

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE (HACB)**

**Board of Commissioners Meeting**

2039 Forest Avenue  
Chico, California 95928

**MEETING AGENDA**

September 19, 2019

2:00 p.m.

The Board of Commissioners welcomes and encourages public participation in the Board meetings. Members of the public may be heard on any items on the Commission's agenda. A person addressing the Commission will be limited to 5 minutes unless the Chairperson grants a longer period of time. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Commission. Members of the public desiring to be heard on matters under jurisdiction of the Commission, but not on the agenda, may address the Commission during agenda item 6.

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If you are disabled and need special assistance to participate in this meeting, please contact the Housing Authority office at 895-4474. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.

**NEXT RESOLUTION NO. 4749**

**ITEMS OF BUSINESS**

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
  - 3.1 Minutes for the meeting of August 15, 2019
  - 3.2 Checks written for:
    - 3.2.1 Accounts Payable (General) – \$300,494.58
    - 3.2.2 Accounts Payable (FLH) – \$81,029.49
    - 3.2.3 Landlords – \$1,112,042.39
    - 3.2.4 Payroll – \$172,506.65
  - 3.3 Financial Statements
  - 3.4 Section 8 Housing Choice Voucher Program
  - 3.5 Property Vacancy Report
  - 3.6 Public Housing
  - 3.7 Construction Projects
  - 3.8 Capital Fund Improvement Projects
  - 3.9 Farm Labor Housing Report
  - 3.10 Bond Properties

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3.11 Tax Credit Properties

3.11.1 “Two vehicles destroyed in Chico Commons fire”, Chico Enterprise Record, 08/23/2019.

3.12 Other Properties

3.13 Family Self Sufficiency

3.14 Rental Assistance Programs

3.15 HCV Section 8 and Public Housing – Who We Serve?

3.16 Standard Maintenance Charges – Approval of revised Standard Maintenance Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, effective October 1, 2019.

Recommendation:

Resolution No. 4749

4. CORRESPONDENCE

4.1 Resignation letter from Commissioner Schlaff

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Family Self Sufficiency (FSS) Graduate – Recognition of FSS Graduate Nicole Roe.

Recommendation:

Resolution No. 4750

5.2 HACB Consolidated Budget – Adopt 2019-2020 HACB Agency-Wide Operating Budget.

Recommendation:

Resolution No. 4751

5.3 Section 8 Housing Choice Voucher Payment Standards – Adopt 2020 Payment Standards for the Section 8 Housing Choice Voucher Program.

Recommendation:

Resolution No. 4752

5.4 HACB Write-Offs – Approval of HACB Write-Off Uncollectible Accounts Receivable.

Recommendation:

Resolution No. 4753

5.5 Continuum of Care (CoC) – Approval of past CoC Expenditures.

Recommendation:

Resolution No. 4754

5.6 Personnel – Approval of Revisions to the Personnel Policy – Travel Expenses.

Recommendation: Resolution No. 4755

5.7 Banking - Self Help Credit Union, Waiver of Extraordinary Security for Deposits and Interest.

Recommendation: Resolution No. 4756

5.8 Camp Fire Disaster – Update.

Recommendation: Information

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

7.1 Strategic Asset Plan

8. SPECIAL REPORTS

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

10.1 Letter to Honorable Mayor Reynolds (City of Oroville) and City Council  
Members: Impacts of People Living on the Streets

11. EXECUTIVE SESSION

11.1 Government Code 54957: Public Employee Performance Evaluation – Executive  
Director Evaluation.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – October 17, 2019**
- **2019 NAHRO National Conference and Exhibition, San Antonio, TX –  
October 10-12, 2019**

13. ADJOURNMENT

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
BOARD OF COMMISSIONERS MEETING**

**MEETING MINUTES OF August 15, 2019**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:02 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson (*arrived 3:17 pm*), Larry Hamman, Anne Jones, Laura Moravec, David Pittman, and Heather Schlaff.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Finance Director, Sue Kemp; Administrative Operations Director, Tamra Young; Marysol Perez, Executive Assistant and Modernization Coordinator, Jerry Martin.

Others Present: Jim Brawner, Brawner and Company; Thomas Lewis, Attorney - California Affordable Housing Agency, and Loren Freeman, Public Housing resident.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Pittman moved that the Consent Calendar be accepted as presented with amendments. Commissioner Hamman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS) Graduate – Before securing rental assistance as a HUD-VASH participant, Mr. John Herrold was a homeless veteran. He has been a HUD-VASH program participant of the FSS program since October 2016. One of his FSS goals was to become employed, and for the past two years Mr. Herrold has been gainfully employed. While on the FSS program Mr. Herrold accrued \$2,758.75 in FSS escrow funds, which he plans to use as a down payment on a vehicle to secure reliable transportation.

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**\*RESOLUTION NO. 4745\***

Commissioner Hamman moved that Resolution No. 4745 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE JOHN HERROLD”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2     Family Self Sufficiency (FSS) Graduate - Mr. Christopher Tarvin was a homeless veteran before being referred by the VA to the HUD-VASH program. As a HUD-VASH program participant, one of his goals was to achieve self-sufficiency. He was able to gain employment and his earned income exceeds the need for Section 8 HAP. He accrued \$2,873 in escrow funds, and is working to improve his credit history. Mr. Tarvin eventually wants to purchase a home.

**\*RESOLUTION NO. 4746\***

Commissioner Pittman moved that Resolution No. 4746 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE CHRISTOPHER TARVIN”. Commissioner Schlaff seconded. The vote in favor was unanimous.

- 5.3     Strategic Asset Plan – Jim Brawner from Brawner and Company walked the Board of Commissioners and HACB staff through the revised Asset Repositioning Study. The presentation included a summary of the property analysis and recommendations for next steps. Mr. Brawner was impressed with the good condition of the properties in HACB’s portfolio. As briefly discussed during last month’s conference call, Mr. Brawner provided perspectives and directions as to what the HACB can do to optimize portfolio opportunities, regarding re-finance, leveraging, renovation, and feasibility concerns. Three initiatives were broadly addressed: those properties suited to financing through a pooled public bond issuance, those properties suited to packaging as a 4% LIHTC/private-activity bond transaction, and addressing 1200 Park Avenue Apartments, Chico as a “one-off” restructure because of its unique circumstances.
- 5.4     HACB Multifamily Housing Revenue Bonds (Affordable Housing Pool) Series 2000A – Regarding the re-finance of HACB’s bond-financed portfolio, a strategic leg of the HACB’s Strategic Asset Plan, HACB proposes use of the California Affordable Housing Agency (CalAHA), a JPA organization in which HACB is a member, to provide the consulting work necessary to effect a new bond issuance. In order to capture pre-issuance costs associated with the bond issuance, as well as evidence the HACB’s direction, an inducement resolution is needed. Resolution 4747 was prepared to address re-financing of the following properties: Lincoln Apartments, Chico; Park Place Apartments, Oroville; Evanswood

Apartments, Oroville; Alamont Apartments, Chico; Cordillera Apartments, Chico; and Locust Street Apartments, Chico.

**\*RESOLUTION NO. 4747\***

Commissioner Hamman moved that Resolution No. 4747 be adopted by reading of title only: “A RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE MAKING DETERMINATIONS WITH RESPECT TO THE FINANCING OF THE ACQUISITION AND REHABILITATION OF MULTIFAMILY RESIDENTIAL HOUSING PROJECTS, DECLARING ITS INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM PROCEEDS OF INDEBTEDNESS, AND AUTHORIZING RELATED ACTIONS”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.5 HACB Multifamily Housing Revenue Bonds (Affordable Housing Pool) Series 2000A – In order to obtain interest rate savings, the HACB seeks to obtain a bridge loan, in an amount not to exceed \$750,000, which, together with reserve funds held under the Trust Indenture, would allow the HACB to pay current debt service and redeem the Bonds in full on October 1, 2019. In order to maximize interest savings, the HACB Board of Commissioners gave authority to HACB staff to seek bridge loan from Butte County Affordable Housing Development Corporation (BCAHDC).

**\*RESOLUTION NO. 4748\***

Commissioner Hamman moved that Resolution No. 4748 be adopted by reading of title only: “A RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE APPROVING A BRIDGE LOAN FOR THE PURPOSE OF REFINANCING ITS MULTIFAMILY HOUSING REVENUE BONDS (AFFORDABLE HOUSING POOL), SERIES 2000A, AND AUTHORIZING RELATED ACTIONS”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.6 Utility Allowances – The HACB has completed review of the Utility Allowance (UA) schedules, used for administration of Section 8, tax-credit, and other tenant-based rental assistance programs. Utility Allowances must be reviewed annually, with adjustment required for any allowance that has changed more than 10%. Once again, the Utility Allowance review was conducted by Management Resource Group, Inc. (MRG), using a blended engineering- and consumption-based methodology. In comparison to last year’s UA’s for Public Housing and Section 8 in Chico, Biggs/Gridley and Oroville, electricity rates remained steady, Cal Water rates were lower, and natural gas rates came in slightly higher. Public Housing residents will be provided a sixty (60) day comment period, with

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implementation effective 01/01/2020. Section 8 HCV program Utility Allowance implementation is effective 10/01/2019. Tax Credit Properties Utility Allowances are to be implemented within ninety (90) days of Board approval. Gridley Farm Labor will be implemented after Board and USDA approval.

**\*MOTION\***

Commissioner Jones moved to implement Utility Allowances as proposed for the upcoming 2019/20 year. Commissioner Schlaff seconded. The vote in favor was unanimous.

- 5.7 Property Insurance – As previously discussed during the May 16, 2019 meeting, current labor and contractor markets remain challenged. Construction costs have appreciated significantly post Camp Fire Disaster. For example, the insurance proceeds the agency received for the loss of Kathy Court were based on coverage levels at \$113/sq.ft., nowhere close to being sufficient to rebuild the property. In order to keep up with increased replacement costs, and after surveying local insurance brokers and communicating with current insurer HARRP, HACB's staff recommends insuring concrete-lock Public Housing and Farm Labor Housing units at \$150/sq.ft., and Public Housing, Bond, and other Stick Frame units at \$175/sq.ft.

**\*MOTION\***

Commissioner Anderson moved to insure HUD Public Housing and USDA Concrete Block and other Units at \$150/sq.ft., HUD Public Housing, Bond and other Stick Gram Units at \$175/sq.ft. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.8 Camp Fire Disaster – The Board was provided with the latest written update that is sent to HUD on a weekly basis. The weekly updates continue to address various post-Camp Fire disaster subjects as well as current Section 8 program dynamics.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Letter to Assemblyman Gallagher: City of Chico Infrastructure funding – Chair Moravec commended the letter.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

- 10.2 Commissioner Pittman invited those interested to the upcoming City of Oroville Council meeting that will include a discussion regarding the impacts of the transient population to the City of Oroville.

11. EXECUTIVE SESSION

- 11.1 Government Code 54957: Public Employee Performance Evaluation – Executive Director Evaluation. – Per Board of Commissioners and Chair Moravec this item will be discussed next month.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – September 19, 2019**
- **2019 NAHRO National Conference and Exhibition, San Antonio, TX – October 10-12, 2019**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Jones seconded. The meeting was adjourned at 3:39 p.m.

Dated: August 15, 2019.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary

Housing Authority of the County of Butte  
HACB Operating Account  
AP Check Register

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/1/2019	151233	Void / Unused Check Entry	\$0.00
8/1/2019	151234	Void / Unused Check Entry	\$0.00
8/1/2019	151235	Void / Unused Check Entry	\$0.00
8/1/2019	151236	Void / Unused Check Entry	\$0.00
8/1/2019	151237	Void / Unused Check Entry	\$0.00
8/1/2019	151238	Void / Unused Check Entry	\$0.00
8/1/2019	151239	Void / Unused Check Entry	\$0.00
8/1/2019	151240	Void / Unused Check Entry	\$0.00
8/1/2019	151241	Void / Unused Check Entry	\$0.00
8/1/2019	151242	Void / Unused Check Entry	\$0.00
8/1/2019	151254	CALIF. WTR. SER. ORO	\$70.00
8/1/2019	151255	CALIFORNIA WATER SERVICE	\$48.00
8/1/2019	151256	Gridley Municipal Utilities	\$28.00
8/1/2019	151257	P G & E	\$704.00
8/2/2019	1621	Internal Revenue Service	\$20,288.39
8/2/2019	1622	Employment Development Department	\$3,841.36
8/2/2019	1623	MassMutual Financial Group	\$2,520.00
8/2/2019	151258	A & K Water Works dba	\$961.72
8/2/2019	151259	A-1 Appliance	\$3,844.21
8/2/2019	151260	Armed Guard Private Security, Inc	\$600.00
8/2/2019	151261	Baker Distributing Company, Inc.	\$230.28
8/2/2019	151262	CALIF. WTR. SER. ORO	\$160.22
8/2/2019	151263	CALIFORNIA WATER SERVICE	\$7,846.25
8/2/2019	151264	CIC	\$6,929.45
8/2/2019	151265	COMCAST CABLE	\$261.47
8/2/2019	151266	Celilio Martinez	\$200.00
8/2/2019	151267	Chico Autocare	\$219.10
8/2/2019	151268	Clean Master	\$1,604.00
8/2/2019	151269	Creative Composition, Inc.	\$522.62
8/2/2019	151270	EMPLOYMENT DEV.DEPT.	\$5.19
8/2/2019	151271	FLETCHER PLUMBING & CONT., INC.	\$480.00
8/2/2019	151272	FedEx	\$148.36
8/2/2019	151273	GreatAmerica Financial Services	\$155.52
8/2/2019	151274	HD Supply Facilities Maintenance, Ltd.	\$563.49
8/2/2019	151275	InterWest Insurance Services, LLC	\$650.00
8/2/2019	151276	JACKSONS GLASS CO, INC.	\$510.78
8/2/2019	151277	Jiffy Lube, Inc.	\$89.28
8/2/2019	151278	LES SCHWAB TIRES	\$544.51
8/2/2019	151279	Larry Guanzon	\$70.68
8/2/2019	151280	MAINTENANCE PLUS	\$120.00

8/2/2019	151281	Magoon Signs	\$97.54
8/2/2019	151282	Messenger Publishing Group	\$512.00
8/2/2019	151283	NCNEDA	\$250.00
8/2/2019	151284	NorCal Services	\$125.00
8/2/2019	151285	OFFICE DEPOT INC	\$921.78
8/2/2019	151286	P G & E	\$5,282.17
8/2/2019	151287	Patel & Associates, LLP.	\$2,392.00
8/2/2019	151288	ROTO-ROOTER OROVILLE	\$97.50
8/2/2019	151289	S.E.C. 5 Private Security dba	\$3,291.00
8/2/2019	151290	Slakey Brothers, Inc.	\$52.69
8/2/2019	151291	UNIFORMS-TUXEDOS & MORE	\$1,102.80
8/2/2019	151292	Umpqua Bank	\$3,728.24
8/2/2019	151293	Work Training Center	\$460.50
8/5/2019	1624	CalPERS	\$10,836.97
8/5/2019	1625	CalPERS	\$2,716.86
8/9/2019	1626	Internal Revenue Service	\$99.46
8/9/2019	1627	Employment Development Department	\$10.80
8/9/2019	1628	Employment Development Department	\$57.26
8/9/2019	151295	A-1 Appliance	\$89.95
8/9/2019	151296	Access Information Holdings, LLC.	\$63.11
8/9/2019	151297	Adecco Employment Services	\$4,798.11
8/9/2019	151298	Baker Distributing Company, Inc.	\$189.43
8/9/2019	151299	Benefit Resource, Inc.	\$125.00
8/9/2019	151300	Biggs Municipal Utilities	\$1,301.32
8/9/2019	151301	CIC	\$1,716.90
8/9/2019	151302	COMCAST CABLE	\$207.65
8/9/2019	151303	Climate & Energy Solutions	\$174.00
8/9/2019	151304	E Center	\$188.20
8/9/2019	151305	EAGLE SECURITY SYSTEMS	\$90.00
8/9/2019	151306	LOWE'S	\$17.29
8/9/2019	151307	MRI Software LLC	\$1,449.00
8/9/2019	151308	Neal Road Recycling & Waste	\$32.00
8/9/2019	151309	OFFICE DEPOT INC	\$609.87
8/9/2019	151310	P G & E	\$449.69
8/9/2019	151311	Plan B Professional Answering Services	\$114.00
8/9/2019	151312	QUILL CORPORATION	\$1,190.31
8/9/2019	151313	SAM'S DOOR SHOP	\$64.35
8/9/2019	151314	SPRINT	\$66.04
8/9/2019	151315	Staples Business Credit	\$315.37
8/9/2019	151316	Thermalito Irrigation	\$670.21
8/9/2019	151317	US Bank	\$203.78
8/9/2019	151318	Valero Marketing & Supply	\$728.04
8/9/2019	151319	Vista Net, Inc.	\$110.00
8/9/2019	151320	WASTE MANAGEMENT	\$4,245.62
8/15/2019	151322	Void / Unused Check Entry	\$0.00
8/16/2019	1629	Internal Revenue Service	\$20,439.14
8/16/2019	1630	Employment Development Department	\$3,832.99

8/16/2019	1631	MassMutual Financial Group	\$2,520.00
8/16/2019	1632	CalPERS	\$10,672.30
8/16/2019	1633	CalPERS	\$2,713.94
8/16/2019	151324	Adecco Employment Services	\$2,072.40
8/16/2019	151325	Advanced Document	\$574.38
8/16/2019	151326	Anne B. Jones	\$50.00
8/16/2019	151327	CALIF. WTR. SER. ORO	\$1,771.65
8/16/2019	151328	CITY OF CHICO (22332)	\$533.25
8/16/2019	151329	COMCAST CABLE	\$153.08
8/16/2019	151330	Clean Master	\$98.00
8/16/2019	151331	Creative Composition, Inc.	\$69.71
8/16/2019	151332	Cypress Dental Administrators	\$3,386.12
8/16/2019	151333	David Pittman	\$50.00
8/16/2019	151334	Douglas Hallihan De Soto	\$444.29
8/16/2019	151335	EAGLE SECURITY SYSTEMS	\$20.00
8/16/2019	151336	ENTERPRISE-RECORD	\$1,228.27
8/16/2019	151337	Golden State Risk Management Authority	\$28,785.00
8/16/2019	151338	Heather M. Schlaff	\$50.00
8/16/2019	151339	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$1,039.00
8/16/2019	151340	John E Herrold	\$2,758.75
8/16/2019	151341	Larry Hamman	\$50.00
8/16/2019	151342	Larry Hamman	\$34.80
8/16/2019	151343	Laura Moravec	\$50.00
8/16/2019	151344	MACS HARDWARE	\$57.47
8/16/2019	151345	MES VISION	\$609.64
8/16/2019	151346	NOR CAL LANDSCAPE MAINTENANCE	\$12,569.00
8/16/2019	151347	OFFICE DEPOT INC	\$139.14
8/16/2019	151348	P G & E	\$251.94
8/16/2019	151349	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$4,024.68
8/16/2019	151350	Roy V. Peters	\$832.91
8/16/2019	151351	SAVE MART SUPERMARKET	\$42.30
8/16/2019	151352	Scrubbs, Inc.	\$39.90
8/16/2019	151353	United States Postal Service (CMRS-FP)	\$2,500.00
8/16/2019	151354	Unum Life Insurance Company	\$570.88
8/16/2019	151355	Unum Life Insurance Company	\$386.98
8/23/2019	1634	Internal Revenue Service	\$99.44
8/23/2019	1635	Employment Development Department	\$10.80
8/23/2019	1636	Employment Development Department	\$57.24
8/23/2019	151357	A-1 Appliance	\$1,110.68
8/23/2019	151358	AT&T	\$179.21
8/23/2019	151359	Baker Distributing Company, Inc.	\$232.54
8/23/2019	151360	Butte County Recorder	\$16.00
8/23/2019	151361	FedEx	\$73.27
8/23/2019	151362	Gridley Municipal Utilities	\$1,209.98
8/23/2019	151363	HD Supply Facilities Maintenance, Ltd.	\$2,088.99
8/23/2019	151364	Meeks Building Supply	\$33.81
8/23/2019	151365	Messenger Publishing Group	\$52.00



8/23/2019	151366	OPER. ENG. LOCAL #3	\$840.00
8/23/2019	151367	P G & E	\$2,221.95
8/23/2019	151368	Squyres Fire Protection, Inc.	\$628.45
8/23/2019	151369	TPx Communications	\$809.38
8/23/2019	151370	The Home Depot Credit Services	\$4,709.90
8/30/2019	1637	Internal Revenue Service	\$19,137.07
8/30/2019	1638	Employment Development Department	\$3,550.79
8/30/2019	1639	MassMutual Financial Group	\$2,520.00
8/30/2019	1640	CalPERS	\$10,695.67
8/30/2019	1641	CalPERS	\$2,538.18
8/30/2019	151383	A-1 Appliance	\$165.34
8/30/2019	151384	Adecco Employment Services	\$6,807.90
8/30/2019	151385	Butte County Sheriff's Office	\$74.00
8/30/2019	151386	CALIF. WTR. SER. ORO	\$4,603.15
8/30/2019	151387	CALIFORNIA WATER SERVICE	\$7,734.24
8/30/2019	151388	COMCAST CABLE	\$111.95
8/30/2019	151389	Chico Turf Plus, LLC	\$80.00
8/30/2019	151390	Claudio Romo	\$125.49
8/30/2019	151391	Climate & Energy Solutions	\$174.00
8/30/2019	151392	Creative Composition, Inc.	\$313.86
8/30/2019	151393	EAGLE SECURITY SYSTEMS	\$90.00
8/30/2019	151394	HD Supply Facilities Maintenance, Ltd.	\$1,662.49
8/30/2019	151395	Helena Agri-Enterprises, LLC	\$508.36
8/30/2019	151396	InterWest Insurance Services, LLC	\$625.00
8/30/2019	151397	LOCKSMITHING ENTERPRISES	\$135.19
8/30/2019	151398	MAINTENANCE PLUS	\$226.12
8/30/2019	151399	Messenger Publishing Group	\$42.00
8/30/2019	151400	Neal Road Recycling & Waste	\$26.00
8/30/2019	151401	Neng Thao*S8PB	\$80.00
8/30/2019	151402	NorthStar	\$555.00
8/30/2019	151403	OFFICE DEPOT INC	\$1,506.68
8/30/2019	151404	ROTO-ROOTER OROVILLE	\$262.50
8/30/2019	151405	Riebes Auto Parts	\$17.97
8/30/2019	151406	Sherwin-Williams Company	\$1,620.76
8/30/2019	151407	THRIFTY ROOTER-SERVICE & PLUMBING	\$109.00
8/30/2019	151408	Theresa Dimig*PHWO	\$50.00
8/30/2019	151409	Umpqua Bank	\$3,080.05
8/30/2019	151410	Verizon Wireless	\$1,108.39
8/30/2019	151411	Wego Wise, Inc	\$4,435.00
8/30/2019	151412	Yuba City	\$466.19
		<b>Total</b>	<b>\$300,494.58</b>



Housing Authority of the County of Butte  
FLH Operating Account  
AP Check Register

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/2/2019	1664	A-1 Appliance	\$167.96
8/2/2019	1665	CIC	\$300.10
8/2/2019	1666	Climate & Energy Solutions	\$410.00
8/2/2019	1667	HARSHBARGER ACE HARDWARE	\$22.21
8/2/2019	1668	HMR Architects, Inc.	\$34,750.19
8/2/2019	1669	Messenger Publishing Group	\$125.00
8/2/2019	1670	P G & E	\$427.43
8/2/2019	1671	Richard's Tree Service, Inc.	\$1,200.00
8/9/2019	1672	A-1 Appliance	\$143.32
8/9/2019	1673	CIC	\$83.25
8/9/2019	1674	EAGLE SECURITY SYSTEMS	\$90.00
8/9/2019	1675	HARSHBARGER ACE HARDWARE	\$22.23
8/9/2019	1676	ROTO-ROOTER OROVILLE	\$97.50
8/9/2019	1677	RUSH PERSONNEL SERVICE, INC	\$2,580.00
8/16/2019	1678	Juan Meza	\$242.22
8/16/2019	1679	ROTO-ROOTER OROVILLE	\$97.50
8/16/2019	1680	RUSH PERSONNEL SERVICE, INC	\$838.50
8/23/2019	1681	P G & E	\$649.83
8/23/2019	1682	RUSH PERSONNEL SERVICE, INC	\$735.30
8/30/2019	1683	HACB	\$37,118.15
8/30/2019	1684	RUSH PERSONNEL SERVICE, INC	\$928.80
		<b>Total</b>	<b>\$81,029.49</b>

Housing Authority of the County of Butte  
**BALANCE SHEET**  
July, 2019

4

	Cumulative
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash - Unrestricted	2,579,823.49
Cash - Other Restricted	892,914.47
Cash - Tenant Security Deposits	286,582.78
Accounts Receivable - HUD	17,894.37
Accounts Receivable - Other Gov	29,682.00
Accounts Receivable - Misc	132,486.99
Accounts Receivable - Tenants	73,164.71
Accounts Receivable - Fraud	169.89
Note Receivable- Current Portion	0.00
Accrued Interest Receivable	23,161.83
Investments - Unrestricted	2,561,783.21
Investments - Restricted	2,784,762.01
Inventories	25,821.41
Prepaid Expenses	203,906.26
Inter-program Due From	136,693.53
<b>Total Current Assets</b>	<b>9,748,846.95</b>
<b>Fixed Assets</b>	
Fixed Assets & Accumulated Depreciation	21,623,940.36
<b>Total Fixed Assets</b>	<b>21,623,940.36</b>
<b>Other Non-Current</b>	
Notes Loans & Mortgages Receivable	1,864,839.67
Deferred Outflows - GASB 68, Pension Ben	922,496.44
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,381,373.55
<b>Total Other Non-Current</b>	<b>6,168,719.66</b>
<b>TOTAL ASSETS</b>	<b>37,541,506.97</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts payable < 90 days	113,743.68
Accrued Payroll Liabilities	170,552.62
Accrued Interest Payable	212,196.88
Tenant Security Deposits	290,623.26
Deferred Revenue	142,636.42
Payable to HUD	3,260.92
Long Term Debt - Current Portion	318,632.00
Accrued Liabilities - Other	157,182.20
Inter-program Due To General Fund	136,693.53
<b>Total Current Liabilities</b>	<b>1,545,521.51</b>
<b>Long-Term Liabilities</b>	
Deferred Outflows - GASB 68	307,131.00
Other Post Retirement Ben-Net GASB 75	226,053.00
Unfunded Pension Liabilty - GASB 68	3,240,458.00
Long-Term Debt	6,385,520.06
Non-Current Liability- Other (FSS)	73,005.08
<b>Total Long-Term Liabilities</b>	<b>10,232,167.14</b>
<b>TOTAL LIABILITIES</b>	<b>11,777,688.65</b>
<b>NET POSITION</b>	
Beginning Net Position	26,097,237.97
Retained Earnings	-333,419.65
<b>TOTAL NET POSITION</b>	<b>25,763,818.32</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>37,541,506.97</b>

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**HOUSING AUTHORITY of the COUNTY of BUTTE**  
**CONSOLIDATED INCOME STATEMENT**  
October 1, 2018 to July 31, 2019

	Month to Date			Year to Date			83.3%
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
<b>REVENUE</b>							
NET DWELLING RENT	274,260	266,809	-7,451	2,599,503	3,201,711	602,208	81.2%
TENANT CHARGES	2,304	5,068	2,764	92,416	60,810	-31,606	152.0%
LAUNDRY REVENUE	2,338	2,682	344	26,330	32,184	5,854	81.8%
HUD GRANT REVENUE	1,195,742	1,353,856	158,115	12,369,788	16,246,274	3,876,486	76.1%
OTHER GRANT REVENUE	29,682	27,500	-2,182	295,950	330,000	34,050	89.7%
MORTGAGE INTEREST INCOME	6,062	5,741	-321	53,707	68,894	15,187	78.0%
FRAUD RECOVERY	3,080	7,500	4,420	40,410	90,000	49,590	44.9%
OTHER INCOME <sup>3</sup>	24,733	56,829	32,096	613,166	681,943	68,777	89.9%
INVESTMENT INCOME-unrestricted	4,760	2,859	-1,902	44,133	34,306	-9,827	128.6%
INVESTMENT INCOME-restricted	1,681	676	-1,006	14,402	8,110	-6,292	177.6%
<b>TOTAL REVENUE</b>	<b>1,544,642</b>	<b>1,729,519</b>	<b>184,877</b>	<b>16,149,804</b>	<b>20,754,232</b>	<b>4,604,428</b>	<b>77.8%</b>
<b>EXPENSES</b>							
ADMIN. EMPLOYEE SALARIES	156,664	153,487	-3,177	1,590,027	1,841,842	251,815	86.3%
AUDIT FEE	0	2,695	2,695	29,782	32,334	2,552	92.1%
ADVERTISING & MARKETING	1,825	937	-889	7,182	11,240	4,058	63.9%
PR TAXES & BENEFITS-ADMIN	73,988	77,908	3,920	756,231	934,899	178,668	80.9%
OFFICE EXPENSES	19,892	23,674	3,783	232,587	284,091	51,504	81.9%
LEGAL EXPENSES	0	1,517	1,517	10,870	18,200	7,330	59.7%
TRAVEL	2,466	2,310	-155	17,341	27,725	10,384	62.5%
ALLOCATED OVERHEAD	0	0	0	-600	0	600	0.0%
OTHER ADMIN. EXPENSE	28,172	23,762	-4,410	254,648	285,140	30,492	89.3%
<b>TOTAL ADMIN. COSTS</b>	<b>283,007</b>	<b>286,289</b>	<b>3,282</b>	<b>2,898,067</b>	<b>3,435,471</b>	<b>537,404</b>	<b>84.4%</b>
TENANT SERVICES-SALARIES	3,681	3,875	194	39,458	46,500	7,042	84.9%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,134	1,940	805	11,647	23,275	11,628	50.0%
TENANT SERVICES-MISC.	320	2,920	2,600	24,480	35,045	10,565	69.9%
<b>TOTAL TENANT SERVICES</b>	<b>5,136</b>	<b>8,735</b>	<b>3,599</b>	<b>75,585</b>	<b>104,820</b>	<b>29,235</b>	<b>72.1%</b>
WATER	16,245	14,430	-1,815	113,270	173,161	59,891	65.4%
ELECTRICITY	8,489	9,030	541	74,211	108,361	34,150	68.5%
GAS	712	1,604	892	11,245	19,248	8,002	58.4%
SEWER	13,971	15,126	1,155	134,779	181,514	46,735	74.3%
<b>TOTAL UTILITIES-PROJECT</b>	<b>39,417</b>	<b>40,190</b>	<b>774</b>	<b>333,506</b>	<b>482,283</b>	<b>148,778</b>	<b>69.2%</b>
MAINT. SALARIES	24,682	25,750	1,068	245,311	309,000	63,689	79.4%
MAINTENANCE MATERIAL	12,409	12,006	-402	133,065	144,074	11,009	92.4%
MAINT. CONTRACT COSTS	82,260	74,856	-7,403	638,988	898,275	259,287	71.1%
PR TAXES & BENEFITS-MAINT	14,555	18,573	4,018	131,828	222,873	91,045	59.1%
<b>TOTAL MAINTENANCE</b>	<b>133,905</b>	<b>131,185</b>	<b>-2,720</b>	<b>1,149,191</b>	<b>1,574,222</b>	<b>425,031</b>	<b>73.0%</b>
PROTECTIVE SERVICES	3,681	5,167	1,486	39,657	62,000	22,343	64.0%
INSURANCE-ALL	20,284	20,724	440	202,561	248,693	46,132	81.5%
OTHER GENERAL EXP	8,662	4,167	-4,495	66,013	50,000	-16,013	132.0%
P.I.L.O.T.	9,344	8,883	-461	105,852	106,600	748	99.3%
BAD DEBTS - TENANTS	0	2,233	2,233	0	26,797	26,797	0.0%
BAD DEBTS - OTHER	0	3,750	3,750	0	45,000	45,000	0.0%
INTEREST EXPENSE	18,603	22,224	3,622	180,576	266,691	86,115	67.7%
<b>TOTAL OTHER OPERATING EXP.</b>	<b>60,573</b>	<b>67,148</b>	<b>6,575</b>	<b>594,659</b>	<b>805,781</b>	<b>211,122</b>	<b>73.8%</b>
EXTRAORDINARY MAINT.	62,081	0	-62,081	62,081	0	-62,081	0.0%
CASUALTY LOSSES	0	0	0	0	0	0	0.0%
HOUSING ASSIST PAYMENTS	1,130,681	1,088,218	-42,463	10,034,508	13,058,620	3,024,112	76.8%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	3,750	3,750	0	45,000	45,000	0.0%
<b>TOTAL OTHER COSTS</b>	<b>1,192,762</b>	<b>1,091,968</b>	<b>-100,794</b>	<b>10,096,588</b>	<b>13,103,620</b>	<b>3,007,032</b>	<b>77.1%</b>
<b>TOTAL EXPENSES</b>	<b>1,714,801</b>	<b>1,625,516</b>	<b>-89,284</b>	<b>15,147,595</b>	<b>19,506,197</b>	<b>4,358,602</b>	<b>77.7%</b>
<b>RETAINED EARNINGS (- Deprec.) 1</b>	<b>-170,159</b>	<b>104,003</b>	<b>274,162</b>	<b>1,002,209</b>	<b>1,248,035</b>	<b>245,826</b>	<b>80.3%</b>
+ PRINCIPAL/REPL. RESERVE <sup>2</sup>	0	4,133	4,133	38,810	49,600	10,790	78.2%
- DEBT SERVICE PMTS (Bonds & USDA)	-17,111	-25,443	-8,332	-321,113	-305,312	15,801	105.2%
+/- GAIN/LOSS on PARS TRUST ACCT	10,758	0	0	98,146	0	-98,146	0.0%
- CAPITALIZED ASSETS	-4,590	-58,571	-53,981	-357,554	-702,846	-345,292	50.9%
+/- RESERVES DEPOSITS/ACCR. INTEREST	-14,093	-11,831	2,262	-97,744	-141,973	-44,228	68.8%
<b>NET CASH FLOW</b>	<b>-195,195</b>	<b>12,292</b>	<b>218,245</b>	<b>362,753</b>	<b>147,504</b>	<b>-215,249</b>	<b>245.9%</b>

1 Retained Earnings less Depreciation on Balance Sheet = -\$333,419

2 Loan Principal received and Replacement Reserve receipts 15

3 Includes \$79,106 Kathy Ct insurance claim for lost rents

HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM  
CALENDAR YEAR 2019

HCV FSS GRANT (old)	131,152	FY 2019 ADMIN FEES	27,599
PHA HELD HAP-current	11,739	POST-2003 ADMIN FEES	1,006,187
HUD HELD HAP@12/31/18	949,254	INV. IN CAP ASSETS	165,248

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	964,806	981,965	1,028,967	1,013,875	1,037,706	1,027,370	1,035,408	0	0	0	0	0	964,806
BEG. INVESTED IN CAPITAL ASSETS	188,423	186,727	185,031	176,552	173,726	170,900	168,074	0	0	0	0	0	188,423
HUD ADMIN FEE REVENUE	125,676	153,661	125,562	125,562	125,562	126,035	130,642	0	0	0	0	0	912,700
FRAUD RECOVERY	2,913	2,295	2,186	1,386	1,818	1,757	1,540	0	0	0	0	0	13,895
INTEREST INCOME	1,663	7,352	8,751	16,432	-21,890	39,330	6,824	0	0	0	0	0	58,462
DEPRECIATION (reduces Capital Assets)	-1,696	-1,696	-8,479	-2,826	-2,826	-2,826	-2,826	0	0	0	0	0	-23,175
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE EXPENDITURES	-113,093	-116,306	-151,591	-119,568	-115,826	-159,084	-140,608	0	0	0	0	0	-916,076
ENDING ADMIN RESERVE BALANCE	1,168,692	1,213,998	1,190,427	1,211,413	1,198,270	1,203,482	1,199,055	0	0	0	0	0	1,199,035
YTD Change in Admin.	15,463	60,769	37,198	58,184	45,042	50,253	45,826						45,806
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	223,263	360,160	464,093	542,354	578,858	476,827	181,833	0	0	0	0	0	223,263
HUD HAP REVENUE	1,022,981	1,022,981	1,035,938	1,035,938	913,629	724,123	947,370	0	0	0	0	0	6,702,960
FRAUD RECOVERY	2,912	2,295	2,186	1,386	1,818	1,757	1,540	0	0	0	0	0	13,894
FSS FORFEITURES	36	1,507	0	0	0	0	2,284	0	0	0	0	0	3,827
BAD DEBT-HAP	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING ASSISTANCE PAYMENTS	-889,032	-922,851	-959,863	-1,000,820	-1,017,477	-1,020,874	-1,121,289	0	0	0	0	0	-6,932,205
ENDING HAP RESERVE BALANCE	360,160	464,093	542,354	578,858	476,827	181,833	11,739	0	0	0	0	0	11,739
YTD Change in HAP	136,897	240,829	319,091	355,594	253,564	-41,430	-211,525						-211,525
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329						8,395,304
HAP EXPENDITURES (Current Month)	921,258	951,415	973,550	986,654	1,018,778	1,044,533	1,065,683						6,961,871
CY 2019 HAP BUDGET UTILIZATION	77%	79%	81%	82%	85%	87%	89%						83%
BUDGET AVAILABLE (YTD)	1,199,329	2,398,658	3,597,987	4,797,316	5,996,645	7,195,975	8,395,304						8,395,304
TOTAL HAP EXPENDITURES (YTD)	921,258	1,872,673	2,846,223	3,832,877	4,851,655	5,896,188	6,961,871						6,961,871
BUDGET REMAINING (YTD)	278,071	525,985	751,764	964,439	1,144,990	1,299,787	1,433,433	-	-	-	-	-	1,433,433
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,773	1,792	1,820	1,815	1,826	1,861	1,882						12,769
UNIT MONTH'S AVAILABLE	2,206	2,206	2,206	2,206	2,206	2,206	2,206						15,442
OVER or (UNDER) LEASED	-433	-414	-386	-391	-380	-345	-324	0	0	0	0	0	-2,673
CY 2019 VOUCHER UTILIZATION	80%	81%	83%	82%	83%	84%	85%						83%
CY 2018 VOUCHER UTILIZATION	93%	94%	93%	93%	92%	92%	92%	92%	92%	93%	93%	80%	92%
CY 2019 AVERAGE HAP	520	531	535	544	558	561	566						545
CY 2018 AVERAGE HAP	485	482	484	484	485	482	482	484	485	496	497	507	488

Notes: Post-2003 Admin Fees include 2011 HAP Set-Aside of \$290,786  
CY 2019 HAP Budget = \$14,391,949: \$13,161,762 Renewal + \$1,172,503 Carryover + \$57,684 VASH increment  
Revised Admin due to GASB 68 adjustments in FY 2018 audit

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**HOUSING CHOICE VOUCHER (SECTION 8)**  
**UTILIZATION SUMMARY REPORT**  
**ROLLING 12 MONTH ANALYSIS**

UNITS LEASED SUMMARY	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18	OCT'18
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1714	1718	1712	1690	1658	1648	1650	1623	1599	1593	1877	1864
VOUCHER UTILIZATION %	87.67%	87.88%	87.57%	86.45%	84.81%	84.30%	84.40%	83.02%	81.79%	81.48%	96.01%	95.35%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	61	62	62	60	57	54	53	55	58	56	58	57
VOUCHER UTILIZATION %	70.11%	71.26%	71.26%	68.97%	65.52%	62.07%	60.92%	63.22%	66.67%	64.37%	66.67%	65.52%
VASH												
ACC UNIT MONTHS	164	164	164	164	164	164	164	164	164	164	164	164
CURRENT LEASED	110	109	109	108	107	110	112	110	112	112	116	116
VOUCHER UTILIZATION %	67.07%	66.46%	66.46%	65.85%	65.24%	67.07%	68.29%	67.07%	68.29%	68.29%	70.73%	70.73%
TOTAL												
ACC UNIT MONTHS	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206
CURRENT LEASED	1885	1889	1883	1858	1822	1812	1815	1788	1769	1728	2051	2037
VOUCHER UTILIZATION %	85.45%	85.63%	85.36%	84.22%	82.59%	82.14%	82.28%	81.05%	80.19%	78.33%	92.97%	92.34%

HAP SUMMARY*	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18	OCT'18
ACC BUDGET	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,208,943	\$ 1,208,943	\$ 1,208,943	\$ 1,208,943	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832
ACTUAL HAP	\$ 1,080,457	\$ 1,044,969	\$ 1,038,674	\$ 1,038,843	\$ 1,017,782	\$ 986,018	\$ 973,455	\$ 951,320	\$ 921,249	\$ 876,871	\$ 1,014,466	\$ 998,564
PER UNIT COST	\$ 573	\$ 553	\$ 552	\$ 559	\$ 559	\$ 544	\$ 536	\$ 532	\$ 521	\$ 507	\$ 495	\$ 490
BUDGET UTILIZATION %	90.45%	87.48%	86.95%	86.97%	85.20%	81.56%	80.52%	78.69%	76.20%	83.37%	96.45%	94.94%

ACTIVITY SUMMARY	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18	OCT'18
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	116	112	111	105	86	74	53	34	26	24	22	24
ZERO HAP	15	18	14	13	12	14	15	15	16	16	24	24
UTILITY ASSISTANCE PAYMENTS	70	75	45	44	52	46	49	46	41	41	50	45
NEW ADMISSIONS	**	23	23	45	44	7	7	4	8	19	20	37
INITIAL VOUCHERS SEARCHING	185	183	158	118	118	116	93	49	39	88	92	140
ACTUAL/ESTIMATED EOP	12	7	12	13	13	8	21	10	6	15	147	21
REMAIN ON WAITING LIST	4399	733	1403	875	875	1066	1156	1200	1470	3007	3434	3459

\*HAP Summary is a "snapshot" as of the 1st of the month, which does not include prior month adjustments per VMS.

\*\*No data.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
VACANCY REPORT AS OF THE 1ST OF THE MONTH  
2019**

HOUSING AUTHORITY OWNED PROPERTIES												
	Gridley FLH		Open Market Units			Bond Properties						
Location	FLH	Demo	Locust	Gridley Springs II	Other	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	10	24	3	30	27	12	18	40	127	%
Sep-19	13**	0	0	0	0	2	0	12***	0	0	2	98.4%
Aug-19	12**	0	0	0	0	1	0	12***	0	0	1	99.2%
Jul-19	12**	0	1	0	0	0	0	12***	0	0	0	100.0%
Jun-19	14**	0	0	0	0	1	0	12***	0	0	1	99.2%
May-19	13**	0	0	0	0	0	0	12***	0	2	2	98.4%
Apr-19	13**	0	0	0	0	0	0	12***	0	0	0	100.0%
Mar-19	17**	0	0	0	0	0	0	12***	0	1	1	99.2%
Feb-19	15**	0	0	0	0	0	0	12***	0	0	0	100.0%
Jan-19	17**	0	0	0	0	0	0	12***	0	0	0	100.0%
Dec-18	21**	0	0	0	0	0	0	12***	1	1	2	98.4%
Nov-18	23**	0	0	3	0	0	0	0	0	0	0	100.0%
Oct-18	24**	0	0	3	0	0	0	1	1	0	2	98.4%

\* Unit count adjusted by units offline - (6) uninhabitable and (9) less units due to rehab reconfiguration.

\*\* Vacancy rate does not include units offline for construction; (14) units.

\*\*\* Full vacancy; (12) units, due to Camp Fire loss.

HUD LOW-INCOME PUBLIC HOUSING									
Location	Gridley	Biggs	Chico	Oroville	Chico	Oroville	Oroville	Total	Occupancy
Project #	43-1, 4	43-2	43-3	43-10	43-13	43-14	43-15		
# of Units	50	20	100	60	45	20	50	345	%
Sep-19	1	1	2	0	3	1	0	8	97.7%
Aug-19	1	1	2	1	3	1	0	9	97.4%
Jul-19	0	0	0	0	2	1	1	4	98.8%
Jun-19	0	0	2	0	2	0	1	5	98.6%
May-19	0	1	1	0	3	0	1	6	98.3%
Apr-19	0	1	4	1	3	0	0	9	97.4%
Mar-19	1	1	2	1	2	0	0	7	98.0%
Feb-19	1	1	2	1	3	0	1	9	97.4%
Jan-19	0	0	1	1	1	0	1	4	98.8%
Dec-18	0	0	1	0	4	1	0	6	98.3%
Nov-18	0	1	0	0	0	2	1	4	98.8%
Oct-18	0	0	1	0	0	0	0	1	99.7%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Sep-19	2
Aug-19	2
Jul-19	3
May-19	3
Apr-19	3
Mar-19	2
Feb-19	0
Jan-19	0
Dec-18	3
Nov-18	2
Oct-18	2

BCAHDC					
Location	Cordillera	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	20	107	32	90	56
Sep-19	0	1	1	0	0
Aug-19	0	2	1	1	1
Jul-19	0	2	1	1	0
May-19	0	1	0	1	0
Apr-19	0	1	0	0	0
Mar-19	0	1	1	0	0
Feb-19	0	2	0	1	0
Jan-19	0	2	0	1	1
Dec-18	0	1	1	0	1
Nov-18	0	3	4	0	1
Oct-18	0	4	4	0	1

## Public Housing

### Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	0/ 18 Transfer list	3+	268	8+	178	8+
2	235	7+			133	6+
3	82	5+	66	3+	59	4+
4	12	5+			12	3+
5					1	5+

\* Chico 1-bedroom waiting list closed 06-15-09

\*\*Only 1 5-bedroom unit. Est wait would be based on when the family plans to move out

### Waiting List: Number of ADA Requested Units

Bedroom Size	Chico	# PH	Oroville	# PH	Gridley/Biggs	# PH
1	0	3	18		10	2
2	3	7			3	
3	1	2	3	6	1	
4	0	4+			2	
5					0	

## MEMO

Date: September 13, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of September 13, 2019, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; seven Public Housing units have been completed during the 2018/2019 fiscal year to date; two units are currently in process; with 99 of 232 Public Housing units completed overall.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding and site work planned for 2019.
- Public Housing – Projects 43-10, 43-13, 43-14, and 43-15 – A Project has been organized to perform needed parking lot and driveway roadway resurfacing, site maintenance and ADA path of travel improvements. Project construction is scheduled to begin during late September 2019.
- Public Housing – Sewer Lateral Investigations, Projects 43-1A, 1B, 04, 43-2A & 2B – Investigate and prioritize the repair and replacement of deteriorating sewer line laterals serving the Gridley and Biggs concrete block units. Project construction is 30% complete.
- Public Housing – HVAC Replacements 43-03, Replace three (3) failing gas/electric package HVAC units. Construction complete. Project closeout activities are underway.
- Walker Commons – Roofing Phase II, Project construction is substantially complete, closeout activities underway. Architectural design for project siding, PTAC unit, window, and path of travel replacements are currently in planning for Strategic Asset Plan work.
- Chico Commons – Phased Siding Replacement Project. Project construction is approximately 50% complete.
- Farm Labor Housing – Combined Phase II & III Rehab. Architectural project design updates are complete pending Butte County permit review. Construction bidding is planned for October-November 2019.



12 Month HACB Project Schedule - September 13, 2019

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
	<b>FLH</b>														
1	Phase (II & III) Combined Unit Rehab - Re-design	\$199,637.00													
1	Phase (II & III) Combined Unit Rehab - Bidding and CM	\$60,100.00													
1	Phase (II & III) Combined Unit Rehab - Construction	\$5,886,694.00													
1	Well 1,2,3 TCP Water Contaminate Compliance- Action Plan Development	\$18,000.00													
3	Admin Building- Gutters, Downspout, Paint	\$35,000.00													
1	FLH - Tree Maintenance	\$75,000.00													
1	Demo Units - Siding & Paint	\$128,000.00													
	<b>Public Housing</b>														
2	Energy Performance - Electrical	\$254,380.00													
2	Tree Pruning and Removals	\$276,900.00													
2	Appliance Replacements (Refrigerators)	\$69,000.00													
3	ADA Units upgrade (43-10)	\$213,000.00													
1	Sewer Lateral Replacement 43-1A,1B, 04, 03	\$86,000.00													
1	Sewer Lateral Investigation and Replacement 43-01A,1B, 4, 2A, 2B	\$162,136.00													
2	Roadway Resurfacing, ADA POT, Site Improvements	\$232,669.83													
1	ACM Tile Abatement	\$58,484.00													
1	115 Nelson Ave. Security and Site Improvements	\$255,300.00													
4	Oro Dam Wall	\$250,000.00													
1	HVAC Replacement 43-03 (3 Units)	\$22,862.00													
3	PH Capital Fund Energy Audit	\$13,000.00													
3	PH Capital Fund Environmental Review	\$38,154.00													
	<b>Chico Commons</b>														
1	Siding replacement IV Construction Contract	\$197,419.00													
1	Gutters and Downspout Replacement	\$36,177.00													
1	Exterior Building Paint	\$176,418.00													
2	HVAC Replacements	\$300,000.00													
3	Cabinets, Interior Work	\$200,000.00													
	<b>Walker Commons</b>														
2	Architecture: Window, HVAC, Siding Repl.	\$35,000.00													
3	Siding Repl/ Gutter and Downspout Repl/ Window Upgrade	\$225,000.00													
3	HVAC	\$89,000.00													
1	Roof Replacement - Phase 2	\$113,547.50													
3	ADA Path of Travel	\$95,000.00													
	<b>DAC's Reports</b>														
1	Update ALL reports in ALL projects	\$1,200.00													
	<b>Alamont</b>														
1	Patio Replacements (2)	\$12,000.00													
4	Painting of Buildings	\$17,000.00													
	<b>Evanswood HOA</b>														
	<b>Lincoln Apts.</b>														
3	Parking Lot ADA and Asphalt Overlay	\$27,000.00													
	<b>Kathy Court Apts.</b>														
1	Camp Fire Disaster, Building Site Ash and Debris Removal	\$69,645.00													
	<b>Cordillera</b>														
1	Painting of Buildings	\$50,000.00													
	<b>Locust Apts.</b>														
	<b>2039 Forest Avenue</b>														
1	Public Housing Patio Security Fencing	\$18,750.00													
	<b>Other</b>														
1	Strategic Asset Plan	\$20,000.00													
Total next 12 months			\$10,017,473.33												



Design/Bid Phase  
Construction Phase  
Completed

501-17	
Obligation Start:	8/16/2017
Obligation End:	8/15/2019
Disbursement End:	8/15/2021
501-18	
Obligation Start:	5/29/2018
Obligation End:	5/28/2020
Disbursement End:	5/28/2022
501-19	
Obligation Start:	4/16/2019
Obligation End:	4/15/2021
Disbursement End:	4/15/2023

## MEMO

Date: September 13, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

### **Capital Fund 501-17, Funding Amount \$557,643**

This Capital Fund is 94% obligated, and 88% expended. Projects include:

- **ACM Tile Replacement** – All concrete-block units, ongoing - sixteen (16) units complete to date with two units in process.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **ADA Site Accessibility Work** – Hammon Park (43-15), Oroville. Project is complete.
- **Sewer Service Line Replacements** – Chico CMU units (43-03), Project is complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **Tree Maintenance** – Countywide, Pruning and Selected Removals. Project complete.

### **Capital Fund 501-18, Funding Amount \$817,783**

This Capital Fund is 61% obligated and 7% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Bathroom Tub/Shower Remodel** – All concrete block units – ongoing
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Sewer Service Line Investigation and Replacements** – Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), Project construction is approximately 30% complete.
- **HVAC Replacements** – 43-03, Replace three (3) failing gas/electric package HVAC units. Construction complete. Project closeout activates underway.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), Project construction is scheduled to begin during late September 2019.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, ongoing.

**Capital Fund 501-19, Funding Amount \$808,426**

This Capital Fund is 0% obligated and 0% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Bathroom Tub/Shower Remodel** – All concrete block units – ongoing
- **Kitchen Remodel** – All units, ongoing.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **HVAC Replacements** – Replace failing gas/electric package HVAC units, ongoing
- **Sewer Service Line Replacements** – Chico, Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B, 03), in planning.
- **Landscape Upgrades** – Second phase of landscape replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Site Security, Accessibility, and Landscape Upgrades** - 115 Nelson Avenue: community room, maintenance shop, parking lot and site landscape. In planning.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 09-13-2019  
Capital Funds 501-17, 501-18 and 501-19

			501-17 (Revision #1, 10-30-2018)				501-18 (Revision #1, 10-30-2018)				501-19				Totals		
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																
	Total Non-CGP Funds																
1	100	Reserved Budget					9,226	0							0	0	0
2	1406	Operations (20%)	20,000	0			27,875	27,875			28,811				56,686	0	56,686
3	1408	Management Improvements					2,000	2,000			2,000				4,000	0	4,000
4	1410	Administration (10%)	55,764	55,764	55,764	55,764	80,855	81,778	81,778.00	53,555	80,842				218,384	109,319	109,065
5	1480	Audit	2,000	2,000			2,000	2,000			2,000				6,000	0	6,000
7	1480	Fees and Costs	35,818	35,818	22,261.95	16,865.45	55,120	55,120	25,010.00	7,559	75,120				166,058	24,424	141,634
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	444,061	464,061	446,516	419,126	637,207	645,510	394,805.83	0.00	616,153				1,725,724	419,126	1,306,598
17	1480	Relocation Costs					3,500	3,500			3,500				7,000	0	7,000
16	1492	Move to Work Demonstration													0	0	0
18	1501	Moving To Work Demonstration													0	0	0
19	1503	Collator Exp/Debt Srvc													0	0	0
20	1504	RAD-CFP													0	0	0
21	9000	RAD Investment Activity													0	0	0
22	9001	Debt Reserves													0	0	0
23	9002	Bond Debt Obligation													0	0	0
24	9900	Post Audit Adjustment													0	0	0
			557,643	557,643	524,542	491,756	817,783	817,783	501,594	61,113	808,426	0	0	0	2,183,852	552,869	1,630,983
					94%	88%			61%	7%			0%	0%			

## HUD Low Income Public Housing

## Capital Fund Program Summary - Projects Proposed or Under Contract

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 Audit	1480 Fees and Cost	1480 General Capital Activity	1480 Relocation Costs	Totals	"UC" Under Contract
Acct Code	Cash Available as of 09-13-2019	-	56,686	4,000	109,065	6,000	141,634	1,306,598	7,000	1,630,983	
	501-17, 501-18 and 501-19 Funding										
100	Reserved Budget	-								-	
1406	Operations		56,686							56,686	
1408	Management Improvements			4,000						4,000	
1411	Audit Cost Cap Fund					6,000				6,000	
1410	Administration				109,065					109,065	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						141,634			141,634	
1450	Tree Maintenance- Amp Wide							27,390		27,390	UC
1450	Sewer Lateral Investigation 43-01A,01B, 04							116,732		116,732	UC
1450	Sewer Lateral Investigation 43-02A, 02B							45,404		45,404	UC
1450	Parking and Driveway Asphalt and Concrete Site Imp							232,670		232,670	UC
1460	Dwelling Structures									-	
1465	Dwelling Equipment									-	
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							884,402		884,402	
1495	Relocation Costs								7,000	7,000	
1502	Contingency									-	
										1,630,983	Total

## MEMO

Date: September 13, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director  
Ed Mayer, Executive Director  
Juan Meza, Property Manager

Subject: Farm Labor Housing, Gridley – status report

As of September 1, 2019, the total number of occupied units on the property is (84), of which *two (2) are FEMA evacuees*. Sixteen (16) units are offline because they fall in Phases II and III of the rehab effort, eight (8) units are deemed uninhabitable and thirteen (13) units are available for occupancy. We currently have (5) applicants on our waiting list, and we anticipate moving in (1-2) of these applicants before the end of the month. We have (3) intent to vacate notices, one from a FEMA household who has secured permanent housing in the Chico area, and the other households are no longer Farm Labor eligible. There's (1) unlawful detainer due to non-payment on behalf of the resident. Our goal and number one priority continues to be renting out all habitable units on the property.

On-site security is reporting no significant problems on the property at this time. Maintenance staff and the Resident Manager continue to work on vacancy make-readies.

We currently have (2) temporary workers assisting maintenance with landscaping. We anticipate hiring a full time landscaping crew to service the lawns after the rents are increased in October, 2019. We'll be contacting local vendors soon to submit bids to provide landscaping service at the property.

Monthly food distribution will be held this month on September 10, 2019, from 5-8 pm in the Community Room. Promotores staff continues to host a youth group every Wednesday from 3:30 pm to 4:30 pm. Migrant Education staff continues to provide its services to residents onsite. The annual Back to School Raffle was held last month and we had (6) lucky students win backpacks, along with all the school supplies needed for a successful school year.

Mi C.A.S.A.'s Fall Session has begun and will run until mid-December. Staff reports 50-60 students attending on a daily basis.

Rehab phases II & III are in plan document preparation stage. Phases II and III includes nineteen (19) buildings, in which thirty-eight (38) are scheduled to be converted to thirty-one (31) units. Bidding is scheduled for September, with a construction start scheduled for the 4<sup>th</sup> quarter of 2019.

The levee taking transaction is now ready for closing, having secured approval documents from both USDA-RD and state HCD. Proceeds in the amount of \$66,450 will be directed toward the rehab efforts.

## MEMO

Date: September 13, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – Bond Portfolio (Series 2000A Bonds)

- Alamont Apartments, Chico (30 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Kathy Court Apartments, Paradise (12 units, family)
- Evanswood Estates, Oroville (27 units, family)
- Park Place Apartments, Oroville (40 units, senior)

*For Alamont, Lincoln, Kathy Court, Evanswood Apartments and Park Place Apartments, please also see monthly reports provided by the property manager, RSC Associates Inc., following this memo.*

**Alamont Apartments, Chico** – As of September 1st there were two (2) vacancies. Exterior painting of all buildings is planned in the next 30 days. We have chosen exterior paint colors and are in the process of scheduling with the painting contractor.

**Evanswood Apartments, Oroville** – This property has zero (0) vacancies and continues to perform as budgeted.

**Kathy Court Apartments, Paradise** – Kathy Court was burned to the ground in the Camp Fire on November 8, 2018. Insurance proceeds have been received and transmitted to the Bond Trustee at Bank of New York Mellon, where they will be used to pay off bonds, per the Trust Indenture. Site clearance has been completed. Staff is analyzing how the multi-family site might best be used in addressing area affordable housing needs in the future. Property insurance now only covers the vacant lot, due to the total loss of the buildings in the fire.

**Lincoln Apartments, Chico** – The Lincoln Apartments had zero (0) vacancy as of the 1<sup>st</sup> of September. Capital improvement work continues in upgrade of the patio railing assemblies. Exterior painting will follow the patio improvements, and parking lot repair is being planned.

**Park Place Apartments, Oroville** – The property currently had zero (0) vacancies.

September 5, 2019

Mr. Ed Mayer, Executive Director  
Housing Authority of the County of Butte  
2039 Forest Avenue, Suite 10  
Chico, CA 95928

**RE: 2000-A REVENUE BOND PROPERTIES**

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended on August 31, 2019, for the five properties under the 2000-A Revenue Bond, consisting of Alamont Apartments, Evanswood Estates, Kathy Court Apartments, Lincoln Apartments, and Park Place Apartments.

1. Alamont Apartments
  - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
  - b. 12 Month Income Statement.
  - c. 2018/2019 Performance Review.
  - d. Capital Improvement Summary.
2. Evanswood Estates
  - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
  - b. 12 Month Income Statement.
  - c. 2018/2019 Performance Review.
  - d. Capital Improvement Summary.
3. Kathy Court Apartments
  - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
  - b. 12 Month Income Statement.
  - c. 2018/2019 Performance Review.
  - d. Capital Improvement Summary.



4. Lincoln Apartments

- a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
- b. 12 Month Income Statement.
- c. 2018/2019 Performance Review.
- d. Capital Improvement Summary.

5. Park Place Apartments

- a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
- b. 12 Month Income Statement.
- c. 2018/2019 Performance Review.
- d. Capital Improvement Summary.

**ALAMONT APARTMENTS**

Alamont Apartments ended the month of August with two vacancies, Unit #9, and Unit #26.

Total rental income for the month of August was \$22,700.00 which was \$504.00 less than was budgeted due to below budget rent potential and vacancy loss which were offset by collections of prior unpaid rent and prepaid rents. Service income for the month came to \$501.22 and was lower than budget by \$237.78 due to no cleaning and repairs and maintenance revenue being collected. This brought the total income to \$23,201.22, which was less than budget by \$741.78 due to the reasons previously mentioned. Rent increases have been submitted that will go into effect on October 1, 2019.

Moving on to the monthly expenses, you will see that the renting expenses totaled \$46.50 which was under budget by \$86.50 due to no advertising expenses. Total administrative expenses came to \$4,675.91 which was higher than budget for the month by \$2,540.91 due to consulting expenses. Total utility expenses were \$2,702.44 and under budget by \$92.56, due to lower electric costs. The apartment turnover expense totaled \$290.00, which was lower than budget by \$60.00. Maintenance expenses for the month were \$1,685.56 which was lower than the budget by \$1,973.44, due to lower labor and repair costs. The net operating income came in at \$13,800.81, less than what was budgeted by \$1,070.19. The capital improvements for August totaled \$6,593.29, higher than budget by \$5,323.29, due to a water heater replacement for Unit #17, and a unit upgrade for Unit #9. After the total financial expenses of \$7,385.00, the net project cash flow came to a negative \$177.48, which was \$6,393.48 less than the budget for the reasons mentioned above.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$87,493.65. This total consisted of \$3,000.00 in the

general checking account, \$39,822.76 in the general savings account, \$44,620.89 in the financial reserve account, and \$50.00 in the petty cash account.

### **EVANSWOOD ESTATES**

Evanswood Estates ended the month of August with no vacant units, as there were no new move ins or move outs.

Total rental income for the month came to \$27,704.00 which was higher than budget by \$2,609.00. This variance was due to no vacancy loss and above budget rent potential. The service income for the month was \$80.06, higher than budget by \$20.06, due to application fee income. This brought the total income to \$27,784.06, which was \$2,629.06 higher than what was budgeted for the reasons previously mentioned.

Moving on to the monthly expenses, the renting expenses totaled \$81.84, under budget by \$31.16 due to less office supplies being purchased. Total administrative expenses were \$6,459.88, which was \$157.88 higher than what was budgeted. The total utility expenses for the month came to \$1,433.49, which was lower than the budget by \$281.51. There were no apartment turnover expenses. Total maintenance expenses were \$256.54, under budget by \$1,668.46, due to no servicing being done. This brought the net operating income to \$19,552.31, which was \$4,532.31 higher than the budget due to the reasons described above.

There were no capital improvements for the month. The total financial expenses for the month came in at \$10,947.00 which brought the net project cash flow to \$8,605.31, which was higher than anticipated by \$4,532.31.

As you review the Cash Balance Summary on the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$56,073.30 with \$3,000.00 in the general checking, \$25,764.36 in the general savings, and \$27,308.94 in the replacement reserve account.

### **KATHY COURT APARTMENTS**

Kathy Court Apartments ended the month of August with no available units due to the Camp Fire.

There was no rental income for August due to the Camp Fire. There was \$91.30 of service income for August, which was collected from a past tenant from Unit 1563-C. There were no renting expenses. The total administrative expenses came to \$370.00, which was under budget by \$498.00, due to a reduced management fee and no resident manager expense. There were no utility expenses, apartment turnover expenses or maintenance expenses. The total operating expenses came to \$370.00, under budget by \$3,837.25 due to the reasons described above. The net operating income was a negative \$278.70, which was \$5,371.45 under budget due to the reasons stated. There were no capital improvements for the month. The net project cash flow came to a negative \$278.70, due to the fire restoration.

As you can see on the Cash Flow statement, the property ended the month with total cash on hand of \$30,709.53.

### **LINCOLN APARTMENTS**

Lincoln Apartments ended the month of August with no vacant units, as there were no new move ins or move outs.

The total rental income for the month of August came to \$12,215.00 and was higher than budget by \$1,405.00, due to no vacancy loss and unpaid rents. Service income totaled \$230.20, which was lower than budget by \$125.80, due to no maintenance reimbursements being collected. This brought the total income to \$12,445.20, higher than what was budgeted by \$1,279.20, for the reasons previously mentioned.

Moving on to the August monthly expenses, the renting expenses came to \$127.68 and over budget by \$32.68 due to higher office supplies purchased. Total administrative expenses were \$1,260.70 and higher than budget for the month by \$103.70, due to higher telephone costs. Utility expenses totaled \$1,355.30, which was less than what was budgeted by \$155.70, due to lower water and sewer costs. There were no apartment turnover expenses for the month. The total maintenance expenses were \$541.83, which was under budget by \$1,161.17, due to lower labor costs and servicing costs. This brought the net operating income to \$9,159.69 which was higher than budget by \$3,334.69 due to the reasons previously mentioned.

There were no capital improvements in the month of August. After the total financial expenses of \$1,692.00, the net project cash flow came to \$7,467.69, which was higher than the budget by \$4,834.69 for the reasons described above.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$35,518.26. This consisted of \$3,000.00 in the general checking account, \$23,935.26 in the general savings, \$8,483.00 in the financial reserve account, and \$100.00 in the petty cash account

### **PARK PLACE APARTMENTS**

Park Place Apartments ended the month of August with no vacant units, as there were no move outs or move ins.

Total rental income for the month of August was \$24,221.00 which was higher than the budget by \$1,826.00. This variance was due to less vacancy loss, more rents being collected, and prepaid rents collected. Service income for the month totaled \$213.20, which was under budget by \$266.80 due to no repairs and maintenance or cleaning each being collected. This brought the total income to \$24,434.20 and better than budget by \$1,559.20 for the reasons described above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$147.24 which was \$67.76 less than the budget. Total administrative expenses were \$1,956.73, which was under budget by \$694.27 due to no legal expenses. Utility expenses totaled \$1,821.37, which was \$171.63 under budget due to less gas and electric costs. There were no apartment turnover expenses for the month. Maintenance expenses totaled \$3,499.39, higher than budget by \$449.39, due to appliance servicing costs. This brought the net operating income to \$16,740.47, better than budget by \$3,583.47 for the reasons previously mentioned.

The capital improvements for August were \$591.15, under budget by \$878.85 due to no water heater expense, but a refrigerator was purchased for Unit #35.

After the total financial expenses of \$9,688.00, the net project cash flow came to \$6,461.32, better than budget by \$4,462.32, for the reasons previously mentioned.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$62,032.96. This consisted of \$3,000.00 in the general checking account, \$23,960.96 in the general savings account, \$34,972.00 in the financial reserve account and \$100.00 in the petty cash account.

Ed Mayer, Executive Director  
Chico, California

September 5, 2019  
Page 6

Please give me a call if you have any questions regarding any of your properties. We will keep you apprised of any needs or concerns regarding each of the properties.

Sincerely yours,

RSC ASSOCIATES, INC.



Richard Gillaspie  
Property Manager

RG:ph  
Enclosures

**ALAMONT APARTMENTS**

Performance Review 2018 - 19

**2018 / 2019 PERFORMANCE REVIEW**

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	19,374	17,217	18,227	18,999	18,927	19,071	18,800	20,176	18,211	18,369	19,012	18,077	224,459
TOTAL INCOME 2014/15	19,260	19,264	19,400	18,583	18,518	19,543	17,920	18,930	19,942	19,071	19,092	19,060	228,583
TOTAL INCOME 2015/16	19,094	18,781	20,358	19,663	19,667	20,674	20,112	20,031	20,112	20,304	18,897	20,922	238,614
TOTAL INCOME 2016/17	20,554	19,496	20,063	20,103	19,755	19,712	19,831	20,550	19,790	21,389	20,733	21,892	243,868
TOTAL INCOME 2017/18	21,116	20,232	21,376	22,180	21,356	21,815	20,840	21,521	20,783	25,254	21,031	26,876	264,379
TOTAL INCOME 2018/19	22,324	23,966	24,865	22,689	23,755	23,318	22,432	22,893	24,972	20,904	23,201		255,320
VARIANCE	1,208	3,735	3,489	509	2,399	1,503	1,593	1,372	4,189	-4,349	2,170		17,817

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	0	-472	-765	-473	0	0	0	-563	-45	0	0	-710	-3,027
2014/15 VACANCY LOSS	-1,250	-217	-293	29	-685	0	-685	23	-92	82	0	0	-3,088
2015/16 VACANCY LOSS	0	0	0	-295	-245	-6	0	-308	-383	-745	-786	308	-2,459
2016/17 VACANCY LOSS	-1,009	-59	-143	-715	-715	-715	-715	-1,276	0	0	-623	-900	-6,870
2017/18 VACANCY LOSS	-900	-1,650	-692	0	-362	-630	0	0	0	0	-600	-510	-5,343
2018/19 VACANCY LOSS	0	0	-75	0	0	0	1	-453	-853	-534	-1,515		-3,429
VARIANCE	900	1,650	617	0	362	630	1	-453	-853	-534	-915		1,404

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	0	-924	190	819	196	0	0	-109	26	35	0	-286	-53
2014/15 UNPAID RENTS	147	-53	54	38	12	1	-579	-959	1,530	-81	2	0	112
2015/16 UNPAID RENTS	0	0	0	-6	25	18	38	17	18	-387	-10	-106	-393
2016/17 UNPAID RENTS	372	-701	-523	90	0	0	0	-82	-188	520	-5	5	-512
2017/18 UNPAID RENTS	0	0	0	-105	-388	435	-880	-905	-890	2,970	-1,330	2,258	1,165
2018/19 UNPAID RENTS	-763	651	161	20	10	49	-1,331	-397	1,567	-1,117	553		-596
VARIANCE	-763	651	161	125	398	-386	-451	508	2,457	-4,087	1,883		496

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER EXP	6,122	6,240	8,860	7,334	5,592	4,028	6,996	4,926	7,660	6,587	5,815	5,859	76,018
2014/15 TOTAL OPER EXP	11,839	6,210	7,274	6,227	6,335	7,770	5,854	8,492	5,120	5,535	4,536	5,880	81,072
2015/16 TOTAL OPER EXP	7,727	5,984	6,690	6,298	7,919	7,167	7,624	6,575	11,218	14,315	11,245	7,644	100,405
2016/17 TOTAL OPER EXP	8,496	11,058	11,877	6,413	6,078	9,088	6,795	8,681	5,630	7,085	5,697	9,850	96,747
2017/18 TOTAL OPER EXP	6,106	5,187	9,864	6,020	7,929	9,337	6,550	5,796	6,207	8,438	7,682	8,730	87,846
2018/19 TOTAL OPER EXP	7,667	4,586	6,898	7,084	6,495	9,216	7,876	9,609	8,883	9,986	9,400		87,700
VARIANCE	1,561	-601	-2,966	1,064	-1,434	-122	1,326	3,813	2,677	1,548	1,718		8,585

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	13,252	10,977	9,368	11,665	13,335	15,043	11,804	15,250	10,550	11,782	13,197	12,218	148,441
2014/15 TOTAL NOI	7,421	13,054	12,126	12,357	12,183	11,772	12,066	10,439	14,822	13,536	14,556	13,180	147,511
2015/16 TOTAL NOI	11,367	12,797	13,668	13,365	11,748	13,508	12,488	13,456	8,894	5,989	7,652	13,277	138,209
2016/17 TOTAL NOI	12,058	8,438	8,186	13,690	13,677	10,624	13,036	11,869	14,160	14,304	15,036	12,043	147,121
2017/18 TOTAL NOI	15,009	15,045	11,512	16,160	13,427	12,477	14,290	15,725	14,576	16,816	13,349	18,145	176,533
2018/19 TOTAL NOI	14,657	19,380	17,967	15,605	17,260	14,102	14,557	13,284	16,089	10,918	13,801		167,620
VARIANCE	-353	4,335	6,455	-555	3,833	1,625	267	-2,441	1,513	-5,898	452		9,232

**EVANSWOOD ESTATES**  
**2018 - 2019 PERFORMANCE REVIEW**

Ev08-09pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/2014	25761	22166	21931	21631	22844	23897	25209	24634	24046	24708	24330	24920	286077
TOTAL INCOME 2014/2015	23371	21626	22118	22210	23141	25887	25234	23634	22078	24210	24226	24330	282065
TOTAL INCOME 2015/2016	24785	22727	24227	24736	24603	24193	23688	23949	24683	22273	25678	24151	289695
TOTAL INCOME 2016/2017	24015	25556	22288	22612	24826	25791	25401	24471	22296	28305	26950	27243	299754
TOTAL INCOME 2017/2018	22505	26517	25247	25129	28868	24735	27062	25902	25823	25872	26340	26061	310062
TOTAL INCOME 2018/2019	26346	23751	29950	26505	26326	26333	26637	27013	26970	27477	27784		295092
<b>VARIANCE</b>	<b>3841</b>	<b>-2766</b>	<b>4703</b>	<b>1375</b>	<b>-2542</b>	<b>1598</b>	<b>-424</b>	<b>1111</b>	<b>1147</b>	<b>1605</b>	<b>1444</b>		<b>11091</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 VACANCY LOSS	-1532	-1929	-1317	-2000	-333	-1000	14	0	-115	-312	-433	-1999	-10958
2014/2015 VACANCY LOSS	-1000	52	-2425	-1833	-735	-1710	-932	-420	-2455	-897	-497	0	-12852
2015/2016 VACANCY LOSS	-300	0	0	0	-767	-573	0	0	-1015	-2102	-1117	-906	-6780
2016/2017 VACANCY LOSS	-1050	-2120	-2986	-1883	-832	183	0	-925	-1043	139	0	16	-10501
2017/2018 VACANCY LOSS	-1106	-1073	-1394	0	0	0	0	0	-271	0	-470	0	-4314
2018/2019 VACANCY LOSS	0	0	-406	0	0	0	0	0	-663	0	0		-1070
<b>VARIANCE</b>	<b>1106</b>	<b>1073</b>	<b>988</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-393</b>	<b>0</b>	<b>470</b>		<b>3245</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 UNPAID RENTS	-206	-686	-463	-95	-1013	387	-841	1062	50	50	-924	880	-1801
2014/2015 UNPAID RENTS	414	-2017	-39	-1136	-125	2592	510	0	8	-153	-150	150	54
2015/2016 UNPAID RENTS	0	-1000	-150	508	409	-100	-440	-904	283	-201	-462	604	-1453
2016/2017 UNPAID RENTS	-14	1235	0	-1082	423	-170	-4	101	-2136	2285	547	-658	527
2017/2018 UNPAID RENTS	-2154	2050	0	-153	89	-1100	1100	0	0	0	0	-378	-546
2018/2019 UNPAID RENTS	25	-3357	2195	1500	0	-1	1	-93	-101	-101	49		117
<b>VARIANCE</b>	<b>2179</b>	<b>-5407</b>	<b>2195</b>	<b>1653</b>	<b>-89</b>	<b>1099</b>	<b>-1099</b>	<b>-93</b>	<b>-101</b>	<b>-101</b>	<b>49</b>		<b>285</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	15113	14863	21210	14447	10025	8427	9688	7856	11091	9785	8703	19982	151189
2014/15 TOTAL OPER. EXP.	13873	5115	9339	11278	14947	19366	10569	9790	10369	13440	10318	7565	135968
2015/16 TOTAL OPER. EXP.	13529	7885	7892	8769	9140	23910	11093	8440	7089	10075	13493	18394	139709
2016/17 TOTAL OPER. EXP.	13821	9431	9079	12822	15960	18874	8695	8807	7492	14743	9537	9188	138449
2017/18 TOTAL OPER. EXP.	8518	8435	12995	34778	9702	7854	9656	8487	9275	9478	10419	8561	138157
2018/19 TOTAL OPER. EXP.	23913	9190	18864	9513	8508	11091	9837	7165	9203	12520	8017		127819
<b>VARIANCE</b>	<b>15395</b>	<b>754</b>	<b>5869</b>	<b>-25265</b>	<b>-1194</b>	<b>3236</b>	<b>181</b>	<b>-1322</b>	<b>-72</b>	<b>3042</b>	<b>-2402</b>		<b>-1778</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 TOTAL NOI	10648	7303	720	7184	12820	15470	15522	16778	12955	14924	15627	4938	134888
2014/2015 TOTAL NOI	9498	16511	12780	10931	8193	6521	14665	13844	11709	10770	13908	16765	146096
2015/2016 TOTAL NOI	11256	14843	16335	15967	15463	283	12595	15508	17594	12198	12185	5757	149985
2016/2017 TOTAL NOI	10194	16124	13210	9790	8866	6917	16706	15663	14804	13562	17413	18056	161305
2017/2018 TOTAL NOI	13987	18082	12252	-9649	19166	16881	17406	17415	16549	16395	15921	17501	171905
2018/2019 TOTAL NOI	2433	14561	11086	16992	17818	15242	16801	19848	17767	14958	19768		167273
<b>VARIANCE</b>	<b>-11555</b>	<b>-3521</b>	<b>-1167</b>	<b>26641</b>	<b>-1348</b>	<b>-1638</b>	<b>-605</b>	<b>2433</b>	<b>1218</b>	<b>-1437</b>	<b>3847</b>		<b>12869</b>

# KATHY COURT APARTMENTS

## 2018 - 2019 PERFORMANCE REVIEW

kc08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2014/2015	10,095	7,789	7,327	8,612	9,582	8,136	8,655	8,173	8,328	8,071	8,221	8,304	101,291
TOTAL INCOME 2015/2016	8,798	10,920	8,178	8,239	9,964	8,676	7,422	8,699	6,903	8,136	8,441	7,491	101,866
TOTAL INCOME 2016/2017	6,901	8,372	6,935	9,927	6,915	8,712	8,505	7,415	9,017	8,275	9,561	6,815	97,349
TOTAL INCOME 2017/2018	9,282	9,058	9,100	9,351	8,070	12,264	9,536	8,292	9,252	9,109	14,505	7,740	115,559
TOTAL INCOME 2018/2019	9,277	-1,244	0	0	0	784	367	300	300	300	91		10,176
VARIANCE	-4	-10,302	-9,100	-9,351	-8,070	-11,480	-9,170	-7,992	-8,952	-8,809	-14,413		-97,644

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2014/2015 VACANCY LOSS	-183	-206	0	0	-153	0	0	0	0	0	0	-1,239	-1,780
2015/2016 VACANCY LOSS	-23	-274	0	0	0	0	0	0	0	-1,233	-953	-309	-2,792
2016/2017 VACANCY LOSS	-1,395	-1,279	-1,395	-775	0	0	-257	-427	0	257	-102	-191	-5,563
2017/2018 VACANCY LOSS	-1,673	-1,195	-775	-775	-660	-150	0	-715	-1,075	-1,216	-1,226	-775	-10,235
2018/2019 VACANCY LOSS	-450	-7,306	0	0	0	0	0	0	0	0	0		-7,756
VARIANCE	1,223	-6,111	775	775	660	150	0	715	1,075	1,216	1,226		1,704

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2014/2015 UNPAID RENTS	3	325	-435	223	60	345	205	-875	-420	-120	-520	1,894	685
2015/2016 UNPAID RENTS	-335	1,562	-685	53	685	0	-105	-250	-1,315	688	-50	-1,216	-968
2016/2017 UNPAID RENTS	308	-195	-400	186	-298	22	-704	-261	-311	-1,143	-1,067	-2,102	-5,965
2017/2018 UNPAID RENTS	-818	935	41	1	-439	240	-66	0	-72	-710	851	0	-37
2018/2019 UNPAID RENTS	49	0	0	0	0	0	0	0	0	0	0		49
VARIANCE	867	-935	-41	-1	439	-240	66	0	72	710	-851		86

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2014/2015 TOTAL OPER. EXP.	5,618	5,498	2,756	2,397	4,295	3,602	2,529	3,589	2,113	2,450	2,133	2,545	39,523
2015/2016 TOTAL OPER. EXP.	3,788	4,031	3,431	2,876	3,263	2,823	5,033	4,305	3,619	4,087	5,463	7,236	49,955
2016/2017 TOTAL OPER. EXP.	11,609	4,960	4,700	3,295	4,188	5,107	5,227	6,064	7,047	5,576	4,561	3,183	65,516
2017/2018 TOTAL OPER. EXP.	7,515	4,561	3,498	4,587	2,991	3,922	4,330	2,344	6,986	5,941	5,628	5,730	58,031
2018/2019 TOTAL OPER. EXP.	4,126	1,903	470	52	1,541	171	1,433	140	370	370	370		10,945
VARIANCE	-3,389	-2,657	-3,028	-4,535	-1,450	-3,751	-2,897	-2,204	-6,616	-5,571	-5,258		-41,357

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 TOTAL NOI	5,150	2,352	4,422	2,592	4,162	3,599	4,266	4,122	4,497	2,661	4,725	4,322	46,870
2014/2015 TOTAL NOI	4,477	2,291	4,571	6,215	5,287	4,534	6,126	4,584	6,214	5,621	6,088	5,759	61,768
2016/2017 TOTAL NOI	-4,708	3,413	2,236	6,633	2,727	3,605	3,278	1,351	1,970	2,698	5,000	3,632	31,833
2017/2018 TOTAL NOI	1,767	4,498	5,602	4,765	5,079	8,342	5,206	5,949	2,266	3,168	8,877	2,010	57,528
2018/2019 TOTAL NOI	5,152	-3,147	78,636	-52	-1,541	613	-1,067	161	-70	-70	-279		78,337
VARIANCE	3,385	-7,645	73,034	-4,816	-6,619	-7,729	-6,273	-5,788	-2,336	-3,238	-9,155		22,819



# **LINCOLN APARTMENTS**

## **2018 / 2019 PERFORMANCE REVIEW**

LNA07-08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	9984	8941	8958	8848	8921	7950	7381	8331	10887	8617	10910	10575	110,304
TOTAL INCOME 2014/15	13248	8651	9633	9320	10482	10694	10223	10280	11197	9341	9899	10100	123,068
TOTAL INCOME 2015/16	10837	10462	8970	9553	10644	10104	10559	10374	10953	10092	10765	10529	233,372
TOTAL INCOME 2016/17	10302	11082	10773	11146	11141	11847	10578	11156	11174	11378	11420	11179	133,177
TOTAL INCOME 2017/18	10423	11837	11327	11169	10653	11027	12506	11296	10638	12351	11862	10876	135,967
TOTAL INCOME 2018/19	12798	10026	12618	11543	11664	12250	11212	11950	12116	11490	12445		130,111
VARIANCE	2375	-1811	1290	374	1011	1223	-1294	654	1478	-861	583		5,021
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	-953	-1143	-1270	-1270	-1503	-3175	-1964	-935	-1689	-43	0	0	-13,945
2014/15 VACANCY LOSS	-275	-793	-496	-635	0	0	-550	-635	-635	-635	-541	0	-5,196
2015/16 VACANCY LOSS	-258	-575	-595	-1217	-867	-192	0	-360	-1231	-635	-191	-679	-6,799
2016/17 VACANCY LOSS	-700	-169	-510	0	0	43	0	0	0	0	0	-567	-1,904
2017/18 VACANCY LOSS	-645	-250	0	-405	-645	-122	8	-550	-750	0	0	75	-3,284
2018/19 VACANCY LOSS	-575	0	-950	0	750	0	0	0	0	0	0		-775
VARIANCE	70	250	-950	405	1395	122	-8	550	750	0	0		2,584
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	-130	-390	-635	-635	-402	0	0	-215	616	-98	98	0	-1,791
2014/15 UNPAID RENTS	0	-139	0	0	0	0	0	0	0	0	139	-210	-210
2015/16 UNPAID RENTS	-475	-437	-475	-247	-889	593	0	-11	500	0	-21	21	-1,442
2016/17 UNPAID RENTS	0	-5	5	0	0	0	0	0	0	0	0	0	0
2017/18 UNPAID RENTS	-400	375	0	36	-155	-453	-532	-100	100	100	90	-755	-1,694
2018/19 UNPAID RENTS	480	-1000	930	-425	-1103	101	-679	131	220	-430	595		-1,180
VARIANCE	880	-1375	930	-461	-948	554	-147	231	120	-530	505		-241
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	5141	7185	5516	4839	4861	7122	10793	3551	4965	3922	3041	3987	64,926
2014/15 TOTAL OPER. EXP.	3505	6870	9065	2413	4298	3164	2913	7161	2900	6531	3219	5215	57,253
2015/16 TOTAL OPER. EXP.	8125	6141	7193	7575	5193	8897	8761	5351	8204	6854	3664	4856	80,815
2016/17 TOTAL OPER. EXP.	5915	5497	5065	4829	4795	3994	4206	3846	3140	4493	4089	6684	56,552
2017/18 TOTAL OPER. EXP.	11576	8838	6363	4723	7257	3792	3742	4423	5217	7734	6941	3620	74,225
2018/19 TOTAL OPER. EXP.	7866	7526	6294	5598	4312	4721	4897	3485	2514	4268	3286		54,766
VARIANCE	-3710	-1311	-69	876	-2945	929	1155	-938	-2703	-3466	-3655		-15,838
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	4843	1757	3442	4009	4060	827	-3412	4780	5922	4696	7869	6588	45,379
2014/15 TOTAL NOI	9743	1781	568	6907	6184	7529	7310	3119	8297	2810	6679	4886	65,814
2015/16 TOTAL NOI	2712	4321	1777	1979	5451	1206	1798	5023	2750	3238	7101	5673	43,029
2016/17 TOTAL NOI	4387	5586	5707	6318	6346	7853	6372	7310	8034	6885	7332	4495	76,624
2017/18 TOTAL NOI	-1153	2999	4965	6446	3396	7235	8764	6873	5422	4617	4922	7260	61,746
2018/19 TOTAL NOI	4932	2500	6324	5944	7352	7529	6315	8465	9602	7222	9160		75,345
VARIANCE	6085	-500	1360	-502	3956	294	-2450	1592	4181	2605	4238		20,859

**PARK PLACE APARTMENTS**

**2018 / 2019 PERFORMANCE REVIEW**

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	*****	*****	*****	20,544	23,038	21,677	21,020	22,621	22,271	21,238	22,432	20,618	195,459
TOTAL INCOME 2016/17	23,921	20,291	21,859	22,018	21,458	23,651	22,828	21,592	22,789	22,619	23,066	23,176	269,268
TOTAL INCOME 2017/18	23,042	23,159	23,269	22,999	21,955	23,234	22,807	22,349	22,435	23,485	24,434	22,630	275,796
TOTAL INCOME 2018/19	24,470	21,326	24,689	21,843	22,452	23,104	22,731	20,688	24,307	23,862	24,434		253,907
VARIANCE	1,428	-1,833	1,420	-1,156	497	-130	-76	-1,661	1,873	377	0		741

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	*****	*****	*****	-575	-875	-249	0	0	-616	-1,093	0	0	-3,408
2016/17 VACANCY LOSS	76	-520	-961	0	0	0	0	-1,305	-563	0	86	-106	-3,293
2017/18 VACANCY LOSS	140	0	0	0	-581	0	-527	-585	-585	-125	-94	359	-1,998
2018/19 VACANCY LOSS	0	0	-206	0	-608	0	-981	-2,179	-5	-54	0		-4,033
VARIANCE	-140	0	-206	0	-27	0	-455	-1,594	580	71	94		-1,676

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	*****	*****	*****	-1,013	116	479	-956	-768	449	1,358	-147	-531	-1,012
2016/17 UNPAID RENTS	416	-423	-323	-423	-473	492	364	-216	-130	-861	77	157	-1,343
2017/18 UNPAID RENTS	-188	-130	-140	-134	-140	239	-189	-194	-179	-127	165	34	-982
2018/19 UNPAID RENTS	169	234	26	-209	199	-721	-133	136	547	175	-82		341
VARIANCE	358	364	166	-75	339	-960	55	330	726	302	-248		1,356

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	*****	*****	*****	3,245	10,075	8,771	6,127	7,110	9,934	10,250	7,232	7,759	70,504
2016/17 TOTAL OPER EXP	5,101	8,153	6,927	4,963	4,965	21,212	7,021	4,877	10,850	9,359	5,400	7,969	96,797
2017/18 TOTAL OPER EXP	8,271	5,281	5,674	24,723	6,670	5,230	6,863	6,936	5,510	8,447	7,194	5,975	96,775
2018/19 TOTAL OPER EXP	27,386	7,112	11,551	7,134	8,000	10,012	6,636	11,067	6,164	8,729	7,694		111,485
VARIANCE	19,114	1,831	5,877	-17,589	1,331	4,783	-227	4,131	654	282	499		20,686

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	*****	*****	*****	17,299	12,963	12,906	14,894	15,511	12,336	10,988	15,200	12,858	124,955
2016/17 TOTAL NOI	18,819	12,138	14,932	17,055	16,493	2,439	15,807	16,715	11,938	13,260	17,667	15,207	172,472
2017/18 TOTAL NOI	14,771	17,878	17,595	-1,724	15,285	18,004	15,945	15,413	16,924	15,037	17,240	16,654	179,021
2018/19 TOTAL NOI	-2,916	14,214	13,138	14,709	14,452	13,092	16,096	9,621	18,143	15,133	16,740		142,422
VARIANCE	-17,686	-3,664	-4,457	16,434	-833	-4,812	151	-5,792	1,219	95	-499		-19,945

## MEMO

Date: September 13, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties & Cordillera Apartments

- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- 1200 Park Avenue Apartments, Chico (107 units, LIHTC, senior)
- Harvest Park Apartments, Chico (90 units, LIHTC, family)
- Gridley Springs I Apartments, Gridley (32 units, LIHTC, family)
- Cordillera Apartments, Chico (20 units, family)

*For Chico Commons, Walker Commons Apartments, and 1200 Park Ave, please also see monthly reports provided by the property manager, AWI, following this memo. Property manager Winn Residential provides monthly reports for Harvest Park; Sackett Corporation for Gridley Springs I; and RSC Associates for Cordillera Apartments.*

**Chico Commons Apartments, Chico** (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – We currently have two (2) vacancies as of September 1st. The final phase of exterior siding replacements continues, the work is approximately 50% complete. The work is being completed by local contractor Experts in Your Home. There was a fire that occurred on the property this past month due to a resident's guest working on their car. An adjacent vehicle burned, as well as the car that was being worked on. AWI, third party property manager, is investigating with regard to accountability and action. Water-conserving landscape upgrades, and ADA-related site improvements are being planned, as well as parking lot repair, seal, and re-striping. Please find AWI's narrative property report and financials, following.

**Walker Commons Apartments, Chico** (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property had zero (0) vacancy as of the first of the month. The second phase of roofing replacement is now complete; Steele's Roofing performed the work. Contract close-out is underway. Painting of exterior wood siding features is being addressed operationally, to preserve and extend the life of the siding. Please find the AWI monthly owners report following, as well as a brief property narrative provided by the AWI regional property manager.

**1200 Park Avenue Apartments, Chico** (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has one (1) vacancy. Roof repairs are scheduled this month to address select flat-roof areas, the replacements due to age and deterioration. The cost will be

approximately \$18,500.00, paid thru property reserves. The new maintenance person has begun his tenure. The property has seen increased incidences of vandalism and unauthorized persons – issues being addressed by management. Please find the AWI's monthly financials and property manager monthly narrative for your review.

**Harvest Park Apartments**, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has zero (0) vacancy. The property continues operations per budget. Please find WINN Residential Owner's Report following.

**Gridley Springs I Apartments**, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There is one (1) vacancy reported by Sackett Corporation as of the beginning of September. Please find Sackett Corporation's Owner's report, following. BCAHDC, acting as Managing General Partner, has signed off on the Amendment to the Limited Partnership Agreement (LPA), wherein a tax-matters partner has been designated in accordance with new IRS requirements (Tim Fluetch, Dawson Holdings – a member of the Administrative General Partner entity).

**Cordillera Apartments**, Chico (20 units, Family, Owner: BCAHDC, PM: RSC Assoc.) The property has zero (0) vacancy. Exterior Painting of all buildings has commenced. Please find RSC's monthly Owner's report, following.

## **Chico Commons**

### **August 2019**

Variance report sent explaining budget differences and expenses.

#### **Updates:**

Chico Commons has two vacancies with applications in process for approval.

~ One move in during the month of August.

A vehicle fire occurred on 8/22 that destroyed two cars. Witnesses describe the fire as starting while two gentlemen worked on one of the cars in the parking lot. The fire quickly spread to a second vehicle. The involved household identified as a guest of apt. 20, disputes the information claiming their guest was in the apartment when the fire randomly started. Based on the household's failure to cooperate and provide timely information on the incident we will be sending the file to the attorney for review and recommendation. The cost for towing the car and any other charges incurred will be billed to the household's ledger.

Two bids have been obtained for tree trimming. Review / approval / scheduling in process.

In addition to tree trimming, gutter cleaning will be scheduled in advance of the rains arriving.

We remain hopeful that the PG&E ESA program will come through with upgrades to common area items such as water heaters and washing machines. More than a month passed after the site visits without word on the status of the applications. After following up during the first week of September, program representatives stated they are working on the audit reports and will get back to us in two weeks.

The lucky winners of the Chico Commons back pack give away were residents of apt # 6 and #29.



Chico Commons 549  
For the Month Ended August 31, 2019  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 58,278.00	\$ 55,451.25	\$ 2,826.75	\$ 462,709.00	\$ 443,610.00	\$ 19,099.00
Vacancies	(1,604.00)	(2,772.58)	1,168.58	(13,513.75)	(22,180.66)	8,666.91
Rent Adjustments	(866.67)	(519.75)	(346.92)	(2,687.06)	(4,158.00)	1,470.94
Manager's Unit	(771.00)	(771.00)	0.00	(6,168.00)	(6,168.00)	0.00
<b>Total Tenant Rent</b>	<b>\$ 55,036.33</b>	<b>\$ 51,387.92</b>	<b>\$ 3,648.41</b>	<b>\$ 440,340.19</b>	<b>\$ 411,103.34</b>	<b>\$ 29,236.85</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 739.29	\$ 677.83	\$ 61.46	\$ 10,113.60	\$ 5,422.66	\$ 4,690.94
Interest Income	9.45	0.00	9.45	30.73	0.00	30.73
Restricted Reserve Interest Income	15.87	0.00	15.87	116.62	0.00	116.62
Late Charges	398.00	216.67	181.33	1,958.00	1,733.34	224.66
Other Tenant Income	\$ 1,148.09	\$ 532.50	\$ 615.59	\$ 3,351.64	\$ 4,260.00	\$ (908.36)
Miscellaneous Income	\$ 3,338.93	\$ 0.00	\$ 3,338.93	\$ 3,376.43	\$ 0.00	\$ 3,376.43
<b>Other Project Income</b>	<b>\$ 5,649.63</b>	<b>\$ 1,427.00</b>	<b>\$ 4,222.63</b>	<b>\$ 18,947.02</b>	<b>\$ 11,416.00</b>	<b>\$ 7,531.02</b>
<b>Total Project Income</b>	<b>\$ 60,685.96</b>	<b>\$ 52,814.92</b>	<b>\$ 7,871.04</b>	<b>\$ 459,287.21</b>	<b>\$ 422,519.34</b>	<b>\$ 36,767.87</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 60,787.86	\$ 24,350.24	\$ 36,437.62	\$ 133,084.44	\$ 194,801.98	\$ (61,717.54)
Utilities (From Pg 2)	8,040.27	6,685.66	1,354.61	52,359.01	53,485.32	(1,126.31)
Administrative (From Pg 2)	8,984.43	7,588.25	1,396.18	67,268.67	60,706.00	6,562.67
Taxes & Insurance (From Pg 2)	999.83	1,209.67	(209.84)	8,208.48	9,677.34	(1,468.86)
Other Taxes & Insurance (Fr Page 2)	1,863.39	3,158.25	(1,294.86)	11,673.24	25,266.00	(13,592.76)
Other Project Expenses	580.15	870.08	(289.93)	6,630.24	6,960.66	(330.42)
<b>Total O&amp;M Expenses</b>	<b>\$ 81,255.93</b>	<b>\$ 43,862.15</b>	<b>\$ 37,393.78</b>	<b>\$ 279,224.08</b>	<b>\$ 350,897.30</b>	<b>\$ (71,673.22)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 20,833.36	\$ 20,833.34	\$ .02
Reporting / Partner Management F	1,080.00	1,080.00	0.00	8,640.00	8,640.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	20,000.00	20,000.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 6,184.17</b>	<b>\$ 6,184.17</b>	<b>\$ 0.00</b>	<b>\$ 49,473.36</b>	<b>\$ 49,473.34</b>	<b>\$ .02</b>
<b>Total Project Expenses</b>	<b>\$ 87,440.10</b>	<b>\$ 50,046.32</b>	<b>\$ 37,393.78</b>	<b>\$ 328,697.44</b>	<b>\$ 400,370.64</b>	<b>\$ (71,673.20)</b>
<b>Net Profit (Loss)</b>	<b>\$ (26,754.14)</b>	<b>\$ 2,768.60</b>	<b>\$ (29,522.74)</b>	<b>\$ 130,589.77</b>	<b>\$ 22,148.70</b>	<b>\$ 108,441.07</b>

Other Cash Flow Items:

## Walker Commons August 2019

Variance report sent explaining budget differences and expenditures.

### **Updates:**

Walker Commons is currently 100% occupied with no notices to vacate or evictions in process.

~ Two move-ins occurred during the month of August and no move-outs.

Partial exterior paint of building fronts was postponed a few weeks by the vendor. Painting expected to start mid September.

Exterior lighting fixtures are being ordered to replace with a model more suited to function with the security screen doors. \$1,500 was budged to be spent in 2019 and it looks like we can get the fixture for each unit with this spending amount.

Tree trimming estimates in process and once completed gutter cleaning will be scheduled in advance of the rain arriving.

Walker Commons monthly luncheon will be a potluck in September. Residents will bring something to share, it will be great. The Property Manager, will coordinate the main dish.



Walker Commons 550  
For the Month Ended August 31, 2019  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 36,640.00	\$ 32,622.00	\$ 4,018.00	\$ 294,555.00	\$ 260,976.00	\$ 33,579.00
Vacancies	(183.00)	(326.25)	143.25	(734.00)	(2,610.00)	1,876.00
Rent Adjustments	274.00	(39.58)	313.58	(908.19)	(316.66)	(591.53)
Manager's Unit	(637.00)	(637.00)	0.00	(5,087.00)	(5,096.00)	9.00
<b>Total Tenant Rent</b>	<b>\$ 36,094.00</b>	<b>\$ 31,619.17</b>	<b>\$ 4,474.83</b>	<b>\$ 287,825.81</b>	<b>\$ 252,953.34</b>	<b>\$ 34,872.47</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 139.35	\$ 134.42	\$ 4.93	\$ 1,201.29	\$ 1,075.34	\$ 125.95
Interest Income	2.46	0.00	2.46	5.47	0.00	5.47
Restricted Reserve Interest Incom	41.64	0.00	41.64	224.65	0.00	224.65
Late Charges	0.00	12.50	(12.50)	27.00	100.00	(73.00)
Other Tenant Income	\$ 256.25	\$ 41.67	\$ 214.58	\$ 981.25	\$ 333.34	\$ 647.91
<b>Other Project Income</b>	<b>\$ 439.70</b>	<b>\$ 188.59</b>	<b>\$ 251.11</b>	<b>\$ 2,439.66</b>	<b>\$ 1,508.68</b>	<b>\$ 930.98</b>
<b>Total Project Income</b>	<b>\$ 36,533.70</b>	<b>\$ 31,807.76</b>	<b>\$ 4,725.94</b>	<b>\$ 290,265.47</b>	<b>\$ 254,462.02</b>	<b>\$ 35,803.45</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 9,451.22	\$ 11,986.83	\$ (2,535.61)	\$ 82,680.40	\$ 95,894.66	\$ (13,214.26)
Utilities (From Pg 2)	3,546.21	3,003.00	543.21	24,167.40	24,024.00	143.40
Administrative (From Pg 2)	7,182.15	6,135.83	1,046.32	48,201.34	49,086.66	(885.32)
Taxes & Insurance (From Pg 2)	765.25	798.67	(33.42)	6,144.92	6,389.34	(244.42)
Other Taxes & Insurance (Fr Page	1,842.66	2,815.34	(972.68)	13,249.40	22,522.68	(9,273.28)
Other Project Expenses	941.76	755.25	186.51	6,789.15	6,042.00	747.15
<b>Total O&amp;M Expenses</b>	<b>\$ 23,729.25</b>	<b>\$ 25,494.92</b>	<b>\$ (1,765.67)</b>	<b>\$ 181,232.61</b>	<b>\$ 203,959.34</b>	<b>\$ (22,726.73)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ 0.00
Reporting / Partner Management F	625.00	625.00	0.00	5,000.00	5,000.00	0.00
Transfer - Reserves	933.34	933.33	.01	7,466.72	7,466.66	.06
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 2,808.34</b>	<b>\$ 2,808.33</b>	<b>\$ .01</b>	<b>\$ 22,466.72</b>	<b>\$ 22,466.66</b>	<b>\$ .06</b>
<b>Total Project Expenses</b>	<b>\$ 26,537.59</b>	<b>\$ 28,303.25</b>	<b>\$ (1,765.66)</b>	<b>\$ 203,699.33</b>	<b>\$ 226,426.00</b>	<b>\$ (22,726.67)</b>
<b>Net Profit (Loss)</b>	<b>\$ 9,996.11</b>	<b>\$ 3,504.51</b>	<b>\$ 6,491.60</b>	<b>\$ 86,566.14</b>	<b>\$ 28,036.02</b>	<b>\$ 58,530.12</b>

Other Cash Flow Items:



**1200 Park Avenue**  
**August 2019**

Variance report sent explaining budget differences and expenses.

**Updates:**

1200 Park Avenue is 100% occupied! There was one vacant as of 9/1 which was leased to a new resident on 9/6/19.

One Notice to vacate; Unit 201 (serious nuisance household) has vacated, but did not turn in keys. Pending restoration of premises by the Sheriff.

John Rainger has made the move to 1200 Park Avenue and is in place as the full time maintenance technician. He has begun to familiarize himself with the community and residents.

The roof replacement was not completed as planned in August and we are pending a new start date from Sierra Roofing.

Several trees need to be trimmed, including City trees. The Property Manager has contacted the City two times recently and was told that they are only responding to emergency calls and the complex should hire a vendor to complete needed trimming. Three vendors have been contacted to provide separate bids for trimming property trees and city trees.

Once the roof replacement has been made and trees have been trimmed as needed, gutter cleaning will be scheduled prior to rain arriving.

Residents enjoyed the first BINGO game. Winners enjoyed small prizes.

**Winners!**



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AWI Management Corporation  
PO Box 550  
Auburn CA 95604



*AWI Management Corporation is an Equal Opportunity provider and employer.*

Park Avenue 569  
For the Month Ended August 31, 2019  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 70,144.00	\$ 66,372.00	\$ 3,772.00	\$ 541,900.00	\$ 530,976.00	\$ 10,924.00
Vacancies	(1,003.00)	(1,327.42)	324.42	(6,112.66)	(10,619.34)	4,506.68
Rent Adjustments	751.74	0.00	751.74	178.28	0.00	178.28
Manager's Unit	(781.00)	(780.00)	(1.00)	(6,248.00)	(6,240.00)	(8.00)
Total Tenant Rent	<u>\$ 69,111.74</u>	<u>\$ 64,264.58</u>	<u>\$ 4,847.16</u>	<u>\$ 529,717.62</u>	<u>\$ 514,116.66</u>	<u>\$ 15,600.96</u>
<b>Other Project Income:</b>						
Laundry Income	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00	\$ 7,500.00	\$ 8,000.00	\$ (500.00)
Interest Income	2.84	0.00	2.84	63.17	0.00	63.17
Restricted Reserve Interest Incom	10.66	7.25	3.41	99.22	58.00	41.22
Late Charges	125.00	41.67	83.33	964.44	333.34	631.10
Other Tenant Income	\$ 165.00	\$ 365.41	\$ (200.41)	\$ 3,562.50	\$ 2,923.32	\$ 639.18
Miscellaneous Income	\$ 35.92	\$ 12.50	\$ 23.42	\$ 1,979.89	\$ 100.00	\$ 1,879.89
Other Project Income	<u>\$ 2,839.42</u>	<u>\$ 1,426.83</u>	<u>\$ 1,412.59</u>	<u>\$ 14,169.22</u>	<u>\$ 11,414.66</u>	<u>\$ 2,754.56</u>
Total Project Income	<u>\$ 71,951.16</u>	<u>\$ 65,691.41</u>	<u>\$ 6,259.75</u>	<u>\$ 543,886.84</u>	<u>\$ 525,531.32</u>	<u>\$ 18,355.52</u>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 16,269.90	\$ 10,225.57	\$ 6,044.33	\$ 108,940.94	\$ 81,804.64	\$ 27,136.30
Utilities (From Pg 2)	18,922.31	8,736.82	10,185.49	73,115.26	69,894.64	3,220.62
Administrative (From Pg 2)	12,693.15	8,437.25	4,255.90	68,560.30	67,498.00	1,062.30
Taxes & Insurance (From Pg 2)	1,814.92	1,891.00	(76.08)	14,519.36	15,128.00	(608.64)
Other Taxes & Insurance (Fr Page	2,132.49	4,107.75	(1,975.26)	17,102.00	32,862.00	(15,760.00)
Other Project Expenses	1,676.66	1,680.59	(3.93)	14,877.74	13,444.68	1,433.06
Total O&M Expenses	<u>\$ 53,509.43</u>	<u>\$ 35,078.98</u>	<u>\$ 18,430.45</u>	<u>\$ 297,115.60</u>	<u>\$ 280,631.96</u>	<u>\$ 16,483.64</u>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 25,956.27	\$ 26,010.84	\$ (54.57)	\$ 207,650.16	\$ 208,086.68	\$ (436.52)
Managing General Partner Fees	\$ 1,047.08	\$ 1,047.08	\$ 0.00	\$ 8,376.64	\$ 8,376.66	\$ (.02)
Transfer - Reserves	2,675.00	2,675.00	0.00	21,400.00	21,400.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 29,678.35</u>	<u>\$ 29,732.92</u>	<u>\$ (54.57)</u>	<u>\$ 237,426.80</u>	<u>\$ 237,863.34</u>	<u>\$ (436.54)</u>
Total Project Expenses	<u>\$ 83,187.78</u>	<u>\$ 64,811.90</u>	<u>\$ 18,375.88</u>	<u>\$ 534,542.40</u>	<u>\$ 518,495.30</u>	<u>\$ 16,047.10</u>
Net Profit (Loss)	<u>\$ (11,236.62)</u>	<u>\$ 879.51</u>	<u>\$ (12,116.13)</u>	<u>\$ 9,344.44</u>	<u>\$ 7,036.02</u>	<u>\$ 2,308.42</u>

Other Cash Flow Items:

## Monthly Property Summary Report

75 Harvest Park Court

August 2019



HARVEST  
P A R K

CHICO, CA.

90 UNITS

TAX CREDIT

**INCOME AND EXPENSE SUMMARY**

Total Operating Income Actual/Month:	\$77,366.44
Total Operating Income Budget/Month:	\$68,960.63
Total Operating Income Actual/YTD:	\$573,768.12
Total Operating Income Budget/YTD:	\$548,752.75
Total Operating Expenses Actual/Month:	\$43,465.23
Total Operating Expenses Budget/Month:	\$37,585.48
Total Operating Expenses Actual/YTD:	\$262,986.54
Total Operating Expenses Budget/YTD:	\$276,910.61
Total Net Operating Income Actual/Month:	\$33,901.21
Total Net Operating Income Budget/Month:	\$31,375.15
Total Net Operating Income Actual/YTD:	\$310,781.58
Total Net Operating Income Budget/YTD:	\$271,842.14

**BUDGET VARIANCE REPORT**

(Line Item Variance Report: Expenses Exceeding 10% of budget or \$500 minimum variance.)

6462-0000 Exterminating Contract - \$1,950 Variance due to two bed bug treatments and invoices from previous period hitting this month.

6521-0000 Ground Supplies - \$745 Variance due to removing some shrubs from fire riser area, installing new tree stakes and irrigation repairs.

6541-0000 Maintenance Supplies - \$717 Variance due to repairs from water damage and general maintenance.

6545-0000 Repairs Contract General - \$1,950 Variance due to bath tub repairs and refinishing plus water mitigation invoice from Serve Pro for unit that had a water leak.

6539-0000 Maintenance Payroll Variance of \$760 for the month due to turning several units and several afterhours calls. YTD for payroll as a whole for the property we are under budget by \$14,572

6360-0000 Telephone– Variance of \$817.00 due to invoices from previous periods hitting this month along with maintenance staff cell reimbursement.

**SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS**

YTD Budgeted Capital Improvements / Cash Flow: \$18,668.51

YTD Actual Capital Improvements / Cash Flow: \$ 39,958.00

YTD Budgeted Capital Improvements / RR: \* See Below

YTD Actual Capital Improvements / RR: \* See Below

NOTE: CAPITAL EXPENSE GL CODE IS BEING CHANGED. 1499.0002 IS NO LONGER BEING USED.

Description of Capital Improvements YTD:

Carpet Replacement: Unit 239, 231, 239, 123,236,136,221

Dryer: 103

Washer replaced in unit 109 and 218

Fridge replaced in unit

Dishwasher Replaced in unit 224,236

Landscape Improvements Trimmed/Removed Trees

**GENERAL PROPERTY ISSUES and HIGHLIGHTS**

We ended the month of August with no vacancies and one notice that is up September 30, things have been moving along well at Harvest Park, Tax Credit rents went up in July and has increased income for the site as you see on the total income line item. As a whole Harvest Park is in a good financial position, we are under YTD expenses and over on the projected income YTD.

Budget Comparison

Period = Aug 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
	INCOME									
	RENTAL INCOME									
5120-0000	Rental Income	54,069.00	70,679.00	-16,610.00	-23.50	438,752.71	565,432.00	-126,679.29	-22.40	848,148.00
5150-0000	Rental Assistance	19,169.00	0.00	19,169.00	N/A	109,211.29	0.00	109,211.29	N/A	0.00
5221-0000	Gain/(Loss) to Lease	3,769.00	0.00	3,769.00	N/A	31,020.00	0.00	31,020.00	N/A	0.00
	TOTAL RENTAL INCOME	77,007.00	70,679.00	6,328.00	8.95	578,984.00	565,432.00	13,552.00	2.40	848,148.00
	MISC. INCOME									
5330-0000	Tenant Services	-75.00	0.00	-75.00	N/A	-25.00	0.00	-25.00	N/A	0.00
5332-0000	Application Fees	0.00	105.00	-105.00	-100.00	140.00	840.00	-700.00	-83.33	1,260.00
5385-0000	Late/Term Fees	300.00	200.00	100.00	50.00	901.00	1,600.00	-699.00	-43.69	2,400.00
5390-0002	Damages	407.39	450.00	-42.61	-9.47	2,839.29	3,600.00	-760.71	-21.13	5,400.00
	Cable Revenue	1,022.05	0.00	1,022.05	N/A	2,453.06	2,017.71	435.35	21.58	2,690.28
	TOTAL MISC. INCOME	1,654.44	755.00	899.44	119.13	6,308.35	8,057.71	-1,749.36	-21.71	11,750.28
	OTHER INCOME									
5493-0000	Int on Replacement Reserve	0.00	2.05	-2.05	-100.00	10.14	16.40	-6.26	-38.17	24.60
	TOTAL OTHER INCOME	0.00	2.05	-2.05	-100.00	10.14	16.40	-6.26	-38.17	24.60
	VACANCY LOSS/RENTAL LOSS/BAD DEBT									
5218-0000	Free Rent-Marketing Concession	-50.00	-50.00	0.00	0.00	-1,100.00	-400.00	-700.00	-175.00	-600.00
5220-0000	Vacancies - Apartment	-89.00	-1,525.42	1,436.42	94.17	-4,304.71	-12,203.36	7,898.65	64.73	-18,305.04
5227-0003	Resident Rent Concession	-249.00	0.00	-249.00	N/A	-270.00	0.00	-270.00	N/A	0.00
6539-0002	Maintenance Staff Rent Free Unit	-907.00	-900.00	-7.00	-0.78	-7,256.00	-7,200.00	-56.00	-0.78	-10,800.00
6370-0000	Bad Debt Expense	0.00	0.00	0.00	N/A	0.00	-2,700.00	2,700.00	100.00	-3,600.00
6370-0004	Bad Debt-Miscellaneous	0.00	0.00	0.00	N/A	0.00	-2,250.00	2,250.00	100.00	-3,000.00
6371-0000	Bad Debt Recovery - Resident Rent	0.00	0.00	0.00	N/A	1,396.34	0.00	1,396.34	N/A	0.00
	TOTAL VACANCY	-1,295.00	-2,475.42	1,180.42	47.69	-11,534.37	-24,753.36	13,218.99	53.40	-36,305.04
	TOTAL INCOME	77,366.44	68,960.63	8,405.81	12.19	573,768.12	548,752.75	25,015.37	4.56	823,617.84
	EXPENSES									
	MANAGEMENT FEES									
6320-0000	Management Fee	3,905.69	3,425.53	-480.16	-14.02	27,930.56	27,156.74	-773.82	-2.85	40,776.36
	TOTAL MANAGEMENT FEES	3,905.69	3,425.53	-480.16	-14.02	27,930.56	27,156.74	-773.82	-2.85	40,776.36
	REAL ESTATE TAXES									
6710-0000	Taxes - Real Estate	13.41	14.00	0.59	4.21	107.26	106.00	-1.26	-1.19	162.00
6712-0000	Taxes - Other	305.80	365.00	59.20	16.22	417.80	365.00	-52.80	-14.47	365.00
	TOTAL REAL ESTATE TAXES	319.21	379.00	59.79	15.78	525.06	471.00	-54.06	-11.48	527.00

Budget Comparison

Period = Aug 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
	INSURANCE									
6720-0000	Insurance - Property	2,122.17	2,770.00	647.83	23.39	18,525.90	21,764.00	3,238.10	14.88	32,844.00
6720-0002	Franchise Tax - Calif Pnps	0.00	0.00	0.00	N/A	800.00	800.00	0.00	0.00	800.00
	TOTAL INSURANCE	2,122.17	2,770.00	647.83	23.39	19,325.90	22,564.00	3,238.10	14.35	33,644.00
	UTILITIES EXPENSE									
6430-0000	Electricity Vacant	31.06	38.00	6.94	18.26	31.06	304.00	272.94	89.78	456.00
6430-0001	Employee Unit Utility	105.24	77.00	-28.24	-36.68	631.44	616.00	-15.44	-2.51	924.00
6440-0000	Gas/Oil Heat Vacant	2.84	10.00	7.16	71.60	2.84	80.00	77.16	96.45	120.00
6450-0000	Electricity	1,349.88	1,550.00	200.12	12.91	10,710.87	11,450.00	739.13	6.46	17,050.00
6451-0000	Water & Sewer	4,346.27	4,500.00	153.73	3.42	31,515.61	33,300.00	1,784.39	5.36	49,400.00
6452-0000	Natural Gas Heat	18.55	20.00	1.45	7.25	1,250.98	770.00	-480.98	-62.46	1,500.00
6454-0000	Utility Processing	42.84	55.00	12.16	22.11	342.72	1,040.00	697.28	67.05	1,260.00
6470-0000	Rubbish Removal	1,053.37	915.00	-138.37	-15.12	7,809.89	7,620.00	-189.89	-2.49	11,430.00
	TOTAL UTILITY EXPENSE	6,950.05	7,165.00	214.95	3.00	52,295.41	55,180.00	2,884.59	5.23	82,140.00
	PAYROLL									
6310-0000	Office Payroll	0.00	0.00	0.00	N/A	1,390.78	0.00	-1,390.78	N/A	0.00
6317-0000	Temporary Services	0.00	0.00	0.00	N/A	196.64	0.00	-196.64	N/A	0.00
6330-0000	Manager's Payroll	4,788.88	6,877.52	2,088.64	30.37	21,406.67	32,604.80	11,198.13	34.34	45,787.36
6539-0000	Maintenance Payroll - General	4,761.02	4,000.54	-760.48	-19.01	25,234.22	23,440.49	-1,793.73	-7.65	34,218.72
6714-0001	Taxes-Payroll Administrative	348.89	526.13	177.24	33.69	2,080.38	3,027.27	946.89	31.28	4,035.73
6714-0002	Taxes-Payroll Maintenance	353.13	306.04	-47.09	-15.39	2,227.21	2,326.18	98.97	4.25	3,150.71
6724-0001	Workers Compensation-Payroll Admin	311.71	424.34	112.63	26.54	2,493.68	2,011.71	-481.97	-23.96	2,825.07
6724-0002	Workers Compensation-Payroll Maintenance	241.95	246.83	4.88	1.98	1,935.60	1,446.27	-489.33	-33.83	2,111.28
6726-0001	Health Ins & Other Benefits-Payroll Admin	996.12	1,130.17	134.05	11.86	3,496.02	8,012.00	4,515.98	56.37	11,885.90
6726-0002	Health Ins & Other Benefits-Payroll Maint.	1,016.22	1,037.24	21.02	2.03	5,534.28	7,698.43	2,164.15	28.11	11,482.46
	TOTAL PAYROLL	12,817.92	14,548.81	1,730.89	11.90	65,995.48	80,567.15	14,571.67	18.09	115,497.23
	OPERATING & MAINTENANCE EXPENSE									
6461-0000	Exterminating Supplies	0.00	0.00	0.00	N/A	160.00	0.00	-160.00	N/A	0.00
6462-0000	Exterminating Contract	2,310.00	360.00	-1,950.00	-541.67	5,670.00	4,380.00	-1,290.00	-29.45	6,320.00
6511-0000	Security Contract & Repairs	393.01	0.00	-393.01	N/A	2,226.25	1,737.00	-489.25	-28.17	4,816.00
6521-0000	Grounds Supplies	820.00	75.00	-745.00	-993.33	3,240.00	5,240.00	2,000.00	38.17	5,890.00
6522-0000	Grounds Contract	3,300.00	1,650.00	-1,650.00	-100.00	13,200.00	13,200.00	0.00	0.00	19,800.00
6541-0000	Maintenance Supplies	1,166.84	450.00	-716.84	-159.30	7,005.19	3,600.00	-3,405.19	-94.59	5,400.00
6545-0000	Repairs - Contract - General	2,450.66	500.00	-1,950.66	-390.13	4,561.88	4,000.00	-561.88	-14.05	6,000.00
6546-0000	Repairs - Contract - Electric	274.23	0.00	-274.23	N/A	1,981.14	750.00	-1,231.14	-164.15	1,000.00
6547-0000	Repairs - Contract - HVAC	445.00	500.00	55.00	11.00	2,505.00	2,000.00	-505.00	-25.25	2,000.00

Budget Comparison

Period = Aug 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6548-0000	Repairs - Contract - Plumbing	894.36	241.67	-652.69	-270.07	6,436.31	2,213.36	-4,222.95	-190.79	3,180.04
6552-0000	Uniforms	0.00	67.00	67.00	100.00	0.00	536.00	536.00	100.00	804.00
6563-0000	Carpet/Flooring Expense	0.00	0.00	0.00	N/A	369.50	0.00	-369.50	N/A	0.00
6571-0000	Appliance Replacement	0.00	0.00	0.00	N/A	721.15	0.00	-721.15	N/A	0.00
6580-0000	Maintenance Equipment Expense	0.00	0.00	0.00	N/A	1,158.99	600.00	-558.99	-93.16	600.00
6581-0000	Appliance Repair	257.32	333.33	76.01	22.80	1,792.28	2,666.64	874.36	32.79	3,999.96
6582-0000	Lock & Key Expense	0.00	0.00	0.00	N/A	0.00	150.00	150.00	100.00	300.00
6586-0000	Fire & Safety Systems	0.00	0.00	0.00	N/A	579.00	0.00	-579.00	N/A	0.00
6590-0000	Miscellaneous Maintenance	635.94	0.00	-635.94	N/A	635.94	750.00	114.06	15.21	1,000.00
6991-0000	Pool Supplies	0.00	155.00	155.00	100.00	177.06	880.00	702.94	79.88	1,140.00
6992-0000	Pool Contract	401.15	236.25	-164.90	-69.80	2,177.22	1,890.00	-287.22	-15.20	2,835.00
	TOTAL OPERATING & MAINT. EXPS.	13,348.51	4,568.25	-8,780.26	-192.20	54,596.91	44,593.00	-10,003.91	-22.43	65,085.00
	TURNOVER COSTS									
6531-0000	Cleaning Supplies	0.00	0.00	0.00	N/A	0.00	300.00	300.00	100.00	400.00
6532-0000	Cleaning Contract	0.00	0.00	0.00	N/A	1,652.81	2,250.00	597.19	26.54	3,000.00
6532-0001	Carpet Cleaning	0.00	0.00	0.00	N/A	360.00	0.00	-360.00	N/A	0.00
6544-0000	Turnover- Maintenance/Repairs	0.00	0.00	0.00	N/A	151.76	0.00	-151.76	N/A	0.00
6561-0000	Decorator Supplies	75.62	0.00	-75.62	N/A	103.24	750.00	646.76	86.23	1,000.00
6562-0000	Decorator Contract Services	0.00	0.00	0.00	N/A	0.00	300.00	300.00	100.00	600.00
	TOTAL TURNOVER COSTS	75.62	0.00	-75.62	N/A	2,267.81	3,600.00	1,332.19	37.01	5,000.00
	MARKETING									
6210-0000	Rental Advertising	0.00	0.00	0.00	N/A	400.00	400.00	0.00	0.00	400.00
6212-0000	Collateral Materials/Brand Identity	111.65	103.00	-8.65	-8.40	2,006.26	2,156.00	149.74	6.95	2,768.00
6216-0000	Promotions & Promotional Items	0.00	0.00	0.00	N/A	0.00	312.00	312.00	100.00	312.00
6290-0000	Miscellaneous Renting Expense	81.00	116.00	35.00	30.17	463.75	1,033.00	569.25	55.11	1,532.00
6981-0000	Resident Supplies	0.00	100.00	100.00	100.00	0.00	1,025.00	1,025.00	100.00	1,408.00
	TOTAL MARKETING	192.65	319.00	126.35	39.61	2,870.01	4,926.00	2,055.99	41.74	6,420.00
	ADMINISTRATIVE EXPENSES									
6280-0000	Credit Reports & Fees	0.00	10.60	10.60	100.00	0.00	84.80	84.80	100.00	127.20
6311-0000	Office Expenses	862.33	2,817.00	1,954.67	69.39	7,767.91	7,645.00	-122.91	-1.61	9,002.10
6312-0000	Copy Machine	178.19	131.50	-46.69	-35.51	1,369.86	1,052.00	-317.86	-30.21	1,578.00
6313-0000	Postage	66.30	33.33	-32.97	-98.92	175.51	266.64	91.13	34.18	399.96
6316-0000	Travel/Mileage	49.75	25.00	-24.75	-99.00	978.84	625.00	-353.84	-56.61	975.00
6316-0003	Training	34.36	238.90	204.54	85.62	1,790.08	2,152.80	362.72	16.85	2,468.80
6316-0004	Training - New Employee Orientation	0.00	0.00	0.00	N/A	242.47	0.00	-242.47	N/A	0.00
6340-0000	Legal Expense	0.00	0.00	0.00	N/A	227.50	1,800.00	1,572.50	87.36	1,800.00
6350-0000	Auditing	0.00	0.00	0.00	N/A	11,750.00	11,750.00	0.00	0.00	11,750.00



Budget Comparison

Period = Aug 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6355-0001	Administrative Fees	0.00	0.00	0.00	N/A	0.00	2,250.00	2,250.00	100.00	2,250.00
6360-0000	Telephone	1,927.51	1,110.00	-817.51	-73.65	11,436.18	8,880.00	-2,556.18	-28.79	13,320.00
6385-0000	Dues and Memberships	327.95	0.00	-327.95	N/A	507.95	180.00	-327.95	-182.19	450.00
6390-0000	Miscellaneous	0.00	0.00	0.00	N/A	28.02	540.00	511.98	94.81	740.00
6391-0000	Licenses	0.00	0.00	0.00	N/A	0.00	278.00	278.00	100.00	278.00
6392-0000	Bank Charges	287.02	43.56	-243.46	-558.91	905.08	348.48	-556.60	-159.72	522.72
	TOTAL ADMINISTRATIVE EXPENSES	3,733.41	4,409.89	676.48	15.34	37,179.40	37,852.72	673.32	1.78	45,661.78
	TOTAL EXPENSES	43,465.23	37,585.48	-5,879.75	-15.64	262,986.54	276,910.61	13,924.07	5.03	394,751.37
	NET OPERATING INCOME	33,901.21	31,375.15	2,526.06	8.05	310,781.58	271,842.14	38,939.44	14.32	428,866.47
	REPLACEMENT RESERVE/OTHER ESCROWS									
1316-0000	Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	18,660.00	18,664.00	4.00	0.02	27,996.00
	TOTAL REPLACEMENT RESERVE/OTHER ESCROWS	2,332.50	2,333.00	0.50	0.02	18,660.00	18,664.00	4.00	0.02	27,996.00
	DEBT SERVICE									
2320-0000	Mortgage Payable -1st Mortgage	5,000.00	5,000.00	0.00	0.00	40,000.00	40,000.00	0.00	0.00	60,000.00
6820-0000	Interest on Mortgage	11,085.63	11,085.62	-0.01	0.00	89,160.01	89,160.00	-0.01	0.00	133,502.48
6824-0000	Interest on Mortgage - 4th	1,297.17	1,357.80	60.63	4.47	10,377.36	10,598.19	220.83	2.08	15,941.79
6828-0000	Service Fee	6,142.58	6,168.33	25.75	0.42	49,410.33	49,346.64	-63.69	-0.13	74,019.96
	TOTAL DEBT SERVICE	23,525.38	23,611.75	86.37	0.37	188,947.70	189,104.83	157.13	0.08	283,464.23
	MISCELLANEOUS									
6890-0000	Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	3,333.36	3,333.36	0.00	0.00	5,000.04
6892-0000	Trustee Fees	283.33	325.00	41.67	12.82	2,266.64	2,600.00	333.36	12.82	3,900.00
	TOTAL MISCELLANEOUS	700.00	741.67	41.67	5.62	5,600.00	5,933.36	333.36	5.62	8,900.04
	CAPITAL EXPENDITURES									
1415-0002	Landscape & Land Improvements	0.00	7,340.00	7,340.00	100.00	5,400.00	12,140.00	6,740.00	55.52	12,140.00
1440-0002	Carpet/Flooring	6,250.06	1,800.00	-4,450.06	-247.23	8,672.68	18,768.00	10,095.32	53.79	24,168.00
1486-0000	Appliances	1,077.58	1,100.00	22.42	2.04	4,595.83	5,050.00	454.17	8.99	5,900.00
	TOTAL CAPITAL EXPENDITURES	7,327.64	10,240.00	2,912.36	28.44	18,668.51	35,958.00	17,289.49	48.08	42,208.00
	MORTGAGOR EXPENSES									
7115-0000	Non Profit Fee	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	20,000.00
7135-0000	Asset Management Fee Paid from Surplus	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	11,255.00
7153-0000	Administration Fee Expense	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	8,955.00
	TOTAL MORTGAGOR EXPENSES	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	40,210.00

Budget Comparison

Period = Aug 2019

Book = Accrual ; Tree = is ahdc

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
PROFIT / LOSS	15.69	-5,551.27	5,566.96	100.28	78,905.37	22,181.95	56,723.42	255.72	26,088.20
ADDITIONAL ADJUSTMENTS TO CASH FLOW									
Cash - Other	-553.66	0.00	-553.66	N/A	-5,372.65	0.00	-5,372.65	N/A	0.00
Accounts Payable	-352.03	0.00	-352.03	N/A	-7,713.80	0.00	-7,713.80	N/A	0.00
Net A/R	-672.83	0.00	-672.83	N/A	-5,671.21	0.00	-5,671.21	N/A	0.00
Net Prepays	-1,930.06	0.00	-1,930.06	N/A	-542.53	0.00	-542.53	N/A	0.00
Net Accruals	1,850.83	-1,357.80	3,208.63	236.31	4,551.67	-10,598.19	15,149.86	142.95	-15,941.79
Net Real Estate Tax	-1,006.88	-14.00	-992.88	-7,092.00	-8,901.69	-106.00	-8,795.69	-8,297.82	-162.00
Net Insurance	-780.02	-2,770.00	1,989.98	71.84	-5,967.88	-21,764.00	15,796.12	72.58	-32,844.00
Loan/Note Payable	0.00	0.00	0.00	N/A	-331.34	0.00	-331.34	N/A	0.00
Capital/Partners Equity	0.00	0.00	0.00	N/A	-78,454.00	0.00	-78,454.00	N/A	0.00
Escrows - Other	0.00	-2.05	2.05	100.00	-10.14	-16.40	6.26	38.17	-24.60
TOTAL CASH FLOW ADJUSTMENTS	-3,444.65	-4,143.85	699.20	16.87	-108,413.57	-32,484.59	-75,928.98	-233.74	-48,972.39
NET ADJUSTED CASH FLOW	-3,428.96	-9,695.12	6,266.16	64.63	-29,508.20	-10,302.64	-19,205.56	-186.41	-22,884.19
Net Change in Cash from TB	-3,428.96	0.00	3,428.96	N/A	-29,508.20	0.00	29,508.20	N/A	0.00



## GRIDLEY SPRINGS

September 2019

### Property Status:

1. All continues to go well at Gridley Springs. GSI Currently has 1 vacant unit unit (#12) and GSII is 100% occupied with no notices to vacate.
2. GSII had 100% of the hot water heater units double strapped per CTCAC extended use inspection report; all follow up reports have been submitted as well, so we are just waiting on the final close out report.
3. Landscaping issues are all resolved.
4. GSI and GSII just had gutters cleaned and buildings power-washed.
5. GSI continues to have people cutting holes in the metal fence to create a shortcut from the empty fields behind the property. I have given permission to buy a heavier gauge metal fencing to hopefully prevent this from happening again.

Thank you!  
Mac Upshaw



**DHI GRIDLEY SPRINGS I**  
**As of**  
**August 31, 2019**

<b>CASH SUMMARY - Operating Account</b>	<b>AUGUST</b>		<b>8 months YTD</b>	
	<b>2019</b>	<b>%%</b>	<b>2019</b>	<b>%%</b>
Total Rent Revenue	21,880.00	100.00%	169,066.75	100.00%
Vacancies	(215.00)	-0.98%	(1,845.00)	-1.09%
Net Rental Revenue	21,665.00	99.02%	167,221.75	98.91%
Other Income	232.59	1.06%	1,987.33	1.18%
<b>Total Revenue</b>	<b>21,897.59</b>	<b>100.08%</b>	<b>169,209.08</b>	<b>100.08%</b>
<b>Expenses:</b>				
Administrative Expenses	4,985.60	22.79%	55,612.33	32.89%
Utilities	3,614.51	16.52%	22,704.69	13.43%
Operating & Maintenance	6,326.04	28.91%	36,233.78	21.43%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	655.80	3.00%	13,183.81	7.80%
<b>Total Expenses</b>	<b>15,581.95</b>	<b>68.22%</b>	<b>127,734.61</b>	<b>32.25%</b>
<b>Net Operating Income</b>	<b>6,315.64</b>	<b>45.43%</b>	<b>41,474.47</b>	<b>34.86%</b>
Interest and Finance Expense	1,319.12	6.03%	13,845.39	8.19%
Replacement Costs	3,074.39	14.05%	7,647.04	4.52%
<b>Net Cash Flow from Operations</b>	<b>1,922.13</b>		<b>19,982.04</b>	
<b>Plus (Minus)</b>				
Interest Income	(2.44)		(131.72)	
Unpaid Rent Collected (Owed)	735.00		951.00	
Unpaid Subsidy Rent Collected (Owed)	(9,089.02)		11,945.58	
Impound/Escrow Funds	(2,426.57)		(10,022.34)	
Prepaid Rent Received (Absorbed)	429.00		(2,398.10)	
Security Deposits Received (Refunded)	(92.00)		1,208.22	
Mortgage Principle payment	(2,659.05)		(48,532.49)	
<b>Net Cash Increase (Decrease)</b>	<b>(11,182.95)</b>		<b>(26,997.81)</b>	
<b>Beginning of Period Cash Balance</b>	<b>55,808.56</b>		<b>85,347.56</b>	
Transfer from (to) Savings	(1,664.80)		(13,551.99)	
Transfer From (To) Impound Account	0.00		0.00	
Transfer from (to) Security account	0.00		(1,836.95)	
<b>Ending Cash Balance - Operating Account</b>	<b>\$42,960.81</b>		<b>\$42,960.81</b>	
<b>- Money Market Savings</b>			<b>\$14,906.07</b>	
<b>- Tax and Insurance Impounds</b>			<b>\$85,000.00</b>	
<b>- Security Deposit Accounts</b>			<b>\$13,325.00</b>	

	<b>Current Month</b>	<b>UNIT STATUS</b>	<b>Current Month</b>
<b>TENANT RECEIVABLES</b>			
<b>Rent and Rent Related Receivables</b>		Total Units	32
Balance at Beginning of Month	775.00	Vacant units at beginning of month	1
Uncollected (Collected) During Month	(735.00)	Plus Units vacated during month	1
Written off to Bad Debts	0.00	Less move ins and deposits to hold	1
Balance at End of Month	<u>\$40.00</u>	Vacant units at end of month	<u>1</u>
<b>Move out Repairs, Cleaning &amp; Legal Fees, etc.</b>			
Balance at Beginning of Month	0.00		
Uncollected (Collected) During Month	0.00		
Written off to Bad Debts	0.00		
<b>Balance at End of Month</b>	<u>\$0.00</u>		

**Income Statement**  
**DHI GRIDLEY SPRINGS I**  
**As of**  
**August 31, 2019**

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>*** REVENUES ***</b>						
Rent Revenue - Gross Potential						
Apartment Rents	9,695.00	24,214.00	(14,519.00)	81,797.75	193,712.00	(111,914.25)
Tenant Assistance Payments	12,185.00	0.00	12,185.00	87,269.00	0.00	87,269.00
<b>Total Revenue</b>	<b>21,880.00</b>	<b>24,214.00</b>	<b>(2,334.00)</b>	<b>169,066.75</b>	<b>193,712.00</b>	<b>(24,645.25)</b>
Apartment Vacancies	(215.00)	(484.00)	269.00	(1,845.00)	(3,874.00)	2,029.00
<b>Total Vacancies</b>	<b>(215.00)</b>	<b>(484.00)</b>	<b>269.00</b>	<b>(1,845.00)</b>	<b>(3,874.00)</b>	<b>2,029.00</b>
<b>NET RENTAL REVENUE</b>	<b>21,665.00</b>	<b>23,730.00</b>	<b>(2,065.00)</b>	<b>167,221.75</b>	<b>189,838.00</b>	<b>(22,616.25)</b>
Interest Income-Other Cash	2.19	8.00	(5.81)	129.92	64.00	65.92
Interest Income-Sec Deposits	0.25	4.00	(3.75)	1.80	33.00	(31.20)
<b>Total Financial Revenue</b>	<b>2.44</b>	<b>12.00</b>	<b>(9.56)</b>	<b>131.72</b>	<b>97.00</b>	<b>34.72</b>
NSF and Late Fee Income	0.00	5.00	(5.00)	0.00	37.00	(37.00)
Legal Collections	0.00	0.00	0.00	32.50	0.00	32.50
Laundry Revenue	230.15	161.00	69.15	1,823.11	1,285.00	538.11
<b>Total Other Revenue</b>	<b>230.15</b>	<b>166.00</b>	<b>64.15</b>	<b>1,855.61</b>	<b>1,322.00</b>	<b>533.61</b>
<b>TOTAL REVENUE</b>	<b>21,897.59</b>	<b>23,908.00</b>	<b>(2,010.41)</b>	<b>169,209.08</b>	<b>191,257.00</b>	<b>(22,047.92)</b>
<b>*** EXPENSES ***</b>						
<b>Administrative Expenses</b>						
Advertising and Promotions	0.00	25.00	(25.00)	0.00	200.00	(200.00)
Credit Reports	54.47	0.00	54.47	380.06	0.00	380.06
Rent Concessions	0.00	0.00	0.00	264.00	0.00	264.00
IT Support Services	171.00	0.00	171.00	3,568.00	0.00	3,568.00
Telephone & Answering Service	50.35	108.00	(57.65)	493.65	867.00	(373.35)
USDA 538 Boneville Fee/Surcharges	0.00	0.00	0.00	1,688.00	0.00	1,688.00
USDA 515 MINC Fee/Surcharges	273.00	0.00	273.00	8,444.25	0.00	8,444.25
Postage and Mailing	0.00	0.00	0.00	43.65	0.00	43.65
Taxes and Licenses	0.00	0.00	0.00	800.00	0.00	800.00
Administrative Expenses	320.00	0.00	320.00	320.00	0.00	320.00
Office Supplies/Expenses	260.30	150.00	110.30	777.21	1,200.00	(422.79)
Dues and Subscriptions	0.00	0.00	0.00	85.71	0.00	85.71
Management Fee	2,080.00	2,015.00	65.00	16,510.00	16,120.00	390.00
Manager Salaries	1,776.48	1,775.00	1.48	12,601.06	14,200.00	(1,598.94)
Education/Registration Fees	0.00	83.00	(83.00)	1,427.10	533.00	894.10
Legal Expense	0.00	67.00	(67.00)	1,049.64	667.00	382.64
Auditing Fees	0.00	0.00	0.00	7,160.00	7,400.00	(240.00)
Other Administrative Costs	0.00	250.00	(250.00)	0.00	2,000.00	(2,000.00)
<b>Total Administrative Expenses</b>	<b>4,985.60</b>	<b>4,473.00</b>	<b>512.60</b>	<b>55,612.33</b>	<b>43,187.00</b>	<b>12,425.33</b>
<b>Utility Expenses</b>						
Electricity	964.94	586.00	378.94	1,753.62	4,685.00	(2,931.38)
Water	625.71	525.00	100.71	8,305.25	4,200.00	4,105.25
Gas	57.78	63.00	(5.22)	1,086.47	500.00	586.47
Sewer	1,238.53	496.00	742.53	6,776.24	3,965.00	2,811.24
Garbage and Trash Removal	727.55	533.00	194.55	4,783.11	4,267.00	516.11
<b>Total Utility Expenses</b>	<b>3,614.51</b>	<b>2,203.00</b>	<b>1,411.51</b>	<b>22,704.69</b>	<b>17,617.00</b>	<b>5,087.69</b>
<b>Operating &amp; Maintenance Expense</b>						
Rec Room Cleaning & Supplies	0.00	233.00	(233.00)	0.00	1,867.00	(1,867.00)
Clean and Repair Apartment	0.00	0.00	0.00	575.00	0.00	575.00
Exterminating Contract	0.00	0.00	0.00	1,100.00	0.00	1,100.00
Tree Service	0.00	0.00	0.00	800.00	0.00	800.00
Grounds Contract	1,000.00	1,167.00	(167.00)	7,000.00	9,333.00	(2,333.00)
Grounds Maintenance and Supplies	0.00	208.00	(208.00)	5,944.71	1,667.00	4,277.71
Maintenance Personnel	1,264.23	1,775.00	(510.77)	9,111.00	14,200.00	(5,089.00)
Repair Materials	2,082.41	225.00	1,857.41	5,648.80	1,800.00	3,848.80
Repair Contract/Vendor Labor	1,600.00	150.00	1,450.00	1,600.00	1,200.00	400.00
Electrical Repair/Supplies	0.00	0.00	0.00	75.00	0.00	75.00
HVAC Repair and Maintenance	310.00	0.00	310.00	1,183.71	0.00	1,183.71
Appliance Repair and Maintenance	58.61	0.00	58.61	122.64	0.00	122.64
Plumbing Repair and Supplies	0.00	0.00	0.00	1,329.78	0.00	1,329.78
Interior Painting and Supplies	0.00	83.00	(83.00)	926.45	667.00	259.45
Gas, Oil and Mileage	10.79	0.00	10.79	471.51	0.00	471.51
Fire Protection Equipment	0.00	0.00	0.00	345.18	0.00	345.18
<b>Total Operating &amp; Maint Expenses</b>	<b>6,326.04</b>	<b>3,841.00</b>	<b>2,485.04</b>	<b>36,233.78</b>	<b>30,734.00</b>	<b>5,499.78</b>

**Income Statement**  
**DHI GRIDLEY SPRINGS I**  
**As of**  
**August 31, 2019**

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Taxes &amp; Insurance Expenses</b>						
Property Taxes	0.00	0.00	0.00	721.28	2,153.00	(1,431.72)
Payroll Taxes	271.37	292.00	(20.63)	2,615.55	2,333.00	282.55
Misc Taxes & Licenses	0.00	761.00	(761.00)	0.00	6,087.00	(6,087.00)
Property & Liability Insurance	0.00	0.00	0.00	7,154.00	0.00	7,154.00
Worker's Compensation	205.80	258.00	(52.20)	1,481.70	2,067.00	(585.30)
Health/Dental Insurance	178.63	467.00	(288.37)	1,211.28	3,733.00	(2,521.72)
Other Insurance	0.00	149.00	(149.00)	0.00	1,189.00	(1,189.00)
<b>Total Taxes &amp; Insurance Expenses</b>	<b>655.80</b>	<b>1,927.00</b>	<b>(1,271.20)</b>	<b>13,183.81</b>	<b>17,562.00</b>	<b>(4,378.19)</b>
<b>TOTAL EXPENSES</b>	<b>15,581.95</b>	<b>12,444.00</b>	<b>3,137.95</b>	<b>127,734.61</b>	<b>109,100.00</b>	<b>18,634.61</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>6,315.64</b>	<b>11,464.00</b>	<b>(5,148.36)</b>	<b>41,474.47</b>	<b>82,157.00</b>	<b>(40,682.53)</b>
<b>Interest &amp; Finance Expense</b>						
Mortgage Interest	1,299.12	0.00	1,299.12	10,435.39	0.00	10,435.39
General Partner Fee	0.00	0.00	0.00	3,200.00	0.00	3,200.00
Bank Fees	20.00	0.00	20.00	210.00	0.00	210.00
<b>Total Interest &amp; Finance Expense</b>	<b>1,319.12</b>	<b>0.00</b>	<b>1,319.12</b>	<b>13,845.39</b>	<b>0.00</b>	<b>13,845.39</b>
<b>OPERATING PROFIT (LOSS)</b>	<b>4,996.52</b>	<b>11,464.00</b>	<b>(6,467.48)</b>	<b>27,629.08</b>	<b>82,157.00</b>	<b>(54,527.92)</b>
<b>Replacements</b>						
Roofing/Paving/Exterior	0.00	643.00	(643.00)	0.00	5,143.00	(5,143.00)
Appliance Replacement	479.39	199.00	280.39	1,546.07	1,593.00	(46.93)
Drapery and Blind Replacement	0.00	52.00	(52.00)	0.00	417.00	(417.00)
Carpet/ Flooring Replacement	2,595.00	668.00	1,927.00	5,354.00	5,341.00	13.00
HVAC Replacement	0.00	458.00	(458.00)	0.00	3,667.00	(3,667.00)
Plumbing Replacement	0.00	167.00	(167.00)	509.00	1,333.00	(824.00)
Glass Replacement	0.00	375.00	(375.00)	0.00	3,000.00	(3,000.00)
Furniture and Equipment Replacement	0.00	50.00	(50.00)	237.97	400.00	(162.03)
Door & Screen Repair/ Replacement	0.00	8.00	(8.00)	0.00	60.00	(60.00)
<b>Total Cost of Replacements</b>	<b>3,074.39</b>	<b>2,620.00</b>	<b>454.39</b>	<b>7,647.04</b>	<b>20,954.00</b>	<b>(13,306.96)</b>
<b>NET CASH FLOW FROM OPERATIONS</b>	<b>1,922.13</b>	<b>8,844.00</b>	<b>(6,921.87)</b>	<b>19,982.04</b>	<b>61,203.00</b>	<b>(41,220.96)</b>

12 Month Spreadsheet  
DHI Gridley Springs I  
As of  
August 31, 2019

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>REVENUE</b>													
4010 Apartment Rents	10,750.38	10,800.00	10,672.00	10,196.00	11,373.00	7,998.10	10,313.27	9,695.00	0.00	0.00	0.00	0.00	81,797.75
4015 Tenant Assistance Payments	0.00	25,112.00	9,020.00	12,439.00	12,370.00	11,934.00	4,209.00	12,185.00	0.00	0.00	0.00	0.00	87,269.00
<b>TOTAL RENT POTENTIAL</b>	<b>10,750.38</b>	<b>35,912.00</b>	<b>19,692.00</b>	<b>22,635.00</b>	<b>23,743.00</b>	<b>19,932.10</b>	<b>14,522.27</b>	<b>21,880.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>169,066.75</b>
<b>VACANCIES</b>													
4210 Apartment Vacancies	0.00	(54.00)	(684.00)	0.00	0.00	(134.00)	(758.00)	(215.00)	0.00	0.00	0.00	0.00	(1,845.00)
	0.00	(54.00)	(684.00)	0.00	0.00	(134.00)	(758.00)	(215.00)	0.00	0.00	0.00	0.00	(1,845.00)
<b>NET RENTAL REVENUE</b>	<b>10,750.38</b>	<b>35,858.00</b>	<b>19,008.00</b>	<b>22,635.00</b>	<b>23,743.00</b>	<b>19,798.10</b>	<b>13,764.27</b>	<b>21,665.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>167,221.75</b>
4320 Interest Income - Other Cash	6.13	5.41	6.03	12.22	3.30	1.97	92.67	2.19	0.00	0.00	0.00	0.00	129.92
4340 Interest Income - Sec Deposits	0.22	0.20	0.19	0.22	0.23	0.24	0.25	0.25	0.00	0.00	0.00	0.00	1.80
<b>TOTAL FINANCIAL REVENUE</b>	<b>6.35</b>	<b>5.61</b>	<b>6.22</b>	<b>12.44</b>	<b>3.53</b>	<b>2.21</b>	<b>92.92</b>	<b>2.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>131.72</b>
<b>OTHER INCOME</b>													
4045 Damages and Cleaning Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4055 NSF & Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4065 Legal Collections	0.00	0.00	32.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.50
4410 Laundry Revenue	0.00	231.81	280.93	239.43	250.79	0.00	590.00	230.15	0.00	0.00	0.00	0.00	1,823.11
<b>TOTAL OTHER INCOME</b>	<b>0.00</b>	<b>231.81</b>	<b>313.43</b>	<b>239.43</b>	<b>250.79</b>	<b>0.00</b>	<b>590.00</b>	<b>230.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,855.61</b>
<b>TOTAL REVENUE</b>	<b>10,756.73</b>	<b>36,095.42</b>	<b>19,327.65</b>	<b>22,886.87</b>	<b>23,997.32</b>	<b>19,800.31</b>	<b>14,447.19</b>	<b>21,897.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>169,209.08</b>
<b>ADMINISTRATIVE EXPENSES</b>													
6205 Advertising and Promotions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6215 Rent Concessions	88.00	88.00	88.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.00
6220 Credit Reports	0.00	0.00	0.00	299.59	0.00	0.00	26.00	54.47	0.00	0.00	0.00	0.00	380.06
6235 IT Support Services	0.00	2,542.00	171.00	171.00	171.00	171.00	171.00	171.00	0.00	0.00	0.00	0.00	3,568.00
6240 Telephone and Answering Service	97.69	50.36	0.00	106.42	50.35	0.00	138.48	50.35	0.00	0.00	0.00	0.00	493.65
6225 USDA 538 Boneville Fee/Surcharges	0.00	0.00	0.00	0.00	0.00	0.00	1,688.00	0.00	0.00	0.00	0.00	0.00	1,688.00
6250 USDA 515 MINC Fee/Surcharges	0.00	5,113.96	7,686.85	13,769.36	2,351.98	3,734.98	(24,485.88)	273.00	0.00	0.00	0.00	0.00	8,444.25
6255 Postage and Mailing	(29.71)	0.00	0.00	0.00	73.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.65
6280 Taxes and Licenses	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6310 Administrative Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00	0.00	0.00	0.00	0.00	320.00
6311 Office Supplies	(41.97)	182.07	111.83	8.79	53.80	193.82	8.57	260.30	0.00	0.00	0.00	0.00	777.21
6315 Dues and Subscriptions	0.00	0.00	85.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.71
6320 Management Fee	2,080.00	2,080.00	2,015.00	2,080.00	2,080.00	2,080.00	2,015.00	2,080.00	0.00	0.00	0.00	0.00	16,510.00
6330 Manager Salaries	1,389.64	1,682.20	1,462.78	1,535.92	1,609.06	1,609.06	1,535.92	1,776.48	0.00	0.00	0.00	0.00	12,601.06
6331 Manager's Unit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6335 Education/Registration Fees	371.41	54.28	351.41	650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,427.10
6340 Legal Expense	0.00	0.00	0.00	0.00	0.00	1,049.64	0.00	0.00	0.00	0.00	0.00	0.00	1,049.64
6350 Auditing Fees	0.00	7,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,160.00
6395 Television/Cable Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATIVE EXP</b>	<b>3,955.06</b>	<b>18,952.87</b>	<b>12,772.58</b>	<b>18,621.08</b>	<b>6,389.55</b>	<b>8,838.50</b>	<b>(18,902.91)</b>	<b>4,985.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,612.33</b>
<b>UTILITIES EXPENSE</b>													
6450 Electricity	152.32	0.00	0.00	121.91	218.94	218.94	76.57	964.94	0.00	0.00	0.00	0.00	1,753.62
6451 Water	1,818.82	627.98	2,847.75	766.60	429.26	429.26	759.87	625.71	0.00	0.00	0.00	0.00	8,305.25
6452 Gas	0.00	437.93	269.04	0.00	146.50	0.00	175.22	57.78	0.00	0.00	0.00	0.00	1,086.47
6453 Sewer	0.00	0.00	0.00	1,285.95	2,118.38	2,133.38	0.00	1,238.53	0.00	0.00	0.00	0.00	6,776.24
6465 Garbage and Trash Removal	490.18	508.74	508.74	1,030.20	521.46	0.00	996.24	727.55	0.00	0.00	0.00	0.00	4,783.11
<b>TOTAL UTILITIES EXPENSE</b>	<b>2,461.32</b>	<b>1,574.65</b>	<b>3,625.53</b>	<b>3,204.66</b>	<b>3,434.54</b>	<b>2,781.58</b>	<b>2,007.90</b>	<b>3,614.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,704.69</b>

12 Month Spreadsheet  
DHI Gridley Springs I  
As of  
August 31, 2019

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>OPERATING and MAINT EXPENSES</b>													
6515 Clean and Repair Apartment	0.00	0.00	200.00	0.00	0.00	0.00	375.00	0.00	0.00	0.00	0.00	0.00	575.00
6530 Exterminating Contract	100.00	100.00	100.00	300.00	200.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	1,100.00
6549 Tree Service	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6550 Grounds Maintenance and Supplies	0.00	1,000.00	243.00	35.00	675.00	34.88	3,956.83	0.00	0.00	0.00	0.00	0.00	5,944.71
6555 Grounds Contract	0.00	0.00	2,000.00	1,000.00	1,000.00	0.00	2,000.00	1,000.00	0.00	0.00	0.00	0.00	7,000.00
6560 Maintenance Personnel	1,122.81	1,165.66	1,011.38	1,045.66	1,195.66	1,225.65	1,079.95	1,264.23	0.00	0.00	0.00	0.00	9,111.00
6565 Repair Materials	1,046.42	962.38	300.70	225.77	712.80	0.00	318.32	2,082.41	0.00	0.00	0.00	0.00	5,648.80
6570 Repair Contact & Vendor Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	0.00	0.00	0.00	0.00	1,600.00
6580 Electrical Repair & Supplies	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6590 HVAC Repair and Maintenance	0.00	0.00	0.00	596.71	0.00	0.00	277.00	310.00	0.00	0.00	0.00	0.00	1,183.71
6600 Appliance Repair and Maintenance	64.03	0.00	0.00	0.00	0.00	0.00	0.00	58.61	0.00	0.00	0.00	0.00	122.64
6605 Plumbing Repair and Supplies	0.00	357.78	554.00	143.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00	1,329.78
6610 Exterior Painting and Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6615 Interior Painting and Supplies	158.99	0.00	767.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	926.45
6620 Gas, Oil & Mileage	49.04	23.06	113.61	10.86	69.60	172.82	21.73	10.79	0.00	0.00	0.00	0.00	471.51
6630 Fire Protection Maintenance	0.00	0.00	0.00	0.00	345.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.18
<b>TOTAL OPERATING and MAINT EXP</b>	<b>2,541.29</b>	<b>4,408.88</b>	<b>5,290.15</b>	<b>3,357.00</b>	<b>4,273.24</b>	<b>1,708.35</b>	<b>8,328.83</b>	<b>6,326.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,233.78</b>
<b>TAXES AND INSURANCE</b>													
6710 Property Taxes	0.00	0.00	0.00	721.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	721.28
6711 Payroll Taxes	456.94	505.81	306.58	303.11	280.61	255.60	235.53	271.37	0.00	0.00	0.00	0.00	2,615.55
6790 Mics Taxes & Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6720 Property and Liability Insurance	0.00	0.00	0.00	0.00	0.00	7,154.00	0.00	0.00	0.00	0.00	0.00	0.00	7,154.00
6722 Workers Compensation	172.50	193.65	170.10	176.87	190.93	192.82	179.03	205.80	0.00	0.00	0.00	0.00	1,481.70
6730 Health/ Dental Insurance	0.00	(27.79)	344.86	179.68	178.63	178.64	178.63	178.63	0.00	0.00	0.00	0.00	1,211.28
6735 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL TAXES AND INSURANCE</b>	<b>629.44</b>	<b>671.67</b>	<b>821.54</b>	<b>1,380.94</b>	<b>650.17</b>	<b>7,781.06</b>	<b>593.19</b>	<b>655.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,183.81</b>
<b>TOTAL EXPENSES</b>	<b>9,587.11</b>	<b>25,608.07</b>	<b>22,509.80</b>	<b>26,563.68</b>	<b>14,747.50</b>	<b>21,109.49</b>	<b>(7,972.99)</b>	<b>15,581.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>127,734.61</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>1,169.62</b>	<b>10,487.35</b>	<b>(3,182.15)</b>	<b>(3,676.81)</b>	<b>9,249.82</b>	<b>(1,309.18)</b>	<b>22,420.18</b>	<b>6,315.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41,474.47</b>
<b>INTEREST and FINANCE EXPENSE</b>													
6820 Mortgage Interest	1,308.51	1,307.36	1,306.19	1,305.02	1,303.85	1,302.67	1,302.67	1,299.12	0.00	0.00	0.00	0.00	10,435.39
6859 General Partner Fee	0.00	0.00	0.00	0.00	3,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00
6855 Bank Fees	20.00	20.00	20.00	20.00	70.00	20.00	20.00	20.00	0.00	0.00	0.00	0.00	210.00
<b>TOTAL INTEREST and FINANCE EXP</b>	<b>1,328.51</b>	<b>1,327.36</b>	<b>1,326.19</b>	<b>1,325.02</b>	<b>4,573.85</b>	<b>1,322.67</b>	<b>1,322.67</b>	<b>1,319.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,845.39</b>
<b>OPERATING PROFIT (LOSS)</b>	<b>(158.89)</b>	<b>9,159.99</b>	<b>(4,508.34)</b>	<b>(5,001.83)</b>	<b>4,675.97</b>	<b>(2,631.85)</b>	<b>21,097.51</b>	<b>4,996.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,629.08</b>
<b>Replacements</b>													
6910 Appliance Replacement	427.93	0.00	0.00	0.00	0.00	0.00	638.75	479.39	0.00	0.00	0.00	0.00	1,546.07
6920 Carpet/ Flooring Replacment	0.00	0.00	2,759.00	0.00	0.00	0.00	0.00	2,595.00	0.00	0.00	0.00	0.00	5,354.00
6927 Plumbing Replacement	0.00	509.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	509.00
6935 Furniture and Equipment Replacement	0.00	0.00	237.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237.97
6930 Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL COST OF REPLACEMENTS</b>	<b>427.93</b>	<b>509.00</b>	<b>2,996.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>638.75</b>	<b>3,074.39</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,647.04</b>
<b>NET CASH FLOW FROM OPERATIONS</b>	<b>(586.82)</b>	<b>8,650.99</b>	<b>(7,505.31)</b>	<b>(5,001.83)</b>	<b>4,675.97</b>	<b>(2,631.85)</b>	<b>20,458.76</b>	<b>1,922.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,982.04</b>



September 5, 2019

Mr. Ed Mayer, Executive Director  
Housing Authority of the County of Butte  
2039 Forest Avenue, Suite 10  
Chico, CA 95928

**RE: CORDILLERA APARTMENTS**

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended August 31, 2019. This statement is accompanied by the following financial reports for the Cordillera Apartments.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. 2018/2019 Performance Review.
4. Capital Improvement Summary.

Cordillera Apartments ended the month of August with no vacant units, as there were no new move ins or move outs.

The total rental income for the month of August came to \$14,501.17 which was over budget by \$991.17. This variance was due to rent increases and unpaid rent collected. Total service income for the month came to \$640.65 and was higher than budget by \$289.65, due to more laundry income and tenant utilities revenue being collected. This brought the total August income to \$15,141.82 and \$1,280.82 higher than what was budgeted for the reasons stated above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$108.85, which was lower than budget by \$18.15, due to no advertising expenses. Total administrative expenses for the month were \$1,735.70, under budget by \$110.30, due to lower resident manager expense. Total utility expenses came to \$2,118.37, which was under budget by \$213.63. There were no apartment turnover expenses in August. Total maintenance expenses were \$1,897.31, higher than budget by \$217.31, due to higher landscape maintenance costs.

Mr. Ed Mayer, Executive Director  
Chico, CA

September 5, 2019  
Page 2

The total operating expenses for August were \$5,860.23, lower than budget by \$1,394.77, due to the previous reasons stated above. This brought the net operating income to \$9,281.59, which was \$2,675.59 higher what was budgeted.

The capital improvements for August were \$3,608.10. This included a gutter replacement in advance of the exterior painting currently in progress, and a complete paint for Unit #45-1.

As you review the Cash Balance Summary on the Cash Flow Statement for August, you will see that the property ended the month with total cash on hand of \$17,800.97. Of that amount, \$3,000.00 is in the general checking account, \$14,690.66 in the general savings account, \$10.31 in the replacement reserve account and \$100.00 in petty cash.

Please give me a call if you have any questions regarding the Cordillera Apartments.

Sincerely yours,

CORDILLERA APARTMENTS



Richard Gillaspie  
Property Manager

RG:ph  
Enclosures

**CORDILLERA APARTMENTS**  
**2018 - 2019 PERFORMANCE REVIEW**

CA08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	12142	11712	11065	11430	14576	11920	11848	11872	12906	12019	11183	11554	144,226
TOTAL INCOME 2014/15	13264	11964	11308	10500	9853	9942	10261	11854	13959	13236	12927	11227	140,293
TOTAL INCOME 2015/16	10964	11839	12711	13063	13605	13294	11700	11879	13338	12835	13897	12887	152,013
TOTAL INCOME 2016/17	12897	13454	13984	13050	14438	13207	12429	13965	13308	12985	13292	13451	160,459
TOTAL INCOME 2017/18	12573	11906	12640	13899	12945	12516	11735	13266	13415	12226	13295	11688	152,105
TOTAL INCOME 2018/19	13197	12635	11399	12360	13598	15670	13303	13970	13758	14312	15142		149,345
VARIANCE	624	728	-1241	-1538	653	3153	1568	704	343	2086	1847		8,928
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	-685	-1085	-685	-228	-128	-93	-1357	-731	-55	-685	-685	-685	-7,102
2014/15 VACANCY LOSS	-732	-376	0	-2,509	-3677	-2737	-2550	-1370	-611	0	0	1225	-13,337
2015/16 VACANCY LOSS	0	-695	-400	23	0	0	-348	-118	-701	-303	0	-45	-2,584
2016/17 VACANCY LOSS	0	0	0	0	0	0	0	0	0	0	0	0	0
2017/18 VACANCY LOSS	0	-1377	28	0	0	0	-660	-732	55	0	0	0	-2,687
2018/19 VACANCY LOSS	0	0	0	0	-1600	0	0	-745	-587	0	0		-2,931
VARIANCE	0	1377	-28	0	-1600	0	660	-13	-642	0	0		-244
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	-1762	-188	-179	-1539	1407	-637	598	0	-250	0	0	-420	-2,971
2014/15 UNPAID RENTS	493	-1190	-2278	588	1301	1	-11	-554	85	475	432	-2162	-2,822
2015/16 UNPAID RENTS	-1094	-302	205	-16	823	-1640	-142	-1307	1698	-66	-430	135	-2,137
2016/17 UNPAID RENTS	-275	-550	-95	512	1220	-18	-755	605	-83	-305	-522	55	-211
2017/18 UNPAID RENTS	-911	-840	-2043	1030	-665	-910	-860	-433	-406	-956	-1112	-2161	-10,267
2018/19 UNPAID RENTS	-1260	-1267	-2794	-1815	5969	971	-745	-828	642	-411	259		-1,279
VARIANCE	-349	-426	-751	-2845	6634	1881	115	-395	1047	545	1371		6,828
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	10653	11934	13419	6836	6025	5393	8312	8774	12084	5946	11078	5747	106,201
2014/15 TOTAL OPER. EXP.	9777	7662	8765	7841	8345	13740	6859	6171	14768	7212	6035	10136	107,310
2015/16 TOTAL OPER. EXP.	7689	6815	13468	10215	5574	8094	11930	9206	11314	8233	7254	8134	107,925
2016/17 TOTAL OPER. EXP.	6951	6078	7857	6823	6924	6880	11809	5761	4565	6685	7877	5482	83,693
2017/18 TOTAL OPER. EXP.	4727	8499	10532	8417	6199	4874	12195	9040	6518	6729	7753	6972	92,454
2018/19 TOTAL OPER. EXP.	8341	6123	7404	7912	8015	14053	23297	7543	7161	10852	5860		106,561
VARIANCE	3614	-2375	-3128	-505	1816	9180	11102	-1497	643	4123	-1893		21,079
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	1489	-222	-2354	4595	8551	6527	3535	3098	822	6073	104	5766	37,985
2014/15 TOTAL NOI	3487	4302	2543	2659	1508	-3798	3402	5682	-810	6024	6893	1090	32,983
2015/16 TOTAL NOI	3275	5025	-757	2848	8031	5201	-230	2673	2023	4601	6643	4753	44,087
2016/17 TOTAL NOI	5946	7376	6127	6227	7514	6328	619	8204	8743	6300	5414	7969	76,767
2017/18 TOTAL NOI	7846	3408	2108	5482	6746	7643	-460	4226	6897	5497	5542	4716	59,650
2018/19 TOTAL NOI	4857	6512	3995	4448	5583	1616	-9994	6428	6597	3460	9282		42,784
VARIANCE	-2990	3104	1887	-1033	-1163	-6027	-9534	2202	-300	-2036	3740		-12,151

## DAMAGE



MIKE WOLCOTT — ENTERPRISE-RECORD

Firefighters from the Chico Fire Department and Cal Fire-Butte County extinguish flames from two small SUVs that caught fire Thursday afternoon on the 2000 block of Amanda Way in Chico.



JAKE HUTCHISON — ENTERPRISE-RECORD

Chico Fire Department Capt. Mike Watner watches as firefighters douse two SUVs that burned Thursday on the 2000 block of Amanda Way in Chico.

## 2 vehicles destroyed in Chico Commons fire

By Jake Hutchison  
[jhutchison@chicoer.com](mailto:jhutchison@chicoer.com)

**CHICO** » Dozens of residents watched from porches and balconies as two vehicles were destroyed in a parking lot fire Thursday at the Chico Commons apartment complex at Amanda Way.

"We saw this dark black smoke coming over here and the next thing we knew we heard these loud bangs," said resident Cory Smith. "When we finally saw the fire, it was 10 to 15 feet high."

The Chico Fire Department received the dispatch call at around 5:49 p.m. Thursday and arrived on the scene shortly after, said Fire Captain Mike Watner.

No injuries were reported, and the cause of the fire is undetermined, Watner said.

Watner said it appeared the fire started in one vehicle and spread to the other. The fire was controlled and put out by the firefighters.

Residents surrounding the scene watched as the vehicles burnt and tires popped with loud bangs.

"We were just hanging out in the pool and all of a sudden we saw black smoke right behind us," said Neilsa Seivwright, who lives nearby.

Contact reporter Jake Hutchison at 530-896-7750.

## MEMO

Date: September 13, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – “Other Properties”

- Locust Apartments, Chico (10 units, family)
- #29 Evanswood Estates, Oroville (1 unit, family)
- Gridley Springs II, Gridley (24 units, family)
- 2131 Fogg Ave, (1 single family house) Demo

*For Locust Apartments and #29 Evanswood Estates, please find the monthly reports provided by the property manager, RSC Associates Inc., following this memo. Please also find Sackett Corporation’s financials for Gridley Springs II.*

**Locust Apartments**, Chico (12 units, Family, Owner: HACB, PM: RSC Assoc.) The property has zero (0) vacancy. Please find the RSC monthly owners report.

**#29 Evanswood Estates**, Oroville (1 unit, Family, Owner: HACB, PM: RSC Assoc.) This unit continues to be occupied.

**Gridley Springs II**, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancies. HACB is pleased with Sackett Corporation’s performance to date. The property’s budget was approved by State HCD. In a State monitoring visit, it was discovered that the water heaters lacked earthquake strapping – Sackett has been directed to address this condition. Please find the Sackett Corporation’s Owner’s report following.

**2131 Fogg Ave**, Oroville – (1 unit, Family, Owner: HACB, PM: HACB) This single family “Demo” house is occupied. Tree trimming and removals have been scheduled and the work will be performed by HACB maintenance personnel. The site is being analyzed for its development potential in response to area affordable housing demand.

September 4, 2019

Mr. Ed Mayer, Executive Director  
Housing Authority of the County of Butte  
2039 Forest Avenue, Suite 10  
Chico, CA 95928

**RE: 1519 LOCUST STREET APARTMENTS**

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended August 31, 2019. This statement is accompanied by the following financial reports for the 1519 Locust Street Apartments.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. 2018/2019 Performance Review.
4. Capital Improvement Summary.

1519 Locust Street Apartments ended the month of August with no vacant units, as there were no move ins or move outs.

The total rental income for the month of August came to \$9,027.67, which was higher than the budgeted figure of \$6,457.00 by \$2,570.67 due to the prepaid rents collected from the resident in unit #1. Service income collected totaled \$66.31, which was lower than the budget by \$130.69, due to lower laundry income and no cleaning revenue being collected. This brought the August total income to \$9,093.98 and \$2,439.98 higher than what was budgeted, for the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses came to \$15.50, which was under budget by \$14.50 due to lower office supplies expenses. Total administrative expenses were \$703.11, higher than budget by \$55.11, due to the higher management fee. The utility expenses for the month came to \$807.52, which was \$86.52 over budget due to higher water costs.

Mr. Ed Mayer, Executive Director  
Chico, California

September 4, 2019  
Page 2

There were no apartment turnover expenses for August, but it was budgeted for \$1,000.00. Total maintenance expenses for the month came to \$1,311.90, which was \$362.90 higher than budget due to on-site maintenance staff expenses. After the monthly insurance impound of \$75.00, the net operating income came to \$6,180.95 which was \$2,949.95 higher than budget. There were no capital improvements for the month. This brought your net project cash flow to \$6,180.95, which was higher than budget by \$4,249.95.

As you review the Cash Balance Summary on the Cash Flow, you will see that the property ended the month with total cash on hand of \$30,594.50. Of that amount, \$3,000.00 is in the general checking account with \$24,312.50 in the general savings and \$3,282.00 in the financial reserve account.

Please give me a call if you have any questions regarding the 1519 Locust Street Apartments.

Sincerely yours,

1519 LOCUST STREET APARTMENTS



Richard Gillaspie  
Property Manager

RG:ph  
Enclosures

## 1519 LOCUST STREET APARTMENTS

## 2018 / 2019 PERFORMANCE REVIEW

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	*****	*****	*****	6,215	6,181	6,498	6,031	5,352	6,473	5,776	6,011	5,205	53,742
TOTAL INCOME 2016/17	6,708	6,552	6,060	6,007	6,085	6,166	6,468	6,166	6,169	6,183	6,182	6,230	74,976
TOTAL INCOME 2017/18	6,139	6,177	6,145	6,069	6,161	5,936	6,206	6,650	6,294	6,267	6,293	5,888	74,226
TOTAL INCOME 2018/19	6,321	5,992	6,325	7,771	6,311	4,765	7,124	6,342	6,219	6,265	9,094		
VARIANCE	182	-186	180	1,702	150	-1,171	918	-308	-76	-2	2,801		4,191

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	*****	*****	*****	0	0	0	-523	0	0	0	0	-600	-1,123
2016/17 VACANCY LOSS	-195	0	0	0	0	0	0	0	0	0	0	0	-195
2017/18 VACANCY LOSS	0	0	0	0	0	-73	0	0	0	0	0	0	-73
2018/19 VACANCY LOSS	0	0	0	0	0	-690	0	-161	-859	-283	0		
VARIANCE	0	0	0	0	0	-617	0	-161	-859	-283	0		-1,920

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	*****	*****	*****	311	136	-23	238	-43	43	-455	-35	-321	-149
2016/17 UNPAID RENTS	504	301	6	0	0	0	0	0	0	0	0	0	811
2017/18 UNPAID RENTS	0	-60	-20	5	5	-93	32	20	0	0	-148	-44	-303
2018/19 UNPAID RENTS	-345	0	0	345	0	0	80	-56	-621	-330	-251		-1,179
VARIANCE	-345	60	20	340	-5	93	48	-76	-621	-330	-104		-919

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	*****	*****	*****	552	1,444	2,164	4,819	4,493	3,884	1,941	2,557	4,255	26,108
2016/17 TOTAL OPER EXP	6,072	2,818	2,359	2,261	2,052	2,026	2,099	1,980	1,832	2,748	2,594	1,958	30,800
2017/18 TOTAL OPER EXP	2,251	2,172	1,985	2,643	2,801	3,822	3,739	2,498	2,428	2,161	3,326	1,757	31,581
2018/19 TOTAL OPER EXP	2,381	2,216	3,041	2,264	2,458	2,459	3,951	1,949	3,536	4,138	2,913		31,306
													0
													0
VARIANCE	129	44	1,056	-379	-342	-1,363	212	-549	1,109	1,977	-413		1,481

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	*****	*****	*****	5,663	4,737	4,334	1,212	859	2,589	3,835	3,454	950	27,634
2016/17 TOTAL NOI	636	3,734	3,701	3,746	4,034	4,140	4,369	4,186	4,336	3,435	3,588	4,272	44,176
2017/18 TOTAL NOI	3,888	4,005	4,160	3,427	3,360	2,114	2,467	4,152	3,867	4,106	2,967	4,132	42,645
2018/19 TOTAL NOI	3,940	3,776	3,284	5,508	3,853	2,306	3,173	4,393	2,682	2,127	6,181		41,223
													0
													0
VARIANCE	53	-230	-876	2,081	492	692	707	241	-1,185	-1,979	3,213		2,710



September 5, 2019

Mr. Ed Mayer, Executive Director  
Housing Authority of the County of Butte  
2039 Forest Avenue, Suite 10  
Chico, CA 95928

**RE: 29 EVANSWOOD CIRCLE, OROVILLE**

Dear Ed:

Please find enclosed for your review the following financial information for the month ending August 31, 2019, for 29 Evanswood Circle.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. Capital Improvement Summary.

29 Evanswood Circle remained fully occupied for the month of August with no move-outs, move-ins, or tenant notices. The total income for the month was \$950.87 with no unpaid rent.

Moving on to the expenses, there were no renting expenses for the month. The total administrative expenses were \$240.09, meeting budget. Administrative expenses included \$95.09 for the management fee and \$145.00 in homeowner association dues. Utility expenses for the month were \$48.60, under budget by \$12.40, due to lower water costs. The property had no maintenance expenses in August. This brought the net operating income to \$662.18, less than budget by \$3.82. There were no capital improvements this month.

As you review the Cash Balance Summary on the bottom of Page 1 of the Cash Flow Statement for August, you will note that the property ended the month with total cash on hand of \$34,643.87. Of that amount, \$33,743.87 is in the general checking account and \$900.00 in the deposit checking account.

Mr. Ed Mayer, Executive Director  
Chico, California

September 5, 2019  
Page 2

Please give me a call if you have any questions regarding the information enclosed or the unit.

Sincerely yours,

29 EVANSWOOD CIRCLE

A handwritten signature in dark ink, appearing to read 'Rich', is positioned above the printed name.

Richard Gillaspie  
Property Manager

RG:ph  
Enclosures



## GRIDLEY SPRINGS

September 2019

### Property Status:

1. All continues to go well at Gridley Springs. GSI Currently has 1 vacant unit unit (#12) and GSII is 100% occupied with no notices to vacate.
2. GSII had 100% of the hot water heater units double strapped per CTCAC extended use inspection report; all follow up reports have been submitted as well, so we are just waiting on the final close out report.
3. Landscaping issues are all resolved.
4. GSI and GSII just had gutters cleaned and buildings power-washed.
5. GSI continues to have people cutting holes in the metal fence to create a shortcut from the empty fields behind the property. I have given permission to buy a heavier gauge metal fencing to hopefully prevent this from happening again.

Thank you!  
Mac Upshaw



**HACB GRIDLEY SPRINGS II**  
**As of**  
**August 31, 2019**

**CASH SUMMARY - Operating Account**

	AUGUST		11 months YTD	
	2019	%%	2019	%%
Total Rent Revenue	18,209.00	100.00%	171,897.70	100.00%
Vacancies	0.00	0.00%	(2,420.00)	-1.41%
Net Rental Revenue	18,209.00	100.00%	169,477.70	98.59%
Other Income	76.60	0.42%	820.13	0.48%
<b>Total Revenue</b>	<b>18,285.60</b>	<b>100.42%</b>	<b>170,297.83</b>	<b>99.07%</b>
<b>Expenses:</b>				
Administrative Expenses	2,696.36	14.81%	32,410.63	18.85%
Utilities	4,415.18	24.25%	21,020.80	12.23%
Operating & Maintenance	6,950.42	38.17%	44,866.75	26.10%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	516.85	2.84%	6,611.90	3.85%
<b>Total Expenses</b>	<b>14,578.81</b>	<b>77.23%</b>	<b>104,910.08</b>	<b>42.82%</b>
<b>Net Operating Income</b>	<b>3,706.79</b>	<b>62.42%</b>	<b>65,387.75</b>	<b>38.33%</b>
Interest and Finance Expense	565.08	3.10%	6,230.88	3.62%
Replacement Costs	0.00	0.00%	7,862.14	4.57%
<b>Net Cash Flow from Operations</b>	<b>3,141.71</b>		<b>51,294.73</b>	
<b>Plus (Minus)</b>				
Interest Income	(5.35)		(33.54)	
Unpaid Rent Collected (Owed)	(58.00)		(102.14)	
Prepaid Rent Received (Absorbed)	(2,325.00)		1,210.00	
Security Deposits Received (Refunded)	0.00		830.00	
Accrued Interest (Payment)	545.08		(6,038.33)	
<b>Net Cash Increase (Decrease)</b>	<b>1,298.44</b>		<b>47,160.72</b>	
<b>Beginning of Period Cash Balance</b>	<b>52,547.58</b>		<b>0.00</b>	
Contributions (Distributions) to Owner	0.00		43,703.10	
Transfer from (to) Impound Account	(399.58)		(4,939.38)	
Transfer From (to) Replacement Reserves	(450.00)		(32,928.00)	
Transfer from (to) Security account	0.00		0.00	
<b>Ending Cash Balance - Operating Account</b>	<b>\$52,996.44</b>		<b>\$52,996.44</b>	
<b>- Replacement Reserve</b>			<b>\$105,560.61</b>	
<b>- Tax and Insurance Impounds</b>			<b>\$37,144.27</b>	
<b>- Security Deposit Accounts</b>			<b>\$14,407.76</b>	

	Current Month	UNIT STATUS	Current Month
<b>TENANT RECEIVABLES</b>			
<b>Rent and Rent Related Receivables</b>			
Balance at Beginning of Month	1,160.00	Total Units	24
Uncollected (Collected) During Month	58.00	Vacant units at beginning of month	0
Written off to Bad Debts	0.00	Plus Units vacated during month	0
Balance at End of Month	\$1,218.00	Less move ins and deposits to hold	0
		Vacant units at end of month	0

**Income Statement**  
**HACB GRIDLEY SPRINGS II**  
**As of**  
**August 31, 2019**

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>*** REVENUES ***</b>						
Rent Revenue - Gross Potential						
Apartment Rents	16,958.00	15,806.00	1,152.00	153,872.70	173,866.00	(19,993.30)
Tenant Assistance Payments	1,251.00	0.00	1,251.00	18,025.00	0.00	18,025.00
<b>Total Revenue</b>	<b>18,209.00</b>	<b>15,806.00</b>	<b>2,403.00</b>	<b>171,897.70</b>	<b>173,866.00</b>	<b>(1,968.30)</b>
Apartment Vacancies	0.00	(316.00)	316.00	(2,420.00)	(3,477.32)	1,057.32
<b>Total Vacancies</b>	<b>0.00</b>	<b>(316.00)</b>	<b>316.00</b>	<b>(2,420.00)</b>	<b>(3,477.32)</b>	<b>1,057.32</b>
<b>NET RENTAL REVENUE</b>	<b>18,209.00</b>	<b>15,490.00</b>	<b>2,719.00</b>	<b>169,477.70</b>	<b>170,388.68</b>	<b>(910.98)</b>
Interest Income-Other Cash	5.11	0.00	5.11	32.22	0.00	32.22
Interest Income-Sec Deposits	0.24	0.00	0.24	2.51	0.00	2.51
<b>Total Financial Revenue</b>	<b>5.35</b>	<b>0.00</b>	<b>5.35</b>	<b>34.73</b>	<b>0.00</b>	<b>34.73</b>
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	1,375.00	(1,375.00)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	41.00	(41.00)	0.00	459.00	(459.00)
Laundry Revenue	71.25	17.00	54.25	785.40	183.00	602.40
<b>Total Other Revenue</b>	<b>71.25</b>	<b>183.00</b>	<b>(111.75)</b>	<b>785.40</b>	<b>2,017.00</b>	<b>(1,231.60)</b>
<b>TOTAL REVENUE</b>	<b>18,285.60</b>	<b>15,673.00</b>	<b>2,612.60</b>	<b>170,297.83</b>	<b>172,405.68</b>	<b>(2,107.85)</b>
<b>*** EXPENSES ***</b>						
<b>Administrative Expenses</b>						
Advertising and Promotions	0.00	21.00	(21.00)	6.43	230.00	(223.57)
Credit Reports	0.00	0.00	0.00	323.87	0.00	323.87
IT Support Services	128.00	0.00	128.00	3,224.00	0.00	3,224.00
Telephone/Answering Service	37.78	0.00	37.78	559.30	0.00	559.30
Consulting/Purchased Services	0.00	0.00	0.00	116.83	0.00	116.83
Postage and Mailing	0.00	0.00	0.00	29.71	0.00	29.71
Administrative Expense/Office Personnel	0.00	0.00	0.00	32.15	0.00	32.15
Office Supplies/Expenses	118.06	291.00	(172.94)	881.86	3,208.00	(2,326.14)
Dues and Subscriptions	0.00	0.00	0.00	64.29	0.00	64.29
Management Fee	1,080.00	960.00	120.00	10,620.00	10,560.00	60.00
Manager Salaries	1,332.52	1,342.00	(9.48)	12,469.29	14,758.00	(2,288.71)
Education/Registration fees	0.00	0.00	0.00	582.90	0.00	582.90
Legal Expense	0.00	42.00	(42.00)	0.00	458.00	(458.00)
Auditing Fees	0.00	0.00	0.00	3,500.00	3,500.00	0.00
Other Administrative Costs	0.00	67.00	(67.00)	0.00	733.00	(733.00)
<b>Total Administrative Expenses</b>	<b>2,696.36</b>	<b>2,723.00</b>	<b>(26.64)</b>	<b>32,410.63</b>	<b>33,447.00</b>	<b>(1,036.37)</b>
<b>Utility Expenses</b>						
Electricity	292.14	250.00	42.14	1,078.16	2,750.00	(1,671.84)
Water	1,273.42	375.00	898.42	6,401.24	4,125.00	2,276.24
Gas	15.08	83.00	(67.92)	451.96	917.00	(465.04)
Sewer	2,356.46	808.00	1,548.46	7,388.14	8,892.00	(1,503.86)
Garbage and Trash Removal	478.08	459.00	19.08	5,701.30	5,042.00	659.30
<b>Total Utility Expenses</b>	<b>4,415.18</b>	<b>1,975.00</b>	<b>2,440.18</b>	<b>21,020.80</b>	<b>21,726.00</b>	<b>(705.20)</b>
<b>Operating &amp; Maintenance Expense</b>						
Clean and Repair Apartment	0.00	0.00	0.00	590.00	0.00	590.00
Exterminating Contract	200.00	0.00	200.00	1,300.00	0.00	1,300.00
Tree Service	0.00	0.00	0.00	500.00	0.00	500.00
Grounds Contract	950.00	0.00	950.00	10,450.00	0.00	10,450.00
Grounds Maintenance and Supplies	400.00	0.00	400.00	3,866.71	0.00	3,866.71
Maintenance Personnel	1,053.27	1,358.00	(304.73)	8,797.10	14,942.00	(6,144.90)
Repair Materials	2,189.04	2,450.00	(260.96)	6,113.09	26,950.00	(20,836.91)
Repair Contract/Vendor Labor	1,400.00	2,517.00	(1,117.00)	4,620.00	27,683.00	(23,063.00)
Electrical Repair and Supplies	0.00	0.00	0.00	71.47	0.00	71.47
HVAC Repair/Maintenance	150.00	458.00	(308.00)	1,098.60	5,042.00	(3,943.40)
Appliance Repair and Maintenance	0.00	0.00	0.00	541.82	0.00	541.82
Plumbing Repair and Supplies	600.00	0.00	600.00	3,036.49	0.00	3,036.49
Interior Painting and Supplies	0.00	0.00	0.00	3,153.84	0.00	3,153.84
Gas, Oil and Mileage	8.11	0.00	8.11	600.11	0.00	600.11
Fire Protection Equipment	0.00	0.00	0.00	127.52	0.00	127.52
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating &amp; Maint Expenses</b>	<b>6,950.42</b>	<b>6,783.00</b>	<b>167.42</b>	<b>44,866.75</b>	<b>74,617.00</b>	<b>(29,750.25)</b>

**Income Statement**  
**HACB GRIDLEY SPRINGS II**  
**As of**  
**August 31, 2019**

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Taxes &amp; Insurance Expenses</b>						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	221.89	318.00	(96.11)	2,686.40	3,500.00	(813.60)
Property & Liability Insurance	0.00	150.00	(150.00)	1,540.51	1,650.00	(109.49)
Worker's Compensation	160.98	384.00	(223.02)	1,476.48	4,220.00	(2,743.52)
Health/Dental Insurance	133.98	686.00	(552.02)	908.51	7,546.00	(6,637.49)
Other Insurance	0.00	8.00	(8.00)	0.00	92.00	(92.00)
<b>Total Taxes &amp; Insurance Expenses</b>	<b>516.85</b>	<b>1,546.00</b>	<b>(1,029.15)</b>	<b>6,611.90</b>	<b>17,008.00</b>	<b>(10,396.10)</b>
<b>TOTAL EXPENSES</b>	<b>14,578.81</b>	<b>13,027.00</b>	<b>1,551.81</b>	<b>104,910.08</b>	<b>146,798.00</b>	<b>(41,887.92)</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>3,706.79</b>	<b>2,646.00</b>	<b>1,060.79</b>	<b>65,387.75</b>	<b>25,607.68</b>	<b>39,780.07</b>
<b>Interest &amp; Finance Expense</b>						
Mortgage Interest	545.08	0.00	545.08	5,995.88	0.00	5,995.88
Bank Fees	20.00	0.00	20.00	235.00	0.00	235.00
<b>Total Interest &amp; Finance Expense</b>	<b>565.08</b>	<b>0.00</b>	<b>565.08</b>	<b>6,230.88</b>	<b>0.00</b>	<b>6,230.88</b>
<b>OPERATING PROFIT (LOSS)</b>	<b>3,141.71</b>	<b>2,646.00</b>	<b>495.71</b>	<b>59,156.87</b>	<b>25,607.68</b>	<b>33,549.19</b>
<b>Replacements</b>						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	1,758.99	0.00	1,758.99
Carpet/Flooring Replacement	0.00	0.00	0.00	6,103.15	0.00	6,103.15
<b>Total Cost of Replacements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,862.14</b>	<b>0.00</b>	<b>7,862.14</b>
<b>NET CASH FLOW FROM OPERATIONS</b>	<b>3,141.71</b>	<b>2,646.00</b>	<b>495.71</b>	<b>51,294.73</b>	<b>25,607.68</b>	<b>25,687.05</b>

**12 Month Spreadsheet**  
**HACB Gridley Springs II**  
**As of**  
**August 31, 2019**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
<b>REVENUE</b>													
4010 Apartment Rents	16,500.86	15,194.00	12,485.14	7,959.20	13,842.00	12,831.00	14,020.00	14,214.00	10,532.00	19,336.50	16,958.00	0.00	153,872.70
4015 Tenant Assistance Payments	1,129.00	1,189.00	0.00	4,696.00	1,189.00	2,378.00	1,189.00	1,251.00	2,502.00	1,251.00	1,251.00	0.00	18,025.00
<b>TOTAL RENT POTENTIAL</b>	<b>17,629.86</b>	<b>16,383.00</b>	<b>12,485.14</b>	<b>12,655.20</b>	<b>15,031.00</b>	<b>15,209.00</b>	<b>15,209.00</b>	<b>15,465.00</b>	<b>13,034.00</b>	<b>20,587.50</b>	<b>18,209.00</b>	<b>0.00</b>	<b>171,897.70</b>
<b>VACANCIES</b>													
4210 Apartment Vacancies	(1,956.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(464.00)	0.00	0.00	0.00	(2,420.00)
	(1,956.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(464.00)	0.00	0.00	0.00	(2,420.00)
<b>NET RENTAL REVENUE</b>	<b>15,673.86</b>	<b>16,383.00</b>	<b>12,485.14</b>	<b>12,655.20</b>	<b>15,031.00</b>	<b>15,209.00</b>	<b>15,209.00</b>	<b>15,465.00</b>	<b>12,570.00</b>	<b>20,587.50</b>	<b>18,209.00</b>	<b>0.00</b>	<b>169,477.70</b>
4320 Interest Income - Other Cash	0.40	1.79	1.75	1.97	1.74	3.03	2.53	3.76	4.72	4.91	5.11	0.00	31.71
4340 Interest Income - Sec Deposits	0.63	0.24	0.24	0.26	0.23	0.22	0.24	0.25	0.23	0.24	0.24	0.00	3.02
<b>TOTAL FINANCIAL REVENUE</b>	<b>1.03</b>	<b>2.03</b>	<b>1.99</b>	<b>2.23</b>	<b>1.97</b>	<b>3.25</b>	<b>2.77</b>	<b>4.01</b>	<b>4.95</b>	<b>5.15</b>	<b>5.35</b>	<b>0.00</b>	<b>34.73</b>
<b>OTHER INCOME</b>													
4045 Damages and Cleaning Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4410 Laundry Revenue	127.13	72.13	112.25	57.13	91.25	64.63	60.00	64.88	0.00	64.75	71.25	0.00	785.40
<b>TOTAL OTHER INCOME</b>	<b>127.13</b>	<b>72.13</b>	<b>112.25</b>	<b>57.13</b>	<b>91.25</b>	<b>64.63</b>	<b>60.00</b>	<b>64.88</b>	<b>0.00</b>	<b>64.75</b>	<b>71.25</b>	<b>0.00</b>	<b>785.40</b>
<b>TOTAL REVENUE</b>	<b>15,802.02</b>	<b>16,457.16</b>	<b>12,599.38</b>	<b>12,714.56</b>	<b>15,124.22</b>	<b>15,276.88</b>	<b>15,271.77</b>	<b>15,533.89</b>	<b>12,574.95</b>	<b>20,657.40</b>	<b>18,285.60</b>	<b>0.00</b>	<b>170,297.83</b>
<b>ADMINISTRATIVE EXPENSES</b>													
6205 Advertising and Promotions	0.00	0.00	6.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.43
6220 Credit Reports	0.00	23.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.82	0.00	0.00	323.87
6235 IT Support Services	0.00	0.00	0.00	0.00	2,456.00	128.00	128.00	128.00	128.00	128.00	128.00	0.00	3,224.00
6240 Telephone and Answering Service	0.00	44.06	293.85	(9.56)	37.77	0.00	79.84	37.78	0.00	37.78	37.78	0.00	559.30
6250 Consulting/Purchased Services	0.00	0.00	0.00	0.00	0.00	116.83	0.00	0.00	0.00	0.00	0.00	0.00	116.83
6255 Postage and Mailing	0.00	0.00	0.00	29.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.71
6310 Administrative Personnel	0.00	0.00	32.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.15
6311 Office Supplies	108.83	285.13	34.42	41.97	58.50	83.88	0.00	26.73	90.71	33.63	118.06	0.00	881.86
6315 Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	64.29	0.00	0.00	0.00	0.00	0.00	0.00	64.29
6320 Management Fee	0.00	945.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	1,035.00	1,080.00	0.00	10,620.00
6330 Manager Salaries	603.47	1,261.80	1,152.08	1,042.36	1,261.80	1,097.22	1,152.08	1,206.94	1,206.94	1,152.08	1,332.52	0.00	12,469.29
6335 Education/Registration Fees	0.00	0.00	0.00	278.59	40.72	263.59	0.00	0.00	0.00	0.00	0.00	0.00	582.90
6350 Auditing Fees	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
<b>TOTAL ADMINISTRATIVE EXP</b>	<b>712.30</b>	<b>2,559.04</b>	<b>2,598.93</b>	<b>2,463.07</b>	<b>8,434.79</b>	<b>2,833.81</b>	<b>2,439.92</b>	<b>2,479.45</b>	<b>2,505.65</b>	<b>2,687.31</b>	<b>2,696.36</b>	<b>0.00</b>	<b>32,410.63</b>
<b>UTILITIES EXPENSE</b>													
6450 Electricity	292.22	0.00	135.74	0.00	0.00	0.00	30.00	218.94	109.12	0.00	292.14	0.00	1,078.16
6451 Water	455.19	0.00	207.84	1,260.87	0.00	2,320.18	74.95	429.26	379.53	0.00	1,273.42	0.00	6,401.24
6452 Gas	0.00	26.25	144.39	42.42	96.61	39.73	10.62	34.74	0.00	42.12	15.08	0.00	451.96
6453 Sewer	806.99	0.00	807.58	0.00	0.00	0.00	999.72	1,610.29	807.10	0.00	2,356.46	0.00	7,388.14
6465 Garbage and Trash Removal	490.18	508.74	450.18	563.74	429.30	450.18	530.18	450.18	0.00	1,350.54	478.08	0.00	5,701.30
<b>TOTAL UTILITIES EXPENSE</b>	<b>2,044.58</b>	<b>534.99</b>	<b>1,745.73</b>	<b>1,867.03</b>	<b>525.91</b>	<b>2,810.09</b>	<b>1,645.47</b>	<b>2,743.41</b>	<b>1,295.75</b>	<b>1,392.66</b>	<b>4,415.18</b>	<b>0.00</b>	<b>21,020.80</b>

12 Month Spreadsheet  
HACB Gridley Springs II  
As of  
August 31, 2019

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
<b>OPERATING and MAINT EXPENSES</b>													
6515 Clean and Repair Apartment	590.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	590.00
6530 Exterminating Contract	0.00	0.00	700.00	100.00	0.00	100.00	0.00	0.00	0.00	200.00	200.00	0.00	1,300.00
6549 Tree Service	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555 Grounds Contract	950.00	950.00	950.00	0.00	950.00	1,900.00	950.00	950.00	0.00	1,900.00	950.00	0.00	10,450.00
6550 Grounds Maintenance and Supplies	60.00	80.00	0.00	11.69	0.00	218.00	20.00	180.00	0.00	2,897.02	400.00	0.00	3,866.71
6560 Maintenance Personnel	839.76	632.51	829.34	398.68	874.34	758.62	784.34	896.84	919.35	810.05	1,053.27	0.00	8,797.10
6565 Repair Materials	0.00	323.70	18.17	1,000.43	824.01	473.61	220.33	297.02	280.56	486.22	2,189.04	0.00	6,113.09
6570 Repair Contact & Vendor Labor	0.00	2,830.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00	1,400.00	0.00	4,620.00
6580 Electrical Repair & Supplies	0.00	71.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.47
6590 HVAC Repair/Maintenance	0.00	0.00	0.00	0.00	426.60	0.00	0.00	0.00	0.00	522.00	150.00	0.00	1,098.60
6600 Appliance Repair and Maintenance	0.00	0.00	0.00	124.05	52.53	240.24	0.00	0.00	0.00	125.00	0.00	0.00	541.82
6605 Plumbing Repair and Supplies	0.00	0.00	7.49	0.00	0.00	0.00	350.00	187.00	400.00	1,492.00	600.00	0.00	3,036.49
6615 Interior Painting and Supplies	0.00	1,292.43	0.00	45.69	0.00	0.00	0.00	0.00	0.00	1,815.72	0.00	0.00	3,153.84
6620 Gas, Oil & Mileage	182.03	118.64	27.73	47.89	77.84	85.21	8.16	0.00	28.19	16.31	8.11	0.00	600.11
6630 Fire Protection Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.52	0.00	0.00	0.00	0.00	127.52
<b>TOTAL OPERATING and MAINT EXP</b>	<b>2,621.79</b>	<b>6,298.75</b>	<b>2,532.73</b>	<b>1,728.43</b>	<b>3,705.32</b>	<b>3,775.68</b>	<b>2,332.83</b>	<b>2,638.38</b>	<b>1,628.10</b>	<b>10,654.32</b>	<b>6,950.42</b>	<b>0.00</b>	<b>44,866.75</b>
<b>TAXES AND INSURANCE</b>													
6710 Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6711 Payroll Taxes	116.91	299.42	289.35	342.74	379.41	229.96	227.84	210.48	191.73	176.67	221.89	0.00	2,686.40
6720 Property and Liability Insurance	0.00	0.00	0.00	1,540.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,540.51
6722 Workers Compensation	52.91	136.44	166.27	132.23	145.25	127.60	132.67	143.21	144.63	134.29	160.98	0.00	1,476.48
6730 Health/ Dental Insurance	0.00	0.00	0.00	0.00	(20.84)	258.66	134.76	133.99	133.98	133.98	133.98	0.00	908.51
<b>TOTAL TAXES AND INSURANCE</b>	<b>169.82</b>	<b>435.86</b>	<b>455.62</b>	<b>2,015.48</b>	<b>503.82</b>	<b>616.22</b>	<b>495.27</b>	<b>487.68</b>	<b>470.34</b>	<b>444.94</b>	<b>516.85</b>	<b>0.00</b>	<b>6,611.90</b>
<b>TOTAL EXPENSES</b>	<b>5,548.49</b>	<b>9,828.64</b>	<b>7,333.01</b>	<b>8,074.01</b>	<b>13,169.84</b>	<b>10,035.80</b>	<b>6,913.49</b>	<b>8,348.92</b>	<b>5,899.84</b>	<b>15,179.23</b>	<b>14,578.81</b>	<b>0.00</b>	<b>104,910.08</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>10,253.53</b>	<b>6,628.52</b>	<b>5,266.37</b>	<b>4,640.55</b>	<b>1,954.38</b>	<b>5,241.08</b>	<b>8,358.28</b>	<b>7,184.97</b>	<b>6,675.11</b>	<b>5,478.17</b>	<b>3,706.79</b>	<b>0.00</b>	<b>65,387.75</b>
<b>INTEREST and FINANCE EXPENSE</b>													
6820 Mortgage Interest	0.00	937.70	468.00	774.62	1,090.16	545.08	0.00	545.08	545.08	545.08	545.08	0.00	5,995.88
6855 Bank Fees	35.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	0.00	235.00
<b>TOTAL INTEREST and FINANCE EXP</b>	<b>35.00</b>	<b>957.70</b>	<b>488.00</b>	<b>794.62</b>	<b>1,110.16</b>	<b>565.08</b>	<b>20.00</b>	<b>565.08</b>	<b>565.08</b>	<b>565.08</b>	<b>565.08</b>	<b>0.00</b>	<b>6,230.88</b>
<b>OPERATING PROFIT (LOSS)</b>	<b>10,218.53</b>	<b>5,670.82</b>	<b>4,778.37</b>	<b>3,845.93</b>	<b>844.22</b>	<b>4,676.00</b>	<b>8,338.28</b>	<b>6,619.89</b>	<b>6,110.03</b>	<b>4,913.09</b>	<b>3,141.71</b>	<b>0.00</b>	<b>59,156.87</b>
<b>Replacements</b>													
6905 Roofing/ Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6910 Appliance Replacement	0.00	0.00	0.00	0.00	0.00	596.15	0.00	0.00	0.00	1,162.84	0.00	0.00	1,758.99
6920 Carpet/ Flooring Replaement	0.00	1,628.15	0.00	0.00	1,173.00	0.00	0.00	0.00	0.00	3,302.00	0.00	0.00	6,103.15
<b>TOTAL COST OF REPLACEMENTS</b>	<b>0.00</b>	<b>1,628.15</b>	<b>0.00</b>	<b>0.00</b>	<b>1,173.00</b>	<b>596.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,464.84</b>	<b>0.00</b>	<b>0.00</b>	<b>7,862.14</b>
<b>NET CASH FLOW FROM OPERATIONS</b>	<b>10,218.53</b>	<b>4,042.67</b>	<b>4,778.37</b>	<b>3,845.93</b>	<b>(328.78)</b>	<b>4,079.85</b>	<b>8,338.28</b>	<b>6,619.89</b>	<b>6,110.03</b>	<b>448.25</b>	<b>3,141.71</b>	<b>0.00</b>	<b>51,294.73</b>



Date: 9/3/2019

MEMO

To: Board of Commissions

From: Bow Lee, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for August 2019

<b>Program Statistics for Period Ending</b>	<b>8/1/2019</b>	<b>8/1/2018</b>
Number of participants as of last day of the month	32	40
Number of Orientation Briefings	2	2
Number of signed contracts	0	1
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	1	1
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	11	26
Number of participants with new employment (YTD)	6	15
Number of participants with escrow accounts	23	31
Number of participants currently escrowing	21	27
Amount disbursed from escrow account	\$2,758.75	\$3,125.41
Balance of Escrow Account	\$102,634.30	\$102,724.37

**FSS FY 2018 HUD Grant Program Tracking Data**

<b>Program Management Questions:</b>	<b>YTD (2019)</b>
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	32
Number of FSS participants identified as a person with disabilities	8
Number of FSS participants employed	22
Number of FSS participants enrolled in higher/adult education	2
Number of FSS participants enrolled in school and employed	2
Number of FSS families receiving cash assistance	3
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	3
How many new FSS escrow accounts were established	5
Number of FSS families moved to non-subsidized housing	0
Number of FSS families moved to home-ownership	1

## HACB CoC Programs: A Report to the Board of Commissioners for the Month of September 2019

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	9/19 Enrollment	9/19 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/18 - 9/30/19	\$39,360.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	3	\$1,798.00	\$12,073.00
SEARCH Samaritan Bonus	7/1/19 - 6/30/20	\$37,680.00	BCBH	BCBH	4	Unaccompanied adults, chronically homeless with SMI	Chico	3	\$1,352.00	\$33,974.00
SEARCH III- SHP	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	1	\$459.00	\$26,759.00
LINK PHB	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	3	Unaccompanied youth, ages 18-24, chronically homeless with SMI	Chico	1	\$367.00	\$26,670.00
SEARCH II - PHB	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	1	Unaccompanied adults, chronically homeless with SMI	Chico	1	\$431.00	\$26,967.00
City of Chico - LGP	7/1/19 - 6/30/20	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	1	\$1,500.00	\$7,500.00
City of Chico - TBRA	7/1/19 - 6/30/20	\$100,000.00	City of Chico	SSA	30	Low-income, under case management with self-sufficiency plan	Chico	9	\$5,680.00	\$84,488.00
BHHAP/Security Deposit	7/1/19 - 6/30/20	\$2,225.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$2,225.00
BHHAP/ASOC	7/1/19 - 6/30/20	\$11,170.00	BCBH	BCBH	10	Individuals with a mental illness with homelessness eligibility	Butte County	1	\$520.00	\$9,610.00
<b>Totals</b>		<b>\$284,215.00</b>			<b>69</b>			<b>20</b>	<b>\$12,107.00</b>	<b>\$230,266.00</b>

### Acronym Legend

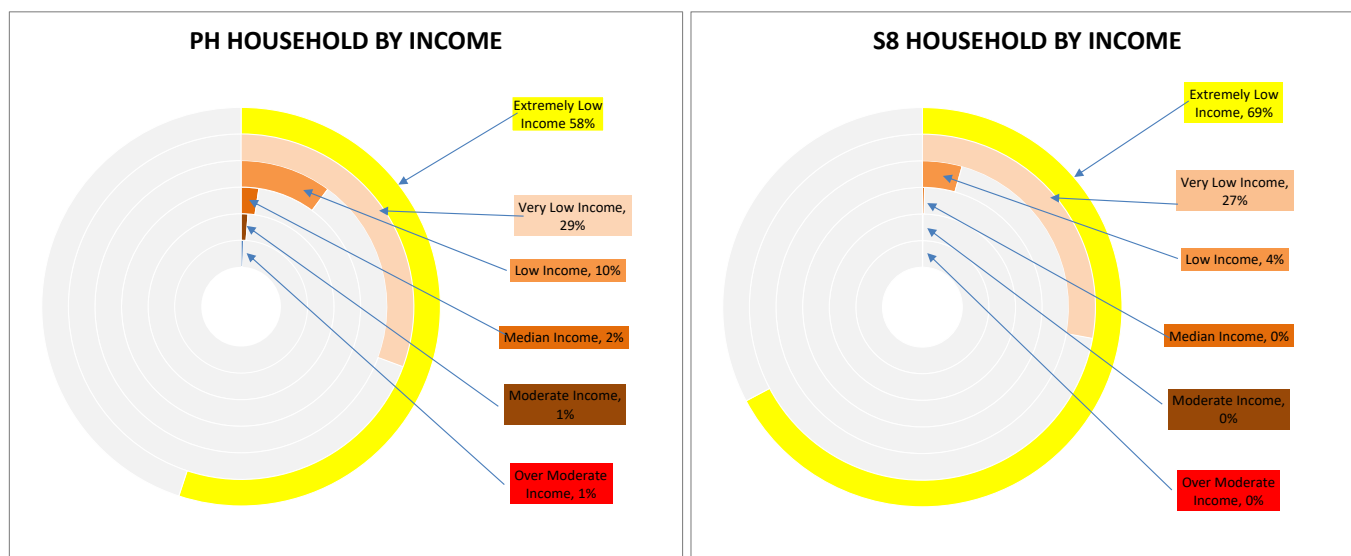
\*BCBH: Butte County Department of Behavioral Health | \*BHHAP: Behavioral Health Housing Assistance Program | \*SHP: Supportive Housing Program | \*PHB: Permanent Housing Bonus Program  
 \*TBRA: Tenant Based Rental Assistance | \*LGP: Lease Guarantee Program | \*SSA: Supportive Service Agency | \*SMI: Serious Mental Health Disability

**Last update:** 9-3-2019

**Path:** Z:\Boutique Programs\Special Programs Budget and Reports



## Who We Serve



				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Totals
PUBLIC HOUSING	Extremely Low Income	30%	AMI	73	29	30	30	12	7	2	2	0	0	0	0	0	0	0	185
	Very Low Income	50%	AMI	28	20	19	18	8	8	2	0	0	0	0	0	0	0	0	103
	Low Income	80%	AMI	6	9	8	3	5	1	1	1	0	0	0	0	0	0	0	34
	Median Income	100%	AMI	0	1	2	2	1	1	0	0	1	0	0	0	0	0	0	8
	Moderate Income	120%	AMI	0	0	3	0	0	1	0	0	0	0	0	0	0	0	0	4
	Over Moderate Income			0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
				107	61	62	53	26	18	5	3	1	0	0	0	0	0	0	336
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Totals
SECTION 8	Extremely Low Income	30%	AMI	772	150	105	75	40	20	21	9	3	2	1	0	0	0	0	1198
	Very Low Income	50%	AMI	195	113	75	40	35	15	15	6	1	1	1	0	0	0	0	497
	Low Income	80%	AMI	12	11	18	13	11	9	3	0	1	0	0	0	0	0	0	78
	Median Income	100%	AMI	1	1	0	1	0	2	0	0	0	0	0	0	0	0	0	5
	Moderate Income	120%	AMI	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2
	Over Moderate Income			1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2
				982	277	203	133	91	53	46	23	14	13	13	12	13	14	15	1782

### TOTALS (PH & S8)

2,118 Households  
4,782 People  
\$15,943 Average Income  
65.30% of Households Extremely Low Income

### HOUSEHOLDS WITH CHILDREN

800 Households  
1,770 Total Youth  
\$19,132 Average Income

### SENIORS

665 Households  
700 People  
\$14,666 Average Income  
Average Household Size: 1.0574

### PEOPLE WITH DISABILITIES

1,335 Households  
1,471 Individuals  
\$15,747 Average Income

# HOUSING AUTHORITY OF THE COUNTY OF BUTTE

## RESOLUTION NO. 4749

### ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES

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WHEREAS, the Housing Authority of the County of Butte (HACB) administers the U.S. Department of Housing and Urban Development (HUD) Low Income Public Housing (LIPH) Program under Annual Contributions Contract; and

WHEREAS, the HACB owns, manages and maintains 345 LIPH units, 121 units of USDA-Rural Development Farm Labor Housing, and 9 units of other housing; and

WHEREAS, each year the HACB reviews its Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges; and

WHEREAS, each year the HACB re-establishes its Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges to reflect current costs for accomplishment of work and provision of materials; and

WHEREAS, HACB staff has reviewed the Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, effective October 1, 2018, and made recommendations for amendment; and

WHEREAS, the Board of Commissioners of the HACB has reviewed the changes recommended by HACB staff to the Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges and determined such charges are made in accordance with program regulation and in the best interest of the HACB;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt its Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, such schedule of charges to become effective October 1, 2019, such schedule to include recommended changes and amendments, such schedule attached to and made a part of this resolution.

Dated: September 19, 2019.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**Maintenance: (530) 895-4474 or (800) 564-2999**

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**STANDARD CHARGES TO RESIDENTS FOR  
CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES**

(Approved by Board Resolution No. ~~47064749~~ September ~~20, 2018~~ 19, 2019)  
Effective October 1, ~~2018~~ 2019

**NOTE:** All labor between 7:30 a.m. and 4:30 p.m. Monday through Friday will be charged at the rate of ~~\$56.89~~ \$56.60 per hour. All after hours' labor will be charged at the rate of ~~\$75.64~~ \$75.65 per hour. Charges are for tenant caused damages. Labor rates are based upon individual item replacement; labor charge for multiple items replaced on a single work order may be lower.

The HACB will also contract the services of local businesses in regards to maintenance, apartment cleaning, carpet cleaning, and routine and non-routine repairs, to perform various tenant caused damages beyond ordinary wear and tear. The maintenance charges will be based on the actual cost for labor and materials by the third (3<sup>rd</sup>) party contractor, plus the time accrued by the HACB Maintenance Staff.

The charges listed are subject to change in cases where the actual costs to the HACB have been changed by the vendor.

**BATHROOM Replacement of:**

Complete toilet replacement	<del>\$209.00</del> <u>\$214.00</u> + 2 hrs labor <u>or see invoice</u>
Toilet tank lid	\$56.00 + .50 hr labor <u>or see invoice</u>
Toilet seat	\$37.50 + .75 hr labor
Toilet paper dispenser	\$4.00 + .50 hr labor
Toilet paper roller	\$2.00 + .50 hr labor
Towel bar 24" (bar & brackets)	\$6.00 + .75 hr labor
Towel bar only	\$3.00 + .50 hr labor
Medicine cabinet	<del>\$35.00</del> <u>\$64.00</u> + 1 hr labor <u>or see invoice</u>
Shower curtain rod	\$11.00 + .50 hr labor
Fixed Shower Head	\$8.00 + .50 hr labor
Hand Held Shower Head	\$18.00 + .75 hr labor
Slide Rail Shower System (ADA Units)	\$87.00 + 1 hrs labor <u>or see invoice</u>
Rubber Tub/Sink Stoppers	\$1.00 + .50 hr labor
Pop-up Sink Stoppers	\$2.00 + .75 hr labor
Faucet Aerator	\$1.50 + .50 hr labor

**KITCHEN Replacement of:**

Bread board	\$17.00 + .25 hr labor
Refrigerator door gasket	see invoice + 2 hrs labor
Fresh food bin	see invoice + .50 hr labor
Crisper top	see invoice + .50 hr labor
Freezer door bar	see invoice + .50 hr labor
Freezer door end caps	see invoice + .50 hr labor
Fresh food door bar	see invoice + .50 hr labor
Fresh food end caps	see invoice + .50 hr labor
Stove hood filter	\$4.00 + .50 hr labor
Oven rack	see invoice + .50 hr labor
GFCI (Ground Fault Circuit Interrupters)	\$15.00 + .75 hr labor
Sink Strainer Baskets (Lug or Rubber-bottom)	\$2.00 + .50 hr labor
Faucet Aerator	\$1.50 + .50 hr labor

**DOORS, WINDOWS AND SCREENS Replacement of:**

Door – exterior (solid core)	see invoice + 2.5 hrs labor
Door – interior (hollow core)	<del>\$20-\$25.00</del> <u>\$35.00</u> + 2.5 hrs labor
Door – Screen Door	\$114.00 + 1.5 hrs labor <u>or see invoice</u>
Door – Screen Door Screen	\$30.00 + 1 hr labor or see invoice
Door stop	\$1.00 each + .50 hr labor
Window glass	see invoice <u>+ 1 hr labor (board up window)</u>
Window screen only	\$15.00 + .50 hr labor or see invoice
Window screen plus frame	\$25.00 + .50 hr labor or see invoice
Front door viewer	\$7.00 + .50 hr labor
Mini blind	see invoice + .50 hr labor per blind
Mini blind wands	\$1.00 + .50 hr labor

**BEDROOM Replacement of:**

Ceiling light fixture glass:	
6” round style – mushroom style	\$5.00 + .50 hr labor
8” round style – mushroom style	\$6.00 + .50 hr labor
12” round style – opal bent glass	\$7.00 + .50 hr labor
Square light fixture 12”	\$7.00 + .50 hr labor

**GENERAL (Replacement of):**

Smoke detectors	\$18.00 + .50 hr labor
Carbon Monoxide detectors	\$37.00 + .50 hr labor
VCT floor tile	\$1.00 each + 1 hr labor (1–5 tiles)
Hallway light fixture glass (FLH-Gridley-Biggs)	\$4.00 + .50 hr labor
Hallway light fixture glass (Gardella)	\$4.00 + .50 hr labor
Jelly jar light fixture glass (porch light)	\$5.00 + .50 hr labor
Electrical, cable or receptacle plates	\$1.00 + .50 hr labor

Light bulbs	
Regular	\$1.00 + .25 hr labor (1-5 bulbs)
Fluorescent 4’	\$2.00 + .25 hr labor (1-4 bulbs)
Compact fluorescent light – bi-pin	\$9.00 + .25 hr labor (1-4 bulbs)
Compact fluorescent light – twist	\$8.00 + .25 hr labor (1-4 bulbs)

LED light fixtures	\$11.00 - \$18.00 + .50 hr labor
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Cooler vent cover	\$16.00 + .25 hr labor
Telephone jack	\$3.00 + .50 hr labor
Clothes line for backyard	\$40.00 + 1 hr labor

**OTHER:**

Cleaning, as required	# hrs x <del>\$56.89</del> <u>\$56.60</u> or see cleaning vendor
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invoice\*\*

\*\*Cleaning Vendor cost varies according to:  
Unit Bedroom Size and Light, Medium, or  
Heavy Cleaning required upon move-out  
(\$199.00 up to \$400.00 per unit & up)  
\*\*\* plus dump fees & actual labor cost @  
\$56.60 per hour.

Carpet cleaning: 1 bedroom	see invoice (range \$70.00 - \$100.00)
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2 bedroom	see invoice (range \$100.00 - \$150.00)
Disinfecting	\$45.00
Stain Removal	see invoice
Repairs	see invoice
Pet Damage	see invoice
Carpet Replacement	Pro-rated useful life or see invoice
Interior Painting	Pro-rated useful life or see invoice
Interior Painting – Prep	# of hours x <del>\$56.89</del> <u>\$56.60</u>
TV – Microwave disposal	\$25.00 each
Refrigerator disposal	\$35.00 each
Appliance pickup	\$25.00 each
Sewage Line Clog – Resident Caused	see invoice
Debris hauling	# hours x <del>\$56.89</del> <u>\$56.60</u> + (see invoice) dump fees
Lost keys (lost or broken)	\$17.00
Lock out (during work hours)	\$15.00
Lock out (after work hours)	\$40.00
Complete exterior lock replacement (include re-key)	\$45.00
Complete interior lock replacement	\$30.00
Keys (additional)	\$4.00
Re-key only (each lock)	\$15.00
Vehicle towing	see invoice
Mow & trim yard	# of hours x <del>\$56.89</del> <u>\$56.60</u> or see vendor invoice
Clean-up yard & disposal of items	# hours x \$56.89 or see vendor invoice
Damage due to smoking within unit	materials (see invoice) + # hours x <del>\$56.89</del> <u>\$56.60</u>
Packing & storage of abandoned personal items	storage facility (see invoice) + # hours x
<del>\$56.89</del> <u>\$56.60</u>	
after move-out	
Pests - general*	<del>\$56.89</del> <u>\$56.60</u> or see vendor invoice
Pests - bed bugs	varies \$250.00 - \$750.00 or see vendor invoice

| \*Residents whose housekeeping habits cause pest infestation may be charged at the contractor's or maintenance personnel labor cost for pest control services per treatment.

Items not identified above which could include, "Excessive cleaning and/or replacement of carpets, linoleum, tile, windows, appliances or repair of damage beyond normal wear and tear will be done at cost per receipt from our service vendor companies or maintenance personnel".

### **Other Misc Charges**

Any City or County fines incurred by the HACB on a tenant's behalf for failure to comply with City or County ordinances shall be assessed directly to the tenant whose failure to comply is the basis for the fine.

Fees related to the Unlawful Detainer Process, (eviction) brought by the HACB against residents are charged and payable as follows:

Filing Fee for Summons and Complaint	Actual Cost
Attorney's Fees	Actual Cost
Process Service Fees for service of Summons & Complaint	Actual Cost
Sheriff Fees for service of execution for eviction	Actual Cost
Sheriff Fees for actual eviction	Actual Cost

Late Charges for unpaid rent will be \$25.00 if not paid by the 5<sup>th</sup> of each month.

| Non-Sufficient Funds charge for returned checks will be \$25.00.



September 4, 2019

Debra Lucero  
Butte County Supervisor, District 2  
269 E. 3rd Street  
Chico Ca 95928



Dear Debra,

I'm writing this letter to inform you of my resignation from the Housing Commission as your District 2 representative.

As we've discussed, I believe you can be better represented by someone with financial expertise. Much of the business before the Commission involves budgetary matters. After attending meetings for the past few months I see that my knowledge of the business at hand is insufficient to participate fully with the issues that come before the Commission, and therefore am not the best representative.

I am grateful for the opportunity you gave me and would be happy to consider any other way in which I might be helpful to you. I am pleased to have you as the Supervisor representing the district in which I live.

Sincerely,

Heather Schlaff

September 3, 2019

**MEMO**

To: HACB Board of Commissioners

From: Bow Lee, Special Programs Coordinator

Subject: Resolution No. 4750  
Section 8 FSS Graduate – Nicole Roe

Nicole Roe enrolled in the Family Self-Sufficiency program on February 1, 2018. After exploring her employment interest, she determined she wanted to be a Case Manager. She was hired by Northern Valley Catholic and Social Services to work in one of their youth programs. After the Camp Fire, she started providing Case Management services to children and youth who survived the Disaster. The aftermath of the fire ultimately influenced Nicole to modify her career objective to focus on recovery and sustainability for children and youth fire survivors.

*Recommendation: motion to adopt Resolution No.4750*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4750

RECOGNITION OF FSS GRADUATE

NICOLE ROE

---

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, NICOLE ROE entered the FSS program in February 2018; and

WHEREAS, NICOLE ROE successfully completed her FSS Contract of Participation, effective August 31, 2019, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

WHEREAS, NICOLE ROE obtained and maintained suitable employment and has been free of welfare assistance for over one year; and

WHEREAS, NICOLE ROE, in completing her Contract of Participation, has accrued an FSS escrow balance of \$4,139.93;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of NICOLE ROE'S successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: September 19, 2019

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary

September 13, 2019

**Memo**

To: Board of Commissioners

From: Sue Kemp, Finance Officer  
Ed Mayer, Executive Director

Subject: Proposed Fiscal Year 2020 HACB Agency-Wide Operating Budget

This Budget Committee met on several occasions to review budget assumptions and projections. This budget was crafted to include those discussions plus new assumptions regarding Housing Choice Voucher leasing and revenue and Bond refinancing. The individual fund budgets were crafted using revenue and expense levels from FY 2019 plus various assumptions outlined as follows:

**1) All Funds:**

a) Payroll Wages and Salaries:

- i) Total Wages and Salaries are estimated at \$2,299,670 for the year, including Step and Longevity increases and a 3% cost of living increase effective January 1, 2020. Estimated increase of approximately \$50,000/year. The actual Salaries expense may be higher due to medical opt out payments that are expensed as wages but budgeted as benefits.
- ii) This budget proposes to fill one (1) FTE Maintenance position, currently vacant with work being completed by contracted temporary staff.
- iii) The budget assumes the following full time equivalent (FTE) positions on the Organizational Chart will remain vacant: one (1) FTE Maintenance II; one (1) FTE Client Services Specialist I, and one (1) FTE Occupancy Specialist. The Utility Worker will also remain vacant because the purpose of this position is to set minimum wages payable to contractors, as per HUD rules. The Continuum of Care Coordinator position is also not included in the HACB budget this fiscal year.
- iv) The Salaries charged to each program are based upon current allocations of time.

b) Payroll Taxes and Benefits:

- i) Benefits on the Step and Longevity increases are estimated to add \$25,000 to the annual budget. Benefit expenses follow Salaries in their allocation.
- ii) CalPERS' employer rates and Unfunded Pension Liability (UPL) payments continue to escalate for both Classic and PEPRA members. The fluctuations in UPL payments were planned to be addressed with flat annual contributions of \$251,000 into the PARS Section 115 Trust and variable payments out to CalPERS, as per the Actuarial Study and Board direction. CalPERS updated HACB's amortization schedule from 30 years to 15 years. This will reduce the overall cost over time, however requires some recalculation of the pay-off plan. The Actuarial is currently reviewing the changes in assumptions.
- iii) The rates and UPL for CalPERS fiscal years 2018, 2019, and 2020 are as follows:

	7/1/2018	7/1/2019	7/1/2020
Classic UPL	\$242,586	\$290,236	\$304,347
Classic Rate	9.409%	10.221%	11.031%
PEPRA UPL	\$83	\$1,408	\$1,599
PEPRA Rate	6.842%	6.985%	7.732%

- iv) Other Post Retirement Benefits (OPEB): The reporting changed last year based upon GASB Statement No. 75. The calculations, contributions, and liability are now based upon a July-June fiscal year, same as the Pension reporting per GASB Statement No. 68. Starting with FY 2018, the net unfunded liability is reported on the balance sheet (Liability less Trust Balance). The following data is based upon the most recent OPEB Actuarial Study:

	<u>6/30/2018</u>	<u>6/30/2019</u>
(a) Actuarial Accrued Liability	\$ 689,492	\$ 741,028
(b) Actuarial Value of Assets (Trust)	<u>\$ 464,671</u>	<u>\$ 518,348</u>
(c) Unfunded Actuarial Liability	\$ 224,821	\$ 222,680
(d) Actuarially Determined Contribution	\$ 46,287	\$ 46,028

- v) Health, Dental, Vision, and Life insurance rates are all estimated to increase by 3% on January 1, 2020.
- vi) The combined Payroll Tax and Benefits rate of 54% includes employee medical insurance opt-out payments. Ten (10) employees are currently opting out of medical insurance at an estimated net budget savings of \$120,000 per year (using the family medical rate). The opt out payments are paid as Wages but budgeted as Fringe.
- c) Insurance rates are budgeted at 14% higher than last year, with increases to property valuations to cover potential losses. Flood insurance rates also continues to rise.
- d) Electricity was budgeted to with 5% increases over the current rates.

## 2) USDA Farm Labor Housing:

- a) This budget was approved by the Board on June 20, 2019 and has subsequently been approved by USDA. The Net Rent is the same as previously presented, however, the potential rent and vacancy loss were reduced to exclude offline units. USDA does not require offline and uninhabitable units to be included in potential rent and vacancy loss projections. \$6 million grant and capital expenditures were added below the line for upcoming rehab.

## 3) HUD Low Income Public Housing:

- a) CY 2020 Operating Subsidy revenue is estimated at the current proration of 97%. The FY 2019 budget used a proration of 93.4% which may result in about \$100,000 in additional subsidy for 2019.
- b) Rents are based upon current rent rolls, which have been increasing over the past several years. Increasing rents may result in lower Operating Subsidy two years down the road, due to HUD funding calculations.
- c) Maintenance, Utilities, and Insurance have been reviewed and updated to current trends.

- d) Water and Sewer expenses for units in Biggs have been added to the budget. Law requires the owner to pay these bills; however, tenants had been paying the bills through June 2019. The City of Biggs requested HACB to pay them directly due to issues collecting from tenants. Consequently, the tenant rent increased by the same amount of what was a utility allowance deduction to rent.
- e) The Maintenance payroll budget assumes the addition of one FTE with a corresponding reduction in contracting costs for temporary employees.

**4) HUD Section 8 Housing Choice Voucher Program:**

- a) This program's budget proves to be the most unpredictable for the coming year, due to challenges and changing variables resulting from the Camp Fire.
- b) HAP funding is recalculated each calendar year based upon the prior calendar year's HAP expenditures. This budget assumes HAP Revenue equals HAP Expenses.
- c) Housing Assistance Payments (HAP) revenue is estimated at 101% proration for CY 2020 plus \$1,700,000 of carry over funds (Reserves) from FY 2019 for an estimated total of \$15,000,000 in HAP Revenue. HAP Reserves are recognized as Revenue in the year disbursed to the HACB, in this case FY 2020.
- d) Per unit HAP costs continue to increase over time due to tenants Porting Out of the area as well as increased payment standards and higher utility allowances. This factor proves to be largest challenge to estimating the lease up rates for FY 2020. Given an estimated average HAP of \$605, up from \$496 last October, the FY 2020 lease up rate is estimated at 93.7%. This rate would potentially consume 100% of the estimated HAP Revenue.
- e) Administrative Fee (AF) revenue is estimated using the CY 2019 HUD AF rates; proration levels of 79% for CY 2019 and CY 2020; coupled with a 93.7% lease up rate for an estimated \$1,514,640 in AF Revenue.
- f) AF revenue is earned based upon units leased, a higher lease up rate yields higher AF revenue, and vice versa. AF rates paid by HUD are re-determined annually.
- g) Due to the Camp Fire, leasing rates have declined and rents have increased both locally and especially for those moving to the Bay Area and other parts of the country (Port Outs). The higher costs reduce the leasing which, in turn, reduces the AF. Additionally, 80% of the AF earned must be forwarded to receiving Authorities. Port Out AF's for 120 families currently increase the Administrative costs to HACB by an estimated \$72,000.
- h) The current budget estimates a \$141,504 shortfall in AF, with \$1 million available in AF reserves. Again, there are many factors at play. If Port Outs can be absorbed by the receiving Authority, then the average HAP goes down, resulting in more funds being available locally to increase lease up rates and generate more AF Revenue directly to HACB. This assumption will be reassessed on a regular basis throughout the year.

**5) HUD ROSS Grant (FSS Coordinator Grant):**

- a) Funding estimated at CY 2019 level to be used to pay a portion of the Special Programs Coordinator position. The balance of the payroll costs are paid by Boutique Programs and Section 8 AF.

**6) HUD Capital Fund Program:**

- a) This budget uses the FY 2019 Grant amount of \$808,557.

**7) HUD Continuum of Care Grant (aka Shelter Plus Care):**

- a) Award received for \$44,878: Admin \$2,460 plus HAP \$42,418. Behavioral Health provides the supportive services for this grant.
- b) The second award administered in conjunction with Youth for Change has not been renewed.

**8) Business Activities:**

- a) General Fund includes \$40,000 Cap Ex for new fleet vehicles to be leased back to programs and \$21,000 for security upgrades to the back patio area at the Chico Office. Other Admin. Expense includes \$20,000 for an ADA compliant website redesign. Other General Expenses include \$1,500 for the Employee Wellness Committee; \$9,000 for the annual S&P rating; \$6,000 for the Holiday Luncheon and service awards; \$4,000/yr. for employee meetings, special occasions, and coffee/tea, etc.; and \$4,900 for Board stipends. Excess cash from the HACB owned properties are proposed to be transferred into the General Fund at fiscal year-end. Boutique programs are also budgeted 50% lower due to lack of housing availability and low program participation.
- b) Demo funds were budgeted at current income and expense levels. \$20,000 in Demo funds are set aside for a donation to the Mi Casa After School program, plus \$2,400 in shared utilities for the program. \$128,000 was budgeted for abatement to paint for units at FLH.
- c) The Butte County CoC (Continuum of Care) budget assumes \$80,000 in Revenue from participating agencies with work being done through a consultant, instead of an FTE.
- d) Locust Street Apartments were budgeted by RSC with minor updates to current expenses and a small increase to rents.
- e) Gridley Springs II budget was previously approved by the Board and HCD has subsequently also approved the budget. Added "below the line" is \$30,000 for asphalt work to be paid from Reserves.
- f) The Bond Properties' budgets were updated from the July 19, 2019 approval with increased insurance renewal amounts and new assumptions for interest and debt based upon an estimated \$2 million refinance at 4% interest. This number will need to be updated once the refinancing is completed.

If you have any questions, we will be happy to answer them at the Board Meeting.

*Recommendation: approval of Resolution Number 4751*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4751

APPROVAL OF AGENCY-WIDE FISCAL YEAR 2020 OPERATING BUDGET

FOR

ALL HUD FUNDED PROGRAMS,  
USDA FARM LABOR HOUSING PROGRAM,  
AUTHORITY OWNED PROJECTS, AND OTHER  
AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS

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WHEREAS, the Housing Authority of the County of Butte (HACB) approves an Agency-Wide Operating Budget on an annual basis; and

WHEREAS, the Operating Budget addresses and budgets anticipated expenses and revenues of the HACB, its properties, programs and contracts for the fiscal year extending from October 1, 2019 through September 30, 2020; and

WHEREAS, in the approval of said Budgets certain HUD and USDA forms, reflecting the approved budget, must be completed and signed for program compliance;

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to hereby approve the Operating Budget for fiscal year 2020, extending from October 1, 2019 through September 30, 2020, such Operating Budget attached to and part of this Resolution No. 4751, and further, to authorize the Executive Director to sign all applicable program, contract and other forms on behalf of the HACB and submit them to the U.S. Department of Housing and Urban Development, U.S. Department of Agriculture, and other contracting entities as required to implement and administer the budget as here adopted.

Dated: September 19, 2019.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary



**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**FY 2020 Proposed Budget Comparison to FY 2019 and FY 2018**

	FY 2020 PROPOSED BUDGET	FY 2019 ESTIMATES	FY 2018 ACTUALS	CHANGE FROM 2019 TO 2020	Notes
703 NET DWELLING RENT	3,240,254	3,093,090	3,124,909	147,164	increased rents
704 TENANT CHARGES	85,060	121,291	99,303	-36,231	varies from year to year
704 LAUNDRY REVENUE	31,344	31,876	29,198	-532	
706 HUD GRANT REVENUE	18,631,648	15,257,600	14,793,821	3,374,048	Increased HAP
708 OTHER GRANT REVENUE	360,000	355,023	331,213	4,977	
712 MORTGAGE INTEREST INCOME	73,330	62,373	81,127	10,957	Chico Commons PIF
714 FRAUD RECOVERY	34,000	50,723	54,838	-16,723	varies from year to year
715 OTHER INCOME	470,372	765,469	702,185	-295,097	reduced Boutique programs
711 INVESTMENT INCOME-unrestricted	47,812	52,696	36,170	-4,884	
720 INVESTMENT INCOME-restricted	15,650	16,849	11,324	-1,199	
<b>TOTAL REVENUE</b>	<b>22,989,470</b>	<b>19,806,991</b>	<b>19,264,087</b>	<b>3,182,479</b>	<b>16.1%</b>
911 ADMIN. SALARIES	1,904,650	1,920,535	1,842,530	-15,885	steps + 3% COLA - CoC Coord.
912 AUDIT FEE	31,310	30,250	29,791	1,060	
914 ADVERTISING & MKTG	11,286	7,532	6,885	3,754	
915 PR TAXES & BENEFITS-ADMIN	989,526	915,864	1,224,311	73,662	Pension Exp added at FYE
916 OFFICE EXPENSES	288,936	267,221	256,324	21,715	IT upgrades
917 LEGAL EXPENSES	24,800	14,145	10,219	10,655	increased tenant evictions
918 TRAVEL	35,700	20,518	22,225	15,182	
918 ALLOCATED OVERHEAD	0	0	0	0	
919 OTHER ADMIN. EXPENSE	372,999	302,595	279,475	70,404	website and CoC contracts
<b>TOTAL OPERATING ADMIN.</b>	<b>3,659,207</b>	<b>3,478,660</b>	<b>3,671,761</b>	<b>180,547</b>	<b>5.2%</b>
921 TENANT SERVICES-SALARIES	45,320	47,925	44,839	-2,605	
922 RELOCATION COSTS	0	0	7,761	0	
923 PR TAXES & BENEFITS-TS	19,343	14,040	13,653	5,303	
924 TENANT SERVICES-MISC.	35,165	27,823	18,658	7,342	
<b>TOTAL TENANT SERVICES</b>	<b>99,828</b>	<b>89,788</b>	<b>84,911</b>	<b>10,040</b>	<b>11.2%</b>
931 WATER	171,081	133,082	155,055	37,999	Add Biggs LIPH
932 ELECTRICITY	108,345	84,667	100,947	23,677	increased rates
933 GAS	19,981	14,677	15,628	5,303	increased usage
936 SEWER	186,807	165,874	167,423	20,933	Add Biggs LIPH
<b>TOTAL UTILITIES-PROJECT</b>	<b>486,213</b>	<b>398,301</b>	<b>439,053</b>	<b>87,913</b>	<b>22.1%</b>
941 MAINTENANCE SALARIES	349,700	293,754	300,077	55,946	+1 FTE; steps; & 3% COLA
942 MAINTENANCE MATERIALS	161,150	161,675	138,043	-525	
943 MAINT. CONTRACT COSTS	946,358	739,222	860,977	207,136	\$77,500 tree work & cap ex
945 PR TAXES & BENEFITS-MAINT	200,234	154,010	166,678	46,224	increased with salaries
<b>TOTAL MAINTENANCE</b>	<b>1,657,442</b>	<b>1,348,660</b>	<b>1,465,775</b>	<b>308,782</b>	<b>22.9%</b>
952 PROTECTIVE SERVICES	53,740	48,438	44,995	5,302	
961 INSURANCE-ALL	277,854	242,988	233,197	34,866	14.3%
962 OTHER GENERAL EXP.	110,000	73,495	46,206	36,505	High HCV Port Out fees
963 PILOT	123,100	112,200	112,119	10,900	
964 BAD DEBTS-TENANT	57,800	72,000	58,969	-14,200	varies from year to year
966 BAD DEBTS-OTHER	5,000	0	22,387	5,000	
967 INTEREST EXPENSE	136,541	215,873	265,800	-79,332	Bonds called/refi'd
<b>TOTAL OTHER OP. EXPENSES</b>	<b>764,035</b>	<b>764,995</b>	<b>783,672</b>	<b>-960</b>	<b>-0.1%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>6,666,725</b>	<b>6,080,405</b>	<b>6,445,173</b>	<b>586,321</b>	
971 EXTRAORDINARY MAINT.	0	0	0	0	
972 CASUALTY LOSSES	0	0	5,000	0	
973 HOUSING ASSIST. PAYMENTS	15,141,578	12,800,000	11,984,065	2,341,578	increased HAP and leasing
974 HAP - PORT IN	0	0	0	0	
975 FRAUD LOSSES	5,000	0	0	5,000	
<b>TOTAL OTHER COSTS</b>	<b>15,146,578</b>	<b>12,800,000</b>	<b>11,989,065</b>	<b>2,346,578</b>	<b>18.3%</b>
<b>TOTAL EXPENSES</b>	<b>21,813,303</b>	<b>18,880,405</b>	<b>18,434,238</b>	<b>2,932,899</b>	<b>15.5%</b>
<b>RETAINED EARNINGS (less Deprec)</b>	<b>1,176,167</b>	<b>926,586</b>	<b>829,849</b>	<b>249,580</b>	<b>26.9%</b>
+ PRINCIPAL/REPL. RESERVE	107,300	23,440	138,087	83,860	
+ TRANSFERS/USDA GRANT	6,000,000	0	0	6,000,000	\$6 million USDA
- DEBT SERVICE PMTS	-255,332	-335,337	-308,735	80,005	estimated new Bond issuance
- CAPITALIZED ASSETS	-6,969,254	-473,299	-708,481	-6,495,954	
- RESERVES/ACCRUED INT. REC.	-144,309	-127,467	-13,065	-16,842	
<b>NET CASH FLOW</b>	<b>-85,428</b>	<b>13,923</b>	<b>-62,345</b>	<b>-99,351</b>	

**HOUSING AUTHORITY of the COUNTY of BUTTE**  
**FY 2020 PROPOSED OPERATING BUDGET**

CY 2019 93.7%  
 97.00% 79.0% 16,166  
 CY 2020 USDA approved 97.00% 79.0% 48,497

September 19, 2019

AGENCY	WIDE	777	300	601/603	700	801	712	919	(See Page 2)
		Allocated	USDA	HUD	HUD	HUD	HUD	HUD	Business
		Overhead	FLH	Public Hsg	S8 HCV	FSS/ROSS	S+C/COC	CAP FUND	Activities
<b>REVENUE</b>	<b>2,918</b>	<b>0</b>	<b>105</b>	<b>345</b>	<b>2,206</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>259</b>
POTENTIAL DWELLING RENT	3,361,086	0	602,364	1,294,247	0	0	0	0	1,464,475
MANAGER'S UNIT	0	0	0	0	0	0	0	0	0
REBATES	-1,800	0	0	0	0	0	0	0	-1,800
VACANCY LOSS*	-119,031	0	-66,840	-12,942	0	0	0	0	-39,249
NET DWELLING RENT	3,240,254	0	535,524	1,281,304	0	0	0	0	1,423,426
TENANT CHARGES	85,060	0	2,400	70,000	0	0	0	0	12,660
LAUNDRY REVENUE	31,344	0	3,700	16,000	0	0	0	0	11,644
HUD GRANT REVENUE	18,631,648	0	0	1,198,910	16,514,640	64,663	44,878	808,557	0
OTHER GRANT REVENUE	360,000	0	360,000	0	0	0	0	0	0
MORTGAGE INTEREST INCOME	73,330	0	0	0	0	0	0	0	73,330
FRAUD RECOVERY	34,000	0	0	0	34,000	0	0	0	0
OTHER INCOME	470,372	0	0	3,400	0	0	0	0	466,972
INVESTMENT INCOME-unrestrict.	47,812	0	200	24,000	18,000	0	0	0	5,612
INVESTMENT INCOME-restricted	15,650	0	1,200	0	0	0	0	0	14,450
<b>TOTAL REVENUE</b>	<b>22,989,470</b>	<b>0</b>	<b>903,024</b>	<b>2,593,614</b>	<b>16,566,640</b>	<b>64,663</b>	<b>44,878</b>	<b>808,557</b>	<b>2,008,094</b>
<b>EXPENSES</b>									
ADMIN. SALARIES	1,904,650	650,000	124,800	360,000	600,000	0	1,650	31,000	137,200
AUDIT FEES	31,310	0	3,675	3,150	19,110	0	0	0	5,375
ADVERTISING & MKTG	11,286	0	2,646	1,500	5,000	0	0	0	2,140
PR TAXES & BENEFITS-ADMIN	989,526	338,000	64,052	187,200	312,000	0	810	16,120	71,344
OFFICE EXPENSES	288,936	50,000	12,700	62,000	121,500	0	0	5,000	37,736
LEGAL EXPENSES	24,800	2,000	1,200	12,000	1,500	0	0	0	8,100
TRAVEL	35,700	8,670	850	3,530	8,500	0	0	1,500	12,650
ALLOCATED OVERHEAD	0	-1,117,595	0	480,715	506,440	0	0	17,083	113,356
OTHER ADMIN. EXPENSE	372,999	35,000	2,271	24,000	16,000	0	0	0	295,728
<b>TOTAL OPERATING ADMIN.</b>	<b>3,659,207</b>	<b>-33,925</b>	<b>212,194</b>	<b>1,134,095</b>	<b>1,590,050</b>	<b>0</b>	<b>2,460</b>	<b>70,703</b>	<b>683,629</b>
TENANT SERVICES-SALARIES	45,320	0	0	0	0	45,320	0	0	0
RELOCATION COSTS	0	0	0	0	0	0	0	0	0
PR TAXES & BENEFITS-TS	19,343	0	0	0	0	19,343	0	0	0
TENANT SERVICES-MISC.	35,165	0	1,720	8,625	0	0	0	0	24,820
<b>TOTAL TENANT SERVICES</b>	<b>99,828</b>	<b>0</b>	<b>1,720</b>	<b>8,625</b>	<b>0</b>	<b>64,663</b>	<b>0</b>	<b>0</b>	<b>24,820</b>
WATER	171,081	300	19,000	100,000	1,000	0	0	0	50,781
ELECTRICITY +5%	108,345	3,800	32,000	29,000	14,000	0	0	0	29,545
GAS	19,981	500	7,500	7,500	1,100	0	0	0	3,381
SEWER +5%	186,807	150	19,000	108,000	150	0	0	0	59,507
<b>TOTAL UTILITIES-PROJECT</b>	<b>486,213</b>	<b>4,750</b>	<b>77,500</b>	<b>244,500</b>	<b>16,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>143,213</b>
MAINTENANCE SALARIES	349,700	3,500	42,200	301,500	0	0	0	0	2,500
MAINTENANCE MATERIALS	161,150	3,800	16,150	130,000	4,000	0	0	0	7,200
MAINT. CONTRACT COSTS	946,358	5,400	225,450	265,000	10,000	0	0	0	440,508
PR TAXES & BENEFITS-MAINT	200,234	2,065	18,809	177,885	0	0	0	0	1,475
<b>TOTAL MAINTENANCE</b>	<b>1,657,442</b>	<b>14,765</b>	<b>302,609</b>	<b>874,385</b>	<b>14,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>451,683</b>
PROTECTIVE SERVICES	53,740	700	23,940	25,000	2,000	0	0	0	2,100
INSURANCE-ALL +14%	277,854	13,710	96,458	127,466	4,684	0	0	0	35,536
OTHER GENERAL EXP.	110,000	0	0	3,000	72,000	0	0	0	35,000
PILOT	123,100	0	21,000	98,700	0	0	0	0	3,400
BAD DEBTS-TENANT	57,800	0	2,400	50,000	0	0	0	0	5,400
BAD DEBTS-OTHER	5,000	0	0	0	5,000	0	0	0	0
INTEREST EXPENSE	136,541	0	50,000	0	0	0	0	0	86,541
<b>TOTAL OTHER OP. EXPENSES</b>	<b>764,035</b>	<b>14,410</b>	<b>193,798</b>	<b>304,166</b>	<b>83,684</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>167,977</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>6,666,725</b>	<b>0</b>	<b>787,821</b>	<b>2,565,771</b>	<b>1,703,984</b>	<b>64,663</b>	<b>2,460</b>	<b>70,703</b>	<b>1,471,323</b>
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0	0	0
CASUALTY LOSSES	0	0	0	0	0	0	0	0	0
HOUSING ASSIST. PAYMENTS	15,141,578	0	0	0	14,999,160	0	42,418	0	100,000
HAP - PORT IN	0	0	0	0	0	0	0	0	0
FRAUD LOSSES	5,000	0	0	0	5,000	0	0	0	0
<b>TOTAL OTHER COSTS</b>	<b>15,146,578</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,004,160</b>	<b>0</b>	<b>42,418</b>	<b>0</b>	<b>100,000</b>
<b>TOTAL EXPENSES</b>	<b>21,813,303</b>	<b>0</b>	<b>787,821</b>	<b>2,565,771</b>	<b>16,708,144</b>	<b>64,663</b>	<b>44,878</b>	<b>70,703</b>	<b>1,571,323</b>
<b>RETAINED EARNINGS</b>	<b>1,176,167</b>	<b>0</b>	<b>115,203</b>	<b>27,843</b>	<b>-141,504</b>	<b>0</b>	<b>0</b>	<b>737,854</b>	<b>436,771</b>
+ PRINCIPAL/REPL. RESERVE	107,300	0	77,300	0	0	0	0	0	30,000
+ TRANSFERS/USDA GRANT	6,000,000	0	6,000,000	0	0	0	0	0	0
- DEBT SERVICE PMTS	-255,332	0	-155,332	0	0	0	0	0	-100,000
- CAPITALIZED ASSETS	-6,969,254	0	-6,000,000	0	0	0	0	-737,854	-231,400
- RESERVES	-144,309	0	-35,700	0	0	0	0	0	-108,609
<b>NET CASH FLOW</b>	<b>-85,428</b>	<b>0</b>	<b>94,471</b>	<b>27,843</b>	<b>-141,504</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,762</b>

**HOUSING AUTHORITY of the COUNTY of BUTTE**  
**FY 2020 PROPOSED OPERATING BUDGET**

HCD approved

September 19, 2019		BUSINESS ACTIVITIES - DETAIL					
		600		550	500	501	508 (See Page 3)
		General	Butte Co.				
		Fund	CoC	Demo	Locust	Gridley Springs II	2000 A Bonds
BUSINESS ACTIVITIES TOTAL							
REVENUE	259	100	0	10	10	24	115
POTENTIAL DWELLING RENT	1,464,475	0	0	87,780	83,475	189,960	1,103,260
MANAGER'S UNIT	0	0	0	0	0	0	0
REBATES	-1,800	0	0	0	0	0	-1,800
VACANCY LOSS*	-39,249	0	0	-9,540	-2,700	-3,799	-23,210
7030 NET DWELLING RENT	1,423,426	0	0	78,240	80,775	186,161	1,078,250
7040 TENANT CHARGES	12,660	0	0	750	1,060	1,500	9,350
7040 LAUNDRY REVENUE	11,644	0	0	0	864	1,000	9,780
7060 HUD GRANT REVENUE	0	0	0	0	0	0	0
7080 OTHER GRANT REVENUE	0	0	0	0	0	0	0
7120 MORTGAGE INTEREST INCOME	73,330	73,330	0	0	0	0	0
7140 FRAUD RECOVERY	0	0	0	0	0	0	0
7150 OTHER INCOME	466,972	386,972	80,000	0	0	0	0
7110 INVESTMENT INCOME-unrestricted	5,612	5,000	0	0	60	0	552
7200 INVESTMENT INCOME-restricted	14,450	0	0	200	200	50	14,000
<b>TOTAL REVENUE</b>	<b>2,008,094</b>	<b>465,302</b>	<b>80,000</b>	<b>79,190</b>	<b>82,959</b>	<b>188,711</b>	<b>1,111,932</b>
EXPENSES							
9110 ADMIN. SALARIES	137,200	112,200	0	25,000	0	0	0
9120 AUDIT FEE	5,375	700	0	100	100	3,500	975
9140 ADVERTISING & MKTG	2,140	0	0	150	200	250	1,540
9150 PR TAXES & BENEFITS-ADMIN	71,344	58,344	0	13,000	0	0	0
9160 OFFICE EXPENSES	37,736	14,000	0	2,500	630	6,800	13,806
9170 LEGAL EXPENSES	8,100	1,500	0	0	400	2,700	3,500
9180 TRAVEL	12,650	11,900	0	0	0	750	0
9181 ALLOCATED OVERHEAD	113,356	85,666	0	11,250	1,200	0	15,240
9190 OTHER ADMIN. EXPENSE	295,728	45,000	80,000	2,000	7,092	37,838	123,798
<b>TOTAL OPERATING ADMIN.</b>	<b>683,629</b>	<b>329,310</b>	<b>80,000</b>	<b>54,000</b>	<b>9,622</b>	<b>51,838</b>	<b>158,859</b>
9210 TENANT SERVICES-SALARIES	0	0	0	0	0	0	0
9220 RELOCATION COSTS	0	0	0	0	0	0	0
9230 EMP. BENEFITS-TENANT SVCS	0	0	0	0	0	0	0
9240 TENANT SERVICES-MISC.	24,820	1,000	0	22,500	0	0	1,320
<b>TOTAL TENANT SERVICES</b>	<b>24,820</b>	<b>1,000</b>	<b>0</b>	<b>22,500</b>	<b>0</b>	<b>0</b>	<b>1,320</b>
9310 WATER	50,781	600	0	1,700	2,736	8,000	37,745
9320 ELECTRICITY	29,545	3,439	0	1,800	1,176	3,500	19,630
9330 GAS	3,381	281	0	300	0	1,000	1,800
9360 SEWER	59,507	700	0	1,500	2,928	10,900	43,479
<b>TOTAL UTILITIES-PROJECT</b>	<b>143,213</b>	<b>5,019</b>	<b>0</b>	<b>5,300</b>	<b>6,840</b>	<b>23,400</b>	<b>102,654</b>
9410 MAINTENANCE SALARIES	2,500	0	0	2,500	0	0	0
9420 MAINTENANCE MATERIALS	7,200	700	0	6,500	0	0	0
9430 MAINT. CONTRACT COSTS	440,508	13,500	0	22,500	29,829	76,000	298,679
9430 PR TAXES & BENEFITS-MAINT	1,475	0	0	1,475	0	0	0
<b>TOTAL MAINTENANCE</b>	<b>451,683</b>	<b>14,200</b>	<b>0</b>	<b>32,975</b>	<b>29,829</b>	<b>76,000</b>	<b>298,679</b>
9520 PROTECTIVE SERVICES	2,100	500	0	1,600	0	0	0
9611 INSURANCE-ALL	35,536	6,600	0	10,890	1,263	1,800	14,983
9620 OTHER GENERAL EXP.	35,000	30,000	0	5,000	0	0	0
9630 PILOT	3,400	0	0	3,400	0	0	0
9640 BAD DEBTS-TENANT	5,400	0	0	0	800	0	4,600
9660 BAD DEBTS-OTHER	0	0	0	0	0	0	0
9670 INTEREST EXPENSE	86,541	0	0	0	0	6,541	80,000
<b>TOTAL OTHER OP. EXPENSES</b>	<b>167,977</b>	<b>37,100</b>	<b>0</b>	<b>20,890</b>	<b>2,063</b>	<b>8,341</b>	<b>99,583</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,471,323</b>	<b>386,630</b>	<b>80,000</b>	<b>135,665</b>	<b>48,354</b>	<b>159,579</b>	<b>661,095</b>
9710 EXTRAORDINARY MAINT.	0	0	0	0	0	0	0
9720 CASUALTY LOSSES	0	0	0	0	0	0	0
9730 HOUSING ASSIST. PAYMENTS	100,000	100,000	0	0	0	0	0
9735 HAP - PORT IN	0	0	0	0	0	0	0
9750 FRAUD LOSSES	0	0	0	0	0	0	0
<b>TOTAL OTHER COSTS</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>1,571,323</b>	<b>486,630</b>	<b>80,000</b>	<b>135,665</b>	<b>48,354</b>	<b>159,579</b>	<b>661,095</b>
<b>RETAINED EARNINGS</b>	<b>436,771</b>	<b>-21,328</b>	<b>0</b>	<b>-56,475</b>	<b>34,605</b>	<b>29,132</b>	<b>450,837</b>
+ PRINCIPAL/REPL. RESERVE	30,000	0	0	0	0	30,000	0
+/- TRANSFERS	0	306,812	0	0	0	0	-306,812
- DEBT SERVICE PMTS	-100,000	0	0	0	0	0	-100,000
- CAPITALIZED ASSETS	-231,400	-61,000	0	-128,000	0	-30,000	-12,400
- RESERVES/ACCRUED INT. REC.	-108,609	-73,330	0	0	0	-3,654	-31,625
<b>NET CASH FLOW</b>	<b>26,762</b>	<b>151,154</b>	<b>0</b>	<b>-184,475</b>	<b>34,605</b>	<b>25,478</b>	<b>0</b>

HOUSING AUTHORITY of the COUNTY of BUTTE  
FY 2020 PROPOSED OPERATING BUDGET

REVISED  
September 19, 2019

	BOND TOTALS	2000A BOND PROPERTIES - DETAIL				
		502	503	504	505	506
		Park Place	Lincoln Apts	Kathy Ct	Alamont	Evanswood
	115	40	18	0	30	27
<b>REVENUE</b>						
POTENTIAL DWELLING RENT	1,103,260	294,130	155,005	0	303,435	350,690
MANAGER'S UNIT	0	0	0	0	0	0
REBATES	-1,800	-200	-600	0	-600	-400
VACANCY LOSS*	-23,210	-5,400	-4,760	0	-6,400	-6,650
703.0 NET DWELLING RENT	1,078,250	288,530	149,645	0	296,435	343,640
704.0 TENANT CHARGES	9,350	2,400	1,700	0	2,700	2,550
704.0 LAUNDRY REVENUE	9,780	2,520	2,760	0	4,500	0
706.0 HUD GRANT REVENUE	0	0	0	0	0	0
708.0 OTHER GRANT REVENUE	0	0	0	0	0	0
712.0 MORTGAGE INTEREST INCOME	0	0	0	0	0	0
714.0 FRAUD RECOVERY	0	0	0	0	0	0
715.0 OTHER INCOME	0	0	0	0	0	0
711.0 INVESTMENT INCOME-unrestricted	552	192	72	0	168	120
720.0 INVESTMENT INCOME-restricted	14,000	5,500	2,200	0	3,300	3,000
<b>TOTAL REVENUE</b>	<b>1,111,932</b>	<b>299,142</b>	<b>156,377</b>	<b>0</b>	<b>307,103</b>	<b>349,310</b>
<b>EXPENSES</b>						
911.0 ADMIN. SALARIES	0	0	0	0	0	0
912.0 AUDIT FEE	975	350	150	0	250	225
914.0 ADVERTISING & MKTG	1,540	240	300	0	600	400
915.0 PR TAXES & BENEFITS-ADMIN	0	0	0	0	0	0
916.0 OFFICE EXPENSES	13,806	2,865	3,132	0	3,588	4,221
917.0 LEGAL EXPENSES	3,500	1,200	300	0	800	1,200
918.0 TRAVEL	0	0	0	0	0	0
918.1 ALLOCATED OVERHEAD	15,240	4,800	2,160	1,440	3,600	3,240
919.0 OTHER ADMIN. EXPENSE	123,798	27,760	20,228	4,000	31,884	39,926
<b>TOTAL OPERATING ADMIN.</b>	<b>158,859</b>	<b>37,215</b>	<b>26,270</b>	<b>5,440</b>	<b>40,722</b>	<b>49,212</b>
921.0 TENANT SERVICES-SALARIES	0	0	0	0	0	0
922.0 RELOCATION COSTS	0	0	0	0	0	0
923.0 EMP. BENEFITS-TENANT SVCS	0	0	0	0	0	0
924.0 TENANT SERVICES-MISC.	1,320	1,320	0	0	0	0
<b>TOTAL TENANT SERVICES</b>	<b>1,320</b>	<b>1,320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
931.0 WATER	37,745	11,300	4,875	0	7,370	14,200
932.0 ELECTRICITY	19,630	5,396	3,900	0	9,920	414
933.0 GAS	1,800	960	540	0	0	300
936.0 SEWER	43,479	17,336	5,893	0	8,549	11,701
<b>TOTAL UTILITIES-PROJECT</b>	<b>102,654</b>	<b>34,992</b>	<b>15,208</b>	<b>0</b>	<b>25,839</b>	<b>26,615</b>
941.0 MAINTENANCE SALARIES	0	0	0	0	0	0
942.0 MAINTENANCE MATERIALS	0	0	0	0	0	0
943.0 MAINT. CONTRACT COSTS	298,679	72,781	43,846	0	73,298	108,754
945.0 PR TAXES & BENEFITS-MAINT	0	0	0	0	0	0
<b>TOTAL MAINTENANCE</b>	<b>298,679</b>	<b>72,781</b>	<b>43,846</b>	<b>0</b>	<b>73,298</b>	<b>108,754</b>
952.0 PROTECTIVE SERVICES	0	0	0	0	0	0
961.1 INSURANCE-ALL	14,983	4,444	2,286	29	3,034	5,190
962.0 OTHER GENERAL EXP.	0	0	0	0	0	0
963.0 PILOT	0	0	0	0	0	0
964.0 BAD DEBTS-TENANT	4,600	1,500	900	0	1,200	1,000
966.0 BAD DEBTS-OTHER	0	0	0	0	0	0
967.0 INTEREST EXPENSE	80,000	20,000	20,000	0	20,000	20,000
<b>TOTAL OTHER OP. EXPENSES</b>	<b>99,583</b>	<b>25,944</b>	<b>23,186</b>	<b>29</b>	<b>24,234</b>	<b>26,190</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>661,095</b>	<b>172,252</b>	<b>108,510</b>	<b>5,469</b>	<b>164,093</b>	<b>210,771</b>
971.0 EXTRAORDINARY MAINT.	0	0	0	0	0	0
972.0 CASUALTY LOSSES	0	0	0	0	0	0
973.0 HOUSING ASSIST. PAYMENTS	0	0	0	0	0	0
973.5 HAP - PORT IN	0	0	0	0	0	0
975.0 FRAUD LOSSES	0	0	0	0	0	0
<b>TOTAL OTHER COSTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>661,095</b>	<b>172,252</b>	<b>108,510</b>	<b>5,469</b>	<b>164,093</b>	<b>210,771</b>
<b>RETAINED EARNINGS</b>	<b>450,837</b>	<b>126,890</b>	<b>47,867</b>	<b>-5,469</b>	<b>143,010</b>	<b>138,539</b>
+ PRINCIPAL/REPL. RESERVE	0	0	0	0	0	0
+/- TRANSFERS	-306,812	-90,890	-17,917	5,469	-97,360	-106,114
- DEBT SERVICE PMTS	-100,000	-25,000	-25,000	0	-25,000	-25,000
- CAPITALIZED ASSETS	-12,400	0	0	0	-12,400	0
- RESERVES/ACCURED INT. REC.	-31,625	-11,000	-4,950	0	-8,250	-7,425
<b>NET CASH FLOW</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

September 13, 2019

Memo

To: HACB Board of Commissioners

From: Tamra C. Young, Administrative Operations Director  
Angie Little, Section 8 Housing Manager

Subject: Resolution No. 4752 – 2020 Section 8 Payment Standards

Each year, as administrator of the HUD Section 8 Housing Choice Voucher program, the HACB sets Payment Standards for area rental properties. HUD issues Fair Market Rent (FMR) data, which is then analyzed by the local PHA for applicability to local market conditions and program funding levels. The PHA then adopts the standards, which are applied to program administration for the following year. The PHA has discretionary authority to set the Payment Standards anywhere from 90 - 110% of the FMR's.

Below are two (2) charts, the first showing 2019 FMR's and adopted Payment Standards for each of HACB's jurisdictions, Butte and Glenn Counties. The second chart show HUD's 2020 FMR's and staff's recommendations for Payment Standards. Note the FMR's decreased in Butte County and increased in Glenn County. Staff does not agree that this is an accurate picture of the market conditions in our jurisdiction. Therefore, staff recommends no change to the Payment Standards in Butte County from the previous year. Please note that in 2019 Butte County Payment Standards were raised nearly 20% (10% in October to adjust for market conditions and an additional 9% post-Camp Fire). Since we did not make as many market adjustments for Glenn County in 2019, staff is recommending that Glenn County Payment Standard be increased to 100% of FMR for all bedroom sizes. These recommendations are based on trying to assist in making our clients as competitive as possible in our jurisdiction in a tight post-Camp Fire market, without negatively impacting both our Section 8 Housing Choice Voucher budget, or inadvertently increasing the "floor" on the local area rental market.

#### 2019 FMR's and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2019 HUD FMR	\$808	\$894	\$1,144	\$1,654	\$1,921
% FMR	100%	100%	100%	100%	100%
<b>Butte County 2019 Payment Standard</b>	<b>\$808</b>	<b>\$894</b>	<b>\$1,144</b>	<b>\$1,654</b>	<b>\$1,921</b>
Glenn County – 2019 HUD FMR	\$569	\$632	\$836	\$1,047	\$1,130
% FMR	103%	100%	100%	102%	103%
<b>Glenn County 2019 Payment Standard</b>	<b>\$585</b>	<b>\$632</b>	<b>\$836</b>	<b>\$1,071</b>	<b>\$1,160</b>

#### 2020 FMR's and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2020 HUD FMR	\$761	\$842	\$1,090	\$1,597	\$1,881
% FMR	106%	106%	105%	104%	102%
<b>Butte County 2020 Payment Standard</b>	<b>\$808</b>	<b>\$894</b>	<b>\$1,144</b>	<b>\$1,654</b>	<b>\$1,921</b>
Glenn County – 2020 HUD FMR	\$597	\$670	\$883	\$1,100	\$1,196
% FMR	100%	100%	100%	100%	100%
<b>Glenn County 2020 Payment Standard</b>	<b>\$597</b>	<b>\$670</b>	<b>\$883</b>	<b>\$1,100</b>	<b>\$1,196</b>

*Recommendation: Adoption of Resolution No. 4752.*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4752

DETERMINATION OF 2020 PAYMENT STANDARDS  
FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Housing Authority of the County of Butte (HACB) administers under contract the U.S. Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher (HCV) program in two jurisdictions, Butte and Glenn Counties; and

WHEREAS, each year HUD, in accordance with 24 CFR Part 982, issues Fair Market Rent (FMR) data for the HACB's jurisdictions, such data to be used by the HACB as a starting point in the determination of Payment Standards for purposes of administration of the HCV program; and

WHEREAS, the HACB determines a Payment Standard that is the amount generally needed to rent a moderately-priced dwelling unit in the local housing market and that is used to calculate the amount of housing assistance a family will receive; and

WHEREAS, HACB has reviewed its available HCV program budget authority and obligations, as well as its Rent Reasonableness database regarding rent burdens in the two (2) jurisdictional areas; and

WHEREAS, the HACB had determined that Payment Standards for 2020 set in accordance with the following table are in the best interest of the HACB, its Section 8 HCV programs, and its HCV program participants;

	Bedrooms				
	0	1	2	3	4
Butte County – 2020 HUD FMR	\$761	\$842	\$1,090	\$1,597	\$1,881
% FMR	106%	106%	105%	104%	102%
<b>Butte County 2020 Payment Standard</b>	<b>\$808</b>	<b>\$894</b>	<b>\$1,144</b>	<b>\$1,654</b>	<b>\$1,921</b>
Glenn County – 2020 HUD FMR	\$597	\$670	\$883	\$1,100	\$1,196
% FMR	100%	100%	100%	100%	100%
<b>Glenn County 2020 Payment Standard</b>	<b>\$597</b>	<b>\$670</b>	<b>\$883</b>	<b>\$1,100</b>	<b>\$1,196</b>

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to set its 2020 Payment Standards for the Section 8 Housing Choice Voucher program in accordance with the table above, such standards to be applied effective October 1, 2019.

Dated: September 19, 2019.

\_\_\_\_\_  
Laura Moravec, Board Chair

ATTEST:

\_\_\_\_\_  
Edward S. Mayer, Secretary

September 13, 2019

**Memo**

To: Board of Commissioners

From: Sue Kemp, Finance Director *SK*

Subject: Write-Off Uncollectible Accounts Receivable as of September 30, 2019

Annually, accounts receivable balances are written off the balance sheet for accounts that are ninety days (90) days past the last payment date for a vacated participant or landlord. These balances represent uncollectable tenant rent, repayment agreements, and other charges for July 1, 2018 through June 30, 2019. To provide some perspective, below is a chart comparing 2019 to the past four years, along with the five year averages.

There were several difficult tenancies in Public Housing resulting in very high move-out charges. Housing Authority Owned and HCV Sec.8 were lower than the past few years.

Year	Public Housing	Farm Labor Housing	Housing Authority Owned	HCV Sec.8	VASH Security Deposits	Total
2019	\$71,783.66	\$264.19	\$5,163.95	\$14,024.00	\$0.00	\$91,235.80
2018	\$37,987.94	\$7,616.53	\$17,549.68	\$24,003.74	\$0.00	\$87,157.89
2017	\$11,311.73	\$1,983.68	\$16,150.81	\$50,860.77	\$0.00	\$80,306.99
2016	\$33,138.51	\$116.07	\$11,984.25	\$20,469.52	\$550.00	\$66,258.35
2015	\$35,555.49	\$3,014.93	\$13,391.82	\$7,309.35	\$968.00	\$60,239.59
<b>Averages</b>	<b>\$37,955.47</b>	<b>\$2,599.08</b>	<b>\$12,848.10</b>	<b>\$23,333.48</b>	<b>\$303.60</b>	<b>\$77,039.72</b>

The amount written off the balance sheet is not the same as Bad Debt and Allowance for Doubtful Accounts, which are calculated as a percentage of the total tenant accounts receivable. The process of recording the allowance for bad debt does not require Board action, as its purpose is not to write-off the debt but to account for potentially uncollectible amounts.

With the exception of any deceased tenants, these write-off accounts will be sent to a Collection Agency.

If you have any questions I will be happy to answer them at the Board Meeting.

*Recommend adoption of Resolution No. 4753.*

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**RESOLUTION No. 4753**  
**WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE**

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to hereby authorize the following accounts receivable amounts to be written off the Balance Sheet as uncollectible as of September 30, 2019:

PROJECT	# of UNITS	RENT	OTHER CHARGES	TOTAL
<b><u>PUBLIC HOUSING:</u></b> Balances from 07/01/2018 to 06/30/2019				
BIGGS (43-02A, 02B)	4	\$582.90	\$9,459.26	\$10,042.16
CHICO (43-3)	6	\$1,763.08	\$10,152.50	\$11,915.58
CHICO (43-13)	10	\$10,267.41	\$11,631.91	\$21,899.32
GRIDLEY (43-01A, 01B, 04)	1	\$24.94	\$199.35	\$224.29
OROVILLE (43-10)	2	\$402.37	\$1,080.77	\$1,483.14
OROVILLE (43-14)	2	\$323.20	\$10,622.85	\$10,946.05
OROVILLE (43-15)	4	<u>\$1,639.75</u>	<u>\$13,633.37</u>	<u>\$15,273.12</u>
<b>TOTAL PUBLIC HOUSING:</b>		<b><u>\$15,003.65</u></b>	<b><u>\$56,780.01</u></b>	<b><u>\$71,783.66</u></b>
<b><u>FARM LABOR HOUSING:</u></b> Balances from 07/01/2018 to 06/30/2019				
GRIDLEY	1	<u>\$264.19</u>	<u>\$0.00</u>	<u>\$264.19</u>
<b>TOTAL FARM LABOR HOUSING:</b>		<b><u>\$264.19</u></b>	<b><u>\$0.00</u></b>	<b><u>\$264.19</u></b>
<b><u>HOUSING AUTHORITY OWNED:</u></b> Balances from 07/01/2018 to 06/30/2019				
LOCUST ST APTS	1	\$55.77	\$51.91	\$107.68
PARK PLACE APTS	0	\$0.00	\$0.00	\$0.00
KATHY CT APTS	3	\$300.00	\$1,014.59	\$1,314.59
ALAMONT APTS	1	\$395.77	\$1,161.80	\$1,557.57
EVANSWOOD ESTATES	0	\$0.00	\$0.00	\$0.00
LINCOLN APTS	2	<u>\$395.00</u>	<u>\$1,789.11</u>	<u>\$2,184.11</u>
<b>TOTAL AUTHORITY OWNED:</b>		<b><u>\$1,146.54</u></b>	<b><u>\$4,017.41</u></b>	<b><u>\$5,163.95</u></b>
<b><u>HOUSING CHOICE VOUCHER PROGRAM: (SEC 8):</u></b> Balances from 07/01/2018 to 06/30/2019				
TENANTS	16	\$14,024.00	\$0.00	\$14,024.00
LANDLORDS	0	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>TOTAL SECTION 8:</b>		<b><u>\$14,024.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$14,024.00</u></b>
<b>GRAND TOTAL:</b>				<b><u>\$91,235.80</u></b>

Date: September 19, 2019

\_\_\_\_\_  
Laura Moravec, Board Chair

ATTEST:

\_\_\_\_\_  
Edward S. Mayer, Secretary



September 11, 2019

Memo

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Butte Countywide Homeless Continuum of Care (CoC)  
Approval of (past) CoC Expenditures

Requested is Board authorization to use the General Fund to fund a negative \$69,192.44 balance in the Continuum of Care fund. These expenses were mostly accrued as “Due-To” the General Fund during the 2015 and 2016 fiscal years. Such action would address the associated “Due-To” on the Balance Sheet, and reconcile years of HACB’s CoC-related work.

The HACB has functioned as both fiscal agent and provider of administrative capacity to the CoC for more than a decade. The work has generally been funded by means of contract to the City of Chico, and various departments of Butte County, typically the Behavioral Health Department (BH) and the Department of Employment and Social Services (DESS). However, funding has been sporadic and required annual assessment and negotiation.

The amount of administrative services provided has varied over the years, depending on the needs of the CoC. At a minimum, each operational year sees a comprehensive grant application made to HUD Homeless programs, and every other year, a Point-in-Time homeless survey (PIT). Such services have been provided by HACB by means of part-time employee, contractor, and full-time employee, depending on the needs of the year and available local resources. HUD and State expectations of the CoC have increased significantly each successive year. Regardless of the any year’s landscape, the HACB has stood by to ensure the continuity of CoC response and service to the community.

Attached for your information is a year-by-year accounting of HACB’s work on behalf of the CoC. The 2015 and 2016 years saw support for the CoC exceeding available resources – this was a time of transition for the CoC, as it worked to meet increased HUD expectations, yet had to rely on consultants, not staff, to accomplish the work, given the uncertainty of local support. This action is regarded as final, it is not anticipated the HACB will see additional CoC-related expenses of this magnitude. The Housing Authority, through the CoC, is working to have CoC administration taken on by Butte County by the end of the year, something approved by the Board of Supervisors, and pending approval by the CoC.

*Recommendation: adopt Resolution No. 4754*

**Butte County Continuum of Care  
Income Statements  
10/1/2008 to 6/30/2017**

	<b>FYE 9/30/2009</b>	<b>FYE 9/30/2010</b>	<b>FYE 9/30/2011</b>	<b>FYE 9/30/2012</b>	<b>FYE 9/30/2013</b>	<b>FYE 9/30/2014</b>	<b>FYE 9/30/2015</b>	<b>FYE 9/30/2016</b>	<b>10/1/2016 to 6/30/2017</b>
Sierra Health Foundation Grant			-	-	20,000.00	-			
Participating Agency Revenue	30,082.00	11,485.00	42,583.20	-	-	4,005.00	-	8,000.00	43,000.00
<b>TOTAL REVENUES</b>	<b>30,082.00</b>	<b>11,485.00</b>	<b>42,583.20</b>	<b>-</b>	<b>20,000.00</b>	<b>4,005.00</b>	<b>-</b>	<b>8,000.00</b>	<b>43,000.00</b>
Employee Salaries	5,141.00	15,883.00	13,972.38	14,068.00	8,569.00	278.00	-	-	2,840.10
Employee Taxes & Fringe Benefits	448.00	1,337.00	1,307.45	1,642.00	1,941.00	178.00	-	-	1,543.71
Administrative Costs	835.00	543.00	745.32	150.00	97.00	874.00	142.00	616.00	257.61
Mileage/Gas/Travel/Training	5.00	1,024.00	-	98.00	-	91.00	-	-	-
CoC Council Support	89.00	173.00	60.00	5.00	1,000.00	-	-	-	-
Consulting Fees	-	-	-	-	7,562.00	18,335.00	30,347.00	70,351.00	25,799.07
<b>TOTAL EXPENSES</b>	<b>6,518.00</b>	<b>18,960.00</b>	<b>16,085.15</b>	<b>15,963.00</b>	<b>19,169.00</b>	<b>19,756.00</b>	<b>30,489.00</b>	<b>70,967.00</b>	<b>30,440.49</b>
<b>REMAINING</b>	<b>23,564.00</b>	<b>(7,475.00)</b>	<b>26,498.05</b>	<b>(15,963.00)</b>	<b>831.00</b>	<b>(15,751.00)</b>	<b>(30,489.00)</b>	<b>(62,967.00)</b>	<b>12,559.51</b>
<b>Cumulative Cash Flow</b>	<b>23,564.00</b>	<b>16,089.00</b>	<b>42,587.05</b>	<b>26,624.05</b>	<b>27,455.05</b>	<b>11,704.05</b>	<b>(18,784.95)</b>	<b>(81,751.95)</b>	<b>(69,192.44)</b>

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4754

APPROVAL OF BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE EXPENSES

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WHEREAS, the Housing Authority of the County of Butte (HACB) acts as fiscal agent and provider of administrative capacity to the Butte Countywide Homeless Continuum of Care (CoC); and

WHEREAS, the HACB has incurred and accumulated unreimbursed costs associated with CoC administration, such costs amounting to Sixty-nine Thousand, One Hundred and Ninety-two and 44/100 Dollars (\$69,192.44); and

WHEREAS, the HACB seeks to address the accumulated unreimbursed costs by means of expensing such costs to its General Fund, and

WHEREAS, the HACB Board of Commissioners has established procurement policy such that expenditures greater than Fifty Thousand Dollars (\$50,000.00) be authorized by resolution of the Board;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to expense its incurred unreimbursed costs associated with administration of the Butte Countywide Homeless Continuum of Care to its General Fund, such costs amounting to Sixty-nine Thousand, One Hundred and Ninety-two and 44/100 Dollars (\$69,192.44).

Dated: September 19, 2019

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4755

TRAVEL EXPENSES - REVISION TO THE PERSONNEL POLICY OF THE  
HOUSING AUTHORITY OF THE COUNTY OF BUTTE

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WHEREAS, the Housing Authority of the County of Butte (HACB) maintains a Personnel Policy on behalf of both its represented and management personnel; and

WHEREAS, by means of Resolution No. 4720, the HACB last adopted both its Personnel Policy, and its Management Addendum to the Personnel Policy, on December 6, 2018, both effective January 1, 2019 (Personnel Policy); and

WHEREAS, the HACB has determined its Personnel Policy requires revision in order to simplify administration of its Travel Policy; specifically, as permitted under IRS guidelines, that Meals & Incidental Expenses (M&IE) be changed from receipt based, to straight per diem allowance, as provided in proposed Personnel Policy Section 19.3 - Expenses; and

WHEREAS, the HACB has determined that such revision to its Personnel Policy does not materially affect or change terms of its union labor agreement with the Operating Engineers Local No.3, dated December 21, 2018, extending from January 1, 2019 through December 31, 2020; and

WHEREAS, the HACB has determined the draft Personnel Policy revision to be in the best interest of the HACB and its employees;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt changes to its Personnel Policy, such Personnel Policy changes attached to and made a part of this Resolution No. 4755, such Personnel Policy changes to be implemented effective immediately.

Dated: September 19, 2019.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary

## Housing Authority of the County of Butte

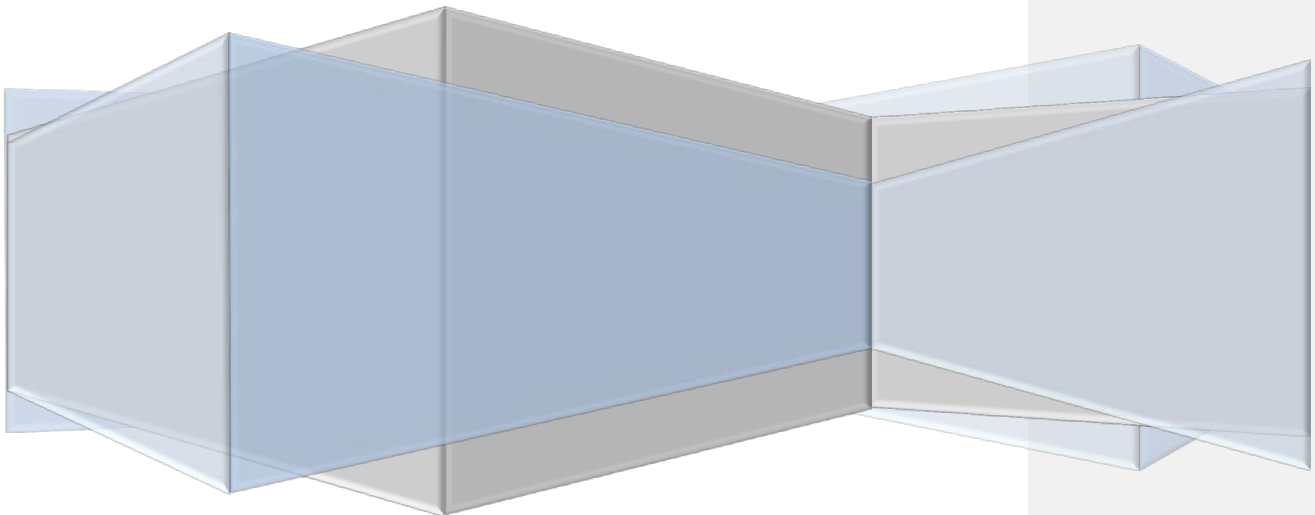
# Personnel Policy

Adopted by Resolution No. 4720 on December 6, 2018

[Revised by Resolution No. 4755 on September 19, 2019](#)

Effective January 1, 2019

*\*Sections in this document may not apply to Management. For items that are precluded it is noted in this document. For items that are noted with an asterisk (\*) see the Management Addendum.*



- F. Rental of an automobile by an employee, for whatever purpose, shall require the prior approval of the Executive Director.
- G. Mileage logs shall be maintained for all HACB vehicles.

### 19.3 EXPENSES

- A. When an employee attends a breakfast, lunch or dinner meeting within the County where you are a participant in the meeting or where it is to the HACB's benefit that you attend, you may be reimbursed for your meal expense and the meal expense of another person or persons who are guests on occasions when an invitation to a meal is in the interest of the HACB or when a meal is provided because of services to the HACB. If you are a non-supervisory employee, you must receive the prior written approval of your Supervisor for the HACB to pay your meal expense.

- B. When traveling on HACB business and overnight lodging is required, the HACB will pay your actual transportation and room costs. Your expenses for meals, and other allowable incidental expenses while traveling, shall be advanced and reimbursed up to a maximum of the current Federal per diem rate per locality for all anticipated meals and incidental ~~expenses or the actual expense, whichever is less. Receipts and advance reimbursements must be submitted for all expenses.~~ Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, fees and tips for services such as those to waiters, or baggage handlers, or maids and transportation to and from restaurants for meals.

Meals and Incidentals (M&IE) shall be paid per the "US General Services Administration M&IE Breakdown" table per locality as follows:

- M&IE Total – the full daily amount received for a single calendar day of travel when that day is neither the first nor the last date of travel. M&IE Total = Breakfast + Lunch + Dinner + incidentals.
- First and last day of travel – amount received on the first and last day of travel equals 75% of total M&IE.
- Breakfast, lunch, dinner, incidentals – If meal(s) are provided for at the conference or training, separate amounts for non-provided meals and incidentals will be covered. Please check your conference agenda for this information.

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C. ~~If travel is by private car, you shall be reimbursed the actual mileage at the current rate authorized by the Internal Revenue Service or the cost of the public carrier, whichever is less. The cost of a public carrier shall include all transportation costs round trip from your home as determined by the Executive Director.~~

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~~B.D. Receipts for lodging and transportation expense (i.e., parking, public transportation (taxi, Uber/Lift, airport shuttle), bridge tolls, etc.), where a receipt is available, must be attached to all claims for travel expenses. Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, fees and tips for services such as those to waiters or baggage handlers, and transportation to and from restaurants for meals. Employees may be reimbursed for not more than one personal phone call for each day of travel. All travel expenses, with receipts, must be submitted within 10 business days to the Executive Director for approval, except that the Executive Director's expense report shall be approved by the Board Chair. Travel advances will not be authorized if you currently have outstanding reimbursements due to the HACB.~~

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~~C.~~

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~~D. If meals are provided for at the conference or training no reimbursements will be provided. Please check your conference agenda for this information.~~

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E. As an employee attending training and/or traveling on HACB business outside the County where overnight lodging is not required, your expenses for meals, and other allowable incidental expenses while traveling, shall be advanced and reimbursed up to a maximum of the current Federal per diem rate per locality for all anticipated meals and incidental expenses you may be reimbursed for your meal expense if you are required to be on travel status over the normal lunch or dinner period provided receipts are submitted and the charge is reasonable. Meals will not be reimbursed for travel and training under 12 hours and in-town trainings.

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~~F. All travel expenses, with receipts, must be submitted within 10 business days to the Executive Director for approval, except that the Executive Director's expense report shall be approved by the Board Chair. Nothing in this paragraph shall be construed as authorizing the holding of staff breakfasts, lunch or dinner meeting to be paid by HACB.~~

~~G.F. Travel advances will not be authorized if you currently have outstanding reimbursements due to the HACB.~~

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4756

SELF-HELP FEDERAL CREDIT UNION - WAIVER OF SECURITY FOR DEPOSITS AND  
INTEREST

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WHEREAS, Pursuant to Section 53653 of the California Local Agency Deposit Security Law (Law), public funds on deposit are to be provided extraordinary security; and

WHEREAS, Pursuant to the Law, a public entity may, at its discretion, waive the extraordinary security to which it is entitled for deposits and interest accrued on the deposits; and

WHEREAS, National Credit Union Administration (NCUA) deposits are fully covered and insured by the NCUA for deposit amounts of up to \$250,000; and

WHEREAS, the Self-Help Federal Credit Union has requested waiving of the extraordinary security provided for deposit, and interest on deposit accruals, up to a total of \$250,000; and

WHEREAS, the Housing Authority of the County of Butte has determined such action to be reasonable in that it does not increase the risk of the deposits, provided cumulative deposits do not exceed \$250,000;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to waive the extraordinary securitization requirements for public funds associated with Section 53653 of the California Local Agency Deposit Security Law, for cumulative deposits equal to or less than the maximum federally insured amount, currently set at \$250,000; further be it resolved that Self-Help Federal Credit Union shall continue to maintain approved collateral security for all deposits in excess of the maximum federally insured amount per Section 53652 of the California Local Agency Deposit Security Law; and finally, such waiver shall remain in force as long as the deposit is continuous and the waiver has not been withdrawn by the Housing Authority of the County of Butte.

Dated: June 20, 2019

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary





## HOUSING AUTHORITY of the County of Butte

(530) 895-4474  
 FAX (530) 895-4459  
 TDD/TTY (800) 735-2929  
 (800) 564-2999 Butte County Only  
 WEBSITE: [www.butte-housing.com](http://www.butte-housing.com)  
 2039 Forest Avenue • Chico, CA 95928

September 10, 2019

### Update to Camp Fire Disaster, Butte County, CA

Below is summary data for our Section 8 HCV program. Of the 318 Section 8 Housing Choice Voucher households displaced by the Camp Fire:

	09/10/2019	09/03/2019
<b>Successes –</b>	<b>173</b>	<b>173</b>
• Repopulated:	31	31
• Housed in new unit:	67	67
• Port Out:	75 (50 billed / 25 absorbed)	75 (50 billed / 25 absorbed)
<b>Left Program –</b>	<b>135</b>	<b>131</b>
• Deceased:	08 (3 Camp Fire, 5 post CF)	08 (3 Camp Fire, 5 post CF)
• Voluntary exit:	11	11
• Expired vouchers	95	94
• Expired ports	21	18
<b>Still searching -</b>	<b>10</b>	<b>14</b>
• HACB Jurisdiction:	07	08
• Port:	03	06
<b>Total:</b>	<b>318 households</b>	<b>318 households</b>

Four (4) households left the program. Many of those who have left the program have reapplied to either the 2019 HCV Camp Wait List or the “regular” 2019 HCV Wait List.

There are three (3) port out families who are searching. We wait until the billing date on port out households, so we may not know anything about their status until late October. There are seven (7) searching locally, five (5) of which are seeking to move back into their unit in Paradise, pending water testing results.

No change to HUD-VASH again this week. Since the Camp Fire, HACB has received twenty-five (25) referrals: eighteen (18) vouchers have been issued, four (4) are leased, two (2) pending, five (5) not qualified, and one (1) voucher expired.

HACB is still struggling post Camp Fire with being short staffed and high volume of work flow. We are still backfilling with temps, as needed. Hopefully staffing and work flow will stabilize by the end of the year.

Respectfully submitted,  
 Tamra C. Young, Administrative Operations Director  
 (530) 895-4474 Ext. 214, [tamray@butte-housing.com](mailto:tamray@butte-housing.com)



*The Housing Authority is an equal opportunity employer and housing provider.*





## HOUSING AUTHORITY of the County of Butte

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August 16, 2019

Mayor Reynolds and City Council Members  
City of Oroville  
Oroville City Hall  
1735 Montgomery Street  
Oroville, CA 95965

Subject: Impacts of People Living on the Streets

Honorable Mayor Reynolds and City Council Members:

Simply put, the City of Oroville, the County of Butte, the State of California, and our nation, do not have sufficient quantities of housing for our citizenry, much less housing that is affordable to that citizenry. The consequences are graphic, with ever present homeless persons dwelling in public areas, doing what they need to do to survive. This dynamic has grown to such proportion that it impacts the very civility we hold dear to our way of life.

The dynamic is two sided – it can be seen as a lack of affordable housing, or it can be seen as a lack of the economic opportunity to afford the cost of housing. Fully sixty-percent of Oroville's renter households pay more than 50% of their incomes for rent and utilities – they are considered "severely cost burdened". And these households are on the cusp of homelessness, as only one medical incident, loss of a job, or loss of transportation can tip the balance from housed to homeless.

Please know that the vast majority of our area homeless are local, they do not come from elsewhere. They are typically some of the most vulnerable populations in our community: elderly, disabled, youth, veterans, domestic violence victims, persons of limited capacities. By far the majority do not want to be homeless.

We suggest a two-pronged approach. The first is development of a triage system sufficient to address the immediate needs of the homeless: shelter, food, supportive services, etc. Where *can* the homeless go, during the day, and during the night, without violating their civil liberties or the community's civility? The second is to increase housing stock in every capacity, the homeless need housing opportunity, a place to live. And we know from experience that development of triage capacity and permanent housing stock does not mean that homeless will swarm to the community from elsewhere. To varying degrees, all communities in the nation are struggling with this same problem.

We applaud your interest in the subject, and bringing it to discussion and consideration for the community. This problem did not come from nowhere, and it will take a concerted effort over some time to address the systemic issues that we now are compelled to negotiate.

Very truly yours,

Edward S. Mayer  
Executive Director



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