

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, February 18, 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. **PUBLIC HEARING**
 - 1. Public Housing Agency Annual Plan – Mainstream Vouchers
- IV. **COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA**

(M/S/C): ___ / ___ / ___



V. APPROVAL OF THE FOLLOWING MEETING MINUTES

- 1. January 21, 2020, Regular Meeting (M/S/C): ____/____/____

VI. CONSENT CALENDAR:

- 1. Rent Delinquency Report for January 2020
- 2. Track Summary Report for January 2020
- 3. Financial Reports for December 2019

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

VII. INFORMATION/DISCUSSION ITEM(S)

- 1. Staff Report: Intent to Solicit – Capitol Improvements: Valley View Homes
- 2. Staff Report: Tenant Charge List Revision

VIII. EXECUTIVE DIRECTOR REPORT

None

IX. WRITTEN CORRESPONDENCE

None

X. RESOLUTION ITEM(S)

- 1. **Resolution No. 2020-01:** Approving the time change for the Housing Authority of the County of Merced Board of Commissioners monthly meeting time.

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

- 2. **Resolution No. 2020-02:** Approving the amendment of the Housing Authority of the County of Merced Annual Plan FY 19 to include Mainstream Vouchers.

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

XI. ACTION ITEM(S)

None

XII. COMMISSIONER’S COMMENTS

XIII. CLOSED SESSION ITEM(S)

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

XIV. ADJOURNMENT

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



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, January 21, 2020

- 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:

None

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, Finance Officer
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 Torres/Motion Passed

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

1. December 17, 2019, Regular Meeting



2. January 14, 2020 Special Meeting

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

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): Commissioner Pia/Commissioner Torres/passed unanimously

Commissioner Jose Resendez and Vice-Chair Hub Walsh entered the meeting at 12:07 p.m.

VI. INFORMATION AND DISCUSSION ITEM(S)

1. The Board discussed the possibility of changing the monthly meeting time to twelve noon year-round. This change would be an effort to ensure that all attendees of the meetings attend and can travel to and from during safe hours. It was recommended that the Authority run a twelve-month trial period to ensure other issues do not arise.
2. The Board opted to establish an Ad-Hoc Committee to review the Authority's by-laws. After the review the Committee will provide their recommendations at the March 17, 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

The Board wished staff a happy holiday season.

XII. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 12:16 p.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
Elizabeth Fratercangeli, Legal Counsel
Maria F. Alvarado, HR Manager/Board Clerk

Commissioner Evelyne Dorsey entered the meeting at 12:19 p.m.

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

The Board returned to Regular Session at 12:44 p.m. and direction was given to staff.

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:44 p.m.

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

Chairperson Signature

Date: February 18, 2020

Secretary Signature

Date: February 18, 2020



Aged Receivables Report as of 1/31/2020

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	4,676.94	146.00	492.00	2,689.77	8,004.71	(3,708.36)	4,296.35
ca023010 PH - Merced	6,811.75	158.00	2,006.06	1,373.80	10,349.61	(2,138.47)	8,211.14
ca023013 PH - Merced Sr	1,836.83	25.00	36.35	1,100.00	2,998.18	(1,376.03)	1,622.15
ca023021 PH - Acquisition	40.00	-	-	-	40.00	(166.48)	(126.48)
ca023023 PH - Acquisition	17.00	-	-	-	17.00	-	17.00
AMP 1 TOTALS	13,382.52	329.00	2,534.41	5,163.57	21,409.50	(7,389.34)	14,020.16
AMP 2							
ca023003 PH - Atwater - Cameo	811.55	50.00	165.82	25.00	1,052.37	(288.59)	763.78
ca023006 PH - Livingston	3,926.80	(525.00)	20.00	456.00	3,877.80	(4,063.08)	(185.28)
012a PH - Atwater	3,841.52	-	1,068.18	897.00	5,806.70	(767.59)	5,039.11
012b PH - Winton	453.74	25.00	-	(301.00)	177.74	(1,180.16)	(1,002.42)
AMP 2 TOTALS	9,033.61	(450.00)	1,254.00	1,077.00	10,914.61	(6,299.42)	4,615.19
AMP 3							
ca023002 PH - Los Banos	1,582.36	25.00	42.97	300.00	1,950.33	(1,371.06)	579.27
ca023004 PH - Los Banos - Abby, B, C & D	4,295.87	40.79	130.31	346.35	4,813.32	(857.02)	3,956.30
ca023005 PH - Dos Palos - West Globe	2,578.85	93.34	818.02	906.89	4,397.10	(1,010.85)	3,386.25
ca023011 PH - Los Banos - J & K St	748.16	-	-	-	748.16	(256.14)	492.02
012c PH - Dos Palos - Alleyne	1,824.02	25.00	118.62	-	1,967.64	(441.04)	1,526.60
012d PH - Dos Palos - Globe	1,550.18	100.00	627.00	(176.00)	2,101.18	(490.90)	1,610.28
AMP 3 TOTALS	12,579.44	284.13	1,736.92	1,377.24	15,977.73	(4,427.01)	11,550.72
AMP 4							
ca023024 PH - 1st Street	441.72	-	176.00	264.00	881.72	(81.00)	800.72
AMP 4 TOTALS	441.72	-	176.00	264.00	881.72	(81.00)	800.72
VALLEY VIEW							
atw Atwater Elderly	(1,502.00)	(472.00)	567.50	(367.00)	(1,773.50)	(1,369.00)	(3,142.50)
dp Dos Palos Elderly	82.00	(11.00)	112.00	(29.00)	154.00	(2,089.00)	(1,935.00)
mid Midway	1,951.11	(1,020.00)	201.32	410.00	1,542.43	(4,837.24)	(3,294.81)
VALLEY VIEW TOTALS	531.11	(1,503.00)	880.82	14.00	(77.07)	(8,295.24)	(8,372.31)
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	1,431.00	10.00	137.00	3,009.00	4,587.00	(3,708.02)	878.98
FELIX TORRES YEAR ROUND TOTALS	1,431.00	10.00	137.00	3,009.00	4,587.00	(3,708.02)	878.98
HOUSING AUTHORITY TOTALS	37,399.40	(1,329.87)	6,719.15	10,904.81	53,693.49	(30,200.03)	23,493.46

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	0								
Average Lease Up Days		0	0	0	0								
Make Ready Time		33	78	78	288								
Average Make Ready Days		17	39	39	58								
Down Days		46	1	1	115								
Average Down Days		23	1	1	23								
Total # Vacant Units Turned		2	2	2	5								
Total # Turn Around Days		79	79	79	403								
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	80								

% 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%								
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	40								

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	186,510	182,575	3,935	2	730,300
TOTAL GRANT INCOME	145,694	144,369	1,325	1	577,475
TOTAL INCOME	332,204	326,944	5,260	2	1,307,775
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	103,144	109,858	6,715	6	439,434
TOTAL TENANT SERVICES EXPENSES	0	350	350	100	1,400
TOTAL UTILITY EXPENSES	48,252	48,736	484	1	194,943
TOTAL MAINTENACE EXPENSES (3)	81,253	89,278	8,025	9	357,113
TOTAL GENERAL EXPENSES	32,736	33,462	726	2	133,850
TOTAL HOUSING ASSISTANCE PAYMENTS	458	600	142	24	2,400
TOTAL NON-OPERATING ITEMS	31,825	31,825	0	0	127,300
TOTAL EXPENSES	297,668	314,110	16,442	5	1,256,440
NET INCOME	34,536	12,834	21,702	169	51,335

(1) Late and other tenant charges \$4M

(2) Asset Mgmt Fee to be booked at yearend \$5M

(3) Lower Contract Costs \$16M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	144,951	145,007	-56	0	580,030
TOTAL GRANT INCOME (1)	88,190	96,096	-7,906	-8	384,384
TOTAL INCOME	233,141	241,103	-7,962	-3	964,414
EXPENSES					
TOTAL ADMINISTRATIVE EXP (2,3)	65,169	75,616	10,447	32	302,465
TOTAL TENANT SERVICES EXPENSES	244	375	131	35	1,500
TOTAL UTILITY EXPENSES	37,884	43,416	5,532	13	173,663
TOTAL MAINTENACE EXPENSES (4)	75,597	67,696	-7,900	-12	270,785
TOTAL GENERAL EXPENSES	21,464	21,990	526	2	87,960
TOTAL HOUSING ASSISTANCE PAYMENTS	64	225	161	72	900
TOTAL NON-OPERATING ITEMS	17,843	17,842	-1	0	71,370
TOTAL EXPENSES	218,265	227,161	8,896	17	908,643
NET INCOME	14,876	13,943	934	-7	55,771

(1) Did not realize forecasted increase in Operating Subsidy -\$8M

(2) Lower personnel costs \$8M

(3) Asset Management Fees to be booked at yearend \$3M

(4) Higher maintenance supply costs -\$5M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	145,202	142,688	2,514	2	570,752
TOTAL GRANT INCOME	102,957	100,571	2,386	2	402,286
TOTAL INCOME	248,159	243,260	4,900	2	973,038
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	72,278	89,811	17,535	20	359,245
TOTAL TENANT SERVICES EXPENSES	379	400	21	5	1,600
TOTAL UTILITY EXPENSES	32,306	37,914	5,608	15	151,657
TOTAL MAINTENACE EXPENSES (4)	70,468	79,587	9,119	11	318,349
TOTAL GENERAL EXPENSES	21,663	25,708	4,045	16	102,830
TOTAL HOUSING ASSISTANCE PAYMENTS	122	300	178	59	1,200
TOTAL NON-OPERATING ITEMS	14,606	14,605	-1	0	58,420
TOTAL EXPENSES	211,822	248,325	36,505	15	993,301
NET INCOME	36,337	-5,066	41,405	-817	-20,263

- (1) Tenant charges \$3M
- (2) Lower Administrative Personnel Costs \$17M
- (3) Asset Mgmt Fees are booked at yearend \$3M
- (4) Lower Contracted Maintenance Costs \$7M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Unfav	Fav/· Unfav	Annual
Revenue & Expenses						
INCOME						
NET TENANT INCOME	4,275	3,359	916		27	13,435
TOTAL GRANT INCOME	3,797	4,878	-1,081		-22	19,513
TOTAL INCOME	8,072	8,237	-165		-2	32,948
EXPENSES						
TOTAL ADMINISTRATIVE EXPENSES	3,057	2,902	-154		-5	11,610
TOTAL UTILITY EXPENSES	1,494	1,516	22		1	6,062
TOTAL MAINTENACE EXPENSES	2,392	1,849	-543		-29	7,397
TOTAL GENERAL EXPENSES	256	758	502		66	3,030
TOTAL HOUSING ASSISTANCE PAYMENTS	0	15	15		100	60
TOTAL NON-OPERATING ITEMS	11,939	11,940	1		0	47,760
TOTAL EXPENSES	19,138	18,980	-157		-1	75,919
NET INCOME	-11,066	-10,743	-322		-3	-42,971

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
TENANT INCOME					
NET TENANT INCOME	180	0	180	N/A	0
TOTAL GRANT INCOME (1,2)	4,321,409	5,164,833	-843,424	-16	20,659,334
TOTAL OTHER INCOME	253	300	-47	-16	1,200
TOTAL INCOME	4,321,842	5,165,133	-843,291	-16	20,660,534
EXPENSES					
TOTAL ADMINISTRATIVE EXP (3,4,5,6)	465,261	448,670	-16,592	9	1,794,676
TOTAL TENANT SERVICES EXPENSES	1,345	0	-1,345	N/A	0
TOTAL MAINTENACE EXPENSES (7)	1,120	29,113	27,992	96	116,450
TOTAL GENERAL EXPENSES	20,762	21,463	701	3	85,850
TOTAL HOUSING ASSISTANCE PYMTS (8)	4,171,867	4,677,925	506,058	11	18,711,700
TOTAL EXPENSES	4,660,355	5,177,170	516,814	10	20,708,676
NET INCOME	-338,513	-12,037	-326,477	-2,712	-48,142

- (1) Lower HAP from HUD -\$585M
- (2) Lower HAP from HUD, to be withdrawn from Reserves -\$244M
- (3) Lower Personnel Costs \$30M
- (4) Lower Mgmt and Bookkeeping Fees from lower HAP \$17M
- (5) Software License paid in full in October -\$53M
- (6) Temporary Admin Labor -\$12M
- (7) Lower Inspection Fees \$22M
- (8) Lower HAP payments \$485M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	240,057	298,848	-58,791	-20	1,195,394
TOTAL INCOME	240,057	298,848	-58,791	-20	1,195,394
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	248,068	258,673	10,604	4	1,034,692
TOTAL TENANT SERVICES EXPENSES	584	0	-584	N/A	0
TOTAL UTILITY EXPENSES	11,844	11,050	-794	-7	44,200
TOTAL MAINTENACE EXPENSES (4)	7,090	18,938	11,848	63	75,750
TOTAL GENERAL EXPENSES	11,560	11,738	178	2	46,950
TOTAL EXPENSES	279,146	300,398	21,252	7	1,201,592
NET INCOME	-39,089	-1,550	-37,539	-2,422	-6,198

Asset Mgmt Fee booked at yearend -\$12M
Admin Fee Income from Cap Fund -\$30M
Lower Mgmt and Bookkeeping Fees from Programs -\$16M
Lower Janitorial Services \$10M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	12,219	14,050	-1,831	-13	56,200
TOTAL OTHER INCOME (1)	67,561	72,073	-4,511	-6	288,290
TOTAL INCOME	79,780	86,122	-6,342	-7	344,490
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	27,568	13,786	-13,783	-100	55,139
TOTAL UTILITY EXPENSES	356	400	44	11	1,600
TOTAL MAINTENACE EXPENSES	168	1,562	1,394	89	6,250
TOTAL GENERAL EXPENSES	11,158	11,365	207	2	45,460
TOTAL FINANCING EXPENSES	27,613	27,613	0	0	110,450
TOTAL NON-OPERATING ITEMS	860	860	0	0	3,440
TOTAL EXPENSES	67,723	55,585	-12,138	-22	222,339
NET INCOME	12,057	30,538	-18,480	-61	122,151

(1) Lower Mgmt Fees -\$4M

(2) Consulting Acctg Fees -\$17M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	52,388	48,901	3,487	7	195,605
TOTAL INCOME	<u>52,388</u>	<u>48,901</u>	<u>3,487</u>	<u>7</u>	<u>195,605</u>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	5,437	5,025	-412	-8	20,100
TOTAL UTILITY EXPENSES	18,303	18,617	314	2	74,469
TOTAL MAINTENACE EXPENSES (1)	4,047	9,175	5,128	56	36,700
TOTAL GENERAL EXPENSES	322	418	96	23	1,670
TOTAL NON-OPERATING ITEMS	13,450	13,450	0	0	53,800
TOTAL EXPENSES	<u>41,559</u>	<u>46,685</u>	<u>5,126</u>	<u>11</u>	<u>186,739</u>
NET INCOME	<u>10,830</u>	<u>2,217</u>	<u>8,613</u>	<u>389</u>	<u>8,866</u>

(1) Lower Contract Work \$3M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	146,157	140,804	5,354	4	563,214
TOTAL INCOME	<u>146,157</u>	<u>140,804</u>	<u>5,354</u>	<u>4</u>	<u>563,214</u>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	18,128	29,945	11,817	39	119,779
TOTAL UTILITY EXPENSES	20,780	22,643	1,863	8	90,574
TOTAL MAINTENACE EXPENSES (2)	7,125	21,136	14,011	66	84,545
TOTAL GENERAL EXPENSES	2,591	4,917	2,326	47	19,670
TOTAL FINANCING EXPENSES (3)	6,189	6,189	0	0	24,758
TOTAL NON-OPERATING ITEMS	48,868	49,948	1,080	2	199,791
TOTAL EXPENSES	<u>103,681</u>	<u>134,779</u>	<u>31,097</u>	<u>23</u>	<u>539,117</u>
NET INCOME	<u><u>42,476</u></u>	<u><u>6,024</u></u>	<u><u>36,451</u></u>	<u><u>376</u></u>	<u><u>24,097</u></u>

- (1) Lower Admin Personnel Cost \$8M
(2) Lower Maintenance Personnel Costs \$11M
(3) Reflects 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-Dec 2019

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	144,241	141,468	2,773	2	565,870
TOTAL INCOME	144,241	141,468	2,773	2	565,870
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	30,898	42,971	12,076	28	171,883
TOTAL UTILITY EXPENSES	21,965	23,570	1,605	7	94,282
TOTAL MAINTENACE EXPENSES (2)	32,157	41,812	9,655	23	167,248
TOTAL GENERAL EXPENSES	6,013	8,945	2,932	33	35,780
TOTAL FINANCING EXPENSES	19,168	19,168	0	0	76,670
TOTAL NON-OPERATING ITEMS	10,130	10,127	-2	0	40,510
TOTAL EXPENSES	120,331	146,593	26,266	18	586,373
NET INCOME	23,910	-5,126	29,039	567	-20,503

(1) Lower Admin Personnel and Legal Costs \$11M

(2) Lower Contract Maintenance Work \$6M

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

	PTD Actual	PTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue and Expenses					
INCOME					
Total Income	606,753	677,816	71,063	10	1,355,631
EXPENSES					
Total - Center Personnel (1)	261,364	336,700	75,336	22	673,400
Total - Operating Expenses (2)	218,285	171,048	-47,237	-28	342,095
Total - Maintenance Expenses (3)	10,669	26,025	15,356	59	52,050
Total - Contractor Administration (4)	57,931	68,842	10,911	16	137,684
Total - Debt Service & Replacement (5)	58,504	75,201	16,697	22	150,402
TOTAL	606,753	677,816	71,063	10	1,355,631
NET INCOME	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

- (1) Lower Personnel Costs \$75M
- (2) Higher Utility Costs -\$40M
- (3) Lower Maintenance Costs \$15M
- (4) Lower Admin Cost \$10M
- (5) Reserves not spent \$16M

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: February 18, 2020

SUBJECT: Intent to Solicit for Capital Improvements – Valley View

The Authority conducted an assessment of each property and it identified three principle areas that have to be addressed. These identified areas are lighting and asphalt at O'Banion Terrace and the property-wide fencing at the Midway Apartments.

The lighting at O'Banion Terrace has been identified as either outdated or inoperable. The upgrade to LED lighting will not only enhance the curb appeal and safety of the complex but it will also make the complex lighting energy efficient. The asphalt at O'Banion Terrace was identified as several potholes and cracks along the asphalt parking areas were noted. As with the lighting, the repair of the asphalt will improve the overall appearance of the complex as well as eliminate any issues that can result of vehicles driving over potholes.

During the assessment of the properties the Authority was able to identify that the fencing at the Midway Apartments was in need of replacement. Currently the complex has wood fencing and this fencing has required numerous repairs and exhibits extreme wear and tear due to its age. The Authority has determined that it is most beneficial that the current wood fencing be torn down and replaced with chain link fence.

As outlined in the Authority's Procurement Policy, the Authority will be soliciting for licensed contractors to conduct the work for each project. The method and type of solicitation will be in full compliance and according to the regulations stipulated in the Authority's Procurement Policy. The Authority will conduct widespread advertising, send direct solicitations, and post to the Builders Exchange.

An update for the solicitations will be presented at the March 17, 2020 meeting.

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: February 18, 2020

SUBJECT: Revisions to the Resident Schedule of Charges List

The Housing Authority of the County of Merced (Authority) Public Housing Department maintains a Resident Schedule of Charges list which is used to bill the tenants for work/repairs performed. The schedule provides a list of costs for repairs and/or replacement of Authority property where there is abuse, neglect and/or damages caused by Public Housing resident(s) or their guests. After review of the current charges being applied, it was determined that the Authority has a need to revise the existing Resident Schedule of Charge List as it has not been revised in several years.

The Authority has issued a notice to all residents notifying them of the revisions to the Resident Schedule of Charges List. As stated in the Department of Housing and Urban Development (HUD) Federal Regulation 24 CFR§ 966.5 Posting of policies, rules and regulations, schedules of special charges for services, repairs and utilities and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the Development/Central offices and shall be furnished to applicants and tenants upon request.

This regulation further provides that such schedules, rules and regulations may be modified from time to time by the Public Housing Authority (PHA) provided that the PHA shall give at least a 30-day written notice to each affected tenant setting forth the proposed modification, the reasons therefore, and providing the tenant an opportunity to present written comments which shall be taken into consideration by the PHA prior to the proposed modification becoming effective.

Due to HUD's budget decreases for the overall operating expenses of Public Housing programs and the most recent HUD mandate for PHA's to operate under Asset Management, the agency is now forced to look at all expenses. Under Asset Management each site must operate independently and within its individual site budget based on calculations determined by HUD. It is not the intent of the Authority to increase resident charges to make money, only to be able to recover cost.

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: February 18, 2020

SUBJECT: Recommendation to adopt **Resolution No. 2020-01**, approving the time change for the Housing Authority of the County of Merced Board of Commissioners monthly meeting time.

On December 15, 2015 the Board of Commissioners (Board) of the Housing Authority of the County of Merced (Authority) approved Resolution 2015-31 which authorized changing the Board monthly meeting time for the months of December, January and February to twelve noon for those three winter months.

The change was authorized as a result of the Boards consideration for all attendees of the meetings and their safety as during these winter months meetings lasting into late afternoon left attendees commuting after dark.

Since its implementation the Board and Authority have not noted or identified any negative impact(s) to any attendee(s) and has now considered moving all 2020 meetings to twelve noon. This trial period will allow the Board and Authority an opportunity to conduct meetings during hours that do not present any safety concerns to attendees.

RECOMMENDATION

Recommendation to the Board of Commissioners of the Housing Authority of the County of Merced to approve **Resolution No. 2020-01**, approving the time change for the Housing Authority of the County of Merced Board of Commissioners monthly meeting time.

RESOLUTION NO. 2020-01

**APPROVING THE TIME CHANGE FOR THE HOUSING
AUTHORITY OF THE COUNTY OF MERCED BOARD OF
COMMISSIONERS MONTHLY MEETING TIME**

WHEREAS, the Housing Authority of the County of Merced (Authority) Board of Commissioners (Board) has expressed an interest in amending the monthly meeting time to twelve noon for the 2020 year; and

WHEREAS, the Board has considered that the late meetings can potentially pose a safety concern when meetings run into later hours of the afternoon for attendees, staff and BOC members as well; and

WHEREAS, the Board and Authority have not noted or identified any negative impact(s) to any attendee(s) and has now considered moving all 2020 meetings to twelve noon; and

WHEREAS, this trial period will allow the Board and Authority an opportunity to conduct meetings during hours that do not present any safety concerns to attendees; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve the time change for the Housing Authority of the County of Merced Board of Commissioners meeting time.

The foregoing resolution was introduced at the February 18, 2020 Board of Commissioners meeting and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: February 18, 2020

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: February 18, 2020

SUBJECT: Recommendation to adopt **Resolution No. 2020-02**, approving the Amendment to the Housing Authority of the County of Merced Housing Choice Voucher Administrative Plan and subsequently the Annual Plan FY 19 to include Mainstream Voucher Preference.

On December 17, 2019 the Board of Commissioners (Board) of the Housing Authority of the County of Merced (Authority) was notified that the Authority was awarded twenty (20) new vouchers through the Mainstream Voucher (MSV) Program. These vouchers provide housing to individuals and/or families who are 18-62 years of age with disabilities, extremely low-income who are transitioning out of institutional or other segregated settings, or at risk of institutionalization, homelessness, or risk of being homeless.

Because the Department of Housing and Urban Development (HUD) requires that all MSV applicants be added to the Housing Choice Voucher waitlist, the Authority will need to establish a preference for those on the current waitlist who may be considered eligible to receive MSV program assistance. The Authority proposes a preference score of ten (10) points for those who meet the eligibility criteria for MSV program assistance. As a result, the Authority recommends amending the Fiscal Year 2019-2020 Administrative Plan to include the preference points for the MSV program. This significant amendment to the Administrative Plan also results in an amendment to the Authority's Annual Plan.

The proposed amended plans have been on display for a period of forty-five (45) days for public review and comment as required by HUD. A Resident Advisory Board (RAB) meeting has also been held and no comments or concerns were identified by the RAB.

RECOMMENDATION

Recommendation to the Board of Commissioners of the Housing Authority of the County of Merced to approve **Resolution No. 2020-02**, approving the Amendment to the Housing Authority of the County of Merced Housing Choice Voucher Administrative Plan and subsequently the Annual Plan FY 19 to include Mainstream Voucher Preference.

RESOLUTION NO. 2020-02

APPROVING THE AMENDMENT TO THE HOUSING AUTHORITY OF THE COUNTY OF MERCED HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN AND SUBSEQUENTLY THE ANNUAL PLAN FY 19 TO INCLUDE MAINTSTREAM VOUCHER PREFERENCE

WHEREAS, on December 17, 2019 the Board of Commissioners (Board) of the Housing Authority of the County of Merced (Authority) was notified that the Authority was awarded twenty (20) new vouchers through the Mainstream Voucher (MSV) Program; and

WHEREAS, these vouchers provide housing to individuals and/or families who are 18-62 years of age with disabilities, extremely low-income who are transitioning out of institutional or other segregated settings, or at risk of institutionalization, homelessness, or risk of being homeless; and

WHEREAS, the Department of Housing and Urban Development (HUD) requires that all MSV applicants be added to the Housing Choice Voucher waitlist, the Authority will need to establish a preference for those on the current waitlist who may be considered eligible to receive MSV program assistance; and

WHEREAS, The Authority proposes a preference score of ten (10) points for those who meet the eligibility criteria for MSV program assistance; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve the time change for the Housing Authority of the County of Merced Board of Commissioners meeting time.

The foregoing resolution was introduced at the February 18, 2020 Board of Commissioners meeting and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: February 18, 2020