

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, November 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

Rick Osorio, Chairperson
Hub Walsh, Vice-Chair
Evelyn Dorsey
Margaret Pia
Jose Resendez

All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.

All supporting documentation is available for public review in the office of the Clerk of the Board located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.merced-pha.com

Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.

I. CALL TO ORDER AND ROLL

II. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

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

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

IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. September 21, 2021, Regular Meeting

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



2. October 5, 2021, Special Meeting (M/S/C): ____/____/____

V. CONSENT CALENDAR

1. Rent Delinquency Report September & October 2021
2. Track Summary Report September & October 2021
3. Financial Reports for September & October 2021

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

VI. INFORMATION/DISCUSSION ITEM(S)

VII. EXECUTIVE DIRECTOR REPORT

1. Bond Committee Update
2. Project-Based Voucher Update
3. Amendments to the ACOP & Administrative
4. RFP Update

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

1. **Resolution No. 2021-19:** Approving an addition to the Position Allocation Schedule.

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

2. **Resolution No. 2021-20:** Approving the 2021-2023 Fiscal Year rehabilitation contract between the State of California Department of Housing and Community Development and the Housing Authority of the County of Merced – Rafael Silva Migrant Center.

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

3. **Resolution No. 2021-21:** Approving the 2021-2023 Fiscal Year rehabilitation contract between the State of California Department of Housing and Community Development and the Housing Authority of the County of Merced – Atwater Migrant Center.

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

4. **Resolution No. 2021-22:** Approving the 2021-2023 Fiscal Year rehabilitation contract between the State of California Department of Housing and Community Development and the Housing Authority of the County of Merced – Felix Torres Migrant Center.

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

5. **Resolution No. 2021-23:** Approving the 2021-2023 Fiscal Year rehabilitation contract between the State of California Department of Housing and



Community Development and the Housing Authority of the County of Merced
– Merced Migrant Center.

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

6. **Resolution No. 2021-24:** Awarding the contract to Joe’s Landscaping and Concrete Inc. in the amount of \$399,971.00, and does hereby authorize the Executive Director, to sign or take any other action necessary to ensure compliance of the contract.

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

X. ACTION ITEM(S)

XI. COMMISSIONER’S COMMENTS

XII. CLOSED SESSION ITEM(S)

None

XIII. ADJOURNMENT

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



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, September 21, 2021

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

Commissioners Present:

Rick Osorio, Chair Person
Hud Walsh, Vice Chairperson
Jack Jackson
Margaret Pia

Commissioners Absent:

Evelyne Dorsey
Jose Resendez
Rachel Torres

Chairperson Osorio 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
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 Walsh/Commissioner Pia/Motion Passed

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

1. August 31, 2021 Regular Meeting

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

May 18, 2021 should reflect that Resolutions 2021-15 and 2021-16 were brought to the Board for approval after the Agenda was posted as an urgent need to approve as they affect program funding.



V. CONSENT CALENDAR

1. Rent Delinquency Report for August 2021
2. Track Summary Report for August 2021
3. Financial Reports for August 2021

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

VI. INFORMATION AND DISCUSSION ITEM(S)

None

VII. EXECUTIVE DIRECTOR REPORT

1. The Bond Committee, municipal advisers, legal counsel and Authority staff met to develop and review the final plan and options the Authority has to repay the loan note due on October 1, 2021. The team presented the detailed plan for the issuance of housing bonds for Merced Commons I/II to the Board and Board moved to review and approve the required resolution.

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTIONS ITEM(S)

1. **Resolution No. 2021-17:** Authorizing the issuance and delivery of a Mortgage Secured Housing Bond, authorizing the execution and delivery of a Deed of Trust, and approving other related documents and actions in connection therewith.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

The Board thanked the Bond Counsel for a presentation that was easy to understand and the Board feels confident the outcome will be positive as with the previous bonds.

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 Jackson/Motion Passes

Chairperson Signature

Date: October 19, 2021

Secretary Signature

Date: October 19, 2021



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Special Meeting
Tuesday, October 5, 2021

- I. The meeting was called to order by Chairperson Osorio at 2:10 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rick Osorio, Chair Person
Hub Walsh, Vice Chairperson
Evelyne Dorsey
Jose Resendez

Commissioners Absent:

Margaret Pia

Chairperson Osorio declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
David Ritchie, Legal Counsel
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 Walsh/Commissioner Dorsey/Motion Passed

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

None

V. **CONSENT CALENDAR**

None

VI. **INFORMATION AND DISCUSSION ITEM(S)**

None



VII. EXECUTIVE DIRECTOR REPORT

None

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTIONS ITEM(S)

- 1. **Resolution No. 2021-18:** Board Action to cure “actions taken” in prior meeting that could be alleged to be potentially noncompliant with Government Code Sections 54950-54963.

Legal Counsel Ritchie explained that the above-mentioned Government Code (Brown Act) requires that in order to have a meeting a quorum is required. Due to the lapse and/or delay of reappointments of four Commissioners by the County, it could potentially be perceived that the meetings and any actions taken during this time are not in compliance with said Government Codes. The Authority has sought the reappointments and the County of Merced has renewed the terms for Commissioner Dorsey and Commissioner Resendez bringing the Board into full compliance. This motion is to ratify/validate all meetings and actions taken.

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

X. ACTION ITEM(S)

- 1. **Action Item 2021-A-01:** Authorize the Executive Director to execute a Deed of Reconveyance for the property located at 1600 Mitchell Lane, in Atwater, CA.

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

XI. COMMISSIONER’S COMMENTS

None

XII. CLOSED SESSION ITEM(S)

None

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:27 p.m.

(M/S/C): Commissioner Resendez/Commissioner Dorsey/Motion Passes

Chairperson Signature

Date: October 19, 2021

Secretary Signature

Date: October 19, 2021



Aged Receivables Report as of 9/30/2021

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	4,485.36	609.80	-	(2,339.82)	2,755.34	2,755.34
ca023010 PH - Merced	4,003.87	2,144.94	-	2,142.62	8,291.43	8,291.43
ca023013 PH - Merced Sr	337.35	33.35	-	-	370.70	370.70
ca023021 PH - Acquisition					-	-
ca023023 PH - Acquisition					-	-
AMP 1 TOTALS	8,826.58	2,788.09	-	(197.20)	11,417.47	11,417.47
AMP 2						
ca023003 PH - Atwater - Cameo	1,662.00	935.00	-	2,103.00	4,700.00	4,700.00
ca023006 PH - Livingston	2,040.94	751.00	-	(639.66)	2,152.28	2,152.28
012a PH - Atwater	1,853.23	1,354.10	-	10,340.53	13,547.86	13,547.86
012b PH - Winton	108.60	-	-	(251.00)	(142.40)	(142.40)
AMP 2 TOTALS	5,664.77	3,040.10	-	11,552.87	20,257.74	20,257.74
AMP 3						
ca023002 PH - Los Banos	859.48	484.00	-	(511.00)	832.48	832.48
ca023004 PH - Los Banos - Abby, B, C & D	959.99	353.98	-	(724.00)	589.97	589.97
ca023005 PH - Dos Palos - West Globe	1,126.62	423.00	-	399.00	1,948.62	1,948.62
ca023011 PH - Los Banos - J & K St	261.00	-	-	(374.00)	(113.00)	(113.00)
012c PH - Dos Palos - Alleyne	903.68	1,583.00	-	10,385.00	12,871.68	12,871.68
012d PH - Dos Palos - Globe	887.00	266.00	-	220.00	1,373.00	1,373.00
AMP 3 TOTALS	4,997.77	3,109.98	-	9,395.00	17,502.75	17,502.75
AMP 4						
ca023024 PH - 1st Street	420.35	147.00	-	(265.00)	302.35	302.35
AMP 4 TOTALS	420.35	147.00	-	(265.00)	302.35	302.35
VALLEY VIEW						
atw Atwater Elderly					-	-
dp Dos Palos Elderly					-	-
mid Midway	-	-	-	200.00	200.00	200.00
pbc-b-atw	1,024.00	668.00	-	75.49	1,767.49	1,767.49
pbc-b-dp	599.28	72.00	-	(743.72)	(72.44)	(72.44)
pbc-p-mid	3,010.00	2,089.00	-	4,777.68	9,876.68	9,876.68
VALLEY VIEW TOTALS	4,633.28	2,829.00	-	4,309.45	11,771.73	11,771.73
FELIX TORRES YEAR ROUND						
ft-yr Felix Torres Year Round Center	4,917.00	3,023.82	-	2,618.00	10,558.82	10,558.82
FELIX TORRES YEAR ROUND TOTALS	4,917.00	3,023.82	-	2,618.00	10,558.82	10,558.82
HOUSING AUTHORITY TOTALS	29,459.75	14,937.99	-	27,413.12	71,810.86	71,810.86

Aged Receivables Report as of 10/31/2021

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	6,414.13	2,973.48	-	(3,217.02)	6,170.59	6,170.59
ca023010 PH - Merced	4,923.87	2,234.94	-	1,303.62	8,462.43	8,462.43
ca023013 PH - Merced Sr	309.35	33.35	-	-	342.70	342.70
ca023021 PH - Acquisition					-	-
ca023023 PH - Acquisition					-	-
AMP 1 TOTALS	11,647.35	5,241.77	-	(1,913.40)	14,975.72	14,975.72
AMP 2						
ca023003 PH - Atwater - Cameo	1,767.09	1,103.00	-	3,038.00	5,908.09	5,908.09
ca023006 PH - Livingston	885.63	1,243.00	-	(665.66)	1,462.97	1,462.97
012a PH - Atwater	2,591.07	1,834.16	-	11,402.63	15,827.86	15,827.86
012b PH - Winton	24.60	-	-	(251.00)	(226.40)	(226.40)
AMP 2 TOTALS	5,268.39	4,180.16	-	13,523.97	22,972.52	22,972.52
AMP 3						
ca023002 PH - Los Banos	770.48	15.00	-	(27.00)	758.48	758.48
ca023004 PH - Los Banos - Abby, B, C & D	1,421.97	(260.02)	-	(1,104.00)	57.95	57.95
ca023005 PH - Dos Palos - West Globe	555.32	314.00	-	78.00	947.32	947.32
ca023011 PH - Los Banos - J & K St	262.00	-	-	(374.00)	(112.00)	(112.00)
012c PH - Dos Palos - Alleyne	903.68	794.00	-	11,968.00	13,665.68	13,665.68
012d PH - Dos Palos - Globe	887.00	266.00	-	129.00	1,282.00	1,282.00
AMP 3 TOTALS	4,800.45	1,128.98	-	10,670.00	16,599.43	16,599.43
AMP 4						
ca023024 PH - 1st Street	275.35	-	-	(265.00)	10.35	10.35
AMP 4 TOTALS	275.35	-	-	(265.00)	10.35	10.35
VALLEY VIEW						
atw Atwater Elderly					-	-
dp Dos Palos Elderly					-	-
mid Midway	-	-	-	200.00	200.00	200.00
pbc-b-atw	1,025.00	668.00	-	140.49	1,833.49	1,833.49
pbc-b-dp	737.28	40.00	-	(847.72)	(70.44)	(70.44)
pbc-p-mid	2,676.00	2,332.00	-	6,463.68	11,471.68	11,471.68
VALLEY VIEW TOTALS	4,438.28	3,040.00	-	5,956.45	13,434.73	13,434.73
FELIX TORRES YEAR ROUND						
ft-yr Felix Torres Year Round Center	4,932.00	3,027.82	-	3,024.00	10,983.82	10,983.82
FELIX TORRES YEAR ROUND TOTALS	4,932.00	3,027.82	-	3,024.00	10,983.82	10,983.82
HOUSING AUTHORITY TOTALS	31,361.82	16,618.73	-	30,996.02	78,976.57	78,976.57

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	417	510	528	528	575	580	739
Average Lease Up Days		37	31	31	30	30	26	30	26	25	25	21	22
Make Ready Time		472	542	575	639	639	692	705	799	902	996	1312	1443
Average Make Ready Days		59	49	48	46	46	43	41	40	43	43	49	42
Down Days		8	8	9	11	11	13	21	55	60	103	120	444
Average Down Days		1	1	1	1	1	1	1	3	3	4	4	13
Total # Vacant Units Turned		8	11	12	14	14	16	17	20	21	23	27	34
Total # Turn Around Days		773	890	959	1065	1065	1122	1236	1382	1490	1674	2012	2626
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	70	73	69	71	73	75	77

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	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	32	28	26	26	21	21	22

PHAS Tracking Summary Fiscal Year Ending 09/30/22

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		87											
Average Lease Up Days		15											
Make Ready Time		373											
Average Make Ready Days		62											
Down Days		146											
Average Down Days		24											
Total # Vacant Units Turned		6											
Total # Turn Around Days		606											
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	101											

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	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	22											

Housing Authority of the County of Merced
Financial Statement - AMP 1 (.fs-amp1)
Budget Comparison
Period = Oct 2020-Aug 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	678,612	712,657	-34,045	-5	777,449
TOTAL GRANT INCOME (1)	598,591	516,637	81,954	16	563,602
TOTAL INCOME	1,277,203	1,229,294	47,909	4	1,341,051
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4)	311,829	351,978	40,149	11	383,969
TOTAL TENANT SERVICES EXPENSES	2,295	1,287	-1,008	-78	1,400
TOTAL UTILITY EXPENSES (5)	194,689	181,423	-13,266	-7	197,909
TOTAL MAINTENACE EXPENSES (6,7)	318,435	319,594	1,159	0	348,640
TOTAL GENERAL EXPENSES	135,889	136,972	1,083	78	149,439
TOTAL HOUSING ASSISTANCE PAYMENTS	1,454	4,587	3,133	68	5,000
TOTAL FINANCING EXPENSES	45,481	46,134	653	1	50,329
TOTAL NON-OPERATING ITEMS	34,573	34,573	0	0	37,716
TOTAL EXPENSES	1,044,645	1,076,548	31,903	3	1,174,402
NET INCOME	232,558	152,746	79,812	52	166,649

- (1) Higher Grant Income \$47M
- (2) Lower Personnel Costs \$12M
- (3) Lower Legal Costs \$10M
- (4) Lower Asset Mgmt Fees to be assessed at yearend \$19M
- (5) Higher Garbage -\$12M
- (6) Higher Maintenance Personnel (Medical) -\$27M
- (7) Lower Maintenance Contracted Repair Costs 26M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	500,884	573,397	-72,513	-13	625,531
TOTAL GRANT INCOME	393,509	315,634	77,875	25	344,329
TOTAL INCOME	894,393	889,031	5,362	1	969,860
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1,2,3)	203,069	245,575	42,506	21	267,899
TOTAL TENANT SERVICES EXPENSES	2,552	1,463	-1,089	-74	1,600
TOTAL UTILITY EXPENSES	166,485	171,028	4,543	3	186,560
TOTAL MAINTENANCE EXPENSES (4,5)	208,349	250,646	42,297	17	273,417
TOTAL GENERAL EXPENSES	106,565	105,259	-1,306	-1	114,830
TOTAL HOUSING ASSISTANCE PAYMENTS	914	825	-89	-11	900
TOTAL FINANCING EXPENSES	22,940	23,177	237	1	25,288
TOTAL NON-OPERATING ITEMS	65,425	65,428	3	0	71,372
TOTAL EXPENSES	776,299	863,401	87,102	10	941,866
NET INCOME	118,094	25,630	92,464	361	27,994

- (1) Lower Personnel Costs \$21M
- (2) Lower Asset Mgmt Fees to be assessed at yearend \$12M
- (3) Legal Fees \$5M
- (4) Lower Maintenance Supplies Costs \$20M
- (5) Lower Maintenance Contract Costs \$22M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	540,235	574,156	-33,921	-6	626,351
TOTAL GRANT INCOME (1)	430,286	333,432	96,854	29	363,750
TOTAL INCOME	970,521	907,588	62,933	7	990,101
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	255,822	276,485	20,663	11	301,614
TOTAL TENANT SERVICES EXPENSES	4,179	1,001	-3,178	-317	1,100
TOTAL UTILITY EXPENSES	140,376	145,475	5,099	4	158,705
TOTAL MAINTENANCE EXPENSES (4,5,6)	189,175	283,833	94,658	33	309,614
TOTAL GENERAL EXPENSES	108,035	106,612	-1,423	-1	116,303
TOTAL HOUSING ASSISTANCE PAYMENTS	1,240	1,100	-140	-13	1,200
TOTAL FINANCING EXPENSES	19,865	20,097	232	1	21,927
TOTAL NON-OPERATING ITEMS	53,556	53,559	3	0	58,425
TOTAL EXPENSES	772,248	888,162	115,914	13	968,888
NET INCOME	198,273	19,426	178,847	921	21,213

- (1) Higher Operating Fund \$63M
- (2) Lower Legal Costs \$9M
- (3) Lower Asset Mgmt Fees to be assessed at yearend \$13M
- (4) Lower Maintenance Personnel Costs \$34M
- (5) Lower Maintenance Supplies Costs \$36M
- (6) Lower Maintenance Contracted Costs \$24M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	19,084	11,308	7,776	69	12,331
TOTAL GRANT INCOME	25,249	22,242	3,007	14	24,270
TOTAL INCOME	44,333	33,550	10,783	32	36,601
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	7,456	9,163	1,707	19	10,074
TOTAL TENANT SERVICES EXPENSES	330	0	-330	N/A	0
TOTAL UTILITY EXPENSES	6,439	5,742	-697	-12	6,253
TOTAL MAINTENANCE EXPENSES (2)	12,536	8,965	-3,571	-40	9,817
TOTAL GENERAL EXPENSES	2,374	2,431	57	2	2,640
TOTAL HOUSING ASSISTANCE PAYMENTS	0	55	55	100	60
TOTAL FINANCING EXPENSES	1,261	1,287	26	2	1,399
TOTAL NON-OPERATING ITEMS	43,777	43,780	3	0	47,757
TOTAL EXPENSES	74,173	71,423	-2,750	-4	78,000
NET INCOME	-29,840	-37,873	8,033	-21	-41,399

(1) Higher Tenant Rents \$8M

(2) Higher Maintenance Supplies Costs -\$3M

Housing Authority of the County of Merced
HCV Program (fs.hcv plus sub-dp sub-mid sub-atw)
Budget Comparison
Period = Oct 2020-Aug 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2,3)	23,034,028	20,515,418	2,518,610	12	22,380,457
TOTAL OTHER INCOME	6,724	1,650	5,074	308	1,800
TOTAL INCOME	23,040,752	20,517,068	2,523,684	12	22,382,257
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4-7)	1,387,873	1,616,769	228,697	14	1,763,743
TOTAL TENANT SERVICES EXPENSES	3,645	0	-3,645	N/A	0
TOTAL UTILITY EXPENSES	227	0	-227	N/A	0
TOTAL MAINTENANCE EXPENSES	8,866	17,028	8,162	48	18,575
TOTAL GENERAL EXPENSES	75,184	70,521	-4,663	-7	76,919
TOTAL HOUSING ASSISTANCE PAYMENTS (8)	18,286,284	18,641,678	355,394	2	20,336,378
TOTAL FINANCING EXPENSES	79,320	80,388	1,068	1	87,691
TOTAL EXPENSES	19,841,399	20,426,384	584,786	3	22,283,306
NET INCOME	3,199,353	90,684	3,108,470	3,428	98,951

- (1) Additional HAP funding to replace deficit HAP paid in previous months, \$1,654M in Dec, \$576M in Mar, \$498M in Apr, Total \$2,728M
- (2) Lower than forecasted regular monthly HAP \$244M
- (3) Higher Admin Fee \$34M
- (4) Lower Personnel Costs \$82M
- (5) Lower Management and Bookkeeping Fees \$60M
- (6) Lower Inspection Fees \$36M
- (7) Lower General Admin Costs \$40M
- (8) Lower HAP Paid Out \$355M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	912,314	1,118,139	-205,825	-18	1,219,780
TOTAL INCOME	912,314	1,118,139	-205,825	-18	1,219,780
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	981,489	832,964	-148,525	-18	908,670
TOTAL TENANT SERVICES EXPENSES	1,984	0	-1,984	N/A	0
TOTAL UTILITY EXPENSES	35,883	42,427	6,544	15	46,293
TOTAL MAINTENANCE EXPENSES (6,7)	95,599	78,881	-16,718	-21	86,050
TOTAL GENERAL EXPENSES	38,177	35,783	-2,394	-7	39,039
TOTAL FINANCING EXPENSES	82,758	83,886	1,128	1	91,513
TOTAL EXPENSES	1,235,890	1,073,941	-161,949	-15	1,171,565
NET INCOME	-323,576	44,198	-367,774	-832	48,215

- (1) Lower Management Fees and Bookkeeping Fees -\$56M
- (2) Lower Asset Management Fees to be booked at yearend -\$45M
- (3) Lower Admin Fees for Capital Funds, anticipate full utilization by yearend -\$107M
- (4) Higher Personnel Costs COVID-19 temps -\$91M
- (5) Kiosks for Tenants and Clients to be drawn from COVID-19 funding -59M
- (6) Damage to gate to Office Building -\$12M
- (7) Elevator Repairs -\$25M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	67,176	65,230	1,946	3	71,160
TOTAL OTHER INCOME (1)	249,713	264,143	-14,430	-5	288,159
TOTAL INCOME	316,889	329,373	-12,484	-4	359,319
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	35,126	87,351	52,225	60	95,282
TOTAL UTILITY EXPENSES	25	1,474	1,449	98	1,600
TOTAL MAINTENACE EXPENSES	1,428	7,359	5,931	81	8,039
TOTAL GENERAL EXPENSES	35,552	35,684	132	0	38,929
TOTAL FINANCING EXPENSES	155,881	156,596	715	0	170,831
TOTAL NON-OPERATING ITEMS	3,152	3,146	-6	0	3,438
TOTAL EXPENSES	231,164	291,610	60,446	21	318,119
NET INCOME	85,725	37,763	47,962	127	41,200

(1) Management Fe from Migrant Program, correction for overstatement from prior fiscal year -\$18M

(2) Consultants not yet utilized \$45M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	159,324	180,422	-21,098	-12	196,818
TOTAL INCOME	159,324	180,422	-21,098	-12	196,818
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	17,190	19,415	2,225	11	21,182
UTILITIES					
Water	2,770	5,115	2,345	46	5,584
Electricity	35,335	44,748	9M	21	48,812
Gas	6,875	5,324	-1,551	-29	5,812
Garbage/Trash Removal	9,383	6,204	-3,179	-51	6,764
Other Utilities	448	209	-239	-114	229
Sewer	5,847	6,072	225	4	6,625
TOTAL UTILITY EXPENSES (2)	60,658	67,672	7,014	10	73,826
TOTAL MAINTENACE EXPENSES	35,178	36,993	1,815	5	40,350
TOTAL GENERAL EXPENSES	1,409	1,232	-177	-14	1,349
TOTAL NON-OPERATING ITEMS	49,317	49,313	-4	0	53,800
TOTAL EXPENSES	163,752	174,625	10,873	6	190,507
NET INCOME	-4,428	5,797	-10,225	-176	6,311

- (1) Lower Tenant Utility Chargeback -\$15M
(2) Lower Electricity \$7M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	503,882	519,321	-15,439	-3	566,530
TOTAL OTHER INCOME	79	0	79	N/A	0
TOTAL INCOME	503,961	519,321	-15,360	-3	566,530
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	54,704	105,376	50,673	48	114,953
TOTAL UTILITY EXPENSES	73,483	92,862	19,379	21	101,300
TOTAL MAINTENANCE EXPENSES	89,550	76,230	-13,320	-17	83,199
TOTAL GENERAL EXPENSES	21,647	26,114	4,467	17	28,486
TOTAL FINANCING EXPENSES	21,065	21,065	0	0	22,975
TOTAL NON-OPERATING ITEMS	179,182	179,179	-3	0	195,471
TOTAL EXPENSES	439,631	500,826	61,196	12	546,384
NET INCOME	64,330	18,495	45,836	248	20,146

- (1) Lower Tenant Rent -\$15M
- (2) Lower Personnel Costs \$49M
- (3) Lower Utility Costs \$19M
- (4) Higher Maintenance Personnel Costs -\$13M

Housing Authority of the County of Merced
Valley View = atw dp mid vv-bond pbc-b-atw pbc-b-dp pbc-b-mid
Budget Comparison
Period = Oct 2020-Aug 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	577,503	498,982	78,521	16	544,348
TOTAL INCOME	<u>577,503</u>	<u>498,982</u>	<u>78,521</u>	<u>16</u>	<u>544,348</u>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	96,630	133,001	36,371	27	145,082
TOTAL UTILITY EXPENSES (4)	83,510	91,179	7,669	8	99,480
TOTAL MAINTENANCE EXPENSES (5)	147,799	137,225	-10,574	-8	149,704
TOTAL GENERAL EXPENSES	31,062	30,250	-812	-3	33,003
TOTAL FINANCING EXPENSES	67,045	67,045	0	0	73,143
TOTAL NON-OPERATING ITEMS	37,142	37,136	-6	0	40,518
TOTAL EXPENSES	<u>463,188</u>	<u>495,836</u>	<u>32,648</u>	<u>7</u>	<u>540,930</u>
NET INCOME	<u><u>114,315</u></u>	<u><u>3,146</u></u>	<u><u>111,169</u></u>	<u><u>3,534</u></u>	<u><u>3,418</u></u>

- (1) Higher Rent Revenues \$78M
- (2) Lower Personnel Costs \$20M
- (3) Lower Legal Costs \$12M
- (4) Lower Utilities \$7M
- (5) Floor replacement at 3 units -\$17M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
Total - Grant Income (1)	1,207,342	1,349,513	142,171	11	1,349,513
TOTAL INCOME	1,207,342	1,349,513	142,171	11	1,349,513
EXPENSES					
Total - Center Personnel (2)	573,159	684,065	110,906	16	684,065
Total - Operating Expenses (3)	391,699	346,225	-45,474	-13	346,225
Total - Maintenance Expenses (4)	25,936	37,900	11,964	32	37,900
Total - Contractor Administration (5)	134,766	130,921	-3,845	-3	130,921
Total - Debt Service and Replacement (6)	81,781	150,402	68,621	46	150,402
TOTAL EXPENSES	1,207,342	1,349,513	142,171	11	1,349,513
NET INCOME+	0	0	0	0	0

- (1) Migrant Program is a zero budget program. Merced HA is reimbursed for expenditures.
- (2) Lower Personnel Costs \$111M
- (3) Major Equipment purchase to be reimbursed from Reserves \$46M
- (4) Lower Maintenance Supplies and Contract work \$12M
- (5) Higher Audit Fees -\$4M
- (6) Reserve to be funded \$68M

Housing Authority of the County of Merced
Valley View = atw dp mid vv-bond pbc-b-atw pbc-b-dp pbc-b-mid
Budget Comparison
Period = Oct 2020-Sep 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	627,341	544,348	82,993	15	148,512
TOTAL INCOME	627,341	544,348	82,993	15	148,512
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	105,301	145,082	39,781	27	38,616
TOTAL UTILITY EXPENSES	99,004	99,480	476	0	24,270
TOTAL MAINTENANCE EXPENSES (4)	164,028	149,704	-14,324	-10	41,538
TOTAL GENERAL EXPENSES	34,047	33,003	-1,044	-3	10,377
TOTAL FINANCING EXPENSES	73,143	73,143	0	0	17,796
TOTAL NON-OPERATING ITEMS	40,519	40,518	-1	0	10,131
TOTAL EXPENSES	516,042	540,930	24,888	5	142,728
NET INCOME	111,299	3,418	107,881	3,156	5,784

- (1) Higher Ret Revenues \$82M
- (2) Lower Personnel Costs \$22M
- (3) Lower Legal Costs \$13M
- (4) Floor replacements for 3 units -\$17M

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: November 16, 2021

SUBJECT: Recommendation to adopt **Resolution No. 2021-19**, approving an addition to the Position Allocation Schedule

Attached is a copy of the draft job description for the new management position of Director of Housing & Community Development. Following discussions of the Board at the July 14, 2021 Special Meeting that dealt with strategic planning for the agency and presentations by the Executive Director regarding the composition of the Authority's management team. This position has been developed to meet the agency needs as expressed in both Board-identified strategic planning priorities, and changing needs identified by the Executive Director in staff resources and for increased agency efficiency.

The new position will improve the Authority's abilities to address meeting the urgent need for affordable housing.

Resolution No. 2021-19 authorizes the creation of a Director of Housing & Community Development position, subject to finalization of the attached job description, and an addition of the job title and allocation authority to be added to the current allocation schedule.

The salary range for this position shall be \$56,300.00 - \$88,500.00 annually which is in line with the salary for other Director positions.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2021-19**, approving the addition of the position of Director of Housing & Community Development to the current position allocation schedule.

Job Title:	Director of Housing & Community Development	Job Category:	Administration
Department/Group:	Public Housing	Job Code:	
Job Description			
<p>The statements specified in the position description are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.</p> <p>DEFINITION/PURPOSE</p> <p>Reporting to the Executive Director, the Director of Housing and Community Development position will engage in a variety of functions aimed at increasing the supply of affordable housing throughout Merced County and forging partnerships to address critical housing needs. A portion of the job duties will be more programmatic in nature and will require the Director of Housing and Community Development to provide a variety of program support services including developing program objectives, responding to Notices of Funding Availability (NOFAs), evaluating project proposals and underwriting, understanding and applying HUD and other program regulations, managing the Authority's role in facilitating affordable housing developments, preparing contract documents, monitoring the progress of funding recipients, and providing technical assistance to and working with community groups on housing-related issues. Other job duties will be more policy oriented and will require the Director of Housing and Community Development to provide a variety of policy and partnership support to the Authority and its interagency and private partners, nonprofit and for-profit, to support housing initiatives.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>This position is Management & Confidential (Exempt). Exempt (FLSA).</p> <p>SUPERVISION RECEIVED & EXERCISED</p> <p>Under direct and general supervision of the Executive Director. This classification may have supervisory responsibilities.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <p>The programmatic support duties may include, but are not limited to:</p> <ul style="list-style-type: none"> • Managing the Authority's relationship with, and providing technical assistance to, non-profit and for-profit organizations funded or seeking funding from the Authority to facilitate development processes while ensuring compliance with applicable County, State and Federal requirements. • Negotiating contract terms with outside vendors, consultants or organizations and monitoring and evaluating fiscal and legal liability of same. • Administering home buyer and home repair programs, including underwriting for eligibility and affordability, and preparing loan documents, and contracts. • Managing the assets of the Authority's loans and grants portfolio and providing analysis and recommendations in response to requests to subordinate, refinance, or restructure existing Authority loans. • Coordinating the funding cycles of various funding sources including but not limited to the County Affordable Housing Fund and Federal Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME) and Emergency Solutions Grant (ESG). • Developing and administering housing and community development programs which support affordable new construction, acquisition of existing affordable housing, rehabilitation, and first-time home ownership. • Managing a portfolio of grantees to ensure compliance with local, State and Federal regulations, including environmental reviews and prevailing wage requirements. 			

- Managing a portfolio of grantees including negotiating contracts, processing requests for payment, and reviewing quarterly and/or annual progress reports.
- Providing support and oversight to planning and developing large scale housing projects sponsored or co-sponsored by the Authority.
- Monitoring the performance of grantees and writing performance reports as needed.
- Conducting due diligence reviews on applications for community development and public services, housing grants and loans and coordinating with consultants on final staff recommendation reports.
- Preparing funding recommendations, memos, resolutions and other materials that will go to the Board of Commissioners.
- Interpreting, explaining, and directing the enforcement of all applicable standards, codes and regulations.
- May represent the Authority at meetings of the County Board of Supervisors.
- Preparing detailed written reports, policies, procedures and contracts.
- Assisting in the Authority's response to Federal, State, and County audits.

The policy and partnership support duties may include, but are not limited to:

- Developing plans, objectives and implementation strategies for Authority outreach, technical assistance, and partnership initiatives.
- Acting as representative of the Authority in collaborations with community stakeholders and inter-departmental work within the County.
- Researching, analyzing, and summarizing data on key housing initiatives in partnership with the Department's interagency and private partners, nonprofit and for-profit.
- Assisting with the response to Notice of Funding Availability (NOFA) priorities, guidelines and processes.
- May be required to perform duties assigned to grant administration.
- Researching, analyzing, and helping develop affordable housing policy solutions addressing County needs, and evaluating impacts on underserved and underrepresented communities.
- Monitoring the progress of affordable housing-related collaborations and initiatives in which the Housing Department is participating; and engaging in problem-solving as needed when challenges arise.
- Identifying and evaluating new funding programs and opportunities for the County and its partners to access these new programs.
- Investigating and developing new opportunities for the Authority to provide support and assistance to cities, housing developers, housing advocates, and others in facilitating the creation of housing.
- Performs other essential job tasks as determined by the Executive Director.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge & Abilities:

1. Housing policy or housing program development and implementation.
2. First-time homebuyer and/or home repair programs.
3. Federal or state housing programs.
4. Affordable housing production and finance.
5. Urban planning development and community revitalization.

The ideal candidate for this position will possess the following qualities/qualifications:

1. Equivalent to a Bachelor's degree from an accredited college or university, with major coursework in economic/community development, planning, finance, public administration, or in a relevant field

2. One year of progressively advanced skills and experience with affordable housing policies and programs
 3. One year of progressively advanced skills and experience with administering CDBG/HOME/ESG programs
 4. Familiarity with other federal and state housing finance programs such as Low-Income Housing Tax Credits (LIHTC).
 5. An understanding of affordable housing finance and underwriting.
 6. An understanding of the complexities of housing development, land use, and affordable housing financing issues.
 7. Knowledge of issues related to urban planning and equitable community development.
 8. Knowledge of programs for facilitating and subsidizing low- and moderate-income housing.
 9. Experience in community outreach and partnership development.
 10. Experience working with people/communities from diverse racial, ethnic, and socioeconomic backgrounds.
 11. Familiarity of County's priorities and programs to reduce homelessness
 12. Strong program and project management skills and ability to manage multiple projects and tasks with competing priorities
 13. A positive attitude and sense of humor.
 14. An ability to embrace change with initiative, flexibility and enthusiasm.
 15. Ability to establish and maintain cooperative working relationships
- Effective written and oral communication skills.

Licenses & Certificates: Possession of, or ability to immediately obtain and retain a valid California Driver License.

Physical Requirements/Work Environment: Good time-management skills and the ability to organize daily work assignments and meet stringent time frames; develop and maintain a positive work environment; encourage good team-building skills among subordinate staff; administer daily tasks in an efficient manner to meet program goals and objectives; display good conflict-resolution and mentoring skills, and demonstrate effective contract negotiation techniques.

Other: Provide proof of U.S citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).

The Housing Authority of the County of Merced is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: November 16, 2021

SUBJECT: Recommendation to adopt **Resolution No. 2021-20, 2021-21, 2021-22, and 2021-23**, approving the 2021-2023 Fiscal Year rehabilitation contract between the State of California Department of Housing and Community Development and the Housing Authority of the County of Merced.

On August 13, 2021, the Department of Housing & Community Development – Office of Migrant Services (OMS) notified the Authority that the 2021-2022 California State Budget had been enacted and included a one-time \$30 million General Fund allocation for critical deferred maintenance needs and improved habitability at the migrant farmworker centers within OMS. This funding is completely separate from the Migrant Center operations budget.

Authority staff to review and discuss Physical Needs Assessment (PNA) for each Center. A list of projects for each site was developed and submitted for review and approval. The projects are comprised of, but are not limited to, roofing, asphalt repair, water conservation, and ADA compliance.

The attached resolutions provide funding for said projects.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2021-20, 2021-21, 2021-22, and 2021-23**, approving the 2021-2023 Fiscal Year rehabilitation contract between the State of California Department of Housing and Community Development and the Housing Authority of the County of Merced.

RESOLUTION NO 2021-20

RESOLUTION APPROVING THE 2021-2023 FISCAL YEAR REHABILITATION CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED

[All, or a necessary quorum and majority] of [the directors, supervisors, members, council members, etc.] of [name of entity, and type of entity: non-profit, county, municipality, etc.] (“Applicant”) hereby consent to, adopt, and ratify the following resolution:

- A. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) has a current contractual relationship with the Housing Authority of the County of Merced, through its Office of Migrant Services Program (OMS) (“Program”) for the purposes of managing and maintaining the OMS Rafael Silva Migrant Center, which was formalized through the execution of Standard Agreement #21-OMS-16187.
- B. WHEREAS the OMS Program and the Housing Authority of the County of Merced have agreed that the OMS Center is in need of rehabilitation and improvements to best serve the health and safety needs of the residents in accordance with the California Codes of Regulations Sections 7600-7665.
- C. WHEREAS the Housing Authority of the County of Merced commits to facilitate the rehabilitation and improvements at the Rafael Silva Migrant Center and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the Housing Authority of the County of Merced and the Department.

NOW THEREFORE BE IT RESOLVED THAT the OMS Standard Agreement with a rehabilitation budget in the **amount not to exceed \$1,101,815.00**, be approved by Housing Authority of the County of Merced and the Board of Commissioners of the Housing Authority of the County of Merced is authorized to execute this Standard Agreement and any amendments or modifications thereto, as well as any other documents which are related to the Program, as the Department may deem appropriate, on behalf of the Housing Authority of the County of Merced.

PASSED AND ADOPTED at a regular meeting of the Housing Authority of the County of Merced this 16th day of November, 2021 by the following vote:

MOTION:

SECOND:

AYES:

ABSTENTIONS:

NOES:

ABSENT:

Date: November 16, 2021

Rick Osorio, Chairperson Board of Commissioners

County:

ATTEST: [IF APPLICABLE] APPROVED AS TO LEGAL FORM

Date: November 16, 2021

David Ritchie, Legal Counsel

The Clerk (public entity) attests or certifies, as a witness to a board meeting held on November 16, 2021, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended

Signed: _____
Maria F. Alvarado, Clerk of the Board
Housing Authority of the County of Merced

RESOLUTION NO 2021-21

RESOLUTION APPROVING THE 2021-2023 FISCAL YEAR REHABILITATION CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED

[All, or a necessary quorum and majority] of [the directors, supervisors, members, council members, etc.] of [name of entity, and type of entity: non-profit, county, municipality, etc.] (“Applicant”) hereby consent to, adopt, and ratify the following resolution:

- A. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) has a current contractual relationship with the Housing Authority of the County of Merced, through its Office of Migrant Services Program (OMS) (“Program”) for the purposes of managing and maintaining the OMS Atwater Migrant Center, which was formalized through the execution of Standard Agreement #21-OMS-16186.
- B. WHEREAS the OMS Program and the Housing Authority of the County of Merced have agreed that the OMS Center is in need of rehabilitation and improvements to best serve the health and safety needs of the residents in accordance with the California Codes of Regulations Sections 7600-7665.
- C. WHEREAS the Housing Authority of the County of Merced commits to facilitate the rehabilitation and improvements at the Atwater Migrant Center and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the Housing Authority of the County of Merced and the Department.

NOW THEREFORE BE IT RESOLVED THAT the OMS Standard Agreement with a rehabilitation budget in the **amount not to exceed \$1,834,326.00**, be approved by Housing Authority of the County of Merced and the Board of Commissioners of the Housing Authority of the County of Merced is authorized to execute this Standard Agreement and any amendments or modifications thereto, as well as any other documents which are related to the Program, as the Department may deem appropriate, on behalf of the Housing Authority of the County of Merced.

PASSED AND ADOPTED at a regular meeting of the Housing Authority of the County of Merced this 16th day of November, 2021 by the following vote:

MOTION:

SECOND:

AYES:

ABSTENTIONS:

NOES:

ABSENT:

Rick Osorio, Chairperson Board of Commissioners

Date: November 16, 2021

County:

ATTEST: [IF APPLICABLE] APPROVED AS TO LEGAL FORM

David Ritchie, Legal Counsel

Date: November 16, 2021

The Clerk (public entity) attests or certifies, as a witness to a board meeting held on November 16, 2021, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended

Signed: _____
Maria F. Alvarado, Clerk of the Board
Housing Authority of the County of Merced

RESOLUTION NO 2021-22

RESOLUTION APPROVING THE 2021-2023 FISCAL YEAR REHABILITATION CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED

[All, or a necessary quorum and majority] of [the directors, supervisors, members, council members, etc.] of [name of entity, and type of entity: non-profit, county, municipality, etc.] (“Applicant”) hereby consent to, adopt, and ratify the following resolution:

- A. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) has a current contractual relationship with the Housing Authority of the County of Merced, through its Office of Migrant Services Program (OMS) (“Program”) for the purposes of managing and maintaining the OMS Felix Torres Migrant Center, which was formalized through the execution of Standard Agreement #21-OMS-16189.
- B. WHEREAS the OMS Program and the Housing Authority of the County of Merced have agreed that the OMS Center is in need of rehabilitation and improvements to best serve the health and safety needs of the residents in accordance with the California Codes of Regulations Sections 7600-7665.
- C. WHEREAS the Housing Authority of the County of Merced commits to facilitate the rehabilitation and improvements at the Felix Torres Migrant Center and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the Housing Authority of the County of Merced and the Department.

NOW THEREFORE BE IT RESOLVED THAT the OMS Standard Agreement with a rehabilitation budget in the **amount not to exceed \$664,342.00**, be approved by Housing Authority of the County of Merced and the Board of Commissioners of the Housing Authority of the County of Merced is authorized to execute this Standard Agreement and any amendments or modifications thereto, as well as any other documents which are related to the Program, as the Department may deem appropriate, on behalf of the Housing Authority of the County of Merced.

PASSED AND ADOPTED at a regular meeting of the Housing Authority of the County of Merced this 16th day of November, 2021 by the following vote:

MOTION:

SECOND:

AYES:

ABSTENTIONS:

NOES:

ABSENT:

Rick Osorio, Chairperson Board of Commissioners

Date: November 16, 2021

County:

ATTEST: [IF APPLICABLE] APPROVED AS TO LEGAL FORM

David Ritchie, Legal Counsel

Date: November 16, 2021

The Clerk (public entity) attests or certifies, as a witness to a board meeting held on November 16, 2021, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended

Signed: _____
Maria F. Alvarado, Clerk of the Board
Housing Authority of the County of Merced

RESOLUTION NO 2021-23

RESOLUTION APPROVING THE 2021-2023 FISCAL YEAR REHABILITATION CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED

[All, or a necessary quorum and majority] of [the directors, supervisors, members, council members, etc.] of [name of entity, and type of entity: non-profit, county, municipality, etc.] (“Applicant”) hereby consent to, adopt, and ratify the following resolution:

- A. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) has a current contractual relationship with the Housing Authority of the County of Merced, through its Office of Migrant Services Program (OMS) (“Program”) for the purposes of managing and maintaining the OMS Merced Migrant Center, which was formalized through the execution of Standard Agreement #21-OMS-16188.
- B. WHEREAS the OMS Program and the Housing Authority of the County of Merced have agreed that the OMS Center is in need of rehabilitation and improvements to best serve the health and safety needs of the residents in accordance with the California Codes of Regulations Sections 7600-7665.
- C. WHEREAS the Housing Authority of the County of Merced commits to facilitate the rehabilitation and improvements at the Merced Migrant Center and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the Housing Authority of the County of Merced and the Department.

NOW THEREFORE BE IT RESOLVED THAT the OMS Standard Agreement with a rehabilitation budget in the **amount not to exceed \$1,724,195.00**, be approved by Housing Authority of the County of Merced and the Board of Commissioners of the Housing Authority of the County of Merced is authorized to execute this Standard Agreement and any amendments or modifications thereto, as well as any other documents which are related to the Program, as the Department may deem appropriate, on behalf of the Housing Authority of the County of Merced.

PASSED AND ADOPTED at a regular meeting of the Housing Authority of the County of Merced this 16th day of November, 2021 by the following vote:

MOTION:

SECOND:

AYES:

ABSTENTIONS:

NOES:

ABSENT:

Rick Osorio, Chairperson Board of Commissioners

Date: November 16, 2021

County:

ATTEST: [IF APPLICABLE] APPROVED AS TO LEGAL FORM

David Ritchie, Legal Counsel

Date: November 16, 2021

The Clerk (public entity) attests or certifies, as a witness to a board meeting held on November 16, 2021, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended

Signed: _____
Maria F. Alvarado, Clerk of the Board
Housing Authority of the County of Merced

STAFF REPORT

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

FROM: Melina Basso, Director of Development and Asset Management

DATE: November 16, 2021

SUBJECT: Recommendation to Award Contract: Valley View Fence

The Housing Authority of the County of Merced (Authority) has procured for fence repair/replacement project to be done at three of the Authority-owned Project Based Voucher properties. In compliance with the Authority's Procurement Policy, an Invitation for Bids (IFB) was issued on October 6, 2021 to solicit for sealed bids.

The Authority solicited for licensed fencing companies to repair or replace perimeter fences as well as unit patio fencing at the O'Banion Terrace, Midway, and Sierra Vista properties.

The Authority is required by the procurement policy to seek sealed bids. We advertised by mailing fifteen (15) solicitation letters, forwarded the IFB package to the Valley Builders Exchange, and made it available on the Authority website.

Bids were due on November 2, 2021 and opened publicly via a virtual video conference held online on November 3, 2021. The Authority received 2 bids that were opened alphabetically with the following results:

Contractor Name and City that they are from	Bid Price
Joe's Landscaping and Concrete Inc. – Newman, CA	\$399,971.00
Westside Landscaping and Concrete Inc. – Newman, CA	\$418,515.00

The bid submitted by Joe's Landscaping and Concrete Inc. 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 Inc. is not an accredited Better Business Bureau ("BBB") business. All references that were called gave great reviews and commended Joe's Landscaping and Concrete Inc. for their good communication and quality of work.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2021-24**, awarding the Valley View Fence contract to Joe's Landscaping and Concrete Inc. and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

RESOLUTION NO. 2021-24

APPROVING THE AWARD OF CONTRACT FOR VALLEY VIEW FENCING PROJECT AT HOUSING AUTHORITY PROJECT 23-07, DOS PALOS, PROJECT 23-08, DOS PALOS AND PROJECT 23-09, ATWATER AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT

WHEREAS, the Housing Authority of the County of Merced budgeted bond funds for fence repair and replacement for Project 23-07, 23-08, and 23-09; and

WHEREAS, the project was advertised in compliance with the Housing Authority of the County of Merced procurement policy and notices were sent to the Valley Builders Exchange and were obtained by State/National database fence companies. Letters were also sent to fifteen (15) fence companies, and

WHEREAS, two (2) bids were received by the Housing Authority of the County of Merced by the due date of November 2, 2021; and

WHEREAS, the lowest, most responsive bid was submitted by Joe's Landscaping and Concrete Inc., Newman, California in the amount of \$399,971.00;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced hereby:

1. Adopt Resolution No. 2021-24 awarding a fence contract to Joe's Landscaping and Concrete Inc., Newman, California.
2. Approves the expenditure of funds in the amount of \$399,971.00 for fence repair and replacement at Project 23-07, Dos Palos, Project 23-08, Dos Palos, and Project 23-09 Atwater.
3. Non-compliance of the contract will result in the disqualification of Joe's Landscaping and Concrete Inc.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve awarding the contract to Joe's Landscaping and Concrete Inc. in the amount of \$399,971.00, and does hereby authorize the Executive Director, to sign or take any other action necessary to ensure compliance of the contract.

The foregoing resolution was introduced at the November 16, 2021, Board of Commissioners meeting and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: November 16, 2021