

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Regular Meeting
Tuesday, December 18, 2018
12:00 p.m.**

Closed session immediately following

Housing Authority of the County of Merced
Administration Building
405 "U" Street
Board Room – Building B (Second Floor)
Merced, CA 95341
(209) 386-4139

Margaret Pia, Chairperson
Jack Jackson, Vice-Chair
Evelyn Dorsey
Rick Osorio
Jose Resendez
Rachel Torres
Hub Walsh

All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.

All supporting documentation is available for public review in the office of the Administrative Assistant located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.merced-pha.com

Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.

I. CALL TO ORDER AND ROLL

II. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA

(M/S/C): ____/____/____

III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. November 27, 2018 Special Meeting

(M/S/C): ____/____/____



IV. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

V. CONSENT CALENDAR:

- A. Rent Delinquency Report for November 2018
- B. Track Summary Report for November 2018
- C. Financial Reports for November 2018

(M/S/C): ____/____/____

VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/Discussion Item(s):

- 1.) Director's Updates
 - i. Annual Holiday Party
 - ii. 2019 Homeless Count & Survey
 - iii. Pension Obligation Fund Update

B. Resolution Item(s):

- 1.) **Resolution No. 2018-29:** Awarding contract for security systems and monitoring services agency-wide to B.I.C. Security Systems.

(M/S/C): ____/____/____

- 2.) **Resolution No. 2018-30:** Awarding contract for banking services agency-wide to Farm & Merchant Bank of Central California.

(M/S/C): ____/____/____

C. Action Item(s):

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

(M/S/C): ____/____/____

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

(M/S/C): ____/____/____

VII. COMMISSIONER'S COMMENTS

VIII. CLOSED SESSION ITEM(S):

- A. Pursuant to Government Code 54957.6
Conference with Labor Negotiators



Agency Designated Representatives:
David G. Ritchie, General Counsel
Rosa Vazquez, Executive Director

Employee Organization: AFSCME Local 2703

IX. ADJOURNMENT



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Special Meeting
Tuesday, November 27, 2018**

- I. The meeting was called to order by Chairperson Pia at 5:29 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Margaret Pia, Chairperson
Jack Jackson, Vice Chairperson
Evelyne Dorsey
Rick Osorio
Jose Resendez
Rachel Torres
Hub Walsh

Commissioners Absent:

None

Chairperson Pia declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Dave Ritchie, Legal Counsel
Maria F. Alvarado, HR Manager/Clerk of the Board
Brian Watkins, Finance Officer
Sue Speer, Director of Development
Tracy Jackson, Director of Housing Programs

Others Present:

Jorge De Nava, Central Valley Opportunity Center
Mark Pressman, Wulff, Hansen & Co.
Ben Levine, Wulff, Hansen & Co.

II. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA:

(M/S/C): Commissioner Walsh/Commissioner Resendez/passed unanimously

III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. September 18, 2018 Regular Meeting

(M/S/C): Commissioner Resendez/Commissioner Jackson/passed unanimously

B. October 19, 2018 Special Meeting

(M/S/C): Commissioner Jackson/Commissioner Torres/passed unanimously



IV. UNSCHEDULED ORAL COMMUNICATION:

None

V. CONSENT CALENDAR:

- A. Rent Delinquency Report for October 2018
- B. Track Summary Report for September & October 2018
- C. Financial Reports for September 2018

(M/S/C): Commissioner Osorio/Commissioner Walsh/passed unanimously

VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/discussion Item(s):

1.) Directors Updates:

- i. Executive Director Vazquez informed the Board of the Low-Income Public Housing new flat rate amounts that will be effective January 1, 2019. All residents have been provided advanced notice.
- ii. Mr. Jorge De Nava from Central Valley Opportunity Center (CVOC) was in attendance and provided a brief presentation of the services CVOC offers the residents of the Authority's migrant centers.

B. Resolutions Item(s):

- 1.) **Resolution No. 2018-25:** Approving the submission of the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2018.

(M/S/C): Commissioner Osorio/Commissioner Resendez/passed

- 2.) **Resolution No. 2018-26:** Approving the write-off for bad debts from Tenant's Accounts Receivable.

(M/S/C): Commissioner Jackson/Commissioner Torres/passed

- 3.) **Resolution No. 2018-27:** Authorizing the issuance and sale of Bonds in a principal amount not to exceed \$7,300,000 to refund certain pension obligations of the Authority, approving the form and authorizing the execution of a Bond Purchase Agreement and authorizing actions related thereto.

(M/S/C): Commissioner Torres/Commissioner Jackson/passed

- 4.) **Resolution No. 2018-28:** Authorizing the Executive Director to enter into an agreement with RSG, Inc. to provide reporting services relating



to the Housing Authority's obligations for the Multifamily Housing Pool Revenue Bonds, Series 2003A, the Multifamily Housing Pool Revenue Bonds Series 2007B, the proposed 2009 Refunding Bonds and the 2019 Pension Obligations Bonds.

(M/S/C): Commissioner Walsh/Commissioner Resendez/passed

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS

The Commission thanked staff and Wulff Hansen for their work on the bond project.

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:40 p.m.

Chairperson Signature / Date

Secretary Signature/ Date



AGED RECEIVABLES AS OF 11/30/18

Property	0-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Unpaid Charges	Prepays	Balance
AMP 1							
ca023001 - PH - Merced	3,938.93	-	-	-	3,938.93	-	3,938.93
ca023010 - PH - Merced	450.14	-	-	-	450.14	-	450.14
ca023013 - PH - Merced Sr	-	-	-	-	-	(930.60)	(930.60)
AMP 1 TOTALS	4,389.07	-	-	-	4,389.07	(930.60)	3,458.47
AMP 2							
ca023003 - PH - Atwater - Cameo	-	-	-	-	-	(44.19)	(44.19)
ca023006 - PH - Livingston	1,341.41	-	-	-	1,341.41	-	1,341.41
012a - PH - Atwater	-	-	-	-	-	(373.97)	(373.97)
012b - PH - Winton	-	-	-	-	-	(1,173.75)	(1,173.75)
AMP 2 TOTALS	1,341.41	-	-	-	1,341.41	(1,591.91)	(250.50)
AMP 3							
ca023002 - PH - Los Banos	-	-	-	-	-	(1,363.49)	(1,363.49)
ca023004 - PH - Los Banos - Abby, B, C & D	6,282.94	1,928.97	1,617.18	1,918.52	11,747.61	-	11,747.61
ca023005 - PH - Dos Palos - West Globe	2,226.59	108.00	887.25	166.71	3,388.55	-	3,388.55
ca023011 - PH - Los Banos - J & K St	922.00	478.00	130.00	1,178.16	2,708.16	-	2,708.16
012c - PH - Dos Palos - Alleyne	1,282.95	920.00	943.00	28.06	3,174.01	-	3,174.01
012d - PH - Dos Palos - Globe	1,214.00	289.00	284.00	899.39	2,686.39	-	2,686.39
AMP 3 TOTALS	11,928.48	3,723.97	3,861.43	4,190.84	23,704.72	(1,363.49)	22,341.23
AMP 4							
ca023024 - PH - 1st Street	122.00	-	-	-	122.00	-	122.00
AMP 4 TOTALS	122.00	-	-	-	122.00	-	122.00
VALLEY VIEW							
atw - Atwater Elderly	-	-	-	-	-	(586.00)	(586.00)
dp - Dos Palos Elderly	-	-	-	-	-	(702.00)	(702.00)
mid - Midway	5,330.37	4,777.05	-	-	10,107.42	326.64	10,434.06
VALLEY VIEW TOTALS	5,330.37	4,777.05	-	-	10,107.42	(961.36)	9,146.06
OTHER PROPERTIES							
ft-yr - Felix Torres Year Round Center	31,289.00	-	-	-	31,289.00	(343.02)	30,945.98
langdon - Langdon Villas	441.00	-	-	-	441.00	-	441.00
OTHER PROPERTIES TOTALS	31,730.00	-	-	-	31,730.00	(343.02)	31,386.98
HOUSING AUTHORITY TOTALS	54,841.33	8,501.02	3,861.43	4,190.84	71,394.62	(5,190.38)	66,204.24

PHAS Tracking Summary

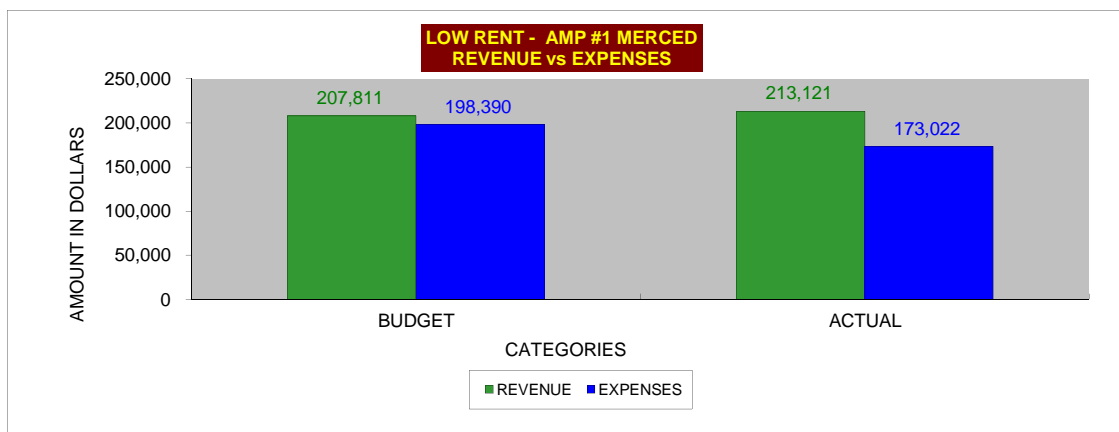
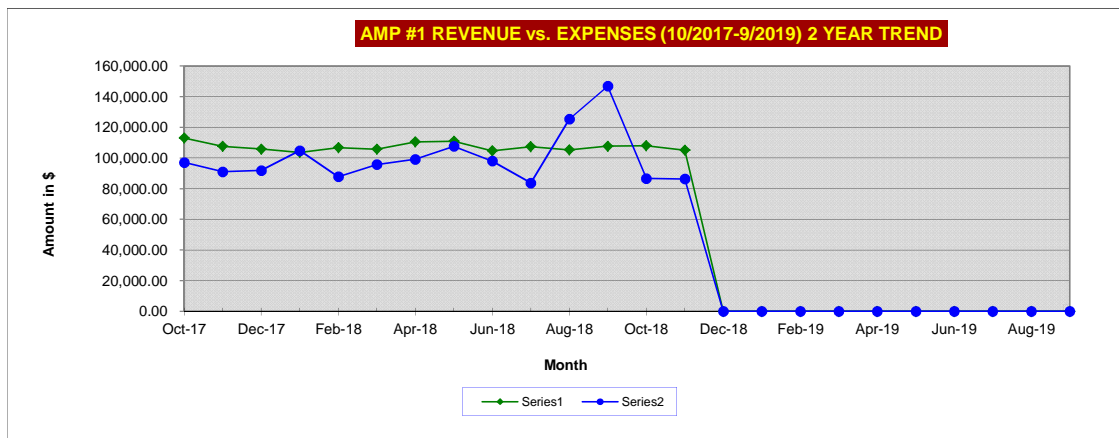
Fiscal Year Ending 09/30/19

Indicators	Estimated Status at End of Month												
Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		3	15										
Average Lease Up Days		1.5	2										
Make Ready Time		339	477										
Average Make Ready Days		169.5	68										
Down Days		2	77										
Average Down Days		1	11										
Total # Vacant Units Turned		2	7										
Total # Turn Around Days		344	569										
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	172	81										

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%										
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B=26-36 C=31-40 D=41-50 E=51-60 F= greater than 60	12	12										

01-Oct-18

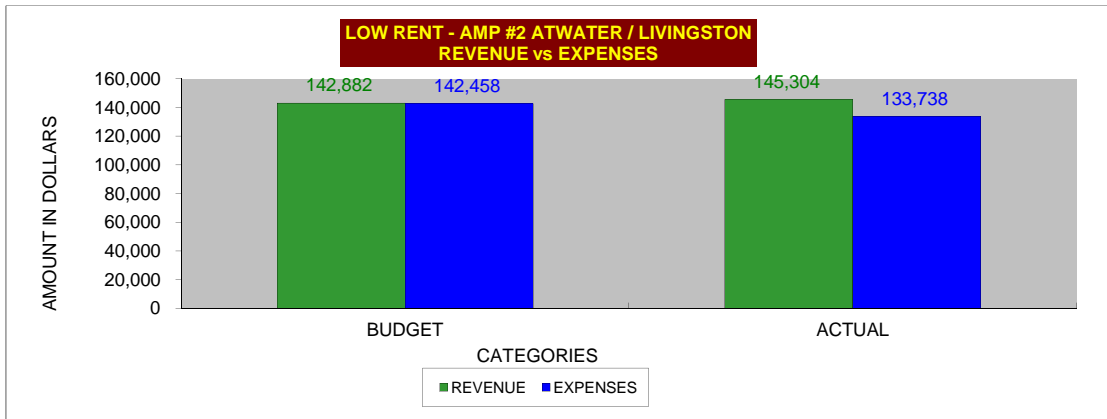
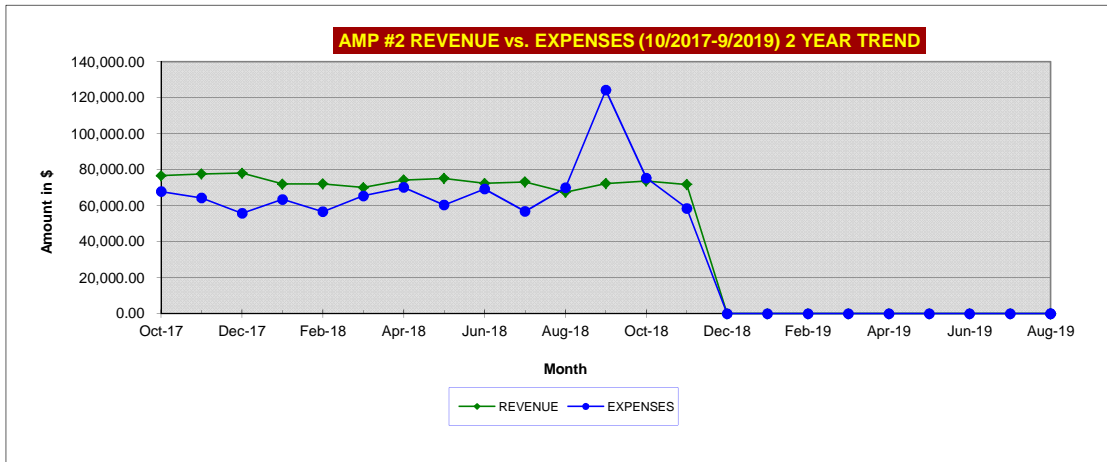
TO: 30-Nov-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	116,624	115,069	335.00	330.53
NON-DWELL. RENTS	0	0	0.00	0.00
OTHER INCOME	3,165	3,537	9.09	10.16
PFS SUBSIDY	88,022	94,515	252.84	271.49
	207,811	213,121	596.93	612.18
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	63,843	61,133	183.39	175.60
TENANT SERVICES	111	0	0.32	0.00
UTILITIES	31,215	17,397	89.66	49.97
MAINT.	60,768	53,307	174.55	153.12
GENERAL	21,470	19,969	61.67	57.36
DEPRECIATION	20,983	21,216	60.27	60.94
EQUITY TRANSFERS	0	0	0.00	0.00
	198,390	173,022	569.86	496.99
NET SURPLUS	9,421	40,098		
NET FROM OPERATIONS	9,421	40,098		
ENDING EQUITY BALANCE	2,399,416	2,368,738		
NET SURPLUS	9,421	40,098		
ADD BACK DEPRECIATION	20,983	21,216		
CASH FLOW	30,404	61,315		

01-Oct-18

TO: 30-Nov-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	94,945	91,969	410.26	397.40
INTEREST	0	0	0.00	0.00
OTHER INCOME	1,784	1,973	7.71	8.52
PFS SUBSIDY	46,154	51,362	199.43	221.93
	142,882	145,304	617.40	627.85
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	43,073	38,327	186.12	165.61
UTILITIES	29,934	23,762	129.34	102.68
MAINT.	44,269	46,255	191.29	199.87
GENERAL	13,417	13,498	57.97	58.33
DEPRECIATION	11,765	11,895	50.84	51.40
EQUITY TRANSFERS	0	0	0.00	0.00
	142,458	133,738	615.56	577.89
NET SURPLUS	424	11,566		
NET FROM OPERATIONS	424	11,566		
ENDING EQUITY BALANCE	1,827,664	1,816,523		
NET SURPLUS	424	11,566		
ADD BACK DEPRECIATION	11,765	11,895		
CASH FLOW	12,189	23,461		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 3 (.fs-amp3)

REVENUE & EXPENDITURE STATUS REPORT

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

REV. RATE: 16.5%

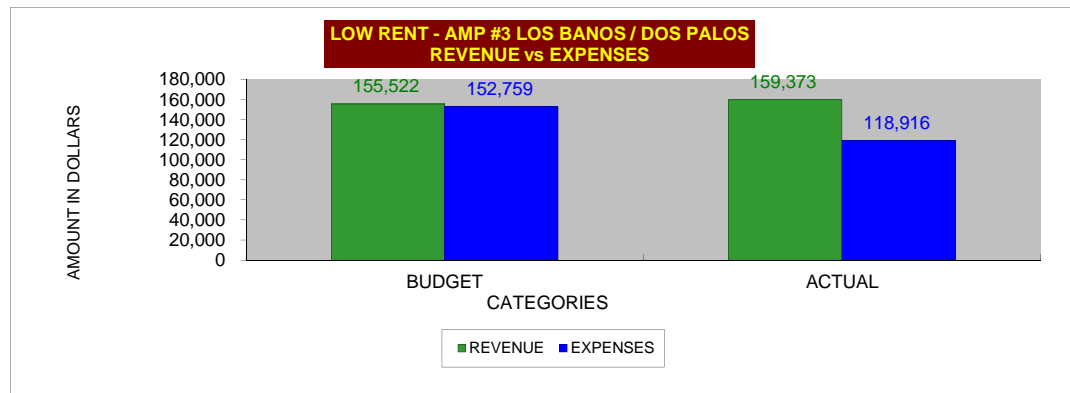
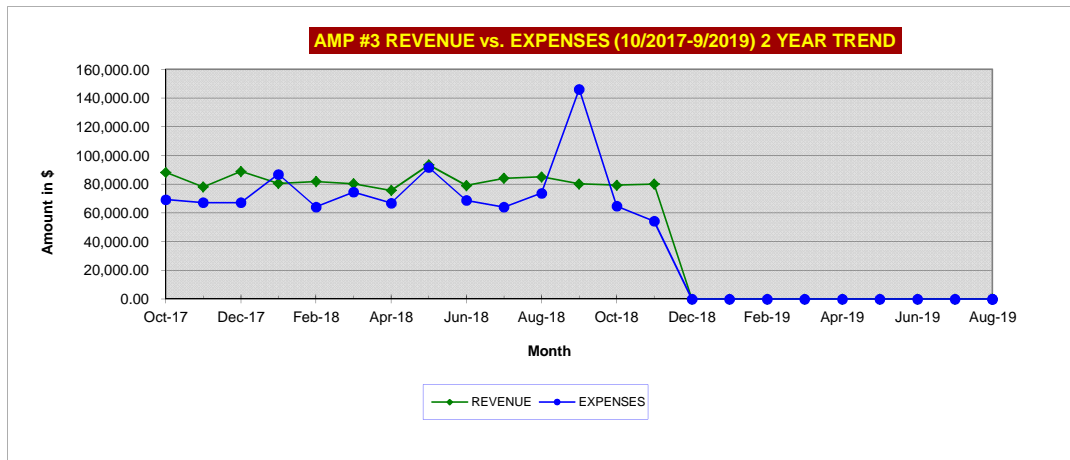
UNIT/MONTH: 1,464

REPORT PERIOD FROM:

01-Oct-18

TO:

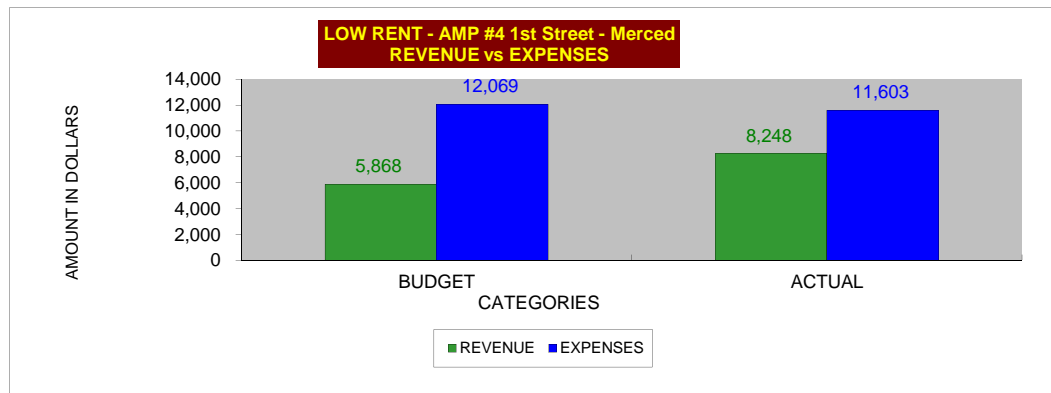
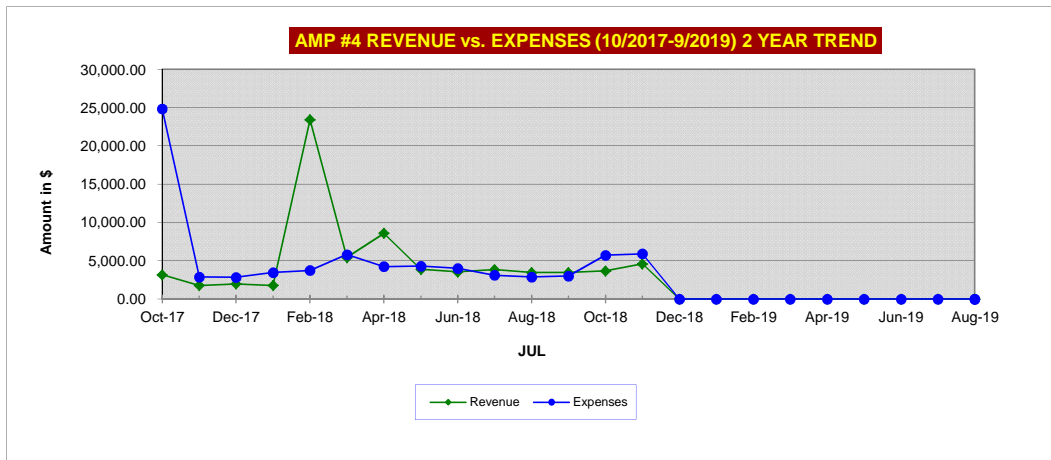
30-Nov-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	91,978	92,956	381.15	385.20
INTEREST	0	0	0.00	0.00
OTHER INCOME	2,225	2,495	9.22	10.34
PFS SUBSIDY	61,319	63,922	254.10	264.89
	155,522	159,373	644.47	660.43
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	52,137	36,326	216.05	150.53
UTILITIES	24,194	19,790	100.26	82.01
MAINT.	52,010	38,568	215.52	159.82
GENERAL	14,788	14,494	61.28	60.06
DEPRECIATION	9,630	9,738	39.91	40.35
EQUITY TRANSFERS	0	0	0.00	0.00
	152,759	118,916	633.02	492.77
NET SURPLUS	2,763	40,457		
NET FROM OPERATIONS	2,763	40,457		
ENDING EQUITY BALANCE	1,774,364	1,736,669		
NET SURPLUS	2,763	40,457		
ADD BACK DEPRECIATION	9,630	9,738		
CASH FLOW	12,393	50,195		

01-Oct-18

TO: 30-Nov-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	2,374	1,713	200.00	144.34
OTHER INCOME	198	950	16.67	80.02
PFS SUBSIDY	3,297	5,585	277.78	470.59
CFP FUNDS	0	0	0.00	0.00
	5,868	8,248	494.45	694.95
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	1,465	1,476	123.44	124.37
UTILITIES	1,000	548	84.26	46.18
MAINT.	1,158	1,068	97.57	89.99
GENERAL	574	551	48.36	46.42
DEPRECIATION	7,872	7,960	663.29	670.66
EQUITY TRANSFERS	0	0	0.00	0.00
	12,069	11,603	1,016.92	977.62
NET SURPLUS	(6,201)	(3,355)		
NET FROM OPERATIONS	(6,201)	(3,355)		
ENDING EQUITY BALANCE	859,579	856,733		
NET SURPLUS	(6,201)	(3,355)		
ADD BACK DEPRECIATION	7,872	7,960		
CASH FLOW	1,671	4,605		

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:

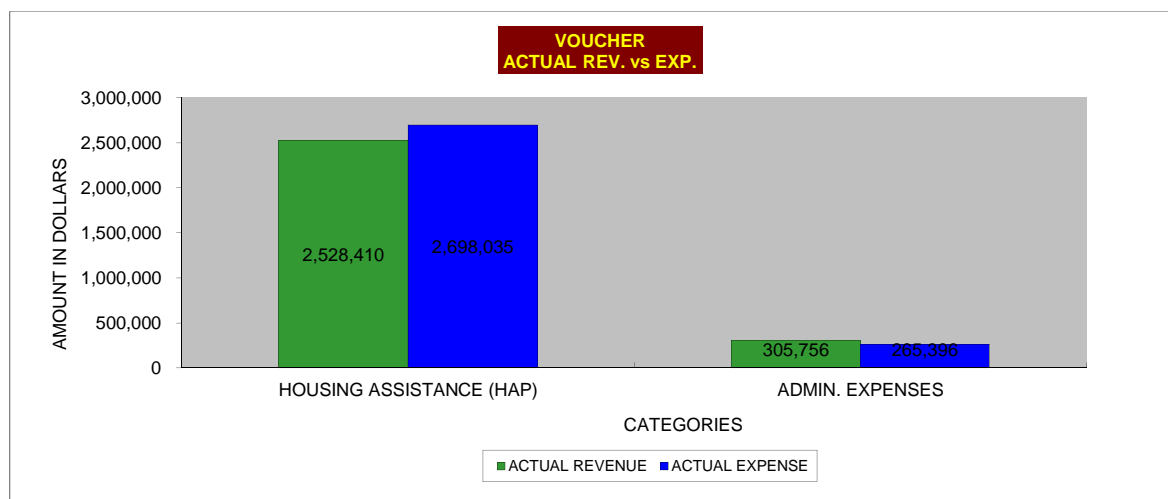
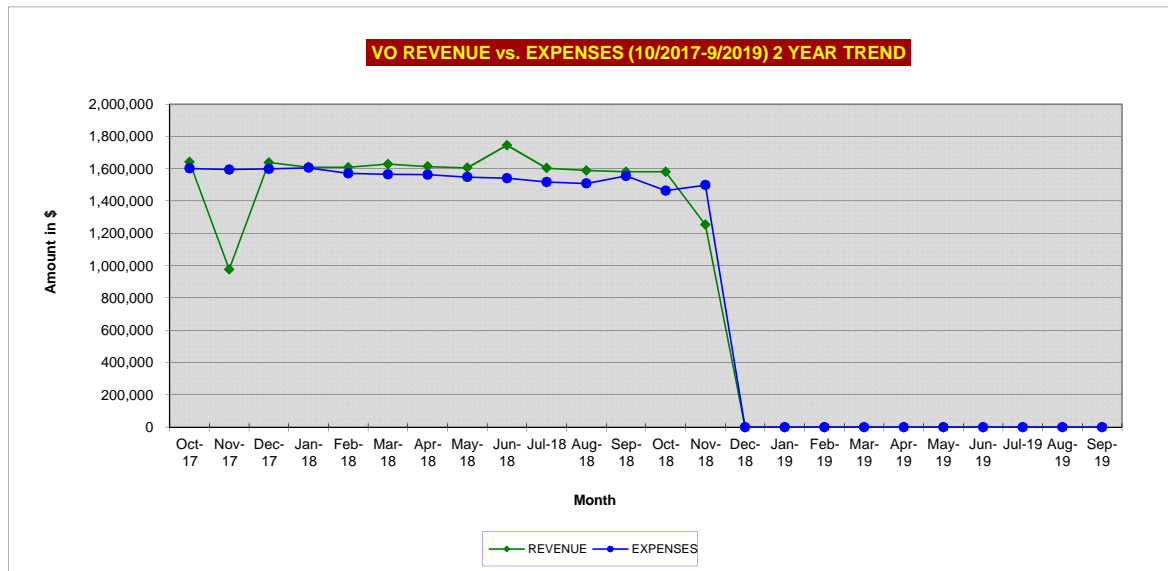
33,936

YTD VOUCHERS

YTD %

4,855

14.3%



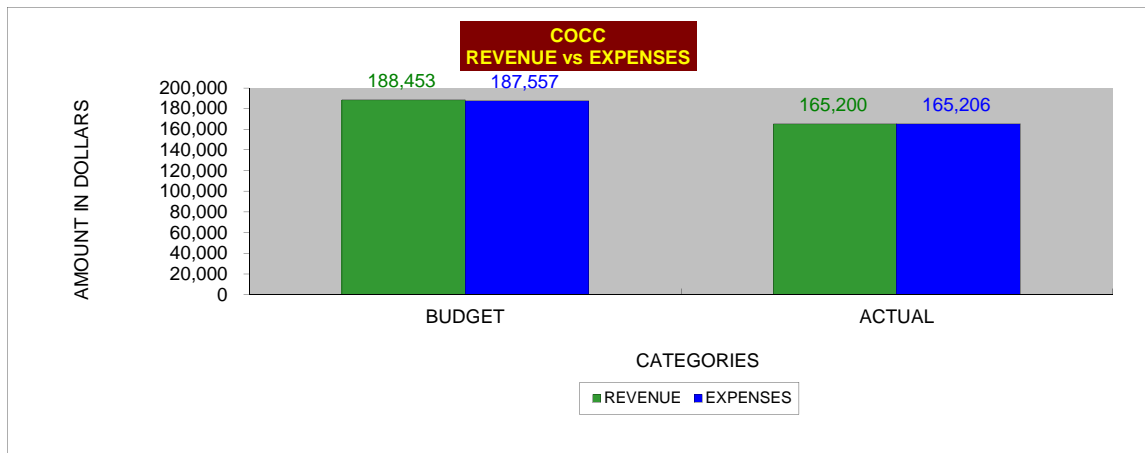
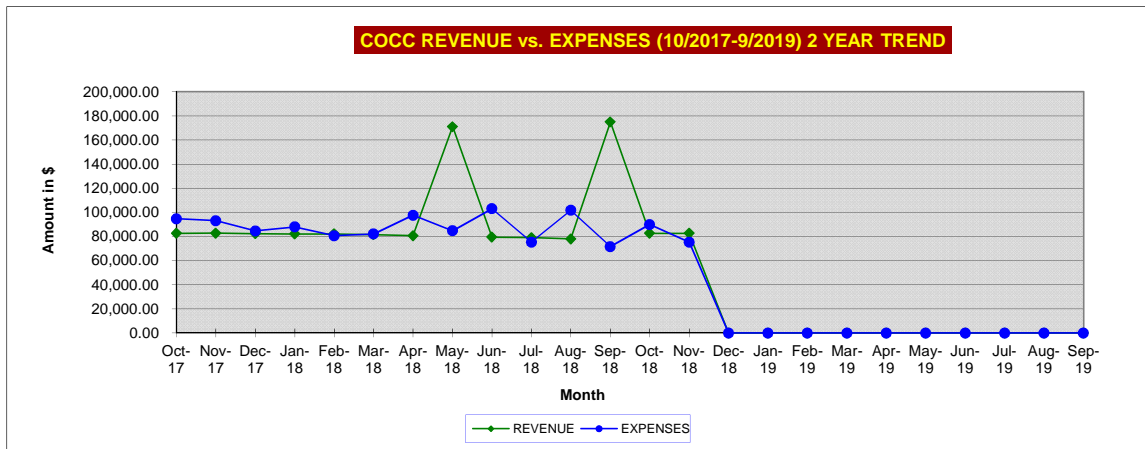
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	2,873,473	2,528,410	513.68	452.00
ADMIN. FEES	291,165	305,756	52.05	54.66
	3,164,638	2,834,166	565.73	506.66
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	2,873,077	2,698,035	513.61	482.32
ADMIN. 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		

HOUSING AUTHORITY OF THE COUNTY OF MERCED
 Central Office Cost Center (cocc)
 REVENUE & EXPENDITURE STATUS REPORT
 FISCAL YEAR PERIOD FROM: 10/01/18 TO: 9/30/2019
 REPORT PERIOD FROM:

REV. RATE: 16.5%
 # UNIT/MONTH: 2,940

01-Oct-18

TO: 30-Nov-18



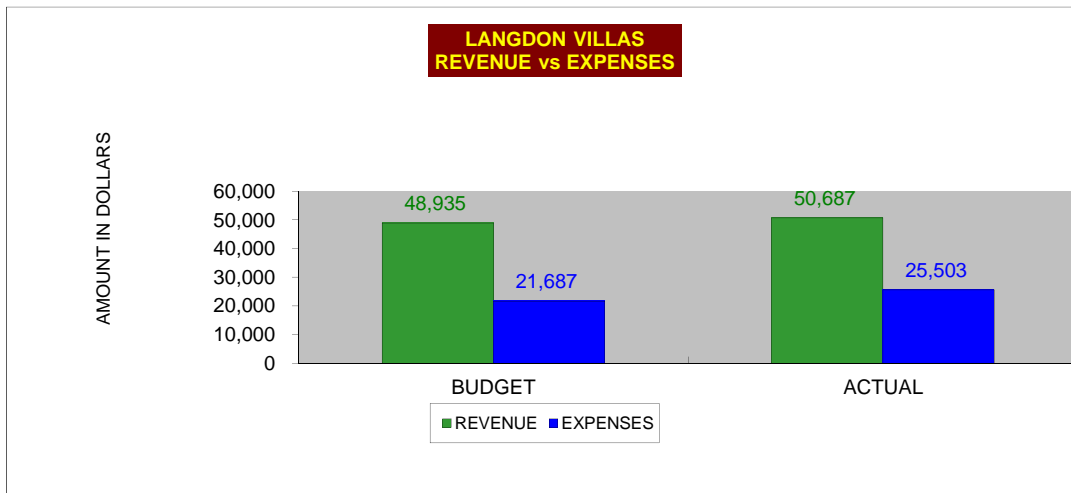
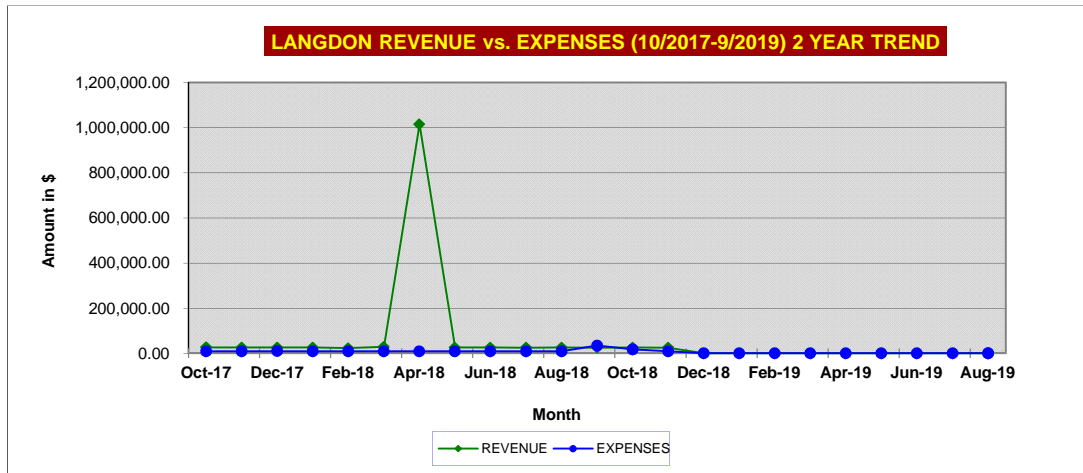
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	163,620	165,200	337.63	340.89
ASSET MANAGEMENT FEES	8,262	0	17.05	0.00
CFP ADMIN FEES	16,571	0	34.19	0.00
	188,453	165,200	388.87	340.89
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM 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)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED
 Langdon
 REVENUE & EXPENDITURE STATUS REPORT
 FISCAL YEAR PERIOD FROM: 10/01/18 TO: 9/30/2019
 REPORT PERIOD FROM:

REV. RATE: 16.5%
 # UNIT/MONTH: 12

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

REPORT PERIOD FROM:

01-Oct-18

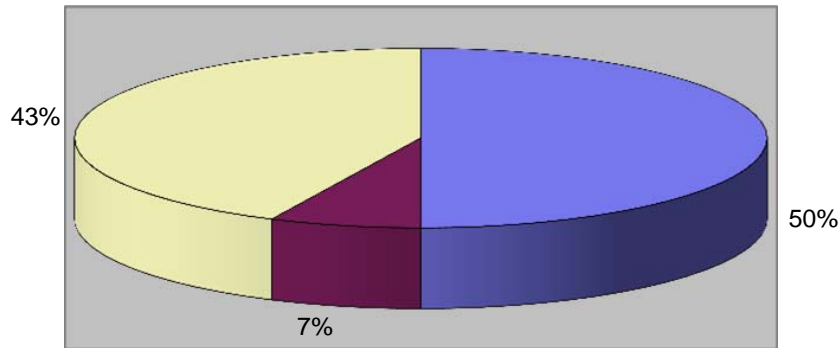
TO:

30-Nov-18

EXPEND. RATE:

UNIT/MONTH:

LANGDON VILLA
BALANCE SHEET

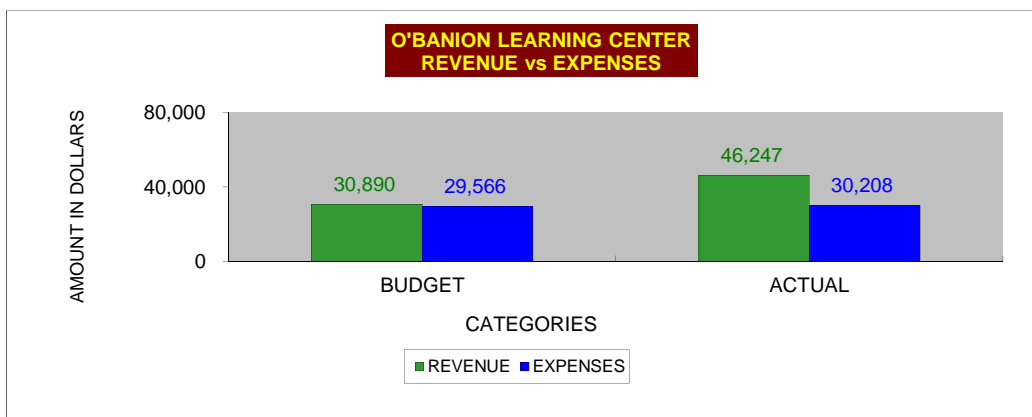
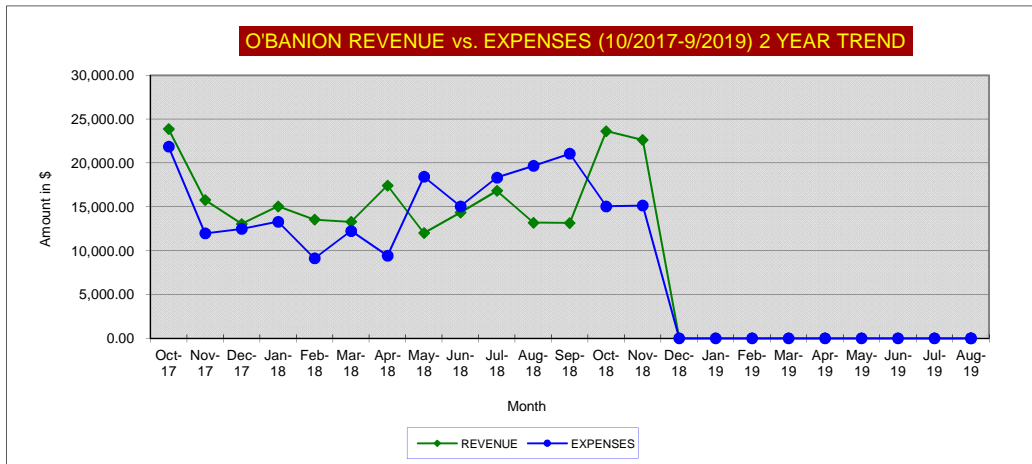


■ ASSETS ■ LIABILITIES ■ EQUITY

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

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Obanion
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

REV. RATE: 16.5%
UNIT/MONTH: 72

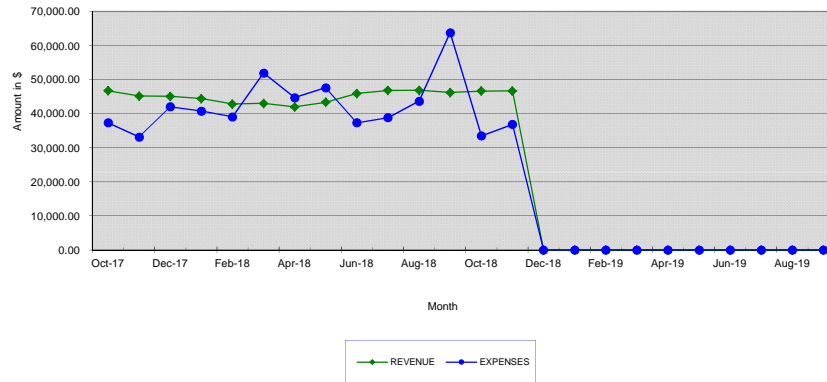


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	30,890	46,247	2,602.77	3,896.71
OTHER INCOME	0	0	0.00	0.00
	30,890	46,247	2,602.77	3,896.71
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	3,321	3,206	279.83	270.15
UTILITIES	11,100	12,452	935.28	1,049.21
MAINT. & OPER.	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		

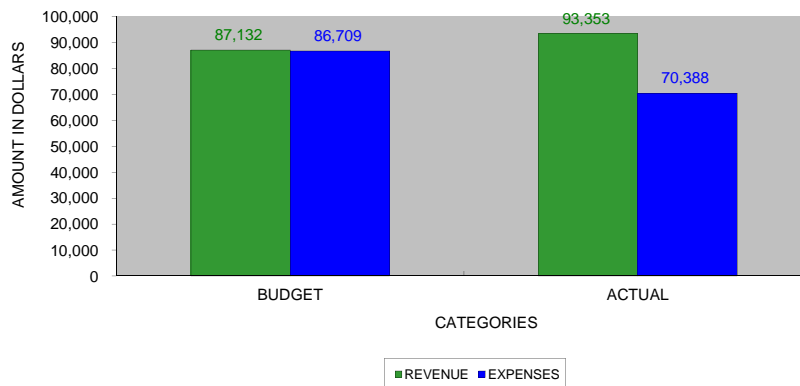
01-Oct-18

TO: 30-Nov-18

FELIX TORRES YEAR ROUND CENTER - REVENUE vs. EXPENSES (10/2017-9/2019) 2 YEAR TREND



FELIX TORRES YR REVENUE vs EXPENSES



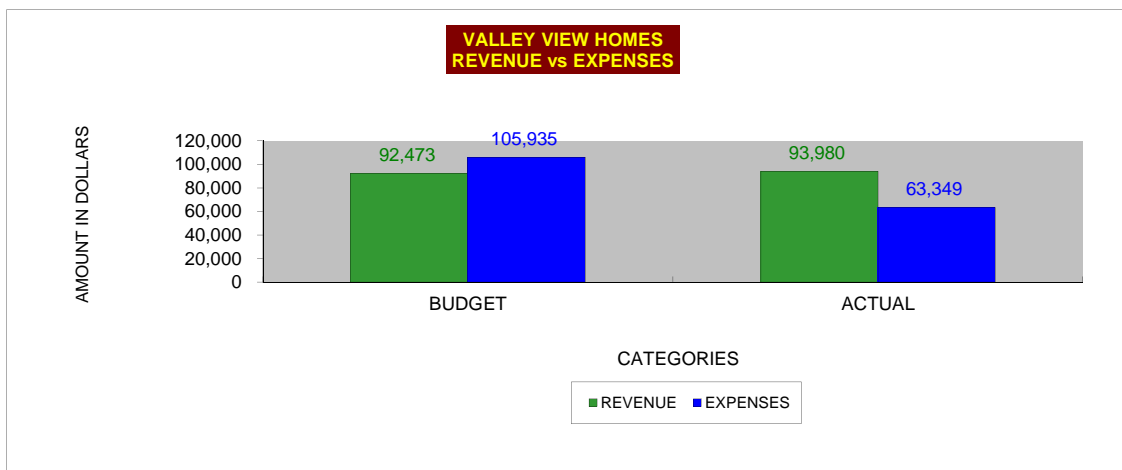
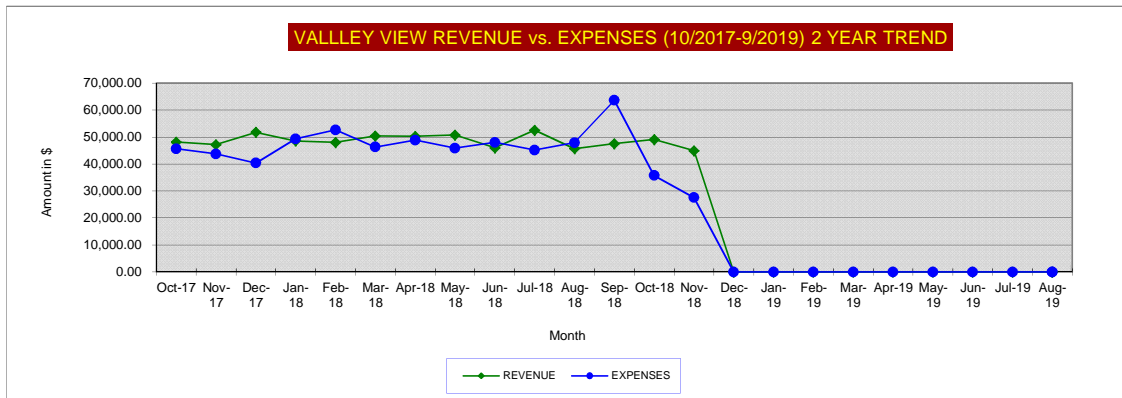
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	87,033	92,666	956.52	1,018.43
INTEREST	0	9	0.00	0.09
OTHER INCOME	99	678	1.09	7.45
	87,132	93,353	957.61	1,025.97
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	16,314	9,200	179.30	101.12
UTILITIES	15,477	6,502	170.10	71.45
MAINT.	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		

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Valley View (.fs-vv)
REVENUE & EXPENDITURE STATUS REPORT
FISCAL YEAR PERIOD FROM: 10/01/18 TO: 9/30/2019
REPORT PERIOD FROM:

REV. RATE: 16.5%
UNIT/MONTH: 876

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:

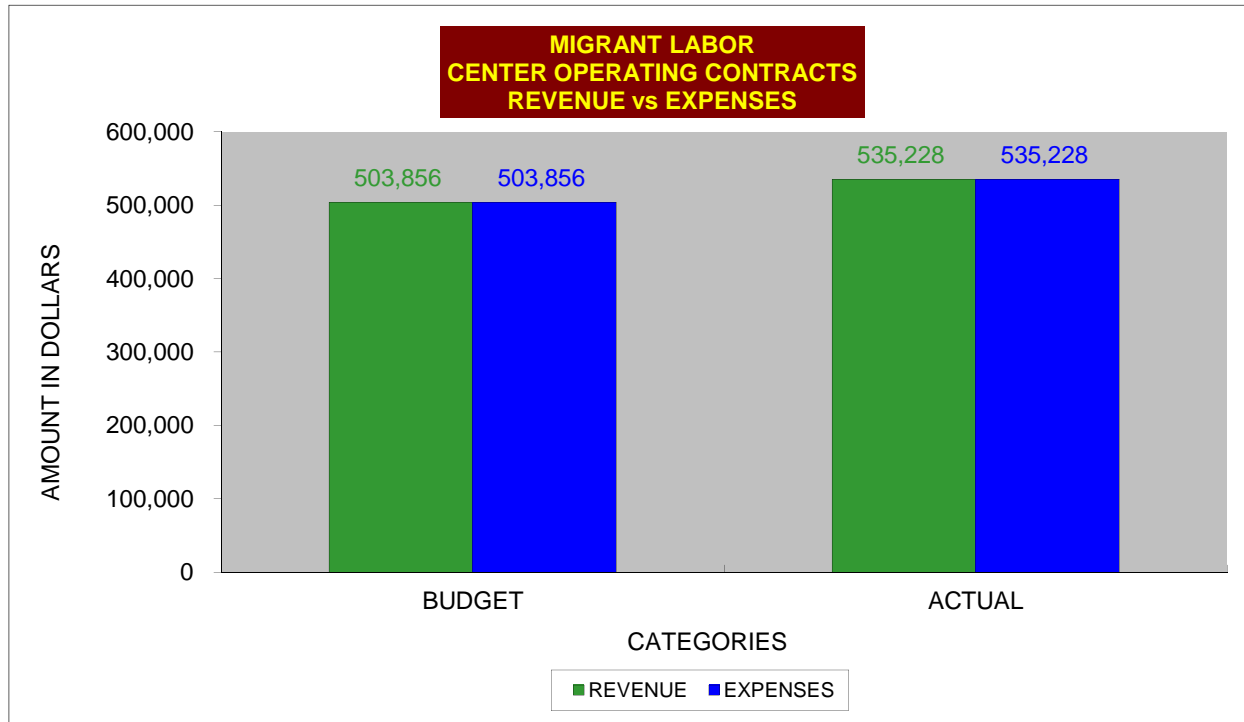
30-Nov-18

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