

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, April 20, 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
Jack Jackson
Margaret Pia
Jose Resendez
Rachel Torres

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

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

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

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

I. CALL TO ORDER AND ROLL

II. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC

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

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

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

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

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

IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. March 16, 2021, Annual Meeting

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



V. CONSENT CALENDAR:

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

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

VI. INFORMATION/DISCUSSION ITEM(S)

None

VII. EXECUTIVE DIRECTOR REPORT

1. Agency Annual Plans
2. Regional Planning Meeting
3. CES – Homeless Families

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

1. **Resolution No. 2021-03:** Awarding the Public Housing Unit Modification contract to CNW Construction Inc. and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

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

2. **Resolution No. 2021-04:** Awarding the Property Management Services contract to EBMC and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER’S COMMENTS

XII. CLOSED SESSION ITEM(S)

1. Pursuant to Government Code §54956.9(b)
Conference with Legal Counsel – Anticipated Litigation

XIII. ADJOURNMENT

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



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Annual Meeting
Tuesday, March 16, 2021

- I. The meeting was called to order by Chairperson Jackson at 12:01 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
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**

Vice-Chair Osorio would like to discuss the possibility of extending a token to Commissioner Resendez. Discussion will be held but no action will be taken.

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



IV. NOMINATION and ELECTION OF BOARD OF COMMISSIONER OFFICERS (Chairperson and Vice Chairperson):

1. Nomination of Chairperson: Rick Osorio was nominated for the office of Chairperson.

No other nominations were made. Commissioner Pia moved to close nominations and was seconded by Commissioner Dorsey.

2. Election of Chairperson: Motion to elect Rick Osorio as Chairperson was as follows:

There being no other nominations, nominations were closed and passed unanimously.

3. Nomination of Vice Chairperson: Hub Walsh was nominated for the office of Chairperson.

No other nominations were made. Commissioner Pia moved to close nominations and was seconded by Commissioner Dorsey.

4. Election of Vice Chairperson: Motion to elect Hub Walsh as Vice Chairperson was as follows:

There being no other nominations, nominations were closed and passed unanimously.

Commissioner Torres entered the meeting at 12:08 p.m.

V. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. February 16, 2021 Regular Meeting

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

VI. CONSENT CALENDAR

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

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

VII. INFORMATION AND DISCUSSION ITEM(S)

1. The Authority solicited sealed bids for tree maintenance in several public housing properties. These services include tree trimming and removal of approximately one hundred and thirty-five trees. The Authority received and



reviewed four bids. It was determined that Joe's Landscaping was the most responsive and complete bid received and they were awarded the contract. Due to the dollar amount of the contract, the contract will not require a resolution, however, the Board was provided complete information about the bidding process.

VIII. EXECUTIVE DIRECTOR REPORT

1. Executive Director Vazquez notified the Board that Capreit Residential who currently manages Merced Commons I/II and Oak Terrace Apartments has served the Authority a notice of contract termination. The notice comes as a result of the Vice President of West Coast Operations' notice of separation. This prompted Capreit Residential to liquidate all west coast contracts. Capreit Residential has agreed to continue to assist the Authority through May at which time the Authority anticipates to have a new property management company in place. The Authority is soliciting for a new management company and will bring a resolution for approval at the next meeting.
2. The Authority will be working with Wulf Hansen, legal counsel, and an Ad Hoc committee to review the Authorities option for payoff of the \$1M balloon payment due. The Authority has tried to negotiate with CalHFA on a possible refinance of the loan, however, they require a minimum of \$5M refinance and at this time the complex does not require such a large sum for property projects. A meeting will be scheduled in which the options are presented and reviewed.
3. The Authority continues to meet with the County on a monthly basis to discuss and review the various housing projects. Low-income tax credit applications have been submitted to ensure funding and are awaiting response.
4. The Board would like to discuss its options to extend the attendance stipend to Commissioner Resendez during his medical absence. A review of the bylaws will be required to determine if this is allowed as well as if there are any reasonable accommodations are permitted. Legal Counsel Ritchie, explained that the Authority does have budge line items that allow for recognition to staff and officers, however, he recommends that an action item be presented for approval. Legal Counsel Ritchie also advices that any reasonable accommodation be reflected in the bylaws. The Board gave consensus direction to staff to provide Commissioner Resendez a dinner.

IX. WRITTEN CORRESPONDENCE

None



X. RESOLUTIONS ITEM(S)

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

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

XI. ACTION ITEM(S)

None

XII. COMMISSIONER’S COMMENTS

The Board congratulated Chairperson Osorio and Vice Chairperson Walsh on their election. The Board also thanked Commissioner Jackson for his service to the Authority.

XIII. CLOSED SESSION ITEM(S)

None

XIV. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12.55 p.m.

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

Chairperson Signature

Date: April 20, 2021

Secretary Signature

Date: April 20, 2021



Aged Receivables Report as of 3/31/2021

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	4,427.00	1,186.00	668.00	953.49	7,234.49	7,234.49
ca023010 PH - Merced	2,478.75	1,670.42	1,098.71	1,247.91	6,495.79	6,495.79
ca023013 PH - Merced Sr	744.32	33.35	219.00	13.00	1,009.67	1,009.67
ca023021 PH - Acquisition					-	-
ca023023 PH - Acquisition					-	-
AMP 1 TOTALS	7,650.07	2,889.77	1,985.71	2,214.40	14,739.95	14,739.95
AMP 2						
ca023003 PH - Atwater - Cameo	423.00	156.00	137.00	274.00	990.00	990.00
ca023006 PH - Livingston	3,220.94	241.00	(2,780.00)	(1,398.65)	(716.71)	(716.71)
012a PH - Atwater	2,861.58	1,281.52	833.00	5,828.66	10,804.76	10,804.76
012b PH - Winton	59.60	10.00	-	(281.00)	(211.40)	(211.40)
AMP 2 TOTALS	6,565.12	1,688.52	(1,810.00)	4,423.01	10,866.65	10,866.65
AMP 3						
ca023002 PH - Los Banos	1,900.95	(411.00)	(553.00)	1,435.00	2,371.95	2,371.95
ca023004 PH - Los Banos - Abby, B, C & D	2,536.04	1,328.00	698.84	1,186.45	5,749.33	5,749.33
ca023005 PH - Dos Palos - West Globe	937.32	190.00	62.00	-	1,189.32	1,189.32
ca023011 PH - Los Banos - J & K St	249.00	(313.00)	(462.00)	(924.00)	(1,450.00)	(1,450.00)
012c PH - Dos Palos - Alleyne	1,352.68	796.07	789.00	5,641.00	8,578.75	8,578.75
012d PH - Dos Palos - Globe	68.00	-	-	(4.90)	63.10	63.10
AMP 3 TOTALS	7,043.99	1,590.07	534.84	7,333.55	16,502.45	16,502.45
AMP 4						
ca023024 PH - 1st Street	201.35	-	-	(99.00)	102.35	102.35
AMP 4 TOTALS	201.35	-	-	(99.00)	102.35	102.35
VALLEY VIEW						
atw Atwater Elderly					-	-
dp Dos Palos Elderly					-	-
mid Midway	-	-	116.00	84.00	200.00	200.00
pbc-b-atw	1,409.00	521.00	(2,995.97)	-	(1,065.97)	(1,065.97)
pbc-b-dp	1,169.28	(275.00)	(1,399.72)	(73.00)	(578.44)	(578.44)
pbc-p-mid	1,269.24	1,060.00	389.63	-	2,718.87	2,718.87
VALLEY VIEW TOTALS	3,847.52	1,306.00	(3,890.06)	11.00	1,274.46	1,274.46
FELIX TORRES YEAR ROUND						
ft-yr Felix Torres Year Round Center	6,266.00	2,401.00	1,625.00	3,040.00	13,332.00	13,332.00
FELIX TORRES YEAR ROUND TOTALS	6,266.00	2,401.00	1,625.00	3,040.00	13,332.00	13,332.00
HOUSING AUTHORITY TOTALS	31,574.05	9,875.36	(1,554.51)	16,922.96	56,817.86	56,817.86

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						
Average Lease Up Days		37	31	31	30	30	26						
Make Ready Time		472	542	575	639	639	692						
Average Make Ready Days		59	49	48	46	46	43						
Down Days		8	8	9	11	11	13						
Average Down Days		1	1	1	1	1	1						
Total # Vacant Units Turned		8	11	12	14	14	16						
Total # Turn Around Days		773	890	959	1065	1065	1122						
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						

% 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	38	38	44	43	41	32						

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	310,838	323,935	-13,097	-4	777,449
TOTAL GRANT INCOME (1)	259,974	234,835	25,139	11	563,602
TOTAL INCOME	570,812	558,770	12,042	2	1,341,051
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4)	138,989	159,990	21,001	13	383,969
TOTAL TENANT SERVICES EXPENSES	1,503	585	-918	-157	1,400
TOTAL UTILITY EXPENSES	86,071	82,465	-3,606	-4	197,909
TOTAL MAINTENANCE AND OPERATIONS (5)	150,869	145,270	-5,599	-4	348,640
TOTAL GENERAL EXPENSES	61,023	62,260	1,237	2	149,439
TOTAL HOUSING ASSISTANCE PAYMENTS	588	2,085	1,497	72	5,000
TOTAL FINANCING EXPENSES	20,970	20,970	0	0	50,329
TOTAL NON-OPERATING ITEMS	15,506	15,715	209	1	37,716
TOTAL EXPENSES	475,519	489,340	13,821	3	1,174,402
NET INCOME	95,293	69,430	25,863	37	166,649

- (1) Higher Operating Subsidy \$12M
- (2) Lower Legal \$5M
- (3) Lower Asset Mgmt Fees to be assessed at yearend \$9M
- (4) Lower Personnel Costs \$3M
- (5) Higher Maintenance Personnel - Medical Benefits -\$11M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	227,856	260,635	-32,779	-13	625,531
TOTAL GRANT INCOME	160,209	143,470	16,739	12	344,329
TOTAL INCOME (1)	388,065	404,105	-16,040	-4	969,860
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	85,289	111,625	26,336	24	267,899
TOTAL TENANT SERVICES EXPENSES	2,106	665	-1,441	-217	1,600
TOTAL UTILITY EXPENSES (4)	67,754	77,740	9,986	13	186,560
TOTAL MAINTENACE EXPENSES (5,6)	94,941	113,930	18,989	17	273,417
TOTAL GENERAL EXPENSES	48,268	47,845	-423	-1	114,830
TOTAL HOUSING ASSISTANCE PAYMENTS	331	375	44	12	900
TOTAL FINANCING EXPENSES	10,535	10,535	0	0	25,288
TOTAL NON-OPERATING ITEMS	29,342	29,740	398	1	71,372
TOTAL EXPENSES	338,566	392,455	53,889	14	941,866
NET INCOME	49,499	11,650	37,849	325	27,994

- (1) Lower Tenant Rent -\$16M
- (2) Lower Personnel Costs \$14M
- (3) Lower Asset Mgmt Fees to be assessed at yearend \$6M
- (4) Lower Utilities \$9M
- (5) Lower Maintenance Presonnel Costs \$4M
- (6) Lower Maintenance Contract Costs \$15M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	255,579	260,980	-5,401	-2	626,351
TOTAL GRANT INCOME	169,096	151,560	17,536	12	363,750
TOTAL INCOME (1)	424,675	412,540	12,135	3	990,101
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4)	95,264	125,675	30,411	24	301,614
TOTAL TENANT SERVICES EXPENSES	916	455	-461	-101	1,100
TOTAL UTILITY EXPENSES (5)	59,576	66,125	6,549	10	158,705
TOTAL MAINTENANCE EXPENSES (6,7,8)	70,993	129,015	58,022	45	309,614
TOTAL GENERAL EXPENSES	48,888	48,460	-428	-1	116,303
TOTAL HOUSING ASSISTANCE PAYMENTS	522	500	-22	-4	1,200
TOTAL FINANCING EXPENSES	9,135	9,135	0	0	21,927
TOTAL NON-OPERATING ITEMS	24,019	24,345	326	1	58,425
TOTAL EXPENSES	309,313	403,710	94,397	23	968,888
NET INCOME	115,362	8,830	106,532	1,206	21,213

- (1) Higher Operating Subsidy \$12M
- (2) Lower Personnel Costs \$15M
- (3) Lower Asset Mgmt Fees to be assessed at yearend \$6M
- (4) Lower Legal Expenses \$5M
- (5) Lower Utilities \$5M
- (6) Lower Maintenance Personnel Costs \$9M
- (7) Lower Maintenance Supplies Costs \$29M
- (8) Lower Maintenance Contract Costs \$19M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	8,195	5,140	3,055	59	12,331
TOTAL GRANT INCOME	11,142	10,110	1,032	10	24,270
TOTAL INCOME	19,337	15,250	4,087	27	36,601
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	3,631	4,165	534	13	10,074
TOTAL TENANT SERVICES EXPENSES	329	0	-329	N/A	0
TOTAL UTILITY EXPENSES	2,610	2,610	0	0	6,253
TOTAL MAINTENANCE EXPENSES	2,378	4,075	1,698	42	9,817
TOTAL GENERAL EXPENSES	1,068	1,105	37	3	2,640
TOTAL HOUSING ASSISTANCE PAYMENTS	0	25	25	100	60
TOTAL FINANCING EXPENSES	585	585	0	0	1,399
TOTAL NON-OPERATING ITEMS	19,633	19,900	267	1	47,757
TOTAL EXPENSES	30,234	32,465	2,232	7	78,000
NET INCOME	-10,897	-17,215	6,319	-37	-41,399

(1) Higher Tenant Rent \$3M

Housing Authority of the County of Merced
All HCV properties plus sub-dp sub-mid sub-atw
Budget Comparison
Period = Oct 2020-Feb 2021

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	10,632,298	9,325,190	1,307,108	14	22,380,457
TOTAL OTHER INCOME	1,227	750	477	64	1,800
TOTAL INCOME	10,633,525	9,325,940	1,307,585	14	22,382,257
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4)	646,403	734,895	88,493	17	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	2,209	7,740	5,531	71	18,575
TOTAL GENERAL EXPENSES	36,023	32,055	-3,968	-12	76,919
TOTAL HOUSING ASSISTANCE PAYMENTS (6)	8,365,033	8,473,490	108,457	1	20,336,378
TOTAL FINANCING EXPENSES	36,540	36,540	0	0	87,691
TOTAL EXPENSES	9,087,350	9,284,720	197,371	2	22,283,306
NET INCOME	1,546,175	41,220	1,504,956	3,651	98,951

- (1) Additional HAP funding to replace deficit HAP paid in previous months \$1,653M
- (2) Lower than forecasted regular monthly HAP -\$338M
- (3) Lower Personnel costs \$20M
- (4) Lower Management and Bookkeeping fees from lower HAP count \$21M
- (5) Lower Inspection costs \$26M
- (6) Lower HAP paid out \$108M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	420,137	508,245	-88,108	-17	1,219,780
TOTAL INCOME	420,137	508,245	-88,108	-17	1,219,780
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	442,632	378,620	-64,012	-17	908,670
TOTAL TENANT SERVICES EXPENSES	467	0	-467	N/A	0
TOTAL UTILITY EXPENSES	14,051	19,285	5,234	27	46,293
TOTAL MAINTENANCE EXPENSES (6,7)	47,209	35,855	-11,354	-32	86,050
TOTAL GENERAL EXPENSES	17,435	16,265	-1,170	-7	39,039
TOTAL FINANCING EXPENSES	38,130	38,130	0	0	91,513
TOTAL EXPENSES	559,924	488,155	-71,769	-15	1,171,565
NET INCOME	-139,787	20,090	-159,877	-796	48,215

- (1,) Lower Management Fees and Bookkeeping Fees -\$19M
- (2) Lower Asset Mgmt Fees to be booked at yearend -\$21M
- (3) Lower Admin Fee from CapFund to be booked as Cap Fund is utilized -\$48M
- (4) Higher Personnel costs COVID-19 temps \$-\$59M
- (5) Training, Consulting and Auditing -\$11M
- (6) Gate to office building -\$12M
- (7) Elevator repairs -\$15M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	30,349	29,650	699	2	71,160
TOTAL OTHER INCOME	119,007	120,065	-1,058	-1	288,159
TOTAL INCOME	149,356	149,715	-359	0	359,319
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	15,250	39,705	24,455	62	95,282
TOTAL UTILITY EXPENSES	0	670	670	100	1,600
TOTAL MAINTENACE EXPENSES	256	3,345	3,089	92	8,039
TOTAL GENERAL EXPENSES	16,155	16,220	65	0	38,929
TOTAL FINANCING EXPENSES	71,180	71,180	0	0	170,831
TOTAL NON-OPERATING ITEMS	1,414	1,430	16	1	3,438
TOTAL EXPENSES	104,255	132,550	28,295	86	318,119
NET INCOME	45,101	17,165	27,936	666	41,200

(1) Consultant fees, not yet utilized \$20M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	72,034	82,010	-9,976	-12	196,818
TOTAL INCOME	72,034	82,010	-9,976	-12	196,818
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	11,683	8,825	-2,858	-32	21,182
TOTAL UTILITY EXPENSES (3)	22,997	30,760	7,763	25	73,826
TOTAL MAINTENANCE EXPENSES (4)	10,018	16,815	6,797	40	40,350
TOTAL GENERAL EXPENSES	641	560	-81	-14	1,349
TOTAL NON-OPERATING ITEMS	22,417	22,415	-2	0	53,800
TOTAL EXPENSES	67,756	79,375	11,619	15	190,507
NET INCOME	4,278	2,635	1,643	62	6,311

- (1) Lower Tenant utility reimbursement -\$7M
- (2) Management Fees overcharged for Nov-Dec, to be corrected -\$4M
- (3) Lower Electricity costs \$7M
- (4) Lower Maintenance contract work \$5M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	259,530	226,810	32,720	14	544,348
TOTAL INCOME	259,530	226,810	32,720	14	544,348
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	37,953	60,455	22,502	37	145,082
TOTAL UTILITY EXPENSES (4)	34,817	41,445	6,628	16	99,480
TOTAL MAINTENANCE EXPENSES	65,162	62,375	-2,787	-4	149,704
TOTAL GENERAL EXPENSES	13,989	13,750	-239	-2	33,003
TOTAL FINANCING EXPENSES	30,475	30,475	0	0	73,143
TOTAL NON-OPERATING ITEMS	16,658	16,880	222	1	40,518
TOTAL EXPENSES	199,054	225,380	26,326	12	540,930
NET INCOME	60,476	1,430	59,046	4,129	3,418

- (1) Higher Rent Revenues \$32M
- (2) Lower Personnel costs \$15M
- (3) Lower Legal Fees \$5M
- (4) Lower Utilities \$6M

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

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	225,396	236,055	-10,659	-5	566,530
TOTAL INCOME	225,396	236,055	-10,659	-5	566,530
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	22,362	47,898	25,536	53	114,953
TOTAL UTILITY EXPENSES (3)	27,717	42,210	14,493	34	101,300
TOTAL MAINTENANCE EXPENSES (4)	27,166	34,650	7,484	22	83,199
TOTAL GENERAL EXPENSES	9,894	11,870	1,976	17	28,486
TOTAL FINANCING EXPENSES	9,575	9,575	0	0	218,446
TOTAL NON-OPERATING ITEMS	80,360	81,445	1,085	1	0
TOTAL EXPENSES	177,074	227,648	50,574	17	546,384
NET INCOME	48,322	8,407	39,915	339	20,146

- (1) Lower Rental Income -\$10M
- (2) Lower Personnel Costs \$22M
- (3) Lower Utility costs \$14M
- (4) Lower General Maintenance costs \$7M

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

	YTD Actual	YTD Budget	Variance Fav/-Unfav	% Var Fav/-Unfav	Annual
Revenue & Expenses					
INCOME					
Total Grant Income (1)	883,803	899,672	15,869	2	1,349,513
TOTAL INCOME	883,803	899,672	15,869	2	1,349,513
EXPENSES					
Total - Center Personnel (2)	427,155	456,040	28,885	6	684,065
Total - Operating Expenses (3,4)	278,462	230,816	-47,646	-21	346,225
Total - Maintenance Expenses	8,760	25,272	16,512	65	37,900
Total - Contractor Administration	87,644	87,272	-372	0	130,921
Total - Debt Service and Replacement	81,781	100,272	18,491	18	150,402
TOTAL EXPENSES	883,803	899,672	15,869	2	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 \$29M
- (3) Major Equipment to be reimbursed from Reserves -\$41M
- (4) Higher Utility costs during season -\$19M
- (5) Lower Maintenance Supplies \$16M

STAFF REPORT

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

FROM: Melina Basso, Director of Development and Asset Management

DATE: April 16th, 2021

SUBJECT: Recommendation to Award Contract: Public Housing Unit Modification

The Housing Authority of the County of Merced (Authority) has procured for a unit modification project to be done at two of the Authority's Low-Income Public Housing complexes. In compliance with the Authority's Procurement Policy, an Invitation for Bids (IFB) was issued on March 3rd, 2021 to solicit for sealed bids.

The Authority solicited for licensed construction companies to renovate 34 low income public housing units at the Livingston and Los Banos complexes.

The Authority is required by the procurement policy to seek sealed bids. The Authority advertised by mailing seventy-two (72) solicitation letters, forwarded the IFB package to the Valley Builders Exchange, and made it available on the Authority website.

Bids were due on April 13th, 2021 and opened publicly via a virtual video conference held online on April 14th, 2021. The Authority received 3 bids that were opened alphabetically with the following results:

Contractor Name and City that they are from	Bid Price
Beam & Construction Inc. – Fresno, CA	\$1,720,000
CNW Construction Inc. – Rescue, CA	\$1,642,000
Diede Construction Inc. – Woodbridge, CA	\$2,485,000

The bid submitted by CNW Construction 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. CNW Construction Inc. is not an accredited Better Business Bureau ("BBB") business. All references that were called gave great reviews and commended CNW Construction 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. 2021-03**, awarding the Public Housing Unit Modification contract to CNW Construction 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. 2021-03

APPROVING THE AWARD OF CONTRACT FOR UNIT MODIFICATION AT HOUSING AUTHORITY PROJECT 23-04, LOS BANOS AND PROJECT 23-06, LIVINGSTON AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT

WHEREAS, the Housing Authority of the County of Merced budgeted Capital Funds for unit modification for Project 23-04 and 23-06, using the remainder of the Capital Fund grants for 2018 and a portion of 2019; 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 construction companies. Letters were also sent to seventy-two (72) construction companies, and

WHEREAS, three (3) bids were received by the Housing Authority of the County of Merced by the due date of April 13, 2021; and

WHEREAS, the lowest, most responsive bid was submitted by CNW Construction Inc., Rescue, California in the amount of \$1,642,000.00;

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

1. Adopt Resolution No. 2021-03 awarding a construction contract to CNW Construction Inc., Rescue, California.
2. Approves the expenditure of funds in the amount of \$1,642,000.00 for unit modernization of thirty-four (34) units of Project 23-04, Los Banos and Project 23-06 Livingston.
3. Non-compliance of the contract will result in the disqualification of CNW Construction 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 CNW Construction Inc. in the amount of \$1,642,000.00, 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 April 20, 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: April 20, 2021

Staff Report

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

FROM: Melina Basso, Director of Development and Asset Management

DATE: April 16th, 2021

SUBJECT: Recommendation to Award Contract: Property Management Services

The Housing Authority of the County of Merced (Authority) has procured for property management services for two of the Authority's properties located in the city of Merced. In compliance with the Authority's Procurement Policy, a Request for Proposals (RFP) was issued on March 15th, 2021 to solicit for proposals.

The Authority solicited for professional property management companies to manage 212 units at the Merced Commons I & II and Oak Terrace complexes.

The Authority is required by the procurement policy to seek sealed Proposals. The Authority advertised by mailing eighteen (18) solicitation letters, making several phone calls to property management companies around Sacramento and the Bay Area, and making it available on the Authority website.

Proposals were due on April 12th, 2021. The Authority received 1 proposal from the Eugene Burger Management Corporation (EBMC) from Rohnert Park, CA.

The proposal submitted by EBMC is responsive and complete. The Department of Housing and Urban Development (HUD) required background research did not result in any current disbarments, limited participation and/or other disqualifications. EBMC is not an accredited Better Business Bureau ("BBB") business. All references that were called gave great reviews and commended EBMC 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. 2021-04**, awarding the Property Management Services contract to EBMC 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. 2021-04

APPROVING THE AWARD OF CONTRACT FOR PROPERTY MANAGEMENT OF THE MERCED COMMONS I, MERCED COMMONS II AND OAK TERRACE PROPERTIES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT

WHEREAS, the Housing Authority of the County of Merced (Authority) owns Merced Commons I, Merced Commons II and Oak Terrace Apartments properties; and

WHEREAS, the project was advertised for proposals via the Authority website. Phone calls were made to several property management companies around the Sacramento and the Bay Area. Letters were sent to eighteen (18) property management companies, and

WHEREAS, one (1) proposal was received on April 8, 2021;

WHEREAS, the Authority appointed an evaluation committee to review and evaluate the submitted proposals with the criteria as detailed within the RFP documents; and

WHEREAS, the highest score was awarded to Eugene Burger Management Corporation (EBMC); and

WHEREAS, it was determined that entering into an agreement with EBMC best meets the needs of the Authority and is in the best interest of the Authority; and

WHEREAS, entering into an agreement for Property Management must be approved by the U.S. Department Housing and Urban Development (HUD); and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Authority does hereby approve, upon approval from HUD, to award a one (1) year contract with two (2) two-year options for renewal to EBMC, and does hereby authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

The foregoing resolution was introduced at the April 20, 2021 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion: Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: April 20, 2021