

# AGENDA

## BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting  
Tuesday, April 16, 2019  
5:30 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

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

**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](http://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. March 28, 2019 Annual 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. Track Summary Report for March 2019
- B. Financial Reports for March 2019

(M/S/C): \_\_\_/\_\_\_/\_\_\_

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

A. Information/Discussion Item(s):

- 1.) Director’s Updates
  - i. Rent Delinquency Report Update

B. Resolution Item(s):

- 1.) **Resolution No. 2019-05:** Approving the Housing Authority of the County of Merced revised Operating Budget for Fiscal Year 2018 – 2019.

(M/S/C): \_\_\_/\_\_\_/\_\_\_

- 2.) **Resolution No. 2019-06:** Awarding contract for HVAC/Window/Roof Replacement of ten (10) residential units in Project 23-01, Merced to Beam & Company, Inc.

(M/S/C): \_\_\_/\_\_\_/\_\_\_

- 1.) **Resolution No. 2019-07:** Awarding a contract for Housing Quality Standard (HQS) Inspection services to Nan McKay Inspections authorizing the Executive Director to sign or take any other action necessary to the execution of the contract

(M/S/C): \_\_\_/\_\_\_/\_\_\_

C. Action Item(s):

None

**VII. COMMISSIONER’S COMMENTS**

**VIII. CLOSED SESSION ITEM(S):** None

**IX. ADJOURNMENT**



# MINUTES

## BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

### Annual Meeting Thursday, March 28, 2019

- I. The meeting was called to order by Chairperson Pia at 5:35 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Margaret Pia, Chairperson  
Jack Jackson, Vice Chairperson  
Evelyne Dorsey  
Jose Resendez  
Hub Walsh

**Commissioners Absent:**

Rick Osorio  
Rachel Torres

Chairperson Pia declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
Cliff Hatanaka, Interim Finance Officer  
David Ritchie, Legal Counsel  
Sue Speer, Director of Development & Asset Management  
Tracy Jackson, Director of Housing Programs  
Maria F. Alvarado, Clerk of the Board

**Others Present:**

Bud Levine, Wulff, Hansen & Co.  
Mark Pressman, Wulff, Hansen & Co.

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

None

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

III. **NOMINATION and ELECTION OF BOARD OF COMMISSIONER OFFICERS  
(Chairperson and Vice Chairperson):**

- A. Nomination of Chairperson: Jack Jackson was nominated for the office of Chairperson.

*No other nominations were made. Commissioner Walsh moved to close nominations and was seconded by Commissioner Pia.*

- B. Election of Chairperson: Motion to elect Jack Jackson as Chairperson

was as follows:

*There being no other nominations, nominations were closed and passed unanimously.*

- C. Nomination of Vice Chairperson: Hub Walsh was nominated for the office of Vice Chairperson.

*No other nominations were made. Commissioner Pia moved to close nominations and was seconded by Commissioner Dorsey.*

- D. Election of Vice Chairperson: Motion to elect Hub Walsh as Vice Chairperson was as follows:

*There being no other nominations, nominations were closed and passed unanimously.*

**IV. APPROVAL OF THE FOLLOWING MEETING MINUTES:**

- A. February 19, 2019 – Regular Meeting

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

**V. UNSCHEDULED ORAL COMMUNICATION:**

None

**VI. CONSENT CALENDAR:**

- A. Rent Delinquency Report for February 2019
- B. Track Summary Report for February 2019
- C. Financial Reports for February 2019

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

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

- A. Information/discussion Item(s):

- 1.) Director's Updates:

- a. Executive Director Vazquez informed the Board that the Homeless Count numbers were provided at the Continuum of Care meeting and it was noted that there is an increase in homeless individuals.

- B. Resolutions Item(s):

- 1.) **Resolution 2019-03:** Authorizing the issuance and delivery of a secured Housing Bond, Authorizing the execution and delivery of a deed of trust, and approving other related documents and actions in connection therewith.

*Bud Levine and Mark Pressman, with Wulff, Hansen & Co., were in attendance to provide the Board a presentation outlining the different options that the Authority has pertaining to savings and use of.*

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

2.) **Resolution 2019-04:** Approving awarding contract for Landscape Maintenance to Green Horizon, Inc.

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

C. Action Item(s):

None

**VIII. COMMISSIONER'S COMMENTS:**

The Board congratulated Commissioner Jackson and Commissioner Walsh on their new appointments and the Authority on the bond issuance.

**IX. CLOSED SESSION ITEM(S):**

None

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:31 p.m.

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Chairperson Signature / Date

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Secretary Signature/ Date

## 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	23	33	47	60						
Average Lease Up Days		1.5	2	2	3	3	3						
Make Ready Time		339	477	580	662	785	872						
Average Make Ready Days		169.5	68	58	55	49	44						
Down Days		2	77	94	119	218	354						
Average Down Days		1	11	9	10	14	18						
Total # Vacant Units Turned		2	7	10	12	16	20						
Total # Turn Around Days		344	569	697	814	1050	1286						
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	172	81	70	68	66	64						

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	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	12	9	9	11						

**Housing Authority of the County of Merced**  
**Financial Statement - AMP 1 (.fs-amp1)**  
**Budget Comparison**  
**Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	299,556	302,550	-2,994	-0.99	726,120
GRANT INCOME (1)	147,149	222,500	-75,351	-33.87	534,000
OTHER INCOME	0	250	-250	-100.00	600
<b>TOTAL INCOME</b>	<b>446,705</b>	<b>525,300</b>	<b>-78,595</b>	<b>-14.96</b>	<b>1,260,720</b>
EXPENSES					
ADMINISTRATIVE EXPENSES	144,816	161,374	16,558	10.26	387,297
TENANT SERVICES EXPENSES	3,244	281	-2,963	-1,053.43	675
UTILITY EXPENSES	63,700	78,906	15,206	19.27	189,374
MAINTENANCE EXPENSES	147,370	153,605	6,235	4.06	368,653
GENERAL EXPENSES	48,544	53,270	4,727	9.74	127,849
HOUSING ASSISTANCE PAYMENTS	508	1,000	492	49.20	2,400
NON-OPERATING ITEMS	53,041	53,041	0	0.00	127,298
<b>TOTAL EXPENSES</b>	<b>461,222</b>	<b>501,478</b>	<b>40,256</b>	<b>8.03</b>	<b>1,203,546</b>
<b>NET INCOME</b>	<b>-14,517</b>	<b>23,822</b>	<b>-38,339</b>	<b>-160.94</b>	<b>57,174</b>

(1) Operating subsidy has been delayed by HUD and delays in issuing authorization of HACM personnel has delayed drawing down funds. Authorization has been allowed after February.

**Housing Authority of the County of Merced**  
**Public Housing - AMP 2 (.fs-amp2)**  
**Budget Comparison**  
**Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	322,369	244,508	77,861	31.84	586,820
GRANT INCOME (1)	79,968	116,667	-36,699	-31.46	280,000
OTHER INCOME	78,859	0	78,859	N/A	0
<b>TOTAL INCOME</b>	<b>481,196</b>	<b>361,175</b>	<b>120,021</b>	<b>33.23</b>	<b>866,820</b>
EXPENSES					
ADMINISTRATIVE EXPENSES	79,904	109,868	29,964	27.27	263,684
TENANT SERVICES EXPENSES	2,428	0	-2,428	N/A	0
UTILITY EXPENSES	65,896	75,667	9,771	12.91	181,600
MAINTENACE EXPENSES	119,034	111,904	-7,130	-6.37	268,570
GENERAL EXPENSES	33,329	33,541	212	0.64	80,499
HOUSING ASSISTANCE PAYMENTS	100	375	275	73.33	900
NON-OPERATING ITEMS	29,738	29,738	0	0.00	71,372
<b>TOTAL EXPENSES</b>	<b>330,429</b>	<b>361,094</b>	<b>30,664</b>	<b>8.50</b>	<b>866,625</b>
<b>NET INCOME.</b>	<b>150,767</b>	<b>81</b>	<b>150,685</b>	<b>186,030.87</b>	<b>195</b>

(1) Operating subsidy has been delayed by HUD and delays in issuing authorization of HACM personnel has delayed drawing down funds. Authorization has been allowed after February.

**Housing Authority of the County of Merced**  
**Financial Statement - AMP 3 (.fs-amp3)**  
**Budget Comparison**  
**Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	231,899	238,125	-6,226	-2.61	571,500
GRANT INCOME (1)	99,510	155,000	-55,490	-35.80	372,000
TOTAL INCOME	331,409	393,125	-61,716	-15.70	943,500
EXPENSES					
ADMINISTRATIVE EXPENSES (2)	88,806	131,789	42,983	32.61	316,293
TENANT SERVICES EXPENSES	2,953	0	-2,953	N/A	0
UTILITY EXPENSES	55,157	61,158	6,001	9.81	146,780
MAINTENANCE EXPENSES	131,357	131,471	114	0.09	315,530
GENERAL EXPENSES	35,482	36,878	1,397	3.79	88,508
HOUSING ASSISTANCE PAYMENTS	392	500	108	21.60	1,200
NON-OPERATING ITEMS	24,344	24,344	0	0.00	58,425
TOTAL EXPENSES	338,492	386,140	47,648	12.34	926,736
NET INCOME	-7,083	6,985	-14,068	-201.41	16,764

(1) Operating subsidy has been delayed by HUD and delays in issuing authorization of HACM personnel has delayed drawing down funds. Authorization has been allowed after February.

(2) Less spent on Wages and Benefits

**Housing Authority of the County of Merced**  
**Public Housing - AMP4 (.fs-amp4)**  
**Budget Comparison**  
**Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	5,679	6,500	-821	-12.63	15,600
GRANT INCOME	9,656	8,333	1,322	15.87	20,000
TOTAL INCOME	15,335	14,833	501	3.38	35,600
EXPENSES					
ADMINISTRATIVE EXPENSES	3,661	3,711	50	1.35	8,906
TENANT SERVICES EXPENSES	0	0	0	N/A	0
UTILITY EXPENSES	2,009	2,525	516	20.43	6,060
MAINTENACE EXPENSES	3,039	2,931	-108	-3.69	7,035
GENERAL EXPENSES	1,350	1,425	75	5.27	3,420
HOUSING ASSISTANCE PAYMENTS	0	25	25	100.00	60
NON-OPERATING ITEMS	19,899	19,899	0	0.00	47,757
TOTAL EXPENSES	29,958	30,516	557	1.83	73,238
NET INCOME	-14,624	-15,682	-56	0.36	-37,638

**Housing Authority of the County of Merced**  
**All HCV Properties (.fs-hcv)**  
**Budget Comparison**  
**Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
GRANT INCOME (1)	7,533,481	7,997,500	-464,019	-5.80	19,194,000
OTHER INCOME	172	2,000	-1,828	-91.40	4,800
<b>TOTAL INCOME</b>	<b>7,533,653</b>	<b>7,999,500</b>	<b>-465,847</b>	<b>-5.82</b>	<b>19,198,800</b>
EXPENSES					
ADMINISTRATIVE EXPENSES (2)	543,158	659,850	116,692	17.68	1,583,640
TENANT SERVICES EXPENSES	2,407	0	-2,407	N/A	0
MAINTENACE EXPENSES (3)	2,290	46,813	44,523	95.11	112,350
GENERAL EXPENSES	11,525	30,338	18,812	62.01	72,810
HOUSING ASSISTANCE PAYMENTS (4)	6,804,020	7,262,500	458,480	6.31	17,430,000
<b>TOTAL EXPENSES</b>	<b>7,363,400</b>	<b>7,999,500</b>	<b>636,100</b>	<b>7.95</b>	<b>19,198,800</b>
<b>NET INCOME</b>	<b>170,253</b>	<b>0</b>	<b>170,253</b>	<b>170,252,850.00</b>	<b>0</b>

(1) Lower HAP Funding from HUD

(2) Software Fees not yet received from vendor. Management Fees lower based on number of HAP contracts.

(3) Lower Contract - Inspections

(4) Lower payments for HAP contracts

**Housing Authority of the County of Merced  
Central Office Cost Center (cocc)  
Budget Comparison  
Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
OTHER INCOME (1), (2)	324,767	476,365	-151,598	-31.82	1,143,277
TOTAL INCOME	324,767	476,365	-151,598	-31.82	1,143,277
EXPENSES					
ADMINISTRATIVE EXPENSES	386,728	396,135	9,406	2.37	950,723
TENANT SERVICES EXPENSES	644	0	-644	N/A	0
UTILITY EXPENSES	12,603	16,208	3,606	22.25	38,900
MAINTENANCE EXPENSES	31,129	31,863	733	2.30	76,470
GENERAL EXPENSES	28,077	29,896	1,819	6.09	71,750
TOTAL EXPENSES	459,182	474,101	14,920	3.15	1,137,843
NET INCOME	-134,415	2,264	-136,679	-6,037.06	5,434

- (1) Asset Management Fee contingent on cash availability at end of year. This fee is assessed at end of year, if available.  
(2) Admin Fee Income is tied to Capital Funds. It is drawn from Capital Funds.

**Housing Authority of the County of Merced**  
**Langdon Villas (langdon)**  
**Budget Comparison**  
**Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	19,250	19,250	0	0.00	46,200
OTHER INCOME	105,603	104,448	1,155	1.11	250,676
TOTAL INCOME	124,853	123,698	1,155	0.93	296,876
EXPENSES					
ADMINISTRATIVE EXPENSES (1)	44,131	30,721	-13,410	-43.65	73,731
UTILITY EXPENSES	574	667	92	13.86	1,600
MAINTENACE EXPENSES (2)	15,164	1,833	-13,330	-727.09	4,400
GENERAL EXPENSES	18,988	20,167	1,179	128.60	48,400
NON-OPERATING ITEMS	1,433	1,433	0	0.00	3,439
TOTAL EXPENSES	80,290	54,821	-25,469	-46.46	131,570
NET INCOME	44,564	68,878	-24,314	-3,530.00	165,306

(1) Bond Fees approximately \$20,000

(2) Contact work including Landscaping and Vehicle Mainenance

**Housing Authority of the County of Merced  
Obanion Learning Center (obanion)  
Budget Comparison  
Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	90,712	78,083	12,629	16.17	187,400
TOTAL INCOME	90,712	78,083	12,629	16.17	187,400
EXPENSES					
ADMINISTRATIVE EXPENSES	7,801	8,396	595	7.09	20,150
UTILITY EXPENSES	23,556	28,058	4,502	16.05	67,340
MAINTENACE EXPENSES	14,880	15,317	436	2.85	36,760
GENERAL EXPENSES	695	550	-145	-26.36	1,320
NON-OPERATING ITEMS	22,417	22,417	0	100.00	53,800
TOTAL EXPENSES	69,349	74,738	5,389	7.21	179,370
NET INCOME	21,363	3,346	18,018	538.50	8,030

**Housing Authority of the County of Merced  
Felix Torres Year Round (.fs-ft)  
Budget Comparison  
Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	237,576	220,250	17,326	7.87	528,600
OTHER INCOME	9	0	9	N/A	0
TOTAL INCOME	237,585	220,250	17,335	7.87	528,600
EXPENSES					
ADMINISTRATIVE EXPENSES	20,864	41,241	20,377	49.41	98,979
UTILITY EXPENSES	26,258	39,122	12,864	32.88	93,892
MAINTENANCE EXPENSES	37,905	33,149	-4,757	-14.35	79,556
GENERAL EXPENSES	2,063	8,671	6,608	76.20	20,810
FINANCING EXPENSES	50,851	13,750	-37,101	-269.83	33,000
NON-OPERATING ITEMS	83,246	83,246	0	0.00	199,791
TOTAL EXPENSES	221,187	219,179	-2,009	0.92	526,029
NET INCOME	16,397	1,071	15,326	1,431.00	2,571

**Housing Authority of the County of Merced**  
**Financial Stmt - Valley View (.fs-vv)**  
**Budget Comparison**  
**Period = Oct 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	237,091	233,750	3,341	1.43	561,000
TOTAL INCOME	237,091	233,750	3,341	1.43	561,000
EXPENSES					
ADMINISTRATIVE EXPENSES	52,088	61,870	9,782	15.81	148,487
UTILITY EXPENSES	33,514	42,717	9,202	21.54	102,520
MAINTENANCE EXPENSES	75,886	61,525	-14,361	-23.34	147,661
GENERAL EXPENSES	9,260	9,477	216	34.11	22,744
FINANCING EXPENSES	67,708	67,708	0	100.00	162,500
NON-OPERATING ITEMS	16,883	16,883	0	100.00	40,519
TOTAL EXPENSES	255,339	260,179	4,840	35.53	624,431
NET INCOME	-18,248	-26,429	8,181	362.43	-63,431

**Housing Authority of the County of Merced**  
**Financial Stmt - Migrant (.fs-mig)**  
**Budget Comparison**  
**Period = Jul 2018-Feb 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>INCOME</b>					
OMS Operating Grant	871,219	750,698	-120,521	-16.06	-1,126,046
<b>TOTAL INCOME</b>	<b>871,219</b>	<b>750,698</b>	<b>-120,521</b>	<b>-16.06</b>	<b>-1,126,046</b>
<b>EXPENSES</b>					
Total - Center Personnel	411,065	355,559	-55,506	-15.61	533,339
Total - Operating Expenses	247,596	202,159	-45,437	-22.48	303,239
Total - Maintenance Expenses	27,831	19,293	-8,537	-44.25	28,940
Total - Contractor Administration	61,502	73,417	11,915	16.23	110,126
Total - Debt Service and Replacement	123,225	100,268	-22,957	-22.90	150,402
<b>TOTAL EXPENSES</b>	<b>871,219</b>	<b>750,698</b>	<b>-120,521</b>	<b>-16.05</b>	<b>1,126,046</b>
<b>PLUS RESERVES ALLOWED</b>		<b>58,329</b>	<b>58,329</b>		<b>87,494</b>
<b>TOTAL FUNDS</b>	<b>871,219</b>	<b>809,027</b>	<b>-62,192</b>	<b>-16.05</b>	<b>1,213,540</b>

## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** April 16, 2019

**SUBJECT:** Recommendation to adopt **Resolution No. 2019-05**, approving the revised Operating Budgets for Fiscal Year 2018 – 2019.

On September 18, 2018, the Board of Commissioners (Board) approved the Department of Housing and Urban Development (HUD) mandated Housing Authority of the County of Merced (Authority) yearly operations budgets.

Upon further review the Authority finds itself needing revisions to the operations budgets. Regulations allow revisions to be made and submitted for Board and HUD review and approval.

The attached budget reflects the revised projected revenues and expenses for all components.

### RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2019-05**, approving the revised Operating Budgets for Fiscal Year 2018 – 2019.



HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 BUDGET COMPARISON - HOUSING CHOICE VOUCHERS  
 (HCV) 2791 VOUCHERS  
 BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2018-2019 HCV	REVISION TO BUDGET 2018-19 HCV	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	0.00%	
2	GRANT INCOME	19,194,000.00	19,194,000.00	-	0.00%	Lower utilization levels than prior budget period
3	OTHER INCOME	4,800.00	4,800.00	-	0.00%	
4	<b>TOTAL REVENUES</b>	<b>19,198,800.00</b>	<b>19,198,800.00</b>	<b>-</b>	<b>0.00%</b>	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	475,770.00	518,618.00	42,848.00	9.01%	Includes 100% of Director Salary
6	FRINGE BENEFITS	255,985.00	275,803.93	19,818.93	7.74%	Includes 100% of Director Benefits
7	LEGAL EXPENSE	17,400.00	17,400.00	-	0.00%	
8	MANAGEMENT FEES	386,250.00	386,250.00	-	0.00%	
9	BOOKKEEPING FEES	231,750.00	231,750.00	-	0.00%	Decrease in total vouchers issued
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	216,485.00	216,485.00	-	0.00%	Nelrod and Appraisal Group contracts
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>1,583,640.00</b>	<b>1,646,306.93</b>	<b>62,666.93</b>	<b>3.96%</b>	
	UTILITIES					
13	WATER	-	-	-	0.00%	
14	ELECTRICITY	-	-	-	0.00%	
15	GAS	-	-	-	0.00%	
16	GARBAGE/TRASH	-	-	-	0.00%	
17	SEWER	-	-	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	<b>TOTAL UTILITIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.00%	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	150.00	150.00	-	0.00%	
24	MATERIALS	600.00	600.00	-	100.00%	
25	CONTRACT COSTS	111,600.00	111,600.00	-	0.00%	
26	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<b>112,350.00</b>	<b>112,350.00</b>	<b>-</b>	<b>0.00%</b>	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 BUDGET COMPARISON - HOUSING CHOICE VOUCHERS  
 (HCV) 2791 VOUCHERS  
 BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2018-2019 HCV	REVISION TO BUDGET 2018-19 HCV	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	GENERAL EXPENSE					
27	INSURANCE	21,810.00	21,810.00	-	0.00%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	42,000.00	42,000.00	-	0.00%	Over budgeted in 2017-18
31	OTHER GENERAL EXPENSE	9,000.00	9,000.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	72,810.00	72,810.00	-	0.00%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	17,430,000.00	17,430,000.00	-	0.00%	Fewer Vouchers utilized
34	TOTAL NON-OPERATING ITEMS	17,430,000.00	17,430,000.00	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
<b>35</b>	<b>TOTAL EXPENSES</b>	19,198,800.00	19,261,466.93	62,666.93	0.33%	
<b>36</b>	<b>GAIN OR LOSS</b>	-	(62,666.93)	(62,666.93)	#DIV/0!	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 BUDGET COMPARISON - CENTRAL OFFICE COST CENTER  
 (COCC)  
 BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2018-2019 COCC	REVISION TO BUDGET 2018-19 COCC	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	0.00%	
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	1,143,276.75	1,143,276.75	-	0.00%	
4	<b>TOTAL REVENUES</b>	1,143,276.75	1,143,276.75	-	0.00%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	451,660.00	442,256.32	(9,403.68)	-2.08%	100% Accountant salary/-50% HCV Director Salary
6	FRINGE BENEFITS	240,603.00	238,469.90	(2,133.10)	-0.89%	
7	LEGAL EXPENSE	60,000.00	60,000.00	-	0.00%	Based on 2017-18 spend projections
8	MANAGEMENT FEES	-	-	-	0.00%	
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	137,740.00	137,740.00	-	0.00%	Continued cost efficiencies in "other" category
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	890,003.00	878,466.22	(11,536.78)	-1.30%	
	UTILITIES					
13	WATER	3,800.00	3,800.00	-	0.00%	
14	ELECTRICITY	30,100.00	30,100.00	-	0.00%	
15	GAS	2,400.00	2,400.00	-	0.00%	
16	GARBAGE/TRASH	1,100.00	1,100.00	-	0.00%	
17	SEWER	1,500.00	1,500.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	<b>TOTAL UTILITIES</b>	38,900.00	38,900.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.00%	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	720.00	720.00	-	0.00%	
24	MATERIALS	1,150.00	1,150.00	-	0.00%	
25	CONTRACT COSTS	74,600.00	74,600.00	-	0.00%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 BUDGET COMPARISON - CENTRAL OFFICE COST CENTER  
 (COCC)  
 BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2018-2019 COCC	REVISION TO BUDGET 2018-19 COCC	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	76,470.00	76,470.00	-	0.00%	
	GENERAL EXPENSE					
27	INSURANCE	17,750.00	17,750.00	-	0.00%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	54,000.00	54,000.00	-	0.00%	Over budgeted in 2017-18
31	OTHER GENERAL EXPENSE	-	-	-	#DIV/0!	
32	TOTAL GENERAL EXPENSE	71,750.00	71,750.00	-	0.00%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
<b>35</b>	<b>TOTAL EXPENSES</b>	1,077,123.00	1,065,586.22	(11,536.78)	-1.07%	
<b>36</b>	<b>GAIN OR LOSS</b>	66,153.75	77,690.53	11,536.78	17.44%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 BUDGET COMPARISON - LANGDON VILLAS  
 1 UNIT  
 BOARD APPROVED BUDGET & BUDGET REVISION

BOARD APPROVED BUDGET 2018-2019 LANGDON	REVISION TO BUDGET 2018-19 LANGDON	BUDGET VS. BUDGET DIFFERENCE
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LINE #	ITEM	BOARD APPROVED BUDGET 2018-2019 LANGDON	REVISION TO BUDGET 2018-19 LANGDON	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	46,200.00	46,200.00	-	0.00%	
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	250,676.00	250,676.00	-	0.00%	
4	<b>TOTAL REVENUES</b>	296,876.00	296,876.00	-	0.00%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	42,860.00	27,624.00	(15,236.00)	-35.55%	Removal of Admin Clerk Salary
6	FRINGE BENEFITS	22,768.00	10,265.39	(12,502.61)	-54.91%	Removal of Admin Benefits
7	LEGAL EXPENSE	2,620.00	2,620.00	-	0.00%	
8	MANAGEMENT FEES	-	-	-	0.00%	
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	720.00	720.00	-	0.00%	
12	TOTAL ADMINISTRATIVE EXPENSES	68,968.00	41,229.39	(27,738.61)	-40.22%	
	UTILITIES					
13	WATER	600.00	600.00	-	0.00%	
14	ELECTRICITY	-	-	-	0.00%	
15	GAS	-	-	-	0.00%	
16	GARBAGE/TRASH	400.00	400.00	-	0.00%	
17	SEWER	600.00	600.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	1,600.00	1,600.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	#DIV/0!	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	-	-	-	0.00%	
24	MATERIALS	800.00	800.00	-	0.00%	
25	CONTRACT COSTS	3,600.00	3,600.00	-	0.00%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 BUDGET COMPARISON - LANGDON VILLAS  
 1 UNIT  
 BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2018-2019 LANGDON	REVISION TO BUDGET 2018-19 LANGDON	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	4,400.00	4,400.00	-	0.00%	
	GENERAL EXPENSE					
27	INSURANCE	3,300.00	3,300.00	-	0.00%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	45,000.00	45,000.00	-	0.00%	Over budgeted in 2017-18
31	OTHER GENERAL EXPENSE	100.00	100.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	48,400.00	48,400.00	-	0.00%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	3,439.00	3,439.00	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	3,439.00	3,439.00	-	0.00%	
<b>35</b>	<b>TOTAL EXPENSES</b>	<b>126,807.00</b>	<b>99,068.39</b>	<b>(27,738.61)</b>	<b>-21.87%</b>	
<b>36</b>	<b>GAIN OR LOSS</b>	<b>170,069.00</b>	<b>197,807.61</b>	<b>27,738.61</b>	<b>16.31%</b>	

PHA Board Resolution  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: .....PHA Code:

PHA Fiscal Year Beginning: .....Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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## STAFF REPORT

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

**FROM:** Sue Speer, Director of Development and Asset Management

**DATE:** April 16, 2019

**SUBJECT:** Recommendation to adopt **Resolution No. 2019-06**. Awarding a contract for HVAC/Roof/Window Replacement of ten (10) residential units in Project 23-01, Merced.

The Housing Authority of the County of Merced (Authority) receives Capital Fund Program (CFP) grant funding for Public Housing developments. The Authority received CFP funds for Fiscal Year 2018.

The Authority identified capital improvement projects to be completed for all Public Housing Asset Management Properties (AMP) and in compliance with the Agency Annual Plan & 5-year plan. AMP 1, Merced, has been identified to include the replacement of Heating, Vents and Air Conditioning (HVAC) units, roofs, and window with double-pane window for ten (10) residential units.

The Authority is required to seek competitive solicitations in compliance with the agency procurement policy. As required solicitations were conducted including local and wide-spread advertising. Notice to Proposers and proposal packet to ten (10) builders exchanges, including national construction data companies, for advertising among their memberships. The Authority hosted a pre-bid walk-through on March 8, 2019 consisting of six (6) contractors. Proposals were due on March 28, 2019, resulting in the Authority receiving only two (2) proposals. and pre-approval from the U.S. Department of Housing and Urban Development as the response to the RFP was not sufficient and therefore required HUD review and approval prior to executing contract.

Company	Proposal Cost
Beam & Company, Inc., Fresno	\$236,000.00
Mercado Construction, Inc., Delhi	\$295,000.00

Review of the submitted proposals resulted with Beam & Company, Inc. as responsive and complete.

### **RECOMMENDATION**

Authority staff is recommending to the Board of Commissioners the following: Staff review of the response submitted from Beam & Company, Inc. to the Authority's Request for Proposals (RFP). Beam & Company, Inc. demonstrates, successful completion of projects of this capacity and has previously conducted similar projects with the Authority. The Authority recommends awarding the contract replacing HVAC/Roof/Windows, for ten (10) units in Merced AMP 1 to Beam & Company, Inc. in the amount of \$236,000.00, expending CFP grant-18. Adopt **Resolution No. 2019-06**, and authorize the Executive Director to sign or take any other action necessary the execution of the contract.

## **RESOLUTION NO. 2019-06**

### **AWARDING CONTRACT FOR HVAC/WINDOW/ROOF REPLACEMENT OF TEN (10) RESIDENTIAL UNITS IN PROJECT 23-01, MERCED TO BEAM & COMPANY, INC.**

**WHEREAS**, the Housing Authority of the County of Merced (Authority) receives Capital Fund Program (CFP) grant. The Authority received CFP funds for Year 2018, Award CA01P023501-18; and,

**WHEREAS**, The Authority budgeted work to be completed in all Public Housing Asset Management Property (AMP) in the annual plan and the 5-year plan, to include the replacement of Heating, Vents and Air Conditioning (HVAC) units, roofing materials and single-pane windows with double-pane windows for ten (10) residential units in Project CA023001, AMP #1, Merced, California; and

**WHEREAS**, The Authority, to obtain wide-spread advertising, sent Notice to Proposers and proposal packet to ten (10) builders exchanges, including national construction data companies and mailed letters to sixty (60) contractors, including general building, HVAC, Window and Roofing contractors; and

**WHEREAS**, two (2) proposals were received and opened for review on March 28, 2019; and received pre-approval from the U.S. Department of Housing and Urban Development as the response to the RFP was not sufficient and therefore required HUD review and approval prior to executing contract.

**WHEREAS**, the lowest, most responsive bid was submitted by Beam & Company, Inc., Fresno, California in the amount of \$236,000.00; and

**THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Merced does hereby:

1. Adopt Resolution No. 2019-06 awarding a construction contract to Beam & Company, Inc.
2. Approves the expenditure of funds in the amount of \$236,000.00 for the HVAC/Roofs/Window replacement of ten (10) residential units in Project CA023001, Merced.
3. Non-compliance will result in the disqualification of Beam & Company, Inc.

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

The foregoing resolution was introduced at the April 16, 2019 Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: April 16, 2019

## STAFF REPORT

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

**FROM:** Tracy Jackson, Director of Housing Programs

**DATE:** April 16, 2019

**SUBJECT:** Recommendation to adopt **Resolution No. 2019-07**. Awarding a contract for Housing Quality Standard (HQS) Inspection services to Nan McKay Inspections and authorizing the Executive Director to sign or take any other action necessary to the execution of the contract.

The Department of Housing & Urban development states the Public Housing Authorities such as the Housing Authority of the County of Merced (Authority) conduct Housing Quality Standard inspections.

HQS are the HUD minimum quality standards for tenant-based programs. HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises, as well as the unit. The Authority is required by HUD regulations to inspect the unit to ensure that is "safe, decent and sanitary. No unit will be placed on the program unless these standards are met. Units must also meet HQS as long as the family resides in the dwelling.

The Authority procured for said inspection services through a Request for Proposals (RFP). The Authority is required to seek competitive solicitations in compliance with the agency procurement policy. As required solicitations were conducted including local and wide-spread advertising. Notice to Proposers were mailed and the proposal packet made available at various builders' exchanges, including national construction data companies, for advertising among their memberships.

Review of the submitted proposals resulted with Nan McKay Inspections as responsive and complete.

### **RECOMMENDATION**

It is the recommendation of the Authority that the response submitted by Nan McKay Inspections to the Authority's Request for Proposals (RFP). Nan McKay Inspections demonstrates satisfactory work as it relates to prior work with the Authority. Adopt **Resolution No. 2019-07**, Awarding a contract for Housing Quality Standard (HQS) Inspection services to Nan McKay Inspections and authorizing the Executive Director to sign or take any other action necessary to the execution of the contract.

**RESOLUTION NO. 2019-07**

**AWARDING A CONTRACT FOR HOUSING QUALITY STANDARDS (HQS) INSPECTION SERVICES TO NAN MCKAY INSPECTIONS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN OR TAKE ANY OTHER ACTION NECESSARY TO THE EXECUTION OF THE CONTRACT**

**WHEREAS**, The Department of Housing & Urban development states the Public Housing Authorities such as the Housing Authority of the County of Merced (Authority) conduct Housing Quality Standard (HQS) inspections.; and,

**WHEREAS**, HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises, as well as the unit. The Authority is required by HUD regulations to inspect the unit to ensure that is "safe, decent and sanitary.;" and

**WHEREAS**, The Authority procured for said inspection services through a Request for Proposals (RFP).

**WHEREAS**, The Authority, to obtain wide-spread advertising, sent Notice to Proposers and made the proposal packet available at builders exchanges, including national construction data companies; and,

**WHEREAS**, three (3) proposals were received and opened for review.

**WHEREAS**, the most responsive bid was submitted by Nan McKay Inspections; and

**THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Merced does hereby:

1. Adopt Resolution No. 2019-07 awarding a contract to Nan McKay Inspections.
2. Non-compliance will result in the disqualification of Nan McKay Inspections.

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the contract.

The foregoing resolution was introduced at the April 16, 2019 Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: April 16, 2019