

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, October 17, 2023
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
Robert Dylina
Diana Odom Gunn
Marilyn Scorby

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 subject-matter 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 3-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record. Public comments must not interfere with orderly discussion or otherwise disrupt the meeting (CA Gov. Code 54957.9, SB 1100 (2022)). Slanderous, profane, threatening remarks or disorderly conduct that disrupts the meeting are prohibited (CA Gov. Code 36813, White v. City of Norwalk, 900 F.2d 1421 (1990)). Disruptive conduct may be grounds for removal from the meeting.

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

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



IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. September 13, 2023 Special Meeting (M/S/C): ____/____/____

V. CONSENT CALENDAR:

- 1. Rent Delinquency Report June, July, August 2023
- 2. Financial Reports for June, July, August 2023
- 3. Public Housing Occupancy/Vacancy Report
- 4. HCV Program Counts

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

VI. INFORMATION/DISCUSSION ITEM(S)

- 1. Ethics Training (2 Hours, Compliant with AB 1234)
- 2. Intent to Solicit for Contractors: Authority-wide Security System & CCTV Monitoring

VII. EXECUTIVE DIRECTOR REPORT

- 1. Strategic Planning Meeting Update
- 2. Project-Based Voucher RFP

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

- 1. **Resolution No. 2023-21:** A resolution of the Board of Commissioners of the Housing Authority of the County of Merced implementing cost of living increases for unrepresented employees.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER’S COMMENTS

XII. CLOSED SESSION ITEM(S)

- 1. **Conference with Legal Counsel – Existing Litigation (§ 54956.9)**
Name of Case: (4 Cases)
Merced County Sup. Ct. Case No. 22CV-03826
Merced County Sup. Ct. Case No. 23CV-01818
Merced County Sup. Ct. Case No. 23CV-01965
Merced County Sup. Ct. Case No. 23CV-01757

XIII. ADJOURNMENT

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



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Special Meeting
Wednesday, September 13, 2023

- I. The meeting was called to order by Chairperson Osorio at 09:02 a.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rick Osorio, Chairperson
Marilyn Scorby
Evelyn Dorsey
Diana Odom Gunn
Robert Dylina

Commissioners Absent:

Hub Walsh, Vice-Chair

Chairperson Osorio declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
David Ritchie, Legal Counsel
Tracy Jackson, Director of Housing Programs
Melina Basso, Director of Procurement & Asset Management
Bruce Milgrom, Finance Officer
Maria Manzo, Clerk of the Board
Maria Alvarado, Director of Housing & Community Development
Tina Cruz, Asset Manager
Soledad Keller, HCV Supervisor

Others Present:

Brent Ives, BHI Management Consulting

II. **CALL TO ORDER AND ROLL CALL**

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

1. Ethics Training (2 Hours, Compliant with AB 1234) – Tabled for a future meeting. Date to be determined.

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



IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. July 25, 2023, Special Meeting

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

V. CONSENT CALENDAR

None

VI. INFORMATION/DISCUSSION ITEM(S)

1. Department Introductions – Chairperson Osorio introduced Rosa Vasquez, the Executive Director, who proceeded to introduce the line staff to the commissioners.

- a. Soly Keller, Supervisor of HCV,
- b. Tina Cruz, Asset Manager for Public Housing
- c. Sabrina Solano, Asset Manager for Public Housing was not present but will be present on the next board meeting.
- d. Rosa proceeded to reintroduce all Authority Directors present due to departmental changes.
 - i. Tracy Jackson, Director of Public Housing
 - ii. Melina Frederick, Director Procurement
 - iii. Maria Alvarado, Director of Development
 - iv. Dave Ritchie, General Counsel for the Authority
 - v. Bruce Milgrom, Director of Finance
 - vi. Maria Manzo, HR Manager and Board Clerk
 - vii. Blanca Arrate, HCV Director
- e. Commissioner Osorio asked about the Authority's other two legal counsel counsels. Rosa identified Tom Lewis, who manages incoming evictions, and Leibert Cassidy Whitmore, who aids the Authority with HR issues.

2. Board / Staff Strategic Planning Session

- a. Brent Ives the facilitator for the Strategic Planning Session, began his presentation by sharing his experience in the political field and various types of boards.
- b. Reviewed the meeting agenda and outline desired outcomes from the meeting. Brent encouraged members to ask questions about the Authority and each other to clarify their roles. For clarity, the user wants to ask questions throughout the presentation. Brent asked about board members' expectations. Commissioner Dylina requested detail on the Authority's operational process from beginning to end. Commissioner Scorby questioned when she might speak or ask questions at a board meeting. Board meetings are usually timed, limiting board members' inquiries.



- c. Brent said Commissions/Boards represent the public. Good governance means understanding the Authority's mission. Ensuring commissioners and staff collaborate to maximize housing dollar use. To avoid confusion, ask the Executive Director to clarify. The Authority Mission represents the highest expression of the concept of "ENDS," wherein individuals are provided shelter without consideration of their ability to contribute towards its sustainability. This measures the Authority's effectiveness. Has the Authority completed its Mission Statement for community benefit?
- d. Brent reviewed the Authority's Mission. To explain its objectives to commissioners and Authority staff. The first sentence states the Authority's goal. How does the Authority provide affordable housing? By providing services and programs to promote self-sufficiency and quality of life. Brent said this shows the Authority values its residents. Mission portion reveals Authority end gains. Brent says this mission statement element links paragraphs one and two. It shows how the Authority's mission helps the community.
- e. Governing Body/Team Effectiveness
 - i. The Authority exists to benefit the public. Brent replied to Commissioner Scorby, informing her that all inquiries should be directed to the Executive Director and not the employees, as she was their employee. Rosa, the Executive Director, is the person Commissioners should contact when a problem arises, in response to an earlier presented question. Teamwork was brought up to ensure all members understand and work together in order to fulfill the Authority's Mission.
- f. Refresher on the structure of the agency.
 - i. Brent explained the Public Agency Organization Model, which is governed by the Public, the elected or appointed Board or Representatives, the Executive Director, and finally the Staff or Employees.
 - ii. Brent highlighted the importance of all members of the Authority team, regardless of their role as a Commissioner or an Employee, adhering to the chain of command. This adherence is crucial in order to prevent potential procedural challenges in the future and to demonstrate respect for the respective positions held by each individual. He additionally highlighted the significance of attending meetings in order to address the public's requirements.
 - iii. He briefly addressing Commissioner Scorby's questions regarding when Board members can address situations. He emphasized the importance of being able to pose questions and the fact that commissioners cannot represent the Authority without a unanimous vote. All commissioners



should at all times refrain from discussing the Authority with the media. Dave, Legal Counsel, interjected to clarify that only if commissioners have concerns about clarifications on conflict of interest should they consult with him to determine how to appropriately manage situations or make decisions regarding the Authority. He can provide counsel to all Commissioners regarding ethical dilemmas or questions.

- iv. Commissioner Dylina brought up unpublished policies that have been buried in meeting minutes over the years. Brent informed Commissioner Dylina that the Authority has the Board Protocol, a Primer from 2022, and other similar documents that explain the Board's procedures and processes. However, if Commissioner Dylina wished to bring the matter before the Board in order to publish a policy, he could do so.
- g. Review:
 - i. Brent provided a comprehensive overview of the previously discussed topics, including the Governing Body, Team Effectiveness, and Authority Structure. Confirmed with the attendees if there were any questions, or needed clarity on a section of what was covered.
 - ii. Commissioner Osorio noted that the Mission Statement was too lengthy in his opinion.
 - iii. Commissioner Dylina observed that within a specific line of the Mission Statement, the Authority's target audience is referred to either as clients or residents. He expressed a desire for a more uniform and consistent utilization of a single phrase to refer to this population. Individuals who are unmarried may be excluded from the Authority's programs by the last sentence, which mentions a family-oriented community. Rosa responded to Commissioner Dylina by informing him that according to HUD, a "family" can consist of as few as one individual.
 - iv. Legal Counsel Dave elaborated upon the profound significance of the community to the Authority in its entirety. The interpretation of the concept of "community" varies across members of the agency due to their diverse backgrounds and perspectives. This diversity is reflected in the organization's Mission.
- h. Statement Complete STEEP (Social, Technology, Economic and Political) Analysis.
 - i. Social:
 - 1. The County is currently undergoing many forms of growth that have significant repercussions for its population. These changes encompass a reduction



in job opportunities, a limited range of career choices, and difficulties in obtaining housing. The rate at which our organization expands is influenced by the influx of college students.

ii. Technology:

1. Technology has played an essential part in shaping the operations of the Authority. The transition to conducting activities using online platforms has been made for families that are not familiar with technology. Our organization will be providing assistance to families who lack proficiency in technology by facilitating their access to relevant information and other supportive resources.

iii. Economic:

1. The County's median income, levels of poverty, unemployment rate, and inflation impact the Authority. As those factors rise, they lead to an increase in the cost of living, rents, essentials, and expenses, which negatively impacts our residents with limited resources.

iv. Environmental/Ecological

1. The environmental impact on the County extends from droughts to floods and fires impact in the residents and agriculture. They create unsafe environments for the families residing in the county and increased cost of materials and labor to carry out repairs impact the whole community.

v. Political:

1. The Authority would like to establish a partnership with local governing parties and each be aware of their respective roles and responsibilities. Therefore, the Authority will have the support needed to provide service to our residents.

i. Strategic Plan Update

j. Outline potential strategic objectives

i. Repositioning Housing

1. In the course of our ongoing collaboration with the LIHTC Team, we will evaluate the optimal utilization of our housing stack. Conduct a thorough evaluation of each project's physical requirements, taking into account varying levels of demand. Evaluate the implementing a voucher-based system.

ii. Responding to Development

1. The Authority is going to conduct a review of the possibility of constructing small homes on the Authority's existing property. The proactive



development of cost-sharing methods and models, as well as the authorization of fee reductions, should be conducted to facilitate the provision of more housing options. Engage in communication with county supervisors, Planners, City Council Members, Mayors, and others to network. The Authority will also assess our eligibility for GAP support.

iii. Partnership Building

1. The Authority plans to provide support in educating decision makers, developers, landlords, and others about housing needs in the community. The Authority will establish a positive relationship with CVCAH and assess the availability and effectiveness of conduit financing. The Authority is looking for surplus public land in the County in order to create affordable housing and will also make sure that our partners are well-informed about our services.

iv. Customer Service

1. The Authority will keep track response timeliness of our responses or inquiries, follow-up and report our performance to the Commission. Merced College will be contacted to initiate another round of customer service training. The Authority plans to improve the website's user-friendliness through updates.

v. Other Items Discussed

1. The current approach for evaluating the Executive Director is impractical. A future ad-hoc committee with the Executive may result in order to update the evaluation process.
2. The suggestion is to include sub-committee reports on each regular agenda.
3. The Authority's legal counsel will examine and report on the agenda for our regular meetings.
4. The Housing Authority by-law review will be added to the future agenda.

VII. EXECUTIVE DIRECTOR REPORT

None

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

None



X. ACTION ITEM(S)

None

XI. COMMISSIONER’S COMMENTS

XII. CLOSED SESSION ITEM(S)

1. Conference with Legal Counsel – Anticipated Litigation: Significant Exposure to Litigation

Liability Claims (CA Gov. Code § 54956.9 (e)(3)) – (2 cases) (1) Administrative Claim of Jamie L. Enrico; (2) Administrative Claim of Cari McCormick on behalf of a putative class of California public employees
A copy of the claims is available for public inspection upon request, pursuant to Government Code §54957.5

2. Anticipated Litigation: Initiation of Litigation

CA Gov. Code 54956.9 (c) (1 Case)

3. Public Employee Discipline/Dismissal/Release

CA Gov. Code § 54957

4. Conference with Legal Counsel – Existing Litigation (§ 54956.9)

Name of Case: (6 Cases)

Merced County Sup. Ct. Case No. 22CV-03826

Merced County Sup. Ct. Case No. 23CV-01977

Merced County Sup. Ct. Case No. 23CV-01507

Merced County Sup. Ct. Case No. 23CV-01818

Merced County Sup. Ct. Case No. 23CV-01965

Merced County Sup. Ct. Case No. 23CV-01757

The Board returned to Regular Session at 4:03 p.m. and no reportable action. Direction was given to staff.

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:05 p.m.

Chairperson Signature

Date: October 17, 2023

Secretary Signature

Date: October 17, 2023



Aged Receivables Report as for 07/2023 - As of 08-10-2023

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	2,823.51	508.08	295.00	6,001.74	9,628.33	9,628.33
ca023010 PH - Merced	705.76	1,036.00	149.00	3,694.96	5,585.72	5,585.72
ca023013 PH - Merced Sr	697.70	162.00	150.00	26.35	1,036.05	1,036.05
ca023021 PH - Acquisition	0.00	0.00	0.00	-25.00	-25.00	-25.00
ca023023 PH - Acquisition	0.00	0.00	0.00	-25.00	-25.00	-25.00
AMP 1 TOTALS	4,226.97	1,706.08	594.00	9,673.05	16,200.10	16,200.10
AMP 2						
CA023003 PH - Atwater - Cameo	839.00	864.00	50.00	4,372.45	6,125.45	6,125.45
ca023006 PH - Livingston	1,979.01	68.58	213.00	1,971.37	4,231.96	4,231.96
012a PH - Atwater	845.00	523.04	337.00	12,273.09	13,978.13	13,978.13
012b PH - Winton	48.00	25.00	25.00	498.00	596.00	596.00
AMP 2 TOTALS	3,711.01	1,480.62	625.00	19,114.91	24,931.54	24,931.54
AMP 3						
ca023002 PH - Los Banos	458.74	121.00	50.00	-366.46	263.28	263.28
ca023004 PH - Los Banos - Abby, B, C & D	587.97	502.00	190.00	-1,507.48	-227.51	-227.51
ca023005 PH - Dos Palos - West Globe	1,086.00	309.00	125.00	2,208.59	3,728.59	3,728.59
ca023011 PH - Los Banos - J & K St	198.00	114.00	0.00	219.24	531.24	531.24
012c PH - Dos Palos - Alleyne	831.00	50.00	65.00	154.82	1,100.82	1,100.82
012d PH - Dos Palos - Globe	0.00	50.00	0.00	-87.00	-37.00	-37.00
AMP 3 TOTALS	3,161.71	1,146.00	430.00	621.71	5,359.42	5,359.42
AMP 4						
ca023024 PH 1st Street	170.73	0.00	25.00	-215.00	-19.27	-19.27
AMP 4 TOTALS	170.73	0.00	25.00	-215.00	-19.27	-19.27
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	1,018.50	399.00	100.00	271.99	1,789.49	1,789.49
pbc - dp	248.00	75.00	83.00	-192.72	213.28	213.28
pbc - mid	3,963.24	3,051.00	326.00	15,871.97	23,212.21	23,212.21
VALLEY VIEW TOTALS	5,229.74	3,525.00	509.00	16,151.24	25,414.98	25,414.98
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	7,638.00	3,347.82	638.00	2,764.00	14,387.82	14,387.82
FELIX TORRES YEAR ROUND TOTALS	7,638.00	3,347.82	638.00	2,764.00	14,387.82	14,387.82
HOUSING AUTHORITY TOTALS	24,138.16	11,205.52	2,821.00	48,109.91	86,274.59	86,274.59

Aged Receivables Report as for 08/2023 - As of 09-07-2023

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	5,802.79	451.19	415.09	6,434.54	13,103.61	13,103.61
ca023010 PH - Merced	3,184.00	235.76	2,013.71	5,363.38	10,796.85	10,796.85
ca023013 PH - Merced Sr	466.70	150.00	110.00	390.94	1,117.64	1,117.64
ca023021 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	0.00	0.00	0.00	-25.00	-25.00	-25.00
AMP 1 TOTALS	9,453.49	836.95	2,538.80	12,163.86	24,993.10	24,993.10
AMP 2						
CA023003 PH - Atwater - Cameo	1,339.00	25.00	864.00	5,236.45	7,464.45	7,464.45
ca023006 PH - Livingston	1,356.00	100.00	-16.42	-331.63	1,107.95	1,107.95
012a PH - Atwater	965.34	150.00	520.00	12,682.23	14,317.57	14,317.57
012b PH - Winton	48.00	25.00	25.00	523.00	621.00	621.00
AMP 2 TOTALS	3,708.34	300.00	1,392.58	18,110.05	23,510.97	23,510.97
AMP 3						
ca023002 PH - Los Banos	1,801.74	175.00	839.00	860.39	3,676.13	3,676.13
ca023004 PH - Los Banos - Abby, B, C & D	2,417.00	197.97	-553.00	599.52	2,661.49	2,661.49
ca023005 PH - Dos Palos - West Globe	1,444.21	200.00	284.00	2,176.59	4,104.80	4,104.80
ca023011 PH - Los Banos - J & K St	1,716.00	75.00	1,611.00	1,693.24	5,095.24	5,095.24
012c PH - Dos Palos - Alleyne	1,276.00	75.00	93.71	264.82	1,709.53	1,709.53
012d PH - Dos Palos - Globe	0.00	0.00	50.00	-87.00	-37.00	-37.00
AMP 3 TOTALS	8,654.95	722.97	2,324.71	5,507.56	17,210.19	17,210.19
AMP 4						
ca023024 PH 1st Street	109.00	25.00	0.00	-177.00	-43.00	-43.00
AMP 4 TOTALS	109.00	25.00	0.00	-177.00	-43.00	-43.00
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	1,049.50	118.00	379.00	371.99	1,918.49	1,918.49
pbc - dp	631.00	100.00	307.00	310.28	1,348.28	1,348.28
pbc - mid	5,115.24	325.00	3,136.00	17,773.97	26,350.21	26,350.21
VALLEY VIEW TOTALS	6,795.74	543.00	3,822.00	18,656.24	29,816.98	29,816.98
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	8,045.00	180.00	4,812.82	3,825.00	16,862.82	16,862.82
FELIX TORRES YEAR ROUND TOTALS	8,045.00	180.00	4,812.82	3,825.00	16,862.82	16,862.82
HOUSING AUTHORITY TOTALS	36,766.52	2,607.92	14,890.91	58,085.71	112,351.06	112,351.06

Aged Receivables Report as for 09/2023 - As of 10-10-2023

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	3,679.69	1,214.46	416.29	6,600.13	11,910.57	11,910.57
ca023010 PH - Merced	3,475.35	2,633.99	208.76	5,777.85	12,095.95	12,095.95
ca023013 PH - Merced Sr	426.70	150.00	144.00	490.94	1,211.64	1,211.64
ca023021 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	0.00	0.00	0.00	-25.00	-25.00	-25.00
AMP 1 TOTALS	7,581.74	3,998.45	769.05	12,843.92	25,193.16	25,193.16
AMP 2						
CA023003 PH - Atwater - Cameo	1,157.00	839.00	25.00	5,315.45	7,336.45	7,336.45
ca023006 PH - Livingston	4,774.74	1,548.00	150.00	-315.95	6,156.79	6,156.79
012a PH - Atwater	1,757.10	940.34	150.00	12,732.93	15,580.37	15,580.37
012b PH - Winton	48.00	25.00	25.00	548.00	646.00	646.00
AMP 2 TOTALS	7,736.84	3,352.34	350.00	18,280.43	29,719.61	29,719.61
AMP 3						
ca023002 PH - Los Banos	753.69	399.00	172.00	1,063.39	2,388.08	2,388.08
ca023004 PH - Los Banos - Abby, B, C & D	2,153.00	1,589.50	182.97	155.52	4,080.99	4,080.99
ca023005 PH - Dos Palos - West Globe	1,619.00	477.55	175.00	2,308.04	4,579.59	4,579.59
ca023011 PH - Los Banos - J & K St	1,726.00	1,626.00	75.00	1,711.24	5,138.24	5,138.24
012c PH - Dos Palos - Alleyne	19.71	125.00	74.00	288.82	507.53	507.53
012d PH - Dos Palos - Globe	382.00	205.00	25.00	-37.00	575.00	575.00
AMP 3 TOTALS	6,653.40	4,422.05	703.97	5,490.01	17,269.43	17,269.43
AMP 4						
ca023024 PH 1st Street	109.00	109.00	25.00	-177.00	66.00	66.00
AMP 4 TOTALS	109.00	109.00	25.00	-177.00	66.00	66.00
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	1,066.50	644.00	117.00	472.99	2,300.49	2,300.49
pbc - dp	446.00	320.00	75.00	593.00	1,434.00	1,434.00
pbc - mid	5,004.24	3,211.75	325.00	19,736.22	28,277.21	28,277.21
VALLEY VIEW TOTALS	6,516.74	4,175.75	517.00	21,002.21	32,211.70	32,211.70
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	7,204.00	6,080.82	170.00	4,493.00	17,947.82	17,947.82
FELIX TORRES YEAR ROUND TOTALS	7,204.00	6,080.82	170.00	4,493.00	17,947.82	17,947.82
HOUSING AUTHORITY TOTALS	35,801.72	22,138.41	2,535.02	61,932.57	122,407.72	122,407.72

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2,3,4)	645,325	547,929	97,396	18	730,567
TOTAL GRANT INCOME (5)	521,526	477,846	43,680	9	637,125
TOTAL INCOME	1,166,851	1,025,775	141,076	19	1,367,692
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (6,7,8)	340,524	323,712	-16,813	-5	431,612
TOTAL TENANT SERVICES EXPENSES	1,761	1,278	-483	-38	1,700
TOTAL UTILITY EXPENSES (9)	167,811	182,007	14,196	8	242,674
TOTAL MAINTENACE EXPENSES (10,11,12)	272,001	283,887	11,886	4	378,499
TOTAL GENERAL EXPENSES (13,14)	121,336	100,899	-20,437	-20	134,544
TOTAL HOUSING ASSISTANCE PAYMENTS	3,503	3,753	250	7	5,000
TOTAL FINANCING EXPENSES	29,997	29,997	0	0	40,000
TOTAL NON-OPERATING ITEMS	28,287	28,287	0	0	37,716
TOTAL EXPENSES	965,220	953,820	-11,401	-1	1,271,745
NET INCOME	201,631	71,955	152,477	212	95,947

- (1) Tenant Rents up +\$86K over Budget
- (2) Tenant Legal Fees \$53K -(Not Included above - Costs charged to 7 tenants)
- (3) Previously written off Tenant owed fees - recovered +\$ 3K
- (4) Late Charges +\$ 7K (Not budgeted due to COVID)
- (5) Grant Inc. up +\$44K
- (6) Salary and Benefit Exp +\$20K, Benefits +\$ 3K
- (7) Legal is over - \$27K, Misc. Admin. -\$ 15K -(Temp Labor -\$ 19K)
- (8) Mangement Fees -\$3K
- (9) Sewer & Water - timeing on invoices +\$13K
- (10) Maint. Salary Exp. +\$ 9K, Benefits -\$ 5K
- (11) Maint. Costs Supplies +\$ 12K - timing on order supplies
- (12) Contract Costs -\$ 4K - Un-planned unit enviornmental cleaning expenses
- (13) Payments in Lieu of Taxes up - \$10K (higher income)
- (14) Ins. Prem. Higher -\$14K, W/C +\$ 3K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2,3,4)	459,840	444,285	16,013	4	592,378
TOTAL GRANT INCOME (5)	359,642	304,794	54,848	18	406,391
TOTAL INCOME	909,100	749,079	160,021	21	998,769
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (6)	211,301	225,927	14,626	6	301,227
TOTAL TENANT SERVICES EXPENSES	1,370	1,197	-173	-14	1,600
TOTAL UTILITY EXPENSES (7)	161,525	166,941	5,416	3	222,595
TOTAL MAINTENANCE EXPENSES (8.9)	254,813	235,935	-18,878	-8	314,552
TOTAL GENERAL EXPENSES (10,11)	87,329	76,347	-10,982	-14	101,801
TOTAL HOUSING ASSISTANCE PAYMENTS	1,792	846	-946	-112	1,125
TOTAL FINANCING EXPENSES	14,355	14,355	0	0	19,145
TOTAL NON-OPERATING ITEMS (12)	0	53,532	53,532	100	71,372
TOTAL EXPENSES	732,485	775,080	42,595	5	1,033,417
NET INCOME	176,615	-26,001	202,616	779	-34,648

- (1) Tenant Rents +\$ 11K
- (2) Late Charges +\$ 4K (not included as a budgeted item - COVID)
- (3) Tenant Legal Fees (+\$22K - Not Included above - Costs charged to 6 tenants)
- (4) Misc. Tenant Inc. (Not Included above - \$67,204.25 - Work Order and Labor for Restoration est. fire damage)
- (5) HUD PHA Subsidy +\$ 55K
- (6) Admin - Salary +\$ 15K, Legal Exp. -\$1K, Other Admin -\$ 4K (includes Temp Labor of -\$ 13K)
- (7) Utilities - Water/Sewer +\$ 14K, Elect./Gas -\$ 10K, Garbage +\$ 2K
- (8) Maint. Salary & Benefits Exp. -\$14K, On Call Serv. -\$ 16K
- (9) Material Exp. +\$ 22K - Timing on ordering supplies
- (9) Contract Costs -\$ 10K, (-\$ 11K in Plumbing)
- (10) Property Ins. Rate increase -\$ 9K
- (11) Payments in Lieu -\$ 2K - Higher Income
- (12) Fully depreciated at 9/2022, not a cash item +\$54K

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	477,801	450,468	27,333	7	600,630
TOTAL GRANT INCOME (3)	360,935	321,057	39,878	12	428,073
TOTAL INCOME	838,736	771,525	67,211	9	1,028,703
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	220,232	248,571	28,339	11	331,431
TOTAL TENANT SERVICES EXPENSES	266	819	553	68	1,100
TOTAL UTILITY EXPENSES (6)	129,151	136,566	7,415	5	182,080
TOTAL MAINTENANCE EXPENSES (7,8,9)	173,669	254,691	81,022	32	339,592
TOTAL GENERAL EXPENSES (10)	89,893	80,217	-9,676	-12	106,956
TOTAL HOUSING ASSISTANCE PAYMENTS (12)	3,070	1,125	-1,945	-173	1,500
TOTAL FINANCING EXPENSES	12,753	12,753	0	0	17,000
TOTAL NON-OPERATING ITEMS (12)	0	43,821	43,821	100	58,425
TOTAL EXPENSES	629,034	778,563	149,529	29	1,038,084
NET INCOME	209,702	-7,038	216,740	4,211	-9,381

(1) Tenant Rent +\$ 21K, Late Charges +\$ 5K (not budgeted - COVID)

(2) Tenant Legal +\$ 5K (Not Included above - One tenant)

(3) Grant Subsidy +\$ 40K

(4) Salaries & Benefits +\$ 33K

(5) Legal +\$ 7K, Consultants +\$ 2K, Temp Labor -\$ 13K

(6) Water & Sewer +\$ 17K, Garbage -\$ 14K, Electricity +\$ 3K

(7) Maintenance Salary +\$ 31K & Benefits Lower +\$ 16K

(8) Supplies Maintenance Lower +\$23K - Timing of repairs and Maint.

(9) Contract Costs Lower +\$ 10K, Timing of Contract repairs and Maint.

(10) Property Ins. Rate increase +\$ 11K

(11) Higher Tenant - results in Higher allowances -\$ 2K

(12) Fully depreciated at 9/2022, not a cash item +\$44K

Housing Authority of the County of Merced

AMP4 - 1st Street, Merced (.fs-amp4)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	20,439	13,536	6,903	51	18,051
TOTAL GRANT INCOME	18,617	18,576	41	0	24,767
TOTAL INCOME	39,056	32,112	6,944	22	42,818
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	8,281	9,225	944	10	12,372
TOTAL UTILITY EXPENSES (3)	4,934	6,012	1,078	18	8,023
TOTAL MAINTENACE EXPENSES	4,875	4,977	102	2	6,667
TOTAL GENERAL EXPENSES	3,457	2,520	-937	-37	3,341
TOTAL HOUSING ASSISTANCE PAYMENTS	0	72	72	100	100
TOTAL FINANCING EXPENSES	747	747	0	0	1,000
TOTAL NON-OPERATING ITEMS	35,818	35,820	2	0	47,757
TOTAL EXPENSES	58,112	59,373	1,261	7	79,260
NET INCOME	-19,056	-27,261	8,205	30	-36,442

- (1) Tenant Rent +\$ 6K
- (2) Tenant Work orders +\$ 1K
- (3) Utilites Water and Sewer +\$ 1K

Housing Authority of the County of Merced

All HCV Properties with Sub (.fs-hcvs)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	225	0	225	N/A	0
TOTAL GRANT INCOME (1,2)	17,279,038	18,237,780	-958,742	-5	24,317,038
TOTAL OTHER INCOME	654	1,134	-480	-42	1,500
TOTAL INCOME	17,279,917	18,238,914	-958,997	-5	24,318,538
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8)	1,146,223	1,435,716	289,493	20	1,914,309
TOTAL TENANT SERVICES EXPENSES	3,015	0	-3,015	N/A	0
TOTAL UTILITY EXPENSES	0	180	180	100	250
TOTAL MAINTENACE EXPENSES (9)	5,727	18,054	12,327	68	24,075
TOTAL GENERAL EXPENSES (10,11)	20,733	51,156	30,423	59	68,213
TOTAL HOUSING ASSISTANCE PAYMENTS (12,13)	15,644,610	16,610,283	965,673	6	22,147,040
TOTAL FINANCING EXPENSES	54,414	54,414	0	0	72,550
TOTAL EXPENSES	16,874,722	18,169,803	1,295,081	7	24,226,437
NET INCOME	405,195	69,111	336,084	486	92,101

- (1) Lower HAP from HUD -\$968K
- (2) Higher Admin Fees +\$ 9K
- (3) Lower Salaries +\$ 127K & Benefits Costs +\$36K
- (4) Lower Management and Bookkeeping Fees +\$ 85K
- (5) Fewer inspections during the year +\$ 32K
- (6) Misc. Admin. Exp. Lower +\$ 9K
- (7) Higher Temp. Labor Exp. -\$ 81K
- (8) Misc. Admin. Exp. Section 8, -\$ 31K - not budgeted
- (9) Lower Contract Costs +\$ 11K, Timing of Contract repairs and Maint.
- (10) Lower Workman's Comp. Exp. +\$ 4K
- (11) Lower Port-out admin fees +\$ 23K
- (12) Lower HAP issued +\$ 1,007K
- (13) FSS Escrow higher -\$ 13K

Housing Authority of the County of Merced

Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME	714,211	963,837	-249,626	-26	1,285,110
TOTAL INCOME	714,211	963,837	-249,626	-26	1,285,110
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	812,566	773,280	-39,286	-4	1,031,052
TOTAL TENANT SERVICES EXPENSES	1,751	0	-1,751	N/A	0
TOTAL UTILITY EXPENSES	33,714	36,441	2,727	7	48,581
TOTAL MAINTENACE EXPENSES	47,566	64,656	17,090	26	86,200
TOTAL GENERAL EXPENSES	25,383	21,411	-3,972	29	28,548
TOTAL FINANCING EXPENSES	37,531	56,250	18,719	33	75,000
TOTAL NON-OPERATING ITEMS	5,905	5,904	-1	0	7,873
TOTAL EXPENSES	964,416	957,942	-6,474	1	1,277,254
NET INCOME	-250,205	5,895	-256,100	-4,044	7,856

- (1) Lower Mgmt. and Bookkeeping Fees from HCV -\$85K
- (2) Asset Mgt Fee book at the end of the year -\$ 37K
- (3) Admin Fee to be booked as Cap Projects are completed -\$ 110K, Plus OMS project Fees to be added over \$100K
- (4) Admin Salary -\$ 1K & Benefits Higher -\$ 18K
- (5) Legal Fees Higher -\$66K (union Negotiations - plus special cases)
- (6) Admin Misc. Exp Lower +\$ 24K
- (7) Admin Other Exp Lower +\$ 22K
- (8) Supplies hihger - \$ 3K, lower Contract Costs +\$20K, Timing of Contract repairs and Maint.
- (9) Higher Property Ins. Prem. -\$ 3K, Workman' Comp -\$ 1K

Housing Authority of the County of Merced

Langdon Villas (langdon)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	54,609	52,938	1,671	3	70,588
TOTAL OTHER INCOME	205,093	210,780	-5,687	-3	281,046
TOTAL INCOME	259,702	263,718	-4,016	-2	351,634
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	52,800	58,968	6,168	10	78,610
TOTAL UTILITY EXPENSES	68	1,206	1,138	94	1,600
TOTAL MAINTENACE EXPENSES	0	8,757	8,757	100	11,682
TOTAL GENERAL EXPENSES	16,244	15,849	-395	85	21,148
TOTAL FINANCING EXPENSES	115,497	115,497	0	0	154,000
TOTAL NON-OPERATING ITEMS	2,579	2,574	-5	0	3,438
TOTAL EXPENSES	187,188	202,851	15,663	58	270,478
NET INCOME	72,514	60,867	11,647	187	81,156

- (1) Tenant Rents +\$ 3K
- (2) Management Fee Lower -\$ 6K
- (3) Salary Exp. Higher -\$ 4K
- (4) Legal Fees lower +\$ 2K, Consultant fees Lower +\$ 6K
- (5) Contract Cost Lower +\$ 9K, Timing of Contract repairs and Maint.

Housing Authority of the County of Merced

Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	150,185	153,252	-3,067	-2	204,331
TOTAL INCOME	150,185	153,252	-3,067	-2	204,331
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	16,395	16,713	318	2	22,283
TOTAL UTILITY EXPENSES (2)	64,514	64,899	385	1	86,539
TOTAL MAINTENACE EXPENSES (3)	34,200	27,927	-6,273	-22	37,220
TOTAL GENERAL EXPENSES (4)	4,436	2,133	-2,303	-108	2,844
TOTAL NON-OPERATING ITEMS	40,432	40,347	-85	0	53,800
TOTAL EXPENSES	159,977	152,019	-7,957	-5	202,686
NET INCOME	-9,791	1,233	-11,024	-894	1,645

(1) Tenant Rents - higher -\$ 5K (June Rent posted in May), Tenant Utilities +\$ 2K

(2) Water/Sewer -\$ 6K, Garbage/Trash +\$ 8K, Elect.&Gas -\$ 2K

(3) Supplied lower +\$ 1K, Contact Costs - Higher -\$ 7K (Appliance -\$ 3K, Electrical -\$ 2K - Dishwasher not budgeted and Contract Windows -\$ 3K)

(4) Property Ins Higher -\$ 2K

Housing Authority of the County of Merced

Financial Stmt - Valley View (.fs-vv - atw,mid, dp,pccb-atw,pccb-dp,pccb-mid, vv-bond)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	659,748	458,775	200,973	44	611,709
TOTAL INCOME	659,748	458,775	200,973	44	611,709
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	86,728	132,282	45,554	34	176,365
TOTAL UTILITY EXPENSES (4)	73,521	87,372	13,851	16	116,504
TOTAL MAINTENACE EXPENSES (5)	120,690	126,522	5,832	5	168,682
TOTAL GENERAL EXPENSES (6)	30,220	28,224	-1,996	-7	37,626
TOTAL FINANCING EXPENSES	51,372	51,372	0	0	68,500
TOTAL NON-OPERATING ITEMS (7)	3,897	30,393	26,496	87	40,519
TOTAL EXPENSES	366,428	456,165	-523,074	-115	608,196
NET INCOME	293,320	2,610	155,080	5,942	3,513

- (1) Higher Tenant Assistance Pmts +\$ 195K, Tenat Rents +\$ 6K
- (2) Vacant staff positions +\$ 26K, Lower Benefit costs +\$ 8K
- (3) Legal Exp Lower +\$ 11K
- (4) Utility Invoices not rec. +\$ 12K (Water/Sewer +\$ 8K, Garbage/Trash +\$ 7K, Elect/Gas -\$ 2K)
- (5) Maint. Salary & Benefits Lower +\$ 10K, Supplies higher -\$ 3K, Contract Costs lower -\$ 1K
- (6) Insurance -\$ 2K (property -\$ 5, W/C +\$ 3)
- (7) Fully depreciated at 9/2022 +27K (Recent improvements started deprec. Of \$2,598/mo. CO2 install)

Housing Authority of the County of Merced

Felix Torres Year Round (.fs-fty)

Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	377,217	424,899	-47,682	-11	566,530
TOTAL OTHER INCOME	79	0	79	N/A	0
TOTAL INCOME	377,296	424,899	-47,603	-11	566,530
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	41,130	68,238	27,108	40	90,977
TOTAL UTILITY EXPENSES	69,130	75,888	6,758	9	101,175
TOTAL MAINTENACE EXPENSES	128,475	80,019	-48,456	-61	106,679
TOTAL GENERAL EXPENSES	29,173	21,411	-7,762	-36	28,553
TOTAL FINANCING EXPENSES	15,003	15,003	0	0	20,000
TOTAL NON-OPERATING ITEMS	146,603	146,601	-2	0	195,471
TOTAL EXPENSES	429,514	407,160	-22,354	-25	542,855
NET INCOME	-52,218	17,739	-69,957	-414	23,675

- (1) Vacancies -\$ 40K, Rental Assistance -\$ 10K
- (2) Work orders +\$ 1K and Late Chgs +\$ 2K (Not budgeted due to COVID)
- (3) Benefits costs +\$ 10K, Other Admin +\$ 1K
- (4) Telephone expenses +\$ 13K
- (5) Utilities Lower +\$ 7K - seasonal fluctuations (Water & Sewer)
- (6) Supplies Appliance -\$ 7K, Supplies Plumbing -\$ 9K (should come out of Res.)
- (7) Contract Flooring -\$ 30K (should come out of Res.)
- (8) Property Ins. Rate increase -\$ 7K

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME	1,366,148	1,509,067	142,919	9	1,590,607
Total - Grant Income (1)	1,366,148	1,509,067	142,919	9	159,067
TOTAL INCOME					
EXPENSES					
Total - Center Personnel	537,854	712,800	174,946	25	712,800
Total - Operating Expenses	500,158	447,900	-52,258	-12	447,900
Total - Maintenance Expenses	46,652	70,650	23,998	34	70,650
Total - Contractor Administration	131,083	127,315	-3,768	-3	127,315
Total - Debt Service and Replacement	150,401	150,402	1	0	150,402
TOTAL	1,366,148	1,509,067	142,919	9	1,509,067

- (1) Zero budget, offset to variance in expenses -\$ 143K
- (2) All positions not fully staffed Salary +\$ 91K, Benefits +\$ 83K
- (3) Higher utilities in 2nd year of contract - Net diff. -\$ 52K, (Prop. Ins. -\$ 36K, Utilities -\$18k, Fire Extinguishers -\$ 3K)
- (4) General lower supplies and contract expenses +\$23K, Timing of Contract repairs and Maint. Supplies
- (5) Expense compared to budget - Audit -\$ 3K

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2,3,4)	721,730	608,810	112,920	19	730,567
TOTAL GRANT INCOME (5)	573,443	530,940	42,503	8	637,125
TOTAL INCOME	1,295,173	1,139,750	155,423	14	1,367,692
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (6,7,8)	377,958	359,680	-18,278	-5	431,612
TOTAL TENANT SERVICES EXPENSES	2,751	1,420	-1,331	-94	1,700
TOTAL UTILITY EXPENSES (9)	187,619	202,230	14,611	7	242,674
TOTAL MAINTENACE EXPENSES (10,11,12)	306,804	315,430	8,626	3	378,499
TOTAL GENERAL EXPENSES (13,14)	135,170	112,110	-23,060	-21	134,544
TOTAL HOUSING ASSISTANCE PAYMENTS	3,926	4,170	244	6	5,000
TOTAL FINANCING EXPENSES	33,330	33,330	0	0	40,000
TOTAL NON-OPERATING ITEMS	31,430	31,430	0	0	37,716
TOTAL EXPENSES	1,078,988	1,059,800	-19,188	-2	1,271,745
NET INCOME	216,185	79,950	136,235	170	95,947

- (1) Tenant Rents up +\$101K over Budget
- (2) Tenant Legal Fees \$53K -(Not Included above - Costs charged to 7 tenants)
- (3) Previously written off Tenant owed fees - recovered +\$ 3K
- (4) Late Charges +\$ 9K (Not budgeted due to COVID)
- (5) Grant Inc. up +\$43K
- (6) Salary and Benefit Exp +\$19K, Benefits +\$ 2K
- (7) Legal is over - \$26K, Misc. Admin. -\$ 17K -(Temp Labor -\$ 22K)
- (8) Mangement Fees -\$3K
- (9) Sewer & Water - timeing on invoices +\$13K
- (10) Maint. Salary Exp. +\$ 3K, Benefits -\$ 2K
- (11) Maint. Costs Supplies +\$ 17K - timing on order supplies
- (12) Contract Costs -\$ 11K - Un-planned unit enviornmental cleaning expenses
- (13) Payments in Lieu of Taxes up - \$12K (higher income)
- (14) Ins. Prem. Higher -\$15K, W/C +\$ 4K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2,3,4)	502,101	493,650	8,451	2	592,378
TOTAL GRANT INCOME (5)	404,467	338,660	65,807	19	406,391
TOTAL INCOME	906,568	832,310	74,258	9	998,769
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (6)	236,987	251,030	14,043	6	301,227
TOTAL TENANT SERVICES EXPENSES	1,370	1,330	-40	-3	1,600
TOTAL UTILITY EXPENSES (7)	180,491	185,490	4,999	3	222,595
TOTAL MAINTENANCE EXPENSES (8,9)	280,277	262,150	-18,127	-7	314,552
TOTAL GENERAL EXPENSES (10,11)	95,919	84,830	-11,089	-13	101,801
TOTAL HOUSING ASSISTANCE PAYMENTS	1,989	940	-1,049	-112	1,125
TOTAL FINANCING EXPENSES	15,950	15,950	0	0	19,145
TOTAL NON-OPERATING ITEMS (12)	0	59,480	59,480	100	71,372
TOTAL EXPENSES	812,983	861,200	48,217	15	1,033,417
NET INCOME	93,585	-28,890	122,475	1,007	-34,648

- (1) Tenant Rents +\$ 4K
- (2) Late Charges +\$ 5K (not included as a budgeted item - COVID)
- (3) Tenant Legal Fees (+\$22K - Not Included above - Costs charged to 6 tenants)
- (4) Misc. Tenant Inc. (Not Included above - \$67,204.25 - Work Order and Labor for Restoration est. fire damage)
- (5) HUD PHA Subsidy +\$ 74K
- (6) Admin - Salary +\$ 14K, Misc Admin +\$ 5K, Other Admin -\$ 4K (includes Temp Labor of -\$ 15K)
- (7) Utilities - Water/Sewer +\$ 14K, Elect./Gas -\$ 11K, Garbage +\$ 2K
- (8) Maint. Salary & Benefits Exp. -\$18K, On Call Serv. -\$ 18K
- (9) Material Exp. +\$ 26K - Timing on ordering supplies
- (9) Contract Costs -\$ 8K, (-\$ 12K in Plumbing)
- (10) Property Ins. Rate increase -\$ 10K
- (11) Payments in Lieu -\$ 1K - Higher Income
- (12) Fully depreciated at 9/2022, not a cash item +\$56K

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	532,325	500,520	31,805	6	600,630
TOTAL GRANT INCOME (3)	400,276	356,730	43,546	12	428,073
TOTAL INCOME	932,601	857,250	75,351	9	1,028,703
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	243,582	276,190	32,598	12	331,431
TOTAL TENANT SERVICES EXPENSES	316	910	594	65	1,100
TOTAL UTILITY EXPENSES (6)	145,166	151,740	6,574	4	182,080
TOTAL MAINTENANCE EXPENSES (7,8,9)	190,307	282,990	92,683	33	339,592
TOTAL GENERAL EXPENSES (10)	99,600	89,130	-10,470	-12	106,956
TOTAL HOUSING ASSISTANCE PAYMENTS (11)	3,383	1,250	-2,133	-171	1,500
TOTAL FINANCING EXPENSES	14,170	14,170	0	0	17,000
TOTAL NON-OPERATING ITEMS (12)	0	48,690	48,690	100	58,425
TOTAL EXPENSES	696,524	865,070	168,536	19	1,038,084
NET INCOME	236,077	-7,820	243,887	3,119	-9,381

(1) Tenant Rent +\$ 25K, Late Charges +\$ 6K (not budgeted - COVID)

(2) Tenant Legal +\$ 5K (Not Included above - One tenant)

(3) Grant Subsidy +\$ 44K

(4) Salaries & Benefits +\$ 38K

(5) Legal +\$ 8K, Consultants +\$ 2K, Temp Labor -\$ 15K

(6) Water & Sewer +\$ 18K, Garbage -\$ 15K, Electricity +\$ 3K

(7) Maintenance Salary +\$ 37K & Benefits Lower +\$ 15K

(8) Supplies Maintenance Lower +\$29K - Timing of repairs and Maint.

(9) Contract Costs Lower +\$ 12K, Timing of Contract repairs and Maint.

(10) Property Ins. Rate increase +\$ 12K

(11) Higher Tenant - results in Higher allowances -\$ 2K

(12) Fully depreciated at 9/2022, not a cash item +\$49K

Housing Authority of the County of Merced

AMP4 - 1st Street, Merced (.fs-amp4)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	22,614	15,040	7,574	50	18,051
TOTAL GRANT INCOME	19,970	20,640	-670	-3	24,767
TOTAL INCOME	42,584	35,680	6,904	19	42,818
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	9,231	10,250	1,019	10	12,372
TOTAL UTILITY EXPENSES (4)	5,555	6,680	1,125	17	8,023
TOTAL MAINTENACE EXPENSES (5)	6,630	5,530	-1,100	-20	6,667
TOTAL GENERAL EXPENSES (6)	3,829	2,800	-1,029	39	3,341
TOTAL HOUSING ASSISTANCE PAYMENTS	0	80	80	100	100
TOTAL FINANCING EXPENSES	564	830	266	32	1,000
TOTAL NON-OPERATING ITEMS	39,797	39,800	3	0	47,757
TOTAL EXPENSES	65,606	65,970	364	1	79,260
NET INCOME	-19,897	-30,290	10,393	-34	-36,442

- (1) Tenant Rent +\$ 6K
- (2) Tenant Work orders +\$ 1K
- (3) Admin. Exp. +\$ 1K - Lower Salary Exp.
- (4) Utilities - Electricity and Gas +\$ 1K
- (5) Maintenance Exp. - Contract Costs -\$ 1K
- (6) General Exp. - Pymts in Lieu -\$ 1K

Housing Authority of the County of Merced

All HCV Properties with Sub (.fs-hcvs)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	225	0	225	N/A	0
TOTAL GRANT INCOME	19,231,767	20,264,200	-1,032,433	-5	24,317,038
TOTAL OTHER INCOME	738	1,260	-522	-41	1,500
TOTAL INCOME	19,232,730	20,265,460	-1,032,730	-5	24,318,538
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	1,370,045	1,595,240	225,195	14	1,914,309
TOTAL TENANT SERVICES EXPENSES	3,812	0	-3,812	N/A	0
TOTAL UTILITY EXPENSES	0	200	200	100	250
TOTAL MAINTENACE EXPENSES	5,727	20,060	14,333	71	24,075
TOTAL GENERAL EXPENSES	43,557	56,840	13,283	23	68,213
TOTAL HOUSING ASSISTANCE PAYMENTS	17,499,517	18,455,870	956,353	5	22,147,040
TOTAL FINANCING EXPENSES	60,460	60,460	0	0	72,550
TOTAL NON-OPERATING ITEMS	31	0	-31	N/A	0
TOTAL EXPENSES	18,983,149	20,188,670	1,205,521	7	24,226,437
NET INCOME	249,581	76,790	172,791	388	92,101

- (1) Lower HAP from HUD -\$1,043K
- (2) Higher Admin Fees +\$ 9K
- (3) Lower Salaries +\$ 123K & Benefits Costs +\$38K
- (4) Lower Management and Bookkeeping Fees +\$ 94K
- (5) Fewer inspections during the year +\$ 45K
- (6) Misc. Admin. Exp. - Office Supp +12K, Comp Parts +\$ 6K, Copiers & Postage +\$ 18K
- (7) Higher Temp. Labor Exp. -\$ 89K
- (8) Misc. Admin. Exp. Section 8, -\$ 37K - not budgeted
- (9) Tenant Serv. Exp. -\$ 3K
- (10) Lower Contract Costs +\$ 12K, Timing of Contract repairs and Maint.
- (11) Lower Workman's Comp. Exp. +\$ 5K
- (12) Lower Port-out admin fees +\$ 10K
- (13) Lower HAP issued +\$ 979K
- (14) FSS Escrow higher -\$ 16K

Housing Authority of the County of Merced

Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	794,103	1,070,930	-276,827	-26	1,285,110
TOTAL INCOME	794,103	1,070,930	-276,827	-26	1,285,110
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	903,639	859,200	-44,439	-9	1,031,052
TOTAL TENANT SERVICES EXPENSES (8)	2,218	0	-2,218	N/A	0
TOTAL UTILITY EXPENSES	40,837	40,490	-347	-1	48,581
TOTAL MAINTENACE EXPENSES (9)	55,831	71,840	16,009	22	86,200
TOTAL GENERAL EXPENSES (10)	28,137	23,790	-4,347	-18	28,548
TOTAL FINANCING EXPENSES	62,500	62,500	0	0	75,000
TOTAL NON-OPERATING ITEMS	6,576	6,560	-16	0	7,873
TOTAL EXPENSES	1,099,738	1,064,380	-35,358	-3	1,277,254
NET INCOME	-305,635	6,550	-312,185	-4,766	7,856

- (1) Lower Mgmt. and Bookkeeping Fees from HCV -\$79K
- (2) Asset Mgt Fee book at the end of the year -\$ 41K
- (3) Admin Fee to be booked as Cap Projects are completed -\$ 138K, Plus OMS project Fees to be added over \$100K
- (4) Admin Salary -\$ 15K & Benefits Higher -\$ 19K
- (5) Legal Fees Higher -\$64K (union Negotiations - plus special cases)
- (6) Admin Misc. Exp Lower +\$ 25K
- (7) Admin Other Exp Lower +\$ 29K
- (8) Tenant Serv. Exp. -\$ 2K
- (9) Supplies hihger - \$ 3K, lower Contract Costs +\$20K, Timing of Contract repairs and Maint.
- (10) Higher Property Ins. Prem. -\$ 3K, Workman' Comp -\$ 1K

Housing Authority of the County of Merced

Langdon Villas (langdon)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	63,303	58,820	4,483	8	70,588
TOTAL OTHER INCOME (2,3)	248,516	234,200	14,316	6	281,046
TOTAL INCOME	311,819	293,020	18,799	6	351,634
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	58,078	65,520	7,442	11	78,610
TOTAL UTILITY EXPENSES	68	1,340	1,272	95	1,600
TOTAL MAINTENACE EXPENSES (6)	200	9,730	9,530	98	11,682
TOTAL GENERAL EXPENSES	18,046	17,610	-436	-2	21,148
TOTAL FINANCING EXPENSES	128,330	128,330	0	0	154,000
TOTAL NON-OPERATING ITEMS	2,865	2,860	-5	0	3,438
TOTAL EXPENSES	207,587	225,390	17,803	8	270,478
NET INCOME	104,232	67,630	36,602	54	81,156

- (1) Tenant Rents +\$ 4K
- (2) Management Fee Lower -\$ 7K
- (3) First month of Interest income from F&M under new agreement \$21K
- (4) Salary Exp. Higher -\$ 5K
- (5) Legal Fees lower +\$ 2K, Consultant fees Lower +\$ 8K
- (6) Contract Cost Lower +\$ 9K, Timing of Contract repairs and Maint.

Housing Authority of the County of Merced

Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	165,361	170,280	-4,919	-3	204,331
TOTAL INCOME	165,361	170,280	-4,919	-3	204,331
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	18,045	18,570	525	3	22,283
TOTAL UTILITY EXPENSES (2)	77,612	72,110	-5,502	-8	86,539
TOTAL MAINTENACE EXPENSES (3)	40,831	31,030	-9,801	-32	37,220
TOTAL GENERAL EXPENSES (4)	4,929	2,370	-2,559	-108	2,844
TOTAL NON-OPERATING ITEMS	44,997	44,830	-167	0	53,800
TOTAL EXPENSES	186,414	168,910	-17,504	-10	202,686
NET INCOME	-21,053	1,370	-22,423	-1,637	1,645

(1) Tenant Rents - lower -\$ 7K, Tenant Utilities +\$ 2K

(2) Water/Sewer -\$ 5K, Garbage/Trash +\$ 8K, Elect.&Gas -\$ 8K

(3) Supplies lower +\$ 1K, Contact Costs - Higher -\$ 11K (Appliance -\$ 3K, Electrical -\$ 2K - Dishwasher not bdgt, Windows -\$ 3, HVAC -\$ 2K)

(4) Property Ins Higher -\$ 3K

Housing Authority of the County of Merced

Property = atw dp mid vv-bond pbc-b-atw pbc-b-dp pbc-b-mid

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	732,394	509,750	222,644	44	611,709
TOTAL INCOME	732,394	509,750	222,644	44	611,709
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	97,582	146,980	49,398	34	176,365
TOTAL UTILITY EXPENSES (4)	81,757	97,080	15,323	16	116,504
TOTAL MAINTENACE EXPENSES (5)	131,982	140,580	8,598	6	168,682
TOTAL GENERAL EXPENSES (6)	33,434	31,360	-2,074	23	37,626
TOTAL FINANCING EXPENSES	57,080	57,080	0	0	68,500
TOTAL NON-OPERATING ITEMS (7)	5,196	33,770	28,574	85	40,519
TOTAL EXPENSES	407,031	506,850	99,819	20	608,196
NET INCOME	325,363	2,900	122,825	4,235	3,513

- (1) Higher Tenant Assistance Pmts +\$ 216K, Tenat Rents +\$ 6K
- (2) Vacant staff positions +\$ 28K, Lower Benefit costs +\$ 8K
- (3) Legal Exp Lower +\$ 13K
- (4) Utility Invoices not rec. +\$ 15K (Water/Sewer +\$ 9K, Garbage/Trash +\$ 8K, Elect/Gas -\$ 1K)
- (5) Maint. Salary & Benefits Lower +\$ 11K, Supplies higher -\$ 2K, Contract Costs lower -\$ 1K
- (6) Insurance -\$ 2K (property -\$ 5, W/C +\$ 3)
- (7) Fully depreciated at 9/2022 +29K (Recent imporvements started deprec. Of \$2,598/mo. CO2 install)

Housing Authority of the County of Merced

Felix Torres Year Round (.fs-fty)

Budget Comparison

Period = Oct 2022-Jul 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	423,782	472,110	-48,328	-10	566,530
TOTAL OTHER INCOME	89	0	89	N/A	0
TOTAL INCOME	423,871	472,110	-48,239	-10	566,530
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	45,803	75,820	30,017	40	90,977
TOTAL UTILITY EXPENSES (5)	72,187	84,320	12,133	14	101,175
TOTAL MAINTENACE EXPENSES (6,7)	137,880	88,910	-48,970	-55	106,679
TOTAL GENERAL EXPENSES (8)	32,405	23,790	-8,615	-36	28,553
TOTAL FINANCING EXPENSES	16,670	16,670	0	0	20,000
TOTAL NON-OPERATING ITEMS	162,892	162,890	-2	0	195,471
TOTAL EXPENSES	467,837	452,400	-15,437	-3	542,855
NET INCOME	-43,966	19,710	-63,676	-323	23,675

- (1) Vacancies -\$ 42K, Rental Assistance -\$ 9K
- (2) Work orders +\$ 2K and Late Chgs +\$ 1K (Not budgeted due to COVID)
- (3) Sal & Benefits costs +\$ 13K, Other Admin +\$ 1K
- (4) Telephone expenses +\$ 15K
- (5) Utilities Lower +\$ 12K - seasonal fluctuations (Water & Sewer)
- (6) Supplies Appliance -\$ 7K, Supplies Plumbing -\$ 8K (should come out of Res.)
- (7) Contract Flooring -\$ 30K (should come out of Res.)
- (8) Property Ins. Rate increase -\$ 8K, W/C -\$ 1K

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME	1,366,148	1,509,067	142,919	9	1,590,607
Total - Grant Income (1)	1,366,148	1,509,067	142,919	9	159,067
TOTAL INCOME					
EXPENSES					
Total - Center Personnel	537,854	712,800	174,946	25	712,800
Total - Operating Expenses	500,158	447,900	-52,258	-12	447,900
Total - Maintenance Expenses	46,652	70,650	23,998	34	70,650
Total - Contractor Administration	131,083	127,315	-3,768	-3	127,315
Total - Debt Service and Replacement	150,401	150,402	1	0	150,402
TOTAL	1,366,148	1,509,067	142,919	9	1,509,067

- (1) Zero budget, offset to variance in expenses -\$ 143K
- (2) All positions not fully staffed Salary +\$ 91K, Benefits +\$ 83K
- (3) Higher utilities in 2nd year of contract - Net diff. -\$ 52K, (Prop. Ins. -\$ 36K, Utilities -\$18k, Fire Extinguishers -\$ 3K)
- (4) General lower supplies and contract expenses +\$23K, Timing of Contract repairs and Maint. Supplies
- (5) Expense compared to budget - Audit -\$ 3K

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2,3,4)	793,076	669,691	123,385	18	730,567
TOTAL GRANT INCOME (5)	632,835	584,034	48,801	8	637,125
TOTAL INCOME	1,425,911	1,253,725	172,186	14	1,367,692
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (6,7,8)	417,781	395,648	-22,134	-6	431,612
TOTAL TENANT SERVICES EXPENSES	3,278	1,562	-1,716	-110	1,700
TOTAL UTILITY EXPENSES (9)	207,653	222,453	14,800	7	242,674
TOTAL MAINTENACE EXPENSES (10,11,12)	356,976	346,973	-10,003	-3	378,499
TOTAL GENERAL EXPENSES (13,14)	148,166	123,321	-24,845	-20	134,544
TOTAL HOUSING ASSISTANCE PAYMENTS	4,333	4,587	254	6	5,000
TOTAL FINANCING EXPENSES	36,663	36,663	0	0	40,000
TOTAL NON-OPERATING ITEMS	34,573	34,573	0	0	37,716
TOTAL EXPENSES	1,209,423	1,165,780	-43,644	-4	1,271,745
NET INCOME	216,488	87,945	128,542	146	95,947

- (1) Tenant Rents up +\$108K over Budget
- (2) Tenant Legal Fees \$53K -(Not Included above - Costs charged to 7 tenants)
- (3) Previously written off Tenant owed fees - recovered +\$ 3K
- (4) Late Charges +\$ 10K (Not budgeted due to COVID)
- (5) Grant Inc. up +\$49K
- (6) Salary and Benefit Exp +\$21K, Benefits +\$ 3K
- (7) Legal is over - \$25K, Misc. Admin. -\$ 9K -(Temp Labor -\$ 28K)
- (8) Mangement Fees -\$ 4K
- (9) Sewer & Water - timeing on invoices +\$14K
- (10) Maint. Salary Exp. +\$ 4K, Benefits -\$ 2K
- (11) Maint. Costs Supplies +\$ 7K - timing on order supplies
- (12) Contract Costs -\$ 18K - Un-planned unit enviornmental cleaning expenses
- (13) Payments in Lieu of Taxes up - \$13K (higher income)
- (14) Ins. Prem. Higher -\$17K, W/C +\$ 4K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	549,931	543,015	6,916	1	592,378
TOTAL GRANT INCOME	448,096	372,526	75,570	20	406,391
TOTAL INCOME	998,027	915,541	82,486	9	998,769
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (6)	264,543	276,133	11,590	4	301,227
TOTAL TENANT SERVICES EXPENSES	1,478	1,463	-15	-1	1,600
TOTAL UTILITY EXPENSES (7)	200,598	204,039	3,441	2	222,595
TOTAL MAINTENANCE EXPENSES (8,9)	306,644	288,365	-18,279	-6	314,552
TOTAL GENERAL EXPENSES (10,11)	104,736	93,313	-11,423	-12	101,801
TOTAL HOUSING ASSISTANCE PAYMENTS	2,170	1,034	-1,136	-110	1,125
TOTAL FINANCING EXPENSES	17,545	17,545	0	0	19,145
TOTAL NON-OPERATING ITEMS (12)	0	65,428	65,428	100	71,372
TOTAL EXPENSES	897,714	947,320	49,606	5	1,033,417
NET INCOME	100,313	-31,779	132,092	-416	-34,648

- (1) Tenant Rents +\$ 4K
- (2) Late Charges +\$ 6K (not included as a budgeted item - COVID)
- (3) Tenant Legal Fees (+\$22K - Not Included above - Costs charged to 6 tenants)
- (4) Misc. Tenant Inc. (Not Included above - \$67,204.25 - Work Order and Labor for Restoration est. fire damage)
- (5) HUD PHA Subsidy +\$ 76K
- (6) Admin - Salary +\$ 17K, Misc Admin -\$ 9K, Other Admin +\$ 4K (includes Temp Labor of -\$ 15K)
- (7) Utilities - Water/Sewer +\$ 14K, Elect./Gas -\$ 13K, Garbage +\$ 2K
- (8) Maint. Salary & Benefits Exp. -\$17K, On Call Serv. -\$ 198K
- (9) Material Exp. +\$ 30K - Timing on ordering supplies
- (9) Contract Costs -\$ 12K, (-\$ 12K in Plumbing)
- (10) Property Ins. Rate increase -\$ 11K, W/C -\$ 1K
- (11) Payments in Lieu -\$ 1K - Higher Income
- (12) Fully depreciated at 9/2022, not a cash item +\$65K

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	582,077	550,572	31,505	6	600,630
TOTAL GRANT INCOME (3)	442,406	392,403	50,003	13	428,073
TOTAL INCOME	1,024,483	942,975	81,508	9	1,028,703
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	269,709	303,809	34,100	11	331,431
TOTAL TENANT SERVICES EXPENSES	316	1,001	685	68	1,100
TOTAL UTILITY EXPENSES (6)	161,973	166,914	4,941	3	182,080
TOTAL MAINTENANCE EXPENSES (7,8,9)	208,141	311,289	103,148	33	339,592
TOTAL GENERAL EXPENSES (10)	108,763	98,043	-10,720	-11	106,956
TOTAL HOUSING ASSISTANCE PAYMENTS (11)	3,696	1,375	-2,321	-169	1,500
TOTAL FINANCING EXPENSES	15,587	15,587	0	0	17,000
TOTAL NON-OPERATING ITEMS (12)	0	53,559	53,559	100	58,425
TOTAL EXPENSES	768,185	951,577	183,392	19	1,038,084
NET INCOME	256,298	-8,602	264,900	3,080	-9,381

(1) Tenant Rent +\$ 25K, Late Charges +\$ 7K (not budgeted - COVID)

(2) Tenant Legal +\$ 5K (Not Included above - One tenant)

(3) Grant Subsidy +\$ 50K

(4) Salaries & Benefits +\$ 44K

(5) Legal +\$ 9K, Other Admin. +\$ 1K, Temp Labor -\$ 19K

(6) Water & Sewer +\$ 19K, Garbage -\$ 17K, Electricity/Gas +\$ 4K

(7) Maintenance Salary +\$ 37K & Benefits Lower +\$ 20K

(8) Supplies Maintenance Lower +\$35K - Timing of repairs and Maint.

(9) Contract Costs Lower +\$ 10K, Timing of Contract repairs and Maint.

(10) Property Ins. Rate increase +\$ 13K

(11) Higher Tenant - results in Higher allowances -\$ 3K

(12) Fully depreciated at 9/2022, not a cash item +\$ 54K

Housing Authority of the County of Merced
 Financial Statement - AMP4 - 1st Street, Merced (.fs-amp4)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	25,274	16,544	8,730	53	18,051
TOTAL GRANT INCOME	21,934	22,704	-770	-3	24,767
TOTAL OTHER INCOME	60	0	60	N/A	0
TOTAL INCOME	47,269	39,248	8,021	20	42,818
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	10,227	11,275	1,048	9	12,372
TOTAL UTILITY EXPENSES (4)	6,308	7,348	1,040	14	8,023
TOTAL MAINTENANCE EXPENSES (5)	6,989	6,083	-906	-15	6,667
TOTAL GENERAL EXPENSES (6)	4,243	3,080	-1,163	-38	3,341
TOTAL HOUSING ASSISTANCE PAYMENTS	0	88	88	100	100
TOTAL FINANCING EXPENSES	913	913	0	0	1,000
TOTAL NON-OPERATING ITEMS	43,777	43,780	3	0	47,757
TOTAL EXPENSES	72,457	72,567	110	0	79,260
NET INCOME	-25,188	-33,319	8,131	-24	-36,442

- (1) Tenant Rent +\$ 7K
- (2) Tenant Work orders +\$ 1K
- (3) Admin. Exp. +\$ 1K - Lower Salary Exp.
- (4) Utilities - Electricity and Gas +\$ 1K
- (5) Maintenance Exp. - Contract Costs -\$ 1K
- (6) General Exp. - Pymts in Lieu -\$ 1K

Housing Authority of the County of Merced
Financial Statement - All HCV Properties with Sub (.fs-hcvs)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	225	0	225	N/A	0
TOTAL GRANT INCOME (1,2)	21,253,135	22,290,620	-1,037,485	-5	24,317,038
TOTAL OTHER INCOME	906	1,386	-480	-35	1,500
TOTAL INCOME	21,254,266	22,292,006	-1,037,740	-5	24,318,538
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8)	1,507,714	1,754,764	247,051	19	1,914,309
TOTAL TENANT SERVICES EXPENSES (9)	4,808	0	-4,808	N/A	0
TOTAL UTILITY EXPENSES	0	220	220	100	250
TOTAL MAINTENANCE EXPENSES (9)	6,292	22,066	15,774	71	24,075
TOTAL GENERAL EXPENSES (11,12)	47,681	62,524	14,843	24	68,213
TOTAL HOUSING ASSISTANCE PMTS (13,14,15,16)	19,345,877	20,301,457	955,580	5	22,147,040
TOTAL FINANCING EXPENSES	66,506	66,506	0	0	72,550
TOTAL NON-OPERATING ITEMS	63	0	-63	N/A	0
TOTAL EXPENSES	20,978,941	22,207,537	1,228,597	6	24,226,437
NET INCOME	275,325	84,469	190,857	226	92,101

- (1) Lower HAP from HUD -\$1,118K
- (2) Higher Admin Fees +\$ 79K (Additional in Aug. Rec.)
- (3) Lower Salaries +\$ 141K & Benefits Costs +\$42K
- (4) Lower Management and Bookkeeping Fees +\$ 103K
- (5) Fewer inspections during the year +\$ 53K
- (6) Misc. Admin. Exp. - Office Supp +12K, Comp Parts +\$ 6K, Copiers & Postage +\$ 23K
- (7) Higher Temp. Labor Exp. -\$ 107K
- (8) Misc. Admin. Exp. Section 8, -\$ 46K - not budgeted
- (9) Tenant Serv. Exp. -\$ 5K
- (10) Lower Contract Costs +\$ 14K, Timing of Contract repairs and Maint.
- (11) Lower Workman's Comp. Exp. +\$ 5K
- (12) Lower Port-out admin fees +\$ 11K
- (13) Lower HAP issued +\$ 1,033K
- (14) FSS Escrow higher -\$ 19K
- (15) Port Out Payments -\$ 51K (higher than budgeted)
- (16) Tenant Utility -\$ 8K (higher than budgeted)

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
OTHER INCOME					
Management Fee Income	658,359	724,097	-65,738	-9	789,924
Asset Management Fee	0	45,397	-45,397	-100	49,520
Bookkeeping Fees	215,197	257,257	-42,060	-16	280,644
Admin Fee Income	0	151,272	-151,272	-100	165,022
TOTAL OTHER INCOME (1,2,3)	873,556	1,178,023	-304,467	-26	1,285,110
TOTAL INCOME	873,556	1,178,023	-304,467	-26	1,285,110
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	1,041,611	945,120	-96,491	-9	1,031,052
TOTAL TENANT SERVICES EXPENSES (8)	2,801	0	-2,801	N/A	0
TOTAL UTILITY EXPENSES (9)	46,710	44,539	-2,171	-5	48,581
TOTAL MAINTENACE EXPENSES (10)	59,468	79,024	19,556	25	86,200
TOTAL GENERAL EXPENSES (11)	30,925	26,169	-4,756	-18	28,548
TOTAL FINANCING EXPENSES	68,750	68,750	0	0	75,000
TOTAL NON-OPERATING ITEMS	7,248	7,216	-32	0	7,873
TOTAL EXPENSES	1,257,513	1,170,818	-86,695	-7	1,277,254
NET INCOME	-383,957	7,205	-391,162	-5,429	7,856

- (1) Lower Mgmt. and Bookkeeping Fees from HCV -\$66K
- (2) Asset Mgt Fee book at the end of the year -\$ 44K
- (3) Admin Fee to be booked as Cap Projects for +\$ 235K, Plus OMS project Fees to be added over \$145K to be booked in Sept 23
- (4) Admin Salary -\$ 17K & Benefits Higher -\$ 21K
- (5) Legal Fees Higher -\$ 100K (union Negotiations - plus special cases)
- (6) Admin Misc. Exp Lower +\$ 17K
- (7) Admin Other Exp Lower +\$ 35K
- (8) Tenant Serv. Exp. -\$ 3K
- (9) Utilities Gas -\$ 2K
- (10) Supplies hihger - \$ 4K, lower Contract Costs +\$24K, Timing of Contract repairs and Maint.
- (11) Higher Property Ins. Prem. -\$ 4K, Workman' Comp -\$ 1K

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	69,653	64,702	4,951	8	70,588
TOTAL OTHER INCOME (2,3)	295,644	257,620	38,024	15	281,046
TOTAL INCOME	365,297	322,322	42,975	13	351,634
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	62,262	72,072	9,810	14	78,610
TOTAL UTILITY EXPENSES	68	1,474	1,406	95	1,600
TOTAL MAINTENACE EXPENSES (6)	7,101	10,703	3,602	34	11,682
TOTAL GENERAL EXPENSES	19,850	19,371	-479	-2	21,148
TOTAL FINANCING EXPENSES	141,163	141,163	0	0	154,000
TOTAL NON-OPERATING ITEMS	3,152	3,146	-6	0	3,438
TOTAL EXPENSES	233,596	247,929	14,333	6	270,478
NET INCOME	131,701	74,393	57,308	77	81,156

- (1) Tenant Rents +\$ 4K
- (2) Management Fee Lower -\$ 5K
- (3) Second month of Interest income from F&M under new agreement \$44K
- (4) Salary Exp. Higher -\$ 5K
- (5) Legal Fees lower +\$ 2K, Consultant fees Lower +\$ 11K
- (6) Contract Cost Lower +\$ 2K, Supplies lower +\$ 1K, Timing of Contract repairs and Maint.

Housing Authority of the County of Merced
 Financial Statement - Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	181,669	187,308	-5,639	-3	204,331
TOTAL INCOME	181,669	187,308	-5,639	-3	204,331
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	19,758	20,427	669	3	22,283
TOTAL UTILITY EXPENSES (2)	88,526	79,321	-9,205	-12	86,539
TOTAL MAINTENANCE EXPENSES (3)	46,020	34,133	-11,887	-35	37,220
TOTAL GENERAL EXPENSES (4)	5,422	2,607	-2,815	-108	2,844
TOTAL NON-OPERATING ITEMS	49,562	49,313	-249	-1	53,800
TOTAL EXPENSES	209,288	185,801	-23,487	-13	202,686
NET INCOME	-27,618	1,507	-29,125	-1,933	1,645

(1) Tenant Rents - lower -\$ 9K, Tenant Utilities +\$ 3K

(2) Water/Sewer -\$ 5K, Garbage/Trash +\$ 8K, Elect.&Gas -\$ 12K

(3) Supplies lower +\$ 1K, Contact Costs - Higher -\$ 13K (Appliance -\$ 3K, Electrical -\$ 2K - Dishwasher not bdgt, Windows -\$ 3, HVAC -\$ 2K)

(4) Property Ins Higher -\$ 3K

Housing Authority of the County of Merced

Financial Statement - Property = atw dp mid vv-bond pbc-b-atw pbc-b-dp pbc-b-mid

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	803,189	560,725	242,464	43	611,709
TOTAL INCOME	803,189	560,725	242,464	43	611,709
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	107,213	161,678	54,465	34	176,365
TOTAL UTILITY EXPENSES (4)	90,219	106,788	16,569	16	116,504
TOTAL MAINTENACE EXPENSES (5)	148,648	154,638	5,990	4	168,682
TOTAL GENERAL EXPENSES (6)	36,626	34,496	-2,130	24	37,626
TOTAL FINANCING EXPENSES	62,788	62,788	0	0	68,500
TOTAL NON-OPERATING ITEMS (7)	6,495	37,147	30,652	83	40,519
TOTAL EXPENSES	451,989	557,535	105,546	19	608,196
NET INCOME	351,200	3,190	348,010	10,909	3,513

- (1) Higher Tenant Assistance Pmts +\$ 236K, Tenat Rents +\$ 6K
- (2) Vacant staff positions +\$ 31K, Lower Benefit costs +\$ 10K
- (3) Legal Exp Lower +\$ 14K
- (4) Utility Invoices not rec. +\$ 17K (Water/Sewer +\$ 10K, Garbage/Trash +\$ 8K, Elect/Gas -\$ 2K)
- (5) Maint. Salary & Benefits Lower +\$ 10K, Supplies higher -\$ 2K, Contract Costs lower -\$ 6K
- (6) Insurance -\$ 2K (property -\$ 6, W/C +\$ 4)
- (7) Fully depreciated at 9/2022 +31K (Recent imporvements started deprec. Of \$2,598/mo. CO2 install)

Housing Authority of the County of Merced

Financial Statement - Felix Torres Year Round (.fs-fty)

Budget Comparison

Period = Oct 2022-Aug 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	471,965	519,321	-47,356	-9	566,530
TOTAL OTHER INCOME	89	0	89	N/A	0
TOTAL INCOME	472,054	519,321	-47,267	-9	566,530
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	49,693	83,402	33,709	40	90,977
TOTAL UTILITY EXPENSES (5)	85,378	92,752	7,374	8	101,175
TOTAL MAINTENACE EXPENSES (6,7)	148,675	97,801	-50,874	-52	106,679
TOTAL GENERAL EXPENSES (8)	35,637	26,169	-9,468	-36	28,553
TOTAL FINANCING EXPENSES	18,337	18,337	0	0	20,000
TOTAL NON-OPERATING ITEMS	179,182	179,179	-3	0	195,471
TOTAL EXPENSES	516,902	497,640	-19,262	-22	542,855
NET INCOME	-44,848	21,681	-66,529	-325	23,675

- (1) Vacancies -\$ 44K, Rental Assistance -\$ 6K
- (2) Work orders +\$ 2K and Late Chgs +\$ 1K (Not budgeted due to COVID)
- (3) Sal & Benefits costs +\$ 14K, Other Admin +\$ 2K
- (4) Telephone expenses +\$ 16K
- (5) Utilities Lower +\$ 7K - seasonal fluctuations (Water & Sewer)
- (6) Supplies Appliance -\$ 8K, Supplies Plumbing -\$ 8K (should come out of Res.)
- (7) Contract Flooring -\$ 30K (should come out of Res.)
- (8) Property Ins. Rate increase -\$ 89K, W/C -\$ 1K

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME	1,366,148	1,509,067	142,919	9	1,590,607
Total - Grant Income (1)	1,366,148	1,509,067	142,919	9	159,067
TOTAL INCOME					
EXPENSES					
Total - Center Personnel (2)	537,854	712,800	174,946	25	712,800
Total - Operating Expenses (3)	500,158	447,900	-52,258	-12	447,900
Total - Maintenance Expenses (4)	46,652	70,650	23,998	34	70,650
Total - Contractor Administration (5)	131,083	127,315	-3,768	-3	127,315
Total - Debt Service and Replacement	150,401	150,402	1	0	150,402
TOTAL	1,366,148	1,509,067	142,919	9	1,509,067

(1) Zero budget, offset to variance in expenses -\$ 143K

(2) All positions not fully staffed Salary +\$ 91K, Benefits +\$ 83K

(3) Higher utilities in 2nd year of contract - Net diff. -\$ 52K, (Prop. Ins. -\$ 36K, Utilities -\$18k, Fire Extinguishers -\$ 3K)

(4) General lower supplies and contract expenses +\$23K, Timing of Contract repairs and Maint. Supplies

(5) Expense compared to budget - Audit -\$ 3K

Total Number of Public Housing Units: 421
 Number of Occupied Units: 413
 Number of Vacant Units: 08

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
238	YES	Rescheduled to 08/15/23	\$500.00
214	YES	08/23/23	\$500.00
1210	YES	07/31/2023 - rescheduled to 08/3/23	\$500.00
72	YES	Pending unit turnover	\$500.00
356	YES	08/18/23	\$500.00
68	YES	08/04/23	\$300.00
401	YES	Pending unit turnover	\$500.00
135	YES	08/29/23	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	Feb	Mar	Apr	May	Jun	Jul
Lease Up Days		117	122	128	137	129	134
Average Lease Up Days		8	7	6	6	5	5
Make Ready Time		276	365	452	556	599	679
Average Make Ready Days		20	20	22	23	24	25
Down Days		33	38	39	36	34	32
Average Down Days		2	2	2	2	1	1
Total # Vacant Units Turned		14	18	21	24	25	27
Total # Turn Around Days		426	525	619	729	762	845
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	30	29	29	30	30	31

Total Number of Public Housing Units: 421
 Number of Occupied Units: 406
 Number of Vacant Units: 15

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
238	YES	08/15/23; resch to 09/15/23	\$500.00
401	YES	Pending unit turnover	\$500.00
135	YES	8/29/2023; resch to 09/12/23	\$500.00
406	YES	09/11/23	\$500.00
167	YES	Pending unit turnover	\$500.00
9	NO	250 Selected From Waitinglist/Pending unit	\$500.00
40	NO		\$500.00
286	NO		\$500.00
191	NO		\$500.00
113	NO		\$300.00
76	NO		\$500.00
171	NO		\$800.00
424	NO		\$500.00
294	NO		\$800.00
1212	NO		\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	Mar	Apr	May	Jun	Jul	Aug
Lease Up Days		122	128	137	129	134	227
Average Lease Up Days		7	6	6	5	5	7
Make Ready Time		365	452	556	599	679	704
Average Make Ready Days		20	22	23	24	25	21
Down Days		38	39	36	34	32	57
Average Down Days		2	2	2	1	1	2
Total # Vacant Units Turned		18	21	24	25	27	34
Total # Turn Around Days		525	619	729	762	845	988
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 E = more than 50	29	29	30	30	31	29

Total Number of Public Housing Units: 421
 Number of Occupied Units: 408
 Number of Vacant Units: 13

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
135	YES	Unit offer pending	\$500.00
9	NO	200 selected from wait list/pending eligibility	\$500.00
40	NO	200 selected from wait list/pending eligibility	\$500.00
286	YES	pending unit turnover	\$500.00
113	YES	pending unit turnover	\$300.00
76	YES	pending unit turnover	\$500.00
424	YES	pending unit turnover	\$500.00
294	YES	pending unit turnover	\$800.00
1212	NO	200 selected from wait list/pending eligibility	\$500.00
293	YES	pending unit turnover	\$500.00
385	YES	pending unit turnover	\$800.00
77	NO	200 selected from wait list/pending eligibility	\$500.00
89	NO	200 selected from wait list/pending eligibility	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	Mar	Apr	May	Jun	Jul	Aug	Sept
Lease Up Days		122	128	137	129	134	227	113
Average Lease Up Days		7	6	6	5	5	7	5
Make Ready Time		365	452	556	599	679	704	545
Average Make Ready Days		20	22	23	24	25	21	13
Down Days		38	39	36	34	32	57	53
Average Down Days		2	2	2	1	1	2	1
Total # Vacant Units Turned		18	21	24	25	27	32	35
Total # Turn Around Days		525	619	729	762	845	988	711
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	29	29	30	30	31	29	23

STAFF REPORT

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

FROM: Melina Frederick, Director of Procurement

DATE: October 17, 2023

SUBJECT: Presentation of the Procurement Department

The Procurement Department is responsible for the procurement of goods and services for the Housing Authority of the County of Merced (Authority). The solicitation and purchase of these goods or services must follow the Department of Housing and Urban Development (HUD) federal procurement policy.

There are three different methods that the Authority uses to solicit for contractors. RFP stands for "Request for Proposals" which is used for projects that are estimated to cost at least \$100,000 or more throughout the contract AND cannot be evaluated on price alone (for example consultants or law firms). The evaluation of RFPs is based on guidelines that are outlined in the RFP packets when they are published. IFB or "Invitation for Bids" is similar to RFP in that it is for projects that will cost \$100,000 or more AND the bids must be a firm-fixed price (for example construction projects like roofing or unit modification). The third method of solicitation is QSP stands for "Quotes for Small Purchases" and it can be used for anything that will cost between \$2,000 and \$99,999.

The Authority has many projects done throughout the year to either build, improve, or fix something on Authority property. Once a project is identified and brought to the procurement department's attention, a scope of work must be made that details what needs to be built, fixed, or improved. After that, an Independent Cost Estimate (ICE) is made by reviewing previous projects that are similar to this as well as researching current material and labor costs. An important distinction to note for construction, alteration, or repair projects that involve trades (i.e. soft floor layer, painter, carpenter, etc.) is that prevailing wage rates are mandatory for contracts in excess of \$2,000. This means all laborers are to be paid no less than the prevailing rates as determined by either the U.S. Department of Labor (DOL) or the California Department of Industrial Relations (DIR).

Once the proper solicitation is chosen and written up, then solicitation letters are also made and sent out to as many contractors or vendors as can be found to provide the service that the Authority is soliciting for. After the solicitation letters are out, the solicitation packets will then be published onto the website and also to the local Builder's Exchange or any other online project board that matches the services the Authority is soliciting for. Solicitations run for an average of one month before they close in order to give the potential bidders enough time to ask questions about the projects. All questions must be sent in writing so that the procurement department can respond by issuing an addendum that each vendor can access at the same time.

Proposals for RFPs are received in person or by mail and opened privately after the closing date by either the Contracting Officer (Executive Director) or their designee (Director of Development and Asset Management). The designee then puts together 3 evaluation packets for each proposal and then gives each proposal and packet to a reviewer. The reviewers may be comprised of 3 members of the Authority's management staff or community partners who conduct their reviews of each proposal and firm separately. Once they complete their reviews and score the proposals based on the scoring system found in the original RFP packet, they give the packets back to the designee who then tallies up the points to conclude the most advantageous proposal. The designee then submits their recommendation to the Board of Commissioners.

IFBs are simpler. The bids must be sealed and arrive either by mail or in person by the closing date. Then the bids are secured and remain that way until the Public Bid Opening that the designee holds usually a day after bids are received. When the Public Bid Opening occurs, the designee must be accompanied by a witness, a recorder, and open the bids either in front of the public or over a video call. As each bid is opened, the designee announces the bid total submitted by the vendor, the witness verifies the accuracy of the announcements, and then the recorder documents. Once all bids are open, recorded, and the Public Bid Opening is completed, then the apparent lowest bid is evaluated by the designee, in private, to confirm that it is a complete bid and accurately addresses all aspects of the scope of work. If the lowest bid is deemed complete and responsible, then the designee submits the results of the committee and recommendation to the Board of Commissioners.

QSPs quotes are received via email by the designee. Quotes are evaluated to find the most cost-effective contractor in a similar fashion to the IFB. The designee will confirm up-to-date licenses, insurance, and then submit their recommendation to the Contracting Officer for award.

Once the contract is awarded then the designee is responsible for monitoring the progress of the contract and ensuring that the scope of work is adhered to. If it is work that requires prevailing wages then the designee must also collect Certified Payroll Reports (CPR) from the prime contractor that details the wages paid out to each worker for each pay period. Additionally, the designee must also conduct on-site wage interviews with workers to ensure that they are being paid the same wage that the CPR is reporting. If the wages do not match up, then it is up to the designee to meet with the contractor and ensure that the proper wages will be paid by the next CPR reporting date. This is done by follow-up interviews in that next week with a random selection of employees alongside a brief inspection of their paystubs on-site. For contracts that have a completion date, when the contract comes to the end and the work is complete then the designee will conduct final walkthroughs, collect any permits or inspection reports for projects that require them, and then process final payments.

If the Authority needs goods over \$2,000 purchased, the approximate cost of the good must be identified before going further. This can be done through searching for the product online, looking back at previous records if the Authority has purchased a similar

item in the past, or even asking other Housing Authorities if they have procured a similar good recently. Once the approximate cost is identified then the Procurement Department can move forward with getting quotes from vendors. If the goods total cost will be under \$100,000 then the department can either search for the item(s) from a few online retailers, or reach out to vendors that sell the product and inquire about a cost for the item. Once at least 3 quotes are received and compared to the estimated cost, then the Authority can move forward with ordering from the vendor offering the best value. If the good(s) are estimated to cost \$100,000 or more, then a formal RFP or IFB would be required.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: October 17, 2023

SUBJECT: Recommendation to adopt **Resolution No. 2023-21**, Approving Salary Increases for Non-Represented Employees

BACKGROUND:

Historically, the Board considers and adopts salary adjustments for non-represented employee benefits and salary matching those that are approved when the Board ratifies the new successor MOU for the represented employees, providing the same or a substantially similar increase in salary or benefits for those non-represented employees as for the others that are covered by the MOU.

Staff therefore presents these amendments to the salary levels as pertain the non-represented employees of the Authority for the Board's consideration, matching the salary adjustments previously granted to represented employees of the Authority under the new 2023-2026 MOU:

SALARY INCREASES: Non-represented employees who are not covered by an employment contract shall have their salary increased by 4%, effective upon approval of the attached resolution.

Non-represented employees who are not covered by an employment contract shall have their salary increased within the existing ranges by 2% beginning with the pay period that includes February 1, 2024.

Non-represented employees who are not covered by an employment contract shall have their salary increased within the existing ranges by 1% beginning with the pay period that includes February 1, 2024.

These salary increases mirror the percentage increases provided to the represented employee bargaining group through their MOU.

RECOMMENDATION:

Staff recommends The Board of Commissioners approve the amendments to non-represented employee pay and benefits as described herein. This would result in changes to salary that match the pay and benefit changes negotiated with represented employees and contained in the current MOU between the represented employees and the Authority. Staff recommends the Board direct staff to update the salary ranges on the Publicly available salary tables accordingly.

Please note that represented employees had their increase for 2023, effective for the first full pay period following February 1, 2023. This resolution does not backdate the same increase for non-represented employees. The Board may elect to authorize a one-time payment reflecting the difference between the current pay levels and what the 4% increase would have provided to non-represented employees for the time period back to February 1, 2023, and to direct the finance department to calculate the amount of that one-time increase on a per-employee basis to equalize the benefit to those in the represented classifications. These actions do not include the Executive Director, who has salary increases set in the Executive Director Employment Agreement.

ALTERNATIVES:

The Board could determine not to approve changes to pay and benefit levels for non-represented employees. This would result in differing levels of benefits for salary increases when compared to those in represented classifications. It also carries the potential of creating and/or exacerbating pay compression within the classification series' over time.

FISCAL IMPACT:

The fiscal/budget impact of the above changes in pay and benefits for non-represented employees may be reported from Finance.

RESOLUTION 2023-21

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED, APPROVING SALARY INCREASES FOR NON-REPRESENTED HACM EMPLOYEES AND DIRECTING STAFF ACCORDINGLY

WHEREAS, the Authority has, previously approved specified changes to the salary ranges for non-represented employees; and,

WHEREAS, historically the Board has authorized pay increases for non-represented employees matching the increases given to represented employees (except for the Executive Director whose compensation is set by contract; and,

WHEREAS salary ranges for non-represented employees are being adjusted through this resolution; and;

WHEREAS, the salary for non-represented employees may be adjusted within the approved ranges is necessary to correctly inform the public as to the compensation provided to public employees of the Authority who are in non-represented classifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Merced hereby approves the adjustment of non-represented (excluding that of the Executive Director) employee salaries and salary ranges as follows:

A) a 4% increase to base salary and salary ranges effective the beginning of the pay period following passage of this resolution.

B) a 2% increase to base salary and salary ranges effective the pay period containing February 1, 2024.

C) a 1% increase to base salary and salary ranges effective the pay period containing February 1, 2025.

D) [Check this section if the Board includes a one-time payment in the motion to approve]

Included, that the Finance Director be directed to calculate the amount of 4% of salary for each non-represented employee back to and including the first full pay period after February 1, 2023 and to provide this amount to each employee (less applicable taxes) as a one-time incentive payment.

E) That staff be directed to amend the salary schedules for the non-represented classifications to reflect these salary increases.

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: October 17, 2023