

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Special Meeting
Wednesday, July 13, 2022
9:00 a.m.

Closed session immediately following

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

Rick Osorio, Chairperson
Hub Walsh, Vice-Chair
Evelyn Dorsey
Robert Dylina
Diana Odom Gunn
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. PUBLIC HEARING

1. Public Housing Agency Annual Plan

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

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



V. APPROVAL OF THE FOLLOWING MEETING MINUTES

- 1. June 21, 2022 Regular Meeting (M/S/C): ____/____/____

VI. CONSENT CALENDAR:

- 1. Rent Delinquency Report June 2022
- 2. Track Summary Report for June 2022

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

VII. INFORMATION/DISCUSSION ITEM(S)

- 1. Ethics Training (2 Hours, Compliant with AB 1234)
- 2. Legal Counsel – Review of Public Agency Officials & Staff Roles
- 3. Staff Report – Development
- 4. Staff Report – Housing Choice Voucher
- 5. Board / Staff Strategic Planning Session – Agency Mission and Community Needs Discussion
- 6. Board / Staff Strategic Planning Session – Discussion and Analysis of Future Board Goals / Objectives

VIII. EXECUTIVE DIRECTOR REPORT

- 1. Pension Obligation Bond Update

IX. WRITTEN CORRESPONDENCE

None

X. RESOLUTION ITEM(S)

- 1. **Resolution No. 2022-05:** Approving the PHA Annual Plan Fiscal Year 2022 for submission to the Department of Housing & Urban Development.

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

- 2. **Resolution No. 2025-06:** Approving the revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP).

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

- 3. **Resolution No. 2022-07:** Approving the revisions to the Housing Choice Voucher Program Administrative Plan.

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

- 4. **Resolution No. 2022-08:** Approving the Operational Budget for Fiscal Year 2022-2023.

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



5. **Resolution No. 2022-09:** Declaring certain vehicles as surplus and authorizing their sale or disposition as excess property.

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

XI. ACTION ITEM(S)

None

XII. COMMISSIONER'S COMMENTS

XIII. ADJOURNMENT

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



MINUTES
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, June 21, 2022

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

Commissioners Present:

Hub Walsh, Vice-Chairperson
Robert Dylina
Diana Odom Gunn
Margaret Pia

Commissioners Absent:

Rick Osorio, Chairperson
Evelyne Dorsey
Jose Resendez

Vice-Chairperson Walsh declared there was a quorum present.

Staff Present:

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

Others Present:

Gloria Sandoval, California Central Valley Journey for Justice (CCVJJ)
John Ceccoli, Deputy Director – Housing & Homeless Services (HSA)

II. UNSCHEDULED ORAL COMMUNICATION

Gloria Sandoval was present to communicate her desire to learn more regarding the process and relationship the Authority has with the Continuum of Care in regards to homelessness but affordable housing as well.

John Ceccoli appeared before the Board and discussed the various projects the Authority and Continuum of Care (CoC)/Coordinated Entry System (CES) partners with and an upcoming opportunity for collaboration. Some of the established projects include, the increase in HUD-VASH vouchers that have allowed the housing of numerous veterans, and the 150 allocated HCV vouchers allocated to the CES. Additionally, the Authority applied for Emergency Housing Vouchers and was awarded 68 HCV vouchers also managed by the CoC/CES. Most recently the Authority partnered with CoC/CES on the No Place Like Home initiative which allocated 65 vouchers for individuals requiring mental health supportive services. On January 4th, the CoC/CES participated in the 100-Day Challenge to address the encampments in Los Banos. From that initial challenge,



2 individuals were housed. The goal was then increased to 20 and the goal was exceeded as 29 individuals were housed, 2 of which utilized an EHV voucher. The newest challenge is to house 100 children in 100 days as the County has seen an increase in this target population. The challenge is slated to start July 7th and there are upcoming design meetings which the Authority has been invited to. The team understands that many agencies have staffing constraints and that his project requires a vast amount of hours but they are thankful for the partnership. Vice-Chairperson Walsh requested that a copy of the statistics presented be forwarded to Executive Director Vazquez so the Board can review them.

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

None

(M/S/C): Commissioner Pia/Commissioner Odom Gunn/Motion Passed

IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. May 17, 2022, Regular Meeting

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

V. CONSENT CALENDAR

1. Rent Delinquency Report for May 2022
2. Track Summary Report for May 2022
3. Financial Reports for May 2022

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

VI. RESOLUTIONS ITEM(S)

1. **Resolution Item No. 2022-04:** Authorizing the disposition of excess property.

Caucus at 12:50 p.m. – 12:56 p.m. as requested by Commissioner Dylina to consult with Legal Counsel

(M/S/C): Commissioner Pia/Commissioner Odom Gunn/Motion Passed

VII. INFORMATION AND DISCUSSION ITEM(S)

1. Staff Report – Public Housing: Program Director Blanca Arrate provided a summary of what the Public Housing Program encompasses. The information included elements such as the various requirements for eligibility, income requirements, unit sizes, unit styles, waitlist management, rent payment regulations, and the targeted population. The Authority owns and operates 421 Public Housing units in the cities of Merced, Atwater, Livingston, Dos Palos, Winton, and Los Banos. Program Director Arrate also touched on upgrades and work done to said units.



2. Staff Report – Procurement: Director of Development & Asset Management Frederick reviewed the various types of methods the agency utilizes to procure services and goods. These solicitation have several thresholds and guidelines the agency must follow. Additionally, a brief review of the monetary limits that each procurement style has was explained.
3. Staff Reports – Housing Choice Voucher: This staff report is tabled for the July 2022 meeting.
4. Staff Report – Development: This staff report is tabled for the July 2022 meeting.

VIII. EXECUTIVE DIRECTOR REPORT

1. The PHA Plan draft was provided to the Board for review. This draft includes revisions to the HCV Administrative Plan and Public Housing ACOP. These revisions incorporate changes issued by HUD throughout the year. Approval for submission will be brought forward at the July 2022 meeting. Commissioner Dylina inquired about the requirement of consistency with the Authority's housing plan and those of County municipalities. Commissioner Dylina also queried regarding incorporation of suggestions brought forward during the strategic planning meeting and how they are incorporated into the annual plan. Executive Director Vazquez explained the agency can amend the plan if needed.
2. The Strategic Planning Meeting for June 16, 2022, was canceled due to scheduling conflicts. Executive Director Vazquez will provide a new date.
3. A Family Self-Sufficiency (FSS) Final Determination was handed down requiring that a plan be developed outlining how the program will function and how escrow is calculated and paid out. Currently the Authority has 22 families enrolled in this program.
4. The Authority and HUD concluded the Voucher Management System (VMS) audit and it there were zero findings. The Authority was notified of observations, meaning suggestions, that must be reviewed and implemented. The error margin permitted by HUD was of 3% and the Authority was below 2%.
5. Executive Director Vazquez and Authority staff met with the local and Fresno VA staff to review and discuss issues between the agencies. In the discussion it was noted that the count inconsistencies were the major issue and both agencies have resolved it. Additionally, Executive Director Vazquez had a subsequent meeting with the Fresno VA director regarding VASH graduates and the freeing up of vouchers for veterans in need. The Authority was asked to apply for additional VASH vouchers when the NOFA is published.



IX. WRITTEN CORRESPONDENCE

None

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

Commissioner Dylina stated he met with Mr. Davidovich at a meeting both were already at and asked if there were any opportunities to partner or improve and Mr. Davidovich made his comments/suggestions.

XII. CLOSED SESSION ITEM(S)

None

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:44 p.m.

(M/S/C): Commissioner Pia/Commissioner Odom Gunn/Motion Passes

Chairperson Signature

Date: July 13, 2022

Secretary Signature

Date: July 13, 2022



Aged Receivables Report as of 6/30/2022

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	4,344.83	2,121.34	1,089.12	10,571.65	18,126.94	18,126.94
ca023010 PH - Merced	5,944.85	4,468.71	2,625.91	7,816.94	20,856.41	20,856.41
ca023013 PH - Merced Sr	1,519.35	327.94	250.00	691.00	2,788.29	2,788.29
ca023021 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
AMP 1 TOTALS	11,809.03	6,917.99	3,965.03	19,079.59	41,771.64	41,771.64
AMP 2						
CA023003 PH - Atwater - Cameo	1,557.00	1,109.00	1,109.00	6,770.00	10,545.00	10,545.00
ca023006 PH - Livingston	2,820.26	1,667.00	909.00	2,977.76	8,374.02	8,374.02
012a PH - Atwater	4,289.39	3,464.00	3,062.19	10,627.10	21,442.68	21,442.68
012b PH - Winton	24.60	0.00	0.00	-251.00	-226.40	-226.40
AMP 2 TOTALS	8,691.25	6,240.00	5,080.19	20,123.86	40,135.30	40,135.30
AMP 3						
ca023002 PH - Los Banos	1,110.00	891.00	891.00	3,490.74	6,382.74	6,382.74
ca023004 PH - Los Banos - Abby, B, C & D	2,532.50	1,988.00	1,445.00	205.79	6,171.29	6,171.29
ca023005 PH - Dos Palos - West Globe	807.00	561.00	336.00	200.00	1,904.00	1,904.00
ca023011 PH - Los Banos - J & K St	2,325.24	1,220.00	368.00	-56.08	3,857.16	3,857.16
012c PH - Dos Palos - Alleyne	804.98	519.00	519.00	17,526.00	19,368.98	19,368.98
012d PH - Dos Palos - Globe	199.00	0.00	0.00	-5.00	194.00	194.00
AMP 3 TOTALS	7,778.72	5,179.00	3,559.00	21,361.45	37,878.17	37,878.17
AMP 4						
ca023024 PH 1st Street	254.35	114.00	114.00	-124.00	358.35	358.35
AMP 4 TOTALS	254.35	114.00	114.00	-124.00	358.35	358.35
VALLEY VIEW						
atw Atwater Elderly	0.00	0.00	0.00	0.00	0.00	0.00
dp Dos Palos Elderly	0.00	0.00	0.00	0.00	0.00	0.00
mid Midway	0.00	0.00	0.00	200.00	200.00	200.00
pbc - atw	495.00	420.00	251.00	-446.51	719.49	719.49
pbc - dp	921.00	152.00	0.00	-595.72	477.28	477.28
pbc - mid	2,506.00	1,381.00	1,381.00	8,207.68	13,475.68	13,475.68
VALLEY VIEW TOTALS	3,922.00	1,953.00	1,632.00	7,365.45	14,872.45	14,872.45
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	5,960.82	3,485.00	2,177.00	5,886.00	17,508.82	17,508.82
FELIX TORRES YEAR ROUND TOTALS	5,960.82	3,485.00	2,177.00	5,886.00	17,508.82	17,508.82
HOUSING AUTHORITY TOTALS						
	38,416.17	23,888.99	16,527.22	73,692.35	152,524.73	152,524.73

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	91	146	146	146	240	240	325	555			
Average Lease Up Days		15	11	16	15	11	16	16	20	29			
Make Ready Time		373	438	446	544	806	989	989	1010	1043			
Average Make Ready Days		62	55	50	54	62	66	66	63	55			
Down Days		146	247	293	348	433	481	481	636	788			
Average Down Days		24	31	33	35	33	32	32	40	41			
Total # Vacant Units Turned		6	8	9	10	13	15	15	16	19			
Total # Turn Around Days		606	776	885	1038	1385	1710	1710	1971	2386			
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	101	97	98	104	107	114	114	123	126			

% 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%			
Average # days to complete Non-Emergency Work Orders	A = 25 days or less3 B=26-36 C=31-40 D=41-50 E=51-60 F= greater than 60	22	21	21	24	24	23	23	21	21			

PRIMER ON THE DIVISION OF PUBLIC AGENCY OFFICIALS AND STAFF ROLES

This document sets out the general approach and current policy direction as set out by the Board of Commissioners of the Housing Authority of the County of Merced relating to the division of roles and responsibilities of appointed members of the Board of Commissioners, the Chairperson, Vice-Chairperson, Executive Director (who also serves as the Secretary/Treasurer). Some of these roles and responsibilities are set out in the Authority By-Laws, and through various policies and procedures adopted by the Board by Resolution.

WHAT DOES THE BOARD OF COMMISSIONERS DO?

The Board of Commissioners is composed of seven members all of whom are appointed by the Merced County Board of Supervisors and of which at least two are selected from the tenants/clients of the Authority, one of whom must be sixty-two years of age or older if such a person is available to serve. The powers of the Commission are vested in those who are currently appointed, requiring a minimum of four members to constitute a quorum for conducting business, exercising its powers, and for all other purposes. Concurrence of four (4) commissioners is required for the Board to take action on any item, unless a legal requirement provides otherwise. This means that Board members do not have any individual authority under the by-laws to govern the policy of the Board, or to exercise any other powers; rather it is a collective authority which requires both a four member quorum, and at least four commissioners in agreement.

One responsibility of these seven commissioners is employing an Executive Director and other technical experts, officers and agents that it deems necessary, by contract, and setting the qualifications, duties, terms of employment and compensation of those individuals. The Board has historically employed two direct reports (the Executive Director and the Housing Authority's General Counsel), both of whom report directly to the Board of Commissioners. Additionally, the Board of Commissioners has, by way of resolution, delegated the Executive Director Operational Functions to the Executive Director; and the Board and Commissioners collectively and individually have a long-established policy of non-interference with the functions listed in Appendix A of the Executive Director's Contract. Exhibit A contains the primary responsibilities and duties of the Executive Director.

The Board also adopts personnel rules and regulations that apply to agency staff and officials, including policies relating to conflicts of interest, use of funds, and personnel procedures (including processes for removal of personnel).

Commissioners establish committees when deemed necessary by the Commission, to assist management or to address special projects. Committee members are appointed by the Commission and may include both commission members and staff, however no more than three commissioners may sit on any single committee.

In all aspects and manners, the exercise of powers of the Board of Commissioners is required to be compliant with the applicable laws of the United States, the U.S. Department of Housing and Urban Development, the California Health and Safety Code (Section 34200 et. seq) and the By-Laws of the Housing Authority itself.

Overall, the essence of the Board's Role is to have primary responsibility for setting policy, and to exclude itself from the day-to-day operations of carrying out policy directives.

THE ROLES OF OFFICERS OF THE BOARD

The Board annually appoints (at the annual meeting in March) Chairperson, and Vice-Chairperson (the Secretary and Treasurer are roles discharged by the Executive Director).

Both the Chairperson and Vice-Chairperson are equal to the other members in all respects except that there are certain ceremonial and facilitation roles that are designated to the Chairperson in addition to their duties as members of the Board. The Chairperson presides at all meetings of the Authority. At each meeting, the Chairperson shall submit such recommendations and information necessary and proper concerning the business, affairs and policies of the Authority. The Chairperson maintains and promotes a cooperative and collaborative working relationship with and among other Board members, Authority staff and management, and represents the Authority in a professional manner with those encountered in the regular conduct and performance of his/her official duties. The only role of the Vice-Chairperson is to perform the duties of the Chairperson in their absence, and in case of the resignation of the Chairperson or other permanent unavailability, to continue as a Chairperson in their absence until a new Chairperson is selected.

THE ROLES OF KEY STAFF – YOUR EXECUTIVE DIRECTOR

The Executive Director serves as the Secretary of the Authority. In this capacity, the Director keeps the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Executive Director also serves as Treasurer and has responsibility for the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Commission, at each regular meeting (or when requested), a detailed report of the financial condition of the Authority.

The Executive Director signs all contracts, orders and/or checks for the payment of money and shall pay out and disburse such monies on behalf of the Authority. All payments or disbursements in an amount exceeding \$100,000 must be separately approved by the Board of Commissioners and must be pre-approved except in cases of emergency.

Commissioners are not permitted to serve as the Secretary and are thus not permitted to occupy or act in the role of Executive Director of the Housing Authority.

The primary functions of the Executive Director are contained in the Executive Director contract adopted by resolution of the Board and, more specifically enumerated within Appendix A to that contract. The executive director makes recommendations as to policy for consideration by the Board as part of those duties, but is precluded from individually setting such policy (the Executive Director is responsible generally for all Operations, but does not have a role in setting policy beyond making recommendations to the Board of Commissioners).

THE ROLES OF KEY STAFF – YOUR GENERAL COUNSEL

General Counsel's role is not defined in the By-Laws, but reports directly to the Board of Commissioners. General Counsel is required to attend all Board Meetings and other Committee Meetings unless excused, and provides advice counsel necessary to the formulation and implementation of policies of the Board of Commissioners. Additionally, General Counsel is responsible for representing the Housing Authority's interests, subject to the direction of the Board of Commissioners, in litigation, administrative hearings, negotiations and other proceedings. General counsel prepares and/or reviews all resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared. General Counsel keeps the Board informed as to legislative developments and court rulings that impact it.

When outside counsel is necessary, it is the responsibility of General Counsel to determine when that outside counsel is necessary, retain them, monitor those performing outside counsel services and to participate in

briefing the Board in closed session on legal matters that have a likelihood of affecting, or that do affect the Authority. General Counsel may also employ the services of outside service providers, such as experts, filing services, registered process servers and others as necessary to effectively represent the interests of the Housing Authority.

General Counsel is responsible to the Board of Commissioners as a whole and is not the attorney for any individual Board member, however does provide individual counsel to Board members on matters of ethics and conflicts of interest as needed. General Counsel provides training and other compliance services to Board Members, Management and employees of the Housing Authority as needed and at the request of the Board, Executive Director or Board Chairperson. Attached hereto is an outline document for you so that you understand the Role of General Counsel and can effectively communicate with General Counsel when needed.

If you have questions about the material in this briefing document, please contact my office for further discussion at (916) 787-7507 (Direct Line)

Sincerely,

D. Ritchie, General Counsel
Housing Authority of the County of Merced

GENERAL COUNSEL'S OFFICE:

--Role of General Counsel --

General Counsel to the "Authority" -- work for Authority as a whole, with Executive Director and Management staff. Exception for conflict analysis which is provided for any and all Commissioners individually and at individual request.

Attend Commission Board Meetings and other meeting as needed e.g. Committees

Legal document preparation/review

Litigation (plaintiff v. defense, covered v. non-covered)

Drafting and Review of Contracts / Resolutions / Employee Relations / Contract negotiations

Office Hours are generally 8:30-5:00pm 24-hour return call policy (next business day)

Office Location: Cole Huber LLP 2281 Lava Ridge Ct, Ste. 300 Roseville, CA 95661

Tel (916) 780-9009 Direct: (916) 787-7507

E-Mail: dritchie@colehuber.com

Means of Communication what is your preference? Please contact me to indicate your preferred method of communication if you have one.

-- Highlights of some Legal Issues --

Open Government: The Housing Authority is subject to the Brown Act (serial meetings, closed sessions)

No meeting can occur without a properly posted agenda

Business conducted in open session unless allowed by closed session exception

No action may be taken on items not on the agenda

Conflicts (FPPC, 1090, common law, gifts) apply to all Commissioners and Key Employees. To assist you with potential conflicts please provide copies of any Form 700 documents and addresses of all land owned within Merced County.

Attorney/Client communications/closed sessions – Housing Authority holds privilege. Individual members are precluded from discussing or divulging the content of privileged communications or the substance of discussions from closed session. Privilege can be waived only by action of a majority of the Board.

Liability Issues (personal v. covered, privileges) --indemnification if within scope, some government immunities may apply. Be aware of issues relating to certain conflict laws and/or harassment laws that may expose you to individual liability.

Public Records Act (most documents, personal devices). If you use your personal communication device (cell phone or email) for agency business, you may be required to turn over those communications or records of communications if the content is responsive to a PRA request.

Political Reform Act / Hatch Act: Agency funds cannot be used for political purposes, no politicking. Both Federal and State Laws apply.

STAFF REPORT

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

FROM: Maria Alvarado, Director of Housing & Community Development

DATE: June 21, 2022

SUBJECT: Housing Authority of the County of Merced Development Update

The Department of Housing and Urban Development (HUD) issued a notice to all Public Housing Authorities regarding additional Operating Fund Grant monies for new public housing projects. The funding request was due June 1, 2022. HUD will review all requests received by PHAs and after their review, HUD will notify the PHAs if the project submitted is eligible to move to the next phase. The Authority submitted a request for funding as it identified an Authority-owned property as a potential new project. The Authority owns the Oak Terrace Apartments, a 65-unit market-rate apartment complex located at 1019 Loughborough Drive in the City of Merced. If approved by HUD, this will secure an additional 65 affordable housing units for Merced County residents. This represents an immediate increase in affordable housing stock in the County of Merced without having to wait the 2 to 5 year waiting period for stick-build and other rental subsidy competition. This request is not a guarantee that the site will be selected as a new public housing project.

On May 12, 2022, the Authority attended the Merced County Association of Governments (MCAG) Regional Housing Need Allocation (RHNA) meeting. This is the first time the Authority has attended an RHNA meeting, as such the Authority has taken steps to better understand the analysis and methodology. During this meeting, and as mentioned by Authority staff, the analysis appears to focus on affordable housing development in the City of Merced versus County-wide. The following are principles guiding the analysis, ▪ agricultural areas are not depleted, ▪ infrastructure exists to support development, ▪ a mix of housing types is possible, ▪ jobs outbalance housing, ▪ access to opportunity is high, ▪ people have options to drive less, and ▪ it counteracts concentrations of poverty/wealth.

As reported last month the Authority submitted a request to HUD to increase the Project-Based Voucher allocation for the agency. As of that meeting the Authority had not yet received a response final approval. The Authority reached out to HUD for follow up and the request was received but it is still under review. As a reminder, the request submitted will increase the current PBV allocation to HUD's allowable rate of 25% of the HCV allocation.

On June 1, 2022, the Authority met with a representative from CalAHA to discuss and provide the site maps for the Midway complex in Dos Palos. A review of the site map will assist in identifying the actual size of the land and the location of the proposed small homes. Final edits to the MOU were presented and discussed. CalAHA is finalizing the MOU and should be ready for signature by the end of the month.

STAFF REPORT

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

FROM: Tracy Jackson, Director of Housing Programs

DATE: June 21, 2022

SUBJECT: Housing Choice Voucher Program

At the May 17, 2022, Board of Commissioners meeting's Unscheduled Oral Communication segment, a current Housing Choice Voucher (HCV) participant requested to speak to her outstanding issues/concerns regarding the participation of the HCV been experiencing. The participant provided documentation, letters, copy of email correspondence with the HCV staff.

All members of the Board, Legal Counsel, Clerk of the Board, and Board Secretary received copies of the documents handed out by the participant. The Board Chairperson notified the participant that direction would be given to the Executive Director Vazquez to follow up with the HCV department director and provide appropriate follow-up.

The Director of the HCV program reached out to the participant by telephone regarding the concerns expressed during the public comment period. The concerns and questions surrounded scenarios and possible outcomes regarding possible changes to the family household composition, family income, and continued participation in the HCV program. The participant requested information regarding potential rent amounts based on the scenarios she presented regarding family size changes. However, without the needed income verifications, it was not possible to give potential rent amounts. The Participant notified the Director she would email her further questions. Several follow-up attempts via email have been sent to the participant and as of June 13, 2022, there has been no response from the participant.

The initial concerns/questions the participant had regarding rental assistance and/or possible termination were explained to her, she stated she understood, prompting the follow-up questions presented to the Director.

STAFF REPORT

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

FROM: Tracy Jackson, Housing Choice Voucher Director

DATE: June 21, 2022

SUBJECT: Waiting List Type

The U.S. Department of Housing and Urban Development (HUD) operates a federally subsidized housing program, Housing Choice Voucher Program (HCV), which is primarily distributed by local public housing agencies (PHA). These vouchers allow low-income families or households with elderly and disabled members to afford their own housing in the private market. Families wishing to participate in the program must apply with the local PHA and be placed on a waiting list.

The waiting list establishes the order in which housing offers are made to qualified applicants. It is also the mechanism used to implement a PHA preference system. Setting up and maintaining the waiting list properly is essential to carrying out public housing admissions in accordance with HUD's civil rights and program regulations and PHA policies.

Each PHA needs to address the following aspects of applicant selection:

- Whether the PHA will operate community-wide or site-based waiting lists or some combination of the two; Site-based waiting lists must be consistent with all applicable civil rights and fair housing laws and regulations, or a lottery waiting list system. The PHA must obtain approval from HUD in its PHA Plan process on the established waiting list(s).
- The Authority has an established waiting list that consist of local preferences based on the local housing needs and priorities. When the Authority decides to open a waiting list the Authority will advertise through the posting of a Public Notice using the following media sources, circulations, minority publications and media entities:
 - Agency website
 - The Merced Sun Star
 - Human Services Agency
 - Area Agency on Aging

- United Way of Merced
- Local non -profit agencies
- Other affiliate public entities for the County of Merced
- Neighboring Housing Authorities

The notice will contain:

- Date and time the waiting list(s) will open and begin accepting preapplications for a wait list.
- Housing program(s) for which preapplications will be accepted.
- Brief description of the housing program.
- Limitations, if any, on who may apply.
- Methods by which preapplications will be accepted.
- Date and time the waiting list(s) will close (Authority will cease accepting preapplications).

The other form of waiting lists consists of “Lottery”. Lottery opening households determined to meet initial eligibility requirements will be placed in a pool of applications from which a predetermined number of applications will be randomly drawn for placement on the waiting list. Those drawn will be notified in writing that their application is on the waiting list and when a voucher may become available, insofar as such a date can be reasonable determined.

Applications will be accepted for a designated period of time as specified in the announcement notice. The Authority will take applications that are submitted and randomly assign a lottery number to each application. The number of families selected will vary according to the number of voucher/units available. Families not selected by the lottery for placement on the waiting list, will be notified. Applicants not selected in the lottery will have to reapply for assistance at another time when the waiting list reopen.

Waiting lists lottery selection: At the end of the application period the Authority will use a computer randomized lottery system to select the pre-determined number of applications for placement on the waiting list. Applicants will be notified confirming whether or not they have been placed on the waiting list. The time and date of receipt of the preapplication during the open period have no bearing on whether a pre-application will be selected.

Regardless of the method, the application process remains a two-phase process.

The first is the “initial” application for assistance (referred to as a pre-application). This first phase results in the family's placement on the waiting list. The pre-application will be electronically dated, timestamped, and referred to the Authority where it will be maintained in a database until selected from the waiting list.

The second phase is the “final determination of eligibility” (referred to as the full application). The full application takes place when the family is selected from the waiting list. At this time the Authority ensures that verification of all HUD and Authority eligibility factors is current in order to determine the family's eligibility for the issuance of a voucher.

All applications will be processed to the extent necessary to determine whether the applicant is initially eligible. Only applications from households meeting the definition of family, who are income eligible and who claim a local preference will be considered eligible. Applications will be received without verification of the information provided, unless otherwise stated in policy.

When the waiting list is closed, applications from families who are eligible for targeted or special assistance under priority will continue to be accepted and placed on the waiting list.

Only applications on the Authority's standard application form(s) will be accepted. When the list is open, applications for the lottery pool shall only be received through an online portal found on the Authority's website. Persons with disabilities who require reasonable accommodation in completing an application may contact the Authority to make special arrangements to complete the application. A Telecommunication Device for the Deaf (TDD) is available for the hearing impaired and may be reached by dialing the number listed in the office.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 21, 2022

SUBJECT: Shelter Plus Care Grant

The Authority administers the Shelter Plus Grant (S+C) which provides eight (8) Housing Choice Vouchers. This grant provides approximately \$69,564 in Housing Assistance Payment (HAP) funds and \$3,474 in administrative fees to the Authority. This grant is aimed to assist with permanent housing accompanied by a range of supportive services. These supportive services are funded separately from the grant. Behavioral Health & Recovery Services (BHRS) selects and screens families and then refers them to the Authority for rental assistance.

On May 24, 2022, the Authority received an email from a Commissioner in which a meeting between the Authority and BHRS was requested. During this meeting, the topics of discussion were to include issues with the online recertification process, a pending Memorandum of Understanding (MOU), and synchronicity between both agencies to best serve clients. A verbal summary to the Board had previously been provided after the 2020 S+C audit.

A response to this inquiry was provided and direction was given to provide an update to the entire Board so all Commissioners are aware of the issues in the event another Commissioner is approached regarding the same subject.

During the spike of the COVID-19 pandemic, the Authority was forced to close its doors to the public as a safety precaution. In order to keep operations running and with the safety of both staff and the public the Authority transitioned into paperless processes. This allowed clients to complete imperative transactions such as recertifications and interims online which impact rent portions for clients. This transition took a lot of coordination between Authority staff and clients with questions. It appears BHRS, reports that their clients are experiencing difficulty completing these online processes. The Authority has communications with program participants so they are fully aware we will assist them with completing their recertification if necessary. In a review of the case notes for the participants, the agency did not locate any issues reported. In addition, the Authority communicated that BHRS is also responsible to provide assistance to those clients as they are the entity responsible for supportive services.

The matter with the MOU and the failure to reach an agreement goes back quite a few years. The Authority had a Management and Occupancy Review (MOR) in 2016 where it was determined that in order to keep accepting "in-kind" contributions (supportive services) from BHRS an MOU would need to be established. The MOU was drafted and sent to County legal where it was under review for approximately

two years. When the draft was returned to the Authority, it was reviewed by the Authority's legal counsel and deemed to be unreasonable as their requests present a burden to the Authority and it is more in line with a contract, not an MOU. The terms were also one-sided leaving the Authority liable for things it should not be liable for while also losing ownership of Authority documents. Seeing as the two entities could not come to an agreement, the Collaborative Applicant was asked by the Authority to serve as a mediator for the two agencies. It is important to point out that both the Collaborative Applicant and the MOR auditor have reviewed the MOU BHRs presented and also agree that the document is more consistent with a contract and not an in-kind services MOU. The failure to have this MOU in place has had ramifications on both the 2016 MOR and the 2021 MOR. The Authority has offered to transfer the grant to BHRs since the target population is their clientele and that suggestion was dismissed due to short staffing. The Authority has offered to allocate the eight vouchers from the current voucher allocation for this population/program to avoid the MOU requirement while still providing rental assistance to this special group, however, that was declined as well.

The relationship between both agencies has had difficulties not only due to the aforementioned reasons but also due to the position the Authority is constantly put in time and time again. For example, when BHRs decided to graduate all seven (7) program participants at once because they could not find their files when requested to present them leaving the agency without the administrative fee for the vouchers, or when BHRs failed to provide the information requested by the auditor because of "privacy" that could have potentially led to finding for the *Authority*, or the failure to reach a middle point with the MOU discussions.

As mentioned during the many calls, the current BHRs administration team is new and they came into a complete mess, however, the Authority has tried several times to come up with a resolution to no avail. The Authority has contacted the Collaborative Applicant to begin the grant transition process.

RESOLUTION NO. 2022-05

**APPROVING THE PHA ANNUAL PLAN
FY 2021 FOR SUBMISSION TO HUD**

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires local Housing Authorities to prepare and submit to the U.S. Department of Housing and Urban Development (HUD) a Five Year Plan every fifth year, and Annual Plan every year; and

WHEREAS, this Annual Plan covers fiscal year 2022-2023; and

WHEREAS, the Plan is consistent with the Consolidated Plans of the City of Merced and the State of California,

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the Fiscal Year 2022 Annual Plan for submission to HUD.

The foregoing was introduced at the July 13, 2022, 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:

Noes:

Absent:

Abstain:

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

Dated: July 13, 2022

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: July 13, 2022

SUBJECT: Recommendation to adopt **Resolution No. 2022-05**, approving the Annual Plan FY 2022 for submission to HUD.

The Quality Housing and Work Responsibility Act of 1998 requires local Housing Authorities to prepare and submit to the U.S. Department of Housing and Urban Development (HUD) a Five Year Plan every fifth year and an Annual Plan every year.

The Housing Authority of the County of Merced (Authority) Annual Plan covers fiscal year 2022–2023.

The Authority Plan must be adopted by the Authority Board of Commissioners after input by assistance housing residents and the general public during a forty-five (45) day comment period.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2022-05**, approving the Annual Plan FY 2022 for submission to HUD.

RESOLUTION NO. 2022-06

**APPROVING THE REVISIONS OF THE
ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)**

WHEREAS, it is necessary from time to time to revise the Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program; and

WHEREAS, the Public Housing Admissions and Continued Occupancy Policy (ACOP) revisions are necessary because of regulation, policy, and procedure changes in the Program and/or local housing needs changing; at this time, it is necessary to revise the entire Public Housing Admissions and Continued Occupancy Policy (ACOP); and

WHEREAS, the changes will ensure that the Housing Authority is compliant with current HUD regulations and has acted responsibly in its administration of the Public Housing Program,

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does approve the attached revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP).

The foregoing was introduced at the July 13, 2022, 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: July 13, 2022

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: July 13, 2022

SUBJECT: Recommendation to adopt **Resolution No. 2022-06**, approving the revision of the Public Housing Admissions and Continued Occupancy Policy (ACOP).

The Housing Authority of the County of Merced recognizes the need to review and update its policies to ensure that they are compliant with HUD Regulations and current practice.

At this time, it is necessary to revise all of the Admissions and Occupancy Policy (ACOP). The revisions are needed in order to be consistent and compliant with the HUD 24 CFR language and current practice.

Attached for your review are the proposed revisions.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2022-06**, approving the revision of the Public Housing Admissions and Continued Occupancy Policy (ACOP).

RESOLUTION NO. 2022-07

**APPROVING THE REVISIONS OF
OF THE HOUSING CHOICE VOUCHER (HCV) PROGRAM
ADMINISTRATIVE PLAN**

WHEREAS, the Housing Authority of the County of Merced recognizes the need to review and update its policies to ensure that they are compliant with HUD Regulations and current practice;

WHEREAS, at this time it is necessary to revise various portions of the Housing Choice Voucher (HCV) Program Administrative Plan as needed in order to be consistent and compliant with the HUD 24 CFR language and current practice,

THEREFORE, BE IT RESOLVED that the Housing Authority of the County of Merced does hereby adopt **Resolution No. 2022-07**, approving the revisions to the Housing Choice Voucher (HCV) Program Administrative Plan.

The foregoing was introduced at the July 13, 2022, 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: July 13, 2022

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: July 13, 2022

SUBJECT: Recommendation to adopt **Resolution No. 2022-07**, Approving Revisions to the Housing Choice Voucher Administrative Plan.

The Housing Authority of the County of Merced recognizes the need to review and update its policies to ensure that they are compliant with HUD Regulations and current practice.

At this time, it is necessary to revise all of the Housing Choice Voucher Administrative Plan.

Attached for your review are the proposed revisions.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2022-07**, approving the revisions to the HCV Administrative Plan.

RESOLUTION NO. 2022-08

**HOUSING AUTHORITY OF THE COUNTY OF MERCED BOARD
RESOLUTION APPROVING THE OPERATING BUDGET FOR FISCAL
YEAR 2022 - 2023**

See preprinted Form HUD – 52575 (04/2013)

The foregoing resolution was introduced at the July 13, 2022 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: July 13, 2022

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: July 13, 2022

SUBJECT: Recommendation to adopt **Resolution No. 2022-08**, Approving the Operating Budgets for Fiscal Year 2022 – 2023.

Prior to the beginning of each fiscal year, the Housing Authority of the County of Merced (Authority) prepares an operating budget in a manner prescribed by the Department of Housing & Urban Development (HUD). The Authority's Board of Commissioners (Board) was presented a copy of the proposed budgets to the Board for review on July 1, 2022, and hereby attaches it again for review and Board approval.

Once approved, the Authority will submit the complete operating budgets with detailed supporting information and the Board resolution to HUD.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2022-**, approving the Operating Budgets for Fiscal Year 2022 – 2023.

HOUSING AUTHORITY OF THE COUNTY OF MERCED
SUMMARY BY PROGRAM 2022-23
BUDGET SUMMARY

2022-2023 FISCAL YEAR

	PUBLIC HOUSING	HCV	COCC	LANGDON	OBANION	VALLEY VIEW	FELIX TORRES YR	MIGRANT	TOTAL BUDGET	Ttl Bdgt 2021-22	Variance to 2021-22
REVENUES											
TENANT INCOME	1,941,626	-	-	70,588	204,331	216,701	566,530	-	2,999,776	2,725,787	273,989
GRANT INCOME	1,496,356	24,317,038	-	-	-	389,208	-	1,454,967	27,657,569	28,442,734	(785,165)
OTHER INCOME	-	1,500	1,285,110	281,747	-	5,800	-	-	1,574,157	1,521,785	52,372
TOTAL REVENUES	3,437,982	24,318,538	1,285,110	352,335	204,331	611,709	566,530	1,454,967	32,231,502	32,690,306	(458,804)
EXPENSES											
TOTAL ADMINISTRATIVE	1,158,187	1,861,859	1,106,054	132,110	22,283	176,364	90,977	863,065	5,410,899	5,300,863	110,036
TOTAL UTILITIES	655,424	250	48,581	1,600	86,539	116,504	101,175	340,000	1,350,073	1,327,002	23,071
TOTAL MAINTENANCE AND OPS	1,039,311	149,075	86,200	11,682	37,220	168,681	106,679	73,500	1,672,348	1,525,531	146,817
TOTAL GENERAL EXPENSE	354,367	68,213	28,548	21,148	2,844	37,626	28,553	28,000	569,299	766,880	(197,581)
TOTAL HOUSING ASSISTANCE	-	22,147,040	-	-	-	-	-	-	22,147,040	22,804,834	(657,794)
TOTAL FINANCING	-	-	-	100,500	-	68,500	20,000	150,402	339,402	345,302	(5,900)
TOTAL NON-OPERATING	215,270	-	7,873	3,438	53,800	40,519	195,471	-	516,371	508,499	7,872
TOTAL EXPENSES	3,422,559	24,226,437	1,277,256	270,478	202,686	608,194	542,855	1,454,967	32,005,432	32,578,911	(573,479)
GAIN OR LOSS (CURRENT REVISION)	15,423	92,101	7,854	81,857	1,645	3,515	23,675	-	226,070	111,395	114,675

APPROVED L BUDGET 2021-2022 - Original Figures

BOARD APPROVED BUDGET GAIN/LOSS	5,541	44,000	(23,193)	57,195	1,451	2,781	23,620	-	111,395
VARIANCES - GAIN/(LOSS)	9,882	48,101	31,047	24,662	194	734	55	-	114,675

Housing Authority of the County of Merced
 Summary 2021-22
 BUDGET COMPARISON - PUBLIC HOUSING
 TOTAL 421 UNITS

LINE #	ITEM	BOARD APPROVED BUDGET 2020-21 PH TOTALS	PROPOSED BUDGET 2022-23 PH TOTALS	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	1,679,438	1,941,626	262,188	15.6%	Higher tenant share of rent per HUD, 98% occupancy
2	GRANT INCOME	1,682,826	1,496,356	(186,470)	-11.1%	Based on Operating Subsidy formula, 98% occupancy
3	OTHER INCOME	-	-	-	#DIV/0!	
4	TOTAL REVENUES	3,362,264	3,437,982	75,718	2.3%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	279,665	288,703	9,038	3.2%	Based on 2% inc. on current roster
6	FRINGE BENEFITS	208,241	198,208	(10,033)	-4.8%	Based on current employee roster
7	LEGAL EXPENSE	35,800	35,800	-	0.0%	
8	MANAGEMENT FEES	395,516	400,320	4,804	1.2%	Higher rate allowed by HUD
9	BOOKKEEPING FEES	37,141	37,141	-	0.0%	
10	ASSET MANAGEMENT FEES	49,520	50,110	590	1.2%	
11	OTHER ADMIN EXPENSES	151,405	147,905	(3,500)	-2.3%	
12	TOTAL ADMINISTRATIVE EXPENSES	1,157,288	1,158,187	899	0.1%	
	UTILITIES					
13	WATER	147,662	185,655	37,993	25.7%	Assume 10% increase over prior year actuals
14	ELECTRICITY	36,084	37,030	946	2.6%	Assume 10% increase over prior year actuals
15	GAS	4,556	7,294	2,738	60.1%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	184,656	199,865	15,209	8.2%	Assume 10% increase over prior year actuals
17	SEWER	201,054	224,254	23,200	11.5%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	1,300	1,326	26	2.0%	Assume 10% increase over prior year actuals
19	TOTAL UTILITIES	575,312	655,424	80,112	13.9%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	257,464	272,708	15,244	5.9%	Based on current roster
21	FRINGE BENEFITS	87,981	89,485	1,504	1.7%	Based on current roster
22	UNIFORMS	3,600	3,600	-	100.0%	
23	VEHICLE GAS, OIL	21,530	28,030	6,500	30.2%	
24	MATERIALS	235,870	221,470	(14,400)	-6.1%	Post COVID increase
25	CONTRACT COSTS	409,593	424,018	14,425	3.5%	Post COVID increase
26	TOTAL MAINTENANCE AND OPERATIONS	1,016,038	1,039,311	23,273	2.3%	
	GENERAL EXPENSE					
27	INSURANCE	104,652	134,816	30,164	28.8%	Reflects higher experience - rate increase
28	P.I.L.O.T.	108,014	126,570	18,556	17.2%	Payment In Lieu of Taxes
29	BAD DEBT EXPENSE	124,150	62,075	(62,075)	-50.0%	Return to pre COVID experience
30	OPEB EXPENSE	46,359	23,181	(23,178)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	7,725	7,725	-	0.0%	
32	TOTAL GENERAL EXPENSE	390,900	354,367	(36,533)	-9.3%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	215,270	215,270	-	0.0%	Per depreciation schedule
34	TOTAL NON-OPERATING ITEMS	215,270	215,270	-	0.0%	
35	TOTAL EXPENSES	3,354,808	3,422,559	67,751	2.0%	
36	GAIN OR LOSS	7,456	15,423	7,967	106.9%	

Housing Authority of the County of Merced

Summary 2022-23

BUDGET COMPARISON - AMP 1

(MERCED AREA) 176 UNITS

LINE #	ITEM	BOARD APPROVED BUDGET 2021-22 AMP 1	PROPOSED BUDGET 2022-23 AMP 1	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	658,301	730,567	72,266	11.0%	Higher tenant share of rent per HUD, 98% occupancy
2	GRANT INCOME	683,465	637,125	(46,340)	-6.8%	Based on Operating Subsidy formula, 98% occupancy
3	OTHER INCOME	-	-	-	#DIV/0!	
4	TOTAL REVENUES	1,341,766	1,367,692	25,926	1.9%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	109,188	112,793	3,605	3.3%	Based on 2% inc. on current employee roster
6	FRINGE BENEFITS	91,125	87,704	(3,421)	-3.8%	Based on current employee roster
7	LEGAL EXPENSE	15,100	15,100	-	0.0%	
8	MANAGEMENT FEES	165,331	167,339	2,008	1.2%	Higher rate allowed by HUD
9	BOOKKEEPING FEES	15,525	15,525	-	0.0%	
10	ASSET MANAGEMENT FEES	20,700	20,700	-	0.0%	
11	OTHER ADMIN EXPENSES	54,650	54,150	(500)	-0.9%	
12	TOTAL ADMINISTRATIVE EXPENSES	471,619	473,311	1,692	0.4%	
	UTILITIES					
13	WATER	39,213	48,398	9,185	23.4%	Assume 10% increase over prior year actuals
14	ELECTRICITY	11,840	12,603	763	6.4%	Assume 10% increase over prior year actuals
15	GAS	1,175	1,892	717	61.0%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	82,797	95,065	12,268	14.8%	Assume 10% increase over prior year actuals
17	SEWER	76,439	83,833	7,394	9.7%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	935	935	-	0.0%	Assume 10% increase over prior year actuals
19	TOTAL UTILITIES	212,399	242,726	30,327	14.3%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	96,130	102,424	6,294	6.5%	Based on 2% inc. on current roster
21	FRINGE BENEFITS	25,086	25,695	609	2.4%	Based on current roster
22	UNIFORMS	1,800	1,800	-	0.0%	
23	VEHICLE GAS, OIL	7,500	9,000	1,500	20.0%	
24	MATERIALS	95,755	79,755	(16,000)	-16.7%	Return to pre COVID costs
25	CONTRACT COSTS	149,500	159,825	10,325	6.9%	Return to pre COVID costs
26	TOTAL MAINTENANCE AND OPERATIONS	375,771	378,499	2,728	0.7%	
	GENERAL EXPENSE					
27	INSURANCE	40,916	52,606	11,690	28.6%	Reflects higher experience - rate increase
28	P.I.L.O.T.	43,571	47,909	4,338	10.0%	Payment In Lieu of Taxes
29	BAD DEBT EXPENSE	48,600	24,300	(24,300)	-50.0%	Return to pre COVID experience
30	OPEB EXPENSE	19,457	9,729	(9,728)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	5,000	5,000	-	0.0%	
32	TOTAL GENERAL EXPENSE	157,544	139,544	(18,000)	-11.4%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	37,716	37,716	-	0.0%	Per depreciation schedule
34	TOTAL NON-OPERATING ITEMS	37,716	37,716	-	0.0%	
35	TOTAL EXPENSES	1,255,049	1,271,796	16,747	1.3%	
36	GAIN OR LOSS	86,717	95,896	9,179	10.6%	

Housing Authority of the County of Merced

Summary 2022-23

BUDGET COMPARISON - AMP 2

(ATWATER/LIVINGSTON AREA) 117 UNITS

LINE #	ITEM	BOARD	PROPOSED	BUDGET VS.	DIFF. %	COMMENTS
		APPROVED BUDGET 2021-22 AMP 2	BUDGET 2022-23 AMP 2	BUDGET DIFFERENCE		
	REVENUES					
1	TENANT INCOME	516,599	592,378	75,779	14.7%	Higher tenant share of rent per HUD, 98% occupancy
2	GRANT INCOME	460,996	406,391	(54,605)	-11.8%	Based on Operating Subsidy formula, 98% occupancy
3	OTHER INCOME	-	-	-	0.0%	
4	TOTAL REVENUES	977,595	998,769	21,174	2.2%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	74,977	77,447	2,470	3.3%	Based on 2% inc. on current employee roster
6	FRINGE BENEFITS	52,324	50,930	(1,394)	-2.7%	Based on current employee roster
7	LEGAL EXPENSE	7,400	7,400	-	0.0%	
8	MANAGEMENT FEES	109,901	111,236	1,335	1.2%	Higher rate allowed by HUD
9	BOOKKEEPING FEES	10,320	10,320	-	0.0%	
10	ASSET MANAGEMENT FEES	13,760	14,350	590	4.3%	
11	OTHER ADMIN EXPENSES	50,290	50,290	-	0.0%	
12	TOTAL ADMINISTRATIVE EXPENSES	318,972	321,973	3,001	0.9%	
	UTILITIES					
13	WATER	49,394	64,201	14,807	30.0%	Assume 10% increase over prior year actuals
14	ELECTRICITY	16,287	14,786	(1,501)	-9.2%	Assume 10% increase over prior year actuals
15	GAS	2,552	2,678	126	4.9%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	51,409	55,941	4,532	8.8%	Assume 10% increase over prior year actuals
17	SEWER	77,921	84,625	6,704	8.6%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	339	364	25	0.0%	
19	TOTAL UTILITIES	197,902	222,595	24,693	12.5%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	80,861	86,111	5,250	6.5%	Based on 2% inc. on current employee roster
21	FRINGE BENEFITS	30,504	31,009	505	1.7%	Based on current roster
22	UNIFORMS	1,000	1,000	-	0.0%	
23	VEHICLE GAS, OIL	6,000	10,000	4,000	66.7%	Higer fuel costs and labor rates
24	MATERIALS	55,550	55,950	400	0.7%	Return to pre COVID costs
25	CONTRACT COSTS	130,583	130,483	(100)	-0.1%	Return to pre COVID costs
26	TOTAL MAINTENANCE AND OPERATIONS	304,498	314,553	10,055	3.3%	
	GENERAL EXPENSE					
27	INSURANCE	30,465	39,125	8,660	28.4%	Reflects higher experience - rate increase
28	P.I.L.O.T.	31,320	36,503	5,183	16.5%	Payment in Lieu of Taxes
29	BAD DEBT EXPENSE	38,332	19,166	(19,166)	-50.0%	Return to pre COVID experience
30	OPEB EXPENSE	14,013	7,007	(7,006)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	1,125	1,125	-	0.0%	
32	TOTAL GENERAL EXPENSE	115,255	102,926	(12,329)	-10.7%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	71,372	71,372	-	0.0%	from depreciation schedule
34	TOTAL NON-OPERATING ITEMS	71,372	71,372	-	0.0%	
35	TOTAL EXPENSES	1,007,999	1,033,419	25,420	2.5%	
36	GAIN OR LOSS	(30,404)	(34,650)	(4,246)	14.0%	

Housing Authority of the County of Merced
 Summary 2022-23
 BUDGET COMPARISON - AMP 3
 (LOS BANOS & DOS PALOS AREA) 122 UNITS

LINE #	ITEM	BOARD APPROVED BUDGET 2021-22 AMP 3	PROPOSED BUDGET 2022-23 AMP 3	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	490,756	600,630	109,874	22.4%	Higher tenant share of rent per HUD, 98% occupancy
2	GRANT INCOME	509,747	428,073	(81,674)	-16.0%	Based on Operating Subsidy formula, 98% occupancy
3	OTHER INCOME			-	0.0%	
4	TOTAL REVENUES	1,000,503	1,028,703	28,200	2.8%	
	EXPENSES		137,859			
	ADMINISTRATIVE					
5	SALARIES AND WAGES	92,573	95,435	2,862	3.1%	Based on 2% inc. on current employee roster
6	FRINGE BENEFITS	62,299	57,298	(5,001)	-8.0%	Based on current employee roster
7	LEGAL EXPENSE	13,150	13,150	-	0.0%	
8	MANAGEMENT FEES	114,613	116,005	1,392	1.2%	Higher rate allowed by HUD
9	BOOKKEEPING FEES	10,763	10,763	-	0.0%	
10	ASSET MANAGEMENT FEES	14,350	14,350	-	0.0%	
11	OTHER ADMIN EXPENSES	45,530	42,530	(3,000)	-6.6%	
12	TOTAL ADMINISTRATIVE EXPENSES	353,278	349,531	(3,747)	-1.1%	
	UTILITIES					
13	WATER	58,121	72,012	13,891	23.9%	Assume 10% increase over prior year actuals
14	ELECTRICITY	7,957	8,963	1,006	12.6%	Assume 10% increase over prior year actuals
15	GAS	829	2,556	1,727	208.3%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	47,687	45,536	(2,151)	-4.5%	Assume 10% increase over prior year actuals
17	SEWER	44,094	53,013	8,919	20.2%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	-	-	-	0.0%	
19	TOTAL UTILITIES	158,688	182,080	23,392	14.7%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	77,175	80,659	3,484	4.5%	Based on 2% inc. on current employee roster
21	FRINGE BENEFITS	31,540	31,908	368	1.2%	Based on current roster
22	UNIFORMS	800	800	-	100.0%	
23	VEHICLE GAS, OIL	8,000	9,000	1,000	12.5%	Higer fuel costs and labor rates
24	MATERIALS	83,215	84,415	1,200	1.4%	Post COVID increase
25	CONTRACT COSTS	128,610	132,810	4,200	3.3%	Post COVID increase
26	TOTAL MAINTENANCE AND OPERATIONS	329,340	339,592	10,252	3.1%	
	GENERAL EXPENSE					
27	INSURANCE	31,929	41,386	9,457	29.6%	Reflects higher experience - rate increase
28	P.I.L.O.T.	32,427	41,155	8,728	26.9%	Payment In Lieu of Taxes
29	BAD DEBT EXPENSE	36,222	18,111	(18,111)	-50.0%	Return to pre COVID experience
30	OPEB EXPENSE	12,607	6,304	(6,303)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	1,500	1,500	-	0.0%	
32	TOTAL GENERAL EXPENSE	114,685	108,456	(6,229)	-5.4%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	58,425	58,425	-	0.0%	from depreciation schedule
34	TOTAL NON-OPERATING ITEMS	58,425	58,425	-	0.0%	
35	TOTAL EXPENSES	1,014,416	1,038,084	23,668	2.3%	
36	GAIN OR LOSS	(13,913)	(9,381)	4,532	-32.6%	

Housing Authority of the County of Merced
 Summary 2022-23
 BUDGET COMPARISON - AMP 4
 (MERCED 1ST STREET AREA) 6 UNITS

LINE #	ITEM	BOARD APPROVED BUDGET 2021-22 AMP 4	PROPOSED BUDGET 2022-322 AMP 4	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	13,782	18,051	4,269	31.0%	Higher tenant share of rent per HUD, 98% occupancy
2	GRANT INCOME	28,618	24,767	(3,851)	-13.5%	Based on Operating Subsidy formula, 98% occupancy
3	OTHER INCOME	-	-	-	0.0%	
4	TOTAL REVENUES	42,400	42,818	418	1.0%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	2,927	3,028	101	3.5%	Based on 2% inc. on current roster
6	FRINGE BENEFITS	2,493	2,276	(217)	-8.7%	Based on current employee roster
7	LEGAL EXPENSE	150	150	-	0.0%	
8	MANAGEMENT FEES	5,671	5,740	69	1.2%	Higher rate allowed by HUD
9	BOOKKEEPING FEES	533	533	-	0.0%	
10	ASSET MANAGEMENT FEES	710	710	-	100.0%	
11	OTHER ADMIN EXPENSES	935	935	-	0.0%	
12	TOTAL ADMINISTRATIVE EXPENSES	13,419	13,372	(47)	-0.4%	
	UTILITIES					
13	WATER	934	1,044	110	11.8%	Assume 10% increase over prior year actuals
14	ELECTRICITY	-	678	678	#DIV/0!	Assume 10% increase over prior year actuals
15	GAS	-	168	168	0.0%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	2,763	3,323	560	20.3%	Assume 10% increase over prior year actuals
17	SEWER	2,600	2,783	183	7.0%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	26	27	1	0.0%	Assume 10% increase over prior year actuals
19	TOTAL UTILITIES	6,323	8,023	1,700	26.9%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	3,298	3,514	216	6.5%	Based on 2% inc. on current roster
21	FRINGE BENEFITS	851	873	22	2.6%	Based on current roster
22	UNIFORMS			-	100.0%	
23	VEHICLE GAS, OIL	30	30	-	0.0%	
24	MATERIALS	1,350	1,350	-	0.0%	
25	CONTRACT COSTS	900	900	-	0.0%	
26	TOTAL MAINTENANCE AND OPERATIONS	6,429	6,667	238	3.7%	
	GENERAL EXPENSE					
27	INSURANCE	1,342	1,699	357	26.6%	Reflects higher experience - rate increase
28	P.I.L.O.T.	696	1,003	307	44.1%	Payment In Lieu of Taxes
29	BAD DEBT EXPENSE	996	498	(498)	0.0%	Return to pre COVID experience
30	OPEB EXPENSE	282	141	(141)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	100	100	-	100.0%	
32	TOTAL GENERAL EXPENSE	3,416	3,441	25	0.7%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	47,757	47,757	-	0.0%	from depreciation schedule
34	TOTAL NON-OPERATING ITEMS	47,757	47,757	-	0.0%	
35	TOTAL EXPENSES	77,344	79,260	1,916	2.5%	
36	GAIN OR LOSS	(34,944)	(36,442)	(1,498)	4.3%	

Housing Authority of the County of Merced

Summary 2022-23

BUDGET COMPARISON - HOUSING CHOICE VOUCHERS
(HCV) 2791 VOUCHERS

LINE #	ITEM	BOARD APPROVED BUDGET 2021-22 HCV	PROPOSED BUDGET 2022-23 HCV	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	0.0%	
2	GRANT INCOME	24,892,450	24,317,038	(575,412)	-2.3%	Lower average rate
3	OTHER INCOME	3,000	1,500	(1,500)	-50.0%	
4	TOTAL REVENUES	24,895,450	24,318,538	(576,912)	-2.3%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	583,966	627,677	43,711	7.5%	Based on 2% inc. on current roster
6	FRINGE BENEFITS	300,404	302,921	2,517	0.8%	Based on current employee roster
7	LEGAL EXPENSE	10,500	10,500	-	0.0%	
8	MANAGEMENT FEES	386,868	386,868	-	0.0%	
9	BOOKKEEPING FEES	241,793	241,793	-	0.0%	
10	ASSET MANAGEMENT FEES	-	-	-	0.0%	
11	OTHER ADMIN EXPENSES	292,100	292,100	-	0.0%	
12	TOTAL ADMINISTRATIVE EXPENSES	1,815,631	1,861,859	46,228	2.5%	
	UTILITIES					
13	WATER	-	32	32	0.0%	
14	ELECTRICITY	-	218	218	0.0%	
15	GAS	-	-	-	0.0%	
16	GARBAGE/TRASH	-	-	-	0.0%	
17	SEWER	-	-	-	0.0%	
18	OTHER UTILITIES	-	-	-	0.0%	
19	TOTAL UTILITIES	-	250	250	0.0%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.0%	
21	FRINGE BENEFITS	-	-	-	0.0%	
22	UNIFORMS	-	-	-	0.0%	
23	VEHICLE GAS, OIL	275	275	-	0.0%	
24	MATERIALS	2,300	2,300	-	100.0%	
25	CONTRACT COSTS	146,500	146,500	-	0.0%	
26	TOTAL MAINTENANCE AND OPERATIONS	149,075	149,075	-	0.0%	
	GENERAL EXPENSE					
27	INSURANCE	20,974	23,882	2,908	13.9%	Reflects higher experience - rate increase
28	P.I.L.O.T.	-	-	-	0.0%	
29	BAD DEBT EXPENSE	5,000	2,500	(2,500)	0.0%	Return to pre COVID experience
30	OPEB EXPENSE	43,661	21,831	(21,830)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	20,000	20,000	-	0.0%	
32	TOTAL GENERAL EXPENSE	89,635	68,213	(21,422)	-23.9%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	22,797,109	22,147,040	(650,069)	-2.9%	Lower average rate
34	TOTAL NON-OPERATING ITEMS	22,797,109	22,147,040	(650,069)	-2.9%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.0%	from depreciation schedule
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.0%	
35	TOTAL EXPENSES	24,851,450	24,226,437	(625,013)	-2.5%	
36	GAIN OR LOSS	44,000	92,101	48,101	109.3%	

Housing Authority of the County of Merced

Summary 2022-23

BUDGET COMPARISON - CENTRAL OFFICE COST CENTER
(COCC)

LINE #	ITEM	BOARD APPROVED BUDGET 2021-22 COCC	PROPOSED BUDGET 2022-23 COCC	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	0.0%	
2	GRANT INCOME	-	-	-	0.0%	
3	OTHER INCOME	1,227,078	1,285,110	58,032	4.7%	Management Fees, higher higher captal fund utilization
4	TOTAL REVENUES	1,227,078	1,285,110	58,032	4.7%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	528,363	545,032	16,669	3.2%	Based on 2% inc. on current employee roster
6	FRINGE BENEFITS	261,228	258,022	(3,206)	-1.2%	Based on current employee roster
7	LEGAL EXPENSE	63,000	50,000	(13,000)	-20.6%	
8	MANAGEMENT FEES			-	0.0%	
9	BOOKKEEPING FEES			-	0.0%	
10	ASSET MANAGEMENT FEES			-	0.0%	
11	OTHER ADMIN EXPENSES	226,000	253,000	27,000	11.9%	Higher audit, consulting, accounting, banking
12	TOTAL ADMINISTRATIVE EXPENSES	1,078,591	1,106,054	27,463	2.5%	
	UTILITIES					
13	WATER	6,033	8,796	2,763	45.8%	Assume 10% increase over prior year actuals
14	ELECTRICITY	31,470	34,271	2,801	8.9%	Assume 10% increase over prior year actuals
15	GAS	4,921	5,324	403	8.2%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	823	-	(823)	-100.0%	Assume 10% increase over prior year actuals
17	SEWER	177	-	(177)	-100.0%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	1,181	190	(991)	0.0%	Assume 10% increase over prior year actuals
19	TOTAL UTILITIES	44,605	48,581	3,976	8.9%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.0%	
21	FRINGE BENEFITS	-	-	-	0.0%	
22	UNIFORMS	-	-	-	0.0%	
23	VEHICLE GAS, OIL	750	750	-	0.0%	
24	MATERIALS	2,000	2,000	-	0.0%	
25	CONTRACT COSTS	83,450	83,450	-	0.0%	
26	TOTAL MAINTENANCE AND OPERATIONS	86,200	86,200	-	0.0%	
	GENERAL EXPENSE					
27	INSURANCE	12,884	14,902	2,018	15.7%	Reflects higher experience - rate increase
28	P.I.L.O.T.	-	-	-	0.0%	
29	BAD DEBT EXPENSE	-	-	-	0.0%	
30	OPEB EXPENSE	27,961	13,646	(14,315)	-51.2%	Lower anticpated experience level
31	OTHER GENERAL EXPENSE	-	-	-	0.0%	
32	TOTAL GENERAL EXPENSE	40,845	28,548	(12,297)	-30.1%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.0%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.0%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	7,873	7,873	0.0%	from depreciation schedule
36	TOTAL NON-OPERATING ITEMS	-	7,873	7,873	0.0%	
35	TOTAL EXPENSES	1,250,241	1,277,256	27,015	2.2%	
36	GAIN OR LOSS	(23,163)	7,854	31,017	-133.9%	

Housing Authority of the County of Merced
 Summary 2022-23
 BUDGET COMPARISON - LANGDON VILLAS
 1 UNIT

LINE #	ITEM	BOARD APPROVED BUDGET 2021-22 LANGDON	PROPOSED BUDGET 2022-23 LANGDON	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	71,160	70,588	(572)	-0.8%	
2	GRANT INCOME			-	0.0%	
3	OTHER INCOME	285,907	281,747	(4,160)	-1.5%	
4	TOTAL REVENUES	357,067	352,335	(4,732)	-1.3%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	28,798	29,374	576	2.0%	Based on 2% inc. on current employee roster
6	FRINGE BENEFITS	67,842	62,886	(4,956)	-7.3%	Based on current employee roster
7	LEGAL EXPENSE	2,500	2,500	-	0.0%	
8	MANAGEMENT FEES			-	0.0%	
9	BOOKKEEPING FEES			-	0.0%	
10				-	0.0%	
11	OTHER ADMIN EXPENSES	42,350	37,350	(5,000)	-11.8%	
12	TOTAL ADMINISTRATIVE EXPENSES	141,490	132,110	(9,380)	-6.6%	
	UTILITIES					
13	WATER	550	550	-	0.0%	
14	ELECTRICITY	-	-	-	0.0%	
15	GAS	-	-	-	0.0%	
16	GARBAGE/TRASH	500	500	-	0.0%	
17	SEWER	550	550	-	0.0%	
18	OTHER UTILITIES	-	-	-	0.0%	
19	TOTAL UTILITIES	1,600	1,600	-	0.0%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES		532	532	0.0%	
21	FRINGE BENEFITS		-	-	0.0%	
22	UNIFORMS	-	-	-	0.0%	
23	VEHICLE GAS, OIL	-	-	-	0.0%	
24	MATERIALS	1,400	1,400	-	0.0%	
25	CONTRACT COSTS	9,750	9,750	-	0.0%	
26	TOTAL MAINTENANCE AND OPERATIONS	11,150	11,682	532	4.8%	
	GENERAL EXPENSE					
27	INSURANCE	2,686	2,620	(66)	-2.5%	Reflects higher experience - rate increase
28	P.I.L.O.T.			-	0.0%	
29	BAD DEBT EXPENSE	539	270	(269)	0.0%	
30	OPEB EXPENSE	36,315	18,158	(18,157)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	100	100	-	0.0%	
32	TOTAL GENERAL EXPENSE	39,640	21,148	(18,492)	-46.6%	
	FINANCING EXPENSES					
33	INTEREST EXPENSE - BOND	102,553	100,500	(2,053)	-2.0%	
34	TOTAL FINANCING	102,553	100,500	(2,053)	-2.0%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	3,439	3,438	(1)	0.0%	from depreciation schedule
36	TOTAL NON-OPERATING ITEMS	3,439	3,438	(1)	0.0%	
35	TOTAL EXPENSES	299,872	270,478	(29,394)	-9.8%	
36	GAIN OR LOSS	57,195	81,857	24,662	43.1%	

Housing Authority of the County of Merced
 Summary 2022-23
 BUDGET COMPARISON - OBANION CENTER

LINE #	ITEM	BOARD	PROPOSED	BUDGET VS.	DIFF. %	COMMENTS
		APPROVED BUDGET 2021-22 OBANION	BUDGET 2022-23 OBANION	BUDGET DIFFERENCE		
	REVENUES					
1	TENANT INCOME	198,270	204,331	6,061	3.1%	3% Rent Rate Increase
2	GRANT INCOME	-	-	-	0.0%	
3	OTHER INCOME	-	-	-	0.0%	
4	TOTAL REVENUES	198,270	204,331	6,061	3.1%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	-	-	-	0.0%	
6	FRINGE BENEFITS	-	-	-	0.0%	
7	LEGAL EXPENSE	-	-	-	0.0%	
8	MANAGEMENT FEES	19,827	20,433	606	3.1%	
9	BOOKKEEPING FEES	-	-	-	0.0%	
10	ASSET MANAGEMENT FEES	-	-	-	0.0%	
11	OTHER ADMIN EXPENSES	1,700	1,850	150	8.8%	
12	TOTAL ADMINISTRATIVE EXPENSES	21,527	22,283	756	3.5%	
	UTILITIES					
13	WATER	3,902	5,101	1,199	30.7%	Assume 10% increase over prior year actuals
14	ELECTRICITY	52,245	54,775	2,530	4.8%	Assume 10% increase over prior year actuals
15	GAS	7,369	7,473	104	1.4%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	5,056	15,437	10,381	205.3%	Assume 10% increase over prior year actuals
17	SEWER	11,384	3,507	(7,877)	-69.2%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	230	246	16	0.0%	Assume 10% increase over prior year actuals
19	TOTAL UTILITIES	80,186	86,539	6,353	7.9%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.0%	
21	FRINGE BENEFITS	-	-	-	0.0%	
22	UNIFORMS	-	-	-	0.0%	
23	VEHICLE GAS, OIL	-	-	-	0.0%	
24	MATERIALS	5,445	3,750	(1,695)	-31.1%	
25	CONTRACT COSTS	34,260	33,470	(790)	-2.3%	
26	TOTAL MAINTENANCE AND OPERATIONS	39,705	37,220	(2,485)	-6.3%	
	GENERAL EXPENSE					
27	INSURANCE	1,601	2,844	1,243	77.6%	Reflects higher experience - rate increase
28	P.I.L.O.T.	-	-	-	0.0%	
29	BAD DEBT EXPENSE	-	-	-	0.0%	
30	OPEB EXPENSE	-	-	-	0.0%	
31	OTHER GENERAL EXPENSE	-	-	-	0.0%	
32	TOTAL GENERAL EXPENSE	1,601	2,844	1,243	77.6%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.0%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.0%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	53,800	53,800	-	0.0%	from depreciation schedule
36	TOTAL NON-OPERATING ITEMS	53,800	53,800	-	0.0%	
35	TOTAL EXPENSES	196,819	202,686	5,867	3.0%	
36	GAIN OR LOSS	1,451	1,645	194	13.4%	

Housing Authority of the County of Merced
 Summary 2022-23
 BUDGET COMPARISON - VALLEY VIEW
 73 UNITS

LINE #	ITEM	BOARD	PROPOSED	BUDGET VS.	DIFF. %	COMMENTS
		APPROVED BUDGET 2021-22 VALLEY VIEW	BUDGET 2022-23 VALLEY VIEW	BUDGET DIFFERENCE		
	REVENUES					
1	TENANT INCOME	210,389	216,701	6,312	3.0%	3% Rent Rate Increase
2	GRANT INCOME	377,872	389,208	11,336	0.0%	
3	OTHER INCOME	5,800	5,800	-	0.0%	
4	TOTAL REVENUES	594,061	611,709	17,648	3.0%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	61,146	62,981	1,835	3.0%	Based on 2% inc. on current roster
6	FRINGE BENEFITS	25,814	26,024	210	0.8%	Based on current employee roster
7	LEGAL EXPENSE	15,500	15,500	-	0.0%	
8	MANAGEMENT FEES	66,576	67,259	683	1.0%	
9	BOOKKEEPING FEES			-	0.0%	
10	ASSET MANAGEMENT FEES			-	0.0%	
11	OTHER ADMIN EXPENSES	4,550	4,600	50	1.1%	
12	TOTAL ADMINISTRATIVE EXPENSES	173,586	176,364	2,778	1.6%	
	UTILITIES					
13	WATER	32,946	41,632	8,686	26.4%	Assume 10% increase over prior year actuals
14	ELECTRICITY	8,494	8,391	(103)	-1.2%	Assume 10% increase over prior year actuals
15	GAS	2,033	2,531	498	24.5%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	17,428	20,258	2,830	16.2%	Assume 10% increase over prior year actuals
17	SEWER	35,991	43,492	7,501	20.8%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	187	200	13	0.0%	
19	TOTAL UTILITIES	97,079	116,504	19,425	20.0%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	47,017	49,330	2,313	4.9%	Based on 2% inc. on current roster
21	FRINGE BENEFITS	18,893	19,131	238	1.3%	Based on current roster
22	UNIFORMS			-	0.0%	
23	VEHICLE GAS, OIL			-	0.0%	
24	MATERIALS	16,500	16,500	-	0.0%	
25	CONTRACT COSTS	83,720	83,720	-	0.0%	
26	TOTAL MAINTENANCE AND OPERATIONS	166,130	168,681	2,551	1.5%	
	GENERAL EXPENSE					
27	INSURANCE	20,263	26,369	6,106	30.1%	Reflects higher experience - rate increase
28	P.I.L.O.T.			-	0.0%	
29	BAD DEBT EXPENSE	15,779	7,890	(7,889)	-50.0%	Return to pre COVID experience
30	OPEB EXPENSE	6,734	3,367	(3,367)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	-	-	-	0.0%	
32	TOTAL GENERAL EXPENSE	42,776	37,626	(5,150)	-12.0%	
	FINANCING EXPENSES					
33	INTEREST EXPENSE - BOND	71,190	68,500	(2,690)	-3.8%	
34	TOTAL FINANCING	71,190	68,500	(2,690)	-3.8%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	40,519	40,519	-	0.0%	from depreciation schedule
36	TOTAL NON-OPERATING ITEMS	40,519	40,519	-	0.0%	
35	TOTAL EXPENSES	591,280	608,194	16,914	2.9%	
36	GAIN OR LOSS	2,781	3,515	734	26.4%	

Housing Authority of the County of Merced
 Summary 2022-23
 BUDGET COMPARISON - FELIX TORRES YEAR ROUND
 50 UNITS

LINE #	ITEM	BOARD APPROVED BUDGET 2021-22 FT-YR	PROPOSED BUDGET 2022-23 FT-YR	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	566,530	566,530	-	0.0%	
2	GRANT INCOME			-	0.0%	
3	OTHER INCOME			-	0.0%	
4	TOTAL REVENUES	566,530	566,530	-	0.0%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	2,610	2,713	103	3.9%	Based on 2% inc. on current roster
6	FRINGE BENEFITS	23,340	14,764	(8,576)	-36.7%	Based on current employee roster
7	LEGAL EXPENSE	1,700	1,700	-	0.0%	
8	MANAGEMENT FEES	40,800	40,800	-	0.0%	
9	BOOKKEEPING FEES			-	0.0%	
10	ASSET MANAGEMENT FEES			-	0.0%	
11	OTHER ADMIN EXPENSES	21,200	31,000	9,800	46.2%	Telephone upgrades
12	TOTAL ADMINISTRATIVE EXPENSES	89,650	90,977	1,327	1.5%	
	UTILITIES					
13	WATER	32,294	29,156	(3,138)	-9.7%	Assume 10% increase over prior year actuals
14	ELECTRICITY	13,266	13,769	503	3.8%	Assume 10% increase over prior year actuals
15	GAS	1,820	2,697	877	48.2%	Assume 10% increase over prior year actuals
16	GARBAGE/TRASH	9,732	16,416	6,684	68.7%	Assume 10% increase over prior year actuals
17	SEWER	42,759	38,530	(4,229)	-9.9%	Assume 10% increase over prior year actuals
18	OTHER UTILITIES	621	607	(14)	100.0%	Assume 10% increase over prior year actuals
19	TOTAL UTILITIES	100,492	101,175	683	0.7%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	52,764	60,528	7,764	100.0%	Based on 2% inc. on current roster
21	FRINGE BENEFITS	8,759	9,691	932	10.6%	Based on current roster
22	UNIFORMS	600	600	-	100.0%	
23	VEHICLE GAS, OIL	1,600	1,900	300	18.8%	
24	MATERIALS	23,265	23,265	-	0.0%	
25	CONTRACT COSTS	10,695	10,695	-	0.0%	
26	TOTAL MAINTENANCE AND OPERATIONS	97,683	106,679	8,996	9.2%	
	GENERAL EXPENSE					
27	INSURANCE	11,764	15,206	3,442	29.3%	Reflects higher experience - rate increase
28	P.I.L.O.T.			-	0.0%	
29	BAD DEBT EXPENSE	22,275	11,138	(11,137)	100.0%	Return to pre COVID experience
30	OPEB EXPENSE	4,418	2,209	(2,209)	-50.0%	Lower anticipated experience level
31	OTHER GENERAL EXPENSE	-	-	-	0.0%	
32	TOTAL GENERAL EXPENSE	38,457	28,553	(9,904)	-25.8%	
	FINANCING EXPENSE					
33	INTEREST EXPENSES	21,157	20,000	(1,157)	-5.5%	
34	TOTAL FINANCING EXPENSE	21,157	20,000	(1,157)	-5.5%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	195,471	195,471	-	0.0%	
36	TOTAL NON-OPERATING ITEMS	195,471	195,471	-	0.0%	from depreciation schedule
35	TOTAL EXPENSES	542,910	542,855	(55)	0.0%	
36	GAIN OR LOSS	23,620	23,675	55	0.2%	

Housing Authority of the County of Merced
 Summary 2022-23
 BUDGET COMPARISON - MIGRANT TOTAL - 228 UNITS
 2021-22 vs 2022-23

LINE #	ITEM	BUDGET 2021-22 MIGRANT	BUDGET 2022-2023 MIGRANT	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	0.0%	
2	GRANT INCOME	1,405,496	1,454,967	49,471	3.5%	Program reimburses for expenses
3	OTHER INCOME	-	-	-	0.0%	
4	TOTAL REVENUES	1,405,496	1,454,967	49,471	3.5%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	438,600	447,400	8,800	2.0%	Based on 2% inc. on current employee roster
6	FRINGE BENEFITS	259,500	265,400	5,900	2.3%	Based on current employee roster
7	LEGAL EXPENSE	-	-	-	0.0%	
8	MANAGEMENT FEES	121,744	123,515	1,771	1.5%	Adjusted by OMS
9	BOOKKEEPING FEES	-	-	-	0.0%	
10	ASSET MANAGEMENT FEES	-	-	-	0.0%	
11	OTHER ADMIN EXPENSES	24,750	26,750	2,000	8.1%	Adjusted by OMS
12	TOTAL ADMINISTRATIVE EXPENSES	844,594	863,065	18,471	2.2%	
	UTILITIES					
13	WATER	-	-	-	0.0%	
14	ELECTRICITY	187,000	201,500	14,500	7.8%	Assumes 10% increase over prior year
15	GAS	-	-	-	0.0%	
16	GARBAGE/TRASH	34,800	38,300	3,500	10.1%	Assumes 10% increase over prior year
17	SEWER	95,200	100,200	5,000	5.3%	Assumes 10% increase over prior year
18	OTHER UTILITIES	-	-	-	0.0%	
19	TOTAL UTILITIES	317,000	340,000	23,000	7.3%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.0%	
21	FRINGE BENEFITS	-	-	-	0.0%	
22	UNIFORMS	-	-	-	0.0%	
23	VEHICLE GAS, OIL	7,700	8,300	600	7.8%	
24	MATERIALS	58,700	65,200	6,500	11.1%	Adjusted by OMS
25	CONTRACT COSTS	-	-	-	0.0%	
26	TOTAL MAINTENANCE AND OPERATIONS	66,400	73,500	7,100	10.7%	
	GENERAL EXPENSE					
27	INSURANCE	27,100	28,000	900	0.0%	
28	P.I.L.O.T.	-	-	-	0.0%	
29	BAD DEBT EXPENSE	-	-	-	0.0%	
30	OPEB EXPENSE	-	-	-	0.0%	
31	OTHER GENERAL EXPENSE	-	-	-	0.0%	
32	TOTAL GENERAL EXPENSE	27,100	28,000	900	0.0%	
	FINANCING EXPENSES					
33	DEBT SERVICE AND REPLACEMENT RES	150,402	150,402	-	0.0%	
34	TOTAL NON-OPERATING ITEMS	150,402	150,402	-	0.0%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.0%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.0%	
35	TOTAL EXPENSES	1,405,496	1,454,967	49,471	3.5%	
36	GAIN OR LOSS	-	-	-	0.0%	

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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RESOLUTION NO. 2022-09

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED, DECLARING CERTAIN VEHICLES AS SURPLUS AND AUTHORIZING THEIR SALE OR DISPOSITION AS EXCESS PROPERTY

WHEREAS, the Housing Authority of the County of Merced is the owner of certain vehicles and items of property (“Equipment”) listed in Exhibit “A” attached and incorporated herein by reference; and,

WHEREAS, California Health and Safety Code Section 34310 governs the powers and duties of Housing Authorities and states that “An authority constitutes a corporate and politic public body, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out the purposes and provisions of this chapter.”; and

WHEREAS, the “Equipment” is currently not suitable for active use for the Housing Authority and is of such an age and condition that it will not be suitable to serve any future use or purpose for the Housing Authority; and

WHEREAS, staff recommends that the Board of Commissioners declare the “Equipment” listed in Exhibit “A” as surplus, and authorize the Executive Director to sell them at auction or by any other means deemed appropriate by the Executive Director; and

WHEREAS, the proceeds from the sale of the vehicles and/or equipment will be credited to the appropriate vehicle or equipment replacement fund, if any, with any remainder being credited to the General Fund in a manner consistent with the Authority’s finance policies and accounting practices;

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

1. The Board adopts the above recitals and finds them true and correct.
2. The Board of Commissioners hereby declares that the Equipment is declared surplus and may be disposed of by the Housing Authority.
3. This Resolution shall take effect immediately upon adoption of the Board of Commissioners.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Merced this 13th day of July, 2022 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Chairperson

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: July 13, 2022

SUBJECT: Recommendation to adopt Resolution NO. 2022-09, Declaring certain vehicles as surplus and authorizing their sale or disposition as excess property.

BACKGROUND

The Authority has several vehicles that are considered surplus. These vehicles are no longer in use and have no purpose for continued ownership. The following surplus vehicles have been identified as non-working and/or inefficient, cost of repair is too high, and intend to be sold at auction or other available methods.

Once a vehicle or piece of equipment is scheduled for replacement or disposal, the Authority utilizes specific criteria to evaluate the vehicle or equipment prior to making a final recommendation for disposing of it. Among the replacement criteria considered are:

- Wear and tear on the engine, drive train, and transmission;
- Condition of the structural body and major component parts;
- The vehicle's frequency and nature of past repairs;
- Changes in the vehicle's mission as identified by the Authority that it serves;
- Changes in technology;
- Vehicle right-sizing;
- The impact of future alternative fuels usage; and/or
- Specific vehicle replacement funding accrued.

The vehicles to be disposed of are as follows:

Exhibit A

2004	Brotr	Kodiak	77,453	WHITE	1B9FS2421BE279113
2000	Ford	F150	N/B	WHITE	1FTZF1722YKA32015
2002	Chev	S10	96,005	WHITE	1GCCS145628258871
2000	Nissan	Frontier	N/B	SILVER	1N6DD21S1YC319500
1998	Nissan	Frontier	N/B	WHITE	1N6DD26S7WC364866
2003	Chev	Malibu	N/B	WHITE	1G1ND52J03M626540
1999	Ford	Taurus	80,652	WHITE	1FAFP53V8XAZ271318