



# **BAKERSFIELD COMMUNITY LAND TRUST REGULAR MEETING AGENDA**

**November 19, 2025, 2:00 p.m.**

**City Hall North Conference Room A  
1600 Truxtun Avenue**

---

*Bakersfield Community Land Trust Board Members:* Sophia Garcia, Andrae Gonzalez (Chair), Manpreet Kaur, Alex Mora, Amy Rose (Vice-Chair), Bob Smith, Vincent Zaragosa

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC STATEMENTS**

a. Agenda Item Public Statements

b. Non-Agenda Item Public Statements

**4. ADOPTION OF MINUTES**

a. Adoption of minutes for the following meetings:

1. October 15, 2025, meeting

Staff recommend adoption of the minutes.

**5. DEFERRED BUSINESS**

**6. NEW BUSINESS**

**6.a. Participant Activity Analytics**

This item is for informational purposes only and intended to showcase the participant interest in homeownership opportunities being made available through the BCLT.

**6.b. BCLT Monthly Financial Reports**

This item will be recurring monthly and for informational purposes only.

**7. DIRECTOR COMMENTS**

**8. ADJOURNMENT**



## **BAKERSFIELD COMMUNITY LAND TRUST MINUTES**

**October 15, 2025, 2:00 p.m.  
City Hall North Conference Room A  
1600 Truxtun Avenue**

Members Present: Andrae Gonzalez (Chair), Manpreet Kaur, Alex Mora (Vice-Chair), Amy Rose, Vincent Zaragoza, Sophia Garcia

Members Absent: Bob Smith

---

**1. CALL TO ORDER**

**2. ROLL CALL**

Member Garcia sat at 2:04

**3. PUBLIC STATEMENTS**

**a. Agenda Item Public Statements**

None.

**b. Non-Agenda Item Public Statements**

None.

**4. ADOPTION OF MINUTES**

a. Adoption of minutes for the following meetings:

1. September 17, 2025, meeting

Staff recommend adoption of the minutes.

**Motion by Board Member Rose to adopt the minutes, seconded by Board Member Zaragoza. Motion approved with Board Member Smith absent.**

**5. DEFERRED BUSINESS**

**6. NEW BUSINESS**

Heather Mendonca, Assistant Director Self Help Enterprises, presented

**7. DIRECTOR COMMENTS**

Heather Mendonca, Assistant Director Self Help Enterprises, provided construction updates

Chair Gonzalez asked for a financial report on the next agenda: Cash levels, revenue after selling homes, etc.

**8. ADJOURNMENT**

---

JULIE DRIMAKIS, CITY CLERK



# BAKERSFIELD COMMUNITY LAND TRUST

**MEETING DATE:** November 19, 2025

**AGENDA CATEGORY:** New Business

**TO:** Bakersfield Community Land Trust Board of Directors  
**FROM:** Heather Mendonca, Assistant Director, Self-Help Enterprises  
**DATE:** November 12, 2025  
**SUBJECT:** Participant Activity Analytics

---

**RECOMMENDATION:**

This Staff Report is for informational purposes only, no decision by the BCLT Board is required.

**BACKGROUND:**

In mid-June 2025, staff began to share opportunities that would become available for homeownership through the BCLT. The data provided below show the significant amount of activity that has occurred within the first 5 months of outreach.

At our September 17, regular BCLT board meeting, the board requested a monthly report of the Participant Tracker Activity. Using the data provided at the September 17 BCLT board meeting as a baseline, we have included columns for the remainder of 2025 to share monthly activity. The values presented are total values so any activity for this month was added to the values of last month.

The data provided shows a large pool of applicants that will be working towards home ownership in Bakersfield. This information depicts the first 5 months of program availability.

BCLT Participant Tracker Activity (Cumulative Values)				
	Sep-25	Oct-25	Nov-25	Dec-25
Interest List	210	213	214	
Intake Call	134	135	137	
Lender Referral	117	118	119	
Received Pre-Application and Pre-Approval	21	21	21	
Approved and Added to Waitlist	19	16	14	
This table is populated one week prior to monthly BCLT Board Meeting				

November's data compared to October.

Interest List value increased by one participant.

Intake increased by two participants.

Lender Referral increased by one participant sent to lender.

Pre-Application and Pre-Approval remained constant.

Approved and added to waitlist decreased by 2 participants due to the October lottery.



**FISCAL IMPACT:**

There is no fiscal impact related to this item.

**ATTACHMENTS:**

No attachments are provided.



# BAKERSFIELD COMMUNITY LAND TRUST

**MEETING DATE:** November 19, 2025

**AGENDA CATEGORY:** New Business

**TO:** Bakersfield Community Land Trust Board of Directors  
**FROM:** Heather Mendonca, Assistant Director, Self-Help Enterprises  
**DATE:** November 12, 2025  
**SUBJECT:** BCLT Monthly Financial Reports

---

**RECOMMENDATION:**

This item is for informational purposes only

**BACKGROUND:**

At the June 23, 2025, BCLT Special Meeting, the board approved the Accounting Department Procedures Manual. In keeping with the intent of the manual, developing regularly shared financial reports to capture routine financial status would further improve reporting, auditing, transparency, and simplification of accounting controls.

SHE is presenting the BCLT Statement of Financial Position, Statement of Revenues & Expenditure and Expenditure by Task.

**FISCAL IMPACT:**

There is no fiscal impact related to this item.

**ATTACHMENTS:**

Statement of Financial Position  
Statement of Revenues and Expenditures  
Expenditure by Task

Bakersfield Community Land Trust  
Statement of Financial Position  
As of 9/30/2025

	<u>Current Period Balance</u>
ASSETS	
Cash	\$ 252,606.41
Property Held for Resale	<u>1,226,484.00</u>
Total ASSETS	\$ 1,479,090.41
LIABILITIES	
Accounts Payable	\$ 31,691.27
Deferred Revenue	<u>1,447,399.14</u>
Total LIABILITIES	\$ 1,479,090.41
NET ASSETS	
Change in Net Assets	<u>\$ -</u>
Total NET ASSETS	\$ -

Bakersfield Community Land Trust  
Statement of Revenues and Expenditures  
Fiscal Year 2025-2026

	July-Sept 2025	Oct-25	Nov-25	Dec-25	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	FY25-26 Total to Date
<b>Revenues and Other Support</b>											
Grant Revenue	\$ 241,431.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,431.58
Total Revenues and Other Support	\$ 241,431.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,431.58
<b>Expenditures</b>											
Contract Services (Legal)	\$ 21,200.39										\$ 21,200.39
Board Travel and Mileage	\$ 456.33										\$ 456.33
Insurance	\$ 60,905.42										\$ 60,905.42
Marketing	\$ 2,461.74										\$ 2,461.74
Projects Costs	\$ 156,358.00										\$ 156,358.00
Supplies, Printing, Postage, Shipping	49.70	-	-	-	-	-	-	-	-	-	49.70
Total Expenditures	\$ 241,431.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,431.58
<b>Excess (Deficit)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Bakersfield Community Land Trust  
Statement of Revenues and Expenditures  
Fiscal Year 2025-2026

**BAKERSFIELD COMMUNITY LAND TRUST**  
**EXPENDITURES BY TASK**

<b>TASK</b>		<b>REV BUDGET 8/14/25</b>	<b>Spent to Date 9/30/25</b>	<b>Balance Remaining</b>
2.1 - Studies, Reports, & Engineering	OP	\$ -	\$ -	\$ -
	CAP	\$ 529,056	\$ 404,067	\$ 124,989
	<b>TOTAL</b>	<b>\$ 529,056</b>	<b>\$ 404,067</b>	<b>\$ 124,989</b>
2.3 - Predevelopment & Construction PM	OP	\$ 165,944	\$ 60,751	\$ 105,193
	CAP	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 165,944</b>	<b>\$ 60,751</b>	<b>\$ 105,193</b>
3 - Community Engagement	OP	\$ 40,000	\$ 21,332	\$ 18,668
	CAP	\$ 10,000	\$ 4,431	\$ 5,569
	<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 25,763</b>	<b>\$ 24,237</b>
4.1 - Construction & Construction Revolving Loan Fund	OP	\$ -	\$ -	\$ -
	CAP	\$ 2,215,000	\$ 92,828	\$ 2,122,172
	<b>TOTAL</b>	<b>\$ 2,215,000</b>	<b>\$ 92,828</b>	<b>\$ 2,122,172</b>
4.5 - Develop & Submit Master Plans	OP	\$ -	\$ -	\$ -
	CAP	\$ 125,000	\$ 148,763	\$ (23,763)
	<b>TOTAL</b>	<b>\$ 125,000</b>	<b>\$ 148,763</b>	<b>\$ (23,763)</b>
5 - Secondary Loans, Processing & Packaging Fees	OP	\$ -	\$ 985	\$ (985)
	CAP	\$ 1,750,000	\$ 2,700	\$ 1,747,300
	<b>TOTAL</b>	<b>\$ 1,750,000</b>	<b>\$ 3,685</b>	<b>\$ 1,746,315</b>
6 - Develop & Finalize Legal for Sales Structure	OP	\$ -	\$ -	\$ -
	CAP	\$ 50,000	\$ 10,800	\$ 39,200
	<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 10,800</b>	<b>\$ 39,200</b>
7 - Market Unit Buy-Down Program	OP	\$ -	\$ -	\$ -
	CAP	\$ 1,365,000	\$ 1,276,242	\$ 88,758
	<b>TOTAL</b>	<b>\$ 1,365,000</b>	<b>\$ 1,276,242</b>	<b>\$ 88,758</b>
11 - BLCT Admin - Board Mtgs, Minutes, Reporting	OP	\$ 175,000	\$ 51,111	\$ 123,889
	CAP	\$ 25,000	\$ 14,743	\$ 10,257
	<b>TOTAL</b>	<b>\$ 200,000</b>	<b>\$ 65,854</b>	<b>\$ 134,146</b>
12 - Annual Monitoring (5 yrs)	OP	\$ 50,000	\$ -	\$ 50,000
	CAP	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>
OPERATING		\$ 430,944	\$ 134,179	\$ 296,765
CAPITAL		\$ 6,069,056	\$ 1,955,389	\$ 4,113,667
<b>TOTALS</b>		<b>\$ 6,500,000</b>	<b>\$ 2,089,568</b>	<b>\$ 4,410,432</b>