

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Annual Meeting
Tuesday, June 16, 2020
12:00 p.m.**

Closed session immediately following

Housing Authority of the County of Merced
Merced Migrant Center
2753 N. Santa Fe Avenue
Former Daycare Center
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. NOMINATION and ELECTION OF BOARD OF COMMISSIONER OFFICERS
(Chairperson and Vice Chairperson):**

1. Nomination of Chairperson (M/S/C): ____/____/____
2. Election of Chairperson (M/S/C): ____/____/____
3. Nomination of Vice Chairperson (M/S/C): ____/____/____
4. Election of Vice Chairperson (M/S/C): ____/____/____

V. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. February 18, 2020, Regular Meeting (M/S/C): ____/____/____

VI. CONSENT CALENDAR:

1. Rent Delinquency Report February – May 2020
2. Track Summary Report for February - May 2020
3. Financial Reports for January – April 2020

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

VII. INFORMATION/DISCUSSION ITEM(S)

1. Staff Report: Review of the Housing Authority of the County of Merced Bylaws
2. Staff Report: Intent to Solicit for Capital Improvements – Public Housing
3. Staff Report: Intent to Solicit – RFP Unit Modification

VIII. EXECUTIVE DIRECTOR REPORT

1. Housing Choice Voucher Waiting List Update
2. COVID-19 Update

IX. WRITTEN CORRESPONDENCE

None

X. RESOLUTION ITEM(S)

1. **Resolution No. 2020-03:** Approving the revision of the Low-Income Public Housing Lease – Resident Schedule of Charges List.

(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
Cliff Hatanaka, Finance Officer
Maria F. Alvarado, Human Resources Manager

XIV. ADJOURNMENT

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



Housing Authority of the County of Merced

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: June 16, 2020

SUBJECT: Election of Officers for the positions of Chairperson and Vice-Chairperson

Bylaws of the Housing Authority of the County of Merced

Article II Section 2: The Chairperson shall preside at all meetings of the Housing Authority of the County of Merced ("Authority"). At every Board of Commissioners 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.

Article II Section 3: 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.

Article II Section 7: The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board from among the Commissioners, and shall hold office for one year or until their successors are elected, whichever occurs later.

Current Nomination Process

- Take nominations at meeting
- Does Vice-Chairperson want to be considered?
- If one nomination received
 - Vote takes place
 - It does not need to be a secret ballot
 - It can be open vote by show of hands
- If more than one nomination
 - Vote can be by secret ballot
 - If it's a tie they may vote again
 - If it remains a tie – Draw
- Announce duly elected Chairperson of the Board
- The newly elected Chairperson takes over for election of Vice-Chairperson

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Regular Meeting
Tuesday, February 18, 2020**

- I. The meeting was called to order by Chairperson Jackson at 12:04 p.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
Rachel Torres

Commissioners Absent:

Jose Resendez

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
Cliff Hatanaka, Finance Officer
Maria F. Alvarado, Clerk of the Board
Carolyn Graham, Asset Manager
Guillermo Ruelas, Asset Manager

Others Present:

None

II. UNSCHEDULED ORAL COMMUNICATION

None

III. PUBLIC HEARING

1. Public Housing Agency Annual Plan – Mainstream Vouchers

- i. No Comment

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

1. January 21, 2020, Regular Meeting

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

VI. CONSENT CALENDAR

1. Rent Delinquency Report for January 2020

- i. The Board requests that the report be modified to reflect charges by types, such as rents and other charges.

2. Track Summary Report for January 2020

3. Financial Reports for December 2019

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

Commissioner Evelyn Dorsey enter the meeting at 12:17 p.m. and Commissioner Rachel Torres entered the meeting at 12:22 p.m.

VII. INFORMATION AND DISCUSSION ITEM(S)

1. Executive Director Vazquez provided the Board an update on the upcoming project Valley View Homes will be undergoing. Based on the Authority's assessment two properties are in need of asphalt work, fencing and lighting upgrade. The Authority will be soliciting for these much-needed projects. Updates will be presented to the Board as they become available.
2. The Board was made aware of the Authority's intent to revise and/or update the tenant charge list utilized in the Public Housing Department. The tenant charge list has not been updated in several years and does not reflect the true cost of repairs the Authority incurs. All residents have been notified and a copy of the list shall be available as well.

VIII. EXECUTIVE DIRECTOR REPORT

None

IX. WRITTEN CORRESPONDENCE

None

X. RESOLUTIONS 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): Commissioner Pia/Commissioner Torres/Motion Passed



2. **Resolution No. 2020-02:** Approving the amendment of the Housing Authority of the County of Merced Annual Plan FY19 to include the Mainstream Voucher Preference.

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

XI. ACTION ITEM(S)

None

XII. COMMISSIONER'S COMMENTS

The Board thanked staff for a job well done.

Commissioner Rachel Torres recused herself from entering Closed Session.

XIII. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 12:47 p.m. The following people were present:

Board Members

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

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 12:54 p.m. no reportable action.

XIV. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:55 p.m.

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

Chairperson Signature

Date: March 17, 2020

Secretary Signature

Date: March 17, 2020



Aged Receivables Report as of 2/29/2020

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	2,964.00	355.69	179.60	(743.00)	2,756.29		2,756.29
ca023010 PH - Merced	4,752.02	644.64	130.28	606.00	6,132.94		6,132.94
ca023013 PH - Merced Sr	1,344.95	51.35	-	-	1,396.30		1,396.30
ca023021 PH - Acquisition					-		-
ca023023 PH - Acquisition	15.00	-	-	-	15.00		15.00
AMP 1 TOTALS	9,075.97	1,051.68	309.88	(137.00)	10,300.53	-	10,300.53
AMP 2							
ca023003 PH - Atwater - Cameo	245.40	-	-	-	245.40		245.40
ca023006 PH - Livingston	1,096.33	-	-	(134.00)	962.33		962.33
012a PH - Atwater	14,262.62	194.69	-	-	14,457.31		14,457.31
012b PH - Winton	280.96	-	-	(301.00)	(20.04)		(20.04)
AMP 2 TOTALS	15,885.31	194.69	-	(435.00)	15,645.00	-	15,645.00
AMP 3							
ca023002 PH - Los Banos	1,106.29	524.00	18.97	-	1,649.26		1,649.26
ca023004 PH - Los Banos - Abby, B, C & D	3,070.22	182.31	-	(153.65)	3,098.88		3,098.88
ca023005 PH - Dos Palos - West Globe	1,424.74	978.32	74.00	71.00	2,548.06		2,548.06
ca023011 PH - Los Banos - J & K St	331.71	-	-	-	331.71		331.71
012c PH - Dos Palos - Alleyne	2,100.47	474.34	28.00		2,602.81		2,602.81
012d PH - Dos Palos - Globe	603.00	-	-	-	603.00		603.00
AMP 3 TOTALS	8,636.43	2,158.97	120.97	(82.65)	10,833.72	-	10,833.72
AMP 4							
ca023024 PH - 1st Street	218.35	143.00	143.00	34.00	538.35		538.35
AMP 4 TOTALS	218.35	143.00	143.00	34.00	538.35	-	538.35
VALLEY VIEW							
atw Atwater Elderly	666.00	324.00	328.00	372.00	1,690.00		1,690.00
dp Dos Palos Elderly	65.00	-	-	(117.00)	(52.00)		(52.00)
mid Midway	1,190.46	277.83	(290.00)	(360.00)	818.29		818.29
VALLEY VIEW TOTALS	1,921.46	601.83	38.00	(105.00)	2,456.29	-	2,456.29
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	1,231.00	147.00	-	-	1,378.00		1,378.00
FELIX TORRES YEAR ROUND TOTALS	1,231.00	147.00	-	-	1,378.00	-	1,378.00
HOUSING AUTHORITY TOTALS	36,968.52	4,297.17	611.85	(725.65)	41,151.89	-	41,151.89

Aged Receivables Report as of 3/31/2020

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	3,716.66	464.00	54.60	(764.00)	3,471.26		3,471.26
ca023010 PH - Merced	4,887.46	833.28	87.00	-	5,807.74		5,807.74
ca023013 PH - Merced Sr	1,286.14	76.35	-	-	1,362.49		1,362.49
ca023021 PH - Acquisition					-		-
ca023023 PH - Acquisition	40.00	-	-	-	40.00		40.00
AMP 1 TOTALS	9,930.26	1,373.63	141.60	(764.00)	10,681.49	-	10,681.49
AMP 2							
ca023003 PH - Atwater - Cameo	112.00	-	-	-	112.00		112.00
ca023006 PH - Livingston	646.83	162.00	-	(134.00)	674.83		674.83
012a PH - Atwater	1,940.36	501.69	94.50	-	2,536.55		2,536.55
012b PH - Winton	339.18	-	-	(301.00)	38.18		38.18
AMP 2 TOTALS	3,038.37	663.69	94.50	(435.00)	3,361.56	-	3,361.56
AMP 3							
ca023002 PH - Los Banos	700.29	104.00	500.00	-	1,304.29		1,304.29
ca023004 PH - Los Banos - Abby, B, C & D	1,151.52	128.00	-	(153.65)	1,125.87		1,125.87
ca023005 PH - Dos Palos - West Globe	644.02	39.32	(458.80)	(381.00)	(156.46)		(156.46)
ca023011 PH - Los Banos - J & K St	272.71	-	-	-	272.71		272.71
012c PH - Dos Palos - Alleyne	771.65	82.62	-	-	854.27		854.27
012d PH - Dos Palos - Globe	208.00	-	-	-	208.00		208.00
AMP 3 TOTALS	3,748.19	353.94	41.20	(534.65)	3,608.68	-	3,608.68
AMP 4							
ca023024 PH - 1st Street	164.35	121.00	121.00	7.00	413.35		413.35
AMP 4 TOTALS	164.35	121.00	121.00	7.00	413.35	-	413.35
VALLEY VIEW							
atw Atwater Elderly	632.00	593.00	124.00	576.00	1,925.00		1,925.00
dp Dos Palos Elderly	370.00	(73.00)	-	(115.00)	182.00		182.00
mid Midway	1,336.44	216.32	90.51	(127.00)	1,516.27		1,516.27
VALLEY VIEW TOTALS	2,338.44	736.32	214.51	334.00	3,623.27	-	3,623.27
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	609.00	1,075.00	-	-	1,684.00		1,684.00
FELIX TORRES YEAR ROUND TOTALS	609.00	1,075.00	-	-	1,684.00	-	1,684.00
HOUSING AUTHORITY TOTALS	19,828.61	4,323.58	612.81	(1,392.65)	23,372.35	-	23,372.35

Aged Receivables Report as of 4/30/2020

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	4,166.15	749.29	269.44	(775.40)	4,409.48		4,409.48
ca023010 PH - Merced	4,658.91	537.02	347.91	-	5,543.84		5,543.84
ca023013 PH - Merced Sr	837.50	177.05	-	-	1,014.55		1,014.55
ca023021 PH - Acquisition					-		-
ca023023 PH - Acquisition	65.00	-	-	-	65.00		65.00
AMP 1 TOTALS	9,727.56	1,463.36	617.35	(775.40)	11,032.87	-	11,032.87
AMP 2							
ca023003 PH - Atwater - Cameo	172.00	-	-	-	172.00		172.00
ca023006 PH - Livingston	2,235.10	340.00	161.00	(134.00)	2,602.10		2,602.10
012a PH - Atwater	2,367.36	388.00	415.19	94.50	3,265.05		3,265.05
012b PH - Winton	414.18	-	-	(301.00)	113.18		113.18
AMP 2 TOTALS	5,188.64	728.00	576.19	(340.50)	6,152.33	-	6,152.33
AMP 3							
ca023002 PH - Los Banos	1,187.99	24.00	24.00	-	1,235.99		1,235.99
ca023004 PH - Los Banos - Abby, B, C & D	3,001.99	515.35	128.00	(153.65)	3,491.69		3,491.69
ca023005 PH - Dos Palos - West Globe	1,369.01	(410.87)	(571.00)	29.00	416.14		416.14
ca023011 PH - Los Banos - J & K St	201.71	-	-	-	201.71		201.71
012c PH - Dos Palos - Alleyne	833.37	-	-	-	833.37		833.37
012d PH - Dos Palos - Globe	842.10	100.00	-	-	942.10		942.10
AMP 3 TOTALS	7,436.17	228.48	(419.00)	(124.65)	7,121.00	-	7,121.00
AMP 4							
ca023024 PH - 1st Street	197.35	121.00	121.00	(41.00)	398.35		398.35
AMP 4 TOTALS	197.35	121.00	121.00	(41.00)	398.35	-	398.35
VALLEY VIEW							
atw Atwater Elderly	777.00	420.00	385.00	504.00	2,086.00		2,086.00
dp Dos Palos Elderly	555.00	-	(73.00)	(115.00)	367.00		367.00
mid Midway	1,841.44	249.32	185.00	138.51	2,414.27		2,414.27
VALLEY VIEW TOTALS	3,173.44	669.32	497.00	527.51	4,867.27	-	4,867.27
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	1,590.00	458.00	924.00	-	2,972.00		2,972.00
FELIX TORRES YEAR ROUND TOTALS	1,590.00	458.00	924.00	-	2,972.00	-	2,972.00
HOUSING AUTHORITY TOTALS	27,313.16	3,668.16	2,316.54	(754.04)	32,543.82	-	32,543.82

Aged Receivables Report as of 5/31/2020

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	3,580.65	981.97	-	(450.96)	4,111.66		4,111.66
ca023010 PH - Merced	3,533.02	641.66	-	378.91	4,553.59		4,553.59
ca023013 PH - Merced Sr	1,228.06	53.70	-	-	1,281.76		1,281.76
ca023021 PH - Acquisition					-		-
ca023023 PH - Acquisition					-		-
AMP 1 TOTALS	8,341.73	1,677.33	-	(72.05)	9,947.01	-	9,947.01
AMP 2							
ca023003 PH - Atwater - Cameo	186.00	-	-	-	186.00		186.00
ca023006 PH - Livingston	3,175.24	622.43	-	230.00	4,027.67		4,027.67
012a PH - Atwater	2,139.01	460.00	-	714.69	3,313.70		3,313.70
012b PH - Winton	239.18	-	-	(301.00)	(61.82)		(61.82)
AMP 2 TOTALS	5,739.43	1,082.43	-	643.69	7,465.55	-	7,465.55
AMP 3							
ca023002 PH - Los Banos	1,651.00	22.29	-	-	1,673.29		1,673.29
ca023004 PH - Los Banos - Abby, B, C & D	2,340.17	201.00	-	68.54	2,609.71		2,609.71
ca023005 PH - Dos Palos - West Globe	1,482.39	265.34	-	(986.00)	761.73		761.73
ca023011 PH - Los Banos - J & K St	248.79	-	-	-	248.79		248.79
012c PH - Dos Palos - Alleyne	471.30	-	-	-	471.30		471.30
012d PH - Dos Palos - Globe	827.00	90.00	-	-	917.00		917.00
AMP 3 TOTALS	7,020.65	578.63	-	(917.46)	6,681.82	-	6,681.82
AMP 4							
ca023024 PH - 1st Street	170.35	154.00	-	32.00	356.35		356.35
AMP 4 TOTALS	170.35	154.00	-	32.00	356.35	-	356.35
VALLEY VIEW							
atw Atwater Elderly	571.00	210.00	-	(143.00)	638.00		638.00
dp Dos Palos Elderly	530.00	156.00	-	(188.00)	498.00		498.00
mid Midway	630.76	158.00	-	445.51	1,234.27		1,234.27
VALLEY VIEW TOTALS	1,731.76	524.00	-	114.51	2,370.27	-	2,370.27
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	1,945.00	995.00	-	1,238.00	4,178.00		4,178.00
FELIX TORRES YEAR ROUND TOTALS	1,945.00	995.00	-	1,238.00	4,178.00	-	4,178.00
HOUSING AUTHORITY TOTALS	24,948.92	5,011.39	-	1,038.69	30,999.00	-	30,999.00

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	0							
Average Lease Up Days		0	0	0	0	0							
Make Ready Time		33	78	78	288	748							
Average Make Ready Days		17	39	39	58	107							
Down Days		46	1	1	115	6							
Average Down Days		23	1	1	23	1							
Total # Vacant Units Turned		2	2	2	5	7							
Total # Turn Around Days		79	79	79	403	754							
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	108							

% 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%							
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	40							

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	0	0						
Average Lease Up Days		0	0	0	0	0	0						
Make Ready Time		33	78	78	288	748	993						
Average Make Ready Days		17	39	39	58	107	110						
Down Days		46	1	1	115	6	8						
Average Down Days		23	1	1	23	1	1						
Total # Vacant Units Turned		2	2	2	5	7	9						
Total # Turn Around Days		79	79	79	403	754	1001						
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	108	111						

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%	100%						
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B=26-36 C=31-40 D=41-50 E=51-60 F= greater than 60	16	25	25	40	40	40						

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	0	0	0					
Average Lease Up Days		0	0	0	0	0	0	0					
Make Ready Time		33	78	78	288	748	993	1746					
Average Make Ready Days		17	39	39	58	107	110	109					
Down Days		46	1	1	115	6	8	15					
Average Down Days		23	1	1	23	1	1	1					
Total # Vacant Units Turned		2	2	2	5	7	9	16					
Total # Turn Around Days		79	79	79	403	754	1001	1761					
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	108	111	110					

% 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%					
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	40	40	42					

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	0	0	0	0				
Average Lease Up Days		0	0	0	0	0	0	0	0				
Make Ready Time		33	78	78	288	748	993	1746	2509				
Average Make Ready Days		17	39	39	58	107	110	109	100				
Down Days		46	1	1	115	6	8	15	25				
Average Down Days		23	1	1	23	1	1	1	1				
Total # Vacant Units Turned		2	2	2	5	7	9	16	25				
Total # Turn Around Days		79	79	79	403	754	1001	1761	2534				
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	108	111	110	101				

% 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%				
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	40	40	42	39				

Housing Authority of the County of Merced
Financial Statement - AMP 1 (.fs-amp1)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	244,659	243,433	1,226	1	730,300
TOTAL GRANT INCOME (1)	208,220	192,492	15,728	8	577,475
TOTAL INCOME	452,879	435,925	16,954	4	1,307,775
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	134,399	146,478	12,079	8	439,434
TOTAL TENANT SERVICES EXPENSES	0	467	467	100	1,400
TOTAL UTILITY EXPENSES	64,209	64,981	772	1	194,943
TOTAL MAINTENACE EXPENSES (3)	112,056	119,038	6,981	6	357,113
TOTAL GENERAL EXPENSES	43,457	44,617	1,159	3	133,850
TOTAL HOUSING ASSISTANCE PAYMENTS	662	800	138	17	2,400
TOTAL NON-OPERATING ITEMS	42,433	42,433	1	0	127,300
TOTAL EXPENSES	397,216	418,813	21,597	5	1,256,440
NET INCOME	55,663	17,112	38,551	225	51,335

- (1) Higher than forecasted Operating Subsidy \$16M
(2) Asset Management Fees booked at yearend \$7M
(3) Lower Contract work \$12M

Housing Authority of the County of Merced
Financial Statement - AMP 2 (.fs-amp2)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	193,711	193,343	368	0	580,030
TOTAL GRANT INCOME (1)	121,160	128,128	-6,968	-5	384,384
TOTAL INCOME	314,871	321,471	-6,600	-2	964,414
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	84,197	100,822	16,626	16	302,465
TOTAL TENANT SERVICES EXPENSES	341	500	159	32	1,500
TOTAL UTILITY EXPENSES	53,508	57,888	4,380	8	173,663
TOTAL MAINTENACE EXPENSES (3)	100,783	90,262	-10,522	-12	270,785
TOTAL GENERAL EXPENSES	28,139	29,319	1,180	4	87,960
TOTAL HOUSING ASSISTANCE PAYMENTS	84	300	216	72	900
TOTAL NON-OPERATING ITEMS	23,791	23,790	-1	0	71,370
TOTAL EXPENSES	290,843	302,881	12,038	4	908,643
NET INCOME	24,028	18,590	5,438	29	55,771

(1) Lower than forecasted Operating Subsidy -\$7M

(2) Lower Personnel costs \$15M

(3) Water main repair -\$6M

Housing Authority of the County of Merced
Financial Statement - AMP 3 (.fs-amp3)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	197,105	190,251	6,855	4	570,752
TOTAL GRANT INCOME (2)	152,020	134,095	17,925	13	402,286
TOTAL INCOME	349,125	324,346	24,780	8	973,038
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	94,929	119,747	24,817	21	359,245
TOTAL TENANT SERVICES EXPENSES	530	533	3	1	1,600
TOTAL UTILITY EXPENSES	44,752	50,552	5,801	11	151,657
TOTAL MAINTENACE EXPENSES (4)	97,037	106,116	9,079	9	318,349
TOTAL GENERAL EXPENSES	33,099	34,277	1,178	3	102,830
TOTAL HOUSING ASSISTANCE PAYMENTS	147	400	253	63	1,200
TOTAL NON-OPERATING ITEMS	19,475	19,473	-2	0	58,420
TOTAL EXPENSES	289,969	331,098	41,129	12	993,301
NET INCOME	59,156	-6,752	65,909	-976	-20,263

(1) Higher Tenant charges \$6M

(2) Higher than forecasted Operating Subsidy \$18M

(3) Lower Personnel costs \$27M

(4) Lower Supplies and Contract Work \$6M

Housing Authority of the County of Merced
AMP4 - 1st Street, Merced (.fs-amp4)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	5,966	4,478	1,487	33	13,435
TOTAL GRANT INCOME	6,806	6,504	302	5	19,513
TOTAL INCOME	12,772	10,983	1,789	16	32,948
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	3,905	3,870	-35	-1	11,610
TOTAL UTILITY EXPENSES	1,975	2,021	46	2	6,062
TOTAL MAINTENACE EXPENSES	3,425	2,466	-959	-39	7,397
TOTAL GENERAL EXPENSES	990	1,010	21	2	3,030
TOTAL HOUSING ASSISTANCE PAYMENTS	0	20	20	100	60
TOTAL NON-OPERATING ITEMS	15,919	15,920	1	0	47,760
TOTAL EXPENSES	26,214	25,307	442	2	75,919
NET INCOME	-13,442	-14,324	2,231	16	-42,971

Housing Authority of the County of Merced
All HCV Properties (.fs-hcv)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	180	0	180	N/A	0
TOTAL GRANT INCOME (1,2)	5,842,326	6,886,444	-1,044,118	-15	20,659,334
TOTAL OTHER INCOME	253	400	-147	-37	1,200
TOTAL INCOME	5,842,759	6,886,844	-1,044,085	-15	20,660,534
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	600,365	598,228	-2,139	0	1,794,676
TOTAL TENANT SERVICES EXPENSES	1,884	0	-1,884	N/A	0
TOTAL MAINTENACE EXPENSES (7)	1,449	38,817	37,368	96	116,450
TOTAL GENERAL EXPENSES	27,286	28,617	1,331	5	85,850
TOTAL HOUSING ASSISTANCE PAYMENTS (8)	5,599,897	6,237,233	637,336	10	18,711,700
TOTAL EXPENSES	6,230,881	6,902,895	672,012	10	20,708,676
NET INCOME	-388,122	-16,049	-372,073	2,318	-48,142

- (1) Lower HAP and Admn Fees from HUD -\$800M
(2) Lower HAP from HUD, to be withdrawn from Reserves -\$244M
(3) Lower Personnel costs \$40M
(4) Lower Mgmt and Bookkeeping Fees from lower HAP \$23M
(5) Software License paid in full in October -\$47M
(6) Temporary Admin Labor -\$16M
(7) Lower Inspection Fees \$24M
(8) Lower HAP payments out \$637M

Housing Authority of the County of Merced
Central Office Cost Center (cocc)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	319,785	398,465	-78,680	-20	1,195,394
TOTAL INCOME (1,2,3)	319,785	398,465	-78,680	-20	1,195,394
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	342,945	344,898	1,953	1	1,034,692
TOTAL TENANT SERVICES EXPENSES	817	0	-817	N/A	0
TOTAL UTILITY EXPENSES	14,750	14,733	-16	0	44,200
TOTAL MAINTENACE EXPENSES (4)	10,582	25,250	14,668	58	75,750
TOTAL GENERAL EXPENSES	15,344	15,650	306	2	46,950
TOTAL EXPENSES	305,226	400,531	95,305	24	1,201,592
NET INCOME	14,559	-2,066	16,625	805	-6,198

- (1) Asset Mgmt Fee booked at yearend -\$13M
(2) Admin Fee Income from Cap Fund -\$40M
(3) Lower Mgmt and Bookkeeping Fees from Programs -\$25M
(4) Lower Janitorial Services \$15M

Housing Authority of the County of Merced
Langdon Villas (langdon)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	15,719	18,733	-3,014	-16	56,200
TOTAL OTHER INCOME	97,348	96,097	1,252	1	288,290
TOTAL INCOME	113,067	114,830	-1,763	-2	344,490
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	30,932	18,380	-12,554	-68	55,139
TOTAL UTILITY EXPENSES	416	533	117	22	1,600
TOTAL MAINTENACE EXPENSES	224	2,083	1,859	89	6,250
TOTAL GENERAL EXPENSES	14,907	15,153	247	2	45,460
TOTAL FINANCING EXPENSES	36,817	36,817	0	0	110,450
TOTAL NON-OPERATING ITEMS	1,146	1,147	1	0	3,440
TOTAL EXPENSES	84,442	74,113	-10,330	60	222,339
NET INCOME	28,625	40,717	-12,093	105	122,151

(1) Consulting Accounting costs -\$17M

Housing Authority of the County of Merced
Obanion Learning Center (obanion)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	64,097	65,202	-1,105	-2	195,605
TOTAL INCOME	64,097	65,202	-1,105	-2	195,605
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	6,681	6,700	19	0	20,100
TOTAL UTILITY EXPENSES	21,819	24,823	3,004	12	74,469
TOTAL MAINTENACE EXPENSES (1)	4,780	12,233	7,453	61	36,700
TOTAL GENERAL EXPENSES	429	557	128	23	1,670
TOTAL NON-OPERATING ITEMS	17,933	17,933	0	0	53,800
TOTAL EXPENSES	51,643	62,246	10,604	17	186,739
NET INCOME	12,454	2,955	9,499	321	8,866

(1) Lower Contract work \$6M

Housing Authority of the County of Merced
Felix Torres Year Round (.fs-fty)
Budget Comparison
Period = Oct 2019-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	195,069	187,738	7,331	4	563,214
TOTAL OTHER INCOME	24	0	24	N/A	0
TOTAL INCOME	195,093	187,738	7,355	4	563,214
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	24,641	39,927	15,286	38	119,779
TOTAL UTILITY EXPENSES	23,166	30,191	7,025	23	90,574
TOTAL MAINTENACE EXPENSES (2,3)	11,507	28,182	16,675	59	84,545
TOTAL GENERAL EXPENSES	6,360	6,557	196	3	19,670
TOTAL FINANCING EXPENSES (4)	8,253	8,253	0	0	24,758
TOTAL NON-OPERATING ITEMS	65,157	66,597	1,440	2	199,791
TOTAL EXPENSES	139,084	179,705	40,622	23	539,117
NET INCOME	56,009	8,033	47,977	404	24,097

- (1) Lower Admin Personnel costs \$11M
(2) Lower Maintenance Personnel Costs \$15M
(3) Did not receive water and sewer bills in January \$6M
(4) 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-Jan 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	187,990	188,623	-633	0	565,870
TOTAL OTHER INCOME (1)	177,500	0	177,500	N/A	0
TOTAL INCOME	365,490	188,623	176,867	94	565,870
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	42,593	57,294	14,704	26	171,883
TOTAL UTILITY EXPENSES	30,362	31,427	1,065	3	94,282
TOTAL MAINTENACE EXPENSES (3)	43,237	55,749	12,512	22	167,248
TOTAL GENERAL EXPENSES	11,232	11,927	695	6	35,780
TOTAL FINANCING EXPENSES	25,557	25,557	0	0	76,670
TOTAL NON-OPERATING ITEMS	13,506	13,503	-3	0	40,510
TOTAL EXPENSES	166,487	195,457	28,973	38	586,373
NET INCOME	199,003	-6,834	205,840	3,662	-20,503

(1) Insurance from fire loss \$177M

(2) Lower Personnel costs \$11M

(3) Lower Supplies and Contract work \$10M

Housing Authority of the County of Merced
Financial Stmt - Migrant (.fs-mig)
Budget Comparison
Period = Jul 2019-Jan 2020

	PTD Actual	PTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue and Expense					
INCOME					
Total Income	671,271	790,785	119,515	15	1,355,631
EXPENSES					
Total - Center Personnel (1)	298,641	392,817	94,175	24	673,400
Total - Operating Expenses (2)	224,614	199,556	-25,058	-13	342,095
Total - Maintenance Expenses (3)	18,998	30,363	11,364	37	52,050
Total - Contractor Administration (4)	70,513	80,316	9,803	12	137,684
Total - Debt Service and Replacement (5)	58,504	87,734	29,231	33	150,402
Total Expenses	671,271	790,785	119,515	15	1,355,631
NET INCOME	0	0	0	0	0

- (1) Lower Personnel Costs \$94M
- (2) Higher Utiltiy Costs -\$27M
- (3) Lower Maintenance Costs - \$11M
- (4) Lower Admin Costs \$9M
- (5) Debt Service not yet due \$47M

Housing Authority of the County of Merced
Financial Statement - AMP 1 (.fs-amp1)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	301,484	304,292	-2,808	-1	730,300
TOTAL GRANT INCOME (1)	256,341	240,615	15,726	7	577,475
TOTAL INCOME	557,825	544,906	12,919	2	1,307,775
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	165,217	183,097	17,880	10	439,434
TOTAL TENANT SERVICES EXPENSES	0	583	583	100	1,400
TOTAL UTILITY EXPENSES	78,784	81,226	2,442	3	194,943
TOTAL MAINTENACE EXPENSES (3)	131,404	148,797	17,393	12	357,113
TOTAL GENERAL EXPENSES	54,200	55,771	1,572	3	133,850
TOTAL HOUSING ASSISTANCE PAYMENTS	838	1,000	162	16	2,400
TOTAL NON-OPERATING ITEMS	52,687	53,042	354	1	127,300
TOTAL EXPENSES	483,130	523,517	40,386	8	1,256,440
NET INCOME	74,695	21,390	53,305	249	51,335

- (1) Higher than forecasted Operating Subsidy \$15M
(2) Asset Management Fee booked at yearend \$8M
(3) Lower Contract work \$14M

Housing Authority of the County of Merced
Financial Statement - AMP 2 (.fs-amp2)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TENANT INCOME					
NET TENANT INCOME	242,649	241,679	970	0	580,030
TOTAL GRANT INCOME	155,166	160,160	-4,994	-3	384,384
TOTAL INCOME	397,815	401,839	-4,024	-1	964,414
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	103,801	126,027	22,225	18	302,465
TOTAL TENANT SERVICES EXPENSES	341	625	284	45	1,500
TOTAL UTILITY EXPENSES (3)	66,286	72,360	6,073	8	173,663
TOTAL MAINTENACE EXPENSES (2)	119,676	112,827	-6,849	-6	270,785
TOTAL GENERAL EXPENSES	35,086	36,650	1,565	4	87,960
TOTAL HOUSING ASSISTANCE PAYMENTS	104	375	271	72	900
TOTAL NON-OPERATING ITEMS	29,540	29,738	197	1	71,370
TOTAL EXPENSES	354,834	378,601	23,766	19	908,643
NET INCOME	42,981	23,238	19,742	85	55,771

- (1) Lower Personnel costs \$20M
(2) Water main repair -\$6M
(3) Lower sewer and garbage \$6M

Housing Authority of the County of Merced
Financial Statement - AMP 3 (.fs-amp3)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	242,769	237,813	4,956	2	570,752
TOTAL GRANT INCOME (1)	181,148	167,619	13,529	8	402,286
TOTAL INCOME	423,917	405,432	18,485	5	973,038
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	113,150	149,686	36,535	24	359,245
TOTAL TENANT SERVICES EXPENSES	530	667	137	20	1,600
TOTAL UTILITY EXPENSES (4)	55,992	63,190	7,198	11	151,657
TOTAL MAINTENACE EXPENSES (3)	111,454	132,645	21,192	16	318,349
TOTAL GENERAL EXPENSES	41,358	42,846	1,488	3	102,830
TOTAL HOUSING ASSISTANCE PAYMENTS	186	500	314	63	1,200
TOTAL NON-OPERATING ITEMS	24,181	24,342	160	1	58,420
TOTAL EXPENSES	346,851	413,875	67,024	16	993,301
NET INCOME	77,066	-8,443	85,509	-1,013	-20,263

- (1) Higher than forecasted Operating Subsidy \$14M
(2) Lower than forecasted Personnel costs \$34M
(3) Lower Supplies and Contract work \$16M
(4) Lower Utility cost \$7M

Housing Authority of the County of Merced
AMP4 - 1st Street, Merced (.fs-amp4)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	7,525	5,598	1,927	34	13,435
TOTAL GRANT INCOME	6,806	8,130	-1,324	-16	19,513
TOTAL INCOME	14,331	13,728	602	4	32,948
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	4,721	4,837	116	2	11,610
TOTAL UTILITY EXPENSES	2,455	2,526	71	3	6,062
TOTAL MAINTENACE EXPENSES	4,609	3,082	-1,527	-50	7,397
TOTAL GENERAL EXPENSES	1,232	1,263	30	2	3,030
TOTAL HOUSING ASSISTANCE PAYMENTS	0	25	25	100	60
TOTAL NON-OPERATING ITEMS	19,766	19,900	134	1	47,760
TOTAL EXPENSES	32,783	31,633	-1,151	-4	75,919
NET INCOME	-18,452	-17,905	-549	3	-42,971

Housing Authority of the County of Merced
All HCV Properties (.fs-hcv)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	180	0	180	N/A	0
TOTAL GRANT INCOME (1,2)	7,325,011	8,608,055	-1,283,044	-15	20,659,334
TOTAL OTHER INCOME	422	500	-78	-16	1,200
TOTAL INCOME	7,325,613	8,608,555	-1,282,942	-15	20,660,534
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	714,337	747,783	33,446	4	1,794,676
TOTAL TENANT SERVICES EXPENSES	1,884	0	-1,884	N/A	0
TOTAL MAINTENACE EXPENSES (7)	2,196	48,521	46,325	95	116,450
TOTAL GENERAL EXPENSES	33,790	35,771	1,980	6	85,850
TOTAL HOUSING ASSISTANCE PAYMENTS (8)	7,025,273	7,796,542	771,269	10	18,711,700
TOTAL EXPENSES	7,777,480	8,628,616	851,136	10	20,708,676
NET INCOME	-451,867	-20,061	-431,806	2,152	-48,142

- (1) Lower HAP and Admn Fees from HUD -\$1,039M
- (2) Lower HAP from HUD< to be withdrawn from Reserves -\$244M
- (3) Lower Personnel costs \$65M
- (4) Lower Mgmt and Bookkeeping Fees from lower HAP \$28M
- (5) Software License paid in full in October -\$41M
- (6) Temporary Admin Labor -\$21M
- (7) Lower Inspection Fees \$30M
- (8) Lower HAP payments out \$771M

Housing Authority of the County of Merced
Central Office Cost Center (cocc)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME	399,859	498,081	-98,222	-20	1,195,394
TOTAL INCOME (1,2,3)	399,859	498,081	-98,222	-20	1,195,394
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4)	443,206	431,122	-12,084	17	1,034,692
TOTAL TENANT SERVICES EXPENSES	817	0	-817	N/A	0
TOTAL UTILITY EXPENSES	17,962	18,417	455	2	44,200
TOTAL MAINTENACE EXPENSES (5)	12,142	31,563	19,420	62	75,750
TOTAL GENERAL EXPENSES	19,152	19,563	411	0	46,950
TOTAL EXPENSES	493,279	500,663	7,384	1	1,201,592
NET INCOME	-93,420	-2,583	-90,838	3,517	-6,198

- (1) Aset Mgmt Fee booked at yearend -\$16M
(2) Admin Fee Income from Cap Fund - \$50M
(3) Lower Mgmt and Bookkeeping Fees from Programs -\$32M
(4) Higher Legal Fees -\$14M
(5) Lower Janitorial services \$19M

Housing Authority of the County of Merced
Langdon Villas (langdon)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	19,219	23,417	-4,198	-18	56,200
TOTAL OTHER INCOME	121,005	120,121	884	1	288,290
TOTAL INCOME	140,224	143,538	-3,314	-2	344,490
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	33,760	22,975	-10,787	-47	55,139
TOTAL UTILITY EXPENSES	535	667	132	20	1,600
TOTAL GENERAL EXPENSES	18,591	18,942	351	2	45,460
TOTAL FINANCING EXPENSES	46,021	46,021	0	0	110,450
TOTAL NON-OPERATING ITEMS	1,423	1,433	10	1	3,440
TOTAL EXPENSES	70,782	92,641	21,860	24	222,339
NET INCOME	69,442	50,896	18,546	36	122,151

(1) Consulting fees -\$10M

Housing Authority of the County of Merced
Obanion Learning Center (obanion)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	80,870	81,502	-632	-1	195,605
TOTAL INCOME	80,870	81,502	-632	-1	195,605
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	8,391	8,375	-16	0	20,100
TOTAL UTILITY EXPENSES (1)	25,685	31,029	5,344	17	74,469
TOTAL MAINTENACE EXPENSES (2)	6,359	15,292	8,933	58	36,700
TOTAL GENERAL EXPENSES	536	696	160	23	1,670
TOTAL NON-OPERATING ITEMS	22,417	22,417	0	0	53,800
TOTAL EXPENSES	63,387	77,808	14,420	19	186,739
NET INCOME	17,483	3,694	13,789	373	8,866

(1) Lower Electricity \$6M

(2) Lower Contract work \$7M

Housing Authority of the County of Merced
Felix Torres Year Round (.fs-ft)
Budget Comparison
Period = Oct 2019-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	237,703	234,672	3,030	1	563,214
TOTAL OTHER INCOME	24	0	24	N/A	0
TOTAL INCOME	237,727	234,672	3,055	1	563,214
EXPENSES					
ADMINISTRATIVE EXPENSES	31,020	49,908	18,887	38	119,779
TOTAL UTILITY EXPENSES	34,444	37,739	3,295	9	90,574
TOTAL MAINTENANCE EXPENSES (2)	12,317	35,227	22,910	65	84,545
TOTAL GENERAL EXPENSES	4,314	8,197	3,883	47	19,670
TOTAL FINANCING EXPENSES (3)	10,316	10,316	0	-265	24,758
TOTAL NON-OPERATING ITEMS	80,903	83,246	2,343	3	199,791
TOTAL EXPENSES	173,314	224,632	51,318	23	539,117
NET INCOME	64,413	10,041	54,373	542	24,097

(1) Lower Personnel costs \$13M

(2) Lower Maintenance Personnel cost \$20M

(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-Feb 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	229,550	235,779	-6,229	-3	565,870
TOTAL OTHER INCOME (1)	177,500	0	177,500	N/A	0
TOTAL INCOME	407,050	235,779	171,271	73	565,870
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	52,252	71,618	19,368	27	171,883
TOTAL UTILITY EXPENSES	37,619	39,284	1,665	4	94,282
TOTAL MAINTENACE EXPENSES (3)	105,423	69,687	-35,736	-51	167,248
TOTAL GENERAL EXPENSES	14,019	14,908	890	6	35,780
TOTAL FINANCING EXPENSES	31,946	31,946	0	0	76,670
TOTAL NON-OPERATING ITEMS	16,770	16,879	109	1	40,510
TOTAL EXPENSES	258,029	244,322	-13,704	-6	586,373
NET INCOME	149,021	-8,543	157,567	-1,844	-20,503

(1) Insurance from fire loss \$177M

(2) Lower Personnel Costs \$15M

(3) Partial Repairs to Damaged Units -\$52M

Housing Authority of the County of Merced
Financial Stmt - Migrant (.fs-mig)
Budget Comparison
Period = Jul 2019-Feb 2020

	PTD Actual	PTD Budget	Variance	% Var	Annual
Revenue & Expense					
INCOME					
Total Income	799,447	903,754	104,307	12	1,355,631
Total - Center Personnel (1)	329,045	448,933	119,888	27	673,400
Total - Operating Expenses (2,3)	270,967	228,064	-42,904	-19	342,095
Total - Maintenance Expenses (4)	18,998	34,700	15,702	45	52,050
Total - Contractor Administration (5)	81,595	91,789	10,194	11	137,684
Total - Debt Service and Replacement	98,842	100,268	1,426	1	150,402
TOTAL EXPENSES	799,447	903,754	104,307	12	1,355,631
NET INCOME	0	0	0	0	0

- (1) Lower Personnel costs \$204M
- (2) Higher Utility costs -\$13M
- (3) Replaced Mattresses to be reimbursed from Reserves -\$27M
- (4) Lower Maintenance supplies and materials \$15M
- (5) Lower Management Fee -\$8M

Housing Authority of the County of Merced
Financial Statement - AMP 1 (.fs-amp1)
Budget Comparison
Period = Oct 2019 - Mar 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	362,405	365,150	-2,745	-1	730,300
TOTAL GRANT INCOME (1)	281,861	288,738	-6,877	-2	577,475
TOTAL INCOME	644,266	653,888	-9,622	-1	1,307,775
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	204,552	219,716	15,163	7	439,434
TOTAL TENANT SERVICES EXPENSES	0	700	700	100	1,400
TOTAL UTILITY EXPENSES	96,113	97,472	1,358	1	194,943
TOTAL MAINTENACE EXPENSES (3)	161,895	178,557	16,662	9	357,113
TOTAL GENERAL EXPENSES	64,816	66,925	2,109	0	133,850
TOTAL HOUSING ASSISTANCE PAYMENTS	993	1,200	207	17	2,400
TOTAL NON-OPERATING ITEMS	63,649	63,650	1	0	127,300
TOTAL EXPENSES	592,018	628,220	36,200	6	1,256,440
NET INCOME	52,248	25,668	26,578	104	51,335

(1) Lower than forecasted Operating Subsidy -\$7M

(2) Asset Management Fee booked at yearend \$11M

(3) Lower Contract Work \$16M

Housing Authority of the County of Merced
Financial Statement - AMP 2 (.fs-amp2)
Budget Comparison
Period = Oct 2019 - Mar 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	292,323	290,015	2,308	1	580,030
TOTAL GRANT INCOME (1)	171,380	192,192	-20,812	-11	384,384
TOTAL INCOME	463,703	482,207	-18,504	-7	964,414
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	126,150	151,235	25,084	17	302,465
TOTAL TENANT SERVICES EXPENSES	536	750	214	29	1,500
TOTAL UTILITY EXPENSES	82,159	86,831	4,672	5	173,663
TOTAL MAINTENACE EXPENSES	142,314	135,393	-6,921	-5	270,785
TOTAL GENERAL EXPENSES	42,083	43,980	1,897	4	87,960
TOTAL HOUSING ASSISTANCE PAYMENTS	124	450	326	72	900
TOTAL NON-OPERATING ITEMS	35,686	35,685	-1	0	71,370
TOTAL EXPENSES	429,052	454,324	25,271	6	908,643
NET INCOME	34,651	27,883	6,767	174	55,771

(1) Lower than forecasted Operating Subsidy -\$20M

(2) Lower Personnel Costs \$23M

Housing Authority of the County of Merced
Financial Statement - AMP 3 (.fs-amp3)
Budget Comparison
Period = Oct 2019 - Mar 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	288,778	285,376	3,402	1	570,752
TOTAL GRANT INCOME (1)	190,839	201,143	-10,304	-5	402,286
TOTAL INCOME	479,617	486,519	-6,902	-3	973,038
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	136,019	179,623	43,602	44	359,245
TOTAL TENANT SERVICES EXPENSES	833	800	-33	-4	1,600
TOTAL UTILITY EXPENSES (4)	69,294	75,828	6,535	9	151,657
TOTAL MAINTENACE EXPENSES (3)	145,732	159,174	13,442	8	318,349
TOTAL GENERAL EXPENSES	49,533	51,415	1,882	4	102,830
TOTAL HOUSING ASSISTANCE PAYMENTS	217	600	383	64	1,200
TOTAL NON-OPERATING ITEMS	29,212	29,210	-2	0	58,420
TOTAL EXPENSES	430,840	496,650	65,809	13	993,301
NET INCOME	48,777	-10,131	58,907	-581	-20,263

(1) Lower than forecasted Operating Subsidy -\$10M

(2) Lower Personnel Costs \$41M

(3) Lower Materials and Contract Work \$11M

(4) Lower Utilities Costs \$6M

Housing Authority of the County of Merced
AMP4 - 1st Street, Merced (.fs-amp4)
Budget Comparison
Period = Oct 2019 - Mar 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	9,084	6,717	2,366	35	13,435
TOTAL GRANT INCOME	9,662	9,756	-94	-1	19,513
TOTAL INCOME	18,746	16,473	2,272	14	32,948
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	5,647	5,806	160	3	11,610
TOTAL UTILITY EXPENSES	2,933	3,031	98	3	6,062
TOTAL MAINTENACE EXPENSES	5,815	3,699	-2,116	-57	7,397
TOTAL GENERAL EXPENSES	1,472	1,515	43	3	3,030
TOTAL HOUSING ASSISTANCE PAYMENTS	0	30	30	100	60
TOTAL NON-OPERATING ITEMS	23,878	23,880	2	0	47,760
TOTAL EXPENSES	39,745	37,961	-1,783	-5	75,919
NET INCOME	-20,999	-21,488	489	0	-42,971

Housing Authority of the County of Merced
All HCV Properties (.fs-hcv)
Budget Comparison
Period = Oct 2019 - Mar 2020

	%	YTD Actual	YTD Budget	Variance	% Var	Annual
				Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses						
INCOME						
NET TENANT INCOME	.	180	0	180	N/A	0
TOTAL GRANT INCOME (1,2)	.	8,869,259	10,329,666	-1,460,407	-14	20,659,334
TOTAL OTHER INCOME	.	506	600	-94	-16	1,200
TOTAL INCOME		8,869,945	10,330,266	-1,460,321	-14	20,660,534
EXPENSES						
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	.	873,681	897,340	23,658	3	1,794,676
TOTAL TENANT SERVICES EXPENSES	.	2,960	0	-2,960	N/A	0
TOTAL MAINTENACE EXPENSES	.	2,771	58,225	55,454	95	116,450
TOTAL GENERAL EXPENSES	.	40,781	42,925	2,144	5	85,850
TOTAL HOUSING ASSISTANCE PAYMENTS (8)	.	8,512,280	9,355,850	843,570	9	18,711,700
TOTAL EXPENSES		9,432,473	10,354,340	921,866	10	20,708,676
NET INCOME		-562,528	-24,074	-538,455	2,237	-48,142

- (1) Lower HAP and Admn Fees from HUD -\$1,216M
(2) Lower HAP from HUD to be withdrawn from Reserves -\$244M
(3) Lower Personnel Costs \$59M
(4) Lower Mgmt and Bookkeeping Fees from lower HAP \$33M
(5) Software License Prepaid -\$36M
(6) Temporary Admin Labor -\$27M
(7) Lower Inspection Fees \$35M
(8) Lower HAP Payments to Landlords \$844M

Housing Authority of the County of Merced
Central Office Cost Center (cocc)
Budget Comparison
Period = Oct 2019 - Mar 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	479,602	597,697	-118,095	-20	1,195,394
TOTAL INCOME	479,602	597,697	-118,095	-20	1,195,394
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	544,593	517,345	-27,245	-5	1,034,692
TOTAL TENANT SERVICES EXPENSES	1,284	0	-1,284	N/A	0
TOTAL UTILITY EXPENSES	20,975	22,100	1,125	5	44,200
TOTAL MAINTENACE EXPENSES	27,634	37,875	10,241	27	75,750
TOTAL GENERAL EXPENSES	22,944	23,475	531	2	46,950
TOTAL EXPENSES	617,430	600,795	-16,632	-3	1,201,592
NET INCOME	-137,828	-3,098	-134,727	4,349	-6,198

- (1) Asset Mgmt Fee booked at yearend -\$25M
- (2) Admin Fee Income from Cap Fund -\$60M
- (3) Lower Mgmt and Bookkeeping Fees from Programs -\$33M
- (4) Higher Legal Fees -\$16M
- (5) Audit Fees -\$8M

Housing Authority of the County of Merced
Langdon Villas (langdon)
Budget Comparison
Period = Oct 2019 - Mar 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	22,719	28,100	-5,381	-19	56,200
TOTAL OTHER INCOME	144,444	144,145	299	0	288,290
TOTAL INCOME	167,163	172,245	-5,082	-3	344,490
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	42,968	27,570	-15,398	-56	55,139
TOTAL UTILITY EXPENSES	682	800	118	15	1,600
TOTAL MAINTENACE EXPENSES	593	3,125	2,532	81	6,250
TOTAL GENERAL EXPENSES	22,307	22,730	423	2	45,460
TOTAL FINANCING EXPENSES	55,225	55,225	0	0	110,450
TOTAL NON-OPERATING ITEMS	1,719	1,720	1	0	3,440
TOTAL EXPENSES	123,494	111,170	-12,324	-11	222,339
NET INCOME	43,669	61,075	-17,406	-28	122,151

(1) Accounting Consulting -\$15M

Housing Authority of the County of Merced
Obanion Learning Center (obanion)
Budget Comparison
Period = Oct 2019 - Mar 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	95,396	97,803	-2,406	-2	195,605
TOTAL INCOME	95,396	97,803	-2,406	-2	195,605
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	9,917	10,050	133	1	20,100
TOTAL UTILITY EXPENSES (1)	29,576	37,234	7,659	21	74,469
TOTAL MAINTENACE EXPENSES (2)	11,048	18,350	7,303	40	36,700
TOTAL GENERAL EXPENSES	643	835	192	23	1,670
TOTAL NON-OPERATING ITEMS	26,900	26,900	0	0	53,800
TOTAL EXPENSES	78,084	93,369	15,286	16	186,739
NET INCOME	17,312	4,433	12,879	291	8,866

(1) Lower Electricity \$8M

(2) Lower Contract Work \$4M

Housing Authority of the County of Merced
Felix Torres Year Round (.fs-fty)
Budget Comparison
Period = Oct 2019 - Mar 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	284,060	281,607	2,453	1	563,214
TOTAL OTHER INCOME	24	0	24	N/A	0
TOTAL INCOME	284,084	281,607	2,477	1	563,214
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	37,891	59,890	21,999	37	119,779
TOTAL UTILITY EXPENSES (2)	35,388	45,287	9,899	22	90,574
TOTAL MAINTENACE EXPENSES (3)	15,931	42,272	26,342	62	84,545
TOTAL GENERAL EXPENSES	7,175	9,835	2,660	27	19,670
TOTAL FINANCING EXPENSES (4)	12,379	12,379	0	0	24,758
TOTAL NON-OPERATING ITEMS	97,735	99,896	2,160	2	199,791
TOTAL EXPENSES	206,499	269,559	63,060	23	539,117
NET INCOME	77,585	12,048	65,537	544	24,097

(1) Lower Personnel \$16M

(2) Lower Utilities \$9M

(3) Lower Maintenance Personnel \$23M

(4) 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 - Mar 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	278,661	282,935	-4,274	-2	565,870
TOTAL OTHER INCOME (1)	177,500	0	177,500	N/A	0
TOTAL INCOME	456,161	282,935	173,226	61	565,870
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	62,438	85,942	23,505	27	171,883
TOTAL UTILITY EXPENSES	46,747	47,141	394	1	94,282
TOTAL MAINTENACE EXPENSES (3)	120,269	83,624	-36,645	-44	167,248
TOTAL GENERAL EXPENSES	16,771	17,890	1,119	6	35,780
TOTAL FINANCING EXPENSES	38,335	38,335	0	0	76,670
TOTAL NON-OPERATING ITEMS	20,259	20,255	-4	0	40,510
TOTAL EXPENSES	304,819	293,187	-11,631	-4	586,373
NET INCOME	151,342	-10,252	161,595	2,226	-20,503

(1) Insurance Claim from fire loss \$177M

(2) Lower Personnel Costs \$18M

(3) Partial Repairs to Fire Damaged Units -\$52M

Housing Authority of the County of Merced
Financial Stmt - Migrant (.fs-mig)
Budget Comparison
Period = Jul 2019-Mar 2020

	PTD Actual	PTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenues & Expenses					
INCOME					
TOTAL Income	924,518	1,016,725	92,205	0	1,355,631
EXPENSES					
Total - Center Personnel (1)	381,675	505,050	123,375	24	673,400
Total - Operating Expenses (2)	301,694	256,572	-45,123	(18)	342,095
Total - Maintenance Expenses	35,670	39,038	3,367	9	52,050
Total - Contractor Administration (3)	92,677	103,263	10,586	10	137,684
Total - Debt Service and Replacement	112,802	112,802	0	0	150,402
TOTAL Expenses	924,518	1,016,725	92,205	10	1,355,631
NET INCOME	0	0	0	0	0

- (1) Lower Personnel Costs \$123M
(2) Replaced Mattresses and Appliances, to be reimbursed from Reserves - \$44M
(3) Lower Management Fees \$8M

Housing Authority of the County of Merced
Financial Statement - AMP 1 (.fs-amp1)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	418,642	426,008	-7,366	-2	730,300
TOTAL GRANT INCOME (1)	320,175	336,860	-16,685	-5	577,475
TOTAL INCOME	738,817	762,869	-24,052	-3	1,307,775
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2, 3)	238,125	256,335	18,210	7	439,434
TOTAL TENANT SERVICES EXPENSES	0	817	817	100	1,400
TOTAL UTILITY EXPENSES	111,052	113,717	2,665	2	194,943
TOTAL MAINTENACE EXPENSES (4,5)	202,168	208,316	6,148	3	357,113
TOTAL GENERAL EXPENSES	75,749	78,078	2,330	3	133,850
TOTAL HOUSING ASSISTANCE PAYMENTS	1,148	1,400	252	18	2,400
TOTAL NON-OPERATING ITEMS	74,257	74,258	1	0	127,300
TOTAL EXPENSES	702,499	732,921	30,423	4	1,256,440
NET INCOME	36,318	29,948	6,371	21	51,335

- (1) Lower than forecasted Operating Subsidy -\$16M
- (2) Lower Asset Management Fee booked at yearend \$12M
- (3) Lower legal fees \$6M
- (4) Higher Personnel Benefits -\$12M
- (5) Lower Contract Work \$22M

Housing Authority of the County of Merced
Financial Statement - AMP 2 (.fs-amp2)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	340,570	338,351	2,219	1	580,030
TOTAL GRANT INCOME (1)	192,781	224,224	-31,443	-14	384,384
TOTAL INCOME	533,351	562,575	-29,224	-5	964,414
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	152,230	176,437	24,207	14	302,465
TOTAL TENANT SERVICES EXPENSES	2,323	875	-1,448	-165	1,500
TOTAL UTILITY EXPENSES	95,812	101,303	5,491	5	173,663
TOTAL MAINTENACE EXPENSES	164,408	157,958	-6,450	-4	270,785
TOTAL GENERAL EXPENSES	49,432	51,309	1,877	4	87,960
TOTAL HOUSING ASSISTANCE PAYMENTS	140	525	385	73	900
TOTAL NON-OPERATING ITEMS	41,634	41,632	-1	0	71,370
TOTAL EXPENSES	505,979	530,039	24,061	5	908,643
NET INCOME	27,372	32,536	-5,163	-16	55,771

(1) Lower than forecasted Operating Subsidy -\$31M

(2) Lower Personnel Costs \$26M

Housing Authority of the County of Merced
Financial Statement - AMP 3 (.fs-amp3)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	334,715	332,939	1,776	1	570,752
TOTAL GRANT INCOME (1)	225,579	234,667	-9,088	-4	402,286
TOTAL INCOME	560,294	567,606	-7,312	-1	973,038
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	159,204	209,560	50,356	24	359,245
TOTAL TENANT SERVICES EXPENSES	1,060	933	-127	-14	1,600
TOTAL UTILITY EXPENSES (4)	81,027	88,466	7,440	8	151,657
TOTAL MAINTENACE EXPENSES (5)	166,783	185,703	18,920	10	318,349
TOTAL GENERAL EXPENSES	58,053	59,984	1,931	3	102,830
TOTAL HOUSING ASSISTANCE PAYMENTS	248	700	452	65	1,200
TOTAL NON-OPERATING ITEMS	34,081	34,078	-3	0	58,420
TOTAL EXPENSES	500,456	579,424	78,969	14	993,301
NET INCOME	59,838	-11,818	71,657	-606	-20,263

- (1) Lower Operating Subsidy -\$9M
(2) Lower Personnel Costs \$38M
(3) Lower Asset Management Fee to be booked at yearend \$8M
(4) Lower Utility Costs \$7M
(5) Lower Materials and Contract Work \$16M

Housing Authority of the County of Merced
AMP4 - 1st Street, Merced (.fs-amp4)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	10,643	7,837	2,806	36	13,435
TOTAL GRANT INCOME	8,678	11,383	-2,705	-24	19,513
TOTAL INCOME	19,321	19,220	101	1	32,948
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	6,536	6,773	238	4	11,610
TOTAL UTILITY EXPENSES	3,412	3,536	124	4	6,062
TOTAL MAINTENACE EXPENSES	6,565	4,315	-2,250	-52	7,397
TOTAL GENERAL EXPENSES	1,723	1,768	45	3	3,030
TOTAL HOUSING ASSISTANCE PAYMENTS	0	35	35	100	60
TOTAL NON-OPERATING ITEMS	27,858	27,860	2	0	47,760
TOTAL EXPENSES	46,094	44,287	-1,806	-4	75,919
NET INCOME	-26,773	-25,067	-1,705	7	-42,971

Housing Authority of the County of Merced
All HCV Properties (.fs-hcv)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	180	0	180	N/A	0
TOTAL GRANT INCOME (1,2)	10,413,092	12,051,277	-1,638,185	-14	20,659,334
TOTAL OTHER INCOME	590	700	-110	-16	1,200
TOTAL INCOME	10,413,862	12,051,977	-1,638,115	-14	20,660,534
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	1,040,948	1,046,895	5,948	1	1,794,676
TOTAL TENANT SERVICES EXPENSES	3,767	0	-3,767	N/A	0
TOTAL MAINTENACE EXPENSES (6)	3,263	67,929	64,666	95	116,450
TOTAL GENERAL EXPENSES	48,017	50,079	2,062	4	85,850
TOTAL HOUSING ASSISTANCE PAYMENTS (7)	10,090,680	10,915,158	824,478	8	18,711,700
TOTAL EXPENSES	11,186,675	12,080,061	893,387	7	20,708,676
NET INCOME	-772,813	-28,084	-744,728	2,652	-48,142

- (1) Lower HAP and Admin Fee from HUD -\$1,408M
(2) Lower HAP from HUD to be withdrawn from Reserves -\$244M
(3) Lower Personnel Costs \$31M
(4) Lower Mgmt and Bookkeeping Fees from lower HAP \$37M
(5) Software License Prepaid -\$30M
(6) Lower Inspection Fees \$23M (\$63M in Maintenance, -\$40M in Admin)
(7) Lower HAP payments to landlords \$824M

Housing Authority of the County of Merced
Central Office Cost Center (cocc)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	561,537	697,313	-135,776	-19	1,195,394
TOTAL INCOME	561,537	697,313	-135,776	-19	1,195,394
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	637,613	603,567	-34,043	-6	1,034,692
TOTAL TENANT SERVICES EXPENSES	1,634	0	-1,634	N/A	0
TOTAL UTILITY EXPENSES	23,689	25,783	2,094	8	44,200
TOTAL MAINTENACE EXPENSES	32,409	44,188	11,779	27	75,750
TOTAL GENERAL EXPENSES	26,958	27,388	430	2	46,950
TOTAL EXPENSES	722,303	700,926	-21,374	-3	1,201,592
NET INCOME	-160,766	-3,613	-157,150	4,350	-6,198

- (1) Asset Management Fee booked at yearend -\$29M
- (2) Admin Fee Income from Cap Fund -\$70M
- (3) Lower Mgmt and Bookkeeping Fees from Programs -\$36M
- (4) Higher Legal Fees -\$20M

Housing Authority of the County of Merced
Langdon Villas (langdon)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	27,029	32,783	-5,754	-18	56,200
TOTAL OTHER INCOME	168,168	168,169	-1	0	288,290
TOTAL INCOME	195,197	200,952	-5,756	-3	344,490
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	53,199	32,164	-21,035	-149	55,139
TOTAL UTILITY EXPENSES	794	933	140	15	1,600
TOTAL MAINTENACE EXPENSES (3)	6,960	3,646	-3,314	-91	6,250
TOTAL GENERAL EXPENSES	26,032	26,519	487	2	45,460
TOTAL FINANCING EXPENSES	64,429	64,429	0	0	110,450
TOTAL NON-OPERATING ITEMS	2,006	2,007	1	0	3,440
TOTAL EXPENSES	153,420	129,698	-23,721	-18	222,339
NET INCOME	41,777	71,254	-29,477	-41	122,151

(1) Vacancy -\$6M

(2) Audit Fees and Accounting Consulting -\$21M

(3) Make ready costs for vacant unit -\$6M

Housing Authority of the County of Merced
Obanion Learning Center (obanion)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	108,763	114,103	-5,340	-5	195,605
TOTAL INCOME	108,763	114,103	-5,340	-5	195,605
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	11,327	11,725	398	3	20,100
TOTAL UTILITY EXPENSES (1)	33,652	43,440	9,789	23	74,469
TOTAL MAINTENACE EXPENSES (2)	12,549	21,408	8,860	41	36,700
TOTAL GENERAL EXPENSES	750	974	224	23	1,670
TOTAL NON-OPERATING ITEMS	31,383	31,383	0	0	53,800
TOTAL EXPENSES	89,661	108,931	19,270	18	186,739
NET INCOME	19,102	5,172	13,930	269	8,866

(1) Lower Electricity \$12M

(2) Lower Contract Work \$6M

Housing Authority of the County of Merced
Felix Torres Year Round (.fs-fty)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	329,949	328,542	1,408	0	563,214
TOTAL OTHER INCOME	24	0	24	N/A	0
TOTAL INCOME	329,973	328,542	1,432	0	563,214
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	44,456	69,873	25,416	36	119,779
TOTAL UTILITY EXPENSES (2)	46,917	52,835	5,917	11	90,574
TOTAL MAINTENACE EXPENSES	18,389	49,318	30,928	63	84,545
TOTAL GENERAL EXPENSES	8,372	11,473	3,101	27	19,670
TOTAL FINANCING EXPENSES	13,512	14,442	930	6	24,758
TOTAL NON-OPERATING ITEMS	114,025	116,545	2,520	2	199,791
TOTAL EXPENSES	245,671	314,486	68,812	22	539,117
NET INCOME	84,302	14,056	70,244	500	24,097

(1) Lower Personnel Costs \$19M

(2) Lower Utilities \$6M

(3) Lower Maintenance Personnel \$27M

Housing Authority of the County of Merced
Financial Stmt - Valley View (.fs-vv)
Budget Comparison
Period = Oct 2019-Apr 2020

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	319,469	330,091	-10,621	-3	565,870
TOTAL OTHER INCOME (1)	177,500	0	177,500	N/A	0
TOTAL INCOME	496,969	330,091	166,879	51	565,870
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	73,671	100,264	26,594	27	171,883
TOTAL UTILITY EXPENSES	54,005	54,998	993	2	94,282
TOTAL MAINTENACE EXPENSES (3)	225,309	97,562	-127,748	-131	167,248
TOTAL GENERAL EXPENSES	19,731	20,872	1,141	55	35,780
TOTAL FINANCING EXPENSES	44,724	44,724	0	100	76,670
TOTAL NON-OPERATING ITEMS	23,636	23,631	-5	0	40,510
TOTAL EXPENSES	441,076	342,051	-99,025	-6	586,373
NET INCOME	55,893	-11,960	67,854	1,217	-20,503

- (1) Insurance Claim from fire loss \$177M
(2) Lower Personnel Costs \$20M
(3) Partial repairs to fire damaged units -\$115M
(4) Higher Contract Work ready units -\$12M

Housing Authority of the County of Merced
Financial Stmt - Migrant (.fs-mig)
Budget Comparison
Period = Jul 2019-Apr 2020

	PTD Actual	PTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
Total Income	1,022,378	1,129,694	107,315	9	1,355,631
EXPENSES					
Total - Center Personnel (1)	427,194	561,167	133,972	24	673,400
Total - Operating Expenses (2)	321,441	285,080	-36,361	-13	342,095
Total - Maintenance Expenses	43,328	43,375	47	0	52,050
Total - Contractor Administration (3)	103,759	114,737	10,978	10	137,684
Total - Debt Service and Replacement	126,656	125,335	-1,321	-1	150,402
TOTAL	<u>1,022,378</u>	<u>1,129,694</u>	<u>107,315</u>	<u>9</u>	<u>1,355,631</u>

- (1) Lower Personnel Costs \$134M
(2) Replaced Mattresses and Appliances, to be reimbursed from Reserves - \$44M
(3) Lower Management Fees \$8M

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 16, 2020

SUBJECT: Amendments to the Bylaws for the Housing Authority of the County of Merced

During the February 2020 meeting of the Housing Authority of the County of Merced (Authority) Board of Commissioners (Board) meeting the Board assigned an Ad Hoc Committee (Committee) to review the Authority's existing Bylaws.

The Committee conducted a comprehensive review of the bylaws to determine if any existing provisions should be updated or revised. The Committee examined the existing Authority bylaws and those of other housing authorities.

The recommendation presented by the Committee will be reviewed by Legal Counsel prior to any implementation to ensure that any and all revisions are compliant with all applicable laws and regulations.

Attached for the review and subsequent approval of the Board are the recommendations of the Ad Hoc Committee.

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.

Section 7. Indemnification/Insurance. The Authority shall indemnify and hold a Commissioner of the Board harmless to the fullest extent of the law against any lawsuit or threat performed within the scope of his or her duties as a Commissioner, including reasonable attorneys' fees (from reasonable competent counsel selected by the Authority), and judgments incurred in connection with such litigation and to the fullest extent permitted by law against all expenses, judgments, fines and other amount actually and reasonably incurred by them in connection with any threatened, pending or completed action or proceeding, whether civil, criminal, administrative, or investigative.

A commissioner shall repay any amount(s) paid by the Authority, pursuant to the preceding paragraph, if it is later determined that the act or acts of the Commissioner were outside the scope of the Commissioner's duties as a Commissioner.

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~~ The Executive Director will serve as the Secretary. 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.~~12:00 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.~~ The Chairman of the Authority may, when it deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority at any time prior to the meeting, or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting, or may be waived by written waiver signed by all the members of the Authority prior to the meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting or have signed a waiver of notice of such meeting, any and all business may be transacted at such special meeting.

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.~~

1. Call to order and roll.
2. Unscheduled oral communication.
3. Commissioner or Agency Additions/Deletions to the Agenda.
4. Approval of the minutes of the previous meeting.
5. Consent Calendar.
6. Information/Discussion.
7. Executive Director Report.
8. Written Correspondence.
9. Resolution Item(s).
10. Action Item(s).
11. Commissioner's Comments.

12. Closed Session.

13. 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.

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: June 16, 2020

SUBJECT: Intent to Solicit for Capital Improvements – Public Housing

The Housing Authority of the County of Merced (Authority) receives Capital Fund Program (CFP) grant funding for Public Housing developments. The Authority identified capital improvement projects to be completed for all Public Housing Asset Management Properties (AMP) in accordance with the Agency Annual Plan & 5-year plan.

The identified projects will require solicitation, however, due to the estimated cost, these projects are not solicited as formal Requests for Proposals.

Development 23-24 located in the City of Merced, has been identified for the replacement of cabinets and countertops in the Kitchen for six (6) residential units.

Development 23-24 located in the City of Merced, and Development 23-12d located in the City of Dos Palos, have been identified for asphalt replacement and/or repairs throughout the development in areas that have potholes and cracks. The Authority is currently soliciting for this project.

Development 23-10 located in the City of Merced, has been identified to have work conducted on the existing carports. The existing carports will need to the posts, replaced, removal of dry rot and in some area's new carports roof.

Development 13-01 located in the city of Merced has been identified to have the existing aluminum screen door replaced with a heavy steal Security Doors.

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.

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: June 16, 2020

SUBJECT: Intent to Solicit for Contractors: Public Housing Unit Modification

Housing Authority of the County of Merced (Authority) owned Public Housing Developments receive Capital Improvement Project funding. This requires that the Authority identify projects necessary at each site. After review the projects identified will require formal Request for Proposals (RFP).

The Public Housing developments located in Los Banos, Livingston, and Merced have been identified for the replacement of kitchen counter tops and cabinets. This will also include bathroom countertop(s) and cabinets replacement, as well as replacing the existing flooring throughout the unit.

During the review process it was determined that these specified units have the cabinets, countertops and flooring from when they were originally built.

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 July 2020 meeting.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 16, 2020

SUBJECT: Recommendation to adopt **Resolution No. 2020-03**. It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced approve the revision of the Low-Income Public Housing Lease – Resident Schedule of Charges List.

On February 18, 2020 the Housing Authority of the County of Merced (Authority) provided the Board of Commissioners (Board) a revised Resident Schedule of Charges for the Board's review. This list was reflective of charges to the tenant for maintenance and repair beyond normal wear and tear.

The Authority's 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. Having met this and all requirements, the Authority requests to implement the revised/updated Schedule of Charges. The Authority did not receive any comments.

RECOMMENDATION

Recommendation to the Board of Commissioners of the Housing Authority of the County of Merced to approve **Resolution No. 2020-03**, approve the revision of the Low-Income Public Housing Lease – Resident Schedule of Charges List.

RESOLUTION NO. 2020-03

APPROVING THE PUBLIC HOUSING TENANT LEASE REVISION - RESIDENT SCHEDULE OF CHARGES LIST

WHEREAS, the Housing Authority of the County of Merced's (Authority) Public Housing Department maintains a Resident Schedule of Charges list which is used to bill the tenants for work/repairs performed; and

WHEREAS, 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; and

WHEREAS, 24 CFR 966.5 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; and

WHEREAS, the Authority has issued the thirty (30) day written notice to all residents notifying them of the revisions to the Resident Schedule of Charges List and allowed the public an opportunity to present written comments which shall be taken into consideration prior to the proposed modification becoming effective; and

WHEREAS, the Housing Authority of the County of Merced did not receive any written comments; and

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve and adopt the revision of the Low-Income Public Housing Lease – Resident Schedule of Charges List.

The foregoing resolution was introduced at the June 16, 2020 Board of Commissioners meeting of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Date: June 16, 2020

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