

AGENDA
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Special Meeting
Wednesday, January 22, 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

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

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 November 20, 2024, Regular Meeting
2. Rent Delinquency Report November & December 2024
3. Financial Reports for November & December 2024
4. Public Housing Occupancy/Vacancy Report for November & December 2024
5. HCV Program Counts November & December 2024
6. Human Resources & Board Clerk Report

(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: Landscaping Services
2. Retirement Announcement
3. Agency Audit

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, November 20, 2024
12:06 p.m.

- I. The meeting was called to order by Chairperson Dylina at 12:06 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

Rick Osorio, Vice Chairperson

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
Evelyn Chavira, Director of Development & Asset Management
Maria Alvarado, Director of Housing & Community Development

Others Present:

Erin Hamm, Rental Zebra
Danielle Ortega, Rental Zebra

II. **PUBLIC COMMENT**

Rental Zebra representatives Erin Hamm and Danielle Ortega were in attendance to bring attention to an issue related to Housing Choice Voucher participants who move out of rental units, causing damages, and how the Authority can assist with easing the hardship landlords face when repairing the damages.

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

None

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



IV. CONSENT CALENDAR

1. Meeting Minutes September 21, 2024, Regular Meeting
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed
2. Rent Delinquency Report September 2024
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed
3. Financial Reports for September 2024
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed
4. Public Housing Occupancy/Vacancy Report for September 2024
(M/S/C): Commissioner Walsh/Commissioner Dorsey /Motion Passed
5. HCV Program Counts September 2024
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed
6. Human Resources & Board Clerk Report
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed

V. REGULAR CALENDAR

1. Resolution Item(s):
 - a. **Resolution No. 2024-21:** Awarding agency-wide banking services contract to Farmers & Merchants Bank of California. Merced and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.
(M/S/C): Commissioner Torres/Commissioner Scorby/Motion Passed
 - b. **Resolution No. 2024-22:** 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 Scorby/Commissioner Dorsey/Motion Passed
 - c. **Resolution No. 2024-23:** Approving the submission of the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2024.
(M/S/C): Commissioner Torres/Commissioner Scorby/Motion Passed
2. Action Item(s):

None



VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Executive Director Vazquez notified the Board that the season was culminating for the Migrant Centers. During this off-season, staff will begin preparing for the next season while also working on various capital needs improvement projects. The capital improvement projects include interior and exterior upgrades such as new water heaters, asphalt, countertops, etc. Additionally, the Merced and Planada Centers will be receiving additional funding which will be utilized to upgrade the units for winter (year-round) use in the event of another natural disaster which can result in the centers being used as emergency housing shelters.
2. Executive Director Vazquez presented the 2025 Board meeting calendar year to the Board. The calendar reflects the Wednesdays the meetings will be held, what holidays are observed, and Friday closures. The calendar will also be posted to the Authority's website and distributed to staff.
3. Executive Director Vazquez touched on the topic of the Authority's interest in the repositioning of Public Housing, emphasizing the Authority's goal of submitting an application by year-end to secure the highest funding allocation available. As required, in order to submit this application, four resident meetings were held. These meetings allowed residents to learn about what repositioning is and provide feedback as well as ask questions.

Development Director Alvarado reported that the first resident meetings were conducted on November 19, 2024, at the main office, with sessions at 10:00 a.m. and 5:30 p.m. Secondary meetings are scheduled for November 21, 2024, at the Los Banos Migrant Center at 10:00 a.m. and 5:30 p.m. The initial meetings showed strong public engagement, which impressed the consultant (via Zoom), who noted that such participation is uncommon.

4. Executive Director Vazquez provided an update on a complaint the Board received via email. The nature of the complaint received was regarding family changes. Executive Director Vazquez explained the process of how/when families must report changes, how that information is processed, the timeframes for submission, and the effective dates. In this situation, the participant submitted the change request at the end of the month with the expectation that the effective date would be on the 1st of the very following month. Due to the submission date and the Administrative Plan that change would not be effective when the participant desired it to be. This process was explained to the participant and the Authority was able to assist them with their change.

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

Chairperson Dylina requests that the Authority analyze how the Authority can address the issue surrounding landlords who are experiencing hardships due to



participants causing damages and vacating the unit. He also requests that the Commissioner Handbook and Authority Portfolio be updated to reflect the most recent changes and information. Lastly, Chairperson Dylina would like to look further into the impact the Friday closures have on customer service with the possibility of changing the current hours of operation to the traditional Monday through Friday.

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

None

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

X. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:19 p.m.

Chairperson Signature

Date: January 22, 2025

Secretary Signature

Date: January 22, 2025



Aged Receivables Report as for 11/30/2024 - As of 12-10-2024

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	2,176.88	190.00	456.00	3,788.72	6,611.60	6,611.60
ca023010 PH - Merced	1,709.99	150.09	130.36	4,073.38	6,063.82	6,063.82
ca023013 PH - Merced Sr	594.41	21.00	25.00	326.59	967.00	967.00
ca023021 PH - Acquisition	47.00	0.00	0.00	0.00	47.00	47.00
ca023023 PH - Acquisition	496.00	0.00	0.00	0.00	496.00	496.00
AMP 1 TOTALS	5,024.28	361.09	611.36	8,188.69	14,185.42	14,185.42
AMP 2						
CA023003 PH - Atwater - Cameo	355.00	55.00	40.00	-184.50	265.50	265.50
ca023006 PH - Livingston	1,304.00	-502.00	-559.00	-1,709.21	-1,466.21	-1,466.21
012a PH - Atwater	1,781.91	1,059.00	712.00	5,837.95	9,390.86	9,390.86
012b PH - Winton	50.00	50.00	25.00	91.00	216.00	216.00
AMP 2 TOTALS	3,490.91	662.00	218.00	4,035.24	8,406.15	8,406.15
AMP 3						
ca023002 PH - Los Banos	393.00	40.00	0.00	-313.20	119.80	119.80
ca023004 PH - Los Banos - Abby, B, C & D	2,806.00	328.00	0.00	-2,653.21	480.79	480.79
ca023005 PH - Dos Palos - West Globe	1,092.00	137.00	0.00	562.03	1,791.03	1,791.03
ca023011 PH - Los Banos - J & K St	810.00	794.00	97.00	-1,581.00	120.00	120.00
012c PH - Dos Palos - Alleyne	52.10	0.00	0.00	0.00	52.10	52.10
012d PH - Dos Palos - Globe	1,084.00	261.00	35.00	35.00	1,415.00	1,415.00
AMP 3 TOTALS	6,237.10	1,560.00	132.00	-3,950.38	3,978.72	3,978.72
AMP 4						
ca023024 PH 1st Street	0.00	0.00	0.00	0.00	0.00	0.00
AMP 4 TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
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	1,004.00	316.00	353.00	1,307.00	2,980.00	2,980.00
pbc - dp	659.00	10.00	75.00	-106.00	638.00	638.00
pbc - mid	1,274.48	903.00	561.00	8,525.95	11,264.43	11,264.43
VALLEY VIEW TOTALS	2,937.48	1,229.00	989.00	9,726.95	14,882.43	14,882.43
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	-1,305.00	-3,410.00	534.00	2,209.98	-1,971.02	-1,971.02
FELIX TORRES YEAR ROUND TOTALS	-1,305.00	-3,410.00	534.00	2,209.98	-1,971.02	-1,971.02
HOUSING AUTHORITY TOTALS	16,384.77	402.09	2,484.36	20,210.48	39,481.70	39,481.70

Aged Receivables Report as for 12/31/2024 - As of 01/08/2025

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	5,111.62	804.84	200.00	4,495.72	10,612.18	10,612.18
ca023010 PH - Merced	1,591.99	280.00	121.45	4,554.47	6,547.91	6,547.91
ca023013 PH - Merced Sr	914.47	73.00	25.00	340.59	1,353.06	1,353.06
ca023021 PH - Acquisition	624.00	25.00	0.00	0.00	649.00	649.00
ca023023 PH - Acquisition	511.00	0.00	0.00	0.00	511.00	511.00
AMP 1 TOTALS	8,753.08	1,182.84	346.45	9,390.78	19,673.15	19,673.15
AMP 2						
CA023003 PH - Atwater - Cameo	95.00	318.00	25.00	-240.75	197.25	197.25
ca023006 PH - Livingston	4,222.05	-395.00	75.00	-2,692.46	1,209.59	1,209.59
012a PH - Atwater	2,662.25	1,443.00	372.00	4,693.62	9,170.87	9,170.87
012b PH - Winton	828.00	0.00	25.00	116.00	969.00	969.00
AMP 2 TOTALS	7,807.30	1,366.00	497.00	1,876.41	11,546.71	11,546.71
AMP 3						
ca023002 PH - Los Banos	679.00	45.00	25.00	-67.20	681.80	681.80
ca023004 PH - Los Banos - Abby, B, C & D	915.19	50.00	799.89	-2,145.60	-380.52	-380.52
ca023005 PH - Dos Palos - West Globe	892.00	335.00	25.00	260.26	1,512.26	1,512.26
ca023011 PH - Los Banos - J & K St	834.70	794.00	50.00	-1,242.00	436.70	436.70
012c PH - Dos Palos - Alleyne	198.89	0.00	25.00	13.98	237.87	237.87
012d PH - Dos Palos - Globe	853.00	24.00	25.00	-97.00	805.00	805.00
AMP 3 TOTALS	4,372.78	1,248.00	949.89	-3,277.56	3,293.11	3,293.11
AMP 4						
ca023024 PH 1st Street	0.00	0.00	0.00	0.00	0.00	0.00
AMP 4 TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
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	1,004.00	390.00	0.00	1,660.00	3,054.00	3,054.00
pbc - dp	644.00	75.00	0.00	-21.00	698.00	698.00
pbc - mid	1,211.48	859.00	0.00	9,683.95	11,754.43	11,754.43
VALLEY VIEW TOTALS	2,859.48	1,324.00	0.00	11,322.95	15,506.43	15,506.43
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	3,817.00	-3,180.00	-4,470.00	2,349.98	-1,483.02	-1,483.02
FELIX TORRES YEAR ROUND TOTALS	3,817.00	-3,180.00	-4,470.00	2,349.98	-1,483.02	-1,483.02
HOUSING AUTHORITY TOTALS	27,609.64	1,940.84	-2,676.66	21,662.56	48,536.38	48,536.38

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	74,290	64,605	9,685	15	775,255
TOTAL GRANT INCOME (2)	54,171	59,237	-5,066	-9	710,838
TOTAL INCOME	128,461	123,841	4,620	4	1,486,093
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	42,939	36,411	-6,528	-18	436,933
TOTAL TENANT SERVICES EXPENSES	402	133	-268	-201	1,600
TOTAL UTILITY EXPENSES (7)	20,213	21,021	807	4	252,250
TOTAL MAINTENACE EXPENSES (8,9,10)	20,879	37,363	16,485	44	448,360
TOTAL GENERAL EXPENSES (11)	14,139	13,145	-993	-8	157,745
TOTAL HOUSING ASSISTANCE PAYMENTS	560	667	107	16	8,000
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	103,032	115,217	12,185	11	1,382,604
NET INCOME	25,429	8,624	16,805	195	103,489

- (1) Tenant Rent +\$ 10K (Rents +\$ 8K, Other Tenant Inc. +\$ 2K)
- (2) Grant Subsidy -\$ 5K
- (3) Salaries -\$ 2K & Benefits -\$ 1K
- (4) Legal +\$ 2K
- (5) Other Admin -\$ 1K (Higher Mgt Fees)
- (6) Misc Admin. -\$ 4K (Temp Admin Labor -\$ 5K)
- (7) Sewer & Water - +\$ 1K
- (8) Maint. Salary & Benefits +\$ 4K (Sal +\$ 1K, Benefits +\$ 3K)
- (9) Maint. Costs Supplies +\$ 4K (Supply Maint./Repairs +\$ 5K, Appliances -\$ 2K)
- (10) Contract Costs +\$ 8K - (Landscaping +\$ 7K, Plumbing +\$ 1K)
- (11) Gen Exp. - Pymts in Lieu -\$ 1K
- (12) Non-Operating Exp. - +\$ 3K - Lower Depre. Exp.

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	47,686	55,597	-7,911	-14	667,166
TOTAL GRANT INCOME (2)	38,114	41,264	-3,150	-8	495,173
TOTAL INCOME	85,800	96,862	-11,062	-11	1,162,339
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	30,307	28,935	-1,372	3	347,224
TOTAL TENANT SERVICES EXPENSES	19	8	-11	-127	100
TOTAL UTILITY EXPENSES (6)	17,268	15,090	-2,178	-14	181,085
TOTAL MAINTENANCE EXPENSES (7,8,9)	17,333	27,253	9,920	36	327,035
TOTAL GENERAL EXPENSES	9,359	9,767	407	4	117,204
TOTAL HOUSING ASSISTANCE PAYMENTS	358	229	-129	-56	2,750
TOTAL FINANCING EXPENSES	1,667	1,667	0	0	20,000
TOTAL NON-OPERATING ITEMS	20	21	1	5	250
TOTAL EXPENSES	76,331	82,971	6,640	8	995,648
NET INCOME	9,469	13,891	-4,422	-32	166,691

- (1) Tenant Rents -\$ 8K
- (2) HUD PHA Subsidy -\$ 3K
- (3) Admin - Salary & Benefits -\$ 1K, Legal +\$ 2K
- (4) Other Admin +\$ 1K, (Mgt Fee -\$ 1K & Consultants +\$ 2K)
- (5) Misc. Admin -\$3K (Temp Salaries -\$ 3K)
- (6) Utilities -\$ 2K (Water/Sewer -\$ 1K, Elect. & Gas -\$ 2K, Garbage +\$ 1K)
- (7) Maint. Salary & Benefits Exp. +\$ 5K
- (8) Material Exp. -\$ 2K - (Applines -\$ 2K)
- (9) Contract Costs +\$ 7K, (B Landscaping +\$ 7K)

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	57,250	49,888	7,362	15	598,660
TOTAL GRANT INCOME (2)	41,213	42,166	-953	-2	505,986
TOTAL INCOME	98,463	92,054	6,409	7	1,104,646
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	25,563	29,698	4,135	14	356,377
TOTAL TENANT SERVICES EXPENSES	92	146	54	37	1,750
TOTAL UTILITY EXPENSES (7)	16,409	14,771	-1,638	-11	177,250
TOTAL MAINTENANCE EXPENSES (8,9,10)	7,309	29,432	22,123	75	353,187
TOTAL GENERAL EXPENSES	10,507	10,520	13	0	126,238
TOTAL HOUSING ASSISTANCE PAYMENTS	434	625	191	31	7,500
TOTAL FINANCING EXPENSES	1,458	1,458	0	0	17,500
TOTAL NON-OPERATING ITEMS	20	0	-20	N/A	0
TOTAL EXPENSES	61,791	86,650	24,857	29	1,039,801
NET INCOME	36,671	5,404	31,266	579	64,845

- (1) Tenant Rent +\$ 7K
- (2) Grant Subsidy -\$ 1K
- (3) Salaries +\$ 5K & Benefits +\$ 1K
- (4) Legal +\$ 1K
- (5) Other Admin +\$ 2K (Mgt Fee -\$ 1K, Consultants +\$ 2K)
- (6) Misc. Admin -\$ 4K (Temp Labor -\$ 4K)
- (7) Utility Exp. - -\$ 2K (Elect/Gas -\$ 1K)
- (8) Maintenance Salary +\$ 3K
- (9) Supplies Maintenance +\$ 8K - (Maint/Repairs +\$ 4K, Appliances/Decorating +\$ 2K, Plumbing +\$ 2K)
- (10) Contract Costs +\$ 11K, (Repairs/Painting +\$ 1K, Landscaping +\$ 5K, HVAC +\$ 1K, Equip Rental +\$ 1K, Inspections +\$ 1K, Plumbing +\$ 2K,)

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

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	2,110	1,673	438	26	20,070
TOTAL GRANT INCOME	1,851	2,104	-253	-12	25,244
TOTAL INCOME	3,961	3,776	185	5	45,314
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	1,042	1,234	192	16	14,807
TOTAL TENANT SERVICES EXPENSES	1	0	-1	N/A	0
TOTAL UTILITY EXPENSES	569	633	64	10	7,596
TOTAL MAINTENACE EXPENSES	409	692	282	41	8,299
TOTAL GENERAL EXPENSES	179	370	191	52	4,442
TOTAL HOUSING ASSISTANCE PAYMENTS	0	8	8	100	100
TOTAL FINANCING EXPENSES	92	92	0	0	1,100
TOTAL NON-OPERATING ITEMS (1)	3,980	3,980	0	0	47,757
TOTAL EXPENSES	6,272	7,008	737	11	84,102
NET INCOME	-4,417	-3,232	-552	-17	-38,788

(1) Non Operating Items - Dpreciation of the buildings - on a 10 year schedule

Housing Authority of the County of Merced

Financial Statement - All HCV Properties with Sub (.fs-hcvs)

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	2,210,327	2,204,414	5,913	0	26,452,972
TOTAL OTHER INCOME	42	125	-83	-66	1,500
TOTAL INCOME	2,210,369	2,204,539	5,830	0	26,454,472
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8)	131,125	162,022	30,898	19	1,944,263
TOTAL TENANT SERVICES EXPENSES	328	221	-107	-49	2,650
TOTAL UTILITY EXPENSES	185	22	-163	-738	265
TOTAL MAINTENACE EXPENSES (9)	34	1,421	1,387	98	17,050
TOTAL GENERAL EXPENSES	4,192	4,237	45	1	50,849
TOTAL HOUSING ASSISTANCE PAYMENTS (10,11,12)	2,054,889	1,988,411	-66,478	-3	23,860,936
TOTAL FINANCING EXPENSES	6,046	6,046	0	0	72,550
TOTAL NON-OPERATING ITEMS	146	0	-146	N/A	0
TOTAL EXPENSES	2,196,946	2,162,380	-19,103	-1	25,948,563
NET INCOME	13,423	42,159	-13,273	-31	505,909

- (1) HAP from HUD +\$ 13K
- (2) Lower Admin Fees -\$8K, Port-in +\$ 1K
- (3) Lower Salaries +\$ 29K & Benefits Costs -\$ 4K
- (4) Lower Legal Fees +\$ 1K
- (5) Lower Mgt and Bookkeeping fees +\$ 9K
- (6) Higher inspections +\$ 1K, Higher Consultant Costs -\$ 6K, Auditing -\$ 1K
- (7) Misc. Admin. Exp. -\$ 5K (Office Supplies +\$ 1K, Postage +\$ 1K, Other Misc Admin +\$ 1K)
- (8) Temp. Labor -\$ 8K
- (9) Lower Contract Costs +\$ 1K
- (10) Higher HAP issued -\$ 47K
- (11) Port Out Payments -\$ 37K (higher than budgeted)
- (12) Escrow Contributions Higher -\$ 1K

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	108,853	105,407	3,446	3	1,264,884
TOTAL INCOME	108,853	105,407	3,446	3	1,264,884
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	85,346	100,257	14,911	15	1,203,082
TOTAL TENANT SERVICES EXPENSES	462	125	-337	-269	1,500
TOTAL UTILITY EXPENSES	4,482	4,021	-462	-11	48,250
TOTAL MAINTENACE EXPENSES (8)	497	3,975	3,478	87	47,700
TOTAL GENERAL EXPENSES (9)	4,808	3,167	-1,641	-52	38,000
TOTAL FINANCING EXPENSES	6,250	6,250	0	0	75,000
TOTAL NON-OPERATING ITEMS	779	708	-71	-10	8,500
TOTAL EXPENSES	102,625	118,503	15,878	13	1,422,032
NET INCOME	6,228	-13,096	19,324	148	-157,148

- (1) Mgmt. Fees from HCV +\$ 3K
- (2) Asset Mgt Fee booked as budgeted (As Budgeted \$ 4K)
- (3) Admin Fee to be booked as Cap Projects funding allows (fund drawn 22K)
- (4) Admin Salary +\$ 6K & Benefits Higher -\$ 4K
- (5) Legal Fees +\$ 4K
- (6) Admin Other Exp +\$ 6K - (Training/travel/Audit +\$ 3K, Consultants +\$ 3K)
- (7) Misc. Admin. Exp. +\$ 2K (Membership +\$ 1K, Office supply/Telephone/Postage +\$ 1K, Temp Labor -\$ 3K, Office equip/Other Misc Exp +\$ 3K)
- (8) Contract +\$ 3K - (Janitorial +\$ 2K)
- (9) General Exp. - \$ 2K 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

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	6,517	6,202	315	5	74,428
TOTAL OTHER INCOME (1,2)	48,709	42,888	5,821	14	514,655
TOTAL INCOME	55,226	49,090	6,136	13	589,083
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	4,137	7,017	2,880	41	84,207
TOTAL UTILITY EXPENSES	0	54	54	100	643
TOTAL MAINTENACE EXPENSES (4)	0	973	973	100	11,680
TOTAL GENERAL EXPENSES	2,050	1,908	-141	-7	22,895
TOTAL FINANCING EXPENSES	12,750	12,750	0	0	153,000
TOTAL NON-OPERATING ITEMS	287	287	0	0	3,438
TOTAL EXPENSES	19,224	22,989	3,765	16	275,864
NET INCOME	36,003	26,102	9,901	38	313,220

(1) Other Income +\$ 6K - (Int. inc. F & M Bnak - +\$ 3K higher that budgeted)

(2) Management Fee +\$ 3K

(3) Other Misc Admin. - Consultants +\$ 3K

(4) Contract Cost Lower +\$ 1K, (Timing - Landscaping & HVAC +\$ 1K)

Housing Authority of the County of Merced

Financial Statement - Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	14,136	18,163	-4,027	-22	217,958
TOTAL INCOME	14,136	18,163	-4,027	-22	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	1,505	1,857	352	19	22,283
TOTAL UTILITY EXPENSES (2)	9,024	7,919	-1,104	-14	95,032
TOTAL MAINTENACE EXPENSES (3)	0	2,800	2,800	100	33,603
TOTAL GENERAL EXPENSES	567	502	-65	-13	6,026
TOTAL NON-OPERATING ITEMS	4,670	4,617	-52	-1	55,408
TOTAL EXPENSES	15,766	17,696	1,930	11	212,352
NET INCOME	-1,630	467	-2,097	-449	5,606

(1) Tenant Rents - lower -\$ 2K, (Golden Valley Health moved out), Tenant Utilties -\$ 2K (timing)

(2) Garbage +\$ 1K, Electricity/Gas -\$ 2K

(3) Contract -\$ 3K (Landscaping +\$ 1K, Janitorial +\$ 1K, Alarm/Pest control +\$ 1K)

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	73,209	54,586	18,623	34	655,033
TOTAL GRANT INCOME (2)	55,182	52,707	2,475	5	632,489
TOTAL INCOME	<u>128,391</u>	<u>107,294</u>	<u>21,097</u>	<u>20</u>	<u>1,287,522</u>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	10,240	14,039	3,799	27	168,471
TOTAL UTILITY EXPENSES (5)	11,195	10,164	-1,031	-10	121,963
TOTAL MAINTENACE EXPENSES (6,7,8)	12,433	13,261	829	6	159,137
TOTAL GENERAL EXPENSES	3,483	3,676	193	5	44,110
TOTAL HOUSING ASSISTANCE PAYMENTS (9)	55,854	52,812	-3,042	-6	633,739
TOTAL FINANCING EXPENSES	5,708	5,708	0	0	68,500
TOTAL NON-OPERATING ITEMS	1,299	1,297	-3	0	15,558
TOTAL EXPENSES	<u>100,212</u>	<u>100,957</u>	<u>744</u>	<u>1</u>	<u>1,211,478</u>
NET INCOME	<u><u>28,179</u></u>	<u><u>6,337</u></u>	<u><u>21,842</u></u>	<u><u>345</u></u>	<u><u>76,044</u></u>

(1) Tenant Assistance Pmts +\$ 20K

(2) Grant Inc +\$ 2k

(3) Salaries - Vacant staff positions +\$ 3K, Lower Benefit costs +\$ 1K

(4) Legal Exp Lower +\$ 1K (no legal billing to date)

(5) Utility Invoices timing. -\$ 1K (Water/Sewer +\$ 1K, Garabge -\$ 2K)

(6) Maint. Salary & Benefits Lower +\$ 1K

(7) Supplies costs +\$ 1K (Supplies Maint/Repairs)

(8) Contract Costs -\$ 2K (Bld Repairs +\$ 8K, Landscaping +\$ 4K, HVAC -\$ 7K)

(9) Housing Assistance Pmt Higher -\$ 3K, Utility Pymts -\$ 1K

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	48,841	52,044	-3,203	-6	624,531
TOTAL INCOME	48,841	52,044	-3,203	-6	624,531
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	4,070	9,757	5,687	58	117,079
TOTAL TENANT SERVICES EXPENSES	68	0	-68	N/A	0
TOTAL UTILITY EXPENSES (3)	7,326	8,121	795	10	97,450
TOTAL MAINTENACE EXPENSES (4,5,6)	2,358	8,118	5,760	71	97,420
TOTAL GENERAL EXPENSES (7)	3,070	3,653	582	16	43,838
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	34,849	47,605	12,756	27	571,258
NET INCOME	13,992	4,439	9,553	215	53,273

- (1) Tenant income -\$ 3K (\$ Vacancies -\$ 1K, Rental Assistance -\$ 2K)
- (2) Sal & Benefits costs +\$ 4K (Salary +\$ 2K, Benefits +\$ 2K)
- (3) Utilities +\$ 1K (Water\Sewer +\$ 1K)
- (4) Maint. Salaries +\$ 2K, Benefits +\$ 2K
- (5) Supplies +\$ 1K -(combination of Grounds, Appliances,Main/Repairs and Plumbing)
- (6) Contract +\$ 1K (combination of Carpet Cleaning, Alarm Monitoring, Consultant and Other costs)
- (7) General Exp. - (Lower W/C due to classification changes for flat rate all positions)

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2024-Oct 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME (1)	670,536	652,200	-18,337	-3	1,956,599
TOTAL INCOME	670,536	652,200	-18,337	-3	1,956,599
EXPENSES					
Total - Center Personnel (2)	221,926	255,103	33,177	13	765,309
Total - Operating Expenses (3)	330,431	269,629	-60,802	-23	808,888
Total - Maintenance Expenses (4)	8,187	19,533	11,346	58	58,600
Total - Contractor Administration (5)	59,858	57,800	-2,058	-4	173,400
Total - Debt Service and Replacement	50,134	50,134	0	17	150,402
TOTAL	670,536	652,200	-18,337	-1	1,956,599

(1) Zero budget, offset to variance in expenses -\$ 18K

(2) Salaries +\$ 0K, Benefits +\$ 33K

(3) Higher utilities - Net diff. -\$ 61K, (Utilities -\$ 112k, Communications +\$ 51K, Major Equip. +\$ 2K)

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

(4) General lower supplies and contract expenses +\$11K, (Painting and Material. Supplies +\$ 8K, Lumber and Materials +\$ 4K)

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

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	147,213	129,209	18,004	14	775,255
TOTAL GRANT INCOME (2)	108,342	118,473	-10,131	-9	710,838
TOTAL INCOME	255,555	247,682	7,873	3	1,486,093
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	88,314	72,822	-15,491	-13	436,933
TOTAL TENANT SERVICES EXPENSES	2,872	267	-2,606	-977	1,600
TOTAL UTILITY EXPENSES	39,721	42,042	2,321	6	252,250
TOTAL MAINTENACE EXPENSES	71,558	74,727	3,168	4	448,360
TOTAL GENERAL EXPENSES	28,074	26,291	-1,783	-7	157,745
TOTAL HOUSING ASSISTANCE PAYMENTS	1,120	1,333	213	16	8,000
TOTAL FINANCING EXPENSES	6,667	6,667	0	0	40,000
TOTAL NON-OPERATING ITEMS	1,178	6,286	5,108	81	37,716
TOTAL EXPENSES	239,504	230,434	-9,070	-4	1,382,604
NET INCOME	16,051	17,248	-1,197	-7	103,489

- (1) Tenant Rent +\$ 18K (Rents +\$ 16K, Other Tenant Inc. +\$ 2K)
- (2) Grant Subsidy -\$ 10K
- (3) Salaries +\$ 2K & Benefits -\$ 1K
- (4) Legal +\$ 5K (no Legal bills rec. YTD)
- (5) Other Admin -\$ 5K (Higher Mgt Fees -\$ 3K, Consultants -\$ 2K)
- (6) Misc Admin. -\$ 15K (Temp Admin Labor -\$ 13K, Postage -\$ 3K)
- (7) Tenant Services Exp. -\$ 2K - (Tenant Relocation Exp.)
- (8) Sewer & Water - +\$ 2K
- (9) Maint. Salary & Benefits +\$ 10K (Sal +\$ 4K, Benefits +\$ 5K)
- (10) Maint. Costs Supplies -\$ 11K (Supply Maint./Repairs +\$ 4K, Appliances -\$ 7K, Plumbing -\$ 8K)
- (11) Contract Costs +\$ 4K - (Landscaping +\$ 3K, Plumbing +\$ 2K, Repairs -\$2K, Janitorial -\$ 2K, HVAC -\$ 1K, Veh Rep & Carpet +\$ 3K)
- (12) Gen Exp. - Pymts in Lieu -\$ 2K (Higher Rents collected)
- (13) Non-Operating Exp. +\$ 5K - Lower Depre. Exp.

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	100,426	111,194	-10,768	-10	667,166
TOTAL GRANT INCOME (2)	76,228	82,529	-6,301	-8	495,173
TOTAL INCOME	176,654	193,723	-17,069	-9	1,162,339
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	60,357	57,871	-2,485	-4	347,224
TOTAL TENANT SERVICES EXPENSES	38	17	-21	-127	100
TOTAL UTILITY EXPENSES (5)	36,235	30,181	-6,054	-20	181,085
TOTAL MAINTENACE EXPENSES (6,7,8)	60,232	54,506	-5,726	-11	327,035
TOTAL GENERAL EXPENSES	18,914	19,534	619	3	117,204
TOTAL HOUSING ASSISTANCE PAYMENTS	639	458	-181	-39	2,750
TOTAL FINANCING EXPENSES	3,333	3,333	0	0	20,000
TOTAL NON-OPERATING ITEMS	67	42	-26	-61	250
TOTAL EXPENSES	179,815	165,941	-13,874	-8	995,648
NET INCOME	-3,161	27,782	-30,943	-111	166,691

- (1) Tenant Rents -\$ 11K
- (2) HUD PHA Subsidy -\$ 6K
- (3) Admin - Salary & Benefits +\$ 2K, Legal +\$ 4K (no legal bills ytd)
- (4) Misc. Admin -\$ 8K, (Postage -\$ 1K, Temp Labor -\$ 7K)
- (5) Utilities -\$ 6K (Water/Sewer -\$ 4K, Elect. & Gas -\$ 2K)
- (6) Maint. Salary & Benefits Exp. +\$ 10K (Salary +\$ 8, Benefits +\$ 2K)
- (7) Material Exp. -\$ 15K - (Applinces -\$ 2K, Jantoiral & Repairs -\$ 3K, Plumbing -\$ 9K)
- (8) Contract Costs -\$ 1K, (B Landscaping -\$ 4K, Repairs & Flooring +\$ 3K)

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	119,097	99,777	19,320	19	598,660
TOTAL GRANT INCOME (2)	82,425	84,331	-1,906	-2	505,986
TOTAL INCOME	201,522	184,108	17,414	9	1,104,646
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	56,140	59,396	3,257	5	356,376
TOTAL TENANT SERVICES EXPENSES	184	292	108	37	1,750
TOTAL UTILITY EXPENSES (7)	31,304	29,542	-1,762	-6	177,250
TOTAL MAINTENANCE EXPENSES (8,9,10)	32,598	58,864	26,267	45	353,187
TOTAL GENERAL EXPENSES (11)	21,755	21,040	-715	-3	126,238
TOTAL HOUSING ASSISTANCE PAYMENTS	851	1,250	399	32	7,500
TOTAL FINANCING EXPENSES	2,917	2,917	0	0	17,500
TOTAL NON-OPERATING ITEMS	70	0	-70	N/A	0
TOTAL EXPENSES	145,819	173,300	27,484	16	1,039,801
NET INCOME	55,703	10,808	44,898	415	64,845

- (1) Tenant Rent +\$ 19K
- (2) Grant Subsidy -\$ 2K
- (3) Salaries +\$ 9K & Benefits +\$ 2K
- (4) Legal +\$ 2K (no legal ytd)
- (5) Other Admin +\$ 2K (Mgt Fee -\$ 1K, Consultants +\$ 2K)
- (6) Misc. Admin -\$ 11K (Temp Labor -\$ 9K, Postage -\$ 1K)
- (7) Utility Exp. -\$ 2K (Elect/Gas -\$ 1K, Gargabe -\$ 1K)
- (8) Maintenance Salary +\$ 7K, Benefits -\$ 3K
- (9) Supplies Maintenance +\$ 5K - (Maint/Repairs +\$ 7K, Plumbing -\$ 3K)
- (10) Contract Costs +\$ 17K, (Repairs/Painting +\$ 3K, Landscaping +\$ 5K, HVAC +\$ 2K, Equip Rental +\$ 2K, Inspections +\$ 1K, Plumbing +\$ 3K)
- (11) General Expense -\$ 1K (Payments in Lieu -\$ 1K)

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

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual	
Revenue & Expenses						
INCOME						
NET TENANT INCOME	4,366	3,345	1,021	31	20,070	
TOTAL GRANT INCOME	3,702	4,207	-505	-12	25,244	
TOTAL INCOME	8,068	7,552	516	7	45,314	
EXPENSES						
TOTAL ADMINISTRATIVE EXPENSES	2,218	2,468	251	10	14,807	
TOTAL TENANT SERVICES EXPENSES	1	0	-1	N/A	0	
TOTAL UTILITY EXPENSES	1,126	1,266	141	11	7,596	
TOTAL MAINTENACE EXPENSES	760	1,383	624	45	8,299	
GENERAL EXPENSES						
Property Insurance	317	317	0	0	1,900	
Work Comp Insurance	36	88	51	59	525	4,366
Payments in Lieu of Taxes	324	221	-103	-47	1,325	1,126
Bad Debt-Tenant Rents	88	88	0	0	525	3,240
OPEB Expense	28	28	0	0	167	324
TOTAL GENERAL EXPENSES	793	740	-52	-7	4,442	
TOTAL HOUSING ASSISTANCE PAYMENTS	0	17	17	100	100	
TOTAL FINANCING EXPENSES	183	183	0	0	1,100	
TOTAL NON-OPERATING ITEMS (1)	7,959	7,960	0	0	47,757	
TOTAL EXPENSES	13,040	14,017	1,825	13	84,102	
NET INCOME	-4,972	-6,465	2,341	36	-38,788	

(1) Non Operating Items - Dpreciation of the buildings - on a 10 year schedule

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

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	4,301,605	4,408,829	-107,224	-2	6,613,243
TOTAL OTHER INCOME	84	250	-166	-66	375
TOTAL INCOME	4,301,689	4,409,079	-107,390	-2	6,613,618
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8)	248,650	324,044	73,146	28	486,066
TOTAL TENANT SERVICES EXPENSES	656	442	-215	-49	662
TOTAL UTILITY EXPENSES	341	44	-297	-673	66
TOTAL MAINTENACE EXPENSES (9)	167	2,842	2,675	94	4,263
GENERAL EXPENSES					
Property Insurance	1,647	1,523	-124	-8	2,284
Liability Insurance	355	319	-36	-11	478
Work Comp Insurance	2,769	2,536	-232	-9	3,804
Bad Debt-Tenant Rents	458	458	0	0	688
Port-Out admin expense	2,778	0	-2,778	N/A	0
OPEB Expense	3,638	3,638	0	0	5,458
TOTAL GENERAL EXPENSES (10)	11,645	8,475	-3,170	-37	12,712
TOTAL HOUSING ASSISTANCE PAYMENTS (11,12)	4,104,636	3,976,823	-127,813	-3	5,965,234
TOTAL FINANCING EXPENSES	12,092	12,092	0	0	18,137
TOTAL NON-OPERATING ITEMS	293	0	-293	N/A	0
TOTAL EXPENSES	4,378,480	4,324,761	-55,967	-1	6,487,141
NET INCOME	-76,791	84,318	-163,357	-194	126,477

- (1) HAP from HUD -\$ 107K (HAP Earned -\$ 130K)
- (2) Lower Admin Fees +\$ 20K, Port-in +\$ 2K
- (3) Lower Salaries +\$ 57K & Benefits Costs +\$ 2K

- (4) Lower Legal Fees +\$ 1K
- (5) Other Exp. (Mgt Fee +\$ 9K, Bookkeeping fees +\$ 8K
- (6) Inspections +\$ 11K, Consultant Costs +\$ 1K, Auditing +\$ 1K
- (7) Misc. Admin. Exp. -\$ 20K (Office Supplies +\$ 1K, Postage +\$ 2K, Other Misc Admin +\$ 3K)
- (8) Temp. Labor -\$ 23K
- (9) Lower Contract Costs +\$ 2K (no exp YTD)
- (10) Port Out Payments -\$ 28K (higher than budgeted)
- (11) Higher HAP issued -\$ 92K
- (12) Escrow Contributions Higher -\$ 5K

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	217,304	210,814	6,490	3	1,264,884
TOTAL INCOME	217,304	210,814	6,490	3	1,264,884
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	167,394	200,514	33,120	17	1,203,082
TOTAL TENANT SERVICES EXPENSES	923	250	-673	-269	1,500
TOTAL UTILITY EXPENSES	8,264	8,042	-223	-3	48,250
TOTAL MAINTENACE EXPENSES (8)	3,410	7,950	4,540	57	47,700
TOTAL GENERAL EXPENSES (9)	9,458	6,333	-3,124	-11	38,000
TOTAL FINANCING EXPENSES	12,500	12,500	0	0	75,000
TOTAL NON-OPERATING ITEMS	1,559	1,417	-142	-10	8,500
TOTAL EXPENSES	203,508	237,005	33,498	21	1,422,032
NET INCOME	13,796	-26,191	39,988	11	-157,148

- (1) Mgmt. Fees from HCV +\$ 6K
- (2) Asset Mgt Fee booked as budgeted (As Budgeted \$ 8K)
- (3) Admin Fee to be booked as Cap Projects funding allows (fund drawn 45K)
- (4) Admin Salary +\$ 15K & Benefits Higher -\$ 4K
- (5) Legal Fees +\$ 8K (No legal exp. Rec. YTD)
- (6) Admin Other Exp +\$ 13K - (Training/travel/Audit +\$ 6K, Consultants +\$ 6K)
- (7) Misc. Admin. Exp. +\$ 1K (Membership +\$ 2K, Office supply/Telephone/Postage +\$ 1K, Temp Labor -\$ 4K, Office equip/Other Misc Exp +\$ 3K)
- (8) Contract +\$ 4K - (Janitorial +\$ 2K, Alarm Monitoring +\$ 1K)
- (9) General Exp. - \$ 3K (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-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	13,056	12,405	652	5	74,428
TOTAL OTHER INCOME (1,2,)	99,534	85,776	13,759	16	514,655
TOTAL INCOME	112,591	98,181	14,410	15	589,083
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	7,861	14,035	6,173	44	84,207
TOTAL UTILITY EXPENSES	0	107	107	100	643
TOTAL MAINTENANCE EXPENSES	2,305	1,947	-359	-18	11,680
TOTAL GENERAL EXPENSES	4,082	3,816	-265	-7	22,895
TOTAL FINANCING EXPENSES	25,500	25,500	0	0	153,000
TOTAL NON-OPERATING ITEMS	573	573	0	0	3,438
TOTAL EXPENSES	40,321	45,977	5,656	12	275,864
NET INCOME	72,270	52,203	20,066	38	313,220

(1) Other Income +\$ 14K - (Int. inc. F & M Bnak - +\$ 9K)

(2) Management Fee +\$ 4K

(3) Other Misc Admin. - Consultants +\$ 5K

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

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	24,766	36,326	-11,561	-32	217,958
TOTAL INCOME	24,766	36,326	-11,561	-32	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	2,660	3,714	1,054	28	22,283
TOTAL UTILITY EXPENSES (2)	15,910	15,839	-71	0	95,032
TOTAL MAINTENACE EXPENSES (3)	1,998	5,600	3,603	64	33,603
TOTAL GENERAL EXPENSES	1,138	1,004	-134	-13	6,026
TOTAL NON-OPERATING ITEMS	9,339	9,235	-105	-1	55,408
TOTAL EXPENSES	31,045	35,392	4,347	12	212,352
NET INCOME	-6,279	934	-7,213	-772	5,606

(1) Tenant Rents - lower -\$ 12K, (Golden Valley Health moved out), Tenant Utilties -\$ 3K, Utility Owned -\$ 8K

(2) Garbage +\$ 1K, Electricity/Gas -\$ 1K

(3) Contract -\$ 3K (Landscaping +\$ 1K, Alarm/Pest control +\$ 1K)

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	146,502	109,172	37,330	34	655,033
TOTAL GRANT INCOME (2)	110,054	105,415	4,639	4	632,489
TOTAL INCOME	256,556	214,587	41,969	20	1,287,522
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	19,545	28,078	8,534	30	168,471
TOTAL UTILITY EXPENSES (5)	20,444	20,327	-117	-1	121,963
TOTAL MAINTENACE EXPENSES (6,7,8)	32,958	26,523	-6,435	-24	159,137
TOTAL GENERAL EXPENSES	6,954	7,352	398	5	44,110
TOTAL HOUSING ASSISTANCE PAYMENTS (9)	110,984	105,623	-5,361	-5	633,739
TOTAL FINANCING EXPENSES	11,417	11,417	0	0	68,500
TOTAL NON-OPERATING ITEMS	2,598	2,593	-5	0	15,558
TOTAL EXPENSES	204,900	201,913	-2,986	-1	1,211,478
NET INCOME	51,656	12,674	38,983	308	76,044

- (1) Tenant Assistance Pmts +\$ 39K
- (2) Grant Inc +\$ 5k
- (3) Salaries - Vacant staff positions +\$ 6K, Lower Benefit costs +\$ 1K
- (4) Legal Exp Lower +\$ 3K (no legal billing to date)
- (5) Utility Invoices timing. -\$ 1K (Elect/Gas +\$ 1K, Water/Sewer +\$ 1K, Garabge -\$ 2K)
- (6) Maint. Salary +\$ 3K, Benefits Lower -\$ 1K
- (7) Supplies costs +\$ 1K (Supplies Maint/Repairs)
- (8) Contract Costs -\$ 9K (Bld Repairs +\$ 1K, Landscaping -\$ 3K, HVAC -\$ 9K)
- (9) Housing Assistance Pmt Higher -\$ 5K

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	97,956	104,088	-6,133	-6	624,531
TOTAL INCOME	97,956	104,088	-6,133	-6	624,531
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	8,569	19,513	10,943	56	117,079
TOTAL TENANT SERVICES EXPENSES	135	0	-135	N/A	0
TOTAL UTILITY EXPENSES (3)	16,322	16,242	-81	0	97,450
TOTAL MAINTENACE EXPENSES (4)	8,738	16,237	7,499	46	97,420
TOTAL GENERAL EXPENSES (5)	6,226	7,306	1,081	15	43,838
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	75,901	95,210	19,307	20	571,258
NET INCOME	22,055	8,879	13,174	148	53,273

- (1) Tenant income -\$ 7K (\$ Vacancies -\$ 3K, Rental Assistance -\$ 4K)
- (2) Sal & Benefits costs +\$ 8K (Salary +\$ 4K, Benefits +\$ 4K)
- (3) Maint. Salaries +\$ 2K, Benefits +\$ 3K
- (4) Contract +\$ 2K (combination of Carpet Cleaning, Alarm Monitoring, Consultant and Other costs)
- (5) General Exp. +\$ 1K (Lower W/C due to classification changes for flat rate all positions)

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2024-Nov 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME	792,008	815,250	22,442	3	1,956,599
TOTAL INCOME (1)	792,008	815,250	22,442	3	1,956,599
EXPENSES					
Total - Center Personnel (2)	266,419	318,879	52,460	16	765,309
Total - Operating Expenses (3)	401,333	337,037	-64,296	-19	808,888
Total - Maintenance Expenses (4)	10,071	24,417	14,346	59	58,600
Total - Contractor Administration (5)	73,542	72,250	-1,292	-2	173,400
Total - Debt Service and Replacement	62,668	62,668	0	0	150,402
TOTAL	792,808	815,250	22,442	3	1,956,599

(1) Zero budget, offset to variance in expenses -\$ 22K

(2) Salaries +\$ 7K, Benefits +\$ 45K

(3) Higher utilities - Net diff. -\$ 64K, (Utilities -\$ 116k, Communications +\$ 64K, Major Equip. -\$ 12K)

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

(4) General lower supplies and contract expenses +\$14K, (Painting and Material. Supplies +\$ 9K, Lumber and Materials +\$ 5K)

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

Total Number of Public Housing Units: 421
 Number of Occupied Units: 415
 Number of Vacant Units: 6

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
159	Yes	pending unit turnover	\$500.00
183	Yes	ready for move in 12/3	\$300.00
367	No	pending unit turnover	\$500.00
358	No	pending unit turnover	\$500.00
238	Yes	pending unit turnover	\$500.00
237	No	pending unit turnover	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	June	July	Aug	Sep	Oct	Nov
Lease Up Days		1385	1642	1798	1843	1924	1955
Average Lease Up Days		38	40	38	33	33	32.05
Make Ready Time		692	773	874	1105	1205	1221
Average Make Ready Days		19	19	19	20	21	20.02
Down Days		2918	3144	3340	3871	3916	3879
Average Down Days		81	77	71	70	67	63.59
Total # Vacant Units Turned		36	41	47	56	59	61
Total # Turn Around Days		4995	5559	6012	6819	7045	7055
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	138	135	127	121	119	115

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

Total Number of Public Housing Units: 421
 Number of Occupied Units: 417
 Number of Vacant Units: 4

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
237	No	pending unit turnover	\$800.00
397	Yes	ready for move in 1/2	\$500.00
233	No	pending unit turnover	\$800.00
70	Yes	pending unit turnover	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	July	Aug	Sep	Oct	Nov	Dec
Lease Up Days		1642	1798	1843	1924	1955	181
Average Lease Up Days		40	38	33	33	32.05	13.92
Make Ready Time		773	874	1105	1205	1221	348
Average Make Ready Days		19	19	20	21	20.02	26.77
Down Days		3144	3340	3871	3916	3879	327
Average Down Days		77	71	70	67	63.59	25.15
Total # Vacant Units Turned		41	47	56	59	61	13
Total # Turn Around Days		5559	6012	6819	7045	7055	856
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	135	127	121	119	115	65

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STAFF REPORT

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

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

DATE: January 22, 2025

SUBJECT: Housing Authority of the County of Merced Departmental Update

Clerk of the Board

As previously reported Commissioner Rachel Torres has been appointed and sworn into the Authority's Board. Additionally, Commissioner Dorsey has renewed her term and will continue to serve on the Board.

The Authority continues to have a Public Housing – Resident Commissioner vacancy. Outreach to Public Housing residents to fill the Resident Commissioner vacancy continues.

Human Resources

The Authority currently has ten (10) vacant positions. Of those positions, two (2) are management positions; Compliance Analyst (1) and Director of Housing Programs (1). The remaining eight (8) are represented positions; Eligibility Specialist (2), Administrative Clerk (2), Housing Program Specialist (1), Migrant Center Aide (1), Maintenance Worker (1), and Development Tech (1).

The Authority held an oral panel for the position of Migrant Center Aide and will be moving on to secondary interviews. The position is expected to be filled by the end of January. Additionally, the Authority will be onboarding an Administrative Clerk on January 13, 2025. This will reduce the number of vacant represented positions to six (6) and the total agency-wide to eight (8).

Furthermore, on September 22, 2024, Governor Newsom signed Assembly Bill 2561 (AB 2561) into law to amend the Meyers-Milias-Brown Act (MMBA) and create a new obligation for public agencies to publicly address the status of their vacancies.

AB 2561 requires public agencies to present the status of their vacancies in a public hearing before their governing body at least once per fiscal year. The presentation must be made before the adoption of a final budget for the fiscal year. This report must also address the recruitment and retention efforts currently employed by the public agency. During this presentation, the public agency is also required to identify any changes to policies, procedures, or

recruitment activities that negatively impact the entity's efforts to reduce its vacancies.

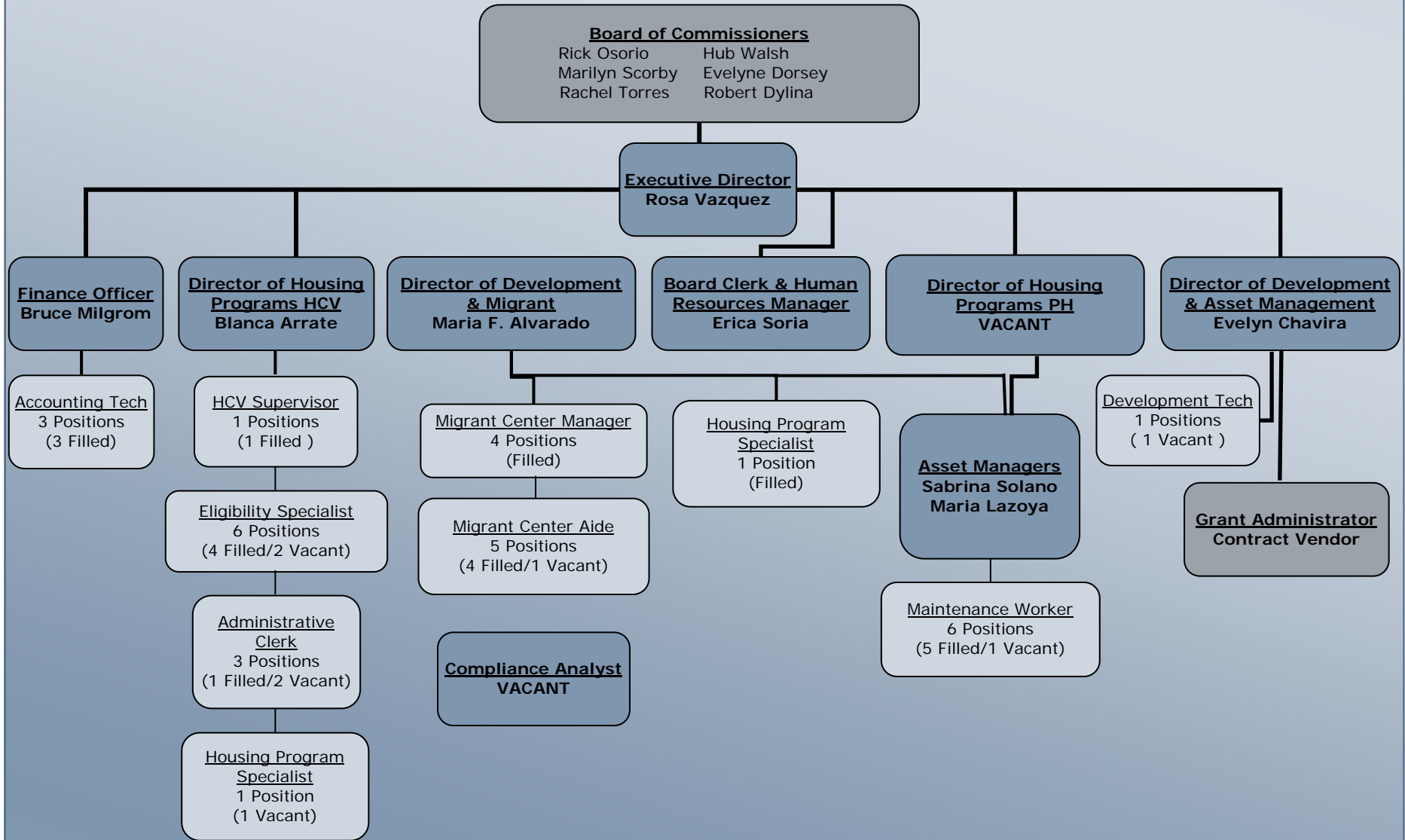
If the number of vacancies exceeds 20% of the total number of authorized full-time positions in a particular bargaining unit, the public agency shall include the following information in its presentation upon request of the recognized employee organization:

1. The total number of job vacancies within a bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

Finally, AB 2561 requires that recognized employee organizations shall be entitled to make a presentation before the governing board of a public agency during the same public hearing in which the public agency makes its annual presentation on vacancies.

The Authority is working with Legal Counsel to ensure compliance with AB 2561. Further updates and information will be presented to the Board as these new regulations are implemented.

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: January 22, 2025

SUBJECT: Procurement Department Update-Request for Proposal (RFP)
Landscaping Services

The Housing Authority of the County of Merced (Authority) has issued a Request for Proposals (RFP) for Authority wide Landscaping Services. The due date for the RFP is January 2, 2025. The Authority received one timely response.

This proposal is currently being reviewed by an evaluation panel to rank the respondent.

The results from the panel will be evaluated and presented to the Board of Commissioners at the February 2024 meeting.