

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

MEETING AGENDA

January 17, 2019
2:00 p.m.

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

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

NEXT RESOLUTION NO. 4726

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of December 20, 2018.
 - 3.2 Checks written for:

3.2.1 Accounts Payable (General) –	\$282,871.54
3.2.2 Accounts Payable (FLH) –	\$50,332.55
3.2.3 Landlords –	\$914,135.03
3.2.4 Payroll –	\$137,582.12
 - 3.3 Financial Statements
 - 3.4 Section 8 Housing Choice Voucher Program
 - 3.4.1 Section 8 Management Assessment Program (SEMAP) Scoring Letter 2018.
 - 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

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- 3.10 Bond Properties
- 3.11 Tax Credit Properties
- 3.12 Other Properties
- 3.13 Family Self Sufficiency
- 3.14 Rental Assistance Programs
- 3.15 Continuum of Care Staff Report
- 4. CORRESPONDENCE
 - 4.1 “IRS issues standard mileage rates for 2019” IRS, December 14, 2018.
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 Section 8 Housing Choice Voucher Payment Standards – Adopt Revised Payment Standards for the Section 8 Housing Choice Voucher Program
 - Recommendation: Resolution No. 4726
 - 5.2 Farm Labor Housing (FLH) – Authorization to enter into contract with HMR Architects, Inc.
 - Recommendation: Resolution No. 4727
 - 5.3 Farm Labor Housing (FLH) – FLH Well Water
 - Recommendation: Information/Discussion
 - 5.4 Camp Fire – Disaster Update
 - Recommendation: Information/Discussion
 - 5.5 Government Shutdown – Update
 - Recommendation: Information/Discussion
 - 5.6 Commissioner Appointments - Update
 - Recommendation: Information/Discussion
 - 5.7 Farm Labor Housing (FLH) – “What Home Means to Me” NAHRO Poster Contest
 - Recommendation: Information/Discussion
- 6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION
 - 7.1 Unfunded Pension Liability – Information and Discussion.
8. SPECIAL REPORTS
9. REPORTS FROM COMMISSIONERS
10. MATTERS INITIATED BY COMMISSIONERS
 - 10.1 Status of employees displaced by disaster – Information and Discussion.
11. EXECUTIVE SESSION
12. COMMISSIONERS' CALENDAR
 - NorCal/Nevada NAHRO Winter Conference, Napa CA, January 27 - 29, 2019.
 - **Next Meeting – February 21, 2019.**
13. ADJOURNMENT

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

MEETING MINUTES OF December 20, 2018

Vice Chair Hart called the meeting of the Housing Authority of the County of Butte to order at 2:01 p.m.

1. ROLL CALL

Present for the Commissioners: Patricia Besser, Larry Hamman, Roger Hart, Anne Jones, Laura Moravec, and David Pittman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; and Marysol Perez, Executive Assistant.

Others Present: Bow Lee, Special Programs Coordinator, HACB; and Stephani Mayr, FSS Graduate (5.1).

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self Sufficiency (FSS) Graduate – Special Programs Coordinator Bow Lee and FSS Graduate Stephani Mayr were present for the Board’s recognition of Ms. Mayr’s completion of the FSS program. Ms. Mayr successfully completed

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her FSS contract accruing \$1,458.81. While being a participant of the FSS program Ms. Mayr was able to obtain her Bachelor's Degree from Chico State. She is currently employed with Pride industries and most recently was able to secure full time employment with them, thus increasing her income and graduating the FSS program. Commissioner Pittman asked Ms. Mayr if she had difficulties finding housing in Butte County. Ms. Mayr stated that with her income increase, she was planning on moving from a one bedroom unit into a two bedroom unit, but because of the recent Camp Fire, that plan is halted.

RESOLUTION NO. 4723

Commissioner Moravec moved that Resolution No. 4723 be adopted by reading of title only: "RECOGNITION OF FAMILY SELF SUFFICIENCY GRADUATE STEPHANI MAYR". Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.2 Family Self Sufficiency (FSS) Graduate – Ms. Lewis was a participant of the FSS program since December 2016. During her contract period in the FSS program Ms. Lewis was able to graduate from Chico state with a Bachelor's degree and was able to accrue an FSS escrow balance of \$5,541.51. She aspires to become a nurse, and as a single parent she has overcome barriers to achieve her goals and become a role model to her children. She was recently displaced by the Camp Fire, though she has every intention of returning to Paradise and becoming a nurse.

RESOLUTION NO. 4724

Commissioner Hamman moved that Resolution No. 4724 be adopted by reading of title only: "RECOGNITION OF FAMILY SELF SUFFICIENCY GRADUATE MICHELLE LEWIS". Commissioner Jones seconded. The vote in favor was unanimous.

- 5.3 Personnel – Per the terms of the newly adopted Memorandum of Understanding (MOU) with the Union, the HACB provided each employee represented by the MOU a one-time One Thousand Dollar (\$1,000.00) amount in extraordinary compensation. To level the playing field between represented and non-represented employees, HACB Executive Management recommends that such extraordinary compensation be extended to Program Management-level and Confidential employees, too; specifically to the Executive Assistant, Systems Administrator, Maintenance Supervisor, Section 8 Manager and Property Manager positions. The recommendation excludes Executive Management. Commissioner Moravec suggested including Executive Management as recipients of one-time extraordinary compensation, also; proposing amendment of the Resolution as

presented to include the four (4) Executive Management positions; Executive Director, Deputy Executive Director, Finance Director and Administrative Operations Director. The proposed amendment was seconded by Commissioner Pittman, with affirmation by all Commissioners. Commissioners Moravec commented that during the past 60 days Executive Management has gone above and beyond the needs of the agency, Vice Chair Hart added that all employees deserve such recognition.

RESOLUTION NO. 4725

Commissioner Pittman moved that Resolution No. 4725 be adopted by reading of title only: “EXTRAORDINARY COMPENSATION FOR MANAGEMENT-LEVEL EMPLOYEES”, modifying the terms of the Resolution to include one-time, non-reoccurring extraordinary compensation for Executive Management positions; Executive Director, Deputy Executive Director, Finance Director and Administrative Operations Director. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.4 Camp Fire – Executive Director Mayer provided the Board with a status report that had been provided to HUD on December 13th. Unfortunately the numbers from the American Red Cross shelter at the Silver Dollar fairgrounds are increasing, not decreasing - currently 700-750 individuals are at that shelter. The Red Cross will be leaving town at the end of January. Vice Chair Hart asked if there were discussions with other Counties in the state to spread the population of those displaced, the situation is overwhelming and it appears that Butte County alone isn’t equipped to absorb the displaced population, and, as we all know, there is a housing shortage all around. Executive Director Mayer added that the Local Continuum of Care (CoC) has been “triaging the displaced population”, also suggested was a regional approach to create a plan.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Vice Chair Hart asked for status update of UPL during the next board meeting of January 17, 2019.

Commissioner Moravec and Vice Chair Hart tasked HACB staff to assess the needs of the five (5) HACB employees that have been displaced by the Camp Fire. As a collective approach on behalf of the Board of Supervisors want to be proactive and as responsive as possible as to the needs of those employees.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – January 17, 2019**
- **NorCal/Nevada NAHRO Winter Conference, Napa, CA January 27-29, 2019**

13. ADJOURNMENT

Commissioner Moravec moved that the meeting be adjourned. Commissioner Hamman seconded. The meeting was adjourned at 3:34 p.m.

Dated: December 20, 2018.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/3/2018	150210	Biggs Municipal Utilities	\$109.00
12/3/2018	150211	CALIF. WTR. SER. ORO	\$69.00
12/3/2018	150212	CALIFORNIA WATER SERVICE	\$60.00
12/3/2018	150213	Gridley Municipal Utilities	\$90.00
12/3/2018	150214	P G & E	\$562.00
12/7/2018	1479	Internal Revenue Service	\$18,904.26
12/7/2018	1480	Employment Development Department	\$3,499.29
12/7/2018	1481	Employment Development Department	\$99.45
12/7/2018	1482	MassMutual Financial Group	\$2,805.00
12/7/2018	1483	CalPERS	\$10,573.90
12/7/2018	1484	CalPERS	\$2,484.09
12/7/2018	150216	Advanced Document	\$310.93
12/7/2018	150217	Anne B. Jones	\$50.00
12/7/2018	150218	Armed Guard Private Security, Inc	\$300.00
12/7/2018	150219	Basic Laboratory, Inc.	\$250.00
12/7/2018	150220	Benefit Resource, Inc.	\$120.00
12/7/2018	150221	Biggs Municipal Utilities	\$115.12
12/7/2018	150222	CALIFORNIA WATER SERVICE	\$5,526.96
12/7/2018	150223	COMCAST CABLE	\$322.69
12/7/2018	150224	David Pittman	\$50.00
12/7/2018	150225	EAGLE SECURITY SYSTEMS	\$100.00
12/7/2018	150226	HD Supply Facilities Maintenance, Ltd.	\$1,841.72
12/7/2018	150227	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$903.35
12/7/2018	150228	Larry Hamman	\$50.00
12/7/2018	150229	Larry Hamman	\$32.70
12/7/2018	150230	Laura Moravec	\$50.00
12/7/2018	150231	OFFICE DEPOT INC	\$391.89
12/7/2018	150232	P G & E	\$5,320.34
12/7/2018	150233	Patricia Besser	\$50.00
12/7/2018	150234	Roger L. Hart	\$50.00
12/7/2018	150235	S.E.C. 5 Private Security dba	\$3,922.00
12/7/2018	150236	SPRINT	\$65.51
12/7/2018	150237	SUE KEMP	\$281.54
12/7/2018	150238	Staples Business Credit	\$111.50
12/7/2018	150239	THRIFTY ROOTER-SERVICE & PLUMBING	\$225.00
12/7/2018	150240	US Bank	\$203.78
12/7/2018	150241	United States Postal Service (CMRS-FP)	\$2,495.00
12/7/2018	150242	Valero Marketing & Supply	\$432.41
12/11/2018	1485	CalPERS	\$20,215.46
12/11/2018	1486	CalPERS	\$6.90
12/14/2018	150244	A-1 Appliance	\$4,078.57
12/14/2018	150245	AT&T	\$198.93

12/14/2018	150246	Access Information Holdings, LLC.	\$63.11
12/14/2018	150247	Asbestos Science Technology	\$658.01
12/14/2018	150248	Baker Distributing Company, Inc.	\$82.56
12/14/2018	150249	CALIF. WTR. SER. ORO	\$152.81
12/14/2018	150250	CHWCA	\$15,844.00
12/14/2018	150251	CIC	\$899.55
12/14/2018	150252	Cypress Dental Administrators	\$3,424.31
12/14/2018	150253	HD Supply Facilities Maintenance, Ltd.	\$535.36
12/14/2018	150254	Housing Tools	\$2,860.00
12/14/2018	150255	JACKSONS GLASS CO, INC.	\$147.92
12/14/2018	150256	MACS HARDWARE	\$139.69
12/14/2018	150257	MAINTENANCE PLUS	\$3,254.72
12/14/2018	150258	MES VISION	\$627.58
12/14/2018	150259	MRI Software LLC	\$2,760.00
12/14/2018	150260	Mendes Supply Company (dba)	\$346.39
12/14/2018	150261	Michelle A Lewis Ms.	\$5,541.51
12/14/2018	150262	NOR CAL LANDSCAPE MAINTENANCE	\$12,276.00
12/14/2018	150263	OFFICE DEPOT INC	\$353.82
12/14/2018	150264	OPER. ENG. LOCAL #3	\$784.00
12/14/2018	150265	P G & E	\$232.74
12/14/2018	150266	Patrick Clark Consulting	\$1,800.00
12/14/2018	150267	Pitney Bowes	\$185.01
12/14/2018	150268	Platt Electric Supply	\$344.02
12/14/2018	150269	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$8,049.36
12/14/2018	150270	S&P Global Ratings	\$9,000.00
12/14/2018	150271	SAVE MART SUPERMARKET	\$100.87
12/14/2018	150272	Sharon Furniture, Inc	\$1,120.00
12/14/2018	150273	Slakey Brothers, Inc.	\$30.98
12/14/2018	150274	Void / The Home Depot Credit Services	\$0.00
12/14/2018	150275	The Home Depot Credit Services	\$1,492.32
12/14/2018	150276	Thermalito Irrigation	\$531.04
12/14/2018	150277	Umpqua Bank	\$5,401.06
12/14/2018	150278	Unum Life Insurance Company	\$702.03
12/14/2018	150279	Unum Life Insurance Company	\$409.98
12/14/2018	150280	Vickie Saunders	\$522.29
12/14/2018	150281	WASTE MANAGEMENT	\$4,101.65
12/14/2018	150282	c/o HACA	\$295.00
12/19/2018	150284	Adams Ashby Group, LLC.	\$760.00
12/19/2018	150285	Awards Company	\$174.98
12/19/2018	150286	Boryana Bumbalova	\$576.94
12/19/2018	150287	CALIF. WTR. SER. ORO	\$2,278.91
12/19/2018	150288	COMCAST CABLE	\$153.08
12/19/2018	150289	CULLIGAN	\$609.25
12/19/2018	150290	Chico Turf Plus, LLC	\$615.00
12/19/2018	150291	Claudia Martinez-Gomez*S8PB	\$50.00
12/19/2018	150292	Clean Master	\$1,653.00
12/19/2018	150293	E Center	\$125.84
12/19/2018	150294	Gregory P. Einhorn	\$440.00
12/19/2018	150295	Gridley Municipal Utilities	\$974.87

12/19/2018	150296	HD Supply Facilities Maintenance, Ltd.	\$586.51
12/19/2018	150297	P G & E	\$1,492.02
12/19/2018	150298	Plan B Professional Answering Services	\$108.00
12/19/2018	150299	RR Donnelley Company	\$602.41
12/19/2018	150300	Scrubbs, Inc.	\$23.95
12/19/2018	150301	TIAA COMMERCIAL FINANCE, INC	\$143.72
12/19/2018	150302	United Rentals, Inc.	\$303.91
12/19/2018	150303	WCP Solutions	\$173.75
12/21/2018	1487	Internal Revenue Service	\$29,252.77
12/21/2018	1488	Employment Development Department	\$6,122.47
12/21/2018	1489	Employment Development Department	\$139.34
12/21/2018	1490	MassMutual Financial Group	\$2,805.00
12/21/2018	1491	CalPERS	\$2,484.08
12/21/2018	1492	CalPERS	\$10,377.17
12/21/2018	150283	Void / Unused Check Entry	\$0.00
12/28/2018	1493	Internal Revenue Service	\$4,918.95
12/28/2018	1494	Employment Development Department	\$1,197.83
12/28/2018	150309	Adecco Employment Services	\$918.00
12/28/2018	150310	Anne B. Jones	\$50.00
12/28/2018	150311	Baker Distributing Company, Inc.	\$233.48
12/28/2018	150312	David Pittman	\$50.00
12/28/2018	150313	Department of Health and Human Services	\$865.00
12/28/2018	150314	Golden State Risk Management Authority	\$29,027.00
12/28/2018	150315	Larry Hamman	\$50.00
12/28/2018	150316	Larry Hamman	\$32.70
12/28/2018	150317	Laura Moravec	\$50.00
12/28/2018	150318	MAINTENANCE PLUS	\$2,689.95
12/28/2018	150319	MRI Software LLC	\$2,011.80
12/28/2018	150320	Patricia Besser	\$50.00
12/28/2018	150321	Roger L. Hart	\$50.00
12/28/2018	150322	TAMRA C. YOUNG	\$419.71
12/28/2018	150323	THRIFTY ROOTER-SERVICE & PLUMBING	\$250.00
12/28/2018	150324	TPx Communications	\$764.67
12/28/2018	150325	Warren Asbestos Abatement Cont., Inc.	\$3,817.50
		TOTAL	\$282,871.54

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/7/2018	1591	EAGLE SECURITY SYSTEMS	\$75.00
12/7/2018	1592	OFFICE DEPOT INC	\$6.21
12/7/2018	1593	Oroville Safe & Lock	\$180.03
12/14/2018	1594	CIC	\$302.45
12/19/2018	1595	P G & E	\$108.49
12/28/2018	1596	HACB	\$49,116.19
12/28/2018	1597	Juan Meza	\$544.18
		TOTAL	\$50,332.55

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HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BALANCE SHEET
November 30, 2018

***** A S S E T S *****

Current Assets		
Cash - Unrestricted	3,292,302	
Cash - Other Restricted (FSS/USDA Reserves/HAP)	1,001,853	
Cash - Tenant Security Deposits	288,100	
Accounts Receivable - PHA's	0	
Accounts Receivable - HUD	121,797	
Accounts Receivable - Other Gov't	28,727	
Accounts Receivable - Miscellaneous**	166,891	**see below
Accounts Receivable - Tenants	32,597	
Accounts Receivable - Fraud	173	
Note Receivable-Current Portion	0	
Accrued Interest Receivable	51,708	
Investments - Unrestricted	2,426,073	
Investments - Restricted (Bond Reserves/P&I/PARS Trust)	1,665,682	
Inventories	31,645	
Prepaid Expenses	247,779	
Inter-program - Due From	169,303	
Total Current Assets	9,524,630	
Fixed Assets		
Land	1,651,569	
Buildings & Improvements	46,766,052	
Furniture, Equipment & Machinery	2,206,739	
Infrastructure	2,889,796	
Accumulated Depreciation	-31,092,172	
Construction in Progress	32,070	
Total Fixed Assets	22,454,054	
Other Non-Current		
Notes, Loans & Mortgages Receivable	1,826,030	
Deferred Outflows (GASB 68, Pension benefits)	1,031,282	
Prepaid Other Post Retirement Benefits	0	See Long Term Liability (GASB 75)
Safety Deposit Box, Key Deposit	10	
Investment in Limited Partnerships	3,309,363	
Total Other Non-Current	6,166,685	
TOTAL ASSETS		38,145,369

***** LIABILITIES AND NET POSITION *****

Current Liabilities		
Accounts Payable < 90 days	61,652	
Accrued Salaries & Fringe Payable	11,649	
Accrued Compensated Absences	170,426	
Accrued Interest Payable	188,235	
Tenant security deposits	282,460	
Deferred Revenue	140,639	Pre-2014 FSS grant & Prepaid Rent
Payable to HUD	0	Interest >\$500 on HAP Reserves
Long-Term Debt - Current Portion	318,632	
Accrued Liabilities - Other	121,861	Accrued Sewer and PILOT
Other Post Retirement Benefits	0	See Long Term Liability (GASB 75)
Inter-program - Due To General Fund	169,303	
Total Current Liabilities	1,464,857	
Long-Term Liabilities		
Deferred Outflows (GASB 68)	131,057	
Other Post Retirement Benefits-Net (GASB 75)	230,334	Net OPEB Trust less Liability
Unfunded Pension Liability (GASB 68)	3,368,291	
Long-Term Debt	6,522,412	
Non-Current Liabilities - Other (FSS)	89,837	
Total Long-Term Liabilities	10,341,931	
TOTAL LIABILITIES		11,806,788
Net Position		
Beginning Net Position	26,516,339	
Retained Earnings	-177,758	
Ending Net Position	26,338,581	
TOTAL NET POSITION		26,338,581
TOTAL LIABILITIES AND NET POSITION		38,145,369

** A/R Misc.: Boutique Programs; VASH security deposits; Mgt Fees; Employee FSA Acct.

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HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
October 1, 2018 to November 30, 2018

	Month to Date			Year to Date			16.7% % used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
REVENUE							
NET DWELLING RENT	256,204	266,809	10,605	518,586	3,201,711	2,683,125	16.2%
TENANT CHARGES	1,247	5,068	3,820	6,466	60,810	54,344	10.6%
LAUNDRY REVENUE	2,911	2,682	-229	6,682	32,184	25,502	20.8%
HUD GRANT REVENUE	1,176,420	1,353,856	177,436	2,421,919	16,246,274	13,824,355	14.9%
OTHER GRANT REVENUE	28,727	27,500	-1,227	56,437	330,000	273,563	17.1%
MORTGAGE INTEREST INCOME	5,939	5,741	-198	11,878	68,894	57,016	17.2%
FRAUD RECOVERY	4,740	7,500	2,760	8,961	90,000	81,039	10.0%
OTHER INCOME ³	33,615	56,829	23,213	75,298	681,943	606,645	11.0%
INVESTMENT INCOME-unrestricted	4,493	2,859	-1,635	9,699	34,306	24,607	28.3%
INVESTMENT INCOME-restricted	1,323	676	-647	2,639	8,110	5,471	32.5%
TOTAL REVENUE	1,515,620	1,729,519	213,899	3,118,565	20,754,232	17,635,667	15.0%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	145,893	153,487	7,594	290,465	1,841,842	1,551,377	15.8%
AUDIT FEE	0	2,695	2,695	0	32,334	32,334	0.0%
ADVERTISING & MARKETING	210	937	727	420	11,240	10,820	3.7%
PR TAXES & BENEFITS-ADMIN	67,341	77,908	10,568	133,243	934,899	801,656	14.3%
OFFICE EXPENSES	19,306	23,674	4,368	53,546	284,091	230,545	18.8%
LEGAL EXPENSES	903	1,517	613	2,451	18,200	15,749	13.5%
TRAVEL	1,705	2,310	606	2,791	27,725	24,934	10.1%
ALLOCATED OVERHEAD	0	0	0	0	0	0	0.0%
OTHER ADMIN. EXPENSE	31,861	23,762	-8,100	64,972	285,140	220,168	22.8%
TOTAL ADMIN. COSTS	267,219	286,289	19,070	547,887	3,435,471	2,887,584	15.9%
TENANT SERVICES-SALARIES	3,837	3,875	38	7,707	46,500	38,793	16.6%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,156	1,940	784	2,261	23,275	21,014	9.7%
TENANT SERVICES-MISC.	141	2,920	2,779	8,067	35,045	26,978	23.0%
TOTAL TENANT SERVICES	5,134	8,735	3,601	18,034	104,820	86,786	17.2%
WATER	13,496	14,430	934	25,379	173,161	147,782	14.7%
ELECTRICITY	5,683	9,030	3,347	11,801	108,361	96,560	10.9%
GAS	1,208	1,604	396	828	19,248	18,420	4.3%
SEWER	12,654	15,126	2,472	25,595	181,514	155,919	14.1%
TOTAL UTILITIES-PROJECT	33,041	40,190	7,149	63,603	482,283	418,680	13.2%
MAINT. SALARIES	22,934	25,750	2,816	44,969	309,000	264,031	14.6%
MAINTENANCE MATERIAL	14,550	12,006	-2,544	25,815	144,074	118,259	17.9%
MAINT. CONTRACT COSTS	57,040	74,856	17,816	116,480	898,275	781,795	13.0%
PR TAXES & BENEFITS-MAINT	12,714	18,573	5,859	24,235	222,873	198,638	10.9%
TOTAL MAINTENANCE	107,238	131,185	23,947	211,499	1,574,222	1,362,723	13.4%
PROTECTIVE SERVICES	4,322	5,167	845	8,522	62,000	53,478	13.7%
INSURANCE-ALL	20,125	20,724	599	40,464	248,693	208,229	16.3%
OTHER GENERAL EXP	12,593	4,167	-8,426	15,205	50,000	34,795	30.4%
P.I.L.O.T.	9,344	8,883	-461	18,688	106,600	87,912	17.5%
BAD DEBTS - TENANTS	2,406	2,233	-173	0	26,797	26,797	0.0%
BAD DEBTS - OTHER	0	3,750	3,750	0	45,000	45,000	0.0%
INTEREST EXPENSE	18,995	22,224	3,229	37,053	266,691	229,638	13.9%
TOTAL OTHER OPERATING EXP.	67,786	67,148	-637	119,932	805,781	685,848	14.9%
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0.0%
CASUALTY LOSSES	0	0	0	0	0	0	0.0%
HOUSING ASSIST PAYMENTS	1,031,069	1,088,218	57,150	2,040,778	13,058,620	11,017,842	15.6%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	3,750	3,750	0	45,000	45,000	0.0%
TOTAL OTHER COSTS	1,031,069	1,091,968	60,900	2,040,778	13,103,620	11,062,842	15.6%
TOTAL EXPENSES	1,511,487	1,625,516	114,030	3,001,733	19,506,197	16,504,464	15.4%
RETAINED EARNINGS (- Deprec.) 1	4,133	104,003	99,870	116,832	1,248,035	1,131,203	9.4%
+ PRINCIPAL/REPL. RESERVE ²	0	4,133	4,133	0	49,600	49,600	0.0%
- DEBT SERVICE PMTS (Bonds & USDA)	-17,111	-25,443	-8,331	-184,223	-305,312	-121,089	60.3%
- CAPITALIZED ASSETS	-4,817	-58,571	-53,754	-10,819	-702,846	-692,027	1.5%
+/- GAIN/LOSS on PARS TRUST ACCT	11,348	0	0	-16,540	0	16,540	0.0%
+/- RESERVES DEPOSITS/ACCR. INTEREST	-12,684	-11,831	853	-19,127	-141,973	-122,846	13.5%
NET CASH FLOW	-19,131	12,292	42,771	-113,877	147,504	261,381	-77.2%

1 Retained Earnings less Depreciation on Balance Sheet = -\$177,758

2 Loan Principal received and Replacement Reserve receipts 13

OK

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2018**

HCV FSS GRANT (old)	131,148	FY 2019 ADMIN FEES	40,659
PHA HELD HAP-current	136,712	POST-2003 ADMIN FEES	1,097,703
HUD HELD HAP @ 12/31/17	27,869	INVESTED IN CAP ASSETS	187,069

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN**	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,324,649	1,307,284	1,327,033	1,308,464	1,322,877	1,243,027	1,254,776	1,249,724	1,228,948	1,093,604	1,094,895		1,324,649
BEG. INVESTED IN CAPITAL ASSETS	116,672	114,976	113,281	111,586	287,982	197,241	195,545	193,850	192,155	190,459	188,764		205,718
HUD ADMIN FEE REVENUE	121,397	121,397	119,812	119,812	118,494	118,495	111,273	118,495	118,495	118,495	153,152		1,339,317
FRAUD RECOVERY	2,870	780	2,135	546	5,650	871	1,374	2,055	4,005	2,111	2,370		24,765
INTEREST INCOME	1,119	1,007	1,200	1,276	1,434	1,459	1,512	1,486	873	1,989	1,525		14,880
DEPRECIATION (reduces Capital Assets)	-1,695	-1,695	-1,695	-1,695	-1,695	-1,695	-1,695	-1,695	-1,695	-1,695	-1,695		-18,649
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	-126,896	0	0		-126,896
ADMINISTRATIVE EXPENDITURES	-142,751	-103,434	-141,716	-107,221	-205,427	-109,076	-119,211	-142,812	-131,822	-121,303	-109,681		-1,434,454
ENDING ADMIN RESERVE BALANCE	1,422,260	1,440,314	1,420,050	1,432,767	1,529,314	1,450,322	1,443,574	1,421,103	1,284,063	1,283,659	1,329,330	0	1,329,330
YTD Change in Admin.	-19,061	-1,006	-21,271	-8,554	87,993	9,001	2,253	-20,218	-157,258	-157,662	-111,991		-111,991
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	213,989	250,472	244,030	242,863	247,089	290,305	131,803	166,236	210,218	211,255	237,587		213,989
HUD HAP REVENUE	991,459	991,459	977,162	981,344	1,017,104	819,031	1,017,104	1,012,803	1,012,803	1,012,803	910,562		10,743,634
FRAUD RECOVERY	2,870	780	2,135	546	5,650	871	1,374	2,055	4,005	2,111	2,370		24,765
FSS FORFEITURES	0	0	0	0	0	0	0	0	0	0	0		0
BAD DEBT-HAP	0	0	0	0	0	0	0	0	-11,193	0	0		-11,193
HOUSING ASSISTANCE PAYMENTS	-957,845	-998,681	-980,465	-977,663	-979,538	-978,404	-984,045	-970,875	-1,004,578	-988,582	-1,013,807		-10,834,483
ENDING HAP RESERVE BALANCE	250,472	244,030	242,863	247,089	290,305	131,803	166,236	210,218	211,255	237,587	136,712	0	136,712
YTD Change in HAP	36,484	30,042	28,874	33,101	76,316	-82,185	-47,753	-3,770	-2,733	23,598	-77,276		
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)	1,075,339	1,075,339	1,075,339	1,075,339	1,075,339	1,075,339	1,075,339	1,075,339	1,075,339	1,075,339	1,075,339		11,828,725
HAP EXPENDITURES (Current Month)	982,783	983,903	980,219	979,873	983,461	978,013	979,217	978,106	986,519	1,001,488	1,019,084		10,852,664
CY 2018 HAP BUDGET UTILIZATION	91%	91%	91%	91%	91%	91%	91%	91%	92%	93%	95%		92%
BUDGET AVAILABLE (YTD)	1,075,339	2,150,677	3,226,016	4,301,355	5,376,693	6,452,032	7,527,371	8,602,709	9,678,048	10,753,387	11,828,725		11,828,725
TOTAL HAP EXPENDITURES (YTD)	982,783	1,966,686	2,946,905	3,926,777	4,910,238	5,888,251	6,867,468	7,845,574	8,832,093	9,833,581	10,852,664		10,852,664
BUDGET REMAINING (YTD)	92,556	183,991	279,111	374,577	466,455	563,781	659,902	757,135	845,955	919,806	976,061		976,061
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	2,026	2,041	2,026	2,023	2,029	2,031	2,030	2,019	2,032	2,040	2,057		22,354
UNIT MONTH'S AVAILABLE	2,176	2,176	2,176	2,176	2,206	2,206	2,206	2,206	2,206	2,206	2,206		24,146
OVER or (UNDER) LEASED	-150	-135	-150	-153	-177	-175	-176	-187	-174	-166	-149	0	-1,792
CY 2018 VOUCHER UTILIZATION	93%	94%	93%	93%	92%	92%	92%	92%	92%	92%	93%		93%
CY 2017 VOUCHER UTILIZATION	98%	99%	98%	98%	98%	96%	95%	94%	93%	92%	92%	93%	96%
CY 2018 AVERAGE HAP	485	482	484	484	485	482	482	484	485	491	495		485
CY 2017 AVERAGE HAP	481	480	480	481	478	475	475	478	479	479	480	477	479

Notes: Post-2003 Admin Fees include 2011 HAP Set-Aside of \$290,786
 CY 2018 HAP Budget: \$12,904,064 (\$12,438,773 ABA 2018 @ 104% proration + \$10,153 re-proration 2017 + \$225,946 carryover HAP Reserves + \$115,368 new VASH + \$113,824 Set-Aside)
 ** Admin. Beg. Bal. adjusted for GASB 68 entries for FYE 9/30/2017

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

UNITS LEASED SUMMARY	JAN'19	DEC'18	NOV'18	OCT'18	SEP'18	AUG'18	JUL'18	JUN'18	MAY'18	APR'18	MAR'18	FEB'18
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1587	1593	1877	1864	1856	1834	1854	1856	1852	1848	1847	1862
VOUCHER UTILIZATION %	81.18%	81.48%	96.01%	95.35%	94.94%	93.81%	94.83%	94.94%	94.73%	94.53%	94.48%	95.24%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	57	56	58	57	57	57	56	56	58	57	60	60
VOUCHER UTILIZATION %	65.52%	64.37%	66.67%	65.52%	65.52%	65.52%	64.37%	64.37%	66.67%	65.52%	68.97%	68.97%
VASH												
ACC UNIT MONTHS	164	164	164	164	164	164	164	164	164	134	134	134
CURRENT LEASED	112	112	116	116	116	115	117	116	116	115	116	116
VOUCHER UTILIZATION %	68.29%	68.29%	70.73%	70.73%	70.73%	70.12%	71.34%	70.73%	70.73%	85.82%	86.57%	86.57%
TOTAL												
ACC UNIT MONTHS	2206	2206	2206	2206	2206	2206	2206	2206	2206	2176	2176	2176
CURRENT LEASED	1728	1728	2051	2037	2029	2006	2027	2028	2026	2020	2023	2038
VOUCHER UTILIZATION %	78.33%	78.33%	92.97%	92.34%	91.98%	90.93%	91.89%	91.93%	91.84%	92.83%	92.97%	93.66%

HAP SUMMARY*	JAN'19	DEC'18	NOV'18	OCT'18	SEP'18	AUG'18	JUL'18	JUN'18	MAY'18	APR'18	MAR'18	FEB'18
ACC BUDGET	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,037,411	\$ 1,037,411	\$ 1,037,411
ACTUAL HAP	\$ 868,942	\$ 876,871	\$ 1,014,466	\$ 998,564	\$ 980,374	\$ 971,889	\$ 969,518	\$ 974,254	\$ 976,649	\$ 980,573	\$ 980,648	\$ 984,808
PER UNIT COST	\$ 503	\$ 507	\$ 495	\$ 490	\$ 483	\$ 484	\$ 478	\$ 480	\$ 482	\$ 485	\$ 485	\$ 483
BUDGET UTILIZATION %	82.61%	83.37%	96.45%	94.94%	93.21%	92.40%	92.17%	92.62%	92.85%	94.52%	94.53%	94.93%

ACTIVITY SUMMARY	JAN'19	DEC'18	NOV'18	OCT'18	SEP'18	AUG'18	JUL'18	JUN'18	MAY'18	APR'18	MAR'18	FEB'18
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	26	24	22	24	23	23	26	26	27	27	25	27
ZERO HAP	16	16	24	24	19	19	22	25	17	16	17	19
UTILITY ASSISTANCE PAYMENTS	41	41	50	45	45	42	45	44	47	46	43	45
NEW ADMISSIONS	**	7	20	37	39	40	12	20	19	20	25	25
INITIAL VOUCHERS SEARCHING	39	88	92	140	174	172	157	127	81	66	44	93
ACTUAL/ESTIMATED EOP	17	6	11	18	27	20	29	13	17	11	26	25
REMAIN ON WAITING LIST	1470	3007	3434	3459	3568	3797	4021	4248	4529	4649	4752	4787

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

**No data.



U.S. Department of Housing and Urban Development
 San Francisco Regional Office - Region IX
 1 Sansome Street
 San Francisco, California 94104-4448
 www.hud.gov
 espanol.hud.gov

DEC 19 2018



Mr. Edward Mayer
 Executive Director
 County of Butte Housing Authority
 2039 Forest Avenue, Suite 10
 Chico, CA 95928-7620

Dear Mr. Mayer:

This letter provides the scoring information for the **County of Butte Housing Authority's** Section 8 Management Assessment Program (SEMAP) for fiscal year ending **September 30, 2018**. SEMAP enables HUD to better manage the Housing Choice Voucher (HCV) program by identifying PHA capabilities and deficiencies related the administration of the HCV program. As a result, HUD will be able to provide more effective program assistance to PHAs.

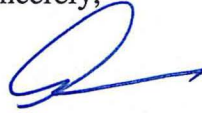
The **County of Butte Housing Authority's** final score for fiscal year ending **September 30, 2018**, is **100%**. The Housing Authority's overall designation is **High**. The following are the scores for each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a)	15
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507	20
Indicator	3	Determination of Adjusted Income (24 CFR Part 5, Subpart F and 24 CFR 982.516)	20
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator	6	HQS Enforcement (24 CFR 982.404)	10
Indicator	7	Expanding Housing Opportunities (24 CFR 982.54(d)(5), 982.301(a) 982.301(b)(4), 982.301(b)(12))	5
Indicator	8	Payment Standards (24 CFR 982.503)	5
Indicator	9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator	10	Correct Tenant Rent Calculations (24 CFR 982 Subpart K	5
Indicator	11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator	12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator	13	Lease-up	20
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	N/A
Indicator	15	Deconcentration Bonus	N/A

EM

Thank you for your cooperation with the SEMAP process. Should you have any questions concerning your scores or required corrective actions, you may contact Andrew Q. Nguyen, Portfolio Management Specialist, at (415) 489-6443.

Sincerely,



Gerard R. Windt
Director
Office of Public Housing

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

HOUSING AUTHORITY OWNED PROPERTIES												
	Gridley FLH		Open Market Units			Bond Properties						
Location	FLH	Demo	Locust	Gridley Springs II	Other	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	10	24	3	30	27	12	18	40	127	%
Jan-19	17**	0	0	0	0	0	0	12***	0	0	0	100.0%
Dec-18	21**	0	0	0	0	0	0	12***	1	1	2	98.4%
Nov-18	23**	0	0	3	0	0	0	0	0	0	0	100.0%
Oct-18	24**	0	0	3	0	0	0	1	1	0	2	98.4%
Sep-18	26**	0	0	2	0	0	1	1	0	0	2	98.4%
Aug-18	27**	0	0	2	0	0	0	2	0	0	2	98.4%
Jul-18	31**	0	1	2	0	0	0	2	1	1	4	96.9%
Jun-18	30**	0	0	2	0	0	1	1	1	1	4	96.9%
May-18	28**	0	0	0	0	0	0	1	0	1	2	98.4%
Apr-18	27**	1	0	0	0	0	0	0	0	1	1	99.2%
Mar-18	26**	1	0	0	0	1	0	1	1	0	3	97.6%
Feb-18	25**	1	0	0	0	0	0	1	1	1	3	97.6%

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

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

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

HUD LOW-INCOME PUBLIC HOUSING									
Location	Gridley	Biggs	Chico	Oroville	Chico	Oroville	Oroville	Total	Occupancy
Project #	43-1, 4	43-2	43-3	43-10	43-13	43-14	43-15		
# of Units	50	20	100	60	45	20	50	345	%
Jan-19	0	0	1	1	1	0	1	4	98.8%
Dec-18	0	0	1	0	4	1	0	6	98.3%
Nov-18	0	1	0	0	0	2	1	4	98.8%
Oct-18	0	0	1	0	0	0	0	1	99.7%
Sep-18	0	1	2	2	0	0	0	5	98.6%
Aug-18	0	1	4	1	1	0	1	8	97.7%
Jul-18	1	1	1	1	0	0	1	5	98.6%
Jun-18	1	1	4	0	1	0	0	7	98.0%
May-18	1	1	0	1	2	0	0	5	98.6%
Apr-18	0	1	0	0	0	0	1	2	99.4%
Mar-18	1	0	1	1	0	0	1	4	98.8%
Feb-18	1	2	1	0	2	1	2	9	97.4%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Jan-19	0
Dec-18	3
Nov-18	2
Oct-18	2
Sep-18	2
Aug-18	3
Jul-18	1
Jun-18	3
May-18	5
Apr-18	6
Mar-18	5
Feb-18	7

BCAHDC					
Location	Cordillera	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	20	107	32	90	56
Jan-19	0	2	0	1	1
Dec-18	0	1	1	0	1
Nov-18	0	3	4	0	1
Oct-18	0	4	4	0	1
Sep-18	0	2	4	0	2
Aug-18	0	3	4	3	0
Jul-18	0	3	3	1	0
Jun-18	0	4	1	1	0
May-18	1	2	5	0	0
Apr-18	1	2	5	1	1
Mar-18	0	2	5	2	0
Feb-18	0	1	3	3	1

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	0	2 months	314	8+	230	6+
2	324	4 +			156	5+
3	119	3+	85	3+	52	3+
4	18	3+			17	3+
5					3	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	22		8	2
2	9	7			3	
3	2	2	3	6	1	
4	1	4+			2	
5					0	

MEMO

Date: January 11, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of January 11, 2019, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; 97 of 232 Public Housing units have been completed.
- Public Housing – Tree Maintenance: including pruning and selected removals of diseased or dead trees at all Public Housing properties. Project site work is under way at the Chico PH units.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding planned for the early spring of 2019 with site work beginning during 2019.
- Public Housing – 43-10, 43-13, 43-14, and 43-15 – A Project has been organized to perform needed parking lot and driveway roadway resurfacing, site maintenance and ADA path of travel improvements. This project will be bid in the spring of 2019.
- Public Housing – Sewer Lateral Investigations 43-1A,1B,04, 43-2A,2B – Investigate and prioritize the repair and replacement of deteriorating sewer line laterals serving the Gridley and Biggs concrete block units, in planning.
- Walker Commons – Roofing Phase II in planning, project bidding expected during the spring of 2019. Architectural design for project siding, PTAC units, window, and path of travel replacements are currently in planning for 2019.
- Chico Commons – Phased Siding Replacement Project. This project is being reorganized with bidding planned during the spring of 2019, for completion of work in the summer.
- Farm Labor Housing – Phase II & III project planning is underway. Architectural services for Phase II and III are being procured; see the attached memo and Resolution 4727 in your board packet for review and approval of the recommended FLH rehab architect selection.

12 Month HACB Project Schedule - January 11, 2019

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
FLH															
1		Phase (II & III) Combined Unit Rehab - Re-design	\$241,746.00												
1		Phase (II & III) Combined Unit Rehab - Bidding and CM	\$235,346.00												
1		Phase (II & III) Combined Unit Rehab - Construction	\$5,886,694.00												
1		Well 1,2,3 TCP Water Contaminate Compliance- Time Series Testing	\$10,000.00												
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
1		FLH - Tree Maintenance	\$40,300.00												
1		Demo Units - Siding & Paint	\$128,000.00												
Public Housing															
2		Energy Performance - Electrical	\$254,380.00												
2		Tree Pruning and Removals	\$268,800.00												
2		Appliance Replacements (Refrigerators)	\$24,000.00												
3		ADA Units upgrade (43-10)	\$213,000.00												
1		Sewer Lateral Replacement 43-03	\$86,000.00												
1		Sewer Lateral Investigation and Replacement 43-01A,1B, 4, 2A, 2B	\$162,400.00												
2		Roadway Resurfacing, ADA POT, Site Improvements	\$261,149.62												
1		ACM Tile Abatement	\$67,000.00												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
3		PH Capital Fund Environmental Review	\$25,000.00												
Chico Commons															
1		Siding replacement IV Construction Contract	\$194,598.00												
1		Gutters and Downspout Replacement	\$36,177.00												
1		Exterior Building Paint	\$176,418.00												
3		Cabinets, Interior Work	\$200,000.00												
Walker Commons															
2		Architecture: Window, HVAC, Siding Repl.	\$35,000.00												
3		Siding Repl/ Gutter and Downspout Repl/ Window Upgrade	\$225,000.00												
3		HVAC	\$89,000.00												
1		Roof Replacement - Phase 2	\$149,943.00												
3		ADA Path of Travel	\$95,000.00												
DAC's Reports															
1		Update ALL reports in ALL projects	\$1,200.00												
Alamont															
1		Patio Replacements (3)	\$17,400.00												
4		Painting of Buildings	\$27,000.00												
Evanswood HOA															
Lincoln Apts.															
3		Parking Lot ADA and Asphalt Overlay	\$27,000.00												
Cordillera															
1		Painting of Buildings	\$45,000.00												
Locust Apts.															
2039 Forest Avenue															
1		Design/CM- ADA and Office Improvements	\$13,700.00												
1		PH Accessibility, Front Door Imp.	\$61,368.50												
1		Section 8 Interview Carrels, Accessibility Imp.	\$102,455.54												
1		Add Offices: 105a, 105b, Modify Office: 110	\$38,319.72												
Other															
Total next 12 months			\$9,736,395.38												

 Design/Bid Phase
 Construction Phase
 Completed

501-16	
Obligation End:	4/13/2018
Disbursement End:	4/12/2020
Disbursement End:	4/12/2020
501-17	
Obligation Start:	8/16/2017
Obligation End:	8/15/2019
Disbursement End:	8/15/2021
501-18	
Obligation Start:	5/29/2018
Obligation End:	5/28/2020
Disbursement End:	5/28/2022

MEMO

Date: January 11, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

Capital Fund 501-16, Funding Amount \$557,509

This Capital Fund is 100% obligated, and 100% expended. Close out is subject to audit.

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

This Capital Fund is 89% obligated, and 39% expended. Projects include:

ACM Tile Replacement – All concrete-block units, ongoing - thirteen (13) units complete.

Energy Conservation Work – Electrical Fixture replacements, countywide, in planning.

ADA Site Accessibility Work – Hammon Park (43-15), Oroville. Project is complete.

Sewer Service Line Replacements – Chico CMU units (43-03), Project is complete.

Site Upgrade, Landscaping and Accessibility Work – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.

Tree Maintenance – Countywide, Pruning and Selected Removals. Contract site work currently underway at the Chico PH units.

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

This Capital Fund is 10% obligated and 2% expended. Projects Include:

ACM Tile Replacement – All concrete-block units – ongoing.

Bathroom Tub/Shower Remodel – All concrete block units – ongoing

Energy Conservation Work – Electrical Fixture replacements, countywide, in planning.

Sewer Service Line Investigation and Replacements – Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), in planning.

Unit Appliance Replacements/Upgrades – Countywide, in planning.

Resurfacing of Roadways – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), planned for 2019

Site Upgrade, Landscaping and Accessibility Work – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, ongoing.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 1-11-2019

Capital Funds 501-16, 501-17 and 501-18

		501-16 (Revision #2, 10-29-2018)				501-17 (Revision #1, 10-30-2018)				501-18 (Revision #1, 10-30-2018)				Totals		
		Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account															
Total Non-CGP Funds																
1	100 Reserved Budget									9,226	0			0	0	0
2	1406 Operations (20%)					20,000	0			27,875	27,875			27,875	0	27,875
3	1408 Management Improvements									2,000	2,000			2,000	0	2,000
4	1410 Administration (10%)	55,750	55,750	55,750	55,750	55,764	55,764	55,764	55,764	80,855	81,778	81,778	17,536	193,292	129,050	64,242
5	1411 / 1480 Audit	2,000	2,000	2,000	2,000	2,000	2,000			2,000	2,000			6,000	2,000	4,000
6	1415 Liquidated Damages													0	0	0
7	1430 / 1480 Fees and Costs	56,809	48,436	48,436	48,436	35,818	35,818	22,262	12,357	55,120	55,120			139,374	60,793	78,581
8	1440 Site Acquisition													0	0	0
9	1450 Site Improvement	285,201	293,441	293,441	293,441									293,441	293,441	0
10	1460 Dwelling Structures	154,249	154,401	154,401	154,401									154,401	154,401	0
11	1465.1 Dwelling Equipment													0	0	0
12	1470 Nondwelling Structures													0	0	0
13	1475 Nondwelling Equipment													0	0	0
14	1480 General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment					444,061	464,061	418,452.97	149,653	637,207	645,510			1,109,571	149,653	959,918
15	1485 Demolition													0	0	0
16	1492 Move to Work Demonstration													0	0	0
17	1495.1 / 1480 Relocation Costs	3,500	3,480	3,480	3,480					3,500	3,500			6,980	3,480	3,500
18	1499 Development Activities													0	0	0
19	1502 Contingency													0	0	0
														0	0	0
														0	0	0
		557,509	557,509	557,509	557,509	557,643	557,643	496,479	217,774	817,783	817,783	81,778	17,536	1,932,935	792,819	1,140,116
				100%	100%			89%	39%			10%	2%			

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

	1406 Operations	1408 Mngmt Improvements	1410 Admin	1480 Audit	1430-1480 Fees and Cost	1450 Site Improvement	1460 Dwelling Structure	1465 Building Equipment	1480 General Capital Activity	1495-1480 Relocation Costs	100 Reserved Budget	Totals	"UC" Under Contract
Cash Available as of 1-11-2019	27,875	2,000	64,242	4,000	78,581	0	0	0	959,918	3,500	0	1,140,116	
501-16, 501-17 and 501-18 Funding												0	
100 Reserved Budget											0	0	
1406 Operations	27,875											27,875	
1408 Management Improvements		2,000										2,000	
1480 Audit Cost Cap Fund				4,000								4,000	
1410 Administration			64,242									64,242	
1430 Architectural Service / Permits/ Administration					0							0	
1480 Fees and Costs					78,581							78,581	
1450 Site Work Landscaping/ Concrete work / ADA												0	
1450 Sewer Lateral Investigation 43-03												0	
1460 ADA unit Upgrades							0					0	
1460 VCT Tile Replacement (Cinder Block Units)							0					0	
General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment									959,918			959,918	
1495.1 Relocation Costs										0		0	
1480 Relocation Costs										3,500		3,500	
												0	
												1,140,116	Total

MEMO

Date: January 11, 2019

To: HACB Board of Commissioners

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

Subject: Farm Labor Housing, Gridley – status report

We currently have a total of (83) occupied units; (15) units offline because they're part of Phase II of the rehab, (8) uninhabitable units, and (15) units available for occupancy. Staff continues to see an increase in traffic due to USDA's approval to house families displaced by the Camp Fire. We currently have (11) applicants on our waiting list, (7) of which are FEMA applicants. We have moved in (4) FEMA applicants thus far and anticipate housing another (1-2) of these applicants before the end of this month. We have (1) intent to vacate notice due to the resident moving out of state and no unlawful detainers at this time. Our goal and number one priority continues to be renting out all of the habitable units on the property.

Notices were served to all residents on January 10, 2019, notifying them of what may be the presence of 1,2,3-Trichloropropane (TCP) in the water system, a long-in-use carcinogenic chemical associated with agricultural and solvent use. The TCP notice served to all residents was in English and Spanish. Residents were informed that the Housing Authority is working with Butte County Public Health and the State Water Board for a planned solution, but in the meantime, bottled water will be made available at the Gridley office for drinking water and cooking consumption.

Maintenance staff and the Resident Manager continue to work on vacancy make-readies. We are down to (1) temporary worker assisting maintenance with landscaping and maintenance duties. On-site security is reporting no significant problems at this time.

Monthly food distribution was held this month on January 8, 2019 from 5-8 pm in the Community Room. Promotores staff continues to host a youth group every Wednesday from 3:30 pm to 4:30 pm. Mobile Digital Literacy (e-Aprende) continues to assist residents on Wednesdays from 10:00 am to 2:00 pm. Staff held a resident event last month to celebrate the Christmas holiday. Many residents brought their children all of which received a treat bag and a gift.

The Mi C.A.S.A. program is off due to the recent winter break but will resume classes before the end of the month. During the break, Mi C.A.S.A. staff was able to gather students to participate

in NAHRO's annual poster contest "What Home Means to Me" and several entries have been submitted for consideration. Mi C.A.S.A. staff is also planning to host their annual Appreciation Dinner next month as the original date for the event last year was changed due to the Camp Fire.

Phase II renovation work has been delayed for a year by personal setbacks experienced by project architect, Pat Barnard, whose contract has now been terminated. We have issued an architectural solicitation to complete plans for both Phases II and III. The plan is to organize Phases II and III, funded by \$6 million in USDA grants, for a consolidated construction effort in 2019. The HACB has interviewed two architects selected from a pool of five RFQ responders. We will have a recommendation for Architectural contract approval at the upcoming board meeting.

The levee taking transaction is creeping towards a close, subject to USDA-RD and State HCD approval of the transaction. USDA response has been delayed by the Camp Fire disaster, and State HCD, with a new administrative regime, is requiring an unnecessary ALTA survey (est. \$20-30K cost). Upon USDA and HCD approval, the levee taking transaction, transferring funds and property, can be completed. Levy taking proceeds to the HACB, in the amount of \$66,450.00, will be directed towards property rehab work. HACB has retained an agent to coordinate and finalize this transaction.

MEMO

Date: January 11, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

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

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

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

Alamont Apartments, Chico – As of January 1st there continues to be no vacancies. Work has been authorized to continue repair/replacement of the property's second story patios, with one tentatively planned before the end of the 2nd quarter of 2019. Exterior painting of all buildings is planned in 2019.

Evanswood Apartments, Oroville – This complex has zero (0) vacancy.

Kathy Court Apartments, Paradise – Kathy Court was burned to the ground in the Camp Fire. The insurance agent and adjuster have been notified, and just recently have gained access to the property. We are working closely with HARRP, our insurance company. Former residents have received their prorated rent and security deposits back. We have received lost rent and personal property funds from HARRP. The "EMMA" bond finance system has been provided notice of the loss of the complex, in accordance with the bond Indenture and Regulatory Agreement. Insurance proceeds will go to the bond Trustee for bond defeasance.

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

Park Place Apartments, Oroville – The property currently has no vacancies.

January 8, 2019

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

RE: 2000-A REVENUE BOND PROPERTIES

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended on December 31, 2018, for the five properties under the 2000-A Revenue Bond, consisting of Alamont Apartments, Evanswood Estates, Kathy Court Apartments, Lincoln Apartments, and Park Place Apartments.

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

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

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

4. Lincoln Apartments

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

5. Park Place Apartments

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

ALAMONT APARTMENTS

Alamont Apartments ended the month of December with no vacant units as the property had no new move-ins or move-outs.

Total rental income for the month of December was \$24,483.70 which was \$2,734.70 more than was budgeted. This variance was due to the higher prepaid rents and lower vacancy loss. Service income for the month came to \$381.31 and was below budget by \$407.69 due to no repairs being done and lower laundry income. This brought the total income to \$24,865.01, which was higher than budget by \$2,327.01 due to the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses totaled \$262.73 which was under budget by \$70.27 due to no resident activities or referral fees being paid. Total administrative expenses came to \$2,389.94 which was less than budget for the month by \$47.06. Total utility expenses were \$2,334.66 and below budget by \$140.34, due to less water and sewer costs. There was \$115.00 in apartment turnover expenses, which was under budget by \$3,435.00, due to no turnover work being done. Maintenance expenses for the month were \$1,795.53 which was below budget by \$1,604.47 as the property needed fewer repairs during the month than was budgeted. There were no capital improvement expenses for the month of December. After the total financial expenses of \$7,385.00, the net project cash flow came to \$10,582.15 which was \$10,463.15 better than budget for the reasons mentioned above.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$76,993.85. This total consisted of \$3,000.00 in the

general checking account, \$46,402.96 in the general savings account, \$27,540.89 in the financial reserve account, and \$50.00 in the petty cash account. This balance reflects a \$22,000.00 distribution from the financial reserve savings account and a \$20,000.00 distribution from the general savings account, for a total distribution of \$42,000.00 made to you during the month of December. The net reduction in the general savings account of \$9,202.85 is the net difference of the \$20,000.00 distribution and the December transfer of \$10,797.15, and the net reduction in the financial reserve account of \$14,615.00 is the net difference of the \$22,000.00 distribution and the December financial transfer of \$7,385.00.

EVANSWOOD ESTATES

Evanswood Estates ended the month of December with no vacant units, as the property had no new move ins or move outs.

Total rental income for the month came to \$28,268.68 which was over budget by \$3,293.68. This variance was due to the collection of prior unpaid rents. Total service income collected was \$1,681.07 which was higher than the budget by \$1,171.07 as the property collected more on repairs and maintenance than was budgeted. This brought the total income to \$29,949.75, which was \$4,464.75 higher than what was budgeted for the reasons previously mentioned.

Moving on to the monthly expenses, the renting expenses totaled \$53.61 which was under budget by \$209.39 due to no promotional activities. Total administrative expenses were \$6,997.97 which was \$369.78 higher than what was budgeted. The total utility expenses for the month came to \$1,706.09 which was over budget by \$930.97. The apartment turnover expenses for December were \$5,766.83, which was over budget by \$5,436.83 due to interior labor and materials being expensed. Total maintenance expenses came to \$4,339.59 which was over budget by \$2,189.59, due to interior painting being done. This brought the net operating income to \$11,085.66 which was \$4,129.34 under budget due to the reasons described above.

There were no capital improvements for the month. The total financial expenses for the month came in at \$10,947.00 which brought the net project cash flow to a balance of \$138.66. This brought the net project cash flow under the budgeted figure by \$4,129.34, since it was budgeted to have lower expenses.

As you review the Cash Balance Summary on the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$58,525.38 with \$3,000.00 in the general checking, \$14,792.44 in the general savings, and \$40,732.94 in the replacement reserve account. This balance reflects a \$40,000.00 distribution from the financial reserve account and a distribution of \$9,000.00 made from the general savings to you during the month. The net reduction in the general savings account of \$9,876.34 is the difference of the \$9,000.00 distribution and the December transfer of \$876.34, and the net reduction in the financial reserve account of \$29,053.00 is the net difference of the \$40,000.00 distribution and the December transfer of \$10,947.00.

KATHY COURT APARTMENTS

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

There was no rental income for December due to the Camp Fire. The only income were monies from the insurance company relating to the fire, which was \$79,106.00. There was no service income. The total renting expenses was \$12.19, below budget by 51.81 due to no advertising and lower office supplies costs. The total administrative expenses came to \$220.00, which was under budget by \$1,270.68 due to no management fees and legal expenses. The total utility expenses were \$100.48, under budget by \$659.52 due to no utilities being charged except water. There were no apartment expenses. The total maintenance expenses came in at \$137.57, under budget by \$1,147.43, due to no services or repairs being done. The total operating expenses came to \$470.24, under budget by \$3,714.44, due the reasons described above. The net operating income was \$78,635.76, over budget by \$77,010.62 due to little or no expenses, and only the insurance check for income.

This balance reflects a \$10,000.00 distribution from the general checking account during the month of December.

LINCOLN APARTMENTS

Lincoln Apartments ended the month of December with no vacant units.

The total rental income for the month of December came to \$11,595.00 and was more than budget by \$250.00 as there were no rebates given. Service income totaled \$1,022.75 which was more than budget by \$616.75 due to repairs and maintenance. This brought the total income to \$12,617.75, more than what was budgeted by \$866.75, for the reasons previously mentioned.

Moving on to the December monthly expenses, the renting expenses came to \$172.27 and over budget by \$27.27 due to more office supplies being expensed. Total administrative expenses were \$1,467.54 and over budget for the month by \$289.54, due to resident manager bonuses. Utility expenses totaled \$703.14 which was less than budget by \$697.86, due to no water and sewer being expensed. The apartment turnover expenses came to \$665.17 and were under budget by \$59.83. The total maintenance expenses were \$3,285.43 which was over budget by \$1,660.43, mainly due to the repairs and on-site maintenance. This brought the net operating income to \$6,324.20 which was under budget by \$352.80 due to the reasons previously mentioned.

There was a capital expense for a range for unit #11 in December for \$533.01. After the total financial expenses of \$1,692.00, the net project cash flow came to \$4,099.19 which was lower than the budget by \$35.81 for the reasons described above.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$32,178.83. This consisted of \$3,000.00 in the general checking account, \$18,131.83 in the general savings, \$10,947.00 in the financial reserve account, and \$100.00 in the petty cash account. This balance reflects a \$5,000.00 distribution from the financial reserve savings account and a \$10,000.00 distribution from the general savings account in the month of December. The net reduction in the general savings account of \$6,750.81 is the net difference of the \$10,000.00 distribution and the December transfer of \$3,249.19, and the net reduction in the financial reserve account of \$3,308.00 is the net difference of the \$5,000.00 distribution and the December financial transfer of \$1,692.00.

PARK PLACE APARTMENTS

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

Total rental income for the month of December was \$24,434.84 which was higher than the budget by \$2,249.84. This variance was due to the prepaid rents. Service income for the month totaled \$253.88 which was \$251.12 less than budgeted due to no cleaning or repair reimbursements. This brought the total income to \$24,688.72 and above the budget by \$1,998.72 for the reasons described above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$165.39 which was \$49.61 less than the budget. Total administrative expenses were \$2,398.71, which was over budget by \$78.71. Utility expenses totaled \$1,383.66 which was \$609.34 under budget due to no pest control expense. The apartment turnover expenses came to \$2,583.75, over budget by \$648.75 which was due to a carpet replacement. Maintenance expenses totaled \$4,750.49, over budget by \$1,278.49, due to more repairs and labor costs. This brought the net operating income to \$13,137.72, over budget by \$651.72 for the reasons previously mentioned.

The capital improvement expenses for the month totaled \$4,800.00 and represented the landscaping that had been done. After the total financial expenses of \$9,688., the net project cash flow came to a negative figure of \$1,350.28, which was \$3,623.28 over budget for the reasons previously mentioned.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$62,318.04. This consisted of \$3,000.00 in the general checking account, \$13,902.04 in the general savings account, \$45,316.00 in the financial reserve account and \$100.00 in the petty cash account. This balance reflects a \$30,000.00 distribution from the financial reserve account made to you during the month. The net reduction in the financial reserve account of \$20,043.00 is the net difference of the \$30,000.00 distribution and the monthly financial transfer of \$9,957.00. The net reduction in the general savings of \$1,347.30 is the net of the transfers which was required to cover the December expenses.

Ed Mayer, Executive Director
Chico, California

January 8, 2019
Page 6

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

Sincerely yours,

RSC ASSOCIATES, INC.

A handwritten signature in cursive script, appearing to read "Rich".

Richard Gillaspie
Property Manager

RG:ph
Enclosures

**EVANSWOOD ESTATES
2018 - 2019 PERFORMANCE REVIEW**

Ev08-09pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/2014	25761	22166	21931	21631	22844	23897	25209	24634	24046	24708	24330	24920	286077
TOTAL INCOME 2014/2015	23371	21626	22118	22210	23141	25887	25234	23634	22078	24210	24226	24330	282065
TOTAL INCOME 2015/2016	24785	22727	24227	24736	24603	24193	23688	23949	24683	22273	25678	24151	289695
TOTAL INCOME 2016/2017	24015	25556	22288	22612	24826	25791	25401	24471	22296	28305	26950	27243	299754
TOTAL INCOME 2017/2018	22505	26517	25247	25129	28868	24735	27062	25902	25823	25872	26340	26061	310062
TOTAL INCOME 2018/2019	26346	23751	29950										80046
VARIANCE	3841	-2766	4703										5777

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 VACANCY LOSS	-1532	-1929	-1317	-2000	-333	-1000	14	0	-115	-312	-433	-1999	-10958
2014/2015 VACANCY LOSS	-1000	52	-2425	-1833	-735	-1710	-932	-420	-2455	-897	-497	0	-12852
2015/2016 VACANCY LOSS	-300	0	0	0	-767	-573	0	0	-1015	-2102	-1117	-906	-6780
2016/2017 VACANCY LOSS	-1050	-2120	-2986	-1883	-832	183	0	-925	-1043	139	0	16	-10501
2017/2018 VACANCY LOSS	-1106	-1073	-1394	0	0	0	0	0	-271	0	-470	0	-4314
2018/2019 VACANCY LOSS	0	0	-406										-406
VARIANCE	1106	1073	988										3168

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 UNPAID RENTS	-206	-686	-463	-95	-1013	387	-841	1062	50	50	-924	880	-1801
2014/2015 UNPAID RENTS	414	-2017	-39	-1136	-125	2592	510	0	8	-153	-150	150	54
2015/2016 UNPAID RENTS	0	-1000	-150	508	409	-100	-440	-904	283	-201	-462	604	-1453
2016/2017 UNPAID RENTS	-14	1235	0	-1082	423	-170	-4	101	-2136	2285	547	-658	527
2017/2018 UNPAID RENTS	-2154	2050	0	-153	89	-1100	1100	0	0	0	0	-378	-546
2018/2019 UNPAID RENTS	25	-3357	2195										-1137
VARIANCE	2179	-5407	2195										-1034

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	15113	14863	21210	14447	10025	8427	9688	7856	11091	9785	8703	19982	151189
2014/15 TOTAL OPER. EXP.	13873	5115	9339	11278	14947	19366	10569	9790	10369	13440	10318	7565	135968
2015/16 TOTAL OPER. EXP.	13529	7885	7892	8769	9140	23910	11093	8440	7089	10075	13493	18394	139709
2016/17 TOTAL OPER. EXP.	13821	9431	9079	12822	15960	18874	8695	8807	7492	14743	9537	9188	138449
2017/18 TOTAL OPER. EXP.	8518	8435	12995	34778	9702	7854	9656	8487	9275	9478	10419	8561	138157
2018/19 TOTAL OPER. EXP.	23913	9190	18864										51967
VARIANCE	15395	754	5869										22019

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 TOTAL NOI	10648	7303	720	7184	12820	15470	15522	16778	12955	14924	15627	4938	134888
2014/2015 TOTAL NOI	9498	16511	12780	10931	8193	6521	14665	13844	11709	10770	13908	16765	146096
2015/2016 TOTAL NOI	11256	14843	16335	15967	15463	283	12595	15508	17594	12198	12185	5757	149985
2016/2017 TOTAL NOI	10194	16124	13210	9790	8866	6917	16706	15663	14804	13562	17413	18056	161305
2017/2018 TOTAL NOI	13987	18082	12252	-9649	19166	16881	17406	17415	16549	16395	15921	17501	171905
2018/2019 TOTAL NOI	2433	14561	11086										28079
VARIANCE	-11555	-3521	-1167										-16242

KATHY COURT APARTMENTS
2018 - 2019 PERFORMANCE REVIEW

kc08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2014/2015	10,095	7,789	7,327	8,612	9,582	8,136	8,655	8,173	8,328	8,071	8,221	8,304	101,291
TOTAL INCOME 2015/2016	8,798	10,920	8,178	8,239	9,964	8,676	7,422	8,699	6,903	8,136	8,441	7,491	101,866
TOTAL INCOME 2016/2017	6,901	8,372	6,935	9,927	6,915	8,712	8,505	7,415	9,017	8,275	9,561	6,815	97,349
TOTAL INCOME 2017/2018	9,282	9,058	9,100	9,351	8,070	12,264	9,536	8,292	9,252	9,109	14,505	7,740	115,559
TOTAL INCOME 2018/2019	9,277	-1,244	0										8,034
VARIANCE	-4	-10,302	-9,100										-19,406

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2014/2015 VACANCY LOSS	-183	-206	0	0	-153	0	0	0	0	0	0	-1,239	-1,780
2015/2016 VACANCY LOSS	-23	-274	0	0	0	0	0	0	0	-1,233	-953	-309	-2,792
2016/2017 VACANCY LOSS	-1,395	-1,279	-1,395	-775	0	0	-257	-427	0	257	-102	-191	-5,563
2017/2018 VACANCY LOSS	-1,673	-1,195	-775	-775	-660	-150	0	-715	-1,075	-1,216	-1,226	-775	-10,235
2018/2019 VACANCY LOSS	-450	-7,306	0										-7,756
VARIANCE	1,223	-6,111	775										-4,113

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2014/2015 UNPAID RENTS	3	325	-435	223	60	345	205	-875	-420	-120	-520	1,894	685
2015/2016 UNPAID RENTS	-335	1,562	-685	53	685	0	-105	-250	-1,315	688	-50	-1,216	-968
2016/2017 UNPAID RENTS	308	-195	-400	186	-298	22	-704	-261	-311	-1,143	-1,067	-2,102	-5,965
2017/2018 UNPAID RENTS	-818	935	41	1	-439	240	-66	0	-72	-710	851	0	-37
2018/2019 UNPAID RENTS	49	0	0										49
VARIANCE	867	-935	-41										-109

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2014/2015 TOTAL OPER. EXP.	5,618	5,498	2,756	2,397	4,295	3,602	2,529	3,589	2,113	2,450	2,133	2,545	39,523
2015/2016 TOTAL OPER. EXP.	3,788	4,031	3,431	2,876	3,263	2,823	5,033	4,305	3,619	4,087	5,463	7,236	49,955
2016/2017 TOTAL OPER. EXP.	11,609	4,960	4,700	3,295	4,188	5,107	5,227	6,064	7,047	5,576	4,561	3,183	65,516
2017/2018 TOTAL OPER. EXP.	7,515	4,561	3,498	4,587	2,991	3,922	4,330	2,344	6,986	5,941	5,628	5,730	58,031
2018/2019 TOTAL OPER. EXP.	4,126	1,903	470										6,499
VARIANCE	-3,389	-2,657	-3,028										-9,074

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 TOTAL NOI	5,150	2,352	4,422	2,592	4,162	3,599	4,266	4,122	4,497	2,661	4,725	4,322	46,870
2014/2015 TOTAL NOI	4,477	2,291	4,571	6,215	5,287	4,534	6,126	4,584	6,214	5,621	6,088	5,759	61,768
2016/2017 TOTAL NOI	-4,708	3,413	2,236	-6,633	2,727	3,605	3,278	1,351	1,970	2,698	5,000	3,632	31,833
2017/2018 TOTAL NOI	1,767	4,498	5,602	4,765	5,079	8,342	5,206	5,949	2,266	3,168	8,877	2,010	57,528
2018/2019 TOTAL NOI	5,152	-3,147	78,636										80,641
VARIANCE	3,385	-7,645	73,034										68,774

LINCOLN APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

LNA07-08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	9984	8941	8958	8848	8921	7950	7381	8331	10887	8617	10910	10575	110,304
TOTAL INCOME 2014/15	13248	8651	9633	9320	10482	10694	10223	10280	11197	9341	9899	10100	123,068
TOTAL INCOME 2015/16	10837	10462	8970	9553	10644	10104	10559	10374	10953	10092	10765	10529	233,372
TOTAL INCOME 2016/17	10302	11082	10773	11146	11141	11847	10578	11156	11174	11378	11420	11179	133,177
TOTAL INCOME 2017/18	10423	11837	11327	11169	10653	11027	12506	11296	10638	12351	11862	10876	135,967
TOTAL INCOME 2018/19	12798	10026	12618										35,441
VARIANCE	2375	-1811	1290										1,854

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	-953	-1143	-1270	-1270	-1503	-3175	-1964	-935	-1689	-43	0	0	-13,945
2014/15 VACANCY LOSS	-275	-793	-496	-635	0	0	-550	-635	-635	-635	-541	0	-5,196
2015/16 VACANCY LOSS	-258	-575	-595	-1217	-867	-192	0	-360	-1231	-635	-191	-679	-6,799
2016/17 VACANCY LOSS	-700	-169	-510	0	0	43	0	0	0	0	0	-567	-1,904
2017/18 VACANCY LOSS	-645	-250	0	-405	-645	-122	8	-550	-750	0	0	75	-3,284
2018/19 VACANCY LOSS	-575	0	-950										-1,525
VARIANCE	70	250	-950										-630

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	-130	-390	-635	-635	-402	0	0	-215	616	-98	98	0	-1,791
2014/15 UNPAID RENTS	0	-139	0	0	0	0	0	0	0	0	139	-210	-210
2015/16 UNPAID RENTS	-475	-437	-475	-247	-889	593	0	-11	500	0	-21	21	-1,442
2016/17 UNPAID RENTS	0	-5	5	0	0	0	0	0	0	0	0	0	0
2017/18 UNPAID RENTS	-400	375	0	36	-155	-453	-532	-100	100	100	90	-755	-1,694
2018/19 UNPAID RENTS	480	-1000	930										410
VARIANCE	880	-1375	930										435

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	5141	7185	5516	4839	4861	7122	10793	3551	4965	3922	3041	3987	64,926
2014/15 TOTAL OPER. EXP.	3505	6870	9065	2413	4298	3164	2913	7161	2900	6531	3219	5215	57,253
2015/16 TOTAL OPER. EXP.	8125	6141	7193	7575	5193	8897	8761	5351	8204	6854	3664	4856	80,815
2016/17 TOTAL OPER. EXP.	5915	5497	5065	4829	4795	3994	4206	3846	3140	4493	4089	6684	56,552
2017/18 TOTAL OPER. EXP.	11576	8838	6363	4723	7257	3792	3742	4423	5217	7734	6941	3620	74,225
2018/19 TOTAL OPER. EXP.	7866	7526	6294										21,686
VARIANCE	-3710	-1311	-69										-5,091

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	4843	1757	3442	4009	4060	827	-3412	4780	5922	4696	7869	6588	45,379
2014/15 TOTAL NOI	9743	1781	568	6907	6184	7529	7310	3119	8297	2810	6679	4886	65,814
2015/16 TOTAL NOI	2712	4321	1777	1979	5451	1206	1798	5023	2750	3238	7101	5673	43,029
2016/17 TOTAL NOI	4387	5586	5707	6318	6346	7853	6372	7310	8034	6885	7332	4495	76,624
2017/18 TOTAL NOI	-1153	2999	4965	6446	3396	7235	8764	6873	5422	4617	4922	7260	61,746
2018/19 TOTAL NOI	4932	2500	6324										13,756
VARIANCE	6085	-500	1360										6,945

MEMO

Date: January 11, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties & Cordillera Apartments

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

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

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) - *Following this memo is AWI's detailed report on current occupancy status and financials.* The next phase of exterior siding replacements had been scheduled for 2018, but due to only one bid received we have delayed re-bidding until later in 2019. Water-conserving landscape upgrades, and ADA-related site improvements are being planned, as well as parking lot repair, seal, and re-striping.

Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property had one (1) vacancy as of the first of the month but this unit will be rented to a Camp Fire victim who is in the application process. Clubhouse overhangs have been repaired for dry rot and re-painting by Steele's Roofing. All is completed with the exception of final paint, which has been delayed due to the rains. AWI is searching for a new maintenance person at this time and is completing current work with another site maintenance tech. Please find the AWI monthly owners report following.

1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has (3) vacancies with applications in the process. These move outs occurred at the end of December and the beginning of January. Roof repair is scheduled for this quarter, the property needs roof replacement at the front entrance areas. The cost will be

approximately \$18,500.00 to replace the flat front entrance area; the work will be paid thru property reserves. The No Smoking policy was implemented as of January 1, 2019. There is a plan for a Designated Smoking Area to be established within the exterior landscaped common area. Please find the AWI's monthly narrative for your review.

Harvest Park Apartments, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has one (1) vacancy. The property continues operations per budget. A CTCAC monitoring inspection was conducted last month and there were findings that one or more over-income households had been admitted to the property. Please find WINN Residential Owner's Report following.

Gridley Springs I Apartments, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There are no vacancies at this time. The new on-site manager "Devin" has moved in and the transition is going well. Please find Sackett Corporation's Owner's report, following.

Cordillera Apartments, Chico (20 units, Family, Owner: BCAHDC, PM: RSC Assoc.) The property has zero (0) vacancy. We will continue to make capital improvements as cash flow allows: replacement of patios railings has been completed with exterior painting being the last item to complete. Please find RSC's monthly Owner's report, following

Chico Commons

December 2018

Variance report sent explaining budget differences and expenses.

Updates:

Chico Commons is 100% occupied as of 12/31. One household on notice and one household sent to legal for non-payment. Another household pending eviction for non-payment. Staff is planning ahead to turn and lease upcoming vacancies timely.

A second cleaning of rooftops and gutters has been scheduled. Due to the large number of trees at Chico Commons and excessive leaf fall, the gutters are full again.

During recent weeks there has been a growing problem with resident disrespect relative to trash disposal. Trash bags are being left outside of the dumpster even when there is room inside. The lease includes a clause pertaining to resident responsibility for proper trash disposal and allows for cleaning and damage charges. We are in the process of issuing a memo to notify residents that clean up charges will occur each time their trash is identified outside of the dumpster.

AWI communities will soon begin the annual Spring Cleaning project of purging and storing 2018 information and documents to make room for business in 2019.

We are planning for a productive 2019. Looking forward to positives at Chico Commons!



Chico Commons
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 54,965.00	\$ 53,818.66	\$ 1,146.34	\$ 651,182.00	\$ 645,824.00	\$ 5,358.00
Vacancies	(1,648.00)	(2,690.91)	1,042.91	(33,522.84)	(32,291.00)	(1,231.84)
Rent Adjustments	0.00	0.00	0.00	(6,095.79)	0.00	(6,095.79)
Manager's Unit	(771.00)	(771.00)	0.00	(9,252.00)	(9,252.00)	0.00
Total Tenant Rent	\$ 52,546.00	\$ 50,356.75	\$ 2,189.25	\$ 602,311.37	\$ 604,281.00	\$ (1,969.63)
Other Project Income:						
Laundry Income	\$ 0.00	\$ 916.66	\$ (916.66)	\$ 6,703.70	\$ 11,000.00	\$ (4,296.30)
Interest Income	.28	0.00	.28	.40	0.00	.40
Restricted Reserve Interest Incom	17.54	0.00	17.54	173.03	0.00	173.03
Late Charges	277.00	166.66	110.34	3,487.15	2,000.00	1,487.15
Other Tenant Income	\$ 0.00	\$ 666.66	\$ (666.66)	\$ 5,508.98	\$ 8,000.00	\$ (2,491.02)
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 166.32	\$ 0.00	\$ 166.32
Other Project Income	\$ 294.82	\$ 1,749.98	\$ (1,455.16)	\$ 16,039.58	\$ 21,000.00	\$ (4,960.42)
Total Project Income	\$ 52,840.82	\$ 52,106.73	\$ 734.09	\$ 618,350.95	\$ 625,281.00	\$ (6,930.05)
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 14,820.16	\$ 15,185.57	\$ (365.41)	\$ 177,865.29	\$ 182,227.00	\$ (4,361.71)
Utilities (From Pg 2)	6,088.25	6,541.66	(453.41)	81,406.44	78,500.00	2,906.44
Administrative (From Pg 2)	6,215.00	7,188.09	(973.09)	82,995.88	86,257.00	(3,261.12)
Taxes & Insurance (From Pg 2)	191.23	1,460.57	(1,269.34)	15,403.43	17,527.00	(2,123.57)
Other Taxes & Insurance (Fr Page	1,179.34	2,623.82	(1,444.48)	15,939.74	31,486.00	(15,546.26)
Other Project Expenses	1,264.16	794.98	469.18	12,326.26	9,540.00	2,786.26
Total O&M Expenses	\$ 29,758.14	\$ 33,794.69	\$ (4,036.55)	\$ 385,937.04	\$ 405,537.00	\$ (19,599.96)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 9,747.75	\$ (9,747.75)	\$ 116,972.72	\$ 116,973.00	\$ (.28)
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.16	\$.01	\$ 31,250.04	\$ 31,250.00	\$.04
Reporting / Partner Management F	1,080.00	1,080.00	0.00	12,960.00	12,960.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	30,000.00	30,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 15,931.91	\$ (9,747.74)	\$ 191,182.76	\$ 191,183.00	\$ (.24)
Total Project Expenses	\$ 35,942.31	\$ 49,726.60	\$ (13,784.29)	\$ 577,119.80	\$ 596,720.00	\$ (19,600.20)
Net Profit (Loss)	\$ 16,898.51	\$ 2,380.13	\$ 14,518.38	\$ 41,231.15	\$ 28,561.00	\$ 12,670.15

Other Cash Flow Items:

Chico Commons
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (17.54)	\$ 0.00	\$ (17.54)	\$ (173.03)	\$ 0.00	\$ (173.03)
T & I Transfers	(1,090.28)	0.00	(1,090.28)	(4,989.05)	0.00	(4,989.05)
Cash - Payroll Control	0.00	0.00	0.00	(5,100.00)	0.00	(5,100.00)
Security Acct-FFB	(800.00)	0.00	(800.00)	(3,400.65)	0.00	(3,400.65)
Security Deposits Held	3,250.00	0.00	3,250.00	5,450.00	0.00	5,450.00
Authorized Reserve - Other	0.00	(6,250.00)	6,250.00	0.00	(75,000.00)	75,000.00
Tenant Receivables	(371.70)	0.00	(371.70)	(1,559.40)	0.00	(1,559.40)
Other Receivables	1,479.00	0.00	1,479.00	14,229.04	0.00	14,229.04
Accounts Payable - Trade	2,474.03	0.00	2,474.03	7,065.43	0.00	7,065.43
Accounts Payable Other	0.00	0.00	0.00	(220.00)	0.00	(220.00)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	.04	0.00	.04
Accrued Property Taxes	(907.10)	0.00	(907.10)	0.00	0.00	0.00
Prepaid Rents	0.00	0.00	0.00	(3,055.50)	0.00	(3,055.50)
Partner's Equity	0.00	0.00	0.00	(59,192.73)	0.00	(59,192.73)
Total Other Cash Flow Items	\$ 6,620.58	\$ (6,250.00)	\$ 12,870.58	\$ (50,945.85)	\$ (75,000.00)	\$ 24,054.15
Net Operating Cash Change	\$ 23,519.09	\$ (3,869.87)	\$ 27,388.96	\$ (9,714.70)	\$ (46,439.00)	\$ 36,724.30

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 81,864.05	\$ 72,149.35	\$ (9,714.70)
Tax & Insurance-FFB	0.00	4,989.05	4,989.05
Security Acct-FFB	39,584.35	42,985.00	3,400.65
Reserve Acct-FFB	58,965.39	89,138.42	30,173.03
Payables & Receivables:			
Accounts Payable - Trade	1,950.71	9,016.14	7,065.43
Rents Receivable - Current Tenants	8,360.13	10,662.52	2,302.39
Other Tenant Charges Receivable	1,092.97	349.98	(742.99)
Prepaid Rents	(3,055.50)	0.00	3,055.50

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,790.00	\$ 2,864.84	\$ (74.84)	\$ 33,836.45	\$ 34,378.00	\$ (541.55)
Janitorial/Cleaning Supplies	720.00	166.66	553.34	1,586.18	2,000.00	(413.82)
Plumbing Repairs	0.00	8.34	(8.34)	1,337.94	100.00	1,237.94
Painting & Decorating	22.38	41.66	(19.28)	2,843.68	500.00	2,343.68
Repairs & Maintenance - Supply	2,022.06	1,083.34	938.72	27,643.64	13,000.00	14,643.64

Chico Commons
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Repairs & Maintenance - Contract	\$ 500.26	\$ 541.66	\$ (41.40)	\$ 14,746.34	\$ 6,500.00	\$ 8,246.34
Grounds Maintenance	760.00	836.66	(76.66)	10,344.19	10,040.00	304.19
Pest Control Service	622.00	688.50	(66.50)	9,979.00	8,262.00	1,717.00
Fire/Alarm Services	330.03	10.59	319.44	4,439.18	127.00	4,312.18
Capital Improvements - Other	2,539.72	6,551.75	(4,012.03)	12,411.66	78,621.00	(66,209.34)
Capital Improvements - Flooring	2,086.15	958.34	1,127.81	30,240.96	11,500.00	18,740.96
Capital Improvements - Appliance	1,802.56	416.66	1,385.90	11,158.90	5,000.00	6,158.90
Capital Improvements - HVAC Repl	0.00	333.34	(333.34)	0.00	4,000.00	(4,000.00)
Capital Improvements - Water Heat	0.00	0.00	0.00	4,170.08	0.00	4,170.08
Carpet Cleaning	100.00	35.00	65.00	320.00	420.00	(100.00)
HVAC Repairs	525.00	591.66	(66.66)	12,527.68	7,100.00	5,427.68
Cable Service	0.00	14.91	(14.91)	244.80	179.00	65.80
Tenant Services	0.00	41.66	(41.66)	34.61	500.00	(465.39)
Total Maint. & Operating Exp.	\$ 14,820.16	\$ 15,185.57	\$ (365.41)	\$ 177,865.29	\$ 182,227.00	\$ (4,361.71)
Utilities:						
Electricity	\$ 589.73	\$ 1,033.34	\$ (443.61)	\$ 6,948.92	\$ 12,400.00	\$ (5,451.08)
Water	1,485.39	1,491.66	(6.27)	24,220.64	17,900.00	6,320.64
Sewer	1,654.56	1,654.59	(.03)	19,854.72	19,855.00	(.28)
Heating Fuel/Other	1,488.15	1,491.66	(3.51)	16,583.50	17,900.00	(1,316.50)
Garbage & Trash Removal	870.42	870.41	.01	13,798.66	10,445.00	3,353.66
Total Utilities	\$ 6,088.25	\$ 6,541.66	\$ (453.41)	\$ 81,406.44	\$ 78,500.00	\$ 2,906.44
Administrative:						
Manager's Salary	\$ 2,997.58	\$ 2,597.09	\$ 400.49	\$ 33,079.51	\$ 31,165.00	\$ 1,914.51
Management Fees	2,808.00	2,952.00	(144.00)	33,696.00	35,424.00	(1,728.00)
Bad Debt Expense	0.00	1,000.00	(1,000.00)	6,065.41	12,000.00	(5,934.59)
Auditing	380.67	380.66	.01	4,568.04	4,568.00	.04
Legal	28.75	250.00	(221.25)	5,407.70	3,000.00	2,407.70
Other Administrative Expenses	0.00	8.34	(8.34)	179.22	100.00	79.22
Total Administrative Expense	\$ 6,215.00	\$ 7,188.09	\$ (973.09)	\$ 82,995.88	\$ 86,257.00	\$ (3,261.12)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ (907.10)	\$ 279.16	\$ (1,186.26)	\$ 2,103.49	\$ 3,350.00	\$ (1,246.51)
Property Insurance	1,098.33	1,181.41	(83.08)	13,299.94	14,177.00	(877.06)
Total Taxes & Insurance Expense	\$ 191.23	\$ 1,460.57	\$ (1,269.34)	\$ 15,403.43	\$ 17,527.00	\$ (2,123.57)
Other Taxes & Insurance:						
Payroll Taxes	\$ 441.12	\$ 594.25	\$ (153.13)	\$ 6,050.65	\$ 7,131.00	\$ (1,080.35)
Other Taxes, Fees & Permits	17.11	66.66	(49.55)	1,088.97	800.00	288.97
Bond Premiums	0.00	40.16	(40.16)	485.00	482.00	3.00
Worker's Compensation Insurance	425.86	491.59	(65.73)	4,882.55	5,899.00	(1,016.45)
Personnel Medical Insurance	295.25	1,431.16	(1,135.91)	3,432.57	17,174.00	(13,741.43)

Chico Commons
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Total Other Taxes & Insurance	\$ 1,179.34	\$ 2,623.82	\$ (1,444.48)	\$ 15,939.74	\$ 31,486.00	\$ (15,546.26)
Other Project Expenses						
Telephone & Answering Service	\$ 58.25	\$ 125.00	\$ (66.75)	\$ 1,447.49	\$ 1,500.00	\$ (52.51)
Internet Service	0.00	70.00	(70.00)	1,149.30	840.00	309.30
Advertising	0.00	54.16	(54.16)	0.00	650.00	(650.00)
Water/Coffee Service	0.00	0.00	0.00	4.74	0.00	4.74
Office Supplies & Expense	161.60	150.00	11.60	3,657.44	1,800.00	1,857.44
Postage	102.23	54.16	48.07	1,094.23	650.00	444.23
Toner/Copier Expense	464.35	100.00	364.35	1,836.56	1,200.00	636.56
Office Furniture & Equipment Expe	343.73	0.00	343.73	654.51	0.00	654.51
Travel & Promotion	0.00	100.00	(100.00)	1,318.83	1,200.00	118.83
Training Expense	0.00	41.66	(41.66)	78.00	500.00	(422.00)
Credit Checking	134.00	100.00	34.00	1,032.00	1,200.00	(168.00)
Employee Meals	0.00	0.00	0.00	53.16	0.00	53.16
Total Other Project Expenses	\$ 1,264.16	\$ 794.98	\$ 469.18	\$ 12,326.26	\$ 9,540.00	\$ 2,786.26
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 9,747.75	\$ (9,747.75)	\$ 116,972.72	\$ 116,973.00	\$ (.28)
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.16	\$.01	\$ 31,250.04	\$ 31,250.00	\$.04
Reporting / Partner Management F	1,080.00	1,080.00	0.00	12,960.00	12,960.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	30,000.00	30,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 15,931.91	\$ (9,747.74)	\$ 191,182.76	\$ 191,183.00	\$ (.24)
Total Expenses	<u>\$ 35,942.31</u>	<u>\$ 49,726.60</u>	<u>\$ (13,784.29)</u>	<u>\$ 577,119.80</u>	<u>\$ 596,720.00</u>	<u>\$ (19,600.20)</u>
Authorized Reserve - Other	\$ 0.00	\$ 6,250.00	\$ (6,250.00)	\$ 0.00	\$ 75,000.00	\$ (75,000.00)

**Walker Commons
December 2018**

Variance report sent explaining budget differences and expenditures.

Updates:

Walker Commons currently has one vacancy. The unit turn is in process and a Campfire victim is currently in the application process for occupancy.

Pergola repairs have been completed.

Exterior paint of clubhouse siding has been completed.

Gutter and roof top cleaning has been completed.

The property manager is looking for a local vendor to assist with computer repairs at Walker Commons. The computers are no longer connecting to the internet. Residents continue to enjoy the computers for playing games, until the internet is restored.

We are beginning to plan ahead for 2019. We have one estimate on hand to paint the siding in the front of the buildings around the living room windows. We will seek at least one additional comparable.

Annual HOME reporting and inspections are now due. Inspections will be completed the week of January 21st to ensure the deadline of document submission in early February is met.

The Property Manager has not announced the January resident function yet. December was chicken soupō .around 20 residents showed up to enjoy the soupō there were no left overs!



Walker Commons
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 33,662.00	\$ 33,033.66	\$ 628.34	\$ 398,712.00	\$ 396,404.00	\$ 2,308.00
Vacancies	180.00	(660.66)	840.66	(3,230.13)	(7,928.00)	4,697.87
Rent Adjustments	0.00	0.00	0.00	(375.55)	0.00	(375.55)
Manager's Unit	(628.00)	(628.00)	0.00	(7,509.00)	(7,536.00)	27.00
Total Tenant Rent	\$ 33,214.00	\$ 31,745.00	\$ 1,469.00	\$ 387,597.32	\$ 380,940.00	\$ 6,657.32
Other Project Income:						
Laundry Income	\$ 400.97	\$ 183.34	\$ 217.63	\$ 1,872.34	\$ 2,200.00	\$ (327.66)
Restricted Reserve Interest Incom	20.87	0.00	20.87	383.08	0.00	383.08
Late Charges	12.00	20.84	(8.84)	126.44	250.00	(123.56)
Other Tenant Income	\$ 0.00	\$ 41.66	\$ (41.66)	\$ 1,079.50	\$ 500.00	\$ 579.50
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 231.00	\$ 0.00	\$ 231.00
Other Project Income	\$ 433.84	\$ 245.84	\$ 188.00	\$ 3,692.36	\$ 2,950.00	\$ 742.36
Total Project Income	\$ 33,647.84	\$ 31,990.84	\$ 1,657.00	\$ 391,289.68	\$ 383,890.00	\$ 7,399.68
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 9,517.35	\$ 7,815.93	\$ 1,701.42	\$ 90,666.30	\$ 93,791.00	\$ (3,124.70)
Utilities (From Pg 2)	3,000.99	3,087.23	(86.24)	35,793.57	37,047.00	(1,253.43)
Administrative (From Pg 2)	6,669.08	5,757.34	911.74	67,434.40	69,088.00	(1,653.60)
Taxes & Insurance (From Pg 2)	765.25	875.00	(109.75)	10,501.46	10,500.00	1.46
Other Taxes & Insurance (Fr Page	1,366.16	2,675.82	(1,309.66)	22,106.35	32,110.00	(10,003.65)
Other Project Expenses	512.78	1,044.07	(531.29)	8,965.03	12,529.00	(3,563.97)
Total O&M Expenses	\$ 21,831.61	\$ 21,255.39	\$ 576.22	\$ 235,467.11	\$ 255,065.00	\$ (19,597.89)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 15,000.00	\$ 15,000.00	\$ 0.00
Reporting / Partner Management F	625.00	625.00	0.00	7,500.00	7,500.00	0.00
Transfer - Reserves	933.34	933.34	0.00	11,200.08	11,200.00	.08
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.34	\$ 0.00	\$ 33,700.08	\$ 33,700.00	\$.08
Total Project Expenses	\$ 24,639.95	\$ 24,063.73	\$ 576.22	\$ 269,167.19	\$ 288,765.00	\$ (19,597.81)
Net Profit (Loss)	\$ 9,007.89	\$ 7,927.11	\$ 1,080.78	\$ 122,122.49	\$ 95,125.00	\$ 26,997.49

Other Cash Flow Items:

Walker Commons
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (20.87)	\$ 0.00	\$ (20.87)	\$ 27,457.82	\$ 0.00	\$ 27,457.82
Cash - Payroll Control	0.00	0.00	0.00	(4,500.00)	0.00	(4,500.00)
Other Cash Changes	0.00	0.00	0.00	(100.00)	0.00	(100.00)
Security Acct-FFB	0.00	0.00	0.00	1,751.80	0.00	1,751.80
Security Deposits Held	510.00	0.00	510.00	(910.00)	0.00	(910.00)
Authorized Reserve - Other	0.00	(16,666.66)	16,666.66	(127,840.90)	(200,000.00)	72,159.10
Tenant Receivables	132.00	0.00	132.00	(767.00)	0.00	(767.00)
Other Receivables	1,045.84	0.00	1,045.84	1,051.50	0.00	1,051.50
Accounts Payable - Trade	5,603.34	0.00	5,603.34	6,474.06	0.00	6,474.06
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	0.00	0.00	0.00
Other Notes Payable	625.00	0.00	625.00	0.00	0.00	0.00
Partner's Equity	0.00	0.00	0.00	(31,278.69)	0.00	(31,278.69)
Total Other Cash Flow Items	\$ 9,145.31	\$ (16,666.66)	\$ 25,811.97	\$ (128,661.41)	\$ (200,000.00)	\$ 71,338.59
Net Operating Cash Change	\$ 18,153.20	\$ (8,739.55)	\$ 26,892.75	\$ (6,538.92)	\$ (104,875.00)	\$ 98,336.08

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 150,152.41	\$ 143,613.49	\$ (6,538.92)
Security Acct-FFB	24,741.80	22,990.00	(1,751.80)
Reserve Acct-FFB	43,602.09	2,133.84	(41,468.25)
Reserve Acct MMKT-FFB*	100,000.00	125,210.51	25,210.51
Owner Held Reserves CD	150,000.00	150,000.00	0.00
Payables & Receivables:			
Accounts Payable - Trade	3,195.72	9,669.78	6,474.06
Rents Receivable - Current Tenants	(71.00)	559.00	630.00
Other Tenant Charges Receivable	0.00	137.00	137.00
Prepaid Rents	(3,986.75)	(3,986.75)	0.00

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 256.00	\$ 2,699.34	\$ (2,443.34)	\$ 19,319.83	\$ 32,392.00	\$ (13,072.17)
Janitorial/Cleaning Supplies	138.51	191.66	(53.15)	767.16	2,300.00	(1,532.84)
Plumbing Repairs	121.55	37.50	84.05	1,350.21	450.00	900.21
Painting & Decorating	900.00	83.34	816.66	1,622.39	1,000.00	622.39
Repairs & Maintenance - Supply	233.08	625.00	(391.92)	8,056.96	7,500.00	556.96
Repairs & Maintenance - Contract	153.10	625.00	(471.90)	9,738.17	7,500.00	2,238.17
Grounds Maintenance	900.00	1,115.00	(215.00)	11,830.00	13,380.00	(1,550.00)

Walker Commons
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Pest Control Service	\$ 192.00	\$ 61.66	\$ 130.34	\$ 6,708.50	\$ 740.00	\$ 5,968.50
Fire/Alarm Services	70.00	160.00	(90.00)	1,869.09	1,920.00	(50.91)
Capital Improvements - Other	5,675.00	875.00	4,800.00	13,485.11	10,500.00	2,985.11
Capital Improvements - Flooring	378.54	325.00	53.54	9,718.18	3,900.00	5,818.18
Capital Improvements - Appliance	0.00	270.84	(270.84)	540.00	3,250.00	(2,710.00)
Capital Improvements - HVAC Repl	0.00	250.00	(250.00)	1,165.44	3,000.00	(1,834.56)
Capital Improvements - Water Heat	0.00	266.66	(266.66)	0.00	3,200.00	(3,200.00)
Carpet Cleaning	0.00	33.34	(33.34)	415.00	400.00	15.00
HVAC Repairs	265.00	83.34	181.66	1,765.00	1,000.00	765.00
Cable Service	0.00	29.91	(29.91)	342.52	359.00	(16.48)
Tenant Services	234.57	83.34	151.23	1,972.74	1,000.00	972.74
Total Maint. & Operating Exp.	\$ 9,517.35	\$ 7,815.93	\$ 1,701.42	\$ 90,666.30	\$ 93,791.00	\$ (3,124.70)
Utilities:						
Electricity	\$ 442.99	\$ 638.91	\$ (195.92)	\$ 6,465.61	\$ 7,667.00	\$ (1,201.39)
Water	733.99	725.00	8.99	8,740.97	8,700.00	40.97
Sewer	1,286.88	1,286.91	(.03)	15,442.56	15,443.00	(.44)
Heating Fuel/Other	225.73	125.00	100.73	1,354.31	1,500.00	(145.69)
Garbage & Trash Removal	311.40	311.41	(.01)	3,790.12	3,737.00	53.12
Total Utilities	\$ 3,000.99	\$ 3,087.23	\$ (86.24)	\$ 35,793.57	\$ 37,047.00	\$ (1,253.43)
Administrative:						
Manager's Salary	\$ 3,179.49	\$ 2,789.00	\$ 390.49	\$ 34,479.72	\$ 33,468.00	\$ 1,011.72
Management Fees	2,184.00	2,296.00	(112.00)	26,208.00	27,552.00	(1,344.00)
Bad Debt Expense	(25.00)	208.34	(233.34)	(180.00)	2,500.00	(2,680.00)
Auditing	280.59	380.66	(100.07)	4,467.96	4,568.00	(100.04)
Legal	1,050.00	62.50	987.50	2,275.00	750.00	1,525.00
Other Administrative Expenses	0.00	20.84	(20.84)	183.72	250.00	(66.28)
Total Administrative Expense	\$ 6,669.08	\$ 5,757.34	\$ 911.74	\$ 67,434.40	\$ 69,088.00	\$ (1,653.60)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 10.00	\$ (10.00)	\$ 123.92	\$ 120.00	\$ 3.92
Property Insurance	765.25	865.00	(99.75)	10,377.54	10,380.00	(2.46)
Total Taxes & Insurance Expense	\$ 765.25	\$ 875.00	\$ (109.75)	\$ 10,501.46	\$ 10,500.00	\$ 1.46
Other Taxes & Insurance:						
Payroll Taxes	\$ 225.09	\$ 596.25	\$ (371.16)	\$ 4,843.23	\$ 7,155.00	\$ (2,311.77)
Other Taxes, Fees & Permits	17.11	66.66	(49.55)	1,028.57	800.00	228.57
Bond Premiums	0.00	31.25	(31.25)	378.00	375.00	3.00
Worker's Compensation Insurance	151.56	550.50	(398.94)	2,362.75	6,606.00	(4,243.25)
Personnel Medical Insurance	972.40	1,431.16	(458.76)	13,493.80	17,174.00	(3,680.20)
Total Other Taxes & Insurance	\$ 1,366.16	\$ 2,675.82	\$ (1,309.66)	\$ 22,106.35	\$ 32,110.00	\$ (10,003.65)

Walker Commons
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 58.25	\$ 144.00	\$ (85.75)	\$ 1,478.49	\$ 1,728.00	\$ (249.51)
Internet Service	0.00	69.91	(69.91)	819.40	839.00	(19.60)
Advertising	0.00	45.84	(45.84)	0.00	550.00	(550.00)
Water/Coffee Service	0.00	2.09	(2.09)	158.06	25.00	133.06
Office Supplies & Expense	190.04	291.66	(101.62)	3,853.60	3,500.00	353.60
Postage	100.49	54.16	46.33	785.17	650.00	135.17
Toner/Copier Expense	75.00	124.59	(49.59)	955.82	1,495.00	(539.18)
Office Furniture & Equipment Expe	0.00	166.66	(166.66)	428.99	2,000.00	(1,571.01)
Travel & Promotion	0.00	66.66	(66.66)	179.50	800.00	(620.50)
Training Expense	0.00	11.84	(11.84)	78.00	142.00	(64.00)
Credit Checking	89.00	66.66	22.34	228.00	800.00	(572.00)
Total Other Project Expenses	\$ 512.78	\$ 1,044.07	\$ (531.29)	\$ 8,965.03	\$ 12,529.00	\$ (3,563.97)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 15,000.00	\$ 15,000.00	\$ 0.00
Reporting / Partner Management F	625.00	625.00	0.00	7,500.00	7,500.00	0.00
Transfer - Reserves	933.34	933.34	0.00	11,200.08	11,200.00	.08
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.34	\$ 0.00	\$ 33,700.08	\$ 33,700.00	\$.08
Total Expenses	\$ 24,639.95	\$ 24,063.73	\$ 576.22	\$ 269,167.19	\$ 288,765.00	\$ (19,597.81)
Authorized Reserve - Other	\$ 0.00	\$ 16,666.66	\$ (16,666.66)	\$ 127,840.90	\$ 200,000.00	\$ (72,159.10)

1200 Park Avenue
December 2018

Variance report sent explaining budget differences and expenses.

Updates:

1200 Park Avenue currently has three vacancies. Staff has been working hard to fill units timely. Three recent move outs 12/26, 12/31 and 1/4. Applications in process.

The maintenance tech at Chico Commons is assisting with the unit turns.

Roof Replacement is pending scheduling, weather permitting.

Jasmine Quintanilla has joined the staff at 1200 Park Avenue as Property Manager. She is currently in training with Maria. Maria is scheduled for transfer to another location on January 22nd.

A designated smoking area has been identified and signage has been ordered regarding the conversion to Smoke Free. We are looking into a covering for the smoking area and pricing. The feedback on the change continues to be positive.

The end of year luncheon and potluck had a great turn out! Around 40 residents showed up to visit with their neighbors and enjoy the meal. Site staff served: hams, mashed potatoes, salad, fresh bread, drinks and deserts.



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AWI Management Corporation is an Equal Opportunity provider and employer.

Park Avenue
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 66,693.00	\$ 65,006.16	\$ 1,686.84	\$ 800,463.61	\$ 780,074.00	\$ 20,389.61
Vacancies	(889.00)	(963.41)	74.41	(17,518.00)	(11,561.00)	(5,957.00)
Rent Adjustments	(20.00)	0.00	(20.00)	(526.61)	0.00	(526.61)
Manager's Unit	(780.00)	(780.00)	0.00	(9,360.00)	(9,360.00)	0.00
Total Tenant Rent	\$ 65,004.00	\$ 63,262.75	\$ 1,741.25	\$ 773,059.00	\$ 759,153.00	\$ 13,906.00
Other Project Income:						
Laundry Income	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 9,500.75	\$ 12,000.00	\$ (2,499.25)
Interest Income	7.43	0.00	7.43	80.84	0.00	80.84
Restricted Reserve Interest Incom	11.71	4.16	7.55	92.69	50.00	42.69
Late Charges	0.00	0.00	0.00	979.62	0.00	979.62
Other Tenant Income	\$ 0.00	\$ 365.43	\$ (365.43)	\$ 3,849.60	\$ 4,385.00	\$ (535.40)
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,003.23	\$ 0.00	\$ 1,003.23
Other Project Income	\$ 2,019.14	\$ 1,369.59	\$ 649.55	\$ 15,506.73	\$ 16,435.00	\$ (928.27)
Total Project Income	\$ 67,023.14	\$ 64,632.34	\$ 2,390.80	\$ 788,565.73	\$ 775,588.00	\$ 12,977.73
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 7,540.83	\$ 12,537.59	\$ (4,996.76)	\$ 105,696.40	\$ 150,451.00	\$ (44,754.60)
Utilities (From Pg 2)	7,999.52	8,495.98	(496.46)	99,207.93	101,952.00	(2,744.07)
Administrative (From Pg 2)	7,472.85	8,326.59	(853.74)	86,581.88	99,919.00	(13,337.12)
Taxes & Insurance (From Pg 2)	1,907.27	1,302.00	605.27	19,014.61	15,624.00	3,390.61
Other Taxes & Insurance (Fr Page	1,611.44	3,134.34	(1,522.90)	24,934.15	37,612.00	(12,677.85)
Other Project Expenses	3,511.73	1,800.05	1,711.68	20,842.75	21,601.00	(758.25)
Total O&M Expenses	\$ 30,043.64	\$ 35,596.55	\$ (5,552.91)	\$ 356,277.72	\$ 427,159.00	\$ (70,881.28)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 25,956.27	\$ 25,918.07	\$ 38.20	\$ 288,292.11	\$ 311,017.00	\$ (22,724.89)
Managing General Partner Fees	\$ 1,028.75	\$ 1,028.75	\$ 0.00	\$ 55,623.46	\$ 12,345.00	\$ 43,278.46
Transfer - Reserves	2,675.00	2,675.00	0.00	32,100.00	32,100.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,660.02	\$ 29,621.82	\$ 38.20	\$ 376,015.57	\$ 355,462.00	\$ 20,553.57
Total Project Expenses	\$ 59,703.66	\$ 65,218.37	\$ (5,514.71)	\$ 732,293.29	\$ 782,621.00	\$ (50,327.71)
Net Profit (Loss)	\$ 7,319.48	\$ (586.03)	\$ 7,905.51	\$ 56,272.44	\$ (7,033.00)	\$ 63,305.44

Other Cash Flow Items:

Park Avenue
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (11.71)	\$ 0.00	\$ (11.71)	\$ (261,069.85)	\$ 0.00	\$ (261,069.85)
T & I Transfers	(1,305.85)	0.00	(1,305.85)	(12,482.60)	0.00	(12,482.60)
Operating Acct MMKT-FFB*	(6.58)	0.00	(6.58)	(40,077.80)	0.00	(40,077.80)
Cash - Payroll Control	0.00	0.00	0.00	(6,000.00)	0.00	(6,000.00)
Other Cash Changes	0.00	0.00	0.00	514,290.89	0.00	514,290.89
Security Acct-FFB	0.00	0.00	0.00	(35,603.00)	0.00	(35,603.00)
Security Deposits Held	300.00	0.00	300.00	(459.00)	0.00	(459.00)
Authorized Reserve - Other	0.00	(2,058.34)	2,058.34	0.00	(24,700.00)	24,700.00
Tenant Receivables	(149.00)	0.00	(149.00)	(1,455.26)	0.00	(1,455.26)
Other Receivables	2,116.58	0.00	2,116.58	(5,788.77)	0.00	(5,788.77)
Rental Assistance	0.00	0.00	0.00	2,690.23	0.00	2,690.23
Accounts Payable - Trade	2,663.03	0.00	2,663.03	8,880.21	0.00	8,880.21
Accrued Expenses	3,117.41	0.00	3,117.41	(22,528.08)	0.00	(22,528.08)
Accrued Mgmt Fee Payable	0.00	0.00	0.00	(102.94)	0.00	(102.94)
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	0.00	0.00	0.00
Accrued Property Taxes	190.69	0.00	190.69	0.00	0.00	0.00
Accrued Expenses Other	0.00	0.00	0.00	(12,131.00)	0.00	(12,131.00)
Prepaid Rents	0.00	0.00	0.00	(3,279.51)	0.00	(3,279.51)
Escheatment Liabilities	0.00	0.00	0.00	(183.00)	0.00	(183.00)
Other Notes Payable	5,665.38	0.00	5,665.38	12,986.59	0.00	12,986.59
Partner's Equity	0.00	0.00	0.00	(27,624.70)	0.00	(27,624.70)
Total Other Cash Flow Items	\$ 18,704.95	\$ (2,058.34)	\$ 20,763.29	\$ 110,062.41	\$ (24,700.00)	\$ 134,762.41
Net Operating Cash Change	\$ 26,024.43	\$ (2,644.37)	\$ 28,668.80	\$ 166,334.85	\$ (31,733.00)	\$ 198,067.85

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 0.00	\$ 166,334.85	\$ 166,334.85
Operating Acct MMKT-FFB*	0.00	40,077.80	40,077.80
Cash Transfers	514,540.89	0.00	(514,540.89)
Tax & Insurance-FFB	0.00	12,482.60	12,482.60
Security Acct-FFB	0.00	35,603.00	35,603.00
Repl Reserve-Berkadia Bank-IMP	0.00	293,169.85	293,169.85
Payables & Receivables:			
Accounts Payable - Trade	0.00	8,880.21	8,880.21
Rents Receivable - Current Tenants	972.00	1,827.00	855.00
Other Tenant Charges Receivable	0.00	575.00	575.00
Prepaid Rents	(3,279.51)	0.00	3,279.51

Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
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Park Avenue
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,571.51	\$ 4,103.34	\$ (1,531.83)	\$ 33,545.89	\$ 49,240.00	\$ (15,694.11)
Janitorial/Cleaning Supplies	103.39	930.25	(826.86)	2,011.28	11,163.00	(9,151.72)
Plumbing Repairs	0.00	503.75	(503.75)	798.00	6,045.00	(5,247.00)
Painting & Decorating	0.00	231.66	(231.66)	645.02	2,780.00	(2,134.98)
Repairs & Maintenance - Supply	578.89	69.75	509.14	4,849.41	837.00	4,012.41
Repairs & Maintenance - Contract	0.00	1,534.41	(1,534.41)	4,754.69	18,413.00	(13,658.31)
Grounds Maintenance	0.00	1,957.50	(1,957.50)	12,125.00	23,490.00	(11,365.00)
Elevator Maintenance & Contract	783.00	706.50	76.50	6,120.81	8,478.00	(2,357.19)
Pest Control Service	(230.00)	170.34	(400.34)	10,853.11	2,044.00	8,809.11
Fire/Alarm Services	1,361.43	731.25	630.18	7,908.68	8,775.00	(866.32)
Security Service	615.00	0.00	615.00	4,260.00	0.00	4,260.00
Capital Improvements - Other	19.31	625.00	(605.69)	1,129.75	7,500.00	(6,370.25)
Capital Improvements - Flooring	610.00	0.00	610.00	5,455.56	0.00	5,455.56
Capital Improvements - Appliance	0.00	0.00	0.00	856.52	0.00	856.52
Capital Improvements - HVAC Repl	0.00	0.00	0.00	3,354.65	0.00	3,354.65
Capital Improvements - Water Heat	464.55	0.00	464.55	1,931.79	0.00	1,931.79
Carpet Cleaning	292.09	173.66	118.43	2,102.09	2,084.00	18.09
HVAC Repairs	0.00	216.84	(216.84)	2,451.00	2,602.00	(151.00)
Cable Service	0.00	250.00	(250.00)	0.00	3,000.00	(3,000.00)
Tenant Services	371.66	333.34	38.32	543.15	4,000.00	(3,456.85)
Total Maint. & Operating Exp.	\$ 7,540.83	\$ 12,537.59	\$ (4,996.76)	\$ 105,696.40	\$ 150,451.00	\$ (44,754.60)
Utilities:						
Electricity	\$ 3,688.21	\$ 4,107.50	\$ (419.29)	\$ 49,319.27	\$ 49,290.00	\$ 29.27
Water	712.85	1,804.16	(1,091.31)	11,434.01	21,650.00	(10,215.99)
Sewer	2,458.86	1,804.16	654.70	29,506.32	21,650.00	7,856.32
Heating Fuel/Other	589.21	162.50	426.71	3,875.67	1,950.00	1,925.67
Garbage & Trash Removal	550.39	617.66	(67.27)	5,070.33	7,412.00	(2,341.67)
Other Utilities	0.00	0.00	0.00	2.33	0.00	2.33
Total Utilities	\$ 7,999.52	\$ 8,495.98	\$ (496.46)	\$ 99,207.93	\$ 101,952.00	\$ (2,744.07)
Administrative:						
Manager's Salary	\$ 3,773.26	\$ 4,420.00	\$ (646.74)	\$ 45,569.43	\$ 53,040.00	\$ (7,470.57)
Management Fees	3,211.59	3,231.59	(20.00)	36,077.13	38,779.00	(2,701.87)
Bad Debt Expense	88.00	175.00	(87.00)	(1,682.43)	2,100.00	(3,782.43)
Auditing	400.00	400.00	0.00	4,800.00	4,800.00	0.00
Legal	0.00	100.00	(100.00)	913.35	1,200.00	(286.65)
Other Administrative Expenses	0.00	0.00	0.00	904.40	0.00	904.40
Total Administrative Expense	\$ 7,472.85	\$ 8,326.59	\$ (853.74)	\$ 86,581.88	\$ 99,919.00	\$ (13,337.12)
Taxes & Insurance Reserve For:						
Special Assessments	\$ 190.69	\$ 25.00	\$ 165.69	\$ 434.54	\$ 300.00	\$ 134.54

Park Avenue
For the Month Ended December 31, 2018
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Property Insurance	\$ 1,716.58	\$ 1,277.00	\$ 439.58	\$ 18,580.07	\$ 15,324.00	\$ 3,256.07
Total Taxes & Insurance Expense	<u>\$ 1,907.27</u>	<u>\$ 1,302.00</u>	<u>\$ 605.27</u>	<u>\$ 19,014.61</u>	<u>\$ 15,624.00</u>	<u>\$ 3,390.61</u>
Other Taxes & Insurance:						
Payroll Taxes	\$ 468.73	\$ 917.91	\$ (449.18)	\$ 7,562.44	\$ 11,015.00	\$ (3,452.56)
Other Taxes, Fees & Permits	0.00	106.50	(106.50)	2,006.97	1,278.00	728.97
Bond Premiums	0.00	81.34	(81.34)	722.00	976.00	(254.00)
Worker's Compensation Insurance	446.97	834.84	(387.87)	5,310.03	10,018.00	(4,707.97)
Personnel Medical Insurance	695.74	1,193.75	(498.01)	9,332.71	14,325.00	(4,992.29)
Total Other Taxes & Insurance	<u>\$ 1,611.44</u>	<u>\$ 3,134.34</u>	<u>\$ (1,522.90)</u>	<u>\$ 24,934.15</u>	<u>\$ 37,612.00</u>	<u>\$ (12,677.85)</u>
Other Project Expenses						
Telephone & Answering Service	\$ 462.34	\$ 629.16	\$ (166.82)	\$ 5,675.40	\$ 7,550.00	\$ (1,874.60)
Internet Service	519.28	0.00	519.28	2,231.72	0.00	2,231.72
Advertising	0.00	62.50	(62.50)	25.00	750.00	(725.00)
Water/Coffee Service	47.17	0.00	47.17	660.07	0.00	660.07
Office Supplies & Expense	488.76	525.66	(36.90)	5,237.95	6,308.00	(1,070.05)
Postage	106.27	10.41	95.86	897.28	125.00	772.28
Toner/Copier Expense	710.23	130.66	579.57	2,628.60	1,568.00	1,060.60
Office Furniture & Equipment Expe	1,102.18	216.66	885.52	1,800.50	2,600.00	(799.50)
Travel & Promotion	0.00	183.34	(183.34)	695.00	2,200.00	(1,505.00)
Training Expense	0.00	41.66	(41.66)	572.23	500.00	72.23
Credit Checking	75.50	0.00	75.50	419.00	0.00	419.00
Total Other Project Expenses	<u>\$ 3,511.73</u>	<u>\$ 1,800.05</u>	<u>\$ 1,711.68</u>	<u>\$ 20,842.75</u>	<u>\$ 21,601.00</u>	<u>\$ (758.25)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 21,319.64	\$ 25,918.07	\$ (4,598.43)	\$ 255,835.68	\$ 311,017.00	\$ (55,181.32)
Managing General Partner Fees	\$ 1,028.75	\$ 1,028.75	\$ 0.00	\$ 55,623.46	\$ 12,345.00	\$ 43,278.46
Transfer - Reserves	2,675.00	2,675.00	0.00	32,100.00	32,100.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 25,023.39</u>	<u>\$ 29,621.82</u>	<u>\$ (4,598.43)</u>	<u>\$ 343,559.14</u>	<u>\$ 355,462.00</u>	<u>\$ (11,902.86)</u>
Total Expenses	<u>\$ 55,067.03</u>	<u>\$ 65,218.37</u>	<u>\$ (10,151.34)</u>	<u>\$ 699,836.86</u>	<u>\$ 782,621.00</u>	<u>\$ (82,784.14)</u>
Authorized Reserve - Other	\$ 0.00	\$ 2,058.34	\$ (2,058.34)	\$ 0.00	\$ 24,700.00	\$ (24,700.00)

Monthly Property Summary Report

75 Harvest Park Court

December 2018



HARVEST P A R K

CHICO, CA.

90 UNITS

TAX CREDIT

INCOME AND EXPENSE SUMMARY

Total Operating Income Actual/Month: \$75,267.39

Total Operating Income Budget/Month:	\$66,349.39
Total Operating Income Actual/YTD:	\$822,668.27
Total Operating Income Budget/YTD:	\$791,864.11
Total Operating Expenses Actual/Month:	\$51,602.32
Total Operating Expenses Budget/Month:	\$29,254.39
Total Operating Expenses Actual/YTD:	\$397,481.74
Total Operating Expenses Budget/YTD:	\$387,271.08
Total Net Operating Income Actual/Month:	\$23,665.07
Total Net Operating Income Budget/Month:	\$37,095.00
Total Net Operating Income Actual/YTD:	\$425,186.53
Total Net Operating Income Budget/YTD:	\$404,593.03

BUDGET VARIANCE REPORT

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

- 6522-0000** **Grounds Contract – Variance of \$1,650 due Nov and Dec service invoices hitting this month.**
- 6541-0000** **Maintenance Supplies - \$784 variance due to purchase of supplies to include \$450 in shower cartridges that are failing, other items are supplies where we will billing the residents for damages.**
- 6545-0000** **Repairs Contract General – Variance of \$1,112.00 due to a window replacement in one unit, and two entry door jamb repairs by vendor, the door jamb repairs will be charged back to the resident.**
- 6546-0000** **Repairs Contract Electrical – Variance of \$641 due to repairing/replacing 4 exterior lights that were out and troubleshooting a short in an AC.**
- 6532-0000** **Cleaning Contract – Variance of \$1,133 due to cleaning out two dryer vents and 2 carpets that were cleaned in units and repaired.**
- 6316-0000** **Travel/Mileage – Variance of \$509 due to year end mileage submittal for the year by staff YTD variance for the year of \$266**

6355-0001 Admin Fees – Variance due to AHDC 5 Star event, YTD variance of \$82 for the year.

6360-0000 Telephone – Variance of \$1,803 due to invoices for two months hitting in Dec and staff on call phone reimbursement.

SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

YTD Budgeted Capital Improvements / Cash Flow: \$20,101.51

YTD Actual Capital Improvements / Cash Flow: \$ 14,200

YTD Budgeted Capital Improvements / RR: * See Below

YTD Actual Capital Improvements / RR: * See Below

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

Description of Capital Improvements YTD:

Carpet Replacement: Unit 115,243 and 223,229,222,145, 210, living room unit 231

Washer replaced in unit 106,230 and 107

Fridge replaced in unit 223,203

Dishwasher Replaced in unit 203. 213

GENERAL PROPERTY ISSUES and HIGHLIGHTS

2018 was a much better year for Harvest Park than 2017, we ended the year beating the NOI budgeted amount by \$21,593.50, we turned over 25 apartments during the year but were able to keep ahead of our vacancy loss, the turns impacted our maintenance expenses but it was made up in vacancy loss savings.



GRIDLEY SPRINGS

December 2018

Property Status:

1. There continues to be 0 vacancies and NO notices to vacate.
2. Kevin (maintenance) has been doing a great job and has repaired all of the fence holes that people have cut out to be able to walk through the property from the empty field.
3. Devin and Kevin have been working diligently on getting the inoperable and abandoned cars removed from the property and have had them all removed.
4. We are currently doing a 100% file audit to ensure compliance in all areas.

Thank you!
Mac Upshaw

Income Statement
DHI GRIDLEY SPRINGS I
As of
December 31, 2018

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	10,688.00	22,969.00	(12,281.00)	41,299.48	68,906.50	(27,607.02)
Tenant Assistance Payments	0.00	0.00	0.00	11,152.12	0.00	11,152.12
Total Revenue	10,688.00	22,969.00	(12,281.00)	52,451.60	68,906.50	(16,454.90)
Apartment Vacancies	(146.00)	(289.00)	143.00	(5,764.00)	(866.25)	(4,897.75)
Total Vacancies	(146.00)	(289.00)	143.00	(5,764.00)	(866.25)	(4,897.75)
NET RENTAL REVENUE	10,542.00	22,680.00	(12,138.00)	46,687.60	68,040.25	(21,352.65)
Interest Income-Other Cash	5.55	15.00	(9.45)	43.94	45.00	(1.06)
Interest Income-Sec Deposits	0.20	2.00	(1.80)	0.53	6.00	(5.47)
Total Financial Revenue	5.75	17.00	(11.25)	44.47	51.00	(6.53)
Misc Tenant Charges/Damages & Cleaning	0.00	0.00	0.00	0.00	0.00	0.00
NSF and Late Fee Income	0.00	5.00	(5.00)	0.00	15.00	(15.00)
Laundry Revenue	265.25	207.00	58.25	987.13	621.00	366.13
Other Income/Application Fee	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	265.25	212.00	53.25	987.13	636.00	351.13
TOTAL REVENUE	10,813.00	22,909.00	(12,096.00)	47,719.20	68,727.25	(21,008.05)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	8.57	25.00	(16.43)	8.57	75.00	(66.43)
Credit Reports	0.00	0.00	0.00	334.79	0.00	334.79
Telephone & Answering Service	293.85	83.00	210.85	340.06	250.00	90.06
Postage and Mailing	69.32	0.00	69.32	69.32	0.00	69.32
Administrative Personnel	42.85	0.00	42.85	42.85	0.00	42.85
Office Supplies/Expenses	73.75	142.00	(68.25)	669.02	425.00	244.02
Management Fee	2,015.00	1,550.00	465.00	3,770.00	4,650.00	(880.00)
Manager Salaries	2,463.87	1,775.00	688.87	4,950.60	5,325.00	(374.40)
Education/Registration Fees	0.00	67.00	(67.00)	0.00	200.00	(200.00)
Legal Expense	0.00	55.00	(55.00)	0.00	165.00	(165.00)
Other Administrative Costs	0.00	250.00	(250.00)	0.00	750.00	(750.00)
Total Administrative Expenses	4,967.21	3,947.00	1,020.21	10,185.21	11,840.00	(1,654.79)
Utility Expenses						
Electricity	813.99	558.00	255.99	1,218.47	1,673.00	(454.53)
Water	183.59	500.00	(316.41)	705.20	1,500.00	(794.80)
Gas	87.03	63.00	24.03	87.03	187.75	(100.72)
Sewer	1,124.14	472.00	652.14	2,155.80	1,416.25	739.55
Garbage and Trash Removal	548.74	992.00	(443.26)	1,720.16	2,976.25	(1,256.09)
Total Utility Expenses	2,757.49	2,585.00	172.49	5,886.66	7,753.25	(1,866.59)
Operating & Maintenance Expense						
Rec Room Cleaning & Supplies	0.00	146.00	(146.00)	0.00	437.50	(437.50)
Clean and Repair Apartment	0.00	0.00	0.00	1,290.00	0.00	1,290.00
Exterminating Contract	200.00	0.00	200.00	200.00	0.00	200.00
Grounds Contract	1,000.00	1,083.00	(83.00)	3,000.00	3,250.00	(250.00)
Grounds Maintenance and Supplies	87.83	0.00	87.83	392.83	0.00	392.83
Maintenance Personnel	1,105.66	1,667.00	(561.34)	3,022.26	5,000.00	(1,977.74)
Repair Materials	42.84	208.00	(165.16)	748.73	625.00	123.73
Repair Contract/Vendor Labor	0.00	142.00	(142.00)	2,160.00	425.00	1,735.00
Electrical Repair and Supplies	112.50	0.00	112.50	423.52	0.00	423.52
HVAC Repair/Maintenance	0.00	0.00	0.00	546.24	0.00	546.24
Appliance Repair and Maintenance	0.00	0.00	0.00	120.31	0.00	120.31
Plumbing Repair and Supplies	0.00	0.00	0.00	845.83	0.00	845.83
Exterior Painting and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Interior Painting and Supplies	0.00	83.00	(83.00)	1,600.71	250.00	1,350.71
Gas, Oil and Mileage	27.73	0.00	27.73	479.26	0.00	479.26
Total Operating & Maint Expenses	2,576.56	3,329.00	(752.44)	14,829.69	9,987.50	4,842.19

Income Statement
DHI GRIDLEY SPRINGS I
As of
December 31, 2018

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	721.28	2,112.00	(1,390.72)
Payroll Taxes	474.07	502.00	(27.93)	1,029.10	1,507.00	(477.90)
Misc Taxes & Licenses	0.00	762.00	(762.00)	0.00	2,285.25	(2,285.25)
Property & Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Worker's Compensation	294.50	235.00	59.50	546.96	705.00	(158.04)
Health/Dental Insurance	0.00	686.00	(686.00)	0.00	2,058.00	(2,058.00)
Other Insurance	0.00	149.00	(149.00)	349.85	446.00	(96.15)
Total Taxes & Insurance Expenses	768.57	2,334.00	(1,565.43)	2,647.19	9,113.25	(6,466.06)
TOTAL EXPENSES	11,069.83	12,195.00	(1,125.17)	33,548.75	38,694.00	(5,145.25)
NET OPERATING INCOME (LOSS)	(256.83)	10,714.00	(10,970.83)	14,170.45	30,033.25	(15,862.80)
Interest & Finance Expense						
Mortgage Interest	1,309.66	0.00	1,309.66	2,621.62	0.00	2,621.62
Bank Fees	20.00	0.00	20.00	115.00	0.00	115.00
Total Interest & Finance Expense	1,329.66	0.00	1,329.66	2,736.62	0.00	2,736.62
OPERATING PROFIT (LOSS)	(1,586.49)	10,714.00	(12,300.49)	11,433.83	30,033.25	(18,599.42)
Replacements						
Roofing/Paving/Exterior Repair	0.00	60.00	(60.00)	0.00	180.00	(180.00)
Carpet/Flooring Replacement	0.00	0.00	0.00	4,186.00	0.00	4,186.00
Glass Replacement	800.69	0.00	800.69	800.69	0.00	800.69
Total Cost of Replacements	800.69	60.00	740.69	4,986.69	180.00	4,806.69
NET CASH FLOW FROM OPERATIONS	(2,387.18)	10,654.00	(13,041.18)	6,447.14	29,853.25	(23,406.11)



January 9, 2019

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

RE: CORDILLERA APARTMENTS

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended December 31, 2018. This statement is accompanied by the following financial reports for the Cordillera Apartments.

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

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

The total rental income for the month of December came to \$10,927.74 which was below budget by \$1,687.26. This variance was due to the unpaid rent. Total service income for the month came to \$471.38 and was over budget by \$70.38 as the property collected more in utilities income than anticipated. This brought the total December income to \$11,399.12 and \$1,616.88 lower than what was budgeted for the reasons stated above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$44.20 which was under the budget by \$182.80, due to less office supplies/forms being purchased and no resident activities. Total administrative expenses for the month were higher than budgeted at \$2,606.15, over budget by \$524.15 due to higher manager expenses. Total utility expenses came to \$1,761.63, which was below budget by \$544.37. The apartment turnover expenses were also below budget due to the current lack of any turnover activity.

Mr. Ed Mayer, Executive Director
Chico, California

January 9, 2019
Page 2

The total maintenance expenses of \$2,991.73 were higher than budget by \$1,201.73 due to labor and service costs. This brought the net operating income in lower than what was budgeted by \$2,435.59 at a total of \$3,995.41 for the reasons described above.

There were capital improvement costs for the month of December, a refrigerator for \$510.18 for unit 41 #2 and a sewer line repair for \$5,050.00, which brought the total to \$5,560.18. This brought the net project cash flow to a negative balance of \$1,564.77 which was lower than what was budgeted by \$7,995.77.

As you review the Cash Balance Summary on the Cash Flow Statement for December, you will see that the property ended the month with total cash on hand of \$14,100.56. Of that amount, \$3,000.00 is in the general checking account, \$11,090.25 in the general savings account and \$10.31 in the replacement reserve account.

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

Sincerely yours,

CORDILLERA APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

CORDILLERA APARTMENTS
2018 - 2019 PERFORMANCE REVIEW

CA08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	12142	11712	11065	11430	14576	11920	11848	11872	12906	12019	11183	11554	144,226
TOTAL INCOME 2014/15	13264	11964	11308	10500	9853	9942	10261	11854	13959	13236	12927	11227	140,293
TOTAL INCOME 2015/16	10964	11839	12711	13063	13605	13294	11700	11879	13338	12835	13897	12887	152,013
TOTAL INCOME 2016/17	12897	13454	13984	13050	14438	13207	12429	13965	13308	12985	13292	13451	160,459
TOTAL INCOME 2017/18	12573	11906	12640	13899	12945	12516	11735	13266	13415	12226	13295	11688	152,105
TOTAL INCOME 2018/19	13197	12635	11399										37,231
VARIANCE	624	728	-1241										112

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	-685	-1085	-685	-228	-128	-93	-1357	-731	-55	-685	-685	-685	-7,102
2014/15 VACANCY LOSS	-732	-376	0	-2,509	-3677	-2737	-2550	-1370	-611	0	0	1225	-13,337
2015/16 VACANCY LOSS	0	-695	-400	23	0	0	-348	-118	-701	-303	0	-45	-2,584
2016/17 VACANCY LOSS	0	0	0	0	0	0	0	0	0	0	0	0	0
2017/18 VACANCY LOSS	0	-1377	28	0	0	0	-660	-732	55	0	0	0	-2,687
2018/19 VACANCY LOSS	0	0	0										0
VARIANCE	0	1377	-28										1,350

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	-1762	-188	-179	-1539	1407	-637	598	0	-250	0	0	-420	-2,971
2014/15 UNPAID RENTS	493	-1190	-2278	588	1301	1	-11	-554	85	475	432	-2162	-2,822
2015/16 UNPAID RENTS	-1094	-302	205	-16	823	-1640	-142	-1307	1698	-66	-430	135	-2,137
2016/17 UNPAID RENTS	-275	-550	-95	512	1220	-18	-755	605	-83	-305	-522	55	-211
2017/18 UNPAID RENTS	-911	-840	-2043	1030	-665	-910	-860	-433	-406	-956	-1112	-2161	-10,267
2018/19 UNPAID RENTS	-1260	-1267	-2794										-5,321
VARIANCE	-349	-426	-751										-1,526

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	10653	11934	13419	6836	6025	5393	8312	8774	12084	5946	11078	5747	106,201
2014/15 TOTAL OPER. EXP.	9777	7662	8765	7841	8345	13740	6859	6171	14768	7212	6035	10136	107,310
2015/16 TOTAL OPER. EXP.	7689	6815	13468	10215	5574	8094	11930	9206	11314	8233	7254	8134	107,925
2016/17 TOTAL OPER. EXP.	6951	6078	7857	6823	6924	6880	11809	5761	4565	6685	7877	5482	83,693
2017/18 TOTAL OPER. EXP.	4727	8499	10532	8417	6199	4874	12195	9040	6518	6729	7753	6972	92,454
2018/19 TOTAL OPER. EXP.	8341	6123	7404										21,868
VARIANCE	3614	-2375	-3128										-1,890

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	1489	-222	-2354	4595	8551	6527	3535	3098	822	6073	104	5766	37,985
2014/15 TOTAL NOI	3487	4302	2543	2659	1508	-3798	3402	5682	-810	6024	6893	1090	32,983
2015/16 TOTAL NOI	3275	5025	-757	2848	8031	5201	-230	2673	2023	4601	6643	4753	44,087
2016/17 TOTAL NOI	5946	7376	6127	6227	7514	6328	619	8204	8743	6300	5414	7969	76,767
2017/18 TOTAL NOI	7846	3408	2108	5482	6746	7643	-460	4226	6897	5497	5542	4716	59,650
2018/19 TOTAL NOI	4857	6512	3995										15,364
VARIANCE	-2990	3104	1887										2,001

MEMO

Date: January 11, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – “Other Properties”

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

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

Locust Apartments, Chico (12 units, Family, Owner: HACB, PM: RSC Assoc.) The property has no vacancies. Please find the RSC monthly owners report.

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

Gridley Springs II, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancies. Sacramento-based Sackett Corporation has assumed responsibility for property management, replacing the outgoing CBM Group. Please find the Sackett Corporation’s Owner’s report following.

2131 Fogg Ave, Oroville – (1 unit, Family, Owner: HACB, PM: HACB) This single family “Demo” house is occupied. Tree trimming and removals are scheduled for the first quarter of 2019. This property was submitted to FEMA for consideration as a possible site for placement of FEMA’s Manufactured Housing Units (MHU’s) but at this time it does not look like this will transpire as FEMA has other larger sites in mind.

January 8, 2019

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

RE: 1519 LOCUST STREET APARTMENTS

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended December 31, 2018. This statement is accompanied by the following financial reports for the 1519 Locust Street Apartments.

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

1519 Locust Street Apartments ended the month of December with no vacant units as the property had no move-outs or move-ins.

The total rental income for the month of December came to \$6,268.00 which was higher than the budgeted figure of \$6,167.00 by \$101.00, due to prepaid rents and no unpaid rents. Service income totaled \$56.91 which was lower than the budget of \$77.00, due to lower laundry income. This brought the December total income to \$6,324.91 and \$80.91 higher than what was budgeted, for the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses came to \$25.76 which was less than budget by \$179.24 as the property had lower than expected referral fees and resident activities. Total administrative expenses were \$611.12, less than budget by \$49.88 with most line items at or below budget. The utility expenses for the month came to \$1,197.38

Mr. Ed Mayer, Executive Director
Chico, California

January 8, 2019
Page 2

which was \$447.38 over budget as the sewer and water expenses came in higher. There were no apartment turnover expenses for the month. Total maintenance expenses for the month came to \$1,131.85, which was \$703.15 under budget due to lower maintenance costs. After the monthly insurance cost of \$75.00, the net operating income came to \$3,283.80 which was \$1,065.80 higher than the budget. There were no capital improvement costs for the month. This brought your net project cash flow to \$3,283.80 and better than budget by \$2,915.80.

As you review the Cash Balance Summary on the Cash Flow, you will see that the property ended the month with total cash on hand of \$27,759.03. Of that amount, \$3,000.00 is in the general checking account with \$22,077.03 in the general savings and \$2,682.00 in the financial reserve account. This balance reflects a \$9,000.00 distribution from the general savings account.

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

Sincerely yours,

1519 LOCUST STREET APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

January 9, 2019

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

RE: 29 EVANSWOOD CIRCLE, OROVILLE

Dear Ed:

Please find enclosed for your review the following financial information for the month ending December 31, 2018, for 29 Evanswood Circle.

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

29 Evanswood Circle remained fully occupied for the month of December with no move-outs, move-ins, or tenant notices. The total income for the month was \$950.00 with no unpaid rent.

Moving on to the expenses, the total renting expenses came in at \$5.99 for the month which was over budget by \$.99. The total administrative expenses were \$231.07, meeting budget. Administrative expenses included \$95.07 for the management fee and \$136.00 in homeowner association dues. Utility expenses for the month were \$47.05, under the budget by \$10.95 due to lower costs. The property had no maintenance expenses in December. This brought the net operating income to \$666.58, over budget by \$265.58, due to no maintenance expenses. There were no capital improvements this month.

As you review the Cash Balance Summary on the bottom of Page 1 of the Cash Flow Statement for December, you will note that the property ended the month with total cash on hand of \$29,424.54. Of that amount, \$28,524.54 is in the general checking account and \$900.00 in the deposit checking account.

Mr. Ed Mayer, Executive Director
Chico, California

January 9, 2019
Page 2

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

Sincerely yours,

29 EVANSWOOD CIRCLE



Richard Gillaspie
Property Manager

RG:ph
Enclosures



GRIDLEY SPRINGS

December 2018

Property Status:

1. There continues to be 0 vacancies and NO notices to vacate.
2. Kevin (maintenance) has been doing a great job and has repaired all of the fence holes that people have cut out to be able to walk through the property from the empty field.
3. Devin and Kevin have been working diligently on getting the inoperable and abandoned cars removed from the property and have had them all removed.
4. We are currently doing a 100% file audit to ensure compliance in all areas.

Thank you!
Mac Upshaw

Income Statement
HACB GRIDLEY SPRINGS II
As of
December 31, 2018

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	12,485.14	15,806.00	(3,320.86)	44,180.00	47,418.00	(3,238.00)
Tenant Assistance Payments	0.00	0.00	0.00	2,318.00	0.00	2,318.00
Total Revenue	12,485.14	15,806.00	(3,320.86)	46,498.00	47,418.00	(920.00)
Apartment Vacancies	0.00	(316.00)	316.00	(1,956.00)	(948.36)	(1,007.64)
Total Vacancies	0.00	(316.00)	316.00	(1,956.00)	(948.36)	(1,007.64)
NET RENTAL REVENUE	12,485.14	15,490.00	(3,004.86)	44,542.00	46,469.64	(1,927.64)
Interest Income-Other Cash	1.75	0.00	1.75	4.45	0.00	4.45
Interest Income-Sec Deposits	0.24	0.00	0.24	0.60	0.00	0.60
Total Financial Revenue	1.99	0.00	1.99	5.05	0.00	5.05
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	375.00	(375.00)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	42.00	(42.00)	0.00	125.00	(125.00)
Laundry Revenue	112.25	17.00	95.25	311.51	50.00	261.51
Total Other Revenue	112.25	184.00	(71.75)	311.51	550.00	(238.49)
TOTAL REVENUE	12,599.38	15,674.00	(3,074.62)	44,858.56	47,019.64	(2,161.08)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	6.43	20.00	(13.57)	6.43	62.50	(56.07)
Credit Reports	0.00	0.00	0.00	23.05	0.00	23.05
Telephone/Answering Service	293.85	0.00	293.85	337.91	0.00	337.91
Postage and Mailing	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Expense/Office Personnel	32.15	0.00	32.15	32.15	0.00	32.15
Office Supplies/Expenses	34.42	292.00	(257.58)	428.38	875.00	(446.62)
Management Fee	1,080.00	960.00	120.00	2,025.00	2,880.00	(855.00)
Manager Salaries	1,152.08	1,342.00	(189.92)	3,017.35	4,025.00	(1,007.65)
Legal Expense	0.00	42.00	(42.00)	0.00	125.00	(125.00)
Auditing Fees	0.00	3,500.00	(3,500.00)	0.00	3,500.00	(3,500.00)
Other Administrative Costs	0.00	67.00	(67.00)	0.00	200.00	(200.00)
Total Administrative Expenses	2,598.93	6,223.00	(3,624.07)	5,870.27	11,667.50	(5,797.23)
Utility Expenses						
Electricity	135.74	250.00	(114.26)	427.96	750.00	(322.04)
Water	207.84	375.00	(167.16)	663.03	1,125.00	(461.97)
Gas	144.39	83.00	61.39	170.64	250.00	(79.36)
Sewer	807.58	808.00	(0.42)	1,614.57	2,425.00	(810.43)
Garbage and Trash Removal	450.18	458.00	(7.82)	1,449.10	1,375.00	74.10
Total Utility Expenses	1,745.73	1,974.00	(228.27)	4,325.30	5,925.00	(1,599.70)
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	590.00	0.00	590.00
Exterminating Contract	700.00	0.00	700.00	700.00	0.00	700.00
Grounds Contract	950.00	0.00	950.00	2,850.00	0.00	2,850.00
Grounds Maintenance and Supplies	0.00	0.00	0.00	140.00	0.00	140.00
Maintenance Personnel	829.34	1,358.00	(528.66)	2,301.61	4,075.00	(1,773.39)
Repair Materials	18.17	2,450.00	(2,431.83)	341.87	7,350.00	(7,008.13)
Repair Contract/Vendor Labor	0.00	2,517.00	(2,517.00)	2,830.00	7,550.00	(4,720.00)
Electrical Repair and Supplies	0.00	0.00	0.00	71.47	0.00	71.47
HVAC Repair/Maintenance	0.00	458.00	(458.00)	0.00	1,375.00	(1,375.00)
Appliance Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Plumbing Repair and Supplies	7.49	0.00	7.49	7.49	0.00	7.49
Interior Painting and Supplies	0.00	0.00	0.00	1,292.43	0.00	1,292.43
Gas, Oil and Mileage	27.73	0.00	27.73	328.40	0.00	328.40
Total Operating & Maint Expenses	2,532.73	6,783.00	(4,250.27)	11,453.27	20,350.00	(8,896.73)

Income Statement
HACB GRIDLEY SPRINGS II
As of
December 31, 2018

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	289.35	318.00	(28.65)	705.68	954.50	(248.82)
Property & Liability Insurance	0.00	150.00	(150.00)	0.00	450.00	(450.00)
Worker's Compensation	166.27	384.00	(217.73)	355.62	1,151.00	(795.38)
Health/Dental Insurance	0.00	686.00	(686.00)	0.00	2,058.00	(2,058.00)
Other Insurance	0.00	8.00	(8.00)	0.00	25.00	(25.00)
Total Taxes & Insurance Expenses	455.62	1,546.00	(1,090.38)	1,061.30	4,638.50	(3,577.20)
TOTAL EXPENSES	7,333.01	16,526.00	(9,192.99)	22,710.14	42,581.00	(19,870.86)
NET OPERATING INCOME (LOSS)	5,266.37	(852.00)	6,118.37	22,148.42	4,438.64	17,709.78
Interest & Finance Expense						
Mortgage Interest	468.00	0.00	468.00	1,405.70	0.00	1,405.70
Bank Fees	20.00	0.00	20.00	75.00	0.00	75.00
Total Interest & Finance Expense	488.00	0.00	488.00	1,480.70	0.00	1,480.70
OPERATING PROFIT (LOSS)	4,778.37	(852.00)	5,630.37	20,667.72	4,438.64	16,229.08
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Carpet/Flooring Replacement	0.00	0.00	0.00	1,628.15	0.00	1,628.15
Total Cost of Replacements	0.00	0.00	0.00	1,628.15	0.00	1,628.15
NET CASH FLOW FROM OPERATIONS	4,778.37	(852.00)	5,630.37	19,039.57	4,438.64	14,600.93

Date: 1/1/2019

MEMO

To: Board of Commissions

From: Bow Lee, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for December 2018

Program Statistics for Period Ending	12/1/2018	12/1/2017
Number of participants as of last day of the month	39	43
Number of Orientation Briefings	2	1
Number of signed contracts	2	0
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	1	0
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	32	31
Number of participants with new employment (YTD)	17	15
Number of participants with escrow accounts	28	30
Number of participants currently escrowing	23	26
Amount disbursed from escrow account	\$5,541.51	\$0.00
Balance of Escrow Account	\$121,690.76	\$83,568.10

FSS FY 2017 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2018)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	39
Number of FSS participants identified as a person with disabilities	7
Number of FSS participants employed	28
Number of FSS participants enrolled in higher/adult education	5
Number of FSS participants enrolled in school and employed	4
Number of FSS families receiving cash assistance	6
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	7
Number of FSS families moved to non-subsidized housing	11
Number of FSS families moved to home-ownership	0

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

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	1/19 Enrollment	1/19 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/18 - 9/30/19	\$39,360.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	2	\$1,220.00	\$33,650.00
SEARCH Samaritan Bonus	7/1/18 - 6/30/19	\$34,992.00	BCBH	BCBH	4	Unaccompanied adults, chronically homeless with SMI	Chico	3	\$3,169.00	\$22,604.00
SEARCH II - SHP	7/1/18 - 6/30/19	\$43,740.00	BCBH	BCBH	5	Unaccompanied adults with serious mental health disability	Chico	3	\$2,110.00	\$23,155.00
SEARCH III- SHP	7/1/18- 6/30/19	\$26,244.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	3	\$1,721.00	\$13,972.00
LINK PHB	7/1/18- 6/30/19	\$26,244.00	BCBH	BCBH	3	Unaccompanied youth, ages 18-24,chronically homeless with SMI	Chico	2	\$1,166.00	\$16,352.00
SEARCH II - PHB	7/1/18- 6/30/19	\$26,244.00	BCBH	BCBH	3	Unaccompanied adults, chronically homeless with SMI	Chico	3	\$1,607.00	\$14,502.00
City of Chico - LGP	7/1/18 - 6/30/19	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	1	\$1,500.00	\$7,500.00
City of Chico - TBRA	7/1/18 - 6/30/19	\$115,000.00	City of Chico	SSA	35	Low-income, under case management with self-sufficiency plan	Chico	8	\$4,556.00	\$69,588.00
BHHAP/Security Deposit	7/1/18 - 6/30/19	\$2,225.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$2,225.00
BHHAP/ASOC	7/1/18 - 6/30/19	\$10,434.00	BCBH	BCBH	10	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$605.00	\$5,186.00
Landing Place	5/1/18 - 4/30/19	\$25,632.00	HACB	YFC	4	Transitional Age Youth with homelessness eligibility	Chico	4	\$1,199.00	\$13,497.00
Totals		\$359,115.00			85			31	\$18,853.00	\$222,231.00

Acronym Legend

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



Butte Countywide Homeless Continuum of Care

STAFF REPORT

To: CoC Council
From: Jennifer Griggs
Re: Update on CoC Coordinator Activities for December

The CampFire required some changes in the CoC coordinator role. During the month, I :

- Attended VOAD Meeting for Long and Short term housing

- Attended City Council Meetings

- Attended County Task Force Meetings on Housing

- Worked with DESS to submit the HEAP application for CA-519 to the State

- Met with Shelby Boston and DESS to talk about next steps with DESS being part of the CES/HMIS

- Was the Lead communicator with the MASTT at Red Cross Shelter and the CoC and other organizations

- Wrote the Draft of the CESH RFP to be reviewed and hopefully released to the public

- Hired 2 temp positions:

 - Javi – Housing Locator

 - Missy – Housing Case Worker – Stationed at the Red Cross Shelter

- Continued to explore ideas and options for low barrier shelters in our community

- Unsuspected the HEAP application process, application were due Jan 8

- HUD Snaps office sent our TA (Technical Assistance)

 - David, Joel and Melody

 - Learning a great deal on CoC Process normally

 - CoC Process during a disaster

Each day presented new challenges and new opportunities for learning and helping our community heal.

The work goes on each day. I would be happy to speak with anyone about the job and how it has changed as a result of the campfire.



IRS issues standard mileage rates for 2019

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Notice-2019-02](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of [Rev. Proc. 2010-51](#).

[Notice 2019-02](#), posted today on [IRS.gov](#), contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 14-Dec-2018

January 11, 2019

Memo

To: HACB Board of Commissioners
From: Tamra C. Young, Administrative Operations Director
Subject: Resolution No. 4726 – 2019 Section 8 Payment Standards

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

In September 2018, based upon a Market Survey and 2019 HUD FMRs, HACB revised the Payment Standards. In response to the Camp Fire and its effect on the rental market in our community, we are recommending that all Payment Standards be increased to 100% of FMR. We are not recommending a change to zero-, three- and four-bedrooms in Glenn County, as they were already set above 100%. The table below shows staff's recommendations for Payment Standards.

This recommendation is based on increasing costs of rental housing in the community and keeping as many dollars locally as possible. The HACB is committed to assisting as many families as possible, while doing our best to protect Section 8 budget renewal funding.

Please note: This item is included the Board packet to allow Board action, as necessary, next Thursday. However, a final recommendation at the meeting is pending work to be completed to further analyze local market conditions between today's memo and the day of the actual meeting.

2019 FMR's and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2019 HUD FMR	\$808	\$894	\$1,144	\$1,654	\$1,921
% FMR	91%	91%	91%	91%	91%
Current Butte County 2019 Payment Standard	\$735	\$810	\$1,040	\$1,500	\$1,740
% FMR	100%	100%	100%	100%	100%
Proposed Butte County 2019 Payment Standard	\$808	\$894	\$1,144	\$1,654	\$1,921
<i>Difference</i>	<i>\$73</i>	<i>\$84</i>	<i>\$100</i>	<i>\$154</i>	<i>\$181</i>
Glenn County – 2019 HUD FMR	\$569	\$632	\$836	\$1,047	\$1,130
% FMR	103%	96%	98%	102%	103%
Current Glenn County 2019 Payment Standard	\$585	\$605	\$820	\$1,071	\$1,160
% FMR	103%	100%	100%	102%	103%
Proposed Glenn County 2019 Payment Standard	\$585	\$632	\$836	\$1,071	\$1,160
<i>Difference</i>	<i>\$0</i>	<i>\$27</i>	<i>\$16</i>	<i>\$0</i>	<i>\$0</i>

Recommendation: Adoption of Resolution No. 4726.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4726

CAMP FIRE DISASTER ADJUSTMENT TO 2019 PAYMENT STANDARDS
FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

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

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

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

WHEREAS, HACB, by means of Resolution No. 4708, adopted its 2019 Section 8 Payment Standards; and

WHEREAS, the Camp Fire Disaster has impacted the area rental markets, necessitating adjustment to the 2019 Section 8 Payment Standards considering HCV program budget authority and obligations, as well as its Rent Reasonableness database regarding rent burdens in the two (2) jurisdictional areas:

WHEREAS, the HACB had determined that Payment Standards for 2019, as adjusted in accordance with the following table, are in the best interest of the HACB, its Section 8 HCV programs, and its HCV program participants;

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

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

Dated: January 17, 2019.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary

January 11, 2019

MEMO

To: Board of Commissioners
From: Ed Mayer, Executive Director
Subject: Gridley Farm Labor Housing
Architectural Contract

The HACB is ready to initiate its architectural contract supporting continuing rehabilitation of the Gridley Farm Labor Housing project. Phase Ia and Ib design and construction work was completed during the first phase of the Gridley Farm Labor Housing Modernization Project. This architectural contract will include the work necessary to assume the role of architect of record for the Gridley Farm Labor Housing Modernization project and complete construction documentation and construction administration for Phases II and III.

The architectural team, HMR Architects, Inc., has been determined through procurement to be the team most responsive to the HACB's Request for Qualifications-based selection process, and the most qualified to perform the rehabilitation work. Through the procurement, process four architectural teams responded, and two teams were interviewed. HMR Architects, Inc. brings experience with USDA-RD projects, a team approach to design, and a construction management team of adequate size and structure to administer this project.

The HACB is negotiating the scope-of-work and compensation with HMR Architects, Inc. for the continued design, bidding, and construction of Phase II and III work. The final negotiated contract will be completed by January 16, 2019 and will be presented to the board at this meeting. This contract will be subject to final USDA-RD approval.

The HACB has secured \$6 million in grant funds from USDA-RD for the completion of Phase II and III rehabilitation work. Time is of the essence to complete Phase II & III work as future grant allocations for continued phases of rehabilitation depends on timely use of existing grant funds.

Staff believes this agreement to be the best possible given the extremely urgent timing of this project and the unique size and structure of HMR Architects, Inc. to perform this work.

Staff recommends adoption of Resolution No. 4727.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4727

AUTHORIZATION TO ENTER INTO CONTRACT WITH
HMR ARCHITECTS, INC.
TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES ON BEHALF OF
REHABILITATION OF THE GRIDLEY FARM LABOR HOUSING PROPERTY

WHEREAS, the Housing Authority of the County of Butte (HACB) owns and operates the 130-unit Gridley Farm Labor Housing property, 850 East Gridley Road, under contract with the United States Department of Agriculture (USDA); and

WHEREAS, the Gridley Farm Labor Housing property requires substantial renovation and improvement to its infrastructure and structures to ensure continued operation into the future as affordable housing benefitting low-income farm labor households; and

WHEREAS, the HACB has solicited qualifications from architectural teams to design the physical improvements necessary to facilitate renovation of the property; and

WHEREAS, the architectural team represented by HMR Architects, Inc. has been determined to be the most qualified offeror to undertake production of the design necessary to renovate the property; and

WHEREAS, the HACB has negotiated a contract for provision of architectural services to advance the interests of the property's renovation Phases II and II; and

WHEREAS, the HACB has determined the proposed contract, completed January 16, 2019, is in the best interest of the HACB, the Gridley Farm Labor Housing property and its residents; and

WHEREAS, HACB policy requires Board of Commissioner approval of all contracts whose compensation is greater than \$50,000.00; and

WHEREAS, by means of Farm Labor Housing program reserves, grant funds both secured and pending, and general reserve funds of the HACB, the obligated costs associated with the architectural contract proposed for the Gridley Farm Labor Housing property are available to assure compensation under the agreement;

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 HMR Architects, Inc., in the amount of _____ (\$.00), for provision of architectural services on behalf of renovation of the Gridley Farm Labor Housing property Phases II and III.

Dated: January 17, 2019

Kate Anderson, Chair

ATTEST:

Edward S. Mayer, Secretary

MEMO

Date: January 11, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Gridley Farm Labor Housing – Well Water 1,2,3 Trichloropropane Contamination

Regulation:

The State of California Water Resource Control Board, Division of Drinking Water, implemented new well water regulations in January 2018 for Community and Nontransient-Noncommunity Water Systems in the State of California. The new well water regulations establish testing requirements for the presence of 1,2,3 Trichloropropane (TCP) on a quarterly basis, establishing a maximum concentration level (MCL) based on the running annual average (RAA) method at .000005 mg/L, which is 5 parts per trillion (ppt)

Background:

1,2,3 TCP is a synthetic chemical that is commonly used as an industrial solvent, cleaning and degreasing agent, and paint and varnish remover. In California's Central Valley, widespread TCP contamination was caused by now-banned fumigants, which were used to kill nematodes (small worms that live in the soil). When applied to the soil, TCP leaches from the deeper soil to groundwater. When DBCP was banned in 1977 by the EPA, it was commonly used on over 40 crops in California. Unfortunately, TCP is persistent in the environment, and as of November 2017, **395 of the 5863 wells used by public water supplies had levels of TCP that exceeded the California regulatory limit.** When looking at a map of contaminated wells, you will see a strip right up the center of California from south of Bakersfield to Sacramento with some prominent outliers in Los Angeles, San Diego, Salinas, San Jose, San Francisco, and Chico counties.

Current Situation:

The Gridley Farm Labor Housing (GFLH) property has two wells; Well 001 East, "Standby" Well, and Well 003, "New", which is the primary well.

Well 001 East "Standby" tested over the MCL for 1,2,3 TCP earlier this year. This well was reclassified from a backup well to a standby well earlier this year. The "standby" well designation means that this well can only be used for emergency purposes. Emergency Purposes limits the well use to 5 days in a row and a maximum of 15 days per year. The "Standby" designation for this well keeps this well in compliance with the 1,2,3 TCP regulation.

Well 003, "New," through the first two quarters of 1,2,3 TCP testing had no detected 1,2,3 TCP. During the third and fourth quarters, Well 003 "New," Primary reported 1,2,3 TCP detection levels which have brought the RAA for this well over the MCL for the year and have triggered the issuance of a compliance order.

Next Steps:

Due to the RAA for both FLH wells exceeding the 1,2,3 TCP MCL, the GFLH Water System has become out of compliance with the 1,2,3 TCP regulation. The GFLH Public Water System has received a compliance order from the Butte County Public Health Division of Environment Health. GFLH Public Water System has taken the first steps required for this order through the issuance of public notice to all consumers of the water system (see attached notices), and has made provisions to provide bottled water for all consumers of the water system for the purposes of drinking and cooking.

Due to the relatively new testing procedures and the extremely sensitive nature of 1,2,3 TCP testing, two independent third party testing firms have been hired to test the water for the presence of 1,2,3 TCP. This is being accomplished to confirm the validity of test samples previously taken. These test results are still pending at this time.

We have met with Butte County Public Health Division of Environment Health, and the State of California Water Resource Control Board, Division of Drinking Water regarding this matters and have been informed that the GFLH water system will need to comply with this order and that there is not an approved method at this time for appealing individual test results.

We have made available for your review the Compliance Order Dates which list the action items that the GFLH Water System must take within the next year.

More information regarding this matter will be available for discussion at the Board of Commissioners meeting.

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Este informe contiene información muy importante sobre su agua potable.
Tradúzcalo o hable con alguien que lo entienda bien.

Gridley Farm Labor Housing May Have Levels of 1,2,3-Trichloropropane Above the Drinking Water Standard

Our water system recently exceeded a State drinking water standard. Although this is not an emergency, as our customers, you have a right to know what you should do, what happened, and what we are doing to correct this situation.

We routinely monitor our wells for the presence of drinking water contaminants. Water sample results from September 7 and 28, 2018 showed the presence of 1,2,3-trichloropropane (1,2,3-TCP) at an average level of 0.007888 micrograms per liter (ug/l). This is above the State standard, or maximum contaminant level (MCL), of 0.005 micrograms per liter.

What should I do?

- **You do not need to use an alternative water supply (e.g., bottled water).**
- **This is not an emergency.** If it had been, you would have been notified immediately. However, *some people who drink water containing 1,2,3-TCP in excess of the MCL over many years may have an increased risk of getting cancer.*
- If you have other health issues concerning the consumption of this water, you may wish to consult your doctor.

What happened? What is being done?

Gridley Farm Labor Housing is working with Butte County Environmental Health (BCEH) and the State Water Resources Control Board, Division of Drinking Water, to address the presence of 1,2,3-TCP. With an abundance of caution, consumers can be provided bottled water for consumption (drinking / food preparation, only) purposes upon request; please contact the Office. The solution may involve the installation of a treatment system that will remove the chemical from the drinking water. The health and safety of our consumers is our top priority. We will keep you updated as we get closer to a solution.

For more information, please contact Juan Meza (530) 895-4474 ext. 254 and/or Amanda Aguiar of BCEH at (530) 552-3853.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this public notice in a public place or distributing copies by hand or mail.

Secondary Notification Requirements

Upon receipt of notification from a person operating a public water system, the following notification must be given within 10 days [Health and Safety Code section 116450(g)]:

- **SCHOOLS:** Must notify school employees, students, and parents (if the students are minors).
- **RESIDENTIAL RENTAL PROPERTY OWNERS OR MANAGERS** (including nursing homes and care facilities): Must notify tenants.
- **BUSINESS PROPERTY OWNERS, MANAGERS, OR OPERATORS:** Must notify employees of businesses located on the property.

This notice is being sent to you by Housing Authority of the County of Butte, owner, Gridley Farm Labor Housing, 850 East Gridley Road, Gridley, CA.

State Water System ID#: 04-00012. Date distributed: 01/10/19.

GRIDLEY FARM LABOR HOUSING

PUBLIC WATER SYSTEM

Butte County Public Health Division of Environmental Health
Public Water System 0400012
Compliance Order Number: 01_34_18R_001_0400012_01_A1
Noncompliance of 1, 2, 3 TCP MCL Violation

Compliance Order Dates:

December 28, 2018	Issuance Date of Compliance Order
January 10, 2019	Public Notifications <u>Appendix 2</u> issuance to all customers of the water system shall be complete. "Certification of Completion of Public Notification," <u>Appendix 3</u> due within 10 days of issuance of public notifications to Butte County Public Health Division of Environmental Health. Notifications and certifications must be reissued every three months thereafter. Provide Bottled water, ect.
January 28, 2019	Petition for reconsideration due at State Water Board by 5:00pm
January 31, 2019	"Notification of Receipt of Compliance Order" <u>Appendix 5</u> due to Butte County Public Health Division of Environmental Health
April 2, 2019	Corrective action plan due to Butte County Public Health Division of Environmental Health
July 1, 2019	"Quarterly Report of Corrective Action Plan Compliance," <u>Appendix 4</u> due. Must be resubmitted every 3 months thereafter to Butte County Public Health Division of Environmental Health
January 3, 2020	System must be compliant. Must demonstrate within 10 days of this compliance deadline to the division that the water system complies with the 1, 2, 3 TCP MCL. Must notify division in writing no later than (5) days prior to this compliance deadline if the water system anticipates that the water system will not timely meet such performance deadline.

January 11, 2019

MEMO

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: "What Home Means to Me" Poster Contest

You will be asked to judge this year's Housing Authority entries to the national NAHRO "What Home Means to Me" poster contest. You will be judging entries submitted by children of Gridley Farm Labor Housing, via Mi CASA.

Entries are made in three categories: elementary, middle school, and high school levels. Winning posters will be sent on to the NorCal NAHRO conference in Napa, for judging amongst winning posters from other regional housing authorities. Winners from Napa will go to NAHRO's national contest which will judge winning entries from each of the nation's nine regions.

January 11, 2019

MEMO

To: HACB Board of Commissioners

From: Sue Kemp, Finance Director

Subject: Unfunded Pension Liability Trust Account

The HACB has a CalPERS Unfunded Pension Liability (UPL) of \$3.3 million. In order to stabilize future Unfunded Actuarial Liability (UAL) Payments, an Actuarial Study was conducted to illustrate various scenarios using a Section 115 Trust as an investment vehicle to increase earnings to meet fluctuating annual UAL Payments. The Board approved the PARS Section 115 Trust account to be seeded with a \$2 million deposit to meet a pay down amortization period of sixteen (16) years.

The investment advisor recommended phasing in the purchase of investments to hedge market fluctuations. \$1 million was deposited on August 12, 2018 and the second \$1 million has yet to be deposited. The stock market has been somewhat volatile and the original \$1 million has decreased in value by \$16,000 in value since August. However, investments should be considered over the long term, with the fund projected to increase over time to meet the HACB long range investment goals.

Based upon available cash in relation to liabilities, the second \$1 million deposit is recommended to be paid with Section 8 Administrative Fee Reserves.

Fund	Accr. Pension Liability 6/30/2017	PARS Deposit 8/21/18	\$1 Million Bal. to be deposited	Remaining "Net" Liability	Unrestricted Cash 11/30/2018	Months of Operating Reserve
HACB Business Activities Funds	\$582,610	\$192,700	\$0	\$389,910	\$2,268,188	18.3
USDA-Farm Labor Housing	\$286,893	\$0	\$0	\$286,893	\$0	0.0
HUD-Public Housing	\$1,400,310	\$807,300	\$0	\$593,010	\$1,108,821	5.4
HUD-Section 8	\$1,098,478	\$0	\$1,000,000	\$98,478	\$1,979,385	1.5
TOTALS	\$3,368,291	\$1,000,000	\$1,000,000	\$1,368,291	\$5,356,394	25.2

If you have any questions I will gladly answer them at the Board Meeting.

Recommendation: Motion to proceed with the second \$1 million deposit into the PARS Trust from Section 8 Administrative Fee Reserves

2019 NorCal/Nevada Chapter Conference, "Hitting a Homerun in Housing"

General Attendees:

Registration will remain open through January 18, 2019

WHEN

For Commissioners ONLY

Commissioner Tracks will take place
Sunday, January 27, 2019, 8:00 AM - 4:30 PM

****For NorCal/Nev Board Members ONLY****

Board Meeting

Sunday, January 27, 2019, 5:00 PM - 7:00 PM

General Conference Attendance/Training

Monday, January 28, 2019 8:00 AM - Tuesday, January 29, 2019 5:00 PM

WHERE

Napa Valley Marriott
3425 Solano Avenue, Napa, California 94558

HOTEL RESERVATIONS

Marriott Hotel Booking 2019

(Subject to room availability until January 4, 2019)

RSVP

Friday, January 25, 2019