 EMERGENCY MANAGEMENT OPERATIONS

Initial Response Operations Objectives:

Level One

- Identify and assign the appropriate Incident Commander(s) and follow ICS protocols.

Level Two or Three

- Activate the YCH Emergency Operations Plan (EOP).
- Identify required SEMS organization required to respond to the emergency and identify staff for the EOC, as indicated.
- As conditions permit, assess damage.
- Set up financial protocols to capture disaster related costs.
- Determine the status of the infrastructure systems.
- Establish restoration priorities and initiate emergency repairs.
- Make external notifications to the local OES, governments, state agencies, and others as indicated.
- Advise employees of the situation, work schedules, compensation provisions and similar matters.
- Provide public, tenant, and employee information announcements as indicated.
- Provide assistance to employees in determining the safety and welfare of their immediate families.

Extended Response Operations Objectives:

- Redefine response priorities as needed.
- Review emergency finances and make adjustments if necessary to meet priority response and recovery needs.
- In conjunction with the County of Yolo OES, the Yolo County OA and other local agencies, initiate requests for state and federal disaster assistance as warranted.
- Continue damage assessment, emergency repairs, public and employee information announcements, and liaison with external agencies.
- Ensure adequate resources are in place to continue operations, including the provision of relief to disaster workers.

IV.4 MUTUAL AID

As a member of the Yolo Operational Area, YCH will coordinate with mutual aid requests between the County of Yolo and the OA member jurisdictions and the State Regional Emergency Operations Center (REOC) as necessary. YCH can provide equipment and personnel as mutual aid to incidents when requested.

YCH may enter into interagency mutual aid agreements to enhance emergency response and operations within our jurisdiction or with neighboring PHA's such as SHRA, Sutter, Solano County PHA's, etc..

IV.5 EMERGENCY ACTION PLANS

YCH has developed Emergency Action Plan (EAP) Manuals that will guide staff during a designated emergency event at each location. YCH has different response plans and procedures dependent on the nature of the emergency. In order to best communicate those plans and procedures, YCH **staff** is provided emergency manuals that address the following key areas:

- General Information
- Emergency Numbers
- Emergency Call Charts
- Non-Emergency Alarm Reset
- Media Inquiries
- Vehicles Accidents
- Power Failure or Gas Leaks
- Fire
- Medical Emergency
- CPR/First Aid/Blood borne Pathogens
- Hazardous or Infectious Spills
- Public Disturbance
- Evacuation
- Earthquake
- Flood
- Shelter in Place
- Pandemic Event
- Robbery
- Terrorism/Bomb Threat/Suspicious Package
- Evacuation Procedures and Evacuation Maps
- Test and Training Exercises

YCH provides **residents** with simplified guidelines on emergency contact numbers, family preparedness, and evacuation procedures. YCH will work with residents that are elderly or have special needs that require specialized attention during an incident or emergency. If evacuating their homes is necessary, YCH

has identified evacuation locations for each property in the portfolio and will provide residents with that information at move-in and annually thereafter.

It is the goal of YCH to help increase preparedness of the community, increase the effectiveness of emergency responders and meet emergency management priorities as outlined on page 5.

SECTION V: YCH EMERGENCY MANAGEMENT SYSTEM

V.1 YCH EMERGENCY MANAGEMENT STRUCTURE

In accordance with Government Code 3100, YCH staff will perform the duties as disaster services workers as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.

The following constitute the YCH emergency management organization:

Emergency Services Director (Executive Director) – administers and directs the YCH emergency management structure. During an emergency when the YCH EOC is activated, the Director manages and directs all aspects of the organization's response and recovery operations. The Director will also serve as the lead point of contact within the Operational Area in support of all local government jurisdictions.

Emergency Services Manager (Resource Administrator or assigned personnel by the Emergency Services Director) – reports to the Emergency Services Director and acts as the lead agent for the day-to-day emergency mitigation, preparedness, response, and recovery activities. Non-emergency functions include planning, training, development, exercise presentation, interagency coordination, hazard assessment, development of preparedness and mitigation strategies. In the event of an emergency, the Emergency Services Manager will function as the EOC manager and will aid and assist the Director in coordinating the agency's overall response and recovery operations.

Disaster Service Workers – provide services and support during declared emergencies. In the event of a major emergency or disaster, YCH employees will be called upon to perform certain duties in support of emergency management operations.

- Employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times and under conditions other than normal work assignments.
- Disaster Service Worker assignments may include duties within the EOC, in the field or at another designated location.
- YCH employees may be asked to perform duties or functions during a disaster that is outside their scope of normal duties.

V.2 YCH EMERGENCY MANAGEMENT FUNCTIONS

SEMS (State Emergency Management System) will be utilized in the field and in the EOC. The use of the five essential functions of SEMS in both the field and the EOC is identical, with one exception. At the EOC Level the field Command function is replaced by a Management function. The Incident Command System (ICS) will be utilized by YCH to manage field emergency response operations in coordination with the Yolo County Operational Area EOC and response systems.

ICS can be utilized for any type or size of emergency, ranging from a minor incident involving only a few members of the agency to a major incident involving several agencies and/or jurisdictions (i.e. OES, law enforcement, fire personnel, health organizations, etc.). ICS allows agencies throughout California and at all levels of government to communicate using common terminology and operating procedures. It allows for the timely acquisition of a combination of resources at the time of emergency.

The size and structure of the ICS organization will be established based on the given emergency such as the needs of the incident, the available resources, and the span of control.

The Emergency Services Director will assign the **Incident Commander(s)** who will provide tactical direction of the various incidents in the field. The Incident Commander(s) will have clear authority to command and tactically direct the resources under their control. The Incident Commander will be selected based on expertise in the area of the emergency.

YCH Emergency Operations Center

When the YCH EOC is activated, communications and coordination shall be established between the Incident Commander(s) and the EOC.

Within the activated YCH EOC, staff will provide resource and logistical support to field operations, as well as serve as the primary direction and control management center for YCH during an emergency or disaster.

General characteristics of the YCH EOC will include:

- The EOC is the location from which centralized strategic management is performed.
- The EOC is a coordination point, not a scene management center, however it may provide tactical direction through the Incident Commander to field activities.
- The EOC will provide policy and direction to the established Incident Command Post.

- The EOC coordinates the procurement and delivery of resources to address conditions facing disaster workers in the field.
- If the disaster/emergency causes the County of Yolo EOC to “stand up”, the YCH EOC will operate in a fully coordinated and communicative manner with focus on assisting YCH residents and tenants.

The YCH EOC facility is located in the YCH administrative office. The facility provides the following during major emergencies:

- Large conference room space
- Wireless connectivity and phone access
- Office support facilities
- Dedicated task work areas can be organized quickly
- Adequate restroom facilities
- Off street parking for personnel

In the event the YCH EOC is not accessible or a casualty of the disaster, YCH will establish the EOC at their alternative hot site in Winters in accordance with their Continuity of Operations Plan (COOP).

V.3 YCH EOC SEMS ORGANIZATION

The YCH EOC will be primarily staffed by YCH personnel. As YCH expands their disaster preparedness services, resident/tenant volunteers and mutual aid personnel (i.e. County OA personnel, neighboring PHA personnel, etc.) may be trained to staff functions within the SEMS organization.

The five SEMS functions include: 1) Management (Command) and Management Staff; 2) Operations; 3) Planning/Intelligence; 4) Logistics; and 5) Finance/Administration.

Because of its standardized organizational structure and common terminology, SEMS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional and/or multi-agency response. SEMS provides the flexibility to rapidly activate and establish an organization structure around the functions that need to be performed to mitigate an emergency.

Consistent with SEMS, the YCH EOC structure develops based on the type and size of the incident:

- The EOC staff builds from the top down.
- As the need arises, five separate sections can be activated.
- The specific organizational structure and assignments within will be established based on the management and resource needs of the incident.

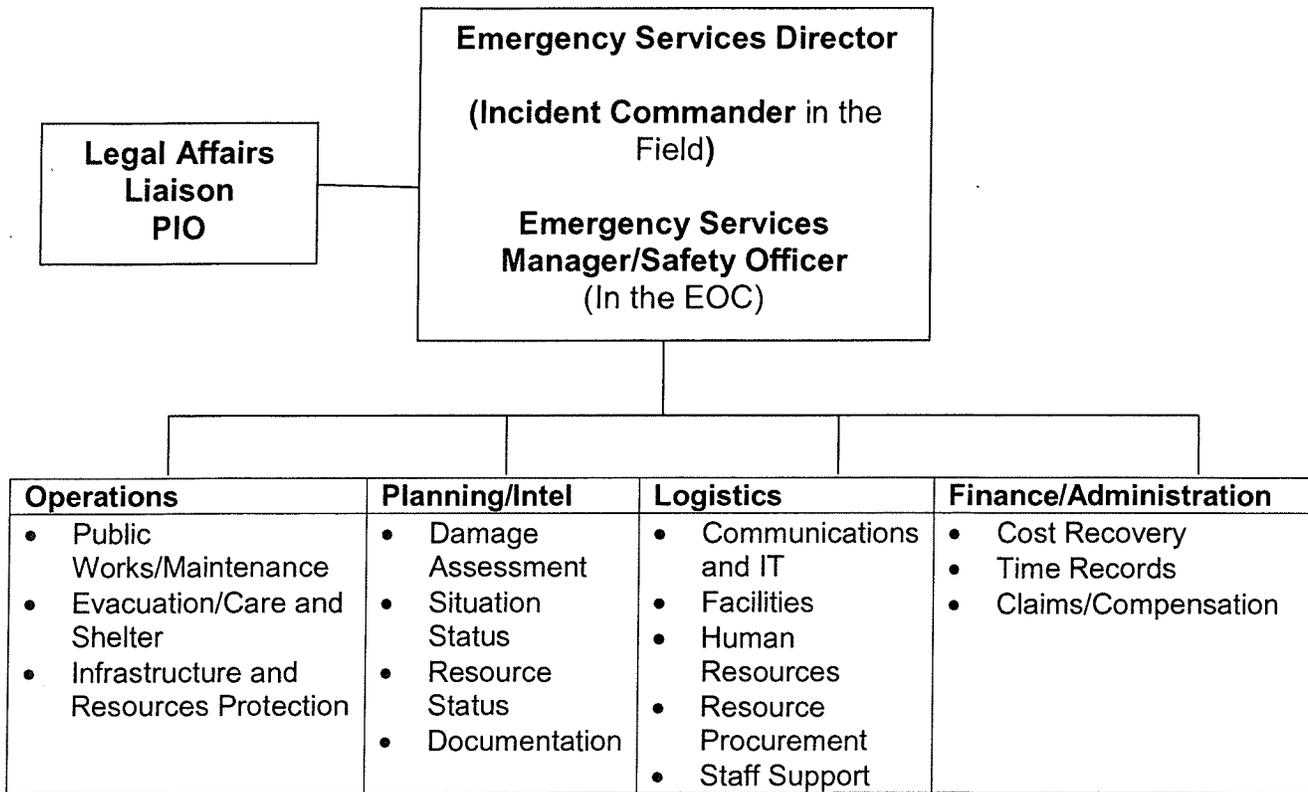
A. Management Section

The Emergency Services Director leads the Management Section and is responsible for the overall management of the EOC operations to address the impacts of an emergency directly upon the YCH community. The Emergency Services Director is responsible for directing the creation of the EOC Action Plan and the overall strategic direction of the response.

The YCH Board of Commissioners sets policy and is responsible for addressing the economic, social and political impacts of an emergency. Within the YCH EOC structure, the Policy function is the responsibility of the Board of Commissioners.

YCH does not function as “emergency responders” in the context of fire, law enforcement, or medical assistance in a disaster or emergency situation, but does function as disaster workers to assist residents, tenants, and landlords with emergency preparedness, evacuation, relocation and recovery. YCH also serves as a partner with the Operational Area to support emergency response functions which includes provision of support personnel and/or materials to those efforts if applicable.

The YCH EOC and Incident Command are organized according to the State Emergency Management System (SEMS) protocols as outlined on the next page:



A-1. Management Staff

The YCH EOC Management Staff consists of the Emergency Services Manager/Safety Officer, PIO, Legal Affairs Officer, and Liaison Officer and provide assistance to the Emergency Services Director.

YCH is a small organization of approximately 40 employees and therefore, staff may assume multiple roles within the EOC management structure. Trained staff will assume roles as they are assigned by the Emergency Services Director.

The following definitions are provided to clarify the responsibilities of each of these roles:

EOC Manager/Safety Officer - in the absence of the Director or designated alternate, the EOC Manager shall coordinate and manage all activities and functions within the activated EOC.

Public Information Officer (PIO) – is directly responsible for managing the Emergency Public Information activities within the EOC and in support of the YCH emergency operations. They may serve as the point of contact with local and national media as well as HUD.

Legal Affairs Officer – is responsible for providing legal advice and guidance to the Director of Emergency Services and the Board on all emergency management issues and concerns.

Liaison Officer – functions as the primary point of contact to manage the flow of information between the field, community, YCH EOC management, and the Yolo County Operational Area and/or OES.

A-2. Operations Section

The Operations Section is responsible for coordinating the deployment of response resources in support of field operations. Such activities will normally include:

- Managing the operational elements of the emergency.
- Support field incident commands and associated response activities.
- Liaise with mutual aid resources and the Operational Area and/or OES response functions.
- Coordinate incident response assets.
- Assess the emergency within the YCH community/jurisdiction.

The Operations Section Chief will activate those functions and deploy staff as deemed appropriate in the following areas (*please note these functions are in coordination with the County of Yolo EOC operations of law enforcement, fire/rescue, emergency medical, public health, mass care, public works, and infrastructure/resources protection*):

- Public Works/Maintenance
- Evacuation/Care and Shelter
- Infrastructure/Resources Protection

A-2. Planning and Intelligence Section

The Planning/Intelligence Section collects and analyzes incident data relating to hazards, damage, operations, and other problems. This is the organizational focus for all information or intelligence analysis and advanced planning relative to the incident or emergency.

The Planning/Intelligence Section is divided into three primary branches: 1) Documentation, 2) Planning and 3) Situation. Within these three branches, the Planning Section performs the following functions:

- Damage Assessment
- Situation Status
- Resource Status
- Documentation

This section will be staffed as needed to perform the various functions required to support emergency management operations within the activated EOC.

A-3. Logistics Section

The Logistics Section is responsible for coordinating the provision of a broad assortment of procurement, service, communication and information technology services in support of the YCH EOC management activities during a disaster.

The Logistics Section is divided into three primary branches: 1) Communications and Information, 2) Resource Management, and 3) Support Services. The following emergency support functions will be provided within the Logistics Section:

- Communications/Information Technology
- Facilities
- Human Resources
- Resource Procurement
- Administrative Staff Support

This section will be staffed as needed to perform the various functions required to support emergency management operations within the activated EOC.

A-4. Finance/Administration Section

This section is responsible for the financial management of an operation, including procurement and payment for equipment, supplies, and services. It is also responsible for the maintaining and monitoring of response costs, personnel, time-keeping records, and for providing administrative support to the YCH EOC.

The following functions are the responsibility of the Finance/Administration Section:

- Cost Recovery
- Time Records
- Claims and Compensation

This section will be staffed as needed to perform the various functions required to support emergency management operations within the activated EOC.

The SEMS structure allows organizational flexibility. Only those functional elements that are required to meet current objectives need to be activated. All elements of the SEMS organization can be arranged in a variety of ways within the five SEMS essential functions.

Functions that are not activated are the responsibility of the next highest element in the organization. Each activated element must have a person in charge, however, one supervisor may be in charge of more than one functional element.

To better illustrate the YCH positions that may be assigned to departmental function teams within the YCH EOC, a matrix is provided on **page 22**.

Appendix B provides Action Checklists for each function (Officer, Chief and Unit Leaders).

YCH Emergency Operations Plan – EOC Staff Assignments

Management Team Functions
Emergency Services Director
Emergency Services Manager Safety Officer
Legal Affairs Officer
Public Information Officer
Liaison Officer
Team Members
<i>Executive Director, Resource Administrator, Contract Legal Counsel, Client Services Coordinator, or other Assigned Personnel</i>
Operations Team Functions
Section Chief
Public Works/Maintenance
Evacuation/Care and Shelter
Infrastructure/Resources Protection
Team Members
<i>Facilities Administrator, Senior Maintenance Workers, Senior Migrant Center Coordinators, Maintenance Worker II, Migrant Center Coordinator, Maintenance Worker I, Director of Operations, Housing Program Supervisors, Housing Specialists, and Client Services Coordinator.</i>
Planning/Intelligence
Section Chief
Damage Assessment
Situation Status
Resource Status
Documentation
Team Members
<i>Director of Operations, Housing Program Supervisors, Housing Inspector, Housing Specialist, Maintenance Staff, Computer Lab Assistant</i>
Logistics
Section Chief
Communications/Information Technology
Facilities
Human Resources
Resource Procurement
Administrative Staff Support
Team Members
<i>IT Manager, Resource Administrator, Director of Operations, Finance Specialist, Senior Accountant, Office Assistant I/II.</i>
Finance/Administration
Section Chief
Cost Recovery
Time Records
Claims/Compensation
Team Members
<i>Director of Finance, Resource Administrator, Finance Specialist, and Senior Accountant</i>

YCH provides all staff identification badges which are color-coded by disaster response levels and departments as follows:

Disaster Color Codes:

- RED = Full access to secure sites such as the YCH EOC or other facilities whether YCH or other disaster service worker sites
- YELLOW = Limited access to specialized sites and to some secure sites with minimal hazard
- GREEN = Normal DSW access and service requirements – No secure or hazardous area access
- WHITE = No DSW access or service requirement – No secure or hazardous area access

Department Color Codes:

- Administration = Blue
- Finance = Light Blue
- Resident Services = Purple
- Managed Housing* = Yellow
- Housing Assistance = Red
- Facilities = Orange
- Agricultural Housing = Green

*includes Computer Operators and Maintenance

On the back of all YCH issued ID badges is the statement “In accordance with Government Code 3100, the person identified with this card has been resistered as a Disaster Service Worker by Yolo County Housing. This individual is subject to disaster service activities as may be assigned to them in accordance with the law. This card shall be surrendered upon termination of employment with Yolo County Housing.”

SECTION VI: WARNING AND COMMUNICATION SYSTEMS

VI.1 WARNING SYSTEMS

If capable and depending on the threat and warning time available, YCH will notify staff and residents through alert notification of any potential emergencies and/or threats. As a member jurisdiction of the Yolo OA and through the shared services agreement, YCH will work in coordination with the following alert systems:

- Emergency Alert System (EAS)
- Emergency Digital Information System (EDIS)
- California Health Alert Network (CAHAN)
- Existing automatic telephone notification systems
- Rapid Field warnings using response personnel
- Media broadcast alerts

The effectiveness of any warning system is dependent on the time availability, initial notice of threat, the time of day, language barriers, hearing, sight and cognitive impairment, and other factors.

In addition, YCH is collecting cell phone and text messaging capabilities from residents/tenants to develop an internal alert system via a widespread call or text warning system similar to those used by universities for campus alerts.

In YCH owned and/or managed properties, trained resident disaster workers will be utilized in notifying residents within the residential complex through door-to-door notification, speaker (bullhorn) and whistles, and/or other developed notification systems. Resident Disaster Workers will be instrumental in assisting the identified elderly and disabled populations and assisting with the safe evacuation of those residents.

Typically, warnings will be issued during periods of major disasters such as flash flooding, major hazardous materials incidents, public health emergencies, fast moving fires, severe weather conditions, and potential acts of terrorism or violence. YCH may issue warnings where a threat is perceived and the potential safeguarding of resident and/or tenant safety is possible through rapid alerting. YCH will work with the County of Yolo Office of Emergency Services in determining when a warning should be issued to the YCH community.

YCH will also post up-to-date warning information on the YCH website and its social media pages to assist residents and the community with up-to-date information and instructions during an emergency event.

VI.2 Emergency Public Information

Accurate public information in an emergency is a priority of utmost importance. YCH has a primary responsibility to provide accurate and timely information to the residents and tenants regarding conditions, threats, and protective measures.

The following assumptions involving public information during emergencies help to guide YCH's response to tenants/residents:

- Tenants/residents will demand information about the emergency and instructions on proper survival/response actions.
- Rumors and misinformation are likely to develop when there is a lack of information available.
- The media will demand information about the emergency.
- Local media (radio and television) may be unavailable without power.
- Telephone communications may be inoperable.

During an emergency, the YCH Public Information Officer (PIO) shall be responsible for managing all aspects of the public information program. As instructed by the YCH Director of Emergency Services, the PIO will work in conjunction with the management team to manage the public information function.

The YCH PIO may be assigned to work in conjunction with the Operational Area Joint Information Center (JIC) to effectively manage public information functions including coordinating media releases and managing rumor control. This will also enable the YCH PIO to access accurate data and information to share with YCH EOC management, field operations and the residents and tenants.

The PIO functions include the following responsibilities:

- Assisting the IT Manager with the issuance of effective warning information through available communication networks (website, social media, text messaging, etc.)
- Disseminating accurate and timely information to the YCH community during periods of emergency.
- Respond to (or coordinate the Emergency Services Director response to) the specific media inquiries and calls from the public requesting information assistance.
- Work in a coordinated manner with the JIC as applicable.
- Provide support to field incident command.
- Control rumors and misinformation.

SECTION VII. POST DISASTER RECOVERY

YCH will need to be prepared to provide expanded assistance after the disaster to those families directly impacted. YCH will work in a coordinated manner with local and State public and private organizations to provide assistance and services that are available and accessible.

YCH will explore a variety of options to provide support to families (both current participants and community members displaced by the disaster event). YCH will apply for FEMA, State, HUD, and other emergency fund sources. This will include disaster assistance vouchers to assist families with temporary and long term housing needs.

In determining how and when to implement recovery activities following a major emergency or disaster, it will be appropriate to identify some key considerations:

- Members of the YCH community may be impacted or affected in a variety of ways requiring quick intervention and assistance from the agency.
- The business operations of Yolo County Housing may be impacted as a result of the event rendering it in recovery utilizing the YCH Continuity of Operations Plan. This may include reduction in leadership, damage to operating assets, and limited access to resources.
- Critical infrastructure, including utilities, transportation routes, communication systems, and information networks may be damaged and in need of restoration and repair.
- Unseen damage may exist in systems, structures, and facilities requiring close inspection, technical evaluation, and potential mitigation.

VII. 1 SHORT TERM RECOVERY

The goal of short-term recovery operations is to get business operations to minimum to normal operations and to provide relief and assistance to the communities we serve. The priority goals within short-term recovery are:

1. Provide for immediate health, safety, and welfare needs of the YCH community.
2. Reestablish and secure continuity of YCH operations.
3. Survey YCH properties to identify immediate impacts, hazards, and needs for restoration and recovery.
4. Initiate actions to restore impacted essential services and critical infrastructure.

5. Initiate planning activity to identify short, intermediate, and long-term recovery needs.

Primary activities in short term recovery operations include:

- Re-establish YCH operations.
- Insurance notification and evaluations for property and liability claims.
- Rapid debris removal and cleanup.
- Orderly and coordinated restoration of essential services, utilities, and critical infrastructure.
- Provision of human services to victims impacted by the disaster.
- Coordinate with Yolo OA disaster recovery operations which may include centralized or consolidated provision of services.
- Disaster assessment and inspection of properties including structural and hazard site mitigation.
- Identify FEMA, State, HUD and other disaster assistance funds for disaster victims.

VII.2 INTERMEDIATE RECOVERY

Intermediate recovery operations will begin with the cessation of response operations, and when minimal stabilization has been instituted to the impacted areas. Following major emergencies, intermediate recovery operations may include or involve other jurisdictions and agencies within the Yolo OA.

The primary goals of the intermediate recovery phase is to continue short-term actions relative to providing care for community welfare; further restoration of impacted essential services and critical infrastructure secondary systems; and the submission of application for public and private disaster assistance from the state and Federal governments. Priority goals for intermediate recovery operations will minimally include:

1. Continue the provision of essential human service needs of those affected or impacted by the disaster.
2. Restore impacted Yolo County operations and services to an appropriate pre-event level.
3. Coordinate the application of state and federal disaster assistance for impacts to families and individuals, and reimbursement for YCH jurisdictional response operations.
4. Continuation of recovery planning with an expansion to long-term restoration, policy development, and mitigation issues.

General intermediate recovery activities may include:

- Coordinated delivery of extended social and health services to residents/tenants within our jurisdiction

- Pursue additional emergency funding through FEMA, State, HUD or other providers for temporary to long-term housing assistance for the community.
- Initiate application for state and federal public disaster assistance funds as reimbursement for YCH emergency response operations and to support repair and restoration of impacted YCH infrastructure.
- Continue coordinated public information activities to educate the YCH community (residents, tenants, landlords) with intermediate and long-term recovery processes and issues.
- As necessary, coordinate recovery activities with local government partners to ensure appropriate collaboration and joint access to shared efficiencies.
- Initiate the process of evaluating the need for YCH long-term recovery and hazard mitigation opportunities.

VII. 3 LONG TERM RECOVERY

The initiation of long-term recovery will be predicated on the scope of the impact, extended recovery needs, identified opportunities for hazard mitigation, and the identification of long-range policy development. Long-term recovery activities will begin after response operations have concluded, stability has returned to YCH operations, all significant impacts have been managed, and conditions have returned to a semblance of normalcy. In some cases, long-term recovery operations may include or involve other jurisdictions and agencies within the Yolo Operational Area when shared goals have been identified to the mutual benefit of all parties.

The primary goals of long-term recovery are to restore facilities to pre-disaster condition; identify opportunities for hazard mitigation project funding; and to initiate community-wide policy changes associated with disaster prevention.

Specific long-term recovery goals will include:

1. To ensure that the primary human service needs of the YCH community have been identified, and addressed.
2. To ensure that all primary YCH operating systems, networks, organizations, and infrastructure have been properly restored, repaired, or replaced.
3. To identify suitable and economically feasible hazard mitigation projects that may be instituted to substantially reduce the potential impact from future threats to the YCH community.
4. To identify appropriate policies, rules, and regulations that may require modification or change to address further recovery or mitigation issues within or affecting YCH arising out of the post-disaster environment.

Primary activities associated with long-term recovery operations will include:

- Coordinated delivery of extended social and health services with OA partners.

- Re-building structures, roads, and utility installation could be required.
- Continued recovery of disaster response costs.
- Development of long-range strategic planning for YCH land use, development, and mitigation activities to minimize future risks associated with naturally occurring events and hazards.
- Implementation of improved emergency response capabilities including equipment procurement, enhanced training, and other operability issues for the mitigation of future emergencies.
- Cooperative and collaborative local government and private entity partnering for mutually beneficial projects and programs.
- Greater emphasis placed on agency resiliency, sustainability, and integration of systems and services related to future recovery from potential threats.

SECTION VIII. TRAINING AND EVALUATION

YCH will conduct a post-incident analysis and critique following emergencies and training exercises. YCH will participate in providing information in an After-Action Report to OES:

The post-incident debrief will include:

- Evaluation of response actions taken
- Application of SEMS structure
- Suggested modifications to SEMS structure
- Necessary modifications to plans and procedures
- Identification of training needs
- Recovery activities

YCH will participate in training opportunities and exercises provided through the Yolo County OES and/or the Yolo OA, Cal-EMA, FEMA, and other local jurisdictions. YCH will also conduct internal training exercises as applicable preparation for disaster response and the “stand up” of the YCH EOC. At the conclusion of training exercises, YCH will evaluate the effectiveness of their emergency response operations after each test and training exercise and make recommendations for improvement to the Emergency Services Director.

APPENDIX A

THREAT SUMMARY



APPENDIX A - YOLO COUNTY HOUSING THREAT SUMMARY

I. INTRODUCTION & GUIDANCE

A. INTRODUCTION

Yolo County Housing is at risk from a variety of potential natural, technological, human conflict, and socio-economic political related threats. Many of these threats, under the right circumstances, could result in a disastrous impact to YCH community, residents, lands and assets. The following information serves to identify these hazards, to outline YCH's vulnerability, to highlight potential impacts, and to present general mitigation and prevention alternatives that may be available for reducing risk.

Even though this threat assessment is designed to address threats and issues concerning YCH, the reality is that YCH is not an island, and what impacts greater Yolo County will have a similar effect on the YCH community. YCH vulnerabilities are often a mirror image of those risks common to the entire operational area, if not regionally, and impacts will generally be a shared experience, especially in the manner of natural disasters.

In addition, any threat assessment must include the realization that no single level of government can shoulder all response and recovery needs associated with a major disaster. Mutual aid, inter-jurisdictional coordination, shared provision of mass care and human assistance services, common interoperable communications, resource limitations, non-conflicting public information dissemination, and the sharing of situational intelligence will affect the response and recovery of all jurisdictions, including YCH during major emergencies.

The information contained within this threat assessment, should be understood and appreciated as an overview of potentiality, rather than a clear expectation of impact or an assurance of invulnerability. Effective risk assessment is always situation dependent and changes with time.

The preparation of this threat assessment is designed to provide YCH with a reasonable picture of potential threats that could result in significant impacts. Not every threat has been included in this assessment, nor is all available information presented. The information presented is intended to be informative and to guide additional discussion and research into the continually changing landscape of potential risks to the YCH community.

B. HAZARD DEFINITION

For the purposes of this threat assessment it is necessary to provide some basic definitions and to identify how to best use the information contained herein. In understanding hazards it is important to recognize that there are four general categories which represent the primary threats which could conceivably impact the life safety, continuity of operations, business sustainability, and general community wellbeing of the YCH community.

Natural Hazard

This includes hazards that occur in the natural world such as geologic, climatic, volcanic, hydraulic, or cosmic incidents. Hazards include earthquakes, storms, landslides, flooding, drought, wildland fires, climate changes, ground subsidence, volcanic eruptions, and impacts from space or cosmic events.

Technological Hazard

This grouping of hazards includes structural fires, explosions, hazardous materials release, dam failures, transportation accidents, critical system failures, and other threats associated with human developed systems.

Human Conflict Hazard

These hazards relate to human based threats such as war, terrorism, civil disorder, workplace violence, and other violent encounters or conflicts.

Socio-Politico Hazard

This represents threats associated with sudden and unexpected political, social or economic upheaval not connected with any of the other three hazard categories.

Table

For the express purpose of identification and formatting, the following table lists those hazards covered within this assessment, in order of presentation.

Natural Hazards	
Earthquake	Seismic Events
Flood	Flash and rate of rise flooding
Severe Storm	Severe temperatures, high winds, lightning

Environmental Emergency	Drought, air pollution, fog incidents
Volcanic Eruption	Direct and indirect impacts
Epidemic/Public Health	Epidemics, plagues
Cosmic Hazards	Space object impacts, solar flares
Technological Hazards	
Hazardous Materials	Fixed site, transportation, pipeline releases
Dam Failure	Partial and catastrophic failure
Fire and Conflagration	House fires, urban and wildland conflagrations and fire casualties
Transportation Accident	Air, rail, highway accidents involving mass casualties
Critical Infrastructure Emergency	Utilities, essential lifelines, and network failures
Human Conflict Hazards	
Public/Civil Disorder	Riots, disturbances, major violence, workplace violence, criminal attack
Terrorism/Bomb Threat	CBRNE, WMD, pipe bombs, suspicious packages, etc.,
Enemy Attack/State of War	Conventional and nuclear warfare
Socio-Economic-Political Hazards	
Economic Failure	Social destabilization and economic decline
Political Conflicts	Social disruption & loss of government continuity because of political change or instability

C. CONCEPT DEFINITIONS

Cascade Effect

The tendency of a single occurrence to influence a series of subsequent events that eventually results in a chain reaction of related impacts.

Impact

Impact represents the entire spectrum of adverse results from any threat, whether it is to life safety, continuity of operations, property, business viability, social order, or the environment. In most cases, impacts are based upon projections associated with anticipated effects following certain occurrences that damages, disrupts or otherwise harms an at risk target.

Mitigation & Prevention

Mitigation is the process that serves to reduce the anticipated impact from an identified threat. Prevention is the process by which a threat is prevented from occurring and any potential impact is thereby eliminated.

Predictability

Predictability is defined as the capability of effectively forecasting the occurrence of any identifiable event within the parameters of time and circumstances with some degree of statistical accuracy.

Response

The function of response is the planned action related to the actual or potential impacts associated with a given hazard or threat. YCH responds to mitigate a threat, protects that which is threatened, assists those imperiled, and cares for those impacted.

Risk

The presumed level of potential consequences resulting from any adverse occurrence based upon identified vulnerability, anticipated impact, and the capacity for pre-event mitigation.

Threat

An identified condition, situation, or circumstance that presents the conditions and potential for adverse consequences if not prevented or mitigated.

Vulnerability

The perceived risk from any identified threat based upon potential for occurrence, anticipated consequences, and ability to mitigate or avoid.

D. ASSESSMENT METHODOLOGY

Assessment Tools

In presenting a meaningful and useful threat assessment it is important to recognize that multiple tools and resources are used to collect the required data, analyze it, rate it, and finally format the resulting information as to operability in assessing basic and presumed risk.

- Historical documentation
- Physical facts and details
- Subjective and intuitive projection
- Review of other events having similar factors and features

Sources of Information

As a partner in the Operational Area and member of the shared services model of the County of Yolo OES, threats and risks identified through this multi-jurisdictional model are congruent with the threats and risks for the YCH community. YCH relies on existing resources for data pertaining to the threat assessment for their organization. The YCH community is diversified throughout the County of Yolo with owned and/or operated properties in Woodland, Winters, Esparto, Yolo, Knights Landing, West Sacramento, Davis and Dixon. In addition, YCH serves a wider diverse population throughout the county through the Housing Choice Voucher program.

Information for this threat assessment was derived from the following sources:

- Existing jurisdictional and other official historical data
- National Weather Service
- California Emergency Management Agency (Cal EMA)
- Yolo County Public Health
- Yolo County All-Hazard Mitigation Plan
- Yolo County Emergency Operations Plan
- Yocha Dehe Wintun Nation Emergency Operations Plan
- City of West Sacramento Emergency Operations Plan

E. CONSIDERATIONS

To derive the most benefit from this assessment, we considered the following factors when evaluating the relative risk associated with any identified threat for Yolo County Housing.

- Disasters differ from emergencies not only in magnitude, but also in terms of complexity, duration, response effort, scope, capacity for recovery, and eventual legacy.
- No two disasters are the same – situations will dictate impacts and outcomes based upon an infinite number of possibilities and interconnected causal effects.
- Accurate predictability of the behavior of complex systems is at best speculative. The complex nature of the disaster limits the effectiveness of most, if not all, models used for anything but general forecasting.
- The potential for and impacts associated with emergency and disasters will change over time. We live in a dynamic, everchanging environment; conditions never remain motionless for the period of time expected.
- New hazards evolve over time, and may even modify existing threats in unforeseen ways. The threat from hazards may function in more of a viral than a linear fashion, resulting in missed interceptions and lost opportunities for mitigation.
- Any risk assessment is only as effective as the ability of an entity to remain vigilant and dynamic in preparedness efforts. Assessments are guides for potentiality rather than predictability, and prudence dictates that watchfulness be expansive rather than focused.
- A naturally occurring event (i.e. earthquake) is not a disaster until it impacts some aspect of the human experience. Disaster and catastrophe are human induced perspectives and not necessarily representative of the value of the singular beyond the valuation attributed to human impact.

II. EARTHQUAKE (Natural Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Earthquake activity is characterized by a sudden, unpredictable movement in the earth's subsurface structure, usually associated with the shifting of tectonic plates that result in severe ground motion and surface deformation.

There are several faults known to exist within Yolo County. One is located in the Midland Fault Zone and the other is located along the Hunting Creek Fault Zone. The Midland Fault Zone is located between the City of Winters and the Coast Range in the southwestern portion of the county, while the Hunting Creek Fault Zone is located to the northwest, within Napa and Lake Counties. Two concealed faults are located within this zone.

Within the Capay Valley area, two major faults border the valley in the Capay Hills. The Sweitzer Fault is located just below the ridgeline of the Capay Hills paralleling the valley. The Eisner Fault is located at the upper end of the Capay Valley just below the Sweitzer Fault. Sweitzer is a thrust fault in nature. The remainder of the known faults located within the immediate area are on the western and northwestern border of Yolo County in the Blue Ridge and Rocky Ridge Hills.

No known faults are located under any of the major inhabited areas of the County. The existing faults are a result of the faulting and folding in development of the Blue Ridge and Rocky Ridge formations. Many major faults lie to the west of Yolo County whose movement could affect the YCH communities.

In addition to the standard seismic risk, there are four major areas where seiches (seismically generated waves) could occur during major seismic activity which would affect Yolo County. These include:

- Lake Berryessa, where the effects could be felt along Putah Creek.
- The Sacramento River, which could impact bordering communities.
- The Yolo Bypass, when the bypass is filled with water.
- Lake Washington Harbor and the Sacramento Deep Water Channel, where the Port of Sacramento and nearby communities would be affected.

B. VULNERABILITY

By California standards, Yolo County is in a low earthquake probability zone. The most recent recorded earthquake activity of any significance appears to have occurred in the late 1800's. Local history books reference one such quake as causing swaying in Woodland with no reference to property damage. Winters and Davis, however, did experience structural damage to buildings from an 1892 earthquake whose epicenter was northwest of Winters, in Napa County. Notwithstanding, the existence of known fault lines indicate future earthquakes will occur. Further, significant earthquakes outside the county have occurred in areas with previously undetected fault lines.

C. IMPACT POTENTIAL

The impact from any moderate to large-scale seismic event, occurring within or on the periphery of the County of Yolo, could produce an assortment of conditions that would adversely affect our community's health and safety, critical infrastructure, and economic well-being.

Casualties

The number of casualties will vary with the time of day. While no reliable studies exist to predict the total number of casualties, it is safe to believe that an 8.3 magnitude quake affecting a heavily populated area would produce many deaths and more than enough casualties to overwhelm existing medical facilities. In addition, members of the YCH community could expect to be left homeless or displaced.

Hazardous Materials Incidents

Many forms of hazardous materials are present within Yolo County. They are present in permanent storage locations, roadway and railway transport mediums, long-distance pipelines and at various industrial and agricultural application sites. Locations of YCH properties are close to busy highway and rail transport routes in Winters, Woodland, Madison, Esparto, and Knights Landing where there is potential for impactful hazardous materials incidents.

Among the most commonly used, stored and transported chemicals are products used in agricultural operations and utility/engineering functions, and include pesticides, corrosives, flammable liquids and gases, and other toxic substances.

Fires

Earthquakes may break pipelines or overturn flammable products. Fires caused by day-to-day reasons may become worse due to disruption in response capability. Combinations of fire apparatus unable to respond, broken water mains, flammable liquids, wood shake roofs and homes could create a dangerous situation.

Structural Collapse

Older, un-reinforced masonry type structures are the most susceptible to damage and potential catastrophic collapse as the result of strong ground motion associated with earthquakes. Most recent residential, commercial, and institutional YCH structures have been constructed or retrofitted to meet the identified seismic risk. However many of the YCH properties were constructed in

the 1950 through the 1980's and would be susceptible to severe damage in an earthquake disaster. All structures within the YCH portfolio are two stories or less.

Earthquake resistant public buildings are generally well distributed throughout YCH populated areas and are normally in a safe condition following earthquakes. These structures provide a major resource for mass shelter and feeding. YCH will work with local jurisdictions throughout the Operational Area in the evacuation and relocation of residents.

Transportation Infrastructure

Roadways

Roadways may be temporarily closed due to ground and structural failures. Roadway clearance, emergency repairs, detours, and inspections will restrict usage during the initial post-earthquake hours. YCH will work in a coordinated effort with local jurisdictions in roadway clearance, especially on YCH owned roads as needed.

Freeways

State Route 113, US Highway 50, and Interstates 5, 80 and 505 could be damaged by strong shaking or ground failure. Within 36 hours, some routes should be open. More remote highways and roads (16, 31, etc) may remain blocked for a considerable time. YCH staff may have difficulty gaining access to damaged properties dependent on the access availability.

Rail Lines

Rail transport through the County likely will be non-operational for at least three days. This interruption in service will impact both freight movement and could impact local sustainability.

Airports

Although no large international airports directly serve YCH, it is important to recognize that local general aviation airfields are anticipated to be operational for limited use. Regional airports and outlying military airbases will be involved in receiving outside assistance following major earthquakes impacting a large segment of Northern California.

Communications Infrastructure

Telephones

Telephones likely will be overloaded by post-earthquake calls within the area and from the outside. Damage to equipment due to ground shaking and loss of electrical power will further complicate this situation. Because of shaking patterns corresponding with key facility locations, YCH operations and residents are likely to experience some level of localized telephone network failures. Access for repairs may be a major problem, as well as potential delays in service restoration due to impacts to regional systems.

Cellular Telephones

Most cellular telephones are expected to be out of service due to both impacts to transmission sites as well as over use. Cell systems rely on the landline telephone network or microwave links to interconnect cell sites. Landlines will be disrupted as above; microwave links will be subject to misalignment and antenna loss.

Public Safety Radio Network

Most two-way radios will work, but there likely will be problems caused by overloading, loss of antennae, and misalignment of microwave dishes. Amateur radio may become a primary communication link to supplement YCH communications until repairs may be affected or the temporary establishment of interim systems can be provided through mutual aid or other means.

Utility Infrastructure

Electrical Power

Electrical power outages are expected to be widespread. It is assumed that all critical facilities such as hospitals, fire and law enforcement stations, emergency communication and operation centers, and water pumping stations will require standby generating equipment and emergency fuel supplies for the first 12-72 hours. YCH currently has automatic backup generator power at the Winters, Dixon and Davis complexes to assure continued critical operations including water and sewer.

Water Supply

Drinking water may be affected in all YCH locations. Water may have to be trucked into affected neighborhoods. Power outages will cause problems for water systems that depend on pumps. Underground wells may be damaged or

destroyed. YCH will follow response protocols for public works needs within the damaged areas.

Sewage Treatment

Sewer mains may break. The main sewage treatment plant may be damaged, lose electrical power, and discharge raw sewage. With a loss of commercial power, some treatment facilities may be rendered in-operative, and pumping stations shut down.

Natural Gas

Many gas lines may break, particularly in areas where the ground settles, liquefies, or slides. YCH locations may be without gas for several days. Offsite LPG storage tanks may be forced off of foundations and damaged, risking the possibility of localized release.

Petroleum Fuels

Liquefaction or other soil movement may break pipelines or damage storage tanks above or below ground. The sudden release of petroleum products from a damaged pipe or storage vessel could result in the discharge of highly hazardous and toxic substances into the atmosphere, resulting in a definitive risk to public health and safety, and the environment.

D. MITIGATION & PREVENTION

YCH will continue to explore financial options for backup generator power for all properties to help assure continued operations on-site. YCH will continue to review geo-technical engineering requirements and institute appropriate modifications to adopted building codes to ensure maximum seismic resistance to all new and selected existing structures as appropriate.

III. FLOOD (Natural Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Flooding occurs when water flow increases at a rate that exceeds the soils ability to absorb it through percolation over a short period of time; or the capacity of natural or manmade flood control structure (i.e. dams, canals, troughs, etc.) is exceeded allowing water to escape and spread across low lying areas. Flooding

may occur from locally heavy rainfall or as a result of heavy runoff being channeled the area from distant sources along established rivers and troughs.

B. VULNERABILITY

Flooding is a periodic and ongoing concern within portions of YCH communities and the County of Yolo. Seasonal rains, coupled with a dependence on limited and relatively unimproved flood control systems to protect areas at risk of inundation puts segments of YCH properties at risk from periodic widespread flooding. The existence of local river systems (i.e. Cache Creek, Putah Creek, Sacramento River), also contributes to the problem of localized flooding on a periodic basis. Failure of any segment of that levee system during periods of major stream flow could prove disastrous to large segments of Yolo County and specifically YCH properties located in West Sacramento, Knights Landing, Yolo, and Davis.

Areas subject to flooding in Yolo County are spread throughout the county. Areas of particular concern are adjacent to the Sacramento River that borders the county on the east. Other areas that flood periodically are low-lying lands near Cache Creek, Putah Creek, and various sloughs. The Yolo Bypass affords an appreciable level of flood protection from Sacramento River overflows during the winter and spring months. The State/Federal River Forecast Center monitors the Sacramento River and tributaries through a series of stations located along the waterways. The system affords a degree of advanced flood warning for public safety responders and emergency managers. Stream and river gages may be monitored electronically through an Internet-based system of telemetry. The following chart identifies the stages of alert and response utilized within the Yolo Operational Area involving flood incidents:

Stage	Watch Level	Condition
Stage I	Watch Stage	Pre-emergency; river is at normal levels and is forecasted to rise
Stage II	Warning Stage	River level reaches warning; patrols commence
Stage III	Full Alert Stage	River level reaches warning and is forecasted to rise. <i>Flooding is possible.</i>
Stage IV	Emergency Stage	River is expected to rise to flood stage. <i>Flooding is expected.</i>
Stage V	General Evacuation Stage	River level reaches flood stage and forecasted to rise. <i>Flooding is imminent.</i>

Flood Condition Definitions

On streams and rivers these definitions apply:

- **Warning Stage** – The stage at which patrol of flood control project levees becomes mandatory, or the stage at which flow occurs into bypass areas from project overflow weirs.
- **Flood Stage** – The stage at which the flow in a flood control project is at maximum design capacity.
- **Danger Stage** – The stage at which the flow in a flood control project is greater than maximum design capacity and where there is extreme danger with threat of significant hazard to life and property in the event of levee failure.

C. IMPACT POTENTIAL

The impact from any flooding event will vary based upon a number of factors: source of the water; location of water flow; duration of rainfall or source release; topography; presence and/or effectiveness of flood control systems; changes in land use; vegetation; and

- Injury and death associated with people being trapped in rapidly moving waterways or caught unaware during slow rate of rise conditions
- Injury and death for individuals attempting to ford (in vehicles or on foot) submerged roadways
- Damage to critical infrastructure and essential services through inundation
- Damage to YCH roadways, bridges and other transportation structures affecting mobility and the ability for people to evacuate flooded areas
- Release of hazardous materials and start of fires within damaged or affected structures.
- Damage to YCH buildings and structures in the pathway of rising flood waters
- Public health hazards from contamination of potable water sources; damage to sanitation systems; long term presence of standing water; vector infestation; and introduction of hazardous materials contaminants.
- Impact to YCH economy stemming from loss in agricultural, commercial productivity, and tourism
- Impacts to YCH involving long-term interruption of normal activity

Although flooding incidents are generally of short duration, the need for ongoing response and long-term recovery operations cannot be underestimated. Moreover, loss of essential flood control structures, including control devices may

hinder recovery efforts and pose significant problems should additional flooding occur.

D. MITIGATION & PREVENTION

General Actions

Mitigation actions involving flooding incidents will normally be broken down into two categories: 1) Pre-flooding readiness, and 2) Emergency response. The extent to which any mitigation operations are conducted will be predicated on the actual situation and the need for government response and actions.

Pre-Flooding Readiness

In this phase, flooding has not occurred but prevailing conditions and forecasts are indicating possible isolated or widespread flooding may take place within a specified time period.

- Close monitoring of weather forecasts and water levels within rivers and streams throughout Yolo County and neighboring counties.
- Dissemination of flood awareness and preparedness information through various outlet sources
- Mobilization of mutual aid response resources
- Possible activation of the YCH EOC in preparation for potential flooding and the need for centralized coordination

Flood Emergency Response

In this condition, flooding is or has occurred and immediate mitigation and emergency response measures are required.

- Coordination with flood fighting and public safety resources throughout impacted YCH areas
- Working in collaboration to assure the rescue of persons imperiled or trapped by flood conditions
- Initiation of preparatory and emergency evacuation of threatened YCH community areas and populations
- Protection of essential services and critical infrastructure
- Protection of YCH government and business enterprise activities to ensure continuity of operation

IV. EXTREME WEATHER - SEVERE STORM (Natural Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Extreme weather and severe storm activity is usually a seasonal phenomenon that occurs with relatively predictable frequency, although that is not always the case. Such activity includes extreme temperatures (hot & cold), high winds, icing, lightning strikes, and periods of heavy rainfall. The onset of extreme weather or severe storm activity may be sudden, of varying duration and intensity, and locally impactful.

B. VULNERABILITY

The Yolo County area is regularly visited by seasonal weather patterns that can produce extreme temperatures (heat & cold), heavy rains, high winds, lightning, fog, and other significant short-term weather phenomenon. Although usually of short duration, the intensity of these meteorological events can severely impact people and critical infrastructure, at times threatening public safety.

Winter storms can produce heavy rains, high winds, cold temperatures, snowfall at higher elevations, and other significant short-term weather phenomenon. Summer brings high temperatures, sometimes in excess of 100 degrees, with the potential for thunder storms, high winds, and lightning strikes. There exists sufficient historical data to conclude that severe weather will be an ongoing, periodic challenge for YCH.

C. IMPACT POTENTIAL

Strong or long-duration storms may result in various impacts. Major areas of impact may include:

- Exposure to extreme temperatures which may endanger human and animal health and safety when appropriate shelter is not available to severe hot and cold
- Injury to individuals and pets caught in severe storm conditions (i.e. lightning, hail, strong winds, etc.) and lacking adequate shelter.
- Widespread or long-term interruption of commercial and critical infrastructure and utilities as a result of high winds, lightning strikes, hail, and localized heavy rainfall.

- Damage to YCH buildings, structures, facilities, and vehicles as a result of extreme temperatures, excessive rainfall, lightning, high winds, hail, and icing
- Disruption of traffic and mobility due to reduced visibility from fog, localized flooding, and hazardous road conditions
- Economic losses due to business closures, delayed arrival/shipment of products and supplies, limited accessibility, road closures, and safety concerns

D. MITIGATION & PREVENTION

The single most effective mitigation effort involves the use of effective forecasting methods, the dissemination of timely warning information to populations at risk, and robust emergency response operations. YCH has been establishing protocols to address potential impacts associated with extreme weather and severe storm activity to include implementation of protective measures, issuance of timely warnings, hardening of vulnerable facilities and infrastructure, development of redundancy for critical systems, and continuous monitoring for hazardous indicators as meteorological conditions change.

V. ENVIRONMENTAL/ECOLOGICAL EVENT (Natural Hazard)

A. GENERAL INFORMATION

Features & Characteristics

This hazard category is defined by those naturally occurring events that are environmentally or meteorologically initiated, and have either a long-term rate of occurrence or occur with regular frequency. Their impacts, although normally not considered of an exigent nature, have the capacity to present significant challenges to YCH in the areas of public safety, economic vitality, environmental quality, and other social consequences.

B. VULNERABILITY

Air Pollution

Located within the Sacramento Valley, Yolo County is at risk for accumulation of unhealthy levels of air pollution. This pollution can come from a variety of sources, including vehicle exhaust and fires, both wildland and industrial. In the event the air pollution is found to be at emergency levels, mitigation will likely consist of restriction of movement outdoors. YCH serves at-risk populations,

such as children, the elderly and disabled, where air pollution issues could greatly affect their health and quality of life.

Drought

Periods of drought have followed years in which both the prevailing weather phenomena were El Niño and La Niña. Drought cycles appear to be every 7 – 11 years. During periods of drought, emergency response measures will consist of land use planning practices consistent with water conservation goals and various water conservation measures. There may also be increased risk of severe wild land fires due to drought stress of impacted trees and increased fuel loading from dead fall.

Infestation

Being a predominantly agricultural area, the local area is at significant risk from the onslaught of infestation from crop destroying insects and other vectors. The massive movement of a variety of insects with voracious appetites can destroy entire regions of cultivated farmland, laying waste to an entire year's production in a few weeks. Although great strides have been made in eradication of pests and vectors, there remains the overriding possibility that the county could be visited by a large swarm of crop destroying insects.

C. IMPACT POTENTIAL

Air Pollution Incidents

An air pollution emergency is a public health concern. Air quality standards can deteriorate overnight, causing problems for the very young, elderly, and individuals with pre-existing respiratory ailments. Air pollution is also detrimental to crops, livestock, and even affects the lifespan of equipment and systems that are degraded due to the exposure to pollutants. Particulate levels are monitored continuously within Yolo County, so health conditions can be assessed should air quality begin to diminish from a variety of factors.

Extended Drought Conditions

Generally, extended drought events present a major economic impact especially in areas heavily involved in agricultural production or industrial processes. Moreover, if the drought is long-term, potable water supplies may dwindle, resulting in the need for rationing, importation of emergency water supplies and other mitigation strategies. Long-term impacts may also include the destruction of essential ground cover, economic losses from reduced retail sales and even depopulation as residents move to areas with a more reliable water supply.

Infestation

The most probable consequence of infestation is crop loss, resulting in economic disaster to the agricultural industry. Loss of crops may result in the closure of farms, workforce layoffs, substantially lower revenue, and a greater reliance on funding relief. This would have a substantial impact to YCH operations as it provides over 250 units of seasonal agricultural housing in Yolo County and Dixon combined.

D. MITIGATION & PREVENTION

Effective long-term mitigation strategies for any of these risks will normally involve ongoing scientific research, effective land use planning, rigid environmental regulations, and community awareness.

Immediate mitigation/response actions for air pollution emergencies would likely include implementation of protective measures including restricted vehicular movement, relocation of people with respiratory concerns to clean environments, closure of schools, prohibitions on the release of specified manufacturing and industrial chemicals, and a ban on open burning. For droughts, actions may include development of additional water supply sources, water use restrictions, and temporary moratoriums on development. Mitigation for infestations will rely heavily on scientific methods of eradication and control.

VI. VOLCANIC ERUPTION (Natural Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Volcanic eruptions are characterized by a number of different behaviors. Some eruptions involve the slow and non-violent release of molten lava from fissures in the ground over a hot spot in the earth's mantle. Other eruptions are more radical, resulting in the explosive release of molten rock (tephra), ash, and toxic gases. Additional eruptive traits include area seismic activity, lava bombs, landslides, subsidence, peculiar localized weather phenomenon, and plume dominated columns that can project debris for hundreds of miles.

B. VULNERABILITY

Certain areas of California are recognized as being at risk from potential volcanic eruptions. There are two such areas that could affect the YCH. The closest is the Mt. Konocti/Clear Lake area. The second site is within the Mt. Shasta/Mt.

Lassen/Medicine Lake areas, located several hundred miles north/northeast of Yolo County.

Mt. Konocti

If an eruption involved Mt. Konocti, YCH could suffer from the release of large amounts of tephra (ash and larger particles). The tephra, even in depths of as little as 5 mm, could disrupt communications, transportation, critical infrastructure systems, and affect air quality. Clear Lake could also suffer from seiches, which could overflow down Cache Creek, resulting in some level of flooding. Large areas downwind of the eruption would be disrupted for years to come depending upon the release of tephra and other debris from Mt. Konocti.

Mt. Lassen/Mt. Shasta/Medicine Lake

It is more likely that an eruption could occur in the Mt. Lassen / Mt. Shasta / Medicine Lake area. Prevailing winds would tend to bring tephra down the Sacramento Valley to Yolo County and the Capay Valley. Pyroclastic and debris flows from Mt. Shasta could impact the Sacramento River, either through damming and/or melting of snow. This could result in the Sacramento River flowing outside its banks, resulting in significant regional flooding.

Although each of the aforementioned volcanic sites is not currently active, each is capable of producing an eruption, and in the case of Lassen and Shasta, devastating explosive behavior. Historically, each of these volcanoes has been active within recorded human experience, with Lassen Peak having the most recent activity dating to the early 20th Century. Although volcanic activity is extraordinarily destructive and disruptive, methods exist for monitoring volcanic sites that provide reasonably adequate early warning of potential eruptions.

C. IMPACT

Any significant eruption of a local or regional volcano will present impacts to large areas of Northern California, including Yolo County. Impact risks are identified as follows:

- Significant increase in particulate matter that severely impacts air quality
- Road closures and accessibility limitations
- Unusual weather phenomena to include lightning and cyclonic winds
- Strong seismic activity, which could cause localized structural damage, landslides, interruption of critical infrastructure operations, blocked access points, and
- Impacts to surface water due to tephra contamination
- Landslides
- Localized subsidence

- Impacts to critical infrastructure systems and networks

D. MITIGATION & PREVENTION

As with other naturally occurring geologic threats, the most effective mitigation actions will involve development of accurate prediction models and monitoring systems, and once a real threat is identified the timely dissemination of public warnings. Protective measures will be based on the location of an eruption, the volume of the release, and the type of material being ejected.

The primary mitigation actions will involve protection of public safety and survivability of critical infrastructure. Response efforts that YCH will participate in with the Yolo Operational Area may include the following:

- Activation of emergency public information activities including the dissemination of timely alerts and warnings
- Identification and monitoring of individuals immediately affected by airborne contaminants and assistance with relocation to public shelters if needed
- Implementation of asset protective measures to reduce the impact from airborne contaminants on air handling systems and other critical infrastructure
- Close coordination with public and private utility service providers to ensure rapid restoration of affected lifeline systems

VII. EPIDEMIC/PUBLIC HEALTH EMERGENCY (Natural Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Epidemics of disease or plagues can spread quickly throughout populated areas. Both humans and animals/livestock are at risk. Even in areas of low human population, certain diseases harmful to humans may spread through animals. If such an epidemic occurs or is likely to occur within Yolo County, mitigation measures will be taken in cooperation with local, state, and federal health officials dependent on the particular situation.

B. VULNERABILITY

Epidemics have occurred throughout the United States in the past, and although significant advancements have taken place in medical science, there is nothing to preclude another widespread outbreak in the future. In consideration of the close proximity to both the San Francisco Bay and the Sacramento metropolitan areas, both of which represent a large population base, the YCH community remains at risk from epidemics. Because of increased international travel, overwhelmed sanitary systems, exposure to large concentrations of people, and emerging pathogens the threat from a major public health event is a reality.

C. IMPACT POTENTIAL

The extent to which the YCH community might be impacted by the outbreak of a significant epidemic or plague would be dependent upon a number of factors: 1) type of strain; 2) methods of introduction; 3) time of year; 4) communicability; 5) effectiveness of known drugs and intervention techniques; 6) symptomology; 7) time of detection; and 8) implementation of quarantine.

Identified non-health impacts arising from a major disease outbreak may include:

- Impact to YCH staffing levels
- Potential need for large scale quarantine and isolation of YCH staff and/or residents requiring significant public safety and medical support
- Lack of available external mutual aid resources due to widespread health impacts to allied agencies
- Interruption in the delivery of goods, supplies, and services to YCH operations due to a reduction in shipping and a break down of vendor support due to health impacts
- Potential impact to continuity of operations because of health impacts to staff and the inability to carry on essential functions

D. MITIGATION & PREVENTION

The mitigation of any public health threat will involve comprehensive surveillance, detection, notification, and employment of effective treatment strategies. Public education, prior to the onset of any health emergency will serve to prepare the community and provide information relative for managing disease and illness.

Enhanced public health surveillance, increased communication, active vaccinations, and rapid response to outbreaks will significantly enhance public health and prevent the transmission of disease during epidemics.

Response mechanisms will generally operate along two pathways: 1) medical intervention and treatment, and 2) sustainability and continuity. A major epidemic will require a coordinated multi-jurisdictional response to mitigate the risk, care for the afflicted, and sustain some manner of routine throughout the community.

VIII. COSMIC THREAT (Natural Hazard)

A. GENERAL INFORMATION

Features & Characteristics

The potential exists for large bodies of space debris to enter earth's atmosphere and impact the planet with catastrophic consequences. Within the earth's geophysical history, such impacts have occurred with some regularity, resulting in significant and widespread changes to climate, geographical and habitation patterns. Although the potential for a cosmic object to strike the earth in any given moment is significantly remote, the possibility exists and could occur within our not too distant future.

Cosmic objects have been classified according to an internationally recognized system based upon size and mass:

1. Space objects greater than 1km in diameter capable of causing catastrophic effects should impact with the Earth occur, including possible extinction of all higher life forms.
2. Space objects less than 1km in size, but still capable of producing significant global disaster with significant loss of life, environmental destruction, and disruption of human systems and social order.
3. Smaller space objects that, based upon mass and speed of entry, could prove devastating if impact involved large population centers such as cities and urban areas.

B. VULNERABILITY

Given the time frame under which the earth undergoes cosmic collisions, the probability that Yolo County would be directly impacted within an average lifespan is quite remote. Still, small to very large space objects have collided with earth, even in relatively modern times, resulting in various levels of impact. Even an impact that was significantly removed from the area or even the Northern Hemisphere could prove to be catastrophic if it was of significant size and mass.

C. IMPACT POTENTIAL

Again, depending upon the magnitude and the distance from the area, a cosmic impact may or may not have significant consequences for the area. A very large, fast moving piece of space debris, striking a major metropolitan area would have a catastrophic impact. A similar strike in more remote areas of the planet, such as the oceans, would probably cause similar destruction, although on a more delayed time scale. An impact anywhere on the North American continent would prove to be devastating to the United States, and probably the entire world. A more specific assessment of potential local and global impacts is well beyond the focus of this threat summary, however the following potential impacts should be considered:

- Immediate annihilation of life within the primary impact zone – possibly extending out hundreds of miles in all directions
- Generation of giant sea waves for impacts in mid-ocean that could extend hundreds of miles inland
- Uncontrolled wildland and urban fires rapidly expanding into fire storms that cannot be mitigated
- Long term disruption of local and global weather patterns and a “nuclear winter” effect as a result of huge amounts of debris being thrown up into the atmosphere
- Total disruption of critical infrastructure, including the interruption of agricultural growing patterns and loss of arable lands
- Breakdown in social order because of loss of government continuity, interrupted provision of essential services, and overwhelming destruction of global resources

D. MITIGATION & PREVENTION

Any realistic pre-incident mitigation efforts are beyond the scope of this planning document. Local response and emergency management efforts would be directed towards the protection of public safety, continuity of government operations, sustainment of critical infrastructures, and gradual recovery from the effects of a potentially catastrophic impact.

IX. HAZARDOUS MATERIALS INCIDENT (Technological Hazard)

A. GENERAL INFORMATION

Features & Characteristics

The accidental or purposeful release of hazardous or toxic substances may have a major affect on the health and safety, the environment, and economic stability

of the YCH community. Many forms of hazardous materials are present in Yolo County. They are present in permanent storage locations, roadway and railway transport mediums, long-distance pipelines and at various industrial and agricultural application sites. YCH locations, astride major rail and highway transport routes, could result in serious hazardous incidents. Locations in line with air travel from the Sacramento Airport and/or uncontrolled airfields could be at risk for serious hazardous accidents.

It is generally believed that the most commonly used, stored and transported chemicals in the county are products used by the agricultural community. The County has collected information and has their Hazardous Material Disclosure program which provides a good information base on where hazardous materials are used and stored.

In the management of YCH properties, there is no large quantity hazardous materials storage. YCH does utilize a Hazard Communication Plan to assure that employee and resident safety is protected from any exposure of on-site hazardous materials (i.e. pesticides, cleaners, etc.) through proper storage, labeling and use of appropriate protection.

B. VULNERABILITY

Yolo County Housing is at risk from the uncontrolled release of an assortment of hazardous materials which are either manufactured, used, stored or transported within or through the county. Hazardous materials, in various quantities are located at various fixed sites within the county, or are regularly transported in bulk on the highways, rail lines, and through fixed pipelines.

There is potential for a hazardous materials incident almost anywhere on the numerous highways and roads that crisscross the county. The greatest concern is over US Highway 50 and Interstates 5, 80 and 505 because of the large amount of tanker truck traffic. The most vulnerable areas along these routes are considered to be on/off ramps or interchanges. Trucking along these freeways, in most instances, is passing through the county. The potential for a chemical spill at interchanges along these routes could be complicated by the closeness of waterways or populated areas.

Major rail lines cross Yolo County, in addition to several spur lines. The Southern Pacific Railroad passes through the most populated parts of the county including the Cities of Woodland, Davis and West Sacramento. The Sacramento Northern Railroad passes through West Sacramento and Woodland.

Spots where waterways (i.e. creeks, streams, drainage ditches, etc.) cross or intersect with highway routes where hazardous materials are regularly transported should be given special planning consideration as flowing water can rapidly expand a contaminated area, and in many cases cause irreparable damage to the environment.

C. IMPACT POTENTIAL

Spill or Release

Immediate threat from any hazardous materials release into the atmosphere is from exposure to toxic vapors, gases, liquids, solids or and combination. Even a relatively small release of extremely hazardous substance can have devastating effects on those who are exposed, even involving large areas of the population in the event of contaminants that are spread by wind or dispersed in a plume effect.

The secondary risk is to the environment. Unchecked exposure can lead to contamination of the air, ground and subsurface water sources, soil and affect the health of wildlife. Large spills can contaminate drinking water supplies that may affect entire communities, especially if rivers, underground aquifers or open reservoirs are impacted.

Fire

When hazardous materials burn toxic chemicals are often present in the smoke. The greatest danger is from inhalation, but eye damage and absorption through the skin can also be a problem. Fire fighting can be quite difficult when bulk flammable liquids are involved. Although large fires involving hazardous materials mainly a concern in and around industrial areas or along major transportation corridors, smoke and vapor plumes can travel for miles and expose distant areas that are otherwise unaffected.

Explosion

The major threats from an explosion involving hazardous materials are from falling objects and flying debris, thermal exposure, released contaminants, and over pressure during detonation. Like hazardous materials fires, explosions are mainly a hazard in and around industrial areas, and along ground, rail, or marine transportation corridors.

D. MITIGATION & PREVENTION

The risk from hazardous materials disasters is mitigated through effective education, code enforcement and monitoring of production, transportation, use, and storage. The proper placarding of fixed sites and transport vehicles helps to identify the materials located within or passing adjacent to YCH properties. Effective training of personnel in the use, storage, transportation, and disposal of hazardous materials increases overall safety. Specialized response training for

emergency responders enhances both personnel safety and the effectiveness of appropriate mitigation actions during releases.

YCH employees will be trained on “sheltering-in-place” so they are prepared in the event of hazardous exposures. YCH may also provide shelter-in-place information to residents for community preparedness.

IX. DAM FAILURE (Technical Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Failure of a dam structure may result due to impact due to strong ground motion, such as following a major earthquake or a deterioration of the structural integrity of the dam because of other local geologic forces; and overtopping of impounded waters that would serve to weaken earthen dams; faulty engineering or construction; a lack of appropriate preventive maintenance; failure of primary and secondary flow control systems that restrict emergency water releases; or purposeful acts of sabotage or terrorism.

In the area there are six dams, of various types of construction the failure of any one would cause some degree of flooding in Yolo County. Failure of a dam structure may result due to impact from strong ground motion, such as following a major earthquake:

- | | |
|---------------------|------------------|
| • Monticello Dam | Putah Creek |
| • Indian Valley Dam | Cache Creek |
| • Shasta Dam | Sacramento River |
| • Oroville Dam | Feather River |
| • Folsom Dam | American River |
| • Nimbus Dam | American River |

B. VULNERABILITY

Maps associated with each dam show specific inundation areas. In most cases, areas requiring evacuation are many minutes to days downstream.

For other than catastrophic failure of a dam, notification of a potential problem would be initiated by the agency responsible for maintaining the dam in question. Depending upon the dam, that notification might be provided directly to YECA by telephone or radio or received through the National Warning System (NAWAS). For a catastrophic failure, notice could come as described above, from citizens or even from news media. The more lead time available the more chance that notifications would come from normal sources.

Through YECA, all appropriate agencies will be immediately notified. Through the Yolo County Operational Area communication system, YCH would be immediately notified and the Emergency Operations Center would be operational throughout the disaster.

The following information about times and areas of inundation involving a failure of the six dams listed is presented for planning purposes, and represents the best estimates currently available. Actual inundation times and areas may vary.

The failure of any of the six dams listed would impact an area of the YCH community as follows:

Monticello Dam – Putah Creek would impact the Winters and Davis communities in a matter of minutes to 5 hours dependent on the level of failure.

Indian Valley Dam – Cache Creek would impact the Esparto and Madison communities in a matter of minutes to 5 hours dependent on the level of failure.

Shasta Dam – Sacramento River would impact Knights Landing and West Sacramento communities in approximately 6-10 days.

Oroville Dam – Feather River would impact Knights Landing and West Sacramento communities in 1-3 days.

Folsom Dam/Nimbus Dam – American River would impact the West Sacramento community in 2-16 hours.

C. IMPACT POTENTIAL

The extent of local damage and destruction associated with failure of an area dam will range from catastrophic to marginal. A catastrophic or even phased failure of a dam would result in a potential release of hundreds of thousands of acre-feet of water, depending upon the level of impoundment at the time of failure. It would be anticipated that areas directly downstream from the face of a failed dam would be immediately inundated and that devastation would be substantial. Further down the valley, flooding would result in a reduced impact over time, although geography and the placement of diversionary facilities and other improvements would play a part in how floodwaters would be channeled.

Additional impacts associated with the full or partial failure of one of the dams would include:

- Washout of or severe damage to roadways, bridges, and flood control structures.
- Damage to or destruction of downstream residential, commercial, and institutional facilities and structures, and agricultural lands and products.
- Release of hazardous materials resulting from damage to transmission pipelines and storage tanks.

- Damage to critical infrastructure power, water, sanitation, communication, and information systems and transmission networks due to flooding and impact from water borne debris.
- Isolation of YCH residents and staff cut off by flooding, limiting access by mutual aid response resources for extended periods.
- Debris flows that could form temporary downstream dams that block channel flow, until cleared resulting in secondary flooding events.
- Long term impacts to downstream environments and agricultural lands.
- The provision of basic essential services would be delayed until flood waters receded and some level of accessibility was restored into the affected area.

A catastrophic dam failure that results in the immediate release of hundreds of thousands of acre feet of water will permanently change the landscape of the area. Given sufficient time for warning and evacuation, the impact to life safety could be minimal, but that is also dependent upon when the failure occurs and delays in issuing alerts. The economic, cultural, and environmental impacts associated with a catastrophic failure of one of the local dams would present the YCH and the Operational Area with challenges for many decades to come.

D. MITIGATION & PREVENTION

Dam safety is a comprehensive and long-term process that continues throughout the life span of any dam. Appropriate site maintenance, continuous inspection and monitoring, and implementation of periodic site improvements will improve the safety of most dam facilities.

From a local perspective, any mitigation efforts would be directly related to downstream flood plain management activities, which would include land use regulations, engineered flood control improvements, flow-monitoring devices, and other activities not directly associated with the dam itself.

From a response perspective, the immediate concerns for local government in preparation for or in response to a dam failure would normally include:

- Timely dissemination of warning to those areas potentially affected by a sudden dam failure
- Evacuation of populations at risk from flooding to areas of high ground
- Mobilization of response resources in preparation for search and rescue missions
- Restoration of critical infrastructure systems damaged or destroyed by rapid flooding associated with dam failure

X. FIRE & CONFLAGRATION (Technological Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Fire is of concern to YCH, both within structural and wildland environments. Fires can occur as a result of system failure (downed power lines), human action (arson), natural occurrence (lightning strike), accidental (i.e. hazardous materials release, motor vehicle accident, industrial explosion, etc.), or carelessness with open flames.

B. VULNERABILITY

Structural Fires

The potential for fires to occur in YCH structures is real, although newer buildings (i.e. West Sacramento public housing and administrative offices) are equipped with automatic fire suppression and alarm systems. All public housing residents are provided a fire extinguisher for small interior fire suppression. Residents are instructed on the proper use annually and encouraged to use only if the fire is small and manageable.

Wildland Fires

Some segments of YCH properties adjoin open areas of flammable vegetation that would be considered at risk from wildland fires. These areas include the Dixon and Davis Migrant Centers, as well as the Winters development.

Most wildland fires will ordinarily be quickly contained due to rapid reporting and response, but if this first effort fails, a wildfire can get very big very fast. Such fires can require major mutual aid assistance, defensive extensive firebreaks and/or a weather change for containment.

C. IMPACT POTENTIAL

Major fires, whether involving structures or wildland areas, may result in significant risk to life and property. Rapidly moving fires in older structures, in grasslands or dense brush can quickly overwhelm firefighting efforts, resulting in possible danger to life safety. Farm animals and stock grazing in pastures are at risk unless they can be moved or protected. Power lines and other infrastructure

may also be at risk and can be heavily damaged when exposed to major fire activity.

D. MITIGATION & PREVENTION

The most effective means of mitigating the risk from fire is effective code enforcement, fire safety inspections, and people being careful with fire. Removal of flammable vegetation in wildland areas can help to protect structures and provide an area of safety for homeowners.

As budgets allow, YCH will continue to upgrade fire protection equipment such as fixed fire suppression systems, in newly constructed units and rehabilitation projects.

XI. TRANSPORTATION ACCIDENT (Technological Hazard)

A. GENERAL INFORMATION

Features & Characterization

Transportation accidents may occur on land, along railways, in the air, and on navigable waterways within or above Yolo County.

B. VULNERABILITY

Due to the YCH locations, vulnerability will most likely come from transportation or rail accidents. Military, commercial and agricultural flights accidents could also occur although the risk is minimal.

YCH has properties located close to rail lines and high traffic areas (i.e. Madison Migrant Center on Highway 16, Winters development on Road 31, Woodland development in close proximity of rail line).

C. IMPACT POTENTIAL

The largest concern for transportation accidents involves the risk to human life and safety. This is especially important when considering the potential affects involving an aviation incident or accident involving commercial vehicles, such as buses. The results of a train derailment or similar accident involving train traffic can also result in multiple casualties, and presents the other concern of hazardous materials releases.

Additionally, transportation accidents can also cause property damage, result in the release of hazardous materials, interruption of key traffic patterns, and damage to impacted critical infrastructure systems due to collision.

D. MITIGATION & PREVENTION

YCH would coordinate with local response organizations in the event of a major transportation accident that affects staff or residents of the YCH community. That coordination would include notification, evacuation, and damage assessment of the affected areas.

XII. CRITICAL INFRASTRUCTURE/SYSTEMS EMERGENCY (Technological Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Modern society operates because of established infrastructure and the availability of essential products and services. Interruption of any critical system, including utilities or essential resources such as food or fuel can have devastating effects. Impacts to critical infrastructure and the provision of essential services may occur as a secondary component of another emergency (i.e. floods, fires, earthquakes, terrorism, etc.), or as a stand alone event caused by a systemic failure or other offsite occurrence resulting in interruption in infrastructure operability.

B. VULNERABILITY

Systems at Risk

In assessing the threat to critical systems, it is important to recognize what those systems are and to identify their importance to the community's wellbeing. Generally, critical systems would include any of the following:

- Power generation and transmission systems
- Water supply and transportation systems
- Fuel storage, distribution and delivery mechanisms
- Primary transit systems
- Radio and telecommunications systems
- Sewer and sanitation treatment systems, plants and pipelines
- Major flood control facilities
- Information technology systems and networks
- Food processing, storage and distribution systems and facilities

Each of the aforementioned systems plays a very important role in supporting modern society and, in many cases is critical to our health and safety.

Causality

The causes of impacts associated with critical infrastructure failure or interruption could include any of the following:

- Major flood event that damages critical systems and networks, or that isolates a YCH development and interrupts delivery of vital operating and sustainment resources
- Purposeful damage to critical systems, networks, and essential service mechanisms caused by criminal activity or acts of terrorism
- Damage to critical infrastructure associated with fires, explosions, or exposure to hazardous materials releases
- Accidental interruptions or damage to systems and networks as a result of careless activities or actions such as invasive construction projects
- Spontaneous system and network failures as a result of widespread power outages, damage to key transmission channels or containment vessels, faulty engineering, and other technological causes

C. IMPACT POTENTIAL

YCH has been mitigating the risk from the interruption of most critical infrastructure systems through effective planning and institution of redundant systems and backup capabilities that work to ensure resiliency. YCH is striving to institute redundant operating capabilities including power, water, sanitation, information networks, and various communications systems that are designed to sustain key YCH operations for a limited time in the event of a loss of established primary critical infrastructure.

The interruption of critical infrastructure systems or any extended delay in receiving fuel or foodstuffs into the affected area would prove to be challenging. Although some systems have redundancies, and limited storage capacities exist, a major interruption could impact public safety, affect the economy, limit mobility, and the community's overall wellbeing. This could also have an adverse effect on YCH business continuity depending on the extent and magnitude of the interruption.

D. MITIGATION & PREVENTION

Protection of critical infrastructure sites and development of redundant systems will help reduce the potential effects from an accidental or purposeful failure or interruption.

YCH is committed to instituting thoughtful approaches to mitigating potential impacts to critical infrastructure systems, networks, and resources to include:

- Emergency power generating capabilities for selected key YCH facilities, systems, and networks
- Strong information technology business continuity and disaster recovery planning

XIII. PUBLIC DISORDER - VIOLENT ENCOUNTERS (Human Conflict Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Public disorder is not new to the area, although such events occur with very low frequency. Generally, public disorder is tied to an issue of dispute, usually involving large groups who are angry, frustrated and wanting to express an opinion or position. Public disorder can turn violent, resulting in riot conditions in which the community wellbeing is directly at risk.

In addition to acts of public disorder, YCH may be subject to organized or spontaneous acts of violence, from groups of individuals, occurring in the workplace, housing areas, or other locations. Violence may be a component of other criminal activity (i.e. robbery, kidnapping, etc.) or may an action perpetrated against specific individual targets (i.e. domestic, revenge, etc.).

B. VULNERABILITY

Public Disorder

Acts of public disorder can occur anywhere within the YCH community, however the most probable sites would include:

- YCH Administrative Office or field office locations
- Places of assembly (resident meetings or events)
- Parks and recreation areas

As an independent jurisdiction, YCH faces the same potential for civil disorder or open social violence as other levels of government. Peaceful demonstrations can quickly devolve into episodes of disorder, destructive behavior, and even violence.

Violent Encounters

Acts of violence, involving one or more participants, are difficult events to forecast or prepare for given the unpredictability of their occurrence, vast array of potential impact sites, methods of attack, variety of target opportunities, and inability to identify initiating conditions. YCH staff, vendors/contractors, residents and visitors are potential targets, either purposefully or simply by virtue of time and place.

Acts of violence may occur in conjunction with another criminal event, such as a robbery, vehicle theft, or kidnapping attempt. Violence may also erupt between one or more individuals in the course of argument, in the process of a domestic dispute, or of anger based upon some perceived wrong, or simply due to a random outburst associated with psychological imbalance. The individual(s) involved in perpetrating such violence may utilize specialized weapons, including firearms or explosives, or other devices capable of causing injury that are immediately accessible.

Finally, violence may be perpetrated against groups of people for no apparent reason, resulting in significant death and injury, occurring without warning or reason. Random acts of violence are the most difficult to prepare for, intercept, and respond to because of their infrequent nature, immediate impacts, and the uncertainty surrounding how the event may be carried out.

C. IMPACT POTENTIAL

Public Disorder

Public disorder incidents may result in the following impacts to public safety and wellbeing:

- Injury to targeted population groups or individuals within the perimeter of the event including staff, visitors, and response personnel
- Damage to YCH property, structures and systems
- Interruption of YCH operations
- Costs of managing response resources and operations
- Interrupted traffic and loss of mobility due to rioting and official road closures
- Societal disruptions and long-term stigma associated with such occurrences

Large groups of people may become unruly and disturb the peace or commit other illegal activities. The law enforcement effort to quell such a situation may

require mutual aid beyond standard agreements. Law enforcement officers may need to restrict the movements and activities of people uninvolved in the riot. In this case, the area and duration of such restriction will be limited to that which is necessary to restore order.

Violent Encounters

Acts of criminal or spontaneous violence may result in the following impacts to staff and resident safety and wellbeing:

- Injury or death to targeted individuals or groups
- Disruption of YCH operations
- Damage to YCH facilities, properties, and infrastructure as a result of associated destructive behavior
- Loss of public confidence on the security and safety of YCH properties and facilities

D. MITIGATION & PREVENTION

Effective mitigation techniques involve implementation of lawful surveillance and the collection of pre-incident intelligence. Understanding why a disorder may occur, because of what issues and the makeup of the leadership are critical actions if a civil disorder is to be averted. Effective and decisive YCH leadership and management, coupled with a decisive and effective law enforcement and security presence, may be successful in intercepting the formation of large and potentially destructive group activity and averting a major disturbance.

Mitigation actions undertaken by YCH to limit or minimize the potential impacts from acts of violence or civil disorder include:

- Ongoing participation with local law enforcement relating to response planning in the event of a major act of violence on YCH property.
- Participation in collaborative criminal intelligence assessment activities involving local law enforcement and other.

Mitigation plans include:

- Completion of a sophisticated threat assessment identifying potential risks and appropriate counter measures.
- Implementation of passive security provisions, including cameras, enhanced fencing, and monitored intrusion and detection systems.
- Active security including the institution of resident patrols throughout each YCH owned property.

XIV. TERRORISM (Human Conflict Hazard)

A. GENERAL INFORMATION

Features & Characteristics

Terrorism - an act against society, including the possible use of chemical, biological, explosive, radiological or nuclear (CBRNE) weapons, could strike YCH. A significant incident is considered unlikely however the consequences of a major terrorist attack could be catastrophic, therefore mitigation against, preparation for, response to, and recovery from such incidents is an important government role.

Components

Terrorism differs from a criminal act in that the actions undertaken by terrorists are designed to influence public opinion or to affect government policy by the actual or threatened use of violence. An act of terrorism may be perpetrated by an individual, such as the Oklahoma City bombing or by an organized group, such as in the case of the World Trade Center attacks. Terrorism may be homegrown (domestic) or foreign, and may even be sanctioned and supported by foreign governments to effect a desired political gain.

Motivations for terrorism may include religious ideology, political inducement, public attention, fanaticism, revenge or simply to demonstrate the ability to invoke terror and disrupt the workings of a targeted organization or society.

B. VULNERABILITY

General Guidance

Although the likelihood of an actual terrorist attack occurring on YCH property is not high, the potential nevertheless exists for such an event to take place. Although significant precautions have been implemented to reduce the potential threat from terrorism, in an open society such as that in the United States it is extremely difficult, if not impossible, to completely eliminate the potential for any terrorist act occurring.

Terrorist Weapons

Chemical Agents

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g. munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences.

Biological (Bioterrorism)

When people are exposed to a pathogen such as anthrax or smallpox, they may not know they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, or incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial response to a biological attack will be more difficult to recognize because of seasonal and/or general flu-like symptoms. The identification of a biological release is likely to be made by direct patient care providers, laboratories, and the public health community.

Nuclear/Radioactive Devices

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.

- *An Improvised Nuclear Device (IND)* is any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While “weapons-grade” material increases the efficiency of a given device, materials of less than weapons-grade can still be used.
- *A Radiological Dispersal Device (RDD)* or “dirty bomb” includes any explosive device utilized to spread radioactive material upon detonation. Any improvised explosive device could be used by placing it in close proximity to radioactive material.

- A *Simple Radiological Dispersal Device* (Simple RDD) spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.

Conventional Explosive Devices

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions to construct such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Plastic or metal pipe bombs are the most common of these devices used.

Terrorists use *Vehicle Borne Improvised Explosive Devices* (VBIEDs) extensively in other countries and could become a weapon of choice in the United States. VBIEDs differ from the traditional car bomb, which is nothing more than a proximity bomb using the car/truck as camouflage for the explosive device. Typically, car bombs are parked in close proximity to a target, and then detonated remotely or by a timing device.

VBIEDs, on the other hand, are not only the delivery system but could also be part of the destruction device itself. This would be the case if the vehicle is loaded with hazardous materials, petroleum products or the explosive is placed in the vehicle in such a way that the body of the vehicle acts as shrapnel after detonation. The last component of this weapon is the driver who is the guidance system for the weapon and is killed in the explosion, to become a martyr for the cause. The airplanes used in the attack of September 11, 2001 are considered examples of VBIEDs.

Smaller devices such as letter and package bombs have been used both domestically and internationally to target individual people. Suicide bombings have not yet been seen in the United States, but they could be used in the future if terrorist groups think they will be effective as a method of attack. Internationally, suicide bombers have used a variety of devices and tactics. Generally, these devices are simply made explosive charges. Typically, the bomb is concealed in an object to hide the device from unsuspecting bystanders. Small bags or backpacks are often used to carry the devices into the target area. Other devices have been sewn into the clothing and others have been concealed underneath. In this case, the bomber detonates the device as soon as the target has been accessed, sacrificing him or herself in the detonation.

Agricultural Terrorism

The nation's food supply is recognized as a high value target for any individual or group wanting to cause hysteria, mass panic and inflict grave economic devastation. The potential for loss of life, loss of confidence in the safety of our food by the public and trading partners are prime concerns.

Intentional chemical contamination, spreading of disease and pests are some of the weapons that are relatively easy to obtain and employ as an attack on agriculture. California has the largest agriculture economy in the nation. It is a multi-billion industry that produces 350 crop and livestock commodities. A terrorist act focused in this area would have a major impact, not only in California, but also in the exportation of commodities throughout the nation and the world.

Cyber-terrorism

Cyber-terrorism involves attacks on computers, networks, and the information they contain. With American society increasingly interconnected and ever more dependent on information technology, it is possible that cyber-terrorist attacks could destroy or significantly disrupt vital computer networks, communications systems, and/or internet services.

Such attacks would interfere with provision of critical community services and possibly causing substantial human and economic impacts.

C. IMPACT POTENTIAL

Depending upon the method employed, the location of the event, the intentions of the perpetrators, and a host of other situational factors; an act of terrorism could significantly impact public health and safety. Moreover, the risk to critical infrastructure, agriculture, and essential services may also be affected. The use of weapons of mass destruction increases the potential for major casualties and destruction, should a terrorist select the use of such means to execute an attack.

D. MITIGATION & PREVENTION

Mitigation and preparation include terrorism awareness training for staff, assessment of possible terrorist target facilities within YCH, and periodic security and law enforcement intelligence gathering. Because of the confidentiality required to protect intelligence sources, such information will be shared only among those personnel with a need to know. Likewise, the target facility assessment is considered confidential and will be shared only on a need to know basis.

XV. ENEMY ATTACK/STATE OF WAR (Human Conflict Hazard)

A. GENERAL INFORMATION

Features & Characteristics

The possibility of war and enemy attack cannot be totally discounted, even in today's world of diminished multinational threats and focus on asymmetrical warfare. Nevertheless, the United States still faces a number of potential adversaries, including old Cold War enemies. Moreover, with the advent of technology, even minor nations have (or are rapidly acquiring) the ability to launch missile attacks on segments of the North American continent that were previously deemed fairly secure. It is appropriate, therefore, for YCH to consider the risk of war and how it might impact our community.

B. VULNERABILITY

Although YCH is not a primary target for potential enemy attack, it is located between both the San Francisco Bay and metropolitan Sacramento areas, each of which should be considered as possible targets. Moreover, in the event nuclear weapons are employed in an attack, the release of fallout would certainly impact inland areas of California.

The first indication of a potential attack could be a worsening international crisis, either with a country whose leadership becomes confrontational, or a country whose current confrontational leadership develops the capability to threaten US interests. A long-term warning such as this would be the only method having any positive result for YCH. It would take days, perhaps weeks, to build shelters or fortify homes to reduce the effects of fallout.

Conventional Attack

An attack using conventional weapons could result in major loss of life, tremendous numbers of injuries, and severe damage to essential lifeline facilities. The extent to which any nation could deliver a significant and successful conventional attack on the United States is limited.

A more realistic scenario is that foreign nationals, residing within the United States at the time hostilities begin, who are supportive of the enemy nation's cause, would engage in subversive activities, including espionage and sabotage. In this case, there is no realistic method of predicting what methods of disruption

would be utilized to weaken the nation's resolve and to further degrade the country's ability to wage a counterattack.

Nuclear Attack

The potential use of nuclear weapons, during a state of war, by enemy states cannot be discounted. Many foreign nations currently possess or are on the verge of obtaining nuclear weapons, some of which are designed to be launched aboard intermediate and long-range missiles. For planning purposes, the following types of nuclear attacks should be considered:

Accidental attack

Although unlikely, an accidental attack could produce widespread, but not total, devastation. Mutual aid would be quick to arrive and the ability to successfully manage and contain a single incident would be feasible.

Limited Attack

A limited attack could target specific sensitive sites, such as military installations, or it could involve targets of opportunity, especially population centers. Using ground portable devices, the primary effects would be locally devastating. The effects on any target would be from blast, thermal, and fallout contamination.

All-Out Attack

This is a full-scale conflict involving both military and civilian targets. This scenario is limited to those adversarial nations not only possessing nuclear devices, but the ability to delivery significant strikes using missile, aircraft and subsurface delivery platforms. The amount of destruction would vary, but after a prolonged all-out attack, the consequences would be catastrophic. The extent and degree to which YCH would be able to survive a full scale nuclear attack is debatable.

C. IMPACT POTENTIAL

As the most significant impact from any war emergency that directly affects the country and YCH would involve the limited or full scale use of nuclear weapons, and the following assessment is restricted to these threats.

Nuclear Delivery

Ground bursts are meant to destroy hardened facilities such as missile silos and underground command centers. A ground burst does not produce blast damage over as large an area but it does penetrate the ground. It also kicks up a lot of radioactive dirt, which returns to the earth as fallout.

Aerial bursts, such as the one above Hiroshima, are intended to spread blast damage over a wide area. Aerial bursts produce fires, burns, widespread destruction and an electromagnetic pulse that damages electronic equipment. However, most of the radiation would be carried high into the atmosphere and dispersed over a large area. There would also be less fallout than with a ground burst.

Nuclear Explosion Effects

Blast (Overpressure) Effects

Damage can be wide spread; any area that might receive a blast overpressure greater than two pounds per square inch (PSI) is considered at risk from blast damage. Blast effects would kill people, level buildings, hurl objects through the air, weaken dams, and damage utilities.

Thermal Effects

The temperature at the site of a nuclear explosion can reach 5000° F. This is hot enough to bubble tile for miles, and incinerate those persons unprotected from the flash. Lesser burns and fires would be widespread. The time of day and season of the year, as well as the type of delivery used would also have a profound effect on the number of fires and casualties.

Electromagnetic Pulse (EMP)

A single high altitude nuclear detonation produces an electromagnetic pulse which could disrupt electrical distribution networks, resulting in wide scale power failures and related communication failures. Most radio and television stations could have electronic components destroyed. Damaged electronic equipment could be the first indication many people would have of a nuclear blast.

Radioactive Fallout

Fallout emits ionizing radiation which could cause numerous casualties, reduce the vigor of exposed persons, prevent or delay emergency response, and prevent the use of vital facilities. Any area of the state, could receive fallout following a nuclear attack. The extent and intensity of fallout will depend on several factors:

- The number of blasts
- The location (ground zero) of the blasts
- The size (yield) of the blasts
- The altitude of detonation
- The composition of buildings or ground under the burst
- Surrounding topography
- The weather

D. MITIGATION & PREVENTION

There is no local strategy for mitigating or preventing the threat of enemy attack, including the use of nuclear weapons. Global threats are a national concern, not something YCH can mitigate beyond an increase in preparedness and implementation of appropriate protective measures should international pressures escalate.

XVI. COMPLEX SOCIAL HAZARD SOCIO-ECONOMIC-POLITICAL EVENTS

A. GENERAL INFORMATION

Features & Characteristics

In identifying a new threat category it is necessary to stipulate why it is different than the existing natural, technological, or human conflict risks already recognized. In the case of Complex Social Hazards, the main threat comes from the interaction of humans engaged in some form of interrelated social, economic, or political endeavor that involves a potential for catastrophic failure.

Throughout recorded history, aspects of human evolution have given rise to the development of systems that, when applied correctly, provide great return on individual and aggregate investments in the human condition. Religion, philosophy, economics, politics, social mores, and other human inspired systems have resulted in the growth of civilization and the advancement of the social condition – to a point.

Unfortunately, the development of these human-based systems has also been fraught with other associative problems, including impacts to the quality of life, estrangement between the natural world and human experience, uncontrolled utilization of limited natural resources, deterioration of perceived personal freedoms, dependence on speculative enterprise, a dependence on unrepresented governance, and other conditions that have left a dubious mark over time on most cultures.

From the YCH perspective, social and political prejudice has proven to be catastrophic to indigenous groups worldwide. Again, from the point of view of a small human grouping, this is a disaster, both immediate and potentially in perpetuity. As any group, large or small, may at some point be at risk from the

overwhelming influence of another group, the identification of potential threats are appropriate and necessary to maintain survival.

Removing the obvious historical issues associated with human interaction, it is now necessary to concentrate on the systems established by cultures and societies to provide for economic and political improvements. As human beings are psychologically and socially complex, so too are the systems they establish, and in some cases may develop into a seemingly independent organism removed from the humanity that inspired its creation in the first place.

Modern society cannot exist without some manner of communal governance, usually represented in the establishment of a political system – whether it is a democracy or dictatorship – some means of governance for the communal whole is usually accepted as being a requirement for social stability. At the same time, most first world cultures no longer use a bartering system for trade, and instead rely upon complex banking and investment systems based upon perceived values, a concentration of wealth, and a commitment to personal and institutional financial growth.

Finally, the more complex these human induced systems become, the more the level of dependency and fragility also increase. Other culturally established sub-systems, including communication, information sharing, organizational development, institutionalization, social sciences (i.e. psychology, sociology, economics, etc.), transportation and mobility, manufacturing and industrialization, and risk management become supporting elements that further complicate control.

The difficulty exists when these complex human systems fail – such as in the case of economic collapse. Most, if not all, aspects of a modern culture are dependent on all systems operating as designed or at least as predicted within a narrow margin of functionality. If one system fails, a cascade effect occurs resulting in widespread interruptions, devaluations, political upheaval, and social distortion. In addition, because of the interconnectedness of human systems, a cascade effect may occur resulting in instability, widespread interruptions, devaluation, political upheaval, failure of accepted communal governance, and social disorder.

B. VULNERABILITY

YCH, as an organization, is dependent upon socio-economic systems to function. A failure in one or more key human systems may have both identifiable and unknown consequences, which may or may not unfold simultaneously or could even morph before becoming self-evident. Although YCH has taken great efforts

to diversify, ensure sustainability, promote non-conflictive political conduct, and develop resilient policies, the YCH community is vulnerable to socio-economic instability or failure.

C. IMPACT POTENTIAL

As with any complex event, the impacts associated with a socio-economic threat will be situational and temporally predicated. Simply put, when complex systems fail - they tend to fail big, and the repercussions may last years if not decades. The individual or organizational investment or dependence on the interwoven system will determine how impactful a failure may be, locally or globally.

Potential impacts to YCH resulting from failed complex systems may include:

- Loss of revenue – both operating and investment due to volatile markets and uncertainties
- Failure of inter-organizational relationships that can affect YCH stability and collaboration on critical issues
- Changing national and global perspectives on housing initiatives
- Failure in organizational effectiveness due to socially or economically induced service interruptions, significant operating cost increases, restrictions in investment availability, and national legislative changes

D. MITIGATION & PREVENTION

Life is composed of a series of decisions made on either known facts, past experience, or supposition. Individuals and organizations mitigate potential impacts by lessening exposure, implementing protective measures, and by avoiding the repetition of bad decisions. Still, it is easy to fall prey to illogical preconceptions, irrational beliefs, biases, and the momentum in place as a result of social gravity.

It is essential that YCH, like any governmental entity, develop a systematic approach to identifying those socially constructed systems that are abnormally risky, understanding what the risks are within those systems, avoiding unnecessary risks, distinguishing facts from fallacies, and obviating the pressures inherent in following a herd mentality when engaged in low probability – high consequence social phenomena.

Strategies for mitigation of complex social risks will normally include:

- Utilization of effective risk-benefit formulas for assessing vulnerability involving complex social systems
- Identification of potential points of failure for critical social systems

- Development of independence for critical systems prone to failure
- Diversification of YCH fiscal assets
- Initiation of situational monitoring of complex systems for identification of emerging threats
- Establishment of institutionalized critical decision making methodologies for avoiding potential and emerging complex system risks
- Institutionalized resilience when confronted with system failures or interruptions
- Periodic validity assessment of complex system dependence and interrelationships

APPENDIX B

EOC POSITION CHECKLIST



EMERGENCY OPERATIONS CENTER

Generic Checklist (All EOC Staff)

Activation Phase:

- Check into the EOC and receive your assignment
- Report to Emergency Services Coordinator or Section Chief
- Set up workstation or report to your assigned work post and review your position responsibilities
- Establish and maintain a position log which chronologically describes your actions taken during your shift.
- Determine your resource needs (i.e. computer, phone, copies, reference documents, etc.)
- Clarify any work roles or responsibilities with your Section Chief.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section Chief prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding number where you can be reached.

ORGANIZATION ASSIGNMENT LIST		
Management Section		
EOC Position	Name	Phone Number
EOC Director		
Emergency Services Manager/Safety Officer		
Public Information Officer		
Liaison Officer		
Legal Affairs Officer		
Operations Section		
EOC Position	Name	Phone Number
Operations Section Chief		
Public Works/Maintenance		
Evacuation/Care and Shelter		
Infrastructure/Resources Protection		
Planning/Intelligence Section		
EOC Position	Name	Phone Number
Planning Section Chief		
Damage Assessment		
Situation Status		
Resource Status		
Documentation		
Logistics Section		
EOC Position	Name	Phone Number
Logistics Section Chief		
Communications/IT		
Facilities		
Human Resources		
Resource Procurement		
Staff Support		
Finance Section		
EOC Position	Name	Phone Number
Finance Section Chief		
Cost Recovery		
Time Records		
Claims/Compensation		

MANAGEMENT SECTION

Emergency Services Director

Emergency Services Manager

Public Information Officer

Liaison Officer

Legal Affairs Officer

Director of Emergency Services

Responsible for the overall management of the incident through its completion or until officially relieved of command. Oversees the development and implementation of strategic decisions, and approves ordering and release of resources. Has complete authority and responsibility for conducting the overall operation.

ACTION CHECKLIST

- Identify yourself as the Director of Emergency Services
- Read this entire checklist
- Obtain a briefing on the extent of the emergency and recommended initial objectives from your Management (Operations, Planning, Logistics, and Finance Chiefs)
- Depending on the type of incident and the information available, order partial or full activation of the EOC
- Determine if all key personnel or alternates are in the EOC or have been notified.
- Brief Section Chiefs; appoint alternates as necessary.
- Ensure Section Chiefs and their staff members possess the utilize their CHECKLISTS
- Assess the situation, develop an overall strategy with the Management Staff and establish emergency response objectives and priorities.
- Determine the need for evacuation. If evacuation is required, ensure PIO utilizes resources to pass specific evacuation instructions.
- Consider declaring a jurisdictional (local) emergency. Distribute declaration(s) to the County of Yolo OES and/or CAO.
- Establish the frequency of briefing sessions for EOC staff.
- Establish operational work periods for all EOC and field personnel. Advise Section Chiefs to plan for relief personnel.
- Direct Section Chiefs to maintain appropriate logs, charts, and records.
- Direct Section Chiefs to provide section situation reports prior to the end of each operational period or as needed for completion of the Incident Action Plan (IAP) by the Planning Section Chief.
- Review and approve the IAP and ensure proper distribution.
- Ensure that proper warning has been given to affected areas, agencies and facilities.
- If there is little or no damage to YCH property or residents, ensure that assessments are made for mutual aid to Operational Area partners.
- Complete a Management Situation Report at the end of the operational period and provide a copy to the Documentation Unit.
- Keep the Board of Commissioners informed of all major problems and decisions.
- Maintain a Management Section Log noting messages, decisions, and actions.

- Ensure that an After Action Report is completed by the Documentation Unit at deactivation and that Corrective Actions are noted including who is responsible for the actions and when they are to be completed. The Director is to ensure that the Corrective Actions are completed by whom they were assigned, and that they are completed in the time allocated in the report.

Emergency Services Manager/Safety Officer

Responsible for the management of the EOC assisting the Emergency Services Director in coordinating the overall response and recovery operations. Also, serves as Safety Officer identifying and anticipating EOC hazards and unsafe conditions. This includes situations created as a result of or directly influenced by the event. Develops and recommends measures to ensure personnel safety.

ACTION CHECKLIST

- Identify yourself as Emergency Services Manager/Safety Officer.
- Read entire checklist.
- Contact the Director of Emergency Services to determine status of EOC needs.
- Assist in setting up EOC if needed
- Contact other Section Chief's for each unit's specific needs.
- Procure EOC supplies and equipment as needed in coordination with the Logistics Section Chief.
- Establish contact with all EOC staff, advising personnel to notify you of unsafe working conditions.
- Work with Logistics Section to obtain needed safety equipment for field and EOC personnel (i.e. gloves, hard hats, flashlight, reflective vests, etc.)
- Advise the Director of Emergency Services and/or Section Chiefs of any unsafe working conditions that aren't resolved.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion.

Public Information Officer

Responsible for managing the Emergency Public Information activities within the EOC and in support of the YCH emergency operations. They may serve as the point of contact with local and national media as well as HUD.

ACTION CHECKLIST

- Identify yourself as the Public Information Officer (PIO)
- Read this entire checklist.
- Obtain a briefing from the Management Staff
- Assess the situation
- Prepare an initial information summary as soon as possible after arrival.
- Observe constraints on the release of all information imposed by the Director of Emergency Services.
- Establish contact with media and provide whatever assistance is required.
- Establish an Information Center if needed to provide regular briefings.
- Establish separate voice mail telephone hotlines for media and public use. Update regularly.
- Gather and disseminate instructions, warnings, and announcements.
- Release news and information. Post information in the EOC and ensure that field units receive copies.
- In case of a multi-jurisdictional event, coordinate the release of public information through the JIC.
- Arrange for escort and briefing service for the media and VIP's.
- Attend all EOC briefings and Management staff meetings. Update information releases.
- Monitor television and radio transmissions.
- Issue warnings about unsafe areas, structures and facilities.
- Utilize established communications systems to issue warnings.
- Issue special information releases addressing rumors and provide correct information.
- Provide information on available transportation routes, closures, etc.
- Release list of assistance centers and shelter sites.
- Maintain a log noting messages, releases published, interviews granted, and other activities.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion.

Liaison Officer

Acts as point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. This may include law enforcement, fire services, water districts, public works, Red Cross, hospitals, schools, etc. and functions as the primary point of contact to manage the flow of information between the field, community, YCH EOC management, and the Yolo County Operational Area and/or OES.

ACTION CHECKLIST

- Identify yourself as the Liaison Officer
- Read this entire checklist.
- Obtain a briefing on the extent of the emergency and recommended initial objectives from the EOC Director.
- Maintain a Unit Log noting messages, decisions made and actions taken.
- Be a point of contact for Agency and Operational Area Representatives.
- Maintain a list of assisting and cooperating agencies and their representatives.
- Assist in the establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of event status.
- Monitor incident operations to identify current or potential problems.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of assisting agency resources.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion.

Legal Affairs Officer

Provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Affairs Officer assists the Director of Emergency Services in declaring a local emergency and implementation of jurisdictional powers.

ACTION CHECKLIST

- Identify yourself as the Liaison Officer
- Read this entire checklist.
- Obtain a briefing on the extent of the emergency and recommended initial objectives from the EOC Director.
- Advise the Director of Emergency Services on declaring an emergency and/or issuing special orders.
- Monitor response effort and advise the Director regarding liability exposures and protection against such exposures.
- Prepare proclamations, emergency ordinances, and other legal documents as required by the Director of Emergency Services.
- Develop rules and regulations required for acquisition and/or control of critical resources.
- Brief relieving staff upon arrival.
- Maintain a log noting messages, decisions made, and actions taken.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion.

OPERATIONS SECTION

Operations Section Chief
Public Works/Maintenance
Evacuation/Care and Shelter
Infrastructure/Resources
Protection

Operations Section Chief

To manage all tactical and strategic functions implementing the EOC Action Plan and facilitating direction based on the needs of the emergency. To ensure that there is a coordinated deployment of response resources in support of field operations, that additional resources are requested as needed and that all objectives of the EOC Action Plan are carried out.

ACTION CHECKLIST

- Identify yourself as the Operations Section Chief.
- Read this entire CHECKLIST.
- Obtain a briefing from the Management Staff.
- Review and understand position assignment, established Event Action Plan (EAP), and ongoing emergency management operations
- Organize; develop operating plan, and brief personnel assigned to the Operations Section. Assure this function is carried out including deployment of resources in support of field operations, communications, situational reports, infrastructure damage reports, community safety; evacuation/mass care needs, and resource needs (mutual aid, personnel, etc.)
- Coordinate with Planning, Logistics and Management Section staff to identify the services and resources required to support the EOC and field operations
- Coordinate with the Finance/Administrative Section on fiscal and cost recovery issues associated with logistical support operations
- Coordinate closely with the Logistics Section Chief to establish priorities for resource allocation within the jurisdiction.
- Coordinate with multi-jurisdictional resources; specifically emergency responders in law enforcement, fire, and public works.
- Function as lead in evacuation and mass care efforts affecting YCH residents and surrounding communities.
- Determine the needs for additional resources and make recommendations accordingly.
- Establish field communications with affected areas, using interoperable systems as available.
- Receive, evaluate and disseminate information relative to the operation of the emergency.
- Maintain an Operations Section log noting messages received, decisions made, actions taken, and other activities.
- Provide to the EOC Manager, for submittal to Cal EMA those requests that cannot be filled from local vendors or OA partners.
- Supervise Operations related response and personnel.

- Coordinate the deactivation of the Operations Section functions and the demobilization of assigned resources and staff as directed when operations are terminated
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion.

Public Works/Maintenance Unit Leader

Responsible for maintaining agency infrastructure and related services, as well as restoring those damaged or destroyed. This unit will evaluate the safety of roadways, utilities, and other public areas. Public Works will also assist other units with traffic control, search and rescue, and transportation if needed.

ACTION CHECKLIST

- Identify yourself as the Public Works/Maintenance Unit Leader
- Read this entire CHECKLIST.
- Obtain a briefing from Operations Section Chief
- Check the status, availability and deployment of YCH equipment.
- Check telephones and radios for operability. Request repair or augmentation from Logistics Section if needed.
- Establish Public Works Unit for extended operations (personnel and resources). Prepare to organize and use volunteers if needed.
- Ensure that all YCH roads and facilities are checked for damage and problems.
- Work as a team in the field for status on utilities, building structures, backup generator status, road closures, and other public works incidents in the community.
- Coordinate with multi-jurisdictional resources; specifically emergency responders in law enforcement, fire, and public works. If safe and requested, provide mutual aid.
- Establish and maintain communications with utilities providers such as PG&E, telephone, sewer districts, etc.
- Ensure that all information on system outages is provided to the Planning and Operations Section Chiefs.
- Function as lead in evacuation and mass care efforts affecting YCH residents and surrounding communities.
- Assess situation and determine the following:
 - Location and nature of major road problems
 - Location and nature of major utility problems
 - Approximate number of stranded, injured or dead
 - Staging area locations
 - Availability of Resources
- Brief the Operations Section Chief and provide input for the EOC Action Plan.
- Maintain a log noting messages received, decisions made, actions taken, and other activities.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion.

Evacuation/Care and Shelter Unit Leader

Provide for the safe evacuation of YCH employees, their families, and resident families to shelter locations; provide food, clothing and shelter needs to those evacuated. Serve as a central inquiry service point of contact for employee, residents and family members.

ACTION CHECKLIST

- Identify yourself as the Evacuation/Care and Shelter Unit Leader
- Read this entire CHECKLIST.
- Obtain a briefing from Operations Section Chief
- Check the status and availability of available shelters in the area.
- Retrieve evacuation plans for each conventional housing site and post to EOC Operations board.
- Notify Operations Chief of disabled and elderly residents within identified units that may require additional assistance.
- If applicable, open YCH properties and/or community rooms as shelter locations for Operational Area (American Red Cross) and assist with volunteer assignments as needed.
- Coordinate with ARC on the overall management of mass care shelters and identify closest facilities to refer YCH residents and tenants.
- Coordinate with the Yolo County OA to assure that support services are provided to shelters as available.
- Communicate care and shelter activities with Operations Section Chief and field staff.
- Coordinate with the Liaison Officer to identify an ARC representative to coordinate shelter and care activities.
- Inform and support public works/maintenance function as lead in evacuation and mass care efforts affecting YCH residents and surrounding communities.
- Brief the Operations Section Chief regularly.
- Maintain a log noting messages received, decisions made, actions taken, and other activities.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion.

Infrastructure/Resources Protection Unit Leader

Responsible for identifying potential threats within infrastructure of property and grounds including sewers, water systems, stairways, elevators, etc. and instituting mitigating measures to protect property from further damage and protecting YCH assets.

ACTION CHECKLIST

- Identify yourself as the Infrastructure/Resources Protection Unit Leader
- Read this entire CHECKLIST.
- Obtain a briefing from Operations Section Chief.
- Collect initial damage/safety assessment information available from the Damage Assessment Unit Leader, visually assess affected areas.
- Maintain detailed records of damaged areas and structures.
- Obtain initial damage/safety assessment information from fire and law enforcement partners and other responders (utilities, etc.) as necessary.
- Coordinate with other sources for additional damage/safety assessment information
- Prepare detailed damage/safety assessment information.
- Clearly label each structure and/or facility for potential threats and accessibility.
- Secure all locations restricting access to protect further property damage or injury to persons.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Communicate mutual aid resource needs with the Yolo County EOC/OA.
- Keep the Public Works/Maintenance Leader informed.
- Refer all contacts with the media to the PIO.
- Maintain a log noting messages received, decisions made, actions taken, and other activities.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion.

PLANNING/INTELLIGENCE SECTION

Planning Section Chief

Damage Assessment

Situation Status

Resource Status

Documentation

Planning/Intelligence Section Chief

Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information and intelligence are needed to (1) understand the current situation, (2) predict probable course of incident events, and (3) prepare alternative strategies to control operations for the incident.

ACTION CHECKLIST

- Identify yourself as the Planning/Intelligence Section Chief.
- Read this entire CHECKLIST.
- Obtain a briefing on the extent of the emergency from Management Staff and coordinate any specific requirements from the Director of Emergency Services.
- Confirm that all key Planning and Intelligence Section personnel or alternates are in the EOC or have been notified. Identify staffing needs and notify the Logistics Section if applicable.
- Activate, and direct Unit Leaders and ensure that the Section log is maintained.
- Direct Situation Status Unit Leader to initiate collection and display of significant disaster events including weather systems, etc.. Request a briefing on the disaster, resources applied and available, or en route.
- Direct the Documentation Unit Leader to initiate collection and display of disaster information and activate the EOC Message Center.
- Insure that situation maps and related charts are available and posted with current information.
- Assess the impact of the emergency on throughout the YCH jurisdiction including the initial damage assessment by disaster workers in the field.
- Advise Management staff of any significant changes in incident status.
- Establish information requirements and reporting schedules for all SEMS organizational elements for use in preparing the **Action Plan**.
- Develop **Action Plan** and **Advanced Plan** (if required) for discussion and review by EOC Section Chiefs and approval by Emergency Services Director.
- Direct the coordination of periodic disaster and strategy plan briefings to the EOC staff to include predictions on incident potential.
- Confirm that the Situation Status Unit Leader is compiling and displaying status and resource summary information.
- Prepare summary situation reports of the emergency for distribution every 8-12 hours.
- Begin planning for recovery in the area.
- Identify need for specialized resources or mutual aid.
- Prepare and distribute the Director of Emergency Service's orders.
- Prepare recommendations for release of resources by developing a **Demobilization Plan**.

- Maintain a log noting messages received, decisions made, actions taken, and other activities.
- Ensure that the Documentation Unit completes an AFTER ACTION REPORT, which should indicate what Corrective Actions are needed, including who is responsible for actions and when they are to be completed.

Damage Assessment Unit Leader

Responsible for inspecting YCH properties and collating data to provide an assessment of the impact of the event.

ACTION CHECKLIST

- Identify yourself as the Damage Assessment Unit Leader.
- Read entire checklist
- Obtain a briefing on the extent of the emergency from the Planning and Intelligence Section Chief.
- Identify Inspector staffing needs and initiate request for mutual aid for Inspectors from Logistics.
- Prepare to provide YCH property damage information to the YCH EOC.
- Provide for an initial inspection of all YCH damaged structures and facilities (including special facilities such as day care centers, community rooms, etc.).
- Prepare a plan for utilization of Inspectors and deployment as well as a comprehensive coverage of the damaged area.
- Prepare initial damage estimate for YCH.
- Collect, record, and total the type and estimated value of damage.
- Request volunteer engineers or other volunteer to personnel to assist with the inspection of structures and comprehensive damage assessment.
- Provide as required, damage assessment teams to inspect and mark hazardous structures and record damage; these damage records are utilized as a basis for requesting federal and State funding.
- Coordinate with Operations Section (public works/infrastructure), utilities, Red Cross damage assessment teams (DAT), City and County agencies on damage assessment.
- Coordinate with all departments for field information and damage assessment reports.
- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and hours on duty – coordinate with Human Resources.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion.

Situation Status Unit Leader

Responsible for collection and organization of event and situation information and displaying the information in the EOC.

ACTION CHECKLIST

- Identify yourself as the Situation Status Unit Leader.
- Read entire checklist.
- Obtain a briefing on the extent of the emergency from the Planning and Intelligence Section Chief.
- Prepare and maintain the EOC display boards.
- Activate elements of the Unit, establish work area, assign duties, and ensure Unit Log is maintained.
- Direct collection, organization, and display status of disaster events.
- Ensure that radio communications are established with field operations and that a log is maintained.
- Based on the nature of the emergency, direct field operations to report on high priority areas (densely populated and critical service areas) first.
- Ensure "human" communications pathways within the Planning Section and with other Sections (particularly the Operations Staff) are initiated and maintained and maintain communication logs.
- Provide for an authentication process in case of conflicting status reports on events.
- Prepare and present an overview Situation Report, an evaluation of the disaster situation, and predictions on the course of the disaster event(s) before each planning meeting or upon request of the Planning and Intelligence Section Chief.
- Assist in strategy planning based on the evaluation of the disaster situation and predictions of the probably course of the event(s).
- Maintain Situation Unit records including Unit Log.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion.

Resource Status Unit Leader

Responsible for documenting the current status and location of controlled resources, transportation and support vehicles. Assist the Situation Status Unit and Document Unit Leaders in strategy planning and briefing presentations.

ACTION CHECKLIST

- Identify yourself as the Resource Status Unit Leader.
- Read entire checklist.
- Obtain a briefing and special instructions from the Planning and Intelligence Section Chief.
- Direct collection, organization, and display status of incident resources to include allocation, deployment and staging areas; (Resources include human resources, vehicles, transportation, etc.)
- Activate elements of the Unit, establish work areas, assign duties, and ensure Unit Log is maintained.
- Obtain necessary equipment and supplies.
- Establish a check in procedure of resources at specified incident locations.
- Maintain master list of all resources checked in at the incident.
- Ensure "human" communications pathways are identified and established within the Planning and Intelligence Section, with other Sections, and direct maintenance of individual logs.
- Provide for an authentication system in case of conflicting status reports of resources.
- Provide a resources overview and summary information to Situation Unit as requested; provide written status reports on resources allocated as directed by Planning and Intelligence Section chief.
- Assist in strategy action planning based on evaluation of the resources allocations, resources en route, and projected resources shortfalls.
- Make recommendations to the Planning and Intelligence Section Chief of resources that are not deployed or should be de-activated. Develop the **Demobilization Plan** with the Section Chief.
- Maintain a Unit Log.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion.

Documentation Unit Leader

Maintain and file a copy of all EOC messages; file, maintain and store all documents relating to the emergency; maintain the official history of the emergency, assist in preparation of situation summaries and damage assessment reports; provide duplication services as required; prepare an AFTER ACTION REPORT at the deactivation of the EOC.

ACTION CHECKLIST

- Identify yourself as the Documentation Unit Leader.
- Read entire checklist.
- Obtain a briefing on the extent of the emergency from the Planning Section Chief.
- Establish incident files relating to the emergency.
- Check the accuracy and completeness of records submitted for file.
- Maintain a file on all EOC messages.
- Establish duplication services and provide as required (duplicate forms, correspondence, etc.)
- Correct any errors by checking with the appropriate EOC personnel.
- File, store, and maintain files for legal, analytical and historical purposes.
- Coordinate with the units of the Planning and Intelligence Section.
- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- Complete the AFTER ACTION REPORT, which should indicate Corrective Actions are needed, including who is responsible for the actions and when they are to be completed.

LOGISTICS SECTION

Logistics Section Chief

Communications/IT

Facilities

Human Resources

Resource Procurement

Staff Support

Logistics Section Chief

Responsible for assuring that all other sections of the EOC are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

ACTION CHECKLIST

- Identify yourself as the Logistics Section Chief.
- Read entire checklist.
- Obtain initial situational briefing from Director or Management Staff
- Obtain initial instructions concerning Logistics work activities and priorities.
- Contribute to the initial development and review of the **Action Plan**.
- Participate in EOC action planning sessions and conduct Logistics Section briefings.
- Maintain and document Section activities and complete essential reports including individual Unit Logs. Included in the logistics records should be:
 - Messages received and transmitted
 - Actions pending and actions completed
 - Logistics personnel and time on duty
 - Active vendor records
 - Property records (Expendable and Non-Expendable)
 - Facility records
 - Facility rental contracts and inspection reports
 - Vehicle records and accident reports
 - After Action Report
- Maintain liaison with Director, EOC Manager, other Section Chiefs, and Management Staff as appropriate
- Review and understand position assignment, established **Action Plan** and ongoing emergency management operations
- Assure all function are carried out including communication services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services as well as arranging for food, lodging and other support services to the EOC.
- Notify Situation Status Unit of the names and locations of all assigned personnel.
- Coordinate with Operations, Planning, and Management Section staff to identify the services and resources required to support the EOC and field operations including personnel, supplies, and equipment for expected duration of operations.
- Coordinate with the Administrative Section on fiscal and cost recovery issues associated with logistical support operations
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the jurisdiction.

- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur, especially regarding the acquisition, movement, and deployment of resources.
- Establish appropriate staffing schedules to maintain functions, consider extended operations with no more than 12 hour shifts for personnel.
- Prepare a LOGISTICS DEMOBILIZATION PLAN to ensure the efficient return of non-expendable property, the inventory and disposition of remaining expendable property, payment on vouchers and control of documentation.
- Prior to the end of the operation, collect the logistics unit documentation and AFTER ACTION REPORTS. Prepare and submit a consolidated LOGISTICS AFTER ACTION REPORT to the Director of Emergency Services.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion

Communications and Information Technology Unit Leader

Responsible for assuring that telecommunications and information technology needs are provided and supported within the EOC.

ACTION CHECKLIST

- Identify yourself as the Communications and IT Unit Leader.
- Read entire checklist.
- Obtain initial situational briefing from Logistics Chief.
- Provide desktop support services to EOC.
- Assure all desktop and printer hardware is fully functional. Install desktop hardware and software as needed.
- Ensure latest desktop images are ready, available and installed and ensure the latest security updates.
- Provide support and troubleshooting activities as necessary in EOC.
- Monitor and maintain backup service to assure servers and files are being backed up and recoverable.
- Ensure the necessary voice and data communications lines remain operational.
- Assure network and connectivity is maintained including Internet access, email, and documentation systems.
- Keep EOC personnel informed of the status of communications systems.
- Maintain telephone communications systems including land lines, cell phones, two way radio, etc. are maintained during EOC operations.
- Update website information and telephone messaging as needed.
- Complete necessary documentation and reports during and after EOC operations.
- Perform other duties as assigned by the Logistics Chief.
- Obtain **Logistics Demobilization Plan** from the Logistics Chief. Recommend release of unit resources in conformity with demobilization plan.
- Prepare **Communications/IT Deactivation Plan** to ensure return of non-expendable property, inventory and disposition of remaining expendable property.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion

Facilities Unit Leader

Responsible for assuring those essential facilities are provided for the response effort within the EOC.

ACTION CHECKLIST

- Identify yourself as the Facilities Unit Leader.
- Read entire checklist.
- Obtain initial situational briefing from Logistics Chief.
- Ensure that adequate essential facilities are provided for the response effort including staff, furniture, supplies, and materials necessary.
- Work closely with EOC Manager and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Arrange for continuous maintenance of facilities (utilities, supplies, cleanliness, etc.)
- If facilities are acquired outside the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Keep the Logistics Section Chief informed of significant issues affecting the Facilities Unit.
- Complete necessary documentation and reports during and after EOC operations.
- Perform other duties as assigned by the Logistics Chief
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion

Human Resources Unit Leader

Responsible for assuring that human resource needs of the emergency; coordinating volunteers; document names, assignments, and duty hours of all personnel committed to the operation.

ACTION CHECKLIST

- Identify yourself as the Human Resources Unit Leader.
- Read entire checklist.
- Obtain initial situational briefing from Logistics Chief.
- Provide personnel resources as requested in support of the EOC and Field operations.
- Identify, recruit, track and register volunteers.
- In coordination with the Emergency Operations Director and Section Chiefs, develop an EOC organization chart.
- Check in EOC staff and volunteers and post to the EOC organization chart.
- Coordinate with the Liaison and Safety Officers to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check in.
- Establish communications with other agencies and organization that can provide personnel resources.
- Process incoming requests for personnel support. Provide a status report to requesting parties. Maintain a status board of personnel requests.
- Coordinate all requests for personnel resources from the field level through the EOC Operations Section Chief or team member.
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers, acquire mental health specialist if needed.
- Complete necessary documentation and reports.
- Keep the Logistics Section Chief informed of significant issues and perform other duties as assigned.
- Obtain **Logistics Demobilization Plan** from the Logistics Chief. Recommend release of personnel resources in conformity with demobilization plan.
- Supervise the demobilization of personnel to include return of non-expendable property, inventory and disposition of remaining expendable property.
- Upon completion of operation, compile and prepare the **Human Resources After Action Report**.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion

Resource Procurement Unit Leader

Responsible for ordering, receiving, inventory, storage and distribution of supplies for the incident; and servicing non-expendable supplies and equipment. This includes the identification and availability of vendors, suppliers, and mutual aid resources.

ACTION CHECKLIST

- Identify yourself as the Resource Procurement Unit Leader.
- Read entire checklist.
- Obtain initial situational briefing from Logistics Chief and priorities of supplies required to support emergency operations.
- Oversee procurement and allocation of supplies and materials and coordinate delivery to each Section (Management, Operations, Planning and Intelligence, Logistics, and Finance)
- Maintain a status board or other reference depicting procurement actions in progress and their current status. For example:
 - Resources readily available
 - Resource requests
 - Status of deliveries
 - Priority resource requirements
 - Shortfalls
 - Active Vendor/Supplier Lists
- Determine if item can be provided without cost from another jurisdiction or organization within the jurisdiction (i.e. OA partner or mutual aid)
- Determine costs and establish accounts (if needed) with suppliers and vendors.
 - Orders exceeding purchasing limits must be approved by Finance Chief or Emergency Services Director.*
- Complete necessary documentation and reports during and after EOC operations.
- Perform other duties as assigned by the Logistics Chief.
- Obtain **Logistics Demobilization Plan** from the Logistics Chief. Recommend release of unit resources in conformity with demobilization plan.
- May need to prepare a Supplies Deactivation Plan to ensure return of non-expendable property, inventory and disposition of remaining expendable property.
- Upon completion of operation, compile and prepare the **Resource Procurement After Action Report**.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

Staff Support Unit Leader

Provide EOC staff with food, water, and other necessary nourishment during EOC operations and provide Logistics Section with administrative staff support.

ACTION CHECKLIST

- Identify yourself as the Staff Support Unit Leader.
- Read entire checklist.
- Obtain initial situational briefing from Logistics Chief.
- Provide clerical and administrative support to the logistics team.
- Serve as the "feeding unit" to the EOC which includes:
 - Providing water and food to EOC staff during stand up operations.
 - Complete menu planning (well balanced meals), oversee food preparation (delivery or catered), obtain necessary equipment and supplies, and serve EOC staff and field staff.
 - Menu planning includes meals, snacks, and adequate drinks for response operations.
 - Maintain inventory and notify finance and/or procurement if purchasing is required.
- Ensure appropriate health and safety measures are taken.
- Complete necessary documentation and reports during and after EOC operations.
- Keep the Logistics Chief informed and perform other duties as assigned.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

FINANCE SECTION

Finance Section Chief

Cost Recovery

Time Records

Claims/Compensation

Finance Section Chief

Provide advice and support to Director of Emergency Services regarding financial issues; insure that adequate records are maintained to support requests for State and federal assistance; track time worked by all emergency personnel involved in the incident; provide a cost analysis and projections.

ACTION CHECKLIST

- Identify yourself as the Finance Section Chief.
- Read this entire checklist.
- Obtain a briefing on the extent of the emergency from the Logistics Section Chief or Management Staff (Director of Emergency Services).
- Obtain initial instructions concerning work activities and priorities
- Establish needed sub-units in the areas of: Cost Recovery Unit, Time Unit, and Claims/Compensation Unit.
- Obtain inputs from the various sections and/or units to determine projected cost of supplies and materials' to support the emergency.
- Collect cost data, complete cost effectiveness analysis and determine cost estimates and make recommendations for cost savings.
- Insure that Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.
- Insure that Claims Unit manages all legal claims for compensation filed against YCH.
- Insure that a Finance Section log is maintained, noting messages received, decisions made and actions taken, and personnel on duty.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion

Cost Recovery Unit Leader

The Cost Recovery Unit is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

ACTION CHECKLIST

- Identify yourself as the Cost Recovery Unit Leader.
- Read this entire checklist.
- Obtain a briefing from the Finance Section Chief.
- Coordinate on all cost reporting procedures.
- Obtain and record all cost data and prepare incident cost summaries.
- Prepare resources cost estimates for planning.
- Make recommendations for cost savings to Finance Section Chief.
- Insure that all cost documents are accurately prepared with appropriate back up information.
- Complete all records prior to demobilization and assure their security.
- Prepare cost recovery reports to FEMA, Cal-EMA or other appropriate resources in coordination with the Finance Section Chief.
- May be required to brief Logistics Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- Maintain a Unit Log.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion

Time Record Unit Leader

The Time Record Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

ACTION CHECKLIST

- Identify yourself as the Time Record Unit Leader.
- Read this entire checklist.
- Obtain a briefing from the Finance Section Chief.
- Determine incident requirements for time recording function.
- Establish contact with appropriate agency personnel/representatives.
- Insure that daily personnel time recording documents are prepared, and are in compliance to time policy, and that they are secure.
- Submit cost estimate data forms to Cost Recovery Unit as required.
- Insure that all records are current or complete prior to demobilization.
- Time reports may include volunteer hours and other assisting agency personnel hours and must be accounted for.
- Brief Finance Section Chief on current problems recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion

Claims/Compensation Unit Leader

The Claims/Compensation Unit manages all legal claims for compensation filed against YCH. It advises the Director of Emergency Services in areas of claims for bodily injury and property damage compensation presented to YCH.

ACTION CHECKLIST

- Identify yourself as the Claims/Compensation Unit Leader.
- Read this entire checklist.
- Obtain a briefing from the Finance Section Chief.
- Establish contact with incident members of the EOC Management Unit.
- Coordinate with all Sections on procedures for handling claims.
- Ensure the accurate and timely reporting of all claims (i.e. workers' compensation, liability, etc.)
- Investigate all injury and damage claims as soon as possible.
- Process claims and gather needed information to elevate to appropriate insurance representative or legal counsel.
- Keep Finance Section Chief and Emergency Services Director briefed on unit status and activity. May be asked to attend Management and Section Chief Meetings to provide Unit Report.
- Coordinate with the ESM/Safety Officer regarding the mitigation of hazards.
- Insure that all Compensation for Injury and Claim Logs and forms are properly completed.
- Forward all equipment or property damage claims to the Cost Recovery Unit.
- Obtain Demobilization Plan and insure that compensation for injury and claims are adequately addressed on Demobilization Plan.
- Maintain Unit Log.
- Complete After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operation. Use the following format:
 - o Issue
 - o Corrective Action
 - o Assigned to and due date for completion

APPENDIX C
YCH STAFF
EMERGENCY ACTION PLAN



APPENDIX C – YCH STAFF EMERGENCY ACTION PLAN

I. GENERAL INFORMATION

The Emergency Action Plan guides staff during a designated emergency event. YCH has different response guidelines dependent on the nature of the emergency. In order to best communicate those plans, YCH staff is provided Emergency Manuals that contain the following information to assure all employees are familiar with procedures and guidelines and are prepared to respond to emergency events.

In any emergency in which the specific emergency procedure is not applicable, staff should use their common sense and judgment to act appropriately and respond to the direction of management.

The primary goals of the YCH Emergency Action Plan are to:

- Protect staff and visitors from injury and assure their safety.
- Respond to emergency situations effectively.
- Protect property and infrastructure.
- Maintain YCH operations.
- Support and if appropriate, assist emergency responders.

II. FIRST AID AND EMERGENCY NUMBERS

EMERGENCY RESPONSE: 911

Woodland Healthcare; Memorial Hospital:	(530) 662-3961
Woodland Memorial Hospital:	(530) 668-2682
Woodland Police Department (non-emergency):	(530) 666-2411
Woodland Fire Department (non-emergency):	(530) 666-6612
West Sacramento Police Department (non-emergency):	(916) 617-4900
West Sacramento Fire Department (non-emergency):	(916) 617-4500
Yolo County Sheriff's Department (non-emergency):	(530) 666-8282
California Poison Control Center:	(800) 876-4766

III. EMERGENCY CALL CHARTS

Yolo County Housing has developed the following emergency call charts which are available to key staff assigned to emergency response operations:

Staff Emergency Notification List: This is a list of current employees and their emergency contact numbers including home, personal cell, and emergency contact name, relationship, address, and phone numbers. This list is maintained by the Resource Administrator. A secondary offsite list is located in the alternate hot site for the Emergency Operations Center.

Real Estate Services Emergency Call Chart: Utilized within the Real Estate Services Division, it provides a list of contacts for response to a long-term maintenance issue, property damage, and emergency situations. This list is available to Real Estate Services and Management staff.

Emergency Operations Center Contact List: This list is utilized when the EOC is “standing up” in response to an emergency as outlined in the Emergency Operations Plan. This list is maintained by the Resource Administrator. A secondary off-site list is located in the alternate hot site for the Emergency Operations Center.

IV. NON-EMERGENCY ALARM RESET PROCEDURES

In the Event of a False Alarm:

- Contact the Alarm Company 800# and be prepared with identifier codes and passwords.
- Explain that there is a false alarm and provide the address of the building, your name, and why the alarm was activated.
- Call **any key staff members** such as the Facilities Manager and On-Call Maintenance. Explain that there is no emergency
- You should not need to call the police; the Alarm Company should manage that call for you.

V. MEDIA INQUIRIES

In an emergency we should anticipate inquiries from the media and other government agencies. Therefore, the **Executive Director or the assigned Public Information Officer** should be provided, as soon as possible, with as much information as is available regarding the nature of the emergency, and the effect on families, operations, damage, etc. All calls are to be forwarded to the **Executive Director or the assigned Public Information Officer**.

If you receive contact from the media, politely refuse comment and direct the call to the **Executive Director or the Public Information Officer**

VI. VEHICLE ACCIDENTS

In the event that you are in a vehicle accident, the following steps should be followed:

- Do not admit fault.**
- Tend to medical needs. Call **911** if necessary.
- Contact local law enforcement agency.
- Record the name, address, and driver's license number of the other driver(s).
- Record the name of the insurance company and the policy number of the other driver(s).
- Record the license plate number and the make/model of the other vehicle(s) involved.
- Record the names and addresses of any witnesses.
- Complete a vehicle accident form (which covers the information listed above and is located in every YCH owned vehicle).
- If an employee is injured, complete an employee accident form.
- Take photos of all vehicles and passengers involved using the disposable camera kept in agency vehicles. If you are in your own vehicle and have a camera available, you are encouraged to take pictures.

VII. POWER FAILURE

EMPLOYEES

- Turn off all electrical equipment such as fans, computers, typewriters, radios, copiers, etc.
- If the power failure is confined to one room, determine the cause and reset the circuit breakers.
- If power does not return, contact your Supervisor or the Facilities Administrator. Once contacted your Supervisor or Facilities staff maintains responsibility for corrective actions.
- If you must move through a space that is unlit due to the power failure, utilize your YCH issued emergency flashlight and proceed with caution.
- After power has been restored **do not** turn on electrical equipment until your supervisor indicates it is safe.

SUPERVISORS

- Each office and area should be provided with access to flashlights.
- Management will determine the cause and possible duration of the outage.
- The supervisor will determine the extent of the outage. Depending upon the time of day, length of outage, and any safety considerations, the supervisor will contact the Executive Director and obtain authorization before advising employees to go home.

VIII. FIRE

- Immediately yell "**FIRE!**" and pull the fire alarm if applicable. Staff may also use the telephone system intercom system to alert all staff in the building of the fire danger.
- If you discover a fire of **any kind or size**, call **911 FIRST**.
- Note what kind of fire (electrical, building/furniture, chemical).
- If the fire is small and controllable, staff that has been properly trained can attempt to use a fire extinguisher to put out the fire.
- Remove persons in immediate danger.
- If hallways are clear of fire and smoke, proceed to the nearest reachable exit. If hallways are blocked with fire and smoke, close the door tightly and stay by a window until you are rescued.
- Feel the door before you start to open it. **If it is hot, do not open it.** If it is not hot, open it slowly and note the condition of the area.
- Turn **on** lights as you leave (if you feel it is safe to do so).
- Close doors and windows as you leave (if you feel it is safe to do so).
- Keep calm.** You may save a life by remaining calm. Most lives lost in emergencies are lost due to panic.
- If you must go through an area filled with smoke, crawl along the floor where smoke and heat are less dense.
- FOLLOW THE OUTLINED EVACUATION PROCEDURES.**

IX. MEDICAL EMERGENCY

LIFE-THREATENING SITUATION

- Call 911.** Give the exact condition of the person in need of medical attention and the nature of the emergency. The 911 operator will advise you.
- Contact your supervisor immediately. If the accident involves visitors or residents, the supervisor will report the accident to the Resource Administrator.
- All employee accidents must be reported to the employee's immediate supervisor, who will in turn inform the **Resource Administrator**. In addition, an accident report form must be completed by the **Manager responsible** or a **Safety Committee Team Member**. The **Resource Administrator** or the **Executive Director** will also be responsible for reporting the incident to Cal/OSHA, if necessary.

NON LIFE-THREATENING SITUATION

- Notify your supervisor.
- Render first aid as necessary.
- All employee accidents must be reported to the employee's immediate supervisor, who will in turn inform the **Resource Administrator**. In addition, an accident report form must be completed by the **Manager responsible** or a **Safety Committee Team Member**. The **Resource Administrator** or the **Executive Director** will also be responsible for reporting the incident to Cal/OSHA, if necessary.

LOCATION OF EMERGENCY FIRST AID KITS

Main Office: First aid kits are located in file room, and supply room. Two eye-wash stations are located in the maintenance shop.

Other Locations: Emergency Kits are located in all company vehicles and YCH office locations in Winters, Woodland, West Sacramento, Madison, and Davis; and the DHA office location in Dixon.

Eye wash stations are available in the Maintenance Shops located in the West Sacramento and Winters locations.

X. FIRST AID, CPR and BLOODBORNE PATHOGENS

ADMINISTERING FIRST AID/CPR — ONLY IF YOU ARE CPR/FIRST AID CERTIFIED

A current list of staff with CPR/First Aid Certifications is maintained by the Resource Administrator – notify of any changes in your certification status.

Prior to administering first aid and CPR, one must be aware of potential exposure to bloodborne pathogens and infectious diseases. Blood and other body fluids may be infected with germs that can spread diseases such as hepatitis B/C or HIV/AIDS. Pathogens can enter another person through broken skin (cut, scratches, etc.), mucous membranes, and punctured skin (needles/sharp objects).

FIRST AID DETERMINATION

If you are the first responder to a medical emergency or accident, look around where the victim is located before giving first aid. Determine if you can respond in a way that is safe for you and the victim. Look for:

- Visible clues
- Medical alert tags
- Bystanders or other victims
- Possible safety hazards from electricity, falling objects, vehicular traffic, etc. If the situation is dangerous, wait for paramedics or the fire department to respond.
- Verify that emergency responders have been called.

If it is safe to take initial action:

- Tell the victim your name and that you are there to help.
- Attempt to determine the extent of injury.
- Check for ABC's
 - **A**irway open
 - **B**reathing
 - **C**heck for pulse
- Implement CPR only if you are trained on CPR and the situation calls for it, using appropriate protections (see Universal Precautions below).

- Do not move the victim unless located in a dangerous area.

UNIVERSAL PRECAUTIONS

- Always use barriers when responding to a first aid situation. Use gloves, rescue breathing shields, masks, goggles, plastic wrap, bags, or clothing to protect yourself.
- Most public counters and agency-owned vehicles should have bloodborne pathogens spill kits with barriers included. First aid kits should also contain disposable gloves. If the bloodborne pathogen spill is too large to clean with materials provided in your kit, call emergency responders at **911**.

XI. HAZARDOUS SPILL PROCEDURES

A spill of any size may present a threat to health or safety due to toxic fumes, flammability, or the possibility of release into the environment.

IMMEDIATE ACTIONS

- Dial **911**
- Advise the 911 operator of the following:
 - Exact location of the spill.
 - Any details available regarding spill (chemical involved, estimated quantity spilled).
- Do not** attempt to handle any spilled material that you **can not** identify. Assume it is hazardous.
- Remove yourself and any other persons from the immediate area.

RESPONDER PROCEDURES

- Fire department personnel will respond to the scene and take charge of the incident.
- Fire department personnel will assess the situation to determine the need for outside services.
- Additional services and agencies will respond as necessary.
- Fire department personnel will notify appropriate outside services and agencies.

XII. PUBLIC DISTURBANCE

EMPLOYEES

- Yolo County Housing relies on police and civil defense authorities to advise what protective action should be taken during a local disturbance in or around our premises. Recommended courses of action for employees will be communicated to you via your supervisor and/or department head.
- Remain in your respective work areas and continue to perform your duties until instructed otherwise.
- Employees should not leave the building unless it is safe to do so.
- Avoid window and doorway areas.
- If participants enter your work area, be courteous and avoid provocation. Notify the

nearest supervisor. He or she will call 911 if necessary.

- Avoid unnecessary inquiries that will tie up communication systems such as telephones.
- Do not become a spectator. Leave or avoid the area to prevent injury.
- Lock all doors and close all drapes and blinds.
- Lock all file cabinets.
- Keep keys available in case of fire.
- Under no circumstances should an agency employee argue with, strike, or forcibly restrain any individual.

SUPERVISORS AND MANAGEMENT

- Consult with police and facilities management to coordinate necessary action for protection of the building and personnel.
- Lock all doors leading into the building. Secure properties and the building if necessary. Carefully screen all persons entering and leaving the building.
- Inform employees of the emergency situation.
- Keep employees within the building.

XIII. EARTHQUAKE

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors

- DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT** use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

WHEN THE EARTHQUAKE HAS SUBSIDED:

- Expect aftershocks.
- Listen to a battery-operated radio or television for the latest emergency information.
- Help injured or trapped persons but do not move a seriously injured person unless they are in immediate danger. If certified, administer First Aid and/or CPR in accordance with XIV of this EAP.
- Inspect utilities. Shut off utilities if you smell gas. Do not turn on lights or other electrical equipment as it may be damaged. Check for sewage and water line damage. Be careful about drinking water and you may be required to use bottled water or melt ice cubes for water supply. Do not create any open flames.
- To keep telephone lines available for emergency calls, avoid using the telephone if possible.
- Your supervisor will advise you of the situation. If you are inside a building, remain inside. Falling debris, electrical wires, and other hazards can cause extremely dangerous conditions outside.

XIV. FLOOD

- Listen to the area radio and television stations and a NOAA Weather Radio for possible flood warnings and reports of flooding in progress or other critical information from the National Weather Services (NWS) and/or the local Office of Emergency Services.
- Be prepared to evacuate at a moment's notice and follow evacuation procedures listed under XIX.
- When a flood or flash flood warning is issued, you may be advised by your Supervisor or Executive Director to go to higher ground.
- Stay away from floodwaters. If you come upon a flowing stream where water is above your ankles, stop, turn around and go another way. Six inches of swiftly moving water can sweep you off your feet.
- If you come upon a flooded road while driving, turn around and go another way. If you are caught on a flooded road and waters are rising rapidly around you, get out of the car quickly and move to higher ground. Most cars can be swept away by less than two feet of moving water.
- Be especially cautious at night when it is harder to recognize flood danger.

After the flood:

- Return to the office only after the Emergency Services Director or assigned delegate has declared the area safe.
- Inspect utilities, look for outside loose power lines, damaged gas lines, and be careful of standing water in the area with exposure to power outlets. All utilities should be turned off in the case of a flood until it is cleared by the authorities to turn back on.
- Check the office for damaged foundation, approach all entrances carefully and check for any hazards.
- Materials such as cleaning products, paint, batteries, contaminated fuel and damaged fuel containers are hazardous. Check with local authorities for proper assistance with disposal to avoid risk.
- During cleanup, wear protective clothing such as rubber gloves and rubber boots.
- Discard items that have come in contact with floodwater, including canned goods, water bottles, plastic utensils, etc. When in doubt, throw it out. It could be contaminated.
- Stay clear of any potential contaminated water.
- Notice your local public health official of contaminated water or potential hazardous water.

XV. SHELTER IN PLACE

Chemical, biological, or radiological contaminants may be released into the environment in such quantity and/or proximity to a place of business that it is safer to remain indoors rather than to evacuate employees. Such releases may be either accidental or intentional. Examples of situations that might result in a decision by an employer to institute "shelter-in-place" include an explosion in an ammonia refrigeration facility across the street, or a derailed and leaking tank car of chlorine on the rail line behind your place of business. Shelter In Place processes are designed to provide a temporary protective measure to create a barrier between staff and the potentially contaminated air outside.

The following "Shelter in Place" locations have been selected for the YCH office locations as interior rooms without windows:

YCH Administrative Office

Primary Location: Conference Rooms A and B

Secondary Locations: Interior offices without windows numbers 105, 106, 107, 108, 109, 110, 111, 112, 120, 121, 128, 138, 139, 140, 142, 144, 145, and Restrooms. This is not ideal because it separates staff making the head count challenging.

West Sacramento Office

Primary Location(s): Resident Council Office located at 685 Lighthouse Way or Interior Offices located at 664 Cummins.

Winters Office

Primary Location: Maintenance Office located within Community Room.

If it has been determined that you should shelter-in-place by the Emergency Services Director or the local authorities has issued a shelter-in-place order, the following shelter-in-place procedures should be followed:

In the Workplace

- Remain Calm.
- Close the business.
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay and not to leave. When a shelter-in-place has been issued, you should not drive or walk outdoors.
- Unless there is an imminent threat, employees, clients, and visitors should call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative phone voice mail message informing callers that the business is closed and that staff and visitors are remaining in the building until authorities have advised that it is safe.
- Close and lock all windows and doors, close all air vents and turn off all HVAC systems.
- If there is an explosion danger, close all shades, blinds or curtains.

- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags. These essential supplies should be readily available within the “shelter-in-place” location.
- Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else on hand, such as damp towels.
- Write down the names of everyone in the room and contact the Emergency Services Director or designee to report who is in the shelter in place location with you.
- Listen to media resources to get up to date information and to get further instructions regarding safety or evacuation instructions.

In a Parked Car:

- Remain calm and shelter in place.
- Do not** start the engine!
- Close windows, vents, and turn off AC/Heating systems.
- If possible duct tape the windows and doors.
- Turn on your radio for further instructions.

Driving in a Car:

- Remain Calm
- Continue driving unless directed otherwise by emergency personnel or traffic controls.
- Close windows, vents, and turn off AC/Heating Systems.
- If your car stalls or you are advised to stop the vehicle, follow the **In a Parked Car Procedures**.

XVI. PANDEMIC EVENT

- Staff will be notified that there is a potential of a pandemic event and describe actions to mitigate the possibility of transmission/infection.
- YCH will post information to their website, facebook page, and other media avenues to keep community members informed.
- Encourage staff and residents with higher risk of complications to check with their healthcare providers.
- Provide vaccination opportunities to residents and staff on-site at their locations.
- Provide antiviral supplies including tissues, antiviral wipes and gels, soap and alcohol based hand cleaners.
- Advise ill staff to stay home or go home for at least 24 hours or until their symptoms of contagion including fever, chills, etc. have subsided for a minimum of 24 hours.
- Establish schedules in all departments which include frequent cleaning of surfaces and items especially in computer labs and community rooms. This may include desks, door knobs, keyboards, counters, etc.
- Maintain contact with local public health officials on the status of the pandemic.
- Find ways to increase social distancing including minimizing in-person

appointments. This may include cancelling appointments or planned events.

- Develop plan to continue previously identified work to continue in the absence of key staff.

XVII. ROBBERY

**YOUR SAFETY IS THE MOST IMPORTANT THING IN THIS SITUATION.
DO NOT DO ANYTHING THAT MIGHT JEOPARDIZE YOUR SAFETY.**

- Stay calm and obey instructions from the robber. Do not attempt to stop or apprehend the robber.
- Carefully note the physical description and dress of the robber, including any distinguishing characteristics such as: *Name, Gender, Height, Weight, Hair Color, Facial Hair, Clothing, Jewelry, Distinguishing Marks (tattoos, scars, birthmarks), Race, Voice and Speech Characteristics.*
- If possible, look for the robber's vehicle. Note its make, model, color license, etc.
- After the robber has left, write down all the characteristics or use the Robbery Checklist.
- Dial **911** and report the robbery.
- Notify your supervisor, who will fill out the appropriate incident report.

XVIII. BOMB THREAT AND SUSPICIOUS PACKAGE PROCEDURES

- Always treat every bomb threat as a legitimate threat.
- Remain calm and be courteous.
- Obtain as much information as possible such as when will it explode, where is the bomb, what does it look like, what kind is it, why, names, etc.
- Write down the caller's/speaker's **exact words** if possible. A bomb threat checklist should be completed if available.
- Do not hang up the phone**, even after the caller hangs up. Immediately go to another phone and report the bomb threat to your immediate supervisor.
- To avoid confusion, do not talk to anyone except as directed.
- If a suspicious device or package is found, **DO NOT attempt to move or touch it.** Inform your supervisor and call **911**. Provide your supervisor and the police with all information available.
- Leave the area immediately.
- If you feel it is safe to do so, turn **on** all lights as you leave.
- Do not close doors and windows as you leave. An explosion will cause less damage if explosive gases are not contained.

Suspicious Letter and Package Bomb Indicators

- Letter bombs may feel rigid, or appear uneven or lopsided.
- Mail bombs may bear restricted endorsements such as "Personal" or "Private".
- They may reflect distorted handwriting; has a fictitious return address or no return

address.

- They may have excessive postage.
- Parcel bombs may be unprofessionally wrapped with several combinations of tape and may have “Fragile – Handle with Care” or other notice on it.
- Package bombs may have an irregular shapes, soft spots or bulges; they may make a buzzing or ticking noise.
- If you come across a suspicious letter or package; notify your Supervisor immediately.

SUPERVISORS

- Contact the Executive Director or designee. Provide them with all information available.
- Call **911** to inform police of the bomb threat, and provide them with all information available.
- Recommend evacuation as necessary.
- Act as liaison to the police upon their arrival.

XIX. EVACUATION PROCEDURES

The decision to evacuate any YCH building(s) will be made by the YCH Emergency Services Director (or designee), Supervisor, fire or police personnel. However, **the final decision to evacuate your area rests with you. Common sense and good judgment should be used as your guidelines at all times.**

Examples of situations where an evacuation may be necessary include:

- Fire
- Explosion
- Flood
- Hazardous Chemical Spill within the building (if outside the building; shelter in place may be necessary)
- Earthquake Damage

Each location within the YCH portfolio has a designated assembly area on the individualized evacuation maps.

When evacuating, please:

- Walk quickly, **do not run**, to the exit closest to your area.
- Assist all visitors in evacuation situations, providing appropriate assistance as the visitor requires.
- Assist those individuals that have limited English or have disabilities and assure they receive the appropriate assistance during the evacuation process.
- Keep to the right in halls and stairways. Walk in single file.
- IMPORTANT**
 - **Do not turn back for any reason (i.e. items left behind).**

- **Remain calm at all times. Do not panic.**
- **Do not block or tie up equipment that will be needed by the fire department or other emergency response personnel (i.e.: fire extinguishers, hoses, etc.)**
 - **If a fire is located in the corridor on your floor or you are uncertain of its location, remain in your office. Close all doors and windows. More people are injured or killed by smoke and heat suffocation in a fire than by the flames themselves.**
- All employees must immediately go to their designated assembly areas by following appropriate escape routes.

Evacuation Monitor (Office Assistant I)

- At the designated meeting area, the evacuation monitor will account for all personnel.
- Report any missing personnel to the Supervisor on-site, Emergency Services Manager and/or emergency responders (i.e. fire, police, public works, etc).
- In the event of a fire, be sure that 911 has been contacted.
- Determine the appropriate return time to the building, in consultation with emergency personnel, Emergency Services Director, and Emergency Services Manager.

Supervisors/Managers Duties

- Assess the situation and determine whether an emergency exists which requires activating the emergency procedures.
- Direct all efforts in the area, including evacuating personnel and minimizing property loss.
- Ensure that emergency services such as medical and fire services are called when necessary.
- Be prepared to advise the fire department of fire suppression equipment, heating and air conditioning equipment, and other service equipment in the building, as well as any other pertinent building information. May need to perform emergency shut off of operations.
- Be capable of providing the fire department with keys to locked rooms, emergency devices, and other needed equipment.

If the emergency involves a fire, activate the fire alarm if one is available. The alarm may automatically be activated by the sprinkler system or smoke detector. If not, manually pull the alarm.

The YCH Administrative Office has an Intercom System to communicate an emergency situation or to calmly request an evacuation of the building.

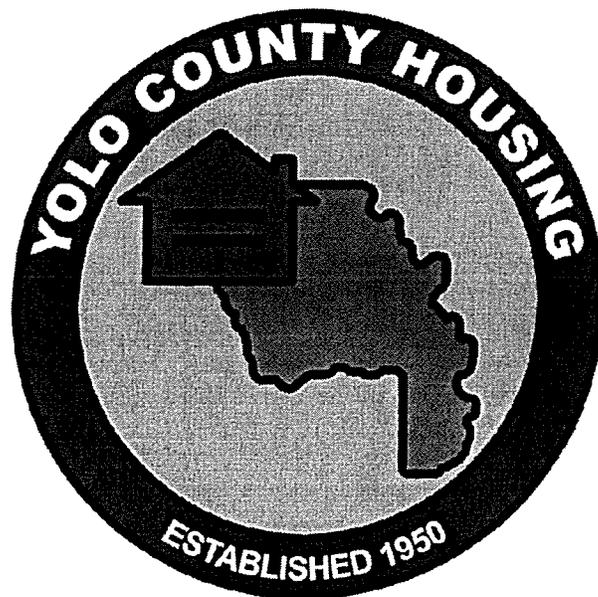
Any attempts at removing other people from the danger area must be made without risking additional lives, including those making a search of the area. Do nothing that will endanger lives.

XX. TEST AND TRAINING EXERCISES

In an effort to assure that all personnel know the appropriate response procedures depending on the type of emergency, YCH will conduct test and training exercises a minimum of two times a year. A minimum of one of those exercises will be a full evacuation drill annually.

Documentation of training exercises will be maintained by the Resource Administrator.

APPENDIX D
YCH RESIDENT
EMERGENCY GUIDELINES



APPENDIX D – YCH RESIDENT EMERGENCY GUIDELINES

GENERAL INFORMATION

Yolo County Housing wants to assure that residents are informed of key preparedness and an evacuation guideline in the event an emergency occurs in your home. To help your family with being prepared the four key points are outlined in this handout:

- I. Pay Attention and Be Aware
- II. Be Prepared
- III. Have a Family Plan
- IV. Evacuation Guidelines

For more detailed information go to the Yolo County Housing Website at www.ycha.org or www.ych.ca.gov and click on Disaster Preparedness Information.

FIRST AID AND EMERGENCY NUMBERS

EMERGENCY RESPONSE: 911

Woodland Healthcare; Memorial Hospital:	(530) 662-3961
Woodland Memorial Hospital:	(530) 668-2682
Woodland Police Department (non-emergency):	(530) 666-2411
Woodland Fire Department (non-emergency):	(530) 666-6612
West Sacramento Police Department (non-emergency):	(916) 617-4900
West Sacramento Fire Department (non-emergency):	(916) 617-4500
Yolo County Sheriff's Department (non-emergency):	(530) 666-8282
California Poison Control Center:	(800) 876-4766
Yolo County Housing Maintenance	(530) 662-5428, Ext. 7 (800) 662-9656

Personal Emergency Call List Names/Numbers

_____	_____
_____	_____
_____	_____

I. PAY ATTENTION – BE AWARE

- Know your surroundings – in the event of an emergency; where are safe areas in your home; in your community.
- Know what is happening in your environment – weather, flu pandemic, crime, etc.
- Listen to information on local broadcasts such as the news, radio, or NOAA Weather radio.
- Know and talk to your neighbors on how you can work together in the event of an emergency. What neighbors may need help in an emergency; **or** connect with a neighbor who can help you.
- Review emergency preparedness information on www.ready.gov

II. BE PREPARED

- Water, one gallon of water per person, per day for at least three (3) days, for drinking and sanitation.
- Food, at least a three day supply of non-perishable food.
- Three day supply of prescribed medications for all family members.
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both.
- Flashlight with extra batteries.
- First Aid Kit.
- Whistle to signal for help.
- Extra pair of prescription glasses.
- Dust Mask, to help filter contaminated air and plastic sheeting and duct tape to shelter in place.
- Sanitary hand wipes, garbage bags and plastic ties for personal sanitation.
- Wrench or pliers to turn off utilities.
- Can opener for food.

- Local maps.
- Cell phone with chargers.

III. MAKE A FAMILY PLAN

- Identify an **out-of-town contact**. It may be easier to make a long-distance phone call than to call across town, so an out of town contact may be in a better position to communicate among separated family members.
- Be sure every member of your family **knows the phone number** and has a cell phone, **coins**, or a **prepaid phone card** to call the emergency contact. If you have a cell phone, program that person(s) as “ICE” (In Case of Emergency) in your phone. If you are in an accident, emergency personnel will often check your ICE listings in order to get a hold of someone you know. Make sure to tell your family and friends that you’ve listed them as emergency contacts.
- Teach family members how to use text messaging (also known as SMS or Short Message Service). Text messages can often get around network disruptions when a phone call might not be able to get through.

IV. EVACUATION GUIDELINES

The decision to evacuate your residence will be made by the YCH Emergency Services Director (or designee), fire or police personnel. However, **the final decision to evacuate your area rests with you. Common sense and good judgment should be used as your guidelines at all times.**

Examples of situations where an evacuation may be necessary include:

- Fire
- Explosion
- Flood
- Hazardous Chemical Spill within the building (if outside the building; shelter in place may be necessary)
- Earthquake Damage

Each location within the YCH portfolio has a designated assembly area, an Evacuation Monitor, and an evacuation pack including the *resident roll call, list of units where special needs and/or disabled residents reside, evacuation map, building map, and flashlights.*

When evacuating, please:

- Walk quickly, **do not run**, to the exit closest to your area.
- Assist all family members in evacuation situations, providing appropriate assistance as each family member requires.
- Keep to the right in halls and stairways. Walk in single file.
- Do not use elevators. Use hand rails when proceeding down stairs.
- Persons using crutches or wheelchairs should be carried through stairwells. Crutches or wheelchairs should not be taken into stairwells.
- IMPORTANT**
 - Do not turn back for any reason (i.e. items left behind).**
 - Remain calm at all times. Do not panic.**
- Do not block or tie up equipment that will be needed by the fire department or other emergency response personnel (i.e.: fire extinguishers, hoses, etc.)**
 - If a fire is located in the corridor on your floor or you are uncertain of its location, remain in your office. Close all doors and windows. More people are injured or killed by smoke and heat suffocation in a fire than by the flames themselves.**
- All residents must immediately go to their designated assembly areas by following appropriate escape routes. *The final decision to evacuate your area rests with you. Common sense and good judgment should be used as your guides at all times. Always walk, do not run, to the nearest exit in an emergency.*

Evacuation Monitor Duties

- At the designated meeting area, the designated evacuation monitor(s) will account for all residents assigned to their areas utilizing the roll call sheet.
- Report any missing residents to the Supervisor on-site, Emergency Services Manager and/or emergency responders (i.e. fire, police, public works, etc).
- Assist emergency responders with information related to residents, especially those that may require additional assistance during an evacuation.
- Determine the appropriate return time to the building, in consultation with emergency personnel, Emergency Services Director, and Emergency Services Manager.

Housing Specialist/Senior Maintenance or Resident Liaison Duties

- Assess the situation and determine whether an emergency exists which requires activating the emergency procedures.
- Direct all efforts in the area, including evacuating personnel and minimizing property loss.
- Ensure that emergency services such as medical and fire services are called when necessary.
- Be prepared to advise the fire department of fire suppression equipment, heating and air conditioning equipment, and other service equipment in the building, as well as any other pertinent building information. May need to perform emergency shut off of operations.
- Be capable of providing the fire department with keys to locked rooms, emergency devices, and other needed equipment.

Upon discovery of an emergency situation, the people in the immediate vicinity should be warned of the danger.

If the emergency involves a fire, activate the fire alarm if one is available. The alarm may automatically be activated by the sprinkler system or smoke detector. If not, manually pull the alarm.

Any life threatening emergency or disaster should be reported to local police or fire departments by calling 911. Additional emergency contact information for local services is provided in this Appendix.

Any attempts at removing other people from the danger area must be made without risking additional lives, including those making a search of the area. Do nothing that will endanger lives or increase the spread of fire.

XII. TEST AND TRAINING EXERCISES

In an effort to assure that all residents know the appropriate response procedures depending on the type of emergency, YCH will conduct test and training exercises a minimum of one time a year at each location.

Documentation of training exercises will be maintained by the Resource Administrator.

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