



**REGULAR BOARD MEETING**  
 Wednesday, January 17, 2024 @ 12:00 p.m. (Noon)  
 At the Administrative Building  
 219 E. Jackson Street, Harlingen, Texas 78550

**AGENDA**

Notice is hereby given that the above unit of government will hold a Regular Meeting of its Board of Commissioners on Wednesday, January 17, 2024 @ 12:00 p.m. (Noon) at the Administrative Building, 219 E. Jackson Street, Harlingen, Texas 78550.

The Harlingen Housing Authority provides remote viewing options for the public. The meeting may be viewed via video conference at [hha.my.webex.com](https://hha.my.webex.com), Meeting #2550 490 6196, Password:hha17 or join the video conference by phone at 408-418-9388, Password:44217.

A copy of the agenda packet is available to the public on our website at [www.harlingenha.org](http://www.harlingenha.org).

The Harlingen Housing Authority reserves the right, pursuant to Texas Government Code Chapter 551, Subchapter D, to enter into closed executive session on any item posted on the agenda if a matter is raised that is appropriate for closed discussion.

**I. OPENING**

1. Call to Order
2. Conflict of Interest – Alan Ozuna  
 “Under State Law, a conflict of interest exists if a board member, or certain members of that person’s family, has a qualifying financial interest in an agenda item. Board members with a conflict of interest cannot participate in the discussion nor vote on the agenda item.” Are there any known conflicts of interest to disclose at this time?
3. Roll call/determination of a Quorum – Carlos Perez
4. Invocation – Diana Perez
5. Pledge of Allegiance – Diana Perez
6. Introduction of Staff, Guests, and Visitors – Ariana Valle
7. Public Comments – Ariana Valle
8. Consider and take action to approve the Minutes of the Regular Board Meeting of December 20, 2023. (pg.3-6)
9. Presentation of “Employee of the Year” Award for 2023 – 2024 to Norma Serino. (pg.7)

**II. NEW BUSINESS**

1. Presentation of Unaudited Financial Statement for all accounts for the month of November 2023, and to take action to approve the Unaudited Financial Statement as presented.  
 Presenter: Cynthia Lucio (pg.8-25)
2. Consider and take action to approve the charge off of the current unpaid balances due for vacated unit accounts for the month of December 2023 as presented.  
 Presenter: Mary Prieto (pg.26-29)

**III. OLD BUSINESS - NON-ACTION ITEMS**

- 1. Chief Executive Officer Reports by Program Administrators and Coordinators:
  - a) Financial Report by Cynthia Lucio; (pg.30-48)
  - b) HR/Accounting Coordinator Report by Melissa Guajardo; (pg.49)
  - c) Housing Choice Voucher/Section 8 Report by Diana Perez; (pg.50-54)  
*(Comparative summary report for January-December 2023-2022)*
  - d) Low Rent Occupancy Report by Nancy Garza; (pg.55-58)  
*(Comparative summary report for January-December 2023-2022)*
  - e) Senior Property Manager Report with Resident Activities by Mary Prieto; (pg.59-64)
  - f) Maintenance Report by Mary Prieto; (pg.65)
  - g) Procurement Specialist/Property Manager Report by Cynthia De La Fuente;(pg.66-67)
  - h) Accounting Assistant/MIS Coordinator Report by Patty Vega; (pg.68)
  
- 2. Chief Executive Officer Report on administrative meetings, legal conferences, other meetings held, and scheduled activities for the next 6+ months.  
Presenter: Hilda Benavides (pg.69-87)

**IV. ADJOURNMENT**

I, undersigned authority, do hereby certify that the above Notice of Meeting is a true and correct copy of said Notice and that I posted Notice on the bulletin board at the City Hall of the City of Harlingen, 118 East Tyler Avenue, at the Harlingen Housing Authority, Administrative Building, 219 East Jackson Street, at the Los Vecinos Apartments, 702 South "M" Street, at the Bonita Park Apartments, 601 South Rangerville Road, at the Sunset Terrace Apartments, 1401 North Sunset Drive, and at the Le Moyne Gardens Apartments, 3221 North 25th Street, convenient and readily accessible to the general public at all times and said Notice was posted on Friday, January 12, 2024, at least 72 hours preceding the scheduled time of said meeting.

Dated this 12<sup>th</sup> day of January 2024


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 Ariana Valle, Administrative Assistant

Harlingen Housing Authority  
Minutes of the Regular Board Meeting  
Wednesday, December 20, 2023, at 12:00 p.m. (noon)  
At Le Moyne Gardens, 3221 North 25th Street, Harlingen, Texas 78550

**I. OPENING**

The Board of Commissioners of the Harlingen Housing Authority met for its Regular Board Meeting Wednesday, December 20, 2023, at 12:00 p.m. (noon) at Le Moyne Gardens, 3221 North 25<sup>th</sup> Street, Harlingen, Texas 78550. Remote Meeting via Telephone and Video Conference.

**CONFLICT OF INTEREST**

“Under State Law, a conflict of interest exists if a board member, or certain members of that person’s family, has a qualifying financial interest in an agenda item. Members with a conflict of interest cannot participate in the discussion nor vote on the agenda item”. Attorney Alan Ozuna asked the board of commissioners are there any known conflicts of interest to disclose at this time? There were no conflicts of interest to disclose.

**ROLL CALL/DETERMINATION OF A QUORUM**

Chair Perez determined a quorum was present. Those in attendance were: Carlos “Charlie” Perez, Irma Sánchez Peña, Maria Ines Borjas, Bettina Elliott, and Carlos Muñiz.

**INVOCATION**

Accounting Assistant/MIS Coordinator Patty Vega gave the invocation.

**PLEDGE OF ALLEGIANCE**

Accounting Assistant/MIS Coordinator Patty Vega led the Pledge of Allegiance.

**INTRODUCTION OF STAFF, GUESTS, AND VISITORS**

Administrative Assistant Valle introduced staff, guests, visitors starting with Cynthia Lucio, Chief Financial Officer, Diana Perez, HCV/Section 8 & Admissions Administrator, Patty Vega, Accounting Assistant/MIS Coordinator, Melissa Guajardo, HR/Accounting Coordinator, Mary Prieto, Senior Property Manager, Sarah Perrill, Accounting Clerk, Cynthia De La Fuente, Procurement Specialist/Property Manager, Norma Serino, Property Manager, Elva Mares, Admissions Specialist & HCV/S8 Intake Coordinator/Inspector, Hilda Benavides, Chief Executive Officer, Ariana Valle, Administrative Assistant, Visitors/Guests, Alan Ozuna, Attorney, John Alvarado, Computer Network Group, and Jay Garcia, Computer Network Group.

**PUBLIC COMMENTS**

No members of the public were present at Le Moyne Gardens, 3221 North 25<sup>th</sup> Street Harlingen, Texas 78550, via telephone or video conference, and there were no public comments.

**CONSIDER AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 15, 2023.**

After the Board reviewed them, Chair Perez entertained a motion to approve the Minutes of the Regular Board Meeting of November 15, 2023. Vice-Chair Sánchez Peña made the motion to approve the Minutes of the Regular Board Meeting of November 15, 2023. Motion was seconded by Commissioner Muñiz and passed unanimously.

**PRESENTATION OF “EMPLOYEE OF THE QUARTER” AWARD FOR THE MONTHS OF JANUARY, FEBRUARY, AND MARCH 2024.**

Chief Executive Officer Benavides read a letter congratulating Elva Mares for being selected “Employee of the Quarter” for January, February, and March 2024. Mrs. Mares was hired on May 8, 2023, as a regular employee as an Admissions Specialist & HCV/S8 Intake Coordinator/Inspector. Mrs. Mares willingness to learn the different duties and responsibilities of the positions within our agency has given her the ability to grow and expand your knowledge. Mrs. Mares thanked Ms. Benavides, the Board, and her colleagues for the recognition.

**II. NEW BUSINESS**

**1. PRESENTATION OF UNAUDITED FINANCIAL STATEMENT FOR ALL ACCOUNTS FOR THE MONTH OF OCTOBER 2023, AND TO TAKE ACTION TO APPROVE THE UNAUDITED FINANCIAL STATEMENT AS PRESENTED.**

Chief Financial Officer Lucio told the Board that the Unaudited Financial Statement for all accounts for the month of October 2023 was included in the Board packet. She reported as follows:

**Harlingen Housing Authority  
Summary of Revenues & Expenditures  
For the Month Ended October 2023**

	<u>COCC/Low-Rent/FLC Combined</u>	<u>COCC</u>	<u>Los Vecinos AMP #010</u>	<u>Bonita Park AMP #020</u>	<u>Le Moyne Gardens AMP #030</u>	<u>Family Living Center</u>	<u>HCV/Section 8</u>
Total Revenues	\$376,150.03	\$71,986.61	\$95,117.07	\$91,931.59	\$112,559.31	\$4,555.45	\$488,923.61
Total Expenditures	\$348,482.63	\$67,131.46	\$98,178.10	\$78,787.95	\$99,641.07	\$4,744.05	\$555,835.58
Revenues Over (Under) Expenditures	\$27,667.40	\$4,855.15	(\$3,061.03)	\$13,143.64	\$12,918.24	(\$188.60)	(\$66,911.97)
Cash reserves or funds transferred in	\$0.00	\$0.00	\$3,061.03	\$0.00	\$0.00	\$188.60	\$66,911.97

**Note: Insurance payments / Annual Board meeting expenses were paid  
HCV/Section 8 had more expenses: move ins, payment standards and rent increases**

Commissioner Muñiz asked why is the COCC at a high expense? Chief Financial Officer Lucio stated it is due to the Annual Board meeting and Insurance payments. After some discussion no other questions were asked. Chair Perez entertained a motion to approve the Unaudited Financial Statement for all accounts for the month of October 2023, and to take action to approve the Unaudited Financial Statement as presented. Commissioner Muñiz made the motion to approve the Unaudited Financial Statement for all accounts for the month of October 2023 as presented by Administration. Motion was seconded by Commissioner Elliott and passed unanimously.

**2. CONSIDER AND TAKE ACTION TO APPROVE THE CHARGE OFF OF THE CURRENT UNPAID BALANCES DUE FOR VACATED UNIT ACCOUNTS FOR THE MONTH OF NOVEMBER 2023.**

Senior Property Manager Prieto informed the Board that the agenda packet contained a listing of unpaid balances due for vacated unit accounts for the month of November 2023 in the total amount of \$1,054.00. The total amount consists of:

<b>For the month of November 2023</b>						
<b>Development</b>	<b>Los Vecinos</b>	<b>Bonita Park</b>	<b>Sunset Terrace</b>	<b>Aragon</b>	<b>Arroyo Vista</b>	<b>Le Moyne Gardens</b>
<b>Total Charge-Off</b>	\$ 4,208.00	\$ 573.00	\$ 2,409.00	\$1,172.00	\$ 229.00	\$ 939.00
		<b>Grand Total</b>	<b>\$ 9,530.00</b>			

Commissioner Muñiz asked is November one of the highest month? Senior Property Manager Prieto stated yes. After some discussion no other questions were asked. Chair Perez entertained a motion to charge off the current unpaid balances due for the vacated unit accounts for the month of November 2023 in the total amount of \$9,530.00. Commissioner Elliott made the motion to charge off the current unpaid balances due for the vacated unit accounts for the month of November 2023 in the total amount of \$9,530.00. Motion was seconded by Vice Chair Sánchez Peña and passed unanimously.

**3. CONSIDER AND TAKE ACTION TO APPROVE RESOLUTION 1501 ADOPTING THE HARLINGEN HOUSING AUTHORITY FIVE YEAR AND ANNUAL PLAN AS PRESENTED.**

Senior Property Manager Prieto presented Resolution 1501 adopting the Harlingen Housing Authority Five Year and Annual Plan (2024-2028). The PHA Annual plan was updated with information that was gathered from every department and the residents of the Housing Authority. A Public Hearing was held on December 6, 2023. Resident meetings were held and comments from the residents were addressed. Chair Perez asked if the five year and annual plan is done to be in compliance with HUD regulations? Senior Property Manager Prieto stated yes. Commissioner Elliott asked if the plans include the new construction on the Washington property? Senior Property Manager Prieto stated no. Vice-Chair Sánchez Peña asked can the five year and annual plan be revised? Senior Property Manager Prieto stated yes. After some discussion no other questions were asked. Chair Perez entertained a motion to pass Resolution 1501 adopting the Harlingen Housing Authority Five Year and Annual Plan. Vice-Chair Sánchez Peña made the motion to pass Resolution 1501 adopting the Harlingen Housing Authority Five Year and Annual Plan. Motion was seconded by Commissioner Muñiz and passed unanimously.

**4. CONSIDER AND TAKE ACTION TO PASS RESOLUTION 1502 ADOPTING THE HARLINGEN HOUSING AUTHORITY’S SCHEDULE OF FLAT RENTS FOR RENTAL UNITS IN THE LOW RENT PROGRAM TO BECOME EFFECTIVE JANUARY 1, 2024.**

Senior Property Manager Prieto told the Board that the agenda packets contained the schedules of Flat Rents for rental units in the Low Rent Program. The Flat Rent Methodology is 80% of the current Fair Market Rents minus the utility allowance. This method was initiated by HUD. No questions were asked. Chair Perez entertained a motion to pass Resolution 1502 adopting the Harlingen Housing Authority’s Schedule of Flat Rents for Rental Units in the Low Rent Program to become effective January 1, 2024. Commissioner Elliott made the motion to pass Resolution 1502 adopting the Harlingen Housing Authority’s Schedule of Flat Rents for Rental Units in the Low Rent Program. Motion was seconded by Commissioner Muñiz and passed unanimously.

**5. EXECUTIVE SESSION:**

Executive Session under Texas Government Code Section 551.074. Personnel Matters: to evaluate the job performance of the employees who were selected as “Employee of the Quarter” and to deliberate the evaluation of these employees for “Employee of the Year” for 2023-2024. Chair Perez entertained a motion to enter into executive session to evaluate the job performance of the employees who were selected as “Employee of the Quarter” and to deliberate the evaluation of these employees for “Employee of the Year” for 2023-2024. Commissioner Elliott made a motion at 12:26 p.m. to enter into executive session. Motion was seconded by Commissioner Muñiz. At 12:34 p.m. the board ended executive session.

**6. CONSIDER AND TAKE ACTION TO SELECT “EMPLOYEE OF THE YEAR” FOR 2023-2024.**

Chief Executive Officer Benavides presented the 2023 Employee of the Quarter winners as follows: Patty Vega for January, February, March; Anita Maldonado for April, May, June; Norma Serino for July, August, September; Cynthia De La Fuente for October, November, December. Chief Executive Officer Benavides recommended Norma Serino Property Manager

for Employee of the Year for 2023-2024. Mrs. Serino has been with the agency since October 12, 2015; she has grown with the agency and does well with added duties and responsibilities. The Board of Commissioners all agreed with Chief Executive Officer Benavides' recommendation. Chair Perez entertained a motion to select Norma Serino as Employee of the year for 2023-2024. Commissioner Elliott made the motion to select Norma Serino as Employee of the year for 2023-2024. Motion was seconded by Vice-Chair Sánchez Peña and passed unanimously.

**III. OLD BUSINESS-NON-ACTION ITEMS**  
**1. CHIEF EXECUTIVE OFFICER REPORTS BY PROGRAM ADMINISTRATORS AND COORDINATORS:**

- a) Financial Report by Cynthia Lucio
- b) HR/Accounting Coordinator Report by Melissa Guajardo
- c) Housing Choice Voucher/Section 8 Report by Diana Perez  
*(Comparatives summary report for January-November 2023-2022)*
- d) Low Rent Occupancy Report by Nancy Garza  
*(Comparative summary report for January-November 2023-2022)*
- e) Senior Housing Manager Report with Resident Activities by Mary Prieto
- f) Maintenance Report by Mary Prieto
- g) Procurement Specialist/Property Manager Report by Cynthia De La Fuente
- h) Accounting Assistant/MIS Coordinator Report by Patty Vega

Chief Executive Officer Benavides told the Board that the Program Administrators and Coordinators reports were included in their packets, and she asked if they had any questions. Chair Perez asked if there has been steady progress at the Los Vecinos street and parking improvements? Chief Executive Officer Benavides stated yes. Vice-Chair Sánchez Peña asked what was the initial date of completion for the project? Chief Executive Officer Benavides stated November 2023. Commissioner Muñiz asked what is the completion percentage for the first street? Chief Financial Officer Lucio stated it is 60% percent. After some discussion no other questions were asked.

**2. CHIEF EXECUTIVE OFFICER'S REPORT ON ADMINISTRATIVE MEETINGS, LEGAL CONFERENCES, OTHER MEETINGS HELD, AND SCHEDULED ACTIVITIES FOR THE NEXT 6+ MONTHS.**

Chief Executive Officer Benavides told the Board that her report was included in the agenda packet. Our next Regular Board meeting and the Harlingen Affordable Housing Corporation meeting will be January 17, 2024, at 12:00 p.m. at the Administrative Building. After some discussion no questions were asked.

**IV. ADJOURNMENT**

Chair Perez entertained a motion to adjourn. Motion to adjourn was made by Commissioner Elliott. Motion was seconded by Vice-Chair Sánchez Peña. Meeting was adjourned at 12:47 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Chair, Carlos Perez

\_\_\_\_\_  
Chief Executive Officer, Hilda Benavides

**HOUSING AUTHORITY OF THE CITY OF HARLINGEN**  
HUD Recognized "High Performer"  
Established 1949

**Commissioners:**

Carlos "Charlie" Perez, Chair  
Irma Sánchez Peña, Vice-Chair  
Carlos Muñiz  
Bettina Elliott  
Maria Ines Borjas

January 01, 2024

Counselor:  
Law Office of  
Alan T. Ozuna

Norma Serino  
Harlingen Housing Authority  
219 E. Jackson St.  
Harlingen, TX 78550

Chief Executive Officer:  
Hilda Benavides

Dear Mrs. Norma Serino,

Congratulations on being selected as the "Employee of the Year" 2023-2024. You were selected Employee of the Quarter for April, May & June 2017, and again in July, August & September of 2022 and 2023.

Your employment with us began on October 12, 2015, as a Low-Rent Clerk and on November 2016, you became an Assistant Property Manager. You are currently the Property Manager at the Los Vecinos Apartments. You are doing a great job leading your team with the construction work taking place at the site. You are very detailed with your daily construction updates, and you make sure that everyone is well informed.

Your positive attitude is a great asset to our agency. Your hard work and dedication show in your daily tasks. It is a pleasure working with you and seeing you grow into an outstanding employee.

You are recognized for your accomplishments and achievements by our Board of Commissioners. You will receive a wall plaque, a gift card, and a reserved parking space. Your photo will be displayed in our Main Office with other "Employee of the Year" Honorees. Enjoy your new title and thank you for being an excellent employee.

Sincerely Yours,  
*Hilda Benavides*

Hilda Benavides,  
Chief Executive Officer

Charlie Perez,  
Chair

Irma Sánchez Peña,  
Vice-Chair

Carlos Muñiz,  
Commissioner

Bettina Elliott,  
Commissioner

Maria Ines Borjas,  
Commissioner



# **City of Harlingen Housing Authority**

## **Unaudited Financial Statement**

**November 2023**

**COCC**

**Low Rent Program**

**Family Living Center**

**HCV/Section 8**

**Summary of Revenues & Expenditures**

**Summary of Year-to-Date Revenues & Expenditures**

**Budgeted Income Statements**

The per unit month (PUM) rate is calculated by dividing the account amount by Unit Months (UM) available. PUM is the measure of revenue or cost per units available for the month or year to date.





**Harlingen Housing Authority  
Summary of Revenues & Expenditures  
For the Month Ended November 2023**

	<u>COCC/Low-Rent/FLC Combined</u>	<u>COCC</u>	<u>Los Vecinos AMP #010</u>	<u>Bonita Park AMP #020</u>	<u>Le Moyne Gardens AMP #030</u>	<u>Family Living Center</u>	<u>HCV/Section 8</u>
Total Revenues	<u>\$376,388.40</u>	<u>\$71,905.04</u>	<u>\$95,652.32</u>	<u>\$89,539.36</u>	<u>\$114,666.70</u>	<u>\$4,624.98</u>	<u>\$698,812.90</u>
Total Expenditures	<u>\$338,168.94</u>	<u>\$58,762.04</u>	<u>\$105,831.80</u>	<u>\$72,734.12</u>	<u>\$96,114.91</u>	<u>\$4,726.07</u>	<u>\$528,520.72</u>
Revenues Over (Under) Expenditures	<u>\$38,219.46</u>	<u>\$13,143.00</u>	<u>(\$10,179.48)</u>	<u>\$16,805.24</u>	<u>\$18,551.79</u>	<u>(\$101.09)</u>	<u>\$170,292.18</u>
Cash reserves or funds transferred in	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,179.48</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$101.09</u>	<u>\$0.00</u>

**Note: Insurance payment accrual are high every month and more contract payments this month**

**Harlingen Housing Authority**  
**Summary of Year-to-Date Revenues & Expenditures**  
**For the Month Ended November 2023**

	<b>COCC/Low-Rent/FLC Combined</b>	<b>COCC</b>	<b>Los Vecinos AMP #010</b>	<b>Bonita Park AMP #020</b>	<b>Le Moyne Gardens AMP #030</b>	<b>Family Living Center</b>	<b>HCV/Section 8</b>
Total Revenues	<u>\$3,377,652.41</u>	<u>\$569,168.45</u>	<u>\$856,848.01</u>	<u>\$829,504.62</u>	<u>\$1,085,967.45</u>	<u>\$36,163.88</u>	<u>\$4,058,218.26</u>
Total Expenditures	<u>\$2,541,071.09</u>	<u>\$503,288.72</u>	<u>\$679,034.93</u>	<u>\$595,850.01</u>	<u>\$742,511.93</u>	<u>\$20,385.50</u>	<u>\$3,983,685.87</u>
Revenues Over (Under) Expenditures	<u>\$836,581.32</u>	<u>\$65,879.73</u>	<u>\$177,813.08</u>	<u>\$233,654.61</u>	<u>\$343,455.52</u>	<u>\$15,778.38</u>	<u>\$74,532.39</u>
Cash reserves or funds transferred in	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

## Housing Authority of the City of Harlingen Budgeted Income Statement HHA Low Rent ADMINISTRATION BUILDING

Fiscal Year End Date:	3/31/2024		ACCOUNT	1 Month(s) Ended November 30, 2023	8 Month(s) Ended November 30, 2023	Budget	Variance	Variance %	
<b>Revenue</b>									
<b>Operating Income</b>									
Other Income - Operatating transfer in /	1	06	3690.22	5	0.00	0.00	8,000.00	(8,000.00)	-100.00 %
CFP Admin 50121	1	06	3690.28	5	0.00	0.00	33,333.28	(33,333.28)	-100.00 %
Other Income - CFP 22	1	06	3690.29	5	0.00	53,040.00	85,333.28	(32,293.28)	-37.84 %
Other Income - CFP23	1	06	3690.30	5	13,528.00	54,112.00	0.00	54,112.00	100.00 %
<b>Total Operating Income</b>					<b>13,528.00</b>	<b>107,152.00</b>	<b>126,666.56</b>	<b>(19,514.56)</b>	<b>-15.41 %</b>
<b>Rental Income</b>									
NON-DWELLING RENT	1	06	3190	5	2,198.81	16,459.67	17,890.64	(1,430.97)	-8.00 %
<b>Total Rental Income</b>					<b>2,198.81</b>	<b>16,459.67</b>	<b>17,890.64</b>	<b>(1,430.97)</b>	<b>-8.00 %</b>
<b>Other Income</b>									
Investment Income - Unrestricted	1	06	3610	5	1,051.47	8,462.55	5,333.28	3,129.27	58.67 %
OTHER INCOME	1	06	3690	5	227.46	1,936.45	10,704.00	(8,767.55)	-81.91 %
Other Income - Management Fee - CC	1	06	3690.2	5	28,944.80	250,425.28	263,024.00	(12,598.72)	-4.79 %
Other Income - Asset Management Fe	1	06	3690.3	5	15,036.00	98,452.50	118,880.00	(20,427.50)	-17.18 %
Other Income - Bookkeeping Fee - CC	1	06	3690.4	5	9,922.50	78,312.00	78,480.00	(168.00)	-0.21 %
IT Fees	1	06	3690.5	5	996.00	7,968.00	7,840.00	128.00	1.63 %
Other Income - Gain/Loss on Sale of E	1	06	3690.88	5	0.00	0.00	333.28	(333.28)	-100.00 %
<b>Total Other Income</b>					<b>56,178.23</b>	<b>445,556.78</b>	<b>484,594.56</b>	<b>(39,037.78)</b>	<b>-8.06 %</b>
<b>Total Revenue</b>					<b>71,905.04</b>	<b>569,168.45</b>	<b>629,151.76</b>	<b>(59,983.31)</b>	<b>-9.53 %</b>
<b>Expenses</b>									
<b>Administrative Expense</b>									
NONTECHNICAL SALARIES	1	06	4110	5	29,697.93	240,430.80	286,166.64	45,735.84	15.98 %
LEGAL EXPENSE	1	06	4130	5	0.00	6,691.75	6,133.28	(558.47)	-9.11 %
STAFF TRAINING	1	06	4140	5	0.00	3,434.50	11,333.28	7,898.78	69.70 %
TRAVEL	1	06	4150	5	2,814.24	15,175.21	16,666.64	1,491.43	8.95 %
Travel-Mileage Reimbursment	1	06	4150.2	5	336.67	1,186.68	1,333.28	146.60	11.00 %
Accounting Fees	1	06	4170	5	0.00	0.00	24,666.64	24,666.64	100.00 %
Audit Fees	1	06	4171	5	0.00	0.00	3,333.28	3,333.28	100.00 %
Employee Benefits Cont - Admin	1	06	4182	5	12,617.58	101,399.96	87,533.28	(13,866.68)	-15.84 %
SUNDRY	1	06	4190	5	220.34	862.17	1,585.28	723.11	45.61 %
Postage/FedEx/UPS	1	06	4190.03	5	606.66	2,730.14	2,666.64	(63.50)	-2.38 %
Advertising and Marketing	1	06	4190.08	5	0.00	0.00	3,333.28	3,333.28	100.00 %
PUBLICATIONS	1	06	4190.11	5	0.00	1,985.10	4,000.00	2,014.90	50.37 %
MEMBERSHIP DUES AND FEES	1	06	4190.12	5	0.00	100.00	2,333.28	2,233.28	95.71 %
Telephone/Cell Phone/Internet	1	06	4190.13	5	2,362.75	17,084.27	16,000.00	(1,084.27)	-6.78 %
FORMS & OFFICE SUPPLIES	1	06	4190.17	5	118.19	11,294.85	10,666.64	(628.21)	-5.89 %
Other Sundry Expense	1	06	4190.18	5	1,209.62	6,193.59	4,666.64	(1,526.95)	-32.72 %
Administrative Contact Costs	1	06	4190.19	5	2,346.28	41,704.97	68,664.00	26,959.03	39.26 %
BOARD MEETING EXPENSE	1	06	4190.9	5	1,607.62	10,313.63	9,333.28	(980.35)	-10.50 %
<b>Total Administrative Expense</b>					<b>53,937.88</b>	<b>460,587.62</b>	<b>560,415.36</b>	<b>99,827.74</b>	<b>17.81 %</b>
<b>Utilities Expense</b>									
WATER	1	06	4310	5	14.69	100.26	266.64	166.38	62.40 %
ELECTRICITY	1	06	4320	5	1,224.45	6,971.32	10,000.00	3,028.68	30.29 %
OTHER UTILITY EXPENSE - SEWER	1	06	4390	5	19.62	131.68	666.64	534.96	80.25 %
<b>Total Utilities Expense</b>					<b>1,258.76</b>	<b>7,203.26</b>	<b>10,933.28</b>	<b>3,730.02</b>	<b>34.12 %</b>
<b>Ordinary Maintenance and Operation</b>									
LABOR - WAGES/SALARIES	1	06	4410	5	793.94	6,456.53	10,000.00	3,543.47	35.43 %
MATERIALS	1	06	4420	5	17.85	2,990.56	4,000.00	1,009.44	25.24 %
Contract Cots-Extermination/Pest Con	1	06	4430.01	5	200.00	895.00	800.00	(95.00)	-11.88 %
Contract Costs-Other Repairs	1	06	4430.03	5	0.00	0.00	4,666.64	4,666.64	100.00 %
Contract Costs-Auto/Truck Maint/Repa	1	06	4430.08	5	247.77	552.16	3,333.28	2,781.12	83.43 %
VEHICLE-MAINTENANCE	1	06	4430.1	5	0.00	49.90	0.00	(49.90)	-100.00 %
Contract Costs-Other	1	06	4430.13	5	0.00	2,350.00	0.00	(2,350.00)	-100.00 %
Contact Costs-Heating & Cooling Cont	1	06	4430.17	5	0.00	380.00	5,333.28	4,953.28	92.87 %
Contact Costs-Electrical Contracts	1	06	4430.21	5	0.00	0.00	3,333.28	3,333.28	100.00 %
Garbage and Trash Removal	1	06	4431	5	46.79	327.53	800.00	472.47	59.06 %

Report Criteria PHA: 1 Project: '06'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True

Custom 1:

Custom 2: COCC

Custom 3:

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 ADMINISTRATION BUILDING

Fiscal Year End Date:	3/31/2024				ACCOUNT	1 Month(s) Ended	8 Month(s) Ended	Budget	Variance	Variance %
						November 30, 2023	November 30, 2023			
Emp Benefit Cont - Maintenance	1	06	4433	5		58.42	395.70	0.00	(395.70)	-100.00 %
<b>Total Ordinary Maintenance and Operation</b>						<b>1,364.77</b>	<b>14,397.38</b>	<b>32,266.48</b>	<b>17,869.10</b>	<b>55.38 %</b>
<b>Protective Services</b>										
Protective Services - Contract Costs	1	06	4480	5		293.20	2,884.56	13,333.28	10,448.72	78.37 %
<b>Total Protective Services</b>						<b>293.20</b>	<b>2,884.56</b>	<b>13,333.28</b>	<b>10,448.72</b>	<b>78.37 %</b>
<b>General Expense</b>										
INSURANCE	1	06	4510	5		0.00	14.00	0.00	(14.00)	-100.00 %
Insurance -Property (Fire & EC)	1	06	4510.01	5		0.00	2,256.37	2,000.00	(256.37)	-12.82 %
Insurance - General Liability	1	06	4510.02	5		0.00	395.61	666.64	271.03	40.66 %
Insurance - Automobile	1	06	4510.03	5		0.00	1,342.40	1,200.00	(142.40)	-11.87 %
Insurance - Workman's Comp	1	06	4510.04	5		0.00	3,476.33	3,333.28	(143.05)	-4.29 %
Insurance - Fidelity Bond	1	06	4510.09	5		0.00	747.51	666.64	(80.87)	-12.13 %
Insurance - Windstorm	1	06	4510.15	5		1,907.43	9,627.27	4,000.00	(5,627.27)	-140.68 %
MATLAND PROPERTY TAXES	1	06	4520.1	5		0.00	356.41	333.28	(23.13)	-6.94 %
<b>Total General Expense</b>						<b>1,907.43</b>	<b>18,215.90</b>	<b>12,199.84</b>	<b>(6,016.06)</b>	<b>-49.31 %</b>
<b>Other Expenditures</b>										
Property Better & Add-Contract Costs	1	06	7540.4	5		0.00	0.00	33,333.28	33,333.28	100.00 %
Operating Exp For Property - Contra	1	06	7590	5		0.00	0.00	(33,333.28)	(33,333.28)	-100.00 %
<b>Total Other Expenditures</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00 %</b>
<b>Total Expenses</b>						<b>(58,762.04)</b>	<b>(503,288.72)</b>	<b>(629,148.24)</b>	<b>125,859.52</b>	<b>20.00 %</b>
<b>Total Net Income (Loss)</b>						<b>13,143.00</b>	<b>65,879.73</b>	<b>3.52</b>	<b>65,876.21</b>	<b>2818451.42 %</b>

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 Los Vecinos  
 U/M Month: 150 - U/M YTD: 1200 - U/M Year: 1800

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	PUM	8 Month(s) Ended November 30, 2023	PUM	Budget	Variance	Variance %
<b>Rental Income</b>									
Dwelling Rental	1 01 3110	5	26,932.00	179.55	207,394.00	172.83	194,163.44	13,230.56	6.81 %
<b>Total Rental Income</b>			<b>26,932.00</b>	<b>179.55</b>	<b>207,394.00</b>	<b>172.83</b>	<b>194,163.44</b>	<b>13,230.56</b>	<b>6.81 %</b>
<b>Other Income</b>									
Interest Earned on Gen Fund Investments	1 01 3610	5	10.73	0.07	70.83	0.06	10,000.00	(9,929.17)	-99.29 %
Interest Income - Bank Statement	1 01 3610.01	5	2,966.59	19.78	24,682.46	20.57	0.00	24,682.46	100.00 %
Other Income-Tenants	1 01 3690	5	4,703.00	31.35	23,160.00	19.30	18,666.64	4,493.36	24.07 %
Other Income - Misc Other Revenue	1 01 3690.1	5	0.00	0.00	0.00	0.00	166.64	(166.64)	-100.00 %
Other Income - Insurance Equity	1 01 3690.451	5	0.00	0.00	0.00	0.00	200.00	(200.00)	-100.00 %
Other Income - Gain/Loss on Sale of Equi	1 01 3690.88	5	0.00	0.00	468.00	0.39	400.00	68.00	17.00 %
Other Income - OP Trans In From CFP	1 01 3690.99	5	0.00	0.00	97,401.72	81.17	60,000.00	37,401.72	62.34 %
<b>Total Other Income</b>			<b>7,680.32</b>	<b>51.20</b>	<b>145,783.01</b>	<b>121.49</b>	<b>89,433.28</b>	<b>56,349.73</b>	<b>63.01 %</b>
<b>Other Receipts</b>									
Operating Subsidy - Current Year	1 01 8020	0	61,040.00	406.93	503,671.00	419.73	484,660.00	19,011.00	3.92 %
<b>Total Other Receipts</b>			<b>61,040.00</b>	<b>406.93</b>	<b>503,671.00</b>	<b>419.73</b>	<b>484,660.00</b>	<b>19,011.00</b>	<b>3.92 %</b>
<b>Total Revenue</b>			<b>95,652.32</b>	<b>637.68</b>	<b>856,848.01</b>	<b>714.04</b>	<b>768,256.72</b>	<b>88,591.29</b>	<b>11.53 %</b>
<b>Administrative Expense</b>									
Nontechnical Salaries	1 01 4110	5	5,942.29	39.62	50,283.50	41.90	71,333.28	21,049.78	29.51 %
Legal Expense	1 01 4130	5	0.00	0.00	758.55	0.63	2,000.00	1,241.45	62.07 %
Staff Training	1 01 4140	5	0.00	0.00	97.38	0.08	2,333.28	2,235.90	95.83 %
Travel	1 01 4150	5	0.00	0.00	0.00	0.00	2,333.28	2,333.28	100.00 %
Travel-Mileage Reimbursement	1 01 4150.2	5	0.00	0.00	0.00	0.00	800.00	800.00	100.00 %
Audit Fees	1 01 4171	5	0.00	0.00	0.00	0.00	5,033.84	5,033.84	100.00 %
Employee Benefits Cont - Admin	1 01 4182	5	3,408.35	22.72	24,434.56	20.36	28,000.00	3,565.44	12.73 %
Sundry	1 01 4190	5	0.00	0.00	10.00	0.01	666.64	656.64	98.50 %
Postage/FedEx/UPS	1 01 4190.03	5	184.39	1.23	773.85	0.64	666.64	(107.21)	-16.08 %
Advertising and Marketing	1 01 4190.08	5	0.00	0.00	0.00	0.00	1,666.64	1,666.64	100.00 %
Publications	1 01 4190.11	5	0.00	0.00	2,476.50	2.06	1,333.28	(1,143.22)	-85.74 %
Membership Dues and Fees	1 01 4190.12	5	0.00	0.00	1,389.83	1.16	1,333.28	(56.55)	-4.24 %
Telephone/Cell Phones/Internet	1 01 4190.13	5	6,194.13	41.29	41,969.15	34.97	6,000.00	(35,969.15)	-599.49 %
Rental of Warehouse Space	1 01 4190.14	5	864.00	5.76	6,912.00	5.76	6,912.00	0.00	0.00 %
Forms & Office Supplies	1 01 4190.17	5	3,013.19	20.09	7,146.43	5.96	6,666.64	(479.79)	-7.20 %
Other Sundry Expense	1 01 4190.18	5	159.34	1.06	1,619.38	1.35	5,110.88	3,491.50	68.32 %
Administrative Contact Costs	1 01 4190.19	5	2,721.25	18.14	36,986.42	30.82	50,000.00	13,013.58	26.03 %

Report Criteria PHA: 1 Project: '01'  
 Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True Custom 1: Custom 2: AMP1 Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 Los Vecinos  
 U/M Month: 150 - U/M YTD: 1200 - U/M Year: 1800

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	PUM	8 Month(s) Ended November 30, 2023	PUM	Budget	Variance	Variance %
Management Fee Expense - AMP	1 01	4190.21 5	8,772.96	58.49	70,601.44	58.83	72,000.00	1,398.56	1.94 %
Asset Management Fee - AMP	1 01	4190.22 5	1,500.00	10.00	12,000.00	10.00	12,000.00	0.00	0.00 %
AMP Bookkeeping Fees	1 01	4190.23 5	1,102.50	7.35	8,872.50	7.39	9,333.28	460.78	4.94 %
IT Fees-COCC	1 01	4190.24 5	300.00	2.00	2,400.00	2.00	2,400.00	0.00	0.00 %
<b>Total Administrative Expense</b>			<b>34,162.40</b>	<b>227.75</b>	<b>268,731.49</b>	<b>223.94</b>	<b>287,922.96</b>	<b>19,191.47</b>	<b>6.67 %</b>
<b>Tenant Services</b>									
Tenant Services - Salaries	1 01	4210 5	789.00	5.26	6,664.59	5.55	12,000.00	5,335.41	44.46 %
Ten Services - Recreation, Pubs, Other	1 01	4220 5	372.69	2.48	2,779.19	2.32	5,333.28	2,554.09	47.89 %
<b>Total Tenant Services</b>			<b>1,161.69</b>	<b>7.74</b>	<b>9,443.78</b>	<b>7.87</b>	<b>17,333.28</b>	<b>7,889.50</b>	<b>45.52 %</b>
<b>Utilities Expense</b>									
Water	1 01	4310 5	83.52	0.56	462.59	0.39	2,333.28	1,870.69	80.17 %
Electricity	1 01	4320 5	1,117.71	7.45	7,528.85	6.27	10,000.00	2,471.15	24.71 %
Gas	1 01	4330 5	145.50	0.97	878.05	0.73	1,333.28	455.23	34.14 %
Other Utility Expense - Sewer	1 01	4390 5	71.15	0.47	366.66	0.31	1,000.00	633.34	63.33 %
<b>Total Utilities Expense</b>			<b>1,417.88</b>	<b>9.45</b>	<b>9,236.15</b>	<b>7.70</b>	<b>14,666.56</b>	<b>5,430.41</b>	<b>37.03 %</b>
<b>Ordinary Maintenance and Operation</b>									
Labor	1 01	4410 5	5,662.00	37.75	43,847.83	36.54	54,666.64	10,818.81	19.79 %
Materials	1 01	4420 5	275.03	1.83	17,489.74	14.57	33,333.28	15,843.54	47.53 %
Contract Costs	1 01	4430 5	0.00	0.00	0.00	0.00	16,666.64	16,666.64	100.00 %
Contract Cots-Extermination/Pest Control	1 01	4430.01 5	650.00	4.33	4,700.00	3.92	7,333.28	2,633.28	35.91 %
Contract Costs-Other Repairs	1 01	4430.03 5	8,100.00	54.00	20,395.00	17.00	20,000.00	(395.00)	-1.98 %
Contract Costs-Maint Cell Phone	1 01	4430.04 5	16.56	0.11	133.03	0.11	666.64	533.61	80.04 %
Contract Costs-Auto/Truck Maint/Repair	1 01	4430.08 5	628.16	4.19	2,537.40	2.11	4,133.28	1,595.88	38.61 %
Contract Costs-Maintenance	1 01	4430.09 5	561.16	3.74	15,083.05	12.57	13,333.28	(1,749.77)	-13.12 %
Contract Costs-Other	1 01	4430.13 5	247.56	1.65	6,111.56	5.09	16,666.64	10,555.08	63.33 %
Contact Costs-Heating & Cooling Contract	1 01	4430.17 5	0.00	0.00	570.00	0.47	10,000.00	9,430.00	94.30 %
Contract Costs-Landscape & Ground	1 01	4430.19 5	6,800.00	45.33	21,350.00	17.79	38,000.00	16,650.00	43.82 %
Contract Costs-Unit Turnaround	1 01	4430.20 5	0.00	0.00	1,995.00	1.66	20,000.00	18,005.00	90.02 %
Contact Costs-Electrical Contracts	1 01	4430.21 5	0.00	0.00	4,175.00	3.48	13,333.28	9,158.28	68.69 %
Contact Costs-Plumbing Contracts	1 01	4430.22 5	950.00	6.33	1,325.00	1.10	30,000.00	28,675.00	95.58 %
Contract Costs-Janitorial Contracts	1 01	4430.23 5	0.00	0.00	0.00	0.00	666.64	666.64	100.00 %
Connect/Disconnect Fees	1 01	4430.4 5	105.00	0.70	450.00	0.38	1,333.28	883.28	66.25 %
Garbage and Trash Collection	1 01	4431 5	271.92	1.81	3,470.59	2.89	2,333.28	(1,137.31)	-48.74 %
Emp Benefit Cont - Maintenance	1 01	4433 5	2,911.57	19.41	22,722.65	18.94	21,333.28	(1,389.37)	-6.51 %
<b>Total Ordinary Maintenance and Operation</b>			<b>27,178.96</b>	<b>181.19</b>	<b>166,355.85</b>	<b>138.63</b>	<b>303,799.44</b>	<b>137,443.59</b>	<b>45.24 %</b>
<b>Protective Services</b>									
Protective Services - Contract Costs	1 01	4480 5	12,838.88	85.59	55,859.69	46.55	40,000.00	(15,859.69)	-39.65 %

Report Criteria PHA: 1 Project: '01'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True

Custom 1:

Custom 2: AMP1

Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 Los Vecinos  
 U/M Month: 150 - U/M YTD: 1200 - U/M Year: 1800

Fiscal Year End Date:	3/31/2024	ACCOUNT			1 Month(s) Ended November 30, 2023	PUM	8 Month(s) Ended November 30, 2023	PUM	Budget	Variance	Variance %
<b>Total Protective Services</b>					<b>12,838.88</b>	<b>85.59</b>	<b>55,859.69</b>	<b>46.55</b>	<b>40,000.00</b>	<b>(15,859.69)</b>	<b>-39.65 %</b>
<b>General Expense</b>											
Insurance	1	01 4510	5		0.00	0.00	20.13	0.02	0.00	(20.13)	-100.00 %
Insurance -Property (Fire & EC)	1	01 4510.01	5		0.00	0.00	15,794.66	13.16	12,000.00	(3,794.66)	-31.62 %
Insurance - General Liability	1	01 4510.02	5		0.00	0.00	348.16	0.29	400.00	51.84	12.96 %
Insurance - Automobile	1	01 4510.03	5		0.00	0.00	1,929.70	1.61	2,000.00	70.30	3.52 %
Insurance - Workman's Comp	1	01 4510.04	5		0.00	0.00	2,569.47	2.14	2,666.64	97.17	3.64 %
Insurance - Fidelity Bond	1	01 4510.09	5		0.00	0.00	552.51	0.46	733.28	180.77	24.65 %
Insurance - Windstorm	1	01 4510.15	5		23,217.99	154.79	95,193.76	79.33	60,000.00	(35,193.76)	-58.66 %
Payments in Lieu of Taxes	1	01 4520	5		2,500.00	16.67	49,595.00	41.33	23,333.28	(26,261.72)	-112.55 %
PROPERTY TAXES	1	01 4520.1	5		0.00	0.00	50.58	0.04	66.64	16.06	24.10 %
Collection Losses	1	01 4570	5		3,354.00	22.36	3,354.00	2.79	3,333.28	(20.72)	-0.62 %
<b>Total General Expense</b>					<b>29,071.99</b>	<b>193.81</b>	<b>169,407.97</b>	<b>141.17</b>	<b>104,533.12</b>	<b>(64,874.85)</b>	<b>-62.06 %</b>
<b>Other Expenditures</b>											
Property Better & Add-Contract Costs	1	01 7540.4	5		9,500.00	63.33	69,000.00	57.50	366,666.64	297,666.64	81.18 %
Operating Exp For Property - Contra	1	01 7590	5		(9,500.00)	(63.33)	(69,000.00)	(57.50)	(366,666.64)	(297,666.64)	-81.18 %
<b>Total Other Expenditures</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00 %</b>
<b>Total Expenses</b>					<b>(105,831.80)</b>	<b>(705.55)</b>	<b>(679,034.93)</b>	<b>(565.86)</b>	<b>(768,255.36)</b>	<b>89,220.43</b>	<b>11.61 %</b>
<b>Net Income (Loss)</b>					<b>(10,179.48)</b>	<b>(67.85)</b>	<b>177,813.08</b>	<b>148.18</b>	<b>1.36</b>	<b>177,811.72</b>	<b>34961644.13 %</b>

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 BONITA PARK  
 U/M Month: 148 - U/M YTD: 1184 - U/M Year: 1776

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	PUM	8 Month(s) Ended November 30, 2023	PUM	Budget	Variance	Variance %
<b>Rental Income</b>									
Dwelling Rental	1 02 3110	5	29,731.00	200.89	233,779.00	197.45	198,666.64	35,112.36	17.67 %
Nondwelling Rental	1 02 3190	5	0.00	0.00	2,450.00	2.07	2,800.00	(350.00)	-12.50 %
<b>Total Rental Income</b>			<b>29,731.00</b>	<b>200.89</b>	<b>236,229.00</b>	<b>199.52</b>	<b>201,466.64</b>	<b>34,762.36</b>	<b>17.25 %</b>
<b>Other Income</b>									
Interest Earned on Gen Fund Investments	1 02 3610	5	0.00	0.00	0.00	0.00	5,828.64	(5,828.64)	-100.00 %
Interest Earned - Bank Stmt	1 02 3610.01	5	1,964.36	13.27	15,381.44	12.99	0.00	15,381.44	100.00 %
Other Income - Tenants	1 02 3690	5	2,587.00	17.48	24,521.00	20.71	22,400.00	2,121.00	9.47 %
Other Income - Misc Other Revenue	1 02 3690.1	5	0.00	0.00	27.71	0.02	0.00	27.71	100.00 %
Other Income - Insurance Equity	1 02 3690.451	5	0.00	0.00	0.00	0.00	209.28	(209.28)	-100.00 %
Other Income - Gain/Loss on Sale of Equi	1 02 3690.88	5	0.00	0.00	636.00	0.54	333.28	302.72	90.83 %
Other Income - OP Tran In From CFP	1 02 3690.99	5	0.00	0.00	97,401.72	82.27	60,000.00	37,401.72	62.34 %
<b>Total Other Income</b>			<b>4,551.36</b>	<b>30.75</b>	<b>137,967.87</b>	<b>116.53</b>	<b>88,771.20</b>	<b>49,196.67</b>	<b>55.42 %</b>
<b>Other Receipts</b>									
Operating Subsidy - Current Year	1 02 8020	0	55,257.00	373.36	455,307.75	384.55	434,496.00	20,811.75	4.79 %
<b>Total Other Receipts</b>			<b>55,257.00</b>	<b>373.36</b>	<b>455,307.75</b>	<b>384.55</b>	<b>434,496.00</b>	<b>20,811.75</b>	<b>4.79 %</b>
<b>Total Revenue</b>			<b>89,539.36</b>	<b>605.00</b>	<b>829,504.62</b>	<b>700.60</b>	<b>724,733.84</b>	<b>104,770.78</b>	<b>14.46 %</b>
<b>Administrative Expense</b>									
Nontechnical Salaries	1 02 4110	5	6,572.10	44.41	51,922.52	43.85	102,000.00	50,077.48	49.10 %
Legal Expense	1 02 4130	5	0.00	0.00	2,318.55	1.96	1,666.64	(651.91)	-39.12 %
Staff Training	1 02 4140	5	0.00	0.00	97.38	0.08	2,333.28	2,235.90	95.83 %
Travel	1 02 4150	5	0.00	0.00	0.00	0.00	2,333.28	2,333.28	100.00 %
Travel-Mileage Reimbursement	1 02 4150.2	5	0.00	0.00	0.00	0.00	533.28	533.28	100.00 %
Audit Fees	1 02 4171	5	0.00	0.00	0.00	0.00	4,365.28	4,365.28	100.00 %
Employee Benefits Cont - Admin	1 02 4182	5	2,245.52	15.17	23,778.47	20.08	38,333.28	14,554.81	37.97 %
Sundry	1 02 4190	5	0.00	0.00	20.00	0.02	333.28	313.28	94.00 %
Postage/FedEx/UPS	1 02 4190.03	5	184.39	1.25	773.85	0.65	666.64	(107.21)	-16.08 %
Advertising and Marketing	1 02 4190.08	5	0.00	0.00	0.00	0.00	2,221.28	2,221.28	100.00 %
Publications	1 02 4190.11	5	0.00	0.00	2,455.20	2.07	1,333.28	(1,121.92)	-84.15 %
Membership Dues and Fees	1 02 4190.12	5	0.00	0.00	1,389.38	1.17	666.64	(722.74)	-108.42 %
Telephone/Cell Phone/Internet	1 02 4190.13	5	6,124.26	41.38	42,234.54	35.67	10,166.64	(32,067.90)	-315.42 %
Forms & Office Supplies	1 02 4190.17	5	172.16	1.16	5,414.07	4.57	4,666.64	(747.43)	-16.02 %
Other Sundry Expense	1 02 4190.18	5	107.35	0.73	1,262.42	1.07	1,163.04	(99.38)	-8.54 %
Administrative Contact Costs	1 02 4190.19	5	3,303.55	22.32	51,561.13	43.55	50,000.00	(1,561.13)	-3.12 %

Report Criteria PHA: 1 Project: '02'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True

Custom 1:

Custom 2: AMP2

Custom 3: PHA



**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 BONITA PARK  
 U/M Month: 148 - U/M YTD: 1184 - U/M Year: 1776

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	PUM	8 Month(s) Ended November 30, 2023	PUM	Budget	Variance	Variance %	
Management Fee Expense - AMP	1 02	4190.21 5	8,593.92	58.07	68,273.92	57.66	70,666.64	2,392.72	3.39 %	
Asset Management Fee - AMP	1 02	4190.22 5	1,480.00	10.00	11,840.00	10.00	11,200.00	(640.00)	-5.71 %	
AMP Bookkeeping Fees	1 02	4190.23 5	1,080.00	7.30	8,580.00	7.25	9,000.00	420.00	4.67 %	
IT Fees - COCC	1 02	4190.24 5	296.00	2.00	2,368.00	2.00	2,400.00	32.00	1.33 %	
<b>Total Administrative Expense</b>			<b>30,159.25</b>	<b>203.78</b>	<b>274,289.43</b>	<b>231.66</b>	<b>316,049.12</b>	<b>41,759.69</b>	<b>13.21 %</b>	
<b>Tenant Services</b>										
Tenant Services - Salaries	1 02	4210 5	675.75	4.57	5,718.29	4.83	9,333.28	3,614.99	38.73 %	
Ten Services - Recreation, Pubs, Other	1 02	4220 5	0.00	0.00	2,067.78	1.75	4,666.64	2,598.86	55.69 %	
<b>Total Tenant Services</b>			<b>675.75</b>	<b>4.57</b>	<b>7,786.07</b>	<b>6.58</b>	<b>13,999.92</b>	<b>6,213.85</b>	<b>44.38 %</b>	
<b>Utilities Expense</b>										
Water	1 02	4310 5	206.17	1.39	1,677.49	1.42	1,866.64	189.15	10.13 %	
Electricity	1 02	4320 5	1,185.43	8.01	7,919.09	6.69	9,333.28	1,414.19	15.15 %	
Gas	1 02	4330 5	307.77	2.08	1,958.83	1.65	2,200.00	241.17	10.96 %	
4150.2-MILEAGE REIMBURSEMENT	1 02	4330.2 5	0.00	0.00	0.00	0.00	666.64	666.64	100.00 %	
Other Utility Expense - Sewer	1 02	4390 5	80.72	0.55	388.74	0.33	666.64	277.90	41.69 %	
<b>Total Utilities Expense</b>			<b>1,780.09</b>	<b>12.03</b>	<b>11,944.15</b>	<b>10.09</b>	<b>14,733.20</b>	<b>2,789.05</b>	<b>18.93 %</b>	
<b>Ordinary Maintenance and Operation</b>										
Labor	1 02	4410 5	470.73	3.18	20,201.71	17.06	48,000.00	27,798.29	57.91 %	
Materials	1 02	4420 5	4,363.50	29.48	24,505.63	20.70	34,418.88	9,913.25	28.80 %	
Contract Costs	1 02	4430 5	0.00	0.00	0.00	0.00	13,333.28	13,333.28	100.00 %	
Contract Cots-Extermination/Pest Control	1 02	4430.01 5	750.00	5.07	6,377.00	5.39	8,000.00	1,623.00	20.29 %	
Contract Costs-Other Repairs	1 02	4430.03 5	375.00	2.53	4,880.00	4.12	32,128.64	27,248.64	84.81 %	
Contract Costs-Maint Cell Phone	1 02	4430.04 5	16.56	0.11	133.03	0.11	266.64	133.61	50.11 %	
Contract Costs-Auto/Truck Maint/Repair	1 02	4430.08 5	62.47	0.42	2,959.01	2.50	2,000.00	(959.01)	-47.95 %	
Contract Costs-Maintenance	1 02	4430.09 5	1,931.40	13.05	18,759.43	15.84	16,666.64	(2,092.79)	-12.56 %	
Contract Costs-Other	1 02	4430.13 5	0.00	0.00	1,449.00	1.22	10,000.00	8,551.00	85.51 %	
Contact Costs-Heating & Cooling Contract	1 02	4430.17 5	685.00	4.63	2,567.00	2.17	8,000.00	5,433.00	67.91 %	
Contract Costs-Landscape & Ground	1 02	4430.19 5	5,676.50	38.35	32,168.50	27.17	33,333.28	1,164.78	3.49 %	
4430.01-EXTERMINATING/PEST CONTROL	1 02	4430.2 5	0.00	0.00	0.00	0.00	3,333.28	3,333.28	100.00 %	
Contract Costs-Unit Turnaround	1 02	4430.20 5	3,990.00	26.96	21,945.00	18.53	10,000.00	(11,945.00)	-119.45 %	
Contact Costs-Electrical Contracts	1 02	4430.21 5	0.00	0.00	1,805.00	1.52	0.00	(1,805.00)	-100.00 %	
Contact Costs-Plumbing Contracts	1 02	4430.22 5	5,845.00	39.49	17,085.00	14.43	10,000.00	(7,085.00)	-70.85 %	
Connect/Disconnect Fees	1 02	4430.4 5	75.00	0.51	630.00	0.53	1,000.00	370.00	37.00 %	
Garbage and Trash Collection	1 02	4431 5	314.11	2.12	2,720.22	2.30	2,333.28	(386.94)	-16.58 %	
Emp Benefit Cont - Maintenance	1 02	4433 5	45.54	0.31	8,107.27	6.85	24,666.64	16,559.37	67.13 %	
<b>Total Ordinary Maintenance and Operation</b>			<b>24,600.81</b>	<b>166.22</b>	<b>166,292.80</b>	<b>140.45</b>	<b>257,480.56</b>	<b>91,187.76</b>	<b>35.42 %</b>	
<b>Protective Services</b>										

Report Criteria PHA: 1 Project: '02'  
 Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True Custom 1: Custom 2: AMP2 Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 BONITA PARK  
 U/M Month: 148 - U/M YTD: 1184 - U/M Year: 1776

Fiscal Year End Date:	3/31/2024	ACCOUNT			1 Month(s) Ended	PUM	8 Month(s) Ended	PUM	Budget	Variance	Variance %
					November 30, 2023		November 30, 2023				
Protective Services - Contract Costs	1 02 4480	5			4,437.30	29.98	20,155.87	17.02	30,000.00	9,844.13	32.81 %
<b>Total Protective Services</b>					<b>4,437.30</b>	<b>29.98</b>	<b>20,155.87</b>	<b>17.02</b>	<b>30,000.00</b>	<b>9,844.13</b>	<b>32.81 %</b>
<b>General Expense</b>											
Insurance	1 02 4510	5			0.00	0.00	20.13	0.02	0.00	(20.13)	-100.00 %
Insurance -Property (Fire & EC)	1 02 4510.01	5			0.00	0.00	15,794.66	13.34	10,666.64	(5,128.02)	-48.08 %
Insurance - General Liability	1 02 4510.02	5			0.00	0.00	316.50	0.27	333.28	16.78	5.03 %
Insurance - Automobile	1 02 4510.03	5			0.00	0.00	1,929.70	1.63	1,866.64	(63.06)	-3.38 %
Insurance - Workman's Comp	1 02 4510.04	5			0.00	0.00	2,418.32	2.04	2,200.00	(218.32)	-9.92 %
Insurance - Fidelity Bond	1 02 4510.09	5			0.00	0.00	520.00	0.44	690.00	170.00	24.64 %
Insurance - Windstorm	1 02 4510.15	5			8,580.92	57.98	35,494.77	29.98	53,333.28	17,838.51	33.45 %
Payments in Lieu of Taxes	1 02 4520	5			2,500.00	16.89	47,881.53	40.44	20,000.00	(27,881.53)	-139.41 %
PROPERTY TAXES	1 02 4520.1	5			0.00	0.00	50.58	0.04	50.00	(0.58)	-1.16 %
Collection Losses	1 02 4570	5			0.00	0.00	10,955.50	9.25	3,333.28	(7,622.22)	-228.67 %
<b>Total General Expense</b>					<b>11,080.92</b>	<b>74.87</b>	<b>115,381.69</b>	<b>97.45</b>	<b>92,473.12</b>	<b>(22,908.57)</b>	<b>-24.77 %</b>
<b>Other Expenditures</b>											
Property Better & Add-Contract Costs	1 02 7540.4	5			32,500.00	219.59	60,500.00	51.10	142,666.64	82,166.64	57.59 %
Operating Exp For Property - Contra	1 02 7590	5			(32,500.00)	(219.59)	(60,500.00)	(51.10)	(142,666.64)	(82,166.64)	-57.59 %
<b>Total Other Expenditures</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00 %</b>
<b>Total Expenses</b>					<b>(72,734.12)</b>	<b>(491.45)</b>	<b>(595,850.01)</b>	<b>(503.25)</b>	<b>(724,735.92)</b>	<b>128,885.91</b>	<b>17.78 %</b>
<b>Net Income (Loss)</b>					<b>16,805.24</b>	<b>113.55</b>	<b>233,654.61</b>	<b>197.34</b>	<b>(2.08)</b>	<b>233,656.69</b>	<b>15183813.94 %</b>

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 Le MOYNE GARDENS  
 U/M Month: 200 - U/M YTD: 1600 - U/M Year: 2400

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	PUM	8 Month(s) Ended November 30, 2023	PUM	Budget	Variance	Variance %
<b>Rental Income</b>									
Dwelling Rental	1 03 3110	5	23,183.00	115.92	203,708.00	127.32	234,993.12	(31,285.12)	-13.31 %
Nondwelling Rental	1 03 3190	5	0.00	0.00	2,800.00	1.75	2,800.00	0.00	0.00 %
<b>Total Rental Income</b>			<b>23,183.00</b>	<b>115.92</b>	<b>206,508.00</b>	<b>129.07</b>	<b>237,793.12</b>	<b>(31,285.12)</b>	<b>-13.16 %</b>
<b>Other Income</b>									
Interest Earned on Gen Fund Investments	1 03 3610	5	2,944.20	14.72	24,200.29	15.13	13,333.28	10,867.01	81.50 %
Other Income-Tenants	1 03 3690	5	5,363.00	26.82	32,329.00	20.21	20,512.88	11,816.12	57.60 %
Other Income - Misc Other Revenue	1 03 3690.1	5	0.00	0.00	3,851.45	2.41	866.64	2,984.81	344.41 %
Other Income - Gain/Loss on Sale of Equi	1 03 3690.88	5	0.00	0.00	799.50	0.50	366.64	432.86	118.06 %
Other Income - OP Trans In From CFP	1 03 3690.99	5	0.00	0.00	129,868.96	81.17	66,000.00	63,868.96	96.77 %
<b>Total Other Income</b>			<b>8,307.20</b>	<b>41.54</b>	<b>191,049.20</b>	<b>119.41</b>	<b>101,079.44</b>	<b>89,969.76</b>	<b>89.01 %</b>
<b>Other Receipts</b>									
Operating Subsidy - Current Year	1 03 8020	0	83,176.50	415.88	688,410.25	430.26	655,720.00	32,690.25	4.99 %
<b>Total Other Receipts</b>			<b>83,176.50</b>	<b>415.88</b>	<b>688,410.25</b>	<b>430.26</b>	<b>655,720.00</b>	<b>32,690.25</b>	<b>4.99 %</b>
<b>Total Revenue</b>			<b>114,666.70</b>	<b>573.33</b>	<b>1,085,967.45</b>	<b>678.73</b>	<b>994,592.56</b>	<b>91,374.89</b>	<b>9.19 %</b>
<b>Administrative Expense</b>									
Nontechnical Salaries	1 03 4110	5	8,617.39	43.09	68,789.76	42.99	126,066.64	57,276.88	45.43 %
Legal Expense	1 03 4130	5	0.00	0.00	2,659.15	1.66	2,666.64	7.49	0.28 %
Staff Training	1 03 4140	5	0.00	0.00	129.84	0.08	2,666.64	2,536.80	95.13 %
Travel	1 03 4150	5	0.00	0.00	402.50	0.25	2,666.64	2,264.14	84.91 %
Travel-Mileage Reimbursement	1 03 4150.2	5	0.00	0.00	59.28	0.04	1,333.28	1,274.00	95.55 %
Audit Fees	1 03 4171	5	0.00	0.00	0.00	0.00	6,666.64	6,666.64	100.00 %
Employee Benefits Cont - Admin	1 03 4182	5	1,923.67	9.62	18,525.86	11.58	52,666.64	34,140.78	64.82 %
Sundry	1 03 4190	5	0.00	0.00	10.00	0.01	2,666.64	2,656.64	99.62 %
Postage/FedEx/UPS	1 03 4190.03	5	184.39	0.92	773.75	0.48	1,333.28	559.53	41.97 %
Advertising and Marketing	1 03 4190.08	5	0.00	0.00	0.00	0.00	2,000.00	2,000.00	100.00 %
Publications	1 03 4190.11	5	0.00	0.00	3,629.00	2.27	3,333.28	(295.72)	-8.87 %
Membership Dues and Fees	1 03 4190.12	5	0.00	0.00	1,853.12	1.16	1,333.28	(519.84)	-38.99 %
Telephone/Cell Phone/Internet	1 03 4190.13	5	8,666.50	43.33	59,056.33	36.91	13,333.28	(45,723.05)	-342.92 %
Rental of Warehouse Space	1 03 4190.14	5	864.00	4.32	6,912.00	4.32	6,912.00	0.00	0.00 %
Forms & Office Supplies	1 03 4190.17	5	118.19	0.59	3,955.49	2.47	10,000.00	6,044.51	60.45 %
Other Sundry Expense	1 03 4190.18	5	148.91	0.74	1,792.61	1.12	3,333.28	1,540.67	46.22 %
Administrative Contact Costs	1 03 4190.19	5	9,542.83	47.71	74,962.70	46.85	53,333.28	(21,629.42)	-40.56 %
Management Fee Expense - AMP	1 03 4190.21	5	11,577.92	57.89	92,145.92	57.59	96,666.64	4,520.72	4.68 %

Report Criteria PHA: 1 Project: '03'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True

Custom 1:

Custom 2: AMP3

Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 Le MOYNE GARDENS  
 U/M Month: 200 - U/M YTD: 1600 - U/M Year: 2400

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	PUM	8 Month(s) Ended November 30, 2023	PUM	Budget	Variance	Variance %	
Asset Management Fee - AMP	1 03	4190.22 5	2,000.00	10.00	16,000.00	10.00	16,000.00	0.00	0.00 %	
AMP Bookkeeping Fees	1 03	4190.23 5	1,455.00	7.28	11,580.00	7.24	12,000.00	420.00	3.50 %	
IT Fees - COCC	1 03	4190.24 5	400.00	2.00	3,200.00	2.00	3,200.00	0.00	0.00 %	
<b>Total Administrative Expense</b>			<b>45,498.80</b>	<b>227.49</b>	<b>366,437.31</b>	<b>229.02</b>	<b>420,178.08</b>	<b>53,740.77</b>	<b>12.79 %</b>	
<b>Tenant Services</b>										
Tenant Services - Salaries	1 03	4210 5	787.75	3.94	6,674.95	4.17	12,000.00	5,325.05	44.38 %	
Ten Services - Recreation, Pubs, Other	1 03	4220 5	40.00	0.20	2,392.39	1.50	5,333.28	2,940.89	55.14 %	
<b>Total Tenant Services</b>			<b>827.75</b>	<b>4.14</b>	<b>9,067.34</b>	<b>5.67</b>	<b>17,333.28</b>	<b>8,265.94</b>	<b>47.69 %</b>	
<b>Utilities Expense</b>										
Water	1 03	4310 5	469.59	2.35	2,930.64	1.83	5,333.28	2,402.64	45.05 %	
Electricity	1 03	4320 5	1,890.43	9.45	12,266.31	7.67	14,000.00	1,733.69	12.38 %	
Gas	1 03	4330 5	147.22	0.74	879.31	0.55	1,333.28	453.97	34.05 %	
4150.2-MILEAGE REIMBURSEMENT	1 03	4330.2 5	0.00	0.00	0.00	0.00	333.28	333.28	100.00 %	
Other Utility Expense - Sewer	1 03	4390 5	66.87	0.33	693.19	0.43	1,333.28	640.09	48.01 %	
<b>Total Utilities Expense</b>			<b>2,574.11</b>	<b>12.87</b>	<b>16,769.45</b>	<b>10.48</b>	<b>22,333.12</b>	<b>5,563.67</b>	<b>24.91 %</b>	
<b>Ordinary Maintenance and Operation</b>										
Labor	1 03	4410 5	3,790.40	18.95	35,829.82	22.39	78,000.00	42,170.18	54.06 %	
Materials	1 03	4420 5	4,547.25	22.74	16,010.80	10.01	46,666.64	30,655.84	65.69 %	
Contract Costs	1 03	4430 5	0.00	0.00	0.00	0.00	13,333.28	13,333.28	100.00 %	
Contract Cots-Extermination/Pest Control	1 03	4430.01 5	825.00	4.13	9,220.00	5.76	20,000.00	10,780.00	53.90 %	
Contract Costs-Other Repairs	1 03	4430.03 5	375.00	1.88	5,090.00	3.18	13,333.28	8,243.28	61.82 %	
Contract Costs-Maint Cell Phone	1 03	4430.04 5	22.09	0.11	177.45	0.11	666.64	489.19	73.38 %	
Contract Costs-Auto/Truck Maint/Repair	1 03	4430.08 5	56.22	0.28	2,463.91	1.54	6,145.36	3,681.45	59.91 %	
Contract Costs-Maintenance	1 03	4430.09 5	1,375.82	6.88	17,380.58	10.86	10,000.00	(7,380.58)	-73.81 %	
Contract Costs-Other	1 03	4430.13 5	0.00	0.00	9,360.50	5.85	20,000.00	10,639.50	53.20 %	
Contact Costs-Heating & Cooling Contract	1 03	4430.17 5	0.00	0.00	1,090.09	0.68	33,333.28	32,243.19	96.73 %	
Contract Costs-Landscape & Ground	1 03	4430.19 5	6,225.00	31.13	36,135.50	22.58	38,666.64	2,531.14	6.55 %	
Contract Costs-Unit Turnaround	1 03	4430.20 5	5,985.00	29.93	23,940.00	14.96	16,666.64	(7,273.36)	-43.64 %	
Contact Costs-Electrical Contracts	1 03	4430.21 5	0.00	0.00	2,895.00	1.81	23,333.28	20,438.28	87.59 %	
Contact Costs-Plumbing Contracts	1 03	4430.22 5	0.00	0.00	1,500.00	0.94	8,000.00	6,500.00	81.25 %	
Contract Costs-Janitorial Contracts	1 03	4430.23 5	0.00	0.00	0.00	0.00	666.64	666.64	100.00 %	
Connect/Disconnect Fees	1 03	4430.4 5	45.00	0.23	690.00	0.43	1,333.28	643.28	48.25 %	
Garbage and Trash Collection	1 03	4431 5	223.49	1.12	2,134.09	1.33	4,666.64	2,532.55	54.27 %	
Emp Benefit Cont - Maintenance	1 03	4433 5	1,903.03	9.52	20,622.98	12.89	29,333.28	8,710.30	29.69 %	
Emp Benefit Cont - Maint Unemployment	1 03	4433.8 5	0.00	0.00	0.00	0.00	468.64	468.64	100.00 %	
<b>Total Ordinary Maintenance and Operation</b>			<b>25,373.30</b>	<b>126.87</b>	<b>184,540.72</b>	<b>115.34</b>	<b>364,613.52</b>	<b>180,072.80</b>	<b>49.39 %</b>	
<b>Protective Services</b>										

Report Criteria PHA: 1 Project: '03'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True

Custom 1:

Custom 2: AMP3

Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 HHA Low Rent  
 Le MOYNE GARDENS  
 U/M Month: 200 - U/M YTD: 1600 - U/M Year: 2400

Fiscal Year End Date:	3/31/2024	ACCOUNT			1 Month(s) Ended	PUM	8 Month(s) Ended	PUM	Budget	Variance	Variance %
					November 30, 2023		November 30, 2023				
Protective Services - Contract Costs	1	03 4480	5		5,837.29	29.19	25,457.43	15.91	40,000.00	14,542.57	36.36 %
<b>Total Protective Services</b>					<b>5,837.29</b>	<b>29.19</b>	<b>25,457.43</b>	<b>15.91</b>	<b>40,000.00</b>	<b>14,542.57</b>	<b>36.36 %</b>
<b>General Expense</b>											
Insurance	1	03 4510	5		0.00	0.00	27.13	0.02	0.00	(27.13)	-100.00 %
Insurance -Property (Fire & EC)	1	03 4510.01	5		0.00	0.00	19,179.24	11.99	12,333.28	(6,845.96)	-55.51 %
Insurance - General Liability	1	03 4510.02	5		0.00	0.00	474.76	0.30	1,266.64	791.88	62.52 %
Insurance - Automobile	1	03 4510.03	5		0.00	0.00	2,600.91	1.63	2,666.64	65.73	2.46 %
Insurance - Workman's Comp	1	03 4510.04	5		0.00	0.00	4,080.91	2.55	4,933.28	852.37	17.28 %
Insurance - Fidelity Bond	1	03 4510.09	5		0.00	0.00	877.51	0.55	1,000.00	122.49	12.25 %
Insurance - Windstorm	1	03 4510.15	5		13,087.00	65.44	53,656.70	33.54	80,000.00	26,343.30	32.93 %
Payments in Lieu of Taxes	1	03 4520	5		2,916.66	14.58	52,997.09	33.12	23,333.28	(29,663.81)	-127.13 %
PROPERTY TAXES	1	03 4520.1	5		0.00	0.00	67.43	0.04	66.64	(0.79)	-1.19 %
Collection Losses	1	03 4570	5		0.00	0.00	6,278.00	3.92	4,800.00	(1,478.00)	-30.79 %
<b>Total General Expense</b>					<b>16,003.66</b>	<b>80.02</b>	<b>140,239.68</b>	<b>87.65</b>	<b>130,399.76</b>	<b>(9,839.92)</b>	<b>-7.55 %</b>
<b>Other Expenditures</b>											
Property Better & Add-Contract Costs	1	03 7540.4	5		24,573.20	122.87	179,073.20	111.92	213,503.12	34,429.92	16.13 %
Operating Exp For Property - Contra	1	03 7590	5		(24,573.20)	(122.87)	(179,073.20)	(111.92)	(213,503.12)	(34,429.92)	-16.13 %
<b>Total Other Expenditures</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00 %</b>
<b>Total Expenses</b>					<b>(96,114.91)</b>	<b>(480.57)</b>	<b>(742,511.93)</b>	<b>(464.07)</b>	<b>(994,857.76)</b>	<b>252,345.83</b>	<b>25.37 %</b>
<b>Net Income (Loss)</b>					<b>18,551.79</b>	<b>92.73</b>	<b>343,455.52</b>	<b>214.66</b>	<b>(265.20)</b>	<b>343,720.72</b>	<b>142590.74 %</b>

Report Criteria PHA: 1 Project: '03'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True

Custom 1:

Custom 2: AMP3

Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 Family Living Center  
 U/M Month: 11 - U/M YTD: 88 - U/M Year: 132

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	PUM	8 Month(s) Ended November 30, 2023	PUM	Budget	Variance	Variance %	
<b>Rental Income</b>										
Dwelling Rental	3	01 3110	5	4,200.00	525.00	33,232.00	519.25	32,000.00	1,232.00	3.85 %
<b>Total Rental Income</b>				<b>4,200.00</b>	<b>525.00</b>	<b>33,232.00</b>	<b>519.25</b>	<b>32,000.00</b>	<b>1,232.00</b>	<b>3.85 %</b>
<b>Other Income</b>										
Interest Earned on Gen Fund Investments	3	01 3610	5	249.98	31.25	2,011.88	31.44	1,666.64	345.24	20.71 %
Other Income-Tenants	3	01 3690	5	175.00	21.88	920.00	14.38	333.28	586.72	176.04 %
<b>Total Other Income</b>				<b>424.98</b>	<b>53.12</b>	<b>2,931.88</b>	<b>45.81</b>	<b>1,999.92</b>	<b>931.96</b>	<b>46.60 %</b>
<b>Total Revenue</b>				<b>4,624.98</b>	<b>578.12</b>	<b>36,163.88</b>	<b>565.06</b>	<b>33,999.92</b>	<b>2,163.96</b>	<b>6.36 %</b>
<b>Administrative Expense</b>										
Nontechnical Salaries	3	01 4110	5	214.46	26.81	1,591.79	24.87	3,000.00	1,408.21	46.94 %
Legal Expense	3	01 4130	5	0.00	0.00	0.00	0.00	262.64	262.64	100.00 %
Audit Fees	3	01 4171	5	0.00	0.00	0.00	0.00	2,000.00	2,000.00	100.00 %
Employee Benefits Cont - Admin	3	01 4182	5	15.48	1.94	106.67	1.67	0.00	(106.67)	-100.00 %
Sundry	3	01 4190	5	0.00	0.00	412.00	6.44	2,666.64	2,254.64	84.55 %
Advertising and Marketing	3	01 4190.08	5	0.00	0.00	0.00	0.00	166.64	166.64	100.00 %
Publications	3	01 4190.11	5	0.00	0.00	211.80	3.31	133.28	(78.52)	-58.91 %
Forms & Office Supplies	3	01 4190.17	5	0.00	0.00	6.77	0.11	0.00	(6.77)	-100.00 %
Other Sundry Expense	3	01 4190.18	5	958.66	119.83	4,632.85	72.39	5,666.64	1,033.79	18.24 %
BOARD MEETING EXPENSES	3	01 4190.9	5	0.00	0.00	1,484.54	23.20	0.00	(1,484.54)	-100.00 %
<b>Total Administrative Expense</b>				<b>1,188.60</b>	<b>148.57</b>	<b>8,446.42</b>	<b>131.98</b>	<b>13,895.84</b>	<b>5,449.42</b>	<b>39.22 %</b>
<b>Tenant Services</b>										
Ten Services - Recreation, Pubs, Other	3	01 4220	5	171.31	21.41	221.31	3.46	0.00	(221.31)	-100.00 %
<b>Total Tenant Services</b>				<b>171.31</b>	<b>21.41</b>	<b>221.31</b>	<b>3.46</b>	<b>0.00</b>	<b>(221.31)</b>	<b>-100.00 %</b>
<b>Utilities Expense</b>										
Water	3	01 4310	5	35.04	4.38	239.96	3.75	284.00	44.04	15.51 %
Other Utility Expense - Sewer	3	01 4390	5	64.49	8.06	439.69	6.87	520.00	80.31	15.44 %
<b>Total Utilities Expense</b>				<b>99.53</b>	<b>12.44</b>	<b>679.65</b>	<b>10.62</b>	<b>804.00</b>	<b>124.35</b>	<b>15.47 %</b>
<b>Ordinary Maintenance and Operation</b>										
Labor	3	01 4410	5	51.57	6.45	151.79	2.37	2,000.00	1,848.21	92.41 %
Materials	3	01 4420	5	0.00	0.00	0.00	0.00	1,333.28	1,333.28	100.00 %
Contract Cots-Extermination	3	01 4430.01	5	99.00	12.38	423.00	6.61	533.28	110.28	20.68 %
Contract Costs-Other Repairs	3	01 4430.03	5	0.00	0.00	0.00	0.00	4,333.28	4,333.28	100.00 %
Contract Costs-Other	3	01 4430.13	5	2,110.00	263.75	2,185.00	34.14	3,333.28	1,148.28	34.45 %
Contact Costs-Heating & Cooling Contract	3	01 4430.17	5	0.00	0.00	365.00	5.70	2,666.64	2,301.64	86.31 %
Connect/Disconnect Fees	3	01 4430.4	5	0.00	0.00	15.00	0.23	20.00	5.00	25.00 %

**Report Criteria** PHA: 3 Project: '01','02'  
 Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
 Family Living Center  
 U/M Month: 11 - U/M YTD: 88 - U/M Year: 132

Fiscal Year End Date:	3/31/2024	ACCOUNT			1 Month(s) Ended	PUM	8 Month(s) Ended	PUM	Budget	Variance	Variance %
					November 30, 2023		November 30, 2023				
Garbage and Trash Collection	3 01	4431	5		95.94	11.99	671.58	10.49	866.64	195.06	22.51 %
Emp Benefit Cont - Maintenance	3 01	4433	5		3.95	0.49	11.19	0.17	0.00	(11.19)	-100.00 %
<b>Total Ordinary Maintenance and Operation</b>					<b>2,360.46</b>	<b>295.06</b>	<b>3,822.56</b>	<b>59.73</b>	<b>15,086.40</b>	<b>11,263.84</b>	<b>74.66 %</b>
<b>General Expense</b>											
Insurance -Property (Fire & EC)	3 01	4510.01	5		0.00	0.00	2,820.47	44.07	2,133.28	(687.19)	-32.21 %
Insurance - General Liability	3 01	4510.02	5		0.00	0.00	47.42	0.74	80.00	32.58	40.72 %
Insurance - Windstorm	3 01	4510.15	5		906.17	113.27	4,347.67	67.93	2,000.00	(2,347.67)	-117.38 %
<b>Total General Expense</b>					<b>906.17</b>	<b>113.27</b>	<b>7,215.56</b>	<b>112.74</b>	<b>4,213.28</b>	<b>(3,002.28)</b>	<b>-71.26 %</b>
<b>Other Expenditures</b>											
Property Better & Add-Contract Costs	3 01	7540.4	5		20,000.00	2,500.00	26,500.00	414.06	0.00	(26,500.00)	-100.00 %
Operating Exp For Property - Contra	3 01	7590	5		(20,000.00)	(2,500.00)	(26,500.00)	(414.06)	0.00	26,500.00	100.00 %
<b>Total Other Expenditures</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00 %</b>
<b>Total Expenses</b>					<b>(4,726.07)</b>	<b>(590.76)</b>	<b>(20,385.50)</b>	<b>(318.52)</b>	<b>(33,999.52)</b>	<b>13,614.02</b>	<b>40.04 %</b>
<b>Net Income (Loss)</b>					<b>(101.09)</b>	<b>(12.63)</b>	<b>15,778.38</b>	<b>246.54</b>	<b>0.40</b>	<b>15,777.98</b>	<b>-2680505.00 %</b>

## Housing Authority of the City of Harlingen Budgeted Income Statement Voucher

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	8 Month(s) Ended November 30, 2023	Budget	Variance	Variance %
<b>Revenue</b>							
<b>Operating Income</b>							
Administrative Fees Earned	7 01 3112 5		58,030.00	490,426.00	454,428.00	35,998.00	7.92 %
Interest Income HA Portion	7 01 3300 5		422.59	1,678.33	3,200.00	(1,521.67)	-47.55 %
Other Income - VO Op Reserve	7 01 3300.1 5		0.00	25.00	0.00	25.00	100.00 %
Fraud Recovery PHA Section 8	7 01 3300.3 5		0.00	0.00	4,916.64	(4,916.64)	-100.00 %
Gain or Loss on Sale of Equipment	7 01 3300.88 5		0.00	428.00	333.28	94.72	28.42 %
Portable Admin Fees Earned	7 01 3300.P 5		1,742.31	6,306.43	17,104.00	(10,797.57)	-63.13 %
Other Income	7 01 3690 5		0.00	0.00	70.00	(70.00)	-100.00 %
HAP Earned Income	7 01 4902 5		638,618.00	3,559,354.50	3,042,994.64	516,359.86	16.97 %
<b>Total Operating Income</b>			<b>698,812.90</b>	<b>4,058,218.26</b>	<b>3,523,046.56</b>	<b>535,171.70</b>	<b>15.19 %</b>
<b>Total Revenue</b>			<b>698,812.90</b>	<b>4,058,218.26</b>	<b>3,523,046.56</b>	<b>535,171.70</b>	<b>15.19 %</b>
<b>Expenses</b>							
<b>Administrative Expense</b>							
Nontechnical Salaries	7 01 4110 5		13,586.47	109,967.70	100,000.00	(9,967.70)	-9.97 %
Legal Expense	7 01 4130 5		0.00	546.00	3,333.28	2,787.28	83.62 %
STAFF TRAINING	7 01 4140 5		0.00	1,121.00	10,000.00	8,879.00	88.79 %
Travel	7 01 4150 5		0.00	2,169.06	10,000.00	7,830.94	78.31 %
Travel-Mileage Reimbursement	7 01 4150.2 5		0.00	0.00	1,333.28	1,333.28	100.00 %
Audit Fees	7 01 4171 5		0.00	0.00	3,333.28	3,333.28	100.00 %
Office Rent & Utilities	7 01 4180 5		1,068.00	8,544.00	8,824.00	280.00	3.17 %
Employee Benefits Cont - Admin	7 01 4182 5		6,260.23	45,740.80	34,666.64	(11,074.16)	-31.94 %
Sundry	7 01 4190 5		0.00	30.00	6,498.64	6,468.64	99.54 %
Postage/FedEx/UPS	7 01 4190.03 5		915.92	3,844.07	3,333.28	(510.79)	-15.32 %
Advertising and Marketing	7 01 4190.08 5		0.00	0.00	10,000.00	10,000.00	100.00 %
Publications	7 01 4190.11 5		0.00	3,937.09	6,666.64	2,729.55	40.94 %
Membership Dues and Fees	7 01 4190.12 5		0.00	186.21	3,333.28	3,147.07	94.41 %
Telephone/Cell Phone/Internet	7 01 4190.13 5		1,217.02	6,512.39	16,666.64	10,154.25	60.93 %
Forms & Office Supplies	7 01 4190.17 5		3,937.19	10,910.41	16,666.64	5,756.23	34.54 %
Other Sundry Expense	7 01 4190.18 5		380.57	1,491.44	5,916.00	4,424.56	74.79 %
Administrative Contact Costs	7 01 4190.19 5		9,000.90	56,443.80	66,666.64	10,222.84	15.33 %
Asset Management Fee - AMP	7 01 4190.22 5		9,168.00	70,776.00	71,328.00	552.00	0.77 %
AMP Bookkeeping Fees	7 01 4190.23 5		5,730.00	44,235.00	44,580.00	345.00	0.77 %
Asset Management Fee - AMP	7 03 4190.22 5		888.00	7,560.00	8,352.00	792.00	9.48 %
AMP Bookkeeping Fees	7 03 4190.23 5		555.00	4,725.00	5,220.00	495.00	9.48 %
<b>Total Administrative Expense</b>			<b>52,707.30</b>	<b>378,739.97</b>	<b>436,718.24</b>	<b>57,978.27</b>	<b>13.28 %</b>
<b>Operating Expenses</b>							
Maintenance & Operating Sec 8	7 01 4400 5		1,130.81	8,967.23	10,000.00	1,032.77	10.33 %
4400 Materials	7 01 4420 5		0.00	727.26	0.00	(727.26)	-100.00 %
4400 VEHICLE MAINTENANCE	7 01 4430.1 5		37.48	436.68	0.00	(436.68)	-100.00 %
<b>Total Operating Expenses</b>			<b>1,168.29</b>	<b>10,131.17</b>	<b>10,000.00</b>	<b>(131.17)</b>	<b>-1.31 %</b>
<b>General Expense</b>							
Insurance	7 01 4510 5		0.00	6.11	0.00	(6.11)	-100.00 %
Insurance - Automobile	7 01 4510.03 5		0.00	587.31	1,000.00	412.69	41.27 %
Insurance - Workman's Comp	7 01 4510.04 5		0.00	2,569.47	10,000.00	7,430.53	74.31 %
Insurance - Fidelity Bond	7 01 4510.09 5		0.00	552.51	0.00	(552.51)	-100.00 %
Insurance - Windstorm	7 01 4510.15 5		0.00	0.00	1,333.28	1,333.28	100.00 %
Admin Fee - Paid for Portability	7 01 4590.P 5		2.69	336.25	1,000.00	663.75	66.38 %
Portability - Port In Deposits	7 01 4590.PID 5		(2,753.00)	(34,900.02)	0.00	34,900.02	100.00 %
Portability - Port In Expenses	7 01 4590.PIE 5		2,753.00	34,900.02	0.00	(34,900.02)	-100.00 %
Portable Admin Fees Paid	7 03 4590.P 5		1,940.44	14,560.24	20,000.00	5,439.76	27.20 %
Portability - Port In Deposits	7 03 4590.PID 5		(811.16)	(14,298.56)	0.00	14,298.56	100.00 %
Portability - Port In Expenses	7 03 4590.PIE 5		811.16	14,298.56	0.00	(14,298.56)	-100.00 %
<b>Total General Expense</b>			<b>1,943.13</b>	<b>18,611.89</b>	<b>33,333.28</b>	<b>14,721.39</b>	<b>44.16 %</b>
<b>Other Expenditures</b>							
Replacement Of Non-Expend Equipm	7 01 7520 5		0.00	0.00	33,333.28	33,333.28	100.00 %
Operating Exp For Property - Contra	7 01 7590 5		0.00	0.00	(33,333.28)	(33,333.28)	-100.00 %
<b>Total Other Expenditures</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00 %</b>

Report Criteria PHA: 7 Project: '01','02','03','04','05'  
 Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: True  
 Custom 1: Custom 2: VOUCH Custom 3:



## Housing Authority of the City of Harlingen Budgeted Income Statement Voucher

Fiscal Year End Date:	3/31/2024	ACCOUNT	1 Month(s) Ended November 30, 2023	8 Month(s) Ended November 30, 2023	Budget	Variance	Variance %
<b>Housing Assistance Payments</b>							
HAP Payments - Rents	7 01 4715.1 5		422,427.00	3,203,217.73	2,728,751.28	(474,466.45)	-17.39 %
HAP Payments - Utilities	7 01 4715.4 5		11,286.00	82,580.00	22,000.00	(60,580.00)	-275.36 %
Fraud Recovery HUD	7 01 4715.8 5		0.00	(25.00)	2,666.64	2,691.64	100.94 %
HAP Portability	7 01 4715.P 5		(2,746.00)	(18,954.00)	5,333.28	24,287.28	455.39 %
HAP Payments - Port Out	7 01 4715.PO 5		570.00	7,831.00	26,666.64	18,835.64	70.63 %
HAP Payments - Rents	7 02 4715.1 5		4,289.00	34,961.00	101,414.00	66,453.00	65.53 %
HAP Payments - Utilities	7 02 4715.4 5		0.00	0.00	13,333.28	13,333.28	100.00 %
HAP Payments - Rent - VASH	7 03 4715.1 5		19,981.00	134,752.11	40,000.00	(94,752.11)	-236.88 %
HAP Payments - Utilities - VASH	7 03 4715.4 5		177.00	1,362.00	6,666.64	5,304.64	79.57 %
HAP Payments - Portability	7 03 4715.P 5		0.00	0.00	6,666.64	6,666.64	100.00 %
HAP Payments - Port Out	7 03 4715.PO 5		14,783.00	115,369.00	33,333.28	(82,035.72)	-246.11 %
HAP Payments - Rent - Home Owners	7 04 4715.1 5		543.00	4,344.00	0.00	(4,344.00)	-100.00 %
HAP Payments - Home Ownership Prc	7 04 4715.HO 5		0.00	0.00	24,748.00	24,748.00	100.00 %
HAP Payments - Rent - Foster Youth	7 05 4715.1 5		1,310.00	10,355.00	24,748.00	14,393.00	58.16 %
HAP Payments - Utilities - Foster Yout	7 05 4715.4 5		82.00	410.00	6,666.64	6,256.64	93.85 %
<b>Total Housing Assistance Payments</b>			<b>472,702.00</b>	<b>3,576,202.84</b>	<b>3,042,994.32</b>	<b>(533,208.52)</b>	<b>-17.52 %</b>
<b>Total Expenses</b>			<b>(528,520.72)</b>	<b>(3,983,685.87)</b>	<b>(3,523,045.84)</b>	<b>(460,640.03)</b>	<b>-13.08 %</b>
<b>Total Net Income (Loss)</b>			<b>170,292.18</b>	<b>74,532.39</b>	<b>0.72</b>	<b>74,531.67</b>	<b>9482643.05 %</b>

# HARLINGEN



## Housing Authority

REGULAR BOARD MEETING

WEDNESDAY, JANUARY 17, 2024

CHARGE-OFF AMOUNTS FOR THE CURRENT UNPAID BALANCES  
DUE FOR VACATED UNIT ACCOUNTS FOR  
THE MONTH OF  
DECEMBER 2023

<b>Los Vecinos</b>		
Apartment	Tenant Id.	Amounts
<b>Los Vecinos Total</b>		<b>\$0.00</b>
<b>Bonita Park</b>		
Apartment	Tenant Id.	Amounts
<b>Bonita Park Total</b>		<b>\$0.00</b>
<b>Sunset Terrace</b>		
Apartment	Tenant Id.	Amounts
<b>Sunset Terrace Total</b>		<b>\$0.00</b>
<b>Aragon</b>		
Apartment	Tenant Id.	Amounts
<b>Aragon Total</b>		<b>\$0.00</b>
<b>Arroyo Vista</b>		
Apartment	Tenant Id.	Amounts
<b>Arroyo Vista Total</b>		<b>\$0.00</b>
<b>Le Moyne Gardens</b>		
Apartment	Tenant Id.	Amounts
159	28858	\$1,667.00
163	24015	\$2,924.00
<b>Le Moyne Gardens Total</b>		<b>\$4,591.00</b>
<b>Grand Total</b>		<b>\$4,591.00</b>

HOUSING AUTHORITY OF THE CITY OF HARLINGEN

LOCATION: AMP 10 - Los Vecinos

CHARGE-OFF VACATED APARTMENTS

MANAGER: Norma Serino

DATE: 01/01/24

**FOR THE MONTH OF DECEMBER 2023**

APT #	TENANT ID #	SECURITY DEPOSIT	RETROACTIVE RENT/BALANCE DUE	RENT DUE	LATE CHARGE	SALES & SERVICE	COURT COST	CHARGE-OFF BALANCE	COMMENTS
									No charge offs at this time

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	<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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HOUSING AUTHORITY OF THE CITY OF HARLINGEN

LOCATION: Bonita Park, Sunset Terrace, Aragon, Arroyo Vista

CHARGE-OFF VACATED APARTMENTS

MANAGER: Cynthia De La Fuente

DATE: 01/01/24

**FOR THE MONTH OF DECEMBER 2023**

APT #	TENANT ID #	SECURITY DEPOSIT	RETROACTIVE RENT/BALANCE DUE	RENT DUE	LATE CHARGE	SALES & SERVICE	COURT COST	CHARGE-OFF BALANCE	COMMENTS
									No charge off's at this time
	<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

HOUSING AUTHORITY OF THE CITY OF HARLINGEN

LOCATION: Amp 30 - Le Moyne Gardens

CHARGE-OFF VACATED APARTMENTS

MANAGER: Mary Prieto

DATE: 01/01/24

**FOR THE MONTH OF DECEMBER 2023**

APT #	TENANT'S ID #	SECURITY DEPOSIT	RETROACTIVE RENT /BALANCE DUE	RENT DUE	LATE CHARGE	SALES & SERVICE	COURT COST	CHARGE-OFF BALANCE	COMMENTS
159	28858	-\$200.00	\$1,173.00	\$579.00	\$50.00	\$65.00	\$0.00	\$1,667.00	Termination of Lease Non-payment of rents, late fees, Sales and Service fees and Retroactive balance due

**Retroactive balance due: \$1,173.00 + Rents due: November 2023 \$424.00 + December 2023 (prorated move out) \$155.00 + Late fees: November 2023 \$25.00 + December 2023 \$25.00 + Sales and Service fees: Spectrum \$40.00 + Pest control non-compliance fee: \$25.00 = Amount due: \$1,867.00 - Security Deposit \$200.00 = \$1,667.00**

163	24015	-\$200.00	\$1,898.00	\$931.00	\$50.00	\$245.00	\$0.00	\$2,924.00	Termination of Lease Non-payment of rents, late fees, Sales and Service fees and Retroactive balance due
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**Retroactive balance due: \$1,898.00 + Rents due: November 2023 \$681.00 + December 2023 (prorated move out) \$250.00 + Late fees: November 2023 \$25.00 + December 2023 \$25.00 + Sales and Service fees: Spectrum \$40.00 + Change of locks \$55.00 + Cleaning of bathroom \$50.00 + Cleaning of stove \$50.00 + Cleaning of refrigerator \$50.00 = Amount due: \$3,124.00 - Security Deposit \$200.00 = \$2,924.00**

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	<b>TOTALS</b>	-\$400.00	\$3,071.00	\$1,510.00	\$100.00	\$310.00	\$0.00	\$4,591.00	
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# City of Harlingen Housing Authority

November 2023

Bank Balances

Comparative Income Statements/Charts

Accounting Report

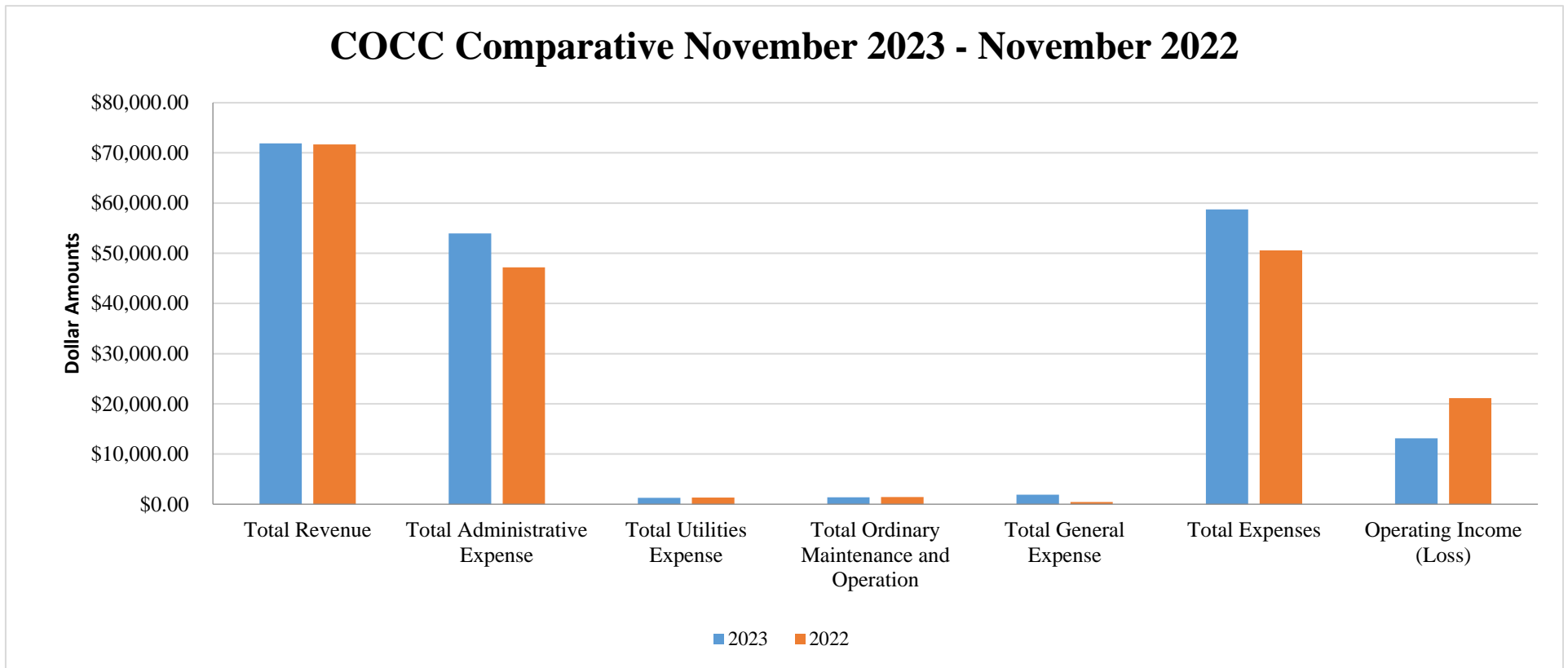


**Bank Balances- Reserves as of 11/30/2023**

	November 2023 Expenses	Operating Reserve Ratio in Months
<b>Conventional Program Reserves:</b>		
\$58,866.26 COCC Investment Account		
\$529,335.45 COCC General Fund	\$58,762.04	10.01
<b>Low Rent Reserves:</b>		
\$1,780,277.94 Los Vecinos	\$105,831.80	16.82
\$1,165,757.36 Bonita Park	\$72,734.12	16.03
\$1,772,891.22 Le Moyne Gardens	\$96,114.91	18.45
<b>Family Living Center Reserves:</b>		
\$129,905.58 FLC bank cash account	\$4,726.07	27.49
<b>HCV/Section 8 Reserves:</b>		
\$74,460.94 Admin	\$55,818.72	1.33
\$111,032.80 HAP	\$472,702.00	0.23

Housing Authority of the City of Harlingen  
**Comparative Income Statement**  
 ADMINISTRATION BUILDING

	Start: 11/01/2023 End: 11/31/2023	Start: 11/01/2022 End: 11/31/2022
<b>Total Revenue</b>	\$71,905.04	\$71,668.11
<b>Total Administrative Expense</b>	\$53,937.88	\$47,175.74
<b>Total Utilities Expense</b>	\$1,258.76	\$1,335.96
<b>Total Ordinary Maintenance and Operation</b>	\$1,364.77	\$1,407.25
<b>Total General Expense</b>	\$1,907.43	\$416.95
<b>Total Expenses</b>	\$58,762.04	\$50,554.61
<b>Operating Income (Loss)</b>	\$13,143.00	\$21,113.50





## Housing Authority of the City of Harlingen Comparative Income Statement HHA Low Rent

				Start: 11/01/2023	Start: 11/01/2022			
				End: 11/30/2023	End: 11/30/2022	Variance	Variance %	
<b>Revenue</b>								
<b>Operating Income</b>								
Other Income - CFP 22	1	06	3690.29	5	0.00	13,260.00	(13,260.00)	-100.00 %
Other Income - CFP23	1	06	3690.30	5	13,528.00	0.00	13,528.00	0.00 %
<b>Total Operating Income</b>					<b>13,528.00</b>	<b>13,260.00</b>	<b>268.00</b>	<b>2.02 %</b>
<b>Rental Income</b>								
NON-DWELLING RENT	1	06	3190	5	2,198.81	2,198.81	0.00	0.00 %
<b>Total Rental Income</b>					<b>2,198.81</b>	<b>2,198.81</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Other Income</b>								
Investment Income - Unrestrict	1	06	3610	5	1,051.47	933.07	118.40	12.69 %
OTHER INCOME	1	06	3690	5	227.46	57.93	169.53	292.65 %
Other Income - Management Fee	1	06	3690.2	5	28,944.80	28,604.40	340.40	1.19 %
Other Income - Asset Managemen	1	06	3690.3	5	15,036.00	15,036.00	0.00	0.00 %
Other Income - Bookkeeping Fee	1	06	3690.4	5	9,922.50	9,915.00	7.50	0.08 %
IT Fees	1	06	3690.5	5	996.00	996.00	0.00	0.00 %
Other Income - Gain/Loss on Sa	1	06	3690.88	5	0.00	666.90	(666.90)	-100.00 %
<b>Total Other Income</b>					<b>56,178.23</b>	<b>56,209.30</b>	<b>(31.07)</b>	<b>-0.06 %</b>
<b>Total Revenue</b>					<b>71,905.04</b>	<b>71,668.11</b>	<b>236.93</b>	<b>0.33 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
NONTECHNICAL SALARIES	1	06	4110	5	29,697.93	27,467.37	(2,230.56)	-8.12 %
STAFF TRAINING	1	06	4140	5	0.00	317.50	317.50	100.00 %
TRAVEL	1	06	4150	5	2,814.24	0.00	(2,814.24)	0.00 %
Travel-Mileage Reimbursement	1	06	4150.2	5	336.67	0.00	(336.67)	0.00 %
Employee Benefits Cont - Admin	1	06	4182	5	12,617.58	6,510.74	(6,106.84)	-93.80 %
SUNDRY	1	06	4190	5	220.34	90.00	(130.34)	-144.82 %
Postage/FedEx/UPS	1	06	4190.03	5	606.66	22.62	(584.04)	-2581.96 %
PUBLICATIONS	1	06	4190.11	5	0.00	530.00	530.00	100.00 %
Telephone/Cell Phone/Internet	1	06	4190.13	5	2,362.75	1,803.17	(559.58)	-31.03 %
FORMS & OFFICE SUPPLIES	1	06	4190.17	5	118.19	152.65	34.46	22.57 %
Other Sundry Expense	1	06	4190.18	5	1,209.62	1,858.65	649.03	34.92 %
Administrative Contact Costs	1	06	4190.19	5	2,346.28	8,423.04	6,076.76	72.14 %
BOARD MEETING EXPENSE	1	06	4190.9	5	1,607.62	0.00	(1,607.62)	0.00 %
<b>Total Administrative Expense</b>					<b>53,937.88</b>	<b>47,175.74</b>	<b>(6,762.14)</b>	<b>-14.33 %</b>
<b>Utilities Expense</b>								
WATER	1	06	4310	5	14.69	104.12	89.43	85.89 %
ELECTRICITY	1	06	4320	5	1,224.45	1,015.05	(209.40)	-20.63 %
OTHER UTILITY EXPENSE - SEWER	1	06	4390	5	19.62	216.79	197.17	90.95 %
<b>Total Utilities Expense</b>					<b>1,258.76</b>	<b>1,335.96</b>	<b>77.20</b>	<b>5.78 %</b>
<b>Ordinary Maintenance and Operation</b>								
LABOR - WAGES/SALARIES	1	06	4410	5	793.94	959.58	165.64	17.26 %
MATERIALS	1	06	4420	5	17.85	283.43	265.58	93.70 %
Contract Cots-Extermination/Pe	1	06	4430.01	5	200.00	0.00	(200.00)	0.00 %
Contract Costs-Auto/Truck Main	1	06	4430.08	5	247.77	49.90	(197.87)	-396.53 %
Garbage and Trash Removal	1	06	4431	5	46.79	46.79	0.00	0.00 %
Emp Benefit Cont - Maintenance	1	06	4433	5	58.42	67.55	9.13	13.52 %
<b>Total Ordinary Maintenance and Operation</b>					<b>1,364.77</b>	<b>1,407.25</b>	<b>42.48</b>	<b>3.02 %</b>
<b>Protective Services</b>								
Protective Services - Contract	1	06	4480	5	293.20	218.71	(74.49)	-34.06 %
<b>Total Protective Services</b>					<b>293.20</b>	<b>218.71</b>	<b>(74.49)</b>	<b>-34.06 %</b>
<b>General Expense</b>								
Insurance - Windstorm	1	06	4510.15	5	1,907.43	416.95	(1,490.48)	-357.47 %

Report Criteria PHA: 1 Project: '00','01','02','03','04','05','06','07','08','09','10','11','12','50','60','81','82','83','85','86'

Include Unapproved: False Include Zero Balance: False Custom 1:

Custom 2: COCC

Custom 3: PHA

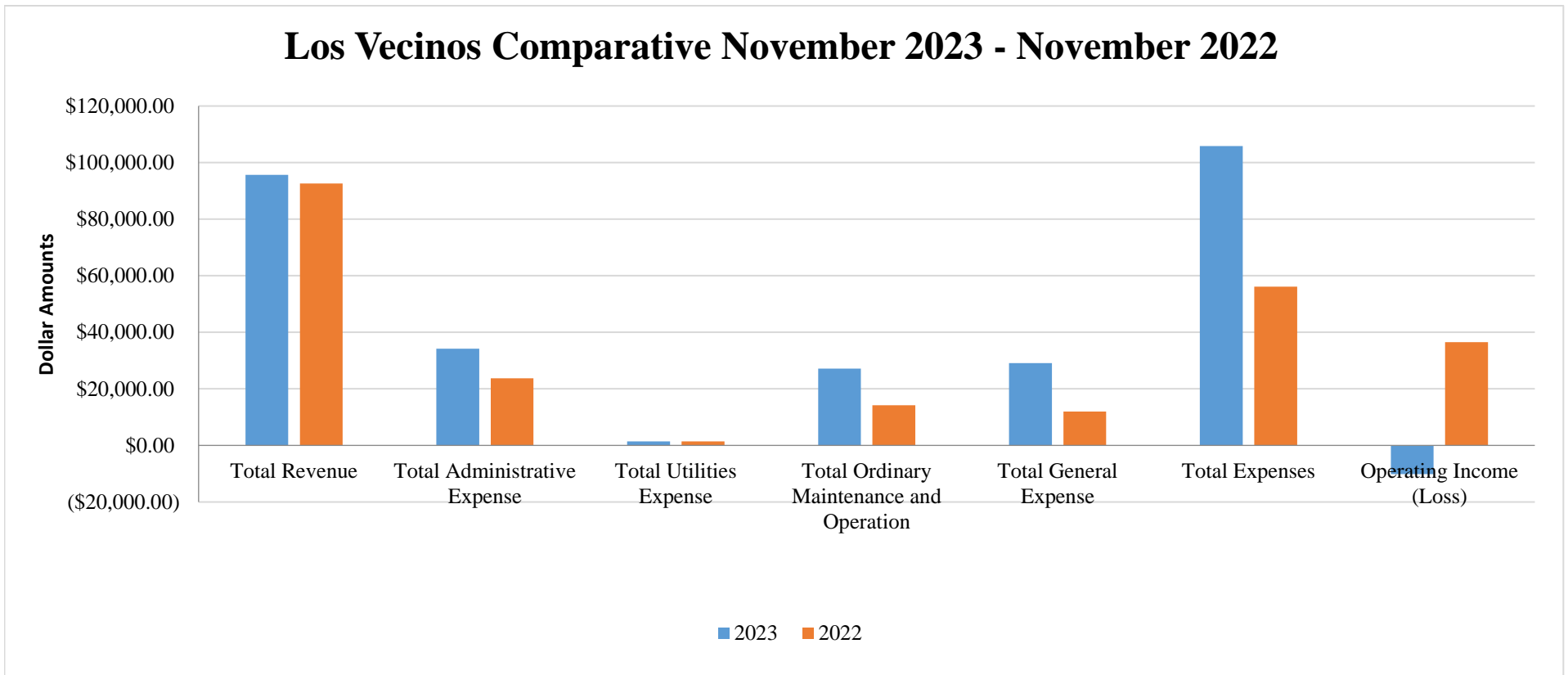
**Housing Authority of the City of Harlingen**  
**Comparative Income Statement**  
 HHA Low Rent

	Start: 11/01/2023 End: 11/30/2023	Start: 11/01/2022 End: 11/30/2022	Variance	Variance %
<b>Total General Expense</b>	<u>1,907.43</u>	<u>416.95</u>	<u>(1,490.48)</u>	<u>-357.47 %</u>
<b>Total Expenses</b>	<u>(58,762.04)</u>	<u>(50,554.61)</u>	<u>(8,207.43)</u>	<u>16.23 %</u>
<b>Net Income (Loss)</b>	<u>13,143.00</u>	<u>21,113.50</u>	<u>(7,970.50)</u>	<u>-30.69 %</u>

## Housing Authority of the City of Harlingen Comparative Income Statement

HHA Low Rent  
LOS VECINOS

	Start: 11/01/2023 End: 11/31/2023	Start: 11/01/2022 End: 11/31/2022
<b>Total Revenue</b>	\$95,652.32	\$92,612.91
<b>Total Administrative Expense</b>	\$34,162.40	\$23,753.29
<b>Total Utilities Expense</b>	\$1,417.88	\$1,447.91
<b>Total Ordinary Maintenance and Operation</b>	\$27,178.96	\$14,149.02
<b>Total General Expense</b>	\$29,071.99	\$11,981.99
<b>Total Expenses</b>	\$105,831.80	\$56,149.04
<b>Operating Income (Loss)</b>	(\$10,179.48)	\$36,463.87



**Housing Authority of the City of Harlingen**  
**Comparative Income Statement**  
HHA Low Rent  
Los Vecinos

					Start: 11/01/2023	Start: 11/01/2022		
					End: 11/30/2023	End: 11/30/2022	Variance	Variance %
<b>Revenue</b>								
<b>Rental Income</b>								
Dwelling Rental	1	01	3110	5	26,932.00	26,636.00	296.00	1.11 %
<b>Total Rental Income</b>					<b>26,932.00</b>	<b>26,636.00</b>	<b>296.00</b>	<b>1.11 %</b>
<b>Other Income</b>								
Interest Earned on Gen Fund In	1	01	3610	5	10.73	4.75	5.98	125.89 %
Interest Income - Bank Stateme	1	01	3610.01	5	2,966.59	2,873.44	93.15	3.24 %
Other Income-Tenants	1	01	3690	5	4,703.00	2,074.00	2,629.00	126.76 %
Other Income - Gain/Loss on Sa	1	01	3690.88	5	0.00	1,844.22	(1,844.22)	-100.00 %
<b>Total Other Income</b>					<b>7,680.32</b>	<b>6,796.41</b>	<b>883.91</b>	<b>13.01 %</b>
<b>Other Receipts</b>								
Operating Subsidy - Current Ye	1	01	8020	0	61,040.00	59,180.50	1,859.50	3.14 %
<b>Total Other Receipts</b>					<b>61,040.00</b>	<b>59,180.50</b>	<b>1,859.50</b>	<b>3.14 %</b>
<b>Total Revenue</b>					<b>95,652.32</b>	<b>92,612.91</b>	<b>3,039.41</b>	<b>3.28 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	1	01	4110	5	5,942.29	4,569.25	(1,373.04)	-30.05 %
Employee Benefits Cont - Admin	1	01	4182	5	3,408.35	726.28	(2,682.07)	-369.29 %
Postage/FedEx/UPS	1	01	4190.03	5	184.39	0.00	(184.39)	0.00 %
Publications	1	01	4190.11	5	0.00	100.00	100.00	100.00 %
Telephone/Cell Phones/Internet	1	01	4190.13	5	6,194.13	563.86	(5,630.27)	-998.52 %
Rental of Warehouse Space	1	01	4190.14	5	864.00	864.00	0.00	0.00 %
Forms & Office Supplies	1	01	4190.17	5	3,013.19	159.24	(2,853.95)	-1792.23 %
Other Sundry Expense	1	01	4190.18	5	159.34	282.05	122.71	43.51 %
Administrative Contact Costs	1	01	4190.19	5	2,721.25	4,898.41	2,177.16	44.45 %
Management Fee Expense - AMP	1	01	4190.21	5	8,772.96	8,687.70	(85.26)	-0.98 %
Asset Management Fee - AMP	1	01	4190.22	5	1,500.00	1,500.00	0.00	0.00 %
AMP Bookkeeping Fees	1	01	4190.23	5	1,102.50	1,102.50	0.00	0.00 %
IT Fees-COCC	1	01	4190.24	5	300.00	300.00	0.00	0.00 %
<b>Total Administrative Expense</b>					<b>34,162.40</b>	<b>23,753.29</b>	<b>(10,409.11)</b>	<b>-43.82 %</b>
<b>Tenant Services</b>								
Tenant Services - Salaries	1	01	4210	5	789.00	1,785.00	996.00	55.80 %
Ten Services - Recreation, Pub	1	01	4220	5	372.69	1,207.38	834.69	69.13 %
<b>Total Tenant Services</b>					<b>1,161.69</b>	<b>2,992.38</b>	<b>1,830.69</b>	<b>61.18 %</b>
<b>Utilities Expense</b>								
Water	1	01	4310	5	83.52	70.93	(12.59)	-17.75 %
Electricity	1	01	4320	5	1,117.71	1,151.20	33.49	2.91 %
Gas	1	01	4330	5	145.50	148.34	2.84	1.91 %
4150.2 - MILEAGE REIMBURSEMENT	1	01	4330.2	5	0.00	30.63	30.63	100.00 %
Other Utility Expense - Sewer	1	01	4390	5	71.15	46.81	(24.34)	-52.00 %
<b>Total Utilities Expense</b>					<b>1,417.88</b>	<b>1,447.91</b>	<b>30.03</b>	<b>2.07 %</b>
<b>Ordinary Maintenance and Operation</b>								
Labor	1	01	4410	5	5,662.00	5,129.38	(532.62)	-10.38 %
Materials	1	01	4420	5	275.03	308.40	33.37	10.82 %
Contract Cots-Extermination/Pe	1	01	4430.01	5	650.00	600.00	(50.00)	-8.33 %
Contract Costs-Other Repairs	1	01	4430.03	5	8,100.00	3,845.00	(4,255.00)	-110.66 %
Contract Costs-Maint Cell Phon	1	01	4430.04	5	16.56	16.77	0.21	1.25 %
Contract Costs-Auto/Truck Main	1	01	4430.08	5	628.16	123.04	(505.12)	-410.53 %
Contract Costs-Maintenance	1	01	4430.09	5	561.16	1,134.68	573.52	50.54 %
Contract Costs-Other	1	01	4430.13	5	247.56	0.00	(247.56)	0.00 %
Contract Costs-Landscape & Gro	1	01	4430.19	5	6,800.00	1,500.00	(5,300.00)	-353.33 %
Contract Costs-Plumbing Contrac	1	01	4430.22	5	950.00	0.00	(950.00)	0.00 %

Report Criteria PHA: 1 Project: '01'

Include Unapproved: False Include Zero Balance: False Custom 1:

Custom 2: AMP1

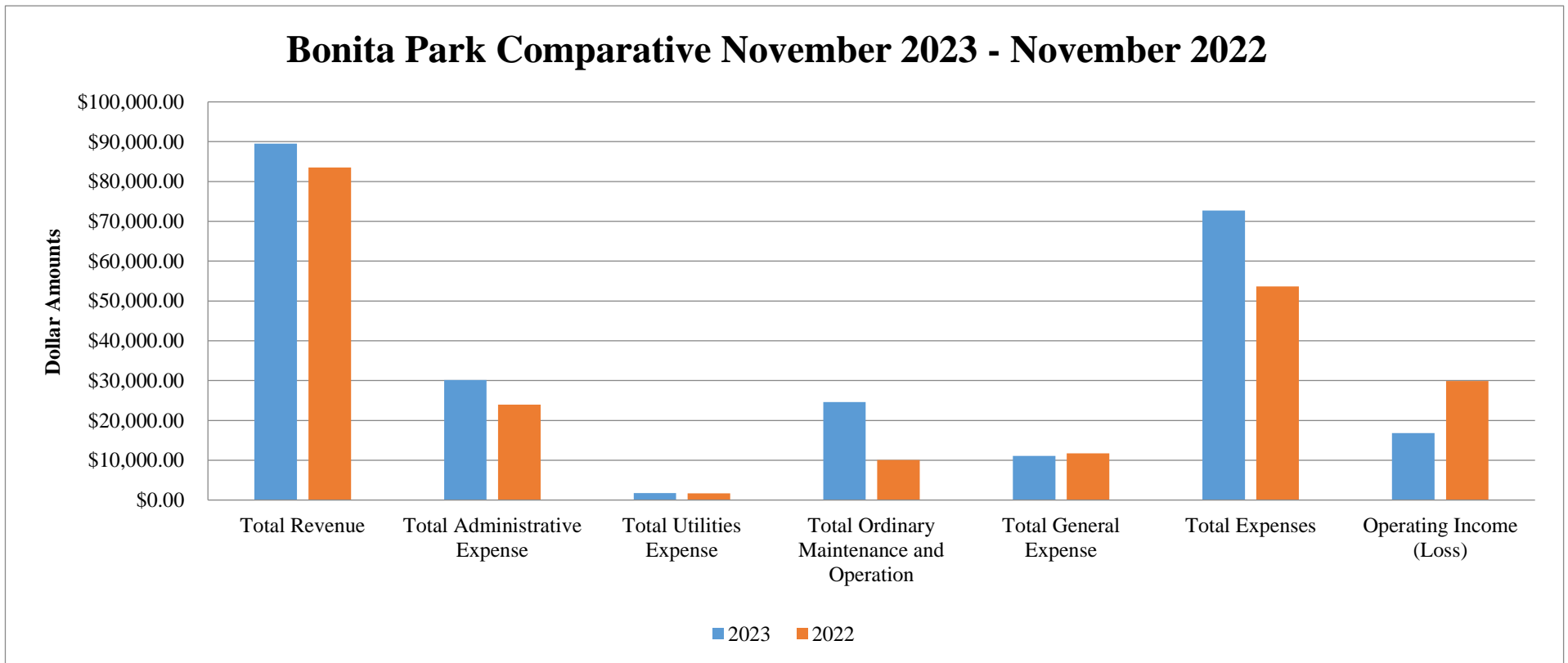
Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Comparative Income Statement**  
 HHA Low Rent  
 Los Vecinos

					Start: 11/01/2023	Start: 11/01/2022		
					End: 11/30/2023	End: 11/30/2022	Variance	Variance %
Connect/Disconnect Fees	1	01	4430.4	5	105.00	55.00	(50.00)	-90.91 %
Garbage and Trash Collection	1	01	4431	5	271.92	265.42	(6.50)	-2.45 %
Emp Benefit Cont - Maintenance	1	01	4433	5	2,911.57	1,171.33	(1,740.24)	-148.57 %
<b>Total Ordinary Maintenance and Operation</b>					<b>27,178.96</b>	<b>14,149.02</b>	<b>(13,029.94)</b>	<b>-92.09 %</b>
<b>Protective Services</b>								
Protective Services - Contract	1	01	4480	5	12,838.88	1,824.45	(11,014.43)	-603.71 %
<b>Total Protective Services</b>					<b>12,838.88</b>	<b>1,824.45</b>	<b>(11,014.43)</b>	<b>-603.71 %</b>
<b>General Expense</b>								
Insurance - Windstorm	1	01	4510.15	5	23,217.99	9,951.99	(13,266.00)	-133.30 %
Payments in Lieu of Taxes	1	01	4520	5	2,500.00	2,500.00	0.00	0.00 %
Collection Losses	1	01	4570	5	3,354.00	(470.00)	(3,824.00)	813.62 %
<b>Total General Expense</b>					<b>29,071.99</b>	<b>11,981.99</b>	<b>(17,090.00)</b>	<b>-142.63 %</b>
<b>Other Expenditures</b>								
Property Better & Add-Contract	1	01	7540.4	5	9,500.00	0.00	(9,500.00)	0.00 %
Operating Exp For Property - C	1	01	7590	5	(9,500.00)	0.00	9,500.00	0.00 %
<b>Total Other Expenditures</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Expenses</b>					<b>(105,831.80)</b>	<b>(56,149.04)</b>	<b>(49,682.76)</b>	<b>88.48 %</b>
<b>Net Income (Loss)</b>					<b>(10,179.48)</b>	<b>36,463.87</b>	<b>(46,643.35)</b>	<b>-153.97 %</b>

Housing Authority of the City of Harlingen  
**Comparative Income Statement**  
 HHA Low Rent  
 BONITA PARK

	Start: 11/01/2023 End: 11/31/2023	Start: 11/01/2022 End: 11/31/2022
<b>Total Revenue</b>	\$89,539.36	\$83,503.34
<b>Total Administrative Expense</b>	\$30,159.25	\$23,983.35
<b>Total Utilities Expense</b>	\$1,780.09	\$1,682.24
<b>Total Ordinary Maintenance and Operation</b>	\$24,600.81	\$10,040.66
<b>Total General Expense</b>	\$11,080.92	\$11,765.65
<b>Total Expenses</b>	\$72,734.12	\$53,622.01
<b>Operating Income (Loss)</b>	\$16,805.24	\$29,881.33



**Housing Authority of the City of Harlingen**  
**Comparative Income Statement**  
 HHA Low Rent  
 BONITA PARK

					Start: 11/01/2023	Start: 11/01/2022		
					End: 11/30/2023	End: 11/30/2022	Variance	Variance %
<b>Revenue</b>								
<b>Rental Income</b>								
Dwelling Rental	1	02	3110	5	29,731.00	24,296.00	5,435.00	22.37 %
Nondwelling Rental	1	02	3190	5	0.00	910.00	(910.00)	-100.00 %
<b>Total Rental Income</b>					<b>29,731.00</b>	<b>25,206.00</b>	<b>4,525.00</b>	<b>17.95 %</b>
<b>Other Income</b>								
Interest Earned - Bank Stmt	1	02	3610.01	5	1,964.36	1,510.85	453.51	30.02 %
Other Income - Tenants	1	02	3690	5	2,587.00	2,073.00	514.00	24.79 %
Other Income - Misc Other Reve	1	02	3690.1	5	0.00	909.43	(909.43)	-100.00 %
Other Income - Gain/Loss on Sa	1	02	3690.88	5	0.00	452.56	(452.56)	-100.00 %
<b>Total Other Income</b>					<b>4,551.36</b>	<b>4,945.84</b>	<b>(394.48)</b>	<b>-7.98 %</b>
<b>Other Receipts</b>								
Operating Subsidy - Current Ye	1	02	8020	0	55,257.00	53,351.50	1,905.50	3.57 %
<b>Total Other Receipts</b>					<b>55,257.00</b>	<b>53,351.50</b>	<b>1,905.50</b>	<b>3.57 %</b>
<b>Total Revenue</b>					<b>89,539.36</b>	<b>83,503.34</b>	<b>6,036.02</b>	<b>7.23 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	1	02	4110	5	6,572.10	6,451.31	(120.79)	-1.87 %
Employee Benefits Cont - Admin	1	02	4182	5	2,245.52	1,193.21	(1,052.31)	-88.19 %
Postage/FedEx/UPS	1	02	4190.03	5	184.39	0.00	(184.39)	0.00 %
Publications	1	02	4190.11	5	0.00	100.00	100.00	100.00 %
Telephone/Cell Phone/Internet	1	02	4190.13	5	6,124.26	763.89	(5,360.37)	-701.72 %
Forms & Office Supplies	1	02	4190.17	5	172.16	257.87	85.71	33.24 %
Other Sundry Expense	1	02	4190.18	5	107.35	213.51	106.16	49.72 %
Administrative Contact Costs	1	02	4190.19	5	3,303.55	3,570.56	267.01	7.48 %
Management Fee Expense - AMP	1	02	4190.21	5	8,593.92	8,569.50	(24.42)	-0.28 %
Asset Management Fee - AMP	1	02	4190.22	5	1,480.00	1,480.00	0.00	0.00 %
AMP Bookkeeping Fees	1	02	4190.23	5	1,080.00	1,087.50	7.50	0.69 %
IT Fees - COCC	1	02	4190.24	5	296.00	296.00	0.00	0.00 %
<b>Total Administrative Expense</b>					<b>30,159.25</b>	<b>23,983.35</b>	<b>(6,175.90)</b>	<b>-25.75 %</b>
<b>Tenant Services</b>								
Tenant Services - Salaries	1	02	4210	5	675.75	1,251.25	575.50	45.99 %
Ten Services - Recreation, Pub	1	02	4220	5	0.00	2,395.98	2,395.98	100.00 %
<b>Total Tenant Services</b>					<b>675.75</b>	<b>3,647.23</b>	<b>2,971.48</b>	<b>81.47 %</b>
<b>Utilities Expense</b>								
Water	1	02	4310	5	206.17	166.56	(39.61)	-23.78 %
Electricity	1	02	4320	5	1,185.43	1,148.95	(36.48)	-3.18 %
Gas	1	02	4330	5	307.77	308.85	1.08	0.35 %
Other Utility Expense - Sewer	1	02	4390	5	80.72	57.88	(22.84)	-39.46 %
<b>Total Utilities Expense</b>					<b>1,780.09</b>	<b>1,682.24</b>	<b>(97.85)</b>	<b>-5.82 %</b>
<b>Ordinary Maintenance and Operation</b>								
Labor	1	02	4410	5	470.73	2,928.99	2,458.26	83.93 %
Materials	1	02	4420	5	4,363.50	315.11	(4,048.39)	-1284.75 %
Contract Cots-Extermination/Pe	1	02	4430.01	5	750.00	0.00	(750.00)	0.00 %
Contract Costs-Other Repairs	1	02	4430.03	5	375.00	425.00	50.00	11.76 %
Contract Costs-Maint Cell Phon	1	02	4430.04	5	16.56	16.77	0.21	1.25 %
Contract Costs-Auto/Truck Main	1	02	4430.08	5	62.47	97.85	35.38	36.16 %
Contract Costs-Maintenance	1	02	4430.09	5	1,931.40	2,150.81	219.41	10.20 %
Contract Costs-Heating & Coolin	1	02	4430.17	5	685.00	335.00	(350.00)	-104.48 %
Contract Costs-Landscape & Gro	1	02	4430.19	5	5,676.50	2,600.00	(3,076.50)	-118.33 %
Contract Costs-Unit Turnaround	1	02	4430.20	5	3,990.00	0.00	(3,990.00)	0.00 %
Contract Costs-Electrical Contr	1	02	4430.21	5	0.00	125.00	125.00	100.00 %

Report Criteria PHA: 1 Project: '02'

Include Unapproved: False Include Zero Balance: False Custom 1:

Custom 2: AMP2

Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Comparative Income Statement**  
 HHA Low Rent  
 BONITA PARK

					Start: 11/01/2023	Start: 11/01/2022		
					End: 11/30/2023	End: 11/30/2022	Variance	Variance %
Contact Costs-Plumbing Contrac	1	02	4430.22	5	5,845.00	0.00	(5,845.00)	0.00 %
Connect/Disconnect Fees	1	02	4430.4	5	75.00	120.00	45.00	37.50 %
Garbage and Trash Collection	1	02	4431	5	314.11	309.82	(4.29)	-1.38 %
Emp Benefit Cont - Maintenance	1	02	4433	5	45.54	616.31	570.77	92.61 %
<b>Total Ordinary Maintenance and Operation</b>					<b>24,600.81</b>	<b>10,040.66</b>	<b>(14,560.15)</b>	<b>-145.01 %</b>
<b>Protective Services</b>								
Protective Services - Contract	1	02	4480	5	4,437.30	2,502.88	(1,934.42)	-77.29 %
<b>Total Protective Services</b>					<b>4,437.30</b>	<b>2,502.88</b>	<b>(1,934.42)</b>	<b>-77.29 %</b>
<b>General Expense</b>								
Insurance - Windstorm	1	02	4510.15	5	8,580.92	9,265.65	684.73	7.39 %
Payments in Lieu of Taxes	1	02	4520	5	2,500.00	2,500.00	0.00	0.00 %
<b>Total General Expense</b>					<b>11,080.92</b>	<b>11,765.65</b>	<b>684.73</b>	<b>5.82 %</b>
<b>Other Expenditures</b>								
Property Better & Add-Contract	1	02	7540.4	5	32,500.00	0.00	(32,500.00)	0.00 %
Operating Exp For Property - C	1	02	7590	5	(32,500.00)	0.00	32,500.00	0.00 %
<b>Total Other Expenditures</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Expenses</b>					<b>(72,734.12)</b>	<b>(53,622.01)</b>	<b>(19,112.11)</b>	<b>35.64 %</b>
<b>Net Income (Loss)</b>					<b>16,805.24</b>	<b>29,881.33</b>	<b>(13,076.09)</b>	<b>-152.52 %</b>

Report Criteria PHA: 1 Project: '02'

Include Unapproved: False Include Zero Balance: False Custom 1:

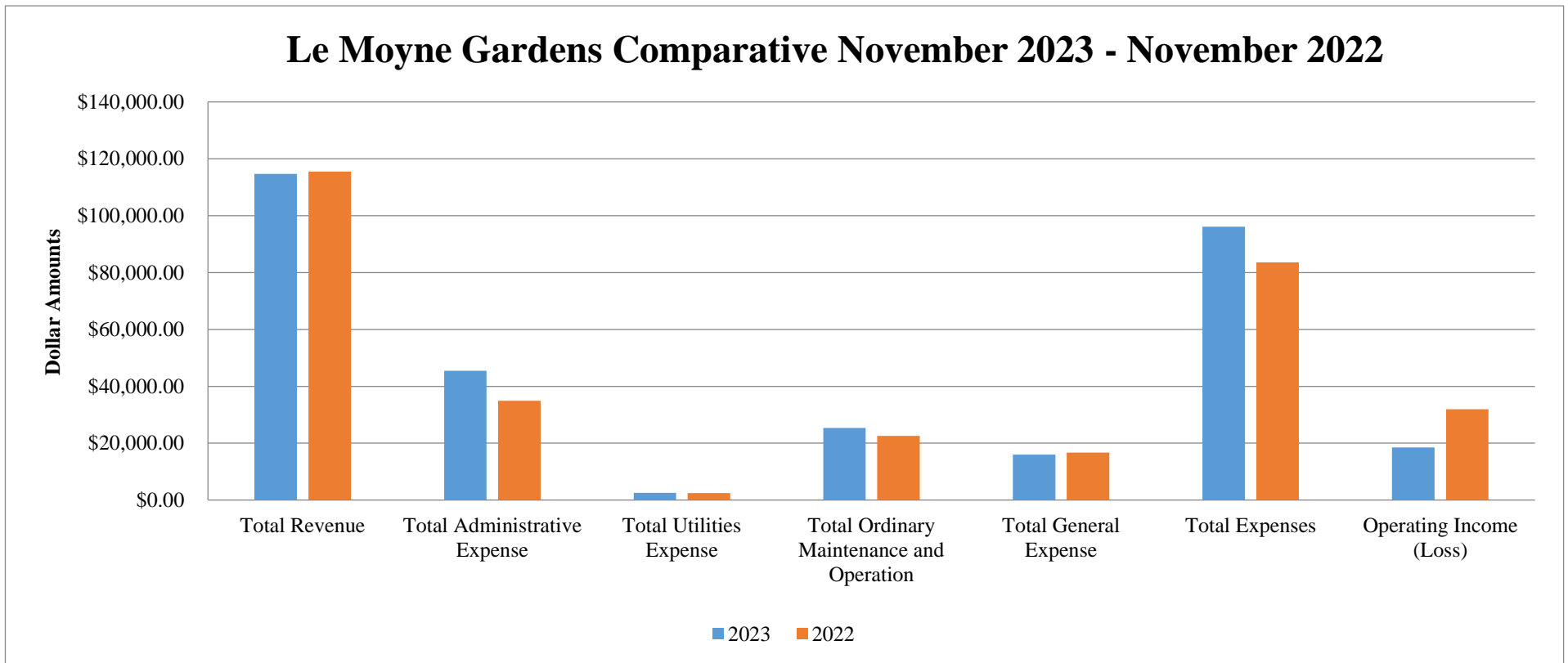
Custom 2: AMP2

Custom 3: PHA



Housing Authority of the City of Harlingen  
**Comparative Income Statement**  
 HHA Low Rent  
 Le Moyne Gardens

	Start: 11/01/2023 End: 11/31/2023	Start: 11/01/2022 End: 11/31/2022
<b>Total Revenue</b>	<b>\$114,666.70</b>	<b>\$115,473.12</b>
<b>Total Administrative Expense</b>	<b>\$45,498.80</b>	<b>\$34,911.20</b>
<b>Total Utilities Expense</b>	<b>\$2,574.11</b>	<b>\$2,418.33</b>
<b>Total Ordinary Maintenance and Operation</b>	<b>\$25,373.30</b>	<b>\$22,602.71</b>
<b>Total General Expense</b>	<b>\$16,003.66</b>	<b>\$16,729.34</b>
<b>Total Expenses</b>	<b>\$96,114.91</b>	<b>\$83,548.51</b>
<b>Operating Income (Loss)</b>	<b>\$18,551.79</b>	<b>\$31,924.61</b>



**Housing Authority of the City of Harlingen**  
**Comparative Income Statement**  
 HHA Low Rent  
 Le MOYNE GARDENS

					Start: 11/01/2023	Start: 11/01/2022		
					End: 11/30/2023	End: 11/30/2022	Variance	Variance %
<b>Revenue</b>								
<b>Rental Income</b>								
Dwelling Rental	1	03	3110	5	23,183.00	28,510.00	(5,327.00)	-18.68 %
Nondwelling Rental	1	03	3190	5	0.00	700.00	(700.00)	-100.00 %
<b>Total Rental Income</b>					<b>23,183.00</b>	<b>29,210.00</b>	<b>(6,027.00)</b>	<b>-20.63 %</b>
<b>Other Income</b>								
Interest Earned on Gen Fund In	1	03	3610	5	2,944.20	2,846.32	97.88	3.44 %
Other Income-Tenants	1	03	3690	5	5,363.00	3,022.00	2,341.00	77.47 %
Other Income - Gain/Loss on Sa	1	03	3690.88	5	0.00	830.80	(830.80)	-100.00 %
<b>Total Other Income</b>					<b>8,307.20</b>	<b>6,699.12</b>	<b>1,608.08</b>	<b>24.00 %</b>
<b>Other Receipts</b>								
Operating Subsidy - Current Ye	1	03	8020	0	83,176.50	79,564.00	3,612.50	4.54 %
<b>Total Other Receipts</b>					<b>83,176.50</b>	<b>79,564.00</b>	<b>3,612.50</b>	<b>4.54 %</b>
<b>Total Revenue</b>					<b>114,666.70</b>	<b>115,473.12</b>	<b>(806.42)</b>	<b>-0.70 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	1	03	4110	5	8,617.39	9,990.10	1,372.71	13.74 %
Employee Benefits Cont - Admin	1	03	4182	5	1,923.67	1,703.49	(220.18)	-12.93 %
Postage/FedEx/UPS	1	03	4190.03	5	184.39	0.00	(184.39)	0.00 %
Publications	1	03	4190.11	5	0.00	220.00	220.00	100.00 %
Telephone/Cell Phone/Internet	1	03	4190.13	5	8,666.50	1,166.72	(7,499.78)	-642.81 %
Rental of Warehouse Space	1	03	4190.14	5	864.00	864.00	0.00	0.00 %
Forms & Office Supplies	1	03	4190.17	5	118.19	267.83	149.64	55.87 %
Other Sundry Expense	1	03	4190.18	5	148.91	274.30	125.39	45.71 %
Administrative Contact Costs	1	03	4190.19	5	9,542.83	5,237.56	(4,305.27)	-82.20 %
Management Fee Expense - AMP	1	03	4190.21	5	11,577.92	11,347.20	(230.72)	-2.03 %
Asset Management Fee - AMP	1	03	4190.22	5	2,000.00	2,000.00	0.00	0.00 %
AMP Bookkeeping Fees	1	03	4190.23	5	1,455.00	1,440.00	(15.00)	-1.04 %
IT Fees - COCC	1	03	4190.24	5	400.00	400.00	0.00	0.00 %
<b>Total Administrative Expense</b>					<b>45,498.80</b>	<b>34,911.20</b>	<b>(10,587.60)</b>	<b>-30.33 %</b>
<b>Tenant Services</b>								
Tenant Services - Salaries	1	03	4210	5	787.75	2,525.39	1,737.64	68.81 %
Ten Services - Recreation, Pub	1	03	4220	5	40.00	1,326.40	1,286.40	96.98 %
Employee Benefits Cont -Ten Sv	1	03	4222	5	0.00	602.56	602.56	100.00 %
<b>Total Tenant Services</b>					<b>827.75</b>	<b>4,454.35</b>	<b>3,626.60</b>	<b>81.42 %</b>
<b>Utilities Expense</b>								
Water	1	03	4310	5	469.59	447.94	(21.65)	-4.83 %
Electricity	1	03	4320	5	1,890.43	1,738.78	(151.65)	-8.72 %
Gas	1	03	4330	5	147.22	148.34	1.12	0.76 %
4150.2-MILEAGE REIMBURSEMENT	1	03	4330.2	5	0.00	3.75	3.75	100.00 %
Other Utility Expense - Sewer	1	03	4390	5	66.87	79.52	12.65	15.91 %
<b>Total Utilities Expense</b>					<b>2,574.11</b>	<b>2,418.33</b>	<b>(155.78)</b>	<b>-6.44 %</b>
<b>Ordinary Maintenance and Operation</b>								
Labor	1	03	4410	5	3,790.40	5,520.81	1,730.41	31.34 %
Materials	1	03	4420	5	4,547.25	361.63	(4,185.62)	-1157.43 %
Contract Cots-Extermination/Pe	1	03	4430.01	5	825.00	0.00	(825.00)	0.00 %
Contract Costs-Other Repairs	1	03	4430.03	5	375.00	2,325.00	1,950.00	83.87 %
Contract Costs-Maint Cell Phon	1	03	4430.04	5	22.09	22.35	0.26	1.16 %
Contract Costs-Auto/Truck Main	1	03	4430.08	5	56.22	74.85	18.63	24.89 %
Contract Costs-Maintenance	1	03	4430.09	5	1,375.82	557.70	(818.12)	-146.70 %
Contract Costs-Other	1	03	4430.13	5	0.00	220.00	220.00	100.00 %
Contract Costs-Landscape & Gro	1	03	4430.19	5	6,225.00	4,625.00	(1,600.00)	-34.59 %

Report Criteria PHA: 1 Project: '03'

Include Unapproved: False Include Zero Balance: False Custom 1:

Custom 2: AMP3

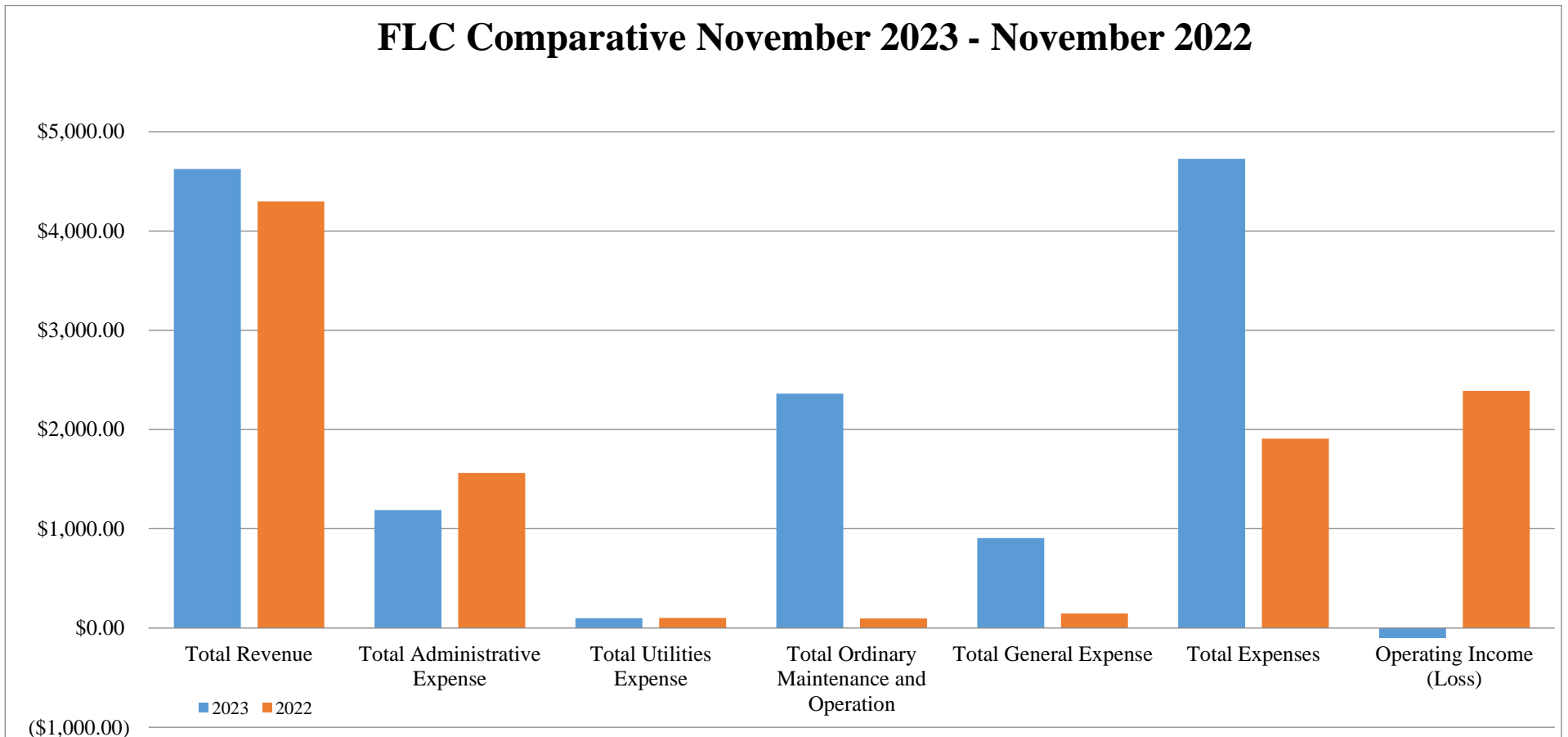
Custom 3: PHA

**Housing Authority of the City of Harlingen**  
**Comparative Income Statement**  
 HHA Low Rent  
 Le MOYNE GARDENS

					Start: 11/01/2023	Start: 11/01/2022		
					End: 11/30/2023	End: 11/30/2022	Variance	Variance %
Contract Costs-Unit Turnaround	1	03	4430.20	5	5,985.00	6,975.00	990.00	14.19 %
Connect/Disconnect Fees	1	03	4430.4	5	45.00	210.00	165.00	78.57 %
Garbage and Trash Collection	1	03	4431	5	223.49	423.36	199.87	47.21 %
Emp Benefit Cont - Maintenance	1	03	4433	5	1,903.03	1,287.01	(616.02)	-47.86 %
<b>Total Ordinary Maintenance and Operation</b>					<b>25,373.30</b>	<b>22,602.71</b>	<b>(2,770.59)</b>	<b>-12.26 %</b>
<b>Protective Services</b>								
Protective Services - Contract	1	03	4480	5	5,837.29	2,432.58	(3,404.71)	-139.96 %
<b>Total Protective Services</b>					<b>5,837.29</b>	<b>2,432.58</b>	<b>(3,404.71)</b>	<b>-139.96 %</b>
<b>General Expense</b>								
Insurance - Windstorm	1	03	4510.15	5	13,087.00	13,812.68	725.68	5.25 %
Payments in Lieu of Taxes	1	03	4520	5	2,916.66	2,916.66	0.00	0.00 %
<b>Total General Expense</b>					<b>16,003.66</b>	<b>16,729.34</b>	<b>725.68</b>	<b>4.34 %</b>
<b>Other Expenditures</b>								
Property Better & Add-Contract	1	03	7540.4	5	24,573.20	0.00	(24,573.20)	0.00 %
Operating Exp For Property - C	1	03	7590	5	(24,573.20)	0.00	24,573.20	0.00 %
<b>Total Other Expenditures</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Expenses</b>					<b>(96,114.91)</b>	<b>(83,548.51)</b>	<b>(12,566.40)</b>	<b>15.04 %</b>
<b>Net Income (Loss)</b>					<b>18,551.79</b>	<b>31,924.61</b>	<b>(13,372.82)</b>	<b>-118.86 %</b>

## Housing Authority of the City of Harlingen Comparative Income Statement FAMILY LIVING CENTER

	Start: 11/01/2023 End: 11/31/2023	Start: 11/01/2022 End: 11/31/2022
<b>Total Revenue</b>	\$4,624.98	\$4,297.96
<b>Total Administrative Expense</b>	\$1,188.60	\$1,563.98
<b>Total Utilities Expense</b>	\$99.53	\$102.80
<b>Total Ordinary Maintenance and Operation</b>	\$2,360.46	\$95.94
<b>Total General Expense</b>	\$906.17	\$145.94
<b>Total Expenses</b>	\$4,726.07	\$1,908.66
<b>Operating Income (Loss)</b>	(\$101.09)	\$2,389.30

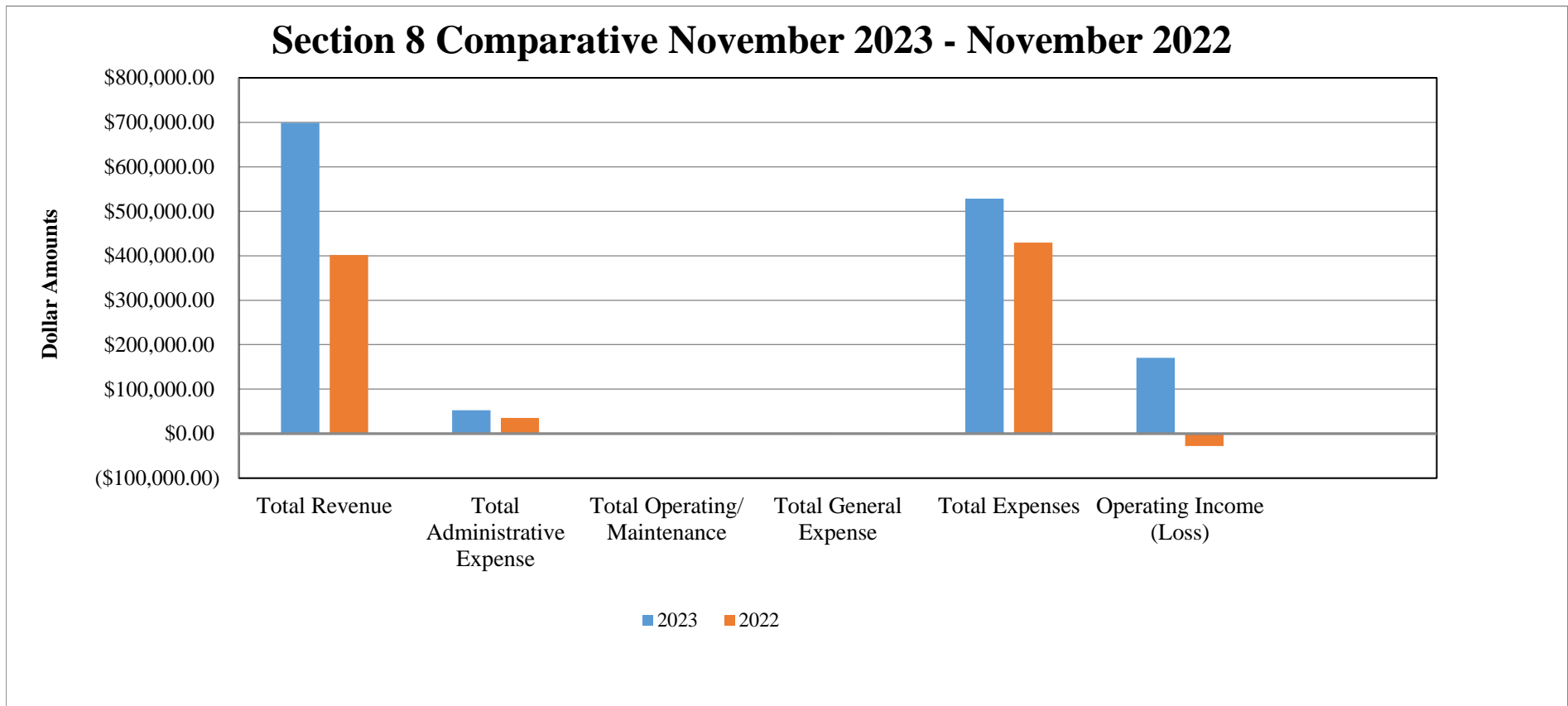


## Housing Authority of the City of Harlingen Comparative Income Statement Family Living Center

					Start: 11/01/2023	Start: 11/01/2022		
					End: 11/30/2023	End: 11/30/2022	Variance	Variance %
<b>Revenue</b>								
<b>Rental Income</b>								
Dwelling Rental	3	01	3110	5	4,200.00	4,000.00	200.00	5.00 %
<b>Total Rental Income</b>					<b>4,200.00</b>	<b>4,000.00</b>	<b>200.00</b>	<b>5.00 %</b>
<b>Other Income</b>								
Interest Earned on Gen Fund In	3	01	3610	5	249.98	252.96	(2.98)	-1.18 %
Other Income-Tenants	3	01	3690	5	175.00	45.00	130.00	288.89 %
<b>Total Other Income</b>					<b>424.98</b>	<b>297.96</b>	<b>127.02</b>	<b>42.63 %</b>
<b>Total Revenue</b>					<b>4,624.98</b>	<b>4,297.96</b>	<b>327.02</b>	<b>7.61 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	3	01	4110	5	214.46	113.95	(100.51)	-88.21 %
Employee Benefits Cont - Admin	3	01	4182	5	15.48	8.23	(7.25)	-88.09 %
Sundry	3	01	4190	5	0.00	224.00	224.00	100.00 %
Forms & Office Supplies	3	01	4190.17	5	0.00	110.00	110.00	100.00 %
Other Sundry Expense	3	01	4190.18	5	958.66	1,107.80	149.14	13.46 %
<b>Total Administrative Expense</b>					<b>1,188.60</b>	<b>1,563.98</b>	<b>375.38</b>	<b>24.00 %</b>
<b>Tenant Services</b>								
Ten Services - Recreation, Pub	3	01	4220	5	171.31	0.00	(171.31)	0.00 %
<b>Total Tenant Services</b>					<b>171.31</b>	<b>0.00</b>	<b>(171.31)</b>	<b>0.00 %</b>
<b>Utilities Expense</b>								
Water	3	01	4310	5	35.04	36.06	1.02	2.83 %
Other Utility Expense - Sewer	3	01	4390	5	64.49	66.74	2.25	3.37 %
<b>Total Utilities Expense</b>					<b>99.53</b>	<b>102.80</b>	<b>3.27</b>	<b>3.18 %</b>
<b>Ordinary Maintenance and Operation</b>								
Labor	3	01	4410	5	51.57	0.00	(51.57)	0.00 %
Contract Cots-Extermination	3	01	4430.01	5	99.00	0.00	(99.00)	0.00 %
Contract Costs-Other	3	01	4430.13	5	2,110.00	0.00	(2,110.00)	0.00 %
Garbage and Trash Collection	3	01	4431	5	95.94	95.94	0.00	0.00 %
Emp Benefit Cont - Maintenance	3	01	4433	5	3.95	0.00	(3.95)	0.00 %
<b>Total Ordinary Maintenance and Operation</b>					<b>2,360.46</b>	<b>95.94</b>	<b>(2,264.52)</b>	<b>-2360.35 %</b>
<b>General Expense</b>								
Insurance - Windstorm	3	01	4510.15	5	906.17	145.94	(760.23)	-520.92 %
<b>Total General Expense</b>					<b>906.17</b>	<b>145.94</b>	<b>(760.23)</b>	<b>-520.92 %</b>
<b>Other Expenditures</b>								
Property Better & Add-Contract	3	01	7540.4	5	20,000.00	0.00	(20,000.00)	0.00 %
Operating Exp For Property - C	3	01	7590	5	(20,000.00)	0.00	20,000.00	0.00 %
<b>Total Other Expenditures</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Expenses</b>					<b>(4,726.07)</b>	<b>(1,908.66)</b>	<b>(2,817.41)</b>	<b>147.61 %</b>
<b>Net Income (Loss)</b>					<b>(101.09)</b>	<b>2,389.30</b>	<b>(2,490.39)</b>	<b>-941.30 %</b>

## Housing Authority of the City of Harlingen Comparative Income Statement HCV/Section 8

	Start: 11/01/2023 End: 11/31/2023	Start: 11/01/2022 End: 11/31/2022
<b>Total Revenue</b>	<b>\$698,812.90</b>	<b>\$401,517.81</b>
<b>Total Administrative Expense</b>	<b>\$52,707.30</b>	<b>\$35,448.76</b>
<b>Total Operating/ Maintenance</b>	<b>\$1,168.29</b>	<b>\$1,180.71</b>
<b>Total General Expense</b>	<b>\$1,943.13</b>	<b>\$1,833.85</b>
<b>Total Expenses</b>	<b>\$528,520.72</b>	<b>\$429,316.32</b>
<b>Operating Income (Loss)</b>	<b>\$170,292.18</b>	<b>(\$27,798.51)</b>



## Housing Authority of the City of Harlingen Comparative Income Statement Voucher

					Start: 11/01/2023	Start: 11/01/2022		
					End: 11/30/2023	End: 11/30/2022	Variance	Variance %
<b>Revenue</b>								
<b>Operating Income</b>								
Administrative Fees Earned	7	01	3112	5	58,030.00	56,106.00	1,924.00	3.43 %
Interest Income HA Portion	7	01	3300	5	422.59	508.51	(85.92)	-16.90 %
Portable Admin Fees Earned	7	01	3300.P	5	1,742.31	1,152.30	590.01	51.20 %
HAP Earned Income	7	01	4902	5	638,618.00	343,751.00	294,867.00	85.78 %
<b>Total Operating Income</b>					<b>698,812.90</b>	<b>401,517.81</b>	<b>297,295.09</b>	<b>74.04 %</b>
<b>Total Revenue</b>					<b>698,812.90</b>	<b>401,517.81</b>	<b>297,295.09</b>	<b>74.04 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	7	01	4110	5	13,586.47	8,144.47	(5,442.00)	-66.82 %
Office Rent & Utilities	7	01	4180	5	1,068.00	1,068.00	0.00	0.00 %
Employee Benefits Cont - Admin	7	01	4182	5	6,260.23	1,600.70	(4,659.53)	-291.09 %
Postage/FedEx/UPS	7	01	4190.03	5	915.92	0.00	(915.92)	0.00 %
Telephone/Cell Phone/Internet	7	01	4190.13	5	1,217.02	470.18	(746.84)	-158.84 %
Forms & Office Supplies	7	01	4190.17	5	3,937.19	882.70	(3,054.49)	-346.04 %
Other Sundry Expense	7	01	4190.18	5	380.57	144.40	(236.17)	-163.55 %
Administrative Contact Costs	7	01	4190.19	5	9,000.90	6,797.31	(2,203.59)	-32.42 %
Asset Management Fee - AMP	7	01	4190.22	5	9,168.00	9,108.00	(60.00)	-0.66 %
AMP Bookkeeping Fees	7	01	4190.23	5	5,730.00	5,692.50	(37.50)	-0.66 %
Asset Management Fee - AMP	7	03	4190.22	5	888.00	948.00	60.00	6.33 %
AMP Bookkeeping Fees	7	03	4190.23	5	555.00	592.50	37.50	6.33 %
<b>Total Administrative Expense</b>					<b>52,707.30</b>	<b>35,448.76</b>	<b>(17,258.54)</b>	<b>-48.69 %</b>
<b>Operating Expenses</b>								
Maintenance & Operating Sec 8	7	01	4400	5	1,130.81	1,130.81	0.00	0.00 %
4400 VEHICLE MAINTENANCE	7	01	4430.1	5	37.48	49.90	12.42	24.89 %
<b>Total Operating Expenses</b>					<b>1,168.29</b>	<b>1,180.71</b>	<b>12.42</b>	<b>1.05 %</b>
<b>General Expense</b>								
Admin Fee - Paid for Portabili	7	01	4590.P	5	2.69	51.18	48.49	94.74 %
Portability - Port In Deposits	7	01	4590.PID	5	(2,753.00)	(4,663.00)	(1,910.00)	40.96 %
Portability - Port In Expenses	7	01	4590.PIE	5	2,753.00	4,663.00	1,910.00	40.96 %
Portable Admin Fees Paid	7	03	4590.P	5	1,940.44	1,782.67	(157.77)	-8.85 %
Portability - Port In Deposits	7	03	4590.PID	5	(811.16)	(526.96)	284.20	-53.93 %
Portability - Port In Expenses	7	03	4590.PIE	5	811.16	526.96	(284.20)	-53.93 %
<b>Total General Expense</b>					<b>1,943.13</b>	<b>1,833.85</b>	<b>(109.28)</b>	<b>-5.96 %</b>
<b>Housing Assistance Payments</b>								
HAP Payments - Rents	7	01	4715.1	5	422,427.00	351,174.00	(71,253.00)	-20.29 %
HAP Payments - Utilities	7	01	4715.4	5	11,286.00	7,239.00	(4,047.00)	-55.91 %
HAP Portability	7	01	4715.P	5	(2,746.00)	0.00	2,746.00	0.00 %
HAP Payments - Port Out	7	01	4715.PO	5	570.00	1,311.00	741.00	56.52 %
HAP Payments - Rents	7	02	4715.1	5	4,289.00	3,886.00	(403.00)	-10.37 %
HAP Payments - Rent - VASH	7	03	4715.1	5	19,981.00	10,710.00	(9,271.00)	-86.56 %
HAP Payments - Utilities - VAS	7	03	4715.4	5	177.00	92.00	(85.00)	-92.39 %
HAP Payments - Port Out	7	03	4715.PO	5	14,783.00	14,616.00	(167.00)	-1.14 %
HAP Payments - Rent - Home Own	7	04	4715.1	5	543.00	492.00	(51.00)	-10.37 %
HAP Payments - Rent - Foster Y	7	05	4715.1	5	1,310.00	1,257.00	(53.00)	-4.22 %
HAP Payments - Utilities - Fos	7	05	4715.4	5	82.00	76.00	(6.00)	-7.89 %
<b>Total Housing Assistance Payments</b>					<b>472,702.00</b>	<b>390,853.00</b>	<b>(81,849.00)</b>	<b>-20.94 %</b>
<b>Total Expenses</b>					<b>(528,520.72)</b>	<b>(429,316.32)</b>	<b>(99,204.40)</b>	<b>23.11 %</b>
<b>Net Income (Loss)</b>					<b>170,292.18</b>	<b>(27,798.51)</b>	<b>198,090.69</b>	<b>-712.62 %</b>

Chief Financial Officer Report  
for January 17, 2024  
Highlights of Activities for December 2023

**Ongoing Activities:**

- Meetings for the month:
  - Weekly & monthly Staff meetings
  - Security meetings
  - Maintenance meeting
  - Los Vecinos Construction meetings
  - Motivational staff meetings
  - Board Meeting practices
  - Board meeting
  - Annual & Five-Year Plan Hearing
  - HCISD Counselor meeting
- Prepared Weekly/Monthly Board and Goals Reports
- Assisted Mary & LR team with Low Rent utility allowance and security deposit payments
- Assisted Mary with the CFP drawdowns and obligations and expenditures on the HUD system
- Worked with the HR/Accounting Coord. on personnel matters and updates
- Monitored the bank accounts daily, entered journal entries, and deposits
- Worked with fee accountant on the end of the month financials
- Signed checks for payrolls and accounts payables
- Reviewed weekly staff reports and Board reports – submitted changes
- Monitored – Accounting Asst./MIS Coord., HR/Accounting Coord., and Accounting Clerk
- Worked at Le Moyne Gardens on Dec. 15<sup>th</sup>
- Assisted in new hire orientation for new employees
- Reviewed the annual Calendar and submitted changes

I will be glad to answer any questions and look forward to any comments regarding this report.

Respectfully Submitted,

Cynthia Lucio  
Chief Financial Officer



HR/Accounting Coordinator Report  
January 17, 2024  
Highlights of Activities for December 2023

- Prepared Weekly Reports, Monthly Board Reports, and Goals Reports
- Attended meetings for the month:
  - Staff meetings on Mondays
  - Maintenance meeting on the 2<sup>nd</sup> Thursday
  - Motivational staff meetings on Fridays
  - Board packet review
  - Board meeting practices
  - Board meeting
  - Board meeting overview
  - Security meeting
- Reviewed and responded to emails and phone calls
- Entered benefit invoices and processed them for payment
- Entered deposits into the bank accounts
- Updated employee annual and sick leave balances for the end of November
- Reviewed timesheets and processed payrolls for December
- Prepared Maintenance presentation and conducted the Maintenance meeting
- Assisted with balancing the GL for November
- Reviewed all vehicle inspections completed and saved for November
- Processed and submitted the HART Retirement for November
- Printed out bank information for online rent payments
- Held interviews and hired five new employees
- Held an orientation for the new employees
- Continued training Accounting Clerk
- Sent out employee evaluations
- Accompanied Valley Fire & Safety to inspect the main office's fire extinguishers
- Verified with Valley Fire & Safety all fire extinguishers inspected for the offices and the vehicles
- Exit for employee
- Merry Christmas!

Please let me know if you have any questions.

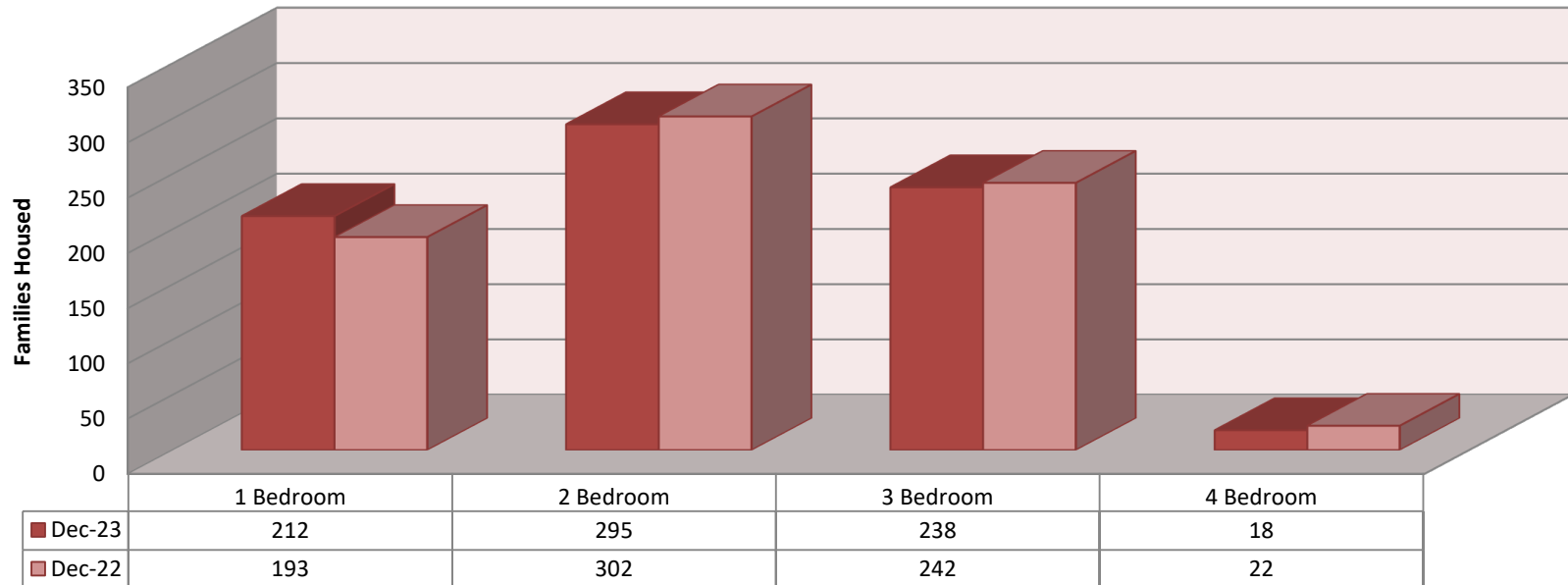
Thank you,

Melissa Guajardo  
HR/Accounting Coordinator

## Board Meeting Report January 17, 2024

**Total Alloted Vouchers: 743**  
**Vouchers Leased: 763**  
**Pending Vouchers: 0**  
**Vouchers Seaching: 62**

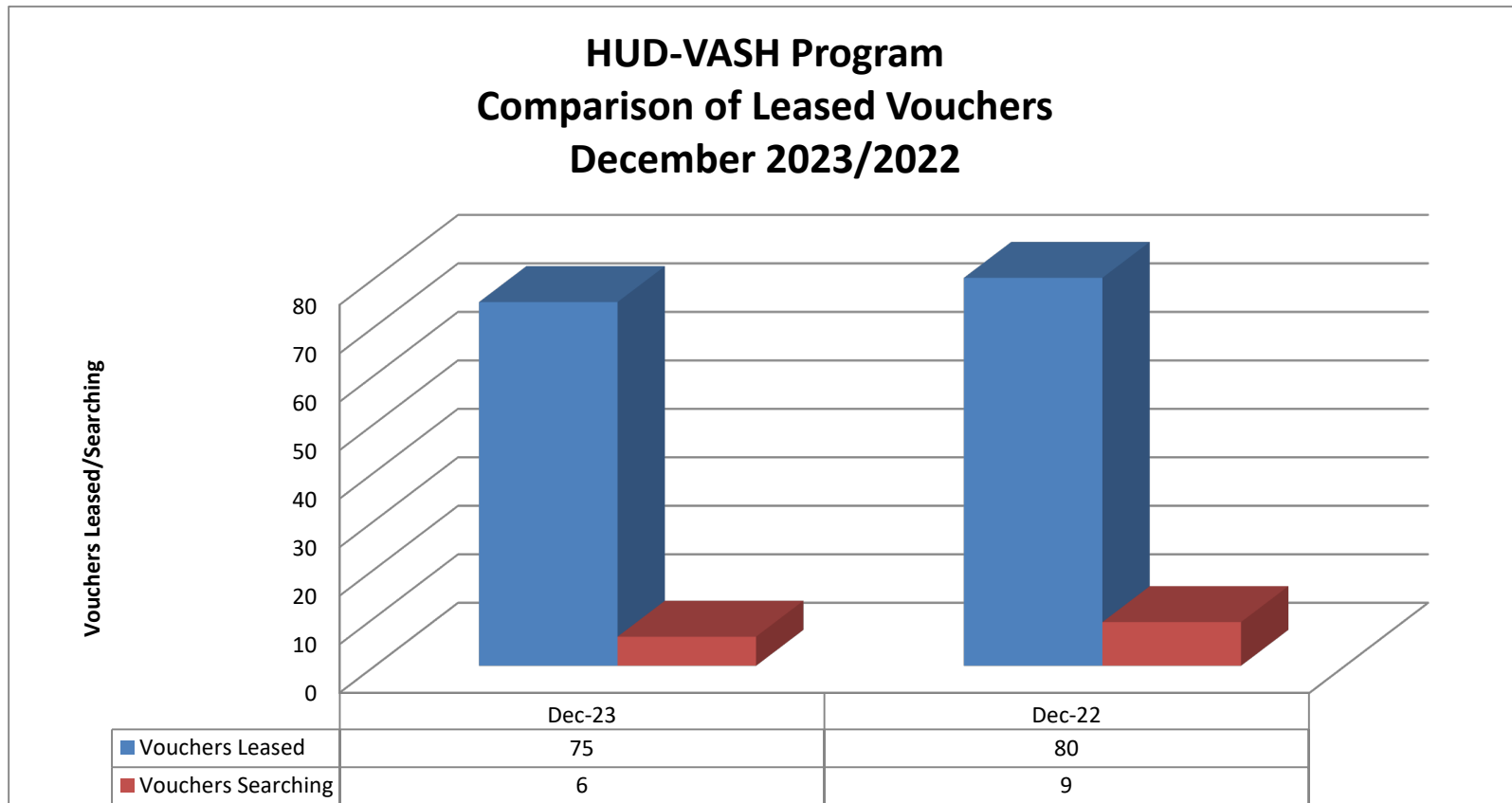
### HCV/Section 8 Program Comparison of Leased Vouchers December 2023/2022



<b>Total Families on Waiting List</b>	<b>428</b>
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**Board Meeting Report  
January 17, 2024**

**Total Alloted Vouchers: 87  
VASH Vouchers Leased: 75  
Port-outs: 40  
Housed in Harlingen: 35**



# Harlingen Housing Authority Housing Choice Voucher/Section 8 Program

## Board Meeting Report January 17, 2024

### Public & Indian Housing Information Center (PIC) Report Scores:

These scores are based on our 50058 submissions to HUD. All families need to be accounted for in PIC. The scores are updated every month and the PHAs are required to have a score of 95% or higher.

HCV/Section 8 Program  
November 2023 Score is  
98.40%

### Quality Control

No File audit due to holidays  
0 files were audited

### Activities for the month of December 2023:

- Assisted staff with case files & inspections as needed
- Section 8 Applications were on December 14<sup>th</sup> (20 were received)
- Issued HAP Checks for January 2024
- Submitted VMS and monthly report
- Submitted Lease up report to Finance Dept.
- Attended monthly meetings with Low Rent
- Attended Security meetings via Webex
- Attended S8 & Admissions Dept. meetings
- Attended Board Meeting @ Le Moyne Gardens
- Hosted Friday Staff Meetings via Webex
- Attended Los Vecinos construction meeting updates
- Prepared monthly board reports
- Prepared weekly reports
- Prepared PIC and EIV Reports
- Attended HUD VASH Bootcamp Training in San Antonio, TX
- Other duties as assigned

## HCV/SECTION 8 PROGRAM

### Comparative Summary Report

Year	Applications Given	Applications Received	Interims Received	Request for Tenancy Approvals Received for New Move-ins	Re-Exam Appointments	Inspections Completed	Vouchers Issued	Ports Administered	Move-Ins (Leased)	Move-Outs
January through December 2023	393	346	289	114	770	770	202	24	104	104
January through December 2022	427	301	302	40	756	756	192	13	104	91
<b>Increase</b>	<b>0</b>	<b>45</b>	<b>0</b>	<b>74</b>	<b>14</b>	<b>14</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>13</b>
<b>Decrease</b>	<b>34</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Report By: Diana Perez- HCV/S8 & Admissions Administrator

**HCV/SECTION 8 PROGRAM**  
**Monthly Summary Report**

MONTH:	Applications Given	Applications Received	Interims Received	Request for Tenancy Approvals Received for New Move-ins	Re-Exam Appointments	Inspections Completed	Vouchers Issued	Ports Administered	Leased (Move-Ins)	Move-Outs
Jan-23	28	30	28	5	44	44	0	0	2	11
Feb-23	38	29	21	2	73	73	0	0	6	10
Mar-23	35	26	24	7	71	71	14	1	7	14
Apr-23	34	26	29	20	97	97	18	1	4	23
May-23	25	25	11	18	66	66	2	1	3	8
Jun-23	29	24	37	5	71	71	14	1	9	9
Jul-23	30	30	21	19	72	72	24	1	7	4
Aug-23	42	33	14	6	79	79	32	4	20	4
Sep-23	31	29	48	10	63	63	51	12	14	6
Oct-23	36	32	23	12	40	40	21	1	17	3
Nov-23	37	34	13	4	51	51	8	1	15	7
Dec-23	28	28	20	6	43	43	18	1	0	5
YTD	393	346	289	114	770	770	202	24	104	104

**HCV/SECTION 8 PROGRAM**  
**Monthly Summary Report**

MONTH:	Applications Given	Applications Received	Interims Received	Request for Tenancy Approvals Received for New Move-ins	Re-Exam Appointments	Inspections Completed	Vouchers Issued	Ports Administered	Leased (Move-Ins)	Move-Outs
Jan-22	27	8	38	1	55	55	12	3	0	16
Feb-22	32	30	30	2	73	73	21	2	7	6
Mar-22	39	36	23	2	73	73	41	2	7	10
Apr-22	30	14	16	1	84	84	21	3	21	10
May-22	27	27	25	2	59	59	36	0	14	4
Jun-22	43	35	15	13	60	60	16	0	12	3
Jul-22	31	9	23	8	58	58	16	1	11	9
Aug-22	29	32	20	5	75	75	5	1	15	5
Sep-22	42	14	22	0	63	63	2	0	7	8
Oct-22	50	36	24	4	46	46	8	0	4	6
Nov-22	37	32	25	2	57	57	9	1	5	9
Dec-22	40	28	41	0	53	53	5	0	1	5
YTD	427	301	302	40	756	756	192	13	104	91

**Housing Authority of the City of Harlingen, Texas**

**December 31, 2023**

**Low Rent Monthly Occupancy Report**

AMP's→	Los Vecinos	Bonita Park	Sunset Terrace	Aragon	Arroyo Vista	Le Moyne Gardens	<b>HHA Totals</b>
Units Leased →	146	115	18	3	4	193	<b>479</b>
Special Units → (Headstart / Police Officer)	1	3	1	0	0	4	<b>9</b>

***Vacancies***

Market Conditions →	0	0	0	0	0	0	<b>0</b>
CFP →	0	0	0	0	0	0	<b>0</b>
Bedroom Size 1 bed	0	0	0	0	0	0	<b>0</b>
2 bed	1	2	0	1	0	1	<b>5</b>
3 bed	2	0	1	0	0	2	<b>5</b>
4 bed	0	0	0	0	0	0	<b>0</b>
Regular Vacancies →	3	2	1	1	0	3	<b>10</b>
Total Vacancies →	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>10</b>

Total Units per Development →	<b>150</b>	<b>120</b>	<b>20</b>	<b>4</b>	<b>4</b>	<b>200</b>	<b>498</b>
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Notation: Data based on Manager's Monthly Reports Submitted 12.31.2023

Prepared by: Nancy Garza - Admissions Coordinator

\* **OCCUPANCY RATE:**                    98.00%            98.33%            95.00%            75.00%            100.00%            98.50%            **97.99%**

\* **VACANCY RATE:**                    2.00%            1.67%            5.00%            25.00%            0.00%            1.50%            **2.01%**

\* does not include CFP units

<b>Total Points per AMP</b>	16	16	8	0	16	16	
					<b>GRAND TOTAL POINTS</b>		<b>12</b>

*Per unit Fee count*            147            118            19            3            4            197            488

Harlingen Housing Authority  
 Low Rent Program  
 Board Meeting  
 January 17, 2024

Activities for the month of December

WAITING LIST AS OF 12-31-2023

FAMILIES ON THE WAITING LIST:

<u>Bedroom Size</u>	<u>Families</u>
1 Bedroom	39
2 Bedroom	10
3 Bedroom	23
4 Bedroom	04
<hr style="width: 100%; border: 0.5px solid black;"/> Total:	<hr style="width: 100%; border: 0.5px solid black;"/> 76

Unit offers mailed: 25

Security Deposits received: 03

Applications ready for review as of 12-31-2023: 17

Applications pending: 46



## LOW RENT PROGRAM

### Comparative Summary Report

Year	Applications Given	Applications Received	Applications Submitted for Review	Applications Denied or Withdrawn	Applications Cancelled <i>(after two unit offers)</i>	Unit Offers Sent	Move- Outs	New Move - Ins	Move- In % Rate
January through December 2023	884	838	205	424	117	341	88	77	21%
January through December 2022	866	799	150	270	75	348	69	68	20%
<b>Increase</b>	<b>18</b>	<b>39</b>	<b>55</b>	<b>154</b>	<b>42</b>	<b>0</b>	<b>19</b>	<b>9</b>	<b>1%</b>
<b>Decrease</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0%</b>

Report By: Nancy Garza -Admissions Coordinator

**LOW RENT PROGRAM**  
**Monthly Summary Report**

MONTH:	Applications Given	Applications Received	Applications Submitted for Review	Applications Denied, Withdrawn	Applications Cancelled ( <i>after two unit offers</i> )	Unit Offers Sent	Move- Outs	New Move - Ins	Move- In % Rate
Jan-23	64	55	25	0	2	20	9	5	25%
Feb-23	75	70	3	11	5	15	0	6	40%
Mar-23	45	37	15	10	3	40	4	3	8%
Apr-23	73	74	9	34	5	5	8	4	80%
May-23	86	82	24	31	4	37	11	4	11%
Jun-23	99	94	13	18	15	50	15	9	18%
Jul-23	84	81	24	72	5	20	11	11	55%
Aug-23	95	91	17	42	20	68	5	9	13%
Sep-23	72	68	16	116	44	25	4	9	36%
Oct-23	67	67	22	34	10	16	9	6	38%
Nov-23	68	65	20	23	4	20	8	5	25%
Dec-23	56	54	17	33	0	25	4	6	24%
YTD Total:	884	838	205	424	117	341	88	77	23%

**LOW RENT PROGRAM**  
**Monthly Summary Report**

MONTH:	Applications Given	Applications Received	Applications Submitted for Review	Applications Denied, Withdrawn	Applications Cancelled ( <i>after two unit offers</i> )	Unit Offers Sent	Move- Outs	New Move - Ins	Move- In % Rate
Jan-22	75	65	10	10	5	20	1	2	10%
Feb-22	64	59	4	25	22	37	7	2	5%
Mar-22	47	46	17	65	8	21	2	12	57%
Apr-22	80	73	9	14	1	16	12	1	6%
May-22	76	70	10	22	7	20	2	5	25%
Jun-22	58	63	11	59	5	16	9	1	6%
Jul-22	79	83	11	2	4	15	6	5	33%
Aug-22	103	95	0	16	0	35	5	2	6%
Sep-22	70	62	11	3	0	32	7	7	22%
Oct-22	93	77	33	1	6	68	2	12	18%
Nov-22	70	57	15	33	2	40	7	13	33%
Dec-22	51	49	19	20	15	28	9	6	21%
YTD Total:	866	799	150	270	75	348	69	68	20%

**Date:** January 1, 2024

**To:** Harlingen Housing Authority Board of Commissioners

**From:** Mary Prieto, Senior Property Manager

**Subject:** Public Housing Board Report - December 2023 Activities

**Public and Indian Housing Information Center (PIC) Report scores:**

These scores are based on our 50058 submissions to HUD and all families need to be accounted for in PIC. The scores are updated every month and the PHAs are required to score 95% or higher.

**November 2023 Score is 100%**

**Monthly HUD Reports:**

Monitored the Deceased Tenant, Multiple Subsidy, Invalid ID, Immigration, and Income Discrepancy Reports for the Public Housing Program. All HUD reports are current, up to date, and in compliance with HUD.

**Quality Control:**

Monitored the applicant denials monthly for the Public Housing Program. I had zero (0) tenant concerns. I had zero (0) Termination of Assistance Hearings for the Public Housing Program, and I had zero (0) Denial Hearings for the HCV/S8 Program.

**Trainings and Other Updates:**

Security meetings are held every Monday with managers and the security team. Crime Prevention Meetings are held quarterly at the sites.

**HUD Book Rich Environment (BRE) Reading Initiative:**

BRE Story Time via Facebook is featured monthly. Story Time featured books are given to children at Market Days every first Saturday of the month.

**Other Updates:**

Trained staff on daily operations, and we meet via Webex once a week to discuss the program's progress, daily operations, and concerns that may arise and conduct operation update meetings with all staff on Monday via WebEx.

**Resident and Youth Activities Board Report**  
**January 17, 2024**  
**December 2023 Activities**

**Tenant Association Meetings:** The tenant association meetings are held twice a month.

- Los Vecinos: December 13<sup>th</sup> and 27<sup>th</sup>, 2023 at 2:00 p.m. at the Los Vecinos Community Center
  - Topics: Los Vecinos Street Repairs and the Holidays – 4 residents attended
- Bonita Park: December 13<sup>th</sup> and 27<sup>th</sup>, 2023 at 2:00 p.m. at the Bonita Park Community Center
  - Topics: Upcoming fundraisers and the Toys for Tots Toy Distribution – 4 residents attended
- Sunset Terrace: December 13<sup>th</sup> and 27<sup>th</sup>, 2023 at 11:00 a.m. at the Sunset Terrace Learning Center
  - Topics: Tenant Association participation and Toys for Tots Toy Distribution – 0 residents attended
- Le Moyne Gardens: December 14<sup>th</sup> and 28<sup>th</sup>, 2023 at 1:00 p.m. at the Le Moyne Gardens Community Center
  - Topics: Upcoming fundraisers and the Toys for Tots Toy Distribution – 6 residents attended

**Vegetable Garden Meetings:**

- Le Moyne Gardens: Every Tuesday and Wednesday at 4:00 p.m.
  - Five staff members and I are in attendance. We planted basil, lettuce, tomato, broccoli, cauliflower and peppers
- Los Vecinos: Garden is temporarily closed due to the Los Vecinos Street construction

**Recycling Program:**

- Recyclables are accepted every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Reminder flyers are sent to the residents monthly

**Quarterly Crime Prevention Meeting:**

- The next quarterly Crime Prevention meeting is on January 23, 2024, at 3:00 p.m. at the Le Moyne Gardens Learning Center

**Connect Home USA:**

- We continue with the ConnectHomeUSA program. 82% of the Public Housing residents are connected to high-speed internet wi-fi with Spectrum.
  - Update meetings were held on December 11<sup>th</sup> and 20<sup>th</sup>, 2023. Currently there are no updates for our region

**Little Free Libraries:**

- The Little Free Libraries are refilled and sanitized weekly. We refill an average a 20 books per site

**Book Rich Environment (BRE) Initiative/ BRE Story time on Facebook:**

- December 1, 2023: Story time presented by The Bonita Park Learning Center. Bonita Park Student Mentor Ernesto Ramirez read Parade by Donald Crews
- December 4, 2023: Story time presented by The Los Vecinos Apartments. Harlingen Police Officer Antonio Tamayo read A Little Elf by Holly Berry-Byrd
- December 22, 2023: Story time presented by the Family Learning Center Counselors. The City of Harlingen Mayor Norma Sepulveda read The Night Before Christmas by Clement C. Moore

**NAHRO Merit Awards:**

- 2023 Awards received:
  - Annual Back to School Event at Market Days
  - COVID-19 Vaccines in Public Housing
  - We were nominated for the Award of Excellence for the Annual Back to School Event at Market Days
- December 20, 2023: The City of Harlingen Mayor, Norma Sepulveda recognized the Harlingen Housing Authority for our accomplishments with the NAHRO Merit Awards.

**Resident and Youth Activities Board Report**  
**January 17, 2024**  
**December 2023 Activities**

**Events:**

- December 9, 2023 – Los Vecinos Christmas Posada hosted by Apostolado de la Cruz Church
- December 18, 2023 – Los Vecinos COVID-19 Vaccine Clinic hosted by Su Clinica Familiar
- December 19, 2023 – Le Moyne Gardens Boys & Girls Club toy giveaway with Aileen Avikova from Enchanted Fairies
- December 19, 2023 – Los Vecinos Iglesia Bautista Christmas Play and toy giveaway at Le Moyne Gardens Pavillion
- December 19, 2023 – HPD Toys for Tots toy give away at Los Vecinos, Bonita Park, Sunset Terrace and Le Moyne Gardens
- December 20, 2023 – Carlos Castillo Family and friends toy giveaway at Le Moyne Gardens

**Feeding Program:** The Low Rent staff is prepared for the Feeding Program with food handlers permits and City permits. We continue to look in to partnering with the HCISD food program.

**Family Learning Centers:**

- We meet with the HCISD counselors monthly for updates on activities and supply requests
- Family Learning Centers closed for the Christmas holiday December 21, 2023 through January 10, 2024
- Counselors submit a QR code for the monthly calendars. Students can scan the code for updates on the learning center daily activities
- Counselors continue to monitor student mentors at the learning centers

<b>Family Learning Center</b>	<b>Number of Mentors</b>	<b>Number of students attending</b>	<b>Number of apartments utilizing center</b>
<b>Los Vecinos</b> <b>Master Teacher: Ms. Cano</b>	2	7	4
<b>Bonita Park</b> <b>Master Teacher: Mrs. Cavazos</b>	4	5	3
<b>Sunset Terrace</b> <b>Master Teacher: Mrs. Aguirre</b>	1	9	5
<b>Le Moyne Gardens:</b> <b>Master Teacher: Mr. Leal</b>	3	11	7

**Resident and Youth Activities Board Report**  
**January 17, 2024**  
**December 2023 Activities**

<b>Tentative 2024 Scholarships Due Date:</b>				
Scholarship	Due Date	Students contacted	Submission	Awarded
PHADA	1/26/2024	19	0	0
TX NAHRO	2/2024	0	0	0
HAHC	4/2024	0	0	0
HAVE-STR	5/2024	0	0	0
LV Tenant Association	4/2024	0	0	0
BP/ST Tenant Association	4/2024	0	0	0
LMG Tenant Association	4/2024	0	0	0
NELROD	5/2024	0	0	0

**Los Vecinos Christmas Posada hosted by Apostolado de la Cruz Church**



**Le Moyne Gardens Christmas Play hosted by Los Vecinos Iglesia Bautista**



**Resident and Youth Activities Board Report**  
**January 17, 2024**  
**December 2023 Activities**

**Le Moyne Gardens Boys & Girls Club Christmas Event**



**Resident and Youth Activities Board Report  
January 17, 2024  
December 2023 Activities  
Christmas toys from Carlos Castillo Family and Friends**



**Harlingen Police Department Toys for Tots**

**COVID – 19 Clinic at Los Vecinos**



**BRE Story Time on Facebook**

**HPD Officer, Antonio Tamayo – Harlingen Mayor, Norma Sepúlveda – BP Student Mentor, Ernesto Ramirez**





# HARLINGEN



Housing Authority

January 17, 2024

Maintenance Report

By: Mary Prieto, Senior Property Manager

## Units ready to rent for the Month of December 2023

Development	1 bedroom	2 bedroom	3 bedroom	4 bedroom	Total
Los Vecinos	0	10	123	0	2
Bonita Park	0	48	0	0	1
Le Moyne Gardens	0	159	163	0	2
Sunset Terrace	0	0	0	0	0
Aragon/Arroyo	0	0	0	0	0
<b>Total</b>	0	3	2	0	5

## Work orders completed for the Month of December 2023

Date	Los Vecinos	Bonita Park/Aragon/Arroyo Vista	Le Moyne Gardens	Sunset Terrace	Total
12/01/2023 - 12/31/2023	95	29	149	17	290

## Work orders completed for the Month of December 2022 (Comparison)

Date	Los Vecinos	Bonita Park/Aragon/Arroyo Vista	Le Moyne Gardens	Sunset Terrace	Total
12/01/2022 – 12/31/2022	154	75	228	19	476

**Date: January 1, 2024**

**To: Harlingen Housing Authority Board of Commissioners**

**From: Cynthia De La Fuente, Procurement Specialist/Property Manager**

**Subject: January 17, 2024, Board Report-December Activity**

**Report on Contracts:**

**Los Vecinos AMP #010:**

Quality Lawn Care mowed the grass at all areas. This job is 100% complete.

Clore Construction is working on the street and parking repairs on Pierce Street. This job is 60% complete.

Southern Construction prepared apartment #123 for rent. This job is 100% complete.

Southern Construction is remodeling apartment # 230. This job is 40%.

Charismatic disinfected high traffic areas. This job is 100% complete.

**Bonita Park AMP #020:**

Quality Lawn Care mowed the grass at all areas. This job is 100% complete.

Quality Lawn trimmed trees. This job is 100% complete.

Rudy De La Cruz is remodeling apartment #64. This job is 90% complete.

Charismatic disinfected high traffic areas. This job is 100% complete.

**Aragon Duplexes / Arroyo Vista Court AMP #020:**

Quality Lawn Care mowed the grass at all areas. This job is 100% complete.

Southern Construction is remodeling apartment 1810-B. This job is 90% complete.

**Sunset Terrace AMP #020:**

Quality Lawn Care mowed the grass at all areas. This job is 100% complete.

Quality Lawn trimmed trees. This job is 100% complete.

Rudy De La Cruz is remodeling apartment #16. This job is 90% complete.

Charismatic disinfected high traffic areas. This job is 100% complete.

**Le Moyne Gardens AMP #030:**

Quality Lawn Care mowed the grass at all areas. This job is 100% complete.

Rudy De La Cruz prepared apartment's #95,#159,#163 for rent. This job is 100% complete.

Charismatic disinfected high traffic areas. This job is 100% complete.

**Family Living Center Apts., Washington Apts., Sonesta Duplex, Monte Cristo, and 209 & 209 ½ Jackson St.**

Joel Olvera replaced the flooring at Washington Apartments. This job is 100% complete.

## Accounting Assistant /MIS Coordinator Board Report

January 17, 2024

## December 2023 Activities

- Attended weekly Staff meetings and Security meetings
- Attended the the HCV/S8 2-year tool meeting
- Attended the Board meeting practices, the Board meeting, and overview
- Attended the HCISD counselor meeting
- Reviewed newsletter listing for Ms. Ariana
- Reviewed emails and responded to emails/sent updates
- Reviewed Financial reports for Board meeting
- Printed out all invoices that were emailed to me for payment
- Coded and Entered accounts payable invoices into Lindsey for all accounts
- Scanned accounts payable invoices into Lindsey for all accounts
- Processed accounts payable invoices and reimbursements for all accounts
- Uploaded ACH files to Lone Star National Bank
- Filed invoices after processing checks for all accounts
- Closed Purchase orders once completed and approved by management
- Closed the End of Month and combined the End of Month reports; emailed them to management
- Processed Journal Entries for Autopay invoices
- Processed the AMP HUD Subsidy grant drawdowns
- Submitted reports as needed (Weekly, Board, and Goals)
- Saved completed work orders from CNG on the S drive
- Continued to monitor the website and recommended changes as needed
- Worked from Le Moyne Gardens on 12-15-23 due to disinfecting of the COCC
- CNG/Internet updates:
  - Spectrum agreement has been signed and technicians have been doing surveys for installation of Fiber
  - MRI cloud base server has been installed as of 12-18-23
  - CNG installed applications needed for the cloud base server (pending 1 workstation)

Please let me know if you have any questions.

Thank you,

Patty Vega

Accounting Assistant /MIS Coordinator

DATE: January 01, 2024

TO: Carlos Perez, Chair & HHA Board of Commissioners

FROM: Hilda Benavides, Chief Executive Officer *Hilda Benavides*

SUBJECT: Calendar & Report for the January 17, 2024, Board Mtg (6+ months)

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**Mission Statement:**

The Harlingen Housing Authority provides and develops affordable housing opportunities while encouraging self-sufficiency and neighborhood revitalization.

**Vision Statement:**

Serve others with the highest level of professionalism, integrity, honesty, fairness, and equality.

**Office Hours:**

January 01, HHA offices continue to be open from 8:30 a.m. to 4:30 p.m. and the Sunset Terrace office is open from 8:30 a.m. to 12:00 p.m. Monday, Wednesday & Friday. Schedule is subject to change.

**Planned Activities:**

**January 2024: Schedule is subject to change**

- 01: Update Community letters with office hours and staff
- 01: Flyers for Scholarship for High School Graduating Seniors 2024!!
- 01: Holiday (New Year's Day)
- 02: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by LV, LMG, BP
- 02: Security Mtg (Tuesday) at 9:00 a.m. Webex
- 02: (Tuesday) Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360(Montoya)
- 03: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 03: City of Harlingen Mtg at 5:30 p.m.
- 04: Los Vecinos Construction Mtg at 9:00 a.m.
- 05: Sick Leave Incentive (Paid to Qualifying Employees)
- 05: Friday Staff Mtg at 3:00 p.m. (Quotes on New Year's Day) LV, approved by Acct.
- 06: Market Days Downtown! BRE Reading of Books to Community by Le Moyne Gardens
- 08: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 08: Security Mtg at 9:00 a.m. Webex
- 08: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 09: Pest Control at Los Vecinos
- 09: Board Mtg Practice at 9:00 a.m. at LMG
- 10: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 10: Board Mtg Practice at 9:00 a.m. at BP
- 10: Pest Control at Bonita Park
- 10: Mtg with City Officials for partnership in Homeownership at 11:00 a.m. City Hall
- 10: Cintas Medicine Cabinet & back Copier restock by Accounting
- 10: Evaluation review with Mary Prieto at LMG at 2:00 p.m. (rescheduled)
- 11: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 11: HCV/S8 Applications (20)
- 11: Los Vecinos Construction Mtg at 9:00 a.m.
- 11: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 11: HCISD Counselors Mtg at 11:30 a.m. at COCC
- 11: Thursday Maintenance Mtg at 3:00 p.m. Webex (NSPIRE Inspection & FH Plans)
- 12: Disinfect & Sanitize Main Office at 9am (Offices Open at 1:00 p.m.)

- 12: Board Mtg Practice at 9:00 a.m. at LV
- 12: Agendas due for Accounting & Administrative Asst. by 12 noon for Mtgs on 01/23/2024
- 12: Friday Staff Mtg at 3:00 p.m. (Quotes on Hot Tea Day) LV, approved by Acct.
- 15: Security Mtg at 9:00 a.m. Webex
- 15: Board Mtg Practice at 9:30 a.m. ST
- 15: Low Rent Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 15: Agendas due for HCV/S8 & LR by 12 noon for Mtgs on 01/24/2024
- 15: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 16-17: Board Mtg Practice at 9:00 a.m. at COCC
- 17: **Regular Board Meeting 12:00 p.m. (Noon)** Invocation by Diana Perez
- 17: **Harlingen Affordable Housing Corporation Board Mtg at 12:30 p.m.**
- 17: Board Mtg Overview at 2:00 p.m.
- 17: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 17-18: Pest Control at Le Moyne Gardens
- 18: Los Vecinos Construction Mtg at 9:00 a.m.
- 18: Evaluation review with Mary Prieto at LMG at 10:30 a.m.
- 19: Calendars due (AMPs will add Resident services and FLC activities)
- 19: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 19: Friday Staff Mtg at 3:00 p.m. (Quotes on Martin Luther King Jr.) LV, approved Acct.
- 22: Security Mtg at 9:00 a.m. Webex
- 22: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 22-24: Accounting & Financial training from MRI/Lindsey Fee Accounting on site
- 23: Admin Mtg with Ariana Valle, Administrative Assistant at 8:30 a.m.  
Tentative Agenda for Mtg due by Ariana Friday 01/12/24 at 12 p.m.
- 23: Admin Mtg with the Accounting Team at 1:00 p.m.  
Tentative Agenda for Mtg due by Accounting Team, Friday, 01/12/24 at 12 p.m.
- 23: Quarterly Crime Prevention Mtg at 3:00 p.m. at Le Moyne Gardens
- 24: Admin Mtg with HCV/S8 & Admissions Department at 10 a.m.  
Tentative Agenda for Mtg due by Monday, 01/15/24 by 12 p.m.
- 24: Admin Mtg with Low Rent Team at 2:00 p.m.  
Tentative Agenda for Mtg due by Low Rent Team. Monday, 01/15/24 at 12 p.m.
- 25: Los Vecinos Construction Mtg at 9:00 a.m.
- 25: Financial Workshop at 10:00 - 11:30 a.m. at COCC Board Room
- 25: HAP Checks for February 2024
- 25: Thursday Maintenance Mtg at 3:00 p.m. at LV (Prepare for Inventory FYE & FH Plans)
- 26: Audit & Review files by PH & S8 at 8:30 a.m. at Los Vecinos
- 26: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 26: Tentative Board Agendas due for February, March & April 2024
- 26: Board Reports are Due at 12:00 p.m. (noon)
- 26: February 21, Board Agenda & Minutes for January 17, Board Mtg due 12(noon)
- 26: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m. (Friday)
- 26: Friday Staff Mtg at 3:00 p.m. (Quotes on Belly Laugh Day) LV, approved by Acct.
- 27: Financial Workshop at 9:00 – 10:00 a.m. (Virtual) Saturday
- 29: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV,  
12pm COCC & 1pm ST (Office Open 1:00 p.m. Except ST)
- 29: Security Mtg at 9:00 a.m. Webex
- 29: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 30: Lone Star Shredding (Bins are due at COCC on Monday)

- 30: HUD HCV/S8 Two Year Tool Mtg with HUD Field Office at 10:30 a.m.
- 31: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.??
- February 2024: Schedule is subject to change**
- 01: Update Community letters with office hours and staff
- 01: Los Vecinos Construction Mtg at 9:00 a.m.
- 01: HCISD Counselors Mtg at 11:30 a.m. at COCC
- 01: Flyers for Scholarship for High School Graduating Seniors 2024!!
- 02: Friday Staff Mtg at 3:00 p.m. (Quotes on Texas Day) BP, approved LV
- 03: Market Days Downtown! BRE Reading of Books to Community by Bonita Park
- 05: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by LV, LMG, BP
- 05: Security Mtg at 9:00 a.m. Webex
- 05: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 07: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.??
- 06-07: Los Vecinos Inventory Fiscal Year End (FYE)
- 07: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 07: City of Harlingen Mtg at 5:30 p.m.
- 08: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 08: HCV/S8 Applications (20)
- 08: Los Vecinos Construction Mtg at 9:00 a.m.
- 08: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 08: Thursday Maintenance Mtg at 3:00 p.m. Webex (Forms/Leave Planning/Etc...)
- 09: Disinfect & Sanitize Main Office at 9am (Offices Open at 1:00 p.m.)
- 09: Friday Staff Mtg at 3:00 p.m. (Quotes on Pizza Day)
- 12: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 12: Security Mtg at 9:00 a.m. Webex
- 12: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 13: Pest Control at Los Vecinos
- 13: Board Mtg Practice at 9:00 a.m. at LMG
- 13-14: Bonita Park Inventory Fiscal Year End (FYE)
- 14: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 14: Board Mtg Practice at 9:00 a.m. at BP
- 14: Cintas Medicine Cabinet & back Copier restock by Accounting
- 14: Pest Control at Bonita Park
- 15: Los Vecinos Construction Mtg at 9:00 a.m.
- 15: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 16: Board Mtg Practice at 9:00 a.m. at LV
- 16: Disinfect & Sanitize Main Office at 9am (Offices Open at 1:00 p.m.)
- 16: Friday Staff Mtg at 3:00 p.m. (Quotes on Valentine's Day) BP, approved LV
- 19: Security Mtg at 9:00 a.m. Webex
- 19: Board Mtg Practice at 9:30 a.m. ST
- 19: Low Rent Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 19: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 20-21: Board Mtg Practice at 9:00 a.m. at Bonita Park
- 21: Regular Board Meeting 12:00 p.m. (Noon) at Bonita Park Invocation by Cynthia Lucio
- 21: Board Mtg Overview at 2:00 p.m.
- 21: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 21: Calendars due (AMPs will add Resident services and FLC activities)
- 21-22: Pest Control at Le Moyne Gardens

- 22: Los Vecinos Construction Mtg at 9:00 a.m.
- 22: Thursday Maintenance Mtg at 3:00 p.m. at **BP** (Active Shooter Preparedness)
- 23: Audit & Review files by PH & S8 at 8:30 a.m. at **Bonita Park**
- 23: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 23: HAP Checks for March 2024
- 23: Board Reports are Due at 12:00 p.m. (noon)
- 23: Tentative Board Agendas due for March, April & May 2024
- 23: March 20, Board Agenda & Minutes for February 21, Board Mtg due 12(noon)
- 23: Friday Staff Mtg at 3:00 p.m. (Quotes on Leap Day) BP, approved LV
- 26: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST (**Offices Open at 1:00 p.m. Except ST**)
- 26: Security Mtg at 9:00 a.m. Webex
- 26: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 27-28: Le Moyne Gardens Inventory Fiscal Year End (FYE)
- 29: Los Vecinos Construction Mtg at 9:00 a.m.
- 29: COCC Inventory Fiscal Year End (FYE)
- March 2024: Schedule is subject to change**
- 01: Update Community letters with office hours and staff
- 01: Flyers for Scholarship for High School Graduating Seniors 2024!!**
- 01: Update & Finalize all Board Reports by 12 (noon) for Annual Board Mtg.
- 01: Friday Staff Mtg at 3:00 p.m. (Quotes on Employee Appreciation Day)
- 02: Market Days Downtown!** BRE Reading of Books to Community **by Los Vecinos**
- 04: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month **LV**, LMG, BP
- 04: Security Mtg at 9:00 a.m. Webex
- 04: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 06: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 06: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 07: Los Vecinos Construction Mtg at 9:00 a.m.
- 07: HCISD Counselors Mtg at 11:30 a.m. at COCC
- 08: Friday Staff Mtg at 3:00 p.m. (Quotes on International Women's Day)
- 10: Time Change (Spring Forward)
- 11: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 11: Security Mtg at 9:00 a.m. Webex
- 11: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 12: Pest Control at Los Vecinos
- 12: Lone Star Shredding (Bins are due at COCC on Monday)
- 12: Board Mtg Practice at LMG at 9:00 a.m.
- 13: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (**Offices Open at 1:00 p.m.**)
- 13: Pest Control at Bonita Park
- 13: Board Mtg Practice at BP at 9:00 a.m.
- 13: Cintas Medicine Cabinet & back Copier restock by Accounting
- 14: HCV/S8 Applications (20)
- 14: Los Vecinos Construction Mtg at 9:00 a.m.
- 14: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 14: Disinfect & Sanitize Offices BP at 9am & ST at 11am (**Offices Open at 1:00 p.m.**)
- 14: Thursday Maintenance Mtg at 3:00 p.m. Webex (Electrical Safety)
- 15: Disinfect & Sanitize Main Office at 9am (**Offices Open at 1:00 p.m.**)
- 15: Board Mtg Practice at LV at 9:00 a.m.



- 15: Friday Staff Mtg at 3:00 p.m. (Quotes on Spring Break)
- 18: Security Mtg at 9:00 a.m. Webex
- 18: Board Mtg Practice at ST at 9:30/10am
- 18: Low Rent Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 18: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 19-20: Board Mtg Practice at COCC at 9:00 a.m.
- 20: Regular Board Mtg at 12:00 p.m. (Noon) Invocation by Mary Prieto
- 20: Board Mtg Overview at 2:00 p.m. Webex
- 20: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 20-21: Peat Control at Le Moyne Gardens
- 21: Los Vecinos Construction Mtg at 9:00 a.m.
- 21: Calendars due (AMPs will add Resident services and FLC activities)
- 22: Audit & Review files by PH & S8 at 8:30 a.m. at Sunset Terrace
- 22: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 22: April 17, Board Agendas & Minutes for March 20, Board Mtg due 12(noon)
- 22: Board Reports are Due 12:00 p.m. (noon)
- 22: Tentative Board Agendas due for April, May & June 2024
- 22: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m.
- 22: Friday Staff Mtg at 3:00 p.m. (Quotes on Good Friday)
- 25: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST (Offices Open at 1:00 p.m. Except ST)
- 25: Security Mtg at 9:00 a.m. Webex
- 25: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 26: HAP Checks for April 2024
- 26: PIC Review of 50058 Submissions by HCV/S8 & Public Housing Staff
- 28: Los Vecinos Construction Mtg at 9:00 a.m.
- 28: Thursday Maintenance Mtg at 3:00 p.m. at Sunset Terrace (Ladder Safety)
- 29: Holiday (Good Friday)
- April 2024: Schedule is subject to change**
- 01: Update Community letters with office hours and staff
- 01: Flyers for Scholarship for High School Graduating Seniors 2024!!
- 01: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by LV, LMG, BP
- 01: Security Mtg at 9:00 a.m. Webex
- 01: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 03: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 03: City of Harlingen Mtg at 5:30 p.m.
- 04: Los Vecinos Construction Mtg at 9:00 a.m.
- 04: HCISD Counselors Mtg at 11:30 a.m. at COCC
- 05: Friday Staff Mtg at 3:00 p.m. (Quotes on April Fool's Day)
- 06: Market Days Downtown! BRE Reading of Books to Community by Le Moyne Gardens
- 08: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 08: Security Mtg at 9:00 a.m. Webex
- 08: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 08-10: NAHRO Legislative Conference, Washington DC
- 09: Pest Control at Los Vecinos
- 09: Board Mtg Practice at 9:00 a.m. at LMG
- 10: Board Mtg Practice at 9:00 a.m. at BP
- 10: Pest Control at Bonita Park

- 10: Cintas Medicine Cabinet & back Copier restock by Accounting
- 10: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 10-12: Nelrod Conference Las Vegas, NV
- 11: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 11: HCV/S8 Applications (20)
- 11: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 11: Thursday Maintenance Mtg at 3:00 p.m. Webex (Driver Awareness & Auction Dates)
- 12: Disinfect & Sanitize Main Office at 9am (Offices Open at 1:00 p.m.)
- 12: Board Mtg Practice at 9:00 a.m. at LV
- 12: Agendas due for Accounting & Administrative Asst. by 12 noon for Mtgs on 04/23/2024
- 12: Friday Staff Mtg at 3:00 p.m. (Quotes on Siblings Day)
- 15: Security Mtg at 9:00 a.m. Webex
- 15: Board Mtg Practice at 9:30 a.m. ST
- 15: Low Rent Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 15: Agendas due for HCV/S8 & LR by 12 noon for Mtgs on 01/25/2024
- 15: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 16-17: Board Mtg Practice at 9:00 a.m. at COCC
- 17: **Regular Board Meeting 12:00 p.m. (Noon)** Invocation by Melissa Guajardo
- 17: **Harlingen Affordable Housing Corporation Board Mtg at 12:30 p.m.**
- 17: Board Mtg Overview at 2:00 p.m.
- 17: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 17-18: Pest Control at Le Moyne Gardens
- 18: Los Vecinos Construction Mtg at 9:00 a.m.
- 19: Calendars due (AMPs will add Resident services and FLC activities)
- 19: Friday Staff Mtg at 3:00 p.m. (Quotes on Earth Day)
- 22: Security Mtg at 9:00 a.m. Webex
- 22: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 23: Lone Star Shredding (Bins are due at COCC on Monday)
- 23: Admin Mtg with Ariana Valle, Administrative Assistant at 8:30 a.m.  
Tentative Agenda for Mtg due by Ariana Friday 04/12/24 at 12 p.m.
- 23: Admin Mtg with the Accounting Team at 1:00 p.m.  
Tentative Agenda for Mtg due by Accounting Team, Friday, 04/12/24 at 12 p.m.
- 23: Quarterly Crime Prevention Mtg at 3:00 p.m. at Bonita Park
- 24: Professional Administrative Assistant Day!
- 24: Admin Mtg with HCV/S8 & Admissions Department at 10 a.m.  
Tentative Agenda for Mtg due by Monday, 04/15/24 by 12 p.m.
- 24: Admin Mtg with Low Rent Team at 2:00 p.m.  
Tentative Agenda for Mtg due by Low Rent Team. Monday, 04/15/24 at 12 p.m.
- 25: HAP Check for May 2024
- 25: Thursday Maintenance Mtg at 3:00 p.m. at LMG (Sexual Harassment & Inventory)
- 26: Audit & Review files by PH & S8 at 8:30 a.m. at Le Moyne Gardens
- 26: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 26: Tentative Board Agendas due for May, June & July 2024
- 26: Board Reports are Due at 12:00 p.m. (noon)
- 26: May 15, Board Agenda & Minutes for April, Board Mtgs due 12 (noon)
- 26: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m. (Friday)
- 26: Friday Staff Mtg at 3:00 p.m. (Quotes on Superhero Day)
- 29: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV,

- 12pm COCC & 1pm ST (Office Open 1:00 p.m. Except ST)
- 29: Security Mtg at 9:00 a.m. Webex
- 29: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- May 2024: Schedule is subject to change**
- 01: Update Community letters with office hours and staff
- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
- 01: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 01: City of Harlingen Mtg at 5:30 p.m.
- 02: Los Vecinos Construction Mtg at 9:00 a.m.
- 02: HCISD Counselors Mtg at 11:30 a.m. at COCC
- 03: Friday Staff Mtg at 3:00 p.m. (Quotes on Cinco De Mayo)
- 04: Market Days Downtown! BRE Reading of Books to Community by Bonita Park
- 05: Time Change (Fall Back)
- 06: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month LV, LMG, BP
- 06: Security Mtg Monday at 9:00 a.m. Webex
- 06: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 07: Board Mtg Practice at 9:00 a.m. at LMG
- 08: Pest Control at Bonita Park
- 08: Board Mtg Practice at 9:00 a.m. at BP
- 08: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 08: Cintas Medicine Cabinet & back Copier restock by Accounting
- 09: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 09: Los Vecinos Construction site visit on street and parking at 9:00 a.m.
- 09: HCV/S8 Applications (20)
- 09: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 09: Thursday Maintenance Meeting at 3:00 p.m. (Mental Health/Hurricane Prepare) Webex
- 10: Disinfect & Sanitize Main Office at 9am (Office Open at 1:00 p.m.)
- 10: Board Mtg Practice at 9:00 a.m. at LV or Webex
- 10: Friday Staff Mtg at 3:00 p.m. (Quotes on Mother's Day)
- 13: Security Mtg Monday at 9:00 a.m. Webex at ST
- 13: Board Mtg Practice at 9:30 a.m. at ST
- 13: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 13: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 14: Pest Control at Los Vecinos
- 14-15: Board Mtg Practice at 9:00 a.m. at Sunset Terrace
- 15: Regular Board Meeting 12:00 p.m. (Noon) at Sunset Terrace Invocation by Patty Vega
- 15: Board Mtg Overview at 2:00 p.m. Webex
- 15: City of Harlingen Mtg at 5:30 p.m.
- 15-16: Pest Control at Le Moyne Gardens
- 16: Los Vecinos Construction Mtg at 9:00 a.m.
- 17: Audit & Review files by PH & S8 at 8:30 a.m.at
- 17: Vehicle Inspections at COCC at 10/11 a.m.
- 17: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m. (Friday)
- 17: Friday Staff Mtg at 3:00 p.m. (Quotes on Police Week)
- 20: Security Mtg Monday at 9:00 a.m. Webex
- 20: Low Rent & HCV/S8 Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 20: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 21: Calendars due (AMPs will add Resident services and FLC activities)

- 23: Los Vecinos Construction site visit on street and parking at 9:00 a.m.
- 23: Thursday Maintenance Mtg at 3:00 p.m. **at LV** (Hurricane & Emergency Contact)
- 24: HAP Check for June 2024
- 24: Board Reports are Due at 12:00 p.m. (noon)
- 24: June 19, Board Agenda & Minutes for May 15, Board Mtg due 12 (noon)
- 24: Tentative Board Agendas due June, July & August 2024
- 24: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m.** (Friday)
- 24: Friday Staff Mtg at 3:00 p.m. (Quotes on Turtle Day)
- 27: Holiday (Memorial Day)
- 28: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST **(Offices Open at 1:00 p.m. Except ST)??**
- 28: Security Mtg Monday at 9:00 a.m. Webex
- 28: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 29: City of Harlingen Mtg at 5:30 p.m.
- 30: Los Vecinos Construction Mtg at 9:00 a.m.
- 31: Audit & Review files by PH & S8 at 8:30 a.m. **at Los Vecinos**
- 31: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 31: Board Reports need to be updated by 12:00 p.m. (noon)
- 31: Friday Staff Mtg at 3:00 p.m. (Quotes on Memorial Day)
- June 2024: Schedule is subject to change**
- 01: Hurricane Season Begins
- 01: Market Days Downtown!** BRE Reading of Books to Community **by Los Vecinos**
- 01: Update Community letters with office hours and staff
- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!**
- 03: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month **LV**, LMG, BP
- 03: Security Mtg Monday at 9:00 a.m. Webex
- 03: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 04: Lone Star Shredding (Bins are due at COCC on Monday)
- 05: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 05: City of Harlingen Mtg at 5:30 p.m.
- 06: Los Vecinos Construction Mtg at 9:00 a.m.
- 06: HCISD Counselors Mtg at 11:30 a.m. at COCC
- 07: Friday Staff Mtg at 3:00 p.m. (Quotes on Chocolate Day)
- 10: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 10: Security Mtg Monday at 9:00 a.m. Webex
- 10: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 11: Pest Control at Los Vecinos
- 11: Board Mtg Practice at 9:00 a.m. at LMG
- 12: Pest Control at Bonita Park
- 12: Board Mtg Practice at 9:00 a.m. at BP
- 12: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am **(Offices Open at 1:00 p.m.)**
- 12: Cintas Medicine Cabinet & back Copier restock by Accounting
- 13: Disinfect & Sanitize Offices BP at 9am & ST at 11am **(Offices Open at 1:00 p.m.)**
- 13: Los Vecinos Construction Mtg at 9:00 a.m.
- 13: HCV/S8 Applications (20)
- 13: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 13: Thursday Maintenance Meeting at 3:00 p.m. Webex (Heat Awareness)
- 14: Disinfect & Sanitize Main Office at 9am **(Office Open at 1:00 p.m.)**

- 14: Board Mtg Practice at 9:00 a.m. at LV or Webex
- 14: Agendas due for Accounting & Administrative Asst. by 12 noon for Mtgs on 06/25/2024
- 14: Friday Staff Mtg at 3:00 p.m. (Quotes on Flag Day)
- 17: Security Mtg Monday at 9:00 a.m. Webex at ST
- 17: Board Mtg Practice at 9:30 a.m. at ST
- 17: Low Rent & HCV/S8 Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 17: Agendas due for HCV/S8 & LR by 12 noon for Mtgs on 06/26/2024
- 17: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 18-19: Board Mtg Practice at 9:00 a.m. at COCC
- 19: **Regular Board Meeting 12:00 p.m. (Noon)** Invocation by Diana Perez
- 19: Board Mtg Overview at 2:00 p.m. Webex
- 19: City of Harlingen Mtg at 5:30 p.m.
- 19-20: Pest Control at Le Moyne Gardens
- 20: Los Vecinos Construction Mtg at 9:00 a.m.
- 21: July 17, Board Agenda & Minutes for June 19, Board Mtg due 12 (noon)
- 21: Board Reports are Due by 12:00 (noon)
- 21: Friday Staff Mtg at 3:00 p.m. (Quotes on Father's Day)
- 24: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST (Offices Open at 1:00 p.m. Except ST)
- 24: Security Mtg Monday at 9:00 a.m. Webex
- 24: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 25: HAP Check July 2024
- 25: Admin Mtg with Ariana Valle, Administrative Assistant at 8:30 a.m.  
Tentative Agenda for Mtg due by Ariana Friday, 06/14/24 at 12 p.m.
- 25: Admin Mtg with the Accounting Team at 2:00 p.m.  
Tentative Agenda for Mtg due by Accounting Team, Friday, 06/14/24 at 12 p.m.
- 26: Admin Mtg with HCV/S8 & Admissions Department at 10 a.m.  
Tentative Agenda for Mtg due by Monday, 06/17/24 by 12 p.m.
- 26: Admin Mtg with Low Rent Team at 2:00 p.m.  
Tentative Agenda for Mtg due by Low Rent Team. Monday, 06/17/24 at 12 p.m.
- 26: City of Harlingen Mtg at 5:30 p.m.
- 27: Los Vecinos Construction Mtg at 9:00 a.m.
- 27: Thursday Maintenance Mtg at 3:00 p.m. at BP (PPE/Safety Awareness)
- 28: Audit & Review files by PH & S8 at 8:30 a.m. at Bonita Park
- 28: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 28: Board Reports need to be updated by 12:00 p.m. (noon)
- 28: Friday Staff Mtg at 3:00 p.m. (Quotes on Sunglasses)
- July 2024: Schedule is subject to change**
- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
- 01: Update Community letters with office hours and staff
- 01: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by LV, LMG, BP
- 01: Security Mtg at 9:00 a.m. Webex
- 01: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 03: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 03: City of Harlingen Mtg at 5:30 p.m.
- 04: Holiday (4<sup>th</sup> of July)
- 05: Friday Staff Mtg at 3:00 p.m. (Quotes on Independence Day)
- 06: Market Days Downtown! BRE Reading of Books to Community by Le Moyne Gardens

- 08: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 08: Security Mtg at 9:00 a.m. Webex
- 08: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 09: Pest Control at Los Vecinos
- 09: Board Mtg Practice at 9:00 a.m. at LMG
- 10: Board Mtg Practice at 9:00 a.m. at BP
- 10: Pest Control at Bonita Park
- 10: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am **(Offices Open at 1:00 p.m.)**
- 10: Cintas Medicine Cabinet & back Copier restock by Accounting
- 11: Disinfect & Sanitize Offices BP at 9am & ST at 11am **(Offices Open at 1:00 p.m.)**
- 11: HCV/S8 Applications (20)
- 11: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 11: HCISD Counselors Monthly Mtg at 11:30 a.m.
- 11: Thursday Maintenance Mtg at 3:00 p.m. Webex (Worker's Comp/Slips, Trips & Falls)
- 12: Disinfect & Sanitize Main Office at 9am **(Offices Open at 1:00 p.m.)**
- 12: Board Mtg Practice at 9:00 a.m. at LV
- 12: **Agendas due for Accounting & Administrative Asst. by 12 noon for Mtgs on 07/23/2024**
- 12: Friday Staff Mtg at 3:00 p.m. (Quotes on Simplicity Day)
- 15: Security Mtg at 9:00 a.m. Webex
- 15: Board Mtg Practice at 9:30 a.m. ST
- 15: Low Rent Monthly Reports at 11:00 a.m. **(PIC Reports LR & S8)**
- 15: **Agendas due for HCV/S8 & LR by 12 noon for Mtgs on 07/24/2024**
- 15: **Monday Staff Mtg at 3:00 p.m.** Maintenance on Call 956-893-2360
- 16: Lone Star Shredding (Bins are due at COCC on Monday)
- 16-17: Board Mtg Practice at 9:00 a.m. at COCC
- 17: **Regular Board Meeting 12:00 p.m. (Noon)** Invocation by Cynthia Lucio
- 17: **Harlingen Affordable Housing Corporation Board Mtg at 12:30 p.m.**
- 17: Board Mtg Overview at 2:00 p.m.
- 17: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 17-18: Pest Control at Le Moyne Gardens
- 18: Los Vecinos Construction Mtg at 9:00 a.m.
- 19: Calendars due (AMPs will add Resident services and FLC activities)
- 19: Friday Staff Mtg at 3:00 p.m. (Quotes on Emoji Day)
- 22: Security Mtg at 9:00 a.m. Webex
- 22: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 23: Admin Mtg with Ariana Valle, Administrative Assistant at 8:30 a.m.  
Tentative Agenda for Mtg due by Ariana **Friday 07/12/24 at 12 p.m.**
- 23: Admin Mtg with the Accounting Team at 1:00 p.m.  
Tentative Agenda for Mtg due by Accounting Team, **Friday, 07/12/24 at 12 p.m.**
- 23: **Quarterly Crime Prevention Mtg at 3:00 p.m. at Sunset Terrace**
- 24: Admin Mtg with HCV/S8 & Admissions Department at 10 a.m.  
Tentative Agenda for Mtg due by **Monday, 07/15/24 by 12 p.m.**
- 24: Admin Mtg with Low Rent Team at 2:00 p.m.  
Tentative Agenda for Mtg due by Low Rent Team. **Monday, 07/15/24 at 12 p.m.**
- 25: Thursday Maintenance Mtg at 3:00 p.m. **at COCC** (Back Safety/Ergonomics)
- 26: Audit & Review files by PH & S8 at 8:30 a.m. **at Sunset Terrace**
- 26: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 26: HAP Checks for August 2024

- 26: Tentative Board Agendas due for September, October & November 2024
- 26: September 25, Annual Board Agendas & Minutes for July, Board Mtgs due 12 (noon)
- 26: Friday Staff Mtg at 3:00 p.m. (Quotes on Lipstick Day)
- 29: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST (Office Open 1:00 p.m. Except ST)
- 29: Security Mtg at 9:00 a.m. Webex
- 29: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- August 2024: Schedule is subject to change**
- 01: Update Community letters with office hours and staff
- 01: HCISD Counselors Mtg at 11:30 a.m. at COCC
- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
- 02: Friday Staff Mtg at 3:00 p.m. (Quotes on Back to School)
- 03: Market Days Downtown! BRE Reading of Books to Community by all AMPs
- 05: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by LV, LMG, BP
- 05: Security Mtg at 9:00 a.m. Webex
- 05: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 06-07: Mid-Year Inventory Los Vecinos
- 07: City of Harlingen Mtg at 5:30 p.m.
- 08: HCV/S8 Applications (20)
- 08: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 08: Thursday Maintenance Mtg at 3:00 p.m. Webex (Hazzard Communication)
- 09: Friday Staff Mtg at 3:00 p.m. (Quotes on Purple Heart Day)
- 12: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 12: Security Mtg at 9:00 a.m. Webex
- 12: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 13: Pest Control at Los Vecinos
- 13-14: Mid-Year Inventory Bonita Park
- 14: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 14: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 14: Pest Control at Bonita Park
- 15: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 16: Board Mtg Practice at 9:00 a.m. at LV
- 16: Disinfect & Sanitize Main Office at 9am (Offices Open at 1:00 p.m.)
- 16: Friday Staff Mtg at 3:00 p.m. (Quotes on Tell a Joke Day)
- 19: Security Mtg at 9:00 a.m. Webex
- 19: Low Rent Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 19: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 21: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 21: Calendars due (AMPs will add Resident services and FLC activities)
- 21-22: Pest Control at Le Moyne Gardens
- 22: Los Vecinos Construction Mtg at 9:00 a.m.
- 22: Thursday Maintenance Mtg at 3:00 p.m. at LMG (Insurance Enroll/Inventory)
- 23: Audit & Review files by PH & S8 at 8:30 a.m.at
- 23: HAP Check for September 2024
- 23: Board Reports are Due at 12:00 p.m. (noon)
- 23: Tentative Board Agendas due for March, April & May 2024
- 23: March 20, Board Agenda & Minutes for February 21, Board Mtg due 12(noon)
- 23: Friday Staff Mtg at 3:00 p.m. (Quotes on Women's Equality Day)

- 26: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST (Offices Open at 1:00 p.m. Except ST)
- 26: Security Mtg at 9:00 a.m. Webex
- 26: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 27-28: Mid-Year Inventory Le Moyne Gardens
- 29: Los Vecinos Construction Mtg at 9:00 a.m.
- 29: Mid-Year Inventory COCC
- 30: Audit & Review files by PH & S8 at 8:30 a.m. at Le Moyne Gardens
- 30: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 30: Friday Staff Mtg at 3:00 p.m. (Quotes on Beach Day)
- September 2024: Schedule subject to change**
- 01: Update Community letters with office hours and staff
- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
- 02: Holiday (Labor Day)
- 03: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month LV, LMG, BP
- 03: (Tuesday) Security Mtg Monday at 9:00 a.m. Webex
- 03: (Tuesday) Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 04 Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 04: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 05: Los Vecinos Construction Mtg at 9:00 a.m.
- 06: Friday Staff Mtg at 3:00 p.m. (Quotes on Labor Day)
- 07: Market Days Downtown! BRE Reading of Books to Community by Los Vecinos
- 09: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 09: Security Mtg at 9:00 a.m. Webex
- 09: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 10: Pest Control at Los Vecinos
- 11: Board Mtg Practice at 9:00 a.m. at BP
- 11: Pest Control at Bonita Park
- 11: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 11: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 12: Los Vecinos Construction Mtg at 9:00 a.m.
- 12: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 12: HCV/S8 Applications (20)
- 12: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 12: Thursday Maintenance Mtg at 3:00 p.m. Webex
- 13: Disinfect & Sanitize Main Office at 9am (Office Open at 1:00 p.m.)
- 13: Board Mtg Practice at LMG at 9:00 a.m.
- 13: Friday Staff Mtg at 3:00 p.m. (Quotes on National Literacy)
- 16: Security Mtg at 9:00 a.m. Webex
- 16: Low Rent & HCV/S8 Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 16: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 17: Board Mtg Practice at LMG at 9:00 a.m.
- 18: Board Mtg Practice at BP at 9:00 a.m.
- 18: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 18-19: Pest Control at Le Moyne Gardens
- 19: Los Vecinos Construction Mtg at 9:00 a.m.
- 20: Calendars due (AMPs will add Resident services and FLC activities)
- 20: Board Mtg Practice at LV at 9:00 a.m.



- 20: Friday Staff Mtg at 3:00 p.m. (Quotes on Comic Books)
- 23: Security Mtg at 9:00 a.m. Webex
- 23: Board Mtg Practice at ST at 9:30 a.m.
- 23: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 24: HAP Checks for October 2024
- 24: Board Mtg Practice at Convention Center at 3:00 p.m.
- 25: Board Mtg Practice at Convention Center at 9:00 a.m.
- 25: Annual Board Mtg at 11:30 a.m. Invocation by Mary Prieto
- 25: Annual Harlingen Affordable Housing Corporation Board Mtg at 12:30 p.m.
- 25: Board Mtg Overview at 3:00 p.m. Webex
- 26: HAP&UA Checks for November 2023
- 26: PIC Review of 50058 Submissions by HCV/S8 & Public Housing Staff
- 26: Los Vecinos Construction site visit at 9:00 a.m.
- 26: Thursday Maintenance Mtg at 3:00 p.m. at Los Vecinos (Annual Fair at LV or LMG)
- 27: Audit & Review files by PH & S8 at 8:30 a.m. at Los Vecinos
- 27: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 27: Tentative Board Agendas due for October, November & December 2024
- 27: Board Reports are Due at 12:00 p.m. (noon)
- 27: October 16, Board Agenda & Minutes for September Board Mtgs, due 12(noon)
- 27: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m. (Friday)
- 27: Friday Staff Mtg at 3:00 p.m. (Quotes on Coffee Day)
- 30: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST (Offices Open at 1:00 p.m. Except ST)
- 30: Security Mtg at 9:00 a.m. Webex
- 30: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- October 2024: Schedule subject to change**
- 01: Update Community letters with office hours and staff
- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
- 02: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 02: City of Harlingen Mtg at 5:30 p.m.
- 03: HCISD Counselors Mtg at 11:30 a.m. at COCC
- 04: Friday Staff Mtg at 3:00 p.m. (Quotes on Breast Cancer Awareness)
- 05: Market Days Downtown! BRE Reading of Books to Community by Le Moyne Gardens
- 07: BRE Read a Book to children on HHA Facebook 1<sup>st</sup>Monday of month by LV, LMG, BP
- 07: Security Mtg at 9:00 a.m. Webex
- 07: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 08: Pest Control at Los Vecinos
- 08: Board Mtg Practice at 9:00 a.m. at LMG
- 09: Pest Control at Bonita Park
- 09: Board Mtg Practice at 9:00 a.m. at BP
- 09: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 09: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 10: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 10: Financial Workshop at COCC at 10:00 a.m.-11:30 a.m.???
- 10: HCV/S8 Applications (20)
- 10: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 10: Thursday Maintenance Meeting at 3:00 p.m. Webex
- 11: Disinfect & Sanitize Main Office at 9am (Office Open at 1:00 p.m.)

- 11: Board Mtg Practice at 9:00 a.m. at LV or Webex
- 11: Friday Staff Mtg at 3:00 p.m. (Quotes on Indigenous People Day/Columbus)
- 12: Financial Workshop (Virtual) Webex 9-10 a.m.
- 14: Security Mtg Monday at 9:00 a.m. Webex at ST
- 14: Board Mtg Practice at 9:30 a.m. at ST
- 14: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 14: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 15-16: Board Mtg Practice at 9:00 a.m. at COCC
- 16: National Bosses Day!
- 16: **Regular Board Meeting 12:00 p.m. (Noon)** Invocation by M. Guajardo
- 16: Board Mtg Overview at 2:00 p.m. Webex
- 16: City of Harlingen Mtg at 5:30 p.m.
- 16-17: Pest Control at Le Moyne Gardens
- 17: Financial Workshop at COCC at 10:00 a.m.-11:30 a.m.???
- 17: Annual Resource Fair at Le Moyne Gardens 4-7 p.m.
- 18: Vehicle Inspections at COCC at 10/11 a.m.
- 18: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m. (Friday)
- 18: Friday Staff Mtg at 3:00 p.m. (Quotes on Fall Season)
- 19: Financial Workshop (Virtual) Webex 9-10 a.m.
- 21: Security Mtg at 9:00 a.m. Webex
- 21: Low Rent Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 21: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 22: Crime Prevention Mtg Quarterly at 3:00 p.m. at Los Vecinos
- 24: Thursday Maintenance Mtg at 3:00 p.m. at Bonita Park (Water/Wall Heater Safety)
- 24: Annual Resource Fair at Le Moyne Gardens 4-7 p.m.
- 25: Audit & Review files by PH & S8 at 8:30 a.m. at Bonita Park
- 25: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 25: HAP Checks for November 2024
- 25: Tentative Board Agendas due for November & December 2024 & January 2025
- 25: Board Reports are Due at 12:00 p.m. (noon)
- 25: November 20, Board Agenda & Minutes for October 16, Board Mtg due 12(noon)
- 25: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m. (Friday)
- 25: Friday Staff Mtg at 3:00 p.m. (Quotes on Halloween)
- 28: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST (Offices Open at 1:00 p.m. Except ST)
- 28: Security Mtg at 9:00 a.m. Webex
- 28: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 31: Happy Halloween!
- November 2024: Schedule subject to change**
- 01: Update Community letters with office hours and staff
- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
- 01: Friday Staff Mtg at 3:00 p.m. (Quotes on Election Day) Los Vecinos
- 02: Market Days Downtown! BRE Reading of Books to Community Bonita Park
- 03: Time Change (Fall Back)
- 04: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month LV, LMG, BP
- 04: Security Mtg at 9:00 a.m. Webex
- 04: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 06: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.

- 06: City of Harlingen Commissioners Mtg at 5:30 p.m.  
 07: HCISD Counselors Mtg at 11:30 a.m. at COCC  
 08: Friday Staff Mtg at 3:00 p.m. (Quotes on Daylight Savings Time Change-Fall Back) LV  
 11: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street  
 11: Security Mtg at 9:00 a.m. Webex  
 11: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360  
 12: Pest Control at Los Vecinos  
 12: Board Mtg Practice at 9:00 a.m. at LMG  
 13: Pest Control at Bonita Park  
 13: Cintas Medicine Cabinet & back Copier restock by Accounting  
 13: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am **(Offices Open at 1:00 p.m.)**  
 13: Board Mtg Practice at 9:00 a.m. at BP  
 14: Disinfect & Sanitize Offices BP at 9am & ST at 11am **(Offices Open at 1:00 p.m.)**  
 14: HCV/S8 Applications (20)  
 14: Los Vecinos Construction Mtg at 9:00 a.m.  
 14: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.  
 14: Thursday Maintenance Mtg at 3:00 p.m. (Fire Safety) Webex  
 15: Disinfect & Sanitize Main Office at 9am **(Offices Open at 1:00 p.m.)**  
 15: Board Mtg Practice at 9:00 a.m. at LV  
 18: Security Mtg at 9:00 a.m. Webex ST  
 18: Board Mtg Practice at 9:30 a.m. at ST  
 18: Low Rent & HCV/S8 Monthly Reports at 11:00 a.m. **(PIC Reports LR & S8)**  
 18: **Monday Staff Mtg at 3:00 p.m.** Maintenance on Call 956-893-2360  
 19: Lone Star Shredding (Bins are due at COCC on Monday)  
 19-20: Board Mtg Practice at LV at 9:00 a.m.  
 20: **Regular Board Meeting 12:00 p.m. at Los Vecinos** Invocation by Patty Vega  
 20: Board Meeting Overview at 2:00 p.m.  
 20: City of Harlingen Commissioners Mtg at 5:30 p.m.  
 20-21: Pest Control at Le Moyne Gardens  
 21: Calendars due (AMPs will add Resident services and FLC activities)  
 22: Audit & Review files by PH & S8 at 8:30 a.m. at **Sunset Terrace**  
 22: HAP Checks for December 2024  
 22: Vehicle Inspection at COCC 9-11am (J. Montoya)  
 22: Tentative Board Agendas due for December 2024, January & February 2025  
 22: Board Reports are Due 12:00 p.m. (noon)  
 22: December 18, Board Agenda & Minutes for November 20, Board Mtg due 12 (noon)  
 25: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST **(Office Open at 1:00 p.m. Except ST)**  
 25: Security Mtg (Tuesday) at 9:00 a.m. Webex  
 25: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360  
 27: Early Release at 3:00 p.m.  
 28: Holiday (Thanksgiving)  
 29: Holiday (Day after Thanksgiving)  
 30: Hurricane Season Ends  
**December 2024: Schedule subject to change**  
 01: Update Community letters with office hours and staff  
 01: **Flyers for Scholarship for High School Graduating Seniors 2025!!**  
 02: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month **LV**, LMG, BP

- 02: Security Mtg Monday at 9:00 a.m. Webex
- 02: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 04 Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 04: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 06: Friday Staff Mtg at 3:00 p.m. (Quotes on Cookie Day)
- 07: **Market Days Downtown!** BRE Reading of Books to Community **by Los Vecinos**
- 09: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 09: Security Mtg at 9:00 a.m. Webex
- 09: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 10: Pest Control at Los Vecinos
- 10: Board Mtg Practice at LMG at 9:00 a.m.
- 11: Pest Control at Bonita Park
- 11: Board Mtg Practice at BP at 9:00 a.m.
- 11: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am **(Offices Open at 1:00 p.m.)**
- 11: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 12: Disinfect & Sanitize Offices BP at 9am & ST at 11am **(Offices Open at 1:00 p.m.)**
- 12: HCV/S8 Applications (20)
- 12: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 12: Thursday Maintenance Mtg at 3:00 p.m. Webex (Crime Prevention/Sick Leave/FH)
- 13: Board Mtg Practice at LV at 9:00 a.m.
- 13: Disinfect & Sanitize Main Office at 9am **(Office Open at 1:00 p.m.)**
- 13: Friday Staff Mtg at 3:00 p.m. (Quotes on Nobel Peace Prize)
- 16: Security Mtg at 9:00 a.m. Webex
- 16: Board Mtg Practice at COCC at 9:30 a.m.
- 16: Low Rent & HCV/S8 Monthly Reports at 11:00 a.m. **(PIC Reports LR & S8)**
- 16: **Monday Staff Mtg at 3:00 p.m.** Maintenance on Call 956-893-2360
- 17-18: Board Mtg Practice at LMG at 9:00 a.m.
- 18: **Regular Board Mtg at 12:00 p.m. at Le Moyne Gardens** Invocation by Diana Perez
- 18: Board Mtg Overview at 2:00 p.m. Webex
- 18: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 18-19: Pest Control at Le Moyne Gardens
- 20: Calendars due (AMPs will add Resident services and FLC activities)
- 20: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 20: HAP Checks for January 2025
- 20: Friday Staff Mtg at 3:00 p.m. (Quotes on Christmas)
- 23: Security Mtg at 9:00 a.m. Webex
- 23: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 23: Early Release at 3:00 p.m.
- 24: Holiday (Christmas Eve)
- 25: Holiday (Christmas Day)
- 26: Lone Star Shredding (Bins are due at COCC on Monday 12/23/24)
- 26: HAP&UA Checks for January 2025
- 26: PIC Review of 50058 Submissions by HCV/S8 & Public Housing Staff
- 27: Tentative Board Agendas due for January, February & March 2025
- 27: Board Reports are Due at 12:00 p.m. (noon)
- 27: January 15, Board Agendas & Minutes for December 18, Board Mtg, due 12(noon)
- 27: **PIC Review with Diana, Mary, Cindy L. at 1:30 p.m.** (Friday)
- 27: Friday Staff Mtg at 3:00 p.m. (Quotes on Coffee Day)

- 30: Disinfect & Sanitize Offices high traffic areas 9am LMG, 10am BP, 11am LV, 12pm COCC & 1pm ST (Offices Open at 1:00 p.m. Except ST)
- 30: Security Mtg at 9:00 a.m. Webex
- 30: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 31: Early Release at 3:00 p.m.

### **Summary of Ongoing Activities:**

**TRAININGS / CONFERENCES:** I attended the HAVE-STR Annual Conference in San Antonio on November 30 and December 1, 2023. The San Antonio HUD Field Office provided training and updates on NSPIRE Inspections for Public Housing and HCV/S8 Programs, HCV/S8 Two Year Tool, HCV/S8 Landlord Outreach, Public Housing updates and utilizing Social Media for community outreach. Staff and I attended the HUD VASH Bootcamp Training in San Antonio, Texas, December 12 & 13, 2023. We worked with the VA on solving the issues that are most difficult for veterans and utilizing all VASH vouchers to assist Homeless Veterans. The HUD San Antonio Field Office held monthly video and conference calls for HCV/S8 utilization & lease up and public housing occupancy. All HUD meetings are through Microsoft Teams and are held the 2<sup>nd</sup> Thursday of every month. We also meet with the HUD San Antonio Field Office monthly for the HCV/S8 Two Year Tool. We are registered with Nelrod On-Demand training and each staff member can sign up to receive training on inspections, rent calculations, fair housing, budgets, Annual and 5-Year Plans and many other topics of interest to our employees.

**ADMINISTRATIVE MEETINGS:** The majority of our staff meetings continue to be virtual through Webex. Our security meetings are every Monday at 9:00 a.m. and we discuss our security reports and specific issues at the Apartments. We continue to meet every Monday at 10:00 a.m. or 3:00 p.m. with Low-Rent, HCV/S8 and Administrative Staff. The Low-Rent staff reviews activities over the weekend and report on the progress of preparing vacant apartments for new tenants. Weekly occupancy rates are reported with the monthly goal of 98% occupancy. The HCV/S8 Staff report on lease up, vouchers searching and number of families on the waiting list. The HCV/S8 monthly utilization of voucher goal is 100%. Maintenance Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month at 3:00 p.m. The 2<sup>nd</sup> Thursday maintenance meetings are through Webex and the 4<sup>th</sup> Thursday the meetings are at one of our sites. The Supervisory staff reviews progress on assignments and deadlines. I have scheduled monthly meetings with department administrators and these meetings are working well.

**LEGAL MATTERS:** Staff and I are working with Alan T. Ozuna, Attorney at Law.

**OTHER ACTIVITIES:** HHA offices are open from 8:30 a.m. to 4:30 p.m. Monday – Friday. Sunset Terrace office is open Monday, Wednesday, and Friday from 8:30 a.m. to 12:00 p.m. The security cameras are connected and working at all the offices for the safety of everyone. The Vegetable Garden meetings started April 2023, at Le Moyne Gardens. We partnered with the City of Harlingen for street and parking repairs at Los Vecinos. Construction continues and we are meeting every Thursday at 9:00 a.m. at the Los Vecinos site. This project is extremely delayed due to contractor issues and difficulties. The Administrative Staff reviewed the Minutes for the December 20, 2023, Board Meeting and the agendas for the January 17, 2024, Regular Board Meeting and HAHC Board of Directors Meeting.

**Board Meeting Schedule 2024:**

\*2024 Schedule of Board Meetings is attached, and some board meetings will be held at the main office and at the AMPs/sites. The next Board Meeting is scheduled on Wednesday, February 21, 2024, at 12:00 p.m. at the Bonita Park Apartments, 601 South Rangerville Road, Harlingen, Texas. The option to attend the board meetings virtually by Webex or conference call is available. A board quorum must be present in person.

Let me know if you have any questions or if more information is needed.

Thanks,

Hilda Benavides, CEO

2024 Schedule of Board Meetings  
For  
The Harlingen Housing Authority (HHA)  
and  
The Harlingen Affordable Housing Corporation (Non-Profit)

<b>Date</b>	<b>HHA or Non-Profit Meeting</b>	<b>Location</b>	<b>Time</b>
Wednesday, January 17, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	Non-Profit		12:30 P.M.
Wednesday, February 21, 2024	HHA	Bonita Park 601 S. Rangerville Rd Harlingen, TX 78552	12:00 P.M.
Wednesday, March 20, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, April 17, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	Non-Profit		12:30 P.M.
Wednesday, May 15, 2024	HHA	Sunset Terrace 1401 N. Sunset Dr. Harlingen, TX 78552	12:00 P.M.
Wednesday, June 19, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, July 17, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	Non-Profit		12:30 P.M.
<b>August 21, 2024 No Board Meeting Scheduled</b>			
Wednesday, September 25, 2024	HHA Annual	Harlingen Convention Center 701 Harlingen Heights Dr. Harlingen, TX 78550	11:30 A.M.
	Non-Profit Annual		12:30 P.M.
Wednesday, October 16, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, November 20, 2024	HHA	Los Vecinos 702 S. M. St. Harlingen, TX 78550	12:00 P.M.
Wednesday, December 18, 2024	HHA	Le Moyne Gardens 3221 N. St. 25 <sup>th</sup> Harlingen, TX 78550	12:00 P.M.