

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

MEETING AGENDA

June 20, 2024
2:00 p.m.

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

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

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/393431445>

You can also dial in using your phone.

Access Code:

393-431-445

United States (Toll Free):

[1 866 899 4679](tel:18668994679)

United States:

[+1 \(571\) 317-3116](tel:+15713173116)

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. 4923

ITEMS OF BUSINESS

1. ROLL CALL

2. AGENDA AMENDMENTS

3. CONSENT CALENDAR

3.1 Minutes for the meeting of May 16, 2024

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$629,108.16
3.2.2	Landlords –	\$1,879,592.40
3.2.3	Payroll –	\$164,691.34

3.3 Financial Statements

3.4 Section 8 Housing Choice Voucher Program

3.4.1 Housing Choice Voucher (HCV) – Confirmation of Projected HAP Shortfall for CY 2024

3.5 Property Vacancy Report

3.6 Public Housing

3.7 Construction Projects

3.8 Capital Fund Improvement Projects

3.9 Farm Labor Housing Report

3.10 HACB Owned Properties

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

3.14 News Article

4. CORRESPONDENCE

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Personnel – Adopt position description change for Accountant.

Recommendation:

Resolution No. 4923

5.2 Personnel – Adopt CalPERS publicly adopted pay scales effective 7/1/2024.

Recommendation: Resolution No. 4924

5.3 Personnel – Approve revised org chart.

Recommendation: Resolution No. 4925

5.4 Personnel – Signing authorization for Deputy Executive Director.

Recommendation: Resolution No. 4926

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

8.1 PSWRC-NAHRO – Annual Conference: May 28-30, 2024 San Jose, CA – Report from Executive Director Ed Mayer; Deputy Executive Director Larry Guanzon and Section 8 Housing Manager Angie Little.

8.2 CalAHA Zoom Training Session June 10, 2024: How to apply for and maintain a housing authority credit rating and the benefits and advantages of having a credit rating – Report from Executive Director Ed Mayer.

9. REPORTS FROM COMMISSIONERS

9.1 Recognition of Executive Director – Acknowledgement of Executive Director Edward S. Mayer’s Retirement from the HACB.

Recommendation: Resolution No. 4927

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

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

One Matter: Executive Director Evaluation

12. COMMISSIONERS’ CALENDAR

- **NAHRO 2024 Summer Symposium, Chicago, IL: July 11-12, 2024**
- **Next Meeting July 18, 2024**

13. ADJOURNMENT

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

MEETING MINUTES OF May 16, 2024

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

Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:03 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford (*arrived late 2:07 p.m.*), Randy Coy, Darlene Fredericks, David Pittman, and Sarah Richter; all attended in person.

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

Others Present: Sharice Atkins, Special Programs Coordinator and Page Gearhart-Davis, FSS Graduate.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Coy expressed concerns regarding the financial reporting adopted in the consent calendar and therefore indicated he would abstain from voting. He asked what the expectation is regarding accurate reporting. Executive Director Mayer detailed that certain balance sheet items are not true and have been unable to be reconciled due to the ongoing issues with the software conversion that began in the fall of 2022. Finance Director Hope Stone added that the income statement report is reconciled and true, and that the totals for the balance sheet are true. Executive Director Mayer assured the Board of Commissioners that there is much work being done behind the scenes to get this figured out with HACB staff and YARDI software specialists. After the discussion Commissioner Coy felt comfortable with moving forward to accept the consent calendar.

Commissioner Richter moved that the Consent Calendar be accepted as presented, Commissioner Darlene seconded. The vote in favor was unanimous.

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4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS Graduate) – Ms. Gearhart-Davis enrolled as an FSS participant in October of 2016 while she was a participant in Yuba City. Ms. Gearhart-Davis expressed her appreciation for the FSS program and detailed a few of the goals she was able to accomplish while participating in the program; obtain MSW from CSU Chico; social work internship, and lastly, homeownership. Homeownership will be an obtainable goal with her escrow earnings. Ms. Gearhart-Davis will continue her education and has been accepted into two (2) doctoral programs; She has chosen to attend the Sacramento State program and will start that journey this fall. She says she will now focus on employment. Ms. Gearhart-Davis exits the FSS program having accrued \$18,745.43 in FSS escrow earnings.

RESOLUTION NO. 4920

Commissioner Fredericks moved that Resolution No. 4920 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE PAGE GEARHART-DAVIS”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.2 Family Self-Sufficiency (FSS Graduate) – Mr. Reed was not present, but Special Programs Coordinator Sharice Atkins spoke of his journey while on the FSS Program. Mr. Reed enrolled in the FSS program in Kern County in March of 2017. He is a single father who set forth the following goals; job search, job retention and credit counseling. After being a caretaker for an ill family member Mr. Reed was able to return to work and complete the FSS program. He has expressed interest in culinary arts school and opening a restaurant in the future. Mr. Reed exits the FSS program having accrued \$15,526.83 in FSS escrow earnings.

RESOLUTION NO. 4921

Commissioner Richter moved that Resolution No. 4921 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE LOUIS REED”. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.3 Receive and File Proposed Agency Annual Plan –
5.4 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – HUD requires the Housing Authority to annually update its “Agency Plan”, its Public Housing program “Capital

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Fund Plan(s)", its Public Housing program "Admissions and Continued Occupancy Policy" (ACOP), and its Section 8 Housing Choice Voucher program "Administrative Plan" (AP). The plan documents must be submitted to HUD for review at least 75 days prior to the end of the agency's fiscal year (September 30th), requiring HACB plan approval at the July 18th Board meeting. Drafts of the plans must be available for public review and comment for 45 days prior to consideration for approval by the Board. The draft plans have already been reviewed by the Resident Advisory Board (RAB). The highlights for each plan/document include: description of progress in meeting HACB's annual and 5-year goals, including new activity; refinement of Project Based Vouchers program policy in reflecting Development Activity, and changes reflecting HOTMA regulation. The changes recommended in the ACOP and Section 8 Admin Plan are suggested changes provided by policy consultant Nan-McKay. Staff recommends receiving and filing of the documents for public review and comment.

MOTION

Commissioner Coy moved to receive and file the draft Agency Plan updated, including the revised Public Housing Capital Fund Plan, to authorize publication of Public Notice for Public Review and comment, and to schedule the Public Hearing for receipt of comment and final adoption of plan documents for the July 18, 2024 meeting of the Board. Commissioner Richter seconded. The vote in favor was unanimous.

MOTION

Commissioner Coy moved to receive and file the draft Public Housing ACOP and draft Section 8 Admin Plan, to authorize publication of Public Notice for public review and comment, and to schedule the Public Hearing for receipt of comment and final adoption of plan documents for the July 18, 2024 meeting of the Board. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.5 Lincoln Street Senior Apartments, Oroville – The HACB has committed 25 Section 8 vouchers to this property that will provide 61 units of affordable housing to low-income seniors. Due to lack of capacity, the City of Oroville has declined to administer the grant; the project developer, The Richman Group of California, has requested the HACB accept the grant. Adopting this resolution would authorize the HACB to accept a \$2,765,600 IIG grant on behalf of the Lincoln Senior Apartments.

RESOLUTION NO. 4922

Commissioner Richter moved that Resolution No. 4922 be adopted by reading of title only: "INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019, LINCOLN STREET SENIOR APARTMENTS". Commissioner Fredericks seconded. The roll call vote in favor was unanimous.

- 5.6 Humboldt Senior Housing Apartments, Chico – An update was provided regarding the status of this affordable housing project, which was compelled to return its commitment of CDBG-DR monies for lack of State prioritization. On behalf of the project, the HACB applied for \$5 million from Congress through the Office of Congressman LaMalfa. The application was made on behalf of Christian Church Homes’ proposed 80-unit senior housing development, the site is located off Highway 32 and Bruce Road in Chico. The HACB committed 25 HUD Section 8 vouchers to the project, and unfortunately, after multiple attempts the disaster recovery project failed to secure financing for building. During this attempt to secure funding CCH is applying for HUD Section 202 funds (supporting low-income seniors), as well as anticipated City of Chico CDBG-DR monies, and tax-credits.

- 5.7 Budgets – The annual budgeting cycle has begun. Up to three Commissioners are needed to guide and provide feedback to the process. Commissioners Richter, Alford and Coy volunteered to serve on the Budget Committee. Finance Director Hope Stone will coordinate meeting times and dates and send calendar invites to the committee.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

Executive Director Mayer attended a two-day HUD panel at the HUD offices in Seattle, WA, presented to approximately forty Region X public housing authorities (Pacific northwest). The panel of “experts” discussed Disaster preparedness and response, and the sessions were attended by the HUD Director of Public and Indian Housing (PIH) for Region X, and by HUD Deputy Assistant Secretary for PIH, Dr. Patricia Gaither.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared of recent public outcry by the residents of two (2) regulated affordable housing projects in Oroville; Mitchell Senior Apartments and Riverbend Family Apartments. Both are Disaster recovery projects in which the HACB’s non-profit instrumentality, BCAHDC, is partner. The properties were recently subject to two rent increases, including a utility allowance adjustment and the annual rent increase, which put a number of residents in financial distress. After determining the

increases were lawful and appropriate, the property management company, Cambridge Real Estate, was directed to meet with the residents to hear them out and explain what happened. In the end, implementation of the utility allowance adjustment was delayed, providing time for residents to prepare, financially.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Save the Date: PSWRC-NAHRO – Annual Conference: May 28 – 30, 2024, San Jose, CA**
- **Next Meeting – June 20, 2024**
- **NAHRO 2024 Summer Symposium, Chicago, IL: July 11-12, 2024**

13. ADJOURNMENT

Commissioner Richter moved that the meeting be adjourned. Commissioner Richter seconded. The meeting was adjourned at 3:36 p.m.

Dated: May 16, 2024.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

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

Check Date	Check #	Vendor	Total Amount
5/1/2024	3446	v0000031 - PG&E	44.00
5/9/2024	3473	v0000011 - California Water Service - Chico	109.54
5/9/2024	3474	v0000017 - EAGLE SECURITY SYSTEMS	303.21
5/9/2024	3475	v0000031 - PG&E	4,686.47
5/9/2024	3476	v0000031 - PG&E	53.63
5/9/2024	3477	v0000036 - Work Training Center	658.75
5/9/2024	3478	v0000057 - OPER. ENG. LOCAL #3	930.00
5/9/2024	3479	v0000149 - Susana Torres-Agustin	252.00
5/9/2024	3480	v0000155 - Susanne Kemp	56.93
5/9/2024	3481	v0000229 - InterWest Insurance Services, LLC	550.00
5/9/2024	3482	v0000241 - WASTE MANAGEMENT	39.45
5/9/2024	3483	v0000241 - WASTE MANAGEMENT	292.12
5/9/2024	3484	v0000250 - PSWRC-NAHRO	350.00
5/9/2024	3485	v0000295 - Platt Electric Supply	63.06
5/9/2024	3486	v0000357 - Yuba City	136.00
5/9/2024	3487	v0000402 - US Bank	225.16
5/9/2024	3488	v0000459 - E Center	156.25
5/9/2024	3489	v0000469 - Thermalito Irrigation	42.40
5/9/2024	3490	v0000474 - Advanced Document	188.45
5/9/2024	3491	v0000504 - Jiffy Lube, Inc.	45.02
5/9/2024	3492	v0000599 - Access Information Holdings, LLC.	32.69
5/9/2024	3493	v0000724 - ED MAYER	101.00
5/9/2024	3494	v0000734 - California Affordable Housing Agency	7,868.75
5/9/2024	3495	v0000749 - Larry Guanzon	101.00
5/9/2024	3496	v0000749 - Larry Guanzon	70.00
5/9/2024	3497	v0000749 - Larry Guanzon	86.39
5/9/2024	3498	v0000773 - Clean Master	1,560.00
5/9/2024	3499	v0000793 - Verizon Wireless	352.63
5/9/2024	3500	v0000829 - Armed Guard Private Security, Inc	300.00
5/9/2024	3501	v0000863 - Nor-Cal Landscape Maintenance dba	85.56
5/9/2024	3502	v0000883 - Carpets Galore Inc	7,376.00
5/9/2024	3503	v0004479 - Netsys Systems, Inc.	7,070.00
5/9/2024	3504	v0004614 - City of Chico (Sewer)	84.66
5/9/2024	3505	v0004629 - Hope Stone	101.00
5/9/2024	3506	v0004669 - T-Mobile USA Inc.	29.72
5/23/2024	3507	v0000031 - PG&E	59.99
5/23/2024	3508	v0000031 - PG&E	1,203.57
5/23/2024	3509	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	35.86
5/23/2024	3510	v0000039 - TPx Communications	224.85
5/23/2024	3511	v0000040 - Gregory P. Einhorn	180.00
5/23/2024	3512	v0000108 - AT&T	9.81
5/23/2024	3513	v0000140 - COMCAST CABLE	1,056.57
5/23/2024	3514	v0000267 - OFFICE DEPOT INC	58.64
5/23/2024	3515	v0000276 - Scrubbs, Inc.	50.00
5/23/2024	3516	v0000312 - Unum Life Insurance Company	377.47
5/23/2024	3517	v0000380 - Staples Business Credit	169.75
5/23/2024	3518	v0000402 - US Bank	316.65
5/23/2024	3519	v0000425 - Climate & Energy Solutions	250.00
5/23/2024	3520	v0000723 - Basis Architecture & Consulting, Inc.	10,510.65
5/23/2024	3521	v0000806 - Cypress Dental Administrators	681.11
5/23/2024	3522	v0000807 - David Pittman	50.00
5/23/2024	3523	v0000845 - HMR Architects, Inc.	11,700.00
5/23/2024	3524	v0000866 - Charles Alford	50.00
5/23/2024	3525	v0000882 - RSC Associates, Inc (AP)	368.80
5/23/2024	3526	v0000888 - Sarah Richter	50.00

5/23/2024	3527	v0004526 - VSP Vision Care	147.76
5/23/2024	3528	v0004543 - Joseph Young	803.60
5/23/2024	3529	v0004549 - Randy Coy	50.00
5/23/2024	3530	v0004557 - Darlene D. Fredericks	82.96
5/23/2024	3531	v0004667 - NV5, Inc.	1,772.40
5/3/2024	50324	v0000181 - Empower	1,465.00
5/17/2024	51724	v0000891 - Paylocity	119,189.24
5/1/2024	100186	v0001443 - Francis	1,216.00
5/1/2024	100187	V0001729 - The Conference Claimants Endowment Board	1,255.00
5/1/2024	100188	v0002183 - Chico Pacific Associates	739.00
5/1/2024	100189	v0003175 - Menlo Pointe LP	1,064.00
5/1/2024	100190	V0003856 - Campos Properties Limited Partnership	1,500.00
5/1/2024	100191	v0003988 - Elle Property Management Solutions	269.00
5/1/2024	100192	v0004575 - North Creek Crossings	859.00
5/1/2024	100193	v0004607 - Joseph Baker	704.00
5/15/2024	100194	v0003020 - Palo Verde Apartments LLC	1,035.00
5/23/2024	100195	V0003856 - Campos Properties Limited Partnership	1,500.00
5/15/2024	798451	v0004576 - Aflac	954.06
5/15/2024	1017473	v0000799 - Benefit Resource, Inc.	152.50
5/1/2024	2633001	v0000059 - CalPERS	29,154.00
5/1/2024	2633002	v0000059 - CalPERS	13,761.63
5/1/2024	2633003	v0000059 - CalPERS	7,635.55
5/1/2024	2633004	v0000059 - CalPERS	565.00
5/15/2024	2642163	v0000059 - CalPERS	13,761.63
5/15/2024	2642164	v0000059 - CalPERS	7,642.67
5/15/2024	2642165	v0000059 - CalPERS	565.00
5/3/2024	5032024	v0000891 - Paylocity	119,342.48
5/6/2024	5062024	v0000554 - GreatAmerica Financial Services	185.12
5/7/2024	5072024	v0000439 - Umpqua Bank	1,610.93
5/17/2024	327987392	v0000181 - Empower	1,465.00

TOTAL 392,253.09

**Housing Authority of the County of Butte
HACB S8 Admin Account
AP Check Register**

Check Date	Check #	Vendor	Total Amount
5/9/2024	113	v0003077 - Safe REI LLC	1,000.00
5/16/2024	113	v0003077 - Safe REI LLC	-1,000.00
5/9/2024	114	v0003636 - Chico Valley View Partners, LP	500.00
5/23/2024	115	v0003077 - Safe REI LLC	1,000.00
5/23/2024	116	v0004657 - J & B Central Valley LLC	2,800.00
5/9/2024	2187	v0000040 - Gregory P. Einhorn	1,230.00
5/9/2024	2188	v0000129 - Angela Little	101.00
5/9/2024	2189	v0000192 - Nan McKay & Associates, Inc.	37.50
5/9/2024	2190	v0000240 - CIC	722.95
5/9/2024	2191	v0000428 - Adecco Employment Services	4,222.80
5/9/2024	2192	v0000474 - Advanced Document	77.38
5/9/2024	2193	v0000599 - Access Information Holdings, LLC.	32.71
5/9/2024	2194	v0000793 - Verizon Wireless	172.31
5/9/2024	2195	v0000863 - Nor-Cal Landscape Maintenance dba	249.21
5/9/2024	2196	v0004479 - Netsys Systems, Inc.	140.00
5/23/2024	2197	v0000039 - TPx Communications	615.91
5/23/2024	2198	v0000040 - Gregory P. Einhorn	260.00
5/23/2024	2199	v0000108 - AT&T	84.67
5/23/2024	2200	v0000192 - Nan McKay & Associates, Inc.	239.00
5/23/2024	2201	v0000267 - OFFICE DEPOT INC	198.78
5/23/2024	2202	v0000276 - Scrubbs, Inc.	32.00
5/23/2024	2203	v0000312 - Unum Life Insurance Company	572.62
5/23/2024	2204	v0000380 - Staples Business Credit	70.51
5/23/2024	2205	v0000402 - US Bank	165.10
5/23/2024	2206	v0000428 - Adecco Employment Services	1,407.60
5/23/2024	2207	v0000430 - HARRP	3,659.00
5/23/2024	2208	v0000513 - CDW Government, Inc.	4,797.90
5/23/2024	2209	v0000806 - Cypress Dental Administrators	1,082.88
5/23/2024	2210	v0004526 - VSP Vision Care	192.30
5/7/2024	50724	v0004679 - Public Housing	1,794.13
5/7/2024	5072024	v0000439 - Umpqua Bank	89.86

TOTAL 26,548.12

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

Check Date	Check #	Vendor	Total Amount
5/6/2024	1531	v0000463 - Sherwin-Williams Company	-2,272.17
5/2/2024	1584	v0000006 - Biggs Municipal Utilities	27.00
5/2/2024	1585	v0000014 - Gridley Municipal Utilities	376.00
5/2/2024	1586	v0000031 - PG&E	2,043.00
5/2/2024	1587	v0000031 - PG&E	74.00
5/9/2024	1588	v0000006 - Biggs Municipal Utilities	2,626.00
5/9/2024	1589	v0000011 - California Water Service - Chico	3,779.53
5/9/2024	1590	v0000015 - A-1 Appliance	5,421.66
5/9/2024	1591	v0000017 - EAGLE SECURITY SYSTEMS	161.55
5/9/2024	1592	v0000031 - PG&E	652.66
5/9/2024	1593	v0000031 - PG&E	81.01
5/9/2024	1594	v0000071 - Riebes Auto Parts	7.03
5/9/2024	1595	v0000140 - COMCAST CABLE	242.66
5/9/2024	1596	v0000171 - Industrial Power Products dba	89.44
5/9/2024	1597	v0000171 - Industrial Power Products dba	89.52
5/9/2024	1598	v0000171 - Industrial Power Products dba	66.32
5/9/2024	1599	v0000206 - JACKSONS GLASS CO, INC.	368.43
5/9/2024	1600	v0000235 - HD Supply Facilities Maintenance, Ltd.	2,908.27
5/9/2024	1601	v0000240 - CIC	1,145.00
5/9/2024	1602	v0000241 - WASTE MANAGEMENT	318.94
5/9/2024	1603	v0000241 - WASTE MANAGEMENT	397.80
5/9/2024	1604	v0000300 - Better Deal Exchange	7.30
5/9/2024	1605	v0000309 - Illustratus	131.72
5/9/2024	1606	v0000401 - Plan B Professional Answering Services	134.20
5/9/2024	1607	v0000425 - Climate & Energy Solutions	99.00
5/9/2024	1608	v0000463 - Sherwin-Williams Company	577.86
5/9/2024	1609	v0000469 - Thermalito Irrigation	661.92
5/9/2024	1610	v0000474 - Advanced Document	27.12
5/9/2024	1611	v0000504 - Jiffy Lube, Inc.	98.85
5/9/2024	1612	v0000592 - Neal Road Recycling & Waste	123.27
5/9/2024	1613	v0000599 - Access Information Holdings, LLC.	32.71
5/9/2024	1614	v0000669 - ROTO-ROOTER OROVILLE	400.00
5/9/2024	1615	v0000680 - MAINTENANCE PLUS	438.75
5/9/2024	1616	v0000773 - Clean Master	870.00
5/9/2024	1617	v0000793 - Verizon Wireless	679.21
5/9/2024	1618	v0000806 - Cypress Dental Administrators	44.35
5/9/2024	1619	v0000863 - Nor-Cal Landscape Maintenance dba	14,276.59
5/9/2024	1620	v0000903 - Chico Auto Care / Ace Radiator	204.38
5/9/2024	1621	v0004479 - Netsys Systems, Inc.	560.00
5/9/2024	1622	v0004593 - Citiguard, Inc.	2,700.00
5/9/2024	1623	v0004614 - City of Chico (Sewer)	1,624.38
5/9/2024	1624	v0004614 - City of Chico (Sewer)	136.01
5/9/2024	1625	v0004637 - Ferguson US Holdings, Inc. (HVAC)	496.22
5/9/2024	1626	v0004653 - Jessee Heating & Air Conditioning	176.00
5/9/2024	1627	v0004653 - Jessee Heating & Air Conditioning	18,728.30
5/9/2024	1628	v0004706 - Above Board Construction & Roofing Inc.	88,108.09
5/9/2024	1629	v0004715 - Gaynor Telesystems, Inc.	2,375.00
5/9/2024	1630	v0000463 - Sherwin-Williams Company	2,272.17
5/23/2024	1631	v0000010 - California Water Service - Oroville	133.25
5/23/2024	1632	v0000010 - California Water Service - Oroville	222.56
5/23/2024	1633	v0000010 - California Water Service - Oroville	2,502.14
5/23/2024	1634	v0000010 - California Water Service - Oroville	22.31
5/23/2024	1635	v0000010 - California Water Service - Oroville	217.22
5/23/2024	1636	v0000014 - Gridley Municipal Utilities	1,136.64
5/23/2024	1637	v0000015 - A-1 Appliance	69.71
5/23/2024	1638	v0000031 - PG&E	59.36
5/23/2024	1639	v0000031 - PG&E	213.76
5/23/2024	1640	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	2,080.96
5/23/2024	1641	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	2,723.08
5/23/2024	1642	v0000039 - TPx Communications	136.87
5/23/2024	1643	v0000040 - Gregory P. Einhorn	310.00

5/23/2024	1644	v0000072 - Towne Flooring Center	1,083.80
5/23/2024	1645	v0000108 - AT&T	20.46
5/23/2024	1646	v0000140 - COMCAST CABLE	345.94
5/23/2024	1647	v0000223 - Employment Development Dept	161.00
5/23/2024	1648	v0000267 - OFFICE DEPOT INC	178.49
5/23/2024	1649	v0000312 - Unum Life Insurance Company	630.30
5/23/2024	1650	v0000322 - Oroville Safe & Lock	8.00
5/23/2024	1651	v0000463 - Sherwin-Williams Company	2,488.63
5/23/2024	1652	v0000592 - Neal Road Recycling & Waste	33.69
5/23/2024	1653	v0000669 - ROTO-ROOTER OROVILLE	370.00
5/23/2024	1654	v0000680 - MAINTENANCE PLUS	127.50
5/23/2024	1655	v0000694 - Trites Backflow Services, Inc.	50.00
5/23/2024	1656	v0000801 - Chico Turf Plus, LLC	950.00
5/23/2024	1657	v0000806 - Cypress Dental Administrators	1,410.60
5/23/2024	1658	v0000879 - GUZI-WEST Inspection and Consulting, LLC	2,499.50
5/23/2024	1659	v0000886 - Candelario Ace Hardware dba	57.01
5/23/2024	1660	v0004526 - VSP Vision Care	258.43
5/7/2024	5072024	v0000439 - Umpqua Bank	1,883.99
5/22/2024	5222024	v0000088 - The Home Depot Credit Services	7,325.23

TOTAL 184,297.48

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

Check Date	Check #	Vendor	Total Amount
5/9/2024	1170	v0000660 - HACB	5,046.00
5/9/2024	1171	v0000863 - Nor-Cal Landscape Maintenance dba	4.32
TOTAL			5,050.32

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

Check Date	Check #	Vendor	Total Amount
5/9/2024	1481	v0000382 - FedEx	116.32
5/9/2024	1482	v0000660 - HACB	20,738.76
5/9/2024	1483	v0000863 - Nor-Cal Landscape Maintenance dba	4.32
5/9/2024	1484	v0000895 - Brian Linh Nguyen	90.00
5/23/2024	1485	v0000382 - FedEx	9.75
TOTAL			20,959.15

Housing Authority of the County of Butte
BALANCE SHEET
April 30, 2024

CUMULATIVE

ASSETS

Current Assets

Cash - Unrestricted	41,367,059
Cash - Other Restricted	(17,893,398)
Account Receivable - Current	1,430,910
Other Current Assets	(4,676,471)

Total Current Assets **20,228,100**

Fixed Assets

Fixed Assets & Accumulated Depreciation	44,581,279
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Total Fixed Assets **44,581,279**

Other Non-Current Assets

Notes Loans & Mortgages Receivable	1,945,049
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Total Other Non-Current Assets **1,945,049**

TOTAL ASSETS **66,754,428**

LIABILITIES

Current Liabilities

Accounts Payable	570,441
Tenant Security Deposits	222,743
Long Term Debt - Current Portion	904,291
Other Long Term Liabilities	9,869,510

Total Current Liabilities **11,566,985**

Long-Term Liabilities

Long-Term Debt	20,201,794
Other Long Term Liabilities	2,721,558

Total Long-Term Liabilities **22,923,352**

TOTAL LIABILITIES **34,490,337**

NET POSITION

Beginning Net Position	3,727,530
Retained Earnings	28,536,561

TOTAL NET POSITION **32,264,091**

TOTAL LIABILITIES AND NET POSITION **66,754,428**

Housing Authority of the County of Butte
CONSOLIDATED INCOME STATEMENT
April 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	392,933	397,195	4,261	2,652,075	2,383,168	(268,907)	55.64%
Tenant Charges	1,352	5,367	4,014	62,674	32,200	(30,474)	97.32%
Laundry Revenue	1,043	2,658	1,615	11,318	15,946	4,628	35.49%
HUD Grant Revenue	2,439,943	1,982,633	(457,310)	16,152,485	11,895,799	(4,256,687)	67.89%
Other Grant Revenue	303,050	0	172,976	763,174	0	509,241	0.00%
Investment Income-unrestricted	163	705	541	864	4,228	3,364	10.22%
Investment Income - restricted	19	12,181	12,162	152	73,085	72,932	0.10%
Fraud Recovery	713	4,167	3,454	30,935	25,000	(5,935)	61.87%
Other Income	110,175	58,892	(51,283)	1,988,854	353,350	(1,635,504)	281.43%
TOTAL REVENUES	3,249,391	2,463,796	(309,570)	21,662,532	14,782,775	(5,607,342)	73.27%
Administrative Employee Salaries	212,788	223,978	11,190	1,448,765	1,343,870	(104,895)	53.90%
Audit Fee	0	3,328	3,328	0	19,965	19,965	0.00%
Advertising & Marketing	323	1,911	1,587	2,279	11,464	9,185	9.94%
Admin Fringe Benefits & Taxes	67,429	120,844	53,415	419,940	725,063	305,122	28.96%
Office Expenses	11,291	24,464	13,173	148,813	146,787	(2,027)	50.69%
Legal Expenses	7,185	5,449	(1,736)	57,117	32,695	(24,422)	87.35%
Travel	0	2,435	2,435	0	14,608	14,608	0.00%
Allocated Overhead	(3,410)	68,475	71,884	(23,867)	410,848	434,715	-2.90%
Other Admin Expenses	56,205	53,489	(2,716)	620,108	320,935	(299,173)	96.61%
Total Operating Admin Costs	351,812	504,372	152,560	2,673,155	3,026,233	353,078	44.17%
Tenant Services - Salaries	11,944	9,673	(2,271)	115,653	58,038	(57,615)	99.64%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	3,641	4,279	638	35,236	25,671	(9,565)	68.63%
Resident Services MISC	0	19,816	19,816	0	118,898	118,898	0.00%
Total Tenant Services	15,585	33,768	18,183	150,889	202,607	51,717	37.24%
Water	19,155	19,012	(143)	113,239	114,072	833	49.63%
Electricity	12,818	9,439	(3,378)	85,180	56,637	(28,543)	75.20%
Gas	5,707	4,934	(773)	35,118	29,606	(5,512)	59.31%
Sewer	11,280	18,469	7,188	192,978	110,812	(82,166)	85.47%
Total Utilities - Project	48,960	51,854	2,894	426,514	311,127	(115,388)	68.09%
Maintenance Salaries	44,982	38,946	(6,036)	324,498	233,674	(90,824)	69.43%
Maintenance Materials	43,245	23,606	(19,639)	333,295	141,637	(191,658)	117.66%
Maintenance Contract Costs	76,257	88,367	12,109	446,663	530,199	83,536	42.12%
Maintenance Fringe Benefits	12,055	17,571	5,516	85,420	105,428	20,008	40.51%
Total Maintenance Costs	176,539	168,490	(8,050)	1,189,876	1,010,938	(178,939)	58.85%
Protective Services	4,489	2,825	(1,664)	28,361	16,950	(11,411)	83.66%
Insurance-Liability/Property/Auto	17,846	34,731	16,885	123,116	208,387	85,271	29.54%
Other General Expenses	2,407	9,964	7,557	25,718	59,782	34,063	21.51%
PILOT	0	9,667	9,667	1,184	58,004	56,820	1.02%
Bad Debt - Tenant	0	6,267	6,267	0	37,600	37,600	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	16,059	28,867	12,808	112,413	173,200	60,787	32.45%
Total Other Operating Expenses	40,800	92,320	51,520	290,792	553,923	263,131	26.25%
Maintenance - Extraordinary	0	0	0	86,550	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,988,262	1,551,473	(436,788)	12,824,595	9,308,840	(3,515,755)	68.88%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	1,988,262	1,551,473	(436,788)	12,911,145	9,308,840	(3,515,755)	69.35%
TOTAL EXPENSES	2,621,958	2,402,278	(219,680)	17,642,372	14,413,666	(3,142,156)	61.19%
RETAINED EARNINGS	627,433	61,518	(565,915)	4,020,160	369,109	(2,465,186)	12.08%

Housing Authority of the County of Butte
BUSINESS ACTIVITIES INCOME STATEMENT
April 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	58.33%
							% Used
Dwelling Rent	259,854	264,576	4,722	1,749,156	1,852,033	102,877	55.09%
Tenant Charges	1,617	2,033	417	16,393	14,233	(2,160)	67.18%
Laundry Revenue	1,043	1,324	282	11,318	9,270	(2,048)	71.22%
HUD Grant Revenue	0	0	0	0	0	0	0.00%
Other Grant Revenue	303,050	0	(303,050)	763,174	0	(763,174)	0.00%
Investment Income-unrestricted	163	171	8	864	1,199	335	42.04%
Investment Income - restricted	19	8,014	7,995	152	56,099	55,946	0.16%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	100,946	58,067	(42,880)	1,955,218	406,467	(1,548,751)	280.60%
TOTAL REVENUES	666,692	334,186	(332,506)	4,496,275	2,339,301	(2,156,974)	112.12%
Administrative Employee Salaries	88,519	54,277	(34,242)	640,986	379,940	(261,047)	98.41%
Audit Fee	0	1,261	1,261	0	8,826	8,826	0.00%
Advertising & Marketing	323	744	421	2,279	5,208	2,929	25.53%
Admin Fringe Benefits & Taxes	25,085	30,393	5,308	167,890	212,751	44,861	46.03%
Office Expenses	5,477	4,964	(512)	114,996	34,751	(80,245)	193.03%
Legal Expenses	531	2,533	2,002	3,281	17,728	14,447	10.80%
Travel	0	933	933	0	6,533	6,533	0.00%
Allocated Overhead	(58,868)	(58,868)	0	(412,076)	(412,076)	0	58.33%
Other Admin Expenses	43,283	22,355	(20,928)	519,236	156,488	(362,749)	193.55%
Total Operating Admin Costs	104,350	58,593	(45,758)	1,036,593	410,148	(626,444)	0.00%
Tenant Services - 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 MISC	0	2,181	2,181	0	15,266	15,266	0.00%
Total Tenant Services	0	2,181	2,181	0	15,266	15,266	0.00%
Water	8,529	8,004	(526)	51,364	56,026	4,662	53.48%
Electricity	11,021	5,614	(5,406)	71,017	39,301	(31,716)	105.41%
Gas	4,789	4,314	(476)	29,361	30,195	834	56.72%
Sewer	7,252	8,549	1,297	92,568	59,842	(32,726)	90.23%
Total Utilities - Project	31,591	26,480	(5,111)	244,310	185,363	(58,947)	76.88%
Maintenance Salaries	7,012	8,402	1,389	51,499	58,812	7,312	51.08%
Maintenance Materials	40,568	12,648	(27,920)	248,925	88,534	(160,390)	164.01%
Maintenance Contract Costs	26,443	59,688	33,245	234,841	417,814	182,974	32.79%
Maintenance Fringe Benefits	7,012	467	(6,546)	51,499	3,267	(48,233)	919.63%
Total Maintenance Costs	81,035	81,204	169	586,764	568,427	(18,337)	60.22%
Protective Services	1,523	167	(1,357)	8,457	1,167	(7,290)	422.86%
Insurance-Liability/Property/Auto	17,846	17,142	(704)	123,116	119,994	(3,122)	59.85%
Other General Expenses	2,407	4,547	2,140	24,691	31,828	7,137	45.25%
PILOT	0	292	292	0	2,046	2,046	0.00%
Bad Debt - Tenant	0	2,100	2,100	0	14,700	14,700	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	16,059	28,867	12,808	112,413	202,067	89,654	32.45%
Total Other Operating Expenses	37,835	53,115	15,280	268,677	371,802	103,125	42.15%
Maintenance - Extraordinary	0	0	0	86,550	0	(86,550)	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	7,919	12,917	4,998	78,058	90,417	12,359	50.36%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	7,919	12,917	4,998	164,608	90,417	(74,191)	106.20%
TOTAL EXPENSES	262,730	234,489	(28,241)	2,300,951	1,641,422	(659,528)	81.77%
RETAINED EARNINGS	403,962	99,697		2,195,325	697,879		30.35%

Housing Authority of the County of Butte
SECTION 8 INCOME STATEMENT
April 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	58.33% % 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	1,934,062	1,654,722	(279,340)	12,640,793	11,583,056	(1,057,737)	63.66%
Other Grant Revenue	0	0	336,265	0	0	672,530	0.00%
Investment Income-unrestricted	0	150	150	0	1,050	1,050	0.00%
Investment Income - restricted	0	4,167	4,167	0	29,167	29,167	0.00%
Fraud Recovery	502	4,167	3,665	29,290	29,167	(123)	58.58%
Other Income	1,680	625	(1,055)	1,680	4,375	2,695	22.40%
TOTAL REVENUES	1,936,244	1,663,831	63,852	12,671,763	11,646,814	(352,419)	63.47%
Administrative Employee Salaries	62,138	75,467	13,329	387,379	528,268	140,889	42.78%
Audit Fee	0	1,800	1,800	0	12,600	12,600	0.00%
Advertising & Marketing	0	417	417	0	2,917	2,917	0.00%
Admin Fringe Benefits & Taxes	19,470	40,224	20,754	108,677	281,567	172,890	22.52%
Office Expenses	4,554	10,417	5,862	26,600	72,917	46,317	21.28%
Legal Expenses	6,166	1,250	(4,916)	37,506	8,750	(28,756)	250.04%
Travel	0	350	350	0	2,450	2,450	0.00%
Allocated Overhead	26,355	26,355	0	184,485	184,487	2	58.33%
Other Admin Expenses	9,749	20,855	11,106	67,071	145,982	78,911	26.80%
Total Operating Admin Costs	128,431	177,134	48,703	811,718	1,239,937	428,220	38.19%
Tenant Services - 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 MISC	0	0	0	0	0	0	0.00%
Total Tenant Services	0	0	0	0	0	0	0.00%
Water	0	133	133	350	933	583	21.88%
Electricity	0	1,092	1,092	2,903	7,642	4,739	22.16%
Gas	0	83	83	17	583	567	1.66%
Sewer	0	125	125	39	875	836	2.60%
Total Utilities - Project	0	1,433	1,433	3,308	10,033	6,725	19.23%
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	212	417	204	5,667	2,917	(2,750)	113.34%
Maintenance Contract Costs	507	917	409	4,051	6,417	2,365	36.83%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
Total Maintenance Costs	720	1,333	614	9,718	9,333	(385)	60.74%
Protective Services	0	267	267	677	1,867	1,190	21.16%
Insurance-Liability/Property/Auto	0	433	433	0	3,033	3,033	0.00%
Other General Expenses	0	5,167	5,167	120	36,167	36,047	0.19%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	0	5,867	5,867	797	41,067	40,270	1.13%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,879,084	1,459,677	(419,408)	12,008,282	10,217,737	(1,790,546)	68.56%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	1,879,084	1,459,677	(419,408)	12,008,282	10,217,737	(1,790,546)	68.56%
TOTAL EXPENSES	2,008,235	1,645,444	(362,791)	12,833,823	11,518,107	(1,315,716)	65.00%
RETAINED EARNINGS	(71,991)	18,387		(162,060)	128,707		-73.45%

Housing Authority of the County of Butte
HOUSING-ALL INCOME STATEMENT
April 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	133,079	132,619	(461)	902,919	928,330	25,411	56.74%
Tenant Charges	(53)	3,333	3,387	47,926	23,333	(24,593)	119.82%
Laundry Revenue	0	1,333	1,333	0	9,333	9,333	0.00%
HUD Grant Revenue	126,070	117,947	(8,124)	796,035	825,626	29,591	56.24%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	383	383	0	2,683	2,683	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	7,548	200	(7,348)	21,036	1,400	(19,636)	876.48%
TOTAL REVENUES	266,644	255,815	(10,829)	1,767,916	1,790,705	22,789	57.59%
Administrative Employee Salaries	55,305	50,480	(4,825)	371,931	353,362	(18,570)	61.40%
Audit Fee	0	267	267	0	1,867	1,867	0.00%
Advertising & Marketing	0	750	750	0	5,250	5,250	0.00%
Admin Fringe Benefits & Taxes	20,351	26,906	6,555	132,307	188,342	56,035	40.98%
Office Expenses	1,260	5,000	3,740	7,218	35,000	27,782	12.03%
Legal Expenses	489	1,250	761	15,816	8,750	(7,066)	105.44%
Travel	0	235	235	0	1,648	1,648	0.00%
Allocated Overhead	25,485	25,485	(0)	178,398	178,398	(0)	58.33%
Other Admin Expenses	3,164	4,870	1,706	33,457	34,091	634	57.25%
Total Operating Admin Costs	106,055	115,244	9,189	739,126	806,707	67,581	53.45%
Tenant Services - 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 MISC	0	719	719	0	5,031	5,031	0.00%
Total Tenant Services	0	719	719	0	5,031	5,031	0.00%
Water	10,626	10,833	208	61,525	75,833	14,308	47.33%
Electricity	1,797	2,417	620	11,260	16,917	5,656	38.83%
Gas	918	500	(418)	5,741	3,500	(2,241)	95.68%
Sewer	4,029	10,108	6,079	100,371	70,758	(29,612)	82.75%
Total Utilities - Project	17,369	23,858	6,489	178,897	167,008	(11,888)	62.49%
Maintenance Salaries	37,969	30,044	(7,925)	272,999	210,308	(62,691)	75.72%
Maintenance Materials	2,465	10,417	7,952	78,704	72,917	(5,787)	62.96%
Maintenance Contract Costs	49,307	27,429	(21,878)	185,070	192,001	6,931	56.23%
Maintenance Fringe Benefits	5,043	16,825	11,781	33,921	117,773	83,852	16.80%
Total Maintenance Costs	94,785	84,714	(10,071)	570,693	592,999	22,306	56.14%
Protective Services	2,965	2,333	(632)	19,226	16,333	(2,893)	68.67%
Insurance-Liability/Property/Auto	0	16,021	16,021	0	112,146	112,146	0.00%
Other General Expenses	0	250	250	907	1,750	843	30.25%
PILOT	0	9,375	9,375	1,184	65,625	64,441	1.05%
Bad Debt - Tenant	0	4,167	4,167	0	29,167	29,167	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	2,965	32,146	29,180	21,318	225,021	203,703	5.53%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,810	0	(1,810)	11,096	0	(11,096)	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	1,810	0	(1,810)	11,096	0	(11,096)	0.00%
TOTAL EXPENSES	222,984	256,681	33,697	1,521,129	1,796,766	275,636	49.38%
RETAINED EARNINGS	43,660	(866)		246,786	(6,061)		-2375.23%

Housing Authority of the County of Butte
EMERGENCY HOUSING VOUCHERS INCOME STATEMENT
April 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	58.33% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	(211)	0	211	(1,645)	0	1,645	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	118,066	107,452	(10,614)	822,579	752,166	(70,413)	63.79%
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	211	0	(211)	1,645	0	(1,645)	0.00%
Other Income	0	0	0	0	0	0	0.00%
TOTAL REVENUES	118,066	107,452	(10,614)	822,579	752,166	(70,413)	63.79%
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	125	125	0	875	875	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	417	417	0	2,917	2,917	0.00%
Legal Expenses	0	0	0	514	0	(514)	0.00%
Travel	0	0	0	0	0	0	0.00%
Allocated Overhead	2,474	2,474	(0)	17,318	17,315	(3)	58.34%
Other Admin Expenses	9	951	941	292	6,655	6,362	2.56%
Total Operating Admin Costs	2,483	3,966	1,483	18,124	27,761	9,637	38.08%
Tenant Services - Salaries	5,347	5,015	(332)	39,916	35,105	(4,811)	0.00%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	532	2,006	1,474	4,755	14,042	9,287	0.00%
Resident Services MISC	0	16,917	16,917	0	118,417	118,417	0.00%
Total Tenant Services	5,879	23,938	18,058	44,670	167,564	122,893	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-Liability/Property/Auto	0	0	0	0	0	0	0.00%
Other General Expenses	0	0	0	0	0	0	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	0	0	0	0	0	0	0.00%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	99,448	78,880	(20,568)	727,159	552,160	(174,999)	76.82%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	99,448	78,880	(20,568)	727,159	552,160	(174,999)	76.82%
TOTAL EXPENSES	107,811	106,784	(1,027)	789,954	747,485	(42,469)	61.65%
RETAINED EARNINGS	10,255	669		32,625	4,681		406.55%

Housing Authority of the County of Butte
ROSS GRANT (FSS) INCOME STATEMENT
April 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	58.33% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	0	0	0	0	0	0	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	0	7,197	7,197	17,720	43,183	25,463	20.52%
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	10,921	0	(10,921)	0.00%
TOTAL REVENUES	0	7,197	7,197	28,640	43,183	14,543	33.16%
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	0	0	0	0	0	0	0.00%
Office Expenses	0	0	0	0	0	0	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	0	0	0	0	0	0.00%
Allocated Overhead	0	0	0	0	0	0	0.00%
Other Admin Expenses	0	0	0	0	0	0	0.00%
Total Operating Admin Costs	0	0	0	0	0	0	0.00%
Tenant Services - Salaries	6,597	4,658	(1,939)	75,738	27,948	(47,790)	135.50%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	3,108	2,273	(836)	30,481	13,635	(16,846)	111.78%
Resident Services MISC	0	0	0	0	0	0	0.00%
Total Tenant Services	9,706	6,931	(2,775)	106,219	41,583	(64,636)	127.72%
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
Total Utilities - Project	0	0	0	0	0	0	0.00%
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	0	0	0	0	0	0	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
Total Maintenance Costs	0	0	0	0	0	0	0.00%
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/Property/Auto	0	0	0	0	0	0	0.00%
Other General Expenses	0	0	0	0	0	0	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	0	0	0	0	0	0	0.00%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	0	0	0	0	0	0	0
TOTAL EXPENSES	9,706	6,931	(2,775)	106,219	41,583	(64,636)	127.72%
RETAINED EARNINGS	(9,706)	267		(77,579)	1,600		-94.56%

Housing Authority of the County of Butte
CAPITAL FUNDS INCOME STATEMENT
April 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	58.33% % 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	261,745	95,315	(166,430)	1,875,359	667,204	(1,208,155)	163.96%
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	261,745	95,315	(166,430)	1,875,359	667,204	(1,208,155)	163.96%
Administrative Employee Salaries	6,826	6,708	(118)	48,469	46,956	(1,513)	60.21%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	2,523	3,575	1,053	11,066	25,027	13,961	25.79%
Office Expenses	0	333	333	0	2,333	2,333	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	94	94	0	656	656	0.00%
Allocated Overhead	1,144	1,144	0	8,008	8,009	1	0.00%
Other Admin Expenses	0	208	208	51	1,458	1,407	0.00%
Total Operating Admin Costs	10,492	12,063	1,570	67,594	84,440	16,846	46.70%
Tenant Services - 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	22,701	0	(22,701)	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
Total Maintenance Costs	0	0	0	22,701	0	(22,701)	0.00%
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/Property/Auto	0	0	0	0	0	0	0.00%
Other General Expenses	0	0	0	0	0	0	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expenses	0	0	0	0	0	0	0.00%
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
Total Other Costs	0	0	0	0	0	0	0.00%
TOTAL EXPENSES	10,492	12,063	1,570	90,296	84,440	(5,856)	62.38%
RETAINED EARNINGS	251,253	83,252		1,785,063	582,764		178.68%

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2024**

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	725,447	826,372	926,141	1,000,237									1,551,819
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0									0
HUD ADMIN FEE REVENUE	191,764	202,704	191,764	191,482									394,468
FRAUD RECOVERY	3,146	1,322	1,829	612									4,468
INTEREST INCOME / GAIN or LOSS INV	0	0	0	0									0
DEPRECIATION (reduces Capital Assets)	0	0	0	0									0
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0									0
ADMINISTRATIVE EXPENDITURES	-93,985	-104,257	-119,497	-129,151									-198,242
ENDING ADMIN RESERVE BALANCE	826,372	926,141	1,000,237	1,063,180	0	0	0	0	0	0	0	0	1,752,513
YTD Change in Admin.	100,925	200,694	274,790	337,733									1,027,066
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	270,415	462,010	466,372	431,937									732,425
HUD HAP REVENUE	1,844,147	1,687,444	1,712,199	1,742,580									3,531,591
FRAUD RECOVERY	3,146	1,322	1,829	612									4,468
FSS FORFEITURES	0	0	0	0									0
BAD DEBT-HAP	0	0	0	0									0
HOUSING ASSISTANCE PAYMENTS	-1,655,698	-1,684,404	-1,748,463	-1,756,099									-3,340,102
ENDING HAP RESERVE BALANCE	462,010	466,372	431,937	419,030	0	0	0	0	0	0	0	0	928,382
YTD Change in HAP	191,595	195,957	161,522	148,615									657,967
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)	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	19,856,667
HAP EXPENDITURES (Current Month)	1,749,683	1,788,661	1,867,960	1,885,250	0	0	0	0	0	0	0	0	7,291,554
CY 2024 HAP BUDGET UTILIZATION	106%	108%	113%	114%	0%	0%	0%	0%	0%	0%	0%	0%	37%
BUDGET AVAILABLE (YTD)	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	21,511,389
TOTAL HAP EXPENDITURES (YTD)	1,749,683	1,788,661	1,867,960	1,885,250	0	0	0	0	0	0	0	0	7,291,554
BUDGET REMAINING (YTD)	(94,961)	(133,939)	(213,238)	(230,528)									14,219,835
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	2,214	2,216	2,265	2,249									8,944
UNIT MONTH'S AVAILABLE	2,254	2,254	2,254	2,254									9,016
OVER or (UNDER) LEASED	-40	-38	11	-5									-72
CY 2024 VOUCHER UTILIZATION	98%	98%	100%	100%									99%
CY 2023 VOUCHER UTILIZATION	95%	97%	96%	97%									98%
CY 2024 AVERAGE HAP	790	807	825	838									815
CY 2023 AVERAGE HAP	695	707	713	724									756

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 EMERGENCY HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2024**

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	343,285	342,139	343,486	345,543									685,424
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0									0
HUD EHV ADMIN FEE REVENUE	10,404	10,404	11,656	11,655									20,808
ADMINISTRATIVE EXPENDITURES	-11,550	-9,057	-9,599	-9,325									-20,607
ENDING ADMIN RESERVE BALANCE	342,139	343,486	345,543	347,873	0	0	0	0	0	0	0	0	685,625
YTD Change in Admin.	-1,146	201	2,258	4,588	-343,285	-343,285	-343,285	-343,285	-343,285	-343,285	-343,285	-343,285	342,340
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	89,096	121,494	151,463	160,398									210,590
HUD EHV HAP REVENUE	130,227	130,226	106,410	106,411									260,453
HOUSING ASSISTANCE PAYMENTS	-97,829	-100,257	-97,475	-98,095									-198,086
ENDING HAP RESERVE BALANCE	121,494	151,463	160,398	168,714	0	0	0	0	0	0	0	0	272,957
YTD Change in HAP	32,398	62,367	71,302	79,618	-89,096	-89,096	-89,096	-89,096	-89,096	-89,096	-89,096	-89,096	183,861
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)	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	1,289,428
HAP EXPENDITURES (Current Month)	109,379	109,314	107,074	107,420	0	0	0	0	0	0	0	0	433,187
CY 2024 EHV HAP BUDGET UTILIZATION	102%	102%	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	34%
BUDGET AVAILABLE (YTD)	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	1,396,880
TOTAL HAP EXPENDITURES (YTD)	109,379	109,314	107,074	107,420	0	0	0	0	0	0	0	0	433,187
BUDGET REMAINING (YTD)	(1,927)	(1,862)	378	32	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	963,693
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	115	116	116	112									459
UNIT MONTH'S AVAILABLE	116	116	116	116	116	116	116	116	116	116	116	116	1,392
OVER or (UNDER) LEASED	-1	0	0	-4	-116	-116	-116	-116	-116	-116	-116	-116	-933
CY 2024 VOUCHER UTILIZATION	99%	100%	100%	97%	0%	0%	0%	0%	0%	0%	0%	0%	33%
CY 2023 VOUCHER UTILIZATION	81%	97%	96%	97%	97%	97%	97%	97%	99%	99%	100%	99%	98%
CY 2024 AVERAGE HAP	951	942	923	959									944
CY 2023 AVERAGE HAP	906	906	906	906									

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

HOUSING CHOICE VOUCHER (SECTION 8)

UTILIZATION SUMMARY REPORT

ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	JUN'24	MAY'24	APR'24	MAR'24	FEB'24	JAN'24	DEC'23	NOV'23	OCT'23	SEP'23	AUG'23	JUL'23
BUTTE												
ACC UNIT MONTHS	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973
CURRENT LEASED	1967	1989	2005	2030	2002	2006	2010	2008	2015	2032	1985	1976
VOUCHER UTILIZATION %	99.70%	100.81%	101.62%	102.89%	101.47%	101.67%	101.88%	101.77%	102.13%	102.99%	100.61%	100.15%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	76	77	78	72	54	54	55	57	59	59	59	62
VOUCHER UTILIZATION %	87.36%	88.51%	89.66%	82.76%	62.07%	62.07%	63.22%	65.52%	67.82%	67.82%	67.82%	71.26%
VASH												
ACC UNIT MONTHS	194	194	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	168	170	171	169	163	162	150	150	139	135	140	139
VOUCHER UTILIZATION %	86.60%	87.63%	88.14%	87.11%	84.02%	83.51%	77.32%	77.32%	71.65%	69.59%	72.16%	71.65%
TOTAL												
ACC UNIT MONTHS	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254
CURRENT LEASED	2211	2236	2254	2271	2219	2222	2215	2215	2213	2226	2184	2177
VOUCHER UTILIZATION %	98.09%	99.20%	100.00%	100.75%	98.45%	98.58%	98.27%	98.27%	98.18%	98.76%	96.89%	96.58%

HAP SUMMARY*	JUN'24	MAY'24	APR'24	MAR'24	FEB'24	JAN'24	DEC'23	NOV'23	OCT'23	SEP'23	AUG'23	JUL'23
ACC BUDGET	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,640,381	\$ 1,640,381	\$ 1,640,381	\$ 1,640,381	\$ 1,640,381	\$ 1,640,381
ACTUAL HAP	\$ 1,749,486	\$ 1,764,967	\$ 1,769,388	\$ 1,774,682	\$ 1,718,421	\$ 1,687,937	\$ 1,643,583	\$ 1,636,571	\$ 1,609,001	\$ 1,600,730	\$ 1,575,273	\$ 1,542,691
PER UNIT COST	\$ 791	\$ 789	\$ 785	\$ 781	\$ 774	\$ 760	\$ 742	\$ 739	\$ 727	\$ 719	\$ 721	\$ 709
BUDGET UTILIZATION %	102.91%	103.82%	104.08%	104.39%	101.08%	99.29%	100.20%	99.77%	98.09%	97.58%	96.03%	94.04%

ACTIVITY SUMMARY	JUN'24	MAY'24	APR'24	MAR'24	FEB'24	JAN'24	DEC'23	NOV'23	OCT'23	SEP'23	AUG'23	JUL'23
# PORT IN BILLED	2	2	1	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	57	57	58	55	49	49	43	38	37	34	33	33
ZERO HAP	12	13	13	12	16	16	20	17	13	15	15	17
UTILITY ASSISTANCE PAYMENTS	112	116	121	116	111	106	136	125	120	100	100	100
NEW ADMISSIONS	**	3	5	17	69	13	4	19	15	17	54	35
INITIAL VOUCHERS SEARCHING	5	13	17	24	29	33	37	35	38	47	42	99
ACTUAL/ESTIMATED EOP	17	16	16	24	23	14	12	14	16	18	21	17
REMAIN ON WAITING LIST	1501	1501	1501	1501	1500	1500	1500	1506	1506	1506	1506	1506

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

**No data.



May 16, 2024

Edward S. Mayer
Executive Director
CA043 COUNTY OF BUTTE HSG AUTH
2039 Forest Ave
Suite 10
Chico, CA 95928

Subject: **Housing Choice Voucher (HCV)** – Confirmation of Projected HAP Shortfall
for CY 2024

Dear Executive Director:

This is your official notification that the Shortfall Prevention Team (SPT) has confirmed a projected shortfall in your PHA's Housing Choice Voucher (HCV) program for CY 2024 per HUD's *Two-Year Projection Tool* (TYT). A discussion of the TYT is below. It is prudent that your PHA takes reasonable cost savings measures given the potential shortfall. If you comply with all the conditions of this letter and are still projected to have a shortfall in CY 2024, you will be eligible for HAP Set-Aside funds under **Category 1 – Prevention of Terminations Due to Insufficient Funding (Shortfall)**.

Eligibility for Category 1 funding, per PIH Notice 2024-16, is contingent on your PHA taking the required actions below as of **May 16, 2024**, to minimize the shortfall. Failure to comply will affect your eligibility for any HAP Set-Aside funds.

Required Actions

1. Suspend issuance of vouchers to applicants. This requirement does not apply to the exclusions detailed in the Notice.
2. Cease absorbing portable vouchers, unless absorbing as a turnover voucher as described in the second bullet point of the exclusions detailed in the Notice.
3. Implement all other cost saving measures identified by the SPT on your Action Plan within the timeframe specified.
4. Apply for Category 1 HAP Set-Aside funding. The application is available in PIH Notice 2024-16, Appendix F, published May 9, 2024. For assistance, click here: [DocuSign Instructions and Application Links](#)

If at any time during the year, the SPT determines that the PHA has resolved the shortfall and no longer requires HAP Set-Aside funding, the SPT will release the PHA to the OFO Field Office and the PHA may resume leasing activities. The SPT will confirm this status in writing.

The SPT projected a HAP shortfall using the *Two-Year Projection Tool*. A copy of the tool is enclosed for your records. A blank TYT and Step-by-Step Guide can be found by clicking the link here: [Office of Housing Choice Vouchers](#).

If you have any questions, please contact me at Patricia.L.Bennett@hud.gov.

Sincerely,

Patty Bennett
Program Analyst
Quality Assurance Division
Shortfall Prevention Team

Enclosure as stated

Cc: FO
FMC

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
VACANCY REPORT AS OF THE 1ST OF THE MONTH
2024**

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	1****	24	20	10	30	31	0 (12)***	18	40	173	%
Jun-24	12**	0	1****	0	0	0	0	0	12***	1	0	1	99.4%
May-24	13**	0	1****	1	0	0	0	0	12***	1	1	2	98.9%
Apr-24	13**	0	1****	1	1	0	0	0	12***	1	0	2	98.9%
Mar-24	15**	0	1****	1	2	1	1	0	12***	1	0	5	97.1%
Feb-24	14**	0	1****	1	5	1	1	2	12***	0	0	9	94.8%
Jan-24	15**	0	2	1	2	0	0	1	12***	0	3	6	96.6%
Dec-23	15**	0	2	0	1	0	0	0	12***	1	2	4	97.7%
Nov-23	17**	0	2	1	1	0	1	1	12***	1	1	5	97.1%
Oct-23	17**	0	2	0	1	0	0	0	12***	0	4	5	97.1%
Sep-23	14**	0	2	0	1	0	0	0	12***	0	4	5	97.1%
Aug-23	13**	0	1	0	0	0	1	0	12***	0	0	1	99.4%
Jul-23	13**	0	1	0	0	0	1	1	12***	0	0	2	98.9%
Jun-23	15**	0	1	0	0	0	1	0	12***	0	0	1	99.4%
May-23	16**	0	1	0	0	0	1	0	12***	1	1	3	98.3%

* Unit count adjusted by units offline - (18) uninhabitable and (10) less units due to rehab reconfiguration.

** Vacancy rate does not include units offline for construction; (10) units.

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

**** Laurel Street house donated as of 1/25/2024.

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	345	%
# of Units	50	20	100	60	45	20	50	345	%
Jun-24	1	2	3	1	5	2	3	17	95.1%
May-24	1	2	2	1	3	4	3	16	95.4%
Apr-24	1	2	2	1	2	5	1	14	95.9%
Mar-24	1	2	1	2	2	4	4	16	95.4%
Feb-24	2	2	0	3	4	4	4	19	94.5%
Jan-24	3	2	0	5	2	2	2	16	95.4%
Dec-23	4	2	0	4	1	2	1	14	95.9%
Nov-23	3	3	1	2	1	2	1	13	96.2%
Oct-23	2	2	1	3	2	2	2	14	95.9%
Sep-23	3	3	1	2	2	2	2	15	95.7%
Aug-23	3	2	2	1	1	2	2	13	96.2%
Jul-23	3	2	1	2	1	3	2	14	95.9%
Jun-23	3	0	2	4	1	1	1	12	96.5%
May-23	3	1	2	4	2	0	1	13	96.2%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Jun-24	7
May-24	9
Apr-24	8
Mar-24	6
Feb-24	7
Jan-24	5
Dec-23	4
Nov-23	5
Oct-23	4
Sep-23	3
Aug-23	4
Jul-23	3
Jun-23	5
May-23	4

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Jun-24	4	0	1	0
May-24	4	1	0	1
Apr-24	4	2	2	1
Mar-24	4	2	2	1
Feb-24	4	2	7	2
Jan-24	4	1	5	4
Dec-23	4	0	3	4
Nov-23	5	1	1	3
Oct-23	4	0	2	3
Sep-23	6	2	5	4
Aug-23	5	1	5	2
Jul-23	3	0	4	1
Jun-23	2	0	4	1
May-23	3	0	4	0

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	25 Transfer list	6+	1920	6+	1902	6+
2	2457	3+			742	2+
3	778	2+	716	1+	442	2+
4	288	5+			146	4+
5					36	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	464		359	2
2	307	7			73	
3	47	2	51	6	32	
4	18	4+			11	
5					1	

MEMO

Date: June 13, 2024
To: HACB Board of Commissioners
From: Taylor Gonzalez, Project Manager
Subject: Status of HACB Construction Projects

As of June 13, 2024, the status of HACB construction activity follows:

2020A Bond – Activities:

- To date, **\$6,204,956** has been expended, representing approximately **65%** of the project fund. Expenses include the Property Condition Assessment Repairs completed at the six properties that were used to leverage the bond proceeds, and the larger scale capital improvement projects listed below.

Mayer Commons (formerly Kathy Court Apartments), Paradise:

- Construction continues to pace on schedule with increased activity now visible on-site.
- The rough-framing stage remains on hold due to outstanding coordination between the design and construction teams for the shop-fabricated steel columns that support the patio decks and roofing. However, building envelope waterproofing and window installation have begun.
- Following completion of the on-site underground utilities, the underground storm drainage system has been installed.
- A comprehensive evaluation of the septic leach field is ongoing. All distribution boxes have been exposed, with all leach lines having been flushed. Camera inspections revealed minimal debris and no root infiltration within the leach lines. However, two distribution boxes and a section of one leach line require attention. Based on the current findings, successful rehabilitation and reuse of the existing leach field appears viable, provided the identified repairs are completed.
- The fifth disbursement of the Town of Paradise CDBG-DR loan funds has been received, while the sixth disbursement is currently pending. A total of **\$1,719,788** has been drawn on the **\$2,695,318** loan total, including the pending disbursement.
- Final completion is currently slated for April, 2025.



*June 13, 2024
HACB Construction Status Memo
pg. 1*

Photo of construction progress

Mayer Commons (formerly Kathy Court Apartments), Paradise: (continued)



Septic leach line investigation



Septic leach line investigation



Window waterproofing coordination



Window installation



Plumbing and electrical rough-in complete



HVAC rough-in underway

*June 13, 2024
HACB Construction Status Memo
pg. 2*

Lincoln Apartments, Chico: *Exterior Rehabilitation including repairs to the upper level walkway and staircases, painting of the building exterior, and replacement of the existing aluminum framed, single pane windows and electrical subpanels at the interior of each unit.*

- A public bid opening was held in early June for completion of the walkway, stair, and exterior paint improvements. While two bids were received, only one was considered responsive. However, the responsive bid exceeded the project's allocated budget. To broaden potential contractor interest, the project plans and specifications are being revised. An updated Invitation for Bid (IFB) is anticipated for release by the end of June.



Upper level walkway slated for repair



Upper level stair landing slated for repair

Park Place Apartments, Oroville: *Exterior Site Rehabilitation with emphasis on an Accessible Path of Travel, replacement of the pergola, and Community Room improvements, including the addition of an accessible bathroom and kitchenette.*

- Once the Lincoln Apartments, Chico work is complete, remaining bond funds will be directed to improvements at Park Place Apartments, Oroville.



Pergola slated for replacement



Community Building prior to improvements

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

- The demolition phase of the project is currently on hold pending the removal of existing gas and electric meters by Pacific Gas and Electric (PG&E). Due to scheduling constraints in the area, PG&E anticipates they may not be able to remove the meters until September, 2024.
- The State Senate’s Constitutional Amendment (SCA) 2, which proposed the repeal of Article XXXIV, has been removed from the November 5th, 2024 ballot. The City of Oroville is working with the HACB to include a project-specific ballot measure seeking Article XXXIV authority for the construction of the 18 units multi-family project, targeting low-income singles and small households.



2131 Fogg Avenue, Oroville - Project site and structure slated for demolition

Farm Labor Housing, Gridley: *State Water Board Backup Generator Funding Program*

- The HACB’s application was accepted and the Rural Community Assistance Corporation (RCAC) has been assigned to administer the project with support for procurement, planning and design, and installation of a new standby generator.
- Project planning and design activities have commenced, Pace Engineering, Inc. of Redding has been retained by RCAC to perform the work.
- The project is expected to be completed within a timeframe of 14 to 24 months, contingent on potential procurement delays.



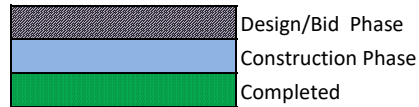
FLH Wellhead

*June 13, 2024
HACB Construction Status Memo
pg. 4*

12 Month HACB Construction Project Schedule - June, 2024

		Budgeted Amount	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Evanswood Estates, Oroville														
	Exterior Modernization	\$3,371,940	█											
Lincoln Apartments, Chico														
	Stair and Second Floor Walkway Repair Project	\$530,683	█	█	█	█	█							
Park Place Apartments, Oroville														
	Community Building Renovation and Site Improvements	\$649,038	█	█	█	█	█	█	█					
Kathy Court Apartments, Paradise														
	Replacement Project	\$6,738,294	█	█	█	█	█	█	█	█	█	█	█	█
2131 Fogg Avenue, Oroville														
	Design Development and Construction Drawings	\$450,000	█	█	█	█	█	█	█	█	█	█	█	█
	Seek Funding and Grant Application Preparation	\$50,000	█	█	█	█	█	█	█	█	█	█	█	█
	Demolish Existing Vacant Single Family Residence	\$50,000	█	█	█	█	█	█						
Farm Labor Housing, Gridley														
	Well 03 Backup Generator Installation	<i>Grant Funded</i>	█	█	█	█	█	█	█	█	█	█	█	█

Total next 12 months: \$11,839,955



MEMO

Date: June 13, 2024

To: Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Public Housing - Capital Fund Status Report

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

- On May 7 the Housing Authority of the County of Butte (HACB) received notification of the annual HUD Public Housing Capital Improvement Fund Grant award. The amount awarded to HACB for the 2024 Cap Fund year is \$1,156,572.00. This grant is one of two received annually from HUD in support of the 345 units of HUD Public Housing owned by HACB. The grant specifically is used for capital improvements to the properties, but also is used to a lesser degree to support program administration. The funds can act as a “rubber band” in the agency’s annual budgeting process, in instances where HUD’s Public Housing Operating Subsidy is insufficient for the year.
- HUD Safety and Security Grant - Winston Gardens Apts, Oroville, Public Housing Project 43-10. Access Control and Video Surveillance Systems project. In March the HACB signed a contract with Gaynor Technologies to design, purchase, install, and maintain an access control and video surveillance systems at Winston Gardens. Gaynor Technologies will coordinate plans with HMR Architects and the General Contractor hired to construct the ACS infrastructure, fencing and lighting in Summer 2024.
- Public Housing – Roof Replacement Project (43-14, 43-15) The work includes re-roofing of (70) Public Housing units and ancillary structures in Oroville (not including Winston Gardens). Contract was awarded to Above Board Construction and Roofing for \$580,653. ABC Roofing has completed installation of 62 residential roofs and 62 shed roofs at the Hamman Park, Oro Dam, and Gardella properties.
- Public Housing – All sites, ongoing. Abatement and replacement of asbestos-containing floor tiles; three units have been completed during the FY 2024; 156 of 232 Public Housing units have been completed overall. The work is being accomplished at unit turnover.

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

June 13, 2024
HUD Public Housing Capital Fund Report
pg. 1

Capital Fund 2021, Funding Amount \$917,518.00 to be expended by February 22, 2025

This Capital Fund is 99.55% obligated and 99.50% expended.

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Unit Range Replacements** - Replaced (122) select Gas Ranges which have reached the end of their useful life. Installation was completed August 2022. - complete
- **Tree Trim and Removal Project** – Trimmed 294 trees and removed 12 trees. - complete
- **Community Room Improvements** – Winston Gardens (43-10), Community Room accessibility and water distribution improvements, 100% complete.

Capital Fund 2022, Funding Amount \$1,117,056.00 to be expended by May 11, 2026

This Capital Fund is 96.97% obligated and 74.23% expended.

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **HVAC Replacement Chico** – Replace 35 HVAC unit which reached the end of their useful life. 100% complete
- **Roof Replacements** – Replace 70 roofs at 43-14 and 43-15 in Oroville. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in progress.
- **Architect Services** – HMR to design plans for Safety and Security Improvements at Winston Gardens, in progress.

Capital Fund 2023, Funding Amount \$1,147,379.00 to be expended by May 11, 2026

This Capital Fund is 12% obligated and 0% expended.

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Paint Trim** - at 43-14 and 43-15 in Oroville
- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.

**Capital Fund 2023E, Safety and Security Grant for Winston Gardens,
Funding Amount \$225,639.00 to be expended by September 17, 2025**

This Capital Fund is 43.46% obligated and 1.05% expended.

- **Fencing** – add additional wrought iron fencing and access control systems to the perimeter of the property.
- **Exterior Lighting** – Upgrade exterior grounds and parking lot pole lighting to LED
- **Security Camera** – Install security cameras to the grounds and interior of the community room
- **Access Control System** – Install vehicle and pedestrian gates at Winston Gardens

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 6/13/2024

Capital Funds CF-21, CF-22, CF-23, CF-23E

			CF-21			CF-22			CF-23			CF-23E Safety and Security Grant			Totals		
			Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																
	Total Non-CGP Funds																
1	100	Reserved Budget	4,153.00			3,800.00			3,601.00					11,554.00	-	11,554.00	
2	1406	Operations (25% Max)	27,875.00	27,875.00	27,875.00	58,149.00	58,149.00	58,149.00	45,668.00	45,668.00				131,692.00	86,024.00	45,668.00	
3	1408	Management Improvements							5,000.00					5,000.00	-	5,000.00	
4	1410	Administration (10% Max)	91,336.00	91,336.00	91,336.00	111,325.00	111,325.00	111,325.00	91,336.00	91,336.00				293,997.00	202,661.00	91,336.00	
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	794,154.00	794,154.00	793,740.76	943,782.00	913,785.03	659,744.46	1,001,774.00			225,639.00	98,062.59	2,375.00	2,965,349.00	1,455,860.22	1,509,488.78
			917,518.00	913,365.00	912,951.76	1,117,056.00	1,083,259.03	829,218.46	1,147,379.00	137,004.00	-	225,639.00	98,062.59	2,375.00	3,407,592.00	1,744,545.22	1,663,046.78
				99.55%	99.50%		96.97%	74.23%		12%	0%		43.46%	1.05%			

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 General Capital Activity	Totals	"UC" Under Contract
Acct Code	Cash Available as of 6/13/2024	11,554.00	45,668.00	5,000.00	91,336.00	1,509,488.78	1,663,046.78	
	CF-21, CF-22, CF-23, CF23E Funding							
100	Reserved Budget	11,554.00					11,554.00	
1406	Operations		45,668.00				45,668.00	
1408	Management Improvements			5,000.00			5,000.00	
1410	Administration				91,336.00		91,336.00	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment					1,509,488.78	1,509,488.78	
							1,663,046.78	Total

0.00 0.00 0.00 0.00 0.00 0.00

MEMO

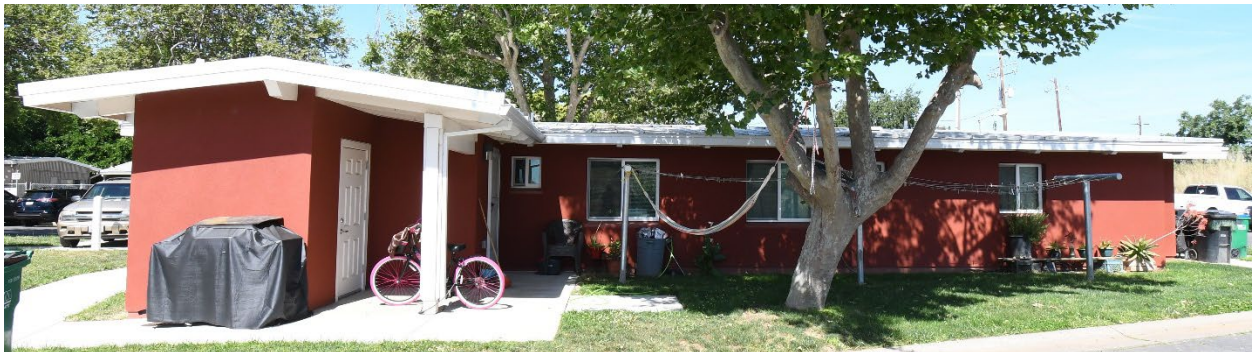
Date: June 13, 2024

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 June 1st, there were a total of (75) occupied units. There was (1) move-in last month, offset by (1) move-out. A total of (12) concrete block units are vacant and are rent ready. (18) units are deemed uninhabitable, and (10) are offline, waiting for the next phase renovation. All of the remodeled units are currently occupied. **As residents move-out of the old 1930’s-era wooden units the total number of units available for occupancy decreases as they are designated “Uninhabitable” with USDA-RD.** There are no pending unlawful detainers and (2) intent to vacate notices at this time.



Renovated 1980’s era Concrete Block Housing

AWI staff continue their marketing efforts. There are (4) applicants in the eligibility process, with one of the applicants nearing approval to move them in this month. Marketing includes distribution of flyers to local farms and businesses, a listing on Craig’s List, and \$100 referral reward coupons to residents who make successful referrals. AWI is also offering a one-month free rent move-in special for all applicants. AWI outreaches to local farms and canneries, to improve the Wait List.

AWI has obtained a USDA-RD compliant Market Study, which is being readied for submittal to USDA-RD. The study indicates a lack of farm workers in the area that meet the 514 criteria in order to house them at GFLH. The waiver request would permit occupancy by over-income and/or non-farm labor households, and allow current over-income residents to remain that would make them eligible for housing.

HCD and USDA Rural Development have scheduled site inspections for Gridley Farm Labor Housing. HCD staff will be onsite on June 26, 2024 and USDA-RD staff have scheduled their

inspection for July 1, 2024. Staff is working hard to pre-inspect all rental units and make any needed repairs prior to the site visits.

YTD total income comes in at \$732,638 or \$22,448 less than budget. The decrease in overall income is mostly attributed to vacancy loss, being \$20,955 more than budget. YTD expenses are \$105,386 less than anticipated at \$648,328. This brought YTD profit to \$82,937 more than budget at \$84,310.

Chavarria's Landscaping continues with landscape upkeep. Gridley Public Works is on track to install their new generator for the sewer lift station, and associated paving of its driveway from the street. Gutter cleaning for all units will be scheduled soon. All of the pot holes have been repaired. Staff is seeking estimates to repair damaged playground equipment plus add bark and a border around the playground area.



Unrenovated 1980's era Concrete-block Unit

Mi C.A.S.A.'s monthly food distribution was held on June 11th. Mi CASA's Spring Semester has come to an end, and staff is planning for Summer School classes which are anticipated to start in July, 2024. For the 2025 NAHRO poster contest we received (2) poster entries from Mi CASA students; one was chosen by staff to be judged at the NorCal/Nevada NAHRO conference. The Mi CASA poster entry in the Elementary category was chosen, and will move on to Regional NAHRO competition in Santa Clara, seeking to move on to the National NAHRO competition.

The NVCSS Promotores Dual Language Learning (DLL) program is currently working with (16) families. Promotores and Red Cross staff collaborate with the residents on a Community Garden, located near the soccer field away from the rental units.

A violation notice was recently received from the Butte County Division of Environmental Health for failure to collect and report results for required Manganese testing for 2024. The Manganese testing needed to be sampled and submitted by March 31, 2024 to avoid a citation, and in addition GFLH residents will need to be issued a public notification in regards to this matter. Staff have reached out to Lance Andes, GFLH water service operator, to complete the testing. Calendar invites have been created and distributed for each required chemical sampling to help ensure testing is not missed moving forward in order to keep the property in compliance.



State Demonstration “Demo” Housing Unit

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

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



1930’s era Wood Frame Units

Following the execution of the MOU between Rural Community Assistance Corporation (RCAC) and the HACB, project planning and design activities for the Well Backup Generator have commenced. Pace Engineering, Inc. of Redding has been retained by RCAC to perform the planning and design aspects of the project. The project is expected to be completed within a timeframe of 14 to 24 months, contingent on potential procurement delays.

Please find third party property manager AWI’s May, 2024 report following.

**Gridley Farm Labor Housing
May 2024**



Separate *Variance Report* explaining budget differences and expenditures.

Updates:

GFLH currently has 12 units available for occupancy. One move –in and one move-out during the month of May.

As of the end of May

- 75 Occupied
- 10 units held for the next phase of rehab
- 18 units deemed uninhabitable
- 12 units available for occupancy

The above is reflective of 115 physical units. The 116 of record includes a unit that was demolished after a fire, prior to AWI’s management.

Unit Turns:

- **Unit#BO1558** Unit nearly market ready. Currently working on a RA transfer.
- **Unit #BO1492** Unit turn in process. Working on applicants.
- **Unit #MC1461** Market ready. Applicant close to an approval.
- **Unit #MC1457** Full heavy turn.

Staff currently has four applicants on hand with verifications in process, one of which is close to an approval.

Important Note: As residents move out of the “old wooden units” the total number of units available for occupancy decreases as they are marked uninhabitable with USDA-RD.

Advertising is ongoing via Craigslist, The Publisher, Flyers, Signage, and Resident referral and move in specials, outreach to ag employers, canneries, etc... The market study has been completed and indicates a lack of farm workers in the area that meet the 514 criteria. AWI is following up with RD on the submission process.

Several May June rent payments outstanding as it is early in the month.

Unit BO1520 – Balance \$1,907.00 Payment plan.

All pot holes have been repaired.

Staff is still working to obtain estimates to repair damaged playground equipment plus add a border and bark.

The small well operator failed to complete the annual testing for Manganese. The BC Environmental Health Division issued a violation notice for the missing sampling. Lance has completed and submitted the sampling. A discussion took place on the importance of collecting and reporting on time. Calendar invites have been created and distributed for each required sampling as prevention measure.

HCD and USDA-RD are scheduled to visit Gridley Farm Labor Housing. Staff is working hard to pre-inspect all units and complete as many needed repairs as possible.

Gridley Farm Labor 645
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 124,844.00	\$ 118,448.00	\$ 6,396.00	\$ 945,394.00	\$ 947,584.00	\$ (2,190.00)
Vacancies	\$ (27,951.00)	\$ (23,142.92)	\$ (4,808.08)	\$ (206,099.00)	\$ (185,143.34)	\$ (20,955.66)
Manager's Unit	(1,307.00)	(1,230.00)	(77.00)	(9,994.00)	(9,840.00)	(154.00)
Total Tenant Rent	\$ 95,586.00	\$ 94,075.08	\$ 1,510.92	\$ 729,301.00	\$ 752,600.66	\$ (23,299.66)
Other Project Income:						
Laundry Income	\$ 0.00	\$ 216.67	\$ (216.67)	\$ 1,293.30	\$ 1,733.34	\$ (440.04)
Interest Income	169.23	2.50	166.73	912.93	20.00	892.93
Restricted Reserve Interest Incom	25.58	0.00	25.58	177.75	0.00	177.75
Other Tenant Income	0.00	91.67	(91.67)	237.00	733.34	(496.34)
Miscellaneous Income	0.00	0.00	0.00	717.00	0.00	717.00
Other Project Income	\$ 194.81	\$ 310.84	\$ (116.03)	\$ 3,337.98	\$ 2,486.68	\$ 851.30
Total Project Income	\$ 95,780.81	\$ 94,385.92	\$ 1,394.89	\$ 732,638.98	\$ 755,087.34	\$ (22,448.36)
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 26,245.74	\$ 35,903.18	\$ (9,657.44)	\$ 197,082.20	\$ 287,225.36	\$ (90,143.16)
Utilities (From Pg 2)	12,381.44	10,841.09	1,540.35	78,143.25	86,728.68	(8,585.43)
Administrative (From Pg 2)	27,268.19	15,386.92	11,881.27	129,480.09	123,095.34	6,384.75
Taxes & Insurance (From Pg 2)	10,134.90	8,510.25	1,624.65	81,079.18	68,082.00	12,997.18
Other Taxes & Insurance (Fr Page	5,504.17	5,356.07	148.10	26,502.22	42,848.64	(16,346.42)
Other Project Expenses	888.57	2,158.26	(1,269.69)	7,570.04	17,266.02	(9,695.98)
Total O&M Expenses	\$ 82,423.01	\$ 78,155.77	\$ 4,267.24	\$ 519,856.98	\$ 625,246.04	\$ (105,389.06)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.58	\$.38	\$ 100,471.68	\$ 100,468.66	\$ 3.02
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	23,000.00	23,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 16,058.96	\$ 16,058.58	\$.38	\$ 128,471.68	\$ 128,468.66	\$ 3.02
Total Project Expenses	\$ 98,481.97	\$ 94,214.35	\$ 4,267.62	\$ 648,328.66	\$ 753,714.70	\$ (105,386.04)
Net Profit (Loss)	\$ (2,701.16)	\$ 171.57	\$ (2,872.73)	\$ 84,310.32	\$ 1,372.64	\$ 82,937.68
Other Cash Flow Items:						
Reserve Transfers	\$ 8,474.42	\$ 0.00	\$ 8,474.42	\$ 9,822.25	\$ 0.00	\$ 9,822.25
T & I Transfers	(10,586.05)	0.00	(10,586.05)	54,492.01	0.00	54,492.01
Operating-MMKT-FFB*	(82.18)	0.00	(82.18)	(100,538.40)	0.00	(100,538.40)
Tenants Security Deposits - FLH	(825.00)	0.00	(825.00)	221.00	0.00	221.00

Gridley Farm Labor 645
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Authorized Reserve - Other	\$ (8,500.00)	\$ 0.00	\$ (8,500.00)	\$ (10,000.00)	\$ 0.00	\$ (10,000.00)
Tenant Receivables	(7,852.96)	0.00	(7,852.96)	(41,741.00)	0.00	(41,741.00)
Other Receivables	6,801.82	0.00	6,801.82	(45,002.08)	0.00	(45,002.08)
Rental Assistance	13,153.00	0.00	13,153.00	(35,379.00)	0.00	(35,379.00)
Accounts Payable - Trade	(11,470.84)	0.00	(11,470.84)	(6,575.83)	0.00	(6,575.83)
Accrued Sewer Fees	2,469.58	0.00	2,469.58	15,845.21	0.00	15,845.21
Accrued Property Taxes	2,500.00	0.00	2,500.00	12,375.36	0.00	12,375.36
Accrued Property Taxes	1,499.75	0.00	1,499.75	(5,999.00)	0.00	(5,999.00)
Accrued Local Administration Fee	625.00	0.00	625.00	5,000.00	0.00	5,000.00
Total Other Cash Flow Items	\$ (3,793.46)	\$ 0.00	\$ (3,793.46)	\$ (147,479.48)	\$ 0.00	\$ (147,479.48)
Net Operating Cash Change	\$ (6,494.62)	\$ 171.57	\$ (6,666.19)	\$ (63,169.16)	\$ 1,372.64	\$ (64,541.80)

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 88,989.56	\$ 95,710.25	\$ 6,720.69
Operating-MMKT-FFB*	0.00	100,538.40	100,538.40
Cash - FLH Operating Acct TCB	17,980.00	17,980.00	0.00
Cash - FLH Operating Acct-Umpq	198,926.00	198,926.00	0.00
Cash - FLH Operating	33,108.00	33,108.00	0.00
Tax & Insurance - FFB	192,911.66	50,456.44	(142,455.22)
Tax & Insurance - MMKT - FFB*	(74.62)	87,888.59	87,963.21
RD Reserves - FFB	44,307.73	57,485.48	13,177.75
Cash - FLH Construction-Umpq	56,717.00	56,717.00	0.00
Cash - FLH Security Deposits-TCB	46,135.00	46,135.00	0.00
Cash - FLH Reserves-TCB	364,191.00	364,191.00	0.00

Payables & Receivables:			
Accounts Payable - Trade	14,179.50	7,603.67	(6,575.83)
Rents Receivable - Current Tenants	(2,683.65)	39,065.35	41,749.00
Allowance for Doubtful Accounts	(60.00)	(60.00)	0.00
Other Tenant Charges Receivable	10.00	2.00	(8.00)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 9,435.05	\$ 6,820.92	\$ 2,614.13	\$ 60,379.09	\$ 54,567.34	\$ 5,811.75
Janitorial/Cleaning Supplies	345.91	79.75	266.16	1,770.72	638.00	1,132.72
Plumbing Repairs	480.00	832.92	(352.92)	1,735.00	6,663.34	(4,928.34)
Painting & Decorating	818.90	199.42	619.48	2,322.73	1,595.34	727.39
Repairs & Maintenance - Supply	3,625.73	1,532.33	2,093.40	12,491.76	12,258.66	233.10
Repairs & Maintenance - Contract	618.35	2,252.92	(1,634.57)	6,655.73	18,023.34	(11,367.61)

Gridley Farm Labor 645
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Grounds Maintenance	\$ 8,210.00	\$ 8,000.00	\$ 210.00	\$ 65,938.34	\$ 64,000.00	\$ 1,938.34
Pest Control Service	0.00	249.42	(249.42)	1,225.00	1,995.34	(770.34)
Fire/Alarm Services	145.89	1,588.50	(1,442.61)	1,095.49	12,708.00	(11,612.51)
Security Service	1,713.60	0.00	1,713.60	14,163.36	0.00	14,163.36
Capital Improvements - Other	0.00	11,983.33	(11,983.33)	18,772.00	95,866.66	(77,094.66)
Capital Improvements - Flooring	0.00	975.00	(975.00)	1,829.52	7,800.00	(5,970.48)
Capital Improvements - Appliance	852.31	697.25	155.06	6,125.44	5,578.00	547.44
Capital Improvements - HVAC Repl	0.00	250.00	(250.00)	556.70	2,000.00	(1,443.30)
Capital Improvements - Water Heat	0.00	142.50	(142.50)	0.00	1,140.00	(1,140.00)
Carpet Cleaning	0.00	25.08	(25.08)	0.00	200.66	(200.66)
HVAC Repairs	0.00	53.42	(53.42)	1,889.00	427.34	1,461.66
Cable Service	0.00	178.75	(178.75)	0.00	1,430.00	(1,430.00)
Tenant Services	0.00	41.67	(41.67)	132.32	333.34	(201.02)
Total Maint. & Operating Exp.	\$ 26,245.74	\$ 35,903.18	\$ (9,657.44)	\$ 197,082.20	\$ 287,225.36	\$ (90,143.16)
Utilities:						
Electricity	\$ 3,400.74	\$ 2,666.67	\$ 734.07	\$ 21,998.63	\$ 21,333.34	\$ 665.29
Water	5,808.89	2,916.67	2,892.22	20,832.67	23,333.34	(2,500.67)
Sewer	2,469.58	2,174.42	295.16	15,845.21	17,395.34	(1,550.13)
Heating Fuel/Other	257.43	583.33	(325.90)	3,101.00	4,666.66	(1,565.66)
Garbage & Trash Removal	444.80	2,500.00	(2,055.20)	16,365.74	20,000.00	(3,634.26)
Total Utilities	\$ 12,381.44	\$ 10,841.09	\$ 1,540.35	\$ 78,143.25	\$ 86,728.68	\$ (8,585.43)
Administrative:						
Manager's Salary	\$ 10,510.52	\$ 7,713.58	\$ 2,796.94	\$ 56,642.88	\$ 61,708.66	\$ (5,065.78)
Management Fees	16,086.00	6,715.00	9,371.00	64,606.00	53,720.00	10,886.00
Bad Debt Expense	5.00	0.00	5.00	1,875.50	0.00	1,875.50
Auditing	666.67	666.67	0.00	5,333.36	5,333.34	.02
Legal	0.00	291.67	(291.67)	73.75	2,333.34	(2,259.59)
Other Administrative Expenses	0.00	0.00	0.00	948.60	0.00	948.60
Total Administrative Expense	\$ 27,268.19	\$ 15,386.92	\$ 11,881.27	\$ 129,480.09	\$ 123,095.34	\$ 6,384.75
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 1,499.75	\$ 1,493.33	\$ 6.42	\$ 11,998.00	\$ 11,946.66	\$ 51.34
Special Assessments	2,500.00	2,117.50	382.50	20,000.00	16,940.00	3,060.00
Property Insurance	6,135.15	4,899.42	1,235.73	49,081.18	39,195.34	9,885.84
Total Taxes & Insurance Expense	\$ 10,134.90	\$ 8,510.25	\$ 1,624.65	\$ 81,079.18	\$ 68,082.00	\$ 12,997.18
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,517.08	\$ 1,270.58	\$ 246.50	\$ 10,305.28	\$ 10,164.66	\$ 140.62
Other Taxes, Fees & Permits	3,200.29	116.33	3,083.96	11,473.10	930.66	10,542.44
Bond Premiums	0.00	15.00	(15.00)	0.00	120.00	(120.00)
Worker's Compensation Insurance	778.43	1,075.83	(297.40)	4,562.00	8,606.66	(4,044.66)
Personnel Medical Insurance	8.37	2,878.33	(2,869.96)	161.84	23,026.66	(22,864.82)

Gridley Farm Labor 645
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Total Other Taxes & Insurance	\$ 5,504.17	\$ 5,356.07	\$ 148.10	\$ 26,502.22	\$ 42,848.64	\$ (16,346.42)
Other Project Expenses						
Telephone & Answering Service	\$ 65.50	\$ 314.67	\$ (249.17)	\$ 645.56	\$ 2,517.34	\$ (1,871.78)
Internet Service	389.62	135.33	254.29	3,047.76	1,082.66	1,965.10
Advertising	0.00	375.00	(375.00)	68.17	3,000.00	(2,931.83)
Water/Coffee Service	0.00	0.00	0.00	56.72	0.00	56.72
Office Supplies & Expense	228.03	504.42	(276.39)	1,512.77	4,035.34	(2,522.57)
Postage	85.03	41.75	43.28	205.43	334.00	(128.57)
Toner/Copier Expense	62.89	27.75	35.14	222.06	222.00	.06
Office Furniture & Equipment Expe	0.00	0.00	0.00	377.04	0.00	377.04
Travel & Promotion	57.50	611.92	(554.42)	285.25	4,895.34	(4,610.09)
Training Expense	0.00	104.17	(104.17)	946.17	833.34	112.83
Credit Checking	0.00	13.42	(13.42)	180.62	107.34	73.28
Employee Meals	0.00	29.83	(29.83)	22.49	238.66	(216.17)
Total Other Project Expenses	\$ 888.57	\$ 2,158.26	\$ (1,269.69)	\$ 7,570.04	\$ 17,266.02	\$ (9,695.98)
Lease Up Expenses						
Total Lease Up Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.58	\$.38	\$ 100,471.68	\$ 100,468.66	\$ 3.02
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	23,000.00	23,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 16,058.96	\$ 16,058.58	\$.38	\$ 128,471.68	\$ 128,468.66	\$ 3.02
Total Expenses	<u>\$ 98,481.97</u>	<u>\$ 94,214.35</u>	<u>\$ 4,267.62</u>	<u>\$ 648,328.66</u>	<u>\$ 753,714.70</u>	<u>\$ (105,386.04)</u>
Authorized Reserve - Other	\$ 8,500.00	\$ 0.00	\$ 8,500.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00
	\$ 8,500.00	\$ 0.00	\$ 8,500.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00

Date: June 13 2024

MEMO

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Agenda Item 3.10 - Status Report: Bond-Financed and Other-owned Properties

Bond-Financed

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

Other-Owned

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

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

Alamont Apartments, Chico (30 units, family, RSC) – There was no (0) vacancy as of the first of June. There are three (3) pending thirty (30) day notices to vacate; one household purchased a house, another moved out of town, and another moved in to a unit with cheaper rent. All rents were collected for the month with the exception of one household, owing a late fee balance of \$50. Total YTD income is \$5,524 more than budget, at \$245,936. Total expenses are \$23,915 less than anticipated, bringing the NOI to \$29,440 more than budget, at \$170,267.



Alamont Apartments, 811 West East Avenue, Chico

Cordillera/Cameo Apartments, Chico (20 units, family, RSC) - The property had no (0) vacancy as of June 1st. RSC reviews unpaid rents in their monthly narrative following, including four units, explained in detail. Total YTD income is slightly higher than budget at \$137,794. YTD vacancy loss is more than anticipated at \$8,846, or \$4,246 more than budget. Total YTD Operating Expenses are higher than budget by \$10,015, due to the increased turnover and maintenance expenses. NOI comes to \$55,925, or \$9,854 less than budget.



Cordillera Apartments, Cameo Way, Chico

Evanswood Estates Apartments, Oroville (31 units, family, RSC) – There were no (0) vacancies as of the first of June. One household owes a small amount of \$75, which management is collecting; all other rents were fully collected for the month. Total income YTD is \$3,560 less than anticipated, at \$313,209. Total Operating Expenses are \$5,248 more than budget, at \$168,703. YTD NOI is \$1,687 less than budget, at \$144,506. Renting, maintenance, turnover, and utility expenses all came in higher YTD, resulting in the decreased NOI, as compared to budget.

Evanswood Estates Apartments, Oroville Units #21, 25, and 33, tracked separately, were occupied with no unpaid rents. Income and expenses are all within or slightly ahead of budget, with expenses being lower than budget. YTD NOI is \$2,718 more than budget, at \$15,072.



Evanswood Estates, Table Mountain Boulevard, Oroville - new exteriors.



Lincoln Apartments, 474 East 12th Street, Chico

Lincoln Apartments, Chico (18 units, family, RSC) – Lincoln Apartments had one (1) vacancy as of the first of the month; all rents were collected. Total YTD income is ahead of budget by \$1,360 at \$118,403. Total YTD Expenses are over budget by \$4,195, bringing YTD NOI lower than budget at \$57,041. Stair, railing, second level deck resurfacing and exterior paint improvements, are in process for bidding and completion later in 2024. The improvement activity is planned to require minimal tenant relocation. The first attempt to bid for the improvements resulted in two bids, of which only one qualified, and that, significantly above the “independent cost estimate”. Consequently, the scope of work is being refined to achieve better bid response in the next effort.

Locust Apartments, Chico (10 units, family, RSC) – The property has zero (0) vacancy as of June 1st. All households paid rent for the month with the exception of one unit, owing a small balance. Total income YTD is ahead of budget by \$605, at \$63,221. Total Expenses are lower than budget by \$8,531, so NOI came in higher than budget by, at \$39,021. The majority of bond-funded capital improvements are complete, with replacement of water heaters, range hoods, and GFCI outlets installed.



Locust Apartments, 1519 Locust Street, Chico



Park Place Apartments, 2105 Park Avenue, Oroville

Park Place Apartments, Oroville (40 units, senior, RSC) – The month ended with no vacancy. All rents were paid, with the exception of three units, two households owing small balances and one other where RSC is in the process of collecting the remaining owed. Total YTD Income is higher than budget by \$6,984 at \$228,307. Expenses are higher than budget due to costs associated with the four units previously turned over. Utility, Turnover, and Maintenance expenses were higher than anticipated YTD, bringing NOI to \$10,029 less than budget, at \$111,087. Bond-funded work, including equipment and pergola replacements, upgrade of the Community Room, and site path of travel improvements, are in process, with property management collecting bids - work is anticipated for late in 2024.

Other-Owned Properties

Gridley Springs II, Gridley (24 units, Family, Arrowhead Housing) The property has zero (0) vacancy as of June 1st. There are no additional 30-day notices. Property management has transitioned to Arrowhead Housing, with ending and starting balances confirmed. Annual tree trimming is also being scheduled. YTD income is down compared to budget, though rent increases will be implemented consistent with release of the annual Area Medium Income (AMI) schedules, upon which rents are structured. The actual budgeted amount will increase as the rent increases go in effect. Expenses YTD are higher than anticipated, \$3,438 above budget, at \$120,007, bringing YTD NOI to \$2,123, or \$33,700 less than anticipated. This month, the annual HCD loan residual payment was paid, totaling \$13,056. Mr. Rooter was paid a total of \$3,921.54 for water heater replacement,

shower handle/cartridge replacement and clearing of a sewer line. Again, the total YTD Income is skewed on the budget due to rental increases yet to be incorporated and the overage in YTD expenses previously mentioned; thus, affecting the decrease in property’s budgeted NOI. Please find Arrowhead’s short narrative, following.



Gridley Springs Apartments II, 210 Ford Avenue, Gridley

Mayer Commons (Kathy Court Apartments), Paradise (12 units, family, RSC) – The general contractor, Modern Construction, has completed the building pad, on-site and under-slab utilities, framing is substantially complete, and electrical, mechanical, and plumbing work are well underway. The building is scheduled for completion the first quarter of 2025.

2131 Fogg Ave, Oroville (SFH, HACB) – The single-family house is vacant. A contractor has been secured to complete the removal, scheduled to be completed in June/July, subject to PG&E removal of the gas and electric meters.

June 6, 2024

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

RE: May 2024 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the May 2024 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. 2023/2024 Performance Review
9. Capital Improvement Summary

1519 Locust Apartments

Monthly Highlights:

- **Occupancy** – 100% at the end of May. There were no new move ins or move outs during the month.
- **Rent Collection** –
 - ✓ Unit #10 has a small outstanding May rent balance of \$18.00.
 - ✓ All other tenants paid in full.

Mr. Ed Mayer, Executive Director
Chico, California

- **Expense Variances –**
 - ✓ Expenses were in-line with the budget for the month.
 - ✓ The monthly landscaping expense was higher as the April and May expense is reflected on the May statement.
- The monthly owner distribution for May was \$1,291.12.

Alamont Apartments

Monthly Highlights:

- **Occupancy –** 100% at the end of May, as there was a new move in on May 25th for unit #29. Three units will be vacated in June, #13, #20, and #28. One of the residents bought a house, another moved out of the Chico area, and one moved in with friends for lower rent. We already have an approved applicant for unit #28.
- **Rent Collection –**
 - ✓ Unit #12 has a late fee balance for March of \$50.00.
 - ✓ All other tenants paid in full.
- **Expense Variances –**
 - ✓ Utility expenses were over budget due to higher water costs.
 - ✓ Turnover expenses were well below budget. Our recent turnover of #29 required minimal rent-ready preparation.
 - ✓ Maintenance expenses were higher due to:
 - higher labor costs for general repairs in several units.
 - rain gutters were cleaned at the property including under the redwood trees.
 - Refrigerator in unit #22 was repaired along with the stove in unit #5.
- **Capital Expenses –**
 - ✓ A partial interior paint was completed in unit #29.
 - ✓ A new range and dishwasher were installed in unit #6, a new refrigerator was installed in unit #22 and an A/C condenser was replaced in unit #19. All of these are part of the 2020A Bond Project.
- The monthly owner distribution for May was \$8,469.54.

Cordillera/Cameo Drive Apartments

Monthly Highlights:

Mr. Ed Mayer, Executive Director
Chico, California

- **Occupancy** – 100% as of the end of May. There were no new move ins or move outs for the month.
- **Rent Collection**
 - ✓ Unit #37-1 has a small balance of \$58.56 for PG&E billing.
 - ✓ Unit #37-4 has an NSF fee of \$25.00 owing.
 - ✓ Unit #45-1 has an outstanding balance of \$1,126.50. We are working with the resident to collect this balance.
 - ✓ Unit #49-1 has an outstanding balance of \$76.73 which they are making additional payments each month per our payment plan with them.
 - ✓ All other tenants paid in full.
- **Expense Variances**
 - ✓ Utility and Turnover expenses were below budget for the month.
 - ✓ Maintenance expenses were higher due to labor costs for general repairs in several units. Year to date Repairs Labor is over budget by \$7,720.76 largely due to higher labor costs and repairs of the perimeter fence along the bike trail.
- **Capital Expenses** –
 - ✓ There was a new dishwasher installed in unit #49-4.

Evanswood Estates Apartments

Monthly Highlights:

- **Occupancy** – 100% at the end of May, as there were no new move ins or move outs.
- **Rent Collection**
 - ✓ Unit #12 has a \$75.00 balance, which is for a \$50.00 May late fee, and \$25.00 for the remaining May rent.
 - ✓ All other tenants paid in full.
- **Expense Variances**
 - ✓ Administrative and Utility expenses were below budget for the month.
 - ✓ Maintenance expenses were slightly higher due to material costs for repairs in unit #32. We replaced the bathroom exhaust fan and vanity sink due to rust.
- The monthly owner distribution for May was \$12,076.37.

Mr. Ed Mayer, Executive Director
Chico, California

Evanswood #21, #25, and #33

Monthly Highlights

- **Occupancy** – 100% at the end of May. There were no move-outs or move-ins during the month.
- **Rent Collection** – 100% of rent was collected.
- **Expense Variances**
 - ✓ All operating expenses were in line with the budget for the month.

The monthly owner distribution for May was \$1,389.02.

Kathy Court Apartments

Monthly Highlights:

- **Expense Variances**
 - ✓ Maintenance expenses were lower, as the yearly weed abatement work on the property was below what had been budgeted.

Lincoln Apartments

Monthly Highlights:

- **Occupancy** – 94.44% as of the end of May. Our new resident manager, Adriana Marquez moved in on May 16th. Unit #18 was vacant at the end of May, but a new resident moved into the unit on June 7th.
- **Rent Collection**
 - ✓ All of the tenants paid in full.
- **Expense Variances** –
 - ✓ The Office Supplies category includes the cost of a computer for the new resident manager.
 - ✓ Apartment turnover expenses were higher due to the work being done in units #1 and #18 to get them rent ready.

Mr. Ed Mayer, Executive Director
Chico, California

- ✓ Maintenance expenses were over budget due to higher labor and material costs for general repairs in units #1, #10, #12 and #15. We also had exterior utility cables secured to the building and a new parking lot bumper stop installed.
- **Capital Improvements –**
 - ✓ New carpet was installed in unit #1 as part of the Capital Bond Project.
 - ✓ New vinyl was installed in unit #1.

Park Place Apartments

Monthly Highlights:

- **Occupancy – 100%** as of the end of May. There was a new move in for unit #6 on May 15th.
- **Rent Collection**
 - ✓ Unit #16 has an outstanding balance for May rent of \$261.04.
 - ✓ Units #17, #19 both had small outstanding balances for May rent.
 - ✓ All other tenants paid in full.
- **Expense Variances –**
 - ✓ Renting, Administrative, Utility and Turnover expenses were below budget for the month.
 - ✓ Maintenance expenses were higher due to excess labor costs to repair a leak between units #7 and #8. We also replaced the laundry room door that had worn out.
- **Capital Improvements –**
 - ✓ A complete interior paint was done in unit #6.
 - ✓ Landscaping was upgraded along the Park Avenue parking lot.
 - ✓ The south facing wall of the complex had the bottom siding replaced and painted to match.
- The owner distribution for May was \$6,195.25.

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

Respectfully,



Richard Gillaspie
Property Manager



GRIDLEY SPRING June 2024

Property Status:

1. GSI has 0 vacant units with Zero notices to vacate
2. GSII has 0 vacant unit with Zero notices to vacate.
3. GS1 is scheduled for its USDA physical inspection on 07/03/2024.
4. GS1 is scheduled for a WNC (tax credit equity investor) physical inspection on 7/10/2024.
5. Both properties are having their scheduled tree work completed in June 2024.

Sincerely,

Mac Upshaw

Mac Upshaw

GRIDLEY SPRINGS 2

Budget Comparison

May 31, 2024

Reporting Book:

As of Date:

Location:

ACCRUAL

05/31/2024

GRIDLEY SPRINGS 2

	Month Ending 05/31/2024			Year to Date 05/31/2024		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
Rental Income						
5120 - Rent Revenue -- Gross Potential	12,732.00	18,800.00	(6,068.00)	118,201.00	150,400.00	(32,199.00)
5121 - Tenant Assistance Payments	(6,496.00)	0.00	(6,496.00)	0.00	0.00	0.00
5180 - Local Section 8 Subsidy Revenue	7,320.00	0.00	7,320.00	7,320.00	0.00	7,320.00
Total Rental Income	13,556.00	18,800.00	(5,244.00)	125,521.00	150,400.00	(24,879.00)
Vacancy, Losses & Concessions						
5220 - Vacancy Loss - Apartments	1,194.00	(376.00)	1,570.00	(3,917.00)	(3,008.00)	(909.00)
Total Vacancy, Losses & Concessions	1,194.00	(376.00)	1,570.00	(3,917.00)	(3,008.00)	(909.00)
Net Rental Income	14,750.00	18,424.00	(3,674.00)	121,604.00	147,392.00	(25,788.00)
Financial Income						
5410 - Interest Revenue	3.16	0.00	3.16	430.56	0.00	430.56
Total Financial Income	3.16	0.00	3.16	430.56	0.00	430.56
Other Income						
5910 - Laundry Revenue	0.00	83.00	(83.00)	95.88	666.67	(570.79)
5920 - Tenant Charges (Late Fees, Damages)	0.00	542.00	(542.00)	0.00	4,333.33	(4,333.33)
Total Other Income	0.00	625.00	(625.00)	95.88	5,000.00	(4,904.12)
Total Income	14,753.16	19,049.00	(4,295.84)	122,130.44	152,392.00	(30,261.56)
Expenses						
Administrative Expenses						
6255 - Credit Check Expense	0.00	0.00	0.00	311.27	0.00	311.27

6308 - Training	114.09	29.00	(85.09)	197.61	233.33	(35.72)
6311 - Office Supplies	51.53	385.00	333.47	679.35	3,082.67	(2,403.32)
6315 - Software Expenses	511.79	0.00	(511.79)	3,361.88	0.00	3,361.88
6318 - Computer Licenses, Maint (IT services) and :	100.00	0.00	(100.00)	500.00	0.00	500.00
6319 - IT Services	0.00	128.00	128.00	384.00	1,024.00	(640.00)
6320 - Management Fee Expense	1,035.00	1,080.00	45.00	9,225.00	8,640.00	585.00
6330 - Manager Salaries	1,687.01	1,875.00	187.99	17,679.97	15,000.00	2,679.97
6335 - Administrative Fees Expense	0.00	29.00	29.00	1,249.99	233.33	1,016.66
6340 - Legal Expense - Project	0.00	125.00	125.00	0.00	1,000.00	(1,000.00)
6350 - Audit Expense	0.00	0.00	0.00	9,000.00	4,200.00	4,800.00
6352 - Bank Fees	0.00	0.00	0.00	15.00	0.00	15.00
6360 - Telephone Expense	0.00	70.00	70.00	564.36	560.00	4.36
6390 - Misc. Administrative Expenses	13,056.00	0.00	(13,056.00)	13,056.00	0.00	13,056.00
7004 - Employee Mileage	83.08	0.00	(83.08)	291.08	0.00	291.08
Total Administrative Expenses	16,638.50	3,721.00	(12,917.50)	56,515.51	33,973.33	22,542.18

Marketing Expenses

6210 - Advertising and Marketing	0.00	21.00	21.00	0.00	166.67	(166.67)
Total Marketing Expenses	0.00	21.00	21.00	0.00	166.67	(166.67)

Utilities

6449 - Utilities - Vacant	230.83	0.00	(230.83)	230.83	0.00	230.83
6450 - Electricity	66.50	310.00	243.50	2,211.56	2,480.00	(268.44)
6451 - Water	387.50	500.00	112.50	2,748.94	4,000.00	(1,251.06)
6452 - Gas	0.00	68.00	68.00	379.22	546.67	(167.45)
6453 - Sewer	846.05	820.00	(26.05)	5,755.68	6,560.00	(804.32)
Total Utilities	1,530.88	1,698.00	167.12	11,326.23	13,586.67	(2,260.44)

Operating & Maintenance Expenses

6512 - Maintenance Salaries	1,446.94	1,875.00	428.06	16,274.15	15,000.00	1,274.15
6519 - Pest Control	500.00	0.00	(500.00)	500.00	0.00	500.00
6520 - Contracts - Maint. & Repairs	3,390.88	1,667.00	(1,723.88)	11,062.00	13,333.33	(2,271.33)
6525 - Garbage & Trash Removal	140.00	567.00	427.00	4,808.55	4,533.33	275.22
6534 - Uniforms	97.55	0.00	(97.55)	97.55	0.00	97.55
6536 - Grounds Supplies	0.00	0.00	0.00	135.44	0.00	135.44
6540 - Repair Materials	618.48	2,815.00	2,196.52	3,928.53	22,523.33	(18,594.80)
6543 - Repairs - Plumbing	254.67	0.00	(254.67)	1,733.18	0.00	1,733.18
6546 - Repairs - HVAC Repairs & Maintenance	0.00	500.00	500.00	893.87	4,000.00	(3,106.13)
6560 - Interior Paint Contract	680.00	0.00	(680.00)	680.00	0.00	680.00

6561 - Painting Supplies	0.00	0.00	0.00	2,176.36	0.00	2,176.36
Total Operating & Maintenance Expenses	7,128.52	7,424.00	295.48	42,289.63	59,389.99	(17,100.36)
Taxes & Insurance						
6711 - Payroll Taxes	196.87	418.00	221.13	3,347.42	3,345.33	2.09
6720 - Property & Liability Insurance (Hazard)	0.00	167.00	167.00	0.00	1,333.33	(1,333.33)
6722 - Workers Compensation Ins	203.25	297.00	93.75	2,065.39	2,373.33	(307.94)
6723 - Health Insurance and Other Employee Benef	934.95	300.00	(634.95)	4,463.13	2,400.00	2,063.13
Total Taxes & Insurance	1,335.07	1,182.00	(153.07)	9,875.94	9,451.99	423.95
Total Operating Expenses	26,632.97	14,046.00	(12,586.97)	120,007.31	116,568.65	3,438.66
Net Operating Income (Loss)	(11,879.81)	5,003.00	(16,882.81)	2,123.13	35,823.35	(33,700.22)
Non-Operating Expenses						
Capital Expenditures						
7340 - Plumbing Replacement	3,666.87	0.00	(3,666.87)	3,666.87	0.00	3,666.87
7360 - Exterior Building	0.00	0.00	0.00	1,550.00	0.00	1,550.00
7368 - Office Equipment	0.00	0.00	0.00	429.00	0.00	429.00
7370 - Heating/AC Replacement	0.00	0.00	0.00	22,099.00	0.00	22,099.00
7387 - Door/Screen Replacement	0.00	0.00	0.00	195.62	0.00	195.62
7390 - Other Capital Expenses	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Total Capital Expenditures	3,666.87	0.00	(3,666.87)	29,140.49	0.00	29,140.49
Debt Services						
6820 - Interest on Mortgage Payable - 1st	1,090.16	0.00	(1,090.16)	4,360.64	0.00	4,360.64
Total Debt Services	1,090.16	0.00	(1,090.16)	4,360.64	0.00	4,360.64
Total Non-Operating Expenses	4,757.03	0.00	(4,757.03)	33,501.13	0.00	33,501.13
Net Income (Loss)	(16,636.84)	5,003.00	(21,639.84)	(31,378.00)	35,823.35	(67,201.35)

MEMO

Date: June 13, 2024
To: HACB Board of Commissioners
From: Larry Guanzon, Deputy Executive Director
Subject: Status Report – HACB Investor Limited Partner (ILP) LIHTC Properties

- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- 1200 Park Avenue Apartments, Chico (107 units, LIHTC, senior)

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

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP: Banyard Management, PM: AWI) – There are seven (7) vacancies as of the 1st of June. The increase in vacancies has been anticipated as households move to new family tax-credit subsidized properties. AWI has increased their marketing to address the overall loss. AWI details current turnover status in the monthly narrative following, as well as unpaid rents for the month. The cost for three (3) exterior building balconies (12 total balconies) came in at approximately \$50,000, was scheduled to be completed at the end May but has been delayed due to the weather. The expense to rebuild the balconies will come out of property and operating reserves. An HVAC Preventative Maintenance Program has been completed. A total of \$11,000 will be expensed for preventative maintenance HVAC repairs. A total of two (2) HVAC units will need total replacement. Parking lot bids to repair/replace sections of asphalt have been obtained and work will be completed weather permitting. Four coin-op laundry machines were vandalized and are in the process of being repaired and or replaced. AWI is looking into new card-based machines, eliminating the risk presented by coinage. A new part-time maintenance tech was hired. Garbage enclosures improvements are complete. YTD income is up approximately \$6,084 compared to budget, at \$353,704, with total expenses \$98,279 more than budget YTD due to the \$100,000 deposited into the property reserve account. Total Reserves YTD come in at \$521,605.03. The property is subject to repositioning, involving refinancing, capital improvements, and replacements. Please find AWI’s monthly narrative and financials following.



Chico Commons Apartments, 2071 Amanda Way, Chico



Walker Commons Apartments, 678 Buttonwillow Lane, Chico

Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property had zero (0) vacancy as of June 1st. There is one 30-day notice to vacate, due to the household being admitted to the hospital. The new maintenance technician, Gregory Ramirez, and new on-site manager Miriam Sainz, are continuing to settle into their new roles. The resident garden area is prepared for the season’s resident gardening. Residents and staff have continued to partner to create monthly activities supporting all residents. A Mother’s Day potluck was hosted in order to celebrate the “moms” at the property. YTD income is higher than budget by approximately \$23,416 with overall expenses higher than anticipated by \$66,518. Total Reserve balance is \$667,424.25 after the \$100,000 deposit approved by the board.

Please find the AWI monthly owners report following. The property is subject to repositioning, involving refinance, capital improvements and replacements. Gutters, downspouts and fascia boards, windows, siding, and PTAC units need attention. The property generates significant cash, which will help with anticipated renovations.



Walker Commons Apartments



1200 Park Avenue Apts – Corner of Park Avenue and West 13th Streets, Chico

1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAAHDC, PM: AWI) – There are four (4) vacancies as of this date. AWI reviews the turnover and market ready status of these four units in their report, following. There are an additional four (4) 30-day notices to vacate. AWI is processing applications and preparing the units for lease. Marketing efforts, including flyers have increased due to vacancies; many fixed-extremely low-income applicants on the waiting lists have insufficient income to pay the 50-60% AMI rents. Remaining unpaid rents are in process of being collected, including five units. Unfortunately, the previous hired new manager and on-site asst manager no longer are with AWI. The property is in the process of actively recruiting for new on-site managers. Local property managers are filling in on an “interim basis”. Bids are being sought for “sun” damaged or frayed window screens throughout the property. The first-floor common area carpet is being replaced with a hard surface for ease of care. CAA Food Distribution is on-going. North Valley Catholic Social Services and others are continuing to be contacted to provide activities for property residents. Mai Kirk, MSW Social Worker from the County of Butte, has been providing information for different programs to the resident seniors, which includes Passages and IHSS. The residents and AWI staff continue to calendar events - monthly bingo and birthdays are celebrated. A Mother’s Day potluck occurred which was attended by many. Usage of the conference room for an “art class” is scheduled every Thursday. Butte County Library is serving property residents. Please find AWI’s monthly financials and narrative following. YTD income is down by \$12,952, at \$447,389, due to not being able to increase rents to maximum allowed by tax-credit regulation, because of State and local rent restrictions. YTD expenses come in at \$426,466, or \$10,151 less than budget. This brought the net profit YTD to \$2,801 less than budget at \$20,922. The property is subject to repositioning, involving refinancing and capital improvements.



1200 Park Avenue Apartments, Inner Courtyard view

1200 Park Avenue May 2024

Separate *Variance Report* explaining budget differences and expenditures.
The current reserve balance is \$376,630.90. The monthly transfer is \$2,675.00.

Updates:

1200 Park Avenue currently has 4 vacancies.

Vacancies:

- **Unit #237** Unit market ready. Currently working on applicant. Pending previous landlord.
- **Unit #126** Unit market ready. Working on an applicant from San Jose area.
- **Unit #217** Unit market ready. Working on applicants.
- **Unit #329** Unit market ready. Unit #241 will transferring due to an RA.

We are sending additional staff to process vacancy and expect move ins next week.

Upcoming Vacancies:

- **Unit #260** - Termination for unauthorized occupant, property damage and nuisance conduct. Waiting for lock out date.
- **Unit #255** - 30 day notice.
- **Unit #133** – Moving to a care home for medical reasons.
- **Unit #241** – Transferring to unit #329.

We continue marketing efforts to attract applications. The majority of applicants have income insufficient to pay the 50% and 60% rents.

To date in June, 5 rent payments are outstanding– PM following up to collect.

Denise Smith is no longer employed with AWI. We are actively recruiting for the Property Manager and Assistant Manager position. Coverage is in place from local property managers.

Staff will begin seeking estimates to replace worn or damaged screens on the 2nd & 3rd floors.

The landscaper recently resolved several issues, including: trimming, replacing failed plants and flowers, adding new bark along Park Avenue and troubleshooting the irrigation system.



Berkadia has provided a pre-approval for replacement of flooring in the first floor common area. The carpet will be replaced with a hard surface for ease of care. "Before and After" pics will be shared, once complete.

1200 Park Avenue held a Mother's Day Potluck. Many residents participated and a good time was had by all!



Chico Commons 549
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 77,812.00	\$ 73,639.00	\$ 4,173.00	\$ 386,261.00	\$ 368,195.00	\$ 18,066.00
Vacancies	(9,786.00)	(4,418.33)	(5,367.67)	(40,166.00)	(22,091.66)	(18,074.34)
Rent Adjustments	0.00	(245.83)	245.83	1,007.60	(1,229.16)	2,236.76
Manager's Unit	(1,024.00)	(1,024.00)	0.00	(5,061.00)	(5,120.00)	59.00
Total Tenant Rent	\$ 67,002.00	\$ 67,950.84	\$ (948.84)	\$ 342,041.60	\$ 339,754.18	\$ 2,287.42
Other Project Income:						
Laundry Income	\$ 0.00	\$ 872.67	\$ (872.67)	\$ 2,551.71	\$ 4,363.34	\$ (1,811.63)
Interest Income	17.94	7.25	10.69	885.41	36.25	849.16
Restricted Reserve Interest Incom	329.69	0.00	329.69	1,657.23	0.00	1,657.23
Late Charges	322.00	271.08	50.92	1,229.22	1,355.41	(126.19)
Other Tenant Income	\$ 1,348.43	\$ 422.25	\$ 926.18	\$ 5,018.08	\$ 2,111.25	\$ 2,906.83
Miscellaneous Income	\$ 12.50	\$ 0.00	\$ 12.50	\$ 321.49	\$ 0.00	\$ 321.49
Other Project Income	\$ 2,030.56	\$ 1,573.25	\$ 457.31	\$ 11,663.14	\$ 7,866.25	\$ 3,796.89
Total Project Income	\$ 69,032.56	\$ 69,524.09	\$ (491.53)	\$ 353,704.74	\$ 347,620.43	\$ 6,084.31
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 53,444.75	\$ 25,595.66	\$ 27,849.09	\$ 150,073.06	\$ 127,978.32	\$ 22,094.74
Utilities (From Pg 2)	5,366.20	10,830.25	(5,464.05)	37,346.21	54,151.25	(16,805.04)
Administrative (From Pg 2)	10,698.98	12,465.50	(1,766.52)	65,866.62	62,327.50	3,539.12
Taxes & Insurance (From Pg 2)	3,386.92	3,084.84	302.08	16,934.60	15,424.18	1,510.42
Other Taxes & Insurance (Fr Page	1,499.64	3,410.00	(1,910.36)	7,383.34	17,050.00	(9,666.66)
Other Project Expenses	1,085.37	1,812.26	(726.89)	6,668.55	9,061.27	(2,392.72)
Total O&M Expenses	\$ 75,481.86	\$ 57,198.51	\$ 18,283.35	\$ 284,272.38	\$ 285,992.52	\$ (1,720.14)
Mortgage & Owner's Expense						
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 13,020.85	\$ 13,020.84	\$.01
Mortgage Payment	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 13,020.85	\$ 13,020.84	\$.01
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 5,400.00	\$ 5,400.00	\$ 0.00
Transfer - Reserves	102,500.00	2,500.00	100,000.00	112,500.00	12,500.00	100,000.00
Total Mortgage & Owner's Exp.	\$ 106,184.17	\$ 6,184.17	\$ 100,000.00	\$ 130,920.85	\$ 30,920.84	\$ 100,000.01
Total Project Expenses	\$ 181,666.03	\$ 63,382.68	\$ 118,283.35	\$ 415,193.23	\$ 316,913.36	\$ 98,279.87
Net Profit (Loss)	\$ (112,633.47)	\$ 6,141.41	\$ (118,774.88)	\$ (61,488.49)	\$ 30,707.07	\$ (92,195.56)

Other Cash Flow Items:

Chico Commons 549
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (329.69)	\$ 0.00	\$ (329.69)	\$ (1,657.23)	\$ 0.00	\$ (1,657.23)
T & I Transfers	(3,203.44)	0.00	(3,203.44)	(16,004.93)	0.00	(16,004.93)
Operating - MMKT- FFB*	208,000.00	0.00	208,000.00	207,192.02	0.00	207,192.02
Security Deposits Held	0.00	0.00	0.00	(2,535.00)	0.00	(2,535.00)
Authorized Reserve - Other	0.00	(8,087.50)	8,087.50	0.00	(40,437.50)	40,437.50
Tenant Receivables	(4,219.03)	0.00	(4,219.03)	6,426.81	0.00	6,426.81
Other Receivables	4,053.59	0.00	4,053.59	20,267.95	0.00	20,267.95
Accounts Payable - Trade	(10,717.57)	0.00	(10,717.57)	(32,121.07)	0.00	(32,121.07)
Accounts Payable Other	(1,698.00)	0.00	(1,698.00)	0.00	0.00	0.00
Accrued Interest - City of Chico	(28,645.83)	0.00	(28,645.83)	(18,229.15)	0.00	(18,229.15)
Partner's Equity	(76,798.00)	0.00	(76,798.00)	(76,798.00)	0.00	(76,798.00)
Total Other Cash Flow Items	\$ 86,442.03	\$ (8,087.50)	\$ 94,529.53	\$ 86,541.40	\$ (40,437.50)	\$ 126,978.90
Net Operating Cash Change	\$ (26,191.44)	\$ (1,946.09)	\$ (24,245.35)	\$ 25,052.91	\$ (9,730.43)	\$ 34,783.34

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 11,486.39	\$ 36,539.30	\$ 25,052.91
Operating - MMKT- FFB*	235,996.02	28,804.00	(207,192.02)
Tax & Insurance-FFB	31,796.70	47,801.63	16,004.93
Security Deposit - FFB	44,775.00	44,775.00	0.00
Reserve Acct-FFB	46,082.80	158,739.66	112,656.86
Reserve Acct - MMKT - FFB*	361,365.00	362,865.37	1,500.37
Payables & Receivables:			
Accounts Payable - Trade	24,216.07	(7,905.00)	(32,121.07)
Rents Receivable - Current Tenants	17,720.84	9,587.36	(8,133.48)
Allowance for Doubtful Accounts	(2,666.60)	(2,407.61)	258.99
Other Tenant Charges Receivable	2,090.73	3,538.41	1,447.68

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 6,299.56	\$ 6,044.17	\$ 255.39	\$ 25,066.93	\$ 30,220.84	\$ (5,153.91)
Janitorial/Cleaning Supplies	132.40	137.33	(4.93)	194.29	686.66	(492.37)
Plumbing Repairs	0.00	468.17	(468.17)	2,497.37	2,340.84	156.53
Painting & Decorating	800.15	508.17	291.98	6,508.15	2,540.84	3,967.31
Repairs & Maintenance - Supply	1,932.73	3,707.08	(1,774.35)	12,450.12	18,535.41	(6,085.29)
Repairs & Maintenance - Contract	9,356.90	1,727.67	7,629.23	19,117.38	8,638.34	10,479.04

Chico Commons 549
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Grounds Maintenance	\$ 2,540.00	\$ 2,008.33	\$ 531.67	\$ 10,985.00	\$ 10,041.66	\$ 943.34
Pest Control Service	2,966.00	746.08	2,219.92	7,307.00	3,730.41	3,576.59
Fire/Alarm Services	1,599.89	740.00	859.89	2,648.97	3,700.00	(1,051.03)
Capital Improvements - Other	5,318.11	5,209.50	108.61	12,858.40	26,047.50	(13,189.10)
Capital Improvements - Flooring	2,401.94	2,433.33	(31.39)	15,718.38	12,166.66	3,551.72
Capital Improvements - Appliance	10,852.42	858.33	9,994.09	14,399.83	4,291.66	10,108.17
Capital Improvements - HVAC Repl	0.00	0.00	0.00	8,520.46	0.00	8,520.46
Carpet Cleaning	0.00	66.25	(66.25)	488.98	331.25	157.73
HVAC Repairs	9,152.00	820.00	8,332.00	10,769.00	4,100.00	6,669.00
Cable Service	92.65	79.58	13.07	542.80	397.91	144.89
Tenant Services	0.00	41.67	(41.67)	0.00	208.34	(208.34)
Total Maint. & Operating Exp.	\$ 53,444.75	\$ 25,595.66	\$ 27,849.09	\$ 150,073.06	\$ 127,978.32	\$ 22,094.74
Utilities:						
Electricity	\$ 282.93	\$ 879.92	\$ (596.99)	\$ 4,162.70	\$ 4,399.59	\$ (236.89)
Water	1,433.17	2,754.83	(1,321.66)	6,145.37	13,774.16	(7,628.79)
Sewer	1,698.22	2,746.58	(1,048.36)	10,188.66	13,732.91	(3,544.25)
Heating Fuel/Other	486.38	1,933.92	(1,447.54)	7,619.78	9,669.59	(2,049.81)
Garbage & Trash Removal	1,465.50	2,515.00	(1,049.50)	9,229.70	12,575.00	(3,345.30)
Total Utilities	\$ 5,366.20	\$ 10,830.25	\$ (5,464.05)	\$ 37,346.21	\$ 54,151.25	\$ (16,805.04)
Administrative:						
Manager's Salary	\$ 5,840.31	\$ 5,865.67	\$ (25.36)	\$ 21,045.68	\$ 29,328.34	\$ (8,282.66)
Management Fees	3,816.00	3,816.00	0.00	19,080.00	19,080.00	0.00
Bad Debt Expense	376.00	1,269.25	(893.25)	19,831.29	6,346.25	13,485.04
Auditing	666.67	666.67	0.00	3,333.35	3,333.34	.01
Legal	0.00	833.33	(833.33)	2,576.30	4,166.66	(1,590.36)
Other Administrative Expenses	0.00	14.58	(14.58)	0.00	72.91	(72.91)
Total Administrative Expense	\$ 10,698.98	\$ 12,465.50	\$ (1,766.52)	\$ 65,866.62	\$ 62,327.50	\$ 3,539.12
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 92.67	\$ (92.67)	\$ 0.00	\$ 463.34	\$ (463.34)
Property Insurance	3,386.92	2,992.17	394.75	16,934.60	14,960.84	1,973.76
Total Taxes & Insurance Expense	\$ 3,386.92	\$ 3,084.84	\$ 302.08	\$ 16,934.60	\$ 15,424.18	\$ 1,510.42
Other Taxes & Insurance:						
Payroll Taxes	\$ 923.21	\$ 1,069.75	\$ (146.54)	\$ 4,341.07	\$ 5,348.75	\$ (1,007.68)
Other Taxes, Fees & Permits	0.00	192.00	(192.00)	820.95	960.00	(139.05)
Bond Premiums	0.00	32.25	(32.25)	0.00	161.25	(161.25)
Worker's Compensation Insurance	483.82	643.75	(159.93)	1,871.69	3,218.75	(1,347.06)
Personnel Medical Insurance	92.61	1,472.25	(1,379.64)	349.63	7,361.25	(7,011.62)
Total Other Taxes & Insurance	\$ 1,499.64	\$ 3,410.00	\$ (1,910.36)	\$ 7,383.34	\$ 17,050.00	\$ (9,666.66)

Chico Commons 549
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 191.52	\$ 226.00	\$ (34.48)	\$ 1,506.81	\$ 1,130.00	\$ 376.81
Internet Service	144.85	271.50	(126.65)	869.10	1,357.50	(488.40)
Advertising	20.00	54.17	(34.17)	20.00	270.84	(250.84)
Water/Coffee Service	14.56	0.00	14.56	14.56	0.00	14.56
Office Supplies & Expense	321.50	245.92	75.58	2,209.11	1,229.59	979.52
Postage	151.43	88.75	62.68	479.29	443.75	35.54
Toner/Copier Expense	0.00	188.08	(188.08)	546.76	940.41	(393.65)
Office Furniture & Equipment Expe	73.07	500.00	(426.93)	116.36	2,500.00	(2,383.64)
Travel & Promotion	36.51	70.92	(34.41)	114.64	354.59	(239.95)
Training Expense	0.00	66.92	(66.92)	260.92	334.59	(73.67)
Credit Checking	131.93	100.00	31.93	531.00	500.00	31.00
Total Other Project Expenses	\$ 1,085.37	\$ 1,812.26	\$ (726.89)	\$ 6,668.55	\$ 9,061.27	\$ (2,392.72)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 13,020.85	\$ 13,020.84	\$.01
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 5,400.00	\$ 5,400.00	\$ 0.00
Transfer - Reserves	102,500.00	2,500.00	100,000.00	112,500.00	12,500.00	100,000.00
Total Mortgage & Owner's Exp.	\$ 106,184.17	\$ 6,184.17	\$ 100,000.00	\$ 130,920.85	\$ 30,920.84	\$ 100,000.01
Total Expenses	\$ 181,666.03	\$ 63,382.68	\$ 118,283.35	\$ 415,193.23	\$ 316,913.36	\$ 98,279.87
Authorized Reserve - Other	\$ 0.00	\$ 8,087.50	\$ (8,087.50)	\$ 0.00	\$ 40,437.50	\$ (40,437.50)
Total Authorized Reserves	\$ 0.00	\$ 8,087.50	\$ (8,087.50)	\$ 0.00	\$ 40,437.50	\$ (40,437.50)

Chico Commons Apartments May 2024



Separate *Variance Report* explaining budget differences and expenditures. The current reserve balance is \$521,605.03, including \$100,000 transferred from 2023 year end cash flow surplus. The monthly transfer is \$2500.00

Updates:

Chico Commons currently has 7 vacancies. Staff worked hard to complete four move-ins during the month of May. There were two move outs. A large number of current vacancies are attributed to non-payment of rent.

Vacancies:

- **Unit #48** – (vacated without reason) Unit market ready. Applicant in process.
- **Unit #12** – (abandoned the unit, laid off work) Unit turn in process. Kitchen cabinets need replacement, all appliances, flooring, doors, and blinds pending. Applicant in process.
- **Unit #6** – (vacated for non-payment to avoid eviction). Unit turn in process. Full paint completed, new flooring, blinds and detail cleaning pending.
- **Unit #16** – (termination for non-payment) Unit nearly market ready. Pending detail cleaning only.
- **Unit #60** – (Termination for non-payment) Full paint complete. Needs detail cleaning, new flooring, blinds, partial cabinets/drawers and doors. Applicant file under review.
- **Unit#57** – (personal) new move out.
- **Unit #3** – (transfer from unit #65) New move out.

Upcoming Vacancies:

- **Unit #47** - Sent to legal for non-payment of rent.

Management continues advertising via: flyers, signage and resident referrals. Depending on the status of vacancy at the end of June, we may organize a weekend open house.

To date in June, 9 rent payments outstanding - Property Manager is following up to collect.



The upgrade of the upper level balconies is almost done. Three left to complete. Two are scheduled for next week and the last one will be completed the following week.

The garbage enclosure doors have been installed and repairs are complete. A small amount of touch up paint is pending.

The findings and recommendations from the preventative maintenance on all the HVAC units is approved from operating & work will be scheduled. HVAC's systems for units #27 and #63 are approved for replacement.

We are still working on transitioning the laundry equipment to a coinless option to detour theft and vandalism.

David Lee Moreland has joined the team as the 2nd part time maintenance technician. He started on 06/11/2024.

Local techs continue to assist as needed due to the high volume of unit turner over.

Walker Commons 550
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 43,944.00	\$ 40,042.50	\$ 3,901.50	\$ 219,168.00	\$ 200,212.50	\$ 18,955.50
Vacancies	(767.00)	(1,201.25)	434.25	(5,038.00)	(6,006.25)	968.25
Rent Adjustments	(32.00)	(18.00)	(14.00)	(163.00)	(90.00)	(73.00)
Manager's Unit	(775.00)	(775.00)	0.00	(3,828.00)	(3,875.00)	47.00
Total Tenant Rent	\$ 42,370.00	\$ 38,048.25	\$ 4,321.75	\$ 210,139.00	\$ 190,241.25	\$ 19,897.75
Other Project Income:						
Laundry Income	\$ 273.71	\$ 271.83	\$ 1.88	\$ 2,007.04	\$ 1,359.16	\$ 647.88
Interest Income	16.84	6.08	10.76	930.91	30.41	900.50
Restricted Reserve Interest Incom	444.20	0.00	444.20	2,242.98	0.00	2,242.98
Late Charges	88.00	4.17	83.83	343.92	20.84	323.08
Other Tenant Income	\$ 0.00	\$ 123.75	\$ (123.75)	\$ 22.50	\$ 618.75	\$ (596.25)
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$.06	\$ 0.00	\$.06
Other Project Income	\$ 822.75	\$ 405.83	\$ 416.92	\$ 5,547.41	\$ 2,029.16	\$ 3,518.25
Total Project Income	\$ 43,192.75	\$ 38,454.08	\$ 4,738.67	\$ 215,686.41	\$ 192,270.41	\$ 23,416.00
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 19,047.40	\$ 13,977.64	\$ 5,069.76	\$ 59,189.38	\$ 69,888.28	\$ (10,698.90)
Utilities (From Pg 2)	2,384.98	4,880.58	(2,495.60)	10,279.09	24,402.91	(14,123.82)
Administrative (From Pg 2)	8,383.97	8,165.33	218.64	35,927.98	40,826.66	(4,898.68)
Taxes & Insurance (From Pg 2)	2,113.67	1,948.91	164.76	10,568.35	9,744.57	823.78
Other Taxes & Insurance (Fr Page	2,822.57	3,485.33	(662.76)	13,595.99	17,426.66	(3,830.67)
Other Project Expenses	644.96	1,083.75	(438.79)	4,665.42	5,418.75	(753.33)
Total O&M Expenses	\$ 35,397.55	\$ 33,541.54	\$ 1,856.01	\$ 134,226.21	\$ 167,707.83	\$ (33,481.62)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 6,250.00	\$ 6,250.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 3,125.00	\$ 3,125.00	\$ 0.00
Transfer - Reserves	100,933.34	933.33	100,000.01	104,666.70	4,666.66	100,000.04
Total Mortgage & Owner's Exp.	\$ 102,808.34	\$ 2,808.33	\$ 100,000.01	\$ 114,041.70	\$ 14,041.66	\$ 100,000.04
Total Project Expenses	\$ 138,205.89	\$ 36,349.87	\$ 101,856.02	\$ 248,267.91	\$ 181,749.49	\$ 66,518.42
Net Profit (Loss)	\$ (95,013.14)	\$ 2,104.21	\$ (97,117.35)	\$ (32,581.50)	\$ 10,520.92	\$ (43,102.42)
Other Cash Flow Items:						
Reserve Transfers	\$ (444.20)	\$ 0.00	\$ (444.20)	\$ (2,242.98)	\$ 0.00	\$ (2,242.98)
T & I Transfers	(2,130.51)	0.00	(2,130.51)	(10,102.59)	0.00	(10,102.59)

Walker Commons 550
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Operating - MMKT- FFB*	\$ 120,000.00	\$ 0.00	\$ 120,000.00	\$ 119,146.01	\$ 0.00	\$ 119,146.01
Other Cash Changes	0.00	0.00	0.00	(1.66)	0.00	(1.66)
Security Deposits Held	0.00	0.00	0.00	900.00	0.00	900.00
Authorized Reserve - Other	0.00	(3,583.33)	3,583.33	0.00	(17,916.66)	17,916.66
Tenant Receivables	(200.00)	0.00	(200.00)	(4,885.66)	0.00	(4,885.66)
Other Receivables	2,780.34	0.00	2,780.34	13,901.70	0.00	13,901.70
Accounts Payable - Trade	(4,304.66)	0.00	(4,304.66)	(22,547.69)	0.00	(22,547.69)
Accounts Payable Other	0.00	0.00	0.00	(2,428.00)	0.00	(2,428.00)
Accrued Interest - City of Chico	(62,019.00)	0.00	(62,019.00)	(57,019.00)	0.00	(57,019.00)
Accrued Partnership Fees	(6,875.00)	0.00	(6,875.00)	(11,875.00)	0.00	(11,875.00)
Partner's Equity	(42,967.00)	0.00	(42,967.00)	(42,967.00)	0.00	(42,967.00)
Total Other Cash Flow Items	\$ 3,839.97	\$ (3,583.33)	\$ 7,423.30	\$ (20,121.87)	\$ (17,916.66)	\$ (2,205.21)
Net Operating Cash Change	\$ (91,173.17)	\$ (1,479.12)	\$ (89,694.05)	\$ (52,703.37)	\$ (7,395.74)	\$ (45,307.63)

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 64,428.37	\$ 11,725.00	\$ (52,703.37)
Operating - MMKT- FFB*	256,384.62	137,238.61	(119,146.01)
Tax & Insurance - FFB	33,586.56	43,689.15	10,102.59
Security Deposit - FFB	21,230.00	21,230.00	0.00
Reserve Acct - FFB	42,300.28	147,058.40	104,758.12
Reserve Acct MMKT-FFB*	518,214.29	520,365.85	2,151.56
Payables & Receivables:			
Accounts Payable - Trade	14,547.69	(8,000.00)	(22,547.69)
Rents Receivable - Current Tenants	(574.00)	4,108.50	4,682.50
Other Tenant Charges Receivable	226.00	429.16	203.16

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 4,905.65	\$ 4,134.58	\$ 771.07	\$ 17,142.96	\$ 20,672.91	\$ (3,529.95)
Janitorial/Cleaning Supplies	340.36	110.58	229.78	711.83	552.91	158.92
Plumbing Repairs	254.67	375.00	(120.33)	1,086.53	1,875.00	(788.47)
Painting & Decorating	69.30	461.25	(391.95)	431.53	2,306.25	(1,874.72)
Repairs & Maintenance - Supply	2,149.27	1,089.08	1,060.19	6,163.79	5,445.41	718.38
Repairs & Maintenance - Contract	3,640.68	1,250.00	2,390.68	9,450.32	6,250.00	3,200.32
Grounds Maintenance	1,750.00	2,008.33	(258.33)	8,750.00	10,041.66	(1,291.66)
Pest Control Service	263.00	333.33	(70.33)	1,578.00	1,666.66	(88.66)
Fire/Alarm Services	252.00	276.75	(24.75)	208.59	1,383.75	(1,175.16)
Capital Improvements - Other	106.00	3,371.33	(3,265.33)	206.64	16,856.66	(16,650.02)

Walker Commons 550
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - Flooring	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,888.00	\$ 0.00	\$ 4,888.00
Capital Improvements - Appliance	2,348.00	0.00	2,348.00	4,824.44	0.00	4,824.44
Capital Improvements - HVAC Repl	2,619.59	0.00	2,619.59	2,619.59	0.00	2,619.59
Carpet Cleaning	0.00	70.83	(70.83)	0.00	354.16	(354.16)
HVAC Repairs	0.00	200.00	(200.00)	0.00	1,000.00	(1,000.00)
Cable Service	219.30	96.58	122.72	644.80	482.91	161.89
Tenant Services	129.58	200.00	(70.42)	482.36	1,000.00	(517.64)
Total Maint. & Operating Exp.	\$ 19,047.40	\$ 13,977.64	\$ 5,069.76	\$ 59,189.38	\$ 69,888.28	\$ (10,698.90)
Utilities:						
Electricity	\$ 531.63	\$ 779.83	\$ (248.20)	\$ 2,544.09	\$ 3,899.16	\$ (1,355.07)
Water	424.46	775.00	(350.54)	1,853.15	3,875.00	(2,021.85)
Sewer	946.18	2,178.92	(1,232.74)	3,783.90	10,894.59	(7,110.69)
Heating Fuel/Other	42.71	386.58	(343.87)	844.88	1,932.91	(1,088.03)
Garbage & Trash Removal	440.00	760.25	(320.25)	1,253.07	3,801.25	(2,548.18)
Total Utilities	\$ 2,384.98	\$ 4,880.58	\$ (2,495.60)	\$ 10,279.09	\$ 24,402.91	\$ (14,123.82)
Administrative:						
Manager's Salary	\$ 4,481.80	\$ 4,134.58	\$ 347.22	\$ 17,487.13	\$ 20,672.91	\$ (3,185.78)
Management Fees	2,968.00	2,968.00	0.00	14,840.00	14,840.00	0.00
Bad Debt Expense	267.50	208.33	59.17	267.50	1,041.66	(774.16)
Auditing	666.67	666.67	0.00	3,333.35	3,333.34	.01
Legal	0.00	171.08	(171.08)	0.00	855.41	(855.41)
Other Administrative Expenses	0.00	16.67	(16.67)	0.00	83.34	(83.34)
Total Administrative Expense	\$ 8,383.97	\$ 8,165.33	\$ 218.64	\$ 35,927.98	\$ 40,826.66	\$ (4,898.68)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 12.58	\$ (12.58)	\$ 0.00	\$ 62.91	\$ (62.91)
Property Insurance	2,113.67	1,936.33	177.34	10,568.35	9,681.66	886.69
Total Taxes & Insurance Expense	\$ 2,113.67	\$ 1,948.91	\$ 164.76	\$ 10,568.35	\$ 9,744.57	\$ 823.78
Other Taxes & Insurance:						
Payroll Taxes	\$ 684.96	\$ 751.58	\$ (66.62)	\$ 3,142.79	\$ 3,757.91	\$ (615.12)
Other Taxes, Fees & Permits	0.00	295.92	(295.92)	820.95	1,479.59	(658.64)
Bond Premiums	0.00	25.08	(25.08)	0.00	125.41	(125.41)
Worker's Compensation Insurance	375.09	449.83	(74.74)	1,402.57	2,249.16	(846.59)
Personnel Medical Insurance	1,762.52	1,962.92	(200.40)	8,229.68	9,814.59	(1,584.91)
Total Other Taxes & Insurance	\$ 2,822.57	\$ 3,485.33	\$ (662.76)	\$ 13,595.99	\$ 17,426.66	\$ (3,830.67)
Other Project Expenses						
Telephone & Answering Service	\$ 369.38	\$ 229.00	\$ 140.38	\$ 1,336.03	\$ 1,145.00	\$ 191.03
Internet Service	143.90	197.00	(53.10)	431.70	985.00	(553.30)
Advertising	0.00	16.67	(16.67)	0.00	83.34	(83.34)

Walker Commons 550
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Water/Coffee Service	\$ 0.00	\$ 2.08	\$ (2.08)	\$ 105.30	\$ 10.41	\$ 94.89
Office Supplies & Expense	0.00	325.00	(325.00)	1,854.16	1,625.00	229.16
Postage	16.00	81.00	(65.00)	181.90	405.00	(223.10)
Toner/Copier Expense	0.00	110.33	(110.33)	66.00	551.66	(485.66)
Office Furniture & Equipment Expe	0.00	0.00	0.00	48.70	0.00	48.70
Travel & Promotion	50.00	33.33	16.67	221.08	166.66	54.42
Training Expense	0.00	47.67	(47.67)	210.92	238.34	(27.42)
Credit Checking	65.68	41.67	24.01	209.63	208.34	1.29
Total Other Project Expenses	\$ 644.96	\$ 1,083.75	\$ (438.79)	\$ 4,665.42	\$ 5,418.75	\$ (753.33)
Lease Up Expenses						
Total Lease Up Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 6,250.00	\$ 6,250.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 3,125.00	\$ 3,125.00	\$ 0.00
Transfer - Reserves	100,933.34	933.33	100,000.01	104,666.70	4,666.66	100,000.04
Total Mortgage & Owner's Exp.	\$ 102,808.34	\$ 2,808.33	\$ 100,000.01	\$ 114,041.70	\$ 14,041.66	\$ 100,000.04
Total Expenses	\$ 138,205.89	\$ 36,349.87	\$ 101,856.02	\$ 248,267.91	\$ 181,749.49	\$ 66,518.42
Authorized Reserve - Other	\$ 0.00	\$ 3,583.33	\$ (3,583.33)	\$ 0.00	\$ 17,916.66	\$ (17,916.66)
	\$ 0.00	\$ 3,583.33	\$ (3,583.33)	\$ 0.00	\$ 17,916.66	\$ (17,916.66)

Walker Commons May 2024

Separate *Variance Report* explaining budget differences and expenditures.

**The current reserve balance is \$667,424.25. This amount includes \$100,000 transferred as part of the 2023 year end cash flow distribution. The monthly reserve transfer is \$933.34.

Updates:

Walker Commons is currently 100% occupied.

Upcoming Vacancies:

- Unit #21 – On 04/10/24 the resident was re-admitted to a hospital in Stockton and the family has been unable to provide a status on a possible return home. We have reached out to our attorney for advice on the best path forward.

To date in June – the only rent outstanding is for unit 21, referenced above.

The weather is heating up – 3 PTAC units have required replacement, units: #12, #28 and #16.

The Property Manager and Maintenance Technician hosted a Mother's Day potluck to celebrate all the beautiful moms at Walker Commons.

The potluck turned out great and was enjoyed by all!



In April and May AWI challenged the community staff to kick up their curb appeal for Spring. Walker Commons updated the front landscaping with: new plants, bark, lighting and a fresh coat of paint on the red curbs. What a fantastic job! Way to go team, Walker Commons!



Park Avenue 569
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 92,261.00	\$ 94,698.25	\$ (2,437.25)	\$ 460,410.00	\$ 473,491.25	\$ (13,081.25)
Vacancies	(3,042.00)	(2,840.92)	(201.08)	(14,141.00)	(14,204.59)	63.59
Rent Adjustments	(93.85)	0.00	(93.85)	(308.19)	0.00	(308.19)
Manager's Unit	(965.00)	(889.00)	(76.00)	(4,772.00)	(4,445.00)	(327.00)
Total Tenant Rent	\$ 88,160.15	\$ 90,968.33	\$ (2,808.18)	\$ 441,188.81	\$ 454,841.66	\$ (13,652.85)
Other Project Income:						
Laundry Income	\$ 0.00	\$ 666.67	\$ (666.67)	\$ 2,000.00	\$ 3,333.34	\$ (1,333.34)
Interest Income	44.61	0.00	44.61	496.21	0.00	496.21
Restricted Reserve Interest Incom	20.62	1.67	18.95	85.01	8.34	76.67
Late Charges	210.72	36.08	174.64	632.64	180.41	452.23
Other Tenant Income	\$ 1,915.00	\$ 350.00	\$ 1,565.00	\$ 2,808.00	\$ 1,750.00	\$ 1,058.00
Miscellaneous Income	\$ 0.00	\$ 45.58	\$ (45.58)	\$ 178.36	\$ 227.91	\$ (49.55)
Other Project Income	\$ 2,190.95	\$ 1,100.00	\$ 1,090.95	\$ 6,200.22	\$ 5,500.00	\$ 700.22
Total Project Income	\$ 90,351.10	\$ 92,068.33	\$ (1,717.23)	\$ 447,389.03	\$ 460,341.66	\$ (12,952.63)
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 41,996.11	\$ 19,730.17	\$ 22,265.94	\$ 121,116.33	\$ 98,650.84	\$ 22,465.49
Utilities (From Pg 2)	7,440.73	13,232.67	(5,791.94)	38,095.16	66,163.34	(28,068.18)
Administrative (From Pg 2)	13,336.74	12,638.91	697.83	60,217.75	63,194.57	(2,976.82)
Taxes & Insurance (From Pg 2)	6,169.25	5,650.17	519.08	30,846.25	28,250.84	2,595.41
Other Taxes & Insurance (Fr Page	3,030.64	3,989.66	(959.02)	14,546.93	19,948.32	(5,401.39)
Other Project Expenses	2,381.93	1,988.51	393.42	12,314.70	9,942.52	2,372.18
Total O&M Expenses	\$ 74,355.40	\$ 57,230.09	\$ 17,125.31	\$ 277,137.12	\$ 286,150.43	\$ (9,013.31)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,105.39	\$ 26,300.42	\$ (195.03)	\$ 130,526.95	\$ 131,502.09	\$ (975.14)
Managing General Partner Fees	\$ 1,085.50	\$ 1,118.08	\$ (32.58)	\$ 5,427.50	\$ 5,590.41	\$ (162.91)
Transfer - Reserves	2,675.00	2,675.00	0.00	13,375.00	13,375.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,865.89	\$ 30,093.50	\$ (227.61)	\$ 149,329.45	\$ 150,467.50	\$ (1,138.05)
Total Project Expenses	\$ 104,221.29	\$ 87,323.59	\$ 16,897.70	\$ 426,466.57	\$ 436,617.93	\$ (10,151.36)
Net Profit (Loss)	\$ (13,870.19)	\$ 4,744.74	\$ (18,614.93)	\$ 20,922.46	\$ 23,723.73	\$ (2,801.27)
Other Cash Flow Items:						
Reserve Transfers	\$ (15.46)	\$ 0.00	\$ (15.46)	\$ 86.25	\$ 0.00	\$ 86.25
T & I Transfers	37,491.89	0.00	37,491.89	7,488.04	0.00	7,488.04

Park Avenue 569
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Operating - MMKT- FFB*	\$ 90,000.00	\$ 0.00	\$ 90,000.00	\$ 89,698.25	\$ 0.00	\$ 89,698.25
Other Cash Changes	0.00	0.00	0.00	(121.08)	0.00	(121.08)
Authorized Reserve - Other	0.00	(11,138.00)	11,138.00	0.00	(55,690.00)	55,690.00
Tenant Receivables	(2,278.95)	0.00	(2,278.95)	1,148.08	0.00	1,148.08
Other Receivables	6,705.75	0.00	6,705.75	34,131.75	0.00	34,131.75
Accounts Payable - Trade	5,958.25	0.00	5,958.25	(8,422.71)	0.00	(8,422.71)
Accrued Expenses	(1,785.00)	0.00	(1,785.00)	0.00	0.00	0.00
Accrued Interest City of Chico	(67,375.00)	0.00	(67,375.00)	(42,875.00)	0.00	(42,875.00)
Accrued Local Administration Fee	416.67	0.00	416.67	2,083.35	0.00	2,083.35
Accrued Managing GP Fee	(116,060.17)	0.00	(116,060.17)	(133,249.85)	0.00	(133,249.85)
Accrued Interest Housing Authority	(31,078.25)	0.00	(31,078.25)	(11,935.25)	0.00	(11,935.25)
Total Other Cash Flow Items	\$ (78,020.27)	\$ (11,138.00)	\$ (66,882.27)	\$ (61,968.17)	\$ (55,690.00)	\$ (6,278.17)
Net Operating Cash Change	\$ (91,890.46)	\$ (6,393.26)	\$ (85,497.20)	\$ (41,045.71)	\$ (31,966.27)	\$ (9,079.44)

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 60,451.88	\$ 19,406.17	\$ (41,045.71)
Operating - MMKT- FFB*	90,586.16	887.91	(89,698.25)
Tax & Insurance-FFB	80,765.80	73,277.76	(7,488.04)
Security Deposit - FFB	36,064.00	36,064.00	0.00
Repl Reserves - Berkadia - IMP**	363,342.15	376,630.90	13,288.75
Payables & Receivables:			
Accounts Payable - Trade	13,450.23	5,027.52	(8,422.71)
Rents Receivable - Current Tenants	2,490.89	(168.04)	(2,658.93)
Other Tenant Charges Receivable	3,335.58	4,846.43	1,510.85

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 10,477.06	\$ 7,750.25	\$ 2,726.81	\$ 38,781.42	\$ 38,751.25	\$ 30.17
Janitorial/Cleaning Supplies	181.40	318.25	(136.85)	740.66	1,591.25	(850.59)
Plumbing Repairs	0.00	219.75	(219.75)	210.00	1,098.75	(888.75)
Painting & Decorating	0.00	223.83	(223.83)	458.97	1,119.16	(660.19)
Repairs & Maintenance - Supply	601.69	1,000.00	(398.31)	6,913.45	5,000.00	1,913.45
Repairs & Maintenance - Contract	1,933.85	2,250.00	(316.15)	13,457.36	11,250.00	2,207.36
Grounds Maintenance	2,200.00	1,966.67	233.33	9,585.00	9,833.34	(248.34)
Elevator Maintenance & Contract	2,466.00	984.17	1,481.83	6,256.20	4,920.84	1,335.36
Pest Control Service	800.00	1,000.00	(200.00)	2,735.00	5,000.00	(2,265.00)
Fire/Alarm Services	2,167.24	773.33	1,393.91	6,351.91	3,866.66	2,485.25
Security Service	1,296.00	701.00	595.00	4,017.00	3,505.00	512.00

Park Avenue 569
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - Other	\$ 320.44	\$ 257.83	\$ 62.61	\$ 612.33	\$ 1,289.16	\$ (676.83)
Capital Improvements - Flooring	7,042.72	275.00	6,767.72	14,455.77	1,375.00	13,080.77
Capital Improvements - Appliance	3,039.71	422.50	2,617.21	3,760.66	2,112.50	1,648.16
Capital Improvements - HVAC Repl	0.00	0.00	0.00	594.29	0.00	594.29
Capital Improvements - Water Heat	0.00	0.00	0.00	835.57	0.00	835.57
Carpet Cleaning	955.00	891.67	63.33	2,155.00	4,458.34	(2,303.34)
HVAC Repairs	0.00	179.42	(179.42)	159.00	897.09	(738.09)
Cable Service	0.00	391.50	(391.50)	0.00	1,957.50	(1,957.50)
Tenant Services	8,515.00	125.00	8,390.00	9,036.74	625.00	8,411.74
Total Maint. & Operating Exp.	\$ 41,996.11	\$ 19,730.17	\$ 22,265.94	\$ 121,116.33	\$ 98,650.84	\$ 22,465.49
Utilities:						
Electricity	\$ 4,641.24	\$ 6,614.58	\$ (1,973.34)	\$ 18,620.30	\$ 33,072.91	\$ (14,452.61)
Water	785.41	1,037.92	(252.51)	4,323.13	5,189.59	(866.46)
Sewer	1,785.14	4,081.67	(2,296.53)	8,925.35	20,408.34	(11,482.99)
Heating Fuel/Other	50.94	454.92	(403.98)	1,995.14	2,274.59	(279.45)
Garbage & Trash Removal	178.00	1,043.58	(865.58)	4,231.24	5,217.91	(986.67)
Total Utilities	\$ 7,440.73	\$ 13,232.67	\$ (5,791.94)	\$ 38,095.16	\$ 66,163.34	\$ (28,068.18)
Administrative:						
Manager's Salary	\$ 6,607.83	\$ 5,859.00	\$ 748.83	\$ 26,270.49	\$ 29,295.00	\$ (3,024.51)
Management Fees	5,671.00	5,671.00	0.00	28,355.00	28,355.00	0.00
Bad Debt Expense	0.00	208.33	(208.33)	316.75	1,041.66	(724.91)
Auditing	687.50	625.00	62.50	3,436.50	3,125.00	311.50
Legal	365.25	212.33	152.92	1,667.75	1,061.66	606.09
Other Administrative Expenses	5.16	63.25	(58.09)	171.26	316.25	(144.99)
Total Administrative Expense	\$ 13,336.74	\$ 12,638.91	\$ 697.83	\$ 60,217.75	\$ 63,194.57	\$ (2,976.82)
Taxes & Insurance Reserve For:						
Special Assessments	\$ 0.00	\$ 27.58	\$ (27.58)	\$ 0.00	\$ 137.91	\$ (137.91)
Property Insurance	5,869.33	5,322.67	546.66	29,346.65	26,613.34	2,733.31
Other Insurance	299.92	299.92	0.00	1,499.60	1,499.59	.01
Total Taxes & Insurance Expense	\$ 6,169.25	\$ 5,650.17	\$ 519.08	\$ 30,846.25	\$ 28,250.84	\$ 2,595.41
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,305.08	\$ 1,199.75	\$ 105.33	\$ 6,039.90	\$ 5,998.75	\$ 41.15
Other Taxes, Fees & Permits	0.00	233.33	(233.33)	979.50	1,166.66	(187.16)
Bond Premiums	0.00	108.75	(108.75)	0.00	543.75	(543.75)
Worker's Compensation Insurance	672.89	726.08	(53.19)	2,553.24	3,630.41	(1,077.17)
Personnel Medical Insurance	1,052.67	1,721.75	(669.08)	4,974.29	8,608.75	(3,634.46)
Total Other Taxes & Insurance	\$ 3,030.64	\$ 3,989.66	\$ (959.02)	\$ 14,546.93	\$ 19,948.32	\$ (5,401.39)
Other Project Expenses						

Park Avenue 569
For the Month Ended May 31, 2024
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Telephone & Answering Service	\$ 563.02	\$ 556.00	\$ 7.02	\$ 2,889.22	\$ 2,780.00	\$ 109.22
Internet Service	574.93	355.92	219.01	2,696.89	1,779.59	917.30
Advertising	0.00	3.33	(3.33)	317.68	16.66	301.02
Water/Coffee Service	40.42	111.25	(70.83)	190.43	556.25	(365.82)
Office Supplies & Expense	184.66	433.33	(248.67)	2,889.12	2,166.66	722.46
Postage	39.85	87.67	(47.82)	235.57	438.34	(202.77)
Toner/Copier Expense	147.85	297.92	(150.07)	723.85	1,489.59	(765.74)
Office Furniture & Equipment Expe	813.68	0.00	813.68	1,593.13	0.00	1,593.13
Travel & Promotion	0.00	41.67	(41.67)	422.65	208.34	214.31
Training Expense	0.00	63.92	(63.92)	260.92	319.59	(58.67)
Credit Checking	17.52	29.17	(11.65)	95.24	145.84	(50.60)
Employee Meals	0.00	8.33	(8.33)	0.00	41.66	(41.66)
Total Other Project Expenses	\$ 2,381.93	\$ 1,988.51	\$ 393.42	\$ 12,314.70	\$ 9,942.52	\$ 2,372.18
Lease Up Expenses						
Total Lease Up Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,105.39	\$ 26,300.42	\$ (195.03)	\$ 130,526.95	\$ 131,502.09	\$ (975.14)
Managing General Partner Fees	\$ 1,085.50	\$ 1,118.08	\$ (32.58)	\$ 5,427.50	\$ 5,590.41	\$ (162.91)
Transfer - Reserves	2,675.00	2,675.00	0.00	13,375.00	13,375.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,865.89	\$ 30,093.50	\$ (227.61)	\$ 149,329.45	\$ 150,467.50	\$ (1,138.05)
Total Expenses	\$ 104,221.29	\$ 87,323.59	\$ 16,897.70	\$ 426,466.57	\$ 436,617.93	\$ (10,151.36)
Authorized Reserve - Other	\$ 0.00	\$ 11,138.00	\$ (11,138.00)	\$ 0.00	\$ 55,690.00	\$ (55,690.00)
	\$ 0.00	\$ 11,138.00	\$ (11,138.00)	\$ 0.00	\$ 55,690.00	\$ (55,690.00)

Date: 6/13/2024

MEMO:

To: HACB Board of Commissioners

From: Sharice Atkins, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for May 2024

Program Statistics for Period Ending	May 2024	May 2023
Number of participants as of last day of the month	30	35
Number of Orientation Briefings	2	1
Number of signed contracts	2	1
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	2	1
Contract Expired	3	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	3	15
Number of participants with annual income increases (YTD)	0	0
Number of participants with new employment (YTD)	0	0
Number of participants with escrow accounts	16	25
Number of participants currently escrowing	10	16
Amount disbursed from escrow account	\$0.00	\$0.00
Balance of Escrow Account	\$171,663.93	\$127,651.56

FSS FY 2022 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2023)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	30
Number of FSS participants identified as a person with disabilities	9
Number of FSS participants employed	19
Number of FSS participants in training programs	7
Number of FSS participants enrolled in higher/adult education	3
Number of FSS participants enrolled in school and employed	2
Number of FSS families receiving cash assistance	2
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	3
How many new FSS escrow accounts were established	2
Number of FSS families moved to non-subsidized housing	2
Number of FSS families moved to home-ownership	0

HACB CoC Programs: A Report to the Board of Commissioners for the Month of May 2024

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	05/2024 Enrollment	05/2024 HAP Assistance	Grant Balance
City of Chico - LGP	7/1/23 - 6/30/24	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	0	\$0.00	\$9,000.00
City of Chico - TBRA	7/1/23 - 6/30/24	\$127,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	11	\$4,455.00	\$6,808.00
BHHAP/Security Deposit**	7/1/23 - 6/30/24	\$3,426.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$0.00
BHHAP/ASOC	7/1/23 - 6/30/24	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	3	\$1,535.00	\$16,282.00
Totals		\$163,717.00			35			14	\$5,990.00	\$32,090.00

Acronym Legend

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

Last update:06/11/2024

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

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

Senior apartment complex breaks ground in Paradise

Development comes to Pentz Road property

BY PARADISE POST

PARADISE >> A new apartment complex is coming to Paradise, and the town says it will “offer many senior citizens the chance to return home with a renewed sense of safety and stability.”

Two buildings comprising 21 units are slated for the Northwind Senior Apartments development at a 1.66-acre property on the 6000 block of Pentz Road, according to a news release from the Town of Paradise.

The units will be for seniors earning 30% to 60% of the median income for Butte County, which, according to the county, was \$64,738 in 2021 — making 30% of the median \$19,421.40 and 60% of the median \$38,842.80.

“We are grateful to partner with Town of Paradise in this model effort that saw federal, state, local and private resources woven together to result in this apartment project serving low-income seniors aged 62 and older,” Ed Mayer, executive director of the Butte County Housing Authority, said in the release. “The project was specifically developed in response to the high concentrations of low-income seniors displaced by 2018’s Camp Fire Disaster. The quality designed apartments will be maintained as an asset to the community and those it serves.”

Pacific West Communities Co. is responsible for the construction of the Northwind Senior Apartments and for Eaglepointe Apartments on the 5000 block of Maxwell Drive, scheduled to be completed this year. According to the release, the senior complex is partially funded by a disaster recovery grant from the U.S. Department of Housing and Urban Development.

For leasing information, call Pacific West Communities at 208-461-0022.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4923

ADOPTION OF POSITION DESCRIPTION FOR ACCOUNTANT

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

WHEREAS, it has been determined that change to the position description for the Accountant position, reflecting current practice, is in the best interest of the HACB; and

WHEREAS, position compensation has been analyzed by thirty party and set comparable to other similar agencies; it is reflected on the Position Description, attached; and

WHEREAS, the position change will be incorporated into the HACB 2024-25 FY consolidated budget; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt the position description for the Accountant position, such position description attached to and made a part of this Resolution No. 4923, such action to become effective as of the first Pay Period following adoption.

Dated: June 20, 2024.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

ACCOUNTANT (ACCOUNTING DEPARTMENT)

*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 the general supervision performs fiscal work requiring a high degree of accuracy and independent judgment in the processing of tenant accounts receivable, other accounts receivable and Landlord payments.

SUPERVISION RECEIVED AND EXERCISED

Supervision is 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 these tasks and/or may perform similar related tasks not listed here:

- Work with Authority 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 request, receiving of records, verification of proper expense account classification, posting of invoices to computer for payment and generation and distribution of checks to vendors.
- Compile and tabulate information to produce reports are required.
- Perform a variety of bookkeeping duties including routine calculating, computing, classifying, posting, and verifying.
- Create adjusting and routine General Ledger Journal Voucher entries for Finance Officer's review.

- Perform miscellaneous job-related duties as assigned including typing and input of forms, memos, correspondence, tables, and charts, computer operation and utilizing other related office machines and equipment.
- Complete Accounts Payable full cycle processing as per Accounting Calendar Deadlines.
- Bi-weekly Payroll back-up – entering data into outside Payroll Provider Site, reconciling to Retirement and Benefits Accounts, Reconciling sick and vacation accruals.
- Archiving.
- GL Account Reconciliations.
- Inventory tracking, maintenance and year end reconciliation.
- Purchase Order tracking, maintenance and year end reconciliation.
- Fleet Management.
- Maintain Utility Consumption data and produce compiled report.

QUALIFICATIONS

Knowledge of:

Basic mathematical principles.

Generally Accepted Accounting Principles.

Basic financial, accounting and recordkeeping principles and procedures.

Accounts Receivable and General Ledger basics.

Computerized accounting methods, techniques and programs.

Electronic Spreadsheet methods, techniques, and programs.

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

Sort, check, count and verify numbers.

Operate ten-key calculator with accuracy.

Perform complex data entry, electronic spreadsheet and/or word processing skills.

Operate modern office equipment including computer equipment and software.

Detect discrepancies on records or reports.

Reconcile and balance financial records.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations applicable to assigned functions.

Make fiscal decisions related to the areas of responsibility.

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:

At least two years of accounting experience; preferably with federally funded programs and government fund accounting. Tenant Accounts receivable experience also preferred.

Education/Training:

Associates Degree supplemented by accounting specific education and/or training preferred.

Licenses or Certificates

Requires a valid California driver's license and the 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 (30 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 an 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 needs.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4924

RESOLUTION ADOPTING PUBLICALLY AVAILABLE PAY SCHEDULE
FOR THE
HOUSING AUTHORITY OF THE COUNTY OF BUTTE

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, description, and pay rates of all permanent positions; and

WHEREAS, the California Public Employees Retirement System (CalPERS) requires that the earnable compensation of HACB personnel be duly approved and adopted by the governing body of the HACB, and that such information to be accessible to, and made available for, public review; and

WHEREAS, by means of Resolution No. 4923, dated June 20, 2024, effective the first Pay Period after adoption, the HACB Board of Commissioners adopted the revised position description for the Accountant position, including a salary revision;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt its publicly available Pay Schedule, compliant with CalPERS requirements, such schedule documenting adopted and authorized agency position classifications, rate types, ranges, and steps, such Pay Schedule attached to and made a part of this Resolution No. 4924.

Dated: June 20, 2024.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

**Housing Authority of the County of Butte
CalPERS Publicly Adopted Pay Schedule
Adopted by Resolution No. 4924 on June 20, 2024**

Effective as of 07/01/2024
(pre 10/01/2018 hire date)

Classification	Rate Type	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Range
Accountant	Monthly	129	\$5,268	\$5,535	\$5,815	\$6,109	\$6,416	129
Assisted Housing Specialist	Monthly	112	\$4,448	\$4,673	\$4,910	\$5,159	\$5,420	112
Client Services Specialist I	Monthly	97	\$3,832	\$4,026	\$4,230	\$4,444	\$4,669	97
Contracts Administrator	Monthly	138	\$5,761	\$6,053	\$6,359	\$6,681	\$7,019	138
Deputy Executive Director	Monthly	235	\$15,133	\$15,899	\$16,703	\$17,549	\$18,438	235
Executive Assistant	Monthly	138	\$5,761	\$6,053	\$6,359	\$6,681	\$7,019	138
Executive Director	Monthly	250	\$17,569	\$18,458	\$19,392	\$20,374	\$21,405	250
Finance Director	Monthly	220	\$13,035	\$13,695	\$14,388	\$15,116	\$15,882	220
Housing Inspector	Monthly	126	\$5,113	\$5,372	\$5,644	\$5,930	\$6,231	126
Intake Specialist - Public Housing	Monthly	107	\$4,232	\$4,446	\$4,671	\$4,907	\$5,155	107
Intake Specialist - Section 8	Monthly	107	\$4,232	\$4,446	\$4,671	\$4,907	\$5,155	107
Maintenance I	Monthly	111	\$4,404	\$4,627	\$4,862	\$5,109	\$5,368	111
Maintenance II	Monthly	116	\$4,628	\$4,863	\$5,110	\$5,369	\$5,641	116
Maintenance Supervisor	Monthly	126	\$5,113	\$5,372	\$5,644	\$5,930	\$6,231	126
Occupancy Specialist - Lead	Monthly	122	\$4,913	\$5,162	\$5,423	\$5,698	\$5,986	122
Occupancy Specialist	Monthly	112	\$4,448	\$4,673	\$4,910	\$5,159	\$5,420	112
Project Manager	Monthly	186	\$9,289	\$9,759	\$10,253	\$10,772	\$11,317	186
Public Housing Manager	Monthly	155	\$6,824	\$7,170	\$7,533	\$7,914	\$8,315	155
Rental Assistance Programs Manager	Monthly	168	\$7,766	\$8,159	\$8,572	\$9,006	\$9,462	168
Senior Accountant	Monthly	153	\$6,689	\$7,027	\$7,382	\$7,755	\$8,147	153
Special Programs Coordinator	Monthly	120	\$4,816	\$5,059	\$5,315	\$5,584	\$5,867	120
Systems Administrator	Monthly	162	\$7,316	\$7,686	\$8,075	\$8,484	\$8,913	162
Utility Worker	Monthly	72	\$2,989	\$3,141	\$3,301	\$3,469	\$3,645	72

* Plus Longevity Pay = 2% at 10 years; 4% at 15 years; 6% at 20 years; 8% at 25 years; 10% at 30 years; and 12% at 35 years.

**Housing Authority of the County of Butte
CalPERS Publicly Adopted Pay Schedule
Adopted by Resolution No. 4924 on June 20, 2024**

Effective as of 07/01/2024
(post 10/01/2018 hire date)

Classification	Rate Type	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Range
Accountant	Monthly	129	\$5,268	\$5,400	\$5,535	\$5,673	\$5,815	\$5,960	\$6,109	\$6,262	\$6,416	129
Assisted Housing Specialist	Monthly	112	\$4,448	\$4,559	\$4,673	\$4,790	\$4,910	\$5,033	\$5,159	\$5,288	\$5,420	112
Client Services Specialist I	Monthly	97	\$3,832	\$3,928	\$4,026	\$4,127	\$4,230	\$4,336	\$4,444	\$4,555	\$4,669	97
Contracts Administrator	Monthly	138	\$5,761	\$5,905	\$6,053	\$6,204	\$6,359	\$6,518	\$6,681	\$6,848	\$7,019	138
Deputy Executive Director	Monthly	235	\$15,133	\$15,511	\$15,899	\$16,296	\$16,703	\$17,121	\$17,549	\$17,988	\$18,438	235
Executive Assistant	Monthly	138	\$5,761	\$5,905	\$6,053	\$6,204	\$6,359	\$6,518	\$6,681	\$6,848	\$7,019	138
Executive Director	Monthly	250	\$17,569	\$18,008	\$18,458	\$18,919	\$19,392	\$19,877	\$20,374	\$20,883	\$21,405	250
Finance Director	Monthly	220	\$13,035	\$13,361	\$13,695	\$14,037	\$14,388	\$14,748	\$15,117	\$15,495	\$15,882	220
Housing Inspector	Monthly	126	\$5,113	\$5,241	\$5,372	\$5,506	\$5,644	\$5,785	\$5,930	\$6,078	\$6,230	126
Intake Specialist - Public Housing	Monthly	107	\$4,232	\$4,338	\$4,446	\$4,557	\$4,671	\$4,788	\$4,908	\$5,031	\$5,157	107
Intake Specialist - Section 8	Monthly	107	\$4,232	\$4,338	\$4,446	\$4,557	\$4,671	\$4,788	\$4,908	\$5,031	\$5,157	107
Maintenance I	Monthly	111	\$4,404	\$4,514	\$4,627	\$4,743	\$4,862	\$4,984	\$5,109	\$5,237	\$5,368	111
Maintenance II	Monthly	116	\$4,628	\$4,744	\$4,863	\$4,985	\$5,110	\$5,238	\$5,369	\$5,503	\$5,641	116
Maintenance Supervisor	Monthly	126	\$5,113	\$5,241	\$5,372	\$5,506	\$5,644	\$5,785	\$5,930	\$6,078	\$6,230	126
Occupancy Specialist - Lead	Monthly	122	\$4,913	\$5,036	\$5,162	\$5,291	\$5,423	\$5,559	\$5,698	\$5,840	\$5,986	122
Occupancy Specialist	Monthly	112	\$4,448	\$4,559	\$4,673	\$4,790	\$4,910	\$5,033	\$5,159	\$5,288	\$5,420	112
Project Manager	Monthly	186	\$9,289	\$9,521	\$9,759	\$10,003	\$10,253	\$10,509	\$10,772	\$11,041	\$11,317	186
Public Housing Manager	Monthly	155	\$6,824	\$6,995	\$7,170	\$7,349	\$7,533	\$7,721	\$7,914	\$8,112	\$8,315	155
Rental Assistance Programs Manager	Monthly	168	\$7,766	\$7,960	\$8,159	\$8,363	\$8,572	\$8,786	\$9,006	\$9,231	\$9,462	168
Senior Accountant	Monthly	153	\$6,689	\$6,856	\$7,027	\$7,203	\$7,383	\$7,568	\$7,757	\$7,951	\$8,150	153
Special Programs Coordinator	Monthly	120	\$4,816	\$4,936	\$5,059	\$5,185	\$5,315	\$5,448	\$5,584	\$5,724	\$5,867	120
Systems Administrator	Monthly	162	\$7,316	\$7,499	\$7,686	\$7,878	\$8,075	\$8,277	\$8,484	\$8,696	\$8,913	162
Utility Worker	Monthly	72	\$2,989	\$3,064	\$3,141	\$3,220	\$3,301	\$3,384	\$3,469	\$3,556	\$3,645	72

* Plus Longevity Pay = 2% at 10 years; 4% at 15 years; 6% at 20 years; 8% at 25 years; 10% at 30 years; and 12% at 35 years.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4925

ADOPTION OF PERSONNEL ORGANIZATION CHART

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

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

WHEREAS, it has been determined the following changes are in the best interest of the HACB:

- 1) re-organization of Executive Management Staff;
- 2) elimination of the Accounting Tech position and establishment of two (2) Accountant positions;
- 3) change in title only from Property Manager to Public Housing Manager; and
- 4) change in title only from Section 8 Housing Manager to Rental Assistance Programs Manager; and

WHEREAS, a revised HACB Organizational Chart showing the proposed allocation of positions is attached to this Resolution No. 4925; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to approve and authorize the personnel organizational structure as shown on the HACB Organization Chart, attached to and made a part of this Resolution No. 4925, such action to take effect upon adoption.

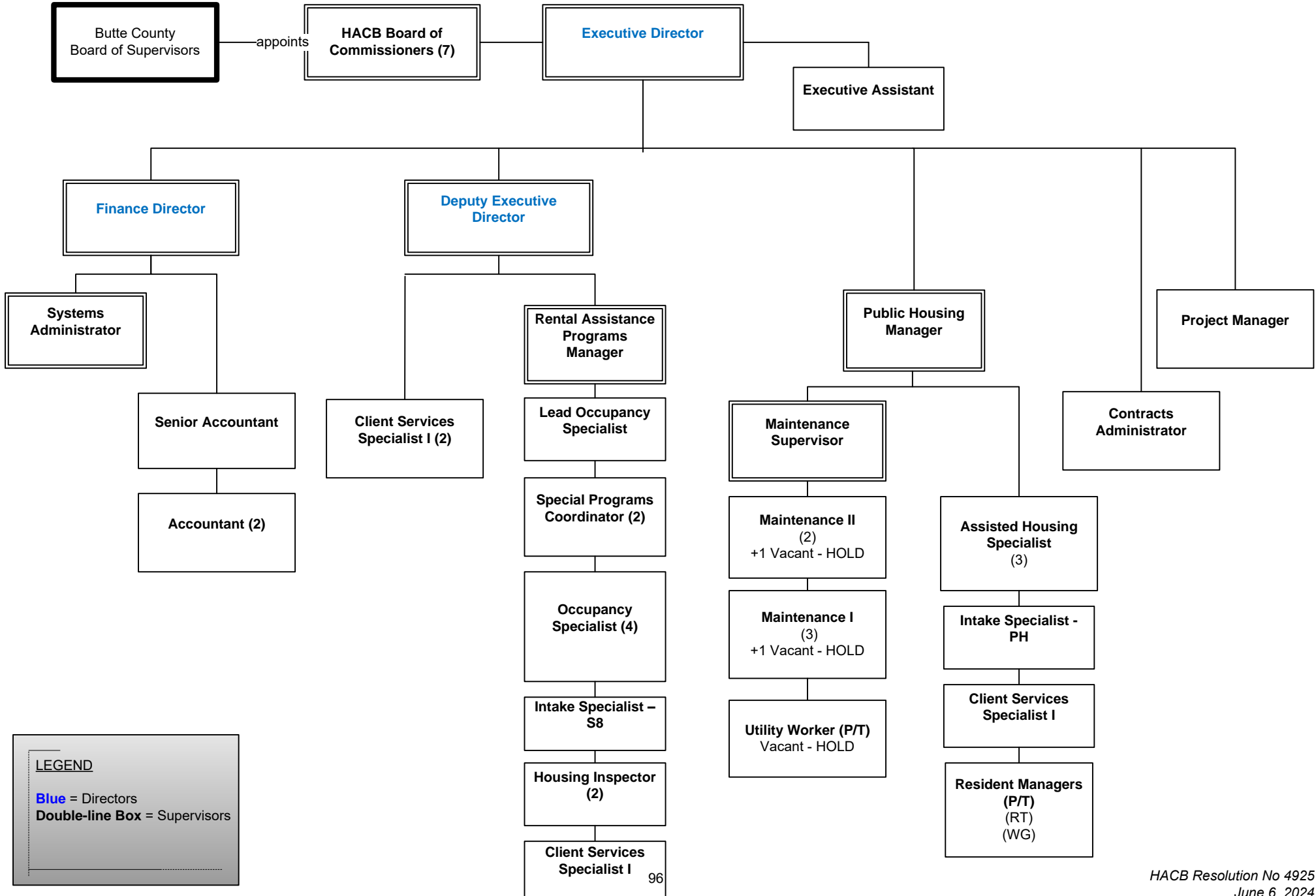
Dated: June 20, 2024.

David Pittman, Chair

ATTEST:

Edward S. Mayer, Secretary

HACB HOUSING AUTHORITY of the County of Butte



HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4926

AUTHORIZATION FOR DEPUTY EXECUTIVE DIRECTOR
TO ACT AS SIGNATORY ON BEHALF OF THE
HOUSING AUTHORITY OF THE COUNTY OF BUTTE

WHEREAS, the Housing Authority of the County of Butte (HACB) must authorize a signatory for all financial and business transactions that occur on a day-to-day operational basis; and,

WHEREAS, the Board of Commissioners of the HACB has appointed Lawrence C. Guanzon as the Executive Director of the HACB; and,

WHEREAS, while acting in his official capacity as Executive Director, Lawrence C. Guanzon is the signatory for all financial and business transactions that occur on a day-to-day operational basis; and,

WHEREAS, to ensure continuity of business operations in the absence or incapacity of the Executive Director, the HACB has created a Deputy Executive Director position overlay; and,

WHEREAS, in the absence or incapacity of the Executive Director, the Deputy Executive Director assumes Executive Director duties regarding agency management and administration and acts as the authorized signor for checks and other documents on behalf of Housing Authority of the County of Butte; and,

WHEREAS, effective July 1, 2024 Tamra Young, Administrative Operations, has been assigned Deputy Executive Director status; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte, to authorize Tamra Young, Administrative Operations Director, while acting in her official capacity as Deputy Executive Director, in the absence or incapacity of the Executive Director, to be the agency signatory for all financial and business transactions, effective July 1, 2024.

Dated: June 20, 2024.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4927

RECOGNITION AND RETIREMENT OF EXECUTIVE DIRECTOR

EDWARD S. MAYER

WHEREAS, on September 20, 2007 Edward S. Mayer began his tenure with the Housing Authority of the County of Butte as a member of its Board of Commissioner's. On August 4, 2008 Ed Mayer was hired as its Executive Director by its Board of Commissioner's representing the housing interests of Butte County, the citizens of Butte and Glenn Counties, as well as residents of HACB-owned properties and participants of HACB programs; and

WHEREAS, Mr. Edward Mayer is a graduate of Yale University with a B.A. in Architecture; and

WHEREAS, Mr. Edward Mayer since 1980 has acted as owner's authorized representative, and project development and operations manager for commercial, institutional, and residential projects and properties in Alaska, California, Montana, Indiana, and Colorado; and

WHEREAS, Mr. Edward Mayer has 35+ years of Public Service. He began his public housing authority career in 1989, serving as Development Officer for the Housing Authority of Santa Cruz in the aftermath of the Loma Prieta earthquake. He served ten (10) years as Executive Director of the Missoula Housing Authority, Missoula, Montana; and

WHEREAS, Mr. Edward Mayer has led the Housing Authority of the County of Butte and its Board of Commissioner's through the following catastrophes, i.e. Economic downturn in 2008, Oroville Spillway Evacuation in 2017, Paradise Campfire in 2018, and the Covid-19 pandemic in 2020; and

WHEREAS, Mr. Edward Mayer has increased and sustained affordable housing in Butte County with partnerships with private and non-profit developers such as, Central California Housing Corporation of Clovis, CA, The Pacific Companies of Boise, Idaho, Jamboree Housing Corporation, of Irvine, CA, Community Housing Improvement Program, Chico, CA and the HACB's non-profit instrumentality Butte County Affordable Housing Development Corporation. The new affordable housing developments in Butte County consist of 19 total properties totaling over 1100 units to serve and house low income individuals, families, seniors, elderly, and disabled. The Housing Authority currently provides affordable housing for over 4000+ households in Butte County which 2000 units are owned by the HACB; and

WHEREAS, Mr. Edward Mayer during his tenure as Executive Director, the agency has received numerous HUD High Performer awards in both the Housing Choice Voucher Program, Public Housing Program, VASH Program, plus industry awards for management and project development excellence and innovation; and

WHEREAS, Mr. Edward Mayer is a past President of the Pacific Southwest Regional Council of NAHRO and has served on the NAHRO Board of Governors. He has served as Trustee on NAHRO’s Board of Ethics and Credentialing Trustees (BECT); and

WHEREAS, Mr. Edward Mayer has consistently shown and demonstrated through his tenure at the Housing Authority of the County of Butte the following qualities; vision, integrity, passion, empathy, building strong relationships, creating a positive culture, and always doing what is beneficial to all concerned; and

WHEREAS, Mr. Edward Mayer has served well and faithfully as its Executive Director until resignation of his position, effective June 30 2024. Our sincere appreciation for his dedicated public service, our congratulation on his well-earned retirement, and our best wishes for continued success, happiness, and good health in years to come: Therefore, be it

RESOLVED, by unanimous vote of the Board of Commissioners of the Housing Authority of the County of Butte that Edward Mayer be recognized, appreciated, and honored for his service to the public-at-large in Butte and Glenn Counties, in serving as Executive Director of the Housing Authority of the County of Butte, and further recognizes, appreciates and honors his service on behalf of the Housing Authority of the County of Butte’s clients, and the provision of quality, affordable housing opportunity to the those served.

Adopted at Chico, California, this twentieth day of June 2024, by its Board of Commissioners of the Housing Authority of the County of Butte.

David Pittman, Board Chair

Rich Ober, Vice Chair

Charles Alford, Commissioner

Darlene Fredericks, Commissioner

Sarah Richter, Commissioner

Randy Coy, Commissioner

Larry Guanzon, Secretary

Explore the past and shape the future of affordable housing!



Join Us in Chicago for the Summer Symposium!

Summer is right around the corner, and we're excited for you to join us in **Chicago, July 11-12**, for the **2024 NAHRO Summer Symposium: The Past and Future History of Housing**.

Get ready for informative plenary sessions led by thought leaders and industry experts, a Washington Report with the latest updates from HUD and Capitol Hill, an **Executive Leaders of Small Agencies Professional Development Seminar**, and a 50th anniversary celebration of HUD's voucher program alongside the soft opening of the National Public Housing Museum!

Our Summer Symposium is a great opportunity for you and fellow Housers to highlight the most pressing affordable housing issues affecting our nation and discuss tangible skills and plans to improve the current state for years to come.

Check back periodically to stay abreast of new conference details as we add to the **agenda**, announce featured speakers, update **hotel information**, and more!

Register now and secure your spot at our biggest summer event!
