



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

**DATE:** TUESDAY, MAY 28, 2024

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

**QR CODE:**



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

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

Meeting ID: 350 189 1938

Passcode: 438419

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

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

*Hans Buder's Open Meeting Location  
5301 Hyer Street, Dallas, TX 75205*

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

**2. ROLL CALL**

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

**PRESENT**

**ABSENT**

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**3. COMMENTS FROM THE PUBLIC**

**4. CONSENT AGENDA**

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on

any item, the item may be removed from the Consent Agenda and considered separately. Questions for clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

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

**5. REPORTS OF COMMITTEES**

Board Reports Ad Hoc Committee  
Development Ad Hoc Committee  
Policy Committee

Commissioners Buder & Healy  
Commissioners Healy & Orozco  
Commissioners Anderson, Ballesteros & Goodwin.

**6. REPORT OF SECRETARY**

A. Executive Report

**7. NEW BUSINESS**

A. Resolution 3114 – Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1st, 2024, and Ending June 30th, 2025.

**8. INFORMATION**

- A. Human Resource Report
- B. Finance Report
- C. Property Management Report
- D. Development Report
- E. Housing Programs Report
- F. Property Spotlight: Portola Vista
- G. Director Spotlight: James Maynard-Cabrera, Director of Human Resources

**9. CLOSED SESSION**

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

- A. Government Code Section 54597 - This section permits closed session discussions of certain matters relating to public employment, including personnel matters, evaluations, and disciplinary actions.

**10. COMMISSIONER COMMENTS**

**11. 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 **June 24, 2024, at 5:00 p.m.**  
\*\*\*\*\*

## **THE PLEDGE OF ALLEGIANCE**

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

And to the Republic for which it stands

One nation, under God

Indivisible with liberty and justice for all



## **ROLL CALL**

Chair Hans Buder

Vice Chair Kathleen Ballesteros

Commissioner Kevin Healy

Commissioner Francine Goodwin

Commissioner Maria Orozco

Commissioner Yuri Anderson



## COMMENTS FROM THE PUBLIC



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

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



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

**SUMMARY ACTION MINUTES**

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

**CALL TO ORDER:**

Chair Buder called the meeting to order at 5:28 p.m.

**2. ROLL CALL:**

**PRESENT:**

Chair Hans Buder  
Vice-Chair Kathleen Ballesteros  
  
Commissioner Francine Goodwin  
  
Commissioner Maria Orozco

**ABSENT:**

Commissioner Kevin Healy  
  
Commissioner Yuri Anderson

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

**3. COMMENTS FROM THE PUBLIC**

None.

**4. CONSENT AGENDA**

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

A. Minutes - Approval of Minutes of the Regular Board Meeting held on January 22, 2024.

There were no requests to remove items from the Consent Agenda. Commissioner Orozco made a motion to approve the listed item, seconded by Commissioner Ballesteros. The motion was carried through a roll call vote.

AYES: Buder, Ballesteros, Goodwin, Orozco

NOES: None

ABSENT: Healy, Anderson

**5. REPORTS OF COMMITTEES**

Chair Buder announced that two Ad Hoc Committees and one Policy Committee are scheduled to have their first meeting next month.

**6. REPORT OF SECRETARY**

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

Ms. Boykin provided a finance update, highlighting the analysis of the Housing Choice Voucher program allocations, which revealed the need to collect management and bookkeeping fees from FY2020, totaling \$1,155,093 for FY2023, with other years still being calculated. Additionally, a review of the RAD accounts, under Accounting Brief #22 and PIH Notice 2019-23, reclassified approximately \$4.5 million in previously restricted funds as unrestricted. Development is collaborating with a consultant on the right of first refusal for three properties and will provide further updates at the April board meeting.

**7. NEW BUSINESS**

A. Resolution 3104: PHA Certification of Compliance with the 2024 Agency Annual Plan and Related Regulations

Motion to approve Resolution 3104: PHA Certification of Compliance with the 2024 Agency Annual Plan and Related Regulations was made by Commissioner Ballesteros and seconded by Commissioner Orozco. The motion was carried through a roll call vote.

AYES: Buder, Ballesteros, Goodwin, Orozco

NOES: None

ABSENT: Healy, Anderson

B. Resolution 3105: Resolution to Update the Administrative Plan by Preference Addition

Motion to approve Resolution 3105: Resolution to Update the Administrative Plan by Preference Addition was made by Commissioner Orozco and seconded by Commissioner Buder. The motion was carried through a roll call vote.

AYES: Buder, Ballesteros, Goodwin, Orozco

NOES: None

ABSENT: Healy, Anderson

- C. Resolution 3106: Resolution for Approval to award HACM – 2023 – RFP-09 PDM General Contract Services to Ausonio Incorporated

Motion to approve Resolution 3106: Resolution for Approval to award HACM – 2023 – RFP-09 PDM General Contract Services to Ausonio Incorporated was made by Commissioner Ballesteros and seconded by Commissioner Goodwin. The motion was carried through a roll call vote.

AYES: Buder, Ballesteros, Goodwin, Orozco

NOES: None

ABSENT: Healy, Anderson

- D. Resolution 3107: Resolution for Approval to award IFB # 72023 – Grounds Maintenance Contract Services to La Higuera Landscaping

Motion to approve Resolution 3107: Resolution for Approval to award IFB # 72023 – Grounds Maintenance Contract Services to La Higuera Landscaping was made by Commissioner Orozco and seconded by Commissioner Ballesteros. The motion was carried through a roll call vote.

AYES: Buder, Ballesteros, Goodwin, Orozco

NOES: None

ABSENT: Healy, Anderson

## 8. INFORMATION

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

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

- B. Finance Report – Presented by Michael Underwood, Director of Finance

- C. Property Management Report – Presented by Sandra Rosales, Property Management Supervisor

Ms. Boykin addressed the department, instructing Ms. Rosales to collaborate closely with maintenance on resolving open work orders, which some have been pending for 30 to 189 days and are contributing to financial losses. A plan needs to be developed to address this issue. One emergency order has been pending for 189 days, possibly labeled incorrectly, and is considered a finding.

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

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

Ms. Boykin expressed her approval of the new report format and requested Mr. Campbell to reinstate the grand total that was previously removed. Mr. Campbell then discussed the challenges with the voucher success rate and outlined a plan to improve the eligibility team's performance.

**9. COMMISSIONER COMMENTS**

The commissioners collectively thanked everyone involved in today's meeting.

**10. ADJOURNMENT**

With no additional matters to address, the Board concluded the meeting and adjourned it to 6:35 p.m.

Respectfully submitted,

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

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date





## REPORTS OF COMMITTEES

Board Report Ad Hoc

Commissioners: Buder and Healy

Committee Development Ad Hoc

Commissioners: Healy & Orozco

Committee Policy Committee

Commissioners: Anderson, Ballesteros, and Goodwin

# MEMORANDUM

TO: Board of Commissioners  
FROM: Zulieka Boykin, Executive Director  
RE: **Executive Director Report**  
DATE: May 23, 2024



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## INFORMATIONAL UPDATE

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

### CHSP – Coalition of Homeless Service Providers

#### San Francisco HUD Field Office

**UPDATE: This is a review of the entire agency.** Our representative, Sarah Glover-Johnson, will be conducting a Compliance Monitoring Review either July 10-12 or June 24-28. There will be approximately 5 reviewers and they will interview staff and review files.

### City of Salinas - Community Development Department

A policy is being finalized for the release of Housing Stabilization Funds received from the City. It will be presented at the June meeting.

### County of Monterey

We are working on the recording of the deed amendment for PDM as proposed by the Department of Health and Human Services. This is the only condition required for application approval.

## HACM/HDC

### PROPERTY MANAGEMENT

We spent all the funds for the King City Migrant Center Rehabilitation except \$4400. An extension has been granted by HCD ending on 09/30/2024 to utilize the remaining funds. The original award was approximately \$1.6 million dollars.

## FINANCE DEPARTMENT

Completing FY23 audit

The agency budget will be presented for your review and approval during the finance department report.

The new Finance Director will be starting in early June 2024.

## DEVELOPMENT DEPARTMENT

Ongoing: Researching Mark Up to Market Program in hopes of opportunity to increase RAD rents

Staff members participated in Neighbor Works America Virtual Classroom for AH101vcx, the fundamentals of affordable housing development.

## HCV DEPARTMENT

HUD, Office of Public and Indian Housing, Quality Assurance Division conducted a remote Emergency Housing Voucher (EHV) review on May 23, 2023. HUD issued a report on December 22, 2023, that identified findings and all corrective actions have been carried out and cleared as of April 17, 2024. The review is closed, and no further action is required for HACM.

## HUMAN RESOURCES DEPARTMENT

Creating training plans for onboarding new staff members. This is ongoing.

## MCHI/MCHI AA

No update currently.

## MISCELLANEOUS

Ongoing: Increasing efforts to network and partner with other agencies throughout California. This is on-going.

Attended CHWCA Annual Board of Directors Meeting in Monterey.

YARDI Rent Café is LIVE on all platforms except the Housing Choice Voucher Program. This is scheduled for June.

Pay Scan is LIVE for the finance department.

Development will be trained on YARDI Job Cost Portal to facilitate tie in's between HDC

existing developments and future developments with HACM.

Attended CHSP Board Meeting and Leadership Council Meetings

Visited all properties owned or managed by authority.



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-5000  
OFFICE OF PUBLIC AND INDIAN HOUSING  
Quality Assurance Division

April 30, 2024

Ms. Zulieka Boykin, Executive Director  
Housing Authority of the County of Monterey  
123 Rico St.  
Salinas, CA 93907

Subject: Close-out of Quality Assurance Division Emergency Housing Voucher Review Number QAD-EHV-2023-CA033

Dear Ms. Boykin:

The Department of Housing and Urban Development, Office of Public and Indian Housing, Quality Assurance Division conducted a remote Emergency Housing Voucher (EHV) review at the Housing Authority of the County of Monterey (CA033, HACM) on May 23, 2023. A review report was issued on December 22, 2023, that identified findings that required the HACM to carry out corrective actions. The HACM provided sufficient evidence on April 17, 2024, to demonstrate that the required corrective actions were carried out. Accordingly, we are closing this review and no further action is required of the HACM.

We appreciate the HACM's cooperation during the review and corrective action process. If you or your staff have any questions regarding this review, please contact me or Brenda Leerar via email at [Brenda.K.Learar@hud.gov](mailto:Brenda.K.Learar@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Caleb G. Kopczyk".

Caleb G. Kopczyk  
Supervisory Program Analyst  
Quality Assurance Division  
EHV Team

cc: Gerard Windt, Director, San Francisco Field Office

**MEMORANDUM**

TO: Board of Commissioners

THRU: Zulieka Boykin  
Executive Director

FROM: Michael Underwood, Director of Finance

RE: Resolution 3114: Approving the Operational Budget for  
Fiscal Year 2024 - 2025

DATE: May 16, 2024



The proposed bottom line for the operating budget of the Housing Authority of the County of Monterey (HACM), is a positive net income of \$.48M. The forecast for FY24 is \$.70M. The change between years is estimated as a reduction in bottom-line income of \$.22M. This change is minimal given the overall size of the agency.

Please refer to the following table for detailed calculations of changes between years.

	HACM FCST 2024		HACM BUDGET 2025		()=unfavorable 24 FCST VS 25 BUDGET	% CHANGE
TENANT REVENUE	\$2,446,542	3.0%	\$4,175,180	4.4%	\$ 1,728,638	70.7%
SECTION 8 HAP	\$67,334,342	83.1%	\$76,892,600	80.7%	\$ 9,558,259	14.2%
SECTION 8 ADMIN FEES	\$5,576,969	6.9%	\$6,965,337	7.3%	\$ 1,388,369	24.9%
OTHER REVENUE	\$5,651,943	7.0%	\$7,191,199	7.6%	\$ 1,539,256	27.2%
<b>TOTAL REVENUE</b>	<b>\$81,009,795</b>	<b>100.0%</b>	<b>\$95,224,316</b>	<b>100.0%</b>	<b>\$ 14,214,521</b>	<b>17.5%</b>
HAP PAYMENTS	\$67,334,342	83.1%	\$77,821,740	81.7%	(\$10,487,399)	-15.6%
ADMINISTRATIVE	\$8,362,425	10.3%	\$10,034,462	10.5%	(\$1,672,037)	-20.0%
ALL OTHER	\$4,329,326	5.3%	\$6,221,473	6.5%	(\$1,892,148)	-43.7%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$80,026,092</b>	<b>98.8%</b>	<b>\$94,077,675</b>	<b>98.8%</b>	<b>(\$14,051,583)</b>	<b>-17.6%</b>

OTHER INC/EXPENSE	\$276,894	0.3%	\$666,320	0.7%	(\$389,426)	-140.6%
NET INCOME	\$706,809	0.9%	\$480,321	0.5%	(\$226,488)	-32.0%

Commentary:

- HACM revenue in FY25 is forecast to be higher by \$32.5M or 51.8% above the level from two years ago in FY23. In FY23 HACM experienced a bottom-line loss of (\$2.4M). FY24 net income is projected to be positive at \$.70M. FY25 bottom-line is budgeted at \$.48M. HACM is in a much more stable position with increasing voucher payments year over year. The bottom-line has improved \$2.9M from a loss in FY23 to a gain in FY25.
- HACM revenue in FY25 will improve by \$14.2M above the forecast FY24 actual. This is a 17.5% increase year over year.
- Salary expenses include a 4% COLA per the new MOU. This impact is approximately \$215,000.
- A provision has been included to set aside funds for a new pay for performance program. The value is \$434,000.
- Landscaping expenses have increased over time, however, the net change from FY24 is less than \$50,000, due to an aggressive negotiation process with several vendors. This positive result demonstrated the positive pricing power of a closed bid RFP.
- Headcount is budgeted at 79 heads for the total agency. Current headcount is 71 positions with several open positions particularly in Director Level positions. In FY23 headcount was 88 positions. The re-sizing of the workforce has resulted in this significant reduction.
- Temporary staff has dropped from over 14 to just 2 positions.
- Yardi expenses have risen year over year due to the agency adding the Rent Café Module. This includes the implementation of PayScan (automated accounts payable). With Rent Café tenants can more easily pay their rent when due using electronic payment tools if they wish. Staff have received extensive training during the past year which is helping to improve the efficiency of all employees.

Board Action: Adopt Resolution

# RESOLUTION 3114

## RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025

WHEREAS, Staff has prepared and submitted to the Board of Commissioners the Operating Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025 as attached; and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey, in accordance with the Budget Policy as adopted at their May 29, 2024, meeting, hereby adopts the Operating Budget for fiscal year 2024-2025 as attached, with revenues and expenditures stated by consolidated budget.

THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners hereby approves and authorizes the Executive Director to conduct operations during the period of July 1, 2024, through June 30, 2025, according to said Operating Budget.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 29th day of May 2024, upon motion of \_\_\_\_\_,  
Seconded by \_\_\_\_\_, and carried by the following vote to-wit:

AYES  
NOES  
ABSENT



**MEMORANDUM**

TO: Board of Commissioners

THRU: Zulieka Boykin  
Executive Director/CEO

FROM: James Maynard-Cabrera  
Director of Human Resources

RE: Human Resources Report

DATE: May 12, 2024



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

**I. EMPLOYEE SPOTLIGHT:**

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



Mayra Zesati, Asset Manager

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*We are excited to shine the spotlight on Mayra Zesati, Asset Manager, as our Employee Spotlight for the month of May. Mayra's exceptional dedication, versatility, and outstanding contributions have made her a standout member of our team at the Housing Authority of the County of Monterey.*

*Over the past few months, Mayra has demonstrated leadership and commitment within the HCV department. During a period of transition and absence within the department, Mayra seamlessly stepped into additional responsibilities, ensuring the continued smooth operation and success of critical programs. Her proactive approach and ability to maintain operational efficiency have been instrumental in upholding the high standards of service that define our agency.*

*Mayra's dedication, professionalism, and unwavering commitment to excellence embody the values that we hold dear at HACM. Her contributions have left an indelible mark on our organization, and we are proud to recognize her as the Employee Spotlight for the month of May. Thank you, Mayra, for your outstanding service and invaluable contributions to our team.*

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## II. HACM WORKFORCE METRICS:

- ❖ Total number of employees: **74**
- ❖ New hires: **1**
- ❖ Promotions: **3**
- ❖ Terminations: **0**
- ❖ Turnover rate: **12%** (*January – April 2024*)

## III. RECRUITMENT & ONBOARDING:

- In the month of May, the HR department continued its proactive approach towards filling open vacancies within. We are pleased to report significant progress in our recruitment efforts, particularly in key leadership roles. Additionally, internal talent development remained a priority, resulting in notable promotions within our ranks.
- After a thorough screening and interviewing process, we are pleased to announce that we have identified and extended offers to two final candidates for each of the positions of Director of Finance and Director of Housing Management. These candidates showcase outstanding qualifications and closely align with our organizational values and strategic objectives. Currently, both candidates are progressing through the pre-onboarding process, and we anticipate announcing their appointments during next month's board meeting.

While progress has been made in our search for a Director of Development, we continue to actively pursue qualified candidates to fill this crucial role. Our recruitment efforts remain robust, and we are confident in our ability to identify the ideal candidate who will contribute significantly to our development initiatives.

This month, we proudly recognize three individuals within our organization who have demonstrated exemplary performance and dedication to their roles. Through internal promotion, they have advanced to new positions, further strengthening our team, and reinforcing our commitment to fostering talent from within.

The HR department's proactive approach to recruitment and talent management has yielded promising results in May. We are optimistic about the imminent appointments for the Director of Finance and Director of Housing Management roles and remain focused on securing the right candidate for the Director of Development position. Additionally, internal promotions reflect our commitment to recognizing and nurturing talent within our organization, driving both individual growth and organizational success.

- **Current Vacant Positions/Active Recruitments (3)**
  - ❖ Director of Housing Management (*Candidate Selected*)
  - ❖ Director of Finance (*Candidate Selected*)
  - ❖ Director of Development
- **New Arrivals/Internal Promotions/Lateral Transfers (4)**
  - ❖ Luz Gonzalez, Property Management Specialist I

- ❖ Mayra Macias, Internal Promotion → Housing Programs Supervisor
- ❖ Rosaura Sierra, Internal Promotion → Housing Programs Analyst
- ❖ Mihir Patel, Internal Promotion → Accountant Auditor II

➤ **Temporary Employees (2)**

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

➤ **Departed Employees (0)**

- ❖ None

**IV. TRAINING & DEVELOPMENT:**

- The Human Resources department spearheaded several imperative training initiatives aimed at enhancing the skill sets and capabilities of our workforce. These training programs not only bolstered the expertise of our teams but also fortified our organizational processes.
- ❖ NSPIRE Training Completion:  
Both our Housing Choice Voucher (HCV) and Property Management teams achieved a significant milestone by completing NSPIRE training. This training equips our teams with the necessary knowledge and skills to navigate and comply with NSPIRE regulations, ensuring the highest standards of quality and compliance in our housing programs.



❖ Rent Café Implementation Training:

Additionally, our Property Management team underwent comprehensive training covering key elements for the implementation and operation of Rent Café. This training empowers our team members to leverage Rent Café effectively, streamlining property management processes and enhancing tenant experiences.



- ❖ Leadership Training for Annual Reviews:  
HR successfully conducted a leadership training session in preparation for the launch of HACM's employee annual reviews. This training encompassed the overall review process and provided guidance on tailoring messages for each employee's review. By equipping leaders with the necessary skills to deliver constructive feedback and support employee development, this training ensures a robust and insightful annual review process.



- ❖ Enhanced Training Procedures:  
To further strengthen our training process and procedures, HR developed a template for employees to complete and sign in the event they opt out or refuse to participate in any or all training offered by HACM. This initiative aims to promote accountability and encourage employee engagement in professional development opportunities. By documenting employees' choices regarding training participation, we can better tailor future training offerings to meet the diverse needs of our workforce, ultimately enhancing overall productivity and performance.

**MEMORANDUM**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: Acknowledgment of Refusal to Complete Assigned Training Courses



This memorandum is to formally acknowledge and document your recent decision to refuse the assigned training courses as outlined by the Housing Authority of the County of Monterey (HACM). As an integral member of our team, your participation in these specific training sessions is not only encouraged but also crucial for several reasons.

The training courses provided by our organization are meticulously designed to enhance your skills, knowledge, and capabilities in your respective role. These sessions are tailored to equip you with the necessary tools and information to perform your duties effectively and efficiently. By refusing to participate, you are not only hindering your personal growth but also impacting the overall performance of your department and the Housing Authority as a whole.

It is essential to emphasize that these training sessions are not mere formalities but strategic investments in your professional development. They are curated to keep you updated on the latest industry trends, regulations, and best practices, thereby ensuring that you remain competent and proficient in your role. Your active participation is pivotal in upholding the high standards of excellence that we strive to maintain at the Housing Authority of the County of Monterey.

Furthermore, by completing these training courses, you contribute to the continuous improvement of our organization. Your enhanced skills and knowledge empower you to better serve our clients and fulfill our mission of providing quality housing and supportive services to the residents of Monterey County.

I understand that your schedule may be busy, and you may have concerns regarding the time commitment required for these training sessions. However, I assure you that the benefits far outweigh the temporary inconvenience. Your dedication to your professional development reflects your commitment to your role, your team, and the Housing Authority.

By signing below, you firmly acknowledge your decision to refuse training being offered by the Housing Authority of the County of Monterey.

Employee Name: (print) \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CC: HR/Employee File

The month of May witnessed significant strides in training and development initiatives within HACM. From achieving training milestones to empowering leaders and enhancing training procedures, these efforts underscore our commitment to fostering a skilled, engaged, and high-performing workforce. As we continue to invest in our employees' growth and development, we remain poised to achieve our organizational goals and drive sustainable success.

## V. PERFORMANCE MANAGEMENT:

- I am pleased to announce the commencement of our annual performance self-review process for all members of the HACM team. Each employee has received an email notification via Paylocity regarding the assignment of a review form, marking the beginning of this crucial evaluation phase.



The annual performance self-review presents a significant opportunity for our employees to reflect on their achievements, confront challenges, and acknowledge personal growth throughout the past year. This self-assessment acts as a cornerstone of our performance evaluation system, offering invaluable insights into individual contributions and areas for improvement.



Upon completion of their self-reviews, employees are required to submit them to their respective supervisors for evaluation. This dual assessment approach ensures a comprehensive and impartial evaluation, aligning with our organizational values of transparency and accountability.

The significance of these annual performance evaluations cannot be overstated. They serve not only as a platform for recognizing individual accomplishments but also as a catalyst for personal and professional advancement. Employee feedback gathered through this process enables us to identify areas necessitating additional support or resources, ultimately fostering collective success within our team.

The deadline for employees to complete their self-reviews is May 14, 2024. Subsequently, supervisors will have the opportunity to review and provide their assessments for each employee. The deadline for supervisors to complete their portion of the employee assessments is May 28, 2024. We strongly encourage all employees to submit their reviews by the initial deadline to ensure timely evaluations and foster constructive feedback.

We extend our gratitude to all employees for their dedication to excellence and active participation in this significant process. Their commitment to continuous improvement is indispensable in propelling HACM forward towards our shared goals.

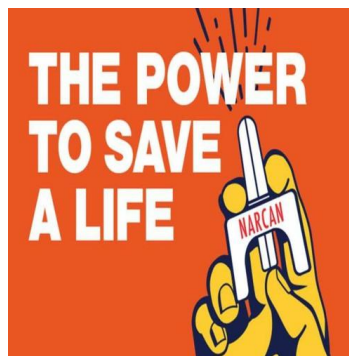
## VI. EMPLOYEE WELLNESS

### ➤ Mental Health Awareness

- ❖ In the month of May, Human Resources prioritized employee wellness initiatives with a particular focus on mental health awareness. While our mission involves serving clients throughout Monterey County, it's imperative to recognize that our employees are equally essential to the success of our organization. Mental health directly impacts employee well-being, productivity, and overall job satisfaction. By addressing mental health in the workplace, we not only support our staff but also enhance our ability to serve our community effectively.

#### NARCAN Training Partnership:

To further strengthen our employees' knowledge and awareness of mental health issues, HACM has partnered with United Way of Monterey County to launch NARCAN Training next month. This initiative equips our employees with essential skills to handle situations involving challenges related to mental illness, including substance abuse. NARCAN Training empowers our team members to respond effectively in crisis situations, promoting a safer and more supportive work environment.



Employee wellness, particularly mental health awareness, is paramount to the success and sustainability of our organization. By prioritizing initiatives such as NARCAN Training and fostering a culture of support and understanding, we demonstrate our commitment to the well-being of our employees. Through these efforts, we not only strengthen our workforce but also enhance our capacity to serve our community with empathy, resilience, and professionalism.

## VII. EMPLOYEE SAFETY

### ➤ Worker's Compensation Report

As of May, our workers' compensation claims remain unchanged; however, it is essential to note that Human Resources is actively monitoring all active claims. Our diligent oversight ensures that employees receive the necessary support and resources throughout their recovery process, while also mitigating potential risks to the organization.

Earlier this month, representatives from Human Resources had the privilege of attending the California Housing Workers Compensation Association's (CHWCA) annual Board of Directors meeting in Monterey, CA. This conference provided a valuable opportunity to connect with industry peers and gain insights into the latest trends and financial implications of workers' compensation claims. By participating in this event, we deepen our understanding of best practices and strategies to effectively manage workers' compensation issues within the housing sector.

As we continue to prioritize the well-being of our employees and the sustainability of our organization, active monitoring of workers' compensation claims, participation in industry events like the CHWCA annual meeting, and membership in the Risk Management Committee remain integral components of our risk management strategy. By leveraging these opportunities, we strive to mitigate risks, enhance operational efficiency, and uphold our commitment to excellence in all aspects of our operations.

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

# MEMORANDUM

TO: Board of Commissioners  
THRU: Zulieka Boykin, Executive Director  
FROM: Michael Underwood, Director of Finance  
RE: **May 2024 Finance Report**  
**Status Report: Finance Report for March 2024**  
DATE: May 13, 2024

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## Highlights:

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

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

### **Audit Status Summary:**

3 more audits will be finalized this week  
9/24 Audits, Finalized & complete  
Received HACM Audit Draft for 2023  
Completion of HACM 2023 Audit expected in May

### **Key Departmental Activities:**

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



**Hi-Level Explanation of Financial Results March 2024**  
(thousands of \$)

<b>HACM Results</b>	<b>March</b>					<b>HACM Results</b>	<b>YTD</b>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>			<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Revenue	\$ 13,557	\$ 5,612	\$ 7,945	141.6%		Revenue	\$ 67,563	\$ 49,079	\$ 18,484	37.7%
Operating Expenses	\$ 7,466	\$ 5,396	\$ (2,070)	-38.4%		Operating Expenses	\$ 60,817	\$ 48,465	\$ (12,352)	-25.5%
Other Inc/Expense	\$ 15	\$ 42	\$ 27	64.3%		Other Inc/Expense	\$ 199	\$ 377	\$ 178	47.2%
<b>Net Income</b>	<b>\$ 6,076</b>	<b>\$ 174</b>	<b>\$ 5,902</b>	<b>3392.0%</b>		<b>Net Income</b>	<b>\$ 6,547</b>	<b>\$ 237</b>	<b>\$ 6,310</b>	<b>2662.4%</b>

<b>HDC Results</b>	<b>March</b>					<b>HDC Results</b>	<b>YTD</b>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>			<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Revenue	\$ 466	\$ 495	\$ (29)	-5.9%		Revenue	\$ 2,399	\$ 4,456	\$ (2,057)	-46.2%
Operating Expenses	\$ 164	\$ 217	\$ 53	24.4%		Operating Expenses	\$ 1,606	\$ 1,951	\$ 345	17.7%
Other Inc/Expense	\$ 61	\$ 61	\$ -	0.0%		Other Inc/Expense	\$ 572	\$ 553	\$ (19)	-3.4%
<b>Net Income</b>	<b>\$ 241</b>	<b>\$ 217</b>	<b>\$ 24</b>	<b>11.1%</b>		<b>Net Income</b>	<b>\$ 221</b>	<b>\$ 1,952</b>	<b>\$ (1,731)</b>	<b>-88.7%</b>

<b>Total Entity</b>	<b>March</b>					<b>Total Entity</b>	<b>YTD</b>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>			<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Revenue	\$ 14,023	\$ 6,107	\$ 7,916	129.6%		Revenue	\$ 69,962	\$ 53,535	\$ 16,427	30.7%
Operating Expenses	\$ 7,630	\$ 5,613	\$ (2,017)	-35.9%		Operating Expenses	\$ 62,423	\$ 50,416	\$ (12,007)	-23.8%
Other Inc/Expense	\$ 76	\$ 103	\$ 27	26.2%		Other Inc/Expense	\$ 771	\$ 930	\$ 159	17.1%
<b>Net Income</b>	<b>\$ 6,317</b>	<b>\$ 391</b>	<b>\$ 5,926</b>	<b>1515.6%</b>		<b>Net Income</b>	<b>\$ 6,768</b>	<b>\$ 2,189</b>	<b>\$ 4,579</b>	<b>209.2%</b>

**Commentary:**

**HACM - Revenue**

Tenant rents were overstated in the budget. Actuals have averaged \$100k per month versus budget of \$300k. This will be corrected in the new budget for 2025. Voucher revenue has consistently exceeded budget due to the significant increase in vouchers being placed in the community. YTD HACM revenue is favorable \$18.5M or 38%. Of this number vouchers make up \$17.9M. The balance is an increase in administrative fees which are a function of vouchers managed. It appears HUD has paid more than one months subsidy in March. This is the reason for the huge March subsidy.

**HACM - Expenses**

Total expenses YTD are \$12.4m over budget. This is due to the increased vouchers placed being over budget by \$12.4m. This unfavorable expense is offset by lower spending on maintenance \$.9m.

HACM - Bottomline

HACM YTD net income is \$6.5m or \$6.3m over budget. As voucher payments catchup with funding the favorable variance will decrease.

**HDC - Revenue**

Total revenue YTD is \$2.4m. YTD revenue is \$2.1m below budget. This is due primarily to other income which is unfavorable \$2.2m. Due to audits being delayed waterfall payments have not yet been received. We anticipate \$1.5 to \$2.0m will be collected during the next six months.

**HDC - Expenses**

Total expenses YTD are \$345k favorable to budget. Administrative expenses are \$216k favorable due to lower headcount and benefits. Utilities YTD are \$92k favorable.

HDC - Bottomline is \$1.7m unfavorable.

**Total -Entity**

Entity revenue favorable due to higher voucher placements offset by lower revenue in HDC. Total entity revenue YTD is favorable \$16.4m or 30%. Other HACM expenses unfavorable due to higher voucher payments which are offset by lower maintenance expenses. HDC has lower salaries and utilities. Bottomline for the agency is \$6.8m YTD favorable or 209% favorable to budget.

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

## HOUSING AUTHORITY BALANCE SHEET SUMMARY MARCH 2024

(thousands of \$)

	<u>HDC</u>	<u>HACM</u>	<u>TOTAL</u>
CASH	\$ 2,601	\$ 20,346	\$ 22,947
INVESTMENTS	\$ -	\$ 1,012	\$ 1,012
<b>TOTAL CASH</b>	<b>\$ 2,601</b>	<b>\$ 21,358</b>	<b>\$ 23,959</b>
RECEIVABLES	\$ 10,237	\$ 16,110	\$ 26,347
DEFERRED CHARGES	\$ 855	\$ (22)	\$ 833
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 13,693</b>	<b>\$ 37,446</b>	<b>\$ 51,139</b>
FIXED ASSETS (NET)	\$ 18,534	\$ 11,734	\$ 30,268
CONSTRUCTION IN PROGRESS	\$ 736	\$ 389	\$ 1,125
NOTE RECEIVABLE	\$ 34,780	\$ 72,429	\$ 107,209
OTHER NONCURRENT ASSETS	\$ 1	\$ 3,105	\$ 3,106
<b>TOTAL ASSETS</b>	<b>\$ 67,744</b>	<b>\$ 125,103</b>	<b>\$ 192,847</b>
CURRENT LIABILITIES	\$ 427	\$ 586	\$ 1,013
LONG TERM LIABILITIES	\$ 26,240	\$ 8,665	\$ 34,905
<b>TOTAL LIABILITIES</b>	<b>\$ 26,667</b>	<b>\$ 9,251</b>	<b>\$ 35,918</b>
RETAINED EARNINGS			
PRIOR YEAR	\$ 33,129	\$ 95,624	\$ 128,753
CURRENT YEAR	\$ 6,948	\$ 20,228	\$ 27,176
<b>TOTAL EQUITY</b>	<b>\$ 40,077</b>	<b>\$ 115,852</b>	<b>\$ 155,929</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 66,744</b>	<b>\$ 125,103</b>	<b>\$ 191,847</b>

**YTD PERFORMANCE SUMMARY FOR AGENCY MAR 24**

		REVENUE	EXPENSES	OTHER	TOTAL EXPENSES	NET BOTTOM LINE	DEPRECIATION	ADJUSTED BOTTOM LINE	CUMULATIVE
204	OAK GROVE	\$ 76,891.00	\$ 57,956.37	\$ -	\$ 57,956.37	\$ 18,934.63	\$ -	\$ 18,934.63	\$ 18,934.63
205^206	PUEBLO DEL MAR	\$ 34,657.68	\$ 482,264.24	\$ 74.77	\$ 482,339.01	\$ (447,681.33)	\$ -	\$ (447,681.33)	\$ (428,746.70)
212	PORTOLA VISTA	\$ 1,115,442.83	\$ 590,035.79	\$ 4,471.56	\$ 594,507.35	\$ 520,935.48	\$ (4,471.56)	\$ 525,407.04	\$ 96,660.34
214	MONTECITO WATSON	\$ 107,247.63	\$ 129,964.66	\$ -	\$ 129,964.66	\$ (22,717.03)	\$ -	\$ (22,717.03)	\$ 73,943.31
904	CHULAR FLC	\$ 172,723.52	\$ 285,190.98	\$ 374.13	\$ 285,565.11	\$ (112,841.59)	\$ -	\$ (112,841.59)	\$ (38,898.28)
906	SALINAS FLC	\$ 393,965.75	\$ 398,818.30	\$ 715.63	\$ 399,533.93	\$ (5,568.18)	\$ -	\$ (5,568.18)	\$ (44,466.46)
	<b>TOTAL HACM PROPERTIES</b>	<b>\$ 1,900,928.41</b>	<b>\$ 1,944,230.34</b>	<b>\$ 5,636.09</b>	<b>\$ 1,949,866.43</b>	<b>\$ (48,938.02)</b>	<b>\$ (4,471.56)</b>	<b>\$ (44,466.46)</b>	
400	HDC ADMIN	\$ 661,905.50	\$ 156,724.29	\$ 557,903.31	\$ 714,627.60	\$ (52,722.10)	\$ -	\$ (52,722.10)	\$ (52,722.10)
552	SINGLE FAMILY HOMES	\$ 236,801.58	\$ 104,130.24	\$ -	\$ 104,130.24	\$ 132,671.34	\$ -	\$ 132,671.34	\$ 79,949.24
555	CASANOVA	\$ 1,499,920.92	\$ 1,344,986.79	\$ 13,874.78	\$ 1,358,861.57	\$ 141,059.35	\$ -	\$ 141,059.35	\$ 221,008.59
	<b>TOTAL HDC</b>	<b>\$ 2,398,628.00</b>	<b>\$ 1,605,841.32</b>	<b>\$ 571,778.09</b>	<b>\$ 2,177,619.41</b>	<b>\$ 221,008.59</b>		<b>\$ 221,008.59</b>	
801	SOUTH COUNTY RAD	\$ 146,544.96	\$ 166,154.82	\$ 73,468.65	\$ 239,623.47	\$ (93,078.51)	\$ (73,468.65)	\$ (19,609.86)	\$ (19,609.86)
802	SALINAS FAMILY RAD	\$ 514,140.32	\$ 520,507.58	\$ 203,664.81	\$ 724,172.39	\$ (210,032.07)	\$ (203,664.81)	\$ (6,367.26)	\$ (25,977.12)
803	EAST SALINAS FAMILY RAD	\$ 650,845.13	\$ 658,317.22	\$ 211,554.12	\$ 869,871.34	\$ (219,026.21)	\$ (211,554.12)	\$ (7,472.09)	\$ (33,449.21)
804	GONZALES FAMILY RAD	\$ 101,939.60	\$ 96,957.60	\$ 47,806.14	\$ 144,763.74	\$ (42,824.14)	\$ (47,806.14)	\$ 4,982.00	\$ (28,467.21)
960	RIPPLING RIVER	\$ 381,369.25	\$ 410,891.49	\$ 104,602.62	\$ 515,494.11	\$ (134,124.86)	\$ (104,602.62)	\$ (29,522.24)	\$ (57,989.45)
965	TYNAN	\$ 1,168,543.99	\$ 873,882.61	\$ 356,565.42	\$ 1,230,448.03	\$ (61,904.04)	\$ (356,565.42)	\$ 294,661.38	\$ 236,671.93
972	BENITO FLC	\$ 292,404.27	\$ 238,456.71	\$ 164,319.36	\$ 402,776.07	\$ (110,371.80)	\$ (164,319.36)	\$ 53,947.56	\$ 290,619.49
973	MONTEREY AFFORDABLE	\$ 236,755.67	\$ 186,329.20	\$ 118,686.28	\$ 305,015.48	\$ (68,259.81)	\$ (118,686.28)	\$ 50,426.47	\$ 341,045.96
974	BENITO STREET AFFORDABLE	\$ 416,826.27	\$ 268,400.02	\$ 210,961.01	\$ 479,361.03	\$ (62,534.76)	\$ (210,961.01)	\$ 148,426.25	\$ 489,472.21
980	FANOE	\$ 343,171.94	\$ 147,315.60	\$ 100,144.35	\$ 247,459.95	\$ 95,711.99	\$ (100,144.35)	\$ 195,856.34	\$ 685,328.55
984	CASTROVILLE	\$ 306,010.09	\$ 262,173.73	\$ 1,300.00	\$ 263,473.73	\$ 42,536.36	\$ (1,300.00)	\$ 43,836.36	\$ 729,164.91
985	HACIENDA 1	\$ 305,700.49	\$ 197,566.15	\$ 103,102.22	\$ 300,668.37	\$ 5,032.12	\$ (103,102.22)	\$ 108,134.34	\$ 837,299.25
986^987	HACIENDA 2	\$ 243,003.92	\$ 204,798.81	\$ 113,536.98	\$ 318,335.79	\$ (75,331.87)	\$ (113,536.98)	\$ 38,205.11	\$ 875,504.36
988	HACIENDA SR	\$ 184,651.00	\$ 108,583.43	\$ 84,859.74	\$ 193,443.17	\$ (8,792.17)	\$ (84,859.74)	\$ 76,067.57	\$ 951,571.93
989	HACIENDA 3	\$ 296,843.59	\$ 217,273.46	\$ 197,700.99	\$ 414,974.45	\$ (118,130.86)	\$ (197,700.99)	\$ 79,570.13	\$ 1,031,142.06
990	OAK PARK 1	\$ 356,776.12	\$ 257,146.12	\$ 173,348.25	\$ 430,494.37	\$ (73,718.25)	\$ (173,348.25)	\$ 99,630.00	\$ 1,130,772.06
991	OAK PARK 2	\$ 323,506.96	\$ 272,363.54	\$ 164,975.97	\$ 437,339.51	\$ (113,832.55)	\$ (164,975.97)	\$ 51,143.42	\$ 1,181,915.48
992	ONE PARKSIDE	\$ 482,621.27	\$ 447,924.84	\$ -	\$ 447,924.84	\$ 34,696.43	\$ -	\$ 34,696.43	\$ 1,216,611.91
	<b>TOTAL LIMITED PARTNERSHIPS</b>	<b>\$ 6,751,654.84</b>	<b>\$ 5,535,042.93</b>	<b>\$ 2,430,596.91</b>	<b>\$ 7,965,639.84</b>	<b>\$ (1,213,985.00)</b>	<b>\$ (2,430,596.91)</b>	<b>\$ 1,216,611.91</b>	
	<b>TOTAL PROPERTIES</b>	<b>\$ 11,051,211.25</b>	<b>\$ 9,085,114.59</b>	<b>\$ 3,008,011.09</b>	<b>\$ 12,093,125.68</b>	<b>\$ (1,041,914.43)</b>	<b>\$ (2,435,068.47)</b>	<b>\$ 1,393,154.04</b>	
602	HR	\$ 9,634.42	\$ 338,189.82	\$ -	\$ 338,189.82	\$ (328,555.40)	\$ -	\$ (328,555.40)	
604	FINANCE	\$ 4,812.08	\$ 922,968.68	\$ -	\$ 922,968.68	\$ (918,156.60)	\$ -	\$ (918,156.60)	
601	ADMIN	\$ 2,146,015.76	\$ 250,389.15	\$ -	\$ 250,389.15	\$ 1,895,626.61	\$ -	\$ 1,895,626.61	
670	MAINTENANCE	\$ -	\$ 134,485.89	\$ 1,971.51	\$ 136,457.40	\$ (136,457.40)	\$ -	\$ (136,457.40)	
660	PROPERTY MANAGEMENT	\$ -	\$ 405,478.16	\$ -	\$ 405,478.16	\$ (405,478.16)	\$ -	\$ (405,478.16)	
	<b>TOTAL OVERHEAD</b>	<b>\$ 2,160,462.26</b>	<b>\$ 2,051,511.70</b>	<b>\$ 1,971.51</b>	<b>\$ 2,053,483.21</b>	<b>\$ 106,979.05</b>	<b>\$ -</b>	<b>\$ 106,979.05</b>	
059	S8 FSS ADMIN	\$ 153,482.70	\$ 173,567.14	\$ -	\$ 173,567.14	\$ (20,084.44)	\$ -	\$ (20,084.44)	
078	MAINSTREAM	\$ 853,095.00	\$ 6,497.76	\$ 746,913.00	\$ 753,410.76	\$ 99,684.24	\$ -	\$ 99,684.24	
080	EHV HOMELESS	\$ 4,688,311.00	\$ 555,241.87	\$ 4,031,729.39	\$ 4,586,971.26	\$ 101,339.74	\$ -	\$ 101,339.74	
	PLUG ALL OTHER S8	\$ 56,160,892.29	\$ 3,241,219.91	\$ 46,716,884.87	\$ 49,958,104.78	\$ 6,202,787.51	\$ -	\$ 6,202,787.51	
	<b>TOTAL SECTION 8</b>	<b>\$ 61,855,780.99</b>	<b>\$ 3,976,526.68</b>	<b>\$ 51,495,527.26</b>	<b>\$ 55,472,053.94</b>	<b>\$ 6,383,727.05</b>	<b>\$ -</b>	<b>\$ 6,383,727.05</b>	
<b>TOTAL</b>	<b>S8</b>	<b>\$ 61,855,780.99</b>	<b>\$ 3,976,526.68</b>	<b>\$ 51,495,527.26</b>	<b>\$ 55,472,053.94</b>	<b>\$ 6,383,727.05</b>	<b>\$ -</b>	<b>\$ 6,383,727.05</b>	
<b>TOTAL</b>	<b>HACM OTHER</b>	<b>\$ 5,707,484.32</b>	<b>\$ 5,344,601.55</b>	<b>\$ 199,179.39</b>	<b>\$ 5,543,780.94</b>	<b>\$ 163,703.38</b>	<b>\$ -</b>	<b>\$ 163,703.38</b>	
	<b>TOTAL HACM</b>	<b>\$ 67,563,265.31</b>	<b>\$ 9,321,128.23</b>	<b>\$ 51,694,706.65</b>	<b>\$ 61,015,834.88</b>	<b>\$ 6,547,430.43</b>		<b>\$ 6,547,430.43</b>	
<b>TOTAL</b>	<b>HDC</b>	<b>\$ 2,398,628.00</b>	<b>\$ 1,605,841.32</b>	<b>\$ 571,778.09</b>	<b>\$ 2,177,619.41</b>	<b>\$ 221,008.59</b>	<b>\$ -</b>	<b>\$ 221,008.59</b>	
<b>TOTAL</b>	<b>AGENCY</b>	<b>\$ 69,961,893.31</b>	<b>\$ 10,926,969.55</b>	<b>\$ 52,266,484.74</b>	<b>\$ 63,193,454.29</b>	<b>\$ 6,768,439.02</b>		<b>\$ 6,768,439.02</b>	

**DETAIL OF CASH BALANCES FOR PROPERTIES**

		ACTIVITY <u>FEB</u>	ACTIVITY <u>MAR</u>
204	OAK GROVE	\$ -	\$ -
205^206	PUEBLO DEL MAR	\$ -	\$ 121.00
212	PORTOLA VISTA	\$ 36,442.32	\$ 89,875.66
214	MONTECITO WATSON	\$ (3,695.43)	\$ 4,133.75
904	CHULAR FLC	\$ -	\$ -
906	SALINAS FLC	\$ -	\$ -
	<b>TOTAL HACM PROPERTIES</b>	\$ 32,746.89	\$ 94,130.41
400	HDC ADMIN	\$ 56,128.53	\$ 25,552.60
552	SINGLE FAMILY HOMES	\$ (31,024.61)	\$ -
555	CASANOVA	\$ (31,024.61)	\$ 54,758.73
	<b>TOTAL HDC</b>	\$ (5,920.69)	\$ 80,311.33
801	SOUTH COUNTY RAD	\$ 9,691.79	\$ 15,122.68
802	SALINAS FAMILY RAD	\$ 17,362.60	\$ 57,132.60
803	EAST SALINAS FAMILY RAD	\$ 19,918.16	\$ 46,374.54
804	GONZALES FAMILY RAD	\$ 12,466.14	\$ 13,536.97
960	RIPPLING RIVER	\$ -	\$ 137,996.36
965	TYNAN	\$ (18,082.57)	\$ -
972	BENITO FLC	\$ 16,305.48	\$ -
973	MONTEREY AFFORDABLE	\$ -	\$ 10.00
974	BENITO STREET AFFORDABLE	\$ 68,036.46	\$ 23,373.36
980	FANOE	\$ 64,216.91	\$ 72,672.20
984	CASTROVILLE	\$ (21,211.36)	\$ 16,157.86
985	HACIENDA 1	\$ 46,400.42	\$ 61,261.66
986^987	HACIENDA 2	\$ 11,221.90	\$ 204,324.41
988	HACIENDA SR	\$ 51,184.47	\$ 179,171.45
989	HACIENDA 3	\$ 47,317.53	\$ 53,965.11
990	OAK PARK 1	\$ 25,055.99	\$ 9,908.54
991	OAK PARK 2	\$ 195.16	\$ -
992	ONE PARKSIDE	\$ 58,567.36	\$ 53,301.43
	<b>TOTAL LIMITED PARTNERSHIPS</b>	\$ 408,646.44	\$ 944,309.17
	<b>TOTAL PROPERTIES</b>	\$ 435,472.64	\$ 1,118,750.91

THIS SCHEDULE SHOWS THE CHANGE IN CASH BY PROPERTY.

Voucher Funding and HCV Payments

	31-Jan	29-Feb	31-Mar	Total
HUD Grant - HAP Payments	\$ 5,274,480	\$ 7,304,480	\$ 12,101,934	\$ 24,680,894
Total Housing Assistance Payments	\$ 6,216,033	\$ 6,387,383	\$ 6,589,693	\$ 19,193,108

Finance Transactional Statistics - MAR 2024	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	74	20,535	2916	1,839,301	2990	1,859,835
Charges	116	-	2926	1,844,154	3042	1,844,154
Journal Entries	250	34,545	564	27,763,987	814	27,798,532
Payables	4698	6,788,841	851	1,190,345	5549	7,979,186
Checks	1384	6,544,541	174	1,229,478	1558	7,774,020
Transaction Amts Processed*	6522	\$ 13,388,462	7431	\$ 33,867,264	13953	\$ 47,255,726

**REVENUE SOURCES BY PROPERTY**

**Mar-24**

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	0.00	-5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ -	\$ (5,184.51)	\$ -	
205	Pueblo Del Mar	-1,426.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ (1,426.00)	\$ -	\$ -	
204	Oak Grove	-10,256.00	0.00	0.00	HCV
552	Single Family Homes	-28,360.00	0.00	0.00	HCV
555	Casanova	-177,626.00	0.00	0.00	HCV
934	Jardines	-18,138.00	0.00	0.00	HCV
960	Rippling River	-123,668.00	0.00	0.00	HCV
965	Tynan Affordable	-380,410.00	-12,887.92	1,010.00	HCV
973	Monterey Affordable	-86,551.00	0.00	7,723.00	HCV
974	Benito Affordable	-136,816.00	-750.00	1,248.00	HCV
980	Fanoe Vista	-113,884.00	0.00	562.00	HCV
985	Haciendas 1	-100,762.23	0.00	568.23	HCV
986	Haciendas 2	-80,325.00	0.00	0.00	HCV
988	Haciendas Senior	-64,072.61	0.00	2,963.61	HCV
989	Haciendas 3	-100,479.00	0.00	0.00	HCV
990	Oak Park !	-105,086.00	0.00	-13,233.00	HCV
991	Oak Park 2	-108,328.00	-1,400.00	0.00	HCV / USDA
		\$ (1,634,761.84)	\$ (15,037.92)	\$ 841.84	
212	Portola Vista	-23,777.00	0.00	-102,827.00	PBRA
214	Montecito Watson	-8,994.00	0.00	-4,148.00	PBRA
801	South County RAD	-26,102.64	0.00	-21,276.36	PBRA
802	Salinas Family RAD	-116,863.99	0.00	-45,629.01	PBRA
803	East Salinas Family RAD	-168,411.87	0.00	-40,268.13	PBRA
804	Gonzales Family RAD	-27,519.00	0.00	-6,708.00	PBRA
		\$ (371,668.50)	\$ -	\$ (220,856.50)	
992	One Parkside	-156,557.74	0.00	3,217.74	PBV
		\$ (156,557.74)	\$ -	\$ 3,217.74	
904	Chualar FLC	-24,610.00	0.00	-2,675.00	USDA
906	Salinas FLC	-52,067.00	0.00	-11,383.00	USDA
972	Benito FLC	-76,532.00	0.00	-19,621.00	USDA
984	Castroville FLC	-55,512.00	0.00	-46,152.00	USDA
		\$ (208,721.00)	\$ -	\$ (79,831.00)	
<b>TOTAL</b>		\$ (2,373,135.08)	\$ (20,222.43)	\$ (296,627.92)	
		\$ -	\$ -	\$ -	

## Housing Authority of the County of Monterey Balance Sheet

Period = Mar 2024

		Current Balance
<b>1000-000</b>	<b>ASSETS</b>	
1100-000	CURRENT ASSETS	
1110-000	Cash:	
1110-010	Cash - Unrestricted	11,070,461.02
1110-020	Cash - Restricted	9,275,568.26
1199-000	Total Cash	20,346,029.28
1200-000	Accounts Receivable:	
1210-000	Accounts Receivable - Tenants	781,611.56
1220-000	Accounts Receivable - Agency	55,488.75
1240-000	Accounts Receivable - Other	970,266.52
1250-000	Accrued Interest Receivable	15,289,849.37
1260-000	Less: Allowance for Doubtful Accounts	-986,875.91
1269-000	Total Receivables, Net of Allowance	16,110,340.29
1300-000	Current Investments:	
1300-010	Investments - Unrestricted	1,011,887.72
1399-000	Total Current Investments	1,011,887.72
1420-010	Prepaid Expenses	248,786.06
1430-010	Inventories, Net of Obsolete Inventories	700,518.18
1440-010	Interprogram - Due From	-971,625.49
1500-000	TOTAL CURRENT ASSETS	37,445,936.04
1600-000	NONCURRENT ASSETS	
1610-000	Capital Assets:	
1610-010	Land	3,569,623.47
1610-020	Buildings & Improvements	21,251,256.67
1610-025	Site Improvements	3,055.41
1610-030	Furniture & Equipment	816,018.40
1610-040	Less: Depreciation	-14,290,637.82
1669-000	Total Capital Assets, Net of Depreciation	11,349,316.13
1670-010	Construction In Progress	389,224.75
1700-010	Notes Receivable	72,428,614.14
1740-010	Other Noncurrent Assets	4,048,316.44
1790-000	Less: Accumulated Amortization	-558,399.44
1800-000	TOTAL NONCURRENT ASSETS	87,657,072.02
1900-000	TOTAL ASSETS	125,103,008.06



## Housing Authority of the County of Monterey Balance Sheet

Period = Mar 2024

		Current Balance
<b>3000-000</b>	<b>LIABILITIES &amp; EQUITY</b>	
3000-010	LIABILITIES	
3000-020	CURRENT LIABILITIES	
3110-000	Accounts Payable:	
3110-010	Accounts Payable - Vendors	-135,362.63
3110-020	Accounts Payable - Other	111,519.98
3110-030	Accrued Wages/Taxes/Benefits Payable	660,715.79
3110-040	Accrued Interest Payable	677,283.83
3110-050	Accounts Payable - Agency	2,424.76
3100-060	Tenant Security Deposits	98,290.69
3199-000	Total Accounts Payable	1,414,872.42
3420-010	Deferred Revenues	138,688.99
3430-010	Developer Fees Payable	30,000.00
3450-010	FSS Escrows	367,483.86
3460-010	Other Current Liabilities	188,077.20
	TOTAL CURRENT LIABILITIES	2,139,122.47
3500-000	NONCURRENT LIABILITIES	
3510-010	Long-Term Hard Debt	7,477,027.17
3510-020	Long-Term Subordinate Debt	-1,079,404.55
3550-010	Other Noncurrent Liabilities	714,325.00
3600-000	TOTAL NONCURRENT LIABILITIES	7,111,947.62
3999-000	TOTAL LIABILITIES	9,251,070.09
5000-000	EQUITY/NET ASSETS:	
5000-010	Equity/Net Assets at Prior Year-end	95,624,015.96
5000-020	Current Year Retained Earnings	20,227,921.72
6000-000	TOTAL LIABILITIES AND EQUITY	125,103,007.77

# Monterey County Housing Development Corp.

## Balance Sheet

Period = Mar 2024

		Current Balance
<b>1000-000</b>	<b>ASSETS</b>	
1100-000	CURRENT ASSETS	
1110-000	Cash:	
1110-010	Cash - Unrestricted	2,374,409.22
1110-020	Cash - Restricted	226,528.42
1199-000	Total Cash	2,600,937.64
1200-000	Accounts Receivable:	
1210-000	Accounts Receivable - Tenants	66,739.85
1220-000	Accounts Receivable - Agency	225,960.00
1230-000	Accounts Receivable - Developer Fees	3,303,633.22
1240-000	Accounts Receivable - Other	3,032,490.69
1250-000	Accrued Interest Receivable	3,646,714.90
1260-000	Less: Allowance for Doubtful Accounts	-38,419.89
1269-000	Total Receivables, Net of Allowance	10,237,118.77
1420-010	Prepaid Expenses	12,595.90
1440-010	Interprogram - Due From	577,999.94
1500-000	TOTAL CURRENT ASSETS	13,428,652.25
1600-000	NONCURRENT ASSETS	
1610-000	Capital Assets:	
1610-010	Land	5,009,826.00
1610-020	Buildings & Improvements	13,959,608.07
1610-030	Furniture & Equipment	19,947.46
1610-040	Less: Depreciation	-1,190,955.37
1669-000	Total Capital Assets, Net of Depreciation	17,798,426.16
1670-010	Construction In Progress	735,962.48
1700-010	Notes Receivable	34,779,571.44
1740-010	Other Noncurrent Assets	1,401.00
1800-000	TOTAL NONCURRENT ASSETS	53,315,361.08
1900-000	TOTAL ASSETS	66,744,013.33

# Monterey County Housing Development Corp.

## Balance Sheet

Period = Mar 2024

		Current Balance
<b>3000-000</b>	<b>LIABILITIES &amp; EQUITY</b>	
3000-010	LIABILITIES	
3000-020	CURRENT LIABILITIES	
3110-000	Accounts Payable:	
3110-010	Accounts Payable - Vendors	41,710.72
3110-020	Accounts Payable - Other	-13,010.14
3110-030	Accrued Wages/Taxes/Benefits Payable	128,754.45
3110-040	Accrued Interest Payable	1,257,667.05
3100-060	Tenant Security Deposits	111,858.12
3199-000	Total Accounts Payable	1,526,980.20
3420-010	Deferred Revenues	1,434,152.59
3430-010	Developer Fees Payable	404,393.00
3460-010	Other Current Liabilities	22,325.44
	TOTAL CURRENT LIABILITIES	3,387,851.23
3500-000	NONCURRENT LIABILITIES	
3510-010	Long-Term Hard Debt	10,213,051.56
3510-020	Long-Term Subordinate Debt	13,272,250.00
3550-010	Other Noncurrent Liabilities	-206,632.90
3600-000	TOTAL NONCURRENT LIABILITIES	23,278,668.66
3999-000	TOTAL LIABILITIES	26,666,519.89
5000-000	EQUITY/NET ASSETS:	
5000-010	Equity/Net Assets at Prior Year-end	33,129,057.56
5000-020	Current Year Retained Earnings	6,948,435.88
6000-000	TOTAL LIABILITIES AND EQUITY	66,744,013.33

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

Period = Jul 2023-Mar 2024

	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total	
7000	REVENUE:										
7031	Tenant Rents	91,559.00	89,109.00	79,123.00	92,640.00	97,279.00	93,409.00	91,023.00	88,800.00	115,859.00	838,801.00
7037	Tenant Subsidies	123,624.00	106,600.00	104,390.00	106,347.00	107,350.00	107,540.00	116,253.00	123,284.00	126,304.00	1,021,692.00
7041	Other Tenant Income	1,557.00	1,325.00	2,362.00	1,835.00	259.24	524.00	3,399.50	1,435.99	684.89	13,382.62
7050	Total Tenant Revenue	216,740.00	197,034.00	185,875.00	200,822.00	204,888.24	201,473.00	210,675.50	213,519.99	242,847.89	1,873,875.62
7060028000	HUD Grant - EHV Service Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	351,890.00	0.00	351,890.00
7071	Section 8 HAP Subsidies	4,618,877.00	4,434,895.00	5,121,417.00	4,739,245.00	7,855,345.00	5,540,822.00	5,274,480.00	7,304,480.00	12,101,934.00	56,991,495.00
7081	Section 8 Administrative Fees	371,151.00	499,093.00	491,310.87	632,259.72	422,816.95	390,661.35	421,512.81	489,173.00	796,502.00	4,514,480.70
7095	Operating Grants (Non-HUD)	40,372.14	47,843.20	42,405.14	49,730.97	32,182.78	42,999.80	24,187.44	114,454.88	0.00	394,176.35
7151	Other Income	313,154.26	193,250.70	189,437.73	264,890.93	178,000.28	180,336.46	110,810.79	212,570.02	245,336.74	1,887,787.91
7152	Interest Income	177,131.74	165,926.38	132,208.42	147,620.18	132,167.02	273,558.01	180,627.85	170,205.82	170,114.31	1,549,559.73
7999	Total Revenue	5,737,426.14	5,538,042.28	6,162,654.16	6,034,568.80	8,825,400.27	6,629,850.62	6,222,294.39	8,856,293.71	13,556,734.94	67,563,265.31
	EXPENSES:										
9051	Administrative	631,333.08	523,403.61	466,415.58	466,796.14	678,239.19	624,338.50	552,730.67	561,261.82	435,996.06	4,940,514.65
9101	Administrative Fees	117,633.09	142,662.99	118,643.79	168,119.19	127,010.89	126,329.29	126,512.99	143,518.99	205,038.79	1,275,470.01
9201	Tenant Services	88,450.14	136,466.24	61,521.62	125,034.40	93,717.36	84,829.14	35,216.72	22,313.51	-8,280.61	639,268.52
9301	Utilities	45,146.95	58,827.33	49,155.32	62,352.66	30,265.55	49,295.11	32,836.61	44,493.94	46,111.91	418,485.38
9401	Maintenance	208,829.44	110,461.06	135,013.69	129,602.54	134,342.90	140,498.06	130,666.80	173,062.75	120,046.64	1,282,523.88
9501	Protective Services	11,721.00	12,162.68	10,200.00	7,971.00	0.00	4,200.00	3,523.66	1,142.85	0.00	50,921.19
9611	Insurance	23,831.45	16,120.61	15,264.11	19,410.86	41,126.08	20,569.41	15,471.30	27,261.04	16,914.30	195,969.16
9621	Other General Expenses	37,735.96	30,762.67	34,325.43	42,334.60	30,913.67	33,058.35	30,762.67	106,114.14	30,762.67	376,770.16
9631	Payments in Lieu of Taxes	82,946.23	0.00	289.07	0.00	-45,029.13	12,912.19	8,583.35	9,717.03	9,347.20	78,765.94
9661	Bad Debts	0.00	0.00	0.00	0.00	3,038.00	0.00	-750.56	113,963.34	6,527.56	122,778.34
9671	Housing Assistance Payments	4,801,592.49	5,084,704.19	5,266,400.18	5,367,382.61	5,632,590.74	5,979,224.61	6,201,858.54	6,375,671.33	6,577,748.57	51,287,173.26
9681	FSS Escrows	15,126.00	16,001.00	15,440.00	14,781.00	14,935.00	14,930.00	14,555.00	16,533.00	25,714.00	148,015.00
9691	Total Operating Expenses	6,064,345.83	6,131,572.38	6,172,668.79	6,403,785.00	6,741,150.25	7,090,184.66	7,151,967.75	7,595,053.74	7,465,927.09	60,816,655.49
9702	Interest Expense	54,362.36	-1,028.33	13,894.27	13,863.06	14,109.29	13,900.62	52,112.28	13,705.57	13,787.14	188,706.26
9711	Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	299.35	299.35
9720	Casualty Losses - Non-Capitalized	5,702.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,702.22
9751	Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	4,471.56
9999	NET INCOME	-387,481.11	-592,998.61	-24,405.74	-383,576.10	2,069,643.89	-474,731.50	-982,282.48	1,247,037.56	6,076,224.52	6,547,430.43

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

Period = Jul 2023-Mar 2024

	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total	
7000	REVENUE:										
7031	Tenant Rents	55,327.00	56,218.00	56,829.00	58,931.00	58,631.00	60,961.00	59,161.00	60,738.00	57,812.00	524,608.00
7037	Tenant Subsidies	102,772.00	104,113.00	102,655.00	141,740.00	137,783.00	147,731.00	150,817.00	150,318.00	148,174.00	1,186,103.00
7041	Other Tenant Income	564.00	1,183.00	564.00	634.00	6,027.22	468.00	488.00	468.00	420.00	10,816.22
7050	Total Tenant Revenue	158,663.00	161,514.00	160,048.00	201,305.00	202,441.22	209,160.00	210,466.00	211,524.00	206,406.00	1,721,527.22
7151	Other Income	5,582.46	5,912.44	5,158.18	16,964.13	5,652.42	29,505.07	9,890.28	13,589.38	207,211.74	299,466.10
7152	Interest Income	50,257.48	50,111.97	49,161.72	50,118.18	50,106.12	-31,432.98	53,750.09	52,780.92	52,781.00	377,634.50
7999	Total Revenue	214,502.94	217,538.41	214,367.90	268,387.31	258,199.76	207,232.09	274,106.37	277,894.30	466,398.74	2,398,627.82
	EXPENSES:										
9051	Administrative	107,035.05	77,918.16	76,501.04	75,430.34	75,784.20	126,651.70	56,481.04	86,873.40	82,816.74	765,491.67
9101	Administrative Fees	18,880.67	21,016.88	21,009.62	24,345.87	21,100.96	21,561.17	21,608.89	21,558.01	21,274.20	192,356.27
9201	Tenant Services	0.00	530.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530.09
9301	Utilities	15,268.28	24,311.68	17,392.59	17,176.47	20,888.72	26,094.09	15,492.94	34,188.95	21,505.91	192,319.63
9401	Maintenance	33,710.25	50,242.24	18,659.21	19,254.95	36,133.19	40,725.26	28,065.52	36,289.27	24,212.88	287,292.77
9501	Protective Services	592.50	0.00	0.00	592.50	0.00	0.00	487.50	4,470.66	0.00	6,143.16
9611	Insurance	2,891.49	2,280.14	23,076.93	2,241.41	24,162.94	13,531.84	22,519.39	13,650.11	13,981.04	118,335.29
9631	Payments in Lieu of Taxes	976.38	0.00	0.00	200.00	2,691.99	0.00	750.00	0.00	334.18	4,952.55
9661	Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,419.89	0.00	38,419.89
9691	Total Operating Expenses	179,354.62	176,299.19	156,639.39	139,241.54	180,762.00	228,564.06	145,405.28	235,450.29	164,124.95	1,605,841.32
9702	Interest Expense	213,414.90	62,610.89	62,517.68	61,687.80	484,290.28	-511,862.60	62,375.15	62,234.09	60,635.12	557,903.31
9720	Casualty Losses - Non-Capitalized	74.78	0.00	0.00	0.00	13,800.00	0.00	0.00	0.00	0.00	13,874.78
9999	NET INCOME	-178,341.36	-21,371.67	-4,789.17	67,457.97	-420,652.52	490,530.63	66,325.94	-19,790.08	241,638.67	221,008.41

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

Period = Jul 2023-Mar 2024

		Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
7000	REVENUE:										
7060028000	HUD Grant - EHV Service Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	351,890.00	0.00	351,890.00
7071	Section 8 HAP Subsidies	4,618,877.00	4,434,895.00	5,121,417.00	4,739,245.00	7,855,345.00	5,540,822.00	5,274,480.00	7,304,480.00	12,101,934.00	56,991,495.00
7081	Section 8 Administrative Fees	371,151.00	499,093.00	491,310.87	632,259.72	422,816.95	390,661.35	421,512.81	489,173.00	796,502.00	4,514,480.70
7151	Other Income	0.00	0.00	0.00	70,990.63	0.00	0.00	-73,988.63	0.00	453.65	-2,544.35
7152	Interest Income	46.51	46.51	43.51	48.02	0.00	0.00	0.00	224.45	50.64	459.64
7999	Total Revenue	4,990,074.51	4,934,034.51	5,612,771.38	5,442,543.37	8,278,161.95	5,931,483.35	5,622,004.18	8,145,767.45	12,898,940.29	61,855,780.99
	EXPENSES:										
9051	Administrative	252,345.38	209,701.39	220,901.45	214,220.57	316,808.87	260,224.89	247,791.14	242,439.65	212,437.68	2,176,871.02
9101	Administrative Fees	99,537.00	125,357.90	99,690.70	149,957.10	108,848.80	108,167.20	108,350.90	125,356.90	186,876.70	1,112,143.20
9201	Tenant Services	76,356.77	136,466.24	61,521.62	125,034.40	93,717.36	84,829.14	35,216.72	22,313.51	-8,280.61	627,175.15
9401	Maintenance	933.26	917.22	866.66	1,099.23	389.49	969.68	940.97	1,069.55	1,201.15	8,387.21
9611	Insurance	4,761.05	4,847.23	4,675.79	7,937.58	10,528.98	5,045.72	3,208.81	3,507.68	3,573.08	48,085.92
9621	Other General Expenses	0.00	0.00	1,417.50	0.00	151.00	2,295.68	0.00	0.00	0.00	3,864.18
9671	Housing Assistance Payments	4,801,592.49	5,084,704.19	5,269,946.18	5,372,603.61	5,638,274.74	5,987,282.61	6,216,032.54	6,387,383.33	6,589,692.57	51,347,512.26
9681	FSS Escrows	15,126.00	16,001.00	15,440.00	14,781.00	14,935.00	14,930.00	14,555.00	16,533.00	25,714.00	148,015.00
9691	Total Operating Expenses	5,250,651.95	5,577,995.17	5,674,459.90	5,885,633.49	6,183,654.24	6,463,744.92	6,626,096.08	6,798,603.62	7,011,214.57	55,472,053.94
9999	NET INCOME	-260,577.44	-643,960.66	-61,688.52	-443,090.12	2,094,507.71	-532,261.57	-1,004,091.90	1,347,163.83	5,887,725.72	6,383,727.05

## Housing Authority of the County of Monterey Budget Comparison

Period = Mar 2024

		YTD Actual	YTD Budget
7000	REVENUE:		
7031	Tenant Rents	838,801.00	1,695,793.19
7037	Tenant Subsidies	1,021,692.00	958,857.03
7041	Other Tenant Income	13,382.62	12,503.97
7050	Total Tenant Revenue	1,873,875.62	2,667,154.19
7060028000	HUD Grant - EHV Service Fees	351,890.00	0.00
7061	HUD Operating Grants	0.00	62,661.53
7071	Section 8 HAP Subsidies	56,991,495.00	38,835,904.53
7081	Section 8 Administrative Fees	4,514,480.70	3,302,992.00
7095	Operating Grants (Non-HUD)	394,176.35	409,320.00
7151	Other Income	1,887,787.91	1,761,365.66
7152	Interest Income	1,549,559.73	1,411,735.69
7999	Total Revenue	67,563,265.31	48,451,133.60
	EXPENSES:		
9051	Administrative	4,940,514.65	4,989,477.98
9101	Administrative Fees	1,275,470.01	142,009.22
9201	Tenant Services	639,268.52	463,251.00
9301	Utilities	418,485.38	294,352.90
9401	Maintenance	1,282,523.88	2,088,778.72
9501	Protective Services	50,921.19	7,848.00
9611	Insurance	195,969.16	280,371.16
9621	Other General Expenses	376,770.16	695,572.49
9631	Payments in Lieu of Taxes	78,765.94	64,872.00
9661	Bad Debts	122,778.34	0.00
9671	Housing Assistance Payments	51,287,173.26	38,677,571.07
9681	FSS Escrows	148,015.00	187,499.97
9691	Total Operating Expenses	60,816,655.49	47,891,604.51
9702	Interest Expense	188,706.26	323,012.00
9711	Extraordinary Maintenance	299.35	18,416.97
9720	Casualty Losses - Non-Capitalized	5,702.22	0.00
9751	Amortization Exp	4,471.56	0.00
9999	NET INCOME	6,547,430.43	218,100.12

## Monterey County Housing Development Corp. Budget Comparison

Period = Mar 2024

		YTD Actual	YTD Budget
7000	REVENUE:		
7031	Tenant Rents	524,608.00	1,395,576.00
7037	Tenant Subsidies	1,186,103.00	124,317.00
7041	Other Tenant Income	10,816.22	5,094.00
7050	Total Tenant Revenue	1,721,527.22	1,524,987.00
7151	Other Income	299,466.10	1,279,688.00
7152	Interest Income	377,634.50	72,211.00
7999	Total Revenue	2,398,627.82	2,876,886.00
	EXPENSES:		
9051	Administrative	765,491.67	93,831.00
9101	Administrative Fees	192,356.27	141,294.00
9201	Tenant Services	530.09	39,375.00
9301	Utilities	192,319.63	279,157.00
9401	Maintenance	287,292.77	301,411.00
9501	Protective Services	6,143.16	1,749.00
9611	Insurance	118,335.29	69,669.00
9621	Other General Expenses	0.00	2,144.00
9631	Payments in Lieu of Taxes	4,952.55	1,244.00
9661	Bad Debts	38,419.89	0.00
9691	Total Operating Expenses	1,605,841.32	929,874.00
9702	Interest Expense	557,903.31	435,847.00
9720	Casualty Losses - Non-Capitalized	13,874.78	0.00
9741	Depreciation Expense	0.00	103,653.00
9999	NET INCOME	221,008.41	1,407,512.00



## Voucher Program Only Budget Comparison

Period = Mar 2024

		YTD Actual	YTD Budget
7000	REVENUE:		
7060028000	HUD Grant - EHV Service Fees	351,890.00	0.00
7071	Section 8 HAP Subsidies	56,991,495.00	38,835,904.53
7081	Section 8 Administrative Fees	4,514,480.70	3,302,992.00
7151	Other Income	-2,544.35	0.00
7152	Interest Income	459.64	0.00
7999	Total Revenue	61,855,780.99	42,138,896.53
	EXPENSES:		
9051	Administrative	2,176,871.02	2,146,979.70
9101	Administrative Fees	1,112,143.20	0.00
9201	Tenant Services	627,175.15	433,620.00
9401	Maintenance	8,387.21	3,749.94
9611	Insurance	48,085.92	97,169.94
9621	Other General Expenses	3,864.18	7,050.01
9671	Housing Assistance Payments	51,347,512.26	38,677,571.07
9681	FSS Escrows	148,015.00	187,499.97
9691	Total Operating Expenses	55,472,053.94	41,553,640.63
9999	NET INCOME	6,383,727.05	585,255.90

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

Period = Mar 2024

		PTD Actual	PTD Budget
7000	REVENUE:		
7031	Tenant Rents	115,859.00	357,805.91
7037	Tenant Subsidies	126,304.00	106,539.67
7041	Other Tenant Income	684.89	1,648.33
7050	Total Tenant Revenue	242,847.89	465,993.91
7061	HUD Operating Grants	0.00	31,330.17
7071	Section 8 HAP Subsidies	12,101,934.00	4,344,267.17
7081	Section 8 Administrative Fees	796,502.00	370,888.00
7095	Operating Grants (Non-HUD)	0.00	45,480.00
7151	Other Income	245,336.74	195,810.74
7152	Interest Income	170,114.31	158,014.00
7999	Total Revenue	13,556,734.94	5,611,783.99
	EXPENSES:		
9051	Administrative	435,996.06	561,814.22
9101	Administrative Fees	205,038.79	17,956.58
9201	Tenant Services	-8,280.61	60,878.00
9301	Utilities	46,111.91	38,186.10
9401	Maintenance	120,046.64	243,785.08
9501	Protective Services	0.00	872.00
9611	Insurance	16,914.30	32,668.24
9621	Other General Expenses	30,762.67	88,461.49
9631	Payments in Lieu of Taxes	9,347.20	7,208.00
9661	Bad Debts	6,527.56	0.00
9671	Housing Assistance Payments	6,577,748.57	4,323,433.82
9681	FSS Escrows	25,714.00	20,833.33
9691	Total Operating Expenses	7,465,927.09	5,396,096.86
9702	Interest Expense	13,787.14	39,881.00
9711	Extraordinary Maintenance	299.35	2,046.33
9751	Amortization Exp	496.84	0.00
9999	NET INCOME	6,076,224.52	173,759.80

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

Period = Mar 2024

		PTD Actual	PTD Budget
7000	REVENUE:		
7031	Tenant Rents	57,812.00	155,064.00
7037	Tenant Subsidies	148,174.00	13,813.00
7041	Other Tenant Income	420.00	566.00
7050	Total Tenant Revenue	<u>206,406.00</u>	<u>169,443.00</u>
7151	Other Income	207,211.74	281,906.00
7152	Interest Income	52,781.00	43,753.00
7999	Total Revenue	<u>466,398.74</u>	<u>495,102.00</u>
	EXPENSES:		
9051	Administrative	82,816.74	109,163.00
9101	Administrative Fees	21,274.20	23,866.00
9201	Tenant Services	0.00	4,375.00
9301	Utilities	21,505.91	31,635.00
9401	Maintenance	24,212.88	34,516.00
9501	Protective Services	0.00	276.00
9611	Insurance	13,981.04	11,857.00
9621	Other General Expenses	0.00	274.00
9631	Payments in Lieu of Taxes	334.18	846.00
9691	Total Operating Expenses	<u>164,124.95</u>	<u>216,808.00</u>
9702	Interest Expense	60,635.12	49,857.00
9741	Depreciation Expense	0.00	11,517.00
9999	NET INCOME	<u>241,638.67</u>	<u>216,920.00</u>



## MEMORANDUM

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

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### Goals:

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

- Complete AOCs for sites
- Complete Annual Utilization Reports
- Complete Home Compliance audit for HAC 1-4 and Jardines
- Completion of HOME audit for Rippling River
- Completion of Berkadia Mortgage annual inspection for Rippling River
- Completion of Annual Inspection questionnaire for One Parkside

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

- Complete Spectrum Annual Reporting
- Complete CCRC inspection for East Salinas RAD
- Complete RAD annual recertification
- Complete inspection for BBG Real Estate Services for Rippling River

### Property Updates:

- King City Migrant Center:
  - Grand opening scheduled for May 9, 2024
  - The rehabilitation at site continues, pending exterior replacement of vents, painting of building numbers and repair to entrance gate.
    - Installation of broadcasting internet to be completed by end of month.
- RAD properties:
  - PM is in process of mass annual recertifications for sites due June 2024, a total of 463 annual recertification to be completed for RAD.

- Haciendas 1-4:
  - Repairs to the decks for Haciendas I and II continue as scheduled.
  - PM continues to gather replacement costs for the tankless water heaters at Haciendas 1 and 2.
  - LifeSteps continues to provide services.
  
- Portola Vista and Casanova:
  - Property management will be replacing the motor to the side gate at Casanova to determine if the FOB reader can be installed, pending back-order parts.
  - The bay window has been approved and in process.
  - Residents continue to hold Sunday tea and bingo nights.
  
- Pueblo Del Mar:
  - The contractor has been selected and award letter has been sent.
  
- Farm Labor (Salinas and Chualar):
  - Property management continues to work on the out-of-occupancy units at Salinas and Chualar FLC.

#### **New Hires**

- Luz Gonzales, Property Management Specialist I

#### **Evictions:**

- 5 files sent to the attorney for termination.

## Monthly Summary

### Rent Collection

Property	Monthly Rent	monthly Rent Collected	Monthly Subsidy Collected	Collection Rate
Oakgrove	\$ 5,470.00	\$ 5,470.00	\$ 4,786.00	100%
Pueblo Del Mar	\$ 0.00	\$ 0.00	\$ 0.00	0%
Portola Vista	\$ 23,752 .00	\$ 23,752.00	\$ 102,852.00	100%
Montecito Watson	\$ 6,787.00	\$ 6,787.00	\$ 4,148.00	100%
Homes	\$ 9,964.00	\$ 9,964.00	\$ 18,516.00	100%
Chualar FLC	\$ 24,042.00	\$ 23,007.00	\$ 26,071.00	96%
Salinas FLC	\$ 49,944.00	\$ 49,944.00	\$ 11,058.00	100%
King City Migrant	\$ -	\$ -	\$ -	100%
Jardines	\$ 8,672.00	\$ 8,672.00	\$ 6,852.00	100%
South County RAD	\$ 21,619 .00	\$ 21,619.00	\$ 22,460.00	98%
Salinas Family RAD	\$ 101,286.00	\$ 101,286.00	\$ 49,814 .00	96%
East Salinas Family RAD	\$ 110,252.00	\$ 108,001.36	\$ 47,219.00	97%
Gonzales Family RAD	\$ 26,670 .00	\$ 24,971.00	\$ 7,182.00	94%
Casanova	\$ 47,994.00	\$ 47,994.00	\$ 128,473.00	100%
Castroville FLC	\$ 49,201.00	\$ 49,201.00	\$ 29,151.00	82%
Haciendas I	\$ 42,674.00	\$ 35,070.00	\$ 60,428.00	99%
Haciendas II	\$ 43,834.00	\$ 43,642.00	\$ 35,154.00	99%
Haciendas III	\$ 40,338.00	\$ 40,603.50	\$ 58,693.00	99%
Haciendas IV	\$ 14,839.00	\$ 14,749.30	\$ 48,660.00	99%
One Parkside	\$ 33,191.00	\$ 33,191.00	\$ 124,784.00	100%
	<b>\$ 660,526.00</b>	<b>\$ 642,998.36</b>	<b>\$ 736,487.00</b>	<b>97%</b>

Occupancy					
Property	Total Units	Current Occupied	Current Vacant	Occupancy Rate	Out of Occupancy
Oakgrove	5	5	0	100%	0
Pueblo Del Mar	56	0	0	0%	56
Portola Vista	64	63	1	98%	0
Montecito Watson	13	13	0	100%	0
Homes	9	9	0	100%	0
Chualar FLC	29	24	3	83%	1
Salinas FLC	57	52	4	92%	1
King City Migrant	83	2	0	0%	81
Jardines	11	11	0	100%	0
South County RAD	70	66	4	94%	0
Salinas Family RAD	170	167	3	97%	0
East Salinas Family RAD	202	197	5	98%	0
Gonzales Family RAD	30	30	0	100%	0
Casanova	86	85	1	99%	0
Castroville FLC	54	54	0	100%	0
Haciendas I	53	52	1	99%	0
Haciendas II	46	46	0	100%	0
Haciendas III	50	49	1	99%	0
Haciendas IV	41	39	2	95%	0
One Parkside	80	77	3	99%	0
	<b>1209</b>	<b>1181</b>	<b>28</b>	<b>88%</b>	<b>136</b>

## Work Orders

Property	Forwarded WO	Created WO	Completed WO	Pending WO
Oakgrove	0	3	5	2
Pueblo Del Mar	13	3	1	15
Portola Vista	5	31	32	4
Montecito Watson	0	6	6	0
Homes	2	4	3	3
Chualar FLC	5	9	8	6
Salinas FLC	6	38	35	9
King City Migrant	1	28	22	7
Jardines	4	4	0	8
South County RAD	20	11	9	22
Salinas Family RAD	14	70	61	23
East Salinas Family RAD	24	61	57	28
Gonzales Family RAD	2	8	5	5
Casanova	2	39	39	2
Castroville FLC	5	20	19	6
Haciendas I	12	17	22	7
Haciendas II	5	25	25	5
Haciendas III	2	14	8	8
Haciendas IV	4	10	9	5
One Parkside	3	19	17	5
	<b>146</b>	<b>304</b>	<b>497</b>	<b>0</b>



## Work Order Period Overview

Property : Oak Grove (204)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	0.00
Created	3.00
Closed	1.00
Balance End	2

### Average Per Day

Created	0.10
Closed	0.03
Open	0.07

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Interior	1.00	1	1	1	100
<b>Total</b>	<b>1.00</b>				

### Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Routine	1.00	1	1	1	100
<b>Total</b>	<b>1.00</b>				

## Work Order Period Overview

Property : Pueblo Del Mar (205)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	13.00
Created	3.00
Closed	1.00
Balance End	15

### Average Per Day

Created	0.10
Closed	0.03
Open	0.07

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
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Vacancy	1.00	16	16	16	100
<b>Total</b>	<b>1.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Vacate	1.00	16	16	16	100
<b>Total</b>	<b>1.00</b>				

## Work Order Period Overview

Property : Portola Vista Monterey, LLC (212)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

Period Activity

Balance Forward	5.00
Created	31.00
Closed	32.00
Balance End	4

Average Per Day

Created	1.03
Closed	1.07
Open	0.07

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	13.00	0	15	2	41
Bathrooms	3.00	0	0	0	9
Doors and Windows	1.00	1	1	1	3
Interior	3.00	0	1	0	9
Kitchen	8.00	0	6	2	25
Miscellaneous Codes	2.00	29	36	32	6
Plumbing	2.00	0	10	6	6
<b>Total</b>	<b>32.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	12.00	0	15	2	38
Emergency	1.00	10	10	10	3
Routine	19.00	0	36	3	59
<b>Total</b>	<b>32.00</b>				

## Work Order Period Overview

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

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	0.00
Created	6.00
Closed	6.00
Balance End	0

### Average Per Day

Created	0.20
Closed	0.20
Open	0.00

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Bathrooms	3.00	0	0	0	50
Doors and Windows	1.00	9	9	9	17
Interior	1.00	0	0	0	17
Kitchen	1.00	1	1	1	17
<b>Total</b>	<b>6.00</b>				

### Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Routine	6.00	0	9	1	100
<b>Total</b>	<b>6.00</b>				

## Work Order Period Overview

Property : Single Family Homes (552)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	2.00
Created	4.00
Closed	3.00
Balance End	3

### Average Per Day

Created	0.13
Closed	0.10
Open	0.07

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	3	3	3	67
Exterior	1.00	9	9	9	33
<b>Total</b>	<b>3.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Emergency	3.00	3	9	3	100
<b>Total</b>	<b>3.00</b>				

## Work Order Period Overview

Property : Vista Del Valle (904)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

Period Activity

Balance Forward	5.00
Created	9.00
Closed	8.00
Balance End	6

Average Per Day

Created	0.30
Closed	0.27
Open	0.07

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Bathrooms	1.00	1	1	1	12
Electric	1.00	14	14	14	12
Exterior	1.00	5	5	5	12
Kitchen	2.00	1	28	14	25
Miscellaneous Codes	2.00	1	4	3	25
Plumbing	1.00	0	0	0	12
<b>Total</b>	<b>8.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Routine	2.00	4	28	7	25
Urgent	6.00	0	14	5	75
<b>Total</b>	<b>8.00</b>				

Closed	35.00
Balance End	9

Average Per Day

Created	1.27
Closed	1.17
Open	0.17

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	4.00	0	3	1	11
Doors and Windows	1.00	5	5	5	3
Electric	5.00	1	4	1	14
Exterior	9.00	0	26	3	26
Interior	4.00	0	3	1	11
Kitchen	2.00	1	3	2	6
Miscellaneous Codes	1.00	9	9	9	3
Plumbing	8.00	0	4	0	23
Vacancy	1.00	1	1	1	3
<b>Total</b>	<b>35.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	3.00	3	9	5	9
Emergency	1.00	0	0	0	3
Routine	16.00	0	26	2	46
Urgent	15.00	0	5	0	43
<b>Total</b>	<b>35.00</b>				

## Work Order Period Overview

Property : King City Migrant Center (903)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

Period Activity

Balance Forward	1.00
Created	28.00
Closed	22.00
Balance End	7

Average Per Day

Created	0.93
Closed	0.73
Open	0.20

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Doors and Windows	1.00	0	0	0	5

Electric	2.00	0	0	0	9
Exterior	13.00	0	12	1	59
Interior	4.00	0	5	1	18
Vacancy	2.00	0	2	1	9
<b>Total</b>	<b>22.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Routine	19.00	0	5	0	86
Urgent	2.00	5	12	8	9
Vacate	1.00	2	2	2	5
<b>Total</b>	<b>22.00</b>				

## Work Order Period Overview

Property : South County RAD (801)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

Period Activity

Balance Forward	20.00
Created	11.00
Closed	9.00
Balance End	22

Average Per Day

Created	0.37
Closed	0.30
Open	0.13

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	3.00	0	0	0	33
Bathrooms	1.00	8	8	8	11
Interior	1.00	5	5	5	11
Kitchen	1.00	13	13	13	11
Miscellaneous Codes	1.00	4	4	4	11
Plumbing	2.00	0	5	2	22
<b>Total</b>	<b>9.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	0	0	0	11
Emergency	1.00	0	0	0	11
Routine	2.00	0	0	0	22
Urgent	5.00	4	13	8	56
<b>Total</b>	<b>9.00</b>				

# Work Order Period Overview

Property : Salinas Family RAD (802)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

## Period Activity

Balance Forward	14.00
Created	70.00
Closed	61.00
Balance End	23

## Average Per Day

Created	2.33
Closed	2.03
Open	0.63

## Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	31.00	0	27	4	51
Bathrooms	4.00	0	12	4	7
Doors and Windows	1.00	0	0	0	2
Electric	3.00	1	8	4	5
Exterior	4.00	0	15	3	7
Interior	6.00	0	6	1	10
Kitchen	3.00	1	7	5	5
Miscellaneous Codes	1.00	61	61	61	2
Plumbing	7.00	0	6	1	11
Vacancy	1.00	27	27	27	2

**Total 61.00**

## Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	30.00	0	27	4	49
Emergency	1.00	0	0	0	2
Routine	16.00	0	61	4	26
Urgent	13.00	0	27	3	21
Vacate	1.00	27	27	27	2

**Total 61.00**

## Work Order Period Overview

Property : East Salinas Family RAD (803)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	24.00
Created	61.00
Closed	57.00
Balance End	28

### Average Per Day

Created	2.03
Closed	1.90
Open	0.37

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	5.00	0	16	8	9
Bathrooms	5.00	1	6	2	9
Doors and Windows	2.00	5	13	10	4
Electric	2.00	0	1	0	4
Exterior	24.00	0	29	3	42
Interior	9.00	0	14	8	16
Kitchen	9.00	0	13	4	16
Plumbing	1.00	0	0	0	2

**Total 57.00**

### Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	7.00	0	15	6	12
Emergency	5.00	1	5	3	9
Preventative	3.00	0	13	5	5
Routine	29.00	0	29	6	51
Urgent	13.00	0	5	1	23

**Total 57.00**

## Work Order Period Overview

Property : Gonzales Family RAD (804)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	2.00
Created	8.00
Closed	5.00



Balance End 5

Average Per Day

Created 0.27  
Closed 0.17  
Open 0.10

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	3.00	1	7	4	60
Plumbing	2.00	2	2	2	40
<b>Total</b>	<b>5.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	3.00	1	7	4	60
Emergency	1.00	2	2	2	20
Routine	1.00	2	2	2	20
<b>Total</b>	<b>5.00</b>				

## Work Order Period Overview

Property : Casanova Plaza (555)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

Period Activity

Balance Forward 2.00  
Created 39.00  
Closed 39.00  
Balance End 2

Average Per Day

Created 1.30  
Closed 1.30  
Open 0.07

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	10.00	0	11	2	26
Bathrooms	2.00	0	1	0	5
Doors and Windows	1.00	0	0	0	3
Electric	3.00	0	1	0	8
Exterior	1.00	0	0	0	3
Interior	5.00	0	2	0	13
Kitchen	3.00	1	3	2	8
Miscellaneous Codes	1.00	8	8	8	3

Plumbing	13.00	0	12	1	33
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<b>Total</b>	<b>39.00</b>				
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Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	19.00	0	12	2	49
Emergency	1.00	0	0	0	3
Routine	16.00	0	8	1	41
Urgent	3.00	0	0	0	8

<b>Total</b>	<b>39.00</b>				
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## Work Order Period Overview

Property : Castroville FLC LP (984)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

Period Activity

Balance Forward	5.00
Created	20.00
Closed	19.00
Balance End	6

Average Per Day

Created	0.67
Closed	0.63
Open	0.07

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	1	7	4	11
Bathrooms	1.00	5	5	5	5
Doors and Windows	1.00	0	0	0	5
Electric	2.00	3	14	10	11
Exterior	3.00	0	1	0	16
Interior	3.00	0	4	2	16
Kitchen	5.00	0	1	0	26
Miscellaneous Codes	2.00	0	1	0	11

<b>Total</b>	<b>19.00</b>				
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Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	7	7	7	5
Emergency	3.00	0	0	0	16
Routine	11.00	0	14	2	58
Urgent	4.00	0	5	2	21

<b>Total</b>	<b>19.00</b>				
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## Work Order Period Overview

Property : One Haciendas (985)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	12.00
Created	17.00
Closed	22.00
Balance End	7

### Average Per Day

Created	0.57
Closed	0.73
Open	0.03

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	18.00	0	105	23	82
Bathrooms	2.00	3	86	44	9
Doors and Windows	1.00	1	1	1	5
Kitchen	1.00	1	1	1	5
<b>Total</b>	<b>22.00</b>				

### Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	17.00	0	105	23	77
Field review inspection	1.00	1	1	1	5
Routine	2.00	0	3	1	9
System/program	1.00	1	1	1	5
Urgent	1.00	86	86	86	5
<b>Total</b>	<b>22.00</b>				

## Work Order Period Overview

Property : Haciendas 2 LP (986)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	5.00
Created	25.00
Closed	25.00
Balance End	5

### Average Per Day

Created	0.83
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Closed	0.83
Open	0.07

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	20.00	0	11	1	80
Exterior	3.00	0	11	10	12
Plumbing	2.00	0	1	0	8
<b>Total</b>	<b>25.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	19.00	0	11	3	76
Emergency	2.00	0	0	0	8
Manager inspection	2.00	0	0	0	8
Urgent	2.00	1	11	10	8
<b>Total</b>	<b>25.00</b>				

## Work Order Period Overview

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

Period Date From: 04/01/2024

Period Date To: 04/30/2024

Period Activity

Balance Forward	4.00
Created	10.00
Closed	9.00
Balance End	5

Average Per Day

Created	0.33
Closed	0.30
Open	0.03

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	3.00	0	6	2	33
Bathrooms	1.00	3	3	3	11
Exterior	1.00	3	3	3	11
Kitchen	2.00	0	11	5	22
Plumbing	2.00	2	5	3	22
<b>Total</b>	<b>9.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
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(Undefined)	1.00	0	0	0	11
Emergency	2.00	0	2	1	22
Routine	4.00	1	11	5	44
Urgent	2.00	3	5	4	22
<b>Total</b>	<b>9.00</b>				

## Work Order Period Overview

Property : Haciendas 3 LP (989)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	2.00
Created	14.00
Closed	8.00
Balance End	8

### Average Per Day

Created	0.47
Closed	0.27
Open	0.20

### Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	4.00	0	7	3	50
Electric	1.00	3	3	3	12
Kitchen	2.00	1	15	11	25
Plumbing	1.00	0	0	0	12
<b>Total</b>	<b>8.00</b>				

### Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	3	3	3	12
Emergency	1.00	0	0	0	12
Routine	4.00	1	7	3	50
Urgent	2.00	0	15	11	25
<b>Total</b>	<b>8.00</b>				

## Work Order Period Overview

Property : One Parkside, LP (992)

Period Date From: 04/01/2024

Period Date To: 04/30/2024

### Period Activity

Balance Forward	3.00
Created	19.00

Closed	17.00
Balance End	5

Average Per Day

Created	0.63
Closed	0.57
Open	0.10

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	0	0	0	6
Bathrooms	1.00	5	5	5	6
Doors and Windows	6.00	0	1	0	35
Electric	2.00	0	5	2	12
Exterior	2.00	3	60	31	12
Interior	3.00	0	0	0	18
Kitchen	1.00	1	1	1	6
Plumbing	1.00	0	0	0	6
<b>Total</b>	<b>17.00</b>				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	10.00	0	5	0	59
Emergency	2.00	0	0	0	12
Manager inspection	1.00	3	3	3	6
Urgent	4.00	0	60	15	24
<b>Total</b>	<b>17.00</b>				

**Waiting Lists**

<b>Property</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>	<b>5 Bedroom</b>
Oakgrove	0	299	0	0	0
Pueblo Del Mar *	0	0	0	0	0
Portola Vista	78	0	0	0	0
Montecito Watson	0	120	0	0	0
Homes	0	0	10	0	0
Chualar FLC	0	33	123	31	0
Salinas FLC	0	66	81	21	0
King City Migrant	0	0	0	0	0
Jardines	0	0	73	0	0
South County RAD	549	0	0	0	0
Salinas Family RAD	317	331	298	63	0
East Salinas Family RAD	271	166	125	25	2
Gonzales Family RAD	633	287	386	125	34
Casanova	0	0	0	0	0
Castroville FLC	0	122	119	41	0
Haciendas I	688	896	409	100	0
Haciendas II	957	632	459	133	0
Haciendas III	353	323	309	0	0
Haciendas IV	0	0	0	0	0
One Parkside	0	0	0	0	0
	<b>3851</b>	<b>3307</b>	<b>2390</b>	<b>539</b>	<b>36</b>

MEMORANDUM

**To:** Board of Commissioners  
**From:** Nora Ruvalcaba, Interim Director of Development  
**Thru:** Zulieka Boykin, Executive Director/President/CEO  
**Date:** May 14, 2024  
**Re:** **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



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[Development Department Highlights](#)

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- **HUD Service Coordinator Grant:** Staff is working on preparing a submission of a Service Coordinator Grant application for various potential sites to include South County RAD LP, One Parkside LP, Casanova Plaza, Haciendas Senior, Rippling River and Portola Vista. The grant is designed for developments with sole occupancy by elderly persons (aged 62 or older) and/or younger people with disabilities (aged 18-61). Deadline submission is May 23, 2024.
- **Mark-to-Market Rent Increase:** Staff is working on preparing a submission requesting Mark-to-Market rent increases for various sites to include South County RAD LP, Salinas Family RAD LP, East Salinas Family RAD LP and Gonzales Family RAD LP. The program is intended to increase the rents to comparable market rents that are currently below market.
- **City of Salinas CHDO Application:** Staff is working on preparing a submission to the City of Salinas to obtain a CHDO designation to utilize for access of funds from local jurisdiction available for developments in pipeline.
- **Pueblo Del Mar Modernization:** The Development team is preparing to assist the Property Management and Procurement team with the Project Management of the Modernization project planned to start at the site.

The team will be taking lead of job site weekly meetings, inspections, payroll interviews, draw application submission/review/approval and tracking all payments and balances through completion.

- **Loan Extensions (Rippling River and Benito FLC):** The staff is working with the Investor at these sites to process loan extensions for the maturing loans which are set to mature in June and August 2024. This process consists of executing extension transaction documents and appraisals inspections being conducted at both sites to be used for the underwriting of the extension of those loans.



- **One Parkside, LP:** Pending CTCAC approval of revised Placed-In-Service package and issuance of Regulatory Agreement to request issuance of 8609's. Once 8609's are issued we will submit a request for final Capital Contribution from the Investor in the amount of \$205,979.00.

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### Potential Development Opportunities

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- **Staff is in planning stages of Development and/or Modernization of potential projects within various jurisdictions in the County of Monterey to include the following.**
  - Three in the City of Salinas.
  - One is the City of Soledad.
  - One in the City of Greenfield.
  - One in the City of Carmel Valley.
  - One in the City of King.
- **Staff will provide details as projects move forward to approval stages for Board Review and approval.**

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### Marketing

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- Staff is working with Executive Assistant and new vendor to incorporate the HDC website into the new HACM website.
- On-going internal review of potential marketing events and/or media opportunities being explored on a regular basis to determine proper platforms to publish on.
- Staff is working on putting together a marketing plan for the commercial space located at the Tynan Village Development for the vacant space that is available.

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### One Parkside, LP

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- Placed-in-Service revised package was submitted to CTCAC and is pending approval and issuance of the Regulatory Agreement and 8609's. Staff will be requesting the release of final Capital Contribution once the regulatory agreement and 8609's are issued.

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### 123 Rico CLEEN loan

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- The staff has completed preparing alternate plans for use of funds, job cost estimates and have presented to the Executive team for review and direction.
- Pending approvals of plans and estimates to move forward with submission to the State I Bank representative.
- Remaining funds available are \$320,650.00.

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### Audits

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- Weekly meetings with the Finance Director and Auditor are ongoing.

- Weekly meetings with third party audit team to review outstanding items for the LP audits and tax returns.
- Final HDC audit and HACM 2022 audits received. The finance team and Novogradac have begun working on the 2023 audits.

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### Capital Improvement Projects

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- The Development Project Manager and Development Analyst have completed their site inspections of the portfolio Developments and are in the process of identifying deferred maintenance and capital improvement needs.

The team continues to work with our property management teams to address these needs in a timely manner and with the approval of appropriate Lender/Investor groups. Details can be found in the property management section of the report for those items currently underway and in the property management reports.

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### Tynan Modernization Project (job close-out)

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- Building C – DKI has completed 100% of the needed remediation and repairs.
- Notice of completion and final payment have been issued as of April 15, 2024.

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### Tynan Commercial Space

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- Approximately 2,500 sf commercial space available.
- We are discussing marketing the available space to create interest in the location.

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### Haciendas 1&2 metals job

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- Maintenance staff assisting in repairs of some of the rusted railings and fascia.
- Project Manager has assisted in creating a timeline and assisting with coordinating repairs and for installation of new awnings.
- The Maintenance staff has begun to perform the repairs in conjunction with the vendor in April.
- Estimated time of completion is within six months.

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### Pueblo Del Mar Modernization Project

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- An initial team meeting between Procurement, Property Management and Development Departments was scheduled for May 6, 2024, to discuss project oversight and process.
- The project team will continue to meet on a weekly basis internally to discuss the project and process. The project team will also be meeting with Geneal Contractor on a weekly basis once work commences to assure compliance with the executed documents, schedule, and schedule of values.
- The Project Manager has been assisting PM with drafting costs estimates for vacancy turn costs to be billed on behalf of HACM for work completed by internal Maintenance staff.

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## Project Based Section 8

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

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

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

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## Resident Services

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- Resident Services are being provided at the various developments by Life Steps as required by the existing regulatory agreements. Please see attached service calendars and newsletters.

Meetings and Classes will be held in the Community Room.

# Castroville Farm Labor Center

**Edith Rodriguez**  
**Director of Social Services**


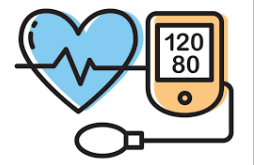

831-296-2199

Resident Message Line:

855-395-4463

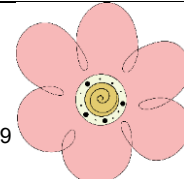
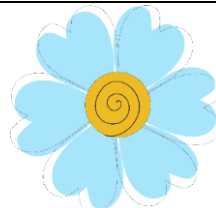
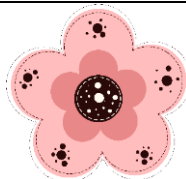
Drop by or call for an appointment.



Tuesday, May 7	Tuesday, May 14	Tuesday, May 21	Tuesday, May 28
<p><b>Social Services:</b> DSS, will be available between 9:30am-6:00pm</p> <p><b>Class: Finance – Keeping Your Credit Score Up and Credit Builder</b> 11:00am-12:00pm</p> <p><b>Case Management</b> 1:00pm-3:00pm</p> <p><b>Mother’s Day Craft</b> Stop by to make a Mother’s Day card! 4:00pm-6:00pm</p> 	<p><b>Social Services:</b> DSS, will be available between 9:30am-6:00pm</p> <p><b>Class: Life Skills – Respect and Manners</b> 11:00am-12:00pm</p> <p><b>CM/Class: Health and Wellness – High Blood Pressure</b> 1:00pm-2:00pm</p>  <p><b>Ice Cream Social</b> Come enjoy some ice cream! 4:00pm-6:00pm</p>	<p><b>Social Services:</b> DSS, will be available between 9:30am-6:00pm</p> <p><b>CM/Class: Health and Wellness – What is Incontinence?</b> 11:00am-12:00pm</p> <p><b>Class: Employment – Set SMART Career Goals</b> 1:00pm-2:00pm</p> <p><b>May Birthday Social</b> Stop by for a treat! 4:00pm-6:00pm</p>	<p><b>Social Services:</b> DSS, will be available between 9:30am-6:00pm</p> <p><b>Class: Employment – What is the Difference between a Job and a Career?</b> 11:00am-12:00pm</p> <p><b>CM/Class: Health and Wellness – Bug Bites and Rashes</b> 1:00pm-2:00pm</p> <p><b>Memorial Day Social</b> Stop by for some food! Everyone is welcome! 4:00pm-6:00pm</p> 

**Reminders:**

**Monday, May 27**  
**Memorial Day**  
**LifeSTEPS Closed**



Meetings and Classes will be held  
in the community room.

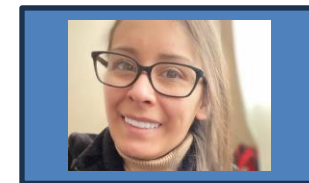
**Sheila Morales**  
**Director of Social Services**  
831-204-2172




**Resident Message Line:**  
**855-395-4463**

Drop by or call for an appointment.



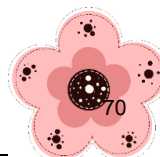
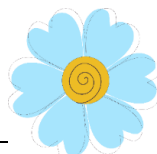
# Haciendas 1 & 2



Friday, May 3	Monday, May 6	Friday, May 10	Tuesday, May 14
<p><b><u>Social Services:</u></b> DSS, will be available between <b>9:00 am -3:30 pm</b></p> <p><b><u>Class: Finance – Keeping Your Credit Score Up and Credit Builder</u></b> Join us for class! <b>10:00 am – 12:00 pm</b></p> <p><b><u>Case Management</u></b> Make an appointment with DSS <b>1:00pm- 3:00pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available between <b>9:00 am -4:30 pm</b></p> <p><b><u>Class: Life Skills – Respect and Manners</u></b> Join us for class! <b>10:00 am – 12:00 pm</b></p> <p><b><u>HEAP Workshop</u></b> See if you qualify for help with your utility bill. <b>1:00 pm – 3:00 pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available between <b>9:00 am -3:30 pm</b></p> <p><b><u>Class: High Blood Pressure</u></b> <b>10:00 am – 12:00 pm</b></p> <p><b><u>Mother’s Day Social</u></b> Everyone is welcome to join! <b>1:00 pm – 3:00 pm</b></p> 	<p><b><u>Social Services:</u></b> DSS, will be available between <b>9:00 am -4:30 pm</b></p> <p><b><u>Class: What is the Difference between a Job and a Career?</u></b> Join us for class! <b>10:00 am – 12:00 pm</b></p> <p><b><u>Resume Workshop</u></b> We can help you create a resume or any employment counseling. <b>1:00pm- 3:00pm</b></p>
Friday, May 17	Monday, May 20	Friday, May 24	Monday, May 27
<p><b><u>Social Services:</u></b> DSS, will be available between <b>9:00 am -3:30 pm</b></p> <p><b><u>CM/Class: Health and Wellness – What is Incontinence?</u></b> Join us for class! <b>10:00 am – 12:00 pm</b></p> <p><b><u>Case Management</u></b> Make an appointment with DSS <b>1:00pm- 3:00pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available between <b>9:00 am -4:30 pm</b></p> <p><b><u>Class: Employment – Set SMART Career Goals</u></b> <b>10:00 am – 12:00 pm</b></p> <p><b><u>Food Distribution</u></b> Come get free groceries! <b>1:00 pm – 3:00 pm</b></p> 	<p><b><u>Social Services:</u></b> DSS, will be available between <b>9:00 am -3:30 pm</b></p> <p><b><u>CM/Class: Health and Wellness – Bug Bites and Rashes</u></b> Join us for class! <b>10:00 am – 12:00 pm</b></p> <p><b><u>Memorial Day Social</u></b> Celebrate with some sweets! <b>1:00 pm – 3:00 pm</b></p>	<p><b>LifeSTEPS Is Closed</b></p> 

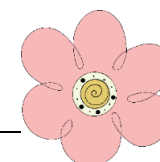


Empowerment. Impact.  
Community.  
One STEP at a time.



**Reminders:**

**Monday, May 27**  
**Memorial Day**  
**LifeSTEPS Closed**





## JSCo Monthly Management Report

### Monday, APRIL 2024

#### **BENITO AFFORDABLE/FLC**

##### 1. Vacancy: 1 vacant unit BAF

a) Benito Affordable has one vacant unit. 1 applicant is approved by JSCO pending HA approval and inspection date. Requested a 3BR waitlist from housing for a unit that has a 30-Day Notice on 4-9-2024, since have not received waitlist. 2BR PBV unit with a 30-Day Notice, running applicant, requested a 2BR waitlist just in case the applicant does not work out and still have not received a new list.

b) Benito FLC – 100% Occupied BR

##### 2. Audits Pending:

a. HOME Audit conducted March 8, 2024, corrections submitted April 18<sup>th</sup> 2024 for review

##### 3. Resident Services:

a.) LifeSteps is at the site 2 times a month, total 16 hrs. a month. Has a good turnout for the food distribution that Monterey County Food Bank provides to the sites. LifeSteps is struggling to get services that will bring in residents to participate in the classes they offer.

b.) Community rooms are open to the public subject to COVID safety protocols. The community room is being reserved by residents at least once a month.

##### 4. Capital Improvement/ maintenance.

a) Received updated proposal for the extra cameras for both sites.

b) Waiting on the window replacement approval work to be done for Benito FLC

c) Waiting on approval from HDC for the repair work on upstairs walkway for BEA/BEF. Waiting on a third bid for Building #8 patch work on the walkway.

d) Waiting on bark quote to be approved for Benito Affordable.

e) Daycare is waiting for the chain link fence to be repaired.



## **MONTEREY AFFORDABLE**

1. Vacancy: 100 % Occupancy -No vacancies
2. Reporting & Audits: CTCAC 2023 Audit completed.
3. Resident Services:

Life Steps is active:

- i. After school Program Coordinator, Severo Gasca, Mon- Friday 4:15-7 pm
  - ii. Director of Social Services, Sheila Morales, / Every other Tuesday (Twice Monthly) 9:00 am-5:00pm
  - iii. Community rooms open to the public.
5. Capital Improvement/ maintenance:
    - a. King City Glass on-site windows replacements: Pending HA Approval
    - b. Property Mulch, wood chips quotes submitted/ Pending Approval: Mission Lawn, Tree Brothers, Smith, and Enright
    - c. Camera bids: Core Surveillance, sentry alarm systems, central coast satellite
    - d. Deck resurface Project: Bids from Triano, Build X
    - e. Gutter & roof cleaning bids pending approval for entire property.
  6. Staffing:
    - a. Property Manager position open recruiting in process.

## **FANOE VISTA APARTMENTS**

1. Vacancy:
  - a. 2 vacant units, 2 applicants approved units pending HA inspection to schedule move in.
2. Reporting & Audits Pending
  - a. CTCAC Audit completed 6/13/23 -Close out letter received 3/27/24.
3. Resident Services: Services: Life Steps: On site Mondays 10-5:00pm -Edith Rodriguez for Social Services support
  - a. After School program in session Monday- Friday 3pm-5:00pm
  - b. Food bank distribution is scheduled for the first Monday each month.
  - c. Community rooms are open for resident events/rentals.
  - d. Senior Bingo Mornings Wednesdays
4. Capital Improvements/ maintenance:
  - a.) Trenching Project Behind Building H and walkway project approved will complete in house- Materials ordered
  - b.) Property signage needs replacement, obtaining proposals



## TYNAN VILLAGE APARTMENTS

1. Vacancy: 2 vacancies
  - a. 114 A-Move out: 4/3/2024. 1 applicant approved-pending unit turn.
  - b. 402 B-Move-out: 3/31/2024. Applicant approved. Pending HACM inspection
2. Reporting & Audits Pending
  - a. City of Salinas 2020 audit complete with findings-working on corrections; 2021 audit in progress.
3. Resident Services
  - a.) Afterschool Program scheduled daily from 3-5 PM.
  
  - b.) Easter Egg Hunt 3/29/2024. All participating residents received an Easter basket.
4. Capital Improvements/Maintenance:
  - a. 3 irrigation proposals pending approval.
  - b. Piping near the bakery needs to be redone. 3 proposals pending approval.
  - c. Building C stairwell complete-pending clean-up. DKS was out at property to inspect. Pending decision for detail cleaning.
  - d. Paint for all hallways and stairways approved and on-hold until further notice per HDC. HDC would like the painting to be done in-house. Colors and directions pending.
  - e. Proposals obtained for parking restriping pending HDC approval.
  - f. Proposals for fencing along property line pending.
  - g. Axis working on issues caused during modernization project.
  - h. Proposals for RA's pending HDC approval.
  - i. Rat infestation- Ivy removal pending vendor w-9 and HDC and proposal approval.
5. Staffing Update:
  - a. 1 janitorial person on leave



JSCO Monthly Occupancy Summary for HACM Properties  
Inspection and Audit Record

JSCO Monthly Occupancy Summary for HACM Properties													4/30/2024
Property Name	Total Units	Total Units Occupied	Percent Occupied	Total Units Vacant	Total PBV Units	Total PBV Units Occupied	Total PBV Units Vacant	Security Deposits Received	Apps. in Process	PBS8 Vouchers Residents	HC Vouchers Residents	Apps. on Wait List	Comments
Benito Affordable	70	69	98%	0	24	23	0	0	0	27	3	392	One vacant unit, applicant has been approved by JSCO compliance, waiting on housing to see if the applicant is approved on their end and for an inspection date. Looking for a move in date of 5-1-2023 if unit is approved by housing and inspected by the move in date.
Benito FLC	73	73	100%	0	0	0	0	0	0	0	0	76	Benito FLC 100% Occupancy
Fanoe Vista	44	42	95%	0	42	42	0	0	4	44	0	N/A	Unit #40 & Unit #16 -Pending inspection from HA move in will follow,
Monterey Street	52	52	100%	0	10	10	0	0	0	9	3	202	MST 100% Occupancy
Tynan Village	171	169	99%	2	42	41	1	2	5	41	31	877	2 vacants 114 A applicant approved pending unit turn, 402 B applicant approved pending HA inspection
<b>Totals</b>	<b>410</b>	<b>405</b>	<b>98%</b>	<b>2</b>	<b>199</b>	<b>192</b>	<b>9</b>	<b>4</b>	<b>30</b>	<b>190</b>	<b>36</b>	<b>1490</b>	

Note: Security Deposits received are from applicants pending approval/move-in.

Compelted Inspections/Audits: Give a narrative (separate page) on findings and corrective measures.

Property	Inspection	Date	Findings Y/N	Comments or corrections	Property	Inspection	Date	Findings Y/N	Comments or Corrections
Benito Affordable	RBC	1/27/2023	no findings	Corrections completed	Monterey Street	CTCAC	6/13/2023	Y	Corrections completed, pending close out letter
	PBV	5/25/2023	pending			HDC	Union Bank		
	CTCAC HACM	2/16/2023				PBV			
Benito FLC	HOME	3/6/2024	no findings	Working on corrections for home audit					
	RBC	1/27/2023							
	HACM USDA CTCAC	5/25/2023							
Fanoe Vista	Alliant	11/14/2022	N/A	Close out letter received 3/27/24	Tynan	CTCAC	12/19/2022		Corrections done, pending close out letter 2020 data uploaded to CDS; 2021 in progress.  Complete. All findings cured.
	PBV	6/13/2023	Y			City of Salinas	2/20/2024		
	CTCAC Housing Authority					HACM Alliant HCD	1/12/2023		

4/30/2024		Days Vacant		Benito FLC		Benito Affordable		Fanoe Vista		Monterey St		Tynan Village	
unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant
		450B	48	16	27					114A	19		
				40	14					402B	22		

**Please read the feedback from the annual inspection performed at Benito FLC on March 6, 2024. All residents at Benito Affordable/FLC should be adhering to these rules per your signed Lease Agreement/House Rules.**

## HOME Inspection Feedback Inspeccion de HOME Comentarios

The following is feedback provided by the inspectors:

- carpets should be professionally cleaned regularly
- open windows to help ventilate unit (tenants are responsible for cleaning mold buildup; use peroxide to treat mold)
- do not block doors, hallways, or stairways
- maintain patios CLEAN AND CLEAR of non-patio furniture, maximum of 6 potted plants per household located 2 ft. from building (paint buckets do not constitute as planter pots)

La siguiente es la retroalimentación proporcionada por los inspectores:

- Las alfombras deben limpiarse profesionalmente con regularidad.
- abra las ventanas para ayudar a ventilar la unidad (los inquilinos son responsables de limpiar la acumulación de moho; use peróxido para tratar el moho)
- no bloquee puertas, pasillos o escaleras
- mantener los patios LIMPIOS Y LIMPIOS de muebles que no sean de patio, un máximo de 6 plantas en macetas por hogar ubicadas a 2 pies del edificio (los cubos de pintura no constituyen macetas)

Preferred carpet cleaning providers:

Mr. Clean (831) 595-8393  
Everclean (831) 206-8391

How to clean mold:

Pour 3% hydrogen peroxide into a spray bottle. Spray it onto the moldy surface until the area is completely covered. Let it sit for about 10 minutes or until the hydrogen peroxide stops bubbling. Scrub off the mold and hydrogen peroxide with a rag or soft brush.

Servicio de limpieza de alfombras preferidos:

Mr. Clean (831) 595-8393  
Everclean (831) 206-8391

Como limpiar el moho:

Vierta peróxido de hidrógeno al 3% en una botella con atomizador. Rocíelo sobre la superficie mohosa hasta que el área este completamente cubierta. Déjalo reposar durante unos 10 minutos o hasta que el peróxido de hidrógeno deje de burbujear. Frota el moho y el peróxido de hidrógeno con un trapo o un cepillo suave.

Sylvia Sides, Property Manager  
 Maria Morales, Asst. Property Manager

Juan Luis Rosas, Lead Maintenance Technician  
 Jose Cuevas, Maintenance Technician

**OFFICE HOURS: MONDAY - FRIDAY 8:30 AM TO 4:30 PM**

**AFTER-HOURS MAINTENANCE EMERGENCIES  
 EMERGENCIAS DE MANTENIMIENTO FUERA DE HORARIO  
 678-8852**

**CALL 911 IMMEDIATELY IF YOU OR A PERSON NEARBY ARE EXPERIENCING AN EMERGENCY MEDICAL SITUATION, A FIRE, ELECTRICAL OR CHEMICAL EMERGENCY, DO NOT FEEL SAFE, OR ARE IN PERSONAL DANGER.**



**CALL PG&E  
 1-800-743-5000**

**SOLEDAD POLICE NON-EMERGENCY  
 831-755-5111, THEN PRESS OPTIONS 1, 3**



MAY: 10, 24      MAYO: 10, 24  
 JUNE: 7, 21      JUNIO: 7, 21  
 JULY: 12, 26      JULIO: 12, 26



Yard Sales permits required by City.  
 Contact City of Soledad 831-223-5000

**Benito & Monterey St. Apartment Residents ONLY! \*Bring I.D!!!!**

**LIFESTEPS PRESENTS**

**FOOD Distribution!**

**3:00pm**

*Quantities are limited\**

**Where? Donde?**

**IN THE ACTIVITIES ROOM!  
 EN EL CUARTO DE ACTIVIDADES!  
 425 BENITO ST.  
 SOLEDAD, CA 95960**

**When? Cuando?**

May 13  
 June 4  
 July 8  
 August 12  
 September 9

Meetings and Classes will be held in the Community Room.

Sheila Morales  
 Director of Social Services  
 831-204-2172  
 Smorales@LifeSTEPSusa.org  
 Resident Message Line:  
 855-395-4463  
 Drop by or call for an appointment.

**Monterey & Benito**

Tuesday, April 2	Monday, April 8	Tuesday, April 16	Tuesday, April 23
Social Services: DSS, will be available between 9:00 am - 4:30 pm	Social Services: DSS, will be available between 9:00 am - 4:30 pm	Social Services: DSS, will be available between 9:00 am - 4:30 pm	Social Services: DSS, will be available between 9:00 am - 4:30 pm
Class: Building Credit (Monterey) Join us for class. 10:00 am - 12:00 pm	Class: New Jobs 101 - Hard vs Soft Skills (Benito) Join us for class. 10:00 am - 12:00 pm	Class: Practicing Forgiveness (Monterey) Join us for class. 10:00 am - 12:00 pm	Earth Day Celebration (Benito) Join us for conscientious fun for Earth Day! 10:00 am - 1:00 pm
Class: Emotional Intelligence at Work Join us for class. 1:00 pm - 3:00 pm	CM/Class: High Blood Pressure Join us for class. 1:00 pm - 3:00 pm	Class: Practicing Kindness Join us for class. 1:30 pm - 3:00 pm	CM/Class: What is Psoriasis? Join us for class. 2:00 pm - 3:00 pm
Easter Social Come get your free goodie bags and celebrate! Come get your free goodie bags and celebrate! 3:30 pm - 4:30 pm	Food Distribution 3:30 pm - 4:30 pm	Spring Arts and Crafts Everyone is invited! 3:30 pm - 4:30 pm	Case Management Stop by with any questions or concerns! 3:30 pm - 4:30 pm

**Reminders:**  
 Monday, April 1  
 Cesar Chavez Day  
 LifeSTEPS Closed

Meetings and Classes will be held in the Community Room.

**Sheila Morales**  
**Director of Social Services**

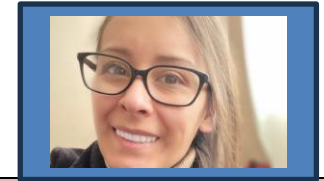
831-204-2172  
 smorales@LifeSTEPSusa.org




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**855-395-4463**

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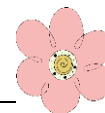
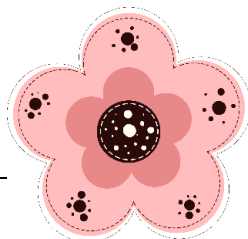
# Monterey & Benito



Tuesday, May 7	Monday, May 13	Tuesday, May 21	Tuesday, May 28
<p><b>Social Services:</b> DSS, will be available between <b>9:00 am -4:30pm</b> (Monterey)</p> <p><b>Class: Finance – Keeping Your Credit Score Up and Credit Builder</b>                      Join our class!  <b>10:00 am - 12:00 pm</b></p> <p><b>Spring Social!</b>                      Come celebrate with some sweets!  <b>2:00 pm – 4:30 pm</b></p> 	<p><b>Social Services:</b> DSS, will be available between <b>9:00 am -4:30pm</b> (Benito)</p> <p><b>Class: Life Skills – Respect and Manners</b>                      Join our class!  <b>10:00 am – 12:00 pm</b></p> <p><b>CM/Class: Health and Wellness – High Blood Pressure</b>                      Join our class!  <b>12:30 pm -2:30pm</b></p> <p><b>Food Distribution!</b>                      Come and get free groceries!  <b>2:00pm -4:30pm</b></p> 	<p><b>Social Services:</b> DSS, will be available between <b>9:00 am -4:30pm</b> (Monterey)</p> <p><b>CM/Class: Health and Wellness – What is Incontinence?</b>                      Join our class!  <b>10:00 am – 12:00 pm</b></p> <p><b>Class: Employment – Set SMART Career Goals</b>                      Join our class!  <b>12:30 pm -2:30pm</b></p> <p><b>Case Management</b>                      Stop by the office or call Sheila for an appointment.  <b>3:00p pm- 4:00 pm</b></p>	<p><b>Social Services:</b> DSS, will be available between <b>9:00 am -4:30pm</b> (Benito)</p> <p><b>Class: What is the Difference between a Job and a Career?</b>                      Join our class!  <b>10:00 am - 12:00 pm</b></p> <p><b>Class: Bug Bites and Rashes</b>                      Join our class!  <b>12:30 pm -2:30pm</b></p> <p><b>Summer Kickoff Celebration!</b>                      Join us for Summer Fun!  <b>2:30pm -4:30pm</b></p> 



Empowerment. Impact.  
 Community.  
 One STEP at a time.



**Reminders:**

**Monday, May 27**  
**Memorial Day**  
**LifeSTEPS Closed**

# MAY 2024

BENITO AFFORDABLE/FLC

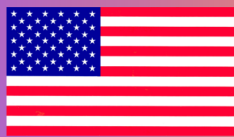
425 Benito Street, Soledad, CA 93960

PH: 831.678.8852 benitoflc@jsco.net FX: 831.678.1702

The Property Owners have noticed a significant increase in the overall upkeep throughout the properties including landscaping, parking, exterior of buildings, etc. It has also not gone unnoticed that front and back patios show an improvement as well. Please continue to follow House Rules regarding the general housekeeping of the inside and outside of your unit. The Property Owners will continue to frequent both properties.



*Mary*  
**BIEJV**



*Office is Closed  
Monday, May 27th*

*La oficina está cerrada  
lunes 27 de mayo*

*Los propietarios han notado un aumento significativo en el mantenimiento general de ambas propiedades, incluido el paisajismo, el estacionamiento, el exterior de los edificios, etc. Los propietarios también han notado que los patios delantero y trasero también muestran una mejora. Continúe siguiendo las reglas de la casa con respecto a la limpieza general del interior y exterior de su unidad. Los propietarios seguirán frecuentando ambas propiedades.*

Sylvia Sides, Property Manager

Maria Morales, Asst. Property Manager

Juan Luis Rosas, Lead Maintenance Technician

Jose Cuevas, Maintenance Technician

**OFFICE HOURS: MONDAY - FRIDAY 8:30 AM TO 4:30 PM**

# AFTER-HOURS MAINTENANCE EMERGENCIES EMERGENCIAS DE MANTENIMIENTO FUERA DE HORARIO

**678-8852**

**CALL 911 IMMEDIATELY IF YOU OR A PERSON NEARBY ARE EXPERIENCING AN EMERGENCY MEDICAL SITUATION, A FIRE, ELECTRICAL OR CHEMICAL EMERGENCY, DO NOT FEEL SAFE, OR ARE IN PERSONAL DANGER.**

**SOLEDAD POLICE NON-EMERGENCY  
831-755-5111, THEN PRESS OPTIONS 1, 3**

**POISON  
Help**  
1-800-222-1222

**IF YOU SMELL GAS  
GET OUT**

**FOR YOUR SAFETY**

**CALL PG&E  
1-800-743-5000**

**YARD SALE**  
APPROVED DATES



MAY: 10, 24  
JUNE: 7, 21  
JULY: 12, 26

MAYO: 10, 24  
JUNIO: 7, 21  
JULIO: 12, 26



Yard Sales permits required by City.  
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**Benito & Monterey St. Apartment Residents ONLY! \*Bring I.D.!!!**

**LIFESTEPS PRESENTS**

# FOOD Distribution!

**3:00pm**  
Quantities are limited\*

**Where? Donde?**  
**IN THE ACTIVITIES ROOM!**  
**EN EL CUARTO DE ACTIVIDADES!**  
**425 BENITO ST.**  
**SOLEDAD, CA 93960**

**When? Cuando?**  
May 13  
June 4  
July 8  
August 12  
September 9

**LifeSTEPS**

Life Skills Training & Educational Programs

**Empowerment. Impact.  
Community.  
One STEP at a time.**

Meetings and Classes will be held in the Community Room.

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Director of Social Services  
831-204-2172  
smorales@LifeSTEPSusa.org  
Resident Message Line:  
855-395-4463  
Drop by or call for an appointment.

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Class: Finance – Keeping Your Credit Score Up and Credit Builder Join our class! 10:00 am - 12:00 pm	Class: Life Skills – Respect and Manners Join our class! 10:00 am - 12:00 pm	CM/Class: Health and Wellness – Class: What is the Difference between a Job and a Career? Join our class! 10:00 am - 12:00 pm	Class: Employment – Set SMART Class: Bug Bites and Rashes Join our class! 12:30 pm - 2:30pm
Spring Social! Come celebrate with some sweets! 2:00 pm - 4:30 pm	Food Distribution! Come and get free groceries! 2:00pm - 4:30pm	Case Management Join us for Summer Fun! 2:00pm - 4:30pm	Summer Kickoff Celebration!

**Reminders:**  
Monday, May 27  
Memorial Day  
LifeSTEPS Closed

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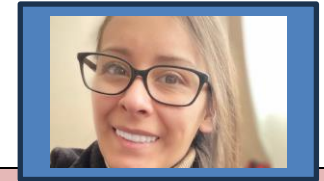
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# Monterey & Benito

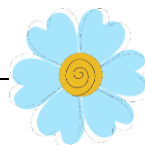
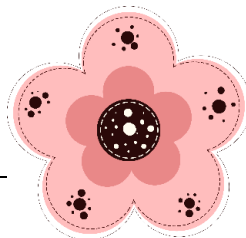


Tuesday, May 7	Monday, May 13	Tuesday, May 21	Tuesday, May 28
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Life Skills Training & Educational Programs

Empowerment. Impact.  
 Community.  
 One STEP at a time.



**After School Program**  
**Monday to Friday**  
**3:30pm-6:30pm**

**Reminders:**

**Monday, May 27**  
**Memorial Day**  
**LifeSTEPS Closed**



**Monterey Street**

# After School Club

Residents ages 5-18 register in the *Community Room*

**Monday to Friday**  
**3:30 pm – 6:30 pm**

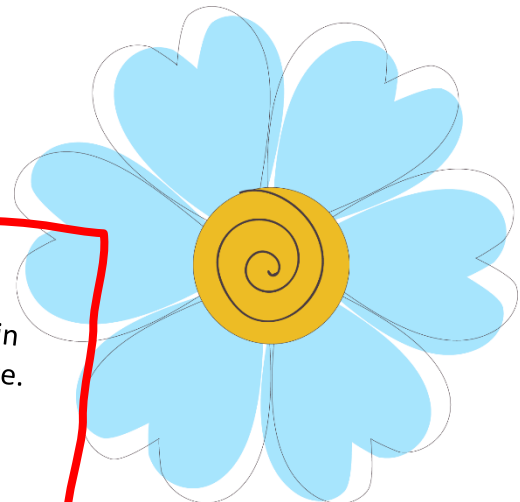
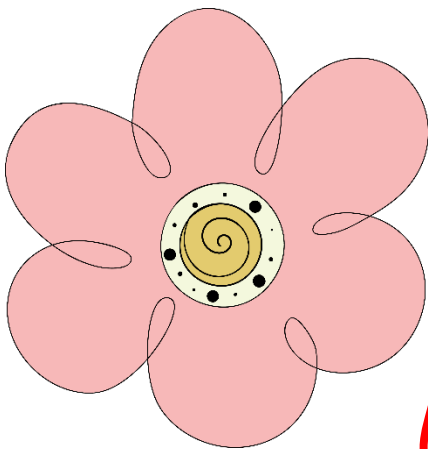


**Do you need help with homework?  
Do you love to read? Write? Create?  
Do you want to have fun and still learn?  
Are you looking for the most legit place to be?**

# Teen Club

Residents ages 13-18 register in the *Community Room*  
With Severo Gasca the **LifeSTEPS** Program Coordinator!

**Monday, May 13, 2024**  
**3:30 pm – 6:30 pm**



If you need assistance, contact the Project Coordinator at 916-345-4586 or visit them in the community room during any posted date. You may also call the **LifeSTEPS** Resident Message Line at 855-395-4463.

## **REPORT TO HDC REGULAR BOARD MEETING, May 2024**

### **OAK PARK 1, 80 Units, 100% Tax Credit with HOME, and USDA**

1. Vacancy:
  - a. 2 vacancies- 3-bedroom USDA and 2-bedroom PBV
2. Audits Pending
  - a. Walker & Dunlop- June 5, 2024 @1:30 p.m.
3. Resident Services
  - a. Youthworks daily activity, 2 hours a day, Mon- Fri
  - b. After School Homework support, 2 hours a day, Mon- Thurs
  - c. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
  - a. Annual Unit Inspections will begin this month.
  - b. No capital improvements or major maintenance pending.

### **OAK PARK 2, 70 Units, 100% Tax Credit**

1. Vacancy:
  - a. 1 vacancy- 2-bedroom PBV
2. Reporting & Audits Pending
  - a. None pending.
3. Resident Services
  - a. Youthworks daily activity, 2 hours a day Mon- Fri
  - b. After School Homework support, 2 hours a day, Mon- Thurs
  - c. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
  - a. Fire Sprinkler Inspection scheduled for May 13-14, 2024.
  - b. No capital improvements or major maintenance pending.

# Tenant Services – April 2024

## Community Services Provided:

- Managed free fruit/vegetables/commodities distribution for Oak Park families from Food Bank
- Continued distribution of canned goods from the local Latter Day Saints church to families
- Provided YouthWorks job skills program for teens
- Provided mentoring for YW graduates
- Provided on-campus mentoring for high school students through volunteers
- Tutored elementary school children after school
- Provided elementary school robotics program with mentorship from YW graduate
- Assisted high school students applying on line for financial aid
- Hosted United Way enrolling fieldworkers in state stipend
- Hosted United Way helping residents with free tax preparation
- Hosted Public Health education event in Spanish: dementia
- Hosted Central Coast Autism Spectrum Group – Spanish group
- Hosted Hearst Cancer education event in Spanish – skin cancer
- Hosted CAPSLO mobile medical clinic
- Put on Spring Break soccer camp for 3-4 year olds
- Hosted Monday Club free books for children
- Put on community Yard Sale
- Hosted DSS enrolling clients into CalFresh benefits
- Connected youth to Rotary scholarships
- Hosted educational event in Spanish: SESLOC on banking

<u>Participation</u>	<u>Total</u>
Youth Activities	62
Oak Park 1	97
Oak Park 2	91

# Oak Park May 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 1:00 Mobile Health 4:30 YouthWorks 4:30 YW Farming 4:30 Tutoring	2 4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	3	4 9:00 United Way farmerworker stipends	5
6 3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming 4:30 Boys Camp mtg	7 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	8 4:30 YouthWorks 4:30 YW Farming 4:30 Tutoring	9 4:30 YouthWorks 4:30 YW Farming 4:30 Robotics 6:00 Span Autism Gp	10 3:30 Food Distrib	11 9:00 United Way farmerworker stipends	12
13 3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	14 11:00 Undocus visit 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	15 1:00 Mobile Health 4:30 YouthWorks 4:30 YW Farming 4:30 Tutoring	16 4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	17	18	19
20 3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	21 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming 4:30 Teens help libe Book Sale	22 4:30 YouthWorks 4:30 YW Farming 4:30 Tutoring	23 4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	24 3:30 Food Distrib	25	26
27	28 9:00 Mobile Health 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	29 4:30 YouthWorks 4:30 YW Farming 4:30 Tutoring	30 4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	31		

MEMORANDUM

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



**Executive Summary**

**Total Program Vouchers Housed/Leased**

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
3,903	3,954	3,983	4,017								

We hosted a two, one day Landlord Symposiums highlighting the Housing Programs department and our interconnectivity with all facets of the housing choice voucher program. The theme of the program was “We House People”. The focus was on how we (landlords, HACM, and tenants) work together as a triumvirate and none will be successful without the others. Topics discussed were as follows:

- Introduction to HACM functional units and staff that affect landlords
- Open air forum “The Good, The Bad, and The Ugly: What’s BUGging You.
- Lease Up Process in Chronological Order
- Vendor Setup
- HAP Subsidies
- Rent Reasonableness
- Rent Increases
- Recent laws effecting renting in California
  - AB12 – Limits Security Deposits to no more than 1 month’s rent eff. 7/1/2024
  - AB1482 – Also known Tenant Protection Act of 2019, among other things caps the amount of rent increases that a landlord may get to the lesser of 10% or 5% + the Consumer Price Index for an area (9.2% in Monterey County)
- Fair Housing
- Ancillary Housing Services in Monterey County
- Tenants are People Too

We are implementing a comprehensive Quality Control Plan. New hires will have 100% of their files audited. Until a staff member is above 90% accuracy, they will be on close monitoring and training for improvement. New hires must achieve 65% accuracy by the end of their first month of handling files (no more than 10 files) and they must be above 80% before the end of their first 3 months. Before the end of their probationary period (9 months) they must be above 90% accuracy. For all staff any quarterly dip below 90% accuracy will involve more detailed monitoring. All staff will be subject to QC of at least 45 files per year.









VMS Updates

HCV	As of 1st of	As of 1st of
	Month	Month
	UML	HAP Expense
Homeownership	3	\$ 749.00
Family Unification	43	\$ 87,393.00
Portable Voucher Paid	18	\$ 25,933.00
Tenant Protection	17	\$ 33,406.00
Enhanced Vouchers	17	
VASH	294	\$ 447,902.00
FYI	7	\$ 11,564.00
AOV	3,289	\$ 5,317,453.00
HCV FSS Escrow Deposits		\$ 20,477.00
HCV All HAP exp After 1st of Month		\$ 40,807.00
UML and HAP For Month	3,671	5,924,400

Vouchers Under Lease on		
Last Day of Month	3,693	
Number of HCV Vouchers Searching	215	
Number of PBV under HAP & leased	684	
Number of PBVs under HAP & not leased	23	
PBV Total HAP expenses		\$ 1,173,907.00

Mainstream	As of 1st of	As of 1st of
	Month	Month
	UML	HAP Expense
Mainstream	59	\$ 107,326.00
MS FSS Escrow		\$ -
MS HAP Expense after 1st		\$ -
MS Vouchers Looking	-	
EHV	As of 1st of	As of 1st of
	Month	Month
	UML	HAP Expense
EHV	267	\$ 572,991.00
EHV FSS Escrow		
EHV Vouchers Looking	-	
EHV HAP After 1st of Month		\$ 2,631.00

**April 2024 HCV Reasonable Accommodation Requests**  
**Total=7**

April 2024-HCV-Reasonable Accommodation Requests= 7

Extensions	Live-in Aide	Bedroom Size +	Other	VAWA	Language Assistance
4	3	0	0	0	0

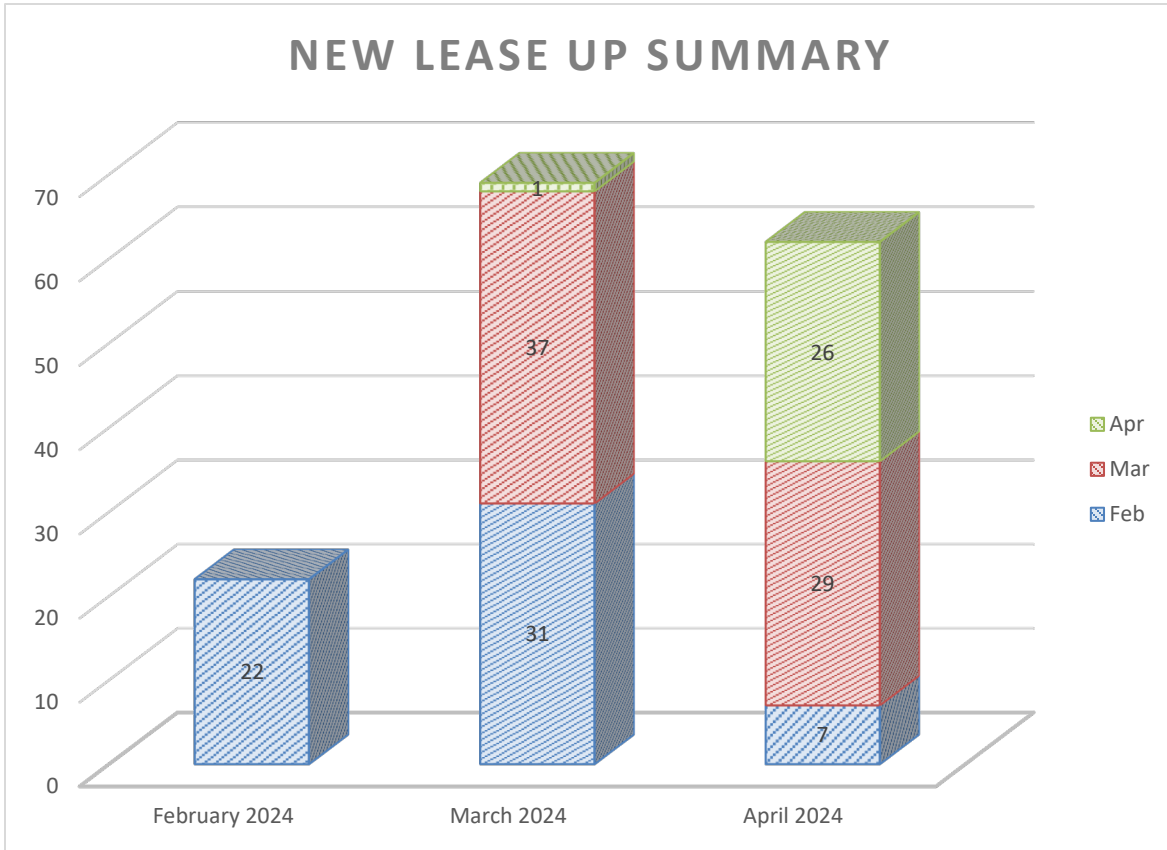
Extensions:

4 Approved -disabled families/individuals

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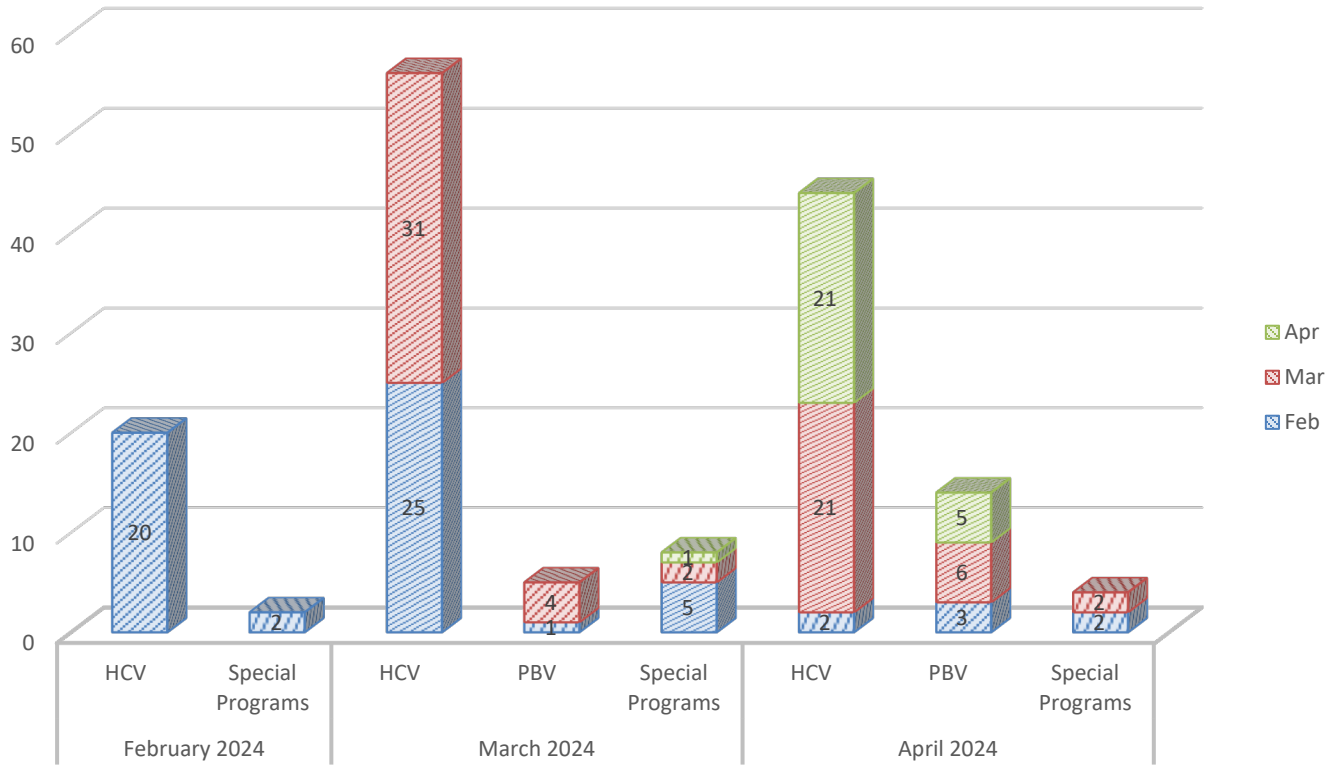
**LEASING**

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



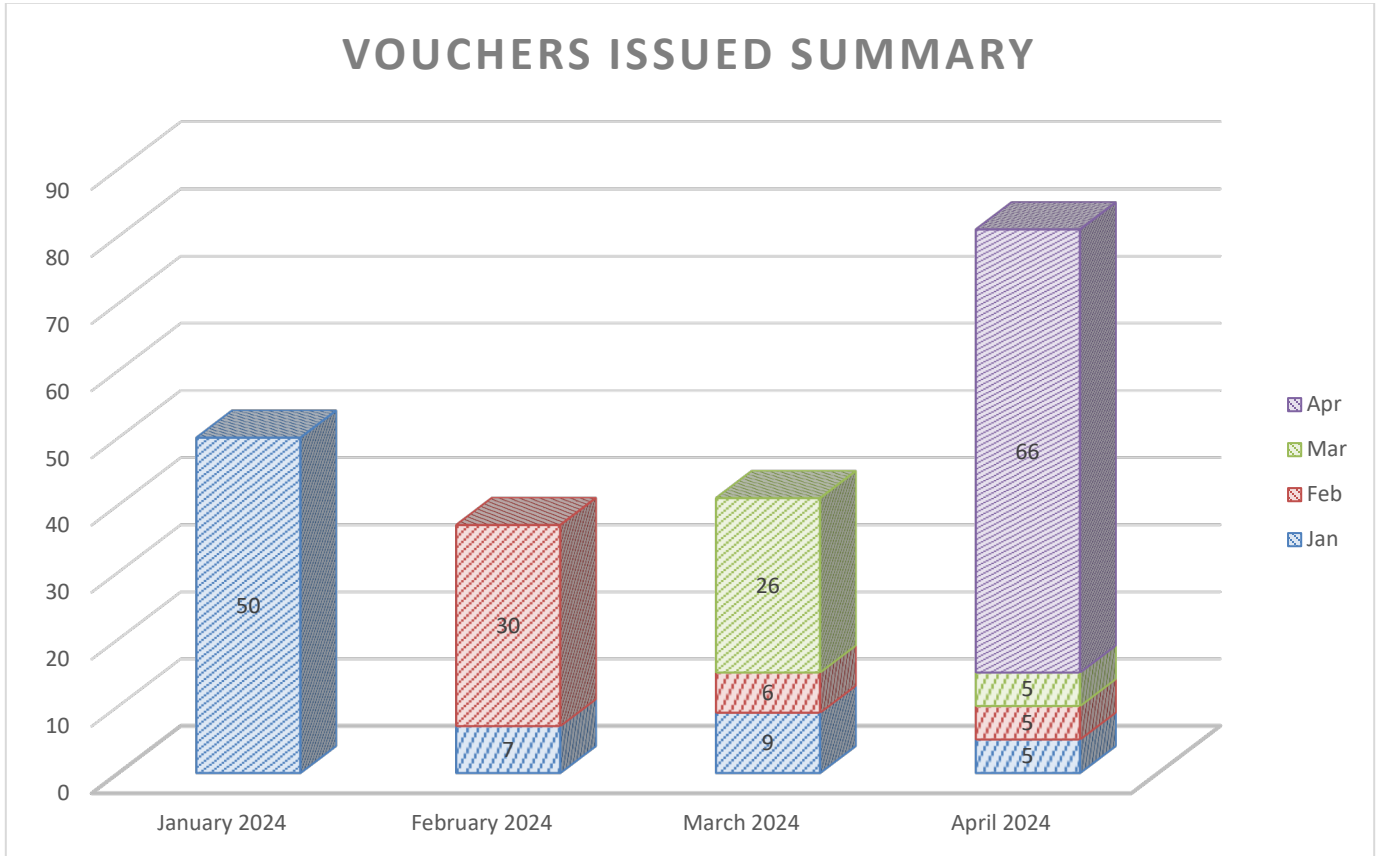
<u>NEW LEASE UP DATA</u>	M/I Completed Month				
M/I Effective Month	Feb	Mar	Apr	M/I: 3 Month Total	M/I: Average for Last 3 months
February 2024	22	-	-	22	
March 2024	31	37	1	69	
April 2024	7	29	26	62	
<b>M/I: 3 Month Total</b>	<b>60</b>	<b>66</b>	<b>27</b>	<b>153</b>	<b>51</b>

## NEW LEASE UP BY PROGRAM



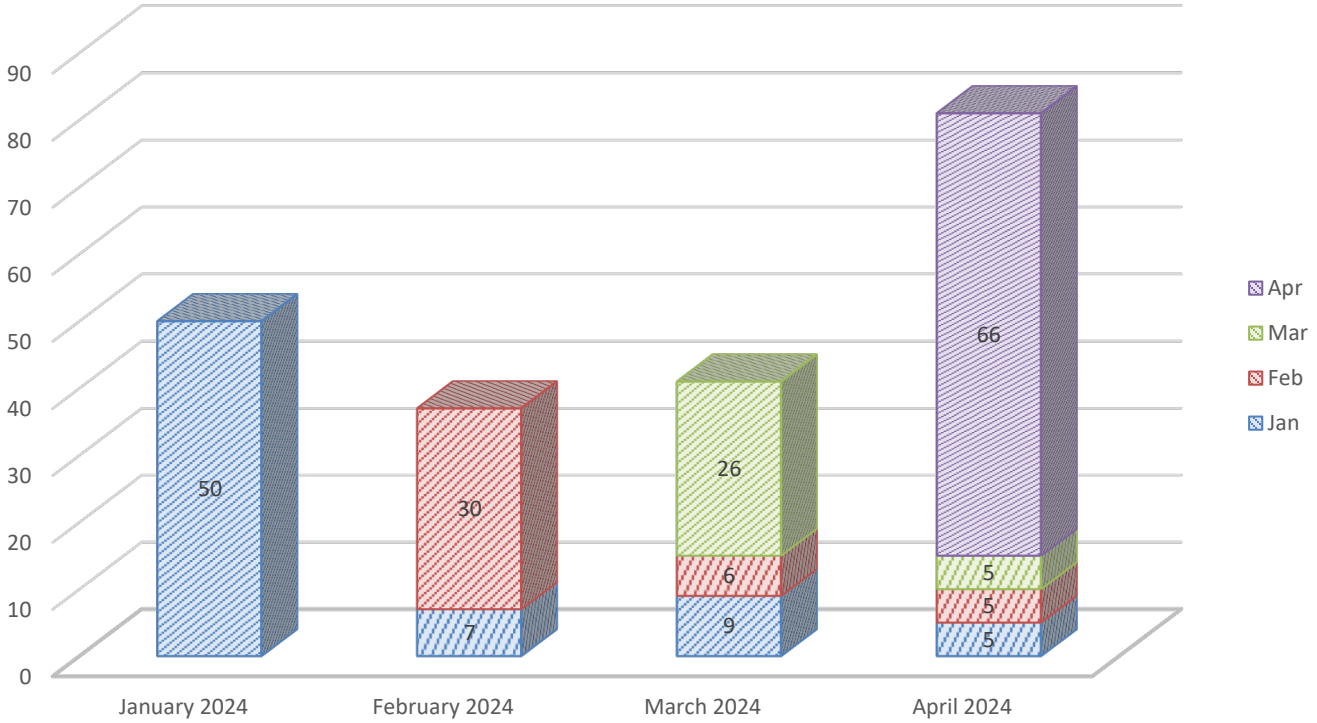
<u>NEW LEASE UP DATA BY PROGRAM</u>	M/I Completed Month				
	M/I Effective Month	Feb	Mar	Apr	M/I: 3 Month Total
<b>February 2024</b>					-
HCV		20	-	-	20
Special Programs		2	-	-	2
<b>March 2024</b>					
HCV		25	31	-	56
PBV		1	4	-	5
Special Programs		5	2	1	8
<b>April 2024</b>					
HCV		2	21	21	44
PBV		3	6	5	14
Special Programs		2	2	-	4
<b>M/I: 3 Month Total</b>		<b>60</b>	<b>66</b>	<b>27</b>	<b>153</b>

**VOUCHERS ISSUED**



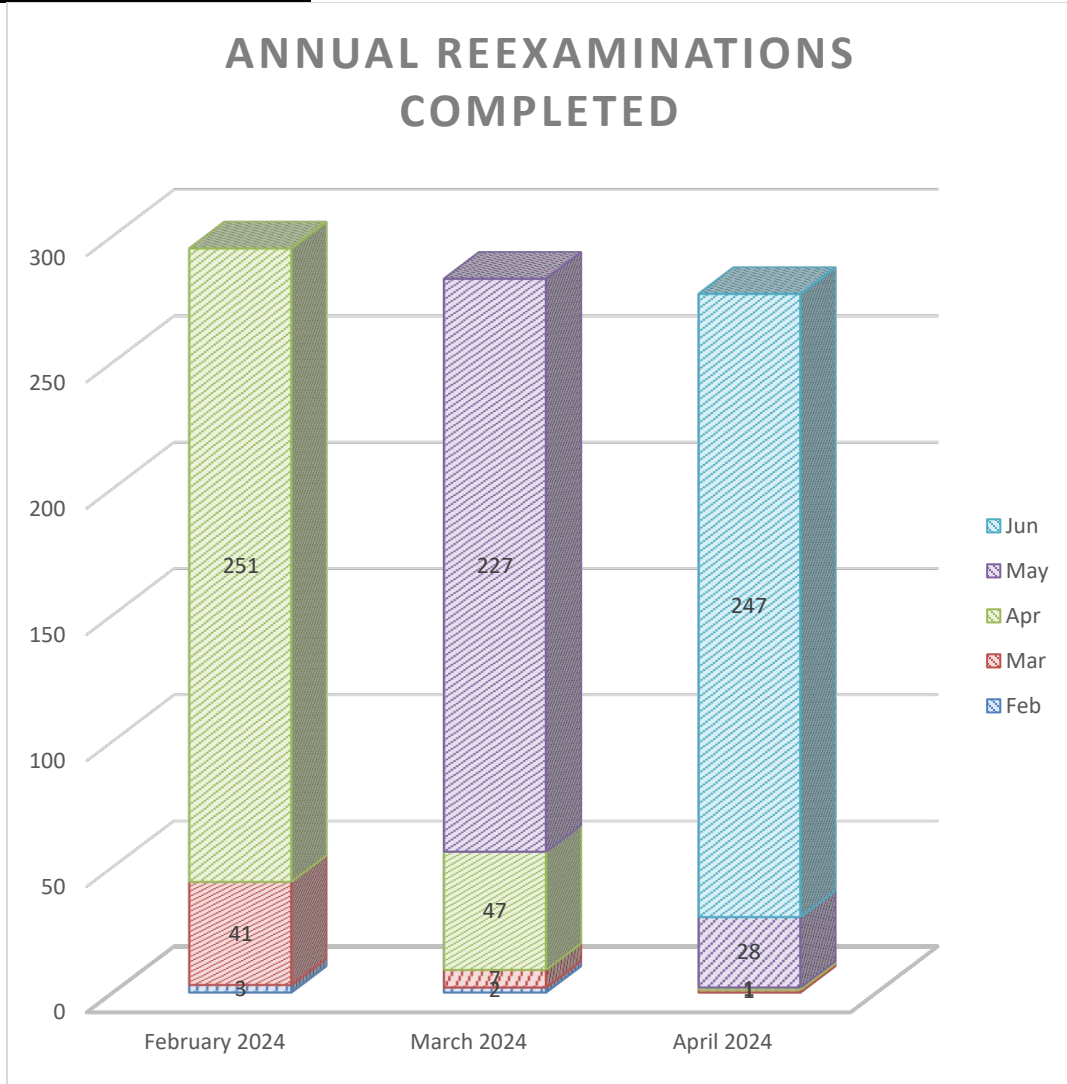
<u>Vouchers Issued</u>	Effective Month				
Month Voucher Issued	Jan	Feb	Mar	Apr	Grand Total
January 2024	50	-	-	-	50
February 2024	7	30	-	-	37
March 2024	9	6	26	-	41
April 2024	5	5	5	66	81
<b>Grand Total</b>	<b>71</b>	<b>41</b>	<b>31</b>	<b>66</b>	<b>209</b>

# VOUCHERS ISSUED BY PROGRAM



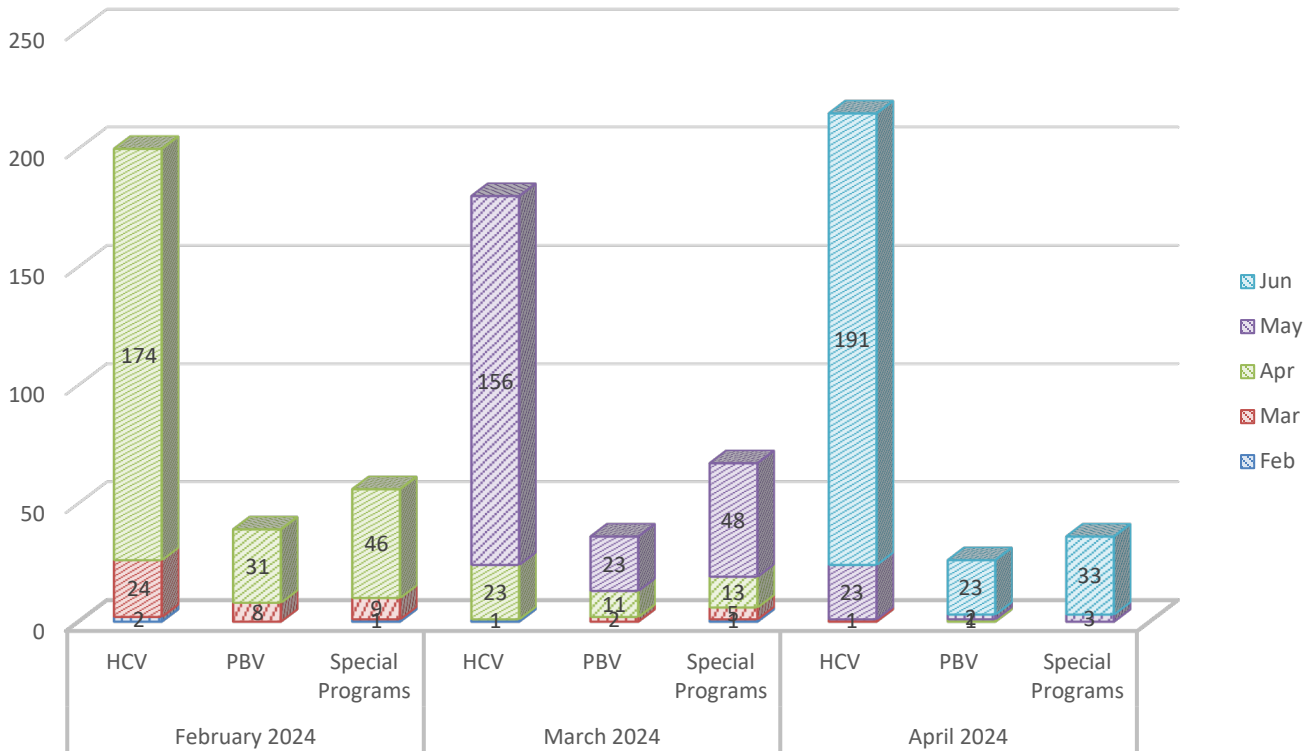
<u>Vouchers Issued</u>	Effective Month				Grand Total
	Jan	Feb	Mar	Apr	
<b>Month Voucher Issued</b>					
<b>January 2024</b>	50	-	-	-	50
<b>HCV</b>	40	-	-	-	40
<b>Special Programs</b>	10	-	-	-	10
<b>February 2024</b>	7	30	-	-	37
<b>HCV</b>	7	30	-	-	37
<b>March 2024</b>	9	6	26	-	41
<b>HCV</b>	8	5	23	-	36
<b>Special Programs</b>	1	1	3	-	5
<b>April 2024</b>	5	5	5	66	81
<b>HCV</b>	5	5	4	61	75
<b>Special Programs</b>	-	-	1	5	6
<b>Grand Total</b>	71	41	31	66	209

**ANNUAL REEXAMINATIONS**



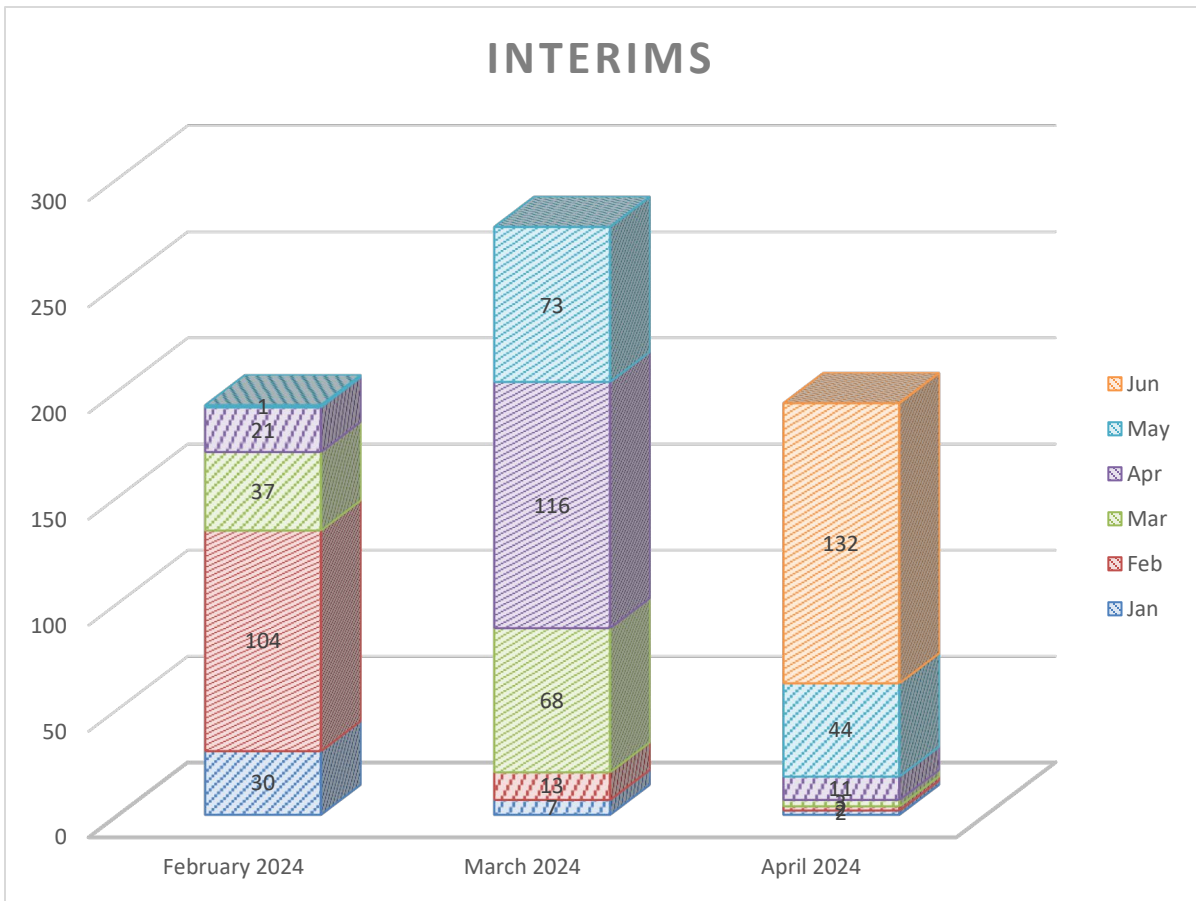
<u>ANNUAL REEXAMINATION DATA</u>	Month Work Completed						Ave Annuals: Last 3 Months
Annual Effective Month	Feb	Mar	Apr	May	Jun	Grand Total	
<b>February 2024</b>	<b>3</b>	<b>41</b>	<b>251</b>	<b>-</b>	<b>-</b>	<b>295</b>	
<b>March 2024</b>	<b>2</b>	<b>7</b>	<b>47</b>	<b>227</b>	<b>-</b>	<b>283</b>	
<b>April 2024</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>28</b>	<b>247</b>	<b>277</b>	
<b>Grand Total</b>	<b>5</b>	<b>49</b>	<b>299</b>	<b>255</b>	<b>247</b>	<b>855</b>	<b>285</b>

## ANNUAL REEXAMINATIONS COMPLETED



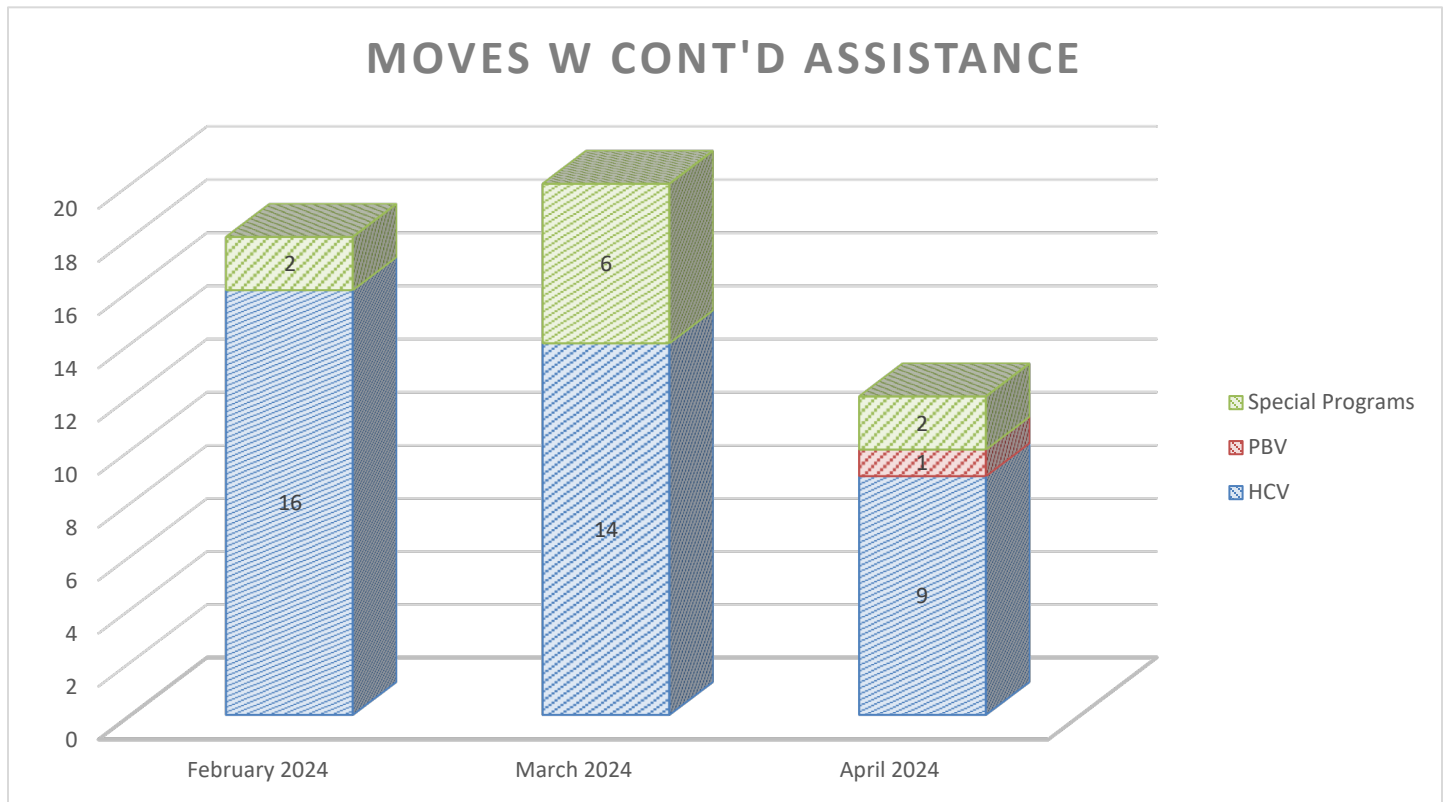
ANNUAL REEXAMINATION DATA	Month Work Completed					Annuals 3 Month Total
	Feb	Mar	Apr	May	Jun	
<b>Annual Effective Month</b>						
<b>February 2024</b>	3	41	251	-	-	295
<b>HCV</b>	2	24	174	-	-	200
<b>PBV</b>	-	8	31	-	-	39
<b>Special Programs</b>	1	9	46	-	-	56
<b>March 2024</b>	2	7	47	227	-	283
<b>HCV</b>	1	-	23	156	-	180
<b>PBV</b>	-	2	11	23	-	36
<b>Special Programs</b>	1	5	13	48	-	67
<b>April 2024</b>	-	1	1	28	247	277
<b>HCV</b>	-	1	-	23	191	215
<b>PBV</b>	-	-	1	2	23	26
<b>Special Programs</b>	-	-	-	3	33	36
<b>Annuals 3 Month Total</b>	5	49	299	255	247	855





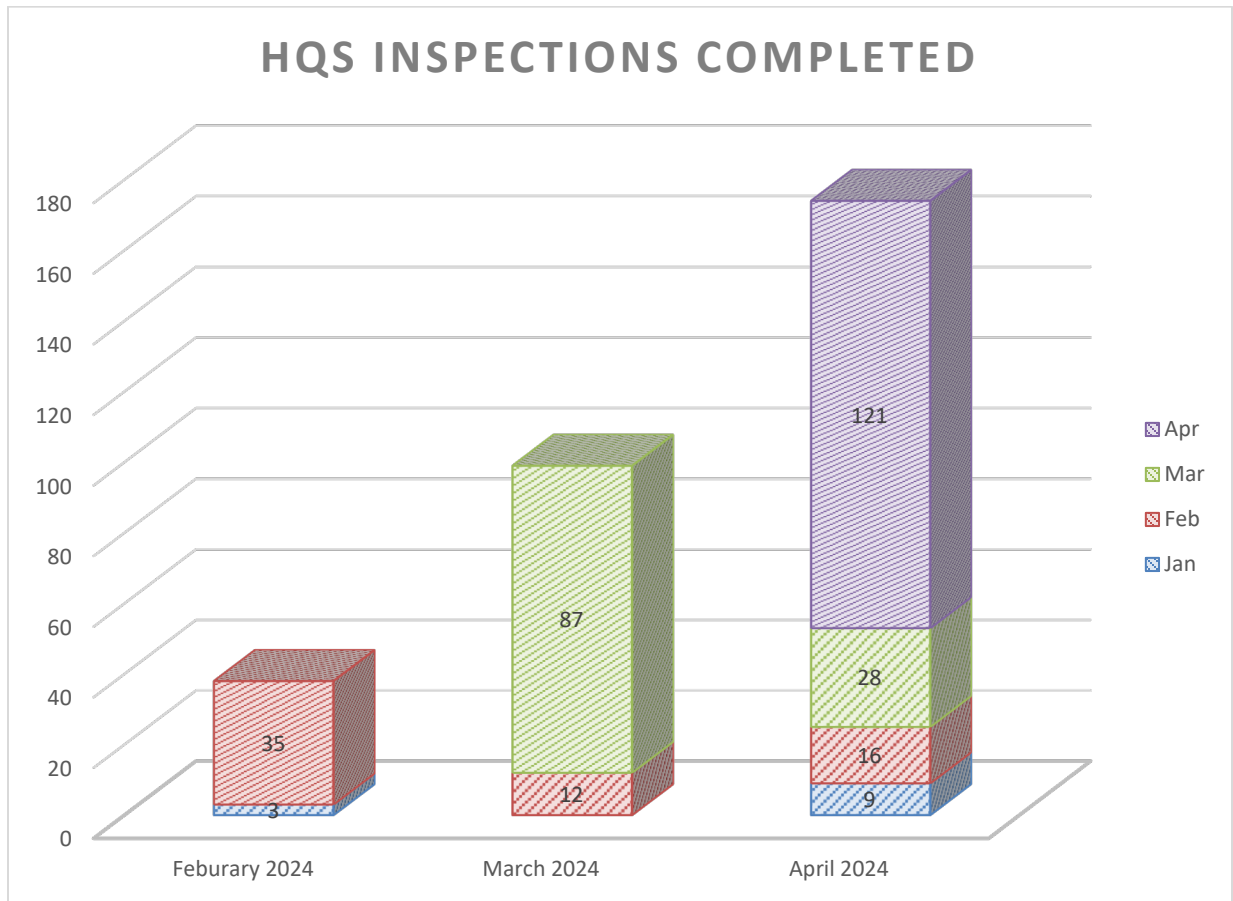
<u>INTERIMS COMPLETED</u>	Month Completed						
	Jan	Feb	Mar	Apr	May	Jun	Total Interims
<b>February 2024</b>	30	104	37	21	1	-	193
<b>March 2024</b>	7	13	68	116	73	-	277
<b>April 2024</b>	2	2	3	11	44	132	194
<b>Total Interims</b>	39	119	108	148	118	132	664

**MOVES WITH CONTINUED ASSISTANCE**



<u>MOVES WITH CONTINUED ASSISTANCE</u>	Move Month Completed			
	HCV	PBV	Special Programs	Total Moves
<b>Program</b>				
<b>February 2024</b>	<b>16</b>	<b>-</b>	<b>2</b>	<b>18</b>
<b>March 2024</b>	<b>14</b>	<b>-</b>	<b>6</b>	<b>20</b>
<b>April 2024</b>	<b>9</b>	<b>1</b>	<b>2</b>	<b>12</b>
<b>Total Moves</b>	<b>39</b>	<b>1</b>	<b>10</b>	<b>50</b>

**HQS INSPECTIONS COMPLETED**



<b>HQS COMPLETED</b>					
<b>Month</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>Grand Total</b>
<b>February 2024</b>	3	35	-	-	38
<b>March 2024</b>	-	12	87	-	99
<b>April 2024</b>	9	16	28	121	174
<b>Grand Total</b>	<b>12</b>	<b>63</b>	<b>115</b>	<b>121</b>	<b>311</b>

**Family Self Sufficiency**

Monthly FSS Escrowing Accounts	Active Escrow Accounts	Total Escrow Balance
⊕ Section 8 FSS	39	\$ 20,447
⊕ EHV	3	\$ 2,631
<b>Grand Total</b>	<b>42</b>	<b>\$ 23,078</b>

Average:	Addendum Type	Count	Increase in Earned Income	Monthly Escrow	Amount Disbursed	Current Escrow Balance
	Enrollment	34	0.00	0.00	0.00	0.00
	Progress	87	17,968.17	246.44	(67.91)	6,209.25
	Exit	3	35,590.33	0.00	(16,692.02)	(743.35)
	N/A	2			(12,666.76)	0.03
		126	13,467.76	172.90	(645.38)	4,269.64

# Portola Vista



**Location:** 20 Del Monte Avenue, Monterey.

Portola Vista is a property owned by the Housing Authority, designated exclusively for individuals aged 62 and older. Built in 1982, this four-story building comprises 63 one-bedroom units and one two-bedroom unit.

**Eligibility Criteria:** To be eligible for residency, individuals must meet specific criteria:

- Be 62 years of age or older.
- Have an income that does not exceed the current 50% Median Income Limit.
- Meet the HUD requirements regarding citizenship or immigration status.

**Dedicated Facilities and Staff:** The center boasts a range of amenities and personnel, including:

- Manager and Maintenance Technician and after hours on-site Resident Caretaker
- Community room with ongoing resident activities
- Laundry facilities for residents.

**Financial Information:**

- **Annual Rent Collections:** As per the latest financial report, annual rent collections amount to **\$374,259.00**.
- **Net Profit or Loss Amount:** The financial report indicates net profit of **\$520,860.71**.

**Funding Sources:**

- United States Department of Housing and Urban Development (HUD)

**Contract Administrator:** California Affordable Housing Initiative Inc. (CAHI) administers the project-based Section 8 contract on behalf of United States Department of Housing and Urban Development (HUD).

**Loans on Property:** Portola Vista has 1 loan from Mechanics Bank.

- **Holder:** Merchants Capital Corp.
- **Annual Payments:** \$201,235.20
- **Maturity Date for Loans:** August 1, 2047
  - **Loan Balance:** \$3,154,004.34



**Portola Vista continuously provides housing for the 62 and older community and is within walking distance of the beautiful and historic Monterey Bay. The property offers residents amazing views overlooking the Pacific Ocean.**



# Director Spotlight:

James Maynard-Cabrera

Director of Human Resources





## **CLOSED SESSION**

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

- A. Government Code Section 54597 - This section permits closed session discussion of certain matters relating to public employment.



**COMMISSIONER COMMENTS**

**&**

**ADJOURNMENT**





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

**DATE:** TUESDAY, MAY 28, 2024

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

**QR CODE:**



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

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

Meeting ID: 350 189 1938

Passcode: 438419

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

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

*Hans Buder's Open Meeting Location  
5301 Hyer Street, Dallas, TX 75205*

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**PRESENT**      **ABSENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. COMMENTS FROM THE PUBLIC**

**4. CONSENT AGENDA**

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

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

Tabled from last month’s meeting:

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

**5. NEW BUSINESS**

- A. HDC - MDC – 235 - Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1st, 2024, and Ending June 30th, 2025.

**6. DIRECTOR COMMENTS**

**7. ADJOURNMENT**

\*\*\*\*\*  
 This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.  
 The Board of Directors will next meet at the Regular Board Meeting on **June 24, 2024, at 6:00 p.m.**  
 \*\*\*\*\*



## COMMENTS FROM THE PUBLIC



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

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



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

**SUMMARY ACTION MINUTES**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

**PRESENT:**

**ABSENT:**

Chair Francine Goodwin

Vice-Chair Yuri Anderson

Director Kevin Healy

Director Kathleen Ballesteros

Director Hans Buder

Director Maria Orozco

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

**3. COMMENTS FROM THE PUBLIC**

None

**4. CLOSED SESSION**

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

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

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

No Action items to report.

**5. DIRECTOR COMMENTS**

Directors collectively thanked everyone involved in today's meeting.

6. **ADJOURMENT**

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

Respectfully submitted,

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

\_\_\_\_\_  
Chairperson

ATTEST:

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

\_\_\_\_\_  
Date



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

**SUMMARY ACTION MINUTES**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

**PRESENT:**

Chair Francine Goodwin

Director Kathleen Ballesteros

Director Hans Buder

Director Maria Orozco

**ABSENT:**

Vice-Chair Yuri Anderson

Director Kevin Healy

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

**3. COMMENTS FROM THE PUBLIC**

None

**4. CONSENT AGENDA**

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

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

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

AYES: Goodwin, Ballesteros, Buder, Orozco

NOES: None

ABSENT: Anderson, Healy

**5. INFORMATION**

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

No additional items to report from the HACM meeting.

B. Development Report – Presented by Nora Ruvalcaba, Interim Director of Development. No additional items to report from the HACM meeting.

**6. DIRECTOR COMMENTS**

Directors collectively thanked everyone involved in today’s meeting.

**7. ADJOURMENT**

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

Respectfully submitted,

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

\_\_\_\_\_  
Chairperson

ATTEST:

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

\_\_\_\_\_  
Date

**MEMORANDUM**

TO: Board of Commissioners

THRU: Zulieka Boykin  
Executive Director

FROM: Michael Underwood, Director of Finance

RE: Resolution 3114: Approving the Operational Budget for  
Fiscal Year 2024 - 2025

DATE: May 16, 2024



The proposed bottom line for the operating budget of the Housing Authority of the County of Monterey (HACM), is a positive net income of \$.48M. The forecast for FY24 is \$.70M. The change between years is estimated as a reduction in bottom-line income of \$.22M. This change is minimal given the overall size of the agency.

Please refer to the following table for detailed calculations of changes between years.

	HACM FCST 2024		HACM BUDGET 2025		()=unfavorable 24 FCST VS 25 BUDGET	% CHANGE
TENANT REVENUE	\$2,446,542	3.0%	\$4,175,180	4.4%	\$ 1,728,638	70.7%
SECTION 8 HAP	\$67,334,342	83.1%	\$76,892,600	80.7%	\$ 9,558,259	14.2%
SECTION 8 ADMIN FEES	\$5,576,969	6.9%	\$6,965,337	7.3%	\$ 1,388,369	24.9%
OTHER REVENUE	\$5,651,943	7.0%	\$7,191,199	7.6%	\$ 1,539,256	27.2%
<b>TOTAL REVENUE</b>	<b>\$81,009,795</b>	<b>100.0%</b>	<b>\$95,224,316</b>	<b>100.0%</b>	<b>\$ 14,214,521</b>	<b>17.5%</b>
HAP PAYMENTS	\$67,334,342	83.1%	\$77,821,740	81.7%	(\$10,487,399)	-15.6%
ADMINISTRATIVE	\$8,362,425	10.3%	\$10,034,462	10.5%	(\$1,672,037)	-20.0%
ALL OTHER	\$4,329,326	5.3%	\$6,221,473	6.5%	(\$1,892,148)	-43.7%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$80,026,092</b>	<b>98.8%</b>	<b>\$94,077,675</b>	<b>98.8%</b>	<b>(\$14,051,583)</b>	<b>-17.6%</b>



OTHER INC/EXPENSE	\$276,894	0.3%	\$666,320	0.7%	(\$389,426)	-140.6%
NET INCOME	\$706,809	0.9%	\$480,321	0.5%	(\$226,488)	-32.0%

Commentary:

- HACM revenue in FY25 is forecast to be higher by \$32.5M or 51.8% above the level from two years ago in FY23. In FY23 HACM experienced a bottom-line loss of (\$2.4M). FY24 net income is projected to be positive at \$.70M. FY25 bottom-line is budgeted at \$.48M. HACM is in a much more stable position with increasing voucher payments year over year. The bottom-line has improved \$2.9M from a loss in FY23 to a gain in FY25.
- HACM revenue in FY25 will improve by \$14.2M above the forecast FY24 actual. This is a 17.5% increase year over year.
- Salary expenses include a 4% COLA per the new MOU. This impact is approximately \$215,000.
- A provision has been included to set aside funds for a new pay for performance program. The value is \$434,000.
- Landscaping expenses have increased over time, however, the net change from FY24 is less than \$50,000, due to an aggressive negotiation process with several vendors. This positive result demonstrated the positive pricing power of a closed bid RFP.
- Headcount is budgeted at 79 heads for the total agency. Current headcount is 71 positions with several open positions particularly in Director Level positions. In FY23 headcount was 88 positions. The re-sizing of the workforce has resulted in this significant reduction.
- Temporary staff has dropped from over 14 to just 2 positions.
- Yardi expenses have risen year over year due to the agency adding the Rent Café Module. This includes the implementation of PayScan (automated accounts payable). With Rent Café tenants can more easily pay their rent when due using electronic payment tools if they wish. Staff have received extensive training during the past year which is helping to improve the efficiency of all employees.

Board Action: Adopt Resolution

**HDC – MDC - 235**

**RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025**

**WHEREAS**, Staff has prepared and submitted to the Board of Directors the Operating Budget for the fiscal year beginning July 1, 2024, and ending June 30,2025 as attached; and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Housing Authority of the County of Monterey, in accordance with the Budget Policy as adopted at their May 29, 2024, meeting, hereby adopts the Operating Budget for fiscal year 2024-2025 as attached, with revenues and expenditures stated by consolidated budget.

**THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors hereby approves and authorizes the Executive Director to conduct operations during the period of July 1, 2024, through June 30, 2025, according to said Operating Budget.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 29th day of May 2024, upon motion of \_\_\_\_\_,  
Seconded by \_\_\_\_\_, and carried by the following vote to-wit:

- AYES
- NOES
- ABSENT



**DIRECTOR COMMENTS**

**&**

**ADJOURNMENT**