

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, January 16, 2024
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. November 21, 2023 Regular Meeting

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



V. CONSENT CALENDAR:

1. Rent Delinquency Report November & December 2023
2. Financial Reports for November & December 2023
3. HCV Program Counts November & December 2023

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

VI. INFORMATION/DISCUSSION ITEM(S)

1. Staff Report: Procurement
2. Staff Report: Human Resources /Board Clerk/Development

VII. EXECUTIVE DIRECTOR REPORT

1. Strategic Planning Update
2. Agency Year-End Closing

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

1. **Resolution No. 2024-01:** Awarding the contract for security systems, approving the expenditures of funds to upgrade and install security systems, agency-wide and monitoring services and authorizing the Executive Director, to sign or take any other action necessary to carry out the completion of the work.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

XII. CLOSED SESSION ITEM(S)

1. **Conference with Legal Counsel – Existing Litigation (§ 54956.9)**
Name of Case: (3 Cases)
Merced County Sup. Ct. Case No. 23CV-01818
Merced County Sup. Ct. Case No. 23CV-01965
Merced County Sup. Ct. Case No. 23CV-01757
2. **Public Employee Discipline/Dismissal Release (§ 54957)**

XIII. ADJOURNMENT

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



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, November 21, 2023

Closed session immediately following

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

Commissioners Present:

Rick Osorio, Chairperson
Hub Walsh, Vice-Chair
Robert Dylina
Diana Odom Gunn
Evelyn Dorsey
Marilyn Scorby

Commissioners Absent:

Chairperson Osorio declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
David Ritchie, Legal Counsel
Bruce Milgrom, Finance Officer
Melina Frederick, Director of Procurement & Asset Management
Maria F. Alvarado, Director of Housing and Community Development
Blanca Arrate, Director of Housing Programs
Maria Manzo, Board Clerk & HR Manager

Others Present:

None

II. **UNSCHEDULED ORAL COMMUNICATION**

None

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

1. Chairperson Osorio added a Bylaw AdHoc Committee Update by Commissioner Dylina.
2. Dave Ritchie, Legal Counsel, removed Item XII. 1. Conference with Legal Counsel – Existing Litigation (§ 54956.9).

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



IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. October 17, 2023, Regular Meeting

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

V. CONSENT CALENDAR

1. Rent Delinquency Report for October 2023

2. Financial Reports for October 2023

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

3. Public Housing Occupancy and Vacancy Report

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

4. HCV Special Program Counts

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

VI. INFORMATION/DISCUSSION ITEM(S)

1. Executive Director Vazquez notified the Board that Build America Buy America (BABA), which was previously introduced to the Board, is being revisited due to approaching implementation dates. The Authority is obligated to implement BABA, and HUD will furnish the Authority with waiver forms that require completion. BABA will be used for every project the Authority conducts that exceeds \$250,000. Consequently, products such as steel and lumber must be developed or manufactured in the United States. The expenditures of the Authority will see a project cost increase when BABA takes effect. There are a number of waivers that HUD is providing, but the only one that applies to the Authority is the exigent or emergency circumstances. For example, in the event of floods or earthquakes, exigent or emergency conditions would prevent the Authority from searching for American products to purchase. This was shared with the Board so that all members are aware of the reasoning behind future increases in project costs.

VII. EXECUTIVE DIRECTOR REPORT

1. Executive Director Vazquez informed the Board that three of the four migrant centers have closed. The Atwater Center remains open as it was granted an extension from October 14, 2023, through November 21, 2023. The Authority experienced yet another successful year, with three of the centers attaining 100% lease-up. The Planada center has seen an increase in lease-up from previous years, however, it has not reached full lease-up.
2. Executive Director Vazquez provided the following update on several topics discussed during the Strategic Planning meeting. A copy of the facilitators' notes has been forwarded to the Board.



- i. Development:
 - 1. The Authority continues to meet with the city of Los Banos to reach an agreement and approval of the layout and design. The City has expressed preferences on the color scheme. Additionally, Public Works' parcel merger approval is pending.
 - 2. The Request For Proposals (RFP) for Project-Based Vouchers (PBVs) has been issued and the submission deadline is at the end of November 2023. Multiple questions have been received by the Authority from developers operating within the county. These responses have been published on the Authority's website.
 - 3. The Authority met with the Human Services Agency (HSA) on the first week of November. HSA shared information with Continuum of Care (COC) and other partners who have expressed interest in responding to the RFP.
- ii. Partnership Building:
 - 1. The Authority will be partnering with HSA to identify what target population will be housed in the small home project the Authority is currently working on. PBVs will be utilized for subsidy in these small homes. At this time the proposed populations may be: homeless, disabled, the elderly, or possibly foster youth. A meeting aimed at reaching a definitive decision regarding the target population of the Authority is scheduled.
 - 2. Currently, the Authority has allocated vouchers for special programs. These allocations are in partnership with HSA and the CoC. In order to ensure that the vouchers remain allocated to those programs, the Authority will be entering into a Memorandum of Understanding (MOU) for each of these programs. These MOUs will outline the voucher requirements as well as outline the services each agency is to provide.
 - 3. The Authority was contacted by a representative from the Girl Scouts seeking to utilize any available office space to set up a community library. The Authority has reached out and a meeting is pending.
 - 4. Chairperson Osorio inquired about the status of additional VASH vouchers. Executive Director Vazquez informed the Board that the VA has not responded to the Authority's letter. During a meeting with a representative from Congressman Duarte's office, Executive Director Vazquez voiced the need for assistance in advocating for the VA office so that the Authority can apply for additional VASH vouchers.
 - 5. Executive Director Vazquez noted that the NAHRO National Conference will be held in April 2024. Chairperson Osorio requests that any Commissioners interested in attending email him.



VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTIONS ITEM(S)

1. **Resolution No. 2023-22:** Approving the submission of the Housing Authority's Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for the Fiscal Year Ending September 30, 2023.

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

2. **Resolution No. 2023-23:** Approving the Public Housing Operating Fund Grant submission for Calendar Year 2024.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

Commissioner Scorby thanked staff for the reports and information provided.

Commissioner Dylina followed up on a previous request to include a report on employment opportunities with the Authority. Commissioner Dylina provided an update on the discussion the By-Law Ad Hoc committee had. Clarification regarding the responsibilities of the Authority and the Board of Supervisors. Additionally, the desire is to become geographically diverse. An agreement was reached to increase the attendance stipend. All proposed changes will be brought back to the Board for review and approval.

Commissioner Odom Gunn requested an update on the vacant Resident Commissioner position. An application was submitted, however, the applicant was rejected. Additional outreach will be done.

Chairperson Osorio informed the Board that he along with Commissioner Dylina, and Executive Director Vazquez attended a meeting organized by Mr. Adam Conour. Others in attendance include City and County representatives, a representative from Congressman Duarte's office, and the Human Services Agency. This meeting was held as an effort to collaborate and establish communication between all parties with a focus on affordable housing. It was determined that quarterly meetings would be beneficial. Additionally, an affordable housing consortium is being formed and the Authority will be participating.

Questions regarding Housing Choice Voucher portability arose. Executive Director Vazquez provided an overview of what portability is and how it impacts the Authority.



XII. CLOSED SESSION ITEM(S)

The Board of Commissioners went into closed session at 1:13 p.m. The following people were present:

Board Members

Rick Osorio, Chairperson
Hub Walsh, Vice-Chair
Evelyn Dorsey
Robert Dylina
Diana Odom Gunn
Marilyn Scorby

Others Present

David Ritchie, Legal Counsel
Rosa Vazquez, Executive Director/Board Secretary

1. Public Employee Discipline/Dismissal Release (§ 54957)

The Board returned to Regular Session at 1:35 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 1:35 p.m.

Chairperson Signature

Date: January 16, 2024

Secretary Signature

Date: January 16, 2024



Aged Receivables Report as for 11/2023 - As of 12-20-2023

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	645.85	-2,098.00	-1,170.00	-949.45	-3,571.60	-3,571.60
ca023010 PH - Merced	50.00	20.00	-554.65	-419.45	-904.10	-904.10
ca023013 PH - Merced Sr	100.35	25.00	25.00	382.00	532.35	532.35
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	796.20	-2,053.00	-1,699.65	-1,011.90	-3,968.35	-3,968.35
AMP 2						
CA023003 PH - Atwater - Cameo	25.00	10.00	10.00	-171.00	-126.00	-126.00
ca023006 PH - Livingston	3,486.00	1,554.00	60.00	-1,361.20	3,738.80	3,738.80
012a PH - Atwater	356.00	378.00	21.10	3,362.24	4,117.34	4,117.34
012b PH - Winton	0.00	0.00	0.00	0.00	0.00	0.00
AMP 2 TOTALS	3,867.00	1,942.00	91.10	1,830.04	7,730.14	7,730.14
AMP 3						
ca023002 PH - Los Banos	322.00	342.00	297.00	3,786.80	4,747.80	4,747.80
ca023004 PH - Los Banos - Abby, B, C & D	-739.00	85.00	85.00	628.88	59.88	59.88
ca023005 PH - Dos Palos - West Globe	25.00	10.00	264.00	212.94	511.94	511.94
ca023011 PH - Los Banos - J & K St	806.00	1,611.00	1,231.00	-953.30	2,694.70	2,694.70
012c PH - Dos Palos - Alleyne	260.00	36.98	0.00	446.53	743.51	743.51
012d PH - Dos Palos - Globe	0.00	0.00	0.00	-67.00	-67.00	-67.00
AMP 3 TOTALS	674.00	2,084.98	1,877.00	4,054.85	8,690.83	8,690.83
AMP 4						
ca023024 PH 1st Street	109.00	84.00	143.00	-152.00	184.00	184.00
AMP 4 TOTALS	109.00	84.00	143.00	-152.00	184.00	184.00
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	1,146.50	644.00	439.00	505.99	2,735.49	2,735.49
pbc - dp	1,189.00	1,030.00	980.00	3,951.00	7,150.00	7,150.00
pbc - mid	4,816.24	3,189.00	3,024.00	21,335.97	32,365.21	32,365.21
VALLEY VIEW TOTALS	7,151.74	4,863.00	4,443.00	25,992.96	42,450.70	42,450.70
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	6,590.00	5,444.82	3,422.00	5,614.00	21,070.82	21,070.82
FELIX TORRES YEAR ROUND TOTALS	6,590.00	5,444.82	3,422.00	5,614.00	21,070.82	21,070.82
HOUSING AUTHORITY TOTALS	19,187.94	12,365.80	8,276.45	36,327.95	76,158.14	76,158.14

Aged Receivables Report as for 12/2023 - As of 01-04-2024

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	2,275.45	491.60	50.00	-2,721.38	95.67	95.67
ca023010 PH - Merced	470.00	0.00	0.00	-124.00	346.00	346.00
ca023013 PH - Merced Sr	342.00	100.35	25.00	401.00	868.35	868.35
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	3,087.45	591.95	75.00	-2,469.38	1,285.02	1,285.02
AMP 2						
CA023003 PH - Atwater - Cameo	886.57	0.00	0.00	-126.00	760.57	760.57
ca023006 PH - Livingston	3,927.00	1,305.00	25.00	691.32	5,948.32	5,948.32
012a PH - Atwater	705.00	659.00	345.00	6,366.24	8,075.24	8,075.24
012b PH - Winton	0.00	0.00	0.00	0.00	0.00	0.00
AMP 2 TOTALS	5,518.57	1,964.00	370.00	6,931.56	14,784.13	14,784.13
AMP 3						
ca023002 PH - Los Banos	534.00	514.00	50.00	548.80	1,646.80	1,646.80
ca023004 PH - Los Banos - Abby, B, C & D	-76.00	-325.00	50.00	-2,269.21	-2,620.21	-2,620.21
ca023005 PH - Dos Palos - West Globe	395.62	0.00	0.00	413.80	809.42	809.42
ca023011 PH - Los Banos - J & K St	1,611.00	781.00	50.00	815.70	3,257.70	3,257.70
012c PH - Dos Palos - Alleyne	1,373.80	16.00	0.00	314.71	1,704.51	1,704.51
012d PH - Dos Palos - Globe	0.00	0.00	0.00	15.00	15.00	15.00
AMP 3 TOTALS	3,838.42	986.00	150.00	-161.20	4,813.22	4,813.22
AMP 4						
ca023024 PH 1st Street	801.00	109.00	0.00	75.00	985.00	985.00
AMP 4 TOTALS	801.00	109.00	0.00	75.00	985.00	985.00
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	1,188.50	665.00	100.00	1,112.00	3,065.50	3,065.50
pbc - dp	1,261.00	892.00	150.00	4,451.00	6,754.00	6,754.00
pbc - mid	4,527.24	3,593.00	350.00	26,334.22	34,804.46	34,804.46
VALLEY VIEW TOTALS	6,976.74	5,150.00	600.00	32,097.22	44,823.96	44,823.96
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	5,006.50	4,521.82	156.00	6,802.00	16,486.32	16,486.32
FELIX TORRES YEAR ROUND TOTALS	5,006.50	4,521.82	156.00	6,802.00	16,486.32	16,486.32
HOUSING AUTHORITY TOTALS	25,228.68	13,322.77	1,351.00	43,275.20	83,177.65	83,177.65

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	117,821	129,192	-11,371	-9	775,155
TOTAL GRANT INCOME	115,585	116,806	-1,221	-1	700,838
TOTAL INCOME	233,406	245,999	-12,593	-5	1,475,993
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	65,033	77,696	12,664	16	466,176
TOTAL TENANT SERVICES EXPENSES	182	283	102	36	1,700
TOTAL UTILITY EXPENSES	38,207	44,560	6,353	14	267,360
TOTAL MAINTENANCE EXPENSES	51,356	73,076	21,720	30	438,456
TOTAL GENERAL EXPENSES	24,861	23,677	-1,184	-5	142,060
TOTAL HOUSING ASSISTANCE PAYMENTS	613	667	54	8	4,000
TOTAL FINANCING EXPENSES	6,667	6,667	0	0	40,000
TOTAL NON-OPERATING ITEMS	1,134	6,286	5,152	82	37,716
TOTAL EXPENSES	188,053	232,911	44,861	19	1,397,468
NET INCOME	45,353	13,087	32,268	247	78,525

- (1) Tenant Rents -\$11K under Budget (Prior Period Adj Entries)
- (2) Grant Inc. down +\$ 1K
- (3) Salary and Benefit Exp +\$ 2K, Benefits +\$ 1K
- (4) Legal is under - \$ 3K, Misc. Admin. -\$ 1K -(Temp Labor -\$ 1K)
- (5) Asset Mgt Fees to be paid at the end of the Year (+\$ 3K)
- (6) Sewer & Water - +\$ 4K. Elec/Gas +\$ 1K, Garbage +\$ 1K
- (7) Maint. Salary Exp. +\$ 2K, Benefits +\$ 7K
- (8) Maint. Costs Supplies -\$ 2K -Elect. Supplies ordered - inventory
- (9) Contract Costs +\$ 15K - start of year - Budget to actual - timing
- (10) Pymts in Lieu Lower +\$ 1K
- (11) Ins. Prem. Higher -\$3K, W/C +\$ 1K
- (12) Depreciation Items fully depreciated +\$ 5K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	97,848	105,993	-8,145	-8	635,959
TOTAL GRANT INCOME	84,926	75,422	9,504	13	452,530
TOTAL INCOME	182,774	181,415	1,359	1	1,088,489
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	46,289	53,970	7,678	22	323,820
TOTAL TENANT SERVICES EXPENSES	0	267	267	100	1,600
TOTAL UTILITY EXPENSES	36,347	42,321	5,974	14	253,926
TOTAL MAINTENACE EXPENSES	45,548	55,779	10,231	18	334,672
TOTAL GENERAL EXPENSES	18,236	20,006	1,768	9	120,036
TOTAL HOUSING ASSISTANCE PAYMENTS	357	387	30	8	2,320
TOTAL FINANCING EXPENSES	3,167	3,167	0	0	19,000
TOTAL NON-OPERATING ITEMS	39	0	-39	N/A	0
TOTAL EXPENSES	149,983	175,896	25,909	15	1,055,374
NET INCOME	32,791	5,519	27,268	494	33,115

- (1) Tenant Rents -\$ 8K
- (2) HUD PHA Subsidy +\$ 9K
- (3) Admin - Salary & Benefits +\$ 2K, Legal +\$ 1K, Other Admin +\$ 4K (Mgt Fee +\$ 3K)
- (4) Utilities - Water/Sewer +\$ 4K, Elect./Gas +\$ 2K
- (5) Maint. Salary & Benefits Exp. +\$ 7K
- (6) Material Exp. -\$ 8K - Supplies and Materials ordered
- (7) Contract Costs +\$ 11K, Start of new Fiscal year - Timing on using Contract Labor
- (8) W/C +\$ 1K

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	97,158	105,944	-8,786	-8	635,662
TOTAL GRANT INCOME	81,993	74,913	7,080	9	449,477
TOTAL INCOME	179,151	180,856	-1,706	-1	1,085,139
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	44,026	58,593	14,566	32	351,557
TOTAL TENANT SERVICES EXPENSES	72	217	144	67	1,300
TOTAL UTILITY EXPENSES	35,357	32,550	-2,807	-9	195,298
TOTAL MAINTENACE EXPENSES	17,250	57,805	40,556	70	346,832
TOTAL GENERAL EXPENSES	17,829	21,341	3,512	16	128,043
TOTAL HOUSING ASSISTANCE PAYMENTS	570	700	130	19	4,200
TOTAL FINANCING EXPENSES	2,833	2,833	0	0	17,000
TOTAL NON-OPERATING ITEMS	41	0	-41	N/A	0
TOTAL EXPENSES	117,978	174,038	56,060	32	1,044,231
NET INCOME	61,173	6,818	54,354	797	40,908

- (1) Tenant Rent -\$ 10K
- (2) Grant Subsidy +\$ 7K
- (3) Salaries & Benefits +\$ 12K
- (4) Legal +\$ 2K, Other Admin. +\$ 3K (Mgt Fee +\$ 2K), Temp Labor -\$ 3K
- (5) Water & Sewer -\$ 4K, Garbabe +\$ 1K
- (6) Maintenance Salary *& Benefits +\$ 12K & Vehicle Gas -\$ 2K
- (7) Supplies Maintenance +\$10K - Start of new Fiscal year - Timing on ordering supplies
- (8) Contract Costs Lower +\$ 14K, Start of new Fiscal year - Timing on Contract Maint.
- (9) Property Ins. +\$ 1K, W/C lower +\$ 1, Pymts in Lieu Taxes +\$ 1k

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

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	944	3,334	-2,390	-72	20,006
TOTAL GRANT INCOME	3,824	4,541	-716	-16	27,244
TOTAL INCOME	4,768	7,875	-3,107	-39	47,250
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	1,766	2,214	447	20	13,284
TOTAL UTILITY EXPENSES	1,156	1,404	248	18	8,424
TOTAL MAINTENACE EXPENSES	1,439	1,225	-215	-18	7,347
TOTAL GENERAL EXPENSES	459	675	216	32	4,051
TOTAL HOUSING ASSISTANCE PAYMENTS	0	17	17	100	100
TOTAL FINANCING EXPENSES	167	167	0	0	1,000
TOTAL NON-OPERATING ITEMS	7,967	7,960	-7	0	47,757
TOTAL EXPENSES	12,954	13,661	706	9	81,964
NET INCOME	-8,186	-5,786	-2,401	-33	-34,714

(1) Tenant Rent -\$ 2K (prior period adjustments impacted rental income)

(2) Grant Subsidy -\$ 1K

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

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME	3,961,622	4,266,482	-304,860	-7	25,598,890
TOTAL OTHER INCOME	0	250	-250	-100	1,500
TOTAL INCOME	3,961,622	4,266,732	-305,110	-7	25,600,390
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	275,129	332,340	57,211	22	1,994,042
TOTAL TENANT SERVICES EXPENSES	398	442	43	10	2,650
TOTAL UTILITY EXPENSES	0	44	44	100	265
TOTAL MAINTENACE EXPENSES	272	4,008	3,737	93	24,050
TOTAL GENERAL EXPENSES	8,101	13,666	5,565	71	81,997
TOTAL HOUSING ASSISTANCE PAYMENTS	3,755,873	3,880,751	124,878	3	23,284,505
TOTAL FINANCING EXPENSES	12,092	12,092	0	100	72,550
TOTAL NON-OPERATING ITEMS	248	0	-248	N/A	0
TOTAL EXPENSES	4,052,113	4,243,343	191,230	5	25,460,059
NET INCOME	-90,491	23,388	-113,880	-349	140,331

- (1) Lower HAP from HUD -\$286K
- (2) Lower Admin Fees -\$ 19K
- (3) Lower Salaries +\$ 35K & Benefits Costs +\$16K
- (4) Lower Mgt and Bookkeeping Fees +\$ 22K
- (5) Lower inspections for the month +\$ 1K
- (6) Misc. Admin. Exp. - Office Supp +1K, Comp Parts +\$ 2K, Copiers & Postage +\$ 3K
- (7) Higher Temp. Labor Exp. -\$ 13K
- (8) Misc. Admin. Exp. Section 8, -\$ 16K - not budgeted
- (9) Lower Contract Costs +\$ 3K, Start of new Fiscal year - Timing on ordering supplies
- (10) Lower Workman's Comp. Exp. +\$ 3K
- (11) Lower Port-out admin fees +\$ 3K
- (12) Lower HAP issued +\$ 106K
- (13) Port Out Payments +\$ 3K (lower than budgeted)
- (14) Tenant Utility -\$ 2K (higher than budgeted)

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME	164,021	231,346	-67,324	-29	1,388,076
TOTAL INCOME	164,021	231,346	-67,324	-29	1,388,076
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	161,349	177,303	15,954	9	1,063,816
TOTAL TENANT SERVICES EXPENSES	233	250	17	7	1,500
TOTAL UTILITY EXPENSES	7,320	8,907	1,587	18	53,439
TOTAL MAINTENACE EXPENSES	8,903	14,436	5,533	38	86,615
TOTAL GENERAL EXPENSES	5,850	5,883	34	1	35,300
TOTAL FINANCING EXPENSES	12,500	12,500	0	0	75,000
TOTAL NON-OPERATING ITEMS	1,522	1,312	-209	-16	7,873
TOTAL EXPENSES	197,677	220,591	22,916	10	1,323,543
NET INCOME	-33,656	10,756	-44,408	-413	64,533

- (1) Lower Mgmt. Fees from HCV -\$14K
- (2) Lower Bookkeeping Fees -\$ 8K
- (3) Asset Mgt Fee booked as budgeted
- (4) Admin Fee to be booked as Cap Projects funding allows
- (5) Admin Salary -\$ 10K & Benefits Higher -\$ 3K (Posting Resolution Mgt in Nov for 9 mo.)
- (6) Legal Fees Lower +\$ 7K
- (7) Admin Misc. Exp Lower + \$ 14K (Postage +\$ 21K, Copiers +\$ 1K, Other Admin Exp +\$ 3K)
- (8) Admin Other Exp Lower +\$ 7K - start of year, some expenses not incurred yet
- (9) Utilities Gas & Elect. +\$ 2K
- (10) Maintenance Exp - Materials and Contract costs lower +\$ 5K - first of the years costs are low to start

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	13,016	12,405	611	5	74,428
TOTAL OTHER INCOME	87,486	47,091	40,395	86	282,546
TOTAL INCOME	<u>100,502</u>	<u>59,496</u>	<u>41,006</u>	<u>69</u>	<u>356,974</u>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	8,632	13,777	5,145	37	82,661
TOTAL UTILITY EXPENSES	0	267	267	100	1,600
TOTAL MAINTENACE EXPENSES	0	1,947	1,947	100	11,680
TOTAL GENERAL EXPENSES	3,804	3,789	-15	0	22,732
TOTAL FINANCING EXPENSES	25,500	25,500	0	0	153,000
TOTAL NON-OPERATING ITEMS	573	573	0	0	3,438
TOTAL EXPENSES	<u>38,509</u>	<u>45,852</u>	<u>7,344</u>	<u>16</u>	<u>275,111</u>
NET INCOME	<u><u>61,993</u></u>	<u><u>13,644</u></u>	<u><u>48,350</u></u>	<u><u>354</u></u>	<u><u>81,863</u></u>

- (1) Other Income +\$ 40K - Interest income from F & M Bnak on deposit accounts - not budgeted
- (2) Management Fee Lower -\$ 1K
- (3) Contract Cost Lower +\$ 2K, Start of new Fiscal year - Timing on Contract Maint.

Housing Authority of the County of Merced

Financial Statement - Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	36,456	36,326	130	0	217,958
TOTAL INCOME	36,456	36,326	130	0	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	3,937	3,672	-265	-7	22,033
TOTAL UTILITY EXPENSES	14,777	15,839	1,061	7	95,032
TOTAL MAINTENACE EXPENSES	4,356	6,573	2,217	34	39,438
TOTAL GENERAL EXPENSES	1,001	1,045	44	4	6,270
TOTAL NON-OPERATING ITEMS	9,130	8,967	-163	-2	53,800
TOTAL EXPENSES	33,202	36,095	2,894	8	216,573
NET INCOME	3,255	231	3,024	1,310	1,385

- (1) Tenant Rents - lower -\$ 3K, (Golden Valley Health moved out)
- (2) Tenant Utilities +\$ 3K
- (3) Water/Sewer +\$ 1K
- (4) Contact Costs - Lower -\$ 2K, Start of new Fiscal year - Timing on Contract Maint.

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 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	150,030	104,609	45,421	43	627,653
TOTAL INCOME	150,030	104,609	45,421	-29	1,260,050
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	18,350	30,012	11,662	39	180,072
TOTAL UTILITY EXPENSES	17,065	19,838	2,773	14	119,025
TOTAL MAINTENANCE EXPENSES	7,364	25,533	18,169	71	153,197
TOTAL GENERAL EXPENSES	6,358	7,031	673	10	42,187
TOTAL FINANCING EXPENSES	11,417	11,417	0	0	68,500
TOTAL NON-OPERATING ITEMS	2,598	2,598	0	0	15,588
TOTAL EXPENSES	63,152	96,429	33,277	35	1,210,966
NET INCOME	86,878	8,180	78,698	962	49,084

- (1) Higher Tenant Assistance Pmts +\$ 43K, Tenat Rents +\$ 2K
- (2) Vacant staff positions +\$ 5K, Lower Benefit costs +\$ 2K
- (3) Legal Exp Lower +\$ 1K
- (4) Utility Invoices timing. +\$ 3K (Water/Sewer +\$ 2K, Gas/Electric +\$ 1K)
- (5) Maint. Salary & Benefits Lower +\$ 5K, Supplies Costs lower +\$ 3K - Start of new Fiscal Year
- (6) Contract Landscaping Lower -\$ 10K (Start of new Fiscal Year, expenses not incurred)

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	97,631	94,672	2,959	3	568,030
TOTAL INCOME	97,631	94,672	2,959	3	568,030
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	8,748	12,952	4,203	32	77,712
TOTAL UTILITY EXPENSES	15,742	16,912	1,169	7	101,470
TOTAL MAINTENACE EXPENSES	13,337	18,036	4,699	26	108,218
TOTAL GENERAL EXPENSES	6,607	6,732	125	2	40,391
TOTAL FINANCING EXPENSES	3,333	3,333	0	0	20,000
TOTAL NON-OPERATING ITEMS	32,578	32,578	0	0	195,471
TOTAL EXPENSES	80,345	90,544	10,196	8	543,262
NET INCOME	17,286	4,128	13,155	319	24,768

- (1) Vacancies -\$ 4K, Rental Assistance +\$ 6K
- (2) Sal & Benefits costs +\$ 3K
- (3) Supplies +\$ 3K (Start of Fiscal Year, expenses are not incurred yet)
- (4) Contract +\$ 1K (Start of Fiscal Year, expenses are not incurred yet)

Housing Authority of the County of Merced

Financial Statement - Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2023-Nov 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME	674,031	880,166	206,135	23	2,112,398
TOTAL INCOME	674,031	880,166	206,135	23	2,112,398
EXPENSES					
Total - Center Personnel	258,174	303,694	45,520	15	728,865
Total - Operating Expenses	301,206	440,759	139,553	32	1,057,820
Total - Maintenance Expenses	9,244	27,146	17,902	66	65,150
Total - Contractor Administration	63,964	45,900	-18,064	-39	110,161
Total - Debt Service and Replacement	41,443	62,668	21,224	34	150,402
TOTAL	674,031	880,166	206,135	23	2,112,398

- (1) Zero budget, offset to variance in expenses -\$ 206K
- (2) All positions not fully staffed Salary +\$ 10K, Benefits +\$ 34K
- (3) Higher utilities - Net diff. +\$ 140K, (Utilities -\$66k, Telephone +24K, Major Equip. +\$ 180)
- (4) General lower supplies and contract expenses +\$17K, Painting and Material. Supplies +\$ 15K
- (5) Expense compared to budget - MGT Fees Higher than Bgdt -\$ 16K and Higher than Bgt Audit -\$ 2K

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	56,281	64,596	-8,316	-13	775,155
TOTAL GRANT INCOME (2)	57,859	58,403	-544	-1	700,838
TOTAL INCOME	114,140	122,999	-8,860	-7	1,475,993
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	35,123	38,848	3,725	10	466,176
TOTAL TENANT SERVICES EXPENSES	182	142	-40	-28	1,700
TOTAL UTILITY EXPENSES (6)	19,191	22,280	3,089	14	267,360
TOTAL MAINTENANCE EXPENSES (7,8,9)	12,495	36,538	24,044	66	438,456
TOTAL GENERAL EXPENSES (10,11)	12,129	11,838	-290	-2	142,060
TOTAL HOUSING ASSISTANCE PAYMENTS	391	333	-58	-17	4,000
TOTAL FINANCING EXPENSES	3,333	3,333	0	0	40,000
TOTAL NON-OPERATING ITEMS (12)	567	3,143	2,576	82	37,716
TOTAL EXPENSES	83,409	116,456	33,046	28	1,397,468
NET INCOME	30,730	6,544	24,186	370	78,525

- (1) Tenant Rents -\$9K under Budget (Prior Period Adj Entries 3K, current 4K)
- (2) Grant Inc. down +\$ 1K
- (3) Salary and Benefit Exp +\$ 2K, Benefits +\$ 1K
- (4) Legal is under - \$ 2K, Misc. Admin. -\$ 1K -(Temp Labor -\$ 1K)
- (5) Mangement Fees +\$ 1K
- (6) Sewer & Water - timeing on invoices +\$ 2K
- (7) Maint. Salary Exp. +\$ 1K, Benefits +\$ 3K
- (8) Maint. Costs Supplies +\$ 7K -Start of the year, expenses not incurred yet
- (9) Contract Costs +\$ 13K - start of year - not incurred yet
- (10) Payments in Lieu of Taxes up - \$ 1K (higher income)
- (11) Ins. Prem. Higher -\$2K, W/C +\$ 1K
- (12) Depreciation Items fully depreciated +\$ 2K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	45,064	52,997	-7,933	-15	635,959
TOTAL GRANT INCOME (2)	42,504	37,711	4,793	13	452,530
TOTAL INCOME	87,568	90,707	-3,140	-3	1,088,489
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	23,232	26,985	3,754	14	323,820
TOTAL TENANT SERVICES EXPENSES	0	133	133	100	1,600
TOTAL UTILITY EXPENSES (4)	18,231	21,161	2,929	14	253,926
TOTAL MAINTENACE EXPENSES (5,6,7)	10,695	27,889	17,194	62	334,672
TOTAL GENERAL EXPENSES (8)	8,648	10,003	1,355	14	120,036
TOTAL HOUSING ASSISTANCE PAYMENTS	186	193	7	4	2,320
TOTAL FINANCING EXPENSES	1,583	1,583	0	0	19,000
TOTAL NON-OPERATING ITEMS	20	0	-20	N/A	0
TOTAL EXPENSES	62,594	87,948	25,354	29	1,055,374
NET INCOME	24,973	2,760	22,214	805	33,115

- (1) Tenant Rents -\$ 8K
- (2) HUD PHA Subsidy +\$ 5K
- (3) Admin - Salary +\$ 2K, Misc Admin -\$ 1K, Other Admin +\$ 2K (includes Temp Labor of -\$ 1K)
- (4) Utilities - Water/Sewer +\$ 2K, Elect./Gas +\$ 1K
- (5) Maint. Salary & Benefits Exp. +\$ 4K, Vehicle Gas -\$ 1
- (6) Material Exp. +\$ 5K - Start of new Fiscal year - Timing on ordering supplies
- (7) Contract Costs +\$ 9K, Start of new Fiscal year - Timing on using Contract Labor
- (8) W/C +\$ 1K

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	50,982	52,972	1,990	5	635,662
TOTAL GRANT INCOME (2)	41,044	37,456	3,587	10	449,477
TOTAL INCOME	92,026	90,428	5,577	7	1,085,138
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	22,995	29,296	6,302	22	351,557
TOTAL TENANT SERVICES EXPENSES	72	108	36	33	1,300
TOTAL UTILITY EXPENSES (5)	20,003	16,275	-3,728	-23	195,298
TOTAL MAINTENANCE EXPENSES (6,7,8)	9,664	28,903	19,239	67	346,832
TOTAL GENERAL EXPENSES (9)	9,277	10,670	1,394	13	128,043
TOTAL HOUSING ASSISTANCE PAYMENTS	285	350	65	19	4,200
TOTAL FINANCING EXPENSES	1,417	1,417	0	0	17,000
TOTAL NON-OPERATING ITEMS	20	0	-20	N/A	0
TOTAL EXPENSES	63,733	87,019	23,287	27	1,044,231
NET INCOME	28,292	3,409	28,864	847	40,907

- (1) Tenant Rent +\$ 2K
- (2) Grant Subsidy +\$ 4K
- (3) Salaries & Benefits +\$ 6K
- (4) Legal +\$ 1K, Other Admin. +\$ 3K, Temp Labor -\$ 2K
- (5) Water & Sewer -\$ 4K
- (6) Maintenance Salary +\$ 6K & Vehicle Gas -\$ 2K
- (7) Supplies Maintenance +\$8K - Start of new Fiscal year - Timing on ordering supplies
- (8) Contract Costs Lower +\$ 7K, Start of new Fiscal year - Timing on Contract Maint.
- (9) W/C lower +\$ 1

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

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	-304	1,667	-1,971	-118	20,006
TOTAL GRANT INCOME	1,917	2,270	-354	-16	27,244
TOTAL INCOME	1,613	3,937	-2,325	-59	47,250
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	882	1,107	226	20	13,284
TOTAL UTILITY EXPENSES	581	702	121	17	8,424
TOTAL MAINTENACE EXPENSES	347	612	265	43	7,347
TOTAL GENERAL EXPENSES	232	338	106	31	4,051
TOTAL HOUSING ASSISTANCE PAYMENTS	0	8	8	100	100
TOTAL FINANCING EXPENSES	83	83	0	0	1,000
TOTAL NON-OPERATING ITEMS	3,983	3,980	-4	0	47,757
TOTAL EXPENSES	6,108	6,830	968	14	81,964
NET INCOME	-4,495	-2,893	-1,357	-47	-34,714

(1) Tenant Rent -\$ 2K (prior period adjustments impacted rental income)

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

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME	1,975,273	2,133,241	-157,968	-7	25,598,890
TOTAL OTHER INCOME	0	125	-125	-100	1,500
TOTAL INCOME	1,975,273	2,133,366	-158,093	-7	25,600,390
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	134,322	166,170	31,848	25	1,994,042
TOTAL TENANT SERVICES EXPENSES	398	221	-178	-80	2,650
TOTAL UTILITY EXPENSES	0	22	22	100	265
TOTAL MAINTENANCE EXPENSES	0	2,004	2,004	100	24,050
TOTAL GENERAL EXPENSES	4,106	6,833	2,728	70	81,997
TOTAL HOUSING ASSISTANCE PAYMENTS	1,871,090	1,940,375	69,285	4	23,284,505
TOTAL FINANCING EXPENSES	6,046	6,046	0	0	72,550
TOTAL EXPENSES	2,015,962	2,121,672	105,709	6	25,460,059
NET INCOME	-40,689	11,694	-52,384	-301	140,331

- (1) Lower HAP from HUD -\$140K
- (2) Lower Admin Fees -\$ 18K
- (3) Lower Salaries +\$ 18K & Benefits Costs +\$6K
- (4) Lower Management and Bookkeeping Fees +\$ 10K
- (5) Lower inspections for the month +\$ 10K
- (6) Misc. Admin. Exp. - Office Supp +1K, Comp Parts +\$ 1K, Copiers & Postage +\$ 1K
- (7) Higher Temp. Labor Exp. -\$ 7K
- (8) Misc. Admin. Exp. Section 8, -\$ 11K - not budgeted
- (9) Lower Contract Costs +\$ 2K, Start of new Fiscal year - Timing on ordering supplies
- (10) Lower Workman's Comp. Exp. +\$ 1K
- (11) Lower Port-out admin fees +\$ 1K
- (12) Lower HAP issued +\$ 60K
- (13) Port Out Payments +\$ 10K (lower than budgeted)
- (14) Tenant Utility -\$ 1K (higher than budgeted)

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3,4)	79,138.00	115,673.01	-36,535.01	-31.58	1,388,076.00
TOTAL INCOME	79,138.00	115,673.01	-36,535.01	-31.58	1,388,076.00
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (5,6,7,8)	82,740.48	88,651.32	5,910.84	7.37	1,063,816.08
TOTAL TENANT SERVICES EXPENSES	233.44	125.00	-108.44	-86.75	1,500.00
TOTAL UTILITY EXPENSES (9)	3,564.23	4,453.26	889.03	19.96	53,439.10
TOTAL MAINTENACE EXPENSES	3,856.64	7,217.91	3,361.27	46.57	86,615.00
TOTAL GENERAL EXPENSES	2,909.25	2,941.69	32.44	1.10	35,300.26
TOTAL FINANCING EXPENSES	6,250.00	6,250.00	0.00	0.00	75,000.00
TOTAL NON-OPERATING ITEMS	742.21	656.08	-86.13	-13.13	7,873.00
TOTAL EXPENSES	100,296.25	110,295.26	9,999.01	9.07	1,323,543.44
NET INCOME	-21,158.25	5,377.75	-26,536.00	-493.44	64,532.56

(1) Lower Mgmt. Fees from HCV -\$10K

Bookkeeping Fees Booked at Year End - estimated at \$4K

(3) Asset Mgt Fee booked as budgeted

(4) Admin Fee to be booked as Cap Projects funding allows (budget at 22K)

(5) Admin Salary -\$ 2K & Benefits Higher -\$ 2K

(6) Legal Fees Lower +\$ 3K

(7) Admin Misc. Exp Lower + \$ 6K (Postage +\$ 1K, Copiers +\$ 1K, Other Admin Exp +\$ 1K)

(8) Admin Other Exp Lower +\$ 1K

(9) Utilities Gas & Elect. -\$ 1K

(10) Maintenance Exp - Materials and Contract costs lower +\$ 3K - first of the years costs are low to start

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	6,666	6,202	464	7	74,428
TOTAL OTHER INCOME (1.2)	44,065	23,546	20,520	87	282,546
TOTAL INCOME	50,731	29,748	20,983	71	356,974
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	4,005	6,888	2,883	42	82,661
TOTAL UTILITY EXPENSES	0	133	133	100	1,600
TOTAL MAINTENACE EXPENSES (3)	0	973	973	100	11,680
TOTAL GENERAL EXPENSES	1,902	1,894	-7	0	22,732
TOTAL FINANCING EXPENSES	12,750	12,750	0	0	153,000
TOTAL NON-OPERATING ITEMS	287	287	0	0	3,438
TOTAL EXPENSES	18,943	22,926	3,983	17	275,111
NET INCOME	31,788	6,822	24,967	366	81,863

- (1) Other Income +\$ 20K - Interest income from F & M Bnak on deposit accounts - not budgeted
- (2) Management Fee Lower -\$ 1K
- (3) Contract Cost Lower +\$ 1K, Start of new Fiscal year - Timing on Contract Maint.

Housing Authority of the County of Merced

Financial Statement - Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	25,827	18,163	7,664	42	217,958
TOTAL INCOME	25,827	18,163	7,664	42	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	2,715	1,836	-879	-48	22,033
TOTAL UTILITY EXPENSES (4)	8,860	7,919	-941	-12	95,032
TOTAL MAINTENACE EXPENSES (5)	991	3,286	2,296	70	39,438
TOTAL GENERAL EXPENSES	498	523	25	5	6,270
TOTAL NON-OPERATING ITEMS	4,565	4,483	-82	-2	53,800
TOTAL EXPENSES	17,629	18,048	419	2	216,573
NET INCOME	8,198	115	8,083	7,001	1,385

- (1) Tenant Rents - lower -\$ 2K, (Golden Valley Health moved out)
- (2) Tenant Utilities +\$ 9K (Central CA Child Dev Catch up pmt)
- (3) Management fees higher -\$ 1K
- (4) Water/Sewer +\$ 1K
- (5) Contact Costs - Lower -\$ 2K, Start of new Fiscal year - Timing on Contract Maint.

Housing Authority of the County of Merced

Financial Statement - Valley View Property - atw dp mid vv-bond pbc-b-atw pbc-b-dp pbc-b-mid

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	78,750	52,304	26,445	51	627,653
TOTAL GRANT INCOME	56,813	52,700	4,113	8	632,397
TOTAL INCOME	135,563	105,004	30,559	29	1,260,050
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	8,934	15,006	6,072	40	180,072
TOTAL UTILITY EXPENSES (4)	8,487	9,919	1,431	14	119,025
TOTAL MAINTENANCE EXPENSES (5,6)	1,477	12,766	11,289	88	153,197
TOTAL GENERAL EXPENSES	3,117	3,516	399	40	42,187
TOTAL HOUSING ASSISTANCE PAYMENTS (7)	57,012	52,700	-4,312	-8	632,397
TOTAL FINANCING EXPENSES	5,708	5,708	0	0	68,500
TOTAL NON-OPERATING ITEMS	1,299	1,299	0	0	15,588
TOTAL EXPENSES	86,034	100,914	14,879	15	1,210,966
NET INCOME	49,528	4,090	45,438	1,111	49,084

- (1) Higher Tenant Assistance Pmts +\$ 24K, Tenat Rents +\$ 2K
- (2) Vacant staff positions +\$ 3K, Lower Benefit costs +\$ 1K
- (3) Legal Exp Lower +\$ 1K
- (4) Utility Invoices timing. +\$ 1K (Water/Sewer +\$ 1K)
- (5) Maint. Salary & Benefits Lower +\$ 3K, Supplies Costs lower -\$ 1K - Start of new Fiscal Year
- (6) Contract Landscaping Lower +\$ 4K, Blding Repairs +1K (Start of new Fiscal Year, expenses not incurred)
- (7) Higher Housing Assist. Pmts -\$ 4K (off setting entry)

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	46,884	47,336	-452	-1	568,030
TOTAL INCOME	46,884	47,336	-452	-1	568,030
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	4,668	6,476	1,808	28	77,712
TOTAL UTILITY EXPENSES	8,127	8,456	329	4	101,470
TOTAL MAINTENACE EXPENSES (3,4)	6,838	9,018	2,181	24	108,218
TOTAL GENERAL EXPENSES	3,300	3,366	66	2	40,391
TOTAL FINANCING EXPENSES	1,667	1,667	0	0	20,000
TOTAL NON-OPERATING ITEMS	16,289	16,289	0	0	195,471
TOTAL EXPENSES	40,890	45,272	4,383	-5	543,262
NET INCOME	5,994	2,064	3,931	190	24,768

- (1) Vacancies -\$ 3K, Rental Assistance +\$ 2K
- (2) Sal & Benefits costs +\$ 2K
- (3) Supplies +\$ 1K (Start of Fiscal Year, expenses are not incurred yet)
- (4) Contract +\$ 1K (Start of Fiscal Year, expenses are not incurred yet)

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2023-Oct 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME	556,453	704,133	-147,680	-21	2,112,398
TOTAL INCOME (1)	556,453	704,133	-147,680	-21	2,112,398
EXPENSES					
Total - Center Personnel	210,451	242,955	32,504	13	728,865
Total - Operating Expenses	246,089	352,607	106,518	30	1,057,820
Total - Maintenance Expenses	6,218	21,717	15,499	71	65,150
Total - Contractor Administration	52,251	36,720	-15,531	-42	110,161
Total - Debt Service and Replacement	41,443	50,134	8,691	17	150,402
TOTAL	556,453	704,133	-147,680	-21	2,112,398

- (1) Zero budget, offset to variance in expenses -\$ 143K
- (2) All positions not fully staffed Salary +\$ 5K, Benefits +\$ 27K
- (3) Higher utilities in 2nd year of contract - Net diff. +\$ 106K, (Utilities -\$71k, Telephone +19K, Major Equip. +\$ 148)
- (4) General lower supplies and contract expenses +\$15K, Painting and Material. Supplies +\$ 15K
- (5) Expense compared to budget - MGT Fees Higher than Bgdt -\$ 13K and Higher than Bgt Audit -\$ 3K

Special Program Voucher Counts

Voucher Program Name	Funding Source	Allocation	Voucher Under HAP	Vouchers Searching	Referrals Pending Review/ Documentation	Packets needed to fully HAP
Veterans Affairs Supportive Housing (VASH)	HUD Grant	123	96	4	0	23
Emergency Housing Voucher (EHV)	HUD Grant	68	53	13	1	1
Mainstream (MS5)	HUD Grant	26	5	1	0	20
Shelter Plus Care (SPC)	HUD Grant	8	5	0	1	2
Independent Living Program (ILP)	HA Set-Aside	10	6	2	0	2
Family Unification Program (FUP)	HA Set-Aside	27	22	2	0	3
Coordinated Entry System (CES)	HA Set-Aside	150	132	12	6	0
Adult Protective Services (APS)	HA Set-Aside	10	10	0	0	0
Human Services Agency (HSA)	HA Set-Aside	50	27	19	2	2
Tenant Based & Project Based Vouchers	HAP	2494	2174			

STAFF REPORT

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

FROM: Melina Frederick, Director of Procurement

DATE: January 16, 2024

SUBJECT: Fire-Damaged Unit Restoration Invitation For Bids (IFB)

Previously reported to the Board, the Housing Authority of the County of Merced (Authority) owns four units located in the City of Dos Palos that were severely damaged due to a fire. Since the fire, the Authority has been working with the insurance agency, consisting of inspection, testing, and review of the scope of work in preparation for the IFB. As a result, it was determined that three of the units will need to have a partial demolition with rebuild and the fourth unit will need to be completely demolished and rebuilt. The Authority published an IFB to solicit these services at the end of November 2023.

The Authority solicited sealed bids as required by the Authority's procurement policy by conducting widespread advertising both electronically and followed up by phone. The due date for bids was January 5, 2024.

During the IFB solicitation process, there were questions received that required amendments to the IFB. As vendors attempted to respond, it became evident there would have to be revisions to the IFB as a whole. This resulted in the Authority canceling the IFB and getting in contact with the City of Dos Palos to obtain additional info on the requirements needed for this project. Once the final updates to the IFB have been made, it will be re-issued with a new due date. The insurance company has been made aware during this process.

STAFF REPORT

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

FROM: Maria Alvarado, Director of Housing & Community Development/
HR Manager/Clerk of the Board

DATE: January 16, 2024

SUBJECT: Housing Authority of the County of Merced Departmental Update

Clerk of the Board

The Authority submitted an application for the Public Housing Resident Commissioner vacancy, however, the applicant was denied by the County Board of Supervisors.

The Authority continues outreach to Public Housing residents to fill the vacancy. Asset Managers and the Authority have identified candidates, however, after discussion with the candidates, the candidates have declined at this time.

The Authority will continue to seek interested parties.

Human Resources

The Authority currently has seven (7) vacant positions. Those positions are: Administrative Clerk (2), Compliance Analyst (1), Eligibility Specialist (2), Maintenance Manager (1), Maintenance Worker (1).

As of the last report, the Authority filled the following six (6) positions: two (2) Migrant Center Aides, two (2) Eligibility Specialists, one (1) Maintenance Worker, and one (1) HR Manager & Clerk of the Board.

Subsequently three (3) staff members separated from employment with the Authority. Those positions are one (1) Administrative Clerk, one (1) Eligibility Specialist, and one (1) HR Manager & Clerk of the Board.

The Authority will be holding oral panel interviews for the positions of Maintenance Manager, Eligibility Specialist, and Administrative Clerk on Wednesday, January 24, 2024.

The Authority publishes the recruitment announcement in the following ways: Merced Sun Star, Authority website, mailings to community partners such as WorkNet, Merced College, Human Services Agency, etc.

Development

The Authority issued an Request For Proposals (RFP) for one hundred and fifty (150) Project-Based Vouchers (PBVs). The RFP was published on October 23,

2023 and closed on November 30, 2023 at 4:00 p.m. Two (2) amendments were issued in regards to the RFP.

The Authority received a total of eight (8) proposals of which seven (7) were accepted and moved onto the review process by an external/independent panel. One (1) proposal was rejected as it was submitted after the deadline.

The small home projects in the City of Los Banos (City) continue to make progress. With the City and Public Works parcel merger approval the Authority and Service First, Inc. continue to work on submitting plans to the City's planning department. The City has provided feedback/suggestions regarding the color scheme and overall design of the units, therefore, changes to the plans have to be made and resubmitted for approval.

Farm Labor Year-Round & Migrant Seasonal Housing

Felix Torres Year Round Housing consists of fifty (50) year-round units.

- 94% Occupancy Rate
- 47 Leased Units
- 3 Vacant Units

Migrant (Seasonal) Housing:

Atwater Migrant

Seasonal Housing consists of fifty-nine (59) family units & two (2) staff units.

- Atwater Migrant Center ended the regular season on October 13, 2023.
- The Authority requested and received a thirty-nine (39) day extension for families concluding the season on November 21, 2023.

Los Banos Migrant

Seasonal Housing consists of forty-eight (48) units & one (1) staff unit.

- Los Banos Center ended the season on November 9, 2023.

Merced Migrant

Seasonal Housing consists of forty-nine (49) units & two (2) staff units.

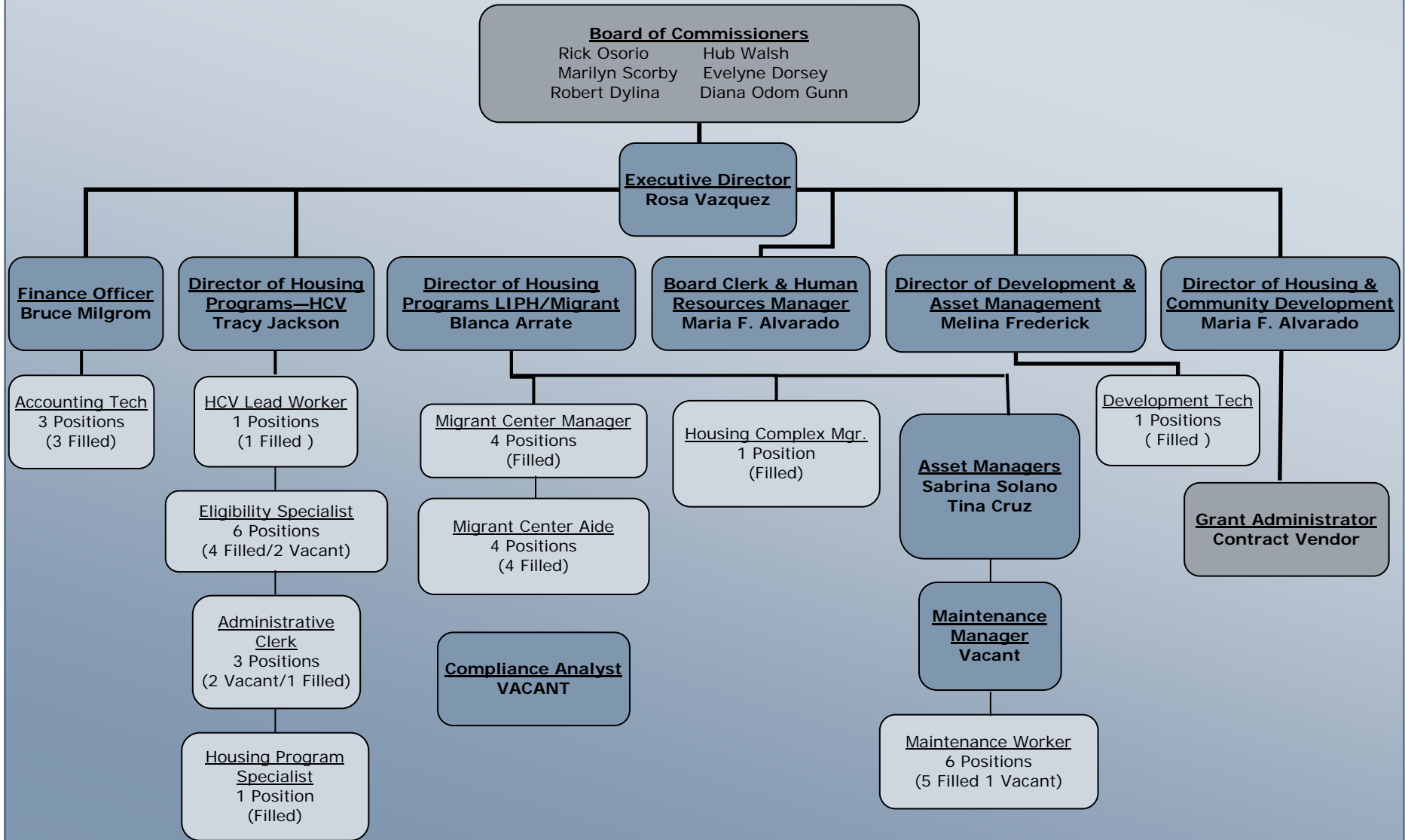
- Merced Migrant Center ended the season on November 16, 2023.

Planada Migrant

Seasonal Housing consists of seventy-one (71) units & two (2) staff units.

- Planada Center ended the season on November 9, 2023.

Housing Authority of the County of Merced



STAFF REPORT

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

FROM: Melina Frederick, Director of Procurement

DATE: January 16, 2024

SUBJECT: Recommendation to Award Contract: Authority-wide Security System & CCTV Monitoring

At the October 2023 Board of Commissioners meeting, it was reported that the Housing Authority of the County of Merced (Authority) had published a Request for Proposals (RFP) to solicit for security systems and Closed-Circuit Television (CCTV) monitoring for all the offices and housing developments.

The Authority sought sealed proposals as required by the Authority's procurement policy by conducting wide-spread advertising both electronically and by phone. Proposals were received on November 14, 2023.

Proposals were evaluated by a panel based on criteria published in the RFP documents such as technical capabilities, demonstrated past successful performance, capacity to meet all requirements, understanding of scope of services, proposed costs, etc. Based on the final scores from the evaluation panel, the recommendation is to award Secutech Inc. the Authority-wide Security System & CCTV Monitoring contract.

The proposal submitted by Secutech Inc. is responsive and complete. The Department of Housing and Urban Development (HUD) required background research did not result in any disbarments, limited participation and/or other disqualifications. Secutech Inc. is not an accredited Better Business Bureau ("BBB") business. All references that were contacted gave good reviews and confirmed that Secutech Inc. fully completed their projects as promised.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-01**, awarding the Authority-wide Security System & CCTV Monitoring contract to Secutech Inc. and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

RESOLUTION NO. 2024-01

APPROVING THE AWARD OF CONTRACT FOR AUTHORITY-WIDE SECURITY SYSTEM & CCTV MONITORING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT

WHEREAS, the Housing Authority of the County of Merced (Authority) requires Authority-wide Security System & CCTV Monitoring; and

WHEREAS, the project was advertised in compliance with the Authority’s procurement policy, and emails were also sent to eighteen (18) security system contractors, and

WHEREAS, proposals were received by the Authority by the due date of November 14, 2024; and

WHEREAS, the Authority assigned an evaluation committee to review and evaluate the submitted proposals with the criteria as detailed within the Request For Proposal documents; and

WHEREAS, the overall highest scoring proposal was submitted by Secutech Inc., San Luis Obispo, California;

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve awarding a one (1) year contract with two (2) two-year options for renewal to Secutech Inc., and does hereby authorizes the Executive Director, Rosa Vazquez, to sign or take any other action necessary to ensure compliance of the contract.

The foregoing resolution was introduced at the January 16, 2024 Board of Commissioners meeting and adopted by the following vote:

Motion: Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: January 16, 2024