

AGENDA
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, February 19, 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 January 15, 2025, Regular Meeting
2. Rent Delinquency Report January 2025
3. Financial Reports for January 2025
4. Public Housing Occupancy/Vacancy Report for January 2025
5. HCV Program Counts January 2025
6. Human Resources & Board Clerk Report

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

V. REGULAR CALENDAR

1. Resolution Item(s):
 - a. **Resolution No. 2025-01:** Awarding a contract for agency-wide Landscape Maintenance Services contract to Green Horizon, Inc.

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

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Staff Report: Procurement 5-Year Contract Update
2. Staff Report: Ongoing Projects for the Authority
3. Staff Report: VA VASH Meeting

VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

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

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

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, January 15, 2025
12:00 p.m.

- I. The meeting was called to order by Chairperson Dylina at 12:02 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
Erica Soria, HR Manager & Clerk of the Board
Bruce Milgrom, Finance Officer
Blanca Arrate, Director of Housing Programs
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 November 20, 2024, Regular Meeting

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



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

V. REGULAR CALENDAR

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

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Executive Director Vazquez informed the Board that the Authority has completed the Request for Proposals (RFP) solicitation processes for agency-wide landscaping services. The submitted proposals have been reviewed in accordance with the Authority's Procurement Policy and a recommendation to enter into a contract will be presented to the Board at the upcoming February Board meeting.
2. Executive Director Vazquez and Finance Officer Milgrom, have informed the Board that the annual agency-wide audit is currently underway and will take place throughout the week. Once completed the audit will be submitted to HUD for review and approval.
3. Executive Director Vazquez has announced that Finance Officer Milgrom will be retiring after two and a half years. Sarahi Meraz has been screened and selected as the new Finance Director and was introduced to the Board. Bruce will continue to collaborate with the Authority on an as-needed basis.

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

Chairperson Dylina reintroduced the need to redesign the Authority's website and incorporate elements that are more user-friendly and informational.



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 1:08 p.m.

Chairperson Signature

Date: February 19, 2025

Secretary Signature

Date: February 19, 2025



Aged Receivables Report as for 01/31/2025 - As of 02/10/2025

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	2,184.37	0.00	363.34	-263.00	2,284.71	2,284.71
ca023010 PH - Merced	2,188.99	0.00	321.00	1,599.72	4,109.71	4,109.71
ca023013 PH - Merced Sr	718.47	0.00	0.00	-19.00	699.47	699.47
ca023021 PH - Acquisition	624.00	0.00	599.00	0.00	1,223.00	1,223.00
ca023023 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
AMP 1 TOTALS	5,715.83	0.00	1,283.34	1,317.72	8,316.89	8,316.89
AMP 2						
CA023003 PH - Atwater - Cameo	0.00	0.00	0.00	-583.00	-583.00	-583.00
ca023006 PH - Livingston	1,422.69	0.00	-39.00	-4,034.91	-2,651.22	-2,651.22
012a PH - Atwater	1,966.00	0.00	1,361.00	3,137.00	6,464.00	6,464.00
012b PH - Winton	0.00	0.00	0.00	0.00	0.00	0.00
AMP 2 TOTALS	3,388.69	0.00	1,322.00	-1,480.91	3,229.78	3,229.78
AMP 3						
ca023002 PH - Los Banos	0.00	0.00	0.00	0.00	0.00	0.00
ca023004 PH - Los Banos - Abby, B, C & D	60.00	0.00	0.00	-2,336.00	-2,276.00	-2,276.00
ca023005 PH - Dos Palos - West Globe	580.00	0.00	135.00	0.00	715.00	715.00
ca023011 PH - Los Banos - J & K St	760.00	0.00	744.00	-2,153.00	-649.00	-649.00
012c PH - Dos Palos - Alleyne	0.00	0.00	0.00	0.00	0.00	0.00
012d PH - Dos Palos - Globe	1,024.00	0.00	-21.00	-341.00	662.00	662.00
AMP 3 TOTALS	2,424.00	0.00	858.00	-4,830.00	-1,548.00	-1,548.00
AMP 4						
ca023024 PH 1st Street	38.00	0.00	0.00	0.00	38.00	38.00
AMP 4 TOTALS	38.00	0.00	0.00	0.00	38.00	38.00
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	929.00	0.00	314.00	221.00	1,464.00	1,464.00
pbc - dp	500.00	0.00	7.00	-226.00	281.00	281.00
pbc - mid	948.00	0.00	702.00	7,665.81	9,315.81	9,315.81
VALLEY VIEW TOTALS	2,377.00	0.00	1,023.00	7,660.81	11,060.81	11,060.81
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	4,123.00	0.00	1,935.00	2,051.00	8,109.00	8,109.00
FELIX TORRES YEAR ROUND TOTALS	4,123.00	0.00	1,935.00	2,051.00	8,109.00	8,109.00
HOUSING AUTHORITY TOTALS	18,066.52	0.00	6,421.34	4,718.62	29,206.48	29,206.48

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2024-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	222,216	193,814	28,403	15	775,255
TOTAL GRANT INCOME (2)	168,618	177,710	-9,092	-5	710,838
TOTAL INCOME	390,834	371,523	19,311	5	1,486,093
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	129,047	109,233	-19,813	-18	436,933
TOTAL TENANT SERVICES EXPENSES (7)	2,857	400	-2,457	-614	1,600
TOTAL UTILITY EXPENSES (8)	59,371	63,062	3,692	6	252,250
TOTAL MAINTENACE EXPENSES (9,10,11)	101,377	112,090	10,713	10	448,360
TOTAL GENERAL EXPENSES (12)	42,257	39,436	-2,821	-7	157,745
TOTAL HOUSING ASSISTANCE PAYMENTS	1,714	2,000	286	14	8,000
TOTAL FINANCING EXPENSES	10,000	10,000	0	0	40,000
TOTAL NON-OPERATING ITEMS (13)	1,788	9,429	7,641	81	37,716
TOTAL EXPENSES	348,410	345,651	-2,759	-1	1,382,604
NET INCOME	42,424	25,872	16,552	64	103,489

(1) Tenant Rent +\$ 28K (Rents +\$ 26K, Other Tenant Inc. +\$ 3K)

(2) Grant Subsidy -\$ 9K

(3) Salaries no material variance

(4) Legal +\$ 7K (no Legal bills rec. YTD)

(5) Other Admin -\$ 8K (Higher Mgt Fees -\$ 5K, Consultants -\$ 4K)

(6) Misc Admin. -\$19K (Temp Admin Labor -\$ 15K, Postage -\$ 4K)

(7) Tenant Services Exp. -\$ 2K - (Tenant Relocation Exp.)

(8) Sewer & Water - +\$ 4K

(9) Maint. Salary & Benefits +\$ 10K (Sal -\$ 1K, Benefits +\$ 11K)

(10) Maint. Costs Supplies -\$ 10K (Supply Maint./Repairs +\$ 6K, Appliances -\$ 6K, Plumbing -\$ 9K)

(11) Contract Costs +\$ 11K - (Landscaping +\$ 5K, Plumbing +\$ 2K, Janitorial -\$ 2K, Veh Rep & Carpet/Flooring +\$ 4K)

(12) Gen Exp. - Pymts in Lieu -\$ 3K (Higher Rents collected)

(13) Non-Operating Exp. +\$ 8K - Lower Depre. Exp.

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2024-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	154,091	166,791	-12,701	-8	667,166
TOTAL GRANT INCOME (2)	118,636	123,793	-5,157	-4	495,173
TOTAL INCOME	272,727	290,585	-17,858	-6	1,162,339
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	85,795	86,806	1,011	1	347,224
TOTAL TENANT SERVICES EXPENSES	66	25	-41	-165	100
TOTAL UTILITY EXPENSES (5)	55,193	45,271	-9,922	-22	181,085
TOTAL MAINTENANCE EXPENSES (6,7,8)	76,135	81,759	5,624	7	327,035
TOTAL GENERAL EXPENSES	28,554	29,301	748	3	117,204
TOTAL HOUSING ASSISTANCE PAYMENTS	920	688	-232	-34	2,750
TOTAL FINANCING EXPENSES	5,000	5,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	115	62	-52	-84	250
TOTAL EXPENSES	251,778	248,912	-2,864	-1	995,648
NET INCOME	20,949	41,673	-20,722	-50	166,691

- (1) Tenant Rents -\$ 13K
- (2) HUD PHA Subsidy -\$ 6K
- (3) Admin - Salary & Benefits +\$ 5K, Legal +\$ 6K (no legal bills ytd)
- (4) Misc. Admin -\$ 10K, (Postage -\$ 1K, Temp Labor -\$ 8K, Answering Service -\$1K)
- (5) Utilities -\$ 10K (Water/Sewer -\$ 5K, Elect. & Gas -\$ 4K, Garbage -\$ 1K)
- (6) Maint. Salary & Benefits Exp. +\$ 13K (Salary +\$ 11, Benefits +\$ 2K)
- (7) Material Exp. -\$ 10K - (Applinces -\$ 1K, Plumbing -\$ 9K)
- (8) Contract Costs +\$ 2K, (B Landscaping -\$ 3K, Repairs & Flooring +\$ 4K, Janitorial + \$1)

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2024-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	178,347	149,665	28,682	19	598,660
TOTAL GRANT INCOME (2)	128,283	126,496	1,786	1	505,986
TOTAL INCOME	306,630	276,161	30,469	11	1,104,646
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	76,658	89,094	12,436	14	356,376
TOTAL TENANT SERVICES EXPENSES	321	437	116	27	1,750
TOTAL UTILITY EXPENSES (7)	47,488	44,312	-3,175	-7	177,250
TOTAL MAINTENACE EXPENSES (8,9,10)	43,333	88,297	44,964	51	353,187
TOTAL GENERAL EXPENSES (11)	79,120	31,560	-860	-3	126,238
TOTAL HOUSING ASSISTANCE PAYMENTS	1,227	1,875	648	35	7,500
TOTAL FINANCING EXPENSES	4,375	4,375	0	0	17,500
TOTAL NON-OPERATING ITEMS	119	0	-119	N/A	0
TOTAL EXPENSES	252,641	259,950	54,010	21	1,039,801
NET INCOME	53,989	16,211	84,479	521	64,845

- (1) Tenant Rent +\$ 29K
- (2) Grant Subsidy +\$ 2K
- (3) Salaries +\$ 13K & Benefits +\$ 2K
- (4) Legal +\$ 3K (no legal ytd)
- (5) Other Admin +\$ 6K (Mgt Fee -\$ 2K, Consultants +\$ 3K, Auditing + \$1K, Asset Mgt Fee + \$4K)
- (6) Misc. Admin -\$ 13K (Temp Labor -\$ 10K, Postage -\$ 1K, Internet/Tele - \$2 K)
- (7) Utility Exp. -\$ 3K (Elect/Gas -\$ 2K, Gargabe -\$ 1K)
- (8) Maintenance Salary & Benefit +\$ 8K (Salary Exp +\$ 10K, Benefits -\$ 2K)
- (9) Supplies Maintenance +\$ 12K - (Maint/Repairs +\$ 11K, Elect +\$ 1K)
- (10) Contract Costs +\$ 24K, (Rep/Paint +\$ 4K, Landscape +\$ 6K, HVAC +\$ 3K, Equip Rental +\$ 3K, Inspec +\$ 1K, Plumb +\$ 4K, Janitorial/Pest/Veh Maint/Alarm + 2k)
- (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-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	6,472	5,018	1,454	29	20,070
TOTAL GRANT INCOME	5,761	6,311	-550	-9	25,244
TOTAL INCOME	12,233	11,328	905	8	45,314
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	3,250	3,702	452	12	14,807
TOTAL TENANT SERVICES EXPENSES	3	0	-3	N/A	0
TOTAL UTILITY EXPENSES	1,693	1,899	207	11	7,596
TOTAL MAINTENACE EXPENSES	1,484	2,075	591	28	8,299
TOTAL GENERAL EXPENSES	1,179	1,111	-69	-6	4,442
TOTAL HOUSING ASSISTANCE PAYMENTS	0	25	25	100	100
TOTAL FINANCING EXPENSES	275	275	0	0	1,100
TOTAL NON-OPERATING ITEMS (1)	11,939	11,939	0	0	47,757
TOTAL EXPENSES	19,823	21,025	1,203	6	84,102
NET INCOME	-7,590	-9,697	2,108	-22	-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-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	6,503,836	6,613,243	-109,407	-2	6,613,243
TOTAL OTHER INCOME	84	375	-291	-78	375
TOTAL INCOME	6,503,920	6,613,618	-109,698	-2	6,613,618
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7)	369,068	486,066	116,997	24	486,066
TOTAL TENANT SERVICES EXPENSES	1,149	662	-486	-73	662
TOTAL UTILITY EXPENSES	476	66	-409	-618	66
TOTAL MAINTENACE EXPENSES (8)	1,645	4,263	2,617	61	4,263
TOTAL GENERAL EXPENSES	17,310	12,712	-4,598	-36	12,712
TOTAL HOUSING ASSISTANCE PAYMENTS (9,10,11,12)	6,182,209	5,965,234	-216,975	-4	5,965,234
TOTAL FINANCING EXPENSES	18,137	18,137	0	0	18,137
TOTAL NON-OPERATING ITEMS	439	0	-439	N/A	0
TOTAL EXPENSES	6,590,433	6,487,141	-103,293	-2	6,487,141
NET INCOME	-86,513	126,477	-6,405	-5	126,477

- (1) HAP from HUD -\$ 109K (HAP Earned -\$ 127K, Admin +\$ 14K, Port in +\$ 3K)
- (2) Lower Admin Fees +\$ 20K, Port-in +\$ 2K
- (3) Lower Salaries +\$ 85K & Benefits Costs +\$ 4K
- (4) Legal Fees +\$ 2K
- (5) Other Exp. +\$ 53K (Mgt Fee +\$ 15K, Bookkeeping fees +\$ 12K)
- (6) Inspections +\$ 21K, Consultant Costs +\$ 1K, Auditing +\$ 2K
- (7) Misc. Admin. Exp. -\$ 26K (Office Supplies +\$ 2K, Postage +\$ 2K, Other Misc +\$ 4K, Tele/Ans Serv -\$ 5K, Temp Labor -\$ 31K)
- (8) Lower Contract Costs +\$ 3K
- (9) Port Out Payments -\$ 39K (higher than budgeted)
- (10) Higher HAP issued -\$ 166K
- (11) Escrow Contributions Higher -\$ 8K
- (12) Tenant Utility Pmts -\$ 4K

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2024-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	333,504	316,221	17,283	5	1,264,884
TOTAL INCOME	333,504	316,221	17,283	5	1,264,884
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	256,306	300,770	31,964	11	1,203,082
TOTAL TENANT SERVICES EXPENSES	1,616	375	-1,241	-331	1,500
TOTAL UTILITY EXPENSES (8)	8,825	12,062	3,237	27	48,250
TOTAL MAINTENACE EXPENSES (9)	4,616	11,925	7,309	61	47,700
TOTAL GENERAL EXPENSES (10)	14,000	9,500	-4,500	-47	38,000
TOTAL FINANCING EXPENSES	18,750	18,750	0	0	75,000
TOTAL NON-OPERATING ITEMS	2,338	2,125	-213	-10	8,500
TOTAL EXPENSES	306,451	355,508	36,556	10	1,422,032
NET INCOME	27,053	-39,287	53,839	-137	-157,148

- (1) Other Income +\$ 17K (Mgmt. Fees +\$ 9K, Misc. Inc. +\$ 8K)
- (2) Asset Mgt Fee booked as budgeted (As Budgeted \$ 12K)
- (3) Admin Fee to be booked as Cap Projects funding allows (fund drawn 67K)
- (4) Admin Salary +\$ 27K & Benefits Higher -\$ 9K
- (5) Legal Fees +\$ 12K
- (6) Admin Other Exp +\$ 19K - (Training/travel/Audit +\$ 10K, Consultants +\$ 7K, IT Consultants + \$ 1K)
- (7) Misc. Admin. Exp. -\$ 5K (Memb +\$ 2K, Off Sup/Tele/Postage +\$ 2K, Temp Labor -\$ 8K, Internet/Software -\$2K, Comp Part/Tele +1K)
- (8) Utilities +\$ 3K - (Elec +\$ 2K, Water/Gas +\$ 1K)
- (9) Contract +\$ 7K - (Janitorial +\$ 4K, Alarm Monitoring +\$ 1K)
- (10) General Exp. - \$ 5K (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-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	19,902	18,607	1,295	7	74,428
TOTAL OTHER INCOME (1,2)	148,274	128,664	19,610	15	514,655
TOTAL INCOME	168,175	147,271	20,905	14	589,083
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	13,963	21,052	7,089	34	84,207
TOTAL UTILITY EXPENSES	74	161	87	54	643
TOTAL MAINTENACE EXPENSES	2,305	2,920	615	21	11,680
TOTAL GENERAL EXPENSES	6,110	5,724	-387	-7	22,895
TOTAL FINANCING EXPENSES	38,250	38,250	0	0	153,000
TOTAL NON-OPERATING ITEMS	860	860	0	0	3,438
TOTAL EXPENSES	61,562	68,966	7,404	11	275,864
NET INCOME	106,613	78,305	28,309	36	313,220

(1) Other Income +\$ 14K - (Int. inc. F & M Bnak +\$ 13K)

(2) Management Fee +\$ 7K

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

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

Budget Comparison

Period = Oct 2024-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	32,307	54,490	-22,182	-41	217,958
TOTAL INCOME	32,307	54,490	-22,182	-41	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	3,509	5,571	2,062	37	22,283
TOTAL UTILITY EXPENSES (2)	17,706	23,758	6,052	25	95,032
MAINTENANCE AND OPERATIONS					
TOTAL MAINTENACE EXPENSES (3)	1,998	8,401	6,403	76	33,603
TOTAL GENERAL EXPENSES	1,709	1,507	-202	-13	6,026
TOTAL NON-OPERATING ITEMS	14,009	13,852	-157	-1	55,408
TOTAL EXPENSES	38,931	53,088	14,157	27	212,352
NET INCOME	-6,623	1,402	-8,025	-573	5,606

(1) Tenant Rents -\$ 22K (Tenant Utilities -\$ 14K)

(2) Garbage +\$ 2K, Electricity/Gas +\$ 5K

(3) Contract +\$ 6K (Landscaping +\$ 2K, Alarm/Pest control +\$ 2K, Elec/Janitorial/FL Covering +\$ 2K)

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2024-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	228,540	163,758	64,781	40	655,033
TOTAL GRANT INCOME (2)	171,193	158,122	13,071	8	632,489
TOTAL INCOME	399,733	321,881	77,852	24	1,287,522
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	28,582	42,118	13,535	32	168,471
TOTAL UTILITY EXPENSES	29,794	30,491	697	2	121,963
TOTAL MAINTENACE EXPENSES (5,6,7,8)	37,001	39,784	2,783	7	159,137
TOTAL GENERAL EXPENSES	10,415	11,027	612	6	44,110
TOTAL HOUSING ASSISTANCE PAYMENTS (9)	172,396	158,435	-13,961	-9	633,739
TOTAL FINANCING EXPENSES	17,125	17,125	0	0	68,500
TOTAL NON-OPERATING ITEMS	3,897	3,890	-8	0	15,558
TOTAL EXPENSES	299,210	302,870	3,658	1	1,211,478
NET INCOME	100,523	19,011	81,510	429	76,044

- (1) Tenant Assistance Pmts +\$ 65K
- (2) Grant Inc +\$ 13k
- (3) Salaries - Vacant staff positions +\$ 10K, Lower Benefit costs +\$ 2K
- (4) Legal Exp Lower +\$ 4K, Mgt Fee -\$2K
- (5) Utility Invoices timing. +\$ 1K (Elect/Gas +\$ 2K, Water/Sewer +\$ 2K, Garabge -\$ 3K)
- (6) Maint. Salary +\$ 4K, Benefits Lower -\$ 1K
- (7) Supplies costs +\$ 2K (Supplies Maint/Repairs)
- (8) Contract Costs -\$ 3K (Bld Repairs +\$ 2K, HVAC -\$ 9K, Pest/Landscaping +\$ 1K, Plumb/Alarm +\$ 1K)
- (9) Housing Assistance Pmt Higher -\$ 14K

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2024-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	149,559	156,133	-6,574	-4	624,531
TOTAL INCOME	149,559	156,133	-6,574	-4	624,531
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	12,927	29,270	16,342	56	117,079
TOTAL TENANT SERVICES EXPENSES	236	0	-236	N/A	0
TOTAL UTILITY EXPENSES	23,450	24,362	912	4	97,450
TOTAL MAINTENANCE EXPENSES (3,4)	14,660	24,355	9,695	40	97,420
TOTAL GENERAL EXPENSES (5)	9,374	10,959	1,585	14	43,838
TOTAL FINANCING EXPENSES	5,000	5,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	48,868	48,868	0	0	195,471
TOTAL EXPENSES	114,515	142,814	28,298	20	571,258
NET INCOME	35,044	13,318	21,724	163	53,273

(1) Tenant income -\$ 6K (Tenant Rent +\$ 4K, Rental Assistance -\$ 12K, Misc Inc. +\$ 2K)

(2) Total Admin +\$ 16K (Salary +\$ 7K, Benefits +\$ 5K, Audit/Consults +\$ 3K)

(3) Maint. Salary -\$ 2K, Benefits +\$ 5K, Plumbing +\$ 1K

(4) Contract +\$ 3K (combination of Carpet Cleaning, Alarm Monitoring, Consultant and Other costs)

(5) General Exp. +\$ 2K (W/C Exp.)

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2024-Dec 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
Income	959,829	978,299.58	18,470		1,956,599.00
Total Income (1)	959,829	978,299.58	18,470		1,956,599.00
Expenses					
Total - Center Personnel (2)	328,187.70	382,654.56	54,466.86	14.23	765,309.00
Total - Operating Expenses (3)	457,019.33	404,444.04	-52,575.29	-13.00	808,888.00
Total - Maintenance Expenses (4)	12,195.43	29,300.04	17,104.61	58.38	58,600.00
Total - Contractor Administration (5)	87,226.00	86,699.94	-526.06	-0.61	173,400.00
Total - Debt Service and Replacement	75,201	75,201.00	0	0	150,402.00
TOTAL	959,829	978,299.58	18,470	2	1,956,599.00

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

(2) Salaries +\$ 1K, Benefits +\$ 53K

(3) Higher utilities - Net diff. -\$ 52K, (Utilities -\$ 105k, Communications +\$ 79K, Major Equip. -\$ 7K, Prop/Liab Ins -\$ 19K)

(4) General lower supplies and contract expenses +\$17K, (Elec/Plumb/Paint +\$ 11K, Lumber and Materials +\$ 5K)

(5) Expense compared to budget -Audit Fees Higher than Bgdt YTD -\$ 1K

Total Number of Public Housing Units: 421
 Number of Occupied Units: 412
 Number of Vacant Units: 9

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
237	No	pending unit turnover	\$800.00
233	No	pending unit turnover	\$800.00
396	Yes	pending unit turnover	\$500.00
37	Yes	pending unit turnover	\$800.00
235	No	pending unit turnover	\$800.00
345	Yes	pending unit turnover	\$500.00
1204	Yes	pending unit turnover	\$500.00
399	Yes	pending unit turnover	\$500.00
395	No	pending unit turnover	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	Aug	Sep	Oct	Nov	Dec	Jan
Lease Up Days		1798	1843	1924	1955	181	250
Average Lease Up Days		38	33	33	32.05	13.92	13.89
Make Ready Time		874	1105	1205	1221	348	418
Average Make Ready Days		19	20	21	20.02	26.77	23.22
Down Days		3340	3871	3916	3879	327	413
Average Down Days		71	70	67	63.59	25.15	22.94
Total # Vacant Units Turned		47	56	59	61	13	18
Total # Turn Around Days		6012	6819	7045	7055	856	1081
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	127	121	119	115	65	60

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: February 19, 2025

SUBJECT: Housing Authority of the County of Merced Departmental Update

Clerk of the Board

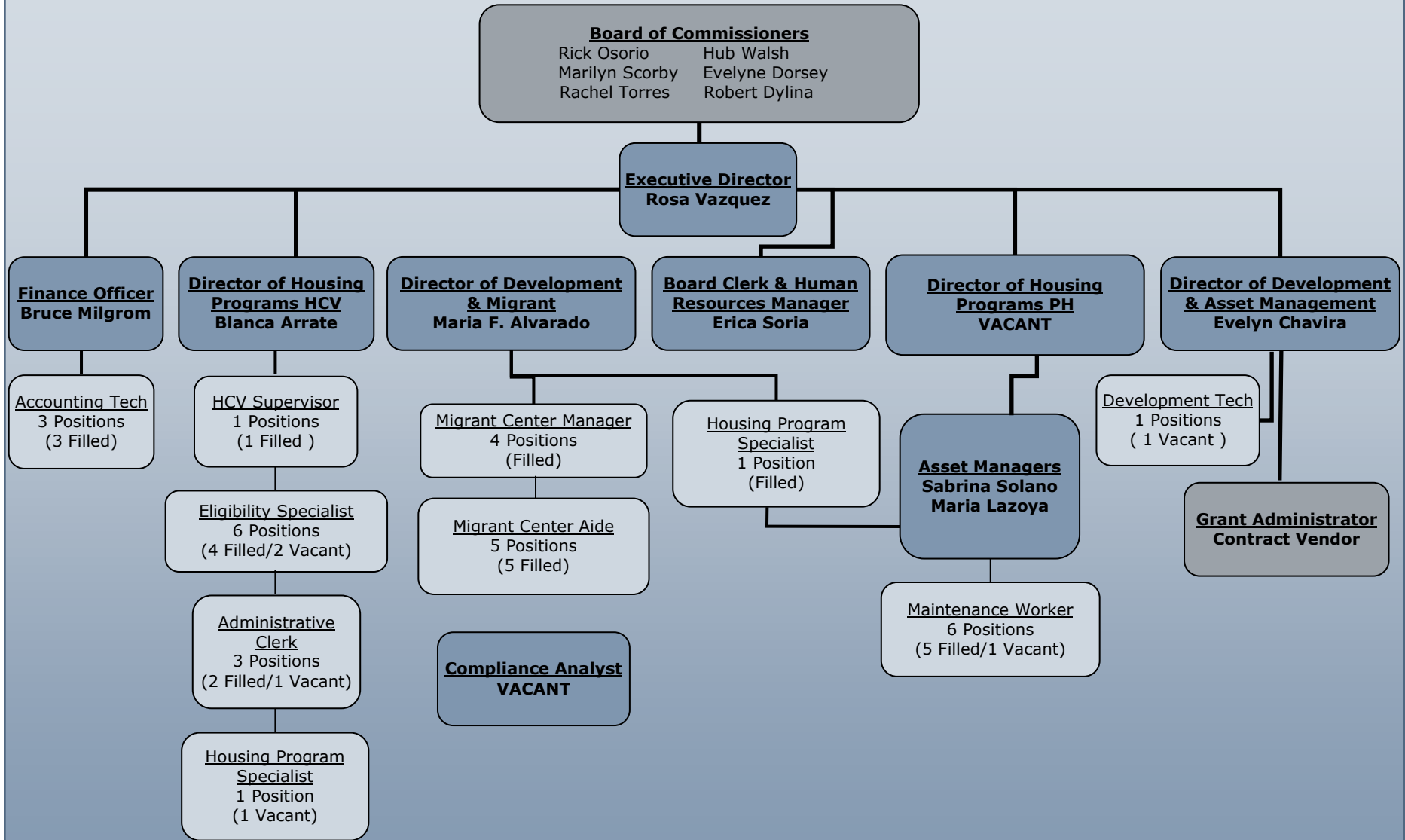
The Authority continues to have a Public Housing – Resident Commissioner vacancy. Outreach to Public Housing residents to fill the Resident Commissioner vacancy continues.

Human Resources

The Authority currently has eight (8) vacant positions. Of those positions, two (2) are management positions; Compliance Analyst (1) and Director of Housing Programs (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).

With the continued effort to fill these vacancies, the Authority has onboarded two represented positions: Administrative Clerk and Migrant Center Aide. Having these two positions filled, the represented vacancy rate has decreased to 19.35%.

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: February 19, 2025

SUBJECT: Awarding a contract for agency-wide Landscape Maintenance Services contract to Green Horizon, Inc.

To comply with Department of Housing and Urban Development (HUD) regulations and the Housing Authority of the County of Merced (Authority) Procurement Policy, the Authority must procure services no more than every five (5) years. As such, the Authority issued a Request for Proposals (RFP) procuring Landscaping Maintenance Services for routine and as-needed landscaping services for Authority properties.

The Authority procured landscaping services by posting on the Contractor's link of the Authority's website, as well as, contacting contractors by phone and emailing Seven (7) solicitation packets to licensed landscaping contractors.

Responses to the RFP were due January 2, 2025, the Authority received a total of two (2) proposals. The Authority assembled and provided said proposal to an Evaluation Committee. After the review of RFP responses, the Evaluation Committee scores were reviewed and scored with the following results:

Landscaping Contractor	Average Score
Green Horizon, Inc., Turlock	108
Yard Masters, Inc.	97

Total Points Possible: 110 Points

The proposal submitted by Green Horizon, Inc. was evaluated and found to be responsive and complete. A HUD required background research was conducted and did not yield any results pertaining to disbarments, limited participation and/or other disqualifications.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2025-01**, awarding agency-wide Landscape Maintenance Services contract to Green Horizon, Inc. and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

It is the intent of the Authority to enter into a one-year contract with two (2) two-year (2-year) renewal term options.

RESOLUTION NO. 2025-01

AWARDING CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES TO GREEN HORIZON, INC.

WHEREAS, the Housing Authority of the County of Merced (Authority) issued a Request for Proposals (RFP) to procure for Landscape Maintenance Services for routine and as-needed landscaping services for various Authority properties.

WHEREAS, in order to obtain optimal advertising and maximize outreach, the Authority posted on the contractor page of the main website, contacted by phone and emailed Seven (7) solicitation packets to licensed landscaping contractors; and

WHEREAS, two (2) proposals were received and opened on January 6, 2025 and forwarded to a pre-selected evaluation committee for review; and

WHEREAS, based on the recommendation from the evaluation committee, it was determined that the proposal submitted by Green Horizon, Inc. was the most responsive proposal; and

THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the County of Merced does hereby accept the proposal and authorizes the award of the contract to Green Horizon, Inc.; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby appoint Executive Director, Rosa Vazquez, as the person designated with signature authority on behalf of the Board.

The foregoing resolution was introduced at the March 28, 2019 Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion: Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: February 19, 2025

STAFF REPORT

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

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

DATE: February 19, 2025

SUBJECT: Procurement Department Update- Housing Authority of the County of Merced, 5-Year Contracts

In adherence to the Department of Housing and Urban Development (HUD) regulations and the Housing Authority of the County of Merced (the Authority) procurement policies, the Authority ensures that services are procured no more frequently than every five (5) years.

The Authority will be undertaking a variety of Request for Proposals (RFP's) over the next few months to comply with requirements. The following services will be solicited:

1. Janitorial Services
2. Elevator Maintenance Services
3. Public Housing Annual Inspections

The Authority remains committed to adhering to all applicable regulations and policies. These efforts are part of our ongoing initiative to maintain a high standard of service delivery.

STAFF REPORT

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

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

DATE: February 19, 2025

SUBJECT: On Going Projects for the Housing Authority of the County of Merced
(Authority)

The Housing Authority of the County of Merced (Authority) currently overseeing several projects of improvement in progress consisting of:

- Painting exterior and interior buildings for migrant centers Atwater, Merced, and Felix Torres.
- Roofing replacement at Felix Torres Migrant Center.
- Laundry room Luxury Vinyl Tile (LVT) installations at Merced Migrant and Felix Torres Migrant Center.

Public Housing program continues to maintain larger tasks and projects such as:

- HVAC/Heating Units - Replacements/repairs heating ventilation.
- Plumbing Work – replacing/repairing long main water breaks within interior and/or exterior of units.
- Roof Repairs – Ongoing repairs to roofs across several units due on leaks and maintain structure of unit.
- Fire Damaged Units – The drywall installation for the four (4) units burnt on Dora Street in Dos Palos continues due to some delays, such as inspections and weather. The units are estimated to be back online after final inspection by the end of March.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: February 19, 2025

SUBJECT: Veteran Affairs Supportive Housing (VASH) Update

On January 27, 2025, the Housing Authority of the County of Merced (Authority) and representatives from the VA HUD-VASH Program, Dr. Diari.Banigo, VA Director, and Julio Diaz, Senior Social Worker met to discuss several topics regarding the VASH vouchers administered by the Authority.

Discussion Topics:

Designation of 20 HUD-VASH vouchers as Project-Based:

The Authority requested to sit and discuss the topic of a potential allocation of 20 HUD-VASH vouchers to an upcoming project in the form of PBVs. The Authority had no prior knowledge of the VAs intent or desire to PBV vouchers but was made aware via a Developer's request to review the allocation process. Discussions between the Developer and VA had occurred; however, the Authority was not involved. Due to the limited number of vouchers available the Authority and VA discussed the available options to acquire more vouchers for this and any other projects. A future meeting between all parties will be held.

Upcoming & Pre-Committed HUD-VASH PBV Vouchers:

The Authority also discussed other projects that have either had letters of PBV Commitments and/or will be seeking such letters. This discussion was needed because as previously mentioned the number of HUD-VASH vouchers is limited.

Current HUD-VASH Vouchers:

The Authority also reviewed the current program numbers. There is a current total allocation of 123 HUD-VASH vouchers of which 9 are pending referrals. Additionally, once the open slots are filled the VA will be graduating 10 families from the program. Graduation from the HUD-VASH program means that the families will receive tenant vouchers allowing for other veterans to receive the HUD-VASH voucher and supportive services.

Future Grant Funding Applications:

Opportunities for upcoming grant funding were also discussed. This means the VA will be evaluating the possibility of providing the Authority with the required letter of support so that the Authority can apply for additional vouchers.

This meeting presented a great opportunity to strengthen the partnership and discuss and explore strategies that will assist both the VA and the Authority in providing veterans with much-needed and deserved housing and supportive services.