

AGENDA
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, October 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

Robert Dylina, Chairperson
Rick Osorio, Vice-Chair
Evelyne Dorsey
Hub Walsh
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. 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 September 19, 2024, Special Meeting
2. Rent Delinquency Report September 2024
3. Financial Reports for September 2024
4. Public Housing Occupancy/Vacancy Report for September 2024
5. HCV Program Counts September 2024
6. Human Resources & Board Clerk Report

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

V. REGULAR CALENDAR

1. Resolution Item(s):

None

2. Action Item(s):

a. **Action Item No. 2024-A-02:** Authorizing the Executive Director to proceed with the necessary steps to initiate the Public Housing repositioning analysis and application.

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

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Staff Report: Payment In Lieu of Taxes (PILOT)
2. Staff Report: Banking Services

VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

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

1. **Conference with Legal Counsel – Existing Litigation pursuant to California Government Code Section 54956.9**
Tina Goytia vs. Housing Authority of the County of Merced et al.

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
Thursday, September 19, 2024
9:00 a.m.

- I. The meeting was called to order by Chairperson Dylina at 9:10 a.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Robert Dylina, Chairperson
Rick Osorio, Vice Chairperson
Marylin Scorby
Hub Walsh

Commissioners Absent:

Evelyn Dorsey

Chairperson Dylina declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Tom Lewis, Legal Counsel
Erica Soria, HR Manager & Clerk of the Board
Bruce Milgrom, Finance Officer
Blanca Arrate, Director of Housing Programs
Melina Frederick, Director of Development & Asset Management
Maria Alvarado, Director of Housing & Community Development

Others Present:

None

II. **PUBLIC COMMENT**

None

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

None

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

IV. **CONSENT CALENDAR**

1. Meeting Minutes August 21, 2024, Regular Meeting

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



2. Rent Delinquency Report August 2024
(M/S/C): Commissioner Walsh/Commissioner Scorby/Motion Passed
3. Financial Reports for August 2024
(M/S/C): Commissioner Walsh/Commissioner Scorby /Motion Passed
4. Public Housing Occupancy/Vacancy Report for August 2024
(M/S/C): Commissioner Walsh/Commissioner Scorby /Motion Passed
5. HCV Program Counts August 2024
(M/S/C): Commissioner Walsh/Commissioner Scorby /Motion Passed
6. Human Resources & Board Clerk Report
(M/S/C): Commissioner Walsh/Commissioner Scorby /Motion Passed

V. REGULAR CALENDAR

1. Resolution Item(s):
 - a. **Resolution No. 2024-19:** Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.
(M/S/C): Commissioner Osorio/Commissioner Walsh/Motion Passed
 - b. **Resolution No. 2024-20:** Approving the Public Housing Operating Fund Grant submission for Calendar Year 2025.
(M/S/C): Commissioner Walsh/Commissioner Scorby/Motion Passed
2. Action Item(s):
None

VI. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)

The Board of Commissioners went into closed session at 9:29 a.m. The following people were present:

Board Members

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

Others Present

Tom Lewis, Legal Counsel
Rosa Vazquez, Executive Director/ Board Secretary
Maria Alvarado, Director of Development

1. Conference with legal counsel regarding real property acquisition pursuant to California Government Code Section 54956.8:
Property address: 3720 Horizons Avenue Merced, CA



VII. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTIONS

The Board returned to Regular Session at 9:38 a.m. with no reportable action. Direction was given to staff.

VIII. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Director of Procurement Frederick informed the Board that the contract for banking services for the Authority is close to expiring. The Authority has published a Request for Proposals (RFP) soliciting for said services. The response/submission deadline is September 27, 2024.
2. Director of Housing Programs Arrate presented the Board with the annual Flat Rent study and update. Director Arrate provided a brief refresher on what flat rents are.
3. Strategic Planning:
 - i. Legal Counsel Lewis conducted AB1234 (Ethics) training for the Board and Authority staff.
 - ii. The Department Heads for procurement, finance, Farmworker Housing, and Housing Choice Voucher presented overviews of each of their departments. These presentations included but were not limited to operations, funding sources, etc.

IX. COMMISSIONER’S COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

None

X. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 5:07 p.m.

Chairperson Signature

Date: October 16, 2024

Secretary Signature

Date: October 16, 2024



Aged Receivables Report as for 08/31/2024 - As of 09-11-2024

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023000 PH - Merced	1,392.72	125.00	1,322.00	902.42	3,742.14	3,742.14
ca023010 PH - Merced	274.00	25.00	-27.00	-2,162.76	-1,890.76	-1,890.76
ca023013 PH - Merced Sr	450.00	57.00	275.00	259.00	1,041.00	1,041.00
ca023021 PH - Acquisition	642.00	25.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
AMP 1 TOTALS	2,758.72	232.00	1,570.00	-1,001.34	2,892.38	2,892.38
AMP 2						
CA023003 PH - Atwater - Cameo	47.00	50.00	26.00	-293.00	-170.00	-170.00
ca023006 PH - Livingston	1,492.00	175.00	1,113.00	1,391.51	4,171.51	4,171.51
012a PH - Atwater	1,771.00	100.00	709.00	5,944.97	8,524.97	8,524.97
012b PH - Winton	521.00	0.00	0.00	0.00	521.00	521.00
AMP 2 TOTALS	3,831.00	325.00	1,848.00	7,043.48	13,047.48	13,047.48
AMP 3						
ca023002 PH - Los Banos	187.00	80.00	20.00	-154.20	132.80	132.80
ca023004 PH - Los Banos - Abby, B, C & D	-686.00	29.00	-686.00	-2,595.99	-3,938.99	-3,938.99
ca023005 PH - Dos Palos - West Globe	665.00	50.00	275.00	601.40	1,591.40	1,591.40
ca023011 PH - Los Banos - J & K St	1,430.89	25.00	727.00	-4,036.30	-1,853.41	-1,853.41
012c PH - Dos Palos - Alleyne	1.00	16.98	0.00	0.00	17.98	17.98
012d PH - Dos Palos - Globe	1,460.00	25.00	819.00	742.00	3,046.00	3,046.00
AMP 3 TOTALS	3,057.89	225.98	1,155.00	-5,443.09	-1,004.22	-1,004.22
AMP 4						
ca023024 PH 1st Street	0.00	0.00	0.00	-32.00	-32.00	-32.00
AMP 4 TOTALS	0.00	0.00	0.00	-32.00	-32.00	-32.00
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	0.00	0.00	0.00
pbc - atw	408.00	25.00	46.00	245.00	724.00	724.00
pbc - dp	943.00	136.25	608.00	4,913.00	6,600.25	6,600.25
pbc - mid	3,186.00	200.00	1,298.48	968.85	5,653.33	5,653.33
VALLEY VIEW TOTALS	4,537.00	361.25	1,952.48	6,126.85	12,977.58	12,977.58
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	3,379.50	120.00	533.00	2,142.98	6,175.48	6,175.48
FELIX TORRES YEAR ROUND TOTALS	3,379.50	120.00	533.00	2,142.98	6,175.48	6,175.48
HOUSING AUTHORITY TOTALS	17,564.11	1,264.23	7,058.48	8,836.88	34,056.70	34,056.70

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	661,303	645,962	15,341	2	775,155
TOTAL GRANT INCOME (2)	587,808	584,032	3,776	1	700,838
TOTAL INCOME	1,249,111	1,229,994	19,117	2	1,475,993
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	448,410	388,480	-59,930	-15	466,176
TOTAL TENANT SERVICES EXPENSES	1,965	1,417	-548	-39	1,700
TOTAL UTILITY EXPENSES (7)	197,299	222,800	25,501	11	267,360
TOTAL MAINTENACE EXPENSES (8,9,10)	340,915	365,380	24,466	7	438,456
TOTAL GENERAL EXPENSES (11)	131,641	118,383	-13,258	-11	142,060
TOTAL HOUSING ASSISTANCE PAYMENTS	5,655	3,333	-2,322	-70	4,000
TOTAL FINANCING EXPENSES	33,333	33,333	0	0	40,000
TOTAL NON-OPERATING ITEMS (12)	5,672	31,430	25,758	82	37,716
TOTAL EXPENSES	1,164,890	1,164,557	-333	0	1,397,468
NET INCOME	84,221	65,437	18,784	29	78,525

- (1) Tenant Rent +\$ 15K (Rents +\$ 7K, Other Tenant Inc. +\$ 8K)
- (2) Grant Subsidy +\$ 4K
- (3) Salaries +\$ 8K & Benefits +\$ 5K
- (4) Legal -\$ 17K (Unlawful Detainers -\$ 34K, Gen. Legal +\$ 17K)
- (5) Other Admin -\$ 27K (Audit & Mgt Fees +\$ 2K, Consultant -\$ 29K)
- (6) Misc Admin. -\$ 59K (Postage -\$ 3K, Answer Serv -\$ 3K, Copier -\$ 4K, Temp Admin Labor -\$ 49K)
- (7) Sewer & Water - +\$ 26K, Elect/Gas -\$ 1K
- (8) Maint. Benefits +\$ 28K (Sal -\$ 6K, Benefits +\$ 34K)
- (9) Maint. Costs Supplies -\$ 39K (Elcetrical -\$ 10K, Appliance -\$ 2K, Repairs -\$ 2K, Plumbing -\$ 25K)
- (10) Contract Costs +\$ 36K - (some cost lower in winter, expected to catch up in summer)
- (11) Property Ins Higher -\$ 16K, W/C lower +\$ 3K, Pymts in Lieu -\$ 2K
- (12) Depreciation Items fully depreciated +\$ 26K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	543,416	529,966	13,450	3	635,959
TOTAL GRANT INCOME (2)	418,945	377,108	41,837	11	452,530
TOTAL INCOME	962,361	907,074	55,287	6	1,088,489
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	322,132	269,850	-53,750	-20	323,820
TOTAL TENANT SERVICES EXPENSES	0	1,333	1,333	100	1,600
TOTAL UTILITY EXPENSES (6)	183,897	211,605	27,708	13	253,926
TOTAL MAINTENACE EXPENSES (7,8,9)	255,632	278,893	23,262	8	334,672
TOTAL GENERAL EXPENSES (10,11)	96,686	100,030	3,343	3	120,036
TOTAL HOUSING ASSISTANCE PAYMENTS	2,006	1,933	-73	-4	2,320
TOTAL FINANCING EXPENSES	15,833	15,833	0	0	19,000
TOTAL NON-OPERATING ITEMS	197	0	-197	N/A	0
TOTAL EXPENSES	876,383	879,478	1,626	0	1,055,374
NET INCOME	85,978	27,596	56,913	206	33,115

- (1) Tenant Rents +\$ 11K, Tenant Other Inc. +\$ 2K
- (2) HUD PHA Subsidy +\$ 42K
- (3) Admin - Salary & Benefits +\$ 9K, Legal -\$ 16K (Unlawful -\$21K and General Legal +\$ 5K)
- (4) Other Admin -\$ 3K, (Mgt Fee +\$ 15K & Consultants -\$ 18K)
- (5) Misc. Admin -\$43K (Temp Salaries -\$ 40K, Answering Serv. -\$ 2K, Postage -\$ 2K)
- (6) Utilities - Water/Sewer +\$ 22K, Elect. & Gas +\$ 10K, Garbage -\$ 5K
- (7) Maint. Salary & Benefits Exp. +\$ 31K
- (8) Material Exp. -\$ 16K - (Elect Supp -\$ 5K & Grounds and Decorating +\$ 5K, Repairs -\$ 12K & Plumbing -\$ 6K)
- (9) Contract Costs +\$ 9K, (Blding Rprs +\$ 12K, Floor cover +\$ 6K, Landscaping -\$ 2K, Jantorial -\$ 2K, Plumbing -\$ 5K)
- (10) W/C +\$ 5K
- (11) Payments in Lieu -\$ 3K

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	490,558	529,718	-39,161	-7	635,662
TOTAL GRANT INCOME (2)	438,286	374,564	63,722	17	449,477
TOTAL INCOME	928,843	904,282	24,561	3	1,085,139
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	297,381	292,964	-4,416	6	351,557
TOTAL TENANT SERVICES EXPENSES	795	1,083	289	27	1,300
TOTAL UTILITY EXPENSES	162,845	162,748	-97	0	195,298
TOTAL MAINTENACE EXPENSES (7,8,9)	185,135	289,027	103,892	36	346,832
TOTAL GENERAL EXPENSES (10)	92,801	106,703	13,900	13	128,043
TOTAL HOUSING ASSISTANCE PAYMENTS (11)	5,652	3,500	-2,152	-61	4,200
TOTAL FINANCING EXPENSES	14,167	14,167	0	0	17,000
TOTAL NON-OPERATING ITEMS	204	0	-204	N/A	0
TOTAL EXPENSES	758,980	870,192	111,212	13	1,044,231
NET INCOME	169,863	34,090	135,773	398	40,908

- (1) Tenant Rent -\$ 39K
- (2) Grant Subsidy +\$ 64K
- (3) Salaries +\$ 39K & Benefits +\$ 19K
- (4) Legal \$ 3K (Unlawful Detainers -\$ 7K, Gen. Legal +\$ 10K)
- (5) Other Admin -\$ 7K (Mgt Fee +\$ 14K, Auditing -\$ 1K, Consultants -\$ 20K)
- (6) Misc. Admin -\$ 59K (Temp Labor -\$ 47K, Copiers -\$ 5K, Postage -\$ 2K, Answering -\$ 2K, Other Misc Exp -\$ 2K)
- (7) Maintenance Salary & Benefits +\$ 34K
- (8) Supplies Maintenance +\$ 24K - (Maint/Repairs +\$ 27K, Appliances/Decorating +\$ 7K, Plumbing -\$ 12K)
- (9) Contract Costs +\$ 46K, (Repairs/Painting +\$ 14K, Landscaping +\$21K, HVAC +\$ 5K, Equip Rental +\$ 10K, Inspec. +\$ 5K, Plumbing -\$ 11K)
- (10) Property Ins. +\$ 4K, W/C lower +\$ 5, Pymts in Lieu Taxes +\$ 5k
- (11) Utility Assistance Pmts Higher than Budgeted -\$ 2K

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

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	18,401	16,672	1,730	10	20,006
TOTAL GRANT INCOME (2)	19,896	22,703	-2,808	-12	27,244
TOTAL INCOME	38,297	39,375	-1,078	-3	47,250
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	11,770	11,070	-702	-6	13,284
TOTAL UTILITY EXPENSES	5,705	7,020	1,315	19	8,424
TOTAL MAINTENANCE EXPENSES (3)	9,886	6,123	-3,763	-61	7,347
TOTAL GENERAL EXPENSES	3,572	3,376	-196	-6	4,051
TOTAL HOUSING ASSISTANCE PAYMENTS	0	83	83	100	100
TOTAL FINANCING EXPENSES	833	833	0	0	1,000
TOTAL NON-OPERATING ITEMS	39,833	39,798	-35	0	47,757
TOTAL EXPENSES	71,599	68,303	-3,296	-5	81,964
NET INCOME	-33,302	-28,928	-4,374	15	-34,714

(1) Tenant Rent +\$ 2K

(2) Grant Subsidy -\$ 3K

(3) Contract Costs -\$ 4K (Plumbing \$ 1K, Windows -\$ 2K, HVAC -\$ 2K)

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

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	21,883,394	21,332,408	550,985	3	25,598,890
TOTAL OTHER INCOME	534	1,250	-716	-57	1,500
TOTAL INCOME	21,883,928	21,333,658	550,270	3	25,600,390
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8,9)	1,416,442	1,661,702	245,260	15	1,994,042
TOTAL TENANT SERVICES EXPENSES	4,724	2,208	-2,516	-114	2,650
TOTAL UTILITY EXPENSES	635	221	-414	-188	265
TOTAL MAINTENANCE EXPENSES (10)	4,096	20,042	15,945	80	24,050
TOTAL GENERAL EXPENSES (11,12)	40,855	68,331	27,475	40	81,997
TOTAL HOUSING ASSISTANCE PMTS (13,14,15,16)	19,460,585	19,403,754	-56,831	0	23,284,505
TOTAL FINANCING EXPENSES	60,458	60,458	0	0	72,550
TOTAL NON-OPERATING ITEMS	1,420	0	-1,420	N/A	0
TOTAL EXPENSES	20,989,215	21,216,716	227,499	1	25,460,059
NET INCOME	894,713	116,942	777,769	665	140,331

- (1) HAP from HUD +\$ 615K
- (2) Lower Admin Fees -\$70K, Port-in +\$ 6K
- (3) Lower Salaries +\$ 212K & Benefits Costs +\$ 67K
- (4) Lower Legal Fees +\$ 6K
- (5) Lower Mgt and Bookkeeping fees +\$ 96K, Training -\$ 5K
- (6) Higher inspections -\$ 26K, Higher Consultant Costs -\$ 1K, Auditing -\$ 2K
- (7) Misc. Admin. Exp. -\$ 101K (Other Misc +\$ 11K, Postage +\$ 7,)ffice Equip. -\$ 2K)
- (8) Higher Temp. Labor Exp. -\$ 93K
- (9) Misc. Admin. Exp. Section 8, -\$ 23K - not budgeted
- (10) Lower Contract Costs +\$ 15K, (expenses projected, not incurred as of yet - some are higher in summer months)
- (11) Lower Workman's Comp. Exp. +\$ 14K
- (12) Lower Port-out admin fees +\$ 13K
- (13) Higher HAP issued -\$ 155K
- (14) Port Out Payments +\$ 119K (lower than budgeted)
- (15) Tenant Utility -\$ 6K (higher than budgeted)
- (16) Escrow Contributions Higher -\$ 14K

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3,4,5)	1,071,808	1,156,730	-84,923	-30	1,388,076
TOTAL INCOME	1,071,808	1,156,730	-84,923	-30	1,388,076
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (6,7,8,9)	1,012,296	886,513	-125,782	-14	1,063,816
TOTAL TENANT SERVICES EXPENSES	3,529	1,250	-2,279	-182	1,500
TOTAL UTILITY EXPENSES (10)	46,630	44,533	-2,098	-5	53,439
TOTAL MAINTENACE EXPENSES (11)	41,978	72,179	30,202	42	86,615
TOTAL GENERAL EXPENSES	28,867	29,417	550	2	35,300
TOTAL FINANCING EXPENSES	62,500	62,500	0	0	75,000
TOTAL NON-OPERATING ITEMS (12)	7,757	6,561	-1,196	-18	7,873
TOTAL EXPENSES	1,203,557	1,102,953	-100,603	-5	1,323,543
NET INCOME	-131,749	53,778	-185,526	-749	64,533

- (1) Lower Mgmt. Fees from HCV -\$ 60K
- (2) Lower Bookkeeping Fees -\$ 37K
- (3) Asset Mgt Fee booked as budgeted (As Budgeted \$ 41K)
- (4) Admin Fee to be booked as Cap Projects funding allows (Budgetted 223K)
- (5) Misc. Inc. - Insuance Dividend - not budgeted. +\$ 13K
- (6) Admin Salary -\$ 26K & Benefits Higher -\$ 21K (Posting Resolution Mgt in Nov for 9 mo.)
- (7) Legal Fees higher -\$ 78K
- (8) Admin Other Exp +\$ 8K - (Training/travel/Audit +\$ 5K, Consultants +\$ 3K)
- (9) Misc. Admin. Exp. -\$ 6K (Compter Parts & Postage +\$ 13K, Tele. Answering -\$ 13K, Temp Labor -\$ 3K, Office Equip & Interent -\$ 7K)
- (10) Utilities Gas & Elect. -\$ 3K, Water & Sewer +\$ 1K
- (11) Maint. Exp - Materials & Contract costs lower +\$ 30K - time of year, additional exp during summer
- (12) Deprec. Building & Furn/Equip -\$ 1K

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	65,693	62,023	3,669	6	74,428
TOTAL OTHER INCOME (2,3)	452,089	235,455	216,634	92	282,546
TOTAL INCOME	517,782	297,478	220,304	74	356,974
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4)	57,300	68,884	11,584	17	82,661
TOTAL UTILITY EXPENSES	72	1,333	1,262	95	1,600
TOTAL MAINTENACE EXPENSES (5)	2,058	9,733	7,675	79	11,680
TOTAL GENERAL EXPENSES	18,984	18,943	-42	0	22,732
TOTAL FINANCING EXPENSES	127,500	127,500	0	0	153,000
TOTAL NON-OPERATING ITEMS	2,865	2,865	0	0	3,438
TOTAL EXPENSES	208,779	229,259	20,479	9	275,111
NET INCOME	309,003	68,220	240,783	353	81,863

- (1) Tenant Income +\$ 2K, (Rents -\$ 6k and Other Tenant +\$ 8K
- (2) Other Income +\$ 217K - Interest inc. F & M Bnak - not budgeted +\$ 213K
- (3) Management Fee +\$ 72K
- (4) Salary -\$ 4K, Legal +\$ 2K, Consultants +\$ 12K, Other Misc Admin. +\$ 1K
- (5) Contract Cost Lower +\$ 7K, (Timing - Landscaping +\$ 5K, HVAC +\$ 1K)

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

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	156,245	181,632	-25,387	-14	217,958
TOTAL INCOME	156,245	181,632	-25,387	-14	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	17,610	18,361	751	4	22,033
TOTAL UTILITY EXPENSES (2)	81,117	79,193	-1,923	-2	95,032
TOTAL MAINTENACE EXPENSES (3)	28,560	32,865	4,305	13	39,438
TOTAL GENERAL EXPENSES	5,025	5,225	200	4	6,270
TOTAL NON-OPERATING ITEMS (4)	46,383	44,833	-1,550	-3	53,800
TOTAL EXPENSES	178,694	180,477	1,783	1	216,573
NET INCOME	-22,449	1,154	-23,604	-2,044	1,385

- (1) Tenant Rents - lower -\$ 17K, (Golden Valley Health moved out), Tenant Utilties -\$ 8K
- (2) Water/Sewer +\$ 2K, Garbage +\$ 5K, Electricity/Gas -\$ 9K
- (3) Supplies Janitorial +\$ 1K, Contract +\$ 2K (Floor Covering +\$ 2K, Janitorial +\$ 1K)
- (4) Depreciation = Bld Imp -\$ 2K (New HVAC)

Housing Authority of the County of Merced

Financial Statement -Valley View Property = .fs-vv sub-dp sub-mid sub-atw

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	730,525.42	523,044.10	207,481.32	39.67	627,653.00
TOTAL GRANT INCOME (2)	540,780.00	526,997.50	13,782.50	2.62	632,397.00
TOTAL INCOME	1,271,305.42	1,050,041.60	221,263.82	21.07	1,260,050.00
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	94,934.78	150,060.10	55,125.32	36.74	180,072.00
TOTAL UTILITY EXPENSES (6)	89,550.64	99,187.50	9,636.86	9.72	119,025.00
TOTAL MAINTENANCE EXPENSES (7,8)	90,121.98	127,663.90	37,541.92	29.41	153,196.76
TOTAL GENERAL EXPENSES (9)	32,486.76	35,155.70	2,667.64	7.59	42,187.00
TOTAL HOUSING ASSISTANCE PAYMENTS (10)	542,543.00	526,997.50	-15,545.50	-2.95	632,397.00
TOTAL FINANCING EXPENSES	57,083.30	57,083.30	0.00	0.00	68,500.00
TOTAL NON-OPERATING ITEMS	12,990.03	12,990.00	-0.03	0.00	15,588.00
TOTAL EXPENSES	919,710.49	1,009,138.00	89,426.21	8.86	1,210,965.76
NET INCOME	351,594.93	40,903.60	310,690.03	759.57	49,084.24

(1) Tenant Assistance Pmts +\$ 216K, Tenat Rents -\$ 9K

(2) Grant Inc +\$ 14k

(3) Vacant staff positions +\$ 25K, Lower Benefit costs +\$ 12K

(4) Legal Exp Lower +\$ 13K (no legal billing to date)

(5) Management Fees +\$ 4K

(6) Utility Invoices timing. +\$ 10K (Water/Sewer +\$ 8K, Gas/Electric +\$ 3K, Garabge -\$ 2K)

(7) Maint. Salary & Benefits Lower +\$ 12K, Supplies costs +\$ 9K (Supplies Maint/Repairs)

(8) Contract Costs +\$ 17K (Bld Repairs +\$ 8K, Landscaping +\$ 9K)

(9) W/C lower +\$ 3K

(10) Housing Assistance Pmt Higher -\$ 14K, Utility Pymts -\$ 1K

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2023-Jul 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	466,618	473,358	-6,740	-1	568,030
TOTAL OTHER INCOME	20	0	20	N/A	0
TOTAL INCOME	466,638	473,358	-6,720	-1	568,030
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	47,469	64,760	17,290	27	77,712
TOTAL UTILITY EXPENSES (3)	79,335	84,558	5,224	6	101,470
TOTAL MAINTENACE EXPENSES (4,5)	83,036	90,182	7,146	8	108,218
TOTAL GENERAL EXPENSES (6)	33,354	33,659	305	1	40,391
TOTAL FINANCING EXPENSES	16,667	16,667	0	0	20,000
TOTAL NON-OPERATING ITEMS	162,892	162,892	0	0	195,471
TOTAL EXPENSES	422,753	452,718	29,965	7	543,262
NET INCOME	43,885	20,640	23,245	113	24,768

(1) Tenant income -\$ 7K (\$ Vacancies -\$ 55K, Rental Assistance +\$ 48K)

(2) Sal & Benefits costs -\$ 2K

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

(4) Supplies +\$ 9K - Electrical +\$ 4K & Appliances +\$ 5K (Materials Adj for Water Heaters Res Exp 6K/ Ranges-Refrig Res Exp 5K)

(5) Contract +\$ 1K (After Adj. 31K Flooring - should come out of reserves)

(6) Non-Routine Exp. - (Adj for Exp paid from Reserve Funds - Sewer Pump replacement)

Housing Authority of the County of Merced

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

Budget Comparison

Period = Jul 2023-Jun 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME (1)	1,519,352	2,110,544	591,192	28	2,110,544
TOTAL INCOME	1,519,352	2,110,544	591,192	28	2,110,544
EXPENSES					
Total - Center Personnel (2)	612,574	728,865	116,291	16	728,865
Total - Operating Expenses (3)	559,562	1,019,231	459,669	45	1,019,231
Total - Maintenance Expenses (4)	44,234	65,150	20,916	32	65,150
Total - Contractor Administration (5)	152,581	146,896	-5,685	-4	146,896
Total - Debt Service and Replacement	150,402	150,402	0	0	150,402
TOTAL	1,519,352	2,110,544	591,192	28	2,110,544

(1) Zero budget, offset to variance in expenses -\$ 336K

(2) Salaries +\$ 34K, Benefits +\$ 83K

(3) Higher utilities - Net diff. +\$ 459K, (Utilities +\$ 1k, Communications +\$ 56K, Major Equip. +\$ 419K Other Costs -\$ 17K -not budgeted)

(OMS/ High Speed Interned project has started, figures are impacting Operations budget figures)

(4) General lower supplies and contract expenses +\$21K, (Painting and Material. Supplies +\$ 20K, Lumber and Materials +\$ 2K)

(5) Expense compared to budget -Audit Fees Higher than Bgdt YTD-\$ 4K , Admin Support -\$ 2K

Total Number of Public Housing Units: 421
 Number of Occupied Units: 416
 Number of Vacant Units: 5

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
350	YES	Approved pending move in 10/22	\$500.00
172	No	Pending unit Turnover	\$500.00
69	YES	Pending Unit Turnover	\$300.00
191	NO	Pending Unit Turnover	\$500.00
159	NO	Pending Unit Turnover	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		1287	1312	1385	1642	1798	1843
Average Lease Up Days		40	39	38	40	38	33
Make Ready Time		644	673	692	773	874	1105
Average Make Ready Days		20	20	19	19	19	20
Down Days		2731	2805	2918	3144	3340	3871
Average Down Days		85	83	81	77	71	70
Total # Vacant Units Turned		32	34	36	41	47	56
Total # Turn Around Days		4662	4790	4995	5559	6012	6819
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	145	140	138	135	127	121

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

STAFF REPORT

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

FROM: Erica Soria, HR Manager & Clerk of the Board

DATE: October 16, 2024

SUBJECT: Housing Authority of the County of Merced Departmental Update

Clerk of the Board

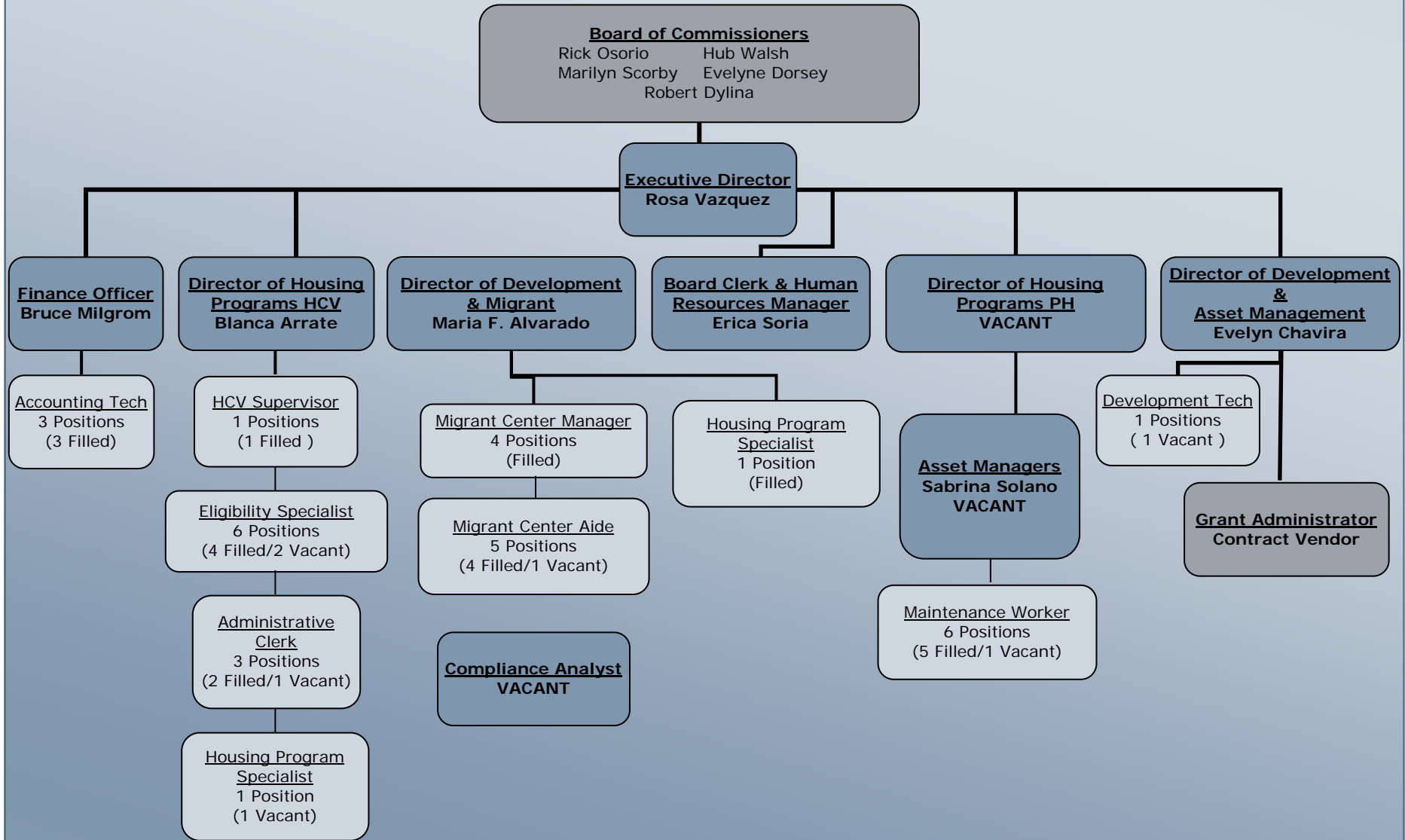
The Authority continues outreach to Public Housing residents to fill the Resident Commissioner vacancy. Asset Managers and the Authority continue to search for a candidate.

Human Resources

The Authority currently has ten (10) vacant positions. Those positions are Director of Housing Programs (1), Compliance Analyst (1), Administrative Clerk (1), Eligibility Specialist (2), Asset Manager (1), Housing Program Specialist (1), Migrant Center Aide (1), Maintenance Worker (1), Development Technician (1).

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.

Housing Authority of the County of Merced



STAFF REPORT

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

FROM: Maria Alvarado, Director of Development

DATE: October 16, 2024

SUBJECT: **Action Item No. 2024-A-02** – Authorizing the Executive Director to proceed with the necessary steps to initiate the Public Housing repositioning analysis and application.

During past meetings, the Board has been made aware of the Authority’s intention to explore the repositioning of its Public Housing portfolio. Currently, the Authority has a total of four hundred twenty-one (421) scattered Public Housing units which were constructed in the mid-90s.

With the age and wear and tear the units experience the Department of Housing & Urban Development (HUD) has been aggressively encouraging Public Housing Authorities (PHAs) to voluntarily participate in the Rental Assistance Demonstration (RAD) program. This is an effort to preserve affordable housing and keep up with the backlog of public housing repairs. Unfortunately, Congress hasn't provided enough money to PHAs to keep up with the cost of repairs, which HUD calls capital needs. RAD gives PHAs access to more stable funding sources to make improvements. The Authority executed a contract with LIHTC Development Group LLC, a consulting firm specializing in RAD, to conduct a review of the Authority’s Public Housing units and determined that the units are excellent candidates for RAD.

What specifically is RAD? In short, RAD allows PHAs to manage a property using one of two types of HUD funding contracts that are tied to a specific building: Section 8 Project-Based Voucher (PBV) or Section 8 Project-Based Rental Assistance (PBRA). PBV and PBRA contracts are 15- or 20-years long and are more stable funding sources. The main differences between Project-Based Vouchers (PBVs) and Project-Based Rental Assistance (PBRA) are: that PBVs are administered by state and local housing agencies, while PBRA is administered by the HUD Office of Multifamily Housing; PBRA is a contract between property owners and HUD, while PBVs are not; and PBRA tenants generally can't move to a new location without giving up their rental assistance, while PBV residents can request a tenant-based voucher.

LIHTC’s review of the portfolio resulted in a two-phase conversion recommendation. This would allow the Authority to convert a portion of the portfolio and generate enough income to modernize and/or repair the second portion of the portfolio before the final conversion. LIHTC has also recommended that a “placeholder” application be submitted in order to secure the highest funding possible before the upcoming decrease. It is important to note that submitting an application does not obligate the Authority to move forward with conversion.

Chairperson Signature

Date: October 16, 2024

Secretary Signature

Date: October 16, 2024

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: October 16, 2024

SUBJECT: Payment in Lieu of Taxes (PILOT)

During the September 2024 Board of Commissioners meeting, the subject of Payment in Lieu of Taxes (PILOT) was discussed and the Board requested additional information regarding the Housing Authority of the County of Merced (Authority) exemption to paying property taxes.

PILOTs are Federal payments that help local governments offset losses in property taxes due to the existence of nontaxable Federal lands within their boundaries. The original law is Public Law 94–565, dated October 20, 1976. This law was rewritten and amended by Public Law 97–258 on September 13, 1982, and codified in Chapter 69, Title 31 of the United States Code. The law recognizes the financial impact of the inability of local governments to collect property taxes on federally owned-land.

PILOT payments help local governments carry out such vital services as firefighting and police protection, construction of public schools and roads, and search-and-rescue operations. PILOT payments are made annually for tax-exempt Federal lands. PILOT payments are one of the ways the Federal Government can fulfill its role of being a good neighbor to local communities.

The formula used to compute the payments is contained in the PILOT Act and is based on population, revenue-sharing payments, and the amount of Federal land within an affected county.

The Authority and the City of Merced have a cooperation agreement that outlines the percentage of PILOT due amongst the Authority and other cities and agencies within the county. PILOT payments are made directly to the Merced County Auditor.

Therefore, the Authority issues annual payments which are equivalent to 10% of the collective rental income, less utility costs.

STAFF REPORT

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

FROM: Evelyn Chavira, Director of Procurement

DATE: October 16, 2024

SUBJECT: Procurement Department Update-RFP Banking Services

The Housing Authority of the County of Merced (Authority) has published a Request for Proposals (RFP) to solicit for Banking Services due date of September 27, 2024. However, during this time the Authority Received questions from the Financial Institutions regarding the RFP. This resulted in Addenda to the RFP and an extended due date.

As a result of the Addenda issued the due date was extended to October 10, 2024 at 4:00 P.M., only one proposal was received. This proposal is being reviewed by an evaluation panel to rank the respondent.

The recommendation to award this contract is anticipated to be submitted to the Board of Commissioners (BOC) at the November BOC meeting.