

**A G E N D A**  
**BOARD OF COMMISSIONERS**  
**HOUSING AUTHORITY OF THE COUNTY OF MERCED**

**Regular Meeting**  
**Wednesday, April 16, 2025**  
**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

Hub Walsh, Chairperson  
Rick Osorio, Vice-Chair  
Evelyne Dorsey  
Marilyn Scorby  
Rachel Torres  
Robert Dylina

**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](http://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. PUBLIC COMMENT**

**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. AGENCY OR COMMISSIONER REVISIONS TO AGENDA**

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_



**IV. CONSENT CALENDAR**

1. Meeting Minutes March 19, 2025, Regular Meeting
2. Meeting Minutes March 26, 2025 Special Meeting
3. Rent Delinquency Report March 2025
4. Financial Reports for March 2025
5. Public Housing Occupancy/Vacancy Report for March 2025
6. HCV Program Counts March 2025
7. Human Resources & Board Clerk Report / Development

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**V. REGULAR CALENDAR**

1. Resolution Item(s):  
None
2. Action Item(s):  
None

**VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS**

1. Staff Report: Procurement Update
2. Staff Report: Development & Migrant

**VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

**VIII. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)**

None

**IX. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTIONS**

**X. ADJOURNMENT**



**MINUTES**  
**BOARD OF COMMISSIONERS**  
**HOUSING AUTHORITY OF THE COUNTY OF MERCED**

**Regular Meeting**  
**Wednesday, March 19, 2025**  
**12:00 p.m.**

- I. The meeting was called to order by Chairperson Dylina at 12:00 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Robert Dylina, Chairperson  
Rick Osorio, Vice Chairperson  
Evelyn Dorsey  
Hub Walsh  
Marilyn Scorby  
Rachel Torres

**Commissioners Absent:**

Chairperson Dylina declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
Tom Lewis, Legal Counsel  
Sarahi Meraz, Finance Officer  
Blanca Arrate, Director of Housing Programs  
Evelyn Chavira, Director of Procurement  
Maria Alvarado, Director of Development

**Others Present:**

Christy McHammond, City of Los Banos  
Yessenia Carrillo, LCW Legal Counsel

**II. PUBLIC COMMENT**

Christy McHammond provided an update on the development One Tree Village. She invites the Board and Authority staff to the groundbreaking ceremony. Christy also congratulated the Authority on receiving approval for the Tiny Homes in Los Banos.

**III. AGENCY OR COMMISSIONER REVISION TO AGENDA**

Executive Director Vazquez requested a correction to Closed Session Item VIII to reflect that Commissioner Torres was not in attendance.

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



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

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

*No other nominations were made. Commissioner Dylina moved to close nominations.*

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

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

3. Nomination of Vice Chairperson: Rick Osorio was nominated for the office of Vice-Chairperson.

*No other nominations were made. Commissioner Dylina moved to close nominations.*

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

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

**V. CONSENT CALENDAR**

1. Meeting Minutes February 19, 2025, Regular Meeting

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

2. Rent Delinquency Report February 2025

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

3. Financial Reports for February 2025

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

4. Public Housing Occupancy/Vacancy Report for February 2025

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

5. HCV Program Counts February 2025

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

6. Human Resources & Board Clerk Report

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



## VI. REGULAR CALENDAR

### 1. Resolution Item(s):

- a. **Resolution No. 2025-02:** Compliance with New Legal Obligations Re: Public Hearing on Housing Authority of the County of Merced Vacancies & Recruitment and Retention Efforts (Assembly Bill 2561/Government Code Section 3502.3)

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

- b. **Resolution No. 2025-03:** Approving an amendment to the 2023-2025 Fiscal Year Operation and Maintenance Contract between the State of California Department of Housing & Community Development and the Housing Authority of the County of Merced.

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

- c. **Resolution No. 2025-04:** Approving a project intake form for funding and the execution of a grant agreement and any amendments thereto from the 2023 CDBG-DR Migrant Resiliency Center Program.

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

### 2. Action Item(s):

None

## VII. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. A public hearing presentation was given by Director of Development Alvarado regarding Assembly Bill 2561. Background on the bill was provided as well as current vacancy information, recruitment efforts, and a brief description of the benefit package the Authority offers. A secondary hearing will be held before agency-wide budgets are presented for approval.
2. Director of Procurement Chavira informed the Board that the Authority has executed the landscape services contract. Current and upcoming solicitations include janitorial services, asphalt, and environmental review services. Reconstruction of the four burned units is anticipated to be completed by the end of April.
3. Executive Director Vazquez provided an update on Habitat for Humanity's request to utilize the Felix Torres complex to house volunteers, however, they were informed that this was not possible. Additionally, the Authority had a follow-up meeting with a developer, UpHoldings, and the VA regarding the use of VASH vouchers for new development and possibly project-basing them. The VA housing coordinator will be meeting with



Authority staff to further discuss this matter. She further informed the Board that funding levels for the HCV programs are not projected to face decreases.

4. Executive Director Vazquez informed the Board that on April 1<sup>st</sup> select Public Housing and Project-Based Voucher waiting lists will be opening for sign-ups. Community partners have been made aware and information was provided.

**VIII. COMMISSIONER’S COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Dlynia congratulated newly elected Chairperson Walsh on his appointment.

**IX. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)**

None

**X. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTION**

**XI. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:18 p.m.

\_\_\_\_\_  
Chairperson Signature

Date: April 16, 2025

\_\_\_\_\_  
Secretary Signature

Date: April 16, 2025



**MINUTES**  
**BOARD OF COMMISSIONERS**  
**HOUSING AUTHORITY OF THE COUNTY OF MERCED**

**Special Meeting**  
**Wednesday, March 26, 2025**  
**12:00 p.m.**

- I. The meeting was called to order by Chairperson Walsh at 12:05 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Hub Walsh, Chairperson  
Rick Osorio, Vice Chairperson  
Marilyn Scorby  
Rachel Torres  
Robert Dylina

**Commissioners Absent:**

Evleyn Dorsey

Chairperson Walsh declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
Tom Lewis, Legal Counsel  
Blanca Arrate, Director of Housing Programs

**Others Present:**

None

**II. PUBLIC COMMENT**

None

**III. AGENCY OR COMMISSIONER REVISION TO AGENDA**

None

**IV. CONSENT CALENDAR**

None

**V. REGULAR CALENDAR**

1. Resolution Item(s):

- a. **Resolution No. 2025-05:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the



Housing Authority of The County of Merced Contract 25-OMS-18583 for the Atwater Migrant Center.

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

- b. **Resolution No. 2025-06:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 25-OMS-18588 for the Felix Torres Migrant Center.

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

- c. **Resolution No. 2025-07:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 25-OMS-18593 for the Merced Migrant Center.

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

- d. **Resolution No. 2025-08:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 25-OMS-18598 for the Rafael Silva/Los Banos Migrant Center.

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

2. Action Item(s):

None

**VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS**

None

**VII. COMMISSIONER'S COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

Executive Director Vazquez reminded the Board that select waiting lists for the Public Housing and Project- Based Voucher program are opening on April 1<sup>st</sup>. Vice-Chair Osorio suggested that the Authority present this information at a City or County meeting as with the Merced County Realtor Association.

**VIII. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)**

None

**IX. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTION**

**X. ADJOURNMENT**





There being no further business to discuss, the meeting was adjourned at 12:13 p.m.

\_\_\_\_\_  
Chairperson Signature

Date: April 16, 2025

\_\_\_\_\_  
Secretary Signature

Date: April 16, 2025



## Aged Receivables Report as for 03/31/2025 - As of 04/07/2025

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
<b>AMP 1</b>						
ca023001 PH - Merced	1,801.00	1,810.00	1,515.00	2,675.94	7,801.94	7,801.94
ca023010 PH - Merced	2,159.99	273.00	0.00	-595.38	1,837.61	1,837.61
ca023013 PH - Merced Sr	412.41	89.35	0.00	-19.00	482.76	482.76
ca023021 PH - Acquisition	471.00	0.00	0.00	0.00	471.00	471.00
ca023023 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 1 TOTALS</b>	<b>4,844.40</b>	<b>2,172.35</b>	<b>1,515.00</b>	<b>2,061.56</b>	<b>10,593.31</b>	<b>10,593.31</b>
<b>AMP 2</b>						
CA023003 PH - Atwater - Cameo	307.00	0.00	0.00	-583.00	-276.00	-276.00
ca023006 PH - Livingston	-354.00	-918.75	-156.00	-4,046.91	-5,475.66	-5,475.66
012a PH - Atwater	22.00	0.00	0.00	0.00	22.00	22.00
012b PH - Winton	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 2 TOTALS</b>	<b>-25.00</b>	<b>-918.75</b>	<b>-156.00</b>	<b>-4,629.91</b>	<b>-5,729.66</b>	<b>-5,729.66</b>
<b>AMP 3</b>						
ca023002 PH - Los Banos	217.80	0.00	0.00	0.00	217.80	217.80
ca023004 PH - Los Banos - Abby, B, C & D	894.00	0.00	0.00	-1,762.00	-868.00	-868.00
ca023005 PH - Dos Palos - West Globe	583.75	130.00	0.00	0.00	713.75	713.75
ca023011 PH - Los Banos - J & K St	887.88	863.00	179.00	-1,130.00	799.88	799.88
012c PH - Dos Palos - Alleyne	1.00	0.00	0.00	0.00	1.00	1.00
012d PH - Dos Palos - Globe	0.00	0.00	0.00	-467.00	-467.00	-467.00
<b>AMP 3 TOTALS</b>	<b>2,584.43</b>	<b>993.00</b>	<b>179.00</b>	<b>-3,359.00</b>	<b>397.43</b>	<b>397.43</b>
<b>AMP 4</b>						
ca023024 PH 1st Street	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 4 TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>VALLEY VIEW</b>						
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	0.00	0.00	0.00
pbc - atw	916.00	332.00	278.00	-53.00	1,473.00	1,473.00
pbc - dp	92.00	0.00	0.00	0.00	92.00	92.00
pbc - mid	1,454.00	727.00	666.00	5,618.81	8,465.81	8,465.81
<b>VALLEY VIEW TOTALS</b>	<b>2,462.00</b>	<b>1,059.00</b>	<b>944.00</b>	<b>5,565.81</b>	<b>10,030.81</b>	<b>10,030.81</b>
<b>FELIX TORRES YEAR ROUND</b>						
ft.yr Felix Torres Year Round Center	4,014.00	1,932.00	1,157.00	897.00	8,000.00	8,000.00
<b>FELIX TORRES YEAR ROUND TOTALS</b>	<b>4,014.00</b>	<b>1,932.00</b>	<b>1,157.00</b>	<b>897.00</b>	<b>8,000.00</b>	<b>8,000.00</b>
<b>HOUSING AUTHORITY TOTALS</b>	<b>13,879.83</b>	<b>5,237.60</b>	<b>3,639.00</b>	<b>535.46</b>	<b>23,291.89</b>	<b>23,291.89</b>

# Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

## Budget Comparison

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	362,631	323,023	39,608	12	775,255
TOTAL GRANT INCOME (2)	275,447	296,183	-20,735	-7	710,838
TOTAL INCOME	638,078	619,205	18,873	3	1,486,093
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4, 5, 6)	238,781	182,055	-56,725	-31	436,933
TOTAL TENANT SERVICES EXPENSES (7)	2,914	667	-2,247	-337	1,600
TOTAL UTILITY EXPENSES (8)	98,774	105,104	6,330	6	252,250
TOTAL MAINTENACE EXPENSES (9, 10, 11)	162,580	179,317	16,736	9	430,360
TOTAL GENERAL EXPENSES (12)	70,015	65,727	-4,288	-7	157,745
TOTAL HOUSING ASSISTANCE PAYMENTS	2,678	3,333	655	20	8,000
TOTAL FINANCING EXPENSES	16,667	16,667	0	0	40,000
TOTAL NON-OPERATING ITEMS (13)	-582	15,715	16,297	104	37,716
TOTAL EXPENSES	591,827	568,585	-23,242	5	1,364,604
NET INCOME	46,251	50,620	-4,369	99	121,489

- (1) Tenant Rent +\$ 40K (Rents +\$ 37K, Other Tenant Inc. +\$ 3K)
- (2) Grant Subsidy -\$ 21K
- (3) Admin - Salary & Benefits +\$ 6K
- (4) Legal -\$ 2K
- (5) Other Admin -\$ 26K (Higher Mgt Fees -\$ 8K, Consultants -\$ 15K, Audit/IT Conculanst -\$ 3K)
- (6) Misc Admin. -\$34K (Temp Admin Labor -\$ 29K, Postage -\$ 4K)
- (7) Tenant Services Exp. -\$ 2K - (Tenant Relocation Exp.)
- (8) Utilities +\$ 6K (Sewer & Water)
- (9) Maint. Salary & Benefits +\$ 11K (Sal +\$ 4K, Benefits +\$ 11K, on-call service -\$3K, Vehicle Gas -\$1K)
- (10) Maint. Costs Supplies -\$ 4K (Supply Maint./Repairs +\$ 8K, Appliances -\$ 4K, Plumbing -\$ 8K)
- (11) Contract Costs +\$ 9K - (Landscaping -\$ 5K, Plumbing +\$ 2K, Janitorial -\$ 2K, Veh Rep +\$ 2k, Carpet/Flr +\$5K, Bld Rep -\$ 3K)
- (12) Gen Exp. - Pymts in Lieu -\$ 4 (Higher Rents collected)
- (13) Non-Operating Exp. +\$ 16K - Lower Depre. Exp.

## Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

### Budget Comparison

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	255,132	277,986	-22,854	-8	667,166
TOTAL GRANT INCOME (2)	201,910	206,322	-4,412	-2	495,173
TOTAL INCOME	457,042	484,308	-27,266	-6	1,162,339
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4)	164,228	144,676	-19,551	-14	347,224
TOTAL TENANT SERVICES EXPENSES	104	42	-62	-149	100
TOTAL UTILITY EXPENSES (5)	85,541	88,610	3,068	3	212,663
TOTAL MAINTENACE EXPENSES (6, 7, 8)	136,126	136,265	138	0	327,035
TOTAL GENERAL EXPENSES	47,872	48,835	963	2	117,204
TOTAL HOUSING ASSISTANCE PAYMENTS	1,620	1,146	-474	-41	2,750
TOTAL FINANCING EXPENSES	8,333	8,333	0	0	20,000
TOTAL NON-OPERATING ITEMS	207	104	-103	-98	250
TOTAL EXPENSES	444,031	428,011	-16,021	-4	1,027,226
NET INCOME	13,010	56,297	-43,287	-77	135,113

- (1) Tenant Rents -\$ 27K (Other Tenant Inc +\$ 4K)
- (2) HUD PHA Subsidy -\$ 4K
- (3) Admin - Salary & Benefits +\$ 9K, Legal -\$ 1K
- (4) Misc. Admin -\$ 19K, (Temp Labor -\$ 16K, Answering Service -\$2K)
- (5) Utilities +\$ 3K (Water/Sewer -\$ 4K, Elect. & Gas +\$ 7K,)
- (6) Maint. Salary & Benefits Exp. +\$ 18K (Salary +\$ 15, Benefits +\$ 3K)
- (7) Material Exp. -\$ 12K - (Janitorial/Repairs -\$ 1K, Plumbing -\$ 10K)
- (8) Contract Costs -\$ 6K, (B Landscaping -\$ 3K, Repairs & Flooring +\$ 6K, Janitorial + \$2, Plum -\$ 11K)

# Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

## Budget Comparison

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	301,829	249,442	52,388	21	598,660
TOTAL GRANT INCOME (2)	213,143	210,828	2,316	1	505,986
TOTAL INCOME	514,972	460,269	54,703	12	1,104,646
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4, 5, 6)	154,906	148,490	-6,416	-4	356,377
TOTAL TENANT SERVICES EXPENSES	505	729	224	31	1,750
TOTAL UTILITY EXPENSES (7)	77,745	79,943	2,198	3	191,864
TOTAL MAINTENACE EXPENSES (8, 9, 10)	89,809	147,161	57,352	39	353,187
TOTAL GENERAL EXPENSES (11)	54,622	52,599	-2,022	-4	126,238
TOTAL HOUSING ASSISTANCE PAYMENTS	1,979	3,125	1,146	37	7,500
TOTAL FINANCING EXPENSES	7,292	7,292	0	0	17,500
TOTAL NON-OPERATING ITEMS	215	0	-215	N/A	0
TOTAL EXPENSES	387,072	439,340	52,267	12	1,054,415
NET INCOME	127,900	20,930	106,970	511	50,231

(1) Tenant Rent +\$ 49K, Other Tenant Income +\$ 3K

(2) Grant Subsidy +\$ 2K

(3) Salaries +\$ 23K & Benefits +\$ 3K

(4) Legal -\$ 2K

(5) Other Admin -\$ 5K (Consultants -\$ 1K, Mgt Fee - \$4K )

(6) Misc. Admin -\$ 25K (Temp Labor -\$ 20K, Postage -\$ 1K, Internet/Tele - \$4 K)

(7) Utility Exp. -\$ 2K (Water)

(8) Maintenance Salary & Benefit +\$ 15K (Salary Exp +\$ 16K, Benefits -\$ 2K)

(9) Supplies Maintenance +\$ 16K - (Maint/Repairs +\$ 7K, Appliance/Elect +\$ 5K, Plum/Grounds/Decorating +\$ 4K)

(10) Contract Costs +\$ 26K, (Rep/Paint +\$ 6K, Landscape +\$ 6K, HVAC +\$ 6K, Equip Rental +\$ 4K, Inspec +\$ 2K, Pest/Veh Maint +\$2)

(11) General Expense -\$ 2K (Payments in Lieu -\$ 3K, Workers Comp +\$ 1K)

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

**Budget Comparison**

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	10,439	8,363	2,077	25	20,070
TOTAL GRANT INCOME (2)	9,026	10,518	-1,492	-14	25,244
TOTAL INCOME	19,466	18,881	585	3	45,314
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	5,989	6,170	180	3	14,807
TOTAL TENANT SERVICES EXPENSES	4	0	-4	N/A	0
TOTAL UTILITY EXPENSES	2,806	3,165	359	11	7,596
TOTAL MAINTENANCE EXPENSES	3,398	3,458	60	2	8,299
TOTAL GENERAL EXPENSES	1,853	1,851	-2	0	4,442
TOTAL HOUSING ASSISTANCE PAYMENTS	0	42	42	100	100
TOTAL FINANCING EXPENSES	458	458	0	0	1,100
TOTAL NON-OPERATING ITEMS	19,633	19,899	265	1	47,757
TOTAL EXPENSES	34,142	35,042	901	3	84,102
NET INCOME	-14,676	-16,162	1,485	-9	-38,788

(1) Rent Inc +\$2K

(2) Grant Inc -\$1K

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

**Budget Comparison**

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL GRANT INCOME (1)	11,105,514	11,022,072	83,443	1	6,613,243
TOTAL OTHER INCOME	126	625	-499	-80	375
TOTAL INCOME	11,105,640	11,022,697	82,944	1	6,613,618
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2, 3, 4, 5, 6)	677,155	810,110	132,955	16	486,066
TOTAL TENANT SERVICES EXPENSES	1,805	1,104	-701	-64	662
TOTAL UTILITY EXPENSES	751	110	-641	-581	66
TOTAL MAINTENACE EXPENSES (7)	23,442	7,104	-16,338	-230	12,151
TOTAL HOUSING ASSISTANCE PAYMENTS (8, 9, 10, 11)	10,234,637	9,942,057	-292,580	-3	5,944,997
TOTAL FINANCING EXPENSES	30,229	30,229	0	0	18,137
TOTAL NON-OPERATING ITEMS	-277	0	277	N/A	0
TOTAL EXPENSES	10,997,038	10,811,901	-185,137	-2	6,487,141
NET INCOME	108,602	210,795	-102,193	-48	126,477

- (1) HAP from HUD + \$ 83K (HAP Earned +\$ 69K, Admin +\$ 9K, Port in +\$ 5K)
- (2) Higher Admin Fees +\$ 131K, Port-in +\$ 1K
- (3) Lower Salaries +\$128 K & Benefits Costs +\$ 4K
- (4) Legal Fees +\$ 3K
- (5) Other Exp. +\$ 56K ( Mgt Fee +\$ 25K, Bookkeeping fees +\$ 21K, Inspections +\$ 11K, Consultants -\$ 1K)
- (6) Misc. Admin. Exp. -\$ 58K ( Office Supplies +\$ 3K, Postage +\$ 3K, Other Misc +\$ 7K, Tele/Ans Serv -\$ 11K, Temp Labor -\$ 62K)
- (7) Lower Contract Costs -\$ 17K (Alarm -\$22K, Main Consultants/HVAC/Rep/Pain +\$5K)
- (8) Port Out Payments -\$ 61K (higher than budgeted)
- (9) Higher HAP issued -\$ 208K
- (10) Escrow Contributions Higher -\$ 16K
- (11) Tenant Utility Pmts -\$ 7K

## Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

### Budget Comparison

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	548,955	527,035	21,920	4	1,264,884
TOTAL INCOME	548,955	527,035	21,920	4	1,264,884
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4, 5, 6, 7)	510,175	501,284	-8,891	-2	1,203,082
TOTAL TENANT SERVICES EXPENSES	2,540	625	-1,915	-306	1,500
TOTAL UTILITY EXPENSES (8)	21,161	20,104	-1,057	-5	48,250
TOTAL MAINTENACE EXPENSES (9)	33,656	19,875	-13,781	-69	47,700
TOTAL GENERAL EXPENSES (10)	24,265	15,833	-8,431	-53	38,000
TOTAL FINANCING EXPENSES	31,250	31,250	0	0	75,000
TOTAL NON-OPERATING ITEMS	845	3,542	2,696	76	8,500
TOTAL EXPENSES	623,891	592,513	-31,378	-5	1,422,032
NET INCOME	-74,936	-65,478	-9,458	14	-157,148

- (1) Other Income +\$ 22K (Mgmt. Fees +\$13K, Misc. Inc. +\$ 9K)
- (2) Asset Mgt Fee booked as budgeted (As Budgeted +\$ 20K)
- (3) Admin Fee to be booked as Cap Projects funding allows ( fund drawn 111K)
- (4) Admin Salary +\$ 24K & Benefits Higher -\$ 18K
- (5) Legal Fees +\$ 3K
- (6) Admin Other Exp +\$ 4K - (Training/travel/Audit +\$ 3K, Consultants -\$ 1K, IT Consultants + \$ 2K)
- (7) Misc. Admin. Exp. -\$ 22K (Memb +\$ 4K, Postage +\$2K, Temp Labor -\$ 31K, Software/Off Equip +\$ 4K)
- (8) Utilities -\$ 1K - (Water +\$ 1K, Gas -\$ 2K)
- (9) Contract -\$ 15K (Paint/Elect -\$ 1K, Alarm Monitoring -\$ 14K)
- (10) General Exp. - \$ 8K (W/C higher to rate reclassification from Ins Co.)



## Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

### Budget Comparison

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME	33,390	31,012	2,378	8	74,428
TOTAL OTHER INCOME (1, 2)	247,738	214,440	33,298	16	514,655
TOTAL INCOME	281,128	245,451	35,677	15	589,083
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	35,720	35,086	-634	-2	84,207
TOTAL UTILITY EXPENSES	74	268	194	72	643
TOTAL MAINTENACE EXPENSES (4)	18,805	4,867	-13,939	-286	11,680
TOTAL GENERAL EXPENSES	10,244	9,540	-704	-7	22,895
TOTAL FINANCING EXPENSES	63,750	63,750	0	0	153,000
TOTAL NON-OPERATING ITEMS	1,413	1,433	19	1	3,438
TOTAL EXPENSES	130,007	114,943.00	-15,064	-13	275,864
NET INCOME	151,121	130,508	20,613	16	313,220

(1) Tenant Inc +\$36K (Rental Inc +\$ 2K, Other Inc +\$ 33K)

(2) Management Fee +\$ 15K

(3) Admin -\$ 1K (Salary/Benefits -\$ 1K, Misc Adm/Consultants -\$1K, Legal +\$ 1K)

(4) Contract Cotst -14K, (Alarm -\$ 17K, Landscaping +\$ 3K)

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

**Budget Comparison**

Period = Oct 2024 - Feb 2025

Housing Authority of the County of Merced	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	80,531	90,816	-10,285	-11	217,958
TOTAL INCOME	80,531	90,816	-10,285	-11	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	9,068	9,285	217	2	22,283
TOTAL TENANT SERVICES EXPENSES	1,100	0	-1,100	N/A	0
TOTAL UTILITY EXPENSES (2)	35,795	39,597	3,802	10	95,032
TOTAL MAINTENACE EXPENSES (3)	14,508	14,001	-507	-4	33,603
TOTAL GENERAL EXPENSES	2,851	2,511	-340	-14	6,026
TOTAL NON-OPERATING ITEMS	23,348	23,087	-262	-1	55,408
TOTAL EXPENSES	86,670	88,480	1,810	2	212,352
NET INCOME	-6,139	2,336	-8,475	-363	5,606

(1) Tenant Rents -\$ 10K (Tenant Utilities not significant change)

(2) Utilities - Garbage/Gas +\$ 4K

(3) Maintenance - Contract -\$ 1K (Landscaping +\$ 3K, Alarm/Pest control -\$ 5K, Elec/Janitorial/FL Covering -\$ 1K)

**Housing Authority of the County of Merced**  
Financial Statement - Property = .fs-vv sub-dp sub-mid sub-atw

**Budget Comparison**

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	369,147	272,930	96,216	35	655,033
TOTAL GRANT INCOME (2)	273,070	263,537	9,533	4	632,489
TOTAL INCOME	642,217	536,468	105,749	20	1,287,522
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4)	48,525	70,196	21,671	31	168,471
TOTAL UTILITY EXPENSES (5)	47,747	50,818	3,071	6	121,963
TOTAL MAINTENACE EXPENSES (6, 7, 8)	96,596	66,307	-30,289	-46	159,137
TOTAL GENERAL EXPENSES	17,434	18,379	945	5	44,110
TOTAL HOUSING ASSISTANCE PAYMENTS (9)	274,795	264,058	-10,737	-4	633,739
TOTAL FINANCING EXPENSES	28,542	28,542	0	0	68,500
TOTAL NON-OPERATING ITEMS	6,408	6,483	74	1	15,558
TOTAL EXPENSES	520,047	504,783	-15,265	-3	1,211,478
NET INCOME	122,170	31,685	90,485	286	76,044

(1) Tenant Assistance Pmts +\$ 96K

(2) Grant Inc +\$ 10k

(3) Salaries - Vacant staff positions +\$ 16K, Lower Benefit costs +\$ 3K

(4) Legal Exp Lower +\$ 6K, Mgt Fee -\$3K

(5) Utility +\$ 3K (Elect/Gas +\$ 2K, Water/Sewer +\$ 3K, Garbage -\$ 2K)

(6) Maint. Salary +\$ 6K, Benefits -\$ 1K

(7) Supplies costs +\$ 4K (Maint/Repairs +\$ 2K, Appliance/Decorting/Grounds +\$ 2K)

(8) Contract Costs -\$ 39K (Alarm -\$32k, HVAC -\$ 9K, Plumb/Consultants +\$ 2K)

(9) Housing Assistance Pmt Higher -\$ 10K

## Housing Authority of the County of Merced

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

### Budget Comparison

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	251,039	260,221	-9,183	-4	624,531
TOTAL INCOME	251,039	260,221	-9,183	-4	624,531
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	25,641	48,783	23,142	47	117,079
TOTAL TENANT SERVICES EXPENSES	371	0	-371	N/A	0
TOTAL UTILITY EXPENSES	38,182	40,604	2,422	6	97,450
TOTAL MAINTENACE EXPENSES (3, 4)	57,382	40,592	-16,790	-41	97,420
TOTAL GENERAL EXPENSES	15,716	18,266	2,549	14	43,838
TOTAL FINANCING EXPENSES	8,333	8,333	0	0	20,000
TOTAL NON-OPERATING ITEMS	80,360	81,446	1,086	1	195,471
TOTAL EXPENSES	225,986	238,024	12,038	5	571,258
NET INCOME	25,053	22,197	2,856	13	53,273

(1) Tenant income -\$ 9K (Tenant Rent +\$ 17K, Rental Assistance -\$ 28K, Misc Inc. +\$ 2K)

(2) Total Admin +\$ 23K (Salary +\$ 13K, Benefits +\$ 7K, Audit/Consults +\$ 2K, Mis Adm +\$ 1K)

(3) Maint. Salary -\$ 6K, Benefits +\$ 7K

(4) Contract -\$ 20K (combination of Flr Covering, Carpet Cleaning, Alarm Monitoring, Consultant and Other costs)

(5) General Exp. +\$ 3K (W/C Exp.)

## Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

### Budget Comparison

Period = Oct 2024 - Feb 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
INCOME	1,066,898	1,141,350	74,452	230	1,956,599
TOTAL INCOME (1)	1,066,898	1,141,350	74,452	230	1,956,599
EXPENSES					
Total - Center Personnel (2)	376,023	446,430	70,407	16	765,309
Total - Operating Expenses (3)	488,514	471,851	-16,663	-4	808,888
Total - Maintenance Expenses (4)	13,716	34,183	20,467	60	58,600
Total - Contractor Administration	100,910	101,150	240	0	173,400
Total - Debt Service and Replacement	87,735	87,735	0	157	150,402
<b>TOTAL</b>	<b>1,066,898</b>	<b>1,141,350</b>	<b>74,452</b>	<b>230</b>	<b>1,956,599</b>

(1) Zero budget, offset to variance in expenses -\$ 74K

(2) Salaries +\$ 11K, Benefits +\$ 60K

(3) Higher utilities - Net diff. -\$ 17k, (Utilities -\$92k, Communications +\$ 87K, Major Equip. -\$ 2K, Prop/Liab Ins -\$ 2K, Sewer&Water/Veh Rep/Off Supplies -\$8K)

(4) General lower supplies and contract expenses +\$21K, (Elec/Plumb/Paint +\$ 13K, Lumber and Materials +\$ 8K)

Total Number of Public Housing Units: 421  
Number of Occupied Units: 414  
Number of Vacant Units: 7

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
233	Yes	pending unit turnover	\$800.00
1204	Yes	Pending move-in	\$500.00
119	Yes	pending unit turnover	\$500.00
160	Yes	pending unit turnover	\$500.00
1212	Yes	pending unit turnover	\$500.00
127	Yes	pending unit turnover	\$500.00
129	Yes	pending unit turnover	\$500.00

#### Indicators

Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar
<b>Lease Up Days</b>		1924	1955	181	250	250	196
Average Lease Up Days		33	32.05	13.92	13.89	13.89	15.08
<b>Make Ready Time</b>		1205	1221	348	418	418	299
Average Make Ready Days		21	20.02	26.77	23.22	23.22	23
<b>Down Days</b>		3916	3879	327	413	413	315
Average Down Days		67	63.59	25.15	22.94	22.94	24.23
<b>Total # Vacant Units Turned</b>		59	61	13	18	18	13
Total # Turn Around Days		7045	7055	856	1081	1081	810
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	119	115	65	60	60	62

These indicators measure the annual average amount of time it takes a PHA to turn around its vacant units.

**Lease Up Days** means for each "turned" unit in the immediate fiscal year, the days from the date maintenance gives the keys back to management for rental to the effective date of the lease

**Make Ready Time** means for each unit "turned" in the immediate fiscal year, the days from the date maintenance receives the keys to the date maintenance turns the unit back to management for rental

**Down Days** means for each unit "turned" in the immediate fiscal year, the days from the date the unit was discovered to be vacant or the date the lease expired.

**Total # Vacant Units Turned** means the number of units that completed the turnaround cycle which consists of down, make ready and lease up time during

**Total # Turn Around Days** means total number of days from the day the lease expired (or when the unit was discovered vacant) to the effective date of the new lease

## HCV Program Counts

[illegible]

## **STAFF REPORT**

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

**FROM:** Blanca Salinas, Interim HR Manager/Clerk of the Board

**DATE:** April 16, 2025

**SUBJECT:** Housing Authority of the County of Merced Departmental Update

### **Clerk of the Board**

The vacancy for the position of Resident Commissioner – Public Housing remains. Public Housing staff continue to search for interested candidates.

### **Human Resources**

The Authority currently has nine (9) vacant positions. Of those positions, three (3) are management positions; Compliance Analyst (1) and Director of Housing Programs (1), Clerk of the Board & HR Manager (1).

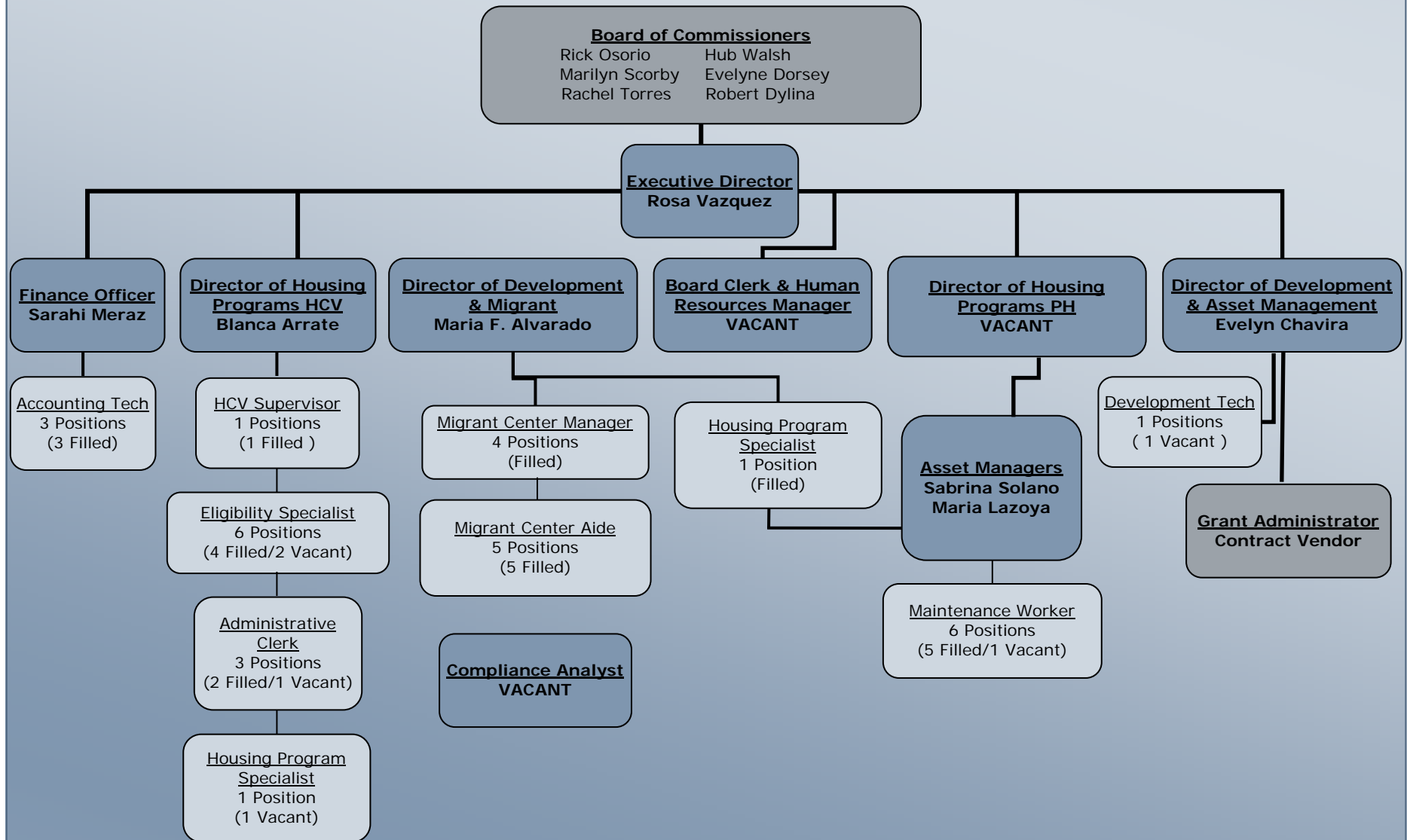
The remaining six (6) are represented positions; Eligibility Specialist (2), Administrative Clerk (1), Housing Program Specialist (1), Maintenance Worker (1), and Development Tech (1).

The Authority received an application for the positions of Eligibility Specialist/Housing Program Specialist, Administrative Clerk II, and Director of Housing Programs. Interviews have been set up with the candidates further updates will be provided at a later time.

The represented positions' vacancy rate remains at 19.35% from last month.



# Housing Authority of the County of Merced



## **STAFF REPORT**

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

**FROM:** Evelyn Chavira, Director of Procurement

**DATE:** April 16, 2025

**SUBJECT: Procurement Update**

The Authority has entered into contract for Janitorial services with Clear Choice Custodial after submitted quotes were reviewed and awarded in accordance with the Procurement Policy. The contract is for an initial year with two, two-year renewal options. This contract did not need a resolution as the yearly amount is under the small purchase threshold.

A Quote for Small Purchases (QSP) for Public Housing Inspection services has been published and quotes were due on April 11, 2025. In addition to posting the solicitation on the Authority's website, the solicitation was shared with vendors and posted in the local Central Valley Builders Exchange.

The procurement department continues to work on a scope for several projects including asphalt work at the Los Banos Migrant Center with issuance scheduled for this month. Other projects to be solicited for include, a Green Physical Needs Assessment (GPNA) for Public Housing, an Environmental Review for the Merced and Felix Torres Migrant Centers that is needed for CDBG-DR grant application, two solicitations for units that require repair and updating yearly contracts.

The Authority continues rehab and rebuild work at the four fire units in the City of Dos Palos. The Contractor has updated the Authority that the units are on the last stages of work.

The Procurement Department continues its review of all contracts and is following the current procurement policy to solicit for other services. Updates on solicitations will be provided as available.

## STAFF REPORT

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

**FROM:** Maria Alvarado, Director of Development

**DATE:** April 16, 2025

**SUBJECT:** Housing Authority of the County of Merced Departmental Update

### **Development**

The Authority received notification from the California Department of Housing and Community Development (HCD) that additional funding for the CDBG-DR grant has been made available. Allocations per site have not yet been determined nor the manner in which agencies can accept the funds. The two potential acceptance options will be either to amend the already approved contract or submit a secondary resolution and contract for Board approval. Once a determination is reached by HCD they will notify the Authority and the Authority will notify the Board.

### **Farm Labor Year-Round & Migrant Seasonal Housing**

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

- 48 Leased Units
- 2 Vacant Units

Joe Serna Year Round Housing consists of ten (10) year-round units.

- 3 Leased Units
- 7 Vacant Units

### **Migrant (Seasonal) Housing**

Atwater Migrant

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

- Atwater Migrant Center will begin the regular season on April 15, 2025.

Los Banos Migrant

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

- Los Banos Center will begin the regular season on May 14, 2025.

Merced Migrant

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

- Merced Migrant Center will begin the regular season on May 20, 2025.

Planada Migrant

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

- Planada Center will begin the regular season on May 22, 2025.