

HOUSING AUTHORITY OF THE COUNTY OF BUTTE (HACB)
Board of Commissioners Meeting
2039 Forest Avenue
Chico, California 95928

MEETING AGENDA

October 19, 2023
2:00 p.m.

Due to COVID-19 and California State Assembly Bill 361 that amends the Ralph M. Brown Act to include new authorization for remote meetings, including remote public comment for all local agencies. California State Assembly Bill 361 extends the provision of Governor Newsom's Executive Order N-29-20 and N-35-20 until January 2024. The meeting will be a hybrid meeting both in person at this Housing Authority office and remotely. Members of the Board of Commissioners and HACB staff will be participating either in person or remotely. The Board of Commissioners welcomes and encourages public participation in the Board meetings either in person or remotely from a safe location.

Members of the public may be heard on any items on the Commissioners' agenda. A person addressing the Commissioners 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 Commissioners. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Commissioners during agenda item 6.

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/328172173>

You can also dial in using your phone.

Access Code:

328-172-173

United States (Toll Free):

[1 877 309 2073](tel:18773092073)

United States:

[+1 \(646\) 749-3129](tel:+16467493129)

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email marysolp@butte-housing.com or call 530-895-4474 x.210.

Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

NEXT RESOLUTION NO. 4906

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS

*Housing Authority of the County of Butte
Board of Commissioners
Agenda –Meeting of October 19, 2023
Page 1*

3. CONSENT CALENDAR

3.1 Minutes for the meeting of September 21, 2023

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$959,323.61
3.2.2	Landlords –	\$1,659,994.96
3.2.3	Payroll–	\$130,430.47

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

3.9.1 Mi CASA Letter

3.10 HACB Owned Properties

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

4. CORRESPONDENCE

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Personnel Policy – Adopt revised Personnel Policy & Management Addendum to Personnel Policy effective January 1, 2024.

Recommendation: Resolution No. 4906

5.2 Memorandum of Understanding (MOU) – Adopt 2024-2028 Union MOU with Operating Engineers Local No. 3.

Recommendation: Resolution No. 4907

- 5.3 Gridley Farm Labor Housing (GFLH) – Receive and accept FYE 2021 and 2022 Audit Report.
- Recommendation: Motion
- 5.4 HACB Write-Offs – Approval of HACB Write-Offs Uncollectible Accounts Receivable.
- Recommendation: Resolution No. 4908
- 5.5 Public Housing, Oroville – Approve Roof Replacement Project at 43-14 & 43-15 Oroville.
- Recommendation: Resolution No. 4909
6. MEETING OPEN FOR PUBLIC DISCUSSION
7. MATTERS CONTINUED FOR DISCUSSION
8. SPECIAL REPORTS
- 8.1 NAHRO 2023 National Conference, October 6-8, 2023, New Orleans, CA – Report by Tamra Young, Administrative Operations Director and Hope Stone, Finance Director.
9. REPORTS FROM COMMISSIONERS
10. MATTERS INITIATED BY COMMISSIONERS
11. EXECUTIVE SESSION
- 11.1 Pursuant to California Government Code 54956.8: Conference with Real Estate Negotiator.
Property Located at 1744 Laurel Street, Chico
- 11.2 Pursuant to California Government Code 54957: Public Employment Performance Evaluation
One matter: Executive Director Evaluation
12. COMMISSIONERS' CALENDAR
- **Next Meeting – November 16, 2023**
13. ADJOURNMENT

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

MEETING MINUTES OF September 21, 2023

The meeting was conducted via teleconference, web-conference and in person, as noticed.

Board Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:22 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Rich Ober, David Pittman, Sarah Richter and Regina Sayles-Lambert; all attended in person

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Hope Stone, Finance Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; Angie Little, Section 8 Housing Manager; and Taylor Gonzalez, Project Manager; all attended in person.

Others Present: Tiffany Lee, HACB Occupancy Specialist and OE#3 Union Steward alternate; Bill Wathen, Glenn County HHS Deputy Director, and Janelle Kelly, Program Manager II, Glenn County Social Services; Tiffany Lee attended in person, Bill Wathen and Janelle Kelly attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Ober moved that the Consent Calendar be accepted as presented, Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

4.1 HUD letter - Notice of 2023 Presumptive Failure Status, regarding late delivery of 2022 Audit. Letter provided for information and discussion.

4.2 HACB letter of response to HUD regarding 2022 Audit delivery. Letter provided for information and discussion. HUD has accepted response.

*Housing Authority of the County of Butte
Board of Commissioners
Minutes – Meeting of September 21, 2023
Page 1*

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 HACB Consolidated Budget – The FY 2023-24 budget was presented for approval. This is a routine annual item; the proposed budget becomes effective October 1st, 2023, and was reviewed and discussed by the Board Budget Committee. The operating budget presented addresses and budgets anticipated expenses and revenues of the agency for all agency programs and projects. It includes roll-up of sub-budgets, many of which were previously reviewed and approved by the Board. In summary, the HACB is in good financial condition - this is a routine budget, consistent with previous operations activity and trajectory, presented for approval.

RESOLUTION NO. 4903

Commissioner Alford moved that Resolution No. 4903 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2023-24 CONSOLIDATED OPERATING BUDGET INCLUDING THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, HUD CONVENTIONAL LOW RENT PUBLIC HOUSING PROGRAM, USDA FARM LABOR HOUSING PROGRAM, AUTHORITY OWNED PROJECTS, AND OTHER AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.2 Section 8 Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) Payment Standard – Area Fair Market Rents (FMR’s) by bedroom size for Butte and Glenn Counties are issued by HUD annually. HACB analyzes them to set Payment Standards for purposes of program administration. This year HUD- published FMR’s saw an average increase of 16%. Section 8 Housing Manager Angie Little reviewed market rental data to arrive at recommendations for both the Section 8 HCV and EHV programs, recommending, in general, the HACB adopt Payment Standards at 110% of FMR’s for the HCV Program and 120% for the EHV Program.

RESOLUTION NO. 4904

Commissioner Coy moved that Resolution No. 4904 be adopted by reading of title only: “DETERMINATION OF 2024 PAYMENT STANDARDS FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER AND EMERGENCY HOUSING VOUCHER PROGRAMS”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.3 Personnel – In anticipation of the departure of the current Maintenance Supervisor, who will be retiring in December 2023, staff revised the current position description to be consistent with industry practice and local conditions.

RESOLUTION NO. 4905

Commissioner Sayles-Lambert moved that Resolution No. 4905 be adopted by reading of title only: “ADOPTION OF POSITION DESCRIPTION FOR MAINTENANCE SUPERVISOR”. Commissioner Ober seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Housing Authority of the County of Butte (HACB) – Executive Director Mayer indicated he has begun the process of retaining a professional consultant to guide the Board through a strategic visioning process, seeking to have the consultant ready to go within the next couple months. He anticipates 2-3 sessions with the consultant, with the process completing by early spring.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Commissioner Richter shared that she, on behalf of the Town of Paradise is challenging the HUD data released regarding the low-income population in Paradise.

Chair Pittman shared update that the Mission Esperanza project in Oroville is moving forward, as they were fully funded with \$1.7 million as of Tuesday. As previously shared, the project is to be located next to the Oroville Rescue Mission, providing safe tent camping, RV and car parking, and pallet shelters to serve the homeless.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Sayles-Lambert announced her resignation as Commissioner of the Housing Authority of the County of Butte. Executive Director Mayer thanked her for her service to the HACB Board of Commissioners.

11. EXECUTIVE SESSION

Adjourned: 3:30 pm
Reconvened: 4:50 pm

Commissioners and Executive Team; Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Hope Stone, Finance Director and Tamra Young, Administrative Operations Director were in attendance.

- 11.1 Government Code 54957.6: Conference with Labor Negotiators – parameters were provided to staff regarding negotiation of the next Union Memorandum of Understanding with represented staff.

11.2 Government Code 54956.8: Conference with Real Estate Negotiator – Direction was provided to staff regarding the authority-owned single-family home located at 1744 Laurel Street.

11.3 Government Code 54957: Public Employment Performance Evaluation – Board continued discussion of annual Executive Director performance review, continued to next meeting.

12. COMMISSIONERS' CALENDAR

- **NAHRO at 90 CELEBRATE: 2023 National Conference and Exhibition, New Orleans, LA – October 6 – 8, 2023**
- **Next Meeting – October 19, 2023**

13. ADJOURNMENT

Chair Pittman adjourned the meeting at 4:51 pm.

Dated: September 21, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

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

Check Date	Check #	Vendor	Total Amount
9/28/2023	7192	v0004563 - Novogradac & Company LLP	5,800.00
9/8/2023	9823	v0000059 - CalPERS	5,876.18
9/8/2023	9823	v0000181 - Empower	2,170.00
9/8/2023	90823	v0000059 - CalPERS	39,900.59
9/22/2023	90823	v0000891 - Paylocity	26,112.01
9/15/2023	91523	v0004576 - Aflac	494.70
9/22/2023	92223	v0000181 - Empower	2,170.00
9/22/2023	92223	v0000891 - Paylocity	65,247.96
9/1/2023	158671	v0000006 - Biggs Municipal Utilities	127.00
9/1/2023	158672	v0000031 - PG&E	8,598.00
9/1/2023	158673	v0000031 - PG&E	107.00
9/1/2023	158674	v0000031 - PG&E	107.00
9/1/2023	158675	v0004492 - Minol	53.00
9/6/2023	158706	v0000006 - Biggs Municipal Utilities	38.00
9/6/2023	158707	v0000006 - Biggs Municipal Utilities	14.00
9/6/2023	158708	v0000006 - Biggs Municipal Utilities	14.00
9/6/2023	158709	v0000006 - Biggs Municipal Utilities	14.00
9/6/2023	158710	v0000006 - Biggs Municipal Utilities	14.00
9/6/2023	158711	v0000006 - Biggs Municipal Utilities	14.00
9/6/2023	158712	v0000006 - Biggs Municipal Utilities	14.00
9/6/2023	158713	v0000011 - CALIFORNIA WATER SERVICE	73.00
9/6/2023	158714	v0000014 - Gridley Municipal Utilities	363.00
9/6/2023	158715	v0000031 - PG&E	1,334.00
9/15/2023	158716	v0000031 - PG&E	523.00
9/15/2023	158717	v0000006 - Biggs Municipal Utilities	2,797.76
9/15/2023	158718	v0000011 - CALIFORNIA WATER SERVICE	11.72
9/15/2023	158719	v0000017 - EAGLE SECURITY SYSTEMS	1,262.67
9/15/2023	158720	v0000031 - PG&E	19.81
9/15/2023	158721	v0000031 - PG&E	141.75
9/15/2023	158722	v0000031 - PG&E	37.93
9/15/2023	158723	v0000031 - PG&E	190.01
9/15/2023	158724	v0000031 - PG&E	1,204.13
9/15/2023	158725	v0000031 - PG&E	1,934.04
9/15/2023	158726	v0000031 - PG&E	12.69
9/15/2023	158727	v0000031 - PG&E	100.24
9/15/2023	158728	v0000031 - PG&E	5,594.70
9/15/2023	158729	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	551.04
9/15/2023	158730	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	314.88
9/15/2023	158731	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	78.72
9/15/2023	158732	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	432.96
9/15/2023	158733	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	590.40
9/15/2023	158734	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	585.98
9/15/2023	158735	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	314.01
9/15/2023	158736	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	23.18
9/15/2023	158737	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	35.86
9/15/2023	158738	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	2,086.68
9/15/2023	158739	v0000037 - Patrick Clark Consulting	1,500.00
9/15/2023	158740	v0000040 - Gregory P. Einhorn	780.00
9/15/2023	158741	v0000057 - OPER. ENG. LOCAL #3	720.00
9/15/2023	158742	v0000072 - Towne Flooring Center	5,552.42
9/15/2023	158743	v0000082 - ENTERPRISE-RECORD	2,704.46
9/15/2023	158744	v0000088 - The Home Depot Credit Services	4,429.44
9/15/2023	158745	v0000121 - United States Postal Service (CMRS-FP)	2,500.00
9/15/2023	158746	v0000140 - COMCAST CABLE	1,213.77
9/15/2023	158747	v0000155 - Susanne Kemp	56.93

9/15/2023	158748	v0000192 - Nan McKay & Associates, Inc.	225.00
9/15/2023	158749	v0000229 - InterWest Insurance Services, LLC	500.00
9/15/2023	158750	v0000235 - HD Supply Facilities Maintenance, Ltd.	50.81
9/15/2023	158751	v0000238 - Baker Distributing Company, Inc.	5.18
9/15/2023	158752	v0000240 - CIC	3,053.40
9/15/2023	158753	v0000241 - WASTE MANAGEMENT	1,881.12
9/15/2023	158754	v0000267 - OFFICE DEPOT INC	109.68
9/15/2023	158755	v0000276 - Scrubbs, Inc.	64.00
9/15/2023	158756	v0000289 - M&I Technology Consulting	92.50
9/15/2023	158757	v0000309 - Illustratus	124.81
9/15/2023	158758	v0000312 - Unum Life Insurance Company	1,133.87
9/15/2023	158759	v0000357 - Yuba City	196.00
9/15/2023	158760	v0000357 - Yuba City	102.00
9/15/2023	158761	v0000369 - THRIFTY ROOTER-SERVICE & PLUMBING	1,047.01
9/15/2023	158762	v0000380 - Staples Business Credit	849.03
9/15/2023	158763	v0000401 - Plan B Professional Answering Services	129.60
9/15/2023	158764	v0000425 - Climate & Energy Solutions	1,499.00
9/15/2023	158765	v0000430 - HARRP	80.00
9/15/2023	158766	v0000459 - E Center	294.15
9/15/2023	158767	v0000463 - Sherwin-Williams Company	3,074.20
9/15/2023	158768	v0000469 - Thermalito Irrigation	813.82
9/15/2023	158769	v0000474 - Advanced Document	122.42
9/15/2023	158770	v0000592 - Neal Road Recycling & Waste	36.00
9/15/2023	158771	v0000680 - MAINTENANCE PLUS	935.96
9/15/2023	158772	v0000695 - SPRINT	64.31
9/15/2023	158773	v0000723 - Basis Architecture & Consulting, Inc.	25,152.27
9/15/2023	158774	v0000766 - JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	1,025.50
9/15/2023	158775	v0000769 - Douglas DeSoto	164.90
9/15/2023	158776	v0000773 - Clean Master	2,340.00
9/15/2023	158777	v0000801 - Chico Turf Plus, LLC	95.00
9/15/2023	158778	v0000806 - Cypress Dental Administrators	3,001.20
9/15/2023	158779	v0000816 - Measurabl, Inc	4,435.00
9/15/2023	158780	v0000821 - Golden State Risk Management Authority	30,494.00
9/15/2023	158781	v0000845 - HMR Architects, Inc.	1,096.33
9/15/2023	158782	v0000863 - Nor-Cal Landscape Maintenance dba	12,355.00
9/15/2023	158783	v0000882 - RSC Associates, Inc	1,831.75
9/15/2023	158784	v0004479 - Netsys Systems, Inc.	7,070.00
9/15/2023	158785	v0004587 - Cody Hosier Construction Inc.	8,000.00
9/15/2023	158786	v0004593 - Citiguard, Inc.	2,700.00
9/15/2023	158787	v0004614 - City of Chico	169.31
9/15/2023	158788	v0004614 - City of Chico	1,686.30
9/15/2023	158789	v0004614 - City of Chico	56.70
9/15/2023	158790	v0004625 - Powell Roofing Inc.	28,635.00
9/19/2023	158791	v0000047 - The Bank of New York Mellon Trust Co, N.A.	356,250.00
9/19/2023	158792	v0004495 - Town of Paradise	13,730.21
9/28/2023	158797	t0093447 - Perry	49.13
9/28/2023	158798	v0000004 - CHWCA	26,371.00
9/28/2023	158799	v0000010 - CALIF. WTR. SER. ORO	8,249.16
9/28/2023	158800	v0000011 - CALIFORNIA WATER SERVICE	6,241.57
9/28/2023	158801	v0000014 - Gridley Municipal Utilities	1,896.23
9/28/2023	158802	v0000031 - PG&E	87.38
9/28/2023	158803	v0000031 - PG&E	24.30
9/28/2023	158804	v0000031 - PG&E	0.71
9/28/2023	158805	v0000031 - PG&E	5.35
9/28/2023	158806	v0000031 - PG&E	26.06
9/28/2023	158807	v0000039 - TPx Communications	963.03
9/28/2023	158808	v0000048 - Valero Fleet	858.16
9/28/2023	158809	v0000072 - Towne Flooring Center	391.36
9/28/2023	158810	v0000077 - J.W. Wood Co., Inc.	100.19

9/28/2023	158811	v0000104 - DELL MARKETING L.P.	6,142.86
9/28/2023	158812	v0000108 - AT&T	83.80
9/28/2023	158813	v0000140 - COMCAST CABLE	156.35
9/28/2023	158814	v0000159 - Tamra C. Young	297.00
9/28/2023	158815	v0000192 - Nan McKay & Associates, Inc.	239.00
9/28/2023	158816	v0000206 - JACKSONS GLASS CO, INC.	410.51
9/28/2023	158817	v0000223 - EMPLOYMENT DEV.DEPT.	3.12
9/28/2023	158818	v0000223 - EMPLOYMENT DEV.DEPT.	4.15
9/28/2023	158819	v0000238 - Baker Distributing Company, Inc.	529.70
9/28/2023	158820	v0000267 - OFFICE DEPOT INC	944.49
9/28/2023	158821	v0000303 - Elite Carpet Cleaning	300.00
9/28/2023	158822	v0000369 - THRIFTY ROOTER-SERVICE & PLUMBING	3,300.00
9/28/2023	158823	v0000382 - FedEx	70.10
9/28/2023	158824	v0000402 - US Bank	706.91
9/28/2023	158825	v0000412 - Creative Composition, Inc.	209.77
9/28/2023	158826	v0000425 - Climate & Energy Solutions	4,800.00
9/28/2023	158827	v0000469 - Thermalito Irrigation	96.44
9/28/2023	158828	v0000554 - GreatAmerica Financial Services	189.49
9/28/2023	158829	v0000592 - Neal Road Recycling & Waste	85.00
9/28/2023	158830	v0000631 - Hignell, Inc. dba Experts in Your Home	23,094.96
9/28/2023	158831	v0000722 - Sheri Bouvier	93.00
9/28/2023	158832	v0000763 - METAGRAPHICS	149.13
9/28/2023	158833	v0000793 - Verizon Wireless	1,129.16
9/28/2023	158834	v0000807 - David Pittman	50.00
9/28/2023	158835	v0000837 - Gary Quiring	2,110.00
9/28/2023	158836	v0000843 - Sqyres Fire Protection, Inc.	463.23
9/28/2023	158837	v0000858 - Down Range Investments, LLC	3,035.63
9/28/2023	158838	v0000859 - Richard H. Ober	50.00
9/28/2023	158839	v0000866 - Charles Alford	50.00
9/28/2023	158840	v0000879 - GUZI-WEST Inspection and Consulting. LLC	4,451.94
9/28/2023	158841	v0000882 - RSC Associates, Inc	1,428.12
9/28/2023	158842	v0000886 - Candelario Ace Hardware dba	19.29
9/28/2023	158843	v0000888 - Sarah Richter	50.00
9/28/2023	158844	v0000889 - Regina Sayles-Lambert	50.00
9/28/2023	158845	v0000908 - Regina Sayles-Lambert	25.15
9/28/2023	158846	v0004526 - VSP Vision Care	579.25
9/28/2023	158847	v0004543 - Joseph Young	803.60
9/28/2023	158848	v0004546 - Taylor Gonzalez	93.00
9/28/2023	158849	v0004549 - Randy Coy	50.00
9/28/2023	158850	v0004594 - America's Discount Furniture	1,769.63
9/28/2023	158851	v0004625 - Powell Roofing Inc.	28,171.00
9/28/2023	158852	v0004629 - Hope Stone	223.00
9/8/2023	982023	v0000059 - CalPERS	490.00
9/20/2023	2458518	v0000059 - CalPERS	10,746.84
9/22/2023	2458521	v0000059 - CalPERS	5,876.24
9/15/2023	8312023	v0000799 - Benefit Resource, Inc.	150.00
9/6/2023	9062023	v0000439 - Umpqua Bank	1,645.30
9/22/2023	9082023	v0000891 - Paylocity	65,182.51
9/20/2023	9202023	v0000439 - Umpqua Bank	3,085.19
9/22/2023	9222023	v0000891 - Paylocity	26,157.16
9/22/2023	24558523	v0000059 - CalPERS	490.00
TOTAL			959,323.61

Housing Authority of the County of Butte
BALANCE SHEET
August 31, 2023

CUMULATIVE

ASSETS

Current Assets

Cash - Unrestricted	3,270,732
Cash - Other Restricted	1,223,766
Cash - Tenant Security Deposits	337,016
Account Receivable - Current	345,201
Note Receivable - Current Portion	52,401
Investments - Unrestricted	1,825,475
Investments - Restricted	11,405,184
Inventory	25,939
Prepaid Expenses	347,554

Total Current Assets **18,833,268**

Fixed Assets

Fixed Assets & Accumulated Depreciation	26,831,928
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Total Fixed Assets **26,831,928**

Other Non-Current Assets

Notes Loans & Mortgages Receivable	1,965,372
Deferred Outflows - GASB 68 & 75	712,666
Safety Deposit Box, Key Deposit	10
Investment in Limited Partnerships	3,820,117

Total Other Non-Current Assets **6,498,165**

TOTAL ASSETS **52,163,360**

LIABILITIES

Current Liabilities

Accounts Payable	77,371
Accrued Payroll Liabilities	212,878
Accrued Interest Payable	392,368
Tenant Security Deposits	329,034
Deferred Revenue	60,651
Long Term Debt - Current Portion	336,738
Accrued Liabilities - Other	666,504

Total Current Liabilities **2,075,543**

Long-Term Liabilities

Deferred Inflows - GASB 68 & 75	119,279
Other Post Retirement Ben-Net GASB 75	243,914
Unfunded Pension Liability - GASB 68	3,733,706
Long-Term Debt	13,464,527
Non-Current Liability - Other (FSS)	41,847

Total Long-Term Liabilities **17,603,273**

TOTAL LIABILITIES **19,678,816**

NET POSITION

Beginning Net Position	29,569,518
Retained Earnings	2,915,026

TOTAL NET POSITION **32,484,544**

TOTAL LIABILITIES AND NET POSITION **52,163,360**

Housing Authority of the County of Butte
CONSOLIDATED INCOME STATEMENT
August 31, 2023

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	75.00% % Used
Dwelling Rent	340,741	368,267	27,527	3,748,146	4,050,941	302,795	0.00%
Tenant Charges	6,825	5,241	(1,583)	18,329	57,654	39,324	0.00%
Laundry Revenue	1,429	2,747	1,318	8,815	30,213	21,399	0.00%
HUD Grant Revenue	2,248,571	1,929,962	(318,610)	21,902,895	21,229,578	(673,317)	94.57%
Other Grant Revenue	0	0	172,976	6,453	0	509,241	0.00%
Investment Income-unrestricted	3	698	695	7,573	7,674	101	90.46%
Investment Income - restricted	0	5,917	5,917	7,573	65,083	57,510	10.67%
Fraud Recovery	15,859	4,167	(11,692)	56,605	45,833	(10,771)	113.21%
Other Income	12,897	50,558	37,661	255,974	556,142	300,168	42.19%
TOTAL REVENUES	2,626,325	2,367,556	(85,793)	26,012,363	26,043,119	546,450	91.56%
Administrative Employee Salaries	116,069	194,380	78,311	1,597,765	2,138,183	540,418	68.50%
Audit Fee	0	4,542	4,542	13,042	49,958	36,916	23.93%
Advertising & Marketing	355	1,823	1,467	8,298	20,048	11,750	37.94%
Admin Fringe Benefits & Taxes	35,525	104,718	69,193	600,622	1,151,899	551,277	47.80%
Office Expenses	11,400	25,016	13,616	138,064	275,180	137,116	45.99%
Legal Expenses	3,499	4,992	1,492	41,815	54,908	13,093	69.81%
Travel	0	10,360	10,360	0	113,955	113,955	0.00%
Allocated Overhead	103,687	100,704	(2,983)	941,058	1,107,747	166,688	77.87%
Other Admin Expenses	63,374	55,902	(7,473)	173,072	614,917	441,845	25.80%
Total Operating Admin Costs	333,910	502,436	168,525	3,513,736	5,526,793	2,013,057	58.28%
Tenant Services - Salaries	10,777	8,375	(2,402)	118,545	92,125	(26,420)	117.96%
Relocation Costs	0	0	0	4,037	0	(4,037)	0.00%
Employee Benefits - Tenant Services	2,611	3,763	1,151	28,726	41,391	12,665	63.62%
Resident Services MISC	9,110	22,329	13,219	59,462	245,616	186,154	22.19%
Total Tenant Services	22,498	34,467	11,969	210,770	379,132	168,362	50.96%
Water	19,302	18,762	(541)	126,215	206,378	80,163	56.06%
Electricity	10,451	9,532	(919)	46,157	104,850	58,694	40.35%
Gas	2,486	1,995	(491)	17,645	21,940	4,295	73.72%
Sewer	13,535	18,469	4,934	53,937	203,155	149,218	24.34%
Total Utilities - Project	45,774	48,757	2,983	243,954	536,323	292,370	41.70%
Maintenance Salaries	20,378	40,232	19,854	268,385	442,554	174,169	55.59%
Maintenance Materials	16,586	12,929	(3,658)	222,652	142,216	(80,436)	143.51%
Maintenance Contract Costs	83,258	92,304	9,046	232,963	1,015,343	782,380	21.03%
Maintenance Fringe Benefits	4,650	18,542	13,892	62,726	203,966	141,239	28.19%
Total Maintenance Costs	124,873	164,007	39,134	786,726	1,804,079	1,017,353	39.97%
Protective Services	1,161	4,943	3,782	25,280	54,368	29,087	42.62%
Insurance-Liability/Property/Auto	42,674	37,548	(5,126)	244,343	413,029	168,686	54.23%
Other General Expenses	36,111	8,100	(28,011)	10,555	89,100	78,545	10.86%
PILOT	9,042	9,667	625	99,462	106,341	6,879	85.74%
Bad Debt - Tenant	0	5,683	5,683	0	62,517	62,517	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	28,870	28,870	0	317,571	317,571	0.00%
Total Other Operating Expenses	88,988	94,811	5,823	379,640	1,042,925	663,284	33.37%
Maintenance - Extraordinary	0	0	0	0	0	72,222	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,677,255	1,562,206	(115,049)	17,652,645	17,184,269	(468,376)	94.17%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	1,811,396	1,562,206	(115,049)	17,652,645	17,184,269	(396,154)	94.17%
TOTAL EXPENSES	2,427,440	2,406,684	113,385	22,787,472	26,473,521	3,758,271	78.90%
RETAINED EARNINGS	198,885	(39,128)	(238,013)	3,224,891	(430,403)	(3,211,821)	12.65%

Housing Authority of the County of Butte
SECTION 8 INCOME STATEMENT
August 31, 2023

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	75.00% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	(700)	0	700	(7,673)	0	7,673	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	1,870,784	1,723,289	(147,495)	19,633,929	18,956,182	(677,747)	94.94%
Other Grant Revenue	0	0	336,265	0	0	672,530	0.00%
Investment Income-unrestricted	0	150	150	0	1,650	1,650	0.00%
Investment Income - restricted	0	4,167	4,167	0	45,833	45,833	0.00%
Fraud Recovery	15,859	4,167	(11,692)	49,031	45,833	(3,198)	98.06%
Other Income	2,471	625	(1,846)	245,013	6,875	(238,138)	3266.84%
TOTAL REVENUES	1,888,414	1,732,398	180,249	19,920,301	19,056,373	(191,397)	95.82%
Administrative Employee Salaries	48,857	59,583	10,726	537,427	655,417	117,990	75.16%
Audit Fee	0	1,800	1,800	7,079	19,800	12,721	32.77%
Advertising & Marketing	63	417	353	8,160	4,583	(3,577)	163.21%
Admin Fringe Benefits & Taxes	11,324	31,758	20,434	124,561	349,337	224,776	32.69%
Office Expenses	4,209	10,833	6,624	96,902	119,167	22,265	74.54%
Legal Expenses	3,499	1,250	(2,249)	35,934	13,750	(22,184)	239.56%
Travel	0	2,492	2,492	0	27,408	27,408	0.00%
Allocated Overhead	40,000	42,769	2,769	440,000	470,461	30,461	85.73%
Other Admin Expenses	13,277	21,805	8,528	97,479	239,858	142,379	37.25%
Total Operating Admin Costs	121,229	172,707	51,478	1,347,541	1,899,781	552,239	65.02%
Tenant Services - Salaries	5,016	4,000	(1,016)	55,171	44,000	(11,171)	114.94%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	1,215	1,600	385	13,369	17,600	4,231	69.63%
Resident Services MISC	8,902	16,917	8,015	59,208	186,083	126,875	29.17%
Total Tenant Services	15,133	22,517	7,384	127,748	247,683	119,935	47.28%
Water	236	133	(103)	3,514	1,467	(2,048)	219.65%
Electricity	2,952	1,092	(1,860)	12,304	12,008	(295)	93.92%
Gas	59	83	25	1,415	917	(498)	141.45%
Sewer	72	125	53	346	1,375	1,029	23.06%
Total Utilities - Project	3,318	1,433	(1,885)	17,579	15,767	(1,812)	102.20%
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	203	417	214	3,969	4,583	614	79.38%
Maintenance Contract Costs	3,549	917	(2,632)	43,416	10,083	(33,333)	394.69%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
Total Maintenance Costs	3,752	1,333	(2,418)	47,385	14,667	(32,718)	296.16%
Protective Services	523	267	(256)	1,935	2,933	998	60.48%
Insurance-Liability/Property/Auto	585	585	0	6,435	6,435	0	91.67%
Other General Expenses	0	5,167	5,167	10,555	56,833	46,278	17.02%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	1,108	6,018	4,910	18,925	66,202	47,276	26.21%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,675,897	1,549,290	(126,607)	17,637,806	17,042,185	(595,621)	94.87%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	1,675,897	1,549,290	(126,607)	17,637,806	17,042,185	(595,621)	0.948703973
TOTAL EXPENSES	1,820,437	1,753,299	(67,139)	19,196,985	19,286,284	89,300	91.24%
RETAINED EARNINGS	67,977	(20,901)		723,316	(229,911)		-288.39%

Housing Authority of the County of Butte
HOUSING-ALL INCOME STATEMENT
August 31, 2023

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	130,488	123,120	(7,368)	1,458,247	1,354,320	(103,927)	98.70%
Tenant Charges	(49)	3,333	3,382	18,429	36,667	18,238	46.07%
Laundry Revenue	0	1,333	1,333	1,241	14,667	13,425	7.76%
HUD Grant Revenue	113,008	107,363	(5,644)	1,211,511	1,180,996	(30,515)	94.04%
Other Grant Revenue	0	0	0	(1,120)	0	1,120	0.00%
Investment Income-unrestricted	0	383	383	0	4,217	4,217	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	200	200	3,387	2,200	(1,187)	141.13%
TOTAL REVENUES	243,447	235,733	(7,714)	2,691,695	2,593,066	(98,629)	95.15%
Administrative Employee Salaries	53,040	37,500	(15,540)	659,542	412,500	(247,042)	146.56%
Audit Fee	0	267	267	5,963	2,933	(3,030)	186.34%
Advertising & Marketing	0	750	750	0	8,250	8,250	0.00%
Admin Fringe Benefits & Taxes	11,839	19,988	8,149	145,155	219,863	74,707	60.52%
Office Expenses	6,663	5,000	(1,663)	40,639	55,000	14,361	67.73%
Legal Expenses	0	1,250	1,250	5,882	13,750	7,868	39.21%
Travel	0	583	583	0	6,417	6,417	0.00%
Allocated Overhead	35,800	37,809	2,009	393,800	415,898	22,098	86.80%
Other Admin Expenses	4,985	4,870	(114)	73,613	53,571	(20,042)	125.96%
Total Operating Admin Costs	112,326	108,017	(4,310)	1,324,593	1,188,182	(136,412)	102.19%
Tenant Services - Salaries	0	0	0	0	0	0	0.00%
Relocation Costs	0	0	0	2,252	0	(2,252)	0.00%
Employee Benefits - Tenant Services	0	0	0	0	0	0	0.00%
Resident Services MISC	0	719	719	254	7,906	7,652	2.94%
Total Tenant Services	0	719	719	2,506	7,906	5,400	2.94%
Water	14,497	10,833	(3,664)	118,132	119,167	1,035	90.87%
Electricity	5,677	2,417	(3,260)	29,284	26,583	(2,701)	100.98%
Gas	1,009	500	(509)	11,661	5,500	(6,161)	194.35%
Sewer	2,484	10,108	7,625	49,023	111,192	62,169	40.41%
Total Utilities - Project	23,667	23,858	191	208,100	262,442	54,342	72.69%
Maintenance Salaries	20,378	31,445	11,066	268,385	345,890	77,505	71.13%
Maintenance Materials	10,207	10,417	210	75,233	114,583	39,351	60.19%
Maintenance Contract Costs	14,218	27,429	13,211	175,886	301,716	125,831	53.44%
Maintenance Fringe Benefits	4,650	17,609	12,959	62,726	193,699	130,973	29.68%
Total Maintenance Costs	49,454	86,899	37,445	582,230	955,889	373,659	55.83%
Protective Services	638	2,333	1,696	23,345	25,667	2,322	83.37%
Insurance-Liability/Property/Auto	21,628	21,628	0	237,908	237,910	2	91.67%
Other General Expenses	0	250	250	0	2,750	2,750	0.00%
PILOT	9,042	9,375	333	99,462	103,125	3,663	88.41%
Bad Debt - Tenant	0	4,167	4,167	0	45,833	45,833	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	31,308	37,753	6,445	360,715	415,285	54,570	79.62%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,358	0	(1,358)	14,839	0	(14,839)	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	1,358	0	(1,358)	14,839	0	(14,839)	0.00%
TOTAL EXPENSES	218,113	257,246	39,133	2,492,983	2,829,703	336,720	80.76%
RETAINED EARNINGS	25,334	(21,513)		198,712	(236,638)		-76.98%

Housing Authority of the County of Butte
CAPITAL FUNDS INCOME STATEMENT
August 31, 2023

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	75.00% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	0	0	0	0	0	0	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	264,780	92,771	(172,009)	952,603	1,020,485	67,882	85.57%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	0	0	0	0	0	0.00%
TOTAL REVENUES	264,780	92,771	(172,009)	952,603	1,020,485	67,882	85.57%
Administrative Employee Salaries	5,916	12,500	6,584	76,252	137,500	61,248	50.83%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	138	0	(138)	0.00%
Admin Fringe Benefits & Taxes	1,434	6,663	5,229	27,085	73,288	46,203	33.88%
Office Expenses	51	333	282	523	3,667	3,143	13.08%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	196	196	0	2,154	2,154	0.00%
Allocated Overhead	2,145	1,697	(448)	17,161	18,671	1,509	0.00%
Other Admin Expenses	101	208	108	1,980	2,292	312	0.00%
Total Operating Admin Costs	9,647	21,597	11,951	123,139	237,571	114,432	47.51%
Tenant Services - Salaries	0	0	0	0	0	0	0.00%
Relocation Costs	0	0	0	1,785	0	(1,785)	0.00%
Employee Benefits - Tenant Services	0	0	0	0	0	0	0.00%
Resident Services	0	0	0	0	0	0	0.00%
Total Tenant Services	0	0	0	1,785	0	(1,785)	0.00%
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
Total Utilities - Project	0	0	0	0	0	0	0.00%
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	143,450	0	(143,450)	0.00%
Maintenance Contract Costs	14,545	0	14,719	13,661	0	(13,661)	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
Total Maintenance Costs	14,545	0	14,719	157,111	0	(157,111)	0.00%
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/Property/Auto	0	0	0	0	0	0	0.00%
Other General Expenses	0	0	0	0	0	0	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	0	0	0	0	0	0	0.00%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	0	0	0	0	0	0	0.00%
TOTAL EXPENSES	24,192	21,597	26,670	282,035	237,571	(44,464)	108.82%
RETAINED EARNINGS	240,588	71,174		670,568	782,914		78.51%

Housing Authority of the County of Butte
ROSS GRANT (FSS) INCOME STATEMENT
August 31, 2023

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	75.00% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	0	0	0	0	0	0	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	0	6,538	6,538	97,280	71,916	(25,364)	124.00%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	0	0	0	0	0	0.00%
TOTAL REVENUES	0	6,538	6,538	97,280	71,916	(25,364)	124.00%
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	0	0	0	0	0	0	0.00%
Office Expenses	0	0	0	0	0	0	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	0	0	0	0	0	0.00%
Allocated Overhead	0	0	0	0	0	0	0.00%
Other Admin Expenses	0	0	0	0	0	0	0.00%
Total Operating Admin Costs	0	0	0	0	0	0	0.00%
Tenant Services - Salaries	5,761	4,375	(1,386)	63,374	48,125	(15,249)	120.71%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	1,396	2,163	767	15,357	23,791	8,434	59.17%
Resident Services MISC	0	0	0	0	0	0	0.00%
Total Tenant Services	7,157	6,538	(620)	78,731	71,916	(6,815)	100.35%
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
Total Utilities - Project	0	0	0	0	0	0	0.00%
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	0	0	0	0	0	0	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
Total Maintenance Costs	0	0	0	0	0	0	0.00%
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/Property/Auto	0	0	0	0	0	0	0.00%
Other General Expenses	0	0	0	0	0	0	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	0	0	0	0	0	0	0.00%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	0	0	0	0	0	0	0
TOTAL EXPENSES	7,157	6,538	(620)	78,731	71,916	(6,815)	100.35%
RETAINED EARNINGS	(7,157)	0		18,548	0		23.64%

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2023**

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,730,393	1,877,995	2,091,259	2,240,375	2,385,093	2,540,749	2,675,417	2,823,311					3,608,388
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0	0	0	0	0					0
HUD ADMIN FEE REVENUE	163,219	225,782	164,603	164,603	164,603	167,106	167,106	167,106					389,001
FRAUD RECOVERY	820	1,217	760	934	672	753	791	898					2,037
INTEREST INCOME / GAIN or LOSS INV	0	0	0	0	0	0	0	0					0
DEPRECIATION (reduces Capital Assets)	0	0	0	0	0	0	0	0					0
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0					0
ADMINISTRATIVE EXPENDITURES	-16,437	-13,735	-16,247	-20,819	-9,619	-33,191	-20,003	-19,941					-30,172
ENDING ADMIN RESERVE BALANCE	1,877,995	2,091,259	2,240,375	2,385,093	2,540,749	2,675,417	2,823,311	2,971,374					3,969,254
YTD Change in Admin.	147,602	360,866	509,982	654,700	810,356	945,024	1,092,918	1,240,981	-1,730,393	-1,730,393	-1,730,393	-1,730,393	2,238,861
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	-229,579	239,501	137,211	79,916	10,571	532,378	503,372	484,386					9,922
HUD HAP REVENUE	1,898,792	1,363,492	1,418,598	1,418,598	2,008,540	1,455,885	1,492,807	1,618,611					3,262,284
FRAUD RECOVERY	820	1,217	760	934	672	753	791	898					2,037
FSS FORFEITURES	0	0	0	0	0	0	0	0					0
BAD DEBT-HAP	0	0	0	0	0	0	0	0					0
HOUSING ASSISTANCE PAYMENTS	-1,430,532	-1,466,999	-1,476,653	-1,488,877	-1,487,405	-1,485,644	-1,512,584	-1,517,585					-2,897,531
ENDING HAP RESERVE BALANCE	239,501	137,211	79,916	10,571	532,378	503,372	484,386	586,310	0	0	0	0	376,712
YTD Change in HAP	469,080	366,790	309,495	240,150	761,957	732,951	713,965	815,889	229,579	229,579	229,579	229,579	606,291
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)	1,617,548	1,617,548	1,617,548	1,617,548	1,617,548	1,617,548	1,617,548	1,617,548					12,940,383
HAP EXPENDITURES (Current Month)	1,446,969	1,480,734	1,492,900	1,509,696	1,497,024	1,518,835	1,532,587	1,537,526					12,016,271
CY 2023 HAP BUDGET UTILIZATION	89%	92%	92%	93%	93%	94%	95%	95%					93%
BUDGET AVAILABLE (YTD)	1,617,548	1,617,548	1,617,548	1,617,548	1,617,548	1,617,548	1,617,548	1,617,548					12,940,383
TOTAL HAP EXPENDITURES (YTD)	1,446,969	1,480,734	1,492,900	1,509,696	1,497,024	1,518,835	1,532,587	1,537,526					12,016,271
BUDGET REMAINING (YTD)	170,579	136,814	124,648	107,852	120,524	98,713	84,961	80,022					924,112
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	2,112	2,145	2,177	2,195	2,182	2,180	2,187	2,182					17,360
UNIT MONTH'S AVAILABLE	2,236	2,236	2,236	2,236	2,236	2,236	2,236	2,236					17,888
OVER or (UNDER) LEASED	-124	-91	-59	-41	-54	-56	-49	-54	0	0	0	0	-528
CY 2023 VOUCHER UTILIZATION	94%	96%	97%	98%	98%	97%	98%	98%					97%
CY 2022 VOUCHER UTILIZATION	88%	89%	89%	90%	91%	92%	91%	92%					88%
CY 2023 AVERAGE HAP	685	690	686	688	686	697	701	705					692
CY 2022 AVERAGE HAP	655	611	692	704	695	703	705	717					687

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

UNITS LEASED SUMMARY	OCT'23	SEP'23	AUG'23	JUL'23	JUN'23	MAY'23	APR'23	MAR'23	FEB'23	JAN'23	DEC'22	NOV'22
BUTTE												
ACC UNIT MONTHS	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973
CURRENT LEASED	1996	2013	2028	1992	2001	1984	2005	1987	1962	1931	1917	1889
VOUCHER UTILIZATION %	101.17%	102.03%	102.79%	100.96%	101.42%	100.56%	101.62%	100.71%	99.44%	97.87%	97.16%	95.74%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	59	59	59	62	61	62	62	62	63	62	62	61
VOUCHER UTILIZATION %	67.82%	67.82%	67.82%	71.26%	70.11%	71.26%	71.26%	71.26%	72.41%	71.26%	71.26%	70.11%
VASH												
ACC UNIT MONTHS	194	194	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	141	136	141	139	140	135	136	129	122	119	116	117
VOUCHER UTILIZATION %	72.68%	70.10%	72.68%	71.65%	72.16%	69.59%	70.10%	66.49%	62.89%	61.34%	59.79%	60.31%
TOTAL												
ACC UNIT MONTHS	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254
CURRENT LEASED	2196	2208	2228	2193	2202	2181	2203	2178	2147	2112	2095	2067
VOUCHER UTILIZATION %	97.43%	97.96%	98.85%	97.29%	97.69%	96.76%	97.74%	96.63%	95.25%	93.70%	92.95%	91.70%

HAP SUMMARY*	OCT'23	SEP'23	AUG'23	JUL'23	JUN'23	MAY'23	APR'23	MAR'23	FEB'23	JAN'23	DEC'22	NOV'22
ACC BUDGET	\$ 1,687,733	\$ 1,687,733	\$ 1,687,733	\$ 1,687,733	\$ 1,687,733	\$ 1,687,733	\$ 1,687,733	\$ 1,687,733	\$ 1,687,733	\$ 1,687,733	\$ 1,592,983	\$ 1,592,983
ACTUAL HAP	\$ 1,542,268	\$ 1,554,755	\$ 1,545,582	\$ 1,533,483	\$ 1,493,094	\$ 1,496,347	\$ 1,499,465	\$ 1,488,942	\$ 1,488,248	\$ 1,452,172	\$ 1,407,878	\$ 1,273,115
PER UNIT COST	\$ 702	\$ 704	\$ 694	\$ 699	\$ 678	\$ 686	\$ 681	\$ 684	\$ 693	\$ 688	\$ 672	\$ 616
BUDGET UTILIZATION %	91.38%	92.12%	91.58%	90.86%	88.47%	88.66%	88.84%	88.22%	88.18%	86.04%	88.38%	79.92%

ACTIVITY SUMMARY	OCT'23	SEP'23	AUG'23	JUL'23	JUN'23	MAY'23	APR'23	MAR'23	FEB'23	JAN'23	DEC'22	NOV'22
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	46	43	42	42	43	44	45	46	47	43	40	33
ZERO HAP	13	15	15	17	22	22	27	23	24	18	21	20
UTILITY ASSISTANCE PAYMENTS	120	100	100	100	100	112	105	105	104	109	105	107
NEW ADMISSIONS	**	13	33	26	35	23	25	43	44	50	35	33
INITIAL VOUCHERS SEARCHING	38	47	42	99	82	137	121	135	157	174	212	295
ACTUAL/ESTIMATED EOP	17	10	16	14	16	15	23	18	22	17	10	22
REMAIN ON WAITING LIST	1506	1506	1506	1506	1507	1523	1536	1587	97	165	305	617

*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
2023**

HOUSING AUTHORITY OWNED PROPERTIES

Gridley FLH		Open Market Units											
Location	FLH	Demo	Other	Gridley Springs II	Cameo	Locust	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	116*	7	2	24	20	10	30	31	0 (12)	18	40	175	%
Oct-23	17**	0	2	0	1	0	0	0	12***	0	4	5	97.1%
Sep-23	14**	0	2	0	1	0	0	0	12***	0	4	5	97.1%
Aug-23	13**	0	1	0	0	0	1	0	12***	0	0	1	99.4%
Jul-23	13**	0	1	0	0	0	1	1	12***	0	0	2	98.9%
Jun-23	15**	0	1	0	0	0	1	0	12***	0	0	1	99.4%
May-23	16**	0	1	0	0	0	1	0	12***	1	1	3	98.3%
Apr-23	15**	0	0	1	0	0	1	0	12***	0	0	1	99.4%
Mar-23	18**	0	0	0	0	0	1	1	12***	0	0	2	98.9%
Feb-23	18**	0	0	0	0	0	0	2	12***	0	0	2	98.9%
Jan-23	17**	0	0	0	0	1	0	1	12***	0	0	2	98.9%
Dec-22	17**	0	0	0	1	1	0	3	12***	0	0	5	97.1%
Nov-22	14**	0	0	1	1	1	1	1	12***	0	0	4	97.7%
Oct-22	13**	0	0	0	0	0	1	0	12***	0	0	1	99.4%
Sep-22	13**	0	0	1	0	0	1	0	12***	0	0	1	99.4%

* Unit count adjusted by units offline - (17) uninhabitable and (10) less units due to rehab reconfiguration.

** Vacancy rate does not include units offline for construction; (10) 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	%
Oct-23	2	2	1	3	2	2	2	14	95.9%
Sep-23	3	3	1	2	2	2	2	15	95.7%
Aug-23	3	2	2	1	1	2	2	13	96.2%
Jul-23	3	2	1	2	1	3	2	14	95.9%
Jun-23	3	0	2	4	1	1	1	12	96.5%
May-23	3	1	2	4	2	0	1	13	96.2%
Apr-23	3	0	2	4	2	0	1	12	96.5%
Mar-23	1	0	3	3	2	0	1	10	97.1%
Feb-23	1	0	3	3	1	0	1	9	97.4%
Jan-23	2	0	3	2	0	0	0	7	98.0%
Dec-22	2	0	3	2	2	1	0	10	97.1%
Nov-22	2	0	0	1	2	1	0	6	98.3%
Oct-22	3	1	1	0	2	1	1	9	97.4%
Sep-22	3	1	1	3	3	0	1	12	96.5%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Oct-23	4
Sep-23	3
Aug-23	4
Jul-23	3
Jun-23	5
May-23	4
Apr-23	4
Mar-23	5
Feb-23	4
Jan-23	3
Dec-22	4
Nov-22	5
Oct-22	8
Sep-22	8

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Oct-23	4	0	2	3
Sep-23	6	2	5	4
Aug-23	5	1	5	2
Jul-23	3	0	4	1
Jun-23	2	0	4	1
May-23	3	0	4	0
Apr-23	4	1	1	0
Mar-23	3	0	1	2
Feb-23	2	0	2	2
Jan-23	2	1	2	0
Dec-22	1	0	2	0
Nov-22	1	0	2	0
Oct-22	2	1	1	0
Sep-22	2	1	0	1

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	23 Transfer list	6+	1019	6+	1205	6+
2	1051	3+			478	2+
3	532	2+	433	1+	309	2+
4	165	5+			97	4+
5					20	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	287		232	2
2	111	7			48	
3	34	2	36	6	23	
4	10	4+			8	
5					0	

MEMO

Date: October 13, 2023
To: HACB Board of Commissioners
From: Taylor Gonzalez, Project Manager
Subject: Status of HACB Construction Projects

As of October 13, 2023, the status of HACB construction activity follows:

2020A Bond Activity - Property Condition Assessment Repairs, various properties:

- A majority of the work identified in the Property Condition Assessments conducted to identify renovation work at the six (6) properties financially leveraged for the Bond issuance is being completed by property manager RSC Associates through the course of operations, supported by the architect who provides specifications for materials and products.
- As of this writing, **\$560,918** of capital improvement work has been completed out of the **\$1,186,684** operations project budget.
- Per property manager RSC Associates, the capital improvement work is substantially complete. Remaining capital improvement work includes selective HVAC replacement at Alamont Apartments.
- When the capital improvements as detailed above are complete, it is anticipated that approximately **\$590,000** will remain out of the **\$1,186,684** operations project budget. The remaining budget amount will be utilized to fund improvements at Lincoln Apartments, Chico and Park Place Apartments, Oroville as described on page 4 of this memo.



Completed balcony replacement at Alamont Apartments



Completed roof replacement at Alamont Apartments

*October 13, 2023
HACB Construction Status Memo
pg. 1*

Evanswood Estates Exterior Modernization, Oroville: *Comprehensive Exterior Rehabilitation including replacement windows and doors, fascia, gutters, roofing at select units, new cement board siding at front facades and application of an acrylic stucco coat.*

- As of this writing, the project is approximately 99% complete.
- As of this writing, 31 of 31 units are substantially complete.
- There have been \$180,466 in additional costs to correct framing-related issues, dry rot, and other miscellaneous repairs, which is being absorbed by project contingency funds. The additional costs represent a 5.9% increase from the original contract amount, and is typical for renovation work of this nature.
- As of this writing, the “punch list” items have nearly all been addressed and the contractor has demobilized their equipment and excess material from the site.
- HACB staff and the architect will review and confirm all “punch list” work is complete in the coming weeks.



Unit 21 and 25 before improvements



Unit 21 and 25 after improvements



Unit 37 and 41 before improvements



Unit 37 and 41 after improvements

Kathy Court Apartments, Paradise: *Reconstruction of the Kathy Court Apartments, 12-unit, two story apartment building consisting of 2 one-bedroom, 8 two-bedroom, and 2 three-bedroom residential units.*

- The CDBG-DR Loan in the amount of \$2,695,318 was finalized on the week of October 9, 2023 and it is anticipated that the Town of Paradise will issue a Notice to Proceed in the coming weeks.
- HACB staff held a pre-construction conference with the contractor, architect, and the labor compliance officer on October 5th, 2023 to discuss construction logistics and the administrative aspects of the project.
- It is anticipated that construction will commence by the end of October 2023, upon receipt of the aforementioned Notice to Proceed.
- It is anticipated that the contractor will achieve substantial completion within 9 months of the commencement of construction, excluding the receipt and installation of the electrical switchgear.
- As of this writing, the electrical switchgear is severely backordered with an expected lead time of 15 months. HACB staff and the contractor are actively searching for a solution that reduces the extraordinary lead time.



Color rendering of the proposed building and project site



Color rendering of the proposed building

*October 13, 2023
HACB Construction Status Memo
pg. 3*

Lincoln Apartments, Chico:

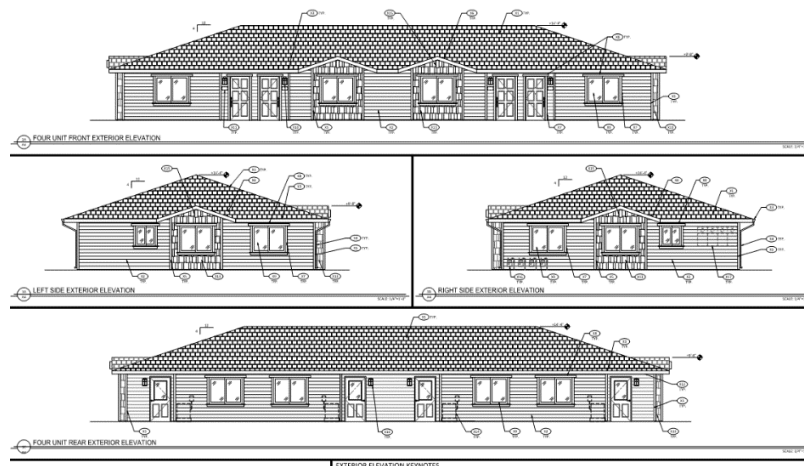
- It has been determined that extensive repairs to the upper level walkways are required. Due to the scope of the repairs, the HACB will undertake the walkway repair project internally, rather than through RSC Associates. A scope of work was developed, and the architect has begun preparing the necessary plans and specifications required for bidding and permitting. It is anticipated that the improvements will be funded through excess 2020A bond funds.

Park Place Apartments, Oroville:

- HACB Staff met with property manager RSC Associates and developed a prioritized list of improvements, including replacement of the (failing) wooden gazebo, and replacement of damaged concrete walkways near the Community Building. Once the above-mentioned projects at the Lincoln Apartments are complete, any remaining funds will be utilized to complete the improvements at Park Place Apartments.

2131 Fogg Avenue, Oroville: *Development Initiative (1+ acre lot with single-family home).*

- HMR Architects have completed schematic design plans using traditional multifamily construction methods (single story, stick frame, slab-on-grade, yielding 18 units (16 one-bedroom and 2 two-bedroom)).
- This initiative seeks financing, including CDBG-DR and “other” monies (State MHP, PLHA?). Predevelopment costs may be paid via excess 2020A Bond funds, or other agency equity.
- Required hazardous material testing revealed that lead paint and asbestos are present in the existing structures. Specifications were prepared for the prospective demolition contractor to properly, and safely demolish the structures. It is anticipated that a demolition contractor will be procured by the end of 2023.
- HACB staff is working with the City of Oroville to obtain Article 34 Authority, which is required for the development project to progress.

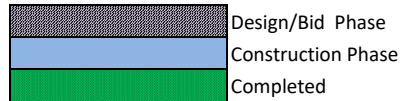


Preliminary exterior elevations of one of the proposed four plex buildings

October 13, 2023
HACB Construction Status Memo
pg. 4

12 Month HACB Construction Project Schedule - October 13, 2023

	Budgeted Amount	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Dec-24
Property Condition Assessment Repairs														
Alamont, Cordillera, Evanswood, Lincoln, Locust and Park Place	\$1,186,684	Construction	Completed											
Evanswood Estates Exterior Modernization														
Exterior Modernization Project	\$3,371,940	Construction	Completed											
Lincoln Apartments														
Exterior Stairway and Balcony Repair Project	T.B.D.	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid
Park Place Apartments														
Gazebo Replacement and Site Work Project	T.B.D.	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid
Kathy Court Apartments														
Replacement Project	\$6,738,294	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction
2131 Fogg Avenue														
Design Development and Construction Drawings	\$450,000	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid
Seek Funding and Grant Application Preparation	\$50,000	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid
Demolish Existing Vacant Single Family Residence	\$50,000	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid	Design/Bid
Total next 12 months:	\$11,846,918													



MEMO

Date: October 13, 2023

To: Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Public Housing - Capital Fund Status Report

As of October 13, 2023, the status of HACB Capital Fund construction activity follows:

- Public Housing – Roof Replacement Project (43-14, 43-15) The work includes all Public Housing units in Oroville, with the exception of those at Winston Gardens. This project went out to bid September 12th, and includes replacement of seventy (70) residential unit roofs, one (1) community room roof, and two (2) maintenance storage/laundry building roofs. HACB received two bids, the lowest, responsive, responsible bidder being Above Board Construction and Roofing, Inc., with a bid of \$580,653.75. The bid was twenty percent below the Independent Cost Estimate.
- Public Housing – HVAC System Replacements (43-03), Chico. Replace thirty-five (35) roof mounted gas/electric package HVAC units at the end of their useful life. After almost a year’s delay caused by supply chain issues, Jessee Heating and Air began installation of the new HVAC units on October 12th.
- Public Housing – Unit and Community Building Accessibility Improvements Project (43-10) Winston Gardens, Oroville. Ginno Construction began work February 6th, converting three existing dwelling units to fully accessible units, making accessibility upgrades to the Community Building, and providing an accessible route to those areas of work. The work is approximately 97 % complete. Project completion expected on or around October 30, 2023.
- Public Housing – All sites, ongoing. Abatement and replacement of asbestos-containing floor tiles; ten (12) units have been completed during the FY 2023; 153 of 232 Public Housing units have been completed overall. The work is being accomplished at unit turnover.

Detailed Capital Fund activity is provided following, by Capital Fund Project:

October 13, 2023
HUD Public Housing Capital Fund Report
pg. 1

Capital Fund 501-20, Funding Amount \$875,339, to be expended by March 25, 2026

This Capital Fund is 91% obligated and 37% expended. Projects Included:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **HVAC Replacements** – Replace select failing package HVAC units, in planning.
- **Roof Replacements** – Select Units. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in planning.

Capital Fund 501-21, Funding Amount \$913,365, to be expended by February 22, 2025

This Capital Fund is 100% obligated and 100% expended; the project is ready for close-out. Projects included:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Unit Range Replacements** - Replaced (122) select Gas Ranges which have reached the end of their useful life. Installation was completed August 2022.
- **Tree Trim and Removal Project** – Trimmed 294 trees and removed 12 trees.
- **Community Room Improvements** – Winston Gardens (43-10), Community Room accessibility and water distribution improvements, 95% complete, balance of funding assigned to 501-20.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units and the community room to be upgraded to full accessibility standards, 99% complete, balance of funding assigned to 501-20.

Capital Fund 501-22, Funding Amount \$1,113,256.00, to be expended by May 11, 2026

This Capital Fund is 10% obligated and 10% expended.

- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Roof Replacements** – Select Units. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, being bid.
- **HVAC Replacements** – Replace HVAC units which have reached the end of their useful life at 43-10 Winston Gardens. In planning

Capital Fund 501-23, Funding Amount \$1,143,778, to be expended by May 11, 2026

This Capital Fund is 0% obligated and 0% expended.

- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.

2023 HUD Public Housing Safety and Security Grant/

HACB has been awarded over \$225,000 to address increasing safety and security issues at the Winston Gardens Apartments, Oroville. The 60-unit project serves seniors and disabled. Non-residents, including homeless persons, are crossing the property, vandalizing vehicles, and roaming and sleeping on the property late at night. Fencing, gates, cameras and other security measures have been proposed. HMR Architects has submitted a proposal design of the project.

HUD Low Income Public Housing

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 10-19-2023

Capital Funds 501-20, 501-21, 501-22, 501-23

			501-20				501-21				501-22				501-23				Totals		
			Original	Revised	Obligated	Expended	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																	-	-	-
2	1406	Operations (25% Max)	90,000.00		90,000.00	90,000.00	27,875.00			58,149.00				285,944.50				490,779.50	97,996.97	392,782.53	
3	1408	Management Improvements	2,000.00				5,000.00			5,000.00				5,000.00				19,000.00	1,883.79	17,116.21	
4	1410	Administration (10% Max)	87,533.00		87,533.00	87,533.00	91,336.00		91,336.00	91,336.00	111,325.00		111,325.00	114,377.80				485,858.80	260,156.00	225,702.80	
5	1480	Audit	2,000.00				2,000.00			2,000.00				2,000.00				10,000.00	2,000.00	10,000.00	
7	1480	Fees and Costs	90,000.00		9,757.84	6,207.84	75,000.00		82,863.43	82,863.43	75,000.00			35,818.00				350,938.00	124,537.36	226,400.64	
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	600,306.00		613,242.32	143,634.84	712,154.00		739,165.57	739,165.57	861,782.00		-	700,637.70				3,495,042.70	1,568,860.09	1,926,182.61	
17	1480	Relocation Costs	3,500.00															7,000.00	-	7,000.00	
16	1492	Move to Work Demonstration																-	-	-	
18	1501	Moving To Work Demonstration																-	-	-	
19	1503	Collator Exp/Debt Svc																-	-	-	
20	1504	RAD-CFP																-	-	-	
21	9000	RAD Investment Activity																-	-	-	
22	9001	Debt Reserves																-	-	-	
23	9002	Bond Debt Obligation																-	-	-	
24	9900	Post Audit Adjustment																-	-	-	
			875,339.00	-	800,533.16	327,375.68	913,365.00	-	913,365.00	913,365.00	1,113,256.00	-	111,325.00	-	1,143,778.00	-	-	-	4,858,619.00	2,053,434.21	2,805,184.79
					91%	37%			100%	100%			10%	0%				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 09/15/2023	-	392,782.53	17,116.21	225,702.80	10,000.00	226,400.64	1,926,182.61	7,000.00	2,805,184.79	
	501-20, 501-21, 501-22, 501-23 Funding										
100	Reserved Budget	-								-	
1406	Operations		392,782.53							392,782.53	
1408	Management Improvements			17,116.21						17,116.21	
1411	Audit Cost Cap Fund					10,000.00				10,000.00	
1410	Administration				225,702.80					225,702.80	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						226,400.64			226,400.64	
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							1,926,182.61		1,926,182.61	
1495	Relocation Costs								7,000.00	7,000.00	
1502	Contingency									-	
										2,805,184.79	Total
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

MEMO

Date: October 13, 2023

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 the first of October, there are a total of (73) occupied units. There were no move-in's and two move-out's in the month of September. A total of (17) concrete block units are vacant and are rent ready. (16) units are deemed uninhabitable, and (10) are offline, waiting for the next phase renovation. There are no pending unlawful detainers or intent to vacate notices at this time. Two tenants are on payment plans for rent owed.

AWI staff continue their marketing efforts - applicant traffic has been very slow over the summer. Marketing includes distribution of flyers to local farms and businesses, a listing on Craig's List, and \$100 referral reward coupons to residents who make successful referrals. AWI is also offering a move-in special for all applicants, which includes free rent for the first month. AWI staff recently attended the Dia del Campesino event held this year in Hamilton City where they were able to reach out to local Farm Workers and encourage them to apply for housing.



Renovated 1980's era housing

USDA-RD has not responded to the waiver request allowing leasing to over-income and non-farm labor households, in addition to allowing over-income residents to stay. However, AWI has been directed to secure a USDA-RD compliant Market Study through Laurin Associates, to provide further basis for the waiver request.

Chavarria's Landscaping continued landscape upkeep. Asphalt repairs and tree trimming project are now fully completed. Gridley Public Works will be installing a new generator for the sewer lift station, and paving the driveway from the street to the gate of the lift station, at City expense. The septic tank that services the Admin. building was cleaned out in September, which alleviated the plumbing issues. The septic tank will be scheduled for annual cleaning moving forward. The office flooring is scheduled to be replaced soon. The rose garden near the office had new bark installed recently as staff continues to make small improvements that hopefully have a big impact in enticing applicants to apply.



Fully Modernized Units

Mi C.A.S.A.'s monthly food distribution was held on October 10th, attended by the majority of the residents. Mi C.A.S.A.'s Fall Semester Session is half way through, and they continue to have high attendance from the students residing at GFLH. We had two entries from Mi C.A.S.A. students for this year's NAHRO "What Home Means to Me" poster contest, one of which was chosen and sent to the Regional NAHRO competition, seeking to be picked for National consideration.

The NVCSS Promotores Dual Language Learning (DLL) program is currently working with (16) families. Promotores has renewed their contract to continue the DLL program, ensuring services through end of this year. Promotores and Red Cross staff are collaborating with the residents on a Community Garden, which is scheduled to begin this fall. Promotores and AWI staff recently met with Heather Tovey (BC Library Literacy Service) to discuss the best way to integrate the mobile library service for residents on the property.

AWI continues work to renovate concrete block units on Ogden Avenue. A rental unit previously marked as uninhabitable on Ogden Avenue due a bathtub has been recently repaired and is now rent ready. This initiative will establish a third category of concrete block units in inventory, the three categories including un-rehabilitated, moderately rehabilitated, and completely rebuilt.



State Demonstration “Demo” unit – recycled from “other” structures

Additional funds are being sought to continue property building renovation. The USDA is not a factor. State Joe Serna Jr. Farmworker Housing and other program funds are contemplated. Renovation and/or demolition and/or historic preservation of the historically significant 1930’s era wooden units is pressing – only nine of the original twenty-four wooden units are habitable.

The State Water Board grant funds for installation of a backup generator backup to the community well continues pending, subject to Water Board capacity to administer.

In addition to the City of Gridley’s work improving access to the City-operated sewage lift station, conversation has been initiated with the City regarding City operation of the well system.

Please find third party property manager AWI’s September 2023 report following.



Rural life at Gridley Farm Labor Housing



Gridley Farm Labor Housing September 2023

Separate Variance Report explaining budget differences and expenditures.

Updates:

GFLH currently has 17 units available. No move-ins and two move-outs during the month of September.

As of the end of August.

- 73 Occupied
- 10 units held for the next phase of rehab
- 16 units deemed uninhabitable
- 17 units available for occupancy

Applicant traffic at the property has been very slow. Advertising is ongoing via Craigslist, The Publisher, Flyers, Signage, resident referral and move in specials. Although USDA-RD has not responded to the request for a waiver of FL requirements we are moving forward with the process of obtaining the required market study. We are in contact with Laurin Associates to get started.

Unit Turns:

- **MAR823** – Unit market ready.
- **OG1495** – Unit market ready. The unit was previously marked as off line due to a bathtub, but was repaired by the maintenance tech.
- **BR1526** – Unit market ready. Working applicant.

Past Due Balances:

- Unit #SU1528 – Balance \$1,471 on a payment plan.
- Unit# AU878 – Balance \$1,343 on a payment plan.
- Unit BO1520 – Balance \$4,832 on a payment plan

To date in October, 24 rent payments are outstanding. Staff is following up to collect.

Management and staff inspected the occupied wooden units and property on September 19, 2023. Some units need exterior painting, front door replacement, range hood and roof patching. Work orders have been generated and maintenance staff will be starting on the repairs.

(530) 745-6170 tel AWI Management Corporation
(530) 745-6171 fax 120 Center Street
www.awimc.com Auburn CA 95603

AWI Management Corporation is an Equal Opportunity provider.

Gridley Public Works will be installing a new generator for the sewer lift station and paving a driveway from the street to the gate of the lift station. They have also agreed to prune trees in the area.

The septic tank that services the admin building was cleaned out in September which alleviated the plumbing issues. The cleaning will be scheduled annually going forward.

An estimate to trim trees and branches away from electrical power lines on the corner of the laundry room is approved and pending scheduling.

Replacement of the office flooring is scheduled.

The Dia del Campesino event went well. Several applications were handed out and staff will be following up with the prospects.

The rose garden received a “mini makeover” with a fresh coat of bark! Staff continues to make small updates that make a big impact. It looks great!

Before:



After:



Gridley Farm Labor 645
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 113,779.00	\$ 118,448.00	\$ (4,669.00)	\$ 1,375,122.00	\$ 1,421,376.00	\$ (46,254.00)
Vacancies	(22,178.00)	(23,142.91)	964.91	(281,616.00)	(277,715.00)	(3,901.00)
Manager's Unit	(1,230.00)	(1,230.00)	0.00	(14,760.00)	(14,760.00)	0.00
Total Tenant Rent	\$ 90,371.00	\$ 94,075.09	\$ (3,704.09)	\$ 1,078,746.00	\$ 1,128,901.00	\$ (50,155.00)
Other Project Income:						
Laundry Income	\$ 0.00	\$ 216.66	\$ (216.66)	\$ 1,546.14	\$ 2,600.00	\$ (1,053.86)
Interest Income	153.25	2.50	150.75	650.25	30.00	620.25
Restricted Reserve Interest Incom	31.47	0.00	31.47	239.07	0.00	239.07
Other Tenant Income	\$ 292.50	\$ 91.66	\$ 200.84	\$ 203.05	\$ 1,100.00	\$ (896.95)
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,014.00	\$ 0.00	\$ 4,014.00
Other Project Income	\$ 477.22	\$ 310.82	\$ 166.40	\$ 6,652.51	\$ 3,730.00	\$ 2,922.51
Total Project Income	\$ 90,848.22	\$ 94,385.91	\$ (3,537.69)	\$ 1,085,398.51	\$ 1,132,631.00	\$ (47,232.49)
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 28,661.55	\$ 35,903.14	\$ (7,241.59)	\$ 280,488.17	\$ 430,838.00	\$ (150,349.83)
Utilities (From Pg 2)	3,445.15	10,841.07	(7,395.92)	104,996.97	130,093.00	(25,096.03)
Administrative (From Pg 2)	24,831.70	15,386.91	9,444.79	176,831.81	184,643.00	(7,811.19)
Taxes & Insurance (From Pg 2)	7,399.41	8,510.25	(1,110.84)	93,272.96	102,123.00	(8,850.04)
Other Taxes & Insurance (Fr Page	2,627.66	5,356.11	(2,728.45)	21,248.04	64,273.00	(43,024.96)
Other Project Expenses	693.64	2,158.23	(1,464.59)	21,177.38	25,899.00	(4,721.62)
Total O&M Expenses	\$ 67,659.11	\$ 78,155.71	\$ (10,496.60)	\$ 698,015.33	\$ 937,869.00	\$ (239,853.67)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$.37	\$ 150,707.52	\$ 150,703.00	\$ 4.52
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 7,500.00	\$ 7,500.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	34,500.00	34,500.00	0.00
Total Mortgage & Owner's Exp.	\$ 16,058.96	\$ 16,058.59	\$.37	\$ 192,707.52	\$ 192,703.00	\$ 4.52
Total Project Expenses	\$ 83,718.07	\$ 94,214.30	\$ (10,496.23)	\$ 890,722.85	\$ 1,130,572.00	\$ (239,849.15)
Net Profit (Loss)	\$ 7,130.15	\$ 171.61	\$ 6,958.54	\$ 194,675.66	\$ 2,059.00	\$ 192,616.66
Other Cash Flow Items:						
Reserve Transfers	\$ 33,493.53	\$ 0.00	\$ 33,493.53	\$ 43,735.51	\$ 0.00	\$ 43,735.51
T & I Transfers	(8,703.25)	0.00	(8,703.25)	(105,842.25)	0.00	(105,842.25)
Sec Dep Owner Held	(825.00)	0.00	(825.00)	(4,225.00)	0.00	(4,225.00)
Rent Annuity	52,354.00	0.00	52,354.00	635,515.00	0.00	635,515.00

Gridley Farm Labor 645
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rent Subsidy	\$ (52,354.00)	\$ 0.00	\$ (52,354.00)	\$ (635,515.00)	\$ 0.00	\$ (635,515.00)
Authorized Reserve - Other	(33,525.00)	0.00	(33,525.00)	(43,974.58)	0.00	(43,974.58)
Pending Reserves	33,525.00	0.00	33,525.00	0.00	0.00	0.00
Tenant Receivables	12,754.00	0.00	12,754.00	3,346.16	0.00	3,346.16
Other Receivables	5,566.08	0.00	5,566.08	(4,882.33)	0.00	(4,882.33)
Rental Assistance	(181.00)	0.00	(181.00)	(12,764.00)	0.00	(12,764.00)
Accounts Payable - Trade	(3,551.46)	0.00	(3,551.46)	1,381.11	0.00	1,381.11
Accrued Property Taxes	2,500.00	0.00	2,500.00	8,075.00	0.00	8,075.00
Accrued Property Taxes	0.00	0.00	0.00	4,480.00	0.00	4,480.00
Accrued Local Administration Fee	(6,875.00)	0.00	(6,875.00)	0.00	0.00	0.00
Total Other Cash Flow Items	\$ 34,177.90	\$ 0.00	\$ 34,177.90	\$ (110,670.38)	\$ 0.00	\$ (110,670.38)
Net Operating Cash Change	\$ 41,308.05	\$ 171.61	\$ 41,136.44	\$ 84,005.28	\$ 2,059.00	\$ 81,946.28

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 4,984.28	\$ 88,989.56	\$ 84,005.28
Tax & Insurance - FFB	86,994.79	192,911.66	105,916.87
Tax & Insurance - MMKT - FFB*	0.00	(74.62)	(74.62)
RD Reserves - FFB	53,543.24	44,307.73	(9,235.51)
Cash - Owner Held Reserves	396,699.00	396,699.00	0.00
Payables & Receivables:			
Accounts Payable - Trade	8,261.39	9,642.50	1,381.11
Rents Receivable - Current Tenants	10,062.51	6,706.35	(3,356.16)
Other Tenant Charges Receivable	0.00	10.00	10.00

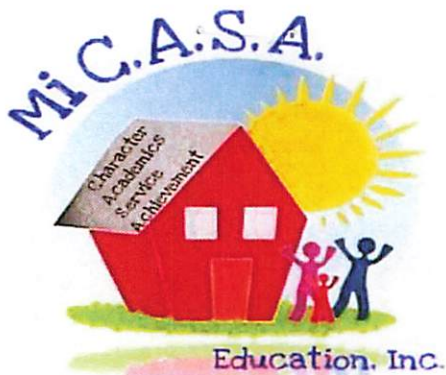
	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 7,271.32	\$ 6,820.91	\$ 450.41	\$ 74,841.08	\$ 81,851.00	\$ (7,009.92)
Janitorial/Cleaning Supplies	93.65	79.75	13.90	1,347.29	957.00	390.29
Plumbing Repairs	1,345.00	832.91	512.09	5,650.90	9,995.00	(4,344.10)
Painting & Decorating	158.01	199.41	(41.40)	1,232.02	2,393.00	(1,160.98)
Repairs & Maintenance - Supply	992.61	1,532.34	(539.73)	13,521.04	18,388.00	(4,866.96)
Repairs & Maintenance - Contract	2,181.20	2,252.91	(71.71)	20,013.85	27,035.00	(7,021.15)
Grounds Maintenance	7,592.00	8,000.00	(408.00)	91,830.25	96,000.00	(4,169.75)
Pool Supplies	1,851.00	0.00	1,851.00	1,851.00	0.00	1,851.00
Pest Control Service	0.00	249.41	(249.41)	3,390.00	2,993.00	397.00
Fire/Alarm Services	0.00	1,588.50	(1,588.50)	1,493.45	19,062.00	(17,568.55)
Security Service	1,428.00	0.00	1,428.00	19,515.96	0.00	19,515.96
Capital Improvements - Other	2,419.91	11,983.34	(9,563.43)	17,115.75	143,800.00	(126,684.25)

Gridley Farm Labor 645
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - Flooring	\$ 3,294.51	\$ 975.00	\$ 2,319.51	\$ 6,892.83	\$ 11,700.00	\$ (4,807.17)
Capital Improvements - Appliance	700.34	697.25	3.09	8,212.42	8,367.00	(154.58)
Capital Improvements - HVAC Repl	0.00	250.00	(250.00)	2,236.17	3,000.00	(763.83)
Capital Improvements - Water Heat	0.00	142.50	(142.50)	0.00	1,710.00	(1,710.00)
Carpet Cleaning	0.00	25.09	(25.09)	0.00	301.00	(301.00)
HVAC Repairs	(666.00)	53.41	(719.41)	10,936.00	641.00	10,295.00
Cable Service	0.00	178.75	(178.75)	95.80	2,145.00	(2,049.20)
Tenant Services	0.00	41.66	(41.66)	312.36	500.00	(187.64)
Total Maint. & Operating Exp.	\$ 28,661.55	\$ 35,903.14	\$ (7,241.59)	\$ 280,488.17	\$ 430,838.00	\$ (150,349.83)
Utilities:						
Electricity	\$ 1,510.23	\$ 2,666.66	\$ (1,156.43)	\$ 34,503.12	\$ 32,000.00	\$ 2,503.12
Water	0.00	2,916.66	(2,916.66)	21,377.46	35,000.00	(13,622.54)
Sewer	0.00	2,174.41	(2,174.41)	17,009.02	26,093.00	(9,083.98)
Heating Fuel/Other	217.94	583.34	(365.40)	7,315.66	7,000.00	315.66
Garbage & Trash Removal	1,716.98	2,500.00	(783.02)	24,791.71	30,000.00	(5,208.29)
Total Utilities	\$ 3,445.15	\$ 10,841.07	\$ (7,395.92)	\$ 104,996.97	\$ 130,093.00	\$ (25,096.03)
Administrative:						
Manager's Salary	\$ 6,713.53	\$ 7,713.59	\$ (1,000.06)	\$ 78,077.02	\$ 92,563.00	\$ (14,485.98)
Management Fees	6,320.00	6,715.00	(395.00)	74,738.00	80,580.00	(5,842.00)
Bad Debt Expense	10,881.50	0.00	10,881.50	13,513.01	0.00	13,513.01
Auditing	666.67	666.66	.01	8,000.02	8,000.00	.02
Legal	250.00	291.66	(41.66)	1,827.50	3,500.00	(1,672.50)
Other Administrative Expenses	0.00	0.00	0.00	676.26	0.00	676.26
Total Administrative Expense	\$ 24,831.70	\$ 15,386.91	\$ 9,444.79	\$ 176,831.81	\$ 184,643.00	\$ (7,811.19)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 1,493.34	\$ (1,493.34)	\$ 4,480.00	\$ 17,920.00	\$ (13,440.00)
Special Assessments	2,500.00	2,117.50	382.50	30,000.00	25,410.00	4,590.00
Property Insurance	4,899.41	4,899.41	0.00	58,792.96	58,793.00	(.04)
Total Taxes & Insurance Expense	\$ 7,399.41	\$ 8,510.25	\$ (1,110.84)	\$ 93,272.96	\$ 102,123.00	\$ (8,850.04)
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,058.54	\$ 1,270.59	\$ (212.05)	\$ 13,473.60	\$ 15,247.00	\$ (1,773.40)
Other Taxes, Fees & Permits	1,028.00	116.34	911.66	783.91	1,396.00	(612.09)
Bond Premiums	0.00	15.00	(15.00)	569.00	180.00	389.00
Worker's Compensation Insurance	533.39	1,075.84	(542.45)	5,958.85	12,910.00	(6,951.15)
Personnel Medical Insurance	7.73	2,878.34	(2,870.61)	462.68	34,540.00	(34,077.32)
Total Other Taxes & Insurance	\$ 2,627.66	\$ 5,356.11	\$ (2,728.45)	\$ 21,248.04	\$ 64,273.00	\$ (43,024.96)
Other Project Expenses						
Telephone & Answering Service	\$ 63.52	\$ 314.66	\$ (251.14)	\$ 1,156.32	\$ 3,776.00	\$ (2,619.68)

Gridley Farm Labor 645
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Internet Service	\$ 0.00	\$ 135.34	\$ (135.34)	\$ 3,231.98	\$ 1,624.00	\$ 1,607.98
Advertising	56.31	375.00	(318.69)	1,247.43	4,500.00	(3,252.57)
Water/Coffee Service	20.54	0.00	20.54	139.11	0.00	139.11
Office Supplies & Expense	284.72	504.41	(219.69)	9,952.95	6,053.00	3,899.95
Postage	147.86	41.75	106.11	1,020.40	501.00	519.40
Toner/Copier Expense	62.73	27.75	34.98	337.04	333.00	4.04
Office Furniture & Equipment Expe	23.58	0.00	23.58	1,535.11	0.00	1,535.11
Travel & Promotion	34.38	611.91	(577.53)	1,455.01	7,343.00	(5,887.99)
Training Expense	0.00	104.16	(104.16)	652.51	1,250.00	(597.49)
Credit Checking	0.00	13.41	(13.41)	341.52	161.00	180.52
Employee Meals	0.00	29.84	(29.84)	108.00	358.00	(250.00)
Total Other Project Expenses	\$ 693.64	\$ 2,158.23	\$ (1,464.59)	\$ 21,177.38	\$ 25,899.00	\$ (4,721.62)
Lease Up Expenses						
Total Lease Up Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$.37	\$ 150,707.52	\$ 150,703.00	\$ 4.52
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 7,500.00	\$ 7,500.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	34,500.00	34,500.00	0.00
Total Mortgage & Owner's Exp.	\$ 16,058.96	\$ 16,058.59	\$.37	\$ 192,707.52	\$ 192,703.00	\$ 4.52
Total Expenses	\$ 83,718.07	\$ 94,214.30	\$ (10,496.23)	\$ 890,722.85	\$ 1,130,572.00	\$ (239,849.15)
Authorized Reserve - Other	\$ 33,525.00	\$ 0.00	\$ 33,525.00	\$ 43,974.58	\$ 0.00	\$ 43,974.58
Pending Reserves	(33,525.00)	0.00	(33,525.00)	0.00	0.00	0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 43,974.58	\$ 0.00	\$ 43,974.58



Mi C.A.S.A. EDUCATION, INC.

Site location: 1587 Booth
Mailing address: 385 Ford Ave.
Gridley, CA. 95948
E.I.N. # 80-0491477
530-513-2334
Website: www.micasaeducation.com

THANK YOU FOR CARING!

Mi C.A.S.A. after school homework program assists farm labor youth. Mi C.A.S.A. stands for My Character, Academic, Service, Achievement. The program includes a study hall, library, kitchen and internet services. It is located at 1587 Booth Drive, 2.5 miles east of Gridley, California. In this remote neighborhood children receive 3 hours daily assistance in numerous academic areas. Five-year-old Esmeralda started kindergarten not speaking English and with only a handful of academic skills (the colors in Spanish and some of the numerals). In Fourth Grade she had hip surgery and was home bound for 6 months. Before the surgery she was behind in her learning, but by Fifth Grade she was seriously way behind her classroom peers! Well, I am proud to say that when she graduated from Gridley High School last June she was honored as being in the top 10% of her class. She worked hard and did it! Esmeralda had participated in the Mi CASA programs daily for 6 years.

This summer, Stella, and many others, went to the Mi CASA summer program instead of staying home while parents worked 10-hour days in the orchards. She said, "I like learning about the solar system and the cultures of countries in other continents. I learned stories, words, and even songs from Japan, Egypt, Argentina and Italy. I liked Japan the best!" In addition to academic studies, students have many opportunities. There are board games, crafts, chess, dominoes, storytelling indoors, circle games, and sports outdoors. Competition, fair play, cooperation are all expected and recognized. High grades, extracurricular activities, and avid reading are also rewarded.

We know that you have many demands for your charitable giving, but we ask you to strongly consider a generous gift to Mi C.A.S.A.

100% of your donation stays with local student services. You may submit your support in the envelope included, on facebook (casa2casa), or on PayPal (micasaeducation.com). Your donation is not only appreciated but is the sole source of our funding. We are not a government funded program. Your support is critical to our sustainability and success.

Sincerely grateful for your donation, today!

Kathy McKenzie (director) Alma Luna ans Rosa Silva (co-assistant directors)
Grecia Ponce (treasurer) Alexandra Ramirez (personnel director)

MEMO

Date: October 13, 2023
To: HACB Board of Commissioners
From: Larry Guanzon, Deputy Executive Director
Subject: Agenda Item 3.10 - Status Report: Bond-Financed and Other-owned Properties

Bond-Financed

- Alamont Apartments, Chico (30 units, family)
- Cordillera Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (31 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Locust Apartments, Chico (10 units, family)
- Park Place Apartments, Oroville (40 units, senior)

Other-Owned

- Gridley Springs II, Gridley (24 units, family)
- Kathy Court Apartments, Paradise (12 units, family)
- 2131 Fogg Ave, (1 single family house)
- 1744 Laurel St, Chico (1 single family house)

For Alamont, Cordillera, Evanswood, Kathy Court, Lincoln, Locust, and Park Place Apartments, please see monthly reports provided by the property manager, RSC Associates Inc. following this memo. Please also find Sackett Corporation's financials for Gridley Springs II.

Alamont Apartments, Chico (30 units, family, RSC) – There is no vacancy as of the first - all rents were collected for September. YTD income is \$23,552 more than budget, at \$348,065. YTD expenses are \$28,701 more than anticipated, bringing YTD NOI to \$15,023 less than budget, at \$184,669. YTD NOI is less than budget mostly due to bad debt “write off’s”, totaling \$27,746, and Repair Labor. Property roof replacement is complete, as well as, HVAC unit replacements, and deck reconstructions, all paid thru 2020A Bond funds.



Alamont Apartments, 811 West East Avenue, Chico

Cordillera/Cameo Apartments, Chico (20 units, family, RSC) - The property has one (1) vacancy as of October 1. Unpaid rents include two units: a partial rent and a small outstanding balance. YTD income is ahead of budget by \$1,775, at \$204,497. Total Operating Expenses are lower than budget, by \$21,491, bringing YTD NOI to \$116,132 or \$23,267 more than budget.



Cordillera Apartments, Cameo Way, Chico

Evanswood Estates Apartments, Oroville (31 units, family, RSC) – The property has no vacancy as of the first. All but two rents were collected, with RSC is following up. YTD total income is \$7,918 more than anticipated, at \$433,806. YTD Total Operating Expenses are \$7,802 more than budget at \$232,798. The variance is mostly attributed to bad debt, utilities, and repair and labor expenses. YTD NOI is \$116 more than budget, at \$201,008.

Units #21, 25, and 33, purchased and tracked separately, were occupied, with no unpaid rents. YTD income is slightly below budget. YTD expenses are higher than budget, bringing the NOI to \$17,469. Both administrative and maintenance expenses are higher YTD, thus the decrease in NOI for the three units.



Evanswood Estates, Table Mountain Boulevard, Oroville - new façades. The \$3 million exterior envelope work is substantially complete, recasting the property.



Lincoln Apartments, 474 East 12th Street, Chico

Lincoln Apartments, Chico (18 units, family, RSC) – Lincoln Apartments has no vacancy; all rents have been collected. As of October 1st, annual rent increases will go in effect. There are no notices to vacate. YTD total income is ahead of budget by \$4,292. Total YTD Expenses are under budget by \$14,425, bringing YTD NOI to \$98,859, or \$18,718 more than budget. Additional bond-funded improvements are being planned, including electrical service panel replacements, window replacements, and exterior stairway, railing, and access improvements.

Locust Apartments, Chico (10 units, family, RSC) – The property is fully occupied. All but one rent was collected, owing a small balance. No turnover occurred during the month. Annual rent increase notices went out and are effective October 1. Total income YTD is above budget by \$1,134, at \$91,816. Total Expenses are higher than budget so YTD NOI came in below budget by \$4,492 at \$40,249. Sidewalk “grinding” repairs occurred on the property to address trip hazards. The majority of bond-funded capital improvements are complete, with replacement of water heaters, range hoods, and GFCI outlets



Locust Apartments, 1519 Locust Street, Chico



Park Place Apartments, 2105 Park Avenue, Oroville

Park Place Apartments, Oroville (40 units, senior, RSC) – The month ended with four (4) vacancies. Two residents passed, one left under an unlawful detainer action, and one purchased a home. Two of the vacant units will be re-rented by mid-October. All rents were paid, with the exception of one unit. There are no additional notices to vacate. YTD Total Income is \$12,121 more than budget at \$323,310. Expenses are below budget by \$1,456. Thus, YTD NOI is \$13,578 more than budget, at \$182,966. Bond-funded work, including equipment and gazebo replacements, upgrade of the Community Room, and site path of travel improvements, are in process, with property management collecting bids.

Other-Owned Properties

Gridley Springs II, Gridley (24 units, Family, Sackett) The property is 100% occupied with no 30-day notices. Property tree trimming has been completed. YTD income is down by approximately \$11,024, due to statutory rent limitations restricting rent increases in the 1st quarter, plus less “other income” collected. YTD expenses came to \$121,382, yielding \$32,227 less than budget. YTD NOI is \$21,202 more than budget, at \$50,348. Please find Sackett Corporation’s financials for GS II, as well as a short narrative, following.



Gridley Springs Apartments II, 210 Ford Avenue, Gridley

Kathy Court Apartments, Paradise (12 units, family, RSC) – The Town of Paradise CDBG-DR funding package is signed off, and a Notice to Proceed can be issued. Course of construction insurance has been secured, and operations P&L insurance has been confirmed as available. Annual weed abatement has been completed.



Kathy Court Apartments, Kay Court, Paradise - Rendering

2131 Fogg Ave, Oroville (SFH, HACB) – The single-family house is vacant, as of mid-April. Board action was approved to remove the building in anticipation of a multi-family development initiative. A contractor is being secured to complete the removal.

1744 Laurel St, Chico (SFH, HACB) – This single family 2-bedroom, 1 bath house is currently vacant. A closed session agenda item is scheduled for this month’s Board meeting, to discuss direction for the property.



Single Family Home - 1744 Laurel Street, Chico



October 4, 2023

Ed Mayer
Executive Director
Housing Authority of the County of Butte
2039 Forest Ave
Chico, CA 95928

RE: September 2023 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the fiscal year ending September 30, 2023, for key operational activities and highlights of significant financial results for HACB properties managed by RSC. For additional details, please review the following financial reports provided for each property:

1. Cash Flow Summary
2. Balance Sheet
3. Budget Comparison
4. General Ledger
5. Trial Balance
6. Tenant Rent Roll
7. 12 Month Income Statement
8. 2022/2023 Performance Review
9. Capital Improvement Summary

1519 Locust Apartments

Monthly Highlights:

- **Occupancy** - 100% at the end of September. There were no move-in's or move-out's during the month.
- **Rent collection**
 - ✓ The tenant in unit #1 has a small outstanding balance which they are making payments to pay off.
 - ✓ All other tenants paid in full.
- We issued a \$30,000.00 owner withdrawal in September.

Mr. Ed Mayer, Executive Director
Chico, California

Annual Financial Summary

Revenue

- Total Income – Overall was above budget by \$1,134.64. Rent potential was under budget by \$2,925.00 which was offset by reimbursement of tenant move out repair costs which was over budget by \$3,377.01.

Expenses

- Total Operating Expenses were over budget by \$5,627.25.
 - Bad Debt and Turnover expenses were well over budget due to the eviction of the resident in unit #5 during the year.
 - Water costs were well above the budgeted amount as we increased landscape irrigation compared to the previous year.
 - Maintenance expenses were under budget by \$4,764.26 which helped offset some of the overages.

Alamont Apartments

Monthly Highlights

- **Occupancy** – 100% at the end of September.
- **Rent collection**
 - ✓ All tenants paid in full.
- **Expense Variances**
 - ✓ Overall, expenses were in-line with the budget.
- **Capital Improvements** – there was the complete reroofing of Bldg #2 with new shingles, which were part of the 2020A Capital Bond Project
- We issued a \$90,000.00 owner withdrawal in September.

Annual Financial Summary

Revenue

- Total Income - \$13,678.20 over budget largely due to higher Rent Potential and higher bill-backs to former residents for move-out repairs.

Expenses

- Total Operating Expenses were over budget by \$28,701.46.
 - Bad Debt and Turnover expenses were well over budget due to the eviction of the resident in units #1, 22 and 28 during the year.
 - Maintenance expenses were over budget by \$4,141.02. This overage is attributed to a higher volume of maintenance performed at the property.

Mr. Ed Mayer, Executive Director
Chico, California

- Capital Improvements were \$73,159.07 for the following key reasons:
 - Several 2020A Bond projects were completed during the year including new roofing on the project.
 - Pool equipment was upgraded.
 - Interior painting was completed in 6 units during the year.

Net Operating Income was under budget by \$42,683.03 for the reasons described.

Cordillera/Cameo Drive Apartments

Monthly Highlights:

- **Occupancy** – 96% as of the end of September. There is one vacant unit #49-3A. We are working with Behavioral Health on a prospective resident.
- **Rent collection**
 - ✓ #37-1 has an outstanding balance for September rent. We are working with the resident on their balance due and have collected a portion of the unpaid balance.
 - ✓ #45-3 has an outstanding balance for September rent. The resident is making additional payments to zero out their balance due.
 - ✓ All other tenants paid in full.
- We issued an \$80,000.00 owner withdrawal in September.

Annual Financial Summary

Revenue

- Total Income – was in-line with the budget for the year.

Expenses

- Total Operating Expenses were under budget by \$21,491.68 mostly as a result of lower Bad Debt and Turnover costs. We had no evictions during the year and overall turnover was lower than expected.
- Capital Improvements were below budget by \$34,308.15. The variance is largely attributed to fewer interior capital items replaced due to the lower turnover.

Net Operating Income was over budget by \$23,267.14 due to the lower expenses described above.

Mr. Ed Mayer, Executive Director
Chico, California

Evanswood Estates Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of September.
- **Rent Collection**
 - ✓ #5 has an outstanding balance in September. We are working with them on the repayment of this balance.
 - ✓ #40 is unpaid for the month and let us know she is going to move out by October 9th.
 - ✓ All other tenants paid in full.
- **Expense Variances**
 - ✓ Overall, expenses were in-line with the budget.
- We issued a \$134,000.00 owner withdrawal in September.

Annual Financial Summary

Revenue

- Total Income - \$7,918.54 over budget due to higher Rent Potential

Expenses

- Administrative Expenses were over budget by \$5,013.55 primarily due to excessive Bad Debt expense associated with the eviction of the residents in unit #69.
- Insurance expenses were well above budget as the actual premium came in much higher than expected after the budget was prepared.
- Total Operating Expenses were in-line with the budget for the year.
- Total Capital Improvement & Financial Expenses were over budget by \$28,532.42 and attributed to flooring upgrades from carpet to vinyl tile and full interior paint on four units.

Net Operating Income was in-line with the budget for the year.

Evanswood #21, #25, and #33

Monthly Highlights:

- **Occupancy** – 100% at the end of September.
- **Rent Collection** – 100% of rent was collected.
- **Expense Variances**
 - Expenses were in line with the budget for the month of September.
- There was a \$25,000.00 owner withdrawal in September.

Mr. Ed Mayer, Executive Director
Chico, California

Annual Financial Summary

Revenue

- Total Income – was in-line with the budget for the year.

Expenses

- Total Operating Expenses were over budget by \$2,249.30 as we repaired water leaks in units #25 and #33 during the year.

Net Operating Income was under budget by \$2,869.30 due to the higher operating expenses described above.

Kathy Court Apartments

Annual Financial Summary

Expenses

- Total Operating Expenses were under budget for the year.

Lincoln Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of September.
- **Rent Collection**
 - ✓ All tenants paid in full.
- **Expense Variances**
 - ✓ Expenses were in line with the budget for the month of September.
- **Capital Improvements**
 - ✓ A new refrigerator was installed in unit #1.

Annual Financial Summary

Revenue

- Total Income – was in-line with the budget for the year.

Expenses

- Total Operating Expenses were under budget by \$14,425.66. A majority of this variance is attributed to lower turnover costs associated with the lower vacancy losses.
- 2020A Bond Capital Improvements were above budget by \$31,525.32 as we are finalizing the electrical panel and window replacement projects per the Property Condition Assessment (PCA) report.

Mr. Ed Mayer, Executive Director
Chico, California

Net Operating Income was well above the budget for the year.

Park Place Apartments

Monthly Highlights:

- **Occupancy** – 90% as of the end of September. There are four vacant units #8, #16, #18 and #35. Approved applicants for units #16 and #35 will be moving in by October 15th. We are marketing the other two vacant units and anticipate receiving applications on them within the next week.
- **Rent Collection**
 - ✓ Unit #27 has an outstanding balance for September rent.
 - ✓ All other tenants paid in full.
- **Expense Variances**
 - ✓ Administrative expenses were higher than budgeted due to a write off to Bad Debt expense for unit #18 after their eviction.
 - ✓ Maintenance expenses were higher than budgeted as there was HVAC servicing to units #4, #34, and #16 thru #18.
- **Capital Improvements**
 - ✓ Vinyl was installed in unit #29.
 - ✓ Complete interior painting was done in units #16, #18, and #35 as part of the turnovers.

Annual Financial Summary

Revenue

- Total Income – exceeded the budget for the year by 8.0%. Rent potential and vacancy loss were better than expected.

Expenses

- Total Operating Expenses were in-line with the budget and came in 1.0% under budget. Turnover expenses were well under budget due to lower vacancies which helped offset higher maintenance costs for the year.
- 2020A Bond Capital Improvements were in-line with the budget for the year.
- Capital Improvement costs were above budget which was attributed to complete interior painting in 5 units, installing privacy fence slats, and removing trip hazards from project sidewalks.

Net Operating Income was above budget by \$13,578.29 or 8.0% for the reasons described above.

Mr. Ed Mayer, Executive Director
Chico, California

If you have any questions regarding this package, please contact myself or Patti Hampton at 530-893-8228.

Respectfully,

Richard Gillaspie
Property Manager
RG:ph



GRIDLEY SPRINGS September 2023

Property Status:

1. GS1 has 2 vacant units with Zero notices to vacate. Both are scheduled for Move-In by 10/10.
2. GS2 is 100% occupied with Zero notices to vacate.
3. GS1 FY24 annual budget has been submitted to USDA for final approval. Approval should be received by 12/01/2023.
4. GS2 FY23 ended successfully on 9/30/2023. Financials are being completed and will be sent by 10/6/2023.

Sincerely,
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
September 30, 2023

CASH SUMMARY - Operating Account	SEPTEMBER		12 months YTD	
	2023	%%	2023	%%
Total Rent Revenue	16,053.00	100.00%	189,540.64	100.00%
Vacancies	0.00	0.00%	(2,772.00)	-1.46%
Net Rental Revenue	16,053.00	100.00%	186,768.64	98.54%
Other Income	123.09	0.77%	1,138.76	0.60%
Total Revenue	16,176.09	100.77%	187,907.40	99.14%
Expenses:				
Administrative Expenses	4,187.05	26.08%	41,231.94	21.75%
Utilities	2,012.95	12.54%	23,834.58	12.57%
Operating & Maintenance	13,439.29	83.72%	62,911.73	33.19%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	6,132.34	38.20%	19,176.18	10.12%
Total Expenses	25,771.63	122.34%	147,154.43	32.48%
Net Operating Income	(9,595.54)	96.26%	40,752.97	45.77%
Interest and Finance Expense	565.08	3.52%	6,780.96	3.58%
Replacement Costs	0.00	0.00%	4,409.09	2.33%
Net Cash Flow from Operations	(10,160.62)		29,562.92	
Plus (Minus)				
Interest Income	(123.09)		(846.16)	
Unpaid Rent Collected (Owed)	284.00		5,103.00	
Prepaid Rent Received (Absorbed)	23.00		10.00	
Security Deposits Received (Refunded)	0.00		22.00	
Accrued Interest (Payment)	545.08		6,540.96	
Net Cash Increase (Decrease)	(9,431.63)		40,392.72	
Beginning of Period Cash Balance	89,430.88		64,558.38	
Contributions (Distributions) to Owner	0.00		(15,602.00)	
Transfer from (to) Impound Account	(401.33)		(4,815.96)	
Transfer From (to) Replacement Reserves	(450.00)		(5,400.00)	
Transfer from (to) Security account	29.67		44.45	
Ending Cash Balance - Operating Account	\$79,177.59		\$79,177.59	
- Replacement Reserve			\$120,595.50	
- Tax and Insurance Impounds			\$57,058.23	
- Security Deposit Accounts			\$15,287.00	

TENANT RECEIVABLES	Current Month	UNIT STATUS	Current Month
Rent and Rent Related Receivables		Total Units	24
Balance at Beginning of Month	484.00	Vacant units at beginning of month	0
Uncollected (Collected) During Month	(284.00)	Plus Units vacated during month	0
Written off to Bad Debts	0.00	Less move ins and deposits to hold	0
Balance at End of Month	<u>\$200.00</u>	Vacant units at end of month	<u>0</u>

Balance Sheet
HACB GRIDLEY SPRINGS II
As of
September 30, 2023

***** ASSETS *****

Petty Cash	250.00	
Cash - Operating	79,177.59	
Cash - Replacement Reserve	120,595.50	
Cash - Impound Account	57,058.23	
Cash - Security Deposit Account	15,287.00	
Total Cash		<u>272,368.32</u>

ACCOUNTS RECEIVABLE

Tenant Rent Receivable	200.00	
Total Accounts Receivable		<u>200.00</u>

Prepaid Expenses

	10,190.00	
Total Prepaid Expenses		<u>10,190.00</u>

Total Current Assets		<u>282,758.32</u>
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CAPITAL IMPROVEMENTS

Land	55,276.00	
Building	497,483.59	
Improvements	421,449.94	
Accumulated Depreciation	(300,085.00)	

Total Fixed Assets		<u>674,124.53</u>
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TOTAL ASSETS		<u>956,882.85</u>
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***** LIABILITIES *****

Accrued Interest-SHRA	89,341.09	
Security Deposit Liability	15,287.00	
Prepaid Rent Revenue	25.00	
Total Current Liabilities		<u>104,653.09</u>

Note Payable	218,032.00	
Due to the Authority	8,184.00	

Total Long Term Liabilities		<u>226,216.00</u>
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Total Liabilities		<u>330,869.09</u>
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***** OWNER'S EQUITY *****

Partner's Equity (CF Distributions)	684,336.63	
AGP Cash Flow Distributions	(56,413.00)	
Retained Earnings	(148,947.47)	
Owner Contributions/Distribution	117,474.68	
Current Year Net Income (Loss)	29,562.92	

Total Equity		<u>626,013.76</u>
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Total Liabilities & Equity⁵⁴		<u>956,882.85</u>
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Income Statement
HACB GRIDLEY SPRINGS II
As of
September 30, 2023

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	15,277.00	16,312.00	(1,035.00)	179,710.64	195,744.00	(16,033.36)
Tenant Assistance Payments	776.00	0.00	776.00	9,830.00	0.00	9,830.00
Total Revenue	16,053.00	16,312.00	(259.00)	189,540.64	195,744.00	(6,203.36)
Apartment Vacancies	0.00	(326.00)	326.00	(2,772.00)	(3,915.00)	1,143.00
Total Vacancies	0.00	(326.00)	326.00	(2,772.00)	(3,915.00)	1,143.00
NET RENTAL REVENUE	16,053.00	15,986.00	67.00	186,768.64	191,829.00	(5,060.36)
Interest Income-Other Cash	113.29	0.00	113.29	779.71	0.00	779.71
Interest Income-Sec Deposits	9.80	0.00	9.80	66.45	0.00	66.45
Total Financial Revenue	123.09	0.00	123.09	846.16	0.00	846.16
Misc Tenant Charges/Damages & Cleaning	0.00	545.00	(545.00)	74.00	6,541.00	(6,467.00)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	0.00	0.00	0.00	0.00	0.00
Laundry Revenue	0.00	83.00	(83.00)	218.60	1,000.00	(781.40)
Total Other Revenue	0.00	628.00	(628.00)	292.60	7,541.00	(7,248.40)
TOTAL REVENUE	16,176.09	16,614.00	(437.91)	187,907.40	199,370.00	(11,462.60)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	21.00	(21.00)	0.00	250.00	(250.00)
Credit Reports	0.00	0.00	0.00	76.00	0.00	76.00
Uniforms	0.00	0.00	0.00	93.24	0.00	93.24
IT Support Services	128.00	128.00	0.00	1,536.00	1,536.00	0.00
Telephone/Answering Service	61.45	70.00	(8.55)	741.69	840.00	(98.31)
Consulting/Purchased Services	101.89	0.00	101.89	101.89	0.00	101.89
Postage and Mailing	0.00	0.00	0.00	116.12	0.00	116.12
Administrative Expense/Office Personnel	0.00	0.00	0.00	40.00	0.00	40.00
Office Supplies/Expenses	0.00	385.00	(385.00)	952.97	4,624.00	(3,671.03)
Dues and Subscriptions	204.60	0.00	204.60	268.89	0.00	268.89
Management Fee	1,035.00	1,080.00	(45.00)	12,150.00	12,960.00	(810.00)
Manager Salaries	2,656.11	1,708.00	948.11	20,462.96	20,500.00	(37.04)
Education/Registration fees	0.00	83.00	(83.00)	557.18	1,000.00	(442.82)
Legal Expense	0.00	30.00	(30.00)	635.00	350.00	285.00
Auditing Fees	0.00	0.00	0.00	3,500.00	4,200.00	(700.00)
Television/Cable Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative Expenses	4,187.05	3,505.00	682.05	41,231.94	46,260.00	(5,028.06)
Utility Expenses						
Electricity	77.27	310.00	(232.73)	1,281.44	3,720.00	(2,438.56)
Water	600.69	500.00	100.69	4,548.64	6,000.00	(1,451.36)
Gas	2.55	68.00	(65.45)	502.18	820.00	(317.82)
Sewer	804.79	820.00	(15.21)	9,807.60	9,840.00	(32.40)
Garbage and Trash Removal	527.65	567.00	(39.35)	7,694.72	6,800.00	894.72
Total Utility Expenses	2,012.95	2,265.00	(252.05)	23,834.58	27,180.00	(3,345.42)

Income Statement
HACB GRIDLEY SPRINGS II
As of
September 30, 2023

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	1,083.00	0.00	1,083.00
Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Exterminating Contract	0.00	0.00	0.00	500.00	0.00	500.00
Tree Service	0.00	0.00	0.00	0.00	0.00	0.00
Grounds Contract	5,135.44	0.00	5,135.44	13,722.32	0.00	13,722.32
Grounds Maintenance and Supplies	270.16	0.00	270.16	909.37	0.00	909.37
Maintenance Personnel	2,656.11	1,708.00	948.11	20,274.82	20,500.00	(225.18)
Repair Materials	418.00	2,982.00	(2,564.00)	4,309.55	35,785.00	(31,475.45)
Repair Contract/Vendor Labor	4,500.00	1,667.00	2,833.00	6,500.00	20,000.00	(13,500.00)
Electrical Repair and Supplies	0.00	0.00	0.00	187.50	0.00	187.50
HVAC Repair/Maintenance	0.00	500.00	(500.00)	10,310.00	6,000.00	4,310.00
Appliance Repair/Maintenance	459.58	0.00	459.58	1,579.35	0.00	1,579.35
Plumbing Repair/Supplies	0.00	0.00	0.00	3,075.68	0.00	3,075.68
Interior Painting/Supplies	0.00	0.00	0.00	323.41	0.00	323.41
Gas, Oil and Mileage	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Equipment	0.00	0.00	0.00	136.73	0.00	136.73
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	13,439.29	6,857.00	6,582.29	62,911.73	82,285.00	(19,373.27)
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	483.40	335.00	148.40	5,347.97	4,018.00	1,329.97
Property & Liability Insurance	0.00	167.00	(167.00)	223.50	2,000.00	(1,776.50)
Worker's Compensation	219.45	221.00	(1.55)	2,030.60	2,650.00	(619.40)
Health/Dental Insurance	139.11	233.00	(93.89)	1,645.55	2,800.00	(1,154.45)
Other Insurance	5,290.38	0.00	5,290.38	9,928.56	0.00	9,928.56
Total Taxes & Insurance Expenses	6,132.34	956.00	5,176.34	19,176.18	11,468.00	7,708.18
TOTAL EXPENSES	25,771.63	13,583.00	12,188.63	147,154.43	167,193.00	(20,038.57)
NET OPERATING INCOME (LOSS)	(9,595.54)	3,031.00	(12,626.54)	40,752.97	32,177.00	8,575.97
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	6,540.96	0.00	6,540.96
Bank Fees	20.00	0.00	20.00	240.00	0.00	240.00
Total Interest & Finance Expense	565.08	0.00	565.08	6,780.96	0.00	6,780.96
OPERATING PROFIT (LOSS)	(10,160.62)	3,031.00	(13,191.62)	33,972.01	32,177.00	1,795.01
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	3,088.06	0.00	3,088.06
Drapery/Blind Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture/Equipment Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Carpet/Flooring Replacement	0.00	0.00	0.00	1,040.00	0.00	1,040.00
Plumbing Replacement	0.00	0.00	0.00	212.26	0.00	212.26
Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equip Replacement	0.00	0.00	0.00	68.77	0.00	68.77
Door/Screen Repair/Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Replacements	0.00	0.00	0.00	4,409.09	0.00	4,409.09
NET CASH FLOW FROM OPERATIONS	(10,160.62)	3,031.00	(13,191.62)	29,562.92	32,177.00	(2,614.08)

MEMO

Date: October 13, 2023

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – HACB Investor Limited Partner (ILP) LIHTC Properties

- 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)

For Chico Commons, Walker Commons, and 1200 Park Ave. Apartments, Chico, please also see monthly reports provided by the property manager, AWI, following this memo.

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP: Banyard Management, PM: AWI) – There are four (4) vacancies as of the 1st of October. AWI details current turnover status in the monthly narrative following, as well as unpaid rents for the month. Three units are on re-payment plans and two units received 3/30-day notices for unpaid rent. The third and last dumpster enclosure will be upgraded and rebuilt by year end. All enclosures will be painted as depicted in the photo included in AWI’s narrative. Bids are still being solicited for upgrade and reconstruction of the 2nd floor balcony railing assemblies. The cost for three (3) exterior building balconies came in at approximately \$50,000, which will be completed by end of December. Parking lot bids to repair/replace sections of asphalt have been obtained and work will be completed at year end. YTD income is up approximately \$43,260 compared to budget, with expenses \$14,247 more than budget YTD. Net income is \$29,012 more than budget, at \$89,779. The property is subject to repositioning, involving refinancing, capital improvements, and replacements.



Chico Commons Apartments, 2071 Amanda Way, Chico



Walker Commons Apartments, 678 Buttonwillow Lane, Chico

Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property currently has three (3) vacancies as of October 1st. Unpaid rent collection efforts include four households. The property has hired another new maintenance technician, who has since quit; applications are being sought for replacement. A new on-site manager has been hired, a transfer from another AWI managed property. Her name is Miriam Sainz. Tree trimming and roof cleanings are planned in the next quarter. Automatic door locks are being installed on the community room and laundry room. This will eliminate the need for staff to personally lock these two areas during the day, and especially on weekends. Senior service provider, Passages, has been contacted to provide supportive services for the residents. The residents and staff have also partnered to create monthly activities in support of all residents, including Butte County Library services and a planned Halloween decorating contest. YTD income is higher than budget by approximately \$29,592, with overall expenses lower than anticipated, bringing the property's Net Income to \$104,871 more than budget, at \$134,566. Please find the AWI monthly owners report following. The property is subject to repositioning, involving refinance, capital improvements and replacements. Gutters, downspouts and fascia boards, windows, siding, and PTAC units need attention. The property generates significant cash, which will help with anticipated renovations.



1200 Park Avenue Apartments, Chico

1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAAHDC, PM: AWI) – There are four (4) vacancies as of this date; AWI is processing applications and preparing the units for lease. Remaining unpaid rents are in process of being collected. The new on-site manager is Denise Smith. Annual window cleaning has been completed. New flooring will be installed on the first-floor lobby areas; bids are currently being sought. CAA Food Distribution is on-going; resident supportive services are being sought from Passages, North Valley Catholic Social Services, or others, to provide activities for property residents. The residents and AWI staff have started their own calendar of events - monthly bingo and birthdays are celebrated. Usage of the conference room for an “art class” is scheduled for every Thursday. Butte County Library is working with the residents and a Halloween decorating contest is being planned. Please find AWI’s monthly financials and narrative following. YTD income is down due to not being able to increase rents to maximum allowed by tax-credit regulation, because of State and local rent restrictions, but lower YTD expenses has yielded a Net Profit YTD that is \$30,754 more than budget, totaling \$75,958. The property is subject to repositioning, involving refinancing and capital improvements.

Chico Commons Apartments September 2023

September

Separate Variance Report explaining budget differences and expenditures.

Updates:

Chico Commons currently has 5 vacancies. One move-in and two move-outs during the month of September.

Vacancies:

- **Unit #8** – Unit market ready. Working applicants.
- **Unit #22** – Unit market ready. Working applicants.
- **Unit #36** – Unit close to market ready. Working on applicants.
- **Unit #48** – Unit will need full paint, flooring and full detail cleaning. Working on applicants.
- **Unit #23** – New move – out 10/04/23.

Upcoming Vacancies:

- **Unit #20** – Relocating.

Applicant traffic at the property has been very low and those that applied have adverse landlord history and / or credit. Flyers have been distributed to business and a banner will be installed to attract more traffic.

To date in October, 9 rents are outstanding, including the below. Property Manager is following up to collect.

- **Unit #12; Balance \$1,417** has a payment plan.
- **Unit #14; Balance \$2,968.99** has a payment plan.
- **Unit #21; Balance \$3,360.60** 3\30 day notice serve
- **Unit #30; Balance \$428** has a payment plan
- **Unit #53; Balance \$1,382.61** 3/30 day notice serve

The plan is to complete the tree trimming (\$13,500) and Asphalt work (approx... \$20k) from operating before year end and if cash flow allows upgrade of the last dumpster (\$23K).

The Tree Trimming has been approved and just waiting for start date from vendor.



Estimates for asphalt repairs are still in process. One vendor has visited the property, but has not supplied the bid. Staff is seeking a 2nd estimate.

The repair and update of the 2nd level balconies has been approved for building 25-32, 33-40 and 41-48. A total of \$50k to be paid from reserves.

We are currently recruiting for the part time maintenance position.

Chico Commons 549
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 75,733.00	\$ 69,187.00	\$ 6,546.00	\$ 661,317.00	\$ 622,683.00	\$ 38,634.00
Vacancies	(4,550.00)	(3,459.34)	(1,090.66)	(32,289.00)	(31,134.00)	(1,155.00)
Rent Adjustments	(5,947.00)	(245.84)	(5,701.16)	(7,089.82)	(2,212.50)	(4,877.32)
Manager's Unit	(965.00)	(965.00)	0.00	(8,685.00)	(8,685.00)	0.00
Total Tenant Rent	\$ 64,271.00	\$ 64,516.82	\$ (245.82)	\$ 613,253.18	\$ 580,651.50	\$ 32,601.68
Other Project Income:						
Laundry Income	\$ 753.40	\$ 872.66	\$ (119.26)	\$ 8,163.16	\$ 7,854.00	\$ 309.16
Interest Income	200.58	4.75	195.83	535.39	42.75	492.64
Restricted Reserve Interest Incom	288.19	0.00	288.19	838.91	0.00	838.91
Late Charges	372.00	271.09	100.91	3,394.00	2,439.75	954.25
Other Tenant Income	\$ 1,124.09	\$ 349.59	\$ 774.50	\$ 4,329.84	\$ 3,146.25	\$ 1,183.59
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,879.44	\$ 0.00	\$ 6,879.44
Other Project Income	\$ 2,738.26	\$ 1,498.09	\$ 1,240.17	\$ 24,140.74	\$ 13,482.75	\$ 10,657.99
Total Project Income	\$ 67,009.26	\$ 66,014.91	\$ 994.35	\$ 637,393.92	\$ 594,134.25	\$ 43,259.67
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 19,476.20	\$ 24,707.09	\$ (5,230.89)	\$ 173,883.85	\$ 222,363.75	\$ (48,479.90)
Utilities (From Pg 2)	9,075.52	9,902.93	(827.41)	78,389.25	89,126.25	(10,737.00)
Administrative (From Pg 2)	9,850.99	11,165.77	(1,314.78)	96,933.92	100,491.75	(3,557.83)
Taxes & Insurance (From Pg 2)	2,601.92	2,767.16	(165.24)	24,078.27	24,904.50	(826.23)
Other Taxes & Insurance (Fr Page	1,437.89	2,744.16	(1,306.27)	10,849.58	24,697.50	(13,847.92)
Other Project Expenses	984.66	1,791.73	(807.07)	9,078.25	16,125.75	(7,047.50)
Total O&M Expenses	\$ 43,427.18	\$ 53,078.84	\$ (9,651.66)	\$ 393,213.12	\$ 477,709.50	\$ (84,496.38)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$.01	\$ 23,437.53	\$ 23,437.50	\$.03
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 9,720.00	\$ 9,720.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	121,244.00	22,500.00	98,744.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.16	\$.01	\$ 154,401.53	\$ 55,657.50	\$ 98,744.03
Total Project Expenses	\$ 49,611.35	\$ 59,263.00	\$ (9,651.65)	\$ 547,614.65	\$ 533,367.00	\$ 14,247.65
Net Profit (Loss)	\$ 17,397.91	\$ 6,751.91	\$ 10,646.00	\$ 89,779.27	\$ 60,767.25	\$ 29,012.02

Other Cash Flow Items:

Chico Commons 549
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (288.19)	\$ 0.00	\$ (288.19)	\$ (838.91)	\$ 0.00	\$ (838.91)
T & I Transfers	(2,778.85)	0.00	(2,778.85)	(21,670.52)	0.00	(21,670.52)
Operating - MMKT- FFB*	(191.73)	0.00	(191.73)	(494.87)	0.00	(494.87)
Security Deposits Held	(1,250.00)	0.00	(1,250.00)	50.00	0.00	50.00
Authorized Reserve - Other	0.00	(12,433.34)	12,433.34	0.00	(111,900.00)	111,900.00
Pending Reserves	0.00	0.00	0.00	(2,221.84)	0.00	(2,221.84)
Tenant Receivables	5,024.06	0.00	5,024.06	2,567.64	0.00	2,567.64
Other Receivables	3,226.92	0.00	3,226.92	21,368.60	0.00	21,368.60
Accounts Payable - Trade	(3,798.16)	0.00	(3,798.16)	(22,895.00)	0.00	(22,895.00)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	(7,812.47)	0.00	(7,812.47)
Accrued Property Taxes	0.00	0.00	0.00	370.67	0.00	370.67
Total Other Cash Flow Items	\$ 2,548.22	\$ (12,433.34)	\$ 14,981.56	\$ (31,576.70)	\$ (111,900.00)	\$ 80,323.30
Net Operating Cash Change	\$ 19,946.13	\$ (5,681.43)	\$ 25,627.56	\$ 58,202.57	\$ (51,132.75)	\$ 109,335.32

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 1,756.98	\$ 59,959.55	\$ 58,202.57
Operating - MMKT- FFB*	217,291.17	217,786.04	494.87
Tax & Insurance-FFB	2,752.59	24,423.11	21,670.52
Security Deposit - FFB	44,775.00	44,775.00	0.00
Reserve Acct-FFB	101,881.07	63,390.54	(38,490.53)
Reserve Acct - MMKT - FFB*	200,116.89	360,690.33	160,573.44
Payables & Receivables:			
Accounts Payable - Trade	25,304.52	2,409.52	(22,895.00)
Rents Receivable - Current Tenants	20,366.39	5,788.77	(14,577.62)
Allowance for Doubtful Accounts	(14,834.60)	(2,913.60)	11,921.00
Other Tenant Charges Receivable	1,964.68	2,053.66	88.98

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 5,047.91	\$ 5,212.00	\$ (164.09)	\$ 45,813.84	\$ 46,908.00	\$ (1,094.16)
Janitorial/Cleaning Supplies	70.35	137.34	(66.99)	743.72	1,236.00	(492.28)
Plumbing Repairs	89.00	468.16	(379.16)	900.55	4,213.50	(3,312.95)
Painting & Decorating	599.70	508.16	91.54	2,857.56	4,573.50	(1,715.94)
Repairs & Maintenance - Supply	1,803.66	3,707.09	(1,903.43)	27,017.36	33,363.75	(6,346.39)
Repairs & Maintenance - Contract	(651.07)	1,570.59	(2,221.66)	15,910.90	14,135.25	1,775.65
Grounds Maintenance	1,850.00	1,908.34	(58.34)	17,370.00	17,175.00	195.00

Chico Commons 549
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Pest Control Service	\$ 340.00	\$ 695.09	\$ (355.09)	\$ 6,715.00	\$ 6,255.75	\$ 459.25
Fire/Alarm Services	0.00	579.34	(579.34)	4,643.33	5,214.00	(570.67)
Capital Improvements - Other	5,884.85	7,262.50	(1,377.65)	7,479.13	65,362.50	(57,883.37)
Capital Improvements - Flooring	2,904.62	979.16	1,925.46	20,294.64	8,812.50	11,482.14
Capital Improvements - Appliance	389.75	875.00	(485.25)	5,376.54	7,875.00	(2,498.46)
Capital Improvements - HVAC Repl	369.18	0.00	369.18	10,069.18	0.00	10,069.18
Carpet Cleaning	0.00	61.66	(61.66)	596.00	555.00	41.00
HVAC Repairs	619.15	651.09	(31.94)	7,380.15	5,859.75	1,520.40
Cable Service	159.10	49.91	109.19	715.95	449.25	266.70
Tenant Services	0.00	41.66	(41.66)	0.00	375.00	(375.00)
Total Maint. & Operating Exp.	\$ 19,476.20	\$ 24,707.09	\$ (5,230.89)	\$ 173,883.85	\$ 222,363.75	\$ (48,479.90)
Utilities:						
Electricity	\$ 885.77	\$ 800.16	\$ 85.61	\$ 6,737.30	\$ 7,201.50	\$ (464.20)
Water	1,085.24	2,754.84	(1,669.60)	18,030.70	24,793.50	(6,762.80)
Sewer	4,720.88	2,746.59	1,974.29	18,175.11	24,719.25	(6,544.14)
Heating Fuel/Other	978.73	1,691.34	(712.61)	14,486.28	15,222.00	(735.72)
Garbage & Trash Removal	1,404.90	1,910.00	(505.10)	20,959.86	17,190.00	3,769.86
Total Utilities	\$ 9,075.52	\$ 9,902.93	\$ (827.41)	\$ 78,389.25	\$ 89,126.25	\$ (10,737.00)
Administrative:						
Manager's Salary	\$ 3,774.99	\$ 4,939.00	\$ (1,164.01)	\$ 33,895.57	\$ 44,451.00	\$ (10,555.43)
Management Fees	3,600.00	3,600.00	0.00	32,400.00	32,400.00	0.00
Bad Debt Expense	1,851.00	1,153.84	697.16	19,012.00	10,384.50	8,627.50
Auditing	625.00	625.00	0.00	5,625.00	5,625.00	0.00
Legal	0.00	833.34	(833.34)	6,001.35	7,500.00	(1,498.65)
Other Administrative Expenses	0.00	14.59	(14.59)	0.00	131.25	(131.25)
Total Administrative Expense	\$ 9,850.99	\$ 11,165.77	\$ (1,314.78)	\$ 96,933.92	\$ 100,491.75	\$ (3,557.83)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 92.66	\$ (92.66)	\$ 370.67	\$ 834.00	\$ (463.33)
Property Insurance	2,601.92	2,674.50	(72.58)	23,707.60	24,070.50	(362.90)
Total Taxes & Insurance Expense	\$ 2,601.92	\$ 2,767.16	\$ (165.24)	\$ 24,078.27	\$ 24,904.50	\$ (826.23)
Other Taxes & Insurance:						
Payroll Taxes	\$ 713.64	\$ 865.84	\$ (152.20)	\$ 6,814.35	\$ 7,792.50	\$ (978.15)
Other Taxes, Fees & Permits	360.00	192.00	168.00	268.88	1,728.00	(1,459.12)
Bond Premiums	0.00	29.91	(29.91)	376.00	269.25	106.75
Worker's Compensation Insurance	342.82	766.25	(423.43)	3,107.98	6,896.25	(3,788.27)
Personnel Medical Insurance	21.43	890.16	(868.73)	282.37	8,011.50	(7,729.13)
Total Other Taxes & Insurance	\$ 1,437.89	\$ 2,744.16	\$ (1,306.27)	\$ 10,849.58	\$ 24,697.50	\$ (13,847.92)
Other Project Expenses						

Chico Commons 549
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Telephone & Answering Service	\$ 296.39	\$ 226.00	\$ 70.39	\$ 1,687.10	\$ 2,034.00	\$ (346.90)
Internet Service	289.70	271.50	18.20	1,303.65	2,443.50	(1,139.85)
Advertising	0.00	54.16	(54.16)	0.00	487.50	(487.50)
Water/Coffee Service	7.29	0.00	7.29	41.45	0.00	41.45
Office Supplies & Expense	187.35	227.66	(40.31)	2,121.79	2,049.00	72.79
Postage	0.00	88.75	(88.75)	386.56	798.75	(412.19)
Toner/Copier Expense	183.13	188.09	(4.96)	787.72	1,692.75	(905.03)
Office Furniture & Equipment Expe	0.00	500.00	(500.00)	2,062.69	4,500.00	(2,437.31)
Travel & Promotion	0.00	70.91	(70.91)	0.00	638.25	(638.25)
Training Expense	0.00	64.66	(64.66)	233.05	582.00	(348.95)
Credit Checking	20.80	100.00	(79.20)	454.24	900.00	(445.76)
Total Other Project Expenses	\$ 984.66	\$ 1,791.73	\$ (807.07)	\$ 9,078.25	\$ 16,125.75	\$ (7,047.50)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$.01	\$ 23,437.53	\$ 23,437.50	\$.03
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 9,720.00	\$ 9,720.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	121,244.00	22,500.00	98,744.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.16	\$.01	\$ 154,401.53	\$ 55,657.50	\$ 98,744.03
Total Expenses	\$ 49,611.35	\$ 59,263.00	\$ (9,651.65)	\$ 547,614.65	\$ 533,367.00	\$ 14,247.65
Authorized Reserve - Other	\$ 0.00	\$ 12,433.34	\$ (12,433.34)	\$ 0.00	\$ 111,900.00	\$ (111,900.00)
Pending Reserves	0.00	0.00	0.00	2,221.84	0.00	2,221.84
Total Authorized Reserves	\$ 0.00	\$ 12,433.34	\$ (12,433.34)	\$ 2,221.84	\$ 111,900.00	\$ (109,678.16)

Walker Commons September 2023

Separate Variance Report explaining budget differences and expenditures.

Updates:

Walker Commons currently has three vacancies. One move – in and no move -outs during the month of September.

Vacancies:

- **Unit #25** – Unit will be market ready on 10/12/23. Working on applicants.
- **Unit #56** – Working on minor repairs to finish unit turn. Working on applicants.
- **Unit #32** – Market ready. Applicant close to an approval

To date in October, 4 rents are outstanding. PM following up.

Maintenance Technician, David Lee Moreland, has resigned. We have initiated the recruitment process and have begun reviewing applicants. Coverage in place from local area techs.

We are pleased to announce Miriam Sainz has transferred from Gridley to assume the Property Manager position. Her start date at Walker Commons is 10/10/23. An introduction letter will be distributed to all residents.

Staff is still seeking estimates for the ADA sidewalk repairs.

Tree trimming and roof cleanings will be scheduled for completion in the fall.

The estimate to install the automatic locks on the laundry room and community room is under review for approval. Installing the automatic lock will eliminate the need for staff to lock/unlock, on Saturday's.

We are currently working with Heather Tovey from Butte County Library and Leonne Brooke from Orchard Hospital and Ample Health Services in an effort to coordinate services for Walker Commons.

Staff is working on a Halloween decorating contest for residents. The prizes will be gift cards for local locations. Pictures will be shared at the end of October!!



Walker Commons 550
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 43,241.00	\$ 38,993.00	\$ 4,248.00	\$ 379,687.00	\$ 350,937.00	\$ 28,750.00
Vacancies	(3,136.00)	(1,169.75)	(1,966.25)	(10,803.00)	(10,527.75)	(275.25)
Rent Adjustments	(226.00)	(44.16)	(181.84)	(161.74)	(397.50)	235.76
Manager's Unit	(728.00)	(728.00)	0.00	(6,552.00)	(6,552.00)	0.00
Total Tenant Rent	\$ 39,151.00	\$ 37,051.09	\$ 2,099.91	\$ 362,170.26	\$ 333,459.75	\$ 28,710.51
Other Project Income:						
Laundry Income	\$ 344.67	\$ 341.09	\$ 3.58	\$ 2,446.73	\$ 3,069.75	\$ (623.02)
Interest Income	227.19	6.09	221.10	672.94	54.75	618.19
Restricted Reserve Interest Incom	410.95	0.00	410.95	1,148.42	0.00	1,148.42
Late Charges	0.00	4.16	(4.16)	318.00	37.50	280.50
Other Tenant Income	\$ 0.00	\$ 123.75	\$ (123.75)	\$ 571.32	\$ 1,113.75	\$ (542.43)
Other Project Income	\$ 982.81	\$ 475.09	\$ 507.72	\$ 5,157.41	\$ 4,275.75	\$ 881.66
Total Project Income	\$ 40,133.81	\$ 37,526.18	\$ 2,607.63	\$ 367,327.67	\$ 337,735.50	\$ 29,592.17
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 8,725.00	\$ 13,672.93	\$ (4,947.93)	\$ 77,900.61	\$ 123,056.25	\$ (45,155.64)
Utilities (From Pg 2)	5,848.57	4,355.00	1,493.57	31,928.12	39,195.00	(7,266.88)
Administrative (From Pg 2)	7,148.24	7,340.66	(192.42)	62,563.20	66,066.00	(3,502.80)
Taxes & Insurance (From Pg 2)	1,653.67	1,720.93	(67.26)	15,109.68	15,488.25	(378.57)
Other Taxes & Insurance (Fr Page	1,165.55	3,255.64	(2,090.09)	13,344.70	29,301.00	(15,956.30)
Other Project Expenses	1,400.84	1,073.25	327.59	6,640.10	9,659.25	(3,019.15)
Total O&M Expenses	\$ 25,941.87	\$ 31,418.41	\$ (5,476.54)	\$ 207,486.41	\$ 282,765.75	\$ (75,279.34)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 11,250.00	\$ 11,250.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,625.00	\$ 5,625.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	8,400.06	8,400.00	.06
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.34	\$ 0.00	\$ 25,275.06	\$ 25,275.00	\$.06
Total Project Expenses	\$ 28,750.21	\$ 34,226.75	\$ (5,476.54)	\$ 232,761.47	\$ 308,040.75	\$ (75,279.28)
Net Profit (Loss)	\$ 11,383.60	\$ 3,299.43	\$ 8,084.17	\$ 134,566.20	\$ 29,694.75	\$ 104,871.45
Other Cash Flow Items:						
Reserve Transfers	\$ (410.95)	\$ 0.00	\$ (410.95)	\$ (101,148.42)	\$ 0.00	\$ (101,148.42)
T & I Transfers	(1,731.17)	0.00	(1,731.17)	(15,548.30)	0.00	(15,548.30)
Operating - MMKT- FFB*	(216.02)	0.00	(216.02)	(604.64)	0.00	(604.64)

Walker Commons 550
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Security Deposits Held	\$ (740.00)	\$ 0.00	\$ (740.00)	\$ (1,380.00)	\$ 0.00	\$ (1,380.00)
Authorized Reserve - Other	0.00	(3,166.66)	3,166.66	0.00	(28,500.00)	28,500.00
Tenant Receivables	696.00	0.00	696.00	1,527.00	0.00	1,527.00
Other Receivables	2,278.67	0.00	2,278.67	12,873.68	0.00	12,873.68
Accounts Payable - Trade	(850.41)	0.00	(850.41)	(1,405.64)	0.00	(1,405.64)
Accounts Payable Other	2,638.82	0.00	2,638.82	5,552.00	0.00	5,552.00
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	(24,392.00)	0.00	(24,392.00)
Accrued Partnership Fees	625.00	0.00	625.00	5,625.00	0.00	5,625.00
Partner's Equity	0.00	0.00	0.00	(42,967.00)	0.00	(42,967.00)
Total Other Cash Flow Items	\$ 3,539.94	\$ (3,166.66)	\$ 6,706.60	\$ (161,868.32)	\$ (28,500.00)	\$ (133,368.32)
Net Operating Cash Change	\$ 14,923.54	\$ 132.77	\$ 14,790.77	\$ (27,302.12)	\$ 1,194.75	\$ (28,496.87)

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 72,386.24	\$ 45,084.12	\$ (27,302.12)
Operating - MMKT- FFB*	255,144.80	255,749.44	604.64
Tax & Insurance - FFB	12,989.64	28,537.94	15,548.30
Security Deposit - FFB	20,950.00	20,950.00	0.00
Reserve Acct - FFB	100,746.74	139,373.57	38,626.83
Reserve Acct MMKT-FFB*	346,158.60	417,080.25	70,921.65
Payables & Receivables:			
Accounts Payable - Trade	3,348.97	1,943.33	(1,405.64)
Rents Receivable - Current Tenants	177.00	(1,571.00)	(1,748.00)
Other Tenant Charges Receivable	81.00	302.00	221.00

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,844.82	\$ 3,474.66	\$ (629.84)	\$ 16,388.21	\$ 31,272.00	\$ (14,883.79)
Janitorial/Cleaning Supplies	52.49	110.59	(58.10)	466.75	995.25	(528.50)
Plumbing Repairs	0.00	375.00	(375.00)	505.00	3,375.00	(2,870.00)
Painting & Decorating	153.37	166.66	(13.29)	4,795.15	1,500.00	3,295.15
Repairs & Maintenance - Supply	581.22	1,089.09	(507.87)	3,206.55	9,801.75	(6,595.20)
Repairs & Maintenance - Contract	727.00	1,250.00	(523.00)	7,693.99	11,250.00	(3,556.01)
Grounds Maintenance	2,390.00	1,908.34	481.66	16,420.00	17,175.00	(755.00)
Pest Control Service	263.00	333.34	(70.34)	2,283.00	3,000.00	(717.00)
Fire/Alarm Services	1,425.00	276.75	1,148.25	2,489.50	2,490.75	(1.25)
Capital Improvements - Other	0.00	2,481.50	(2,481.50)	17,310.00	22,333.50	(5,023.50)
Capital Improvements - Flooring	0.00	700.00	(700.00)	3,005.00	6,300.00	(3,295.00)
Capital Improvements - Appliance	0.00	425.00	(425.00)	0.00	3,825.00	(3,825.00)

Walker Commons 550
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - HVAC Repl	\$ 0.00	\$ 544.50	\$ (544.50)	\$ 2,106.58	\$ 4,900.50	\$ (2,793.92)
Carpet Cleaning	95.00	70.84	24.16	95.00	637.50	(542.50)
HVAC Repairs	0.00	200.00	(200.00)	0.00	1,800.00	(1,800.00)
Cable Service	193.10	66.66	126.44	868.95	600.00	268.95
Tenant Services	0.00	200.00	(200.00)	266.93	1,800.00	(1,533.07)
Total Maint. & Operating Exp.	\$ 8,725.00	\$ 13,672.93	\$ (4,947.93)	\$ 77,900.61	\$ 123,056.25	\$ (45,155.64)
Utilities:						
Electricity	\$ 1,013.43	\$ 713.34	\$ 300.09	\$ 6,114.72	\$ 6,420.00	\$ (305.28)
Water	1,177.35	775.00	402.35	6,562.54	6,975.00	(412.46)
Sewer	946.00	2,178.91	(1,232.91)	9,537.54	19,610.25	(10,072.71)
Heating Fuel/Other	72.79	177.50	(104.71)	2,259.72	1,597.50	662.22
Garbage & Trash Removal	2,639.00	510.25	2,128.75	7,453.60	4,592.25	2,861.35
Total Utilities	\$ 5,848.57	\$ 4,355.00	\$ 1,493.57	\$ 31,928.12	\$ 39,195.00	\$ (7,266.88)
Administrative:						
Manager's Salary	\$ 3,653.24	\$ 3,565.66	\$ 87.58	\$ 30,198.20	\$ 32,091.00	\$ (1,892.80)
Management Fees	2,800.00	2,800.00	0.00	25,200.00	25,200.00	0.00
Bad Debt Expense	0.00	208.34	(208.34)	0.00	1,875.00	(1,875.00)
Auditing	625.00	625.00	0.00	5,625.00	5,625.00	0.00
Legal	70.00	125.00	(55.00)	1,540.00	1,125.00	415.00
Other Administrative Expenses	0.00	16.66	(16.66)	0.00	150.00	(150.00)
Total Administrative Expense	\$ 7,148.24	\$ 7,340.66	\$ (192.42)	\$ 62,563.20	\$ 66,066.00	\$ (3,502.80)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 10.59	\$ (10.59)	\$ 0.00	\$ 95.25	\$ (95.25)
Property Insurance	1,653.67	1,710.34	(56.67)	15,109.68	15,393.00	(283.32)
Total Taxes & Insurance Expense	\$ 1,653.67	\$ 1,720.93	\$ (67.26)	\$ 15,109.68	\$ 15,488.25	\$ (378.57)
Other Taxes & Insurance:						
Payroll Taxes	\$ 650.37	\$ 617.91	\$ 32.46	\$ 4,268.86	\$ 5,561.25	\$ (1,292.39)
Other Taxes, Fees & Permits	280.00	295.91	(15.91)	654.99	2,663.25	(2,008.26)
Bond Premiums	0.00	23.25	(23.25)	292.00	209.25	82.75
Worker's Compensation Insurance	222.59	542.41	(319.82)	1,600.33	4,881.75	(3,281.42)
Personnel Medical Insurance	12.59	1,776.16	(1,763.57)	6,528.52	15,985.50	(9,456.98)
Total Other Taxes & Insurance	\$ 1,165.55	\$ 3,255.64	\$ (2,090.09)	\$ 13,344.70	\$ 29,301.00	\$ (15,956.30)
Other Project Expenses						
Telephone & Answering Service	\$ 429.02	\$ 223.00	\$ 206.02	\$ 2,060.99	\$ 2,007.00	\$ 53.99
Internet Service	143.90	197.00	(53.10)	647.55	1,773.00	(1,125.45)
Advertising	0.00	16.66	(16.66)	40.00	150.00	(110.00)
Water/Coffee Service	0.00	2.09	(2.09)	31.98	18.75	13.23
Office Supplies & Expense	119.70	325.00	(205.30)	1,687.74	2,925.00	(1,237.26)

Walker Commons 550
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Postage	\$ 86.21	\$ 81.00	\$ 5.21	\$ 258.93	\$ 729.00	\$ (470.07)
Toner/Copier Expense	440.75	110.34	330.41	654.84	993.00	(338.16)
Office Furniture & Equipment Expe	0.00	0.00	0.00	774.75	0.00	774.75
Travel & Promotion	181.26	33.34	147.92	221.26	300.00	(78.74)
Training Expense	0.00	43.16	(43.16)	233.05	388.50	(155.45)
Credit Checking	0.00	41.66	(41.66)	29.01	375.00	(345.99)
Total Other Project Expenses	<u>\$ 1,400.84</u>	<u>\$ 1,073.25</u>	<u>\$ 327.59</u>	<u>\$ 6,640.10</u>	<u>\$ 9,659.25</u>	<u>\$ (3,019.15)</u>
Lease Up Expenses						
Total Lease Up Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 11,250.00	\$ 11,250.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,625.00	\$ 5,625.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	8,400.06	8,400.00	.06
Total Mortgage & Owner's Exp.	<u>\$ 2,808.34</u>	<u>\$ 2,808.34</u>	<u>\$ 0.00</u>	<u>\$ 25,275.06</u>	<u>\$ 25,275.00</u>	<u>\$.06</u>
Total Expenses	<u>\$ 28,750.21</u>	<u>\$ 34,226.75</u>	<u>\$ (5,476.54)</u>	<u>\$ 232,761.47</u>	<u>\$ 308,040.75</u>	<u>\$ (75,279.28)</u>
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 3,166.66</u>	<u>\$ (3,166.66)</u>	<u>\$ 0.00</u>	<u>\$ 28,500.00</u>	<u>\$ (28,500.00)</u>
	\$ 0.00	\$ 3,166.66	\$ (3,166.66)	\$ 0.00	\$ 28,500.00	\$ (28,500.00)

1200 Park Avenue Apartments September 2023

Separate Variance Report explaining budget differences and expenditures.

Updates:

1200 Park Avenue currently has 4 vacancies. Three move-ins and one move-out during the month of September.

Vacancies:

- **Unit #136** heavy turn, paint completed, kitchen and bathroom cabinets and countertops have been delivered and will be installed this week followed by replacement of the flooring. Working on Applicant. Possibly a R/A transfer.
- **Unit #232** Unit market ready. Working on applicants.
- **Unit #243** Unit close to market ready. Working on applicants.
- **Unit #237** Unit turn in process.

To date in October, 4 Rent payments are outstanding– PM following up to collect.

The stucco vendor (Elijah Voshev), referred by Jamboree is still too busy to do the work needed. Currently one estimate on hand and another vendor (Cody) will be sending a 2nd estimate this week.

The cleaning of the dryer vents on all laundry rooms has been scheduled.

Estimates for flooring in the first floor lobby are still in process. This is budgeted to come from reserves in 2023. Staff has one estimate on hand, but is waiting for the vendor to update as the estimate includes areas that don't need to be done this year. Hoping to have a second estimate in hand this week.

The Maintenance Tech is currently working on replacing the emergency exit signs with a model that includes additional lighting and a longer battery life.

Currently working with Heather Tovey from Butte County Library Literacy Services and Leone Brooke from Orchard Hospital in Gridley and Ampla Health Services to coordinate services for residents.

A Halloween decorating contest will be held for residents which includes decorating their front entrance. The prizes will be gift cards for local locations. Can't wait to share the pics!



Park Avenue 569
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 91,125.00	\$ 92,602.00	\$ (1,477.00)	\$ 795,475.00	\$ 833,418.00	\$ (37,943.00)
Vacancies	(2,590.00)	(2,778.09)	188.09	(21,975.00)	(25,002.75)	3,027.75
Rent Adjustments	699.00	0.00	699.00	1,057.16	0.00	1,057.16
Manager's Unit	(912.00)	(912.00)	0.00	(8,208.00)	(8,208.00)	0.00
Total Tenant Rent	\$ 88,322.00	\$ 88,911.91	\$ (589.91)	\$ 766,349.16	\$ 800,207.25	\$ (33,858.09)
Other Project Income:						
Laundry Income	\$ 3,000.00	\$ 819.50	\$ 2,180.50	\$ 6,000.00	\$ 7,375.50	\$ (1,375.50)
Interest Income	115.57	0.00	115.57	330.01	0.00	330.01
Restricted Reserve Interest Incom	0.00	16.41	(16.41)	137.27	147.75	(10.48)
Late Charges	0.00	41.66	(41.66)	1,011.00	375.00	636.00
Other Tenant Income	\$ 383.01	\$ 350.00	\$ 33.01	\$ 3,601.00	\$ 3,150.00	\$ 451.00
Miscellaneous Income	\$ 0.00	\$ 12.50	\$ (12.50)	\$ 705.50	\$ 112.50	\$ 593.00
Other Project Income	\$ 3,498.58	\$ 1,240.07	\$ 2,258.51	\$ 11,784.78	\$ 11,160.75	\$ 624.03
Total Project Income	\$ 91,820.58	\$ 90,151.98	\$ 1,668.60	\$ 778,133.94	\$ 811,368.00	\$ (33,234.06)
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 16,279.63	\$ 17,410.27	\$ (1,130.64)	\$ 160,360.74	\$ 156,692.25	\$ 3,668.49
Utilities (From Pg 2)	11,931.53	12,597.89	(666.36)	87,889.80	113,381.25	(25,491.45)
Administrative (From Pg 2)	11,909.75	12,243.59	(333.84)	97,193.97	110,192.25	(12,998.28)
Taxes & Insurance (From Pg 2)	4,689.50	6,618.18	(1,928.68)	49,765.83	59,563.50	(9,797.67)
Other Taxes & Insurance (Fr Page	2,449.24	4,217.09	(1,767.85)	21,571.67	37,953.75	(16,382.08)
Other Project Expenses	1,294.42	1,948.89	(654.47)	15,073.53	17,540.25	(2,466.72)
Total O&M Expenses	\$ 48,554.07	\$ 55,035.91	\$ (6,481.84)	\$ 431,855.54	\$ 495,323.25	\$ (63,467.71)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,242.49	\$ 26,300.41	\$ (57.92)	\$ 236,182.41	\$ 236,703.75	\$ (521.34)
Managing General Partner Fees	\$ 1,118.09	\$ 1,118.09	\$ 0.00	\$ 10,062.81	\$ 10,062.75	\$.06
Transfer - Reserves	2,675.00	2,675.00	0.00	24,075.00	24,075.00	0.00
Total Mortgage & Owner's Exp.	\$ 30,035.58	\$ 30,093.50	\$ (57.92)	\$ 270,320.22	\$ 270,841.50	\$ (521.28)
Total Project Expenses	\$ 78,589.65	\$ 85,129.41	\$ (6,539.76)	\$ 702,175.76	\$ 766,164.75	\$ (63,988.99)
Net Profit (Loss)	\$ 13,230.93	\$ 5,022.57	\$ 8,208.36	\$ 75,958.18	\$ 45,203.25	\$ 30,754.93
Other Cash Flow Items:						
Reserve Transfers	\$ 0.00	\$ 0.00	\$ 0.00	\$ (102.94)	\$ 0.00	\$ (102.94)
T & I Transfers	(6,512.57)	0.00	(6,512.57)	(58,515.40)	0.00	(58,515.40)

Park Avenue 569
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Operating - MMKT- FFB*	\$ (93.00)	\$ 0.00	\$ (93.00)	\$ (80,224.61)	\$ 0.00	\$ (80,224.61)
Other Cash Changes	0.00	0.00	0.00	(100.00)	0.00	(100.00)
Security Deposits Held	300.00	0.00	300.00	(1,200.00)	0.00	(1,200.00)
Authorized Reserve - Other	0.00	(7,660.41)	7,660.41	0.00	(68,943.75)	68,943.75
Pending Reserves	(4,066.64)	0.00	(4,066.64)	(39,992.95)	0.00	(39,992.95)
Tenant Receivables	(369.76)	0.00	(369.76)	(5,388.56)	0.00	(5,388.56)
Other Receivables	5,314.50	0.00	5,314.50	43,081.83	0.00	43,081.83
Accounts Payable - Trade	(11,798.57)	0.00	(11,798.57)	389.03	0.00	389.03
Accrued Expenses	1,300.00	0.00	1,300.00	1,300.00	0.00	1,300.00
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	55,125.00	0.00	55,125.00
Accrued Local Administration Fee	416.67	0.00	416.67	3,750.03	0.00	3,750.03
Accrued Managing GP Fee	701.42	0.00	701.42	(25,384.22)	0.00	(25,384.22)
Accrued Interest Housing Authority	4,922.85	0.00	4,922.85	(65,322.35)	0.00	(65,322.35)
Total Other Cash Flow Items	\$ (3,760.10)	\$ (7,660.41)	\$ 3,900.31	\$ (172,585.14)	\$ (68,943.75)	\$ (103,641.39)
Net Operating Cash Change	<u>\$ 9,470.83</u>	<u>\$ (2,637.84)</u>	<u>\$ 12,108.67</u>	<u>\$ (96,626.96)</u>	<u>\$ (23,740.50)</u>	<u>\$ (72,886.46)</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 142,129.42	\$ 45,502.46	\$ (96,626.96)
Operating - MMKT- FFB*	10,153.81	90,378.42	80,224.61
Tax & Insurance-FFB	3,022.77	61,538.17	58,515.40
Security Deposit - FFB	36,064.00	36,064.00	0.00
Repl Reserves - Berkadia - IMP	357,868.79	382,046.73	24,177.94
Payables & Receivables:			
Accounts Payable - Trade	3,126.97	3,516.00	389.03
Rents Receivable - Current Tenants	3,518.00	9,476.82	5,958.82
Other Tenant Charges Receivable	1,644.78	1,074.52	(570.26)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 6,649.91	\$ 7,313.34	\$ (663.43)	\$ 56,783.79	\$ 65,820.00	\$ (9,036.21)
Janitorial/Cleaning Supplies	15.14	318.25	(303.11)	2,191.98	2,864.25	(672.27)
Plumbing Repairs	0.00	191.50	(191.50)	4,455.41	1,723.50	2,731.91
Painting & Decorating	0.00	223.84	(223.84)	346.52	2,014.50	(1,667.98)
Repairs & Maintenance - Supply	474.25	1,000.00	(525.75)	7,705.35	9,000.00	(1,294.65)
Repairs & Maintenance - Contract	2,761.07	2,083.34	677.73	20,913.65	18,750.00	2,163.65
Grounds Maintenance	1,700.00	1,816.66	(116.66)	16,382.18	16,350.00	32.18
Elevator Maintenance & Contract	690.53	847.34	(156.81)	7,774.06	7,626.00	148.06
Pest Control Service	0.00	1,000.00	(1,000.00)	2,043.00	9,000.00	(6,957.00)

Park Avenue 569
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Fire/Alarm Services	\$ 198.36	\$ 773.34	\$ (574.98)	\$ 6,159.62	\$ 6,960.00	\$ (800.38)
Security Service	666.00	701.00	(35.00)	5,208.00	6,309.00	(1,101.00)
Capital Improvements - Other	153.60	0.00	153.60	496.86	0.00	496.86
Capital Improvements - Flooring	0.00	0.00	0.00	9,830.28	0.00	9,830.28
Capital Improvements - Appliance	2,691.93	0.00	2,691.93	2,691.93	0.00	2,691.93
Capital Improvements - Water Heat	0.00	0.00	0.00	2,387.76	0.00	2,387.76
Carpet Cleaning	139.00	891.66	(752.66)	3,024.00	8,025.00	(5,001.00)
HVAC Repairs	0.00	125.00	(125.00)	1,615.00	1,125.00	490.00
Cable Service	0.00	0.00	0.00	1,087.86	0.00	1,087.86
Tenant Services	139.84	125.00	14.84	9,263.49	1,125.00	8,138.49
Total Maint. & Operating Exp.	\$ 16,279.63	\$ 17,410.27	\$ (1,130.64)	\$ 160,360.74	\$ 156,692.25	\$ 3,668.49
Utilities:						
Electricity	\$ 7,529.17	\$ 6,182.41	\$ 1,346.76	\$ 50,735.17	\$ 55,641.75	\$ (4,906.58)
Water	1,188.55	1,037.91	150.64	7,816.19	9,341.25	(1,525.06)
Sewer	1,785.07	4,081.66	(2,296.59)	15,628.14	36,735.00	(21,106.86)
Heating Fuel/Other	128.74	416.91	(288.17)	3,819.82	3,752.25	67.57
Garbage & Trash Removal	1,300.00	879.00	421.00	9,890.48	7,911.00	1,979.48
Total Utilities	\$ 11,931.53	\$ 12,597.89	\$ (666.36)	\$ 87,889.80	\$ 113,381.25	\$ (25,491.45)
Administrative:						
Manager's Salary	\$ 4,148.95	\$ 5,857.34	\$ (1,708.39)	\$ 39,803.84	\$ 52,716.00	\$ (12,912.16)
Management Fees	5,350.00	5,350.00	0.00	48,150.00	48,150.00	0.00
Bad Debt Expense	0.00	208.34	(208.34)	1,135.00	1,875.00	(740.00)
Auditing	625.00	625.00	0.00	5,625.00	5,625.00	0.00
Legal	1,250.80	177.91	1,072.89	1,910.80	1,601.25	309.55
Reporting Ptr/Mgmt Fees	535.00	0.00	535.00	535.00	0.00	535.00
Other Administrative Expenses	0.00	25.00	(25.00)	34.33	225.00	(190.67)
Total Administrative Expense	\$ 11,909.75	\$ 12,243.59	\$ (333.84)	\$ 97,193.97	\$ 110,192.25	\$ (12,998.28)
Taxes & Insurance Reserve For:						
Special Assessments	\$ 0.00	\$ 26.09	\$ (26.09)	\$ 0.00	\$ 234.75	\$ (234.75)
Property Insurance	4,571.00	6,461.09	(1,890.09)	48,699.33	58,149.75	(9,450.42)
Other Insurance	118.50	131.00	(12.50)	1,066.50	1,179.00	(112.50)
Total Taxes & Insurance Expense	\$ 4,689.50	\$ 6,618.18	\$ (1,928.68)	\$ 49,765.83	\$ 59,563.50	\$ (9,797.67)
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,090.03	\$ 1,166.25	\$ (76.22)	\$ 8,911.80	\$ 10,496.25	\$ (1,584.45)
Other Taxes, Fees & Permits	0.00	233.34	(233.34)	155.08	2,100.00	(1,944.92)
Bond Premiums	0.00	108.75	(108.75)	559.00	978.75	(419.75)
Worker's Compensation Insurance	394.11	982.59	(588.48)	3,534.22	8,843.25	(5,309.03)
Personnel Medical Insurance	965.10	1,726.16	(761.06)	8,411.57	15,535.50	(7,123.93)
Total Other Taxes & Insurance	\$ 2,449.24	\$ 4,217.09	\$ (1,767.85)	\$ 21,571.67	\$ 37,953.75	\$ (16,382.08)

Park Avenue 569
For the Month Ended September 30, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 547.41	\$ 556.00	\$ (8.59)	\$ 5,079.59	\$ 5,004.00	\$ 75.59
Internet Service	0.00	355.91	(355.91)	2,439.98	3,203.25	(763.27)
Advertising	0.00	0.00	0.00	40.00	0.00	40.00
Water/Coffee Service	25.98	75.00	(49.02)	1,001.18	675.00	326.18
Office Supplies & Expense	446.84	433.34	13.50	3,107.85	3,900.00	(792.15)
Postage	140.27	87.66	52.61	587.13	789.00	(201.87)
Toner/Copier Expense	100.00	297.91	(197.91)	2,383.07	2,681.25	(298.18)
Office Furniture & Equipment Expe	0.00	0.00	0.00	(435.42)	0.00	(435.42)
Travel & Promotion	0.00	41.66	(41.66)	368.00	375.00	(7.00)
Training Expense	0.00	63.91	(63.91)	255.85	575.25	(319.40)
Credit Checking	33.92	29.16	4.76	246.30	262.50	(16.20)
Employee Meals	0.00	8.34	(8.34)	0.00	75.00	(75.00)
Total Other Project Expenses	\$ 1,294.42	\$ 1,948.89	\$ (654.47)	\$ 15,073.53	\$ 17,540.25	\$ (2,466.72)
Lease Up Expenses						
Total Lease Up Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,242.49	\$ 26,300.41	\$ (57.92)	\$ 236,182.41	\$ 236,703.75	\$ (521.34)
Managing General Partner Fees	\$ 1,118.09	\$ 1,118.09	\$ 0.00	\$ 10,062.81	\$ 10,062.75	\$.06
Transfer - Reserves	2,675.00	2,675.00	0.00	24,075.00	24,075.00	0.00
Total Mortgage & Owner's Exp.	\$ 30,035.58	\$ 30,093.50	\$ (57.92)	\$ 270,320.22	\$ 270,841.50	\$ (521.28)
Total Expenses	\$ 78,589.65	\$ 85,129.41	\$ (6,539.76)	\$ 702,175.76	\$ 766,164.75	\$ (63,988.99)
Authorized Reserve - Other	\$ 0.00	\$ 7,660.41	\$ (7,660.41)	\$ 0.00	\$ 68,943.75	\$ (68,943.75)
Pending Reserves	4,066.64	0.00	4,066.64	39,992.95	0.00	39,992.95
	\$ 4,066.64	\$ 7,660.41	\$ (3,593.77)	\$ 39,992.95	\$ 68,943.75	\$ (28,950.80)

Date: 10/11/2023

MEMO

To: Board of Commissions

From: Angie Little, Section 8 Housing Manager

Subject: Family Self-Sufficiency (FSS) Program update for September 2023

Program Statistics for Period Ending	September 2023	September 2022
Number of participants as of last day of the month	36	35
Number of Orientation Briefings	0	0
Number of signed contracts	0	0
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	0
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	15	5
Number of participants with annual income increases (YTD)	0	0
Number of participants with new employment (YTD)	0	0
Number of participants with escrow accounts	25	24
Number of participants currently escrowing	16	16
Amount disbursed from escrow account	\$0.00	\$0.00
Balance of Escrow Account	\$127,655.82	\$121,844.00

FSS FY 2022 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2022)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	36
Number of FSS participants identified as a person with disabilities	9
Number of FSS participants employed	19
Number of FSS participants in training programs	7
Number of FSS participants enrolled in higher/adult education	3
Number of FSS participants enrolled in school and employed	1
Number of FSS families receiving cash assistance	2
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	2
How many new FSS escrow accounts were established	1
Number of FSS families moved to non-subsidized housing	1
Number of FSS families moved to home-ownership	1

HACB CoC Programs: A Report to the Board of Commissioners for the Month of September 2023

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	8/2023 Enrollment	8/2023 HAP Assistance	Grant Balance
City of Chico - LGP	7/1/23 - 6/30/24	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	0	\$0.00	\$9,000.00
City of Chico - TBRA	7/1/23 - 6/30/24	\$120,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	12	\$10,062.00	\$88,937.00
BHHAP/Security Deposit**	7/1/23 - 6/30/24	\$3,426.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	1	\$0.00	\$2,026.00
BHHAP/ASOC	7/1/23 - 6/30/24	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$500.00	\$22,791.00
Totals		\$156,717.00			35			15	\$10,562.00	\$122,754.00

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:10/12/2023

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

**Written authorization given from BCDBH to take any over spent dollars from BHHAP/ASOC to cover BHHAP/Security Deposit

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4906

RESOLUTION TO REVISE PERSONNEL POLICY, AND
MANAGEMENT ADDENDUM TO THE PERSONNEL POLICY, OF THE
HOUSING AUTHORITY OF THE COUNTY OF BUTTE

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. 4801, the HACB last adopted its Personnel Policy and its Management Addendum to the Personnel Policy on December 17, 2020, both effective January 1, 2021; and

WHEREAS, the HACB has determined its Personnel Policy requires modification to comply with new legal requirements and to clarify policy language; and

WHEREAS, the HACB has reviewed its Personnel Policy with its Union representatives and drafted modifications to the policy document; and

WHEREAS, HACB's employees have met and approved the draft Personnel Policy, and

WHEREAS, the HACB has determined that the draft Personnel Policy 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 and associated Management Addendum, such Personnel Policy and Management Addendum changes attached to and made a part of this Resolution No. 4906, such Personnel Policy and Management Addendum changes to be implemented effective January 1, 2024.

Dated: October 19, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

Housing Authority of the County of Butte

Personnel Policy

~~Adopted by Resolution No. 4801 on December 17, 2020~~
Adopted by Resolution No. 4906 on October 19, 2023
Effective January 1, ~~2021~~2024

**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.*

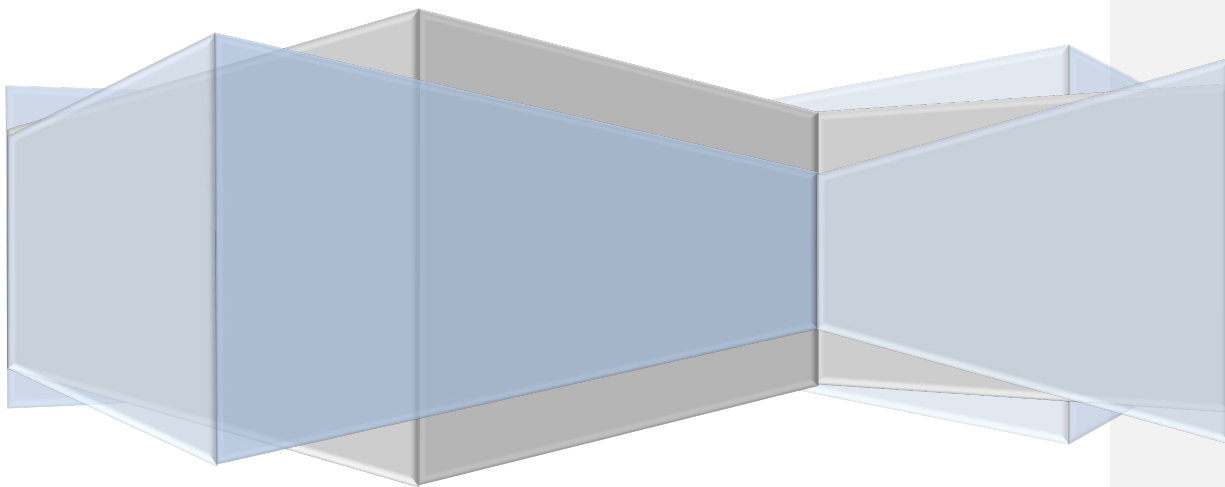


Table of Contents

1. STATEMENT OF PURPOSE..... 1

2. ADMINISTRATION..... 2

 2.1 AMENDMENT OF RULES..... 2

 2.2 PERSONNEL RECORDS..... 2

 2.3 PAYROLL RECORDS..... 2

 2.4 DESTRUCTION OF RECORDS 2

 2.5 RECORDS ACCESS 2

 2.6 MANAGEMENT..... 3

3. POLICY OF NON DISCRIMINATION AND WORKPLACE SAFETY 3

 3.1 PURPOSE 3

 3.2 HARASSMENT POLICY..... 3

 3.3 COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT AND FAIR
EMPLOYMENT AND HOUSING ACT 8

 3.4 WORKPLACE VIOLENCE 9

 3.5 SAFETY POLICY 10

 3.6 ERGONOMICS 10

 3.7 CHEMICAL EXPOSURE WARNING 10

4. ALLOCATION OF POSITIONS..... 11

5. APPLICATION, QUALIFICATIONS, CERTIFICATIONS AND APPOINTMENT 12

 5.1 RECRUITMENT..... 12

 5.2 APPLICATION FOR EMPLOYMENT 12

 5.3 QUALIFICATIONS 12

 5.4 EXAMINATION REVIEW 13

6. CONDITIONS OF EMPLOYMENT 14

 6.1 APPOINTMENTS 14

 6.2 MEDICAL EXAM..... 14

 6.3 REMBURSEMENT FOR EMPLOYEE PERSONAL PROPERTY LOSS 14

7. PROBATION 15

 7.1 PROBATIONARY PERIOD OF NEW EMPLOYEES*..... 15

7.2	PROBATIONARY PERIOD OF PROMOTED EMPLOYEES	15
8.	DEMOTIONS	17
8.1	PROBATIONARY PERIOD OF DEMOTED EMPLOYEES.....	17
8.2	DISCIPLINARY DEMOTION*	17
8.3	DEMOTION IN LIEU OF LAYOFF*.....	17
8.4	DEMOTION DUE TO REORGANIZATION*	18
8.5	SALARY UPON VOLUNTARY DEMOTION.....	18
8.6	SALARY UPON DEMOTION *	18
9.	WORK HOURS	19
9.1	WORK WEEK*.....	19
9.2	MAKE UP TIME*	19
9.3	ATTENDANCE*.....	19
9.4	OVERTIME*.....	20
9.5	REST AND MEAL BREAKS.....	21
9.6	LACTATION ACCOMODATION BREAKS	22
9.7	DISASTER ATTENDANCE AND WORK DISRUPTION POLICY*	23
10.	DISCIPLINE	25
10.1	DISCHARGE AND DISCIPLINARY ACTION	25
10.2	NOTICE OF DISCIPLINARY ACTION*.....	26
11.	GRIEVANCE PROCEDURE*	28
11.1	DEFINITION AND SCOPE OF A GRIEVANCE	28
11.2	EMPLOYEE RIGHTS	28
11.3	GRIEVANCE PROCEDURE STEPS.....	28
11.4	BASIC RULES GOVERNING THE GRIEVANCE PROCEDURE	29
12.	REDUCTION IN WORKFORCE	30
12.1	LAYOFF	30
12.2	ORDER OF SEPARATION IN REDUCTION-IN-FORCE.....	30
12.3	LAYOFF NOTICE*.....	30
12.4	LAYOFF REINSTATEMENT*.....	31
13.	EMPLOYEE ILLNESS AND INJURY PREVENTION PROGRAM (IIPP).....	32
13.1	PURPOSE	32
13.2	OBJECTIVE.....	32

13.3	PLAN	32
13.4	RESPONSIBILITIES.....	32
14.	FITNESS FOR DUTY	34
14.1	DRUG AND ALCOHOL TESTING	35
15.	COMPENSATION	36
15.1	PREPARATION OF COMPENSATION PLAN*	36
15.2	ADOPTION OF COMPENSATION PLAN	36
15.3	APPLICATION OF COMPENSATION RATES*.....	36
15.4	COMPENSATION PAYMENT SCHEDULE	36
15.5	COMPENSATION AT HIRING	37
15.6	LONGEVITY	37
15.7	SALARY UPON PROMOTION	38
15.8	UNIFORM ALLOWANCE	38
16.	PERFORMANCE EVALUATIONS.....	40
16.1	PERFORMANCE REVIEW DATE/ADVANCE DATE	40
16.2	PERFORMANCE REVIEW	40
17.	BENEFITS	42
17.1	BI-WEEKLY CREDIT OF ACCRUED HOURS	42
17.2	VACATION LEAVE*	42
17.3	SICK LEAVE	43
17.4	BEREAVEMENT LEAVE	44
17.5	MANAGEMENT LEAVE*	45
17.6	HOLIDAY LEAVE	45
17.7	JURY LEAVE	46
17.8	REIMBURSEMENT OF SCHOOL EXPENSES.....	46
17.9	RETIREMENT	47
17.10	HEALTH, DENTAL AND VISION (HDV) INSURANCE	47
17.11	TERM LIFE INSURANCE	50
17.12	DEFERRED COMPENSATION PROGRAM.....	50
18.	LEAVE OF ABSENCE	52
18.1	MEDICAL LEAVE*	52
18.2	UNPAID LEAVE OF ABSENCE	55

18.3	LEAVE OF ABSENCE.....	56
19.	TRAVEL AND EXPENSES.....	57
19.1	AUTHORITY FOR TRAVEL.....	57
19.2	METHOD.....	57
19.3	EXPENSES.....	58
19.4	CREDIT CARDS.....	59
20.	POLITICAL ACTIVITIES.....	61
21.	OUTSIDE EMPLOYMENT.....	62
22.	WELLNESS PROGRAM.....	63
	APPENDIX A: CODE OF CONDUCT.....	A-1
	APPENDIX B: CODE OF CONDUCT AND COMPLIANCE PROGRAM.....	B-1
	APPENDIX C: RULES FOR USE OF HOUSING AUTHORITY VEHICLES AGREEMENT.....	C-1
	APPENDIX D: HACB ORG CHART.....	D-1
	APPENDIX E: EMPLOYEE LEAVE REQUIRED BY LAW.....	E-1

1. STATEMENT OF PURPOSE

The purpose of this Policy is to establish a Personnel program to regulate the appointment, advancement and dismissal of persons employed by the Housing Authority of the County of Butte (HACB). All applicants and employees will be considered on the basis of qualifications and potential without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, cancer, genetic characteristics, marital status, registered domestic partner status, sex, age, gender identity, sexual orientation, individual's hair texture or hairstyle, if that hair texture or that hairstyle is commonly associated with a particular race or national origin, or any other basis made unlawful by applicable law. HACB will make reasonable accommodations for known physical or mental disabilities or medical conditions of qualified applicants or employees. A qualified applicant or employee who may require an accommodation in order to perform the essential functions of the job should notify the Executive Director. HACB will engage in a timely, good faith, interactive process with the applicant or employee to determine the need for a reasonable accommodation. If a reasonable accommodation exists and will not impose an undue hardship on HACB, an accommodation will be made. The Personnel Policy shall provide for the analysis and classification of jobs, establishment of equitable salaries, selection, placement, training, employee evaluation and promotion programs; assurance of equal employment opportunity, employee-management relations and communications to promote improvement of personnel management and employee relations.

The Policy is not intended to be nor should it be interpreted as an employment contract. This Policy does not apply to Resident Managers covered by a separate employment contract and other part-time employees covered by a separate employment contract; they are limited to the terms and conditions of their contract except Section 17.3 "Sick Leave". The policies stated within, to the extent they are within the scope of bargaining, may be changed only by the Board of Commissioners after meeting and conferring with the union and should any changes be made, you, as an employee, will be notified. Changes made by the Board of Commissioners that do not affect union-represented employees shall not require union approval.

If a conflict exists between this policy and language contained in a Memorandum of Understanding (MOU) between the HACB and a recognized bargaining unit, the language in the MOU prevails. If language does not exist in the MOU, the Personnel Policy supersedes.

Henceforth, the word "you", when used in this Policy, shall designate any person who is an employee of the HACB.

Where reference is made to specific state or federal laws, nothing herein shall be construed as providing any rights or remedies greater than as provided by those applicable laws.

2. ADMINISTRATION

The Executive Director shall be responsible for establishing the procedures and administering the Personnel Policy. You may appeal an action of the Executive Director to the Board by filing a grievance per *Section 11 Grievance Procedure*.

2.1 AMENDMENT OF RULES

These rules may be amended only by a Resolution of the Board. In addition, only those amendments that affect union-represented employees shall require union approval unless noted otherwise.

2.2 PERSONNEL RECORDS

The Administrative Operations Director shall maintain your benefit records and your personnel file and place in it a copy of your application and any other personnel information affecting your status.

2.3 PAYROLL RECORDS

The Finance Director, or their designee, shall maintain your payroll ~~and benefit~~ records.

2.4 DESTRUCTION OF RECORDS

Personnel records may be destroyed as provided by law and in accordance with the HACB Records Retention Policy.

2.5 RECORDS ACCESS

- A. You, or a representative authorized by you in writing, shall have the right during normal business hours to review your personnel record.
- B. Your supervisor may review your personnel record.
- C. Employees that have been separated from employment from the HACB must be present to review their personnel records upon written request. An employee that lives out of the area may authorize another person to review and copy the file. Copies would be subject to a fee according to the HACB in accordance with Records Request Policy.

2.6 MANAGEMENT

Exhibit D (the current organization chart approved by the Board) of this policy lists all Management positions within HACB.

All items in this Personnel Policy that apply to Management in different terms will be recognized by an (). Articles with this notation should be reviewed in the Management Addendum to this Policy. Not all rules in this Personnel Policy will apply to Management.*

3. POLICY OF NON DISCRIMINATION AND WORKPLACE SAFETY

3.1 PURPOSE

The HACB is an equal opportunity employer. All applicants and employees will be considered on the basis of qualifications and potential without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, cancer, genetic characteristics, marital status, registered domestic partner status, politics, ~~religion~~, age, sex, gender identity, sexual orientation, disability, hair texture or hairstyle that is commonly associated with a particular race or national origin, and/or any other protected classes as identified by Federal or State law. The established goal is the development of a practical plan with specific steps to be taken to achieve and maintain equal opportunity in HACB employment. This plan includes positive efforts in recruitment, examination, selection, promotion, pay, training and appeal procedures to ensure that members of minority groups and disadvantaged persons are provided opportunity consistent with personnel regulations to achieve positions in HACB employment and promotional opportunities at all job levels.

3.2 HARASSMENT POLICY

The goal of HACB is to promote a workplace free of harassment. HACB maintains a strict policy prohibiting harassment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, cancer, genetic characteristics, marital status, registered domestic partner status, sex, age, gender identity, sexual orientation, hair texture or hairstyle that is commonly associated with a particular race or national origin, or any other basis made unlawful by applicable law. Harassment of employees occurring in the workplace or in other settings where employees may find themselves in connection with their employment is unlawful and will not be tolerated by this agency. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Because HACB takes allegations of harassment seriously, we will respond promptly to complaints of harassment, and where it is determined inappropriate conduct has occurred, we will act promptly to investigate and eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note, while this policy sets forth our goals of promoting a workplace free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether or not such conduct conforms to the legal definition of harassment.

A. Types of Harassment

Harassment is conduct focused on a person or group of persons including, but not limited to:

- Physical or verbal abuse
- Unwelcome activity of a sexual nature including retaliation related thereto
- Visual conduct such as derogatory posters, photography, cartoons, drawings, emails, internet sites or gestures
- Any behavior or action that interferes with an individual's ability to perform assignments, or that creates a hostile or intimidating work environment.

Harassment of any kind is counter-productive to the company goals and profitability because it diminishes the employee willingness to perform jobs in a caring and responsible manner.

The following are examples of various types of harassment:

- **Verbal Abuse** – Any language that degrades or berates others, including, but not limited to, racial, religious, or sexual comments, jokes, sexual innuendoes, or threats of any kind. Verbal abuse also includes but is not limited to expression of sarcasm, intimidation, mockery, insults, put-downs, ridicule or cynicism toward employees and coworkers.
- **Physical Abuse** – Includes touching, hitting, slamming, throwing, kicking, or threatening another person, including restraining by force or blocking the path of another.
- **Interference or Hostile Environment** – Includes any behavior or action that interferes with an employee's ability to perform work assignments or that result in or creates a hostile or intimidating work environment.
- **Sexual Harassment** – Includes, but is not limited to, sexual advances, requests for sexual acts or favors and other physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implied as a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct is severe and pervasive, and has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.
- **Retaliation** – Any adverse action or threat of adverse action taken or made because an individual has exercised or attempted to exercise any rights under state or federal employment laws or under the policies of HACB. Retaliation includes, but is not limited to:
 - Verbal abuse
 - Threats of withholding or withdrawal of pay, promotions, training, or other employment opportunities.
- **Abusive conduct** – Defined as conduct of an employer or employee in the workplace, with malice, that reasonable person would find hostile, offensive and unrelated to an employer’s legitimate business interests. It may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. A single act shall not constitute “abusive conduct”, unless especially severe or egregious.

In addition to the above forms of harassment, any behavior or action that interferes with an individual’s ability to perform job duties or results in or creates a hostile or intimidating work environment is considered harassment.

HACB will not tolerate the discrimination or harassment of employees and/or applicants. Comments, conduct, off-color jokes, and innuendoes that may be perceived as offensive or harassing are strictly prohibited and will not be tolerated.

In addition, HACB will not tolerate the harassment of agency personnel by non-agency personnel on HACB premises. Non-agency personnel include, but are not limited to, customers, vendors, guests and regulators.

B. Procedure for Reporting Harassment

Any employee who feels he/she is the victim of discrimination or harassment has a responsibility to report this to a Supervisor, the Executive Director or other managerial personnel. Reporting of the incident should be immediately referred to the Executive

Director by the person the employee reported the incident to. After reporting the incident to the Executive Director, the Executive Director will request that the employee provide a verbal or written complaint of the incident. A written complaint should include the specific nature of the incident, date and place of incident, names of all parties involved, as well as a detailed report of all pertinent facts. Complaints of harassment will be promptly and carefully investigated. Investigations will include interviews with all relevant persons, including the accused and other potential witnesses.

Any employee, who, in good faith, files a complaint of harassment, will be free from any and all reprisal or retaliation as a result of filing the complaint. Investigators will make every effort to strike a balance between the parties' desires for privacy and the need to conduct a fair and effective investigation. Confidentiality will be protected to the extent possible.

Harassment shall subject an employee to disciplinary action including possible termination. Because of the seriousness of a complaint of prohibited discrimination, harassment or retaliation, no employee should knowingly make or knowingly participate in making a false complaint. Any employee making deliberately false accusations in this regard may be subject to similar disciplinary actions.

C. State and Federal Remedies

In addition to the above, if you believe you have been subjected to discrimination you may file a formal complaint with:

- United States Equal Employment Opportunity Commission (“EEOC”)
 - A complaint may be filed with the EEOC via phone at (800) 669-4000, TTY (800) 669-6820 for hearing impaired, online at www.eeoc.gov, or at an EEOC field office.
 - EEOC enforces discrimination laws based upon age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex and sexual harassment.

- State of California Department of Fair Employment & Housing (“DFEH”)
 - You can reach DFEH at their Communication Center (800) 884-1684 or TTY (800) 700-2320 for hearing impaired or by email at contact.center@dfeh.ca.gov.
 - The DFEH enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived: ancestry, age (40 and above), color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity/gender expression, marital status, medical

condition (genetic characteristics, cancer of a record or history of cancer), military or veteran status, national origin (including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), race, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), and sexual orientation. California law prohibiting workplace discrimination and harassment can be found in the California Fair Employment and Housing Act (Government Code Sections 12900 through 12996) and its implementing regulations (California Code of Regulations, Title 2, Sections 11000 through 11141); and Senate Bill No. 600, Chapter 282.

Using our complaint process does not prohibit you from filing a complaint with the EEOC or DFEH.

D. Responsibility

All HACB employees have responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment must report it immediately to a management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to immediate disciplinary action, up to and including dismissal. The HACB will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

E. Training Requirements

All supervisors, managers, and Board of Commissioners will complete two (2) hours of supervisor preventing sexual harassment training within the first six (6) months of being appointed to a management or supervisory position and every two (2) years thereafter according to California Assembly Bill 1825. Per State law, all employees will complete one (1) hour of preventing sexual harassment training within the first six (6) months and every two (2) years thereafter.

All performance evaluations will include a copy of the harassment policy.

Within the first six months of employment all employees must complete a harassment training class. The Agency will provide training throughout the year to all employees; you will be required to attend at least one training during the year.

3.3 COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT AND FAIR EMPLOYMENT AND HOUSING ACT

The HACB seeks to comply with Title I of the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Specifically, the HACB shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

Discrimination as used above includes:

1. Limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of such applicant or employee because of the disability of such applicant or employee.
2. Participating in a contractual or other arrangement or relationship that has the effect of subjecting a covered qualified applicant or employee with a disability to the discrimination prohibited by the ADA/FEHA.
3. Utilizing standards, criteria, or methods of administration (a) that have the effect of discrimination on the basis of disability; or (b) that perpetuate the discrimination of others who are subject to common administrative control.
4. Excluding or otherwise denying equal jobs or benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
5. a. Not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodations would impose an undue burden on the agency or;
b. Denying employment opportunities to a job applicant or an employee who is an otherwise qualified individual with a disability.

6. Using qualification standards, employment tests or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals with disabilities unless the standard, tests or other criteria is job related and consistent with this necessity.
7. Failing to select and administer tests concerning employment in the most effective manner to ensure that, with such tests as administered to a job applicant or employee who has a disability that impairs sensory, manual or speaking skills, such tests results accurately reflect the skills, aptitude or whatever other factor of such applicant or employee that such tests purport to measure, rather than reflecting the impaired sensory, manual, or speaking skills of such employee or applicant.

If any employee or applicant believes that he or she may have suffered discrimination as defined above, he or she is encouraged to notify their supervisor, or in the absence of their supervisor the Executive Director immediately.

If an employee believes they may need a reasonable accommodation to complete the essential functions of his/her job due to a disability they should notify their supervisor, manager, or the Executive Director immediately. HACB will faithfully engage in the interactive process per ADA/FEHA to provide a reasonable accommodation to complete the essential functions of the job if it does not create an undue hardship on the HACB.

When HACB engages in the interactive process with the employee and is unable to meet the needs for a reasonable accommodation or the employee is unable to perform the essential functions of the job with or without a reasonable accommodation, HACB will review with the employee any other open positions within the HACB that the employee may qualify for. If the employee qualifies they may move into an open position if they can perform the essential functions of the job. If there are no positions or the employee does not qualify for any open positions, or the employee still cannot perform the jobs with or without reasonable accommodation, or if HACB is unable to provide a reasonable accommodation without undue hardship, the HACB will medically separate the employee after faithfully engaging in the interactive process.

3.4 WORKPLACE VIOLENCE

Safety and security of employees is of vital importance to HACB. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect HACB or which occur on HACB property, will not be tolerated. Employees are strictly prohibited from bringing weapons onto HACB property. Any act or threat of violence should be reported to your Supervisor, the Executive Director or other managerial personnel.

3.5 SAFETY POLICY

HACB is firmly committed to maintaining a safe and healthy working environment. All employees of the HACB are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your Supervisor immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on HACB premises, or in a product, facility, piece of equipment, process or business practice for which the HACB is responsible, bring it to the attention of your Supervisor immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your Supervisor and the Executive Director.

HACB has in place a written Injury and Illness Prevention Program as required by law. If you have not received your copy of this Program or if you wish to have an additional copy, please contact your Supervisor. It is your responsibility to read, understand and follow the Injury and Illness Prevention Program provisions applicable to your work assignment.

3.6 ERGONOMICS

HACB has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the HACB will make necessary adjustments to an individual's work station, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your Supervisor.

3.7 CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas may contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your Supervisor.

4. ALLOCATION OF POSITIONS

The number and description of all permanent positions shall be approved by a Resolution(s) of the Board of Commissioners. The Executive Director shall meet and confer with the union in regards to all represented positions. The Board of Commissioners is the approving authority of any final changes to the Allocation of Positions for all classifications (represented and unrepresented).

Job Descriptions: Each position shall have a written description showing the title, who supervises the position, definition of the title, typical duties and responsibilities of the position, and listing the qualifications by education and experience for the position. The job descriptions will indicate the Fair Labor Standard Act status (exempt and non-exempt), essential functions, and working conditions, represented and unrepresented.

Exhibit D of this policy includes all positions and classifications.

5. APPLICATION, QUALIFICATIONS, CERTIFICATIONS AND APPOINTMENT

5.1 RECRUITMENT

The Executive Director shall be responsible for the recruitment of persons who are to be considered for employment. The Executive Director may make use of announcements, advertising, and any other method of publicizing employment opportunities so that a sufficient number of qualified applicants may be recruited.

Entry level positions are open to external and internal recruitments. ~~Advanced recruitments will be posted internally for five working days prior to posting externally.~~ External postings on advanced positions will occur when the HACB determines that there is not an adequate job pool established to conduct a reasonable list of qualified applicants. All applicants must meet minimum qualifications.

Internal job candidates that do not meet the minimum qualifications of a promotional opportunity may, if requested by employee be provided a mentorship meeting with management to assist the employee in a career development path that will allow them future opportunities.

Existing candidate pools in similar classification will be maintained for up to seven (7) months of the previous recruitment. The candidate pool is determined based on the HACB ranking system.

5.2 APPLICATION FOR EMPLOYMENT

A separate application must be submitted for each position. The application form must be completed in sufficient detail to allow a job-related, comprehensive review and evaluation. Failure to complete and sign the application in sufficient detail will constitute failure of the initial step of the employment process, and the application will be placed in the inactive files. It is the applicant's responsibility to notify the Executive Director of any change of address, name or other pertinent information. Applications shall become void one year after filing. Unsigned applications will be disqualified.

5.3 QUALIFICATIONS

As an applicant for a position, you must meet the minimum qualifications for the work you will be required to perform. In determining whether or not you meet the minimum qualifications the Executive Director shall apply any or all of the following selection processes:

- A. Satisfactory evidence of certification, registration, license or education attainment where such is required for the position, including a copy of your current Department of Motor Vehicles Record (DMV). You must be insurable to our auto insurance company without an added premium due to a poor driving record and meet the acceptable Rules for Use of Housing Authority Vehicles Agreement criteria.
- B. Satisfactory evidence of meeting the experience required for the position.
- C. HACB will complete thorough reference checks on all employees. This may include contacting previous employers to discuss success, integrity and character in past or current positions.
- D. Satisfactory evidence that you have not been convicted of a felony by the review of criminal offender record information pursuant to California Penal Code section 11105, subject to applicable law. For this purpose, the Executive Director is authorized to receive criminal offender record information.
- E. Successful completion of a written performance or oral examination or any combination of examinations, designed to test your knowledge, skills, physical ability and personal attributes as related to the position. Ratings of such examinations shall be in conformity with the provisions set forth on the examination announcement, and shall be applied equally using appropriate scientific techniques and procedures to determine the final scores.
- F. Satisfactory evidence of the status of your physical and mental health to perform the essential duties and functions of the job. A medical examination is required (see paragraph 6.2).

5.4 EXAMINATION REVIEW

Participants in a written examination process may, within five days following the examination, review their individual test answer sheet to obtain assurance no scoring errors were made. Standardized written examinations are not subject to review.

6. CONDITIONS OF EMPLOYMENT

6.1 APPOINTMENTS

The Executive Director shall be appointed and serve at the pleasure of the Board.

Appointments to all positions shall be made by the Executive Director. No Supervisor shall supervise an immediate family member, nor shall two immediate family members work in the same department without the approval of the Executive Director.

6.2 MEDICAL EXAM

As a condition of employment a pre-employment physical shall be required of all new employees by a doctor designated and paid for by the HACB. The pre-employment physical shall be utilized to determine if the new employee passes the drug screen and is able to perform the essential duties and functions of the job with or without accommodation. Failure to complete or pass the pre-employment physical may result in termination or disqualification in the selection process.

6.3 REMBURSEMENT FOR EMPLOYEE PERSONAL PROPERTY LOSS

- A. The HACB shall not provide reimbursement for damages to your personal vehicle used on HACB business. The mileage allowance includes maintenance, repair, and insurance costs.
- B. The HACB shall not reimburse you for the costs of replacing or repairing property or prosthesis necessarily worn, used, or carried by you when such items are lost or damaged while at work except under extraordinary circumstances on a case-by-case basis.

7. PROBATION

7.1 PROBATIONARY PERIOD OF NEW EMPLOYEES*

As a new employee, your first six months shall be your probationary period and you are considered an “at will” employee and you may therefore be terminated with or without cause. Section 10 is therefore inapplicable to probationary employees. During the probationary period employees are not protected under the collective bargaining unit in regards to performance.

During the probationary period your Supervisor will observe your performance and prepare a written evaluation:

- A. If you meet performance expectations during your probationary period, you will no longer be a probationary employee in accordance with this policy.
- B. If it is determined that you do not meet performance expectations during your probationary period, you may be terminated in accordance with the written evaluation. Further, you may not appeal this termination.
- C. If you are not meeting performance expectations during the probationary period you may be provided a performance improvement plan (PIP).
- D. If it is determined that more time may be necessary in your probationary status to be successful your Supervisor may extend your six-month probationary period up to an additional 90 days in accordance with PIP and an evaluation with prior written approval of the Executive Director.

7.2 PROBATIONARY PERIOD OF PROMOTED EMPLOYEES

If you are promoted:

- A. You must serve a six-month probationary period during which time your Supervisor will observe your performance and prepare a written evaluation; and
 - 1. If you successfully meet performance expectations during your probationary period, you will no longer be a probationary employee in accordance with this policy.

2. If it is determined that you do not meet performance expectations during the probationary period in the promoted position, you may, in lieu of termination, voluntarily return to your previous position in which you held a non-probationary status, provided that the position is still available and it is approved by the Executive Director.
3. If it is determined that more time may be necessary in your probationary status to meet expectations your Supervisor may extend your six-month probationary period up to an additional 90 days in accordance with the PIP and evaluation with prior written approval of the Executive Director.

8. DEMOTIONS

8.1 PROBATIONARY PERIOD OF DEMOTED EMPLOYEES

An employee who is demoted shall serve a probationary period (under the same conditions as a promoted employee) in the demoted position unless the employee previously held non-probationary status in that position.

8.2 DISCIPLINARY DEMOTION*

- A. All disciplinary demotions shall be discussed and approved by the Executive Director prior to action being taken. Before a demotion for unsatisfactory job performance may be taken the employee must have:
- A current unresolved incident or unsatisfactory job performance *and*
 - At least two prior or other disciplinary actions for unsatisfactory job performance, or gross inefficiency, or unacceptable personal conduct *and*
 - A pre-disciplinary conference.
- B. Before demotion of an employee, a supervisor must:
- Schedule and conduct a pre-disciplinary meeting. At this meeting, the Supervisor should explain the basis for the recommendation to demote.
 - The Supervisor should further tell the employee if the demotion will change the employee's salary rate and/or pay grade and if so what change will occur in the salary rate and/or pay grade;
 - See *Section 11 for Grievance Process*

8.3 DEMOTION IN LIEU OF LAYOFF*

If a demotion in lieu of layoff due to budgetary reasons is an option in the layoff process and requested by the employee, the position requested must be vacant, the employee must have previously held the position sought, and must meet the minimum qualifications of that position. The Executive Director shall make the final determination to grant the employee's request to return to the position.

To be considered for a demotion in lieu of layoff, you must notify the Executive Director in writing of this election no later than five days after receiving the notice of layoff. If the laid off employee has not previously held this position, you shall be provided a brief written statement or an updated resume informing the Executive Director of their qualifications for the lesser position.

8.4 DEMOTION DUE TO REORGANIZATION*

If your position is eliminated due to business necessity as determined by the Board or Executive Director you may have the option of taking a vacant position in a lower classification.

8.5 SALARY UPON VOLUNTARY DEMOTION

You may voluntarily demote to a position at a lower salary range with the recommendation of your Supervisor and the approval of the Executive Director. You must meet the minimum qualification of the lower vacant position before approval.

8.6 SALARY UPON DEMOTION *

Action	Restrictions on Changes
Demotion due to disciplinary	Salary shall credit years of service in the new classification, but shall not exceed the salary at time of demotion.
Demotion in lieu of layoff (budgetary)	Salary shall credit years of service in the new classification, but shall not exceed the salary at time of demotion.
Demotion due to reorganization	Salary closest to the employee’s current salary. If salary is higher than the position the person is demoted into the salary will be frozen until the range exceeds the salary.
Salary upon voluntary demotion	Salary shall credit years of service in the new classification, but shall not exceed the salary at time of demotion.

All demotions are subject to a recommendation by the Supervisor and approval of the Executive Director.

Please refer to *Section 12 Reduction in Workforce*.

9. WORK HOURS

9.1 WORK WEEK*

The work week is Saturday 12:00 a.m. through the following Friday at 11:59 p.m.

A. The HACB shall assign the daily hours of work of employees to meet the operational needs of the HACB. The normal shift shall be either:

1) ~~Nine~~ (9) hours per day (Monday-Thursday) and four (4) hours per day (Friday), 40 hour per week schedule. Employees will work between ~~7:30~~8:00 a.m. and 5:30 p.m. or

2) Ten (10) hours per day (Monday-Thursday), 40 hour per week schedule. Employees will work between 7:00 a.m. and 5:30 p.m.

~~A.~~ Employees must meet with their supervisor to determine and get approval for your work schedule. If your position requires you to work specific hours for operational reasons you may not be eligible to work flexible hours (i.e., front desk employee must be here to greet the public at the time we open).

B. Except under unforeseeable circumstances, the HACB shall make every effort to accommodate the needs of each employee. However, except by mutual consent, an employee is limited to altering a schedule only once every 6 months or as mutually agreed to with your Supervisor. In no event shall an individual's schedule be changed on less than 14 days' notice to the employee

9.2 MAKE UP TIME*

Upon recommendation-approval of the Supervisor, ~~the Executive Director may approve a written request of~~ an employee ~~to may~~ make up work time that is or would be lost as a result of a personal obligation of the employee. Email approval must be forwarded to HR and Payroll before pay period ends. Make-up work time must be performed in the same work week in which the work time was lost, may not be counted toward computing the total number of hours worked in a day for purposes of the overtime requirements. ~~All vacation and/or sick leave, as appropriate, must be used before make-up work time is requested.~~

An employee may not work in excess of 11 hours in one (1) day or 40 hours of work in one workweek.

9.3 ATTENDANCE*

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You shall be in attendance at your work station ready to work in accordance with your approved schedule and this policy.

- A. Your Supervisor shall approve the daily records of your attendance. Attendance shall be monitored by the use of an automated system. The Executive Director may establish procedures for monitoring and reporting such attendance. The Finance Director shall maintain the attendance records.
- B. If no call no show to work three (3) consecutive work days, you will be considered absence without leave and you shall be deemed to have voluntarily terminated your position. In some cases the agency may determine there is a need to conduct a wellness check at your place of residence. If this is decided the agency will have exhausted all other avenues of contacting you prior to the check. Wellness checks in most cases will be done by law enforcement.

9.4 OVERTIME*

- A. Policy

Overtime work shall be used only for emergencies and when it can be shown that using permanent employees on an overtime basis is more economical than using temporary help.

- B. Authorization for Overtime Work

Overtime work, except in an emergency, shall be performed only when authorized in advance by your Supervisor and the Executive Director.

- C. Overtime Defined

Overtime is authorized work in excess of (1) 9 hours in a work day (Monday-Thursday) and/or 4 hours in a work day (Friday) or (2) 10 hours in a work day (Monday-Thursday), dependent upon schedule selected -or 40 hours in the work week. Leave and holiday time does not count toward hours worked in regards to overtime. The exception is for make-up work option per paragraph 9.2 is being applied.

In order to create a fair and equitable environment for both the employer and employee in accordance with applicable laws, clarification of compensation for employee overtime is as follows:

Away from Duty Station Hours (i.e., conferences, training, travel)

Employee to receive either 1-1/2 hours compensatory time for each hour worked (at the discretion of the Supervisor) which must be used during the pay period or the employee will be paid at 1-1/2 for all hours outside of regularly scheduled work.

D. Records of Overtime Work and Justification

Your Supervisor shall keep an accurate record of all your overtime hours together. Your records will be tracked and maintained by the Finance Director.

E. Reporting Paid Overtime

All of your hours of authorized overtime shall be reported for the time period it was incurred to the Finance Director by your Supervisor as required by Federal and/or State law.

F. Overtime Compensation

Non-exempt employees shall be paid one and one-half times the hours worked and in accordance with wage and hour laws.

G. Fringe Benefits not Affected by Overtime

Overtime work shall not be a basis for increasing vacation or sick leave benefits, nor shall it be a basis to advance completion of the periods required for probationary or salary step increases.

H. Call Back

Maintenance staff required to return to work outside normal work hours shall receive a minimum credit of two and one-half hours, except for resident lockouts for which, as maintenance staff, you shall be paid at your regular overtime rate. If you are a maintenance employee, your time starts when you pick up a HACB vehicle and ends when the HACB vehicle is dropped off. For all other employees, call back credit shall be a minimum of 2 hours and your time starts when you arrive at the office and ends when you leave the office.

9.5 REST AND MEAL BREAKS

You may be allowed two rest periods, one for each four hour period worked – 15 minutes in the morning and 15 minutes in the afternoon. Employee breaks shall be taken within the vicinity of the appropriate offices or jobsite unless approved by the Supervisor. A break should be taken no earlier than one hour after your shift begins and no later than one hour before lunch or the end of your shift and may not be added to your meal break or to arrive and/or leave early.

Your Supervisor may designate the time rest periods and meal breaks may be taken.

Rest periods are considered hours worked, and you may be required to perform duties if necessary in emergencies; therefore, you may not leave the vicinity of the assigned work location without the approval of your Supervisor.

Unpaid meal breaks will be a half hour minimum in duration and must be taken within five (5) hours of the start of the shift unless your workday ends in six (6) hours and you voluntarily agree to waive your meal period as per State law, in writing. Your meal break is to be duty-free, meaning that you are not to do work of any kind and to any extent during your meal break.

9.6 LACTATION ACCOMODATION BREAKS

Employees have the right to request lactation accommodation breaks, whereby, the HACB provides a reasonable amount of break time to accommodate a female employee’s need to express milk for the employee’s child. HACB will also make a reasonable effort to provide the employee with the use of a locked and private room or other location in close proximity to the employee’s work area for the employee to express milk in private. In so far as practical, these breaks should be in the middle of each five-hour work period.

Nursing mothers wishing to utilize their breaks for the purpose of expressing milk must complete a ‘Lactation Accommodation Request’ form.

Lactating employees are permitted to store breast milk in refrigerator and freezer units already otherwise provided to HACB employees for the storage of food. Employees should clearly label all breast milk. Employees storing breast milk in the refrigerator or freezer assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. The HACB is not responsible for any lost or stolen milk or containers left in the refrigerator or freezer.

The break times used for breast milk expression shall run concurrently with any break times already provided to the employee when possible. A lactation accommodation break is defined as a ‘net’ fifteen minutes, which means that the rest period begins when the employee reaches an area away from the work area that is appropriate for rest. Additional breaks, breaks of more than 15

minutes and meal breaks of 30 minutes in length will be unpaid, however the employee may use vacation time for this purpose.

9.7 DISASTER ATTENDANCE AND WORK DISRUPTION POLICY*

Work Disruption is defined as events and conditions that affect the routine operations of the HACB. Examples include, but are not limited to: power outages, earthquakes, natural disasters, civil disturbances, diseases, bomb threats, bombs, fires, biological agents and toxic substances.

In the event of Work Disruption, all employees will report to their normal work stations at their regularly scheduled time unless otherwise directed by Management. If an employee is unable to report to his or her work station due to a Work Disruption, the employee must contact their Supervisor (or other Management staff) as soon as they are able. Employees may be directed to work, on or off site, if feasible, or may be directed to not report to work. In either case, employees shall be compensated as typical. When absent by direction because of a Work Disruption, employees shall remain on call, and prepared for assignment by their Supervisor or other Management personnel.

If an employee is present at work, and Management determines work to be infeasible because of a Work Disruption, the employee may be directed to leave the work place, in which case the employee shall be paid for the balance of the day. Employees who are directed to not report to work, or who are sent home and are not called back to duty that day due to a Work Disruption, will be expected to return to work at their regularly scheduled work time on the next scheduled workday, unless otherwise notified by a Supervisor or Management as provided herein.

If work site closure due to Work Disruption extends beyond a single day, employees are expected to remain ready and available for assignment, with means of contact through the regularly scheduled work day, and calling in as practical to their Supervisor and/or Management each day for assignment and/or instructions.

Employees affected by a Work Disruption shall not be subject to any disciplinary action due to their absence, provided they have made reasonable efforts to come to work and/or communicate with the HACB in a timely manner, providing where reasonably feasible a means for contact through each regularly scheduled work day during the Work Disruption. An employee who seeks approval to leave work without having been ordered to, shall use appropriate leave time for the time off.

If an employee is absent due to an evacuation order affecting their residence, and/or the residence of immediate family members, HACB will pay up to 2 days of “disaster leave”. Time off of more than the two days, will be subject to employee’s vacation and/or sick leave deductions.

If an employee is absent due to an evacuation order affecting their residence, and/or residence of immediate family members, or due to a pandemic, in lieu of taking vacation and/or sick time off,

the employee may be allowed to work from home for a specified period of time using HACB-provided technology with pre-approval from their supervisor and/or the Executive Director provided that their job allows for out of office productivity.

10. DISCIPLINE

10.1 DISCHARGE AND DISCIPLINARY ACTION

- A. You may be discharged, demoted or have your salary reduced (either temporarily or permanently), or suspended for reasonable cause:
- Repeated or flagrant acts of inefficiency, incompetence or negligence in performance of duties.
 - Continued lateness or excessive absenteeism, including absence without approved leave, improper use of sick leave, or repeated failure to report to duty at the assigned time and place.
 - Improper use of agency property or equipment, including waste of materials, supplies, or technology resources and/or carelessness resulting in damage to the agency's tools, equipment, or other property.
 - Dishonest actions, theft, misappropriation or unauthorized use of agency funds or property, or failure to report knowledge thereof. ("Knowledge" in this content means witnessing the dishonest act or receiving direct information from the perpetrator of the act.)
 - Falsification of information to secure an agency position or falsification of any other agency records.
 - Failure to obtain or properly maintain a current license or certificate required by law or policy as a condition of performing the job.
 - Possession of illegal and/or unauthorized drugs on the agency property or while on agency business; the abuse of other drugs and/or alcohol while on agency business; or reporting for duty under the influence of alcohol or illegal or unauthorized drugs. The same applies to any habit-forming or disabling substance not prescribed for the employee by a physician.
 - Possession of unauthorized firearms or other dangerous weapons on agency premises.
 - Insubordination, willful disobedience, and/or refusal to, or failure to follow directives or perform work properly assigned by supervisor.
 - Unauthorized release of confidential information from agency records.
 - Engaging in incompatible employment or in employment that represents a conflict of interest.
 - Accepting gifts, monies, or other things of value intended as an inducement to perform or refrain from performing an official act.
 - Criminal conduct other than a minor traffic violation (a traffic violation classified as a Class C misdemeanor), or employees' failure to report his/her criminal conduct, if such would adversely affect an employee's work

performance, impact the work environment, or cause major discredit or embarrassment to the agency.

- Commission of an act of moral turpitude, including sexual harassment or sexual assault of another employee, agency, member or visitor.
- Failure to pay monies owed or satisfies other personal financial indebtedness to the HACB.
- Commission of a willful act, while on duty, that endangers the personal well-being and safety of others.
- Participation in any action that would in any way disrupt or disturb the safe and efficient operation of the agency, or any of its components.
- Repeated and/or serious violations of the agency sexual harassment policy or other anti-discrimination policies.
- Other acts that may negatively affect the agency or other members related to the agency.

B. Discharge Process*

1. When the Executive Director or your Supervisor believes reasonable cause exists, you shall be given a written notice specifying the reasonable cause, the disciplinary action to be taken, and the effective date.
2. Only if you have completed your probationary period shall you have the right to appeal a discharge or disciplinary action.
3. You shall be notified in writing by your Supervisor of any dissatisfaction with your work or actions. A copy of this notification will be sent to the union if you are a member. If not a member, but in the bargaining unit, it will be sent to the union only if you concur. Your written response will be placed in your personnel file.

10.2 NOTICE OF DISCIPLINARY ACTION*

A notice of disciplinary action shall be given to you personally, or by certified mail, at least five business days prior to the effective date of the action. The notice shall:

- A. State the action to be taken, and the reason for the action, including the particular facts and specific incident(s) involved, the effective date(s) of the action, and in the case of demotion, a statement as to the salary and duties of the new position.

- B. Advise you that a copy of the material upon which the action is based is either attached or available for review upon request during normal business hours. You have the right to be represented or to respond verbally or in writing to your Supervisor prior to the effective date of the action; and/or the right to appeal the action as provided in this policy.
- C. When extraordinary circumstances exist that require your immediate removal from the premises, your Supervisor may immediately place you on involuntary paid leave subject to call back. During the involuntary paid leave you are required to be on call for your scheduled shift and entitled to a lunch hour. During the involuntary paid leave, vacation and sick leave requests must be made to your Supervisor. If granted, your leave banks will be deducted accordingly.
- D. A regular status employee will be provided all due process rights under the Skelly v. State Personnel Board decision prior to the imposition of discipline. HACB shall serve personally on the employee or mail to the employee's last known address by registered mail a "Notice of Proposed Disciplinary Action" containing the specific charges in writing, stating the cause for the disciplinary action, the proposed type of discipline, as well as copies of any documents or evidence proposed to be used against the employee. The notice shall indicate the effective date of the disciplinary action and shall contain a statement of the right to respond to such charges and the right of representation. Without consent of the employee, such hearing shall not be held less than five (5) calendar days after service of the notice on the employee. Failure of the employee to file a request for hearing within five (5) calendar days of service of the notice shall constitute a waiver of the employee's right to a hearing. In the event that the employee does so appeal, the Executive Director shall hear the appeal and shall notify the employee in writing of the disposition of the appeal.
- E. A copy of all notices and your written responses shall be placed in your personnel file.

11. GRIEVANCE PROCEDURE*

11.1 DEFINITION AND SCOPE OF A GRIEVANCE

If you are a represented employee and you disagree with a management interpretation or application of a provision of the MOU, you must pursue the matter under the MOU.

Any employee may file a grievance based on a disagreement with a management interpretation of the Personnel Policy.

If this Personnel Policy acts in place of an MOU, the grievance would be based on the interpretation of the Policy.

11.2 EMPLOYEE RIGHTS

If you file a grievance, you:

1. May be represented by an individual or union representative.
2. Shall not suffer reprisal or other punitive action by management or any other employee.
3. Shall be given reasonable time off without loss of pay to present your grievance.

11.3 GRIEVANCE PROCEDURE STEPS

A grievance shall be filed as follows:

Step 1: To Your Supervisor

You may request in writing an informal informational meeting with your Supervisor within five (5) working days from the occurrence or your knowledge of the occurrence which gives rise to the grievance. Your Supervisor shall meet with you within five (5) working days after your request and discuss the grievance in an effort to clarify the issue and to cooperatively work toward settlement. Your Supervisor shall present a written decision to you within five (5) working days from the time of the informal discussion. If your Supervisor is the Executive Director, your formal appeal is in Step 3.

Step 2: To the Executive Director

If the grievance is not settled under Step 1, it may be formally submitted in writing to the Executive Director; but, if the Executive Director is your Supervisor, you must use the procedure in Step 3. You must request in writing an appeal within five (5) working days to the Executive Director. Within five (5) working days after receipt of the written appeal, the Executive Director shall meet with you. Within five (5) working days thereafter, the Executive Director's written decision shall be delivered to you.

Step 3: To the Board

If your grievance is not settled to your satisfaction under Steps 1 or 2, you may appeal the written decision to the Board of Commissioners within five (5) working days from the date you receive the Executive Director's decision. Within ten (10) working days after receipt of the written appeal, the Board, or its designated representative(s), shall meet with you. Within five (5) working days thereafter, a written decision shall be delivered to you and the Executive Director. The decision of the Board shall be binding on all parties involved except that you have the right to take legal action, if available, if dissatisfied with the Board's decision.

11.4 BASIC RULES GOVERNING THE GRIEVANCE PROCEDURE

- A. If you do not present the grievance or do not appeal the decision rendered regarding the grievance within the time limits, the grievance will be deemed withdrawn with prejudice and considered resolved.
- B. If an Authority representative does not render a decision to you within the time limitations, you may, within five (5) working days thereafter, appeal in writing to the next step in the procedure.
- C. If, in the judgment of any management representative, he/she does not have the authority to resolve the grievance, the grievance may be referred to the next step in the procedure.
- D. By agreement in writing, the parties may extend any and all time limitations of the grievance procedure.
- E. A copy of all formal grievance decisions shall be placed in your personnel file.

12. REDUCTION IN WORKFORCE

12.1 LAYOFF

If a position is abolished or defunded because of administrative reorganization, lack of work, budget reduction, or appropriation, the Executive Director and/or Board will initiate the layoff.

The Executive Director shall establish a layoff list. This list shall consider length of service, classification, temporary, probationary and non-probationary status, etc. in determining the order in which employee(s) is/are to be laid off. The person with the highest rating shall be placed as number one (1) on the list. Further, the list will show the available position(s) for which each person is eligible.

12.2 ORDER OF SEPARATION IN REDUCTION-IN-FORCE

You shall be laid off from the HACB in the reverse order in which your name appears on the layoff list for the affected classification.

12.3 LAYOFF NOTICE*

The Executive Director shall send by certified mail, a written notice to your last known address if you are affected by a layoff at least 14 days prior to the effective date of the action with a copy to the union, if you are a union member. If you are a non-union member, a notice would be sent at your request. The notice shall include the:

1. Reason for layoff;
2. Position(s) to which you may be demoted to within the department if any;
3. Other lay off options such as demotion, reduction in hours, etc. if any;
4. Effective date of the actions; and
5. Your appeal rights.

12.4 LAYOFF REINSTATEMENT*

If you were holding non-probationary status in a position prior to being laid off and are later reinstated to that same position within one year from the effective date of layoff.

1. You shall be reinstated with seniority rights.
2. You shall not be required to serve a new probationary period.
3. Upon reinstatement of a layoff you shall return to the same pay range, the remainder of sick leave will be reinstated and vacation accruals will begin at the rate at when you left the classification.

See **Section 8 – Demotions Due to Layoffs.**

13. EMPLOYEE ILLNESS AND INJURY PREVENTION PROGRAM (IIPP)

13.1 PURPOSE

The purpose of the IIPP is to safeguard the lives of all HACB employees by encouraging safe work practices.

Therefore, it shall be the policy of the HACB to establish and maintain an IIPP. Illness and Injury Prevention shall be the direct responsibility of each Supervisor and employee of this HACB. Each Supervisor shall be responsible for motivating employees to practice safe work habits. You are responsible for compliance with all safety regulations and procedures.

13.2 OBJECTIVE

The HACB IIPP is intended to deter the unsafe acts of individuals and remove unsafe working conditions. The success of this program can be achieved only if it is understood and is given proper support for its implementation.

13.3 PLAN

The HACB has initiated an IIPP which includes the following:

Administration:

The IIPP shall be administered and coordinated by Supervisors; but the ultimate responsibility shall be with the Executive Director.

The agency will have a Safety Committee that will meet on a quarterly basis. To the greatest degree possible, employees representing each of the departments will be selected to participate on the Committee.

13.4 RESPONSIBILITIES

A. The Supervisors shall:

1. Make recommendations to secure safety equipment needed in their department.
2. Submit reports of incidents within 24 hours.

3. Furnish inspection data pertaining to incident investigation, if available.
4. Post on bulletin boards or otherwise distribute written safety material.
5. Conduct training and inspection programs and take responsible action to assure that employees practice safe working habits and use the provided safety equipment.

B. As an employee, you shall:

1. Practice safe working habits in the discharge of your duties and report unsafe conditions to your supervisor.
2. Comply with all safety rules and regulations.
3. Immediately report all incidents to your Supervisor.
4. Participate in organized safety training programs as requested.

The HACB will maintain and provide all employees with the IIPP plan.

14. FITNESS FOR DUTY

The Supervisor who receives reliable information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, will validate, document and report the information or observations to the Executive Director as soon as is practicable. Actions that may trigger the need to evaluate an employee's fitness for duty include, but are not limited to, problems with dexterity, coordination, concentration, memory, alertness, vision, speech, inappropriate interactions with co-workers or supervisors, inappropriate reactions to criticism, or suicidal or threatening statements.

The Supervisor will present the information or observations to the employee at the earliest possible time in order to validate them; and will allow the employee to explain his or her actions, or to correct any mistakes of fact contained in the description of those actions. The Executive Director will then determine whether the employee should leave the workplace immediately for safety reasons. Based on the descriptions provided by the Supervisor, the Executive Director will determine whether a fitness for duty evaluation is required and, if so, the type of evaluation needed and the type of health service provider to make the evaluation.

The Executive Director will contact the designated health service provider to certify whether the employee is fit to return to work. The HACB should provide a form that will include a behavioral description of the circumstances leading to the request for evaluation, and a list of the employee's relevant duties.

The employer will be responsible for the cost of the fitness for duty evaluation. The employer will designate the treating physician.

Based on information provided by the health service provider, Executive Director will advise the Supervisor whether the employee should return to work and, if so, the conditions of return, including whether the employee must attend a re-entry conference with the Supervisor, contact the Employee Assistance Program (subject to funding availability and Union MOU), and whether additional follow-up meetings are necessary. The final decision on whether a provider's certification will be accepted lies with the Executive Director of HACB. A second independent health service provider certification may be requested in some cases. The employer will be responsible for the cost of the second independent provider's certification. If the second opinion conflicts with the first, a third opinion shall be sought and will be binding to all parties.

The employee must comply with all aspects of the fitness for duty and evaluation procedures, including furnishing necessary consent and release forms to the health service provider. Noncompliance may be grounds for disciplinary action up to and including termination.

Information will be requested from the health service provider regarding work restrictions that may be required upon the employee's return to work.

14.1 DRUG AND ALCOHOL TESTING

A. Testing Of Employees: Reasonable Suspicion and Post-Accident

HACB, at its expense, may require employees believed to be under the influence of drugs and/or alcohol at work to undergo appropriate drug and alcohol testing. Such testing will be limited to instances where the company has reasonable grounds to believe an employee is under the influence of drugs or alcohol, while at work.

Any employee involved in a work-related accident may, at HACB's discretion, be required to consent to a drug and/or alcohol test(s) immediately thereafter, but in no case later than thirty-two (32) hours after the accident. If, due to injuries, the employee cannot submit to testing within the prescribed time, the employee will provide the company with necessary authorization required to obtain hospital reports and other documents indicating the presence or non-presence of any drugs and/or alcohol in the employee's system at the time of the accident.

An employee testing negative will be notified by HACB via telephone to return to work at the start of his/her next scheduled work shift immediately following such notification.

B. Reasonable Suspicion Observations

Signs of reasonable suspicion include but are not limited to:

- Observed abnormal or erratic behavior, verbal abusiveness, physical abusiveness, extreme aggressiveness or agitation, inappropriate verbal response to questioning or instructions, hallucinations, disorientation, confusion, possessing a controlled substance slurred or incoherent speech, unsteady gait or loss of physical control, dilated or constricted pupils or unusual eye movement, odor of alcohol, odor of marijuana, and inappropriate wearing of sunglasses.

C. Employee Confidentiality

HACB believes the privacy of its employees is of paramount importance. HACB will take all appropriate steps to ensure medical and personal information obtained pursuant to this policy shall be held strictly confidential. Such information will be disseminated only to authorized personnel on a "need to know" basis.

Refer to **Section 10 Discipline**.

15. COMPENSATION

15.1 PREPARATION OF COMPENSATION PLAN*

The Executive Director shall, from time to time, as directed by the Board, prepare a Compensation Plan covering all positions (the maintenance employees' Compensation Plan shall be prepared in coordination with HUD requirements), considering the following:

- A. The rates of pay for comparable work under comparable working conditions.
- B. The achievement of equitable relationships between the various positions in accordance with their relative duties and responsibility.
- C. The recent experience of the HACB in attracting and retaining personnel in various positions after extensive recruitment efforts have been made.
- D. The ability of the HACB to finance adjustments in the Compensation and Fringe Benefit Plans.
- E. The salaries agreed upon during union negotiations.

15.2 ADOPTION OF COMPENSATION PLAN

The Board shall adopt a Compensation Plan for the HACB employees.

15.3 APPLICATION OF COMPENSATION RATES*

You shall be paid a salary with the range or hourly rate established for the position to which you have been appointed, except as provided by this policy.

15.4 COMPENSATION PAYMENT SCHEDULE

- A. Non-exempt employees' are paid on an hourly basis.
- B. Exempt employees' are paid on a salary basis.

- C. You shall be paid twenty-six (26) times per year. The pay period shall end every other Sunday and the pay day shall be the following Friday. If a holiday falls on a Friday you shall get paid on Thursday.

15.5 COMPENSATION AT HIRING

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A. New Employees

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If you are a newly appointed employee, you shall be paid at the first step of the salary range for the position to which you were appointed. ~~The Executive Director has no discretion~~ approval is required without Board approval upon hire.

B. Former Employees

An employee that voluntarily resigned from employment with HACB within one year that successfully completed the hiring processes:

1. Is selected as the best candidate for the position shall be reinstated to the previous status, if hired back into the same position and classification in which they voluntarily resigned from. Vacation accruals will begin at the rate at when you left the classification.
2. As a former full-time employee filling a different permanent position from which you were formerly employed, you may be re-employed in a permanent full-time position at the same salary step (or the next lower applicable step) and vacation accruals will begin at the rate when you left the classification at which you terminated provided:
 - A. Your Supervisor receives the written approval of the Executive Director; and
 - B. Such reemployment occurs within one year of your termination date.
 - C. Your last performance evaluation was rated "MEETS STANDARDS" or above.

15.6 LONGEVITY

- A. An employee who has at least ten (10) full years with the HACB shall be eligible for a 2% salary longevity increase.

B. An employee who has at least fifteen (15) full years with the HACB shall be eligible for a 2% salary longevity increase.

C. An employee who has at least twenty (20) full years with the HACB shall be eligible for an additional 2% salary longevity increase.

D. An employee who has at least twenty-five (25) full years with the HACB shall be eligible for an additional 2% salary longevity increase.

E. An employee who has at least thirty (30) full years with the HACB shall be eligible for an additional 2% salary longevity increase.

F. An employee who has at least thirty-five (35) full years with the HACB shall be eligible for an additional 2% salary longevity increase.

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Transfer or Voluntary Demotion

Your date for a salary step increase for merit remains the same. Employees holding non-probationary part-time positions shall be eligible for merit increases as prescribed for employees in non-probationary full-time position.

15.7 SALARY UPON PROMOTION

As an employee promoted to a non-probationary position with a higher salary range, you shall be paid at the first step in the new salary range that is at least 5 percent above your current salary. Except that you shall not receive a salary that is higher than that of your Supervisor.

Temporary Assignment to Fill a Position

As a fulltime employee in a non-probationary position, you may, upon the recommendation of your Supervisor and the approval of the Executive Director, be temporarily assigned to fill the higher position of another employee who is absent. This temporary assignment is for pay purposes only. You shall not establish a new salary step or status in this higher position. You shall retain the status and receive the benefits of the lower position except for a temporary salary increase of at least five (5) percent while in the higher position. The temporary salary increase shall begin on the 1st payroll period after the start of your temporary assignment and carry through the last day of assignment.

15.8 UNIFORM ALLOWANCE

All Maintenance staff shall receive ~~five (35)~~ pairs of pants, ~~and five (35)~~ shirts, ~~and one (1) hat~~ twice a year, and a jacket once every two (2) years. The uniforms shall be paid for by the HACB. The not-to-exceed dollar amount for the Maintenance department uniforms will be ~~\$1,000~~400 per CalPERS fiscal year. The not-to-exceed dollar amount for jackets will be ~~\$100~~55 every other CalPERS fiscal year. For all Maintenance staff who are CalPERS “Classic” members (2%@55), the monetary value of such purchases shall be reported to CalPERS as Special Compensation.

All Inspection staff shall receive ~~three (3) shirts twice a year and~~ a jacket once every two (2) years. The ~~shirts and~~ jackets shall be paid for by the HACB. The not-to-exceed dollar amount for the Inspection department ~~shirts will be \$300 per CalPERS fiscal year and the~~ jackets will be ~~\$100~~55 every other CalPERS fiscal year. For all Inspection staff who are CalPERS “Classic” members (2%@55), the monetary value of such purchases shall be reported to CalPERS as Special Compensation.

16. PERFORMANCE EVALUATIONS

16.1 PERFORMANCE REVIEW DATE/ADVANCE DATE

Step increases are conditional. To receive a step increase you must meet the following guidelines:

- A. One year from your date of appointment or date of hire to that step or 2080 hours;
or
 - 1. The date may be adjusted by the extension of the probationary period or a previous Performance Review per this Policy.
 - 2. The date will be adjusted by any unpaid leave exceeding 30 days after a statutory leave.
- B. Employee must have a written satisfactory or above evaluation to receive a step increase.
- C. If the employee's performance is unsatisfactory at the time of the step increase consideration date, a written evaluation must be provided.
- D. All satisfactory performance and above employees will automatically receive their step increase unless otherwise notified.

16.2 PERFORMANCE REVIEW

Your performance shall be evaluated by your Supervisor as follows:

- A. Annually, a written performance report shall be prepared within 30 days of the anniversary of the initial date of hire. Unscheduled evaluations may be made at any time. You may provide a written response to your evaluation that will be placed in your personnel file.
- B. The performance report shall:
 - 1. Cover the areas of work in which your performance exceeds standards, meets standards, needs improvement and/or is unsatisfactory.

2. Recommend how to improve the areas rated needs improvement or is unsatisfactory.
3. Be signed by you and your Supervisor.
4. Be discussed with you.
5. Be given to you and a copy placed in your personnel file.

17. BENEFITS

17.1 BI-WEEKLY CREDIT OF ACCRUED HOURS

Vacation, sick, and ~~administrative management~~ leave shall be accrued based on hours per month and credited on a bi-weekly basis. All leave will cease to accrue when an employee enters into an unpaid status.

17.2 VACATION LEAVE*

- A. ~~For employees hired prior to October 1, 2013, y~~ou shall accrue vacation as follows:

Years of Service Accrual	Bi-Weekly Accrual	Annual Accrual	Maximum Accrual
0 to 5 years	3.6923076 hours	96 hours	192 hours
5 to 10 years	5.5384615 hours	144 hours	288 hours
10 to 15 years	6.4615384 hours	168 hours	336 hours
15 to 20 years	7.3846153 hours	192 hours	384 hours
20+ years	7.3846153 hours	192 hours	384 hours

~~For employees hired after October 1, 2013, you shall accrue vacation as follows:~~

Years of Service Accrual	Bi-Weekly Accrual	Annual Accrual	Maximum Accrual
0 to 5 years	3.0769230 hours	80 hours	160 hours
5 to 10 years	3.8461538 hours	100 hours	200 hours
10 to 15 years	4.6153846 hours	120 hours	240 hours
15 to 20 years	5.3846153 hours	140 hours	280 hours
20+ years	6.1538461 hours	160 hours	320 hours

If you hold a non-temporary part time position, you shall accrue vacation leave at the same rate as full time employees, but prorated bi-weekly by the number of hours worked.

- B. Earned vacation shall be accrued bi-weekly.
- C. Eligible employees shall accrue vacation during the first six (6) months of employment; However they are not entitled to take any vacation leave until after completion of their first six (6) months.
- D. Vacations shall be taken at the discretion of your Supervisor. Vacation schedules shall be arranged with preference given on the basis of operational need. If two requests are presented for at the same time seniority may be taken into consideration with management discretion in regards to previous requests.
- E. Vacation hours shall be capped at the maximum accrual as set forth in the chart above. Vacation hours shall stop accruing until the vacation balance falls below the cap.

17.3 SICK LEAVE

A. Employee Sick Leave

1. As a fulltime employee, you shall accrue sick leave at the rate of eight (8) hours per month (3.6923076 hours biweekly) beginning with the first full pay period of employment. Part time employees shall accrue sick leave at the same rate as full time, but prorated by the number of hours worked.
2. Sick leave shall not be considered a privilege, which employees may use indiscriminately, sick leave shall only be permitted in the case of necessity. Payments on account of illness or disability shall be made to you at your then current rate of pay with the time charged to accrued sick leave for any time you are unable to perform your duties due to a family illness or disability, or other necessary medical or dental appointments, or to take care of issues related to domestic violence (AB2017). Regardless of whether or not you have paid sick time available, you are encouraged to not report to work if you are ill.
3. You must, except in an emergency, notify your Supervisor, not later than one hour after the time set for work that you are unable to report for work on the first day of an absence and each day thereafter not later than one hour after your

starting time for work. If you are on sick leave for more than three (3) consecutive days, your Supervisor may require you to obtain a physician's statement noting the reason and releasing you to return to work.

4. If, upon retirement or termination in good standing, you have accrued more than thirty (30) days of sick leave, you may be compensated for that portion over 30 days at one half your base salary for up to a maximum of \$2,500. Or should you qualify based upon longevity and required accrued sick leave hours at retirement, you may use your sick leave for the post-retirement HDV benefit, as outlined in Section 17.10E. Also, accrued sick leave hours at retirement will also be reported to CalPERS as service credits for all employees.

B. Definition of Family

If you have earned sick leave and believe it is necessary to be absent from work because of the illness of an immediate family member (mother, father, spouse, ~~domestic partner~~, son, daughter, brother, sister, grandchild, ~~step child, step parent, step grandchild~~, grandparent, ~~daughter in law, son in law, mother in law, or father in law~~ and loco parentis (as discussed with the Executive Director); including in-law and step 'immediate family members' as described above) as discussed with the Executive Director, or a "Designated Person" (any individual related by blood or whose association with the employee is the equivalent of a family relationship [defined by employee at time of request; only one person per 12-month period]), you may request permission of your Supervisor to be absent and the hours are to be charged against sick leave provided you have sick leave hours to cover the absence. If sick leave hours are not available, vacation time will be used.

~~C. Paid sick leave for exempt employees will be deducted when four (4) or more hours are taken in one business day.~~

17.4 BEREAVEMENT LEAVE

If you are employed in a permanent position and believe it necessary to be absent from work because of the death of a member of your immediate family (as defined in section 17.3), you may request permission of your Supervisor to be absent for not more than ~~three five (35)~~ working days ~~with pay~~ for each occasion ~~to be charged to bereavement leave. The first three (3) working days may be charged to bereavement leave. If you must travel out of State, an~~The additional two (2) days may be used and charged to sick leave. ~~The Executive Director shall determine what proof is necessary for the out of State travel, but such proof of travel shall not be unreasonable. In~~

addition, upon the death of a Board member or employee, you may take up to four (4) hours of bereavement leave to attend the funeral services.

17.5 MANAGEMENT LEAVE*

Applies to Management employees only.

17.6 HOLIDAY LEAVE

Designated Holidays

As a full-time employee, you shall be entitled to 9 hours (Monday-Thursday) and 4 hours (Friday) or 10 hours (Monday-Thursday), depending on schedule selected, of compensated time off for the following designated holidays and every day approved as a holiday by the Board of Commissioners.

- | | |
|----------------------------------|-------------------------------------|
| 1. New Year's Day | January 1st |
| 2. Martin Luther King Day | 3 rd Monday in January |
| 3. President's Day | 3 rd Monday in February |
| 4. Caesar Chavez Day | March 31st |
| 5. Memorial Day | Last Monday in May |
| 5-6. Juneteenth | <u>June 19th</u> |
| 6-7. Independence Day | July 4th |
| 7-8. Labor Day | 1 st Monday in September |
| 8-9. Veterans Day | November 11th |

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~~9,10.~~ Thanksgiving Day 4th Thursday in
November

~~10,11.~~ Day After Thanksgiving 4th Friday in
November

~~11,12.~~ Christmas Eve December 24th

~~12,13.~~ Christmas Day December 25th

~~13,14.~~ Floating Holiday TBD

When a designated holiday falls on Sunday, the following Monday shall be observed. When a designated holiday falls on a Saturday, the preceding Friday shall be observed.

17.7 JURY LEAVE

- A. You shall notify your Supervisor as soon as possible after receiving notice of jury duty.
- B. All employees on a jury or are served with a subpoena which compels your presence as a witness, you shall be granted a leave of absence with pay in the amount of difference between your salary and the amount received for such appearances.
- C. Any employee called for jury duty may retain the court paid mileage for such appearances.

For more Federal and State Leave Requirements including Military Leave, see Exhibit E.

17.8 REIMBURSEMENT OF SCHOOL EXPENSES

If, as a full time non-probationary employee, you complete an approved job-related course, you may receive a refund from the HACB within the constraints of the budget for tuition and books, provided you have:

- A. Received prior written approval from both your Supervisor and the Executive Director that the course(s) to be taken is/are an acceptable job-related course(s).

B. Submitted to the Finance Director satisfactory proof of:

1. Payment of tuition and books and the written authorization of payment from your Supervisor and the Executive Director.
2. A certificate or transcript showing completion of the courses with a passing grade(s). If the classes are held only during working hours, you may, with the approval of the Executive Director, take the time off for the class without loss of salary or benefits.
3. Degree is directly related to the position; the employee may be eligible for reimbursement for the degree.

17.9 RETIREMENT

Only full time non-temporary employees shall be members of the Public Employees' Retirement System (PERS) or as provided by the terms of the contract in effect between the HACB and PERS unless a previous member of PERS. The Board may amend the contract as provided by law.

Any employee working more than 999 hours in a PERS fiscal year (July 1-June 30) may be PERS eligible or as provided by the terms of the contract in effect between the HACB and PERS.

Retirement benefits of employees who on or after January 1, 2013 became members of CalPERS or a retirement system that has reciprocity with CalPERS shall conform to the requirements of the California Public Employees' Pension Reform Act of 2013, Gov. Code § 7522 et seq., as may be amended.

17.10 HEALTH, DENTAL AND VISION (HDV) INSURANCE

- A. Any employee in a non-temporary position on paid status for 30 hours or more per work week, you and your dependents shall be entitled, on the first day of the month following employment, to participate in a group HDV insurance program as approved by the Board.
1. If as an eligible employee, you and your dependents do not enroll in a HDV insurance program within 30 days following your appointment, the health insurance carrier may require evidence of insurability. Further you will be insured subject to contract limitations of the insurance carriers.

2. If you are employee in a temporary position, you shall not be eligible to participate in the HDV insurance program.
 3. If you are an eligible employee, the HACB will contribute toward the monthly HDV insurance premiums for you and your dependents, in an amount as agreed upon by MOU. HACB contributions for management employee(s) shall be negotiated separately.
- B. If you are an employee, in paid status less than 40 hours but more than 30 hours per week who wishes to obtain or maintain HDV insurance coverage, you shall pay, in addition to the payment made by a full-time employee, a percentage of the HACB's cost, depending upon the percentage of time you work (percentage of time worked subtracted from 100 percent times HACB's share of the premium). To be eligible for premium sharing, you must have no less than 30 hours per week compensated employment occurring within the regular pay period immediately preceding the pay period from which the premium deduction is made.
- C. Upon leaving the HACB's employment, you may elect to continue HDV insurance as required under COBRA. The Executive Director is responsible for informing you of the regulations under COBRA.
- D. Effective January 1, 2014, the HACB will offer minimum essential coverage as required by the Patient Protection and Affordable Care Act. However, in no event shall the employee's contribution towards individual medical coverage exceed 9.5% of his or her gross taxable wages as reported on his or her W-2.
- E. Upon Retirement
1. Any employees 55 or older, **hired prior to October 1, 2013**, and retire under PERS; you may be eligible for an HACB paid contribution toward your HDV insurance premiums. You may select any other Health Insurance Plan approved by the HACB and/or individual parts of the HDV plan (i.e. only Health).
 2. Any employees **hired after October 1, 2013** will not be eligible for HDV post-retirement benefit.
 3. The HACB paid contribution is for a period of five (5) years from the date you retire, if you meet the provisions set forth in this Personnel Policy. This HDV benefit is in lieu of accrued sick leave pay out at retirement.

- The HACB will contribute up to a monthly maximum benefit amount, calculated as a percentage of accrued sick leave hours compared to the required accrued sick leave hours times the current HACB paid percentage times the actual cost of insurance premiums. For those employees who have opted-out of HACB health insurance prior to retirement, the opt-out rate will be construed as the “actual premium” amount.

$$\frac{\text{Accrued Sick Leave Hrs}}{\text{Required Accr. Sick Leave Hrs}} \times (\text{HACB paid \%}) \times (\text{actual premiums}) = \text{Maximum Benefit}$$

- For the first twelve (12) months that you are eligible to receive a contribution towards your HDV premiums, you will receive the following percentage of the HACB paid percentage (please refer to the MOU for current negotiated HACB paid percentage):

Required Accrued Sick Leave Hours at Retirement <u>Employee Only</u>	Required Accrued Sick Leave Hours at Retirement <u>Employee +1</u>	Required Accrued Sick Leave Hours at Retirement <u>Family</u>	% of HACB paid benefit applied to HACB paid %
775	1,330	1,385	100%
698	1,197	1,247	90%
620	1,064	1,108	80%
543	931	970	70%
465	798	831	60%
388	665	693	50%
310	532	554	40%
240	412	429	31%

- In order to qualify for a benefit, you must have both 31%, as per the chart, and a minimum of 240 accrued sick leave hours at retirement.
- The maximum benefit amount shall be calculated at your insured status of Employee only, Employee + 1, or Family at the time of retirement. If your insured status changes your maximum benefit amount will not change.
- Any increase in actual premiums following your first twelve (12) months of retirement will be the responsibility of the retired employee. Premiums are the actual cost of insurance, not the composite rate.

9. The HACB paid contribution shall not exceed the actual HDV premium costs.
10. In order to be reimbursed for health insurance premium(s), you will need to provide the HACB with proof of enrollment by you (and your family members, if applicable) within 30 days of retirement or change in health insurance providers. Failure to comply will result in loss of benefit. Then monthly, you will need to provide Accounting with 1) proof of payment (i.e., copy of checks) and 2) proof of coverage (i.e., monthly bills showing last month as “paid”). Proof of coverage and proof of payment is required for reimbursement; it will serve as documentation for HACB to generate reimbursement. All requests for reimbursement must be made within 30 days of making a premium payment. Proof of coverage and proof of payment may be made quarterly if pre-approved in writing by the Executive Director.
11. The HDV plans are subject to plan guidelines and federal and state COBRA laws.
12. The HDV contribution is on behalf of the retired employee, therefore, no survivor benefits will be paid by the HACB.

17.11 TERM LIFE INSURANCE

- A. If you are an HACB employee in a permanent position in paid status of 30 hours per week or more, you are eligible for HACB paid group term life insurance equal to one and one-half times your yearly salary to a maximum of \$50,000 in accordance with the Life Insurance Policy effective the first day of the month following the start of employment
- B. As an HACB employee in a permanent position in a paid status 30 hours per week, you may purchase additional group term life insurance at your own expense through payroll deductions.

17.12 DEFERRED COMPENSATION PROGRAM

- A. The HACB has established a program whereby you may voluntarily authorize deferral of a portion of your wages to be invested in an approved Deferred Compensation Plan(s) as authorized by the Board and regulated by applicable State and Federal law.

- B. The Finance Director, upon your written request, will make payroll deductions and forward such deductions to the Plan Administrator. You should review the Deferred Compensation Plan for details.

18. LEAVE OF ABSENCE

18.1 MEDICAL LEAVE/California Family Rights Act (CFRA)*

Medical Leave/CFRA Leave constitutes 12 weeks of unpaid or unpaid time off for certain family care or medical care. ~~The Medical Leave policy is a benefit voluntarily provided by the employer. Employees may use sick or vacation benefits. The twelve (12) weeks of unpaid time off may be used incrementally; in as few as two (2) hour increments. HACB must maintain employees' health benefits while on CFRA Leave. Employees are still responsible for the employee portion of the health care premium.~~

DEFINITIONS

Eligible Family Members

Child: A “child” is defined as a son or daughter (including a biological, adopted or foster child, a step child, a legal ward or a child of a person standing in loco parentis) who is under 18 or age 18 or older if incapable of self-care because of a mental or physical disability that substantially limits one or more of the major life activities of an individual.

Loco Parentis: A person acting in loco parentis has or had day-to-day responsibilities to care for and financially support a child.

Parent: A “parent” means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child; it does not include parents “in law”. A biological or legal relationship is not necessary.

Registered Domestic Partner: A “registered domestic partner” is a member of a same sex couple or a person of an opposite sex couple if one or both of the opposite sex couple is over the age 62 and other eligibility criteria established by California Family Code Section 297 are satisfied. In any case, there must be a Declaration of Domestic Partnership on file with the California Secretary of State.

Spouse: A “spouse” refers to a legally married spouse as defined by state or federal law, including same-sex marriages.

Designated Person: A “designated person” refers to any individual related by blood or whose association with the employee is the equivalent of a family relationship (defined by employee at time of request; only one person per 12-month period).

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Health Care Provider: A “health care provider” may be physician, surgeon, nurse practitioner, nurse midwife, podiatrist, dentist, clinical psychologist, chiropractor, optometrist, clinical social worker, Christian Science practitioner listed with the First Church of Christian Scientist, Boston, and any health care provider recognized by the County’s group health plan. The health care provider can be licensed either in the United States or any other country.

Serious Health Condition: A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- a.) Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical facility (including any period of incapacity or any subsequent treatment or recovery), or any subsequent treatment in connection with the inpatient care; or
- b.) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes anyone or more of the following:
 - 1) A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two or more times by a health care provider, or treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of a health care provider;
 - 2) Any period of incapacity due to pregnancy, birth or related medical condition, or for prenatal care;
 - 3) Any period of incapacity or treatment for incapacity due to a chronic serious health condition;
 - 4) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
 - 5) Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

Medical Leave/CFRA Eligibility

An employee eligible for Medical Leave/CFRA is an employee who:

- A. Has been employed for at least 12 months, and
- B. Has actually worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

The 1,250 hours in (b) above are “hours worked” under the Fair Labor Standards Act and do not include time off, even if paid. The determination of whether an employee has worked for 1,250 hours shall be made as of the date leave commences.

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HACB may require the employee to provide reasonable documentation relating to eligibility, including but not limited to a simple statement from the employee, a child’s birth certificate, a court document, a Declaration of Domestic Partnership, a marriage certificate, etc.

Medical Leave/CFRA Twelve Month Calculation

The twelve (12) month period in which the Medical Leave/CFRA entitlement may be used shall be within a rolling twelve (12) month period measure looking backward from the date that the employee uses any Medical Leave/CFRA.

Leave Balances

Employees are required to use accrued leave balances when taking Medical Leave/CFRA.

Basis for Medical Leave/CFRA

The circumstances under which Medical Leave/CFRA is granted are:

- For the birth of a child and to care for the newborn child
- Baby bonding leave (within first year of child’s life);
- For the placement with the employee of a child for adoption or foster care;
- To care for a child, parent, or spouse with a serious health condition; and
- Because of a serious health condition that makes the employee unable to perform the essential functions of the employee’s job.

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- For the birth of the child of the registered domestic partner and to care for the newborn child of the registered domestic partner; and
- To care for the registered domestic partner, or child of the registered domestic partner with a serious health condition.

18.2 UNPAID LEAVE OF ABSENCE

- A. If you are a non-probationary employee in a permanent position, you may, with the approval of the Executive Director, be granted an unpaid leave of absence only for good and sufficient reason provided your request is submitted at least 30 days prior to the commencement of the leave. A leave of absence approved by the Executive Director would run concurrently with any other leave provisions applied. The leave must not create a hardship on the department.
- B. Unpaid leave of absence is not intended to be used for scheduled vacation when vacation benefits are exhausted.
- C. Before an unpaid leave of absence is taken, all accrued vacation and/or sick leave, if applicable, is to be used. For extenuating circumstances, you may request a waiver of this requirement through your Supervisor who shall forward your request to the Executive Director.
1. During an unpaid leave of absence not exceeding 30 calendar days, salary increases, seniority, and insurance premiums shall continue.
 2. During an unpaid leave of absence over 30 calendar days, neither seniority, salary nor any other employee benefits or leave shall be accrued.
 3. While on an unpaid leave of absence or time off without pay of more than 90 days, you may continue your health insurance in accordance with COBRA.
 4. If you are in unpaid status for more than 30 days you shall not accrue leave while on industrial disability or disability leave without pay. You may be eligible for Temporary Disability Benefits through workers compensation or State Disability Insurance. Those benefits are determined by the agency, not HACB.

18.3 LEAVE OF ABSENCE

Employees shall be allowed worker's compensation or disability benefits with pay in accordance with the following rules:

1. You must provide written notification to your supervisor.
2. You will receive Authority paid leave only if you have accrued leave.
3. Your accrued leave converted to dollars will supplement the payment from Worker's Compensation Insurance or State Disability Insurance, so that the sum of the two payments will not exceed your current salary. Employee must provide copies of payment information from Worker's Compensation Insurance or State Disability Insurance on timesheet due dates.

During the period of Housing Authority-coordination of pay with worker's compensation or state disability, you will continue to accrue the employee benefits to which you are entitled. Retirement and social security will be paid according to the amount of accrued leave time required to supplement the payment you receive from Worker's Compensation Insurance or disability.

Provisions in section 18.1 and 18.2 may run concurrently or apply to an industrial related leave.

19. TRAVEL AND EXPENSES

19.1 AUTHORITY FOR TRAVEL

All non-routine out of office travel must be approved by the Executive Director or designee. All travel is subject to the budget approved by the Board.

19.2 METHOD

- A. An HACB vehicle shall be the mode of travel within Butte County.
- B. Travel to destinations less than 200 miles shall be performed with a HACB vehicle or public carrier.
- C. Travel to destinations over 200 miles shall be by public carrier except a HACB vehicle may be used when schedules make a public carrier impractical and/or where more than one employee is traveling to the same destination and the use of the HACB vehicle is cost-effective as determined by the Executive Director.
- D. Travel by an employee in a private vehicle for HACB business shall not be permitted except on an “as needed” basis. For an employee, that “as needed” will be determined by the Executive Director. If the use of a private vehicle is authorized, the employee shall file an affidavit with the Executive Director certifying that they have liability insurance on their private vehicle of not less than \$100,000 per individual; \$300,000 per occurrence; and \$25,000 in property damage. If said proof of insurance is not on file, use of a personal car is unauthorized for travel.
- E. If your position with the HACB requires you to drive and you do not maintain a driving record which the HACB’s auto insurance company will insure without additional premium, your employment will be terminated unless:
 - i. The HACB has another position (non-driving) for which, in its determination, you are qualified; or
 - ii. You are able to obtain auto insurance at your own expense with commercial liability coverage at least equal to the amount held by the HACB. You must also be able to include the HACB as an additional insured and provide the HACB with a copy of the rider.

- 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. 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, 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.

- 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.

- 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. 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. Travel advances will not be authorized if you currently have outstanding reimbursements due to the HACB.
- 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. Meals will not be reimbursed for travel and training under 12 hours and in-town trainings.

19.4 CREDIT CARDS

HACB will issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards.

Use of company-issued credit cards is a privilege, which HACB may withdraw in the event of serious or repeated abuse. Any credit card HACB issues to an employee must be used for business purposes only, in conjunction with the employee's job duties.

Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties.

Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the HACB) with their own funds or personal credit cards. HACB will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with HACB travel and expense reimbursement policy.

If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on HACB part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse HACB until the unauthorized amount is fully repaid. In

addition to financial responsibility and liability for repayment, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

20. POLITICAL ACTIVITIES

You must comply with the applicable provisions of State and Federal laws including the Federal Hatch Act on employees' political activities.

21. OUTSIDE EMPLOYMENT

If you are a full-time HACB employee, you shall not engage in any occupation or outside activity which is incompatible with or in any way interferes with your work as an HACB employee. Before undertaking any outside employment, you must first request and obtain written permission from the Executive Director. An employee that is approved for outside employment *will not* be allowed to use company tools, equipment, or resources for their own personal gain.

22. WELLNESS PROGRAM

Subject to funding availability.



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APPENDIX A: CODE OF CONDUCT

COMPLIANCE WITH LAWS AND REGULATIONS

To assure that the commitment to full compliance with all federal and state laws, regulations, rules and guidelines that apply to HACB operations and services is shared by its employees and business partners, the following Code of Conduct has been established. Each employee, and those with whom HACB conducts business, will be required to certify their acceptance of this Code of Conduct as a condition of employment or contractual agreement.

PURPOSE OF THE CODE OF CONDUCT

The Code of Conduct provides guidance to all HACB employees, in its relationship with clients and business partners and assists in carrying out daily HACB activities within appropriate ethical and legal standards. These obligations apply to all relationships as related to HACB business with clients, family members, affiliated providers, third-party payees, sub-contractors, independent contractors, vendors and consultants.

The Code is intended to be a statement that is comprehensive and easily understood. In some instances, the Code deals fully with the subject covered. In many cases, however, the subject discussed has so much complexity that additional guidance is necessary for those directly involved with the particular area to have sufficient direction.

LEADERSHIP RESPONSIBILITIES

While all HACB employees and business partners are obligated to follow the Code, we expect the supervisors to set the example, to be in every respect, a model. They must ensure that those on their team have sufficient information to comply with laws, regulations, and policies; as well as the resources to resolve ethical dilemmas. They must help to create a culture within HACB which promotes the highest standards of ethics and compliance. This culture must encourage everyone in the organization to raise concerns when they arise. HACB must never sacrifice ethical and compliant behavior in the pursuit of business objectives.

CODE OF CONDUCT

1. HACB and its employees and business partners will abide by the letter and spirit of all applicable laws and regulations and will act in such a manner that their HACB activities will reflect favorably upon HACB and the community. Every employee is expected to report any activity he or she reasonably believes is in violation of the law, ethical standards or policies. There will be no retaliation or retribution directed toward any reporting employee.



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A-1



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2. HACB and its employees and business partners will adhere to the highest ethical standards of conduct in all professional and business activities and will act in a manner that enhances HACB's standings as a vital and ethical contributor in the housing profession and community.
3. HACB and its employees and business partners will deal fairly and honestly with those who are affected by their actions and will treat them, as they would expect to be treated if the situation were reversed. They will serve the public with respect, courtesy, concern, and responsiveness, recognizing that service to the public is beyond service to oneself or any special interest group. They will strive to eliminate all forms of illegal discrimination, fraud, and mismanagement of public funds and participate in responsible efforts to correct such discrimination, fraud, mismanagement or abuse.
4. HACB and its employees will undertake only those activities that will withstand public scrutiny and will not pursue any course of action that involves a violation of the law or these principles.
5. HACB and its employees will promote relationships based on mutual trust and respect and will provide an environment in which individuals may question a practice without fear of adverse consequences.
6. All employees and business partners will be sensitive to situations that could raise questions of potential or apparent conflicts between personal interest and the interests of persons in positions of trust, and each should conduct themselves accordingly.
7. Pursuant to the requirements of 24 CFR 84.42, Code of Conduct, and 24 CFR 85.36, Procurement Standards, no employee, officer or agent of the Housing Authority shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his or her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the entity selected for award.
8. Pursuant to 24 CFR 84.42, Codes of Conduct, the Housing Authority's officer, employees or agents will neither solicit nor accept gifts, gratuities, favors or anything of monetary value from parties to any agreement involving federal funds for their personal benefit in excess of minimal value.
9. Without the prior approval of the Executive Director, employees are prohibited from:
 - 9.1. Processing an application (or any part of the application) or any recertification for a relative, friend, co-worker, or business associate or on behalf of a relative or business associate of a co-worker;
 - 9.2. Serving as third party verification or as a reference for any applying or being recertified for housing assistance with HACB;



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A-2



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- 9.3. Participating in an assisted housing program administered by HACB, either as a tenant or as a landlord;
- 9.4. Entering into contracts or agreements in connection with the tenant-based programs in which any of the classes of persons outlined under 24 CFR 982.161, Conflict of Interest, has any interest, direct or indirect. Prior HUD approval is required if it is necessary to enter into such a contract or agreement.
- 9.5. Inspecting units associated with the tenant-based programs if the employee has any direct or indirect interest.
10. HACB and its employees and its business partners are entrusted with many kinds of confidential, proprietary and private information. It is imperative that those who have access to this information do not make any unauthorized or impermissible disclosures of the information, either during or after employment or end of contractual agreement.
11. All accounts, financial reports, expense reimbursements, time sheets and other documents, including those submitted to government agencies, must be timely, accurate, clear and complete. All entries into books and records, including HUD and USDA accounts and cost reports, must accurately reflect each transaction.
12. HACB and its employees will take care to ensure that all reports to government and to private parties reflect truth and accuracy and conform to all pertinent federal and state laws and regulations. HACB prohibits any employee or business partner to knowingly present or cause to be presented, claims for payment or approval, which are false, fictitious, or fraudulent.
13. HACB and its employees will operate oversight systems designed to verify that claims are submitted only for services actually provided and that services are billed as provided. These systems will emphasize the critical nature of complete and accurate documentation of services provided. As part of the documentation effort, HACB will maintain current, timely and accurate financial records.

HACB employees and its business partners are expected to comply fully with the records retention and destruction schedule for the department in which they work and with all federal and state requirements for retention and destruction.



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A-3



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APPENDIX A1: HUD CODE OF CONDUCT ADDENDUM

Conflicts of Interest

1. No employee, officer or agent of the Housing Authority of the County of Butte shall participate in selection, or in the award or administration of a contract supported by U.S. Federal funds if a conflict of interest would be involved. Such a conflict would arise when (i) the employee, officer, or agent, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in any contract selected for award.
2. An employee, officers or agent of Housing Authority of the County of Butte shall be careful to ensure that s/he is not involved in any apparent or potential violations of this provision.

Gifts

1. The Housing Authority of the County of Butte's officers, employees or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
2. An employee, officer or agent of the Housing Authority of the County of Butte shall be careful to ensure that s/he is not involved in any apparent or potential violations of this provision.

Administration

1. Any employee, officer or agent of the Housing Authority of the County of Butte shall report violations of this Code of Conduct to his/her supervisor, the Executive Director or the Board Chair.
2. There will be no retaliation against any party who makes a good faith report or complaint concerning violations of this Code of Conduct, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation against any party who



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provides information in the course of an investigation into alleged violations of this Code of Conduct.

3. All Housing Authority of the County of Butte’s supervisors have a responsibility to be sensitive to and deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher level supervisor, the Executive Director or the Board Chair, if it is reasonably believed that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal report or complaint has been made.

Discipline

1. Any employee, officer or agent of the Housing Authority of the County of Butte determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

Dissemination

1. Any employee, officer or agent of the Housing Authority of the County of Butte shall be informed of this Code of Conduct when this Code is adopted, and/or when s/he is initially retained by the Housing Authority of the County of Butte, and on an annual basis thereafter.

Contact Information

Grantee Legal Name: Housing Authority of the County of Butte
DUNS #: 131300873
Address: 2039 Forest Ave, Chico, California 95928
Phone #: (530) 895-4474
Email Address: EdM@butte-housing.com
Authorized Official and Title: Edward S. Mayer, Executive Director



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A1-2





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
2039 Forest Avenue • Chico, CA 95928

APPENDIX B: CODE OF CONDUCT AND COMPLIANCE PROGRAM

PROGRAM STRUCTURE

It is the policy of the Housing Authority of the County of Butte (HACB) to comply with federal and state laws and regulations, and to promote and enforce adherence to this policy. One of the means HACB will use to promote and gain adherence to this policy is the development and maintenance of a Compliance Program.

This policy establishes a Compliance Program, standards and policies and procedures, which promote adherence to state and federal laws and regulations.

The Compliance Program is designed, and will be implemented and enforced in order to promote HACB's understanding of and adherence to, state and federal statutes and regulations that are applicable to HACB business, as well as to detect, respond to, and prevent violations of those requirements. The Program's design incorporates seven elements:

1. Standards and procedures
2. Level of oversight and delegation of authority
3. Employee training
4. Communication
5. Auditing & monitoring
6. Enforcement & discipline
7. Corrective actions & prevention

SETTING STANDARDS

The Compliance Program will address the following goals and objectives:

1. Maintenance of a working environment that promotes ethical values, exemplary behavior and compliance with the letter and spirit of all applicable laws.
2. Development of a Program that encourages employees, affiliated professionals and contractors to demonstrate the highest ethical standards in performing their daily tasks.
3. Establishment of a Code of Conduct.
4. Development of a disclosure system that requires HACB to respond to reports by employees or others of a suspected violation of law or the principles of the Program.



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5. Identification of those situations in which the laws, rules and standards of state and/or federal programs or other applicable laws may not have been followed, and facilitation of correction of any such problems.
6. Implementation of procedures to assure compliance with all laws and regulations of the US Department of Housing and Urban Development (HUD), USDA Rural Development and the State of California programs and all other applicable laws.
7. Training and communication that assures employees, affiliated professionals and contractors understand and comply with all state and federal laws and regulations, and will endeavor to reduce the likelihood that violations will occur through appropriate screening of potential employees and agents of HACB.
8. Assurance that documents are retained and kept secure, as required by state and federal regulation, for the appropriate length of time.
9. Establishment of disciplinary policies that are prompt, effective and consistent, and will discipline employees based on the severity of the violation, and not on the basis of their position or tenure with HACB.
10. Assurance that government inspections proceed in a smooth and professional manner, and that all requests and concerns are addressed promptly and appropriately.

TRAINING AND COMMUNICATION

Comprehensive training and education has been developed to ensure that employees throughout the organization are aware of the standards that apply to them. Code of Conduct training is conducted at the time an individual joins the organization and annually for all employees. Compliance training in areas of compliance risk (i.e., eligibility certification and verification, contracts between HACB and landlords, etc.) is required of certain individuals. HACB policies outline the training requirements.

All ethics and compliance training will be recorded by HACB.

RESOURCES FOR GUIDANCE AND REPORTING CONCERNS

To obtain guidance on an ethics or compliance issue or to report a concern, individuals may choose



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from several options. We encourage the resolution of issues, including human resources-related issues (i.e., fair treatment and disciplinary issues), at a local level. Employees should use established problem-solving procedure to resolve issues and concerns. It is an expected good practice, when one is comfortable with it and thinks it appropriate under the circumstances, to raise concerns first with one's supervisor. If this is uncomfortable or inappropriate the individual may discuss the situation with the HACB Executive Director.

HACB makes every effort to maintain, within the limits of the law, the confidentiality of the identity of an individual who reports concerns or possible misconduct. There is no retribution or discipline for anyone who reports a concern in good faith. Any employee who deliberately makes a false accusation with the purpose of harming or retaliating against another employee is subject to discipline.

PERSONAL OBLIGATION TO REPORT

HACB is committed to ethical and legal conduct that is compliant with all relevant laws and regulations and to correcting wrongdoing wherever it may occur in the organization. Each employee has an individual responsibility for reporting any activity by any employee, client, landlord or vendor that appears to violate applicable laws, rules, regulations, accreditation standards, standards of practice, Federal or state conditions of participation in housing programs or this Code.

If a matter that poses serious compliance risk to HACB or that involves a serious issue or client safety is reported, and if the reporting individual doubts that the issue has been given sufficient or appropriate attention, the individual should report the matter to the Executive Director.

INTERNAL INVESTIGATIONS OF REPORTS

HACB is committed to investigating all reported concerns promptly and confidentially to the extent possible. The HACB will coordinate any findings from investigations and immediately recommend corrective action or changes that need to be made. HACB expects all employees to cooperate with investigation efforts.

CORRECTIVE ACTION

Where an internal investigation substantiates a reported violation, it is the policy of HACB to initiate corrective action, including, as appropriate, making prompt restitution, notifying the appropriate governmental agency, instituting whatever disciplinary action is necessary, and implementing systematic changes to prevent a similar situation from occurring in the future.



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B-3



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DISCIPLINE

All violators of the Code could be subject to disciplinary action depending upon the severity of the violation. Most small infractions will be met with education and training whenever possible. The type of disciplinary action utilized will depend on the nature, severity and frequency of the violation and may result in any of the following disciplinary actions consistent with the Personnel Policy:

- Verbal warning
- Written warning
- Written reprimand
- Suspension
- Termination

MEASURING PROGRAM EFFECTIVENESS

HACB is committed to assessing the effectiveness of the Code of Conduct and Compliance Program through various efforts. Much of this effort is provided by Supervisors who routinely conducts internal audits of issues that have regulatory or compliance implications. HUD, Rural Development and the State of California routinely undertake monitoring efforts of policies and compliance with their program requirements. HACB conduct self-monitoring of programs designed to assess HACB's implementation of the Code, policies and procedures, related investigations, and monitoring efforts. These compliance process reviews permit the HACB to identify and share best practices. Through these review HACB is continuously assessing the effectiveness of the Program and find ways to improve.

ACKNOWLEDGE PROCESS

HACB requires all employees to sign an acknowledgement confirming they have received the Code, understand it represents mandatory policies of HACB and agree to abide by it. New employees are required to sign this acknowledgment as a condition of employment. Each employee is also required to participate in Code of Conduct training, and the HACB must retain records of such training. New employees must receive Code of Conduct training within 30 days of employment.



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B-4



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APPENDIX C: RULES FOR USE OF HOUSING AUTHORITY VEHICLES AGREEMENT

For purposes of this policy, a conviction includes a plea of guilty, “no contest”, voluntary or mandatory traffic school attendance, forfeiture of bail or imposition of a fine.

1. Only authorized Housing Authority employees are allowed to drive Housing Authority vehicles.
2. Housing Authority vehicles are to be used only for the performance of Housing Authority business.
3. Must have a valid California driver’s license and follow local and state traffic laws at all times.
4. Driving a Housing Authority vehicle without wearing a seat belt is **PROHIBITED**. You may be stopped and cited by a peace officer if you are not wearing a seat belt.
5. The following will result in the withdrawal of the privilege of using a Housing Authority vehicle:
 - 5.1 Reckless driving.
 - 5.2 Operating any motor vehicle under the influence of alcohol or an illegal or controlled substance within the last thirty-six months.
 - 5.3 Possessing alcohol or an illegal or controlled substance in an authority vehicle within the last thirty-six months.
 - 5.4 Conviction of three or more moving violations within the last thirty-six months, two or more “at-fault” accidents with the last thirty-six months (an “at-fault” accident is one in which the employee was fined, received an adverse judgment or settlement in a civil lawsuit or in which the employee’s insurer settled prior to commencement of a lawsuit), unauthorized use of the vehicle, or allowing unauthorized individuals to drive the vehicle.
 - 5.5 Conviction of a felony involving the use of a motor vehicle.



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- 5.6 Any combination of two or more license suspensions, restrictions or revocations within the last thirty-six months.
- 5.7 Being declared a “negligent driver” by the state motor vehicle department (or any equivalent designation for the state in question) within the last thirty-six months.
- 6. The following may result in the withdrawal of the privilege of using a Housing Authority vehicle:
 - 6.1 Driving in excess of posted speed limits.
 - 6.2 Carrying of animals, particularly dogs, or any other personal property which may pose a hazard.
 - 6.3 Conviction of any moving violation resulting in a fatal accident.
- 7. Anyone guilty of unauthorized use of a Housing Authority vehicle, or who allows any unauthorized individual to drive a Housing Authority vehicle, shall be liable for any damages done to the vehicle, whether or not the driver of the vehicle is at fault and regardless of any other disciplinary measures which may be taken.
- 8. Any of the above may be grounds for suspension or immediate termination of employment.

I have read and understand the above rules.

/s/ Compliance Acknowledgment form

Signature

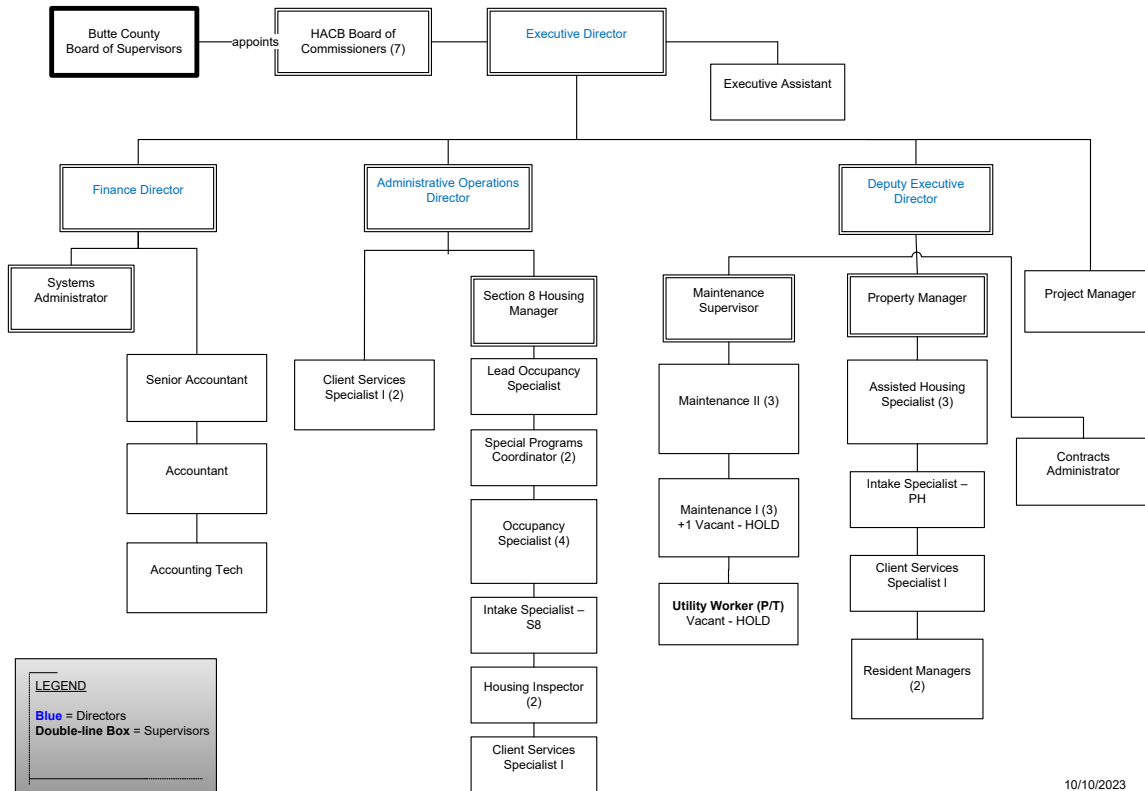
Date



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C-2



HACB HOUSING AUTHORITY of the County of Butte
APPENDIX D



LEGEND
 Blue = Directors
 Double-line Box = Supervisors

10/10/2023

Field Code Changed

HACB HOUSING AUTHORITY of the County of Butte
Appendix D

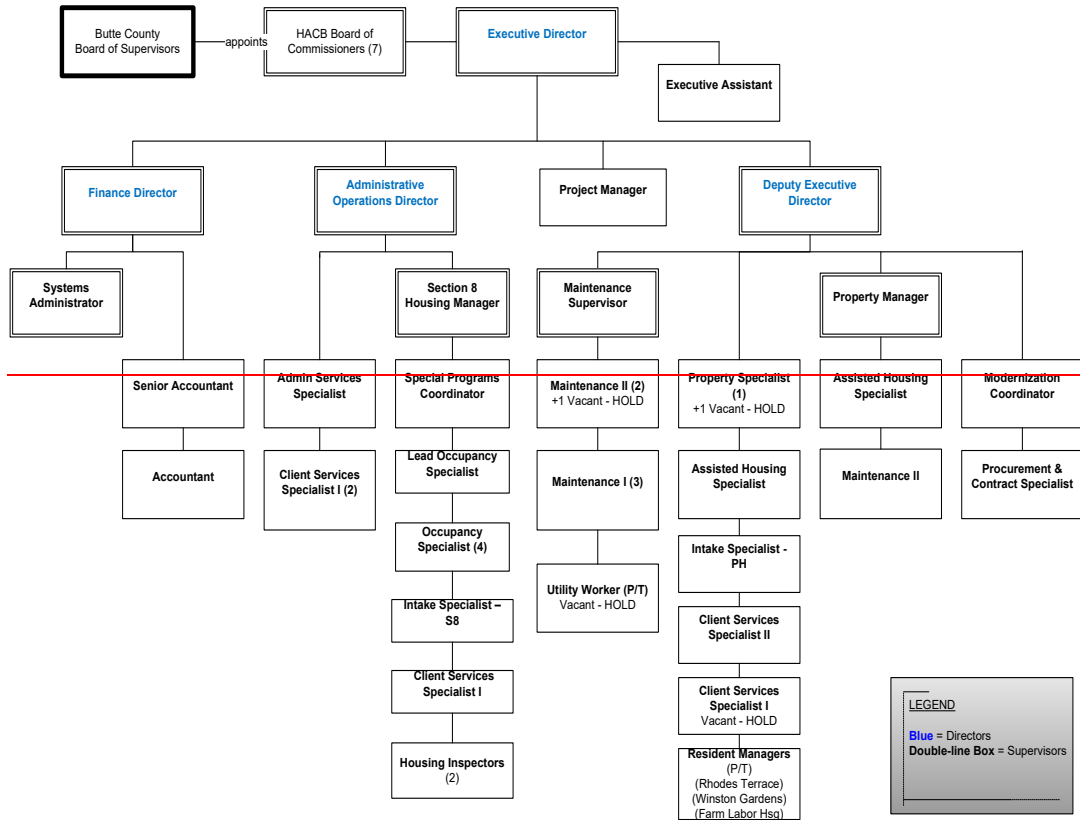


EXHIBIT E
EMPLOYEE LEAVE PROVISIONS

Both California and Federal law provide time off from work be allowed for eligible employees under certain circumstances because a leave provision is listed should not be construed as a representation that the leave provision is applicable.

Jury Duty	Service as required by law on an inquest jury or trial jury	Cal. Labor Code § 230 (a)
Witness Duty	Appearance to comply with a subpoena or other court order to appear as a witness	Cal. Labor Code § 230 (b)
Domestic Violence or Sexual Assault Victim Leave	Relief to ensure the health, safety and welfare of the victim and/or the victim's child	Cal. Labor Code § 230 (c) and § 230.1
Crime Victim Leave	Attendance at crime-related judicial proceedings	Cal. Labor Code § 230.2
Volunteer Emergency Personnel Leave	Duty as a volunteer fire fighter, reserve peace officer, or emergency personnel	Cal. Labor Code § 230.3
Volunteer Personnel Training Leave	Volunteer firefighter and law enforcement officer training	Cal. Labor Code § 230.4
School Appearance Leave	Appearance in connection with a school suspension	Cal. Labor Code § 230.7
School Activities Leave	Participating in school or day care activities	Cal. Labor Code § 230.8
Voting Leave	Voting in a statewide election	Cal. Elections Code § 14000
Sick Leave for Family Care	Use of sick leave to care for a family member	Cal. Labor Code § 233
Family and Medical Leave Act (FMLA) California Family Rights Act (CFRA)	Caring for own serious health condition, family member with a serious health condition, or bonding with child	29 U.S.C. § 2601 et seq. Cal. Gov. Code § 12945.2
Pregnancy Disability Leave (PDL)	Disability due to pregnancy or a pregnancy-related condition	Cal. Gov. Code § 12945
Military Service Leave	Engagement in ordered military duty	38 U.S.C. § 4301 et seq. Cal. Military & Veterans Code § 395 Cal. Gov. Code § 19775.17 & § 19775.18
Military Spouse Leave	Time off when spouse is on leave from military deployment	Cal. Military & Veterans Code § 395.10
Donation Protection Act	Thirty (30) days of paid leave in a one-year period for organ donation. Five (5) days of paid	Cal. Lab. Code § 1510 & AB 1223

	leave for bone marrow donors. An organ donor may take a maximum of an additional 30 business days of unpaid leave.	
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**NON REPRESENTED MANAGEMENT
ADDENDUM TO PERSONNEL POLICY
EFFECTIVE 01/01/~~2021~~2024**

This document will supersede any prior written agreements or documents regarding the following items.

PURPOSE

To establish a program and guidelines for non-represented employee compensation and benefits pursuant to the following goals and objectives:

- Establish a payment of non-represented employees that results in appropriate salary-contribution relationships and competitive salary rates.
- Recognize the distinct character of non-represented employees as opposed to grouping them with other employees for compensation purposes.
- Promote a firm commitment of non-represented employees to the goals and objectives of the HACB.
- Establish a system where salary serves as an effective device for promoting better job performance.
- Promote the further identification of the non-represented employees and understanding of associated roles, loyalties, and responsibilities.

AT-WILL STATUS

Non-represented employees are at-will and serve at the pleasure of the Executive Director, with the exception of the Executive Director, who shall serve at the pleasure of the HACB Board of Commissioners. Non-represented employees do not have a property interest in their position with the HACB and employment may be terminated at any time, with or without cause, by either the HACB or the employee.

APPLICATION

This plan shall apply to the following three sets of non-represented employees:

Executive Management:

- Executive Director;
- Deputy Executive Director;
- Finance Director;

- Administrative Operations Director
- Systems Administrator.

Program Management:

- Section 8 Housing Manager;
- Property Manager;
- Maintenance Supervisor;

Exempt:

- Project Manager

The following areas are noted as an exception to the Personnel Policy as applied to all represented employees.

7.1M PROBATIONARY PERIOD OF NEW EMPLOYEES

You are considered an “at will” employee and you may therefore be terminated with or without cause.

8.2M DISCIPLINARY DEMOTION

All disciplinary demotions shall be discussed and approved by the Executive Director prior to action being taken.

8.3M DEMOTION IN LIEU OF LAYOFF

The Executive Director may consider vacant positions, reclassifications and other options if layoffs occur.

In the case of layoff management employees may not displace another bargaining unit employee unless the position was already vacant.

8.4M DEMOTION DUE TO REORGANIZATION

Management may not bump an employee outside of their bargaining unit in the event of a lay off or reorganization.

In the case of a re-organization consideration of salary will be determined by the Executive Director.

8.6M SALARY UPON DEMOTION

Does not apply to Management.

9.1M WORK WEEK

Members of the Management team shall work hours necessary to complete their work, including covering the operations of the agency and the work schedules of the employees for whom they are responsible, including opening and/or closing office(s) for the ~~7:30~~7:00 a.m. opening and/or 5:30 p.m. closing. As an exempt employee you are not eligible for overtime but are expected from time to time extend your work hours as needed for the agency.

Members of the Management team may trade (worked) weekend hours for regularly scheduled hours during the work week with approval from Executive Director.

~~9.2M MAKE-UP TIME~~

~~Does not apply to Management.~~

9.3M ATTENDANCE

For the purposes of Management, hours will be tracked for the purposes of billing and allocation of time.

9.4M OVERTIME

Does not apply to Management.

~~9.7~~**6M DISASTER ATTENDANCE POLICY**

All Management will be required to report to HACB Main Office at 2039 Forest Avenue, Chico in the event of a disaster.

10.1BM DISCHARGE PROCESS

When the Executive Director believes reasonable cause exists, you shall be given a written notice specifying the reasonable cause, the disciplinary action to be taken and the effective date. Due to the “at-will” status of management employees the rights to an appeal are limited. If you believe you should have a right to an appeal or further discussion you should do so in writing to the Executive Director. The Executive Director will determine if further reasonable dispute resolution practices will be implemented.

~~10.2M NOTICE OF DISCIPLINARY ACTION~~

~~A notice of disciplinary action shall be given to you personally, or by certified mail, at least five business days prior to the effective date of the action. The notice shall:~~

- ~~A. Clearly specify the action to be taken, and the reason for the action, including the particular facts and specific incident(s) involved. It shall also show the effective date(s) of the action, and in the case of demotion, a statement as to the salary and duties of the new position.~~
- ~~B. Advise you that a copy of the material upon which the action is based is either attached or available for review upon request during normal business hours. As a management employee you do not have the right to representation but you may be allowed to bring a witness upon approval of the Executive Director. You will have a right to respond verbally or in writing to the Executive Director prior to the effective date of the action; and/or the right to appeal the action as provided in this policy.~~
- ~~C. When extraordinary circumstances exist that require your immediate removal from the premises, the Executive Director may immediately place you on involuntary paid leave subject to call back. During the involuntary paid leave you are required to be on call for your scheduled shift and entitled to a lunch hour. During the involuntary paid leave, vacation and sick leave requests must be made to the Executive Director. If granted, your leave banks will be deducted accordingly.~~
- ~~D. A copy of all notices and your written responses shall be placed in your personnel file.~~

11M GRIEVANCE PROCEDURE

Does not apply to Management.

12.3M LAYOFF NOTICE

Management may review a layoff notice with the Executive Director. Reasons for review would include a possibility of miscalculation of service time, layoff rights or bumping procedures. The right to lay off an employee for budgetary reasons or organizational change is a management right.

12.4M LAYOFF REINSTATEMENT

If you were holding non-probationary status in a position prior to being laid off and are later reinstated to that same position within one year from the effective date of layoff.

1. You shall be reinstated with seniority rights.
2. You shall not be required to serve a new probationary period.
3. Upon reinstatement of a layoff to same position you shall return to the same pay range, the balance of the sick leave unreimbursed sick leave at the time of layoff will be reinstated and vacation accruals will begin at the rate at when you left the classification.

Return from layoff will be based on performance, any previous disciplinary actions and seniority.

15.1M PREPARATION OF COMPENSATION PLAN

The Executive Director shall, from time to time, as directed by the Board, prepare a Compensation Plan covering all positions, considering the following:

- A. The rates of pay for comparable work under comparable working conditions.
- B. The achievement of equitable relationships between the various positions in accordance with their relative duties and responsibility.
- C. The recent experience of the HACB in attracting and retaining personnel in various positions after extensive recruitment efforts have been made.
- D. The ability of the HACB to finance adjustments in the Compensation and Fringe Benefit Plans.

15.3M APPLICATION OF COMPENSATION RATES

You shall be paid a salary with the range rate established for the position to which you have been appointed, except as provided by this policy.

~~17.2M VACATION LEAVE~~

~~Paid vacation time for exempt employees will be deducted when four (4) or more hours are taken in one business day.~~

17.5M MANAGEMENT LEAVE

For accounting purposes Management Leave and Vacation Leave are tracked separately.

The overtime provisions do not apply to employees exempt from overtime pay, as identified above, as defined in the Fair Labor Standards Act.

- Executive Management employees: Executive Management employees shall receive Management Leave at the rate of forty (40) hours per year. Maximum accrual cap of one hundred-sixty (160) hours.
- Program Management employees: Program Management employees shall receive Management Leave at the rate of twenty (20) hours per year. Maximum accrual cap of eighty (80) hours.

If you terminate from the HACB, you shall be compensated for all ~~administrative-management~~ leave accrued under this section.

17.10M HEALTH, DENTAL AND VISION (HDV) INSURANCE

- A. 3. Effective December 1, 2015, HACB contributions toward the monthly HDV insurance premiums for Management will be the same as agreed upon by the HACB for represented employees.
- E. Upon Retirement
 - 5. For Management **hired prior to December 1, 2015**, the HACB paid percentage for Executive Management will be 100% and for Program Management 96%.

~~18.1M MEDICAL LEAVE~~

~~All provisions of Section 18 apply, however Management may qualify for the Key Exception Rule.~~

~~"Key" Employee Exception~~

~~Under limited circumstances where restoration to employment will cause "substantial and grievous economic injury" to its operations, an employer may refuse to reinstate certain highly paid, salaried "key" employees. In order to do so, the employer must notify the employee in writing of his/her status as a "key" employee (as defined by FMLA), the reasons for denying job restoration, and provide the employee a reasonable opportunity to return to work after so notifying the employee.~~

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4907

MEMORANDUM OF UNDERSTANDING
BETWEEN
OPERATING ENGINEERS LOCAL UNION NO. 3
AND
HOUSING AUTHORITY OF THE COUNTY OF BUTTE

WHEREAS, the Housing Authority of the County of Butte (HACB) recognizes the Operating Engineers Local Union No. 3 (Union) as the exclusive representative of its employees (Employees), other than management-level employees, in accordance with the provisions of Government Code Section 3500, et seq.; and

WHEREAS, by means of Resolution No. 4802, dated December 17, 2020, the HACB entered into its most recent Memorandum of Understanding (MOU) with the Union regarding wages, benefits, and personnel policies on behalf of its Employees, such MOU extending through December 31, 2023; and

WHEREAS, both the HACB and the Union seek to continue their relationship on behalf of HACB Employees; and

WHEREAS, the HACB has met and conferred with the Union in negotiation of a new MOU and, having determined the terms of the new MOU to be in the best interest of the HACB and its Employees, seeks to implement the new MOU;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to hereby approve its Memorandum of Understanding between the Housing Authority of the County of Butte and the Operating Engineers Local Union No. 3 for the period extending from January 1, 2024 through December 31, 2028, such Memorandum of Understanding attached to and made a part of this resolution; and further resolves to authorize its Executive Director to execute the Memorandum of Understanding on behalf of the Housing Authority of the County of Butte.

Dated: October 19, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OPERATING ENGINEERS LOCAL UNION NO. 3
AND
HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

This Memorandum of Understanding (MOU) is made and entered into between the Housing Authority of the County of Butte (HACB) and the Operating Engineers Local Union No. 3 (Union).

1. **RECOGNITION:** HACB recognizes Union as the exclusive representative of the employees (Employees) who occupy the job classifications identified in Section I of Attachments I, II, III, and IV to this MOU, hereof, in accordance with the provisions of Government Code Section 3500, et seq. Attachments V – XII will be created annually (2025-2028), based upon the compensation methodology as outlined under #4 below.
2. **TERM OF MOU:** This MOU shall be effective for five (5)+ years, from October 1, 2023 through December 31, 2028.
3. **PERSONNEL POLICY:** The Personnel Policy of the HACB, as adopted by HACB Board of Commissioner Resolution No. 4907 on October 19, 2023, and made effective as of January 1, 2024 (Personnel Policy), is incorporated herein by reference. In the event of any conflict between this MOU and said Personnel Policy (or any other HACB rule or regulation), the provisions of this MOU shall be controlling.
4. **ANNUAL CALENDARS:** The 2024, 2025, 2026, 2027, and 2028 Calendars, identifying Holidays including the addition of Juneteenth, are attached to and made a part of this MOU.
5. **VACATION ACCRUALS:** As reflected in Personnel Policy Section 17.2(A) Vacation Leave Accruals shall be earned as follows:

- Employees hired after January 1, 2013:

<u>Years of Service</u>	<u>Annual Leave Accrual</u>
0-5	96 hours
5-10	144 hours
10-15	168 hours
15-20	192 hours
20+	192 hours

- All Employees may accrue up to twice their Annual Leave Accrual.

*Attachment to HACB Resolution No. 4907
October 19, 2023*

6. COMPENSATION:

Effective September 30, 2023, compensation shall be benchmarked to the results of the 2023 Bryce Salary Survey (see attached); compensation for the 2024 MOU year shall increase 3.5%, effective January 1, 2024, from that paid in the 2023 year; and compensation for the 2025-2028 MOU years shall increase between 2.5% - 5% from that paid in the previous MOU year(s), dependent on the Cost of Living Adjustment (COLA). The COLA shall be based upon the SF/Oakland/Hayward CPI, posted in October annually, effective January 1st of the following year. The salary schedules are identified as follows:

- Effective September 30, 2023, the salaries for each range and position shall be as set forth in Attachment I, Sections I through V, (addressing Employees hired before January 1, 2019), and Attachment II, Sections I through V, (addressing Employees hired January 1, 2019 and after), to this MOU;
- Effective January 1, 2024, the salaries for each range and position shall be as set forth in Attachment III, Sections I through VIII, (addressing Employees hired before January 1, 2019), and Attachment IV, Sections I through VIII, (addressing Employees hired January 1, 2019 and after), to this MOU;
- Effective each January 1st in 2025, 2026, 2027 and 2028, the salaries for each range and position shall be as set forth in Attachment V, VII, IX and XI, Sections I through VIII, (addressing Employees hired before January 1, 2019), and Attachment VI, VIII, X and XII, Sections I through VIII, (addressing Employees hired January 1, 2019 and after), to this MOU. Compensation in Attachments V-XII will be based upon compensation will be dependent upon COLA, as determined by SF/Oakland/Hayward CPI in October annually.

7. LONGEVITY PAY: Employee compensation shall be increased for time of service in accordance with the following table:

<u>Years of Service</u>	<u>Percentage Salary Increase</u>	
10	2%	
15	2%	
20	2%	
25	2%	<i>(new this MOU)</i>
30	2%	<i>(new this MOU)</i>
35	2%	<i>(new this MOU)</i>

8. BI-LINGUAL PAY: Designation of positions for which bilingual proficiency is required shall be the sole prerogative of HACB. The HACB will pay bi-lingual employees \$25 per pay period, based upon HR determination. Employees must turn in language logs each pay period to receive \$25 payment for that respective pay period.

9. **HEALTH-DENTAL-VISION INSURANCE BENEFITS:** The HACB agrees to provide Health, Dental, and Vision insurance benefits under its IRS Section 125 Cafeteria Plan (Plan) as follows:
- Health Insurance: from January 1, 2024 through December 31, 2028, medical insurance benefits shall be provided by means of the Affordable Care Act-compliant CSAC Silver PPO medical insurance plan, such plan to provide for Employee buy-down to the CSAC Bronze or buy-up to the CSAC Gold plan at Employee's sole expense. Health insurance premium rates shall be established in three (3) coverage categories: Employee-only, Employee + 1, Employee + 2 or more. Starting the first Pay Period after January 1, 2024, HACB shall pay 90.0% of Health, Dental, and Vision insurance premium(s) for each employee, and each employee shall pay 10.0% of their blended Health, Dental, and Vision insurance premium(s).
 - Dental and Vision Insurance: for the term of this MOU, dental and vision insurance benefits shall be provided by means of extension of the Cypress PPO 2000 Dental Insurance Plan and VSP Vision Care Plan. Dental and Vision insurance premium rates shall be established in four (4) coverage categories: Employee-only, Employee + Spouse, Employee + Child(ren), and Family.
 - HACB shall compensate each employee who elects to opt out of its Health Insurance plan the maximum monthly amount that continues to qualify HACB as a bona fide cafeteria plan for the purposes of Internal Revenue Code, Section 125, provided the employee provide documented evidence of qualifying alternate health insurance. For 2024, the monthly amount will be \$575. For 2025 through 2028, HACB will perform annual adjustment based upon IRS calculations.
10. **FLEXIBLE SPENDING ACCOUNT (FSA) PLAN:** Employees may voluntarily elect to contribute a portion of their compensation on a pretax basis to the HACB's FSA Plan, to offset qualifying expenses in accordance with IRS regulation for the FSA Plan year, such amount subject to IRS change. The HACB shall make no contribution to the FSA Plan.
11. **SCHEDULE OPTIONS:** HACB shall provide two schedule options:
- 4/10: Monday-Thursday 7:00 a.m. – 5:30 p.m. with ½ hour lunch, or
 - 9/4/80: Monday-Thursday 8:00 a.m. – 5:30 p.m. and Fridays 8:00 a.m. – 12 noon, with ½ hour lunch.
 - 9/4/80: Monday-Thursday 7:30 a.m. – 5:30 p.m. and Fridays 8:00 a.m. – 12 noon, with 1 hour lunch, with supervisor approval.
12. **HOLIDAY PAY:** Holiday pay shall be at four (4), nine (9), or ten (10) hours depending on employee's regular schedule.
13. **RETIREMENT BENEFITS:** Employees shall make normal Member Contributions to the CalPERS 2% at 55 Retirement Plan at seven percent (7.0%) of salary. Employees shall make such Contributions as a pre-tax payroll deduction in accordance with Section 414(h)(2) of the IRC, pursuant to California Government Code Section 20691.
- Employees hired after January 1, 2013 shall be subject to CalPERS 2% at 62 Retirement Plan, in accordance with State Law, and shall make Member Contributions to the plan in accordance with State Law.

14. **JOB DESCRIPTIONS:** HACB will review and revise the position descriptions sometime during the term of the MOU.
15. **DESIGNATED SHOP STEWARDS:** The Union shall have the right to establish shop stewards according to the following conditions: The Union agrees to notify HACB Executive Director of the names and departments of their stewards, which shall not exceed two (2) in number. Union shall immediately inform the Executive Director of HACB of any changes in the original list and provide an update by name and department. The Union will equally distribute steward workload amongst stewards so as to avoid overburdening any one steward. Stewards are responsible for the full and timely completion of their Housing Authority work assignment.
16. **DESIGNATED STEWARD TO BUDGET COMMITTEE:** Union may appoint an HACB employee to participate on HACB Budget Committee, such representative to serve as a non-voting Budget Committee member.
17. **SURPLUS REVENUE:** This MOU shall be re-opened for re-negotiation of economic items only should HACB's federal U.S. Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher (S8 HCV) and Low Income Public Housing (LIPH) program revenues each realize \$50,000 beyond revenues anticipated in the 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28 HACB budgets, as adopted by HACB Board of Commissioner each September, and made effective as of October 1st of each year.
18. **SEPERABILITY:** Except as specifically provided herein, in any article or provision of this MOU, or any portion thereof is in conflict or inconsistent with applicable laws, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such article or provision, or portion thereof shall be suspended and superseded by such applicable law and the remainder of such article, provision, or portion thereof of the MOU shall not be affected thereby.
19. **CONCLUSIONS OF AGREEMENT:** This MOU contains all of the covenants, stipulations, and provisions agreed upon by the parties. Therefore, for the life of this MOU, subject to Section 8 above, neither party shall be compelled to meet and confer on items affecting salaries or working conditions, except by mutual agreement of the parties.

[Signature Page Follows]

Dated this 19th day of October, 2023.

HOUSING AUTHORITY OF THE
COUNTY OF BUTTE

OPERATING ENGINEERS LOCAL UNION NO. 3
INTERNATIONAL UNION OF OPERATING
ENGINEERS, AFL-CIO

Executive Director

Tim Neep, Director of Public Employees

Business Representative

Union Steward

Union Steward

2024 CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

NOTES: Check requests due on Wednesdays. Accounts Payable every Friday. Time cards may be due on different day than "Pay Period Beginning" due to Holidays (pay periods always begin on alternate Mondays).

KEY:

Holidays

Pay Day

Board Meetings

A/P Check Run

Employee Meetings

Cut Off

Pay Period Begins

2025 CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

NOTES: Check requests due on Wednesdays. Accounts Payable every Friday. Time cards may be due on different day than "Pay Period Beginning" due to Holidays (pay periods always begin on alternate Mondays).

KEY:



Holidays



Board Meetings



Employee Meetings



Pay Period Begins



Pay Day



A/P Check Run



Cut Off

2026 CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	29	27	28	29	30	28	29	30				
							31													

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOTES: Check requests due on Wednesdays. Accounts Payable every Friday. Time cards may be due on different day than "Pay Period Beginning" due to Holidays (pay periods always begin on alternate Mondays).

KEY:

Holidays

Pay Day

Board Meetings

A/P Check Run

Employee Meetings

Cut Off

Pay Period Begins

2027 CALENDAR

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOTES: Check requests due on Wednesdays. Accounts Payable every Friday. Time cards may be due on different day than "Pay Period Beginning" due to Holidays (pay periods always begin on alternate Mondays).

KEY:



Holidays



Board Meetings



Employee Meetings



Pay Period Begins



Pay Day



A/P Check Run



Cut Off

2028 CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5				1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12	5	6	7	8	9	10	11
9	10	11	12	13	14	15	13	14	15	16	17	18	19	12	13	14	15	16	17	18
16	17	18	19	20	21	22	20	21	22	23	24	25	26	19	20	21	22	23	24	25
23	24	25	26	27	28	29	27	28	29					26	27	28	29	30	31	
30	31																			

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

NOTES: Check requests due on Wednesdays. Accounts Payable every Friday. Time cards may be due on different day than "Pay Period Beginning" due to Holidays (pay periods always begin on alternate Mondays).

KEY:



Holidays



Board Meetings



Employee Meetings



Pay Period Begins



Pay Day



A/P Check Run



Cut Off

**ATTACHMENT I, SECTION I
HACB
REPRESENTED EMPLOYEES LIST
(CLASSES ASSIGNED TO SALARY RANGES)
EFFECTIVE SEPTEMBER 30, 2023**

The following classifications, as listed by position title, are hereby assigned to the respective salary range numbers.

Position	Salary Range
Accountant	125
Accounting Technician	115
Assisted Housing Specialist	112
Client Services Specialist I	97
Contracts Administrator	138
Housing Inspector	126
Intake Specialist - Public Housing	107
Intake Specialist - Section 8	107
Maintenance I	111
Maintenance II	116
Occupancy Specialist	112
Special Programs Coordinator	120
Utility Worker	72*

* Changes annually per California minimum wage.

ATTACHMENT I, Section II
HACB BASE SALARY
EFFECTIVE SEPTEMBER 30, 2023
 (Based upon 2023 Salary Comp Study)
EMPLOYEES HIRED PRE 1/1/19

Grade	1	2	3	4	5	Grade
250	16,975	17,834	18,737	19,685	20,681	250
249	16,807	17,658	18,551	19,490	20,476	249
248	16,641	17,483	18,368	19,298	20,275	248
247	16,476	17,310	18,187	19,108	20,076	247
246	16,313	17,139	18,006	18,917	19,875	246
245	16,151	16,969	17,828	18,731	19,679	245
244	15,991	16,801	17,652	18,545	19,484	244
243	15,833	16,635	17,477	18,362	19,292	243
242	15,676	16,470	17,304	18,180	19,101	242
241	15,521	16,307	17,133	18,000	18,911	241
240	15,367	16,145	16,963	17,822	18,725	240
239	15,215	15,985	16,795	17,645	18,538	239
238	15,064	15,827	16,629	17,471	18,356	238
237	14,915	15,670	16,464	17,298	18,173	237
236	14,767	15,514	16,300	17,126	17,993	236
235	14,621	15,362	16,140	16,957	17,817	235
234	14,476	15,209	15,979	16,787	17,637	234
233	14,333	15,058	15,820	16,621	17,463	233
232	14,191	14,910	15,665	16,458	17,291	232
231	14,050	14,761	15,508	16,293	17,118	231
230	13,911	14,615	15,355	16,132	16,948	230
229	13,773	14,470	15,203	15,973	16,781	229
228	13,637	14,327	15,052	15,814	16,614	228
227	13,502	14,185	14,905	15,660	16,453	227
226	13,368	14,045	14,756	15,503	16,288	226
225	13,236	13,906	14,610	15,349	16,126	225
224	13,105	13,769	14,466	15,199	15,968	224
223	12,975	13,631	14,321	15,046	15,808	223
222	12,847	13,497	14,180	14,898	15,652	222
221	12,720	13,364	14,040	14,751	15,498	221
220	12,594	13,232	13,902	14,606	15,345	220
219	12,469	13,101	13,765	14,462	15,195	219
218	12,346	12,971	13,627	14,317	15,042	218
217	12,224	12,843	13,493	14,176	14,893	217
216	12,103	12,716	13,360	14,036	14,747	216
215	11,983	12,590	13,228	13,898	14,601	215
214	11,864	12,465	13,096	13,759	14,456	214
213	11,747	12,342	12,967	13,623	14,313	213
212	11,631	12,220	12,839	13,489	14,172	212
211	11,516	12,099	12,711	13,355	14,031	211
210	11,402	11,979	12,585	13,223	13,893	210
209	11,289	11,860	12,461	13,092	13,754	209
208	11,177	11,743	12,337	12,961	13,617	208
207	11,066	11,627	12,216	12,834	13,484	207
206	10,956	11,511	12,094	12,706	13,350	206
205	10,848	11,397	11,974	12,580	13,217	205
204	10,741	11,285	11,856	12,456	13,086	204

ATTACHMENT I, Section II
HACB BASE SALARY
EFFECTIVE SEPTEMBER 30, 2023
 (Based upon 2023 Salary Comp Study)
EMPLOYEES HIRED PRE 1/1/19

203	10,635	11,174	11,739	12,333	12,957	203
202	10,530	11,063	11,624	12,212	12,831	202
201	10,426	10,954	11,509	12,091	12,704	201
200	10,323	10,846	11,395	11,972	12,578	200
199	10,221	10,739	11,282	11,853	12,453	199
198	10,120	10,632	11,170	11,735	12,329	198
197	10,020	10,528	11,061	11,621	12,210	197
196	9,921	10,423	10,951	11,505	12,089	196
195	9,823	10,321	10,843	11,392	11,969	195
194	9,726	10,218	10,735	11,278	11,849	194
193	9,630	10,118	10,630	11,168	11,733	193
192	9,535	10,017	10,524	11,057	11,616	192
191	9,441	9,919	10,421	10,949	11,504	191
190	9,348	9,822	10,320	10,842	11,391	190
189	9,255	9,723	10,215	10,732	11,275	189
188	9,163	9,627	10,115	10,627	11,165	188
187	9,072	9,531	10,013	10,520	11,053	187
186	8,982	9,437	9,915	10,417	10,944	186
185	8,893	9,343	9,816	10,313	10,835	185
184	8,805	9,251	9,719	10,211	10,728	184
183	8,718	9,159	9,623	10,110	10,623	183
182	8,632	9,069	9,528	10,010	10,517	182
181	8,547	8,980	9,435	9,913	10,415	181
180	8,462	8,891	9,341	9,814	10,310	180
179	8,378	8,802	9,248	9,716	10,208	179
178	8,295	8,715	9,156	9,620	10,108	178
177	8,213	8,628	9,065	9,524	10,006	177
176	8,132	8,543	8,976	9,430	9,908	176
175	8,051	8,458	8,886	9,336	9,808	175
174	7,971	8,374	8,798	9,243	9,711	174
173	7,892	8,291	8,710	9,151	9,615	173
172	7,814	8,209	8,624	9,061	9,520	172
171	7,737	8,128	8,539	8,971	9,425	171
170	7,660	8,048	8,455	8,883	9,333	170
169	7,584	7,968	8,371	8,795	9,240	169
168	7,509	7,889	8,288	8,707	9,148	168
167	7,435	7,812	8,207	8,622	9,059	167
166	7,361	7,734	8,125	8,536	8,968	166
165	7,288	7,657	8,044	8,451	8,879	165
164	7,216	7,581	7,965	8,368	8,791	164
163	7,145	7,507	7,887	8,286	8,705	163
162	7,074	7,432	7,808	8,203	8,618	162
161	7,004	7,358	7,731	8,122	8,533	161
160	6,935	7,286	7,655	8,042	8,449	160
159	6,866	7,214	7,579	7,962	8,365	159
158	6,798	7,142	7,504	7,884	8,283	158
157	6,731	7,071	7,429	7,805	8,200	157
156	6,664	7,002	7,356	7,729	8,120	156

ATTACHMENT I, Section II
HACB BASE SALARY
EFFECTIVE SEPTEMBER 30, 2023
 (Based upon 2023 Salary Comp Study)
EMPLOYEES HIRED PRE 1/1/19

155	6,598	6,932	7,283	7,652	8,039	155
154	6,533	6,864	7,211	7,576	7,959	154
153	6,468	6,796	7,140	7,502	7,882	153
152	6,404	6,728	7,068	7,426	7,802	152
151	6,341	6,663	7,001	7,355	7,727	151
150	6,278	6,596	6,930	7,281	7,650	150
149	6,216	6,530	6,860	7,208	7,573	149
148	6,154	6,466	6,794	7,138	7,499	148
147	6,093	6,401	6,725	7,065	7,423	147
146	6,033	6,339	6,659	6,996	7,350	146
145	5,973	6,275	6,593	6,927	7,278	145
144	5,914	6,214	6,528	6,858	7,205	144
143	5,855	6,151	6,463	6,791	7,135	143
142	5,797	6,091	6,399	6,723	7,063	142
141	5,740	6,031	6,337	6,657	6,994	141
140	5,683	5,971	6,273	6,591	6,925	140
139	5,627	5,912	6,212	6,526	6,856	139
138	5,571	5,853	6,149	6,461	6,789	138
137	5,516	5,795	6,089	6,397	6,721	137
136	5,461	5,738	6,028	6,333	6,653	136
135	5,407	5,681	5,969	6,271	6,589	135
134	5,353	5,624	5,909	6,208	6,522	134
133	5,300	5,569	5,851	6,147	6,459	133
132	5,248	5,513	5,792	6,085	6,393	132
131	5,196	5,459	5,735	6,025	6,330	131
130	5,145	5,406	5,680	5,968	6,270	130
129	5,094	5,352	5,623	5,908	6,207	129
128	5,044	5,299	5,567	5,849	6,145	128
127	4,994	5,247	5,512	5,791	6,084	127
126	4,945	5,196	5,459	5,735	6,025	126
125	4,896	5,143	5,404	5,677	5,964	125
124	4,848	5,093	5,351	5,622	5,907	124
123	4,800	5,043	5,298	5,566	5,848	123
122	4,752	4,993	5,246	5,511	5,790	122
121	4,705	4,944	5,195	5,458	5,734	121
120	4,658	4,893	5,140	5,401	5,674	120
119	4,612	4,845	5,090	5,347	5,618	119
118	4,566	4,797	5,040	5,295	5,563	118
117	4,521	4,750	4,991	5,244	5,509	117
116	4,476	4,703	4,942	5,193	5,456	116
115	4,432	4,657	4,892	5,139	5,399	115
114	4,388	4,610	4,843	5,088	5,345	114
113	4,345	4,565	4,796	5,039	5,294	113
112	4,302	4,520	4,749	4,990	5,243	112
111	4,259	4,474	4,701	4,940	5,189	111
110	4,217	4,430	4,655	4,890	5,137	110
109	4,175	4,386	4,608	4,841	5,086	109
108	4,134	4,343	4,563	4,794	5,037	108

ATTACHMENT I, Section II
HACB BASE SALARY
EFFECTIVE SEPTEMBER 30, 2023
 (Based upon 2023 Salary Comp Study)
EMPLOYEES HIRED PRE 1/1/19

107	4,093	4,300	4,518	4,747	4,988	107
106	4,052	4,257	4,472	4,699	4,936	106
105	4,012	4,215	4,428	4,652	4,887	105
104	3,972	4,173	4,384	4,606	4,839	104
103	3,933	4,132	4,341	4,561	4,792	103
102	3,894	4,091	4,298	4,515	4,744	102
101	3,855	4,050	4,255	4,470	4,697	101
100	3,817	4,010	4,213	4,426	4,650	100
99	3,779	3,970	4,171	4,382	4,604	99
98	3,742	3,932	4,131	4,340	4,560	98
97	3,705	3,893	4,090	4,297	4,514	97
96	3,668	3,854	4,049	4,254	4,469	96
95	3,632	3,816	4,009	4,212	4,425	95
94	3,596	3,778	3,969	4,170	4,381	94
93	3,560	3,740	3,930	4,129	4,338	93
92	3,525	3,703	3,891	4,088	4,295	92
91	3,490	3,666	3,852	4,047	4,252	91
90	3,455	3,630	3,814	4,007	4,210	90
89	3,421	3,595	3,777	3,968	4,169	89
88	3,387	3,559	3,739	3,928	4,127	88
87	3,353	3,523	3,701	3,889	4,086	87
86	3,320	3,488	3,664	3,850	4,045	86
85	3,287	3,453	3,627	3,811	4,004	85
84	3,254	3,418	3,591	3,773	3,964	84
83	3,222	3,386	3,558	3,738	3,927	83
82	3,190	3,352	3,522	3,700	3,888	82
81	3,158	3,318	3,486	3,662	3,848	81
80	3,127	3,285	3,451	3,625	3,809	80
79	3,096	3,252	3,416	3,589	3,771	79
78	3,065	3,221	3,385	3,557	3,737	78
77	3,035	3,189	3,351	3,521	3,699	77
76	3,005	3,157	3,317	3,485	3,661	76
75	2,975	3,125	3,283	3,449	3,623	75
74	2,946	3,096	3,252	3,416	3,589	74
73	2,917	3,065	3,221	3,385	3,557	73
72	2,888	3,034	3,188	3,350	3,520	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT I, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(2% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	338	355	373	392	412	250
249	335	352	370	389	409	249
248	332	349	367	386	406	248
247	329	346	364	382	401	247
246	326	343	360	378	397	246
245	323	339	356	374	393	245
244	320	336	353	371	390	244
243	317	333	350	368	387	243
242	314	330	347	365	383	242
241	311	327	344	361	379	241
240	308	324	340	357	375	240
239	305	320	336	353	371	239
238	302	317	333	350	368	238
237	299	314	330	347	365	237
236	296	311	327	344	361	236
235	293	308	324	340	357	235
234	290	304	320	336	353	234
233	287	301	316	332	349	233
232	284	298	313	329	346	232
231	281	295	310	326	342	231
230	278	292	307	323	339	230
229	275	289	304	319	336	229
228	273	287	301	316	332	228
227	270	284	298	313	329	227
226	267	281	295	310	326	226
225	265	278	292	307	323	225
224	262	275	289	304	319	224
223	260	273	286	301	316	223
222	257	270	284	298	313	222
221	254	267	281	295	310	221
220	252	265	278	292	307	220
219	249	262	275	289	304	219
218	247	259	273	286	301	218
217	244	257	270	284	298	217
216	242	254	267	281	295	216
215	240	252	265	278	292	215
214	237	249	262	275	289	214
213	235	247	259	272	286	213
212	233	244	257	270	283	212
211	230	242	254	267	281	211
210	228	240	252	264	278	210
209	226	237	249	262	275	209
208	224	235	247	259	272	208
207	221	233	244	257	270	207
206	219	230	242	254	267	206
205	217	228	239	252	264	205
204	215	226	237	249	262	204

**ATTACHMENT I, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(2% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

203	213	223	235	247	259	203
202	211	221	232	244	257	202
201	209	219	230	242	254	201
200	206	217	228	239	252	200
199	204	215	226	237	249	199
198	202	213	223	235	247	198
197	200	211	221	232	244	197
196	198	208	219	230	242	196
195	196	206	217	228	239	195
194	195	204	215	226	237	194
193	193	202	213	223	235	193
192	191	200	210	221	232	192
191	189	198	208	219	230	191
190	187	196	206	217	228	190
189	185	194	204	215	226	189
188	183	193	202	213	223	188
187	181	191	200	210	221	187
186	180	189	198	208	219	186
185	178	187	196	206	217	185
184	176	185	194	204	215	184
183	174	183	192	202	212	183
182	173	181	191	200	210	182
181	171	180	189	198	208	181
180	169	178	187	196	206	180
179	168	176	185	194	204	179
178	166	174	183	192	202	178
177	164	173	181	190	200	177
176	163	171	180	189	198	176
175	161	169	178	187	196	175
174	159	167	176	185	194	174
173	158	166	174	183	192	173
172	156	164	172	181	190	172
171	155	163	171	179	189	171
170	153	161	169	178	187	170
169	152	159	167	176	185	169
168	150	158	166	174	183	168
167	149	156	164	172	181	167
166	147	155	163	171	179	166
165	146	153	161	169	178	165
164	144	152	159	167	176	164
163	143	150	158	166	174	163
162	141	149	156	164	172	162
161	140	147	155	162	171	161
160	139	146	153	161	169	160
159	137	144	152	159	167	159
158	136	143	150	158	166	158
157	135	141	149	156	164	157
156	133	140	147	155	162	156

**ATTACHMENT I, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(2% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

155	132	139	146	153	161	155
154	131	137	144	152	159	154
153	129	136	143	150	158	153
152	128	135	141	149	156	152
151	127	133	140	147	155	151
150	126	132	139	146	153	150
149	124	131	137	144	151	149
148	123	129	136	143	150	148
147	122	128	135	141	148	147
146	121	127	133	140	147	146
145	119	126	132	139	146	145
144	118	124	131	137	144	144
143	117	123	129	136	143	143
142	116	122	128	134	141	142
141	115	121	127	133	140	141
140	114	119	125	132	139	140
139	113	118	124	131	137	139
138	111	117	123	129	136	138
137	110	116	122	128	134	137
136	109	115	121	127	133	136
135	108	114	119	125	132	135
134	107	112	118	124	130	134
133	106	111	117	123	129	133
132	105	110	116	122	128	132
131	104	109	115	121	127	131
130	103	108	114	119	125	130
129	102	107	112	118	124	129
128	101	106	111	117	123	128
127	100	105	110	116	122	127
126	99	104	109	115	121	126
125	98	103	108	114	119	125
124	97	102	107	112	118	124
123	96	101	106	111	117	123
122	95	100	105	110	116	122
121	94	99	104	109	115	121
120	93	98	103	108	113	120
119	92	97	102	107	112	119
118	91	96	101	106	111	118
117	90	95	100	105	110	117
116	90	94	99	104	109	116
115	89	93	98	103	108	115
114	88	92	97	102	107	114
113	87	91	96	101	106	113
112	86	90	95	100	105	112
111	85	89	94	99	104	111
110	84	89	93	98	103	110
109	84	88	92	97	102	109
108	83	87	91	96	101	108

**ATTACHMENT I, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(2% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

107	82	86	90	95	100	107
106	81	85	89	94	99	106
105	80	84	89	93	98	105
104	79	83	88	92	97	104
103	79	83	87	91	96	103
102	78	82	86	90	95	102
101	77	81	85	89	94	101
100	76	80	84	89	93	100
99	76	79	83	88	92	99
98	75	79	83	87	91	98
97	74	78	82	86	90	97
96	73	77	81	85	89	96
95	73	76	80	84	89	95
94	72	76	79	83	88	94
93	71	75	79	83	87	93
92	71	74	78	82	86	92
91	70	73	77	81	85	91
90	69	73	76	80	84	90
89	68	72	76	79	83	89
88	68	71	75	79	83	88
87	67	70	74	78	82	87
86	66	70	73	77	81	86
85	66	69	73	76	80	85
84	65	68	72	75	79	84
83	64	68	71	75	79	83
82	64	67	70	74	78	82
81	63	66	70	73	77	81
80	63	66	69	73	76	80
79	62	65	68	72	75	79
78	61	64	68	71	75	78
77	61	64	67	70	74	77
76	60	63	66	70	73	76
75	60	63	66	69	72	75
74	59	62	65	68	72	74
73	58	61	64	68	71	73
72	58	61	64	67	70	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT I, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(4% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	679	713	749	787	827	250
249	672	706	742	780	819	249
248	665	699	734	771	810	248
247	658	691	726	763	802	247
246	651	684	719	755	793	246
245	645	678	712	748	786	245
244	639	671	705	741	779	244
243	633	665	699	734	771	243
242	627	659	692	727	764	242
241	621	652	685	720	756	241
240	615	646	679	713	749	240
239	609	640	672	706	742	239
238	603	634	666	700	735	238
237	597	627	659	692	727	237
236	591	621	652	685	720	236
235	585	615	646	679	713	235
234	579	608	639	671	705	234
233	573	602	633	665	699	233
232	568	596	627	658	692	232
231	562	590	620	652	685	231
230	556	585	614	645	678	230
229	551	579	608	639	671	229
228	545	573	602	633	665	228
227	540	567	596	626	658	227
226	535	562	590	620	652	226
225	529	556	584	614	645	225
224	524	551	579	608	639	224
223	519	545	573	602	632	223
222	514	540	567	596	626	222
221	509	535	562	590	620	221
220	504	529	556	584	614	220
219	499	524	551	578	608	219
218	494	519	545	573	602	218
217	489	514	540	567	596	217
216	484	509	534	561	590	216
215	479	504	529	556	584	215
214	475	499	524	550	578	214
213	470	494	519	545	573	213
212	465	489	514	540	567	212
211	461	484	508	534	561	211
210	456	479	503	529	556	210
209	452	474	498	524	550	209
208	447	470	493	518	545	208
207	443	465	489	513	539	207
206	438	460	484	508	534	206
205	434	456	479	503	529	205
204	430	451	474	498	523	204

**ATTACHMENT I, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(4% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

203	425	447	470	493	518	203
202	421	443	465	488	513	202
201	417	438	460	484	508	201
200	413	434	456	479	503	200
199	409	430	451	474	498	199
198	405	425	447	469	493	198
197	401	421	442	465	488	197
196	397	417	438	460	484	196
195	393	413	434	456	479	195
194	389	409	429	451	474	194
193	385	405	425	447	469	193
192	381	401	421	442	465	192
191	378	397	417	438	460	191
190	374	393	413	434	456	190
189	370	389	409	429	451	189
188	367	385	405	425	447	188
187	363	381	401	421	442	187
186	359	377	397	417	438	186
185	356	374	393	413	433	185
184	352	370	389	408	429	184
183	349	366	385	404	425	183
182	345	363	381	400	421	182
181	342	359	377	397	417	181
180	338	356	374	393	412	180
179	335	352	370	389	408	179
178	332	349	366	385	404	178
177	329	345	363	381	400	177
176	325	342	359	377	396	176
175	322	338	355	373	392	175
174	319	335	352	370	388	174
173	316	332	348	366	385	173
172	313	328	345	362	381	172
171	309	325	342	359	377	171
170	306	322	338	355	373	170
169	303	319	335	352	370	169
168	300	316	332	348	366	168
167	297	312	328	345	362	167
166	294	309	325	341	359	166
165	292	306	322	338	355	165
164	289	303	319	335	352	164
163	286	300	315	331	348	163
162	283	297	312	328	345	162
161	280	294	309	325	341	161
160	277	291	306	322	338	160
159	275	289	303	318	335	159
158	272	286	300	315	331	158
157	269	283	297	312	328	157
156	267	280	294	309	325	156

**ATTACHMENT I, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(4% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

155	264	277	291	306	322	155
154	261	275	288	303	318	154
153	259	272	286	300	315	153
152	256	269	283	297	312	152
151	254	267	280	294	309	151
150	251	264	277	291	306	150
149	249	261	274	288	303	149
148	246	259	272	286	300	148
147	244	256	269	283	297	147
146	241	254	266	280	294	146
145	239	251	264	277	291	145
144	237	249	261	274	288	144
143	234	246	259	272	285	143
142	232	244	256	269	283	142
141	230	241	253	266	280	141
140	227	239	251	264	277	140
139	225	236	248	261	274	139
138	223	234	246	258	272	138
137	221	232	244	256	269	137
136	218	230	241	253	266	136
135	216	227	239	251	264	135
134	214	225	236	248	261	134
133	212	223	234	246	258	133
132	210	221	232	243	256	132
131	208	218	229	241	253	131
130	206	216	227	239	251	130
129	204	214	225	236	248	129
128	202	212	223	234	246	128
127	200	210	220	232	243	127
126	198	208	218	229	241	126
125	196	206	216	227	239	125
124	194	204	214	225	236	124
123	192	202	212	223	234	123
122	190	200	210	220	232	122
121	188	198	208	218	229	121
120	186	196	206	216	227	120
119	184	194	204	214	225	119
118	183	192	202	212	223	118
117	181	190	200	210	220	117
116	179	188	198	208	218	116
115	177	186	196	206	216	115
114	176	184	194	204	214	114
113	174	183	192	202	212	113
112	172	181	190	200	210	112
111	170	179	188	198	208	111
110	169	177	186	196	205	110
109	167	175	184	194	203	109
108	165	174	183	192	201	108

**ATTACHMENT I, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(4% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

107	164	172	181	190	200	107
106	162	170	179	188	197	106
105	160	169	177	186	195	105
104	159	167	175	184	194	104
103	157	165	174	182	192	103
102	156	164	172	181	190	102
101	154	162	170	179	188	101
100	153	160	169	177	186	100
99	151	159	167	175	184	99
98	150	157	165	174	182	98
97	148	156	164	172	181	97
96	147	154	162	170	179	96
95	145	153	160	168	177	95
94	144	151	159	167	175	94
93	142	150	157	165	174	93
92	141	148	156	164	172	92
91	140	147	154	162	170	91
90	138	145	153	160	168	90
89	137	144	151	159	167	89
88	135	142	150	157	165	88
87	134	141	148	156	163	87
86	133	140	147	154	162	86
85	131	138	145	152	160	85
84	130	137	144	151	159	84
83	129	135	142	150	157	83
82	128	134	141	148	156	82
81	126	133	139	146	154	81
80	125	131	138	145	152	80
79	124	130	137	144	151	79
78	123	129	135	142	149	78
77	121	128	134	141	148	77
76	120	126	133	139	146	76
75	119	125	131	138	145	75
74	118	124	130	137	144	74
73	117	123	129	135	142	73
72	116	121	128	134	141	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT I, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(6% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	1,020	1,072	1,126	1,183	1,243	250
249	1,010	1,061	1,115	1,171	1,230	249
248	1,000	1,051	1,104	1,160	1,219	248
247	990	1,040	1,093	1,148	1,206	247
246	980	1,030	1,082	1,137	1,195	246
245	970	1,019	1,071	1,125	1,182	245
244	960	1,009	1,060	1,114	1,170	244
243	950	998	1,048	1,101	1,157	243
242	941	989	1,039	1,092	1,147	242
241	932	979	1,029	1,081	1,136	241
240	923	970	1,019	1,071	1,125	240
239	914	960	1,009	1,060	1,114	239
238	905	951	999	1,050	1,103	238
237	896	941	989	1,039	1,092	237
236	887	932	979	1,029	1,081	236
235	878	922	969	1,018	1,070	235
234	869	913	959	1,007	1,058	234
233	860	903	949	997	1,048	233
232	851	895	940	987	1,037	232
231	843	886	930	978	1,027	231
230	835	877	921	968	1,017	230
229	826	868	912	958	1,007	229
228	818	860	903	949	997	228
227	810	851	894	940	987	227
226	802	843	885	930	977	226
225	794	834	877	921	968	225
224	786	826	868	912	958	224
223	779	818	859	903	948	223
222	771	810	851	894	939	222
221	763	802	842	885	930	221
220	756	794	834	876	921	220
219	748	786	826	868	912	219
218	741	778	818	859	903	218
217	733	771	810	851	894	217
216	726	763	802	842	885	216
215	719	755	794	834	876	215
214	712	748	786	826	867	214
213	705	741	778	817	859	213
212	698	733	770	809	850	212
211	691	726	763	801	842	211
210	684	719	755	793	834	210
209	677	712	748	786	825	209
208	671	705	740	778	817	208
207	664	698	733	770	809	207
206	657	691	726	762	801	206
205	651	684	718	755	793	205
204	644	677	711	747	785	204

**ATTACHMENT I, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(6% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

203	638	670	704	740	777	203
202	632	664	697	733	770	202
201	626	657	691	725	762	201
200	619	651	684	718	755	200
199	613	644	677	711	747	199
198	607	638	670	704	740	198
197	601	632	664	697	733	197
196	595	625	657	690	725	196
195	589	619	651	684	718	195
194	584	613	644	677	711	194
193	578	607	638	670	704	193
192	572	601	631	663	697	192
191	566	595	625	657	690	191
190	561	589	619	651	683	190
189	555	583	613	644	677	189
188	550	578	607	638	670	188
187	544	572	601	631	663	187
186	539	566	595	625	657	186
185	534	561	589	619	650	185
184	528	555	583	613	644	184
183	523	550	577	607	637	183
182	518	544	572	601	631	182
181	513	539	566	595	625	181
180	508	533	560	589	619	180
179	503	528	555	583	612	179
178	498	523	549	577	606	178
177	493	518	544	571	600	177
176	488	513	539	566	594	176
175	483	507	533	560	588	175
174	478	502	528	555	583	174
173	474	497	523	549	577	173
172	469	493	517	544	571	172
171	464	488	512	538	566	171
170	460	483	507	533	560	170
169	455	478	502	528	554	169
168	451	473	497	522	549	168
167	446	469	492	517	544	167
166	442	464	488	512	538	166
165	437	459	483	507	533	165
164	433	455	478	502	527	164
163	429	450	473	497	522	163
162	424	446	468	492	517	162
161	420	441	464	487	512	161
160	416	437	459	483	507	160
159	412	433	455	478	502	159
158	408	429	450	473	497	158
157	404	424	446	468	492	157
156	400	420	441	464	487	156

**ATTACHMENT I, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(6% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

155	396	416	437	459	482	155
154	392	412	433	455	478	154
153	388	408	428	450	473	153
152	384	404	424	446	468	152
151	380	400	420	441	464	151
150	377	396	416	437	459	150
149	373	392	412	432	454	149
148	369	388	408	428	450	148
147	366	384	404	424	445	147
146	362	380	400	420	441	146
145	358	377	396	416	437	145
144	355	373	392	411	432	144
143	351	369	388	407	428	143
142	348	365	384	403	424	142
141	344	362	380	399	420	141
140	341	358	376	395	416	140
139	338	355	373	392	411	139
138	334	351	369	388	407	138
137	331	348	365	384	403	137
136	328	344	362	380	399	136
135	324	341	358	376	395	135
134	321	337	355	372	391	134
133	318	334	351	369	388	133
132	315	331	348	365	384	132
131	312	328	344	362	380	131
130	309	324	341	358	376	130
129	306	321	337	354	372	129
128	303	318	334	351	369	128
127	300	315	331	347	365	127
126	297	312	328	344	362	126
125	294	309	324	341	358	125
124	291	306	321	337	354	124
123	288	303	318	334	351	123
122	285	300	315	331	347	122
121	282	297	312	327	344	121
120	279	294	308	324	340	120
119	277	291	305	321	337	119
118	274	288	302	318	334	118
117	271	285	299	315	331	117
116	269	282	297	312	327	116
115	266	279	294	308	324	115
114	263	277	291	305	321	114
113	261	274	288	302	318	113
112	258	271	285	299	315	112
111	256	268	282	296	311	111
110	253	266	279	293	308	110
109	251	263	276	290	305	109
108	248	261	274	288	302	108

**ATTACHMENT I, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE SEPTEMBER 30, 2023
(6% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

107	246	258	271	285	299	107
106	243	255	268	282	296	106
105	241	253	266	279	293	105
104	238	250	263	276	290	104
103	236	248	260	274	288	103
102	234	245	258	271	285	102
101	231	243	255	268	282	101
100	229	241	253	266	279	100
99	227	238	250	263	276	99
98	225	236	248	260	274	98
97	222	234	245	258	271	97
96	220	231	243	255	268	96
95	218	229	241	253	266	95
94	216	227	238	250	263	94
93	214	224	236	248	260	93
92	212	222	233	245	258	92
91	209	220	231	243	255	91
90	207	218	229	240	253	90
89	205	216	227	238	250	89
88	203	214	224	236	248	88
87	201	211	222	233	245	87
86	199	209	220	231	243	86
85	197	207	218	229	240	85
84	195	205	215	226	238	84
83	193	203	213	224	236	83
82	191	201	211	222	233	82
81	189	199	209	220	231	81
80	188	197	207	218	229	80
79	186	195	205	215	226	79
78	184	193	203	213	224	78
77	182	191	201	211	222	77
76	180	189	199	209	220	76
75	179	188	197	207	217	75
74	177	186	195	205	215	74
73	175	184	193	203	213	73
72	173	182	191	201	211	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT II, SECTION I
HACB
REPRESENTED EMPLOYEES LIST
(CLASSES ASSIGNED TO SALARY RANGES)
EFFECTIVE SEPTEMBER 30, 2023**

The following classifications, as listed by position title, are hereby assigned to the respective salary range numbers.

Position	Salary Range
Accountant	125
Accounting Technician	115
Assisted Housing Specialist	112
Client Services Specialist I	97
Contracts Administrator	138
Housing Inspector	126
Intake Specialist - Public Housing	107
Intake Specialist - Section 8	107
Maintenance I	111
Maintenance II	116
Occupancy Specialist - Lead	122
Occupancy Specialist	112
Senior Accountant	153
Special Programs Coordinator	120
Utility Worker	72*

* Changes annually per California minimum wage.

**ATTACHMENT II, Section II
HACB BASE SALARY
EFFECTIVE SEPTEMBER 30, 2023**
(Based upon 2023 Salary Comp Study)
EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9	Grade
250	16,975	17,399	17,834	18,280	18,737	19,205	19,685	20,177	20,681	230
249	16,807	17,227	17,658	18,099	18,551	19,015	19,490	19,977	20,476	229
248	16,641	17,057	17,483	17,920	18,368	18,827	19,298	19,780	20,275	228
247	16,476	16,888	17,310	17,743	18,187	18,642	19,108	19,586	20,076	227
246	16,313	16,721	17,139	17,567	18,006	18,456	18,917	19,390	19,875	226
245	16,151	16,555	16,969	17,393	17,828	18,274	18,731	19,199	19,679	225
244	15,991	16,391	16,801	17,221	17,652	18,093	18,545	19,009	19,484	224
243	15,833	16,229	16,635	17,051	17,477	17,914	18,362	18,821	19,292	223
242	15,676	16,068	16,470	16,882	17,304	17,737	18,180	18,635	19,101	222
241	15,521	15,909	16,307	16,715	17,133	17,561	18,000	18,450	18,911	221
240	15,367	15,751	16,145	16,549	16,963	17,387	17,822	18,268	18,725	220
239	15,215	15,595	15,985	16,385	16,795	17,215	17,645	18,086	18,538	219
238	15,064	15,441	15,827	16,223	16,629	17,045	17,471	17,908	18,356	218
237	14,915	15,288	15,670	16,062	16,464	16,876	17,298	17,730	18,173	217
236	14,767	15,136	15,514	15,902	16,300	16,708	17,126	17,554	17,993	216
235	14,621	14,987	15,362	15,746	16,140	16,544	16,958	17,382	17,817	215
234	14,476	14,838	15,209	15,589	15,979	16,378	16,787	17,207	17,637	214
233	14,333	14,691	15,058	15,434	15,820	16,216	16,621	17,037	17,463	213
232	14,191	14,546	14,910	15,283	15,665	16,057	16,458	16,869	17,291	212
231	14,050	14,401	14,761	15,130	15,508	15,896	16,293	16,700	17,118	211
230	13,911	14,259	14,615	14,980	15,355	15,739	16,132	16,535	16,948	210
229	13,773	14,117	14,470	14,832	15,203	15,583	15,973	16,372	16,781	209
228	13,637	13,978	14,327	14,685	15,052	15,428	15,814	16,209	16,614	208
227	13,502	13,840	14,186	14,541	14,905	15,278	15,660	16,052	16,453	207
226	13,368	13,702	14,045	14,396	14,756	15,125	15,503	15,891	16,288	206
225	13,236	13,567	13,906	14,254	14,610	14,975	15,349	15,733	16,126	205
224	13,105	13,433	13,769	14,113	14,466	14,828	15,199	15,579	15,968	204
223	12,975	13,299	13,631	13,972	14,321	14,679	15,046	15,422	15,808	203
222	12,847	13,168	13,497	13,834	14,180	14,535	14,898	15,270	15,652	202
221	12,720	13,038	13,364	13,698	14,040	14,391	14,751	15,120	15,498	201
220	12,594	12,909	13,232	13,563	13,902	14,250	14,606	14,971	15,345	200
219	12,469	12,781	13,101	13,429	13,765	14,109	14,462	14,824	15,195	219
218	12,346	12,655	12,971	13,295	13,627	13,968	14,317	14,675	15,042	218
217	12,224	12,530	12,843	13,164	13,493	13,830	14,176	14,530	14,893	217
216	12,103	12,406	12,716	13,034	13,360	13,694	14,036	14,387	14,747	216
215	11,983	12,283	12,590	12,905	13,228	13,559	13,898	14,245	14,601	215
214	11,864	12,161	12,465	12,777	13,096	13,423	13,759	14,103	14,456	214
213	11,747	12,041	12,342	12,651	12,967	13,291	13,623	13,964	14,313	213
212	11,631	11,922	12,220	12,526	12,839	13,160	13,489	13,826	14,172	212
211	11,516	11,804	12,099	12,401	12,711	13,029	13,355	13,689	14,031	211
210	11,402	11,687	11,979	12,278	12,585	12,900	13,223	13,554	13,893	210
209	11,289	11,571	11,860	12,157	12,461	12,773	13,092	13,419	13,754	209
208	11,177	11,456	11,742	12,036	12,337	12,645	12,961	13,285	13,617	208
207	11,066	11,343	11,627	11,918	12,216	12,521	12,834	13,155	13,484	207
206	10,956	11,230	11,511	11,799	12,094	12,396	12,706	13,024	13,350	206
205	10,848	11,119	11,397	11,682	11,974	12,273	12,580	12,895	13,217	205
204	10,741	11,010	11,285	11,567	11,856	12,152	12,456	12,767	13,086	204
203	10,635	10,901	11,174	11,453	11,739	12,032	12,333	12,641	12,957	203
202	10,530	10,793	11,063	11,340	11,624	11,915	12,213	12,518	12,831	202
201	10,426	10,687	10,954	11,228	11,509	11,797	12,092	12,394	12,704	201
200	10,323	10,581	10,846	11,117	11,395	11,680	11,972	12,271	12,578	200
199	10,221	10,477	10,739	11,007	11,282	11,564	11,853	12,149	12,453	199
198	10,120	10,373	10,632	10,898	11,170	11,449	11,735	12,028	12,329	198
197	10,020	10,271	10,528	10,791	11,061	11,338	11,621	11,912	12,210	197
196	9,921	10,169	10,423	10,684	10,951	11,225	11,506	11,794	12,089	196
195	9,823	10,069	10,321	10,579	10,843	11,114	11,392	11,677	11,969	195
194	9,726	9,969	10,218	10,473	10,735	11,003	11,278	11,560	11,849	194
193	9,630	9,871	10,118	10,371	10,630	10,896	11,168	11,447	11,733	193
192	9,535	9,773	10,017	10,267	10,524	10,787	11,057	11,333	11,616	192
191	9,441	9,677	9,919	10,167	10,421	10,682	10,949	11,223	11,504	191
190	9,348	9,582	9,822	10,068	10,320	10,578	10,842	11,113	11,391	190
189	9,255	9,486	9,723	9,966	10,215	10,470	10,732	11,000	11,275	189
188	9,163	9,392	9,627	9,868	10,115	10,368	10,627	10,893	11,165	188
187	9,072	9,299	9,531	9,769	10,013	10,263	10,520	10,783	11,053	187
186	8,982	9,207	9,437	9,673	9,915	10,163	10,417	10,677	10,944	186
185	8,893	9,115	9,343	9,577	9,816	10,061	10,313	10,571	10,835	185
184	8,805	9,025	9,251	9,482	9,719	9,962	10,211	10,466	10,728	184
183	8,718	8,936	9,159	9,388	9,623	9,864	10,111	10,364	10,623	183

**ATTACHMENT II, Section II
HACB BASE SALARY
EFFECTIVE SEPTEMBER 30, 2023**
(Based upon 2023 Salary Comp Study)
EMPLOYEES HIRED POST 1/1/19

182	8,632	8,848	9,069	9,296	9,528	9,766	10,010	10,260	10,517	182
181	8,547	8,761	8,980	9,205	9,435	9,671	9,913	10,161	10,415	181
180	8,462	8,674	8,891	9,113	9,341	9,575	9,814	10,059	10,310	180
179	8,378	8,587	8,802	9,022	9,248	9,479	9,716	9,959	10,208	179
178	8,295	8,502	8,715	8,933	9,156	9,385	9,620	9,861	10,108	178
177	8,213	8,418	8,628	8,844	9,065	9,292	9,524	9,762	10,006	177
176	8,132	8,335	8,543	8,757	8,976	9,200	9,430	9,666	9,908	176
175	8,051	8,252	8,458	8,669	8,886	9,108	9,336	9,569	9,808	175
174	7,971	8,170	8,374	8,583	8,798	9,018	9,243	9,474	9,711	174
173	7,892	8,089	8,291	8,498	8,710	8,928	9,151	9,380	9,615	173
172	7,814	8,009	8,209	8,414	8,624	8,840	9,061	9,288	9,520	172
171	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425	171
170	7,660	7,852	8,048	8,249	8,455	8,666	8,883	9,105	9,333	170
169	7,584	7,774	7,968	8,167	8,371	8,580	8,795	9,015	9,240	169
168	7,509	7,697	7,889	8,086	8,288	8,495	8,707	8,925	9,148	168
167	7,435	7,621	7,812	8,007	8,207	8,412	8,622	8,838	9,059	167
166	7,361	7,545	7,734	7,927	8,125	8,328	8,536	8,749	8,968	166
165	7,288	7,470	7,657	7,848	8,044	8,245	8,451	8,662	8,879	165
164	7,216	7,396	7,581	7,771	7,965	8,164	8,368	8,577	8,791	164
163	7,145	7,324	7,507	7,695	7,887	8,084	8,286	8,493	8,705	163
162	7,074	7,251	7,432	7,618	7,808	8,003	8,203	8,408	8,618	162
161	7,004	7,179	7,358	7,542	7,731	7,924	8,122	8,325	8,533	161
160	6,935	7,108	7,286	7,468	7,655	7,846	8,042	8,243	8,449	160
159	6,866	7,038	7,214	7,394	7,579	7,768	7,962	8,161	8,365	159
158	6,798	6,968	7,142	7,321	7,504	7,692	7,884	8,081	8,283	158
157	6,731	6,899	7,071	7,248	7,429	7,615	7,805	8,000	8,200	157
156	6,664	6,831	7,002	7,177	7,356	7,540	7,729	7,922	8,120	156
155	6,598	6,763	6,932	7,105	7,283	7,465	7,652	7,843	8,039	155
154	6,533	6,696	6,863	7,035	7,211	7,391	7,576	7,765	7,959	154
153	6,468	6,630	6,796	6,966	7,140	7,319	7,502	7,690	7,882	153
152	6,404	6,564	6,728	6,896	7,068	7,245	7,426	7,612	7,802	152
151	6,341	6,500	6,663	6,830	7,001	7,176	7,355	7,539	7,727	151
150	6,278	6,435	6,596	6,761	6,930	7,103	7,281	7,463	7,650	150
149	6,216	6,371	6,530	6,693	6,860	7,032	7,208	7,388	7,573	149
148	6,154	6,308	6,466	6,628	6,794	6,964	7,138	7,316	7,499	148
147	6,093	6,245	6,401	6,561	6,725	6,893	7,065	7,242	7,423	147
146	6,033	6,184	6,339	6,497	6,659	6,825	6,996	7,171	7,350	146
145	5,973	6,122	6,275	6,432	6,593	6,758	6,927	7,100	7,278	145
144	5,914	6,062	6,214	6,369	6,528	6,691	6,858	7,029	7,205	144
143	5,855	6,001	6,151	6,305	6,463	6,625	6,791	6,961	7,135	143
142	5,797	5,942	6,091	6,243	6,399	6,559	6,723	6,891	7,063	142
141	5,740	5,884	6,031	6,182	6,337	6,495	6,657	6,823	6,994	141
140	5,683	5,825	5,971	6,120	6,273	6,430	6,591	6,756	6,925	140
139	5,627	5,768	5,912	6,060	6,212	6,367	6,526	6,689	6,856	139
138	5,571	5,710	5,853	5,999	6,149	6,303	6,461	6,623	6,789	138
137	5,516	5,654	5,795	5,940	6,089	6,241	6,397	6,557	6,721	137
136	5,461	5,598	5,738	5,881	6,028	6,179	6,333	6,491	6,653	136
135	5,407	5,542	5,681	5,823	5,969	6,118	6,271	6,428	6,589	135
134	5,353	5,487	5,624	5,765	5,909	6,057	6,208	6,363	6,522	134
133	5,300	5,433	5,569	5,708	5,851	5,997	6,147	6,301	6,459	133
132	5,248	5,379	5,513	5,651	5,792	5,937	6,085	6,237	6,393	132
131	5,196	5,326	5,459	5,595	5,735	5,878	6,025	6,176	6,330	131
130	5,145	5,274	5,406	5,541	5,680	5,822	5,968	6,117	6,270	130
129	5,094	5,221	5,352	5,486	5,623	5,764	5,908	6,056	6,207	129
128	5,044	5,170	5,299	5,431	5,567	5,706	5,849	5,995	6,145	128
127	4,994	5,119	5,247	5,378	5,512	5,650	5,791	5,936	6,084	127
126	4,945	5,069	5,196	5,326	5,459	5,595	5,735	5,878	6,025	126
125	4,896	5,018	5,143	5,272	5,404	5,539	5,677	5,819	5,964	125
124	4,848	4,969	5,093	5,220	5,351	5,485	5,622	5,763	5,907	124
123	4,800	4,920	5,043	5,169	5,298	5,430	5,566	5,705	5,848	123
122	4,752	4,871	4,993	5,118	5,246	5,377	5,511	5,649	5,790	122
121	4,705	4,823	4,944	5,068	5,195	5,325	5,458	5,594	5,734	121
120	4,658	4,774	4,893	5,015	5,140	5,269	5,401	5,536	5,674	120
119	4,612	4,727	4,845	4,966	5,090	5,217	5,347	5,481	5,618	119
118	4,566	4,680	4,797	4,917	5,040	5,166	5,295	5,427	5,563	118
117	4,521	4,634	4,750	4,869	4,991	5,116	5,244	5,375	5,509	117
116	4,476	4,588	4,703	4,821	4,942	5,066	5,193	5,323	5,456	116
115	4,432	4,543	4,657	4,773	4,892	5,014	5,139	5,267	5,399	115
114	4,388	4,498	4,610	4,725	4,843	4,964	5,088	5,215	5,345	114

**ATTACHMENT II, Section II
HACB BASE SALARY
EFFECTIVE SEPTEMBER 30, 2023**
(Based upon 2023 Salary Comp Study)
EMPLOYEES HIRED POST 1/1/19

113	4,345	4,454	4,565	4,679	4,796	4,916	5,039	5,165	5,294	113
112	4,302	4,410	4,520	4,633	4,749	4,868	4,990	5,115	5,243	112
111	4,259	4,365	4,474	4,586	4,701	4,819	4,939	5,062	5,189	111
110	4,217	4,322	4,430	4,541	4,655	4,771	4,890	5,012	5,137	110
109	4,175	4,279	4,386	4,496	4,608	4,723	4,841	4,962	5,086	109
108	4,134	4,237	4,343	4,452	4,563	4,677	4,794	4,914	5,037	108
107	4,093	4,195	4,300	4,408	4,518	4,631	4,747	4,866	4,988	107
106	4,052	4,153	4,257	4,363	4,472	4,584	4,699	4,816	4,936	106
105	4,012	4,112	4,215	4,320	4,428	4,539	4,652	4,768	4,887	105
104	3,972	4,071	4,173	4,277	4,384	4,494	4,606	4,721	4,839	104
103	3,933	4,031	4,132	4,235	4,341	4,450	4,561	4,675	4,792	103
102	3,894	3,991	4,091	4,193	4,298	4,405	4,515	4,628	4,744	102
101	3,855	3,951	4,050	4,151	4,255	4,361	4,470	4,582	4,697	101
100	3,817	3,912	4,010	4,110	4,213	4,318	4,426	4,537	4,650	100
99	3,779	3,873	3,970	4,069	4,171	4,275	4,382	4,492	4,604	99
98	3,742	3,836	3,932	4,030	4,131	4,234	4,340	4,449	4,560	98
97	3,705	3,798	3,893	3,990	4,090	4,192	4,297	4,404	4,514	97
96	3,668	3,760	3,854	3,950	4,049	4,150	4,254	4,360	4,469	96
95	3,632	3,723	3,816	3,911	4,009	4,109	4,212	4,317	4,425	95
94	3,596	3,686	3,778	3,872	3,969	4,068	4,170	4,274	4,381	94
93	3,560	3,649	3,740	3,834	3,930	4,028	4,129	4,232	4,338	93
92	3,525	3,613	3,703	3,796	3,891	3,988	4,088	4,190	4,295	92
91	3,490	3,577	3,666	3,758	3,852	3,948	4,047	4,148	4,252	91
90	3,455	3,541	3,630	3,721	3,814	3,909	4,007	4,107	4,210	90
89	3,421	3,507	3,595	3,685	3,777	3,871	3,968	4,067	4,169	89
88	3,387	3,472	3,559	3,648	3,739	3,832	3,928	4,026	4,127	88
87	3,353	3,437	3,523	3,611	3,701	3,794	3,889	3,986	4,086	87
86	3,320	3,403	3,488	3,575	3,664	3,756	3,850	3,946	4,045	86
85	3,287	3,369	3,453	3,539	3,627	3,718	3,811	3,906	4,004	85
84	3,254	3,335	3,418	3,503	3,591	3,681	3,773	3,867	3,964	84
83	3,222	3,303	3,386	3,471	3,558	3,647	3,738	3,831	3,927	83
82	3,190	3,270	3,352	3,436	3,522	3,610	3,700	3,793	3,888	82
81	3,158	3,237	3,318	3,401	3,486	3,573	3,662	3,754	3,848	81
80	3,127	3,205	3,285	3,367	3,451	3,537	3,625	3,716	3,809	80
79	3,096	3,173	3,252	3,333	3,416	3,501	3,589	3,679	3,771	79
78	3,065	3,142	3,221	3,302	3,385	3,470	3,557	3,646	3,737	78
77	3,035	3,111	3,189	3,269	3,351	3,435	3,521	3,609	3,699	77
76	3,005	3,080	3,157	3,236	3,317	3,400	3,485	3,572	3,661	76
75	2,975	3,049	3,125	3,203	3,283	3,365	3,449	3,535	3,623	75
74	2,946	3,020	3,096	3,173	3,252	3,333	3,416	3,501	3,589	74
73	2,917	2,990	3,065	3,142	3,221	3,302	3,385	3,470	3,557	73
72	2,888	2,960	3,034	3,110	3,188	3,268	3,350	3,434	3,520	72
Grade	1	2	3	4	5	6	7	8	9	Grade

**ATTACHMENT II, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(2% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9	Grade
250	338	346	355	364	373	382	392	402	412	230
249	335	343	352	361	370	379	388	398	408	229
248	332	340	349	358	367	376	385	395	405	228
247	329	337	345	354	363	372	381	391	401	227
246	326	334	342	351	360	369	378	387	397	226
245	323	331	339	347	356	365	374	383	393	225
244	320	328	336	344	353	362	371	380	390	224
243	317	325	333	341	350	359	368	377	386	223
242	314	322	330	338	346	355	364	373	382	222
241	311	319	327	335	343	352	361	370	379	221
240	308	316	324	332	340	349	358	367	376	220
239	305	313	321	329	337	345	354	363	372	219
238	302	310	318	326	334	342	351	360	369	218
237	299	306	314	322	330	338	346	355	364	217
236	296	303	311	319	327	335	343	352	361	216
235	293	300	308	316	324	332	340	349	358	215
234	290	297	304	312	320	328	336	344	353	234
233	287	294	301	309	316	324	332	341	349	233
232	284	291	298	306	313	321	329	337	346	232
231	281	288	295	303	310	318	326	334	342	231
230	278	285	292	300	307	315	323	331	339	230
229	275	282	289	297	304	312	319	327	336	229
228	273	280	287	294	301	309	316	324	332	228
227	270	277	284	291	298	306	313	321	329	227
226	267	274	281	288	295	303	310	318	326	226
225	265	271	278	285	292	300	307	315	323	225
224	262	269	275	282	289	297	304	312	319	224
223	260	266	273	279	286	294	301	308	316	223
222	257	263	270	277	284	291	298	305	313	222
221	254	261	267	274	281	288	295	302	310	221
220	252	258	265	271	278	285	292	299	307	220
219	249	256	262	269	275	282	289	296	304	219
218	247	253	259	266	273	279	286	294	301	218
217	244	251	257	263	270	277	284	291	298	217
216	242	248	254	261	267	274	281	288	295	216
215	240	246	252	258	265	271	278	285	292	215
214	237	243	249	256	262	268	275	282	289	214
213	235	241	247	253	259	266	272	279	286	213
212	233	238	244	251	257	263	270	277	283	212
211	230	236	242	248	254	261	267	274	281	211
210	228	234	240	246	252	258	264	271	278	210
209	226	231	237	243	249	255	262	268	275	209
208	224	229	235	241	247	253	259	266	272	208
207	221	227	233	238	244	250	257	263	270	207
206	219	225	230	236	242	248	254	260	267	206
205	217	222	228	234	239	245	252	258	264	205
204	215	220	226	231	237	243	249	255	262	204
203	213	218	223	229	235	241	247	253	259	203
202	211	216	221	227	232	238	244	250	257	202
201	209	214	219	225	230	236	242	248	254	201
200	206	212	217	222	228	234	239	245	252	200
199	204	210	215	220	226	231	237	243	249	199
198	202	207	213	218	223	229	235	241	247	198
197	200	205	211	216	221	227	232	238	244	197
196	198	203	208	214	219	225	230	236	242	196
195	196	201	206	212	217	222	228	234	239	195
194	195	199	204	209	215	220	226	231	237	194
193	193	197	202	207	213	218	223	229	235	193
192	191	195	200	205	210	216	221	227	232	192
191	189	194	198	203	208	214	219	224	230	191
190	187	192	196	201	206	212	217	222	228	190
189	185	190	194	199	204	209	215	220	226	189
188	183	188	193	197	202	207	213	218	223	188
187	181	186	191	195	200	205	210	216	221	187
186	180	184	189	193	198	203	208	214	219	186
185	178	182	187	192	196	201	206	211	217	185
184	176	181	185	190	194	199	204	209	215	184
183	174	179	183	188	192	197	202	207	212	183

**ATTACHMENT II, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(2% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

182	173	177	181	186	191	195	200	205	210	182
181	171	175	180	184	189	193	198	203	208	181
180	169	173	178	182	187	192	196	201	206	180
179	168	172	176	180	185	190	194	199	204	179
178	166	170	174	179	183	188	192	197	202	178
177	164	168	173	177	181	186	190	195	200	177
176	163	167	171	175	180	184	189	193	198	176
175	161	165	169	173	178	182	187	191	196	175
174	159	163	167	172	176	180	185	189	194	174
173	158	162	166	170	174	179	183	188	192	173
172	156	160	164	168	172	177	181	186	190	172
171	155	159	163	167	171	175	179	184	189	171
170	153	157	161	165	169	173	178	182	187	170
169	152	155	159	163	167	172	176	180	185	169
168	150	154	158	162	166	170	174	179	183	168
167	149	152	156	160	164	168	172	177	181	167
166	147	151	155	159	163	167	171	175	179	166
165	146	149	153	157	161	165	169	173	178	165
164	144	148	152	155	159	163	167	172	176	164
163	143	146	150	154	158	162	166	170	174	163
162	141	145	149	152	156	160	164	168	172	162
161	140	144	147	151	155	158	162	167	171	161
160	139	142	146	149	153	157	161	165	169	160
159	137	141	144	148	152	155	159	163	167	159
158	136	139	143	146	150	154	158	162	166	158
157	135	138	141	145	149	152	156	160	164	157
156	133	137	140	144	147	151	155	158	162	156
155	132	135	139	142	146	149	153	157	161	155
154	131	134	137	141	144	148	152	155	159	154
153	129	133	136	139	143	146	150	154	158	153
152	128	131	135	138	141	145	149	152	156	152
151	127	130	133	137	140	144	147	151	155	151
150	126	129	132	135	139	142	146	149	153	150
149	124	127	131	134	137	141	144	148	151	149
148	123	126	129	133	136	139	143	146	150	148
147	122	125	128	131	135	138	141	145	148	147
146	121	124	127	130	133	137	140	143	147	146
145	119	122	126	129	132	135	139	142	146	145
144	118	121	124	127	131	134	137	141	144	144
143	117	120	123	126	129	133	136	139	143	143
142	116	119	122	125	128	131	134	138	141	142
141	115	118	121	124	127	130	133	136	140	141
140	114	117	119	122	125	129	132	135	139	140
139	113	115	118	121	124	127	131	134	137	139
138	111	114	117	120	123	126	129	132	136	138
137	110	113	116	119	122	125	128	131	134	137
136	109	112	115	118	121	124	127	130	133	136
135	108	111	114	116	119	122	125	129	132	135
134	107	110	112	115	118	121	124	127	130	134
133	106	109	111	114	117	120	123	126	129	133
132	105	108	110	113	116	119	122	125	128	132
131	104	107	109	112	115	118	121	124	127	131
130	103	105	108	111	114	116	119	122	125	130
129	102	104	107	110	112	115	118	121	124	129
128	101	103	106	109	111	114	117	120	123	128
127	100	102	105	108	110	113	116	119	122	127
126	99	101	104	107	109	112	115	118	121	126
125	98	100	103	105	108	111	114	116	119	125
124	97	99	102	104	107	110	112	115	118	124
123	96	98	101	103	106	109	111	114	117	123
122	95	97	100	102	105	108	110	113	116	122
121	94	96	99	101	104	107	109	112	115	121
120	93	95	98	100	103	105	108	111	113	120
119	92	95	97	99	102	104	107	110	112	119
118	91	94	96	98	101	103	106	109	111	118
117	90	93	95	97	100	102	105	108	110	117
116	90	92	94	96	99	101	104	106	109	116
115	89	91	93	95	98	100	103	105	108	115
114	88	90	92	95	97	99	102	104	107	114

**ATTACHMENT II, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(2% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

113	87	89	91	94	96	98	101	103	106	113
112	86	88	90	93	95	97	100	102	105	112
111	85	87	89	92	94	96	99	101	104	111
110	84	86	89	91	93	95	98	100	103	110
109	84	86	88	90	92	94	97	99	102	109
108	83	85	87	89	91	94	96	98	101	108
107	82	84	86	88	90	93	95	97	100	107
106	81	83	85	87	89	92	94	96	99	106
105	80	82	84	86	89	91	93	95	98	105
104	79	81	83	86	88	90	92	94	97	104
103	79	81	83	85	87	89	91	94	96	103
102	78	80	82	84	86	88	90	93	95	102
101	77	79	81	83	85	87	89	92	94	101
100	76	78	80	82	84	86	89	91	93	100
99	76	77	79	81	83	86	88	90	92	99
98	75	77	79	81	83	85	87	89	91	98
97	74	76	78	80	82	84	86	88	90	97
96	73	75	77	79	81	83	85	87	89	96
95	73	74	76	78	80	82	84	86	89	95
94	72	74	76	77	79	81	83	85	88	94
93	71	73	75	77	79	81	83	85	87	93
92	71	72	74	76	78	80	82	84	86	92
91	70	72	73	75	77	79	81	83	85	91
90	69	71	73	74	76	78	80	82	84	90
89	68	70	72	74	76	77	79	81	83	89
88	68	69	71	73	75	77	79	81	83	88
87	67	69	70	72	74	76	78	80	82	87
86	66	68	70	72	73	75	77	79	81	86
85	66	67	69	71	73	74	76	78	80	85
84	65	67	68	70	72	74	75	77	79	84
83	64	66	68	69	71	73	75	77	79	83
82	64	65	67	69	70	72	74	76	78	82
81	63	65	66	68	70	71	73	75	77	81
80	63	64	66	67	69	71	73	74	76	80
79	62	63	65	67	68	70	72	74	75	79
78	61	63	64	66	68	69	71	73	75	78
77	61	62	64	65	67	69	70	72	74	77
76	60	62	63	65	66	68	70	71	73	76
75	60	61	63	64	66	67	69	71	72	75
74	59	60	62	63	65	67	68	70	72	74
73	58	60	61	63	64	66	68	69	71	73
72	58	59	61	62	64	65	67	69	70	72
Grade	1	2	3	4	5	6	7	8	9	Grade

**ATTACHMENT II, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(4% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9	Grade
250	679	696	713	731	749	768	787	807	827	230
249	672	689	706	724	742	761	780	800	820	229
248	665	682	699	716	734	752	771	790	810	228
247	658	674	691	708	726	744	763	782	802	227
246	651	667	684	701	719	737	755	774	793	226
245	645	661	678	695	712	730	748	767	786	225
244	639	655	671	688	705	723	741	760	779	224
243	633	649	665	682	699	716	734	752	771	223
242	627	643	659	675	692	709	727	745	764	222
241	621	637	653	669	686	703	721	739	757	221
240	615	630	646	662	679	696	713	731	749	220
239	609	624	640	656	672	689	706	724	742	219
238	603	618	633	649	665	682	699	716	734	218
237	597	612	627	643	659	675	692	709	727	217
236	591	606	621	637	653	669	686	703	721	216
235	585	600	615	630	646	662	679	696	713	215
234	579	594	608	624	639	655	671	688	705	234
233	573	588	602	617	633	649	665	681	699	233
232	568	582	596	611	627	642	658	675	692	232
231	562	576	590	605	620	636	652	668	685	231
230	556	570	585	599	614	630	645	661	678	230
229	551	565	579	593	608	623	639	655	671	229
228	545	559	573	587	602	617	633	648	665	228
227	540	554	567	582	596	611	626	642	658	227
226	535	548	562	576	590	605	620	636	652	226
225	529	543	556	570	584	599	614	629	645	225
224	524	537	551	565	579	593	608	623	639	224
223	519	532	545	559	573	587	602	617	632	223
222	514	527	540	553	567	581	596	611	626	222
221	509	522	535	548	562	576	590	605	620	221
220	504	516	529	543	556	570	584	599	614	220
219	499	511	524	537	551	564	578	593	608	219
218	494	506	519	532	545	559	573	587	602	218
217	489	501	514	527	540	553	567	581	596	217
216	484	496	509	521	534	548	561	575	590	216
215	479	491	504	516	529	542	556	570	584	215
214	475	486	499	511	524	537	550	564	578	214
213	470	482	494	506	519	532	545	559	573	213
212	465	477	489	501	514	526	540	553	567	212
211	461	472	484	496	508	521	534	548	561	211
210	456	467	479	491	503	516	529	542	556	210
209	452	463	474	486	498	511	524	537	550	209
208	447	458	470	481	493	506	518	531	545	208
207	443	454	465	477	489	501	513	526	539	207
206	438	449	460	472	484	496	508	521	534	206
205	434	445	456	467	479	491	503	516	529	205
204	430	440	451	463	474	486	498	511	523	204
203	425	436	447	458	470	481	493	506	518	203
202	421	432	443	454	465	477	489	501	513	202
201	417	427	438	449	460	472	484	496	508	201
200	413	423	434	445	456	467	479	491	503	200
199	409	419	430	440	451	463	474	486	498	199
198	405	415	425	436	447	458	469	481	493	198
197	401	411	421	432	442	454	465	476	488	197
196	397	407	417	427	438	449	460	472	484	196
195	393	403	413	423	434	445	456	467	479	195
194	389	399	409	419	429	440	451	462	474	194
193	385	395	405	415	425	436	447	458	469	193
192	381	391	401	411	421	431	442	453	465	192
191	378	387	397	407	417	427	438	449	460	191
190	374	383	393	403	413	423	434	445	456	190
189	370	379	389	399	409	419	429	440	451	189
188	367	376	385	395	405	415	425	436	447	188
187	363	372	381	391	401	411	421	431	442	187
186	359	368	377	387	397	407	417	427	438	186
185	356	365	374	383	393	402	413	423	433	185
184	352	361	370	379	389	398	408	419	429	184
183	349	357	366	376	385	395	404	415	425	183

**ATTACHMENT II, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(4% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

182	345	354	363	372	381	391	400	410	421	182
181	342	350	359	368	377	387	397	406	417	181
180	338	347	356	365	374	383	393	402	412	180
179	335	343	352	361	370	379	389	398	408	179
178	332	340	349	357	366	375	385	394	404	178
177	329	337	345	354	363	372	381	390	400	177
176	325	333	342	350	359	368	377	387	396	176
175	322	330	338	347	355	364	373	383	392	175
174	319	327	335	343	352	361	370	379	388	174
173	316	324	332	340	348	357	366	375	385	173
172	313	320	328	337	345	354	362	372	381	172
171	309	317	325	333	342	350	359	368	377	171
170	306	314	322	330	338	347	355	364	373	170
169	303	311	319	327	335	343	352	361	370	169
168	300	308	316	323	332	340	348	357	366	168
167	297	305	312	320	328	336	345	354	362	167
166	294	302	309	317	325	333	341	350	359	166
165	292	299	306	314	322	330	338	346	355	165
164	289	296	303	311	319	327	335	343	352	164
163	286	293	300	308	315	323	331	340	348	163
162	283	290	297	305	312	320	328	336	345	162
161	280	287	294	302	309	317	325	333	341	161
160	277	284	291	299	306	314	322	330	338	160
159	275	282	289	296	303	311	318	326	335	159
158	272	279	286	293	300	308	315	323	331	158
157	269	276	283	290	297	305	312	320	328	157
156	267	273	280	287	294	302	309	317	325	156
155	264	271	277	284	291	299	306	314	322	155
154	261	268	275	281	288	296	303	311	318	154
153	259	265	272	279	286	293	300	308	315	153
152	256	263	269	276	283	290	297	304	312	152
151	254	260	267	273	280	287	294	302	309	151
150	251	257	264	270	277	284	291	299	306	150
149	249	255	261	268	274	281	288	296	303	149
148	246	252	259	265	272	279	286	293	300	148
147	244	250	256	262	269	276	283	290	297	147
146	241	247	254	260	266	273	280	287	294	146
145	239	245	251	257	264	270	277	284	291	145
144	237	242	249	255	261	268	274	281	288	144
143	234	240	246	252	259	265	272	278	285	143
142	232	238	244	250	256	262	269	276	283	142
141	230	235	241	247	253	260	266	273	280	141
140	227	233	239	245	251	257	264	270	277	140
139	225	231	236	242	248	255	261	268	274	139
138	223	228	234	240	246	252	258	265	272	138
137	221	226	232	238	244	250	256	262	269	137
136	218	224	230	235	241	247	253	260	266	136
135	216	222	227	233	239	245	251	257	264	135
134	214	219	225	231	236	242	248	255	261	134
133	212	217	223	228	234	240	246	252	258	133
132	210	215	221	226	232	237	243	249	256	132
131	208	213	218	224	229	235	241	247	253	131
130	206	211	216	222	227	233	239	245	251	130
129	204	209	214	219	225	231	236	242	248	129
128	202	207	212	217	223	228	234	240	246	128
127	200	205	210	215	220	226	232	237	243	127
126	198	203	208	213	218	224	229	235	241	126
125	196	201	206	211	216	222	227	233	239	125
124	194	199	204	209	214	219	225	231	236	124
123	192	197	202	207	212	217	223	228	234	123
122	190	195	200	205	210	215	220	226	232	122
121	188	193	198	203	208	213	218	224	229	121
120	186	191	196	201	206	211	216	221	227	120
119	184	189	194	199	204	209	214	219	225	119
118	183	187	192	197	202	207	212	217	223	118
117	181	185	190	195	200	205	210	215	220	117
116	179	184	188	193	198	203	208	213	218	116
115	177	182	186	191	196	201	206	211	216	115
114	176	180	184	189	194	199	204	209	214	114

**ATTACHMENT II, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(4% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

113	174	178	183	187	192	197	202	207	212	113
112	172	176	181	185	190	195	200	205	210	112
111	170	175	179	183	188	193	198	202	208	111
110	169	173	177	182	186	191	196	200	205	110
109	167	171	175	180	184	189	194	198	203	109
108	165	169	174	178	183	187	192	197	201	108
107	164	168	172	176	181	185	190	195	200	107
106	162	166	170	175	179	183	188	193	197	106
105	160	164	169	173	177	182	186	191	195	105
104	159	163	167	171	175	180	184	189	194	104
103	157	161	165	169	174	178	182	187	192	103
102	156	160	164	168	172	176	181	185	190	102
101	154	158	162	166	170	174	179	183	188	101
100	153	156	160	164	169	173	177	181	186	100
99	151	155	159	163	167	171	175	180	184	99
98	150	153	157	161	165	169	174	178	182	98
97	148	152	156	160	164	168	172	176	181	97
96	147	150	154	158	162	166	170	174	179	96
95	145	149	153	156	160	164	168	173	177	95
94	144	147	151	155	159	163	167	171	175	94
93	142	146	150	153	157	161	165	169	174	93
92	141	145	148	152	156	160	164	168	172	92
91	140	143	147	150	154	158	162	166	170	91
90	138	142	145	149	153	156	160	164	168	90
89	137	140	144	147	151	155	159	163	167	89
88	135	139	142	146	150	153	157	161	165	88
87	134	137	141	144	148	152	156	159	163	87
86	133	136	140	143	147	150	154	158	162	86
85	131	135	138	142	145	149	152	156	160	85
84	130	133	137	140	144	147	151	155	159	84
83	129	132	135	139	142	146	150	153	157	83
82	128	131	134	137	141	144	148	152	156	82
81	126	129	133	136	139	143	146	150	154	81
80	125	128	131	135	138	141	145	149	152	80
79	124	127	130	133	137	140	144	147	151	79
78	123	126	129	132	135	139	142	146	149	78
77	121	124	128	131	134	137	141	144	148	77
76	120	123	126	129	133	136	139	143	146	76
75	119	122	125	128	131	135	138	141	145	75
74	118	121	124	127	130	133	137	140	144	74
73	117	120	123	126	129	132	135	139	142	73
72	116	118	121	124	128	131	134	137	141	72
Grade	1	2	3	4	5	6	7	8	9	Grade

**ATTACHMENT II, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(6% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9	Grade
250	1,020	1,046	1,072	1,099	1,126	1,154	1,183	1,213	1,243	230
249	1,010	1,035	1,061	1,088	1,115	1,143	1,172	1,201	1,231	229
248	1,000	1,025	1,051	1,077	1,104	1,132	1,160	1,189	1,219	228
247	990	1,015	1,040	1,066	1,093	1,120	1,148	1,177	1,206	227
246	980	1,005	1,030	1,056	1,082	1,109	1,137	1,165	1,194	226
245	970	994	1,019	1,044	1,070	1,097	1,124	1,152	1,181	225
244	960	984	1,009	1,034	1,060	1,087	1,114	1,142	1,171	224
243	950	974	998	1,023	1,049	1,075	1,102	1,130	1,158	223
242	941	965	989	1,014	1,039	1,065	1,092	1,119	1,147	222
241	932	955	979	1,003	1,028	1,054	1,080	1,107	1,135	221
240	923	946	970	994	1,019	1,044	1,070	1,097	1,124	220
239	914	937	960	984	1,009	1,034	1,060	1,087	1,114	219
238	905	928	951	975	999	1,024	1,050	1,076	1,103	218
237	896	918	941	965	989	1,014	1,039	1,065	1,092	217
236	887	909	932	955	979	1,003	1,028	1,054	1,080	216
235	878	900	923	946	970	994	1,019	1,044	1,070	215
234	869	890	913	935	959	983	1,007	1,032	1,058	234
233	860	881	903	926	949	973	997	1,022	1,048	233
232	851	873	895	917	940	963	987	1,012	1,037	232
231	843	864	886	908	930	954	978	1,002	1,027	231
230	835	856	877	899	921	944	968	992	1,017	230
229	826	847	868	890	912	935	958	982	1,007	229
228	818	839	860	881	903	926	949	973	997	228
227	810	830	851	872	894	917	940	963	987	227
226	802	822	843	864	885	908	930	953	977	226
225	794	814	834	855	877	899	921	944	968	225
224	786	806	826	847	868	890	912	935	958	224
223	779	798	818	838	859	881	903	925	948	223
222	771	790	810	830	851	872	894	916	939	222
221	763	782	802	822	842	863	885	907	930	221
220	756	775	794	814	834	855	876	898	921	220
219	748	767	786	806	826	847	868	889	912	219
218	741	759	778	798	818	838	859	881	903	218
217	733	752	771	790	810	830	851	872	894	217
216	726	744	763	782	802	822	842	863	885	216
215	719	737	755	774	794	814	834	855	876	215
214	712	730	748	767	786	805	826	846	867	214
213	705	722	741	759	778	797	817	838	859	213
212	698	715	733	752	770	790	809	830	850	212
211	691	708	726	744	763	782	801	821	842	211
210	684	701	719	737	755	774	793	813	834	210
209	677	694	712	729	748	766	786	805	825	209
208	671	687	705	722	740	759	778	797	817	208
207	664	681	698	715	733	751	770	789	809	207
206	657	674	691	708	726	744	762	781	801	206
205	651	667	684	701	718	736	755	774	793	205
204	644	661	677	694	711	729	747	766	785	204
203	638	654	670	687	704	722	740	758	777	203
202	632	648	664	680	697	715	733	751	770	202
201	626	641	657	674	691	708	726	744	762	201
200	619	635	651	667	684	701	718	736	755	200
199	613	629	644	660	677	694	711	729	747	199
198	607	622	638	654	670	687	704	722	740	198
197	601	616	632	647	664	680	697	715	733	197
196	595	610	625	641	657	674	690	708	725	196
195	589	604	619	635	651	667	684	701	718	195
194	584	598	613	628	644	660	677	694	711	194
193	578	592	607	622	638	654	670	687	704	193
192	572	586	601	616	631	647	663	680	697	192
191	566	581	595	610	625	641	657	673	690	191
190	561	575	589	604	619	635	651	667	683	190
189	555	569	583	598	613	628	644	660	677	189
188	550	564	578	592	607	622	638	654	670	188
187	544	558	572	586	601	616	631	647	663	187
186	539	552	566	580	595	610	625	641	657	186
185	534	547	561	575	589	604	619	634	650	185
184	528	542	555	569	583	598	613	628	644	184
183	523	536	550	563	577	592	607	622	637	183

**ATTACHMENT II, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(6% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

182	518	531	544	558	572	586	601	616	631	182
181	513	526	539	552	566	580	595	610	625	181
180	508	520	533	547	560	575	589	604	619	180
179	503	515	528	541	555	569	583	598	612	179
178	498	510	523	536	549	563	577	592	606	178
177	493	505	518	531	544	558	571	586	600	177
176	488	500	513	525	539	552	566	580	594	176
175	483	495	507	520	533	546	560	574	588	175
174	478	490	502	515	528	541	555	568	583	174
173	474	485	497	510	523	536	549	563	577	173
172	469	481	493	505	517	530	544	557	571	172
171	464	476	488	500	512	525	538	552	566	171
170	460	471	483	495	507	520	533	546	560	170
169	455	466	478	490	502	515	528	541	554	169
168	451	462	473	485	497	510	522	536	549	168
167	446	457	469	480	492	505	517	530	544	167
166	442	453	464	476	488	500	512	525	538	166
165	437	448	459	471	483	495	507	520	533	165
164	433	444	455	466	478	490	502	515	527	164
163	429	439	450	462	473	485	497	510	522	163
162	424	435	446	457	468	480	492	504	517	162
161	420	431	441	453	464	475	487	500	512	161
160	416	426	437	448	459	471	483	495	507	160
159	412	422	433	444	455	466	478	490	502	159
158	408	418	429	439	450	462	473	485	497	158
157	404	414	424	435	446	457	468	480	492	157
156	400	410	420	431	441	452	464	475	487	156
155	396	406	416	426	437	448	459	471	482	155
154	392	402	412	422	433	443	455	466	478	154
153	388	398	408	418	428	439	450	461	473	153
152	384	394	404	414	424	435	446	457	468	152
151	380	390	400	410	420	431	441	452	464	151
150	377	386	396	406	416	426	437	448	459	150
149	373	382	392	402	412	422	432	443	454	149
148	369	378	388	398	408	418	428	439	450	148
147	366	375	384	394	404	414	424	435	445	147
146	362	371	380	390	400	410	420	430	441	146
145	358	367	377	386	396	405	416	426	437	145
144	355	364	373	382	392	401	411	422	432	144
143	351	360	369	378	388	398	407	418	428	143
142	348	357	365	375	384	394	403	413	424	142
141	344	353	362	371	380	390	399	409	420	141
140	341	350	358	367	376	386	395	405	416	140
139	338	346	355	364	373	382	392	401	411	139
138	334	343	351	360	369	378	388	397	407	138
137	331	339	348	356	365	374	384	393	403	137
136	328	336	344	353	362	371	380	389	399	136
135	324	333	341	349	358	367	376	386	395	135
134	321	329	337	346	355	363	372	382	391	134
133	318	326	334	342	351	360	369	378	388	133
132	315	323	331	339	348	356	365	374	384	132
131	312	320	328	336	344	353	362	371	380	131
130	309	316	324	332	341	349	358	367	376	130
129	306	313	321	329	337	346	354	363	372	129
128	303	310	318	326	334	342	351	360	369	128
127	300	307	315	323	331	339	347	356	365	127
126	297	304	312	320	328	336	344	353	362	126
125	294	301	309	316	324	332	341	349	358	125
124	291	298	306	313	321	329	337	346	354	124
123	288	295	303	310	318	326	334	342	351	123
122	285	292	300	307	315	323	331	339	347	122
121	282	289	297	304	312	320	327	336	344	121
120	279	286	294	301	308	316	324	332	340	120
119	277	284	291	298	305	313	321	329	337	119
118	274	281	288	295	302	310	318	326	334	118
117	271	278	285	292	299	307	315	323	331	117
116	269	275	282	289	297	304	312	319	327	116
115	266	273	279	286	294	301	308	316	324	115
114	263	270	277	284	291	298	305	313	321	114

**ATTACHMENT II, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE SEPTEMBER 30, 2023**
(6% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

113	261	267	274	281	288	295	302	310	318	113
112	258	265	271	278	285	292	299	307	315	112
111	256	262	268	275	282	289	296	304	311	111
110	253	259	266	272	279	286	293	301	308	110
109	251	257	263	270	276	283	290	298	305	109
108	248	254	261	267	274	281	288	295	302	108
107	246	252	258	264	271	278	285	292	299	107
106	243	249	255	262	268	275	282	289	296	106
105	241	247	253	259	266	272	279	286	293	105
104	238	244	250	257	263	270	276	283	290	104
103	236	242	248	254	260	267	274	281	288	103
102	234	239	245	252	258	264	271	278	285	102
101	231	237	243	249	255	262	268	275	282	101
100	229	235	241	247	253	259	266	272	279	100
99	227	232	238	244	250	257	263	270	276	99
98	225	230	236	242	248	254	260	267	274	98
97	222	228	234	239	245	252	258	264	271	97
96	220	226	231	237	243	249	255	262	268	96
95	218	223	229	235	241	247	253	259	266	95
94	216	221	227	232	238	244	250	256	263	94
93	214	219	224	230	236	242	248	254	260	93
92	212	217	222	228	233	239	245	251	258	92
91	209	215	220	225	231	237	243	249	255	91
90	207	212	218	223	229	235	240	246	253	90
89	205	210	216	221	227	232	238	244	250	89
88	203	208	214	219	224	230	236	242	248	88
87	201	206	211	217	222	228	233	239	245	87
86	199	204	209	215	220	225	231	237	243	86
85	197	202	207	212	218	223	229	234	240	85
84	195	200	205	210	215	221	226	232	238	84
83	193	198	203	208	213	219	224	230	236	83
82	191	196	201	206	211	217	222	228	233	82
81	189	194	199	204	209	214	220	225	231	81
80	188	192	197	202	207	212	218	223	229	80
79	186	190	195	200	205	210	215	221	226	79
78	184	189	193	198	203	208	213	219	224	78
77	182	187	191	196	201	206	211	217	222	77
76	180	185	189	194	199	204	209	214	220	76
75	179	183	188	192	197	202	207	212	217	75
74	177	181	186	190	195	200	205	210	215	74
73	175	179	184	189	193	198	203	208	213	73
72	173	178	182	187	191	196	201	206	211	72
Grade	1	2	3	4	5	6	7	8	9	Grade

ATTACHMENT III, Section II
HACB BASE SALARY
EFFECTIVE JANUARY 1, 2024
(3.5% COLA)
EMPLOYEES HIRED PRE 1/1/19

Grade	1	2	3	4	5	Grade
250	17,569	18,458	19,392	20,374	21,405	250
249	17,395	18,276	19,201	20,173	21,194	249
248	17,223	18,095	19,011	19,973	20,984	248
247	17,052	17,915	18,822	19,775	20,776	247
246	16,883	17,738	18,636	19,580	20,572	246
245	16,716	17,562	18,451	19,385	20,367	245
244	16,550	17,388	18,269	19,194	20,166	244
243	16,386	17,216	18,087	19,002	19,964	243
242	16,224	17,046	17,909	18,816	19,768	242
241	16,063	16,877	17,731	18,628	19,571	241
240	15,904	16,710	17,556	18,445	19,379	240
239	15,747	16,545	17,383	18,263	19,188	239
238	15,591	16,381	17,211	18,082	18,996	238
237	15,437	16,219	17,040	17,903	18,810	237
236	15,284	16,058	16,871	17,726	18,623	236
235	15,133	15,899	16,703	17,549	18,438	235
234	14,983	15,742	16,539	17,376	18,256	234
233	14,835	15,586	16,375	17,204	18,075	233
232	14,688	15,431	16,212	17,033	17,898	232
231	14,543	15,280	16,054	16,866	17,720	231
230	14,399	15,128	15,894	16,698	17,543	230
229	14,256	14,977	15,735	16,531	17,368	229
228	14,115	14,830	15,582	16,373	17,202	228
227	13,975	14,682	15,425	16,206	17,026	227
226	13,837	14,538	15,274	16,047	16,859	226
225	13,700	14,394	15,123	15,889	16,693	225
224	13,564	14,251	14,972	15,730	16,526	224
223	13,430	14,110	14,825	15,576	16,364	223
222	13,297	13,970	14,677	15,420	16,201	222
221	13,165	13,831	14,531	15,266	16,039	221
220	13,035	13,695	14,388	15,116	15,880	220
219	12,906	13,560	14,246	14,967	15,725	219
218	12,778	13,424	14,103	14,817	15,567	218
217	12,651	13,291	13,964	14,671	15,414	217
216	12,526	13,160	13,826	14,525	15,259	216
215	12,402	13,030	13,690	14,383	15,112	215
214	12,279	12,901	13,555	14,241	14,962	214
213	12,157	12,773	13,419	14,098	14,811	213
212	12,037	12,646	13,286	13,958	14,665	212
211	11,918	12,521	13,155	13,821	14,521	211
210	11,800	12,397	13,025	13,685	14,378	210
209	11,683	12,274	12,896	13,548	14,234	209
208	11,567	12,152	12,767	13,413	14,092	208
207	11,452	12,031	12,640	13,280	13,952	207
206	11,339	11,913	12,516	13,150	13,816	206
205	11,227	11,796	12,393	13,021	13,681	205
204	11,116	11,679	12,270	12,891	13,543	204

**ATTACHMENT III, Section II
HACB BASE SALARY
EFFECTIVE JANUARY 1, 2024
(3.5% COLA)
EMPLOYEES HIRED PRE 1/1/19**

203	11,006	11,563	12,148	12,763	13,409	203
202	10,897	11,448	12,027	12,635	13,274	202
201	10,789	11,335	11,908	12,511	13,145	201
200	10,682	11,223	11,792	12,390	13,018	200
199	10,576	11,111	11,674	12,265	12,886	199
198	10,471	11,001	11,558	12,143	12,758	198
197	10,367	10,892	11,443	12,022	12,631	197
196	10,264	10,784	11,330	11,903	12,506	196
195	10,162	10,676	11,217	11,784	12,381	195
194	10,061	10,571	11,106	11,669	12,260	194
193	9,961	10,465	10,995	11,552	12,137	193
192	9,862	10,362	10,887	11,438	12,017	192
191	9,764	10,258	10,777	11,322	11,895	191
190	9,667	10,157	10,671	11,211	11,778	190
189	9,571	10,055	10,564	11,099	11,660	189
188	9,476	9,956	10,460	10,990	11,547	188
187	9,382	9,857	10,356	10,880	11,431	187
186	9,289	9,759	10,253	10,772	11,317	186
185	9,197	9,663	10,153	10,667	11,207	185
184	9,106	9,567	10,051	10,560	11,095	184
183	9,016	9,472	9,952	10,456	10,985	183
182	8,927	9,379	9,853	10,350	10,872	182
181	8,839	9,287	9,757	10,250	10,767	181
180	8,751	9,194	9,659	10,149	10,664	180
179	8,664	9,103	9,564	10,048	10,556	179
178	8,578	9,012	9,468	9,948	10,452	178
177	8,493	8,923	9,375	9,849	10,347	177
176	8,409	8,834	9,281	9,751	10,245	176
175	8,326	8,747	9,190	9,656	10,144	175
174	8,244	8,661	9,100	9,561	10,045	174
173	8,162	8,575	9,009	9,465	9,945	173
172	8,081	8,490	8,920	9,372	9,846	172
171	8,001	8,406	8,831	9,278	9,748	171
170	7,922	8,323	8,744	9,187	9,652	170
169	7,844	8,241	8,658	9,096	9,556	169
168	7,766	8,159	8,572	9,006	9,462	168
167	7,689	8,078	8,486	8,914	9,364	167
166	7,613	7,998	8,403	8,828	9,275	166
165	7,538	7,919	8,320	8,741	9,184	165
164	7,463	7,841	8,238	8,655	9,093	164
163	7,389	7,763	8,155	8,567	9,000	163
162	7,316	7,686	8,075	8,484	8,913	162
161	7,244	7,611	7,996	8,400	8,824	161
160	7,172	7,535	7,916	8,317	8,738	160
159	7,101	7,461	7,839	8,236	8,653	159
158	7,031	7,387	7,761	8,154	8,567	158
157	6,961	7,313	7,683	8,072	8,481	157
156	6,892	7,241	7,608	7,993	8,398	156

**ATTACHMENT III, Section II
HACB BASE SALARY
EFFECTIVE JANUARY 1, 2024
(3.5% COLA)
EMPLOYEES HIRED PRE 1/1/19**

155	6,824	7,170	7,533	7,914	8,315	155
154	6,756	7,098	7,457	7,834	8,231	154
153	6,689	7,027	7,382	7,755	8,147	153
152	6,623	6,959	7,312	7,683	8,073	152
151	6,557	6,889	7,237	7,602	7,986	151
150	6,492	6,820	7,165	7,528	7,909	150
149	6,428	6,754	7,096	7,455	7,832	149
148	6,364	6,686	7,024	7,379	7,753	148
147	6,301	6,620	6,956	7,308	7,678	147
146	6,239	6,555	6,887	7,236	7,603	146
145	6,177	6,489	6,817	7,162	7,525	145
144	6,116	6,426	6,752	7,094	7,453	144
143	6,055	6,361	6,683	7,021	7,377	143
142	5,995	6,299	6,617	6,952	7,304	142
141	5,936	6,236	6,552	6,884	7,232	141
140	5,877	6,175	6,487	6,815	7,160	140
139	5,819	6,113	6,423	6,749	7,091	139
138	5,761	6,053	6,359	6,681	7,019	138
137	5,704	5,993	6,297	6,615	6,950	137
136	5,648	5,934	6,234	6,550	6,882	136
135	5,592	5,875	6,173	6,485	6,813	135
134	5,537	5,817	6,111	6,421	6,747	134
133	5,482	5,759	6,051	6,357	6,679	133
132	5,428	5,703	5,992	6,296	6,614	132
131	5,374	5,646	5,932	6,232	6,548	131
130	5,321	5,590	5,873	6,171	6,483	130
129	5,268	5,535	5,815	6,108	6,416	129
128	5,216	5,480	5,758	6,051	6,358	128
127	5,164	5,425	5,699	5,988	6,291	127
126	5,113	5,372	5,644	5,930	6,231	126
125	5,062	5,319	5,589	5,872	6,170	125
124	5,012	5,265	5,532	5,812	6,106	124
123	4,962	5,213	5,477	5,754	6,045	123
122	4,913	5,162	5,423	5,698	5,986	122
121	4,864	5,111	5,370	5,642	5,928	121
120	4,816	5,059	5,315	5,584	5,867	120
119	4,768	5,009	5,262	5,529	5,809	119
118	4,721	4,960	5,211	5,475	5,752	118
117	4,674	4,911	5,160	5,421	5,696	117
116	4,628	4,863	5,110	5,369	5,641	116
115	4,582	4,814	5,057	5,313	5,582	115
114	4,537	4,766	5,007	5,260	5,527	114
113	4,492	4,719	4,958	5,209	5,472	113
112	4,448	4,673	4,910	5,159	5,420	112
111	4,404	4,627	4,862	5,109	5,368	111
110	4,360	4,581	4,813	5,056	5,312	110
109	4,317	4,536	4,766	5,007	5,260	109
108	4,274	4,491	4,719	4,958	5,209	108

**ATTACHMENT III, Section II
HACB BASE SALARY
EFFECTIVE JANUARY 1, 2024
(3.5% COLA)
EMPLOYEES HIRED PRE 1/1/19**

107	4,232	4,446	4,671	4,907	5,155	107
106	4,190	4,402	4,625	4,861	5,110	106
105	4,149	4,359	4,580	4,813	5,058	105
104	4,108	4,316	4,534	4,764	5,005	104
103	4,067	4,273	4,489	4,717	4,956	103
102	4,027	4,231	4,445	4,669	4,906	102
101	3,987	4,189	4,401	4,623	4,857	101
100	3,948	4,147	4,357	4,577	4,809	100
99	3,909	4,107	4,315	4,534	4,763	99
98	3,870	4,066	4,272	4,488	4,715	98
97	3,832	4,026	4,230	4,444	4,669	97
96	3,794	3,986	4,187	4,399	4,623	96
95	3,756	3,946	4,145	4,355	4,577	95
94	3,719	3,907	4,105	4,313	4,532	94
93	3,682	3,868	4,064	4,270	4,486	93
92	3,646	3,830	4,024	4,228	4,442	92
91	3,610	3,793	3,985	4,187	4,399	91
90	3,574	3,755	3,945	4,145	4,355	90
89	3,539	3,718	3,906	4,104	4,312	89
88	3,504	3,682	3,868	4,064	4,270	88
87	3,469	3,645	3,829	4,023	4,227	87
86	3,435	3,609	3,791	3,983	4,185	86
85	3,401	3,573	3,754	3,944	4,144	85
84	3,367	3,537	3,716	3,904	4,102	84
83	3,334	3,502	3,680	3,866	4,062	83
82	3,301	3,469	3,645	3,829	4,023	82
81	3,268	3,434	3,608	3,790	3,982	81
80	3,236	3,400	3,572	3,753	3,943	80
79	3,204	3,366	3,536	3,715	3,903	79
78	3,172	3,332	3,500	3,678	3,864	78
77	3,141	3,301	3,469	3,645	3,829	77
76	3,110	3,268	3,434	3,608	3,790	76
75	3,079	3,235	3,399	3,571	3,752	75
74	3,049	3,203	3,365	3,535	3,714	74
73	3,019	3,171	3,331	3,499	3,676	73
72	2,989	3,141	3,301	3,469	3,645	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT III, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE JANUARY 1, 2024
(2% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	348	366	385	404	424	250
249	345	362	380	399	419	249
248	342	359	377	396	416	248
247	339	356	374	393	413	247
246	336	353	371	390	410	246
245	333	350	368	387	407	245
244	330	347	365	383	402	244
243	327	344	361	379	398	243
242	324	340	357	375	394	242
241	321	337	354	372	391	241
240	318	334	351	369	388	240
239	315	331	348	366	385	239
238	312	328	345	362	380	238
237	309	325	341	358	376	237
236	306	321	337	354	372	236
235	303	318	334	351	369	235
234	300	315	331	348	365	234
233	297	312	328	344	362	233
232	294	309	324	341	358	232
231	291	306	321	337	354	231
230	288	303	318	334	351	230
229	285	300	315	331	347	229
228	282	297	312	327	344	228
227	280	294	309	324	341	227
226	277	291	305	321	337	226
225	274	288	302	318	334	225
224	271	285	299	315	331	224
223	269	282	297	312	327	223
222	266	279	294	308	324	222
221	263	277	291	305	321	221
220	261	274	288	302	318	220
219	258	271	285	299	315	219
218	256	268	282	296	311	218
217	253	266	279	293	308	217
216	251	263	277	291	305	216
215	248	261	274	288	302	215
214	246	258	271	285	299	214
213	243	255	268	282	296	213
212	241	253	266	279	293	212
211	238	250	263	276	290	211
210	236	248	261	274	288	210
209	234	245	258	271	285	209
208	231	243	255	268	282	208
207	229	241	253	266	279	207
206	227	238	250	263	276	206
205	225	236	248	260	274	205
204	222	234	245	258	271	204

**ATTACHMENT III, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE JANUARY 1, 2024
(2% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

203	220	231	243	255	268	203
202	218	229	241	253	265	202
201	216	227	238	250	263	201
200	214	224	236	248	260	200
199	212	222	233	245	258	199
198	209	220	231	243	255	198
197	207	218	229	240	253	197
196	205	216	227	238	250	196
195	203	214	224	236	248	195
194	201	211	222	233	245	194
193	199	209	220	231	243	193
192	197	207	218	229	240	192
191	195	205	216	226	238	191
190	193	203	213	224	236	190
189	191	201	211	222	233	189
188	190	199	209	220	231	188
187	188	197	207	218	229	187
186	186	195	205	215	226	186
185	184	193	203	213	224	185
184	182	191	201	211	222	184
183	180	189	199	209	220	183
182	179	188	197	207	217	182
181	177	186	195	205	215	181
180	175	184	193	203	213	180
179	173	182	191	201	211	179
178	172	180	189	199	209	178
177	170	178	188	197	207	177
176	168	177	186	195	205	176
175	167	175	184	193	203	175
174	165	173	182	191	201	174
173	163	172	180	189	199	173
172	162	170	178	187	197	172
171	160	168	177	186	195	171
170	158	166	175	184	193	170
169	157	165	173	182	191	169
168	155	163	171	180	189	168
167	154	162	170	178	187	167
166	152	160	168	177	186	166
165	151	158	166	175	184	165
164	149	157	165	173	182	164
163	148	155	163	171	180	163
162	146	154	162	170	178	162
161	145	152	160	168	176	161
160	143	151	158	166	175	160
159	142	149	157	165	173	159
158	141	148	155	163	171	158
157	139	146	154	161	170	157
156	138	145	152	160	168	156

**ATTACHMENT III, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE JANUARY 1, 2024
(2% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

155	136	143	151	158	166	155
154	135	142	149	157	165	154
153	134	141	148	155	163	153
152	132	139	146	154	161	152
151	131	138	145	152	160	151
150	130	136	143	151	158	150
149	129	135	142	149	157	149
148	127	134	140	148	155	148
147	126	132	139	146	154	147
146	125	131	138	145	152	146
145	124	130	136	143	151	145
144	122	129	135	142	149	144
143	121	127	134	140	148	143
142	120	126	132	139	146	142
141	119	125	131	138	145	141
140	118	124	130	136	143	140
139	116	122	128	135	142	139
138	115	121	127	134	140	138
137	114	120	126	132	139	137
136	113	119	125	131	138	136
135	112	118	123	130	136	135
134	111	116	122	128	135	134
133	110	115	121	127	134	133
132	109	114	120	126	132	132
131	107	113	119	125	131	131
130	106	112	117	123	130	130
129	105	111	116	122	128	129
128	104	110	115	121	127	128
127	103	109	114	120	126	127
126	102	107	113	119	125	126
125	101	106	112	117	123	125
124	100	105	111	116	122	124
123	99	104	110	115	121	123
122	98	103	108	114	120	122
121	97	102	107	113	119	121
120	96	101	106	112	117	120
119	95	100	105	111	116	119
118	94	99	104	110	115	118
117	93	98	103	108	114	117
116	93	97	102	107	113	116
115	92	96	101	106	112	115
114	91	95	100	105	111	114
113	90	94	99	104	109	113
112	89	93	98	103	108	112
111	88	93	97	102	107	111
110	87	92	96	101	106	110
109	86	91	95	100	105	109
108	85	90	94	99	104	108

**ATTACHMENT III, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE JANUARY 1, 2024
(2% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

107	85	89	93	98	103	107
106	84	88	93	97	102	106
105	83	87	92	96	101	105
104	82	86	91	95	100	104
103	81	85	90	94	99	103
102	81	85	89	93	98	102
101	80	84	88	92	97	101
100	79	83	87	92	96	100
99	78	82	86	91	95	99
98	77	81	85	90	94	98
97	77	81	85	89	93	97
96	76	80	84	88	92	96
95	75	79	83	87	92	95
94	74	78	82	86	91	94
93	74	77	81	85	90	93
92	73	77	80	85	89	92
91	72	76	80	84	88	91
90	71	75	79	83	87	90
89	71	74	78	82	86	89
88	70	74	77	81	85	88
87	69	73	77	80	85	87
86	69	72	76	80	84	86
85	68	71	75	79	83	85
84	67	71	74	78	82	84
83	67	70	74	77	81	83
82	66	69	73	77	80	82
81	65	69	72	76	80	81
80	65	68	71	75	79	80
79	64	67	71	74	78	79
78	63	67	70	74	77	78
77	63	66	69	73	77	77
76	62	65	69	72	76	76
75	62	65	68	71	75	75
74	61	64	67	71	74	74
73	60	63	67	70	74	73
72	60	63	66	69	73	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT III, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE JANUARY 1, 2024
(4% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	702	738	775	814	855	250
249	695	730	767	806	847	249
248	688	723	760	798	838	248
247	681	715	751	789	829	247
246	674	708	744	782	822	246
245	667	701	737	774	813	245
244	660	693	728	765	804	244
243	653	686	721	758	796	243
242	647	680	714	750	788	242
241	641	673	707	743	781	241
240	635	667	701	737	774	240
239	629	661	694	729	766	239
238	623	655	688	723	760	238
237	617	648	681	715	751	237
236	611	642	675	709	745	236
235	605	636	668	702	738	235
234	599	630	662	695	730	234
233	593	623	655	688	723	233
232	588	617	648	681	716	232
231	582	611	642	675	709	231
230	576	605	636	668	702	230
229	570	599	629	661	695	229
228	565	593	623	655	688	228
227	559	587	617	648	681	227
226	553	582	611	642	674	226
225	548	576	605	636	668	225
224	543	570	599	629	661	224
223	537	564	593	623	655	223
222	532	559	587	617	648	222
221	527	553	581	611	642	221
220	521	548	576	605	635	220
219	516	542	570	599	629	219
218	511	537	564	593	623	218
217	506	532	559	587	617	217
216	501	526	553	581	610	216
215	496	521	548	575	604	215
214	491	516	542	570	598	214
213	486	511	537	564	592	213
212	481	506	531	558	587	212
211	477	501	526	553	581	211
210	472	496	521	547	575	210
209	467	491	516	542	569	209
208	463	486	511	537	564	208
207	458	481	506	531	558	207
206	454	477	501	526	553	206
205	449	472	496	521	547	205
204	445	467	491	516	542	204

**ATTACHMENT III, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE JANUARY 1, 2024
(4% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

203	440	463	486	511	536	203
202	436	458	481	505	531	202
201	432	453	476	500	526	201
200	427	449	472	496	521	200
199	423	444	467	491	515	199
198	419	440	462	486	510	198
197	415	436	458	481	505	197
196	411	431	453	476	500	196
195	406	427	449	471	495	195
194	402	423	444	467	490	194
193	398	419	440	462	485	193
192	394	414	435	458	481	192
191	391	410	431	453	476	191
190	387	406	427	448	471	190
189	383	402	423	444	466	189
188	379	398	418	440	462	188
187	375	394	414	435	457	187
186	372	390	410	431	453	186
185	368	387	406	427	448	185
184	364	383	402	422	444	184
183	361	379	398	418	439	183
182	357	375	394	414	435	182
181	354	371	390	410	431	181
180	350	368	386	406	427	180
179	347	364	383	402	422	179
178	343	360	379	398	418	178
177	340	357	375	394	414	177
176	336	353	371	390	410	176
175	333	350	368	386	406	175
174	330	346	364	382	402	174
173	326	343	360	379	398	173
172	323	340	357	375	394	172
171	320	336	353	371	390	171
170	317	333	350	367	386	170
169	314	330	346	364	382	169
168	311	326	343	360	378	168
167	308	323	339	357	375	167
166	305	320	336	353	371	166
165	302	317	333	350	367	165
164	299	314	330	346	364	164
163	296	311	326	343	360	163
162	293	307	323	339	357	162
161	290	304	320	336	353	161
160	287	301	317	333	350	160
159	284	298	314	329	346	159
158	281	295	310	326	343	158
157	278	293	307	323	339	157
156	276	290	304	320	336	156

**ATTACHMENT III, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE JANUARY 1, 2024
(4% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

155	273	287	301	317	333	155
154	270	284	298	313	329	154
153	268	281	295	310	326	153
152	265	278	292	307	323	152
151	262	276	289	304	319	151
150	260	273	287	301	316	150
149	257	270	284	298	313	149
148	255	267	281	295	310	148
147	252	265	278	292	307	147
146	250	262	275	289	304	146
145	247	260	273	286	301	145
144	245	257	270	284	298	144
143	242	254	267	281	295	143
142	240	252	265	278	292	142
141	237	249	262	275	289	141
140	235	247	259	273	286	140
139	233	245	257	270	284	139
138	230	242	254	267	281	138
137	228	240	252	265	278	137
136	226	237	249	262	275	136
135	224	235	247	259	273	135
134	221	233	244	257	270	134
133	219	230	242	254	267	133
132	217	228	240	252	265	132
131	215	226	237	249	262	131
130	213	224	235	247	259	130
129	211	221	233	244	257	129
128	209	219	230	242	254	128
127	207	217	228	240	252	127
126	205	215	226	237	249	126
125	202	213	224	235	247	125
124	200	211	221	232	244	124
123	198	209	219	230	242	123
122	197	206	217	228	239	122
121	195	204	215	226	237	121
120	193	202	213	223	235	120
119	191	200	210	221	232	119
118	189	198	208	219	230	118
117	187	196	206	217	228	117
116	185	195	204	215	226	116
115	183	193	202	213	223	115
114	181	191	200	210	221	114
113	180	189	198	208	219	113
112	178	187	196	206	217	112
111	176	185	194	204	215	111
110	174	183	193	202	212	110
109	173	181	191	200	210	109
108	171	180	189	198	208	108

**ATTACHMENT III, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE JANUARY 1, 2024
(4% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

107	169	178	187	196	206	107
106	168	176	185	194	204	106
105	166	174	183	193	202	105
104	164	173	181	191	200	104
103	163	171	180	189	198	103
102	161	169	178	187	196	102
101	159	168	176	185	194	101
100	158	166	174	183	192	100
99	156	164	173	181	191	99
98	155	163	171	180	189	98
97	153	161	169	178	187	97
96	152	159	167	176	185	96
95	150	158	166	174	183	95
94	149	156	164	173	181	94
93	147	155	163	171	179	93
92	146	153	161	169	178	92
91	144	152	159	167	176	91
90	143	150	158	166	174	90
89	142	149	156	164	172	89
88	140	147	155	163	171	88
87	139	146	153	161	169	87
86	137	144	152	159	167	86
85	136	143	150	158	166	85
84	135	141	149	156	164	84
83	133	140	147	155	162	83
82	132	139	146	153	161	82
81	131	137	144	152	159	81
80	129	136	143	150	158	80
79	128	135	141	149	156	79
78	127	133	140	147	155	78
77	126	132	139	146	153	77
76	124	131	137	144	152	76
75	123	129	136	143	150	75
74	122	128	135	141	149	74
73	121	127	133	140	147	73
72	120	126	132	139	146	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT III, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE JANUARY 1, 2024
(6% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	1,053	1,106	1,162	1,221	1,283	250
249	1,043	1,096	1,151	1,209	1,270	249
248	1,033	1,085	1,140	1,198	1,259	248
247	1,023	1,075	1,129	1,186	1,246	247
246	1,013	1,064	1,118	1,175	1,235	246
245	1,003	1,054	1,107	1,163	1,222	245
244	993	1,043	1,096	1,151	1,209	244
243	983	1,033	1,085	1,140	1,198	243
242	973	1,022	1,074	1,128	1,185	242
241	963	1,012	1,063	1,117	1,174	241
240	953	1,001	1,052	1,105	1,161	240
239	944	992	1,042	1,095	1,150	239
238	935	982	1,032	1,084	1,139	238
237	926	973	1,022	1,074	1,128	237
236	917	963	1,012	1,063	1,117	236
235	908	954	1,002	1,053	1,106	235
234	899	945	992	1,043	1,095	234
233	890	935	983	1,032	1,085	233
232	881	926	973	1,022	1,074	232
231	873	917	963	1,012	1,063	231
230	864	908	954	1,002	1,053	230
229	855	899	944	992	1,042	229
228	847	890	935	982	1,032	228
227	839	881	926	972	1,022	227
226	830	872	916	963	1,012	226
225	822	864	907	953	1,002	225
224	814	855	898	944	992	224
223	806	847	890	935	982	223
222	798	838	881	925	972	222
221	790	830	872	916	962	221
220	782	822	863	907	953	220
219	774	814	855	898	944	219
218	767	805	846	889	934	218
217	759	797	838	880	925	217
216	752	790	830	872	916	216
215	744	782	821	863	907	215
214	737	774	813	854	898	214
213	729	766	805	846	889	213
212	722	759	797	837	880	212
211	715	751	789	829	871	211
210	708	744	782	821	863	210
209	701	736	774	813	854	209
208	694	729	766	805	846	208
207	687	722	758	797	837	207
206	680	715	751	789	829	206
205	674	708	744	781	821	205
204	667	701	736	773	813	204

**ATTACHMENT III, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE JANUARY 1, 2024
(6% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

203	660	694	729	766	805	203
202	654	687	722	758	796	202
201	647	680	714	751	789	201
200	641	673	708	743	781	200
199	635	667	700	736	773	199
198	628	660	693	729	765	198
197	622	654	687	721	758	197
196	616	647	680	714	750	196
195	610	641	673	707	743	195
194	604	634	666	700	736	194
193	598	628	660	693	728	193
192	592	622	653	686	721	192
191	586	615	647	679	714	191
190	580	609	640	673	707	190
189	574	603	634	666	700	189
188	569	597	628	659	693	188
187	563	591	621	653	686	187
186	557	586	615	646	679	186
185	552	580	609	640	672	185
184	546	574	603	634	666	184
183	541	568	597	627	659	183
182	536	563	591	621	652	182
181	530	557	585	615	646	181
180	525	552	580	609	640	180
179	520	546	574	603	633	179
178	515	541	568	597	627	178
177	510	535	563	591	621	177
176	505	530	557	585	615	176
175	500	525	551	579	609	175
174	495	520	546	574	603	174
173	490	515	541	568	597	173
172	485	509	535	562	591	172
171	480	504	530	557	585	171
170	475	499	525	551	579	170
169	471	494	519	546	573	169
168	466	490	514	540	568	168
167	461	485	509	535	562	167
166	457	480	504	530	557	166
165	452	475	499	524	551	165
164	448	470	494	519	546	164
163	443	466	489	514	540	163
162	439	461	485	509	535	162
161	435	457	480	504	529	161
160	430	452	475	499	524	160
159	426	448	470	494	519	159
158	422	443	466	489	514	158
157	418	439	461	484	509	157
156	414	434	456	480	504	156

**ATTACHMENT III, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE JANUARY 1, 2024
(6% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

155	409	430	452	475	499	155
154	405	426	447	470	494	154
153	401	422	443	465	489	153
152	397	418	439	461	484	152
151	393	413	434	456	479	151
150	390	409	430	452	475	150
149	386	405	426	447	470	149
148	382	401	421	443	465	148
147	378	397	417	438	461	147
146	374	393	413	434	456	146
145	371	389	409	430	452	145
144	367	386	405	426	447	144
143	363	382	401	421	443	143
142	360	378	397	417	438	142
141	356	374	393	413	434	141
140	353	371	389	409	430	140
139	349	367	385	405	425	139
138	346	363	382	401	421	138
137	342	360	378	397	417	137
136	339	356	374	393	413	136
135	336	353	370	389	409	135
134	332	349	367	385	405	134
133	329	346	363	381	401	133
132	326	342	360	378	397	132
131	322	339	356	374	393	131
130	319	335	352	370	389	130
129	316	332	349	366	385	129
128	313	329	345	363	381	128
127	310	326	342	359	377	127
126	307	322	339	356	374	126
125	304	319	335	352	370	125
124	301	316	332	349	366	124
123	298	313	329	345	363	123
122	295	310	325	342	359	122
121	292	307	322	339	356	121
120	289	304	319	335	352	120
119	286	301	316	332	349	119
118	283	298	313	329	345	118
117	280	295	310	325	342	117
116	278	292	307	322	338	116
115	275	289	303	319	335	115
114	272	286	300	316	332	114
113	270	283	297	313	328	113
112	267	280	295	310	325	112
111	264	278	292	307	322	111
110	262	275	289	303	319	110
109	259	272	286	300	316	109
108	256	269	283	297	313	108

**ATTACHMENT III, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE JANUARY 1, 2024
(6% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

107	254	267	280	294	309	107
106	251	264	278	292	307	106
105	249	262	275	289	303	105
104	246	259	272	286	300	104
103	244	256	269	283	297	103
102	242	254	267	280	294	102
101	239	251	264	277	291	101
100	237	249	261	275	289	100
99	235	246	259	272	286	99
98	232	244	256	269	283	98
97	230	242	254	267	280	97
96	228	239	251	264	277	96
95	225	237	249	261	275	95
94	223	234	246	259	272	94
93	221	232	244	256	269	93
92	219	230	241	254	267	92
91	217	228	239	251	264	91
90	214	225	237	249	261	90
89	212	223	234	246	259	89
88	210	221	232	244	256	88
87	208	219	230	241	254	87
86	206	217	227	239	251	86
85	204	214	225	237	249	85
84	202	212	223	234	246	84
83	200	210	221	232	244	83
82	198	208	219	230	241	82
81	196	206	216	227	239	81
80	194	204	214	225	237	80
79	192	202	212	223	234	79
78	190	200	210	221	232	78
77	188	198	208	219	230	77
76	187	196	206	216	227	76
75	185	194	204	214	225	75
74	183	192	202	212	223	74
73	181	190	200	210	221	73
72	179	188	198	208	219	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT III, Section VI
HACB LONGEVITY - 25 YEAR
EFFECTIVE JANUARY 1, 2024
(8% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	1,406	1,477	1,551	1,630	1,712	250
249	1,392	1,462	1,536	1,614	1,696	249
248	1,378	1,448	1,521	1,598	1,679	248
247	1,364	1,433	1,506	1,582	1,662	247
246	1,351	1,419	1,491	1,566	1,646	246
245	1,337	1,405	1,476	1,551	1,629	245
244	1,324	1,391	1,462	1,536	1,613	244
243	1,311	1,377	1,447	1,520	1,597	243
242	1,298	1,364	1,433	1,505	1,581	242
241	1,285	1,350	1,418	1,490	1,566	241
240	1,272	1,337	1,404	1,476	1,550	240
239	1,260	1,324	1,391	1,461	1,535	239
238	1,247	1,310	1,377	1,447	1,520	238
237	1,235	1,298	1,363	1,432	1,505	237
236	1,223	1,285	1,350	1,418	1,490	236
235	1,211	1,272	1,336	1,404	1,475	235
234	1,199	1,259	1,323	1,390	1,460	234
233	1,187	1,247	1,310	1,376	1,446	233
232	1,175	1,234	1,297	1,363	1,432	232
231	1,163	1,222	1,284	1,349	1,418	231
230	1,152	1,210	1,272	1,336	1,403	230
229	1,140	1,198	1,259	1,322	1,389	229
228	1,129	1,186	1,247	1,310	1,376	228
227	1,118	1,175	1,234	1,296	1,362	227
226	1,107	1,163	1,222	1,284	1,349	226
225	1,096	1,152	1,210	1,271	1,335	225
224	1,085	1,140	1,198	1,258	1,322	224
223	1,074	1,129	1,186	1,246	1,309	223
222	1,064	1,118	1,174	1,234	1,296	222
221	1,053	1,106	1,162	1,221	1,283	221
220	1,043	1,096	1,151	1,209	1,270	220
219	1,032	1,085	1,140	1,197	1,258	219
218	1,022	1,074	1,128	1,185	1,245	218
217	1,012	1,063	1,117	1,174	1,233	217
216	1,002	1,053	1,106	1,162	1,221	216
215	992	1,042	1,095	1,151	1,209	215
214	982	1,032	1,084	1,139	1,197	214
213	973	1,022	1,074	1,128	1,185	213
212	963	1,012	1,063	1,117	1,173	212
211	953	1,002	1,052	1,106	1,162	211
210	944	992	1,042	1,095	1,150	210
209	935	982	1,032	1,084	1,139	209
208	925	972	1,021	1,073	1,127	208
207	916	962	1,011	1,062	1,116	207
206	907	953	1,001	1,052	1,105	206
205	898	944	991	1,042	1,094	205
204	889	934	982	1,031	1,083	204

203	880	925	972	1,021	1,073	203
202	872	916	962	1,011	1,062	202
201	863	907	953	1,001	1,052	201
200	855	898	943	991	1,041	200
199	846	889	934	981	1,031	199
198	838	880	925	971	1,021	198
197	829	871	915	962	1,010	197
196	821	863	906	952	1,000	196
195	813	854	897	943	990	195
194	805	846	888	934	981	194
193	797	837	880	924	971	193
192	789	829	871	915	961	192
191	781	821	862	906	952	191
190	773	813	854	897	942	190
189	766	804	845	888	933	189
188	758	796	837	879	924	188
187	751	789	828	870	914	187
186	743	781	820	862	905	186
185	736	773	812	853	897	185
184	728	765	804	845	888	184
183	721	758	796	836	879	183
182	714	750	788	828	870	182
181	707	743	781	820	861	181
180	700	736	773	812	853	180
179	693	728	765	804	844	179
178	686	721	757	796	836	178
177	679	714	750	788	828	177
176	673	707	742	780	820	176
175	666	700	735	772	812	175
174	660	693	728	765	804	174
173	653	686	721	757	796	173
172	646	679	714	750	788	172
171	640	672	706	742	780	171
170	634	666	700	735	772	170
169	628	659	693	728	764	169
168	621	653	686	720	757	168
167	615	646	679	713	749	167
166	609	640	672	706	742	166
165	603	634	666	699	735	165
164	597	627	659	692	727	164
163	591	621	652	685	720	163
162	585	615	646	679	713	162
161	580	609	640	672	706	161
160	574	603	633	665	699	160
159	568	597	627	659	692	159
158	562	591	621	652	685	158
157	557	585	615	646	678	157
156	551	579	609	639	672	156
155	546	574	603	633	665	155
154	540	568	597	627	658	154
153	535	562	591	620	652	153
152	530	557	585	615	646	152
151	525	551	579	608	639	151
150	519	546	573	602	633	150

149	514	540	568	596	627	149
148	509	535	562	590	620	148
147	504	530	556	585	614	147
146	499	524	551	579	608	146
145	494	519	545	573	602	145
144	489	514	540	568	596	144
143	484	509	535	562	590	143
142	480	504	529	556	584	142
141	475	499	524	551	579	141
140	470	494	519	545	573	140
139	466	489	514	540	567	139
138	461	484	509	534	562	138
137	456	479	504	529	556	137
136	452	475	499	524	551	136
135	447	470	494	519	545	135
134	443	465	489	514	540	134
133	439	461	484	509	534	133
132	434	456	479	504	529	132
131	430	452	475	499	524	131
130	426	447	470	494	519	130
129	421	443	465	489	513	129
128	417	438	461	484	509	128
127	413	434	456	479	503	127
126	409	430	452	474	498	126
125	405	426	447	470	494	125
124	401	421	443	465	488	124
123	397	417	438	460	484	123
122	393	413	434	456	479	122
121	389	409	430	451	474	121
120	385	405	425	447	469	120
119	381	401	421	442	465	119
118	378	397	417	438	460	118
117	374	393	413	434	456	117
116	370	389	409	430	451	116
115	367	385	405	425	447	115
114	363	381	401	421	442	114
113	359	378	397	417	438	113
112	356	374	393	413	434	112
111	352	370	389	409	429	111
110	349	366	385	404	425	110
109	345	363	381	401	421	109
108	342	359	378	397	417	108
107	339	356	374	393	412	107
106	335	352	370	389	409	106
105	332	349	366	385	405	105
104	329	345	363	381	400	104
103	325	342	359	377	396	103
102	322	338	356	374	392	102
101	319	335	352	370	389	101
100	316	332	349	366	385	100
99	313	329	345	363	381	99
98	310	325	342	359	377	98
97	307	322	338	356	374	97
96	304	319	335	352	370	96

95	300	316	332	348	366	95
94	298	313	328	345	363	94
93	295	309	325	342	359	93
92	292	306	322	338	355	92
91	289	303	319	335	352	91
90	286	300	316	332	348	90
89	283	297	312	328	345	89
88	280	295	309	325	342	88
87	278	292	306	322	338	87
86	275	289	303	319	335	86
85	272	286	300	316	332	85
84	269	283	297	312	328	84
83	267	280	294	309	325	83
82	264	278	292	306	322	82
81	261	275	289	303	319	81
80	259	272	286	300	315	80
79	256	269	283	297	312	79
78	254	267	280	294	309	78
77	251	264	278	292	306	77
76	249	261	275	289	303	76
75	246	259	272	286	300	75
74	244	256	269	283	297	74
73	242	254	266	280	294	73
72	239	251	264	278	292	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT III, Section VII
HACB LONGEVITY - 30 YEAR
EFFECTIVE JANUARY 1, 2024
(10% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	1,757	1,846	1,939	2,037	2,141	250
249	1,740	1,828	1,920	2,017	2,119	249
248	1,722	1,810	1,901	1,997	2,098	248
247	1,705	1,792	1,882	1,978	2,078	247
246	1,688	1,774	1,864	1,958	2,057	246
245	1,672	1,756	1,845	1,939	2,037	245
244	1,655	1,739	1,827	1,919	2,017	244
243	1,639	1,722	1,809	1,900	1,996	243
242	1,622	1,705	1,791	1,882	1,977	242
241	1,606	1,688	1,773	1,863	1,957	241
240	1,590	1,671	1,756	1,845	1,938	240
239	1,575	1,655	1,738	1,826	1,919	239
238	1,559	1,638	1,721	1,808	1,900	238
237	1,544	1,622	1,704	1,790	1,881	237
236	1,528	1,606	1,687	1,773	1,862	236
235	1,513	1,590	1,670	1,755	1,844	235
234	1,498	1,574	1,654	1,738	1,826	234
233	1,484	1,559	1,638	1,720	1,808	233
232	1,469	1,543	1,621	1,703	1,790	232
231	1,454	1,528	1,605	1,687	1,772	231
230	1,440	1,513	1,589	1,670	1,754	230
229	1,426	1,498	1,574	1,653	1,737	229
228	1,412	1,483	1,558	1,637	1,720	228
227	1,398	1,468	1,543	1,621	1,703	227
226	1,384	1,454	1,527	1,605	1,686	226
225	1,370	1,439	1,512	1,589	1,669	225
224	1,356	1,425	1,497	1,573	1,653	224
223	1,343	1,411	1,483	1,558	1,636	223
222	1,330	1,397	1,468	1,542	1,620	222
221	1,317	1,383	1,453	1,527	1,604	221
220	1,304	1,370	1,439	1,512	1,588	220
219	1,291	1,356	1,425	1,497	1,573	219
218	1,278	1,342	1,410	1,482	1,557	218
217	1,265	1,329	1,396	1,467	1,541	217
216	1,253	1,316	1,383	1,453	1,526	216
215	1,240	1,303	1,369	1,438	1,511	215
214	1,228	1,290	1,356	1,424	1,496	214
213	1,216	1,277	1,342	1,410	1,481	213
212	1,204	1,265	1,329	1,396	1,467	212
211	1,192	1,252	1,316	1,382	1,452	211
210	1,180	1,240	1,303	1,369	1,438	210
209	1,168	1,227	1,290	1,355	1,423	209
208	1,157	1,215	1,277	1,341	1,409	208
207	1,145	1,203	1,264	1,328	1,395	207
206	1,134	1,191	1,252	1,315	1,382	206
205	1,123	1,180	1,239	1,302	1,368	205
204	1,112	1,168	1,227	1,289	1,354	204

203	1,101	1,156	1,215	1,276	1,341	203
202	1,090	1,145	1,203	1,264	1,327	202
201	1,079	1,134	1,191	1,251	1,315	201
200	1,068	1,122	1,179	1,239	1,302	200
199	1,058	1,111	1,167	1,227	1,289	199
198	1,047	1,100	1,156	1,214	1,276	198
197	1,037	1,089	1,144	1,202	1,263	197
196	1,026	1,078	1,133	1,190	1,251	196
195	1,016	1,068	1,122	1,178	1,238	195
194	1,006	1,057	1,111	1,167	1,226	194
193	996	1,047	1,100	1,155	1,214	193
192	986	1,036	1,089	1,144	1,202	192
191	976	1,026	1,078	1,132	1,190	191
190	967	1,016	1,067	1,121	1,178	190
189	957	1,006	1,056	1,110	1,166	189
188	948	996	1,046	1,099	1,155	188
187	938	986	1,036	1,088	1,143	187
186	929	976	1,025	1,077	1,132	186
185	920	966	1,015	1,067	1,121	185
184	911	957	1,005	1,056	1,110	184
183	902	947	995	1,046	1,099	183
182	893	938	985	1,035	1,087	182
181	884	929	976	1,025	1,077	181
180	875	919	966	1,015	1,066	180
179	866	910	956	1,005	1,056	179
178	858	901	947	995	1,045	178
177	849	892	938	985	1,035	177
176	841	883	928	975	1,025	176
175	833	875	919	966	1,014	175
174	824	866	910	956	1,005	174
173	816	858	901	947	995	173
172	808	849	892	937	985	172
171	800	841	883	928	975	171
170	792	832	874	919	965	170
169	784	824	866	910	956	169
168	777	816	857	901	946	168
167	769	808	849	891	936	167
166	761	800	840	883	928	166
165	754	792	832	874	918	165
164	746	784	824	866	909	164
163	739	776	816	857	900	163
162	732	769	808	848	891	162
161	724	761	800	840	882	161
160	717	754	792	832	874	160
159	710	746	784	824	865	159
158	703	739	776	815	857	158
157	696	731	768	807	848	157
156	689	724	761	799	840	156
155	682	717	753	791	832	155
154	676	710	746	783	823	154
153	669	703	738	776	815	153
152	662	696	731	768	807	152
151	656	689	724	760	799	151
150	649	682	717	753	791	150

149	643	675	710	746	783	149
148	636	669	702	738	775	148
147	630	662	696	731	768	147
146	624	656	689	724	760	146
145	618	649	682	716	753	145
144	612	643	675	709	745	144
143	606	636	668	702	738	143
142	600	630	662	695	730	142
141	594	624	655	688	723	141
140	588	618	649	682	716	140
139	582	611	642	675	709	139
138	576	605	636	668	702	138
137	570	599	630	662	695	137
136	565	593	623	655	688	136
135	559	588	617	649	681	135
134	554	582	611	642	675	134
133	548	576	605	636	668	133
132	543	570	599	630	661	132
131	537	565	593	623	655	131
130	532	559	587	617	648	130
129	527	554	582	611	642	129
128	522	548	576	605	636	128
127	516	543	570	599	629	127
126	511	537	564	593	623	126
125	506	532	559	587	617	125
124	501	527	553	581	611	124
123	496	521	548	575	605	123
122	491	516	542	570	599	122
121	486	511	537	564	593	121
120	482	506	532	558	587	120
119	477	501	526	553	581	119
118	472	496	521	548	575	118
117	467	491	516	542	570	117
116	463	486	511	537	564	116
115	458	481	506	531	558	115
114	454	477	501	526	553	114
113	449	472	496	521	547	113
112	445	467	491	516	542	112
111	440	463	486	511	537	111
110	436	458	481	506	531	110
109	432	454	477	501	526	109
108	427	449	472	496	521	108
107	423	445	467	491	516	107
106	419	440	463	486	511	106
105	415	436	458	481	506	105
104	411	432	453	476	501	104
103	407	427	449	472	496	103
102	403	423	445	467	491	102
101	399	419	440	462	486	101
100	395	415	436	458	481	100
99	391	411	432	453	476	99
98	387	407	427	449	472	98
97	383	403	423	444	467	97
96	379	399	419	440	462	96

95	376	395	415	436	458	95
94	372	391	411	431	453	94
93	368	387	406	427	449	93
92	365	383	402	423	444	92
91	361	379	399	419	440	91
90	357	376	395	415	436	90
89	354	372	391	410	431	89
88	350	368	387	406	427	88
87	347	365	383	402	423	87
86	344	361	379	398	419	86
85	340	357	375	394	414	85
84	337	354	372	390	410	84
83	333	350	368	387	406	83
82	330	347	365	383	402	82
81	327	343	361	379	398	81
80	324	340	357	375	394	80
79	320	337	354	372	390	79
78	317	333	350	368	386	78
77	314	330	347	365	383	77
76	311	327	343	361	379	76
75	308	324	340	357	375	75
74	305	320	337	354	371	74
73	302	317	333	350	368	73
72	299	314	330	347	365	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT III, Section VIII
HACB LONGEVITY - 35 YEAR
EFFECTIVE JANUARY 1, 2024
(12% of Base Salary)
EMPLOYEES HIRED PRE 1/1/19**

Grade	1	2	3	4	5	Grade
250	2,108	2,215	2,327	2,445	2,569	250
249	2,087	2,193	2,304	2,421	2,543	249
248	2,067	2,171	2,281	2,397	2,518	248
247	2,046	2,150	2,259	2,373	2,493	247
246	2,026	2,129	2,236	2,350	2,469	246
245	2,006	2,107	2,214	2,326	2,444	245
244	1,986	2,087	2,192	2,303	2,420	244
243	1,966	2,066	2,170	2,280	2,396	243
242	1,947	2,046	2,149	2,258	2,372	242
241	1,928	2,025	2,128	2,235	2,349	241
240	1,908	2,005	2,107	2,213	2,325	240
239	1,890	1,985	2,086	2,192	2,303	239
238	1,871	1,966	2,065	2,170	2,280	238
237	1,852	1,946	2,045	2,148	2,257	237
236	1,834	1,927	2,025	2,127	2,235	236
235	1,816	1,908	2,004	2,106	2,213	235
234	1,798	1,889	1,985	2,085	2,191	234
233	1,780	1,870	1,965	2,064	2,169	233
232	1,763	1,852	1,945	2,044	2,148	232
231	1,745	1,834	1,926	2,024	2,126	231
230	1,728	1,815	1,907	2,004	2,105	230
229	1,711	1,797	1,888	1,984	2,084	229
228	1,694	1,780	1,870	1,965	2,064	228
227	1,677	1,762	1,851	1,945	2,043	227
226	1,660	1,745	1,833	1,926	2,023	226
225	1,644	1,727	1,815	1,907	2,003	225
224	1,628	1,710	1,797	1,888	1,983	224
223	1,612	1,693	1,779	1,869	1,964	223
222	1,596	1,676	1,761	1,850	1,944	222
221	1,580	1,660	1,744	1,832	1,925	221
220	1,564	1,643	1,727	1,814	1,906	220
219	1,549	1,627	1,710	1,796	1,887	219
218	1,533	1,611	1,692	1,778	1,868	218
217	1,518	1,595	1,676	1,761	1,850	217
216	1,503	1,579	1,659	1,743	1,831	216
215	1,488	1,564	1,643	1,726	1,813	215
214	1,473	1,548	1,627	1,709	1,795	214
213	1,459	1,533	1,610	1,692	1,777	213
212	1,444	1,518	1,594	1,675	1,760	212
211	1,430	1,503	1,579	1,659	1,743	211
210	1,416	1,488	1,563	1,642	1,725	210
209	1,402	1,473	1,548	1,626	1,708	209
208	1,388	1,458	1,532	1,610	1,691	208
207	1,374	1,444	1,517	1,594	1,674	207
206	1,361	1,430	1,502	1,578	1,658	206
205	1,347	1,416	1,487	1,563	1,642	205
204	1,334	1,401	1,472	1,547	1,625	204

203	1,321	1,388	1,458	1,532	1,609	203
202	1,308	1,374	1,443	1,516	1,593	202
201	1,295	1,360	1,429	1,501	1,577	201
200	1,282	1,347	1,415	1,487	1,562	200
199	1,269	1,333	1,401	1,472	1,546	199
198	1,257	1,320	1,387	1,457	1,531	198
197	1,244	1,307	1,373	1,443	1,516	197
196	1,232	1,294	1,360	1,428	1,501	196
195	1,219	1,281	1,346	1,414	1,486	195
194	1,207	1,269	1,333	1,400	1,471	194
193	1,195	1,256	1,319	1,386	1,456	193
192	1,183	1,243	1,306	1,373	1,442	192
191	1,172	1,231	1,293	1,359	1,427	191
190	1,160	1,219	1,281	1,345	1,413	190
189	1,149	1,207	1,268	1,332	1,399	189
188	1,137	1,195	1,255	1,319	1,386	188
187	1,126	1,183	1,243	1,306	1,372	187
186	1,115	1,171	1,230	1,293	1,358	186
185	1,104	1,160	1,218	1,280	1,345	185
184	1,093	1,148	1,206	1,267	1,331	184
183	1,082	1,137	1,194	1,255	1,318	183
182	1,071	1,125	1,182	1,242	1,305	182
181	1,061	1,114	1,171	1,230	1,292	181
180	1,050	1,103	1,159	1,218	1,280	180
179	1,040	1,092	1,148	1,206	1,267	179
178	1,029	1,081	1,136	1,194	1,254	178
177	1,019	1,071	1,125	1,182	1,242	177
176	1,009	1,060	1,114	1,170	1,229	176
175	999	1,050	1,103	1,159	1,217	175
174	989	1,039	1,092	1,147	1,205	174
173	979	1,029	1,081	1,136	1,193	173
172	970	1,019	1,070	1,125	1,182	172
171	960	1,009	1,060	1,113	1,170	171
170	951	999	1,049	1,102	1,158	170
169	941	989	1,039	1,092	1,147	169
168	932	979	1,029	1,081	1,135	168
167	923	969	1,018	1,070	1,124	167
166	914	960	1,008	1,059	1,113	166
165	905	950	998	1,049	1,102	165
164	896	941	989	1,039	1,091	164
163	887	932	979	1,028	1,080	163
162	878	922	969	1,018	1,070	162
161	869	913	960	1,008	1,059	161
160	861	904	950	998	1,049	160
159	852	895	941	988	1,038	159
158	844	886	931	978	1,028	158
157	835	878	922	969	1,018	157
156	827	869	913	959	1,008	156
155	819	860	904	950	998	155
154	811	852	895	940	988	154
153	803	843	886	931	978	153
152	795	835	877	922	969	152
151	787	827	868	912	958	151
150	779	818	860	903	949	150

149	771	810	852	895	940	149
148	764	802	843	885	930	148
147	756	794	835	877	921	147
146	749	787	826	868	912	146
145	741	779	818	859	903	145
144	734	771	810	851	894	144
143	727	763	802	843	885	143
142	719	756	794	834	876	142
141	712	748	786	826	868	141
140	705	741	778	818	859	140
139	698	734	771	810	851	139
138	691	726	763	802	842	138
137	684	719	756	794	834	137
136	678	712	748	786	826	136
135	671	705	741	778	818	135
134	664	698	733	771	810	134
133	658	691	726	763	801	133
132	651	684	719	756	794	132
131	645	678	712	748	786	131
130	639	671	705	741	778	130
129	632	664	698	733	770	129
128	626	658	691	726	763	128
127	620	651	684	719	755	127
126	614	645	677	712	748	126
125	607	638	671	705	740	125
124	601	632	664	697	733	124
123	595	626	657	690	725	123
122	590	619	651	684	718	122
121	584	613	644	677	711	121
120	578	607	638	670	704	120
119	572	601	631	663	697	119
118	567	595	625	657	690	118
117	561	589	619	651	684	117
116	555	584	613	644	677	116
115	550	578	607	638	670	115
114	544	572	601	631	663	114
113	539	566	595	625	657	113
112	534	561	589	619	650	112
111	528	555	583	613	644	111
110	523	550	578	607	637	110
109	518	544	572	601	631	109
108	513	539	566	595	625	108
107	508	534	561	589	619	107
106	503	528	555	583	613	106
105	498	523	550	578	607	105
104	493	518	544	572	601	104
103	488	513	539	566	595	103
102	483	508	533	560	589	102
101	478	503	528	555	583	101
100	474	498	523	549	577	100
99	469	493	518	544	572	99
98	464	488	513	539	566	98
97	460	483	508	533	560	97
96	455	478	502	528	555	96

95	451	474	497	523	549	95
94	446	469	493	518	544	94
93	442	464	488	512	538	93
92	438	460	483	507	533	92
91	433	455	478	502	528	91
90	429	451	473	497	523	90
89	425	446	469	492	517	89
88	420	442	464	488	512	88
87	416	437	459	483	507	87
86	412	433	455	478	502	86
85	408	429	450	473	497	85
84	404	424	446	468	492	84
83	400	420	442	464	487	83
82	396	416	437	459	483	82
81	392	412	433	455	478	81
80	388	408	429	450	473	80
79	384	404	424	446	468	79
78	381	400	420	441	464	78
77	377	396	416	437	459	77
76	373	392	412	433	455	76
75	369	388	408	429	450	75
74	366	384	404	424	446	74
73	362	381	400	420	441	73
72	359	377	396	416	437	72
Grade	1	2	3	4	5	Grade

**ATTACHMENT IV, SECTION I
HACB
REPRESENTED EMPLOYEES LIST
(CLASSES ASSIGNED TO SALARY RANGES)
EFFECTIVE JANUARY 1, 2024**

The following classifications, as listed by position title, are hereby assigned to the respective salary range numbers.

Position	Salary Range
Accountant	125
Accounting Technician	115
Assisted Housing Specialist	112
Client Services Specialist I	97
Contracts Administrator	138
Housing Inspector	126
Intake Specialist - Public Housing	107
Intake Specialist - Section 8	107
Maintenance I	111
Maintenance II	116
Occupancy Specialist - Lead	122
Occupancy Specialist	112
Senior Accountant	153
Special Programs Coordinator	120
Utility Worker	72*

* Changes annually per California minimum wage.

**ATTACHMENT IV, Section II
HACB BASE SALARY
EFFECTIVE JANUARY 1, 2024
(3.5% COLA)
EMPLOYEES HIRED POST 1/1/19**

Grade	1	2	3	4	5	6	7	8	9	Grade
250	17,569	18,008	18,458	18,919	19,392	19,877	20,374	20,883	21,405	250
249	17,395	17,830	18,276	18,733	19,201	19,681	20,173	20,677	21,194	249
248	17,223	17,654	18,095	18,547	19,011	19,486	19,973	20,472	20,984	248
247	17,052	17,478	17,915	18,363	18,822	19,293	19,775	20,269	20,776	247
246	16,883	17,305	17,738	18,181	18,636	19,102	19,580	20,070	20,572	246
245	16,716	17,134	17,562	18,001	18,451	18,912	19,385	19,870	20,367	245
244	16,550	16,964	17,388	17,823	18,269	18,726	19,194	19,674	20,166	244
243	16,386	16,796	17,216	17,646	18,087	18,539	19,002	19,477	19,964	243
242	16,224	16,630	17,046	17,472	17,909	18,357	18,816	19,286	19,768	242
241	16,063	16,465	16,877	17,299	17,731	18,174	18,628	19,094	19,571	241
240	15,904	16,302	16,710	17,128	17,556	17,995	18,445	18,906	19,379	240
239	15,747	16,141	16,545	16,959	17,383	17,818	18,263	18,720	19,188	239
238	15,591	15,981	16,381	16,791	17,211	17,641	18,082	18,534	18,997	238
237	15,437	15,823	16,219	16,624	17,040	17,466	17,903	18,351	18,810	237
236	15,284	15,666	16,058	16,459	16,870	17,292	17,724	18,167	18,621	236
235	15,133	15,511	15,899	16,296	16,703	17,121	17,549	17,988	18,438	235
234	14,983	15,358	15,742	16,136	16,539	16,952	17,376	17,810	18,255	234
233	14,835	15,206	15,586	15,976	16,375	16,784	17,204	17,634	18,075	233
232	14,688	15,055	15,431	15,817	16,212	16,617	17,032	17,458	17,894	232
231	14,543	14,907	15,280	15,662	16,054	16,455	16,866	17,288	17,720	231
230	14,399	14,759	15,128	15,506	15,894	16,291	16,698	17,115	17,543	230
229	14,256	14,612	14,977	15,351	15,735	16,128	16,531	16,944	17,368	229
228	14,115	14,468	14,830	15,201	15,581	15,971	16,370	16,779	17,198	228
227	13,975	14,324	14,682	15,049	15,425	15,811	16,206	16,611	17,026	227
226	13,837	14,183	14,538	14,901	15,274	15,656	16,047	16,448	16,859	226
225	13,700	14,043	14,394	14,754	15,123	15,501	15,889	16,286	16,693	225
224	13,564	13,903	14,251	14,607	14,972	15,346	15,730	16,123	16,526	224
223	13,430	13,766	14,110	14,463	14,825	15,196	15,576	15,965	16,364	223
222	13,297	13,629	13,970	14,319	14,677	15,044	15,420	15,806	16,201	222
221	13,165	13,494	13,831	14,177	14,531	14,894	15,266	15,648	16,039	221
220	13,035	13,361	13,695	14,037	14,388	14,748	15,117	15,495	15,882	220
219	12,906	13,229	13,560	13,899	14,246	14,602	14,967	15,341	15,725	219
218	12,778	13,097	13,424	13,760	14,104	14,457	14,818	15,188	15,568	218
217	12,651	12,967	13,291	13,623	13,964	14,313	14,671	15,038	15,414	217
216	12,526	12,839	13,160	13,489	13,826	14,172	14,526	14,889	15,261	216
215	12,402	12,712	13,030	13,356	13,690	14,032	14,383	14,743	15,112	215
214	12,279	12,586	12,901	13,224	13,555	13,894	14,241	14,597	14,962	214
213	12,157	12,461	12,773	13,092	13,419	13,754	14,098	14,450	14,811	213
212	12,037	12,338	12,646	12,962	13,286	13,618	13,958	14,307	14,665	212
211	11,918	12,216	12,521	12,834	13,155	13,484	13,821	14,167	14,521	211
210	11,800	12,095	12,397	12,707	13,025	13,351	13,685	14,027	14,378	210
209	11,683	11,975	12,274	12,581	12,896	13,218	13,548	13,887	14,234	209
208	11,567	11,856	12,152	12,456	12,767	13,086	13,413	13,748	14,092	208
207	11,452	11,738	12,031	12,332	12,640	12,956	13,280	13,612	13,952	207
206	11,339	11,622	11,913	12,211	12,516	12,829	13,150	13,479	13,816	206
205	11,227	11,508	11,796	12,091	12,393	12,703	13,021	13,347	13,681	205
204	11,116	11,394	11,679	11,971	12,270	12,577	12,891	13,213	13,543	204
203	11,006	11,281	11,563	11,852	12,148	12,452	12,763	13,082	13,409	203
202	10,897	11,169	11,448	11,734	12,027	12,328	12,636	12,952	13,276	202
201	10,789	11,059	11,335	11,618	11,908	12,206	12,511	12,824	13,145	201
200	10,682	10,949	11,223	11,504	11,792	12,087	12,389	12,699	13,016	200
199	10,576	10,840	11,111	11,389	11,674	11,966	12,265	12,572	12,886	199
198	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	198
197	10,367	10,626	10,892	11,164	11,443	11,729	12,022	12,323	12,631	197
196	10,264	10,521	10,784	11,054	11,330	11,613	11,903	12,201	12,506	196
195	10,162	10,416	10,676	10,943	11,217	11,497	11,784	12,079	12,381	195
194	10,061	10,313	10,571	10,835	11,106	11,384	11,669	11,961	12,260	194
193	9,961	10,210	10,465	10,727	10,995	11,270	11,552	11,841	12,137	193
192	9,862	10,109	10,362	10,621	10,887	11,159	11,438	11,724	12,017	192
191	9,764	10,008	10,258	10,514	10,777	11,046	11,322	11,605	11,895	191
190	9,667	9,909	10,157	10,411	10,671	10,938	11,211	11,491	11,778	190
189	9,571	9,810	10,055	10,306	10,564	10,828	11,099	11,376	11,660	189
188	9,476	9,713	9,956	10,205	10,460	10,722	10,990	11,265	11,547	188
187	9,382	9,617	9,857	10,103	10,356	10,615	10,880	11,152	11,431	187
186	9,289	9,521	9,759	10,003	10,253	10,509	10,772	11,041	11,317	186
185	9,197	9,427	9,663	9,905	10,153	10,407	10,667	10,934	11,207	185
184	9,106	9,334	9,567	9,806	10,051	10,302	10,560	10,824	11,095	184
183	9,016	9,241	9,472	9,709	9,952	10,201	10,456	10,717	10,985	183

**ATTACHMENT IV, Section II
HACB BASE SALARY
EFFECTIVE JANUARY 1, 2024
(3.5% COLA)
EMPLOYEES HIRED POST 1/1/19**

182	8,927	9,150	9,379	9,613	9,853	10,099	10,351	10,610	10,875	182
181	8,839	9,060	9,287	9,519	9,757	10,001	10,251	10,507	10,770	181
180	8,751	8,970	9,194	9,424	9,660	9,902	10,150	10,404	10,664	180
179	8,664	8,881	9,103	9,331	9,564	9,803	10,048	10,299	10,556	179
178	8,578	8,792	9,012	9,237	9,468	9,705	9,948	10,197	10,452	178
177	8,493	8,705	8,923	9,146	9,375	9,609	9,849	10,095	10,347	177
176	8,409	8,619	8,834	9,055	9,281	9,513	9,751	9,995	10,245	176
175	8,326	8,534	8,747	8,966	9,190	9,420	9,656	9,897	10,144	175
174	8,244	8,450	8,661	8,878	9,100	9,328	9,561	9,800	10,045	174
173	8,162	8,366	8,575	8,789	9,009	9,234	9,465	9,702	9,945	173
172	8,081	8,283	8,490	8,702	8,920	9,143	9,372	9,606	9,846	172
171	8,001	8,201	8,406	8,616	8,831	9,052	9,278	9,510	9,748	171
170	7,922	8,120	8,323	8,531	8,744	8,963	9,187	9,417	9,652	170
169	7,844	8,040	8,241	8,447	8,658	8,874	9,096	9,323	9,556	169
168	7,766	7,960	8,159	8,363	8,572	8,786	9,006	9,231	9,462	168
167	7,689	7,881	8,078	8,280	8,487	8,699	8,916	9,139	9,367	167
166	7,613	7,803	7,998	8,198	8,403	8,613	8,828	9,049	9,275	166
165	7,538	7,726	7,919	8,117	8,320	8,528	8,741	8,960	9,184	165
164	7,463	7,650	7,841	8,037	8,238	8,444	8,655	8,871	9,093	164
163	7,389	7,574	7,763	7,957	8,156	8,360	8,569	8,783	9,003	163
162	7,316	7,499	7,686	7,878	8,075	8,277	8,484	8,696	8,913	162
161	7,244	7,425	7,611	7,801	7,996	8,196	8,401	8,611	8,826	161
160	7,172	7,351	7,535	7,723	7,916	8,114	8,317	8,525	8,738	160
159	7,101	7,279	7,461	7,648	7,839	8,035	8,236	8,442	8,653	159
158	7,031	7,207	7,387	7,572	7,761	7,955	8,154	8,358	8,567	158
157	6,961	7,135	7,313	7,496	7,683	7,875	8,072	8,274	8,481	157
156	6,892	7,064	7,241	7,422	7,608	7,798	7,993	8,193	8,398	156
155	6,824	6,995	7,170	7,349	7,533	7,721	7,914	8,112	8,315	155
154	6,756	6,925	7,098	7,275	7,457	7,643	7,834	8,030	8,231	154
153	6,689	6,856	7,027	7,203	7,383	7,568	7,757	7,951	8,150	153
152	6,623	6,789	6,959	7,133	7,311	7,494	7,681	7,873	8,070	152
151	6,557	6,721	6,889	7,061	7,238	7,419	7,604	7,794	7,989	151
150	6,492	6,654	6,820	6,991	7,166	7,345	7,529	7,717	7,910	150
149	6,428	6,589	6,754	6,923	7,096	7,273	7,455	7,641	7,832	149
148	6,364	6,523	6,686	6,853	7,024	7,200	7,380	7,565	7,754	148
147	6,301	6,459	6,620	6,786	6,956	7,130	7,308	7,491	7,678	147
146	6,239	6,395	6,555	6,719	6,887	7,059	7,235	7,416	7,601	146
145	6,177	6,331	6,489	6,651	6,817	6,987	7,162	7,341	7,525	145
144	6,116	6,269	6,426	6,587	6,752	6,921	7,094	7,271	7,453	144
143	6,055	6,206	6,361	6,520	6,683	6,850	7,021	7,197	7,377	143
142	5,995	6,145	6,299	6,456	6,617	6,782	6,952	7,126	7,304	142
141	5,936	6,084	6,236	6,392	6,552	6,716	6,884	7,056	7,232	141
140	5,877	6,024	6,175	6,329	6,487	6,649	6,815	6,985	7,160	140
139	5,819	5,964	6,113	6,266	6,423	6,584	6,749	6,918	7,091	139
138	5,761	5,905	6,053	6,204	6,359	6,518	6,681	6,848	7,019	138
137	5,704	5,847	5,993	6,143	6,297	6,454	6,615	6,780	6,950	137
136	5,648	5,789	5,934	6,082	6,234	6,390	6,550	6,714	6,882	136
135	5,592	5,732	5,875	6,022	6,173	6,327	6,485	6,647	6,813	135
134	5,537	5,675	5,817	5,962	6,111	6,264	6,421	6,582	6,747	134
133	5,482	5,619	5,759	5,903	6,051	6,202	6,357	6,516	6,679	133
132	5,428	5,564	5,703	5,846	5,992	6,142	6,296	6,453	6,614	132
131	5,374	5,508	5,646	5,787	5,932	6,080	6,232	6,388	6,548	131
130	5,321	5,454	5,590	5,730	5,873	6,020	6,171	6,325	6,483	130
129	5,268	5,400	5,535	5,673	5,815	5,960	6,109	6,262	6,419	129
128	5,216	5,346	5,480	5,617	5,757	5,901	6,049	6,200	6,355	128
127	5,164	5,293	5,425	5,561	5,700	5,843	5,989	6,139	6,292	127
126	5,113	5,241	5,372	5,506	5,644	5,785	5,930	6,078	6,230	126
125	5,062	5,189	5,319	5,452	5,588	5,728	5,871	6,018	6,168	125
124	5,012	5,137	5,265	5,397	5,532	5,670	5,812	5,957	6,106	124
123	4,962	5,086	5,213	5,343	5,477	5,614	5,754	5,898	6,045	123
122	4,913	5,036	5,162	5,291	5,423	5,559	5,698	5,840	5,986	122
121	4,864	4,986	5,111	5,239	5,370	5,504	5,642	5,783	5,928	121
120	4,816	4,936	5,059	5,185	5,315	5,448	5,584	5,724	5,867	120
119	4,768	4,887	5,009	5,134	5,262	5,394	5,529	5,667	5,809	119
118	4,721	4,839	4,960	5,084	5,211	5,341	5,475	5,612	5,752	118
117	4,674	4,791	4,911	5,034	5,160	5,289	5,421	5,557	5,696	117
116	4,628	4,744	4,863	4,985	5,110	5,238	5,369	5,503	5,641	116
115	4,582	4,697	4,814	4,934	5,057	5,183	5,313	5,446	5,582	115
114	4,537	4,650	4,766	4,885	5,007	5,132	5,260	5,392	5,527	114

**ATTACHMENT IV, Section II
HACB BASE SALARY
EFFECTIVE JANUARY 1, 2024
(3.5% COLA)
EMPLOYEES HIRED POST 1/1/19**

113	4,492	4,604	4,719	4,837	4,958	5,082	5,209	5,339	5,472	113
112	4,448	4,559	4,673	4,790	4,910	5,033	5,159	5,288	5,420	112
111	4,404	4,514	4,627	4,743	4,862	4,984	5,109	5,237	5,368	111
110	4,360	4,469	4,581	4,696	4,813	4,933	5,056	5,182	5,312	110
109	4,317	4,425	4,536	4,649	4,765	4,884	5,006	5,131	5,259	109
108	4,274	4,381	4,491	4,603	4,718	4,836	4,957	5,081	5,208	108
107	4,232	4,338	4,446	4,557	4,671	4,788	4,908	5,031	5,157	107
106	4,190	4,295	4,402	4,512	4,625	4,741	4,860	4,982	5,107	106
105	4,149	4,253	4,359	4,468	4,580	4,695	4,812	4,932	5,055	105
104	4,108	4,211	4,316	4,424	4,535	4,648	4,764	4,883	5,005	104
103	4,067	4,169	4,273	4,380	4,490	4,602	4,717	4,835	4,956	103
102	4,027	4,128	4,231	4,337	4,445	4,556	4,670	4,787	4,907	102
101	3,987	4,087	4,189	4,294	4,401	4,511	4,624	4,740	4,859	101
100	3,948	4,047	4,148	4,252	4,358	4,467	4,579	4,693	4,810	100
99	3,909	4,007	4,107	4,210	4,315	4,423	4,534	4,647	4,763	99
98	3,870	3,967	4,066	4,168	4,272	4,379	4,488	4,600	4,715	98
97	3,832	3,928	4,026	4,127	4,230	4,336	4,444	4,555	4,669	97
96	3,794	3,889	3,986	4,086	4,188	4,293	4,400	4,510	4,623	96
95	3,756	3,850	3,946	4,045	4,146	4,250	4,356	4,465	4,577	95
94	3,719	3,812	3,907	4,005	4,105	4,208	4,313	4,421	4,532	94
93	3,682	3,774	3,868	3,965	4,064	4,166	4,270	4,377	4,486	93
92	3,646	3,737	3,830	3,926	4,024	4,125	4,228	4,334	4,442	92
91	3,610	3,700	3,793	3,888	3,985	4,085	4,187	4,292	4,399	91
90	3,574	3,663	3,755	3,849	3,945	4,044	4,145	4,249	4,355	90
89	3,539	3,627	3,718	3,811	3,906	4,004	4,104	4,207	4,312	89
88	3,504	3,592	3,682	3,774	3,868	3,965	4,064	4,166	4,270	88
87	3,469	3,556	3,645	3,736	3,829	3,925	4,023	4,124	4,227	87
86	3,435	3,521	3,609	3,699	3,791	3,886	3,983	4,083	4,185	86
85	3,401	3,486	3,573	3,662	3,754	3,848	3,944	4,043	4,144	85
84	3,367	3,451	3,537	3,625	3,716	3,809	3,904	4,002	4,102	84
83	3,334	3,417	3,502	3,590	3,680	3,772	3,866	3,963	4,062	83
82	3,301	3,384	3,469	3,556	3,645	3,736	3,829	3,925	4,023	82
81	3,268	3,350	3,434	3,520	3,608	3,698	3,790	3,885	3,982	81
80	3,236	3,317	3,400	3,485	3,572	3,661	3,753	3,847	3,943	80
79	3,204	3,284	3,366	3,450	3,536	3,624	3,715	3,808	3,903	79
78	3,172	3,251	3,332	3,415	3,500	3,588	3,678	3,770	3,864	78
77	3,141	3,220	3,301	3,384	3,469	3,556	3,645	3,736	3,829	77
76	3,110	3,188	3,268	3,350	3,434	3,520	3,608	3,698	3,790	76
75	3,079	3,156	3,235	3,316	3,399	3,484	3,571	3,660	3,752	75
74	3,049	3,125	3,203	3,283	3,365	3,449	3,535	3,623	3,714	74
73	3,019	3,094	3,171	3,250	3,331	3,414	3,499	3,586	3,676	73
72	2,989	3,064	3,141	3,220	3,301	3,384	3,469	3,556	3,645	72
Grade	1	2	3	4	5	6	7	8	9	Grade

**ATTACHMENT IV, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE JANUARY 1, 2024**
(2% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9	Grade
250	348	357	366	375	384	394	404	414	424	250
249	345	354	363	372	381	391	401	411	421	249
248	342	351	360	369	378	387	397	407	417	248
247	339	347	356	365	374	383	393	403	413	247
246	336	344	353	362	371	380	390	400	410	246
245	333	341	350	359	368	377	386	396	406	245
244	330	338	346	355	364	373	382	392	402	244
243	327	335	343	352	361	370	379	388	398	243
242	324	332	340	349	358	367	376	385	395	242
241	321	329	337	345	354	363	372	381	391	241
240	318	326	334	342	351	360	369	378	387	240
239	315	323	331	339	347	356	365	374	383	239
238	312	320	328	336	344	353	362	371	380	238
237	309	317	325	333	341	350	359	368	377	237
236	306	314	322	330	338	346	355	364	373	236
235	303	311	319	327	335	343	352	361	370	235
234	300	307	315	323	331	339	348	356	365	234
233	297	304	312	320	328	336	344	353	362	233
232	294	301	309	316	324	332	341	349	358	232
231	291	298	306	313	321	329	337	346	354	231
230	288	295	303	310	318	326	334	342	351	230
229	285	292	300	307	315	323	331	339	347	229
228	282	289	297	304	312	319	327	336	344	228
227	280	286	294	301	309	316	324	332	341	227
226	277	284	291	298	305	313	321	329	337	226
225	274	281	288	295	302	310	318	326	334	225
224	271	278	285	292	299	307	315	322	331	224
223	269	275	282	289	297	304	312	319	327	223
222	266	273	279	286	294	301	308	316	324	222
221	263	270	277	284	291	298	305	313	321	221
220	261	267	274	281	288	295	302	310	318	220
219	258	265	271	278	285	292	299	307	315	219
218	256	262	268	275	282	289	296	304	311	218
217	253	259	266	272	279	286	293	301	308	217
216	251	257	263	270	277	283	291	298	305	216
215	248	254	261	267	274	281	288	295	302	215
214	246	252	258	264	271	278	285	292	299	214
213	243	249	255	262	268	275	282	289	296	213
212	241	247	253	259	266	272	279	286	293	212
211	238	244	250	257	263	270	276	283	290	211
210	236	242	248	254	261	267	274	281	288	210
209	234	240	245	252	258	264	271	278	285	209
208	231	237	243	249	255	262	268	275	282	208
207	229	235	241	247	253	259	266	272	279	207
206	227	232	238	244	250	257	263	270	276	206
205	225	230	236	242	248	254	260	267	274	205
204	222	228	234	239	245	252	258	264	271	204
203	220	226	231	237	243	249	255	262	268	203
202	218	223	229	235	241	247	253	259	266	202
201	216	221	227	232	238	244	250	256	263	201
200	214	219	224	230	236	242	248	254	260	200
199	212	217	222	228	233	239	245	251	258	199
198	209	215	220	226	231	237	243	249	255	198
197	207	213	218	223	229	235	240	246	253	197
196	205	210	216	221	227	232	238	244	250	196
195	203	208	214	219	224	230	236	242	248	195
194	201	206	211	217	222	228	233	239	245	194
193	199	204	209	215	220	225	231	237	243	193
192	197	202	207	212	218	223	229	234	240	192
191	195	200	205	210	216	221	226	232	238	191
190	193	198	203	208	213	219	224	230	236	190
189	191	196	201	206	211	217	222	228	233	189
188	190	194	199	204	209	214	220	225	231	188
187	188	192	197	202	207	212	218	223	229	187
186	186	190	195	200	205	210	215	221	226	186
185	184	189	193	198	203	208	213	219	224	185
184	182	187	191	196	201	206	211	216	222	184
183	180	185	189	194	199	204	209	214	220	183

**ATTACHMENT IV, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE JANUARY 1, 2024**
(2% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

182	179	183	188	192	197	202	207	212	218	182
181	177	181	186	190	195	200	205	210	215	181
180	175	179	184	188	193	198	203	208	213	180
179	173	178	182	187	191	196	201	206	211	179
178	172	176	180	185	189	194	199	204	209	178
177	170	174	178	183	188	192	197	202	207	177
176	168	172	177	181	186	190	195	200	205	176
175	167	171	175	179	184	188	193	198	203	175
174	165	169	173	178	182	187	191	196	201	174
173	163	167	172	176	180	185	189	194	199	173
172	162	166	170	174	178	183	187	192	197	172
171	160	164	168	172	177	181	186	190	195	171
170	158	162	166	171	175	179	184	188	193	170
169	157	161	165	169	173	177	182	186	191	169
168	155	159	163	167	171	176	180	185	189	168
167	154	158	162	166	170	174	178	183	187	167
166	152	156	160	164	168	172	177	181	186	166
165	151	155	158	162	166	171	175	179	184	165
164	149	153	157	161	165	169	173	177	182	164
163	148	151	155	159	163	167	171	176	180	163
162	146	150	154	158	162	166	170	174	178	162
161	145	149	152	156	160	164	168	172	177	161
160	143	147	151	154	158	162	166	171	175	160
159	142	146	149	153	157	161	165	169	173	159
158	141	144	148	151	155	159	163	167	171	158
157	139	143	146	150	154	158	161	165	170	157
156	138	141	145	148	152	156	160	164	168	156
155	136	140	143	147	151	154	158	162	166	155
154	135	139	142	146	149	153	157	161	165	154
153	134	137	141	144	148	151	155	159	163	153
152	132	136	139	143	146	150	154	157	161	152
151	131	134	138	141	145	148	152	156	160	151
150	130	133	136	140	143	147	151	154	158	150
149	129	132	135	138	142	145	149	153	157	149
148	127	130	134	137	140	144	148	151	155	148
147	126	129	132	136	139	143	146	150	154	147
146	125	128	131	134	138	141	145	148	152	146
145	124	127	130	133	136	140	143	147	151	145
144	122	125	129	132	135	138	142	145	149	144
143	121	124	127	130	134	137	140	144	148	143
142	120	123	126	129	132	136	139	143	146	142
141	119	122	125	128	131	134	138	141	145	141
140	118	120	124	127	130	133	136	140	143	140
139	116	119	122	125	128	132	135	138	142	139
138	115	118	121	124	127	130	134	137	140	138
137	114	117	120	123	126	129	132	136	139	137
136	113	116	119	122	125	128	131	134	138	136
135	112	115	118	120	123	127	130	133	136	135
134	111	114	116	119	122	125	128	132	135	134
133	110	112	115	118	121	124	127	130	134	133
132	109	111	114	117	120	123	126	129	132	132
131	107	110	113	116	119	122	125	128	131	131
130	106	109	112	115	117	120	123	127	130	130
129	105	108	111	113	116	119	122	125	128	129
128	104	107	110	112	115	118	121	124	127	128
127	103	106	109	111	114	117	120	123	126	127
126	102	105	107	110	113	116	119	122	125	126
125	101	104	106	109	112	115	117	120	123	125
124	100	103	105	108	111	113	116	119	122	124
123	99	102	104	107	110	112	115	118	121	123
122	98	101	103	106	108	111	114	117	120	122
121	97	100	102	105	107	110	113	116	119	121
120	96	99	101	104	106	109	112	114	117	120
119	95	98	100	103	105	108	111	113	116	119
118	94	97	99	102	104	107	110	112	115	118
117	93	96	98	101	103	106	108	111	114	117
116	93	95	97	100	102	105	107	110	113	116
115	92	94	96	99	101	104	106	109	112	115
114	91	93	95	98	100	103	105	108	111	114

**ATTACHMENT IV, Section III
HACB LONGEVITY - 10 YEAR
EFFECTIVE JANUARY 1, 2024**
(2% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

113	90	92	94	97	99	102	104	107	109	113
112	89	91	93	96	98	101	103	106	108	112
111	88	90	93	95	97	100	102	105	107	111
110	87	89	92	94	96	99	101	104	106	110
109	86	89	91	93	95	98	100	103	105	109
108	85	88	90	92	94	97	99	102	104	108
107	85	87	89	91	93	96	98	101	103	107
106	84	86	88	90	93	95	97	100	102	106
105	83	85	87	89	92	94	96	99	101	105
104	82	84	86	88	91	93	95	98	100	104
103	81	83	85	88	90	92	94	97	99	103
102	81	83	85	87	89	91	93	96	98	102
101	80	82	84	86	88	90	92	95	97	101
100	79	81	83	85	87	89	92	94	96	100
99	78	80	82	84	86	88	91	93	95	99
98	77	79	81	83	85	88	90	92	94	98
97	77	79	81	83	85	87	89	91	93	97
96	76	78	80	82	84	86	88	90	92	96
95	75	77	79	81	83	85	87	89	92	95
94	74	76	78	80	82	84	86	88	91	94
93	74	75	77	79	81	83	85	88	90	93
92	73	75	77	79	80	83	85	87	89	92
91	72	74	76	78	80	82	84	86	88	91
90	71	73	75	77	79	81	83	85	87	90
89	71	73	74	76	78	80	82	84	86	89
88	70	72	74	75	77	79	81	83	85	88
87	69	71	73	75	77	79	80	82	85	87
86	69	70	72	74	76	78	80	82	84	86
85	68	70	71	73	75	77	79	81	83	85
84	67	69	71	73	74	76	78	80	82	84
83	67	68	70	72	74	75	77	79	81	83
82	66	68	69	71	73	75	77	79	80	82
81	65	67	69	70	72	74	76	78	80	81
80	65	66	68	70	71	73	75	77	79	80
79	64	66	67	69	71	72	74	76	78	79
78	63	65	67	68	70	72	74	75	77	78
77	63	64	66	68	69	71	73	75	77	77
76	62	64	65	67	69	70	72	74	76	76
75	62	63	65	66	68	70	71	73	75	75
74	61	63	64	66	67	69	71	72	74	74
73	60	62	63	65	67	68	70	72	74	73
72	60	61	63	64	66	68	69	71	73	72
Grade	1	2	3	4	5	6	7	8	9	Grade

**ATTACHMENT IV, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE JANUARY 1, 2024**
(4% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9	Grade
250	702	720	738	756	775	794	814	834	855	250
249	695	712	730	748	767	786	806	826	847	249
248	688	705	723	741	760	779	798	818	838	248
247	681	698	715	733	751	770	789	809	829	247
246	674	691	708	726	744	763	782	802	822	246
245	667	684	701	719	737	755	774	793	813	245
244	660	677	694	711	729	747	766	785	805	244
243	653	669	686	703	721	739	757	776	795	243
242	647	663	680	697	714	732	750	769	788	242
241	641	657	673	690	707	725	743	762	781	241
240	635	651	667	684	701	719	737	755	774	240
239	629	645	661	678	695	712	730	748	767	239
238	623	639	655	671	688	705	723	741	760	238
237	617	632	648	664	681	698	715	733	751	237
236	611	626	642	658	674	691	708	726	744	236
235	605	620	636	652	668	685	702	720	738	235
234	599	614	630	645	662	678	695	712	730	234
233	593	608	623	639	655	671	688	705	723	233
232	588	602	617	633	648	665	681	698	716	232
231	582	596	611	626	642	658	675	692	709	231
230	576	590	605	620	636	652	668	685	702	230
229	570	584	599	614	629	645	661	678	695	229
228	565	579	593	608	623	639	655	671	688	228
227	559	573	587	602	617	632	648	664	681	227
226	553	567	582	596	611	626	642	658	674	226
225	548	562	576	590	605	620	636	651	668	225
224	543	556	570	584	599	614	629	645	661	224
223	537	551	564	579	593	608	623	639	655	223
222	532	545	559	573	587	602	617	632	648	222
221	527	540	553	567	581	596	611	626	642	221
220	521	534	548	561	576	590	605	620	635	220
219	516	529	542	556	570	584	599	614	629	219
218	511	524	537	550	564	578	593	608	623	218
217	506	519	532	545	559	573	587	602	617	217
216	501	514	526	540	553	567	581	596	610	216
215	496	508	521	534	548	561	575	590	604	215
214	491	503	516	529	542	556	570	584	598	214
213	486	498	511	524	537	550	564	578	592	213
212	481	494	506	518	531	545	558	572	587	212
211	477	489	501	513	526	539	553	567	581	211
210	472	484	496	508	521	534	547	561	575	210
209	467	479	491	503	516	529	542	555	569	209
208	463	474	486	498	511	523	537	550	564	208
207	458	470	481	493	506	518	531	544	558	207
206	454	465	477	488	501	513	526	539	553	206
205	449	460	472	484	496	508	521	534	547	205
204	445	456	467	479	491	503	516	529	542	204
203	440	451	463	474	486	498	511	523	536	203
202	436	447	458	469	481	493	505	518	531	202
201	432	442	453	465	476	488	500	513	526	201
200	427	438	449	460	472	483	496	508	521	200
199	423	434	444	456	467	479	491	503	515	199
198	419	429	440	451	462	474	486	498	510	198
197	415	425	436	447	458	469	481	493	505	197
196	411	421	431	442	453	465	476	488	500	196
195	406	417	427	438	449	460	471	483	495	195
194	402	413	423	433	444	455	467	478	490	194
193	398	408	419	429	440	451	462	474	485	193
192	394	404	414	425	435	446	458	469	481	192
191	391	400	410	421	431	442	453	464	476	191
190	387	396	406	416	427	438	448	460	471	190
189	383	392	402	412	423	433	444	455	466	189
188	379	389	398	408	418	429	440	451	462	188
187	375	385	394	404	414	425	435	446	457	187
186	372	381	390	400	410	420	431	442	453	186
185	368	377	387	396	406	416	427	437	448	185
184	364	373	383	392	402	412	422	433	444	184
183	361	370	379	388	398	408	418	429	439	183

**ATTACHMENT IV, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE JANUARY 1, 2024**
(4% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

182	357	366	375	385	394	404	414	424	435	182
181	354	362	371	381	390	400	410	420	431	181
180	350	359	368	377	386	396	406	416	427	180
179	347	355	364	373	383	392	402	412	422	179
178	343	352	360	369	379	388	398	408	418	178
177	340	348	357	366	375	384	394	404	414	177
176	336	345	353	362	371	381	390	400	410	176
175	333	341	350	359	368	377	386	396	406	175
174	330	338	346	355	364	373	382	392	402	174
173	326	335	343	352	360	369	379	388	398	173
172	323	331	340	348	357	366	375	384	394	172
171	320	328	336	345	353	362	371	380	390	171
170	317	325	333	341	350	359	367	377	386	170
169	314	322	330	338	346	355	364	373	382	169
168	311	318	326	335	343	351	360	369	378	168
167	308	315	323	331	339	348	357	366	375	167
166	305	312	320	328	336	345	353	362	371	166
165	302	309	317	325	333	341	350	358	367	165
164	299	306	314	321	330	338	346	355	364	164
163	296	303	311	318	326	334	343	351	360	163
162	293	300	307	315	323	331	339	348	357	162
161	290	297	304	312	320	328	336	344	353	161
160	287	294	301	309	317	325	333	341	350	160
159	284	291	298	306	314	321	329	338	346	159
158	281	288	295	303	310	318	326	334	343	158
157	278	285	293	300	307	315	323	331	339	157
156	276	283	290	297	304	312	320	328	336	156
155	273	280	287	294	301	309	317	324	333	155
154	270	277	284	291	298	306	313	321	329	154
153	268	274	281	288	295	303	310	318	326	153
152	265	272	278	285	292	300	307	315	323	152
151	262	269	276	282	290	297	304	312	320	151
150	260	266	273	280	287	294	301	309	316	150
149	257	264	270	277	284	291	298	306	313	149
148	255	261	267	274	281	288	295	303	310	148
147	252	258	265	271	278	285	292	300	307	147
146	250	256	262	269	275	282	289	297	304	146
145	247	253	260	266	273	279	286	294	301	145
144	245	251	257	263	270	277	284	291	298	144
143	242	248	254	261	267	274	281	288	295	143
142	240	246	252	258	265	271	278	285	292	142
141	237	243	249	256	262	269	275	282	289	141
140	235	241	247	253	259	266	273	279	286	140
139	233	239	245	251	257	263	270	277	284	139
138	230	236	242	248	254	261	267	274	281	138
137	228	234	240	246	252	258	265	271	278	137
136	226	232	237	243	249	256	262	269	275	136
135	224	229	235	241	247	253	259	266	273	135
134	221	227	233	238	244	251	257	263	270	134
133	219	225	230	236	242	248	254	261	267	133
132	217	223	228	234	240	246	252	258	265	132
131	215	220	226	231	237	243	249	256	262	131
130	213	218	224	229	235	241	247	253	259	130
129	211	216	221	227	233	238	244	250	257	129
128	209	214	219	225	230	236	242	248	254	128
127	207	212	217	222	228	234	240	246	252	127
126	205	210	215	220	226	231	237	243	249	126
125	202	208	213	218	224	229	235	241	247	125
124	200	205	211	216	221	227	232	238	244	124
123	198	203	209	214	219	225	230	236	242	123
122	197	201	206	212	217	222	228	234	239	122
121	195	199	204	210	215	220	226	231	237	121
120	193	197	202	207	213	218	223	229	235	120
119	191	195	200	205	210	216	221	227	232	119
118	189	194	198	203	208	214	219	224	230	118
117	187	192	196	201	206	212	217	222	228	117
116	185	190	195	199	204	210	215	220	226	116
115	183	188	193	197	202	207	213	218	223	115
114	181	186	191	195	200	205	210	216	221	114

**ATTACHMENT IV, Section IV
HACB LONGEVITY - 15 YEAR
EFFECTIVE JANUARY 1, 2024**
(4% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

113	180	184	189	193	198	203	208	214	219	113
112	178	182	187	192	196	201	206	212	217	112
111	176	181	185	190	194	199	204	209	215	111
110	174	179	183	188	193	197	202	207	212	110
109	173	177	181	186	191	195	200	205	210	109
108	171	175	180	184	189	193	198	203	208	108
107	169	174	178	182	187	192	196	201	206	107
106	168	172	176	180	185	190	194	199	204	106
105	166	170	174	179	183	188	192	197	202	105
104	164	168	173	177	181	186	191	195	200	104
103	163	167	171	175	180	184	189	193	198	103
102	161	165	169	173	178	182	187	191	196	102
101	159	163	168	172	176	180	185	190	194	101
100	158	162	166	170	174	179	183	188	192	100
99	156	160	164	168	173	177	181	186	191	99
98	155	159	163	167	171	175	180	184	189	98
97	153	157	161	165	169	173	178	182	187	97
96	152	156	159	163	168	172	176	180	185	96
95	150	154	158	162	166	170	174	179	183	95
94	149	152	156	160	164	168	173	177	181	94
93	147	151	155	159	163	167	171	175	179	93
92	146	149	153	157	161	165	169	173	178	92
91	144	148	152	156	159	163	167	172	176	91
90	143	147	150	154	158	162	166	170	174	90
89	142	145	149	152	156	160	164	168	172	89
88	140	144	147	151	155	159	163	167	171	88
87	139	142	146	149	153	157	161	165	169	87
86	137	141	144	148	152	155	159	163	167	86
85	136	139	143	146	150	154	158	162	166	85
84	135	138	141	145	149	152	156	160	164	84
83	133	137	140	144	147	151	155	159	162	83
82	132	135	139	142	146	149	153	157	161	82
81	131	134	137	141	144	148	152	155	159	81
80	129	133	136	139	143	146	150	154	158	80
79	128	131	135	138	141	145	149	152	156	79
78	127	130	133	137	140	144	147	151	155	78
77	126	129	132	135	139	142	146	149	153	77
76	124	128	131	134	137	141	144	148	152	76
75	123	126	129	133	136	139	143	146	150	75
74	122	125	128	131	135	138	141	145	149	74
73	121	124	127	130	133	137	140	143	147	73
72	120	123	126	129	132	135	139	142	146	72
Grade	1	2	3	4	5	6	7	8	9	Grade

**ATTACHMENT IV, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE JANUARY 1, 2024**
(6% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9	Grade
250	1,053	1,079	1,106	1,134	1,162	1,191	1,221	1,252	1,283	250
249	1,043	1,069	1,096	1,123	1,151	1,180	1,210	1,240	1,271	249
248	1,033	1,059	1,085	1,112	1,140	1,169	1,198	1,228	1,259	248
247	1,023	1,049	1,075	1,102	1,130	1,158	1,187	1,217	1,247	247
246	1,013	1,038	1,064	1,091	1,118	1,146	1,175	1,204	1,234	246
245	1,003	1,028	1,054	1,080	1,107	1,135	1,163	1,192	1,222	245
244	993	1,018	1,043	1,069	1,096	1,123	1,151	1,180	1,210	244
243	983	1,008	1,033	1,059	1,085	1,112	1,140	1,169	1,198	243
242	973	997	1,022	1,048	1,074	1,101	1,129	1,157	1,186	242
241	963	987	1,012	1,037	1,063	1,090	1,117	1,145	1,174	241
240	953	977	1,001	1,026	1,052	1,078	1,105	1,133	1,161	240
239	944	968	992	1,017	1,042	1,068	1,095	1,122	1,150	239
238	935	958	982	1,007	1,032	1,058	1,084	1,111	1,139	238
237	926	949	973	997	1,022	1,048	1,074	1,101	1,129	237
236	917	940	964	988	1,013	1,038	1,064	1,091	1,118	236
235	908	931	954	978	1,002	1,027	1,053	1,079	1,106	235
234	899	921	945	968	992	1,017	1,043	1,069	1,095	234
233	890	912	935	959	983	1,007	1,032	1,058	1,085	233
232	881	903	926	949	973	997	1,022	1,047	1,074	232
231	873	894	917	940	963	987	1,012	1,037	1,063	231
230	864	886	908	930	954	977	1,002	1,027	1,053	230
229	855	877	899	921	944	968	992	1,017	1,042	229
228	847	868	890	912	935	958	982	1,007	1,032	228
227	839	859	881	903	926	949	972	997	1,022	227
226	830	851	872	894	916	939	963	987	1,012	226
225	822	843	864	885	907	930	953	977	1,002	225
224	814	834	855	876	898	921	944	967	992	224
223	806	826	847	868	890	912	935	958	982	223
222	798	818	838	859	881	903	925	948	972	222
221	790	810	830	851	872	894	916	939	962	221
220	782	802	822	842	863	885	907	930	953	220
219	774	794	814	834	855	876	898	920	944	219
218	767	786	805	826	846	867	889	911	934	218
217	759	778	797	817	838	859	880	902	925	217
216	752	770	790	809	830	850	872	893	916	216
215	744	763	782	801	821	842	863	885	907	215
214	737	755	774	793	813	834	854	876	898	214
213	729	748	766	786	805	825	846	867	889	213
212	722	740	759	778	797	817	837	858	880	212
211	715	733	751	770	789	809	829	850	871	211
210	708	726	744	762	782	801	821	842	863	210
209	701	719	736	755	774	793	813	833	854	209
208	694	711	729	747	766	785	805	825	846	208
207	687	704	722	740	758	777	797	817	837	207
206	680	697	715	733	751	770	789	809	829	206
205	674	690	708	725	744	762	781	801	821	205
204	667	684	701	718	736	755	773	793	813	204
203	660	677	694	711	729	747	766	785	805	203
202	654	670	687	704	722	740	758	777	797	202
201	647	664	680	697	714	732	751	769	789	201
200	641	657	673	690	708	725	743	762	781	200
199	635	650	667	683	700	718	736	754	773	199
198	628	644	660	677	693	711	729	747	765	198
197	622	638	654	670	687	704	721	739	758	197
196	616	631	647	663	680	697	714	732	750	196
195	610	625	641	657	673	690	707	725	743	195
194	604	619	634	650	666	683	700	718	736	194
193	598	613	628	644	660	676	693	710	728	193
192	592	607	622	637	653	670	686	703	721	192
191	586	600	615	631	647	663	679	696	714	191
190	580	595	609	625	640	656	673	689	707	190
189	574	589	603	618	634	650	666	683	700	189
188	569	583	597	612	628	643	659	676	693	188
187	563	577	591	606	621	637	653	669	686	187
186	557	571	586	600	615	631	646	662	679	186
185	552	566	580	594	609	624	640	656	672	185
184	546	560	574	588	603	618	634	649	666	184
183	541	554	568	583	597	612	627	643	659	183

**ATTACHMENT IV, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE JANUARY 1, 2024**
(6% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

182	536	549	563	577	591	606	621	637	653	182
181	530	544	557	571	585	600	615	630	646	181
180	525	538	552	565	580	594	609	624	640	180
179	520	533	546	560	574	588	603	618	633	179
178	515	528	541	554	568	582	597	612	627	178
177	510	522	535	549	563	577	591	606	621	177
176	505	517	530	543	557	571	585	600	615	176
175	500	512	525	538	551	565	579	594	609	175
174	495	507	520	533	546	560	574	588	603	174
173	490	502	515	527	541	554	568	582	597	173
172	485	497	509	522	535	549	562	576	591	172
171	480	492	504	517	530	543	557	571	585	171
170	475	487	499	512	525	538	551	565	579	170
169	471	482	494	507	519	532	546	559	573	169
168	466	478	490	502	514	527	540	554	568	168
167	461	473	485	497	509	522	535	548	562	167
166	457	468	480	492	504	517	530	543	557	166
165	452	464	475	487	499	512	524	538	551	165
164	448	459	470	482	494	507	519	532	546	164
163	443	454	466	477	489	502	514	527	540	163
162	439	450	461	473	485	497	509	522	535	162
161	435	446	457	468	480	492	504	517	530	161
160	430	441	452	463	475	487	499	512	524	160
159	426	437	448	459	470	482	494	507	519	159
158	422	432	443	454	466	477	489	501	514	158
157	418	428	439	450	461	473	484	496	509	157
156	414	424	434	445	456	468	480	492	504	156
155	409	420	430	441	452	463	475	487	499	155
154	405	416	426	437	447	459	470	482	494	154
153	401	411	422	432	443	454	465	477	489	153
152	397	407	418	428	439	450	461	472	484	152
151	393	403	413	424	434	445	456	468	479	151
150	390	399	409	419	430	441	452	463	475	150
149	386	395	405	415	426	436	447	458	470	149
148	382	391	401	411	421	432	443	454	465	148
147	378	388	397	407	417	428	438	449	461	147
146	374	384	393	403	413	424	434	445	456	146
145	371	380	389	399	409	419	430	440	452	145
144	367	376	386	395	405	415	426	436	447	144
143	363	372	382	391	401	411	421	432	443	143
142	360	369	378	387	397	407	417	428	438	142
141	356	365	374	384	393	403	413	423	434	141
140	353	361	371	380	389	399	409	419	430	140
139	349	358	367	376	385	395	405	415	425	139
138	346	354	363	372	382	391	401	411	421	138
137	342	351	360	369	378	387	397	407	417	137
136	339	347	356	365	374	383	393	403	413	136
135	336	344	353	361	370	380	389	399	409	135
134	332	341	349	358	367	376	385	395	405	134
133	329	337	346	354	363	372	381	391	401	133
132	326	334	342	351	360	369	378	387	397	132
131	322	330	339	347	356	365	374	383	393	131
130	319	327	335	344	352	361	370	380	389	130
129	316	324	332	340	349	358	367	376	385	129
128	313	321	329	337	345	354	363	372	381	128
127	310	318	326	334	342	351	359	368	378	127
126	307	314	322	330	339	347	356	365	374	126
125	304	311	319	327	335	344	352	361	370	125
124	301	308	316	324	332	340	349	357	366	124
123	298	305	313	321	329	337	345	354	363	123
122	295	302	310	317	325	334	342	350	359	122
121	292	299	307	314	322	330	339	347	356	121
120	289	296	304	311	319	327	335	343	352	120
119	286	293	301	308	316	324	332	340	349	119
118	283	290	298	305	313	320	329	337	345	118
117	280	287	295	302	310	317	325	333	342	117
116	278	285	292	299	307	314	322	330	338	116
115	275	282	289	296	303	311	319	327	335	115
114	272	279	286	293	300	308	316	324	332	114

**ATTACHMENT IV, Section V
HACB LONGEVITY - 20 YEAR
EFFECTIVE JANUARY 1, 2024**
(6% of Base Salary)
EMPLOYEES HIRED POST 1/1/19

113	270	276	283	290	297	305	313	320	328	113
112	267	274	280	287	295	302	310	317	325	112
111	264	271	278	285	292	299	307	314	322	111
110	262	268	275	282	289	296	303	311	319	110
109	259	266	272	279	286	293	300	308	316	109
108	256	263	269	276	283	290	297	305	312	108
107	254	260	267	273	280	287	294	302	309	107
106	251	258	264	271	278	284	292	299	306	106
105	249	255	262	268	275	282	289	296	303	105
104	246	253	259	265	272	279	286	293	300	104
103	244	250	256	263	269	276	283	290	297	103
102	242	248	254	260	267	273	280	287	294	102
101	239	245	251	258	264	271	277	284	292	101
100	237	243	249	255	261	268	275	282	289	100
99	235	240	246	253	259	265	272	279	286	99
98	232	238	244	250	256	263	269	276	283	98
97	230	236	242	248	254	260	267	273	280	97
96	228	233	239	245	251	258	264	271	277	96
95	225	231	237	243	249	255	261	268	275	95
94	223	229	234	240	246	252	259	265	272	94
93	221	226	232	238	244	250	256	263	269	93
92	219	224	230	236	241	248	254	260	267	92
91	217	222	228	233	239	245	251	258	264	91
90	214	220	225	231	237	243	249	255	261	90
89	212	218	223	229	234	240	246	252	259	89
88	210	216	221	226	232	238	244	250	256	88
87	208	213	219	224	230	236	241	247	254	87
86	206	211	217	222	227	233	239	245	251	86
85	204	209	214	220	225	231	237	243	249	85
84	202	207	212	218	223	229	234	240	246	84
83	200	205	210	215	221	226	232	238	244	83
82	198	203	208	213	219	224	230	236	241	82
81	196	201	206	211	216	222	227	233	239	81
80	194	199	204	209	214	220	225	231	237	80
79	192	197	202	207	212	217	223	228	234	79
78	190	195	200	205	210	215	221	226	232	78
77	188	193	198	203	208	213	219	224	230	77
76	187	191	196	201	206	211	216	222	227	76
75	185	189	194	199	204	209	214	220	225	75
74	183	188	192	197	202	207	212	217	223	74
73	181	186	190	195	200	205	210	215	221	73
72	179	184	188	193	198	203	208	213	219	72
Grade	1	2	3	4	5	6	7	8	9	Grade

**ATTACHMENT IV, Section VI
HACB LONGEVITY - 25 YEAR
EFFECTIVE JANUARY 1, 2024**

(8% of Base Salary)

EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9
250	1,406	1,441	1,477	1,514	1,551	1,590	1,630	1,671	1,712
249	1,392	1,426	1,462	1,499	1,536	1,574	1,614	1,654	1,696
248	1,378	1,412	1,448	1,484	1,521	1,559	1,598	1,638	1,679
247	1,364	1,398	1,433	1,469	1,506	1,543	1,582	1,622	1,662
246	1,351	1,384	1,419	1,454	1,491	1,528	1,566	1,606	1,646
245	1,337	1,371	1,405	1,440	1,476	1,513	1,551	1,590	1,629
244	1,324	1,357	1,391	1,426	1,462	1,498	1,536	1,574	1,613
243	1,311	1,344	1,377	1,412	1,447	1,483	1,520	1,558	1,597
242	1,298	1,330	1,364	1,398	1,433	1,469	1,505	1,543	1,581
241	1,285	1,317	1,350	1,384	1,418	1,454	1,490	1,528	1,566
240	1,272	1,304	1,337	1,370	1,404	1,440	1,476	1,512	1,550
239	1,260	1,291	1,324	1,357	1,391	1,425	1,461	1,498	1,535
238	1,247	1,278	1,310	1,343	1,377	1,411	1,447	1,483	1,520
237	1,235	1,266	1,298	1,330	1,363	1,397	1,432	1,468	1,505
236	1,223	1,253	1,285	1,317	1,350	1,383	1,418	1,453	1,490
235	1,211	1,241	1,272	1,304	1,336	1,370	1,404	1,439	1,475
234	1,199	1,229	1,259	1,291	1,323	1,356	1,390	1,425	1,460
233	1,187	1,216	1,247	1,278	1,310	1,343	1,376	1,411	1,446
232	1,175	1,204	1,234	1,265	1,297	1,329	1,363	1,397	1,432
231	1,163	1,193	1,222	1,253	1,284	1,316	1,349	1,383	1,418
230	1,152	1,181	1,210	1,240	1,272	1,303	1,336	1,369	1,403
229	1,140	1,169	1,198	1,228	1,259	1,290	1,322	1,356	1,389
228	1,129	1,157	1,186	1,216	1,246	1,278	1,310	1,342	1,376
227	1,118	1,146	1,175	1,204	1,234	1,265	1,296	1,329	1,362
226	1,107	1,135	1,163	1,192	1,222	1,252	1,284	1,316	1,349
225	1,096	1,123	1,152	1,180	1,210	1,240	1,271	1,303	1,335
224	1,085	1,112	1,140	1,169	1,198	1,228	1,258	1,290	1,322
223	1,074	1,101	1,129	1,157	1,186	1,216	1,246	1,277	1,309
222	1,064	1,090	1,118	1,146	1,174	1,204	1,234	1,264	1,296
221	1,053	1,080	1,106	1,134	1,162	1,192	1,221	1,252	1,283
220	1,043	1,069	1,096	1,123	1,151	1,180	1,209	1,240	1,271
219	1,032	1,058	1,085	1,112	1,140	1,168	1,197	1,227	1,258
218	1,022	1,048	1,074	1,101	1,128	1,157	1,185	1,215	1,245
217	1,012	1,037	1,063	1,090	1,117	1,145	1,174	1,203	1,233
216	1,002	1,027	1,053	1,079	1,106	1,134	1,162	1,191	1,221
215	992	1,017	1,042	1,068	1,095	1,123	1,151	1,179	1,209
214	982	1,007	1,032	1,058	1,084	1,112	1,139	1,168	1,197
213	973	997	1,022	1,047	1,074	1,100	1,128	1,156	1,185
212	963	987	1,012	1,037	1,063	1,089	1,117	1,145	1,173
211	953	977	1,002	1,027	1,052	1,079	1,106	1,133	1,162
210	944	968	992	1,017	1,042	1,068	1,095	1,122	1,150
209	935	958	982	1,006	1,032	1,057	1,084	1,111	1,139
208	925	948	972	996	1,021	1,047	1,073	1,100	1,127
207	916	939	962	987	1,011	1,036	1,062	1,089	1,116
206	907	930	953	977	1,001	1,026	1,052	1,078	1,105
205	898	921	944	967	991	1,016	1,042	1,068	1,094
204	889	912	934	958	982	1,006	1,031	1,057	1,083

203	880	902	925	948	972	996	1,021	1,047	1,073
202	872	894	916	939	962	986	1,011	1,036	1,062
201	863	885	907	929	953	976	1,001	1,026	1,052
200	855	876	898	920	943	967	991	1,016	1,041
199	846	867	889	911	934	957	981	1,006	1,031
198	838	859	880	902	925	948	971	996	1,021
197	829	850	871	893	915	938	962	986	1,010
196	821	842	863	884	906	929	952	976	1,000
195	813	833	854	875	897	920	943	966	990
194	805	825	846	867	888	911	934	957	981
193	797	817	837	858	880	902	924	947	971
192	789	809	829	850	871	893	915	938	961
191	781	801	821	841	862	884	906	928	952
190	773	793	813	833	854	875	897	919	942
189	766	785	804	824	845	866	888	910	933
188	758	777	796	816	837	858	879	901	924
187	751	769	789	808	828	849	870	892	914
186	743	762	781	800	820	841	862	883	905
185	736	754	773	792	812	833	853	875	897
184	728	747	765	784	804	824	845	866	888
183	721	739	758	777	796	816	836	857	879
182	714	732	750	769	788	808	828	849	870
181	707	725	743	762	781	800	820	841	862
180	700	718	736	754	773	792	812	832	853
179	693	710	728	746	765	784	804	824	844
178	686	703	721	739	757	776	796	816	836
177	679	696	714	732	750	769	788	808	828
176	673	690	707	724	742	761	780	800	820
175	666	683	700	717	735	754	772	792	812
174	660	676	693	710	728	746	765	784	804
173	653	669	686	703	721	739	757	776	796
172	646	663	679	696	714	731	750	768	788
171	640	656	672	689	706	724	742	761	780
170	634	650	666	682	700	717	735	753	772
169	628	643	659	676	693	710	728	746	764
168	621	637	653	669	686	703	720	738	757
167	615	630	646	662	679	696	713	731	749
166	609	624	640	656	672	689	706	724	742
165	603	618	634	649	666	682	699	717	735
164	597	612	627	643	659	676	692	710	727
163	591	606	621	637	652	669	686	703	720
162	585	600	615	630	646	662	679	696	713
161	580	594	609	624	640	656	672	689	706
160	574	588	603	618	633	649	665	682	699
159	568	582	597	612	627	643	659	675	692
158	562	577	591	606	621	636	652	669	685
157	557	571	585	600	615	630	646	662	678
156	551	565	579	594	609	624	639	655	672
155	546	560	574	588	603	618	633	649	665
154	540	554	568	582	597	611	627	642	658
153	535	548	562	576	591	605	621	636	652
152	530	543	557	571	585	600	614	630	646
151	525	538	551	565	579	594	608	624	639
150	519	532	546	559	573	588	602	617	633

149	514	527	540	554	568	582	596	611	627
148	509	522	535	548	562	576	590	605	620
147	504	517	530	543	556	570	585	599	614
146	499	512	524	538	551	565	579	593	608
145	494	506	519	532	545	559	573	587	602
144	489	502	514	527	540	554	568	582	596
143	484	496	509	522	535	548	562	576	590
142	480	492	504	516	529	543	556	570	584
141	475	487	499	511	524	537	551	564	579
140	470	482	494	506	519	532	545	559	573
139	466	477	489	501	514	527	540	553	567
138	461	472	484	496	509	521	534	548	562
137	456	468	479	491	504	516	529	542	556
136	452	463	475	487	499	511	524	537	551
135	447	459	470	482	494	506	519	532	545
134	443	454	465	477	489	501	514	527	540
133	439	450	461	472	484	496	509	521	534
132	434	445	456	468	479	491	504	516	529
131	430	441	452	463	475	486	499	511	524
130	426	436	447	458	470	482	494	506	519
129	421	432	443	454	465	477	489	501	514
128	417	428	438	449	461	472	484	496	508
127	413	423	434	445	456	467	479	491	503
126	409	419	430	440	452	463	474	486	498
125	405	415	426	436	447	458	470	481	493
124	401	411	421	432	443	454	465	477	488
123	397	407	417	427	438	449	460	472	484
122	393	403	413	423	434	445	456	467	479
121	389	399	409	419	430	440	451	463	474
120	385	395	405	415	425	436	447	458	469
119	381	391	401	411	421	432	442	453	465
118	378	387	397	407	417	427	438	449	460
117	374	383	393	403	413	423	434	445	456
116	370	380	389	399	409	419	430	440	451
115	367	376	385	395	405	415	425	436	447
114	363	372	381	391	401	411	421	431	442
113	359	368	378	387	397	407	417	427	438
112	356	365	374	383	393	403	413	423	434
111	352	361	370	379	389	399	409	419	429
110	349	358	366	376	385	395	404	415	425
109	345	354	363	372	381	391	400	410	421
108	342	350	359	368	377	387	397	406	417
107	339	347	356	365	374	383	393	402	413
106	335	344	352	361	370	379	389	399	409
105	332	340	349	357	366	376	385	395	404
104	329	337	345	354	363	372	381	391	400
103	325	334	342	350	359	368	377	387	396
102	322	330	338	347	356	364	374	383	393
101	319	327	335	344	352	361	370	379	389
100	316	324	332	340	349	357	366	375	385
99	313	321	329	337	345	354	363	372	381
98	310	317	325	333	342	350	359	368	377
97	307	314	322	330	338	347	356	364	374
96	304	311	319	327	335	343	352	361	370

95	300	308	316	324	332	340	348	357	366
94	298	305	313	320	328	337	345	354	363
93	295	302	309	317	325	333	342	350	359
92	292	299	306	314	322	330	338	347	355
91	289	296	303	311	319	327	335	343	352
90	286	293	300	308	316	324	332	340	348
89	283	290	297	305	312	320	328	337	345
88	280	287	295	302	309	317	325	333	342
87	278	284	292	299	306	314	322	330	338
86	275	282	289	296	303	311	319	327	335
85	272	279	286	293	300	308	316	323	332
84	269	276	283	290	297	305	312	320	328
83	267	273	280	287	294	302	309	317	325
82	264	271	278	284	292	299	306	314	322
81	261	268	275	282	289	296	303	311	319
80	259	265	272	279	286	293	300	308	315
79	256	263	269	276	283	290	297	305	312
78	254	260	267	273	280	287	294	302	309
77	251	258	264	271	278	284	292	299	306
76	249	255	261	268	275	282	289	296	303
75	246	252	259	265	272	279	286	293	300
74	244	250	256	263	269	276	283	290	297
73	242	248	254	260	266	273	280	287	294
72	239	245	251	258	264	271	278	284	292
Grade	1	2	3	4	5	6	7	8	9

**ATTACHMENT IV, Section VII
HACB LONGEVITY - 30 YEAR
EFFECTIVE JANUARY 1, 2024**

(10% of Base Salary)

EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9
250	1,757	1,801	1,846	1,892	1,939	1,988	2,037	2,088	2,141
249	1,740	1,783	1,828	1,873	1,920	1,968	2,017	2,068	2,119
248	1,722	1,765	1,810	1,855	1,901	1,949	1,997	2,047	2,098
247	1,705	1,748	1,792	1,836	1,882	1,929	1,978	2,027	2,078
246	1,688	1,731	1,774	1,818	1,864	1,910	1,958	2,007	2,057
245	1,672	1,713	1,756	1,800	1,845	1,891	1,939	1,987	2,037
244	1,655	1,696	1,739	1,782	1,827	1,873	1,919	1,967	2,017
243	1,639	1,680	1,722	1,765	1,809	1,854	1,900	1,948	1,996
242	1,622	1,663	1,705	1,747	1,791	1,836	1,882	1,929	1,977
241	1,606	1,647	1,688	1,730	1,773	1,817	1,863	1,909	1,957
240	1,590	1,630	1,671	1,713	1,756	1,800	1,845	1,891	1,938
239	1,575	1,614	1,655	1,696	1,738	1,782	1,826	1,872	1,919
238	1,559	1,598	1,638	1,679	1,721	1,764	1,808	1,853	1,900
237	1,544	1,582	1,622	1,662	1,704	1,747	1,790	1,835	1,881
236	1,528	1,567	1,606	1,646	1,687	1,729	1,772	1,817	1,862
235	1,513	1,551	1,590	1,630	1,670	1,712	1,755	1,799	1,844
234	1,498	1,536	1,574	1,614	1,654	1,695	1,738	1,781	1,826
233	1,484	1,521	1,559	1,598	1,638	1,678	1,720	1,763	1,808
232	1,469	1,506	1,543	1,582	1,621	1,662	1,703	1,746	1,789
231	1,454	1,491	1,528	1,566	1,605	1,646	1,687	1,729	1,772
230	1,440	1,476	1,513	1,551	1,589	1,629	1,670	1,712	1,754
229	1,426	1,461	1,498	1,535	1,574	1,613	1,653	1,694	1,737
228	1,412	1,447	1,483	1,520	1,558	1,597	1,637	1,678	1,720
227	1,398	1,432	1,468	1,505	1,543	1,581	1,621	1,661	1,703
226	1,384	1,418	1,454	1,490	1,527	1,566	1,605	1,645	1,686
225	1,370	1,404	1,439	1,475	1,512	1,550	1,589	1,629	1,669
224	1,356	1,390	1,425	1,461	1,497	1,535	1,573	1,612	1,653
223	1,343	1,377	1,411	1,446	1,483	1,520	1,558	1,597	1,636
222	1,330	1,363	1,397	1,432	1,468	1,504	1,542	1,581	1,620
221	1,317	1,349	1,383	1,418	1,453	1,489	1,527	1,565	1,604
220	1,304	1,336	1,370	1,404	1,439	1,475	1,512	1,550	1,588
219	1,291	1,323	1,356	1,390	1,425	1,460	1,497	1,534	1,573
218	1,278	1,310	1,342	1,376	1,410	1,446	1,482	1,519	1,557
217	1,265	1,297	1,329	1,362	1,396	1,431	1,467	1,504	1,541
216	1,253	1,284	1,316	1,349	1,383	1,417	1,453	1,489	1,526
215	1,240	1,271	1,303	1,336	1,369	1,403	1,438	1,474	1,511
214	1,228	1,259	1,290	1,322	1,356	1,389	1,424	1,460	1,496
213	1,216	1,246	1,277	1,309	1,342	1,375	1,410	1,445	1,481
212	1,204	1,234	1,265	1,296	1,329	1,362	1,396	1,431	1,467
211	1,192	1,222	1,252	1,283	1,316	1,348	1,382	1,417	1,452
210	1,180	1,210	1,240	1,271	1,303	1,335	1,369	1,403	1,438
209	1,168	1,198	1,227	1,258	1,290	1,322	1,355	1,389	1,423
208	1,157	1,186	1,215	1,246	1,277	1,309	1,341	1,375	1,409
207	1,145	1,174	1,203	1,233	1,264	1,296	1,328	1,361	1,395
206	1,134	1,162	1,191	1,221	1,252	1,283	1,315	1,348	1,382
205	1,123	1,151	1,180	1,209	1,239	1,270	1,302	1,335	1,368
204	1,112	1,139	1,168	1,197	1,227	1,258	1,289	1,321	1,354

203	1,101	1,128	1,156	1,185	1,215	1,245	1,276	1,308	1,341
202	1,090	1,117	1,145	1,173	1,203	1,233	1,264	1,295	1,328
201	1,079	1,106	1,134	1,162	1,191	1,221	1,251	1,282	1,315
200	1,068	1,095	1,122	1,150	1,179	1,209	1,239	1,270	1,302
199	1,058	1,084	1,111	1,139	1,167	1,197	1,227	1,257	1,289
198	1,047	1,073	1,100	1,128	1,156	1,185	1,214	1,245	1,276
197	1,037	1,063	1,089	1,116	1,144	1,173	1,202	1,232	1,263
196	1,026	1,052	1,078	1,105	1,133	1,161	1,190	1,220	1,251
195	1,016	1,042	1,068	1,094	1,122	1,150	1,178	1,208	1,238
194	1,006	1,031	1,057	1,084	1,111	1,138	1,167	1,196	1,226
193	996	1,021	1,047	1,073	1,100	1,127	1,155	1,184	1,214
192	986	1,011	1,036	1,062	1,089	1,116	1,144	1,172	1,202
191	976	1,001	1,026	1,051	1,078	1,105	1,132	1,161	1,190
190	967	991	1,016	1,041	1,067	1,094	1,121	1,149	1,178
189	957	981	1,006	1,031	1,056	1,083	1,110	1,138	1,166
188	948	971	996	1,021	1,046	1,072	1,099	1,127	1,155
187	938	962	986	1,010	1,036	1,062	1,088	1,115	1,143
186	929	952	976	1,000	1,025	1,051	1,077	1,104	1,132
185	920	943	966	991	1,015	1,041	1,067	1,093	1,121
184	911	933	957	981	1,005	1,030	1,056	1,082	1,110
183	902	924	947	971	995	1,020	1,046	1,072	1,099
182	893	915	938	961	985	1,010	1,035	1,061	1,088
181	884	906	929	952	976	1,000	1,025	1,051	1,077
180	875	897	919	942	966	990	1,015	1,040	1,066
179	866	888	910	933	956	980	1,005	1,030	1,056
178	858	879	901	924	947	971	995	1,020	1,045
177	849	871	892	915	938	961	985	1,010	1,035
176	841	862	883	906	928	951	975	1,000	1,025
175	833	853	875	897	919	942	966	990	1,014
174	824	845	866	888	910	933	956	980	1,005
173	816	837	858	879	901	923	947	970	995
172	808	828	849	870	892	914	937	961	985
171	800	820	841	862	883	905	928	951	975
170	792	812	832	853	874	896	919	942	965
169	784	804	824	845	866	887	910	932	956
168	777	796	816	836	857	879	901	923	946
167	769	788	808	828	849	870	892	914	937
166	761	780	800	820	840	861	883	905	928
165	754	773	792	812	832	853	874	896	918
164	746	765	784	804	824	844	866	887	909
163	739	757	776	796	816	836	857	878	900
162	732	750	769	788	808	828	848	870	891
161	724	743	761	780	800	820	840	861	883
160	717	735	754	772	792	811	832	853	874
159	710	728	746	765	784	804	824	844	865
158	703	721	739	757	776	796	815	836	857
157	696	714	731	750	768	788	807	827	848
156	689	706	724	742	761	780	799	819	840
155	682	700	717	735	753	772	791	811	832
154	676	693	710	728	746	764	783	803	823
153	669	686	703	720	738	757	776	795	815
152	662	679	696	713	731	749	768	787	807
151	656	672	689	706	724	742	760	779	799
150	649	665	682	699	717	735	753	772	791

149	643	659	675	692	710	727	746	764	783
148	636	652	669	685	702	720	738	757	775
147	630	646	662	679	696	713	731	749	768
146	624	640	656	672	689	706	724	742	760
145	618	633	649	665	682	699	716	734	753
144	612	627	643	659	675	692	709	727	745
143	606	621	636	652	668	685	702	720	738
142	600	615	630	646	662	678	695	713	730
141	594	608	624	639	655	672	688	706	723
140	588	602	618	633	649	665	682	699	716
139	582	596	611	627	642	658	675	692	709
138	576	591	605	620	636	652	668	685	702
137	570	585	599	614	630	645	662	678	695
136	565	579	593	608	623	639	655	671	688
135	559	573	588	602	617	633	649	665	681
134	554	568	582	596	611	626	642	658	675
133	548	562	576	590	605	620	636	652	668
132	543	556	570	585	599	614	630	645	661
131	537	551	565	579	593	608	623	639	655
130	532	545	559	573	587	602	617	633	648
129	527	540	554	567	582	596	611	626	642
128	522	535	548	562	576	590	605	620	636
127	516	529	543	556	570	584	599	614	629
126	511	524	537	551	564	579	593	608	623
125	506	519	532	545	559	573	587	602	617
124	501	514	527	540	553	567	581	596	611
123	496	509	521	534	548	561	575	590	605
122	491	504	516	529	542	556	570	584	599
121	486	499	511	524	537	550	564	578	593
120	482	494	506	519	532	545	558	572	587
119	477	489	501	513	526	539	553	567	581
118	472	484	496	508	521	534	548	561	575
117	467	479	491	503	516	529	542	556	570
116	463	474	486	499	511	524	537	550	564
115	458	470	481	493	506	518	531	545	558
114	454	465	477	489	501	513	526	539	553
113	449	460	472	484	496	508	521	534	547
112	445	456	467	479	491	503	516	529	542
111	440	451	463	474	486	498	511	524	537
110	436	447	458	470	481	493	506	518	531
109	432	443	454	465	477	488	501	513	526
108	427	438	449	460	472	484	496	508	521
107	423	434	445	456	467	479	491	503	516
106	419	430	440	451	463	474	486	498	511
105	415	425	436	447	458	470	481	493	506
104	411	421	432	442	454	465	476	488	501
103	407	417	427	438	449	460	472	484	496
102	403	413	423	434	445	456	467	479	491
101	399	409	419	429	440	451	462	474	486
100	395	405	415	425	436	447	458	469	481
99	391	401	411	421	432	442	453	465	476
98	387	397	407	417	427	438	449	460	472
97	383	393	403	413	423	434	444	456	467
96	379	389	399	409	419	429	440	451	462

95	376	385	395	405	415	425	436	447	458
94	372	381	391	401	411	421	431	442	453
93	368	377	387	397	406	417	427	438	449
92	365	374	383	393	402	413	423	433	444
91	361	370	379	389	399	409	419	429	440
90	357	366	376	385	395	404	415	425	436
89	354	363	372	381	391	400	410	421	431
88	350	359	368	377	387	397	406	417	427
87	347	356	365	374	383	393	402	412	423
86	344	352	361	370	379	389	398	408	419
85	340	349	357	366	375	385	394	404	414
84	337	345	354	363	372	381	390	400	410
83	333	342	350	359	368	377	387	396	406
82	330	338	347	356	365	374	383	393	402
81	327	335	343	352	361	370	379	389	398
80	324	332	340	349	357	366	375	385	394
79	320	328	337	345	354	362	372	381	390
78	317	325	333	342	350	359	368	377	386
77	314	322	330	338	347	356	365	374	383
76	311	319	327	335	343	352	361	370	379
75	308	316	324	332	340	348	357	366	375
74	305	313	320	328	337	345	354	362	371
73	302	309	317	325	333	341	350	359	368
72	299	306	314	322	330	338	347	356	365
Grade	1	2	3	4	5	6	7	8	9

**ATTACHMENT IV, Section VIII
HACB LONGEVITY - 35 YEAR
EFFECTIVE JANUARY 1, 2024**

(12% of Base Salary)

EMPLOYEES HIRED POST 1/1/19

Grade	1	2	3	4	5	6	7	8	9
250	2,108	2,161	2,215	2,270	2,327	2,385	2,445	2,506	2,569
249	2,087	2,140	2,193	2,248	2,304	2,362	2,421	2,481	2,543
248	2,067	2,118	2,171	2,226	2,281	2,338	2,397	2,457	2,518
247	2,046	2,097	2,150	2,204	2,259	2,315	2,373	2,432	2,493
246	2,026	2,077	2,129	2,182	2,236	2,292	2,350	2,408	2,469
245	2,006	2,056	2,107	2,160	2,214	2,269	2,326	2,384	2,444
244	1,986	2,036	2,087	2,139	2,192	2,247	2,303	2,361	2,420
243	1,966	2,016	2,066	2,118	2,170	2,225	2,280	2,337	2,396
242	1,947	1,996	2,046	2,097	2,149	2,203	2,258	2,314	2,372
241	1,928	1,976	2,025	2,076	2,128	2,181	2,235	2,291	2,349
240	1,908	1,956	2,005	2,055	2,107	2,159	2,213	2,269	2,325
239	1,890	1,937	1,985	2,035	2,086	2,138	2,192	2,246	2,303
238	1,871	1,918	1,966	2,015	2,065	2,117	2,170	2,224	2,280
237	1,852	1,899	1,946	1,995	2,045	2,096	2,148	2,202	2,257
236	1,834	1,880	1,927	1,975	2,024	2,075	2,127	2,180	2,235
235	1,816	1,861	1,908	1,956	2,004	2,055	2,106	2,159	2,213
234	1,798	1,843	1,889	1,936	1,985	2,034	2,085	2,137	2,191
233	1,780	1,825	1,870	1,917	1,965	2,014	2,064	2,116	2,169
232	1,763	1,807	1,852	1,898	1,945	1,994	2,044	2,095	2,147
231	1,745	1,789	1,834	1,879	1,926	1,975	2,024	2,075	2,126
230	1,728	1,771	1,815	1,861	1,907	1,955	2,004	2,054	2,105
229	1,711	1,753	1,797	1,842	1,888	1,935	1,984	2,033	2,084
228	1,694	1,736	1,780	1,824	1,870	1,917	1,964	2,013	2,064
227	1,677	1,719	1,762	1,806	1,851	1,897	1,945	1,993	2,043
226	1,660	1,702	1,745	1,788	1,833	1,879	1,926	1,974	2,023
225	1,644	1,685	1,727	1,770	1,815	1,860	1,907	1,954	2,003
224	1,628	1,668	1,710	1,753	1,797	1,842	1,888	1,935	1,983
223	1,612	1,652	1,693	1,736	1,779	1,824	1,869	1,916	1,964
222	1,596	1,635	1,676	1,718	1,761	1,805	1,850	1,897	1,944
221	1,580	1,619	1,660	1,701	1,744	1,787	1,832	1,878	1,925
220	1,564	1,603	1,643	1,684	1,727	1,770	1,814	1,859	1,906
219	1,549	1,587	1,627	1,668	1,710	1,752	1,796	1,841	1,887
218	1,533	1,572	1,611	1,651	1,692	1,735	1,778	1,823	1,868
217	1,518	1,556	1,595	1,635	1,676	1,718	1,761	1,805	1,850
216	1,503	1,541	1,579	1,619	1,659	1,701	1,743	1,787	1,831
215	1,488	1,525	1,564	1,603	1,643	1,684	1,726	1,769	1,813
214	1,473	1,510	1,548	1,587	1,627	1,667	1,709	1,752	1,795
213	1,459	1,495	1,533	1,571	1,610	1,650	1,692	1,734	1,777
212	1,444	1,481	1,518	1,555	1,594	1,634	1,675	1,717	1,760
211	1,430	1,466	1,503	1,540	1,579	1,618	1,659	1,700	1,743
210	1,416	1,451	1,488	1,525	1,563	1,602	1,642	1,683	1,725
209	1,402	1,437	1,473	1,510	1,548	1,586	1,626	1,666	1,708
208	1,388	1,423	1,458	1,495	1,532	1,570	1,610	1,650	1,691
207	1,374	1,409	1,444	1,480	1,517	1,555	1,594	1,633	1,674
206	1,361	1,395	1,430	1,465	1,502	1,539	1,578	1,617	1,658
205	1,347	1,381	1,416	1,451	1,487	1,524	1,563	1,602	1,642
204	1,334	1,367	1,401	1,437	1,472	1,509	1,547	1,586	1,625

203	1,321	1,354	1,388	1,422	1,458	1,494	1,532	1,570	1,609
202	1,308	1,340	1,374	1,408	1,443	1,479	1,516	1,554	1,593
201	1,295	1,327	1,360	1,394	1,429	1,465	1,501	1,539	1,577
200	1,282	1,314	1,347	1,380	1,415	1,450	1,487	1,524	1,562
199	1,269	1,301	1,333	1,367	1,401	1,436	1,472	1,509	1,546
198	1,257	1,288	1,320	1,353	1,387	1,422	1,457	1,494	1,531
197	1,244	1,275	1,307	1,340	1,373	1,407	1,443	1,479	1,516
196	1,232	1,263	1,294	1,326	1,360	1,394	1,428	1,464	1,501
195	1,219	1,250	1,281	1,313	1,346	1,380	1,414	1,449	1,486
194	1,207	1,238	1,269	1,300	1,333	1,366	1,400	1,435	1,471
193	1,195	1,225	1,256	1,287	1,319	1,352	1,386	1,421	1,456
192	1,183	1,213	1,243	1,275	1,306	1,339	1,373	1,407	1,442
191	1,172	1,201	1,231	1,262	1,293	1,326	1,359	1,393	1,427
190	1,160	1,189	1,219	1,249	1,281	1,313	1,345	1,379	1,413
189	1,149	1,177	1,207	1,237	1,268	1,299	1,332	1,365	1,399
188	1,137	1,166	1,195	1,225	1,255	1,287	1,319	1,352	1,386
187	1,126	1,154	1,183	1,212	1,243	1,274	1,306	1,338	1,372
186	1,115	1,143	1,171	1,200	1,230	1,261	1,293	1,325	1,358
185	1,104	1,131	1,160	1,189	1,218	1,249	1,280	1,312	1,345
184	1,093	1,120	1,148	1,177	1,206	1,236	1,267	1,299	1,331
183	1,082	1,109	1,137	1,165	1,194	1,224	1,255	1,286	1,318
182	1,071	1,098	1,125	1,154	1,182	1,212	1,242	1,273	1,305
181	1,061	1,087	1,114	1,142	1,171	1,200	1,230	1,261	1,292
180	1,050	1,076	1,103	1,131	1,159	1,188	1,218	1,248	1,280
179	1,040	1,066	1,092	1,120	1,148	1,176	1,206	1,236	1,267
178	1,029	1,055	1,081	1,108	1,136	1,165	1,194	1,224	1,254
177	1,019	1,045	1,071	1,098	1,125	1,153	1,182	1,211	1,242
176	1,009	1,034	1,060	1,087	1,114	1,142	1,170	1,199	1,229
175	999	1,024	1,050	1,076	1,103	1,130	1,159	1,188	1,217
174	989	1,014	1,039	1,065	1,092	1,119	1,147	1,176	1,205
173	979	1,004	1,029	1,055	1,081	1,108	1,136	1,164	1,193
172	970	994	1,019	1,044	1,070	1,097	1,125	1,153	1,182
171	960	984	1,009	1,034	1,060	1,086	1,113	1,141	1,170
170	951	974	999	1,024	1,049	1,076	1,102	1,130	1,158
169	941	965	989	1,014	1,039	1,065	1,092	1,119	1,147
168	932	955	979	1,004	1,029	1,054	1,081	1,108	1,135
167	923	946	969	994	1,018	1,044	1,070	1,097	1,124
166	914	936	960	984	1,008	1,034	1,059	1,086	1,113
165	905	927	950	974	998	1,023	1,049	1,075	1,102
164	896	918	941	964	989	1,013	1,039	1,065	1,091
163	887	909	932	955	979	1,003	1,028	1,054	1,080
162	878	900	922	945	969	993	1,018	1,044	1,070
161	869	891	913	936	960	984	1,008	1,033	1,059
160	861	882	904	927	950	974	998	1,023	1,049
159	852	873	895	918	941	964	988	1,013	1,038
158	844	865	886	909	931	955	978	1,003	1,028
157	835	856	878	900	922	945	969	993	1,018
156	827	848	869	891	913	936	959	983	1,008
155	819	839	860	882	904	927	950	973	998
154	811	831	852	873	895	917	940	964	988
153	803	823	843	864	886	908	931	954	978
152	795	815	835	856	877	899	922	945	968
151	787	807	827	847	869	890	912	935	959
150	779	798	818	839	860	881	903	926	949

149	771	791	810	831	852	873	895	917	940
148	764	783	802	822	843	864	886	908	930
147	756	775	794	814	835	856	877	899	921
146	749	767	787	806	826	847	868	890	912
145	741	760	779	798	818	838	859	881	903
144	734	752	771	790	810	831	851	873	894
143	727	745	763	782	802	822	843	864	885
142	719	737	756	775	794	814	834	855	876
141	712	730	748	767	786	806	826	847	868
140	705	723	741	759	778	798	818	838	859
139	698	716	734	752	771	790	810	830	851
138	691	709	726	744	763	782	802	822	842
137	684	702	719	737	756	774	794	814	834
136	678	695	712	730	748	767	786	806	826
135	671	688	705	723	741	759	778	798	818
134	664	681	698	715	733	752	771	790	810
133	658	674	691	708	726	744	763	782	801
132	651	668	684	702	719	737	756	774	794
131	645	661	678	694	712	730	748	767	786
130	639	654	671	688	705	722	741	759	778
129	632	648	664	681	698	715	733	751	770
128	626	642	658	674	691	708	726	744	763
127	620	635	651	667	684	701	719	737	755
126	614	629	645	661	677	694	712	729	748
125	607	623	638	654	671	687	705	722	740
124	601	616	632	648	664	680	697	715	733
123	595	610	626	641	657	674	690	708	725
122	590	604	619	635	651	667	684	701	718
121	584	598	613	629	644	660	677	694	711
120	578	592	607	622	638	654	670	687	704
119	572	586	601	616	631	647	663	680	697
118	567	581	595	610	625	641	657	673	690
117	561	575	589	604	619	635	651	667	684
116	555	569	584	598	613	629	644	660	677
115	550	564	578	592	607	622	638	654	670
114	544	558	572	586	601	616	631	647	663
113	539	552	566	580	595	610	625	641	657
112	534	547	561	575	589	604	619	635	650
111	528	542	555	569	583	598	613	628	644
110	523	536	550	564	578	592	607	622	637
109	518	531	544	558	572	586	601	616	631
108	513	526	539	552	566	580	595	610	625
107	508	521	534	547	561	575	589	604	619
106	503	515	528	541	555	569	583	598	613
105	498	510	523	536	550	563	577	592	607
104	493	505	518	531	544	558	572	586	601
103	488	500	513	526	539	552	566	580	595
102	483	495	508	520	533	547	560	574	589
101	478	490	503	515	528	541	555	569	583
100	474	486	498	510	523	536	549	563	577
99	469	481	493	505	518	531	544	558	572
98	464	476	488	500	513	525	539	552	566
97	460	471	483	495	508	520	533	547	560
96	455	467	478	490	503	515	528	541	555

95	451	462	474	485	498	510	523	536	549
94	446	457	469	481	493	505	518	531	544
93	442	453	464	476	488	500	512	525	538
92	438	448	460	471	483	495	507	520	533
91	433	444	455	467	478	490	502	515	528
90	429	440	451	462	473	485	497	510	523
89	425	435	446	457	469	480	492	505	517
88	420	431	442	453	464	476	488	500	512
87	416	427	437	448	459	471	483	495	507
86	412	423	433	444	455	466	478	490	502
85	408	418	429	439	450	462	473	485	497
84	404	414	424	435	446	457	468	480	492
83	400	410	420	431	442	453	464	476	487
82	396	406	416	427	437	448	459	471	483
81	392	402	412	422	433	444	455	466	478
80	388	398	408	418	429	439	450	462	473
79	384	394	404	414	424	435	446	457	468
78	381	390	400	410	420	431	441	452	464
77	377	386	396	406	416	427	437	448	459
76	373	383	392	402	412	422	433	444	455
75	369	379	388	398	408	418	429	439	450
74	366	375	384	394	404	414	424	435	446
73	362	371	381	390	400	410	420	430	441
72	359	368	377	386	396	406	416	427	437
Grade	1	2	3	4	5	6	7	8	9

October 13, 2023

MEMO

To: HACB Board of Commissioners

From: Hope Stone, Finance Director

Subject: Agenda Item No. 5.3
Fiscal Years 2022 and 2021 Gridley Farm Labor Housing (GFLH) Audit Report

Following, you will find the GFLH Audited Financial Statements for the years ended September 30, 2022, and 2021. This report includes a supplemental information section required by State HCD which is located on pages 25-30.

To gain a better understanding of the financials, please review the Notes to Financial Statements portion of the audit report on pages 9-19, and the Notes to Financial Statements (Notes) on pages 21-44. The Notes provide detail and explanations for many of the items on the balance sheet, as well as information about GFLH and its operations.

The scope of the Audit covers the accuracy of the financial statements; compliance with funding agency rules and regulations; and compliance with HACB's internal policies and procedures.

We are once again pleased to report that, after another detailed and complex audit, there were no compliance findings and no questioned costs (see pages 22-24).

For 2022, there was a comment about internal controls, a reflection of the end of the year's transition to a new Finance Director and accounting staff, and associated changes, now implemented, to accounting protocols integrating third-party property management financial reports. An additional comment for the same year tied to a form that was not dated.

The 2021 audited year has one remaining comment pertaining to inability to supply supporting documentation for tested transactions. This comment is directly referencing the work of a former employee, who refused to provide the auditor requested documentation. This employee left the agency and will not present an issue going forward.

If you have any questions I will gladly answer them at the Board Meeting.

Recommendation: Motion to accept the FY 2022 Audit Report as presented.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021

**WITH
REPORT OF INDEPENDENT AUDITORS**

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
 GRIDLEY FARM LABOR HOUSING
 HCD CONTRACT NO. 10-FWHG-7155
 TABLE OF CONTENTS
 FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

<u>Contents</u>	<u>Page</u>
Report of Independent Auditors	1-3
Financial Statements:	
Statements of Net Position	4-5
Statements of Revenues, Expenses and Changes in Net Position	6
Statements of Cash Flows	7-8
Notes to Financial Statements	9-19
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	20-21
Schedule of Findings and Responses	22-23
Summary Schedule of Prior Year Audit Findings	24
Supplementary Information Required by HCD:	
Schedule of Operating Revenues	25
Schedule of Operating Expenses	26-27
Notes to Supplementary Information Required by HCD	28
Management Agent's Certification	29
Authority's Certification	30

REPORT OF INDEPENDENT AUDITORS

To the Board of Commissioners
Housing Authority of the County of Butte:

Opinion

We have audited the accompanying financial statements of Housing Authority of the County of Butte - Gridley Farm Labor Housing - HCD Contract No. 10-FWHG-7155 (the "Project") as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Project's financial statements, as listed in the accompanying table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the net position of the Project as of September 30, 2022, and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the requirements of the *Audited Financial Statement Handbook for Multifamily Rental Housing of the California Department of Housing and Community Development and the California Housing Finance Agency ("HCD/CalHFA")*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Project and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Prior Period Financial Statements

The financial statements of the Project as of and for the year ended September 30, 2021, were audited by other auditors whose report dated June 20, 2022, expressed an unmodified opinion on those statements.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Project's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the requirements of the *HCD/CalHFA* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the requirements of *HCD/CalHFA*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Project's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis report that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by the missing information.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements of the Project taken as a whole. The Schedule of Operating Revenues, Schedule of Operating Expenses, and the Notes to Supplementary Information Required by HCD ("HCD Schedules") are presented for the purposes of additional analysis as required by *HCD/CalHFA* and is not a required part of the financial statements. Such information is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. The 2021 supplementary information was subjected to the auditing procedures applied in the 2021 audit of the financial statements by other auditors, whose report on such information stated that it was fairly stated in all material respects in relation to the 2021 financial statements as a whole.

The Management Agent's Certification and Authority's Certification have not been subjected to the auditing procedures applied in the audit of the financial statements and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards* and the requirements of the *HCD/CalHFA*, we have also issued our report dated October 6, 2023 on our consideration of the Project's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the requirements of the *HCD/CalHFA*, in considering the Project's internal control over financial reporting and compliance.

Novogradac & Company LLP

October 6, 2023
Toms River, New Jersey

FINANCIAL STATEMENTS

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
 GRIDLEY FARM LABOR HOUSING
 HCD CONTRACT NO. 10-FWHG-7155
 STATEMENTS OF NET POSITION
 AS OF SEPTEMBER 30, 2022 AND 2021**

ASSETS

	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and cash equivalents	\$ 59,777	\$ 73,884
Tenant security deposits	46,135	46,130
Accounts receivable, net	613	42,209
Accrued interest receivable	432	-
Prepaid expenses	<u>54,638</u>	<u>116,758</u>
Total current assets	<u>161,595</u>	<u>278,981</u>
Non-current assets:		
Restricted cash	763,067	942,684
Capital assets, net	<u>13,460,563</u>	<u>14,175,469</u>
Total non-current assets	<u>14,223,630</u>	<u>15,118,153</u>
Total assets	<u>14,385,225</u>	<u>15,397,134</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows of resources - pension	29,850	51,863
Deferred outflows of resources - OPEB	<u>18,186</u>	<u>6,112</u>
Total deferred outflows of resources	<u>48,036</u>	<u>57,975</u>
Total assets and deferred outflows of resources	<u>\$ 14,433,261</u>	<u>\$ 15,455,109</u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
 GRIDLEY FARM LABOR HOUSING
 HCD CONTRACT NO. 10-FWHG-7155
 STATEMENTS OF NET POSITION (continued)
 AS OF SEPTEMBER 30, 2022 AND 2021**

LIABILITIES

	<u>2022</u>	<u>2021</u>
Current liabilities:		
Accounts payable	\$ 12,798	\$ 12,445
Tenant security deposits	49,026	50,545
Related party payable	160,660	-
Mortgage payable, current	117,580	118,761
Unearned revenue	80,890	87,002
Other current liabilities	<u>12,633</u>	<u>492,905</u>
Total current liabilities	<u>433,587</u>	<u>761,658</u>
Long-term liabilities:		
Net OPEB liability	34,894	18,644
Net pension liability	25,769	315,933
Mortgage payable, net of current portion	<u>2,998,694</u>	<u>3,129,892</u>
Total long-term liabilities	<u>3,059,357</u>	<u>3,464,469</u>
Total liabilities	<u>3,492,944</u>	<u>4,226,127</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows of resources - pension	1,093	12,603
Deferred inflows of resources - OPEB	<u>9,658</u>	<u>308</u>
Total deferred inflows of resources	<u>10,751</u>	<u>12,911</u>

NET POSITION

Net position:		
Net investment in capital assets	10,344,289	10,926,816
Restricted	763,067	942,684
Unrestricted (deficit)	<u>(177,790)</u>	<u>(653,429)</u>
Total net position	<u>10,929,566</u>	<u>11,216,071</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 14,433,261</u>	<u>\$ 15,455,109</u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
 GRIDLEY FARM LABOR HOUSING
 HCD CONTRACT NO. 10-FWHG-7155
 STATEMENTS OF REVENUES, EXPENSES
 AND CHANGES IN NET POSITION
 FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
Operating revenues:		
Tenant revenue	\$ 433,131	\$ 458,660
Grant income	466,845	4,770,600
Other revenue	<u>321,231</u>	<u>4,862</u>
Total operating revenues	<u>1,221,207</u>	<u>5,234,122</u>
Operating expenses:		
Administrative	251,096	157,052
Utilities	89,682	72,918
Ordinary maintenance and operations	256,974	240,598
Payroll taxes and employee benefits	37,629	-
Other taxes and insurance	125,273	142,010
Depreciation	<u>714,906</u>	<u>714,906</u>
Total operating expenses	<u>1,475,560</u>	<u>1,327,484</u>
Operating (loss) income	<u>(254,353)</u>	<u>3,906,638</u>
Non-operating revenues (expenses):		
Investment income	351	1,189
Interest expense	<u>(32,503)</u>	<u>(36,693)</u>
Total net non-operating expenses	<u>(32,152)</u>	<u>(35,504)</u>
Change in net position	(286,505)	3,871,134
Total net position, beginning of year (as originally reported)	11,216,071	7,356,869
Prior period adjustment	<u>-</u>	<u>(11,932)</u>
Total net position, beginning of year (as restated)	<u>11,216,071</u>	<u>7,344,937</u>
Total net position, end of year	<u>\$ 10,929,566</u>	<u>\$ 11,216,071</u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
 GRIDLEY FARM LABOR HOUSING
 HCD CONTRACT NO. 10-FWHG-7155
 STATEMENTS OF CASH FLOWS
 FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
Cash Flows from Operating Activities:		
Cash received from tenants and others	\$ 787,895	\$ 467,104
Cash received from government grantors	466,845	430,653
Cash paid to vendors and suppliers	<u>(1,283,928)</u>	<u>(933,952)</u>
Net cash used in operating activities	<u>(29,188)</u>	<u>(36,195)</u>
Cash Flows from Capital and Related Financing Activities:		
Purchase of capital assets	-	(4,339,964)
Principal payments on loans payable	(132,379)	(159,412)
Interest paid on notes payable	<u>(32,503)</u>	<u>(36,693)</u>
Net cash used in capital and related financing activities	<u>(164,882)</u>	<u>(4,536,069)</u>
Cash Flows from Investing Activities:		
Interest received on investments	<u>351</u>	<u>1,189</u>
Net cash provided by investing activities	<u>351</u>	<u>1,189</u>
Net decrease in cash, cash equivalents, and restricted cash	(193,719)	(4,571,075)
Cash, cash equivalents, and restricted cash, beginning of year	<u>1,062,698</u>	<u>5,633,773</u>
Cash, cash equivalents, and restricted cash, end of year	<u>\$ 868,979</u>	<u>\$ 1,062,698</u>
A reconciliation of cash, cash equivalents, and restricted cash to the Statements of Net Position is as follows:		
Cash and cash equivalents	\$ 59,777	\$ 73,884
Tenant security deposits	46,135	46,130
Restricted cash	<u>763,067</u>	<u>942,684</u>
Total cash, cash equivalents, and restricted cash, end of year	<u>\$ 868,979</u>	<u>\$ 1,062,698</u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
 GRIDLEY FARM LABOR HOUSING
 HCD CONTRACT NO. 10-FWHG-7155
 STATEMENTS OF CASH FLOWS (continued)
 FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
Reconciliation of net operating (loss) income to net cash used in operating activities:		
Net operating (loss) income	\$ (254,353)	\$ 3,906,638
Adjustments to reconcile net operating (loss) income to net cash used in operating activities:		
Depreciation	714,906	714,906
Changes in operating assets and liabilities:		
Accounts receivable, net	41,164	(8,746)
Prepaid expenses	62,120	(11,777)
Deferred outflows of resources	9,939	220
Accounts payable	353	(15,535)
Accrued expenses	(492,905)	(305,994)
Tenant security deposit liability	(1,519)	12,328
Unearned revenue	(6,112)	(4,339,947)
Other current liabilities	173,293	-
Accrued pension liability	(290,164)	18,708
Accrued OPEB liability	16,250	4,697
Deferred inflows of resources	<u>(2,160)</u>	<u>(11,693)</u>
Net cash used in operating activities	<u>\$ (29,188)</u>	<u>\$ (36,195)</u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2022**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Housing Authority of the County of Butte (the "Authority") was established by the County of Butte, California, in 1946 under the California Health and Safety Code as a non-profit public corporation. The mission of the Authority is to assist low and moderate income residents of Butte County to secure and maintain quality affordable housing.

Gridley Farm Labor Housing HCD Contract No. 10-FWHG- 7155 (the "Project") is owned by the Authority and was formed for the purpose of operating a 121-unit community located in Gridley, California. The Project is financed by a USDA Rural Development Section 515 Loan, and therefore is regulated by Rural Development as to rent charges and operating methods.

The financial statements present the financial activity of the Project and not the Authority as a whole.

B. Basis of Accounting / Financial Statement Presentation

The accompanying financial statements have been prepared in accordance with regulatory requirements mandated by the United States Department of Agricultural-Rural Development, these financial statements are required to report the operations of the Project for the year ended September 30, 2022.

The Project's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP"). The Governmental Accounting Standards Board is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The Project applies all relevant Governmental Accounting Standards Board ("GASB") pronouncements. Proprietary funds apply Financial Accounting Standards Board ("FASB") pronouncements and Accounting Principles Board ("APB") opinions, unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails.

The Project utilized the accrual basis of accounting, whereby income is recognized as earned and expenses are recognized as obligations are incurred.

C. Use of Management Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include the allowance for doubtful accounts, accrued expenses and other liabilities, depreciable lives of properties and equipment, and contingencies. Actual results could differ significantly from these estimates.

D. Cash and Cash Equivalents

For the statement of cash flows, cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less at time of purchase.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Cash and Cash Equivalents (continued)

Restricted cash is not considered cash and cash equivalents, and includes cash held with financial institutions for tenant security deposits, reserves for repairs and construction to the buildings which extend their useful lives, and reserves for annual tax and insurance payments.

E. Accounts Receivable, Net

Rents are due from tenants on the first day of each month. As a result, tenants receivable balances primarily consist of rents past due and vacated tenants. An allowance for doubtful accounts is established to provide for all accounts, which may not be collected in the future for any reason. Collection losses on accounts receivable are charged against the allowance for doubtful accounts.

F. Allowance for Doubtful Accounts

The Project periodically reviews all accounts receivable to determine the amount, if any, that may be uncollectable. If it is determined that an account or accounts may be uncollectable, the Project prepares an analysis of such accounts and records an appropriate allowance against such amounts.

G. Prepaid Expenses

Prepaid expenses represent amounts paid as of year-end that will benefit future operations.

H. Capital Assets, Net

Capital assets are stated at cost. Expenditures for repairs and maintenance are charged directly to expense as they are incurred. Expenditures determined to represent additions or betterments are capitalized. Upon the sale or retirement of capital assets, the cost and related accumulated depreciation are eliminated from the accounts and any related gain or loss is reflected in the Statements of Revenues, Expenses and Changes in Net Position.

Depreciation is calculated using the straight-line method based on the estimated useful lives of the following asset groups:

- | | |
|------------------------------|------------|
| • Buildings and improvements | 40 Years |
| • Land improvements | 40 Years |
| • Equipment | 5-15 Years |

The Project has established a capitalization threshold of \$5,000.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Impairment of Long Lived Assets

The Project evaluates events or changes in circumstances affecting long-lived assets to determine whether an impairment of its assets has occurred. If the Project determines that a capital asset is impaired, and that the impairment is significant and other-than-temporary, then an impairment loss will be recorded in the Project's financial statements. There were no impairment losses recognized during the years ended September 30, 2022 and 2021.

J. Accounts Payable and Accrued Liabilities

The Project recognizes a liability for goods and services received but not paid for as of year-end. The Project recognizes a liability for wages and fringe benefits related to services performed at year-end but not yet paid to employees or taxing authorities.

K. Prepaid Rent

The Project's prepaid rent primarily consists of the prepayment of rent by residents applicable to future periods.

L. Net Position Classifications

Equity is classified as net position and displayed in three components:

Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted net position - Consists of resources with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position - All other resources that do not meet the definition of "restricted" or "net investment (deficit) in capital assets."

Use of Restricted Assets

When both restricted and unrestricted resources are available for a particular restricted use, it is the Authority's policy to use restricted resources first, and then unrestricted resources as needed.

M. Operating Revenues and Expenses

The Project defines its operating revenues as income derived from charges to residents and others for services provided as well as government subsidies and grants used for operating purposes. Total rental income represents potential rental income less vacancies. Operating expenses are costs incurred in the operation of its program activities to provide services to residents and others. The Project classifies all other revenues and expenses as non-operating.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

N. Pensions

The Authority participates in a cost-sharing multiple-employer defined benefit retirement plan that is administered by CalPERS. Contributions to CalPERS are made on a regular basis as required by the plan. The Authority utilizes actuarial reports provided by CalPERS for the purpose of measuring the net pension liability, deferred outflows of resources, deferred inflows of resources and benefit expenses to allocate and record such amounts to the Project.

O. Other Post Employment Benefits ("OPEB")

The Authority provides a defined benefit health care program to its retired employees. Contributions for this plan are made on a pay-as-you-go basis. The Authority utilizes actuarial reports for the purpose of measuring the net OPEB liability, deferred outflows of resources, deferred inflows of resources, and benefit expenses to allocate and record such amounts to the Project.

P. Deferred Outflows / Inflows of Resources

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources until that time.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time.

Q. Regulated Leases

The Project is a lessor of residential dwelling units under regulated leases as defined by GASB 87 and as such recognizes rental revenue in accordance with the terms of the lease contract. The leases which are twelve months in length are regulated by HUD as to rent, unit size, household composition and tenant income. For the years ended September 30, 2022 and 2021, rental revenue earned by the Project under the aforementioned leases totaled \$433,131 and \$458,660, respectively.

R. Income Taxes

The Authority is exempt from Federal Income and California Franchise Taxes.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022**

NOTE 2. CASH, CASH EQUIVALENTS, AND RESTRICTED CASH

All cash and cash equivalents held by the Project are maintained in checking or savings accounts as of September 30, 2022 and 2021. As of September 30, 2022 and 2021, the carrying amounts of the Project's cash and cash equivalents (including restricted cash) was \$868,979 and \$1,062,698, respectively, and the bank balance as of September 30, 2022 and 2021 were \$897,480 and 1,062,698, respectively.

<u>Description</u>	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 59,777	\$ 73,884
Tenant security deposits	46,135	46,130
Restricted cash	<u>763,067</u>	<u>942,684</u>
Total cash, cash equivalents, and restricted cash	<u>\$ 868,979</u>	<u>\$ 1,062,698</u>

Of the bank balances, \$487,553 and \$500,000 were covered by federal depository insurance and the remaining \$409,927 and 562,698 were collateralized with the pledging financial institution as of September 30, 2022 and 2021, respectively.

Custodial credit risk is the risk that, in the event of a bank failure, the Project's deposits may not be returned to it. As of September 30, 2022, the Project's bank balances were not exposed to custodial credit risk.

NOTE 3. ACCOUNTS RECEIVABLE, NET

As of September 30, 2022 and 2021, accounts receivable, net consisted of tenant accounts receivable totaling \$673 and \$42,209, respectively. Tenant accounts receivable represents amounts owed to the Project by tenants for outstanding rent. The balance is shown net of an allowance for doubtful accounts of \$60 and \$0, respectively.

NOTE 4. RESTRICTED DEPOSITS

As of September 30, 2022 and 2021, restricted deposits consisted of the following:

<u>Cash Category</u>	<u>2022</u>	<u>2021</u>
Tenant security deposits	\$ 46,135	\$ 46,130
Tax and insurance escrows	89,690	2,695
Construction reserves	255,643	545,985
Replacement reserves	<u>417,734</u>	<u>394,004</u>
Total restricted deposits	<u>\$ 809,202</u>	<u>\$ 988,814</u>

Tenant security deposits represent amounts held by the Project on behalf of tenants. Upon termination from the project, the tenant is due amounts deposited plus interest earned less any amounts charged for damage to the unit.

Tax and insurance escrows represent funds that are restricted for tax and insurance payments as required by the terms of the regulatory agreement with HCD.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
 GRIDLEY FARM LABOR HOUSING
 HCD CONTRACT NO. 10-FWHG-7155
 NOTES TO FINANCIAL STATEMENTS (continued)
 SEPTEMBER 30, 2022**

NOTE 4. RESTRICTED DEPOSITS (continued)

Construction reserves represent funds that are restricted for construction on the Project as required by the terms of the regulatory agreement with HCD.

Replacement reserves represent funds that are restricted for repairs and replacements of buildings and equipment as required by the terms of the regulatory agreement with HCD.

NOTE 5. CAPITAL ASSETS, NET

The following is a summary of the changes in capital assets during the year ended September 30, 2022 and 2021:

Description	September 30, 2021	Additions	Dispositions	September 30, 2022
<u>Non-depreciable capital assets:</u>				
Land	\$ 297,326	\$ -	\$ -	\$ 297,326
Construction in Progress	<u>6,246,561</u>	<u>-</u>	<u>-</u>	<u>6,246,561</u>
	<u>6,543,887</u>	<u>-</u>	<u>-</u>	<u>6,543,887</u>
<u>Depreciable capital assets:</u>				
Buildings	11,638,424	-	-	11,638,424
Infrastructure improvements and equipment	<u>3,017,694</u>	<u>-</u>	<u>-</u>	<u>3,017,694</u>
Subtotal	<u>14,656,118</u>	<u>-</u>	<u>-</u>	<u>14,656,118</u>
Less: accumulated depreciation	<u>7,024,536</u>	<u>714,906</u>	<u>-</u>	<u>7,739,442</u>
Net capital assets	<u>\$ 14,175,469</u>	<u>\$ (714,906)</u>	<u>\$ -</u>	<u>\$ 13,460,563</u>

Depreciation expense for the year ended September 30, 2022 amounted to \$714,906

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022**

NOTE 5. CAPITAL ASSETS, NET (continued)

Description	September 30, 2020	Additions	Dispositions	September 30, 2021
<u>Non-depreciable capital assets:</u>				
Land	\$ 297,326	\$ -	\$ -	\$ 297,326
Construction in Progress	<u>1,906,597</u>	<u>4,339,964</u>	<u>-</u>	<u>6,246,561</u>
Total	<u>2,203,923</u>	<u>4,339,964</u>	<u>-</u>	<u>6,543,887</u>
<u>Depreciable capital assets:</u>				
Buildings	<u>11,638,424</u>	<u>-</u>	<u>-</u>	<u>11,638,424</u>
Infrastructure improvements and equipment	<u>3,017,694</u>	<u>-</u>	<u>-</u>	<u>3,017,694</u>
Subtotal	<u>14,656,118</u>	<u>-</u>	<u>-</u>	<u>14,656,118</u>
Less: accumulated depreciation	<u>6,309,630</u>	<u>714,906</u>	<u>-</u>	<u>7,024,536</u>
Net capital assets	<u>\$ 10,550,411</u>	<u>\$ 3,625,058</u>	<u>\$ -</u>	<u>\$ 14,175,469</u>

Depreciation expense for the year ended September 30, 2021 amounted to \$714,906

NOTE 6. RELATED PARTY ACTIVITY

The Project is controlled by the Authority. The Authority allocates common expenses to the Project and is reimbursed periodically. For the years ended September 30, 2022 and 2021, the Project owed the Authority \$160,660 and \$0, respectively.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022**

NOTE 7. NOTES PAYABLE

Notes payable consisted of the following as of September 30, 2022 and 2021:

<u>Description</u>	<u>2022</u>	<u>2021</u>
In December 2013, the Authority signed a 33-year promissory note with USDA RD for two long term loans amounting to \$2,000,000 each. The loans were for the overall rehabilitation of the Project. Principal and interest are payable in annual installments of \$75,351 on the first of each December until maturity on December 1, 2046. Interest expense for the years ended September 30, 2022 and 2021 amounted to \$32,503 and \$36,693, respectively.	\$ 3,116,274	\$ 3,248,653
Less: current portion	<u>117,580</u>	<u>118,761</u>
Long-term debt, net	<u>\$ 2,998,694</u>	<u>\$ 3,129,892</u>

Future annual debt service for principal and interest for the next five years and in the aggregate thereafter is as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 117,580	\$ 31,188	\$ 148,768
2024	116,782	30,032	146,814
2025	117,949	28,864	146,813
2026	119,129	27,684	146,813
2027	120,320	26,493	146,813
Thereafter	<u>2,524,514</u>	<u>260,445</u>	<u>2,784,959</u>
	<u>\$ 3,116,274</u>	<u>\$ 404,706</u>	<u>\$ 3,520,980</u>

NOTE 8. PENSION PLAN

The Authority participates in the California Public Employees' Retirement System ("CalPERS"). The Authority allocates pension expense, deferred inflows of resources and deferred outflows of resources to the Project based on actual time spent by each employee. The complete information and disclosure for the plan and funding policies can be found in the Authority's annual audit.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022**

NOTE 8. PENSION PLAN (continued)

As of September 30, 2022 and 2021, the Project reported a net pension liability amounting to \$25,769 and \$315,933, respectively.

For the year ended September 30, 2022, the Authority recognized a pension benefit of \$279,662. At September 30, 2022, the Authority reported deferred outflows of resources and deferred inflows of resources from the following sources.

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of Assumptions	\$ 9,312	\$ -
Differences between expected and actual experience	3,005	1,093
Net differences between actual and projected earnings on pension plan investments	15,426	-
Contributions subsequent to the measurement date	<u>2,107</u>	<u>-</u>
Total	<u>\$ 29,850</u>	<u>\$ 1,093</u>

Other amounts reported as deferred outflow of resources and deferred inflow of resources related to pensions will be recognized in pension expense as follows:

Year ending September 30:		<u>Amount</u>
2023	\$	7,640
2024		6,241
2025		3,348
2026		<u>9,421</u>
	<u>\$</u>	<u>26,650</u>

The complete information and disclosure for the plan and funding policies can be found in the Authority's annual audit.

NOTE 9. OTHER POST EMPLOYMENT BENEFIT ("OPEB")

The Authority participates in a single-employer OPEB plan. The Authority allocates OPEB expense, deferred inflows of resources and deferred outflows of resources to the Project based on actual time spent by each employee. The complete information and disclosure for the plan and funding policies can be found in the Authority's annual audit.

At September 30, 2022 and 2021, the Project reported a net OPEB liability amounting to \$34,894 and \$18,644, respectively.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022**

NOTE 9. OTHER POST EMPLOYMENT BENEFIT ("OPEB") (continued)

For the year ended September 30, 2022, the Authority recognized OPEB expense of \$13,526. At September 30, 2022, the Authority reported deferred outflows of resources and deferred inflows of resources from the following sources.

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of Assumptions	\$ 6,554	\$ -
Differences between expected and actual experience	18	9,658
Net differences between expected and actual earnings	10,563	-
Contributions subsequent to the measurement date	<u>1,051</u>	<u>-</u>
Total	<u>\$ 18,186</u>	<u>\$ 9,658</u>

Other amounts reported as deferred outflow of resources and deferred inflow of resources related to OPEB will be recognized in OPEB expense as follows:

Year ending September 30:	<u>Amount</u>
2023	\$ 1,797
2024	1,881
2025	1,646
2026	4,266
2027	(412)
Thereafter	<u>(1,701)</u>
	<u>\$ 7,477</u>

NOTE 10. COMMITMENTS AND CONTINGENCIES

A. Interest and Rental Assistance Agreement

Under an agreement with Rural Development, mortgage subsidy is provided which reduces the effective interest rate on the mortgage to approximately 1% over the life of the Loan Agreement. Rural Development may terminate the agreement if it determines that no subsidy is necessary or if the Project is determined to be in violation of the Loan Agreement or Rural Development rules or regulations.

B. Rental Assistance Agreement

The Project has entered into a Rental Assistance Agreement (the "Agreement") with Rural Development ("RD") providing rental assistance for 112 units. For the years ended September 30, 2022 and 2021, the Project received \$466,845 and \$0, respectively, of gross revenue from RD in the form of rental assistance.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
NOTES TO FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2022**

NOTE 11. SUBSEQUENT EVENTS

Events that occur after the financial statement date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the financial statement date are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the financial statement date require disclosure in the accompanying notes to the financial statements. Management evaluated the activity of the Project through October 6, 2023 (the date the financial statements were available to be issued) and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Commissioners of the
Housing Authority of the County of Butte:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Housing Authority of the County of Butte - Gridley Farm Labor Housing - HCD Contract No. 10-FWHG-7155 (the "Project") as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Project's financial statements, and have issued our report thereon dated October 6, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Project's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, we do not express an opinion on the effectiveness of the Project's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2022-001 that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Project's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs and Recommendations as Finding 2022-002.

The Project's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Project's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Project's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Project's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Project's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Novogradac & Company LLP

October 6, 2023
Toms River, New Jersey

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
SCHEDULE OF FINDINGS AND RESPONSES
SEPTEMBER 30, 2022**

Section I - Summary of Auditor's Results

Financial Statements:

Type of auditor's report issued: Unmodified

Internal Control over financial reporting:

Material weakness(es) identified Yes

Significant deficiencies Yes

Noncompliance material to the financial statements noted No

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
SCHEDULE OF FINDINGS AND RESPONSES (continued)
SEPTEMBER 30, 2022**

Section II - Audit Findings in Relation to Financial Statements:

Finding 2022-001

Statement of condition: Several unaudited account balances of the Project were materially misstated. Accordingly, numerous journal entries were proposed during the audit in order to correct misstated account balances.

Criteria: The Project must ensure that proper internal controls are in place to initiate, authorize, record, process, and report financial data reliably in accordance with generally accepted accounting principles.

Effect: There is a reasonable possibility that a misstatement of the Project's financial statements will not be prevented or detected by the Project's internal control.

Cause: Controls are not in place to ensure that the Project's records and reports financial data reliably in accordance with generally accepted accounting principles which caused several accounts to be misstated and numerous other journal entries to be proposed during the audit.

Recommendation: The Project should ensure that proper internal controls are in place to prevent significant deficiencies and material weaknesses from occurring, including reconciling, reviewing and adjusting significant account balances.

Reporting views of responsible officials: Auditee agrees with the auditor and management will be responsible for implementing the corrective action plan.

Finding 2022-002

Statement of condition: During testing of internal controls over the Project's tenant files, there was one required document unavailable for review during the time of audit. This included the following:

- Authorization to release information form was missing in 1 file

Criteria: The Project must ensure that proper internal controls are in place to perform all necessary tenant eligibility and lease requirements, and to include all required documentation in the tenant files.

Effect: The Project's tenant files were missing documentation during the time of audit that was not prevented or detected by the Project's internal control.

Cause: Controls are not in place to ensure that the Project performs all necessary tenant eligibility and lease requirements, which resulted in several missing documents in the Projects tenant files.

Recommendation: The Project should ensure that proper internal controls are in place to prevent significant deficiencies and material weaknesses from occurring, including the proper maintenance of tenant files.

Reporting views of responsible officials: Auditee agrees with the auditor and management will be responsible for implementing the corrective action plan.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
HCD CONTRACT NO. 10-FWHG-7155
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
SEPTEMBER 30, 2022**

Finding 2021-001

Observation: The September 30, 2021, audit report was not submitted on or before its deadline.

Status: The finding has been cleared.

Finding 2021-002

Observation: The Project lacks an effective internal control structure over accounting records and financial reporting to allow for accurate financial reporting. During our audit, the following issues were noted:

- During our review of expenses, we noted that 22 disbursements out of 25 items are not supported or documentation was not maintained by the Project to support the amount expended.
- During our review of cash/grant receipts, we noted 24 instances out of 25 items, for which supporting documentation was not maintained by the Project to validate the amount received.
- During our review of subsequent disbursements, we noted management could not provide supporting for all selected 6 items.
- The Project was unable to provide sufficient audit evidence regarding the accuracy, completeness, and valuation of the accrued liabilities balance as of the year end date.
- During our review of 10 tenant files, the Project was unable to provide audit evidence to support the items.
- The Project was unable to provide audit evidence related to all selected 10 payroll samples.

Status: The finding remains open. See Finding 2022-002.

SUPPORTING DATA REQUIRED BY HCD

**HOUSING AUTHORITY OF THE COUNTY OF MARIN
GRIDLEY FARM LABOR HOUSING
LOAN NUMBER 93-FHDP-011
SCHEDULE OF OPERATING REVENUES**

<u>Account Number</u>	<u>Schedule of Operating Revenues for year ended</u>	<u>September 30, 2022</u>	<u>September 30, 2021</u>
	Rent Revenue		
5120	Rent revenue	\$ 638,567	\$ 889,313
5121	Tenant assistance payments	<u>466,845</u>	<u>-</u>
5100T	Total rent revenue	<u>1,105,412</u>	<u>889,313</u>
	Vacancies		
5220	Apartments	<u>(205,436)</u>	<u>-</u>
5220T	Total vacancies	<u>(205,436)</u>	<u>-</u>
5152	Net Rental Revenue (Rent Revenue Less Vacancies)	<u>899,976</u>	<u>889,313</u>
	Financial Revenue		
5440	Interest on replacement and operating reserves	318	-
5490	Interest on operating reserves	<u>33</u>	<u>208</u>
	Total financial revenue	<u>351</u>	<u>208</u>
	Other Revenue		
5910	Laundry and vending revenue	1,954	3,017
5920	Tenant charges	-	1,840
	Miscellaneous revenue	-	-
5990	Pension benefit	279,661	-
5990	Other revenue - correct of error	36,759	-
5990	Miscellaneous revenue - bad debt recovery	<u>2,857</u>	<u>-</u>
	Total other revenue	<u>321,231</u>	<u>4,857</u>
5000T	Total revenue	<u>\$ 1,221,558</u>	<u>\$ 894,378</u>

**HOUSING AUTHORITY OF THE COUNTY OF MARIN
GRIDLEY FARM LABOR HOUSING
LOAN NUMBER 93-FHDP-011
SCHEDULE OF OPERATING EXPENSES**

<u>Schedule of Operating Expenses for year ended</u>		<u>September 30,</u> <u>2022</u>	<u>September 30,</u> <u>2021</u>
Administrative Expenses			
6210	Advertising and marketing	\$ 2,156	\$ 1,125
6310	Office salaries	57,395	-
6311	Office expenses	18,200	6,035
6320	Management fees	67,365	-
6330	Manager salaries	9,208	84,169
6340	Legal expenses	340	1,130
6350	Audit expenses	-	3,785
6351	Bookkeeping fees	-	8,531
6370	Bad debt	58,210	-
Miscellaneous administrative:			
6390	Miscellaneous office expense	25,642	5,554
6390	Applicant background check	165	-
6390	Manager's expense	528	-
6390	Computer maintenance agreements	523	-
6390	Consulting fees	2,750	-
6390	Bank charges	1,343	-
6390	Social services expense	125	-
6390	Training and travel	7,146	-
6263T	Total administrative expenses	<u>251,096</u>	<u>110,329</u>
Utilities Expense			
6450	Electricity	47,264	29,171
6451	Water	2,520	24,036
6452	Gas	5,645	3,398
6453	Sewer	34,253	16,475
6400T	Total utilities expense	<u>89,682</u>	<u>73,080</u>
Operating and Maintenance Expenses			
6510	Payroll	57,028	39,618
6515	Supplies - general	12,196	9,258
6520	Contracts	141,299	84,857
6525	Garbage and trash removal	24,878	20,431
6530	Security contracts	14,891	18,850
6546	Heating/cooling repairs	6,682	-
6590	Miscellaneous operating and maintenance	-	7,909
6500T	Total operating and maintenance expenses	<u>256,974</u>	<u>180,923</u>

**HOUSING AUTHORITY OF THE COUNTY OF MARIN
GRIDLEY FARM LABOR HOUSING
LOAN NUMBER 93-FHDP-011
SCHEDULE OF OPERATING EXPENSES (continued)**

<u>Schedule of Operating Expenses for year ended</u>	<u>September 30,</u> <u>2022</u>	<u>September 30,</u> <u>2021</u>
Taxes and Insurance		
6710 Real estate taxes	7,429	31,014
6711 Payroll taxes (project's share)	12,014	11,389
6720 Property and liability insurance	37,060	89,260
6722 Workmen's compensation	5,538	6,410
6723 Health insurance and other benefits	21,450	44,812
6790 Miscellaneous, taxes, licenses, permits and insurance	<u>79,411</u>	<u>20,644</u>
6700T Total taxes and insurance	<u>162,902</u>	<u>203,529</u>
6000T Total operating expenses	<u>\$ 760,654</u>	<u>\$ 567,861</u>
Financial Expenses		
6820 Interest on mortgage (or bonds) payable	<u>32,503</u>	<u>36,741</u>
6800T Total financial expenses	<u>32,503</u>	<u>36,741</u>
6000 Total cost of operations before depreciation	<u>793,157</u>	<u>604,602</u>
5060T Profit before depreciation	428,401	289,776
Depreciation and Amortization Expenses		
6600 Depreciation expense	<u>714,906</u>	<u>714,906</u>
5060N Operating loss	<u>(286,505)</u>	<u>(425,130)</u>

**HOUSING AUTHORITY OF THE COUNTY OF MARIN
GRIDLEY FARM LABOR HOUSING
LOAN NUMBER 93-FHDP-011
NOTES TO SUPPLEMENTARY INFORMATION REQUIRED BY HCD**

Cash on Hand and in Banks

See Note 2

Property and Equipment

See Note 5

Replacement and Construction Reserve Accounts

Schedule of Reserve for Replacements	<u>September 30,</u> <u>2022</u>	<u>September 30,</u> <u>2021</u>
Balance at the beginning of year	\$ 394,004	\$ 429,856
Total monthly deposits (12 months at \$2,875)	34,500	8,625
Interest income	210	172
Withdrawals (amount included in operating expense)	<u>(10,980)</u>	<u>(44,649)</u>
Balance at end of year	<u>\$ 417,734</u>	<u>\$ 394,004</u>

Schedule of Construction Account	<u>September 30,</u> <u>2022</u>	<u>September 30,</u> <u>2021</u>
Balance at the beginning of year	\$ 545,985	\$ 5,160,853
Interest earned	109	981
Withdrawals (amount capitalized)	-	(4,339,964)
Withdrawals (amount included in operating expense)	<u>(290,451)</u>	<u>(275,885)</u>
Balance at end of year	<u>\$ 255,643</u>	<u>\$ 545,985</u>

Debt Service

See Note 6

Management Fee

None

Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses are being paid on a current basis

Tenant Security Deposits

Tenant security deposits were fully funded as of September 30, 2022 and 2021.

**GRIDLEY FARM LABOR HOUSING
MANAGEMENT AGENT'S CERTIFICATION
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

We hereby certify that we have examined the accompanying financial statements, notes, and supplementary information of the Housing Authority of the County of Butte - Gridley Farm Labor Housing - HCD Contract No. 10-FWHG-7155, as of and for the years ended September 30, 2022 and 2021, and, to the best of our knowledge and belief, these financial statements, notes, and supplementary information are complete and accurate.

AWI Management Corporation
October 6, 2023

**GRIDLEY FARM LABOR HOUSING
AUTHORITY'S CERTIFICATION
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

We hereby certify that we have examined the accompanying financial statements, notes, and supplementary information of the Housing Authority of the County of Butte - Gridley Farm Labor Housing - HCD Contract No. 10-FWHG-7155, as of and for the years ended September 30, 2022 and 2021, and, to the best of our knowledge and belief, these financial statements, notes, and supplementary information are complete and accurate.

Edward S. Mayer, Executive Director
Housing Authority of the County of Butte
October 6, 2023

October 13, 2023

MEMO

To: Board of Commissioners

From: Hope Stone, Finance Director

Subject: Resolution Number 4908
Write-Off of Uncollectible Accounts Receivable, as of September 30, 2023

Annually, at fiscal year-end, accounts receivable balances are written off the Balance Sheet for vacated participant and landlord accounts for which HACB has not received a payment for ninety (90) days or more. These balances represent uncollectible tenant rent, repayment agreements, and other charges for July 1, 2022 through June 30, 2023. To provide some perspective, below is a chart comparing 2023 to the past five years, along with the six-year averages.

Year	Public Housing	Farm Labor Housing	Housing Authority Owned	Housing Choice Voucher	VASH Security Deposits	Total
2023	\$ 26,083	\$ -	\$ 46,878	\$ 77,650	\$ 2,010	\$ 152,621
2022	\$ 57,429	\$ 1,219	\$ 28,700	\$ 39,201	\$ -	\$ 126,550
2021	\$ 41,110	\$ 1,660	\$ -	\$ 29,642	\$ -	\$ 72,413
2020	\$ 74,034	\$ 10,765	\$ 8,428	\$ 18,480	\$ 500	\$ 112,207
2019	\$ 71,784	\$ 264	\$ 5,164	\$ 14,024	\$ -	\$ 91,236
2018	\$ 37,988	\$ 7,617	\$ 17,550	\$ 24,004	\$ -	\$ 87,159
Averages	\$ 51,405	\$ 3,588	\$ 17,787	\$ 34,169	\$ 418	\$ 107,031

The higher write-off amounts for both the HCV program and HACB owned properties was caused by the ongoing struggles to collect deferred rents that accumulated during the COVID-19 pandemic, a function of government-stipulated abatement and prohibition of lease termination.

The amount written off the Balance Sheet is not the same as Bad Debt and Allowance for Doubtful Accounts (ADA), which are calculated as a percentage of the total Tenant Accounts Receivable. The process of recording the ADA does not require Board action; its purpose is to account for potentially uncollectible amounts, and not to write-off the debt.

These write-off accounts have been, or will be, sent to a Collection Agency for further action.

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

Recommendation: adoption of Resolution No. 4908

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
RESOLUTION No. 4908
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, 2023:

PROJECT	# of UNITS	RENT	OTHER CHARGES	TOTAL
<u>PUBLIC HOUSING:</u> Balances from 07/01/2022-06/30/2023				
BIGGS	2	\$1,826.00	\$0.00	\$1,826.00
CHICO	7	\$11,787.05	\$0.00	\$11,787.05
GRIDLEY	6	\$610.51	\$0.00	\$610.51
OROVILLE	7	<u>\$11,859.13</u>	<u>\$0.00</u>	<u>\$11,859.13</u>
TOTAL PUBLIC HOUSING:		<u>\$26,082.69</u>	<u>\$0.00</u>	<u>\$26,082.69</u>
<u>DEMO:</u> Balances from 07/01/2022-06/30/2023				
DEMO	0	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL DEMO HOUSING:		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<u>HOUSING AUTHORITY OWNED:</u> Balances from 07/01/2022-06/30/2023				
LOCUST ST APTS	3	\$4,796.63	\$0.00	\$4,796.63
PARK PLACE APTS	3	\$2,561.41	\$0.00	\$2,561.41
KATHY CT APTS	0	\$0.00	\$0.00	\$0.00
ALAMONT APTS	5	\$27,691.33	\$0.00	\$27,691.33
CAMEO APTS	2	\$507.38	\$0.00	\$507.38
EVANSWOOD ESTATES	3	\$11,321.60	\$0.00	\$11,321.60
LINCOLN APTS	0	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL AUTHORITY OWNED:		<u>\$46,878.35</u>	<u>\$0.00</u>	<u>\$46,878.35</u>
<u>HOUSING CHOICE VOUCHER PROGRAM: (SEC 8):</u> Balances from 07/01/2022-06/30/2023				
S8 COC	0	\$2,135.00	\$0.00	\$2,135.00
S8 EHV	0	\$5,725.00	\$0.00	\$5,725.00
S8 HCV Glenn	0	\$2,533.00	\$0.00	\$2,533.00
S8 HCV	0	\$67,256.91	\$0.00	\$67,256.91
S8 VASH	0	<u>\$2,010.00</u>	<u>\$0.00</u>	<u>\$2,010.00</u>
TOTAL SECTION 8:		<u>\$79,659.91</u>	<u>\$0.00</u>	<u>\$79,659.91</u>
GRAND TOTAL:				<u>\$152,620.95</u>

Date: October 19, 2023

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

MEMO

Date: October 13, 2023

To: HACB Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Resolution No. 4909
Public Housing Projects 43-14 and 43-15 (Oroville)
Roof Replacements

This action item authorizes replacement of seventy (70) residential roofs, one (1) community room roof, and two (2) maintenance building roofs at HUD Public Housing projects 43-14 and 43-15 (Oroville), for reasons of age and condition.

- These roofs have not seen replacement since original construction by the HACB – they have reached the end of their useful life (25+ years). Deterioration is obvious. Failure to replace will jeopardize building envelope integrity in the near term.
- Subject to public procurement, two (2) contractor bids were received: from Four Seasons Roofing (Chico), and from Above Board Construction and Roofing, Inc. dba ABC Roofing (Redding). The latter provided the lowest responsive and responsible bid.

Bids:

<u>Independent Cost Estimate (ICE):</u>	<u>\$726,000.00</u>
Contractor: Four Seasons Roofing:	\$704,014.00
Contractor: ABC Roofing:	\$580,653.00

- The contract will be paid for by means of HUD Public Housing Capital Fund 501-22.

Recommendation: Motion to adopt Resolution No.4909, authorizing a Public Housing Capital Fund contract with Above Board Construction and Roofing, Inc for the 23011-IFB 43-14,43-15, Roof Replacement in the amount of \$580,653.00

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4909

AUTHORIZATION TO ENTER INTO CONTRACT WITH
ABOVE BOARD CONSTRUCTION AND ROOFING, INC.
ROOFING REPLACEMENTS AT HUD PUBLIC HOUSING PROJECTS 43-14 AND 43-15
OROVILLE, CA

WHEREAS, the Housing Authority of the County of Butte (HACB) is owner of HUD Public Housing Projects 43-14, 43-15, Oroville (Property); and

WHEREAS, the Property requires maintenance and replacements to maintain and operate the Property efficiently and effectively; and

WHEREAS, roofing replacement has been determined necessary based on the age and condition of the Property's roofing; and

WHEREAS, bids were solicited for roofing replacements at the Property; and

WHEREAS, the bid received from Above Board Construction and Roofing, Inc., in the amount of Five-Hundred and Eighty Thousand, Six Hundred and Fifty-Three Dollars and Seventy-Five Cents (\$580,653.75), has been determined to be the lowest responsive qualified bid received and to be in the best interest of the Property, and the HACB; and

WHEREAS, it is determined there are sufficient capital funds for contract compensation, and that such expenditure is consistent with priorities for the Property; and

WHEREAS, the HACB has set procurement policy such that contracts greater than Two-hundred and Fifty Thousand Dollars (\$250,000.00) must 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 authorize the entering into of a contract with Above Board Construction and Roofing, Inc., in the amount of Five-Hundred and Eighty Thousand, Six Hundred and Fifty-Three Dollars and Seventy-Five Cents (\$580,653.75), for purpose of roofing replacements at HUD Public Housing Projects 43-14 and 43-15, Oroville, with contract compensation to be paid by means of HUD Public Housing Capital Fund 501-22 monies.

Dated: October 19, 2023

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary