

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Regular Meeting
Tuesday, January 21, 2020
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

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. December 17, 2019, Regular Meeting (M/S/C): ____/____/____
2. January 14, 2020, Special Meeting (M/S/C): ____/____/____

V. CONSENT CALENDAR:

1. Rent Delinquency Report for December 2019
2. Track Summary Report for December 2019
3. Financial Reports for December 2019

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

VI. INFORMATION/DISCUSSION ITEM(S)

1. Staff Report: Board Commissioners Meeting Time

VII. EXECUTIVE DIRECTOR REPORT

None

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

None

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

XII. CLOSED SESSION ITEM(S)

1. Pursuant to Government Code §54957.6
Union Negotiations
Rosa Vazquez, Executive Director
Maria F. Alvarado, Human Resources Manager

XIII. ADJOURNMENT

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



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, December 17, 2019

- I. The meeting was called to order by Chairperson Jackson at 12:03 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

Evelyne Dorsey

Chairperson Jackson declared there was a quorum present.

Staff Present:

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

Others Present:

Mary McWatters, AFSCME Business Agent

II. UNSCHEDULED ORAL COMMUNICATION

None

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

None

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

IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. November 19, 2019, Regular Meeting



2. December 11, 2019 Special Meeting

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

V. CONSENT CALENDAR

1. Rent Delinquency Report for November 2019
2. Track Summary Report for November 2019

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

Commissioner Jose Resendez entered the meeting at 12:11 p.m.

VI. INFORMATION AND DISCUSSION ITEM(S)

1. Staff Report: Administrative Plan Amendment: Mainstream Vouchers. Executive Director Vazquez informed the Board that the Authority has been granted 20 Mainstream Vouchers.

VII. EXECUTIVE DIRECTOR REPORT

1. Executive Director Vazquez reported to the Board that AMP 1 – AMP 4 have had their REAC Inspections and have been awarded passing scores.
2. Executive Director Vazquez has submitted a release of reporting request to USDA/HCD on behalf of the Authority Midway Apartments. The Authority acquired a bond that would have paid off the loan to USDA/HCD which in turn should have release the Authority from reporting requirements, however, this was not the case. Executive Director Vazquez will continue to update the Board.

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTIONS ITEM(S)

- 1.) **Resolution No. 2019-20:** Approving the award of contract for fire restoration and unit modification at the Housing Authority Midway Apartments and authorizing the Executive Director to enter into contract with Beam & Co.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

The Board wished staff a happy holiday season.



XII. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 12:28 p.m. The following people were present:

Board Members

Jack Jackson, Chair
Hub Walsh, Vice-Chair
Rick Osorio
Margaret Pia
Jose Resendez

Others Present

Rosa Vazquez, Executive Director/Board Secretary
Elizabeth Fratercangeli, 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 12:35 p.m. and direction was given to staff.

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:37 p.m.

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

Chairperson Signature

Date: January 21, 2020

Secretary Signature

Date: January 21, 2020



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Special Meeting
Tuesday, January 14, 2020**

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

Commissioners Present:

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

Commissioners Absent:

Evelyne Dorsey

Chairperson Jackson declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Maria F. Alvarado, Clerk of the Board

Others Present:

None

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

Commissioner Hub Walsh entered the meeting at 10:15 a.m.



VI. INFORMATION AND DISCUSSION ITEM(S)

1. The Board discussed the possibility of changing the Board of Commissioner meeting times to 12 p.m. The By-Laws will be reviewed and if an amendment to day of the week and/or time is recommended, such amendment will be presented via a resolution to the By-Laws at the February 2020 meeting.

VII. EXECUTIVE DIRECTOR REPORT

None

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTIONS ITEM(S)

None

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

None

Commissioners Rachel Torres and Jose Resendez recused themselves from closed session.

XII. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 10:17 a.m. The following people were present:

Board Members

Jack Jackson, Chair
Hub Walsh, Vice-Chair
Rick Osorio
Margaret Pia

Others Present

Rosa Vazquez, Executive Director/Board Secretary
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 12:12 p.m. and direction was given to staff.

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:13 p.m.

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



Chairperson Signature

Date: January 21, 2020

Secretary Signature

Date: January 21, 2020



Aged Receivables Report as of 12/31/2019

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	4,133.04	1,641.18	125.00	3,107.77	9,006.99	(3,695.45)	5,311.54
ca023010 PH - Merced	6,553.55	3,333.03	25.00	1,905.92	11,817.50	(1,816.31)	10,001.19
ca023013 PH - Merced Sr	1,188.37	36.35	-	1,090.00	2,314.72	(1,365.03)	949.69
ca023021 PH - Acquisition	-	-	-	-	-	(126.48)	(126.48)
ca023023 PH - Acquisition	-	-	-	-	-	(1,202.00)	(1,202.00)
AMP 1 TOTALS	11,874.96	5,010.56	150.00	6,103.69	23,139.21	(8,205.27)	14,933.94
AMP 2							
ca023003 PH - Atwater - Cameo	868.98	162.79	25.00	387.78	1,444.55	(237.77)	1,206.78
ca023006 PH - Livingston	1,223.73	492.62	15.00	436.00	2,167.35	(3,891.37)	(1,724.02)
012a PH - Atwater	2,859.88	1,147.77	49.00	589.00	4,645.65	(665.59)	3,980.06
012b PH - Winton	378.74	-	-	(301.00)	77.74	(1,180.16)	(1,102.42)
AMP 2 TOTALS	5,331.33	1,803.18	89.00	1,111.78	8,335.29	(5,974.89)	2,360.40
AMP 3							
ca023002 PH - Los Banos	1,942.19	786.97	-	375.00	3,104.16	(971.97)	2,132.19
ca023004 PH - Los Banos - Abby, B, C & D	3,043.63	955.00	25.00	526.66	4,550.29	(723.02)	3,827.27
ca023005 PH - Dos Palos - West Globe	2,431.10	476.63	-	1,053.89	3,961.62	(994.85)	2,966.77
ca023011 PH - Los Banos - J & K St	679.32	253.27	-	36.00	968.59	(183.60)	784.99
012c PH - Dos Palos - Alleyne	791.18	94.62	-	-	885.80	(447.20)	438.60
012d PH - Dos Palos - Globe	1,462.18	9.00	-	-	1,471.18	(738.90)	732.28
AMP 3 TOTALS	10,349.60	2,575.49	25.00	1,991.55	14,941.64	(4,059.54)	10,882.10
AMP 4							
ca023024 PH - 1st Street	176.00	176.00	-	270.00	622.00	(69.00)	553.00
AMP 4 TOTALS	176.00	176.00	-	270.00	622.00	(69.00)	553.00
VALLEY VIEW							
atw Atwater Elderly	677.00	2.50	(886.00)	192.00	(14.50)	(1,367.00)	(1,381.50)
dp Dos Palos Elderly	414.00	109.00	(72.00)	43.00	494.00	(2,095.00)	(1,601.00)
mid Midway	1,959.97	385.32	(782.00)	(848.00)	715.29	(4,241.24)	(3,525.95)
VALLEY VIEW TOTALS	3,050.97	496.82	(1,740.00)	(613.00)	1,194.79	(7,703.24)	(6,508.45)
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	3,015.00	147.00	-	3,827.00	6,989.00	(3,738.02)	3,250.98
FELIX TORRES YEAR ROUND TOTALS	3,015.00	147.00	-	3,827.00	6,989.00	(3,738.02)	3,250.98
HOUSING AUTHORITY TOTALS	33,797.86	10,209.05	(1,476.00)	12,691.02	55,221.93	(29,749.96)	25,471.97

PHAS Tracking Summary
Fiscal Year Ending 09/30/20

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		0	0	0									
Average Lease Up Days		0	0	0									
Make Ready Time		33	78	78									
Average Make Ready Days		17	39	39									
Down Days		46	1	1									
Average Down Days		23	1	1									
Total # Vacant Units Turned		2	2	2									
Total # Turn Around Days		79	79	79									
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	40	40	40									

% 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%									
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	16	25	25									

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	124,940	121,717	3,223	3	730,300
TOTAL GRANT INCOME	97,993	96,246	1,747	0	577,475
TOTAL INCOME	222,933	217,962	4,971	-43	1,307,775
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	64,740	73,239	8,499	12	439,434
TOTAL TENANT SERVICES EXPENSES	0	233	233	100	1,400
TOTAL UTILITY EXPENSES	32,478	32,491	13	0	194,943
TOTAL MAINTENACE EXPENSES (3)	53,901	59,519	5,618	9	357,113
TOTAL GENERAL EXPENSES	22,462	22,308	-154	-1	133,850
TOTAL HOUSING ASSISTANCE PAYMENTS	306	400	94	24	2,400
TOTAL NON-OPERATING ITEMS	21,217	21,217	0	0	127,300
TOTAL EXPENSES	195,104	209,407	14,303	7	1,256,440
NET INCOME	27,829	8,555	19,274	225	51,335

(1) Late and other tenant charges

(2) Asset Mgmt Fee booked at yearend \$4M

(3) Lower Contract Costs \$12M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	98,661	96,672	1,990	2	580,030
TOTAL GRANT INCOME	59,451	64,064	-4,613	-7	384,384
TOTAL INCOME	158,112	160,736	-2,623	-2	964,414
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	40,373	50,411	10,037	20	302,465
TOTAL TENANT SERVICES EXPENSES	244	250	6	3	1,500
TOTAL UTILITY EXPENSES	23,216	28,944	5,728	20	173,663
TOTAL MAINTENACE EXPENSES (4)	52,660	45,131	-7,529	-17	270,785
TOTAL GENERAL EXPENSES	14,978	14,660	222	2	87,960
TOTAL HOUSING ASSISTANCE PAYMENTS	44	150	106	71	900
TOTAL NON-OPERATING ITEMS	11,895	11,895	0	0	71,370
TOTAL EXPENSES	143,410	151,440	8,570	6	908,643
NET INCOME	14,702	9,295	5,947	64	55,771

- (1) Late and Tenant charges \$3M
- (2) Asset Mgmt Fee booked at yearend \$2M
- (3) Lower Personnel costs \$5M
- (4) Higher Plumbing and Appliance costs

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	97,657	95,125	2,532	3	570,752
TOTAL GRANT INCOME	69,248	67,048	2,200	3	402,286
TOTAL INCOME	166,905	162,173	4,732	3	973,038
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	43,244	59,874	16,630	28	359,245
TOTAL TENANT SERVICES EXPENSES	379	267	-112	-42	1,600
TOTAL UTILITY EXPENSES	25,944	25,276	-668	-3	151,657
TOTAL MAINTENACE EXPENSES (4)	42,964	53,058	10,094	19	318,349
TOTAL GENERAL EXPENSES	17,220	17,138	-82	0	102,830
TOTAL HOUSING ASSISTANCE PAYMENTS	102	200	98	49	1,200
TOTAL NON-OPERATING ITEMS	9,737	9,737	0	0	58,420
TOTAL EXPENSES	139,590	165,550	25,960	16	993,301
NET INCOME	27,315	-3,377	30,692	-909	-20,263

(1) Late and Tenant charges \$3M

(2) Asset Mgmt Fee booked at yearend \$2M

(3) Lower Personnel costs \$11M

(4) Lower Contract costs \$8M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	2,850	2,239	611	27	13,435
TOTAL GRANT INCOME	2,500	3,252	-752	-23	19,513
TOTAL INCOME	5,350	5,491	-141	-3	32,948
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	1,243	1,935	692	36	11,610
TOTAL UTILITY EXPENSES	982	1,010	28	3	6,062
TOTAL MAINTENACE EXPENSES	1,625	1,233	-392	-32	7,397
TOTAL GENERAL EXPENSES	511	505	-7	-1	3,030
TOTAL HOUSING ASSISTANCE PAYMENTS	0	10	10	100	60
TOTAL NON-OPERATING ITEMS	7,960	7,960	0	0	47,760
TOTAL EXPENSES	12,321	12,653	331	3	75,919
NET INCOME	-6,971	-7,162	190	-3	-42,971

(1) Asset Mgmt Fee booked at yearend \$2M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	180	0	180	N/A	0
GRANT INCOME					
HUD PHA Operating Grants/Subsidy	13,500	0	13,500	N/A	0
Section 8 HAP Earned	2,490,429	3,118,616	-628,187	-20	18,711,700
Section 8 Admin. Fee Income	301,612	324,606	-22,994	-7	1,947,634
TOTAL GRANT INCOME (1,2)	2,805,541	3,443,222	-637,681	-19	20,659,334
TOTAL OTHER INCOME	0	200	-200	-100	1,200
TOTAL INCOME	2,805,721	3,443,422	-637,701	-19	20,660,534
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	267,467	299,113	31,647	11	1,794,676
TOTAL TENANT SERVICES EXPENSES	1,345	0	-1,345	N/A	0
TOTAL MAINTENACE EXPENSES (5)	833	19,408	18,575	96	116,450
TOTAL GENERAL EXPENSES	14,203	14,308	104	1	85,850
TOTAL HOUSING ASSISTANCE PAYMENTS (6)	2,803,062	3,118,617	315,555	10	18,711,700
TOTAL EXPENSES	3,086,910	3,451,446	364,536	11	20,708,676
NET INCOME	-281,189	-8,024	-273,165	3,404	-48,142

- (1) Lower HAP from HUD \$380M
- (2) Lower HAP from HUD, to be withdrawn from Reserves \$244M
- (3) Lower Personnel costs
- (4) Lower Mgmt and Bookkeeping Fees from lower HAP
- (5) Lower Inspection Fees
- (6) Lower HAP payments \$300M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL INCOME (1,2)	160,796	199,232	-38,436	-19	1,195,394
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	155,892	172,449	16,557	10	1,034,692
TOTAL TENANT SERVICES EXPENSES	584	0	-584	N/A	0
TOTAL UTILITY EXPENSES	6,490	7,367	877	12	44,200
TOTAL MAINTENACE EXPENSES (3)	4,723	12,625	7,902	63	75,750
TOTAL GENERAL EXPENSES	8,163	7,825	-338	-4	46,950
TOTAL EXPENSES	175,852	200,265	24,414	12	1,201,592
NET INCOME	-15,056	-1,033	-14,022	1,357	-6,198

- (1) Asset Mgmt Fee booked at yearend \$8M
(2) Admin Fee Income from Cap Fund \$20M
(3) Lower Janitorial Services \$4M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	8,719	9,367	-648	-7	56,200
TOTAL OTHER INCOME	45,513	48,048	-2,535	-5	288,290
TOTAL INCOME	54,232	57,415	-3,183	-6	344,490
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	6,751	9,190	2,437	27	55,139
TOTAL UTILITY EXPENSES	111	267	156	58	1,600
TOTAL MAINTENACE EXPENSES	112	1,042	930	89	6,250
TOTAL GENERAL EXPENSES	7,579	7,577	-3	0	45,460
TOTAL FINANCING EXPENSES	18,408	18,408	0	0	110,450
TOTAL NON-OPERATING ITEMS	573	573	0	0	3,440
TOTAL EXPENSES	33,534	37,057	3,520	9	222,339
NET INCOME	20,698	20,358	337	2	122,151

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	32,485	32,601	-116	0	195,605
TOTAL INCOME	32,485	32,601	-116	0	195,605
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	4,156	3,350	-806	-24	20,100
TOTAL UTILITY EXPENSES	14,628	12,411	-2,216	-18	74,469
TOTAL MAINTENACE EXPENSES	3,313	6,117	2,803	46	36,700
TOTAL GENERAL EXPENSES	278	278	0	0	1,670
TOTAL NON-OPERATING ITEMS	8,967	8,967	0	0	53,800
TOTAL EXPENSES	31,342	31,123	-219	-1	186,739
NET INCOME	1,143	1,478	-335	-23	8,866

Housing Authority of the County of Merced
Felix Torres Year Round (.fs-fty)
Budget Comparison
Period = Oct 2019-Nov 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	97,417	93,869	3,548	4	563,214
TOTAL INCOME	97,417	93,869	3,548	4	563,214
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	12,219	19,963	7,743	77	119,779
TOTAL UTILITY EXPENSES	19,745	15,096	-4,650	-31	90,574
TOTAL MAINTENACE EXPENSES (2)	5,859	14,091	8,231	58	84,545
TOTAL GENERAL EXPENSES	2,494	3,278	785	24	19,670
TOTAL FINANCING EXPENSES (3)	4,255	4,126	-129	-3	24,758
TOTAL NON-OPERATING ITEMS	33,298	33,298	0	0	199,791
TOTAL EXPENSES	77,870	89,853	11,980	13	539,117
NET INCOME	19,547	4,016	15,528	387	24,097

(1) Lower Personnel costs \$5M

(2) Lower Personnel costs \$6M

(3) Reflected interest only, not principal portion of loan

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	96,596	94,312	2,284	2	565,870
TOTAL INCOME	96,596	94,312	2,284	2	565,870
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	20,347	28,647	8,301	29	171,883
TOTAL UTILITY EXPENSES	20,260	15,714	-4,546	-29	94,282
TOTAL MAINTENACE EXPENSES (2)	20,383	27,875	7,492	27	167,248
TOTAL GENERAL EXPENSES	6,052	5,963	-88	-1	35,780
TOTAL FINANCING EXPENSES	12,778	12,778	0	0	76,670
TOTAL NON-OPERATING ITEMS	6,752	6,752	0	0	40,510
TOTAL EXPENSES	86,572	97,729	11,159	11	586,373
NET INCOME	10,024	-3,417	13,443	1,437	-20,503

(1) Lower Personnel and Legal costs

(2) Genarally lower Contract costs

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

	PTD Actual	PTD Budget	Variance	% Var	Annual
INCOME					
TOTAL INCOME	526,622	564,846	38,223	7	1,355,631
EXPENSES					
Total - Center Personnel	221,458	280,583	59,125	21	673,400
Total - Operating Expenses	188,594	142,540	-46,055	-32	342,095
Total - Maintenance Expenses	9,964	21,688	11,723	54	52,050
Total - Contractor Administration	48,102	57,368	9,266	16	137,684
Total - Debt Service and Replacement	58,504	62,668	4,164	7	150,402
TOTAL EXPENSES	526,622	564,846	38,223	7	1,355,631
NET INCOME	0	0	0	0	0

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: January 21, 2020

SUBJECT: Proposed revisions to the Housing Authority of the County of Merced By-Laws, Article III. Section 2.

The Housing Authority of the County of Merced (Authority) along with the Board of Commissioners (Board) have established a set of bylaws, or rules, that assist with defining things such as a company's purpose, official name, officers' titles and responsibilities, requirements for membership, how the officers will be assigned, how meetings will be conducted, and how often these meetings will be held. Periodically, the Board and the Authority review the bylaws to ensure that they continue to meet the needs of the Authority, BOC and the community.

At this time the Board has recommended that the bylaws be reviewed again, specifically, Article III, Section 2, to ensure that the established day of the week and time of the regular meetings can be amended. This amendment is a result of the Board's efforts to continuously ensure that community members and Authority staff are able to attend these meetings at a reasonable hour of the day thus ensuring the safety of all attendees.

The Board previously reviewed the bylaws and determined that a revision to regular meeting times was warranted. During the December 15, 2015, meeting the Board approved Resolution 2015-31, amending the regular meeting time for the months of December, January and February from 5:30 p.m. to 12:00 p.m.

The Board will review the bylaws and present its recommendations at the January 21, 2020 meeting. Should any revisions be identified, those revisions/amendments will be presented for approval via a resolution at the February 18, 2020 meeting.

BYLAWS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED

AS AMENDED April 17, 2012

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "The Housing Authority of the County of Merced."

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at such locations in the County of Merced, State of California, as the Authority may, from time to time, designate by resolution. The Authority may hold its meetings at such places, as designated by public notice.

Section 4. Governing Laws. The Authority was created pursuant to the provisions of California Health and Safety Code Section 34200 *et. seq.* (Housing Authority Law) and shall operate its business in compliance with the applicable laws and regulations of the United States, the U.S. Department of Housing and Urban Development, the Housing Authority Law and these Bylaws.

Section 5. Board of Commissioners. The Board of Commissioners (hereafter known as the "Commission") shall consist of seven members appointed by the County Board of Supervisors (hereafter known as the "Appointing Board"). The Authority prefers to have one Commissioner appointed from each of the five (5) supervisorial districts to ensure maximum representation from all areas of the County served by the Authority. Two of the seven members chosen shall be tenants/clients of the Authority, preferably one shall be a public housing tenant and one shall be an HCV/Section 8 tenant. One of the tenant Commissioners shall be over sixty-two (62) years of age, if the Authority has tenants of such age.

All Commissioner vacancies shall be announced by the Commission and notice of vacancy shall be forwarded to the Appointing Board by the Board Secretary within ten (10) days of receipt of notice or resignation. Prospective Commissioner applicants must comply with all of the provisions and conditions of the Appointing Board's AT LARGE BOARD OF SUPERVISORS APPOINTMENTS process. In addition to the foregoing, tenant Commissioner vacancies shall be publicized to agency clients/tenants.

A tenant Commissioner shall have all the rights, powers, duties, privileges, and immunities of any other Commissioner, pursuant to current California Health and Safety Code.

If a Commissioner misses three (3) consecutive meetings or six (6) meetings in any twelve (12) month period without a medical or other compelling reason, his/her situation shall be discussed by the Commission and an appropriate course of action recommended. The Commissioners through the Board Secretary will, upon a majority vote, recommend to the Appointing Board that the Commissioner be removed and another Commissioner be appointed to serve the remaining term.

Section 6. Commission Contracts. The Commission shall employ an Executive Director, who shall also be the Secretary/Treasurer of the Authority. Additionally, the Commission may contract for technical experts, and any other officers and/or agents that it requires, and shall determine their qualifications, duties, terms of employment, and compensation in accordance with Authority policies and procedures.

The Commission shall adopt personnel rules and regulations applying to the Authority staff. Those rules shall contain procedures affecting conflicts of interest, use of funds, and personnel procedures on hiring and firing, including removal of personnel for inefficiency, neglect of duties, or misconduct. Such rules and regulations shall be of public record.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairperson, Vice Chairperson and Secretary/Treasurer.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. At each meeting, the Chairperson shall submit such recommendations and information necessary and proper concerning the business, affairs and policies of the Authority. The Chairperson maintains and promotes a cooperative and collaborative working relationship with and among other Board members, Authority staff and management, and represents the Authority in a professional manner with those encountered in the regular conduct and performance of his/her official duties.

Section 3. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

Section 4. Secretary. The Secretary shall be the Executive Director of the Authority and, as Executive Director, he/she shall have general supervision over the

administration of its business and affairs, subject to the direction of the Commission.

As Secretary, he/she shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary shall also be the Treasurer of the Authority. As Treasurer, he/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Commission, at each regular meeting (or when requested), a detailed report of the financial condition of the Authority.

The Commission shall also evaluate the performance of the Secretary annually.

Section 5. Signature Authority. The Executive Director, serving as the Treasurer of the Authority, shall have the authority to sign all contracts, orders and/or checks for the payment of money and shall pay out and disburse such monies on behalf of the Authority. The Chief Financial Officer of the Authority shall also have signature authority for all contracts, orders and checks.

All checks, contracts or other items, which spend or obligate the Authority to disburse an amount in excess of \$100,000 shall be pre-approved by the Commission; except in an emergency situation, the Chairperson may authorize such expenditure provided that the Commission is advised of the Chairperson's emergency authorization at the next regular meeting of the Commission.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Commission or the Bylaws or rules and regulations of the Authority.

Section 7. Election or Appointment. The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Commission from among the Commissioners, and shall hold office for one year or until their successors are elected. An officer may be elected for more than one term.

The Secretary shall be appointed by the Commission. Any person appointed to fill the Office of Secretary, or any vacancy therein, shall serve at the pleasure of the Commission, but no Commissioner of the Authority shall be eligible to serve in this capacity.

Section 8. Vacancies. Should the office of Chairperson become vacant or if the Chairperson is suspended for any reason, the Vice Chairperson shall immediately assume the office of Chairperson for the balance of the term. Should the office of Vice Chairperson become vacant for any reason, including suspension, the Board should take action as soon as possible to elect a Commissioner to become the Vice Chairperson for the balance of the term of office.

Section 9. Committees. The Commission shall, at such times deemed necessary, establish committees to assist management or to address special projects. Such committees may be either designated as “standing” or “special”. Committee meetings shall comply with current Brown Act requirements. Authorization for establishment of committees shall be by formal Board resolution. Committee members shall be appointed by the Commission, and may include Commission members and agency staff who have the expertise consistent with the committee assignment. However, no committee shall have more than (3) sitting Commission members. Appointments to “standing” committees shall be made at each annual meeting of the Commission or as otherwise appointed by the Commissioners. Appointments to “special” committees shall be for the duration of the committee purpose. Each committee shall designate a committee Chairperson, and determine the time and place of meetings within the jurisdiction of the Authority, as directed by the committee Chairperson. Reports from committees shall be part of the regular Commission agenda. Upon expiration of term, or resignation, appointment of Commission members to a committee shall be rescinded as of their exit date from the Commission.

ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Commission shall be held on the third Tuesday of March at a properly designated time, at the regular meeting place of the Authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding business day or other date designated by the Commission.

Section 2. Regular Meetings. The Commission shall meet once each month (if there is sufficient business of the Authority to warrant said meeting) in regular session at the regular meeting place, 405 "U" Street, Merced, California, at 5:00 p.m., or later, on the third Tuesday of each month. The Commission may change the date, time, and place of a monthly meeting to accommodate scheduling conflicts or other issues that may arise. Written notice of the date, time and place of such regular meeting shall be delivered personally to each Commissioner, or sent by email or mail to each, at least two days before the meeting. If the need arises, the Commission may hold additional meetings to conduct the business of the Authority.

Section 3. Special Meetings. A special meeting may be called at any time by the Chairperson or by a majority of the members of the Commission by delivering personally, by email or regular mail written notice to each member of the Commission and to each local newspaper of general circulation, radio or television station requesting notice in writing. The notice shall be delivered personally or by email or regular mail and shall be received at least twenty four (24) hours before the time of the meeting as specified in the notice. The call and notice shall specify the date, time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings of the Commission. Written notice of a special meeting may be waived pursuant to the provisions of the Brown Act at California Government Code Section 54956.

Section 4. Quorum. The powers of the Commission shall be vested in the currently appointed Commissioners thereof. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a meeting may be adjourned until such time as a quorum is present. A meeting of the Commission will not be considered legal and binding unless it is determined by the Chairperson that a quorum of members is present.

Section 5. Order of Business. At the regular meetings of the Commission the following shall be the order of business:

1. Call to order and roll.
 2. Commissioner or agency additions/deletions to the agenda.
 3. Approval of the minutes of the previous meeting.
 4. Unscheduled oral communication.
 5. Consent calendar.
 6. Committee Reports.
 7. Discussion, Information, Resolutions, and Action items.
 8. Commissioners' comments.
 9. Closed session.
- Adjournment.

All resolutions shall be in writing and shall be entered into a journal of the proceedings of the Commission. Action items are not required to be in the form of a written resolution, but shall be documented and entered into a journal of the proceedings of the Commission.

Section 6. Manner of Voting. The voting on all resolutions coming before the Commission shall be by roll call, and the yeas and nays shall be entered in the minutes of such meeting. For all other items coming before the Commission which require action, a voice vote shall be used and the minutes of such meeting shall contain the vote totals for each item as well as, listing any individual Commission members who vote against or abstain on any actionable item. The concurrence of four (4) Commissioners shall be necessary to take

any action unless otherwise required by law.

Section 7. Manner of Compensation. Each Commissioner is entitled to receive FIFTY DOLLARS AND NO CENTS (\$50.00) per diem for attending the regular monthly Board Meeting pursuant to the provisions of California Health and Safety Code Section 34274. For attendance at any additional and/or Special or Committee Meetings of the Board of Commissioners, each Commissioner is entitled to receive TWENTY-FIVE DOLLARS AND NO CENTS (\$25.00) for meetings of less than two (2) hours duration or FIFTY DOLLARS AND NO CENTS (\$50.00) for meetings lasting two (2) hours or more. Each Commissioner is also entitled to receive necessary traveling and subsistence expenses in the discharge of his/her duties. Commissioners are limited to receive a maximum amount of TWO HUNDRED DOLLARS AND NO CENTS (\$200.00) per month.

ARTICLE IV

Section 1. Amendments to Bylaws. The Bylaws of the Authority shall be amended only with the approval of a majority of the members of the Commission at a regular or special meeting. However, no amendment shall be adopted unless at least three days' notice thereof has previously been given to all members of the Commission.