



AGENDA
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
ZOOM REGULAR BOARD MEETING
BOARD OF COMMISSIONERS

DATE: MONDAY, JANUARY 23, 2023

TIME: 5:00 P.M.

LINK/PHONE: https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09

Phone: (669) 900-6833 (*6 to unmute)
Meeting ID: 350 189 1938
Passcode: 438419

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

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

PRESENT

ABSENT

Table with 3 columns: Name, Present, Absent. Rows include Chair Jon Wizard, Vice Chair Hans Buder, Commissioner Kevin Healy, Commissioner Kathleen Ballesteros, Commissioner Viviana Gama, Commissioner Francine Goodwin, and VACANT, Commissioner.

3. COMMENTS FROM THE PUBLIC

4. PRESENTATION – Monica Perales, 10 Years of Service

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

A. Resolution 3081: AB 361

B. Minutes - Approval of Minutes of the Regular Board Meeting held on November 28, 2022

C. Minutes - Approval of Minutes of the Regular Board Meeting held on December 19, 2022

6. REPORTS OF COMMITTEES

- Personnel Committee
- Finance/Development Committee
- Monterey County Housing, Inc. & Affordable Acquisitions

Commissioner Ballesteros, Chairperson
 Commissioners Gama, Chairperson
 Commissioner Wizard, Representative

7. REPORT OF SECRETARY

- A. Executive Report

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

 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 February 21, 2023, at 5:00 p.m.**



COMMENTS FROM THE PUBLIC



CERTIFICATE OF SERVICE

AWARDED TO:

Monica Perales

For **10** years of loyal service as
an employee of the Housing Authority
of the County of Monterey

Zulieka Boykin
Executive Director/CEO



MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Gabriela Rivero, Clerk to the Board

RE: Resolution 3081: AB 361

DATE: January 23, 2023



AB 361 is a California law signed by the Governor of California to provide meeting requirements during the pandemic.

ACTION: Adopt Resolution 3081 allowing local government to continue to conduct virtual meetings.

RESOLUTION 3081

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HACM PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOME’S ORDER OF SEPTEMBER 17, 2021, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF HACM FOR THE PERIOD JANUARY 24, 2023 TO FEBRUARY 22, 2023 PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, HACM is committed to preserving and nurturing public access and participation in meetings of the Board of COMMISSIONERS; and

WHEREAS, all meetings of HACM’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of COMMISSIONERS previously adopted a Resolution, Number 3030, on September 27, 2021, finding that the requisite conditions exist for the legislative bodies of HACM to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of COMMISSIONERS must reconsider the circumstances of the state of emergency that exists in the District, and the Board of COMMISSIONERS has done so; and

WHEREAS, the County of Monterey Health Department continues to impose and/or recommend social distancing measures for all indoor meetings; and

WHEREAS, the Board of COMMISSIONERS does hereby find that Social Distancing Orders are still necessary to prevent imminent risk to the health and safety of attendees; and

WHEREAS, as a consequence of the local emergency persisting, the Board of COMMISSIONERS does hereby find that the legislative bodies of HACM shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, HACM is taking steps including but not limited to the following to insure access to the public:

1. Recitals above are true and are incorporated into this resolution by reference.
2. The Board of Commissioners hereby consider the conditions of the state of emergency exists and social distancing orders should be maintained at all HACM Board meetings.
3. The Staff and Executive Director shall take all actions necessary to carry out the intent and purpose of this resolution, including conducting open and public meetings in accordance with the provisions of California AB 361 and other provisions applicable to the Brown Act.

4. This resolution shall take effect immediately upon adoption and shall be effective until FEBRUARY 22, 2023 or such time the Board of Commissioners adopt a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the legislative bodies of HACM may continue to teleconference without complaint with paragraph 3 of subdivision 3 of Section 54953.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF HACM DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of COMMISSIONERS hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District and social distancing orders should be continued to prevent imminent risk to the health and safety of attendees.

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of September 17, 2021;

Section 4. Remote Teleconference Meetings. The staff and Executive Director of HACM are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) FEBRUARY 22, 2023 or such the Board of COMMISSIONERS adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of HACM may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 23rd day of JANUARY 2023, upon motion of _____, seconded by _____ and carried by the following vote-to-wit:

AYES:
NOES:
ABSENT:



ACTION
 MINUTES OF THE REGULAR BOARD MEETING OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD NOVEMBER 28, 2022

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform.

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

CALL TO ORDER:

Chair Wizard called the meeting to order at 5:00 p.m.

2. ROLL CALL:

Present:

Chairperson Jon Wizard
 Vice Chair Hans Buder
 Commissioner Kevin Healy
 Commissioner Kathleen Ballesteros
 Commissioner Viviana Gama
 Commissioner Francine Goodwin

Absent:

Also present: Tory Gunsolley, Interim Executive Director; Maria Madera, Housing Programs Director; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Director of Human Resources. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None

4. PRESENTATION – The board thanked Irene Banuelos for her 15 years of service.

5. CONSENT AGENDA

A. Resolution 3076: AB 361

Upon motion by Commissioner Buder, seconded by Commissioner Healy, the Board moves to approve items in the Consent Agenda. Motion carried with the following roll-call vote:

AYES: Wizard, Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: None

6. REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported all items are under New Business

Finance/Development Committee: Commissioner Gama reported all items are under New Business.

Monterey County Housing, Inc & Affordable Acquisitions: Commissioner Wizard attended a meeting of the board of directors for the MCHI and MCHIAA, where they discussed potentially amending their bylaws. The proposed change would remove a requirement for two HACM appointees on the board and allow for the appointment of other interested parties. This would result in a separation of the administrative relationship between HACM and MCHI, although some business relationship would still exist. The board has expressed a desire to go their separate ways.

7. REPORT OF SECRETARY

A. Executive Report – Presented by Interim Executive Director, Tory Gunsolley

Attended meetings with the HUD Field office about the upcoming transition and CHSP leadership council, working on creating a landlord damage mitigation fund with partners, participated in a mediation with SEIU 521, discussed potential funding solutions for Pueblo Del Mar, and attended a demonstration of new technology by Yardi for possible purchase and implementation.

8. UNFINISHED BUSINESS

A. Project Base Voucher Discussion

HACM can use up to 20% of its authorized vouchers for project-based units if the owner agrees to rehabilitate or construct the units or set aside a portion of units in an existing development. HACM has 248 units which would qualify for the 10% cap allowance leaving 229 units that could be project-based. RFP has not been issued for PBV's; HACM has the discretion to decide whether to issue RFP's and for what types of projects. The agency seeks guidance from the board regarding how many of the eligible 229 vouchers should be set aside for HACM related properties and how aggressively should they be trying to project base with other people. The typical contract length are 20 years, the maximum. At the end of the year, many contracts come back looking for future subsidies. Chair Wizard suggested a Special Meeting to further discuss the topic with the incoming Executive Director.

9. NEW BUSINESS

A. Resolution 3077: Adding a New Local Preference to the Administrative Plan

Upon motion by Commissioner Buder, seconded by Commissioner Goodwin, the Board moves to approve Resolution 3077: Adding a New Local Preference to the Administrative Plan. Motion carried with the following roll-call vote:

AYES: Wizard, Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: None

B. Resolution 3078: Utility Allowance from January 2023 through December 2024

Upon motion by Commissioner Ballesteros, seconded by Commissioner Healy, the Board moves to approve Resolution 3078: Utility Allowance from January 2023 through December 2024. Motion carried with the following roll-call vote:

AYES: Wizard, Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: None

10. INFORMATION

- A. HR Report – Presented by Interim Director of Human Resources, James Maynard-Cabrera The agency is taking steps to improve leadership and promote inclusion among management with new trainings. Property Management Specialist for 1 Parkside was hired and interviews will be conducted this week for the remaining open Caretaker positions.
- B. Finance Report – Presented by Interim Director of Finance, Kimberly Shehorn The department has begun audits for June 2020, and they are focusing on any open items. The balance sheet item for unrestricted cash is not truly accurate because some of the funds are restricted to a specific property. It is also noted that currently, they can access 1 million in unrestricted cash and 2 million for HDC. Additionally, RAD audits are on schedule and the team is currently working on the final property, East Salinas RAD.
- C. Development & Property Management Report – Presented by Director of Development, Carolina Sahagun-Gomez & Tory Gunsolley, Interim Executive Director Parkside Grand Opening Celebration was moved to January 19th. Partnered with Property Management department for lease up, the certificate of occupancy has been received and move-ins are scheduled for tomorrow. Tynan has almost completed the modernization job pending some doors. Received a notice from the Bakery tenant that they will not be renewing their lease, will look into brokers. Received several site visit from investors, metals jobs at Haciendas 1 and 2; balcony repairs have been completed, community center repair work will start once bids are received, scope of work has been finalized. Property Management has been working on leasing up Parkside, 31 units have been leased up in building B, 6 are pending approval and 3 are transfers. CCRC inspection will be conducted this week, and Zumwalt work has progressed in repairs.
- D. Housing Programs Report –Maria Madera, Director of Housing Programs. November 30th is the last day for Villa del Monte and Salinas Gateway applications, all items are listed under the board report.

11. COMMISSIONER COMMENTS

The board collectively thank everyone involved in today’s board meeting.

12. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



ACTION
 MINUTES OF THE REGULAR BOARD MEETING OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD DECEMBER 19, 2022

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform.

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

CALL TO ORDER:

Vice Chair Hans Buder called the meeting to order at 4:31p.m.

2. ROLL CALL:

Present:

Vice Chair Hans Buder
 Commissioner Kevin Healy
 Commissioner Kathleen Ballesteros
 Commissioner Viviana Gama
 Commissioner Francine Goodwin

Absent:

Chairperson Jon Wizard

Also present: Tory Gunsolley, Consultant; Zulioka Boykin, Executive Director; Maria Madera, Housing Programs Director; Carolina Sahagun-Gomez, Director of Development; Jose Acosta, Interim Director of Property Management; James Maynard-Cabrera, Interim Director of Human Resources. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None

4. CONSENT AGENDA

A. Resolution 3079: AB 361

B. Minutes - Approval of Minutes of the Annual Board Meeting held on October 24, 2022

Upon motion by Commissioner Ballesteros seconded by Commissioner Healy, the Board moves to approve items in the Consent Agenda. Motion carried with the following roll-call vote:

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

5. REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported all items are under New Business

Finance/Development Committee: Commissioner Gama reported all items are under New Business.

Monterey County Housing, Inc & Affordable Acquisitions: Tory Gunsolley reported that MCHI changed their bylaws eliminating the 2 representatives from HACM and are moving forward with the separation; new commissioner was appointed to their board.

6. CLOSED SESSION

The Board of Commissioners met in Closed Session at 4:38 p.m. for the following purposes and reasons:

A. Government Code Section 54956.9(d)(2): Significant Exposure to Litigation

ACTION: No action

7. REPORT OF SECRETARY

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

Participated in a meeting with the Coalition of Homeless Service Providers, met with partners from FEMA and CAL OES to discuss homelessness, attended New Member Orientation and submitted an application at CHSP. PBV technical assist training will kick off soon, there were some findings that delayed the start. Attended multiple staff meetings to review operations and focused on finance, specifically audits. Brian Alten with BDO USA will assist and train staff to use the VMS tool. Reached out to Novogradac to expedite audit completion, meeting scheduled with Nick from BDO and Yardi in January to discuss utilizing existing systems and working on transitioning outstanding items.

8. NEW BUSINESS

A. Resolution 3080: Ratifying Changes to Chapter 20 of the Administrative Plan

Upon motion by Commissioner Healy, seconded by Commissioner Buder, the Board moves to approve Resolution 3080: Ratifying Changes to Chapter 20 of the Administrative Plan. Motion carried with the following roll-call vote:

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

9. INFORMATION

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

The office has taken appropriate measures to address a positive case of COVID-19, including testing and temporarily implementing a mask mandate; all employee tests came back

negative. Currently working with the Executive Director to hire individuals to fill open Director positions, with a particular focus on the Director of Finance role. Mrs. Boykin and Mr. Gunsolley were able to discuss the status of current Director applicants and will be deciding whether to continue working with the retained search firm.

- B. Finance Report – Presented by Interim Director of Finance, Kimberly Shehorn
Began working on open items for the 2020 Audit, majority will be completed before the winter break. Accounting Supervisor has left the agency, will need to fill the position.
- C. Development & Property Management Report – Presented by Director of Development, Carolina Sahagun-Gomez & Interim Director of Property Management, Jose Acosta
The grand opening of Parkside is scheduled for January 19, 2023, with confirmed speakers. 53 units have been leased up by the Property Management team, and orientation will take place at the end of the month. Job at Tynan has one balcony left and is being worked on now to be completed by Wednesday; handrail repairs are pending. The commercial tenant for the bakery has decided to extend their lease, and an amended contract for an additional 6 months has been signed. Local barber shop is looking into the other smaller available space. The team is working with Kim from Finance regarding the audits, and the HDC 2021 audit will be completed at the end of the year. The last of the Zumwalt repairs are being conducted at Haciendas 3 and Castroville. Mr. Acosta added the 801 and 802 rent conciliations have been completed and will be presenting them for approval at an HDC Board meeting. Spoke with Mrs. Boykin regarding department ideas, suggested conducting a rent study for RAD properties to increase the contract rents and improve the occupancy rate. Presented Yardi proposal that allows screening for a more productive eligibility process. MOR for Portola Vista is scheduled for the second week of January, all other items are listed in the report.
- D. Housing Programs Report – Presented by Director of Housing Programs, Maria Madera.
The audit process is progressing well, and the requested items have been provided. A new list of requested items were recently received. The Section 8 staff is working on preparing families for the HCV program and conducting one-on-one briefings. There was a great turnout for EHV interviews, and the department was able to execute a strategy that avoided the recapture of Section 8 funds. The payment standards took effect in October and voucher recipients were informed in their briefing packets of these changes. Mrs. Boykin added she has reached out to Yardi regarding Rent Café for a more efficient tenant and landlord experience.

10. COMMISSIONER COMMENTS

The Board collectively welcomed the new Executive Director, Zulieka Boykin and thanked all the staff for their efforts.

11. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros, Chairperson

Finance/Development Committee: Commissioners Gama, Chairperson

Monterey County Housing, Inc. & Affordable Acquisitions: Commissioner Wizard, Representative

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin
Executive Director

RE: **Executive Director Report**



DATE: January 12, 2023

The following are some of the highlights of accomplishments or pending projects in process:

CHSP – Coalition of Homeless Service Providers

- Attended several meetings in reference to the storm and it's impact on the homeless population.

San Francisco HUD Field Office

- Met with Margaret McGilvray, Director of Technical Assistance for Econometrica, Inc., to discuss PBV training and schedule training. On-site training will be February 13-16, 2023.

City of Salinas- Community Development Department

- Attended a meeting with Megan Hunter, Community Development Director, and her staff to discuss future development of the Division Avenue Project. A meeting is being scheduled for all interested parties for discussion on moving forward.
- We are also discussing creating a MOU (Memorandum of Understanding) with the City pertaining to development projects and funding.

HACM/HDC

- Conducting weekly staff meetings
- Attending department meetings; this will assist in creating an operations
- Implementing a separation of duties for executive staff to ensure roles and responsibilities are assigned properly
- Initiating training in Yardi for all departments – reduction in manual processes
- Working on PBV AHAP Contracts for Light fighter, 17 units, and Greenfield Projects, 54 units.
- Working on HUD requested items for pending clearance of Section 8 PBV finding on City of Salinas Homekey Project – this is tied to technical assistance training listed above.
- HCV (Housing Choice Voucher) Department will receive training on HUD TYT, VMS, and best practices to improve utilization.

MISCELLANEOUS

- Signed contract to extend services of Tory Gunsollery until March 31, 2023.

MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin
Executive Director

FROM: James Maynard-Cabrera
Interim Director of Human Resources

RE: **Human Resources Report – January 2023**

DATE: January 12, 2023



The mission of the human resources department is to support the goals and challenges of the Housing Authority of the County of Monterey by providing services that promote a work environment that is characterized by fair treatment of staff, open communication, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the organization.

We will achieve this by:

- Properly balancing the needs of the employees and the needs of the agency
- Hiring the most-qualified employees by preplanning staffing needs, ensuring an effective internal interview process, increasing company visibility in the employment marketplace, identifying the best and most cost-effective recruitment sources, and conducting thorough reference checks
- Ensuring a diverse workforce in a safe and discrimination- and harassment-free environment by maintaining compliance with employment laws and government regulations, providing management and employee training, and revising policies and procedures.
- Retaining our valued employees by assuring effective leadership qualities in our managers; providing competitive wages and benefits; furnishing technical, interpersonal and career development training and coaching; conducting exit interviews and supplying relevant feedback to management; and enhancing two-way communication between employees and management.
- Promote and foster a work environment that is safe, healthy and secure for all employees

Objective: Strengthen recruiting and hiring selection

Actions:

- Identify key attributes of working successfully at HACM
- Integrate HACM branding efforts into recruiting

Performance Measures:

- Quality applicants
- Turnover rates

Status:

- HR participating in local job fairs recruiting qualified candidates
- Proactive recruitment efforts targeting specific candidate skill sets
- Working with community partners to engage applicant talent pool
- **CURRENT VACANCIES:** Director of Housing Management
Director of Finance
Director of Human Resources
Caretaker Leo Myers

Objective: Reduce risk related to non-compliance with laws, policies, and labor contracts

Actions:

- Update Personnel Policies
- Continue to work with labor union to ensure compliance with the MOU

Performance Measures:

- Employee claims
- OSHA/DFEH findings
- Feedback from labor union

Status:

- Harassment prevention training – agency wide completed
- Covid 19 protocols updated on continuous basis
- Workplace masks protocols have been relaxed

Objective: Enhance employee knowledge and skills in job-specific areas

Actions:

- Identify areas for development in each department, create a plan for training in identified areas

Performance Measures:

- Courses taken by staff
- Implementation of training received back in the workplace
- Staff adequately cross-trained to account for absences and to provide opportunities for career growth

Status:

- Employee training plans in development for 2023
- Develop departmental learning plans to focus on each learning task to ensure comprehension of procedures

MEMORANDUM

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Kim Shehorn
Interim Director of Finance

RE: Status Report: Finance Report

DATE: January 13, 2023



**HOUSING
AUTHORITY**
COUNTY OF MONTEREY

Highlights:

- **HACM/ HDC - Non-Quarterly Financial Reports**
 - Balance Sheets – HACM / HDC
 - Budget Comparisons – HACM / Voucher Program / HDC
 - 12 Month Income Statement Reports – HACM / Voucher Program / HDC
- **Accounts Payable Stats**

Accounts Payable Statistics – November 2022	Payments Issued	Transactions Processed*
AP	252	1021
Section 8	997	3478
Total	1249	4499

* Transactions processed require data entry, AP approval, and random sample testing

- **Voucher Funding & Payments HCV**

	22-Sep	22-Oct	22-Nov	Total
HUD Grant - S8 - HAP payments	3,932,070	3,966,557	3,041,277	\$ 10,939,904
Total Housing Assistance Payments	3,904,333	4,239,041	4,069,899	\$ 12,213,273

Operational Update

- Payroll entry has completed through 12/31/2022
- Finance will be performing a management fee review to increase fees based on the approved budget that will be reflected in the December 2022 board financials.
- Reduced revenue for the month due to –
 - Pueblo Del Mar and Portola Vista move outs
 - Change in HCV funding
- Increased costs for the month due to –
 - Finance department cubicles and flooring installation
 - Break room, copier room and lobby flooring installation
 - Flooring replacement at Salinas FLC and Casanova
 - Sidewalk repair at Oak Grove and Salinas FLC
 - Internal Revenue Tax penalty repayment agreement payoff
- HACM Audit 2019-20 – all open items completed, and draft expected 1/19/2023.
- HDC Audit 2020-21 - all open items completed and draft expected 1/19/2023
- Single Audits 2021 – 2022
 - Tynan Audit 2021 completed
 - King City Migrant 2020-21 pending adjusting entry to close
 - FLC Audit 2020-21 completed
 - FLC Audit 2021-22 pending 2020-21 close
 - All open items completed for PDM 2022
- Single Audits 2022
 - Initial Open Items in process
- HELP Loan extension requested 12/27/2022
 - Our case is being transferred to a new representative and is pending review
 - A good faith payment was made for interest in the amount of \$15,019.40.
- Finance Department flooring and cubicle project completed
- Weekly Meeting to review and finalize RAD AR calculations for write-off
 - Gonzales RAD data entry completed
 - South County RAD entry completed
 - Salinas Family RAD entry completed
 - East Salinas RAD entry completed
- Weekly HCV Financial and VMS Training with Brian Alten from BDO began 1/4/2023

Board Action: Information only.

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

Current Balance

ASSETS:

CURRENT ASSETS:

Cash:

Operating Cash:

Cash - Operating Cash	657,196.77
Cash - Payroll	94,340.88
Cash - FSA Acct	28,616.24
Cash - Section 8	3,723,719.69
Cash - Interest Bearing	3,780,346.10
Cash - Petty cash	500.00
Cash - Change fund	39.00
Total Operating Cash	8,284,758.68

Cash - Other Restricted:

RAD Excess Receipts	2,416,024.66
FSS Escrow	516,113.80
Insurance Reserve	298,878.70
Operating Reserve	2,245,559.26
Operating Reserve - PDM 17th Regiment	201,692.13
Operating Reserve - PDM Kwajalein	41,115.13
Replacement Reserve	2,001,292.64
Replacement Reserve - PDM 17th Regiment	200,209.84
Replacement Reserve - PDM Kwajalein	16,900.89
Repairs Reserve	40,052.79
Other Restricted	62,830.02
Total Other Restricted Cash	8,040,669.86

Cash - Tenant Security Deposits

Cash - Tenant Security Deposits	88,086.78
Cash - Tenant Security Deposits - PDM 17th F	20,867.06
Cash - Tenant Security Deposits - PDM Kwaja	2,635.85
Total Tenant Security Deposit Cash	111,589.69
Total Cash	16,437,018.23

Accounts and Notes Receivables:

Acct Rec- Port In HAP and URP	445.78
Accounts Receivable - HUD	
Accts Rec - HUD	206,564.00
Total Accounts Receivable - HUD	206,564.00
Accounts Receivable - Other Government	
Accts Rec - State	219,986.33

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
Accts Rec - Other Agency	488.00
Total Accounts Receivable - Other Governmer	220,474.33
A/R - Miscellaneous	
Accts Rec - Other Agency	-9,865.32
Accts Rec - Other	7,847,065.00
Accts Rec - Mgmt fees	551,803.55
Accts Rec - Developer fees	-51,385.00
Total A/R - Other	8,337,618.23
Accounts Receivable - Tenants	958,604.61
Allowance for Doubtful Accounts - Dwelling R	-55,025.31
Allowance for Doubtful Accounts - Other	-175,870.02
Allowance for Doubtful Accounts - Fraud	-624,680.30
Accrued Interest Receivable	
Accr Int Rec - LAIF	13,481.38
Accr Int Rec Notes - Plaza Grande	523,502.14
Accr Int Rec Contra - Plaza Grande	-523,502.14
Accr Int Receivable - HELP #3	123,265.77
Accr Int Rec - SC RAD #1	463,074.99
Accr Int Rec - SC RAD #2	529,585.85
Accr Int Rec - SC RAD #3	91,875.28
Accr Int Rec - SC RAD #4	38,366.01
Accr Int Rec - Salinas RAD #1	1,688,388.58
Accr Int Rec - Salinas RAD #2	1,316,613.87
Accr Int Rec - Salinas RAD #3	50,178.40
Accr Int Rec - East Sal RAD #1	446,359.43
Accr Int Rec - East Sal RAD #2	1,254,315.29
Accr Int Rec - East Sal RAD #3	52,780.35
Accr Int Rec - East Sal RAD #4	4,945.16
Accr Int Rec - Gonz RAD #1	157,549.09
Accr Int Rec - Gonz RAD #2	570,067.72
Accr Int Rec - Gonz RAD #3	30,425.07
Accr Int Rec - Gonz RAD #4	12,914.06
Accr Int Rec HACM Notes - King City Elderly	274,050.33
Accr Int Rec Notes - Casanova Plaza	79,301.04
Accr Int Rec Notes - Parkside Manor	186,380.52
Accr Int Rec - Rippling River	5,158,587.45
Accr Int Rec - Haciendas 3	731,714.93
Total Accrued Interest Receivable	13,274,220.57
Total Receivables, Net of Allowances for Dc	22,141,906.11

Investments and Other Current Assets:

Investments - Unrestricted

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
Investments - LAIF	1,013,618.87
Total Investments - Unrestricted	1,013,618.87
Prepaid	
Prepaid	218,381.36
Prepaid Audit	22,528.63
Prepaid Insurance	162,301.95
Prepaid Postage	3,780.90
Total Prepaid	406,992.84
Inventory	
Inventory - Main warehouse	402,399.47
Inventory - Force account	2,593.74
Total Inventory	404,993.21
Allowance for Obsolete Inventories	
Allowance for Obsolete Inventories - Main wa	-31,372.16
Total Allowance for Obsolete Inventories	-31,372.16
I/F Due To/From	
I/F Due To/From - COVID19	-1,524,335.16
I/F Due To/From - Estrella	-0.02
I/F Due To/From - S8 Admin	-7,591.00
I/F Due To/From - Casa Santa Lucia	-0.02
I/F Due To/From - Catalyst	-41.31
I/F Due To/From - Oak Grove	0.01
I/F Due To/From - Pueblo Del Mar	1,821.11
I/F Due To/From - PV Monterey, LLC	434.29
I/F Due To/From - RAD Montecito/Watson	1,497.12
I/F Due To/From - Unfunded Development	12,262,322.99
I/F Due To/From - Dev Fee RR	-1,470,825.71
I/F Due To/From - Tynan Village	1,364,945.48
I/F Due To/From - Dev Fee MryAff	-1,618,816.37
I/F Due To/From - Dev Fee Ben FLC	-972,881.80
I/F Due To/From - Benito St Affordable/WF	-1,256,114.01
I/F Due To/From - Dev Fee Fanoe	-3,183,880.89
I/F Due To/From - HDC Office Bldg	287,531.10
I/F Due To/From - HDC Prop Mgmt	537,598.67
I/F Due To/From - Sec 32 Homeownership	62,455.65
I/F Due To/From - Greenfield Homeownership	617,230.01
I/F Due To/From - Castroville rehab 2012	4,168,142.62
I/F Due To/From - RAD Development	-5,644,348.95
I/F Due To/From - Parkside Rehab	2,151,801.50
I/F Due To/From - Tynan Land Lease	-17,522.50
I/F Due To/From - Haciendas Pre Dev	-3,090,234.44
I/F Due To/From - Ukiah	154,546.18

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
I/F Due To/From - Paso Robles	-1,656,722.53
I/F Due To/From - Castroville rehab 2010	127,489.90
I/F Due To/From - RRA LLC	25,265.28
I/F Due To/From - HA LLC	-13,593.61
I/F Due To/From - MCAH LLC	22,278.83
I/F Due To/From - SAH LLC	20,606.57
I/F Due To/From - SNMDC LLC	24,751.54
I/F Due To/From - TVI	542.50
I/F Due To/From - HA LLC 2	7,785.56
I/F Due to/Due From HALLC3	9,146.58
I/F Due to/Due From HALLC4	9,309.62
I/F Due To/From - HA RAD LLC 1	5,863.59
I/F Due To/From - HA RAD LLC 2	-494.41
I/F Due To/From - HA RAD LLC 3	-826.41
I/F Due To/From - HA RAD LLC 4	5,599.84
I/F Due To/From - HA LLC 5	2,718.29
HDC LLC 1	511.50
I/F Due To/From - HDC LLC 2	511.50
I/F Due to/From - HDC Fees for Service	122,114.72
I/F Due To/From - Development	1,375,946.00
I/F Due To/From - Haciendas Ph 0-A	-109,945.51
I/F Due To/From - Haciendas PH 0-B	-109,654.25
I/F Due To/From - Single Family Homes	-965,232.76
I/F Due To/From - HDC 134 E Rossi	176,605.89
I/F Due To/From - Casanova Plaza	-71,131.68
I/F Due To/From - Main Office Building	-28,516.26
I/F Due To/From - Administration	1.75
I/F Due To/From - Human Resources	-55.08
I/F Due To/From - Information Technology	-0.02
I/F Due To/From - Finance	62.57
I/F Due To/From - Asset Mgmt	0.39
I/F Due To/From - Commissioners	0.02
I/F Due To/From - COCC Allocating Prop	-2,217,679.00
I/F Due To/From - Fees for Dev Services	-48.00
I/F Due To/From - Property Management	0.01
I/F Due To/From - RAD Equity	-50.00
I/F Due To/From - Revolving	-1.67
I/F Due To/From - South County RAD	43,708.09
I/F Due To/From - Salinas Family RAD	34,370.67
I/F Due To/From - East Salinas Family RAD	53,267.18
I/F Due To/From - Gonzales Family RAD	18,418.07
I/F Due To/From - Portola Vista	173.47

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
I/F Due To/From - King City Migrant	-0.12
I/F Due To/From - Chualar FLC	78,287.09
I/F Due To/From - Castroville FLC	134,220.97
I/F Due To/From - Salinas FLC	-41,486.16
I/F Due To/From - Monterey County Housing,	845,052.52
I/F Due To/From - Jardines del Monte	-76,476.24
I/F Due To/From - Leo Meyer Senior Plaza	-417,322.06
I/F Due To/From - MCHI Affordable Acquistio	1,584,067.61
I/F Due To/From - Casanova	-1,493,845.15
I/F Due To/From - Parkside	-1,562,248.83
I/F Due To/From - Rippling River	-363.51
I/F Due To/From - Tynan Village	97,347.23
I/F Due To/From - Benito FLC	693.65
I/F Due To/From - Mry Aff	22,761.68
I/F Due To/From - Ben Aff	14,865.30
I/F Due To/From - Fanoe Vista	42,978.43
I/F Due To/From - Castroville FLC LP	-226,958.70
I/F Due To/From - Haciendas LP	-65,428.26
I/F Due To/From - Haciendas 2	-27,664.56
I/F Due To/From - Haciendas Senior, LP	18,407.53
I/F Due To/Due From Haciendas 3	31,318.63
I/F Due To/From - Oak Park 1, LP	-31,937.01
I/F Due To/From - Oak Park 2, LP	-31,077.21
One Parkside, LP	1,054.63
I/F Due To/From - Torres-Gil Community Cen	208,900.87
Total I/F Due To/From	-1,158,018.38
Total Investements and Other Current Asse	636,214.38
TOTAL CURRENT ASSETS	39,215,138.72

NONCURRENT ASSETS:

Fixed Assets:

Land	3,569,623.47
Buildings	
Buildings	19,156,395.48
Building Improvements	37,573.19
Site Improvements	10,349.00
Total Buildings and Improvements	19,204,317.67
Furniture, Equipment & Vehicles - Dwelling	73,701.62
Furniture, Equipment & Vehicles - Administrat	1,972,326.04
Accumulated Depreciation	
Accumulated Depreciation - Bldgs & Bldg Imp	-13,282,019.54

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
Accumulated Depreciation - Dwelling Furnitur	-215,776.23
Accumulated Depreciation - Administrative Fu	-1,467,868.34
Accumulated Amortization	-14,408.44
Total Accumulated Depr & Amort	-14,980,072.55
Construction in Progress	
Construction in Progress - Building	-246,869.10
Construction in Progress - Building Imp	2,410,169.99
Total Construction in Progress	2,163,300.89
Total Fixed Assets, Net of Accumulated Dep	12,003,197.14
Notes Receivable	
Notes Rec - Other	703,348.00
Notes Rec - Section 8 Promissory Notes	-992.93
Note Contra - Section 8	992.93
Notes Rec - Plaza Grande	440,881.00
Note Contra - Plaza Grande	-440,881.00
Note Rec - SC RAD #1	3,575,556.00
Note Rec - SC RAD #2	2,969,444.00
Note Rec - SC RAD #3	1,373,550.00
Note Rec - SC RAD #4	574,345.00
Notes Rec - SC RAD #5	215,385.00
Note Rec - Salinas RAD #1	12,358,494.00
Note Rec - Salinas RAD #2	7,373,847.00
Note Rec - Salinas RAD #3	750,000.00
Note Rec - Salinas RAD #5	523,077.00
Note Rec - East Sal RAD #1	13,062,087.00
Note Rec - East Sal RAD #2	7,353,826.00
Note Rec - East Sal RAD #3	800,000.00
Note Rec - East Sal RAD #4	75,000.00
Note Rec - East Sal RAD #5	621,538.00
Note Rec - Gonz RAD #1	1,101,300.97
Note Rec - Gonz RAD #2	3,352,058.00
Note Rec - Gonz RAD #3	461,573.00
Note Rec - Gonz RAD #4	195,915.00
Note Rec - Leo Meyer	600,000.00
Notes Rec - Casanova Residual Receipts Note	437,038.96
Notes Rec - Parkside Residual Receipts Note	1,027,110.21
Notes Rec - Rippling River	8,070,000.00
Note Rec - Haciendas 3	4,000,000.00
Total Notes Receivable	71,574,493.14
Other Assets	
Other Assets	3,189,551.86
Other Assets - Accum Amort	-518,190.28

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
Total Other Assets	-518,190.28
Investment in Joint Ventures -	
Investment in Joint Ventures -	858,762.28
Total Investment in Joint Ventures	858,762.28
TOTAL NONCURRENT ASSETS	87,107,814.14
TOTAL ASSETS	126,322,952.86

LIABILITIES AND EQUITY/NET ASSETS:

LIABILITIES:

CURRENT LIABILITIES:

Accounts Payable < = 90 Days	
Accounts Payable < = 90 Days	-524.90
Misc Accrued Accounts Payable	1,174,159.28
Total Accounts Payable <= 90 Days	1,173,634.38
Accrued Wages/Payroll Taxes	
Accrued Wages	-958.01
Accrued Vacation & Sick Leave	351,377.44
Accrued Taxes & Benefits - Federal	-798.77
Accrued Taxes & Benefits - SDI	0.01
Accrued Taxes & Benefits - FICA & Medicare	59,658.99
Accrued Taxes & Benefits - FICA & Medicare I	8,608.26
Accrued Taxes & Benefits - Health Insurance	60,332.73
Accrued Taxes & Benefits - Retirement Plan C	88,469.57
Accrued Taxes & Benefits - Retirement Plan E	75,861.36
Accrued Taxes & Benefits - Deferred Comp Pl	3,964.75
Accrued Taxes & Benefits - Union Dues	-4,457.00
Accrued Taxes & Benefits - Union COPE Fund	3.00
Accrued Taxes & Benefits - SUI	-510.92
Pre-Tax Child Care/Presc	19,522.90
Accrued Taxes & Benefits - AFLAC & AFLA	25,769.28
Accrued Taxes & Benefits - Garnishments	-389.39
Accrued Taxes & Benefits - Workers' Comp	147,588.87
Total Accrued Wages/Payroll Taxes	834,043.07
Accrued Compensated Absences - Current Po	-21.00
Accrued Interest Payable	
Accr Int Payable - USDA	20.79
Accr Int Payable - HOME - PDM 17th Regimer	508,332.41
Accr Int Payable - HOME - PDM Kwajalein	122,649.77
Accr Int Payable - HELP	92,887.73

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
Total Accrued Interest Payable	723,890.70
Accounts Payable - HUD	2,337.69
Accounts Payable - Other Government	
Accrued PILOT	0.32
St of CA - OMS payable	2,502.02
Total Accounts Payable - Other Government	2,502.34
Tenant Security Deposits	
Tenant Security Deposits	94,127.75
Pet Deposit	3,200.00
Parking Permit Deposit	150.00
Gate Card Deposit	990.00
Security Deposit Interest	456.04
Total Tenant Security Deposits	98,923.79
Security Clearing Account	-4,077.10
Deferred Revenues	
Deferred Revenues - Other	1,270,986.21
Deferred Revenue- PG&E CARE discount	78,366.79
Prepaid Rent	210,750.82
Prepaid HUD Subsidy	68.00
Prepaid Port-In Admin Fee	-445.78
Total Deferred Revenue	1,559,726.04
Other Current Liabilities	
Other Current Liabilities	-0.01
HAP Suspense Receivable	738.00
Other Current Liabilities	-0.01
Accrued Liabilities	
Accrued Liabilities - Other	263,077.21
Developer Fee Payable	30,000.00
FSS Escrows	584,820.56
Total Accrued Liabilities	877,897.77
TOTAL CURRENT LIABILITIES	5,268,857.67

NONCURRENT LIABILITIES:

Long-Term Debt - Capital Projects	
LTD - USDA #1	2,090,024.45
LTD - USDA #2	-6,589.87
LTD - USDA #3	-21,353.47
LTD - HCD HOME PDM 17th Regiment	764,444.00
LTD - HCD HOME PDM Kwajalein	187,985.00
LTD - Bonds - Senior Series A	4,140,000.00
LTD - Bonds Series A Contra	-4,140,000.00
LTD - Bonds - Subordinate Serices C	305,000.00

Housing Authority of the County of Monterey Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
LTD - Bonds Series C Contra	-305,000.00
LTD - HELP Program	431,610.87
LTD - Construction Loans	2,003,780.58
LTD - Rockhall	3,241,885.17
LTD - Notes Payable Contra	-2,049,719.55
Total Long Term Debt Capital Projects	6,642,067.18
TOTAL NONCURRENT LIABILITIES	6,642,067.18
TOTAL LIABILITIES	11,912,108.63
EQUITY/NET ASSETS	
Retained Earnings	8,920,892.55
Net Assets Invested in Capital Assets, Net of I	41,227.00
Restricted Net Assets	-95,836.10
Unrestricted Net Assets	
Net Assets	105,308,120.21
General Partner Capital Contributions	236,440.28
Total Unrestricted Net Assets	105,544,560.49
TOTAL EQUITY/NET ASSETS	114,410,843.94
TOTAL LIABILITIES AND EQUITY/NET AS	126,322,952.57
TOTAL OF TOTALS	0.29

**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Budget Comparison**

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Revenue:			
Tenant Rental Revenue			
Tenant Rental Revenue	507,898.75	580,777.50	-72,878.75
Util Reimb - HUD MultiFam	-175.00	0.00	-175.00
Section 8 Housing Assistance Payments	6,398.00	4,952.90	1,445.10
HUD Housing Assistance Payments	496,001.00	502,832.10	-6,831.10
Other Rent Subsidies	11,043.00	0.00	11,043.00
Total Tenant Rental Revenue	<u>1,021,165.75</u>	<u>1,088,562.50</u>	<u>-67,396.75</u>
Tenant Revenue - Other			
Background Check Fee	44.00	0.00	44.00
Pet Fees	0.00	2.10	-2.10
Other Income - NSF Charges	0.00	40.00	-40.00
Other Income - Work Order Charges	396.50	13.35	383.15
Other Income - Vacate Charges	22,488.50	3,772.90	18,715.60
Other Income	95.00	45.00	50.00
Total Tenant Revenue - Other	<u>23,024.00</u>	<u>3,873.35</u>	<u>19,150.65</u>
Total Tenant Revenue	<u>1,044,189.75</u>	<u>1,092,435.85</u>	<u>-48,246.10</u>
Other Revenue:			
HUD PHA Operating Grants			
HUD Grant - S8 - HAP payments	18,953,308.00	27,375,596.65	-8,422,288.65
HUD Grant - S8 - Admin Fees	1,732,573.00	1,856,623.30	-124,050.30
HUD Grant - S8 FSS Coord	69,378.97	57,816.25	11,562.72
SHP Grant	202,166.00	156,650.00	45,516.00
Total HUD PHA Operating Grants	<u>20,957,425.97</u>	<u>29,446,686.20</u>	<u>-8,489,260.23</u>
Fee Revenues			

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Management Fee Income	105,059.21	109,253.75	-4,194.54
Bookkeeping Fee Income	8,124.60	8,368.35	-243.75
Shared Maint Fee Income	28,100.00	28,942.90	-842.90
Total Fee Revenue	141,283.81	146,565.00	-5,281.19
Operating Grant (non-HUD)	180,239.75	430,813.12	-250,573.37
Investment Income - Unrestricted			
Investment Income - Unrestricted	229.48	0.00	229.48
Total Investment Income - Unrestricted	229.48	0.00	229.48
Fraud Recovery - HUD	150.00	0.00	150.00
Fraud Recovery - PHA	150.00	0.00	150.00
Other Revenue - Miscellaneous			
Other Revenue	312,272.79	294,317.50	17,955.29
FSS Forfeitures	57,937.89	0.00	57,937.89
Non-Dwelling Rent	25,922.55	26,702.90	-780.35
Non-Dwelling Rent (Main Office)	84,076.00	97,232.90	-13,156.90
Other Rev - Laundry Commissions	18,015.65	12,340.00	5,675.65
Other Rev - App background checks	220.00	506.25	-286.25
Mgmt Fee - HACM owned props	1,000.00	1,030.00	-30.00
Mgmt Fee - Pueblo Del Mar	14,000.00	14,420.00	-420.00
Mgmt Fee - FLCs	44,818.00	46,406.65	-1,588.65
Mgmt Fee - Portola Vista	17,102.10	17,615.00	-512.90
Mgmt Fee - King City Migrant	17,913.75	18,451.25	-537.50
Mgmt Fee - Jardines Del Monte	2,261.25	2,329.15	-67.90
Mgmt Fee - Leo Meyer	9,044.60	9,315.85	-271.25
Mgmt Fee - Casanova	23,099.07	21,563.35	1,535.72
Mgmt Fee - Parkside	15,322.00	17,035.40	-1,713.40
Mgmt Fee - Rippling River	4,010.42	3,808.35	202.07
Mgmt Fee - Benito FLC	3,290.72	3,601.65	-310.93
Mgmt Fee - Tynan	2,070.34	2,222.10	-151.76
Mgmt Fee - Monterey Aff	7,072.86	5,974.60	1,098.26

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Mgmt Fee - Benito Aff	7,166.00	7,582.50	-416.50
Mgmt Fee - Fanoe Vista	13,952.06	15,691.65	-1,739.59
Mgmt fee -other	50,000.00	51,500.00	-1,500.00
Mgmt Fee - Oak Park	8,955.53	8,751.65	203.88
Mgmt Fee - RAD	128,887.80	166,378.75	-37,490.95
Administrative Fees	6,250.00	6,250.00	0.00
Interest Income	860,287.81	908,802.50	-48,514.69
Interest Income - Tenant Security Deposits	5.16	6.25	-1.09
Interest Income - Replacement Reserves	2,248.06	481.25	1,766.81
Interest Income - Operating Reserves	37.26	75.00	-37.74
Interest Income - LAIF	6,871.50	1,484.15	5,387.35
Total Other Revenue - Miscellaneous	<u>1,744,111.17</u>	<u>1,761,876.60</u>	<u>-17,765.43</u>
Total Other Revenue	23,023,590.18	31,785,940.92	-8,762,350.74
TOTAL REVENUE	<u>24,067,779.93</u>	<u>32,878,376.77</u>	<u>-8,810,596.84</u>

EXPENSES:

Administrative:

Administrative Salaries

Administrative Salaries - Admin	1,388,535.69	1,719,566.65	331,030.96
Administrative Salaries - Overtime	0.00	2,267.50	2,267.50
Temporary Admin Help	94,927.08	87,541.70	-7,385.38
Total Administrative Salaries	<u>1,483,462.77</u>	<u>1,809,375.85</u>	<u>325,913.08</u>

Auditing Fees

Auditing Fees	33,385.00	37,266.65	3,881.65
Total Auditing Fees	<u>33,385.00</u>	<u>37,266.65</u>	<u>3,881.65</u>

HACM Mgmt Fee	79,704.85	82,463.75	2,758.90
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Bookkeeping Fee	3,124.60	3,125.00	0.40
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Admin Benefits

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Admin Benefits	343,476.29	418,864.65	75,388.36
Admin Payroll Taxes	103,715.76	131,329.15	27,613.39
Total Admin Benefits	447,192.05	550,193.80	103,001.75
Other Operating - Administrative			
Advertising Expense			
Advertising/Public Relations - Rental	1,234.23	1,602.50	368.27
Advertising / Public Relations - Agency	0.00	2,209.15	2,209.15
Advertising / Recruitment -	33,120.12	12,708.35	-20,411.77
Total Advertising	34,354.35	16,520.00	-17,834.35
Bank charges	1,726.00	1,470.85	-255.15
Dues & Subscriptions			
Dues & Subscriptions	10,783.24	17,436.65	6,653.41
Total Dues & Subscriptions	10,783.24	17,436.65	6,653.41
Office Supplies			
Office Supplies	13,340.46	10,676.30	-2,664.16
Total Office Supplies	13,340.46	10,676.30	-2,664.16
Office Supplies - Paper			
Office Supplies - Paper	4,540.62	3,382.50	-1,158.12
Total Office Supplies - Paper	4,540.62	3,382.50	-1,158.12
Office Supplies - Printing			
Office Supplies - Printing	8,621.60	6,456.30	-2,165.30
Total Office Supplies - Printing	8,621.60	6,456.30	-2,165.30
Training -			
Training -	34,287.99	22,294.55	-11,993.44
Total Training	34,287.99	22,294.55	-11,993.44
Travel			
Travel - Admin	594.65	3,564.20	2,969.55
Total Travel	594.65	3,564.20	2,969.55
Postage & Shipping			
Postage & Shipping	30,640.75	12,367.50	-18,273.25

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Postage & Shipping - Allocation CONTRA	-16,076.96	0.00	16,076.96
Total Postage & Shipping	14,563.79	12,367.50	-2,196.29
Payroll processing fees			
Payroll processing fees	13,514.27	19,363.35	5,849.08
Retirement Plan fees	-3,182.54	13,213.35	16,395.89
Total Payroll/Ben Plan fees	10,331.73	32,576.70	22,244.97
Background Checks - Applicant/Tenant	13,913.80	9,682.10	-4,231.70
Non-Capitalized Computer Equipment			
Non-Capitalized Computer Equipment	8,660.82	18,927.55	10,266.73
Total Non-Capitalized Computer Equipment	8,660.82	18,927.55	10,266.73
Non-Capitalized Computer Software & Licenses			
Non-Capitalized Computer Software & Licenses	61,077.75	54,527.10	-6,550.65
Total Non-Capitalized Computer Software & Licenses	61,077.75	54,527.10	-6,550.65
Communications - Telephone	12,926.03	11,647.85	-1,278.18
Communications - DSL Lines/Computer lines	128.00	0.00	-128.00
Communications - Mobile			
Communications - Mobile	8,667.82	6,187.55	-2,480.27
Communications -Mobile Equipment	165.94	208.35	42.41
Total Communications - Mobile	8,833.76	6,395.90	-2,437.86
Legal - Tenant	34,116.20	33,797.05	-319.15
Legal - General			
Legal - General	75,000.00	53,665.00	-21,335.00
Total Legal - General	75,000.00	53,665.00	-21,335.00
Professional Fees			
Professional Fees - General	59,055.34	32,280.85	-26,774.49
Total Professional Fees	59,055.34	32,280.85	-26,774.49
Office Equipment (non-cap) -			
Office Equipment (non-cap)	11,920.51	15,200.45	3,279.94
Total Office Equipment (non-cap)	11,920.51	15,200.45	3,279.94
Office Equipment Lease -			

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Office Equipment Lease -	9,024.42	16,092.95	7,068.53
Total Office Equipment Lease	9,024.42	16,092.95	7,068.53
Office Equipment Maintenance -			
Office Equipment Maintenance -	7,950.99	7,959.15	8.16
Total Office Equipment Maintenance	7,950.99	7,959.15	8.16
Cable Expense	577.48	731.25	153.77
Office rent			
Office rent	84,076.00	87,527.90	3,451.90
Total Office rent	84,076.00	87,527.90	3,451.90
Safety supplies/program -			
Safety supplies/program	5,008.25	4,467.55	-540.70
Total Safety supplies/program	5,008.25	4,467.55	-540.70
Water - dispenser (not utility)	559.77	797.50	237.73
Health Exams			
Health Exams -	5,108.00	1,968.75	-3,139.25
Total Health Exams	5,108.00	1,968.75	-3,139.25
Commissioner Fees			
Commissioner Fees	2,900.00	3,687.50	787.50
Total Commissioner Fees	2,900.00	3,687.50	787.50
Mileage reimbursement			
Mileage reimbursement	585.29	1,918.75	1,333.46
Total Mileage reimbursement	585.29	1,918.75	1,333.46
Professional Contracts			
Professional Contracts	134,543.35	74,243.80	-60,299.55
S8 Inspections	26,145.00	4,252.10	-21,892.90
Total Professional Contracts	160,688.35	78,495.90	-82,192.45
Non-allocable Sundry	6,255.59	2,603.30	-3,652.29
Cash Over/Short	-0.01	0.00	0.01
Misc Other Exp			
Misc Admin Exp	8,680.86	5,221.65	-3,459.21

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Misc Other Exp	8,680.86	5,221.65	-3,459.21
Maint Processing Fee	5,600.00	5,550.45	-49.55
Total Other Administrative Expense	715,791.63	579,892.00	-135,899.63
Total Administrative	2,762,660.90	3,062,317.05	299,656.15
Tenant and Social Services:			
Resident Services - Salaries			
Resident Services - Salaries	75,366.45	44,029.15	-31,337.30
Total Resident Services Salaries	75,366.45	44,029.15	-31,337.30
Resident Services - Benefits	15,138.59	9,376.65	-5,761.94
Resident Services - Taxes	5,400.75	3,287.10	-2,113.65
Resident Services - Contracts	60,466.65	60,465.00	-1.65
Tenant Services			
Security/Utility Dep-App Fee Expense	16,548.32	0.00	-16,548.32
Tenant Service Totals	16,548.32	0.00	-16,548.32
Total Tenant and Social Services	172,920.76	117,157.90	-55,762.86
Utilities:			
Water	72,872.09	69,214.20	-3,657.89
Electricity			
Electricity - Tenant Units	10,718.04	5,850.00	-4,868.04
Electricity - Common Areas	27,290.91	22,368.35	-4,922.56
Solar Elec - Common Areas	5,804.05	3,487.90	-2,316.15
Total Electricity	43,813.00	31,706.25	-12,106.75
Gas			
Gas - Tenant Units	4,405.74	2,165.00	-2,240.74
Gas - Common Areas	13,001.11	9,823.75	-3,177.36
Total Gas	17,406.85	11,988.75	-5,418.10

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Other Utilities			
Sewer	68,341.26	64,262.05	-4,079.21
Total Other Utilities	68,341.26	64,262.05	-4,079.21
Total Utilities	202,433.20	177,171.25	-25,261.95
Ordinary Maintenance & Operation:			
Maintenance Salaries			
Maintenance Salaries	189,335.31	150,400.00	-38,935.31
Maint Overtime	5,871.89	6,608.75	736.86
Temporary Help - Maintenance	0.00	16,748.75	16,748.75
Total Maintenance Salaries	195,207.20	173,757.50	-21,449.70
Appliances			
Appliances - Ranges	883.52	2,290.45	1,406.93
Appliances - Range Hood	0.00	20.00	20.00
Appliances - Refrigerator	2,982.36	2,492.50	-489.86
Appliances - Other	0.00	298.35	298.35
Total Appliances	3,865.88	5,101.30	1,235.42
Appliance Parts			
Appliance Parts - Ranges	316.64	391.25	74.61
Appliance Parts - Refrigerator	117.63	434.60	316.97
Total Appliance Parts	434.27	825.85	391.58
Caretaker Supplies	794.49	710.85	-83.64
Carpentry			
Carpentry - Lumber	7,756.61	7,410.40	-346.21
Carpentry - Bathroom cabinets	1,635.26	720.00	-915.26
Carpentry - Kitchen cabinets	18,025.00	0.00	-18,025.00
Carpentry - Other	4,631.90	2,417.05	-2,214.85
Total Carpentry	32,048.77	10,547.45	-21,501.32
Electrical Parts			

**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Budget Comparison**

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Electrical Parts - Light fixtures	0.00	669.20	669.20
Electrical Parts - Light Bulbs	26.18	445.00	418.82
Electrical Parts - Other	231.17	1,165.00	933.83
Total Electrical Parts	257.35	2,279.20	2,021.85
Fire / Protection			
Fire / Protection - Smoke Alarms	0.00	1,356.65	1,356.65
Fire / Protection - Fire Extinguishers	0.00	450.45	450.45
Fire / Protection - Batteries	0.00	45.00	45.00
Total Fire / Protection	0.00	1,852.10	1,852.10
Grounds Maintenance			
Grounds Maintenance - Sprinkler system part	2,111.26	538.35	-1,572.91
Grounds Maintenance - Equipment repair part	0.00	227.50	227.50
Grounds Maintenance - Gasoline	0.00	20.00	20.00
Grounds Maintenance - Other	43.69	244.60	200.91
Total Grounds Maintenance	2,154.95	1,030.45	-1,124.50
HVAC			
HVAC - Equipment	817.20	0.00	-817.20
HVAC - Heating Parts	124.93	150.00	25.07
HVAC - Other	0.00	8.35	8.35
Total HVAC	942.13	158.35	-783.78
Hardware			
Hardware - Locks	-178.53	1,087.55	1,266.08
Hardware - Keys	197.40	420.80	223.40
Total Hardware	18.87	1,508.35	1,489.48
Janitorial Supplies	1,106.43	3,068.35	1,961.92
Paint			
Paint - Interior	113.73	374.15	260.42
Paint - Exterior	274.72	2,671.65	2,396.93
Paint - Supplies	381.41	265.00	-116.41
Total Painting	769.86	3,310.80	2,540.94

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Plumbing Parts			
Plumbing Parts - Interior	1,224.23	2,341.25	1,117.02
Plumbing Parts - Exterior	95.01	186.25	91.24
Total Plumbing Parts	1,319.24	2,527.50	1,208.26
Site Maintenance			
Site Maintenance - Concrete	8,000.00	1,174.15	-6,825.85
Site Maintenance - Other	15,892.13	23,306.65	7,414.52
Total Site Maintenance	23,892.13	24,480.80	588.67
Water Heaters			
Water Heaters	1,776.03	9,436.25	7,660.22
Water Heater - Parts	2,023.32	282.50	-1,740.82
Total Water Heater	3,799.35	9,718.75	5,919.40
Windows			
Windows - Glass	1,211.13	790.85	-420.28
Windows - Screens	829.65	170.00	-659.65
Windows - Hardware	655.28	92.10	-563.18
Windows - Other	6,504.08	130.85	-6,373.23
Total Windows	9,200.14	1,183.80	-8,016.34
Windows - Coverings			
Windows - Blinds Replacement	979.87	1,524.15	544.28
Total Windows - Coverings	979.87	1,524.15	544.28
Tools - Power			
Tools - Power	1,991.99	1,467.05	-524.94
Total Tools - Power	1,991.99	1,467.05	-524.94
Tools - Other			
Tools - Other	3,854.81	1,878.75	-1,976.06
Tools - Other - Maintenance	1,864.78	455.40	-1,409.38
Total Tools - Other	5,719.59	2,334.15	-3,385.44
Uniform Purchases			
Uniforms	3,668.76	1,373.35	-2,295.41

**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Budget Comparison**

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Uniform Purchases - Maintenance	2,454.21	35.85	-2,418.36
Total Uniform Purchases	6,122.97	1,409.20	-4,713.77
Vacancy Supplies			
Vacancy Supplies	160.54	1,215.00	1,054.46
Total - Vacancy Supplies	160.54	1,215.00	1,054.46
Vehicle - Repairs/Maintenance			
Vehicle - Repairs/Maintenance	99.98	540.45	440.47
Total Vehicle - Repairs/Maintenance	99.98	540.45	440.47
Vehicle - Fuel			
Vehicle - Fuel	11,107.10	5,563.25	-5,543.85
Vehicle - Fuel Maintenance	29.48	0.00	-29.48
Total Vehicle - Fuel	11,136.58	5,563.25	-5,573.33
Misc Maint Materials			
Misc Maintenance Materials	4,504.47	4,048.35	-456.12
Work Order materials	42,486.27	14,023.35	-28,462.92
Total Misc Maint Materials	46,990.74	18,071.70	-28,919.04
Total Maintenance Materials	153,806.12	100,428.85	-53,377.27
Appliance Repairs			
Appliance Repairs - Ranges	223.79	0.00	-223.79
Appliance Repairs - Refrigerators	252.38	0.00	-252.38
Total Appliance Repairs	476.17	0.00	-476.17
Carpet Cleaning	655.00	1,565.00	910.00
Electrical Contract Services - Interior			
Electrical Contract Services - Interior	0.00	440.00	440.00
Total Electrical Contract Services	0.00	440.00	440.00
Elevator Contract			
Elevator Contract - Maintenance	3,283.32	3,455.00	171.68
Elevator Contract - Repairs	0.00	1,895.00	1,895.00
Elevator - Inspections	0.00	195.00	195.00
Total Elevator Contracts	3,283.32	5,545.00	2,261.68

**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Budget Comparison**

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Equipment Maintenance & Repairs			
Equipment Maintenance & Repairs	0.00	329.20	329.20
Total Equipment Maintenance & Repairs	0.00	329.20	329.20
Flooring replacement/repair			
Flooring replacement/repair - Carpet	15,276.42	21,142.50	5,866.08
Flooring replacement/repair - Other	74,146.14	33,222.10	-40,924.04
Total Flooring replacement/repair	89,422.56	54,364.60	-35,057.96
HVAC Contract			
HVAC - Repairs	3,460.39	3,643.35	182.96
Total HVAC Contract	3,460.39	3,643.35	182.96
Inspections	792.78	0.00	-792.78
Janitorial Contracts	30,980.00	47,388.35	16,408.35
Janitorial - Unit cleaning	579.54	0.00	-579.54
Landscaping Contract			
Landscaping Contract	27,750.00	25,193.75	-2,556.25
Landscaping Contract - Tree pruning/remova	4,850.00	3,122.50	-1,727.50
Total Landscaping Contract	32,600.00	28,316.25	-4,283.75
Locks - repair/repl	62.58	1.25	-61.33
Plumbing Contract Services			
Plumbing Contract Services - Dwelling units	0.00	10,671.25	10,671.25
Plumbing Contract Services - Site	5,079.66	746.25	-4,333.41
Plumbing Contract Services - Preventive Main	170.00	4,853.75	4,683.75
Total Plumbing Contract Services	5,249.66	16,271.25	11,021.59
Fire Safety Contracts			
Fire Extinguishers - Routine Maint Costs	272.04	498.35	226.31
Fire Safety Sprinkler Systems - Routine Maint	5,158.38	1,016.65	-4,141.73
Total Fire Safety Contracts	5,430.42	1,515.00	-3,915.42
Pest Control			
Pest Control - Dwelling Units	387.33	1,089.20	701.87
Pest Control - Site	5,555.64	3,432.90	-2,122.74

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Pest Control	5,942.97	4,522.10	-1,420.87
Site Improvements			
Site Improvements - Concrete	12,400.00	10,415.00	-1,985.00
Site Improvements - Roofing	3,167.00	1,180.00	-1,987.00
Total Site Improvements	15,567.00	11,595.00	-3,972.00
Trash			
Trash - Site Pickup	95,404.92	84,413.75	-10,991.17
Trash - Waste Facility	15.00	726.65	711.65
Total Trash	95,419.92	85,140.40	-10,279.52
Fixture Refinishing - Tubs	10,300.00	3,859.60	-6,440.40
Vehicle - Repairs/Maintenance			
Vehicle - Repairs/Maintenance	98.38	1,672.50	1,574.12
Vehicle - Repairs/Maintenance - Maintenance	0.00	625.00	625.00
Total Vehicle - Repairs/Maintenance	98.38	2,297.50	2,199.12
Vehicle - Lease			
Vehicle - Lease	21,954.91	16,184.20	-5,770.71
Total Vehicle - Lease	21,954.91	16,184.20	-5,770.71
Window - Repr/Repl	0.00	165.00	165.00
Other Maintenance Contract Costs	0.00	1,566.65	1,566.65
Total Maintenance Contract Costs	322,275.60	284,709.70	-37,565.90
Maintenance - Benefits			
Maintenance - Benefits	58,290.61	50,003.00	-8,287.61
Maintenance - Payroll Taxes	14,564.81	13,628.30	-936.51
Maintenance Benefits	72,855.42	63,631.30	-9,224.12
Total Ordinary Maintenance and Operation	744,144.34	622,527.35	-121,616.99
Protective Services:			
Protective Services - Contracts			
Protective Services - Alarm contracts	4,781.08	9,855.40	5,074.32

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

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DRAFT

	YTD Actual	YTD Budget	Variance
Protective Services - Patrols	0.00	1,705.40	1,705.40
Total Protective Services Contracts	4,781.08	11,560.80	6,779.72
Total Protective Services	4,781.08	11,560.80	6,779.72
General Expenses:			
Insurance Expenses			
Property & Liability Insurance			
Insurance - General Liability	33,382.48	18,495.85	-14,886.63
Insurance - Property & Casualty	26,895.98	14,122.45	-12,773.53
Total Prop & Liab Insurance	60,278.46	32,618.30	-27,660.16
Insurance - Vehicle			
Insurance - Vehicle	3,904.55	5,192.10	1,287.55
Total Vehicle Insurance	3,904.55	5,192.10	1,287.55
Workers Comp			
Workers Comp - Admin	37,894.97	30,852.90	-7,042.07
Workers Comp - Maintenance	28,108.35	16,464.65	-11,643.70
Total Workers Comp Insurance	66,003.32	47,317.55	-18,685.77
Insurance - Other	1,281.08	7,723.30	6,442.22
Total Insurance	131,467.41	92,851.25	-38,616.16
Other General Expenses			
Other General Expenses	223,045.69	147,895.80	-75,149.89
Land lease payments	88,662.75	88,783.75	121.00
Portable Admin Fees	88.00	0.00	-88.00
Total Other General Expenses	311,796.44	236,679.55	-75,116.89
Payments in Lieu of Taxes			
Property Tax Assessments	81,991.88	34,373.35	-47,618.53
State Minimum Tax	1,371.84	0.00	-1,371.84
Total PILOT and other Taxes	83,363.72	34,373.35	-48,990.37
Bad Debt - Tenant			

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Tenant Bad Debt Recoveries	0.00	643.75	643.75
Total Bad Debt - Tenant	0.00	643.75	643.75
Interest Expense			
Int Expense - USDA #1	829.32	955.00	125.68
Int Expense - USDA #3	0.00	200.00	200.00
Int Expense - HOME - PDM 17th Regiment	9,613.14	9,555.00	-58.14
Int Expense - HOME - PDM Kwajalein	2,363.98	2,350.00	-13.98
Int Expense - HELP	7,222.93	8,750.00	1,527.07
Int Exp - iBank	42,353.30	83,333.35	40,980.05
Int Expense - Rockhall	50,861.52	50,960.85	99.33
Total Interest Expense	113,244.19	156,104.20	42,860.01
Total General Expenses	639,871.76	520,652.10	-119,219.66
TOTAL OPERATING EXPENSES	4,526,812.04	4,511,386.45	-15,425.59
Other Expenses:			
Extraordinary Maintenance			
Extraordinary Maintenance - Materials	0.00	4,459.15	4,459.15
Extraordinary Maintenance - Contracts	0.00	8,112.90	8,112.90
Total Extraordinary Maintenance	0.00	12,572.05	12,572.05
Housing Assistance Payments to Landlords			
Housing Assistance Payments to Landlords	19,341,986.00	27,135,846.70	7,793,860.70
Housing Assistance Payments - Portables	85,189.26	104,166.65	18,977.39
Utility Assistance Payment	30,150.00	29,333.30	-816.70
Administrative Fees - Portables	4,240.59	2,083.35	-2,157.24
FSS Escrow Payments	87,522.00	104,166.65	16,644.65
Total Housing Assistance Payments	19,549,087.85	27,375,596.65	7,826,508.80
Amortization Expense			
Amortization Exp	2,484.20	0.00	-2,484.20
Total Amortization Expense	2,484.20	0.00	-2,484.20

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
TOTAL EXPENSES	24,078,384.09	31,899,555.15	7,821,171.06
Other Items:			
Extraordinary Items (net gain/loss)	965,394.93	0.00	965,394.93
Total Other Financing Sources (Uses)	965,394.93	0.00	965,394.93
Net Income	954,790.77	978,821.62	-24,030.85

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Revenue:			
Other Revenue:			
HUD PHA Operating Grants			
HUD Grant - S8 - HAP payments	18,953,308.00	27,375,596.65	-8,422,288.65
HUD Grant - S8 - Admin Fees	1,732,573.00	1,856,623.30	-124,050.30
HUD Grant - S8 FSS Coord	69,378.97	57,816.25	11,562.72
Total HUD PHA Operating Grants	<u>20,755,259.97</u>	<u>29,290,036.20</u>	<u>-8,534,776.23</u>
Investment Income - Unrestricted			
Investment Income - Unrestricted	229.48	0.00	229.48
Total Investment Income - Unrestricted	<u>229.48</u>	<u>0.00</u>	<u>229.48</u>
Fraud Recovery - HUD	150.00	0.00	150.00
Fraud Recovery - PHA	150.00	0.00	150.00
Other Revenue - Miscellaneous			
FSS Forfeitures	57,937.89	0.00	57,937.89
Total Other Revenue - Miscellaneous	<u>57,937.89</u>	<u>0.00</u>	<u>57,937.89</u>
Total Other Revenue	<u>20,813,727.34</u>	<u>29,290,036.20</u>	<u>-8,476,308.86</u>
TOTAL REVENUE	<u>20,813,727.34</u>	<u>29,290,036.20</u>	<u>-8,476,308.86</u>

EXPENSES:

Administrative:

Administrative Salaries

Administrative Salaries - Admin	575,143.36	563,769.15	-11,374.21
Administrative Salaries - Overtime	0.00	2,134.15	2,134.15

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Temporary Admin Help	24,522.43	30,833.35	6,310.92
Total Administrative Salaries	599,665.79	596,736.65	-2,929.14
Auditing Fees			
Auditing Fees	18,663.50	19,166.65	503.15
Total Auditing Fees	18,663.50	19,166.65	503.15
Admin Benefits			
Admin Benefits	142,654.63	163,002.90	20,348.27
Admin Payroll Taxes	42,849.43	43,777.10	927.67
Total Admin Benefits	185,504.06	206,780.00	21,275.94
Other Operating - Administrative			
Advertising Expense			
Advertising/Public Relations - Rental	1,234.23	1,500.00	265.77
Total Advertising	1,234.23	1,500.00	265.77
Dues & Subscriptions			
Dues & Subscriptions	7,871.39	5,878.75	-1,992.64
Total Dues & Subscriptions	7,871.39	5,878.75	-1,992.64
Office Supplies			
Office Supplies	4,790.46	2,924.60	-1,865.86
Total Office Supplies	4,790.46	2,924.60	-1,865.86
Office Supplies - Paper			
Office Supplies - Paper	0.00	672.90	672.90
Total Office Supplies - Paper	0.00	672.90	672.90
Office Supplies - Printing			
Office Supplies - Printing	5,597.63	4,560.85	-1,036.78
Total Office Supplies - Printing	5,597.63	4,560.85	-1,036.78
Training -			
Training -	12,669.93	6,247.90	-6,422.03
Total Training	12,669.93	6,247.90	-6,422.03
Travel			
Travel - Admin	594.65	895.85	301.20

VOUCHER PROGRAM ONLY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Travel	594.65	895.85	301.20
Postage & Shipping			
Postage & Shipping	12,779.95	10,426.65	-2,353.30
Total Postage & Shipping	12,779.95	10,426.65	-2,353.30
Payroll processing fees			
Payroll processing fees	2,808.74	9,315.00	6,506.26
Retirement Plan fees	3,251.53	5,932.10	2,680.57
Total Payroll/Ben Plan fees	6,060.27	15,247.10	9,186.83
Background Checks - Applicant/Tenant	13,270.45	7,852.10	-5,418.35
Non-Capitalized Computer Equipment			
Non-Capitalized Computer Equipment	0.00	12,885.85	12,885.85
Total Non-Capitalized Computer Equipment	0.00	12,885.85	12,885.85
Non-Capitalized Computer Software & Licenses			
Non-Capitalized Computer Software & License	46,464.25	40,202.10	-6,262.15
Total Non-Capitalized Computer Software & L	46,464.25	40,202.10	-6,262.15
Communications - Telephone	222.39	268.75	46.36
Communications - Mobile			
Communications - Mobile	1,112.75	896.25	-216.50
Total Communications - Mobile	1,112.75	896.25	-216.50
Legal - Tenant	1,816.50	1,719.15	-97.35
Legal - General			
Legal - General	0.00	3,860.40	3,860.40
Total Legal - General	0.00	3,860.40	3,860.40
Professional Fees			
Professional Fees - General	48,179.32	20,502.50	-27,676.82
Total Professional Fees	48,179.32	20,502.50	-27,676.82
Office Equipment (non-cap) -			
Office Equipment (non-cap)	114.68	3,730.40	3,615.72
Total Office Equipment (non-cap)	114.68	3,730.40	3,615.72
Office Equipment Lease -			

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Office Equipment Lease -	13,992.28	8,652.50	-5,339.78
Total Office Equipment Lease	13,992.28	8,652.50	-5,339.78
Office Equipment Maintenance -			
Office Equipment Maintenance -	2,220.34	3,645.85	1,425.51
Total Office Equipment Maintenance	2,220.34	3,645.85	1,425.51
Office rent			
Office rent	84,076.00	87,527.90	3,451.90
Total Office rent	84,076.00	87,527.90	3,451.90
Safety supplies/program -			
Safety supplies/program	0.00	523.35	523.35
Total Safety supplies/program	0.00	523.35	523.35
Health Exams			
Health Exams -	210.00	0.00	-210.00
Total Health Exams	210.00	0.00	-210.00
Professional Contracts			
Professional Contracts	1,432.18	18,840.85	17,408.67
S8 Inspections	25,965.00	4,252.10	-21,712.90
Total Professional Contracts	27,397.18	23,092.95	-4,304.23
Misc Other Exp			
Misc Admin Exp	162.25	419.60	257.35
Total Misc Other Exp	162.25	419.60	257.35
Total Other Administrative Expense	290,836.90	264,134.25	-26,702.65
Total Administrative	1,094,670.25	1,086,817.55	-7,852.70
Tenant and Social Services:			
Resident Services - Salaries			
Resident Services - Salaries	75,366.45	44,029.15	-31,337.30
Total Resident Services Salaries	75,366.45	44,029.15	-31,337.30
Resident Services - Benefits	15,138.59	9,376.65	-5,761.94

VOUCHER PROGRAM ONLY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Resident Services - Taxes	5,400.75	3,287.10	-2,113.65
Tenant Services			
Security/Utility Dep-App Fee Expense	16,548.32	0.00	-16,548.32
Tenant Service Totals	16,548.32	0.00	-16,548.32
Total Tenant and Social Services	112,454.11	56,692.90	-55,761.21
Utilities:			
Ordinary Maintenance & Operation:			
Vehicle - Repairs/Maintenance			
Vehicle - Repairs/Maintenance	73.98	0.00	-73.98
Total Vehicle - Repairs/Maintenance	73.98	0.00	-73.98
Vehicle - Fuel			
Vehicle - Fuel	753.58	464.15	-289.43
Total Vehicle - Fuel	753.58	464.15	-289.43
Total Maintenance Materials	827.56	464.15	-363.41
Vehicle - Lease			
Vehicle - Lease	2,632.86	3,188.35	555.49
Total Vehicle - Lease	2,632.86	3,188.35	555.49
Total Maintenance Contract Costs	2,632.86	3,188.35	555.49
Total Ordinary Maintenance and Operation	3,460.42	3,652.50	192.08
Protective Services:			
General Expenses:			
Insurance Expenses			
Property & Liability Insurance			
Insurance - General Liability	27,473.93	14,337.10	-13,136.83

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Prop & Liab Insurance	27,473.93	14,337.10	-13,136.83
Insurance - Vehicle			
Insurance - Vehicle	1,786.65	2,410.00	623.35
Total Vehicle Insurance	1,786.65	2,410.00	623.35
Workers Comp			
Workers Comp - Admin	16,831.06	10,000.00	-6,831.06
Total Workers Comp Insurance	16,831.06	10,000.00	-6,831.06
Insurance - Other	1,196.49	3,767.90	2,571.41
Total Insurance	47,288.13	30,515.00	-16,773.13
Other General Expenses			
Other General Expenses	945.00	1,421.65	476.65
Portable Admin Fees	88.00	0.00	-88.00
Total Other General Expenses	1,033.00	1,421.65	388.65
Total General Expenses	48,321.13	31,936.65	-16,384.48
TOTAL OPERATING EXPENSES	1,258,905.91	1,179,099.60	-79,806.31
Other Expenses:			
Housing Assistance Payments to Landlords			
Housing Assistance Payments to Landlords	19,701,767.00	27,135,846.70	7,434,079.70
Housing Assistance Payments - Portables	85,189.26	104,166.65	18,977.39
Utility Assistance Payment	30,779.00	29,333.30	-1,445.70
Administrative Fees - Portables	4,240.59	2,083.35	-2,157.24
FSS Escrow Payments	87,522.00	104,166.65	16,644.65
Total Housing Assistance Payments	19,909,497.85	27,375,596.65	7,466,098.80
TOTAL EXPENSES	21,168,403.76	28,554,696.25	7,386,292.49

Other Items:

VOUCHER PROGRAM ONLY

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Net Income	-354,676.42	735,339.95	-1,090,016.37

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
REVENUE:						
Tenant Revenue:						
Tenant Rental Revenue						
Tenant Rental Revenue	101,040.75	101,955.75	103,103.75	103,683.75	98,114.75	507,898.75
Util Reimb - HUD MultiFam	-35.00	-35.00	-35.00	-35.00	-35.00	-175.00
Section 8 Housing Assistance Payments	1,334.00	1,266.00	1,266.00	1,266.00	1,266.00	6,398.00
HUD Housing Assistance Payments	99,676.00	99,413.00	99,228.00	100,982.00	96,702.00	496,001.00
Other Rent Subsidies	2,500.00	1,897.00	1,996.00	1,842.00	2,808.00	11,043.00
Total Tenant Rental Revenue	204,515.75	204,496.75	205,558.75	207,738.75	198,855.75	1,021,165.75
Tenant Revenue - Other						
Background Check Fee	0.00	44.00	0.00	0.00	0.00	44.00
Other Income - Work Order Charges	183.67	0.00	212.83	0.00	0.00	396.50
Other Income - Vacate Charges	7,446.00	2,620.00	935.00	525.00	10,962.50	22,488.50
Other Income	15.00	35.00	35.00	10.00	0.00	95.00
Total Tenant Revenue - Other	7,644.67	2,699.00	1,182.83	535.00	10,962.50	23,024.00
Total Tenant Revenue	212,160.42	207,195.75	206,741.58	208,273.75	209,818.25	1,044,189.75
Other Revenue:						
HUD PHA Operating Grants						
HUD Grant - S8 - HAP payments	4,090,115.00	3,927,065.00	3,962,770.00	3,966,557.00	3,006,801.00	18,953,308.00
HUD Grant - S8 - Admin Fees	333,622.00	333,622.00	371,825.00	350,122.00	343,382.00	1,732,573.00
HUD Grant - S8 FSS Coord	0.00	0.00	69,379.00	0.00	-0.03	69,378.97
SHP Grant	45,382.00	40,584.00	34,902.00	44,341.00	36,957.00	202,166.00
Total HUD PHA Operating Grants	4,469,119.00	4,301,271.00	4,438,876.00	4,361,020.00	3,387,139.97	20,957,425.97
Fee Revenues						
Management Fee Income	21,022.92	19,878.20	21,569.02	21,196.37	21,392.70	105,059.21
Bookkeeping Fee Income	1,624.92	1,624.92	1,624.92	1,624.92	1,624.92	8,124.60
Shared Maint Fee Income	5,620.00	5,620.00	5,620.00	5,620.00	5,620.00	28,100.00
Total Fee Revenue	28,267.84	27,123.12	28,813.94	28,441.29	28,637.62	141,283.81

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Operating Grant (non-HUD)	45,638.87	40,737.60	37,922.01	29,217.44	26,723.83	180,239.75
Investment Income - Unrestricted						
Investment Income - Unrestricted	43.49	49.49	45.00	46.50	45.00	229.48
Total Investment Income - Unrestricted	43.49	49.49	45.00	46.50	45.00	229.48
Fraud Recovery - HUD	25.00	25.00	25.00	25.00	50.00	150.00
Fraud Recovery - PHA	25.00	25.00	25.00	25.00	50.00	150.00
Other Revenue - Miscellaneous						
Other Revenue	62,339.34	108,655.95	46,769.34	48,037.82	46,470.34	312,272.79
FSS Forfeitures	0.00	419.01	9,510.30	40,076.22	7,932.36	57,937.89
Non-Dwelling Rent	5,184.51	5,184.51	5,184.51	5,184.51	5,184.51	25,922.55
Non-Dwelling Rent (Main Office)	5,931.00	32,685.00	15,508.00	7,678.00	22,274.00	84,076.00
Other Rev - Laundry Commissions	2,652.69	4,490.38	974.16	6,542.35	3,356.07	18,015.65
Other Rev - App background checks	0.00	44.00	88.00	0.00	88.00	220.00
Mgmt Fee - HACM owned props	200.00	200.00	200.00	200.00	200.00	1,000.00
Mgmt Fee - Pueblo Del Mar	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	14,000.00
Mgmt Fee - FLCs	9,008.00	9,008.00	8,934.00	8,934.00	8,934.00	44,818.00
Mgmt Fee - Portola Vista	3,420.42	3,420.42	3,420.42	3,420.42	3,420.42	17,102.10
Mgmt Fee - King City Migrant	3,582.75	3,582.75	3,582.75	3,582.75	3,582.75	17,913.75
Mgmt Fee - Jardines Del Monte	452.25	452.25	452.25	452.25	452.25	2,261.25
Mgmt Fee - Leo Meyer	1,808.92	1,808.92	1,808.92	1,808.92	1,808.92	9,044.60
Mgmt Fee - Casanova	4,464.55	4,666.39	4,663.62	4,472.57	4,831.94	23,099.07
Mgmt Fee - Parkside	3,094.00	3,028.00	3,188.00	3,009.00	3,003.00	15,322.00
Mgmt Fee - Rippling River	897.76	1,017.32	1,077.56	1,017.78	0.00	4,010.42
Mgmt Fee - Benito FLC	614.93	614.93	687.00	686.93	686.93	3,290.72
Mgmt Fee - Tynan	236.08	236.08	236.08	736.08	626.02	2,070.34
Mgmt Fee - Monterey Aff	1,388.68	1,388.68	1,465.50	1,465.50	1,364.50	7,072.86
Mgmt Fee - Benito Aff	1,579.00	1,579.00	1,500.00	1,326.00	1,182.00	7,166.00
Mgmt Fee - Fanoe Vista	3,070.24	3,351.16	3,751.00	3,779.66	0.00	13,952.06
Mgmt fee -other	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00
Mgmt Fee - Oak Park	1,676.99	1,843.45	1,817.94	1,801.34	1,815.81	8,955.53
Mgmt Fee - RAD	25,814.40	25,682.40	25,682.40	25,854.30	25,854.30	128,887.80
Administrative Fees	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	6,250.00

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Interest Income	173,531.77	173,611.26	170,519.71	173,579.67	169,045.40	860,287.81
Interest Income - Tenant Security Deposits	1.06	1.04	1.11	1.00	0.95	5.16
Interest Income - Replacement Reserves	259.25	449.37	455.79	549.08	534.57	2,248.06
Interest Income - Operating Reserves	7.06	8.03	7.31	7.55	7.31	37.26
Interest Income - LAIF	2,218.07	1,172.91	1,173.26	1,134.35	1,172.91	6,871.50
Total Other Revenue - Miscellaneous	327,483.72	402,651.21	326,708.93	359,388.05	327,879.26	1,744,111.17
Total Other Revenue	4,870,602.92	4,771,882.42	4,832,415.88	4,778,163.28	3,770,525.68	23,023,590.18
TOTAL REVENUE	5,082,763.34	4,979,078.17	5,039,157.46	4,986,437.03	3,980,343.93	24,067,779.93
EXPENSES:						
Administrative:						
Administrative Salaries						
Administrative Salaries - Admin	361,565.10	256,207.87	242,157.83	258,538.17	270,066.72	1,388,535.69
Temporary Admin Help	17,910.22	25,121.62	19,537.32	21,217.41	11,140.51	94,927.08
Total Administrative Salaries	379,475.32	281,329.49	261,695.15	279,755.58	281,207.23	1,483,462.77
Auditing Fees						
Auditing Fees	6,327.00	6,327.00	6,327.00	6,327.00	8,077.00	33,385.00
Total Auditing Fees	6,327.00	6,327.00	6,327.00	6,327.00	8,077.00	33,385.00
HACM Mgmt Fee	16,020.17	15,888.17	15,888.17	15,954.17	15,954.17	79,704.85
Bookkeeping Fee	624.92	624.92	624.92	624.92	624.92	3,124.60
Admin Benefits						
Admin Benefits	76,522.56	64,144.43	64,367.18	64,967.54	73,474.58	343,476.29
Admin Payroll Taxes	27,081.00	18,756.07	17,960.11	19,577.75	20,340.83	103,715.76
Total Admin Benefits	103,603.56	82,900.50	82,327.29	84,545.29	93,815.41	447,192.05
Other Operating - Administrative						
Advertising Expense						
Advertising/Public Relations - Rental	0.00	0.00	0.00	0.00	1,234.23	1,234.23
Advertising / Recruitment -	7,507.56	25,079.69	532.87	0.00	0.00	33,120.12
Total Advertising	7,507.56	25,079.69	532.87	0.00	1,234.23	34,354.35
Bank charges	326.00	361.00	386.00	326.00	327.00	1,726.00

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Dues & Subscriptions						
Dues & Subscriptions	2,659.95	165.99	1,248.95	2,524.35	4,184.00	10,783.24
Total Dues & Subscriptions	2,659.95	165.99	1,248.95	2,524.35	4,184.00	10,783.24
Office Supplies						
Office Supplies	1,622.59	3,960.96	2,049.74	2,954.98	2,752.19	13,340.46
Total Office Supplies	1,622.59	3,960.96	2,049.74	2,954.98	2,752.19	13,340.46
Office Supplies - Paper						
Office Supplies - Paper	212.40	0.00	0.00	2,755.35	1,572.87	4,540.62
Total Office Supplies - Paper	212.40	0.00	0.00	2,755.35	1,572.87	4,540.62
Office Supplies - Printing						
Office Supplies - Printing	5,726.11	576.48	739.50	85.09	1,494.42	8,621.60
Total Office Supplies - Printing	5,726.11	576.48	739.50	85.09	1,494.42	8,621.60
Training -						
Training -	7,603.88	2,015.36	12,962.83	3,617.14	8,088.78	34,287.99
Total Training	7,603.88	2,015.36	12,962.83	3,617.14	8,088.78	34,287.99
Travel						
Travel - Admin	0.00	0.00	0.00	594.65	0.00	594.65
Total Travel	0.00	0.00	0.00	594.65	0.00	594.65
Postage & Shipping						
Postage & Shipping	4,074.78	7,915.60	6,163.59	5,992.99	6,493.79	30,640.75
Postage & Shipping - Allocation CONTRA	-2,021.46	-4,212.44	-3,463.51	-3,015.37	-3,364.18	-16,076.96
Total Postage & Shipping	2,053.32	3,703.16	2,700.08	2,977.62	3,129.61	14,563.79
Payroll processing fees						
Payroll processing fees	2,004.25	1,903.51	2,108.33	3,693.59	3,804.59	13,514.27
Retirement Plan fees	-1,901.98	253.31	-1,800.53	0.00	266.66	-3,182.54
Total Payroll/Ben Plan fees	102.27	2,156.82	307.80	3,693.59	4,071.25	10,331.73
Background Checks - Applicant/Tenant	2,402.20	0.00	7,839.50	0.00	3,672.10	13,913.80
Non-Capitalized Computer Equipment						
Non-Capitalized Computer Equipment	0.00	0.00	6,561.19	0.00	2,099.63	8,660.82
Total Non-Capitalized Computer Equipment	0.00	0.00	6,561.19	0.00	2,099.63	8,660.82
Non-Capitalized Computer Software & Licenses						
Non-Capitalized Computer Software & Licenses	11,815.62	13,679.67	11,554.94	12,492.16	11,535.36	61,077.75

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Total Non-Capitalized Computer Software & I	11,815.62	13,679.67	11,554.94	12,492.16	11,535.36	61,077.75
Communications - Telephone	2,569.81	2,671.78	2,608.34	1,445.22	3,630.88	12,926.03
Communications - DSL Lines/Computer lines	0.00	0.00	0.00	0.00	128.00	128.00
Communications - Mobile						
Communications - Mobile	1,230.60	2,274.16	1,793.20	1,556.95	1,812.91	8,667.82
Communications -Mobile Equipment	0.00	0.00	0.00	0.00	165.94	165.94
Total Communications - Mobile	1,230.60	2,274.16	1,793.20	1,556.95	1,978.85	8,833.76
Legal - Tenant	1,487.50	12,611.85	17,661.85	825.80	1,529.20	34,116.20
Legal - General						
Legal - General	0.00	0.00	75,000.00	0.00	0.00	75,000.00
Total Legal - General	0.00	0.00	75,000.00	0.00	0.00	75,000.00
Professional Fees						
Professional Fees - General	10,830.28	9,729.43	12,729.80	15,704.40	10,061.43	59,055.34
Total Professional Fees	10,830.28	9,729.43	12,729.80	15,704.40	10,061.43	59,055.34
Office Equipment (non-cap) -						
Office Equipment (non-cap)	1,075.12	764.74	1,481.14	7,984.21	615.30	11,920.51
Total Office Equipment (non-cap)	1,075.12	764.74	1,481.14	7,984.21	615.30	11,920.51
Office Equipment Lease -						
Office Equipment Lease -	1,842.97	2,020.03	1,337.07	1,938.42	1,885.93	9,024.42
Total Office Equipment Lease	1,842.97	2,020.03	1,337.07	1,938.42	1,885.93	9,024.42
Office Equipment Maintenance -						
Office Equipment Maintenance -	3,412.46	116.55	116.55	4,188.88	116.55	7,950.99
Total Office Equipment Maintenance	3,412.46	116.55	116.55	4,188.88	116.55	7,950.99
Cable Expense	115.48	115.50	115.50	115.50	115.50	577.48
Office rent						
Office rent	5,931.00	32,685.00	15,508.00	7,678.00	22,274.00	84,076.00
Total Office rent	5,931.00	32,685.00	15,508.00	7,678.00	22,274.00	84,076.00
Safety supplies/program -						
Safety supplies/program	215.22	1,237.71	1,432.04	944.67	1,178.61	5,008.25
Total Safety supplies/program	215.22	1,237.71	1,432.04	944.67	1,178.61	5,008.25
Water - dispenser (not utility)	21.52	15.80	439.44	70.13	12.88	559.77
Health Exams						

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Health Exams -	2,420.00	220.00	420.00	1,587.00	461.00	5,108.00
Total Health Exams	2,420.00	220.00	420.00	1,587.00	461.00	5,108.00
Commissioner Fees						
Commissioner Fees	450.00	700.00	750.00	400.00	600.00	2,900.00
Total Commissioner Fees	450.00	700.00	750.00	400.00	600.00	2,900.00
Mileage reimbursement						
Mileage reimbursement	95.00	90.08	0.00	0.00	400.21	585.29
Total Mileage reimbursement	95.00	90.08	0.00	0.00	400.21	585.29
Professional Contracts						
Professional Contracts	20,278.72	19,371.77	19,256.86	57,016.03	18,619.97	134,543.35
S8 Inspections	250.00	300.00	330.00	4,545.00	20,720.00	26,145.00
Total Professional Contracts	20,528.72	19,671.77	19,586.86	61,561.03	39,339.97	160,688.35
Non-allocable Sundry	1,791.31	3,355.25	184.58	141.63	782.82	6,255.59
Cash Over/Short	0.00	0.00	0.00	-0.01	0.00	-0.01
Misc Other Exp						
Misc Admin Exp	6,299.62	936.01	754.16	454.73	236.34	8,680.86
Total Misc Other Exp	6,299.62	936.01	754.16	454.73	236.34	8,680.86
Maint Processing Fee	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	5,600.00
Total Other Administrative Expense	103,468.51	142,034.79	199,921.93	139,737.49	130,628.91	715,791.63
Total Administrative	609,519.48	529,104.87	566,784.46	526,944.45	530,307.64	2,762,660.90
Tenant and Social Services:						
Resident Services - Salaries						
Resident Services - Salaries	19,584.42	13,302.42	14,244.73	14,191.12	14,043.76	75,366.45
Total Resident Services Salaries	19,584.42	13,302.42	14,244.73	14,191.12	14,043.76	75,366.45
Resident Services - Benefits	3,273.73	2,930.69	2,963.39	2,991.34	2,979.44	15,138.59
Resident Services - Taxes	1,425.25	944.67	1,016.77	1,012.68	1,001.38	5,400.75
Resident Services - Contracts	0.00	0.00	36,279.99	0.00	24,186.66	60,466.65
Tenant Services						
Security/Utility Dep-App Fee Expense	2,095.00	0.00	1,850.00	5,984.16	6,619.16	16,548.32
Tenant Service Totals	2,095.00	0.00	1,850.00	5,984.16	6,619.16	16,548.32

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Total Tenant and Social Services	26,378.40	17,177.78	56,354.88	24,179.30	48,830.40	172,920.76
Utilities:						
Water	16,241.90	13,018.37	17,504.32	17,046.37	9,061.13	72,872.09
Electricity						
Electricity - Tenant Units	2,477.27	2,456.46	2,986.14	1,640.55	1,157.62	10,718.04
Electricity - Common Areas	7,710.94	7,205.62	6,960.53	1,037.65	4,376.17	27,290.91
Solar Elec - Common Areas	5,349.99	32.61	42.83	29.73	348.89	5,804.05
Total Electricity	15,538.20	9,694.69	9,989.50	2,707.93	5,882.68	43,813.00
Gas						
Gas - Tenant Units	1,065.67	820.10	1,017.20	832.76	670.01	4,405.74
Gas - Common Areas	2,368.32	2,679.54	1,958.05	2,326.84	3,668.36	13,001.11
Total Gas	3,433.99	3,499.64	2,975.25	3,159.60	4,338.37	17,406.85
Other Utilities						
Sewer	11,229.48	16,901.85	11,653.94	16,901.85	11,654.14	68,341.26
Total Other Utilities	11,229.48	16,901.85	11,653.94	16,901.85	11,654.14	68,341.26
Total Utilities	46,443.57	43,114.55	42,123.01	39,815.75	30,936.32	202,433.20
Ordinary Maintenance & Operation:						
Maintenance Salaries						
Maintenance Salaries	42,672.16	24,903.53	36,566.65	44,527.26	40,665.71	189,335.31
Maint Overtime	928.02	871.21	1,088.73	1,586.47	1,397.46	5,871.89
Total Maintenance Salaries	43,600.18	25,774.74	37,655.38	46,113.73	42,063.17	195,207.20
Appliances						
Appliances - Ranges	883.52	0.00	0.00	0.00	0.00	883.52
Appliances - Refrigerator	2,982.36	0.00	0.00	0.00	0.00	2,982.36
Total Appliances	3,865.88	0.00	0.00	0.00	0.00	3,865.88
Appliance Parts						
Appliance Parts - Ranges	0.00	0.00	53.90	262.74	0.00	316.64
Appliance Parts - Refrigerator	0.00	0.00	0.00	117.63	0.00	117.63

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Total Appliance Parts	0.00	0.00	53.90	380.37	0.00	434.27
Caretaker Supplies	541.23	307.51	-12.74	-41.51	0.00	794.49
Carpentry						
Carpentry - Lumber	6,891.93	103.79	0.00	760.89	0.00	7,756.61
Carpentry - Bathroom cabinets	0.00	0.00	630.35	743.80	261.11	1,635.26
Carpentry - Kitchen cabinets	11,385.82	0.00	0.00	5,189.18	1,450.00	18,025.00
Carpentry - Other	1,454.01	0.00	1,725.15	-67.26	1,520.00	4,631.90
Total Carpentry	19,731.76	103.79	2,355.50	6,626.61	3,231.11	32,048.77
Electrical Parts						
Electrical Parts - Light Bulbs	0.00	26.18	0.00	0.00	0.00	26.18
Electrical Parts - Other	131.03	0.00	100.14	0.00	0.00	231.17
Total Electrical Parts	131.03	26.18	100.14	0.00	0.00	257.35
Grounds Maintenance						
Grounds Maintenance - Sprinkler system part	192.04	441.97	580.01	897.24	0.00	2,111.26
Grounds Maintenance - Other	0.00	0.00	0.00	0.00	43.69	43.69
Total Grounds Maintenance	192.04	441.97	580.01	897.24	43.69	2,154.95
HVAC						
HVAC - Equipment	0.00	0.00	817.20	0.00	0.00	817.20
HVAC - Heating Parts	0.00	0.00	0.00	124.93	0.00	124.93
Total HVAC	0.00	0.00	817.20	124.93	0.00	942.13
Hardware						
Hardware - Locks	0.00	9.34	0.00	-290.50	102.63	-178.53
Hardware - Keys	33.53	7.65	73.38	115.06	-32.22	197.40
Total Hardware	33.53	16.99	73.38	-175.44	70.41	18.87
Janitorial Supplies	469.42	453.13	95.70	88.18	0.00	1,106.43
Paint						
Paint - Interior	0.00	0.00	99.34	14.39	0.00	113.73
Paint - Exterior	209.48	0.00	65.24	0.00	0.00	274.72
Paint - Supplies	187.38	127.45	44.18	22.40	0.00	381.41
Total Painting	396.86	127.45	208.76	36.79	0.00	769.86
Plumbing Parts						
Plumbing Parts - Interior	452.66	0.00	39.50	655.54	76.53	1,224.23

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Plumbing Parts - Exterior	25.76	0.00	0.00	69.25	0.00	95.01
Total Plumbing Parts	478.42	0.00	39.50	724.79	76.53	1,319.24
Site Maintenance						
Site Maintenance - Concrete	3,500.00	0.00	0.00	0.00	4,500.00	8,000.00
Site Maintenance - Other	8,439.36	0.00	613.00	6,839.77	0.00	15,892.13
Total Site Maintenance	11,939.36	0.00	613.00	6,839.77	4,500.00	23,892.13
Water Heaters						
Water Heaters	0.00	1,998.89	-222.86	0.00	0.00	1,776.03
Water Heater - Parts	0.00	2,023.32	0.00	0.00	0.00	2,023.32
Total Water Heater	0.00	4,022.21	-222.86	0.00	0.00	3,799.35
Windows						
Windows - Glass	350.70	758.46	0.00	0.00	101.97	1,211.13
Windows - Screens	610.37	0.00	54.82	164.46	0.00	829.65
Windows - Hardware	0.00	0.00	0.00	655.28	0.00	655.28
Windows - Other	434.08	1,056.00	0.00	4,749.00	265.00	6,504.08
Total Windows	1,395.15	1,814.46	54.82	5,568.74	366.97	9,200.14
Windows - Coverings						
Windows - Blinds Replacement	323.30	134.80	0.00	223.95	297.82	979.87
Total Windows - Coverings	323.30	134.80	0.00	223.95	297.82	979.87
Tools - Power						
Tools - Power	966.35	355.87	380.63	289.14	0.00	1,991.99
Total Tools - Power	966.35	355.87	380.63	289.14	0.00	1,991.99
Tools - Other						
Tools - Other	933.25	246.31	1,958.67	602.62	113.96	3,854.81
Tools - Other - Maintenance	0.00	580.85	1,076.30	147.64	59.99	1,864.78
Total Tools - Other	933.25	827.16	3,034.97	750.26	173.95	5,719.59
Uniform Purchases						
Uniforms	3,200.00	0.00	0.00	510.31	-41.55	3,668.76
Uniform Purchases - Maintenance	1,307.52	0.00	0.00	0.00	1,146.69	2,454.21
Total Uniform Purchases	4,507.52	0.00	0.00	510.31	1,105.14	6,122.97
Vacancy Supplies						
Vacancy Supplies	0.00	0.00	160.54	0.00	0.00	160.54

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Total - Vacancy Supplies	0.00	0.00	160.54	0.00	0.00	160.54
Vehicle - Repairs/Maintenance						
Vehicle - Repairs/Maintenance	12.00	0.00	0.00	73.98	14.00	99.98
Total Vehicle - Repairs/Maintenance	12.00	0.00	0.00	73.98	14.00	99.98
Vehicle - Fuel						
Vehicle - Fuel	1,753.47	2,127.72	2,502.45	2,346.87	2,376.59	11,107.10
Vehicle - Fuel Maintenance	0.00	0.00	0.00	0.00	29.48	29.48
Total Vehicle - Fuel	1,753.47	2,127.72	2,502.45	2,346.87	2,406.07	11,136.58
Misc Maint Materials						
Misc Maintenance Materials	1,380.17	387.35	1,871.13	338.38	527.44	4,504.47
Work Order materials	11,840.98	4,428.84	7,500.69	14,222.78	4,492.98	42,486.27
Total Misc Maint Materials	13,221.15	4,816.19	9,371.82	14,561.16	5,020.42	46,990.74
Total Maintenance Materials	60,891.72	15,575.43	20,206.72	39,826.14	17,306.11	153,806.12
Appliance Repairs						
Appliance Repairs - Ranges	26.07	197.72	0.00	0.00	0.00	223.79
Appliance Repairs - Refrigerators	0.00	252.38	0.00	0.00	0.00	252.38
Total Appliance Repairs	26.07	450.10	0.00	0.00	0.00	476.17
Carpet Cleaning	0.00	165.00	120.00	0.00	370.00	655.00
Elevator Contract						
Elevator Contract - Maintenance	1,641.66	0.00	0.00	0.00	1,641.66	3,283.32
Total Elevator Contracts	1,641.66	0.00	0.00	0.00	1,641.66	3,283.32
Flooring replacement/repair						
Flooring replacement/repair - Carpet	0.00	3,123.30	788.00	10,165.12	1,200.00	15,276.42
Flooring replacement/repair - Other	2,766.27	6,209.85	2,336.14	21,464.88	41,369.00	74,146.14
Total Flooring replacement/repair	2,766.27	9,333.15	3,124.14	31,630.00	42,569.00	89,422.56
HVAC Contract						
HVAC - Repairs	3,460.39	0.00	0.00	0.00	0.00	3,460.39
Total HVAC Contract	3,460.39	0.00	0.00	0.00	0.00	3,460.39
Inspections	792.78	0.00	0.00	0.00	0.00	792.78
Janitorial Contracts	6,350.00	5,850.00	5,850.00	6,250.00	6,680.00	30,980.00
Janitorial - Unit cleaning	193.36	0.00	135.35	0.00	250.83	579.54
Landscaping Contract						

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Landscaping Contract	3,510.00	3,510.00	13,710.00	3,510.00	3,510.00	27,750.00
Landscaping Contract - Tree pruning/remov	0.00	1,350.00	3,500.00	0.00	0.00	4,850.00
Total Landscaping Contract	3,510.00	4,860.00	17,210.00	3,510.00	3,510.00	32,600.00
Locks - repair/repl	0.00	0.00	0.00	62.58	0.00	62.58
Plumbing Contract Services						
Plumbing Contract Services - Site	1,869.28	0.00	0.00	3,210.38	0.00	5,079.66
Plumbing Contract Services - Preventive Main	0.00	0.00	0.00	170.00	0.00	170.00
Total Plumbing Contract Services	1,869.28	0.00	0.00	3,380.38	0.00	5,249.66
Fire Safety Contracts						
Fire Extinguishers - Routine Maint Costs	228.54	0.00	0.00	43.50	0.00	272.04
Fire Safety Sprinkler Systems - Routine Maint	2,330.27	675.00	1,249.25	903.86	0.00	5,158.38
Total Fire Safety Contracts	2,558.81	675.00	1,249.25	947.36	0.00	5,430.42
Pest Control						
Pest Control - Dwelling Units	0.00	0.00	0.00	137.33	250.00	387.33
Pest Control - Site	658.85	1,428.88	208.06	1,698.92	1,560.93	5,555.64
Total Pest Control	658.85	1,428.88	208.06	1,836.25	1,810.93	5,942.97
Site Improvements						
Site Improvements - Concrete	0.00	0.00	7,600.00	0.00	4,800.00	12,400.00
Site Improvements - Roofing	3,167.00	0.00	0.00	0.00	0.00	3,167.00
Total Site Improvements	3,167.00	0.00	7,600.00	0.00	4,800.00	15,567.00
Trash						
Trash - Site Pickup	19,176.01	18,119.87	18,899.39	19,975.11	19,234.54	95,404.92
Trash - Waste Facility	15.00	0.00	0.00	0.00	0.00	15.00
Total Trash	19,191.01	18,119.87	18,899.39	19,975.11	19,234.54	95,419.92
Fixture Refinishing - Tubs	875.00	0.00	2,375.00	1,625.00	5,425.00	10,300.00
Vehicle - Repairs/Maintenance						
Vehicle - Repairs/Maintenance	0.00	0.00	0.00	70.00	28.38	98.38
Total Vehicle - Repairs/Maintenance	0.00	0.00	0.00	70.00	28.38	98.38
Vehicle - Lease						
Vehicle - Lease	4,254.71	4,206.02	4,940.80	4,291.71	4,261.67	21,954.91
Total Vehicle - Lease	4,254.71	4,206.02	4,940.80	4,291.71	4,261.67	21,954.91
Total Maintenance Contract Costs	51,315.19	45,088.02	61,711.99	73,578.39	90,582.01	322,275.60

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

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DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Maintenance - Benefits						
Maintenance - Benefits	10,538.59	8,880.58	12,140.73	13,928.23	12,802.48	58,290.61
Maintenance - Payroll Taxes	3,235.24	1,897.94	2,750.52	3,511.23	3,169.88	14,564.81
Maintenance Benefits	13,773.83	10,778.52	14,891.25	17,439.46	15,972.36	72,855.42
Total Ordinary Maintenance and Operation	169,580.92	97,216.71	134,465.34	176,957.72	165,923.65	744,144.34
Protective Services:						
Protective Services - Contracts						
Protective Services - Alarm contracts	2,497.50	436.00	0.00	1,847.58	0.00	4,781.08
Total Protective Services Contracts	2,497.50	436.00	0.00	1,847.58	0.00	4,781.08
Total Protective Services	2,497.50	436.00	0.00	1,847.58	0.00	4,781.08
General Expenses:						
Insurance Expenses						
Property & Liability Insurance						
Insurance - General Liability	6,672.24	6,677.56	6,677.56	6,677.56	6,677.56	33,382.48
Insurance - Property & Casualty	5,385.54	5,377.61	5,377.61	5,377.61	5,377.61	26,895.98
Total Prop & Liab Insurance	12,057.78	12,055.17	12,055.17	12,055.17	12,055.17	60,278.46
Insurance - Vehicle						
Insurance - Vehicle	780.91	780.91	780.91	780.91	780.91	3,904.55
Total Vehicle Insurance	780.91	780.91	780.91	780.91	780.91	3,904.55
Workers Comp						
Workers Comp - Admin	9,969.44	6,621.28	6,694.88	7,152.39	7,456.98	37,894.97
Workers Comp - Maintenance	6,286.89	3,717.73	5,427.32	6,630.43	6,045.98	28,108.35
Total Workers Comp Insurance	16,256.33	10,339.01	12,122.20	13,782.82	13,502.96	66,003.32
Insurance - Other	0.00	0.00	0.00	0.00	1,281.08	1,281.08
Total Insurance	29,095.02	23,175.09	24,958.28	26,618.90	27,620.12	131,467.41
Other General Expenses						
Other General Expenses	23,195.44	28,543.26	21,219.92	21,219.92	128,867.15	223,045.69
Land lease payments	17,697.75	17,697.75	17,697.75	17,871.75	17,697.75	88,662.75

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

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	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Portable Admin Fees	0.00	88.00	0.00	0.00	0.00	88.00
Total Other General Expenses	40,893.19	46,329.01	38,917.67	39,091.67	146,564.90	311,796.44
Payments in Lieu of Taxes						
Property Tax Assessments	0.00	81,734.95	0.00	256.93	0.00	81,991.88
State Minimum Tax	0.00	0.00	0.00	1,371.84	0.00	1,371.84
Total PILOT and other Taxes	0.00	81,734.95	0.00	1,628.77	0.00	83,363.72
Interest Expense						
Int Expense - USDA #1	169.85	168.94	162.61	167.10	160.82	829.32
Int Expense - HOME - PDM 17th Regiment	1,947.76	1,947.76	1,884.93	1,947.76	1,884.93	9,613.14
Int Expense - HOME - PDM Kwajalein	478.98	478.98	463.52	478.98	463.52	2,363.98
Int Expense - HELP	1,463.47	1,463.47	1,416.26	1,463.47	1,416.26	7,222.93
Int Exp - iBank	0.00	42,353.30	0.00	0.00	0.00	42,353.30
Int Expense - Rockhall	10,213.41	10,192.92	10,172.37	10,151.75	10,131.07	50,861.52
Total Interest Expense	14,273.47	56,605.37	14,099.69	14,209.06	14,056.60	113,244.19
Total General Expenses	84,261.68	207,844.42	77,975.64	81,548.40	188,241.62	639,871.76
TOTAL OPERATING EXPENSES	938,681.55	894,894.33	877,703.33	851,293.20	964,239.63	4,526,812.04
Other Expenses:						
Housing Assistance Payments to Landlords						
Housing Assistance Payments to Landlords	3,836,252.00	3,845,861.00	3,853,591.00	3,944,775.00	3,861,507.00	19,341,986.00
Housing Assistance Payments - Portables	40,469.00	14,042.26	10,203.00	10,746.00	9,729.00	85,189.26
Utility Assistance Payment	5,999.00	5,236.00	5,978.00	6,669.00	6,268.00	30,150.00
Administrative Fees - Portables	1,717.58	766.56	556.27	627.63	572.55	4,240.59
FSS Escrow Payments	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	87,522.00
Total Housing Assistance Payments	3,901,488.58	3,881,970.82	3,886,849.27	3,981,604.63	3,897,174.55	19,549,087.85
Amortization Expense						
Amortization Exp	496.84	496.84	496.84	496.84	496.84	2,484.20
Total Amortization Expense	496.84	496.84	496.84	496.84	496.84	2,484.20
TOTAL EXPENSES	4,840,666.97	4,777,361.99	4,765,049.44	4,833,394.67	4,861,911.02	24,078,384.09

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Statement (12 months)

Period = Jul 2022-Nov 2022

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DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Other Items:						
Extraordinary Items (net gain/loss)	0.00	0.00	0.00	965,394.93	0.00	965,394.93
Total Other Financing Sources (Uses)	0.00	0.00	0.00	965,394.93	0.00	965,394.93
Net Income	242,096.37	201,716.18	274,108.02	1,118,437.29	-881,567.09	954,790.77

VOUCHER PROGRAM ONLY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
REVENUE:						
Tenant Revenue:						
Other Revenue:						
HUD PHA Operating Grants						
HUD Grant - S8 - HAP payments	4,090,115.00	3,927,065.00	3,962,770.00	3,966,557.00	3,006,801.00	18,953,308.00
HUD Grant - S8 - Admin Fees	333,622.00	333,622.00	371,825.00	350,122.00	343,382.00	1,732,573.00
HUD Grant - S8 FSS Coord	0.00	0.00	69,379.00	0.00	-0.03	69,378.97
Total HUD PHA Operating Grants	4,423,737.00	4,260,687.00	4,403,974.00	4,316,679.00	3,350,182.97	20,755,259.97
Investment Income - Unrestricted						
Investment Income - Unrestricted	43.49	49.49	45.00	46.50	45.00	229.48
Total Investment Income - Unrestricted	43.49	49.49	45.00	46.50	45.00	229.48
Fraud Recovery - HUD	25.00	25.00	25.00	25.00	50.00	150.00
Fraud Recovery - PHA	25.00	25.00	25.00	25.00	50.00	150.00
Other Revenue - Miscellaneous						
FSS Forfeitures	0.00	419.01	9,510.30	40,076.22	7,932.36	57,937.89
Total Other Revenue - Miscellaneous	0.00	419.01	9,510.30	40,076.22	7,932.36	57,937.89
Total Other Revenue	4,423,830.49	4,261,205.50	4,413,579.30	4,356,851.72	3,358,260.33	20,813,727.34
TOTAL REVENUE	4,423,830.49	4,261,205.50	4,413,579.30	4,356,851.72	3,358,260.33	20,813,727.34

EXPENSES:

Administrative:

Administrative Salaries

Administrative Salaries - Admin	141,839.82	103,764.75	106,006.68	107,817.78	115,714.33	575,143.36
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Temporary Admin Help	6,089.76	7,614.01	4,037.04	4,031.08	2,750.54	24,522.43
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Total Administrative Salaries	147,929.58	111,378.76	110,043.72	111,848.86	118,464.87	599,665.79
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Auditing Fees

VOUCHER PROGRAM ONLY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Auditing Fees	3,732.70	3,732.70	3,732.70	3,732.70	3,732.70	18,663.50
Total Auditing Fees	3,732.70	3,732.70	3,732.70	3,732.70	3,732.70	18,663.50
Admin Benefits						
Admin Benefits	29,692.47	27,356.86	28,419.36	28,273.58	28,912.36	142,654.63
Admin Payroll Taxes	10,435.00	7,607.40	7,966.78	8,102.42	8,737.83	42,849.43
Total Admin Benefits	40,127.47	34,964.26	36,386.14	36,376.00	37,650.19	185,504.06
Other Operating - Administrative						
Advertising Expense						
Advertising/Public Relations - Rental	0.00	0.00	0.00	0.00	1,234.23	1,234.23
Total Advertising	0.00	0.00	0.00	0.00	1,234.23	1,234.23
Dues & Subscriptions						
Dues & Subscriptions	2,650.00	6.99	0.00	1,214.40	4,000.00	7,871.39
Total Dues & Subscriptions	2,650.00	6.99	0.00	1,214.40	4,000.00	7,871.39
Office Supplies						
Office Supplies	853.78	670.63	545.89	1,891.67	828.49	4,790.46
Total Office Supplies	853.78	670.63	545.89	1,891.67	828.49	4,790.46
Office Supplies - Printing						
Office Supplies - Printing	4,601.35	0.00	0.00	0.00	996.28	5,597.63
Total Office Supplies - Printing	4,601.35	0.00	0.00	0.00	996.28	5,597.63
Training -						
Training -	1,190.00	620.46	9,059.47	1,800.00	0.00	12,669.93
Total Training	1,190.00	620.46	9,059.47	1,800.00	0.00	12,669.93
Travel						
Travel - Admin	0.00	0.00	0.00	594.65	0.00	594.65
Total Travel	0.00	0.00	0.00	594.65	0.00	594.65
Postage & Shipping						
Postage & Shipping	1,861.41	3,326.87	2,462.03	2,689.38	2,440.26	12,779.95
Total Postage & Shipping	1,861.41	3,326.87	2,462.03	2,689.38	2,440.26	12,779.95
Payroll processing fees						
Payroll processing fees	935.73	888.70	984.31	0.00	0.00	2,808.74
Retirement Plan fees	1,101.06	1,108.15	1,042.32	0.00	0.00	3,251.53
Total Payroll/Ben Plan fees	2,036.79	1,996.85	2,026.63	0.00	0.00	6,060.27

VOUCHER PROGRAM ONLY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Background Checks - Applicant/Tenant	2,402.20	0.00	7,506.75	0.00	3,361.50	13,270.45
Non-Capitalized Computer Software & Licenses						
Non-Capitalized Computer Software & Licenses	9,315.65	9,289.20	9,298.40	9,299.53	9,261.47	46,464.25
Total Non-Capitalized Computer Software & Licenses	9,315.65	9,289.20	9,298.40	9,299.53	9,261.47	46,464.25
Communications - Telephone	45.03	45.03	45.03	0.00	87.30	222.39
Communications - Mobile						
Communications - Mobile	152.87	149.05	167.66	211.21	431.96	1,112.75
Total Communications - Mobile	152.87	149.05	167.66	211.21	431.96	1,112.75
Legal - Tenant	0.00	0.00	1,291.50	525.00	0.00	1,816.50
Professional Fees						
Professional Fees - General	8,449.03	8,479.43	11,479.80	13,254.40	6,516.66	48,179.32
Total Professional Fees	8,449.03	8,479.43	11,479.80	13,254.40	6,516.66	48,179.32
Office Equipment (non-cap) -						
Office Equipment (non-cap)	0.00	0.00	0.00	114.68	0.00	114.68
Total Office Equipment (non-cap)	0.00	0.00	0.00	114.68	0.00	114.68
Office Equipment Lease -						
Office Equipment Lease -	1,858.23	3,682.40	2,748.69	2,976.04	2,726.92	13,992.28
Total Office Equipment Lease	1,858.23	3,682.40	2,748.69	2,976.04	2,726.92	13,992.28
Office Equipment Maintenance -						
Office Equipment Maintenance -	854.37	110.14	110.14	1,035.55	110.14	2,220.34
Total Office Equipment Maintenance	854.37	110.14	110.14	1,035.55	110.14	2,220.34
Office rent						
Office rent	5,931.00	32,685.00	15,508.00	7,678.00	22,274.00	84,076.00
Total Office rent	5,931.00	32,685.00	15,508.00	7,678.00	22,274.00	84,076.00
Health Exams						
Health Exams -	0.00	0.00	210.00	0.00	0.00	210.00
Total Health Exams	0.00	0.00	210.00	0.00	0.00	210.00
Professional Contracts						
Professional Contracts	277.50	90.93	0.00	878.75	185.00	1,432.18
S8 Inspections	250.00	300.00	150.00	4,545.00	20,720.00	25,965.00
Total Professional Contracts	527.50	390.93	150.00	5,423.75	20,905.00	27,397.18
Misc Other Exp						

VOUCHER PROGRAM ONLY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Misc Admin Exp	0.00	162.25	0.00	0.00	0.00	162.25
Total Misc Other Exp	0.00	162.25	0.00	0.00	0.00	162.25
Total Other Administrative Expense	42,729.21	61,615.23	62,609.99	48,708.26	75,174.21	290,836.90
Total Administrative	234,518.96	211,690.95	212,772.55	200,665.82	235,021.97	1,094,670.25
Tenant and Social Services:						
Resident Services - Salaries						
Resident Services - Salaries	19,584.42	13,302.42	14,244.73	14,191.12	14,043.76	75,366.45
Total Resident Services Salaries	19,584.42	13,302.42	14,244.73	14,191.12	14,043.76	75,366.45
Resident Services - Benefits	3,273.73	2,930.69	2,963.39	2,991.34	2,979.44	15,138.59
Resident Services - Taxes	1,425.25	944.67	1,016.77	1,012.68	1,001.38	5,400.75
Tenant Services						
Security/Utility Dep-App Fee Expense	2,095.00	0.00	1,850.00	5,984.16	6,619.16	16,548.32
Tenant Service Totals	2,095.00	0.00	1,850.00	5,984.16	6,619.16	16,548.32
Total Tenant and Social Services	26,378.40	17,177.78	20,074.89	24,179.30	24,643.74	112,454.11
Utilities:						
Ordinary Maintenance & Operation:						
Vehicle - Repairs/Maintenance						
Vehicle - Repairs/Maintenance	0.00	0.00	0.00	73.98	0.00	73.98
Total Vehicle - Repairs/Maintenance	0.00	0.00	0.00	73.98	0.00	73.98
Vehicle - Fuel						
Vehicle - Fuel	111.31	76.56	107.27	201.95	256.49	753.58
Total Vehicle - Fuel	111.31	76.56	107.27	201.95	256.49	753.58
Total Maintenance Materials	111.31	76.56	107.27	275.93	256.49	827.56
Vehicle - Lease						
Vehicle - Lease	499.92	552.18	526.92	526.92	526.92	2,632.86
Total Vehicle - Lease	499.92	552.18	526.92	526.92	526.92	2,632.86
Total Maintenance Contract Costs	499.92	552.18	526.92	526.92	526.92	2,632.86

VOUCHER PROGRAM ONLY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Total Ordinary Maintenance and Operation	611.23	628.74	634.19	802.85	783.41	3,460.42
Protective Services:						
General Expenses:						
Insurance Expenses						
Property & Liability Insurance						
Insurance - General Liability	5,493.93	5,495.00	5,495.00	5,495.00	5,495.00	27,473.93
Total Prop & Liab Insurance	5,493.93	5,495.00	5,495.00	5,495.00	5,495.00	27,473.93
Insurance - Vehicle						
Insurance - Vehicle	357.33	357.33	357.33	357.33	357.33	1,786.65
Total Vehicle Insurance	357.33	357.33	357.33	357.33	357.33	1,786.65
Workers Comp						
Workers Comp - Admin	4,258.63	2,892.03	3,107.38	3,182.72	3,390.30	16,831.06
Total Workers Comp Insurance	4,258.63	2,892.03	3,107.38	3,182.72	3,390.30	16,831.06
Insurance - Other	0.00	0.00	0.00	0.00	1,196.49	1,196.49
Total Insurance	10,109.89	8,744.36	8,959.71	9,035.05	10,439.12	47,288.13
Other General Expenses						
Other General Expenses	945.00	0.00	0.00	0.00	0.00	945.00
Portable Admin Fees	0.00	88.00	0.00	0.00	0.00	88.00
Total Other General Expenses	945.00	88.00	0.00	0.00	0.00	1,033.00
Total General Expenses	11,054.89	8,832.36	8,959.71	9,035.05	10,439.12	48,321.13
TOTAL OPERATING EXPENSES	272,563.48	238,329.83	242,441.34	234,683.02	270,888.24	1,258,905.91

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Other Expenses:

Housing Assistance Payments to Landlords						
Housing Assistance Payments to Landlords	3,893,519.00	3,920,252.00	3,924,823.00	4,018,508.00	3,944,665.00	19,701,767.00
Housing Assistance Payments - Portables	40,469.00	14,042.26	10,203.00	10,746.00	9,729.00	85,189.26
Utility Assistance Payment	6,210.00	5,432.00	6,090.00	6,724.00	6,323.00	30,779.00
Administrative Fees - Portables	1,717.58	766.56	556.27	627.63	572.55	4,240.59

VOUCHER PROGRAM ONLY
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
FSS Escrow Payments	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	87,522.00
Total Housing Assistance Payments	3,958,966.58	3,956,557.82	3,958,193.27	4,055,392.63	3,980,387.55	19,909,497.85
TOTAL EXPENSES	4,231,530.06	4,194,887.65	4,200,634.61	4,290,075.65	4,251,275.79	21,168,403.76
Other Items:						
Net Income	192,300.43	66,317.85	212,944.69	66,776.07	-893,015.46	-354,676.42

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**Balance Sheet**

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT**Current Balance****ASSETS:****CURRENT ASSETS:****Cash:****Operating Cash:**

Cash - Operating Cash	209,903.86
Cash - Operating Cash 2	125,063.71
Cash - Operating Cash 3	1,935,330.25
Cash - Interest Bearing	350,000.00
Total Operating Cash	2,620,297.82

Cash - Other Restricted:

JPMC - Liquidity Reserve Acct	1,183.32
JPMC - LIHTC Equity Account	35.86
JPMC - Sub-Loan Proceeds Reserve Account	-1,873,200.22
JPMC - Construction Disb Acct	-2,068,319.81
Insurance Reserve	48,988.90
Replacement Reserve	38,386.00
Other Restricted	1.24
Total Other Restricted Cash	-3,852,924.71

Cash - Tenant Security Deposits

Cash - Tenant Security Deposits	92,600.09
Total Tenant Security Deposit Cash	92,600.09
Total Cash	-1,140,026.80

Accounts and Notes Receivables:**Accounts Receivable - Other Government**

Accts Rec - Other Agency	112,015.00
Total Accounts Receivable - Other Governmer	112,015.00

A/R - Miscellaneous

Accts Rec - Other	2,017,937.64
Accts Rec - Developer fees	5,411,660.22
Total A/R - Other	7,429,597.86

Accounts Receivable - Tenants

Allowance for Doubtful Accounts - Dwelling R	-7,406.00
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Accrued Interest Receivable

Accr Int Rec Notes - Castroville FLC LP	1,030,532.35
Accr Int Rec Notes - Haciendas 1	107,512.30
Accr Int Rec Notes - Haciendas 2	852,225.02
Accr Int Rec Notes - Hac 2 loan 2	72,499.98
Accr Int Rec - Haciendas Sr	114,466.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**Balance Sheet**

Period = Jul 2022-Nov 2022

Book = Accrual

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	Current Balance
Accr Int Rec - Haciendas 3	476,569.77
Total Accrued Interest Receivable	<u>2,653,805.42</u>
Total Receivables, Net of Allowances for Dc	10,226,646.24
Investments and Other Current Assets:	
Prepaid	
Prepaid	1,698,883.43
Prepaid Audit	-67,834.97
Prepaid Insurance	118,851.47
Prepaid Postage	87.42
Total Prepaid	<u>1,749,987.35</u>
I/F Due To/From	
I/F Due To/From - Unfunded Development	-12,262,859.99
I/F Due To/From - Dev Fee RR	1,470,825.71
I/F Due To/From - Tynan Village	-1,364,945.48
I/F Due To/From - Dev Fee MryAff	1,618,816.37
I/F Due To/From - Dev Fee Ben FLC	972,881.80
I/F Due To/From - Benito St Affordable/WF	1,256,114.01
I/F Due To/From - Dev Fee Fanoe	3,183,880.89
I/F Due To/From - HDC Office Bldg	-287,531.10
I/F Due To/From - HDC Prop Mgmt	-537,598.67
I/F Due To/From - Sec 32 Homeownership	-62,455.65
I/F Due To/From - Greenfield Homeownership	-617,230.01
I/F Due To/From - Castroville rehab 2012	-4,168,142.62
I/F Due To/From - RAD Development	5,644,348.95
I/F Due To/From - Parkside Rehab	-2,151,801.50
I/F Due To/From - Haciendas Pre Dev	3,090,234.44
I/F Due To/From - Ukiah	-154,546.18
I/F Due To/From - Paso Robles	1,656,722.53
I/F Due To/From - Castroville rehab 2010	-127,489.90
I/F Due To/From - RRA LLC	-25,265.28
I/F Due To/From - HA LLC	13,593.61
I/F Due To/From - MCAH LLC	-22,278.83
I/F Due To/From - SAH LLC	-20,606.57
I/F Due To/From - SNMDC LLC	-24,751.54
I/F Due To/From - TVI	-542.50
I/F Due To/From - HA LLC 2	-7,785.56
I/F Due to/Due From HALLC3	-9,146.58
I/F Due to/Due From HALLC4	-9,309.62
I/F Due To/From - HA RAD LLC 1	-5,863.59
I/F Due To/From - HA RAD LLC 2	494.41
I/F Due To/From - HA RAD LLC 3	826.41

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

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	Current Balance
I/F Due To/From - HA RAD LLC 4	-5,599.84
I/F Due To/From - HA LLC 5	-2,718.29
I/F Due to/From - HDC Fees for Service	-122,114.72
I/F Due To/From - Development	-1,375,945.91
I/F Due To/From - Haciendas Ph 0-A	109,945.51
I/F Due To/From - Haciendas PH 0-B	109,654.25
I/F Due To/From - Single Family Homes	965,680.49
I/F Due To/From - HDC 134 E Rossi	-176,605.89
I/F Due To/From - Casanova Plaza	66,334.53
Total I/F Due To/From	<u>-3,382,781.91</u>
Total Investements and Other Current Asse	<u>-1,632,794.56</u>
TOTAL CURRENT ASSETS	7,453,824.88

NONCURRENT ASSETS:

Fixed Assets:

Land	-3,195,174.00
Buildings	
Buildings	933,827.42
Total Buildings and Improvements	<u>933,827.42</u>
Furniture, Equipment & Vehicles - Dwelling	331.00
Furniture, Equipment & Vehicles - Administrat	19,616.46
Leasehold Improvements	521,028.38
Accumulated Depreciation	
Accumulated Depreciation - Bldgs & Bldg Imp	-307,905.57
Accumulated Depreciation - Dwelling Furnitur	-331.03
Accumulated Depreciation - Administrative Fu	<u>-19,616.44</u>
Total Accumulated Depr & Amort	-327,853.04
Construction in Progress	
Construction in Progress - Building	-11,690,638.60
Construction in Progress - Building Imp	<u>38,008,474.28</u>
Total Construction in Progress	<u>26,317,835.68</u>
Total Fixed Assets, Net of Accumulated Dep	24,269,611.90
Notes Receivable	
Notes Rec - Other	508,844.00
Notes Rec - Tynan Village	3,932,832.00
Notes Rec - Castroville FLC	5,015,932.00
Notes Rec - Castroville FLC	949,961.00
Notes Rec - Castroville FLC	4,000,092.00
Notes Rec - Haciendas 1	3,323,588.00
Notes Rec - Haciendas 2	2,868,043.98
Notes Rec - Haciendas Senior	1,050,000.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

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	Current Balance
Note Rec - Haciendas 3	1,860,000.00
Total Notes Receivable	23,509,292.98
Notes and Mortgages Receivable - Non-Currei	0.14
Other Assets	
Other Assets	100.00
Investment in Joint Ventures -	
Investment in Joint Ventures -	953,719.00
Total Investment in Joint Ventures	953,719.00
TOTAL NONCURRENT ASSETS	48,732,724.02
TOTAL ASSETS	56,186,548.90

LIABILITIES AND EQUITY/NET ASSETS:

LIABILITIES:

CURRENT LIABILITIES:

Accounts Payable < = 90 Days	
Accounts Payable < = 90 Days	109,841.72
Misc Accrued Accounts Payable	-1,600.00
Contract Retention	878,630.00
Total Accounts Payable <= 90 Days	986,871.72
Accrued Wages/Payroll Taxes	
Accrued Vacation & Sick Leave	128,754.45
Accrued Taxes & Benefits - Health Insurance	30,518.80
Accrued Taxes & Benefits - AFLAC & AFLA	-26,602.96
Accrued Taxes & Benefits - Workers' Comp	-7,793.94
Total Accrued Wages/Payroll Taxes	124,876.35
Accrued Interest Payable	
Accr Int Payable - Resid Rec Note #1	58,124.00
Accr Int Payable - Resid Rec Note #2	100,116.00
Accr Int Payable - Resid Rec Note #3	7,167.00
Accr Int Payable - Resid Rec Note #5	-58,767.00
Accr Int Payable - HELP	123,265.77
Accr Int Payable - City HOME	13,841.00
Accr Int Payable - PRLA	10,042.00
Accr Int Payable - City Other	5,824.00
Total Accrued Interest Payable	377,146.77
Tenant Security Deposits	
Tenant Security Deposits	93,695.00
Pet Deposit	1,800.00
Parking Permit Deposit	30.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**Balance Sheet**

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Current Balance
Gate Card Deposit	1,210.00
Total Tenant Security Deposits	96,735.00
Deferred Revenues	
Deferred Revenues - Other	161,352.82
Prepaid Rent	10,796.29
Total Deferred Revenue	172,149.11
Other Current Liabilities	
Subsidy Suspense Receivable	137,688.00
Accrued Liabilities	
Developer Fee Payable	885,442.00
Accrued Partnership Management Fee	-68,894.08
Accrued HACM Management Fee	34,291.14
Accrued Asset Management Fee	5,883.00
Total Accrued Liabilities	856,722.06
TOTAL CURRENT LIABILITIES	2,614,501.01
NONCURRENT LIABILITIES:	
Long-Term Debt - Capital Projects	
Long-Term Debt	-796,652.00
LTD - Residual Receipts #2 Note	6,484,956.00
LTD - Residual Receipts #3	-3,600,000.00
LTD - Residual Receipts #4 Note	-5,984,956.00
LTD - Residual Receipts #5	4,100,000.00
LTD - HELP Program	500,000.00
Construction Loan - JP Morgan Chase	6,953,736.16
LTD - City - PHLA	0.50
LTD - City - Other	-0.47
LTD - Rockhall	-284,065.30
Total Long Term Debt Capital Projects	7,373,018.89
TOTAL NONCURRENT LIABILITIES	7,373,018.89
TOTAL LIABILITIES	10,125,207.90
EQUITY/NET ASSETS	
Retained Earnings	10,872,494.36
Unrestricted Net Assets	
Net Assets	33,104,057.64
Limited Partner Capital Contributions	2,059,789.00
SLP Capital Contributions	100.00
General Partner Capital Contributions	-100.00
Unrestricted Net Assets - Other Grants	25,000.00
Total Unrestricted Net Assets	35,188,846.64

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Balance Sheet

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

		Current Balance
TOTAL EQUITY/NET ASSETS		46,061,341.00
TOTAL LIABILITIES AND EQUITY/NET AS:		56,186,548.90

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

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	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Revenue:			
Tenant Rental Revenue			
Tenant Rental Revenue	247,476.00	745,545.00	-498,069.00
Section 8 Housing Assistance Payments	513,778.00	65,775.00	448,003.00
Vacancy Loss	-12,209.00	-7,150.00	-5,059.00
Total Tenant Rental Revenue	749,045.00	804,170.00	-55,125.00
Tenant Revenue - Other			
Background Check Fee	44.00	0.00	44.00
Pet Fees	300.00	425.00	-125.00
Cable Fees	3,773.00	0.00	3,773.00
Other Income - NSF Charges	25.00	20.85	4.15
Other Income - Service of Notice Fees	20.00	40.00	-20.00
Other Income - Work Order Charges	132.96	85.00	47.96
Other Income - Vacate Charges	6,570.00	2,125.00	4,445.00
Total Tenant Revenue - Other	10,864.96	2,695.85	8,169.11
Total Tenant Revenue	759,909.96	806,865.85	-46,955.89
Other Revenue:			
Other Revenue - Miscellaneous			
Other Revenue	98,567.90	93,750.00	4,817.90
Developer Fee Revenue	0.00	761,665.00	-761,665.00
Other Rev - Laundry Commissions	2,644.85	2,620.00	24.85
Other Rev - App background checks	44.00	207.50	-163.50
Interest Income	250,330.60	218,758.35	31,572.25
Interest Income - Tenant Security Deposits	7.77	0.00	7.77
Interest Income - Replacement Reserves	0.00	5.00	-5.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Other Revenue - Miscellaneous	351,595.12	1,077,005.85	-725,410.73
Total Other Revenue	351,595.12	1,077,005.85	-725,410.73
TOTAL REVENUE	1,111,505.08	1,883,871.70	-772,366.62
EXPENSES:			
Administrative:			
Administrative Salaries			
Administrative Salaries - Admin	230,687.81	329,405.00	98,717.19
Total Administrative Salaries	230,687.81	329,405.00	98,717.19
Auditing Fees			
Auditing Fees	20,995.00	31,460.00	10,465.00
Total Auditing Fees	20,995.00	31,460.00	10,465.00
HACM Mgmt Fee	89,776.22	84,285.00	-5,491.22
Admin Benefits			
Admin Benefits	59,060.06	95,735.00	36,674.94
Admin Payroll Taxes	16,570.00	23,265.00	6,695.00
Total Admin Benefits	75,630.06	119,000.00	43,369.94
Other Operating - Administrative			
Advertising Expense			
Advertising / Public Relations - Agency	742.50	12,540.00	11,797.50
Advertising / Recruitment -	0.00	145.00	145.00
Total Advertising	742.50	12,685.00	11,942.50
Bank charges	-2,291.95	0.00	2,291.95
Dues & Subscriptions			
Dues & Subscriptions	300.00	3,285.00	2,985.00
Total Dues & Subscriptions	300.00	3,285.00	2,985.00
Office Supplies			
Office Supplies	712.72	2,680.00	1,967.28

**MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison**

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Office Supplies	712.72	2,680.00	1,967.28
Office Supplies - Paper			
Office Supplies - Paper	0.00	345.00	345.00
Total Office Supplies - Paper	0.00	345.00	345.00
Office Supplies - Printing			
Office Supplies - Printing	0.00	40.00	40.00
Total Office Supplies - Printing	0.00	40.00	40.00
Training -			
Training -	2,047.55	3,200.00	1,152.45
Total Training	2,047.55	3,200.00	1,152.45
Travel			
Travel - Admin	626.42	3,125.00	2,498.58
Travel - Development	0.00	3,125.00	3,125.00
Total Travel	626.42	6,250.00	5,623.58
Postage & Shipping			
Postage & Shipping	172.42	475.00	302.58
Total Postage & Shipping	172.42	475.00	302.58
Payroll processing fees			
Payroll processing fees	1,371.51	3,965.00	2,593.49
Retirement Plan fees	1,587.75	2,655.00	1,067.25
Total Payroll/Ben Plan fees	2,959.26	6,620.00	3,660.74
Background Checks - Applicant/Tenant	42.75	240.00	197.25
Non-Capitalized Computer Software & Licenses			
Non-Capitalized Computer Software & License	13,455.76	8,585.00	-4,870.76
Total Non-Capitalized Computer Software & L	13,455.76	8,585.00	-4,870.76
Communications - Telephone	15,859.51	14,525.00	-1,334.51
Communications - Mobile			
Communications - Mobile	4,105.14	4,755.00	649.86
Communications -Mobile Equipment	82.96	0.00	-82.96
Total Communications - Mobile	4,188.10	4,755.00	566.90

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Legal - Tenant	6,175.80	2,570.00	-3,605.80
Legal - General			
Legal - General	54,734.50	27,085.00	-27,649.50
Total Legal - General	54,734.50	27,085.00	-27,649.50
Professional Fees			
Professional Fees - General	0.00	14,640.00	14,640.00
Total Professional Fees	0.00	14,640.00	14,640.00
Office Equipment (non-cap) -			
Office Equipment (non-cap)	421.64	0.00	-421.64
Total Office Equipment (non-cap)	421.64	0.00	-421.64
Office Equipment Lease -			
Office Equipment Lease -	128.86	3,425.00	3,296.14
Total Office Equipment Lease	128.86	3,425.00	3,296.14
Office Equipment Maintenance -			
Office Equipment Maintenance -	1,563.54	4,015.00	2,451.46
Total Office Equipment Maintenance	1,563.54	4,015.00	2,451.46
Cable Expense	23,416.37	0.00	-23,416.37
Office rent			
Office rent	25,922.55	25,925.00	2.45
Total Office rent	25,922.55	25,925.00	2.45
Safety supplies/program -			
Safety supplies/program	2,155.98	625.00	-1,530.98
Total Safety supplies/program	2,155.98	625.00	-1,530.98
Water - dispenser (not utility)	355.12	225.00	-130.12
Commissioner Fees			
Commissioner Fees	1,400.00	2,085.00	685.00
Total Commissioner Fees	1,400.00	2,085.00	685.00
Mileage reimbursement			
Mileage reimbursement	256.55	970.00	713.45
Total Mileage reimbursement	256.55	970.00	713.45

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Professional Contracts			
Professional Contracts	100,505.12	40,520.00	-59,985.12
Total Professional Contracts	100,505.12	40,520.00	-59,985.12
Non-allocable Sundry	598.33	2,085.00	1,486.67
Misc Other Exp			
Misc Admin Exp	215.00	4,510.00	4,295.00
Caretaker rent expense	11,459.80	11,800.00	340.20
Total Misc Other Exp	215.00	4,510.00	4,295.00
Maint Processing Fee	2,375.00	2,505.00	130.00
Total Other Administrative Expense	270,499.20	206,670.00	-63,829.20
Total Administrative	687,588.29	770,820.00	83,231.71
Tenant and Social Services:			
Relocation Costs			
Relocation Costs - Lodging	82.22	0.00	-82.22
Relocation Costs - Other	0.00	20,835.00	20,835.00
Total Relocation Costs	82.22	20,835.00	20,752.78
Total Tenant and Social Services	82.22	20,835.00	20,752.78
Utilities:			
Water	29,382.35	72,565.00	43,182.65
Electricity			
Electricity - Tenant Units	21.52	0.00	-21.52
Electricity - Common Areas	37,022.14	40,865.00	3,842.86
Total Electricity	37,043.66	40,865.00	3,821.34
Gas			
Gas - Tenant Units	14,670.15	15,015.00	344.85
Gas - Common Areas	0.00	190.00	190.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Gas	14,670.15	15,205.00	534.85
Other Utilities			
Sewer	18,416.66	22,415.00	3,998.34
Total Other Utilities	18,416.66	22,415.00	3,998.34
Total Utilities	99,512.82	151,050.00	51,537.18
Ordinary Maintenance & Operation:			
Maintenance Salaries			
Maintenance Salaries	26,659.10	28,525.00	1,865.90
Maint Overtime	3,803.54	3,820.00	16.46
Total Maintenance Salaries	30,462.64	32,345.00	1,882.36
Appliances			
Appliances - Ranges	559.55	1,200.00	640.45
Appliances - Refrigerator	580.00	780.00	200.00
Appliances - Other	313.16	0.00	-313.16
Total Appliances	1,452.71	1,980.00	527.29
Appliance Parts			
Appliance Parts - Ranges	427.16	195.00	-232.16
Appliance Parts - Range Hood	0.00	40.00	40.00
Appliance Parts - Refrigerator	74.54	65.00	-9.54
Total Appliance Parts	501.70	300.00	-201.70
Caretaker Supplies	218.04	145.00	-73.04
Carpentry			
Carpentry - Lumber	161.41	90.00	-71.41
Carpentry - Other	42.43	40.00	-2.43
Total Carpentry	203.84	130.00	-73.84
Electrical Parts			
Electrical Parts - Light fixtures	0.00	345.00	345.00
Electrical Parts - Light Bulbs	0.00	20.00	20.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Electrical Parts - Other	16.53	85.00	68.47
Total Electrical Parts	16.53	450.00	433.47
Fire / Protection			
Fire / Protection - Smoke Alarms	0.00	105.00	105.00
Fire / Protection - Fire Extinguishers	0.00	175.00	175.00
Fire / Protection - Batteries	0.00	20.00	20.00
Total Fire / Protection	0.00	300.00	300.00
Grounds Maintenance			
Grounds Maintenance - Sprinkler system part	0.00	145.00	145.00
Grounds Maintenance - Equipment repair part	0.00	40.00	40.00
Grounds Maintenance - Gasoline	0.00	40.00	40.00
Grounds Maintenance - Other	0.00	115.00	115.00
Total Grounds Maintenance	0.00	340.00	340.00
HVAC			
HVAC - Heating Parts	0.00	10.00	10.00
Total HVAC	0.00	10.00	10.00
Hardware			
Hardware - Locks	62.24	15.00	-47.24
Hardware - Keys	112.55	35.00	-77.55
Total Hardware	174.79	50.00	-124.79
Janitorial Supplies	32.03	655.00	622.97
Paint			
Paint - Interior	72.39	140.00	67.61
Paint - Exterior	172.65	115.00	-57.65
Paint - Supplies	301.94	65.00	-236.94
Total Painting	546.98	320.00	-226.98
Plumbing Parts			
Plumbing Parts - Interior	134.91	165.00	30.09
Total Plumbing Parts	134.91	165.00	30.09
Site Maintenance			

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Site Maintenance - Concrete	0.00	75.00	75.00
Site Maintenance - Other	714.53	9,750.00	9,035.47
Total Site Maintenance	714.53	9,825.00	9,110.47
Water Heaters			
Water Heaters	11,389.50	4,230.00	-7,159.50
Water Heater - Parts	2,192.40	105.00	-2,087.40
Total Water Heater	13,581.90	4,335.00	-9,246.90
Windows			
Windows - Glass	0.00	360.00	360.00
Windows - Screens	304.48	0.00	-304.48
Windows - Hardware	0.00	10.00	10.00
Windows - Other	0.00	95.00	95.00
Total Windows	304.48	465.00	160.52
Windows - Coverings			
Windows - Blinds Replacement	41.78	385.00	343.22
Total Windows - Coverings	41.78	385.00	343.22
Tools - Power			
Tools - Power	0.00	155.00	155.00
Total Tools - Power	0.00	155.00	155.00
Tools - Other			
Tools - Other - Maintenance	0.00	105.00	105.00
Total Tools - Other	0.00	105.00	105.00
Uniform Purchases			
Uniforms	-414.95	0.00	414.95
Total Uniform Purchases	-414.95	0.00	414.95
Vacancy Supplies			
Vacancy Supplies	13.10	50.00	36.90
Total - Vacancy Supplies	13.10	50.00	36.90
Vehicle - Repairs/Maintenance			
Vehicle - Repairs/Maintenance	0.00	25.00	25.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Vehicle - Repairs/Maintenance	0.00	25.00	25.00
Vehicle - Fuel			
Vehicle - Fuel	3,084.31	3,730.00	645.69
Total Vehicle - Fuel	3,084.31	3,730.00	645.69
Misc Maint Materials			
Misc Maintenance Materials	2,246.31	2,845.00	598.69
Work Order materials	8,010.57	5,690.00	-2,320.57
Inventory adjustments	11.78	0.00	-11.78
Total Misc Maint Materials	10,268.66	8,535.00	-1,733.66
Total Maintenance Materials	30,875.34	32,455.00	1,579.66
Carpet Cleaning	2,850.00	3,375.00	525.00
Elevator Contract			
Elevator Contract - Maintenance	3,283.32	3,140.00	-143.32
Elevator Contract - Repairs	0.00	105.00	105.00
Elevator - Inspections	0.00	275.00	275.00
Total Elevator Contracts	3,283.32	3,520.00	236.68
Equipment Maintenance & Repairs			
Equipment Maintenance & Repairs	0.00	2,020.00	2,020.00
Total Equipment Maintenance & Repairs	0.00	2,020.00	2,020.00
Flooring replacement/repair			
Flooring replacement/repair - Carpet	1,237.72	3,500.00	2,262.28
Flooring replacement/repair - Other	18,921.27	7,135.00	-11,786.27
Total Flooring replacement/repair	20,158.99	10,635.00	-9,523.99
Janitorial Contracts	7,649.97	9,340.00	1,690.03
Janitorial - Unit cleaning	55.06	0.00	-55.06
Landscaping Contract			
Landscaping Contract	3,875.00	4,670.00	795.00
Landscaping Contract - Tree pruning/remova	2,600.00	6,840.00	4,240.00
Total Landscaping Contract	6,475.00	11,510.00	5,035.00
Locks - repair/repl	144.00	0.00	-144.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Plumbing Contract Services			
Plumbing Contract Services - Dwelling units	3,384.69	0.00	-3,384.69
Plumbing Contract Services - Site	2,857.97	3,040.00	182.03
Plumbing Contract Services - Preventive Main	0.00	520.00	520.00
Total Plumbing Contract Services	6,242.66	3,560.00	-2,682.66
Fire Safety Contracts			
Fire Extinguishers - Routine Maint Costs	29.00	130.00	101.00
Fire Safety Sprinkler Systems - Routine Maint	0.00	105.00	105.00
Total Fire Safety Contracts	29.00	235.00	206.00
Pest Control			
Pest Control - Dwelling Units	1,342.72	1,215.00	-127.72
Pest Control - Site	961.31	1,335.00	373.69
Total Pest Control	2,304.03	2,550.00	245.97
Site Improvements			
Site Improvements - Concrete	3,700.00	2,450.00	-1,250.00
Total Site Improvements	3,700.00	2,450.00	-1,250.00
Trash			
Trash - Site Pickup	10,759.59	10,825.00	65.41
Trash - Waste Facility	0.00	210.00	210.00
Total Trash	10,759.59	11,035.00	275.41
Fixture Refinishing - Tubs	3,775.00	395.00	-3,380.00
Vehicle - Repairs/Maintenance			
Vehicle - Repairs/Maintenance	95.00	0.00	-95.00
Total Vehicle - Repairs/Maintenance	95.00	0.00	-95.00
Vehicle - Lease			
Vehicle - Lease	3,128.01	5,925.00	2,796.99
Total Vehicle - Lease	3,128.01	5,925.00	2,796.99
Mileage			
Mileage	3,371.00	0.00	-3,371.00
Total Mileage	3,371.00	0.00	-3,371.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Other Maintenance Contract Costs	780.06	19,895.00	19,114.94
Total Maintenance Contract Costs	74,800.69	86,445.00	11,644.31
Maintenance - Benefits			
Maintenance - Benefits	6,602.12	8,345.00	1,742.88
Maintenance - Payroll Taxes	2,245.12	2,455.00	209.88
Maintenance Benefits	8,847.24	10,800.00	1,952.76
Total Ordinary Maintenance and Operation	144,985.91	162,045.00	17,059.09
Protective Services:			
Protective Services - Contracts			
Protective Services - Alarm contracts	550.16	1,310.00	759.84
Total Protective Services Contracts	550.16	1,310.00	759.84
Total Protective Services	550.16	1,310.00	759.84
General Expenses:			
Insurance Expenses			
Property & Liability Insurance			
Insurance - General Liability	16,902.47	24,655.00	7,752.53
Insurance - Property & Casualty	-3,747.31	23,330.00	27,077.31
Total Prop & Liab Insurance	13,155.16	47,985.00	34,829.84
Workers Comp			
Workers Comp - Admin	6,089.57	2,340.00	-3,749.57
Workers Comp - Maintenance	4,247.03	4,265.00	17.97
Total Workers Comp Insurance	10,336.60	6,605.00	-3,731.60
Insurance - Other	26.35	160.00	133.65
Total Insurance	23,518.11	54,750.00	31,231.89
Other General Expenses			
Other General Expenses	2,050,005.00	380.00	-2,049,625.00

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	YTD Actual	YTD Budget	Variance
Total Other General Expenses	2,050,005.00	380.00	-2,049,625.00
Payments in Lieu of Taxes			
Property Taxes	84,660.00	0.00	-84,660.00
Property Tax Assessments	355.65	3,710.00	3,354.35
State Minimum Tax	10,400.00	4,335.00	-6,065.00
Total PILOT and other Taxes	95,415.65	8,045.00	-87,370.65
Interest Expense			
Int Expense - HELP	7,222.93	8,750.00	1,527.07
Int Expense - Rockhall	130,124.30	131,369.15	1,244.85
Total Interest Expense	137,347.23	140,119.15	2,771.92
Total General Expenses	2,306,285.99	203,294.15	-2,102,991.84
TOTAL OPERATING EXPENSES	3,239,005.39	1,309,354.15	-1,929,651.24
Other Expenses:			
Depreciation Expense			
Depr Exp - Bldgs & Bldg Improvements	45,052.20	54,842.10	9,789.90
Total Depreciation Expense	45,052.20	54,842.10	9,789.90
TOTAL EXPENSES	3,284,057.59	1,364,196.25	-1,919,861.34
Other Items:			
Special Items (Net Gain/Loss)			
Replacement Reserve deposits	0.00	11,290.00	-11,290.00
Operating Reserve deposits	0.00	11,410.00	-11,410.00
Total Special Items	0.00	22,700.00	-22,700.00
Total Other Financing Sources (Uses)	0.00	22,700.00	-22,700.00
Net Income	-2,172,552.51	542,375.45	-2,714,927.96

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
REVENUE:						
Tenant Revenue:						
Tenant Rental Revenue						
Tenant Rental Revenue	51,496.00	50,262.00	47,732.00	48,306.00	49,680.00	247,476.00
Section 8 Housing Assistance Payments	96,742.00	104,369.00	103,536.00	101,047.00	108,084.00	513,778.00
Vacancy Loss	-2,992.00	-2,992.00	0.00	-1,496.00	-4,729.00	-12,209.00
Total Tenant Rental Revenue	145,246.00	151,639.00	151,268.00	147,857.00	153,035.00	749,045.00
Tenant Revenue - Other						
Background Check Fee	0.00	0.00	44.00	0.00	0.00	44.00
Pet Fees	60.00	60.00	60.00	60.00	60.00	300.00
Cable Fees	816.00	792.00	744.00	722.00	699.00	3,773.00
Other Income - NSF Charges	0.00	0.00	0.00	25.00	0.00	25.00
Other Income - Service of Notice Fees	20.00	0.00	0.00	0.00	0.00	20.00
Other Income - Work Order Charges	47.96	0.00	85.00	0.00	0.00	132.96
Other Income - Vacate Charges	0.00	440.00	430.00	245.00	5,455.00	6,570.00
Total Tenant Revenue - Other	943.96	1,292.00	1,363.00	1,052.00	6,214.00	10,864.96
Total Tenant Revenue	146,189.96	152,931.00	152,631.00	148,909.00	159,249.00	759,909.96
Other Revenue:						
Other Revenue - Miscellaneous						
Other Revenue	19,713.58	19,713.58	19,713.58	19,713.58	19,713.58	98,567.90
Other Rev - Laundry Commissions	803.60	846.26	0.00	533.62	461.37	2,644.85
Other Rev - App background checks	0.00	0.00	44.00	0.00	0.00	44.00
Interest Income	50,930.98	50,258.53	49,327.09	50,362.46	49,451.54	250,330.60
Interest Income - Tenant Security Deposits	1.47	1.67	1.53	1.57	1.53	7.77
Total Other Revenue - Miscellaneous	71,449.63	70,820.04	69,086.20	70,611.23	69,628.02	351,595.12
Total Other Revenue	71,449.63	70,820.04	69,086.20	70,611.23	69,628.02	351,595.12
TOTAL REVENUE	217,639.59	223,751.04	221,717.20	219,520.23	228,877.02	1,111,505.08

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
EXPENSES:						
Administrative:						
Administrative Salaries						
Administrative Salaries - Admin	60,541.12	40,335.57	44,866.00	42,183.05	42,762.07	230,687.81
Total Administrative Salaries	60,541.12	40,335.57	44,866.00	42,183.05	42,762.07	230,687.81
Auditing Fees						
Auditing Fees	4,249.00	3,499.00	3,499.00	3,499.00	6,249.00	20,995.00
Total Auditing Fees	4,249.00	3,499.00	3,499.00	3,499.00	6,249.00	20,995.00
HACM Mgmt Fee						
HACM Mgmt Fee	17,578.08	18,177.02	18,017.87	17,744.93	18,258.32	89,776.22
Admin Benefits						
Admin Benefits	12,636.27	11,288.69	11,640.19	11,716.06	11,778.85	59,060.06
Admin Payroll Taxes	4,397.46	2,862.57	3,209.09	3,025.57	3,075.31	16,570.00
Total Admin Benefits	17,033.73	14,151.26	14,849.28	14,741.63	14,854.16	75,630.06
Other Operating - Administrative						
Advertising Expense						
Advertising / Public Relations - Agency	0.00	742.50	0.00	0.00	0.00	742.50
Total Advertising	0.00	742.50	0.00	0.00	0.00	742.50
Bank charges						
Bank charges	42.00	12.00	72.00	-2,417.95	0.00	-2,291.95
Dues & Subscriptions						
Dues & Subscriptions	0.00	300.00	0.00	0.00	0.00	300.00
Total Dues & Subscriptions	0.00	300.00	0.00	0.00	0.00	300.00
Office Supplies						
Office Supplies	57.05	17.77	34.96	602.94	0.00	712.72
Total Office Supplies	57.05	17.77	34.96	602.94	0.00	712.72
Training -						
Training -	25.98	0.00	964.41	0.00	1,057.16	2,047.55
Total Training	25.98	0.00	964.41	0.00	1,057.16	2,047.55
Travel						
Travel - Admin	0.00	0.00	0.00	626.42	0.00	626.42
Total Travel	0.00	0.00	0.00	626.42	0.00	626.42

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Postage & Shipping						
Postage & Shipping	23.22	14.10	82.76	27.20	25.14	172.42
Total Postage & Shipping	23.22	14.10	82.76	27.20	25.14	172.42
Payroll processing fees						
Payroll processing fees	456.91	433.96	480.64	0.00	0.00	1,371.51
Retirement Plan fees	537.66	541.11	508.98	0.00	0.00	1,587.75
Total Payroll/Ben Plan fees	994.57	975.07	989.62	0.00	0.00	2,959.26
Background Checks - Applicant/Tenant	0.00	0.00	28.85	0.00	13.90	42.75
Non-Capitalized Computer Software & Licenses						
Non-Capitalized Computer Software & Licenses	2,957.37	2,199.92	2,868.18	3,527.67	1,902.62	13,455.76
Total Non-Capitalized Computer Software & Licenses	2,957.37	2,199.92	2,868.18	3,527.67	1,902.62	13,455.76
Communications - Telephone	2,701.58	3,555.50	3,185.47	249.10	6,167.86	15,859.51
Communications - Mobile						
Communications - Mobile	1,251.08	696.51	720.64	160.11	1,276.80	4,105.14
Communications -Mobile Equipment	0.00	0.00	0.00	0.00	82.96	82.96
Total Communications - Mobile	1,251.08	696.51	720.64	160.11	1,359.76	4,188.10
Legal - Tenant	938.00	518.00	3,127.50	46.00	1,546.30	6,175.80
Legal - General						
Legal - General	31,480.50	6,216.75	16,323.25	714.00	0.00	54,734.50
Total Legal - General	31,480.50	6,216.75	16,323.25	714.00	0.00	54,734.50
Office Equipment (non-cap) -						
Office Equipment (non-cap)	0.00	0.00	0.00	0.00	421.64	421.64
Total Office Equipment (non-cap)	0.00	0.00	0.00	0.00	421.64	421.64
Office Equipment Lease -						
Office Equipment Lease -	15.37	14.10	73.11	1.14	25.14	128.86
Total Office Equipment Lease	15.37	14.10	73.11	1.14	25.14	128.86
Office Equipment Maintenance -						
Office Equipment Maintenance -	1,313.10	2.31	2.31	243.51	2.31	1,563.54
Total Office Equipment Maintenance	1,313.10	2.31	2.31	243.51	2.31	1,563.54
Cable Expense	4,682.53	4,683.46	4,683.46	4,683.46	4,683.46	23,416.37
Office rent						
Office rent	5,184.51	5,184.51	5,184.51	5,184.51	5,184.51	25,922.55

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Total Office rent	5,184.51	5,184.51	5,184.51	5,184.51	5,184.51	25,922.55
Safety supplies/program - Safety supplies/program	2,155.98	0.00	0.00	0.00	0.00	2,155.98
Total Safety supplies/program	2,155.98	0.00	0.00	0.00	0.00	2,155.98
Water - dispenser (not utility)	5.38	91.44	49.82	115.54	92.94	355.12
Commissioner Fees Commissioner Fees	300.00	350.00	300.00	450.00	0.00	1,400.00
Total Commissioner Fees	300.00	350.00	300.00	450.00	0.00	1,400.00
Mileage reimbursement Mileage reimbursement	191.55	31.25	0.00	0.00	33.75	256.55
Total Mileage reimbursement	191.55	31.25	0.00	0.00	33.75	256.55
Professional Contracts Professional Contracts	20,461.18	15,599.43	11,268.09	47,203.42	5,973.00	100,505.12
Total Professional Contracts	20,461.18	15,599.43	11,268.09	47,203.42	5,973.00	100,505.12
Non-allocable Sundry	0.00	0.00	0.00	15.25	583.08	598.33
Misc Other Exp Misc Admin Exp	175.00	0.00	40.00	0.00	0.00	215.00
Caretaker rent expense	2,290.00	2,299.80	2,290.00	2,290.00	2,290.00	11,459.80
Total Misc Other Exp	175.00	0.00	40.00	0.00	0.00	215.00
Maint Processing Fee	475.00	475.00	475.00	475.00	475.00	2,375.00
Total Other Administrative Expense	77,720.95	43,979.42	52,763.94	64,197.32	31,837.57	270,499.20
 Total Administrative	 177,122.88	 120,142.27	 133,996.09	 142,365.93	 113,961.12	 687,588.29
Tenant and Social Services:						
Relocation Costs						
Relocation Costs - Lodging	0.00	0.00	0.00	0.00	82.22	82.22
Total Relocation Costs	0.00	0.00	0.00	0.00	82.22	82.22
 Total Tenant and Social Services	 0.00	 0.00	 0.00	 0.00	 82.22	 82.22

Utilities:

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Water	4,354.60	3,909.49	4,377.97	13,162.21	3,578.08	29,382.35
Electricity						
Electricity - Tenant Units	15.44	0.00	0.00	0.00	6.08	21.52
Electricity - Common Areas	8,099.74	9,083.56	8,114.33	4,270.23	7,454.28	37,022.14
Total Electricity	8,115.18	9,083.56	8,114.33	4,270.23	7,460.36	37,043.66
Gas						
Gas - Tenant Units	2,926.51	2,454.25	2,411.58	2,911.43	3,966.38	14,670.15
Total Gas	2,926.51	2,454.25	2,411.58	2,911.43	3,966.38	14,670.15
Other Utilities						
Sewer	728.10	8,062.18	782.10	8,062.18	782.10	18,416.66
Total Other Utilities	728.10	8,062.18	782.10	8,062.18	782.10	18,416.66
Total Utilities	16,124.39	23,509.48	15,685.98	28,406.05	15,786.92	99,512.82
Ordinary Maintenance & Operation:						
Maintenance Salaries						
Maintenance Salaries	6,756.90	4,491.16	3,108.22	5,210.20	7,092.62	26,659.10
Maint Overtime	1,268.32	1,177.27	173.40	612.27	572.28	3,803.54
Total Maintenance Salaries	8,025.22	5,668.43	3,281.62	5,822.47	7,664.90	30,462.64
Appliances						
Appliances - Ranges	0.00	0.00	0.00	559.55	0.00	559.55
Appliances - Refrigerator	0.00	0.00	0.00	580.00	0.00	580.00
Appliances - Other	313.16	0.00	0.00	0.00	0.00	313.16
Total Appliances	313.16	0.00	0.00	1,139.55	0.00	1,452.71
Appliance Parts						
Appliance Parts - Ranges	0.00	23.76	0.00	0.00	403.40	427.16
Appliance Parts - Refrigerator	0.00	0.00	0.00	74.54	0.00	74.54
Total Appliance Parts	0.00	23.76	0.00	74.54	403.40	501.70
Caretaker Supplies	0.00	218.04	0.00	0.00	0.00	218.04
Carpentry						
Carpentry - Lumber	138.62	0.00	22.79	0.00	0.00	161.41
Carpentry - Other	14.21	0.00	0.00	28.22	0.00	42.43

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Total Carpentry	152.83	0.00	22.79	28.22	0.00	203.84
Electrical Parts						
Electrical Parts - Other	0.00	16.53	0.00	0.00	0.00	16.53
Total Electrical Parts	0.00	16.53	0.00	0.00	0.00	16.53
Hardware						
Hardware - Locks	24.00	38.24	0.00	0.00	0.00	62.24
Hardware - Keys	0.00	53.42	0.00	0.00	59.13	112.55
Total Hardware	24.00	91.66	0.00	0.00	59.13	174.79
Janitorial Supplies	0.00	0.00	32.03	0.00	0.00	32.03
Paint						
Paint - Interior	0.00	0.00	0.00	72.39	0.00	72.39
Paint - Exterior	172.65	0.00	0.00	0.00	0.00	172.65
Paint - Supplies	44.52	188.66	0.00	68.76	0.00	301.94
Total Painting	217.17	188.66	0.00	141.15	0.00	546.98
Plumbing Parts						
Plumbing Parts - Interior	0.00	92.97	0.00	0.00	41.94	134.91
Total Plumbing Parts	0.00	92.97	0.00	0.00	41.94	134.91
Site Maintenance						
Site Maintenance - Other	0.00	0.00	391.50	323.03	0.00	714.53
Total Site Maintenance	0.00	0.00	391.50	323.03	0.00	714.53
Water Heaters						
Water Heaters	0.00	0.00	0.00	11,389.50	0.00	11,389.50
Water Heater - Parts	0.00	0.00	816.00	1,376.40	0.00	2,192.40
Total Water Heater	0.00	0.00	816.00	12,765.90	0.00	13,581.90
Windows						
Windows - Screens	304.48	0.00	0.00	0.00	0.00	304.48
Total Windows	304.48	0.00	0.00	0.00	0.00	304.48
Windows - Coverings						
Windows - Blinds Replacement	0.00	41.78	0.00	0.00	0.00	41.78
Total Windows - Coverings	0.00	41.78	0.00	0.00	0.00	41.78
Uniform Purchases						
Uniforms	0.00	-414.95	0.00	0.00	0.00	-414.95

**MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)**

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Total Uniform Purchases	0.00	-414.95	0.00	0.00	0.00	-414.95
Vacancy Supplies						
Vacancy Supplies	13.10	0.00	0.00	0.00	0.00	13.10
Total - Vacancy Supplies	13.10	0.00	0.00	0.00	0.00	13.10
Vehicle - Fuel						
Vehicle - Fuel	635.75	531.65	680.75	714.30	521.86	3,084.31
Total Vehicle - Fuel	635.75	531.65	680.75	714.30	521.86	3,084.31
Misc Maint Materials						
Misc Maintenance Materials	609.64	98.25	1,470.69	67.73	0.00	2,246.31
Work Order materials	3,042.67	402.65	733.32	1,154.34	2,677.59	8,010.57
Inventory adjustments	0.00	0.00	0.00	11.78	0.00	11.78
Total Misc Maint Materials	3,652.31	500.90	2,204.01	1,233.85	2,677.59	10,268.66
Total Maintenance Materials	5,312.80	1,291.00	4,147.08	16,420.54	3,703.92	30,875.34
Carpet Cleaning	0.00	150.00	0.00	2,700.00	0.00	2,850.00
Elevator Contract						
Elevator Contract - Maintenance	1,641.66	0.00	0.00	0.00	1,641.66	3,283.32
Total Elevator Contracts	1,641.66	0.00	0.00	0.00	1,641.66	3,283.32
Flooring replacement/repair						
Flooring replacement/repair - Carpet	881.31	356.41	0.00	0.00	0.00	1,237.72
Flooring replacement/repair - Other	2,286.32	2,534.95	0.00	0.00	14,100.00	18,921.27
Total Flooring replacement/repair	3,167.63	2,891.36	0.00	0.00	14,100.00	20,158.99
Janitorial Contracts	550.00	1,899.97	2,810.00	550.00	1,840.00	7,649.97
Janitorial - Unit cleaning	55.06	0.00	0.00	0.00	0.00	55.06
Landscaping Contract						
Landscaping Contract	775.00	775.00	775.00	775.00	775.00	3,875.00
Landscaping Contract - Tree pruning/remova	2,600.00	0.00	0.00	0.00	0.00	2,600.00
Total Landscaping Contract	3,375.00	775.00	775.00	775.00	775.00	6,475.00
Locks - repair/repl	0.00	0.00	24.00	0.00	120.00	144.00
Plumbing Contract Services						
Plumbing Contract Services - Dwelling units	0.00	2,814.69	0.00	0.00	570.00	3,384.69
Plumbing Contract Services - Site	699.89	0.00	0.00	2,158.08	0.00	2,857.97
Total Plumbing Contract Services	699.89	2,814.69	0.00	2,158.08	570.00	6,242.66

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Fire Safety Contracts						
Fire Extinguishers - Routine Maint Costs	14.50	0.00	0.00	14.50	0.00	29.00
Total Fire Safety Contracts	14.50	0.00	0.00	14.50	0.00	29.00
Pest Control						
Pest Control - Dwelling Units	469.66	0.00	0.00	600.89	272.17	1,342.72
Pest Control - Site	0.00	589.65	120.00	251.66	0.00	961.31
Total Pest Control	469.66	589.65	120.00	852.55	272.17	2,304.03
Site Improvements						
Site Improvements - Concrete	0.00	3,700.00	0.00	0.00	0.00	3,700.00
Total Site Improvements	0.00	3,700.00	0.00	0.00	0.00	3,700.00
Trash						
Trash - Site Pickup	2,582.90	1,605.35	1,901.47	2,763.63	1,906.24	10,759.59
Total Trash	2,582.90	1,605.35	1,901.47	2,763.63	1,906.24	10,759.59
Fixture Refinishing - Tubs	925.00	950.00	0.00	0.00	1,900.00	3,775.00
Vehicle - Repairs/Maintenance						
Vehicle - Repairs/Maintenance	95.00	0.00	0.00	0.00	0.00	95.00
Total Vehicle - Repairs/Maintenance	95.00	0.00	0.00	0.00	0.00	95.00
Vehicle - Lease						
Vehicle - Lease	862.14	-419.56	1,028.81	829.22	827.40	3,128.01
Total Vehicle - Lease	862.14	-419.56	1,028.81	829.22	827.40	3,128.01
Mileage						
Mileage	0.00	0.00	3,371.00	0.00	0.00	3,371.00
Total Mileage	0.00	0.00	3,371.00	0.00	0.00	3,371.00
Other Maintenance Contract Costs	0.00	0.00	0.00	0.00	780.06	780.06
Total Maintenance Contract Costs	14,438.44	14,956.46	10,030.28	10,642.98	24,732.53	74,800.69
Maintenance - Benefits						
Maintenance - Benefits	1,605.03	1,330.74	811.06	1,200.92	1,654.37	6,602.12
Maintenance - Payroll Taxes	592.65	409.67	239.51	424.93	578.36	2,245.12
Maintenance Benefits	2,197.68	1,740.41	1,050.57	1,625.85	2,232.73	8,847.24
Total Ordinary Maintenance and Operation	29,974.14	23,656.30	18,509.55	34,511.84	38,334.08	144,985.91

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
Protective Services:						
Protective Services - Contracts						
Protective Services - Alarm contracts	487.50	62.66	0.00	0.00	0.00	550.16
Total Protective Services Contracts	487.50	62.66	0.00	0.00	0.00	550.16
Total Protective Services	487.50	62.66	0.00	0.00	0.00	550.16
General Expenses:						
Insurance Expenses						
Property & Liability Insurance						
Insurance - General Liability	3,381.55	3,380.23	3,380.23	3,380.23	3,380.23	16,902.47
Insurance - Property & Casualty	4,183.37	4,183.33	4,183.33	-17,397.67	1,100.33	-3,747.31
Total Prop & Liab Insurance	7,564.92	7,563.56	7,563.56	-14,017.44	4,480.56	13,155.16
Workers Comp						
Workers Comp - Admin	1,597.96	1,064.82	1,184.29	1,113.60	1,128.90	6,089.57
Workers Comp - Maintenance	1,108.54	797.78	472.54	824.83	1,043.34	4,247.03
Total Workers Comp Insurance	2,706.50	1,862.60	1,656.83	1,938.43	2,172.24	10,336.60
Insurance - Other	0.00	0.00	0.00	0.00	26.35	26.35
Total Insurance	10,271.42	9,426.16	9,220.39	-12,079.01	6,679.15	23,518.11
Other General Expenses						
Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	2,050,005.00
Total Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	2,050,005.00
Payments in Lieu of Taxes						
Property Taxes	0.00	0.00	0.00	84,660.00	0.00	84,660.00
Property Tax Assessments	0.00	0.00	0.00	355.65	0.00	355.65
State Minimum Tax	0.00	0.00	0.00	10,400.00	0.00	10,400.00
Total PILOT and other Taxes	0.00	0.00	0.00	95,415.65	0.00	95,415.65
Interest Expense						
Int Expense - HELP	1,463.47	1,463.47	1,416.26	1,463.47	1,416.26	7,222.93
Int Expense - Rockhall	25,603.21	26,409.97	26,365.48	25,471.80	26,273.84	130,124.30
Total Interest Expense	27,066.68	27,873.44	27,781.74	26,935.27	27,690.10	137,347.23
Total General Expenses	37,343.10	37,299.60	2,087,002.13	110,271.91	34,369.25	2,306,285.99

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)

Period = Jul 2022-Nov 2022

Book = Accrual

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Total
TOTAL OPERATING EXPENSES	261,052.01	204,670.31	2,255,193.75	315,555.73	202,533.59	3,239,005.39
Other Expenses:						
Depreciation Expense						
Depr Exp - Bldgs & Bldg Improvements	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	45,052.20
Total Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	45,052.20
TOTAL EXPENSES	270,062.45	213,680.75	2,264,204.19	324,566.17	211,544.03	3,284,057.59
Other Items:						
Net Income	-52,422.86	10,070.29	-2,042,486.99	-105,045.94	17,332.99	-2,172,552.51



MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director

FROM: Jose Acosta
Interim Director of Housing Management

RE: **Property Management Report**

DATE: January 11, 2023

Goals:

Property management has set the following goals for the month of January 2023:

- Complete the rent study for Farm labor sites in Salinas and Chualar
- Renew the comcast retail agreements for properties in the portfolio.
- Implement OCAF rent adjustment for Portola Vista

Vouchers:

Vouchers for all the sites are up to date. Management is currently training staff on voucher processing and submission to ensure staff is aware of the proper submission of the vouchers and ensure accuracy.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	1/1/2023	\$ 89,788.00
214	Montecito Watson	1/1/2023	\$ 4,277.00
801	South County RAD	1/1/2023	\$ 18,850.00
802	Salinas Family RAD	1/1/2023	\$ 50,732.00
803	East Salinas Family RAD	1/1/2023	\$ 48,666.00
804	Gonzales Family RAD	1/1/2023	\$ 6,083.00
Total Monthly Subsidy			\$ 218,396.00

Rent Collection:

Rent collection average for HACM sites for the month of December 2022 is 98%. Rent collection average for HDC Sites for the month of December 2022 is 100%.

HACM Rent Collection as of 12/31/2022		
Property Code	Property Name	Rent Percent Collected
204	Oak Grove	98%
212	Portola Vista	96%
214	Montecito Watson	100%
904	Vista Del Valle	99%
906	Tesoros Del Campo	96%
Total monthly rent collected		\$ 266,985.00

HDC sites rent collection report as of 12/31/2022		
Property Code	Property Name	Rent Percent Collected
555	Casanova Plaza	100%
801	South County RAD	103%
802	Salinas Family RAD	99%
803	East Salinas Family RAD	101%
804	Gonzales Family RAD	100%
984	Castroville	98%
985	Haciendas I	99%
986	Haciendas II	105%
988	Haciendas Sr	97%
989	Haciendas III	100%
Total monthly rent collected		\$ 829,689.00

Occupancy:

PM currently has a total of 26 vacancies excluding the King City migrant center (which is currently closed due to the off season), Pueblo del Mar and One Parkside. Management experienced a high number of vacancies in the last 60 days. The vacancies at the elderly sites are due to deceased tenants. The vacancies at the family sites are due to a combination of regular move outs, transfers, and terminations. Property management is completing eligibility process to house these vacancies promptly. Maintenance is working on the vacancies to get them ready to be housed, however some of the units cannot be finalized because we are pending materials or parts that are back ordered and/or our vendors are not available.

Property management’s goal is to have these vacancies housed in the next 30 to 45 days, the department understands the need to house these vacancies and the team has made it a priority to get this completed.

Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	100%	0	
802	Salinas Family RAD	170	99%	1	
803	East Salinas Family RAD	202	98%	5	
804	Gonzales Family RAD	30	100%	0	
984	Castroville	54	100%	0	
985	Haciendas I	53	100%	0	
986	Haciendas II	46	98%	1	
989	Haciendas III	50	96%	2	
988	Haciendas Sr.	41	93%	3	
992	One Parkside	80	70%	24	
204	Oak Grove	5	100%	0	
205	Pueblo Del Mar	55	24%	42	
212	Portola Vista	64	95%	3	
214	Montecito Watson	13	85%	2	
552	Single Family Homes	9	81%	2	
555	Casanova Plaza	86	93%	6	
904	Vista Del Valle	29	97%	1	2
906	Tesoros del Campo	57	100%		5
903	King City Migrant Center	82	Closed	79	

RAD Sites (Formerly Public Housing):

- 801 South County Rad:
 - Alliance on Aging is providing services once a month for the residents
 - Food bank deliveries for the residents continue to be delivered
 - Mee Memorial continues to provide lunches for the residents
 - Solar Panel cleaning has been completed
 - Fire prevention inspections were completed successfully with no findings
 - Management will be adding two ADA ramps at this site
 - Tree trimming completed
 - Replaced 35 feet of fence
- 802 Salinas Family RAD:
 - Security cameras have been installed at El Gin Village office.
 - Tree trimming for El Gin Village has been completed.
 - Property management is working with the management company adjacent to El Gin Village to repair the shared fence at this site.
 - Drain pump controller at 44 Natividad is malfunctioning. The vendor will be repairing the pump controller next week. Maintenance is temporarily turning the pump manually until the repair is completed to avoid flooding.
 - Solar panel cleaning for 44 Natividad completed.
 - Underground pipe from the lift station has been repaired.
 - Estimates for replacing retaining wall at El Gin Village are being requested.

- 803 East Salinas Family RAD:
 - Repairs to deck at 1058 N Sanborn unit # 10 have started, the residents have been placed at a hotel and will be returning to the unit once repairs are completed.
 - PM installed a temporary sump pump at 737 Mae Ave to prevent flooding of the units at this site. Once the weather subsides a permanent sump pump will be installed at this location.
 - Backflow at 1259 Del Monte has been brought up to code
 - 1113 D Street siding has been repaired
 - 775/780 Elkington fire inspections completed, and mailboxes replaced
 - Tree removal work has been completed throughout the scatter sites

KCMC:

The center is currently closed, but management is completing the interview packets for the coming season. The rehabilitation project for this site is scheduled to start on Tuesday January 17. The contractor is delivering his equipment to the site and material have been ordered. The rehabilitation project for this site includes the following:

- Roof repairs and gutter repairs
- Siding replacement
- Modify selected units to be ADA compliant
- Interior flooring repairs
- Replacement of cabinets and counter tops and hardware
- Replacement of furniture
- Replacement of water heaters
- Repairs of parking lot and resurfacing of the black top
- Replacement of heater and thermostats
- HVAC pad mounts replacement
- Electrical upgrades
- Repair decks and landings
- Replacement of windows
- Carbon monoxide detector replacement
- Bathroom vanity replacement
- Playground replacement
- Property Sign replacement
- Access card reader upgrade
- Repair and replacement of fencing

The deadline to complete this rehab project is June 2023. We will continue to keep the board updated on the progress.

Portola Vista:

Portola Vista has been scheduled for a Management and Occupancy Review (MOR) for the month of March. Property management supervisor is working with the property manager to ensure all necessary documents are available and ready for the MOR.

OCAF rent adjustments for this property have been approved and will be in effect February 1, 2023.

Haciendas I:

Annuals for this site have completed. Voucher holders for this site are currently undergoing S8 inspections.

Solar panel cleaning has been completed for this site

Haciendas II:

Property management has started the process for the annual recertifications for this site, which need to be effective April 1st, 2023. Voucher holders for this site are currently undergoing S8 inspections.

Solar panel cleaning has been completed for this site

Haciendas III:

Property is scheduled to have the annual fire sprinkler inspection on January 24, 2023.

Management is working with the housing programs department completing eligibility interviews for the current vacancies.

Back up water heaters for this site have been received and stored to be used as needed.

Solar panel cleaning has been completed for this site

Haciendas IV:

Management is working with the housing programs department completing eligibility interviews for the current vacancies.

Food bank deliveries for this site have continued as scheduled.

Castroville:

Repairs to the gutters and drip pans for water heaters have been completed. The solar panel cleaning for Speegle site has been completed. Life steps continues to provide resident services.

Casanova Plaza:

As a preventative measure this property is undergoing tree trimming to avoid accidents. We had a limb fall from a tree and caused minor damage to a vehicle, we want to prevent further accidents or hazards.

Property management replaced a portion of the back top at this site.

Maintenance is finishing the vacancies at this site, property manager has tenants ready to house the units once maintenance completes all necessary repairs.

One Parkside:

Property management continues to work with the Housing Programs department to lease up the remaining units at this site. We currently have housed 56 units and have 24 units that need to be housed.

Grand opening for this site is scheduled for January 19th, 2023.

Farm Labor (Salinas, Chualar):

Property management is working with a third party to complete a rent study for these properties. The goal is to be able to complete a substantial rent increase in order to be able to have more funds to complete repairs at these properties. Property management will also be completing a Capital Needs Assessment (CNA) for these sites. Having the CNA will allow the agency to determine what is the best option for these sites, a rehabilitation or demolitions and creation of new sites.

These sites currently have 7 units out of occupancy; maintenance is currently working on the rehabilitation of these units, and we are using these units as swing space to be able to continue the rehabilitation of other units.

PDM:

Property management is having a very difficult time finding qualified referrals for this site. Most of the referrals we are receiving do not meet the eligibility criteria. We also receive referrals at a very slow rate. We have many residents that are failing to comply with the programs requirements, and this results in terminations or evictions, which affect our occupancy rates for this site.

Property management continues to work with Sun Street and CoC to find options for this property.

New Hires:

None

Wait Lists:

Closed

Evictions:

Property Management currently has 6 pending evictions.

Waitlist information by site as of 1/12/2023		
Property Code	Property Name	Number of Applicants
204	Oak Gove	306
212	Portola Vista	20
214	Montecito Watson	52
555	Casanova Plaza	70
801	South County RAD	580
802	Salinas Family RAD	684
803	East Salinas Family RAD	555
804	Gonzales Family RAD	1281
904	Chualar FLC	169
906	Salinas FLC	179
984	Castroville	215
985	Haciendas I	1581
986	Haciendas II	1654
989	Haciendas III	496
Total applicants		7842



TO: Board of Directors
Monterey County Housing Authority Development Corporation (HDC)

TO: Board of Commissioners
Housing Authority of the County of Monterey (HACM)

THRU: Zulieka Boykin, Executive Director/President & CEO

FROM: Carolina Sahagun-Gomez, Director Housing Development

RE: Monthly Development Report – JANUARY 2023

Monthly goal

Preparing for Grand Opening event of One Parkside on January 19th.

Development department highlights

Marketing

- Ongoing quarterly meetings with marketing firm to review potential marketing events and/or media opportunities.
- Current focus is One Parkside event.

IT update

- Staff email migration to be completed by January 13th, all staff will have the hamonterey.org extension.

Castroville FLC, LP

- Begin due diligence items for final equity installment in the amount of \$2.4M

One Parkside, LP

- Begin due diligence items for second capital contribution in the amount of \$3.08M

Greenfield

- Tour site with Zulieka and discuss potential plans for the site.

123 Rico CLEEN loan

- Pending IBank approval for use of remaining funds in the amount of \$366,758.02.

Audits

- HDC 2021 is nearing completion, meetings with audit team on weekly basis and ongoing progress sending requested documentation.

Capital Improvements

- Staff working with PM staff to ensure needed capital improvement requests throughout the portfolio are completed, detail can be found in PM section of report for those requests currently underway.

Construction close-out for

- Tynan modernization job – pending handrails extra work on building A.
- One Parkside – final retention billing in process.

Tynan commercial space

- Bakery/deli tenant have increased their marketing efforts and have seen increased foot traffic.

Updating SOI

- Staff updating statement of information for the partnerships to reflect staff updates.

HDC portfolio managed by the John Stewart Company

Benito Affordable/Benito FLC:

- RBC unit inspections and desk audit scheduled for January 27, 2023, at 2:00 pm.
- Lead Maintenance position remains open.
- Resident Services program active with LifeSTEPS coordination.
- 96% occupancy for Benito Affordable
- 100% occupancy for Benito FLC

Monterey Affordable:

- Pending new waiting list from HACM for PBV vacant units.
- Capital Improvements projects in process include window replacements and Surveillance Cameras.
- Resident Services program active with LifeSTEPS coordination.
- 98% occupancy

Fanoe Vista:

- Capital Improvement project in process is installation of security cameras.
- Resident Services program active with LifeSTEPS coordination.
- 100% occupancy

Rippling River:

- Capital Improvement projects in process are replacement of generator (February 2023) and completion of Geo Technical Engineers report in late January 2023.
- Resident Services program active with LifeSTEPS coordination.
- 99% occupancy

Tynan Village:

- Alliant desk audit in process, files sent prior to 1/15/2023 due date.
- Resident Services program on hold due to coverage. Actively seeking temporary coverage.

- Capital Improvement projects in process irrigation system repairs and painting of arbor and stair railings.
- 97% occupancy

HDC portfolio managed by the Paso Robles Housing Authority
--

Oak Park 1:

- Capital Improvement/Maintenance projects in process include annual fire sprinkler inspections and fire alarm system testing to be completed by mid-January.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 99% occupancy

Oak Park 2:

- Capital Improvement/Maintenance projects in process include unit inspections.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 100% occupancy

MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin
Executive Director

FROM: Maria Madera
Director of Housing Programs

RE: Housing Programs Report

DATE: January 11, 2023

**WAIT LISTS**

Housing Choice Voucher 2017	(Closed)	0
Housing Choice Voucher 2020-2021	(Closed)	2,762
Family Unification	(Open)	0
VASH Program	(Open)	14
Homeless Set-Aside	(Open)	187

<u>Project Based-Salinas</u>		<u>Project Based-South County</u>		<u>Project Based-Peninsula</u>	
Gabilan	812	Benito	720	Rippling River	181
Gateway	484	Camphora	258	Vista Point	80
Haciendas	836	Fanoe	993	Van Buren	238
Haciendas Sr.	47	Monterey	684	Charles	183
Moon Gate Sr.	150			Junsay Oaks Sr.	50
Parkside	150				
Tynan	778				
Nuevo Amanecer	249				
One Parkside	280				

HOUSING CHOICE VOUCHER PROGRAM

- Welfare to Work Voucher units under lease 38
- Family Unification Leased: 33
- Portable Vouchers 27
- VASH 223
- Mainstream Vouchers: 22
- HSVP: 114
- Emergency Housing Vouchers (EHV) 74

HCV Monthly Activities completed and submitted to PIC:

New	0
Annual	287
Interim	444
Change of units	4
Inspections	69
End of Participation	3

- Intake:
 - Families attended HCV briefing: 16
 - Current Families Searching for a unit: 69
 - EHV Referrals: 421
 - EHV families attended briefing: 18
 - Current EHV's Searching for a unit: 74
 - Total Families Searching for a unit: 143
 - Families pending lease-up: 69

HACM continues accepting applications for all 4, and 5 bedrooms in South County and 4 and 5 bedrooms in Salinas for the Project -Based Voucher Program. For two bedrooms units the waiting list for One Parkside is open until further notice.

Utilization lease-up percentage rate each month for the following programs:

HCV Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	4,646	4,646	4,646	4,646	4,646	4,646	4,771	4,771	4,771	4,771	4,771	4,793
Total units Leased	3,308	3,296	3,280	3,262	3,260	3,266	3,284	3,276	3,273	3,249	3,238	3,249
Unit Utilization	71%	70%	70%	71%	70%	70%	68%	68%	68%	68%	67%	67%
Success Rate	39%	57%	33%	19%	75%	38%	19%	5%	10%	30%	40%	4%

VASH Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	264	264	264	264	264	264	324	324	324	324	324	324
Total units leased	215	216	214	210	217	215	222	224	224	224	221	223
Unit Utilization	81%	81%	81%	80%	82%	81%	68%	69%	69%	69%	68%	68%
Success Rate	100%	0%	9%	0%	0%	0%	10%	0%	0%	0%	0%	0%

Mainstream Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	29	29	29	29	29	29	59	59	59	59	59	59
Total units Leased	27	27	27	24	24	24	23	23	23	23	20	22
Unit Utilization	93%	93%	93%	83%	83%	83%	38%	38%	38%	38%	33%	37%
Success Rate	100%	0%	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%

Family Unification	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	42	42	42	42	42	42	42	42	42	42	42	42
Total units Leased	33	33	34	34	33	32	32	32	32	33	33	33
Unit Utilization	78%	78%	80%	80%	78%	76%	76%	76%	76%	78%	78%	78%
Success Rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Emergency Housing Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	269	269	269	269	269	269	269	269	269	269	269	269
Total units Leased	8	11	11	18	23	27	35	40	47	54	58	74
Unit Utilization	2%	4%	4%	7%	8%	10%	13%	14%	17%	20%	21%	27%
Success Rate	5%	0%	12%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Cumulative Overall, Success Rate: 54%

The budget utilization is the total program cost and divide monthly equals the percentage of the budget authority.

Calendar	HACM Monthly HAP Dollars Spent	HUD Monthly Disbursement Amount		Utilization %
January 2022	\$ 4,293,500	\$ 3,688,933	1.16388668	116.388668
February 2022	\$ 3,859,943	\$ 3,998,636	0.96531492	96.5314922
March 2022	\$ 3,856,977	\$ 3,835,270	1.00565984	100.565984
April 2022	\$ 3,853,846	\$ 3,803,057	1.01335478	101.335478
May 2022	\$ 3,783,404	\$ 3,883,799	0.97415031	97.415031
June 2022	\$ 3,864,424	\$ 4,058,387	0.09522068	95.220687
July 2022	\$ 3,859,854	\$ 4,058,387	0.09510808	95.108081
August 2022	\$ 3,845,851	\$ 3,895,337	0.987296093	98.729609
September 2022	\$ 3,904,333	\$ 3,864,341	1.010348983	101.03489
October 2022	\$ 4,203,102	\$ 3,898,816	1.078045745	107.8045745
November 2022	\$ 3,994,276	\$ 2,972,905	1.3435599	134.3559919
December 2022	\$ 4,044,739	\$ 3,944,407	1.0254365	102.543655

HCV Highlights:

- HUD notified HACM there hasn't been any data entered under Family Unification in VMS. We are currently working on it.
- HACM is planning on opening the waiting lists for several Project-Based Voucher Program
- HCV is currently working on the open items for the HACM Audit FY2020.

FAMILY SELF-SUFFICIENCY PROGRAM

Month of December 2022

- Number of Mandatory FSS Slots (0)
- Number of current FSS Slots (200)
- Number of Current Participating Households (71)
- Number of Clients Currently with Escrow Account (55)
- Number of Clients that completed Program Successfully (371)
- Number of Clients in Home Ownership Program (3)

CURRENT FSS PARTICIPANT FINAL GOAL PROGRESS REPORT:

- Working on GED (2)
- Preparing for Home Ownership (17)
- Actively searching for employment (14)
- Maintaining employment (7)
- Attending Community College (8)
- Attending four-year university (1)
- Attending vocational training (7)
- Self-employed (2)
- Repair credit (14)

FSS MEETINGS

- 12/1 CISNE
- 12/7 CASP
- 12/7 HATS
- 12/7: ARN
- 12/13: HATS



COMMISSIONER COMMENTS

&

ADJOURNMENT



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

DATE: **Monday, January 23, 2023**

TIME: **6:00 p.m. (Or immediately following the Regular Board meeting of the HACM Board of Commissioners).**

PLACE: **Monterey County Housing Authority (Zoom meeting)**
Development Corporation
303 Front Street, Salinas, CA. 93901

Join Zoom Meeting

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

Meeting ID: 350 189 1938

Passcode: 438419

One tap mobile

+16694449171,,3501891938#,,,*438419# US

+16699006833,,3501891938#,,,*438419# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US
 Meeting ID: 350 189 1938
 Passcode: 438419

Find your local number: <https://us02web.zoom.us/j/k8YC5OX9s>

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

2. <u>ROLL CALL</u>	<u>PRESENT</u>	<u>ABSENT</u>
Chair Kevin Healy	_____	_____
Vice-Chair Francine Goodwin	_____	_____
Director Kathleen Ballesteros	_____	_____
Director Hans Buder	_____	_____
Director Viviana Gama	_____	_____
Director Jon Wizard	_____	_____
Director Vacant	_____	_____

3. **COMMENTS FROM THE PUBLIC**

(In compliance with the Coronavirus Covid-19 social distancing order you may join the meeting via telephone or zoom, please see link above).

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 of 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 Regular Board Meeting held on December 19, 2022.
- b. **Memorandum/Resolution - MDC – 223: AB361.**

5. **INFORMATION**

- a. Development and Property Management Report – Carolina Sahagun and Jose Acosta

6. **CLOSED SESSION**

- a. **ANTICIPATED LITIGATION**
 (Pursuant to Government Code Section 54956.9(d)(2): One case.
 Significant exposure to litigation

7. **DIRECTOR COMMENTS**

8. **ADJOURNMENT**

 This Agenda was posted on the Bulletin Boards at 303 Front Street, Ste. 107, Salinas, CA. The Board of Directors will next meet on the Regular Board Meeting on **February 27, 2023, at 6:00 p.m.**

December 19, 2022

ACTION
MINUTES OF THE REGULAR BOARD
MEETING OF THE
MONTEREY COUNTY HOUSING AUTHORITY
DEVELOPMENT CORPORATION
HELD DECEMBER 19, 2022

Directors met at the Monterey County Housing Authority Development Corporation located at 303 Front Street, Suite 107, Salinas, Ca. 93901. The meeting was called to order by Vice-Chair Francine Goodwin at 5:48 p.m. Present: Chair Kevin Healy, Director Ballesteros, Director Vivana Gama and Director Hans Buder. Absent: Director Jon Wizard. Staff: Zulieka Boykin, President-CEO, Tory Gunsolley, Interim President/CEO, Carolina Sahagun-Gomez, Director of Development, Staci Pierce, Development Analyst, Jessica Rivas, Development Analyst and Kim Shehorn, Interim Director of Finance. Absent: Nora Ruvalcaba. Recorder: Gabriela Rivero.

COMMENTS FROM THE PUBLIC

None.

CONSENT AGENDA

- a. Minutes – Approval of Minutes of the HDC Regular Board Meeting held on November 28, 2022.
- b. Memorandum/Resolution – MDC-222: AB361.

Upon motion by Director Hans Buder, seconded by Director Kathleen Ballesteros, the Board of Directors moved to approve the Consent Agenda to include the Minutes of the HDC Regular Board Meeting held on November 28, 2022 and MDC – 222: AB361.

Motion carried with the following vote:

AYES:	Healy, Goodwin, Ballesteros, Buder, Gama
NOES:	None
ABSTAINED:	None
ABSENT:	Wizard

NEW BUSINESS

- a. Resolution – MDC-220: Approval of Write-offs for Salinas Family RAD, LP.

Mr. Gunsolley explained that the these were part of the write-off process that was completed for the other RAD projects and that these were the last two left to complete. Mr. Gunsolley also advised that after these were completed that all books will be current with accurate tenant balance.

Mr. Gunsolley also advised that these amounts have been carefully reviewed and confirmed accurate by both Management and Finance staff to assure the accuracy of the information.

Director Ballesteros inquired if amounts included in the write-offs are due to difference circumstances, to which Mr. Gunsolley advised that the bulk are due to adjustments and the remainder are due to various circumstances.

Upon motion by Director Hans Buder, seconded by Director Kathleen Ballesteros, the Board of Directors moved to approve MDC-220; Approval of Write-offs for Salinas Family RAD, LP and MDC-221; Approval of Write-offs for East Salinas Family RAD, LP.

Motion carried with the following vote:

AYES: Healy, Goodwin, Ballesteros, Buder, Gama
NOES: None
ABSTAINED: None
ABSENT: Wizard

INFORMATION

a. Development and Property Management Report

Ms. Sahagun-Gomez advised that the report had been presented during the HACM Regular meeting.

CLOSED SESSION

The Board did not enter into closed session as there was no update to discuss on the matter.

DIRECTOR COMMENTS

Director Ballesteros thanked all the staff at HDC and happy holidays.

Director Buder wished everyone a happy holiday.

Director Healy wished everyone a happy holiday and thanked everyone for all their hard work. Director Healy also reminded everyone about the One Parkside Grand Opening on January 19th and stated that we are all looking forward to seeing everyone there.

Director Gama thanked everyone for all their hard work and wished everyone happy holidays.

Vice-Chair Goodwin echoed everyone’s comments and thanked everyone. Vice-Chair wished everyone a safe and happy holiday.

There being no further business to come before the Board, the meeting was adjourned at 5:58 p.m.

Chairperson

ATTEST:

President/CEO

Date

MEMORANDUM



**MONTEREY COUNTY HOUSING AUTHORITY
DEVELOPMENT CORPORATION (HDC)**

TO: Board of Directors – Monterey County Housing Authority Development Corporation (HDC)

FROM: Zulieka Boykin, President/CEO

RE: Discussion and Possible Adoption of Resolution of the Board of Directors of the Housing Authority of the County of Monterey Development Corporation Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361

DATE: January 19, 2023

Background:

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) that allowed legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021.

Discussion:

Assembly Bill 361(Chapter 165,Statutes of 2021) (AB 361) was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed

emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

AB 361 requires the following to continue to conduct teleconferenced meetings:

1. Notice of the meeting must still be given in compliance with the Brown Act, and the notice must include the means by which the public may access the meeting and provide public comment remotely.
2. The public must be provided access to the meeting via a call-in option or internet-based service option and allowed to “address the legislative body directly.” HDC does not have to provide an in-person option for the public to attend the meeting.
3. The meeting must be conducted “in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.”
4. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved, even if this means stopping the meeting at that point and continuing all remaining items.
5. The Board of Directors cannot require comments to be submitted before the start of the meeting. The public must be allowed to make “real time” public comment.
6. Reasonable time for public comment must be provided. If the Board provides a timed public comment period, the public comment period must be left open until the time expires.
7. All votes must be taken by roll call.
8. The Board of Directors must approve a resolution making findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter to continue to conduct teleconference meetings under AB 361. The body must find it has reconsidered the circumstances of the state of emergency and either 1) the emergency continues to impact the ability to meet safely in person, or 2) State or local officials continue to impose or recommend social distancing.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the County of Monterey/or City of Salinas, the continuing recommendations by Edward Moreno, MD, the County of Monterey Health Officer and Bureau Chief of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Directors adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Directors' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The HDC President/CEO, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Directors to adopt a new resolution making required findings every 30 days.

Fiscal Impact: None

Recommendations:

Adopt Resolution of the Board of Directors of the Housing Authority of the County of Monterey Development Corporation Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361

Attachments:

Resolution MDC – 223

Assembly Bill 361

Staff Recommendation: Approve Resolution MDC - 223

RESOLUTION NO. MDC - 223

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF THE STATE OF CALIFORNIA ON MARCH 4, 2021, AND MAKING FINDINGS AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS PURSUANT TO BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL NO. 361

WHEREAS, the Monterey County Housing Authority Monterey Development Corporation ("HDC") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the HDC's Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the HDC's Board of Directors conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of HDC which includes the County of Monterey, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Monterey continue to recommend measures to promote social distancing; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Directors' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of HDC that are likely to be beyond the control of services, personnel, equipment, and facilities of HDC, and desires to ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Monterey's recommended measures to promote social distancing; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Directors does hereby find that the Board of Directors of HDC shall conduct their meetings without

compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953; and

WHEREAS, when holding teleconferenced meetings under abbreviated teleconferencing procedures permitted under the Brown Act, HDC will ensure access for the public by complying with all requirements set forth in Government Code section 54953(e), including, but not limited to, giving notice of the meeting and posting agendas, to allow members of the public to access the meeting and address the legislative body, giving notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and conducting the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency.

Section 3. Ratification of the California Department of Health and the Health Officer of the County of Monterey's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Monterey's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees.

Section 4. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, and hereby finds that the state of emergency continues to directly impact the ability of the Board of Directors and members of the public to meet safely in person.

Section 5. Remote Teleconference Meetings. The HDC's President/CEO, and designee, and the Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of HDC may continue to teleconference without compliance with Government Code section 54953(b)(3).

Chairman

ATTEST:

President/CEO

Date

PASSED AND ADOPTED this 23rd day of January 2023 upon motion of _____,
seconded by _____ and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

TO: Board of Directors – Monterey County Housing Authority Development Corporation (HDC)

TO: Board of Commissioners – Housing Authority of the County of Monterey (HACM)

THRU: Zulieka Boykin, Executive Director/President & CEO

FROM: Carolina Sahagun-Gomez, Director Housing Development

RE: Monthly Development Report – JANUARY 2023

Monthly goal

Preparing for Grand Opening event of One Parkside on January 19th.

Development department highlights

Marketing

- Ongoing quarterly meetings with marketing firm to review potential marketing events and/or media opportunities.
- Current focus is One Parkside event.

IT update

- Staff email migration to be completed by January 13th, all staff will have the hamonterey.org extension.

Castroville FLC, LP

- Begin due diligence items for final equity installment in the amount of \$2.4M

One Parkside, LP

- Begin due diligence items for second capital contribution in the amount of \$3.08M

Greenfield

- Tour site with Zulieka and discuss potential plans for the site.

123 Rico CLEEN loan

- Pending IBank approval for use of remaining funds in the amount of \$366,758.02.

Audits

- HDC 2021 is nearing completion, meetings with audit team on weekly basis and ongoing progress sending requested documentation.

Capital Improvements

- Staff working with PM staff to ensure needed capital improvement requests throughout the portfolio are completed, detail can be found in PM section of report for those requests currently underway.

Construction close-out for

- Tynan modernization job – pending handrails extra work on building A.
- One Parkside – final retention billing in process.

Tynan commercial space

- Bakery/deli tenant have increased their marketing efforts and have seen increased foot traffic.

Updating SOI

- Staff updating statement of information for the partnerships to reflect staff updates.

HDC portfolio managed by the John Stewart Company

Benito Affordable/Benito FLC:

- RBC unit inspections and desk audit scheduled for January 27, 2023, at 2:00 pm.
- Lead Maintenance position remains open.
- Resident Services program active with LifeSTEPS coordination.
- 96% occupancy for Benito Affordable
- 100% occupancy for Benito FLC

Monterey Affordable:

- Pending new waiting list from HACM for PBV vacant units.
- Capital Improvements projects in process include window replacements and Surveillance Cameras.
- Resident Services program active with LifeSTEPS coordination.
- 98% occupancy

Fanoe Vista:

- Capital Improvement project in process is installation of security cameras.
- Resident Services program active with LifeSTEPS coordination.
- 100% occupancy

Rippling River:

- Capital Improvement projects in process are replacement of generator (February 2023) and completion of Geo Technical Engineers report in late January 2023.
- Resident Services program active with LifeSTEPS coordination.
- 99% occupancy

Tynan Village:

- Alliant desk audit in process, files sent prior to 1/15/2023 due date.
- Resident Services program on hold due to coverage. Actively seeking temporary coverage.
- Capital Improvement projects in process irrigation system repairs and painting of arbor and stair railings.
- 97% occupancy

HDC portfolio managed by the Paso Robles Housing Authority

Oak Park 1:

- Capital Improvement/Maintenance projects in process include annual fire sprinkler inspections and fire alarm system testing to be completed by mid-January.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 99% occupancy

Oak Park 2:

- Capital Improvement/Maintenance projects in process include unit inspections.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 100% occupancy