

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, August 20, 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 Clerk of the Board 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. 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.

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

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



IV. APPROVAL OF THE FOLLOWING MEETING MINUTES:

- 1. July 16, 2019, Regular Meeting (M/S/C): ____/____/____
- 2. August 6, 2019, Special Meeting (M/S/C): ____/____/____

V. CONSENT CALENDAR:

- 1. Rent Delinquency Report for July 2019
- 2. Track Summary Report for July 2019
- 3. Financial Reports for June 2019

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

VI. INFORMATION/DISCUSSION ITEM(S)

- 1. Staff Report: Request for Proposals – Coin Operated Laundry Services
- 2. Staff Report: Midway Unit Modification Project

VII. EXECUTIVE DIRECTOR REPORT

None

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

- 1. **Resolution No. 2019-17:** Approving the revised Operating Budgets for Fiscal Year 2019 – 2020.

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

- 2. **Resolution No. 2019-18:** Awarding Janitorial Services for the Authority Administration Offices and John O’Banion Community Learning Center common areas contract to Clear Choice Custodial Service and further authorize Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the contract.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER’S COMMENTS

XII. CLOSED SESSION ITEM(S)

None

XIII. ADJOURNMENT



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, July 16, 2019

- I. The meeting was called to order by Chairperson Jackson at 5:34 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

Rick Osorio
Rachel Toress

Chairperson Jackson declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Elizabeth M. Fratarcangeli, Legal Counsel
Cliff Hatanaka, Interim Finance Officer
Maria F. Alvarado, Clerk of the Board
Blanca Arrate, Director of Housing Programs
Sue Speer, Director of Development
Tracy Jackson, Director of Housing Programs

Others Present:

None

II. **UNSCHEDULED ORAL COMMUNICATION**

None

III. **PUBLIC HEARING – PHA ANNUAL PLAN**

None

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

None

(M/S/C): Commissioner Pia/Commissioner Walsh/Motion Passed



V. APPROVAL OF THE FOLLOWING MEETING MINUTES

A. June 18, 2019, Regular Meeting

(M/S/C): Commissioner Torres/Commissioner Pia/Motion Passed

VI. CONSENT CALENDAR

A. PHAS Report for June 2019

B. Aged Receivables Report for June 2019

C. Financial Reports for June 2019

(M/S/C): Commissioner Walsh/Commissioner Pia/Motion Passed

VII. INFORMATION AND DISCUSSION ITEM(S)

A. Executive Director Vazquez explained to the Board that a preview of the Authority's Operating Budget for Fiscal Year 2019 – 2020 was included for their review. The Board was previously presented with the process of developing the Authority's budgets. Approval of said budgets will be presented at the August 2019 meeting.

B. A staff report was provided to the Board to provide information on the status of the Request for Proposals for Janitorial Services. Proposals are in and will be reviewed. Approval of the contract for said services will be presented at the August 2019 meeting.

C. A staff report was provided to the Board to provide information on the status of the Request for Proposals: Coin Operated Laundry Services.

VIII. EXECUTIVE DIRECTOR REPORT

A. NAHRO Conference – Chairperson Jackson and Vice-Chair Walsh shared information they gathered at the NAHRO conference. Some of the information pertains to HUD's RAD program and the benefits and possible downsides of conversion.

IX. WRITTEN CORRESPONDENCE

None

X. RESOLUTION ITEM(S)

1.) **Resolution No. 2019-13:** Approving the PHA Annual Plan Fiscal Year 2019 for submission to the Department of Housing & Urban Development.

(M/S/C): Commissioner Walsh/Commissioner Pia/Motion Passed



2.) **Resolution No. 2019-14:** Approving the revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP).

(M/S/C): Commissioner Pia/Commissioner Walsh/Motion Passed

3.) **Resolution No. 2019-15:** Approving the revisions to the Housing Choice Voucher Program Administrative Plan.

(M/S/C): Commissioner Resendez/Commissioner Pia/Motion Passed

XI. ACTION ITEM(S)

None

XII. COMMISSIONER’S COMMENTS

None

XIII. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 6:07 p.m. The following people were present:

Board Members

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

Others Present

Rosa Vazquez, Executive Director/Board Secretary
Elizabeth M. Fratarcangeli, Legal Counsel
Maria F. Alvarado, HR Manager/Board Clerk

A. Pursuant to Government Code §54967.6
Conference with Labor Negotiators

The Board returned to Regular Session at 6:15 p.m. and no action taken.

XIV. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:16 p.m.

Chairperson Signature

Date: August 20, 2019

Secretary Signature

Date: August 20, 2019



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Special Meeting
Tuesday, August 6, 2019

- I. The meeting was called to order by Chairperson Jackson at 10:03 a.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

Chairperson Jackson declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Maria F. Alvarado, Clerk of the Board
Blanca Arrate, Director of Housing Programs
Sue Speer, Director of Development
Tracy Jackson, Director of Housing Programs

Others Present:

Christina Alley, CEO Central Valley Coalition for Affordable Housing

II. **UNSCHEDULED ORAL COMMUNICATION**

None

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

None

(M/S/C): Commissioner Pia/Commissioner Resendez/Motion Passed

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

None



V. CONSENT CALENDAR

None

VI. INFORMATION AND DISCUSSION ITEM(S)

None

VII. EXECUTIVE DIRECTOR REPORT

None

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

- 1.) **Resolution No. 2019-16:** Authorizing and approving the new development of Assessor's Parcel Number 031-323-002 by the Central Valley Coalition for Affordable Housing and further authorizing the Executive Director to take all necessary actions to proceed with the development of the said parcel.

(M/S/C): Commissioner Walsh/Commissioner Torres/Motion Passed

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

None

XII. CLOSED SESSION ITEM(S):

None

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 10:33 a.m.

Chairperson Signature

Date: August 20, 2019

Secretary Signature

Date: August 20, 2019



Aged Receivables Report as of 7/31/2019

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	6,149.88	1,181.00	349.24	(258.41)	7,421.71	(7,966.50)	(544.79)
ca023010 PH - Merced	3,546.64	524.12	75.00	962.14	5,107.90	(2,387.42)	2,720.48
ca023013 PH - Merced Sr	1,338.51	152.00	22.00	1,040.00	2,552.51	(2,211.51)	341.00
ca023021 PH - Acquisition	-	-	-	-	-	(126.48)	(126.48)
ca023023 PH - Acquisition	-	-	-	-	-	-	-
AMP 1 TOTALS	11,035.03	1,857.12	446.24	1,743.73	15,082.12	(12,691.91)	2,390.21
AMP 2							
ca023003 PH - Atwater - Cameo	2,775.02	311.37	659.78	-	3,746.17	(2,315.47)	1,430.70
ca023006 PH - Livingston	3,601.68	1,178.72	75.00	726.00	5,581.40	(4,297.22)	1,284.18
012a PH - Atwater	3,046.23	623.99	50.00	238.00	3,958.22	(2,144.20)	1,814.02
012b PH - Winton	308.00	-	-	(301.00)	7.00	(1,180.75)	(1,173.75)
AMP 2 TOTALS	9,730.93	2,114.08	784.78	663.00	13,292.79	(9,937.64)	3,355.15
AMP 3							
ca023002 PH - Los Banos	3,409.16	76.00	-	-	3,485.16	(2,584.46)	900.70
ca023004 PH - Los Banos - Abby, B, C & D	4,416.62	426.90	50.00	366.92	5,260.44	(5,202.50)	57.94
ca023005 PH - Dos Palos - West Globe	3,980.86	1,046.53	-	624.89	5,652.28	(1,980.96)	3,671.32
ca023011 PH - Los Banos - J & K St	607.64	34.00	-	-	641.64	(745.16)	(103.52)
012c PH - Dos Palos - Alleyne	1,347.49	53.00	-	-	1,400.49	(1,533.76)	(133.27)
012d PH - Dos Palos - Globe	(13.67)	(1.00)	-	49.25	34.58	(543.05)	(508.47)
AMP 3 TOTALS	13,748.10	1,635.43	50.00	1,041.06	16,474.59	(12,589.89)	3,884.70
AMP 4							
ca023024 PH - 1st Street	509.00	190.00	10.00	(67.00)	642.00	(2.00)	640.00
AMP 4 TOTALS	509.00	190.00	10.00	(67.00)	642.00	(2.00)	640.00
VALLEY VIEW							
atw Atwater Elderly	564.00	282.00	(120.00)	1,203.00	1,929.00	(1,884.00)	45.00
dp Dos Palos Elderly	1,506.00	600.00	1.00	(248.00)	1,859.00	(2,459.00)	(600.00)
mid Midway	3,216.38	942.31	(1,543.00)	(1,087.59)	1,528.10	(3,825.04)	(2,296.94)
VALLEY VIEW TOTALS	5,286.38	1,824.31	(1,662.00)	(132.59)	5,316.10	(8,168.04)	(2,851.94)
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	944.00	92.00	(306.00)	3,827.00	4,557.00	(3,747.02)	809.98
FELIX TORRES YEAR ROUND TOTALS	944.00	92.00	(306.00)	3,827.00	4,557.00	(3,747.02)	809.98
HOUSING AUTHORITY TOTALS	41,253.44	7,712.94	(676.98)	7,075.20	55,364.60	(47,136.50)	8,228.10

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	60	69	71	78		
Average Lease Up Days		1.5	2	2	3	3	3	3	3	3	2		
Make Ready Time		339	477	580	662	785	872	872	922	1362	1541		
Average Make Ready Days		169.5	68	58	55	49	44	44	40	50	45		
Down Days		2	77	94	119	218	354	354	460	277	375		
Average Down Days		1	11	9	10	14	18	18	20	10	11		
Total # Vacant Units Turned		2	7	10	12	16	20	20	23	27	34		
Total # Turn Around Days		344	569	697	814	1050	1286	1286	1451	1710	1994		
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	64	63	63	59		

% 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%	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	16	16	16	16		

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	559,106	544,590	14,516	3	726,120
TOTAL GRANT INCOME (1)	425,575	400,500	25,075	-6	534,000
TOTAL OTHER INCOME	0	450	-450	-100	600
TOTAL INCOME	984,681	945,540	39,141	4	1,260,720
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	301,540	290,473	-11,067	-4	387,297
TOTAL TENANT SERVICES EXPENSES	6,003	506	-5,497	-1,086	675
TOTAL UTILITY EXPENSES	126,563	142,031	15,467	11	189,374
TOTAL MAINTENACE EXPENSES	256,803	276,490	19,686	7	368,653
TOTAL GENERAL EXPENSES	87,677	95,887	8,210	9	127,849
TOTAL HOUSING ASSISTANCE PAYMENTS	868	1,800	932	52	2,400
TOTAL NON-OPERATING ITEMS	95,474	95,474	0	0	127,298
TOTAL EXPENSES	874,928	902,660	27,731	3	1,203,546
NET INCOME	109,753	42,880	66,872	156	57,174

Housing Authority of the County of Merced
Financial Statement - AMP 2 (.fs-amp2)
Budget Comparison
Period = Oct 2018-Jun 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	429,686	440,115	-10,429	-2	586,820
TOTAL GRANT INCOME (1)	251,081	210,000	41,081	-6	280,000
TOTAL OTHER INCOME (2)	78,859	0	78,859	N/A	0
TOTAL INCOME	759,626	650,115	109,511	17	866,820
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	165,020	197,763	32,743	17	263,684
TOTAL TENANT SERVICES EXPENSES	4,570	0	-4,570	N/A	0
TOTAL UTILITY EXPENSES	121,602	136,200	14,598	11	181,600
TOTAL MAINTENANCE EXPENSES (3)	291,446	201,428	-90,019	-45	268,570
TOTAL GENERAL EXPENSES	60,256	60,374	118	54	80,499
TOTAL HOUSING ASSISTANCE PAYMENTS	240	675	435	64	900
TOTAL NON-OPERATING ITEMS	53,529	53,529	0	0	71,372
TOTAL EXPENSES	696,663	649,969	-46,695	-7	866,625
NET INCOME	62,963	146	62,816	43,025	195

- (1) Higher Operating Subsidy from HUD
- (2) Insurance recovery for fire damage to unit
- (3) Cost to repair fire damaged to unit

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	424,649	428,625	-3,976	-1	571,500
TOTAL GRANT INCOME	297,518	279,000	18,518	7	372,000
TOTAL INCOME	722,167	707,625	14,542	2	943,500
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	186,053	237,220	51,166	22	316,293
TOTAL TENANT SERVICES EXPENSES	13,824	0	-13,824	N/A	0
TOTAL UTILITY EXPENSES	109,950	110,085	135	0	146,780
TOTAL MAINTENACE EXPENSES (3)	262,019	236,647	-25,372	-11	315,530
TOTAL GENERAL EXPENSES	63,839	66,381	2,542	4	88,508
TOTAL HOUSING ASSISTANCE PAYMENTS	849	900	51	6	1,200
TOTAL NON-OPERATING ITEMS	43,819	43,819	0	0	58,425
TOTAL EXPENSES	680,353	695,052	14,698	2	926,736
NET INCOME	41,814	12,573	29,240	233	16,764

- (1) Higher Operating Subsidy from HUD
- (2) Lower than budgeted Admin personnel costs
- (3) Higher Maintenance supplies including flooring

Housing Authority of the County of Merced
AMP4 - 1st Street, Merced (.fs-amp4)
Budget Comparison
Period = Oct 2018-Jun 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	11,138	11,700	-562	-5	15,600
TOTAL GRANT INCOME	21,426	15,000	6,426	43	20,000
TOTAL INCOME	32,564	26,700	5,864	22	35,600
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	7,364	6,680	-684	-10	8,906
TOTAL TENANT SERVICES EXPENSES	0	0	0	N/A	0
TOTAL UTILITY EXPENSES	4,002	4,545	543	12	6,060
TOTAL MAINTENACE EXPENSES	6,045	5,276	-768	-15	7,035
TOTAL GENERAL EXPENSES	1,620	2,565	945	53	3,420
TOTAL HOUSING ASSISTANCE PAYMENTS	0	45	45	100	60
TOTAL NON-OPERATING ITEMS	35,818	35,818	0	0	47,757
TOTAL EXPENSES	54,849	54,928	81	0	73,238
NET INCOME	-22,285	-28,228	5,783	-20	-37,638

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME	13,360,282	14,395,500	-1,035,218	-7	19,194,000
TOTAL OTHER INCOME	677	3,600	-2,923	-81	4,800
TOTAL INCOME	13,360,959	14,399,100	-1,038,141	-7	19,198,800
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2) (3) (4)	1,106,491	1,187,730	81,239	7	1,583,640
TOTAL TENANT SERVICES EXPENSES	4,484	0	-4,484	N/A	0
TOTAL MAINTENACE EXPENSES (5)	10,065	84,262	74,198	88	112,350
TOTAL GENERAL EXPENSES	45,276	54,608	9,332	17	72,810
TOTAL HOUSING ASSISTANCE PAYMENTS (6)	12,336,932	13,072,500	735,568	6	17,430,000
TOTAL EXPENSES	13,503,248	14,399,100	895,852	6	19,198,800
NET INCOME	-142,289	0	-142,289	-79,049,233	0

- (1) Lower HAP from HUD \$1,113M
- (2) Lower Management Fees \$41M
- (3) Lower software license fees \$51M
- (4) Contract Inspections booked under Admin \$44M, budgeted under Contract work as under Maintenance Expenses
- (5) Contract Inspections booked unders Maintenance \$81M, booked under Admin Expenses
- (6) Lower HAPissued \$736M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1) (2)	727,263	857,458	-130,195	-15	1,143,277
TOTAL INCOME	727,263	857,458	-130,195	-15	1,143,277
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	685,995	713,042	27,047	4	950,723
TOTAL TENANT SERVICES EXPENSES	1,461	0	-1,461	N/A	0
TOTAL UTILITY EXPENSES	24,651	29,175	4,524	16	38,900
TOTAL MAINTENACE EXPENSES	44,604	57,353	12,748	22	76,470
TOTAL GENERAL EXPENSES	50,608	53,813	3,204	6	71,750
TOTAL EXPENSES	807,319	853,382	46,062	6	1,137,843
NET INCOME	-71,451	4,075	-75,526	-1,853	5,434

(1) Asset Mgmt 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 as Capital Funds are expended.

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	35,730	34,650	1,080	3	46,200
TOTAL OTHER INCOME (1)	237,476	188,007	49,469	26	250,676
TOTAL INCOME	273,206	222,657	50,549	23	296,876
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2) (3)	122,059	55,298	-66,761	-121	73,731
TOTAL UTILITY EXPENSES	1,023	1,200	177	15	1,600
TOTAL MAINTENANCE EXPENSES (4)	15,332	3,300	-12,032	-365	4,400
TOTAL GENERAL EXPENSES	34,173	36,300	2,127	6	48,400
TOTAL NON-OPERATING ITEMS	2,579	2,579	1	0	3,439
TOTAL EXPENSES	175,166	98,677	-76,489	-78	131,570
NET INCOME	98,040	123,980	-25,940	-21	165,306

(1) Refund of construction costs from PG&E, Plainburg Rd and Hwy 140 \$28M

(2) Consultants for Accounting Year End Closing \$50M

(3) Bond Fees \$31M

(4) Contract work including Landscaping and Vehicle Maintenance

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	144,922	140,550	4,372	3	187,400
TOTAL INCOME	144,922	140,550	4,372	3	187,400
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	15,107	15,113	5	0	20,150
TOTAL UTILITY EXPENSES	41,479	50,505	9,026	18	67,340
TOTAL MAINTENACE EXPENSES	22,778	27,570	4,792	17	36,760
TOTAL GENERAL EXPENSES	1,251	990	-261	-26	1,320
TOTAL NON-OPERATING ITEMS	40,350	40,350	0	0	53,800
TOTAL EXPENSES	120,965	134,528	13,563	10	179,370
NET INCOME	23,957	6,022	17,935	298	8,030

Housing Authority of the County of Merced
Felix Torres Year Round Center (ft-yr)
Budget Comparison
Period = Oct 2018-Jun 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	426,005	396,450	29,555	7	528,600
TOTAL OTHER INCOME	9	0	9	N/A	0
TOTAL INCOME	426,014	396,450	29,564	7	528,600
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	43,509	74,234	30,726	41	98,979
TOTAL UTILITY EXPENSES	53,215	70,419	17,204	24	93,892
TOTAL MAINTENACE EXPENSES	67,581	59,667	-7,914	-13	79,556
TOTAL GENERAL EXPENSES	8,921	15,608	6,686	43	20,810
TOTAL FINANCING EXPENSES (1)	84,770	24,750	-60,020	-243	33,000
TOTAL NON-OPERATING ITEMS	146,603	149,843	3,240	2	199,791
TOTAL EXPENSES	404,599	394,521	-10,078	-3	526,029
NET INCOME	21,414	1,929	19,486	1,010	2,571

(1) Interest Expense budget too low

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	427,991	420,750	7,241	2	561,000
TOTAL OTHER INCOME (1)	49,796	0	49,796	N/A	0
TOTAL INCOME	477,787	420,750	57,037	14	561,000
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	110,211	111,366	1,155	1	148,487
TOTAL UTILITY EXPENSES	69,173	76,890	7,717	10	102,520
TOTAL MAINTENACE EXPENSES (2) (3) (4)	185,956	110,745	-75,211	-68	147,661
TOTAL GENERAL EXPENSES	15,783	17,058	1,275	7	22,744
TOTAL FINANCING EXPENSES	121,875	121,875	0	0	162,500
TOTAL NON-OPERATING ITEMS	30,389	30,389	0	0	40,519
TOTAL EXPENSES	533,387	468,323	-65,064	-14	624,431
NET INCOME	-55,600	-47,573	-8,027	17	-63,431

- (1) Residual from old bond funds
- (2) Alarm system at Atwater and Dos Palos facilities \$43M
- (3) HVAC for Midway \$12M
- (4) Flooring \$10M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
Total - OMS Operating Grant	1,202,059	1,057,426	-144,633	-14	1,057,426
TOTAL INCOME	1,202,059	1,057,426	-144,633	-14	1,057,426
EXPENSES					
Total - Center Personnel	616,147	533,339	-82,808	-16	533,339
Total - Operating Expenses	339,756	303,239	-36,517	-12	303,239
Total - Maintenance Expenses	58,142	28,940	-29,202	-101	28,940
Total - Contractor Administration	106,232	110,126	3,894	4	110,126
Total - Debt Service and Replacement	81,782	81,782	0	0	81,782
TOTAL					
TOTAL EXPENSES	1,202,059	1,057,426	-144,633	-14	1,057,426
Reserves	0	68620	68620	100	68620
TOTAL	1,202,059	1,126,046	-76,013	-7	1,126,046

STAFF REPORT

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

FROM: Sue Speer, Director of Development and Asset Management

DATE: August 20, 2019

SUBJECT: Request for Proposal for Coin-Operated Laundry Services

The Housing Authority of the County of Merced (Authority), in compliance with the Procurement Policy, issued a Request for Proposal (RFP) for Coin-Operated Laundry Services for Authority's properties that have on-site laundry facility on July 11, 2019.

On July 16, 2019, the Board of Commissioners were presented with information regarding this solicitation. The BOC was informed that, pending results of the solicitation, the information would be presented at the August 2019 meeting. However, the Authority did not receive any responses to the RFP prior to the scheduled due date of July 30, 2019.

The Authority, in compliance with the Procurement Policy and with guidance from the Authority's assigned Housing & Urban Development (HUD) engineer, will be re-soliciting for these services. Staff plans to present to the BOC a recommendation at the September 2019 meeting.

STAFF REPORT

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

FROM: Sue Speer, Director of Development and Asset Management

DATE: August 20, 2019

SUBJECT: Intent to Solicit for Contractors: Midway Fire Restoration and Unit Modification

The Housing Authority of the County of Merced (Authority) owns the Midway Development in Dos Palos. On April 2019, there was a fire incident at one of the fourplex buildings that resulted in significant damage. The fourplex consisted of two (2) housed families, one (1) recently vacated unit, and one (1) unit with a Sherriff lock out due to eviction. The fire initiated in a tenant occupied unit and caused extensive damage to the two (2) adjacent units. Due to the close proximity of the units the smoke from the fire was carried through the air vents causing smoke damage to the other two (2) units in the fourplex. Once the fire was extinguished the utilities to the entire building were disconnected. As a result of the fire and damage, the two housed families where displaced.

The Authority contacted the insurance company, Housing Authorities Risk Retention Pool (HARRP), and filed a claim. HARRP has since assigned an adjuster to the claim and the Authority recently received the adjustors scope of work for the two (2) fire damaged units. In an effort to rehabilitate the entire fourplex the Authority also prepared a scope of work to be completed on the two (2) units that had some smoke damage but has designated those two units for modernization.

The Authority will be soliciting for licensed contractors to conduct the work for the fire units and modernization. The Authority will seek sealed proposals as required by the procurement policy, conduct a wide-spread advertising, send notifications and proposal packets to Builders Exchange and conduct a direct solicitation will be obtained by mailing out letters to general building contractors.

A recommendation to award a contract is anticipated to be submitted to the Board of Commissioners for approval at the September 2019 meeting.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: August 20, 2019

SUBJECT: Recommendation to adopt **Resolution No. 2019-17**, approving the Operating Budgets for Fiscal Year 2019 – 2020.

Prior to the beginning of each fiscal year, the Housing Authority of the County of Merced (Authority) prepares an operating budget in a manner prescribed by the Department of Housing & Urban Development (HUD). The Authority's Board of Commissioners (Board) has been presented a copy of the proposed budgets to the Board for review at the July 16, 2019 meeting and hereby attaches it again for review and Board approval.

Once approved, the Authority will submit the complete operating budgets with detailed supporting information and the Board resolution to HUD.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2019-17**, approving the Operating Budgets for Fiscal Year 2019 – 2020.

RESOLUTION NO. 2019 – 2020

**HOUSING AUTHORITY OF THE COUNTY OF MERCED BOARD
RESOLUTION APPROVING THE OPERATING BUDGET FOR FISCAL
YEAR 2019 - 2020**

See preprinted Form HUD – 52575 (04/2013)

The foregoing resolution was introduced at the August 20, 2019 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: August 20, 2019

HOUSING AUTHORITY OF THE COUNTY OF MERCED
 BUDGET SUMMARY

2019-2020 FISCAL YEAR	PUBLIC HOUSING	HCV	COCC	LANGDON	OBANION	VALLEY VIEW	FELIX TORRES YR	MIGRANT	TOTAL BUDGET
REVENUES									
TENANT INCOME	1,894,520	-	-	56,200	195,610	565,870	563,210	-	3,275,410
GRANT INCOME	1,383,680	20,659,330	-	-	-	-	-	1,387,631	23,430,641
OTHER INCOME	-	1,200	1,195,390	288,290	-	-	-	-	1,484,880
TOTAL REVENUES	3,278,200	20,660,530	1,195,390	344,490	195,610	565,870	563,210	1,387,631	28,190,931
EXPENSES									
TOTAL ADMINISTRATIVE	1,117,270	1,794,680	1,034,690	55,140	20,100	171,880	119,780	851,159	5,164,699
TOTAL UTILITIES	526,320	-	44,200	1,600	74,470	94,280	90,590	271,020	1,102,480
TOTAL MAINTENANCE AND OPS	953,650	116,450	75,750	6,250	36,700	167,250	84,550	88,350	1,528,950
TOTAL GENERAL EXPENSE	332,230	85,850	46,950	45,460	1,670	35,780	19,670	26,700	594,310
TOTAL HOUSING ASSISTANCE	-	18,711,700	-	-	-	-	-	-	18,711,700
TOTAL FINANCING	-	-	-	110,450	-	76,670	24,760	150,402	362,282
TOTAL NON-OPERATING	304,850	-	-	3,440	53,800	40,510	199,791	-	602,391
TOTAL EXPENSES	3,234,320	20,708,680	1,201,590	222,340	186,740	586,370	539,141	1,387,631	28,066,812
GAIN OR LOSS (CURRENT REVISION)	43,880	(48,150)	(6,200)	122,150	8,870	(20,500)	24,069	-	124,119
ORIGINAL BUDGET 2018-2019									
BOARD APPROVED BUDGET GAIN/LOSS	36,495	(62,667)	16,971	193,045	8,030	(63,431)	2,571	-	131,014
VARIANCES - GAIN/(LOSS)	7,385	14,517	(23,171)	(70,895)	840	42,931	21,498	-	(6,895)

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:

STAFF REPORT

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

FROM: Sue Speer, Director of Development and Asset Management

DATE: August 20, 2019

SUBJECT: Recommendation to adopt **Resolution No. 2019-18**, Awarding Janitorial Services for the Authority Administration Offices and John O'Banion Community Learning Center common areas contract to Clear Choice Custodial Service and further authorize Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the contract.

In compliance with the Housing Authority of the County of Merced (Authority) Procurement Policy, the Authority issued a Request for Proposal (RFP) for janitorial services for the Administration Complex and the John O'Banion Community Learning Center common areas on May 22, 2019.

The Authority received two (2) responses to the RFP by the due date of June 18, 2019. The RFP responses received have been thoroughly evaluated by an Evaluation Committee and the scores have been averaged together to provide an overall assessment for a recommendation of contract award. The proposals evaluated the company's technical capabilities, qualifications, past performance and capacity to meet the requirements as detailed within the RFP.

The annual cost difference is substantial and significant. The Authority determined, after comparing the proposal costs, that Clear Choice Custodial Services submitted the proposal which is most responsive and responsible, best meets the needs of the Authority and is most cost beneficial to the Authority.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2019-18**, Awarding Janitorial Services for the Authority Administration Offices and John O'Banion Community Learning Center common areas contract to Clear Choice Custodial Service and further authorize Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the contract.

RESOLUTION NO. 2019-18

AWARDING JANITORIAL SERVICES CONTRACT FOR AUTHORITY ADMINISTRATION OFFICES AND JOHN O'BANION COMMUNITY LEARNING CENTER COMMON AREAS CONTRACT TO CLEAR CHOICE CUSTODIAL SERVICE AND FURHTER AUTHORIZE EXECUTIVE DIRECTOR, ROSA VAZQUEZ, TO SIGN OR TAKE ANY OTHER ACTION NECESSARY TO CARRY OUT THE COMPLETION OF THE CONTRACT.

WHEREAS, the Housing Authority of the County of Merced (Authority), to comply with the Procurement Policy, issued a Request for Proposals (RFP) for Janitorial Services for the Main Office Complex and the common areas of the John O'Banion Community Learning Center; and,

WHEREAS, The Authority included Janitorial Services in the applicable annual budgets; and

WHEREAS, The Authority, to obtain wide-spread advertising, sent solicitation letters to twenty-five (25) janitorial and custodial companies and forwarded the RFP packet Central Valley builders exchanges; and

WHEREAS, two (2) proposals were received and opened for review on June 18, 2019; and

WHEREAS, the proposal which best meets the needs of the Authority, is responsive and responsible and with the proposed cost most advantageous to the Authority was submitted by Clear Choice Custodial Services, Merced, 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 Clear Choice Custodial Services; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced 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 August 20, 2019 Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: August 20, 2019