

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

**MEETING AGENDA**

November 21, 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.

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Please join my meeting from your computer, tablet or smartphone.  
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United States (Toll Free):  
[1 877 309 2073](tel:18773092073)  
United States:  
[+1 \(646\) 749-3129](tel:+16467493129)

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email [marysolp@butte-housing.com](mailto: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.

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NEXT RESOLUTION NO. 4946

ITEMS OF BUSINESS

1. ROLL CALL

2. AGENDA AMENDMENTS

3. CONSENT CALENDAR

3.1 Minutes for the meeting of October 17, 2024

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$1,286,480.81
3.2.2	Landlords –	\$1,910,648.40
3.2.3	Payroll–	\$155,247.80

3.3 Financial Statements

3.4 Section 8 Housing Choice Voucher Program

3.5 Property Vacancy Report

3.6 Public Housing

3.7 Construction Projects

3.8 Capital Fund Improvement Projects

3.9 Farm Labor Housing Report

3.10 HACB Owned Properties

3.10.1 PG&E Fire Victim Trust

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

3.14 Quarterly Investment Reports/Reserves Analysis

4. CORRESPONDENCE

4.1 PARS 115 Trust – Annual Review

4.2 NAHRO 2024 Presidential Transition Report

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Section 8 Management Assessment Plan (SEMAP) – Approve SEMAP submission for HUD.

Recommendation: Resolution No. 4946

5.2 Public Housing Flat Rents – Adopt 2025 Public Housing Flat Rents.

Recommendation: Resolution No. 4947

5.3 Personnel – Adoption of Workplace Violence Prevention Plan.

Recommendation: Resolution No. 4948

5.4 Personnel – Adoption of Position Descriptions and Revised Org Chart.

Recommendation: Resolution No. 4949

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

12. COMMISSIONERS' CALENDAR

- **Save the date: Holiday Luncheon: December 18, 2024**
- **Next Meeting: December 19, 2024**

13. ADJOURNMENT

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

**MEETING MINUTES OF October 17, 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 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford (*arrived 2:35 p.m.*), Randy Coy, Darlene Fredericks, Rich Ober, David Pittman, and Sarah Richter; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Hope Stone, Finance Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager, and Marysol Perez, Executive Assistant; all attended in person.

Others Present: Sharice Atkins, Special Programs Coordinator and Sonya Snodgrass, FSS Graduate.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 2131 Fogg Avenue Apartments, Oroville – FAQ and Article 24 Ballot Measure information was provided. Commissioner Richter suggested adding adjusted median income (AMI) limits to the FAQ. Chair Pittman added that he received positive feedback and comments from the Oroville City Council.

*Housing Authority of the County of Butte  
Board of Commissioners  
Minutes – Meeting of October 17, 2024  
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- 4.2 HDLI Comprehensive List of Industry Acronyms and Terms was provided and a copy will be added to the dropbox folder as well.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS Graduate) – Ms. Snodgrass enrolled as an FSS participant on May 1, 2019. She expressed gratitude and shared that being a participant was a great experience and she was provided with a lot of resources. While on the program she finished writing her book and as ready to publish. Her book is an inspirational book of poetry., motivation and love. Ms. Snodgrass will be re-locating to Texas and starting a new journey; she plans of purchasing a home with her escrow funds. Sharice Atkins, Special Programs Coordinator shared that she is proud of the work Ms. Snodgrass has accomplished. Ms. Snodgrass exits the program having accrued \$24,143.30 in FSS escrow earnings.

**\*RESOLUTION NO. 4941\***

Commissioner Ober moved that Resolution No. 4941 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE SONYA SNODGRASS”. Commissioner Coy seconded. The vote in favor was unanimous.

- 5.2 Family Self-Sufficiency (FSS Graduate) – Mr. Mubarak enrolled as an FSS participant on December 1, 2018. His primary goals were to work on his credit and work his was off all subsidies. Upon graduation Mr. Mubarak has attained his goals and is exiting the FSS program having accrued \$4,195.65 in FSS escrow earnings.

**\*RESOLUTION NO. 4942\***

Commissioner Fredericks moved that Resolution No. 4942 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE AMEER MUBARAK”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.3 Family Self-Sufficiency (FSS Graduate) – Ms. Bonner started the FSS program on September 1, 2020. Ms. Bonner’s goal was to finish her bachelor’s degree at Chico State and continue on to a Master’s Program. She is graduating early from the FSS program because she has attained her goals. Ms. Bonners exits the FSS program having accrued \$18,452.73.

**\*RESOLUTION NO. 4943\***

Commissioner Ober moved that Resolution No. 4943 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE KENDRA BONNER”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.4 HACB Write-Offs – Annually the HACB records vacated tenant balances for doubtful accounts, reducing the net tenant accounts receivable shown on the balance sheet. The write-off accounts have been or will be sent to a collection agency for further actions. The write offs do not affect the financial standing of the agency.

**\*RESOLUTION NO. 4944\***

Commissioner Coy moved that Resolution No. 4944 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.5 Gridley Farm Labor Housing (GFLH)– The FY2023 and 2022 Gridley Farm Labor Housing Audit was presented for approval. Despite all the detail and complexities of the audit, there were no findings and no questioned costs.

**\*MOTION\***

Commissioner Ober moved to accept the FY2023 Audit Report as presented. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.6 Personnel – HACB offers health insurance to its employees as part of the HACB benefit package as outlined in the Memorandum of Understanding between the Operating Engineers Local Union No. 3 and the Housing Authority of the County of Butte from October 1, 2023 – December 31, 2028. As outlined, in the MOU, under #9 Health-Dental-Vision Insurance Benefits, HACB agrees to provide Health Insurance by means of the Affordable Care Act-compliant CSAC Silver PPO medical insurance plan (with a buy-down to CSAC Bronze or buy-up to the CSAC Gold plan). Such plan is provided through GSRMA. On September 30th, GSRMA sent an email requiring signature by Board Chair of their revised MOU in order to continue to participate in said Plan(s). HACB has reviewed the attached summary of changes and attached MOU, and have no issues with the proposed changes. Therefore, staff recommends adoption of the MOU, as presented.

**\*RESOLUTION NO. 4945\***

Commissioner Richter moved that Resolution No. 4945 be adopted by reading of title only: “MEMORANDUM OF UNDERSTANDING”. Commissioner Fredericks seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

- 8.1 NAHRO 2024 National Conference and Exhibition September 26-28, 2024 Orlando, FL – Executive Director Larry Guanzon and Deputy Executive Director Tamra Young attended the conference in Orlando. Executive Director Guanzon shared that there was over 1400 attendees despite the Hurricane threat during the conference. He arrived a couple days early due to commitments as part of NAHRO Committees he is a part of. Deputy Director Young appreciated the networking opportunity and really enjoyed the Women of NAHRO conference day on day 2.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared briefly on a new 4 story project in Oroville, Gold Creek Commons, between Mitchell Ave and Lincoln Blvd. The project will consist of 126- housing units at market rate and will have underground basement parking. The project will also consist of 100,000 sq. ft. of retail space all built on 7 acres.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – November 21, 2024**

13. ADJOURNMENT

The meeting was adjourned at 3:05 p.m.

Dated: October 17, 2024.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary



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

Check Date	Check #	Vendor	Total Amount
10/1/2024	3514	v0000267 - OFFICE DEPOT INC	-58.64
10/15/2024	3738	v0000336 - Housing Tools	-4,080.00
10/10/2024	3783	v0000007 - CITY OF CHICO (22332) (FUEL)	85.25
10/10/2024	3784	v0000011 - California Water Service - Chico	395.49
10/10/2024	3785	v0000031 - PG&E	5,989.00
10/10/2024	3786	v0000031 - PG&E	84.27
10/10/2024	3787	v0000057 - OPER. ENG. LOCAL #3	868.00
10/10/2024	3788	v0000121 - United States Postal Service (CMRS-FP)	5,000.00
10/10/2024	3789	v0000140 - COMCAST CABLE	411.04
10/10/2024	3790	v0000149 - Susana Torres-Agustin	286.00
10/10/2024	3791	v0000229 - InterWest Insurance Services, LLC	525.00
10/10/2024	3792	v0000241 - WASTE MANAGEMENT	433.45
10/10/2024	3793	v0000267 - OFFICE DEPOT INC	58.64
10/10/2024	3794	v0000362 - Modern Building, Inc.	206,049.30
10/10/2024	3795	v0000380 - Staples Business Credit	158.66
10/10/2024	3796	v0000382 - FedEx	72.82
10/10/2024	3797	v0000402 - US Bank	225.16
10/10/2024	3798	v0000469 - Thermalito Irrigation	44.38
10/10/2024	3799	v0000474 - Advanced Document	556.41
10/10/2024	3800	v0000554 - GreatAmerica Financial Services	185.46
10/10/2024	3801	v0000599 - Access Information Holdings, LLC.	32.69
10/10/2024	3802	v0000749 - Larry Guanzon	126.60
10/10/2024	3803	v0000773 - Clean Master	1,560.00
10/10/2024	3804	v0000795 - Richard's North State Pest Mgmt (dba)	43.00
10/10/2024	3805	v0000821 - Golden State Risk Management Authority	7,984.00
10/10/2024	3806	v0000829 - Armed Guard Private Security, Inc	300.00
10/10/2024	3807	v0000863 - Nor-Cal Landscape Maintenance dba	72.88
10/10/2024	3808	v0000870 - Rizzo Bosworth Eraut PC	82.50
10/10/2024	3809	v0004479 - Netsys Systems, Inc.	560.00
10/10/2024	3810	v0004614 - City of Chico (Sewer)	33.29
10/10/2024	3811	v0004677 - Paradise Irrigation District	44.09
10/10/2024	3812	v0004733 - Bowman & Company, LLP.	10,000.00
10/10/2024	3813	v0004751 - Abila, Inc.	3,250.00
10/10/2024	3814	v0000430 - HARRP	166,973.33
10/22/2024	3815	v0001864 - Kathy Court Apartments	5,000.00
10/24/2024	3816	v0000031 - PG&E	32.22
10/24/2024	3817	v0000031 - PG&E	1,922.12
10/24/2024	3818	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	35.86
10/24/2024	3819	v0000039 - TPx Communications	232.65
10/24/2024	3820	v0000040 - Gregory P. Einhorn	610.00
10/24/2024	3821	v0000108 - AT&T	10.21
10/24/2024	3822	v0000140 - COMCAST CABLE	647.34
10/24/2024	3823	v0000336 - Housing Tools	4,080.00
10/24/2024	3824	v0000357 - Yuba City	102.00
10/24/2024	3825	v0000402 - US Bank	316.65
10/24/2024	3826	v0000723 - Basis Architecture & Consulting, Inc.	7,935.00
10/24/2024	3827	v0000731 - QUILL CORPORATION	55.16
10/24/2024	3828	v0000806 - Cypress Dental Administrators	681.11
10/24/2024	3829	v0000807 - David Pittman	50.00
10/24/2024	3830	v0000859 - Richard H. Ober	50.00
10/24/2024	3831	v0000866 - Charles Alford	50.00
10/24/2024	3832	v0000888 - Sarah Richter	50.00
10/24/2024	3833	v0004526 - VSP Vision Care	147.76
10/24/2024	3834	v0004549 - Randy Coy	50.00
10/24/2024	3835	v0004557 - Darlene D. Fredericks	82.96

10/24/2024	3836	v0004751 - Abila, Inc.	15,770.93
10/24/2024	3837	v0004768 - William Berry Jr.	20,752.00
10/1/2024	100229	v0003020 - Palo Verde Apartments LLC	1,115.00
10/1/2024	100230	v0003960 - Chico Housing Action Team	2,422.00
10/1/2024	100231	v0003988 - Elle Property Management Solutions	269.00
10/1/2024	100232	v0004114 - DeGarmo Terrace Apts	1,975.00
10/10/2024	100233	v0000155 - Susanne Kemp	56.93
10/10/2024	100234	v0000159 - Tamra C. Young	247.56
10/10/2024	100235	v0000885 - Yardi Systems, Inc.	110,317.67
10/15/2024	100236	v0002183 - Chico Pacific Associates	976.00
10/24/2024	100237	v0000159 - Tamra C. Young	151.00
10/24/2024	100238	v0004543 - Joseph Young	803.60
10/4/2024	100424	v0000891 - Paylocity	108,735.01
10/15/2024	498168	v0004576 - Aflac	954.06
10/15/2024	1046949	v0000799 - Benefit Resource, Inc.	150.00
10/2/2024	2748586	v0000059 - CalPERS	34,802.25
10/2/2024	2748587	v0000059 - CalPERS	11,898.90
10/2/2024	2748588	v0000059 - CalPERS	7,749.87
10/2/2024	2748589	v0000059 - CalPERS	565.00
10/2/2024	2748590	v0000059 - CalPERS	200.00
10/2/2024	2748591	v0000059 - CalPERS	195.25
10/15/2024	2757161	v0000059 - CalPERS	12,110.15
10/15/2024	2757162	v0000059 - CalPERS	7,782.30
10/15/2024	2757163	v0000059 - CalPERS	565.00
10/7/2024	10072024	v0000439 - Umpqua Bank	4,477.26
10/18/2024	10182024	v0000891 - Paylocity	110,714.82
10/28/2024	10282024	v0000793 - Verizon Wireless	353.53
10/4/2024	390926706	v0000181 - Empower	1,540.00
10/15/2024	396973646	v0000181 - Empower	1,540.00

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**TOTAL      889,683.20**

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

Check Date	Check #	Vendor	Total Amount
10/1/2024	1648	v0000267 - OFFICE DEPOT INC	-178.49
10/1/2024	2045	v0000006 - Biggs Municipal Utilities	27.00
10/1/2024	2046	v0000011 - California Water Service - Chico	124.00
10/1/2024	2047	v0000014 - Gridley Municipal Utilities	1,172.00
10/1/2024	2048	v0000031 - PG&E	1,486.00
10/1/2024	2049	v0004614 - City of Chico (Sewer)	37.00
10/10/2024	2050	v0000006 - Biggs Municipal Utilities	2,822.78
10/10/2024	2051	v0000007 - CITY OF CHICO (22332) (FUEL)	543.19
10/10/2024	2052	v0000010 - California Water Service - Oroville	1,787.81
10/10/2024	2053	v0000011 - California Water Service - Chico	15,167.90
10/10/2024	2054	v0000015 - A-1 Appliance	176.96
10/10/2024	2055	v0000017 - EAGLE SECURITY SYSTEMS	110.90
10/10/2024	2056	v0000031 - PG&E	26.11
10/10/2024	2057	v0000031 - PG&E	177.24
10/10/2024	2058	v0000031 - PG&E	1,578.72
10/10/2024	2059	v0000031 - PG&E	371.27
10/10/2024	2060	v0000031 - PG&E	167.60
10/10/2024	2061	v0000031 - PG&E	83.00
10/10/2024	2062	v0000040 - Gregory P. Einhorn	2,160.00
10/10/2024	2063	v0000140 - COMCAST CABLE	243.41
10/10/2024	2064	v0000238 - Baker Distributing Company, Inc.	51.95
10/10/2024	2065	v0000240 - CIC	133.70
10/10/2024	2066	v0000241 - WASTE MANAGEMENT	1,396.02
10/10/2024	2067	v0000267 - OFFICE DEPOT INC	178.49
10/10/2024	2068	v0000300 - Better Deal Exchange	1.73
10/10/2024	2069	v0000309 - Illustratus	274.45
10/10/2024	2070	v0000380 - Staples Business Credit	713.55
10/10/2024	2071	v0000401 - Plan B Professional Answering Services	132.80
10/10/2024	2072	v0000425 - Climate & Energy Solutions	11,499.00
10/10/2024	2073	v0000469 - Thermalito Irrigation	836.73
10/10/2024	2074	v0000474 - Advanced Document	15.75
10/10/2024	2075	v0000504 - Jiffy Lube, Inc.	99.55
10/10/2024	2076	v0000592 - Neal Road Recycling & Waste	69.79
10/10/2024	2077	v0000599 - Access Information Holdings, LLC.	32.71
10/10/2024	2078	v0000766 - JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	1,733.30
10/10/2024	2079	v0000773 - Clean Master	870.00
10/10/2024	2080	v0000795 - Richard's North State Pest Mgmt (dba)	1,561.50
10/10/2024	2081	v0000801 - Chico Turf Plus, LLC	950.00
10/10/2024	2082	v0000821 - Golden State Risk Management Authority	15,711.00
10/10/2024	2083	v0000858 - Down Range Investments, LLC	432.89
10/10/2024	2084	v0000863 - Nor-Cal Landscape Maintenance dba	12,492.46
10/10/2024	2085	v0000886 - Candelario Ace Hardware dba	39.67
10/10/2024	2086	v0004479 - Netsys Systems, Inc.	210.00
10/10/2024	2087	v0004593 - Citiguard, Inc.	2,340.00
10/10/2024	2088	v0004614 - City of Chico (Sewer)	1,632.07
10/10/2024	2089	v0004614 - City of Chico (Sewer)	70.04
10/10/2024	2090	v0004614 - City of Chico (Sewer)	65.59
10/10/2024	2091	v0004653 - Jessee Heating & Air Conditioning	9,980.00
10/10/2024	2092	v0004755 - Chico Home Access	1,905.00
10/10/2024	2093	v0000430 - HARRP	185,872.77
10/24/2024	2094	v0000010 - California Water Service - Oroville	4,630.81
10/24/2024	2095	v0000010 - California Water Service - Oroville	296.84
10/24/2024	2096	v0000010 - California Water Service - Oroville	183.20
10/24/2024	2097	v0000014 - Gridley Municipal Utilities	1,357.40
10/24/2024	2098	v0000015 - A-1 Appliance	279.60
10/24/2024	2099	v0000031 - PG&E	184.88
10/24/2024	2100	v0000031 - PG&E	12.29
10/24/2024	2101	v0000031 - PG&E	7.48
10/24/2024	2102	v0000031 - PG&E	9.98
10/24/2024	2103	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	2,080.96
10/24/2024	2104	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	4,254.95

10/24/2024	2105	v0000039 - TPx Communications	141.61
10/24/2024	2106	v0000071 - Riebes Auto Parts	284.92
10/24/2024	2107	v0000108 - AT&T	21.30
10/24/2024	2108	v0000140 - COMCAST CABLE	439.35
10/24/2024	2109	v0000185 - Warren Asbestos Abatement Cont., Inc.	11,717.50
10/24/2024	2110	v0000223 - Employment Development Dep	161.01
10/24/2024	2111	v0000235 - HD Supply Facilities Maintenance, Ltd.	4,255.65
10/24/2024	2112	v0000267 - OFFICE DEPOT INC	204.28
10/24/2024	2113	v0000295 - Platt Electric Supply	399.11
10/24/2024	2114	v0000322 - Oroville Safe & Lock	17.02
10/24/2024	2115	v0000669 - ROTO-ROOTER OROVILLE	370.00
10/24/2024	2116	v0000680 - MAINTENANCE PLUS	270.13
10/24/2024	2117	v0000763 - METAGRAPHICS	87.68
10/24/2024	2118	v0000766 - JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	1,185.65
10/24/2024	2119	v0000806 - Cypress Dental Administrators	1,410.60
10/24/2024	2120	v0000858 - Down Range Investments, LLC	982.86
10/24/2024	2121	v0000879 - GUZI-WEST Inspection and Consulting. LLC	714.75
10/24/2024	2122	v0000886 - Candelario Ace Hardware dba	9.64
10/24/2024	2123	v0004526 - VSP Vision Care	258.43
10/24/2024	2124	v0004644 - Ledbetter Electric, Inc.	750.00
10/24/2024	2125	v0004653 - Jessee Heating & Air Conditioning	11,423.00
10/7/2024	10072024	v0000439 - Umpqua Bank	2,021.08
10/16/2024	10162024	v0000088 - The Home Depot Credit Services	5,553.43
10/24/2024	10242024	v0000048 - Valero Fleet	705.53
10/29/2024	10292024	v0000793 - Verizon Wireless	680.77
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<b>TOTAL</b>			<b>336,750.60</b>

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

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Total Amount</b>
10/10/2024	128	v0003066 - Merle A Webb & Sons	1,000.00
10/25/2024	129	v0003133 - Romo	2,500.00
10/25/2024	130	v0004170 - Lassen Villa Investors	1,000.00
10/10/2024	2300	v0000007 - CITY OF CHICO (22332) (FUEL)	173.64
10/10/2024	2301	v0000040 - Gregory P. Einhorn	3,450.00
10/10/2024	2302	v0000240 - CIC	1,064.55
10/10/2024	2303	v0000295 - Platt Electric Supply	129.52
10/10/2024	2304	v0000474 - Advanced Document	44.95
10/10/2024	2305	v0000599 - Access Information Holdings, LLC.	32.71
10/10/2024	2306	v0000821 - Golden State Risk Management Authority	12,746.00
10/10/2024	2307	v0000863 - Nor-Cal Landscape Maintenance dba	212.30
10/10/2024	2308	v0004479 - Netsys Systems, Inc.	210.00
10/10/2024	2309	v0000430 - HARRP	1,636.90
10/24/2024	2310	v0000039 - TPx Communications	637.25
10/24/2024	2311	v0000040 - Gregory P. Einhorn	260.00
10/24/2024	2312	v0000104 - DELL MARKETING L.P.	5,796.24
10/24/2024	2313	v0000108 - AT&T	57.42
10/24/2024	2314	v0000192 - Nan McKay & Associates, Inc.	37.50
10/24/2024	2315	v0000276 - Scrubbs, Inc.	32.00
10/24/2024	2316	v0000402 - US Bank	165.10
10/24/2024	2317	v0000806 - Cypress Dental Administrators	943.20
10/24/2024	2318	v0000858 - Down Range Investments, LLC	84.42
10/24/2024	2319	v0004526 - VSP Vision Care	176.11
10/7/2024	10072024	v0000439 - Umpqua Bank	177.33
10/24/2024	10242024	v0000048 - Valero Fleet	94.44
10/25/2024	10252024	v0000793 - Verizon Wireless	172.46
<b>TOTAL</b>			<b>32,834.04</b>

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

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Total Amount</b>
10/10/2024	1182	v0000660 - HACB	6,490.00
10/10/2024	1183	v0000863 - Nor-Cal Landscape Maintenance dba	3.68
<b>TOTAL</b>			<b>6,493.68</b>

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

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Total Amount</b>
10/10/2024	1504	v0000382 - FedEx	68.39
10/10/2024	1505	v0000660 - HACB	20,275.54
10/10/2024	1506	v0000863 - Nor-Cal Landscape Maintenance dba	3.68
10/23/2024	1507	v0000040 - Gregory P. Einhorn	60.00
10/23/2024	1508	v0000382 - FedEx	281.68
10/17/2024	1017241	v0000439 - Umpqua Bank	15.00
10/17/2024	1017242	v0000439 - Umpqua Bank	15.00
<b>TOTAL</b>			<b>20,719.29</b>

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

CUMULATIVE

**ASSETS**

**Current Assets**

Cash - Unrestricted	46,512,889
Cash - Other Restricted	(25,274,770)
Account Receivable - Current	1,637,961
Other Current Assets	(5,389,292)

<b>Total Current Assets</b>	<b>17,486,787</b>
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**Fixed Assets**

Fixed Assets & Accumulated Depreciation	47,442,083
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<b>Total Fixed Assets</b>	<b>47,442,083</b>
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**Other Non-Current Assets**

Notes Loans & Mortgages Receivable	1,945,049
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<b>Total Other Non-Current Assets</b>	<b>1,945,049</b>
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<b>TOTAL ASSETS</b>	<b>66,873,919</b>
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**LIABILITIES**

**Current Liabilities**

Accounts Payable	658,507
Tenant Security Deposits	235,356
Long Term Debt - Current Portion	904,291
Other Long Term Liabilities	6,545,023

<b>Total Current Liabilities</b>	<b>8,343,177</b>
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**Long-Term Liabilities**

Long-Term Debt	19,801,426
Other Long Term Liabilities	2,679,497

<b>Total Long-Term Liabilities</b>	<b>22,480,923</b>
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<b>TOTAL LIABILITIES</b>	<b>30,824,100</b>
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**NET POSITION**

Beginning Net Position	4,791,209
Retained Earnings	31,258,609

<b>TOTAL NET POSITION</b>	<b>36,049,818</b>
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<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>66,873,919</b>
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Housing Authority of the County of Butte  
CONSOLIDATED INCOME STATEMENT  
September 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	392,858	397,195	4,337	4,360,148	4,766,336	406,188	91.48%
Tenant Charges	(461)	5,367	5,828	87,102	64,400	(22,702)	135.25%
Laundry Revenue	2,148	2,658	510	14,317	31,892	17,575	44.89%
HUD Grant Revenue	2,707,812	1,982,633	(725,179)	28,489,646	23,791,597	(4,698,049)	119.75%
Other Grant Revenue	100,649	0	172,976	1,734,628	0	509,241	0.00%
Investment Income-unrestricted	219	705	485	1,960	8,456	6,496	23.18%
Investment Income - restricted	0	12,181	12,181	0	146,169	146,169	0.00%
Fraud Recovery	3,444	4,167	723	46,513	50,000	3,487	93.03%
Other Income	246,921	58,892	(188,029)	2,882,882	706,700	(2,176,182)	407.94%
<b>TOTAL REVENUES</b>	<b>3,453,589</b>	<b>2,463,796</b>	<b>(716,169)</b>	<b>37,617,195</b>	<b>29,565,550</b>	<b>(5,807,776)</b>	<b>127.23%</b>
Administrative Employee Salaries	168,028	223,978	55,950	2,574,161	2,687,740	113,579	95.77%
Audit Fee	0	3,328	3,328	64,794	39,930	(24,864)	162.27%
Advertising & Marketing	346	1,911	1,564	3,671	22,928	19,257	16.01%
Admin Fringe Benefits & Taxes	88,706	120,844	32,138	825,776	1,450,125	624,349	56.95%
Office Expenses	6,445	24,464	18,020	207,592	293,573	85,981	70.71%
Legal Expenses	4,191	5,449	1,258	95,539	65,390	(30,149)	146.11%
Travel	184	2,435	2,250	19,565	29,215	9,650	66.97%
Allocated Overhead	(3,409)	68,475	71,884	(40,915)	821,696	862,611	-4.98%
Other Admin Expenses	51,926	53,489	1,563	866,207	641,869	(224,338)	134.95%
<b>Total Operating Admin Costs</b>	<b>316,418</b>	<b>504,372</b>	<b>187,955</b>	<b>4,616,391</b>	<b>6,052,466</b>	<b>1,436,075</b>	<b>76.27%</b>
Tenant Services - Salaries	10,536	9,673	(863)	171,242	116,076	(55,166)	147.53%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	1,241	4,279	3,038	51,143	51,342	199	99.61%
Resident Services MISC	0	19,816	19,816	0	237,795	237,795	0.00%
<b>Total Tenant Services</b>	<b>11,776</b>	<b>33,768</b>	<b>21,992</b>	<b>222,385</b>	<b>405,213</b>	<b>182,828</b>	<b>54.88%</b>
Water	17,774	19,012	1,238	210,743	228,144	17,401	92.37%
Electricity	16,071	9,439	(6,631)	157,284	113,273	(44,011)	138.85%
Gas	2,248	4,934	2,686	45,442	59,212	13,770	76.74%
Sewer	11,280	18,469	7,189	259,759	221,624	(38,135)	115.05%
<b>Total Utilities - Project</b>	<b>47,373</b>	<b>51,854</b>	<b>4,482</b>	<b>673,227</b>	<b>622,253</b>	<b>(50,974)</b>	<b>107.47%</b>
Maintenance Salaries	42,824	38,946	(3,879)	490,866	467,348	(23,518)	105.03%
Maintenance Materials	48,253	23,606	(24,647)	481,178	283,273	(197,905)	169.86%
Maintenance Contract Costs	80,374	88,367	7,992	868,380	1,060,398	192,018	81.89%
Maintenance Fringe Benefits	22,480	17,571	(4,909)	249,976	210,856	(39,120)	118.55%
<b>Total Maintenance Costs</b>	<b>193,932</b>	<b>168,490</b>	<b>(25,442)</b>	<b>2,090,400</b>	<b>2,021,875</b>	<b>(68,525)</b>	<b>103.39%</b>
Protective Services	3,224	2,825	(399)	51,765	33,900	(17,865)	152.70%
Insurance-Liability/Property/Auto	33,724	34,731	1,007	391,998	416,774	24,776	94.06%
Other General Expenses	1,707	9,964	8,256	41,469	119,563	78,094	34.68%
PILOT	0	9,667	9,667	1,184	116,008	114,824	1.02%
Bad Debt - Tenant	0	6,267	6,267	0	75,200	75,200	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	16,059	28,867	12,808	176,649	346,400	169,751	51.00%
<b>Total Other Operating Expenses</b>	<b>54,715</b>	<b>92,320</b>	<b>37,606</b>	<b>663,065</b>	<b>1,107,845</b>	<b>444,780</b>	<b>59.85%</b>
Maintenance - Extraordinary	0	0	0	87,250	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,954,907	1,551,473	(403,434)	22,474,730	18,617,680	(3,857,050)	120.72%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>1,954,907</b>	<b>1,551,473</b>	<b>(403,434)</b>	<b>22,561,980</b>	<b>18,617,680</b>	<b>(3,857,050)</b>	<b>121.19%</b>
<b>TOTAL EXPENSES</b>	<b>2,579,120</b>	<b>2,402,278</b>	<b>(176,842)</b>	<b>30,827,447</b>	<b>28,827,332</b>	<b>(1,912,865)</b>	<b>106.92%</b>
<b>RETAINED EARNINGS</b>	<b>874,470</b>	<b>61,518</b>	<b>(812,951)</b>	<b>6,789,748</b>	<b>738,218</b>	<b>(3,894,911)</b>	<b>20.31%</b>

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

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	100.00% % Used
Dwelling Rent	259,623	264,576	4,954	2,826,100	3,174,914	348,814	89.01%
Tenant Charges	2,061	2,033	(28)	19,047	24,400	5,353	78.06%
Laundry Revenue	1,015	1,324	309	16,516	15,892	(624)	103.93%
HUD Grant Revenue	0	0	0	0	0	0	0.00%
Other Grant Revenue	100,649	0	(100,649)	1,734,628	0	(1,734,628)	0.00%
Investment Income-unrestricted	219	171	(48)	1,960	2,056	96	95.32%
Investment Income - restricted	0	8,014	8,014	0	96,169	96,169	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	234,471	58,067	(176,404)	2,823,431	696,800	(2,126,631)	405.20%
<b>TOTAL REVENUES</b>	<b>598,037</b>	<b>334,186</b>	<b>(263,851)</b>	<b>7,421,682</b>	<b>4,010,231</b>	<b>(3,411,451)</b>	<b>185.07%</b>
Administrative Employee Salaries	54,373	54,277	(96)	1,101,051	651,325	(449,726)	169.05%
Audit Fee	0	1,261	1,261	64,794	15,130	(49,664)	428.25%
Advertising & Marketing	346	744	398	3,671	8,928	5,257	41.12%
Admin Fringe Benefits & Taxes	47,866	30,393	(17,473)	358,278	364,716	6,438	98.23%
Office Expenses	1,819	4,964	3,146	102,259	59,573	(42,686)	171.65%
Legal Expenses	0	2,533	2,533	12,150	30,390	18,240	39.98%
Travel	184	933	749	19,565	11,200	(8,365)	174.69%
Allocated Overhead	(58,868)	(58,868)	0	(706,416)	(706,416)	0	100.00%
Other Admin Expenses	48,264	22,355	(25,909)	744,111	268,265	(475,846)	277.38%
<b>Total Operating Admin Costs</b>	<b>93,984</b>	<b>58,593</b>	<b>(35,391)</b>	<b>1,699,464</b>	<b>703,111</b>	<b>(996,353)</b>	<b>0.00%</b>
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	26,170	26,170	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>2,181</b>	<b>2,181</b>	<b>0</b>	<b>26,170</b>	<b>26,170</b>	<b>0.00%</b>
Water	8,461	8,004	(458)	83,910	96,044	12,134	87.37%
Electricity	13,548	5,614	(7,934)	132,065	67,373	(64,692)	196.02%
Gas	1,894	4,314	2,420	37,811	51,762	13,951	73.05%
Sewer	7,505	8,549	1,044	140,128	102,586	(37,542)	136.60%
<b>Total Utilities - Project</b>	<b>31,408</b>	<b>26,480</b>	<b>(4,927)</b>	<b>393,914</b>	<b>317,765</b>	<b>(76,149)</b>	<b>123.96%</b>
Maintenance Salaries	10,225	8,402	(1,823)	86,235	100,820	14,585	85.53%
Maintenance Materials	38,039	12,648	(25,391)	355,804	151,773	(204,031)	234.43%
Maintenance Contract Costs	47,375	59,688	12,313	433,911	716,253	282,342	60.58%
Maintenance Fringe Benefits	10,725	467	(10,258)	99,646	5,600	(94,046)	1779.39%
<b>Total Maintenance Costs</b>	<b>106,364</b>	<b>81,204</b>	<b>(25,160)</b>	<b>975,596</b>	<b>974,446</b>	<b>(1,150)</b>	<b>100.12%</b>
Protective Services	383	167	(217)	15,256	2,000	(13,256)	762.82%
Insurance-Liability/Property/Auto	17,703	17,142	(561)	194,950	205,704	10,754	94.77%
Other General Expenses	1,707	4,547	2,840	40,442	54,563	14,121	74.12%
PILOT	0	292	292	0	3,508	3,508	0.00%
Bad Debt - Tenant	0	2,100	2,100	0	25,200	25,200	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	16,059	28,867	12,808	176,649	346,400	169,751	51.00%
<b>Total Other Operating Expenses</b>	<b>35,853</b>	<b>53,115</b>	<b>17,262</b>	<b>427,297</b>	<b>637,375</b>	<b>210,078</b>	<b>67.04%</b>
Maintenance - Extraordinary	0	0	0	87,250	0	(87,250)	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	7,137	12,917	5,780	106,035	155,000	48,965	68.41%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>7,137</b>	<b>12,917</b>	<b>5,780</b>	<b>193,285</b>	<b>155,000</b>	<b>(38,285)</b>	<b>124.70%</b>
<b>TOTAL EXPENSES</b>	<b>274,745</b>	<b>234,489</b>	<b>(40,256)</b>	<b>3,689,556</b>	<b>2,813,867</b>	<b>(875,689)</b>	<b>131.12%</b>
<b>RETAINED EARNINGS</b>	<b>323,292</b>	<b>99,697</b>		<b>3,732,126</b>	<b>1,196,364</b>		<b>53.95%</b>

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

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	100.00% % Used
Dwelling Rent	133,235	132,619	(617)	1,534,048	1,591,422	57,374	96.39%
Tenant Charges	(37)	3,333	3,371	63,594	40,000	(23,594)	158.99%
Laundry Revenue	1,133	1,333	200	(2,199)	16,000	18,199	-13.74%
HUD Grant Revenue	132,128	117,947	(14,181)	1,450,614	1,415,358	(35,256)	102.49%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	383	383	0	4,600	4,600	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	200	200	18,158	2,400	(15,758)	756.58%
<b>TOTAL REVENUES</b>	<b>266,459</b>	<b>255,815</b>	<b>(10,644)</b>	<b>3,064,215</b>	<b>3,069,780</b>	<b>5,565</b>	<b>99.82%</b>
Administrative Employee Salaries	50,091	50,480	389	658,152	605,763	(52,389)	108.65%
Audit Fee	0	267	267	0	3,200	3,200	0.00%
Advertising & Marketing	0	750	750	0	9,000	9,000	0.00%
Admin Fringe Benefits & Taxes	21,223	26,906	5,683	240,479	322,872	82,393	74.48%
Office Expenses	2,319	5,000	2,681	51,206	60,000	8,794	85.34%
Legal Expenses	220	1,250	1,030	21,125	15,000	(6,125)	140.83%
Travel	0	235	235	0	2,825	2,825	0.00%
Allocated Overhead	25,485	25,485	0	305,825	305,825	0	100.00%
Other Admin Expenses	560	4,870	4,310	17,020	58,441	41,421	29.12%
<b>Total Operating Admin Costs</b>	<b>99,898</b>	<b>115,244</b>	<b>15,346</b>	<b>1,293,808</b>	<b>1,382,926</b>	<b>89,118</b>	<b>93.56%</b>
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	8,625	8,625	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>719</b>	<b>719</b>	<b>0</b>	<b>8,625</b>	<b>8,625</b>	<b>0.00%</b>
Water	9,313	10,833	1,521	126,483	130,000	3,517	97.29%
Electricity	2,523	2,417	(106)	22,316	29,000	6,684	76.95%
Gas	354	500	146	7,581	6,000	(1,581)	126.35%
Sewer	3,775	10,108	6,333	119,592	121,300	1,708	98.59%
<b>Total Utilities - Project</b>	<b>15,965</b>	<b>23,858</b>	<b>7,893</b>	<b>275,972</b>	<b>286,300</b>	<b>10,328</b>	<b>96.39%</b>
Maintenance Salaries	32,599	30,044	(2,555)	404,630	360,528	(44,102)	112.23%
Maintenance Materials	10,002	10,417	415	118,215	125,000	6,785	94.57%
Maintenance Contract Costs	32,690	27,429	(5,261)	365,104	329,145	(35,959)	110.92%
Maintenance Fringe Benefits	11,755	16,825	5,070	150,330	201,896	51,566	74.46%
<b>Total Maintenance Costs</b>	<b>87,046</b>	<b>84,714</b>	<b>(2,331)</b>	<b>1,038,279</b>	<b>1,016,569</b>	<b>(21,710)</b>	<b>102.14%</b>
Protective Services	2,841	2,333	(508)	33,457	28,000	(5,457)	119.49%
Insurance-Liability/Property/Auto	16,021	16,021	(0)	192,250	192,250	0	100.00%
Other General Expenses	0	250	250	907	3,000	2,093	30.25%
PILOT	0	9,375	9,375	1,184	112,500	111,316	1.05%
Bad Debt - Tenant	0	4,167	4,167	0	50,000	50,000	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>18,862</b>	<b>32,146</b>	<b>13,284</b>	<b>227,798</b>	<b>385,750</b>	<b>157,952</b>	<b>59.05%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	2,283	0	(2,283)	23,525	0	(23,525)	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>2,283</b>	<b>0</b>	<b>(2,283)</b>	<b>23,525</b>	<b>0</b>	<b>(23,525)</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>224,053</b>	<b>256,681</b>	<b>32,627</b>	<b>2,859,382</b>	<b>3,080,170</b>	<b>220,788</b>	<b>92.83%</b>
<b>RETAINED EARNINGS</b>	<b>42,405</b>	<b>(866)</b>		<b>204,833</b>	<b>(10,390)</b>		<b>-1971.44%</b>

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

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	100.00% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	0	0	0	0	0	0	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	407,194	95,315	(311,880)	2,282,553	1,143,778	(1,138,775)	199.56%
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%
<b>TOTAL REVENUES</b>	<b>407,194</b>	<b>95,315</b>	<b>(311,880)</b>	<b>2,282,553</b>	<b>1,143,778</b>	<b>(1,138,775)</b>	<b>199.56%</b>
Administrative Employee Salaries	5,809	6,708	899	82,575	80,496	(2,079)	102.58%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	1,583	3,575	1,992	17,004	42,904	25,900	39.63%
Office Expenses	0	333	333	0	4,000	4,000	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	94	94	0	1,125	1,125	0.00%
Allocated Overhead	1,144	1,144	0	13,729	13,729	0	0.00%
Other Admin Expenses	0	208	208	829	2,500	1,671	0.00%
<b>Total Operating Admin Costs</b>	<b>8,536</b>	<b>12,063</b>	<b>3,527</b>	<b>114,137</b>	<b>144,754</b>	<b>30,617</b>	<b>78.85%</b>
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%
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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	53,870	0	(53,870)	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,870</b>	<b>0</b>	<b>(53,870)</b>	<b>0.00%</b>
Protective Services	0	0	0	2,375	0	(2,375)	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%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,375</b>	<b>0</b>	<b>(2,375)</b>	<b>0.00%</b>
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%
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>8,536</b>	<b>12,063</b>	<b>3,527</b>	<b>170,383</b>	<b>144,754</b>	<b>(25,629)</b>	<b>117.71%</b>
<b>RETAINED EARNINGS</b>	<b>398,659</b>	<b>83,252</b>		<b>2,112,170</b>	<b>999,024</b>		<b>211.42%</b>

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

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	100.00% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	(2,274)	0	2,274	7,161	0	(7,161)	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	2,023,465	1,654,722	(368,743)	23,198,334	19,856,667	(3,341,667)	116.83%
Other Grant Revenue	0	0	336,265	0	0	672,530	0.00%
Investment Income-unrestricted	0	150	150	0	1,800	1,800	0.00%
Investment Income - restricted	0	4,167	4,167	0	50,000	50,000	0.00%
Fraud Recovery	3,233	4,167	934	43,813	50,000	6,187	87.63%
Other Income	12,450	625	(11,825)	30,370	7,500	(22,870)	404.94%
<b>TOTAL REVENUES</b>	<b>2,036,874</b>	<b>1,663,831</b>	<b>(36,778)</b>	<b>23,279,678</b>	<b>19,965,967</b>	<b>(2,641,181)</b>	<b>116.60%</b>
Administrative Employee Salaries	57,756	75,467	17,711	732,383	905,602	173,219	80.87%
Audit Fee	0	1,800	1,800	0	21,600	21,600	0.00%
Advertising & Marketing	0	417	417	0	5,000	5,000	0.00%
Admin Fringe Benefits & Taxes	18,034	40,224	22,190	210,014	482,686	272,672	43.51%
Office Expenses	2,307	10,417	8,110	54,127	125,000	70,873	43.30%
Legal Expenses	3,971	1,250	(2,721)	62,264	15,000	(47,264)	415.09%
Travel	0	350	350	0	4,200	4,200	0.00%
Allocated Overhead	26,355	26,355	0	316,264	316,264	0	100.00%
Other Admin Expenses	3,102	20,855	17,752	104,246	250,255	146,009	41.66%
<b>Total Operating Admin Costs</b>	<b>111,526</b>	<b>177,134</b>	<b>65,608</b>	<b>1,479,298</b>	<b>2,125,607</b>	<b>646,309</b>	<b>69.59%</b>
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%
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Water	0	133	133	350	1,600	1,250	21.88%
Electricity	0	1,092	1,092	2,903	13,100	10,197	22.16%
Gas	0	83	83	50	1,000	950	4.97%
Sewer	0	125	125	39	1,500	1,461	2.60%
<b>Total Utilities - Project</b>	<b>0</b>	<b>1,433</b>	<b>1,433</b>	<b>3,341</b>	<b>17,200</b>	<b>13,859</b>	<b>19.43%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	212	417	204	7,160	5,000	(2,160)	143.19%
Maintenance Contract Costs	310	917	607	15,147	11,000	(4,147)	137.70%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>522</b>	<b>1,333</b>	<b>811</b>	<b>22,306</b>	<b>16,000</b>	<b>(6,306)</b>	<b>139.41%</b>
Protective Services	0	267	267	677	3,200	2,523	21.16%
Insurance-Liability/Property/Auto	0	433	433	4,798	5,200	402	92.27%
Other General Expenses	0	5,167	5,167	120	62,000	61,880	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%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>5,867</b>	<b>5,867</b>	<b>5,595</b>	<b>70,400</b>	<b>64,805</b>	<b>7.95%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,830,678	1,459,677	(371,001)	21,095,406	17,516,120	(3,579,286)	120.43%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>1,830,678</b>	<b>1,459,677</b>	<b>(371,001)</b>	<b>21,095,406</b>	<b>17,516,120</b>	<b>(3,579,286)</b>	<b>120.43%</b>
<b>TOTAL EXPENSES</b>	<b>1,942,726</b>	<b>1,645,444</b>	<b>(297,282)</b>	<b>22,605,947</b>	<b>19,745,327</b>	<b>(2,860,620)</b>	<b>114.49%</b>
<b>RETAINED EARNINGS</b>	<b>94,148</b>	<b>18,387</b>		<b>673,732</b>	<b>220,640</b>		<b>305.35%</b>

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

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	100.00% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	(211)	0	211	(2,700)	0	2,700	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	113,356	107,452	(5,904)	1,482,848	1,289,428	(193,420)	115.00%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	211	0	(211)	2,700	0	(2,700)	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>113,356</b>	<b>107,452</b>	<b>(5,904)</b>	<b>1,482,848</b>	<b>1,289,428</b>	<b>(193,420)</b>	<b>115.00%</b>
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	125	125	0	1,500	1,500	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	5,000	5,000	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	0	0	0	0	0	0.00%
Allocated Overhead	2,474	2,474	(0)	29,683	29,683	0	100.00%
Other Admin Expenses	0	951	951	0	11,408	11,408	0.00%
<b>Total Operating Admin Costs</b>	<b>2,474</b>	<b>3,966</b>	<b>1,492</b>	<b>29,683</b>	<b>47,591</b>	<b>17,908</b>	<b>62.37%</b>
Tenant Services - Salaries	5,272	5,015	(257)	69,126	60,180	(8,946)	114.86%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	662	2,006	1,344	8,514	24,072	15,558	35.37%
Resident Services MISC	0	16,917	16,917	0	203,000	203,000	0.00%
<b>Total Tenant Services</b>	<b>5,934</b>	<b>23,938</b>	<b>18,004</b>	<b>77,640</b>	<b>287,252</b>	<b>209,612</b>	<b>0.00%</b>
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%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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	348	0	(348)	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>348</b>	<b>0</b>	<b>(348)</b>	<b>0.00%</b>
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%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	114,809	78,880	(35,929)	1,249,763	946,560	(303,203)	132.03%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>114,809</b>	<b>78,880</b>	<b>(35,929)</b>	<b>1,249,763</b>	<b>946,560</b>	<b>(303,203)</b>	<b>132.03%</b>
<b>TOTAL EXPENSES</b>	<b>123,217</b>	<b>106,784</b>	<b>(16,433)</b>	<b>1,357,435</b>	<b>1,281,403</b>	<b>(76,032)</b>	<b>105.93%</b>
<b>RETAINED EARNINGS</b>	<b>(9,861)</b>	<b>669</b>		<b>125,413</b>	<b>8,025</b>		<b>1562.78%</b>

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

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	100.00% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	0	0	0	0	0	0	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	31,669	7,197	(24,472)	75,297	86,366	11,069	87.18%
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	10,922	0	(10,922)	0.00%
<b>TOTAL REVENUES</b>	<b>31,669</b>	<b>7,197</b>	<b>(24,472)</b>	<b>86,219</b>	<b>86,366</b>	<b>147</b>	<b>99.83%</b>
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%
<b>Total Operating Admin Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Tenant Services - Salaries	5,264	4,658	(606)	102,116	55,896	(46,220)	182.69%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	579	2,273	1,694	42,629	27,270	(15,359)	156.32%
Resident Services MISC	0	0	0	0	0	0	0.00%
<b>Total Tenant Services</b>	<b>5,843</b>	<b>6,931</b>	<b>1,088</b>	<b>144,744</b>	<b>83,166</b>	<b>(61,578)</b>	<b>174.04%</b>
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%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>5,843</b>	<b>6,931</b>	<b>1,088</b>	<b>144,744</b>	<b>83,166</b>	<b>(61,578)</b>	<b>174.04%</b>
<b>RETAINED EARNINGS</b>	<b>25,826</b>	<b>267</b>		<b>(58,526)</b>	<b>3,200</b>		<b>-74.21%</b>

Housing Authority of the County of Butte  
VASH (24) GRANT INCOME STATEMENT  
September 30, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	0	0	0	0	0	0	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	0	0	0	61,935	0	(61,935)	0.00%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,935</b>	<b>0</b>	<b>(61,935)</b>	<b>0.00%</b>
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%
<b>Total Operating Admin Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>RETAINED EARNINGS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,935</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>



**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	1,063,180	1,097,737	1,124,385	1,195,272	1,295,657				1,295,657
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0	0	0	0	0	0				0
HUD ADMIN FEE REVENUE	191,764	202,704	191,764	191,482	191,482	192,984	204,768	223,806	192,984				1,783,738
FRAUD RECOVERY	3,146	1,322	1,829	612	6,495	3,986	2,105	1,385	1,114				21,994
INTEREST INCOME / GAIN or LOSS INV	0	0	0	0	0	0	0	0	0				0
DEPRECIATION (reduces Capital Assets)	0	0	0	0	0	0	0	0	0				0
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	0				0
ADMINISTRATIVE EXPENDITURES	-93,985	-104,257	-119,497	-129,151	-163,420	-170,322	-135,986	-124,806	-112,894				-1,154,318
ENDING ADMIN RESERVE BALANCE	826,372	926,141	1,000,237	1,063,180	1,097,737	1,124,385	1,195,272	1,295,657	1,376,861	0	0	0	1,947,071
YTD Change in Admin.	100,925	200,694	274,790	337,733	372,290	398,938	469,825	570,210	651,414				1,221,624
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	-537,151	-357,238	-359,098	-411,138	-432,366	164,228	181,893	214,719	212,550				212,550
HUD HAP REVENUE	1,844,147	1,687,444	1,712,199	1,742,580	2,354,054	1,771,622	1,806,836	1,788,524	1,830,481				16,537,887
FRAUD RECOVERY	3,146	1,322	1,829	612	6,495	3,986	2,105	1,385	1,114				21,994
FSS FORFEITURES	0	0	0	0	0	0	0	0	0				0
BAD DEBT-HAP	0	0	0	0	0	0	0	0	0				0
HOUSING ASSISTANCE PAYMENTS	-1,667,380	-1,690,626	-1,766,068	-1,764,420	-1,763,955	-1,757,943	-1,776,115	-1,792,078	-1,802,843				-15,781,428
ENDING HAP RESERVE BALANCE	-357,238	-359,098	-411,138	-432,366	164,228	181,893	214,719	212,550	241,302	0	0	0	991,003
YTD Change in HAP	179,913	178,053	126,013	104,785	701,379	719,044	751,870	749,701	778,453				1,528,154
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)	1,761,365	1,794,883	1,885,565	1,893,571	1,927,375	1,928,265	1,912,101	1,916,884	1,915,737	0	0	0	16,935,746
CY 2024 HAP BUDGET UTILIZATION	106%	108%	114%	114%	116%	117%	116%	116%	116%	0%	0%	0%	85%
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)	1,761,365	1,794,883	1,885,565	1,893,571	1,927,375	1,928,265	1,912,101	1,916,884	1,915,737	0	0	0	16,935,746
BUDGET REMAINING (YTD)	(106,643)	(140,161)	(230,843)	(238,849)	(272,653)	(273,543)	(257,379)	(262,162)	(261,015)				4,575,643
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	2,232	2,200	2,210	2,204	2,199				19,989
UNIT MONTH'S AVAILABLE	2,254	2,254	2,254	2,254	2,254	2,254	2,254	2,254	2,254				20,286
OVER or (UNDER) LEASED	-40	-38	11	-5	-22	-54	-44	-50	-55				-297
CY 2024 VOUCHER UTILIZATION	98%	98%	100%	100%	99%	98%	98%	98%	98%				99%
CY 2023 VOUCHER UTILIZATION	95%	97%	96%	97%	97%	97%	97%	97%	99%				98%
CY 2024 AVERAGE HAP	796	810	832	842	864	876	865	870	871				847
CY 2023 AVERAGE HAP	695	707	713	724	711	760	732	739	997				756

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

<b>UNITS LEASED SUMMARY</b>	<b>NOV'24</b>	<b>OCT'24</b>	<b>SEP'24</b>	<b>AUG'24</b>	<b>JUL'24</b>	<b>JUN'24</b>	<b>MAY'24</b>	<b>APR'24</b>	<b>MAR'24</b>	<b>FEB'24</b>	<b>JAN'24</b>	<b>DEC'23</b>
<b>BUTTE</b>												
ACC UNIT MONTHS	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973
CURRENT LEASED	1908	1917	1932	1981	1975	1958	1981	1997	2030	2002	2006	2010
<b>VOUCHER UTILIZATION %</b>	<b>96.71%</b>	<b>97.16%</b>	<b>97.92%</b>	<b>100.41%</b>	<b>100.10%</b>	<b>99.24%</b>	<b>100.41%</b>	<b>101.22%</b>	<b>102.89%</b>	<b>101.47%</b>	<b>101.67%</b>	<b>101.88%</b>
<b>GLENN</b>												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	103	106	81	77	78	76	77	78	72	54	54	55
<b>VOUCHER UTILIZATION %</b>	<b>118.39%</b>	<b>121.84%</b>	<b>93.10%</b>	<b>88.51%</b>	<b>89.66%</b>	<b>87.36%</b>	<b>88.51%</b>	<b>89.66%</b>	<b>82.76%</b>	<b>62.07%</b>	<b>62.07%</b>	<b>63.22%</b>
<b>VASH</b>												
ACC UNIT MONTHS	194	194	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	161	161	162	166	165	165	168	170	169	163	162	150
<b>VOUCHER UTILIZATION %</b>	<b>82.99%</b>	<b>82.99%</b>	<b>83.51%</b>	<b>85.57%</b>	<b>85.05%</b>	<b>85.05%</b>	<b>86.60%</b>	<b>87.63%</b>	<b>87.11%</b>	<b>84.02%</b>	<b>83.51%</b>	<b>77.32%</b>
<b>TOTAL</b>												
ACC UNIT MONTHS	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254
CURRENT LEASED	2172	2184	2175	2224	2218	2199	2226	2245	2271	2219	2222	2215
<b>VOUCHER UTILIZATION %</b>	<b>96.36%</b>	<b>96.89%</b>	<b>96.50%</b>	<b>98.67%</b>	<b>98.40%</b>	<b>97.56%</b>	<b>98.76%</b>	<b>99.60%</b>	<b>100.75%</b>	<b>98.45%</b>	<b>98.58%</b>	<b>98.27%</b>

<b>HAP SUMMARY*</b>	<b>NOV'24</b>	<b>OCT'24</b>	<b>SEP'24</b>	<b>AUG'24</b>	<b>JUL'24</b>	<b>JUN'24</b>	<b>MAY'24</b>	<b>APR'24</b>	<b>MAR'24</b>	<b>FEB'24</b>	<b>JAN'24</b>	<b>DEC'23</b>
ACC BUDGET	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,640,381
ACTUAL HAP	\$ 1,768,960	\$ 1,803,945	\$ 1,810,806	\$ 1,819,515	\$ 1,802,528	\$ 1,777,482	\$ 1,768,946	\$ 1,773,035	\$ 1,774,682	\$ 1,718,421	\$ 1,687,937	\$ 1,643,583
PER UNIT COST	\$ 814	\$ 826	\$ 833	\$ 818	\$ 813	\$ 808	\$ 795	\$ 790	\$ 781	\$ 774	\$ 760	\$ 742
<b>BUDGET UTILIZATION %</b>	<b>104.06%</b>	<b>106.11%</b>	<b>106.52%</b>	<b>107.03%</b>	<b>106.03%</b>	<b>104.56%</b>	<b>104.06%</b>	<b>104.30%</b>	<b>104.39%</b>	<b>101.08%</b>	<b>99.29%</b>	<b>100.20%</b>

<b>ACTIVITY SUMMARY</b>	<b>NOV'24</b>	<b>OCT'24</b>	<b>SEP'24</b>	<b>AUG'24</b>	<b>JUL'24</b>	<b>JUN'24</b>	<b>MAY'24</b>	<b>APR'24</b>	<b>MAR'24</b>	<b>FEB'24</b>	<b>JAN'24</b>	<b>DEC'23</b>
# PORT IN BILLED	15	13	11	7	4	2	2	1	0	0	0	0
#PORT OUT UNDER CONTRACT	58	59	52	56	57	57	56	58	55	49	49	43
ZERO HAP	9	11	12	10	11	12	13	13	12	16	16	20
UTILITY ASSISTANCE PAYMENTS	134	125	137	137	117	112	116	121	116	111	106	136
NEW ADMISSIONS	**	3	3	8	7	1	3	5	17	69	13	4
INITIAL VOUCHERS SEARCHING	1	1	4	4	4	5	13	17	24	29	33	37
ACTUAL/ESTIMATED EOP	18	7	16	22	21	21	25	20	24	23	14	12
REMAIN ON WAITING LIST	1501	1501	1501	1501	1501	1501	1501	1501	1501	1500	1500	1500

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

\*\*No data.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
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	347,873	350,396	351,067	351,109	350,956				685,424
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0	0	0	0	0	0				0
HUD EHV ADMIN FEE REVENUE	10,404	10,404	11,656	11,655	13,689	13,690	9,369	9,170	11,606				20,808
ADMINISTRATIVE EXPENDITURES	-11,550	-9,057	-9,599	-9,325	-11,166	-13,019	-9,327	-9,323	-12,124				-20,607
ENDING ADMIN RESERVE BALANCE	342,139	343,486	345,543	347,873	350,396	351,067	351,109	350,956	350,438	0	0	0	685,625
YTD Change in Admin.	-1,146	201	2,258	4,588	7,111	7,782	7,824	7,671					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	168,714	168,816	170,795	279,255	283,126				210,590
HUD EHV HAP REVENUE	130,227	130,226	106,410	106,411	99,014	99,014	202,233	100,734	101,750				260,453
HOUSING ASSISTANCE PAYMENTS	-97,829	-100,257	-97,475	-98,095	-98,912	-97,035	-93,773	-96,863	-98,798				-198,086
ENDING HAP RESERVE BALANCE	121,494	151,463	160,398	168,714	168,816	170,795	279,255	283,126	286,078	0	0	0	272,957
YTD Change in HAP	32,398	62,367	71,302	79,618	79,720	81,699	190,159	194,030	196,982				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	110,078	110,054	103,100	106,186	110,922	0	0	0	973,527
CY 2024 EHV HAP BUDGET UTILIZATION	102%	102%	100%	100%	102%	102%	96%	99%	103%	0%	0%	0%	76%
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	110,078	110,054	103,100	106,186	110,922	0	0	0	973,527
BUDGET REMAINING (YTD)	(1,927)	(1,862)	378	32	(2,626)	(2,602)	4,352	1,266	(3,470)	-	-	-	423,353
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	114	111	112	109	108				1,013
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	-2	-5	-4	-7	-8	0	0	0	-379
CY 2024 VOUCHER UTILIZATION	99%	100%	100%	97%	98%	96%	97%	94%	93%	0%	0%	0%	73%
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	966	991	921	974	1027				961
CY 2023 AVERAGE HAP	906	906	906	906	906	906	906	906	906				0

**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
<b># of Units</b>	<b>115*</b>	<b>7</b>	<b>1****</b>	<b>24</b>	<b>20</b>	<b>10</b>	<b>30</b>	<b>31</b>	<b>0 (12)***</b>	<b>18</b>	<b>40</b>	<b>173</b>	<b>%</b>
Nov-24	12**	0	1****	0	2	0	0	2	12***	0	1	5	97.1%
Oct-24	12**	0	1****	2	2	0	1	2	12***	0	0	5	97.1%
Sep-24	12**	0	1****	2	1	0	2	2	12***	1	0	6	96.6%
Aug-24	12**	0	1****	1	1	0	1	1	12***	1	0	4	97.7%
Jul-24	11**	0	1****	1	0	0	2	0	12***	0	0	2	98.9%
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%

\* 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	%
<b># of Units</b>	<b>50</b>	<b>20</b>	<b>100</b>	<b>60</b>	<b>45</b>	<b>20</b>	<b>50</b>	<b>345</b>	<b>%</b>
Nov-24	3	2	3	1	1	1	2	13	96.2%
Oct-24	2	1	3	1	2	1	3	13	96.2%
Sep-24	2	2	2	2	3	1	2	14	95.9%
Aug-24	2	3	2	2	3	2	1	15	95.7%
Jul-24	2	4	2	1	5	1	2	17	95.1%
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%

BANYARD MGMT	
Location	Chico Commons
<b># of Units</b>	<b>72</b>
Nov-24	7
Oct-24	8
Sep-24	9
Aug-24	9
Jul-24	7
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

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
<b># of Units</b>	<b>107</b>	<b>32</b>	<b>90</b>	<b>56</b>
Nov-24	7	1	2	0
Oct-24	8	0	1	0
Sep-24	8	0	1	1
Aug-24	11	0	2	1
Jul-24	6	0	1	0
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

## Public Housing

### Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	23 Transfer list	6+	2191	6+	1971	6+
2	3080	3+			835	2+
3	848	2+	809	2+	501	2+
4	310	5+			159	4+
5					38	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	510	3	378	2
2	427	7			88	
3	60	2	57	6	37	
4	20	4+			13	
5					3	

## MEMO

Date: November 15, 2024  
To: HACB Board of Commissioners  
From: Taylor Gonzalez, Project Manager  
Subject: Status of HACB Construction Projects

As of November 15, 2024, the status of HACB construction activity follows:

### **2020A Bond – Activities:**

- To date, **\$6,787,350** has been expended, representing approximately **71%** 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. Larger bond disbursements are expected to continue as the CDBG-DR funds for Mayer Commons are now fully expended, and as the Lincoln Stair and Second Floor Walkway Repair project has commenced.

### **Mayer Commons (formerly Kathy Court Apartments), Paradise:**

- Construction continues to pace on schedule with final completion slated for April, 2025.
- Substantial progress has been made on exterior work. Siding and roofing installation are now complete, with exterior painting to be completed when the weather allows. Additionally, the underground drainage system is nearing completion, the cement block trash enclosure is under construction, and site concrete is scheduled to begin soon.
- Interior work is progressing as scheduled. Drywall installation is complete in all units. HVAC units have been installed in all units, and HVAC ducting is expected to be finished in the coming weeks.
- To date, we have incurred additional costs of **\$146,103**, representing a **3.2%** increase from the original contract amount. It's important to note that all of these additional costs have been absorbed by the project's contingency fund.
- The ninth disbursement of the Town of Paradise CDBG-DR loan funds has been received. A total of **\$2,175,786** has been drawn on the **\$2,695,318** loan total. The remaining loan funds will be disbursed at the end of the project. The loan funds will be utilized to pay the retainage due to Modern Building, as well as a \$250,000 Developer Fee due to the HACB.



*Photo of construction progress (back of building as seen from Rosemary Court)*

*November 15, 2024  
HACB Construction Status Memo  
pg. 1*

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



*Cement block trash enclosure in process*



*Siding complete and steel stair stringer in place*



*Drainage swale installation in process*



*Siding and roof installation complete*



*Heat pump HVAC system installation in process*



*Drywall hung throughout all units*

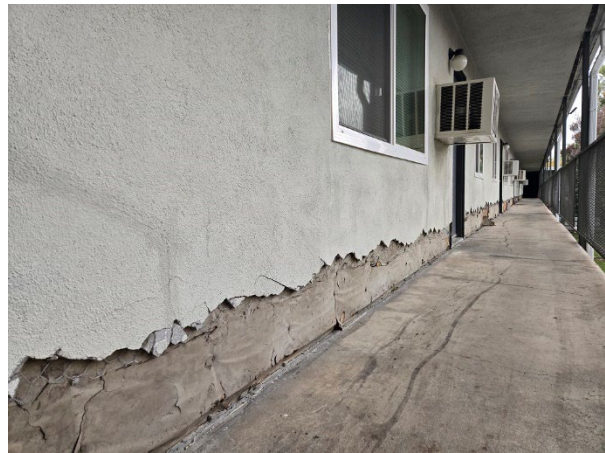
*November 15, 2024  
HACB Construction Status Memo  
pg. 2*

**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 Notice to Proceed was issued to the general contractor on November 4<sup>th</sup>, and construction immediately commenced.
- In coordination with the general contractor and third-party property manager, HACB staff facilitated a temporary relocation for certain tenants to accommodate necessary demolition work.
- To mitigate potential disruptions to tenants and ensure the safety of all individuals, the project will be implemented in two phases. This phased approach will allow for controlled construction activities while maintaining safe and accessible pathways throughout the complex.
- Demolition of Phase I is complete and repair work to water damaged wood joists are currently underway.
- As of this writing, no additional costs have been identified.
- Final completion is slated for early-February.



*Preparation for demolition in process*



*Stucco removed at second level for new waterproofing*



*Demolition in process*



*Demolition complete and repairs in process*

*November 15, 2024  
HACB Construction Status Memo  
pg. 3*



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

- Building demolition commenced on October 21<sup>st</sup> and was completed on October 23<sup>rd</sup>.
- The City of Oroville and the Butte County Environmental Health Department have granted final sign-offs for both the demolition and septic removal permits.
- The now vacant lot is fully fenced, and the site is secure in anticipation of future development work.
- Measure N has passed with over 58% voter approval, authorizing the HACB to develop 18 units of affordable housing.
- HACB staff will dedicate their efforts to exploring and pursuing all available funding opportunities to fulfil the \$9.7 million project budget.



*Asbestos and lead paint abatement in process*



*Demolition in process*



*Demolition in process*



*Demolition complete*

**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.
- PG&E has reached out to HACB Staff to discuss an upcoming compliance and safety project on Park Avenue. The project involves replacing all existing gas service lines currently on the HACB property and subsequently proposing new utility easements where none currently exist.
- PG&E aims to submit a formal proposal for the Board of Commissioners' consideration at December meeting.
- Pending approval, PG&E intends to complete the work in February, which is estimated to take 2-3 weeks on-site.

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

- A progress meeting between the Rural Community Assistance Corporation (RCAC) and HACB occurred in mid-October to review project advancement.
- Following the site assessment conducted by the engineering team, it is recommended that a 200 KW natural gas generator be installed.
- RCAC is currently working through their internal approval process. Upon approval, the next step will be to prepare detailed construction drawings to facilitate the bidding and construction phases of the project.
- The project is expected to be completed by Fall 2025. However, unforeseen procurement delays may impact this timeline.

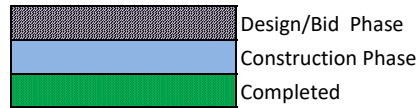


*FLH Wellhead*

**12 Month HACB Construction Project Schedule - November, 2024**

		Budgeted Amount	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
<b>Evanswood Estates, Oroville</b>														
	Exterior Modernization (Project Close-out Underway)	\$3,371,940	Completed											
<b>Lincoln Apartments, Chico</b>														
	Stair and Second Floor Walkway Repair Project	\$530,683	Construction Phase	Construction Phase	Construction Phase	Completed								
<b>Park Place Apartments, Oroville</b>														
	Community Building Renovation and Site Improvements	\$649,038	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Construction Phase	Construction Phase	Construction Phase	Completed					
<b>Kathy Court Apartments, Paradise</b>														
	Replacement Project	\$6,738,294	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Completed					
<b>2131 Fogg Avenue, Oroville</b>														
	Design Development and Construction Drawings	\$450,000	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase
	Seek Funding and Grant Application Preparation	\$50,000	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase
	Demolish Existing Vacant Single Family Residence	\$50,000	Completed											
<b>Farm Labor Housing, Gridley</b>														
	Well 03 Backup Generator Installation (Grant Funded)	\$411,637	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase

**Total next 12 months: \$12,251,592**



## MEMO

Date: November 14, 2024

To: Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Public Housing - Capital Fund Status Report

As of November, 2024, the status of HACB Capital Fund construction activity follows:

- Public Housing – Exterior Trim Painting Project – Invitation to Bid (IFB) was issued on November 12, 2024 for an exterior trim painting project at the Hammon Park, Casey Ct, Gardella Ave., 7<sup>th</sup> and Pomona Ave., and Oro Dam Blvd properties in Oroville.
- Public Housing - Five-year Environmental Review, RFP was issued August 27, 2024 to perform required environmental review of improvement and maintenance projects planned for the next five-year period for all Public Housing sites. Two proposals were received and are currently being evaluated.
- Public Housing - HUD Safety and Security Grant - Winston Gardens Apts, Oroville, Public Housing Project 43-10. Access Control and Video Surveillance Systems project to add additional wrought iron fencing, driveway access control gates and all new LED exterior pole lighting. Plans were approved by the City of Oroville on September 4, 2024. On September 12, 2024 the HACB signed a contract for \$496,771.00 with Birchard Construction for performance of the work. The Notice to Proceed was issued October 9, 2024. This project got under way on October 14, 2024 and is projected to be completed in Early Spring of 2025.
- 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 \$580,653.00. ABC Roofing has completed installation of the roofs and are currently working on punch list.
- Public Housing – All sites, ongoing. Abatement and replacement of asbestos-containing floor tiles; three units have been completed during the FY 2024; 158 of 232 Public Housing units have been completed overall. The work is being accomplished at unit turnover.

*November 14, 2024  
HUD Public Housing Capital Fund Report  
pg. 1*

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

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

This Capital Fund is 100% obligated and 100% 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 100% obligated and 94.61% 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 51% obligated and 15% expended.

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Paint Trim** - at 43-14 and 43-15 in Oroville
- **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 2023E, Safety and Security Grant for Winston Gardens,**

**Funding Amount \$225,639.00 to be expended by September 17, 2025**

This Capital Fund is 100% obligated and 1.11% 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 2024, Funding Amount \$1,159,420.00 to be expended by May 5, 2028**

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

- **HVAC Replacement Project**– Select units, replace HVAC units which have reached the end of their useful life, in planning
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning
- **Paint** – at 43-10 in Oroville – Select units in phases, in planning

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 11/14/2014

Capital Funds: CF-21, CF-22, CF-23, CF-24, CF-25, CF-26

Line No.	Summary by Development Account	CF-21			CF-22			CF-23			CF-23E Safety and Security			CF-24			Totals		
		Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Orig/Revised	Expended	Balance
	Total Non-CSP Funds																		
1	100 Reserved Budget	4,183.00			3,800.00			3,601.00									11,554.00		11,554.00
2	1486 Operations (20% 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	45,668.00			231,214.00				481,817.00	247,893.75	233,923.25
3	1489 Management Improvements							5,000.00									7,000.00	1,833.75	5,166.25
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	91,336.00							115,687.00	678,029.00	462,817.00
14	1480 General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	754,154.00	754,337.00	754,337.00	943,782.00	947,682.00	877,391.24	1,001,774.00	448,699.95	39,872.04	225,639.00	225,639.00	2,428.82	812,448.00			5,178,832.00	3,120,253.86	2,058,578.14
		917,518.00	917,518.00	917,518.00	1,117,656.00	1,117,656.00	1,066,666.34	1,147,378.00	598,233.95	161,874.04	726,639.00	726,639.00	2,428.82	1,159,450.00			9,355,230.00	3,833,978.20	2,423,251.80
			100.00%	100.00%		100.00%	94.61%		51%	15%		100.00%	1.51%		0%	0%			

Housing Authority of the County of Butte

HUD Low Income Public Housing

**Capital Fund Program Summary - Projects Proposed or Under Contract**

		<b>100</b> Reserved Budget	<b>1406</b> Operations	<b>1408</b> Mgmt. Improvements	<b>1410</b> Admin	<b>1480</b> General Capital Activity	<b>Totals</b>	<b>"UC"</b> Under Contract
<b>Acct Code</b>	<b>Cash Available as of 11/14/2024</b>	<b>11,554.00</b>	<b>233,923.25</b>	<b>5,116.21</b>	<b>115,212.00</b>	<b>2,056,448.34</b>	<b>2,422,253.80</b>	
	<b>CF-21, CF-22, CF-23, CF23E, CF-24 Funding</b>							
<b>100</b>	<b>Reserved Budget</b>	<b>11,554.00</b>					<b>11,554.00</b>	
<b>1406</b>	<b>Operations</b>		<b>233,923.25</b>				<b>233,923.25</b>	
<b>1408</b>	<b>Management Improvements</b>			<b>5,116.21</b>			<b>5,116.21</b>	
<b>1410</b>	<b>Administration</b>				<b>115,212.00</b>		<b>115,212.00</b>	
<b>1480</b>	<b>General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment</b>					<b>2,056,448.34</b>	<b>2,056,448.34</b>	
							<b>2,422,253.80</b>	<b>Total</b>

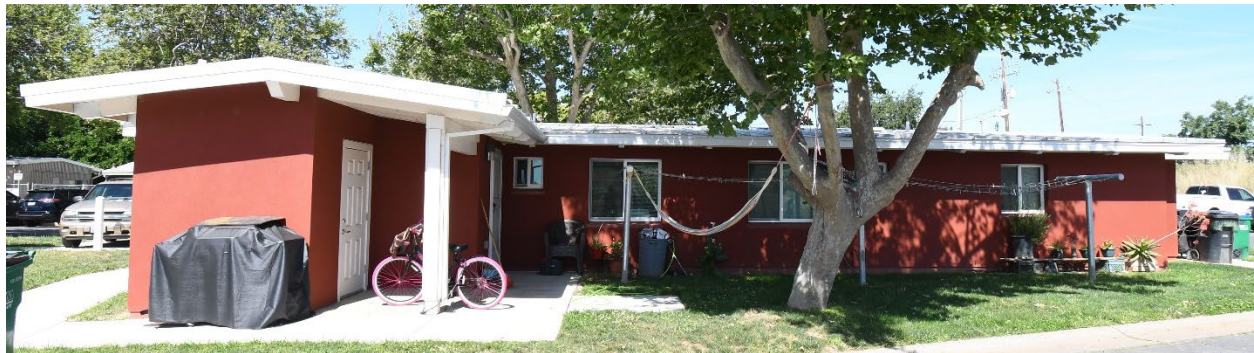
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**MEMO**

Date: November 15, 2024  
To: HACB Board of Commissioners  
From: Juan Meza, Public Housing Manager  
Taylor Gonzalez, Project Manager  
Subject: Farm Labor Housing, Gridley – status report

As of November 1<sup>st</sup>, there were a total of (76) occupied units. There were (2) move-in’s and (1) move-out in the month of October. A total of (13) concrete block units are vacant and are rent ready. (18) units are deemed uninhabitable, and (8) 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 or intent to vacate notices at this time.



*Renovated 1980’s era Concrete Block Housing*

AWI staff continue their marketing efforts. There are (8) applicants in the eligibility process, with (2) 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 there’s 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.

Chavarria’s Landscaping continues to service the landscaping needs of the property. Staff has an estimate to replace the damaged slide in the playground and is seeking a second estimate at this time. Other planned improvements to the existing playground include adding 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 November 12<sup>th</sup>, 2024. Mi CASA's Fall Session is half way through, and staff is reporting that they have (35-40) students attend classes on a daily basis. For the 2024 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 moved on to Regional NAHRO competition in Santa Clara but it didn't move on to the National NAHRO competition. Mi CASA students are currently working on poster entries for the upcoming year's poster contest.

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.



*State Demonstration "Demo" Housing Unit*

AWI continues their efforts to renovate the old concrete block units. Currently there are (2) concrete block units being rehabbed. The AWI narrative has "progress photo's" for your review. The flooring is being removed in both units and the walls are being painted before the rehab can start due to lead and asbestos. The abatement for both units was completed on 09/09/24. Both

units are expected to be fully rehabbed by the end of October, 2024 by Summit Peak Construction.

Monthly income comes in at \$7,460.91 less than anticipated at \$99,849.76. Monthly Expenses comes in \$5,610.43 less than budget at \$100,635.39 This brought our Net Profit to - \$785.63 or \$1,850.48 less than budget. The reserve balance held by AWI is \$72,050.75. The HACB also has additional reserve balances of \$364,555.41.

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*

Regarding the Well Backup Generator Project, a recent meeting between Rural Community Assistance Corporation (RCAC) and HACB staff reviewed the progress of the project. An engineering assessment recommended installing a 200 KW natural gas generator. RCAC is currently seeking internal approval for this recommendation. Once approved, detailed construction drawings will be prepared to initiate the bidding and construction phases. The project is anticipated to be completed by Fall 2025, though potential procurement delays may impact this timeline.

Please find 3rd party property manager AWI's October, 2024 report narrative and financials following.

## Gridley Farm Labor Housing October 2024



Separate *Variance Report* explaining budget differences and expenditures.

The reserve balance held at AWI is \$72,050.75.

### **Updates:**

**GFLH** currently has 13 units available for occupancy. There were 2 move-ins and 1 move-out during the month of October. Two units moved from pending “next phase of rehab” to completed and available for occupancy.

**The site ended the 9/30/24 fiscal year \$5,457.00 less vacancy loss than budgeted!**

As of the end of October.

- 76 Occupied
- 8 units held for the next phase of rehab / in house rehab
- 18 units deemed uninhabitable (old wooden units)
- 13 units available for occupancy

### **Future Rehab Units:**

- **2-4 units are planned for renovation in 2025.**

### **Unit Turns:**

- **Unit #MC1457** Market Ready. Applicants in process.
- **Unit #OG1486** Market Ready. Applicants in process.
- **Unit #OG1490** Market Ready. Applicants in process.



**Details of the Market Study:**

- Due to the fires in the area in 2018, the area has seen a decrease in population.
- Over the next 4 years it's expected that the population will decrease by 0.8%.
- Overall vacancy rate for multifamily housing is 1.0 percent in the Gridley Market Area.
- The market study indicates insufficient demand for the proposed project.

**USDA-RD Waiver:**

- Pending response from USDA-RD with regards to the "ineligible income tenant waiver". AWI would be more capable to occupy the units with households other than farm labor eligible.

Staff currently has 8 applicants on hand, currently processing all as well as bringing in additional techs to expedite turns.

**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, resident referral, move in specials and outreach to ag employers, canneries, etc...

Several November rents payments outstanding as it is early in the month.

Staff has received the first estimate to replace the playground slide and is seeking a second estimate plus bids to add a border and bark.

**Rehab photos:** Completed photos of the rehab unit – the units look fantastic!



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



*AWI Management Corporation is an Equal Opportunity provider.*



(530) 745-6170 tel  
(530) 745-6171 fax  
[www.awimc.com](http://www.awimc.com)

**AWI Management Corporation**  
120 Center Street  
Auburn CA 95603

*AWI Management Corporation is an Equal Opportunity provider.*



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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 124,825.00	\$ 127,302.00	\$ (2,477.00)	\$ 124,825.00	\$ 127,302.00	\$ (2,477.00)
Vacancies	\$ (21,796.00)	\$ (18,888.00)	\$ (2,908.00)	\$ (21,796.00)	\$ (18,888.00)	\$ (2,908.00)
Manager's Unit	(3,737.00)	(1,382.00)	(2,355.00)	(3,737.00)	(1,382.00)	(2,355.00)
<b>Total Tenant Rent</b>	<b>\$ 99,292.00</b>	<b>\$ 107,032.00</b>	<b>\$ (7,740.00)</b>	<b>\$ 99,292.00</b>	<b>\$ 107,032.00</b>	<b>\$ (7,740.00)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 199.27	\$ 163.33	\$ 35.94	\$ 199.27	\$ 163.33	\$ 35.94
Interest Income	240.53	23.67	216.86	240.53	23.67	216.86
Restricted Reserve Interest Incom	117.96	0.00	117.96	117.96	0.00	117.96
Other Tenant Income	0.00	91.67	(91.67)	0.00	91.67	(91.67)
<b>Other Project Income</b>	<b>\$ 557.76</b>	<b>\$ 278.67</b>	<b>\$ 279.09</b>	<b>\$ 557.76</b>	<b>\$ 278.67</b>	<b>\$ 279.09</b>
<b>Total Project Income</b>	<b>\$ 99,849.76</b>	<b>\$ 107,310.67</b>	<b>\$ (7,460.91)</b>	<b>\$ 99,849.76</b>	<b>\$ 107,310.67</b>	<b>\$ (7,460.91)</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 31,974.82	\$ 42,136.40	\$ (10,161.58)	\$ 31,974.82	\$ 42,136.40	\$ (10,161.58)
Utilities (Page 3)	9,901.14	11,582.09	(1,680.95)	9,901.14	11,582.09	(1,680.95)
Administrative (Page 3)	15,365.87	17,803.83	(2,437.96)	15,365.87	17,803.83	(2,437.96)
Taxes & Insurance (Page 3)	23,263.62	11,074.83	12,188.79	23,263.62	11,074.83	12,188.79
Other Taxes & Insurance (Page 4)	2,403.27	6,271.75	(3,868.48)	2,403.27	6,271.75	(3,868.48)
Other Project Expenses (Page 4)	1,667.71	1,318.34	349.37	1,667.71	1,318.34	349.37
<b>Total O&amp;M Expenses</b>	<b>\$ 84,576.43</b>	<b>\$ 90,187.24</b>	<b>\$ (5,610.81)</b>	<b>\$ 84,576.43</b>	<b>\$ 90,187.24</b>	<b>\$ (5,610.81)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 12,558.96	\$ 12,558.58	\$ .38	\$ 12,558.96	\$ 12,558.58	\$ .38
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 625.00	\$ 625.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	2,875.00	2,875.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 16,058.96</b>	<b>\$ 16,058.58</b>	<b>\$ .38</b>	<b>\$ 16,058.96</b>	<b>\$ 16,058.58</b>	<b>\$ .38</b>
<b>Total Project Expenses</b>	<b>\$ 100,635.39</b>	<b>\$ 106,245.82</b>	<b>\$ (5,610.43)</b>	<b>\$ 100,635.39</b>	<b>\$ 106,245.82</b>	<b>\$ (5,610.43)</b>
<b>Net Profit (Loss)</b>	<b>\$ (785.63)</b>	<b>\$ 1,064.85</b>	<b>\$ (1,850.48)</b>	<b>\$ (785.63)</b>	<b>\$ 1,064.85</b>	<b>\$ (1,850.48)</b>

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (117.96)	\$ 0.00	\$ (117.96)	\$ (117.96)	\$ 0.00	\$ (117.96)
T & I Transfers	(10,607.87)	0.00	(10,607.87)	(10,607.87)	0.00	(10,607.87)
Operating-MMKT-FFB*	(131.66)	0.00	(131.66)	(131.66)	0.00	(131.66)
Tenants Security Deposits - FLH	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
Tenant Receivables	702.00	0.00	702.00	702.00	0.00	702.00
Other Receivables	7,808.45	0.00	7,808.45	7,808.45	0.00	7,808.45
Rental Assistance	(7,186.00)	0.00	(7,186.00)	(7,186.00)	0.00	(7,186.00)
Accounts Payable - Trade	(8,131.71)	0.00	(8,131.71)	(8,131.71)	0.00	(8,131.71)
Accrued Sewer Fees	2,469.58	0.00	2,469.58	2,469.58	0.00	2,469.58
Accrued Property Taxes	2,500.00	0.00	2,500.00	2,500.00	0.00	2,500.00
Accrued Property Taxes	1,499.75	0.00	1,499.75	1,499.75	0.00	1,499.75
Accrued Local Administration Fee	625.00	0.00	625.00	625.00	0.00	625.00
<b>Total Other Cash Flow Items</b>	<b>\$ (9,570.42)</b>	<b>\$ 0.00</b>	<b>\$ (9,570.42)</b>	<b>\$ (9,570.42)</b>	<b>\$ 0.00</b>	<b>\$ (9,570.42)</b>
<b>Net Operating Cash Change</b>	<b>\$ (10,356.05)</b>	<b>\$ 1,064.85</b>	<b>\$ (11,420.90)</b>	<b>\$ (10,356.05)</b>	<b>\$ 1,064.85</b>	<b>\$ (11,420.90)</b>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 39,810.95	\$ 29,454.90	\$ (10,356.05)
Operating-MMKT-FFB*	160,948.03	161,079.69	131.66
Cash - FLH Operating Acct TCB**	77,838.00	77,838.00	0.00
Cash - FLH Operating Acct-Umpq**	255,643.00	255,643.00	0.00
Tax & Insurance - FFB	92,559.11	103,094.86	10,535.75
Tax & Insurance - MMKT - FFB*	88,183.74	88,255.86	72.12
RD Reserves - FFB	9,057.79	11,936.16	2,878.37
RD Reserves - MMKT - FFB*	60,000.00	60,114.59	114.59
Cash - FLH Security Deposits-TCB**	49,340.00	49,340.00	0.00
Cash - FLH Reserves-TCB**	364,191.00	364,191.00	0.00
<b>Payables &amp; Receivables:</b>			
Accounts Payable - Trade	0.00	(8,131.71)	(8,131.71)
Rents Receivable - Current Tenants	2,593.35	1,891.35	(702.00)
Allowance for Doubtful Accounts	(60.00)	(60.00)	0.00



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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Maintenance &amp; Operating Expenses:</b>						
Maintenance Payroll	\$ 7,187.33	\$ 8,652.83	\$ (1,465.50)	\$ 7,187.33	\$ 8,652.83	\$ (1,465.50)
Janitorial/Cleaning Supplies	56.26	152.67	(96.41)	56.26	152.67	(96.41)
Plumbing Repairs	482.00	227.75	254.25	482.00	227.75	254.25
Painting & Decorating	26.67	208.33	(181.66)	26.67	208.33	(181.66)
Repairs & Maintenance - Supply	1,568.63	1,597.33	(28.70)	1,568.63	1,597.33	(28.70)
Repairs & Maintenance - Contract	1,920.00	2,508.08	(588.08)	1,920.00	2,508.08	(588.08)
Grounds Maintenance	16,400.00	9,020.00	7,380.00	16,400.00	9,020.00	7,380.00
Pest Control Service	2,450.00	1,110.08	1,339.92	2,450.00	1,110.08	1,339.92
Fire/Alarm Services	0.00	1,118.25	(1,118.25)	0.00	1,118.25	(1,118.25)
Security Service	1,713.60	0.00	1,713.60	1,713.60	0.00	1,713.60
Repairs & Maintenance - Other	170.33	13,225.00	(13,054.67)	170.33	13,225.00	(13,054.67)
Repairs & Maintenance - Flooring	0.00	2,100.00	(2,100.00)	0.00	2,100.00	(2,100.00)
Repairs & Maintenance - Appliance	0.00	1,025.00	(1,025.00)	0.00	1,025.00	(1,025.00)
Repairs & Maintenance - HVAC	0.00	437.50	(437.50)	0.00	437.50	(437.50)
Repairs & Maintenance - Water Heaters	0.00	283.33	(283.33)	0.00	283.33	(283.33)
HVAC Repairs	0.00	428.58	(428.58)	0.00	428.58	(428.58)
Tenant Services	0.00	41.67	(41.67)	0.00	41.67	(41.67)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 31,974.82</b>	<b>\$ 42,136.40</b>	<b>\$ (10,161.58)</b>	<b>\$ 31,974.82</b>	<b>\$ 42,136.40</b>	<b>\$ (10,161.58)</b>
<b>Utilities:</b>						
Electricity	\$ 4,288.96	\$ 2,791.67	\$ 1,497.29	\$ 4,288.96	\$ 2,791.67	\$ 1,497.29
Water	366.27	2,916.67	(2,550.40)	366.27	2,916.67	(2,550.40)
Sewer	2,469.58	2,469.58	0.00	2,469.58	2,469.58	0.00
Heating Fuel/Other	134.18	904.17	(769.99)	134.18	904.17	(769.99)
Garbage & Trash Removal	2,642.15	2,500.00	142.15	2,642.15	2,500.00	142.15
<b>Total Utilities</b>	<b>\$ 9,901.14</b>	<b>\$ 11,582.09</b>	<b>\$ (1,680.95)</b>	<b>\$ 9,901.14</b>	<b>\$ 11,582.09</b>	<b>\$ (1,680.95)</b>
<b>Administrative:</b>						
Manager's Salary	\$ 7,114.20	\$ 8,789.33	\$ (1,675.13)	\$ 7,114.20	\$ 8,789.33	\$ (1,675.13)
Management Fees	7,390.00	7,990.00	(600.00)	7,390.00	7,990.00	(600.00)
Bad Debt Expense	195.00	0.00	195.00	195.00	0.00	195.00
Auditing	666.67	666.67	0.00	666.67	666.67	0.00
Legal	0.00	208.33	(208.33)	0.00	208.33	(208.33)
Other Administrative Expenses	0.00	149.50	(149.50)	0.00	149.50	(149.50)
<b>Total Administrative Expense</b>	<b>\$ 15,365.87</b>	<b>\$ 17,803.83</b>	<b>\$ (2,437.96)</b>	<b>\$ 15,365.87</b>	<b>\$ 17,803.83</b>	<b>\$ (2,437.96)</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Real Estate Taxes	\$ 1,499.75	\$ 1,528.08	\$ (28.33)	\$ 1,499.75	\$ 1,528.08	\$ (28.33)
Special Assessments	14,622.09	2,500.00	12,122.09	14,622.09	2,500.00	12,122.09
Property Insurance	7,141.78	7,046.75	95.03	7,141.78	7,046.75	95.03
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 23,263.62</b>	<b>\$ 11,074.83</b>	<b>\$ 12,188.79</b>	<b>\$ 23,263.62</b>	<b>\$ 11,074.83</b>	<b>\$ 12,188.79</b>

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Taxes &amp; Insurance:</b>						
Payroll Taxes	\$ 1,730.69	\$ 1,579.33	\$ 151.36	\$ 1,730.69	\$ 1,579.33	\$ 151.36
Other Taxes, Fees & Permits	0.00	416.67	(416.67)	0.00	416.67	(416.67)
Bond Premiums	0.00	106.00	(106.00)	0.00	106.00	(106.00)
Worker's Compensation Insurance	589.95	937.50	(347.55)	589.95	937.50	(347.55)
Personnel Medical Insurance	82.63	3,232.25	(3,149.62)	82.63	3,232.25	(3,149.62)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 2,403.27</b>	<b>\$ 6,271.75</b>	<b>\$ (3,868.48)</b>	<b>\$ 2,403.27</b>	<b>\$ 6,271.75</b>	<b>\$ (3,868.48)</b>
<b>Other Project Expenses</b>						
Telephone & Answering Service	\$ 95.57	\$ 83.83	\$ 11.74	\$ 95.57	\$ 83.83	\$ 11.74
Internet Service	779.34	366.17	413.17	779.34	366.17	413.17
Advertising	347.17	125.00	222.17	347.17	125.00	222.17
Water/Coffee Service	2.89	12.67	(9.78)	2.89	12.67	(9.78)
Office Supplies & Expense	246.77	370.17	(123.40)	246.77	370.17	(123.40)
Postage	16.99	35.33	(18.34)	16.99	35.33	(18.34)
Toner/Copier Expense	26.48	40.17	(13.69)	26.48	40.17	(13.69)
Travel & Promotion	152.50	144.58	7.92	152.50	144.58	7.92
Training Expense	0.00	104.17	(104.17)	0.00	104.17	(104.17)
Credit Checking	0.00	36.25	(36.25)	0.00	36.25	(36.25)
<b>Total Other Project Expenses</b>	<b>\$ 1,667.71</b>	<b>\$ 1,318.34</b>	<b>\$ 349.37</b>	<b>\$ 1,667.71</b>	<b>\$ 1,318.34</b>	<b>\$ 349.37</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 12,558.96	\$ 12,558.58	\$ .38	\$ 12,558.96	\$ 12,558.58	\$ .38
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 625.00	\$ 625.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	2,875.00	2,875.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 16,058.96</b>	<b>\$ 16,058.58</b>	<b>\$ .38</b>	<b>\$ 16,058.96</b>	<b>\$ 16,058.58</b>	<b>\$ .38</b>
<b>Total Expenses</b>	<b>\$ 100,635.39</b>	<b>\$ 106,245.82</b>	<b>\$ (5,610.43)</b>	<b>\$ 100,635.39</b>	<b>\$ 106,245.82</b>	<b>\$ (5,610.43)</b>
<b>Reserves</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Date: November 15, 2024

MEMO

To: HACB Board of Commissioners

From: Larry Guanzon, 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)
- Mayer Commons, 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 zero (0) vacancy as of the first of November. No turnover occurred during the month and all rents were collected for the month. Total monthly income is \$83 more than budget, at \$32,255. Total expenses are \$8,355 more than anticipated, bringing the NOI to \$8,271 less than budget, at \$14,533. The property experienced higher utility, turnover, and maintenance expenses than what was budgeted. A unit turned over after the previous resident had lived in this unit for 21+ years who recently passed. Interior painting, carpet, laminate flooring, replacement of all fixtures, blinds, doors were required.



*Alamont Apartments, 811 West East Avenue, Chico*

**Cordillera/Cameo Apartments, Chico** (20 units, family, RSC) - The property had two (2) vacancies as of November 1<sup>st</sup>. The vacancies are partial units where bedrooms are being turned over for Behavioral Health clients. RSC has reiterated there is one partial rent outstanding and all other rents were collected for the month. Total monthly income is slightly lower than budget by \$469 at \$18,043. Monthly vacancy loss is more than anticipated at \$1,490. Total Operating Expenses are higher by \$1,823 at \$9,162 with NOI at \$8,881 or \$2,292 less than budget. Utility, turnover, and maintenance expenses all came in higher for the month.



*Cordillera Apartments, Cameo Way, Chico*

**Evanswood Estates Apartments, Oroville** (31 units, family, RSC) – There was two (2) vacancies as of the first of the month. One unit paid partial rent for the month and all other rents were fully collected for the month. Total monthly income is \$1,093 less than anticipated, at \$37,807. Vacancy loss for the month came in at \$3,696 more than budget. Total Monthly Operating Expenses are \$8,450 more than budget, at \$30,422. NOI is \$9,544 less than budget, at \$7,384. All Expense items came in higher for the month.

**Evanswood Estates Apartments, Oroville Units #21, 25, and 33**, tracked separately, were occupied with no unpaid rents. Income is slightly below budget. Expenses are all within or slightly ahead of budget, with expenses being lower than budget. Monthly NOI is \$366 more than budget, at \$2,091.



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



*Lincoln Apartments, 474 East 12<sup>th</sup> Street, Chico*

**Lincoln Apartments, Chico** (18 units, family, RSC) – Lincoln Apartments had no vacancy as of the first of the month; all rents were collected. Total monthly income is ahead of budget by \$230 at \$15,726. Monthly Expenses are under budget by \$701, bringing NOI to \$931 more than budget at \$10,741. Exterior Rehabilitation including repairs to the upper level walkway and staircases, and painting of the building exterior are in process with the new contractor. HACB and 3rd party property manager (RSC) as well as, the general contractor developed a strategic plan to minimize tenant disturbances during construction. During the first phase of construction households were moved to a local hotel for seven (7) days. Completion is slated for early January, 2025 weather permitting.

**Locust Apartments, Chico** (10 units, family, RSC) – The property has zero (0) vacancy as of November 1<sup>st</sup>. All rent was collected with the exception of two households who owe small amounts. Total income for the month is ahead of budget by \$524 at \$8,565. Total Monthly Expenses are lower than budget by \$1,984, so NOI came in higher than budget by \$2,508, at \$5,376. 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 for the month except one partial payment of \$50. Monthly Income is slightly higher than budget by \$57 at \$29,312. Monthly Expenses are below budget by \$1,705 at \$11,715; bringing NOI to 1,763 more than budget, at \$17,597. 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 or early 2025. We are also working with P G & E due to old gas lines having to be replaced at the site. Property easements are being sought in order for P G & E to replace old gas lines.

### **Other-Owned Properties**

**Gridley Springs II**, Gridley (24 units, Family, Arrowhead Housing) The property has zero (0) vacancies as of the 1<sup>st</sup> of November. There are no additional 30-day notices. Property management has

transitioned to Arrowhead Housing, with ending and starting balances confirmed. Monthly income totals \$16,320. Income is down compared to budget due to rent increases which will be implemented later in

the fiscal year and vacancy loss being higher. Expenses totaled \$17,571 for the month with property insurance being \$1848 more than budget. Bring the NOI \$823 less than anticipated for the month. Capital Improvements totaled \$10,781 which reflects new flooring on turnover. This amount will be reimbursed from Capital Reserves and reflected once received. 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) – Exterior work has progressed significantly. The siding and roofing installation are nearly complete, with the painting crew closely following the carpenters. The exterior finish work is expected to be completed by mid-October. The Town of Paradise conducted a 4-way inspection during the week of September 16<sup>th</sup>, where approval to insulate and install drywall was granted. Final completion is scheduled for April, 2025.

**2131 Fogg Ave, Oroville** (SFH, HACB) – The single-family house is vacant with building demolition scheduled to commence on October 17<sup>th</sup> and will be completed on October 23<sup>rd</sup>. HACB staff engaged with a consultant to prepare and send informational mail-pieces to registered Oroville voters regarding Measure N. The first of three mail-pieces was mailed to the voters on the week of October 7<sup>th</sup>. A 'Frequently Asked Questions' *Information on MEASURE N* document has been added to the HACB website to educate voters on the proposed project.



November 13, 2024

Larry Guanzon  
Executive Director  
Housing Authority of the County of Butte  
2039 Forest Ave  
Chico, CA 95928

RE: October 2024 HACB Monthly Financial Package

Dear Mr. Guanzon:

Below is a summary of the October 2024 key operational activities and highlights of significant financial results for HACB properties managed by RSC Associates, Inc. For additional details, please review the following comprehensive financial reports provided for each property for October 2024.

If you have any questions or concerns, please feel free to reach out to Patti or me.

Respectfully,

Susan Critser, CPM  
Regional Property Manager  
530-893-8228 Ext 235  
[scritser@rsc-associates.com](mailto:scritser@rsc-associates.com)  
DRE# 01312715

cc Richard Gillaspie



**1519 Locust Street  
October 2024**



**Monthly Highlights:**

**Updates:** - New rent increases to take effect in November and December.

**Occupancy** – 100% at the end of October. There were no new move ins or move outs during the month.

**Rent Collection** –

✓ Unit #1 has a small outstanding balance of \$14.00 and unit #10 \$11.00. All other tenants paid in full.

**Expense Variances** –

✓ Property expenses were at or below budget for the month.

**Capital Improvements** – None.

**Owner Distributions** –

✓ There was no owner distribution for October.

**Alamont Apartments  
October 2024**



**Monthly Highlights:**

**Updates:**

**Occupancy** – 100% at the end of October. There were no new move ins or move outs during the month.

**Rent Collection –**

- ✓ All of October rent collected.

**Expense Variances –**

- ✓ Utility Expenses – Water & Sewer charges are higher in October. Water is over by 58% and sewer 25%.
- ✓ T/O Expenses - Totaled \$5763.54, there was no budget in October. These costs are for turning and upgrading unit #17. The previous resident lived in the unit for 21 years and passed away. Turnover work included full paint, carpet & LVP, replacement of all fixtures, doors, blinds, etc.

**Capital Expenses –**

- ✓ Included costs to replace LVP flooring in unit #13 and replaced a refrigerator in unit #21.

**Owner Distributions –**

- ✓ There was no owner distribution for October.

**Cordillera/Cameo Drive Apartments  
October 2024**



**Monthly Highlights:**

**Updates:** We have two rooms available from Behavioral Health. We have applications on both units which are approved. Final step to provide move-in date.

**Occupancy –**

- ✓ We ended the month with two vacant units. Unit 41-3A is a Behavior Health unit, the tenant occupying one of the bedrooms passed away. Unit 41-3B has submitted a notice to vacate November 18<sup>th</sup>. Unit 37-R is vacant and we have received an application.

**Rent Collection -**

- ✓ Unit 37-2 has an outstanding balance of \$550.00.
- ✓ All other tenants paid in full.

**Expense Variances -**

- ✓ Utility Expense – Water service is 51% over budget. This is a category we continually watch.
- ✓ T/O Expenses – In October we had expenses for labor and material unit 37-4 with no budget for the month.
- ✓ Other expense categories were within the budget for October.

**Capital Expenses –**

- ✓ There was an expense of \$3,985.78 for paint in October unit 37-4.

**Owner Distributions –**

- ✓ There was no owner distribution for October

## Evanswood Estates Apartments October 2024

### Monthly Highlights:

**Updates** – We are preparing to have the cement sidewalks ground to meet ADA requirements.

**Occupancy** – In October we concluded with 2 vacancies, unit 12 & unit 16. After a recent inspection we observed this will be a costly turnover.

### Rent Collection –

- ✓ Unit #61 has a balance owed of \$619.85.
- ✓ All other tenants paid in full.
- ✓ Income is off projected budget due to recent number of move-outs.

### Expense Variances -

- ✓ Telephone – over budget due to ATT billing error which was corrected in September.
- ✓ Water expenses were over budget for October by 5%.
- ✓ T/O Interior Paint for units #36, #364, #368 and a touch paint for #16.
- ✓ Maintenance Expense – Repairs / Labor was over budget by \$5,047.53 due to trash out of unit #16 and workorders.

### Capital Improvements-

- ✓ Included \$798.99 to replace the range in unit #20. This cost was included in the 2020A bond capital costs.

### Owner Distributions –

- ✓ There was no owner distribution for October.

## Evanswood #21, #25, and #33 October 2024

### Monthly Highlights:

**Updates:** Rent increases were issued.

**Occupancy** – 100% at the end of October.

**Rent Collection** – 100% of rent was collected.

**Expense Variances-** None

**Distributions** –There was no owner distribution for October.

## Mayer Commons October 2024



### Monthly Highlights:

**Updates:** - Construction continues to pace on schedule with final completion slated for April 2025. Exterior work has progressed significantly. The siding and roofing installation are nearly complete, with the painting crew closely following carpenters. The exterior finish work is expected to be complete by mid-October.

## Lincoln Apartments October 2024

### Monthly Highlights:

**Updates:** Tenants will be provided with temporary relocation housing for the deck construction to begin. They will be in the hotel 11/4 – 11/12.

#### Occupancy-

- ✓ 100% occupancy!

#### Rent Collection-

- ✓ No delinquency

#### Expense Variances –

- ✓ All expenses categories with at or below budget for the month.

#### Capital Improvements

- ✓ No capital improvements for October.

#### Owner Distributions –

- ✓ There was no owner distribution for October.

## Park Place October 2024



### Monthly Highlights:

**Updates:** Ownership met with PG&E to establish an easement so PG&E can change the old gas lines. Work is estimated at 1 month.

**Occupancy** – Ester Doolittle (Community Manager) moved away, and Krisit Shaner is the new on-site manager. Unit #40 the manager unit was vacant at the end of October. We have begun turnover repairs.

### Rent Collection –

- ✓ Unit #28 has an ending balance of \$50.00. She had paid this in full in November.

**Expense Variances** - Expenses for October meet budget or are slightly under budget.

### Capital Improvements –

- ✓ Blinds replaced in unit #20 front window. Tenant paid ½ of the expense.
- ✓ We are working on cement replacement around the office, laundry room and clubhouse. – PROJECT ON HOLD

### Cash Flow Statement

Period = Oct 2024

Book = Accrual ; Tree = hach-cf

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENTAL INCOME</b>				
Rents - Potential	8,565.00	100.00	8,565.00	100.00
<b>TOTAL RENTAL INCOME</b>	<b>8,565.00</b>	<b>100.00</b>	<b>8,565.00</b>	<b>100.00</b>
<b>NET RENTAL INCOME</b>	<b>8,565.00</b>	<b>100.00</b>	<b>8,565.00</b>	<b>100.00</b>
<b>SERVICE INCOME</b>				
Interest - General Savings	0.19	0.00	0.19	0.00
Interest - General Checking	0.10	0.00	0.10	0.00
<b>TOTAL SERVICE INCOME</b>	<b>0.29</b>	<b>0.00</b>	<b>0.29</b>	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>8,565.29</b>	<b>100.00</b>	<b>8,565.29</b>	<b>100.00</b>
<b>PROJECT EXPENSES</b>				
<b>RENTING EXPENSES</b>				
Advertising	41.50	0.48	41.50	0.48
Forms/Office Supplies	39.72	0.46	39.72	0.46
<b>TOTAL RENTING EXPENSES</b>	<b>81.22</b>	<b>0.95</b>	<b>81.22</b>	<b>0.95</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Management Fee	556.74	6.50	556.74	6.50
Asset Management Fee	124.00	1.45	124.00	1.45
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>680.74</b>	<b>7.95</b>	<b>680.74</b>	<b>7.95</b>
<b>UTILITY EXPENSES</b>				
Electricity	48.98	0.57	48.98	0.57
Exterminator	70.00	0.82	70.00	0.82
Garbage/Trash	78.72	0.92	78.72	0.92
Water	276.09	3.22	276.09	3.22
Sewer	179.90	2.10	179.90	2.10
<b>TOTAL UTILITY EXPENSES</b>	<b>653.69</b>	<b>7.63</b>	<b>653.69</b>	<b>7.63</b>
<b>MAINTENANCE EXPENSES</b>				
Landscape Maintenance - Contract	465.00	5.43	465.00	5.43
Grounds Clean-Up	255.84	2.99	255.84	2.99
Repairs - Labor	660.12	7.71	660.12	7.71
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>1,380.96</b>	<b>16.12</b>	<b>1,380.96</b>	<b>16.12</b>
<b>TAX and INSURANCE EXPENSE</b>				
Insurance	391.79	4.57	391.79	4.57
<b>TOTAL TAX and INSURANCE EXPENSE</b>	<b>391.79</b>	<b>4.57</b>	<b>391.79</b>	<b>4.57</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>3,188.40</b>	<b>37.22</b>	<b>3,188.40</b>	<b>37.22</b>
<b>NET OPERATING INCOME</b>	<b>5,376.89</b>	<b>62.78</b>	<b>5,376.89</b>	<b>62.78</b>
<b>FINANCIAL EXPENSES</b>				
Note - Principle and Interest	2,939.00	34.31	2,939.00	34.31
Capital Repl Resv Fund	250.00	2.92	250.00	2.92
<b>TOTAL FINANCIAL EXPENSES</b>	<b>3,189.00</b>	<b>37.23</b>	<b>3,189.00</b>	<b>37.23</b>
<b>TOTAL CAP IMPV &amp; FIN EXPENSE</b>	<b>3,189.00</b>	<b>37.23</b>	<b>3,189.00</b>	<b>37.23</b>
<b>NET INCOME</b>	<b>2,187.89</b>	<b>25.54</b>	<b>2,187.89</b>	<b>25.54</b>
<b>ADJUSTMENTS</b>				
Capital Repl Res	250.00	2.92	250.00	2.92
Debt Service Reserve	2,939.00	34.31	2,939.00	34.31
Account Receivable	-24.00	-0.28	-24.00	-0.28
Prepaid Expense	-4,309.64	-50.32	-4,309.64	-50.32
Prepaid Rent	-313.00	-3.65	-313.00	-3.65
<b>TOTAL ADJUSTMENTS</b>	<b>-1,457.64</b>	<b>-17.02</b>	<b>-1,457.64</b>	<b>-17.02</b>
<b>CASH FLOW</b>	<b>730.25</b>	<b>8.53</b>	<b>730.25</b>	<b>8.53</b>

Period to Date	Beginning Balance	Ending Balance	Difference
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## Cash Flow Statement

Period = Oct 2024

Book = Accrual ; Tree = hach-cf

	Period to Date	%	Year to Date	%
Cash - General Checking	5,000.00	2,541.06	-2,458.94	
Cash - General Savings	5,839.63	5,839.82	0.19	
Cash - Deposit Savings	3,625.00	3,625.00	0.00	
Cash - Financial Resv.	5,000.00	8,189.00	3,189.00	
<b>Total Cash</b>	<b>19,464.63</b>	<b>20,194.88</b>	<b>730.25</b>	

Year to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	5,000.00	2,541.06	-2,458.94
Cash - General Savings	5,839.63	5,839.82	0.19
Cash - Deposit Savings	3,625.00	3,625.00	0.00
Cash - Financial Resv.	5,000.00	8,189.00	3,189.00
<b>Total Cash</b>	<b>19,464.63</b>	<b>20,194.88</b>	<b>730.25</b>



**1519 LOCUST STREET APARTMENTS**

**2024 / 2025 PERFORMANCE REVIEW**

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2020/21	6,087	5,709	6,285	5,912	6,918	6,833	6,642	6,540	6,940	6,809	6,877	6,877	78,430
TOTAL INCOME 2021/22	6,485	7,563	7,108	6,888	7,116	6,988	7,073	7,138	7,231	7,331	7,381	8,032	86,334
TOTAL INCOME 2022/23	7,324	6,486	6,415	6,725	7,420	7,363	7,445	7,480	8,048	7,500	7,576	7,500	87,285
TOTAL INCOME 2023/24	7,684	7,928	7,845	7,647	7,435	7,895	8,335	8,480	8,505	8,535	8,616	8,651	97,558
TOTAL INCOME 2024/25	8,565												8,565
VARIANCE	361	1,442	1,430	922	15	532	890	1,000	457	1,035	1,040	1,150	10,273

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 VACANCY LOSS	0	0	0	0	0	0	-617	-268	0	0	0	0	-886
2021/22 VACANCY LOSS	-564	0	0	0	0	0	0	0	0	0	0	0	-564
2022/23 VACANCY LOSS	0	-815	-815	-642	0	0	0	0	0	0	0	0	-2,272
2023/24 VACANCY LOSS	-50	130	0	-267	-360	-552	0	0	0	0	0	0	-1,099
2024/25 VACANCY LOSS	0												0
VARIANCE	-50	945	815	375	-360	-552	0	0	0	0	0	0	1,174

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 UNPAID RENTS	-807	-1,024	-708	-839	0	-661	6,665	-455	413	-100	337	-1,202	1,619
2021/22 UNPAID RENTS	566	169	-227	-129	0	-199	-149	-99	1,239	-117	2	-815	241
2022/23 UNPAID RENTS	-1,111	1,623	645	-473	0	0	181	50	-6	-10	-70	86	915
2023/24 UNPAID RENTS	-822	-1,385	526	1,279	424	-424	36	0	-768	768	768	0	402
2024/25 UNPAID RENTS	-24												-24
VARIANCE	289	-3,008	-119	1,752	424	-424	-145	-50	-762	778	838	-86	-514

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL OPER EXP	7,918	2,361	2,046	5,026	1,888	1,897	8,844	6,166	2,415	2,264	2,470	2,508	45,803
2021/22 TOTAL OPER EXP	3,129	3,039	1,806	2,125	2,421	2,293	2,601	2,225	3,093	1,797	2,991	3,503	31,024
2022/23 TOTAL OPER EXP	2,160	5,847	8,767	8,528	2,562	2,347	3,122	4,422	3,218	2,600	1,981	2,994	48,549
2023/24 TOTAL OPER EXP	2,409	2,180	2,219	3,256	3,279	5,046	2,760	2,927	2,652	2,962	2,392	2,986	35,068
2024/25 TOTAL OPER EXP	3,188												3,188
VARIANCE	249	-3,667	-6,549	-5,272	716	2,699	-362	-1,494	-566	362	411	-9	-13,481

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL NOI	-1,831	3,348	4,239	887	5,029	4,936	-2,202	374	4,626	4,545	4,407	4,300	32,658
2021/22 TOTAL NOI	3,356	4,525	5,303	4,763	4,695	4,695	4,472	4,913	4,137	5,534	4,390	4,528	55,309
2022/23 TOTAL NOI	5,164	639	-2,352	-1,802	4,858	5,016	4,323	3,059	4,830	4,900	5,595	4,506	38,735
2023/24 TOTAL NOI	5,276	5,748	5,626	4,392	4,156	2,849	5,575	5,553	5,853	5,573	6,224	5,665	62,490
2024/25 TOTAL NOI	5,276												5,276
VARIANCE	112	5,109	7,979	6,194	-702	-2,167	1,251	2,494	1,023	673	629	1,159	23,754

**Cash Flow Statement**

Period = Oct 2024

Book = Accrual ; Tree = hacb-cf

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENTAL INCOME</b>				
Rents - Potential	33,114.00	102.66	33,114.00	102.66
Manager Unit	-1,113.00	-3.45	-1,113.00	-3.45
Vacancy Loss	-170.97	-0.53	-170.97	-0.53
<b>TOTAL RENTAL INCOME</b>	<b>31,830.03</b>	<b>98.68</b>	<b>31,830.03</b>	<b>98.68</b>
<b>NET RENTAL INCOME</b>	<b>31,830.03</b>	<b>98.68</b>	<b>31,830.03</b>	<b>98.68</b>
<b>SERVICE INCOME</b>				
Laundry Income	425.07	1.32	425.07	1.32
Interest - General Savings	0.49	0.00	0.49	0.00
Interest - General Checking	0.14	0.00	0.14	0.00
<b>TOTAL SERVICE INCOME</b>	<b>425.70</b>	<b>1.32</b>	<b>425.70</b>	<b>1.32</b>
<b>TOTAL INCOME</b>	<b>32,255.73</b>	<b>100.00</b>	<b>32,255.73</b>	<b>100.00</b>
<b>PROJECT EXPENSES</b>				
<b>RENTING EXPENSES</b>				
Advertising	64.50	0.20	64.50	0.20
Forms/Office Supplies	92.09	0.29	92.09	0.29
<b>TOTAL RENTING EXPENSES</b>	<b>156.59</b>	<b>0.49</b>	<b>156.59</b>	<b>0.49</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Resident Manager Expense	325.55	1.01	325.55	1.01
Management Fee	1,774.07	5.50	1,774.07	5.50
Cellular	57.08	0.18	57.08	0.18
Internet	112.06	0.35	112.06	0.35
Asset Management Fee	373.00	1.16	373.00	1.16
License and Permits	53.69	0.17	53.69	0.17
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>2,695.45</b>	<b>8.36</b>	<b>2,695.45</b>	<b>8.36</b>
<b>UTILITY EXPENSES</b>				
Electricity	745.38	2.31	745.38	2.31
Exterminator	80.00	0.25	80.00	0.25
Garbage/Trash	313.98	0.97	313.98	0.97
Water	1,265.84	3.92	1,265.84	3.92
Sewer	776.37	2.41	776.37	2.41
<b>TOTAL UTILITY EXPENSES</b>	<b>3,181.57</b>	<b>9.86</b>	<b>3,181.57</b>	<b>9.86</b>
<b>APARTMENT TURNOVER EXPENSES</b>				
T/O Apt Cleaning	288.00	0.89	288.00	0.89
T/O Interior Repairs - Labor	3,825.80	11.86	3,825.80	11.86
T/O Interior Repairs - Materials	1,649.74	5.11	1,649.74	5.11
<b>TOTAL APARTMENT T/O EXPENSES</b>	<b>5,763.54</b>	<b>17.87</b>	<b>5,763.54</b>	<b>17.87</b>
<b>MAINTENANCE EXPENSES</b>				
Landscape Maintenance - Contract	745.00	2.31	745.00	2.31
On-Site Ground Staff	72.00	0.22	72.00	0.22
On-Site Cleaning Staff	36.00	0.11	36.00	0.11
Repairs - Labor	1,548.53	4.80	1,548.53	4.80
Repairs - Materials	1,597.19	4.95	1,597.19	4.95
Pool Maintenance	476.25	1.48	476.25	1.48
Service - Equipment	162.00	0.50	162.00	0.50
Service - HVAC	190.00	0.59	190.00	0.59
Exterior Lighting Repairs	210.82	0.65	210.82	0.65
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>5,037.79</b>	<b>15.62</b>	<b>5,037.79</b>	<b>15.62</b>
<b>TAX and INSURANCE EXPENSE</b>				
Insurance	887.62	2.75	887.62	2.75
<b>TOTAL TAX and INSURANCE EXPENSE</b>	<b>887.62</b>	<b>2.75</b>	<b>887.62</b>	<b>2.75</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>17,722.56</b>	<b>54.94</b>	<b>17,722.56</b>	<b>54.94</b>
<b>NET OPERATING INCOME</b>	<b>14,533.17</b>	<b>45.06</b>	<b>14,533.17</b>	<b>45.06</b>
<b>CAPITAL IMPROVEMENTS</b>				

**Cash Flow Statement**

Period = Oct 2024

Book = Accrual ; Tree = hach-cf

	Period to Date	%	Year to Date	%
Flooring	2,886.98	8.95	2,886.98	8.95
Refrigerator	860.02	2.67	860.02	2.67
Interior Paint	2,299.31	7.13	2,299.31	7.13
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>6,046.31</b>	<b>18.74</b>	<b>6,046.31</b>	<b>18.74</b>
<b>FINANCIAL EXPENSES</b>				
Note - Principle and Interest	8,817.00	27.33	8,817.00	27.33
Capital Repl Resv Fund	750.00	2.33	750.00	2.33
<b>TOTAL FINANCIAL EXPENSES</b>	<b>9,567.00</b>	<b>29.66</b>	<b>9,567.00</b>	<b>29.66</b>
<b>TOTAL CAP IMPV &amp; FIN EXPENSE</b>	<b>15,613.31</b>	<b>48.40</b>	<b>15,613.31</b>	<b>48.40</b>
<b>NET INCOME</b>	<b>-1,080.14</b>	<b>-3.35</b>	<b>-1,080.14</b>	<b>-3.35</b>
<b>ADJUSTMENTS</b>				
Capital Repl Res	750.00	2.33	750.00	2.33
Debt Service Reserve	8,817.00	27.33	8,817.00	27.33
Account Receivable	0.02	0.00	0.02	0.00
Prepaid Expense	-9,763.83	-30.27	-9,763.83	-30.27
Security Deposit Collected	1,325.00	4.11	1,325.00	4.11
Prepaid Rent	31.84	0.10	31.84	0.10
<b>TOTAL ADJUSTMENTS</b>	<b>1,160.03</b>	<b>3.60</b>	<b>1,160.03</b>	<b>3.60</b>
<b>CASH FLOW</b>	<b>79.89</b>	<b>0.25</b>	<b>79.89</b>	<b>0.25</b>

Period to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	1,672.03	184.43	-1,487.60
Cash - General Savings	17,510.82	9,511.31	-7,999.51
Cash - Deposit Savings	11,000.00	11,000.00	0.00
Cash - Financial Resv.	5,000.00	14,567.00	9,567.00
Petty Cash	50.00	50.00	0.00
<b>Total Cash</b>	<b>35,232.85</b>	<b>35,312.74</b>	<b>79.89</b>

Year to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	1,672.03	184.43	-1,487.60
Cash - General Savings	17,510.82	9,511.31	-7,999.51
Cash - Deposit Savings	11,000.00	11,000.00	0.00
Cash - Financial Resv.	5,000.00	14,567.00	9,567.00
Petty Cash	50.00	50.00	0.00
<b>Total Cash</b>	<b>35,232.85</b>	<b>35,312.74</b>	<b>79.89</b>

**ALAMONT APARTMENTS**

**2024/2025 PERFORMANCE REVIEW**

Performance Review 2024-25

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2020/21	24,288	24,193	23,911	24,874	22,113	25,694	25,661	25,861	25,904	25,863	25,381	26,050	299,794
TOTAL INCOME 2021/22	26,058	25,567	25,380	26,065	26,969	26,503	26,573	27,591	27,780	27,756	28,012	27,086	321,339
TOTAL INCOME 2022/23	25,127	27,253	33,104	27,553	27,052	27,164	29,847	28,142	30,996	29,792	29,237	29,695	344,961
TOTAL INCOME 2024/25	30,657	30,607	30,913	31,008	30,111	31,074	31,143	30,422	29,857	30,138	30,994	31,014	367,940
TOTAL INCOME 2024/25	32,256												32,256
VARIANCE	5,531	3,354	-2,190	3,456	3,059	3,910	1,297	2,281	-1,140	347	1,757	1,319	22,979

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 VACANCY LOSS	0	0	-1,894	-4,091	-3,171	-527	0	0	0	1,141	-1,990	-749	-11,282
2021/22 VACANCY LOSS	-1,218	-925	-1,275	-279	0	0	0	0	0	0	0	-675	-4,372
2022/23 VACANCY LOSS	-2,863	-1,076	0	0	-882	-882	-985	-1,064	-680	-980	-519	0	-9,930
2023/24 VACANCY LOSS	0	-604	0	-77	-980	-95	0	-755	-2,050	-1,373	-1,025	-1,218	-8,177
2024/25 VACANCY LOSS	-171												-171
VARIANCE	2,863	471	0	-77	-98	787	985	309	-1,369	-393	-506	-1,218	1,754

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 UNPAID RENTS	-775	-997	353	2,598	0	0	3,941	0	47	-925	0	-21	4,221
2021/22 UNPAID RENTS	-2,394	211	-4,521	-3,092	3,672	-2,027	-1,625	-2,915	52	3,823	0	-2,333	-11,149
2022/23 UNPAID RENTS	438	1,795	3,593	-932	0	0	4,041	0	-307	633	9	-50	9,219
2023/24 UNPAID RENTS	-305	-534	760	129	0	-50	0	0	50	0	0	0	50
2024/25 UNPAID RENTS	50												50
VARIANCE	-743	-2,329	-2,833	1,061	0	-50	-4,041	0	357	-633	-9	50	-9,169

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL OPER EXP	8,931	8,513	9,052	16,570	18,410	14,650	7,803	6,908	7,477	12,837	12,395	8,811	132,356
2021/22 TOTAL OPER EXP	10,342	7,871	9,076	8,975	7,544	8,446	9,502	8,436	9,124	9,045	11,910	11,748	112,017
2022/23 TOTAL OPER EXP	9,874	9,363	20,418	9,489	7,158	8,850	24,351	9,160	15,181	18,461	7,831	9,256	149,391
2023/24 TOTAL OPER EXP	8,928	8,753	10,730	8,845	9,047	8,252	9,258	11,242	11,375	12,853	23,491	11,064	133,838
2024/25 TOTAL OPER EXP	17,723												17,723
VARIANCE	-946	-609	-9,688	-644	1,889	-598	-15,093	2,082	-3,806	-5,608	15,660	1,808	-15,553

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL NOI	15,358	15,680	14,859	8,304	3,703	11,044	17,858	18,953	18,426	13,026	12,986	17,239	167,438
2021/22 TOTAL NOI	15,716	17,697	16,304	17,090	19,425	18,058	17,071	19,155	18,657	18,710	16,102	15,338	209,322
2022/23 TOTAL NOI	15,253	17,890	12,686	18,064	19,894	18,315	5,496	18,982	15,815	11,331	21,406	20,439	195,570
2023/24 TOTAL NOI	21,729	21,854	20,183	22,164	21,064	22,822	21,885	19,180	18,481	17,286	7,502	19,950	234,102
2024/25 TOTAL NOI	14,533												14,533
VARIANCE	6,476	3,963	7,497	4,100	1,170	4,507	16,390	199	2,666	5,955	-13,903	-488	38,532

# Cash Flow Statement

Period = Oct 2024

Book = Accrual ; Tree = hacb-cf

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENTAL INCOME</b>				
Rents - Potential	19,817.00	109.83	19,817.00	109.83
Manager Unit	-1,095.00	-6.07	-1,095.00	-6.07
Vacancy Loss	-1,490.00	-8.26	-1,490.00	-8.26
<b>TOTAL RENTAL INCOME</b>	<b>17,232.00</b>	<b>95.50</b>	<b>17,232.00</b>	<b>95.50</b>
<b>NET RENTAL INCOME</b>	<b>17,232.00</b>	<b>95.50</b>	<b>17,232.00</b>	<b>95.50</b>
<b>SERVICE INCOME</b>				
Late Charges	100.00	0.55	100.00	0.55
Cleaning	105.00	0.58	105.00	0.58
Repairs and Maintenance	605.45	3.36	605.45	3.36
Interest - General Savings	1.21	0.01	1.21	0.01
Interest - General Checking	0.11	0.00	0.11	0.00
<b>TOTAL SERVICE INCOME</b>	<b>811.77</b>	<b>4.50</b>	<b>811.77</b>	<b>4.50</b>
<b>TOTAL INCOME</b>	<b>18,043.77</b>	<b>100.00</b>	<b>18,043.77</b>	<b>100.00</b>
<b>PROJECT EXPENSES</b>				
<b>RENTING EXPENSES</b>				
Advertising	48.00	0.27	48.00	0.27
Forms/Office Supplies	58.28	0.32	58.28	0.32
<b>TOTAL RENTING EXPENSES</b>	<b>106.28</b>	<b>0.59</b>	<b>106.28</b>	<b>0.59</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Resident Manager Expense	250.67	1.39	250.67	1.39
Management Fee	992.41	5.50	992.41	5.50
Telephone	92.33	0.51	92.33	0.51
Internet	71.95	0.40	71.95	0.40
Asset Management Fee	249.00	1.38	249.00	1.38
License and Permits	53.69	0.30	53.69	0.30
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>1,710.05</b>	<b>9.48</b>	<b>1,710.05</b>	<b>9.48</b>
<b>UTILITY EXPENSES</b>				
Electricity	213.01	1.18	213.01	1.18
Gas	391.94	2.17	391.94	2.17
Exterminator	70.00	0.39	70.00	0.39
Garbage/Trash	817.92	4.53	817.92	4.53
Water	849.26	4.71	849.26	4.71
Sewer	435.19	2.41	435.19	2.41
<b>TOTAL UTILITY EXPENSES</b>	<b>2,777.32</b>	<b>15.39</b>	<b>2,777.32</b>	<b>15.39</b>
<b>APARTMENT TURNOVER EXPENSES</b>				
T/O Carpet Cleaning	65.00	0.36	65.00	0.36
T/O Interior Repairs - Labor	450.00	2.49	450.00	2.49
T/O Interior Repairs - Materials	500.47	2.77	500.47	2.77
<b>TOTAL APARTMENT T/O EXPENSES</b>	<b>1,015.47</b>	<b>5.63</b>	<b>1,015.47</b>	<b>5.63</b>
<b>MAINTENANCE EXPENSES</b>				
Landscape Maintenance - Contract	820.00	4.54	820.00	4.54
Repairs - Labor	1,605.73	8.90	1,605.73	8.90
Repairs - Materials	255.16	1.41	255.16	1.41
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>2,680.89</b>	<b>14.86</b>	<b>2,680.89</b>	<b>14.86</b>
<b>TAX and INSURANCE EXPENSE</b>				
Insurance	872.04	4.83	872.04	4.83
<b>TOTAL TAX and INSURANCE EXPENSE</b>	<b>872.04</b>	<b>4.83</b>	<b>872.04</b>	<b>4.83</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>9,162.05</b>	<b>50.78</b>	<b>9,162.05</b>	<b>50.78</b>
<b>NET OPERATING INCOME</b>	<b>8,881.72</b>	<b>49.22</b>	<b>8,881.72</b>	<b>49.22</b>
<b>CAPITAL IMPROVEMENTS</b>				
Interior Paint	3,985.78	22.09	3,985.78	22.09
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>3,985.78</b>	<b>22.09</b>	<b>3,985.78</b>	<b>22.09</b>
<b>FINANCIAL EXPENSES</b>				

### Cash Flow Statement

Period = Oct 2024

Book = Accrual : Tree = hacb-cf

	Period to Date	%	Year to Date	%
Note - Interest	8.19	0.05	8.19	0.05
<b>TOTAL FINANCIAL EXPENSES</b>	<b>8.19</b>	<b>0.05</b>	<b>8.19</b>	<b>0.05</b>
TOTAL CAP IMPV & FIN EXPENSE	3,993.97	22.13	3,993.97	22.13
<b>NET INCOME</b>	<b>4,887.75</b>	<b>27.09</b>	<b>4,887.75</b>	<b>27.09</b>
<b>ADJUSTMENTS</b>				
Account Receivable	-359.04	-1.99	-359.04	-1.99
Prepaid Expense	-9,592.42	-53.16	-9,592.42	-53.16
Security Deposit Collected	-1,050.00	-5.82	-1,050.00	-5.82
Prepaid Rent	-121.65	-0.67	-121.65	-0.67
Note - Interest	-8.19	-0.05	-8.19	-0.05
<b>TOTAL ADJUSTMENTS</b>	<b>-11,114.92</b>	<b>-61.60</b>	<b>-11,114.92</b>	<b>-61.60</b>
<b>CASH FLOW</b>	<b>-6,227.17</b>	<b>-34.51</b>	<b>-6,227.17</b>	<b>-34.51</b>

Period to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	758.77	30.39	-728.38
Cash - General Savings	841.31	842.52	1.21
Cash - Deposit Savings	7,379.50	1,879.50	-5,500.00
Cash - Financial Resv.	5,000.00	5,000.00	0.00
Petty Cash	100.00	100.00	0.00
<b>Total Cash</b>	<b>14,079.58</b>	<b>7,852.41</b>	<b>-6,227.17</b>

Year to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	758.77	30.39	-728.38
Cash - General Savings	841.31	842.52	1.21
Cash - Deposit Savings	7,379.50	1,879.50	-5,500.00
Cash - Financial Resv.	5,000.00	5,000.00	0.00
Petty Cash	100.00	100.00	0.00
<b>Total Cash</b>	<b>14,079.58</b>	<b>7,852.41</b>	<b>-6,227.17</b>

**CAMEO DR APARTMENTS**  
**2024-2025 PERFORMANCE REVIEW**

CA08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2020/21	15219	14368	12405	15069	13858	13144	15841	14315	15536	15828	15848	15905	177,336
TOTAL INCOME 2021/22	16016	15732	15940	15831	16781	15690	16286	16380	16635	16710	16758	16680	195,440
TOTAL INCOME 2022/23	16682	15656	16643	16631	16630	17648	17489	17397	17451	17679	17371	17073	204,350
TOTAL INCOME 2023/24	17073	17907	17302	16455	16288	16991	18108	17922	18022	18746	18822	17372	211,009
TOTAL INCOME 2024/25	18044												18,044
<b>VARIANCE</b>	392	2251	659	-176	-342	-658	619	525	571	1067	1451	300	6,658
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 VACANCY LOSS	-385	-575	-2720	-1,177	-1425	-2600	-215	-1645	-350	-475	-300	-271	-12,137
2021/22 VACANCY LOSS	-300	-300	-590	-300	-150	-770	0	0	0	-299	0	0	-2,709
2022/23 VACANCY LOSS	0	-1140	-37	0	0	0	0	0	-82	-303	-136	-325	-2,023
2023/24 VACANCY LOSS	-325	-325	-325	-2,402	-2895	-1514	-808	0	0	0	-350	-1300	-10,245
2024/25 VACANCY LOSS	-1490												-1,490
<b>VARIANCE</b>	-325	815	-288	-2402	-2895	-1514	-808	0	82	303	-214	-975	-8,222
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 UNPAID RENTS	441	-313	2	1222	0	0	0	-550	-215	-203	-16	-68	302
2021/22 UNPAID RENTS	20	356	512	0	28	0	25	48	3	3	-452	103	645
2022/23 UNPAID RENTS	-512	243	628	-1137	343	1208	0	-581	-636	-1559	1447	-113	-669
2024/25 UNPAID RENTS	-429	-1713	-763	1195	2544	183	-1742	1494	0	-489	-489	-1002	-1,212
2023/24 UNPAID RENTS	710												710
<b>VARIANCE</b>	83	-1956	-1391	2332	2201	-1025	-1742	2075	636	1070	-1936	-889	-543
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL OPER. EXP.	7445	13909	6841	19504	10067	6697	9011	8930	7431	7245	6425	6005	109,509
2021/22 TOTAL OPER. EXP.	6291	7694	5872	6807	6532	6166	7664	6471	9952	7267	8448	7709	86,871
2022/23 TOTAL OPER. EXP.	6098	6870	8543	7605	7131	8173	10607	6494	7244	7064	5330	6459	87,619
2023/24 TOTAL OPER. EXP.	5700	6810	6403	12986	12473	8985	20644	7050	7025	7440	8304	6818	110,636
2024/25 TOTAL OPER. EXP.	9162												9,162
<b>VARIANCE</b>	-399	-60	-2141	5380	5341	812	10036	556	-218	376	2974	360	23,017
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL NOI	7774	459	5564	-4436	3791	6447	6830	5385	8105	8583	9423	9900	67,827
2021/22 TOTAL NOI	9724	8039	10069	9024	10249	9524	8623	9910	6684	9442	8310	8972	108,569
2022/23 TOTAL NOI	10583	8786	8100	9026	9499	9475	6881	10903	10207	10615	12041	10614	116,732
2023/24 TOTAL NOI	11374	11097	10900	3470	3815	8006	-2536	10872	10997	11307	10519	10554	100,373
2024/25 TOTAL NOI	8882												8,882
<b>VARIANCE</b>	790	2311	2799	-5556	-5684	-1469	-9417	-31	789	691	-1523	-60	-16,359

# Cash Flow Statement

Period = Oct 2024

Book = Accrual , Tree = hacb-cf

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENTAL INCOME</b>				
Rents - Potential	41,940.00	110.93	41,940.00	110.93
Manager Unit	-1,390.00	-3.68	-1,390.00	-3.68
Vacancy Loss	-5,396.76	-14.27	-5,396.76	-14.27
Pet Rent	156.67	0.41	156.67	0.41
<b>TOTAL RENTAL INCOME</b>	<b>35,309.91</b>	<b>93.39</b>	<b>35,309.91</b>	<b>93.39</b>
<b>NET RENTAL INCOME</b>	<b>35,309.91</b>	<b>93.39</b>	<b>35,309.91</b>	<b>93.39</b>
<b>SERVICE INCOME</b>				
Cleaning	800.61	2.12	800.61	2.12
Repairs and Maintenance	1,032.50	2.73	1,032.50	2.73
Miscellaneous	663.85	1.76	663.85	1.76
Interest - General Savings	0.53	0.00	0.53	0.00
Interest - General Checking	0.31	0.00	0.31	0.00
<b>TOTAL SERVICE INCOME</b>	<b>2,497.80</b>	<b>6.61</b>	<b>2,497.80</b>	<b>6.61</b>
<b>TOTAL INCOME</b>	<b>37,807.71</b>	<b>100.00</b>	<b>37,807.71</b>	<b>100.00</b>
<b>PROJECT EXPENSES</b>				
<b>RENTING EXPENSES</b>				
Advertising	45.00	0.12	45.00	0.12
Forms/Office Supplies	79.95	0.21	79.95	0.21
<b>TOTAL RENTING EXPENSES</b>	<b>124.95</b>	<b>0.33</b>	<b>124.95</b>	<b>0.33</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Credit Reports	30.00	0.08	30.00	0.08
Resident Manager Expense	1,137.58	3.01	1,137.58	3.01
Management Fee	1,890.39	5.00	1,890.39	5.00
Miscellaneous	35.00	0.09	35.00	0.09
Telephone	79.90	0.21	79.90	0.21
Internet	47.86	0.13	47.86	0.13
Asset Management Fee	348.00	0.92	348.00	0.92
H/O Association Dues	5,740.00	15.18	5,740.00	15.18
License and Permits	27.00	0.07	27.00	0.07
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>9,335.73</b>	<b>24.69</b>	<b>9,335.73</b>	<b>24.69</b>
<b>UTILITY EXPENSES</b>				
Garbage/Trash	551.04	1.46	551.04	1.46
Water	1,412.78	3.74	1,412.78	3.74
Sewer	1,327.48	3.51	1,327.48	3.51
<b>TOTAL UTILITY EXPENSES</b>	<b>3,291.30</b>	<b>8.71</b>	<b>3,291.30</b>	<b>8.71</b>
<b>APARTMENT TURNOVER EXPENSES</b>				
T/O Apt Cleaning	40.00	0.11	40.00	0.11
T/O Carpet Cleaning	470.00	1.24	470.00	1.24
T/O Interior Paint	6,614.67	17.50	6,614.67	17.50
T/O Interior Repairs - Labor	379.00	1.00	379.00	1.00
T/O Interior Repairs - Materials	502.00	1.33	502.00	1.33
<b>TOTAL APARTMENT T/O EXPENSES</b>	<b>8,005.67</b>	<b>21.17</b>	<b>8,005.67</b>	<b>21.17</b>
<b>MAINTENANCE EXPENSES</b>				
On-Site Cleaning Staff	40.00	0.11	40.00	0.11
Repairs - Labor	6,797.53	17.98	6,797.53	17.98
On-Site Maintenance Staff	144.00	0.38	144.00	0.38
Repairs - Materials	523.88	1.39	523.88	1.39
Service - HVAC	264.00	0.70	264.00	0.70
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>7,769.41</b>	<b>20.55</b>	<b>7,769.41</b>	<b>20.55</b>
<b>TAX and INSURANCE EXPENSE</b>				
Insurance	1,895.71	5.01	1,895.71	5.01
<b>TOTAL TAX and INSURANCE EXPENSE</b>	<b>1,895.71</b>	<b>5.01</b>	<b>1,895.71</b>	<b>5.01</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>30,422.77</b>	<b>80.47</b>	<b>30,422.77</b>	<b>80.47</b>



### Cash Flow Statement

Period = Oct 2024

Book = Accrual ; Tree = hach-cf

	Period to Date	%	Year to Date	%
NET OPERATING INCOME	7,384.94	19.53	7,384.94	19.53
CAPITAL IMPROVEMENTS				
Linoleum	415.00	1.10	415.00	1.10
TOTAL CAPITAL IMPROVEMENTS	415.00	1.10	415.00	1.10
TOTAL CAP IMPV & FIN EXPENSE	415.00	1.10	415.00	1.10
NET INCOME	6,969.94	18.44	6,969.94	18.44
ADJUSTMENTS				
Account Receivable	-2,343.95	-6.20	-2,343.95	-6.20
Prepaid Expense	-19,525.37	-51.64	-19,525.37	-51.64
Security Deposit Collected	-3,285.00	-8.69	-3,285.00	-8.69
Accounts Payable	1,939.70	5.13	1,939.70	5.13
Prepaid Rent	3,141.93	8.31	3,141.93	8.31
TOTAL ADJUSTMENTS	-23,952.09	-63.35	-23,952.09	-63.35
CASH FLOW	-16,982.15	-44.92	-16,982.15	-44.92

Period to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	5,000.00	1,017.32	-3,982.68
Cash - General Savings	11,266.72	3,267.25	-7,999.47
Cash - Deposit Checking	0.00	0.00	0.00
Cash - Deposit Savings	17,000.00	12,000.00	-5,000.00
Cash - Replacement Reserve-2015	0.00	0.00	0.00
Cash - Financial Resv.	5,000.00	5,000.00	0.00
Petty Cash	0.00	0.00	0.00
<b>Total Cash</b>	<b>38,266.72</b>	<b>21,284.57</b>	<b>-16,982.15</b>

Year to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	5,000.00	1,017.32	-3,982.68
Cash - General Savings	11,266.72	3,267.25	-7,999.47
Cash - Deposit Checking	0.00	0.00	0.00
Cash - Deposit Savings	17,000.00	12,000.00	-5,000.00
Cash - Replacement Reserve-2015	0.00	0.00	0.00
Cash - Financial Resv.	5,000.00	5,000.00	0.00
Petty Cash	0.00	0.00	0.00
<b>Total Cash</b>	<b>38,266.72</b>	<b>21,284.57</b>	<b>-16,982.15</b>

**EVANSWOOD ESTATES  
2024 - 2025 PERFORMANCE REVIEW**

Ev08-09pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2020/2021	30695	30484	30498	30465	30384	30530	30385	30386	30387	30534	28095	30602	363445
TOTAL INCOME 2021/2022	29305	31808	32552	32191	32280	32404	32525	35170	35020	35521	35446	34722	398945
TOTAL INCOME 2022/2023	34018	32986	33827	34816	38781	37201	37345	37181	36806	36071	37346	37327	433707
TOTAL INCOME 2023/2024	39076	41110	38840	36402	40873	39401	39501	39226	40121	40040	38149	38435	471173
TOTAL INCOME 2024/2025	37808												37808
<b>VARIANCE</b>	<b>5058</b>	<b>8124</b>	<b>5013</b>	<b>1586</b>	<b>2092</b>	<b>2200</b>	<b>2155</b>	<b>2044</b>	<b>3315</b>	<b>3969</b>	<b>803</b>	<b>1108</b>	<b>37466</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/2021 VACANCY LOSS	0	0	0	0	0	0	0	0	0	-145	-2275	-3175	-5595
2021/2022 VACANCY LOSS	-5881	-449	0	0	0	90	-950	0	-510	0	0	-900	-8599
2022/2023 VACANCY LOSS	-1768	-2755	-2583	-1800	-2706	-674	119	-410	-1500	120	0	0	-13957
2023/2024 VACANCY LOSS	0	-180	-818	-3154	-1186	0	0	0	0	0	-2442	-1811	-9591
2024/2025 VACANCY LOSS	-5397												-5397
<b>VARIANCE</b>	<b>-5397</b>	<b>2575</b>	<b>1765</b>	<b>-1354</b>	<b>1520</b>	<b>674</b>	<b>-119</b>	<b>410</b>	<b>1500</b>	<b>-120</b>	<b>-2442</b>	<b>-1811</b>	<b>-2799</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/2021 UNPAID RENTS	-845	9	0	-50	0	0	-881	-881	-4005	290	0	18	-6345
2021/2022 UNPAID RENTS	2388	-1150	2190	0	-2505	2059	945	-810	-2383	-242	-1284	-3735	-4527
2023/2024 UNPAID RENTS	0	-1182	7824	-1843	2160	957	-50	-1305	570	-2061	2011	-1870	5210
2022/2023 UNPAID RENTS	-1840	4541	-871	-289	-907	1191	850	-45	-50	-1735	-1735	-1885	-2775
2024/2025 UNPAID RENTS	-2472												-2472
<b>VARIANCE</b>	<b>-632</b>	<b>5722</b>	<b>-8695</b>	<b>1555</b>	<b>-3067</b>	<b>235</b>	<b>900</b>	<b>1260</b>	<b>-620</b>	<b>326</b>	<b>-3746</b>	<b>-15</b>	<b>-6777</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL OPER. EXP.	25557	11708	9282	15690	13413	14583	5774	14246	12911	13704	13333	19877	170079
2021/22 TOTAL OPER. EXP.	25027	40675	31327	15331	13381	13623	18110	18175	15165	13576	14127	14044	232562
2023/24 TOTAL OPER. EXP.	14525	15863	23927	29424	29225	17944	16201	15771	18492	18486	14154	15780	229792
2022/23 TOTAL OPER. EXP.	17516	19641	18116	23553	19991	33281	20408	16197	16097	16918	19548	19026	240293
2024/235TOTAL OPER. EXP.	30423												30423
<b>VARIANCE</b>	<b>12907</b>	<b>3778</b>	<b>-5811</b>	<b>-5871</b>	<b>-9234</b>	<b>15337</b>	<b>4207</b>	<b>427</b>	<b>-2395</b>	<b>-1568</b>	<b>5395</b>	<b>3247</b>	<b>20418</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/2021 TOTAL NOI	5137	18775	21217	14774	16972	15946	24612	16140	17476	16830	14762	10725	193366
2021/2022 TOTAL NOI	4279	-8867	1224	16859	18899	18781	14415	16996	19855	21945	21320	20677	166383
2023/2024 TOTAL NOI	19493	17123	9900	5392	9556	19257	21144	21411	18413	17586	23193	21547	204015
2022/2023 TOTAL NOI	21561	21470	20724	12849	20881	6120	19093	23028	24023	23122	18601	19408	230880
2024/2025TOTAL NOI	7385												7385
<b>VARIANCE</b>	<b>-14176</b>	<b>4347</b>	<b>10824</b>	<b>7457</b>	<b>11326</b>	<b>-13137</b>	<b>-2052</b>	<b>1618</b>	<b>5610</b>	<b>5536</b>	<b>-4592</b>	<b>-2139</b>	<b>10622</b>

### Cash Flow Statement

Period = Oct 2024

Book = Accrual : Tree = hach-cf

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENTAL INCOME</b>				
Rents - Potential	3,491.00	103.44	3,491.00	103.44
Manager Unit	-116.00	-3.44	-116.00	-3.44
<b>TOTAL RENTAL INCOME</b>	<b>3,375.00</b>	<b>100.00</b>	<b>3,375.00</b>	<b>100.00</b>
<b>NET RENTAL INCOME</b>	<b>3,375.00</b>	<b>100.00</b>	<b>3,375.00</b>	<b>100.00</b>
<b>TOTAL INCOME</b>	<b>3,375.00</b>	<b>100.00</b>	<b>3,375.00</b>	<b>100.00</b>
<b>PROJECT EXPENSES</b>				
<b>RENTING EXPENSES</b>				
Forms/Office Supplies	4.95	0.15	4.95	0.15
<b>TOTAL RENTING EXPENSES</b>	<b>4.95</b>	<b>0.15</b>	<b>4.95</b>	<b>0.15</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Resident Manager Expense	66.86	1.98	66.86	1.98
Management Fee	168.75	5.00	168.75	5.00
H/O Association Dues	615.00	18.22	615.00	18.22
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>850.61</b>	<b>25.20</b>	<b>850.61</b>	<b>25.20</b>
<b>UTILITY EXPENSES</b>				
Water	185.16	5.49	185.16	5.49
Sewer	86.82	2.57	86.82	2.57
<b>TOTAL UTILITY EXPENSES</b>	<b>271.98</b>	<b>8.06</b>	<b>271.98</b>	<b>8.06</b>
<b>TAX and INSURANCE EXPENSE</b>				
Insurance	155.90	4.62	155.90	4.62
<b>TOTAL TAX and INSURANCE EXPENSE</b>	<b>155.90</b>	<b>4.62</b>	<b>155.90</b>	<b>4.62</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,283.44</b>	<b>38.03</b>	<b>1,283.44</b>	<b>38.03</b>
<b>NET OPERATING INCOME</b>	<b>2,091.56</b>	<b>61.97</b>	<b>2,091.56</b>	<b>61.97</b>
<b>NET INCOME</b>	<b>2,091.56</b>	<b>61.97</b>	<b>2,091.56</b>	<b>61.97</b>
<b>ADJUSTMENTS</b>				
Prepaid Expense	-1,628.00	-48.24	-1,628.00	-48.24
<b>TOTAL ADJUSTMENTS</b>	<b>-1,628.00</b>	<b>-48.24</b>	<b>-1,628.00</b>	<b>-48.24</b>
<b>CASH FLOW</b>	<b>463.56</b>	<b>13.74</b>	<b>463.56</b>	<b>13.74</b>
<b>Period to Date</b>				
	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>	
Cash - General Checking	5,000.00	5,463.56	463.56	
Cash - General Savings	6,000.00	6,000.00	0.00	
Cash - Deposit Savings	3,900.00	3,900.00	0.00	
<b>Total Cash</b>	<b>14,900.00</b>	<b>15,363.56</b>	<b>463.56</b>	
<b>Year to Date</b>				
	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>	
Cash - General Checking	5,000.00	5,463.56	463.56	
Cash - General Savings	6,000.00	6,000.00	0.00	
Cash - Deposit Savings	3,900.00	3,900.00	0.00	
<b>Total Cash</b>	<b>14,900.00</b>	<b>15,363.56</b>	<b>463.56</b>	

### Cash Flow Statement

Period = Oct 2024

Book = Accrual : Tree = hacb-cf

	Period to Date	%	Year to Date	%
<b>PROJECT EXPENSES</b>				
<b>ADMINISTRATIVE EXPENSES</b>				
Management Fee	250.00	0.00	250.00	0.00
Asset Management Fee	120.00	0.00	120.00	0.00
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>370.00</b>	<b>0.00</b>	<b>370.00</b>	<b>0.00</b>
<b>TAX and INSURANCE EXPENSE</b>				
Insurance	6.00	0.00	6.00	0.00
<b>TOTAL TAX and INSURANCE EXPENSE</b>	<b>6.00</b>	<b>0.00</b>	<b>6.00</b>	<b>0.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>376.00</b>	<b>0.00</b>	<b>376.00</b>	<b>0.00</b>
<b>NET OPERATING INCOME</b>	<b>-376.00</b>	<b>0.00</b>	<b>-376.00</b>	<b>0.00</b>
<b>NET INCOME</b>	<b>-376.00</b>	<b>0.00</b>	<b>-376.00</b>	<b>0.00</b>
<b>ADJUSTMENTS</b>				
Funds from Owner	5,000.00	0.00	5,000.00	0.00
<b>TOTAL ADJUSTMENTS</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>CASH FLOW</b>	<b>4,624.00</b>	<b>0.00</b>	<b>4,624.00</b>	<b>0.00</b>

Period to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	1,340.04	5,964.04	4,624.00
Cash - General Savings	0.00	0.00	0.00
Cash - Replacement Reserve-2015	0.00	0.00	0.00
Cash - Financial Resv.	0.00	0.00	0.00
<b>Total Cash</b>	<b>1,340.04</b>	<b>5,964.04</b>	<b>4,624.00</b>

Year to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	1,340.04	5,964.04	4,624.00
Cash - General Savings	0.00	0.00	0.00
Cash - Replacement Reserve-2015	0.00	0.00	0.00
Cash - Financial Resv.	0.00	0.00	0.00
<b>Total Cash</b>	<b>1,340.04</b>	<b>5,964.04</b>	<b>4,624.00</b>

# Cash Flow Statement

Period = Oct 2024

Book = Accrual . Tree = hacb-cf

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENTAL INCOME</b>				
Rents - Potential	16,198.00	103.00	16,198.00	103.00
Manager Unit	-858.00	-5.46	-858.00	-5.46
<b>TOTAL RENTAL INCOME</b>	<b>15,340.00</b>	<b>97.54</b>	<b>15,340.00</b>	<b>97.54</b>
<b>NET RENTAL INCOME</b>	<b>15,340.00</b>	<b>97.54</b>	<b>15,340.00</b>	<b>97.54</b>
<b>SERVICE INCOME</b>				
Laundry Income	385.91	2.45	385.91	2.45
Interest - General Savings	0.25	0.00	0.25	0.00
Interest - General Checking	0.11	0.00	0.11	0.00
<b>TOTAL SERVICE INCOME</b>	<b>386.27</b>	<b>2.46</b>	<b>386.27</b>	<b>2.46</b>
<b>TOTAL INCOME</b>	<b>15,726.27</b>	<b>100.00</b>	<b>15,726.27</b>	<b>100.00</b>
<b>PROJECT EXPENSES</b>				
<b>RENTING EXPENSES</b>				
Advertising	53.20	0.34	53.20	0.34
Forms/Office Supplies	64.68	0.41	64.68	0.41
<b>TOTAL RENTING EXPENSES</b>	<b>117.88</b>	<b>0.75</b>	<b>117.88</b>	<b>0.75</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Resident Manager Expense	308.72	1.96	308.72	1.96
Management Fee	864.93	5.50	864.93	5.50
Miscellaneous	17.27	0.11	17.27	0.11
Telephone	67.13	0.43	67.13	0.43
Internet	69.08	0.44	69.08	0.44
Asset Management Fee	224.00	1.42	224.00	1.42
License and Permits	27.00	0.17	27.00	0.17
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>1,578.13</b>	<b>10.04</b>	<b>1,578.13</b>	<b>10.04</b>
<b>UTILITY EXPENSES</b>				
Electricity	358.02	2.28	358.02	2.28
Gas	18.23	0.12	18.23	0.12
Exterminator	160.00	1.02	160.00	1.02
Garbage/Trash	193.94	1.23	193.94	1.23
Water	449.20	2.86	449.20	2.86
Sewer	410.20	2.61	410.20	2.61
<b>TOTAL UTILITY EXPENSES</b>	<b>1,589.59</b>	<b>10.11</b>	<b>1,589.59</b>	<b>10.11</b>
<b>MAINTENANCE EXPENSES</b>				
Landscape Maintenance - Contract	350.00	2.23	350.00	2.23
Irrigation Repairs	30.00	0.19	30.00	0.19
Repairs - Labor	313.26	1.99	313.26	1.99
On-Site Maintenance Staff	23.93	0.15	23.93	0.15
Service - Water Heater	283.23	1.80	283.23	1.80
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>1,000.42</b>	<b>6.36</b>	<b>1,000.42</b>	<b>6.36</b>
<b>TAX and INSURANCE EXPENSE</b>				
Insurance	698.68	4.44	698.68	4.44
<b>TOTAL TAX and INSURANCE EXPENSE</b>	<b>698.68</b>	<b>4.44</b>	<b>698.68</b>	<b>4.44</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>4,984.70</b>	<b>31.70</b>	<b>4,984.70</b>	<b>31.70</b>
<b>NET OPERATING INCOME</b>	<b>10,741.57</b>	<b>68.30</b>	<b>10,741.57</b>	<b>68.30</b>
<b>FINANCIAL EXPENSES</b>				
Note - Principle and Interest	5,290.00	33.64	5,290.00	33.64
Capital Repl Resv Fund	450.00	2.86	450.00	2.86
<b>TOTAL FINANCIAL EXPENSES</b>	<b>5,740.00</b>	<b>36.50</b>	<b>5,740.00</b>	<b>36.50</b>
<b>TOTAL CAP IMPV &amp; FIN EXPENSE</b>	<b>5,740.00</b>	<b>36.50</b>	<b>5,740.00</b>	<b>36.50</b>
<b>NET INCOME</b>	<b>5,001.57</b>	<b>31.80</b>	<b>5,001.57</b>	<b>31.80</b>
<b>ADJUSTMENTS</b>				
Capital Repl Res	450.00	2.86	450.00	2.86

### Cash Flow Statement

Period = Oct 2024

Book = Accrual : Tree = hacb-cf

	Period to Date	%	Year to Date	%
Debt Service Reserve	5,290.00	33.64	5,290.00	33.64
Account Receivable	-1,039.67	-6.61	-1,039.67	-6.61
Prepaid Expense	-7,685.42	-48.87	-7,685.42	-48.87
Prepaid Rent	-65.33	-0.42	-65.33	-0.42
<b>TOTAL ADJUSTMENTS</b>	<b>-3,050.42</b>	<b>-19.40</b>	<b>-3,050.42</b>	<b>-19.40</b>
<b>CASH FLOW</b>	<b>1,951.15</b>	<b>12.41</b>	<b>1,951.15</b>	<b>12.41</b>

Period to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	3,287.46	998.36	-2,289.10
Cash - General Savings	3,619.63	2,119.88	-1,499.75
Cash - Deposit Checking	0.00	0.00	0.00
Cash - Deposit Savings	5,700.00	5,700.00	0.00
Cash - Replacement Reserve-2015	0.00	0.00	0.00
Cash - Financial Resv.	5,000.00	10,740.00	5,740.00
Petty Cash	100.00	100.00	0.00
<b>Total Cash</b>	<b>17,707.09</b>	<b>19,658.24</b>	<b>1,951.15</b>

Year to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	3,287.46	998.36	-2,289.10
Cash - General Savings	3,619.63	2,119.88	-1,499.75
Cash - Deposit Checking	0.00	0.00	0.00
Cash - Deposit Savings	5,700.00	5,700.00	0.00
Cash - Replacement Reserve 2015	0.00	0.00	0.00
Cash - Financial Resv.	5,000.00	10,740.00	5,740.00
Petty Cash	100.00	100.00	0.00
<b>Total Cash</b>	<b>17,707.09</b>	<b>19,658.24</b>	<b>1,951.15</b>

**LINCOLN APARTMENTS**

**2024 / 2025 PERFORMANCE REVIEW**

LNA07-08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2020/21	13656	12790	12338	11729	12779	12730	12724	12771	13183	12278	13929	12111	153,018
TOTAL INCOME 2021/22	12920	14529	11291	11888	12538	12714	12573	13846	13432	13742	13790	13682	156,945
TOTAL INCOME 2022/23	13698	14115	13610	14110	13713	14194	13951	13625	14588	14727	14040	14438	168,810
TOTAL INCOME 2023/24	15076	14486	15883	15429	14275	14754	14295	14394	14613	15227	14271	16918	179,620
TOTAL INCOME 2024/25	15726												15,726
<b>VARIANCE</b>	<b>650</b>	<b>-14486</b>	<b>-15883</b>	<b>-15429</b>	<b>-14275</b>	<b>-14754</b>	<b>-14295</b>	<b>-14394</b>	<b>-14613</b>	<b>-15227</b>	<b>-14271</b>	<b>-16918</b>	<b>-163,894</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2021/21 VACANCY LOSS	0	0	0	0	0	0	0	0	0	-625	1127	-1430	-928
2021/22 VACANCY LOSS	0	-691	-1603	-845	-457	0	0	-653	-169	0	0	0	-4,418
2022/23 VACANCY LOSS	0	-550	0	0	0	0	0	-1059	149	0	0	0	-1,460
2023/24 VACANCY LOSS	0	-970	0	0	-731	-785	-785	-1200	-177	-895	-895	-178	-6,616
2024/25 VACANCY LOSS	0												0
<b>VARIANCE</b>	<b>0</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>731</b>	<b>785</b>	<b>785</b>	<b>1200</b>	<b>177</b>	<b>895</b>	<b>895</b>	<b>178</b>	<b>6,616</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 UNPAID RENTS	1633	53	-750	-797	0	0	78	-25	25	240	-1670	930	-284
2021/22 UNPAID RENTS	-43	216	76	725	-482	477	-31	-226	7	-22	-6	-6	684
2022/23 UNPAID RENTS	-6	17	-569	0	18	-47	94	0	-26	0	26	0	-493
2023/24 UNPAID RENTS	-960	-930	0	-517	-723	666	-176	-443	958	0	-850	800	-2,175
2024/25 UNPAID RENTS	-1040												-1,040
<b>VARIANCE</b>	<b>-80</b>	<b>930</b>	<b>0</b>	<b>517</b>	<b>723</b>	<b>-666</b>	<b>176</b>	<b>443</b>	<b>-958</b>	<b>0</b>	<b>850</b>	<b>-800</b>	<b>1,136</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL OPER. EXP.	4449	4682	7215	5573	5439	4671	4750	5599	4429	5103	8087	6334	66,330
2021/22 TOTAL OPER. EXP.	4741	5505	7678	10341	7310	8900	4505	5386	5893	5317	5502	4801	75,880
2022/23 TOTAL OPER. EXP.	5086	5673	6874	6839	4629	4847	6710	5634	7297	5761	4475	5541	69,367
2023/24 TOTAL OPER. EXP.	5396	6143	9406	5349	9152	7753	5610	11766	5507	7252	5769	12062	91,167
2024/25 TOTAL OPER. EXP.	4985												4,985
<b>VARIANCE</b>	<b>-412</b>	<b>-6143</b>	<b>-9406</b>	<b>-5349</b>	<b>-9152</b>	<b>-7753</b>	<b>-5610</b>	<b>-11766</b>	<b>-5507</b>	<b>-7252</b>	<b>-5769</b>	<b>-12062</b>	<b>-86,182</b>
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2020/21 TOTAL NOI	9208	8109	5124	6156	7340	8059	7974	7172	8753	7175	5842	5777	86,688
2021/22 TOTAL NOI	8179	9024	3613	1547	5228	3814	8068	8460	7539	8425	8288	8881	81,065
2022/23 TOTAL NOI	8612	8442	6736	7271	9084	9346	7240	7991	7291	8966	9565	8897	99,443
2023/24 TOTAL NOI	9680	8343	6476	10080	5123	7001	8685	2628	9106	7976	8501	4855	88,453
2024/25 TOTAL NOI	10742												10,742
<b>VARIANCE</b>	<b>1061</b>	<b>-8343</b>	<b>-6476</b>	<b>-10080</b>	<b>-5123</b>	<b>-7001</b>	<b>-8685</b>	<b>-2628</b>	<b>-9106</b>	<b>-7976</b>	<b>-8501</b>	<b>-4855</b>	<b>-77,712</b>

**Cash Flow Statement**

Period = Oct 2024

Book = Accrual : Tree = hacb-cf

	Period to Date	%	Year to Date	%
<b>INCOME</b>				
<b>RENTAL INCOME</b>				
Rents - Potential	30,009.00	102.38	30,009.00	102.38
Manager Unit	-740.48	-2.53	-740.48	-2.53
Vacancy Loss	-384.52	-1.31	-384.52	-1.31
<b>TOTAL RENTAL INCOME</b>	<b>28,884.00</b>	<b>98.54</b>	<b>28,884.00</b>	<b>98.54</b>
<b>NET RENTAL INCOME</b>	<b>28,884.00</b>	<b>98.54</b>	<b>28,884.00</b>	<b>98.54</b>
<b>SERVICE INCOME</b>				
Laundry Income	273.07	0.93	273.07	0.93
Miscellaneous	153.31	0.52	153.31	0.52
Interest - General Savings	1.91	0.01	1.91	0.01
Interest - General Checking	0.27	0.00	0.27	0.00
<b>TOTAL SERVICE INCOME</b>	<b>428.56</b>	<b>1.46</b>	<b>428.56</b>	<b>1.46</b>
<b>TOTAL INCOME</b>	<b>29,312.56</b>	<b>100.00</b>	<b>29,312.56</b>	<b>100.00</b>
<b>PROJECT EXPENSES</b>				
<b>RENTING EXPENSES</b>				
Advertising	71.00	0.24	71.00	0.24
Forms/Office Supplies	239.52	0.82	239.52	0.82
Resident Activities	55.50	0.19	55.50	0.19
<b>TOTAL RENTING EXPENSES</b>	<b>366.02</b>	<b>1.25</b>	<b>366.02</b>	<b>1.25</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Resident Manager Expense	802.68	2.74	802.68	2.74
Management Fee	1,465.63	5.00	1,465.63	5.00
Internet	254.65	0.87	254.65	0.87
Asset Management Fee	400.00	1.36	400.00	1.36
License and Permits	27.00	0.09	27.00	0.09
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>2,949.96</b>	<b>10.06</b>	<b>2,949.96</b>	<b>10.06</b>
<b>UTILITY EXPENSES</b>				
Electricity	512.13	1.75	512.13	1.75
Gas	13.00	0.04	13.00	0.04
Exterminator	280.00	0.96	280.00	0.96
Garbage/Trash	324.16	1.11	324.16	1.11
Water	903.22	3.08	903.22	3.08
Sewer	1,896.40	6.47	1,896.40	6.47
<b>TOTAL UTILITY EXPENSES</b>	<b>3,928.91</b>	<b>13.40</b>	<b>3,928.91</b>	<b>13.40</b>
<b>APARTMENT TURNOVER EXPENSES</b>				
T/O Interior Repairs - Materials	641.86	2.19	641.86	2.19
<b>TOTAL APARTMENT T/O EXPENSES</b>	<b>641.86</b>	<b>2.19</b>	<b>641.86</b>	<b>2.19</b>
<b>MAINTENANCE EXPENSES</b>				
Landscape Maintenance - Contract	760.00	2.59	760.00	2.59
Irrigation Repairs	30.00	0.10	30.00	0.10
On-Site Cleaning Staff	120.00	0.41	120.00	0.41
Repairs - Labor	1,385.49	4.73	1,385.49	4.73
Repairs - Materials	216.49	0.74	216.49	0.74
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>2,511.98</b>	<b>8.57</b>	<b>2,511.98</b>	<b>8.57</b>
<b>TAX and INSURANCE EXPENSE</b>				
Insurance	1,316.50	4.49	1,316.50	4.49
<b>TOTAL TAX and INSURANCE EXPENSE</b>	<b>1,316.50</b>	<b>4.49</b>	<b>1,316.50</b>	<b>4.49</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>11,715.23</b>	<b>39.97</b>	<b>11,715.23</b>	<b>39.97</b>
<b>NET OPERATING INCOME</b>	<b>17,597.33</b>	<b>60.03</b>	<b>17,597.33</b>	<b>60.03</b>
<b>CAPITAL IMPROVEMENTS</b>				
Blinds	303.31	1.03	303.31	1.03
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>303.31</b>	<b>1.03</b>	<b>303.31</b>	<b>1.03</b>
<b>FINANCIAL EXPENSES</b>				
Note - Principle and Interest	11,756.00	40.11	11,756.00	40.11



### Cash Flow Statement

Period = Oct 2024

Book = Accrual . Tree = harb-cf

	Period to Date	%	Year to Date	%
Capital Repl Resv Fund	1,000.00	3.41	1,000.00	3.41
<b>TOTAL FINANCIAL EXPENSES</b>	<b>12,756.00</b>	<b>43.52</b>	<b>12,756.00</b>	<b>43.52</b>
<b>TOTAL CAP IMPV &amp; FIN EXPENSE</b>	<b>13,059.31</b>	<b>44.55</b>	<b>13,059.31</b>	<b>44.55</b>
<b>NET INCOME</b>	<b>4,538.02</b>	<b>15.48</b>	<b>4,538.02</b>	<b>15.48</b>
<b>ADJUSTMENTS</b>				
Capital Repl Res	1,000.00	3.41	1,000.00	3.41
Debt Service Reserve	11,756.00	40.11	11,756.00	40.11
Account Receivable	793.04	2.71	793.04	2.71
Prepaid Expense	-12,585.05	-42.93	-12,585.05	-42.93
Prepaid Rent	-201.35	-0.69	-201.35	-0.69
<b>TOTAL ADJUSTMENTS</b>	<b>762.64</b>	<b>2.60</b>	<b>762.64</b>	<b>2.60</b>
<b>CASH FLOW</b>	<b>5,300.66</b>	<b>18.08</b>	<b>5,300.66</b>	<b>18.08</b>

Period to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	20,928.18	13,470.93	-7,457.25
Cash - General Savings	5,450.12	5,452.03	1.91
Cash - Deposit Savings	10,000.00	10,000.00	0.00
Cash - Financial Resv.	223,693.00	236,449.00	12,756.00
Petty Cash	100.00	100.00	0.00
<b>Total Cash</b>	<b>260,171.30</b>	<b>265,471.96</b>	<b>5,300.66</b>

Year to Date	Beginning Balance	Ending Balance	Difference
Cash - General Checking	20,928.18	13,470.93	-7,457.25
Cash - General Savings	5,450.12	5,452.03	1.91
Cash - Deposit Savings	10,000.00	10,000.00	0.00
Cash - Financial Resv.	223,693.00	236,449.00	12,756.00
Petty Cash	100.00	100.00	0.00
<b>Total Cash</b>	<b>260,171.30</b>	<b>265,471.96</b>	<b>5,300.66</b>

**PARK PLACE APARTMENTS**

**2024 / 2025 PERFORMANCE REVIEW**

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
<b>TOTAL INCOME 2020/21</b>	23,364	26,994	26,050	23,591	24,587	24,798	24,718	24,674	24,883	24,136	25,133	24,768	<b>297,696</b>
<b>TOTAL INCOME 2021/22</b>	24,337	23,908	24,872	24,782	23,296	26,066	25,168	26,338	25,296	26,668	26,893	27,660	<b>305,285</b>
<b>TOTAL INCOME 2022/23</b>	26,657	26,554	26,249	26,958	27,287	26,824	26,530	27,184	27,403	27,234	27,340	27,091	<b>323,311</b>
<b>TOTAL INCOME 2023/24</b>	27,547	28,403	29,040	27,251	28,552	28,870	28,910	28,954	29,533	29,585	29,571	29,630	<b>345,847</b>
<b>TOTAL INCOME 2024/25</b>	29,313												<b>29,313</b>
<b>VARIANCE</b>	<b>1,766</b>	<b>-28,403</b>	<b>-29,040</b>	<b>-27,251</b>	<b>-28,552</b>	<b>-28,870</b>	<b>-28,910</b>	<b>-28,954</b>	<b>-29,533</b>	<b>-29,585</b>	<b>-29,571</b>	<b>-29,630</b>	<b>-316,535</b>

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
<b>2020/21 VACANCY LOSS</b>	43	0	-161	0	-102	-635	0	0	-40	-650	-360	0	<b>-1,904</b>
<b>2021/22 VACANCY LOSS</b>	-575	-1,612	-282	0	-1,740	-68	0	0	-738	0	0	0	<b>-5,014</b>
<b>2022/23 VACANCY LOSS</b>	0	0	-452	0	513	0	-588	-288	0	0	-503	-543	<b>-1,862</b>
<b>2023/24 VACANCY LOSS</b>	-1,762	-632	-750	-2,390	-780	0	-554	-352	0	0	0	0	<b>-7,219</b>
<b>2024/25 VACANCY LOSS</b>	-385												<b>-385</b>
<b>VARIANCE</b>	<b>1,377</b>	<b>632</b>	<b>750</b>	<b>2,390</b>	<b>780</b>	<b>0</b>	<b>554</b>	<b>352</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,835</b>

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
<b>2020/21 UNPAID RENTS</b>	-1,876	1,505	1,290	359	0	239	-182	-1,216	613	106	662	-718	<b>783</b>
<b>2021/22 UNPAID RENTS</b>	1,697	1,176	60	-190	-426	0	0	-1,608	1,725	0	0	0	<b>2,434</b>
<b>2022/23 UNPAID RENTS</b>	15	332	-414	-1,626	309	574	-748	-969	-364	-695	2,686	1,752	<b>852</b>
<b>2023/24 UNPAID RENTS</b>	-120	177	-1,569	1,071	185	-103	104	14	-115	-186	-186	243	<b>-484</b>
<b>2024/25 UNPAID RENTS</b>	263												<b>263</b>
<b>VARIANCE</b>	<b>383</b>	<b>-177</b>	<b>1,569</b>	<b>-1,071</b>	<b>-185</b>	<b>103</b>	<b>-104</b>	<b>-14</b>	<b>115</b>	<b>186</b>	<b>186</b>	<b>-243</b>	<b>747</b>

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
<b>2020/21 TOTAL OPER EXP</b>	30,368	7,722	8,178	12,825	14,037	9,150	15	8,283	9,807	7,376	19,987	12,054	<b>139,803</b>
<b>2021/22 TOTAL OPER EXP</b>	9,275	13,239	10,511	9,762	9,086	11,293	9,156	9,455	14,212	9,838	10,518	10,363	<b>126,708</b>
<b>2022/23 TOTAL OPER EXP</b>	7,602	10,116	11,649	14,738	9,315	8,953	10,076	15,388	9,997	10,693	12,681	16,360	<b>137,568</b>
<b>2023/24 TOTAL OPER EXP</b>	23,713	10,840	14,521	20,024	15,378	10,689	11,691	14,973	10,740	10,371	12,608	12,570	<b>168,117</b>
<b>2024/25 TOTAL OPER EXP</b>	11,715												<b>11,715</b>
<b>VARIANCE</b>	<b>-11,997</b>	<b>-10,840</b>	<b>-14,521</b>	<b>-20,024</b>	<b>-15,378</b>	<b>-10,689</b>	<b>-11,691</b>	<b>-14,973</b>	<b>-10,740</b>	<b>-10,371</b>	<b>-12,608</b>	<b>-12,570</b>	<b>-156,402</b>

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
<b>2020/21 TOTAL NOI</b>	7,003	19,272	17,872	<b>10,766</b>	10,550	15,647	24,703	16,391	15,076	16,760	5,146	12,714	<b>171,900</b>
<b>2021/22 TOTAL NOI</b>	15,062	10,669	14,362	<b>15,020</b>	14,210	14,773	16,012	16,883	11,083	16,830	16,375	17,297	<b>178,577</b>
<b>2022/23 TOTAL NOI</b>	19,055	16,438	14,600	<b>12,221</b>	17,972	17,871	16,454	11,796	17,405	16,540	14,659	10,731	<b>185,743</b>
<b>2023/24 TOTAL NOI</b>	3,834	17,563	14,519	<b>7,228</b>	13,174	18,181	17,219	13,981	18,794	19,214	16,964	17,059	<b>177,730</b>
<b>2024/25 TOTAL NOI</b>	17,597												<b>17,597</b>
<b>VARIANCE</b>	<b>13,763</b>	<b>-17,563</b>	<b>-14,519</b>	<b>-7,228</b>	<b>-13,174</b>	<b>-18,181</b>	<b>-17,219</b>	<b>-13,981</b>	<b>-18,794</b>	<b>-19,214</b>	<b>-16,964</b>	<b>-17,059</b>	<b>-160,132</b>



## GRIDLEY SPRING November 2024

Property Status:

1. GSI has 1 vacant units with Zero notices to vacate
2. GSII has 0 vacant unit with Zero notices to vacate.
3. GSI has a move in scheduled 11/16/2024 and will be 100% occupied once more.
4. GSI had a loan servicing audit, and property walk completed on 10/29/2024 with no findings and great feedback about the condition of the property.
5. Both properties just completed their bi-annual inspections for 2024.

Sincerely,

*Mac Upshaw*

Mac Upshaw

# GRIDLEY SPRINGS 2

## Budget Comparison

October 31, 2024

	Month Ending 10/31/2024				Year to Date 10/31/2024			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b>Income</b>								
<b>Rental Income</b>								
5120 - Rent Revenue -- Gross Potential	19,768.00	19,768.00	0.00	0.00	19,768.00	19,768.00	0.00	0.00
5180 - Local Section 8 Subsidy Revenue	233.00	233.00	0.00	0.00	233.00	233.00	0.00	0.00
5195 - Leases Less than Market	(2,221.00)	0.00	(2,221.00)	(100.00)	(2,221.00)	0.00	(2,221.00)	(100.00)
5196 - Leases in Excess of Market	(12.00)	0.00	(12.00)	(100.00)	(12.00)	0.00	(12.00)	(100.00)
<b>Total Rental Income</b>	<b>17,768.00</b>	<b>20,001.00</b>	<b>(2,233.00)</b>	<b>(11.16)</b>	<b>17,768.00</b>	<b>20,001.00</b>	<b>(2,233.00)</b>	<b>(11.16)</b>
<b>Vacancy, Losses &amp; Concessions</b>								
5220 - Vacancy Loss - Apartments	(1,448.00)	(400.00)	(1,048.00)	(262.00)	(1,448.00)	(400.00)	(1,048.00)	(262.00)
<b>Total Vacancy, Losses &amp; Concessions</b>	<b>(1,448.00)</b>	<b>(400.00)</b>	<b>(1,048.00)</b>	<b>(262.00)</b>	<b>(1,448.00)</b>	<b>(400.00)</b>	<b>(1,048.00)</b>	<b>(262.00)</b>
<b>Net Rental Income</b>	<b>16,320.00</b>	<b>19,601.00</b>	<b>(3,281.00)</b>	<b>(16.73)</b>	<b>16,320.00</b>	<b>19,601.00</b>	<b>(3,281.00)</b>	<b>(16.73)</b>
<b>Financial Income</b>								
5440 - Interest Revenue -- Replacement Reserve	2.69	0.00	2.69	100.00	2.69	0.00	2.69	100.00
<b>Total Financial Income</b>	<b>2.69</b>	<b>0.00</b>	<b>2.69</b>	<b>100.00</b>	<b>2.69</b>	<b>0.00</b>	<b>2.69</b>	<b>100.00</b>
<b>Other Income</b>								
5910 - Laundry Revenue	3.09	41.00	(37.91)	(92.46)	3.09	41.00	(37.91)	(92.46)
5920 - Tenant Charges (Late Fees, Damages)	422.40	208.00	214.40	103.07	422.40	208.00	214.40	103.07
<b>Total Other Income</b>	<b>425.49</b>	<b>249.00</b>	<b>176.49</b>	<b>70.87</b>	<b>425.49</b>	<b>249.00</b>	<b>176.49</b>	<b>70.87</b>
<b>Total Income</b>	<b>16,748.18</b>	<b>19,850.00</b>	<b>(3,101.82)</b>	<b>(15.62)</b>	<b>16,748.18</b>	<b>19,850.00</b>	<b>(3,101.82)</b>	<b>(15.62)</b>
<b>Expenses</b>								
<b>Administrative Expenses</b>								
6311 - Office Supplies	345.95	583.00	237.05	40.66	345.95	583.00	237.05	40.66
6320 - Management Fee Expense	1,035.00	1,080.00	45.00	4.16	1,035.00	1,080.00	45.00	4.16
6330 - Manager Salaries	1,782.87	2,000.00	217.13	10.85	1,782.87	2,000.00	217.13	10.85
6340 - Legal Expense - Project	0.00	167.00	167.00	100.00	0.00	167.00	167.00	100.00
6350 - Audit Expense	1,150.00	0.00	(1,150.00)	(100.00)	1,150.00	0.00	(1,150.00)	(100.00)
6351 - Bookkeeping Fees/Accounting Services	0.00	25.00	25.00	100.00	0.00	25.00	25.00	100.00
6370 - Bad Debts Expense	128.40	0.00	(128.40)	(100.00)	128.40	0.00	(128.40)	(100.00)
7006 - Seminars & Training	20.88	29.00	8.12	28.00	20.88	29.00	8.12	28.00
<b>Total Administrative Expenses</b>	<b>4,463.10</b>	<b>3,884.00</b>	<b>(579.10)</b>	<b>(14.90)</b>	<b>4,463.10</b>	<b>3,884.00</b>	<b>(579.10)</b>	<b>(14.90)</b>
<b>Marketing Expenses</b>								
6210 - Advertising and Marketing	110.00	21.00	(89.00)	(423.80)	110.00	21.00	(89.00)	(423.80)
<b>Total Marketing Expenses</b>	<b>110.00</b>	<b>21.00</b>	<b>(89.00)</b>	<b>(423.80)</b>	<b>110.00</b>	<b>21.00</b>	<b>(89.00)</b>	<b>(423.80)</b>
<b>Utilities</b>								
6450 - Electricity	320.32	310.00	(10.32)	(3.32)	320.32	310.00	(10.32)	(3.32)

## GRIDLEY SPRINGS 2 Budget Comparison October 31, 2024

	Month Ending 10/31/2024				Year to Date 10/31/2024			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
6451 - Water	762.70	500.00	(262.70)	(52.54)	762.70	500.00	(262.70)	(52.54)
6452 - Gas	61.18	68.00	6.82	10.02	61.18	68.00	6.82	10.02
6453 - Sewer	845.11	820.00	(25.11)	(3.06)	845.11	820.00	(25.11)	(3.06)
<b>Total Utilities</b>	<b>1,989.31</b>	<b>1,698.00</b>	<b>(291.31)</b>	<b>(17.15)</b>	<b>1,989.31</b>	<b>1,698.00</b>	<b>(291.31)</b>	<b>(17.15)</b>
<b>Operating &amp; Maintenance Expenses</b>								
6512 - Maintenance Salaries	1,693.03	2,000.00	306.97	15.34	1,693.03	2,000.00	306.97	15.34
6515 - Supplies - Maint. & Repairs	172.00	1,916.00	1,744.00	91.02	172.00	1,916.00	1,744.00	91.02
6520 - Contracts - Maint. & Repairs	705.44	1,666.00	960.56	57.65	705.44	1,666.00	960.56	57.65
6525 - Garbage & Trash Removal	504.62	566.00	61.38	10.84	504.62	566.00	61.38	10.84
6546 - Repairs - HVAC Repairs & Maintenance	678.00	500.00	(178.00)	(35.60)	678.00	500.00	(178.00)	(35.60)
6590 - Misc. Operating & Maint Expenses	0.00	898.00	898.00	100.00	0.00	898.00	898.00	100.00
<b>Total Operating &amp; Maintenance Expenses</b>	<b>3,753.09</b>	<b>7,546.00</b>	<b>3,792.91</b>	<b>50.26</b>	<b>3,753.09</b>	<b>7,546.00</b>	<b>3,792.91</b>	<b>50.26</b>
<b>Taxes &amp; Insurance</b>								
6711 - Payroll Taxes	259.44	418.16	158.72	37.95	259.44	418.16	158.72	37.95
6720 - Property & Liability Insurance (Hazard)	5,848.52	4,000.00	(1,848.52)	(46.21)	5,848.52	4,000.00	(1,848.52)	(46.21)
6722 - Workers Compensation Ins	271.51	296.66	25.15	8.47	271.51	296.66	25.15	8.47
6723 - Health Insurance and Other Employee Benefits	876.34	496.00	(380.34)	(76.68)	876.34	496.00	(380.34)	(76.68)
<b>Total Taxes &amp; Insurance</b>	<b>7,255.81</b>	<b>5,210.82</b>	<b>(2,044.99)</b>	<b>(39.24)</b>	<b>7,255.81</b>	<b>5,210.82</b>	<b>(2,044.99)</b>	<b>(39.24)</b>
<b>Total Operating Expenses</b>	<b>17,571.31</b>	<b>18,359.82</b>	<b>788.51</b>	<b>4.29</b>	<b>17,571.31</b>	<b>18,359.82</b>	<b>788.51</b>	<b>4.29</b>
<b>Net Operating Income (Loss)</b>	<b>(823.13)</b>	<b>1,490.18</b>	<b>(2,313.31)</b>	<b>(155.23)</b>	<b>(823.13)</b>	<b>1,490.18</b>	<b>(2,313.31)</b>	<b>(155.23)</b>
<b>Non-Operating Expenses</b>								
<b>Capital Expenditures</b>								
7350 - Carpet/Floor Replacement	10,781.90	0.00	(10,781.90)	(100.00)	10,781.90	0.00	(10,781.90)	(100.00)
<b>Total Capital Expenditures</b>	<b>10,781.90</b>	<b>0.00</b>	<b>(10,781.90)</b>	<b>(100.00)</b>	<b>10,781.90</b>	<b>0.00</b>	<b>(10,781.90)</b>	<b>(100.00)</b>
<b>Debt Services</b>								
6820 - Interest on Mortgage Payable - 1st	545.08	0.00	(545.08)	(100.00)	545.08	0.00	(545.08)	(100.00)
<b>Total Debt Services</b>	<b>545.08</b>	<b>0.00</b>	<b>(545.08)</b>	<b>(100.00)</b>	<b>545.08</b>	<b>0.00</b>	<b>(545.08)</b>	<b>(100.00)</b>
<b>Total Non-Operating Expenses</b>	<b>11,326.98</b>	<b>0.00</b>	<b>(11,326.98)</b>	<b>(100.00)</b>	<b>11,326.98</b>	<b>0.00</b>	<b>(11,326.98)</b>	<b>(100.00)</b>
<b>Net Income (Loss)</b>	<b>(12,150.11)</b>	<b>1,490.18</b>	<b>(13,640.29)</b>	<b>(915.34)</b>	<b>(12,150.11)</b>	<b>1,490.18</b>	<b>(13,640.29)</b>	<b>(915.34)</b>

**MEMO**

Date: November 15, 2024  
To: HACB Board of Commissioners  
From: Taylor Gonzalez, Project Manager  
Larry Guanzon, Executive Director  
Subject: Agenda Item 3.10.1 Status of PG&E Bankruptcy Claim Settlement

By means of Resolution No. 4860, adopted May 18, 2022, the Board of Commissioners of the Housing Authority of the County of Butte (HACB) accepted a proposed settlement offer provided by the Fire Victim Trust in regards to the claim made for the loss of the Kathy Court Apartments, Paradise to the Camp Fire Disaster. The Aggregate Claim amounted to \$1,828,228.37.

To date, the HACB has received five (5) Pro Rata Payments from the Fire Victim Trust, totaling to 70% of the Aggregate Claim amount. A breakdown of the Pro Rata Payments can be found below:

**Pro Rata Payments Received** *(As of November 2024)*

Pro Rata Payment 1 (June 2022)	\$822,702.77	(45% of Aggregate Claim)
Pro Rata Payment 2 (March 2023)	\$274,234.25	(15% of Aggregate Claim)
Pro Rata Payment 3 (May 2024)	\$109,693.70	(6% of Aggregate Claim)
Pro Rata Payment 4 (November 2024)	\$73,129.14	(4% of Aggregate Claim)
<b>Total Payments Received:</b>	<b>\$1,279,759.86</b>	<b>(70% of Aggregate Claim)</b>

By means of Resolution No. 4897, adopted July 20, 2023, the HACB has committed the proceeds of the Fire Victim Trust to the Kathy Court Apartments Replacement Project. (Project)

In addition to the Fire Victim Trust, the Project is funded by two other sources: The Town of Paradise CDBG-DR MHP Loan and the 2020A Series Multifamily Housing Pool Revenue Bond funds.

As of this writing, the CDBG-DR MHP Loan has been expended and the remaining project costs will be covered by funds from the 2020A Bonds and the Fire Victim Trust.

*November 15, 2024  
Status of PG&E Bankruptcy Claim Settlement  
pg. 1*

**MEMO**

Date: November 15, 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 eight (8) vacancies as of the 1<sup>st</sup> of November. Several of the current vacancies are attributed to non-payment of rent. Increased vacancies were anticipated with lease up of the new tax-credit subsidized properties in the area. AWI has increased their marketing to address the dynamic and loss. AWI details current turnover status in the monthly narrative following, as well as upcoming notices. A total of (11) exterior building balconies are scheduled to be upgraded before year-end. The expense to rebuild the balconies will come out of property operating and reserves. Parking lot bids to repair/replace sections of asphalt have been obtained and work will be completed weather permitting. YTD income is up approximately \$3,154 compared to budget, at \$698,395, with total expenses \$62,175 less than budget YTD. Net income is \$65,329 more than budget, at \$126,743. Current Reserve Balance is \$536,148.88 The property is subject to repositioning, involving refinancing, capital improvements, and replacements. Please find AWI’s monthly narrative and financials for your review.



*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 is 100% occupied as of November 1<sup>st</sup>. There are two (2) thirty (30) day notices to vacate. Residents and staff have continued to partner to create monthly activities supporting all residents. YTD income is higher than budget by approximately \$52,050 with overall expenses lower than anticipated by \$65,566, bringing the property's Net Profit to \$117,617 more than budget, at \$138,658. Total Property Reserves balance is \$674,675.07. Bids are being collected for elimination of trip hazards, exterior painting of fading siding and gutters/downspout replacement. Tree Trimming & Path-Lighting are also being planned. AWI's monthly narrative shows photos of the October Halloween social event! 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. Please find the AWI monthly owners report following.



*Walker Commons Apartments, Chico - Community Room Building*





*1200 Park Avenue - Street Entry*

**1200 Park Avenue Apartments, Chico** (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – There are seven (7) vacancies as of November 1st. A total of two new move-ins occurred in the past month with two moveouts; in addition to (1) transfer in the process. AWI reviews the turnover and market ready status of these 7 units in their report, following. Unpaid rents are also being collected. 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. Bids are being sought for “sun” damaged or frayed window screens throughout the property. Landscaping needs are being addressed. CAA Food Distribution is on-going. North Valley Catholic Social Services and others are continuing to be contacted to provide activities for property residents. The residents and AWI staff continue to calendar events - monthly bingo and birthdays are celebrated. Usage of the conference room for an “art class” is scheduled every Thursday. Butte County Library is serving property residents. AWI has inserted photos of the last resident Halloween social event for your review. Please find AWI’s monthly financials following. YTD income is down by \$40,464, at \$880,219, due to not being able to increase rents to maximum allowed by tax-credit regulation, because of State and local rent restrictions, as well as vacancy loss being \$14,697 more than anticipated. YTD expenses come in at \$848,160, or \$25,075 less than budget. This brought the net profit YTD to \$15,388 less than budget at \$32,058. Total Reserve balance is \$390,101.76. The property is subject to repositioning, involving refinancing and capital improvements.



*1200 Park Avenue Apartments, Inner Courtyard view*

## Chico Commons Apartments October 2024



Separate *Variance Report* explaining budget differences and expenditures.  
The current reserve balance is \$536,148.88.

### Updates:

Chico Commons currently has 8 vacancies. Several of the current vacancies are attributed to non-payment of rent.

### **Vacancies:**

- **Unit 6** – (Vacated for non-payment to avoid eviction). Unit turn in process. Pending a few cabinet doors. **Applicant in process.**
- **Unit 16** – (Termination for non-payment) Unit close to market ready. Pending detail cleaning only.
- **Unit 60** - (Termination for non-payment)
- **Unit 57** – (personal)
- **Unit 3** – (Transfer to unit #65) Unit turn in process. Pending a few cabinet doors. **Applicant in process.**
- **Unit 47** – (Termination for non-payment) Major repairs needed, flooring, cabinets, cleaning. Collecting bids for the cabinets.
- **Unit 39** – (Moved to a larger unit) Unit is market ready
- **Unit 13** – (Personal) flooring, painting and general repairs needed.

### **Upcoming Vacancies:**

- Unit 26 – Notice to vacate
- Unit 23 – Served a 10 Day Notice to Quit for criminal activity
- Unit 59 - Termination for non-payment.
- Unit 49 – Termination for non-payment, lock out scheduled 11/13/24



Management continues advertising via: flyers, signage and resident referrals.

11 patio replacements are scheduled for completion by year end.

Annual tree trimming and gutter cleaning will be completed by year end.

The site is fully staffed and all are working hard to recruit applicants and turn units.

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



*AWI Management Corporation is an Equal Opportunity provider.*

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 76,857.00	\$ 73,639.00	\$ 3,218.00	\$ 771,972.00	\$ 736,390.00	\$ 35,582.00
Vacancies	\$ (8,441.00)	\$ (4,418.33)	\$ (4,022.67)	\$ (82,924.00)	\$ (44,183.33)	\$ (38,740.67)
Rent Adjustments	0.00	(245.83)	245.83	(1,213.40)	(2,458.33)	1,244.93
Manager's Unit	(1,024.00)	(1,024.00)	0.00	(10,181.00)	(10,240.00)	59.00
<b>Total Tenant Rent</b>	<b>\$ 67,392.00</b>	<b>\$ 67,950.84</b>	<b>\$ (558.84)</b>	<b>\$ 677,653.60</b>	<b>\$ 679,508.34</b>	<b>\$ (1,854.74)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 872.67	\$ (872.67)	\$ 2,863.68	\$ 8,726.67	\$ (5,862.99)
Interest Income	48.42	7.25	41.17	1,442.89	72.50	1,370.39
Restricted Reserve Interest Incom	432.30	0.00	432.30	3,701.08	0.00	3,701.08
Late Charges	200.00	271.08	(71.08)	2,643.22	2,710.83	(67.61)
Other Tenant Income	40.00	422.25	(382.25)	9,706.73	4,222.50	5,484.23
Miscellaneous Income	25.00	0.00	25.00	383.99	0.00	383.99
<b>Other Project Income</b>	<b>\$ 745.72</b>	<b>\$ 1,573.25</b>	<b>\$ (827.53)</b>	<b>\$ 20,741.59</b>	<b>\$ 15,732.50</b>	<b>\$ 5,009.09</b>
<b>Total Project Income</b>	<b>\$ 68,137.72</b>	<b>\$ 69,524.09</b>	<b>\$ (1,386.37)</b>	<b>\$ 698,395.19</b>	<b>\$ 695,240.84</b>	<b>\$ 3,154.35</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 16,933.35	\$ 25,595.66	\$ (8,662.31)	\$ 250,916.18	\$ 255,956.66	\$ (5,040.48)
Utilities (Page 3)	8,498.38	10,830.25	(2,331.87)	80,971.62	108,302.50	(27,330.88)
Administrative (Page 3)	8,381.43	12,465.50	(4,084.07)	115,255.66	124,655.00	(9,399.34)
Taxes & Insurance (Page 3)	3,426.06	3,084.84	341.22	36,548.64	30,848.34	5,700.30
Other Taxes & Insurance (Page 4)	1,826.48	3,410.00	(1,583.52)	14,534.04	34,100.00	(19,565.96)
Other Project Expenses (Page 4)	1,090.57	1,812.26	(721.69)	11,583.39	18,122.51	(6,539.12)
<b>Total O&amp;M Expenses</b>	<b>\$ 40,156.27</b>	<b>\$ 57,198.51</b>	<b>\$ (17,042.24)</b>	<b>\$ 509,809.53</b>	<b>\$ 571,985.01</b>	<b>\$ (62,175.48)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 26,041.70	\$ 26,041.67	\$ .03
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 10,800.00	\$ 10,800.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	25,000.00	25,000.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 6,184.17</b>	<b>\$ 6,184.17</b>	<b>\$ 0.00</b>	<b>\$ 61,841.70</b>	<b>\$ 61,841.67</b>	<b>\$ .03</b>
<b>Total Project Expenses</b>	<b>\$ 46,340.44</b>	<b>\$ 63,382.68</b>	<b>\$ (17,042.24)</b>	<b>\$ 571,651.23</b>	<b>\$ 633,826.68</b>	<b>\$ (62,175.45)</b>
<b>Net Profit (Loss)</b>	<b>\$ 21,797.28</b>	<b>\$ 6,141.41</b>	<b>\$ 15,655.87</b>	<b>\$ 126,743.96</b>	<b>\$ 61,414.16</b>	<b>\$ 65,329.80</b>

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (432.30)	\$ 0.00	\$ (432.30)	\$ (103,701.08)	\$ 0.00	\$ (103,701.08)
T & I Transfers	(2,239.39)	0.00	(2,239.39)	(31,073.47)	0.00	(31,073.47)
Operating - MMKT- FFB*	(23.89)	0.00	(23.89)	206,746.22	0.00	206,746.22
Security Deposits Held	250.00	0.00	250.00	(1,885.00)	0.00	(1,885.00)
Authorized Reserve - Other	0.00	(8,087.50)	8,087.50	0.00	(80,875.00)	80,875.00
Pending Reserves	0.00	0.00	0.00	(17,000.00)	0.00	(17,000.00)
Tenant Receivables	(6,641.00)	0.00	(6,641.00)	(5,677.04)	0.00	(5,677.04)
Other Receivables	3,180.42	0.00	3,180.42	41,953.69	0.00	41,953.69
Furniture and Equipment	0.00	0.00	0.00	(357.21)	0.00	(357.21)
Accounts Payable - Trade	(6,874.30)	0.00	(6,874.30)	(37,507.32)	0.00	(37,507.32)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	(5,208.30)	0.00	(5,208.30)
Partner's Equity	0.00	0.00	0.00	(76,798.00)	0.00	(76,798.00)
<b>Total Other Cash Flow Items</b>	<b>\$ (10,176.29)</b>	<b>\$ (8,087.50)</b>	<b>\$ (2,088.79)</b>	<b>\$ (30,507.51)</b>	<b>\$ (80,875.00)</b>	<b>\$ 50,367.49</b>
<b>Net Operating Cash Change</b>	<b>\$ 11,620.99</b>	<b>\$ (1,946.09)</b>	<b>\$ 13,567.08</b>	<b>\$ 96,236.45</b>	<b>\$ (19,460.84)</b>	<b>\$ 115,697.29</b>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 11,486.39	\$ 107,722.84	\$ 96,236.45
Operating - MMKT- FFB*	235,996.02	29,249.80	(206,746.22)
Tax & Insurance-FFB	31,796.70	62,870.17	31,073.47
Security Deposit - FFB	44,775.00	44,775.00	0.00
Reserve Acct-FFB	46,082.80	11,365.33	(34,717.47)
Reserve Acct - MMKT - FFB*	361,365.00	524,783.55	163,418.55
<b>Payables &amp; Receivables:</b>			
Accounts Payable - Trade	24,216.07	(13,291.25)	(37,507.32)
Rents Receivable - Current Tenants	17,720.84	20,981.25	3,260.41
Allowance for Doubtful Accounts	(2,666.60)	(2,407.61)	258.99
Other Tenant Charges Receivable	2,090.73	4,248.37	2,157.64

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Maintenance &amp; Operating Expenses:</b>						
Maintenance Payroll	\$ 5,503.53	\$ 6,044.17	\$ (540.64)	\$ 50,963.13	\$ 60,441.67	\$ (9,478.54)
Janitorial/Cleaning Supplies	206.93	137.33	69.60	888.72	1,373.33	(484.61)
Plumbing Repairs	0.00	468.17	(468.17)	4,138.80	4,681.67	(542.87)
Painting & Decorating	671.37	508.17	163.20	7,645.16	5,081.67	2,563.49
Repairs & Maintenance - Supply	3,677.16	3,707.08	(29.92)	26,355.95	37,070.83	(10,714.88)
Repairs & Maintenance - Contract	2,185.40	1,727.67	457.73	29,188.05	17,276.67	11,911.38
Grounds Maintenance	1,940.00	2,008.33	(68.33)	20,335.00	20,083.33	251.67
Pest Control Service	258.00	746.08	(488.08)	9,219.00	7,460.83	1,758.17
Fire/Alarm Services	201.87	740.00	(538.13)	3,782.63	7,400.00	(3,617.37)
Capital Improvements - Other	522.68	5,209.50	(4,686.82)	33,280.90	52,095.00	(18,814.10)
Capital Improvements - Flooring	1,006.21	2,433.33	(1,427.12)	19,392.03	24,333.33	(4,941.30)
Capital Improvements - Appliances	380.55	858.33	(477.78)	21,221.32	8,583.33	12,637.99
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)	826.98	662.50	164.48
HVAC Repairs	284.00	820.00	(536.00)	14,137.00	8,200.00	5,937.00
Cable Service	95.65	79.58	16.07	1,021.05	795.83	225.22
Tenant Services	0.00	41.67	(41.67)	0.00	416.67	(416.67)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 16,933.35</b>	<b>\$ 25,595.66</b>	<b>\$ (8,662.31)</b>	<b>\$ 250,916.18</b>	<b>\$ 255,956.66</b>	<b>\$ (5,040.48)</b>
<b>Utilities:</b>						
Electricity	\$ 1,023.87	\$ 879.92	\$ 143.95	\$ 9,268.08	\$ 8,799.17	\$ 468.91
Water	3,751.23	2,754.83	996.40	21,852.08	27,548.33	(5,696.25)
Sewer	1,585.29	2,746.58	(1,161.29)	18,566.39	27,465.83	(8,899.44)
Heating Fuel/Other	793.09	1,933.92	(1,140.83)	12,510.87	19,339.17	(6,828.30)
Garbage & Trash Removal	1,344.90	2,515.00	(1,170.10)	18,774.20	25,150.00	(6,375.80)
<b>Total Utilities</b>	<b>\$ 8,498.38</b>	<b>\$ 10,830.25</b>	<b>\$ (2,331.87)</b>	<b>\$ 80,971.62</b>	<b>\$ 108,302.50</b>	<b>\$ (27,330.88)</b>
<b>Administrative:</b>						
Manager's Salary	\$ 4,042.43	\$ 5,865.67	\$ (1,823.24)	\$ 40,773.95	\$ 58,656.67	\$ (17,882.72)
Management Fees	3,816.00	3,816.00	0.00	38,160.00	38,160.00	0.00
Bad Debt Expense	(202.00)	1,269.25	(1,471.25)	24,849.09	12,692.50	12,156.59
Auditing	725.00	666.67	58.33	6,841.69	6,666.67	175.02
Legal	0.00	833.33	(833.33)	4,630.93	8,333.33	(3,702.40)
Other Administrative Expenses	0.00	14.58	(14.58)	0.00	145.83	(145.83)
<b>Total Administrative Expense</b>	<b>\$ 8,381.43</b>	<b>\$ 12,465.50</b>	<b>\$ (4,084.07)</b>	<b>\$ 115,255.66</b>	<b>\$ 124,655.00</b>	<b>\$ (9,399.34)</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Real Estate Taxes	\$ 0.00	\$ 92.67	\$ (92.67)	\$ 0.00	\$ 926.67	\$ (926.67)
Special Assessments	970.64	0.00	970.64	970.64	0.00	970.64
Property Insurance	2,455.42	2,992.17	(536.75)	35,578.00	29,921.67	5,656.33
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 3,426.06</b>	<b>\$ 3,084.84</b>	<b>\$ 341.22</b>	<b>\$ 36,548.64</b>	<b>\$ 30,848.34</b>	<b>\$ 5,700.30</b>

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Taxes &amp; Insurance:</b>						
Payroll Taxes	\$ 1,226.19	\$ 1,069.75	\$ 156.44	\$ 8,568.79	\$ 10,697.50	\$ (2,128.71)
Other Taxes, Fees & Permits	8.00	192.00	(184.00)	1,188.61	1,920.00	(731.39)
Bond Premiums	0.00	32.25	(32.25)	377.00	322.50	54.50
Worker's Compensation Insurance	387.80	643.75	(255.95)	3,732.12	6,437.50	(2,705.38)
Personnel Medical Insurance	204.49	1,472.25	(1,267.76)	667.52	14,722.50	(14,054.98)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 1,826.48</b>	<b>\$ 3,410.00</b>	<b>\$ (1,583.52)</b>	<b>\$ 14,534.04</b>	<b>\$ 34,100.00</b>	<b>\$ (19,565.96)</b>
<b>Other Project Expenses</b>						
Telephone & Answering Service	\$ 219.22	\$ 226.00	\$ (6.78)	\$ 2,541.54	\$ 2,260.00	\$ 281.54
Internet Service	144.85	271.50	(126.65)	1,593.35	2,715.00	(1,121.65)
Advertising	0.00	54.17	(54.17)	20.00	541.67	(521.67)
Water/Coffee Service	73.93	0.00	73.93	242.82	0.00	242.82
Office Supplies & Expense	266.81	245.92	20.89	3,453.13	2,459.17	993.96
Postage	13.62	88.75	(75.13)	789.61	887.50	(97.89)
Toner/Copier Expense	266.26	188.08	78.18	1,345.84	1,880.83	(534.99)
Office Furniture & Equipment Expense	0.00	500.00	(500.00)	116.36	5,000.00	(4,883.64)
Travel & Promotion	62.75	70.92	(8.17)	408.23	709.17	(300.94)
Training Expense	0.00	66.92	(66.92)	310.50	669.17	(358.67)
Credit Checking	43.13	100.00	(56.87)	762.01	1,000.00	(237.99)
<b>Total Other Project Expenses</b>	<b>\$ 1,090.57</b>	<b>\$ 1,812.26</b>	<b>\$ (721.69)</b>	<b>\$ 11,583.39</b>	<b>\$ 18,122.51</b>	<b>\$ (6,539.12)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 26,041.70	\$ 26,041.67	\$ .03
Reporting / Partner Management Fee	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 10,800.00	\$ 10,800.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	25,000.00	25,000.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 6,184.17</b>	<b>\$ 6,184.17</b>	<b>\$ 0.00</b>	<b>\$ 61,841.70</b>	<b>\$ 61,841.67</b>	<b>\$ .03</b>
<b>Total Expenses</b>	<b>\$ 46,340.44</b>	<b>\$ 63,382.68</b>	<b>\$ (17,042.24)</b>	<b>\$ 571,651.23</b>	<b>\$ 633,826.68</b>	<b>\$ (62,175.45)</b>
<b>Reserves</b>						
Authorized Reserve - Other	\$ 0.00	\$ 8,087.50	\$ (8,087.50)	\$ 0.00	\$ 80,875.00	\$ (80,875.00)
Pending Reserves	0.00	0.00	0.00	17,000.00	0.00	17,000.00
	\$ 0.00	\$ 8,087.50	\$ (8,087.50)	\$ 17,000.00	\$ 80,875.00	\$ (63,875.00)

## Walker Commons October 2024



Separate *Variance Report* explaining budget differences and expenditures.  
\*\*The current reserve balance is \$674,675.07.

### **Updates:**

Walker Commons is currently 100% occupied.

### **Upcoming Vacancies:**

There are 2 upcoming vacancies.

### **Projects Pending for Completion by Year End:**

2 bids on hand to eliminate trip hazards.  
2 bids on hand painting the faded siding.  
2 bids on hand for gutter cleaning and repairs.

### **Events:**

- The property holds a donut and ice cream social each Friday. The residents look forward to the time to socialize with neighbors and enjoy a treat.
- Pumpkin painting
- Halloween party with prizes.





**Event Photos (Pumpkin Painting):**

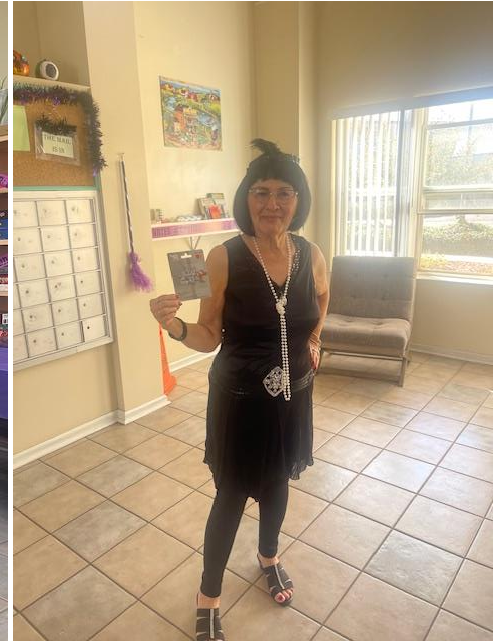


(530) 745-6170 tel    **AWI Management Corporation**  
 (530) 745-6171 fax    **120 Center Street**  
 www.awimc.com    **Auburn CA 95603**



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**Event Photos (Halloween Party):**



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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 36,114.00	\$ 40,042.50	\$ (3,928.50)	\$ 415,255.00	\$ 400,425.00	\$ 14,830.00
Private Subsidy Income	\$ 7,682.00	\$ 0.00	\$ 7,682.00	\$ 23,141.00	\$ 0.00	\$ 23,141.00
Vacancies	0.00	(1,201.25)	1,201.25	(5,927.00)	(12,012.50)	6,085.50
Rent Adjustments	0.00	(18.00)	18.00	(402.00)	(180.00)	(222.00)
Manager's Unit	(775.00)	(775.00)	0.00	(7,703.00)	(7,750.00)	47.00
<b>Total Tenant Rent</b>	<b>\$ 43,021.00</b>	<b>\$ 38,048.25</b>	<b>\$ 4,972.75</b>	<b>\$ 424,364.00</b>	<b>\$ 380,482.50</b>	<b>\$ 43,881.50</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 605.88	\$ 271.83	\$ 334.05	\$ 3,681.47	\$ 2,718.33	\$ 963.14
Interest Income	134.07	6.08	127.99	1,890.51	60.83	1,829.68
Restricted Reserve Interest Income	529.92	0.00	529.92	4,827.10	0.00	4,827.10
Late Charges	25.00	4.17	20.83	567.92	41.67	526.25
Other Tenant Income	70.00	123.75	(53.75)	152.49	1,237.50	(1,085.01)
Miscellaneous Income	0.00	0.00	0.00	1,107.91	0.00	1,107.91
<b>Other Project Income</b>	<b>\$ 1,364.87</b>	<b>\$ 405.83</b>	<b>\$ 959.04</b>	<b>\$ 12,227.40</b>	<b>\$ 4,058.33</b>	<b>\$ 8,169.07</b>
<b>Total Project Income</b>	<b>\$ 44,385.87</b>	<b>\$ 38,454.08</b>	<b>\$ 5,931.79</b>	<b>\$ 436,591.40</b>	<b>\$ 384,540.83</b>	<b>\$ 52,050.57</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 8,480.77	\$ 13,977.64	\$ (5,496.87)	\$ 114,239.45	\$ 139,776.64	\$ (25,537.19)
Utilities (Page 3)	2,762.06	4,880.58	(2,118.52)	26,288.57	48,805.83	(22,517.26)
Administrative (Page 3)	6,248.00	8,165.33	(1,917.33)	70,205.84	81,653.33	(11,447.49)
Taxes & Insurance (Page 3)	2,626.67	1,948.91	677.76	22,142.97	19,489.16	2,653.81
Other Taxes & Insurance (Page 4)	3,249.46	3,485.33	(235.87)	28,051.06	34,853.33	(6,802.27)
Other Project Expenses (Page 4)	983.71	1,083.75	(100.04)	8,921.40	10,837.50	(1,916.10)
<b>Total O&amp;M Expenses</b>	<b>\$ 24,350.67</b>	<b>\$ 33,541.54</b>	<b>\$ (9,190.87)</b>	<b>\$ 269,849.29</b>	<b>\$ 335,415.79</b>	<b>\$ (65,566.50)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 12,500.00	\$ 12,500.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 6,250.00	\$ 6,250.00	\$ 0.00
Transfer - Reserves	933.34	933.33	.01	9,333.40	9,333.33	.07
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 2,808.34</b>	<b>\$ 2,808.33</b>	<b>\$ .01</b>	<b>\$ 28,083.40</b>	<b>\$ 28,083.33</b>	<b>\$ .07</b>
<b>Total Project Expenses</b>	<b>\$ 27,159.01</b>	<b>\$ 36,349.87</b>	<b>\$ (9,190.86)</b>	<b>\$ 297,932.69</b>	<b>\$ 363,499.12</b>	<b>\$ (65,566.43)</b>
<b>Net Profit (Loss)</b>	<b>\$ 17,226.86</b>	<b>\$ 2,104.21</b>	<b>\$ 15,122.65</b>	<b>\$ 138,658.71</b>	<b>\$ 21,041.71</b>	<b>\$ 117,617.00</b>

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (529.92)	\$ 0.00	\$ (529.92)	\$ (104,827.10)	\$ 0.00	\$ (104,827.10)
T & I Transfers	(1,983.87)	0.00	(1,983.87)	(20,619.16)	0.00	(20,619.16)
Operating - MMKT- FFB*	(112.87)	0.00	(112.87)	118,285.63	0.00	118,285.63
Other Cash Changes	0.00	0.00	0.00	(1.66)	0.00	(1.66)
Security Deposits Held	160.00	0.00	160.00	1,400.00	0.00	1,400.00
Authorized Reserve - Other	0.00	(3,583.33)	3,583.33	0.00	(35,833.33)	35,833.33
Tenant Receivables	871.33	0.00	871.33	(3,317.32)	0.00	(3,317.32)
Other Receivables	3,142.34	0.00	3,142.34	28,296.67	0.00	28,296.67
Accounts Payable - Trade	(5,229.06)	0.00	(5,229.06)	(26,932.62)	0.00	(26,932.62)
Accounts Payable Other	0.00	0.00	0.00	(2,428.00)	0.00	(2,428.00)
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	(50,769.00)	0.00	(50,769.00)
Accrued Partnership Fees	625.00	0.00	625.00	(8,750.00)	0.00	(8,750.00)
Partner's Equity	0.00	0.00	0.00	(42,967.00)	0.00	(42,967.00)
<b>Total Other Cash Flow Items</b>	<b>\$ (1,807.05)</b>	<b>\$ (3,583.33)</b>	<b>\$ 1,776.28</b>	<b>\$ (112,629.56)</b>	<b>\$ (35,833.33)</b>	<b>\$ (76,796.23)</b>
<b>Net Operating Cash Change</b>	<b>\$ 15,419.81</b>	<b>\$ (1,479.12)</b>	<b>\$ 16,898.93</b>	<b>\$ 26,029.15</b>	<b>\$ (14,791.62)</b>	<b>\$ 40,820.77</b>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 64,428.37	\$ 90,457.52	\$ 26,029.15
Operating - MMKT- FFB*	256,384.62	138,098.99	(118,285.63)
Tax & Insurance - FFB	33,586.56	54,205.72	20,619.16
Security Deposit - FFB	21,230.00	21,230.00	0.00
Reserve Acct - FFB	42,300.28	51,866.96	9,566.68
Reserve Acct MMKT-FFB*	518,214.29	622,808.11	104,593.82
<b>Payables &amp; Receivables:</b>			
Accounts Payable - Trade	14,547.69	(12,384.93)	(26,932.62)
Rents Receivable - Current Tenants	(574.00)	2,585.74	3,159.74
Other Tenant Charges Receivable	226.00	383.58	157.58

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Maintenance &amp; Operating Expenses:</b>						
Maintenance Payroll	\$ 3,217.12	\$ 4,134.58	\$ (917.46)	\$ 34,572.54	\$ 41,345.83	\$ (6,773.29)
Janitorial/Cleaning Supplies	177.27	110.58	66.69	1,375.00	1,105.83	269.17
Plumbing Repairs	0.00	375.00	(375.00)	1,985.41	3,750.00	(1,764.59)
Painting & Decorating	205.81	461.25	(255.44)	946.09	4,612.50	(3,666.41)
Repairs & Maintenance - Supply	1,247.10	1,089.08	158.02	16,503.91	10,890.83	5,613.08
Repairs & Maintenance - Contract	(1,080.21)	1,250.00	(2,330.21)	10,618.40	12,500.00	(1,881.60)
Grounds Maintenance	1,750.00	2,008.33	(258.33)	18,650.00	20,083.33	(1,433.33)
Pest Control Service	278.00	333.33	(55.33)	2,953.00	3,333.33	(380.33)
Fire/Alarm Services	252.00	276.75	(24.75)	2,338.01	2,767.50	(429.49)
Capital Improvements - Other	1,400.00	3,371.33	(1,971.33)	1,830.05	33,713.33	(31,883.28)
Capital Improvements - Flooring	0.00	0.00	0.00	7,491.13	0.00	7,491.13
Capital Improvements - Appliances	854.09	0.00	854.09	7,104.09	0.00	7,104.09
Capital Improvements - HVAC Repl.	0.00	0.00	0.00	5,873.17	0.00	5,873.17
Carpet Cleaning	0.00	70.83	(70.83)	0.00	708.33	(708.33)
HVAC Repairs	0.00	200.00	(200.00)	0.00	2,000.00	(2,000.00)
Cable Service	109.65	96.58	13.07	1,083.40	965.83	117.57
Tenant Services	69.94	200.00	(130.06)	915.25	2,000.00	(1,084.75)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 8,480.77</b>	<b>\$ 13,977.64</b>	<b>\$ (5,496.87)</b>	<b>\$ 114,239.45</b>	<b>\$ 139,776.64</b>	<b>\$ (25,537.19)</b>
<b>Utilities:</b>						
Electricity	\$ 665.98	\$ 779.83	\$ (113.85)	\$ 7,077.90	\$ 7,798.33	\$ (720.43)
Water	570.31	775.00	(204.69)	4,915.85	7,750.00	(2,834.15)
Sewer	879.34	2,178.92	(1,299.58)	8,447.96	21,789.17	(13,341.21)
Heating Fuel/Other	84.83	386.58	(301.75)	1,207.79	3,865.83	(2,658.04)
Garbage & Trash Removal	561.60	760.25	(198.65)	4,639.07	7,602.50	(2,963.43)
<b>Total Utilities</b>	<b>\$ 2,762.06</b>	<b>\$ 4,880.58</b>	<b>\$ (2,118.52)</b>	<b>\$ 26,288.57</b>	<b>\$ 48,805.83</b>	<b>\$ (22,517.26)</b>
<b>Administrative:</b>						
Manager's Salary	\$ 3,193.83	\$ 4,134.58	\$ (940.75)	\$ 32,819.21	\$ 41,345.83	\$ (8,526.62)
Management Fees	2,968.00	2,968.00	0.00	29,680.00	29,680.00	0.00
Bad Debt Expense	(580.50)	208.33	(788.83)	1,034.00	2,083.33	(1,049.33)
Auditing	666.67	666.67	0.00	6,666.70	6,666.67	.03
Legal	0.00	171.08	(171.08)	5.93	1,710.83	(1,704.90)
Other Administrative Expenses	0.00	16.67	(16.67)	0.00	166.67	(166.67)
<b>Total Administrative Expense</b>	<b>\$ 6,248.00</b>	<b>\$ 8,165.33</b>	<b>\$ (1,917.33)</b>	<b>\$ 70,205.84</b>	<b>\$ 81,653.33</b>	<b>\$ (11,447.49)</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Real Estate Taxes	\$ 0.00	\$ 12.58	\$ (12.58)	\$ 0.00	\$ 125.83	\$ (125.83)
Special Assessments	151.00	0.00	151.00	151.00	0.00	151.00
Property Insurance	2,475.67	1,936.33	539.34	21,991.97	19,363.33	2,628.64
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 2,626.67</b>	<b>\$ 1,948.91</b>	<b>\$ 677.76</b>	<b>\$ 22,142.97</b>	<b>\$ 19,489.16</b>	<b>\$ 2,653.81</b>

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Taxes &amp; Insurance:</b>						
Payroll Taxes	\$ 962.11	\$ 751.58	\$ 210.53	\$ 5,993.86	\$ 7,515.83	\$ (1,521.97)
Other Taxes, Fees & Permits	0.00	295.92	(295.92)	1,058.63	2,959.17	(1,900.54)
Bond Premiums	0.00	25.08	(25.08)	291.00	250.83	40.17
Worker's Compensation Insurance	260.31	449.83	(189.52)	2,741.32	4,498.33	(1,757.01)
Personnel Medical Insurance	2,027.04	1,962.92	64.12	17,966.25	19,629.17	(1,662.92)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 3,249.46</b>	<b>\$ 3,485.33</b>	<b>\$ (235.87)</b>	<b>\$ 28,051.06</b>	<b>\$ 34,853.33</b>	<b>\$ (6,802.27)</b>
<b>Other Project Expenses</b>						
Telephone & Answering Service	\$ 511.28	\$ 229.00	\$ 282.28	\$ 2,649.41	\$ 2,290.00	\$ 359.41
Internet Service	143.90	197.00	(53.10)	791.45	1,970.00	(1,178.55)
Advertising	0.00	16.67	(16.67)	0.00	166.67	(166.67)
Water/Coffee Service	4.73	2.08	2.65	225.58	20.83	204.75
Office Supplies & Expense	229.29	325.00	(95.71)	3,279.84	3,250.00	29.84
Postage	33.45	81.00	(47.55)	400.18	810.00	(409.82)
Toner/Copier Expense	31.06	110.33	(79.27)	229.65	1,103.33	(873.68)
Office Furniture & Equipment Expense	0.00	0.00	0.00	547.64	0.00	547.64
Travel & Promotion	30.00	33.33	(3.33)	310.08	333.33	(23.25)
Training Expense	0.00	47.67	(47.67)	260.50	476.67	(216.17)
Credit Checking	0.00	41.67	(41.67)	227.07	416.67	(189.60)
<b>Total Other Project Expenses</b>	<b>\$ 983.71</b>	<b>\$ 1,083.75</b>	<b>\$ (100.04)</b>	<b>\$ 8,921.40</b>	<b>\$ 10,837.50</b>	<b>\$ (1,916.10)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 12,500.00	\$ 12,500.00	\$ 0.00
Reporting / Partner Management Fee	\$ 625.00	\$ 625.00	\$ 0.00	\$ 6,250.00	\$ 6,250.00	\$ 0.00
Transfer - Reserves	933.34	933.33	.01	9,333.40	9,333.33	.07
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 2,808.34</b>	<b>\$ 2,808.33</b>	<b>\$ .01</b>	<b>\$ 28,083.40</b>	<b>\$ 28,083.33</b>	<b>\$ .07</b>
<b>Total Expenses</b>	<b>\$ 27,159.01</b>	<b>\$ 36,349.87</b>	<b>\$ (9,190.86)</b>	<b>\$ 297,932.69</b>	<b>\$ 363,499.12</b>	<b>\$ (65,566.43)</b>
<b>Reserves</b>						
Authorized Reserve - Other	\$ 0.00	\$ 3,583.33	\$ (3,583.33)	\$ 0.00	\$ 35,833.33	\$ (35,833.33)
	\$ 0.00	\$ 3,583.33	\$ (3,583.33)	\$ 0.00	\$ 35,833.33	\$ (35,833.33)

## 1200 Park Avenue Apartments October 2024

Separate *Variance Report* explaining budget differences and expenditures.  
The current reserve balance is \$390,101.76.

### Updates:

1200 Park Avenue currently has 7 vacancies. 2 move-ins during October and 2 move-outs.  
Currently 1 transfer in progress.

### **Vacancies:**

- **Unit #237** (Eviction – Non-payment) Unit is ready, Applicant in process.
- **Unit #133** (Moved to Family) Unit is ready, reasonable accommodation transfer in progress.
- **Unit #314** Applicant approved, pending a move-in date.
- **Unit #319** (Moved with family) Unit needs minor repairs.
- **Unit #214** (Deceased) Unit needs minor repairs.
- **Unit #260** (Termination) Unit needs minor repairs.
- **Unit #255** (Moved to a new complex) Unit is ready, 1 applicant in process.

### **Upcoming Vacancies:**

- **Unit #221** (Reasonable Accommodation) Transfer

Current applicants on waiting list have insufficient income to pay the 50% and 60% rents.  
Staff is working to turn and lease units as quickly as possible.

To date in November 10 rent payments are outstanding– PM following up to collect.

### **Events:**

- Bingo nights are being scheduled and plan to return to a normal schedule.
- Birthday events will be scheduled 1 day a month to celebrate residents.
- The Halloween party had a great turn out.



**Event Photos:**



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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 91,928.00	\$ 94,698.25	\$ (2,770.25)	\$ 919,300.00	\$ 946,982.50	\$ (27,682.50)
Vacancies	\$ (5,525.00)	\$ (2,840.92)	\$ (2,684.08)	\$ (43,107.00)	\$ (28,409.17)	\$ (14,697.83)
Rent Adjustments	(1,021.00)	0.00	(1,021.00)	(1,386.69)	0.00	(1,386.69)
Manager's Unit	(965.00)	(889.00)	(76.00)	(9,597.00)	(8,890.00)	(707.00)
<b>Total Tenant Rent</b>	<b>\$ 84,417.00</b>	<b>\$ 90,968.33</b>	<b>\$ (6,551.33)</b>	<b>\$ 865,209.31</b>	<b>\$ 909,683.33</b>	<b>\$ (44,474.02)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 666.67	\$ (666.67)	\$ 7,500.00	\$ 6,666.67	\$ 833.33
Interest Income	42.36	0.00	42.36	826.87	0.00	826.87
Restricted Reserve Interest Incom	25.21	1.67	23.54	212.82	16.67	196.15
Late Charges	120.00	36.08	83.92	1,201.64	360.83	840.81
Application Fees	0.00	16.67	(16.67)	125.00	166.67	(41.67)
Other Tenant Income	0.00	333.33	(333.33)	4,965.14	3,333.33	1,631.81
Miscellaneous Income	0.00	45.58	(45.58)	178.36	455.83	(277.47)
<b>Other Project Income</b>	<b>\$ 187.57</b>	<b>\$ 1,100.00</b>	<b>\$ (912.43)</b>	<b>\$ 15,009.83</b>	<b>\$ 11,000.00</b>	<b>\$ 4,009.83</b>
<b>Total Project Income</b>	<b>\$ 84,604.57</b>	<b>\$ 92,068.33</b>	<b>\$ (7,463.76)</b>	<b>\$ 880,219.14</b>	<b>\$ 920,683.33</b>	<b>\$ (40,464.19)</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 24,779.72	\$ 19,730.17	\$ 5,049.55	\$ 206,090.56	\$ 197,301.67	\$ 8,788.89
Utilities (Page 3)	11,258.27	13,232.67	(1,974.40)	115,923.90	132,326.67	(16,402.77)
Administrative (Page 3)	12,855.75	12,638.91	216.84	112,006.98	126,389.16	(14,382.18)
Taxes & Insurance (Page 3)	7,679.79	5,650.17	2,029.62	63,203.04	56,501.67	6,701.37
Other Taxes & Insurance (Page 4)	3,485.34	3,989.66	(504.32)	27,542.10	39,896.66	(12,354.56)
Other Project Expenses (Page 4)	3,006.68	1,988.51	1,018.17	24,735.00	19,885.01	4,849.99
<b>Total O&amp;M Expenses</b>	<b>\$ 63,065.55</b>	<b>\$ 57,230.09</b>	<b>\$ 5,835.46</b>	<b>\$ 549,501.58</b>	<b>\$ 572,300.84</b>	<b>\$ (22,799.26)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 26,105.39	\$ 26,300.42	\$ (195.03)	\$ 261,053.90	\$ 263,004.17	\$ (1,950.27)
Managing General Partner Fees	\$ 1,085.50	\$ 1,118.08	\$ (32.58)	\$ 10,855.00	\$ 11,180.83	\$ (325.83)
Transfer - Reserves	2,675.00	2,675.00	0.00	26,750.00	26,750.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 29,865.89</b>	<b>\$ 30,093.50</b>	<b>\$ (227.61)</b>	<b>\$ 298,658.90</b>	<b>\$ 300,935.00</b>	<b>\$ (2,276.10)</b>
<b>Total Project Expenses</b>	<b>\$ 92,931.44</b>	<b>\$ 87,323.59</b>	<b>\$ 5,607.85</b>	<b>\$ 848,160.48</b>	<b>\$ 873,235.84</b>	<b>\$ (25,075.36)</b>
<b>Net Profit (Loss)</b>	<b>\$ (8,326.87)</b>	<b>\$ 4,744.74</b>	<b>\$ (13,071.61)</b>	<b>\$ 32,058.66</b>	<b>\$ 47,447.49</b>	<b>\$ (15,388.83)</b>

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (18.91)	\$ 0.00	\$ (18.91)	\$ (9.61)	\$ 0.00	\$ (9.61)
T & I Transfers	(7,178.71)	0.00	(7,178.71)	(29,697.17)	0.00	(29,697.17)
Operating - MMKT- FFB*	(.83)	0.00	(.83)	89,561.62	0.00	89,561.62
Other Cash Changes	0.00	0.00	0.00	(121.08)	0.00	(121.08)
Security Deposits Held	0.00	0.00	0.00	(2,300.00)	0.00	(2,300.00)
Authorized Reserve - Other	0.00	(11,138.00)	11,138.00	0.00	(111,380.00)	111,380.00
Pending Reserves	0.00	0.00	0.00	(39,082.32)	0.00	(39,082.32)
Tenant Receivables	(534.78)	0.00	(534.78)	(7,248.41)	0.00	(7,248.41)
Other Receivables	8,040.97	0.00	8,040.97	67,019.72	0.00	67,019.72
Accounts Payable - Trade	(46,113.00)	0.00	(46,113.00)	(37,778.13)	0.00	(37,778.13)
Accrued Expenses	(1,506.00)	0.00	(1,506.00)	(1,506.00)	0.00	(1,506.00)
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	(12,250.00)	0.00	(12,250.00)
Accrued Local Administration Fee	416.67	0.00	416.67	4,166.70	0.00	4,166.70
Accrued Managing GP Fee	668.83	0.00	668.83	(129,905.70)	0.00	(129,905.70)
Accrued Interest Housing Authority	4,785.75	0.00	4,785.75	11,993.50	0.00	11,993.50
<b>Total Other Cash Flow Items</b>	<u>\$ (35,315.01)</u>	<u>\$ (11,138.00)</u>	<u>\$ (24,177.01)</u>	<u>\$ (87,156.88)</u>	<u>\$ (111,380.00)</u>	<u>\$ 24,223.12</u>
<b>Net Operating Cash Change</b>	<u>\$ (43,641.88)</u>	<u>\$ (6,393.26)</u>	<u>\$ (37,248.62)</u>	<u>\$ (55,098.22)</u>	<u>\$ (63,932.51)</u>	<u>\$ 8,834.29</u>
<b>Cash Accounts</b>	<b>End Balance 1 Year Ago</b>	<b>Current Balance</b>	<b>Change</b>			
Operating-FFB	\$ 60,451.88	\$ 5,353.66	\$ (55,098.22)			
Operating - MMKT- FFB*	90,586.16	1,024.54	(89,561.62)			
Tax & Insurance-FFB	80,765.80	110,462.97	29,697.17			
Security Deposit - FFB	36,064.00	36,064.00	0.00			
Repl Reserves - Berkadia - IMP**	363,342.15	390,101.76	26,759.61			
<b>Payables &amp; Receivables:</b>						
Accounts Payable - Trade	13,450.23	(24,327.90)	(37,778.13)			
Rents Receivable - Current Tenants	2,490.89	8,552.01	6,061.12			
Other Tenant Charges Receivable	3,335.58	4,522.87	1,187.29			

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Maintenance &amp; Operating Expenses:</b>						
Maintenance Payroll	\$ 7,298.10	\$ 7,750.25	\$ (452.15)	\$ 74,881.82	\$ 77,502.50	\$ (2,620.68)
Janitorial/Cleaning Supplies	189.22	318.25	(129.03)	2,062.83	3,182.50	(1,119.67)
Plumbing Repairs	0.00	219.75	(219.75)	210.00	2,197.50	(1,987.50)
Painting & Decorating	616.89	223.83	393.06	1,271.67	2,238.33	(966.66)
Repairs & Maintenance - Supply	791.08	1,000.00	(208.92)	13,139.45	10,000.00	3,139.45
Repairs & Maintenance - Contract	738.00	2,250.00	(1,512.00)	16,620.33	22,500.00	(5,879.67)
Grounds Maintenance	2,575.00	1,966.67	608.33	20,280.00	19,666.67	613.33
Elevator Maintenance & Contract	2,008.80	984.17	1,024.63	10,160.10	9,841.67	318.43
Pest Control Service	1,395.00	1,000.00	395.00	6,091.00	10,000.00	(3,909.00)
Fire/Alarm Services	1,287.36	773.33	514.03	10,234.01	7,733.33	2,500.68
Security Service	0.00	701.00	(701.00)	6,840.00	7,010.00	(170.00)
Capital Improvements - Other	1,902.18	257.83	1,644.35	2,925.92	2,578.33	347.59
Capital Improvements - Flooring	4,173.80	275.00	3,898.80	18,629.57	2,750.00	15,879.57
Capital Improvements - Appliances	0.00	422.50	(422.50)	7,411.75	4,225.00	3,186.75
Capital Improvements - HVAC Repl.	0.00	0.00	0.00	594.29	0.00	594.29
Capital Improvements - Water Heaters	832.44	0.00	832.44	1,668.01	0.00	1,668.01
Carpet Cleaning	294.00	891.67	(597.67)	2,574.00	8,916.67	(6,342.67)
HVAC Repairs	200.00	179.42	20.58	359.00	1,794.17	(1,435.17)
Cable Service	0.00	391.50	(391.50)	0.00	3,915.00	(3,915.00)
Tenant Services	477.85	125.00	352.85	10,136.81	1,250.00	8,886.81
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 24,779.72</b>	<b>\$ 19,730.17</b>	<b>\$ 5,049.55</b>	<b>\$ 206,090.56</b>	<b>\$ 197,301.67</b>	<b>\$ 8,788.89</b>
<b>Utilities:</b>						
Electricity	\$ 6,162.14	\$ 6,614.58	\$ (452.44)	\$ 73,631.57	\$ 66,145.83	\$ 7,485.74
Water	1,812.67	1,037.92	774.75	11,855.33	10,379.17	1,476.16
Sewer	1,950.97	4,081.67	(2,130.70)	18,016.60	40,816.67	(22,800.07)
Heating Fuel/Other	116.93	454.92	(337.99)	2,955.92	4,549.17	(1,593.25)
Garbage & Trash Removal	1,215.56	1,043.58	171.98	9,464.48	10,435.83	(971.35)
<b>Total Utilities</b>	<b>\$ 11,258.27</b>	<b>\$ 13,232.67</b>	<b>\$ (1,974.40)</b>	<b>\$ 115,923.90</b>	<b>\$ 132,326.67</b>	<b>\$ (16,402.77)</b>
<b>Administrative:</b>						
Manager's Salary	\$ 6,110.95	\$ 5,859.00	\$ 251.95	\$ 40,929.38	\$ 58,590.00	\$ (17,660.62)
Management Fees	5,671.00	5,671.00	0.00	56,710.00	56,710.00	0.00
Bad Debt Expense	0.00	208.33	(208.33)	3,250.75	2,083.33	1,167.42
Auditing	687.50	625.00	62.50	6,874.00	6,250.00	624.00
Legal	280.00	212.33	67.67	3,944.68	2,123.33	1,821.35
Other Administrative Expenses	106.30	63.25	43.05	298.17	632.50	(334.33)
<b>Total Administrative Expense</b>	<b>\$ 12,855.75</b>	<b>\$ 12,638.91</b>	<b>\$ 216.84</b>	<b>\$ 112,006.98</b>	<b>\$ 126,389.16</b>	<b>\$ (14,382.18)</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Special Assessments	\$ 326.32	\$ 27.58	\$ 298.74	\$ 326.32	\$ 275.83	\$ 50.49
Property Insurance	7,053.55	5,322.67	1,730.88	59,877.52	53,226.67	6,650.85

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Insurance	\$ 299.92	\$ 299.92	\$ 0.00	\$ 2,999.20	\$ 2,999.17	\$ .03
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 7,679.79</b>	<b>\$ 5,650.17</b>	<b>\$ 2,029.62</b>	<b>\$ 63,203.04</b>	<b>\$ 56,501.67</b>	<b>\$ 6,701.37</b>
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,826.97	\$ 1,199.75	\$ 627.22	\$ 10,746.68	\$ 11,997.50	\$ (1,250.82)
Other Taxes, Fees & Permits	0.00	233.33	(233.33)	1,445.64	2,333.33	(887.69)
Bond Premiums	0.00	108.75	(108.75)	560.00	1,087.50	(527.50)
Worker's Compensation Insurance	534.36	726.08	(191.72)	4,594.59	7,260.83	(2,666.24)
Personnel Medical Insurance	1,124.01	1,721.75	(597.74)	10,195.19	17,217.50	(7,022.31)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 3,485.34</b>	<b>\$ 3,989.66</b>	<b>\$ (504.32)</b>	<b>\$ 27,542.10</b>	<b>\$ 39,896.66</b>	<b>\$ (12,354.56)</b>
Other Project Expenses						
Telephone & Answering Service	\$ 705.24	\$ 556.00	\$ 149.24	\$ 6,036.09	\$ 5,560.00	\$ 476.09
Internet Service	574.94	355.92	219.02	5,599.91	3,559.17	2,040.74
Advertising	157.73	3.33	154.40	515.41	33.33	482.08
Water/Coffee Service	38.44	111.25	(72.81)	380.82	1,112.50	(731.68)
Office Supplies & Expense	288.83	433.33	(144.50)	4,580.48	4,333.33	247.15
Postage	72.58	87.67	(15.09)	686.91	876.67	(189.76)
Toner/Copier Expense	(133.12)	297.92	(431.04)	1,774.28	2,979.17	(1,204.89)
Office Furniture & Equipment Expense	1,238.74	0.00	1,238.74	3,276.59	0.00	3,276.59
Travel & Promotion	38.75	41.67	(2.92)	1,338.65	416.67	921.98
Training Expense	0.00	63.92	(63.92)	360.08	639.17	(279.09)
Credit Checking	24.55	29.17	(4.62)	185.78	291.67	(105.89)
Employee Meals	0.00	8.33	(8.33)	0.00	83.33	(83.33)
<b>Total Other Project Expenses</b>	<b>\$ 3,006.68</b>	<b>\$ 1,988.51</b>	<b>\$ 1,018.17</b>	<b>\$ 24,735.00</b>	<b>\$ 19,885.01</b>	<b>\$ 4,849.99</b>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,105.39	\$ 26,300.42	\$ (195.03)	\$ 261,053.90	\$ 263,004.17	\$ (1,950.27)
Managing General Partner Fees	\$ 1,085.50	\$ 1,118.08	\$ (32.58)	\$ 10,855.00	\$ 11,180.83	\$ (325.83)
Transfer - Reserves	2,675.00	2,675.00	0.00	26,750.00	26,750.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 29,865.89</b>	<b>\$ 30,093.50</b>	<b>\$ (227.61)</b>	<b>\$ 298,658.90</b>	<b>\$ 300,935.00</b>	<b>\$ (2,276.10)</b>
<b>Total Expenses</b>	<b>\$ 92,931.44</b>	<b>\$ 87,323.59</b>	<b>\$ 5,607.85</b>	<b>\$ 848,160.48</b>	<b>\$ 873,235.84</b>	<b>\$ (25,075.36)</b>
Reserves						
Authorized Reserve - Other	\$ 0.00	\$ 11,138.00	\$ (11,138.00)	\$ 0.00	\$ 111,380.00	\$ (111,380.00)
Pending Reserves	0.00	0.00	0.00	39,082.32	0.00	39,082.32
	\$ 0.00	\$ 11,138.00	\$ (11,138.00)	\$ 39,082.32	\$ 111,380.00	\$ (72,297.68)

**MEMO**

Date: November 14, 2024  
 To: HACB Board of Commissioners  
 From: Sharice Atkins, Special Programs Coordinator  
 Subject: Family Self-Sufficiency (FSS) Program update for October 2024

<b>Program Statistics for Period Ending</b>	<b>October 2024</b>	<b>October 2023</b>
Number of participants as of last day of the month	25	36
Number of Orientation Briefings	0	0
Number of signed contracts	0	0
Number of Port-In's	0	0
Number of Port-Out's	1	0
Number of Graduates	2	0
Contract Expired	1	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	15
Number of participants with annual income increases (YTD)	1	0
Number of participants with new employment (YTD)	1	0
Number of participants with escrow accounts	12	25
Number of participants currently escrowing	9	16
Amount disbursed from escrow account	\$0	\$0.00
Balance of Escrow Account	\$ 122,854.25	\$127,656.91

**FSS FY 2023 HUD Grant Program Tracking Data**

<b>Program Management Questions:</b>	<b>2024 Calendar Year</b>
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	NA
Number of FSS participants identified as a person with disabilities	4
Number of FSS participants employed	9
Number of FSS participants in training programs	3
Number of FSS participants enrolled in higher/adult education	3
Number of FSS participants enrolled in school and employed	3
Number of FSS families receiving cash assistance	3
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	2
How many new FSS escrow accounts were established	0
Number of FSS families moved to non-subsidized housing	2
Number of FSS families moved to home-ownership	0



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

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	10/2024 Enrollment	10/2024 HAP Assistance	Grant Balance
City of Chico - LGP	7/1/24 - 6/30/25	\$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	7/1/24 - 6/30/25	\$150,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	5	\$4,084.00	\$133,172.00
BHHAP/Security Deposit**	7/1/24 - 6/30/25	\$3,426.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$3,426.00
BHHAP/ASOC	7/1/24 - 6/30/25	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$1,384.00	\$21,035.00
<b>Totals</b>		<b>\$186,717.00</b>			<b>35</b>			<b>7</b>	<b>\$5,468.00</b>	<b>\$166,633.00</b>

**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:**11/12/2024

**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




**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**QUARTERLY CASH AND INVESTMENT REPORT**  
**September 30, 2024**

INVESTMENT	MATURITY		COST	MARKET VALUE	NON-FEDERAL FUNDS	HUD PUBLIC HSG	HUD HCV SEC. 8	CA HCD RHCP-GSII	USDA-RD FARM LABOR
	DATE	YIELD							
Umpqua - Sec 8 HAP - 2311		0.00	2,014,042	2,014,042			2,014,042		
Umpqua - Savings Account - 2524		VAR.	90,555	90,555	90,555				
Umpqua - Section 8 FSS Escrow - 9910		VAR.	169,645	169,645			169,645		
Umpqua - Sec. 125 Cafeteria Plan - 5603		0.00	21,063	21,063	21,063				
Umpqua - Business Activities - 0907		0.00	334,769	334,769	334,769				
Umpqua - Sec 8 Admin - 1442		0.00	818,272	818,272			818,272		
Umpqua - Bond - 6220		0.00	30	30					
Umpqua - Public Housing - 7738		0.00	735,939	735,939		735,939			
FNC - Money Market Funds		VAR.	61,347	61,347	3,067	17,177	41,103		
Mechanics Bank (Security Deposit dox location)		0.00	1,353	1,353	1,353				
Petty Cash Accounts		0.00	107	107.34	107				
Locust St balances @ RSC		0.00	9,014	9,014	9,014				
Park Place Apts @ RSC		0.00	25,921	25,921.11	25,921				
Lincoln Apts balances @ RSC		0.00	4,523	4,523	4,523				
Kathy Court balances @ RSC		0.00	1,340	1,340	1,340				
Alamont Apts balances @ RSC		0.00	5,516	5,516	5,516				
Evanswood balances @ RSC #0284		0.00	69,953	69,953	69,953				
New Evanswood units balances @ RSC #9758		0.00	30,135	30,135	30,135				
Gridley Springs II @ Sackett		0.00	48,924	48,924	48,924			14,926	
Cordillera Apts (Cameo Dr) balances @ RSC		0.00	3,353	3,353	3,353				
<b>SUBTOTAL CASH ACCOUNTS</b>			<b>4,445,801</b>	<b>4,445,801</b>	<b>649,593</b>	<b>753,116</b>	<b>3,043,062</b>	<b>14,926</b>	<b>0</b>
TCB FLH Operating Account - 0723		0.00	77,838	77,838					77,838
TCBFLH Construction Account - 0735		VAR.	255,831	255,831					255,831
TCBFLH Tax & Insurance - 0772		VAR.	2,696	2,696					2,696
TCB FLH Reserves Security Deposits - 0747		VAR.	364,555	364,555					364,555
TCBFLH Security Deposits - 0759		VAR.	49,360	49,360					49,360
<b>TOTAL USDA-RD FARM LABOR</b>			<b>750,280</b>	<b>750,280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750,280</b>
BNY Mellon - Debt Reserve - 2020A			40,484	40,484	40,484				
BNY Mellon - Bond Program Acct (Proceeds) - 2020A			4,347,891	4,347,891	4,347,891				
BNY Mellon - Bond Reserve (P&I) - 2020A			536,223	536,223	536,223				
<b>TOTAL HACB BONDS</b>			<b>4,924,598</b>	<b>4,924,598</b>	<b>4,924,598</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
ALLIANT CU - 11/8/2023	11/7/2024	5.80	200,000	200,180		100,000	100,000		
BLUPEAK CU - 11/21/23	11/20/2024	5.75	150,000	150,171		75,000	75,000		
Centris Fed Credit Union 5/11/23	11/25/2024	5.15	200,000	200,162		100,000	100,000		
DISCOVER BANK - 11/1/2023	5/1/2025	5.50	150,000	150,855		75,000	75,000		
COMENITY BANK - 5/13/24	5/13/2025	5.10	100,000	100,017		50,000	50,000		
BMO Bank - 5/30/25	5/30/2025	5.30	200,000	201,176		100,000	100,000		
BANK OF AMERICA - 5/22/24	5/30/2025	5.20	200,000	201,176		100,000	100,000		
CHARLES SCHWAB - 06/04/24	6/12/2025	5.40	240,000	241,718		120,000	120,000		
MORGAN STANLEY - 5/30/24	12/1/2025	5.20	150,000	152,159		75,000	75,000		
CUSTOMERS BANK - 6/27/24	6/27/2029	4.55	100,000	103,959		50,000	50,000		

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**QUARTERLY CASH AND INVESTMENT REPORT**  
**September 30, 2024**

	<b>TOTAL FNC CD'S</b>	<b>1,690,000</b>	<b>1,701,572</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>
Self-Help Credit Union - CD DTD 2/10/20 (compounding)	2/22/2025 4.60	111,724	111,724	111,724				
Mechanics Bank - CD Opened 09/23/94	3/23/2025 4.00	250,000	250,000	250,000				
Tri Counties Bank - CD Opened	9/30/2024 4.16	250,000	250,000	250,000				
	<b>TOTAL CD'S</b>	<b>2,301,724</b>	<b>2,313,296</b>	<b>611,724</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>
<b>PARS SECTION 115 TRUST</b>	<b>var</b>	<b>2,622,993</b>	<b>2,622,993</b>	<b>262,299</b>	<b>1,049,197</b>	<b>1,311,496</b>		

INVESTMENT	MATURITY DATE	YIELD	COST	MARKET VALUE	
1200 Park Avenue, L.P.; 11/23/2004	11/23/2054	4.84	675,000	130,109	* interest compounds to principal June 1st annually
Chico Harvest Park, L.P.; 1/29/2013	1/28/2068	2.31	600,000	778,930	* interest compounds to principal May 1st annually
<b>TOTAL for HACB Mortgages &amp; Loans</b>			<b>1,275,000</b>	<b>909,038</b>	

<b>BCAHDC*</b>	
BCAHDC Umpqua Operating Account - 3261	695,160
BCAHDC Umpqua Savings Account - 5545	844,052

<b>BANYARD MANAGEMENT</b>	
Banyard - Umpqua General Savings - 7883	183,612

HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
RESTRICTED VS. UN-RESTRICTED FUNDS ANALYSIS  
September 30, 2024

	a	b	c	=a-b-c	
<b>HACB - Primary Government</b>					
	<b>Total Cash + Current Assets</b>	<b>Restricted Cash</b>	<b>Current Liabilities, less debt</b>	<b>9/30/2024 Available Fund Balance</b>	<b>9/30/2023 Available Cash Balance</b>
<b><u>Unrestricted HA Owned</u></b>					
Evanswood Estates 21,25,33	14,900	0	4,980	9,920	9,574
Alamont Apts	35,038	0	25,498	9,540	8,137
Cordillera/Cameo	15,529	0	18,026	-2,497	11,978
Demo Housing	4,581	0	1,693	2,888	60,576
Evanswood Estates	41,346	0	45,193	-3,846	-13,963
General Fund	1,918,782	0	568,245	1,350,537	2,741,026
Kathy Ct Apts	1,340	0	176	1,164	1,746
Lincoln Apts	17,818	0	14,016	3,802	52,640
Locust St Apts	19,515	0	9,185	10,330	9,304
Park Place Apts (Oro)	262,945	0	35,667	227,278	80,934
<b>Total Unrestricted HA Owned</b>	<b>2,331,794</b>	<b>0</b>	<b>722,679</b>	<b>1,609,115</b>	<b>2,961,951</b>
<b><u>Restricted to Federal or State Program</u></b>					
HCD Gridley Springs II	192,596	12,433	67,415	112,748	105,760
HUD Public Housing	2,179,994	793,095	845,626	541,273	398,847
USDA Farm Labor Housing	1,252,615	663,332	367,949	221,335	70,819
HUD EHV (S8)	2,600,963	1,898,718	405,982	296,263	0
HUD Section 8 HCV	37,679,416	35,397,704	1,780,174	501,537	346,005
HUD ROSS Program (S8)	35,958	0	23,402	12,556	47,589
<b>Total Federal/State Programs</b>	<b>43,941,541</b>	<b>38,765,281</b>	<b>3,490,548</b>	<b>1,685,712</b>	<b>969,021</b>
<b>TOTAL HACB PRIMARY GOV'T</b>	<b>46,273,336</b>	<b>38,765,281</b>	<b>4,213,227</b>	<b>3,294,827</b>	<b>3,930,972</b>

<b>HACB - Component Units</b>					
	<b>Total Cash &amp; Current A/R</b>	<b>Restricted Cash</b>	<b>Current Liabilities</b>	<b>9/30/2024 Available Fund Balance</b>	<b>9/30/2023 Available Cash Balance</b>
<b><u>Restricted to Mission Stmt</u></b>					
BCAHDC General Fund	1,857,652	0	103,450	1,754,202	1,134,806
Banyard Management	185,711	0	189	185,522	187,711

Note: Column a Asset formula updated to include prepaid expenses; mirrors HUD PHAS scoring denominator

## MEMO

November 4, 2024

To: Board of Commissioners

From: Larry Guanzon, Executive Director  
Hope Stone, Finance Director

Subject: Agenda Item 4. 1 PARS 115 Trust  
Annual Review

Attached please find an overview of the HACB PARS 115 Trust 2023-2024 investment year recap.

In June of 2018, the Authority invested funds into the PARS 115 Trust to prefund its pension liability. In August of that year, \$1,000,000 was added to the fund and then another \$1,000,000 was added at the beginning of 2019 for a total contribution of \$2,000,000.

Over the last six years, the assets have increased by \$761,591 for a total of \$2,761,591. The Authority has made no other contributions and has made no withdrawals, deciding to build this asset to reach 75% of the total pension liability. The Authority has now reached that goal and is managing the remaining 25% liability with General Fund dollars.

While the PARS 115 trust can also manage OPEB liability funds, HACB has opted to maintain those funds with the CERBT program through CalPERS with a current asset value of \$701,084. Once again, the strategy is to maintain 75% of the total OPEB liability in the fund and manage the remaining 25% liability with General Fund dollars. The Authority has reached this goal without making any addition contributions to the fund and to date has made no withdrawals.

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

# SUMMARY OF AGENCY'S PENSION PLAN

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<b>Plan Type:</b>	IRC Section 115 Irrevocable Exclusive Benefit Trust
<b>Trustee Approach:</b>	Discretionary
<b>Plan Effective Date:</b>	June 21, 2018
<b>Plan Administrator:</b>	Executive Director
<b>Current Investment Strategy † :</b>	Moderately Conservative – Strategic Blend; Pooled Account

† Previous Strategy (August 29, 2023): Moderate HighMark PLUS (Active) Strategy; Pooled Account

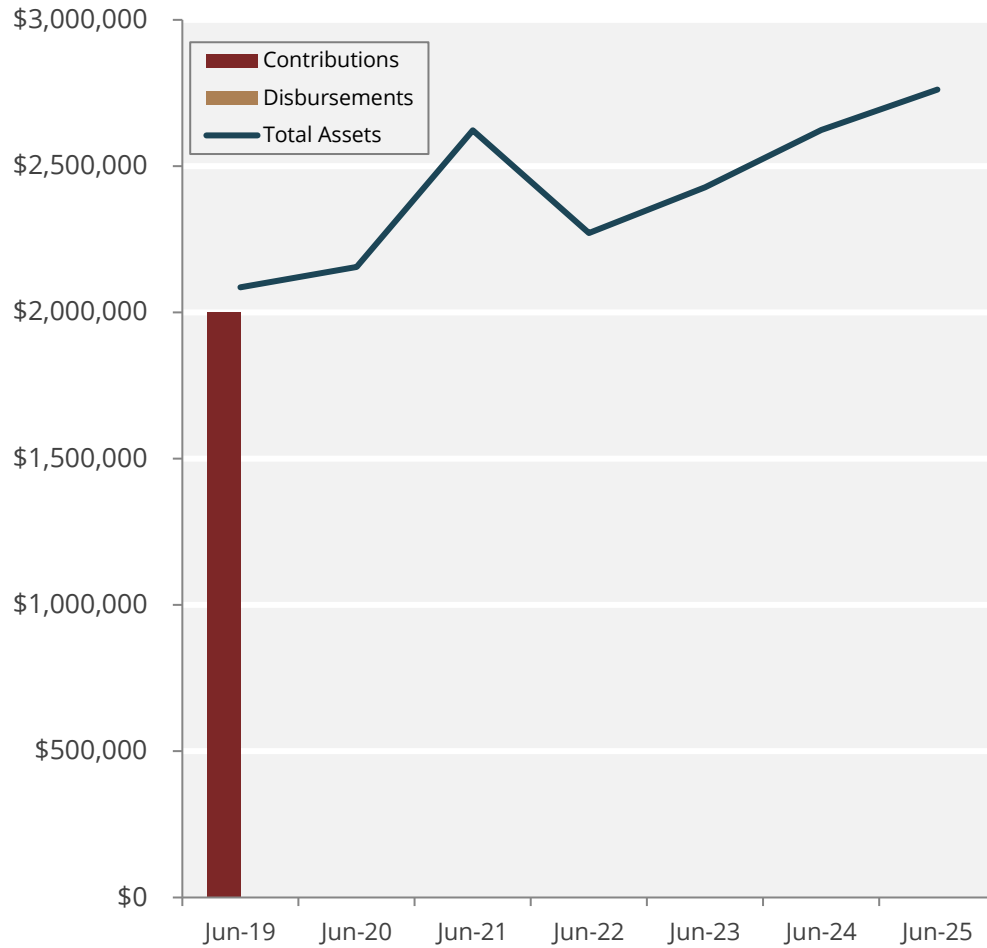
## AS OF SEPTEMBER 30, 2024:

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<b>Initial Contribution:</b>	August 2018: \$1,000,000
<b>Additional Contributions:</b>	\$1,000,000
<b>Total Contributions:</b>	\$2,000,000
<b>Disbursements:</b>	\$0
<b>Net Investment Earnings:</b>	\$761,591
<b>Account Balance:</b>	\$2,761,591

# SUMMARY OF AGENCY'S PENSION PLAN

## HISTORY OF CONTRIBUTIONS, DISBURSEMENTS, AND TOTAL ASSETS AS OF SEPTEMBER 30, 2024:



Year	Contributions	Disbursements	Total Assets
Jun-19*	\$2,000,000	\$0	\$2,085,789
Jun-20	\$0	\$0	\$2,155,414
Jun-21	\$0	\$0	\$2,622,135
Jun-22	\$0	\$0	\$2,270,928
Jun-23	\$0	\$0	\$2,427,457
Jun-24	\$0	\$0	\$2,622,993
Jun-25**	\$0	\$0	\$2,761,591

Plan Year Ending

\*Plan Year Ending June 2019 is based on 11 months of activity  
 \*\*Plan Year Ending June 2025 is based on 3 months of activity



# PENSION FUNDING STATUS

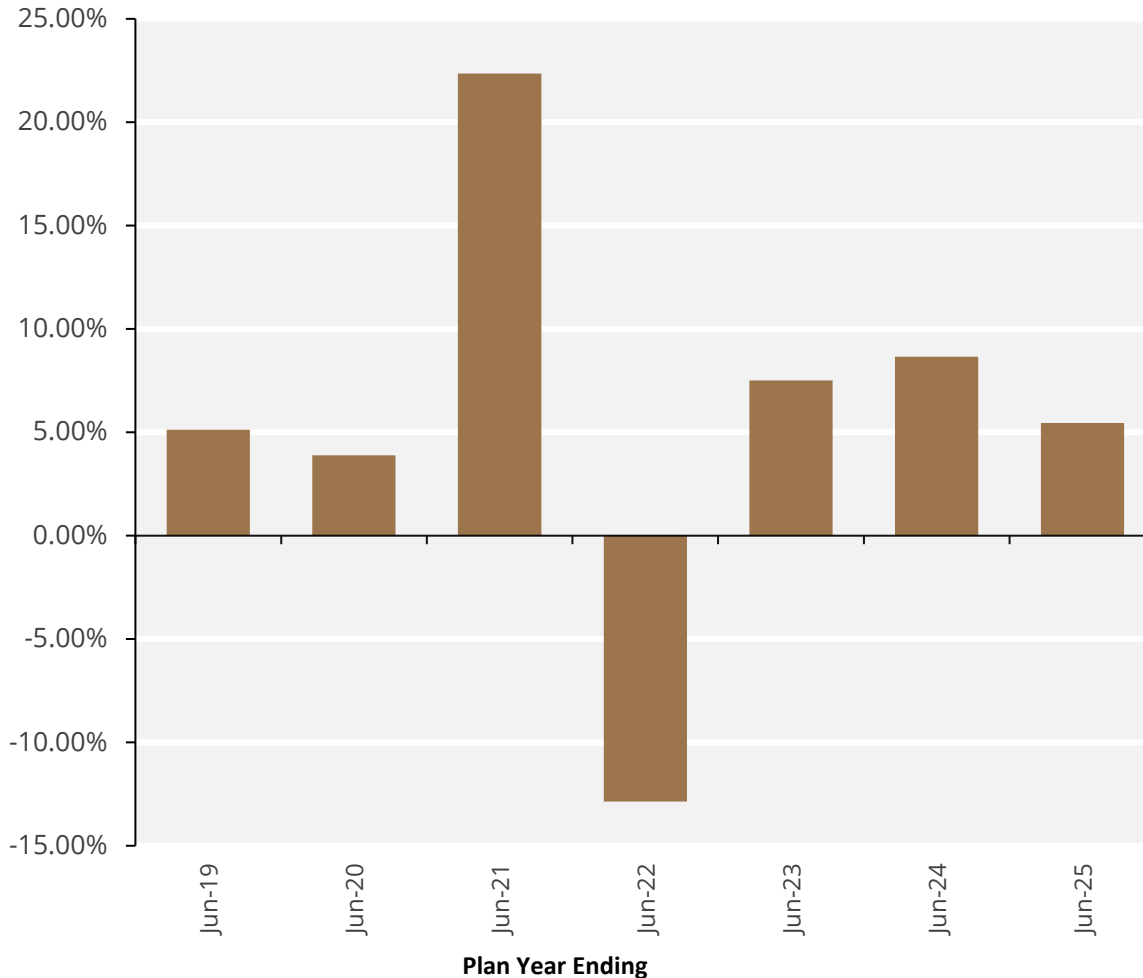
As of June 30, 2023, Housing Authority of the County of Butte’s CalPERS pension plan is funded as follows\*:

Combined Miscellaneous Groups *	Valuation as of June 30, 2022	Valuation as of June 30, 2023	Change
Actuarial Liability	\$17.8 M	\$18.3 M	2.7% ↑
Assets	\$13.1 M	\$13.2 M	1.0% ↑
Unfunded Liability	\$4.7 M	\$5.1 M	7.4% ↑
Funded Ratio	73.5%	72.3%	1.6% ↓
Employer Contribution Amount	\$0.6 M (FY 23-24)	\$0.7 M (FY 24-25)	7.9% ↑
Employer Contribution Amount – Projected *	---	\$0.9 M (FY 30-31)	38.4% ↑

\* Data through 2030-31 from Agency’s latest CalPERS actuarial valuation.

# PENSION PLAN TOTAL RETURNS

AS OF SEPTEMBER 30, 2024



Year	Returns
Jun-19*	5.12%
Jun-20	3.89%
Jun-21	22.35%
Jun-22	-12.87%
Jun-23	7.51%
Jun-24 †	8.65%
Jun-25**	5.44%

Inception to Date (Annualized)
6.02%

\*Plan Year Ending June 2019 is based on 11 months of activity  
 \*\*Plan Year Ending June 2025 is based on 3 months of activity

Returns are net of the embedded fund fees and gross of trustee and trust administrator fees

† Previous Strategy (August 29, 2023): Moderate HighMark PLUS (Active) Strategy; Pooled Account

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value. Past performance does not guarantee future results. Performance returns are impacted by agency plan activity and may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

The advisor to the PARS portfolios is U.S. Bank, and PFM Asset Management serves as sub-advisor to U.S. Bank to manage these portfolios. Please see important additional disclosures to the PARS portfolios included in the individual strategy information at the end of this presentation.



# OPEB ACTUARIAL RESULTS

Data from 2024 CERBT Account Update Measurement Date: June 30, 2022	Prefunding Discount Rate: 6.50%
Total OPEB Liability (TOL)	\$943,911
Fiduciary Net Position	\$701,084
Net OPEB Liability (NOL)	\$242,827
Funded Ratio (%)	74%
Actuarially Determined Contribution (ADC) for FY 2021-22	\$48,996

**Rule of thumb:** For every one percent increase in the discount rate, the unfunded liability is lowered by 10-12%.

# Presidential Transition Report



## Executive Summary

Founded in 1933, the National Association of Housing and Redevelopment Officials (NAHRO) represents more than 26,000 housing and community development providers and professionals who manage affordable homes for more than 8 million people nationwide. NAHRO's membership includes public housing agencies (PHAs) and community development organizations that are essential for addressing the nation's housing affordability and supply crises. Despite chronic underfunding, **NAHRO members are well equipped to equitably meet local housing needs by acting as developers, landlords, and service providers.** They represent communities of all sizes, demographics, and geography, including in rural, suburban, and metropolitan areas. This transition report provides policy recommendations to the incoming administration on how to address the affordable housing crisis.



### NAHRO's key recommendations for the incoming administration include:

- 1 Strengthening rental assistance programs
- 2 Preserving existing affordable units
- 3 Increasing the supply of affordable housing in vibrant communities

### Program-specific examples include:

- To better support both residents and landlords, the Housing Choice Voucher (HCV) program needs improvements in Fair Market Rent calculations and full funding for administrative fees.
- To maintain and preserve public housing units, which provide homes to over 1.6 million people in 886,235 units nationwide (37% of which are headed by seniors and 34% of which house children), adequate funding, including funding to address the capital needs backlog, is essential.
- To expand affordable housing options, we must increase the use of Project-Based Vouchers (PBV), boost funding for the HOME Investment Partnerships program, and strengthen the Low-Income Housing Tax Credit (LIHTC).



These recommendations both address our housing crisis, and direct investments, jobs, and improved financial outcomes for low-income families in communities nationwide.

## Other Recommendations

NAHRO advocates for renewed support and streamlined application processes for essential community development programs like the Community Development Block Grant (CDBG) and the Choice Neighborhoods Program.

Enhancing disaster recovery efforts and the Department of Housing and Urban Development's (HUD's) operational capacity is crucial for improving community resilience and saving taxpayer expense.

To combat increasing homelessness, NAHRO calls for making the Emergency Housing Voucher (EHV) program permanent and developing innovative transitional housing solutions with funding for critical support services. NAHRO also recognizes the importance of pandemic-era programs, such as the Emergency Rental Assistance Program, as vital safeguards against housing loss.

Additionally, NAHRO supports initiatives that reduce federal program dependency, improve educational and health outcomes, and promote upward mobility, including homeownership programs and collaborations with the Department of Education and the Department of Health and Human Services.

Addressing the urgent need for more housing requires easing regulatory burdens, especially for smaller PHAs, and streamlining oversight to improve service delivery and protect federal funds. It also includes providing critical resources to American Indian, Alaska Native, and Hawaiian communities through the reauthorization of the Native American Housing and Self-Determination Act (NAHASDA).

By implementing these recommendations, the administration can foster vibrant communities, reduce homelessness, and encourage sustainable economic growth while ensuring safe and affordable housing for all Americans.



**2.3 million households** served by the Housing Choice Voucher Program.



**1.6 million people** housed in public housing units.



**1.3 million units** built or preserved with HOME funding since 1992.



**\$3.64 dollars** leveraged for every dollar invested in CDBG.



**3.85 million units** created through LIHTC.



## NAHRO and Its Members Are Key to Addressing Our Housing Crisis

More than 26,000 NAHRO members manage affordable housing units and programs for over 8 million people, including public housing, Section 8, and other assisted housing units. They also receive funding through programs like CDBG and HOME to support their communities.

For more than 90 years, NAHRO has worked with HUD and federal agencies to improve housing for low-income families. However, underinvestment in affordable housing, rising costs, and tight rental markets present ongoing challenges. NAHRO remains committed to addressing these issues through advocacy and collaboration with federal agencies.

**Currently, the U.S. is facing unprecedented housing affordability and supply crises. NAHRO members – especially Public Housing Agencies (PHAs) and Community Development Agencies (CDAs) – are indispensable in addressing these local housing needs.** They responsibly manage billions in federal, state, and local funds to provide access to safe, affordable housing, while also establishing trust and connection with residents and landlords. They are the lynchpins that ensure successful delivery of federal rental assistance and community development programs. **Our housing crisis cannot be solved without them.**

NAHRO members are rigorous in their accountability – they adhere to strict performance standards, and account for every dollar spent. Despite chronic underfunding, they consistently innovate, forming strategic partnerships to tackle housing shortages and rising costs. Their work drives local economic growth, sustains essential workers, and empowers communities by offering life-changing housing and self-sufficiency programs that uplift families and strengthen the fabric of society.

### Recommendations

#### *Strengthen and Improve Rental Assistance Programs*

Celebrating its 50th year, **the Housing Choice Voucher (HCV) program provides essential rental assistance to 2.3 million low-income Americans**, enabling them to afford housing in the private market. However, the program faces significant challenges, including tight rental markets and rising costs, making it difficult for families to find eligible units and for landlords to participate in the program. To enhance the program's effectiveness, NAHRO recommends developing better methods for calculating Fair Market Rents (FMRs), ensuring full funding for HCV administrative fees, and prohibiting source-of-income discrimination. Additionally, allowing Housing Assistance Payments (HAP) to be used for short-term financial assistance, such as security deposits, would help families secure housing in high-opportunity areas.

#### *Preserve Existing Affordable Units*

The Public Housing program offers permanently affordable housing to over 1.6 million people in 886,235 units across the country. **37% of families in public housing are headed by seniors, and 34% include children.** This vital program also requires urgent attention due to chronic underfunding and a significant backlog in capital needs.



**\$90 Billion**  
Needed to Meet All Existing  
Public Housing Capital Needs

The resources for developing and maintaining these public housing units come out of the Public Housing Capital Fund which currently faces a crushing backlog, estimated at \$90 billion in 2024, due to decades of underinvestment. To address this, it is essential to fully fund the Capital Fund backlog and increase public housing repositioning options through programs like the Rental Assistance Demonstration (RAD).

RAD converts public housing units to Section 8 funding, allowing access to stable financing for rehabilitation. To ensure financial stability, NAHRO recommends enhancing the use of tenant-protection vouchers during public housing redevelopment and allowing for flexible contract rents in RAD properties to reflect local market conditions. This will ensure RAD vouchers receive full value on par with regular HCVs. Additionally, protecting the role of Performance-Based Contract Administrators (PBCAs) is vital for managing Section 8 contracts and preventing property deterioration.

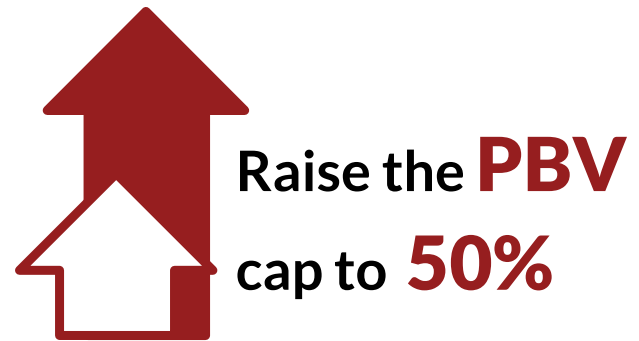
Lastly, streamlining USDA Rural Housing Services is necessary to tackle the affordable housing crisis in rural America. HUD should work closely with the Department of Agriculture to improve this program. NAHRO recommends increasing the number of units built with Section 515 financed mortgages, decoupling those mortgages from Section 521 rural rental assistance when needed to maintain affordability, and simplifying regulations to encourage PHAs to acquire and rehabilitate these properties.

### ***Increase Affordable Housing Supply***

The Project-Based Voucher (PBV) program is vital for PHAs facing tight rental markets, allowing them to attach subsidies to specific units and target special needs populations. However, PHAs are currently limited to project-basing a certain amount of their unit allocations, which can be insufficient in high-demand areas, leading to challenges in assisting residents.

### **To help PHAs create more affordable housing options, NAHRO recommends raising the PBV cap to 50%.**

Additionally, the HOME Investment Partnerships (HOME) program, crucial for developing affordable housing, has suffered significant budget cuts. HOME needs increased funding and alignment with



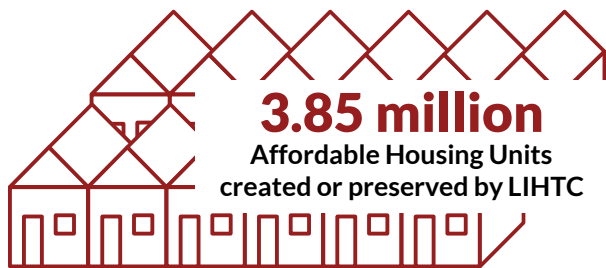
other HUD programs to better support permanent supportive housing and provide much-needed gap financing to ensure that affordable housing development is financially feasible.

The Low-Income Housing Tax Credit (LIHTC) program, run through the Department of the Treasury, is an essential tool for encouraging private investment in affordable rental housing. To date, LIHTC has developed or preserved 3.85 million affordable housing units. But the program faces challenges such as a shortage of private activity bonds and a loophole that allows for the premature termination of affordability requirements. **NAHRO recommends closing the Qualified Contract loophole, expanding allocations, and passing legislation like the Affordable Housing Credit Improvement Act.** This would restore the 12.5% LIHTC cap increase that expired in 2021 and further increase allocations by 50% over two years. It would also decrease the private-activity bond (PAB) financed by test from 50% to 25%, provide basis boosts for rural and Tribal developments and properties for extremely low-income residents, and grant states a discretionary boost to make more properties financially feasible.

## *Build Vibrant Communities*

Community development programs are critical for ensuring access to vibrant communities throughout the U.S. The Community Development Block Grant (CDBG) program provides flexible funding to states and localities for activities benefiting low- to moderate-income individuals, supporting public services, housing, and economic development. It plays a key role in enhancing community well-being and addressing housing needs. Funding for CDBG must be preserved to help create thriving communities. **Every dollar of CDBG invested leads to \$3.64 from other public and private sources.**

The Choice Neighborhoods Initiative (CNI) focuses on revitalizing distressed housing and neighborhoods, promoting mixed-income housing, and offering services related to health, education, and income. Despite its success in attracting private investment and promoting economic development, CNI funding has declined in recent years. NAHRO recommends strengthening and adequately funding the initiative while streamlining the application process to encourage more participation.



## *End Homelessness*

On a single night in 2023, roughly 653,100 people – or about 20 of every 10,000 people in the United States – were experiencing homelessness, a staggering 12% increase between 2023 and 2022. This is the largest count of homeless individuals since reporting began in 2007. **While ending homelessness will require more affordable homes, strengthening specific programs is also critical.** Emergency Housing Vouchers (EHVs) have

been vital in addressing homelessness by providing short-term financial assistance and supportive services, such as mental health care. However, EHVs are not reissued after families move off assistance, limiting their long-term impact. Making EHVs permanent would be an important step in addressing the increase in homelessness.

To rehouse families and individuals experiencing homelessness more effectively, NAHRO recommends the creation of a general supportive services fund and the enhancement of data-sharing infrastructure between agencies. Additionally, we need to expand shelter capacity with both preventive measures and transitional housing solutions. NAHRO recommends providing service fees to PHAs, creating a permanent Emergency Housing Rental Assistance Program (run through HUD), and empowering localities to develop innovative transitional housing solutions.

## *Promote Upward Mobility*

Promoting upward mobility supports financial stability and lays a critical foundation for many low-income households to build generational wealth. The HCV Homeownership program allows voucher holders to use assistance to buy homes. Since the program's beginning, it has enabled over 10,000 home purchases as of April 2024. Expanding this program and providing mobility funding would help more families become homeowners and move to neighborhoods with access to jobs and well-resourced public amenities, like schools and transportation. Further, families in the HCV program should have access to neighborhoods of opportunity through mobility programs and Enhanced Payment Standards. Self-sufficiency programs like Family Self-Sufficiency (FSS), Resident Opportunities and Self-Sufficiency (ROSS), and Jobs Plus also help residents gain financial independence and self-sufficiency through job training, educational advancement, and empowerment activities.

### *Ease the Regulatory Reporting Process*

To effectively promote affordable housing, any new regulations should provide clear, actionable goals that acknowledge limited community resources. PHAs, especially smaller ones, face challenges due to inadequate funding, burdensome regulations, and rising costs. The flexibilities implemented during the pandemic, such as eased inspection and reporting requirements, have proven effective and should be made permanent to enable PHAs to better serve their communities.

Additionally, **overly burdensome and outdated regulations must be streamlined and modernized.**

The Davis-Bacon Act wage threshold, which was set at \$2,000 in 1931 and has not been adjusted since, needs to be adjusted to 2024 dollars and pegged to inflation to avoid delays and increased costs in federally funded projects. The Build America, Buy America (BABA) requirements hinder affordable housing development by increasing costs and compliance challenges for PHAs – affordable housing and community development projects should be exempted. Finally, escalating property insurance costs present a serious challenge to the fiscal viability of PHAs, and HUD must seek solutions to stabilize these costs and maximize the impact of insurance proceeds.



**The HCV  
Homeownership Program  
has enabled 10,000+  
home purchases**

NAHRO also advocates for the removal of the onerous Community Service Self-Sufficiency Requirement (CSSR), which provides minimal

benefits to residents and taxpayers. Many residents encounter significant challenges in meeting CSSR, such as childcare constraints, transportation issues, and health-related concerns. Additionally, this requirement places administrative burdens on agencies, including the need to gather documentation and monitor compliance.

### *Provide Necessary Resources to American Indian, Alaska Native, and Hawaiian Homeland Communities*

Native American Housing Assistance and Self Determination Act (NAHASDA) funds support new construction, rehabilitation, infrastructure, and various community services in American Indian, Alaska Native, and Hawaiian Homeland communities. But Congress has not reauthorized NAHASDA since 2013, despite continuing to fund its programs annually. This funding has remained stagnant, failing to account for rising costs due to inflation. To ensure these communities can meet their housing needs, **Congress must reauthorize NAHASDA**, and HUD should increase its budget request to address growing costs.

### *Support Disaster Recovery Efforts*

The Community Development Block Grant Disaster Recovery (CDBG-DR) program provides crucial funding for disaster-affected areas, but accessing these funds can be cumbersome and inconsistent. PHAs and local governments utilize CDBG-DR funds for community recovery, infrastructure redevelopment, and resilience enhancement. To improve the program's effectiveness, NAHRO recommends that the administration and Congress streamline regulations and pass the Reforming Disaster Recovery Act for faster, more equitable recovery, particularly for low-income and marginalized households. Additionally, to mitigate future disaster impacts on low-income families, **PHAs and CDAs need resources for resilient construction practices that incorporate energy-efficient building systems.**

## Build a Stronger, More Efficient HUD

Spending cuts and resulting staff reductions have weakened HUD's ability to manage key rental assistance, community development programs, and implement Fair Housing initiatives. According to HUD's FY 2025 budget proposal, the number of full-time equivalent employees declined by approximately 10 percent between 2012 and 2023. **To ensure success and consistent operations, HUD needs increased funding and support from the administration and Congress.** NAHRO recommends that the administration fully fund HUD programs and prioritize staffing and technology needs to help HUD achieve its mission of creating strong, sustainable, inclusive communities and quality affordable homes for all.

## The Road Ahead

NAHRO and its members are optimistic that, together with HUD and other federal agencies key to our members' work, we will move forward to improve the lives of the low-income families we serve. NAHRO members understand the local needs, concerns, and conditions of their communities better than anyone. Each member contends with different housing markets, varying access to community and philanthropic partnerships, and local conditions. Yet they make affordable housing and community development programs work.

### NAHRO members:

- Know the residents they serve,
- Have close relationships with local landlords,
- Are successful and responsible stewards of federal dollars,
- Find creative solutions to complex problems,
- Positively impact local economies.

NAHRO looks forward to working with a new administration in finding solutions to the housing challenges currently faced across the country. We can solve the housing crisis together by ensuring the effective and efficient development, preservation, and management of affordable housing properties so that all families continue having access to safe, secure housing in viable and vibrant neighborhoods.

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If you have questions or want more information about the policies outlined in this report, please email: [eoberdorfer@nahro.org](mailto:eoberdorfer@nahro.org) or call 877-866-2476

To learn more about these programs, please visit [nahro.org/360](http://nahro.org/360)

.....  
National Association of Housing and Redevelopment Officials  
630 Eye Street NW, Washington, D.C. 20001 | [www.nahro.org](http://www.nahro.org)



November 14, 2024

Memo

To: HACB Board of Commissioners

From: Tamra C. Young, Deputy Executive Director  
Angie Little, Rental Assistance Programs Manager

Subject: Section 8 Management Assessment Program (SEMAP)

Attached is a copy of the Section 8 Management Assessment Program (SEMAP) Certification for the period ending September 30, 2024 as prepared by Angie Little, Rental Assistance Programs Manager. Per the attached HACB self-certification, HACB will receive all of the points available, maintaining the HACB High Performer Status.

The overall success of the program is attributed to the hard work of the dedicated staff of the agency in implementing 138 PBV units during this fiscal year and maintaining 175 PBV units from the prior fiscal year. We are looking forward to implementing another 108 PBV units in the coming year.

*Recommendation: Adopt Resolution No. 4946.*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4946

APPROVAL OF  
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

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

WHEREAS, program administration requires the HACB to annually submit to HUD a performance certification for the Section 8 HCV program, identified as the Section 8 Management Assessment Program (SEMAP) certification (Certification), such Certification now due for the fiscal year ending September 30, 2024; and

WHEREAS, the Board of Commissioners of the HACB has reviewed the SEMAP Certifications for Butte and Glenn Counties and found them to be a true and accurate representation of the performance of HACB in administration of the Section 8 HCV program for the fiscal year ended September 30, 2024;

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to accept the Butte and Glenn County Certifications for the Section 8 Management Assessment Program for the fiscal year ending September 30, 2024, such Certifications attached to and made a part of this Resolution No 4946, and further, to authorize their submission to the U.S. Department of Housing and Urban Development; and

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

Dated: November 21, 2024.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary

# Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215  
(exp. 12/31/2026)

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

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

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

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
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**Check here if the PHA expends less than \$300,000 a year in Federal awards**

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

## Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response** Yes  No

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

**PHA Response** Yes  No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response** Yes  No

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

**PHA Response**  At least 98% of units sampled  80 to 97% of units sampled  Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response**  At least 90% of files sampled  80 to 89% of files sampled  Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response** Yes  No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

**PHA Response** Yes  No

6. HQS Enforcement. (24 CFR 982.404)

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

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

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

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

**Check here if not applicable**

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

**PHA Response** Yes  No

Enter FMRs and payment standards (PS)

0-BR FMR \_\_\_\_\_ 1-BR FMR \_\_\_\_\_ 2-BR FMR \_\_\_\_\_ 3-BR FMR \_\_\_\_\_ 4-BR FMR \_\_\_\_\_  
PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_

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

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

**PHA Response** Yes  No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

**PHA Response** Yes  No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

**PHA Response** Yes  No

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

**Applies only to PHAs required to administer an FSS program .**

**Check here if not applicable**

**PHA Response**

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

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

b. Number of FSS families currently enrolled

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

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

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

**Applies only to PHAs required to administer an FSS program .**

**Check here if not applicable**

**PHA Response**

**Yes**

**No**

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

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

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

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

**or**

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

**PHA Response**

**Yes**

**No**

**If yes, attach completed deconcentration bonus indicator addendum.**

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

**Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

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

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.  
\_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.  
\_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).  
Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.  
\_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.  
\_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.  
\_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).  
Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.  
\_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.  
\_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.  
\_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).  
Is line d at least two percentage points higher than line a? Yes  No

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.**

**See instructions above concerning bonus points for State and regional PHAs.**

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).  
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

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

PHA Response Yes  No

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

PHA Response Yes  No

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

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

PHA Response Yes  No

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

PHA Response Yes  No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes  No

Enter FMRs and payment standards (PS)

0-BR FMR <u>771</u>	1-BR FMR <u>866</u>	2-BR FMR <u>1138</u>	3-BR FMR <u>1484</u>	4-BR FMR <u>1846</u>
PS <u>848</u>	PS <u>952</u>	PS <u>1251</u>	PS <u>1632</u>	PS <u>2030</u>

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

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

PHA Response Yes  No

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

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12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes  No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes  No

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

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

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

November 15, 2024

MEMO

To: HACB Board of Commissioners  
From: Juan Meza, Public Housing Manager  
Subject: HUD Public Housing Program – Adoption of 2025 Flat Rent Schedule

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

In the 2014 HUD Appropriations Act, Congress stipulated a change to the HUD Public Housing Program’s regulations regarding use and application of “flat rents”. In the Public Housing program, tenants can choose to pay either 30% of their adjusted gross income as their contribution towards rent and utilities, or they can pay a “flat rent”. The appropriations act stipulates that housing authorities must set Flat Rents at no less than 80% of the applicable HUD Fair Market Rent (FMR), including consideration for Utility Allowances. There are currently eight (8) Public Housing tenants that have chosen the Flat Rent option.

HUD issued 2025 Fair Market Rent data (FMR’s) on October 1, 2024, pre-requisite to analysis of, and revision of, the HACB’s Public Housing Flat Rent Schedule for the 2025 operating year.

In summary, Resolution No. 4947 changes the Flat Rent Schedule in its entirety, updating Flat Rents in accordance with local market conditions and HUD requirements. Implementation of the recommended Flat Rent Schedule, by means of Resolution No. 4947, maintains HACB’s compliance with the Appropriations act.

*Recommendation: adoption of Resolution No. 4947.*



HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4947

DETERMINATION OF PUBLIC HOUSING FLAT RENTS

---

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

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

WHEREAS, the HACB has reviewed its documentation and data regarding local rental market conditions and determined that the current Flat Rent Schedule, effected January 1, 2024, no longer reflects current market conditions and requires revision; and

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

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

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

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to set its HUD Public Housing Flat Rents in accordance with the attached Public Housing Flat Rent Analysis and Recommendation, effective January 1, 2025, such Analysis and Recommendation attached to and made a part of this Resolution No. 4947.

Dated: November 15, 2024.

---

David Pittman, Board Chair

ATTEST

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Lawrence C. Guanzon, Secretary

Housing Authority of the County of Butte

Attachment to Resolution No. 4947 - HUD Low Income Public Housing Program

2025 Public Housing Flat Rent Analysis

November 15, 2024

a            b            c            = b - c

Area	Bedrooms	HUD Fair Market Rent (FMR)	80% of FMR	Minus 2025 UA	2024-25 Flat Rent Minimum	2024 Approved Flat Rent	Rent Comparable	Minus 2025 UA	Proposed 2025 Flat Rents	UA Notes
<b>Chico</b>	1	\$1,126	\$901	\$148	\$753	\$996	\$1,193	\$148	\$1,045	**UA \$155 if 43-3 ADA
	2	\$1,466	\$1,173	\$164	\$1,009	\$1,180	\$1,402	\$164	\$1,238	**UA's \$176 43-3 ADA and \$156 if 43-13
	3	\$2,054	\$1,643	\$181	\$1,462	\$1,658	\$1,898	\$181	\$1,717	**UA \$195 if 43-3 ADA & \$172 if 43-13
	4	\$2,462	\$1,970	\$202	\$1,768	\$1,830	\$2,166	\$202	\$1,964	
<b>Chico</b> <i>w/o Water &amp; Sewer UA</i>	1	\$1,126	\$901	\$99	\$802	\$1,028	\$1,193	\$99	\$1,094	**UA \$106 if 43-3 ADA
	2	\$1,466	\$1,173	\$112	\$1,061	\$1,215	\$1,402	\$112	\$1,290	**UA's \$124 if 43-3 ADA and \$104 if 43-13
	3	\$2,054	\$1,643	\$127	\$1,516	\$1,695	\$1,898	\$127	\$1,771	**UA \$141 if 43-3 ADA & \$118 if 43-13
	4	\$2,462	\$1,970	\$145	\$1,825	\$1,870	\$2,166	\$145	\$2,021	
<b>Biggs</b>	1	\$1,126	\$901	\$78	\$823	\$1,043	\$1,193	\$78	\$1,115	*UA's adjusted due to HACB paying the water/sewer
	2	\$1,466	\$1,173	\$90	\$1,083	\$1,233	\$1,402	\$90	\$1,312	*UA's adjusted due to HACB paying the water/sewer
	3	\$2,054	\$1,643	\$103	\$1,540	\$1,713	\$1,898	\$103	\$1,795	*UA's adjusted due to HACB paying the water/sewer
	4	\$2,462	\$1,970	\$118	\$1,852	\$1,891	\$2,166	\$118	\$2,048	*UA's adjusted due to HACB paying the water/sewer
<b>Gridley</b>	1	\$1,126	\$901	\$146	\$755	\$955	\$1,193	\$146	\$1,047	**UA \$146 if 43-1B ADA
	2	\$1,466	\$1,173	\$159	\$1,014	\$1,141	\$1,402	\$159	\$1,243	
	3	\$2,054	\$1,643	\$173	\$1,470	\$1,621	\$1,898	\$173	\$1,725	
	4	\$2,462	\$1,970	\$190	\$1,780	\$1,798	\$2,166	\$190	\$1,976	
	5	\$2,831	\$2,265	\$206	\$2,059	\$1,818	\$2,202	\$206	\$1,996	
<b>Gridley</b> <i>w/o Water &amp; Sewer UA</i>	1	\$1,126	\$901	\$84	\$817	\$1,038	\$1,193	\$84	\$1,109	**UA \$84 if 43-1B
	2	\$1,466	\$1,173	\$96	\$1,077	\$1,226	\$1,402	\$96	\$1,306	
	3	\$2,054	\$1,643	\$109	\$1,534	\$1,707	\$1,898	\$109	\$1,789	
	4	\$2,462	\$1,970	\$124	\$1,846	\$1,885	\$2,166	\$124	\$2,042	
	5	\$2,831	\$2,265	\$139	\$2,126	\$1,906	\$2,202	\$139	\$2,063	
<b>Oroville</b>	1	\$1,126	\$901	\$187	\$714	\$947	\$1,193	\$187	\$1,006	**1 & 2 Bd. units at WG don't pay water/sewer
	2	\$1,466	\$1,173	\$215	\$958	\$1,121	\$1,402	\$215	\$1,187	
	3	\$2,054	\$1,643	\$165	\$1,478	\$1,657	\$1,898	\$165	\$1,733	**UA \$164 if 43-15
<b>Oroville</b> <i>w/o Water &amp; Sewer UA</i>	1	\$1,126	\$901	\$146	\$755	\$987	\$1,193	\$146	\$1,047	
	2	\$1,466	\$1,173	\$174	\$999	\$1,161	\$1,402	\$174	\$1,228	
	3	\$2,054	\$1,643	\$124	\$1,519	\$1,697	\$1,898	\$124	\$1,774	**UA \$121 if 43-15

November 7, 2024

MEMO

To: HACB Board of Commissioners

From: Tamra C. Young, Deputy Executive Director

Subject: Workplace Violence Prevention Plan

In 2013, HACB adopted a CalOSHA required Workplace Violence Prevention Plan. However, effective July 2024, the State of California adopted SB 553 adding additional requirements to the development and adoption of such a Plan. The Workplace Violence Prevention Plan must include evaluation and correction of workplace violence hazards, training employees and supervisors, maintaining a violent incident log, and keeping records of all training and violent incidents. SB 553 also requires employee training on the Plan. HACB has revised its Plan, in conjunction with its Workers Compensation carrier, CHWCA, in order to meet the requirements of both CalOSHA and SB 553. Finally, we will have a representative from CHWCA train all employees and supervisors on the Plan on Tuesday, November 19<sup>th</sup>.

*Recommendation: Adopt Resolution No. 4948 "Adoption of CalOSHA-Required Policy: Workplace Violence Prevention Plan".*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4948

ADOPTION OF CalOSHA-REQUIRED POLICY:  
WORKPLACE VIOLENCE PREVENTION POLICY

---

WHEREAS, the Housing Authority of the County of Butte (HACB) retains employees to accomplish its mission; and

WHEREAS, HACB seeks to optimize the health and welfare of its employees, that to the greatest degree possible they work in conditions that are safe from hazardous conditions, that they be informed about hazardous conditions and their mitigations, and that employees be provided a means to address hazardous conditions; and

WHEREAS, the State of California Department of Industrial Relations, through its Division of Occupational Safety and Health (CalOSHA) and State of California SB 553 requires the development and adoption of a Workplace Violence Prevention Policy, including evaluating and correction workplace violence hazards, training employees and supervisors, maintaining a violent incident log, and keeping records of all training and violent incidents; and

WHEREAS, in coordination with its Workers Compensation carrier, CHWCA, HACB has written a Workplace Violence Prevention Policy, to address workplace safety and applicable CalOSHA and SB 553 requirements; and

WHEREAS, the proposed Workplace Violence Prevention Policy has been determined to be in the best interest of the HACB and its employees;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt its Workplace Violence Prevention Policy, such document attached to and made a part of this Resolution No. 4948, such action to take effect immediately.

Dated: November 21, 2024.

---

David Pittman, Chair

ATTEST:

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Lawrence C. Guanzon, Secretary

**Housing Authority of the County of Butte  
Workplace Violence Prevention Plan**

**Adopted: November 21, 2024 by Resolution No. 4948**

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### Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist
- C. Workplace Violence Prevention Plan Review and Revision Log

## Policy

The Housing Authority of the County of Butte (HACB) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, student, former student, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by [California's Senate Bill No. 553](#). The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their authorized representatives, and the Chief of Cal/OSHA or his or her designee.

## Prohibited Acts

HACB will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, student, former student, or visitor, parent, vendor, or any individual who may pose a threat.

## DEFINITIONS

- *Threat of violence* means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs in a place of employment. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

*Workplace violence* can be categorized into four types:

**Type 1:** Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

**Type 2:** Workplace violence directed at employees by customers, volunteers,

contractors, students, former students, or visitors

**Type 3:** Workplace violence against an employee by a present or former employee, supervisor, or manager

**Type 4:** Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

**HACB** prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all **HACB** property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on **HACB** property is in violation of this Policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, student, former student or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

## Responsibility and Authority

### Workplace Violence Prevention Plan Administrator

The **Deputy Executive Director**, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The **Executive Assistant** will also be able to answer employee questions concerning this plan.

If there are multiple persons responsible for the plan, their roles will be clearly described.

The **Deputy Executive Director**, or an assigned designee, will solicit feedback and input from employees and/or their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The **Deputy Executive Director**, or an assigned designee, will coordinate the implementation of the workplace violence prevention plan with other employers (i.e., contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on **HACB's** WPV Plan.

All managers and supervisors are responsible for implementing and maintaining the WVP Plan in their work areas and for answering employee questions about the WVP Plan.

### Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their work areas;



- Providing input to the Administrator regarding the Plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this Plan.

## **Employees**

Responsibilities include:

- Complying with the plan, directives, policies, and procedures;
- Maintaining a violence-free work environment;
- Participating in all training;
- Active involvement in developing and implementing the plan, including, but not limited to, participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

## **Compliance**

The Administrator is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this Plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the Plan;
- Disciplining employees, appointed or elected officials, students and volunteers who engage in threats of violent behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted at least annually, when a new or previously unrecognized hazard has been identified, and when changes are made to the plan.

## **Communication and Training**

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their

reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the [HACB's](#) responsibility in complying with hazard correction measures outlined in the WVP Plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use [HACB's](#) confidential Employee Assistance Program (EAP):

[UNUM Work-life balance EAP](#)

Main Phone Number: [\(800\) 854-1446](tel:8008541446)

Website: [www.lifebalance.net](http://www.lifebalance.net)

Effective employee training on workplace violence will include:

- This plan, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan;
- The definitions and requirements of Section 6401.9;
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal;
- Workplace violence hazards specific to the employee's job / operation;
- The corrective measures the employer has implemented for each work area and operation;
- How to seek assistance to prevent or respond to violence;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- [HACB](#) alerts, alarms, or systems that are in place to warn of emergencies;
- The Violent Incident Log and how to obtain copies of required records (i.e., records of workplace violence hazard identification, evaluation, and correction, training records, violent incident logs).
- [UNUM's EAP](#)
- An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;

- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;

Training will occur:

- When the Plan is first established;
- At the time of hire or transfer, including transfers to new sites within the agency, new roles, and temporary light duty assignments.
- Annually for all employees;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When a new or previously unrecognized workplace violence hazard has been identified
- When new equipment or work practices are introduced; and
- When changes are made to the plan. This additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the Plan within one business day of the training for interactive questions to be answered.

## **Procedures**

### **Responding to Actual or Potential Workplace Violence Emergencies**

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the [Executive Director or another member of the Executive Management team](#).

In the event of an actual or potential workplace violence emergency, [the Executive Director or another member of the Executive Management team](#) will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- [Intercom](#)
- [Activation of the Front Desk Emergency Button](#)
- [Mass Email Notification System](#)

Employees shall implement the run, hide, fight protocols, in accordance with the current Active Shooter Policy. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant as outlined in the agency's policy and procedures. Having an active shooter insurance policy, including access to a 24/7 hotline for crisis management, may provide additional support and resources in such situations.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

## **Emergencies and Reporting a Crime**

For immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapons or drugs, or any crime in progress), contact emergency services or law enforcement by calling 911. Employees should also notify their supervisor, manager, and the relevant Administrator, as soon as possible.

## **Reporting Workplace Violence Concerns**

Employees with concerns or who witness or experience *threats of violence* or *workplace violence* can report them through their chain of command or directly to Human Resources or directly to the Executive Director. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Employees will be informed of the results of the investigation and any corrective actions to be taken in writing.

## **Restraining Orders**

Employees or other personnel affiliated with the [HACB](#) who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the relevant Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the relevant site Administrator to decide what actions, if any, need to be initiated.

### **SB 553 Restraining Orders:**

- *Existing law authorizes any employer, whose employee has suffered unlawful violence or a credible threat of violence from any individual that can reasonably be construed to be carried out or to have been carried out at the workplace, to seek a temporary restraining order and an order after hearing on behalf of the employee and other employees at the workplace, as described.*
- *This bill, commencing January 1, 2025, would also authorize a collective bargaining representative of an employee, as described, to seek a temporary restraining order and an order after hearing on behalf of the employee and other employees at the workplace, as described.*
- *The bill would require an employer or collective bargaining representative of an employee, before filing such a petition, to provide the employee who has suffered unlawful violence or a credible threat of violence from any individual an opportunity to decline to be named in the temporary restraining order. Under the bill, an employee's request to not be named in the temporary restraining order would not prohibit an employer or collective bargaining representative from seeking a temporary restraining order on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer. The bill would make various conforming changes.*

## **Hazard Assessment**

To identify and evaluate workplace violence hazards, including unsafe conditions and work

practices and employee reports and concerns, assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Scheduled periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- When the Plan is implemented;
- Periodic (Annually)
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

## Hazard Correction

Corrective actions will be implemented in a timely manner prioritized on the severity of the hazard, documented, and dated. Engineering controls and work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

*Engineering controls* mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

- Make the workplace unattractive to robbers by:
  - Improving lighting around and at the workplace.
  - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
  - Hire security guards and have them patrol the workplace perimeter.
  - Install security surveillance cameras in and around the workplace.
- Provide workplace violence systems, such as door locks, bullet-proof glass in lobby windows, physical barriers, emergency alarms and restraint systems by:
- Ensure the adequacy of workplace violence systems
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
  - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.

- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- Improve how well our establishment's management and employees communicate with each other.
- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Establish a policy for prohibited practices, such as a no-weapons policy.
- HACB does not accept cash payments.

*Work practice controls* are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e., security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented, and dated.

- Design training program SB 553:
  - Tailored to mitigate hazards
  - Include actionable strategies to:
    - Prevent
    - Respond
- Plan Creation:
  - Inclusive
  - Incident reporting process
  - Structure to discuss violence and safety matters
  - Comprehensive process to investigate
  - Post incident emergency response
  - Align with your Injury Illness Prevention Program (IIPP) and policies

## **Post-Incident Response and Investigation**

Managers and supervisors will respond to, investigate, and document incidents according to

these procedures:

- If indicated, provide immediate medical care or first aid and follow established injury/illness reporting procedures;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Complete the Environmental Hazard Assessment & Control Checklist (Appendix B);
- Conduct a debriefing with all affected staff; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented;
- Determine if prevention measures developed under this plan were effectively implemented; and
- Record the incident in the Workplace Violent Incident Log (Appendix A).

Employees should refer to the designated location for reporting work-related injuries and where to access the related materials.

## Recordkeeping

In accordance with SB 553 requirements, the following records will be kept and be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for a minimum of five years at [HACB Administrative Office, 2039 Forest Ave, Chico](#).
  - For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a visitor, volunteer, family or friend, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
- Training records shall be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions at [HACB Administrative Office, 2039 Forest Ave, Chico](#).
- The Workplace Violence Incident Log (Appendix A), which records violent incidents, must be retained for at least 5 years at [HACB Administrative Office, 2039 Forest Ave, Chico](#). The log should clearly state the required retention period, have space to mark the five-year date, specify the storage location, include the department name, and the person filling out the log, and show revision dates in the footers for any Cal/OSHA data field updates.
- Post incident investigation records shall be maintained for a minimum of five years at [HACB Administrative Office, 2039 Forest Ave, Chico](#). These records shall not contain

“medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Division of Occupational Safety and Health upon request for examination and copying.

## **Annual Review**

HACB’s Workplace Violence Prevention Plan will be reviewed annually or whenever there are significant changes in the workplace environment, policies, or procedures, and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect Plan implementation.
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.



## Appendix A

### WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace and shall be maintained for at least 5 years.

<b>Incident ID #*:</b>	<b>Date and Time of Incident:</b>	<b>Department:</b>
------------------------	-----------------------------------	--------------------

**Specific Location of Incident:**

\* Do not identify person involved by name, employee #, email, telephone number, SSI, etc. The Incident ID must not reflect their identity.

**Detailed Description of the Incident (Include additional pages if needed):**

**Assailant Classification Information:**

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Supervisor/Manager
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Person in Custody
<input type="checkbox"/> Stranger	<input type="checkbox"/> Student	<input type="checkbox"/> Other:

**Circumstances at Time of Incident:**

<input type="checkbox"/> Employee Performing Usual Duties	<input type="checkbox"/> Working in Poorly Lit Areas	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

**Location of Incident:**

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Other Area Outside
<input type="checkbox"/> Employee Workstation	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Other:

**Workplace Violence Type:**

<input type="checkbox"/> <b>Type 1</b> violence: committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
<input type="checkbox"/> <b>Type 2</b> violence: directed at employees by customers, clients, patients, students, inmates, or visitors.
<input type="checkbox"/> <b>Type 3</b> violence: against an employee by a present or former employee, supervisor, or manager.
<input type="checkbox"/> <b>Type 4</b> violence: committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

**Type of Incident (check as many apply):**

<input type="checkbox"/> Biting	<input type="checkbox"/> Choking	<input type="checkbox"/> Grabbing
<input type="checkbox"/> Hair Pulling	<input type="checkbox"/> Kicking	<input type="checkbox"/> Punching
<input type="checkbox"/> Slapping	<input type="checkbox"/> Pushing	<input type="checkbox"/> Pulling
<input type="checkbox"/> Scratching	<input type="checkbox"/> Spitting	<input type="checkbox"/> Animal Attack
<input type="checkbox"/> Attacked with a Firearm	<input type="checkbox"/> Attacked with a Knife	<input type="checkbox"/> Attacked with Other Object
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Sexual Physical Display or Threat
<input type="checkbox"/> Sexual Assault or Threat (Rape)	<input type="checkbox"/> Attempted Rape	<input type="checkbox"/> Other:
<input type="checkbox"/> Unwanted Verbal Contact	<input type="checkbox"/> Unwanted Physical Sexual Contact	

**Consequences of Incident:**

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days lost from work (if any) _____	
Actions taken to protect employees from a continuing threat:		

**Completed by:**

Name:	Job Title:
Telephone:	Email:
Signature:	Date:

**Appendix B**

**WORKPLACE VIOLENCE PREVENTION  
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

This checklist is specifically crafted to assess the workplace environment and various job tasks to pinpoint circumstances that could potentially expose employees to the risk of workplace violence.

Step 1: Identify risk factors that may increase **HACB's** vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

**STEP 1: IDENTIFY RISK FACTORS**

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	
		Are incidents investigated and evaluated for possible corrective action?	
		Is a violent incident log maintained and reviewed?	
		Is the plan reviewed for effectiveness at least annually?	

**STEP 2: CONDUCT ASSESSMENT**

## Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for student or visitor interviews allow co-employees to observe problems?	
		Are waiting areas free of objects that could be used as weapons?	
		Are work areas free of objects that could be used as weapons?	
		Is furniture in waiting areas arranged to prevent employee entrapment?	
		Is furniture in work areas arranged to prevent employee entrapment?	
		Are students and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

## Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

## Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended?	
		Is the parking lot secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is the parking lot landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

## Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and public)	
		Are there appropriate and feasible evacuation or sheltering plans?	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programmed for 911?	
		Are Voice over Internet Protocol (VoIP) users aware of potential inaccurate Enhanced 911 (E911) location reporting?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	
		Are employees effectively trained at least annually?	

**STEP 3: DEVELOP CORRECTIVE ACTION PLAN**

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments



November 7, 2024

MEMO

To: HACB Board of Commissioners

From: Tamra C. Young, Deputy Executive Director

Subject: Adoption of Position Descriptions and Revised Org Chart

With Ed's departure and subsequent changes in workload, we need to make a couple of staffing changes. In this regard, Management recommends the following changes:

- Create a "Lead Assisted Housing Specialist" in the Public Housing Department. Job description and range mirror the Lead Occupancy Specialist in Section 8. Similar to Section 8, the new position would not include the additional of a staff member, but would serve as an overlay over an existing position, giving a 10% raise to that individual for the added duties. This would provide more depth to the department as the current Public Housing Manager's job expands.
- Amend the Executive Assistant job description to include managing the front desk clerical staff. We would provide a small salary increase (5%) to take on a supervisory role and we would make this position exempt. Historically, these duties fell under this position.
- Change the HACB Org Chart to reflect the above recommended changes.

The goal of the recommended changes is to free up Executive Management time as they are taking on additional duties. As you may remember, the Executive Management has one position unfilled. Over time, we are methodically adjusting duties, before we determine if and how to re-add back in another Management position.

*Recommendation: Adopt Resolution No. 4949 "Adoption of Position Descriptions and Revised Org Chart for Executive Assistant and Lead Assisted Housing Specialist".*



HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4949

ADOPTION OF POSITION DESCRIPTIONS AND REVISED HACB ORG CHART FOR  
EXECUTIVE ASSISTANT  
AND  
LEAD ASSISTED HOUSING SPECIALIST

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

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

WHEREAS, the HACB seeks to establish positions to effect efficient and effective administration of its operations and programs in service to its mission; and specifically, seeks to maintain and advance its skills and capacities fulfilling and optimizing operation of its administrative services and its public housing department; and

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

WHEREAS, position descriptions and pay ranges for the two (2) positions have been established consistent with industry practice and local conditions; and

WHEREAS, the proposed position descriptions have been determined to be in the best interest of the HACB; and

WHEREAS, a revised HACB Organizational Chart showing the proposed allocation of positions is attached to this Resolution No. 4949;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt position descriptions for its Executive Assistant and Lead Assisted Housing Specialist, such actions as documented by the HACB Organizational Chart and position descriptions are attached to and made a part of this Resolution No. 4949, such action to take effect immediately.

Dated: November 21, 2024.

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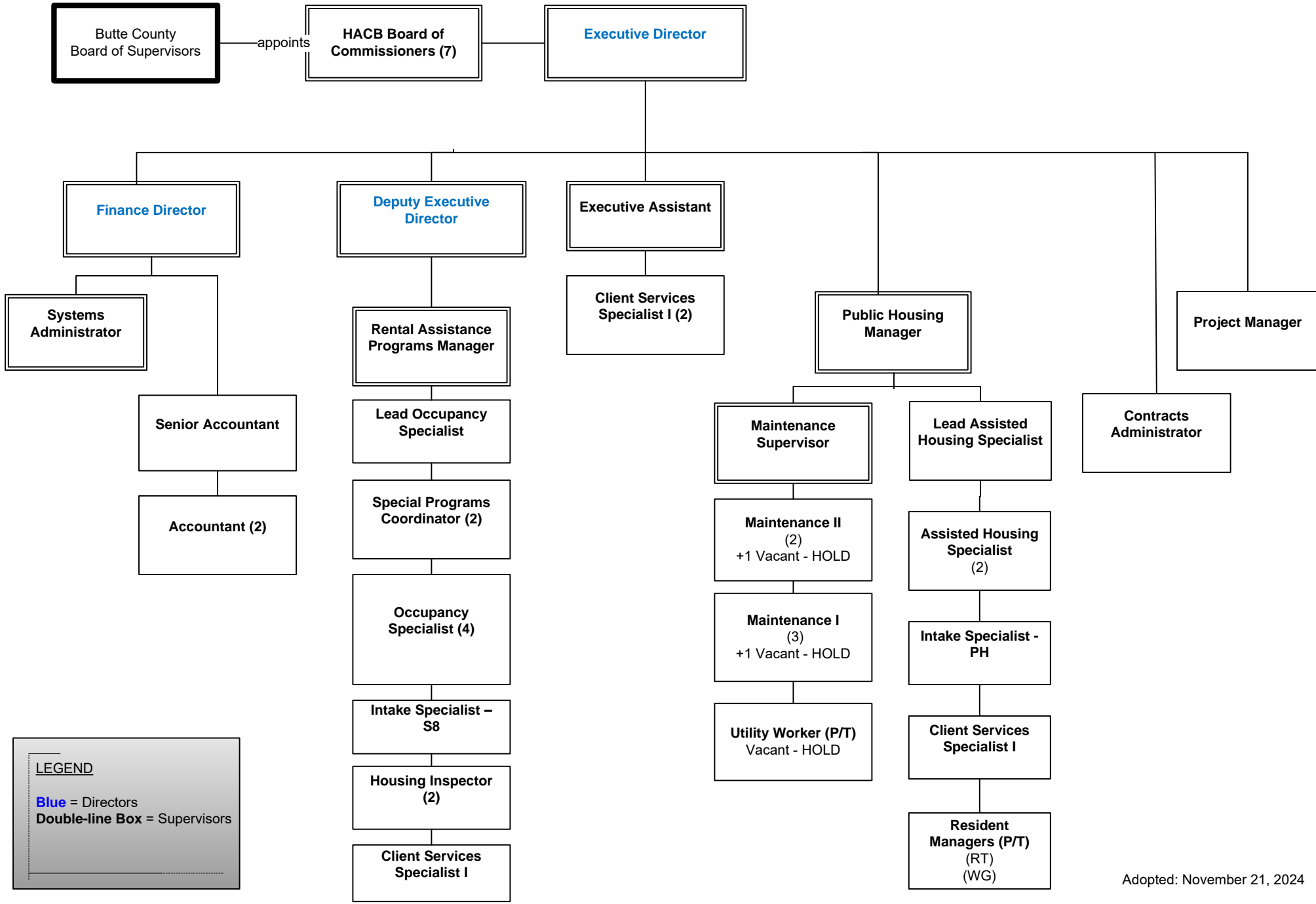
David Pittman, Chair

ATTEST:

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Lawrence C. Guanzon, Secretary

# HACB HOUSING AUTHORITY of the County of Butte



**LEGEND**  
 Blue = Directors  
 Double-line Box = Supervisors

Adopted: November 21, 2024

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**EXECUTIVE ASSISTANT**

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. ~~This is a Executive Management position. This position is exempt. This is a Non-Represented Confidential position.~~

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**DEFINITION**

Under the general supervision of the Executive Director, performs a wide variety of responsible administrative duties requiring a high degree of organization, accuracy and independent judgement, including recordkeeping and administration of items of a confidential or sensitive nature. To provide support to the Executive Director and to act as liaison between Executive Director and management staff, departments and external organizations and individuals.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Executive Director.

Exercises direct supervision of agency support staff, including clerical, reception, and support functions.

**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:*

- Performs a wide variety of complex, highly responsible and confidential secretarial and administrative duties for Management staff.
- Performs administrative projects for management personnel; researches and compiles background data; maintains records and files regarding department administrative activities.
- Resolves problems and creates solutions.
- Composes and/or types a variety of letters, reports, proposals, contracts and other documents, independently or with general instruction.
- Prepares monthly Board packet(s), including recording Board minutes.
- Responsible for carrying out activities related to submission of Agency Annual Plan, including working with staff in revising manuals and coordinating RAB meetings.
- Attends to administrative details on special matters assigned by the Executive Director.
- Arranges local and out-of-town reservations for conferences, transportation and lodging for Commissioners, administrative and general staff.
- Serves as Secretary for nonprofit corporations formed by the Authority.

Range ~~138~~143

Adopted ~~09/15/2016~~11/21/2024

- In the absence of the President, acts as the authorized signor for checks and other documents on behalf of Butte County Affordable Housing Development Corporation and Banyard Management, as necessary.
- Monitors program and project compliance.
- Perform miscellaneous job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Housing Authority policies and procedures
- Modern office practices, methods, computer equipment and standard software applications.
- Letter writing, proofreading, English usage, spelling, grammar and punctuation.
- Electronic Spreadsheet methods, techniques, and programs.
- Application of alphabetical, numerical, and subject matter filing systems.
- Microsoft Office suite applications including WORD, EXCEL, POWERPOINT, OUTLOOK, PUBLISHER and VISIO.

### **Ability to:**

- Perform responsible secretarial and administrative work requiring independent judgment with speed and accuracy.
- Compose correspondence on own initiative.
- Prepare and maintain accurate and complete records, reports, and files
- Perform complex data entry, electronic spreadsheet and/or word processing skills.
- Detect discrepancies on records or reports.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations applicable to assigned functions.
- Type 60 wpm.
- 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:**

Five years current paid and progressive executive secretarial experience for management.

### **Education/Training:**

Bachelor's Degree in Business Management or related field. An Associates Degree and substantial work experience could be substituted for a bachelor's degree.

**Licenses or Certificates**

California Notary Public preferred.

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 medium weight (35 pounds). Tasks may involve extended periods of time at a keyboard or computer workstation.

**Sensory Requirements:**

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

The Housing Authority of the County of Butte (HACB) is 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**

**ATTACHMENT TO JOB DESCRIPTION**

**LEAD ASSISTED HOUSING SPECIALIST OVERLAY**

This classification overlay shall apply to the Assisted Housing Specialist position assigned to Lead status; its compensation range shall be applied to and supersede the compensation range associated with the Assisted Housing Specialist position assigned to Lead status.

**Essential Duties**

Under the general supervision of the Public Housing Manager, responsible for oversight and counsel of Assisted Housing Specialist(s) and other Public Housing staff while keeping Public Housing Manager apprised of staff development and department, personnel, and program needs. The position is not supervisory. The incumbent must possess a Public Housing Program certification and be experienced and knowledgeable of program administration. The duties listed below illustrate the various types of work that may be performed. Responsibilities include, but are not limited to, the following:

- Advises, trains, and mentors staff to ensure compliance with HUD guidelines and regulations, the HACB's Admissions and Continued Occupancy Policy, federal, state, and local regulations, laws, ordinances, and HACB's policies.
- Accurately updates the system with system notes and ensures compliance with program requirements and regulations. Reviews resident/applicant files/folders and verification forms for accuracy and completeness and accurately inputs data into computer in a timely manner.
- Advises applicants and tenants on public housing program policies, procedures, regulations, rights, and responsibilities.
- Documents and investigates resident complaints and fraud reports; Initiates solutions or refers to Public Housing Manager, as appropriate to the situation.
- Responds courteously to calls, written requests, and e-mails from participants, service providers, and other authorized agencies and representatives to answer questions, and provide information and assistance as appropriate regarding the PH program.
- Monitors HUD Enterprise Income Verification (EIV) System for reported/unreported income; reviews, processes and submits HUD forms 52665 ad 50058.
- Has the ability to review and correct PIC errors by solving problems arising from the PIC program to ensure better performance.