

HOUSING AUTHORITY OF THE COUNTY OF MERCED

VOUCHER

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/18 TO: 9/30/2019

REPORT PERIOD FROM:

01-Oct-18

TO: 30-Nov-18

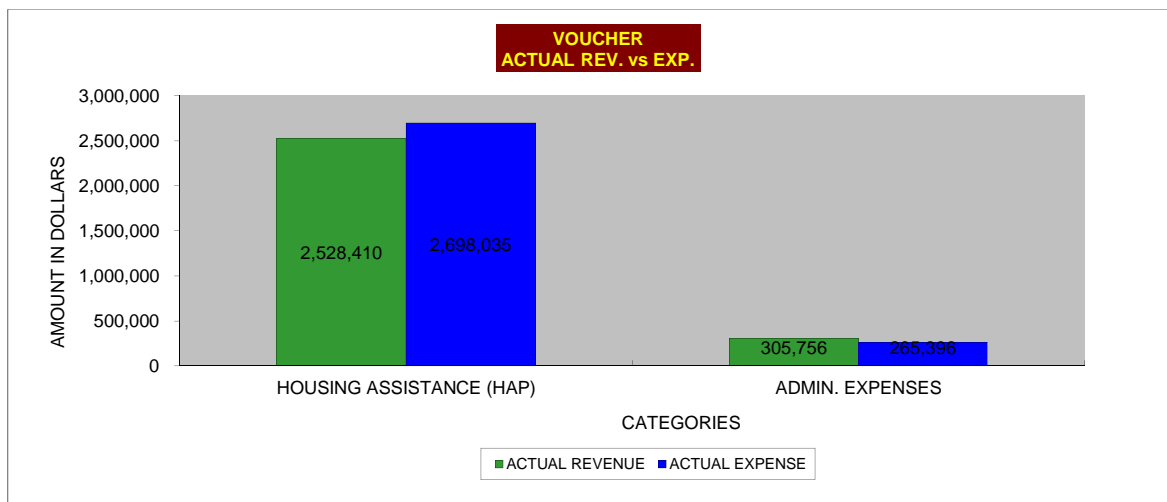
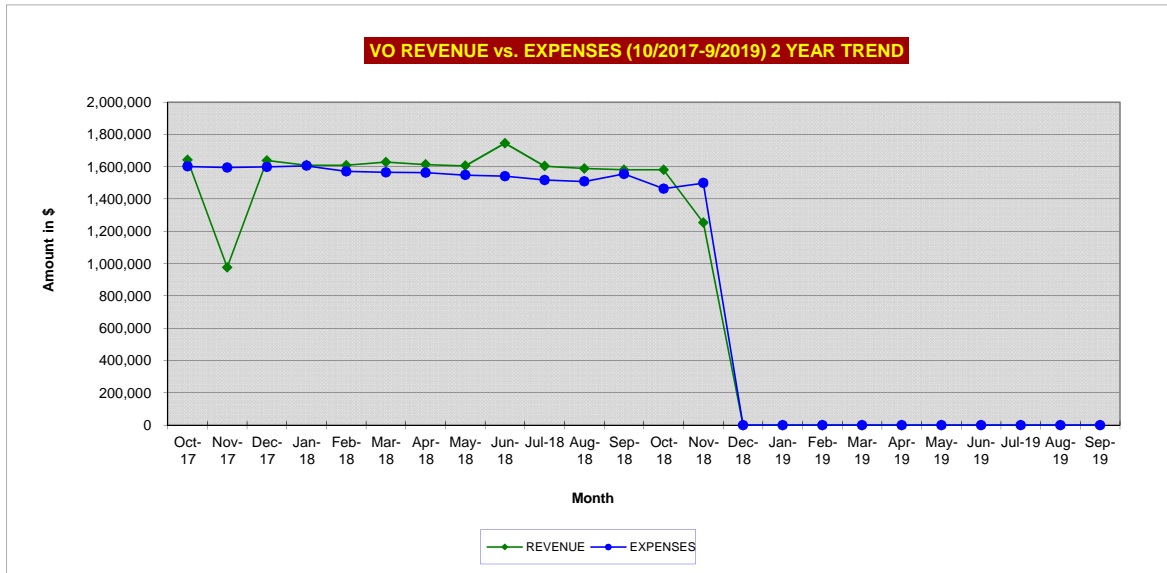
EXPEND. RATE: 16.5%

BUDGET # VOUCHER MONTHS: 33,936

YTD VOUCHERS 4,855

YTD % 14.3%

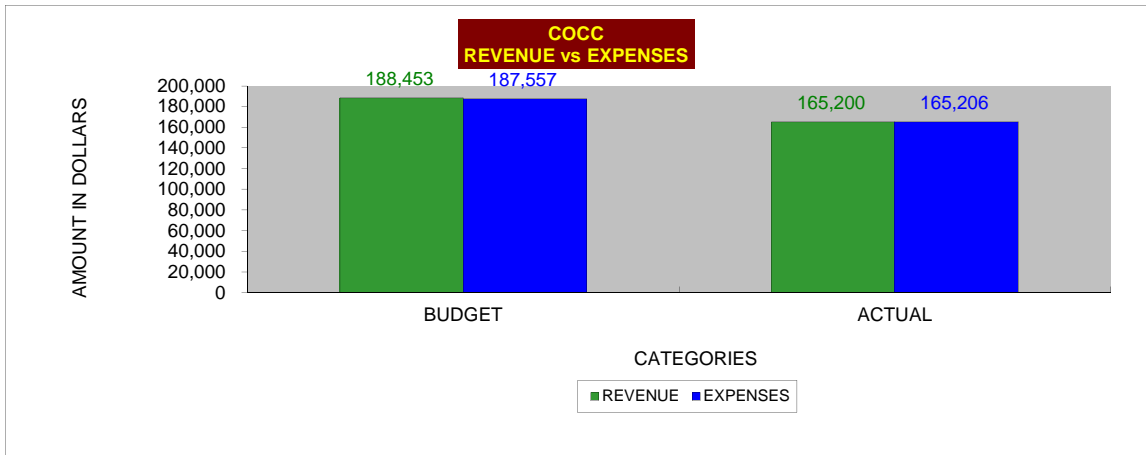
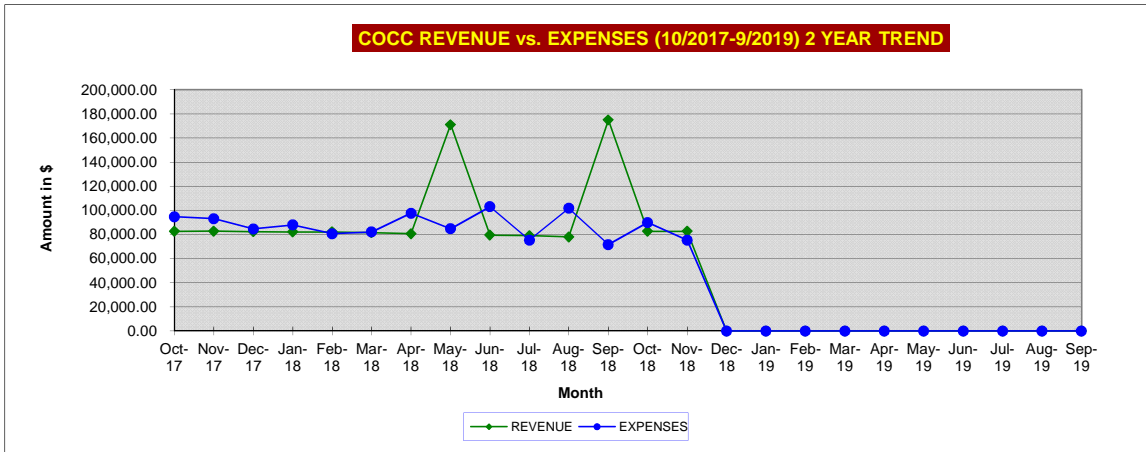
4,855 14.3%



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	2,873,473	2,528,410	513.68	452.00
ADMIN. FEES	291,165	305,756	52.05	54.66
	3,164,638	2,834,166	565.73	506.66
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	2,873,077	2,698,035	513.61	482.32
ADMIN. EXPENSES	291,563	265,396	52.12	47.44
	3,164,640	2,963,431	565.73	529.76
NET SURPLUS		(2)		(129,265)
HAP SURPLUS YTD Change	397	(169,625)		
ADMIN SURPLUS YTD Change	(398)	40,360		
HAP SURPLUS BALANCE	149,689	(20,333)		
ADMIN SURPLUS BALANCE	(15,946)	24,813		

01-Oct-18

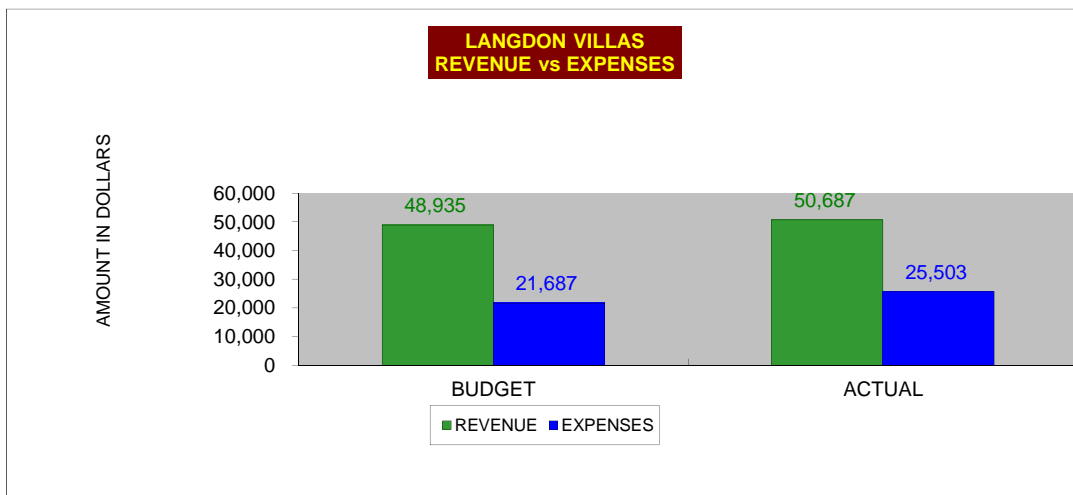
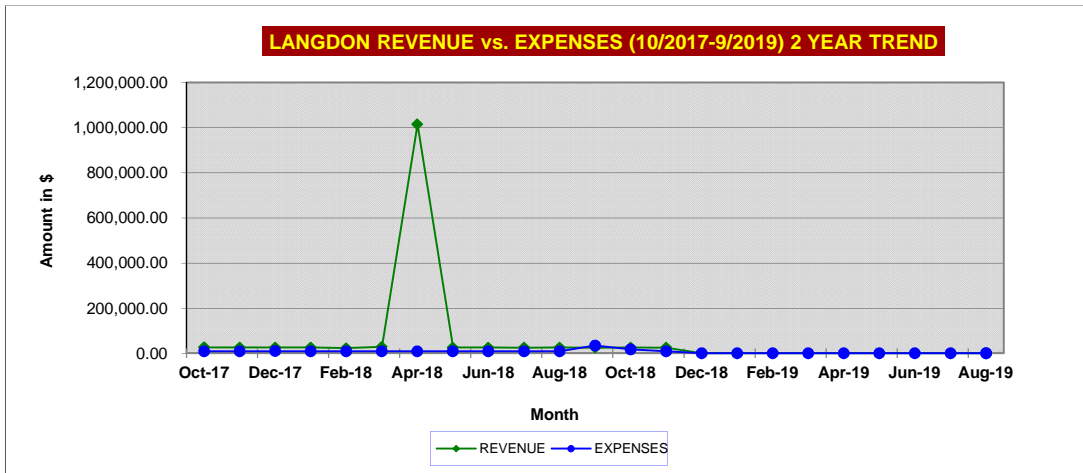
TO: 30-Nov-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	163,620	165,200	337.63	340.89
ASSET MANAGEMENT FEES	8,262	0	17.05	0.00
CFP ADMIN FEES	16,571	0	34.19	0.00
	188,453	165,200	388.87	340.89
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	156,713	136,820	323.38	282.33
UTILITIES	6,412	5,628	13.23	11.61
MAINT.	12,605	11,477	26.01	23.68
GENERAL	11,827	11,280	24.40	23.28
	187,557	165,206	387.02	340.90
NET SURPLUS	896	(6)		
NET FROM OPERATIONS	896	(6)		
ENDING RESERVE BALANCE	(289,043)	(289,945)		
NET SURPLUS	896	(6)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	896	(6)		

01-Oct-18

TO: 30-Nov-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	7,615	7,700	3,849.81	3,892.78
INTEREST	3,956	4,435	1,999.98	2,241.93
MANAGEMENT FEES	35,584	35,800	17,989.69	18,098.89
OTHER INCOME	1,780	2,752	899.89	1,391.53
	48,935	50,687	24,739.37	25,625.13

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	12,153	6,716	6,144.02	3,395.08
UTILITIES	264	241	133.47	122.05
MAINT. & OPER.	725	10,376	366.53	5,245.68
GENERAL	8,545	8,170	4,319.97	4,130.14
	21,687	25,503	10,963.99	12,892.95

NET SURPLUS	27,248	25,185		
ENDING EQUITY BALANCE	9,844,393	9,842,330		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

ASSETS, LIABILITIES & FUND EQUITY

FISCAL YEAR PERIOD FROM: 10/01/18 TO: 9/30/2019

EXPEND. RATE:

UNIT/MONTH:

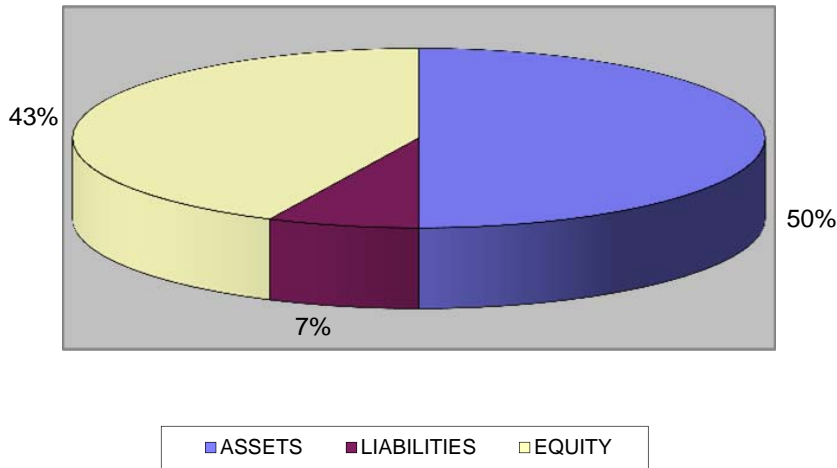
REPORT PERIOD FROM:

01-Oct-18

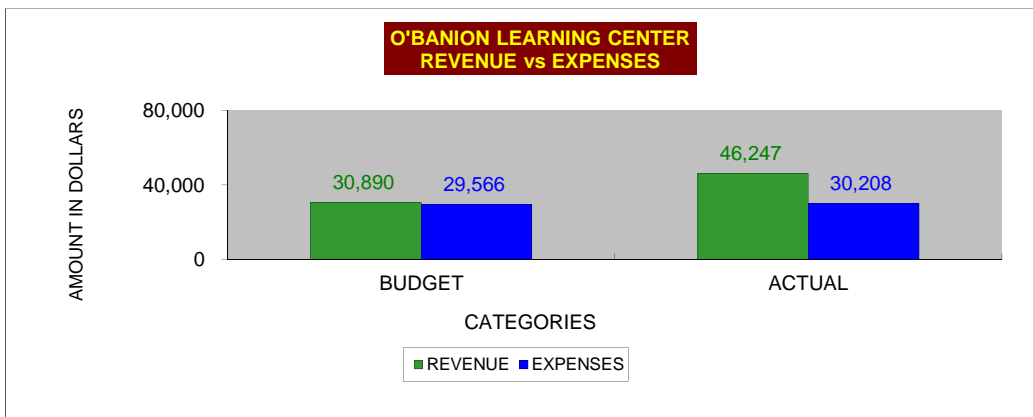
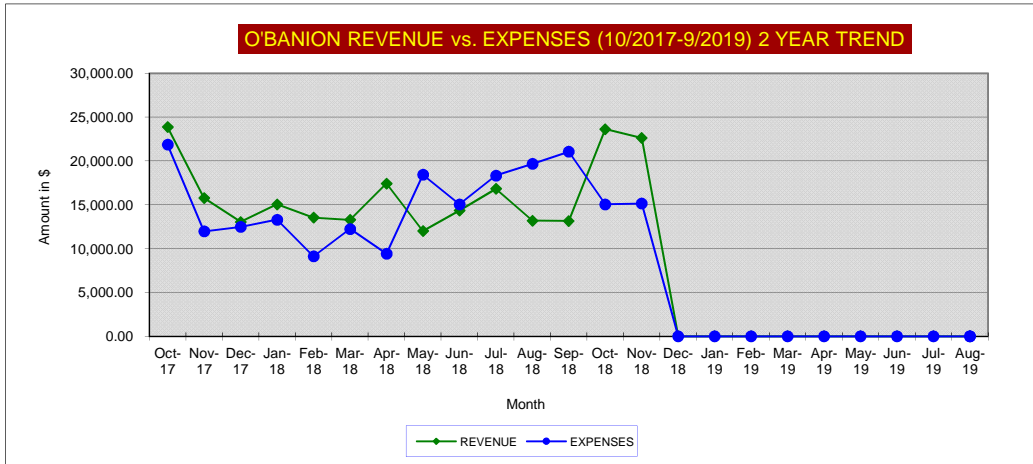
TO:

30-Nov-18

**LANGDON VILLA
BALANCE SHEET**

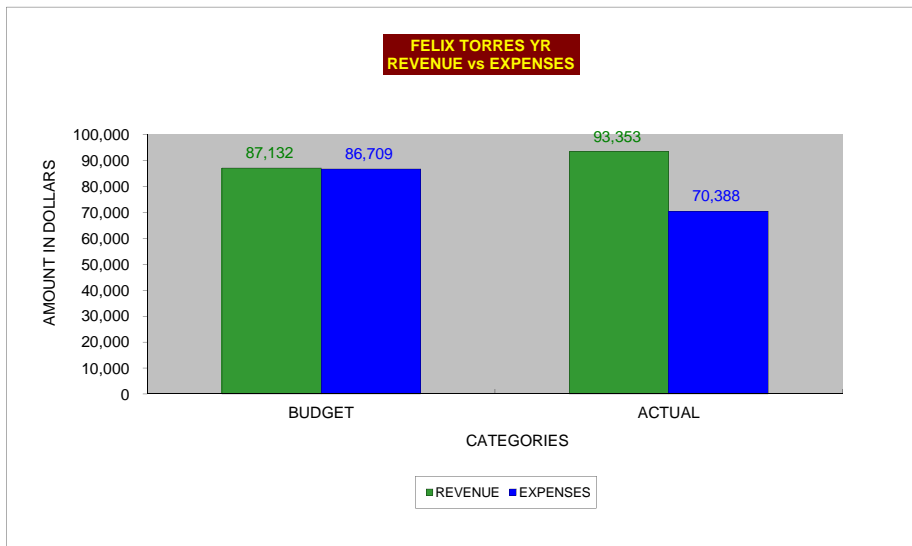
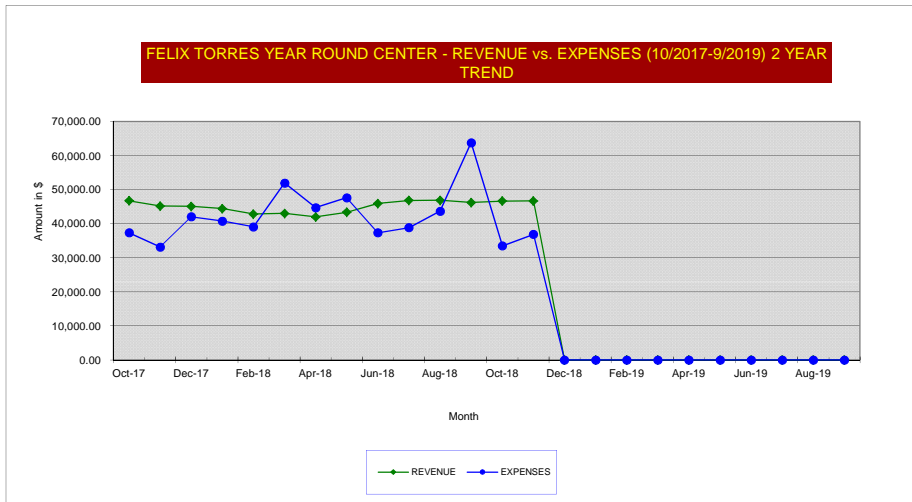


CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	5,080,019			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	120,433			
NOTES RECEIVABLE	885,188			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,699,927			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		157,404		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,541,159		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			11,351,104	
CURRENT YEAR			25,185	
EQUITY TRANSFERS			0	
	\$13,250,017	\$1,873,728	\$11,376,289	\$13,250,017
				LIAB. + EQUITY



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	30,890	46,247	2,602.77	3,896.71
OTHER INCOME	0	0	0.00	0.00
	30,890	46,247	2,602.77	3,896.71
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	3,321	3,206	279.83	270.15
UTILITIES	11,100	12,452	935.28	1,049.21
MAINT. & OPER.	6,059	5,321	510.53	448.36
GENERAL	218	278	18.37	23.42
DEPRECIATION	8,868	8,950	747.21	754.12
	29,566	30,208	2,491.22	2,545.26
NET SURPLUS	1,324	16,039		
ENDING EQUITY BALANCE	2,433,043	2,447,758		
ADD BACK DEPRECIATION	8,868	8,950		
CASH FLOW	10,192	24,989		

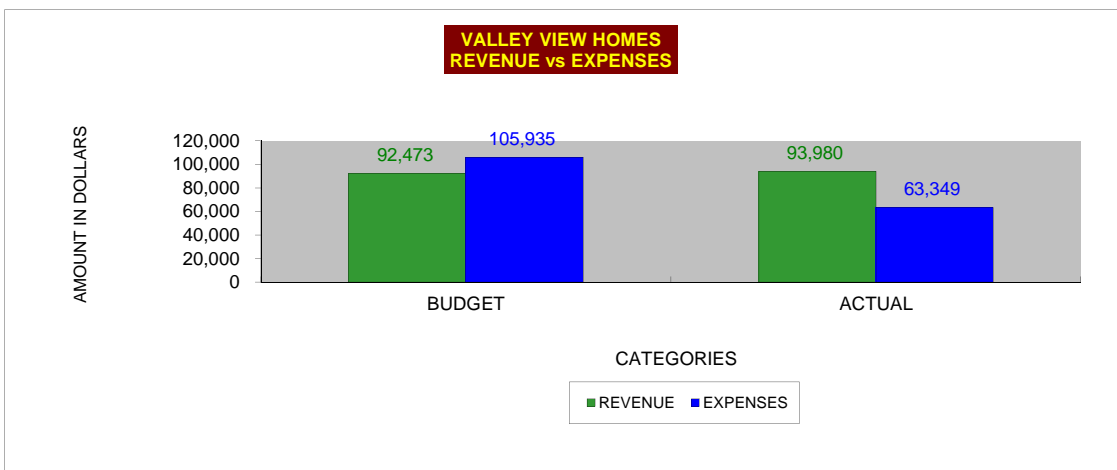
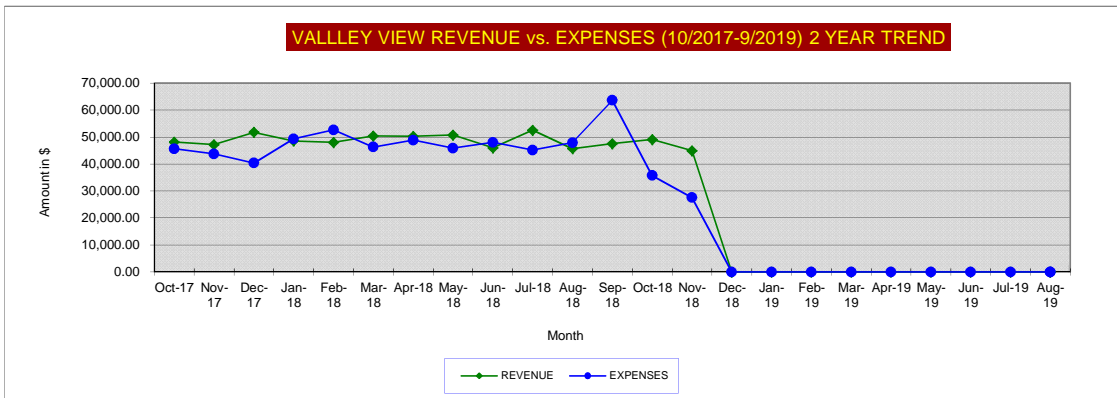
01-Oct-18 TO: 30-Nov-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	87,033	92,666	956.52	1,018.43
INTEREST	0	9	0.00	0.09
OTHER INCOME	99	678	1.09	7.45
	87,132	93,353	957.61	1,025.97
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	16,314	9,200	179.30	101.12
UTILITIES	15,477	6,502	170.10	71.45
MAINT.	13,114	13,553	144.13	148.96
GENERAL	8,871	7,833	97.50	86.09
DEPRECIATION	32,933	33,300	361.94	365.98
EQUITY TRANSFERS	0	0	0.00	0.00
	86,709	70,388	952.97	773.60
NET SURPLUS	423	22,964		
NET FROM OPERATIONS	423	22,964		
ENDING EQUITY BALANCE	(164,405)	(141,863)		
NET SURPLUS	423	22,964		
ADD BACK DEPRECIATION	32,933	33,300		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	33,356	56,264		

01-Oct-18

TO: 30-Nov-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	90,000	92,364	623.29	639.66
INTEREST	0	0	0.00	0.00
OTHER INCOME	2,473	1,616	17.12	11.19
	92,473	93,980	640.41	650.85
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	24,476	18,405	169.51	127.47
UTILITIES	16,899	10,594	117.03	73.37
MAINT. & OPER.	24,339	23,754	168.56	164.51
GENERAL	3,748	3,844	25.96	26.62
DEPRECIATION	6,679	6,750	46.25	46.75
BOND INTEREST	26,786	0	185.50	0.00
BOND REPLACEMENT RESV	3,008	0	20.83	0.00
	105,935	63,349	733.64	438.72
NET SURPLUS	(13,462)	30,632		
BOND PRINCIPAL	12,363	0		
ADJUSTED SURPLUS	(25,825)	30,632		
ADD BACK DEPRECIATION	6,679	6,750		
ADD BACK BOND COST AMORT	0	0		
CASH FLOW	(19,146)	37,382		
ENDING EQUITY BALANCE	(2,479,686)	(2,423,229)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 07/01/2018 TO: 06/30/2019

REPORT PERIOD

FROM:

01-Jul-18

TO:

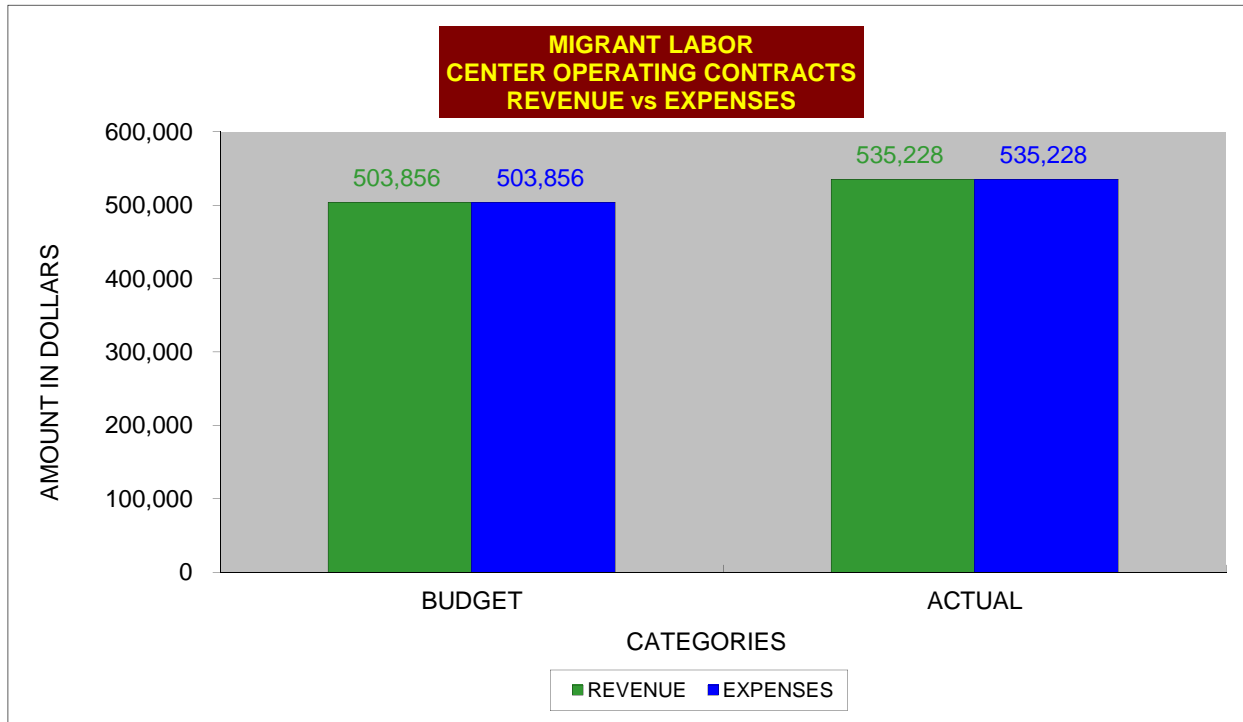
30-Nov-18

EXPEND. RATE:

41.8%

UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	503,856	535,228	779.46	827.99
	503,856	535,228	779.46	827.99
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	251,247	266,578	388.68	412.39
OPERATIONS	134,165	177,834	207.55	275.11
MAINTENANCE	7,788	23,014	12.05	35.60
ADMINISTRATION	47,851	26,358	74.02	40.78
DEBT SERVICE	62,805	41,443	97.16	64.11
	503,856	535,228	779.46	827.99
NET SURPLUS	-	-		

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Sue Speer, Director of Development and Asset Management

DATE: December 18, 2018

SUBJECT: **Resolution No. 2018-29**, awarding construction contract to B.I.C. Security Systems, approving the expenditures of funds to upgrade and install security systems, agency-wide and monitoring services. Merced and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

The Housing Authority of the County of Merced (Authority) has procured Security Systems and Monitoring Services for all Authority owned property via a Request For Proposals (RFP). In order to ensure compliance with Housing and Urban Development (HUD) regulations, the authority must procure services no more than every five years. This procurement will ensure the Authority meets this requirement.

The services to be provided consist of intrusion monitoring, Closed Circuit TV (CCTV) for lobby offices, and nurse station services at the three elderly sites. This solicitation requested that the provider assess the current system(s) and determine whether the current hardware can be utilized or if new hardware installation is necessary. It has been determined that the Authority needs to upgrade and install new security systems, to include intrusion monitoring and CCTV, at all of the Authority office complexes.

The Authority, in accordance with HUD regulations, is required by the procurement policy to seek competitive solicitations. The Authority, conducted nationwide advertising, mailed sixty (60) solicitation letters to security system companies and published the RFP online at <https://ha.economicengine.com/> and the Authority website. The proposal packet was forwarded to builders' exchanges for advertising among their memberships. The Authority hosted a walk-through on August 10, 2018 with four (4) companies attending.

Proposals were due on August 23, 2018, and provided to an Evaluation Committee on August 24, 2018. The Evaluation Committee provided their results to the proposals. The evaluations have been reviewed and scored with the following results:

Company	Points	Proposal Cost (initial year)
B.I.C. Security Systems	99	\$82,320.00
Hoffman Electronic Systems	97	\$69,065.00

Total Points Possible: 110 Points

The proposal submitted by B.I.C. Security Systems. is responsive and complete. HUD required background checks returned clear results. B.I.C. Security Systems is not accredited with Better Business Bureau (“BBB”) and the California Contractors State License Board shows the license as current and active, as well as, the California Bureau of Security and Investigative Services.

Although the proposal submitted by Hoffman Electronic Systems is the lowest priced bid and responsive it is incomplete. The proposal submitted by Hoffman Electronic Systems did not include costs for the nurse call stations for two (2) of the senior complexes (Sierra Vista and O’Banion Terrace). The proposal did include continuing monitoring nurse call stations at McDowell Manor.

The Evaluation Committee ends that the Authority award the contract for Security Systems and Monitoring Services for the Authority sites to B.I.C. Security Systems The contract will include monitoring of the systems for an initial one (1) year with options for additional two (2) two-year contracts. Contracts for the upgrades and new security systems and initial first year of monitoring services will total \$82,320.00 and will include two (2) two-year options for renewal of monitoring services for \$12,720.00 per year.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-29**, awarding construction contract to B.I.C. Security Systems, approving the expenditures of funds to upgrade and install security systems, agency-wide and monitoring services. Merced and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

RESOLUTION NO. 2018-29

AWARDING CONTRACT FOR SECURITY SYSTEMS AND MONITORING SERVICES AGENCY-WIDE TO B.I.C. SECURITY SYTEMS

WHEREAS, in order to ensure compliance with Housing and Urban Development (HUD) regulations, the authority must procure services no more than every five years; and

WHEREAS, the Housing Authority of the County of Merced (Authority) has procured Security System and Monitoring Services for all Authority owned property; and

WHEREAS, The Authority conducted nationwide advertising, mailed sixty (60) solicitation letters to security system companies and published the Request for Proposals online at <https://ha.economicengine.com/>, the Authority website, and forwarded to builders' exchanges for advertising among their memberships; and

WHEREAS, two (2) bids were received and opened on August 23, 2018 and forwarded to a pre-selected Evaluation Committee for review; and

WHEREAS, the evaluation committee recommended the most responsive bid was submitted by B.I.C. Security Systems, Ceres, California in the amount for the contracted amount of \$82,230.00, including initial first year of monitoring services with two (2) two-year options for renewal for monitoring services in the amount of \$12,720.00 per year; and

THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the County of Merced does hereby accept the proposal and authorizes the award of the contract to B.I.C. Security Systems for Security Systems and Monitoring Services and hereby appoints Executive Director, Rosa Vazquez, as the person designated with signature authority on behalf of the Board.

The foregoing resolution was introduced at the December 18, 2018 Board meeting of the Board of Commissioners of the HACM and adopted by the following vote:

Motion: Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: December 18, 2018

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Sue Speer, Director of Development and Asset Management

DATE: December 18, 2018

SUBJECT: **Resolution No. 2018-30**, awarding agency-wide banking services contract to Farmers & Merchants Bank of California. Merced and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

The Housing Authority of the County of Merced (Authority) has procured Banking Services for all Authority business operations via a Request For Proposals (RFP). In order to ensure compliance with Housing and Urban Development (HUD) regulations, the authority must procure services no more than every five years. This procurement will ensure the Authority meets this requirement.

The Authority sought respondents assist in providing new and efficient services to ensure processes are done in a more time efficient and resourceful manner. These services include remote check scanners, courier service, and online account services.

The Authority, in accordance with HUD regulations, is required by the procurement policy to seek competitive solicitations. The Authority, conducted nationwide advertising, mailed twenty-seven (27) solicitation letters to financial institutions, published the RFP online at <https://ha.economicengine.com/> and the Authority website.

Proposals were due on December 4, 2018, and provided to an Evaluation Committee on December 6, 2018. The Evaluation Committee provided their results to the proposals. The evaluations have been reviewed and scored with the following results:

Financial Institution	Average Score
Wells Fargo	92.7
Farmers & Merchants Bank of Central California	94.3

Total Points Possible: 110 Points

The proposal submitted by Farmers & Merchants Bank of Central California (F&M Bank) is responsive and complete. HUD required background research did not result in any disbarments, limited purification and/or other disqualifications. F&M Bank is accredited with Better Business Bureau (“BBB”) with an A+ rating.

The proposal submitted by Wells Fargo is responsive and complete. Housing and Urban Development (HUD) required background research did not result in any disbarments, limited purification and/or other disqualifications. Wells Fargo is not accredited with Better Business Bureau (“BBB”).

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-30**, awarding agency-wide banking services contract to Farmers & Merchants Bank of California. Merced and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

RESOLUTION NO. 2018-30

AWARDING CONTRACT FOR BANKING SERVICES AGENCY-WIDE TO FARMERS & MERCHANTS BANK OF CENTRAL CALIFORNIA

WHEREAS, in order to ensure compliance with Housing and Urban Development (HUD) regulations, the authority must procure services no more than every five years; and

WHEREAS, the Housing Authority of the County of Merced (Authority) has procured Banking Services for all Authority business; and

WHEREAS, The Authority, conducted nationwide advertising, mailed twenty-seven (27) solicitation letters to financial institutions, published the RFP online; and

WHEREAS, two (2) bids were received and opened on December 4, 2018 and forwarded to a pre-selected Evaluation Committee for review on December 6, 2018; and

WHEREAS, the Evaluation Committee reviewed the proposals and recommended the most responsive bid was submitted by Farmers & Merchants Bank of Central California; and

THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the County of Merced does hereby accept the proposal and authorizes the award of the contract to Farmers & Merchants Bank of Central California for Banking Services and does hereby appoint Executive Director, Rosa Vazquez, as the person designated with signature authority on behalf of the Board.

The foregoing resolution was introduced at the December 18, 2018 Board meeting of the Board of Commissioners and adopted by the following vote:

Motion: Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: December 18, 2018

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: December 18, 2018

SUBJECT: **Action Item No. 2018-A-01:** Approving the disposal of all inoperable Public Housing site appliances

An evaluation of Authority storage facilities was conducted and it was determined that it is necessary to dispose of all inoperable appliances. The Authority has stored the inoperable items for an extended period of time and to remain in compliance the Authority will move forward with disposal.

The disposal of these items will be in done according to the Authority's disposition policy as well as the Department of Housing and Urban Development recycling mandates.

Site	Description	No. of Items
AMP 1	Refrigerators	36
	Stoves	40
	Water Heater	9
AMP 2	Refrigerators	25
	Stoves	20
	Water Heaters	3
AMP 3	Refrigerators	36
	Stoves	21

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced approve the disposal of above-mentioned items.

Chairperson Signature

Secretary Signature

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: December 18, 2018

SUBJECT: **Action Item No. 2018-A-02** – Approving a correction to RFP 2018-04 HVAC/Roof/Window Replacement Staff Report

During the Request For Proposals (RFP) evaluation and screening process, the Authority runs background checks on all vendors. This is to ensure that the vendor to be contracted does is suitable to perform the project. One of these checks is a report generated by the Better Business Bureau (BBB).

On August 21, 2018 the Authority brought before the board a staff report for RFP 2018-04 HVAC/Roof/Window Replacement. In this staff report the Authority noted that *“CNW Contractors, Inc. is not Accredited with Better Business Bureau but does have one (1) complaint filed with the BBB.”*

This information was incorrect. The error occurred when reviewing the report generated by the BBB. The Authority reviewed the report which reflected a vendor by the name “CNW Contractors, Inc”, however, this particular report which included the complaint was for a company based in Oregon not California.

Although this is an isolated incident the Authority has implemented measures to ensure that this does not occur again.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced approve that the erroneous staff report be stricken from the record and that a revised one removing this notation be placed in all Authority records.

Chairperson Signature

Secretary Signature