



## REGULAR BOARD MEETING

Wednesday, December 18, 2024 @ 12:00 p.m. (Noon)  
at the Le Moyne Gardens Family Learning Center  
3221 North 25<sup>th</sup> Street, Harlingen, TX 78550

## AGENDA

Notice is hereby given that the above unit of government will hold a Regular Meeting of its Board of Commissioners on Wednesday, December 18, 2024 @ 12:00 p.m. (Noon) at the Le Moyne Gardens Family Learning Center, 3221 North 25<sup>th</sup> Street, Harlingen, TX 78550.

The Harlingen Housing Authority provides remote viewing options for the public. The meeting may be viewed via video conference [Join a Microsoft Teams Meeting by ID | Microsoft Teams](#), Meeting ID#: 236 070 366 942, Passcode: a9jT9Us6; or join the video conference by phone at 469-480-6297, Password: 600 351 325.

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, Visitors, and Guests – Ariana Valle
7. Public Comments – Ariana Valle
8. Consider and take action to approve the Minutes of the Regular Board Meeting of November 20, 2024. (pg.3-5)
9. Presentation of “Employee of the Quarter” Award for the months of January, February, and March 2025. (pg.6)

### II. NEW BUSINESS

1. Presentation of Unaudited Financial Statement for all accounts for the month of October 2024, and to take action to approve the Unaudited Financial Statement as presented.  
Presenter: Cynthia Lucio (pg.7-24)
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 2024 as presented.  
Presenter: Cynthia De La Fuente (pg.25-28)

3. Consider and take action to approve Resolution 1513 adopting the Harlingen Housing Authority's Five Year and Annual Plan as presented.  
Presenter: Mary Prieto (pg.29-30)
4. Consider and take action to approve Resolution 1514 adopting the Harlingen Housing Authority's Schedule of Flat Rents for rental units in the Low Rent Program to become effective January 1, 2025, as presented.  
Presenter: Mary Prieto (pg.31-35)
5. Executive Session:
  - a) 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 2024 – 2025.
6. Consider and take action to approve the selection for "Employee of the Year" for 2024-2025.

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

1. Chief Executive Officer Reports by Program Administrators and Coordinators:
  - a) Financial Report by Cynthia Lucio; (pg.36-55)
  - b) Accounting Assistant/MIS Coordinator Report by Patty Vega; (pg.56)
  - c) HR/Accounting Coordinator Report by Melissa Guajardo; (pg.57)
  - d) Senior Property Manager Report by Mary Prieto; (pg.58)
  - e) Maintenance Report by Mary Prieto; (pg.59)
  - f) Resident Events Coordinator/Property Manager Report by Norma Serino; (pg.60-65)
  - g) Procurement Specialist/Property Manager Report by Cynthia De La Fuente; (pg.66-67)
  - h) Low Rent Occupancy Report by Nancy Garza; (pg.68-71)  
*(Comparative summary report for January-November 2024-2023)*
  - i) Housing Choice Voucher/Section 8 Report by Diana Perez; (pg.72-76)  
*(Comparative summary report for January-November 2024-2023)*
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.77-92)

### 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, December 13, 2024, at least 72 hours preceding the scheduled time of said meeting.

Dated is day 13<sup>th</sup> day of December 2024



Ariana Valle, Administrative Assistant

Harlingen Housing Authority  
 Minutes of the Regular Board Meeting  
 Wednesday, November 20, 2024, at 12:00 p.m. (noon)  
 At the Los Vecinos Community Building, 702 South M Street, Harlingen, Texas 78550

**I. OPENING**

The Board of Commissioners of the Harlingen Housing Authority met for its Regular Board Meeting Wednesday, November 20, 2024, at 12:00 p.m. (noon) at the Los Vecinos Community Building, 702 South M Street, Harlingen, Texas 78550.

**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." Chief Executive Officer Benavides 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, Carlos Muñoz, Maria Ines Borjas, and Bettina Elliott.

**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, and visitors starting with Hilda Benavides, Chief Executive Officer, Eneida Alonso, Property Manager, Cynthia De La Fuente, Procurement Specialist/Property Manager, Nancy Garza, Admissions Coordinator, Melissa Guajardo, HR/Accounting Coordinator, Cynthia Lucio, Chief Financial Officer, Elva Mares, HCV/S8 Coordinator/Inspector/Admissions Specialist, Norma Serino, Resident Events Coordinator /Property Manager, Ariana Valle, Administrative Assistant, Patty Vega, Accounting Assistant/MIS Coordinator, Guests/Visitors Mizael Mata, Computer Network Group.

**PUBLIC COMMENTS**

No members of the public were present at the Los Vecinos Community Building, 702 South M 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 OCTOBER 16, 2024.**

After the Board reviewed them, Chair Perez entertained a motion to approve the Minutes of the Regular Board Meeting of October 16, 2024. Commissioner Elliott made the motion to approve the Minutes of the Regular Board Meeting of October 16, 2024. Motion was seconded by Vice-Chair Sánchez Peña and passed unanimously.

II. NEW BUSINESS

1. PRESENTATION OF UNAUDITED FINANCIAL STATEMENT FOR ALL ACCOUNTS FOR THE MONTH OF SEPTEMBER 2024, 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 September 2024 was included in their agenda packets. She reported as follows:

Harlingen Housing Authority Summary of Revenues & Expenditures For the Month Ended September 2024							
	COCC/Low-Rent/FLC Combined	COCC	Los Vecinos AMP #010	Bonita Park AMP #020	Le Moyne Gardens AMP #030	Family Living Center	HCV/Section 8
Total Revenues	\$334,955.65	\$58,405.66	\$100,981.70	\$38,800.28	\$132,016.11	\$4,751.90	\$575,806.30
Total Expenditures	\$331,026.92	\$67,338.91	\$80,079.31	\$75,214.73	\$101,882.40	\$6,511.57	\$512,066.92
Revenues Over (Under) Expenditures	\$3,928.73	(\$8,933.25)	\$20,902.39	(\$36,414.45)	\$30,133.71	(\$1,759.67)	\$63,739.38
Cash reserves or funds transferred in	\$0.00	\$8,933.25	\$0.00	\$36,414.45	\$0.00	\$1,759.67	\$0.00

Note: COCC - Admin funds not received for the month from HUD  
AMP #020 is receiving less operating funds due to increased funding at beginning of the year  
Operational funds calculation was revised by HUD mid year for AMP #020  
FLC - paid shared appraisal costs for all properties

No questions were asked. Chair Perez entertained a motion to approve the Unaudited Financial Statement for all accounts for the month of September 2024, and to take action to approve the Unaudited Financial Statement as presented. Commissioner Elliott made the motion to approve the Unaudited Financial Statement for all accounts for the month of September 2024 as presented by Administration. Motion was seconded by Vice-Chair Sánchez Peña 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 OCTOBER 2024.

Procurement Specialist/ Property Manager De La Fuente informed the Board that the agenda packet contained a listing of unpaid balances due for vacated unit accounts for the month of October 2024 in the total amount of \$2,305.00. The total amount consists of:

For the month of October 2024						
Development	Los Vecinos	Bonita Park	Sunset Terrace	Aragon	Arroyo Vista	Le Moyne Gardens
Total Charge-Off	\$ 2,305.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Grand Total	\$ 2,305.00			

Chair Perez asked what are sales and services? Procurement Specialist/ Property Manager De La Fuente stated that sales and services are any expenses or costs for appliances. 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 October 2024 in the total amount of \$2,305.00. Vice-Chair Sánchez Peña made the motion to charge off the current unpaid balances due for the vacated unit accounts for the month of October 2024 in the total amount of \$2,305.00. Motion was seconded by Commissioner Elliott 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  
*(Comparative summary report for January-October 2024-2023)*
- d) Low Rent Occupancy Report by Nancy Garza  
*(Comparative summary report for January-October 2024-2023)*
- e) Senior Property 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 who coordinates the resident meetings? Chief Executive Officer Benavides stated Norma Serino Resident Events Coordinator. Chair Perez asked is there a suggestion box for residents? Chief Executive Officer Benavides stated yes, each site has a drop box for suggestions, concerns, and payments. After some discussion no other questions were asked.

#### 2. CHIEF EXECUTIVE OFFICER 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. Chief Executive Officer Benavides advised the Board of our next Regular Board Meeting scheduled on Wednesday, December 18, 2024, at 12:00 p.m. at Le Moyne Gardens Family Learning Center. Chair Perez asked is there an update on the HAHC Washington property? Chief Executive Officer Benavides stated that Commissioner Muñiz emailed us information on applying for funding with the Federal Home Loan Bank. We will review and may need to hire a consultant to assist with the application process. No further discussion or questions were asked.

### IV. ADJOURNMENT

Chair Perez entertained a motion to adjourn. Motion to adjourn was made by Vice-Chair Sánchez Peña. Motion was seconded by Commissioner Elliott. Meeting was adjourned at 12:25 p.m.

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

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

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

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

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**Commissioners:**  
Carlos “Charlie” Perez, Chair  
Irma Sánchez Peña, Vice-Chair  
Carlos Muñoz  
Bettina Elliott  
Maria Ines Borjas

**Counselor:**  
Law Office of  
Alan T. Ozuna

**Chief Executive Officer:**  
Hilda Benavides

December 1, 2024

Cynthia De La Fuente, Procurement Specialist/Property Manager  
Harlingen Housing Authority  
219 E. Jackson Street  
Harlingen, TX 78550

Dear Mrs. De La Fuente:

Congratulations on being selected as the “Employee of the Quarter”, for the months of January, February, and March 2025.

Your employment with us began October 12, 2015, as an Assistant Property Manager. You were promoted to Property Manager at the Los Vecinos Apartments in May of 2017. Currently, you are the Procurement Specialist/Property Manager, responsible for purchasing supplies and overseeing construction contracts within the agency. Your organizational skills are excellent, and you train other team members on becoming more effective and efficient employees.

Your hard work and dedication show in your daily tasks. It is a pleasure working with you and seeing you grow with the Agency. Your positive attitude and willingness to assist where and when needed is a great asset to our agency.

You will be recognized for your accomplishments by our Board, and you will receive a plaque, a gift card, and a reserved parking space. You will get to compete with your colleagues for “Employee of the Year 2025-2026”.

Sincerely,



Hilda Benavides,  
CEO

Carlos Perez,  
Chair

Irma Sánchez Peña,  
Vice-Chair

Carlos Muñoz,  
Commissioner

Maria I. Borjas,  
Commissioner

Bettina Elliott,  
Commissioner



# **City of Harlingen Housing Authority**

## **Unaudited Financial Statement**

**October 2024**

**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 October 2024**

	<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>\$700,409.01</u>	<u>\$101,118.41</u>	<u>\$180,869.18</u>	<u>\$176,500.46</u>	<u>\$237,159.82</u>	<u>\$4,761.14</u>	<u>\$509,611.33</u>
Total Expenditures	<u>\$443,698.66</u>	<u>\$84,554.02</u>	<u>\$101,085.60</u>	<u>\$127,307.62</u>	<u>\$125,829.37</u>	<u>\$4,922.05</u>	<u>\$603,058.75</u>
Revenues Over (Under) Expenditures	<u><u>\$256,710.35</u></u>	<u><u>\$16,564.39</u></u>	<u><u>\$79,783.58</u></u>	<u><u>\$49,192.84</u></u>	<u><u>\$111,330.45</u></u>	<u><u>(\$160.91)</u></u>	<u><u>(\$93,447.42)</u></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>\$160.91</u>	<u>\$93,447.42</u>

**Note: FLC- Paid shared legal expenses for the month**  
**HCV/Section 8 program has been housing more families and has had higher costs**



**Harlingen Housing Authority**  
**Summary of Year-to-Date Revenues & Expenditures**  
**For the Month Ended October 2024**

	<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>\$2,812,246.06</u>	<u>\$506,159.97</u>	<u>\$721,190.78</u>	<u>\$620,772.30</u>	<u>\$930,479.35</u>	<u>\$33,643.66</u>	<u>\$3,879,390.35</u>
Total Expenditures	<u>\$2,486,013.88</u>	<u>\$481,117.04</u>	<u>\$679,561.17</u>	<u>\$589,970.92</u>	<u>\$711,755.97</u>	<u>\$23,608.78</u>	<u>\$3,937,937.26</u>
Revenues Over (Under) Expenditures	<u>\$326,232.18</u>	<u>\$25,042.93</u>	<u>\$41,629.61</u>	<u>\$30,801.38</u>	<u>\$218,723.38</u>	<u>\$10,034.88</u>	<u>(\$58,546.91)</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>\$58,546.91</u>

**Note:**

**HCV/Section 8 program has been housing more families and has had higher costs**

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

Fiscal Year End Date:	3/31/2025	ACCOUNT	1 Month(s) Ended October 31, 2024	7 Month(s) Ended October 31, 2024	Budget	Variance
<b>Revenue</b>						
<b>Operating Income</b>						
Other Income - Operatating transfer in /	1 06 3690.22 5		0.00	0.00	7,000.00	(7,000.00)
Other Income - CFP 22	1 06 3690.29 5		0.00	0.00	23,205.00	(23,205.00)
Other Income - CFP23	1 06 3690.30 5		0.00	54,112.20	92,820.00	(38,707.80)
Other Income - CFP24	1 06 3690.31 5		41,685.00	41,685.00	0.00	41,685.00
<b>Total Operating Income</b>			<b>41,685.00</b>	<b>95,797.20</b>	<b>123,025.00</b>	<b>(27,227.80)</b>
<b>Rental Income</b>						
NON-DWELLING RENT	1 06 3190 5		2,198.81	15,391.67	15,386.00	5.67
<b>Total Rental Income</b>			<b>2,198.81</b>	<b>15,391.67</b>	<b>15,386.00</b>	<b>5.67</b>
<b>Other Income</b>						
Investment Income - Unrestricted	1 06 3610 5		1,051.76	7,578.93	7,441.00	137.93
OTHER INCOME	1 06 3690 5		1,001.86	1,799.25	1,750.00	49.25
Other Income - Management Fee - CC	1 06 3690.2 5		39,192.48	212,741.92	230,146.00	(17,404.08)
Other Income - Asset Management Fe	1 06 3690.3 5		11,347.50	102,271.50	104,020.00	(1,748.50)
Other Income - Bookkeeping Fee - CC	1 06 3690.4 5		3,645.00	63,607.50	68,670.00	(5,062.50)
IT Fees	1 06 3690.5 5		996.00	6,972.00	6,972.00	0.00
Other Income - Gain/Loss on Sale of E	1 06 3690.88 5		0.00	0.00	56.00	(56.00)
<b>Total Other Income</b>			<b>57,234.60</b>	<b>394,971.10</b>	<b>419,055.00</b>	<b>(24,083.90)</b>
<b>Total Revenue</b>			<b>101,118.41</b>	<b>506,159.97</b>	<b>557,466.00</b>	<b>(51,306.03)</b>
<b>Expenses</b>						
<b>Administrative Expense</b>						
NONTECHNICAL SALARIES	1 06 4110 5		30,006.89	209,102.59	243,873.00	34,770.41
LEGAL EXPENSE	1 06 4130 5		1,365.00	3,695.25	5,366.62	1,671.37
STAFF TRAINING	1 06 4140 5		1,125.00	5,665.87	9,916.62	4,250.75
TRAVEL	1 06 4150 5		3,123.74	15,258.91	14,583.31	(675.60)
Travel-Mileage Reimbursment	1 06 4150.2 5		193.97	1,111.80	1,166.62	54.82
Audit Fees	1 06 4171 5		0.00	0.00	4,081.00	4,081.00
Employee Benefits Cont - Admin	1 06 4182 5		14,537.50	103,944.61	91,581.00	(12,363.61)
SUNDRY	1 06 4190 5		479.26	2,397.56	1,750.00	(647.56)
Postage/FedEx/UPS	1 06 4190.03 5		0.00	2,036.25	2,333.31	297.06
Advertising and Marketing	1 06 4190.08 5		0.00	0.00	1,162.00	1,162.00
PUBLICATIONS	1 06 4190.11 5		546.70	1,640.10	2,331.00	690.90
MEMBERSHIP DUES AND FEES	1 06 4190.12 5		0.00	280.00	581.00	301.00
Telephone/Cell Phone/Internet	1 06 4190.13 5		3,051.21	20,234.60	22,162.00	1,927.40
FORMS & OFFICE SUPPLIES	1 06 4190.17 5		1,761.52	9,481.62	9,333.31	(148.31)
Other Sundry Expense	1 06 4190.18 5		2,078.75	6,154.63	4,083.31	(2,071.32)
Administrative Contact Costs	1 06 4190.19 5		10,502.50	41,337.88	68,831.00	27,493.12
BOARD MEETING EXPENSE	1 06 4190.9 5		0.00	750.00	17,000.00	16,250.00
<b>Total Administrative Expense</b>			<b>68,772.04</b>	<b>423,091.67</b>	<b>500,135.10</b>	<b>77,043.43</b>
<b>Utilities Expense</b>						
WATER	1 06 4310 5		157.88	384.38	233.31	(151.07)
ELECTRICITY	1 06 4320 5		1,335.63	6,471.79	8,750.00	2,278.21
OTHER UTILITY EXPENSE - SEWER	1 06 4390 5		271.03	712.45	583.31	(129.14)
<b>Total Utilities Expense</b>			<b>1,764.54</b>	<b>7,568.62</b>	<b>9,566.62</b>	<b>1,998.00</b>
<b>Ordinary Maintenance and Operation</b>						
LABOR - WAGES/SALARIES	1 06 4410 5		775.23	5,519.57	8,750.00	3,230.43
MATERIALS	1 06 4420 5		81.92	1,882.37	3,500.00	1,617.63
Contract Cots-Extermination/Pest Con	1 06 4430.01 5		200.00	1,200.00	875.00	(325.00)
Contract Costs-Other Repairs	1 06 4430.03 5		9,245.00	9,245.00	4,083.31	(5,161.69)
Contract Costs-Auto/Truck Maint/Rep	1 06 4430.08 5		121.86	436.68	2,916.62	2,479.94
Contract Costs-Other	1 06 4430.13 5		0.00	1,195.00	0.00	(1,195.00)
Contract Costs-Heating & Cooling Cont	1 06 4430.17 5		0.00	5,808.62	4,666.62	(1,142.00)
Contract Costs-Electrical Contracts	1 06 4430.21 5		0.00	1,550.00	2,916.62	1,366.62
Garbage and Trash Removal	1 06 4431 5		46.79	233.95	700.00	466.05
Emp Benefit Cont - Maintenance	1 06 4433 5		59.31	411.42	0.00	(411.42)

Report Criteria PHA: 1 Project: '06'

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

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:	3/31/2025	ACCOUNT				1 Month(s) Ended October 31, 2024	7 Month(s) Ended October 31, 2024	Budget	Variance				
Total Ordinary Maintenance and Operation						10,530.11	27,482.61	28,408.17	925.56				
Protective Services													
Protective Services - Contract Costs						1	06	4480	5	960.00	2,249.40	5,831.00	3,581.60
Total Protective Services										960.00	2,249.40	5,831.00	3,581.60
General Expense													
Insurance -Property (Fire & EC)						1	06	4510.01	5	0.00	1,903.44	1,750.00	(153.44)
Insurance - General Liability						1	06	4510.02	5	0.00	275.00	583.31	308.31
Insurance - Automobile						1	06	4510.03	5	0.00	943.68	1,050.00	106.32
Insurance - Workman's Comp						1	06	4510.04	5	0.00	2,470.66	2,916.62	445.96
Insurance - Fidelity Bond						1	06	4510.09	5	0.00	519.34	583.31	63.97
Insurance - Windstorm						1	06	4510.15	5	2,212.52	14,297.81	8,750.00	(5,547.81)
MATLAND PROPERTY TAXES						1	06	4520.1	5	314.81	314.81	291.62	(23.19)
Total General Expense										2,527.33	20,724.74	15,924.86	(4,799.88)
Other Expenditures													
Property Better & Add-Contract Costs						1	06	7540.4	5	0.00	0.00	43,750.00	43,750.00
Operating Exp For Property - Contra						1	06	7590	5	0.00	0.00	(43,750.00)	(43,750.00)
Total Other Expenditures										0.00	0.00	0.00	0.00
Total Expenses										(84,554.02)	(481,117.04)	(559,865.75)	78,748.71
Total Net Income (Loss)										16,564.39	25,042.93	(2,399.75)	27,442.68

Report Criteria PHA: 1 Project: '06'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False  
Custom 1: Custom 2: COCC Custom 3:

**Housing Authority of the City of Harlingen**  
**Budgeted Income Statement**  
HHA Low Rent  
Los Vecinos  
U/M Month: 150 - U/M YTD: 1050 - U/M Year: 1800

Fiscal Year End Date:	3/31/2025	ACCOUNT			1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
<b>Rental Income</b>											
Dwelling Rental	1	01	3110	5	27,802.00	185.35	192,071.00	182.92	182,434.00	9,637.00	5.28 %
<b>Total Rental Income</b>					<b>27,802.00</b>	<b>185.35</b>	<b>192,071.00</b>	<b>182.92</b>	<b>182,434.00</b>	<b>9,637.00</b>	<b>5.28 %</b>
<b>Other Income</b>											
Interest Earned on Gen Fund Investments	1	01	3610	5	35.80	0.24	478.95	0.46	8,750.00	(8,271.05)	-94.53 %
Interest Income - Bank Statement	1	01	3610.01	5	2,796.81	18.65	21,168.78	20.16	0.00	21,168.78	100.00 %
Other Income-Tenants	1	01	3690	5	4,814.00	32.09	26,545.00	25.28	19,740.00	6,805.00	34.47 %
Other Income - Misc Other Revenue	1	01	3690.1	5	0.00	0.00	1,012.80	0.96	145.81	866.99	594.60 %
Other Income - Gain/Loss on Sale of Equi	1	01	3690.88	5	0.00	0.00	0.00	0.00	350.00	(350.00)	-100.00 %
Other Income - OP Trans In From CFP	1	01	3690.99	5	100,044.90	666.97	100,044.90	95.28	56,812.00	43,232.90	76.10 %
<b>Total Other Income</b>					<b>107,691.51</b>	<b>717.94</b>	<b>149,250.43</b>	<b>142.14</b>	<b>85,797.81</b>	<b>63,452.62</b>	<b>73.96 %</b>
<b>Other Receipts</b>											
Operating Subsidy - Current Year	1	01	8020	0	45,375.67	302.50	379,869.35	361.78	438,998.00	(59,128.65)	-13.47 %
<b>Total Other Receipts</b>					<b>45,375.67</b>	<b>302.50</b>	<b>379,869.35</b>	<b>361.78</b>	<b>438,998.00</b>	<b>(59,128.65)</b>	<b>-13.47 %</b>
<b>Total Revenue</b>					<b>180,869.18</b>	<b>1,205.79</b>	<b>721,190.78</b>	<b>686.85</b>	<b>707,229.81</b>	<b>13,960.97</b>	<b>1.97 %</b>
 <b>Administrative Expense</b>											
Nontechnical Salaries	1	01	4110	5	7,403.79	49.36	49,123.35	46.78	64,750.00	15,626.65	24.13 %
Legal Expense	1	01	4130	5	143.00	0.95	143.00	0.14	1,750.00	1,607.00	91.83 %
Staff Training	1	01	4140	5	0.00	0.00	79.83	0.08	2,041.62	1,961.79	96.09 %
Travel	1	01	4150	5	99.07	0.66	305.57	0.29	2,041.62	1,736.05	85.03 %
Travel-Mileage Reimbursment	1	01	4150.2	5	0.00	0.00	73.23	0.07	280.00	206.77	73.85 %
Audit Fees	1	01	4171	5	0.00	0.00	0.00	0.00	4,404.61	4,404.61	100.00 %
Employee Benefits Cont - Admin	1	01	4182	5	4,793.57	31.96	28,054.60	26.72	23,331.00	(4,723.60)	-20.25 %
Sundry	1	01	4190	5	112.83	0.75	112.83	0.11	583.31	470.48	80.66 %
Postage/FedEx/UPS	1	01	4190.03	5	0.00	0.00	679.78	0.65	1,162.00	482.22	41.50 %
Advertising and Marketing	1	01	4190.08	5	0.00	0.00	0.00	0.00	287.00	287.00	100.00 %
Publications	1	01	4190.11	5	532.50	3.55	1,597.50	1.52	2,331.00	733.50	31.47 %
Membership Dues and Fees	1	01	4190.12	5	0.00	0.00	783.81	0.75	1,166.62	382.81	32.81 %
Telephone/Cell Phones/Internet	1	01	4190.13	5	6,295.18	41.97	43,929.23	41.84	52,500.00	8,570.77	16.33 %
Rental of Warehouse Space	1	01	4190.14	5	864.00	5.76	6,048.00	5.76	6,048.00	0.00	0.00 %
Forms & Office Supplies	1	01	4190.17	5	4,974.67	33.16	14,143.37	13.47	5,833.31	(8,310.06)	-142.46 %
Other Sundry Expense	1	01	4190.18	5	141.44	0.94	1,241.71	1.18	1,750.00	508.29	29.05 %
Administrative Contact Costs	1	01	4190.19	5	13,082.46	87.22	42,086.62	40.08	43,750.00	1,663.38	3.80 %
Management Fee Expense - AMP	1	01	4190.21	5	8,952.00	59.68	61,410.72	58.49	63,000.00	1,589.28	2.52 %

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: 1050 - U/M Year: 1800

Fiscal Year End Date:	3/31/2025	ACCOUNT	1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
Asset Management Fee - AMP	1 01	4190.22 5	1,500.00	10.00	10,500.00	10.00	10,500.00	0.00	0.00 %
AMP Bookkeeping Fees	1 01	4190.23 5	1,125.00	7.50	7,717.50	7.35	8,166.62	449.12	5.50 %
IT Fees-COCC	1 01	4190.24 5	300.00	2.00	2,100.00	2.00	2,100.00	0.00	0.00 %
<b>Total Administrative Expense</b>			<b>50,319.51</b>	<b>335.46</b>	<b>270,130.65</b>	<b>257.27</b>	<b>297,776.71</b>	<b>27,646.06</b>	<b>9.28 %</b>
<b>Tenant Services</b>									
Tenant Services - Salaries	1 01	4210 5	784.00	5.23	5,672.66	5.40	7,581.00	1,908.34	25.17 %
Ten Services - Recreation, Pubs, Other	1 01	4220 5	1,339.94	8.93	3,797.86	3.62	4,666.62	868.76	18.62 %
<b>Total Tenant Services</b>			<b>2,123.94</b>	<b>14.16</b>	<b>9,470.52</b>	<b>9.02</b>	<b>12,247.62</b>	<b>2,777.10</b>	<b>22.67 %</b>
<b>Utilities Expense</b>									
Water	1 01	4310 5	391.98	2.61	742.06	0.71	875.00	132.94	15.19 %
Electricity	1 01	4320 5	1,256.29	8.38	6,150.60	5.86	8,750.00	2,599.40	29.71 %
Gas	1 01	4330 5	241.30	1.61	1,307.43	1.25	1,166.62	(140.81)	-12.07 %
Other Utility Expense - Sewer	1 01	4390 5	321.77	2.15	676.65	0.64	875.00	198.35	22.67 %
<b>Total Utilities Expense</b>			<b>2,211.34</b>	<b>14.74</b>	<b>8,876.74</b>	<b>8.45</b>	<b>11,666.62</b>	<b>2,789.88</b>	<b>23.91 %</b>
<b>Ordinary Maintenance and Operation</b>									
Labor	1 01	4410 5	3,202.37	21.35	22,149.55	21.09	47,833.31	25,683.76	53.69 %
Materials	1 01	4420 5	1,597.62	10.65	16,972.12	16.16	29,166.62	12,194.50	41.81 %
Contract Costs	1 01	4430 5	0.00	0.00	0.00	0.00	2,912.00	2,912.00	100.00 %
Contract Cots-Extermination/Pest Control	1 01	4430.01 5	650.00	4.33	4,400.00	4.19	6,416.62	2,016.62	31.43 %
Contract Costs-Other Repairs	1 01	4430.03 5	0.00	0.00	13,846.25	13.19	17,500.00	3,653.75	20.88 %
Contract Costs-Maint Cell Phone	1 01	4430.04 5	16.57	0.11	116.34	0.11	175.00	58.66	33.52 %
Contract Costs-Auto/Truck Maint/Repair	1 01	4430.08 5	52.47	0.35	1,882.29	1.79	2,331.00	448.71	19.25 %
Contract Costs-Maintenance	1 01	4430.09 5	0.00	0.00	600.30	0.57	14,581.00	13,980.70	95.88 %
Contract Costs-Other	1 01	4430.13 5	2,250.38	15.00	29,007.63	27.63	5,831.00	(23,176.63)	-397.47 %
Contact Costs-Heating & Cooling Contract	1 01	4430.17 5	0.00	0.00	2,900.00	2.76	4,081.00	1,181.00	28.94 %
Contract Costs-Landscape & Ground	1 01	4430.19 5	2,800.00	18.67	19,895.00	18.95	20,412.00	517.00	2.53 %
Contract Costs-Unit Turnaround	1 01	4430.20 5	0.00	0.00	19,575.00	18.64	11,662.00	(7,913.00)	-67.85 %
Contract Costs-Electrical Contracts	1 01	4430.21 5	0.00	0.00	4,535.00	4.32	5,831.00	1,296.00	22.23 %
Contract Costs-Plumbing Contracts	1 01	4430.22 5	4,820.00	32.13	14,080.00	13.41	14,581.00	501.00	3.44 %
Connect/Disconnect Fees	1 01	4430.4 5	0.00	0.00	240.00	0.23	1,166.62	926.62	79.43 %
Garbage and Trash Collection	1 01	4431 5	144.40	0.96	1,461.72	1.39	4,662.00	3,200.28	68.65 %
Emp Benefit Cont - Maintenance	1 01	4433 5	1,208.82	8.06	14,892.49	14.18	20,412.00	5,519.51	27.04 %
<b>Total Ordinary Maintenance and Operation</b>			<b>16,742.63</b>	<b>111.62</b>	<b>166,553.69</b>	<b>158.62</b>	<b>209,554.17</b>	<b>43,000.48</b>	<b>20.52 %</b>
<b>Protective Services</b>									
Protective Services - Contract Costs	1 01	4480 5	2,688.20	17.92	27,721.32	26.40	46,662.00	18,940.68	40.59 %
<b>Total Protective Services</b>			<b>2,688.20</b>	<b>17.92</b>	<b>27,721.32</b>	<b>26.40</b>	<b>46,662.00</b>	<b>18,940.68</b>	<b>40.59 %</b>
<b>General Expense</b>									

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: 1050 - U/M Year: 1800

Fiscal Year End Date:	3/31/2025	ACCOUNT			1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
Insurance -Property (Fire & EC)	1	01	4510.01	5	0.00	0.00	13,168.34	12.54	12,831.00	(337.34)	-2.63 %
Insurance - General Liability	1	01	4510.02	5	0.00	0.00	242.00	0.23	350.00	108.00	30.86 %
Insurance - Automobile	1	01	4510.03	5	0.00	0.00	1,356.54	1.29	1,750.00	393.46	22.48 %
Insurance - Workman's Comp	1	01	4510.04	5	0.00	0.00	1,826.14	1.74	2,333.31	507.17	21.74 %
Insurance - Fidelity Bond	1	01	4510.09	5	0.00	0.00	383.86	0.37	641.62	257.76	40.17 %
Insurance - Windstorm	1	01	4510.15	5	19,897.73	132.65	152,233.16	144.98	87,962.00	(64,271.16)	-73.07 %
Payments in Lieu of Taxes	1	01	4520	5	2,916.66	19.44	20,416.62	19.44	20,416.62	0.00	0.00 %
PROPERTY TAXES	1	01	4520.1	5	50.58	0.34	50.58	0.05	58.31	7.73	13.26 %
Collection Losses	1	01	4570	5	4,135.01	27.57	7,131.01	6.79	2,916.62	(4,214.39)	-144.50 %
Total General Expense					26,999.98	180.00	196,808.25	187.44	129,259.48	(67,548.77)	-52.26 %
Other Expenditures											
Property Better & Add-Contract Costs	1	01	7540.4	5	21,500.00	143.33	120,750.00	115.00	320,833.31	200,083.31	62.36 %
Operating Exp For Property - Contra	1	01	7590	5	(21,500.00)	(143.33)	(120,750.00)	(115.00)	(320,833.31)	(200,083.31)	-62.36 %
Total Other Expenditures					0.00	0.00	0.00	0.00	0.00	0.00	-100.00 %
Total Expenses					(101,085.60)	(673.90)	(679,561.17)	(647.20)	(707,166.60)	27,605.43	3.90 %
Net Income (Loss)					79,783.58	531.90	41,629.61	39.65	63.21	41,566.40	382296.65 %

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  
BONITA PARK  
U/M Month: 148 - U/M YTD: 1036 - U/M Year: 1776

Fiscal Year End Date:	3/31/2025	ACCOUNT	1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %		
<b>Rental Income</b>											
Dwelling Rental	1	02	3110	5	32,921.00	222.44	223,410.00	215.65	205,555.00	17,855.00	8.69 %
Nondwelling Rental	1	02	3190	5	700.00	4.73	2,450.00	2.36	2,450.00	0.00	0.00 %
<b>Total Rental Income</b>					<b>33,621.00</b>	<b>227.17</b>	<b>225,860.00</b>	<b>218.01</b>	<b>208,005.00</b>	<b>17,855.00</b>	<b>8.58 %</b>
<b>Other Income</b>											
Interest Earned on Gen Fund Investments	1	02	3610	5	0.00	0.00	0.00	0.00	13,111.00	(13,111.00)	-100.00 %
Interest Earned - Bank Stmt	1	02	3610.01	5	1,707.89	11.54	14,803.49	14.29	0.00	14,803.49	100.00 %
Other Income - Tenants	1	02	3690	5	2,735.00	18.48	22,527.00	21.74	20,825.00	1,702.00	8.17 %
Other Income - Misc Other Revenue	1	02	3690.1	5	0.00	0.00	5.70	0.01	0.00	5.70	100.00 %
Other Income - Insurance Equity	1	02	3690.451	5	0.00	0.00	0.00	0.00	183.12	(183.12)	-100.00 %
Other Income - Gain/Loss on Sale of Equi	1	02	3690.88	5	0.00	0.00	0.00	0.00	291.62	(291.62)	-100.00 %
Other Income - OP Tran In From CFP	1	02	3690.99	5	100,044.90	675.98	100,044.90	96.57	56,812.00	43,232.90	76.10 %
<b>Total Other Income</b>					<b>104,487.79</b>	<b>706.00</b>	<b>137,381.09</b>	<b>132.61</b>	<b>91,222.74</b>	<b>46,158.35</b>	<b>50.60 %</b>
<b>Other Receipts</b>											
Operating Subsidy - Current Year	1	02	8020	0	38,391.67	259.40	257,531.21	248.58	397,250.00	(139,718.79)	-35.17 %
<b>Total Other Receipts</b>					<b>38,391.67</b>	<b>259.40</b>	<b>257,531.21</b>	<b>248.58</b>	<b>397,250.00</b>	<b>(139,718.79)</b>	<b>-35.17 %</b>
<b>Total Revenue</b>					<b>176,500.46</b>	<b>1,192.57</b>	<b>620,772.30</b>	<b>599.20</b>	<b>696,477.74</b>	<b>(75,705.44)</b>	<b>-10.87 %</b>
<b>Administrative Expense</b>											
Nontechnical Salaries	1	02	4110	5	9,295.35	62.81	54,378.83	52.49	84,581.00	30,202.17	35.71 %
Legal Expense	1	02	4130	5	104.00	0.70	406.00	0.39	1,862.00	1,456.00	78.20 %
Staff Training	1	02	4140	5	375.00	2.53	454.83	0.44	2,041.62	1,586.79	77.72 %
Travel	1	02	4150	5	655.27	4.43	1,409.32	1.36	2,041.62	632.30	30.97 %
Travel-Mileage Reimbursement	1	02	4150.2	5	58.36	0.39	523.74	0.51	581.00	57.26	9.86 %
Audit Fees	1	02	4171	5	0.00	0.00	0.00	0.00	3,819.62	3,819.62	100.00 %
Employee Benefits Cont - Admin	1	02	4182	5	2,256.04	15.24	22,493.02	21.71	35,000.00	12,506.98	35.73 %
Sundry	1	02	4190	5	112.83	0.76	112.83	0.11	291.62	178.79	61.31 %
Postage/FedEx/UPS	1	02	4190.03	5	0.00	0.00	679.78	0.66	583.31	(96.47)	-16.54 %
Advertising and Marketing	1	02	4190.08	5	0.00	0.00	0.00	0.00	1,943.62	1,943.62	100.00 %
Publications	1	02	4190.11	5	525.40	3.55	1,576.20	1.52	1,166.62	(409.58)	-35.11 %
Membership Dues and Fees	1	02	4190.12	5	0.00	0.00	783.14	0.76	1,162.00	378.86	32.60 %
Telephone/Cell Phone/Internet	1	02	4190.13	5	6,303.69	42.59	45,063.14	43.50	52,500.00	7,436.86	14.17 %
Forms & Office Supplies	1	02	4190.17	5	2,128.41	14.38	8,778.06	8.47	4,662.00	(4,116.06)	-88.29 %
Other Sundry Expense	1	02	4190.18	5	95.90	0.65	578.38	0.56	1,750.00	1,171.62	66.95 %
Administrative Contact Costs	1	02	4190.19	5	14,030.16	94.80	53,622.21	51.76	43,750.00	(9,872.21)	-22.57 %

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: 1036 - U/M Year: 1776

Fiscal Year End Date:	3/31/2025	ACCOUNT	1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
Management Fee Expense - AMP	1 02	4190.21 5	8,653.60	58.47	60,157.44	58.07	61,833.31	1,675.87	2.71 %
Asset Management Fee - AMP	1 02	4190.22 5	1,480.00	10.00	10,360.00	10.00	11,662.00	1,302.00	11.16 %
AMP Bookkeeping Fees	1 02	4190.23 5	1,087.50	7.35	7,560.00	7.30	7,875.00	315.00	4.00 %
IT Fees - COCC	1 02	4190.24 5	296.00	2.00	2,072.00	2.00	2,331.00	259.00	11.11 %
<b>Total Administrative Expense</b>			<b>47,457.51</b>	<b>320.66</b>	<b>271,008.92</b>	<b>261.59</b>	<b>321,437.34</b>	<b>50,428.42</b>	<b>15.69 %</b>
<b>Tenant Services</b>									
Tenant Services - Salaries	1 02	4210 5	672.00	4.54	4,861.12	4.69	8,166.62	3,305.50	40.48 %
Ten Services - Recreation, Pubs, Other	1 02	4220 5	0.00	0.00	2,698.77	2.60	4,083.31	1,384.54	33.91 %
<b>Total Tenant Services</b>			<b>672.00</b>	<b>4.54</b>	<b>7,559.89</b>	<b>7.30</b>	<b>12,249.93</b>	<b>4,690.04</b>	<b>38.29 %</b>
<b>Utilities Expense</b>									
Water	1 02	4310 5	299.02	2.02	1,176.84	1.14	2,037.00	860.16	42.23 %
Electricity	1 02	4320 5	1,300.58	8.79	6,632.48	6.40	8,750.00	2,117.52	24.20 %
Gas	1 02	4330 5	595.92	4.03	2,116.10	2.04	1,925.00	(191.10)	-9.93 %
4150.2-MILEAGE REIMBURSEMENT	1 02	4330.2 5	0.00	0.00	0.00	0.00	583.31	583.31	100.00 %
Other Utility Expense - Sewer	1 02	4390 5	98.83	0.67	368.12	0.36	583.31	215.19	36.89 %
<b>Total Utilities Expense</b>			<b>2,294.35</b>	<b>15.50</b>	<b>10,293.54</b>	<b>9.94</b>	<b>13,878.62</b>	<b>3,585.08</b>	<b>25.83 %</b>
<b>Ordinary Maintenance and Operation</b>									
Labor	1 02	4410 5	8,877.48	59.98	43,361.33	41.85	43,750.00	388.67	0.89 %
Materials	1 02	4420 5	11,455.10	77.40	25,737.37	24.84	46,662.00	20,924.63	44.84 %
Contract Costs	1 02	4430 5	0.00	0.00	0.00	0.00	1,162.00	1,162.00	100.00 %
Contract Cots-Extermination/Pest Control	1 02	4430.01 5	750.00	5.07	4,950.00	4.78	7,000.00	2,050.00	29.29 %
Contract Costs-Other Repairs	1 02	4430.03 5	12,073.00	81.57	17,963.00	17.34	17,500.00	(463.00)	-2.65 %
Contract Costs-Maint Cell Phone	1 02	4430.04 5	16.57	0.11	116.34	0.11	233.31	116.97	50.14 %
Contract Costs-Auto/Truck Maint/Repair	1 02	4430.08 5	66.97	0.45	424.77	0.41	3,500.00	3,075.23	87.86 %
Contract Costs-Maintenance	1 02	4430.09 5	4,204.43	28.41	4,204.43	4.06	29,750.00	25,545.57	85.87 %
Contract Costs-Other	1 02	4430.13 5	4,713.00	31.84	11,289.00	10.90	581.00	(10,708.00)	-1843.03 %
Contract Costs-Heating & Cooling Contract	1 02	4430.17 5	85.00	0.57	9,847.00	9.50	7,000.00	(2,847.00)	-40.67 %
Contract Costs-Landscape & Ground	1 02	4430.19 5	5,200.00	35.14	23,775.00	22.95	29,166.62	5,391.62	18.49 %
Contract Costs-Unit Turnaround	1 02	4430.20 5	3,990.00	26.96	17,955.00	17.33	17,500.00	(455.00)	-2.60 %
Contact Costs-Electrical Contracts	1 02	4430.21 5	0.00	0.00	(5,900.00)	(5.70)	2,912.00	8,812.00	302.61 %
Contact Costs-Plumbing Contracts	1 02	4430.22 5	750.00	5.07	750.00	0.72	11,620.00	10,870.00	93.55 %
Connect/Disconnect Fees	1 02	4430.4 5	0.00	0.00	310.00	0.30	875.00	565.00	64.57 %
Garbage and Trash Collection	1 02	4431 5	665.13	4.49	2,399.06	2.32	2,041.62	(357.44)	-17.51 %
Emp Benefit Cont - Maintenance	1 02	4433 5	3,258.95	22.02	17,856.62	17.24	22,750.00	4,893.38	21.51 %
<b>Total Ordinary Maintenance and Operation</b>			<b>56,105.63</b>	<b>379.09</b>	<b>175,038.92</b>	<b>168.96</b>	<b>244,003.55</b>	<b>68,964.63</b>	<b>28.26 %</b>
<b>Protective Services</b>									
Protective Services - Contract Costs	1 02	4480 5	2,782.98	18.80	19,854.00	19.16	20,412.00	558.00	2.73 %

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: 1036 - U/M Year: 1776

Fiscal Year End Date:	3/31/2025	ACCOUNT	1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
<b>Total Protective Services</b>			<b>2,782.98</b>	<b>18.80</b>	<b>19,854.00</b>	<b>19.16</b>	<b>20,412.00</b>	<b>558.00</b>	<b>2.73 %</b>
<b>General Expense</b>									
Insurance -Property (Fire & EC)	1	02 4510.01 5	0.00	0.00	13,168.34	12.71	12,831.00	(337.34)	-2.63 %
Insurance - General Liability	1	02 4510.02 5	0.00	0.00	220.00	0.21	291.62	71.62	24.56 %
Insurance - Automobile	1	02 4510.03 5	0.00	0.00	1,356.54	1.31	1,633.31	276.77	16.95 %
Insurance - Workman's Comp	1	02 4510.04 5	0.00	0.00	1,718.72	1.66	1,925.00	206.28	10.72 %
Insurance - Fidelity Bond	1	02 4510.09 5	0.00	0.00	361.28	0.35	603.75	242.47	40.16 %
Insurance - Windstorm	1	02 4510.15 5	9,398.57	63.50	62,601.19	60.43	46,666.62	(15,934.57)	-34.15 %
Payments in Lieu of Taxes	1	02 4520 5	2,500.00	16.89	17,500.00	16.89	17,500.00	0.00	0.00 %
PROPERTY TAXES	1	02 4520.1 5	50.58	0.34	50.58	0.05	43.75	(6.83)	-15.61 %
Emp Benefit Cont-Unemployment	1	02 4540.8 5	0.00	0.00	2,160.00	2.08	0.00	(2,160.00)	-100.00 %
Collection Losses	1	02 4570 5	6,046.00	40.85	7,079.00	6.83	2,916.62	(4,162.38)	-142.71 %
<b>Total General Expense</b>			<b>17,995.15</b>	<b>121.59</b>	<b>106,215.65</b>	<b>102.52</b>	<b>84,411.67</b>	<b>(21,803.98)</b>	<b>-25.83 %</b>
<b>Other Expenditures</b>									
Property Better & Add-Contract Costs	1	02 7540.4 5	0.00	0.00	189,450.00	182.87	175,000.00	(14,450.00)	-8.26 %
Operating Exp For Property - Contra	1	02 7590 5	0.00	0.00	(189,450.00)	(182.87)	(175,000.00)	14,450.00	8.26 %
<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>(127,307.62)</b>	<b>(860.19)</b>	<b>(589,970.92)</b>	<b>(569.47)</b>	<b>(696,393.11)</b>	<b>106,422.19</b>	<b>15.28 %</b>
<b>Net Income (Loss)</b>			<b>49,192.84</b>	<b>332.41</b>	<b>30,801.38</b>	<b>29.73</b>	<b>84.63</b>	<b>30,716.75</b>	<b>19221.02 %</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  
Le MOYNE GARDENS  
U/M Month: 200 - U/M YTD: 1400 - U/M Year: 2400

Fiscal Year End Date:	3/31/2025	ACCOUNT				1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
<b>Rental Income</b>												
Dwelling Rental	1	03	3110	5	35,681.00	178.41	240,094.00	171.50	177,912.00	62,182.00	34.95 %	
<b>Total Rental Income</b>					<b>35,681.00</b>	<b>178.41</b>	<b>240,094.00</b>	<b>171.50</b>	<b>177,912.00</b>	<b>62,182.00</b>	<b>34.95 %</b>	
<b>Other Income</b>												
Interest Earned on Gen Fund Investments	1	03	3610	5	3,016.95	15.08	21,520.16	15.37	21,287.00	233.16	1.10 %	
Other Income-Tenants	1	03	3690	5	4,738.00	23.69	34,071.00	24.34	29,162.00	4,909.00	16.83 %	
Other Income - Misc Other Revenue	1	03	3690.1	5	0.00	0.00	0.00	0.00	2,996.00	(2,996.00)	-100.00 %	
Other Income - Gain/Loss on Sale of Equi	1	03	3690.88	5	0.00	0.00	0.00	0.00	320.81	(320.81)	-100.00 %	
Other Income - OP Trans In From CFP	1	03	3690.99	5	133,393.20	666.97	133,393.20	95.28	75,754.00	57,639.20	76.09 %	
<b>Total Other Income</b>					<b>141,148.15</b>	<b>705.74</b>	<b>188,984.36</b>	<b>134.99</b>	<b>129,519.81</b>	<b>59,464.55</b>	<b>45.91 %</b>	
<b>Other Receipts</b>												
Operating Subsidy - Current Year	1	03	8020	0	60,330.67	301.65	501,400.99	358.14	573,755.00	(72,354.01)	-12.61 %	
<b>Total Other Receipts</b>					<b>60,330.67</b>	<b>301.65</b>	<b>501,400.99</b>	<b>358.14</b>	<b>573,755.00</b>	<b>(72,354.01)</b>	<b>-12.61 %</b>	
<b>Total Revenue</b>					<b>237,159.82</b>	<b>1,185.80</b>	<b>930,479.35</b>	<b>664.63</b>	<b>881,186.81</b>	<b>49,292.54</b>	<b>5.59 %</b>	
<b>Administrative Expense</b>												
Nontechnical Salaries	1	03	4110	5	23,587.21	117.94	100,066.89	71.48	110,308.31	10,241.42	9.28 %	
Legal Expense	1	03	4130	5	104.00	0.52	4,522.75	3.23	2,333.31	(2,189.44)	-93.83 %	
Staff Training	1	03	4140	5	750.00	3.75	680.34	0.49	1,162.00	481.66	41.45 %	
Travel	1	03	4150	5	1,211.47	6.06	1,759.02	1.26	1,162.00	(597.02)	-51.38 %	
Travel-Mileage Reimbursement	1	03	4150.2	5	109.62	0.55	335.42	0.24	581.00	245.58	42.27 %	
Audit Fees	1	03	4171	5	0.00	0.00	0.00	0.00	5,833.31	5,833.31	100.00 %	
Employee Benefits Cont - Admin	1	03	4182	5	5,074.57	25.37	32,175.39	22.98	46,083.31	13,907.92	30.18 %	
Sundry	1	03	4190	5	112.83	0.56	112.83	0.08	1,750.00	1,637.17	93.55 %	
Postage/FedEx/UPS	1	03	4190.03	5	0.00	0.00	679.78	0.49	1,750.00	1,070.22	61.16 %	
Advertising and Marketing	1	03	4190.08	5	0.00	0.00	0.00	0.00	1,750.00	1,750.00	100.00 %	
Publications	1	03	4190.11	5	710.00	3.55	2,130.00	1.52	2,916.62	786.62	26.97 %	
Membership Dues and Fees	1	03	4190.12	5	0.00	0.00	800.65	0.57	1,456.00	655.35	45.01 %	
Telephone/Cell Phone/Internet	1	03	4190.13	5	9,389.43	46.95	64,343.10	45.96	72,912.00	8,568.90	11.75 %	
Rental of Warehouse Space	1	03	4190.14	5	864.00	4.32	6,048.00	4.32	6,048.00	0.00	0.00 %	
Forms & Office Supplies	1	03	4190.17	5	3,435.32	17.18	16,200.33	11.57	8,750.00	(7,450.33)	-85.15 %	
Other Sundry Expense	1	03	4190.18	5	143.92	0.72	1,179.19	0.84	1,505.00	325.81	21.65 %	
Administrative Contact Costs	1	03	4190.19	5	7,988.66	39.94	56,381.22	40.27	55,412.00	(969.22)	-1.75 %	
Management Fee Expense - AMP	1	03	4190.21	5	11,398.88	56.99	80,985.76	57.85	84,583.31	3,597.55	4.25 %	
Asset Management Fee - AMP	1	03	4190.22	5	2,000.00	10.00	14,000.00	10.00	14,000.00	0.00	0.00 %	

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: 1400 - U/M Year: 2400

Fiscal Year End Date:	3/31/2025	ACCOUNT	1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
AMP Bookkeeping Fees	1	03 4190.23	5 1,432.50	7.16	10,177.50	7.27	10,500.00	322.50	3.07 %
IT Fees - COCC	1	03 4190.24	5 400.00	2.00	2,800.00	2.00	2,800.00	0.00	0.00 %
<b>Total Administrative Expense</b>			<b>68,712.41</b>	<b>343.56</b>	<b>395,378.17</b>	<b>282.41</b>	<b>433,596.17</b>	<b>38,218.00</b>	<b>8.81 %</b>
<b>Tenant Services</b>									
Tenant Services - Salaries	1	03 4210	5 784.00	3.92	5,669.93	4.05	8,750.00	3,080.07	35.20 %
Ten Services - Recreation, Pubs, Other	1	03 4220	5 0.00	0.00	2,497.91	1.78	4,666.62	2,168.71	46.47 %
<b>Total Tenant Services</b>			<b>784.00</b>	<b>3.92</b>	<b>8,167.84</b>	<b>5.83</b>	<b>13,416.62</b>	<b>5,248.78</b>	<b>39.12 %</b>
<b>Utilities Expense</b>									
Water	1	03 4310	5 324.48	1.62	2,144.44	1.53	4,666.62	2,522.18	54.05 %
Electricity	1	03 4320	5 2,146.15	10.73	10,514.77	7.51	12,250.00	1,735.23	14.17 %
Gas	1	03 4330	5 242.99	1.21	1,332.99	0.95	1,166.62	(166.37)	-14.26 %
4150.2-MILEAGE REIMBURSEMENT	1	03 4330.2	5 0.00	0.00	0.00	0.00	291.62	291.62	100.00 %
Other Utility Expense - Sewer	1	03 4390	5 21.96	0.11	223.73	0.16	1,166.62	942.89	80.82 %
<b>Total Utilities Expense</b>			<b>2,735.58</b>	<b>13.68</b>	<b>14,215.93</b>	<b>10.15</b>	<b>19,541.48</b>	<b>5,325.55</b>	<b>27.25 %</b>
<b>Ordinary Maintenance and Operation</b>									
Labor	1	03 4410	5 5,810.92	29.05	29,143.62	20.82	68,250.00	39,106.38	57.30 %
Materials	1	03 4420	5 1,423.87	7.12	9,904.16	7.07	40,833.31	30,929.15	75.74 %
Contract Costs	1	03 4430	5 0.00	0.00	0.00	0.00	1,162.00	1,162.00	100.00 %
Contract Cots-Extermination/Pest Control	1	03 4430.01	5 1,625.00	8.13	8,425.00	6.02	11,662.00	3,237.00	27.76 %
Contract Costs-Other Repairs	1	03 4430.03	5 0.00	0.00	1,025.00	0.73	17,500.00	16,475.00	94.14 %
Contract Costs-Maint Cell Phone	1	03 4430.04	5 22.09	0.11	155.13	0.11	583.31	428.18	73.41 %
Contract Costs-Auto/Truck Maint/Repair	1	03 4430.08	5 381.20	1.91	748.73	0.53	2,912.00	2,163.27	74.29 %
Contract Costs-Maintenance	1	03 4430.09	5 8,776.06	43.88	23,343.54	16.67	8,750.00	(14,593.54)	-166.78 %
Contract Costs-Other	1	03 4430.13	5 275.00	1.38	6,903.00	4.93	14,581.00	7,678.00	52.66 %
Contact Costs-Heating & Cooling Contract	1	03 4430.17	5 0.00	0.00	4,881.55	3.49	11,662.00	6,780.45	58.14 %
Contract Costs-Landscape & Ground	1	03 4430.19	5 2,900.00	14.50	22,388.00	15.99	26,523.00	4,135.00	15.59 %
Contract Costs-Unit Turnaround	1	03 4430.20	5 3,990.00	19.95	19,905.00	14.22	14,583.31	(5,321.69)	-36.49 %
Contract Costs-Electrical Contracts	1	03 4430.21	5 2,900.00	14.50	(29,210.00)	(20.86)	11,662.00	40,872.00	350.47 %
Contract Costs-Plumbing Contracts	1	03 4430.22	5 0.00	0.00	14,550.00	10.39	5,831.00	(8,719.00)	-149.53 %
Contract Costs-Janitorial Contracts	1	03 4430.23	5 0.00	0.00	0.00	0.00	287.00	287.00	100.00 %
Connect/Disconnect Fees	1	03 4430.4	5 0.00	0.00	270.00	0.19	1,166.62	896.62	76.86 %
Garbage and Trash Collection	1	03 4431	5 149.57	0.75	1,236.37	0.88	3,500.00	2,263.63	64.68 %
Emp Benefit Cont - Maintenance	1	03 4433	5 1,463.35	7.32	14,727.26	10.52	25,666.62	10,939.36	42.62 %
Emp Benefit Cont - Maint Unemployment	1	03 4433.8	5 0.00	0.00	0.00	0.00	410.06	410.06	100.00 %
<b>Total Ordinary Maintenance and Operation</b>			<b>29,717.06</b>	<b>148.59</b>	<b>128,396.36</b>	<b>91.71</b>	<b>267,525.23</b>	<b>139,128.87</b>	<b>52.01 %</b>
<b>Protective Services</b>									
Protective Services - Contract Costs	1	03 4480	5 5,058.98	25.29	28,596.65	20.43	29,162.00	565.35	1.94 %

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: 1400 - U/M Year: 2400

Fiscal Year End Date:	3/31/2025	ACCOUNT			1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
<b>Total Protective Services</b>					<b>5,058.98</b>	<b>25.29</b>	<b>28,596.65</b>	<b>20.43</b>	<b>29,162.00</b>	<b>565.35</b>	<b>1.94 %</b>
<b>General Expense</b>											
Insurance -Property (Fire & EC)	1	03	4510.01	5	0.00	0.00	15,995.50	11.43	14,581.00	(1,414.50)	-9.70 %
Insurance - General Liability	1	03	4510.02	5	0.00	0.00	330.00	0.24	1,108.31	778.31	70.22 %
Insurance - Automobile	1	03	4510.03	5	0.00	0.00	1,828.38	1.31	2,333.31	504.93	21.64 %
Insurance - Workman's Comp	1	03	4510.04	5	0.00	0.00	2,900.34	2.07	4,316.62	1,416.28	32.81 %
Insurance - Fidelity Bond	1	03	4510.09	5	0.00	0.00	609.66	0.44	875.00	265.34	30.32 %
Insurance - Windstorm	1	03	4510.15	5	12,846.25	64.23	90,862.68	64.90	70,000.00	(20,862.68)	-29.80 %
Payments in Lieu of Taxes	1	03	4520	5	2,916.66	14.58	20,416.62	14.58	20,416.62	0.00	0.00 %
PROPERTY TAXES	1	03	4520.1	5	67.43	0.34	67.43	0.05	58.31	(9.12)	-15.64 %
Collection Losses	1	03	4570	5	2,991.00	14.96	3,990.41	2.85	4,200.00	209.59	4.99 %
<b>Total General Expense</b>					<b>18,821.34</b>	<b>94.11</b>	<b>137,001.02</b>	<b>97.86</b>	<b>117,889.17</b>	<b>(19,111.85)</b>	<b>-16.21 %</b>
<b>Other Expenditures</b>											
Property Better & Add-Contract Costs	1	03	7540.4	5	34,500.00	172.50	102,950.00	73.54	291,662.00	188,712.00	64.70 %
Operating Exp For Property - Contra	1	03	7590	5	(34,500.00)	(172.50)	(102,950.00)	(73.54)	(291,662.00)	(188,712.00)	-64.70 %
<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>(125,829.37)</b>	<b>(629.15)</b>	<b>(711,755.97)</b>	<b>(508.40)</b>	<b>(881,130.67)</b>	<b>169,374.70</b>	<b>19.22 %</b>
<b>Net Income (Loss)</b>					<b>111,330.45</b>	<b>556.65</b>	<b>218,723.38</b>	<b>156.23</b>	<b>56.14</b>	<b>218,667.24</b>	<b>725648.81 %</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: 77 - U/M Year: 132

Fiscal Year End Date:	3/31/2025	ACCOUNT		1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
<b>Rental Income</b>										
Dwelling Rental	3	01	3110	5	4,400.00	550.00	30,800.00	550.00	28,000.00	2,800.00 10.00 %
<b>Total Rental Income</b>					<b>4,400.00</b>	<b>550.00</b>	<b>30,800.00</b>	<b>550.00</b>	<b>28,000.00</b>	<b>2,800.00 10.00 %</b>
<b>Other Income</b>										
Interest Earned on Gen Fund Investments	3	01	3610	5	236.14	29.52	1,652.06	29.50	1,458.31	193.75 13.29 %
Other Income-Tenants	3	01	3690	5	125.00	15.63	1,125.00	20.09	291.62	833.38 285.78 %
Other Income - Misc Other Revenue	3	01	3690.1	5	0.00	0.00	66.60	1.19	0.00	66.60 100.00 %
<b>Total Other Income</b>					<b>361.14</b>	<b>45.14</b>	<b>2,843.66</b>	<b>50.78</b>	<b>1,749.93</b>	<b>1,093.73 62.50 %</b>
<b>Total Revenue</b>					<b>4,761.14</b>	<b>595.14</b>	<b>33,643.66</b>	<b>600.78</b>	<b>29,749.93</b>	<b>3,893.73 13.09 %</b>
<b>Administrative Expense</b>										
Nontechnical Salaries	3	01	4110	5	225.56	28.20	1,611.09	28.77	2,912.00	1,300.91 44.67 %
Legal Expense	3	01	4130	5	1,775.25	221.91	5,050.25	90.18	229.81	(4,820.44) -2097.58 %
Audit Fees	3	01	4171	5	0.00	0.00	0.00	0.00	1,750.00	1,750.00 100.00 %
Employee Benefits Cont - Admin	3	01	4182	5	16.21	2.03	116.76	2.08	0.00	(116.76) -100.00 %
Sundry	3	01	4190	5	0.00	0.00	0.00	0.00	2,638.00	2,638.00 100.00 %
Advertising and Marketing	3	01	4190.08	5	0.00	0.00	0.00	0.00	145.81	145.81 100.00 %
Publications	3	01	4190.11	5	42.60	5.33	127.80	2.28	116.62	(11.18) -9.59 %
Forms & Office Supplies	3	01	4190.17	5	0.00	0.00	705.00	12.59	0.00	(705.00) -100.00 %
Other Sundry Expense	3	01	4190.18	5	993.36	124.17	3,756.04	67.07	6,000.00	2,243.96 37.40 %
<b>Total Administrative Expense</b>					<b>3,052.98</b>	<b>381.62</b>	<b>11,366.94</b>	<b>202.98</b>	<b>13,792.24</b>	<b>2,425.30 17.58 %</b>
<b>Tenant Services</b>										
Ten Services - Recreation, Pubs, Other	3	01	4220	5	185.68	23.21	185.68	3.32	0.00	(185.68) -100.00 %
<b>Total Tenant Services</b>					<b>185.68</b>	<b>23.21</b>	<b>185.68</b>	<b>3.32</b>	<b>0.00</b>	<b>(185.68) -100.00 %</b>
<b>Utilities Expense</b>										
Water	3	01	4310	5	31.64	3.96	176.64	3.15	248.50	71.86 28.92 %
Other Utility Expense - Sewer	3	01	4390	5	52.81	6.60	296.16	5.29	455.00	158.84 34.91 %
<b>Total Utilities Expense</b>					<b>84.45</b>	<b>10.56</b>	<b>472.80</b>	<b>8.44</b>	<b>703.50</b>	<b>230.70 32.79 %</b>
<b>Ordinary Maintenance and Operation</b>										
Labor	3	01	4410	5	0.00	0.00	0.00	0.00	2,044.00	2,044.00 100.00 %
Materials	3	01	4420	5	0.00	0.00	0.00	0.00	1,166.62	1,166.62 100.00 %
Contract Cots-Extermination	3	01	4430.01	5	99.00	12.38	594.00	10.61	466.62	(127.38) -27.30 %
Contract Costs-Other Repairs	3	01	4430.03	5	0.00	0.00	0.00	0.00	3,791.62	3,791.62 100.00 %
Contract Costs-Other	3	01	4430.13	5	0.00	0.00	150.00	2.68	2,331.00	2,181.00 93.56 %
Contact Costs-Heating & Cooling Contract	3	01	4430.17	5	0.00	0.00	0.00	0.00	2,333.31	2,333.31 100.00 %
Connect/Disconnect Fees	3	01	4430.4	5	0.00	0.00	0.00	0.00	17.50	17.50 100.00 %

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: 77 - U/M Year: 132

Fiscal Year End Date:	3/31/2025	ACCOUNT			1 Month(s) Ended October 31, 2024	PUM	7 Month(s) Ended October 31, 2024	PUM	Budget	Variance	Variance %
Garbage and Trash Collection	3	01	4431	5	95.94	11.99	575.64	10.28	758.31	182.67	24.09 %
<b>Total Ordinary Maintenance and Operation</b>					<b>194.94</b>	<b>24.37</b>	<b>1,319.64</b>	<b>23.57</b>	<b>12,908.98</b>	<b>11,589.34</b>	<b>89.78 %</b>
<b>General Expense</b>											
Insurance -Property (Fire & EC)	3	01	4510.01	5	0.00	0.00	2,344.30	41.86	1,866.62	(477.68)	-25.59 %
Insurance - General Liability	3	01	4510.02	5	0.00	0.00	33.00	0.59	70.00	37.00	52.86 %
Insurance - Windstorm	3	01	4510.15	5	1,404.00	175.50	7,886.42	140.83	1,750.00	(6,136.42)	-350.65 %
<b>Total General Expense</b>					<b>1,404.00</b>	<b>175.50</b>	<b>10,263.72</b>	<b>183.28</b>	<b>3,686.62</b>	<b>(6,577.10)</b>	<b>-178.40 %</b>
<b>Other Expenditures</b>											
Property Better & Add-Contract Costs	3	01	7540.4	5	0.00	0.00	0.00	0.00	26,250.00	26,250.00	100.00 %
Operating Exp For Property - Contra	3	01	7590	5	0.00	0.00	0.00	0.00	(26,250.00)	(26,250.00)	-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>(4,922.05)</b>	<b>(615.26)</b>	<b>(23,608.78)</b>	<b>(421.59)</b>	<b>(31,091.34)</b>	<b>7,482.56</b>	<b>24.07 %</b>
<b>Net Income (Loss)</b>					<b>(160.91)</b>	<b>(20.13)</b>	<b>10,034.88</b>	<b>179.19</b>	<b>(1,341.41)</b>	<b>11,376.29</b>	<b>2804.98 %</b>

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

### Voucher

Fiscal Year End Date:	3/31/2025	ACCOUNT	1 Month(s) Ended October 31, 2024	7 Month(s) Ended October 31, 2024	Budget	Variance	Variance %
Revenue							
Operating Income							
Administrative Fees Earned	7 01 3112 5	55,839.00	411,980.00	418,388.25	(6,408.25)	-1.53 %	
Interest Income HA Portion	7 01 3300 5	319.15	2,158.52	2,800.00	(641.48)	-22.91 %	
Fraud Recovery PHA Section 8	7 01 3300.3 5	0.00	4,721.50	4,302.06	419.44	9.75 %	
Gain or Loss on Sale of Equipment	7 01 3300.88 5	0.00	0.00	291.62	(291.62)	-100.00 %	
Portable Admin Fees Earned	7 01 3300.P 5	289.18	1,374.97	14,966.00	(13,591.03)	-90.81 %	
Other Income	7 01 3690 5	0.00	448.00	61.25	386.75	631.43 %	
HAP Earned Income	7 01 4902 5	453,164.00	3,458,707.36	3,140,928.00	317,779.36	10.12 %	
Total Operating Income		509,611.33	3,879,390.35	3,581,737.18	297,653.17	8.31 %	
Total Revenue		509,611.33	3,879,390.35	3,581,737.18	297,653.17	8.31 %	
Expenses							
Administrative Expense							
Nontechnical Salaries	7 01 4110 5	15,523.57	105,900.45	91,583.31	(14,317.14)	-15.63 %	
Legal Expense	7 01 4130 5	0.00	0.00	2,916.62	2,916.62	100.00 %	
STAFF TRAINING	7 01 4140 5	375.00	2,192.86	8,750.00	6,557.14	74.94 %	
Travel	7 01 4150 5	556.20	5,312.89	8,750.00	3,437.11	39.28 %	
Travel-Mileage Reimbursement	7 01 4150.2 5	56.75	187.13	1,750.00	1,562.87	89.31 %	
Audit Fees	7 01 4171 5	0.00	0.00	2,916.62	2,916.62	100.00 %	
Office Rent & Utilities	7 01 4180 5	1,068.00	7,476.00	7,721.00	245.00	3.17 %	
Employee Benefits Cont - Admin	7 01 4182 5	6,639.61	47,483.51	32,083.31	(15,400.20)	-48.00 %	
Sundry	7 01 4190 5	112.83	112.83	5,833.31	5,720.48	98.07 %	
Postage/FedEx/UPS	7 01 4190.03 5	0.00	3,376.77	5,833.31	2,456.54	42.11 %	
Advertising and Marketing	7 01 4190.08 5	0.00	0.00	8,750.00	8,750.00	100.00 %	
Publications	7 01 4190.11 5	1,185.70	3,557.10	5,833.31	2,276.21	39.02 %	
Membership Dues and Fees	7 01 4190.12 5	0.00	168.40	2,916.62	2,748.22	94.23 %	
Telephone/Cell Phone/Internet	7 01 4190.13 5	1,607.99	11,448.18	17,500.00	6,051.82	34.58 %	
Forms & Office Supplies	7 01 4190.17 5	3,829.00	7,760.85	14,709.87	6,949.02	47.24 %	
Other Sundry Expense	7 01 4190.18 5	357.16	1,077.05	5,833.31	4,756.26	81.54 %	
Administrative Contact Costs	7 01 4190.19 5	10,093.76	58,350.83	58,333.31	(17.52)	-0.03 %	
Asset Management Fee - AMP	7 01 4190.22 5	9,300.00	64,992.00	62,412.00	(2,580.00)	-4.13 %	
AMP Bookkeeping Fees	7 01 4190.23 5	5,812.50	40,620.00	39,007.50	(1,612.50)	-4.13 %	
Asset Management Fee - AMP	7 03 4190.22 5	888.00	6,240.00	7,308.00	1,068.00	14.61 %	
AMP Bookkeeping Fees	7 03 4190.23 5	555.00	3,900.00	4,567.50	667.50	14.61 %	
Total Administrative Expense		57,961.07	370,156.85	395,308.90	25,152.05	6.36 %	
Operating Expenses							
Maintenance & Operating Sec 8	7 01 4400 5	1,130.81	7,459.03	14,583.31	7,124.28	48.85 %	
Materials	7 01 4420 5	183.21	1,265.46	0.00	(1,265.46)	-100.00 %	
Vehicle Maintenance	7 01 4430.1 5	52.47	367.29	0.00	(367.29)	-100.00 %	
Total Operating Expenses		1,366.49	9,091.78	14,583.31	5,491.53	37.66 %	
General Expense							
Insurance -Property (Fire & EC)	7 01 4510.01 5	0.00	12.22	0.00	(12.22)	-100.00 %	
Insurance - Automobile	7 01 4510.03 5	0.00	412.86	2,041.62	1,628.76	79.78 %	
Insurance - Workman's Comp	7 01 4510.04 5	0.00	1,826.14	8,750.00	6,923.86	79.13 %	
Insurance - Fidelity Bond	7 01 4510.09 5	0.00	383.86	0.00	(383.86)	-100.00 %	
Insurance - Windstorm	7 01 4510.15 5	0.00	0.00	1,166.62	1,166.62	100.00 %	
Emp Benefit Cont-Unemployment	7 01 4540.8 5	0.00	3,249.90	0.00	(3,249.90)	-100.00 %	
Admin Fee - Paid for Portability	7 01 4590.P 5	50.86	401.08	1,458.31	1,057.23	72.50 %	
Portability - Port In Deposits	7 01 4590.PID 5	(1,574.00)	(16,806.90)	0.00	16,806.90	100.00 %	
Portability - Port In Expenses	7 01 4590.PIE 5	1,574.00	16,806.90	0.00	(16,806.90)	-100.00 %	
Portable Admin Fees Paid	7 03 4590.P 5	1,690.33	11,571.50	17,500.00	5,928.50	33.88 %	
Portability - Port In Deposits	7 03 4590.PID 5	0.00	(2,290.00)	0.00	2,290.00	100.00 %	
Portability - Port In Expenses	7 03 4590.PIE 5	0.00	2,290.00	0.00	(2,290.00)	-100.00 %	
Total General Expense		1,741.19	17,857.56	30,916.55	13,058.99	42.24 %	
Other Expenditures							
Replacement Of Non-Expend Equipm	7 01 7520 5	0.00	0.00	29,166.62	29,166.62	100.00 %	
Operating Exp For Property - Contra	7 01 7590 5	0.00	0.00	(29,166.62)	(29,166.62)	-100.00 %	
Total Other Expenditures		0.00	0.00	0.00	0.00	-100.00 %	

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:	3/31/2025	ACCOUNT	1 Month(s) Ended October 31, 2024	7 Month(s) Ended October 31, 2024	Budget	Variance	Variance %
<b>Housing Assistance Payments</b>							
HAP Payments - Rents	7 01	4715.1 5	494,907.00	3,202,870.39	2,818,602.50	(384,267.89)	-13.63 %
HAP Payments - Utilities	7 01	4715.4 5	12,320.00	91,647.00	73,165.75	(18,481.25)	-25.26 %
Fraud Recovery HUD	7 01	4715.8 5	0.00	(4,511.50)	2,333.31	6,844.81	293.35 %
HAP Portability	7 01	4715.P 5	(1,673.00)	(12,024.00)	16,333.31	28,357.31	173.62 %
HAP Payments - Port Out	7 01	4715.PO 5	1,101.00	8,171.00	6,416.62	(1,754.38)	-27.34 %
HAP Payments - Rents	7 02	4715.1 5	3,513.00	24,650.00	29,166.62	4,516.62	15.49 %
HAP Payments - Utilities	7 02	4715.4 5	0.00	0.00	(58.31)	(58.31)	-100.00 %
HAP Payments - Rent - VASH	7 03	4715.1 5	16,851.00	131,410.00	90,819.75	(40,590.25)	-44.69 %
HAP Payments - Utilities - VASH	7 03	4715.4 5	211.00	1,404.00	1,166.62	(237.38)	-20.35 %
HAP Payments - Portability	7 03	4715.P 5	0.00	0.00	583.31	583.31	100.00 %
HAP Payments - Port Out	7 03	4715.PO 5	13,260.00	85,580.00	93,333.31	7,753.31	8.31 %
HAP Payments - Rent - Home Owners	7 04	4715.1 5	463.00	3,295.00	0.00	(3,295.00)	-100.00 %
HAP Payments - Home Ownership Prc	7 04	4715.HO 5	0.00	0.00	23.31	23.31	100.00 %
HAP Payments - Rent - Foster Youth	7 05	4715.1 5	1,037.00	8,133.18	8,750.00	616.82	7.05 %
HAP Payments - Utilities - Foster Yout	7 05	4715.4 5	0.00	206.00	291.62	85.62	29.36 %
<b>Total Housing Assistance Payments</b>			<b>541,990.00</b>	<b>3,540,831.07</b>	<b>3,140,927.72</b>	<b>(399,903.35)</b>	<b>-12.73 %</b>
<b>Total Expenses</b>			<b>(603,058.75)</b>	<b>(3,937,937.26)</b>	<b>(3,581,736.48)</b>	<b>(356,200.78)</b>	<b>-9.94 %</b>
<b>Total Net Income (Loss)</b>			<b>(93,447.42)</b>	<b>(58,546.91)</b>	<b>0.70</b>	<b>(58,547.61)</b>	<b>-8376175.73 %</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:



# HARLINGEN



## Housing Authority

REGULAR BOARD MEETING

WEDNESDAY, DECEMBER 18, 2024

CHARGE-OFF AMOUNTS FOR THE CURRENT UNPAID BALANCES  
DUE FOR VACATED UNIT ACCOUNTS FOR  
THE MONTH OF  
NOVEMBER 2024

Los Vecinos		
Apartment	Tenant Id.	Amounts
111	28795	\$135.00
133	13336	\$1,064.00
142	31061	\$1,018.00
146	28698	\$512.00
236	27545	\$79.00
253	16265	\$538.00
259	13111	\$36.00
Los Vecinos Total		<b>\$3,382.00</b>
Bonita Park		
Apartment	Tenant Id.	Amounts
2	22648	\$63.00
89	11950	\$2,513.00
Bonita Park Total		<b>\$2,576.00</b>
Sunset Terrace		
Apartment	Tenant Id.	Amounts
Sunset Terrace Total		<b>\$0.00</b>
Aragon		
Apartment	Tenant Id.	Amounts
Aragon Total		<b>\$0.00</b>
Arroyo Vista		
Apartment	Tenant Id.	Amounts
Arroyo Vista Total		<b>\$0.00</b>
Le Moyne Gardens		
Apartment	Tenant Id.	Amounts
22	28706	\$336.00
92	13291	\$404.00
95	31595	\$730.00
148	28548	\$48.00
Le Moyne Gardens Total		<b>\$1,518.00</b>
Grand Total		<b>\$7,476.00</b>

HOUSING AUTHORITY OF THE CITY OF HARLINGEN

LOCATION: AMP 10 - Los Vecinos

CHARGE-OFF VACATED APARTMENTS

MANAGER: Diana Cheramie

DATE: 12/01/24

**FOR THE MONTH OF NOVEMBER 2024**

APT #	TENANT ID #	SECURITY DEPOSIT	RETROACTIVE RENT/BALANCE DUE	RENT DUE	LATE CHARGE	SALES & SERVICE	COURT COST	CHARGE-OFF BALANCE	COMMENTS
111	28795	-\$200.00	\$0.00	\$280.00	\$25.00	\$30.00	\$0.00	\$135.00	Vacated nonpayment of rent, late fee and sales & service fee
<b>Rents Due: May 2024: \$219.00 + June 2024: \$61.00 (prorated move out rent) + Late Fee: May 2024: \$25.00 + Sales &amp; Service Fee: Spectrum \$30.00 = Amount Due: \$335.00 - Security Deposit \$200.00 = \$135.00</b>									
133	13336	-\$100.00	\$0.00	\$1,058.00	\$50.00	\$56.00	\$0.00	\$1,064.00	Vacated nonpayment of rent, late fees and sales & service fees
<b>Rent due: September 2024: \$529.00 + October 2024 \$529.00 + Late Fees: September 2024 \$25.00 + October 2024: \$25.00 + Sales &amp; Service Fees: Spectrum: \$26.00 + Trash &amp; Debris Removal \$30.00 = Amount Due: \$1,164.00 - Security Deposit \$100.00 = \$1,064.00</b>									
142	31061	-\$200.00	\$0.00	\$0.00	\$0.00	\$1,218.00	\$0.00	\$1,018.00	Abandoned sales & service fees
<b>Sales &amp; Service Fees: Spectrum \$5.00 + Trash &amp; Debris Removal \$464.00 + Key &amp; Lock Replacement \$55.00 + Refrigerator Replacement \$644.00 + Cleaning of stove \$50.00 = Amount Due: \$1,218.00 - Security Deposit \$200.00 = \$1,018.00</b>									
146	28698	-\$100.00	\$0.00	\$517.00	\$50.00	\$45.00	\$0.00	\$512.00	Vacated nonpayment of rent, late fees and sales & service fee
<b>Rent Due: June 2024 \$237.00 + July 2024 \$237.00 + August 2024 (prorated move out rent) \$43.00 + Late Fees: June 2024 \$25.00 + July 2024 \$25.00 + Sales &amp; Service Fee: Spectrum \$45.00 = Amount Due: \$612.00 - Security Deposit \$100.00 = \$512.00</b>									
236	27545	-\$100.00	\$0.00	\$129.00	\$25.00	\$25.00	\$0.00	\$79.00	Vacated nonpayment of rent, late fee and sales & service fee
<b>Rent due: October 2024 \$129.00 + Late fee: October 2024 \$25.00 + Sales &amp; Service Fee: Spectrum Fee: \$25.00 = Amount Due: \$179.00 - Security Deposit \$100.00 = \$79.00</b>									
253	16265	-\$200.00	\$164.00	\$396.00	\$50.00	\$128.00	\$0.00	\$538.00	Vacated nonpayment of rent, late fees and sales & service fees
<b>Retro Rent Balance Due: \$164.00 + Rent due: September 2024 \$172.00 + October 2024 + \$197.00 + November 2024 \$27.00 (prorated move out rent) + Late Fees: September 2024: \$25.00 + October 2024: \$25.00 + Sales &amp; Service Fees: Spectrum: \$53.00 + Pest Control Non-Compliance \$25.00 + Cleaning of Refrigerator \$50.00 = Amount Due: \$738.00 - Security Deposit \$200.00 = \$538.00</b>									
259	13111	-\$200.00	\$0.00	\$135.00	\$0.00	\$101.00	\$0.00	\$36.00	Vacated nonpayment of rent, sales & service fees
<b>Rent Due: November 2024 \$135.00 (prorated move out rent) + Sales &amp; Service Fees: Spectrum \$6.00 + Trash &amp; Debris Removal \$45.00 + Cleaning of Stove \$50.00 = Amount Due: \$236.00 - Security Deposit \$200.00 = \$36.00</b>									
	<b>TOTALS</b>	-\$1,100.00	\$164.00	\$2,515.00	\$200.00	\$1,603.00	\$0.00	\$3,382.00	

HOUSING AUTHORITY OF THE CITY OF HARLINGEN

LOCATION: AMP 20- Bonita Park, Sunset Terrace, Aragon, Arroyo Vista

CHARGE-OFF VACATED APARTMENTS

MANAGER: Evelyn Castillo

DATE: 12/01/24

**FOR THE MONTH OF NOVEMBER 2024**

APT #	TENANT ID #	SECURITY DEPOSIT	RETROACTIVE RENT/BALANCE DUE	RENT DUE	LATE CHARGE	SALES & SERVICE	COURT COST	CHARGE-OFF BALANCE	COMMENTS
2	22648	-\$100.00	\$0.00	\$163.00	\$0.00	\$0.00	\$0.00	\$63.00	Deceased, rent due

**Rent due: September 2024 \$163.00 - Security Deposit \$100.00 = \$63.00**

89	11950	-\$200.00	\$836.00	\$921.00	\$75.00	\$881.00	\$0.00	\$2,513.00	Abandoned nonpayment of rents, late fees, and sales & service fees
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**Retroactive balance due: \$836.00 + Rents due: August 2024 \$36.00 + September 2024 \$174.00 + October 2024 \$674.00 + November 2024 (prorated move out) \$37.00 + Late fees: August 2024 \$25.00 + September 2024 \$25.00 + October 2024 \$25.00 + Sales and services fees: Refrigerator replacement \$644.00 + Trash and debris removal \$106.00 + Lock and key replacement \$55.00 + Spectrum \$76.00 = Amount due: \$2,713.00 - Security Deposit \$200.00 = \$2,513.00**

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	<b>TOTALS</b>	-\$300.00	\$836.00	\$1,084.00	\$75.00	\$881.00	\$0.00	\$2,576.00	
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HOUSING AUTHORITY OF THE CITY OF HARLINGEN

LOCATION: AMP 30 - Le Moyne Gardens

CHARGE-OFF VACATED APARTMENTS

MANAGER: Eneida AlonsoDATE: 12/01/24**FOR THE MONTH OF NOVEMBER 2024**

APT #	TENANT'S ID #	SECURITY DEPOSIT	RETROACTIVE RENT /BALANCE DUE	RENT DUE	LATE CHARGE	SALES & SERVICE	COURT COST	CHARGE-OFF BALANCE	COMMENTS
22	28706	-\$200.00	\$0.00	\$395.00	\$75.00	\$66.00	\$0.00	\$336.00	<b>Vacated Rent due, late fees and Sales &amp; Service fees</b>

**Rent due: September 2024 \$150.00 + October 2024 \$150.00 + November 2024 (Prorated move out) \$95.00 + Late fees: September 2024 \$25.00 + October 2024 \$25.00 + November 2024 \$25.00 + Sales & Services fees: Spectrum \$66.00 = Amount Due \$536.00 - Security Deposit \$200.00 = \$336.00**

92	13291	-\$200.00	\$0.00	\$538.00	\$25.00	\$41.00	\$0.00	\$404.00	<b>Vacated Rent due, late fee and Sales &amp; Service fees</b>
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**Rent due: November 2024 \$538.00 + Late fee: November 2024 \$25.00 + Sales & Service fees: Spectrum \$16.00 + Pest Control noncompliance fee \$25.00 = Amount due \$604.00 - Security Deposit \$200.00 = \$404.00**

95	31595	-\$100.00	\$0.00	\$805.00	\$25.00	\$0.00	\$0.00	\$730.00	<b>Vacated Rent due and late fee</b>
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**Rent due: November 2024 \$805.00 + Late fee: November 2024 \$25.00 = Amount due \$830.00 - Security Deposit \$100.00 = \$730.00**

148	28548	-\$100.00	\$0.00	\$115.00	\$25.00	\$8.00	\$0.00	\$48.00	<b>Termination of Lease Rent due, late fee and Sales &amp; Service fee</b>
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**Rent due: October 2024 \$115.00 (Prorated move out) + Late fee: October 2024 \$25.00 + Sales & Service fee: Spectrum \$8.00 = Amount due \$148.00 - Security Deposit \$100.00 = \$48.00**

	<b>TOTALS</b>	-\$600.00	\$0.00	\$1,853.00	\$150.00	\$115.00	\$0.00	\$1,518.00	
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Board Resolution No. 1513  
Housing Authority of the City of Harlingen

Resolution to Approve FYB 2025 Five Year and Annual PHA Plan for  
Submission to HUD and Approve the PHA Certification of Compliance with  
the PHA Plans and Related Regulations

**WHEREAS:** The United States Congress passed the Quality Housing and Work Responsibility Act (QHWRA) of 1998 on October 21, 1998; and

**WHEREAS:** The QHWRA requires Public Housing Authorities to approve the Housing Authority's PHA Plan for submission to HUD; and

**WHEREAS:** The PHA Plans establish the basic goals, objectives and policies of the Housing Authority, and serves as the request to HUD for the Capital Fund Program; and

**WHEREAS:** HUD requires PHA to approve the attached "PHA Certification of Compliance with the PHA Plans and Related Regulations."

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Harlingen hereby approve the FYB 2025 Five Year and Annual PHA Plan for submission to HUD and approve the required "PHA Certification of Compliance with the PHA Plans and Related Regulations" on this the 18<sup>th</sup> day of December, 2024.

\_\_\_\_\_  
Chairperson - Board of Commissioners

\_\_\_\_\_  
Secretary to the Board

**PHA Five Year and Annual Plan Summary**  
**Resolution #1513**

December 18, 2024

This year's Annual Plan update is a part of the Five-Year Plan (2025-2029).

The PHA Annual Plan was updated with information that was gathered from every department including the Accounting Dept., Housing Choice Voucher, Low Rent, and from the residents of the Housing Authority. The update consists of planning goals and achievements. The plan was done by Nelrod.

An ad was advertised in the Valley Morning Star on October 12, 2024, announcing the Public Hearing and the availability of the plans for public view. The Public Hearing was held on December 4, 2024. The Annual plan draft was displayed at all the Low Rent Amp offices, the Harlingen Public Library, the Administration office, the City of Harlingen and on our website. It was placed for a public comment period of 45 days. Resident meetings were held and comments from the residents were addressed.

The funding has fluctuated in the last few years for capital funds; in 2021 we received \$1,292,228.00, in 2022 we received \$1,600,572.00, in 2023 we received \$1,628,473.00 and in 2024 we received \$1,667,416.00. The future proposed budgets are being estimated with the last amount funded, \$1,667,416.00.

Today we are asking you, the Board of Commissioners, to pass resolution #1513 adopting the Harlingen Housing Authority's Five Year and Annual Plan. It will be submitted to HUD; it is due on January 15, 2025.

## Housing Authority of the City of Harlingen

### Board Resolution No. 1514 Resolution to Adopt Flat Rents Schedule

**WHEREAS,** 24 CFR, 960.253 states that once a year the PHA must give each family the opportunity to choose between the two methods for determining the amount of tenant rent payable, and

**WHEREAS,** One of the 'Choice of Rent' options offered to a family is flat rents, and

**WHEREAS,** The flat rents are based on the market rent charged for comparable units in the private unassisted rental market, and

**WHEREAS,** HUD recommends that the PHA should review its flat rents at least annually, to ensure that flat rents continue to mirror market rent values, and

**WHEREAS,** The PHA has completed its annual review of its flat rents to determine whether adjustments are needed, and

**WHEREAS,** The PHA is amending the Flat Rents Schedule in the Admissions and Continued Occupancy Policy to reflect the revised flat rents in its completed annual review, and

**WHEREAS,** It is the intent of the Board of Commissioners of the Housing Authority of the City of Harlingen to establish policy that will implement the rules and regulations provided by the Department of Housing and Urban Development,

**NOW THEREFORE** be it resolved that on this 18th day of December, 2024, the Board of Commissioners of the Housing Authority of the City of Harlingen hereby adopts the attached revised Flat Rents Schedule dated January 1, 2025 and incorporates the attached revised Flat Rents Schedule into its Admissions and Continued Occupancy Policy to be implemented as set forth in the Admissions and Continued Occupancy Policy.

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Chairperson - Board of Commissioners

### **Flat Rent Methodology:**

**The Flat Rent is determined by 80% of the current Fair Market Rents minus the current utility allowance.**

**This method was initiated by HUD.**

**Attachments are as follows:**

- |                     |  |
|---------------------|--|
| <b>Attachment 1</b> | <b>Proposed 2025 Flat Rent Schedule presented for Board approval.</b>                |
| <b>Attachment 2</b> | <b>Fair Market Rents</b>   |
| <b>Attachment 3</b> | <b>Calculation Chart (FMR@ 80% minus the proposed utility allowance = Flat Rent)</b> |

**Flat Rents vs. Income Based Rent:**

**Flat Rents assist working families.**

**Income Based Rents are 30% of family income.**



## Flat Rents Schedule

**Board of Commissioners Meeting: December 18, 2024**

**Effective Date: 1/1/2025**

**Date Posted: 11/13/2024**

<b>Property</b>	<b>80% of Original FR - U/A = Flat Rent</b>
<b>Los Vecinos</b>	
1 bedroom – Row House	\$606.00-\$167.00=\$439.00
2 bedroom – Row House	\$759.00-\$184.00=\$575.00
2 bedroom - Duplex	\$759.00-\$188.00=\$571.00
3 bedroom – Row House	\$1,011.00-\$215.00=\$796.00
3 bedroom - Duplex	\$1,011.00-\$216.00=\$795.00
<b>Bonita Park</b>	
1 bedroom – Duplex	\$606.00-\$160.00=\$446.00
2 bedroom – Duplex	\$759.00-\$195.00=\$564.00
3 bedroom – Duplex	\$1,011.00-\$222.00=\$789.00
4 bedroom – Duplex	\$1,048.00-\$252.00=\$796.00
<b>Le Moyne Gardens</b>	
1 bedroom – Row House	\$606.00-\$163.00=\$443.00
2 bedroom – Row House	\$759.00-\$182.00=\$577.00
2 bedroom - Duplex	\$759.00-\$182.00=\$577.00
3 bedroom – Row House	\$1,011.00-\$207.00=\$804.00
3 bedroom - Duplex	\$1,011.00-\$207.00=\$804.00
<b>Sunset Terrace</b>	
3 bedroom - Duplex	\$1,011.00-\$229.00=\$782.00
3 bedroom – Single Family	\$1,011.00-\$231.00=\$780.00
4 bedroom – Duplex	\$1,048.00-\$257.00=\$791.00
4 bedroom – Single Family	\$1,048.00-\$260.00=\$788.00
<b>Aragon Property</b>	
2 bedroom – Duplex	\$759.00-\$170.00=\$589.00
<b>Arroyo Vista Court Property</b>	
2 bedroom – Row House	\$759.00-\$150.00=\$609.00
3 bedroom – Row House	\$1,011.00-\$184.00=\$827.00

Flat Rents for Los Vecinos, Bonita Park, Le Moyne Gardens and Sunset Terrace decreased ranging from \$1.00 – \$72.00.

Flat Rents for Aragon and Arroyo Vista Court increased ranging from \$21.00 – \$30.00.

Difference (decrease) from 2024-2025 – LV, BP, LMG & ST

1 bedroom \$6.00 to \$20.00

2 bedroom \$11.00 to \$29.00

3 bedroom \$1.00 to \$26.00

4 bedroom \$48.00 to \$72.00

Difference (increase) from 2024-2025 – AR & AV

2 bedroom \$21.00 to \$30.00

3 bedroom \$29.00



# FY 2025 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2025 Brownsville-Harlingen, TX MSA FMRs for All Bedroom Sizes

Final FY 2025 & Final FY 2024 FMRs By Unit Bedrooms					
Year	<a href="#">Efficiency</a>	<a href="#">One-Bedroom</a>	<a href="#">Two-Bedroom</a>	<a href="#">Three-Bedroom</a>	<a href="#">Four-Bedroom</a>
FY 2025 FMR	\$666	\$757	\$948	\$1,264	\$1,310
<a href="#">FY 2024 FMR</a>	\$660	\$761	\$965	\$1,270	\$1,374

Cameron County, TX is part of the Brownsville-Harlingen, TX MSA, which consists of the following counties: Cameron County, TX. All information here applies to the entirety of the Brownsville-Harlingen, TX MSA.

### Fair Market Rent Calculation Methodology

[Show/Hide Methodology Narrative](#)

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. **[Calculate the Base Rent](#)**: HUD uses 2018-2022 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area as the new basis for FY2025, provided the estimate is statistically reliable. For FY2025, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2018-2022 5-year estimate, HUD checks whether the area has had at least 2 minimally reliable estimates in the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2025 base rent is the average of the inflated ACS estimates.

Posted: 11/13/2024 effective Jan. 2025 **Proposed 2025 Flat Rent calculations**

**Methodology**

2025 Fair Market rents @ 80%

Flat Rent minus utility allowance

<b>Bonita Park</b>		
1 bedroom	\$757.00 @ 80% = \$606.00	\$606.00-\$160.00=\$446.00
2 bedroom	\$948.00 @ 80% = \$759.00	\$759.00-\$195.00=\$564.00
3 bedroom	\$1,264.00 @ 80% = \$1,011.00	\$1,011.00-\$222.00=\$789.00
4 bedroom	\$1,310.00 @ 80% = \$1,048.00	\$1,048.00-\$252.00= \$796.00
<b>LeMoyne Gardens</b>		
1 bedroom	\$757.00 @ 80% = \$606.00	\$606.00-\$163.00=\$443.00
2 bedroom –Row House	\$948.00 @ 80% = \$759.00	\$759.00-\$182.00=\$577.00
2 bedroom - Duplex	\$948.00 @ 80% = \$759.00	\$759.00-\$182.00=\$577.00
3 bedroom –Row House	\$1,264.00 @ 80% = \$1,011.00	\$1,011.00-\$207.00=\$804.00
3 bedroom - Duplex	\$1,264.00 @ 80% = \$1,011.00	\$1,011.00-\$207.00=\$804.00
<b>Los Vecinos</b>		
1 bedroom	\$757.00 @ 80% = \$606.00	\$606.00-\$167.00 = \$439.00
2 bedroom –Row House	\$948.00 @ 80% = \$759.00	\$759.00-\$184.00=\$575.00
2 bedroom - Duplex	\$948.00 @ 80% = \$759.00	\$759.00-\$188.00=\$571.00
3 bedroom – Row	\$1,264.00 @ 80% = \$1,011.00	\$1,011.00-\$215.00=\$796.00
3 bedroom - Duplex	\$1,264.00 @ 80% = \$1,011.00	\$1,011.00-\$216.00=\$795.00
<b>Sunset Terrace</b>		
3 bedroom - Duplex	\$1,264.00 @ 80% = \$1,011.00	\$1,011.00-\$229.00=\$782.00
3 bedroom Single Family	\$1,264.00 @ 80% = \$1,011.00	\$1,011.00-\$231.00=\$780.00
4 bedroom Duplex Family	\$1,310.00 @ 80% = \$1,048.00	\$1,048.00-\$257.00=\$791.00
4 bedroom Single Family	\$1,310.00 @ 80% = \$1,048.00	\$1,048.00-\$260.00=\$788.00
<b>Aragon Property</b>		
2 bedroom - Duplex	\$948.00 @ 80% = \$759.00	\$759.00-\$170.00=\$589.00
<b>Arroyo Vista Court</b>		
2 bedroom Row house	\$948.00 @ 80% = \$759.00	\$759.00-\$150.00=\$609.00
3 bedroom Row House	\$1,264.00 @ 80% = \$1,011.00	\$1,011.00-\$184.00=\$827.00

**Difference (decrease) from 2024-2025 - LV, BP, LMG & ST**

1 bedroom	\$6.00 to \$20.00
2 bedroom	\$11.00 to \$29.00
3 bedroom	\$1.00 to \$26.00
4 bedroom	\$48.00 to \$72.00

**Difference (increase) from 2024-2025 - AR & AV**

2 bedroom	\$21.00 to \$30.00
3 bedroom	\$29.00

# City of Harlingen Housing Authority

October 2024

Bank Balances

Comparative Income Statements/Charts

Accounting Report

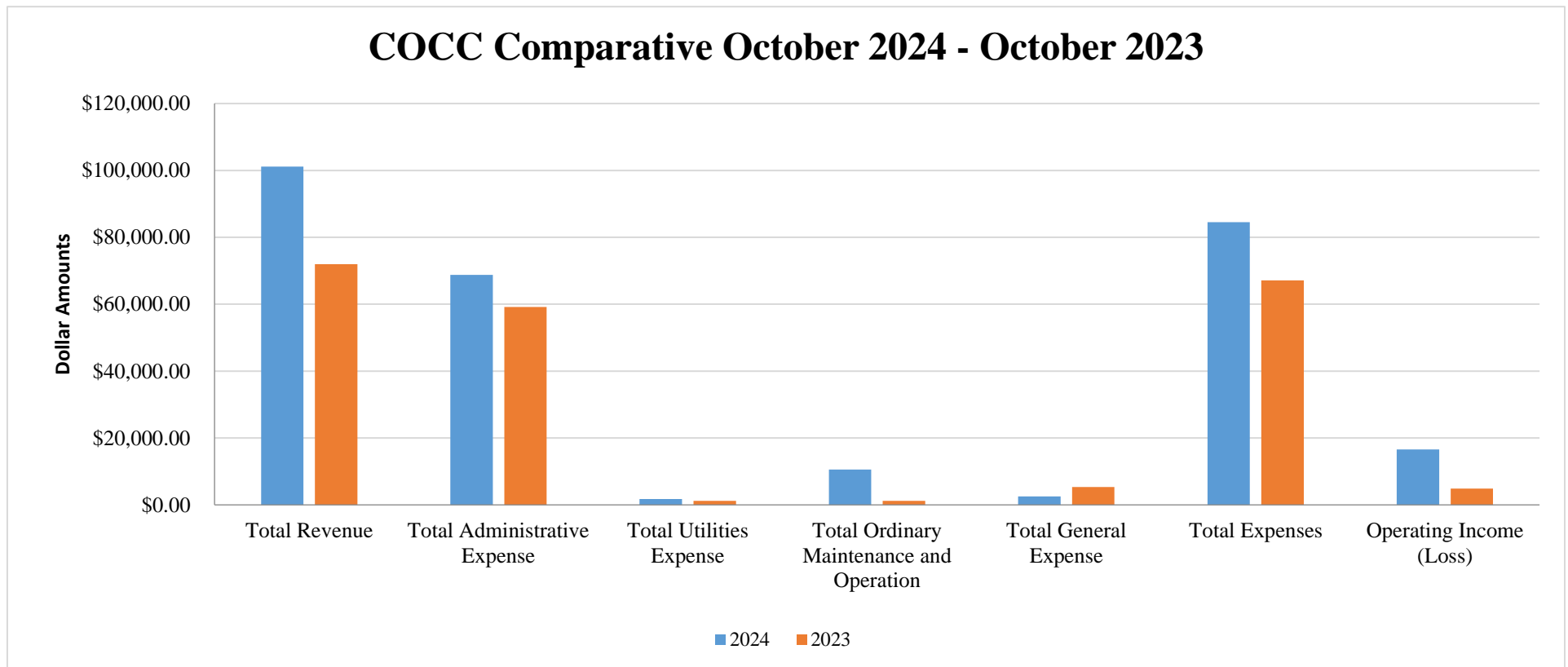


## Bank Balances- Reserves as of 10/31/2024

	October 2024 Expenses	Operating Reserve Ratio in Months
<b>Conventional Program Reserves:</b>		
\$59,798.80 COCC Investment Account		
\$493,820.89 COCC General Fund	\$84,554.02	6.55
<b>Low Rent Reserves:</b>		
\$1,699,626.72 Los Vecinos	\$101,085.60	16.81
\$1,062,402.96 Bonita Park	\$127,307.62	8.35
\$1,851,680.11 Le Moyne Gardens	\$125,829.37	14.72
<b>Family Living Center Reserves:</b>		
\$135,463.33 FLC bank cash account	\$4,922.05	27.52
<b>HCV/Section 8 Reserves:</b>		
\$57,974.06 Admin	\$61,068.75	0.95
\$42,394.39 HAP	\$541,990.00	0.08

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

	Start: 10/01/2024 End: 10/31/2024	Start: 10/01/2023 End: 10/31/2023
Total Revenue	\$101,118.41	\$71,986.61
Total Administrative Expense	\$68,772.04	\$59,130.58
Total Utilities Expense	\$1,764.54	\$1,208.10
Total Ordinary Maintenance and Operation	\$10,530.11	\$1,168.00
Total General Expense	\$2,527.33	\$5,319.90
Total Expenses	\$84,554.02	\$67,131.46
Operating Income (Loss)	\$16,564.39	\$4,855.15



11/22/2024 10:49 AM

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

					Start: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
<b>Revenue</b>								
<b>Operating Income</b>								
Other Income - CFP23	1	06	3690.30	5	0.00	13,796.00	(13,796.00)	-100.00 %
Other Income - CFP24	1	06	3690.31	5	41,685.00	0.00	41,685.00	0.00 %
<b>Total Operating Income</b>					<b>41,685.00</b>	<b>13,796.00</b>	<b>27,889.00</b>	<b>202.15 %</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	1,051.76	1,129.98	(78.22)	-6.92 %
OTHER INCOME	1	06	3690	5	1,001.86	42.66	959.20	2248.48 %
Other Income - Management Fee	1	06	3690.2	5	39,192.48	29,064.16	10,128.32	34.85 %
Other Income - Asset Managemen	1	06	3690.3	5	11,347.50	14,584.50	(3,237.00)	-22.19 %
Other Income - Bookkeeping Fee	1	06	3690.4	5	3,645.00	10,174.50	(6,529.50)	-64.18 %
IT Fees	1	06	3690.5	5	996.00	996.00	0.00	0.00 %
<b>Total Other Income</b>					<b>57,234.60</b>	<b>55,991.80</b>	<b>1,242.80</b>	<b>2.22 %</b>
<b>Total Revenue</b>					<b>101,118.41</b>	<b>71,986.61</b>	<b>29,131.80</b>	<b>40.47 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
NONTECHNICAL SALARIES	1	06	4110	5	30,006.89	29,752.38	(254.51)	-0.86 %
LEGAL EXPENSE	1	06	4130	5	1,365.00	1,082.25	(282.75)	-26.13 %
STAFF TRAINING	1	06	4140	5	1,125.00	0.00	(1,125.00)	0.00 %
TRAVEL	1	06	4150	5	3,123.74	1,891.17	(1,232.57)	-65.17 %
Travel-Mileage Reimbursment	1	06	4150.2	5	193.97	0.00	(193.97)	0.00 %
Employee Benefits Cont - Admin	1	06	4182	5	14,537.50	12,879.37	(1,658.13)	-12.87 %
SUNDRY	1	06	4190	5	479.26	0.00	(479.26)	0.00 %
Postage/FedEx/UPS	1	06	4190.03	5	0.00	53.54	53.54	100.00 %
PUBLICATIONS	1	06	4190.11	5	546.70	546.70	0.00	0.00 %
MEMBERSHIP DUES AND FEES	1	06	4190.12	5	0.00	100.00	100.00	100.00 %
Telephone/Cell Phone/Internet	1	06	4190.13	5	3,051.21	2,250.13	(801.08)	-35.60 %
FORMS & OFFICE SUPPLIES	1	06	4190.17	5	1,761.52	762.90	(998.62)	-130.90 %
Other Sundry Expense	1	06	4190.18	5	2,078.75	406.80	(1,671.95)	-411.00 %
Administrative Contact Costs	1	06	4190.19	5	10,502.50	7,217.46	(3,285.04)	-45.52 %
BOARD MEETING EXPENSE	1	06	4190.9	5	0.00	2,187.88	2,187.88	100.00 %
<b>Total Administrative Expense</b>					<b>68,772.04</b>	<b>59,130.58</b>	<b>(9,641.46)</b>	<b>-16.31 %</b>
<b>Utilities Expense</b>								
WATER	1	06	4310	5	157.88	14.17	(143.71)	-1014.18 %
ELECTRICITY	1	06	4320	5	1,335.63	1,175.45	(160.18)	-13.63 %
OTHER UTILITY EXPENSE - SEWER	1	06	4390	5	271.03	18.48	(252.55)	-1366.61 %
<b>Total Utilities Expense</b>					<b>1,764.54</b>	<b>1,208.10</b>	<b>(556.44)</b>	<b>-46.06 %</b>
<b>Ordinary Maintenance and Operation</b>								
LABOR - WAGES/SALARIES	1	06	4410	5	775.23	511.35	(263.88)	-51.60 %
MATERIALS	1	06	4420	5	81.92	332.73	250.81	75.38 %
Contract Cots-Extermination/Pe	1	06	4430.01	5	200.00	200.00	0.00	0.00 %
Contract Costs-Other Repairs	1	06	4430.03	5	9,245.00	0.00	(9,245.00)	0.00 %
Contract Costs-Auto/Truck Main	1	06	4430.08	5	121.86	40.39	(81.47)	-201.71 %
Garbage and Trash Removal	1	06	4431	5	46.79	46.79	0.00	0.00 %
Emp Benefit Cont - Maintenance	1	06	4433	5	59.31	36.74	(22.57)	-61.43 %
<b>Total Ordinary Maintenance and Operation</b>					<b>10,530.11</b>	<b>1,168.00</b>	<b>(9,362.11)</b>	<b>-801.55 %</b>
<b>Protective Services</b>								
Protective Services - Contract	1	06	4480	5	960.00	304.88	(655.12)	-214.88 %
<b>Total Protective Services</b>					<b>960.00</b>	<b>304.88</b>	<b>(655.12)</b>	<b>-214.88 %</b>

Report Criteria PHA: 1 Project: '06'

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

Custom 2: COCC

Custom 3:

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

					Start: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
<b>General Expense</b>								
INSURANCE	1	06	4510	5	0.00	14.00	14.00	100.00 %
Insurance -Property (Fire & EC	1	06	4510.01	5	0.00	937.72	937.72	100.00 %
Insurance - General Liability	1	06	4510.02	5	0.00	137.50	137.50	100.00 %
Insurance - Automobile	1	06	4510.03	5	0.00	471.84	471.84	100.00 %
Insurance - Workman's Comp	1	06	4510.04	5	0.00	1,235.33	1,235.33	100.00 %
Insurance - Fidelity Bond	1	06	4510.09	5	0.00	259.67	259.67	100.00 %
Insurance - Windstorm	1	06	4510.15	5	2,212.52	1,907.43	(305.09)	-15.99 %
MATLAND PROPERTY TAXES	1	06	4520.1	5	314.81	356.41	41.60	11.67 %
<b>Total General Expense</b>					<b>2,527.33</b>	<b>5,319.90</b>	<b>2,792.57</b>	<b>52.49 %</b>
<b>Total Expenses</b>					<b>(84,554.02)</b>	<b>(67,131.46)</b>	<b>(17,422.56)</b>	<b>25.95 %</b>
<b>Net Income (Loss)</b>					<b>16,564.39</b>	<b>4,855.15</b>	<b>11,709.24</b>	<b>240.31 %</b>

Report Criteria PHA: 1 Project: '06'

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

Custom 2: COCC

Custom 3:

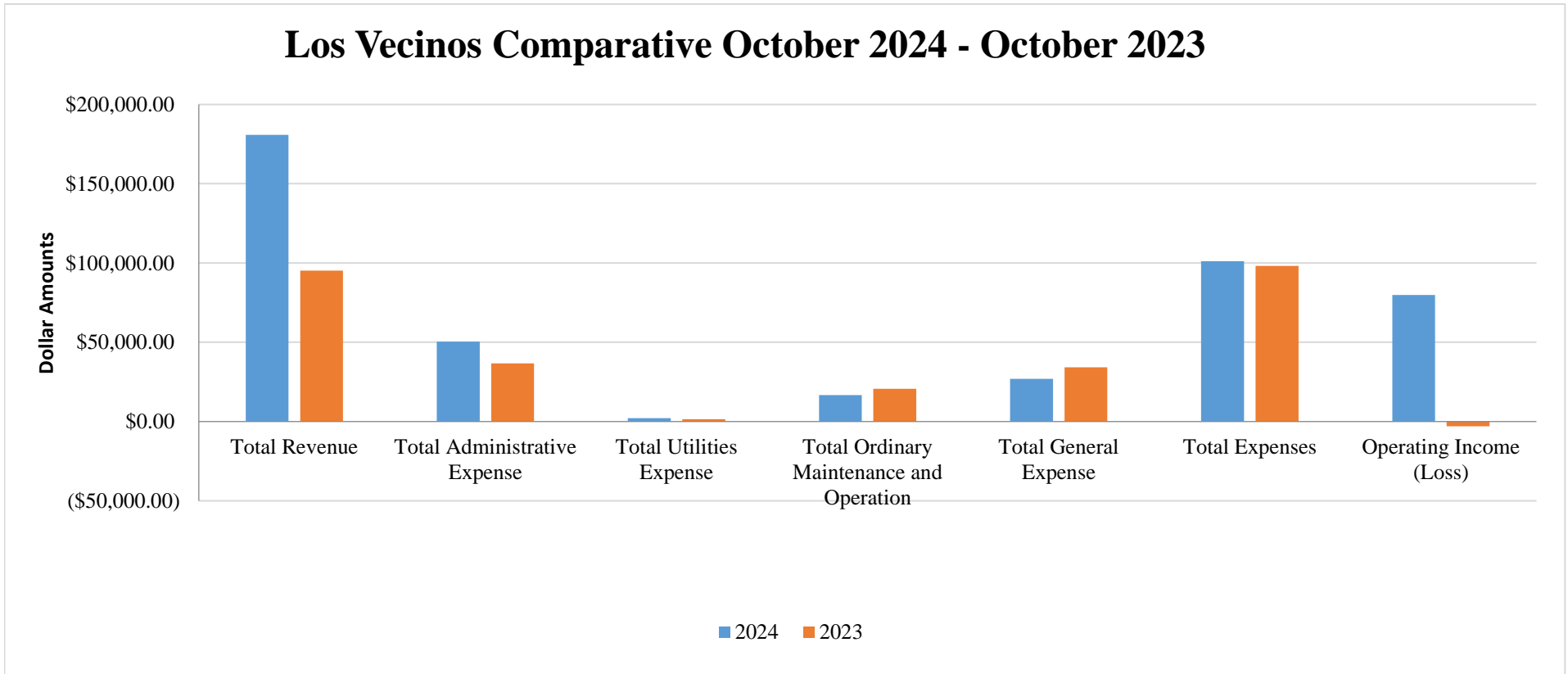


## Housing Authority of the City of Harlingen Comparative Income Statement

HHA Low Rent

LOS VECINOS

	Start: 10/01/2024 End: 10/31/2024	Start: 10/01/2023 End: 10/31/2023
<b>Total Revenue</b>	<b>\$180,869.18</b>	<b>\$95,117.07</b>
<b>Total Administrative Expense</b>	<b>\$50,319.51</b>	<b>\$36,735.75</b>
<b>Total Utilities Expense</b>	<b>\$2,211.34</b>	<b>\$1,498.93</b>
<b>Total Ordinary Maintenance and Operation</b>	<b>\$16,742.63</b>	<b>\$20,605.17</b>
<b>Total General Expense</b>	<b>\$26,999.98</b>	<b>\$34,257.01</b>
<b>Total Expenses</b>	<b>\$101,085.60</b>	<b>\$98,178.10</b>
<b>Operating Income (Loss)</b>	<b>\$79,783.58</b>	<b>(\$3,061.03)</b>



11/22/2024 10:56 AM

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

					Start: 10/01/2024 End: 10/31/2024	Start: 10/01/2023 End: 10/31/2023	Variance	Variance %
<b>Revenue</b>								
<b>Rental Income</b>								
Dwelling Rental	1	01	3110	5	27,802.00	26,359.00	1,443.00	5.47 %
<b>Total Rental Income</b>					<b>27,802.00</b>	<b>26,359.00</b>	<b>1,443.00</b>	<b>5.47 %</b>
<b>Other Income</b>								
Interest Earned on Gen Fund In	1	01	3610	5	35.80	4.92	30.88	627.64 %
Interest Income - Bank Stateme	1	01	3610.01	5	2,796.81	3,012.15	(215.34)	-7.15 %
Other Income-Tenants	1	01	3690	5	4,814.00	4,233.00	581.00	13.73 %
Other Income - Gain/Loss on Sa	1	01	3690.88	5	0.00	468.00	(468.00)	-100.00 %
Other Income - OP Trans In Fro	1	01	3690.99	5	100,044.90	0.00	100,044.90	0.00 %
<b>Total Other Income</b>					<b>107,691.51</b>	<b>7,718.07</b>	<b>99,973.44</b>	<b>1295.32 %</b>
<b>Other Receipts</b>								
Operating Subsidy - Current Ye	1	01	8020	0	45,375.67	61,040.00	(15,664.33)	-25.66 %
<b>Total Other Receipts</b>					<b>45,375.67</b>	<b>61,040.00</b>	<b>(15,664.33)</b>	<b>-25.66 %</b>
<b>Total Revenue</b>					<b>180,869.18</b>	<b>95,117.07</b>	<b>85,752.11</b>	<b>90.15 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	1	01	4110	5	7,403.79	6,031.30	(1,372.49)	-22.76 %
Legal Expense	1	01	4130	5	143.00	349.05	206.05	59.03 %
Travel	1	01	4150	5	99.07	0.00	(99.07)	0.00 %
Employee Benefits Cont - Admin	1	01	4182	5	4,793.57	3,480.17	(1,313.40)	-37.74 %
Sundry	1	01	4190	5	112.83	0.00	(112.83)	0.00 %
Postage/FedEx/UPS	1	01	4190.03	5	0.00	18.45	18.45	100.00 %
Publications	1	01	4190.11	5	532.50	532.50	0.00	0.00 %
Membership Dues and Fees	1	01	4190.12	5	0.00	656.63	656.63	100.00 %
Telephone/Cell Phones/Internet	1	01	4190.13	5	6,295.18	5,894.13	(401.05)	-6.80 %
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	4,974.67	205.95	(4,768.72)	-2315.47 %
Other Sundry Expense	1	01	4190.18	5	141.44	207.33	65.89	31.78 %
Administrative Contact Costs	1	01	4190.19	5	13,082.46	6,686.42	(6,396.04)	-95.66 %
Management Fee Expense - AMP	1	01	4190.21	5	8,952.00	8,892.32	(59.68)	-0.67 %
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	1,125.00	1,117.50	(7.50)	-0.67 %
IT Fees-COCC	1	01	4190.24	5	300.00	300.00	0.00	0.00 %
<b>Total Administrative Expense</b>					<b>50,319.51</b>	<b>36,735.75</b>	<b>(13,583.76)</b>	<b>-36.98 %</b>
<b>Tenant Services</b>								
Tenant Services - Salaries	1	01	4210	5	784.00	984.25	200.25	20.35 %
Ten Services - Recreation, Pub	1	01	4220	5	1,339.94	739.94	(600.00)	-81.09 %
<b>Total Tenant Services</b>					<b>2,123.94</b>	<b>1,724.19</b>	<b>(399.75)</b>	<b>-23.18 %</b>
<b>Utilities Expense</b>								
Water	1	01	4310	5	391.98	85.93	(306.05)	-356.16 %
Electricity	1	01	4320	5	1,256.29	1,173.63	(82.66)	-7.04 %
Gas	1	01	4330	5	241.30	145.17	(96.13)	-66.22 %
Other Utility Expense - Sewer	1	01	4390	5	321.77	94.20	(227.57)	-241.58 %
<b>Total Utilities Expense</b>					<b>2,211.34</b>	<b>1,498.93</b>	<b>(712.41)</b>	<b>-47.53 %</b>
<b>Ordinary Maintenance and Operation</b>								
Labor	1	01	4410	5	3,202.37	6,014.47	2,812.10	46.76 %
Materials	1	01	4420	5	1,597.62	5,728.81	4,131.19	72.11 %
Contract Cots-Extermination/Pe	1	01	4430.01	5	650.00	800.00	150.00	18.75 %
Contract Costs-Maint Cell Phon	1	01	4430.04	5	16.57	16.52	(0.05)	-0.30 %
Contract Costs-Auto/Truck Main	1	01	4430.08	5	52.47	74.85	22.38	29.90 %
Contract Costs-Maintenance	1	01	4430.09	5	0.00	2,088.00	2,088.00	100.00 %

Report Criteria PHA: 1 Project: '01'

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

Custom 2: AMP1

Custom 3: PHA

11/22/2024 10:56 AM

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

					Start: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
Contract Costs-Other	1	01	4430.13	5	2,250.38	0.00	(2,250.38)	0.00 %
Contract Costs-Landscape & Gro	1	01	4430.19	5	2,800.00	1,900.00	(900.00)	-47.37 %
Contact Costs-Electrical Contr	1	01	4430.21	5	0.00	560.00	560.00	100.00 %
Contact Costs-Plumbing Contrac	1	01	4430.22	5	4,820.00	0.00	(4,820.00)	0.00 %
Connect/Disconnect Fees	1	01	4430.4	5	0.00	75.00	75.00	100.00 %
Garbage and Trash Collection	1	01	4431	5	144.40	344.33	199.93	58.06 %
Emp Benefit Cont - Maintenance	1	01	4433	5	1,208.82	3,003.19	1,794.37	59.75 %
<b>Total Ordinary Maintenance and Operation</b>					<b>16,742.63</b>	<b>20,605.17</b>	<b>3,862.54</b>	<b>18.75 %</b>
<b>Protective Services</b>								
Protective Services - Contract	1	01	4480	5	2,688.20	3,357.05	668.85	19.92 %
<b>Total Protective Services</b>					<b>2,688.20</b>	<b>3,357.05</b>	<b>668.85</b>	<b>19.92 %</b>
<b>General Expense</b>								
Insurance	1	01	4510	5	0.00	20.13	20.13	100.00 %
Insurance -Property (Fire & EC	1	01	4510.01	5	0.00	6,564.04	6,564.04	100.00 %
Insurance - General Liability	1	01	4510.02	5	0.00	121.00	121.00	100.00 %
Insurance - Automobile	1	01	4510.03	5	0.00	678.27	678.27	100.00 %
Insurance - Workman's Comp	1	01	4510.04	5	0.00	913.07	913.07	100.00 %
Insurance - Fidelity Bond	1	01	4510.09	5	0.00	191.93	191.93	100.00 %
Insurance - Windstorm	1	01	4510.15	5	19,897.73	23,217.99	3,320.26	14.30 %
Payments in Lieu of Taxes	1	01	4520	5	2,916.66	2,500.00	(416.66)	-16.67 %
PROPERTY TAXES	1	01	4520.1	5	50.58	50.58	0.00	0.00 %
Collection Losses	1	01	4570	5	4,135.01	0.00	(4,135.01)	0.00 %
<b>Total General Expense</b>					<b>26,999.98</b>	<b>34,257.01</b>	<b>7,257.03</b>	<b>21.18 %</b>
<b>Other Expenditures</b>								
Property Better & Add-Contract	1	01	7540.4	5	21,500.00	6,500.00	(15,000.00)	-230.77 %
Operating Exp For Property - C	1	01	7590	5	(21,500.00)	(6,500.00)	15,000.00	-230.77 %
<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>(101,085.60)</b>	<b>(98,178.10)</b>	<b>(2,907.50)</b>	<b>2.96 %</b>
<b>Net Income (Loss)</b>					<b>79,783.58</b>	<b>(3,061.03)</b>	<b>82,844.61</b>	<b>-2216.40 %</b>

Report Criteria PHA: 1 Project: '01'

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

Custom 2: AMP1

Custom 3: PHA

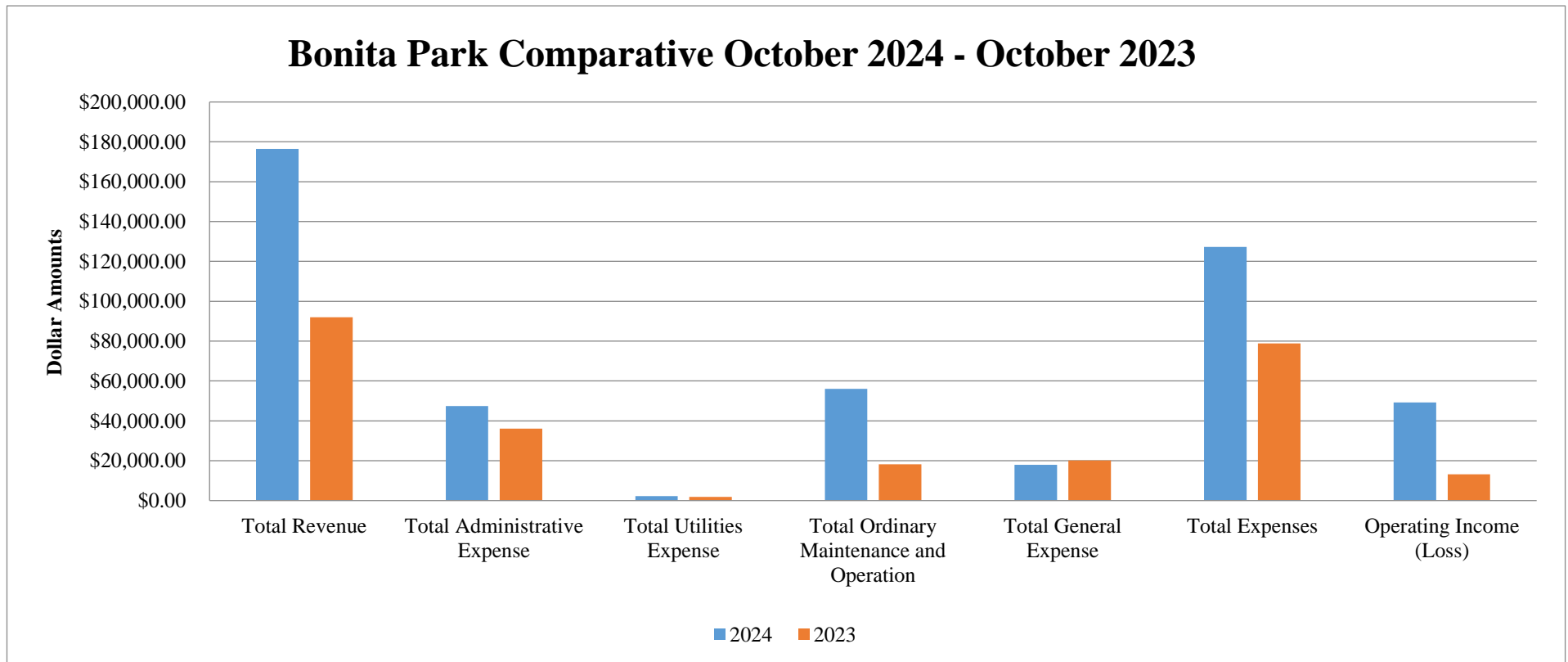
# Housing Authority of the City of Harlingen

## Comparative Income Statement

HHA Low Rent

BONITA PARK

	Start: 10/01/2024 End: 10/31/2024	Start: 10/01/2023 End: 10/31/2023
Total Revenue	\$176,500.46	\$91,931.59
Total Administrative Expense	\$47,457.51	\$36,136.38
Total Utilities Expense	\$2,294.35	\$1,784.79
Total Ordinary Maintenance and Operation	\$56,105.63	\$18,199.43
Total General Expense	\$17,995.15	\$20,147.94
Total Expenses	\$127,307.62	\$78,787.95
Operating Income (Loss)	\$49,192.84	\$13,143.64



11/22/2024 11:06 AM

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

					Start: 10/01/2024 End: 10/31/2024	Start: 10/01/2023 End: 10/31/2023	Variance	Variance %
<b>Revenue</b>								
<b>Rental Income</b>								
Dwelling Rental	1	02	3110	5	32,921.00	31,054.00	1,867.00	6.01 %
Nondwelling Rental	1	02	3190	5	700.00	350.00	350.00	100.00 %
<b>Total Rental Income</b>					<b>33,621.00</b>	<b>31,404.00</b>	<b>2,217.00</b>	<b>7.06 %</b>
<b>Other Income</b>								
Interest Earned - Bank Stmt	1	02	3610.01	5	1,707.89	1,979.59	(271.70)	-13.73 %
Other Income - Tenants	1	02	3690	5	2,735.00	2,655.00	80.00	3.01 %
Other Income - Gain/Loss on Sa	1	02	3690.88	5	0.00	636.00	(636.00)	-100.00 %
Other Income - OP Tran In From	1	02	3690.99	5	100,044.90	0.00	100,044.90	0.00 %
<b>Total Other Income</b>					<b>104,487.79</b>	<b>5,270.59</b>	<b>99,217.20</b>	<b>1882.47 %</b>
<b>Other Receipts</b>								
Operating Subsidy - Current Ye	1	02	8020	0	38,391.67	55,257.00	(16,865.33)	-30.52 %
<b>Total Other Receipts</b>					<b>38,391.67</b>	<b>55,257.00</b>	<b>(16,865.33)</b>	<b>-30.52 %</b>
<b>Total Revenue</b>					<b>176,500.46</b>	<b>91,931.59</b>	<b>84,568.87</b>	<b>91.99 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	1	02	4110	5	9,295.35	6,475.45	(2,819.90)	-43.55 %
Legal Expense	1	02	4130	5	104.00	1,441.05	1,337.05	92.78 %
Staff Training	1	02	4140	5	375.00	0.00	(375.00)	0.00 %
Travel	1	02	4150	5	655.27	0.00	(655.27)	0.00 %
Travel-Mileage Reimbursement	1	02	4150.2	5	58.36	0.00	(58.36)	0.00 %
Employee Benefits Cont - Admin	1	02	4182	5	2,256.04	2,293.79	37.75	1.65 %
Sundry	1	02	4190	5	112.83	0.00	(112.83)	0.00 %
Postage/FedEx/UPS	1	02	4190.03	5	0.00	18.45	18.45	100.00 %
Publications	1	02	4190.11	5	525.40	525.40	0.00	0.00 %
Membership Dues and Fees	1	02	4190.12	5	0.00	656.18	656.18	100.00 %
Telephone/Cell Phone/Internet	1	02	4190.13	5	6,303.69	5,963.86	(339.83)	-5.70 %
Forms & Office Supplies	1	02	4190.17	5	2,128.41	268.44	(1,859.97)	-692.88 %
Other Sundry Expense	1	02	4190.18	5	95.90	157.24	61.34	39.01 %
Administrative Contact Costs	1	02	4190.19	5	14,030.16	6,953.78	(7,076.38)	-101.76 %
Management Fee Expense - AMP	1	02	4190.21	5	8,653.60	8,534.24	(119.36)	-1.40 %
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	1,087.50	1,072.50	(15.00)	-1.40 %
IT Fees - COCC	1	02	4190.24	5	296.00	296.00	0.00	0.00 %
<b>Total Administrative Expense</b>					<b>47,457.51</b>	<b>36,136.38</b>	<b>(11,321.13)</b>	<b>-31.33 %</b>
<b>Tenant Services</b>								
Tenant Services - Salaries	1	02	4210	5	672.00	843.19	171.19	20.30 %
Ten Services - Recreation, Pub	1	02	4220	5	0.00	513.87	513.87	100.00 %
<b>Total Tenant Services</b>					<b>672.00</b>	<b>1,357.06</b>	<b>685.06</b>	<b>50.48 %</b>
<b>Utilities Expense</b>								
Water	1	02	4310	5	299.02	296.36	(2.66)	-0.90 %
Electricity	1	02	4320	5	1,300.58	1,121.63	(178.95)	-15.95 %
Gas	1	02	4330	5	595.92	307.77	(288.15)	-93.63 %
Other Utility Expense - Sewer	1	02	4390	5	98.83	59.03	(39.80)	-67.42 %
<b>Total Utilities Expense</b>					<b>2,294.35</b>	<b>1,784.79</b>	<b>(509.56)</b>	<b>-28.55 %</b>
<b>Ordinary Maintenance and Operation</b>								
Labor	1	02	4410	5	8,877.48	2,135.68	(6,741.80)	-315.67 %
Materials	1	02	4420	5	11,455.10	8,122.49	(3,332.61)	-41.03 %
Contract Cots-Extermination/Pe	1	02	4430.01	5	750.00	2,402.00	1,652.00	68.78 %
Contract Costs-Other Repairs	1	02	4430.03	5	12,073.00	250.00	(11,823.00)	-4729.20 %
Contract Costs-Maint Cell Phon	1	02	4430.04	5	16.57	16.52	(0.05)	-0.30 %

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: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
Contract Costs-Auto/Truck Main	1	02	4430.08	5	66.97	574.83	507.86	88.35 %
Contract Costs-Maintenance	1	02	4430.09	5	4,204.43	0.00	(4,204.43)	0.00 %
Contract Costs-Other	1	02	4430.13	5	4,713.00	0.00	(4,713.00)	0.00 %
Contract Costs-Heating & Coolin	1	02	4430.17	5	85.00	137.00	52.00	37.96 %
Contract Costs-Landscape & Gro	1	02	4430.19	5	5,200.00	2,600.00	(2,600.00)	-100.00 %
Contract Costs-Unit Turnaround	1	02	4430.20	5	3,990.00	0.00	(3,990.00)	0.00 %
Contract Costs-Plumbing Contrac	1	02	4430.22	5	750.00	895.00	145.00	16.20 %
Connect/Disconnect Fees	1	02	4430.4	5	0.00	120.00	120.00	100.00 %
Garbage and Trash Collection	1	02	4431	5	665.13	174.25	(490.88)	-281.71 %
Emp Benefit Cont - Maintenance	1	02	4433	5	3,258.95	771.66	(2,487.29)	-322.33 %
<b>Total Ordinary Maintenance and Operation</b>					<b>56,105.63</b>	<b>18,199.43</b>	<b>(37,906.20)</b>	<b>-208.28 %</b>
<b>Protective Services</b>								
Protective Services - Contract	1	02	4480	5	2,782.98	1,162.35	(1,620.63)	-139.43 %
<b>Total Protective Services</b>					<b>2,782.98</b>	<b>1,162.35</b>	<b>(1,620.63)</b>	<b>-139.43 %</b>
<b>General Expense</b>								
Insurance	1	02	4510	5	0.00	20.13	20.13	100.00 %
Insurance -Property (Fire & EC	1	02	4510.01	5	0.00	6,564.04	6,564.04	100.00 %
Insurance - General Liability	1	02	4510.02	5	0.00	110.00	110.00	100.00 %
Insurance - Automobile	1	02	4510.03	5	0.00	678.27	678.27	100.00 %
Insurance - Workman's Comp	1	02	4510.04	5	0.00	859.36	859.36	100.00 %
Insurance - Fidelity Bond	1	02	4510.09	5	0.00	180.64	180.64	100.00 %
Insurance - Windstorm	1	02	4510.15	5	9,398.57	8,580.92	(817.65)	-9.53 %
Payments in Lieu of Taxes	1	02	4520	5	2,500.00	2,500.00	0.00	0.00 %
PROPERTY TAXES	1	02	4520.1	5	50.58	50.58	0.00	0.00 %
Collection Losses	1	02	4570	5	6,046.00	604.00	(5,442.00)	-900.99 %
<b>Total General Expense</b>					<b>17,995.15</b>	<b>20,147.94</b>	<b>2,152.79</b>	<b>10.68 %</b>
<b>Total Expenses</b>					<b>(127,307.62)</b>	<b>(78,787.95)</b>	<b>(48,519.67)</b>	<b>61.58 %</b>
<b>Net Income (Loss)</b>					<b>49,192.84</b>	<b>13,143.64</b>	<b>36,049.20</b>	<b>315.68 %</b>

Report Criteria PHA: 1 Project: '02'

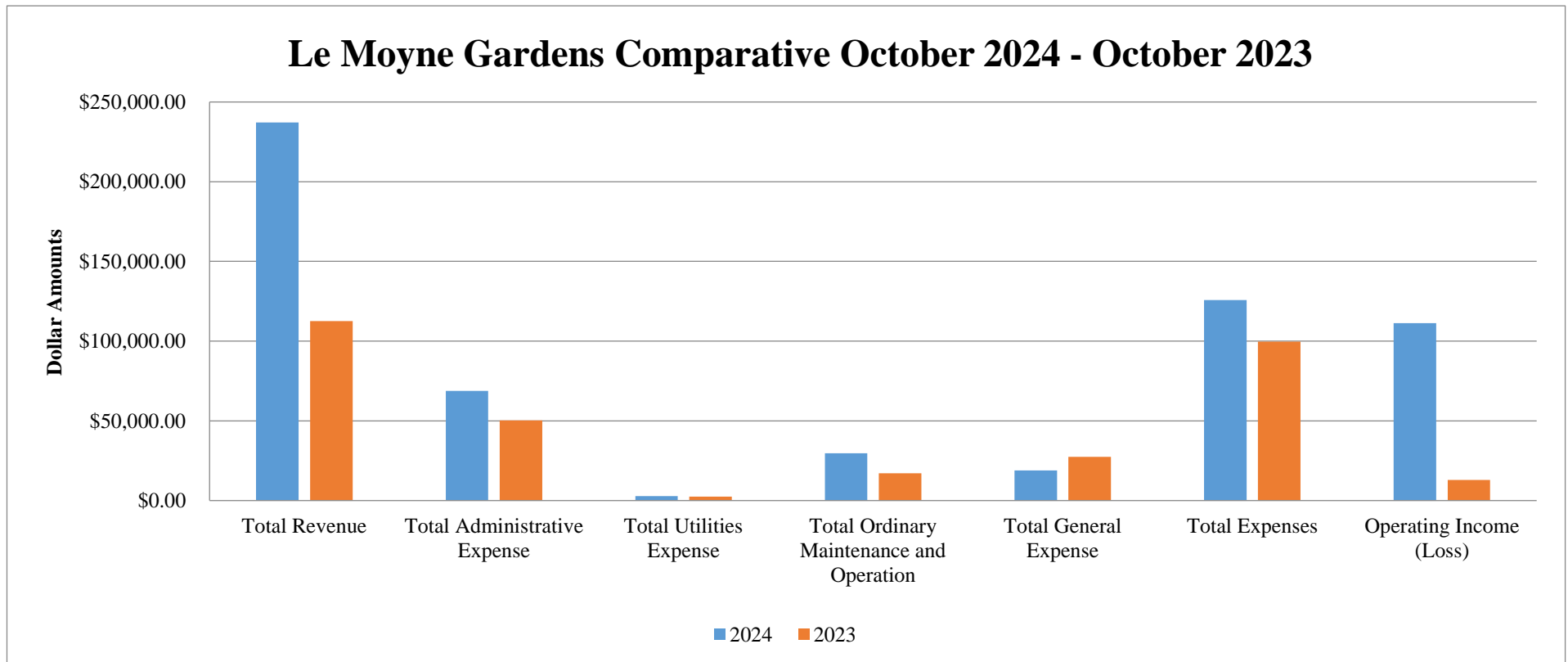
Include Unapproved: False Include Zero Balance: False Custom 1:

Custom 2: AMP2

Custom 3: PHA

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

	Start: 10/01/2024 End: 10/31/2024	Start: 10/01/2023 End: 10/31/2023
Total Revenue	\$237,159.82	\$112,559.31
Total Administrative Expense	\$68,712.41	\$50,277.26
Total Utilities Expense	\$2,735.58	\$2,510.18
Total Ordinary Maintenance and Operation	\$29,717.06	\$17,173.96
Total General Expense	\$18,821.34	\$27,407.03
Total Expenses	\$125,829.37	\$99,641.07
Operating Income (Loss)	\$111,330.45	\$12,918.24



11/22/2024 11:11 AM

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

					Start: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
<b>Revenue</b>								
<b>Rental Income</b>								
Dwelling Rental	1	03	3110	5	35,681.00	21,515.00	14,166.00	65.84 %
Nondwelling Rental	1	03	3190	5	0.00	700.00	(700.00)	-100.00 %
<b>Total Rental Income</b>					<b>35,681.00</b>	<b>22,215.00</b>	<b>13,466.00</b>	<b>60.62 %</b>
<b>Other Income</b>								
Interest Earned on Gen Fund In	1	03	3610	5	3,016.95	3,068.31	(51.36)	-1.67 %
Other Income-Tenants	1	03	3690	5	4,738.00	3,300.00	1,438.00	43.58 %
Other Income - Gain/Loss on Sa	1	03	3690.88	5	0.00	799.50	(799.50)	-100.00 %
Other Income - OP Trans In Fro	1	03	3690.99	5	133,393.20	0.00	133,393.20	0.00 %
<b>Total Other Income</b>					<b>141,148.15</b>	<b>7,167.81</b>	<b>133,980.34</b>	<b>1869.19 %</b>
<b>Other Receipts</b>								
Operating Subsidy - Current Ye	1	03	8020	0	60,330.67	83,176.50	(22,845.83)	-27.47 %
<b>Total Other Receipts</b>					<b>60,330.67</b>	<b>83,176.50</b>	<b>(22,845.83)</b>	<b>-27.47 %</b>
<b>Total Revenue</b>					<b>237,159.82</b>	<b>112,559.31</b>	<b>124,600.51</b>	<b>110.70 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	1	03	4110	5	23,587.21	7,307.21	(16,280.00)	-222.79 %
Legal Expense	1	03	4130	5	104.00	666.90	562.90	84.41 %
Staff Training	1	03	4140	5	750.00	0.00	(750.00)	0.00 %
Travel	1	03	4150	5	1,211.47	0.00	(1,211.47)	0.00 %
Travel-Mileage Reimbursement	1	03	4150.2	5	109.62	0.00	(109.62)	0.00 %
Employee Benefits Cont - Admin	1	03	4182	5	5,074.57	3,483.28	(1,591.29)	-45.68 %
Sundry	1	03	4190	5	112.83	0.00	(112.83)	0.00 %
Postage/FedEx/UPS	1	03	4190.03	5	0.00	18.45	18.45	100.00 %
Publications	1	03	4190.11	5	710.00	710.00	0.00	0.00 %
Membership Dues and Fees	1	03	4190.12	5	0.00	875.52	875.52	100.00 %
Telephone/Cell Phone/Internet	1	03	4190.13	5	9,389.43	8,260.62	(1,128.81)	-13.66 %
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	3,435.32	640.13	(2,795.19)	-436.66 %
Other Sundry Expense	1	03	4190.18	5	143.92	201.77	57.85	28.67 %
Administrative Contact Costs	1	03	4190.19	5	7,988.66	11,749.28	3,760.62	32.01 %
Management Fee Expense - AMP	1	03	4190.21	5	11,398.88	11,637.60	238.72	2.05 %
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	1,432.50	1,462.50	30.00	2.05 %
IT Fees - COCC	1	03	4190.24	5	400.00	400.00	0.00	0.00 %
<b>Total Administrative Expense</b>					<b>68,712.41</b>	<b>50,277.26</b>	<b>(18,435.15)</b>	<b>-36.67 %</b>
<b>Tenant Services</b>								
Tenant Services - Salaries	1	03	4210	5	784.00	983.19	199.19	20.26 %
Ten Services - Recreation, Pub	1	03	4220	5	0.00	9.87	9.87	100.00 %
<b>Total Tenant Services</b>					<b>784.00</b>	<b>993.06</b>	<b>209.06</b>	<b>21.05 %</b>
<b>Utilities Expense</b>								
Water	1	03	4310	5	324.48	391.39	66.91	17.10 %
Electricity	1	03	4320	5	2,146.15	1,846.92	(299.23)	-16.20 %
Gas	1	03	4330	5	242.99	147.44	(95.55)	-64.81 %
Other Utility Expense - Sewer	1	03	4390	5	21.96	124.43	102.47	82.35 %
<b>Total Utilities Expense</b>					<b>2,735.58</b>	<b>2,510.18</b>	<b>(225.40)</b>	<b>-8.98 %</b>
<b>Ordinary Maintenance and Operation</b>								
Labor	1	03	4410	5	5,810.92	3,399.89	(2,411.03)	-70.91 %
Materials	1	03	4420	5	1,423.87	704.73	(719.14)	-102.04 %
Contract Cots-Extermination/Pe	1	03	4430.01	5	1,625.00	825.00	(800.00)	-96.97 %
Contract Costs-Maint Cell Phon	1	03	4430.04	5	22.09	22.04	(0.05)	-0.23 %

Report Criteria PHA: 1 Project: '03'

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

Custom 2: AMP3

Custom 3: PHA



11/22/2024 11:11 AM

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

					Start: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
Contract Costs-Auto/Truck Main	1	03	4430.08	5	381.20	317.84	(63.36)	-19.93 %
Contract Costs-Maintenance	1	03	4430.09	5	8,776.06	3,679.63	(5,096.43)	-138.50 %
Contract Costs-Other	1	03	4430.13	5	275.00	0.00	(275.00)	0.00 %
Contract Costs-Landscape & Gro	1	03	4430.19	5	2,900.00	2,900.00	0.00	0.00 %
Contract Costs-Unit Turnaround	1	03	4430.20	5	3,990.00	0.00	(3,990.00)	0.00 %
Contact Costs-Electrical Contr	1	03	4430.21	5	2,900.00	0.00	(2,900.00)	0.00 %
Contact Costs-Plumbing Contrac	1	03	4430.22	5	0.00	1,500.00	1,500.00	100.00 %
Connect/Disconnect Fees	1	03	4430.4	5	0.00	75.00	75.00	100.00 %
Garbage and Trash Collection	1	03	4431	5	149.57	199.52	49.95	25.04 %
Emp Benefit Cont - Maintenance	1	03	4433	5	1,463.35	3,550.31	2,086.96	58.78 %
<b>Total Ordinary Maintenance and Operation</b>					<b>29,717.06</b>	<b>17,173.96</b>	<b>(12,543.10)</b>	<b>-73.04 %</b>
<b>Protective Services</b>								
Protective Services - Contract	1	03	4480	5	5,058.98	1,279.58	(3,779.40)	-295.36 %
<b>Total Protective Services</b>					<b>5,058.98</b>	<b>1,279.58</b>	<b>(3,779.40)</b>	<b>-295.36 %</b>
<b>General Expense</b>								
Insurance	1	03	4510	5	0.00	27.13	27.13	100.00 %
Insurance -Property (Fire & EC	1	03	4510.01	5	0.00	7,970.62	7,970.62	100.00 %
Insurance - General Liability	1	03	4510.02	5	0.00	165.00	165.00	100.00 %
Insurance - Automobile	1	03	4510.03	5	0.00	914.19	914.19	100.00 %
Insurance - Workman's Comp	1	03	4510.04	5	0.00	1,450.17	1,450.17	100.00 %
Insurance - Fidelity Bond	1	03	4510.09	5	0.00	304.83	304.83	100.00 %
Insurance - Windstorm	1	03	4510.15	5	12,846.25	13,087.00	240.75	1.84 %
Payments in Lieu of Taxes	1	03	4520	5	2,916.66	2,916.66	0.00	0.00 %
PROPERTY TAXES	1	03	4520.1	5	67.43	67.43	0.00	0.00 %
Collection Losses	1	03	4570	5	2,991.00	504.00	(2,487.00)	-493.45 %
<b>Total General Expense</b>					<b>18,821.34</b>	<b>27,407.03</b>	<b>8,585.69</b>	<b>31.33 %</b>
<b>Other Expenditures</b>								
Property Better & Add-Contract	1	03	7540.4	5	34,500.00	49,500.00	15,000.00	30.30 %
Operating Exp For Property - C	1	03	7590	5	(34,500.00)	(49,500.00)	(15,000.00)	30.30 %
<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>(125,829.37)</b>	<b>(99,641.07)</b>	<b>(26,188.30)</b>	<b>26.28 %</b>
<b>Net Income (Loss)</b>					<b>111,330.45</b>	<b>12,918.24</b>	<b>98,412.21</b>	<b>877.92 %</b>

Report Criteria PHA: 1 Project: '03'

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

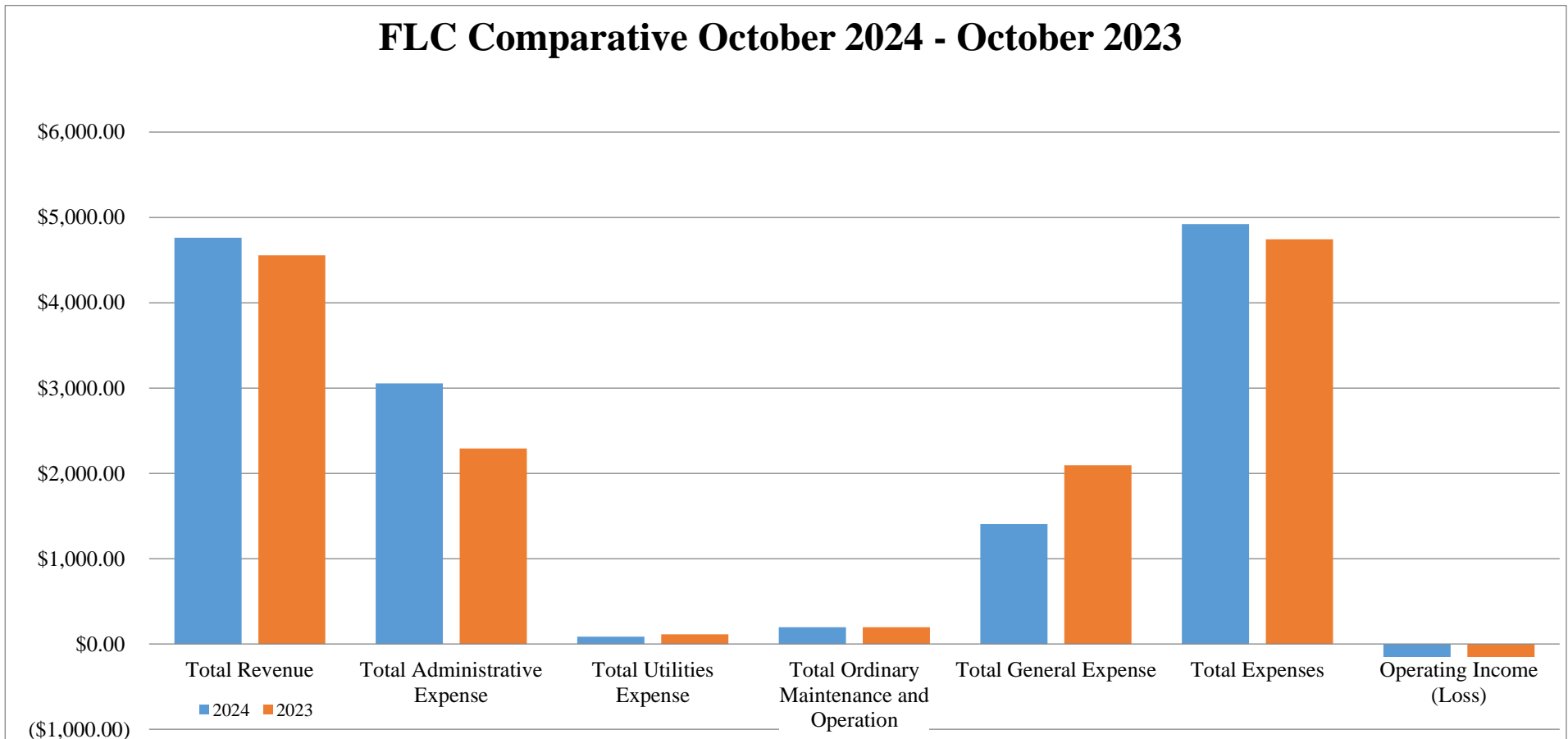
Custom 2: AMP3

Custom 3: PHA

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

	Start: 10/01/2024 End: 10/31/2024	Start: 10/01/2023 End: 10/31/2023
Total Revenue	\$4,761.14	\$4,555.45
Total Administrative Expense	\$3,052.98	\$2,291.62
Total Utilities Expense	\$84.45	\$112.67
Total Ordinary Maintenance and Operation	\$194.94	\$194.94
Total General Expense	\$1,404.00	\$2,094.82
Total Expenses	\$4,922.05	\$4,744.05
Operating Income (Loss)	(\$160.91)	(\$188.60)

**FLC Comparative October 2024 - October 2023**



11/22/2024 11:17 AM

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

					Start: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
<b>Revenue</b>								
<b>Rental Income</b>								
Dwelling Rental	3	01	3110	5	4,400.00	4,200.00	200.00	4.76 %
<b>Total Rental Income</b>					<b>4,400.00</b>	<b>4,200.00</b>	<b>200.00</b>	<b>4.76 %</b>
<b>Other Income</b>								
Interest Earned on Gen Fund In	3	01	3610	5	236.14	255.45	(19.31)	-7.56 %
Other Income-Tenants	3	01	3690	5	125.00	100.00	25.00	25.00 %
<b>Total Other Income</b>					<b>361.14</b>	<b>355.45</b>	<b>5.69</b>	<b>1.60 %</b>
<b>Total Revenue</b>					<b>4,761.14</b>	<b>4,555.45</b>	<b>205.69</b>	<b>4.52 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	3	01	4110	5	225.56	436.22	210.66	48.29 %
Legal Expense	3	01	4130	5	1,775.25	0.00	(1,775.25)	0.00 %
Employee Benefits Cont - Admin	3	01	4182	5	16.21	32.21	16.00	49.67 %
Publications	3	01	4190.11	5	42.60	42.60	0.00	0.00 %
Other Sundry Expense	3	01	4190.18	5	993.36	296.05	(697.31)	-235.54 %
BOARD MEETING EXPENSES	3	01	4190.9	5	0.00	1,484.54	1,484.54	100.00 %
<b>Total Administrative Expense</b>					<b>3,052.98</b>	<b>2,291.62</b>	<b>(761.36)</b>	<b>-33.22 %</b>
<b>Tenant Services</b>								
Ten Services - Recreation, Pub	3	01	4220	5	185.68	50.00	(135.68)	-271.36 %
<b>Total Tenant Services</b>					<b>185.68</b>	<b>50.00</b>	<b>(135.68)</b>	<b>-271.36 %</b>
<b>Utilities Expense</b>								
Water	3	01	4310	5	31.64	39.14	7.50	19.16 %
Other Utility Expense - Sewer	3	01	4390	5	52.81	73.53	20.72	28.18 %
<b>Total Utilities Expense</b>					<b>84.45</b>	<b>112.67</b>	<b>28.22</b>	<b>25.05 %</b>
<b>Ordinary Maintenance and Operation</b>								
Contract Cots-Extermination	3	01	4430.01	5	99.00	99.00	0.00	0.00 %
Garbage and Trash Collection	3	01	4431	5	95.94	95.94	0.00	0.00 %
<b>Total Ordinary Maintenance and Operation</b>					<b>194.94</b>	<b>194.94</b>	<b>0.00</b>	<b>0.00 %</b>
<b>General Expense</b>								
Insurance -Property (Fire & EC	3	01	4510.01	5	0.00	1,172.15	1,172.15	100.00 %
Insurance - General Liability	3	01	4510.02	5	0.00	16.50	16.50	100.00 %
Insurance - Windstorm	3	01	4510.15	5	1,404.00	906.17	(497.83)	-54.94 %
<b>Total General Expense</b>					<b>1,404.00</b>	<b>2,094.82</b>	<b>690.82</b>	<b>32.98 %</b>
<b>Total Expenses</b>					<b>(4,922.05)</b>	<b>(4,744.05)</b>	<b>(178.00)</b>	<b>3.75 %</b>
<b>Net Income (Loss)</b>					<b>(160.91)</b>	<b>(188.60)</b>	<b>27.69</b>	<b>-278.64 %</b>

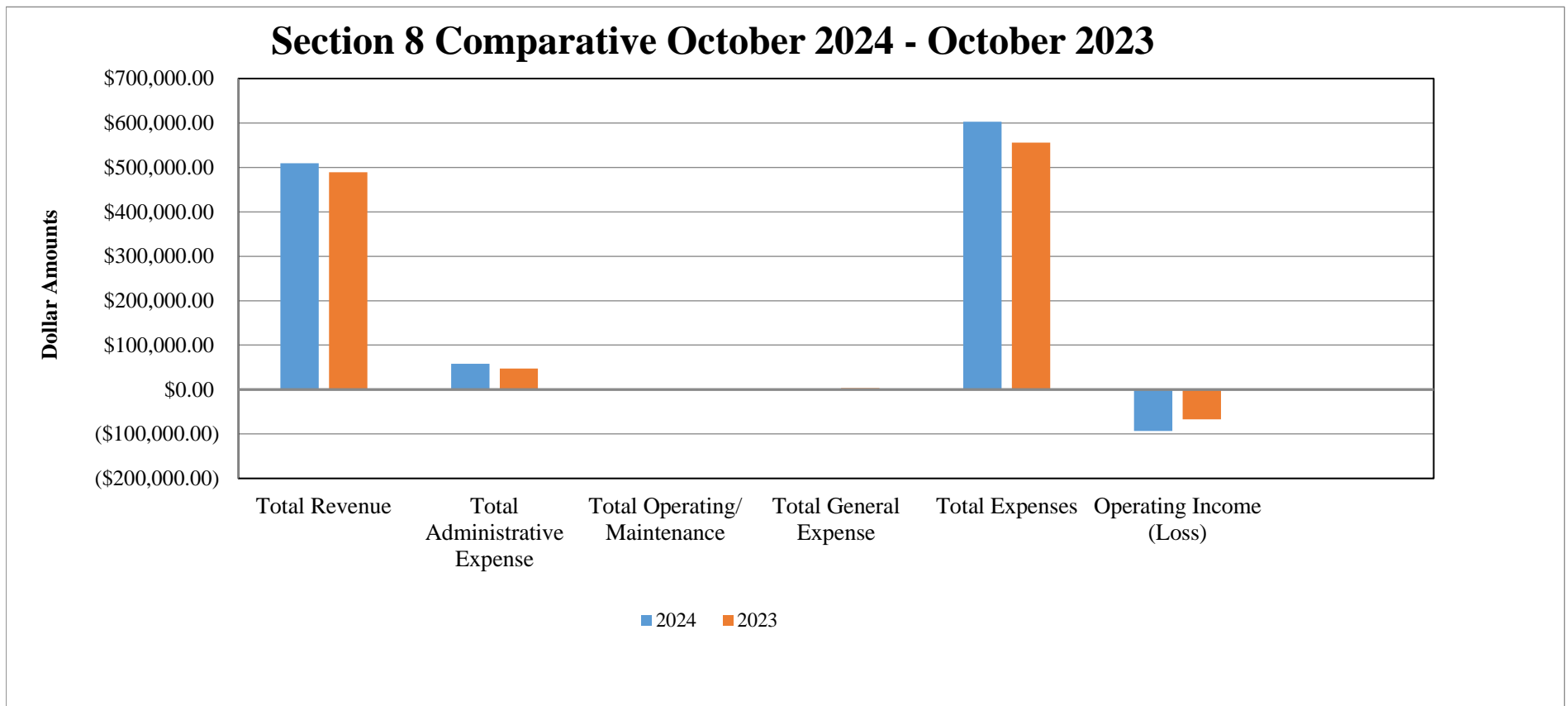
Report Criteria PHA: 3 Project: '01','02'  
Include Unapproved: False Include Zero Balance: False

# Housing Authority of the City of Harlingen

## Comparative Income Statement

HCV/Section 8

	<b>Start: 10/01/2024</b>	<b>Start: 10/01/2023</b>
	<b>End: 10/31/2024</b>	<b>End: 10/31/2023</b>
<b>Total Revenue</b>	<b>\$509,611.33</b>	<b>\$488,923.61</b>
<b>Total Administrative Expense</b>	<b>\$57,961.07</b>	<b>\$47,091.37</b>
<b>Total Operating/ Maintenance</b>	<b>\$1,366.49</b>	<b>\$1,217.73</b>
<b>Total General Expense</b>	<b>\$1,741.19</b>	<b>\$3,255.36</b>
<b>Total Expenses</b>	<b>\$603,058.75</b>	<b>\$555,835.58</b>
<b>Operating Income (Loss)</b>	<b>(\$93,447.42)</b>	<b>(\$66,911.97)</b>



11/22/2024 11:18 AM

# Housing Authority of the City of Harlingen

## Comparative Income Statement

### Voucher

					Start: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
<b>Revenue</b>								
<b>Operating Income</b>								
Administrative Fees Earned	7	01	3112	5	55,839.00	52,900.00	2,939.00	5.56 %
Interest Income HA Portion	7	01	3300	5	319.15	105.23	213.92	203.29 %
Gain or Loss on Sale of Equipm	7	01	3300.88	5	0.00	428.00	(428.00)	-100.00 %
Portable Admin Fees Earned	7	01	3300.P	5	289.18	401.38	(112.20)	-27.95 %
HAP Earned Income	7	01	4902	5	453,164.00	435,089.00	18,075.00	4.15 %
<b>Total Operating Income</b>					<b>509,611.33</b>	<b>488,923.61</b>	<b>20,687.72</b>	<b>4.23 %</b>
<b>Total Revenue</b>					<b>509,611.33</b>	<b>488,923.61</b>	<b>20,687.72</b>	<b>4.23 %</b>
<b>Expenses</b>								
<b>Administrative Expense</b>								
Nontechnical Salaries	7	01	4110	5	15,523.57	14,126.47	(1,397.10)	-9.89 %
Legal Expense	7	01	4130	5	0.00	546.00	546.00	100.00 %
STAFF TRAINING	7	01	4140	5	375.00	0.00	(375.00)	0.00 %
Travel	7	01	4150	5	556.20	0.00	(556.20)	0.00 %
Travel-Mileage Reimbursement	7	01	4150.2	5	56.75	0.00	(56.75)	0.00 %
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	6,639.61	6,091.24	(548.37)	-9.00 %
Sundry	7	01	4190	5	112.83	0.00	(112.83)	0.00 %
Postage/FedEx/UPS	7	01	4190.03	5	0.00	91.62	91.62	100.00 %
Publications	7	01	4190.11	5	1,185.70	1,185.70	0.00	0.00 %
Membership Dues and Fees	7	01	4190.12	5	0.00	186.21	186.21	100.00 %
Telephone/Cell Phone/Internet	7	01	4190.13	5	1,607.99	514.35	(1,093.64)	-212.63 %
Forms & Office Supplies	7	01	4190.17	5	3,829.00	1,370.92	(2,458.08)	-179.30 %
Other Sundry Expense	7	01	4190.18	5	357.16	358.52	1.36	0.38 %
Administrative Contact Costs	7	01	4190.19	5	10,093.76	5,425.84	(4,667.92)	-86.03 %
Asset Management Fee - AMP	7	01	4190.22	5	9,300.00	9,072.00	(228.00)	-2.51 %
AMP Bookkeeping Fees	7	01	4190.23	5	5,812.50	5,670.00	(142.50)	-2.51 %
Asset Management Fee - AMP	7	03	4190.22	5	888.00	852.00	(36.00)	-4.23 %
AMP Bookkeeping Fees	7	03	4190.23	5	555.00	532.50	(22.50)	-4.23 %
<b>Total Administrative Expense</b>					<b>57,961.07</b>	<b>47,091.37</b>	<b>(10,869.70)</b>	<b>-23.08 %</b>
<b>Operating Expenses</b>								
Maintenance & Operating Sec 8	7	01	4400	5	1,130.81	1,130.81	0.00	0.00 %
Materials	7	01	4420	5	183.21	37.02	(146.19)	-394.89 %
Vehicle Maintenance	7	01	4430.1	5	52.47	49.90	(2.57)	-5.15 %
<b>Total Operating Expenses</b>					<b>1,366.49</b>	<b>1,217.73</b>	<b>(148.76)</b>	<b>-12.22 %</b>
<b>General Expense</b>								
Insurance	7	01	4510	5	0.00	6.11	6.11	100.00 %
Insurance - Automobile	7	01	4510.03	5	0.00	206.43	206.43	100.00 %
Insurance - Workman's Comp	7	01	4510.04	5	0.00	913.07	913.07	100.00 %
Insurance - Fidelity Bond	7	01	4510.09	5	0.00	191.93	191.93	100.00 %
Admin Fee - Paid for Portabili	7	01	4590.P	5	50.86	47.96	(2.90)	-6.05 %
Portability - Port In Deposits	7	01	4590.PID	5	(1,574.00)	(5,700.88)	(4,126.88)	72.39 %
Portability - Port In Expenses	7	01	4590.PIE	5	1,574.00	5,700.88	4,126.88	72.39 %
Portable Admin Fees Paid	7	03	4590.P	5	1,690.33	1,889.86	199.53	10.56 %
Portability - Port In Deposits	7	03	4590.PID	5	0.00	(428.00)	(428.00)	100.00 %
Portability - Port In Expenses	7	03	4590.PIE	5	0.00	428.00	428.00	100.00 %
<b>Total General Expense</b>					<b>1,741.19</b>	<b>3,255.36</b>	<b>1,514.17</b>	<b>46.51 %</b>
<b>Housing Assistance Payments</b>								
HAP Payments - Rents	7	01	4715.1	5	494,907.00	453,652.12	(41,254.88)	-9.09 %
HAP Payments - Utilities	7	01	4715.4	5	12,320.00	12,739.00	419.00	3.29 %
HAP Portability	7	01	4715.P	5	(1,673.00)	(2,746.00)	(1,073.00)	39.08 %
HAP Payments - Port Out	7	01	4715.PO	5	1,101.00	1,089.00	(12.00)	-1.10 %
HAP Payments - Rents	7	02	4715.1	5	3,513.00	4,289.00	776.00	18.09 %
HAP Payments - Rent - VASH	7	03	4715.1	5	16,851.00	18,272.00	1,421.00	7.78 %
HAP Payments - Utilities - VAS	7	03	4715.4	5	211.00	399.00	188.00	47.12 %

Report Criteria PHA: 7 Project: '01','02','03','04','05'

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

Custom 2: VOUCH

Custom 3:

# Housing Authority of the City of Harlingen

## Comparative Income Statement

### Voucher

					Start: 10/01/2024	Start: 10/01/2023		
					End: 10/31/2024	End: 10/31/2023	Variance	Variance %
HAP Payments - Port Out	7	03	4715.PO	5	13,260.00	14,642.00	1,382.00	9.44 %
HAP Payments - Rent - Home Own	7	04	4715.1	5	463.00	543.00	80.00	14.73 %
HAP Payments - Rent - Foster Y	7	05	4715.1	5	1,037.00	1,310.00	273.00	20.84 %
HAP Payments - Utilities - Fos	7	05	4715.4	5	0.00	82.00	82.00	100.00 %
<b>Total Housing Assistance Payments</b>					<b>541,990.00</b>	<b>504,271.12</b>	<b>(37,718.88)</b>	<b>-7.48 %</b>
<b>Total Expenses</b>					<b>(603,058.75)</b>	<b>(555,835.58)</b>	<b>(47,223.17)</b>	<b>8.50 %</b>
<b>Net Income (Loss)</b>					<b>(93,447.42)</b>	<b>(66,911.97)</b>	<b>(26,535.45)</b>	<b>39.78 %</b>

Report Criteria PHA: 7 Project: '01','02','03','04','05'

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

Custom 2: VOUCH

Custom 3:

Chief Financial Officer Report  
for December 18, 2024  
Highlights of Activities for November 2024

**Ongoing Activities:**

- Meetings for the month:  
Weekly & monthly staff meetings / Security meetings  
Corrections meetings  
Maintenance meeting  
Financial Workshops  
Los Vecinos Construction meetings  
Los Moyne Gardens Construction meetings  
Motivational staff meetings  
Website Assignment meeting  
Board meeting, Board meeting practices, and overview  
Accounting staff meeting  
Christmas Party assignment meeting
- Submitted Weekly/Monthly Board, and Goals Reports
- Assisted the Low Rent Team with utility allowance and Security deposit checks
- Assisted the Low Rent Team with the CFP drawdowns/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
- Worked and submitted the Texas workforce quarterly wage reporting
- 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 Los Vecinos, half day on Nov. 15<sup>th</sup> and half day from home on Nov. 25<sup>th</sup>
- Worked with the APRIO and MRI team on VMS match
- Worked on and submitted meeting summaries for all meetings attended

Respectfully Submitted,

Cynthia Lucio  
Chief Financial Officer

## Accounting Assistant /MIS Coordinator Board Report

December 18, 2024

### November 2024 Activities

- Attended Budget workshops
- Attended HCISD counselor meeting
- Attended weekly Staff meetings and Security meetings
- Attended Board meeting practices and attended Board meeting for HHA
- Attended the VMS meeting with Aprio
- Attended Accounting team meeting
- Attended the Christmas committee meetings
- Reviewed the accounting team reports and combined them
- 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 Los Vecinos in the morning on 11-15-24 due to disinfecting of the COCC
- Worked from home in the morning on 11-25-24 due to disinfecting of the COCC
- CNG/Internet updates:
  - CNG assisted with the transition of Fiber, working with Spectrum on minor details. COCC and Bonita Park are complete. Los Vecinos and Le Moyne Garden are still in process. Also, CNG attended the Board meeting practices, and actual Board meeting. Assisted Admissions department with printing issues. Also added Ms. Jennifer's profile to PC in admissions.
  - Texas state alarm fixed the cameras that were out at Le Moyne Gardens.

Thank you,

Patty Vega

Accounting Assistant /MIS Coordinator



HR/Accounting Coordinator Report  
December 18, 2024  
Highlights of Activities for November 2024

- Prepared Weekly Reports, Monthly Board Reports, and Goals Reports
- Attended meetings for the month:
  - Staff meetings on Mondays
  - Security meeting
  - Accounting department meeting
  - Maintenance meeting on the 2<sup>nd</sup> Thursday of the month
  - Motivational staff meetings on Fridays
  - Board packet review
  - Board meeting practices
  - Board meeting and Board meeting overview
  - Financial workshops
  - Review Monday revisions on Wednesdays
  - Interviews
  - Christmas committee meetings
  - VMS review meeting
- Reviewed and responded to emails and phone calls
- Entered invoices and reimbursements and processed them for payment
- Reviewed deposits that were made to all bank accounts
- Met with Ms. Lucio on personnel matters
- Updated employee annual and sick leave balances for the end of October
- Reviewed timesheets and processed payrolls for November
- Prepared the Maintenance PowerPoint presentation and conducted the Maintenance meeting
- Assisted with balancing the GL for October
- Reviewed all vehicle inspections completed and saved for October
- Processed and submitted the HART Retirement for October
- Printed out bank ACH information for online rent payments
- Sent out employee evaluations
- Worked on employee evaluations received and updated wages
- Worked from Los Vecinos for half a day (11/15) and from home (11/25) due to disinfecting
- Took notes and saved them on the S drive for all meetings attended
- Staff management by hiring an employee and terminating another
- Received and reviewed timesheets
- Updated the employee emergency listing
- Updated my 2025 calendar with the 2025 schedules

Sincerely,

Melissa Guajardo  
HR/Accounting Coordinator

**Date: December 1, 2024**

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

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

**Subject: Public Housing Board Report – November 2024 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.

**October 2024 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, one (1) Denial Hearing for the HCV/S8 Program and audited (4) HCV/S8 program files.

**Files audited HCV/S8:**

- #26864
- #24573
- #16018
- #31022

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

BRE Story Time via Facebook is featured monthly. Story Time featured books are placed in the Little Free Libraries and given to children at Market Days every first Saturday of the month.

**Other Updates:**

- Security meetings are held every Monday with managers and the security team
- Trained staff on daily operations, and we meet via Microsoft TEAMS once a week to discuss the program's progress, daily operations, and concerns that may arise
- Conduct operation update meetings with all staff on Monday via Microsoft TEAMS
- Held Tenant Association meetings at each site and presented the 2025 Annual and 5 Year Plan
- Attended the Financial Workshop
- Attended the weekly construction meetings at Los Vecinos and Le Moyne Gardens

# HARLINGEN



Housing Authority

December 18, 2024

Maintenance Report

By: Mary Prieto, Senior Property Manager

## Units ready to rent for the Month of November 2024

Development	1 bedroom	2 bedroom	3 bedroom	4 bedroom	Total
Los Vecinos	0	133;259	142;146	0	4
Bonita Park	2	111	0	89	3
Le Moyne Gardens	0	91;170	129	0	3
Sunset Terrace	0	0	0	0	0
Aragon/Arroyo	0	0	0	0	0
Total	1	5	3	1	10

## Work orders completed for the Month of November 2024

Date	Los Vecinos	Bonita Park/Aragon/Arroyo Vista	Le Moyne Gardens	Sunset Terrace	Total
11/01/2024 to 11/30/2024	109	62	203	81	455

## Work orders completed for the Month of November 2023 (Comparison)

Date	Los Vecinos	Bonita Park/Aragon/Arroyo Vista	Le Moyne Gardens	Sunset Terrace	Total
11/01/2023 to 11/30/2023	120	91	203	29	443

**Resident and Youth Activities Board Report**  
**December 18, 2024**  
**November 2024 Activities**  
**By: Norma Serino**

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

- Los Vecinos: Los Vecinos Community Center
  - November 12, 2024, at 1:30 p.m. 2025 Annual Plan Resident Meeting – 5 attended
  - November 13, 2024, at 2:00 p.m. Upcoming Christmas Activities - cancelled
- Bonita Park: Bonita Park Community Center
  - November 7, 2024, at 10:00 a.m. 2025 Annual Plan Resident Meeting – 6 attended
  - November 12, 2024, at 2:00 p.m. Upcoming Christmas Activities - cancelled
- Sunset Terrace: Sunset Terrace Community Center
  - November 5, 2024, at 11:00 a.m. 2025 Annual Plan Resident Meeting – 8 attended
  - November 12, 2024, at 10:00 a.m. Upcoming Christmas Activities and Thanksgiving Luncheon – 13 attended
- Le Moyne Gardens: Le Moyne Gardens Community Center
  - November 12, 2024, at 3:00 p.m. 2025 Annual Plan Resident Meeting – 10 attended
  - November 14, 2024, at 2:00 p.m. Upcoming Christmas Activities – 13 attended

**Vegetable Garden Meetings:**

- Le Moyne Gardens: Every Tuesday and Wednesday at 4:00 p.m. We planted chili, tomatoes and carrots 6 residents participated
- Los Vecinos: Every Thursday at 4:00 p.m. We planted chili, bell peppers, tomatoes and carrots. 7 residents participated

**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 28, 2025, at the Le Moyne Gardens Community Center at 3:00 p.m.

**ConnectHomeUSA:**

- The ConnectHomeUSA meeting date is pending

**Little Free Libraries:**

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

**Book Rich Environment (BRE) Initiative/ BRE Story time on Facebook: Story time presented by the Bonita Park Apartments**

- Jennifer De La Cruz, Temp Clerk at Bonita Park read “The Joy in You” by Cat Deeley

**Grade Level Reading (GLR) meeting is every Tuesday at 2:00 p.m. via Zoom:**

- November 5, 2024: Topic: Election Day Rebroadcast: The ESSER Funding Cliff Approaches: What States Did & What They Learned
- November 12, 2024: Topic: The First 10 Framework: Exploring Best Practices & Community Innovations
- November 19, 2024: Topic: Collective Caregiving: Talking About What Kids & Families Need to Thrive
- November 26, 2024: Topic: The Daycare Myth Part 2: Creating Better State Systems for Children

**Events:**

- **November 2, 2024: HCISD's Save the Date Conference from 8:00 a.m. to 12:00 p.m.** – Norma Serino and Maria Mejia participated. They distributed books, pens, pencils, and program flyers
  - A total of 56 families visited the HHA booth
- **November 2, 2024: The Cross Church hosted a Thanksgiving Luncheon at Le Moyne Gardens Pavilion from 12:00 p.m. to 1:30 p.m.** Norma Serino and Maria Mejia participated. The church members held a prayer service and distributed lunch plates with turkey, mash potatoes, gravy, green beans, corn, dinner roll, refreshments and desserts
  - A total of 115 residents attended the luncheon
- **November 6, 2024: HCISD ACE program hosted Tales and Treats from 5:00 to 7:00 p.m.** Norma Serino and Maria Mejia participated. They distributed books, pens, pencils, and program flyers
  - A total of 40 families visited the HHA booth
- **November 16, 2024: Iglesia Bautista Los Vecinos hosted a Block Party** at the Le Moyne Gardens Pavilion from 10:00 a.m. to 12:00 p.m. The church members held a worship service and distributed clothes, food, snacks, and refreshments
  - A total of 35 families attended the event
- **November 16, 2024: Bread of Life Ministry hosted a Prayer and Worship** service at the Le Moyne Gardens Pavilion from 6:00 p.m. to 9:00 p.m. The ministry held a prayer and worship service
  - A total of 8 residents attended

**NAHRO Merit Awards:**

- On July 23, 2024, we were advised that application entries were selected to receive the NAHRO Awards of Merit. The entries were submitted to NAHRO on February 28, 2024
  - Topics: Courtesy officers, security and cameras in Public Housing, and Counselors at the Family Learning Centers

**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
- Counselors continue to look for future student mentors for the Family Learning Centers
- Thanksgiving Break was November 25, 2024, through November 29, 2024, the Centers were closed. The Family Learning Centers re-opened on December 2, 2024

Family learning Center	Number of Mentors	Number of Students Attending	Number of Apt's Utilizing Center
Los Vecinos Master Teacher: Ms. Cano	4	12	4
Bonita Park Master Teacher: Mrs. Cavazos	3	6	3
Sunset Terrace Master Teacher: Mrs. Aguirre	2	5	3
Le Moyne Gardens Master Teacher: Mr. Leal	3	15	11

2025 Scholarship tentative due dates				
Scholarships	Due Date	Students Contacted	Submission	Awarded
PHADA	01/24/2025	0	0	0
TX NAHRO	02/2025	0	0	0
HAVE-STR	04/2025	0	0	0
HAHC	04/2025	0	0	0
LV Tenant Association	04/2025	0	0	0
BP/ST Tenant Association	04/2025	0	0	0
LMG Tenant Association	04/2025	0	0	0
NELROD	05/2025	0	0	0

**Note: 2024 Scholarship awardees**

**TX NAHRO:**

- **Total submitted 6**
  - Awarded, Liliana A. Salazar \$1,000.00

**HAVE-STR:**

- **Total submitted 12**
  - Awarded, Liliana A. Salazar \$1,000.00; Ruby Salceda \$600.00, Anna Huerta \$600.00, Anahi Ramirez \$1,000.00, and Kassandra Treviño \$600.00

**HAHC:**

- **Total submitted 12 (\$250.00 each)**
  - Awarded, Marco A. Gonzalez, Frida A. Jimenez, Anahi Ramirez, Regina Ruiz-Rosales, Ruby Salceda, Ana L. Huerta, Alondra G. Matamoros, Isai Roman Villaseñor, Liliana A. Salazar, Kassandra Treviño, Ana E. Cerda, and Lexie M. Gonzalez

**Tenant Associations (TA):**

- **Total submitted 9 and 5 awarded – the tenant association funds awarded were matched by the HAHC**

Student	AMP	TA	HAHC	Total Awarded
Isai Roman Villaseñor	Los Vecinos	\$121.50	\$121.50	\$243.00
Frida A. Jimenez	Los Vecinos	\$121.50	\$121.50	\$243.00
Liliana A. Salazar	Bonita Park	\$263.00	\$263.00	\$526.00
Regina Ruiz-Rosales	Sunset Terrace	\$163.00	\$163.00	\$326.00
Alondra G. Matamoros	Le Moyne Gardens	\$263.00	\$263.00	\$526.00



## HCISD Save the Date Conference



## The Cross Church Thanksgiving Luncheon

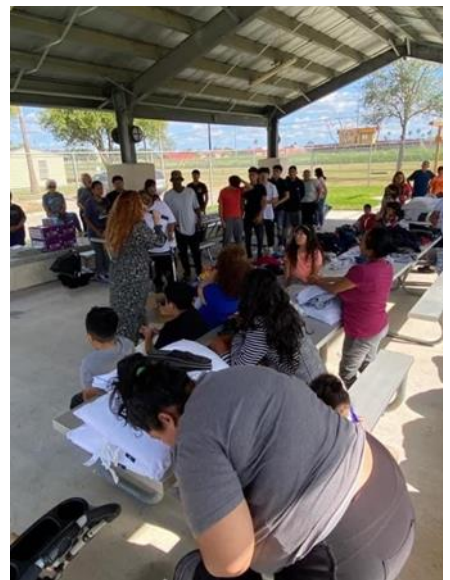




## HCISD ACE program host Tales and Treats



## Iglesia Bautista Los Vecinos Block Party





## Resident Meetings for the 2025 Annual Plan

### Los Vecinos



### Bonita Park



### Le Moyne Gardens



### Sunset Terrace



**Date: December 1, 2024**

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

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

**Subject: November 2024 Activities**

**Report on Contracts:**

**Los Vecinos AMP #010:**

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

Quality Lawn Care installed new landscaping at the office. This job is 100% complete.

Southern Construction remodeled apartment #18. This job is 100% complete.

De La Cruz Drywall is installing new windows and lighting at the office. This job is 75% complete.

De La Cruz Drywall prepared apartments #133 and 146. This job is 100% complete.

De La Cruz Remodel prepared apartments #259 and 142. This job is 100% complete.

Southern Construction is remodeling apartment #238. This job is 75% complete.

De La Cruz Drywall is remodeling apartment #236. This job is 50% complete.

De La Cruz Drywall is installing new flooring to apartment #253. This job is 5% complete.

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.

De La Cruz Drywall replaced bathroom doors at apartments #61-120. This job is 100% 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.

**Sunset Terrace AMP #020:**

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

G.S Electric & Remodeling remodeled apartment #03. This job is 100% complete.

G. S Electric & Remodeling installed metal roofs on apartments # 107-110, #139-140 and #181-184. This job is 100% complete.

De La Cruz Remodel prepared apartments #170 and 129. This job is 100% complete.

CRC is remodeling apartments #25 and 26. This job is 90% complete.

G. S Electric & Remodeling is remodeling apartment #148. This job is 0% complete.

De La Cruz Drywall installed mini splits to apartments #157 and 47. 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 East Jackson St., 219 East Jackson St. (COCC)**

De La Cruz Drywall prepared 209 and 209 ½ East Jackson Street for rent. This job is 100% complete.

De La Cruz Drywall prepared 806 Sonesta for rent. This job is 100% complete.

# Housing Authority of the City of Harlingen, Texas

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November 30, 2024

## Low Rent Monthly Occupancy Report

AMP's→	Los Vecinos	Bonita Park	Sunset Terrace	Aragon	Arroyo Vista	Le Moyne Gardens	HHA Totals	BP/ST/AR/AV Combined
Units Leased →	144	114	19	4	4	193	478	141
Special Units → (Headstart / Police Officer)	1	3	1	0	0	4	9	4
<b>Vacancies</b>								
Market Conditions →	0	0	0	0	0	0	0	0
CFP →	0	0	0	0	0	0	0	0
Bedroom Size 1 bed	0	1	0	0	0	0	1	1
2 bed	2	0	0	0	0	2	4	0
3 bed	3	0	0	0	0	1	4	0
4 bed	0	2	0	0	0	0	2	2
Regular Vacancies →	5	3	0	0	0	3	11	3
Total Vacancies →	5	3	0	0	0	3	11	3
Total Units per Development →	150	120	20	4	4	200	498	148

Notation: Data based on Manager's Monthly Reports Submitted 11.30.2024

Prepared by: Nancy Garza - Admissions Coordinator

* <b>OCCUPANCY RATE:</b>	96.67%	97.50%	100.00%	100.00%	100.00%	98.50%	<b>97.79%</b>	97.97%
* <b>VACANCY RATE:</b>	3.33%	2.50%	0.00%	0.00%	0.00%	1.50%	<b>2.21%</b>	2.03%
* does not include CFP units								
<b>Total Points per AMP</b>	12	12	16	16	16	16		
							<b>GRAND TOTAL POINTS</b>	<b>12</b>
<i>Per unit Fee count</i>	145	117	20	4	4	197	487	145 68

Harlingen Housing Authority  
Low Rent Program  
Board Meeting  
December 18, 2024

Activities for the month of November

WAITING LIST AS OF 11-30-2024

FAMILIES ON THE WAITING LIST:

<u>Bedroom Size</u>	<u>Families</u>
1 Bedroom	81
2 Bedroom	10
3 Bedroom	05
4 Bedroom	02
Total:	98

Unit offers mailed: 41

Security Deposits received: 10

Applications ready for review as of 11-30-2024: 16

Applications pending: 72

## LOW RENT PROGRAM

### Comparative Summary Report

Year	Applications Given	Applications Received	Applications Submitted for Review	Applications Denied or Withdrawn	Applications Cancelled (after two unit offers)	Unit Offers Sent	Move- Outs	New Move - Ins	Move- In % Rate
January through November 2024	956	923	234	585	58	280	82	76	27%
January through November 2023	828	784	188	391	117	316	84	71	22%
<b>Increase</b>	<b>128</b>	<b>139</b>	<b>46</b>	<b>194</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5%</b>
<b>Decrease</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>36</b>	<b>2</b>	<b>0</b>	<b>0%</b>

Note: Applicants were given extra time to submit pending information to complete the application process.  
Applications were denied or withdrawn due to pending information.

## 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-24	59	59	19	98	3	13	7	9	69%
Feb-24	65	60	16	34	10	30	3	5	17%
Mar-24	64	59	19	64	5	19	5	7	37%
Apr-24	81	79	23	47	4	6	8	4	67%
May-24	140	141	30	15	3	15	6	3	20%
Jun-24	101	102	20	43	4	51	10	9	18%
Jul-24	81	77	22	72	7	26	9	9	35%
Aug-24	84	84	21	57	4	24	10	6	25%
Sep-24	99	92	20	23	6	25	4	7	28%
Oct-24	115	107	28	61	7	30	12	10	33%
Nov-24	67	63	16	71	5	41	8	7	17%
YTD Total:	956	923	234	585	58	280	82	76	27%

## LOW RENT PROGRAM

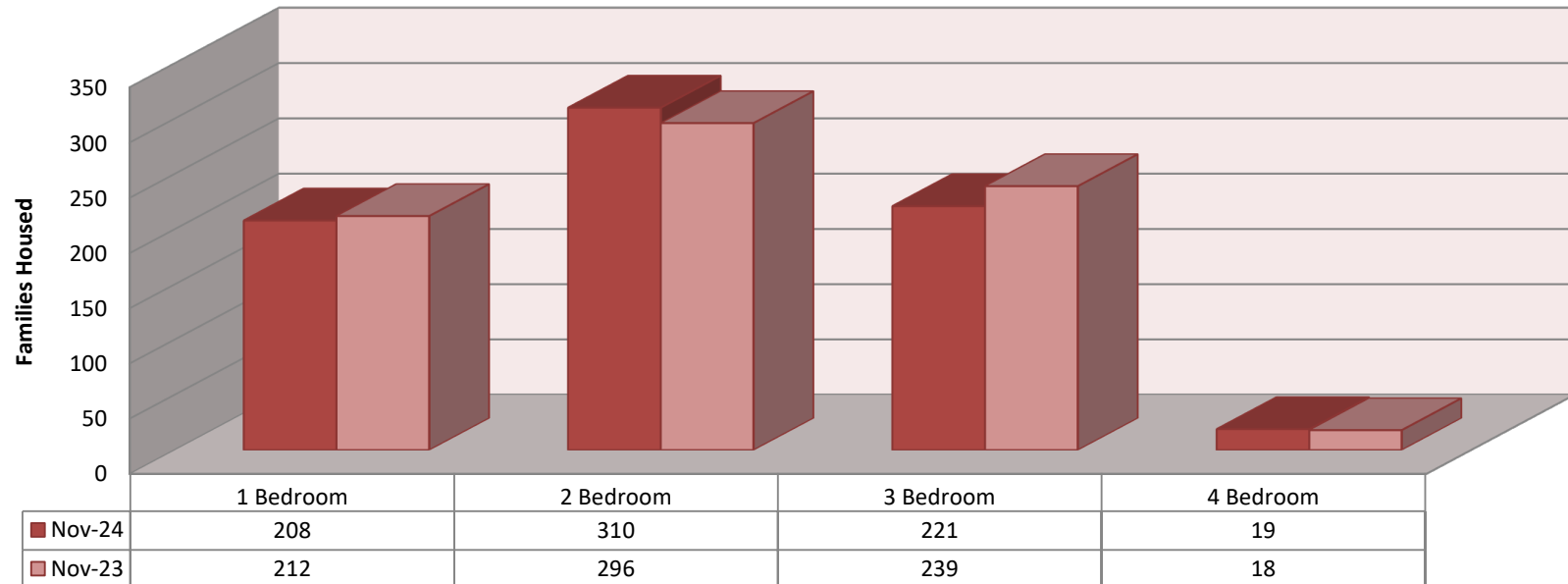
### Monthly Summary Report

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%
YTD Total:	828	784	188	391	117	316	84	71	22%

## Board Meeting Report December 18, 2024

**Total Alloted Vouchers: 743**  
**Vouchers Leased: 758**  
**Pending Vouchers: 0**  
**Vouchers Searching: 0**

### HCV/Section 8 Program Comparison of Leased Vouchers November 2024/2023

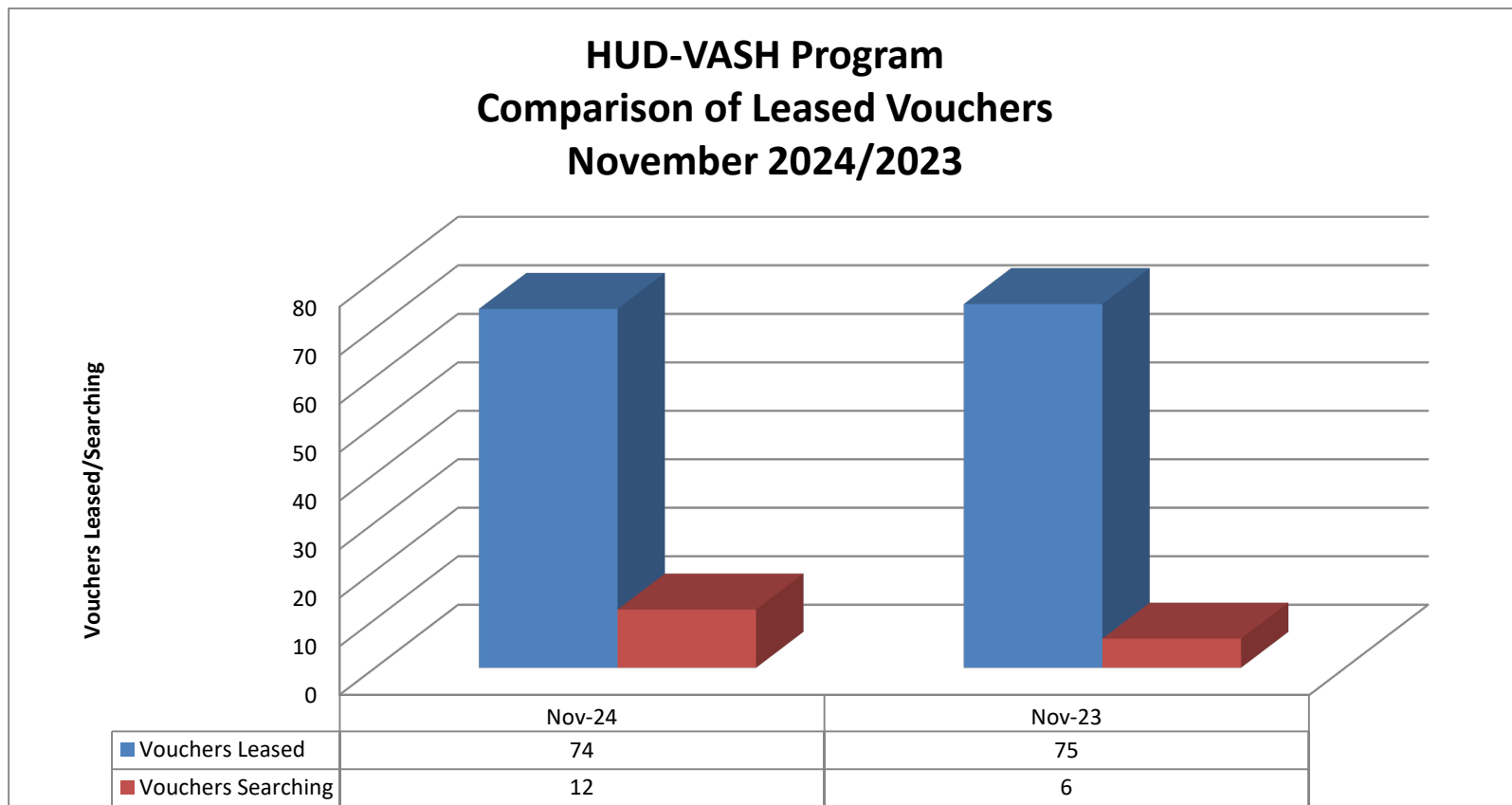


<b>Total Families on Waiting List</b>	<b>517</b>
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**Board Meeting Report  
December 18, 2024**

**Total Alloted Vouchers: 87  
VASH Vouchers Leased: 74  
Port-outs: 41  
Housed in Harlingen: 33**



# Harlingen Housing Authority Housing Choice Voucher/Section 8 Program Board Meeting Report December 18, 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  
October 2024 Score is  
97.92%

## Quality Control

4 Low Rent files were audited on November 22, 2024, at Sunset Terrace

Tenant #16545  
Tenant #29246  
Tenant #31432  
Tenant #16009

## Activities for the month of November 2024:

- Assisted staff with case files & inspections as needed
- Section 8 Applications were on November 14<sup>th</sup> (20 were received)
- Issued HAP Checks for December 2024
- Submitted VMS monthly report
- Submitted Lease-up report to Finance Dept.
- Attended monthly meetings with Low Rent
- Attended Security meetings via Microsoft Teams
- Hosted Friday Staff Meetings via Microsoft Teams
- Attended Los Vecinos construction meeting updates
- Attended maintenance meetings
- Prepared monthly board reports
- Prepared weekly reports
- Prepared PIC and EIV Reports
- 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 November 2024	395	321	427	50	735	735	81	6	97	72
January through November 2023	365	318	269	108	727	727	184	23	104	99
<b>Increase</b>	<b>30</b>	<b>3</b>	<b>158</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Decrease</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>103</b>	<b>17</b>	<b>7</b>	<b>27</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-24	34	29	26	9	41	41	21	0	14	6
Feb-24	40	28	34	8	59	59	12	1	19	8
Mar-24	17	26	33	6	67	67	14	0	12	9
Apr-24	30	21	138	5	89	89	11	4	8	11
May-24	42	30	40	3	56	56	10	0	12	7
Jun-24	31	28	17	5	76	76	12	0	8	4
Jul-24	31	34	30	9	65	65	0	0	6	7
Aug-24	39	32	29	1	92	92	1	0	11	4
Sep-24	46	33	25	4	73	73	0	0	3	7
Oct-24	48	34	32	0	52	52	0	1	3	4
Nov-24	37	26	23	0	65	65	0	0	1	5
YTD	395	321	427	50	735	735	81	6	97	72

## 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
YTD	365	318	269	108	727	727	184	23	104	99

DATE: December 01, 2024

TO: Carlos Perez, Chair & HHA Board of Commissioners

FROM: Hilda Benavides, Chief Executive Officer

SUBJECT: Calendar & Report for the December 18, 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:**

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:**

**December 2024: Schedule may change at any time**

- 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, BP, LMG
- 02: Security Mtg Monday at 9:00 a.m.
- 02: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 03: Board Packet Review by Administration at 9:00 a.m.
- 03: LMG Construction Mtg at 1:30 p.m.
- 03: Mtg with Ariana to review the Calendar at 3:00 p.m.
- 04: Review Monday Mtg reports for corrections at 8:15 a.m.
- 04: Annual & Five-Year Plan at 10:00 a.m. at Le Moyne Gardens
- 04: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 05: Los Vecinos Construction Mtg at 9:00 a.m.
- 05: HCISD Counselors Mtg at 4:00 p.m. TEAMS
- 05-06: HAVE-STR HUD San Antonio Field Office Mtg
- 06: Friday Staff Mtg at 3:00 p.m. (Topic on Cookie Day)
- 07: **Market Days Downtown!** BRE Reading of Books to Community by LV, BP, LMG
- 09: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 09: Security Mtg at 9:00 a.m.
- 09: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 09: Delivery of Auction Items to City by COCC starting at 1:00 p.m.
- 10: Pest Control at Los Vecinos
- 10: Practice Board Mtg at LMG at 9:00 a.m.
- 10: Delivery of Auction Items to City by Los Vecinos
- 10: Bid Opening for LMG & BP Parking Lots at 3:00 p.m. at Main Office
- 11: Review Monday Mtg reports for corrections at 8:15 a.m.
- 11: Pest Control at Bonita Park
- 11: Practice Board Mtg at BP at 9:00 a.m.
- 11: Delivery of Auction Items to City by 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
- 11: Pre-Bid Mtg at LMG for Roofs at 10:00 a.m.

- 11: Pre-Bid Mtg at Bonita Park for Office Expansion at 11:00 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: Delivery of Auction Items to City by Le Moyne Gardens
- 12: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 12: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 12: Thursday Maintenance Mtg at 3:00 p.m. Webex (Crime Prevention/Sick Leave/FH)
- 13: Practice Board Mtg at 9:00 a.m. at LV & Virtual
- 13: Newsletter Articles due 12:00 noon
- 13: Disinfect & Sanitize Main Office at 9am (Office will be closed)
- 13: Employee Christmas Gift Exchange at Los Vecinos 12 (noon) – 4:00 p.m.
- 14: City of Harlingen Auction (Rescheduled by City from 08/31/2024 to 11/16/2024 & now December 14, 2024)
- 16: Security Mtg at 9:00 a.m.
- 16: Practice Board Mtg at ST 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: LMG Construction Mtg at 1:30 p.m.
- 17: Bid Opening for LMG Roofs & BP Office at 3:00 p.m. at Main Office
- 17-18: Practice Board Mtg at LMG at 9:00 a.m.
- 18: Review Monday Mtg reports for corrections at 8:15 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
- 19: Los Vecinos Construction Mtg at 9:00 a.m.
- 19: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 20: Calendars due (AMPs will add Resident services and FLC activities)
- 20: HHA Website Mtg (TEAMS) at 8:15 a.m.
- 20: Vehicle Inspection at COCC 10/11am
- 20: HAP Checks for January 2025
- 20: Friday Staff Mtg at 3:00 p.m. (Topic on Christmas Day)
- 23: Security Mtg at 9:00 a.m.
- 23: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 23: Review Monday Mtg reports for corrections at 1:30 p.m.
- 23: Early Release at 3:00 p.m.
- 24: Holiday (Christmas Eve) Offices Closed
- 25: Holiday (Christmas Day) Offices Closed
- 26: Lone Star Shredding (Bins are due at COCC on Monday 12/23/24 due to Holidays)
- 26: HAP&UA Checks for January 2025
- 26: PIC Review of 50058 Submissions by HCV/S8 & Public Housing Staff
- 27: NO Audit of files due to Holidays
- 27: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 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. (Topic 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.
- 30: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 31: Review Monday Mtg reports for corrections at 8:15 a.m.
- 31: Final Board Reports are due by 12 noon
- 31: Early Release at 3:00 p.m.

**January 2025: Schedule may change at any time**

- 01: Holiday (New Year Day) Offices Closed
- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
- 02: Los Vecinos Construction Mtg at 9:00 a.m.
- 02: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 03: Sick Leave Incentive
- 03: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 03: Friday Staff Mtg at 3:00 p.m. (Topic on New Year's Resolutions/Goals) LMG
- 04: Market Days Downtown! BRE Reading of Books to Community by LV, BP, LMG
- 06: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month LV, BP, LMG
- 06: Security Mtg Monday at 9:00 a.m.
- 06: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 07: Practice Board Mtg at 9:00 a.m. at LMG
- 08: Pest Control at Bonita Park
- 08: Review Monday Mtg reports for corrections at 8:30 a.m.
- 08: Practice Board Mtg at 9:00 a.m. at BP
- 08: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 08: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 08: City of Harlingen Commissioners Mtg at 5:30 p.m.???
- 09: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 09: HCV/S8 Applications (20)
- 09: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 09: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 09: Maintenance Meeting at 3:00 p.m. (TEAMS) Forms, Timesheets & F/H Plans
- 09: HCISD Counselors Mtg at 4:00 p.m. (TEAMS)
- 10: Disinfect & Sanitize Main Office at 9am (Office Open at 1:00 p.m.)
- 10: Practice Board Mtg at 9:00 a.m. at LV & Virtual
- 10: Agendas due for Accounting & Administrative Asst. by 12 noon for Mtgs on 01/21/25
- 10: Friday Staff Mtg at 3:00 p.m. (Topic on Law Enforcement) LMG
- 13: Security Mtg Monday at 9:00 a.m. at ST
- 13: Board Mtg Practice at 9:30 a.m. at ST
- 13: Agendas due for HCV/S8, Admissions & LR by 12 noon for Mtgs on 01/22/25
- 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: LMG Construction Mtg at 1:30 p.m.
- 14-15: Practice Board Mtg at 9:00 a.m. at COCC
- 15: Review Monday Mtg reports for corrections at 8:30 a.m.
- 15: HHA Board Mtg 12:00 p.m. & HAHC at 12:30 p.m. at COCC Invocation by C Lucio
- 15: Board Mtg Overview at 2:00 p.m.
- 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.
- 16: Mtg with Ariana to review the Calendar at 10:30/11:00 a.m.
- 17: HHA Website Mtg (TEAMS) at 8:15 a.m.
- 17: Vehicle Inspection at COCC 10/11am
- 17: Review Audit files from November 2024 ((16018 & 31022)
- 17: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m. (Friday)
- 17: Friday Staff Mtg at 3:00 p.m. (Topic on Martin Luther King Day) LMG
- 20: Security Mtg Monday at 9:00 a.m.
- 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)
- 21: Admin Mtg with Administrative Assistant at 8:30 a.m.  
Agenda for Mtg due by Ariana Friday 01/10/25 at 12 p.m.
- 21: Admin Mtg with the Accounting Team at 10:30 a.m.  
Agenda for Mtg due by Accounting Team, Friday, 01/10/25 at 12 p.m.
- 22: Review Monday Mtg reports for corrections at 8:30 a.m.
- 22: Admin Mtg with HCV/S8 & Admissions Department at 10:00 a.m.  
Agenda for Mtg due by Monday, 01/13/25 by 12 p.m.
- 22: Admin Mtg with Low Rent Team at 2:00 p.m.  
Agenda for Mtg due by Low Rent Monday, 01/13/25 at 12 p.m.
- 23: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 23: Thursday Maintenance Mtg at 3:00 p.m. at LV (NSPIRE/Prepare for Inventory)
- 24: HAP Check for February 2025
- 24: Audit & Review files by PH & HCV/S8 at 8:30 a.m. at Los Vecinos  
Use the Auditors sample of check #s/files (list selection by Aprio (Auditors) FYE 2024
- 24: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 24: Board Reports are Due at 12:00 p.m. (noon)
- 24: February 19, Board Agenda & Minutes for January 15, Board Mtgs due 12 (noon)
- 24: Tentative Board Agendas due February, March & April 2025
- 24: Disinfect & Sanitize off all Offices high traffic areas from 1:00 p.m.- 5:00 p.m.  
(Offices Open in the morning from 8:30 a.m. – 12 noon)
- 24: PIC Review with Diana, Mary, Cindy L. at 1:30 p.m. (Friday)
- 24: Friday Staff Mtg at 3:00 p.m. (Topic on getting to know YOU) LMG
- 27: Security Mtg Monday at 9:00 a.m.
- 27: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 27-30: eLOCCS Recertification for Staff
- 28: LMG Construction Mtg at 1:30 p.m.
- 28: Crime Prevention Mtg at LMG at 3:00 p.m.
- 29: Review Monday Mtg reports for corrections at 8:30 a.m.
- 29: City of Harlingen Commissioners Mtg at 5:30 p.m.???
- 30: Los Vecinos Construction Mtg at 9:00 a.m.
- 30: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 30: Mtg with HCV/S8 Administrator at 2:00 p.m.
- 31: eLOCCS Recertification for Staff
- 31: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 31: Final Board Reports due by 12:00 noon
- 31: Friday Staff Mtg at 3:00 p.m. (Topic History of Loteria) LMG



**February 2025: Schedule may change at any time**

- 01: Market Days Downtown! BRE Reading of Books to Community by LV, BP, LMG
- 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, BP, LMG
- 03: Security Mtg Monday at 9:00 a.m.
- 03: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 05: Review Monday Mtg reports for corrections at 8:30 a.m.
- 05: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 05: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 05: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 06: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 06: HCISD Counselors Mtg at 4:00 p.m. (TEAMS)
- 07: Agendas due for Accounting & Administrative Asst. by 12 noon for Mtgs on 02/20/25
- 07: Friday Staff Mtg at 3:00 p.m. (Topic on Heart Disease Awareness) Wear Red HCV/S8
- 10: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 10: Security Mtg at 9:00 a.m.
- 10: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 10: Agendas due for HCV/S8, Admissions & LR by 12 noon for Mtgs on 02/21/25
- 10-12: Texas NAHRO Conference Austin, Texas
- 11: Pest Control at Los Vecinos
- 11: Lone Star Shredding (Bins are due at COCC on Monday)
- 12: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 12: Review Monday Mtg reports for corrections at 8:30 a.m.
- 12: Pest Control at Bonita Park
- 12: Practice Board Mtg at BP at 9:00 a.m.
- 12-13: Inventory Fiscal Year End LV
- 13: HCV/S8 Applications (20)
- 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: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 13: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 13: Thursday Maintenance Mtg at 3:00 p.m. (TEAMS) Ergonomics
- 14: Disinfect & Sanitize Main Office at 9am (Office Open at 1:00 p.m.)
- 14: Practice Board Mtg at 9:00 a.m. at LV & Virtual
- 14: Friday Staff Mtg at 3:00 p.m. (Topic on Valentine's Day) HCV/S8
- 17: Security Mtg Monday at 9:00 a.m. at ST
- 17: Practice Board Mtg at 9:30 a.m. at ST
- 17: Low Rent & HCV/S8 Monthly Reports at 11:00 a.m. (PIC Reports LR & S8)
- 17: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 18-19: Practice Board Mtg at 9:00 a.m. at BP
- 19: Review Monday Mtg reports for corrections at 8:30 a.m.
- 19: Regular Board Meeting 12:00 p.m. at Bonita Park Invocation by M Prieto
- 19: Board Mtg Overview at 2:00 p.m.
- 19: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 19-20: Inventory Fiscal Year End BP
- 19-20: Pest Control at Le Moyne Gardens
- 20: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 20: Admin Mtg with Administrative Assistant at 10:30 a.m.

- Agenda for Mtg due by Ariana **Friday 02/07/25 at 12 p.m.**
- 20: Admin Mtg with the Accounting Team at 2:00 p.m.  
Agenda for Mtg due by Accounting Team, **Friday, 02/07/25 at 12 p.m.**
- 21: Vehicle Inspection at COCC 10/11am
- 21: Admin Mtg with HCV/S8 & Admissions Department at 10:00 a.m.  
Agenda for Mtg due by **Monday, 02/10/25 by 12 p.m.**
- 21: Board Reports due 12 noon
- 21: March 19, Board Agenda & Minutes for February 19, Board Mtg due 12 (noon)
- 21: Tentative Board Agendas due March, April & May 2025
- 21: Disinfect & Sanitize off all Offices high traffic areas from 1:00 p.m.- 5:00 p.m.  
**(Offices Open in the morning from 8:30 a.m. – 12 noon)**
- 21: Friday Staff Mtg at 3:00 p.m. (Topic on President's Day) HCV/S8
- 24: Security Mtg Monday at 9:00 a.m.
- 24: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 24: Admin Mtg with Low Rent Team at 1:30 p.m.  
Agenda for Mtg due by Low Rent **Monday, 02/10/25 at 12 p.m.**
- 25: HAP Check for March 2025
- 26: Review Monday Mtg reports for corrections at 8:30 a.m.
- 26-27: Inventory Fiscal Year End LMG
- 26-28: Nelrod Conference, Las Vegas, NV
- 27: Los Vecinos Construction Mtg at 9:00 a.m.
- 27: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 27: Thursday Maintenance Mtg at 3:00 p.m. at BP Vehicle Inspections
- 28: Audit & Review files by PH & HCV/S8 at 8:30 a.m. at **Bonita Park**  
Use the Auditors sample of check #s/files (list selection by Aprio (Auditors) FYE 2024
- 28: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 28: Inventory Fiscal Year End COCC
- 28: Final Board Reports are Due at 12:00 noon
- 28: Friday Staff Mtg at 3:00 p.m. (Topic on National Tooth Fairy Day) HCV/S8
- March 2025: Schedule may change at any time**
- 01: Market Days Downtown!** BRE Reading of Books to Community by **LV**, BP, LMG
- 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**, BP, LMG
- 03: Security Mtg Monday at 9:00 a.m.
- 03: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 05: Review Monday Mtg reports for corrections at 8:30 a.m.
- 05: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 05: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 05: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 06: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 06: HCISD Counselors Mtg at 4:00 p.m. (TEAMS)
- 07: Friday Staff Mtg at 3:00 p.m. (Topic on Texas Independence Day) Acct Dept
- 10: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 10: Security Mtg at 9:00 a.m.
- 10: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 10-12: NAHRO Legislative Conference Washington DC
- 11: Pest Control at Los Vecinos
- 11: Practice Board Mtg at LMG at 9:00 a.m.

- 12: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 12: Review Monday Mtg reports for corrections at 8:30 a.m.
- 12: Pest Control at Bonita Park
- 12: Practice Board Mtg at BP at 9:00 a.m.
- 13: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 13: HCV/S8 Applications (20)
- 13: Los Vecinos Construction Mtg at 9:00 a.m.
- 13: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 13: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 13: Thursday Maintenance Mtg at 3:00 p.m. (TEAMS) Vision & Eye Safety
- 14: Disinfect & Sanitize Main Office at 9am (Office Open at 1:00 p.m.)
- 14: Practice Board Mtg at 9:00 a.m. at LV & Virtual
- 14: Agendas due for Accounting & Administrative Asst. by 12 noon for Mtgs on 03/25/25
- 14: Friday Staff Mtg at 3:00 p.m. (Topic on St. Patrick's Day) Acct Dept
- 17: Security Mtg Monday at 9:00 a.m. 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, Admissions & LR by 12 noon for Mtgs on 03/26/25
- 17: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
- 18-19: Practice Board Mtg at 9:00 a.m. at COCC
- 19: Review Monday Mtg reports for corrections at 8:30 a.m.
- 19: **Regular Board Meeting 12:00 p.m. at COCC** Invocation by Melissa Guajardo
- 19: Board Mtg Overview at 2:00 p.m.
- 19: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 19-20: Pest Control at Le Moyne Gardens
- 20: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 21: Vehicle Inspection at COCC 10/11am
- 21: Board Reports due at 12:00 noon
- 21: April 16, Board Agendas & Minutes for March 19, Board Mtg due 12 (noon)
- 21: Tentative Board Agendas due April, May & June 2025
- 21: Friday Staff Mtg at 3:00 p.m. (Topic on Daylight Saving) Spring Forward (Acct Dept)
- 24: Security Mtg Monday at 9:00 a.m.
- 24: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 25: Lone Star Shredding (Bins are due at COCC on Monday)
- 25: Admin Mtg with Administrative Assistant at 8:30 a.m.
- 25: Agenda for Mtg due by Ariana Friday 03/14/25 at 12 p.m.
- 25: Admin Mtg with the Accounting Team at 10:30 a.m.
- 25: Agenda for Mtg due by Accounting Team, Friday, 03/14/25 at 12 p.m.
- 25: HAP Check for April 2025
- 26: Review Monday Mtg reports for corrections at 8:30 a.m.
- 26: Admin Mtg with HCV/S8 & Admissions Department at 10:00 a.m.
- 26: Agenda for Mtg due by Monday, 03/17/25 by 12 p.m.
- 26: Admin Mtg with Low Rent Team at 2:00 p.m.
- 26: Agenda for Mtg due by Low Rent Monday, 03/17/25 at 12 p.m.
- 27: Los Vecinos Construction Mtg at 9:00 a.m.
- 27: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 27: Thursday Maintenance Mtg at 3:00 p.m. at ST (Ladder Safety)
- 28: Audit & Review files by PH & HCV/S8 at 8:30 a.m. at Sunset Terrace

- Use the Auditors sample of check #s/files (list selection by Aprio (Auditors) FYE 2024
- 28: Vehicle Inspection at COCC 9-11am (J. Montoya)
  - 28: Disinfect & Sanitize off all Offices high traffic areas from 1:00 p.m.- 5:00 p.m.  
(Offices Open in the morning from 8:30 a.m. – 12 noon)
  - 28: Friday Staff Mtg at 3:00 p.m. (Topic on Women's History) Acct Dept
  - 31: Security Mtg Monday at 9:00 a.m.
  - 31: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
  - 31: Final Board Reports due 12:00 noon
- April 2025: Schedule may change at anytime**
- 01: EIV Re-Certification for all staff (Accounting Dept)
  - 01: April Fool's Day
  - 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
  - 02: Review Monday Mtg reports for corrections at 8:30 a.m.
  - 02: Cintas Medicine Cabinet & back Copier Restock by Accounting
  - 02: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
  - 02: City of Harlingen Commissioners Mtg at 5:30 p.m.
  - 03: Mtg with Ariana to review the Calendar at 10/11 a.m.
  - 03: HCISD Counselors Mtg at 4:00 p.m. (TEAMS)
  - 04: Friday Staff Mtg at 3:00 p.m. (Topic on April Fool's Day) LV
  - 05: Market Days Downtown! BRE Reading of Books to Community by LV, BP, LMG
  - 07: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by LV, BP, LMG
  - 07: Security Mtg Monday at 9:00 a.m.
  - 07: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
  - 08: Pest Control at Los Vecinos
  - 08: Practice Board Mtg at LMG at 9:00 a.m.
  - 09: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
  - 09: Review Monday Mtg reports for corrections at 8:30 a.m.
  - 09: Practice Board Mtg at BP at 9:00 a.m.
  - 09: Pest Control at Bonita Park
  - 10: Los Vecinos Construction Mtg at 9:00 a.m.
  - 10: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
  - 10: HCV/S8 Applications (20)
  - 10: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
  - 10: Mtg with Ariana to review the Calendar at 10/11 a.m.
  - 10: Thursday Maintenance Mtg at 3:00 p.m. (TEAMS) Driving Awareness/City Auction
  - 11: Disinfect & Sanitize Main Office at 9am (Office Open at 1:00 p.m.)
  - 11: Practice Board Mtg at LV & Virtual at 9:00 a.m.
  - 11: Friday Staff Mtg at 3:00 p.m. (Topic on Easter) LV
  - 14: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
  - 14: Security Mtg Monday at 9:00 a.m.
  - 14: Practice Board Mtg at ST at 9:30 a.m.
  - 14: Monday Staff Mtg at 3:00 p.m. Maintenance on Call 956-893-2360
  - 15-16: Practice Board Mtg at 9:00 a.m. at COCC
  - 16: Review Monday Mtg reports for corrections at 8:30 a.m.
  - 16: HHA Board Mtg 12:00 p.m. & HAHC at 12:30 p.m. at COCC Invocation by P Vega
  - 16: Board Mtg Overview at 2:00 p.m. Webex
  - 16: City of Harlingen Commissioners Mtg at 5:30 p.m.
  - 16-17: Pest Control at Le Moyne Gardens

- 17: Mtg with Ariana to review the Calendar at 10:30/11:00 a.m.
- 18: Holiday (Good Friday) Offices Closed
- 21: Security Mtg Monday at 9:00 a.m.
- 21: Low Rent & HCV/S8 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 at 3:00 p.m. at Bonita Park
- 23: Administrative Professionals Day!!
- 23: Review Monday Mtg reports for corrections at 8:30 a.m.
- 24: Los Vecinos Construction Mtg at 9:00 a.m.
- 24: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 24: Maintenance Mtg at 11:00 a.m. at LMG (Sexual Harassment/Inventory) Lunch 12 p.m.
- 25: Board Reports due at 12:00 noon
- 25: HAP Check for May 2025
- 25: May 21, Board Agenda & Minutes for April 16, Board Mtgs due 12 (noon)
- 25: Tentative Board Agendas due May, June & July 2025
- 25: Audit & Review files by PH & HCV/S8 at 8:30 a.m. at Le Moyne Gardens  
Use the Auditors sample of check #s/files (list selection by Aprio (Auditors) FYE 2024
- 25: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 25: Disinfect & Sanitize off all Offices high traffic areas from 1:00 p.m.- 5:00 p.m.  
(Offices Open in the morning from 8:30 a.m. – 12 noon)
- 25: Friday Staff Mtg at 3:00 p.m. (Topic on Administrative Assistant Day) LV
- 28: Security Mtg Monday at 9:00 a.m.
- 28: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 29: Crime Prevention Mtg at Bonita Park at 3:00 p.m.
- 30: Review Monday Mtg reports for corrections at 8:15 a.m.
- 30: Final Board Reports due at 12:00 noon
- 30: City of Harlingen Commissioners Mtg at 5:30 p.m.???

**May 2025: Schedule may change at any time**

- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!
- 01: National Day of Prayer
- 01: Los Vecinos Construction Mtg at 9:00 a.m.
- 01: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 01: HCISD Counselors Mtg at 4:00 p.m. (TEAMS)???
- 02: Friday Staff Mtg at 3:00 p.m. (Topic Cinco De Mayo) BP
- 03: Market Days Downtown! BRE Reading of Books to Community by LV, BP, LMG
- 03: COCC Storage Clean out lead by Accounting Department & all Staff
- 05: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by LV, BP, LMG
- 05: Security Mtg Monday at 9:00 a.m.
- 05: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 06: Lone Star Shredding (Bins are due at COCC on Monday)
- 07: Review Monday Mtg reports for corrections at 8:30 a.m.
- 07: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 07: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 07: City of Harlingen Commissioners Mtg at 5:30 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: Mtg with Ariana to review the Calendar at 10/11 a.m.

- 08: Maintenance Mtg at 3:00 p.m. (TEAMS) Mental Health Awareness
- 08: HCISD Counselors Mtg at 4:00 p.m. (TEAMS)
- 09: Friday Staff Mtg at 3:00 p.m. (Topic on Mother's Day) BP
- 12: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 12: Security Mtg Monday at 9:00 a.m.
- 12: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 13: Pest Control at Los Vecinos
- 13: Practice Board Mtg at LMG at 9:00 a.m.
- 14: Pest Control at Bonita Park
- 14: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am **(Offices Open at 1:00 p.m.)**
- 14: Review Monday Mtg reports for corrections at 8:15 a.m.
- 14: Practice Board Mtg at BP at 9:00 a.m.
- 15: Disinfect & Sanitize Offices BP at 9am & ST at 11am **(Offices Open at 1:00 p.m.)**
- 16: Disinfect & Sanitize Main Office at 9am **(Office Open at 1:00 p.m.)**
- 16: Practice Board Mtg at 9:00 a.m. at LV & Virtual
- 16: Vehicle Inspection at COCC 10/11am
- 16: Friday Staff Mtg at 3:00 p.m. (Topic International Families) BP
- 19: Security Mtg Monday at 9:00 a.m.
- 19: Practice Board Mtg at 9:30 a.m. at ST
- 19: **Monday Staff Mtg at 3:00 p.m.** Maintenance on Call 956-893-2360
- 20-21: Practice Board Mtg at 9:00 a.m. at ST
- 21: Review Monday Mtg reports for corrections at 8:15 a.m.
- 21: **Regular Board Mtg 12:00 p.m. at ST** Invocation by D Perez
- 21: Board Mtg Overview at 2:00 p.m.
- 21: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 21-22: Pest Control at Le Moyne Gardens
- 22: Los Vecinos Construction Mtg at 9:00 a.m.
- 22: Maintenance Mtg at 3:00 p.m. at LV (Hurricane Preparedness & Emergency Action Plan)
- 23: HAP Check for June 2025
- 23: Audit & Review files by PH & HCV/S8 at 8:30 a.m. at Los Vecinos  
Use the Auditors sample of check #s/files (list selection by Aprio (Auditors) FYE 2024)
- 23: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 23: Board Reports due at 12:00 noon
- 23: June 18, Board Agenda & Minutes for May 21, Board Mtg due 12 (noon)
- 23: Tentative Board Agendas due June, July & September 2025
- 23: Disinfect & Sanitize off all Offices high traffic areas from 1:00 p.m.- 5:00 p.m.  
**(Offices Open in the morning from 8:30 a.m. – 12 noon)**
- 23: Friday Staff Mtg at 3:00 p.m. (Topic on World Bee Day) BP
- 26: Holiday (Memorial Day) Offices Closed
- 27: Security Mtg Tuesday at 9:00 a.m.
- 27: **Monday Staff Mtg on (Tuesday) at 10:00 a.m.** Maintenance on Call 956-893-2360
- 28: Review Monday Mtg reports for corrections at 8:30 a.m.
- 30: Final Board Reports due at 12:00 noon
- 30: Friday Staff Mtg at 3:00 p.m. (Topic Astronomy & play Loteria) BP
- June 2025: Schedule may change at any time**
- 01: Hurricane Season Begins
- 02: **Flyers for Scholarship for High School Graduating Seniors 2025!!**
- 02: Security Mtg Monday at 9:00 a.m.



- 02: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 04: Review Monday Mtg reports for corrections at 8:30 a.m.
- 04: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 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.
- 04-06: HAVE-STR Conference SPI
- 05: Los Vecinos Construction Mtg at 9:00 a.m.
- 05: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 06: Friday Staff Mtg at 3:00 p.m. (Topic on Donut Day) LMG
- 07: **Market Days Downtown!** BRE Reading of Books to Community by **LV**, BP, LMG
- 09: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by **LV**, BP, LMG
- 09: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 09: Security Mtg Monday at 9:00 a.m.
- 09: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 10: Pest Control at Los Vecinos
- 10: Practice Board Mtg at LMG at 9:00 a.m.
- 11: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (**Offices Open at 1:00 p.m.**)
- 11: Review Monday Mtg reports for corrections at 8:30 a.m.
- 11: Practice Board Mtg at BP at 9:00 a.m.
- 11: Pest Control at Bonita Park
- 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: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 12: Maintenance Mtg at 3:00 p.m. TEAMS (National Safety) Slips, Trips & Falls
- 13: Disinfect & Sanitize Main Office at 9am (**Office Open at 1:00 p.m.**)
- 13: Practice Board Mtg at LV & Virtual at 9:00 a.m.
- 13: Friday Staff Mtg at 3:00 p.m. (Topic on Father's Day) LMG
- 16: Security Mtg at 9:00 a.m. ST
- 16: Practice Board Mtg at ST at 9:30 a.m.
- 16: Low Rent & HCV/S8 Monthly Mtg at 11:00 a.m.
- 16: **Monday Staff Mtg at 3:00 p.m.** Maintenance on Call 956-893-2360
- 17: Lone Star Shredding (Bins are due at COCC on Monday)
- 17-18: Practice Board Mtg at COCC at 9:00 a.m.
- 18: Review Monday Mtg reports for corrections at 8:30 a.m.
- 18: **Regular Board Meeting 12:00 p.m. at COCC** Invocation by C Lucio
- 18: Board Mtg Overview at 2:00 p.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.
- 19: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 20: Vehicle Inspection at COCC 10/11am
- 20: Friday Staff Mtg at 3:00 p.m. (Topic on Summer) LMG
- 23: Security Mtg Monday at 9:00 a.m.
- 23: **Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 25: Review Monday Mtg reports for corrections at 8:30 a.m.
- 25: HAP Check for July 2025
- 26: Mtg with Ariana to review the Calendar at 10/11 a.m.

- 26: Maintenance Mtg at 3:00 p.m. at BP (Electrical Safety)
- 27: July 16, Board Agendas & Minutes for June 21, Board Mtg due 12 (noon)
- 27: Tentative Board Agendas due July, September & October 2025
- 27: Audit & Review files by PH & HCV/S8 at 8:30 a.m. at **Bonita Park**  
Use the Auditors sample of check #s/files (list selection by Aprio (Auditors) FYE 2024)
- 27: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 27: Disinfect & Sanitize off all Offices high traffic areas from 1:00 p.m.- 5:00 p.m.  
**(Offices Open in the morning from 8:30 a.m. – 12 noon)**
- 27: Friday Staff Mtg at 3:00 p.m. (Topic on Ice Cream Cake Day) LMG
- 30: Security Mtg Monday at 9:00 a.m.
- 30: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360

**July 2025: Schedule may change at any time**

- 01: Flyers for Scholarship for High School Graduating Seniors 2025!!**
- 02: Review Monday Mtg reports for corrections at 8:30 a.m.
- 02: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 02: Board Packet Review by Administration at 10:00 a.m. & 2:00 p.m.
- 02: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 03: Los Vecinos Construction Mtg at 9:00 a.m.
- 03: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 03: HCISD Counselors Mtg at 4:00 p.m. (TEAMS)???
- 04: Holiday (Independence Day)
- 05: Market Days Downtown!** BRE Reading of Books to Community by LV, BP, **LMG**
- 07: BRE Read a Book to children on HHA Facebook 1<sup>st</sup> Monday of month by LV, BP, **LMG**
- 07: Security Mtg Monday at 9:00 a.m.
- 07: Monday Staff Mtg at 10:00 a.m.** Maintenance on Call 956-893-2360
- 08: Pest Control at Los Vecinos
- 08: Practice Board Mtg at LMG at 9:00 a.m.
- 09: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am **(Offices Open at 1:00 p.m.)**
- 09: Review Monday Mtg reports for corrections at 8:30 a.m.
- 09: Practice Board Mtg at BP at 9:00 a.m.
- 09: Pest Control at Bonita Park
- 10: Disinfect & Sanitize Offices BP at 9am & ST at 11am **(Offices Open at 1:00 p.m.)**
- 10: HCV/S8 Applications (20)
- 10: HUD San Antonio Field Office Monthly Teams Mtg at 10:00 a.m.
- 10: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 10: Thursday Maintenance Mtg at 3:00 p.m. (TEAMS) Heat Awareness
- 11: Disinfect & Sanitize Main Office at 9am **(Office Open at 1:00 p.m.)**
- 11: Practice Board Mtg at LV & Virtual at 9:00 a.m.
- 11: Friday Staff Mtg at 3:00 p.m. (Topic on 4<sup>th</sup> of July) HCV/S8
- 14: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 14: Security Mtg Monday at 9:00 a.m.
- 14: Practice Board Mtg at ST at 9:30 a.m.
- 14: Monday Staff Mtg at 3:00 p.m.** Maintenance on Call 956-893-2360
- 15-16: Practice Board Mtg at 9:00 a.m. at COCC
- 16: Review Monday Mtg reports for corrections at 8:15 a.m.
- 16: HHA Board Mtg 12:00 p.m. & HAHC at 12:30 p.m. at COCC** Invocation by M Prieto
- 16: Board Mtg Overview at 2:00 p.m.
- 16: City of Harlingen Commissioners Mtg at 5:30 p.m.



- 16-17: Pest Control at Le Moyne Gardens
- 17: Los Vecinos Construction Mtg at 9:00 a.m.
- 17: Mtg with Ariana to review the Calendar at 10:30/11:00 a.m.
- 18: Vehicle Inspection at COCC 10/11am
- 18: Friday Staff Mtg at 3:00 p.m. (Topic on Disneyland) HCV/S8
- 21: Security Mtg Monday at 9:00 a.m.
- 21: Low Rent & HCV/S8 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 at 3:00 p.m. at Bonita Park
- 23: Administrative Professionals Day!!
- 23: Review Monday Mtg reports for corrections at 8:30 a.m.
- 24: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 24: Maintenance Mtg at 11:00 a.m. at COCC (PPE Safety) Lunch 12 p.m.
- 25: Board Reports due at 12:00 noon
- 25: HAP Check for August 2025
- 25: September 24, Board Agendas & Minutes for July 16, Board Mtgs due 12 (noon)
- 25: Tentative Board Agendas due September, October & November 2025
- 25: Audit & Review files by PH & HCV/S8 at 8:30 a.m. at Sunset Terrace  
Use the Auditors sample of check #s/files (list selection by Aprio (Auditors) FYE 2024)
- 25: Vehicle Inspection at COCC 9-11am (J. Montoya)
- 25: Disinfect & Sanitize off all Offices high traffic areas from 1:00 p.m.- 5:00 p.m.  
(Offices Open in the morning from 8:30 a.m. – 12 noon)
- 25: Friday Staff Mtg at 3:00 p.m. (Topic on New Moon) HCV/S8
- 28: Security Mtg Monday at 9:00 a.m.
- 28: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 29: Lone Star Shredding (Bins are due at COCC on Monday)
- 29: Crime Prevention Mtg at Sunset Terrace at 3:00 p.m.
- 30: Review Monday Mtg reports for corrections at 8:30 a.m.
- 30: Final Board Reports due at 12:00 noon
- 30: City of Harlingen Commissioners Mtg at 5:30 p.m.???
- 31: Los Vecinos Construction Mtg at 9:00 a.m.
- August 2025: Schedule may change at any time**
- 01: Flyers for Scholarship for High School Graduating Seniors 2026!!
- 01: Friday Staff Mtg at 3:00 p.m. (Topic on Back to School) Accounting Dept
- 02: Market Days Downtown! BRE Reading of Books to Community by LV, BP, LMG,  
HVC/S8 & Admissions
- 04: Security Mtg Monday at 9:00 a.m.
- 04: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 06: Review Monday Mtg reports for corrections at 8:30 a.m.
- 06: Cintas Medicine Cabinet & back Copier Restock by Accounting
- 06: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 06-07: Inventory Mid-Year Los Vecinos
- 07: Mtg with Ariana to review the Calendar at 10/11 a.m.
- 07: Annual Board Committee Mtg at 3:00 p.m. (TEAMS)
- 07: HCISD Counselors Mtg at 4:00 p.m. (TEAMS)
- 08: Friday Staff Mtg at 3:00 p.m. (Topic on International Coworker Day) Accounting Dept
- 11: Pest Control at COCC, Aragon, Arroyo Vista, Sunset Terrace and 209 E. Jackson Street
- 11: Security Mtg Monday at 9:00 a.m.

- 11: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 12: Pest Control Los Vecinos
- 13: Pest control Bonita Park
- 13: Review Monday Mtg reports for corrections at 8:30 a.m.
- 13: Disinfect & Sanitize Offices at LMG at 9am & LV at 11am (Offices Open at 1:00 p.m.)
- 14: HCV/S8 Applications (20)
- 14: Disinfect & Sanitize Offices BP at 9am & ST at 11am (Offices Open at 1:00 p.m.)
- 14: Los Vecinos Construction Mtg at 9:00 a.m.
- 14: Thursday Maintenance Mtg at 3:00 p.m. (TEAMS) Hazard Communication
- 15: Disinfect & Sanitize Main Office at 9am (Office Open at 1:00 p.m.)
- 15: Vehicle Inspections at COCC by J. Montoya 10/11am
- 15: Friday Staff Mtg at 3:00 p.m. (Topic Tell a Joke Day) Accounting Dept
- 18: Security Mtg Monday at 9:00 a.m.
- 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
- 20: Review Monday Mtg reports for corrections at 8:30 a.m.
- 20: City of Harlingen Commissioners Mtg at 5:30 p.m.
- 20-21: Inventory Mid-Year Bonita Park
- 20-21: Pest Control LMG & Non-Profit
- 21: Annual Board Committee Mtg at 3:00 p.m. (TEAMS)
- 22: Audit & Review files by PH & HCV/S8 at 8:30 a.m. at Le Moyne Gardens  
Use the Auditors sample of check #s/files (list selection by Aprio (Auditors) FYE 2024
- 22: Board Report are due by 12 noon
- 22: September 24, Board Agendas & Minutes for July 16, Board Mtgs due 12 (noon)
- 22: Tentative Board Agendas due September, October & November 2025
- 22: Disinfect & Sanitize off all Offices high traffic areas from 1:00 p.m.- 5:00 p.m.  
(Offices Open in the morning from 8:30 a.m. – 12 noon)
- 22: Friday Staff Mtg at 3:00 p.m. (Topic Women's Equality Day) Accounting Dept
- 25: Security Mtg Monday at 9:00 a.m.
- 25: Monday Staff Mtg at 10:00 a.m. Maintenance on Call 956-893-2360
- 26: HAP Check for September 2025
- 27: Review Monday Mtg reports for corrections at 8:30 a.m.
- 27-28: Inventory Mid-Year Le Moyne Gardens
- 28: Los Vecinos Construction Mtg at 9:00 a.m.
- 28: Thursday Maintenance Mtg at 3:00 p.m. at ST (Insurance & Open Enrollment)
- 29: Inventory Mid-Year COCC
- 29: Final Board Reports are due 12 noon
- 29: Friday Staff Mtg at 3:00 p.m. (Topic Friendship Day) Accounting Dept

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

**Training & Conferences:** All HUD meetings are through Microsoft TEAMS and are held the 2<sup>nd</sup> Thursday of every month. We are meeting with HUD Washington HCV/S8 Shortfall Representatives so they can provide us additional funding due to assisting more families. We are registered for 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.

**Administrative Meetings:** Most of the staff meetings continue to be virtual. 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:** Our partnership with the City of Harlingen for street and parking repairs at Los Vecinos continues and we are meeting every two weeks on Thursday's at 9:00 a.m. at the Los Vecinos site. The City of Harlingen awarded the RGV Asphalt Construction Company the remaining streets and parking repairs on Mitchele Avenue and Buchanan Avenue. The contractors will start on Buchanan Avenue and continue to Mitchele Avenue. The Administrative Staff reviewed the Minutes for the November 20, 2024, Board Meeting and reviewed the Agenda for the December 18, 2024, Board Meeting, that is scheduled at the Le Moyne Gardens Family Learning Center, 3221 North 25<sup>th</sup> Street, Harlingen, Texas.

**2025 Board Meeting Schedule:** The 2025 Schedule of Board Meetings is attached, and some board meetings will be held at the main office and at the AMPs/sites. The next scheduled Board Meetings are on Wednesday, January 15, 2025, starting at 12:00 p.m. at the Administrative Building, 219 E. Jackson Street, Harlingen, Texas. The option to attend the board meetings virtually 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

2025 Schedule of Board Meetings  
For  
The Harlingen Housing Authority (HHA)  
and  
The Harlingen Affordable Housing Corporation (Non-Profit)

Date	HHA or Non-Profit Meeting	Location	Time
Wednesday, January 15, 2025	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	HAHC		12:30 P.M.
Wednesday, February 19, 2025	HHA	Bonita Park 601 S. Rangerville Rd Harlingen, TX 78552	12:00 P.M.
Wednesday, March 19, 2025	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, April 16, 2025	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	HAHC		12:30 P.M.
Wednesday, May 21, 2025	HHA	Sunset Terrace 1401 N. Sunset Dr. Harlingen, TX 78552	12:00 P.M.
Wednesday, June 18, 2025	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, July 16, 2025	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	HAHC		12:30 P.M.
August 20, 2025, No Board Meeting Scheduled			
Wednesday, September 24, 2025	HHA Annual	Harlingen Convention Center 701 Harlingen Heights Dr. Harlingen, TX 78550	11:30 A.M.
	HAHC Annual		12:30 P.M.
Wednesday, October 15, 2025	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, November 19, 2025	HHA	Le Moyne Gardens 3221 N. 25 <sup>th</sup> St. Harlingen, TX 78550	12:00 P.M.
Wednesday, December 17, 2025	HHA	Los Vecinos 702 S. M. St. Harlingen, TX 78550	12:00 P.M.