

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

MEETING AGENDA

November 21, 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. 4757

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of September October 17, 2019
 - 3.2 Checks written for:

3.2.1 Accounts Payable (General) –	\$349,347.19
3.2.2 Accounts Payable (FLH) –	\$36,214.49
3.2.3 Landlords –	\$1,153,462.38
3.2.4 Payroll –	\$116,986.91
 - 3.3 Financial Statements
 - 3.4 Section 8 Housing Choice Voucher Program
 - 3.5 Property Vacancy Report
 - 3.6 Public Housing
 - 3.7 Construction Projects
 - 3.8 Capital Fund Improvement Projects
 - 3.9 Farm Labor Housing Report
 - 3.10 Bond Properties
 - 3.11 Other Properties
 - 3.12 Family Self Sufficiency

- 3.13 Rental Assistance Programs
- 3.14 Quarterly Investment Reports/Reserves Analysis
- 4. CORRESPONDENCE
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 Section 8 Management Assessment Plan – Approve SEMAP submission for HUD.
 Recommendation: Resolution No. 4757
 - 5.2 Public Housing Flat Rents – Adopt 2020 Flat Rents.
 Recommendation: Resolution No. 4758
 - 5.3 Public Housing Contract – Authorization to enter into contract with ECORP Consulting, Inc.
 Recommendation: Resolution No. 4759
 - 5.4 Personnel – Resolution Amending HACB Section 125 Cafeteria Plan – Flexible Spending Account (FSA).
 Recommendation: Resolution No. 4760
 - 5.5 Strategic Asset Plan – Asset Repositioning Status Update.
 Recommendation: Information Discussion
- 6. MEETING OPEN FOR PUBLIC DISCUSSION
- 7. MATTERS CONTINUED FOR DISCUSSION
- 8. SPECIAL REPORTS
- 9. REPORTS FROM COMMISSIONERS
- 10. MATTERS INITIATED BY COMMISSIONERS
- 11. EXECUTIVE SESSION
- 12. COMMISSIONERS’ CALENDAR
 - **Holiday Luncheon – Wednesday, December 18, 2019.**
 - **Next Meeting – December 19, 2019.**
- 13. ADJOURNMENT

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

MEETING MINUTES OF October 17, 2019

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

1. ROLL CALL

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

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

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Chair Moravec had questions/concerns regarding HUD Reserves shown on the Section 8 monthly reports, and the swings in HAP balance. Executive Director Mayer explained that program reserves are held by HUD, to be accessed when HUD's estimated monthly HAP disbursement is determined insufficient to meet the month's HAP need. Because of the Disaster and the loss of 318 units of HAP obligations, monthly HUD program income has been low, insufficient to meet the needs of the re-building of the program with increasing HAP obligations. Since July, the HACB has made special requests for use of the reserve funds, asking for additional distributions as lease-ups are secured. The Section 8 program has been slowly making progress, and is heading in the right direction. The HACB is still waiting to hear back from HUD on the three (3) Section 8 program Waivers requested, submitted back in July. Administrative Operations Director Young relayed that due to the Camp Fire Disaster, the HACB lost five (5) employees, resulting in twelve (12) employees currently in new positions, one third of the agency's staff. Executive Director Mayer added that significant time is being devoted to recruitments, retentions, promotions, trainings, and team building, in short, there is a rebuilding of a significant portion of HACB's administrative capacities.

Commissioner Anderson noted the relatively high number of vacancies in the Public Housing units. Deputy Executive Director Guanzon explained that it is becoming increasingly difficult to find and maintain eligible and quality tenants, the post-Disaster environment appears to have aggravated and disrupted the civility and sensibilities of the area's lowest income cohorts.

Commissioner Pittman moved that the Consent Calendar, be accepted as presented, with the correction of adding Commissioner Patricia Besser as present for the Commissioners during the September meeting. Commissioner Anderson seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Strategic Asset Plan – Executive Director Mayer provided a brief status update; Physical Needs Assessments for the six properties recommended for a bond-finance transaction have been completed, and an Appraiser has been retained. A consultant has been retained to guide the 15-year 1200 Park Avenue Apartments restructure. The full 2000A Bond series redemption will occur at months end. Completion of the bond finance effort is scheduled for late this year/early next year, in an effort to capture current low interest rates. Executive Director Mayer also informed the Board that the HACB has retained an attorney in regards to the loss of Kathy court. The attorney will be retained on an hourly basis contract, with an estimated cost of \$14,000 to negotiate settlement with PG&E. Commissioner Pittman inquired about the status of the 50-unit Veterans Resource Center (VRC) housing project, planned for Chico. Executive Director had recently spoken to Marie Demers, Housing Officer with the City of Chico, and she informed him the deal was still alive, though the property option on Bruce Road had been lost. The Veterans Resource Development Corporation indicated that in addition to seeking a site in Chico, it is also looking at property in Oroville, as an alternative.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

- 8.1 CAHA – 2019 NorCal CAHA Chapter Conference, Half Moon Bay – Executive Director Mayer reported on his attendance at the 2019 NorCal CAHA Chapter Conference in Half Moon Bay, CA. He reported that about forty different housing authority executives were in attendance, representing Santa Barbara, Oakland, San Mateo, Santa Cruz, Sacramento, Sutter, Yolo, Contra Costa, Alameda, and Plumas County and other jurisdictions. Discussed were revision to the State’s LIHTC Allocation Plan, State housing silos and their organization, a Washington NAHRO update, a State legislative update, a discussion with regional HUD PIH leadership, and industry “hot topics” round tables.

9. REPORTS FROM COMMISSIONERS

- 9.1 Executive Director Compensation – Chair Moravec on behalf of the Board of Commissioners acknowledged Executive Director Mayer’s eleven (11) years of service with the HACB. The Board of Commissioners authorized a \$5000 one-time cash bonus, and additional 40 hours of Administrative Leave time to be used within in the following 12 months, and financial support and Board endorsement to engage an Executive Consultant. Commissioner Pittman believes a consultant is a great idea, adding that leadership is an ongoing process. Commissioner Jones said that she has never seen a group led the way Executive Director Mayer has led the HACB, adding that Executive Director Mayer has a way with people that encourages the best in them. Commissioner Anderson added that Executive Director Mayer’s leadership has brought the agency far ahead. Commissioner Hamman congratulated Executive Director Mayer on the great job he has done with managing personnel. Commissioner Besser expressed her gratitude to Executive Director Mayer, she appreciates the time Executive Director has spent explaining processes, always showing pro’s and con’s. Chair Moravec recalls being on the hiring committee when Executive Director was hired and is grateful that they made the right decision when hiring.

MOTION

Commissioner Hamman moved to authorize a \$5,000 onetime cash bonus, an additional 40 hours of Administrative Leave time to be used within the next 12 months; and financial support and Board endorsement to engage an Executive Consultant. Commissioner Pittman seconded. The vote in favor was unanimous.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – November 21, 2019.**
- Chair Moravec relayed that she would not be available to attend the November Meeting.
- The HACB Holiday Luncheon will be held on December 18th.
- The Mi C.A.S.A. Education Inc. annual Appreciation Dinner will be held on November 22nd.

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 2:46 p.m.

Dated: October 17, 2019.

Ann Jones, Board Vice Chair

ATTEST:

Edward S. Mayer, Secretary

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/1/2019	151563	CALIF. WTR. SER. ORO	\$70.00
10/1/2019	151564	CALIFORNIA WATER SERVICE	\$48.00
10/1/2019	151565	P G & E	\$510.00
10/4/2019	1664	Internal Revenue Service	\$99.48
10/4/2019	1665	Employment Development Department	\$43.16
10/4/2019	151567	A & K Water Works dba	\$880.72
10/4/2019	151568	Armed Guard Private Security, Inc	\$300.00
10/4/2019	151569	BCAHDC	\$20,000.00
10/4/2019	151570	Benefit Resource, Inc.	\$127.50
10/4/2019	151571	Biggs Municipal Utilities	\$2,466.61
10/4/2019	151572	CALIFORNIA WATER SERVICE	\$452.98
10/4/2019	151573	CIC	\$1,888.05
10/4/2019	151574	COMCAST CABLE	\$116.05
10/4/2019	151575	Douglas Hallihan De Soto	\$444.29
10/4/2019	151576	E Center	\$177.77
10/4/2019	151577	GreatAmerica Financial Services	\$155.52
10/4/2019	151578	Illustratus	\$231.72
10/4/2019	151579	InterWest Insurance Services, LLC	\$625.00
10/4/2019	151580	JACKSONS GLASS CO, INC.	\$266.90
10/4/2019	151581	Jiffy Lube, Inc.	\$45.97
10/4/2019	151582	MI CASA EDUCATION, INC.	\$7,500.00
10/4/2019	151583	MRI Software LLC	\$150.00
10/4/2019	151584	NorthStar	\$8,601.75
10/4/2019	151585	Roy V. Peters	\$832.91
10/4/2019	151586	S.E.C. 5 Private Security dba	\$3,205.50
10/4/2019	151587	James Bradfield	\$466.74
10/8/2019	151588	Delfina Granados	\$397.49
10/8/2019	151589	Veda Rainbolt	\$197.11
10/11/2019	1666	Internal Revenue Service	\$19,372.30
10/11/2019	1667	Employment Development Department	\$3,639.90
10/11/2019	1668	Employment Development Department	\$68.49
10/11/2019	1669	MassMutual Financial Group	\$2,070.00
10/11/2019	1670	CalPERS	\$10,635.75
10/11/2019	1671	CalPERS	\$2,592.68
10/11/2019	151591	A-1 Appliance	\$129.33
10/11/2019	151592	Access Information Holdings, LLC.	\$63.11
10/11/2019	151593	Adecco Employment Services	\$2,817.05
10/11/2019	151594	Advanced Document	\$540.74
10/11/2019	151595	Asbestos Science Technology	\$1,148.41
10/11/2019	151596	CALIF. WTR. SER. ORO	\$337.02
10/11/2019	151597	CDW Government, Inc.	\$10,326.03
10/11/2019	151598	COMCAST CABLE	\$207.65
10/11/2019	151599	Gregory P. Einhorn	\$320.00

10/11/2019	151600	Gridley Municipal Utilities	\$71.34
10/11/2019	151601	HARSHBARGER ACE HARDWARE	\$20.35
10/11/2019	151602	HD Supply Facilities Maintenance, Ltd.	\$1,896.30
10/11/2019	151603	Housing Tools	\$8,260.00
10/11/2019	151604	JEFF'S TRUCK SERVICE, INC.	\$383.29
10/11/2019	151605	Jiffy Lube, Inc.	\$188.73
10/11/2019	151606	LES SCHWAB TIRES	\$419.68
10/11/2019	151607	MACS HARDWARE	\$252.66
10/11/2019	151608	MRI Software LLC	\$1,449.00
10/11/2019	151609	NOR CAL LANDSCAPE MAINTENANCE	\$12,254.00
10/11/2019	151610	Nan McKay & Associates, Inc.	\$239.00
10/11/2019	151611	Neal Road Recycling & Waste	\$12.00
10/11/2019	151612	P G & E	\$1,006.56
10/11/2019	151613	Plan B Professional Answering Services	\$113.00
10/11/2019	151614	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$4,024.68
10/11/2019	151615	SPRINT	\$66.04
10/11/2019	151616	Scrubbs, Inc.	\$73.80
10/11/2019	151617	Staples Business Credit	\$592.73
10/11/2019	151618	Void / The Home Depot Credit Services	\$0.00
10/11/2019	151619	The Home Depot Credit Services	\$2,843.79
10/11/2019	151620	Thermalito Irrigation	\$725.85
10/11/2019	151621	US Bank	\$203.78
10/11/2019	151622	WASTE MANAGEMENT	\$4,245.62
10/18/2019	151623	AT&T	\$203.54
10/18/2019	151624	Angela Little	\$59.27
10/18/2019	151625	Anne B. Jones	\$50.00
10/18/2019	151626	Armed Guard Private Security, Inc	\$300.00
10/18/2019	151627	CALIF. WTR. SER. ORO	\$494.15
10/18/2019	151628	CALIFORNIA WATER SERVICE	\$51.53
10/18/2019	151629	CIC	\$55.25
10/18/2019	151630	COMCAST CABLE	\$153.08
10/18/2019	151631	Chico Turf Plus, LLC	\$80.00
10/18/2019	151632	David Pittman	\$50.00
10/18/2019	151633	Golden State Risk Management Authority	\$27,697.00
10/18/2019	151634	Gridley Municipal Utilities	\$1,111.82
10/18/2019	151635	HD Supply Facilities Maintenance, Ltd.	\$388.76
10/18/2019	151636	InterWest Insurance Services, LLC	\$600.00
10/18/2019	151637	Larry Hamman	\$50.00
10/18/2019	151638	Larry Hamman	\$34.80
10/18/2019	151639	Laura Moravec	\$50.00
10/18/2019	151640	Lou Thao	\$389.93
10/18/2019	151641	MES VISION	\$586.56
10/18/2019	151642	North State Pest Management (dba)	\$250.00
10/18/2019	151643	P G & E	\$6,487.00
10/18/2019	151644	Patricia Besser	\$50.00
10/18/2019	151645	Riebes Auto Parts	\$6.03
10/18/2019	151646	TAMRA C. YOUNG	\$13.73
10/18/2019	151647	THRIFTY ROOTER-SERVICE & PLUMBING	\$324.00
10/18/2019	151648	TIAA COMMERCIAL FINANCE, INC	\$200.04

10/18/2019	151649	Unum Life Insurance Company	\$375.48
10/18/2019	151650	Unum Life Insurance Company	\$501.12
10/18/2019	151651	Valero Marketing & Supply	\$790.79
10/18/2019	151652	WCP Solutions	\$737.62
10/25/2019	1672	Internal Revenue Service	\$21,337.21
10/25/2019	1673	Employment Development Department	\$4,184.46
10/25/2019	1674	Employment Development Department	\$160.04
10/25/2019	1675	MassMutual Financial Group	\$2,070.00
10/25/2019	151654	A-1 Appliance	\$1,351.38
10/25/2019	151655	Adecco Employment Services	\$6,275.12
10/25/2019	151656	Asbestos Science Technology	\$1,973.91
10/25/2019	151657	Baker Distributing Company, Inc.	\$380.03
10/25/2019	151658	CALIFORNIA WATER SERVICE	\$6,051.53
10/25/2019	151659	COMCAST CABLE	\$111.97
10/25/2019	151660	Chico Economy Towing	\$300.00
10/25/2019	151661	Chico Nissan Inc	\$32,976.00
10/25/2019	151662	City of Oroville	\$60,604.20
10/25/2019	151663	Climate & Energy Solutions	\$400.00
10/25/2019	151664	Cypress Dental Administrators	\$3,289.59
10/25/2019	151665	EAGLE SECURITY SYSTEMS	\$90.00
10/25/2019	151666	ENTERPRISE-RECORD	\$1,251.32
10/25/2019	151667	HD Supply Facilities Maintenance, Ltd.	\$12.63
10/25/2019	151668	Harshwal & Company, LLP	\$2,355.00
10/25/2019	151669	J.W. Wood Co., Inc.	\$175.99
10/25/2019	151670	JACKSONS GLASS CO, INC.	\$332.06
10/25/2019	151671	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$480.00
10/25/2019	151672	Ka Vue*S8PB	\$137.00
10/25/2019	151673	LES SCHWAB TIRES	\$889.25
10/25/2019	151674	Meeks Building Supply	\$40.14
10/25/2019	151675	OFFICE DEPOT INC	\$562.34
10/25/2019	151676	OPER. ENG. LOCAL #3	\$728.00
10/25/2019	151677	P G & E	\$5.68
10/25/2019	151678	ROTO-ROOTER OROVILLE	\$262.50
10/25/2019	151679	S&P Global Rating	\$9,000.00
10/25/2019	151680	Sharon Furniture, Inc	\$2,105.01
10/25/2019	151681	THRIFTY ROOTER-SERVICE & PLUMBING	\$225.00
10/25/2019	151682	TPx Communications	\$768.56
10/25/2019	151683	Thomas J Griffis	\$1,150.00
10/25/2019	151684	Verizon Wireless	\$1,257.89
		TOTAL	\$349,347.19

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/4/2019	1699	CIC	\$148.75
10/4/2019	1700	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$814.64
10/4/2019	1701	Messenger Publishing Group	\$125.00
10/4/2019	1702	P G & E	\$536.28
10/4/2019	1703	Slakey Brothers, Inc.	\$1,155.81
10/4/2019	1704	Valley Truck & Tractor Co.	\$75.05
10/11/2019	1705	RUSH PERSONNEL SERVICE, INC	\$722.40
10/11/2019	1706	Tri-City Powered Equipment	\$127.98
10/18/2019	1707	EAGLE SECURITY SYSTEMS	\$90.00
10/18/2019	1708	HARSHBARGER ACE HARDWARE	\$50.59
10/18/2019	1709	HMR Architects, Inc.	\$2,500.00
10/18/2019	1710	P G & E	\$72.72
10/18/2019	1711	Richard's Tree Service, Inc.	\$1,600.00
10/25/2019	1712	Chris Duran	\$592.13
10/25/2019	1713	HACB	\$24,627.75
10/25/2019	1714	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$814.64
10/25/2019	1715	RUSH PERSONNEL SERVICE, INC	\$2,160.75
		TOTAL	\$36,214.49

Housing Authority of the County of Butte
BALANCE SHEET
September, 2019

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	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	2,221,221.73
Cash - Other Restricted	2,169,124.70
Cash - Tenant Security Deposits	291,844.58
Accounts Receivable - HUD	10,746.16
Accounts Receivable - Other Gov	32,368.03
Accounts Receivable - Misc	148,156.25
Accounts Receivable - Tenants	39,958.98
Accounts Receivable - Fraud	0.00
Note Receivable- Current Portion	0.00
Accrued Interest Receivable	34,127.85
Investments - Unrestricted	2,572,572.88
Investments - Restricted	2,102,102.80
Inventories	20,178.22
Prepaid Expenses	275,666.39
Inter-program Due From	17,120.82
Total Current Assets	9,935,189.39
Fixed Assets	
Fixed Assets & Accumulated Depreciation	21,453,050.66
Total Fixed Assets	21,453,050.66
Other Non-Current	
Notes Loans & Mortgages Receivable	1,864,839.67
Deferred Outflows - GASB 68, Pension Ben	870,712.87
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,381,373.55
Total Other Non-Current	6,116,936.09
TOTAL ASSETS	37,505,176.14
LIABILITIES	
Current Liabilities	
Accounts payable < 90 days	169,907.69
Accrued Payroll Liabilities	158,702.32
Accrued Interest Payable	190,847.97
Tenant Security Deposits	290,147.06
Deferred Revenue	252,275.86
Payable to HUD	3,499.83
Long Term Debt - Current Portion	1,856,120.40
Accrued Liabilities - Other	195,084.49
Inter-program Due To General Fund	17,120.82
Total Current Liabilities	3,133,706.44
Long-Term Liabilities	
Deferred Outflows - GASB 68	307,131.00
Other Post Retirement Ben-Net GASB 75	226,053.00
Unfunded Pension Liability - GASB 68	3,240,458.00
Long-Term Debt	3,626,182.77
Non-Current Liability- Other (FSS)	84,064.13
Total Long-Term Liabilities	7,483,888.90
TOTAL LIABILITIES	10,617,595.34
NET POSITION	
Beginning Net Position	26,097,237.97
Retained Earnings	790,342.83
TOTAL NET POSITION	26,887,580.80
TOTAL LIABILITIES AND NET POSITION	37,505,176.14

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HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT - UNAUDITED
 October 1, 2018 to September 30, 2019

	Month to Date			Year to Date			100.0%
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
REVENUE							
NET DWELLING RENT	268,384	266,809	-1,575	3,139,584	3,201,711	62,127	98.1%
TENANT CHARGES	5,223	5,068	-156	112,177	60,810	-51,367	184.5%
LAUNDRY REVENUE	2,216	2,682	466	30,640	32,184	1,544	95.2%
HUD GRANT REVENUE	1,261,462	1,353,856	92,394	15,152,694	16,246,274	1,093,581	93.3%
OTHER GRANT REVENUE	32,368	27,500	-4,868	357,821	330,000	-27,821	108.4%
MORTGAGE INTEREST INCOME	6,062	5,741	-321	65,832	68,894	3,062	95.6%
FRAUD RECOVERY	4,066	7,500	3,434	48,366	90,000	41,634	53.7%
OTHER INCOME ³	55,256	56,829	1,573	2,199,934	681,943	-1,517,991	322.6%
INVESTMENT INCOME-unrestricted	4,617	2,859	-1,759	53,779	34,306	-19,473	156.8%
INVESTMENT INCOME-restricted	1,313	676	-637	19,897	8,110	-11,787	245.3%
TOTAL REVENUE	1,640,968	1,729,519	88,552	21,180,723	20,754,232	-426,491	102.1%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	138,291	153,487	15,196	1,945,567	1,841,842	-103,725	105.6%
AUDIT FEE	0	2,695	2,695	29,782	32,334	2,552	92.1%
ADVERTISING & MARKETING	210	937	727	10,678	11,240	562	95.0%
PR TAXES & BENEFITS-ADMIN	69,425	77,908	8,483	922,297	934,899	12,602	98.7%
OFFICE EXPENSES	32,199	23,674	-8,525	285,566	284,091	-1,475	100.5%
LEGAL EXPENSES	1,135	1,517	382	13,514	18,200	4,686	74.3%
TRAVEL	2,471	2,310	-161	22,012	27,725	5,713	79.4%
ALLOCATED OVERHEAD	0	0	0	0	0	0	0.0%
OTHER ADMIN. EXPENSE	27,220	23,762	-3,459	320,784	285,140	-35,644	112.5%
TOTAL ADMIN. COSTS	270,952	286,289	15,337	3,550,199	3,435,471	-114,728	103.3%
TENANT SERVICES-SALARIES	1,700	3,875	2,175	47,160	46,500	-660	101.4%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,152	1,940	788	14,277	23,275	8,998	61.3%
TENANT SERVICES-MISC.	876	2,920	2,045	25,734	35,045	9,311	73.4%
TOTAL TENANT SERVICES	3,727	8,735	5,008	87,171	104,820	17,649	83.2%
WATER	24,184	14,430	-9,754	163,808	173,161	9,353	94.6%
ELECTRICITY	11,097	9,030	-2,067	97,358	108,361	11,003	89.8%
GAS	682	1,604	922	12,836	19,248	6,412	66.7%
SEWER	18,793	15,126	-3,667	170,896	181,514	10,617	94.2%
TOTAL UTILITIES-PROJECT	54,756	40,190	-14,566	444,898	482,283	37,386	92.2%
MAINT. SALARIES	28,344	25,750	-2,594	309,858	309,000	-858	100.3%
MAINTENANCE MATERIAL	22,826	12,006	-10,820	172,195	144,074	-28,121	119.5%
MAINT. CONTRACT COSTS	130,866	74,856	-56,010	830,336	898,275	67,939	92.4%
PR TAXES & BENEFITS-MAINT	14,828	18,573	3,745	165,812	222,873	57,061	74.4%
TOTAL MAINTENANCE	196,864	131,185	-65,679	1,478,201	1,574,222	96,021	93.9%
PROTECTIVE SERVICES	3,626	5,167	1,541	47,004	62,000	14,996	75.8%
INSURANCE-ALL	20,957	20,724	-233	244,475	248,693	4,218	98.3%
OTHER GENERAL EXP	9,261	4,167	-5,094	82,693	50,000	-32,693	165.4%
P.I.L.O.T.	12,937	8,883	-4,054	128,133	106,600	-21,533	120.2%
BAD DEBTS - TENANTS	66,237	2,233	-64,004	66,237	26,797	-39,441	247.2%
BAD DEBTS - OTHER	0	3,750	3,750	0	45,000	45,000	0.0%
INTEREST EXPENSE	35,884	22,224	-13,660	234,517	266,691	32,174	87.9%
TOTAL OTHER OPERATING EXP.	148,902	67,148	-81,753	803,059	805,781	2,722	99.7%
EXTRAORDINARY MAINT.	6,964	0	-6,964	69,645	0	-69,645	0.0%
CASUALTY LOSSES	0	0	0	0	0	0	0.0%
HOUSING ASSIST PAYMENTS	1,197,925	1,088,218	-109,707	12,341,888	13,058,620	716,732	94.5%
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	1,204,889	1,091,968	-112,921	12,411,533	13,103,620	692,087	94.7%
TOTAL EXPENSES	1,880,091	1,625,516	-254,574	18,775,061	19,506,197	731,136	96.3%
RETAINED EARNINGS (- Deprec.) 1	-239,123	104,003	343,126	2,405,662	1,248,035	-1,157,627	192.8%
+ PRINCIPAL/REPL. RESERVE ²	0	4,133	4,133	0	49,600	49,600	0.0%
- DEBT SERVICE PMTS (Bonds & USDA) ⁴	20,263	-25,443	-45,706	-1,892,961	-305,312	1,587,649	620.0%
+/- GAIN/LOSS on PARS TRUST ACCT	15,384	0	0	105,009	0	-105,009	0.0%
- CAPITALIZED ASSETS	-100,736	-58,541	42,196	-611,780	-702,486	-90,706	87.1%
+/- RESERVES DEPOSITS/ACCR. INTEREST	-7,225	-11,831	-4,606	-121,510	-141,973	-20,462	85.6%
NET CASH FLOW	-311,437	12,322	339,143	-115,581	147,864	263,445	-78.2%

1 Retained Earnings less Depreciation on Balance Sheet = \$790,343

2 Replacement Reserve receipts

3 Includes \$1,558,887 Kathy Ct insurance net gain

4 Includes \$1,575,000 Bond payment from Kathy Ct \$

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

5/2

HCV FSS GRANT (old)	132,825	FY 2019 ADMIN FEES	-110,082
PHA HELD HAP-current	-27,033	POST-2003 ADMIN FEES	1,016,747
HUD HELD HAP@12/31/18	949,254	INV. IN CAP ASSETS	159,596

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	964,806	981,965	1,028,967	1,013,875	1,037,706	1,027,370	1,035,408	1,033,172	987,649	0	0	0	964,806
BEG. INVESTED IN CAPITAL ASSETS	188,423	186,727	185,031	176,552	173,726	170,900	168,074	165,248	162,422	0	0	0	188,423
HUD ADMIN FEE REVENUE	125,676	153,661	125,562	125,562	125,562	126,035	130,642	126,036	32,849	0	0	0	1,071,585
FRAUD RECOVERY	2,913	2,295	2,186	1,386	1,818	1,757	1,540	1,945	2,033	0	0	0	17,872
INTEREST INCOME	1,663	7,352	8,751	16,432	-21,890	39,330	6,824	-2,785	9,130	0	0	0	64,807
DEPRECIATION (reduces Capital Assets)	-1,696	-1,696	-8,479	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	0	0	0	-28,827
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE EXPENDITURES	-113,093	-116,306	-151,591	-119,568	-115,826	-159,084	-141,242	-170,719	-124,976	0	0	0	-1,212,405
ENDING ADMIN RESERVE BALANCE	1,168,692	1,213,998	1,190,427	1,211,413	1,198,270	1,203,482	1,198,421	1,150,071	1,066,281	0	0	0	1,066,262
YTD Change in Admin.	15,463	60,769	37,198	58,184	45,042	50,253	45,192	-3,158	-86,948				-86,967
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	223,263	360,160	464,093	542,354	578,858	476,827	181,833	11,739	139,476	0	0	0	223,263
HUD HAP REVENUE	1,022,981	1,022,981	1,035,938	1,035,938	913,629	724,123	947,370	1,212,670	1,018,137	0	0	0	8,933,767
FRAUD RECOVERY	2,912	2,295	2,186	1,386	1,818	1,757	1,540	1,945	2,033	0	0	0	17,872
FSS FORFEITURES	36	1,507	0	0	0	0	2,284	5,014	0	0	0	0	8,841
BAD DEBT-HAP	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING ASSISTANCE PAYMENTS	-889,032	-922,851	-959,863	-1,000,820	-1,017,477	-1,020,874	-1,121,289	-1,091,891	-1,186,679	0	0	0	-9,210,776
ENDING HAP RESERVE BALANCE	360,160	464,093	542,354	578,858	476,827	181,833	11,739	139,476	-27,033	0	0	0	-9,210,776
YTD Change in HAP	136,897	240,829	319,091	355,594	253,564	-41,430	-211,525	-83,787	-250,296				-250,296
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329				10,793,962
HAP EXPENDITURES (Current Month)	921,258	951,415	977,053	987,987	1,022,982	1,047,556	1,081,020	1,105,053	1,116,451				9,210,775
CY 2019 HAP BUDGET UTILIZATION	77%	79%	81%	82%	85%	87%	90%	92%	93%				85%
BUDGET AVAILABLE (YTD)	1,199,329	2,398,658	3,597,987	4,797,316	5,996,645	7,195,975	8,395,304	9,594,633	10,793,962				10,793,962
TOTAL HAP EXPENDITURES (YTD)	921,258	1,872,673	2,849,726	3,837,713	4,860,695	5,908,251	6,989,271	8,094,324	9,210,775				9,210,775
BUDGET REMAINING (YTD)	278,071	525,985	748,261	959,603	1,135,950	1,287,724	1,406,033	1,500,309	1,583,187	-	-	-	1,583,187
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,773	1,792	1,820	1,815	1,826	1,861	1,882	1,891	1,888				16,548
UNIT MONTH'S AVAILABLE	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206				19,854
OVER or (UNDER) LEASED	-433	-414	-386	-391	-380	-345	-324	-315	-318	0	0	0	-3,306
CY 2019 VOUCHER UTILIZATION	80%	81%	83%	82%	83%	84%	85%	86%	86%				83%
CY 2018 VOUCHER UTILIZATION	93%	94%	93%	93%	92%	92%	92%	92%	92%	93%	93%	80%	92%
CY 2019 AVERAGE HAP	520	531	537	544	560	563	574	584	591				557
CY 2018 AVERAGE HAP	485	482	484	484	485	482	482	482	485	496	497	507	488

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

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

HOUSING CHOICE VOUCHER (SECTION 8)

UTILIZATION SUMMARY REPORT

ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1722	1722	1715	1719	1712	1689	1658	1648	1650	1623	1599	1593
VOUCHER UTILIZATION %	88.08%	88.08%	87.72%	87.93%	87.57%	86.39%	84.81%	84.30%	84.40%	83.02%	81.79%	81.48%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	60	60	61	62	62	60	57	54	53	55	58	56
VOUCHER UTILIZATION %	68.97%	68.97%	70.11%	71.26%	71.26%	68.97%	65.52%	62.07%	60.92%	63.22%	66.67%	64.37%
VASH												
ACC UNIT MONTHS	164	164	164	164	164	164	164	164	164	164	164	164
CURRENT LEASED	110	109	110	109	109	108	107	110	112	110	112	112
VOUCHER UTILIZATION %	67.07%	66.46%	67.07%	66.46%	66.46%	65.85%	65.24%	67.07%	68.29%	67.07%	68.29%	68.29%
TOTAL												
ACC UNIT MONTHS	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206
CURRENT LEASED	1892	1891	1886	1890	1883	1857	1822	1812	1815	1788	1769	1728
VOUCHER UTILIZATION %	85.77%	85.72%	85.49%	85.68%	85.36%	84.18%	82.59%	82.14%	82.28%	81.05%	80.19%	78.33%

HAP SUMMARY*	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18
ACC BUDGET	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,208,943	\$ 1,208,943	\$ 1,208,943	\$ 1,208,943	\$ 1,051,832
ACTUAL HAP	\$ 1,098,594	\$ 1,076,769	\$ 1,077,346	\$ 1,055,870	\$ 1,044,360	\$ 990,622	\$ 998,174	\$ 980,731	\$ 968,372	\$ 949,216	\$ 920,925	\$ 876,871
PER UNIT COST	\$ 581	\$ 569	\$ 571	\$ 559	\$ 555	\$ 533	\$ 548	\$ 541	\$ 534	\$ 531	\$ 521	\$ 507
BUDGET UTILIZATION %	91.97%	90.14%	90.19%	88.39%	87.43%	82.93%	83.56%	81.12%	80.10%	78.52%	76.18%	83.37%

ACTIVITY SUMMARY	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	120	117	116	112	111	105	86	74	53	34	26	24
ZERO HAP	16	13	15	18	14	13	12	14	15	15	16	16
UTILITY ASSISTANCE PAYMENTS	73	71	70	75	45	44	52	46	49	46	41	41
NEW ADMISSIONS	**	22	24	23	24	45	44	7	7	4	8	19
INITIAL VOUCHERS SEARCHING	224	174	185	183	158	118	118	116	93	49	39	88
ACTUAL/ESTIMATED EOP	12	10	18	13	16	18	18	10	25	14	12	17
REMAIN ON WAITING LIST	4172	4195	4399	733	1403	875	875	1066	1156	1200	1470	3007

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

**No data.

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

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

* 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	%
Nov-19	0	2	2	1	0	1	2	8	97.7%
Oct-19	1	3	2	1	3	0	3	13	96.2%
Sep-19	1	1	2	0	3	1	0	8	97.7%
Aug-19	1	1	2	1	3	1	0	9	97.4%
Jul-19	0	0	0	0	2	1	1	4	98.8%
Jun-19	0	0	2	0	2	0	1	5	98.6%
May-19	0	1	1	0	3	0	1	6	98.3%
Apr-19	0	1	4	1	3	0	0	9	97.4%
Mar-19	1	1	2	1	2	0	0	7	98.0%
Feb-19	1	1	2	1	3	0	1	9	97.4%
Jan-19	0	0	1	1	1	0	1	4	98.8%
Dec-18	0	0	1	0	4	1	0	6	98.3%

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

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

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	0/ 18 Transfer list	3+	275	8+	184	8+
2	235	7+			134	6+
3	69	5+	58	3+	49	4+
4	13	5+			11	3+
5					1	5+

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

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

Waiting List: Number of ADA Requested Units

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

MEMO

Date: November 15, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of November 15, 2019, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; two Public Housing units have been completed during the 2019/2020 fiscal year to date; with 104 of 232 Public Housing units completed overall.
- Public Housing – All Sites. Five-year Environmental Review, A project has organized to perform required environmental review of improvement and maintenance projects planned for the next five-year period for all Public Housing sites. Bidding complete, see resolution in Board of Commissioner’s packet for review and approval.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding and site work planned for winter of 2019-2020.
- Public Housing – Projects 43-10, 43-13, 43-14, and 43-15 – A Project has been organized to perform needed parking lot and driveway roadway resurfacing, site maintenance and ADA path of travel improvements. Project construction underway with site work 90% complete.
- Public Housing – Sewer Lateral Investigations, Projects 43-1A, 43-1B, 43-04, 43-2A & 2B – Investigate and prioritize the repair and replacement of deteriorating sewer line laterals serving the Gridley and Biggs concrete block units. Project construction site work is 75% complete.
- Walker Commons – Roofing Phase II, Project complete. Architectural design for project siding, PTAC unit, window, and path of travel replacements are currently in planning for Strategic Asset Plan work.
- Chico Commons – Phased Siding Replacement Project. Project construction is approximately 90% complete.
- Farm Labor Housing – Combined Phase II & III Rehab. Architectural project design updates are complete pending Butte County permit review. Construction bidding is planned for November-January 2019/2020.

12 Month HACB Project Schedule - November 15, 2019

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
FLH															
1		Phase (II & III) Combined Unit Rehab - Re-design	\$199,637.00												
1		Phase (II & III) Combined Unit Rehab - Bidding and CM	\$60,100.00												
1		Phase (II & III) Combined Unit Rehab - Construction	\$5,886,694.00												
1		Well 1,2,3 TCP Water Contaminate Compliance- Action Plan Development	\$18,000.00												
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
1		FLH - Tree Maintenance	\$75,000.00												
1		Demo Units - Siding & Paint	\$128,000.00												
Public Housing															
2		Energy Performance - Electrical	\$254,380.00												
2		Appliance Replacements (Refrigerators)	\$100,000.00												
3		ADA Units upgrade (43-10)	\$213,000.00												
1		Sewer Lateral Replacement 43-1A,1B, 04, 03	\$86,000.00												
1		Sewer Lateral Investigation and Replacement 43-01A,1B, 4, 2A, 2B	\$162,136.00												
2		Roadway Resurfacing, ADA POT, Site Improvements	\$232,669.83												
1		ACM Tile Abatement	\$58,484.00												
1		115 Nelson Ave. Security and Site Impovements	\$255,300.00												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
3		PH Capital Fund Environmental Review	\$75,052.20												
Chico Commons															
1		Siding replacement IV Construction Contract	\$197,419.00												
1		Gutters and Downspout Replacement	\$36,177.00												
1		Exterior Building Paint	\$176,418.00												
2		HVAC Replacements	\$300,000.00												
3		Cabinets, Interior Work	\$200,000.00												
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												
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 (2)	\$12,000.00												
4		Painting of Buildings	\$6,000.00												
Evanswood HOA															
Lincoln Apts.															
3		Parking Lot ADA and Asphalt Overlay	\$27,000.00												
Kathy Court Apts.															
Cordillera															
Locust Apts.															
2039 Forest Avenue															
1		Public Housing Patio Security Fencing	\$18,750.00												
Other															
1		Strategic Asset Plan													
Total next 12 months			\$9,521,417.03												

 Design/Bid Phase
 Construction Phase
 Completed

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

MEMO

Date: November 15, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

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

This Capital Fund is 98% obligated, and 98% expended. Projects include:

- **ACM Tile Replacement** – All concrete-block units, ongoing - twenty-one (21) units complete to date.
- **ADA Site Accessibility Work** – Hammon Park (43-15), Oroville. Project is complete.
- **Sewer Service Line Replacements** – Chico CMU units (43-03), Project is complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **Tree Maintenance** – Countywide, Pruning and Selected Removals. Project is complete.

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

This Capital Fund is 64% obligated and 22% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Five-year Environmental Review** – All Public Housing Units, perform required CFR 24 Part 58 Environmental Review of improvement and maintenance projects planned for the next five-year period, in planning
- **Bathroom Tub/Shower Remodel** – All concrete block units – ongoing
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Sewer Service Line Investigation and Replacements** – Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), Project construction is approximately 75% complete.
- **HVAC Replacements** – 43-03, Replace three (3) failing gas/electric package HVAC units. Project is complete.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), Project construction is underway with site work 90% complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, ongoing.

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

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

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Five-year Environmental Review** – All Public Housing Units, perform required CFR 24 Part 58 Environmental Review of improvement and maintenance projects planned for the next five-year period, in planning.
- **Bathroom Tub/Shower Remodel** – All concrete block units – ongoing
- **Kitchen Remodel** – All units, ongoing.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **HVAC Replacements** – Replace failing gas/electric package HVAC units, ongoing
- **Sewer Service Line Replacements** – Chico, Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B, 03), in planning.
- **Landscape Upgrades** – Second phase of landscape replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Site Security, Accessibility, and Landscape Upgrades** - 115 Nelson Avenue: community room, maintenance shop, parking lot and site landscape, in planning.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 11-15-2019

Capital Funds 501-17, 501-18 and 501-19

			501-17 (Revision #1, 10-30-2018)				501-18 (Revision #1, 10-30-2018)				501-19				Totals		
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																
	Total Non-CGP Funds																
1	100	Reserved Budget					9,226	0						0	0	0	
2	1406	Operations (20%)	20,000	0			27,875	27,875			28,811			56,686	0	56,686	
3	1408	Management Improvements					2,000	2,000			2,000			4,000	0	4,000	
4	1410	Administration (10%)	55,764	55,764	55,764	55,764	80,855	81,778	81,778	60,262	80,842			218,384	116,026	102,358	
5	1480	Audit	2,000	2,000			2,000	2,000			2,000			6,000	0	6,000	
7	1480	Fees and Costs	35,818	35,818	22,262	20,767	55,120	55,120	25,010	10,899	75,120			166,058	31,665	134,393	
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment															
17	1480	Relocation Costs	444,061	464,061	470,721	470,721	637,207	645,510	417,397	111,845.41	616,153			1,725,724	582,567	1,143,157	
16	1492	Move to Work Demonstration					3,500	3,500			3,500			7,000	0	7,000	
18	1501	Moving To Work Demonstration												0	0	0	
19	1503	Collator Exp/Debt Srvc												0	0	0	
20	1504	RAD-CFP												0	0	0	
21	9000	RAD Investment Activity												0	0	0	
22	9001	Debt Reserves												0	0	0	
23	9002	Bond Debt Obligation												0	0	0	
24	9900	Post Audit Adjustment												0	0	0	
			557,643	557,643	548,747	547,252	817,783	817,783	524,185	183,006	808,426	0	0	2,183,852	730,258	1,453,594	
					98%	98%			64%	22%			0%	0%			

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

Acct Code		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 Audit	1480 Fees and Cost	1480 General Capital Activity	1480 Relocation Costs	Totals	"UC" Under Contract
	Cash Available as of 11-15-2019	-	56,686	4,000	102,358	6,000	134,393	1,143,157	7,000	1,453,594	
	501-17, 501-18 and 501-19 Funding										
100	Reserved Budget	-								-	
1406	Operations		56,686							56,686	
1408	Management Improvements			4,000						4,000	
1411	Audit Cost Cap Fund					6,000				6,000	
1410	Administration				102,358					102,358	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						134,393			134,393	
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Sewer Lateral Investigation 43-01A,01B, 04							70,013		70,013	UC
1450	Sewer Lateral Investigation 43-02A, 02B							45,404		45,404	UC
1450	Parking and Driveway Asphalt and Concrete Site Imp							190,134		190,134	UC
1460	Dwelling Structures									-	
1465	Dwelling Equipment - 43-03 HVAC Repl							-		-	Complete
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							837,606		837,606	
1495	Relocation Costs								7,000	7,000	
1502	Contingency									-	
										1,453,594	Total

MEMO

Date: November 15, 2019

To: HACB Board of Commissioners

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

Subject: Farm Labor Housing, Gridley – status report

As of November 1, 2019, the total number of occupied units on the property is (81), of which *one (1) is a FEMA evacuee*. Sixteen (16) units are offline because they fall in Phases II and III of the rehab effort, eight (8) units are deemed uninhabitable and sixteen (16) units are available for occupancy. We currently have (4) applicants on our waiting list, and we anticipate moving in (1-2) of these applicants before the end of the month. We have (2) intent to vacate notices due to one household no longer being Farm Labor eligible, and the other is moving out of state. There are no unlawful detainers at this time. Our goal and number one priority continue to be renting out all habitable units on the property.

The property did have one of the older uninhabitable wooden units (806 Rutland Court) burn to the ground earlier in the month. There is no clear evidence of how the fire started. We are working with our insurance company to clear the debris and the lot at this time. We are also performing our annual inspections to ensure the households are keeping their exterior areas and backyards clean of personal items and debris.

Bidwell Water Company is servicing the extraordinary domestic drinking water needs of our property as of October, 2019, a function of potential well contamination. All residents signed up for the water delivery service. Each household received (3) 5-gallon containers and a hand pump to dispense water to start off, and from then on, the vendor will follow up with each resident every Monday. This service is being provided to our residents due to the detection of 1,2,3 – Trichloropropane (TCP) in the primary well last year. Over the last (5) months we've had the primary well tested for TCP by NorthStar and Luhdorff & Scalmanini Consulting Engineers and these studies have indicated no detection of TCP. The next series of testing is scheduled for November 15, 2019.

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

We currently have (2) temporary workers assisting maintenance with landscaping. We're now requesting quotes from local vendors to provide landscaping service at the property. We anticipate having a full-time landscaping crew onsite by December, 2019. We will also be requesting bids in the upcoming weeks to do extensive tree work for all top-heavy trees to ensure the safety of our residents.

Monthly food distribution was held this month on November 5, 2019, from 5-8 pm in the Community Room. Promotors staff is hosting a youth group every Tuesday from 3:30 pm to 4:30 pm. Office staff distributed treat bags in front of the office building as students arrived from school to celebrate Halloween. The next resident event will be our annual Thanksgiving Turkey Raffle which will be held on November 25, 2019.

Mi C.A.S.A. is half way through their Fall After School Homework Program Session, which will run until mid-December. Staff reports 50-60 students are attending on a daily basis. Mi C.A.S.A. will be hosting their annual Appreciation Dinner on November 22, 2019. This event recognizes students' achievements throughout the school year and is opportunity for Mi C.A.S.A. staff to thank their sponsors.

Rehab phases II & III are in plan document preparation stage. Phases II and III includes nineteen (19) buildings, in which thirty-eight (38) are scheduled to be converted to thirty-one (31) units. Bidding is scheduled for November, with a construction start scheduled for the 1st quarter of 2020, weather permitting.

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

MEMO

Date: November 15, 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 November 1st there was one (1) vacancy. Property continues to perform operational according to budget.

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

Kathy Court Apartments, Paradise – Kathy Court was burned to the ground in the Camp Fire on November 8, 2018. Staff is analyzing how the multi-family site might best be used in addressing area affordable housing needs in the future. Property insurance has been adjusted to only cover the vacant lot. An attorney has been retained; a loss claim against PG&E has been filed on behalf of the HACB.

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

Park Place Apartments, Oroville – The property currently had one (1) vacancy.

Of note, the 200A Bond Series has been fully redeemed – there is currently no debt being serviced by these properties. Investment-grade physical needs assessments (PNA's) and appraisals are being completed for these properties, in anticipation of their re-finance under a public bond issuance. Two other properties have been added for inclusion in this re-finance effort: the Locust Street Apartments, Chico, and the Cordillera Apartments, Chico (owned by HACB's instrumentality, BCAHDC)

November 13, 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 October 31, 2019, for the five properties under the 2000-A Revenue Bond, consisting of Alamont Apartments, Evanswood Estates, Kathy Court Apartments, Lincoln Apartments, and Park Place Apartments.

1. Alamont Apartments
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement.
 - c. 2019/2020 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. 2019/2020 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. 2019/2020 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. 2019/2020 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. 2019/2020 Performance Review.
- d. Capital Improvement Summary.

ALAMONT APARTMENTS

Alamont Apartments ended the month of October with one vacancy, Unit #5, who moved out on 10/21/2019. They did have a move in on 10/11/2019, Unit #9.

Total rental income for the month of October was \$21,939.56 which was \$2,220.44 less than was budgeted due to below budget rent potential, vacancy loss and unpaid rents. Service income for the month came to \$737.04 and was higher than budget by \$348.04 due to revenues being collected for late charges, cleaning fees, repairs and maintenance and application fees. This brought the total income to \$22,676.60, which was less than budget by \$1,872.40 due to the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses totaled \$114.95 which was under budget by \$118.05 due to no advertising and no referral fees. Total administrative expenses came to \$1,980.87 which was lower than budget for the month by \$230.13 due to less management fees, no credit reports and less telephone expenses. Total utility expenses were \$2,498.45 and higher than budget by \$74.45, due to higher trash and water costs. The apartment turnover expense totaled \$5099.37, which was higher than budget by \$4,749.37 due to the turnover maintenance in Unit #28. Maintenance expenses for the month were \$2,961.13 which was lower than the budget by \$318.87, due to lower repair costs. The net operating income came in at \$10,021.83, less than what was budgeted by \$6,029.17. The capital improvements for October totaled \$6,816.23, higher than budget by \$6,166.23, due to carpet and vinyl for Unit #9, new ranges for Units #2, #26, and #28, new dishwashers for Units #26, #27, and #28, refrigerators for Units #26, and Unit #28, and the exterior stucco painting of Unit #13. After the total financial expenses of \$7,385.00, the net project cash flow came to a negative \$4,179.40, which was \$12,243.40 less than the budget for the reasons mentioned above.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$76,463.97. This total consisted of \$3,000.00 in the general checking account, \$14,023.08 in the general savings account, \$59,390.89 in the financial reserve account, and \$50.00 in the petty cash account.

EVANSWOOD ESTATES

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

Total rental income for the month came to \$28,001.00 which was higher than budget by \$1,416.00. This variance was due to no vacancy loss, prepaid rents income and less unpaid rents. The service income for the month was \$18.39, lower than budget by \$496.61, due to no cleaning and repairs and maintenance revenues collected. This brought the total income to \$28,019.39, which was \$919.39 higher than what was budgeted for the reasons previously mentioned.

Moving on to the monthly expenses, the renting expenses totaled \$103.49, under budget by \$59.51 due to no advertising costs. Total administrative expenses were \$6,764.21, which was \$159.21 higher than what was budgeted. The total utility expenses for the month came to \$13,508.95, which was higher than the budget by \$11,823.95 due to the annual sewer service billing. There were no apartment turnover expenses. Total maintenance expenses were \$859.82, under budget by \$1,365.18, due to no servicing being done and no labor costs. This brought the net operating income to \$6,782.92, which was \$9,559.08 lower than the budget due to the reasons described above.

The capital improvements were \$2,800.00, which was for the trimming and cutting of brushes and trees. The total financial expenses for the month came in at \$10,947.00 which brought the net project cash flow to a negative \$6,964.08, which was \$13,086.08 under budget.

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 \$77,423.42 with \$3,000.00 in the general checking, \$25,220.48 in the general savings, and \$49,202.94 in the replacement reserve account.

KATHY COURT APARTMENTS

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

There was no rental income for October due to the Camp Fire. There were no renting expenses. The total administrative expenses came to \$370.00, which was the management fee and asset management fee. There were no utility expenses, or apartment turnover expenses. The maintenance expense of \$500.00 was for fire hazard abatement. The total operating expenses came to \$870.00. The net operating income was a negative \$870.00. The capital improvement for \$6,964.50 was for environmental fire sampling and fire debris cleanup. The net project cash flow came to a negative \$7,834.50, due to the fire restoration.

As you can see on the Cash Flow statement, the property ended the month with total cash on hand of \$22,471.95.

LINCOLN APARTMENTS

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

The total rental income for the month of October came to \$12,550.00 and was higher than budget by \$1,320.00, due to no vacancy loss and unpaid rents revenue. Service income totaled \$231.44, which was lower than budget by \$4.56, meeting budget. This brought the total income to \$12,781.44 higher than what was budgeted by \$1,315.44, for the reasons previously mentioned.

Moving on to the October monthly expenses, the renting expenses came to \$129.49 and lower than budget by \$65.51 due to no referral fees. Total administrative expenses were \$1,302.65 and higher than budget for the month by \$60.65, due to higher management fees. Utility expenses totaled \$1,331.34, which was less than what was budgeted by \$226.66, due to lower water and sewer costs. There were no apartment turnover expenses for the month. The total maintenance expenses were \$1,012.36, which was under budget by \$1,147.64, due to lower labor costs and servicing costs. This brought the net operating income to \$9,005.60 which was higher than budget by \$3,419.60 due to the reasons previously mentioned.

The capital improvements came to \$1,224.22, which included the purchase of a range for Unit #17, and two new ceiling fans for Unit #6. After the total financial expenses of \$1,692.00, the net project cash flow came to \$6,089.38, which was higher than the budget by \$2,184.38 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 \$51,027.25. This consisted of \$3,000.00 in the general checking account, \$36,060.25 in the general savings, \$11,867.00 in the financial reserve account, and \$100.00 in the petty cash account

PARK PLACE APARTMENTS

Park Place Apartments ended the month of October with one vacancy, Unit #13, with a move out date of 10/17/2019.

Total rental income for the month of October was \$22,968.40 which was less than the budget by \$161.60. Service income for the month totaled \$243.96, which was under budget by \$257.04 due to no repairs and maintenance or cleaning revenue being collected. This brought the total income to \$23,212.36 less than budget by \$418.64 for the reasons described above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$269.52 which was \$44.52 higher than the budget due to office supplies costs. Total administrative expenses were \$2,021.13, which was under budget by \$90.87 due to less resident manager expenses and lower management fees. Utility expenses totaled \$19,811.34, which was \$18,085.34 higher than budget due to higher water costs, and the annual sewer service costs. There were no apartment turnover expenses for the month. Maintenance expenses totaled \$2,958.03, lower than budget by \$469.97, due to lower labor costs. This brought the net operating income to a negative \$2,116.66, lower than budget by \$15,927.66 for the reasons previously mentioned.

The capital improvements for October were \$692.38, under budget by \$2,077.62 due to no landscaping costs, but a refrigerator was purchased for Unit #26.

After the total financial expenses of \$9,688.00, the net project cash flow came to a negative \$12,497.04, lower than budget by \$13,850.04, 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 \$72,421.46. This consisted of \$3,000.00 in the general checking account, \$14,435.46 in the general savings account, \$54,886.00 in the financial reserve account and \$100.00 in the petty cash account.

Ed Mayer, Executive Director
Chico, California

November 13, 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 black ink, appearing to read "Richard Gillaspie".

Richard Gillaspie
Property Manager

RG:ph
Enclosures

ALAMONT APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

Performance Review 2019 - 20

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	19,094	18,781	20,358	19,663	19,667	20,674	20,112	20,031	20,112	20,304	18,897	20,922	238,614
TOTAL INCOME 2016/17	20,554	19,496	20,063	20,103	19,755	19,712	19,831	20,550	19,790	21,389	20,733	21,892	243,868
TOTAL INCOME 2017/18	21,116	20,232	21,376	22,180	21,356	21,815	20,840	21,521	20,783	25,254	21,031	26,876	264,379
TOTAL INCOME 2018/19	22,324	23,966	24,865	22,689	23,755	23,318	22,432	22,893	24,972	20,904	23,201		255,320
TOTAL INCOME 2019/20	22,677												22,677
VARIANCE	353												353

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	0	0	0	-295	-245	-6	0	-308	-383	-745	-786	308	-2,459
2016/17 VACANCY LOSS	-1,009	-59	-143	-715	-715	-715	-715	-1,276	0	0	-623	-900	-6,870
2017/18 VACANCY LOSS	-900	-1,650	-692	0	-362	-630	0	0	0	0	-600	-510	-5,343
2018/19 VACANCY LOSS	0	0	-75	0	0	0	1	-453	-853	-534	-1,515		-3,429
2019/20 VACANCY LOSS	-843												-843
VARIANCE	-843												-843

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	0	0	0	-6	25	18	38	17	18	-387	-10	-106	-393
2016/17 UNPAID RENTS	372	-701	-523	90	0	0	0	-82	-188	520	-5	5	-512
2017/18 UNPAID RENTS	0	0	0	-105	-388	435	-880	-905	-890	2,970	-1,330	2,258	1,165
2018/19 UNPAID RENTS	-763	651	161	20	10	49	-1,331	-397	1,567	-1,117	553		-596
2019/20 UNPAID RENTS	-901												-901
VARIANCE	-138												-138

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	7,727	5,984	6,690	6,298	7,919	7,167	7,624	6,575	11,218	14,315	11,245	7,644	100,405
2016/17 TOTAL OPER EXP	8,496	11,058	11,877	6,413	6,078	9,088	6,795	8,681	5,630	7,085	5,697	9,850	96,747
2017/18 TOTAL OPER EXP	6,106	5,187	9,864	6,020	7,929	9,337	6,550	5,796	6,207	8,438	7,682	8,730	87,846
2018/19 TOTAL OPER EXP	7,667	4,586	6,898	7,084	6,495	9,216	7,876	9,609	8,883	9,986	9,400		87,700
2019/20 TOTAL OPER EXP	12,655												12,655
VARIANCE	4,988												4,988

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	11,367	12,797	13,668	13,365	11,748	13,508	12,488	13,456	8,894	5,989	7,652	13,277	138,209
2016/17 TOTAL NOI	12,058	8,438	8,186	13,690	13,677	10,624	13,036	11,869	14,160	14,304	15,036	12,043	147,121
2017/18 TOTAL NOI	15,009	15,045	11,512	16,160	13,427	12,477	14,290	15,725	14,576	16,816	13,349	18,145	176,533
2018/19 TOTAL NOI	14,657	19,380	17,967	15,605	17,260	14,102	14,557	13,284	16,089	10,918	13,801		167,620
2019/20 TOTAL NOI	10,022												10,022
VARIANCE	-4,635												-4,635

**EVANSWOOD ESTATES
2019 - 2020 PERFORMANCE REVIEW**

Ev08-09pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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 2019/2019	26346	23751	29950	26505	26326	26333	26637	27013	26970	27477	27784		295092
TOTAL INCOME 2018/2020	28019												28019
VARIANCE	1674												1674
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/2016 VACANCY LOSS	-300	0	0	0	-767	-573	0	0	-1015	-2102	-1117	-906	-6780
2016/2017 VACANCY LOSS	-1050	-2120	-2986	-1883	-832	183	0	-925	-1043	139	0	16	-10501
2017/2018 VACANCY LOSS	-1106	-1073	-1394	0	0	0	0	0	-271	0	-470	0	-4314
2018/2019 VACANCY LOSS	0	0	-406	0	0	0	0	0	-663	0	0		-1070
2019/2020 VACANCY LOSS	0												0
VARIANCE	0												0
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/2016 UNPAID RENTS	0	-1000	-150	508	409	-100	-440	-904	283	-201	-462	604	-1453
2016/2017 UNPAID RENTS	-14	1235	0	-1082	423	-170	-4	101	-2136	2285	547	-658	527
2017/2018 UNPAID RENTS	-2154	2050	0	-153	89	-1100	1100	0	0	0	0	-378	-546
2018/2019 UNPAID RENTS	25	-3357	2195	1500	0	-1	1	-93	-101	-101	49		117
2019/2020 UNPAID RENTS	-144												-144
VARIANCE	-169												-169
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER. EXP.	13529	7885	7892	8769	9140	23910	11093	8440	7089	10075	13493	18394	139709
2016/17 TOTAL OPER. EXP.	13821	9431	9079	12822	15960	18874	8695	8807	7492	14743	9537	9188	138449
2017/18 TOTAL OPER. EXP.	8518	8435	12995	34778	9702	7854	9656	8487	9275	9478	10419	8561	138157
2018/19 TOTAL OPER. EXP.	23913	9190	18864	9513	8508	11091	9837	7165	9203	12520	8017		127819
2019/20 TOTAL OPER. EXP.	21236												21236
VARIANCE	-2676												-2676
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/2016 TOTAL NOI	11256	14843	16335	15967	15463	283	12595	15508	17594	12198	12185	5757	149985
2016/2017 TOTAL NOI	10194	16124	13210	9790	8866	6917	16706	15663	14804	13562	17413	18056	161305
2017/2018 TOTAL NOI	13987	18082	12252	-9649	19166	16881	17406	17415	16549	16395	15921	17501	171905
2018/2019 TOTAL NOI	2433	14561	11086	16992	17818	15242	16801	19848	17767	14958	19768		167273
2019/2020 TOTAL NOI	6783												6783
VARIANCE	4350												4350

LINCOLN APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

LNA07-08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	10837	10462	8970	9553	10644	10104	10559	10374	10953	10092	10765	10529	123,843
TOTAL INCOME 2016/17	10302	11082	10773	11146	11141	11847	10578	11156	11174	11378	11420	11179	133,177
TOTAL INCOME 2017/18	10423	11837	11327	11169	10653	11027	12506	11296	10638	12351	11862	10876	135,967
TOTAL INCOME 2018/19	12798	10026	12618	11543	11664	12250	11212	11950	12116	11490	12445		130,111
TOTAL INCOME 2019/20	12781												12,781
VARIANCE	-16												-16
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	-258	-575	-595	-1217	-867	-192	0	-360	-1231	-635	-191	-679	-6,799
2016/17 VACANCY LOSS	-700	-169	-510	0	0	43	0	0	0	0	0	-567	-1,904
2017/18 VACANCY LOSS	-645	-250	0	-405	-645	-122	8	-550	-750	0	0	75	-3,284
2018/19 VACANCY LOSS	-575	0	-950	0	750	0	0	0	0	0	0		-775
2019/20 VACANCY LOSS	0												0
VARIANCE	575												575
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	-475	-437	-475	-247	-889	593	0	-11	500	0	-21	21	-1,442
2016/17 UNPAID RENTS	0	-5	5	0	0	0	0	0	0	0	0	0	0
2017/18 UNPAID RENTS	-400	375	0	36	-155	-453	-532	-100	100	100	90	-755	-1,694
2018/19 UNPAID RENTS	480	-1000	930	-425	-1103	101	-679	131	220	-430	595		-1,180
2019/20 UNPAID RENTS	540												540
VARIANCE	60												60
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER. EXP.	8125	6141	7193	7575	5193	8897	8761	5351	8204	6854	3664	4856	80,815
2016/17 TOTAL OPER. EXP.	5915	5497	5065	4829	4795	3994	4206	3846	3140	4493	4089	6684	56,552
2017/18 TOTAL OPER. EXP.	11576	8838	6363	4723	7257	3792	3742	4423	5217	7734	6941	3620	74,225
2018/19 TOTAL OPER. EXP.	7866	7526	6294	5598	4312	4721	4897	3485	2514	4268	3286		54,766
2019/20 TOTAL OPER. EXP.	3776												3,776
VARIANCE	-4090												-4,090
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	2712	4321	1777	1979	5451	1206	1798	5023	2750	3238	7101	5673	43,029
2016/17 TOTAL NOI	4387	5586	5707	6318	6346	7853	6372	7310	8034	6885	7332	4495	76,624
2017/18 TOTAL NOI	-1153	2999	4965	6446	3396	7235	8764	6873	5422	4617	4922	7260	61,746
2018/19 TOTAL NOI	4932	2500	6324	5944	7352	7529	6315	8465	9602	7222	9160		75,345
2019/20 TOTAL NOI	9006												9,006
VARIANCE	4074												4,074

PARK PLACE APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

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	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	*****	*****	*****	20,544	23,038	21,677	21,020	22,621	22,271	21,238	22,432	20,618	195,459
TOTAL INCOME 2016/17	23,921	20,291	21,859	22,018	21,458	23,651	22,828	21,592	22,789	22,619	23,066	23,176	269,268
TOTAL INCOME 2017/18	23,042	23,159	23,269	22,999	21,955	23,234	22,807	22,349	22,435	23,485	24,434	22,630	275,796
TOTAL INCOME 2018/19	24,470	21,326	24,689	21,843	22,452	23,104	22,731	20,688	24,307	23,862	24,434		253,907
TOTAL INCOME 2019/20	23,212												23,212
VARIANCE	-1,258												-1,258

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	*****	*****	*****	-575	-875	-249	0	0	-616	-1,093	0	0	-3,408
2016/17 VACANCY LOSS	76	-520	-961	0	0	0	0	-1,305	-563	0	86	-106	-3,293
2017/18 VACANCY LOSS	140	0	0	0	-581	0	-527	-585	-585	-125	-94	359	-1,998
2018/19 VACANCY LOSS	0	0	-206	0	-608	0	-981	-2,179	-5	-54	0		-4,033
2019/20 VACANCY LOSS	0												
VARIANCE	0												0

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	*****	*****	*****	-1,013	116	479	-956	-768	449	1,358	-147	-531	-1,012
2016/17 UNPAID RENTS	416	-423	-323	-423	-473	492	364	-216	-130	-861	77	157	-1,343
2017/18 UNPAID RENTS	-188	-130	-140	-134	-140	239	-189	-194	-179	-127	165	34	-982
2018/19 UNPAID RENTS	169	234	26	-209	199	-721	-133	136	547	175	-82		341
2019/20 UNPAID RENTS	-293												-293
VARIANCE	-462												-462

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	*****	*****	*****	3,245	10,075	8,771	6,127	7,110	9,934	10,250	7,232	7,759	70,504
2016/17 TOTAL OPER EXP	5,101	8,153	6,927	4,963	4,965	21,212	7,021	4,877	10,850	9,359	5,400	7,969	96,797
2017/18 TOTAL OPER EXP	8,271	5,281	5,674	24,723	6,670	5,230	6,863	6,936	5,510	8,447	7,194	5,975	96,775
2018/19 TOTAL OPER EXP	27,386	7,112	11,551	7,134	8,000	10,012	6,636	11,067	6,164	8,729	7,694		111,485
2019/20 TOTAL OPER EXP	25,329												25,329
VARIANCE	-2,057												-2,057

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	*****	*****	*****	17,299	12,963	12,906	14,894	15,511	12,336	10,988	15,200	12,858	124,955
2016/17 TOTAL NOI	18,819	12,138	14,932	17,055	16,493	2,439	15,807	16,715	11,938	13,260	17,667	15,207	172,472
2017/18 TOTAL NOI	14,771	17,878	17,595	-1,724	15,285	18,004	15,945	15,413	16,924	15,037	17,240	16,654	179,021
2018/19 TOTAL NOI	-2,916	14,214	13,138	14,709	14,452	13,092	16,096	9,621	18,143	15,133	16,740		142,422
2019/20 TOTAL NOI	-2,117												-2,117
VARIANCE	799					35							799

MEMO

Date: November 15, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – “Other Properties”

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

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

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

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

Gridley Springs II, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancies. HACB is pleased with Sackett Corporation’s performance to date. The property’s budget was approved by State HCD. Please find the Sackett Corporation’s Owner’s report following.

2131 Fogg Ave, Oroville – (1 unit, Family, Owner: HACB, PM: HACB) This single family “Demo” house is occupied. Tree trimming and removals have been completed by HACB Maintenance Staff.

November 13, 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 October 31, 2019. This statement is accompanied by the following financial statements 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. 2019/2020 Performance Review.
4. Capital Improvement Summary.

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

The total rental income for the month of October came to \$5,945.00 which was higher than the budgeted figure by \$14.00. This variance was due to the money saved by no vacancy loss against unpaid rents and the use of prepaid rents. Service income totaled \$50.52 which was under the budget of \$397.00 by \$346.48 mostly due to the lack of any cleaning and repair costs being recouped. This brought the October total income to \$5,995.52 which was \$332.48 less than budget for the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses came to \$23.00 which was less than budget by \$32.00 as the property had lower than expected forms/office supplies and no advertising. Total administrative expenses were \$489.71, less than budget by \$176.29. The difference is due to lower management fees, no resident manager expenses, and no credit report fees for the month of October. Utility expenses for the month came to \$1,354.04, which was \$538.04 high than budgeted due mostly to \$600.00 in exterminator fees from a bedbug treatment in unit 3.



Mr. Ed Mayer, Executive Director
Chico, California

November 13, 2019
Page 2

There were no apartment turnover expenses for the month. Total maintenance expenses for the month came to \$1,466.12 which was \$236.12 over budget which is mostly due to HVAC service. After the monthly insurance cost of \$75.00, the total operating expenses came to \$3,407.87 which was \$404.87 higher than the budgeted figure for the reasons described above. The net operating income for October was \$2,587.65. Capital improvement costs for the month came to \$1,435.60 for exterior painting. This brought our net project cash flow to \$1,152.05, under budget by \$2,172.95.

As you review the Cash Balance Summary on the Cash Flow, you will see that the property ended the month with total cash on hand of \$33,784.21. Of that amount, \$3,000.00 is in the general checking account with \$27,352.21 in the general savings and \$3,432.00 in the financial reserve account.

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

Sincerely yours,

1519 LOCUST STREET APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

1519 LOCUST STREET APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

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	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2016/17	6,708	6,552	6,060	6,007	6,085	6,166	6,468	6,166	6,169	6,183	6,182	6,230	74,976
TOTAL INCOME 2017/18	6,139	6,177	6,145	6,069	6,161	5,936	6,206	6,650	6,294	6,267	6,293	5,888	74,226
TOTAL INCOME 2018/19	6,321	5,992	6,325	7,771	6,311	4,765	7,124	6,342	6,219	6,265	9,094		
TOTAL INCOME 2019/20	5,996												
VARIANCE	-325												-325

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2016/17 VACANCY LOSS	-195	0	0	0	0	0	0	0	0	0	0	0	-195
2017/18 VACANCY LOSS	0	0	0	0	0	-73	0	0	0	0	0	0	-73
2018/19 VACANCY LOSS	0	0	0	0	0	-690	0	-161	-859	-283	0		
2019/20 VACANCY LOSS	0												
VARIANCE	0												0

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2016/17 UNPAID RENTS	504	301	6	0	0	0	0	0	0	0	0	0	811
2017/18 UNPAID RENTS	0	-60	-20	5	5	-93	32	20	0	0	-148	-44	-303
2019/20 UNPAID RENTS	-345	0	0	345	0	0	80	-56	-621	-330	-251		-1,179
2018/19 UNPAID RENTS	-383												
VARIANCE	-38												-38

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2016/17 TOTAL OPER EXP	6,072	2,818	2,359	2,261	2,052	2,026	2,099	1,980	1,832	2,748	2,594	1,958	30,800
2017/18 TOTAL OPER EXP	2,251	2,172	1,985	2,643	2,801	3,822	3,739	2,498	2,428	2,161	3,326	1,757	31,581
2019/20 TOTAL OPER EXP	2,381	2,216	3,041	2,264	2,458	2,459	3,951	1,949	3,536	4,138	2,913		31,306
2018/19 TOTAL OPER EXP	3,408												3,408
VARIANCE	1,027												1,027

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2016/17 TOTAL NOI	636	3,734	3,701	3,746	4,034	4,140	4,369	4,186	4,336	3,435	3,588	4,272	44,176
2017/18 TOTAL NOI	3,888	4,005	4,160	3,427	3,360	2,114	2,467	4,152	3,867	4,106	2,967	4,132	42,645
2019/20 TOTAL NOI	3,940	3,776	3,284	5,508	3,853	2,306	3,173	4,393	2,682	2,127	6,181		41,223
2018/19 TOTAL NOI	2,588												2,588
VARIANCE	-1,353												-1,353

November 11, 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 October 31, 2019, for 29 Evanswood Circle.

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

29 Evanswood Circle remained fully occupied for the month of October with no move-outs, move-ins, or tenant notices. The total income for the month was \$1,000.00 with no unpaid rent.

Moving on to the expenses, there were \$4.80 renting expenses for forms and office supplies for the month. The total administrative expenses were \$245.00, meeting budget. Administrative expenses included \$100.00 for the management fee and \$145.00 in homeowner association dues. Utility expenses for the month were \$496.47, under budget by \$12.40, due to high sewage costs. The property had no maintenance expenses in October. This brought the total operating expenses to \$746.27. The net operating income was \$253.73. There were capital improvements this month which included the replacement of the water heater and associated repairs of the water damage when the old unit failed. The old unit leaked water into the kitchen and laundry area. The total improvement included replacement of the water heater unit, new supply lines, valves, and earthquake straps. A cracked drain line located in the wall was also identified and repaired along with all water damaged drywall and insulation.

Mr. Ed Mayer, Executive Director
Chico, California

November 11, 2019
Page 2

As you review the Cash Balance Summary on the bottom of Page 1 of the Cash Flow Statement for August, you will note that the property ended the month with total cash on hand of \$30,186.65. Of that amount, \$29,286.65 is in the general checking account and \$900.00 in the deposit checking account.

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

November 2019

Property Status:

1. All continues to go well at Gridley Springs. GSI Currently has 1 vacant unit (#8) with a move in scheduled for 11/13/2019, and GSII is 100% occupied with no notices to vacate.
2. GSI budget has been submitted to USDA for approval. GSII budget was approved effective 10/01/2019.
3. Sackett Corporation completed our first year as the onsite management effective 10/01/2019 and we are happy to be a part of Gridley Springs.
4. 100% file audits have been completed at both GSI and GSII.

Thank you!
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
October 31, 2019

CASH SUMMARY - Operating Account

	OCTOBER		1 months YTD	
	2019	%%	2019	%%
Total Rent Revenue	15,205.00	100.00%	15,205.00	100.00%
Vacancies	(195.00)	-1.28%	(195.00)	-1.28%
Net Rental Revenue	15,010.00	98.72%	15,010.00	98.72%
Other Income	94.69	0.62%	94.69	0.62%
Total Revenue	15,104.69	99.34%	15,104.69	99.34%
Expenses:				
Administrative Expenses	2,452.72	16.13%	2,452.72	16.13%
Utilities	1,774.21	11.67%	1,774.21	11.67%
Operating & Maintenance	4,537.47	29.84%	4,537.47	29.84%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	497.53	3.27%	497.53	3.27%
Total Expenses	9,261.93	57.64%	9,261.93	42.36%
Net Operating Income	5,842.76	41.51%	5,842.76	41.51%
Interest and Finance Expense	565.08	3.72%	565.08	3.72%
Replacement Costs	640.26	4.21%	640.26	4.21%
Net Cash Flow from Operations	4,637.42		4,637.42	
Plus (Minus)				
Interest Income	(5.56)		(5.56)	
Unpaid Rent Collected (Owed)	398.55		398.55	
Prepaid Rent Received (Absorbed)	453.00		453.00	
Security Deposits Received (Refunded)	574.00		574.00	
Accrued Interest (Payment)	545.08		545.08	
Net Cash Increase (Decrease)	6,602.49		6,602.49	
Beginning of Period Cash Balance	46,180.05		46,180.05	
Contributions (Distributions) to Owner	0.00		0.00	
Transfer from (to) Impound Account	(399.58)		(399.58)	
Transfer From (to) Replacement Reserves	(450.00)		(450.00)	
Transfer from (to) Security account	0.00		0.00	
Ending Cash Balance - Operating Account	\$51,932.96		\$51,932.96	
- Replacement Reserve			\$106,469.76	
- Tax and Insurance Impounds			\$37,944.73	
- Security Deposit Accounts			\$13,934.24	

TENANT RECEIVABLES	Current Month	UNIT STATUS	Current Month
Rent and Rent Related Receivables		Total Units	24
Balance at Beginning of Month	1,019.00	Vacant units at beginning of month	0
Uncollected (Collected) During Month	(398.55)	Plus Units vacated during month	1
Written off to Bad Debts	0.00	Less move ins and deposits to hold	1
Balance at End of Month	<u>\$620.45</u>	Vacant units at end of month	<u>0</u>

Income Statement
HACB GRIDLEY SPRINGS II
As of
October 31, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	13,683.00	15,314.00	(1,631.00)	13,683.00	15,314.00	(1,631.00)
Tenant Assistance Payments	1,522.00	0.00	1,522.00	1,522.00	0.00	1,522.00
Total Revenue	15,205.00	15,314.00	(109.00)	15,205.00	15,314.00	(109.00)
Apartment Vacancies	(195.00)	(306.00)	111.00	(195.00)	(306.00)	111.00
Total Vacancies	(195.00)	(306.00)	111.00	(195.00)	(306.00)	111.00
NET RENTAL REVENUE	15,010.00	15,008.00	2.00	15,010.00	15,008.00	2.00
Interest Income-Other Cash	5.32	0.00	5.32	5.32	0.00	5.32
Interest Income-Sec Deposits	0.24	0.00	0.24	0.24	0.00	0.24
Total Financial Revenue	5.56	0.00	5.56	5.56	0.00	5.56
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	125.00	(125.00)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	0.00	0.00	0.00	0.00	0.00
Laundry Revenue	89.13	87.00	2.13	89.13	87.00	2.13
Total Other Revenue	89.13	212.00	(122.87)	89.13	212.00	(122.87)
TOTAL REVENUE	15,104.69	15,220.00	(115.31)	15,104.69	15,220.00	(115.31)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	19.00	(19.00)	0.00	19.00	(19.00)
Credit Reports	0.00	0.00	0.00	0.00	0.00	0.00
IT Support Services	128.00	128.00	0.00	128.00	128.00	0.00
Telephone/Answering Service	37.78	0.00	37.78	37.78	0.00	37.78
Consulting/Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
Postage and Mailing	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Expense/Office Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies/Expenses	0.00	435.00	(435.00)	0.00	435.00	(435.00)
Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
Management Fee	1,080.00	1,080.00	0.00	1,080.00	1,080.00	0.00
Manager Salaries	1,206.94	1,338.00	(131.06)	1,206.94	1,338.00	(131.06)
Education/Registration fees	0.00	57.00	(57.00)	0.00	57.00	(57.00)
Legal Expense	0.00	125.00	(125.00)	0.00	125.00	(125.00)
Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00
Other Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative Expenses	2,452.72	3,182.00	(729.28)	2,452.72	3,182.00	(729.28)
Utility Expenses						
Electricity	114.96	288.00	(173.04)	114.96	288.00	(173.04)
Water	359.16	500.00	(140.84)	359.16	500.00	(140.84)
Gas	25.98	87.00	(61.02)	25.98	87.00	(61.02)
Sewer	807.28	912.00	(104.72)	807.28	912.00	(104.72)
Garbage and Trash Removal	466.83	663.00	(196.17)	466.83	663.00	(196.17)
Total Utility Expenses	1,774.21	2,450.00	(675.79)	1,774.21	2,450.00	(675.79)
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	0.00	0.00	0.00
Exterminating Contract	100.00	0.00	100.00	100.00	0.00	100.00
Tree Service	0.00	0.00	0.00	0.00	0.00	0.00
Grounds Contract	950.00	0.00	950.00	950.00	0.00	950.00
Grounds Maintenance and Supplies	284.00	0.00	284.00	284.00	0.00	284.00
Maintenance Personnel	1,121.86	1,338.00	(216.14)	1,121.86	1,338.00	(216.14)
Repair Materials	1,534.29	1,663.00	(128.71)	1,534.29	1,663.00	(128.71)
Repair Contract/Vendor Labor	0.00	1,825.00	(1,825.00)	0.00	1,825.00	(1,825.00)
Electrical Repair and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
HVAC Repair/Maintenance	515.00	1,663.00	(1,148.00)	515.00	1,663.00	(1,148.00)
Appliance Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Plumbing Repair and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Interior Painting and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Gas, Oil and Mileage	32.32	0.00	32.32	32.32	0.00	32.32
Fire Protection Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	4,537.47	6,489.00	(1,951.53)	4,537.47	6,489.00	(1,951.53)

Income Statement
HACB GRIDLEY SPRINGS II
As of
October 31, 2019

	***** 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	206.15	320.00	(113.85)	206.15	320.00	(113.85)
Property & Liability Insurance	0.00	150.00	(150.00)	0.00	150.00	(150.00)
Worker's Compensation	157.39	219.00	(61.61)	157.39	219.00	(61.61)
Health/Dental Insurance	133.99	187.00	(53.01)	133.99	187.00	(53.01)
Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes & Insurance Expenses	497.53	876.00	(378.47)	497.53	876.00	(378.47)
TOTAL EXPENSES	9,261.93	12,997.00	(3,735.07)	9,261.93	12,997.00	(3,735.07)
NET OPERATING INCOME (LOSS)	5,842.76	2,223.00	3,619.76	5,842.76	2,223.00	3,619.76
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	545.08	0.00	545.08
Bank Fees	20.00	0.00	20.00	20.00	0.00	20.00
Total Interest & Finance Expense	565.08	0.00	565.08	565.08	0.00	565.08
OPERATING PROFIT (LOSS)	5,277.68	2,223.00	3,054.68	5,277.68	2,223.00	3,054.68
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Replacement	640.26	0.00	640.26	640.26	0.00	640.26
Carpet/Flooring Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Replacements	640.26	0.00	640.26	640.26	0.00	640.26
NET CASH FLOW FROM OPERATIONS	4,637.42	2,223.00	2,414.42	4,637.42	2,223.00	2,414.42

Date: 11/12/2019

MEMO

To: Board of Commissions

From: Bow Lee, Special Programs Coordinator

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

Program Statistics for Period Ending	10/1/2019	10/1/2018
Number of participants as of last day of the month	32	38
Number of Orientation Briefings	1	6
Number of signed contracts	1	1
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	0
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	1	0
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	15	31
Number of participants with new employment (YTD)	7	16
Number of participants with escrow accounts	23	29
Number of participants currently escrowing	19	25
Amount disbursed from escrow account	\$0.00	\$0.00
Balance of Escrow Account	\$101,292.99	\$118,869.37

FSS FY 2018 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2019)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	32
Number of FSS participants identified as a person with disabilities	8
Number of FSS participants employed	25
Number of FSS participants enrolled in higher/adult education	2
Number of FSS participants enrolled in school and employed	2
Number of FSS families receiving cash assistance	2
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	2
How many new FSS escrow accounts were established	5
Number of FSS families moved to non-subsidized housing	0
Number of FSS families moved to home-ownership	1

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

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	11/19 Enrollment	11/19 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/19 - 9/30/20	\$42,720.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	3	\$2,325.00	\$39,018.00
SEARCH Samaritan Bonus	7/1/19 - 6/30/20	\$37,680.00	BCBH	BCBH	4	Unaccompanied adults, chronically homeless with SMI	Chico	4	\$2,280.00	\$30,042.00
SEARCH III- SHP	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	1	\$459.00	\$25,841.00
LINK PHB	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	3	Unaccompanied youth, ages 18-24, chronically homeless with SMI	Chico	1	\$367.00	\$25,936.00
SEARCH II - PHB	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	1	Unaccompanied adults, chronically homeless with SMI	Chico	1	\$425.00	\$26,129.00
City of Chico - LGP	7/1/19 - 6/30/20	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	0	\$0.00	\$9,000.00
City of Chico - TBRA	7/1/19 - 6/30/20	\$100,000.00	City of Chico	SSA	30	Low-income, under case management with self-sufficiency plan	Chico	9	\$6,681.00	\$60,161.00
BHHAP/Security Deposit	7/1/19 - 6/30/20	\$2,225.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$2,225.00
BHHAP/ASOC	7/1/19 - 6/30/20	\$11,170.00	BCBH	BCBH	10	Individuals with a mental illness with homelessness eligibility	Butte County	1	\$580.00	\$8,450.00
Totals		\$287,575.00			69			20	\$13,117.00	\$226,802.00

Acronym Legend

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

Last update: 10-30-2019

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

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
QUARTERLY CASH AND INVESTMENT REPORT
 September 30, 2019

INVESTMENT	MATURITY		COST	MARKET VALUE	NON-FEDERAL FUNDS	HUD PUBLIC HSG	HUD HCV SEC. 8	CA HCD RHCP-GSII	USDA-RD FARM LABOR
	DATE	YIELD							
Umpqua - Operating Account		0.00	864,218.02	864,218.02	864,218.02				
Umpqua - Savings Account		VAR.	1,184,891.11	1,184,891.11	661,220.75	351,801.29	171,869.07		
Umpqua - Section 8 FSS Escrow		VAR.	102,656.29	102,656.29			102,656.29		
Umpqua - Sec. 125 Cafeteria Plan		0.00	12,216.83	12,216.83	12,216.83				
FNC - Money Market Funds		VAR.	341,235.03	341,235.03	99,295.33	91,939.70	150,000.00		
Rabobank (Security Deposit box location)		0.00	2,700.00	2,700.00	2,700.00				
Petty Cash Accounts		0.00	100.00	100.00	100.00				
Gridley Springs II @ Sackett		0.00	203,923.64	203,923.64				203,923.64	
#29 Evanswood @ RSC		0.00	35,343.23	35,343.23	35,343.23				
Locust St balances @ RSC		0.00	32,725.16	32,725.16	32,725.16				
Park Place Apts @ RSC		0.00	74,961.50	74,961.50	74,961.50				
Lincoln Apts balances @ RSC		0.00	43,245.87	43,245.87	43,245.87				
Kathy Court balances @ RSC		0.00	30,306.45	30,306.45	30,306.45				
Alamont Apts balances @ RSC		0.00	72,858.37	72,858.37	72,858.37				
Evanswood balances @ RSC		0.00	73,440.50	73,440.50	73,440.50				
SUBTOTAL CASH ACCOUNTS			3,074,822.00	3,074,822.00	2,002,632.01	443,740.99	424,525.36	203,923.64	0.00
Umpqua FLH Operating Account		0.00	10,307.62	10,307.62					10,307.62
Umpqua FLH Construction Account		VAR.	186,018.14	186,018.14					186,018.14
Umpqua FLH Tax & Insurance		VAR.	17,682.62	17,682.62					17,682.62
Umpqua FLH Reserves Security Deposits		VAR.	308,967.06	308,967.06					308,967.06
Umpqua FLH Security Deposits		VAR.	42,428.60	42,428.60					42,428.60
TOTAL USDA-RD FARM LABOR			565,404.04	565,404.04	0.00	0.00	0.00	0.00	565,404.04
Bank of New York - Bond Replacement Res (128651)		VAR.	0.00	0.00	0.00				
Bank of New York - Bond Debt Service Res (128650)		VAR.	0.00	0.00	0.00				
Bank of New York - Principal & Interest Acct (128649)		VAR.	1,383,200.00	1,383,200.00	1,383,200.00				
TOTAL HACB BOND RESERVES			1,383,200.00	1,383,200.00	1,383,200.00	0.00	0.00	0.00	0.00
PARS SECTION 115 TRUST		var	2,102,102.80	2,102,102.80	1,051,373.47	0.00	1,050,729.33		
<i>Morgan Stanley - Matured</i>	9/9/2019	2.20	0.00	0.00					
<i>Oriental Bank - Matured</i>	9/16/2019	2.20	0.00	0.00					
<i>Midland States Bank - Matured</i>	9/23/2019	2.20	0.00	0.00					
Barklays Bank - DTD 10/18/17	10/18/2019	1.70	240,000.00	240,000.00		240,000.00			
Evergreen Bank Group - DTD 4/30/2018	10/30/2019	2.30	240,000.00	240,000.00		240,000.00			
United Banker's Bank - DTD 5/11/2018	11/12/2019	2.30	100,000.00	100,000.00			100,000.00		
American Express Fed Svgs - DTD 5/31/2017	12/2/2019	1.65	200,000.00	200,000.00			200,000.00		
Discover Bk Greenwood Del - DTD 3/7/2018	3/9/2020	2.40	150,000.00	150,000.00		150,000.00			
JPMorgan Chase - DTD 4/8/2019	4/8/2020	2.40	200,000.00	200,000.00		91,000.00	109,000.00		
University Iowa Cmnty - DTD 9/28/18	9/28/2020	2.90	100,000.00	100,000.00			100,000.00		
Wells Fargo Bk N A Sioux Falls- DTD 9/28/18	9/28/2020	2.90	100,000.00	100,000.00			100,000.00		
EnerBank USA - DTD 4/12/2019	10/13/2020	2.40	200,000.00	200,000.00			200,000.00		
First Choice Bank Cerritos CA - DTD 05/22/19	11/23/2020	2.40	200,000.00	200,000.00	180,000.00	20,000.00			
Comenity Capital Bank - DTD 4/15/2019	4/15/2021	2.50	200,000.00	200,000.00		200,000.00			
Royal Business Bk LA - DTD 9/30/19 - NEW	3/30/2020	1.80	200,000.00	200,000.00	150,000.00		50,000.00		
TOTAL FNC CD'S			2,130,000.00	2,130,000.00	330,000.00	941,000.00	859,000.00	0.00	0.00
Self-Help Credit Union - CD DTD 2/10/19	2/10/2020	2.10	101,337.85	101,337.85	101,337.85				
TOTAL CD'S			2,231,337.85	2,231,337.85	431,337.85	941,000.00	859,000.00	0.00	0.00
TOTAL HOUSING AUTHORITY CASH & INVESTMENTS			9,356,866.69	9,356,866.69	4,868,543.33	1,384,740.99	2,334,254.69	203,923.64	565,404.04

INVESTMENT	MATURITY DATE	YIELD	COST	MARKET VALUE	NON-FEDERAL FUNDS	HUD PUBLIC HSG	HUD HCV SEC. 8	CA HCD RHCP-GSII	USDA-RD FARM LABOR
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QUARTERLY INVESTMENT REPORT, CONTINUED
September 30, 2019

INVESTMENT	MATURITY DATE	YIELD	COST	MARKET VALUE
1200 Park Avenue, L.P.; 11/23/2004	11/23/2054	4.84	675,000.00	1,172,761.80
Chico Harvest Park, L.P.; 1/29/2013	1/28/2068	2.31	600,000.00	692,077.87
TOTAL for HACB Mortgages & Loans			1,275,000.00	1,864,839.67

* interest compounds to principal June 1st annually
* interest compounds to principal May 1st annually

BCAHDC				
BCAHDC Umpqua Operating Account				15,166.06
BCAHDC Tri-Counties Bank - CD	6/30/2019	0.10		250,000.00
BCAHDC Cordillera Bank Balances @ RSC				45,691.50
BCAHDC Cordillera Umpqua Reserve & Sec.Dep. Account				293,256.30
BCAHDC - Promissory Note to HACB	9/19/2020	3.00		350,000.00
TOTAL for BCAHDC				954,113.86

BANYARD MANAGEMENT	
Banyard - Umpqua General Savings	236,690.67
TOTAL for BANYARD MGT	
	236,690.67

TAX CREDIT PROJECTS			
Walker Commons Oper Acct @ AWI			107,258.89
Walker Commons Petty Cash @ AWI			350.00
Walker Commons Security Deposits @ AWI			22,390.00
Walker Commons Savings Acct (Reserves) @ AWI			125,398.58
Walker Commons Savings Acct @ AWI			87,796.26
Walker Commons - Banner Bank CD: 8/25/2017	8/25/2019	0.40	50,184.76
<i>Walker Commons - Banner Bank CD: Matured</i>	<i>8/25/2019</i>	<i>0.45</i>	<i>0.00</i>
TOTAL for WALKER COMMONS			393,378.49

1200 Park Ave Operating Account @ AWI	101,885.40
1200 Park Ave Petty Cash @ AWI	250.00
1200 Park Ave Savings Account @ AWI	10,132.54
1201 Park Ave T&I Account @ AWI	13,327.70
1200 Park Ave Security Deposit Acct @ AWI	35,779.00
1200 Park Ave Repl. Reserves @ AWI	317,346.08
TOTAL for 1200 PARK AVENUE	
	478,720.72

Chico Commons Checking @ AWI	105,133.95
Chico Commons Oper Account @ AWI	47,906.65
Chico Commons Petty Cash @ AWI	250.00
Chico Commons T&I Account @ AWI	3,354.05
Chico Commons Security Deposits @ AWI	42,985.00
Chico Commons Savings (Replacement Reserves)	78,058.85
TOTAL for CHICO COMMONS	
	277,688.50

Harvest Park Cash @ WINN	312,118.00
Harvest Park Escrow Accounts @ WINN	550,492.00
TOTAL for HARVEST PARK	
	862,610.00
Gridley Springs I Cash @ Sackett	365,958.00
Gridley Springs I Escrow Accounts @ Sackett	296,315.74
TOTAL for GRIDLEY SPRINGS I	
	662,273.74

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
RESTRICTED VS. UN-RESTRICTED FUNDS ANALYSIS
September 30, 2019

	a	b	c	=a-b-c		
HACB - Primary Government						
	Total Cash & Current A/R	Restricted Cash	Current Liabilities	9/30/2019 Available Fund Balance	9/30/2018 Available Fund Balance	Notes / Change
Unrestricted HA Owned						
Park Place Apts (Oro)	-450,394	55,362	445,770	-951,526	-402,543	8/1 & 10/1 bond pay off
Lincoln Apts	844,768	0	422,296	422,472	411,372	8/1 & 10/1 bond pay off
Kathy Ct Apts	1,259,219	0	160,836	1,098,383	-288,402	8/1 & 10/1 bond pay off
Alamont Apts	368,331	0	340,169	28,162	380,936	8/1 & 10/1 bond pay off
Evanswood Estates	20,602	0	476,865	-456,263	137,794	8/1 & 10/1 bond pay off
2000A Bond Total	2,042,526	55,362	1,845,936	141,228	239,157	
General Fund	1,973,082	872,737	124,360	975,985	1,228,112	PARS trust
Continuum of Care	440	0	8,811	-8,371	-82,085	
Demo Housing	620,424	91,198	18,959	510,267	520,567	PARS trust
Locust St Apts	259,901	32,075	12,246	215,580	180,042	
Total Unrestricted HA Owned	4,896,373	1,051,372	2,010,312	1,834,689	2,085,793	-251,104
Restricted to Federal and/or State Program						
HCD Gridley Springs II	204,943	143,560	14,933	46,450	65,911	Replacement & Op. Reserves
HUD Public Housing	1,408,554	0	326,943	1,081,611	900,805	
USDA Farm Labor Housing	599,022	512,667	111,336	-24,981	26,045	Rep. Reserves/Construction
HUD Section 8 HCV	2,201,430	1,180,427	204,374	816,629	1,980,845	HAP; FSS Escrow; PARS
HUD FSS Program (S8)	132,825	0	0	132,825	131,024	Old carryover grant funds
Total Federal/State Programs	4,546,774	1,836,654	657,586	2,052,534	3,104,630	-1,052,096
TOTAL HACB PRIMARY GOV'T	9,443,147	2,888,026	2,667,898	3,887,223	5,190,423	-1,303,200

HACB - Component Units						
	Total Cash & Current A/R	Restricted Cash	Current Liabilities	9/30/2019 Available Fund Balance	9/30/2018 Available Fund Balance	Change
Restricted to Mission Stmt						
BCAHDC						
BCAHDC General Fund	313,700	0	30,525	283,175	585,292	-302,117
Cordillera Apartments	340,068	0	19,668	320,400	371,262	-50,862
TOTAL BCAHDC	653,768	0	50,193	603,575	956,554	
Banyard Management	236,691	0	0	236,691	218,634	18,057
1200 Park Avenue, LLC	0	0	0	0	0	

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4757

APPROVAL OF
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

WHEREAS, the Housing Authority of the County of Butte (HACB) administers under Annual Contributions Contract the United States Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher (HCV) program; and

WHEREAS, program administration requires the HACB to annually submit to HUD a performance certification for the Section 8 HCV program, such certification identified as the Section 8 Management Assessment Program (SEMAP), such certification now due for the fiscal year ending September 30, 2019; and

WHEREAS, the Board of Commissioners of the HACB has reviewed the SEMAP certification and found it to represent a true and accurate representation of the performance by HACB in administration of the Section 8 HCV program for the fiscal year ended September 30, 2019;

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to accept the certification for the Section 8 Management Assessment Program for the fiscal year ending September 30, 2019, such certification attached to and made a part of this resolution, and, further, to authorize its submission to the U.S. Department of Housing and Urban Development; and

FURTHER BE IT RESOLVED, that to its present knowledge, there is no evidence to indicate a seriously deficit performance that casts doubt on the Housing Authority of the County of Butte's capacity to administer the Section 8 Program in accordance with federal law and regulations.

Dated: November 21, 2019.

Anne Jones, Board Vice Chair

ATTEST:

Edward S. Mayer, Secretary

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
HOUSING AUTHORITY OF THE COUNTY OF BUTTE	09/30/2019	

Check here if the PHA expends less than \$300,000 a year in Federal awards
Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))
(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No
- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)
(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled
- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)
The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled
- Utility Allowance Schedule. (24 CFR 982.517)
The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No
- HQS Quality Control Inspections. (24 CFR 982.405(b))
A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No
- HQS Enforcement. (24 CFR 982.404)
The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>808</u>	1-BR FMR <u>894</u>	2-BR FMR <u>1144</u>	3-BR FMR <u>1654</u>	4-BR FMR <u>1921</u>
PS <u>808</u>	PS <u>894</u>	PS <u>1144</u>	PS <u>1654</u>	PS <u>1921</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

0

0

or, Number of mandatory FSS slots under HUD-approved exception

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

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(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

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PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>808</u>	1-BR FMR <u>894</u>	2-BR FMR <u>1144</u>	3-BR FMR <u>1654</u>	4-BR FMR <u>1921</u>
PS <u>735</u>	PS <u>810</u>	PS <u>1040</u>	PS <u>1500</u>	PS <u>1740</u>

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0

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Applies only to PHAs with jurisdiction in metropolitan FMR areas.

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PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>569</u>	1-BR FMR <u>632</u>	2-BR FMR <u>836</u>	3-BR FMR <u>1047</u>	4-BR FMR <u>1130</u>
PS <u>585</u>	PS <u>632</u>	PS <u>836</u>	PS <u>1071</u>	PS <u>1160</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

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PHA Response Yes No

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PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

0
0

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

31

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

0.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

NOV 07 2019

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

Dear Mr. Mayer:

The Department of Housing and Urban Development (HUD) reviewed the Housing Authority of the County of Butte (HACB) request for a waiver of item(s) marked in a checklist submitted pursuant to "Relief From HUD Requirements Available to PHAs During CY 2018 to Assist with Recovery and Relief Efforts on Behalf of Families Affected by Disasters" FR-6050-N-02 (September 18, 2018).

The HACB is recovering from damage related to the California Wildfires. HACB is located in Butte County in an area encompassed by the applicable Major Disaster Declaration (MDD). HACB serves Public Housing and or Housing Choice Voucher families. HACB will use the requested flexibilities to better assist families displaced by this natural disaster. This request was submitted by an authorized official and included documentation of the impacts from the wildfire and the corresponding need for the waivers based on the public housing agency's (PHA's) circumstances. Accordingly, HUD finds there is good cause to waive, and hereby waives, the following regulations and/or requirements:

Checklist Item	Flexibility Requested	Waiver Status
Section 3: M	24 CFR 985.101(a) (Section 8 Management Assessment Program (SEMAP)). (Housing Voucher Management and Operations)	Approved

Waiver(s) requested that are not resolved by this letter will be addressed in a separate communication. All waiver approvals are for the lesser of (i) the term requested in your submitted waiver request, or (ii) the term limits published in the *Federal Register* notice, unless an alternative limit is provided by HUD in the above chart. If any provision of this waiver or its application to any HUD requirement is made invalid by PHA omission or is no longer needed due to changing circumstances, HUD reserves the right to revoke all or a portion of this waiver at any time.

Should you have any questions, please contact the Disaster Waiver Processing Team at PIHDisasterRelief@hud.gov.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a horizontal line that extends to the right and then loops back down to the 'R'.

R. Hunter Kurtz
Assistant Secretary

November 15, 2019

MEMO

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: HUD Public Housing Program – Adoption of 2020 Flat Rent Schedule

This action is now “routine”, being completed annually, regarding adoption of Flat Rents to be applied to the HUD Public Housing program.

In the 2014 HUD Appropriations Act, Congress stipulated a change to the HUD Public Housing Program’s regulations regarding use and application of “flat rents”. In the Public Housing program, tenants can choose to pay either 30% of their adjusted gross income as their contribution towards rent and utilities, or they can pay a “flat rent”. The appropriations act stipulates that housing authorities must set Flat Rents at no less than 80% of the applicable HUD Fair Market Rent (FMR), including consideration for Utility Allowances. There are currently thirteen (13) Public Housing tenants that have chosen the Flat Rent option.

HUD issued 2020 Fair Market Rent data (FMR’s) on August 31, 2019, pre-requisite to analysis of, and revision of, the HACB’s Public Housing Flat Rent Schedule for the 2020 operating year.

In summary, Resolution No. 4758 changes the Flat Rent Schedule in its entirety, updating Flat Rents in accordance with local market conditions and HUD requirements. Implementation of the recommended Flat Rent Schedule, by means of Resolution No. 4758, maintains HACB’s compliance with the Appropriations act.

Recommendation: adoption of Resolution No. 4758.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4758

DETERMINATION OF PUBLIC HOUSING FLAT RENTS

WHEREAS, the Housing Authority of the County of Butte (HACB) administers under contract the U.S. Department of Housing and Urban Development (HUD) Public Housing (PH) program; and

WHEREAS, each year, in accordance with 24 CFR 960.253(d), the HACB sets a Flat Rent schedule for its PH properties which is designed to encourage self-sufficiency and to avoid disincentives for continuing residency by families seeking to become economically self-sufficient; and

WHEREAS, the HACB has reviewed its documentation and data regarding local rental market conditions and determined that the current Flat Rent Schedule, effected January 1, 2019, no longer reflects current market conditions and requires revision; and

WHEREAS, the HACB has reviewed its documentation and data regarding local rental markets, including its Section 8 HCV program Rent Reasonableness database and recent leasing experience of HCV program participants, and determined Flat Rent rates for its PH properties which reflect surrounding market conditions; and

WHEREAS, on May 21, 2014, HUD posted Notice PIH 2014-12: “Changes to Flat Rent Requirements – 2014 Appropriations Act.” The 2014 Appropriations Act requires PHAs to set Flat Rents at no less than eighty percent of the applicable HUD-determined Fair Market Rent for the area; and

WHEREAS, the HACB has revised its PH Flat Rents schedule to comply with HUD requirements per HUD Notice 2017-23;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to set its Public Housing Flat Rents in accordance with the attached Public Housing Flat Rent Analysis and Recommendation, effective January 1, 2020, such Analysis and Recommendation to be attached to and made a part of this Resolution No. 4758.

Dated: November 21, 2019.

Anne Jones, Board Vice Chair

ATTEST

Edward S. Mayer, Secretary

Housing Authority of the County of Butte

Attachment to Resolution No. 4758 - HUD Low Income Public Housing Program

2020 Public Housing Flat Rent Analysis

November 21, 2019

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Area	Bedrooms	HUD Fair Market Rent (FMR)	80% of FMR	Minus UA	2019-20 Flat Rent Minimum	2019 Approved Flat Rent	Rent Comparable	Minus 2020 UA	Proposed 2020 Flat Rents	UA Notes
Chico	1	\$842	\$674	\$113	\$561	\$775	\$902	\$113	\$789	**UA \$109 if 43-3 ADA
	2	\$1,090	\$872	\$124	\$748	\$930	\$1,106	\$124	\$982	**UA's \$124 43-3 ADA and \$119 if 43-13
	3	\$1,567	\$1,254	\$136	\$1,118	\$1,200	\$1,444	\$136	\$1,308	**UA \$134 if 43-3 ADA
	4	\$1,881	\$1,505	\$151	\$1,354	\$1,387	\$1,660	\$151	\$1,509	
Chico <i>w/o Water & Sewer UA</i>	1	\$842	\$674	\$61	\$613	\$775	\$960	\$61	\$899	**UA \$57 if 43-3 ADA
	2	\$1,090	\$872	\$69	\$803	\$930	\$1,192	\$69	\$1,123	**UA's \$68 if 43-3 ADA and \$64 if 43-13
	3	\$1,567	\$1,254	\$79	\$1,175	\$1,246	\$1,585	\$79	\$1,506	**UA \$77 if 43-3 ADA & \$74 if 43-13
	4	\$1,881	\$1,505	\$91	\$1,414	\$1,449	\$1,660	\$91	\$1,569	
Biggs	1	\$842	\$674	\$193	\$481	\$775	\$902	\$64	\$838	*UA's adjusted due to HACB paying the water/sewer
	2	\$1,090	\$872	\$205	\$667	\$930	\$1,106	\$76	\$1,030	*UA's adjusted due to HACB paying the water/sewer
	3	\$1,567	\$1,254	\$215	\$1,039	\$1,110	\$1,444	\$86	\$1,358	*UA's adjusted due to HACB paying the water/sewer
	4	\$1,881	\$1,505	\$227	\$1,278	\$1,312	\$1,660	\$98	\$1,562	*UA's adjusted due to HACB paying the water/sewer
Gridley	1	\$842	\$674	\$130	\$544	\$775	\$960	\$130	\$830	**UA \$127 if 43-1B ADA & UA \$109 if 43-3 ADA
	2	\$1,090	\$872	\$140	\$732	\$930	\$1,106	\$140	\$966	
	3	\$1,567	\$1,254	\$151	\$1,103	\$1,174	\$1,444	\$151	\$1,293	
	4	\$1,881	\$1,505	\$165	\$1,340	\$1,374	\$1,660	\$165	\$1,495	
	5	\$2,163	\$1,730	\$177	\$1,553	\$1,593	\$1,928	\$177	\$1,751	
Gridley <i>w/o Water & Sewer UA</i>	1	\$842	\$674	\$71	\$603	\$775	\$960	\$71	\$889	**UA \$68 if 43-1B
	2	\$1,090	\$872	\$79	\$793	\$930	\$1,106	\$79	\$1,027	
	3	\$1,567	\$1,254	\$90	\$1,164	\$1,235	\$1,444	\$90	\$1,354	
	4	\$1,881	\$1,505	\$102	\$1,403	\$1,437	\$1,707	\$102	\$1,605	
	5	\$2,163	\$1,730	\$114	\$1,616	\$1,656	\$1,928	\$114	\$1,814	
Oroville	1	\$842	\$674	\$87	\$587	\$775	\$960	\$87	\$873	
	2	\$1,090	\$872	\$104	\$768	\$900	\$1,077	\$104	\$973	
	3	\$1,567	\$1,254	\$107	\$1,147	\$1,218	\$1,444	\$107	\$1,337	**UA \$121 if 43-15 & UA \$107 43-14
Oroville <i>w/o Water & Sewer UA</i>	1	\$842	\$674	\$87	\$587	\$775	\$960	\$87	\$873	
	2	\$1,090	\$872	\$104	\$768	\$900	\$1,077	\$104	\$973	
	3	\$1,567	\$1,254	\$75	\$1,179	\$1,250	\$1,444	\$75	\$1,369	

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4759

AUTHORIZATION TO ENTER INTO CONTRACT WITH
ECORP CONSULTING, INC.

FOR FIVE-YEAR ENVIRONMENTAL REVIEW OF HUD PUBLIC HOUSING CAPITAL FUND
AND OPERATING FUND IMPROVEMENT AND MAINTENANCE ACTIVITIES

WHEREAS, the Housing Authority of the County of Butte (HACB) owns and operates Public Housing under Annual Contributions Contract with the United States Department of Housing and Urban Development (HUD); and

WHEREAS, HUD Public Housing funding requires an Environmental Review, in accordance with 24 CFR Part 58, be conducted in regards to improvements and maintenance activities planned to occur within a specified five-year certification period; and

WHEREAS, HACB's most recent Environmental Review five-year certification period expires in May of 2020; and

WHEREAS, the HACB has solicited bids from environmental consultants for the preparation of an updated five-year Environmental Review for its Public Housing in accordance with its Procurement Policy; and

WHEREAS, the bid received from ECORP Consulting, Inc., in the amount of Seventy-five Thousand, Fifty-two Dollars and Twenty Cents (\$75,052.20), has been determined to be the lowest responsive qualified bid received and to be in the best interest of the HACB; and

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

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize the entering into of a contract with ECORP Consulting, Inc., in the amount of Seventy-five Thousand, Fifty-two Dollars and Twenty Cents (\$75,052.20), for preparation of a Five-year Environmental Review, per 24 CFR Part 58, for its HUD Public Housing Capital and Operating Funds, improvement and maintenance activities, such contract compensation to be paid for with HUD Public Housing Capital Fund monies secured under Capital Fund Allocation 501-18 and 501-19.

Dated: November 21, 2019

Anne Jones, Board Vice Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
RESOLUTION NO. 4760
RESOLUTION AMENDING HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 125 CAFETERIA PLAN – FLEXIBLE SPENDING ACCOUNT

WHEREAS, by means of Resolution 4283, effective June 1, 2008, the Housing Authority of the County of Butte (HACB) established its IRS Section 125 Cafeteria Plan (Plan) for the benefit of its employees; and

WHEREAS, effective July 1, 2011, HACB adopted the Housing Authority of the County of Butte Flexible Benefit Plan (Plan) through Benefit Resource, Inc. for the benefit of its employees; and

WHEREAS, pursuant to Section 8.1 of the Plan, as Plan Administrator, the HACB may amend the Plan at any time by means of written action; and

WHEREAS, the Plan includes a Medical Flexible Spending Account (FSA) benefit, whereby employees may make pre-tax contributions to an FSA account for purposes of medical expense; and

WHEREAS, the United States Congress (Congress) establishes limits to employee contributions to FSA accounts; and

WHEREAS, Congress has authorized an increase in FSA contribution amounts from 2018 to 2019, whereby FSA contributions can be increased from \$2,650 to \$2,700 annually; and

WHEREAS, the HACB has authority to set FSA contribution amounts up to the statutory maximum;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Butte, as IRS Section 125 Cafeteria Plan Administrator, to hereby establish a \$2,700 limit to employee contributions made under HACB's IRS Section 125 Cafeteria Plan's Medical Flexible Spending Account benefit, for the 2020 Plan year, commencing January 1, 2020. All other Plan benefits remain in effect without modification.

Anne Jones, Board Vice Chair

I HEREBY CERTIFY that the foregoing is a true and exact copy of Resolution 4760, adopted by the Board of Commissioners of the Housing Authority of the County of Butte, and that such resolution has not been amended, modified, or revoked and remains in full force and effect.

IN WITNESS WHEREOF, I have signed this Certificate dated as of November 21, 2019.

ATTEST:

Edward S. Mayer, Secretary



November 21, 2019

MEMO

To: HACB Board Members
From: Marysol Perez, Executive Assistant
Subject: **ANNUAL HACB HOLIDAY GATHERING**

The 2018 annual Holiday luncheon has been scheduled for:

Date: Wednesday, December 18, 2019
Time: 12:00 pm
Place: Nash's Restaurant, 1717 Esplanade, Chico

Meal to include lunch, beverages and dessert!

All Board Members may invite a plus one again this year.

Please R.S.V.P before close of business on Thursday, December 12, 2019, especially if not able to attend. I need a head count for catering.

I may be reached at 895-4474 Ext. 210 or MarysolP@butte-housing.com if you have any questions or have any special dietary needs.

We look forward to seeing you there!