



**AGENDA  
HYBRID BOARD MEETING FOR  
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS**

**DATE:** MONDAY, APRIL 22, 2024

**TIME:** 5:00 P.M.

**QR CODE:**



**LINK:** <https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09>

Phone: (669) 900-6833 (\*9 to raise hand, \*6 to unmute)

Meeting ID: 350 189 1938

Passcode: 438419

**LOCATION:** Housing Authority of the County of Monterey  
Central Office 123 Rico Street  
Salinas, CA 93907

**ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:**

*10855 Ocean Mist parkway, Castroville CA 95012  
Kevin Healy's Open Meeting Location*

**1. CALL TO ORDER** (Pledge of Allegiance)

**2. ROLL CALL**

Chair Francine Goodwin  
Vice Chair Yuri Anderson  
Director Kathleen Ballesteros  
Director Hans Buder  
Director Maria Orozco  
Director Kevin Healy  
VACANT, Director

**PRESENT**      **ABSENT**

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**3. COMMENTS FROM THE PUBLIC**

**4. CONSENT AGENDA**

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions

for clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

- A. Minutes - Approval of Minutes of the Special Board Meeting held on March 12, 2024.
- B. Minutes - Approval of Minutes of the Regular Board Meeting held on March 28, 2024.

**5. CLOSED SESSION**

The Board of Directors will meet in Closed Session for the following purpose and reason:

- A. Government Code Section 54956.95 - This section permits closed session discussions of certain matters relating to the purchase, sale, exchange, or lease of real property by the public housing board or agency.
- B. Government Code Section 54956.95 - This section permits closed session discussions of certain matters relating to the purchase, sale, exchange, or lease of real property by the public housing board or agency.
- C. Government Code Section 54956.95 - This section permits closed session discussions of certain matters relating to the purchase, sale, exchange, or lease of real property by the public housing board or agency.
- D. Government Code Section 54956.95 - This section permits closed session discussions of certain matters relating to the purchase, sale, exchange, or lease of real property by the public housing board or agency.

**6. NEW BUSINESS**

- A. HDC - MDC – 233 - Authorizing a Partnership with Monterey County and King City as Outlined in The Encampment Resolution Fund Application
- B. HDC - MDC – 234 - Authorizing the Development of Low-Income Housing Also Known as “Parcel B”, and “Greenfield Lot” Projects Currently in Pre-Development Phases (the "Projects"); to Develop and Operate the Projects; Approving Certain Actions and Expenditures in Connection with the Development of Said Projects; and Authorizing the President/CEO to Execute Such Documents as Are Necessary for the Development of the Projects.

**7. DIRECTOR COMMENTS**

**8. ADJOURNMENT**

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This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.  
The Board of Directors will next meet at the Regular Board Meeting on **May 27, 2024, at 6:00 p.m.**

## **THE PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America

And to the Republic for which it stands

One nation, under God

Indivisible with liberty and justice for all



## **ROLL CALL**

Chair Francine Goodwin

Vice Chair Yuri Anderson

Director Kathleen Ballesteros

Director Hans Buder

Director Maria Orozco

Director Kevin Healy



## COMMENTS FROM THE PUBLIC



California's Brown Act mandates public comment periods in government meetings, but it's crucial to understand that these sessions aren't intended for dialogue. Instead, they provide citizens with a platform to express their views or concerns, while officials typically refrain from engaging in discussion or debate during this time.

For inquiries regarding specific items in the report, please send questions to [grivero@hamonterey.org](mailto:grivero@hamonterey.org)



ACTION  
MINUTES OF THE REGULAR BOARD MEETING OF  
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION  
HELD MARCH 12, 2024

**SUMMARY ACTION MINUTES**

**1. CALL TO ORDER:**

Chair Goodwin called the meeting to order at 11:32 a.m.

**2. ROLL CALL:**

**PRESENT:**

Chair Francine Goodwin

Vice-Chair Yuri Anderson

Director Kevin Healy

Director Kathleen Ballesteros

Director Hans Buder

Director Maria Orozco

Also present: Zulieka Boykin, Executive Director. Recorder: Gabriela Rivero

**ABSENT:**

**3. COMMENTS FROM THE PUBLIC**

None

**4. CLOSED SESSION**

The Board of Directors met in Closed Session at 11:35 a.m. for the following purpose and reason:

- A. Government Code Section 54956.95 - This section permits closed session discussions of certain matters relating to the purchase, sale, exchange, or lease of real property by the public housing board or agency.

The Board of Directors reconvened at 12:55 p.m. following a closed session.

No Action items to report.

**5. DIRECTOR COMMENTS**

Directors collectively thanked everyone involved in today's meeting.

6. **ADJOURMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:59 p.m.

Respectfully submitted,

\_\_\_\_\_  
Gabriela Rivero  
Executive Assistant/Clerk of the Board

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date



ACTION  
MINUTES OF THE REGULAR BOARD MEETING OF  
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION  
HELD MARCH 28, 2024

**SUMMARY ACTION MINUTES**

**1. CALL TO ORDER:**

Chair Goodwin called the meeting to order at 6:36 p.m.

**2. ROLL CALL:**

**PRESENT:**

Chair Francine Goodwin

Director Kathleen Ballesteros

Director Hans Buder

Director Maria Orozco

**ABSENT:**

Vice-Chair Yuri Anderson

Director Kevin Healy

Also present: Zulieka Boykin, Executive Director; James Maynard-Cabrera, Director of Human Resources, Michael Underwood, Director of Finance; Nora Ruvalcaba, Interim Director of Development; Socorro Vasquez, Sandra Rosales, Ricardo Calderon, Property Management Supervisors. Recorder: Gabriela Rivero

**3. COMMENTS FROM THE PUBLIC**

None

**4. CONSENT AGENDA**

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions for clarification may be made by Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the HDC Board Meeting held on February 26, 2024.

No request to pull items from the Consent Agenda. Upon motion by Director Orozco, seconded by Director Buder, the Board of Directors moved to approve the item listed on the Consent Agenda. The board unanimously carried the motion through a roll call vote:

AYES: Goodwin, Ballesteros, Buder, Orozco

NOES: None

ABSENT: Anderson, Healy

**5. INFORMATION**

A. Property Management Report – Presented by Ricardo Calderon, Property Management Supervisor.

No additional items to report from the HACM meeting.

B. Development Report – Presented by Nora Ruvalcaba, Interim Director of Development.

No additional items to report from the HACM meeting.

**6. DIRECTORS COMMENTS**

Directors collectively thanked everyone involved in today’s meeting.

**7. ADJOURMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,

\_\_\_\_\_  
Gabriela Rivero  
Executive Assistant/Clerk of the Board

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date





## CLOSED SESSION

The Board of Directors will meet in Closed Session for the following purpose and reason:

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- D. Government Code Section 54956.95 - This section permits closed session discussions of certain matters relating to the purchase, sale, exchange, or lease of real property by the public housing board or agency.

**RESOLUTION NO. HDC - MDC - 233**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY COUNTY HOUSING AUTHORITY MONTEREY DEVELOPMENT CORPORATION AUTHORIZING A PARTNERSHIP WITH MONTEREY COUNTY AND KING CITY AS OUTLINED IN THE ENCAMPMENT RESOLUTION FUND APPLICATION**

**WHEREAS**, the Monterey County Housing Authority Monterey Development Corporation ("HDC") desires to expand affordable housing opportunities and end homelessness; and

**WHEREAS**, HDC desires to expand permanent supportive housing in King City; and

**WHEREAS**, HDC desires acquire property and provide supportive services in King City; and

**NOW, THEREFORE, BE IT RESOLVED** that HDC is authorized to enter a partnership with Monterey County and King City as reflected in the ERF application; and

**BE IT FURTHER RESOLVED** that the President/CEO of, or the designee of the President/CEO, acting alone, is authorized to execute a partnership agreement and any and all other documents or agreements necessary or desirable to carry out the transactions contemplated by this Resolution.

**BE IT FURTHER RESOLVED** that the President/CEO, or the designee of the President/CEO, acting alone, is authorized to sign any form of resolution requested by third parties that incorporates the substance of the matters covered by this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution would take effect immediately upon its passage.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 22<sup>nd</sup> day of April 2024, upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:  
NOES:  
ABSENT

## **RESOLUTION NO. MDC - 234**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION AUTHORIZING THE DEVELOPMENT OF LOW INCOME HOUSING ALSO KNOWN AS PARCEL B”, AND “GREENFIELD LOT” PROJECTS CURRENTLY IN PRE-DEVELOPMENT PHASES (THE "PROJECTS"); TO DEVELOP AND OPERATE THE PROJECTS; APPROVING CERTAIN ACTIONS AND EXPENDITURES IN CONNECTION WITH THE DEVELOPMENT OF SAID PROJECTS; AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE SUCH DOCUMENTS AS ARE NECESSARY FOR THE DEVELOPMENT OF THE PROJECTS**

**WHEREAS**, the Monterey County Housing Authority Development Corporation ("HDC") desires to construct various low-income developments also known as “Parcel B”; and “Greenfield Lot” housing Projects (the "Projects") on certain real property within the, County of Monterey (the "Property"); and

**WHEREAS**, HDC desires to apply for certain funding for the development of the Projects including tax credits from the California Tax Credit Allocation Committee; and any other federal, state, local and private funding necessary to make the Projects feasible; and

**WHEREAS**, HDC desires in the interim to provide funds to assist in its applications for tax exemptions, and hiring by the Corporation of certain consultants (the "Consultants") to provide technical, legal, financial, development consulting other services to the Corporation; and

**WHEREAS**, HDC desires that the funds advanced by HDC to assist in the formation and tax exemption of the Corporation be reimbursed to HDC upon the Corporation securing financing.

**NOW THEREFORE BE IT RESOLVED** that HDC is authorized to support and in the development of said Projects; and

**BE IT FURTHER RESOLVED**, that HDC will provide funds required or deemed necessary or desirable to meet the development objectives of the Corporation and will pay filing fees to be paid to various entities and the Franchise Tax Board to apply for tax exempt status; and

**BE IT FURTHER RESOLVED**, that the President/CEO of HDC is authorized to (1) advance funds to the Consultants to perform necessary legal, advisory, development consulting and other services, file any and all agreements and documents required or deemed necessary or desirable on behalf of the Corporation, apply for tax exemptions and fulfill the purposes of this resolution; and (2) cause the required fees to be paid to the public agencies listed above; and

**BE IT FURTHER RESOLVED**, that HDC will be repaid by the Projects for all funds advanced by HDC for the Corporation’s development activities to the extent the Corporation is able to obtain funds to repay HDC; and

**BE IT FURTHER RESOLVED**, that the President/CEO of, or the designee of the President/CEO, acting alone, is authorized to negotiate and execute such agreements as are necessary for the development of the Projects including financing applications, contracts for services, options, leases, purchase and sale agreements, commitments, notes, deeds of trust, regulatory agreements and any

and all other documents or agreements necessary or desirable to carry out the transactions contemplated by this Resolution; and

**BE IT FURTHER RESOLVED** that the President/CEO, or the designee of the President/CEO, acting alone, is authorized to sign any form of resolution requested by third parties that incorporates the substance of the matters covered by this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution will take effect immediately upon its passage.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 22nd day of April 2024, upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:



**DIRECTOR COMMENTS**

**&**

**ADJOURNMENT**



**AGENDA  
HYBRID BOARD MEETING FOR  
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
BOARD OF COMMISSIONERS**

**DATE:** MONDAY, APRIL 22, 2024

**TIME:** 6:00 P.M.

**QR CODE:**



**LINK:** <https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09>

Phone: (669) 900-6833 (\*9 to raise hand, \*6 to unmute)

Meeting ID: 350 189 1938

Passcode: 438419

**LOCATION:** Housing Authority of the County of Monterey  
Central Office 123 Rico Street  
Salinas, CA 93907

**ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:**

*10855 Ocean Mist parkway, Castroville CA 95012  
Kevin Healy's Open Meeting Location*

**1. CALL TO ORDER**

**2. ROLL CALL**

Chair Hans Buder

Vice Chair Kathleen Ballesteros

Commissioner Kevin Healy

Commissioner Francine Goodwin

Commissioner Maria Orozco

Commissioner Yuri Anderson

Commissioner, Vacant

**PRESENT**

**ABSENT**

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**3. COMMENTS FROM THE PUBLIC**

**4. CONSENT AGENDA**

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for clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the Regular Board Meeting held on February 26, 2024.

**5. REPORTS OF COMMITTEES**

Board Reports Committee

Commissioners Anderson, Buder, Goodwin & Healy

Development Ad Hoc Committee

Commissioners Healy & Orozco

Policy Committee

Commissioners Anderson, Ballesteros, Buder & Goodwin.

**6. REPORT OF SECRETARY**

A. Executive Report

**7. NEW BUSINESS**

A. Resolution 3108 - Authorizing the Development of Low-Income Housing Also Known as “Parcel B”, and “Greenfield Lot” Projects Currently in Pre-Development Phases (the "Projects"); to Develop and Operate the Projects; Approving Certain Actions and Expenditures in Connection with the Development of Said Projects; and Authorizing the Executive Director Execute Such Documents as Are Necessary for the Development of the Projects.

B. Resolution 3109 - Approval of Executing Intergovernmental Cooperation Agreement Between HACM and the Housing Authority of the City of McKinney for Legal Services from Fox Rothschild

C. Resolution 3110 - Authorizing a One Year Extension of Loan 991067953 for Rippling River Affordable Housing Limited Partnership

D. Resolution 3111 - Authorizing a One Year Extension of Loan 991067952 for Benito Farm Labor Apartments

E. Resolution 3112 – Resolution for Approval to Award RFP#2023-RFP-01 – For General Counsel Legal Services to *Burke, Williams & Sorensen, LLP* and *Johnson, Fantl & Jennifer, LLP*

F. Resolution 3113 - Approval of Execution of Deed Amendment Contract No. 09-CA-2108 for Fort Ord Military Reservation (Pueblo del Mar) Two Year Extension of Deed Restrictions and Property Program Changes Application

**8. INFORMATION**

- A. Human Resource Report
- B. Finance Report
- C. Property Management Report
- D. Development Report
- E. Housing Programs Report

**9. COMMISSIONER COMMENTS**

**10. ADJOURNMENT**

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This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA. The Board of Commissioners will next meet at the Regular Board Meeting on **May 27, 2024 at 5:00 p.m.**



## COMMENTS FROM THE PUBLIC



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ACTION  
MINUTES OF THE REGULAR BOARD MEETING OF  
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD FEBRUARY 26, 2024

**SUMMARY ACTION MINUTES**

**1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)**

**CALL TO ORDER:**

Chair Buder called the meeting to order at 5:04 p.m.

**2. ROLL CALL:**

**PRESENT:**

Chair Hans Buder  
Vice-Chair Kathleen Ballesteros  
Commissioner Kevin Healy  
Commissioner Francine Goodwin  
Commissioner Yuri Anderson  
Commissioner Maria Orozco

**ABSENT:**

Also present: Zulieka Boykin, Executive Director; James Maynard-Cabrera, Director of Human Resources; Michael Underwood, Director of Finance; Nora Ruvalcaba, Interim Director of Development; Jonathan Campbell, Director of Housing Programs; Ricardo Calderon, Property Management Supervisor. Recorder: Gabriela Rivero

**3. COMMENTS FROM THE PUBLIC**

John Rose – MCHI Representative

**4. CONSENT AGENDA**

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A. Minutes - Approval of Minutes of the Regular Board Meeting held on December 18, 2023.

There were no requests to remove items from the Consent Agenda. Commissioner Anderson requested an edit, noting her late arrival, which was not initially recorded in the minutes. Commissioner Anderson made a motion to approve the listed item with the edits, seconded by Commissioner Ballesteros. The motion was carried through a roll call vote.

AYES: Buder, Healy, Ballesteros, Goodwin, Anderson

NOES: None

ABSENT: None

ABSTAIN: Orozco

**5. REPORTS OF COMMITTEES**

Personnel Committee: Commissioner Ballesteros reported that all items have been listed on the agenda.

Finance and Development Committee: Commissioner Buder and Healy reported that all items have been listed on the agenda.

**6. REPORT OF SECRETARY**

A. Executive Report – Presented by Executive Director, Zulieka Boykin.

Ms. Boykin reported on the Tenant Protection Act of 2019 (AB 1482) and its implications for the Housing Choice Vouchers (HCV) program. Attorney General Rob Bonta's letter explained the new rules of AB 1482, which limit evictions and rent increases for tenants. HUD regulations confirm these rules apply to voucher programs. Under the law, landlords cannot raise rent annually more than 5% plus inflation according to the regional Consumer Price Index, or 10% whichever is lower. HACM is ensuring compliance with AB1482 in the HCV program, aligning with state regulations. Ms. Boykin also highlighted the correlation between the bank reconciliation Resolution 3103 and specific conditions outlined in a HUD Quality Assurance Division (QAD) audit, ensuring proactive measures to ensure regulatory compliance within the program.

**7. NEW BUSINESS**

A. Resolution 3102: Resolution Establishing New Payment Standards for the Housing Choice Voucher Program

Motion to approve Resolution 3102: Resolution Establishing New Payment Standards for the Housing Choice Voucher Program was made by Commissioner Orozco and seconded by Commissioner Ballesteros. The motion was carried through a roll call vote.

AYES: Buder, Ballesteros, Healy, Goodwin, Anderson, Orozco

NOES: None

ABSENT: None

B. Resolution 3103: Adoption of Bank Account Reconciliation Policy

Motion to approve Resolution 3103: Adoption of Bank Account Reconciliation Policy was made by Commissioner Ballesteros and seconded by Commissioner Anderson. The motion was carried through a roll call vote.

AYES: Buder, Ballesteros, Healy, Goodwin, Anderson, Orozco

NOES: None

ABSENT: None

C. Schedule for PHA Annual Plan FYB July 2024 Submission – Informational Only

The annual plan is underway to ensure timely submission to HUD.

D. Discussion for Formation of four (4) Ad Hoc Committees and Temporary Suspension of HACM Committee Meetings.

The discussion focused on restructuring committee formations within board meetings, resulting in a decision to streamline from four to three committees. The newly established committees include the Policy Committee, Board Reports Committee, and Development Ad Hoc Committee. This aims to shift the focus from routine reports to substantive discussions and analysis while enhancing board reporting practices, evaluating potential new developments, and regularly reviewing policies. Volunteers were sought for the Development Ad Hoc Committee and the Policy Committee. The discussion emphasized the need for active participation and strategic planning to fulfill the Housing Authority's mission. Additionally, plans to spotlight departments and specific properties for a comprehensive understanding of their operations and histories were discussed. The Board Reports Committee will comprise Commissioners Buder, Healy, and Anderson. Commissioner Healy and Orozco volunteered for the Development Ad Hoc Committee, while Commissioner Anderson and Ballesteros volunteered for the Policy Committee. It was also emphasized that any meeting involving three or more commissioners would require a public meeting notice.

8. INFORMATION

**In a departure from traditional board reporting methods, we're adopting a new approach. Going forward, reports won't be verbally presented as before. Instead, they'll be provided as is for commissioners to review. Any questions or comments can be addressed during the meeting. This shift aims to streamline the process and ensure that meeting time is used efficiently.**

A. Human Resource Report – Presented by James Maynard-Cabrera, Director of Human Resources

Mr. Maynard-Cabrera emphasized the achievements of January, particularly shining a spotlight on the new Employee Spotlight Program. Amparo Ambriz was chosen by colleagues for the January 2024 spotlight, while Beatriz Hernandez earned the

spotlight for February 2024.

B. Finance Report – Presented by Michael Underwood,

C. Property Management Report – Presented by Ricardo Calderon, Property Management Supervisor

Commissioner Anderson requested clarification on whether the number of work orders presented here pertains to each property within the past month or if it represents a cumulative total. Additionally, she inquired about the meaning of the status "pending." Given the significant number of work orders at certain properties, she expressed concern about ensuring that the units provided to residents meet the quality standards discussed by the board. Ms. Boykin explained that the forwarded work orders likely included some from the previous month, but the recent increase in work orders was due in part to training issues resulting in duplication. Some properties also require significant rehab work, and there are ongoing efforts to address resident neglect through management intervention and training. The types of work orders vary, ranging from routine maintenance like faucet repairs to urgent issues such as centralized water heater malfunctions affecting multiple units. She agreed that more context is needed to assess the situation properly, including the percentage of units affected and industry benchmarks. Ms. Boykin emphasized the need for long-term solutions and potential capital investments to address underlying issues, particularly in aging properties. Mr. Ricardo Calderon provided comprehensive insights into the extensive maintenance requirements of the older properties.

D. Development Report – Presented by Nora Ruvalcaba, Interim Director of Development.

E. Housing Programs Report – Presented by Jonathan Campbell, Director of Housing Programs

Mr. Campbell, the newly appointed Director of Housing Programs at HACM, was introduced to the board, where he shared his extensive background and experiences. Mr. Campbell assured an aggressive push for the new HOTMA training initiative, with staff scheduled to fly out to Houston next month for the training. Mr. Campbell also pledged to update the annual plan and policies to better reflect the missions of both HUD and HACM and announced plans for Rent Cafe to conduct a two-day on-site training and implementation session. Part of this initiative involves revamping the lobby, introducing modern screens to facilitate more efficient briefings with the public, with the aim of enhancing information retention. Mr. Campbell expressed heartfelt gratitude towards Mayra Zesati and Diana Ruiz for their dedication in managing the department during the transition period.

Commissioner Anderson requested clarification regarding the utilization of Emergency Housing Vouchers (EHV).

Commissioner Buder commented about the accuracy of the Voucher Utilization by Program chart, noting that the success rate can fluctuate due to people losing vouchers. Ms. Boykin suggested focusing on an overall success rate for the program, making it easier to track. Mr. Campbell expressed his intention to use different charts to measure performance instead of attempting to assess success for each individual program and explained his efforts to train the program analysts to use the two-year tool that provides a comprehensive overview of programmatic trends, allowing for better predictions and comparisons between HUD's data and their own VMS system. Charts and graphs from this tool will be used to provide a clearer picture of their progress moving forward.

**9. COMMISSIONER COMMENTS**

The commissioners extended their thanks to all participants in today's meeting, expressing their gratitude and enjoyment for the commissioner retreat and the new format.

**10. ADJOURNMENT**

With no additional matters to address, the Board concluded the meeting and adjourned it to 5:59 p.m.

Respectfully submitted,

\_\_\_\_\_  
Gabriela Rivero  
Executive Assistant/Clerk of the Board

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



## REPORTS OF COMMITTEES

Board Report Committee

Commissioners: Anderson, Buder Goodwin and Healy

Development Ad Hoc Committee

Commissioners: Healy & Orozco

Policy Committee

Commissioners: Anderson, Ballesteros, Buder and  
Goodwin

# MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: **Executive Director Report**

DATE: April 18, 2024



## **INFORMATIONAL UPDATE**

HUD is making changes in 2024.

PIC, Public and Indian Housing Information Center will be replaced by HIP. HIP is the Housing Information Portal, and the design is to reduce administrative burden on authorities. PIC is the HUD system that collects all tenant 50058 information, agency information, SEMAP data, and other pertinent information for the overall operations and management of the agency. HUD requires that all PIC errors be cleared before the transition. PIC will no longer be available as of July 31, 2024. This affects our HCV program.

HQS, Housing Quality Standards. inspections will no longer be permissible as of October 01, 2024. HCV is transitioning to the NSPIRE, National Standards for the Physical Inspection of Real Estate, platform. NSPIRE is resident driven. All HCV inspectors will be required to hold NSPIRE certification. NSPIRE will also be used for Public Housing and Multifamily unit REAC inspections.

HOTMA, Housing Opportunities Thru Modernization Act, is making changes across all housing platforms. The final rule became effective on January 1, 2024, but there are different dates for various programs. Some of the changes will impact treatment of foster adults and children's income, multifamily occupancy requirements, asset limitation is increasing, new income exclusions, reexamination requirements, and mandatory deduction changes. This will require changes to the HCV Admin Plan, Multifamily Tenant Selection Plans, forms, and policies. All changes should be effective no later than January 01, 2025.

## **CHSP – Coalition of Homeless Service Providers**

- CHSP has a new executive director, Katrina McKenzie.
- Assisted in ranking applications for HHAP Round 4

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### **San Francisco HUD Field Office**

- Our representative, Sarah Glover-Johnson, will be conducting a Compliance Monitoring Review either July 10-12 or June 24-28. There will be approximately 5 reviewers and they will interview staff and review files.

### **City of Salinas- Community Development Department**

- The funding has been received for \$331,000. We will use the funds for landlord incentives for the HCV program and report annually to the City.

### **County of Monterey**

- The PDM application with the Department of Health and Human Services has received conditional approval as noted in the board memo and resolution number 3113.
- Working with the County for ways to decrease homelessness and expand the authorities' housing footprint.

### **HACM/HDC**

### **PROPERTY MANAGEMENT**

- We are working on customer service, on-time reporting, and the profit and loss of each property to make a stronger department.
- We have inspections scheduled for several properties and are creating preventative maintenance templates for the department.
- Working on the work order reporting and timeframes for opportunities for improvement.

### **FINANCE DEPARTMENT**

- Completing FY23 audit and working on agency budget.
- Finance staff roles and responsibilities are being assessed to improve efficiency and create a capacity building training program.
- Resolution #3109 Approval to Piggyback for legal services with Fox Rothschild as outlined in the board memorandum.
- Resolution # 3112 Approval of award for legal services under RFP as outlined in the board memorandum.

### **DEVELOPMENT DEPARTMENT**

- Researching Mark Up to Market Program in hopes of opportunity to adjust RAD rents.
- Resolution # 3108 HACM Approval to move forward with land use for Development Agreement for Greenfield Parcel located on Elm Street and Parcel B in Salinas
- Resolution # 3110 outlined in a board memorandum; Approval for extension of Rippling River Loan for one year- Berkadia Loan #991067953 maturity date 06/01/2024.
- Resolution # 3111 Approval for extension of Benito FLC with Citibank for one year – loan maturity date 08/01/2024



- Resolution #231 Approval to enter into joint development agreement with Milestone Housing
- Resolution #232 approval to move forward with Las Vivienda's Project
- Resolution # 233 approval to execute ERF funded application.
- Resolution # 234 Approval to move forward with Development Agreement for Parcel B in Salinas and Greenfield Parcel on Elm Street
- Staff and I will participate in a Neighbor Works training program to increase department capacity. The training will be attended remotely.

### **HCV DEPARTMENT**

- The FSS grant was renewed for CY2024 grant number FSS23CA5485-01-01 in the amount of \$184,837.00 dollars.
- A landlord symposium has been scheduled for April 22-23, 2024. This will be an annual event that moves locations throughout the County.

### **HUMAN RESOURCES DEPARTMENT**

- A Pay for Performance model has been created and we are awaiting a response from the Union for the first meeting.
- Creating training plans for onboarding new staff members. This is ongoing.

### **MCHI/MCHI AA**

- We received a letter from MCHI about the interfund and separation issues.

### **MISCELLANEOUS**

- Increasing efforts to network and partner with other agencies throughout California. This is on-going.
- Attended the Nelrod Conference with staff. The conference was very informative and provided numerous resources to assist with the newly required HUD transitions.

**RESOLUTION NO. 3108**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY AUTHORIZING THE DEVELOPMENT OF LOW INCOME HOUSING ALSO KNOWN AS “PARCEL B”, AND “GREENFIELD LOT” PROJECTS CURRENTLY IN PRE-DEVELOPMENT PHASES (THE "PROJECTS"); TO DEVELOP AND OPERATE THE PROJECTS; APPROVING CERTAIN ACTIONS AND EXPENDITURES IN CONNECTION WITH THE DEVELOPMENT OF SAID PROJECTS; AND AUTHORIZING THE EXECUTIVE DIRECTOR EXECUTE SUCH DOCUMENTS AS ARE NECESSARY FOR THE DEVELOPMENT OF THE PROJECTS.**

**WHEREAS**, the Housing Authority of the County of Monterey ("HACM") desires to construct various low-income developments also known as “Parcel B”; and Greenfield Lot housing Projects (the "Projects") on certain real property within the, County of Monterey (the "Property"); and

**WHEREAS**, HACM desires to apply for certain funding for the development of the Projects including tax credits from the California Tax Credit Allocation Committee; and any other federal, state, local and private funding necessary to make the Projects feasible; and

**WHEREAS**, HACM desires in the interim to provide funds to assist in its applications for tax exemptions, and hiring by the Corporation of certain consultants (the "Consultants") to provide technical, legal, financial, development consulting other services to the Corporation; and

**WHEREAS**, HACM desires that the funds advanced by HACM to assist in the formation and tax exemption of the Corporation be reimbursed to HACM upon the Corporation securing financing.

**NOW THEREFORE BE IT RESOLVED**, that HACM is authorized to support and in the development of said Projects.

**BE IT FURTHER RESOLVED**, that HACM will provide funds required or deemed necessary or desirable to meet the development objectives of the Agency and will pay filing fees to be paid to various entities and the Franchise Tax Board to apply for tax exempt status.

**BE IT FURTHER RESOLVED**, that the Executive Director of HACM is authorized to (1) advance funds to the Consultants to perform necessary legal, advisory, development consulting and other services, file any and all agreements and documents required or deemed necessary or desirable on behalf of the Corporation, apply for tax exemptions and fulfill the purposes of this resolution; and (2) cause the required fees to be paid to the public agencies listed above;

**BE IT FURTHER RESOLVED**, that HACM will be repaid by the Projects for all funds advanced by HACM for the Agency’s development activities to the extent the Corporation is able to obtain funds to repay HACM.

**BE IT FURTHER RESOLVED**, that the Executive Director of, or the designee of the Executive Director, acting alone, is authorized to negotiate and execute such agreements as are necessary for the development of the Projects including financing applications, contracts for services, options, leases, purchase and sale agreements, commitments, notes, deeds of trust, regulatory agreements and any and all other documents or agreements necessary or desirable to carry out the transactions contemplated by this Resolution;

**BE IT FURTHER RESOLVED**, that the Executive Director, or the designee of the Executive Director, acting alone, is authorized to sign any form of resolution requested by third parties that incorporates the substance of the matters covered by this Resolution.

**BE IT FURTHER RESOLVED**, that this Resolution will take effect immediately upon its passage.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 22<sup>nd</sup> day of April 2024, upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

**MEMORANDUM**

**To:** Board of Commissioners

**From:** Zulieka Boykin, Executive Director/President/CEO

**RE:** Executive Director Board Report

**Date:** April 16, 2024

**Re:** Execution of an Intergovernmental Cooperation Agreement and Legal Services Agreement



The Housing Authority of the City of McKinney, McKinney, is located in Texas has agreed to execution of an Intergovernmental Cooperation Agreement with the Housing Authority of the County of Monterey, HACM, for legal services performed by Fox Rothschild.

McKinney entered into the legal services agreement with Fox Rothschild on December 22, 2021. McKinney and Monterey support a cooperative regional approach among governments to accomplish our mandated mission of providing decent, safe, and sanitary housing. This agreement will allow HACM to purchase legal services from Fox Rothschild. Procurement of legal services with Fox Rothschild through the Intergovernmental Cooperation Agreement which allows the Authority to piggyback services as outlined in 2 CFR 200.36.

In addition to the Intergovernmental Cooperation Agreement a legal services agreement must be executed with Fox Rothschild LLP. The agreement will commence on May 01, 2024, and end on December 31, 2024. The Authority shall have three, one-year options to extend through December 31, 2027. The Authority has the right to terminate the agreement at any time. The hourly rates are outlined in the legal services agreement and range from \$220 to \$535. Fox Rothschild is based in Pittsburgh, Pennsylvania but has offices in California and provides legal services from general counsel to real estate development.

I strongly recommend the Board of Commissioners consider and approve resolution number #3109 to execute the Intergovernmental Cooperation Agreement with the Housing Authority of the City of McKinney and the Legal Services Agreement with Fox Rothschild.

## RESOLUTION 3109

**A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY (HACM) FOR APPROVAL OF EXECUTING INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN HACM AND THE HOUSING AUTHORITY OF THE CITY OF MCKINNEY FOR LEGAL SERVICES FROM FOX ROTHSCHILD**

WHEREAS, the Commissioner Bylaws of the Housing Authority of the County of Monterey states that the board sets policy over fiscal management and ensures there are good internal controls; and.

WHEREAS, HACM has outlined fiduciary responsibilities in a board approved procurement policy.

WHEREAS, HACM board of commissioners will piggyback the procurement process of the Housing Authority of the City of McKinney for legal services with Fox Rothschild

WHEREAS, on December 22, 2021, the Housing Authority of the City of McKinney entered into a legal services agreement with Fox Rothschild and both agencies support a cooperative regional approach to accomplish their mission.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey (HACM) hereby authorizes and directs the Executive Director, Zulieka Boykin to execute the intergovernmental cooperative agreement between the Housing Authority of the County of Monterey and the Housing Authority of the City of McKinney and a legal services agreement with Fox Rothchild LLP

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 22<sup>nd</sup> day of April 2024, upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:  
NOES:  
ABSENT:

**MEMORANDUM**

**To:** Board of Commissioners

**From:** Zulieka Boykin, Executive Director/President/CEO

**RE:** Executive Director Board Report

**Date:** April 16, 2024

**Re:** **Loan Extensions:** Resolution 3110 - Rippling River & Resolution 3112 - Benito FLC



---

Rippling River is a 79-unit senior apartment complex located in Carmel Valley. The property was originally a tax credit project formed in 2006. The HACM issued a loan of \$11,386,517 dollars to Rippling River Affordable Housing Limited Partnership with proceeds from its Multifamily Housing Revenue Bonds 2006 Series B. The Original Bond Owner Representative was Citicorp North America; therefore, they have all the rights, title, and interest under this loan. Citicorp North America sold the bonds to the lender, Federal Home Loan Mortgage Corporation, and they have all the rights, title, and interest under the loan.

The loan maturity date is 06/01/2024 and the remaining principal balance is approximately \$2,255,528.91 cents with a 5.37% interest rate. The property doesn't have sufficient cash flow to satisfy the loan by the maturity date. In negotiations we have obtained approval for a one-year extension. The cost of the extension is 1% of the principal plus legal fees. The total fee has not been assessed yet, but it should be approximately \$23,000 dollars.

Benito Farm Labor Apartments is a 73-unit apartment complex located in the City of Soledad. The loan for this property was also sold from Citicorp North America to the Federal Home Loan Mortgage Corporation. The loan maturity date is 08/01/2024 and the remaining principal balance is approximately \$1,114,692.87 cents with a 5.76% interest rate. We have obtained approval for a one-year extension on this loan. The cost will be 1% of the principal plus legal fees. The total fees have not been assessed yet, but it should be approximately \$12,000 dollars.

The loan extensions are still in review by the attorneys, but I anticipate no further issues with the extensions.

I strongly recommend the Board of Directors consider and approve resolution number #3110 for Rippling River and resolution #3111 for Benito Farm Labor Center to execute all required documents after attorney review to extend both loans.

**RESOLUTION NO. 3110**

**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING  
AUTHORITY OF THE COUNTY OF MONTEREY AUTHORIZING A ONE  
YEAR EXTENSION OF LOAN 991067953 FOR RIPPLING RIVER  
AFFORDABLE HOUSING LIMITED PARTNERSHIP.**

WHEREAS the Housing Authority of the County of Monterey ("HACM") desires to maintain affordable housing and financial sustainability of Rippling River Affordable Housing Limited Partnership

WHEREAS "HACM" desires to apply for a one-year loan extension with Citicorp North America and the Federal Home Loan Mortgage Corporation

WHEREAS "HACM" desires in the interim to seek funding or refinancing opportunities for loan number 991067953

NOW THEREFORE BE IT RESOLVED that "HACM" is authorized to apply for the extension and pay the required fees as noted in the board memo

BE IT FURTHER RESOLVED that the Executive Director of, or the designee of the Executive Director, acting alone, is authorized to negotiate and execute such agreements as are necessary for the extension of the loan including the loan document modification and reaffirmation agreement, and any and all other documents or agreements necessary or desirable to carry out the transactions contemplated by this Resolution;

BE IT FURTHER RESOLVED that the Executive Director, or the designee of the Executive Director, acting alone, is authorized to sign any form of resolution requested by third parties that incorporates the substance of the matters covered by this Resolution.

BE IT FURTHER RESOLVED that this Resolution would take effect immediately upon its passage.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 22<sup>nd</sup> day of April 2024, upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:  
NOES:  
ABSENT:



**RESOLUTION NO. 3111**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING  
AUTHORITY OF THE COUNTY OF MONTEREY AUTHORIZING A ONE  
YEAR EXTENSION OF LOAN 991067952 FOR BENITO FARM LABOR  
APARTMENTS.**

WHEREAS the Housing Authority of the County of Monterey ("HACM") desires to maintain affordable housing and financial sustainability of Benito Farm Labor Apartments

WHEREAS "HACM" desires to apply for a one-year loan extension with Citicorp North America and the Federal Home Loan Mortgage Corporation

WHEREAS "HACM" desires in the interim to seek funding or refinancing opportunities for loan number 991067952

NOW THEREFORE BE IT RESOLVED that "HACM" is authorized to apply for the extension and pay the required fees as noted in the board memo

BE IT FURTHER RESOLVED that the Executive Director of, or the designee of the Executive Director, acting alone, is authorized to negotiate and execute such agreements as are necessary for the extension of the loan including the loan document modification and reaffirmation agreement, and any and all other documents or agreements necessary or desirable to carry out the transactions contemplated by this Resolution;

BE IT FURTHER RESOLVED that the Executive Director, or the designee of the President/CEO, acting alone, is authorized to sign any form of resolution requested by third parties that incorporates the substance of the matters covered by this Resolution.

BE IT FURTHER RESOLVED that this Resolution would take effect immediately upon its passage.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 22<sup>nd</sup> day of April 2024, upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:  
NOES:  
ABSENT:

# MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Delayna Cambunga & Pablo Verdugo  
Procurement and Contracts Managers



RE: **General Counsel Legal Services, Solicitation #HACM-2023-RFP-01**

DATE: April 18, 2024



On October 5<sup>th</sup>, 2023, The Housing Authority of the County of Monterey initiated the Request for Proposal process by issuing solicitation #2023-RFP-01 for General Counsel Legal Services. On March 6<sup>th</sup>, 2023, the General Counsel Evaluation Committee (Director of Finance, Director of Human Resources, Director of Housing Programs, Executive Assistant) conducted their review of the four submitted proposals. With strict accordance to the evaluation criteria set forth in the RFP, the Legal RFP Committee selected the top two proposers.

It is the recommendation of the Legal RFP Committee that Zulieka Boykin, Executive Director, and the Board of Commissioners approves the attached award letters. First award letter to Burke, Williams & Sorensen, LLP and second award letter to Johnson, Fantl & Kennifer, LLP. Below are key points the Committee discussed.

<p style="text-align: center;">Johnson, Fantl &amp; Kennifer, LLP</p> 	<p style="text-align: center;">Hourly Rate \$140 - \$225</p>	<p>Landlord – Tenant, Evictions</p> <ul style="list-style-type: none"> <li>▪ Previous HACM Counsel (Grunsky)</li> <li>▪ Assisted HACM with fair housing claims</li> <li>▪ Worked with Code of Federal Regulations &amp; HUD Mandates</li> <li>▪ Local- can courier documents to and from HACM without charge</li> </ul>
<p style="text-align: center;">Burke, Williams &amp; Sorensen, LLP</p> 	<p style="text-align: center;">Hourly Rates Gen Counsel: \$320-\$425 Development, Real Estate \$200-\$425 Labor &amp; Employment \$320-\$385</p>	<p>General Counsel</p> <ul style="list-style-type: none"> <li>▪ Client reflects vast experience with public agencies, this helps provide more efficient and successful solutions.</li> </ul> <p>Development &amp; Real Estate</p> <ul style="list-style-type: none"> <li>▪ Lead attorneys extensive experience with affordable housing, economic development and transactional real estate matters.</li> </ul> <p>Labor &amp; Employment</p> <ul style="list-style-type: none"> <li>▪ Expertise in all aspects of public sector employment law</li> </ul>

The proposals submitted by both law firms are responsive and complete. Based on the final scores from the panel, JF&K and Burke will be the best candidates for HACM's Legal Services. Lastly, the required background research has been completed and there was no result of disbarments or other disqualifications.

**Additional Materials:**

Letter of Award

Rejection Letters

Score Cards

**ACTION:** Adopt Resolution 3112 - Approval of Johnson, Fantl & Kennifer, LLP and Burke, Williams & Sorensen, LLP as the Awardees of General Counsel Legal Services for RFP solicitation #HACM-2023-RFP-01.



Sent via USPS Mail and Email to [sbloch@bwslaw.com](mailto:sbloch@bwslaw.com) & [mwagner@bwslaw.com](mailto:mwagner@bwslaw.com)

CENTRAL OFFICE:  
123 RICO ST.  
SALINAS, CA 93907  
831-775-5000  
FAX 831-424-9153  
TDD 831-754-2951

## AWARD NOTIFICATION LETTER

April 18, 2024

Burke, Williams & Sorensen, LLP  
1999 Harrison Street, suite 1650  
Oakland, CA 94612-3520

Subject: Notice of Award HACM-2023-RFP-01 General Counsel Legal Services

Dear Susan Bloch,

In response to your General Counsel Legal Services proposal, we are pleased to inform you that your proposal has been carefully reviewed and your bid for this project has been accepted. Housing Authority County of Monterey (HACM) intends to award the said contract to Burke, Williams & Sorensen, LLP.

The Evaluation Committee reviewed all proposals in strict accordance with the evaluation criteria set forth in the RFP and have concluded that Burke, Williams & Sorensen proposed plan best matches the needs of HACM. We will be contacting you soon to negotiate a contract.

Thank you for your interest in meeting the needs of the Housing Authority County of Monterey. Your participation in the process is appreciated.

Sincerely,

Zulieka Boykin  
Executive Director



*Mission Statement:*  
*To provide, administer, and encourage quality affordable housing and related services to eligible residents 37 Monterey County.*





**HOUSING  
AUTHORITY**  
COUNTY OF MONTEREY

Sent via USPS Mail and Email to [maulenta@johnsonfantl.com](mailto:maulenta@johnsonfantl.com)

**CENTRAL OFFICE:**  
123 RICO ST.  
SALINAS, CA 93907  
831-775-5000  
FAX 831-424-9153  
TDD 831-754-2951

## AWARD NOTIFICATION LETTER

April 18, 2024

Johnson, Fantl & Kennifer LLP.  
500 Camino El Estero  
Monterey, CA 93940

Subject: Notice of Award HACM-2023-RFP-01 General Counsel Legal Services

Dear Mr. Aulenta,

In response to your General Counsel Legal Services proposal, we are pleased to inform you that your proposal has been carefully reviewed and your bid for this project has been accepted. Housing Authority County of Monterey (HACM) intends to award the said contract to Johnson, Fantl, & Kennifer, LLP.

The Evaluation Committee reviewed all proposals in strict accordance with the evaluation criteria set forth in the RFP and have concluded that Johnson, Fantl & Kennifer, LLP proposed plan best matches the needs of HACM. We will be contacting you soon to negotiate a contract.

Thank you for your interest in meeting the needs of the Housing Authority County of Monterey. Your participation in the process is appreciated.

Sincerely,

Zulieka Boykin



*Mission Statement:*  
*To provide, administer, and encourage quality affordable housing and related services  
to eligible residents 38 Monterey County.*





**HOUSING  
AUTHORITY**  
COUNTY OF MONTEREY

Sent via USPS Mail and Email to [scott.smith@bbklaw.com](mailto:scott.smith@bbklaw.com)

**CENTRAL OFFICE:**  
123 RICO ST.  
SALINAS, CA 93907  
831-775-5000  
FAX 831-424-9153  
TDD 831-754-2951

April 18, 2024

Best Best & Krieger, LLP  
18101 Von Karman Ave.,  
Suite 1000  
Irvine, CA 92612

Subject: HACM-2023-RFP-01 General Counsel Legal Services

Dear Mr. Smith,

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey HACM-2023-RFP-01 General Counsel Legal Services has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the RFP. We regret to inform you that Best Best & Krieger LLP's proposal was not selected for award.

We would like to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar solicitations.

Should you have any questions about this matter, please feel free to contact Delayna Cambunga at [dcambunga@hamonterey.org](mailto:dcambunga@hamonterey.org).

Sincerely,

Zulieka Boykin  
Executive Director



*Mission Statement:*  
*To provide, administer, and encourage quality affordable housing and related services to eligible residents <sup>39</sup> Monterey County.*





**HOUSING  
AUTHORITY**  
COUNTY OF MONTEREY

Sent via USPS Mail and Email to [orlando.cabrera@agg.com](mailto:orlando.cabrera@agg.com)

**CENTRAL OFFICE:**  
123 RICO ST.  
SALINAS, CA 93907  
831-775-5000  
FAX 831-424-9153  
TDD 831-754-2951

April 18, 2024

Arnall Golden Gregory LLP  
2100 Pennsylvania Avenue NW,  
Suite 350S  
Washington, D.C. 20037

Subject: HACM-2023-RFP-01 General Counsel Legal Services

Dear Mr. Cabrera,

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey HACM-2023-RFP-01 General Counsel Legal Services has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the RFP. We regret to inform you that Arnall Golden Gregory LLP's proposal was not selected for award.

We would like to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar solicitations.

Should you have any questions about this matter, please feel free to contact Delayna Cambunga at [dcambunga@hamonterey.org](mailto:dcambunga@hamonterey.org).

Sincerely,

Zulieka Boykin  
Executive Director



*Mission Statement:*  
*To provide, administer, and encourage quality affordable housing and related services  
to eligible residents 40 Monterey County.*





# DECISION MATRIX - WEIGHTED TOTALS

	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	
CRITERIA DESCRIPTION	DEMONSTRATED UNDERSTANDING of the REQUIREMENT	APPROPRIATENESS of the TECHNICAL APPROACH	TECHNICAL CAPIBILITIES; MANANGEMENT PLAN	DEMONSTRATED EXPERIENCE; DEMONSTRATED SUCCESSFUL PAST PERFORMANCE	OVERALL RESPONSIVENESS	PROPOSED COSTS	
	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	WEIGHTED SCORE
WEIGHT	5	15	25	25	10	20	100
	5%	15%	25%	25%	10%	20%	100%
OPTIONS	Criteria 1 SCORES	Criteria 2 SCORES	Criteria 3 SCORES	Criteria 4 SCORES	Criteria 5 SCORES	Criteria 6 SCORES	
PROPOSAL A - JF&K	20.00	15.00	16.00	18.00	11.00	20.00	3.94
PROPOSAL B- AGG	0.00	0.00	0.00	0.00	4.00	0.00	0.00
PROPOSAL C- BBK	0.00	0.00	0.00	0.00	6.00	0.00	0.00
PROPOSAL D- BURKE	18.00	18.00	17.00	17.00	15.00	19.00	3.98

## RESOLUTION 3112

### RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY FOR APPROVAL OF BURKE, WILLIAMS & SORENSEN, LLP AND JOHNSON, FANTL & KENNIFER, LLP AS THE AWARDEES OF RFP#2023-RFP-01 FOR GENERAL COUNSEL LEGAL SERVICES

**WHEREAS**, the Commissioner Bylaws of the Housing Authority of the County of Monterey (“HACM”) states that the board sets policy over fiscal management and ensures there are good internal controls; and

**WHEREAS**, HACM has property management agreements, procurement policies, internal controls, and cash management regulations; and

**WHEREAS**, HACM Board of Commissioners must approve fiscal obligations over \$100,000 one hundred thousand dollars for a single payment or transactions of \$100,000 that are not included in normal day-to-day activities; and

**WHEREAS**, the Legal RFP was advertised in compliance with the Authority’s procurement policy and proposals were received; and

**WHEREAS**, HACM assigned an evaluation committee to review and evaluate the submitted proposals with the criteria as detailed within the Request For Proposal documents; and the overall highest scoring proposals were by Burke, Williams & Sorensen, LLP and Johnson, Fantl & Kennifer, LLP; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes and directs the Executive Director, Zuliaka Boykin to enter a contract and any required legal documents with Burke, Williams & Sorensen, LLP and Johnson, Fantl & Kennifer, LLP for General Counsel Legal Services.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 22nd day of April 2024, upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

**MEMORANDUM**

**To:** Board of Commissioners

**From:** Zulieka Boykin, Executive Director/President/CEO

**RE:** Executive Director Board Report

**Date:** April 16, 2024

**Re:** Execution of Deed Amendment for Fort Ord military Reservation (Pueblo Del Mar)



The HACM and Monterey County Behavioral Health entered a Memorandum of Understanding for implementing the Bridge Housing Fund Grant. The grant will assist person's homeless or at risk of homelessness, according to Title V of McKinney-Vento definition of homelessness at 42 U.S.C 11302, with substance abuse or mental health issues. The program expects to help 110 individuals with the grant. The grant provides funding for rehabilitation work and rental subsidy for all units.

Due to the program changes at PDM, an application for program changes was submitted to the Department of Health and Human Services. All requested changes align with the awarded Bridge Housing Fund Grant application and the property will retain the deed restrictions pertaining to homelessness and providing a sober living environment.

The application to HHS was submitted on December 27, 2023, then amended on January 12th, March 7th, and April 5, 2024. The application has been conditionally approved contingent upon the HACM's execution of a deed amendment, control no. 09-CA-2108. The deed amendment extends the restriction period for an additional two (2) years due to non-compliance related to property occupancy. This extension allows time for the rehabilitation of the property and reinstating occupancy procedures. The period of restriction will end June 20, 2028.

To accept the conditional award the Deed Amendment must be signed, notarized, and recorded within thirty (30) days of this letter.

I strongly recommend the Board of Commissioners consider and approve resolution number #3113 to fully execute the Deed Amendment for Fort Ord Military Reservation (Pueblo Del Mar).

## RESOLUTION 3113

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY (HACM) FOR APPROVAL OF EXECUTION OF DEED AMENDMENT CONTRACT NO. 09-CA-2108 FOR FORT ORD MILITARY RESERVATION (PUEBLO DEL MAR) TWO YEAR EXTENSION OF DEED RESTRICTIONS AND PROPERTY PROGRAM CHANGES APPLICATION**

WHEREAS, the Housing Authority of the County of Monterey (HACM) desires to retain Fort Ord Military Reservation (Pueblo Del Mar) located in Marina as a recovery transitional housing program with behavioral and mental health services

WHEREAS, HACM has outlined the desired outcomes for the property in a Memorandum of Understanding with Monterey County Behavioral Health

WHEREAS, HACM has secured funding through the Bridge Housing Fund Grant in partnership with Monterey County Behavioral Health

WHEREAS, the grant funding will be utilized for rehabilitation work at the property, rental subsidy and other property related expenses for a five year term

WHEREAS, an application to change program requirements to cure non-compliance and perform as outlined in the Memorandum of Understanding with Monterey County Behavioral Health

WHEREAS, the Department of Health and Human Services has conditionally approved the property program changes contingent upon full execution of a Deed Amendment, Control No. 09-CA-2108, to extend the deed restrictions for two years creating a term end date of June 20,2028

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey (HACM) hereby authorizes and directs the Executive Director, Zulieka Boykin to execute the Deed Amendment, and any other required documents presented by the Department of Health and Human Services to accept the conditional application approval and implement the Bridge Housing Fund Grant Award as outlined in the Memorandum of Understanding with the Monterey County Behavioral Health Department

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 22<sup>nd</sup> day of April 2024, upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

**MEMORANDUM**

TO: Board of Commissioners  
THRU: Zulieka Boykin  
Executive Director/CEO  
FROM: James Maynard-Cabrera  
Director of Human Resources  
RE: Human Resources Report  
DATE: April 15, 2024



The monthly HR Board Report outlines the key activities and initiatives undertaken by the Human Resources department to support the mission and objectives of the organization.

**I. EMPLOYEE SPOTLIGHT:**

- The Housing Authority of the County of Monterey (HACM) is dedicated to recognizing exemplary employees whose contributions embody the organization's values and further its mission. In April 2024, we nominate Pablo Verdugo for the Employee Spotlight to underscore the critical role he plays in advancing the goals of HACM.



**Pablo Verdugo**  
Contracts/Procurement Manager

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*Mr. Verdugo embodies the core values of our organization through his dedication, professionalism, and commitment to excellence. His meticulous attention to detail and proactive approach to managing contracts and procurement processes have significantly contributed to the efficiency and effectiveness of our operations.*

*Mr. Verdugo consistently goes above and beyond in his role, demonstrating exceptional problem-solving skills and an unwavering commitment to serving our community. His ability to foster positive relationships with vendors and stakeholders has been instrumental in securing favorable terms and maximizing value for HACM.*

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## II. HACM WORKFORCE METRICS:

- Total number of employees: **78**
- New hires: **0**
- Promotions: **1**
- Terminations: **4**
- Turnover rate: **5.2%** (*January – April 2024*)

## III. RECRUITMENT & ONBOARDING:

- Over the past month, we have made significant strides in our recruitment process. While we recently conducted interviews for the Director of Finance position, we are continuing our search to identify candidates who better align with the goals and vision of HACM. Our commitment to securing the most qualified individuals remains steadfast, and we are exploring various avenues to expand our applicant pool.

I am excited to announce that HACM will be participating in the upcoming Hartnell Career Fair scheduled for May 23, 2024. This presents an excellent opportunity for us to engage with potential candidates and showcase the rewarding career opportunities available at HACM. We are optimistic about gaining additional applicants through this event and look forward to connecting with talented individuals who share our values and aspirations.

As always, our HR team remains dedicated to identifying exceptional talent and ensuring that our staffing needs are met to support the continued success of HACM.

### **Current Vacant Positions/Active Recruitments (5)**

- Director of Housing Management
- Director of Development
- Director of Finance
- Maintenance Supervisor
- Accountant Auditor II

### **New Arrivals/Internal Promotions/Lateral Transfers (2)**

- Mayra Macias, Housing Programs Specialist → Interim Housing Programs Supervisor
- Rosaura Sierra, Housing Programs Navigator → Interim Housing Programs Analyst

### **Temporary Employees (2)**

- Brian Guevara, Office Assistant – Section 8
- Jane Infante, Temp. Office Assistant – Development

### **Departed Employees (4)**

- Liz Ibarra, Temporary Finance Office Assistant
- Giovanna Daigle, Housing Programs Analyst
- Monica Carrillo, Property Management Specialist I
- Kimberly Shehorn, Finance Auditor



**IV. TRAINING & DEVELOPMENT:**

- I am excited to provide an update on the upcoming training sessions scheduled for the beginning of May 2024, as well as share insights from our recent participation in the NELROD Conference.

Firstly, both our Housing Choice Voucher (HCV) and Property Management teams will be engaging in specific training sessions aimed at covering the new NSPIRE/REAC updates that were recently launched this year. These trainings are vital in ensuring compliance and excellence in our operations, and we are committed to equipping our teams with the necessary skills and knowledge to navigate these updates effectively.

**U.S. Inspection Group**  
*Preparing properties for REAC for over 20 years*

**2024 HCV Training (NSPIRE)**  
 Housing Authority County of Monterey  
 123 Rico Street, Salinas, CA 93907

**MAY 3<sup>RD</sup> TRAINING SCHEDULE**

8:30am – 8:45am	NSPIRE Overview
8:45am – 9:00am	HCV Crosswalk from HQS
9:00am – 10:15am	NSPIRE Protocol – OUTSIDE
10:15am – 10:30am	Break
10:30am – 10:45am	NSPIRE Protocol – OUTSIDE cont
10:45am – 12:00pm	NSPIRE Protocol – UNITS
12:00pm – 1:00pm	Lunch
1:00pm – 1:30pm	NSPIRE Protocol – UNITS
1:30pm – 1:45pm	NSPIRE Protocol – INSIDE
1:45pm – 2:00pm	NSPIRE Compliance Checklist
2:00pm – 3:00pm	On-Site Field Training
3:00pm – 3:15pm	Break
3:15pm – 4:00pm	NSPIRE Exam

[www.UPCstoNSPIRE.com](http://www.UPCstoNSPIRE.com)

**U.S. Inspection Group**  
*Preparing properties for REAC for over 20 years*

**2024 REAC Training (NSPIRE)**  
 Housing Authority County of Monterey  
 123 Rico Street, Salinas, CA 93907

**MAY 2<sup>ND</sup> TRAINING SCHEDULE**

8:30am – 9:00am	NSPIRE Overview
9:00am – 9:15am	NSPIRE Scoring / Priorities
9:15am – 10:15am	NSPIRE Protocol – OUTSIDE
10:15am – 10:30am	Break
10:30am – 10:45am	NSPIRE Protocol – OUTSIDE cont
10:45am – 12:00pm	NSPIRE Protocol – UNITS
12:00pm – 12:30pm	Lunch
12:30pm – 1:30pm	NSPIRE Protocol – UNITS
1:30pm – 1:45pm	NSPIRE Protocol – INSIDE
1:45pm – 2:00pm	NSPIRE Priority/Compliance Checklist
2:00pm – 3:00pm	On-Site Field Training
3:00pm – 3:15pm	Break
3:15pm – 4:00pm	NSPIRE Exam

[www.UPCstoNSPIRE.com](http://www.UPCstoNSPIRE.com)

**Key Training Dates:**

- ❖ Rent Café Training: May 1, 2024
- ❖ NSPIRE REAC Training: May 2, 2024
- ❖ NSPIRE HCV Training: May 3, 2024

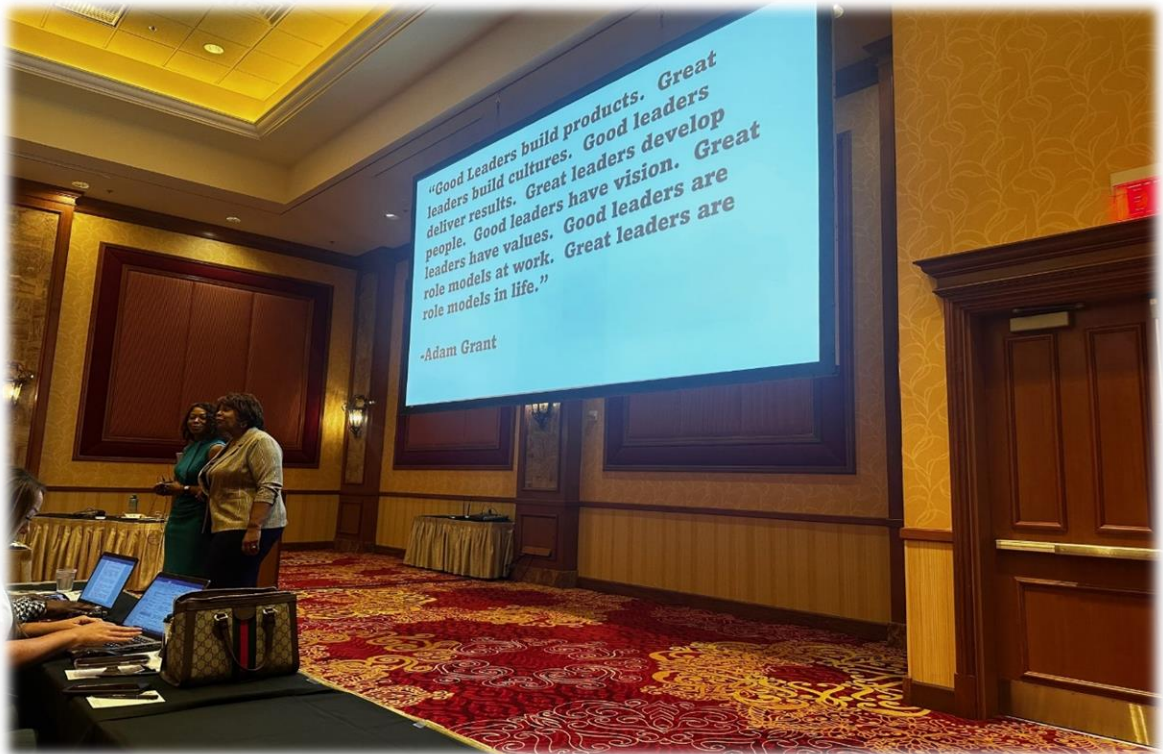
In addition to the NSPIRE/REAC updates, the Property Management team will undergo additional training focused on specific areas within Rent Cafe. This targeted training aims to streamline our knowledge of Rent Cafe, address any system issues, and prepare us to address client inquiries efficiently.



Furthermore, I am pleased to share that representatives from HACM recently participated in the NELROD Conference, where invaluable insights and information were gleaned. The conference covered a wide range of topics, including Transitioning and Implementing HOTMA, Executive Roundtables discussing Leadership changes, Recruitment and Retention strategies, Performance Reviews, Succession Planning, and various other essential subjects.







The knowledge acquired at this conference will undoubtedly contribute to our organization's growth and effectiveness in the coming months.

## V. PERFORMANCE MANAGEMENT:

- The kickoff for our annual performance reviews is scheduled for May 1, 2024. This significant event marks an important milestone in our commitment to fostering professional growth and excellence across the agency.



This year, all employees throughout the organization will undergo an annual review based on their individual performance and contributions to their respective departments. As part of our continuous improvement efforts, we have introduced a new process whereby employees will complete a self-evaluation before their supervisors assess their performance.

The inclusion of self-evaluations in the performance review process is essential for several reasons. Firstly, it empowers employees to reflect on their own achievements, challenges, and areas for development. By encouraging self-reflection, we promote accountability and ownership of one's professional growth. Additionally, self-evaluations provide supervisors with valuable insights into employees' perceptions of their performance, facilitating more constructive and meaningful discussions during the review process.



Moreover, incorporating self-evaluations enhances the overall accuracy and fairness of the evaluation process. It ensures that employees have the opportunity to articulate their accomplishments and challenges from their perspective, which can sometimes differ from the supervisor's observations. By considering both the employee's self-assessment and the supervisor's evaluation, we strive to provide a comprehensive and balanced assessment of each employee's performance.

As we embark on this year's performance review process, I am confident that the inclusion of self-evaluations will enrich our evaluations and contribute to a more robust development culture within the organization.

## VI. EMPLOYEE WELLNESS

- I am pleased to present an overview of the Employee Assistance Program (EAP) and provide an update on the recent policy revision following the conclusion of our previous EAP partnership with Anthem in December 2023. Additionally, I would like to share our progress towards obtaining a new EAP for employees within HACM.

An Employee Assistance Program (EAP) is a valuable resource offered by employers to support the well-being and productivity of their workforce. It provides confidential assistance and support services to employees facing personal or work-related challenges that may impact their performance, health, or overall well-being.

### **The benefits of an EAP for employees across the agency include:**

1. Confidential Counseling and Support: EAPs offer access to confidential counseling services provided by licensed professionals, allowing employees to address a wide range of personal and work-related issues in a safe and supportive environment.
2. Work-Life Balance Assistance: EAPs provide resources and guidance to help employees manage stress, improve work-life balance, and enhance overall well-being, leading to increased job satisfaction and productivity.
3. Legal and Financial Consultation: Employees can receive confidential assistance with legal matters, financial planning, debt management, and other financial concerns through the EAP, helping to alleviate stress and improve financial stability.
4. Substance Abuse Support: EAPs offer support and referral services for employees struggling with substance abuse issues, including assessment, counseling, and access to treatment programs, promoting recovery and wellness.

Regarding the recent policy revision, I am pleased to report that we have implemented necessary updates to ensure continued access to support services for our employees following the conclusion of our previous EAP partnership with Anthem in December 2023. This demonstrates our commitment to prioritizing the well-being of our workforce and providing meaningful resources to address their needs.

Currently, we are actively working towards obtaining a new EAP for employees within HACM. We recognize the importance of this resource in supporting the health and resilience of our employees, and we are dedicated to securing a comprehensive EAP that meets the unique needs of our workforce.

**VII. EMPLOYEE SAFETY**

➤ **Worker’s Compensation Report**

I am pleased to report that there have been no changes since the month of March 2024, indicating a stable trend in our workers' compensation claims.

As we continue to prioritize the safety and well-being of our employees, safety videos remain at the forefront of our concern. These videos play a crucial role in educating our workforce on best practices and safety protocols, ultimately contributing to the prevention of workplace injuries and incidents.

Year	# of Claims Per Year	Department	Claim Status
2023	3	Property Management	Open – Medical
2020	1	Property Management	Under Review
2018	1	Property Management	<i>Closed</i>
2023	2	Maintenance	Open- Medical
2022	1	Maintenance	Pending Discharge
2021	1	Maintenance	Under Review
2020	1	Housing Programs	Open – Medical
2019	1	Housing Programs	Pending Discharge
2017	1	Housing Programs	Under Review
2015	1	Housing Programs	Open – Medical
2018	2	Finance	Under Review
2017	1	Finance	<i>Closed</i>
2010	1	Finance	Open – Medical
2007	1	Finance	Open – Medical
2000	1	Finance	Open – Medical

➤ **AED Replacements**

I am pleased to report significant progress in ensuring the safety and well-being of our employees through the timely replacement of our Heart Automated External Defibrillator (AED) machines. The lifecycle of our HACMs 2 AED machines was nearing its end, prompting us to take swift action to secure replacements.

We have successfully partnered with the esteemed Tyler Heart Institute of Montage Healthcare to facilitate the replacement process. Their expertise and dedication to cardiac health have been invaluable in this endeavor.

Each replacement AED was estimated to cost \$2,300, a necessary investment to maintain the highest standard of emergency response capability within our facilities. However, through collaboration with our partners, we were able to secure both replacements for a total cost of \$2,000.



The seamless integration of these new AED machines into our onsite emergency response infrastructure reinforces our dedication to the health and safety of our employees. We are confident that these state-of-the-art devices will continue to serve as vital tools in potentially life-saving situations.

We extend our sincere appreciation to all parties involved in making this replacement initiative a success. Moving forward, we remain steadfast in our commitment to proactively addressing the needs of our workforce and upholding the highest standards of safety and well-being.

HR is continuing its efforts to diligently focus on safety training programs and implementing preventive strategies to enhance workplace safety. By prioritizing safety protocols, we aim to minimize the occurrence of incidents and uphold the well-being of our employees.

# MEMORANDUM

TO: Board of Commissioners  
THRU: Zulieka Boykin, Executive Director  
FROM: Michael Underwood, Director of Finance  
RE: **April 2024 Finance Report**  
**Status Report: Finance Report for February 2024**  
DATE: April 15, 2024

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## Highlights:

### **HACM/HDC - Non-Quarterly Financial Reports**

Voucher Funding and HCV Payments  
Department Transactions Statistics  
Revenue Sources by Property  
Balance Sheets - HACM/HDC  
Budget Comparisons - HACM/Voucher Program / HDC  
12 Month Income Statement Reports - HACM/Voucher Program/HDC

### **Audit Status Summary:**

4 drafts expecting completion in two weeks  
Last 2 RAD's being finalized  
Awaiting Auditors for final HACM selections  
Completion of HACM 2023 Audit expected in May

### **Key Departmental Activities:**

Implementation of Payscan for automated AP  
Smartsheet for calendar function and tracking of projects and corporate due dates  
Cash handling of rent in new module used by property management



### Hi-Level Explanation of Financial Results February 2024

(thousands of \$)

HACM Results	February				HACM Results	YTD			
	Actual	Budget	Variance	%		Actual	Budget	Variance	%
Revenue	\$ 8,385	\$ 5,612	\$ 2,773	49.4%	Revenue	\$ 53,911	\$ 43,467	\$ 10,444	24.0%
Operating Expenses	\$ 7,115	\$ 5,396	\$ (1,719)	-31.9%	Operating Expenses	\$ 50,526	\$ 43,069	\$ (7,457)	-17.3%
Other Inc/Expense	\$ 14	\$ 43	\$ 29	67.4%	Other Inc/Expense	\$ 184	\$ 335	\$ 151	45.1%
<b>Net Income</b>	<b>\$ 1,256</b>	<b>\$ 173</b>	<b>\$ 1,083</b>	<b>626.0%</b>	<b>Net Income</b>	<b>\$ 3,201</b>	<b>\$ 63</b>	<b>\$ 3,138</b>	<b>4981.0%</b>

HDC Results	February				HDC Results	YTD			
	Actual	Budget	Variance	%		Actual	Budget	Variance	%
Revenue	\$ 275	\$ 495	\$ (220)	-44.4%	Revenue	\$ 1,927	\$ 3,961	\$ (2,034)	-51.4%
Operating Expenses	\$ 235	\$ 217	\$ (18)	-8.3%	Operating Expenses	\$ 1,442	\$ 1,735	\$ 293	16.9%
Other Inc/Expense	\$ 62	\$ 61	\$ (1)	-1.6%	Other Inc/Expense	\$ 511	\$ 491	\$ (20)	-4.1%
<b>Net Income</b>	<b>\$ (22)</b>	<b>\$ 217</b>	<b>\$ (239)</b>	<b>-110.1%</b>	<b>Net Income</b>	<b>\$ (26)</b>	<b>\$ 1,735</b>	<b>\$ (1,761)</b>	<b>-101.5%</b>

Total Entity	February				Total Entity	YTD			
	Actual	Budget	Variance	%		Actual	Budget	Variance	%
Revenue	\$ 8,660	\$ 6,107	\$ 2,553	41.8%	Revenue	\$ 55,838	\$ 47,428	\$ 8,410	17.7%
Operating Expenses	\$ 7,350	\$ 5,613	\$ (1,737)	-30.9%	Operating Expenses	\$ 51,968	\$ 44,804	\$ (7,164)	-16.0%
Other Inc/Expense	\$ 76	\$ 104	\$ 28	26.9%	Other Inc/Expense	\$ 695	\$ 826	\$ 131	15.9%
<b>Net Income</b>	<b>\$ 1,234</b>	<b>\$ 390</b>	<b>\$ 844</b>	<b>216.4%</b>	<b>Net Income</b>	<b>\$ 3,175</b>	<b>\$ 1,798</b>	<b>\$ 1,377</b>	<b>76.6%</b>

**Commentary:**

**HACM - Revenue**

Tenant rents were overstated in the budget. Actuals have averaged \$100k per month versus budget of \$179k. This will be corrected in the new budget for 2025. Voucher revenue has consistently exceeded budget due to the significant increase in vouchers being placed in the community. YTD HACM revenue is favorable \$10.4M or 24%. Of this number vouchers make up \$10.3M. The balance is an increase in administrative fees which are a function of vouchers managed.

**HACM - Expenses**

Total expenses YTD are \$7.5m over budget. This is due to the increased vouchers placed being over budget by \$8.3m. This unfavorable expense is offset by lower spending on maintenance \$.8m.

**HACM - Bottomline**

HACM YTD net income is \$3.2m or \$3.1m over budget. As voucher payments catchup with funding the favorable variance will decrease.

**HDC - Revenue**

Total revenue YTD is \$1.9m. YTD revenue is \$2.0m below budget. This is due primarily to other income which is unfavorable \$2.2m. Due to audits being delayed waterfall payments have not yet been received. We anticipate \$1.5 to \$2.0m will be collected during the next six months.

**HDC - Expenses**

Total expenses YTD are \$293k favorable to budget. Administrative expenses are \$190k favorable due to lower headcount and benefits. Utilities YTD are \$82k favorable.

**HDC - Bottomline** is \$1.8m unfavorable.

**Total -Entity**

Entity revenue favorable due to higher voucher placements offset by lower revenue in HDC. Total entity revenue YTD is favorable \$8.4m or 17.7%. Other HACM expenses unfavorable due to higher voucher payments which are offset by lower maintenance expenses. HDC has lower salaries and utilities. Bottomline for the agency is \$3.2m YTD or 77%.

**Attached is a table that shows what each property produces in revenue, expenses and bottomline for February 2024**

## HOUSING AUTHORITY BALANCE SHEET SUMMARY FEBRUARY 2024

(thousands of \$)

	<u>HDC</u>	<u>HACM</u>	<u>TOTAL</u>
CASH	\$ 2,364	\$ 18,255	\$ 20,619
INVESTMENTS	\$ -	\$ 1,013	\$ 1,013
<b>TOTAL CASH</b>	<b>\$ 2,364</b>	<b>\$ 19,268</b>	<b>\$ 21,632</b>
RECEIVABLES	\$ 10,167	\$ 15,821	\$ 25,988
DEFERRED CHARGES	\$ 648	\$ (612)	\$ 36
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 13,179</b>	<b>\$ 34,477</b>	<b>\$ 47,656</b>
FIXED ASSETS (NET)	\$ 17,798	\$ 11,349	\$ 29,147
CONSTRUCTION IN PROGRESS	\$ 704	\$ 372	\$ 1,076
NOTE RECEIVABLE	\$ 34,780	\$ 72,429	\$ 107,209
OTHER NONCURRENT ASSETS	\$ 1	\$ 3,490	\$ 3,491
<b>TOTAL ASSETS</b>	<b>\$ 66,462</b>	<b>\$ 122,117</b>	<b>\$ 188,579</b>
CURRENT LIABILITIES	\$ 3,334	\$ 2,197	\$ 5,531
LONG TERM LIABILITIES	\$ 23,297	\$ 7,120	\$ 30,417
<b>TOTAL LIABILITIES</b>	<b>\$ 26,631</b>	<b>\$ 9,317</b>	<b>\$ 35,948</b>
RETAINED EARNINGS			
PRIOR YEAR	\$ 33,129	\$ 95,624	\$ 128,753
CURRENT YEAR	\$ 6,702	\$ 17,176	\$ 23,878
<b>TOTAL EQUITY</b>	<b>\$ 39,831</b>	<b>\$ 112,800</b>	<b>\$ 152,631</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 66,462</b>	<b>\$ 122,117</b>	<b>\$ 188,579</b>

**YTD PERFORMANCE SUMMARY FOR AGENCY FEB 24**

		REVENUE	EXPENSES	OTHER	TOTAL EXPENSES	NET BOTTOM LINE	DEPRECIATION	ADJUSTED BOTTOM LINE	CUMULATIVE
204	OAK GROVE	\$ 66,635.00	\$ 54,161.38	\$ -	\$ 54,161.38	\$ 12,473.62	\$ -	\$ 12,473.62	\$ 12,473.62
205^206	PUEBLO DEL MAR	\$ 33,217.09	\$ 443,921.18	\$ 74.77	\$ 443,995.95	\$ (410,778.86)	\$ -	\$ (410,778.86)	\$ (398,305.24)
212	PORTOLA VISTA	\$ 988,476.13	\$ 549,324.00	\$ 670,934.00	\$ 1,220,258.00	\$ (231,781.87)	\$ (3,974.72)	\$ (227,807.15)	\$ (626,112.39)
214	MONTECITO WATSON	\$ 94,102.44	\$ 105,649.38	\$ 83,788.00	\$ 189,437.38	\$ (95,334.94)	\$ -	\$ (95,334.94)	\$ (721,447.33)
904	CHULAR FLC	\$ 144,744.99	\$ 250,145.84	\$ 74.78	\$ 250,220.62	\$ (105,475.63)	\$ -	\$ (105,475.63)	\$ (826,922.96)
906	SALINAS FLC	\$ 327,873.90	\$ 363,411.86	\$ 715.63	\$ 364,127.49	\$ (36,253.59)	\$ -	\$ (36,253.59)	\$ (863,176.55)
	<b>TOTAL HACM PROPERTIES</b>	<b>\$ 1,655,049.55</b>	<b>\$ 1,766,613.64</b>	<b>\$ 755,587.18</b>	<b>\$ 2,522,200.82</b>	<b>\$ (867,151.27)</b>	<b>\$ (3,974.72)</b>	<b>\$ (863,176.55)</b>	
400	HDC ADMIN	\$ 396,580.93	\$ 146,953.84	\$ 497,268.16	\$ 644,222.00	\$ (247,641.07)	\$ -	\$ (247,641.07)	\$ (247,641.07)
552	SINGLE FAMILY HOMES	\$ 208,381.58	\$ 97,410.46	\$ -	\$ 97,410.46	\$ 110,971.12	\$ -	\$ 110,971.12	\$ (136,669.95)
555	CASANOVA	\$ 1,321,928.33	\$ 1,197,352.07	\$ 13,874.78	\$ 1,211,226.85	\$ 110,701.48	\$ -	\$ 110,701.48	\$ (25,968.47)
	<b>TOTAL HDC</b>	<b>\$ 1,926,890.84</b>	<b>\$ 1,441,716.37</b>	<b>\$ 511,142.94</b>	<b>\$ 1,952,859.31</b>	<b>\$ (25,968.47)</b>		<b>\$ (25,968.47)</b>	
801	SOUTH COUNTY RAD	\$ 98,746.01	\$ 103,716.12	\$ 48,979.10	\$ 152,695.22	\$ (53,949.21)	\$ (48,979.10)	\$ (4,970.11)	\$ (4,970.11)
802	SALINAS FAMILY RAD	\$ 346,780.02	\$ 333,148.16	\$ 135,970.82	\$ 469,118.98	\$ (122,338.96)	\$ (135,970.82)	\$ 13,631.86	\$ 8,661.75
803	EAST SALINAS FAMILY RAD	\$ 435,727.94	\$ 431,278.76	\$ 141,036.08	\$ 572,314.84	\$ (136,586.90)	\$ (141,036.08)	\$ 4,449.18	\$ 13,110.93
804	GONZALES FAMILY RAD	\$ 67,712.60	\$ 65,388.14	\$ 31,870.76	\$ 97,258.90	\$ (29,546.30)	\$ (31,870.76)	\$ 2,324.46	\$ 15,435.39
960	RIPPLING RIVER	\$ 257,315.53	\$ 370,892.14	\$ -	\$ 370,892.14	\$ (113,576.61)	\$ (67,026.18)	\$ (46,550.43)	\$ (31,115.04)
965	TYNAN	\$ 772,839.51	\$ 579,400.15	\$ 228,647.15	\$ 808,047.30	\$ (35,207.79)	\$ (228,647.15)	\$ 193,439.36	\$ 162,324.32
972	BENITO FLC	\$ 193,645.93	\$ 162,891.80	\$ 109,546.24	\$ 272,438.04	\$ (78,792.11)	\$ (109,546.24)	\$ 30,754.13	\$ 193,078.45
973	MONTEREY AFFORDABLE	\$ 157,491.52	\$ 130,799.11	\$ 85,018.05	\$ 215,817.16	\$ (58,325.64)	\$ (70,658.82)	\$ 12,333.18	\$ 205,411.63
974	BENITO STREET AFFORDABLE	\$ 278,313.81	\$ 163,646.65	\$ 145,621.34	\$ 309,267.99	\$ (30,954.18)	\$ (124,320.00)	\$ 93,365.82	\$ 298,777.45
980	FANOE	\$ 229,509.89	\$ 93,377.10	\$ 68,392.52	\$ 161,769.62	\$ 67,740.27	\$ (63,503.66)	\$ 131,243.93	\$ 430,021.38
984	CASTROVILLE	\$ 197,389.50	\$ 166,727.47	\$ 1,300.00	\$ 168,027.47	\$ 29,362.03	\$ -	\$ 29,362.03	\$ 459,383.41
985	HACIENDA 1	\$ 202,904.02	\$ 126,707.37	\$ 66,159.48	\$ 192,866.85	\$ 10,037.17	\$ (66,159.48)	\$ 76,196.65	\$ 535,580.06
986^987	HACIENDA 2	\$ 162,632.05	\$ 143,706.40	\$ 75,691.32	\$ 219,397.72	\$ (56,765.67)	\$ (76,258.32)	\$ 19,492.65	\$ 555,072.71
988	HACIENDA SR	\$ 122,663.59	\$ 46,185.36	\$ 56,573.16	\$ 102,758.52	\$ 19,905.07	\$ (56,573.16)	\$ 76,478.23	\$ 631,550.94
989	HACIENDA 3	\$ 196,230.32	\$ 89,624.69	\$ 131,800.66	\$ 221,425.35	\$ (25,195.03)	\$ (131,800.66)	\$ 106,605.63	\$ 738,156.57
990	OAK PARK 1	\$ 237,993.05	\$ 178,485.30	\$ 115,565.50	\$ 294,050.80	\$ (56,057.75)	\$ (115,565.50)	\$ 59,507.75	\$ 797,664.32
991	OAK PARK 2	\$ 212,807.01	\$ 182,197.73	\$ 109,983.98	\$ 292,181.71	\$ (79,374.70)	\$ (109,983.98)	\$ 30,609.28	\$ 828,273.60
992	ONE PARKSIDE	\$ 326,982.09	\$ 301,247.07	\$ -	\$ 301,247.07	\$ 25,735.02	\$ -	\$ 25,735.02	\$ 854,008.62
	<b>TOTAL LIMITED PARTNERSHIPS</b>	<b>\$ 4,497,684.39</b>	<b>\$ 3,669,419.52</b>	<b>\$ 1,552,156.16</b>	<b>\$ 5,221,575.68</b>	<b>\$ (723,891.29)</b>	<b>\$ (1,577,899.91)</b>	<b>\$ 854,008.62</b>	
	<b>TOTAL PROPERTIES</b>	<b>\$ 8,079,624.78</b>	<b>\$ 6,877,749.53</b>	<b>\$ 2,818,886.28</b>	<b>\$ 9,696,635.81</b>	<b>\$ (1,617,011.03)</b>	<b>\$ (1,581,874.63)</b>	<b>\$ (35,136.40)</b>	
602	HR	\$ 88.46	\$ 305,789.57	\$ -	\$ 305,789.57	\$ (305,701.11)	\$ -	\$ (305,701.11)	
604	FINANCE	\$ 3,565.46	\$ 846,259.66	\$ -	\$ 846,259.66	\$ (842,694.20)	\$ -	\$ (842,694.20)	
601	ADMIN	\$ 904,571.33	\$ 225,758.48	\$ (754,722.00)	\$ (528,963.52)	\$ 1,433,534.85	\$ -	\$ 1,433,534.85	
670	MAINTENANCE	\$ -	\$ 121,042.41	\$ 1,971.51	\$ 123,013.92	\$ (123,013.92)	\$ -	\$ (123,013.92)	
660	PROPERTY MANAGEMENT	\$ -	\$ 386,125.55	\$ -	\$ 386,125.55	\$ (386,125.55)	\$ -	\$ (386,125.55)	
	<b>TOTAL OVERHEAD</b>	<b>\$ 908,225.25</b>	<b>\$ 1,884,975.67</b>	<b>\$ (752,750.49)</b>	<b>\$ 1,132,225.18</b>	<b>\$ (223,999.93)</b>	<b>\$ -</b>	<b>\$ (223,999.93)</b>	
059	S8 FSS ADMIN	\$ 153,482.70	\$ 152,664.74	\$ -	\$ 152,664.74	\$ 817.96	\$ -	\$ 817.96	
078	MAINSTREAM	\$ 635,077.00	\$ 33,420.00	\$ 634,296.00	\$ 667,716.00	\$ (32,639.00)	\$ -	\$ (32,639.00)	
080	EHV HOMELESS	\$ 4,688,311.00	\$ 555,241.87	\$ 4,031,729.39	\$ 4,586,971.26	\$ 101,339.74	\$ -	\$ 101,339.74	
	PLUG ALL OTHER S8	\$ 43,551,971.66	\$ 1,839,266.64	\$ 40,214,095.30	\$ 42,053,361.94	\$ 1,498,609.72	\$ -	\$ 1,498,609.72	
	<b>TOTAL SECTION 8</b>	<b>\$ 49,028,842.36</b>	<b>\$ 2,580,593.25</b>	<b>\$ 44,880,120.69</b>	<b>\$ 47,460,713.94</b>	<b>\$ 1,568,128.42</b>	<b>\$ -</b>	<b>\$ 1,568,128.42</b>	
<b>TOTAL</b>	<b>S8</b>	<b>\$ 49,028,842.36</b>	<b>\$ 2,580,593.25</b>	<b>\$ 44,880,120.69</b>	<b>\$ 47,460,713.94</b>	<b>\$ 1,568,128.42</b>	<b>\$ -</b>	<b>\$ 1,568,128.42</b>	
<b>TOTAL</b>	<b>HACM OTHER</b>	<b>\$ 4,882,157.64</b>	<b>\$ 3,249,286.06</b>	<b>\$ -</b>	<b>\$ 3,249,286.06</b>	<b>\$ 1,632,871.58</b>	<b>\$ -</b>	<b>\$ 1,632,871.58</b>	
	<b>TOTAL HACM</b>	<b>\$ 53,911,000.00</b>	<b>\$ 5,829,879.31</b>	<b>\$ 44,880,120.69</b>	<b>\$ 50,710,000.00</b>	<b>\$ 3,201,000.00</b>	<b>\$ -</b>	<b>\$ 3,201,000.00</b>	
<b>TOTAL</b>	<b>HDC</b>	<b>\$ 1,926,890.84</b>	<b>\$ 1,441,716.37</b>	<b>\$ 511,142.94</b>	<b>\$ 1,952,859.31</b>	<b>\$ (25,968.47)</b>	<b>\$ -</b>	<b>\$ (25,968.47)</b>	
<b>TOTAL</b>	<b>AGENCY</b>	<b>\$ 55,837,890.84</b>	<b>\$ 7,271,595.68</b>	<b>\$ 45,391,263.63</b>	<b>\$ 52,662,859.31</b>	<b>\$ 3,175,031.53</b>	<b>\$ -</b>	<b>\$ 3,175,031.53</b>	

**DETAIL OF CASH BALANCES FOR PROPERTIES**

		ACTIVITY
		FEB
204	OAK GROVE	\$ -
205^206	PUEBLO DEL MAR	\$ -
212	PORTOLA VISTA	\$ 36,442.32
214	MONTECITO WATSON	\$ (3,695.43)
904	CHULAR FLC	\$ -
906	SALINAS FLC	\$ -
	<b>TOTAL HACM PROPERTIES</b>	<b>\$ 32,746.89</b>
400	HDC ADMIN	\$ 56,128.53
552	SINGLE FAMILY HOMES	\$ (31,024.61)
555	CASANOVA	\$ (31,024.61)
	<b>TOTAL HDC</b>	<b>\$ (5,920.69)</b>
801	SOUTH COUNTY RAD	\$ 9,691.79
802	SALINAS FAMILY RAD	\$ 17,362.60
803	EAST SALINAS FAMILY RAD	\$ 19,918.16
804	GONZALES FAMILY RAD	\$ 12,466.14
960	RIPPLING RIVER	\$ -
965	TYNAN	\$ (18,082.57)
972	BENITO FLC	\$ 16,305.48
973	MONTEREY AFFORDABLE	\$ -
974	BENITO STREET AFFORDABLE	\$ 68,036.46
980	FANOE	\$ 64,216.91
984	CASTROVILLE	\$ (21,211.36)
985	HACIENDA 1	\$ 46,400.42
986^987	HACIENDA 2	\$ 11,221.90
988	HACIENDA SR	\$ 51,184.47
989	HACIENDA 3	\$ 47,317.53
990	OAK PARK 1	\$ 25,055.99
991	OAK PARK 2	\$ 195.16
992	ONE PARKSIDE	\$ 58,567.36
	<b>TOTAL LIMITED PARTNERSHIPS</b>	<b>\$ 408,646.44</b>
	<b>TOTAL PROPERTIES</b>	<b>\$ 435,472.64</b>

THIS SCHEDULE SHOWS THE CHANGE IN CASH BY PROPERTY.



Voucher Funding and HCV Payments

	31-Dec	31-Jan	29-Feb	Total
HUD Grant - HAP Payments	\$ 5,540,822	\$ 5,274,480	\$ 7,304,480	\$ 18,119,782
Total Housing Assistance Payments	\$ 5,987,283	\$ 6,216,033	\$ 6,387,383	\$ 18,590,698

Finance Transactional Statistics - FEB 2024	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	82	7,386	2905	1,476,373	2987	1,483,759
Charges	122	-	2918	1,475,582	3040	1,475,582
Journal Entries	248	32,162	621	22,220,095	869	22,252,258
Payables	4692	6,404,094	1059	1,598,292	5751	8,002,386
Checks	1326	6,435,451	172	1,722,726	1498	8,158,177
Transaction Amts Processed*	6470	\$ 12,879,094	7675	\$ 28,493,068	14145	\$ 41,372,163

**REVENUE SOURCES BY PROPERTY**

Feb-24

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	0.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ -	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	-12.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ (12.00)	\$ -	\$ -	
204	Oak Grove	5,556.00	0.00	4,700.00	HCV
552	Single Family Homes	9,964.00	0.00	18,396.00	HCV
555	Casanova	50,774.00	0.00	131,922.00	HCV
934	Jardines	10,809.00	0.00	7,329.00	HCV
960	Rippling River	32,276.00	0.00	91,392.00	HCV
965	Tynan Affordable	231,215.00	12,887.92	149,103.00	HCV
973	Monterey Affordable	50,749.28	0.00	22,169.00	HCV
974	Benito Affordable	72,606.00	750.00	65,131.00	HCV
980	Fanoe Vista	35,732.00	0.00	73,267.00	HCV
985	Haciendas 1	46,100.00	0.00	54,622.00	HCV
986	Haciendas 2	45,892.00	0.00	34,462.00	HCV
988	Haciendas Senior	13,789.00	0.00	45,987.00	HCV
989	Haciendas 3	40,914.00	0.00	57,147.00	HCV
990	Oak Park !	61,138.00	0.00	58,052.00	HCV
991	Oak Park 2	59,130.00	1,400.00	47,645.00	HCV / USDA
		\$ 766,644.28	\$ 15,037.92	\$ 861,324.00	
212	Portola Vista	23,792.00	0.00	102,812.00	PBRA
214	Montecito Watson	8,994.00	0.00	4,148.00	PBRA
801	South County RAD	24,582.00	0.00	22,797.00	PBRA
802	Salinas Family RAD	114,933.00	0.00	51,973.00	PBRA
803	East Salinas Family RAD	162,939.00	0.00	46,777.00	PBRA
804	Gonzales Family RAD	27,465.00	0.00	6,762.00	PBRA
		\$ 362,705.00	\$ -	\$ 235,269.00	
992	One Parkside	32,559.00	0.00	150,933.00	PBV
		\$ 32,559.00	\$ -	\$ 150,933.00	
904	Chualar FLC	16,066.00	0.00	2,184.00	USDA
906	Salinas FLC	34,404.00	0.00	9,440.00	USDA
972	Benito FLC	76,632.00	0.00	19,621.00	USDA
984	Castroville FLC	53,363.00	0.00	44,723.00	USDA
		\$ 180,465.00	\$ -	\$ 75,968.00	
<b>TOTAL</b>		\$ 1,342,361.28	\$ 20,222.43	\$ 1,323,494.00	
		\$ -	\$ -	\$ -	

## Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = Jul 2023-Feb 2024

		Balance	Beginning	Net
		Current Period	Balance	Change
<b>1000-000</b>	<b>ASSETS</b>			
1100-000	CURRENT ASSETS			
1110-000	Cash:			
1110-010	Cash - Unrestricted	9,010,282.62	4,523,916.87	4,486,365.75
1110-020	Cash - Restricted	9,244,974.81	10,367,666.96	-1,122,692.15
1199-000	Total Cash	18,255,257.43	14,891,583.83	3,363,673.60
1200-000	Accounts Receivable:			
1210-000	Accounts Receivable - Tenants	779,011.12	781,221.39	-2,210.27
1220-000	Accounts Receivable - Agency	1,077.09	581,081.27	-580,004.18
1240-000	Accounts Receivable - Other	901,645.91	553,932.47	347,713.44
1250-000	Accrued Interest Receivable	15,119,996.41	14,440,131.70	679,864.71
1260-000	Less: Allowance for Doubtful Accounts	-980,348.35	-852,703.79	-127,644.56
1269-000	Total Receivables, Net of Allowance	15,821,382.18	15,503,663.04	317,719.14
1300-000	Current Investments:			
1300-010	Investments - Unrestricted	1,012,345.72	1,016,009.72	-3,664.00
1399-000	Total Current Investments	1,012,345.72	1,016,009.72	-3,664.00
1420-010	Prepaid Expenses	263,485.19	148,934.95	114,550.24
1430-010	Inventories, Net of Obsolete Inventories	698,379.21	660,204.39	38,174.82
1440-010	Interprogram - Due From	-1,573,797.81	-5,018.44	-1,568,779.37
1500-000	TOTAL CURRENT ASSETS	34,477,051.92	32,215,377.49	2,261,674.43
1600-000	NONCURRENT ASSETS			
1610-000	Capital Assets:			
1610-010	Land	3,569,623.47	3,569,623.47	0.00
1610-020	Buildings & Improvements	21,251,256.67	21,251,256.67	0.00
1610-025	Site Improvements	3,055.41	3,055.41	0.00
1610-030	Furniture & Equipment	816,018.40	752,579.73	63,438.67
1610-040	Less: Depreciation	-14,290,637.82	-14,290,637.82	0.00
1669-000	Total Capital Assets, Net of Depreciation	11,349,316.13	11,285,877.46	63,438.67
1670-010	Construction In Progress	371,504.48	0.00	371,504.48
1700-010	Notes Receivable	72,428,614.14	72,428,614.14	0.00
1740-010	Other Noncurrent Assets	4,048,316.44	4,048,316.44	0.00
1790-000	Less: Accumulated Amortization	-557,902.60	-553,927.88	-3,974.72
1800-000	TOTAL NONCURRENT ASSETS	87,639,848.59	87,208,880.16	430,968.43
1900-000	TOTAL ASSETS	122,116,900.51	119,424,257.65	2,692,642.86



## Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = Jul 2023-Feb 2024

		Balance	Beginning	Net
		Current Period	Balance	Change
<b>3000-000</b>	<b>LIABILITIES &amp; EQUITY</b>			
3000-010	LIABILITIES			
3000-020	CURRENT LIABILITIES			
3110-000	Accounts Payable:			
3110-010	Accounts Payable - Vendors	-129,582.14	-223,274.96	93,692.82
3110-020	Accounts Payable - Other	98,632.06	45,373.82	53,258.24
3110-030	Accrued Wages/Taxes/Benefits Payable	642,297.73	628,385.97	13,911.76
3110-040	Accrued Interest Payable	673,439.29	674,890.86	-1,451.57
3110-050	Accounts Payable - Agency	2,401.61	1,319.93	1,081.68
3100-060	Tenant Security Deposits	98,420.21	102,003.84	-3,583.63
3199-000	Total Accounts Payable	1,385,608.76	1,228,699.46	156,909.30
3420-010	Deferred Revenues	255,394.07	218,097.90	37,296.17
3430-010	Developer Fees Payable	30,000.00	30,000.00	0.00
3450-010	FSS Escrows	337,828.86	421,591.69	-83,762.83
3460-010	Other Current Liabilities	188,077.20	436,425.95	-248,348.75
	TOTAL CURRENT LIABILITIES	2,196,908.89	2,334,815.00	-137,906.11
3500-000	NONCURRENT LIABILITIES			
3510-010	Long-Term Hard Debt	7,485,101.66	7,759,053.33	-273,951.67
3510-020	Long-Term Subordinate Debt	-1,079,404.55	-1,079,404.55	0.00
3550-010	Other Noncurrent Liabilities	714,325.00	714,325.00	0.00
3600-000	TOTAL NONCURRENT LIABILITIES	7,120,022.11	7,393,973.78	-273,951.67
3999-000	TOTAL LIABILITIES	9,316,931.00	9,728,788.78	-411,857.78
5000-000	EQUITY/NET ASSETS:			
5000-010	Equity/Net Assets at Prior Year-end	95,624,015.96	95,624,015.96	0.00
5000-020	Current Year Retained Earnings	17,175,953.26	14,071,452.62	3,104,500.64
6000-000	TOTAL LIABILITIES AND EQUITY	122,116,900.22	119,424,257.36	2,692,642.86

**Monterey County Housing Development Corp.  
Balance Sheet (With Period Change)**

Period = Jul 2023-Feb 2024

		Balance	Beginning	Net
		Current Period	Balance	Change
<b>1000-000</b>	<b>ASSETS</b>			
1100-000	CURRENT ASSETS			
1110-000	Cash:			
1110-010	Cash - Unrestricted	2,145,158.46	1,371,300.27	773,858.19
1110-020	Cash - Restricted	218,588.27	175,028.03	43,560.24
1199-000	Total Cash	<u>2,363,746.73</u>	<u>1,546,328.30</u>	<u>817,418.43</u>
1200-000	Accounts Receivable:			
1210-000	Accounts Receivable - Tenants	76,283.85	46,214.78	30,069.07
1220-000	Accounts Receivable - Agency	205,401.00	132,693.00	72,708.00
1230-000	Accounts Receivable - Developer Fees	3,303,633.22	4,414,876.22	-1,111,243.00
1240-000	Accounts Receivable - Other	3,031,162.43	3,257,878.58	-226,716.15
1250-000	Accrued Interest Receivable	3,588,602.25	3,556,560.85	32,041.40
1260-000	Less: Allowance for Doubtful Accounts	-38,419.89	0.00	-38,419.89
1269-000	Total Receivables, Net of Allowance	<u>10,166,662.86</u>	<u>11,408,223.43</u>	<u>-1,241,560.57</u>
1420-010	Prepaid Expenses	19,689.94	-25,424.39	45,114.33
1440-010	Interprogram - Due From	628,577.91	108,438.26	520,139.65
1500-000	TOTAL CURRENT ASSETS	<u>13,178,677.44</u>	<u>13,037,565.60</u>	<u>141,111.84</u>
1600-000	NONCURRENT ASSETS			
1610-000	Capital Assets:			
1610-010	Land	5,009,826.00	5,009,826.00	0.00
1610-020	Buildings & Improvements	13,959,608.07	13,959,608.07	0.00
1610-030	Furniture & Equipment	19,947.46	19,947.46	0.00
1610-040	Less: Depreciation	-1,190,955.37	-1,190,955.37	0.00
1669-000	Total Capital Assets, Net of Depreciation	<u>17,798,426.16</u>	<u>17,798,426.16</u>	<u>0.00</u>
1670-010	Construction In Progress	703,734.60	445,157.25	258,577.35
1700-010	Notes Receivable	34,779,571.44	34,943,445.33	-163,873.89
1740-010	Other Noncurrent Assets	1,401.00	1,401.00	0.00
1800-000	TOTAL NONCURRENT ASSETS	<u>53,283,133.20</u>	<u>53,188,429.74</u>	<u>94,703.46</u>
1900-000	TOTAL ASSETS	<u><u>66,461,810.64</u></u>	<u><u>66,225,995.34</u></u>	<u><u>235,815.30</u></u>

**Monterey County Housing Development Corp.  
Balance Sheet (With Period Change)**

Period = Jul 2023-Feb 2024

		Balance	Beginning	Net
		Current Period	Balance	Change
<b>3000-000</b>	<b>LIABILITIES &amp; EQUITY</b>			
3000-010	LIABILITIES			
3000-020	CURRENT LIABILITIES			
3110-000	Accounts Payable:			
3110-010	Accounts Payable - Vendors	41,256.74	42,795.21	-1,538.47
3110-020	Accounts Payable - Other	-13,010.14	0.00	-13,010.14
3110-030	Accrued Wages/Taxes/Benefits Payable	128,754.45	128,754.45	0.00
3110-040	Accrued Interest Payable	1,220,908.10	927,025.34	293,882.76
3100-060	Tenant Security Deposits	113,966.91	103,530.00	10,436.91
3199-000	Total Accounts Payable	<u>1,491,876.06</u>	<u>1,202,105.00</u>	<u>289,771.06</u>
3420-010	Deferred Revenues	1,417,650.59	1,325,577.52	92,073.07
3430-010	Developer Fees Payable	404,393.00	404,393.00	0.00
3460-010	Other Current Liabilities	19,690.00	0.00	19,690.00
	TOTAL CURRENT LIABILITIES	<u>3,333,609.65</u>	<u>2,932,075.52</u>	<u>401,534.13</u>
3500-000	NONCURRENT LIABILITIES			
3510-010	Long-Term Hard Debt	10,232,067.36	10,371,817.69	-139,750.33
3510-020	Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
3550-010	Other Noncurrent Liabilities	-206,632.90	-206,632.90	0.00
3600-000	TOTAL NONCURRENT LIABILITIES	<u>23,297,684.46</u>	<u>23,437,434.79</u>	<u>-139,750.33</u>
3999-000	TOTAL LIABILITIES	<u>26,631,294.11</u>	<u>26,369,510.31</u>	<u>261,783.80</u>
5000-000	EQUITY/NET ASSETS:			
5000-010	Equity/Net Assets at Prior Year-end	33,129,057.56	33,129,057.56	0.00
5000-020	Current Year Retained Earnings	6,701,458.97	6,727,427.47	-25,968.50
6000-000	TOTAL LIABILITIES AND EQUITY	<u>66,461,810.64</u>	<u>66,225,995.34</u>	<u>235,815.30</u>

**Housing Authority of the County of Monterey  
Statement (12 months)**

Period = Mar 2023-Feb 2024

	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Total	
7000	REVENUE:													
7031	Tenant Rents	98,850.75	94,237.00	89,047.00	92,607.00	91,559.00	89,109.00	79,123.00	92,640.00	97,279.00	93,409.00	91,023.00	88,800.00	1,097,683.75
7037	Tenant Subsidies	98,377.00	104,978.00	101,198.00	98,581.71	123,624.00	106,600.00	104,390.00	106,347.00	107,350.00	107,540.00	116,253.00	123,284.00	1,298,522.71
7041	Other Tenant Income	580.00	42.00	27,919.00	120,429.18	1,557.00	1,325.00	2,362.00	1,835.00	259.24	12,424.00	4,099.50	1,435.99	174,267.91
7050	Total Tenant Revenue	197,807.75	199,257.00	218,164.00	311,617.89	216,740.00	197,034.00	185,875.00	200,822.00	204,888.24	213,373.00	211,375.50	213,519.99	2,570,474.37
7061	HUD Operating Grants	45,873.00	0.00	0.00	-74,059.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-28,186.00
7071	Section 8 HAP Subsidies	3,953,948.00	5,380,011.00	4,402,308.00	5,115,382.00	4,736,439.00	4,434,895.00	5,121,417.00	4,739,245.00	7,855,345.00	5,540,822.00	5,274,480.00	7,304,480.00	63,858,772.00
7081	Section 8 Administrative Fees	342,735.00	341,701.00	341,947.00	269,331.39	371,151.00	499,093.00	726,685.87	632,259.72	422,816.95	390,661.35	421,512.81	489,173.00	5,249,068.09
7095	Operating Grants (Non-HUD)	93,486.54	22,961.26	42,140.55	68,664.72	40,372.14	47,843.20	42,405.14	49,730.97	36,559.24	0.00	0.00	0.00	444,163.76
7151	Other Income	194,295.74	171,723.80	146,235.12	1,087,863.76	313,154.26	193,250.70	189,437.73	264,890.93	178,000.28	181,396.23	182,155.99	208,058.11	3,310,462.65
7152	Interest Income	144,570.81	140,928.40	111,027.85	436,770.96	177,131.74	165,926.38	132,208.42	147,620.18	132,167.02	273,568.44	180,637.76	170,213.58	2,212,771.54
7999	Total Revenue	4,972,716.84	6,256,582.46	5,261,822.52	7,215,571.72	5,854,988.14	5,538,042.28	6,398,029.16	6,034,568.80	8,829,776.73	6,599,821.02	6,270,162.06	8,385,444.68	77,617,526.41
	EXPENSES:													
9051	Administrative	500,858.92	532,923.88	501,858.83	798,005.15	631,711.97	523,735.91	466,657.01	467,199.88	678,238.91	630,099.41	539,161.52	547,836.11	6,818,287.50
9101	Administrative Fees	16,579.09	16,513.09	16,513.09	1,178,722.09	18,096.09	17,305.09	18,953.09	18,162.09	18,162.09	18,162.09	18,162.09	18,162.09	1,373,492.08
9201	Tenant Services	64,036.63	80,421.37	68,596.26	93,463.88	88,450.14	136,466.24	61,521.62	125,034.40	93,717.36	33,384.14	35,216.72	18,813.51	899,122.27
9301	Utilities	23,387.82	41,617.19	28,948.86	29,346.00	45,146.95	58,827.33	49,155.32	62,352.66	34,642.01	49,295.11	32,836.61	44,493.94	500,049.80
9401	Maintenance	117,762.71	108,326.93	113,514.89	660,949.28	208,829.44	110,461.06	135,013.69	129,602.54	134,342.90	140,498.06	130,666.80	173,062.75	2,163,031.05
9501	Protective Services	0.00	993.00	0.00	5,893.35	11,721.00	12,162.68	10,200.00	7,971.00	0.00	4,200.00	3,523.66	1,142.85	57,807.54
9611	Insurance	25,537.28	26,785.61	26,335.87	29,001.48	23,831.45	16,120.61	15,264.11	19,410.86	41,126.08	20,569.41	15,471.30	27,261.04	286,715.10
9621	Other General Expenses	105,937.14	31,094.67	17,874.75	-113,328.45	37,735.96	30,762.67	34,325.43	42,334.60	30,913.67	33,058.35	30,762.67	106,114.14	387,585.60
9631	Payments in Lieu of Taxes	2,152.18	0.00	468.06	0.00	82,946.23	0.00	289.07	0.00	-45,029.13	12,912.19	8,583.35	9,717.03	72,038.98
9661	Bad Debts	0.00	0.00	0.00	2,826.00	0.00	0.00	0.00	0.00	3,038.00	0.00	-750.56	113,963.34	119,076.78
9671	Housing Assistance Payments	4,295,810.86	4,509,775.59	4,539,404.83	4,703,393.85	4,661,345.49	4,907,308.19	5,086,109.18	5,173,600.61	5,432,274.74	5,688,344.61	5,895,935.54	6,038,956.33	60,932,259.82
9681	FSS Escrows	18,271.00	19,152.00	18,826.00	-20,497.53	15,126.00	16,001.00	15,440.00	14,781.00	14,935.00	14,871.00	11,311.28	15,914.00	154,130.75
9691	Total Operating Expenses	5,170,333.63	5,367,603.33	5,332,341.44	7,367,775.10	5,824,940.72	5,829,150.78	5,892,928.52	6,060,449.64	6,436,361.63	6,645,394.37	6,720,880.98	7,115,437.13	73,763,597.27
9702	Interest Expense	14,100.39	13,947.75	14,056.46	13,903.77	54,362.36	-1,028.33	13,894.27	13,863.06	14,109.29	13,900.62	52,112.28	13,705.57	230,927.49
9711	Extraordinary Maintenance	6,800.00	0.00	10,800.00	14,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,800.00
9720	Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	5,702.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,702.22
9741	Depreciation Expense	0.00	0.00	0.00	564,995.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	564,995.33
9751	Amortization Exp	496.84	496.84	496.84	36,234.12	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	41,699.36
9999	NET INCOME	-219,014.02	874,534.54	-95,872.22	-781,536.60	-30,514.00	-290,577.01	490,709.53	-40,240.74	2,378,808.97	-59,970.81	-503,328.04	1,255,805.14	2,978,804.74

**Monterey County Housing Development Corp.  
Statement (12 months)**

Period = Mar 2023-Feb 2024

	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Total	
7000	REVENUE:													
7031	Tenant Rents	48,772.00	50,752.00	52,447.00	55,956.00	55,327.00	56,218.00	56,829.00	58,931.00	58,631.00	60,961.00	59,161.00	60,738.00	674,723.00
7037	Tenant Subsidies	97,735.00	97,558.00	101,920.00	103,899.00	102,772.00	104,113.00	102,655.00	141,740.00	137,783.00	147,731.00	150,817.00	150,318.00	1,439,041.00
7041	Other Tenant Income	656.00	1,505.00	588.00	252,346.37	564.00	1,183.00	564.00	634.00	6,027.22	468.00	488.00	468.00	265,491.59
7050	Total Tenant Revenue	147,163.00	149,815.00	154,955.00	412,201.37	158,663.00	161,514.00	160,048.00	201,305.00	202,441.22	209,160.00	210,466.00	211,524.00	2,379,255.59
7151	Other Income	12,139.20	6,022.20	5,555.50	151,731.35	5,582.46	5,912.44	5,158.18	16,964.13	5,652.42	29,505.07	9,890.28	13,589.38	267,702.61
7152	Interest Income	50,962.53	58,734.05	52,084.88	-41,620.83	50,257.48	50,111.97	49,161.72	50,118.18	50,106.12	-31,432.98	51,080.97	50,111.80	439,675.89
7999	Total Revenue	210,264.73	214,571.25	212,595.38	522,311.89	214,502.94	217,538.41	214,367.90	268,387.31	258,199.76	207,232.09	271,437.25	275,225.18	3,086,634.09
	EXPENSES:													
9051	Administrative	103,191.71	149,626.95	172,303.82	1,241.96	107,035.05	77,918.16	76,501.04	75,430.34	75,784.20	126,651.70	56,481.04	86,873.40	1,109,039.37
9101	Administrative Fees	17,695.06	17,749.40	18,100.94	25,677.38	18,880.67	21,016.88	21,009.62	24,345.87	21,100.96	21,561.17	21,608.89	21,558.01	250,304.85
9201	Tenant Services	0.00	0.00	0.00	0.00	0.00	530.09	0.00	0.00	0.00	0.00	0.00	0.00	530.09
9301	Utilities	11,519.68	24,771.32	12,192.06	21,314.73	15,268.28	24,311.68	17,392.59	17,176.47	20,888.72	26,094.09	15,492.94	34,188.95	240,611.51
9401	Maintenance	16,341.65	19,526.55	23,031.46	18,619.78	33,710.25	50,242.24	18,659.21	19,254.95	36,133.19	40,725.26	28,065.52	36,289.27	340,599.33
9501	Protective Services	0.00	210.00	0.00	1,346.61	592.50	0.00	0.00	592.50	0.00	0.00	487.50	4,470.66	7,699.77
9611	Insurance	11,368.53	10,786.02	10,954.26	39,870.72	2,891.49	2,280.14	23,076.93	2,241.41	24,162.94	13,531.84	22,519.39	13,650.11	177,333.78
9621	Other General Expenses	0.00	6,000.00	0.00	-1,821,365.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,815,365.10
9631	Payments in Lieu of Taxes	321.05	0.00	5,927.02	0.00	976.38	0.00	0.00	200.00	2,691.99	0.00	750.00	0.00	10,866.44
9661	Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,419.89	38,419.89
9691	Total Operating Expenses	160,437.68	228,670.24	242,509.56	-1,713,293.92	179,354.62	176,299.19	156,639.39	139,241.54	180,762.00	228,564.06	145,405.28	235,450.29	360,039.93
9702	Interest Expense	60,509.86	59,501.45	645,410.02	-500,482.62	213,414.90	62,610.89	62,517.68	61,687.80	484,290.28	-511,862.60	62,375.15	62,234.09	762,206.90
9720	Casualty Losses - Non-Capitalized	10,690.00	0.00	0.00	0.00	74.78	0.00	0.00	0.00	13,800.00	0.00	0.00	0.00	24,564.78
9741	Depreciation Expense	9,010.44	9,010.44	9,010.44	250,209.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	277,241.01
9999	NET INCOME	-30,383.25	-82,610.88	-684,334.64	2,485,878.74	-178,341.36	-21,371.67	-4,789.17	67,457.97	-420,652.52	490,530.63	63,656.82	-22,459.20	1,662,581.47

**Voucher Program Only  
Statement (12 months)**

Period = Mar 2023-Feb 2024

	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Total
7000	REVENUE:												
7037	Tenant Subsidies	0.00	0.00	0.00	-1,110.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,110.17
7041	Other Tenant Income	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
7050	Total Tenant Revenue	0.00	0.00	25.00	-1,110.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,085.17
7071	Section 8 HAP Subsidies	3,953,948.00	5,380,011.00	4,402,308.00	5,115,382.00	4,736,439.00	4,434,895.00	5,121,417.00	4,739,245.00	7,855,345.00	5,540,822.00	5,274,480.00	63,858,772.00
7081	Section 8 Administrative Fees	342,735.00	341,701.00	341,947.00	269,331.39	371,151.00	499,093.00	726,685.87	632,259.72	422,816.95	390,661.35	421,512.81	5,249,068.09
7151	Other Income	12,863.98	0.00	0.00	-66,375.96	0.00	0.00	0.00	70,990.63	0.00	0.00	-2,998.00	14,480.65
7152	Interest Income	46.50	42.01	49.51	42.94	46.51	46.51	43.51	48.02	0.00	0.00	224.45	589.96
7999	Total Revenue	4,309,593.48	5,721,754.01	4,744,329.51	5,317,270.20	5,107,636.51	4,934,034.51	5,848,146.38	5,442,543.37	8,278,161.95	5,931,483.35	5,692,994.81	69,121,825.53
	EXPENSES:												
9051	Administrative	217,766.80	216,445.45	225,483.52	347,652.07	252,724.27	210,033.69	221,142.88	214,624.31	316,808.59	265,985.80	234,221.99	2,951,903.31
9101	Administrative Fees	0.00	0.00	0.00	1,156,123.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,156,123.00
9201	Tenant Services	51,270.52	68,328.04	68,596.26	81,370.55	76,356.77	136,466.24	61,521.62	125,034.40	93,717.36	33,384.14	35,216.72	850,076.13
9401	Maintenance	804.61	597.50	1,895.21	697.71	933.26	917.22	866.66	1,099.23	389.49	969.68	940.97	11,181.09
9611	Insurance	10,106.22	10,706.56	10,223.89	8,264.19	4,761.05	4,847.23	4,675.79	7,937.58	10,528.98	5,045.72	3,208.81	83,813.70
9621	Other General Expenses	0.00	0.00	0.00	3,066,190.00	0.00	0.00	1,417.50	0.00	151.00	2,295.68	0.00	3,070,054.18
9671	Housing Assistance Payments	4,404,139.86	4,637,061.59	4,675,391.83	4,849,682.85	4,801,592.49	5,084,704.19	5,269,946.18	5,372,603.61	5,638,274.74	5,987,282.61	6,216,032.54	63,324,095.82
9681	FSS Escrows	18,271.00	19,152.00	18,826.00	-20,497.53	15,126.00	16,001.00	15,440.00	14,781.00	14,935.00	14,930.00	14,555.00	158,052.47
9691	Total Operating Expenses	4,702,359.01	4,952,291.14	5,000,416.71	9,489,482.84	5,151,493.84	5,452,969.57	5,575,010.63	5,736,080.13	6,074,805.16	6,309,893.63	6,504,176.03	71,605,299.70
9741	Depreciation Expense	0.00	0.00	0.00	11,361.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,361.15
9999	NET INCOME	-392,765.53	769,462.87	-256,087.20	-4,183,573.79	-43,857.33	-518,935.06	273,135.75	-293,536.76	2,203,356.79	-378,410.28	-811,181.22	-2,494,835.32

## Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2023-Feb 2024

		YTD Actual	YTD Budget
7000	REVENUE:		
7031	Tenant Rents	722,942.00	1,435,623.28
7037	Tenant Subsidies	895,388.00	852,317.36
7041	Other Tenant Income	25,297.73	13,186.64
7050	Total Tenant Revenue	1,643,627.73	2,301,127.28
7061	HUD Operating Grants	0.00	250,641.36
7071	Section 8 HAP Subsidies	45,007,123.00	34,754,137.36
7081	Section 8 Administrative Fees	3,953,353.70	2,967,104.00
7095	Operating Grants (Non-HUD)	216,910.69	363,840.00
7151	Other Income	1,710,344.23	1,566,485.92
7152	Interest Income	1,379,473.52	1,264,112.00
7999	Total Revenue	53,910,832.87	43,467,447.92
	EXPENSES:		
9051	Administrative	4,484,640.72	4,494,513.76
9101	Administrative Fees	145,164.72	143,652.64
9201	Tenant Services	592,604.13	487,024.00
9301	Utilities	376,749.93	305,488.80
9401	Maintenance	1,162,477.24	1,950,280.64
9501	Protective Services	50,921.19	6,976.00
9611	Insurance	179,054.86	261,345.92
9621	Other General Expenses	346,007.49	607,692.00
9631	Payments in Lieu of Taxes	69,418.74	57,664.00
9661	Bad Debts	116,250.78	0.00
9671	Housing Assistance Payments	42,883,874.69	34,587,470.56
9681	FSS Escrows	118,379.28	166,666.64
9691	Total Operating Expenses	50,525,543.77	43,068,774.96
9702	Interest Expense	174,919.12	319,048.00
9711	Extraordinary Maintenance	0.00	16,370.64
9720	Casualty Losses - Non-Capitalized	5,702.22	0.00
9741	Depreciation Expense	0.00	0.00
9751	Amortization Exp	3,974.72	0.00
9999	NET INCOME	3,200,693.04	63,254.32

## Voucher Program Only Budget Comparison

Period = Jul 2023-Feb 2024

		YTD Actual	YTD Budget
7000	REVENUE:		
7071	Section 8 HAP Subsidies	45,007,123.00	34,754,137.36
7081	Section 8 Administrative Fees	3,953,353.70	2,967,104.00
7151	Other Income	67,992.63	0.00
7152	Interest Income	409.00	0.00
7999	Total Revenue	49,028,878.33	37,721,241.36
	EXPENSES:		
9051	Administrative	1,944,555.47	1,908,426.40
9201	Tenant Services	580,510.76	385,440.00
9401	Maintenance	7,186.06	3,333.28
9611	Insurance	44,512.84	86,373.28
9621	Other General Expenses	3,864.18	6,066.68
9671	Housing Assistance Payments	44,757,819.69	34,587,470.56
9681	FSS Escrows	122,301.00	166,666.64
9691	Total Operating Expenses	47,460,750.00	37,143,776.84
9999	NET INCOME	1,568,128.33	577,464.52



## Monterey County Housing Development Corp. Budget Comparison

Period = Jul 2023-Feb 2024

		YTD Actual	YTD Budget
7000	REVENUE:		
7031	Tenant Rents	466,796.00	1,240,512.00
7037	Tenant Subsidies	1,037,929.00	110,504.00
7041	Other Tenant Income	10,396.22	4,528.00
7050	Total Tenant Revenue	1,515,121.22	1,355,544.00
7151	Other Income	92,254.36	2,255,248.00
7152	Interest Income	319,515.26	350,024.00
7999	Total Revenue	1,926,890.84	3,960,816.00
	EXPENSES:		
9051	Administrative	682,674.93	873,304.00
9101	Administrative Fees	171,082.07	190,928.00
9201	Tenant Services	530.09	35,000.00
9301	Utilities	170,813.72	253,080.00
9401	Maintenance	263,079.89	276,128.00
9501	Protective Services	6,143.16	2,208.00
9611	Insurance	104,354.25	94,856.00
9621	Other General Expenses	0.00	2,192.00
9631	Payments in Lieu of Taxes	4,618.37	6,768.00
9661	Bad Debts	38,419.89	0.00
9691	Total Operating Expenses	1,441,716.37	1,734,464.00
9702	Interest Expense	497,268.19	398,856.00
9720	Casualty Losses - Non-Capitalized	13,874.78	0.00
9741	Depreciation Expense	0.00	92,136.00
9999	NET INCOME	-25,968.50	1,735,360.00

## Housing Authority of the County of Monterey Budget Comparison (with PTD)

Period = Jul 2023-Feb 2024

		PTD Actual	PTD Budget
7000	REVENUE:		
7031	Tenant Rents	722,942.00	1,435,623.28
7037	Tenant Subsidies	895,388.00	852,317.36
7041	Other Tenant Income	25,297.73	13,186.64
7050	Total Tenant Revenue	1,643,627.73	2,301,127.28
7061	HUD Operating Grants	0.00	250,641.36
7071	Section 8 HAP Subsidies	45,007,123.00	34,754,137.36
7081	Section 8 Administrative Fees	3,953,353.70	2,967,104.00
7095	Operating Grants (Non-HUD)	216,910.69	363,840.00
7151	Other Income	1,710,344.23	1,566,485.92
7152	Interest Income	1,379,473.52	1,264,112.00
7999	Total Revenue	53,910,832.87	43,467,447.92
	EXPENSES:		
9051	Administrative	4,484,640.72	4,494,513.76
9101	Administrative Fees	145,164.72	143,652.64
9201	Tenant Services	592,604.13	487,024.00
9301	Utilities	376,749.93	305,488.80
9401	Maintenance	1,162,477.24	1,950,280.64
9501	Protective Services	50,921.19	6,976.00
9611	Insurance	179,054.86	261,345.92
9621	Other General Expenses	346,007.49	607,692.00
9631	Payments in Lieu of Taxes	69,418.74	57,664.00
9661	Bad Debts	116,250.78	0.00
9671	Housing Assistance Payments	42,883,874.69	34,587,470.56
9681	FSS Escrows	118,379.28	166,666.64
9691	Total Operating Expenses	50,525,543.77	43,068,774.96
9702	Interest Expense	174,919.12	319,048.00
9711	Extraordinary Maintenance	0.00	16,370.64
9720	Casualty Losses - Non-Capitalized	5,702.22	0.00
9751	Amortization Exp	3,974.72	0.00
9999	NET INCOME	3,200,693.04	63,254.32

## Monterey County Housing Development Corp. Budget Comparison (with PTD)

Period = Jul 2023-Feb 2024

		PTD Actual	PTD Budget
7000	REVENUE:		
7031	Tenant Rents	466,796.00	1,240,512.00
7037	Tenant Subsidies	1,037,929.00	110,504.00
7041	Other Tenant Income	10,396.22	4,528.00
7050	Total Tenant Revenue	1,515,121.22	1,355,544.00
7151	Other Income	92,254.36	2,255,248.00
7152	Interest Income	319,515.26	350,024.00
7999	Total Revenue	1,926,890.84	3,960,816.00
	EXPENSES:		
9051	Administrative	682,674.93	873,304.00
9101	Administrative Fees	171,082.07	190,928.00
9201	Tenant Services	530.09	35,000.00
9301	Utilities	170,813.72	253,080.00
9401	Maintenance	263,079.89	276,128.00
9501	Protective Services	6,143.16	2,208.00
9611	Insurance	104,354.25	94,856.00
9621	Other General Expenses	0.00	2,192.00
9631	Payments in Lieu of Taxes	4,618.37	6,768.00
9661	Bad Debts	38,419.89	0.00
9691	Total Operating Expenses	1,441,716.37	1,734,464.00
9702	Interest Expense	497,268.19	398,856.00
9720	Casualty Losses - Non-Capitalized	13,874.78	0.00
9741	Depreciation Expense	0.00	92,136.00
9999	NET INCOME	-25,968.50	1,735,360.00

## Voucher Program Only Budget Comparison (with PTD)

Period = Jul 2023-Feb 2024

		PTD Actual	PTD Budget
7000	REVENUE:		
7071	Section 8 HAP Subsidies	45,007,123.00	34,754,137.36
7081	Section 8 Administrative Fees	3,953,353.70	2,967,104.00
7151	Other Income	67,992.63	0.00
7152	Interest Income	409.00	0.00
7999	Total Revenue	49,028,878.33	37,721,241.36
	EXPENSES:		
9051	Administrative	1,944,555.47	1,908,426.40
9201	Tenant Services	580,510.76	385,440.00
9401	Maintenance	7,186.06	3,333.28
9611	Insurance	44,512.84	86,373.28
9621	Other General Expenses	3,864.18	6,066.68
9671	Housing Assistance Payments	44,757,819.69	34,587,470.56
9681	FSS Escrows	122,301.00	166,666.64
9691	Total Operating Expenses	47,460,750.00	37,143,776.84
9999	NET INCOME	1,568,128.33	577,464.52

## MEMORANDUM

TO: Board of Commissioners  
THRU: Zulieka Boykin Executive Director  
FROM: Socorro Vasquez, Sandra Rosales  
RE: **Property Management Report**  
DATE: April 10, 2024

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### Goals:

Property management has met the following goals for the month of March:

- Completed AOC's and POP's for sites
- Completed Annual Utilization Reports
- Completed Home Compliance audit for HAC 1-4 and Jardines
- Completed HOME audit for Rippling River
- Completed CCRC inspection for Gonzales Family RAD
- Completed Berkadia Mortgage annual inspection for Rippling River
- Completed Annual Inspection questionnaire for One Parkside
- Received Approval from Board to proceed with Award Letter to Contractor for PDM Rehab

Property management has the following goals for the month of April:

- Complete Annual Inspection for One Parkside
- Complete Backflow Testing for sites
- Complete Annual CCRC inspection for East Salinas Family RAD
- Complete Multi-Family Training for RAD managers
- Complete Eligibility files for King City Migrant Center
- Complete Bi-annual vacuuming of parking lots at Haciendas sites

### Property Updates:

- King City Migrant Center:
  - The rehabilitation at site continues. Installation of wall heaters, painting and repairs of decks are in process
  - Installation of broadcasting internet currently being installed at site and will be tested next week
  - Installation of Exterior Lighting has been completed
- RAD properties:

- Pending remaining sump pump for 44 Natividad
- Repairs to fence has been completed at 1012 N. Sanborn
- PM is in process of mass annual recertifications for sites due June 2024
  
- Haciendas 1-4:
  - Repairs to the decks for Haciendas I and II continue as scheduled as weather permits.
  - PM continues to gather replacement costs for the tankless water heaters at Haciendas 1 and 2
  - Vacuuming of parking lots in process for all Haciendas sites
  - LifeSteps continues to provide services
  
- Portola Vista and Casanova:
  - Vendor is on schedule and will be replacing the motor to the side gate at Casanova to determine if the FOB reader can be installed
  - PM is pending review and approval for bay window at Portola
  - Residents continue to hold Sunday tea and bingo nights
  
- Pueblo Del Mar:
  - All residents have vacated. Resident Caretaker to vacate next week.
  - PM continues to collaborate with MCBH on implementation of new program
  
- Farm Labor (Salinas and Chualar):
  - Property management continues to work on the out-of-occupancy units at Salinas and Chualar FLC.

**New Hires**

- None

**Evictions:**

- 5 files sent to attorney for termination
-

## Monthly Summary

### Rent Collection

Property	Monthly Rent	monthly Rent Collected	Monthly Subsidy Collected	Collection Rate
Oakgrove	\$ 5,556.00	\$ 5,556.00	\$ 5,027.00	100%
Pueblo Del Mar	\$ 340.00	\$ 340.00	\$ -	100%
Portola Vista	\$ 23,777.00	\$ 20,977.00	\$ 109,927.00	94%
Montecito Watson	\$ 9,030.00	\$ 9030.00	\$ 4,148.00	100%
Homes	\$ 8,301.00	\$ 8,301.00	\$ 18,396.00	100%
Chualar FLC	\$ 24,039.00	\$ 25,425.00	\$ 2,675.00	100%
Salinas FLC	\$ 51,401.00	\$ 51,064.00	\$ 11,383.00	99%
King City Migrant	\$ -	\$ -	\$ -	0%
Jardines	\$ 11,286.00	\$ 11,573.00	\$ 7,329.00	100%
South County RAD	\$ 21,619.00	\$ 21,718.00	\$ 22,577.00	100%
Salinas Family RAD	\$ 109,957.00	\$ 108,480.00	\$ 50,146.00	99%
East Salinas Family RAD	\$ 157,119.00	\$ 155,479.00	\$ 47,008.00	99%
Gonzales Family RAD	\$ 27,519.00	\$ 25,199.00	\$ 6,748.00	92%
Casanova	\$ 51,575.00	\$ 49,595.00	\$ 125,004.00	96%
Castroville FLC	\$ 48,852.00	\$ 49,201.00	\$ 28,628.02	100%
Haciendas I	\$ 43,933.00	\$ 45,384.53	\$ 60,428.00	100%
Haciendas II	\$ 42,908.00	\$ 41,703.00	\$ 35,154.00	97%
Haciendas III	\$ 39,335.00	\$ 44,368.00	\$ 58,693.00	100%
Haciendas IV	\$ 14,807.00	\$ 11,254.00	\$ 48,660.00	76%
One Parkside	\$ 30,621.00	\$ 30,819.00	\$ 124,784.00	100%
Rippling River	\$ 39,449.00	\$ 36,015.00	\$ 91,362.00	98%
	<b>\$ 761,424.00</b>	<b>\$ 751,481.53</b>	<b>\$ 858,077.02</b>	<b>99%</b>

**Occupancy**

<b>Property</b>	<b>Total Units</b>	<b>Current Occupied</b>	<b>Current Vacant</b>	<b>Occupancy Rate</b>	<b>Out of Occupancy</b>
Oakgrove	5	5	0	100%	0
Pueblo Del Mar	56	3	0	5%	<b>53</b>
Portola Vista	64	63	1	98%	0 Vacated 10/04/23
Montecito Watson	13	13	0	100%	0
Homes	9	9	0	100%	0
Chualar FLC	29	24	3	83%	<b>2</b> Vacated 9/18/23* Vacated 9/18/23* Vacated 2/18/23* *prior unit 000
Salinas FLC	57	52	4	92%	<b>1</b> Vacated 7/31/23* Vacated 1/2/2023* Vacated 8/31/23* Vacated 12/18/23* *prior 000
King City Migrant	83	1	0	0%	<b>81</b> Caretaker unit
Jardines	11	11	0	100%	0



South County RAD	70	66	4	94%	0 Vacated 12/31/24 Vacated 3/13/24 Vacated 3/13/24 Vacated 3/26/24
Salinas Family RAD	170	167	3	97%	0 Vacated 3/04/24 Vacated 3/10/24 Vacated 3/11/24
East Salinas Family RAD	202	198	4	97%	0 Vacated 1/05/24* Vacated 2/07/24 Vacated 2/29/24 *caretaker unit
Gonzales Family RAD	30	30	0	100%	0
Casanova	86	83	3	97%	0 Vacated 9/28/23 Vacated 2/10/24 Vacated 2/08/24
Castroville FLC	54	54	0	100%	0
Haciendas I	53	52	1	98%	0 Vacated 3/18/2024
Haciendas II	46	46	0	100%	0
Haciendas III	50	50	0	100%	0
Haciendas IV	41	39	2	95%	0 Vacated 2/8/24 Vacated 2/28/24
One Parkside	80	79	1	99%	0 Vacated 3/31/24
Rippling River	79	77	2	97%	Vacated 3/20/24 Vacated 3/15/2024
	<b>1288</b>	<b>1122</b>	<b>29</b>	<b>87%</b>	<b>137</b>

## Work Order Overview

PM is currently working with staff to address the turn around time for Emergency and Urgent Work orders.

PM noted that several work orders created were categorized as Urgent or Emergency that should have been categorized as Routine. PM is also working with staff in categorizing the work orders based on the severity of the issue.

It was also noted that several Urgent and Emergency work orders had immediately been completed however, if the work order was not closed immediately, the completed dated would reflect the date the work order was closed in Yardi system, not the day the work was completed.

### Work Order Period Overview

Property : Oak Grove (204)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward	0.00
Created	0.00
Closed	0.00
Balance End	0

Average Per Day

Created	0.00
Closed	0.00
Open	0.00

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
<b>Total</b>	<b>0.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
<b>Total</b>	<b>0.00</b>				

### Work Order Period Overview

Property : Portola Vista Monterey, LLC (212)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward	1.00
Created	39.00
Closed	35.00
Balance End	5

Average Per Day

Created	1.26
Closed	1.13
Open	0.16

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	21.00	0	3	0	60
Bathrooms	4.00	0	13	5	11
Doors and Windows	1.00	2	2	2	3
Interior	3.00	0	1	0	9
Kitchen	5.00	0	1	83	14

Plumbing	1.00	8	8	8	3
<b>Total</b>	<b>35.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	21.00	0	3	0	60
Routine	11.00	0	13	2	31
Urgent	2.00	0	0	0	6
Vacate	1.00	1	1	1	3
<b>Total</b>	<b>35.00</b>				

### Work Order Period Overview

Property : Montecito/Watson - Housing Authority of the County (214)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward	0.00
Created	0.00
Closed	0.00
Balance End	0

Average Per Day

Created	0.00
Closed	0.00
Open	0.00

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
<b>Total</b>	<b>0.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
<b>Total</b>	<b>0.00</b>				

### Work Order Period Overview

Property : Casanova Plaza (555)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward	9.00
Created	26.00
Closed	33.00
Balance End	2

Average Per Day

Created	0.84
Closed	1.06
Open	0.06

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	4.00	4	16	10	12
Doors and Windows	6.00	0	25	8	18
Electric	5.00	0	10	6	15
Interior	6.00	0	19	9	18
Kitchen	2.00	0	6	4	6
Plumbing	8.00	0	9	3	24
Vacancy	2.00	29	30	29	6
<b>Total</b>	<b>33.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	7.00	1	30	23	21
Routine	17.00	0	25	9	52
Urgent	9.00	0	9	2	27
<b>Total</b>	<b>33.00</b>				

## Work Order Period Overview

Property : One Parkside, LP (992)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward	8.00
Created	18.00
Closed	16.00
Balance End	10

Average Per Day

Created	0.58
Closed	0.52
Open	0.19

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	0	0	0	12
Doors and Windows	1.00	43	43	43	6
Exterior	2.00	0	1	0	12
Interior	3.00	0	4	1	19
Kitchen	2.00	1	1	1	12
Miscellaneous Codes	2.00	0	54	18	12
Plumbing	2.00	0	1	0	12
Vacancy	2.00	13	18	15	12
<b>Total</b>	<b>16.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	8.00	0	54	8	50
HQS Inspection	1.00	1	1	1	6
Urgent	7.00	0	18	8	44
<b>Total</b>	<b>16.00</b>				

## Work Order Period Overview

Property : One Haciendas (985)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

### Period Activity

Balance Forward	10.00
Created	28.00
Closed	26.00
Balance End	12

### Average Per Day

Created	0.90
Closed	0.84
Open	0.16

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	19.00	0	17	2	76
Doors and Windows	2.00	1	4	2	8
Interior	1.00	7	7	7	4
Kitchen	2.00	0	1	0	8
Vacancy	1.00	1	1	1	4

**Total 25.00**

### Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	18.00	0	17	2	72
Emergency	2.00	0	1	0	8
Manager inspection	1.00	2	2	2	4
Preventative	1.00	4	4	4	4
Routine	3.00	1	7	3	12

**Total 25.00**

## Work Order Period Overview

Property : Haciendas 2 LP (986)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

### Period Activity

Balance Forward	4.00
Created	17.00
Closed	16.00
Balance End	5

### Average Per Day

Created	0.55
Closed	0.52
Open	0.06

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	15.00	0	7	1	94
Bathrooms	1.00	6	6	6	6
<b>Total</b>	<b>16.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	15.00	0	7	1	94
Section 8	1.00	6	6	6	6
<b>Total</b>	<b>16.00</b>				

## Work Order Period Overview

Property : Dai-Ichi Village FKA Haciendas Senior (988)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward	4.00
Created	9.00
Closed	9.00
Balance End	4

Average Per Day

Created	0.29
Closed	0.29
Open	0.06

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	4.00	1	26	23	44
Bathrooms	2.00	4	8	6	22
Kitchen	2.00	0	21	10	22
Plumbing	1.00	2	2	2	11
<b>Total</b>	<b>9.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	5	5	5	11
Routine	2.00	4	21	12	22
Urgent	4.00	0	8	3	44
Vacate	2.00	23	26	24	22
<b>Total</b>	<b>9.00</b>				

## Work Order Period Overview

Property : Haciendas 3 LP (989)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward	6.00
Created	13.00
Closed	17.00

Balance End 2

Average Per Day

Created 0.42  
Closed 0.55  
Open 0.00

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	6.00	0	2	0	35
Bathrooms	1.00	0	0	0	6
Doors and Windows	1.00	5	5	5	6
Electric	2.00	28	29	28	12
Exterior	1.00	9	9	9	6
Kitchen	2.00	5	23	14	12
Plumbing	4.00	0	4	1	24
<b>Total</b>	<b>17.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	0	0	0	6
Emergency	5.00	0	5	1	29
Routine	5.00	0	29	8	29
Urgent	6.00	0	28	9	35
<b>Total</b>	<b>17.00</b>				

## Work Order Period Overview

Property : Single Family Homes (552)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward 1.00  
Created 5.00  
Closed 4.00  
Balance End 2

Average Per Day

Created 0.16  
Closed 0.13  
Open 0.03

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Bathrooms	1.00	2	2	2	25
Interior	3.00	1	6	2	75
<b>Total</b>	<b>4.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Emergency	2.00	2	6	3	50
Urgent	2.00	1	3	2	50
<b>Total</b>	<b>4.00</b>				



## Work Order Period Overview

Property : South County RAD (801)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

### Period Activity

Balance Forward	11.00
Created	23.00
Closed	15.00
Balance End	19

### Average Per Day

Created	0.74
Closed	0.48
Open	0.35

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Doors and Windows	1.00	13	13	13	7
Electric	1.00	1	1	1	7
Exterior	2.00	1	4	2	13
Kitchen	5.00	1	13	3	33
Plumbing	6.00	1	13	4	40
<b>Total</b>	<b>15.00</b>				

### Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Emergency	7.00	1	13	5	47
Urgent	8.00	1	13	3	53
<b>Total</b>	<b>15.00</b>				

## Work Order Period Overview

Property : Salinas Family RAD (802)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

### Period Activity

Balance Forward	22.00
Created	61.00
Closed	66.00
Balance End	17

### Average Per Day

Created	1.97
Closed	2.13
Open	0.39

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	42.00	0	21	4	65
Bathrooms	6.00	0	8	6	9
Doors and Windows	1.00	5	5	5	2

Exterior	5.00	0	2	1	8
Interior	1.00	5	5	5	2
Kitchen	2.00	1	8	4	3
Miscellaneous Codes	3.00	2	56	26	5
Plumbing	4.00	2	4	2	6
Vacancy	1.00	29	29	29	2
<b>Total</b>	<b>65.00</b>				

Completed Activity by Priority

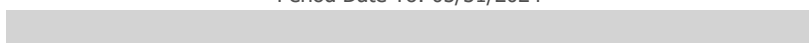
Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	32.00	0	21	5	49
Emergency	1.00	2	2	2	2
Manager inspection	1.00	5	5	5	2
Routine	20.00	0	56	6	31
Urgent	10.00	0	8	2	15
Vacate	1.00	29	29	29	2
<b>Total</b>	<b>65.00</b>				

## Work Order Period Overview

Property : East Salinas Family RAD (803)

Period Date From: 03/01/2024

Period Date To: 03/31/2024



Period Activity

Balance Forward	27.00
Created	75.00
Closed	78.00
Balance End	24

Average Per Day

Created	2.42
Closed	2.52
Open	0.35

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	13.00	0	21	4	17
Bathrooms	9.00	0	16	5	12
Doors and Windows	3.00	0	10	6	4
Electric	6.00	0	5	1	8
Exterior	11.00	0	20	7	14
Interior	6.00	1	20	11	8
Kitchen	17.00	0	16	3	22
Miscellaneous Codes	5.00	0	4	0	6
Plumbing	5.00	0	0	0	6
Vacancy	3.00	0	7	4	4
<b>Total</b>	<b>78.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	8.00	0	15	2	10
Emergency	2.00	1	5	3	3

Field review inspection	2.00	3	7	3	3
Preventative	2.00	3	6	3	3
Quality Control	1.00	11	11	11	1
Routine	32.00	0	21	5	41
Section 8	1.00	2	2	2	1
System/program	2.00	2	8	6	3
Urgent	25.00	0	16	4	32
Vacate	3.00	3	7	5	4
<b>Total</b>	<b>78.00</b>				

## Work Order Period Overview

Property : Gonzales Family RAD (804)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity	
Balance Forward	2.00
Created	9.00
Closed	8.00
Balance End	3

### Average Per Day

Created	0.29
Closed	0.26
Open	0.06

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Exterior	1.00	2	2	2	12
Kitchen	1.00	0	0	0	12
Miscellaneous Codes	4.00	4	11	4	50
Plumbing	2.00	2	4	3	25
<b>Total</b>	<b>8.00</b>				

### Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Emergency	3.00	0	4	2	38
Routine	1.00	4	4	4	12
Urgent	4.00	2	11	4	50
<b>Total</b>	<b>8.00</b>				

## Work Order Period Overview

Property : Vista Del Valle (904)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity	
Balance Forward	2.00
Created	7.00
Closed	4.00
Balance End	5

### Average Per Day

Created	0.23
Closed	0.13
Open	0.10

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Electric	1.00	1	1	1	25
Exterior	2.00	0	3	1	50
Plumbing	1.00	0	0	0	25
<b>Total</b>	<b>4.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Routine	2.00	0	3	1	50
Urgent	2.00	0	1	0	50
<b>Total</b>	<b>4.00</b>				

## Work Order Period Overview

Property : Tesoros Del Campo (906)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity

Balance Forward	2.00
Created	23.00
Closed	19.00
Balance End	6

Average Per Day

Created	0.74
Closed	0.61
Open	0.16

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	9	10	9	11
Doors and Windows	2.00	4	7	5	11
Electric	1.00	14	14	14	5
Exterior	5.00	0	13	6	26
Interior	5.00	3	21	15	26
Kitchen	3.00	14	14	14	16
Miscellaneous Codes	1.00	3	3	3	5
<b>Total</b>	<b>19.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	9	9	9	5
Routine	7.00	0	17	11	37
Urgent	10.00	0	21	13	53
Vacate	1.00	7	7	7	5
<b>Total</b>	<b>19.00</b>				

## Work Order Period Overview

Property : Jardines Del Monte (934)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity	
Balance Forward	4.00
Created	0.00
Closed	0.00
Balance End	4
Average Per Day	
Created	0.00
Closed	0.00
Open	0.00

Completed Activity by Category					
Category	Total Count	Minimum Days	Maximum Days	Average Days	%
<b>Total</b>	<b>0.00</b>				

Completed Activity by Priority					
Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
<b>Total</b>	<b>0.00</b>				

## Work Order Period Overview

Property : Castroville FLC LP (984)

Period Date From: 03/01/2024

Period Date To: 03/31/2024

Period Activity	
Balance Forward	2.00
Created	23.00
Closed	20.00
Balance End	5
Average Per Day	
Created	0.74
Closed	0.65
Open	0.10

Completed Activity by Category					
Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	5.00	0	15	5	25
Bathrooms	2.00	12	12	12	10
Doors and Windows	1.00	19	19	19	5
Exterior	1.00	4	4	4	5
Kitchen	1.00	1	1	1	5
Miscellaneous Codes	1.00	19	19	19	5
Plumbing	9.00	1	7	2	45
<b>Total</b>	<b>20.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	0	14	7	10
Emergency	5.00	1	12	9	25
Routine	8.00	0	19	4	40
Urgent	5.00	1	15	5	25
<b>Total</b>	<b>20.00</b>				

**Waiting Lists**

<b>Property</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>	<b>5 Bedroom</b>
Oakgrove	0	299	0	0	0
Pueblo Del Mar	0	0	0	0	0
Portola Vista	78	0	0	0	0
Montecito Watson	0	121	0	0	0
Homes	0	0	10	0	0
Chualar FLC	0	34	125	31	0
Salinas FLC	0	66	81	21	0
King City Migrant	0	0	0	0	0
Jardines	0	0	73	0	0
South County RAD	587	0	0	0	0
Salinas Family RAD	318	332	299	63	0
East Salinas Family RAD	271	166	125	25	2
Gonzales Family RAD	633	287	386	125	34
Casanova	0	0	0	0	0
Castroville FLC	0	123	119	41	0
Haciendas I	688	896	409	100	0
Haciendas II	957	632	459	133	0
Haciendas III	353	323	309	0	0
Haciendas IV	0	0	0	0	0
One Parkside	0	0	0	0	0
	<b>3851</b>	<b>3307</b>	<b>2390</b>	<b>539</b>	<b>36</b>

\*\*\*waitlists closed\*\*\*

# COUNTY OF MONTEREY

## HOUSING AND COMMUNITY DEVELOPMENT



HOUSING, PLANNING, BUILDING, ENGINEERING, ENVIRONMENTAL SERVICES

1441 Schilling Place, South 2nd Floor  
Salinas, California 93901-4527

(831) 755-5025  
[www.co.monterey.ca.us](http://www.co.monterey.ca.us)

March 28, 2024

Ms. Isela Villafuerte  
Property Management Specialist II  
Rippling River  
53 E. Carmel Valley Road  
Carmel Valley, CA 94924  
[iselav@hamonterey.org](mailto:iselav@hamonterey.org)

Ms. Sandra N. Rosales  
Property Management Supervisor  
Housing Authority County of Monterey  
123 Rico Street  
Salinas, CA 93907  
[srosales@hamonterey.org](mailto:srosales@hamonterey.org)

RE: HOME Investment Partnerships Program (HOME)  
Standard Agreement Number: 04-HOME-0744  
Project Name: Rippling River  
**2023 Long-Term Monitoring Summary Report**

Dear Madams,

On March 19, 2024, I met with Property Management Specialist, Isela Villafuerte, and Property Management Supervisor, Sandra Rosales, onsite at Rippling River to conduct long-term HOME monitoring and to review tenant files. The purpose of the monitoring review was to determine whether the terms of the Federal and State HOME requirements were being met. This letter summarizes the results of the County's monitoring on the above date.

The specific areas monitored were:

1. Certification of tenant income and assets
2. HOME Rents
3. Affirmative Marketing
4. Property Standards
5. Residential Lease
6. Regulatory Agreement Compliance
7. Asset Management

During the monitoring, information is documented on checklists based on HOME Program requirements. The information gathered serves as a basis for the monitoring report. Findings and concerns are identified in the report and require a response.

For clarification purposes, the definitions are as follows: a "finding" is an element which does not comply with a federal or State statute or regulation; whereas a "concern" represents a potential finding or a program deficiency that should be improved before it leads to a finding.




Thank you for your assistance and documentation that you provided to complete the monitoring visit. Overall, the complex is attractive, well maintained, and provides excellent services to the residents. We wish you continued success in your affordable housing efforts.

Please see the attached **2023 Monitoring Summary Report** and respond to the one Concern identified in this letter. A response to the issues detailed is due by **April 28, 2024**.

Should you need further information or technical assistance, please contact our office at (831) 755-5390.

Sincerely,

DocuSigned by:  
  
4EF0A9395D39444...  
Rosa Camacho-Chavez  
Housing Project Analyst

## 2023 MONITORING SUMMARY REPORT – RIPPLING RIVER

### **1. Certification of tenant income and assets**

The County reviewed the Annual Project Compliance Report, reviewed individual files and conducted inspections for units #221 (Torres), #521 (Elizabeth), and #812 (Martinez).

**No Findings or Concerns Noted.**

### **2. HOME Rents**

For properties with five or more HOME-assisted units, at least 20-percent of the HOME-assisted units must be occupied by very low-income tenants paying rents that are no greater than (50%) HOME rents less utility allowance.

- Occupancy Requirement (20% rule):  
8 (100%) HOME assisted units were occupied by very low-income (50%) households.
- Rent Requirements:  
None of the units had rents that exceed the allowable HOME rents.
- Over-Income Tenants:  
None of the households had incomes that exceed the 50% level.

**No Findings or Concerns Noted.**

### **3. Affirmative Marketing**

#### **Concern #1.**

Issue: The Affirmative Fair Housing Marketing Plan (AFHMP) has not been updated in over 5 years to make sure it's accurate and applicable for the current situation of the project.

Remedy: Please provide a confirmation by property management staff that the AFHMP will be updated and available by the next monitoring.

**No Findings Noted.**

### **4. Property Standards**

Unit inspections are required to be conducted annually by The John Stewart Company. The County conducted inspections for units #221 (Torres), #521 (Elizabeth), and #812 (Martinez) during the monitoring visit.

Minor repairs identified during the County's inspection of the HOME units were completed at the time of the County's onsite visit.

**No Findings or Concerns Noted.**

### **5. Residential Lease**

**No Findings or Concerns Noted.**

**6. Regulatory Agreement Compliance**

**No Findings or Concerns Noted.**

**7. Asset Management**

**No Findings or Concerns Noted.**

MEMORANDUM

**To:** Board of Commissioners  
**From:** Nora Ruvalcaba, Interim Director of Development  
**Thru:** Zulieka Boykin, Executive Director/President/CEO  
**Date:** April 16, 2024  
**Re:** MONTHLY DEVELOPMENT DEPARTMENT REPORT



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[Development department highlights](#)

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- **One Parkside, LP;** once CTCAC processes the Placed-In-Service package and issues 8609's, we will submit a request for final Capital Contribution from Investor in the amount of \$205,979.00.
- **15 Year Buy-Outs;** staff are working with a consultant to negotiate the LP exit of two partnerships since they have reached the end of their compliance period. Those partnerships are Benito FLC LP and Benito Street Affordable Housing LP.

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[Potential Development Opportunities](#)

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- **Division Avenue (Salinas)**
  - Staff is pending response from City of Salinas Community Development Department regarding site control and predevelopment funds for the expected remediation of environmental concerns.
- **Parcel B Property (Salinas)**
  - Pending City of Salinas response to submission of funding request for pre-development costs.
  - Staff will be meeting with City staff to discuss Site Plan review process as we prepare to move forward with development proposal.
  - Staff held meeting with potential development partner to determine if a joint venture and project are feasible.
- **APN# 024-261-001 (Greenfield)**
  - Staff met with City of Greenfield staff and discussed the Site Plan review process and are preparing for initial submission.
- **855 E. Laurel Avenue (Salinas)**

- Determination of development opportunity is pending further details from County staff regarding land access and funding opportunities.
- **Rippling River (Carmel Valley)**
  - Staff and a potential development partner to determine if a joint venture would be appropriate to proceed with development at this location. Initial feasibility determination underway.

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### Marketing

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- Staff is working with Executive Assistant and new vendor to incorporate the HDC website into the new HACM website.
- On-going internal review of potential marketing events and/or media opportunities being explored on a regular basis to determine proper platforms to publish on.

---

### One Parkside, LP

---

- Placed-in-Service package was submitted to CTCAC. Staff will be requesting the issuance of 8609's and the release of final Capital Contribution.

---

### 123 Rico CLEEN loan

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- Staff working on compiling alternate plans for use of funds, pending job cost estimates to submit to the State for approvals.
- Pending job cost estimates to include in submission to the State I Bank representative.
- Remaining funds available are \$320,000.00.

---

### Audits

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- Weekly meetings with the Finance Director and Auditor are ongoing.
- Weekly meetings with third party audit team to review outstanding items for the LP audits and tax returns.
- Final HDC audit and HACM 2022 audits received.

---

### Capital Improvements

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- The development team is working with our property management teams to ensure needed capital improvement requests throughout the portfolio are completed in a timely manner and with the approval of appropriate Lender/Investor groups. Details can be found in the property management section of the report for those items currently underway and in the property management reports.

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### Tynan Modernization job close-out

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- Building C – DKI has completed 100% of the needed remediation and repairs.

- DKI is pending City of Salinas inspection and sign-off completed 4/9/24.
- Pending final retention invoicing to file Notice of Completion.

---

### Tynan commercial space

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- Approximately 2,500 sf commercial space available.
- There have been inquiries made regarding the available space that is currently vacant.

---

### Haciendas 1&2 metals job

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- Maintenance staff assisting in repairs of some of the rusted railings and fascia.
- Development staff working on timeline and assisting with coordinating of repairs and for installation of new awnings.

---

### Project Based Section 8

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- Magnolia Place apartments has submitted the required supporting documentation for the Executive Director execution of the HAP Contract.
- Greenfield Commons I was awarded 27 PBV vouchers, for which the Agreement to Enter into a Housing Assistance Payments Contract (AHAP) was executed by the Executive Director in August 2023. The project is now under construction and pending finalization and submission of required documentation to execute the HAP.

---

### HDC Portfolio managed by the John Stewart Company and Paso Robles Housing Authority

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- Please see attached property management reports for the following properties:
  - Tynan Village Affordable Housing LP (JSCo)
  - Fano Vista LP (JSCo)
  - Benito Farm Labor LP (JSCo)
  - Benito Street Affordable Housing LP (JSCo)
  - Monterey Street Affordable Housing LP (JSCo)
  - Oak Park 1 LP (PRHA)
  - Oak Park 2 LP (PRHA)

---

### Resident Services

---

- Resident Services are being provided at the various developments by Life Steps as required by the existing regulatory agreements.



## Fanoe Vista

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Martha Rodriguez

Period Beginning

Mar 01, 2024

Period Ending

Mar 31, 2024

### Administrative Comments

Due to staff vacation, Service hours were reduced. After School Program and Service make-up hours were applied during this period.

### Service Requirements

CTCAC: Adult Educational Classes 84 hours per year, After School Programs 10 hours per week

### DSS Site Visits

Mar 04, 2024

Mar 11, 2024

Mar 25, 2024

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Mar 04, 2024	JOBS: Let Your Hobbies Make You Money	12	0.25
Mar 11, 2024	Money Matters: Budget that Sticks	10	0.25
Mar 11, 2024	Healthy Lifestyles 2024: Diabetes 101	10	0.25
Mar 25, 2024	New Job 101: Employment for 55 and Older	12	0.25

Totals 44 1.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Mar 04, 2024	Food Distribution	20	2.00
<b>Subtotal for Health and Wellness</b>		<b>20</b>	<b>2.00</b>

Totals 20 2.00

### After School Program

LifeSTEPS provides an after school program that provides a safe, caring, and academically challenging environment in which children may develop their self-esteem, creativity, learning and social skills through the use of age-appropriate activities and materials. The children concentrate on homework and academics for the first portion of each meeting. After completion of homework, the children participate in activities from the LifeSTEPS' After School Program Curriculum.

Program Coordinator(s): Amy Cota

Week Ending Date	Activities from LifeSTEPS Curriculum	Participants for Week	Class Hours for Week
Mar 02, 2024	Culture Awareness Health and Wellness	Homework Assistance	5 2.50

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
Mar 09, 2024	Character Development Health and Wellness	Homework Assistance	19	12.50
Mar 16, 2024	Character Development Culture Awareness	Health and Wellness Homework Assistance	21	10.00
Mar 23, 2024	Character Development Community / Leadership Culture Awareness	Health and Wellness Homework Assistance	16	12.50
Mar 30, 2024	Character Development Culture Awareness	Health and Wellness Homework Assistance	22	12.50

**Totals**    83    50.00

**Individualized Case Management Services**

Date	Topic	Residents	Hours
Mar 04, 2024	Employment Counseling	12	3.00
Mar 11, 2024	Financial Budgeting	10	2.50
Mar 11, 2024	Health Care	10	2.50
Mar 25, 2024	Rental	1	0.25
Mar 25, 2024	Utilities	2	1.00
Mar 25, 2024	Employment Counseling	12	3.00

**Totals**    47    12.25

**Social Service Coordination**

Date	Administration Type	Hours
Mar 04, 2024	Service Coordination Administration	1.75
Mar 25, 2024	Service Coordination Administration	0.25

**Total**    2.00

**Donations**

Date	Donor	Item Donated	Value
Mar 04, 2024	Food Bank of Monterey	Food Commodities	\$200.00

**Total**    \$ 200.00

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Mar 11, 2024	Socials, General: March Birthday Social	13	2.25
Mar 25, 2024	Socials, General: Spring Social	16	2.25

**Totals**    29    4.50

**Percent of units served during the past 12 months: 93.2%**



**Resident Services in Action**



**Food Distribution**

*Mar 04, 2024*



**Spring Social**

*Mar 25, 2024*



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## Haciendas 3 and Haciendas Senior

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Mar 01, 2024

Period Ending

Mar 31, 2024

### Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 326 hours per year

### DSS Site Visits

Mar 06, 2024

Mar 13, 2024

Mar 20, 2024

Mar 27, 2024

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Mar 06, 2024	JOBS: Let Your Hobbies Make You Money	10	3.25
Mar 13, 2024	Money Matters: Budget that Sticks	10	2.25
Mar 13, 2024	Healthy Lifestyles 2024: Diabetes 101	10	2.25
Mar 20, 2024	Healthy Lifestyles 2024: Breath to Calm Down	10	3.00
Mar 27, 2024	Stand-Alone Classes (Senior): Bed Bugs	10	2.25
Mar 27, 2024	New Job 101: Employment for 55 and Older	10	3.25

Totals

60

16.25

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Mar 06, 2024	Food Distribution: Food Bank Distribution	29	4.25
Mar 20, 2024	Food Distribution	24	4.00
<b>Subtotal for Health and Wellness</b>		<b>53</b>	<b>8.25</b>

Totals

53

8.25

### Social Service Coordination

Date	Administration Type	Hours
Mar 01, 2024	Recording Needs Assessment Surveys	0.75
Mar 06, 2024	Service Coordination Administration	0.50
Mar 08, 2024	Service Coordination Administration	0.75
Mar 13, 2024	Service Coordination Administration	0.25

Date	Administration Type	Hours
Mar 15, 2024	Service Coordination Administration	0.75
Mar 20, 2024	Service Coordination Administration	1.00
Mar 22, 2024	Recording Needs Assessment Surveys	0.75

**Total** 4.75

**Donations**

Date	Donor	Item Donated	Value
Mar 06, 2024	Food Bank of Monterey	Food Commodities	\$290.00
Mar 20, 2024	Food Bank of Monterey	Food Commodities	\$240.00

**Total** \$ 530.00

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Mar 13, 2024	Cultural Events: St. Patrick's Day Celebration	26	3.25
Mar 27, 2024	Bingo/Loteria: Bingo with LifeSTEPS	5	2.50

**Totals** 31 5.75

**Percent of units served during the past 12 months: 94.4%**

**Resident Services in Action**



**Food Distribution**

Mar 06, 2024



**St. Patrick's Day Celebration**

Mar 13, 2024



## Haciendas I and II

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Mar 01, 2024

Period Ending

Mar 31, 2024

### Administrative Comments

Service make-up hours were applied during this period.

### Service Requirements

CTCAC: Adult Educational classes 60 hours per year, Service Coordination 406 hours per year and individualized Health and Wellness services 117 hours per year

### DSS Site Visits

Mar 01, 2024

Mar 04, 2024

Mar 08, 2024

Mar 12, 2024

Mar 15, 2024

Mar 18, 2024

Mar 22, 2024

Mar 25, 2024

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Mar 01, 2024	JOBS: Let Your Hobbies Make You Money	11	3.25
Mar 04, 2024	Money Matters: Budget that Sticks	10	3.50
Mar 08, 2024	Stand-Alone Classes: Bed Bugs	10	3.25
Mar 12, 2024	Parenting: Family Disaster Preparedness	10	2.25
Mar 15, 2024	Healthy Lifestyles 2024: Breath to Calm Down	10	3.25
Mar 18, 2024	New Job 101: Employment for 55 and Older	10	3.25
Mar 22, 2024	Stand-Alone Classes: Bed Bugs	11	2.25

Totals

72

21.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Mar 04, 2024	Utilities: HEAP Workshop	9	3.50
<b>Subtotal for Financial</b>		<b>9</b>	<b>3.50</b>
<b>Health and Wellness</b>			
Mar 08, 2024	Safety: Cleanliness Leads To Better Health	10	3.25
Mar 15, 2024	Mental Health: Therapy For The Soul	10	2.75
Mar 25, 2024	Food Distribution: Food Bank Distribution	23	4.25
<b>Subtotal for Health and Wellness</b>		<b>43</b>	<b>10.25</b>

Date	Topic	Participants	Hours
<b>Life Skills Education</b>			
Mar 01, 2024	Interpersonal Skills: Discover Your Interest, Turn Them Into Hobbies	11	2.25
Mar 18, 2024	Education Workshop: Going Back To School	10	2.25
Mar 18, 2024	College Preparation: College and Work-Study	10	1.25
<b>Subtotal for Life Skills Education</b>		<b>31</b>	<b>5.75</b>

**Totals**    **83**    **19.50**

**Individualized Case Management Services**

Date	Topic	Residents	Hours
Mar 25, 2024	Medical	1	1.00

**Totals**    **1**    **1.00**

**Social Service Coordination**

Date	Administration Type	Hours
Mar 01, 2024	Service Coordination Administration	0.50
Mar 12, 2024	Service Coordination Administration	0.25
Mar 18, 2024	Service Coordination Administration	0.50
Mar 22, 2024	Service Coordination Administration	0.50
Mar 25, 2024	Service Coordination Administration	1.75

**Total**    **3.50**

**Donations**

Date	Donor	Item Donated	Value
Mar 25, 2024	Food Bank of Monterey	Food Commodities	\$230.00

**Total**    **\$ 230.00**

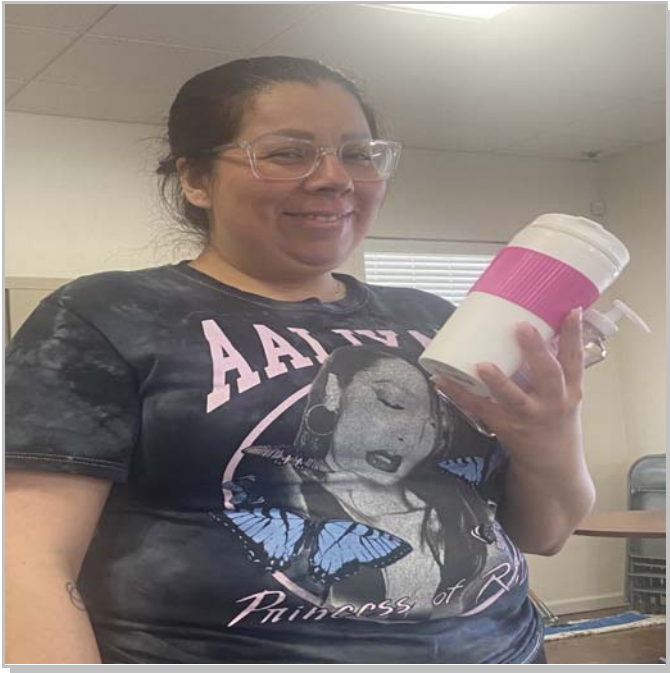
**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Mar 08, 2024	Bingo/Loteria: B.I.N.G.O	6	2.25
Mar 12, 2024	Cultural Events: St. Patrick's Day Celebration	83	4.50
Mar 22, 2024	Socials, General: Birthday Celebration Social	17	3.25

**Totals**    **106**    **10.00**

**Percent of units served during the past 12 months: 100.0%**

**Resident Services in Action**



**B.I.N.G.O Winner**  
*Mar 08, 2024*



**St. Patrick's Day Celebration**  
*Mar 12, 2024*





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## Monterey Street & Benito Street

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

Mar 01, 2024

Period Ending

Mar 31, 2024

### Administrative Comments

After School Program and Service make-up hours were applied during this period.

### DSS Site Visits

Mar 05, 2024

Mar 11, 2024

Mar 19, 2024

Mar 26, 2024

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Mar 05, 2024	JOBS: Let Your Hobbies Make You Money	10	3.25
Mar 11, 2024	Healthy Lifestyles 2024: Diabetes 101	10	1.75
Mar 11, 2024	Money Matters: Budget that Sticks	10	3.25
Mar 19, 2024	Stand-Alone Classes: Bed Bugs	10	2.25
Mar 19, 2024	Healthy Lifestyles 2024: Breath to Calm Down	10	2.25
Mar 26, 2024	New Job 101: Employment for 55 and Older	10	2.25

Totals

60

15.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Mar 26, 2024	Utilities: HEAP Workshop	10	2.25
<b>Subtotal for Financial</b>		<b>10</b>	<b>2.25</b>
<b>Health and Wellness</b>			
Mar 11, 2024	Food Distribution: Food Bank Distribution	26	2.00
<b>Subtotal for Health and Wellness</b>		<b>26</b>	<b>2.00</b>
<b>Life Skills Education</b>			
Mar 19, 2024	GED: GED, Adult School, College, Trade School, ESL	10	2.00
<b>Subtotal for Life Skills Education</b>		<b>10</b>	<b>2.00</b>

Totals

46

6.25

**After School Program**

*LifeSTEPS provides an after school program that provides a safe, caring, and academically challenging environment in which children may develop their self-esteem, creativity, learning and social skills through the use of age-appropriate activities and materials. The children concentrate on homework and academics for the first portion of each meeting. After completion of homework, the children participate in activities from the LifeSTEPS' After School Program Curriculum.*

Program Coordinator(s): Severo Gasca Pantoja

Week Ending Date	Activities from LifeSTEPS Curriculum	Participants for Week	Class Hours for Week
Mar 02, 2024	Community / Leadership	8	2.50
Mar 09, 2024	Community / Leadership Culture Awareness Homework Assistance	31	12.50
Mar 16, 2024	Character Development Homework Assistance	29	12.50
Mar 23, 2024	Big Fun in the Sun Character Development Community / Leadership	26	12.50
Mar 30, 2024	Big Fun in the Sun Character Development	25	12.50

**Totals**    119    52.50

**Social Service Coordination**

Date	Administration Type	Hours
Mar 19, 2024	Service Coordination Administration	0.50

**Total**    0.50

**Donations**

Date	Donor	Item Donated	Value
Mar 11, 2024	Food Bank of Monterey	Food Commodities	\$260.00

**Total**    \$ 260.00

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Mar 05, 2024	Holiday: Saint Patrick's Day Celebration	14	3.75
Mar 26, 2024	Socials, General: Easter Celebration	29	2.50

**Totals**    43    6.25

**Percent of units served during the past 12 months: 88.2%**

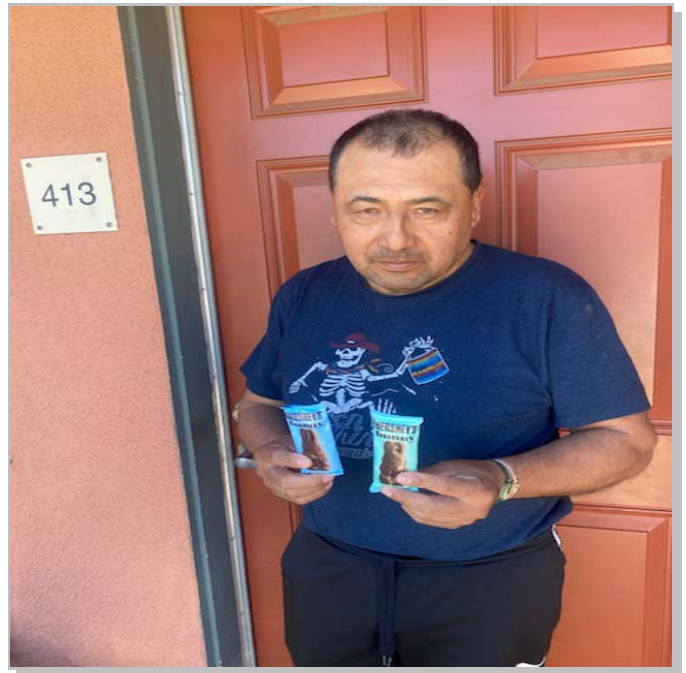


**Resident Services in Action**



**Saint Patrick's Day Celebration**

*Mar 05, 2024*



**Easter Celebration**

*Mar 26, 2024*



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## Rippling River

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

Mar 01, 2024

Period Ending

Mar 31, 2024

### Administrative Comments

Service make-up hours were applied during this period.

### DSS Site Visits

Mar 07, 2024

Mar 14, 2024

Mar 21, 2024

Mar 28, 2024

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Mar 07, 2024	Healthy Lifestyles 2024 (Senior): Breath to Calm Down	10	3.00
Mar 14, 2024	Healthy Lifestyles 2024 (Senior): Osteoarthritis, what is it?	10	3.25
Mar 21, 2024	Healthy Lifestyles 2024: Diabetes 101	10	2.25
Mar 21, 2024	Money Matters (Senior): Budget that Sticks	10	2.25
Mar 28, 2024	Stand-Alone Classes (Senior): Bed Bugs	10	2.25

Totals 50 13.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Life Skills Education</b>			
Mar 21, 2024	Arts and Music: Art and Crafts	10	2.25
<b>Subtotal for Life Skills Education</b>		<b>10</b>	<b>2.25</b>

Totals 10 2.25

### Individualized Case Management Services

Date	Topic	Residents	Hours
Mar 14, 2024	Utilities	1	0.25
Mar 14, 2024	Health Care	1	1.00
Mar 28, 2024	Rental	1	0.50
Mar 28, 2024	Counseling/Mental Health	2	0.75
Mar 28, 2024	Computer/Technology	1	0.25
Mar 28, 2024	Healthy Lifestyles	1	0.25

Totals 7 3.00

**Social Service Coordination**

Date	Administration Type	Hours
Mar 07, 2024	Service Coordination Administration	0.75
Mar 14, 2024	Service Coordination Administration	0.25
Mar 21, 2024	Property Management Relations	0.25
Mar 28, 2024	Service Coordination Administration	0.25

**Total** 1.50

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Mar 07, 2024	Community Events: Safety Committee Meeting	3	3.25
Mar 14, 2024	Movies: Movie and Popcorn	3	2.25
Mar 28, 2024	Socials, General: Birthday Celebration Social	6	2.75

**Totals** 12 8.25

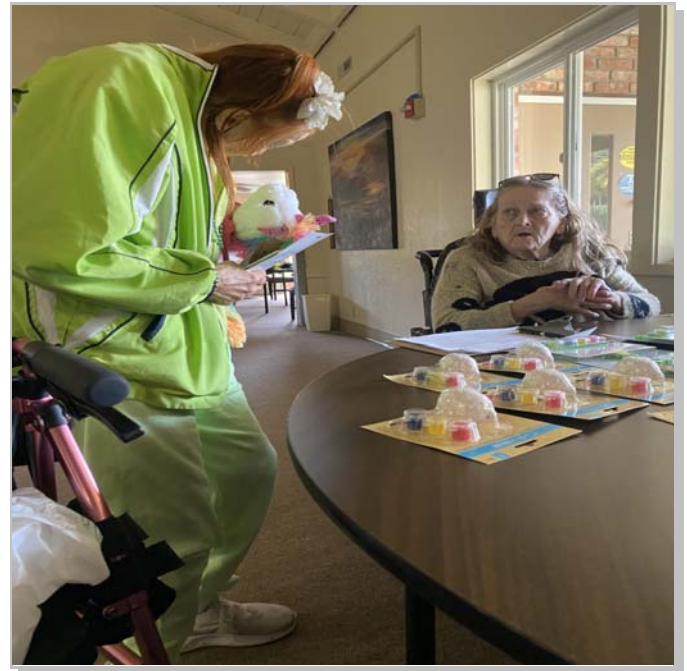
**Percent of units served during the past 12 months: 94.9%**

**Resident Services in Action**



**Movie & Popcorn**

*Mar 14, 2024*



**Art & Crafts**

*Mar 21, 2024*

MEMORANDUM



TO: Board of Commissioners
FROM: Jonathan Campbell, Housing Programs Director
THRU: Zulieka Boykin, Executive Director/CEO
SUBJECT: Housing Programs Report – March 2024
DATE: April 15, 2024

Executive Summary

The month of March was filled with challenges. Including staffing changes. The Housing Programs Supervisor declined the position and resumed duties as a Housing Programs Specialist. The Housing Programs Analyst resigned for a better career opportunity. An Interim HP Supervisor and Interim HP Analyst have been appointed. HR has started the search for permanent incumbents to fill both critical positions.

Total Program Vouchers Housed/Leased

Table with 12 columns (Jan-Dec) and 2 rows of data showing voucher counts for each month.

Self-Audited Issues

- FSS Accruals of Escrow Accounts
Waitlist Management
Rent Reasonableness
PBV New Lease Ups

VMS Updates

HCV	As of 1st of Month UML	As of 1st of Month HAP
Homeownership	3	\$ 749.00
Family Unification	43	\$ 78,263.00
Portable Voucher Paid	18	\$ 24,879.00
Tenant Protection	18	\$ 33,596.00
Enhanced Vouchers	18	
VASH	290	\$ 632,369.00
FYI	7	\$ 11,476.00
AOV	3,249	\$ 5,181,567.00
HCV FSS Escrow Deposits		\$ 16,384.00
HCV All HAP exp After 1st of Month		\$ 56,593.00
UML and HAP For Month	3,628	5,962,899
Vouchers Under Lease on Last Day of Month	3,654	
Number of HCV Vouchers Searching	194	
Number of PBV under HAP & leased	686	
Number of PBVs under HAP & not leased	21	
PBV Total HAP expenses		\$ 1,874,491.00
<hr/>		
Mainstream	59	\$ 109,766.00
MS FSS Escrow		\$ -
MS HAP Expense after 1st		\$ -
MS Vouchers Looking	-	
<hr/>		
EHV	270	\$ 568,522.00
EHV FSS Escrow		\$ 2,631.00
EHV Vouchers Looking	-	
EHV HAP After 1st of Month		\$ 2,023.00

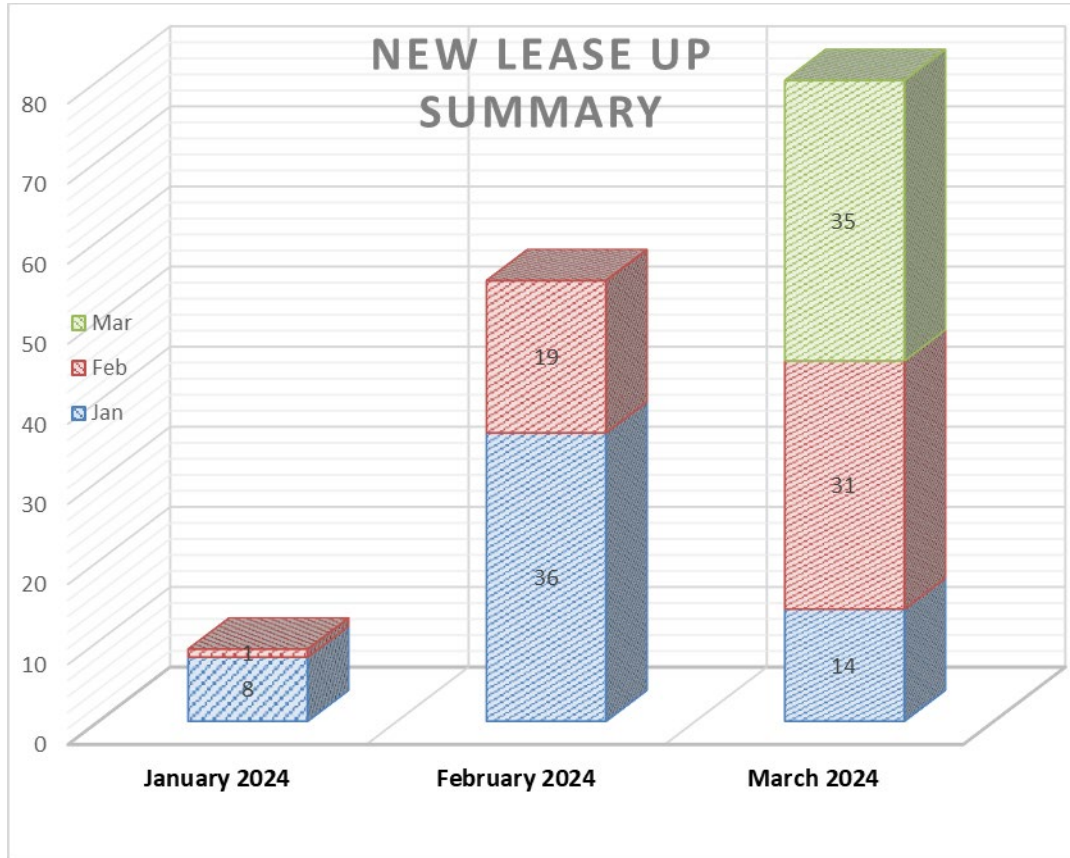
March 2024-HCV-Reasonable Accommodation Requests= 20

Extensions	Live-in Aide	Bedroom Size +	Other	VAWA	Language Assistance
9	6	0	5	0	0

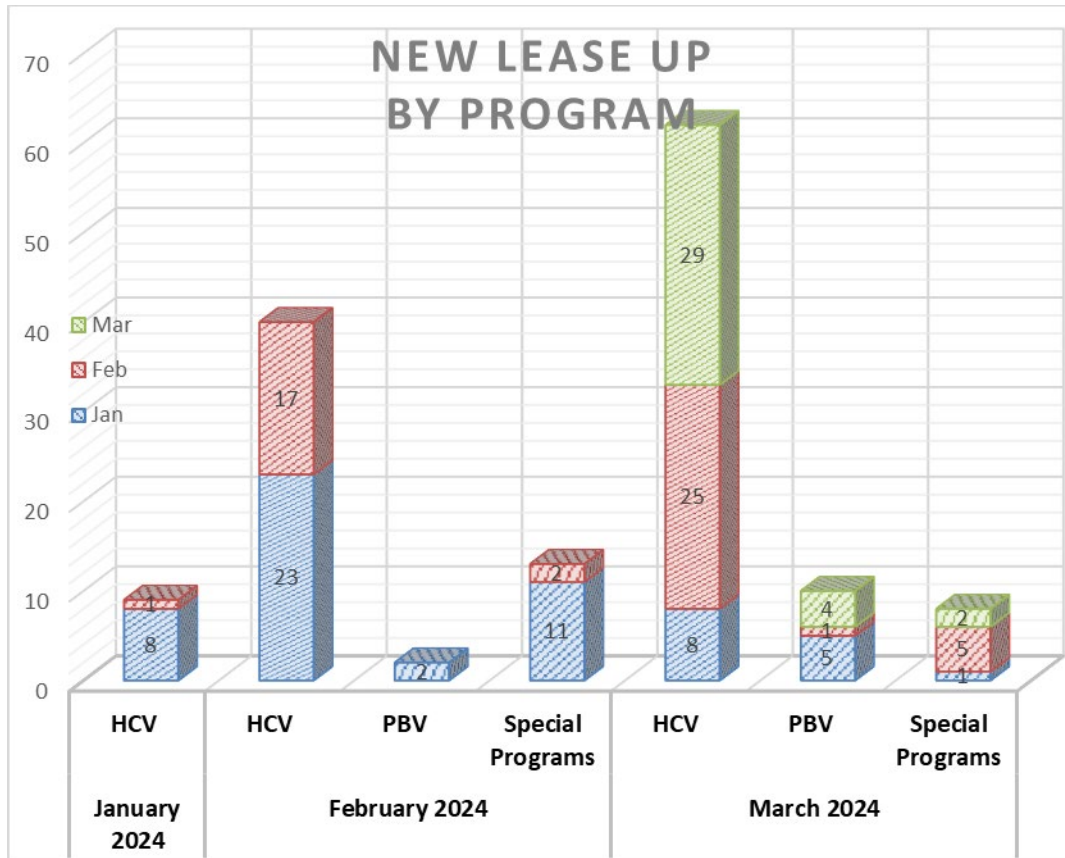


**LEASING**

This chart shows the month that the work was completed (X axis) and color coded by the month that the new lease up (Action 1) was effective.

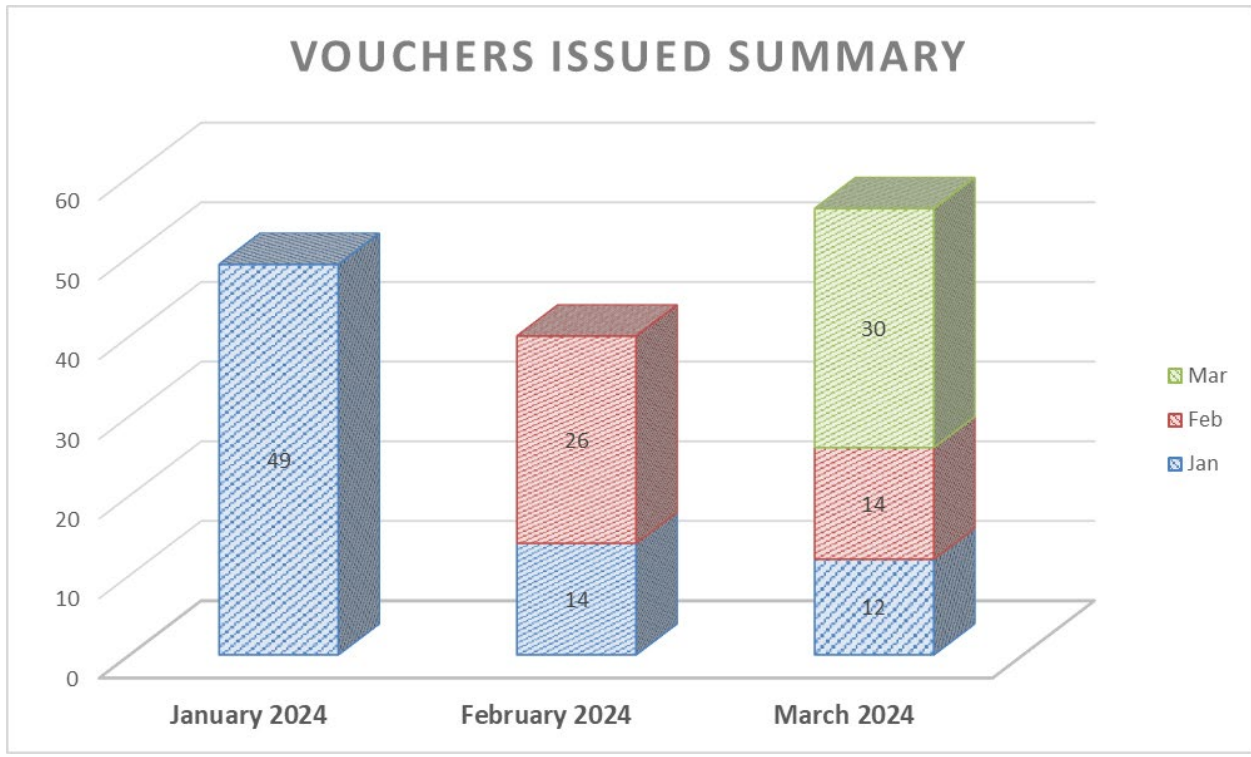


<b><u>NEW LEASE UP DATA</u></b>	<b>M/I Completed Month</b>				<b>M/I: Average for Last 3 Months</b>
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>M/I: 3-Month Total</b>	
<b>M/I Effective Month</b>					
<b>January 2024</b>	8	1	-	9	
<b>February 2024</b>	36	19	-	55	
<b>March 2024</b>	14	31	35	80	
<b>M/I: 3-Month Total</b>	58	51	35	144	48



<u>NEW LEASE UP DATA</u> <u>(By Program)</u>	M/I Completed Month			M/I: 3- Month Total
	Jan	Feb	Mar	
<b>M/I Effective Month</b>				
<b>January 2024</b>	8	1	-	9
HCV	8	1	-	9
<b>February 2024</b>	36	19	-	55
HCV	23	17	-	40
PBV	2	-	-	2
Special Programs	11	2	-	13
<b>March 2024</b>	14	31	35	80
HCV	8	25	29	62
PBV	5	1	4	10
Special Programs	1	5	2	8
<b>M/I: 3-Month Total</b>	58	51	35	144

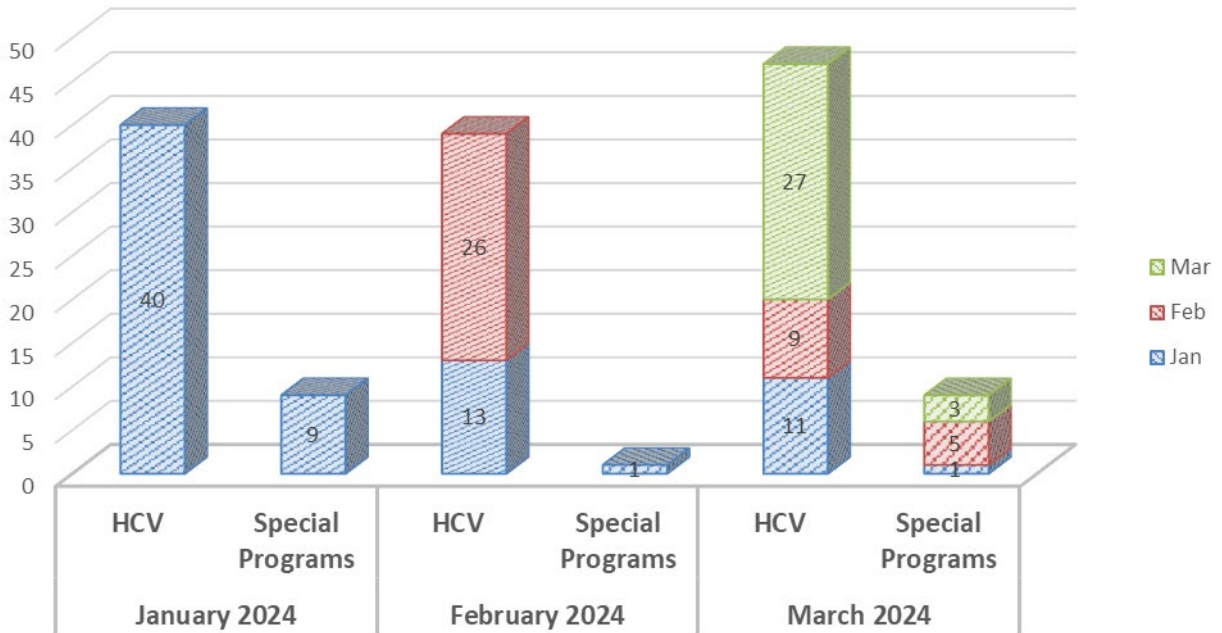
**Vouchers Issued**



<u>Vouchers Issued</u>	Effective Month			Grand Total
	Jan	Feb	Mar	
<b>Month Voucher Issued</b>				
<b>January 2024</b>	<b>49</b>	<b>-</b>	<b>-</b>	<b>49</b>
<b>February 2024</b>	<b>14</b>	<b>26</b>	<b>-</b>	<b>40</b>
<b>March 2024</b>	<b>12</b>	<b>14</b>	<b>30</b>	<b>56</b>
<b>Grand Total</b>	<b>75</b>	<b>40</b>	<b>30</b>	<b>145</b>

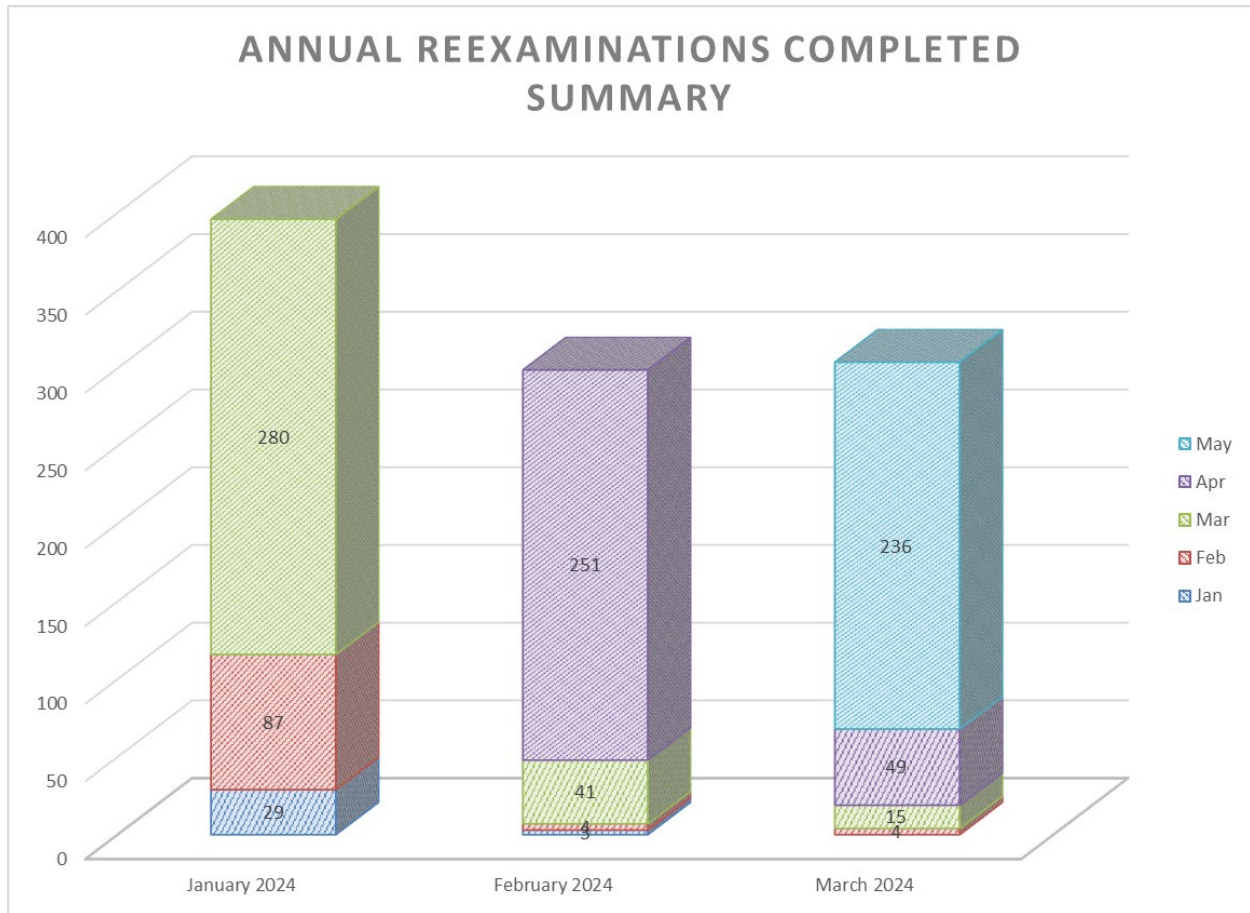


## VOUCHERS ISSUED BY PROGRAM



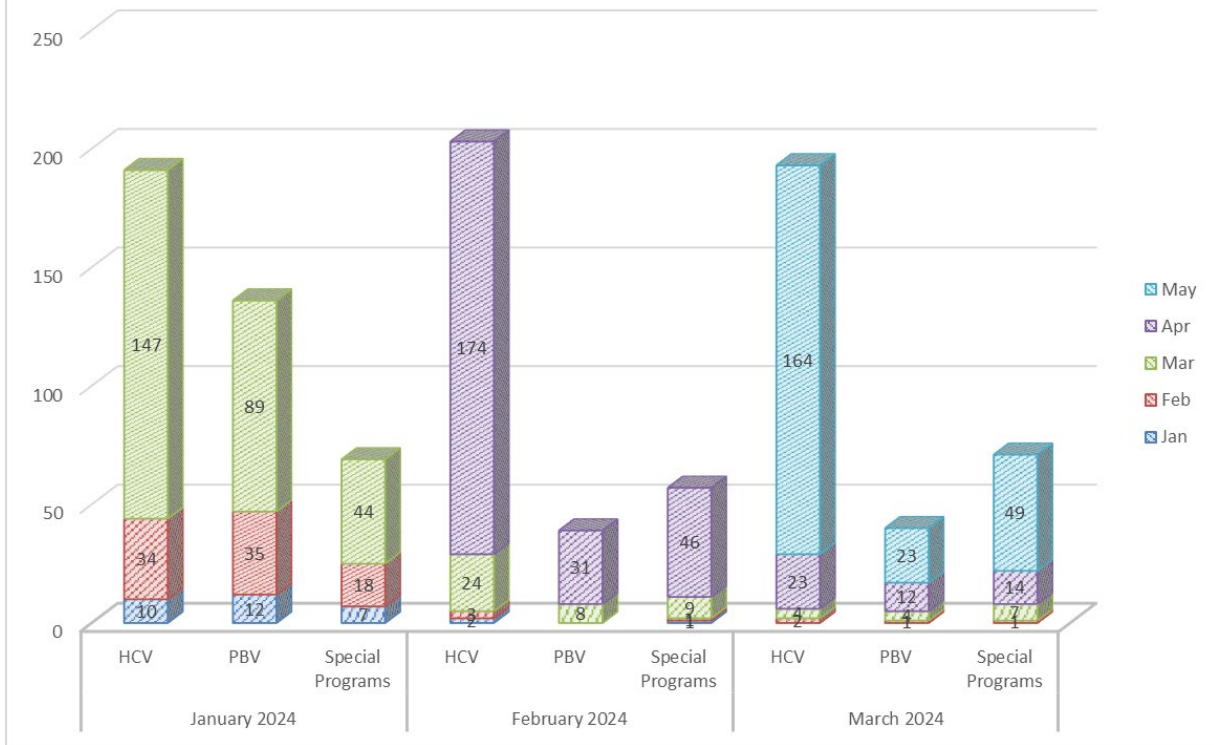
<u>Vouchers Issued</u>	Effective Month			Grand Total
	Jan	Feb	Mar	
<b>Month Voucher Issued</b>				
<b>January 2024</b>	49	-	-	49
<b>HCV</b>	40	-	-	40
<b>Special Programs</b>	9	-	-	9
<b>February 2024</b>	14	26	-	40
<b>HCV</b>	13	26	-	39
<b>Special Programs</b>	1	-	-	1
<b>March 2024</b>	12	14	30	56
<b>HCV</b>	11	9	27	47
<b>Special Programs</b>	1	5	3	9
<b>Grand Total</b>	75	40	30	145

**ANNUAL REEXAMINATIONS**



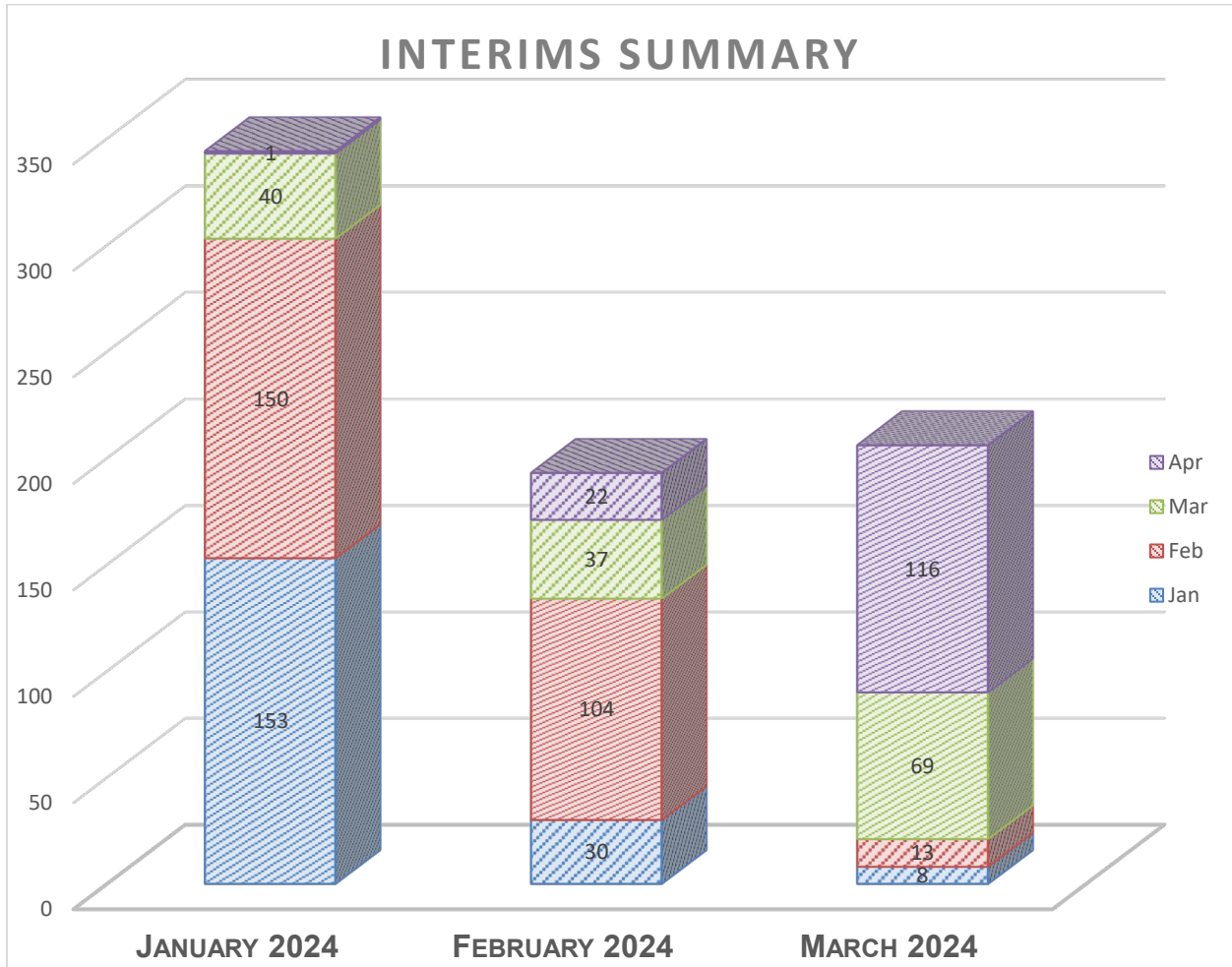
<b><u>ANNUAL REEXAMINATION DATA</u></b>	<b>Month Work Completed</b>						<b>Annals: 3-Month Total</b>	<b>Ave. Annals: Last 3 Months</b>
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>			
<b>Annual Effective Month</b>								
<b>January 2024</b>	29	87	280	-	-	396		
<b>February 2024</b>	3	4	41	251	-	299		
<b>March 2024</b>		4	15	49	236	304		
<b>Annals: 3-Month Total</b>	32	95	336	300	236	999	333	

## ANNUAL REEXAMINATIONS COMPLETED BY PROGRAM



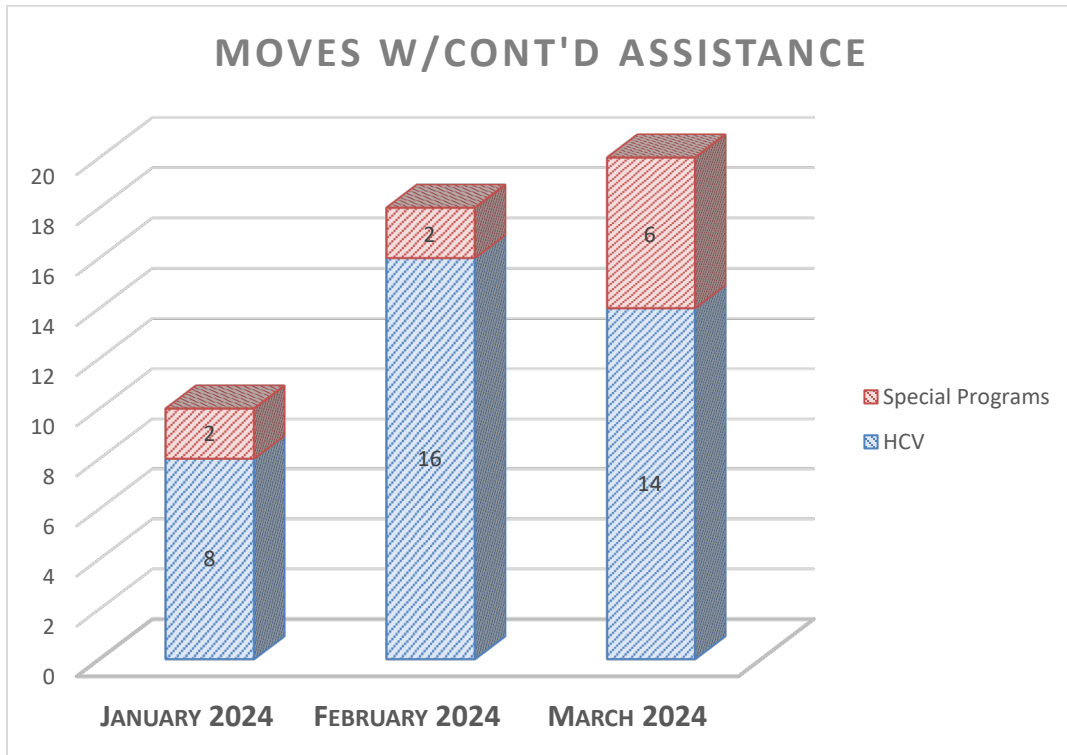
ANNUAL REEXAMINATION DATA	Month Work Completed					Annuals: 3-Month Total
	Jan	Feb	Mar	Apr	May	
<b>Annual Effective Month</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	
<b>January 2024</b>	29	87	280			396
<b>HCV</b>	10	34	147			191
<b>PBV</b>	12	35	89			136
<b>Special Programs</b>	7	18	44			69
<b>February 2024</b>	3	4	41	251		299
<b>HCV</b>	2	3	24	174		203
<b>PBV</b>			8	31		39
<b>Special Programs</b>	1	1	9	46		57
<b>March 2024</b>		4	15	49	236	304
<b>HCV</b>		2	4	23	164	193
<b>PBV</b>			1	4	12	40
<b>Special Programs</b>			1	7	14	71
<b>Annuals: 3-Month Total</b>	<b>32</b>	<b>95</b>	<b>336</b>	<b>300</b>	<b>236</b>	<b>999</b>

**INTERIM REXAMINATIONS**



Interims Completed	Month Completed				
Month Effective	Jan	Feb	Mar	Apr	Total Interims
January 2024	153	150	40	1	344
February 2024	30	104	37	22	193
March 2024	8	13	69	116	206
<b>Total Interims</b>	<b>191</b>	<b>267</b>	<b>146</b>	<b>139</b>	<b>743</b>

**PROGRAM MOVES**



Moves with Continued Assistance	Move Month Completed		
	HCV	Special Programs	Total Moves
<b>Program</b>			
January 2024	8	2	10
February 2024	16	2	18
March 2024	14	6	20
<b>Total Moves</b>	<b>38</b>	<b>10</b>	<b>48</b>

**ANNUAL HQS INSPECTIONS**



**FSS PARTICIPATION**

Addendum Type	Count	Increase in Earned Income	Monthly Escrow	Amount Disbursed	Current Escrow Balance
Enrollment	33	0.00	0.00	0.00	0.00
Progress	78	17,668.53	246.86	(75.74)	6,377.65
	111	12,415.72	173.47	(53.22)	4,481.60

Monthly FSS Escrowing Accounts	Active Escrow Accounts	Total Escrow Balance
+ Section 8 FSS	30	\$ 16,384.00
+ EHV	3	\$ 2,631.00
<b>Grand Total</b>	<b>33</b>	<b>\$ 19,015.00</b>





**COMMISSIONER COMMENTS**

**&**

**ADJOURNMENT**