

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Annual Meeting
Tuesday, March 16, 2021
12:00 p.m.

Closed session immediately following.

Housing Authority of the County of Merced
Administrative Building
405 "U" Street
Board Room – Building B (Second Floor)
Merced, CA 95341
(209) 386-4139

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

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 16, 2021, Regular Meeting (M/S/C): ___/___/___

VI. CONSENT CALENDAR:

1. Rent Delinquency Report February 2021

2. Track Summary Report February 2021

3. Financial Reports for February 2021

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

VII. INFORMATION/DISCUSSION ITEM(S)

1. Staff Report – Public Housing Tree Maintenance

VIII. EXECUTIVE DIRECTOR REPORT

1. Property Management Contract Update

i. Merced Commons I/II & Oak Terrace

2. Merced Commons I/II Loan Payment

3. Merced County Meeting

IX. WRITTEN CORRESPONDENCE

None

X. RESOLUTION ITEM(S)

1. **Resolution No. 2021-02:** Approving the Public Housing Operating Fund Grant submission for Calendar Year 2021.

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

XI. ACTION ITEM(S)

None

XII. COMMISSIONER'S COMMENTS

XIII. CLOSED SESSION ITEM(S)

None

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: March 16, 2021

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
 - o Vote takes place
 - o It does not need to be a secret ballot
 - o It can be open vote by show of hands
- If more than one nomination
 - o Vote can be by secret ballot
 - o If it's a tie they may vote again
 - o 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 16, 2021

- 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, Chair Person
Rick Osorio, Vice Chairperson
Evelyne Dorsey
Margaret Pia
Rachel Torres
Hub Walsh

Commissioners Absent:

Jose Resendez

Chairperson Jackson declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
David Ritchie, Legal Counsel
Cliff Hatanaka, Finance Officer
Blanca Arrate, Director of Housing Programs
Tracy Jackson, Director of Housing Programs
Melina Basso, Director of Procurement & Asset Management
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 15, 2020, Regular Meeting

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



V. CONSENT CALENDAR

1. Rent Delinquency Report for December 2020 & January 2021
2. Track Summary Report for December 2020 & January 2021
3. Financial Reports for December 2020 & January 2021

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

VI. INFORMATION AND DISCUSSION ITEM(S)

None

VII. EXECUTIVE DIRECTOR REPORT

1. Executive Director Vazquez and the Board presented the Authority, Soly Keller, and Maria Verver certificates of appreciation from the Department of Veterans affairs in recognition of their dedication and support to serve and house veterans and their families.
2. The Authority opened the Public Housing waiting list for three and four bedrooms for a month. During this time the Authority only received two hundred and two applications, of which eighty-one were denied due to family composition requiring smaller bedroom units. The Authority will review the need to reopen the list.
3. The Authority is currently working on completing the Operating Fund submission to HUD. Normally the OpFund was submitted for HUD review and approval. This calendar year HUD is requesting a Board resolution and the Authority will bring the resolution for approval during the March meeting. This resolution will be presented after submission and HUD has approved/allowed this due to differing fiscal years for PHAs.
4. The Authority has completed compiling and Migrant Department operating budgets and will submit them for approval to the Office of Migrant Services (OMS). This budget request will be significantly higher as the Authority is requesting funds for major structural repairs.

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTIONS ITEM(S)

1. **Resolution No. 2021-01:** Accepting renewal funding award of \$54,400.00 for the 2020-2021 Family Self-Sufficiency (FSS) Program.

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



X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

The Board commended the Authority and Authority staff on their recognition from the Department of Veterans Affairs for their hard work and commitment to our veterans.

Vice-Chair Osorio commented on the County's current housing crisis and the lack of affordable housing for our community.

XII. CLOSED SESSION ITEM(S)

None

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12.30 p.m.

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

Chairperson Signature

Date: March 16, 2021

Secretary Signature

Date: March 16, 2021



Aged Receivables Report as of 2/28/2021

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	4,657.00	1,426.08	917.10	2,372.39	9,372.57		9,372.57
ca023010 PH - Merced	3,531.75	1,709.42	1,110.71	1,248.91	7,600.79		7,600.79
ca023013 PH - Merced Sr	776.32	33.35	-	-	809.67		809.67
ca023021 PH - Acquisition					-		-
ca023023 PH - Acquisition					-		-
AMP 1 TOTALS	8,965.07	3,168.85	2,027.81	3,621.30	17,783.03	-	17,783.03
AMP 2							
ca023003 PH - Atwater - Cameo	443.00	137.00	137.00	137.00	854.00		854.00
ca023006 PH - Livingston	1,659.94	(1,831.00)	(90.00)	(1,278.65)	(1,539.71)		(1,539.71)
012a PH - Atwater	2,811.26	1,705.52	972.00	5,510.66	10,999.44		10,999.44
012b PH - Winton	59.60	-	-	(281.00)	(221.40)		(221.40)
AMP 2 TOTALS	4,973.80	11.52	1,019.00	4,088.01	10,092.33	-	10,092.33
AMP 3							
ca023002 PH - Los Banos	1,424.00	29.95	597.00	838.00	2,888.95		2,888.95
ca023004 PH - Los Banos - Abby, B, C & D	2,385.04	1,571.65	1,597.79	127.45	5,681.93		5,681.93
ca023005 PH - Dos Palos - West Globe	1,200.00	228.13	121.00	-	1,549.13		1,549.13
ca023011 PH - Los Banos - J & K St	530.00	-	-	-	530.00		530.00
012c PH - Dos Palos - Alleyne	1,404.30	812.07	789.00	4,852.00	7,857.37		7,857.37
012d PH - Dos Palos - Globe	145.00	-	-	(4.90)	140.10		140.10
AMP 3 TOTALS	7,088.34	2,641.80	3,104.79	5,812.55	18,647.48	-	18,647.48
AMP 4							
ca023024 PH - 1st Street	89.35	74.00	74.00	(45.00)	192.35		192.35
AMP 4 TOTALS	89.35	74.00	74.00	(45.00)	192.35	-	192.35
VALLEY VIEW							
atw Atwater Elderly					-		-
dp Dos Palos Elderly	-	22.28	-	-	22.28		22.28
mid Midway	-	546.00	84.00	-	630.00		630.00
VALLEY VIEW TOTALS	-	568.28	84.00	-	652.28	-	652.28
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	6,067.00	2,188.00	2,088.00	2,643.00	12,986.00		12,986.00
FELIX TORRES YEAR ROUND TOTALS	6,067.00	2,188.00	2,088.00	2,643.00	12,986.00	-	12,986.00
HOUSING AUTHORITY TOTALS	27,183.56	8,652.45	8,397.60	16,119.86	60,353.47	-	60,353.47

PHAS Tracking Summary Fiscal Year Ending 09/30/21

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		293	340	375	415	415							
Average Lease Up Days		37	31	31	30	30							
Make Ready Time		472	542	575	639	639							
Average Make Ready Days		59	49	48	46	46							
Down Days		8	8	9	11	11							
Average Down Days		1	1	1	1	1							
Total # Vacant Units Turned		8	11	12	14	14							
Total # Turn Around Days		773	890	959	1065	1065							
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	97	81	80	76	76							

% 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	38	38	44	43	41							

Housing Authority of the County of Merced
Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	248,878	259,148	-10,270	-4	777,449
TOTAL GRANT INCOME (1)	210,602	187,868	22,734	12	563,602
TOTAL INCOME	459,479	447,016	12,463	3	1,341,051
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	111,499	127,992	16,493	13	383,969
TOTAL TENANT SERVICES EXPENSES	1,503	468	-1,035	-221	1,400
TOTAL UTILITY EXPENSES	69,023	65,972	-3,051	-5	197,909
TOTAL MAINTENANCE EXPENSES (4)	106,697	116,216	9,519	8	348,640
TOTAL GENERAL EXPENSES	48,994	49,808	814	2	149,439
TOTAL HOUSING ASSISTANCE PAYMENTS	470	1,668	1,198	72	5,000
TOTAL FINANCING EXPENSES	16,776	16,776	0	0	50,329
TOTAL NON-OPERATING ITEMS	12,572	12,572	0	0	37,716
TOTAL EXPENSES	367,534	391,472	23,938	61	1,174,402
NET INCOME	91,945	55,544	36,401	66	166,649

(1) Higher Operating Subsidy \$12M

(2) Lower Legal \$4M

(3) Lower Asset Mgmt Fees to be assessed at yearend \$9M

(4) Lower Maintenance Supplies \$10M

Housing Authority of the County of Merced
Financial Statement - AMP 2 (.fs-amp2)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	183,684	208,508	-24,824	-12	625,531
TOTAL GRANT INCOME	129,354	114,776	14,578	13	344,329
TOTAL INCOME	313,038	323,284	-10,246	-3	969,860
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1,2)	65,802	89,300	23,498	26	267,899
TOTAL TENANT SERVICES EXPENSES	2,106	532	-1,574	-296	1,600
TOTAL UTILITY EXPENSES (3)	52,902	62,192	9,290	15	186,560
TOTAL MAINTENANCE EXPENSES (4,5,6)	62,796	91,144	28,348	31	273,417
TOTAL GENERAL EXPENSES	38,633	38,276	-357	-1	114,830
TOTAL HOUSING ASSISTANCE PAYMENTS	251	300	49	16	900
TOTAL FINANCING EXPENSES	8,428	8,428	0	100	25,288
TOTAL NON-OPERATING ITEMS	23,791	23,792	1	0	71,372
TOTAL EXPENSES	254,709	313,964	59,255	19	941,866
NET INCOME	58,329	9,320	49,009	526	27,994

- (1) Lower Personnel Costs \$13M
- (2) Lower Asset Mgmt Fees to be assessed at yearend \$4M
- (3) Lower Utilities \$9M
- (4) Lower Maintenance Personnel costs \$3M
- (5) Lower Maintenance Supplies costs \$12M
- (6) Lower Maintenance Contract costs \$12M

Housing Authority of the County of Merced
Financial Statement - AMP 3 (.fs-amp3)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	205,623	208,784	-3,161	-2	626,351
TOTAL GRANT INCOME (1)	136,592	121,248	15,344	13	363,750
TOTAL INCOME	342,216	330,032	12,184	4	990,101
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4)	70,751	100,540	29,789	30	301,614
TOTAL TENANT SERVICES EXPENSES	916	364	-552	-152	1,100
TOTAL UTILITY EXPENSES (5)	46,720	52,900	6,180	12	158,705
TOTAL MAINTENANCE EXPENSES (6,7,8)	60,012	103,212	43,200	42	309,614
TOTAL GENERAL EXPENSES	39,161	38,768	-393	-1	116,303
TOTAL HOUSING ASSISTANCE PAYMENTS	422	400	-22	-6	1,200
TOTAL FINANCING EXPENSES	7,308	7,308	0	0	21,927
TOTAL NON-OPERATING ITEMS	19,475	19,476	1	0	58,425
TOTAL EXPENSES	244,765	322,968	78,203	24	968,888
NET INCOME	97,451	7,064	90,387	1,280	21,213

- (1) Higher Operating Subsidy \$15M
- (2) Lower personnel costs \$17M
- (3) Lower Legal costs \$4M
- (4) Lower Asset Mgmt Fees to be assessed at yearend \$5M
- (5) Lower Utilities \$6M
- (6) Lower Maintenance Personnel costs \$5M
- (7) Lower Maintenance Supplies costs \$24M
- (8) Lower Maintenance Contract costs \$15M

Housing Authority of the County of Merced
AMP4 - 1st Street, Merced (.fs-amp4)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	6,420	4,112	2,308	56	12,331
TOTAL GRANT INCOME	9,038	8,088	950	12	24,270
TOTAL INCOME	15,458	12,200	3,258	27	36,601
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	2,886	3,332	446	13	10,074
TOTAL TENANT SERVICES EXPENSES	329	0	-329	N/A	0
TOTAL UTILITY EXPENSES	2,091	2,088	-3	0	6,253
TOTAL MAINTENACE EXPENSES	1,940	3,260	1,320	40	9,817
TOTAL GENERAL EXPENSES	860	884	24	3	2,640
TOTAL HOUSING ASSISTANCE PAYMENTS	0	20	20	100	60
TOTAL FINANCING EXPENSES	468	468	0	0	1,399
TOTAL NON-OPERATING ITEMS	15,919	15,920	1	0	47,757
TOTAL EXPENSES	24,493	25,972	1,479	6	78,000
NET INCOME	-9,035	-13,772	4,737	-34	-41,399

Housing Authority of the County of Merced
All HCV Properties (.fs-hcv)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	8,795,038	7,460,152	1,334,886	18	22,380,457
TOTAL OTHER INCOME	169	600	-431	-72	1,800
TOTAL INCOME	8,795,207	7,460,752	1,334,455	18	22,382,257
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	529,878	587,916	58,038	15	1,763,743
TOTAL TENANT SERVICES EXPENSES	944	0	-944	N/A	0
TOTAL UTILITY EXPENSES	198	0	-198	N/A	0
TOTAL MAINTENANCE EXPENSES	1,694	6,192	4,498	73	18,575
TOTAL GENERAL EXPENSES	28,983	25,644	-3,339	50	76,919
TOTAL HOUSING ASSISTANCE PAYMENTS (6)	6,693,716	6,778,792	85,076	1	20,336,378
TOTAL FINANCING EXPENSES	29,232	29,232	0	0	87,691
TOTAL EXPENSES	7,284,645	7,427,776	143,131	2	22,283,306
NET INCOME	1,510,562	32,976	1,477,586	4,481	98,951

- (1) Additional one-time funding to meet prior shortfall of HAP \$1,653M
- (2) Lower than forecasted regular HAP -\$314M
- (3) Lower Personnel costs \$11M
- (4) Lower Management and Bookkeeping fees from lower HAP count \$15M
- (5) Lower Inspection costs \$17M
- (6) Lower HAP paid out \$85M

Housing Authority of the County of Merced
Central Office Cost Center (cocc)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	337,299	406,596	-69,297	-17	1,219,780
TOTAL INCOME	337,299	406,596	-69,297	-17	1,219,780
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	330,839	302,896	-27,943	-9	908,670
TOTAL TENANT SERVICES EXPENSES	467	0	-467	N/A	0
TOTAL UTILITY EXPENSES	10,588	15,428	4,840	31	46,293
TOTAL MAINTENANCE EXPENSES	33,209	28,684	-4,525	-16	86,050
TOTAL GENERAL EXPENSES	13,953	13,012	-941	-7	39,039
TOTAL FINANCING EXPENSES	30,504	30,504	0	0	91,513
TOTAL EXPENSES	419,560	390,524	-29,036	3	1,171,565
NET INCOME	-82,261	16,072	-98,333	-364	48,215

- (1) Lower Management Fees and Bookkeeping Fees -\$14M
- (2) Lower Asset Mgmt Fees to be booked at yearend -38M
- (3) Lower Admin Fee from Cap Fund to be booked as Cap Fund is utilized -\$39M
- (4) Higher Personnel costs COVID-19 temps -\$54M
- (5) Lower Training, Auditing, and Consulting \$17M
- (6) Lower Memberships, Office Supplies and Software \$16M

Housing Authority of the County of Merced
Langdon Villas (langdon)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	24,419	23,720	699	3	71,160
TOTAL OTHER INCOME (1)	86,391	96,052	-9,661	-10	288,159
TOTAL INCOME	110,810	119,772	-8,962	-7	359,319
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	12,220	31,764	19,544	62	95,282
TOTAL UTILITY EXPENSES	0	536	536	100	1,600
TOTAL MAINTENACE EXPENSES	208	2,676	2,468	92	8,039
TOTAL GENERAL EXPENSES	12,924	12,976	52	0	38,929
TOTAL FINANCING EXPENSES	56,944	56,944	0	0	170,831
TOTAL NON-OPERATING ITEMS	1,146	1,144	-2	0	3,438
TOTAL EXPENSES	83,442	106,040	22,598	21	318,119
NET INCOME	27,368	13,732	13,636	99	41,200

(1) Lower Migrant Mgmt Fees to correct overstatement in prior year -\$18M

(2) Lower Consultant Fees, not yet utilized \$16M

Housing Authority of the County of Merced
Obanion Learning Center (obanion)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	60,313	65,608	-5,295	-8	196,818
TOTAL INCOME	60,313	65,608	-5,295	-8	196,818
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	10,482	7,060	-3,422	-48	21,182
TOTAL UTILITY EXPENSES (3)	18,558	24,608	6,050	25	73,826
TOTAL MAINTENANCE EXPENSES (4)	7,903	13,452	5,549	41	40,350
TOTAL GENERAL EXPENSES	513	448	-65	-15	1,349
TOTAL NON-OPERATING ITEMS	17,933	17,932	-1	0	53,800
TOTAL EXPENSES	55,389	63,500	8,111	13	190,507
NET INCOME	4,924	2,108	2,816	134	6,311

- (1) Lower Tenant Utility reimbursement -\$3M
- (2) Management Fees overcharged for Nov-Dec, to be corrected -\$4M
- (3) Lower Electricity costs \$6M
- (4) Lower Maintenance Contract costs \$5M

Housing Authority of the County of Merced
Financial Stmt - Valley View (.fs-vv)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	198,868	181,448	17,420	10	544,348
TOTAL INCOME	198,868	181,448	17,420	10	544,348
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	28,724	48,364	19,640	41	145,082
TOTAL UTILITY EXPENSES (4)	26,484	33,156	6,672	20	99,480
TOTAL MAINTENANCE EXPENSES (5,6)	57,506	49,900	-7,606	-15	149,704
TOTAL GENERAL EXPENSES	11,219	11,000	-219	-2	33,003
TOTAL FINANCING EXPENSES	24,380	24,380	0	0	73,143
TOTAL NON-OPERATING ITEMS	13,506	13,504	-2	0	40,518
TOTAL EXPENSES	161,819	180,304	18,485	10	540,930
NET INCOME	37,049	1,144	35,905	3,139	3,418

- (1) Higher Rent Revenues \$18M
- (2) Lower Personnel costs \$14M
- (3) Lower Legal Fees \$3M
- (4) Lower Utilities \$6M
- (5) Higher Maintenance Supplies -\$4M
- (6) Higher Contract Costs - replace flooring for 2 units -\$11M

Housing Authority of the County of Merced
Felix Torres Year Round (.fs-ftyr)
Budget Comparison
Period = Oct 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Facb/-Unfav	Facb/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	178,363	188,844	-10,481	-6	566,530
TOTAL INCOME	178,363	188,844	-10,481	-6	566,530
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	17,399	38,319	20,920	55	114,953
TOTAL UTILITY EXPENSES (3)	21,162	33,768	12,606	37	101,300
TOTAL MAINTENANCE EXPENSES (4)	19,851	27,720	7,869	28	83,199
TOTAL GENERAL EXPENSES	7,919	9,496	1,577	17	28,486
TOTAL FINANCING EXPENSES	7,660	7,660	0	0	218,446
TOTAL NON-OPERATING ITEMS	65,157	65,157	0	0	0
TOTAL EXPENSES	139,148	182,120	42,972	24	546,384
NET INCOME	39,215	6,724	32,491	483	20,146

- (1) Lower Rental Income -10M
- (2) Lower Personnel costs \$17M
- (3) Lower Utilities costs \$12M
- (4) Lower Maintenance Personnel costs \$4M

Housing Authority of the County of Merced
Financial Stmt - Migrant (.fs-mig)
Budget Comparison
Period = Jul 2020-Jan 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Facb/-Unfav	Facb/-Unfav	
Revenues & Expenses					
INCOME					
TOTAL INCOME (1)	810,015	787,213	-22,802	-3	1,349,513
EXPENSES					
Total - Center Personnel (2)	385,742	399,035	13,293	3	684,065
Total - Operating Expenses (3,4)	260,062	201,964	-58,098	-29	346,225
Total - Maintenance Expenses (5)	5,305	22,113	16,808	76	37,900
Total - Contractor Administration	77,126	76,363	-763	-1	130,921
Total - Debt Service and Replacement	81,781	87,738	5,957	7	150,402
TOTAL EXPENSES	810,015	787,213	-22,802	-3	1,349,513
NET INCOME	0	0	0	0	0

- (1) Migrant Program is a zero budget. Merced HA is reimbursed for expenditures
- (2) Lower Personnel Costs \$13M
- (3) Major equipment expenditures or \$40M to be reimbured from reserves
- (4) Higher Utility costs during season -\$27M
- (5) Lower Maintenance Supplies \$17M

STAFF REPORT

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

FROM: Melina Basso, Director of Development and Asset Management

DATE: March 16, 2021

SUBJECT: Contract Award – Public Housing Tree Maintenance – Public Housing Tree Maintenance

The Housing Authority of the County of Merced (Authority) has procured for Tree Trimming and Removal Services for various Authority properties. In compliance with the Authority's Procurement Policy, an Invitation for Bids (IFB) was issued on February 4th, 2021 to solicit for sealed bids.

The Authority solicited for licensed landscaping contractors to provide tree trimming and removal services for 135 trees that need to be cut down or at least trimmed at the Authority's office complexes as well as most of the Public Housing Developments.

The Authority is required by the procurement policy to seek sealed bids. The Authority, to obtain optimal advertising, mailed eighteen (18) solicitation letters to licensed landscaping contractors, forwarded the information to the Valley Builders Exchange, published ads in both the Modesto Bee and Merced Sun Star newspapers, and made it available on the Authority website.

Bids were due on March 4th, 2021, and opened publicly via a virtual video conference held online on March 5th, 2021. The Authority received 4 bids that were opened alphabetically with the following results:

Contractor Name and City that they are from	Bid Price
Central Sierra Enterprise Inc., North Fork	\$90,565.00
Joe's Landscaping and Concrete, Newman	\$62,500.00
West Coast Arborists Inc., Fresno	\$128,250.00
Westside Landscape & Concrete, Inc., Newman	\$83,605.00

The bid submitted by Joe's Landscaping and Concrete is responsive and complete. Housing and Urban Development (HUD) required background research did not result in any disbarments, limited participation and/or other disqualifications. Joe's Landscaping and Concrete is not an accredited Better Business Bureau ("BBB") business. All references that were called gave glowing reviews and commended Joe's Landscaping and Concrete for their responsiveness and thorough work.

The Housing Authority of the County of Merced will enter into contract, awarding agency-wide Tree Trimming and Removal Services contract to Joe's Landscaping and Concrete.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: March 16, 2021

SUBJECT: Recommendation to adopt **Resolution No. 2021-02**, approving the Public Housing Operating Fund Grant submission for Calendar Year 2021.

The Department of Housing and Urban Development (HUD) provides Operating Fund (OpFund) grants for public housing at the project level on a calendar year basis. HUD provides operating subsidies to Public Housing Authorities (PHAs) to help them meet operating and management expenses. A PHA uses operating funds for operating and management costs, including administration, routine maintenance, anti-crime and anti-drug activities, resident participation in management, insurance costs, energy costs, and costs, as appropriate, related to the operation and management of mixed finance projects and repayment of debt service to finance rehabilitation and development of public housing units.

PHAs must electronically submit separate OpFund grant calculations for each project identified in HUD's Inventory Management System - Public and Indian Housing (PIH) Information Center (IMS-PIC). PHAs submit this information using electronic versions of the forms HUD-52722 and HUD-52723.

In addition to HUD-52722 and HUD-52723, PIH Notice 2021-04 requires that the Authority Board pass a Resolution (the form HUD-52574) approving the PHA's operating budget and that resolution and HUD form must be submitted to the appropriate Finance Officer prior to the beginning of the Authority's fiscal year.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2021-02**, approving the Public Housing Operating Fund Grant submission for Calendar Year 2021.

PHA Board Resolution
Approving Operating Budget

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

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

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

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

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

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

DATE

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

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

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

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

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

Print Board Chairperson's Name:	Signature:	Date:
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**Merced Housing Authority
Operating Fund Subsidy Analysis
Calendar Year 2021**

	Requested 2020 Eligibility	Requested 2021 Eligibility	<i>Variance</i>	
AMP 1	563,602	683,465	<i>119,863</i>	
AMP 2	344,329	460,996	<i>116,667</i>	
AMP 3	363,753	509,747	<i>145,994</i>	
AMP 4	24,270	28,618	<i>4,348</i>	
	<u>\$ 1,295,954</u>	<u>\$ 1,682,826</u>	<u>\$ 386,872</u>	
	PY 2020	CY 2021	<i>Variance</i>	
AMP 1				
Eligible Unit Months (EUM)	2,112	2,112	-	0.00%
Inflated PEL	532.18	546.55	<i>14.37</i>	2.63%
Inflated UEL	67.94	56.21	<i>(11.73)</i>	-20.87% Decrease in water & sewer flat rate
Total Add-ons	78,518	71,660	<i>(6,858)</i>	-9.57%
PUM Formula Income	370.44	313.08	<i>(57.36)</i>	-18.32%
Total Subsidy	<u>\$ 563,602</u>	<u>\$ 683,465</u>	<u>\$ 119,863</u>	17.54%
AMP 2				
Eligible Unit Months (EUM)	1,404	1,404	-	0.00%
Inflated PEL	553.56	568.51	<i>14.95</i>	2.63%
Inflated UEL	100.75	95.64	<i>(5.11)</i>	-5.34%
Total Add-ons	58,363	50,059	<i>(8,304)</i>	-16.59%
PUM Formula Income	450.63	371.46	<i>(79.17)</i>	-21.31%
Total Subsidy	<u>\$ 344,329</u>	<u>\$ 460,996</u>	<u>\$ 116,667</u>	25.31%
AMP 3				
Eligible Unit Months (EUM)	1,464	1,464	-	0.00%
Inflated PEL	563.08	578.28	<i>15.20</i>	2.63%
Inflated UEL	73.74	73.09	<i>(0.65)</i>	-0.89%
Total Add-ons	62,623	48,953	<i>(13,670)</i>	-27.92%
PUM Formula Income	431.13	336.62	<i>(94.51)</i>	-28.08%
Total Subsidy	<u>\$ 363,753</u>	<u>\$ 509,747</u>	<u>\$ 145,994</u>	28.64%
AMP 4				
Eligible Unit Months (EUM)	68	72	<i>4</i>	5.56%
Inflated PEL	501.50	515.04	<i>13.54</i>	2.63%
Inflated UEL	2.91	49.85	<i>46.94</i>	94.16% Water and Sewer under reported in PY
Total Add-ons	1,634	1,499	<i>(135)</i>	-9.01%
PUM Formula Income	171.53	188.24	<i>16.71</i>	8.88%
Total Subsidy	<u>\$ 24,270</u>	<u>\$ 28,618</u>	<u>\$ 4,348</u>	15.19%

***HUD Proration Not Factored In.