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

MEETING AGENDA

August 19, 2021
2:00 p.m.

Members of the Board of Commissioners and HACB staff will be participating either in person or remotely. The Board of Commissioners welcomes and encourages public participation in the Board meetings either in person or remotely from a safe location.

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

- - - - - - - - - -

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/958430837

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116

Access Code: 958-430-837

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email marysolp@butte-housing.com or call 530-895-4474 x.210.
Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

NEXT RESOLUTION NO. 4830

ITEMS OF BUSINESS

1. ROLL CALL

2. AGENDA AMENDMENTS

3. CONSENT CALENDAR

    3.1 Minutes for the meeting of July 15, 2021

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	$636,551.83
3.2.2	Accounts Payable (FLH) –	$31,453.74
3.2.3	Landlords –	$1,166,998.86
3.2.4	Payroll –	$187,176.05

3.3 Financial Statements

3.4 Section 8 Housing Choice Voucher Program
3.4.1 HUD Emergency Housing Voucher Program Status

3.5 Property Vacancy Report

3.6 Public Housing

3.7 Construction Projects

3.8 Capital Fund Improvement Projects

3.9 Farm Labor Housing Report
3.9.1 2021 HCD Desk Monitoring Letter Gridley FLH
3.9.2 Mi Casa Program Update Letter

3.10 HACB Owned Properties

3.11 Family Self Sufficiency

3.12 Rental Assistance Programs

3.13 Quarterly Investment Reports/Reserve Analysis

3.14 News Article
3.14.1 "California efforts to slow pace of evictions", Adam Beam, *The Associated Press*, July 16, 2021.

3.15 Standard Maintenance Charges – Approval of revised Standard Maintenance Chargers to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, effective October 1, 2021.

Recommendation: Resolution No. 4830

3.16 FNC Corporate Banking Resolution – Update and Authorization of Signers.

Recommendation: Resolution No. 4831

4. CORRESPONDENCE

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Section 8 Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) Payment Standards – Adopt 2022 HUD Section 8 HCV and EHV Payment Standards.

Recommendation: Resolution No. 4832

5.2 Personnel – Re-Organization of Accounting Department; Adoption of Position Description for Accounting Technician.

Recommendation: Resolution No. 4833

5.3 HACB Consolidated Budget – Adopt 2021-2022 HACB Agency-Wide Operating Budget.

Recommendation: Resolution No. 4834

5.4 Liberty Bell Courtyards, Orland – Adoption of Liberty Bell Apartments, Orland Utility Allowances.

Recommendation: Resolution No. 4835

5.5 Woodward Family Apartments, Orland – Adoption of Woodward Apartments, Orland Utility Allowances.

Recommendation: Resolution No. 4836

5.6 Strategic Asset Plan – Asset Repositioning Status Update.

Recommendation: Information/Discussion

5.7 Development Activity – Status Review.

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

11.1 Pursuant to California Government Code 54957: Public Employment Performance Evaluation – Executive Director Evaluation

12. COMMISSIONERS' CALENDAR

- **Next Meeting – September 16, 2021**

13. ADJOURNMENT

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BOARD OF COMMISSIONERS MEETING

MEETING MINUTES OF July 17, 2021

The meeting was noticed pursuant to State Public Health COVID-19 pandemic health directives as authorized by Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, providing for Brown Act exceptions, in observing "social distancing" protocols, to be conducted via teleconference, web-conference, and in person. Thought the State directives were lifted on June 15, 2021, the meeting was conducted via teleconference, web-conference and in person, as noticed.

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:04p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Theresa Ayers, Larry Hamman, Laura Moravec, and David Pittman. Commissioners Alford, Hamman, Moravec and Pittman attended in person. Commissioner Ayers attended by means of web-conference.

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; Jerry Martin, Modernization Coordinator and Angie Little, Section 8 Manager.

Public Present: Loren Freeman, Public Housing Resident, attended in person. Nick Benjamin, Executive Director CALAHA; and Tom Lewis, Attorney, CalAHA, attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Family Self Sufficiency (FSS) Graduate – Ms. Gonzalez completed job training workshops and developed a resume, as well attended first time homebuyers' workshops. Due to the COVID-19 Pandemic, her FSS contract was extend almost a year. She graduated the program having accrued just over $1,200 in FSS escrow funds.

RESOLUTION NO. 4822

Commissioner Alford moved that Resolution No. 4822 be adopted by reading of title only: "RECOGNITION OF FSS GRADUATE YADIRA GONZALEZ". Commissioner Pittman seconded. The vote in favor was unanimous.

5.2 Family Self Sufficiency (FSS Graduate) – Recognition of FSS Graduate Jean Wagoner – Ms. Wagoner has been a participant in the FSS program since September of 2016. During the time in the program she successfully became employed and increased her income. Ms. Wagoner graduates with over $12,100 in escrow funds.

RESOLUTION NO. 4823

Commissioner Hamman moved that Resolution No. 4823 be adopted by reading of title only: "RECOGNITION OF FSS GRADUATE JEAN WAGONER". Commissioner Alford seconded. The vote in favor was unanimous.

5.3 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –

5.4 Annual Plan and Five-Year Plan/Capital Fund Program –

As a public agency administering the HUD Low Income Public Housing and Section 8 Housing Choice Voucher programs, HACB is required to annually submit to HUD applicable agency and administrative plan documents 75 days prior to the end of HACB's fiscal year. Draft revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Administrative Plan (AP), Annual Agency Plan, and Capital Fund Program, were received by the Board at the May 2021 meeting, where they were accepted and authorized for issuance for public comment. This year, the 45-day Public Comment review period generated comment resulting in very few modifications to the draft plan; comments were received from staff regarding addition of policies (2) for the new HUD Emergency Housing Voucher program, and the HUD Family Unification program. This year saw a departure from past practice - no comment was received from Legal Services of Northern California. The Agency Plan identifies the Section 8 Project-Based Vouchers awarded to date. The Board accepted the recommended changes to the draft; there were no additional comments received and no additional changes made to the ACOP, Admin Plan, our Annual and Five-Year plans. The plans become effective October 1st.

RESOLUTION NO. 4824

Commissioner Pittman moved that Resolution No. 4824 be adopted by reading of title only: "ADOPTION OF PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)". Commissioner Hamman seconded. The vote in favor was unanimous.

RESOLUTION NO. 4825

Commissioner Pittman moved that Resolution No. 4825 be adopted by reading of title only: "ADOPTION OF THE ONE- AND FIVE-YEAR AGENCY PLANS OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE". Commissioner Hamman seconded. The vote in favor was unanimous.

5.5 Utility Allowances – The HACB completed its annual review of the area Utility Allowance (UA) schedules, used for administration of Section 8, tax-credit, and other income-based rental assistance programs. Utility Allowances must be reviewed annually, with adjustment required for allowance that has changed more than 10%. Once again, the Utility Allowance review was conducted by Management Resource Group, Inc. (MRG), using a blended engineering- and consumption-based methodology. By regulation, Public Housing residents will be provided a sixty (60) day comment period regarding changes to the UA's, with implementation effective 01/01/2022. Section 8 HCV program Utility Allowance implementation is effective 10/01/2021. Tax Credit Properties Utility Allowances are to be implemented within ninety (90) days of Board adoption. Gridley Farm Labor UA's will be implemented after Board and USDA approval.

MOTION

Commissioner Pittman moved to implement Utility Allowances as proposed for the upcoming 2021/2022-year, Commissioner Hamman seconded. The vote in favor was unanimous.

5.6 HACB Audit – HACB Audit was presented for approval. The Management Discussion and Analysis was reviewed, discussing the agency's programs and projects and operational consideration for the year and following. Issues and events identified in the FY2020 audit include: challenges resulting from lack of housing stock in the jurisdiction and associated impact to leasing in the Section 8 HCV program; final payment of the Series 2000A Bonds; donation of Cordillera apartments from BCAHDC to the HACB; FLH's $6 million USDA-RD grants (2) for renovation work; and CARES Act funds expenditures in both the Section 8 and Public Housing programs. Finance Director Kemp was happy to report that despite all detail and complexities of the audit, there were no findings and no questioned costs.

MOTION

Commissioner Hamman moved the HACB FY2020 Audit report be accepted as presented. Commissioner Pittman seconded. The vote in favor was unanimous.

5.7 Procurement Policy – Proposed resolution modifies HACB Procurement Policy, increasing the Micro-purchase threshold from $2,000 to $10,000, increasing the Small-purchase threshold from $50,000 to $250,000, and increasing the threshold for Board approval of contracts from $50,000 to $250,000, consistent with federal procurement policy.

RESOLUTION NO. 4826

Commissioner Hamman moved that Resolution No. 4826 be adopted by reading of the title only: "PROCURMENT POLICY PURCHASE THRESHOLDS". Commissioner Pittman seconded. The vote in favor was unanimous.

5.8 Gridley Springs II Apartment Budgets – Proposed operating budget for the 2022 year, the budget was reviewed by the Budget Committee. The property is an HCD regulated property, with a tax credit overlay. The budget will be submitted to HCD for review and approval and may vary. Final budget version will be presented for Board approval with the Agency wide consolidated budget.

RESOLUTION NO. 4827

Commissioner Pittman moved that Resolution No. 4827 be adopted by reading of the title only: "APPROVAL OF THE F/Y 2022 OPERATING BUDGET FOR GRIDLEY SPRINGS II". Commissioner Hamman seconded. The vote in favor was unanimous.

5.9 Personnel – The HACB was recently allocated by HUD 116 Emergency Housing Vouchers, a new program funded under the federal American Rescue Plan Act (ARPA). The vouchers are provided under a 3-year commitment, and are intended to house homeless persons working with Community of Care (CoC) service providers. Administration of the program will require the skills of a Special Programs Coordinator, it is recommended that an existing Occupancy Specialist position be upgraded to Special Program Coordinator while the EHV program is funded and administered.

RESOLUTION NO. 4828

Commissioner Pittman moved that Resolution No. 4827 be adopted by reading of the title only: "AUTHORIZATION TO UPGRADE ONE (1) OCCUPANCY SPECIALIST POSITION TO ONE (1) SPECIAL PROGRAMS COORDINATOR POSITION FOR PURPOSES OF HUD EMERGENCY HOUSING VOUCHER PROGRAM ADMINISTRATION". Commissioner Alford seconded. The vote in favor was unanimous.

5.10 Memorandums of Understanding (MOU's) – As previously discussed during the June 17, 2021 HACB meeting and Agenda Item 5.9 Personnel, the HACB was recently awarded 116 Emergency Housing Vouchers (EHV). The vouchers target homeless households and provide three-years of rental assistance to its participants. The EHV program requires MOUs be entered with local Continuum of Care (CoC) member service providers to access and serve the homeless households. It is

recommended that the HACB follow up on its MOU with the Butte Countywide Homeless Continuum of Care with MOU's with Glenn County Dos Rios Homeless Continuum of Care and Butte Countywide Homeless Continuum of Care service agencies identified in Resolution No. 4829.

RESOLUTION NO. 4829

Commissioner Hamman moved that Resolution No. 4829 be adopted by reading of the title only: "HUD EMERGENCY HOUSING VOUCHER PROGRAM MEMORANDUMS OF UNDERSTANDING (MOU'S)". Commissioner Alford seconded. The vote in favor was unanimous.

5.11 Strategic Asset Plan – Nick Benjamin, Executive Director, California Affordable Housing Agency and Thomas Lewis, Legal Counsel, followed up on presentation from the June Board meeting regarding workforce housing acquisitions strategy, specifically, that advanced by Aspen Real Estate Financial LLC (AREF). AREF has developed a financing tool that accesses long-term, low-interest insurance company pension fund monies. Executive Director Mayer indicated that the HACB continues to explore how best to re-position the 1200 Park Avenue, Walker Commons, and Chico Commons Apartment complexes, Chico properties in which it holds the Investor Limited Partner interests. The Board agreed that it would be prudent to do a comparison of the repositioning tools available for the three properties being considered; 1200 Park Avenue, Walker Commons and Chico Commons.

5.12 Development Activity – Executive Director provided an update regarding the current development activity in the area, including a spreadsheet that identifies all current known affordable housing development projects in Butte and Glenn Counties.

6. MEETING OPEN FOR PUBLIC DISCUSSION

Loren Freemen, Public Housing resident expressed his concern for conservation measures pertaining to water and electricity and the desire to engage in a resident council in his living community to address safety and crime concerns along with policy enforcement among residents. Commissioner Alford informed Mr. Freeman of his experience with resident advisory groups and will communicate and coordinate with him. The Board of Commissioners and staff thanked Mr. Freemen for his time and willingness to come forward.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:28 pm
Reconvened: 3:39 pm

11.1 Government Code 54957: Public Employment Title: Finance Director - Present were all Commissioners identified in the Roll Call and Staff; with the exception of Sue Kemp, Finance Director, Marysol Perez, Executive Assistant, Angie Little, Section 8 Manager, and Jerry Martin Modernization Coordinator. Direction was given to HACB staff regarding compensation authority for retention of new Finance Director.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – August 19, 2021.**

13. ADJOURNMENT

Commissioner Alford moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:40 p.m.

Dated: July 15, 2021.

_____
Laura Moravec, Board 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
7/1/2021	154654	Gridley Municipal Utilities	$720.00
7/1/2021	154655	P G & E	$437.00
7/2/2021	2027	Internal Revenue Service	$24,037.93
7/2/2021	2028	Employment Development Department	$4,778.83
7/2/2021	2029	Employment Development Department	$82.58
7/2/2021	2030	MassMutual Financial Group	$3,005.00
7/2/2021	2031	CalPERS 457 Plan	$315.00
7/2/2021	2032	CalPERS	$12,052.94
7/2/2021	2033	CalPERS	$3,503.33
7/2/2021	154656	CALIFORNIA WATER SERVICE	$671.01
7/2/2021	154657	COMCAST CABLE	$229.24
7/2/2021	154658	Clean Master	$1,705.00
7/2/2021	154659	Douglas DeSoto	$443.65
7/2/2021	154660	EAGLE SECURITY SYSTEMS	$56.78
7/2/2021	154661	GreatAmerica Financial Services	$311.04
7/2/2021	154662	InterWest Insurance Services, LLC	$600.00
7/2/2021	154663	MAINTENANCE PLUS	$135.00
7/2/2021	154664	MRI Software LLC	$1,704.02
7/2/2021	154665	Owen Hollingsworth	$500.00
7/2/2021	154666	Reed Francis	$500.00
7/2/2021	154667	S.E.C. 5 Private Security dba	$2,541.00
7/2/2021	154668	TPx Communications	$902.44
7/2/2021	154669	Table Mountain Property Management	$500.00
7/2/2021	154670	US Bank	$223.08
7/2/2021	154671	Valero Fleet	$705.53
7/2/2021	154672	Willdan Financial Services	$1,850.00
7/2/2021	154673	Yuba City	$76.00
7/6/2021	2038	Umpqua Bank	$1,101.90
7/9/2021	2035	Internal Revenue Service	$121.28
7/9/2021	2036	Employment Development Department	$72.23
7/9/2021	2037	Employment Development Department	$15.20
7/9/2021	154674	A & K Water Works dba	$1,560.00
7/9/2021	154675	A-1 Appliance	$511.55
7/9/2021	154676	Access Information Holdings, LLC.	$227.58
7/9/2021	154677	Adecco Employment Services	$831.60
7/9/2021	154678	Advanced Document	$364.85
7/9/2021	154679	Armed Guard Private Security, Inc	$501.50
7/9/2021	154680	Biggs Municipal Utilities	$2,596.09
7/9/2021	154681	CALIF. WTR. SER. ORO	$6,891.14
7/9/2021	154682	CIC	$111.00
7/9/2021	154683	COMCAST CABLE	$569.82

7/9/2021	154684	Chico Turf Plus, LLC	$200.00
7/9/2021	154685	ENTERPRISE-RECORD	$5,053.14
7/9/2021	154686	Illustratus	$362.35
7/9/2021	154687	JACKSONS GLASS CO, INC.	$182.32
7/9/2021	154688	MI CASA EDUCATION, INC.	$7,500.00
7/9/2021	154689	Management Resource Group, Inc.	$3,900.00
7/9/2021	154690	Nan McKay & Associates, Inc.	$419.00
7/9/2021	154691	Nor-Cal Landscape Maintenance dba	$10,740.00
7/9/2021	154692	P G & E	$24.57
7/9/2021	154693	Roy V. Peters	$706.92
7/9/2021	154694	SPRINT	$65.56
7/9/2021	154695	Scrubbs, Inc.	$30.00
7/9/2021	154696	Sierra Landscape & Maintenance	$6,880.00
7/9/2021	154697	Slakey Brothers, Inc.	$67.57
7/9/2021	154698	Valley Lock & Safe	$144.29
7/15/2021	2034	Benefit Resource, Inc.	$125.00
7/16/2021	2039	Internal Revenue Service	$24,008.90
7/16/2021	2040	Employment Development Department	$180.21
7/16/2021	2041	Employment Development Department	$4,722.86
7/16/2021	2042	MassMutual Financial Group	$3,105.00
7/16/2021	2043	CalPERS 457 Plan	$315.00
7/16/2021	2044	CalPERS	$3,719.03
7/16/2021	2045	CalPERS	$11,841.00
7/16/2021	154701	A & K Water Works dba	$650.00
7/16/2021	154702	A-1 Appliance	$1,547.69
7/16/2021	154703	Baker Distributing Company, Inc.	$146.52
7/16/2021	154704	Better Deal Exchange	$30.30
7/16/2021	154705	Blue Oak Property Management, Inc.	$500.00
7/16/2021	154706	Blue Oak Property Management, Inc.	$500.00
7/16/2021	154707	Boulder Creek Housing LLC	$500.00
7/16/2021	154708	Bridge Colony West Lt	$500.00
7/16/2021	154709	CALIF. WTR. SER. ORO	$783.22
7/16/2021	154710	CIC	$2,292.90
7/16/2021	154711	COMCAST CABLE	$342.16
7/16/2021	154712	Campos Properties Limited Partnership	$500.00
7/16/2021	154713	Celeste Herrick Doe	$1,000.00
7/16/2021	154714	Charles Alford	$50.00
7/16/2021	154715	Chico Pacific Associates	$500.00
7/16/2021	154716	Chris McPhail	$1,000.00
7/16/2021	154717	Clean Master	$3,049.00
7/16/2021	154718	David Pittman	$50.00
7/16/2021	154719	DeGarmo Terrace Apts	$1,000.00
7/16/2021	154720	E Center	$118.20
7/16/2021	154721	ENTERPRISE-RECORD	$300.00
7/16/2021	154722	Eric Gray	$500.00
7/16/2021	154723	Void / Gary Lee Quiring	$0.00
7/16/2021	154724	Gregory P. Einhorn	$1,440.00

7/16/2021	154725	HACB Employee Flower Fund	$575.00
7/16/2021	154726	HARSHBARGER ACE HARDWARE	$25.91
7/16/2021	154727	HD Supply Facilities Maintenance, Ltd.	$2,428.19
7/16/2021	154728	Jean M Wagoner	$1,202.86
7/16/2021	154729	Jiffy Lube, Inc.	$93.45
7/16/2021	154730	Larry Hamman	$50.00
7/16/2021	154731	Larry Hamman	$33.60
7/16/2021	154732	Laura Moravec	$50.00
7/16/2021	154733	OFFICE DEPOT INC	$510.97
7/16/2021	154734	OPER. ENG. LOCAL #3	$798.00
7/16/2021	154735	Oroville Pacific Associates	$500.00
7/16/2021	154736	P G & E	$5,852.95
7/16/2021	154737	PSWRC-NAHRO	$45.00
7/16/2021	154738	Plan B Professional Answering Services	$113.50
7/16/2021	154739	Platt Electric Supply	$166.93
7/16/2021	154740	RECOLOGY BUTTE COLUSA COUNTIES, INC.	$13.66
7/16/2021	154741	Staples Business Credit	$1,122.85
7/16/2021	154742	TIAA COMMERCIAL FINANCE, INC	$143.72
7/16/2021	154743	Void / The Home Depot Credit Services	$0.00
7/16/2021	154744	Void / The Home Depot Credit Services	$0.00
7/16/2021	154745	The Home Depot Credit Services	$4,157.75
7/16/2021	154746	Theresa Ayers	$50.00
7/16/2021	154747	Towne Carpet dba	$1,443.25
7/16/2021	154748	Umpqua Bank	$2,343.45
7/16/2021	154749	United States Postal Service (CMRS-FP)	$2,500.00
7/16/2021	154750	WASTE MANAGEMENT	$3,709.79
7/16/2021	154751	WCP Solutions	$440.26
7/16/2021	154752	WWH Chico LP	$500.00
7/16/2021	154753	Yadira Gonzalez	$12,101.63
7/16/2021	154754	YourMembership.com, Inc.	$340.00
7/16/2021	154755	Yuba City	$76.00
7/23/2021	2046	Internal Revenue Service	$119.50
7/23/2021	2047	Employment Development Department	$15.12
7/23/2021	2048	Employment Development Department	$71.83
7/23/2021	2050	CalPERS	$1,966.00
7/23/2021	2051	CalPERS	$318,788.00
7/23/2021	154756	AT&T	$246.40
7/23/2021	154757	Adecco Employment Services	$1,039.50
7/23/2021	154758	Arbor Manor Senior Cottage Homes, LLC	$1,000.00
7/23/2021	154759	Chico Autocare	$240.27
7/23/2021	154760	Chico Turf Plus, LLC	$85.00
7/23/2021	154761	Cypress Dental Administrators	$3,814.38
7/23/2021	154762	First Unum Life Insurance Company	$1,067.39
7/23/2021	154763	Golden State Risk Management Authority	$34,248.00
7/23/2021	154764	Harshwal & Company, LLP	$25,610.00
7/23/2021	154765	JACKSONS GLASS CO, INC.	$885.66
7/23/2021	154766	MES VISION	$608.24

7/23/2021	154767	Merle A Webb & Sons	$500.00
7/23/2021	154768	Murphy Commons LP	$500.00
7/23/2021	154769	RECOLOGY BUTTE COLUSA COUNTIES, INC.	$8,049.36
7/23/2021	154770	Senior Housing Associates	$500.00
7/23/2021	154771	Sierra Landscape & Maintenance	$850.00
7/23/2021	154772	THRIFTY ROOTER-SERVICE & PLUMBING	$470.00
7/23/2021	154773	Thermalito Irrigation	$708.49
7/23/2021	154774	US Bank	$150.15
7/30/2021	154783	CAA North Point Chico LP	$500.00
7/30/2021	154784	COMCAST CABLE	$115.28
7/30/2021	154785	Caminar	$500.00
7/30/2021	154786	Climate & Energy Solutions	$6,300.00
7/30/2021	154787	Gary Quiring	$1,343.00
7/30/2021	154788	GreatAmerica Financial Services	$155.52
7/30/2021	154789	Gridley Municipal Utilities	$1,700.09
7/30/2021	154790	P G & E	$2,456.37
7/30/2021	154791	TPx Communications	$904.71
		Total	$636,551.83

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/2/2021	1931	Climate & Energy Solutions	$450.00
7/2/2021	1932	Messenger Publishing Group	$125.00
7/2/2021	1933	P G & E	$32.58
7/2/2021	1934	ROTO-ROOTER OROVILLE	$195.00
7/2/2021	1935	United States Postal Service (CMRS-PB)	$171.00
7/9/2021	1936	CIC	$85.40
7/16/2021	1937	American Bankers Ins. Co. of FL	$741.00
7/16/2021	1938	MACS HARDWARE	$7.02
7/16/2021	1939	Planet Mechanical Inc.	$379.50
7/30/2021	1940	Asbestos Science Technology	$8,894.94
7/30/2021	1941	J Walt Construction, Inc	$17,472.30
7/30/2021	1942	Richard's Tree Service, Inc.	$2,900.00
		Total	$31,453.74

Housing Authority of the County of Butte
BALANCE SHEET
June, 2021

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	4,479,283.93
Cash - Other Restricted	1,389,092.28
Cash - Tenant Security Deposits	346,074.52
Accounts Receivable - HUD	14,286.72
Accounts Receivable - Other Gov	40,381.03
Accounts Receivable - Misc	193,222.00
Accounts Receivable - Tenants	30,123.05
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	4,653.00
Accrued Interest Receivable	7,973.21
Investments - Unrestricted	1,824,627.36
Investments - Restricted	11,447,014.22
Inventories	26,210.01
Prepaid Expenses	271,513.47
Inter-program Due From	-217,706.73
Total Current Assets	**19,856,748.07**
Fixed Assets	
Fixed Assets & Accumulated Depreciation	27,489,548.29
Total Fixed Assets	**27,489,548.29**
Other Non-Current	
Notes Loans & Mortgages Receivable	1,965,371.97
Deferred Outflows - GASB 68 & 75	564,653.30
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,855,871.00
Total Other Non-Current	**6,385,906.27**
TOTAL ASSETS	**53,732,202.63**
LIABILITIES	
Current Liabilities	
Accounts payable	175,960.97
Accrued Payroll Liabilities	211,376.85
Accrued Interest Payable	216,339.23
Tenant Security Deposits	331,596.06
Deferred Revenue	289,266.45
Payable to HUD	0.00
Long Term Debt - Current Portion	336,738.01
Accrued Liabilities - Other	644,027.01
Inter-program Due To General Fund	-217,706.73
Total Current Liabilities	**1,987,597.85**
Long-Term Liabilities	
Deferred Outflows - GASB 68 & 75	130,146.00
Other Post Retirement Ben-Net GASB 75	243,914.00
Unfunded Pension Liabiltiy - GASB 68	3,733,706.00
Long-Term Debt	13,591,033.44
Non-Current Liability- Other (FSS)	50,846.37
Total Long-Term Liabilities	**17,749,645.81**
TOTAL LIABILITIES	**19,737,243.66**
NET POSITION	
Beginning Net Position	29,527,679.37
Retained Earnings	4,467,279.60
TOTAL NET POSITION	**33,994,958.97**
TOTAL LIABILITIES AND NET POSITION	**53,732,202.63**

HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
October 1, 2020 to Jun 30, 2021

	Month to Date			Year to Date			75.0%
	Actual	**Budget 2**	**Remaining**	**Actual**	**Budget 2**	**Remaining**	**% used**
REVENUE							
NET DWELLING RENT	311,823	297,945	-13,878	2,720,049	3,575,343	855,294	76.1%
TENANT CHARGES	3,868	9,197	5,329	45,791	110,360	64,569	41.5%
LAUNDRY REVENUE	3,688	2,599	-1,090	23,407	31,184	7,777	75.1%
HUD GRANT REVENUE	1,547,944	1,696,092	148,148	14,120,548	20,353,098	6,232,550	69.4%
OTHER GRANT REVENUE	35,700	32,500	-3,200	337,085	390,000	52,916	86.4%
MORTGAGE INTEREST INCOME	6,318	6,234	-83	55,862	74,813	18,951	74.7%
FRAUD RECOVERY	3,249	2,833	-416	39,883	34,000	-5,883	117.3%
OTHER INCOME	277,418	49,222	-228,196	579,588	590,668	11,080	98.1%
INVESTMENT INCOME-unrestricted	255	4,234	3,978	6,520	50,804	44,284	12.8%
INVESTMENT INCOME-restricted	272	112	-160	2,315	1,346	-969	172.0%
TOTAL REVENUE	**2,190,535**	**2,100,968**	**-89,567**	**17,931,048**	**25,211,616**	**7,280,568**	**71.1%**
EXPENSES							
ADMIN. EMPLOYEE SALARIES	158,670	182,104	23,434	1,538,796	2,185,250	646,454	70.4%
AUDIT FEE	24,817	2,813	-22,004	32,387	33,752	1,365	96.0%
ADVERTISING & MARKETING	626	1,015	389	14,639	12,185	-2,454	120.1%
PR TAXES & BENEFITS-ADMIN	68,926	95,533	26,607	743,809	1,146,393	402,584	64.9%
OFFICE EXPENSES	20,219	29,731	9,512	214,350	356,767	142,417	60.1%
LEGAL EXPENSES	1,515	3,717	2,202	40,475	44,600	4,125	90.8%
TRAVEL	20	1,843	1,824	76	22,122	22,046	0.3%
ALLOCATED OVERHEAD	0	0	0	0	0	0	0.0%
OTHER ADMIN. EXPENSE	64,305	40,734	-23,571	450,393	488,807	38,414	92.1%
TOTAL ADMIN. COSTS	*339,097*	*357,490*	*18,392*	*3,034,924*	*4,289,876*	*1,254,951*	*70.7%*
TENANT SERVICES-SALARIES	4,961	4,375	-586	42,879	52,500	9,621	81.7%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,801	1,569	-233	14,786	18,822	4,036	78.6%
TENANT SERVICES-MISC.	356	2,947	2,592	15,710	35,365	19,655	44.4%
TOTAL TENANT SERVICES	*7,118*	*8,891*	*1,773*	*73,375*	*106,687*	*33,312*	*68.8%*
WATER	28,458	17,273	-11,185	171,576	207,280	35,704	82.8%
ELECTRICITY	9,062	8,627	-435	71,850	103,526	31,676	69.4%
GAS	866	1,840	974	14,569	22,079	7,510	66.0%
SEWER	16,776	16,939	162	147,823	203,262	55,439	72.7%
TOTAL UTILITIES-PROJECT	*55,162*	*44,679*	*-10,483*	*405,818*	*536,147*	*130,329*	*75.7%*
MAINTENANCE SALARIES	26,952	32,970	6,019	272,230	395,645	123,415	68.8%
MAINTENANCE MATERIAL	1,849	13,033	11,184	116,166	156,400	40,234	74.3%
MAINTENANCE CONTRACT COSTS	84,969	84,965	-3	739,493	1,019,585	280,092	72.5%
PR TAXES & BENEFITS-MAINT	10,779	19,145	8,366	162,066	229,736	67,670	70.5%
TOTAL MAINTENANCE	*124,548*	*150,114*	*25,566*	*1,289,954*	*1,801,366*	*511,412*	*71.6%*
PROTECTIVE SERVICES	3,181	4,333	1,152	38,101	52,000	13,899	73.3%
INSURANCE-ALL	30,959	29,815	-1,144	277,175	357,779	80,604	77.5%
OTHER GENERAL EXP [4]	31,419	10,071	-21,348	534,032	120,850	-413,182	441.9%
P.I.L.O.T.	10,271	11,592	1,321	100,713	139,108	38,395	72.4%
BAD DEBTS - TENANTS	0	7,371	7,371	7,738	88,457	80,719	8.7%
INTEREST EXPENSE	26,401	25,677	-723	167,795	308,125	140,330	54.5%
TOTAL OTHER OPERATING EXP.	*102,231*	*88,860*	*-13,371*	*1,125,555*	*1,066,319*	*-59,236*	*105.6%*
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0.0%
CASUALTY LOSSES	0	0	0	0	0	0	0.0%
HOUSING ASSIST PAYMENTS	1,288,658	1,336,132	47,474	10,906,071	16,033,580	5,127,509	68.0%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	0	0	0	0	0	0.0%
TOTAL OTHER COSTS	*1,288,658*	*1,336,132*	*47,474*	*10,906,071*	*16,033,580*	*5,127,509*	*68.0%*
TOTAL EXPENSES	**1,916,814**	**1,986,165**	**69,351**	**16,835,699**	**23,833,975**	**6,998,276**	**70.6%**
RETAINED EARNINGS 1	***273,721***	***114,803***	***-158,918***	***1,095,350***	***1,377,641***	***282,291***	***79.5%***
+ /- REPL. RESERVE [2] (NET)	-871	11,865	12,736	17,583	142,375	124,792	12.3%
+ USDA GRANT FUNDS [1]	315,643	368,403	52,761	4,336,398	4,420,837	84,439	98.1%
- DEBT SERVICE PMTS (USDA)[3]	-20,180	-28,127	-7,947	-169,347	-337,528	-168,181	50.2%
+/- GAIN/LOSS on PARS TRUST ACCT [1]	29,912	7,500	0	382,785	90,000	-292,785	425.3%
- CAPITALIZED ASSETS	-359,219	-454,743	-95,525	-5,125,489	-5,456,920	-331,431	93.9%
+/- ACCR. INTEREST	-5,838	-10,478	-4,640	-50,316	-125,741	-75,425	40.0%
NET CASH FLOW	**233,167**	**9,222**	**-201,533**	**486,964**	**110,664**	**-376,300**	**440.0%**

1 RE+USDA Grant Funds +/- PARS Interest-Depreciation =Balance Sheet $4,467,278
2 Replacement Reserve deposits net of withdrawals
3 USDA debt payments
4 Includes BOND Issuance Costs $415,173

Housing Authority of the County of Butte
FARM LABOR HOUSING - R&E RD FORMAT
June 30, 2021

YTD % 75.00

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Dwelling Rent	40,392	38,689	1,703	338,793	464,268	-125,475	72.97
Tenant Charges	0	200	-200	359	2,400	-2,041	14.97
Laundry Revenue	192	217	-25	2,664	2,600	64	102.47
Investment Income-unrestricted	2	17	-15	16	200	-184	7.80
Investment Income-restricted	16	100	-84	151	1,200	-1,049	12.59
Federal Grant Revenue	35,700	32,500	3,200	318,657	390,000	-71,343	81.71
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	**76,302**	**71,722**	**4,580**	**660,640**	**860,668**	**-200,028**	**76.76**
Maintenance & Repairs Payroll	2,440	3,583	-1,143	30,855	43,000	-12,145	71.76
Maintenance & Repairs Supply	665	1,250	-585	6,401	15,000	-8,600	42.67
Maintenance & Repairs Contracts	2,331	1,167	1,164	9,071	14,000	-4,929	64.80
Painting	0	0	0	0	0	0	0.00
Grounds	6,130	6,604	-474	52,828	79,250	-26,422	66.66
Security Services	1,191	1,833	-643	15,057	22,000	-6,943	68.44
Capital Budget items	-7,728	54	-7,782	0	650	-650	0.00
Other Operating Expenses	100	292	-192	7,338	3,500	3,838	209.65
Sub-Total Maint. & Operations	**5,129**	**14,783**	**-9,655**	**121,550**	**177,400**	**-55,850**	**68.52**
Electricity	2,721	2,667	54	21,474	32,000	-10,526	67.11
Water	1,235	2,167	-932	21,820	26,000	-4,180	83.92
Sewer	1,373	1,583	-210	12,356	19,000	-6,644	65.03
Fuel (Gas/Propane)	180	583	-403	2,919	7,000	-4,081	41.70
Garbage & Trash Removal	1,974	2,810	-835	16,949	33,715	-16,766	50.27
Sub-Total Utilities	**7,483**	**9,810**	**-2,326**	**75,519**	**117,715**	**-42,196**	**64.15**
Site Mgmt Payroll	7,360	7,767	-407	69,979	93,200	-23,221	75.09
Project Auditing Exp	0	322	-322	3,785	3,860	-75	98.06
Project Bookkeeping/Accounting	780	792	-12	6,638	9,500	-2,862	69.88
Legal Expenses	0	100	-100	1,130	1,200	-70	94.17
Advertising	250	158	93	1,125	1,890	-765	59.52
Telephone	383	450	-67	3,335	5,400	-2,065	61.76
Office Supplies	0	167	-167	494	2,000	-1,506	24.70
Office Furniture & Equipment	0	0	0	0	0	0	0.00
Training Expense	0	104	-104	0	1,250	-1,250	0.00
Health Ins & Other Emp Benefits	3,058	4,296	-1,238	33,972	51,548	-17,576	65.90
Payroll Taxes	802	1,051	-249	8,705	12,609	-3,904	69.03
Workman's Comp	-443	606	-1,049	4,484	7,277	-2,793	61.62
Other Admin. Expenses	397	783	-386	3,294	9,391	-6,097	35.08
Sub-Total Administrative	**12,586**	**16,594**	**-4,008**	**136,941**	**199,125**	**-62,184**	**68.77**
PILOT (Special Assessments)	1,443	1,925	-482	16,322	23,100	-6,778	70.66
Insurance-Property & Liability	2,596	2,577	19	23,228	30,918	-7,690	75.13
Insurance-Other	7,339	7,575	-236	66,050	90,900	-24,850	72.66
Sub-Total Taxes & Insurance	**11,377**	**12,077**	**-699**	**105,600**	**144,918**	**-39,318**	**72.87**
TOTAL EXPENSES	**36,575**	**53,263**	**-16,688**	**439,609**	**639,158**	**-199,549**	**68.78**
RETAINED EARNINGS	**39,727**	**18,459**	**21,268**	**221,030**	**221,510**	**-480**	**99.78**
- Reserve Capital Expenditures	7,737	1,483	6,253	41,749	17,800	23,949	234.55
- Debt Payments	17,111	16,352	759	154,003	196,228	-42,225	78.48
- Miscellaneous Expenses	0	200	-200	0	2,400	-2,400	0.00
- Asset Mgt Fee	0	0	0	0	0	0	0.00
-/+ Change in Reserves Bal.(-interest)	-16	1,144	-1,160	32,973	13,725	19,248	240.24
NET CASH FLOW	**14,863**	**1,567**	**13,296**	**58,251**	**18,807**	**39,444**	**309.73**

Housing Authority of the County of Butte
SECTION 8 INCOME STATEMENT W/CARES ACT
June 30, 2021

YTD %
75.00

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	1,393,808	1,492,978	-99,170	12,628,813	17,915,735	-5,286,922	70.49
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	50	1,500	-1,450	1,310	18,000	-16,690	7.28
Investment Income-restricted	14,951	3,333	11,618	191,334	40,000	151,334	478.33
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	3,249	2,833	416	39,883	34,000	5,883	117.30
Other Income	11	0	11	7,440	0	7,440	0.00
TOTAL REVENUES	**1,412,069**	**1,500,645**	**-88,576**	**12,868,781**	**18,007,735**	**-5,138,954**	**71.46**
Administrative Employee Salaries	46,148	54,083	-7,935	468,541	649,000	-180,459	72.19
Audit Fee	20,061	1,675	18,386	20,061	20,100	-39	99.80
Advertising & Marketing	100	417	-317	2,812	5,000	-2,188	56.24
Admin. Fringe Benefits & Taxes	20,375	28,664	-8,289	232,821	343,970	-111,149	67.69
Office Expenses	9,802	12,917	-3,115	107,195	155,000	-47,805	69.16
Legal Expenses	1,440	625	815	8,030	7,500	530	107.07
Travel	0	795	-795	0	9,542	-9,542	0.00
Allocated Overhead	36,919	43,305	-6,386	348,908	519,658	-170,750	67.14
Other Admin. Expenses	34,446	17,083	17,363	210,740	205,000	5,740	102.80
Total Operating Admin. Costs	**169,290**	**159,564**	**9,726**	**1,399,108**	**1,914,770**	**-515,662**	**73.07**
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Water	171	133	38	816	1,600	-784	50.99
Electricity	1,240	950	290	8,414	11,400	-2,986	73.81
Gas	12	92	-80	901	1,100	-199	81.87
Sewer	132	13	120	1,176	150	1,026	784.15
Total Utilities-Project	**1,555**	**1,188**	**368**	**11,307**	**14,250**	**-2,943**	**79.35**
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	419	917	-498	3,307	11,000	-7,693	30.06
Maintenance Contract Costs	899	708	191	7,487	8,500	-1,013	88.08
Maintenance Fringe Benefits	0	0	0	5	0	5	0.00
Total Maintenance Costs	**1,317**	**1,625**	**-308**	**10,799**	**19,500**	**-8,701**	**55.38**
Protective Services	254	208	46	2,386	2,500	-114	95.43
Insurance-Liab/Property/Auto	374	374	0	3,369	4,492	-1,123	75.01
Other General Expenses	4,775	7,083	-2,308	47,022	85,000	-37,978	55.32
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	**5,403**	**7,666**	**-2,263**	**52,777**	**91,992**	**-39,215**	**57.37**
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,273,404	1,319,175	-45,771	10,750,934	15,830,100	-5,079,166	67.91
Fraud Losses	0	833	-833	0	10,000	-10,000	0.00
Total Other Costs	**1,273,404**	**1,320,008**	**-46,604**	**10,750,934**	**15,840,100**	**-5,089,166**	**67.87**
TOTAL EXPENSES	**1,450,970**	**1,490,051**	**-39,081**	**12,224,924**	**17,880,612**	**-5,655,688**	**68.37**
RETAINED EARNINGS	**-38,901**	**10,594**	**-49,495**	**643,857**	**127,123**	**516,734**	**506.48**
Assets Purchased	-669	-6,250	5,581	-15,120	-75,000	59,880	20.16
NET CASH FLOW	**-39,570**	**4,344**	**-43,914**	**628,737**	**52,123**	**576,614**	**1,206.26**

Housing Authority of the County of Butte
PUBLIC HOUSING-ALL INCOME STATEMENT
June 30, 2021

YTD % 75.00

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Dwelling Rent	126,165	119,589	6,576	1,116,490	1,435,063	-318,573	77.80
Tenant Charges	3,245	7,500	-4,255	28,849	90,000	-61,151	32.05
Laundry Revenue	1,807	1,250	557	10,146	15,000	-4,854	67.64
HUD Grant Revenue	133,182	120,532	12,650	1,131,887	1,446,379	-314,492	78.26
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	135	1,750	-1,615	3,434	21,000	-17,566	16.35
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	10	200	-190	1,805	2,400	-595	75.21
TOTAL REVENUES	**264,543**	**250,820**	**13,723**	**2,292,611**	**3,009,842**	**-717,231**	**76.17**
Administrative Employee Salaries	28,257	31,938	-3,681	266,892	383,250	-116,358	69.64
Audit Fee	3,137	280	2,857	3,137	3,360	-223	93.37
Advertising & Marketing	100	125	-25	8,984	1,500	7,484	598.96
Admin. Fringe Benefits & Taxes	16,029	16,927	-898	170,310	203,123	-32,813	83.85
Office Expenses	3,960	6,417	-2,457	42,538	77,000	-34,462	55.24
Legal Expenses	0	1,667	-1,667	3,143	20,000	-16,857	15.72
Travel	0	192	-192	0	2,300	-2,300	0.00
Allocated Overhead	39,054	46,340	-7,286	369,088	556,083	-186,995	66.37
Other Admin. Expenses	2,744	2,167	577	32,356	26,000	6,356	124.45
Total Operating Admin. Costs	**93,281**	**106,051**	**-12,770**	**896,448**	**1,272,616**	**-376,168**	**70.44**
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	362	719	-356	1,303	8,625	-7,322	15.10
Total Tenant Services	**362**	**719**	**-356**	**1,303**	**8,625**	**-7,322**	**15.10**
Water	22,040	10,458	11,582	93,532	125,500	-31,968	74.53
Electricity	2,639	2,231	408	19,597	26,775	-7,178	73.19
Gas	313	500	-187	5,112	6,000	-888	85.20
Sewer	9,691	9,792	-101	87,226	117,500	-30,274	74.23
Total Utilities-Project	**34,683**	**22,981**	**11,701**	**205,466**	**275,775**	**-70,309**	**74.50**
Maintenance Salaries	22,095	27,595	-5,501	227,648	331,145	-103,497	68.75
Maintenance Materials	6,190	10,417	-4,227	62,266	125,000	-62,734	49.81
Maintenance Contract Costs	20,187	24,063	-3,876	187,229	288,750	-101,521	64.84
Maintenance Fringe Benefits	9,658	16,557	-6,899	140,190	198,687	-58,497	70.56
Total Maintenance Costs	**58,129**	**78,632**	**-20,503**	**617,334**	**943,582**	**-326,248**	**65.42**
Protective Services	1,543	2,083	-540	18,664	25,000	-6,336	74.65
Insurance-Liab/Property/Auto	14,216	14,104	112	126,741	169,243	-42,502	74.89
Other General Expenses	0	250	-250	0	3,000	-3,000	0.00
PILOT	8,828	9,375	-547	81,049	112,500	-31,451	72.04
Bad Debts-Tenant	0	5,000	-5,000	0	60,000	-60,000	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	**24,587**	**30,812**	**-6,225**	**226,454**	**369,743**	**-143,289**	**61.25**
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
TOTAL EXPENSES	**211,042**	**239,195**	**-28,153**	**1,947,004**	**2,870,341**	**-923,337**	**67.83**
RETAINED EARNINGS	**53,502**	**11,625**	**41,876**	**345,607**	**139,501**	**206,106**	**247.75**
Capital Fund Transfers In	0	7,500	-7,500	90,000	90,000	0	100.00
Capitalized Assets & Work in Progress	1,038	11,442	-10,403	40,662	137,300	-96,638	29.62
NET CASH FLOW	**52,463**	**7,683**	**44,780**	**394,945**	**92,201**	**302,744**	**428.35**

Housing Authority of the County of Butte
CAPITAL FUNDS INCOME STATEMENT
June 30, 2021

YTD %
75.00

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	10,572	72,419	-61,847	269,746	869,023	-599,277	31.04
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	**10,572**	**72,419**	**-61,847**	**269,746**	**869,023**	**-599,277**	**31.04**
Administrative Employee Salaries	2,494	3,250	-756	22,201	39,000	-16,799	56.93
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	283	1,000	-717	3,852	12,000	-8,148	32.10
Office Expenses	67	417	-350	745	5,000	-4,255	14.90
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	63	-63	0	750	-750	0.00
Allocated Overhead	2,118	2,428	-310	20,017	29,140	-9,123	68.69
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	**4,962**	**7,158**	**-2,195**	**46,815**	**85,890**	**-39,075**	**54.51**
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	7	0	7	0.00
Total Utilities-Project	**0**	**0**	**0**	**7**	**0**	**7**	**0.00**
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	30	0	30	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	**0**	**0**	**0**	**30**	**0**	**30**	**0.00**
Protective Services	0	0	0	37	0	37	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	**0**	**0**	**0**	**37**	**0**	**37**	**0.00**
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
TOTAL EXPENSES	**4,962**	**7,158**	**-2,195**	**46,889**	**85,890**	**-39,001**	**54.59**
RETAINED EARNINGS	**5,610**	**65,261**	**-59,651**	**222,858**	**783,133**	**-560,276**	**28.46**
Transfers to PH	0	-7,500	7,500	-90,000	-90,000	0	100.00
Capital Assets	5,610	57,761	-52,151	132,858	693,133	-560,276	19.17
NET CASH FLOW	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**

Housing Authority of the County of Butte
ROSS GRANT (FSS) INCOME STATEMENT
June 30, 2021

YTD %
75.00

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	6,814	5,944	871	58,117	71,322	-13,205	81.49
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	**6,814**	**5,944**	**871**	**58,117**	**71,322**	**-13,205**	**81.49**
Administrative Employee Salaries	0	0	0	0	0	0	0.00
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	0	0	0	0	0	0	0.00
Office Expenses	0	0	0	0	0	0	0.00
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	0	0	0	0	0	0.00
Allocated Overhead	0	0	0	0	0	0	0.00
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Tenant Service-Salaries	4,961	4,375	586	42,879	52,500	-9,621	81.67
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	1,853	1,569	285	15,238	18,822	-3,584	80.96
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	**6,814**	**5,944**	**871**	**58,117**	**71,322**	**-13,205**	**81.49**
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
TOTAL EXPENSES	**6,814**	**5,944**	**871**	**58,117**	**71,322**	**-13,205**	**81.49**
RETAINED EARNINGS	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**

Housing Authority of the County of Butte
SHELTER PLUS CARE - ALL GRANTS
June 30, 2021

YTD %
75.00

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	3,568	4,220	-652	31,984	50,638	-18,654	63.16
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	**3,568**	**4,220**	**-652**	**31,984**	**50,638**	**-18,654**	**63.16**
Administrative Employee Salaries	80	108	-29	318	1,300	-982	24.43
Audit Fee	27	0	27	27	0	27	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	53	54	-1	220	650	-430	33.91
Office Expenses	0	17	-17	3	208	-205	1.50
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	0	0	0	0	0	0.00
Allocated Overhead	0	0	0	0	0	0	0.00
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	**160**	**180**	**-20**	**568**	**2,158**	**-1,590**	**26.34**
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	3,408	4,040	-632	31,416	48,480	-17,064	64.80
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	**3,408**	**4,040**	**-632**	**31,416**	**48,480**	**-17,064**	**64.80**
TOTAL EXPENSES	**3,568**	**4,220**	**-652**	**31,984**	**50,638**	**-18,654**	**63.16**
RETAINED EARNINGS	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Capital Fund Transfers	0	0	0	0	0	0	0.00
NET CASH FLOW	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2021

HCV FSS GRANT (old)	134,406	FY 2021 ADMIN FEES	182,510
PHA HELD HAP-current	83,427	POST-2003 ADMIN FEES	1,019,190
HUD HELD HAP@12/31/20	2,853,668	INV. IN CAP ASSETS	107,077
CARES ACT HAP Bal	incl above	CARES ACT AF Bal	61,645

HACB FINANCIAL DATA

ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,106,203	1,076,592	1,084,371	1,151,268	1,212,566	1,210,891							1,106,203
BEG. INVESTED IN CAPITAL ASSETS	124,033	121,207	118,381	115,555	112,729	109,903							124,033
HUD ADMIN FEE REVENUE	126,153	126,153	188,542	155,167	128,837	128,088							852,940
FRAUD RECOVERY	1,863	1,788	2,457	4,638	1,843	1,625							14,212
INTEREST INCOME / GAIN or LOSS INV	-2,253	19,744	11,001	35,362	9,616	14,997							88,466
DEPRECIATION (reduces Capital Assets)	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826							-16,956
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	11							11
ADMINISTRATIVE EXPENDITURES	-155,373	-139,905	-135,104	-133,868	-141,971	-153,912							-860,133
ENDING ADMIN RESERVE BALANCE	1,197,799	1,202,753	1,266,823	1,325,295	1,320,794	1,308,777	0	0	0	0	0	0	1,308,777
YTD Change in Admin.	*-32,437*	*-27,484*	*36,587*	*95,059*	*90,558*	*78,540*							*78,540*

ADMINISTRATIVE CARES ACT 2020	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HUD CARES ACT 2020 ADMIN REVENUE	23,079	22,008	33,766	31,294	31,571	23,428							165,145
CARES ACT 2020 ADMIN EXPENDITURES	-23,079	-22,008	-33,766	-31,294	-31,571	-23,428							-165,145
ENDING CARES ACT ADMIN BALANCE	0	0	0	0	0	0	0	0	0	0	0	0	0

HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	271,274	343,267	362,460	367,411	358,566	362,314							271,274
HUD HAP REVENUE	1,216,637	1,216,637	1,202,314	1,186,163	1,246,777	992,892							7,061,420
FRAUD RECOVERY	1,863	1,788	2,457	4,638	1,843	1,625							14,212
FSS FORFEITURES	0	0	0	7,429	0	0							7,429
BAD DEBT-HAP	0	0	0	0	0	0							0
HOUSING ASSISTANCE PAYMENTS	-1,146,506	-1,199,232	-1,199,820	-1,207,075	-1,244,872	-1,273,404							-7,270,909
ENDING HAP RESERVE BALANCE	343,267	362,460	367,411	358,566	362,314	83,427	0	0	0	0	0	0	83,427
YTD Change in HAP	*71,993*	*91,186*	*96,137*	*87,292*	*91,040*	*-187,847*							*-187,847*

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)	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988							9,389,928
HAP EXPENDITURES (Current Month)	1,195,896	1,188,981	1,205,391	1,220,253	1,233,128	1,245,746							7,289,395
CY 2020 HAP BUDGET UTILIZATION	76%	76%	77%	78%	79%	80%							78%
BUDGET AVAILABLE (YTD)	1,564,988	3,129,976	4,694,964	6,259,952	7,824,940	9,389,928							9,389,928
TOTAL HAP EXPENDITURES (YTD)	1,195,896	2,384,877	3,590,268	4,810,521	6,043,649	7,289,395							7,289,395
BUDGET REMAINING (YTD)	369,092	745,099	1,104,696	1,449,431	1,781,291	2,100,533							2,100,533

UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,874	1,886	1,904	1,933	1,955	1,969							11,521
UNIT MONTH'S AVAILABLE	2,236	2,236	2,236	2,236	2,236	2,236							13,416
OVER or (UNDER) LEASED	-362	-350	-332	-303	-281	-267	0	0	0	0	0	0	-1,895
CY 2021 VOUCHER UTILIZATION	84%	84%	85%	86%	87%	88%							86%
CY 2020 VOUCHER UTILIZATION	87%	88%	88%	88%	88%	87%	87%	86%	85%	85%	85%	85%	87%
CY 2021 AVERAGE HAP	638	630	633	631	631	633							633
CY 2020 AVERAGE HAP	619	627	630	634	632	635	634	631	624	614	621	617	627

Notes: Post-2003 Admin Fees include 2011 HAP Set-Aside of $290,786
CY 2021 HAP Budget = $20,026,663 ($15,732,092 Renewal ABA + $2,853,668 Reserves + $193,813 New VASH + $283 2020 reproration)
+ 30 new VASH vouchers effective 1/1/2021

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

UNITS LEASED SUMMARY	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20	OCT'20	SEP'20
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1753	1756	1778	1768	1747	1721	1708	1694	1692	1701	1706	1715
VOUCHER UTILIZATION %	**89.67%**	**89.82%**	**90.95%**	**90.43%**	**89.36%**	**88.03%**	**87.37%**	**86.65%**	**86.55%**	**87.01%**	**87.26%**	**87.72%**
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	66	68	68	67	65	65	60	60	59	60	59	59
VOUCHER UTILIZATION %	**75.86%**	**78.16%**	**78.16%**	**77.01%**	**74.71%**	**74.71%**	**68.97%**	**68.97%**	**67.82%**	**68.97%**	**67.82%**	**67.82%**
VASH												
ACC UNIT MONTHS	194	194	194	194	194	164	164	164	164	164	164	164
CURRENT LEASED	112	114	116	112	114	112	113	115	116	114	113	107
VOUCHER UTILIZATION %	**57.73%**	**58.76%**	**59.79%**	**57.73%**	**58.76%**	**68.29%**	**68.90%**	**70.12%**	**70.73%**	**69.51%**	**68.90%**	**65.24%**
TOTAL												
ACC UNIT MONTHS	2236	2236	2236	2236	2236	2206	2206	2206	2206	2206	2206	2206
CURRENT LEASED	1931	1938	1962	1947	1926	1898	1881	1869	1867	1875	1878	1881
VOUCHER UTILIZATION %	**86.36%**	**86.67%**	**87.75%**	**87.08%**	**86.14%**	**86.04%**	**85.27%**	**84.72%**	**84.63%**	**85.00%**	**85.13%**	**85.27%**

HAP SUMMARY*	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20	OCT'20	SEP'20
ACC BUDGET	$ 1,564,988	$ 1,564,988	$ 1,564,988	$ 1,564,988	$ 1,564,988	$ 1,564,988	$ 1,564,988	$ 1,564,988	$ 1,350,768	$ 1,350,768	$ 1,350,768	$ 1,350,768
ACTUAL HAP	$ 1,131,263	$ 1,146,080	$ 1,235,090	$ 1,229,315	$ 1,214,646	$ 1,199,786	$ 1,185,641	$ 1,171,686	$ 1,158,489	$ 1,166,002	$ 1,167,031	$ 1,171,805
PER UNIT COST	$ 586	$ 591	$ 630	$ 631	$ 631	$ 632	$ 630	$ 627	$ 621	$ 622	$ 621	$ 623
BUDGET UTILIZATION %	**72.29%**	**73.23%**	**78.92%**	**78.55%**	**77.61%**	**76.66%**	**75.76%**	**74.87%**	**85.77%**	**86.32%**	**86.40%**	**86.75%**

ACTIVITY SUMMARY	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20	OCT'20	SEP'20
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	40	41	71	84	84	86	88	89	89	88	103	107
ZERO HAP	17	17	17	14	14	14	13	16	16	20	18	21
UTILITY ASSISTANCE PAYMENTS	57	56	51	51	52	50	51	52	56	61	63	69
NEW ADMISSIONS	**	22	24	44	57	48	36	45	27	20	30	17
INITIAL VOUCHERS SEARCHING	291	277	283	326	298	288	234	229	178	165	127	109
ACTUAL/ESTIMATED EOP	19	16	14	15	23	19	11	24	19	17	12	19
REMAIN ON WAITING LIST	3355	3940	4226	1814	1973	2107	2505	2723	2900	3138	3226	3297

*HAP Summary is a "snapshot" as of the 1st of the month, which does not include prior month adjustments per VMS.
**No data.

August 13, 2021

Memo

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: HUD Emergency Housing Voucher program – Status

The following details the status of the new Emergency Housing Voucher program:

EHV Board Report Friday, August 13, 2021 Javi Pinedo, Special Programs Coordinator					
Total Vouchers	116				
Total Referrals Received	111				
Issued vouchers	40				
Vouchers Pending	60	→	Eligible Referrals	21	
			Pending verifcations	39	
Ineligible vouchers	11	→	Over income	8	
			other reason	3	
Available referrals	16				
Issued Vouchers		40			
Request for Tenancy Approvals Received		17			
Passed inspections		10			
Pending contracts		10			
Executed Contracts		0			

Agency	Project Type	Voucher Amount Request	Allocated	Referrals Received	Eligible	Pending	Ineligible
Behavioral Health	PSH	32	15	15	15	0	0
CAA	Transitional	12	6	6	5	0	1
Caring Choices	Transitional	5	2	2	2	0	0
Catalyst	Transitional	5	5	5	1	4	0
CHAT	Transitional	45	21	17	9	4	4
DESS	BFH/HSP	7	3	2	0	1	1
Jesus Center	Transitional/shared	25	10	10	8	0	2
ORM	Transitional	6	3	3	1	2	0
Youth for Change	Transitional	10	5	7	5	0	2
True North	Transitional/RRH	15	7	6	1	4	1
			77				
Glenn			13	13	8	5	0
CE			26	25	6	19	0
			116	111	61	39	11
Glenn Co	13						
Butte Co	103						
25% of Butte Co	26	CE					
75% of Butte Co	77	Direct Referrals					

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
VACANCY REPORT AS OF THE 1ST OF THE MONTH
2021

HOUSING AUTHORITY OWNED PROPERTIES													
	Gridley FLH		Open Market Units										
Location	FLH	Demo	Other	Gridley Springs II	Cameo	Locust	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	2	24	20	10	30	30	0 (12)	18	40	174	%
Aug-21	16**	0	0	0	1	0	1	2	12***	1	1	6	96.6%
Jul-21	15**	0	0	0	1	0	0	0	12***	0	1	2	98.9%
Jun-21	15**	0	0	0	1	0	0	0	12***	0	0	1	99.4%
May-21	16**	0	0	0	1	1	0	0	12***	0	0	2	98.9%
Apr-21	16**	0	0	0	2	0	0	0	12***	0	0	2	98.9%
Mar-21	17**	0	0	0	2	0	4	0	12***	0	0	6	96.6%
Feb-21	16**	1	0	0	2	0	3	0	12***	0	2	7	96.0%
Jan-21	18**	1	0	0	3	0	3	0	12***	0	1	7	96.0%
Dec-20	19**	0	0	0	3	0	2	0	12***	0	1	6	96.5%
Nov-20	19**	0	0	0	0	0	0	0	12***	0	0	0	100.0%
Oct-20	19**	1	0	0	0	0	0	0	12***	0	1	1	99.2%
Sep-20	22**	0	0	0	0	0	0	0	12***	0	1	1	99.2%

* 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	%
Aug-21	1	1	1	1	1	1	0	6	98.3%
Jul-21	2	0	1	1	0	1	1	6	98.3%
Jun-21	1	0	1	1	0	2	1	6	98.3%
May-21	0	0	2	0	0	1	1	4	98.8%
Apr-21	0	1	0	2	0	1	1	5	98.6%
Mar-21	1	0	2	2	0	1	1	7	98.0%
Feb-21	3	0	4	1	0	1	1	10	97.1%
Jan-21	2	0	5	1	0	1	1	10	97.1%
Dec-20	3	0	5	1	0	2	0	11	96.8%
Nov-20	3	0	4	1	0	2	0	10	97.1%
Oct-20	1	0	3	1	0	1	0	6	98.3%
Sep-20	2	0	3	1	1	1	0	8	97.7%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Aug-21	2
Jul-21	3
Jun-21	5
May-21	3
Apr-21	3
Mar-21	2
Feb-21	1
Jan-21	3
Dec-20	2
Nov-20	1
Oct-20	1
Sep-20	3

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Aug-21	3	1	1	0
Jul-21	3	0	0	1
Jun-21	4	0	1	1
May-21	3	0	1	1
Apr-21	1	0	1	0
Mar-21	2	0	2	2
Feb-21	3	0	2	0
Jan-21	4	0	2	1
Dec-20	3	0	1	0
Nov-20	2	0	2	1
Oct-20	2	0	3	0
Sep-20	3	0	3	0

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	15 Transfer list	3+	256	8+	131	8+
2	150	7+			88	6+
3	34	3+	8	1+	17	4+
4	12	5+			8	3+
5					2	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	20		11	2
2	3	7			2	
3	2	2	1	6	1	
4	0	4+			0	
5					0	

MEMO

Date: August 13, 2021

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of August 13, 2021, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; Eight (8) units have been completed during the 2020/2021 fiscal year to date; 124 of 232 Public Housing units have been completed overall.

- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding planned for Summer of 2021.

- Public Housing – Landscape Improvements (43-13) Shelton Oaks and Rhodes Terrace. A project has been organized to replace landscape at Shelton Oaks with new hardscape, drought tolerant plants, replace irrigation, and replace site signage. Rhodes Terrace improvements will include site signage replacement, perimeter fence brush removal, site drainage improvements, and selective plant infill. Project value engineering underway with expected bidding during the fall 2021.

- HACB Main Office – Safety and Security Improvements. A project has been organized to address virus mitigation and building security improvement needs at the 2039 Forest Avenue office. Project construction is substantially complete, but final work continues to experience delays attributed to Covid-19 material supply chain shortages and slowdowns.

- Farm Labor Housing – Combined Phase II & III Rehab. Overall, project construction is 99% complete, with all 11 contracted buildings, including 17 units, being substantially complete and tenant-occupied at this time. Contractor demobilization and project contract closeout work is underway. HACB continues to work with USDA-RD to pursue all avenues for funding to continue with future rehab phases. HACB is also investigating application for State Joe Serna Jr. Farmworker Housing funds, which may provide up to $10 million per application. Finally, HACB has suggested to Congressman LaMalfa's office that an "earmark" of $20 million towards FLH renovation would make for a great investment in housing as infrastructure.

- Kathy Court Apts, Paradise – Project Architect has completed schematic design work. Schematic plans and building elevations are included with this document for your reference.
  - Design Development is currently underway. Overall, Basis Architecture is on schedule to meet the mid-September construction permit deadline. Meeting this deadline preserves the property's "grandfathered" status post-Camp Fire Disaster.
  - To date, the existing septic system has been determined intact, the property has been cleared of dead trees and fire debris, and a title search and associated site survey and easement review have been completed.
  - Financing is being sought to complete assembly of funds necessary for reconstruction. Thus far, 2020A Bond proceeds and PG&E Claim funds have been identified. CDBG-DR monies are being considered. The PG&E Claim settlement will clarify the financial needs.

- 2131 Fogg Avenue – Development Initiative. Two build-out approaches are being evaluated:
  - Small House Manufactured Option: HMR Architects Schematic Design Option 2A, which includes 16 single family home style manufactured units with individual unit driveway access, with a mix of 14 one-bedroom units and 2 two-bedroom units.
  - Traditional Multifamily Option: by way of comparison and analysis, HMR Architects has completed schematic design plans using traditional multifamily construction methods. The alternate yields 18 units at the site (16 one-bedroom and 2 two-bedroom).
  - Feasibility Construction Cost Estimating: Cost estimating of the Small House Manufactured Option vs Traditional Multifamily Option has been reviewed in conjunction with Nick Benjamin, Executive Director of the California Affordable Housing Agency. Nick is an expert in the modular and manufactured housing market; based on Nick's review it has been determined that further analysis is needed, regarding actual delivery potential.
  - The next step is to meet with a local manufactured housing dealer working and delivering product within Butte County. This will provide a better understanding of the local inventory, delivery availably and local cost impacts relating to manufactured housing, and how these factors will impact the feasibility of this option.

- 2020A Bond Renovations - Renovation work to be accomplished at the six (6) properties financially leveraged by the Bond issuance.
  - Legal guidance has been secured regarding the application of wage rates to the work.
  - Most of the work identified in the Property Condition Assessments will be completed by property manager RSC Associates through the course of operations, supported by the architect in providing specifications to materials and products.
  - HMR Architects, Inc has been contracted to provide architecture for the 2020A Bond Renovation beginning with (2) major rehab efforts, involving the remediation of the stucco siding at Evanwood Apartments, Oroville, and reconstruction of the stair access and balcony assemblies at the Lincoln Apartments, Chico. To date HMR Architects has completed initial site inspections for Evanswood Apartments and Lincoln Apartments, with project as-built base plan creation underway.

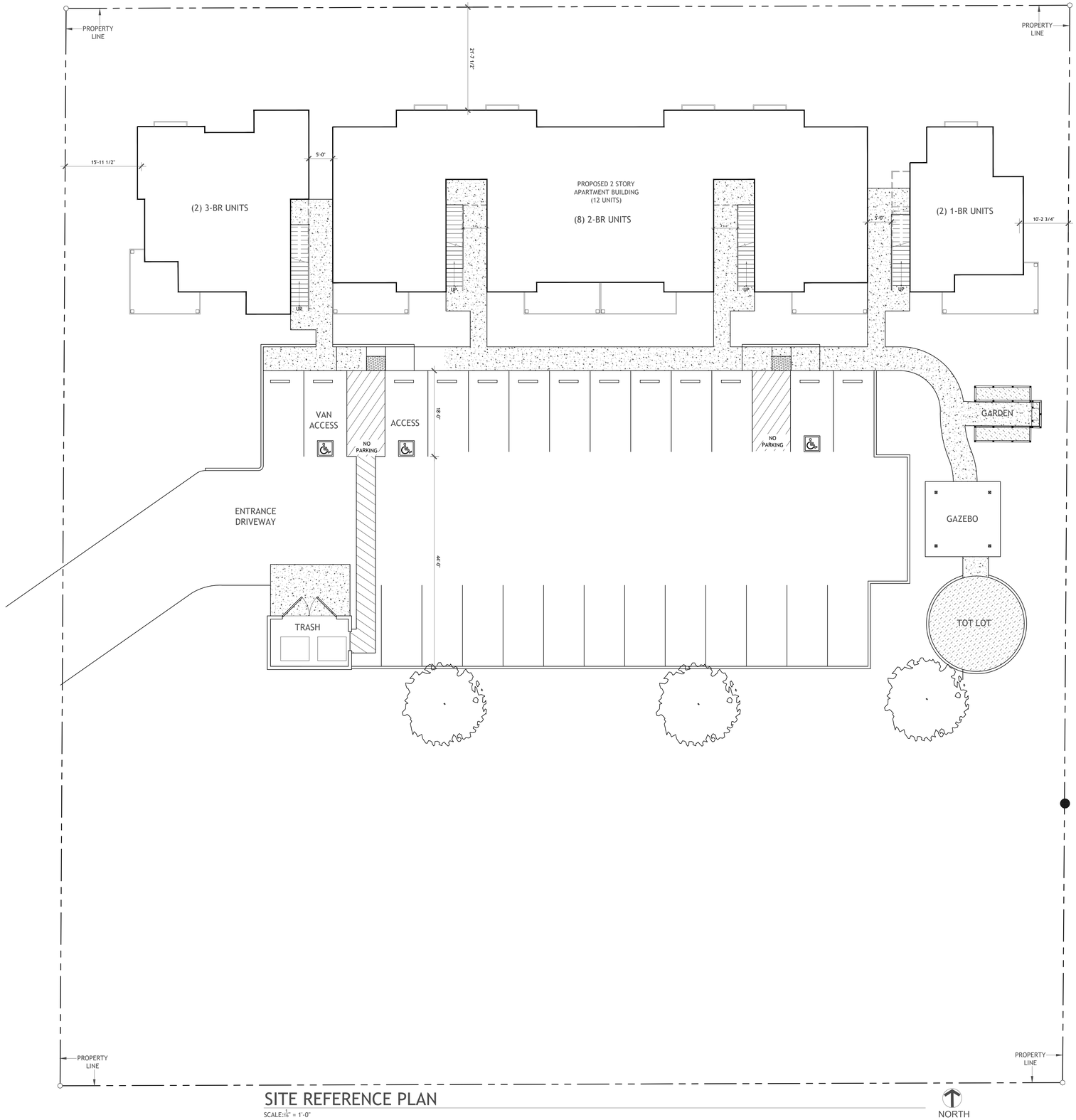
- Gridley Farm Labor Housing's commercial structures have been evaluated for the presence of lead-based paint and asbestos, in anticipation of exterior replacements and painting. A plan is being developed for this work.

12 Month HACB Project Schedule - August 13, 2021

1 to 5	1 Most Urgent 5 Less Urgent		Cost Est	Jul-21		Aug-21		Sep-21		Oct-21		Nov-21		Dec-21		Jan-22		Feb-22		Mar-22		Apr-22		May-22		Jun-22	
	FLH																										
1		Phase (II & III) Combined Unit Rehab - Re-design	$199,637.00																								
1		Phase (II & III) Combined Unit Rehab - Bidding and CM	$37,300.00																								
1		Phase (II & III) Combined Unit Rehab - Construction (11 Buildings)	$6,140,849.00																								
3		Admin Building- Gutters, Downspout, Paint	$35,000.00																								
	Public Housing																										
2		Energy Performance - Electrical	$254,380.00																								
3		ADA Units upgrade (43-10)	$213,000.00																								
1		HVAC Replacement (43-01)	$9,608.00																								
1		Sewer Lateral Replacement 43-1A,1B, 04, 03	$86,000.00																								
1		ACM Tile Abatement	$58,484.00																								
1		Landscape Improvemetns (43-13) Shelton Oaks and Rhodes Terrace	$299,314.00																								
4		Oro Dam Wall	$250,000.00																								
3		PH Capital Fund Energy Audit	$13,000.00																								
1		AMP Wide Carbon Monxide Detctor Replacement	$56,058.00																								
	Chico Commons																										
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																								
	Evanswood HOA																										
	Alamont		Pending Bond Workplan																								
	Evanswood Apts		$1,650,000.00																								
	Lincoln Apts.		$725,000.00																								
	Park Place Apts.		Pending Bond Workplan																								
	Cordillera Apts.		Pending Bond Workplan																								
	Locust Apts.		Pending Bond Workplan																								
	Kathy Court Apts.																										
		Dev. Site Plan and Survey	$15,813.00																								
		Dev. Architecture	$355,555.00																								
		Dev. Construction	$4,298,824.00																								
	2131 Fogg Avenue																										
3		**Dev. Architecture: Small House Option, Schematic Plan**	$13,000.00																								
3		**Dev. Architecture: Traditional Option, Schematic Plan**	$8,650.00																								
3		**Dev. Architecture: Small House Initiative, Design Development**	TBD																								
	2039 Forest Avenue																										
1		Virus Mitigation and Security Improvements	$251,053.42																								
		Total next 12 months	$16,128,320.42																								

501-18	
Obligation Start:	5/29/2018
Obligation End:	11/28/2021
Disbursement End:	11/28/2023
501-19	
Obligation Start:	4/16/2019
Obligation End:	10/15/2022
Disbursement End:	10/15/2024
501-20	
Obligation Start:	3/26/2020
Obligation End:	9/25/2023
Disbursement End:	9/25/2025
501-21	
Obligation Start:	2/23/2021
Obligation End:	2/22/2023
Disbursement End:	2/22/2025

Design/Bid Phase
Construction Phase
Completed



SITE REFERENCE PLAN

SCALE: 1/16" = 1'-0"

NORTH

Copyright 2021 by Charles Pick, Architect and Basis Architecture & Consulting Inc.

BASIS Architecture & Consulting

2130 FOURTH ST
SAN RAFAEL, CA 94901
PHONE (415) 457-6035

CHARLES PICK, ARCHITECT

	DESIGNATED PATH OF TRAVEL
	(N) INTERIOR PARTITION
	(N) 1 HOUR RATED WALL

DRAWING REVISION LOG

-	
-	

PROJECT NAME:

KATHY COURT
APARTMENTS

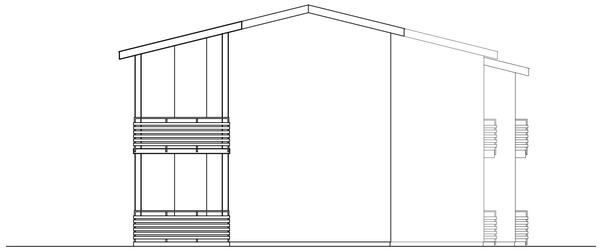
PROJECT LOCATION:

1561,1563, 1565
KAY COURT
PARADISE, CA 95969
APN:053-170-144

SHEET TITLE:

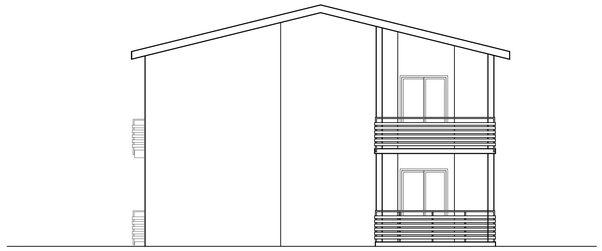
SITE REFERENCE
PLAN

P1



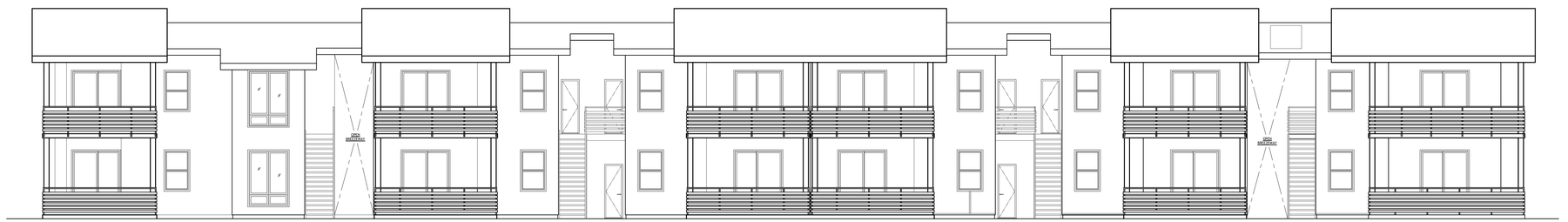
2 RIGHT ELEVATION

Scale: 1/8" = 1'-0"



3 LEFT ELEVATION

Scale: 1/8" = 1'-0"



1 FRONT ELEVATION

Scale: 1/8" = 1'-0"

BASIS Architecture & Consulting

2130 FOURTH ST
SAN RAFAEL, CA 94901
PHONE (415) 457-6035

CHARLES PICK, ARCHITECT

DRAWING REVISION LOG

.	
*	

PROJECT NAME:

KATHY COURT
APARTMENTS

PROJECT LOCATION:

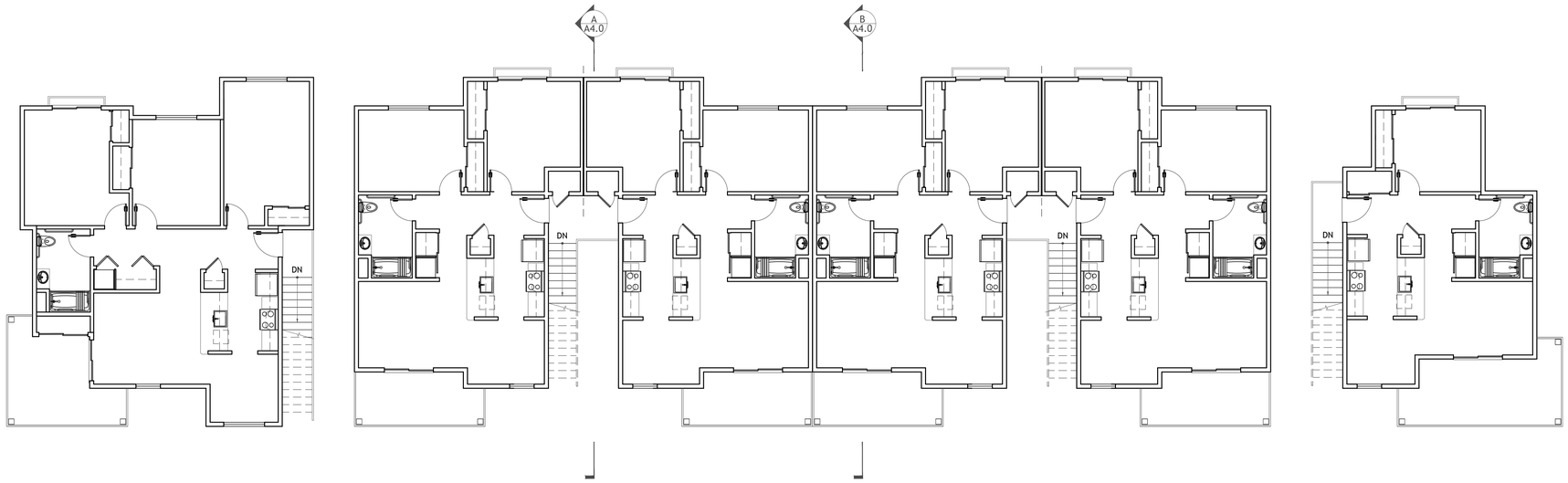
1561,1563, 1565
KAY COURT
PARADISE, CA 95969
APN:053-170-144

SHEET TITLE:

EXT. ELEVATIONS

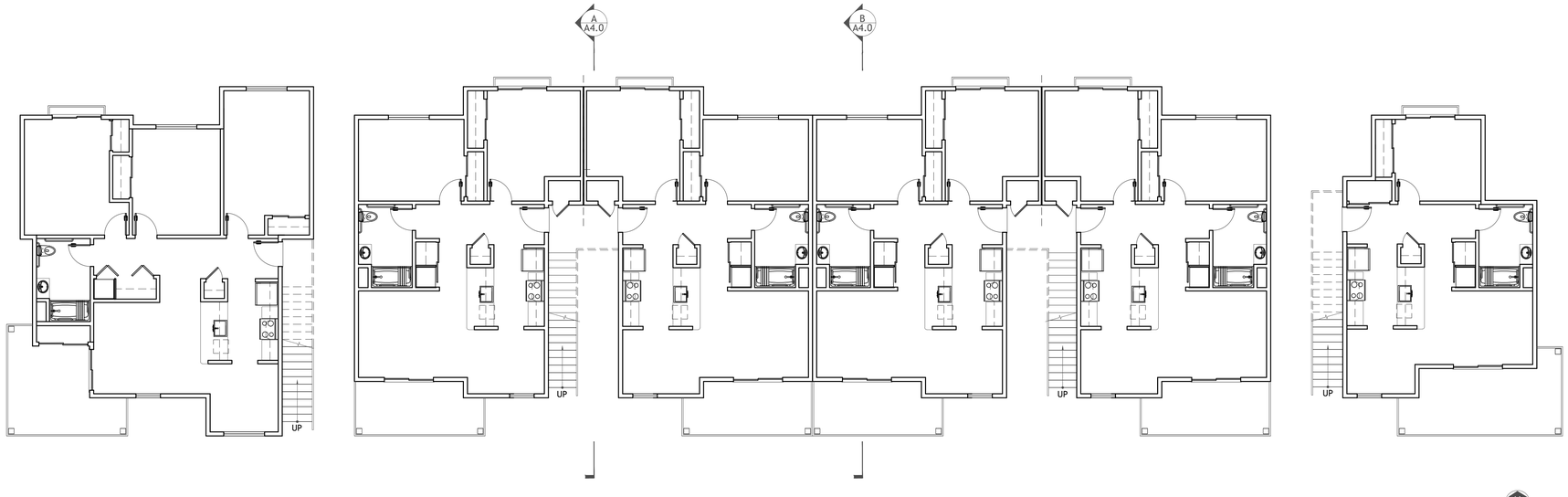
P4

Copyright 2021 by Charles Pick, Architect and Basis Architecture & Consulting Inc.



2 SECOND FLOOR PLAN

Scale: 1/8" = 1'-0"



1 GROUND FLOOR PLAN

NORTH

Scale: 1/8" = 1'-0"

Copyright 2021 by Charles Pick, Architect and Basis Architecture & Consulting Inc.

BASIS Architecture & Consulting

2130 FOURTH ST
SAN RAFAEL, CA 94901
PHONE (415) 457-6035

CHARLES PICK, ARCHITECT

DRAWING REVISION LOG

-	
*	

PROJECT NAME:

KATHY COURT
APARTMENTS

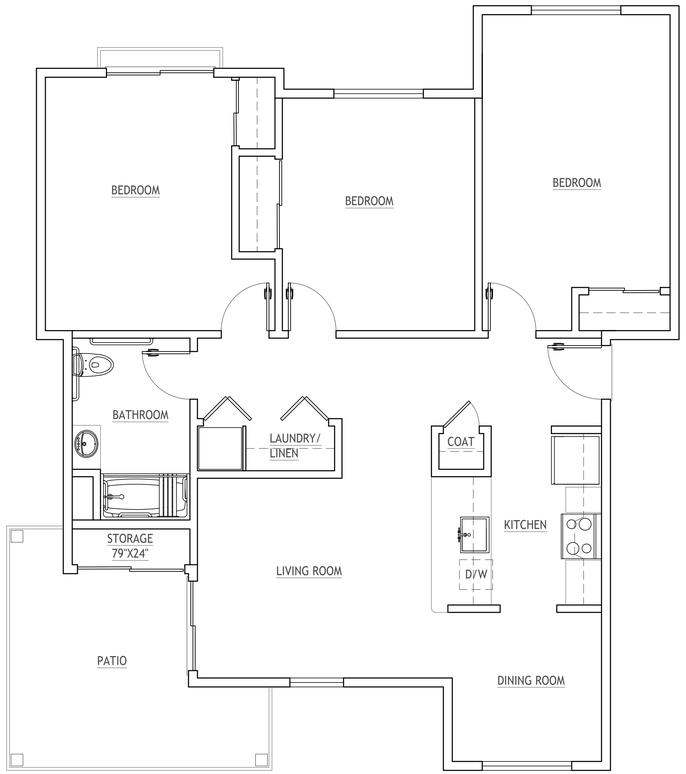
PROJECT LOCATION:

1561,1563, 1565
KAY COURT
PARADISE, CA 95969
APN:053-170-144

SHEET TITLE:

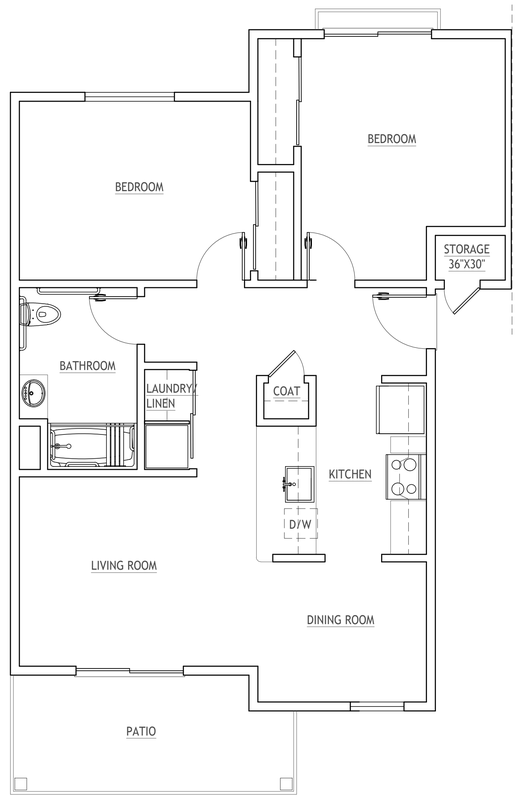
BUILDING
PLANS

P2



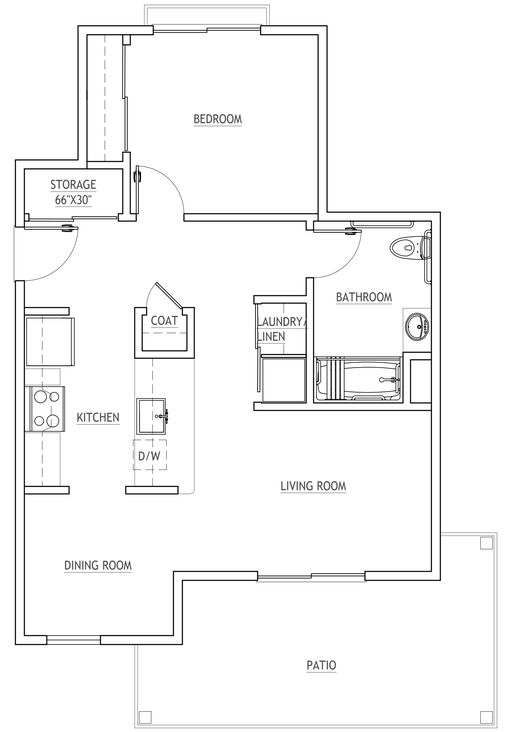
3 BED/1 BATH UNIT PLAN

SCALE: $\frac{1}{4}$" = 1'-0" (1,169 SF)



2 BED/1 BATH UNIT PLAN

SCALE: $\frac{1}{4}$" = 1'-0" (892 SF)



1 BED/1 BATH UNIT PLAN

SCALE: $\frac{1}{4}$" = 1'-0" (682 SF)

BASIS Architecture & Consulting

2130 FOURTH ST
SAN RAFAEL, CA 94901
PHONE (415) 457-6035

CHARLES PICK, ARCHITECT

DRAWING REVISION LOG

-	
*	

PROJECT NAME:

KATHY COURT
APARTMENTS

PROJECT LOCATION:

1561,1563, 1565
KAY COURT
PARADISE, CA 95969
APN:053-170-144

SHEET TITLE:

TYPICAL UNIT
PLANS

P5

Copyright 2021 by Charles Pick, Architect and Basis Architecture & Consulting Inc.

MEMO

Date: August 13, 2021

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

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

This Capital Fund is 100% obligated and 99% expended. Project is subject to close-out. Projects include:

- **ACM Tile Replacement –** All concrete-block units – ongoing, seven (7) units have been completed to date using these Capital Fund monies.
- **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, reviews have been submitted to HUD. Project Complete
- **Sewer Service Line Investigation and Replacements –** Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), Project complete.
- **HVAC Replacements –** 43-03, Replace three (3) package HVAC units. Project complete.
- **HVAC Replacements –** 43-13, Replace one (1) Split System HVAC unit. Project complete.
- **HVAC Replacements –** 43-01, Replace one (1) package HVAC unit. Project underway.
- **Unit Appliance Replacements/Upgrades** – Countywide, refrigerator replacement project, replace 124 refrigerators which have reached the end of their useful life. Project complete.
- **Resurfacing of Roadways –** Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), Project is complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, complete.

Capital Fund 501-19, Funding Amount $812,881

This Capital Fund is 36% obligated and 34% expended. Projects Include:

- **ACM Tile Replacement –** All concrete-block units – ongoing, fourteen (14) units have been completed to date using these Capital Fund monies.
- **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, reviews have been submitted to HUD for review. Project Complete
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **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 – Biggs (43-2A)** Replace Five (5) failing package HVAC units, Construction Complete.
- **HVAC Replacements – Gardella (43-14)** Replace One (1) failing split system Furnace, Construction Complete.
- **Sewer Service Line Replacements –** select Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B, 03), in planning.
- **Landscape Upgrades –** Landscape replacement, Shelton Oaks, Rhodes Terrace 43-13, project currently out to Public Bid. Project value engineering underway.
- **Landscape Upgrades –** Individual Water Meter replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Window and Door Security Screen Improvements –** 115 Nelson Avenue Community Room & Maintenance Shop, Installation of window and door security screens to prevent vandalism. Project Complete.

Capital Fund 501-20, Funding Amount $875,339

This Capital Fund is 20% obligated and 11% expended

- **ACM Tile Replacement –** All concrete-block units – ongoing
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, 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.
- **HVAC Replacements –**Replace select failing package HVAC units, in planning.
- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Landscape Upgrades –** Landscape replacement, Shelton Oaks, Rhodes Terrace 43-13, project landscape design work underway. Project bidding complete. Project value engineering underway.
- **Landscape Upgrades –** Individual Water Meter replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Roof Replacements –** Select Units. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in planning.
- **Window and Door Improvements –** Concrete Block Units (Select: Gridley, Biggs, and Chico), replace failing existing windows and door systems, in planning.
- **Exterior Paint –** Select, Concrete Block Units, in planning
- **Exterior Paint and Stucco Repair –** Winston Gardens (43-10), in planning.

- **Site Security Improvements –** Select common areas and buildings, sites impacted by increases in crime vandalism or tenant safety concerns, in planning.
- **Site Fencing –** Select Units, replacement and installation of perimeter and unit demising fencing systems, in planning.

Capital Fund 501-21, Funding Amount $913,365

This Capital Fund is 0% obligated and 0% expended; start-up has been subject to HUD's approval of the 5-year Environmental Review and 1-year Agency Plan update, which have now been secured.

- **ACM Tile Replacement –** All concrete-block units – ongoing
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, 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.
- **HVAC Replacements –**Replace select failing package HVAC units, in planning.
- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Landscape Upgrades –** Landscape replacement, Gardella Apts, 43-14, 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), in planning.
- **Roof Replacements –** Select Units. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in planning.
- **Exterior Paint and Stucco Repair –** Winston Gardens (43-10), in planning.

Capital Fund 501-19, Safety and Security Grant Funding Amount $56,058.00

This Capital Fund is 0% obligated and 0% expended

- **Carbon Monoxide Replacement** – Amp wide replacement of aging Carbon Monoxide detectors in all Public Housing units, in planning.

HUD Low Income Public Housing

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 8-13-2021

Capital Funds 501-18, 501-19, 501-20 and 501-21

			501-18 (Revision #3, 7-28-2021)				501-19 (Revision #1, 6-30-2021)				501-20				501-21				Totals		
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																				
	Total Non-CGP Funds																				
1	100	Reserved Budget	$9,226	$0			$4,455	$0											0	0	0
2	1406	Operations (20%)	$27,875	$0			$28,811	$28,811			90,000		90,000	90,000	27,875				146,686	90,000	56,686
3	1408	Management Improvements	$2,000	$0			$2,000	$2,000			2,000				5,000				9,000	0	9,000
4	1410	Administration (10%)	$80,855	$81,778	$81,778	$81,778	$80,842	$81,287	$81,287	$81,287	87,533		87,533	3,752	91,336				341,934	166,817	175,117
5	1480	Audit	$2,000	$0			$2,000	$2,000			2,000				2,000				6,000	0	6,000
7	1480	Fees and Costs	$55,120	$119,303	$104,290.73	$104,290.73	$75,120	$75,120	$47,484	$32,347	90,000				75,000				359,423	136,637	222,785
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	$637,207	$616,702	$631,714	$627,156	$616,153	$620,163	$166,226	$161,176	600,306				712,154				2,549,325	788,333	1,760,993
17	1480	Relocation Costs	$3,500	$0			$3,500	$3,500			3,500								7,000	0	7,000
16	1492	Move to Work Demonstration																	0	0	0
18	1501	Moving To Work Demonstration																	0	0	0
19	1503	Collator Exp/Debt Srvc																	0	0	0
20	1504	RAD-CFP																	0	0	0
21	9000	RAD Investment Activity																	0	0	0
22	9001	Debt Reserves																	0	0	0
23	9002	Bond Debt Obligation																	0	0	0
24	9900	Post Audit Adjustment																	0	0	0
			$817,783	$817,783.00	$817,783	$813,225	$812,881	$812,881	$294,998	$274,810	875,339	0	177,533	93,752	913,365	0	0	0	3,419,368	1,181,788	2,237,580

Housing Authority of the County of Butte

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 Audit	1480 Fees and Cost	1480 General Capital Activity	1480 Relocation Costs	Totals	"UC" Under Contract
Acct Code	Cash Available as of 8-13-2021	-	56,686	9,000	175,117	6,000	222,785	1,760,993	7,000	2,237,580	
	501-18, 501-19 , 501-20, 501-21 Funding										
100	Reserved Budget	-								-	
1406	Operations		56,686							56,686	
1408	Management Improvements			9,000						9,000	
1411	Audit Cost Cap Fund					6,000				6,000	
1410	Administration				175,117					175,117	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						212,523			212,523	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						10,262			10,262	Complete
1430	Fees and Costs: 43-13 Landscape Imp Shelton and Rhodes										UC
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Parking and Driveway Asphalt and Concrete Site Imp							-		-	Complete
1450	115 Nelson Ave Door and Window Security							-		-	Complete
1460	Dwelling Structures									-	
1465	Dwelling Equipment - 43-03 HVAC Repl							-		-	Complete
1465	Dwelling Equipment - 43-02 HVAC Repl							-			Complete
1465	Dwelling Equipment - Refrigerator Repl							3,310		3,310	Complete
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							1,757,683		1,757,683	
1495	Relocation Costs								7,000	7,000	
1502	Contingency									-	
										2,237,580	Total

MEMO

Date: August 13, 2021

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 August 1, 2021, we have a total of (80) occupied units. Ten (10) units are offline because they fall in Phase IV of the ongoing rehab work; (10) units are deemed uninhabitable because of their age, condition, and relative high price (a function of the USDA's operational system); so consequently, there are (16) units available for occupancy. New prospective residents, most of the time, want to rent the newly rehabbed units. Staff continues to invite moving into older units, promising an opportunity to move into a new rehabbed unit when the latter phases of construction are completed. We have (1) applicant scheduled to move in before the end of the month. There are currently (8) applicants on our waiting list. There are no intent to vacate notices or unlawful detainers at this time.

Notices regarding approved rent and utility changes will go out to all residents on September 1, 2021. The rent increase for each bedroom size is as follows:

- 1-bedroom units will increase from $810 to $816,
- 2-bedroom units will increase from $825 to $835,
- 3-bedroom units will increase from $1,523 to $1,559,
- 4-bedroom units will increase from $1,771 to $1,909.

We don't anticipate these changes having a negative impact on our occupancy as the majority of our residents receive USDA Rental Assistance (RA) and will not see an increase in their monthly rent payment.

Richard's Tree Service removed a tree on James Rowe Dr. on July 12, 2021. The tree that was removed was considered a safety hazard as it had a lot of rot. We have another tree on Sussex Avenue that will be trimmed in the upcoming weeks, by Affordable Tree Care, due to the tree being top-heavy and posing a potential safety hazard.

On-site security is reporting no significant issues on the property at this time. Maintenance staff and the Resident Manager continue to work on vacancy make-readies. Sierra Landscaping continues to serve the landscaping needs of the property.

Monthly food distribution was held on August 10, 2021 from 3-6 pm in the Community Room. To help ensure the safety of our residents, all of the food is pre-packaged and distributed

by staff wearing PPE. Promotores, along with the E-Aprende staff, are still not meeting with our residents, as their respective programs are on hold in working through the pandemic.

Mi C.A.S.A.'s Summer School classes came to an end on August 5th, 2021. All students that attended were provided with breakfast and lunch along with snacks. We received a total of (6) entries for NAHRO's "What Home Means to Me" poster contest on behalf of Mi C.A.S.A. students. One of the poster entries made it out of Local competition and went on to Regional competition, however the entry did not move on to National competition. We are very proud and thankful to all of the Mi C.A.S.A. students who submitted a poster entry for this year's contest. Due to the ongoing COVID-19 pandemic, Mi C.A.S.A staff continue to have measures in place to keep both staff and students safe by having students work in small groups while observing social distancing and washing their hands and school supplies regularly. All students continue to be screened (thermometer and contact questions) daily and the information is recorded by Mi C.A.S.A. staff.

Construction is nearing completion for Rehab Phases II and III of the remodeling work, started July 6, 2020, being completed by J. Walt Construction. The phases included rehabilitation of eleven (11) buildings. We are working with USDA to secure another $3 million-dollar grant, to continue the work, though USDA is currently re-organizing and all administrative protocols have been changed – a situation that may jeopardize rehab activity on an ongoing basis, much less for the 2022 year. A meeting did occur to bring the new USDA Site Administrator, who works from the USDA's Worland, Wyoming office, current on rehab activity to date, and its status relative to the approved Workout Plan. We have become concerned that what was a pipeline of annual support for the rehab work from USDA-RD may now be jeopardized under new agency protocol and policy, a situation completely beyond our control. We have forwarded to the new USDA-RD administrator the Workout Plan, and the technical documents associated with the rehab work, its phasing and budgeting.

We are investigating funding application to the State Joe Serna Jr. Farmworker Housing program, for an amount up to $10 million, to further the property renovation work in the absence of USDA-RD's sponsorship.

We are beginning to anticipate and consider renovation/demolition/historic preservation of the historically significant 1930's era wooden units.

Hazardous materials testing has been completed analyzing the exterior surfaces of the commercial lease buildings at the property. Lead based paint and asbestos containing materials were discovered, knowledge of their presence will help frame approach to needed exterior building replacements and improvements.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OFSTATE FINANCIAL ASSISTANCE
Asset Management and Compliance Branch
2020 West El Camino Avenue, Suite 400
Sacramento, CA 95833
P. O. Box 952054
Sacramento, CA 94252-2054
(916) 263-2771; FAX (916) 263-3393
www.hcd.ca.gov

06/15/2021

Edward Mayer, CEO
Housing Authority of the County of Butte
2039 Forest Ave
Chico, CA 95973

RE: Farmworker Housing Grant Program (FWHG)
Gridley Farm Labor Housing Project: 10-FWHG-7155
2021 Desk Monitoring Report – *via email*

Dear Edward Mayer:

The Department of Housing and Community Development (HCD) conducted a Desk Monitoring audit of the above-referenced project on 06/14/2021. The purpose of the monitoring was to ensure that the management of the project complies with State and Federal regulations.

A “Finding” is a deficiency in performance based on a statute, regulation, guideline, and/or regulatory agreement for which a default may be declared if left uncured. There are **0** Findings as detailed in the attached Monitoring Report.

The Department thanks your staff for their time and assistance extended to HCD during the desk monitoring audit. If you have any questions, please contact Mark Anthony Diaz, Occupancy Representative, at (916) 562-9517 or mark.diaz@hcd.ca.gov.

Sincerely,

Masud Chaudry, Program Manager
Occupancy Compliance Section

Enclosure

cc: Larry Guanzon, Deputy Executive Director – Housing Authority of the County of Butte
Juan Meza, Property Manager – Housing Authority of the County of Butte
Mark Anthony Diaz, Occupancy Representative - HCD
Jennifer Schmaltz, Fiscal Representative -HCD

Attachment 1 – Desk Monitoring Report

Gridley Farm Labor Housing Project, 10-FWHG-7155, is governed by 24 Code of Federal Regulations, Part 92 and the State of California Health and Safety Code Part 2 of Division 31 and California Code of Regulations Title 25 of Division 1 regarding the State of California Farmworker Housing Grant Program (FWHG). To ensure adherence to the above stated Regulations, a specific Department of Housing and Community Development (HCD) Regulatory Agreement was recorded on January 25, 2012.

The scope of the desk monitoring audit conducted on 06/14/21, included examination of the tenant files, Management Plan and/or Property Management Agreement, and if applicable, verification of Supportive Services.

The project contains a total of 86 units, 86 of which are FWHG-assisted. The following units were selected: #`102, #301, #309, #404, #1007. There were **0** Findings.

Mi C.A.S.A. EDUCATION, INC.
Site location: 1587 Booth
Mailing address: 385 Ford Ave.
Gridley, CA. 95948
E.I.N. # 80-0491477
530-513-2334
Website: www.micasaeduction.com

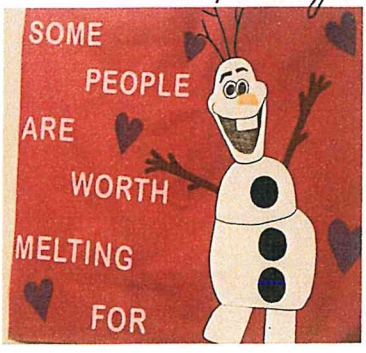
ED Exh
Larry 16

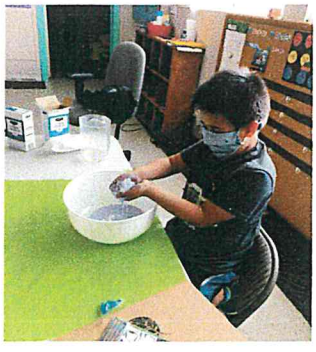
RECEIVED
AUG 0 4 2021
BY:

Dearest Sponsors, Supporters, and Friends,

Mi C.A.S.A. canceled summer school due to COVID 19 precautions, and was closed the beginning of the '20-21 academic school year. But when parents cried help, the Mi C.A.S.A. staff came to the rescue. Students socially distanced in our hall, but were guided on how to connect with their zoom classes, complete and submit homework and participate in the chrome teaching platforms. The primary students that needed technological support got it and were actively "in school" in our hall all morning. When the buses came and classrooms were opened to in person learning, then we resumed our after school program, screening for COVID symptoms, checking temperatures and staying 6 feet apart. Throughout the year, we delivered Thanksgiving boxes to each family, Santa left gifts on each doorstep, Valentine creatures were designed, and pizza from Little Caesar's was a treat on Fun Fridays. Homemade ice cream and ooblek were other fun Friday activities. Students became very skilled on the chrome books, read many library books, and stayed healthy and safe. It was a good year, and we are looking forward to a much healthier '21-22 school year, so we can serve the elementary school age students. Summer school was manned by 4 college graduates and 2 college students as well as several high school interns. Activities were available for 8:30 – 12:30, July 5, 2021 to August 6, 2021, Monday through Friday. Students watched butterflies hatch from the eggs and hungrily eat until the caterpillar was ready to form its chrysalis, and later come out as a beautiful butterfly. They studied Spain, China, Ghana to broaden their awareness of other cultures. After a year of hard work with paper and pencil, or chrome book, summer school offered hands on experiences that were lots of fun! Thank you for your generous donation! We wish you the best of health and well being!

Sincerely grateful,
Kathy McKenzie Director





MEMO

Date: August 13, 2021

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – HACB Owned Properties

- Alamont Apartments, Chico (30 units, family)
- Cordillera Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (28 units, family)
- Gridley Springs II, Gridley (24 units, family)
- Kathy Court Apartments, Paradise (12 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Locust Apartments, Chico (10 units, family)
- Park Place Apartments, Oroville (40 units, senior)
- 2131 Fogg Ave, (1 single family house) Demo

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

Alamont Apartments, Chico – As of the first of the month there is one (1) vacancy. In terms of rent collection, 100% of the rent was collected for the month of July. Donna Bennett, the new on-site manager, started on July 25th. The property continues to perform consistent with budget, or better, as our operating expenses are below budget, thus increasing net operating income (NOI) to more than what was budgeted.

Cordillera/Cameo Apartments, **Chico** - The property currently has one (1) vacancy. We had one new move in for the month and one unit did vacate, which is being turned over. The majority of the monthly rent was collected for the month, with the exception of partial payments being sent from the Butte County Behavioral Health SEARCH program on behalf of their clients. Rental income is slightly below budget YTD, and operating expenses above budget, decreasing the projected NOI YTD by approximately $7,000+/-. Renting, administrative, turnover, and maintenance expenses are all higher than anticipated budget-wise.

Evanswood Estates Apartments, Oroville – This property currently has two (2) vacancies as of the first of the month; there was no delinquent rent for the month. Property insurance will be covering the rent loss for fire-damaged units #28 and #71. Insurance-paid fire mitigation and reconstruction continues for units #28 and #71, with #28 having secured its permit, and #71 in permit preview. The HACB now owns 31 of 32 property units, Unit #53 being the only unit not

owned by HACB. The property continues to perform above budget income wise, and operating expenses are lower than budget, increasing NOI by more than $26,000.00 YTD. The buildings need repair and upgrade to exterior siding, to ensure integrity into the future. Exterior building work is planned to be addressed in 2021/22; HMR Architects has been retained to generate the bid documents for exterior remediation. Recently purchased Units #21, #25, and #33 are fully occupied, with 100% of the rent having been collected. We will be removing the non-compliant and rotting deck behind unit #33, making this rear yard area consistent with the rest of the property.

Gridley Springs II, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancy. 100% of the rent was collected for the month. The property continues to perform above budget. The property completed its HCD desk audit, with two findings being cleared as of this memo. We are awaiting the HCD audit clearance letter. The property will be performing their annual interior inspections of all units during the next month. Miquel Aguirre is the new maintenance person.

Kathy Court Apartments, Paradise – Kathy Court, burnt to the ground in the Camp Fire, has been cleared, yet retains its 12-unit septic system. We are working actively with Charlie Pick of Basis Architecture to produce documents for permit submission by mid-September, to preserve the property's "grandfathered" multi-family status. Financing is only partially secured, relying on 2020A Bond proceeds, as of yet undetermined PG&E Claim proceeds, and possible use of CDGB Disaster Recovery funds. We have been informed by HARRP, our insured provider, that property and liability insurance will not be renewed. Alternate insurance providers will be sought, it is anticipated the significant increases in premiums will be confronted.

Lincoln Apartments, Chico – Lincoln Apartments has one (1) vacancy as of the 1st of August. 100% of rent was collected for the month. Income YTD is higher than budget, and operating expenses lower, bringing our YTD NOI at $20,000 more than anticipated. HMR Architects has been retained to produce the bid documents needed to complete the capital improvement work financed by the bond issuance, including upgrade of the 2nd level walkway assembly and its surfacing, soffits, railings, stairways, exterior windows, heating and cooling. Exterior painting will follow the walkway improvements. From operations, parking lot repair is planned for this year. The walkway work will occur in 2021/22.

Locust Apartments, Chico - The property has zero (0) vacancy as of the 1st of the month. In terms of rent collection for the month, all rents were collected, with the exception of two (2) households who owe partial amounts due to changes in Section 8 rental assistance. YTD rental income is slightly lower, and operating expenses was above budget, decreasing the Net Operating Income YTD by approximately $3,400 less than anticipated.

Park Place Apartments, **Oroville** – The property has one (1) vacancy as of the first of the month. One unit did not pay rent for July, and 3rd party property management, RSC & Associates, is working on collection. The property's income YTD is higher than anticipated, and operating expenses lowe, YTD, bringing NOI to $12,000 above budget

.

2131 Fogg Ave, **Oroville** – This single family "Demo" house is occupied. HMR Architects has been retained to schematically explore site use, principally, the exploration of use of "small houses" in building out the property. Design development and analysis work is underway.

RSC
ASSOCIATES, INC.
PROPERTY MANAGEMENT

August 10, 2021

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

RE: July 2021 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the July 2021 key operational activities and highlights of significant financial results for HACB properties managed by RSC. For additional details, please review the following financial reports provided for each property:

1. Cash Flow Summary
2. Balance Sheet
3. Budget Comparison
4. General Ledger
5. Trial Balance
6. Tenant Rent Roll
7. 12 Month Income Statement
8. 2020/2021 Performance Review
9. Capital Improvement Summary

1519 Locust Apartments

Move-in/Move-outs	None

	Total	Budget Variance	
Monthly Total Revenue	$6,808.79	$487.21	Below budget
Operating Expenses	$2,264.23	$731.77	Below budget
Net Operating Income	$4,544.56	$244.56	Above budget
Capital Expenses	$1,500.00	$1,500.00	Above budget
Net Income	$1,763.56	$1,255.44	Below budget

Mr. Ed Mayer, Executive Director
Chico, California

Monthly Highlights:

- **Rent collection** – There were 2 units with balances due from partial payments, both of which stemmed from changes in Section 8 assistance amounts, both tenants have been notified of the change.
- **Occupancy** – 100% at the end of July.
- **Utility expenses** – it shows as a credit of $52.42, which was caused by the tenant in unit #1 reimbursing the property for the utilities they used prior to switching PG&E into their name.
- **Maintenance expenses** – under budget due to there being much less maintenance costs than were budgeted.
- **Capital improvements** – an HVAC unit was installed in unit #10.

Alamont Apartments

Move-in/Move-outs	#19 moved in on 7/24/21, move out #23 is the resident manager unit

	Total	Budget Variance	
Monthly Total Revenue	$25,862.59	$1,037.59	Above budget
Operating Expenses	$12,836.81	$3,680.81	Above budget
Net Operating Income	$13,025.78	$2,643.22	Below budget
Capital Expenses	None	$9,250.00	Below budget
Net Income	$9,937.78	$6,606.78	Above budget

Monthly Highlights

- **Resident Manager** – The former resident manager, Karen Hosier, moved out on July 24th, and the new manager, Donna Bennett started on July 25th.
- **Occupancy** – 96.66% at the end of July.
- **Rent collection** – All rents were collected in July.
- **Office supplies** – included updating the property computer.
- **Administrative expenses** – higher due to training costs associated with our new resident manager.
- **Maintenance expenses** – higher than budget due to HVAC service in units #15, #36 and #26.
- **Capital improvements** – No capital expenditures in July.

Cordillera/Cameo Drive Apartments

Move-in/Move-outs	New move in on unit #49-1 on 7/6/21, unit #45-2B vacant

	Total	Budget Variance	
Monthly Total Revenue	$15,828.32	$272.32	Above budget
Operating Expenses	$7,244.97	$3,912.03	Below budget
Net Operating Income	$8,583.35	$4,184.35	Above budget

Capital Expenses	None	$500.00	Below budget
Net Income	$5,780.35	$4,684.35	Above budget

Monthly Highlights:

- **Occupancy** – 96% at the end of July.
- **Rent collection** – Partial payments for BCBH SEARCH units at #'s 37-3B, 45-2A, 49-3A & B, and 53-3B due to payees for these tenants paying the previous rent amount. We are keeping BCBH informed as we work with the payee services to collect these balances.
- **Utility expenses** – overall usage was higher than the budgeted figures, including the electricity, which was much higher due to units #49-3A and 3B having much higher than usual costs. We are working with BCBH to have utilities switched into the resident's names. The residents have been billed for these costs.
- **Turnover expenses** – much lower costs than what was budgeted, as there were no move outs in July.
- **Capital improvements** – there were no capital improvements in July.

Evanswood Apartments

Move-in/Move-outs	Unit #57 moved out on July 31st and Units #28 and #71 are vacant due to fire. Insurance will reimburse the property for lost rents from the fire units.

	Total	Budget Variance	
Monthly Total Revenue	$30,243.56	$1,190.56	Above budget
Operating Expenses	$14,807.11	$1,738.11	Above budget
Net Operating Income	$15,436.45	$547.55	Below budget
Capital Expenses	None	$575.00	Below budget
Net Income	-$374.55	$27.45	Above budget

Monthly Highlights:

- **Occupancy** – 92.85% at the end of July.
- **Rent Collection** – All rents were collected in July.
- **Maintenance expenses** – higher than budget due to HVAC services in units #13,17 and 20.
- **Capital improvements** – there were no capital improvements in July.

Evanswood #21, #25, and #33

Move-in/Move-outs	None

	Total	Financial variances
Monthly Total Revenue	$2,850.00	$2,850.00
Operating Expenses	$1,297.31	$1,297.31
Net Operating Income	$1,552.69	$1,552.69
Capital Expenses	N/A	N/A
Net Income	$1,552.69	$1,552.69

Mr. Ed Mayer, Executive Director
Chico, California

Monthly Highlights:

- **Occupancy** – 100% at the end of July.
- **Rent Collection** – 100% of rent was collected.

Kathy Court Apartments

Move-in/Move-outs	N/A

	Total	Budget Variance	
Operating Expenses	$1022.16	$652.16	Above budget
Net Operating Income	-$1,022.16	$652.16	Above budget
Net Income	-$1,022.16	$652.16	Above budget

- **Maintenance expenses –** this $650.00 covered the mowing of weeds and clearing the brush on the property.

Lincoln Apartments

Move-in/Move-outs	One vacant unit #9 who moved out on 7/5/21

	Total	Budget Variance	
Monthly Total Revenue	$12,277.82	$668.18	Below budget
Operating Expenses	$5,103.04	$145.04	Above budget
Net Operating Income	$7,174.78	$813.22	Below budget
Capital Expenses	$586.96	$613.04	Below budget
Net Income	$1,151.82	$1,400.18	Below budget

Monthly Highlights:

- **Occupancy** – 94.44% at the end of July.
- **Rent Collection –** All rent was collected in July.
- **Capital Improvements** – a range was purchased for unit #9

Park Place Apartments

Move-in/Move-outs	One vacant unit #21

	Total	Budget Variance	
Monthly Total Revenue	$24,135.99	$114.01	Below budget
Operating Expenses	$8,952.53	$3,097.47	Below budget
Net Operating Income	$15,183.46	$2,983.446	Above budget
Capital Expenses	None	None	
Net Income	$11,934.46	$2,983.46	Above budget

Mr. Ed Mayer, Executive Director
Chico, California

Monthly Highlights:

- **Occupancy** – 97.50% occupancy as of July. There was an approved tenant for unit #21, but he cancelled.
- **Rent Collection** – There was 1 unit with unpaid rent for the month of July.
- **Utility expenses –** were lower than budgeted due to lower utility costs.
- **Turnover expenses –** the budgeted figure was more than the actual costs, which was only $125.00 for unit #21 for window cleaning, had been budgeted for $1,730.00.
- **Capital improvements** – there were no capital improvements in July.

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

Respectfully,

Richard Gillaspie
Property Manager
RG:ph

SACKETT
CORPORATION
Property Management

GRIDLEY SPRINGS
August 2021

Property Status:

1. GSI is 99% occupied with 1 vacant unit.

2. GSII is 100% occupied with Zero notices to vacate.

3. We received the final close out audit for GSII CTCAC Audit, so as far as I am aware all audits have successfully been completed and closed out for both GSI and GSII for this year.

4. GSII audit has been submitted to HCD and FY22 budget for GSI has been started and will submitted in a timely manner for review.

Thank you!
Mac Upshaw

SACKETT CORPORATION
Property Management

HACB GRIDLEY SPRINGS II
As of
July 31, 2021

CASH SUMMARY - Operating Account	JULY 2021	JULY %%	10 months YTD 2021	10 months YTD %%
Total Rent Revenue	16,588.00	100.00%	161,222.00	100.00%
Vacancies	0.00	0.00%	(148.00)	-0.09%
Net Rental Revenue	16,588.00	100.00%	161,074.00	99.91%
Other Income	2.94	0.02%	917.74	0.57%
Total Revenue	16,590.94	100.02%	161,991.74	100.48%
Expenses:				
Administrative Expenses	2,679.04	16.15%	32,264.65	20.01%
Utilities	2,009.49	12.11%	19,376.69	12.02%
Operating & Maintenance	4,068.51	24.53%	50,783.53	31.50%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	1,079.70	6.51%	8,619.58	5.35%
Total Expenses	9,836.74	52.79%	111,044.45	36.47%
Net Operating Income	6,754.20	36.64%	50,947.29	43.52%
Interest and Finance Expense	565.08	3.41%	5,660.80	3.51%
Replacement Costs	360.00	2.17%	11,075.17	6.87%
Net Cash Flow from Operations	5,829.12		34,211.32	
Plus (Minus)				
Interest Income	(2.94)		(32.09)	
Unpaid Rent Collected (Owed)	(373.00)		519.75	
Prepaid Rent Received (Absorbed)	0.00		(1,180.00)	
Prepaid Insurance Expense	257.53		(515.06)	
Security Deposits Received (Refunded)	(257.00)		(472.00)	
Accrued Interest (Payment)	(29,712.92)		(24,807.20)	
Net Cash Increase (Decrease)	**(24,259.21)**		**7,724.72**	
Beginning of Period Cash Balance	75,830.89		43,601.05	
Contributions (Distributions) to Owner	(15,602.00)		(15,602.00)	
Transfer from (to) Impound Account	(401.33)		(4,022.05)	
Transfer From (to) Replacement Reserves	(450.00)		3,200.00	
Transfer from (to) Security account	0.00		216.63	
Ending Cash Balance - Operating Account	$35,118.35		$35,118.35	
- Replacement Reserve			$108,280.92	
- Tax and Insurance Impounds			$46,360.77	
- Security Deposit Accounts			$14,859.11	

TENANT RECEIVABLES	Current Month
Rent and Rent Related Receivables	
Balance at Beginning of Month	706.00
Uncollected (Collected) During Month	373.00
Written off to Bad Debts	0.00
Balance at End of Month	$1,079.00

UNIT STATUS	Current Month
Total Units	24
Vacant units at beginning of month	0
Plus Units vacated during month	0
Less move ins and deposits to hold	0
Vacant units at end of month	0

Income Statement
HACB GRIDLEY SPRINGS II
As of
July 31, 2021

	***** Current Month *****			***** Year-to-Date *****		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
***** REVENUES *****						
Rent Revenue - Gross Potential						
Apartment Rents	15,727.00	16,258.00	(531.00)	143,573.00	162,580.00	(19,007.00)
Tenant Assistance Payments	861.00	0.00	861.00	17,649.00	0.00	17,649.00
Total Revenue	16,588.00	16,258.00	330.00	161,222.00	162,580.00	(1,358.00)
Apartment Vacancies	0.00	(325.00)	325.00	(148.00)	(3,251.67)	3,103.67
Total Vacancies	0.00	(325.00)	325.00	(148.00)	(3,251.67)	3,103.67
NET RENTAL REVENUE	16,588.00	15,933.00	655.00	161,074.00	159,328.33	1,745.67
Interest Income-Other Cash	2.83	0.00	2.83	30.86	0.00	30.86
Interest Income-Sec Deposits	0.11	0.00	0.11	1.23	0.00	1.23
Total Financial Revenue	2.94	0.00	2.94	32.09	0.00	32.09
Misc Tenant Charges/Damages & Cleaning	0.00	83.00	(83.00)	0.00	833.33	(833.33)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	0.00	0.00	0.00	0.00	0.00
Laundry Revenue	0.00	75.00	(75.00)	885.65	750.00	135.65
Total Other Revenue	0.00	158.00	(158.00)	885.65	1,583.33	(697.68)
TOTAL REVENUE	**16,590.94**	**16,091.00**	**499.94**	**161,991.74**	**160,911.66**	**1,080.08**
***** EXPENSES *****						
Administrative Expenses						
Advertising and Promotions	0.00	21.00	(21.00)	0.00	208.00	(208.00)
Credit Reports	0.00	0.00	0.00	29.64	0.00	29.64
IT Support Services	128.00	128.00	0.00	1,280.00	1,280.00	0.00
Telephone/Answering Service	38.46	0.00	38.46	625.06	0.00	625.06
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	32.14	0.00	32.14
Office Supplies/Expenses	6.62	705.00	(698.38)	818.30	7,054.00	(6,235.70)
Dues and Subscriptions	0.00	0.00	0.00	64.29	0.00	64.29
Management Fee	1,035.00	1,080.00	(45.00)	10,530.00	10,800.00	(270.00)
Manager Salaries	1,470.96	1,383.00	87.96	15,100.22	13,834.00	1,266.22
Education/Registration fees	0.00	63.00	(63.00)	0.00	624.00	(624.00)
Legal Expense	0.00	125.00	(125.00)	0.00	1,250.00	(1,250.00)
Auditing Fees	0.00	0.00	0.00	3,785.00	3,800.00	(15.00)
Other Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative Expenses	2,679.04	3,505.00	(825.96)	32,264.65	38,850.00	(6,585.35)
Utility Expenses						
Electricity	550.22	167.00	383.22	3,074.19	1,666.00	1,408.19
Water	92.39	292.00	(199.61)	4,367.08	2,916.00	1,451.08
Gas	19.88	83.00	(63.12)	291.90	834.00	(542.10)
Sewer	806.44	815.00	(8.56)	6,392.92	8,150.00	(1,757.08)
Garbage and Trash Removal	540.56	500.00	40.56	5,250.60	5,000.00	250.60
Total Utility Expenses	2,009.49	1,857.00	152.49	19,376.69	18,566.00	810.69
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	10.00	0.00	10.00
Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Exterminating Contract	100.00	0.00	100.00	825.00	0.00	825.00
Tree Service	0.00	0.00	0.00	1,600.00	0.00	1,600.00
Grounds Contract	1,000.00	0.00	1,000.00	11,000.00	0.00	11,000.00
Grounds Maintenance and Supplies	0.00	0.00	0.00	3,991.22	0.00	3,991.22
Maintenance Personnel	1,101.95	1,383.00	(281.05)	12,615.53	13,833.33	(1,217.80)
Repair Materials	694.43	2,083.00	(1,388.57)	8,769.93	20,833.33	(12,063.40)
Repair Contract/Vendor Labor	210.00	3,083.00	(2,873.00)	2,085.00	30,833.33	(28,748.33)
Electrical Repair and Supplies	0.00	0.00	0.00	65.20	0.00	65.20
HVAC Repair/Maintenance	415.00	333.00	82.00	4,025.34	3,333.33	692.01
Appliance Repair and Maintenance	0.00	0.00	0.00	1,401.73	0.00	1,401.73
Plumbing Repair and Supplies	547.13	0.00	547.13	4,210.50	0.00	4,210.50
Interior Painting and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Gas, Oil and Mileage	0.00	0.00	0.00	75.58	0.00	75.58
Fire Protection Equipment	0.00	0.00	0.00	108.50	0.00	108.50
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	4,068.51	6,882.00	(2,813.49)	50,783.53	68,833.32	(18,049.79)

Income Statement
HACB GRIDLEY SPRINGS II
As of
July 31, 2021

	***** 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	364.68	300.00	64.68	3,087.34	3,000.00	87.34
Property & Liability Insurance	403.16	167.00	236.16	(369.43)	1,666.67	(2,036.10)
Worker's Compensation	192.90	200.00	(7.10)	1,798.30	2,000.00	(201.70)
Health/Dental Insurance	118.96	150.00	(31.04)	1,013.00	1,500.00	(487.00)
Other Insurance	0.00	0.00	0.00	3,090.37	0.00	3,090.37
Total Taxes & Insurance Expenses	1,079.70	817.00	262.70	8,619.58	8,166.67	452.91
TOTAL EXPENSES	9,836.74	13,061.00	(3,224.26)	111,044.45	134,415.99	(23,371.54)
NET OPERATING INCOME (LOSS)	6,754.20	3,030.00	3,724.20	50,947.29	26,495.67	24,451.62
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	5,450.80	0.00	5,450.80
Bank Fees	20.00	0.00	20.00	210.00	0.00	210.00
Total Interest & Finance Expense	565.08	0.00	565.08	5,660.80	0.00	5,660.80
OPERATING PROFIT (LOSS)	6,189.12	3,030.00	3,159.12	45,286.49	26,495.67	18,790.82
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Drapery/Blind Replacement	0.00	0.00	0.00	49.42	0.00	49.42
Appliance Replacement	0.00	0.00	0.00	3,006.87	0.00	3,006.87
Furniture/Equipment Replacement	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Carpet/Flooring Replacement	360.00	0.00	360.00	4,380.00	0.00	4,380.00
Plumbing Replacement	0.00	0.00	0.00	2,438.88	0.00	2,438.88
Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equip Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Door/Screen Repair/Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Replacements	360.00	0.00	360.00	11,075.17	0.00	11,075.17
NET CASH FLOW FROM OPERATIONS	**5,829.12**	**3,030.00**	**2,799.12**	**34,211.32**	**26,495.67**	**7,715.65**

Date: 8/13/2021

MEMO

To: HACB Board of Commissioners

From: Tina Rose, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for July 2021

Program Statistics for Period Ending	**July 2021**	**July 2020**
Number of participants as of last day of the month	42	45
Number of Orientation Briefings	0	2
Number of signed contracts	0	3
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	1	1
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	1
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	6	7
Number of participants with new employment (YTD)	3	6
Number of participants with escrow accounts	25	24
Number of participants currently escrowing	14	15
Amount disbursed from escrow account	$13,304.49	$0.00
Balance of Escrow Account	$109,631.20	$109,525.80

FSS FY 2019 HUD Grant Program Tracking Data

Program Management Questions:	**YTD (2021)**
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	42
Number of FSS participants identified as a person with disabilities	13
Number of FSS participants employed	27
Number of FSS participants in training programs	6
Number of FSS participants enrolled in higher/adult education	3
Number of FSS participants enrolled in school and employed	1
Number of FSS families receiving cash assistance	2
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	2
How many new FSS escrow accounts were established	0
Number of FSS families moved to non-subsidized housing	1
Number of FSS families moved to home-ownership	0

HACB CoC Programs: A Report to the Board of Commissioners for the Month of July 2021

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	07/2021 Enrollment	07/2021 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/19 - 9/30/20	$48,480.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	5	$3,473.00	$13,591.00
SEARCH III- SHP	7/1/20 - 6/30/21	$32,544.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	3	$1,039.00	$31,505.00
SEARCH II - PHB	7/1/20 - 6/30/21	$32,544.00	BCBH	BCBH	3	Unaccompanied adults, chronically homeless with SMI	Chico	2	$503.00	$32,041.00
City of Chico - LGP	7/1/20 - 6/30/21	$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	7/1/20 - 6/30/21	$130,000.00	City of Chico	SSA	30	Low-income, under case management with self-sufficiency plan	Butte County	14	$8,804.08	$121,195.92
BHHAP/Security Deposit	7/1/20 - 6/30/21	$3,426.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	$0.00	$3,426.00
BHHAP/ASOC	7/1/20 - 6/30/21	$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	4	$2,365.00	$21,926.00
Totals		**$280,285.00**			**58**			**28**	**$16,184.08**	**$232,684.92**

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:08/12/2021
Path: Z:\Boutique Programs\Special Programs Budget and Reports

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
QUARTERLY CASH AND INVESTMENT REPORT
June 30, 2021

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
Umpqua - Operating Account		0.00	850,922	850,922	850,922				
Umpqua - Savings Account		VAR.	3,076,298	3,076,298	1,548,311	566,409	961,578		
Umpqua - Section 8 FSS Escrow		VAR.	118,296	118,296			118,296		
Umpqua - Sec. 125 Cafeteria Plan		0.00	33,022	33,022	33,022				
FNC - Money Market Funds		VAR.	120,543	120,543	18,603	101,940			
Mechanics Bank (Security Deposit dox location)		0.00	2,489	2,489	2,489				
Petty Cash Accounts		0.00	100	100	100				
Locust St balances @ RSC		0.00	48,182	48,182	48,182				
Park Place Apts @ RSC		0.00	173,006	173,006	173,006				
Lincoln Apts balances @ RSC		0.00	126,326	126,326	126,326				
Kathy Court balances @ RSC		0.00	11,936	11,936	11,936				
Alamont Apts balances @ RSC		0.00	216,498	216,498	216,498				
Evanswood balances @ RSC		0.00	220,014	220,014	220,014				
New Evanswood units balances @ RSC		0.00	9,401	9,401	9,401				
Gridley Springs II @ Sackett		0.00	244,727	244,727				244,727	
Cordillera Apts (Cameo Dr) balances @ RSC		0.00	30,587	30,587	30,587				
SUBTOTAL CASH ACCOUNTS			**5,282,347**	**5,282,347**	**3,289,397**	**668,349**	**1,079,874**	**244,727**	**0**
Umpqua FLH Operating Account		0.00	34,564	34,564					34,564
Umpqua FLH Construction Account		VAR.	572,339	572,339					572,339
Umpqua FLH Tax & Insurance		VAR.	2,715	2,715					2,715
Umpqua FLH Reserves Security Deposits		VAR.	396,883	396,883					396,883
Umpqua FLH Security Deposits		VAR.	46,144	46,144					46,144
TOTAL USDA-RD FARM LABOR			**1,052,645**	**1,052,645**	**0**	**0**	**0**	**0**	**1,052,645**
BNY Mellon - Debt Reserve - 2020A			522,668	522,668	522,668				
BNY Mellon - Bond Program Acct (Proceeds) - 2020A			8,291,778	8,291,778	8,291,778				
BNY Mellon - Bond Reserve (P&I) - 2020A			10,433	10,433	10,433				
TOTAL HACB BONDS			**8,824,879**	**8,824,879**	**8,824,879**	**0**	**0**	**0**	**0**
Comenity Capital Bank - MATURED	*4/15/2021*	*2.50*	*0*	*0*		*0*			
Meridian BK Paoli PA -MATURED	*4/19/2021*	*0.15*	*0*	*0*		*0*	*0*		
Industrial & Coml Bank -MATURED	*5/5/2021*	*0.15*	*0*	*0*		*0*			
Mizuho BK New York - 2/4/2021	11/3/2021	0.05	240,000	240,000			240,000		
SAFRA NATL BK New York - 2/4/2021	2/3/2022	0.05	240,000	240,000		240,000			
NORTHPOINTE BK Grand Rapids MI - 2/5/2021	2/4/2022	0.05	240,000	240,000		240,000			
BANK HAPOALIM New York - 2/3/21	5/2/2022	0.10	240,000	240,000		140,000	100,000		
Goldman SACHS BK NEW YORK - 5/6/2021 - NEW	5/19/2022	0.10	240,000	240,000		120,000	120,000		
First FNDTN BK IRVINE - 5/6/2021 - NEW	11/14/2022	0.50	200,000	200,000		200,000			
Comenity Capital Bank - 5/6/2021 - NEW	5/15/2023	0.20	200,000	200,000		200,000			
TOTAL FNC CD'S			**1,600,000**	**1,600,000**	**0**	**1,140,000**	**460,000**	**0**	**0**
Self-Help Credit Union - CD DTD 2/10/20 (compounding)	2/10/2021	2.10	**104,085**	**104,085**	**104,085**				
PARS SECTION 115 TRUST		**var**	**2,622,135**	**2,622,135**	**1,311,469**		**1,310,666**		
TOTAL HOUSING AUTHORITY CASH & INVESTMENTS			***19,486,091***	***19,486,091***	***13,529,830***	***1,808,349***	***2,850,540***	***244,727***	***1,052,645***

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
QUARTERLY CASH AND INVESTMENT REPORT
June 30, 2021

INVESTMENT	MATURITY DATE	YIELD	COST	MARKET VALUE	
1200 Park Avenue, L.P.; 11/23/2004	11/23/2054	4.84	675,000	1,220,540	* *interest compounds to principal June 1st annually*
Chico Harvest Park, L.P.; 1/29/2013	1/28/2068	2.31	600,000	724,509	* *interest compounds to principal May 1st annually*
TOTAL for HACB Mortgages & Loans			**1,275,000**	**1,945,049**	

BCAHDC*	
BCAHDC Umpqua Operating Account	704,812
BCAHDC Umpqua Savings Account	340,898
TOTAL for BCAHDC	**1,045,710**

BANYARD MANAGEMENT	
Banyard - Umpqua General Savings	234,267
TOTAL for BANYARD MGT	**234,267**

Note: BCAHDC has an unrecorded, contingent obligation of $100,000 via MOU with Gridley Sunrise Village

TAX CREDIT PROJECTS			
Chico Commons Checking @ AWI	112,468	1200 Park Ave Operating Account @ AWI	53,035
Chico Commons Oper Account @ AWI	14,651	1200 Park Ave Petty Cash @ AWI	250
Chico Commons Petty Cash @ AWI	250	1200 Park Ave Savings Account @ AWI	10,146
Chico Commons T&I Account @ AWI	17,702	1201 Park Ave T&I Account @ AWI	24,359
Chico Commons Security Deposits @ AWI	43,475	1200 Park Ave Security Deposit Acct @ AWI	35,879
Chico Commons Savings (Replacement Reserves)	256,665	1200 Park Ave Repl. Reserves @ Berkadia	344,652
TOTAL for CHICO COMMONS	**445,211**	**TOTAL for 1200 PARK AVENUE**	**468,322**
Walker Commons Oper Acct @ AWI	160,560	Harvest Park Cash @ WINN	534,903
Walker Commons Petty Cash @ AWI	350	**TOTAL for HARVEST PARK**	**534,903**
Walker Commons Security Deposits @ AWI	20,350		
Walker Commons Savings Acct (Reserves) @ AWI	429,708	Gridley Springs I Cash @ Sackett	374,067
Walker Commons (CD's) Banner Bank @ AWI	0	Gridley Springs I Escrow Accounts @ Sackett	310,491
TOTAL for WALKER COMMONS	**610,967**	**TOTAL for GRIDLEY SPRINGS I**	**684,558**

EXPLAINER

California's efforts to slow pace of evictions

By Adam Beam
The Associated Press

MICHAEL DWYER — THE ASSOCIATED PRESS FILE
Housing activists erect a sign in Swampscott, Mass.

SACRAMENTO » A federal freeze on most evictions enacted last year is scheduled to expire July 31, after the Biden administration extended the date by a month. The moratorium, put in place by the Centers for Disease Control and Prevention in September, was the only tool keeping millions of tenants in their homes. Many of them lost jobs during the coronavirus pandemic and had fallen months behind on their rent.

Landlords successfully challenged the order in court, arguing they also had bills to pay. They pointed out that tenants could access more than $45 billion in federal money set aside to help pay rents and related expenses.

Advocates for tenants say the distribution of the money has been slow and that more time is needed to distribute it and repay landlords. Without an extension, they feared a spike in evictions and lawsuits seeking to boot out tenants who are behind on their rents.

As of June 7, roughly 3.2 million people in the U.S. said they face eviction in the next two months, according to the U.S. Census Bureau's Household Pulse Survey. The survey measures the social and economic effects of the coronavirus pandemic every two weeks through online responses from a representative sample of U.S. households.

Here's the situation in California:

What's the status of eviction moratoriums in the state?

Gov. Gavin Newsom and legislative leaders have agreed to extend the state's eviction moratorium through Sept. 30. Lawmakers will vote on the proposal next week, and Newsom has said he will sign it into law.

What's being done to help people facing eviction?

California says it will pay off 100% of eligible tenants' unpaid rent from April 2020 through Sept. 30, 2021. To be eligible, tenants must earn 80% or less of the area median income, an amount that varies depending on where they live. The money — $5.2 billion — comes from the federal government. People who are not eligible to get the money can still qualify for the eviction ban if they pay at least 25% of what they owe by Sept. 30. Landlords could take these tenants to court to recoup that money, but they could not evict them for it.

How are the courts handling eviction hearings?

Tenants are protected from evictions through Sept. 30. After that date, if a landlord tries to evict someone, the tenant will have 14 days to apply for rental assistance. If the tenant refuses to apply or is denied eligibility and has not paid at least 25% of what is owed by Sept. 30, the tenant can be evicted.

California still allows evictions right now for reasons other than unpaid rent, including breaking the lease agreement, damaging the property or using the property to do something illegal.

What is the affordability in the state's major rental markets?

California's major population centers, including Los Angeles and the San Francisco Bay Area, have some of the most expensive rental prices in the country. In May, the median monthly rent was $2,715 in San Francisco and $2,581 in Los Angeles, according to data from Realtor.com. The prices are driven by a housing shortage in the nation's most populous state, with nearly 40 million residents.

Are evictions expected to create a surge in homelessness?

This is the big fear among housing advocates. California already has largest homeless population in the country. Combined with a housing shortage and expensive rents, ending eviction protections could put more people on the street. However, the legislative agreement will pay off 100% of unpaid rent through September 2021. Meanwhile, California has ended COVID-19-related restrictions on businesses, and employers say they are having a hard time finding workers.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4830

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

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

WHEREAS, the HACB owns, manages and maintains 345 LIPH units, 120 units of USDA-Rural Development Farm Labor Housing, and 9 units of other housing; and

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

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

WHEREAS, HACB staff has reviewed the Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, effective October 1, 2021, and made recommendations for amendment; and

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

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt its Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, such schedule of charges to become effective October 1, 2021, such schedule to include recommended changes and amendments, such schedule attached to and made a part of this resolution.

Dated: August 19, 2021.

_____
Laura Moravec, Board Chair

ATTEST:

_____
Edward S. Mayer, Secretary

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

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

(Approved by Board Resolution No.~~4830~~ 4830 August ~~20, 2020~~19, 2021)
Effective October 1, ~~2020~~2021

NOTE: All labor between 7:30 a.m. and 4:30 p.m. Monday through Friday will be charged at the rate of $~~56.66~~61.44 per hour. All after hours' labor will be charged at the rate of $~~75.74~~80.64 per hour. Charges are for tenant caused damages. Labor rates are based upon individual item replacement; labor charge for multiple items replaced on a single work order may be lower.

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

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

BATHROOM Replacement of:	
Complete toilet replacement	$214.00 + 2 hrs labor or see invoice
Toilet tank lid	$56.00+ .50 hr labor or see invoice
Toilet seat	$37.50 + .75 hr labor
Toilet paper dispenser	$4.00 + .50 hr labor
Toilet paper roller	$2.00 + .50 hr labor
Towel bar 24" (bar & brackets)	$6.00 + .75 hr labor
Towel bar only	$3.00 + .50 hr labor
Medicine cabinet	$64.00 + 1 hr labor or see invoice
Shower curtain rod	$11.00 + .50 hr labor
Fixed Shower Head	$8.00 + .50 hr labor
Hand Held Shower Head	$24.00 + .75 hr labor
Slide Rail Shower System (ADA Units)	$87.00 + 1 hrs labor or see invoice
Rubber Tub/Sink Stoppers	$1.00 + .50 hr labor
Pop-up Sink Stoppers	$2.00 + .75 hr labor
Faucet Aerator	$1.50 + .50 hr labor

KITCHEN Replacement of:	
Bread board	$17.00 + .25 hr labor
Refrigerator door gasket	see invoice + 2 hrs labor
Fresh food bin	see invoice + .50 hr labor
Crisper top	see invoice + .50 hr labor
Freezer door bar	see invoice + .50 hr labor
Freezer door end caps	see invoice + .50 hr labor
Fresh food door bar	see invoice + .50 hr labor
Fresh food end caps	see invoice + .50 hr labor
Stove hood filter	$4.00 + .50 hr labor
Oven rack	see invoice + .50 hr labor
GFCI (Ground Fault Circuit Interrupters)	~~$15.00 + .75 hr labor~~ $18.35 + labor
Sink Strainer Baskets (Lug or Rubber-bottom)	$2.00 + .50 hr. labor
Faucet Aerator	$1.50 + .50 hr labor

DOORS, WINDOWS AND SCREENS Replacement of:

Door – exterior (solid core)	see invoice + 2.5 hrs labor
Door – interior (hollow core)	~~$41.00 + 2.5 hrs labor~~ $44.00
Door – Screen Door	$114.00 + 1.5 hrs labor or see invoice
Door – Screen Door Screen	$30.00 + 1 hr labor or see invoice
Door stop	$1.00 each + .50 hr labor
Window glass	see invoice + 1 hr labor (board up window)
Window screen only	$15.00 + .50 hr labor or see invoice
Window screen plus frame	$25.00 + .50 hr labor or see invoice
Front door viewer	$7.00 + .50 hr labor
Mini blind	see invoice + .50 hr labor per blind
Mini blind wands	$1.00 + .50 hr labor

BEDROOM Replacement of:

Ceiling light fixture glass:

~~6" round style – mushroom style~~	~~$5.00 + .50 hr labor~~
~~8" round style – mushroom style~~	~~$6.00 + .50 hr labor~~
~~12" round style – opal bent glass~~	~~$7.00 + .50 hr labor~~
~~Square light fixture 12"~~	~~$7.00 + .50 hr labor~~
NEW 13 ¼" CEILING LIGHT FIXTURES	$22.56 + .50 hr labor

GENERAL (Replacement of):

Smoke detectors	$20.00 + .50 hr labor
Carbon Monoxide detectors	$37.00 + .50 hr labor
VCT floor tile	$1.00 each + 1 hr labor (1–5 tiles)
Hallway light fixture glass (FLH-Gridley-Biggs)	$4.00 + .50 hr labor
Hallway light fixture glass (Gardella)	$4.00 + .50 hr labor
Jelly jar light fixture glass (porch light)	~~$5.00 + .50 hr labor~~ $8.99 +.50 labor
Electrical, cable or receptacle plates	$1.00 + .50 hr labor
Jelly jar light fixture glass (porch light) LED	~~$5.00 + .50 hr labor~~ $27.00 +.50 labor

Light bulbs

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

LED light fixtures	$11.00 - $27.00 + .50 hr labor
	~~$11.00 – $18.00 + .50 hr labor~~
~~Jelly jar light fixture glass (porch light) LED~~	~~$27.00 +.50 labor~~

Cooler vent cover	$16.00 + .25 hr labor
Telephone jack	$3.00 + .50 hr labor
Clothes line for backyard	$40.00 + 1 hr labor

OTHER:

Cleaning, as required invoice**	# hrs x $~~56.66~~61.44 or see cleaning vendor

**Cleaning Vendor cost varies according to: Unit Bedroom Size and Light, Medium, or Heavy Cleaning required upon move-out ($199.00 up to $~~400.00~~550.00 per unit & up)

*** plus dump fees & actual labor cost @ $~~56.66~~61.44 per hour.

Carpet cleaning:

1 bedroom	see invoice (range $~~70.00~~100.00 - $~~100.00~~200.00)
2 bedroom	see invoice (range $150.00~~100.00~~ - $~~150.00~~250.00)
Disinfecting	$45.00
Stain Removal	see invoice
Repairs	see invoice
Pet Damage	see invoice
Carpet Replacement	Pro-rated useful life or see invoice
Interior Painting	Pro-rated useful life or see invoice
Interior Painting – Prep	# of hours x $~~56.66~~61.44
TV – Microwave disposal	$25.00 each
Refrigerator disposal	$35.00 each + ~~It should be same as Debris hauling~~ +# hours x $~~56.66~~61.44 + (see invoice) dump fees
Appliance pickup	$25.00 each
Sewage Line Clog – Resident Caused	see invoice
Debris hauling	# hours x $~~56.66~~61.44 + (see invoice) dump fees
Lost keys (lost or broken)	$17.00
Lock out (during work hours)	$15.00
Lock out (after work hours)	$40.00
Complete exterior lock replacement (include re-key)	$45.00
Complete interior lock replacement	$30.00
Keys (additional)	$4.00
Re-key only (each lock)	$15.00
Vehicle towing	see invoice
Mow & trim yard	# of hours x $~~56.66~~61.44 or see vendor invoice
Clean-up yard & disposal of items	# hours x $~~56.66~~61.44 or see vendor invoice
Damage due to smoking within unit	materials (see invoice) + # hours x $~~56.66~~61.44
Packing & storage of abandoned personal items after move-out	storage facility (see invoice) + # hours x $~~56.66~~61.44
Pests - general*	$~~56.66~~61.44 or see vendor invoice
Pests - bed bugs	varies $250.00 - $750.00 or see vendor invoice

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

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

Other Misc Charges

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

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

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

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

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

Housing Authority of the County of Butte
Resolution No. 4831
FNC Corporate Resolution Certification

STEP 1. ACCOUNT INFORMATION

Account Title	Account Number
Butte County Housing Authority	___ — ___ ___ ___ ___ ___ ___

STEP 2. CERTIFICATION

I HEREBY CERTIFY that at a meeting, duly called, of the Board of Directors of Housing Authority of the County of Butte, a Corporation, at which said meeting a quorum was present and acting throughout, the following preamble and resolution was adopted and ever since has been and now is in full force and effect.

WHEREAS this Corporation is duly authorized and permitted by its Charter and Bylaws to:

- Engage in cash and/or margin transactions in any and all forms of securities including, but not limited to, stocks, options, mutual funds, stock options, stock index options, short sales, foreign currency options and debt instrument options, bonds, bond debentures, annuities, notes, scrips, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidences of indebtedness, commercial paper certificates or indebtedness, and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise.
- Receive on behalf of the Corporation or deliver to the Corporation or third parties, including but not limited to the President, Vice President, Treasurer or any other authorized officer or person listed in Step 3 below giving such instruction, monies, stocks, bonds, and other securities. To sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of the Corporation.
- Establish and maintain an asset management account with debit card, check writing and margin privileges, from which account funds are directly spent, in the names of each authorized person and/or any additional signatories (as indicated in the separate Asset Management Account Agreement), the responsibility for which is entirely that of the Corporation.
- Borrow money or make any contract the effect of which is to borrow money, and secure such obligations by mortgages or other liens upon Corporate property; borrow, guarantee and/or pledge any Corporate assets as collateral, as the case may be, with respect to a loan; guarantee a borrowing of money or to make any contract the effect of which is to guarantee a borrowing, and secure such obligations by mortgages or other liens upon any Corporate property.

NOW THEREFORE BE IT RESOLVED that this Corporation opened an account or accounts in its name with

_____
Name of Introducing Firm

- and that the individuals named in Step 3 below ("Authorized Person") or any one of them acting individually, may, on behalf of this Corporation, be and they hereby are and each of them hereby is authorized and empowered to (1) give written or oral orders in the said account or accounts for the purchase, sale, or other disposition of stocks, bonds, and other securities, (2) deliver to and receive from Pershing LLC (Pershing), on behalf of this Corporation monies, stocks, bonds, and other securities, (3) establish and maintain an asset management account with debit card, check writing and margin privileges from which account funds are directly spent with each authorized person as indicated in the separate asset management account agreement having check writing and debit card privileges, (4) order the transfer or delivery of funds, monies or securities to any other person whatsoever, including the President, Vice President, Treasurer or any other authorized officers or persons indicated below giving such instructions, (5) sign acknowledgements of the correctness of all statements of accounts, (6) borrow, pledge, guarantee or otherwise encumber Corporate assets, and (7) make, execute, and deliver under the corporate seal any and all written endorsements, releases and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to each of said officers to remain in full force and effect until written notice of the revocation thereof shall have been received by

_____ and Pershing.
Name of Introducing Firm

CORP

© 2015 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners.

STEP 3. CERTIFICATION AND SIGNATURES

I FURTHER CERTIFY that the following are the names, titles and signatures of the officers (or others) authorized by the foregoing resolution to act for this Corporation:

Printed Name	Date
Edward S. Mayer	08 – 19 – 2021
Title: Executive Director	
Signature: X	

Printed Name	Date
Lawrence Guanzon	08 – 19 – 2021
Title: Deputy Executive Director	
Signature: X	

Printed Name	Date
Hope Stone	08 – 19 – 2021
Title: Finance Director	
Signature: X	

Printed Name	Date
	– –
Title	
Signature: X	

Printed Name	Date
	– –
Title	
Signature: X	

© 2015 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners.

Certification

This individual may or may not be listed in the authorized persons box above and may also be an Officer, Director, Secretary or Sole Officer/Secretary of the corporation.

Printed Name	Date
Laura Moravec	08_19_2021
Title: Board Chair	
Signature: X	

If the Certification is executed by a Signer who is empowered to act for the Corporation pursuant to these resolutions and certifications, but is not an Officer of the Corporation, an Officer must complete and execute the Additional Certification in Step 4 below.

If the Corporation has only one Sole Officer, that Sole Officer must make the certification immediately above indicating his or her company title in addition to filling in and executing the Additional Certification in Step 4 below.

STEP 4. ADDITIONAL CERTIFICATION

This section to be completed only if the Signer in Step 3 above is authorized to act pursuant to the foregoing Resolutions, but is not an Officer of the Corporation, OR if the Corporation has only one Officer.

Check one:

☐ I FURTHER CERTIFY that the Signer in Step 3 above is authorized by the foregoing resolutions and its operating documents to act hereunder if listed as an authorized person.

☐ I FURTHER CERTIFY that the Corporation has only one Sole Officer/Secretary and that I am that Sole Officer/Secretary and am authorized to execute legal and binding documents in the name of and on behalf of the Corporation pursuant to its governing documents.

Printed Name	Date
Edward S. Mayer	08_19_2021
Title: Secretary	
Signature: X	

© 2015 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners.

August 13, 2021

Memo

To: HACB Board of Commissioners

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

Subject: Resolution No. 4832 – 2022 HUD Section 8 HCV and EHV Payment Standards

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

Below are two (2) charts, the first showing 2021 FMR's and adopted Payment Standards for each of HACB's jurisdictions, Butte and Glenn Counties. The second chart show HUD's 2022 FMR's and staff's recommendations for Payment Standards. Note the FMR's decreased in Butte County and increased in Glenn County. Staff does not agree that this is an accurate picture of the market conditions in our jurisdiction. Taking into account the adopted 2022 Utility Allowances, which represent an increase of approximately 6% for Butte County, and 8% for Glenn County, staff recommends a respective increase to the to the Payment Standards in both Butte and Glenn Counties from the previous year. After studying our currently assisted gross rents and the current market trend, we feel these recommended payment standards would benefit our Section 8 clients in being as competitive as possible in an extremely tight housing market.

2021 Section 8 FMR's and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2021 HUD FMR	$825	$904	$1,192	$1,692	$2,064
% FMR	100%	100.1%	100.2%	100.1%	100%
Butte County 2021 Payment Standard	**$808**	**$894**	**$1,144**	**$1,654**	**$1,921**
Glenn County – 2021 HUD FMR	$627	$703	$926	$1,152	$1,256
% FMR	100.4%	100.2%	100.4%	100.2%	100.3%
Glenn County 2021 Payment Standard	**$630**	**$705**	**$930**	**$1,155**	**$1,260**

2022 Section 8 FMR's and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2022 HUD FMR	$826	$895	$1,177	$1,662	$2,015
% FMR	105.9%	108.9%	105.8%	105.9%	106%
Butte County 2022 Payment Standard	**$875**	**$975**	**$1,245**	**$1,760**	**$2,135**
Glenn County – 2022 HUD FMR	$627	$717	$944	$1,167	$1,280
% FMR	106.9%	107.4%	108.1%	108%	108%
Glenn County 2022 Payment Standard	**$670**	**$770**	**$1,020**	**$1,260**	**$1,382**

Additionally, HACB administers the HUD Emergency Housing Voucher (EHV) program, which is subject to the same subsidy mechanisms as the Section 8 HCV program. However, the EHV program provides for Payment Standards to be set at up to 120% of the FMR's. The following chart shows the recommended 2022 Payment Standards for administration of the EHV program in Butte and Glenn Counties.

2022 EHV FMR's and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2022 HUD FMR	$826	$895	$1,177	$1,662	$2,015
% FMR	120%	120%	120%	120%	120%
Butte County EHV 2022 Payment Standard	**$991**	**$1,074**	**$1,412**	**$1,994**	**$2,418**
Glenn County – 2022 HUD FMR	$627	$717	$944	$1,167	$1,280
% FMR	120%	120%	120%	120%	120%
Glenn County EHV 2022 Payment Standard	**$752**	**$860**	**$1,132**	**$1,400**	**$1,536**

The justification for higher Payment Standards in the EHV program relates to the difficulties encountered in leasing up formerly homeless, special needs clients in appropriate service-supported housing.

Recommendation: Adoption of Resolution No. 4832.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4832

DETERMINATION OF 2022 PAYMENT STANDARDS
FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND
EMERGENCY HOUSING VOUCHER PROGRAM

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

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

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

WHEREAS, by program regulation, HACB has authority to set areawide HCV Payment Standards between 90% and 110% of the applicable FMR, and can set Payment Standards for the EHV program at up to 120% of the applicable FMR; and

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

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

WHEREAS, the HACB had determined that Payment Standards for 2022 be set in accordance with the following tables, such Payment Standards being determined to be in the best interest of the HACB, its HCV and EHV programs, and its HCV and EHV program participants:

<u>HUD Section 8 Housing Choice Voucher Program</u>

	Bedrooms				
	0	1	2	3	4
Butte County – 2022 HUD FMR	$826	$895	$1,177	$1,662	$2,015
% FMR	106%	109%	106%	106%	106%
Butte County HCV 2022 Payment Standard	**$875**	**$975**	**$1,245**	**$1,760**	**$2,135**
Glenn County – 2022 HUD FMR	$627	$717	$944	$1,167	$1,280
% FMR	107%	107%	108%	108%	108%
Glenn County HCV 2022 Payment Standard	**$670**	**$770**	**$1,020**	**$1,260**	**$1,382**

HUD Emergency Housing Voucher Program

	Bedrooms				
	0	1	2	3	4
Butte County – 2022 HUD FMR	$826	$895	$1,177	$1,662	$2,015
% FMR	120%	120%	120%	120%	120%
Butte County EHV 2022 Payment Standard	**$991**	**$1,074**	**$1,412**	**$1,994**	**$2,418**
Glenn County – 2022 HUD FMR	$627	$717	$944	$1,167	$1,280
% FMR	120%	120%	120%	120%	120%
Glenn County EHV 2022 Payment Standard	**$752**	**$860**	**$1,132**	**$1,400**	**$1,536**

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to set its 2022 Payment Standards for the HUD Section 8 Housing Choice Voucher and Emergency Housing Voucher programs in accordance with the tables above, such standards to be applied effective October 1, 2021.

Dated: August 19, 2021.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4833

RE-ORGANIZATION OF ACCOUNTING DEPARTMENT, INCLUDING ADOPTION OF POSITION DESCRIPTION FOR ACCOUNTING TECHNICIAN

WHEREAS, the Housing Authority of the County of Butte (HACB) retains personnel to administer its programs and conduct its business; and

WHEREAS, in accordance with Chapter 4 of the HACB Personnel Policy, addressing "Allocation of Positions", the Board of Commissioners of the HACB approves by resolution the number and description of all permanent positions; and

WHEREAS, the HACB seeks to establish positions to effect efficient and effective administration of its operations and programs in service to its mission; and specifically, seeks to maintain and advance its skills and capacities to financially account for its operations; and

WHEREAS, it has been determined necessary to change the organizational structure of the HACB Accounting Department to address evolving workload and skill level needs; and

WHEREAS, it has been determined that 1) elimination of the Accountant position, 2) establishment of a second Senior Accountant position, and 3) establishment of an Accounting Technician position, is in the best interest of the HACB and its administrative and operating efficiencies; and

WHEREAS, a revised HACB Organizational Chart showing the proposed allocation of positions is attached to this Resolution No. 4833; and

WHEREAS, a Position Description for the Accounting Technician is attached to this Resolution No. 4833;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize re-organization of its Accounting Department, such reorganization including 1) the elimination of the Accountant position, 2) authorization of a second Senor Accountant position, and 3) establishment of an Accounting Technician position, such actions documented by the HACB Organization Chart, attached to and made a part of this Resolution No. 4833, and such action further supported by the position description for the Accounting Technician position, such position description attached to and made a part of this Resolution No. 4833, such actions to take effect immediately.

Dated: August 19, 2021.

_____

Laura Moravec, Chair

ATTEST:

_____

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

ACCOUNTING TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision requiring a high degree of accuracy and independent judgment performs a variety of responsible confidential clerical, administrative, accounting, and bookkeeping duties in support of assigned program areas.

SUPERVISION RECEIVED AND EXERCISED

Supervision received directly from the Finance Director. No supervision is exercised.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Work with HACB personnel to review documents for accuracy and completeness prior to entering the information into the computer system.
- Data entry and monitoring responsibility for all tenant accounts, move-ins, move-outs, vacates and adjustments.
- Maintain and reconcile security deposit and Accounts Receivable data.
- Process cash receipts, balance cash daily and prepare bank deposits. Enter deposit and credit transactions into accounting system.
- Exercise independent judgment concerning tenant's accounts and review same with Eligibility staff to expedite collections.
- Work with Eligibility and Collection Agency to maximize outstanding debt reimbursement.
- Process month end and year end activities for tenant accounts receivable and landlord payments including 1099's.
- Process landlord Housing Assistance Payments. Collaborate with Section 8 department regarding landlord payment issues.
- Maintain material related to vendor invoices, including validation of purchase order requests, receiving of records, verification of proper expense account classification, positing of invoices to computer for payment and generation and distribution of checks to vendors.
- Performs a wide variety of office support tasks including typing and input of forms, memos, correspondence, tables, and charts.
- Compile tabulate information and produce reports as required.

- Perform a variety of bookkeeping duties including routine calculating, computing, classifying, posting, and verifying,
- Perform a variety of general clerical duties including typing, computer operation, and utilizing other related office machines and equipment.
- Maintain Utility Consumption data and produce compiled report.
- Assist other accounting staff and perform miscellaneous job-related duties, as assigned.

QUALIFICATIONS

Knowledge of:

Basic mathematical principles.
Basic clerical, administrative, financial, accounting, and recordkeeping principles and procedures.
Computerized methods, techniques and programs.
Electronic spreadsheet methods and computer systems.
Modern office practices, methods, and computer equipment.
Alphabetical, numerical, and subject matter filing systems.

Ability to:

Maintain the utmost confidentiality of all information.
Perform timely and accurate mathematical operations.
Prepare and maintain accurate and complete records, reports, and files including verification of data.
Sort, check, count and verify numbers.
Operate ten-key calculator or other tabulation method with accuracy.
Perform data entry, electronic spreadsheet and/or word processing.
Operate modern office equipment including computer equipment and standard office and proprietary software, including MS Word, Excel and Outlook.
Detect discrepancies on records or reports.
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations applicable to assigned functions.
Type and enter data accurately at a speed of 50 wpm or faster.
Understand and follow both oral and written instructions.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of employment.
Comply with drug and alcohol free workplace requirements.

Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge, skills and/or abilities to perform the job successfully is qualifying. A typical way to obtain the knowledge skills and/or abilities would be:

Experience:

Three years of increasingly responsible clerical and/or bookkeeping experience preferably with federally funded programs.

Education/Training:

Minimum high school diploma, GED or 12th grade equivalent.

Associates degree in related field preferred.

Combination of education and experience equivalent 3+ years.

Licenses or Certificates

Requires a valid California driver's license and ability to qualify for coverage under Housing Authority's insurance policy without an additional increase in premium due to a questionable or poor driving history.

ADA COMPLIANCE

Physical Ability:

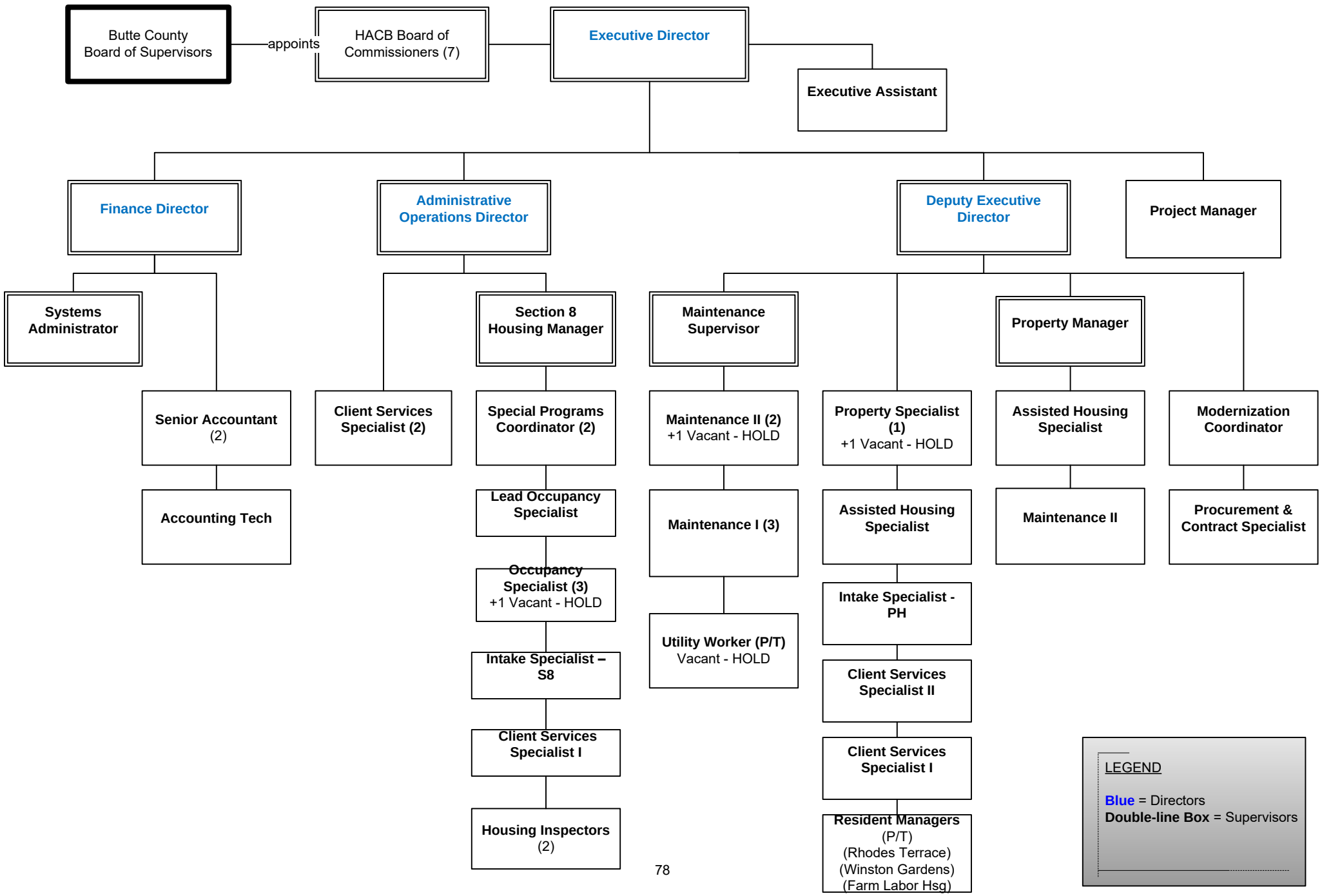
Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (35 pounds). Tasks may involve extended periods of time at a keyboard or computer workstation.

Sensory Requirements:

Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

The Housing Authority of the County of Butte (HACB) is and Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HACB will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential

HACB HOUSING AUTHORITY of the County of Butte



August 11, 2021

Memo

To: Board of Commissioners

From: Ed Mayer, Executive Director
Sue Kemp, Outgoing Finance Director
Hope Stone, Incoming Finance Director

Subject: Proposed Fiscal Year 2022 HACB Agency-Wide Operating Budget

This Budget Committee met on several occasions to review budget assumptions and projections. The individual fund budgets were crafted using revenue and expense trends from FY 2021 plus various assumptions outlined below:

1) All Funds:

a) Salaries Expense:

i) Total Salaries are estimated at $2,638,000 for the fiscal year. The Salaries include an estimated $70,500 Medical Opt-Out payments for ten (10) employees (see b.iii); plus $20,300 Step and Longevity increases; and an approximate $37,950 for the 2% cost of living increase effective January 1, 2022, per Union MOU.

ii) The budget assumes the following full time equivalent (FTE) positions on the Organizational Chart will remain vacant: one (1) FTE Maintenance II and one (1) FTE Property Specialist. The Utility Worker will also remain vacant because the purpose of this position is to set minimum wages payable to contractors, as per HUD rules.

iii) This budget includes proposed changes to the organization chart for the Accounting Department, as well as filling one (1) FTE Client Services Specialist I position in Public Housing.

iv) The budget does not include the Development Manager position, this work is currently being done by existing staff.

v) Budgets to each fund reflect historical data for actual charges to each program, plus filling the vacant positions.

b) Payroll Taxes and Benefits Expenses:

i) These costs follow Salaries in their allocation to programs.

ii) Health, Dental, and Vision insurance increases of approximately 3%, plus CalPERS payments, are estimated to increase the benefits by only 1% overall.

iii) Ten (10) employees are currently opting out of HACB paid medical insurance at an estimated net budget savings of $128,000 per year (assuming the family medical rate for all). The opt out payments are 80% of the Employee Only medical rate, estimated at $587/month and are budgeted as Salaries subject to payroll taxes.

iv) The combined Payroll Tax and Benefits fringe rate of 53.3% which excludes employee medical insurance opt-out payments (3.1%). Both the ROSS Grant and EHV Grant carry lower fringe rates due to the particular employees assigned to those programs.

v) CalPERS employer rates dropped slightly in July 2021, however, the Unfunded Actuarial Liability (UAL) payments continue to escalate for both Classic and PEPRA members. The fluctuations in UAL payments are to be addressed with flat payments of $190,000 from operational cash flow and the balance funded from the PARS Section 115 Trust, as per the most recent estimates from the Actuary.

vi) The HACB's Unfunded Pension Liability is estimated at $3.7 million as of 6/30/2021 and the Employer rates and UAL for CalPERS the most recent years are as follows:

	CalPERS Classic Rate History			PEPRA Rate History		
CALPERS year	HACB Paid Employer %	TOTAL HACB paid	UAL due	Employee Paid %	HACB Paid Employer %	UAL due
2018-2019	9.409%	9.409%	$ 242,586	6.250%	6.842%	$ 83
2019-2020	10.221%	10.221%	$ 280,255	6.750%	6.985%	$ 1,360
2020-2021	11.031%	11.031%	$ 294,223	6.750%	7.732%	$ 1,599
2021-2022	10.880%	10.880%	$ 329,757	6.750%	7.590%	$ 1,966

vii) Other Post Retirement Benefits (OPEB GASB 75): the calculations, contributions, and liability are based upon a July-June fiscal year, same as the Pension reporting per GASB Statement No. 68. Starting with FY 2018, the net unfunded liability is reported on the balance sheet (Liability less Trust Balance). The following data is from the June 30, 2020 OPEB Actuarial Study:

Plan Year	2019 - 2020	2020 - 2021	2021 - 2022
		Projected[1]	Projected[1]
Actuarial Accrued Liability	$851,105	$895,586	$931,909
Actuarial Value of Assets[2]	601,331	649,359	691,567
Unfunded Actuarial Accrued Liability	$249,774	$246,228	$240,342
Amortization Period[3]	19	18	17
Normal Cost (EOY)	$29,923	$29,923	$29,923
Amortization of UAAL[4]	18,241	18,716	19,073
Actuarially Determined Contribution	$48,164	$48,639	$48,996

c) Insurance-All: Property insurance premiums are increasing by 15% with a change in deductible from $2,500 to $5,000. The original increase would have been 26% without increasing the deductible. Flood insurance rates also estimated to rise at approximately 15%. Net increase to the budget of $61,236 over last year.

d) Utilities: budgeted with an increase of 5% over the current rates at current usage. The costs are also higher due to new units acquired at Evanswood Estates.

e) Other Admin: planned implementation of new software at a cost of approximately $265,640 in year one and $119,371 annually thereafter. The current HACB software is becoming obsolete with an uncertain future for advancement. State of the art software offers more efficient paperless solutions for employees, landlords, clients, and vendors. Estimated costs are allocated on a per unit basis. Estimated cost chart is on the next page.

Program	One-Time	Recurring	FY 2022
HUD-S8 HCV	$ 115,773	$ 94,483	$ 210,255
HUD-S8 EHV	$ 6,006	$ 4,902	$ 10,908
HUD-Public Hsg	$ 17,863	$ 14,578	$ 32,441
HUD-S+c/CoC	$ 155	$ 127	$ 282
General Fund	$ 1,553	$ 1,268	$ 2,821
Demo	$ 466	$ 380	$ 846
USDA-FLH (in Demo budget)	$ 4,453	$ 3,634	$ 8,087
TOTALS	**$ 146,269**	**$ 119,371**	**$ 265,640**

2) USDA Farm Labor Housing

a) This budget was approved by the Board on June 18, 2021. The Rent, Vacancy, and Grant Revenue have changed from the previous version; however, the total income is the same as the previously approved version. The reclassification of line items is reflective of changes to the active unit count. The projected occupancy is still budgeted at 78 units per month. This budget has not yet been approved by USDA.

b) New software costs of $8,087 are budgeted under the Demo fund; but could potentially be approved from Reserves by USDA.

3) HUD Low Income Public Housing (LIPH)

a) CY 2022 Operating Subsidy revenue is estimated at 95% and offset by increased rents. The CY 2021proration is over 96% but may vary before it is finalized at the end of the year.

b) Rents are based upon current rent rolls, which have been increasing over the past several years. Increasing rents result in lower Operating Subsidy as per HUD funding calculations.

c) Salaries include filling a vacant Client Services Specialist I position.

d) Maintenance Contracts are estimated to increase due to minimum wage increases; however, the budget is lower with Bond improvements listed "below the line" as Capital Assets. Other expenses have been reviewed and updated to current trends.

e) A transfer from the Capital Fund is budgeted at $20,000 this year, although 20% of the grant is allowed to be transferred to Public Housing Operations.

f) New software costs are estimated at $32,441.

g) CARES Act funding should be fully expended prior to the start of FY 2022 and are excluded from this year's budget estimates.

4) HUD Section 8 Housing Choice Voucher Program (HCV)

a) Housing Assistance Payments (HAP) funding is recalculated each calendar year based upon the prior calendar year's HAP expenditures.

b) HAP revenue is estimated at a 100% proration for CY 2022, plus $2.8 million of carry over funds (Reserves) from FY 2021, for an estimated total of $18.5 million of available HAP dollars. HAP Reserves are recognized as Revenue in the year disbursed to the HACB, in this case FY 2022. The carryover funds are the result of additional Set-Aside funds and CARES Act funds combined with a low leasing rate. Housing scarcity continues to be an issue, plus several PHA's recently absorbed many Port Out tenants.

c) Per unit HAP costs have stabilized with a reduction in Port Out payments (out of the area). The average HAP is estimated at $680.

d) The FY 2022 lease up rate is estimated at 96% which would expend about $17.3 million of available HAP dollars. However, given the scarcity of housing, the actual lease up rate may be less. If actual leasing is lower, then Administrative Fee (AF) Reserves are available to fill the budget gap.
e) Administrative Fee revenue is estimated using the CY 2021 HUD AF rates; proration levels of 84% for CY 2021 and CY 2022; coupled with a 96% lease up rate for an estimated $1.76 million in AF Revenue.
f) AF revenue is earned based upon units leased, a higher lease up rate yields higher AF revenue, and vice versa. AF rates paid by HUD are re-determined annually.
g) Port Out AF expense is estimated at $62,000 for the 2022 year.
h) New software costs are budgeted at $210,255.
i) CARES Act funds are expected to fully expended in FY 2021 and are excluded from this year's budget.

5) HUD S8 Emergency Housing Vouchers Grant

a) New funds to assist housing people experiencing homelessness; this program is funded through the American Rescue Plan Act of 2021. New vouchers leasing under this program are projected to cease on September 30, 2023, unless the program is extended.
b) Revenue and expenses estimated at projected funding levels, assuming full lease up of 116 vouchers.
c) A portion of a Special Programs Coordinator will be paid from this grant.
d) Tenant Services are funded separately from Admin. and HAP dollars and may be used for a wide variety of services to assist families to attain into housing.
e) Supportive services are to be provided by MOU with local service agencies.
f) New software costs estimated at $10,908.

6) HUD ROSS Grant (FSS Coordinator Grant):

a) Funding estimated at CY 2021 level to pay a portion of a Special Programs Coordinator position. The balance of the payroll costs are budgeted to Section 8 HCV and the General Fund for managing City of Chico and Butte County HAP Programs.

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

a) Award received for $51,658 effective October 1, 2021
b) Behavioral Health provides the supportive services for this grant.
c) New software costs estimated at $282.

8) HUD Capital Fund Program

a) This budget uses the FY 2021 Grant amount of $913,365.
b) A transfer of Operations the Public Housing is budgeted at $20,000. Up to 20% of the Capital funds may be used for Public Housing operations.

9) General Fund

a) The Tenants Services budget was moved from the Demo fund in this fund. This line item includes $20,000 earmarked for a donation to the Mi Casa After School program, plus $2,400 in shared utilities for the space occupied by the program.

b) Other General Expenses include $1,500 for the Employee Wellness Committee; $10,000 for the annual S&P rating; $6,000 for the Holiday Luncheon and service awards; $4,000/yr. for employee meetings; the acknowledgement of special occasions; coffee/tea; and $4,900 for Board stipends.
c) Excess cash from the HACB owned properties are proposed to be transferred into the General Fund at fiscal year-end.
d) The General Fund will pay the annual 2020A Bond Debt and Reserve payments from excess cash transferred from the Bond Properties. Reserves deposits are budgeted at $300 per unit per year. This arrangement will simplify the allocation of the payments.
e) City of Chico and County of Butte programs are also budgeted in this fund: Admin $33,000 and HAP $155,000.
f) New software costs budgeted at $2,821.

10) Demo

a) The Tenant Services budget was moved to the General Fund.
b) Funds were budgeted at current income and expense level for the management and maintenance for the nine (9) residential units.
c) New software budgeted for both Demo and FLH at $8,933. FLH may be able to cover the cost with approval from USDA.

11) HCD Gridley Springs II

a) This budget was approved by the Board in July 2021and HCD has not yet approved it.

12) Kathy Court Apts

a) RSC manages the upkeep of the vacant property for a small management fee.

13) 21, 24, 33 Evanswood

a) These are the three (3) units purchased with 2020A Bond proceeds.
b) The units are accounted for separately from the Evanswood Estates units covered by the 2020A Bond issuance.

14) 2020A Bond Properties

a) The new Bond issuance includes regulatory compliance for Locust St Apts, Park Place, Lincoln, Alamont, Evanswood Estates, and Cordillera/Cameo.
b) Excess cash flow will be transferred to the General Fund to cover the annual debt and reserves payments.
c) Proceeds from the Bonds will be used to complete much needed capital improvements at the properties as well as to purchase new properties, should the opportunity arise.
d) All of these budgets were crafted in coordination with RSC.

If you have any questions, they may be addressed at the Board Meeting.

Recommendation: approval Resolution Number 4834

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4834

APPROVAL OF FISCAL YEAR 2021-22 CONSOLIDATED OPERATING BUDGET

INCLUDING THE

HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM,
HUD CONVENTIONAL LOW RENT PUBLIC HOUSING PROGRAM,
USDA FARM LABOR HOUSING PROGRAM,
AUTHORITY OWNED PROJECTS, AND OTHER
AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS

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

WHEREAS, the Operating Budget addresses and budgets anticipated expenses and revenues of the HACB, its properties, programs and contracts for the fiscal year extending from October 1, 2021 through September 30, 2022; and

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

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte (HACB) to hereby approve the Operating Budget for fiscal year 2021-22, extending from October 1, 2021 through September 30, 2022, such Operating Budget attached to and part of this Resolution No. 4834, and further, to authorize the Executive Director to sign all applicable program, contract and other forms on behalf of the HACB and submit them to the U.S. Department of Housing and Urban Development, U.S. Department of Agriculture, and other contracting entities as required to implement and administer the budget as here adopted.

Dated: August 19, 2021.

_____
Laura Moravec, Board Chair

ATTEST:

_____
Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
FY 2022 Proposed Budget vs. FY 2021 Approved Budget v.2

		a FY 2022 PROPOSED BUDGET	b FY 2021 ESTIMATED ACTUALS	(a-b) CHANGE FROM 2021 ESTIMATED	c FY 2021 APPROVED BUDGET V.2	(a-c) CHANGE FROM 2021 BUDGET	Notes
703	NET DWELLING RENT	3,793,730	3,612,339	181,391	3,558,144	235,586	higher rents + 3 new units
704	TENANT CHARGES	60,890	62,885	-1,995	110,360	-49,470	Est. varies from year to year
704	LAUNDRY REVENUE	32,320	29,578	2,742	31,184	1,136	
706	HUD GRANT REVENUE	22,844,540	18,858,907	3,985,633	20,027,127	2,817,413	new EHV, increased HCV
708	OTHER GRANT REVENUE	420,000	452,077	-32,077	390,000	30,000	increased USDA RA
712	MORTGAGE INTEREST INCOME	76,369	74,317	2,052	74,813	1,556	
714	FRAUD RECOVERY	50,000	54,951	-4,951	34,000	16,000	Est. varies from year to year
715	OTHER INCOME	606,700	453,255	153,445	590,668	16,032	Est. varies from year to year
711	INVESTMENT INCOME-unrestricted	8,948	9,397	-449	50,804	-41,856	lower interest rates & balances
720	INVESTMENT INCOME-restricted	71,000	3,064	67,936	91,346	-20,346	Est. varies from year to year
TOTAL REVENUE		**27,964,497**	**23,610,770**	**4,353,727**	**24,958,446**	**3,006,051**	
911	ADMIN. SALARIES	2,161,260	2,070,188	91,072	2,096,500	64,760	# of positions & salary increases
912	AUDIT FEE	35,287	11,355	23,932	33,734	1,553	
914	ADVERTISING & MKTG	21,726	21,020	706	12,140	9,586	HCV wait list opening
915	PR TAXES & BENEFITS-ADMIN	1,139,123	1,012,325	126,798	1,072,435	66,688	# of positions & salary increases
916	OFFICE EXPENSES	296,265	291,197	5,068	356,367	-60,102	No CARES Act funds
917	LEGAL EXPENSES	57,300	58,440	-1,140	34,600	22,700	Hearings & Evictions
918	TRAVEL	29,465	84	29,381	22,122	7,343	pandemic variable
918	ALLOCATED OVERHEAD	0	0	0	0	0	
919	OTHER ADMIN. EXPENSE	615,694	579,131	36,563	460,307	155,387	$264K Software, fewer Port Outs
	TOTAL OPERATING ADMIN.	***4,356,120***	***4,043,740***	***312,380***	***4,088,205***	***267,915***	
921	TENANT SERVICES-SALARIES	96,000	56,877	39,123	60,000	36,000	Add one FTE / split
922	RELOCATION COSTS	0	0	0	0	0	
923	PR TAXES & BENEFITS-TS	42,522	19,477	23,045	11,322	31,200	New FTE
924	TENANT SERVICES-MISC.	238,365	23,032	215,333	35,365	203,000	EHV grant services
	TOTAL TENANT SERVICES	***376,887***	***99,386***	***277,501***	***106,687***	***270,200***	
931	WATER	220,320	213,703	6,617	206,280	14,040	Added units/higher rates
932	ELECTRICITY	113,221	99,183	14,038	103,526	9,695	Added units/higher rates
933	GAS	22,589	20,555	2,034	22,054	535	Added units/higher rates
936	SEWER	212,393	196,569	15,824	202,369	10,024	Added units/higher rates
	TOTAL UTILITIES-PROJECT	***568,523***	***530,010***	***38,513***	***534,229***	***34,294***	***7.3%***
941	MAINTENANCE SALARIES	380,000	367,918	12,082	386,000	-6,000	1 FTE on leave in 2021
942	MAINTENANCE MATERIALS	150,500	171,475	-20,975	156,400	-5,900	2021 incl. CARES Act
943	MAINT. CONTRACT COSTS	974,378	975,749	-1,371	997,955	-23,577	Bond properties budgeted as Cap Ex
945	PR TAXES & BENEFITS-MAINT	211,630	226,930	-15,300	210,549	1,081	Opt out budgeted as Salaries
	TOTAL MAINTENANCE	***1,716,508***	***1,742,072***	***-25,564***	***1,750,904***	***-34,396***	
952	PROTECTIVE SERVICES	58,100	52,381	5,719	52,000	6,100	increased rates
961	INSURANCE-ALL	422,772	369,324	53,448	361,536	61,236	increased rates
962	OTHER GENERAL EXP.	97,200	550,000	-452,800	252,750	-155,550	Less Bond Fees $412K
963	PILOT	141,418	135,664	5,754	132,758	8,660	
964	BAD DEBTS-TENANT	77,850	75,000	2,850	88,200	-10,350	Est. varies from year to year
966	BAD DEBTS-OTHER	0	0	0	0	0	
967	INTEREST EXPENSE	378,386	212,092	166,294	264,404	113,982	
	TOTAL OTHER OP. EXPENSES	***1,175,726***	***1,394,461***	***-218,735***	***1,151,648***	***24,078***	
	TOTAL OPERATING EXPENSES	**8,193,764**	**7,809,669**	**384,095**	**7,631,672**	**562,091**	
971	EXTRAORDINARY MAINT.	0	0	0	0	0	
972	CASUALTY LOSSES	0	0	0	0	0	
973	HOUSING ASSIST. PAYMENTS	18,667,180	14,926,120	3,741,060	15,903,480	2,763,700	new EHV, increased HCV
974	HAP - PORT IN	0	0	0	0	0	
975	FRAUD LOSSES	0	0	0	0	0	
	TOTAL OTHER COSTS	***18,667,180***	***14,926,120***	***3,741,060***	***15,903,480***	***2,763,700***	
TOTAL EXPENSES		**26,860,944**	**22,735,789**	**4,125,155**	**23,535,152**	**3,325,791**	
RETAINED EARNINGS (less Deprec)		**1,103,553**	**874,981**	**228,572**	**1,423,293**	**-319,740**	
	+ BOND $ or RESERVE USAGE	823,817	27,681	796,136	77,943	745,874	Bond Proceeds
	+/- CASH TRANSFERS	0	0	0	0	0	
	- DEBT PRINCIPAL PAYMENTS	-293,758	-275,370	-18,388	-275,370	-18,388	FLH Loan 4 paid off in 2021
	- CAPITALIZED ASSETS	-1,403,173	-949,173	-454,000	-949,173	-454,000	Bond Proceeds
	- RESERVE DEP or RESTR INTEREST	-153,035	-157,366	4,331	-157,366	4,331	
NET CASH FLOW		**77,405**	**119,328**	**556,651**	**119,328**	**-41,923**	

HOUSING AUTHORITY of the COUNTY of BUTTE
FY 2022 PROPOSED OPERATING BUDGET

August 19, 2021

	AGENCY WIDE TOTAL	777 Allocated Overhead	300 USDA FLH	601/603 HUD Public Hsg	700 HUD S8 HCV	705 HUD S8 EHV	801 HUD FSS/ROSS	712 HUD S+C/COC	921 HUD CAP FUND	(See Page 2) Business Activities
			CY 2021	95.00%	84.0%					
			CY 2022	95.00%	84.0%	New				
REVENUE	**3,035**	**0**	**103**	**345**	**2,236**	**116**	**0**	**3**	**0**	**232**
POTENTIAL DWELLING RENT	*4,103,426*	*0*	*756,936*	*1,539,000*	*0*	*0*	*0*	*0*	*0*	*1,807,490*
REBATES	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
*VACANCY LOSS**	*-309,696*	*0*	*-241,422*	*-30,780*	*0*	*0*	*0*	*0*	*0*	*-37,494*
703.0 NET DWELLING RENT	3,793,730	0	515,514	1,508,220	0	0	0	0	0	1,769,996
704.0 TENANT CHARGES	60,890	0	2,400	40,000	0	0	0	0	0	18,490
704.0 LAUNDRY REVENUE	32,320	0	2,600	16,000	0	0	0	0	0	13,720
706.0 HUD GRANT REVENUE	22,844,540	0	0	1,257,518	19,281,780	1,268,896	71,322	51,658	913,365	0
708.0 OTHER GRANT REVENUE	420,000	0	420,000	0	0	0	0	0	0	0
712.0 MORTGAGE INTEREST INCOME	76,369	0	0	0	0	0	0	0	0	76,369
714.0 FRAUD RECOVERY	50,000	0	0	0	50,000	0	0	0	0	0
715.0 OTHER INCOME	606,700	0	0	2,400	7,500	0	0	0	0	596,800
711.0 INVESTMENT INCOME-unrestrict.	8,948	0	200	4,600	1,800	0	0	0	0	2,348
720.0 INVESTMENT INCOME-restricted	71,000	0	1,200	0	50,000	0	0	0	0	19,800
TOTAL REVENUE	**27,964,497**	**0**	**941,914**	**2,828,738**	**19,391,080**	**1,268,896**	**71,322**	**51,658**	**913,365**	**2,497,523**
EXPENSES										
911.0 ADMIN. SALARIES	2,161,260	686,000	108,500	400,000	650,000	0	0	1,200	40,560	275,000
912.0 AUDIT FEES	35,287	0	4,053	3,200	20,100	1,500	0	0	0	6,434
914.0 ADVERTISING & MKTG	21,726	0	4,500	9,000	5,000	0	0	0	0	3,226
915.0 PR TAXES & BENEFITS-ADMIN	1,139,123	365,638	45,002	213,200	346,450	0	0	640	21,618	146,575
916.0 OFFICE EXPENSES	296,265	40,000	17,060	60,000	125,000	5,000	0	36	4,000	45,169
917.0 LEGAL EXPENSES	57,300	5,000	2,500	15,000	15,000	0	0	0	0	19,800
918.0 TRAVEL	29,465	9,865	850	2,825	4,200	0	0	0	1,125	10,600
918.1 ALLOCATED OVERHEAD	0	-1,191,833	0	453,871	469,362	44,053	0	0	20,375	204,172
919.0 OTHER ADMIN. EXPENSE	615,694	51,000	4,621	58,441	250,255	11,408	0	282	2,500	237,187
TOTAL OPERATING ADMIN.	*4,356,120*	*-34,330*	*187,086*	*1,215,537*	*1,885,367*	*61,961*	*0*	*2,158*	*90,178*	*948,163*
921.0 TENANT SERVICES-SALARIES	96,000	0	0	0	0	48,000	48,000	0	0	0
922.0 RELOCATION COSTS	0	0	0	0	0	0	0	0	0	0
923.0 PR TAXES & BENEFITS-TS	42,522	0	0	0	0	19,200	23,322	0	0	0
924.0 TENANT SERVICES-MISC.	238,365	0	1,720	8,625	0	203,000	0	0	0	25,020
TOTAL TENANT SERVICES	*376,887*	*0*	*1,720*	*8,625*	*0*	*270,200*	*71,322*	*0*	*0*	*25,020*
931.0 WATER	220,320	500	32,000	130,000	1,600	0	0	0	0	56,220
932.0 ELECTRICITY	113,221	3,800	35,000	29,000	13,100	0	0	0	0	32,321
933.0 GAS	22,589	450	7,000	6,000	1,000	0	0	0	0	8,139
936.0 SEWER	212,393	400	19,000	121,300	1,500	0	0	0	0	70,193
TOTAL UTILITIES-PROJECT	*568,523*	*5,150*	*93,000*	*286,300*	*17,200*	*0*	*0*	*0*	*0*	*166,873*
941.0 MAINTENANCE SALARIES	380,000	6,000	54,000	310,000	0	0	0	0	0	10,000
942.0 MAINTENANCE MATERIALS	150,500	1,500	15,000	125,000	5,000	0	0	0	0	4,000
943.0 MAINT. CONTRACT COSTS	974,378	4,000	180,775	329,145	11,000	0	0	0	0	449,458
945.0 PR TAXES & BENEFITS-MAINT	211,630	3,360	29,070	173,600	0	0	0	0	0	5,600
TOTAL MAINTENANCE	*1,716,508*	*14,860*	*278,845*	*937,745*	*16,000*	*0*	*0*	*0*	*0*	*469,058*
952.0 PROTECTIVE SERVICES	58,100	700	24,200	28,000	3,200	0	0	0	0	2,000
961.xx INSURANCE-ALL	422,772	13,620	139,746	192,250	5,200	0	0	0	0	71,956
962.0 OTHER GENERAL EXP.	97,200	0	0	3,000	62,000	0	0	0	0	32,200
963.0 PILOT	141,418	0	25,410	112,500	0	0	0	0	0	3,508
964.0 BAD DEBTS-TENANT	77,850	0	5,000	50,000	0	0	0	0	0	22,850
966.0 BAD DEBTS-OTHER	0	0	0	0	0	0	0	0	0	0
967.0 INTEREST EXPENSE	378,386	0	31,945	0	0	0	0	0	0	346,441
TOTAL OTHER OP. EXPENSES	*1,175,726*	*14,320*	*226,301*	*385,750*	*70,400*	*0*	*0*	*0*	*0*	*478,955*
TOTAL OPERATING EXPENSES	**8,193,764**	**0**	**786,952**	**2,833,957**	**1,988,967**	**332,161**	**71,322**	**2,158**	**90,178**	**2,088,069**
971.0 EXTRAORDINARY MAINT.	0	0	0	0	0	0	0	0	0	0
972.0 CASUALTY LOSSES	0	0	0	0	0	0	0	0	0	0
973.0 HOUSING ASSIST. PAYMENTS	18,667,180	0	0	0	17,516,120	946,560	0	49,500	0	155,000
973.5 HAP - PORT IN	0	0	0	0	0	0	0	0	0	0
975.0 FRAUD LOSSES	0	0	0	0	0	0	0	0	0	0
TOTAL OTHER COSTS	*18,667,180*	*0*	*0*	*0*	*17,516,120*	*946,560*	*0*	*49,500*	*0*	*155,000*
TOTAL EXPENSES	**26,860,944**	**0**	**786,952**	**2,833,957**	**19,505,087**	**1,278,721**	**71,322**	**51,658**	**90,178**	**2,243,069**
RETAINED EARNINGS	**1,103,553**	**0**	**154,962**	**-5,218**	**-114,007**	**-9,824**	**0**	**0**	**823,187**	**254,455**
+ BOND $ or RESERVE USAGE	823,817	0	35,000	0	164,007	9,824	0	0	0	614,986
+/- CASH TRANSFERS	0	0	0	20,000	0	0	0	0	-20,000	0
- DEBT PRINCIPAL PAYMENTS	-293,758	0	-118,758	0	0	0	0	0	0	-175,000
- CAPITALIZED ASSETS	-1,403,173	0	-35,000	0	0	0	0	0	-803,187	-564,986
- RESERVE DEP or RESTR INTEREST	-153,035	0	-35,700	0	-50,000	0	0	0	0	-67,335
NET CASH FLOW	**77,405**	**0**	**504**	**14,782**	**0**	**0**	**0**	**0**	**0**	**62,120**

HOUSING AUTHORITY of the COUNTY of BUTTE
FY 2022 PROPOSED OPERATING BUDGET

pending HCD

August 19, 2021

		BUSINESS ACTIVITIES TOTAL	OTHER HACB OWNED					(See Page 3)
			600	500	504	508	510	
			General Fund	Demo Units	Kathy Ct Apts	Gridley Springs II	21, 25, 33 E'wood	Bond Properties
	REVENUE	232	50	9	0	24	3	146
	POTENTIAL DWELLING RENT	*1,807,490*	*0*	*90,648*	*0*	*197,208*	*36,450*	*1,483,184*
	REBATES	*0*	*0*	*0*	*0*	*0*	*0*	*0*
	*VACANCY LOSS**	*-37,494*	*0*	*-2,719*	*0*	*-3,944*	*0*	*-30,830*
703.0	NET DWELLING RENT	1,769,996	0	87,929	0	193,264	36,450	1,452,354
704.0	TENANT CHARGES	18,490	0	700	0	1,000	150	16,640
704.0	LAUNDRY REVENUE	13,720	0	0	0	900	0	12,820
706.0	HUD GRANT REVENUE	0	0	0	0	0	0	0
708.0	OTHER GRANT REVENUE	0	0	0	0	0	0	0
712.0	MORTGAGE INTEREST INCOME	76,369	76,369	0	0	0	0	0
714.0	FRAUD RECOVERY	0	0	0	0	0	0	0
715.0	OTHER INCOME	596,800	596,800	0	0	0	0	0
711.0	INVESTMENT INCOME-unrestricted	2,348	1,700	0	0	0	0	648
720.0	INVESTMENT INCOME-restricted	19,800	19,800	0	0	0	0	0
	TOTAL REVENUE	**2,497,523**	**694,669**	**88,629**	**0**	**195,164**	**36,600**	**1,482,462**
	EXPENSES							
911.0	ADMIN. SALARIES	275,000	260,000	15,000	0	0	0	0
912.0	AUDIT FEE	6,434	735	100	0	3,800	20	1,779
914.0	ADVERTISING & MKTG	3,226	0	0	0	250	0	2,976
915.0	PR TAXES & BENEFITS-ADMIN	146,575	138,580	7,995	0	0	0	0
916.0	OFFICE EXPENSES	45,169	15,000	3,800	0	7,000	0	19,369
917.0	LEGAL EXPENSES	19,800	10,000	0	0	1,500	0	8,300
918.0	TRAVEL	10,600	9,600	0	0	1,000	0	0
918.1	ALLOCATED OVERHEAD	204,172	171,086	13,766	1,440	0	360	17,520
919.0	OTHER ADMIN. EXPENSE	237,187	14,320	9,937	3,050	41,428	4,229	164,223
	TOTAL OPERATING ADMIN.	***948,163***	***619,321***	***50,598***	***4,490***	***54,978***	***4,609***	***214,167***
921.0	TENANT SERVICES-SALARIES	0	0	0	0	0	0	0
922.0	RELOCATION COSTS	0	0	0	0	0	0	0
923.0	EMP. BENEFITS-TENANT SVCS	0	0	0	0	0	0	0
924.0	TENANT SERVICES-MISC.	25,020	23,500	0	0	0	0	1,520
	TOTAL TENANT SERVICES	***25,020***	***23,500***	***0***	***0***	***0***	***0***	***1,520***
931.0	WATER	56,220	1,600	3,800	0	6,000	1,380	43,440
932.0	ELECTRICITY	32,321	2,200	2,400	0	3,720	0	24,001
933.0	GAS	8,139	300	150	0	600	0	7,089
936.0	SEWER	70,193	1,000	2,000	0	9,840	1,461	55,892
	TOTAL UTILITIES-PROJECT	***166,873***	***5,100***	***8,350***	***0***	***20,160***	***2,841***	***130,422***
941.0	MAINTENANCE SALARIES	10,000	2,000	8,000	0	0	0	0
942.0	MAINTENANCE MATERIALS	4,000	1,500	2,500	0	0	0	0
943.0	MAINT. CONTRACT COSTS	449,458	10,000	6,000	6,900	83,600	7,260	335,698
945.0	PR TAXES & BENEFITS-MAINT	5,600	1,120	4,480	0	0	0	0
	TOTAL MAINTENANCE	***469,058***	***14,620***	***20,980***	***6,900***	***83,600***	***7,260***	***335,698***
952.0	PROTECTIVE SERVICES	2,000	500	1,500	0	0	0	0
961.1	INSURANCE-ALL	71,956	20,100	3,500	30	3,800	1,292	43,234
962.0	OTHER GENERAL EXP.	32,200	32,000	200	0	0	0	0
963.0	PILOT	3,508	8	3,500	0	0	0	0
964.0	BAD DEBTS-TENANT	22,850	0	0	0	0	0	22,850
966.0	BAD DEBTS-OTHER	0	0	0	0	0	0	0
967.0	INTEREST EXPENSE	346,441	339,900	0	0	6,541	0	0
	TOTAL OTHER OP. EXPENSES	***478,955***	***392,508***	***8,700***	***30***	***10,341***	***1,292***	***66,084***
	TOTAL OPERATING EXPENSES	**2,088,069**	**1,055,048**	**88,628**	**11,420**	**169,079**	**16,002**	**747,891**
971.0	EXTRAORDINARY MAINT.	0	0	0	0	0	0	0
972.0	CASUALTY LOSSES	0	0	0	0	0	0	0
973.0	HOUSING ASSIST. PAYMENTS	155,000	155,000	0	0	0	0	0
973.5	HAP - PORT IN	0	0	0	0	0	0	0
975.0	FRAUD LOSSES	0	0	0	0	0	0	0
	TOTAL OTHER COSTS	***155,000***	***155,000***	***0***	***0***	***0***	***0***	***0***
	TOTAL EXPENSES	**2,243,069**	**1,210,048**	**88,628**	**11,420**	**169,079**	**16,002**	**747,891**
	RETAINED EARNINGS	***254,455***	***-515,379***	***0***	***-11,420***	***26,085***	***20,598***	***734,571***
	+ BOND $ or RESERVE USAGE	614,986	50,000	0	0	0	0	564,986
	+/- CASH TRANSFERS	0	755,169	0	0	0	-20,598	-734,571
	- DEBT PRINCIPAL PAYMENTS	-175,000	-175,000	0	0	0	0	0
	- CAPITALIZED ASSETS	-564,986	0	0	0	0	0	-564,986
	- RESERVE DEP or RESTR INTEREST	-67,335	-63,600	0	0	-3,735	0	0
	NET CASH FLOW	**62,120**	**51,190**	**0**	**-11,420**	**22,350**	**0**	**0**

HOUSING AUTHORITY of the COUNTY of BUTTE
FY 2022 PROPOSED OPERATING BUDGET

August 19, 2021

		Page 3 BOND TOTALS	2020A BOND PROPERTIES					
			501	502	503	505	506	509
			1519 Locust	Park Place Apts	Lincoln Apts	Alamont Apts	Evanswood Estates	Cordillera / Cameo
	REVENUE	146	10	40	18	30	28	20
	POTENTIAL DWELLING RENT	*1,483,184*	*84,562*	*307,005*	*162,601*	*322,314*	*402,207*	*204,495*
	REBATES	*0*	*0*	*0*	*0*	*0*	*0*	*0*
	*VACANCY LOSS**	*-30,830*	*-2,400*	*-4,550*	*-3,000*	*-9,500*	*-7,700*	*-3,680*
703.0	NET DWELLING RENT	1,452,354	82,162	302,455	159,601	312,814	394,507	200,815
704.0	TENANT CHARGES	16,640	1,060	950	750	5,750	6,400	1,730
704.0	LAUNDRY REVENUE	12,820	720	3,300	3,000	4,200	0	1,600
706.0	HUD GRANT REVENUE	0	0	0	0	0	0	0
708.0	OTHER GRANT REVENUE	0	0	0	0	0	0	0
712.0	MORTGAGE INTEREST INCOME	0	0	0	0	0	0	0
714.0	FRAUD RECOVERY	0	0	0	0	0	0	0
715.0	OTHER INCOME	0	0	0	0	0	0	0
711.0	INVESTMENT INCOME-unrestricted	648	96	48	36	240	216	12
720.0	INVESTMENT INCOME-restricted	0	0	0	0	0	0	0
	TOTAL REVENUE	**1,482,462**	**84,038**	**306,753**	**163,387**	**323,004**	**401,123**	**204,157**
	EXPENSES							
911.0	ADMIN. SALARIES	0	0	0	0	0	0	0
912.0	AUDIT FEE	1,779	105	352	166	277	249	630
914.0	ADVERTISING & MKTG	2,976	420	600	300	600	456	600
915.0	PR TAXES & BENEFITS-ADMIN	0	0	0	0	0	0	0
916.0	OFFICE EXPENSES	19,369	750	3,273	3,632	3,940	4,145	3,629
917.0	LEGAL EXPENSES	8,300	1,000	1,200	1,200	1,800	1,500	1,600
918.0	TRAVEL	0	0	0	0	0	0	0
918.1	ALLOCATED OVERHEAD	17,520	1,200	4,800	2,160	3,600	3,360	2,400
919.0	OTHER ADMIN. EXPENSE	164,223	6,977	28,794	22,429	34,712	42,740	28,571
	TOTAL OPERATING ADMIN.	***214,167***	***10,452***	***39,019***	***29,887***	***44,929***	***52,450***	***37,430***
921.0	TENANT SERVICES-SALARIES	0	0	0	0	0	0	0
922.0	RELOCATION COSTS	0	0	0	0	0	0	0
923.0	EMP. BENEFITS-TENANT SVCS	0	0	0	0	0	0	0
924.0	TENANT SERVICES-MISC.	1,520	0	1,520	0	0	0	0
	TOTAL TENANT SERVICES	***1,520***	***0***	***1,520***	***0***	***0***	***0***	***0***
931.0	WATER	43,440	1,860	9,870	4,669	7,080	13,361	6,600
932.0	ELECTRICITY	24,001	900	5,705	5,220	9,920	451	1,805
933.0	GAS	7,089	0	1,260	660	0	325	4,844
936.0	SEWER	55,892	2,929	18,648	6,120	8,616	13,638	5,941
	TOTAL UTILITIES-PROJECT	***130,422***	***5,689***	***35,483***	***16,669***	***25,616***	***27,775***	***19,190***
941.0	MAINTENANCE SALARIES	0	0	0	0	0	0	0
942.0	MAINTENANCE MATERIALS	0	0	0	0	0	0	0
943.0	MAINT. CONTRACT COSTS	335,698	22,264	56,250	33,639	58,043	108,956	56,546
945.0	PR TAXES & BENEFITS-MAINT	0	0	0	0	0	0	0
	TOTAL MAINTENANCE	***335,698***	***22,264***	***56,250***	***33,639***	***58,043***	***108,956***	***56,546***
952.0	PROTECTIVE SERVICES	0	0	0	0	0	0	0
961.1	INSURANCE-ALL	43,234	2,865	9,617	5,076	6,564	12,714	6,398
962.0	OTHER GENERAL EXP.	0	0	0	0	0	0	0
963.0	PILOT	0	0	0	0	0	0	0
964.0	BAD DEBTS-TENANT	22,850	1,650	5,800	1,300	3,100	7,200	3,800
966.0	BAD DEBTS-OTHER	0	0	0	0	0	0	0
967.0	INTEREST EXPENSE	0	0	0	0	0	0	0
	TOTAL OTHER OP. EXPENSES	***66,084***	***4,515***	***15,417***	***6,376***	***9,664***	***19,914***	***10,198***
	TOTAL OPERATING EXPENSES	**747,891**	**42,920**	**147,689**	**86,571**	**138,252**	**209,095**	**123,364**
971.0	EXTRAORDINARY MAINT.	0	0	0	0	0	0	0
972.0	CASUALTY LOSSES	0	0	0	0	0	0	0
973.0	HOUSING ASSIST. PAYMENTS	0	0	0	0	0	0	0
973.5	HAP - PORT IN	0	0	0	0	0	0	0
975.0	FRAUD LOSSES	0	0	0	0	0	0	0
	TOTAL OTHER COSTS	***0***	***0***	***0***	***0***	***0***	***0***	***0***
	TOTAL EXPENSES	**747,891**	**42,920**	**147,689**	**86,571**	**138,252**	**209,095**	**123,364**
	RETAINED EARNINGS	***734,571***	***41,118***	***159,064***	***76,816***	***184,752***	***192,028***	***80,793***
	+ BOND $ or RESERVE USAGE	564,986	24,300	101,424	45,071	128,609	181,330	84,252
	+/- CASH TRANSFERS	-734,571	-41,118	-159,064	-76,816	-184,752	-192,028	-80,793
	- DEBT PRINCIPAL PAYMENTS	0	0	0	0	0	0	0
	- CAPITALIZED ASSETS	-564,986	-24,300	-101,424	-45,071	-128,609	-181,330	-84,252
	- RESERVE DEP or RESTR INTEREST	0	0	0	0	0	0	0
	NET CASH FLOW	**0**	**0**	**0**	**0**	**0**	**0**	**0**

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4835

LIBERTY BELL COURTYARD APARTMENTS, ORLAND – UTILITY ALLOWANCES

WHEREAS, the Housing Authority of the County of Butte (HACB) annually determines Utility Allowances (UA's) for application and use in its HUD Section 8 Housing Choice Voucher and other affordable housing programs; and

WHEREAS, UA's are developed for both area-wide and project-specific use in advancing and optimizing affordable housing opportunity in the jurisdictions served; and

WHEREAS, UA's are set at a level that is sufficient for tenant's reasonable use of utilities, considering unit size, location, and building construction; and

WHEREAS, the California Tax Credit Allocation Committee (CTCAC) provides for the setting of project-specific UA's by means of its California Utility Allowance Calculator (CUAC) program; and

WHEREAS, the HACB's non-profit instrumentality, the Butte County Affordable Housing Development Corporation (BCAHDC), has entered into a development Memorandum of Understanding (MOU) with Pacific West Communities, Inc. (PWC) proposing to construct affordable housing at North 6th Street, Orland (Project); and

WHEREAS, the HACB, in concert with BCAHDC, customarily sets project-specific UA's for the properties in which BCAHDC participates as partner; and

WHEREAS, a calculation of anticipated UA's has been completed using CTCAC CUAC methodology (CUAC Report); and

WHEREAS, it has been determined in the best interest of the HACB, BCAHDC, the Project, and Project residents to utilize the UA's established in the Liberty Bell Courtyards Apartments CUAC Report, dated July 22, 2021;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt Utility Allowances for the property to be developed at North 6th Street, Orland, Chico, effective this August 18th, 2021, such Utility Allowances set at $35.45 per month for a one-bedroom unit, and $44.88 per month for a two-bedroom unit, such Utility Allowances set in accordance with Pacific West Communities, Inc.'s CUAC Report for the Liberty Bell Courtyards Apartments, North 6th Street, Orland, attached to and made a part of this Resolution Number 4835.

Dated: August 19, 2021.

_____

Laura Moravec, Board Chair

ATTEST:

_____

Edward S. Mayer, Secretary

Allowances for Tenant-Furnished Utilities and Other Services

Draft Submittal

Generated by TCAC Approved
California Utility Allowance Calculator (CUAC)
Tool Version 2.0.0 11/30/2020
Tables Version 1.1.0 11/30/2020

Property Address:	Developer Signature:	CUAC Project ID*:
N. 6th Street Orland, 95963	Qualified Consultant Signature: J. Ellis	98
Locality:	Unit Type:	Date:
Orland	Affordable Housing	7/22/2021

	Monthly Allowance						
Utility or Service	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm	6 Bdrm
Heating							
Electric							
Natural Gas		$4.69	$8.72				
Cooking							
Electric							
Natural Gas		$10.35	$12.48				
Lighting							
Electric		$1.56	$1.60				
Other							
Electric		$6.30	$6.22				
Natural Gas							
Air Conditioning							
Electric		$2.14	$2.19				
Water Heating							
Electric							
Natural Gas		$10.40	$13.28				
Water							
Water							
Sewer							
Sewer							
Trash							
Trash							
Rental							
Microwave							
Refrigerator							

*Note:
For compliance for years after construction, the software version number and this number must match the CUAC Project Number of the original (construction year) submittal, or be accompanied by an explanation to changes on the building's features or solar (PV) system.

Tool Version: 2.0.0 11/30/2020
Tables Version: 1.1.0 11/30/2020
Printed Timestamp: 7/22/2021 8:05:52 AM
Project Name: Liberty Bell Courtyards
Site Street Address: N. 6th Street, Orland, 95963
Site Contact: Tony Crowder
Electric Utility: PG&E **Electric Territory:** R - Standard
Gas Utility: PG&E **Gas Territory:** R - Standard
Tariff Type: Standard **Affordable Housing:** Yes

Utility Allowance Calculator Results

Monthly Usage ($/month)							
Apartment Type	Units		Electric	Gas	Water	Trash	Total
	Affordable Housing	Market Rate					
One Bedroom	26	0	$10.00	$25.45	$0.00	$0.00	$35.45
Two Bedroom	6	0	$10.00	$34.48	$0.00	$0.00	$44.48

I attest that the inputs to the Project Specific Utility Allowance Calculator are accurate.

	Energy Consultant	Project Owner
Signature:	J. Ellis	
Name:	Jeremiah Ellis	
Title :	Vice President	
Company:	DuctTesters, Inc	
Phone:	209.579.5000	
CEA Nbr:	R19-15-30059	
Date:	07/22/2021	

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4836

WOODWARD FAMILY APARTMENTS, ORLAND – UTILITY ALLOWANCES

WHEREAS, the Housing Authority of the County of Butte (HACB) annually determines Utility Allowances (UA's) for application and use in its HUD Section 8 Housing Choice Voucher and other affordable housing programs; and

WHEREAS, UA's are developed for both area-wide and project-specific use in advancing and optimizing affordable housing opportunity in the jurisdictions served; and

WHEREAS, UA's are set at a level that is sufficient for tenant's reasonable use of utilities, considering unit size, location, and building construction; and

WHEREAS, the California Tax Credit Allocation Committee (CTCAC) provides for the setting of project-specific UA's by means of its California Utility Allowance Calculator (CUAC) program; and

WHEREAS, the HACB's non-profit instrumentality, the Butte County Affordable Housing Development Corporation (BCAHDC), has entered into a development Memorandum of Understanding (MOU) with Pacific West Communities, Inc. (PWC) proposing to construct affordable housing at 211 Swift Street, Orland (Project); and

WHEREAS, the HACB, in concert with BCAHDC, customarily sets project-specific UA's for the properties in which BCAHDC participates as partner; and

WHEREAS, a calculation of anticipated UA's has been completed using CTCAC CUAC methodology (CUAC Report); and

WHEREAS, it has been determined in the best interest of the HACB, BCAHDC, the Project, and Project residents to utilize the UA's established in the Liberty Bell Courtyards Apartments CUAC Report, dated July 22, 2021;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt Utility Allowances for the Woodward Family Apartments, to be developed at 211 Swift Street, Orland, Chico, effective this August 19th, 2021, such Utility Allowances set at $10.00 per month for a two-bedroom unit, and $10.00 per month for a three-bedroom unit, such Utility Allowances set in accordance with Pacific West Communities, Inc.'s CUAC Report for the Woodward Family Apartments, 211 Swift Street, Orland, attached to and made a part of this Resolution Number 4836.

Dated: August 19, 2021.

_____

Laura Moravec, Board Chair

ATTEST:

_____

Edward S. Mayer, Secretary

Allowances for Tenant-Furnished Utilities and Other Services

Draft Submittal

Generated by TCAC Approved
California Utility Allowance Calculator (CUAC)
Tool Version 2.0.0 11/30/2020
Tables Version 1.1.0 11/30/2020

Property Address:	Developer Signature:	CUAC Project ID*:
Woodward Ave & E. Swift St. Orland, 95963	Qualified Consultant Signature: J. Ellis	102
Locality:	Unit Type:	Date:
Orland	Affordable Housing	7/22/2021

	Monthly Allowance						
Utility or Service	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm	6 Bdrm
Heating							
Electric			$1.43	$1.63			
Natural Gas							
Cooking							
Electric			$1.38	$1.33			
Natural Gas							
Lighting							
Electric			$.91	$.96			
Other							
Electric			$3.55	$3.49			
Natural Gas							
Air Conditioning							
Electric			$1.25	$1.16			
Water Heating							
Electric			$1.47	$1.43			
Natural Gas							
Water							
Water							
Sewer							
Sewer							
Trash							
Trash							
Rental							
Microwave							
Refrigerator							

*Note:
For compliance for years after construction, the software version number and this number must match the CUAC Project Number of the original (construction year) submittal, or be accompanied by an explanation to changes on the building's features or solar (PV) system.

Tool Version: 2.0.0 11/30/2020
Tables Version: 1.1.0 11/30/2020
Printed Timestamp: 7/22/2021 7:48:06 AM
Project Name: Woodward Family Apartments
Site Street Address: Woodward Ave & E. Swift St., Orland, 95963
Site Contact: Claire M. Casazza
Electric Utility: PG&E **Electric Territory:** S - Electric
Gas Utility: No Gas **Gas Territory:** All
Tariff Type: Standard **Affordable Housing:** Yes

Utility Allowance Calculator Results

Monthly Usage ($/month)							
Apartment Type	Units		Electric	Gas	Water	Trash	Total
	Affordable Housing	Market Rate					
Two Bedroom	24	0	$10.00	$0.00	$0.00	$0.00	$10.00
Three Bedroom	12	0	$10.00	$0.00	$0.00	$0.00	$10.00

I attest that the inputs to the Project Specific Utility Allowance Calculator are accurate.

	Energy Consultant	**Project Owner**
Signature:	J. Ellis	
Name:	Jeremiah Ellis	
Title :	Vice President	
Company:	DuctTesters, Inc	
Phone:	209.579.5000	
CEA Nbr:	R19-15-30059	
Date:	07/22/2021	

August 13, 2021

MEMO

To: HACB Board of Commissioners
BCAHDC Board of Directors
Banyard Management Board of Directors

From: Ed Mayer, Executive Director and President

Subject: Strategic Asset Plan – Asset Repositioning Status update.

The Housing Authority of the County of Butte is the Investor Limited Partner in three (3) multi-family affordable properties whose 15-year LIHTC compliance period has expired, yet remain subject to 55-year CTCAC and other regulatory obligations. The three properties are:

1200 Park Avenue Apartments, 1200 Park Avenue, Chico, CA

- 107 unit multi-family property serving Seniors 55+; three-story elevator structure
- Owner: 1200 Park Avenue LP
- Investor Limited Partner: HACB
- Managing General Partner: BCAHDC
- Administrative General Partner: 1200 Park Avenue LLC, whose sole Managing Member is HACB
- Regulatory Overlays: CTCAC, City RDA, and City HOME
- Lenders: Citibank, City RDA, HACB

Walker Commons Apartments, 678 Buttonwillow Lane, Chico, CA

- 56 unit multifamily property serving Seniors 55+ and Disabled; one-story, bungalow-style
- Owner: Walker Commons LP
- Investor Limited Partner: HACB
- Managing General Partner: BCAHDC
- Regulatory Overlays: CTCAC, City HOME
- Lenders: City of Chico

Chico Commons Apartments, 2071 Amanda Way, Chico, CA

- 72 unit property serving families; two-story flats
- Owner: Chico Commons LP
- Investor Limited Partner: HACB
- Managing General Partner: Banyard Management
- Regulatory Overlays: CTCAC, City
- Lenders: City RDA, HACB

The properties require analysis and completion of capital improvement work, ensuring their viability as affordable housing into the future. It is anticipated that re-financing will be required to secure the funds necessary to complete the improvements. Analysis completed to date shows that repositioning is infeasible using 4% LIHTC's; that alternate financing means must be considered. The HACB seeks to:

1) Assess the properties from an "owner's perspective" regarding capital improvements;
2) Analyze the ability to leverage the properties for proceeds in support of the capital improvement work.
    - It is anticipated that conventional commercial financing, bond-financing, and sale-leaseback financing approaches will be evaluated;
3) Determine the financing approach most appropriate, striking a balance between mid-term need and flexibility, and long-term financing opportunity;
4) Execute the financing and build-out the improvements.

The HACB seeks a turnkey product from CalAHA, including the following functions:

1) Determination of the scope of work - property assessment and improvement costing;
2) Financial approach - financing analysis and balancing;
3) Financial packaging;
4) Management and Construction of the physical improvements.

- It is anticipated that Dawson Holdings and Precision GC would be responsible for property analysis and improvement costing.
- It is anticipated that CalAHA Underwriter Patrick Howard would be used to analyze the financial approaches, supported by Dawson Holdings.
- It is anticipated that some combination of Dawson Holdings and CalAHA would package the financials.
- It is anticipated that Precision GC would make the improvements, on a Cost Plus NTE basis.
- CalAHA would oversee and shepherd the entirety of the effort, with all costs being rolled into the financing.

HACB's non-profit development instrumentality, the Butte County Affordable Housing Development Corporation (BCAHDC) is MGP in two of the properties, 1200 Park Avenue Apts, and Walker Commons Apts. BCAHDC will do what is needed to reposition the properties, including considering dissolution of the partnership(s), if necessary.

HACB's other non-profit instrumentality, the single-asset entity Banyard Management, MGP of Chico Commons Apartments, will likewise do what is needed to reposition the property, including considering dissolution of the partnership, and dissolution of Banyard Management itself, where Chico Commons Apartments would be transferred/donated/sold to BCAHDC, simplifying HACB's corporate structure and reporting obligations.

Transaction costs will be rolled into the financing: between the various partners, it remains to be seen what entity pays for what, whether property reserves are to be used, etc. Regardless, repositioning work will require close coordination between HACB, BCAHDC, and Banyard Management.

August 13, 2021

Memo

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Development Activity – Status

The following outlines status of HACB-related affordable housing development activity in Butte and Glen Counties:

North Creek Crossings Apts I, Chico (106 units, family, AHDC/BCAHDC. Lender: Wells Fargo. LIHTC Investor: R4 Capital) – located in Meriam Park, this project has closed and is under construction. Delivery of units is scheduled for the end of 2022. HACB has committed 25 Section 8 project-based vouchers to this project.

North Creek Crossings Apts II, Chico (60 units, family, AHDC/BCAHDC) – application for the second round of 9% Disaster tax credits was made in July. HACB has committed 14 Section 8 project-based vouchers to this project.

Deer Creek Apts I, Chico (156 units, family, The Pacific Companies/BCAHDC. Lender: Bank of America/CitiBank. LIHTC Investor: Bank of America) – located at the southeast corner of Bruce Road and Highway 32, advancement of this project has been delayed because of environmental concerns requiring resolution.

Deer Creek Apts II, Chico (48 units, family, The Pacific Companies/BCAHDC?) – application for the second round of 9% Disaster tax credits was made in July.

Park Ave Apts, Chico (59 units, formerly homeless singles, Jamboree/BCAHDC. Lender: Banner Bank. LIHTC Investor, CREA) – located across Park Avenue from HACB/BCAHDC's 1200 Park Ave Apts, the project is scheduled to close its construction financing this August. Environmental issues have been resolved, as well as Verizon cell tower relocation. LPA negotiations are nearing completion. City of Chico funds, and County CDBG-DR monies support the effort. Occupancy is scheduled for the Summer of 2023. HACB has committed 43 Section 8 project-based vouchers to this project.

Creekside Place Apts, Chico (101 units, seniors, CHIP) – located across the street from Marsh Elementary School at Humboldt and Notre Dame, the project has closed and is under construction.

Delivery is scheduled for the Spring of 2023. HACB has committed 100 Section 8 project-based vouchers to the project.

Riverbend Apts I, Oroville (72 units, family, The Pacific Companies/BCAHDC. Lender: Union Bank. LIHTC Investor: CREA) – located at the intersection of Nelson Avenue and Table Mountain Boulevard, the project has closed and is under construction. Delivery of units is scheduled for the Summer of 2022.

Riverbend Apts II, Oroville (48 units, family, The Pacific Companies/BCAHDC?) – application for the second round of 9% Disaster tax credits was made in July.

Mitchell Ave Apts, Oroville (36 units, seniors, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC Investor: Redstone) – located immediately to the west of HACB's Winston Garden Public Housing property, the project has closed and is under construction. Delivery of units is scheduled for the Spring of 2022.

Prospect View Apts, Oroville (40 units, formerly homeless singles, The Pacific Companies/BCAHDC) – located next to the County Clerk and Recorder's office on Nelson Avenue, the project secured approvals from the City of Oroville and a State NPLH commitment from Butte County. Application for the second round of 9% Disaster tax credits was made in July. HACB has made a commitment of 39 Section 8 project-based vouchers to this project.

Fogg Ave Apts, Oroville (16-18 units, singles, HACB) – located immediately to the east of HACB's Hammon Park Public Housing property off of Nelson Avenue, feasibility work has been advanced, analyzing both manufactured and stick-built development approaches. The two approaches are still being compared. The next step is to evaluate the approach with a local provider of manufactured home product, one who actually has access to a delivery pipeline. CDBG-DR monies are being contemplated for partial funding of this development.

Ford Oaks Apts, Gridley (36 units, family, The Pacific Companies/BCAHDC. Lender: Umpqua Bank. LIHTC Investor: CREA) – located on Ford Avenue near the Gridley Springs I&II Apts, the project closed its construction financing and is under construction. Delivery of units is scheduled for the Spring of 2022.

Sunrise Village Apts, Gridley (37 units, seniors, The Pacific Companies/BCAHDC) – with CDBG funds secured from the City, and MHP funds from the State, shifting State program policy pushed finalization of financing. Application for the second round of 9% LIHTC Disaster credits was made in July. Because of State policy favoring funding of projects that had already secured MHP funding, the application is considered very competitive.

Kathy Court Apts, Paradise (12 units, family, HACB) – burned to the ground in 2018's Camp Fire Disaster, this property is being re-built. The site survey has been completed, and the architect procured. Basis Architecture has completed preliminary design work, and is proceeding with design development work in anticipation of permit submittal. Timely permit submittal will "grandfather" the property's previous use. While funding has not been finalized, it is anticipated

the project can be substantially completed using 2020A Bond funds, PG&E Claim settlement proceeds, and CDBG-DR monies. P&L Insurance is being sought – the previous provider denied renewal of coverage. The project is tentatively scheduled for construction in the Spring of 2022, with lease-up scheduled for early 2023.

Lberty Bell Apts, Orland (32 units, seniors, The Pacific Companies/BCAHDC) – this project has secured local HOME program funds, and will apply for 4% LIHTC's in the September funding competition. The project is on schedule for delivery in the Fall of 2022. HACB has committed 31 Section 8 project-based vouchers to this project.

Woodward Apts, Orland (36 units, family, The Pacific Companies/BCAHDC) – this project has secured State MHP funding, and is targeting application for 4% LIHTC's in the September funding competition. Like Liberty Bell Apts, the project is also on scheduled for delivery in the fall of 2022. HACB has committed 25 Section 8 project-based vouchers to this project.

Notes:

- HACB/BCAHDC has interacted with Willow Partners, Westlake Village (Los Angeles), and met with K2 Development, Redding, regarding their development initiatives, cited above. Conversations have focused on the building of relationships in support of area Disaster recovery, with regard to both current and future initiatives.

- A second competitive round of State-administered federal 9% LIHTC Disaster Credits was initiated in July. Six (6) of the projects above applied for these funds.

- Local jurisdictions are receiving their share of the $211 million in 2018 CDBG-DR "Disaster Recovery" monies dedicated to housing. Notices of funding availability have been issued by Butte County, and the City of Chico, and are anticipated for the Town of Paradise. Funds have been available from the Cities of Oroville and Gridley.

Butte and Glenn Counties

PWC-AMG/BCAHDC	City	Units	Serves	Funding		Funding Round	Investor LP	Const Lender	Perm Lender	Housing Authority Vouchers	AHAP	MOA	MOA Amend	Initial LPA	LPA	Close	Delivery
Sunrise Village Apts.	Gridley	37	Seniors	CDBG, MHP	9% Disaster LIHTC's II	Jul 2021				36		√	*need*	√			December 2022
Riverbend Apts. Phase 1	Oroville	72	Family		9% Disaster LIHTC's	Jul 2020	CREA	Union Bank				√	√	√	√	06/08/2021	Summer 2022
Riverbend Apts. Phase 2	Oroville	48	Family		9% Disaster LIHTC's II	Jul 2021						√	*n/a*	√			December 2023
Liberty Bell Apts.	Orland	32	Seniors	HOME	4% LIHTC's	Sep 2021				31		√		√			Fall 2022
Woodward Apts.	Orland	36	Family	MHP	4% LIHTC's	Sep 2021				25		√		√			Fall 2022
8th Street	Orland	40	Singles/PSH	TBD								*anticipated*					TBD
Mitchell Ave Apts	Oroville	36	Seniors		9% Disaster LIHTC's	Jul 2020	Redstone	Pacific Western Bank				√	√	√	√	05/11/2021	Spring 2022
Mitchell Ave Apts Phase II	Oroville	32	Seniors	CDBG-DR?	9% Disaster LIHTC's II	Jul 2021						√	*n/a*	√			TBD
Ford Oaks Apts	Gridley	36	Family		9% Disaster LIHTC's	Jul 2020	CREA	Umpqua				√	√	√	√	5/27/2021	Spring 2022
Deer Creek Apts Phase I	Chico	156	Family		9% Disaster LIHTC's	Jul 2020	BofA	BofA	CitiBank			√	√	√			Spring 2023
Deer Creek Apts Phase II	Chico	48	Family		9% Disaster LIHTC's II	Jul 2021						√	*n/a*	√			December 2022
Prospect View	Oroville	40	PSH	NPLH	9% Disaster LIHTC's II	Jul 2021				39		√	*need*	√			December 2022
Gridley Family Apts I	Gridley	40	Family	CDBG-DR?						25		*anticipated*					TBD
Gridley Family Apts II	Gridley	40	Family														TBD
Regal Inn Esplanade PSH Apts	Chico	40	Singles/PSH	NPLH						*31-39?*		*anticipated*					TBD
AHDC/BCAHDC																	
North Creek Crossing Apts., Phase I	Chico	106	Family		9% Disaster LIHTC's	July 2020	R4	Wells Fargo	Berkadia	26	√	√	√		√	06/17/2021	December 2022
North Creek Crossing Apts., Phase II	Chico	54	Family		9% Disaster LIHTC's II	2nd Round				13		√					Spring 2023
Jamboree/BCAHDC																	
1297 Park Ave. Apts.	Chico	59	Singles/PSH	City	9% Disaster LIHTC's	July 2020	CREA	Banner		43	*draft*	√				mid-Aug 2021	Spring 2023
HACB																	
Kathy Court Apts - rebuild	Paradise	12	Family	Bond Proceeds, PG&E Claim, CDBG-DR								n/a					Fall 2022
Fogg Ave Apts	Oroville	16	Singles	TBD								n/a					Spring 2023

HACB/BCAHDC Summary:

980 total units 13 projects — 213 Vouchers

465 Phase I 9% Disaster Credits

259 Phase II 9% Disaster Credits