



EASTERN SIERRA  
**COMMUNITY  
HOUSING**

*We support workforce housing  
for a viable economy and  
sustainable community.*

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## **STAFF REPORT**

Subject: ED Work Program update

Presented by: Patricia Robertson, Executive Director

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## **ONGOING**

Staff management

- Office clean-up day! 7/2

- Photo wall

- New lightbulbs, patch holes, mop, etc.

Program/contract management

Financial oversight

- Payroll / system switch over

- AP submittal and approval

- AR – invoicing process set up

- Financials – quarterly reports

Insurance renewals

## **ED PRIORITIES – WORK PROGRAM**

Annual budget, end of year actuals, audit prep

Town contract negotiations, committee meetings, data analysis, etc.

Hiring Navigator

Board member vacancy

Access Grand Opening – August (TBD)

Access Lease-Up and Marketing – lottery process

- Advertising

- Call waitlist

- Applications due 8/15

Town-FTHB programs

- 2 units for sale

- 4 clients in process

- Joaquin units / lottery

**OVERSIGHT**

Property Management – PM Manager and Navigator

Innsbruck Lodge – 15 units

Star – 4 units (vacancy / lease up)

Birch Creek – 1 unit (tenant issues)

Access – 13 units

TOTAL = 33 units

Annual Report mailing – intern

Rental Application back-log – intern

Grant oversight – ESG, CalHome

Upcoming –

FTHB client files – intern

Old filing – intern

**NEW CONSTRUCTION PROJECTS**

Access – billing

SCE issues / scheduling

Predevelopment invoices – intern – completed!

Welfare exemption follow up

Grand Opening

Innsbruck

Rents – Navigator

Vacancy lease up – Navigator

Valley

Budget analysis – intern

Follow up – architects

Follow up – HCD