

# AGENDA

## BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Quarterly Meeting  
Tuesday, January 20, 2015  
5:30 p.m.  
Closed session immediately following

Housing Authority of the County of Merced  
Administration Building  
405 "U" Street  
Board Room – Building B (Second Floor)  
Merced, CA 95341  
(209) 386-4139

Rachel Torres, Chairperson  
Lyle Davis, Vice-Chair  
Jose Delgadillo  
Evelyne Dorsey  
Rick Osorio  
Margaret Pia  
Jose Resendez

**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 Administrative Assistant located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at [www.merced-pha.com](http://www.merced-pha.com)

**Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.**

### I. CALL TO ORDER AND ROLL

### II. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA

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

### III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. December 16, 2014 Regular Meeting

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

#### IV. UNSCHEDULED ORAL COMMUNICATION

##### NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the 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 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

#### V. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Housing Authority and will be adopted by one action of the Board of Commissioners, unless any Board Member has any question(s), or wishes to discuss an item. In that event, the Chairperson will remove that item from the Consent Calendar and place it for separate consideration.

A. Rent Delinquency Report for December 2014 (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

B. Financial Reports for December 2014 (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/Discussion Item(s):

- 1.) Department Reviews (provided in Board packet)
- 2.) Family Self Sufficiency Presentation (FSS)
- 3.) Director's Updates

B. Resolution Item(s):

- 1.) **Resolution No. 2015-01:** Authorizing the purchase of property located at 1202 1<sup>st</sup> Street APN: 032-285-022 and 1210 1<sup>st</sup> Street APN: 032-285-021 from Stonefield Equity, LLC

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

C. Action Item(s): None

#### VII. COMMISSIONER'S COMMENTS:

#### VIII. CLOSED SESSION ITEM(S):

A. Pursuant To Government Code §54957.6

Union Negotiations

Agency negotiator – Dave Ritchie

**B. Pursuant to Government Code §54957**

Public Employee Performance Evaluation for Executive Director

**C. Pursuant to Government Code § 54956.8**

Proposed purchase of property located at 1202 1st Street and 1210 1st Street.

Agency negotiator: Dan Gallagher – Gonella Coldwell Banker

Negotiating parties: HACM and Stonefiled Equity LLC

Under negotiation: price/terms of sale

**D. Pursuant to Government Code §54956.8**

Sale of Planada Village property located at 551 N. Plainsburg Rd., Planada – CA

Agency negotiator: Dan Gallagher – Gonella Coldwell Banker

Negotiating Parties: HACM and Likwid Asset Management LLC,

Jesse Atwal Managing Member

**IX. ADJOURNMENT**

# MINUTES

## BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

### Regular Meeting Tuesday, December 16, 2014

- I. The meeting was called to order by Chairperson Torres at 5:33 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Rachel Torres, Chairperson  
Jose Delgadillo  
Evelyne Dorsey  
Jose Resendez  
Margaret Pia

**Commissioners Absent:**

Rick Osorio  
Lyle Davis, Vice Chairperson

Chairperson Torres declared there was a quorum present.

**Staff Present:**

Rennise Ferrario, Executive Director/Board Secretary  
John Daugherty, Finance Officer  
Gina Thexton, Housing Programs Director  
Maria F. Alvarado, Executive Assistant

**Others Present:**

Jorge Almeida, Migrant Center Supervisor  
Armando Ornelas, Migrant Manager  
Ruben Pimentel, Migrant Manager

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

There were no additions or deletions to the agenda

(M/S/C): Commissioner Delgadillo/Commissioner Resendez/passed  
unanimously

II. **APPROVAL OF THE FOLLOWING MEETING MINUTES:**

A. October 7, 2014, Regular Meeting

(M/S/C): Commissioner Pia/Commissioner Delgadillo/passed unanimously

**III. UNSCHEDULED ORAL COMMUNICATION:** None

**IV. CONSENT CALENDAR:**

**A. Rent Delinquency Report for October 2014**

Revised PHAS report was provided and reviewed

(M/S/C): Commissioner Pia/Commissioner Resendez/passed unanimously

**B. Financial Reports for September 2014**

After brief discussion financials were approved

(M/S/C): Commissioner Delgadillo/Commissioner Resendez/passed unanimously

**V. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):**

**A. Information/discussion Item(s):**

**1.) Presentation to Migrant Staff**

- a. Executive Director Ferrario recognized the migrant staff for their hard work and expressed appreciation for maintaining high standards.
- b. Chairperson Torres acknowledged the efforts of the migrant staff and presented Jorge Almeida, Armando Ornelas, and Ruben Pimentel with letters of appreciation from the Board. Letters will be provided to those individuals that were not in attendance.

**2.) Director's Updates - Executive Director Ferrario provided the following updates:**

- a. Migrant Centers are now closed. Jorge Almeida gave brief update on centers and staff.
- b. Oak Terrace, Valley View and Merced Commons, lease up is good. No major problems at the present time.
- c. Human Resources – Recruitment is still being conducted for the Maintenance Worker I position. The written exercise was conducted 12/11/14, and 25 applicants attended. The oral panel will be held 12/23/14.
- d. Training – Several trainings have been scheduled for staff:
  - Fair Housing Training – Blanca Arrate attended training in Stockton 12/2014.
  - Supervisory Training scheduled for January - Blanca Arrate, Housing Manager; Jorge Almeida, Migrant Manager; Linda Dominguez, PH Property Manager; Janae Elmasian, PH Property Manager
  - Human Resource Training, January – Maria Alvarado
- e. Request for Proposals – Executive Director has carefully reviewed all the proposals that were received for the AC replacement in Atwater/Winton and the recommendation that was submitted by the

review panel. The recommendation was that the contract be awarded to STW Construction from Selma, as the “lowest responsive and responsible bidder”. The lowest *apparent* bidder Mercado Construction, lacked the experience to undertake a job of this size.

- f. Contract Renewals – cleaning, landscape, pest control and inspection contracts are either expired or will expire soon and require renewal. A new RFP will be sent out.
- g. REAC Inspections are being conducted. AMP 2 scored 88 which is lower than 96 they received in the previous inspection. AMP 3 scored 96 which is higher than the 92 they previously received. AMP 1 is still pending.
- h. Senator Costa’s office has confirmed funding for the additional VASH vouchers.
- i. Annual Plan has been resubmitted with an addendum providing the information on the anticipated purchase of the two properties on 1st Street.
- j. Tony Weber, CEO with Golden Valley Health Center has signed the a new lease for additional office space.
- k. Several Commissioners need to complete Ethics Training. Training can be done on the computer either at home or here at the office.

B.) Resolutions Item(s):

- 1.) Resolution No. 2014-17 Awarding contract for HVAC Upgrades for Projects 23-12A, Atwater and 23-12B, Winton to STW Construction

**(M/S/C):** Commissioner Pia/Commissioner Dorsey/passed:  
5-Ayes  
0-Noes  
2-Absent

- 2.) Resolution No. 2014-18 Authorizing and approving the sale and transfer of assessor’s parcel number 037-010-003 to LIKWID ASSET MANAGEMENT LLC further authorizing the Executive Director to take all necessary actions to proceed with the transfer and sale of said parcel.

**(M/S/C):** Commissioner Pia/Commissioner Dorsey/passed:  
5-Ayes  
0-Noes  
2-Absent

C.) Action Item(s): None

**VI. COMMISSIONER’S COMMENTS**

- A. Commissioner Dorsey wanted to commend Executive Director Ferrario on her poise and composure when dealing with unexpected event which occurred the evening of the last meeting when the car crashed into the fence.
- B. Chairperson Torres would like send get well wishes to Commissioner Davis and Commissioner Osorio.

Break 6:10 p.m. – 6:25 p.m.

**VII. CLOSED SESSION ITEM(S):**

The Board of Commissioners went into closed session at 6:35 p.m. The following people were present:

Board Members

|                      |  |
|----------------------|--|
| Rachel Torres, Chair | Rennise Ferrario, Executive Director/Board Secretary |
| Jose Delgadillo      | John Daugherty, Finance Officer                      |
| Evelyne Dorsey       |  |
| Jose Resendez        |  |
| Margaret Pia         |  |

Board returned to Regular Session at 7:52 p.m. It was reported that instructions were provided to the Executive Director to proceed as directed with each closed session item.

**VIII. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 7:53 p.m.

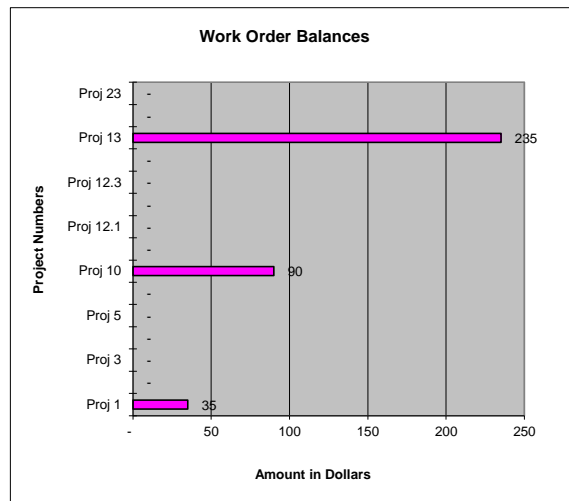
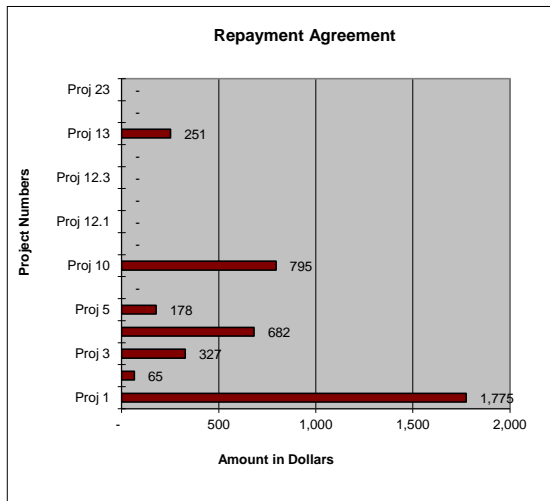
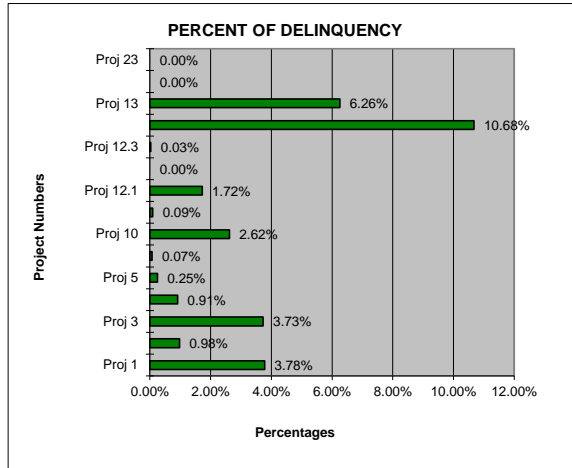
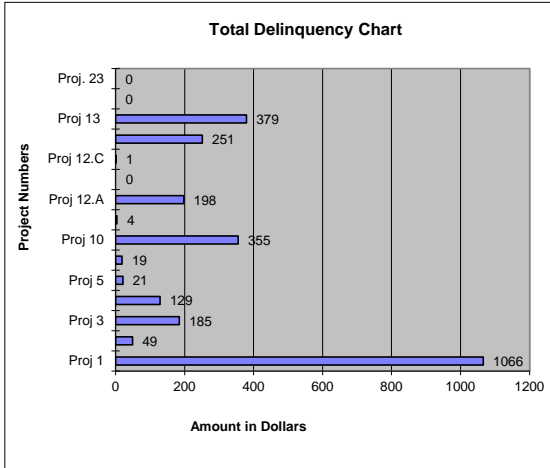
\_\_\_\_\_  
Chairperson Signature / Date

\_\_\_\_\_  
Secretary Signature/ Date

**HOUSING AUTHORITY OF THE COUNTY OF MERCED  
TENANTS' DELINQUENT BALANCES**

Nov-14

| Project Name           | Project # | Total Units | Total # delinquent | Delinquent | Work Orders | Retro Charges | Repay. Agreements | Total Rent | % of Delinq. |
|------------------------|-----------|-------------|--------------------|------------|-------------|---------------|-------------------|------------|--------------|
| Gateway Homes          | Proj 1    | 101         | 19                 | 1066       | 35          | -             | 1775              | 28,223     | 3.78%        |
| Linda Vista Homes      | Proj 2    | 20          | 3                  | 49         | -           | -             | 65                | 5,023      | 0.98%        |
| Cameo Court Homes      | Proj 3    | 15          | 4                  | 185        | -           | -             | 327               | 4,956      | 3.73%        |
| Abby Circle Homes      | Proj 4    | 40          | 11                 | 129        | -           | -             | 682               | 14,120     | 0.91%        |
| Globe Ave. Homes       | Proj 5    | 30          | 3                  | 21         | -           | -             | 178               | 8,477      | 0.25%        |
| Livingston Homes       | Proj 6    | 60          | 3                  | 19         | -           | 3,696         | 0                 | 25,637     | 0.07%        |
| Merced Turnkey Homes   | Proj 10   | 44          | 4                  | 355        | 90          | -             | 795               | 13,534     | 2.62%        |
| Los Banos Homes        | Proj 11   | 10          | 1                  | 4          | -           | -             | 0                 | 4,370      | 0.09%        |
| Atwater Homes          | Proj 12.A | 36          | 6                  | 198        | -           | 3,702         | 0                 | 11,495     | 1.72%        |
| Winton Homes           | Proj 12.B | 6           | 0                  | 0          | -           | -             | 0                 | 2,635      | 0.00%        |
| Dos Palos Homes        | Proj 12.C | 12          | 1                  | 1          | -           | -             | 0                 | 3,054      | 0.03%        |
| So. Dos Palos Homes    | Proj 12.D | 10          | 2                  | 251        | -           | -             | 0                 | 2,351      | 10.68%       |
| Merced Elderly Complex | Proj 13   | 28          | 2                  | 379        | 235         | -             | 251               | 6,057      | 6.26%        |
| Merced 1st Acquisition | Proj. 21  | 1           | 0                  | 0          | -           | -             | 0                 | 183        | 0.00%        |
| Atwater Acquisition    | Proj. 23  | 2           | 0                  | 0          | -           | -             | 0                 | 591        | 0.00%        |
|                        |           | 415         | 59                 | 2657       | 360.05      | 7398          | 4073              | 130706     | 2.03%        |



| Percent Delinquent  | 2014   |        |        |        |        |              |
|---------------------|--------|--------|--------|--------|--------|--------------|
|                     | Jan-14 | Feb-14 | Mar-14 | Apr-14 | May-14 | Jun-14       |
|                     | 3.14%  | 4.28%  | 4.07%  | 2.70%  | 2.73%  | 2.06%        |
| Percent Delinquent  | 2014   |        |        |        |        |              |
|                     | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14       |
|                     | 2.13%  | 2.47%  | 2.92%  | 2.18%  | 2.03%  |              |
| Average Delinquency |        |        |        |        |        | <b>2.79%</b> |

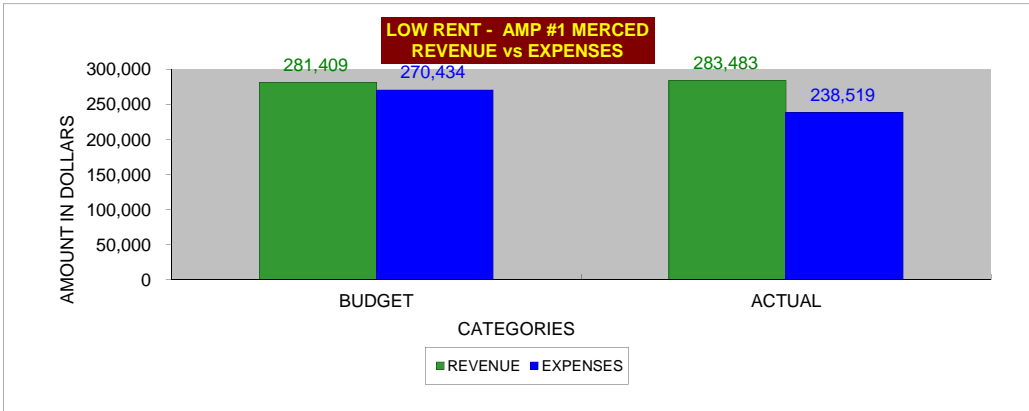
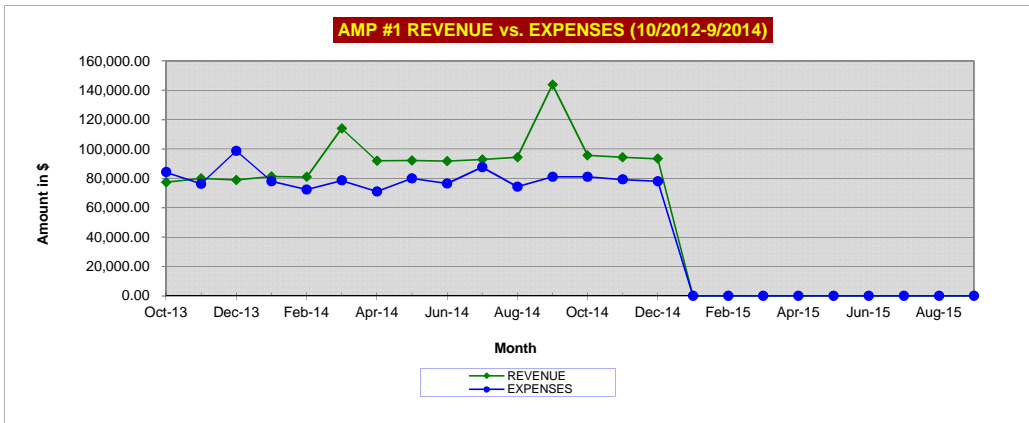
| Percent Delinquent  | 2013   |        |        |        |        |              |
|---------------------|--------|--------|--------|--------|--------|--------------|
|                     | Jan-13 | Feb-13 | Mar-13 | Apr-13 | May-13 | Jun-13       |
|                     | 6.22%  | 3.55%  | 2.87%  | 2.73%  | 3.47%  | 2.57%        |
| Percent Delinquent  | 2013   |        |        |        |        |              |
|                     | Jul-13 | Aug-13 | Sep-13 | Oct-13 | Nov-13 | Dec-13       |
|                     | 1.84%  | 2.26%  | 2.32%  | 3.07%  | 4.26%  | 2.98%        |
| Average Delinquency |        |        |        |        |        | <b>2.79%</b> |



## PHAS Tracking Summary Fiscal Year Ending 09/30/15

| Indicators                         |   | Estimated Status at End of Month |                     |     |     |     |     |     |     |     |     |     |     |     |
|------------------------------------|---|----------------------------------|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                    |   | Sub-Indicator #1                 | Performance Scoring | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| Lease Up Days                      |   | 4                                | 16                  | 32  |     |     |     |     |     |     |     |     |     |     |
| Average Lease Up Days              |   | 1                                | 4                   | 5   |     |     |     |     |     |     |     |     |     |     |
| Make Ready Time                    |   | 18                               | 55                  | 76  |     |     |     |     |     |     |     |     |     |     |
| Average Make Ready Days            |   | 5                                | 14                  | 12  |     |     |     |     |     |     |     |     |     |     |
| Down Days                          |   | 0                                | 0                   | 0   |     |     |     |     |     |     |     |     |     |     |
| Average Down Days                  |   | 0                                | 0                   | 0   |     |     |     |     |     |     |     |     |     |     |
| Total # Vacant Units Turned        |   | 1                                | 4                   | 6   |     |     |     |     |     |     |     |     |     |     |
| Total # Turn Around Days           |   | 22                               | 71                  | 107 |     |     |     |     |     |     |     |     |     |     |
| Average Turn Around Days (To Date) | A = 0-20<br>B = 21-25<br>C = 26-30<br>D = 31-40<br>F = more than 50 | 6                                | 18                  | 18  |     |     |     |     |     |     |     |     |     |     |

|  |  |      |      |      |  |  |  |  |  |  |  |  |  |  |
|--|--|------|------|------|--|--|--|--|--|--|--|--|--|--|
| % Emergency Work Orders Abated W/in 24 hours         | A = 99%<br>B=98%<br>C=97%<br>D=96%<br>E=95%<br>F= less than 95%                        | 100% | 100% | 100% |  |  |  |  |  |  |  |  |  |  |
| Average # days to complete Non-Emergency Work Orders | A = 25 days or less<br>B=26-360<br>C=31-40<br>D=41-50<br>E=51-60<br>F= greater than 60 | 4    | 6    | 5    |  |  |  |  |  |  |  |  |  |  |



| REVENUE               | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
|-----------------------|----------------|----------------|------------|------------|
| RENTS                 | 139,134        | 143,606        | 261.36     | 269.76     |
| NON-DWELL. RENTS      | 0              | 0              | 0.00       | 0.00       |
| INTEREST              | 252            | 629            | 0.47       | 1.18       |
| OTHER INCOME          | 4,285          | 3,901          | 8.05       | 7.33       |
| PFS SUBSIDY           | 137,738        | 135,347        | 258.74     | 254.25     |
| CFP FUNDS             | 0              | 0              | 0.00       | 0.00       |
| HOME SALE REVENUE     | 0              | 0              | 0.00       | 0.00       |
|                       | <b>281,409</b> | <b>283,483</b> | 528.62     | 532.52     |
| EXPENSES              | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
| ADMIN.                | 79,617         | 85,009         | 149.56     | 159.69     |
| TENANT SERVICES       | 0              | 0              | 0.00       | 0.00       |
| UTILITIES             | 48,621         | 29,393         | 91.33      | 55.21      |
| MAINT.                | 82,507         | 66,844         | 154.99     | 125.57     |
| GENERAL               | 27,171         | 25,020         | 51.04      | 47.00      |
| NONROUTINE            | 0              | 0              | 0.00       | 0.00       |
| DEPRECIATION          | 32,518         | 32,253         | 61.09      | 60.59      |
| EQUITY TRANSFERS      | 0              | 0              | 0.00       | 0.00       |
|                       | <b>270,434</b> | <b>238,519</b> | 508.01     | 448.06     |
| NET SURPLUS           | 10,975         | 44,965         |            |            |
| NET FROM OPERATIONS   | <b>10,975</b>  | <b>44,965</b>  |            |            |
| NET SURPLUS           | 10,975         | 44,965         |            |            |
| ADD BACK DEPRECIATION | 32,518         | 32,253         |            |            |
| <b>CASH FLOW</b>      | <b>43,493</b>  | <b>77,218</b>  |            |            |

HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 2 (.fs-amp2)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/14 TO: 9/30/2015

REPORT PERIOD FROM:

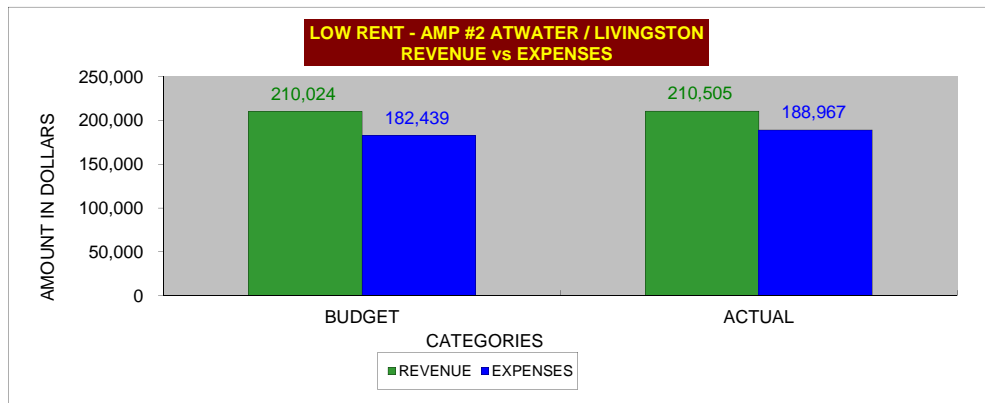
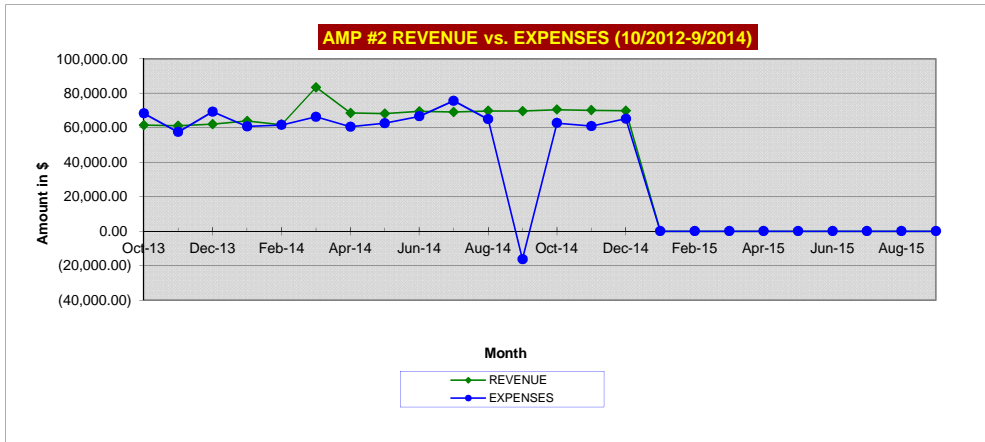
01-Oct-14

TO:

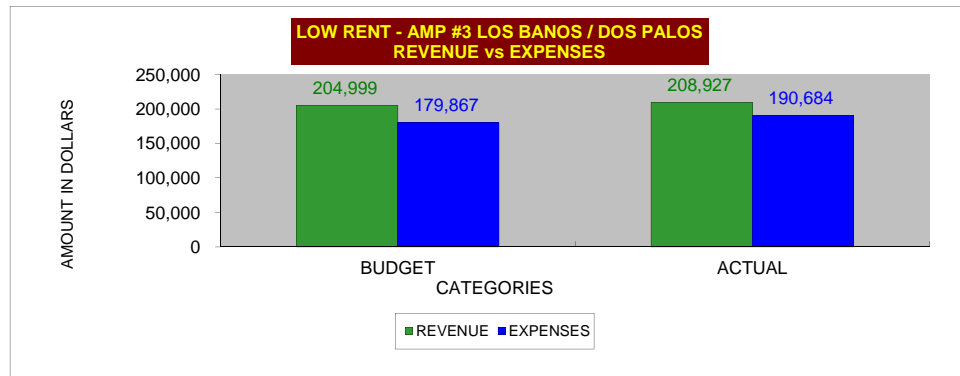
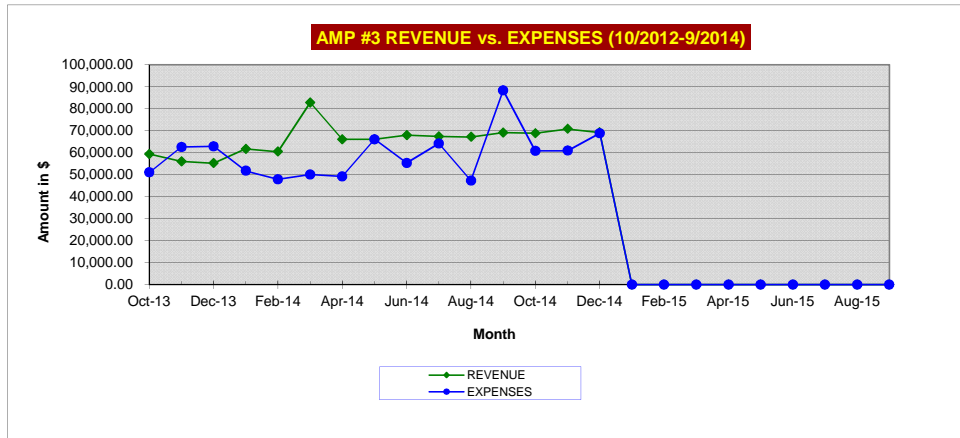
REV. RATE: 25.2%

# UNIT/MONTH: 1,404

31-Dec-14



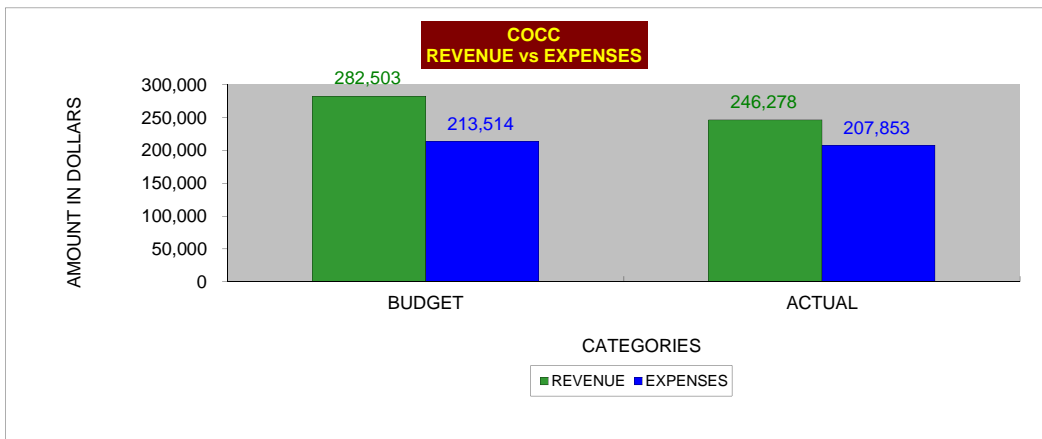
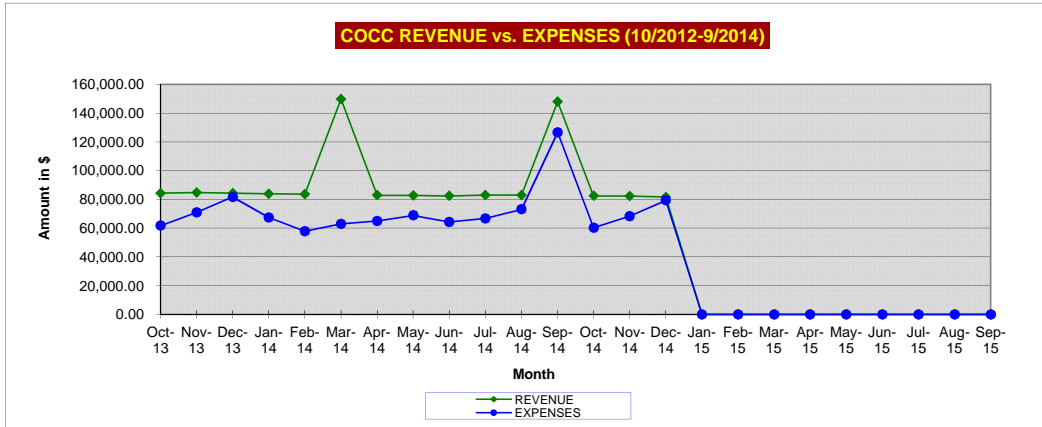
| REVENUE               | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
|-----------------------|----------------|----------------|------------|------------|
| RENTS                 | 132,077        | 133,906        | 373.22     | 378.39     |
| NON-DWELL. RENTS      | 0              | 0              | 0.00       | 0.00       |
| INTEREST              | 151            | 435            | 0.43       | 1.23       |
| OTHER INCOME          | 2,117          | 1,799          | 5.98       | 5.08       |
| PFS SUBSIDY           | 75,678         | 74,365         | 213.85     | 210.14     |
| CFP FUNDS             | 0              | 0              | 0.00       | 0.00       |
| HOME SALE REVENUE     | 0              | 0              | 0.00       | 0.00       |
|                       | <b>210,024</b> | <b>210,505</b> | 593.48     | 594.84     |
| EXPENSES              | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
| ADMIN.                | 60,546         | 62,839         | 171.09     | 177.57     |
| TENANT SERVICES       | 0              | 0              | 0.00       | 0.00       |
| UTILITIES             | 32,313         | 35,739         | 91.31      | 100.99     |
| MAINT. GENERAL        | 50,567         | 52,112         | 142.89     | 147.26     |
| NONROUTINE            | 0              | 0              | 0.00       | 0.00       |
| DEPRECIATION          | 18,421         | 18,270         | 52.05      | 51.63      |
| EQUITY TRANSFERS      | 0              | 0              | 0.00       | 0.00       |
|                       | <b>182,439</b> | <b>188,967</b> | 515.53     | 533.98     |
| NET SURPLUS           | 27,585         | 21,538         |            |            |
| NET FROM OPERATIONS   | <b>27,585</b>  | <b>21,538</b>  |            |            |
| NET SURPLUS           | 27,585         | 21,538         |            |            |
| ADD BACK DEPRECIATION | 18,421         | 18,270         |            |            |
| <b>CASH FLOW</b>      | <b>46,006</b>  | <b>39,808</b>  |            |            |



| REVENUE               | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
|-----------------------|----------------|----------------|------------|------------|
| RENTS                 | 102,838        | 106,836        | 278.69     | 289.52     |
| NON-DWELL. RENTS      | 0              | 0              | 0.00       | 0.00       |
| INTEREST              | 151            | 435            | 0.41       | 1.18       |
| OTHER INCOME          | 4,033          | 5,380          | 10.93      | 14.58      |
| PFS SUBSIDY           | 97,977         | 96,277         | 265.51     | 260.91     |
| CFP FUNDS             | 0              | 0              | 0.00       | 0.00       |
| HOME SALE REVENUE     | 0              | 0              | 0.00       | 0.00       |
|                       | <b>204,999</b> | <b>208,927</b> | 555.54     | 566.19     |
| EXPENSES              | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
| ADMIN.                | 52,208         | 60,658         | 141.48     | 164.38     |
| TENANT SERVICES       | 0              | 0              | 0.00       | 0.00       |
| UTILITIES             | 34,077         | 33,610         | 92.35      | 91.08      |
| MAINT.                | 60,052         | 63,055         | 162.74     | 170.88     |
| GENERAL               | 18,804         | 18,754         | 50.96      | 50.82      |
| NONROUTINE            | 0              | 0              | 0.00       | 0.00       |
| DEPRECIATION          | 14,726         | 14,607         | 39.91      | 39.58      |
| EQUITY TRANSFERS      | 0              | 0              | 0.00       | 0.00       |
|                       | <b>179,867</b> | <b>190,684</b> | 487.44     | 516.74     |
| NET SURPLUS           | 25,132         | 18,243         |            |            |
| NET FROM OPERATIONS   | <b>25,132</b>  | <b>18,243</b>  |            |            |
| NET SURPLUS           | 25,132         | 18,243         |            |            |
| ADD BACK DEPRECIATION | 14,726         | 14,607         |            |            |
| <b>CASH FLOW</b>      | <b>39,858</b>  | <b>32,850</b>  |            |            |

01-Oct-14

TO: 31-Dec-14



| REVENUE               | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET    | PUM ACTUAL    |
|-----------------------|----------------|----------------|---------------|---------------|
| RENTS                 | 0              | 0              | 0.00          | 0.00          |
| NON-DWELL. RENTS      | 0              | 0              | 0.00          | 0.00          |
| INTEREST              | 0              | 0              | 0.00          | 0.00          |
| OTHER INCOME          | 0              | 0              | 0.00          | 0.00          |
| MANAGEMENT FEES       | 253,315        | 246,278        | 201.81        | 196.20        |
| ASSET MANAGEMENT FEES | 12,552         | 0              | 10.00         | 0.00          |
| CFP ADMIN FEES        | 16,636         | 0              | 13.25         | 0.00          |
| <b>TOTAL</b>          | <b>282,503</b> | <b>246,278</b> | <b>225.06</b> | <b>196.20</b> |

| EXPENSES        | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET    | PUM ACTUAL    |
|-----------------|----------------|----------------|---------------|---------------|
| ADMIN.          | 188,989        | 192,385        | 150.56        | 153.27        |
| TENANT SERVICES | 0              | 0              | 0.00          | 0.00          |
| UTILITIES       | 7,335          | 4,826          | 5.84          | 3.84          |
| MAINT.          | 13,283         | 7,600          | 10.58         | 6.05          |
| GENERAL         | 3,906          | 3,042          | 3.11          | 2.42          |
| DEPRECIATION    | 0              | 0              | 0.00          | 0.00          |
| NON-ROUTINE     | 0              | 0              | 0.00          | 0.00          |
| <b>TOTAL</b>    | <b>213,514</b> | <b>207,853</b> | <b>170.09</b> | <b>165.58</b> |

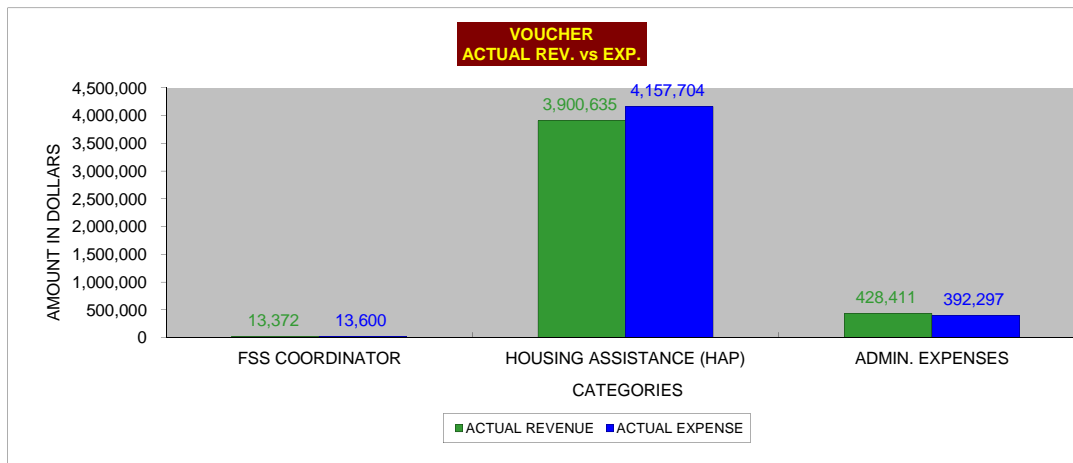
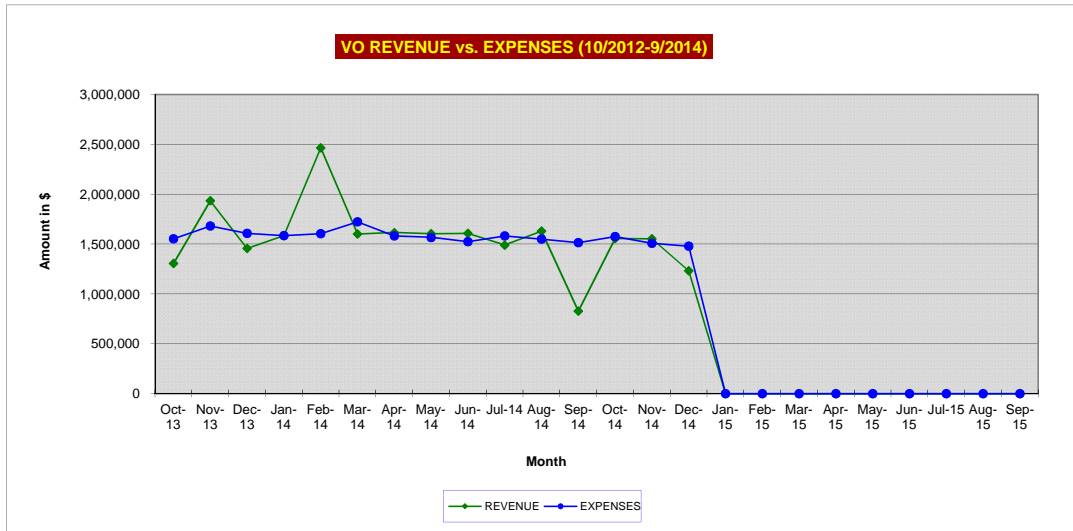
  

|                            |               |               |
|----------------------------|---------------|---------------|
| NET SURPLUS                | 68,989        | 38,425        |
| <b>NET FROM OPERATIONS</b> | <b>68,989</b> | <b>38,425</b> |

|                       |               |               |
|-----------------------|---------------|---------------|
| NET SURPLUS           | 68,989        | 38,425        |
| ADD BACK DEPRECIATION | 0             | 0             |
| <b>CASH FLOW</b>      | <b>68,989</b> | <b>38,425</b> |

ACCOUNT CODE      DETAIL      YTD BUDGET      BUDGET      JAN      YTD      BUDGET BALANCE (OVER)/UNDER      % OF REV



| REVENUE                  | YTD BUDGET | YTD ACTUAL | PUM BUDGET | PUM ACTUAL |
|--------------------------|------------|------------|------------|------------|
| FSS COORDINATOR          | 13,712     | 13,372     | 1.65       | 1.61       |
| HOUSING ASSISTANCE (HAP) | 4,353,077  | 3,900,635  | 523.34     | 468.95     |
| ADMIN. FEES              | 430,725    | 428,411    | 51.78      | 51.51      |
|                          | 4,797,514  | 4,342,418  | 576.77     | 522.07     |

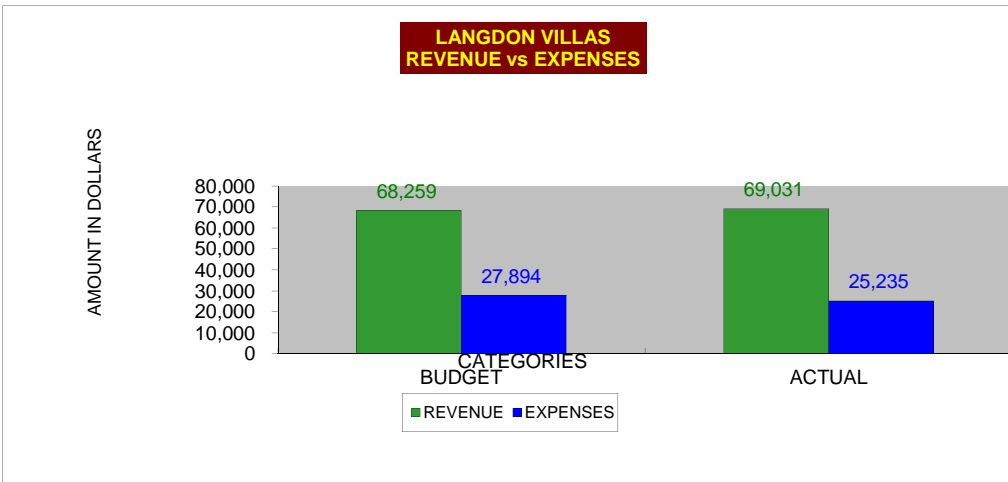
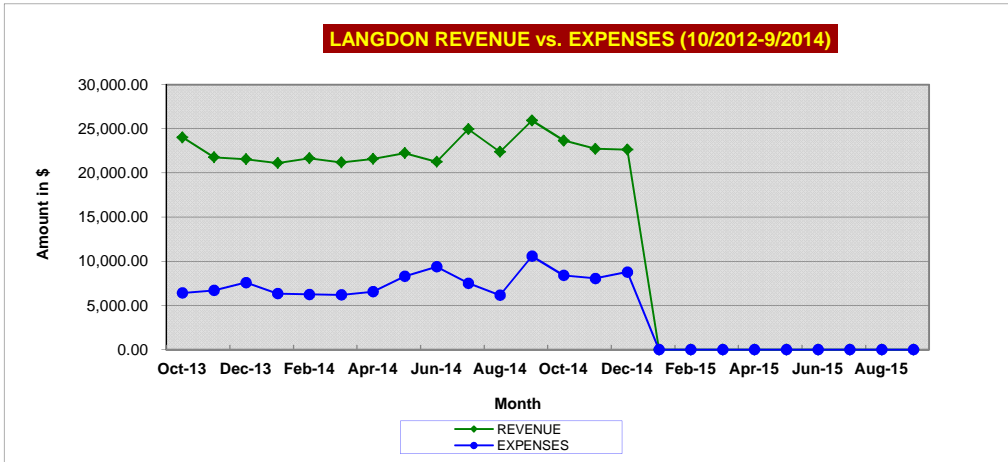
  

| EXPENSES                 | YTD BUDGET | YTD ACTUAL | PUM BUDGET | PUM ACTUAL |
|--------------------------|------------|------------|------------|------------|
| FSS COORDINATOR          | 13,712     | 13,600     | 1.65       | 1.64       |
| HOUSING ASSISTANCE (HAP) | 4,377,688  | 4,157,704  | 526.30     | 499.86     |
| ADMIN. EXPENSES          | 405,517    | 392,297    | 48.75      | 47.16      |
|                          | 4,796,917  | 4,563,601  | 576.70     | 548.66     |

|                          |            |                  |  |  |
|--------------------------|------------|------------------|--|--|
| <b>NET SURPLUS</b>       | <b>597</b> | <b>(221,183)</b> |  |  |
| HAP SURPLUS YTD Change   | (24,611)   | (257,069)        |  |  |
| ADMIN SURPLUS YTD Change | 25,208     | 35,886           |  |  |
| HAP SURPLUS BALANCE      | 182,171    | (50,288)         |  |  |
| ADMIN SURPLUS BALANCE    | 352,610    | 363,288          |  |  |

01-Oct-14 TO: 31-Dec-14



| REVENUE          | YTD BUDGET    | YTD ACTUAL    | PUM BUDGET | PUM ACTUAL |
|------------------|---------------|---------------|------------|------------|
| RENTS            | 11,645        | 11,550        | 3,850.02   | 3,818.61   |
| NON-DWELL. RENTS | 0             | 0             | 0.00       | 0.00       |
| INTEREST         | 151           | 972           | 49.92      | 321.48     |
| MANAGEMENT FEES  | 53,438        | 53,697        | 17,667.45  | 17,753.08  |
| OTHER INCOME     | 3,025         | 2,812         | 1,000.11   | 929.71     |
| GRANT/PASS THRU  | 0             | 0             | 0.00       | 0.00       |
|                  | <b>68,259</b> | <b>69,031</b> | 22,567.50  | 22,822.88  |

| EXPENSES       | YTD BUDGET    | YTD ACTUAL    | PUM BUDGET | PUM ACTUAL |
|----------------|---------------|---------------|------------|------------|
| ADMIN.         | 11,752        | 9,993         | 3,885.40   | 3,303.68   |
| UTILITIES      | 453           | 326           | 149.77     | 107.72     |
| MAINT. & OPER. | 0             | 286           | 0.00       | 94.56      |
| GENERAL        | 15,689        | 14,631        | 5,187.03   | 4,837.28   |
| BOND INTEREST  | 0             | 0             | 0.00       | 0.00       |
| NON-ROUTINE    | 0             | 0             | 0.00       | 0.00       |
|                | <b>27,894</b> | <b>25,235</b> | 9,222.20   | 8,343.24   |

|                    |               |               |  |  |
|--------------------|---------------|---------------|--|--|
| <b>NET SURPLUS</b> | <b>40,365</b> | <b>43,796</b> |  |  |
|--------------------|---------------|---------------|--|--|

**HOUSING AUTHORITY OF THE COUNTY OF MERCED**

Langdon

**ASSETS, LIABILITIES & FUND EQUITY**

**FISCAL YEAR PERIOD FROM: 10/01/14 TO: 9/30/2015**

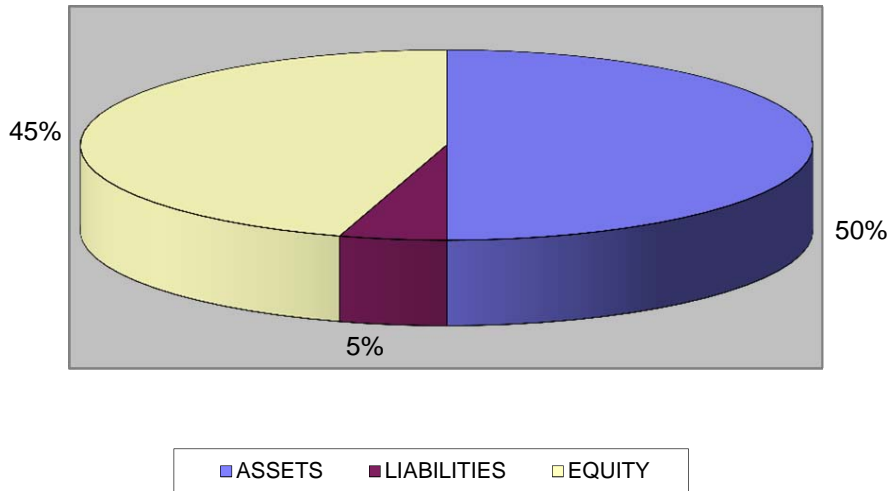
**EXPEND. RATE:**

**# UNIT/MONTH:**

**REPORT PERIOD FROM: 01-Oct-14**

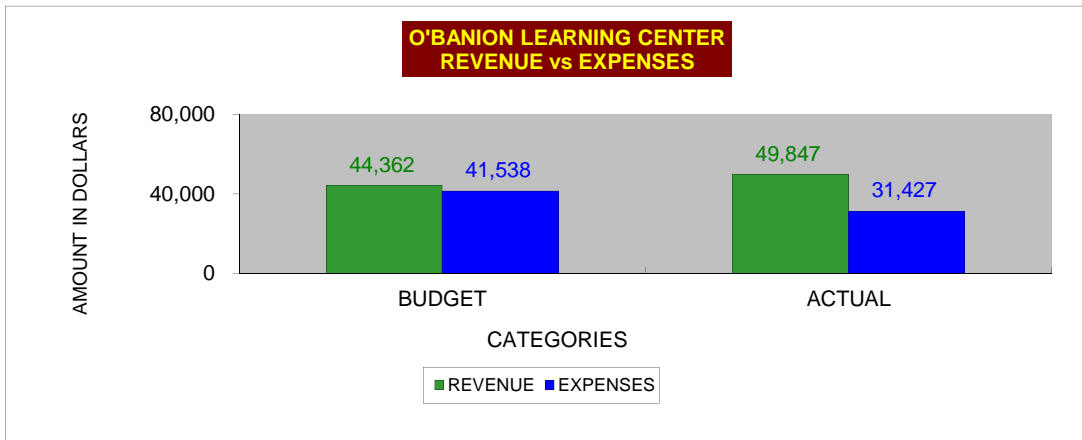
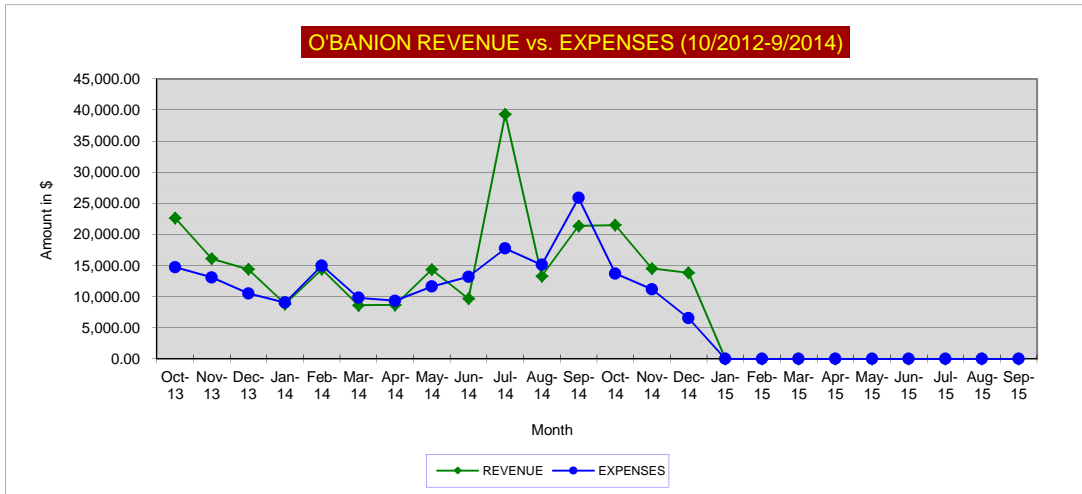
**TO: 31-Dec-14**

**LANGDON VILLA  
BALANCE SHEET**



| CATEGORIES                    | ASSETS              | LIABILITIES        | EQUITY              |                       |
|-------------------------------|---------------------|--------------------|---------------------|-----------------------|
| CASH                          | 3,945,684           |                    |                     |                       |
| ACCTS. RECEIVABLE             | 4,391               |                    |                     |                       |
| FIXED ASSETS                  | 133,325             |                    |                     |                       |
| NOTES RECEIVABLE              | 988,492             |                    |                     |                       |
| 2nd Trust Deeds               | 4,343,437           |                    |                     |                       |
| OTHER L/T ASSETS              | 2,519,493           |                    |                     |                       |
| ACCOUNTS PAYABLE              |                     | 3,537              |                     |                       |
| Other Current Liabilities     |                     | 70,001             |                     |                       |
| NOTES PAYABLE                 |                     | 808,492            |                     |                       |
| Other Non Current Liabilities |                     | 243,074            |                     |                       |
| PRIOR YEARS                   |                     |                    | 10,765,922          |                       |
| CURRENT YEAR                  |                     |                    | 43,796              |                       |
|                               | <b>\$11,934,822</b> | <b>\$1,125,104</b> | <b>\$10,809,718</b> | <b>\$11,934,822</b>   |
|                               |                     |                    |                     | <b>LIAB. + EQUITY</b> |

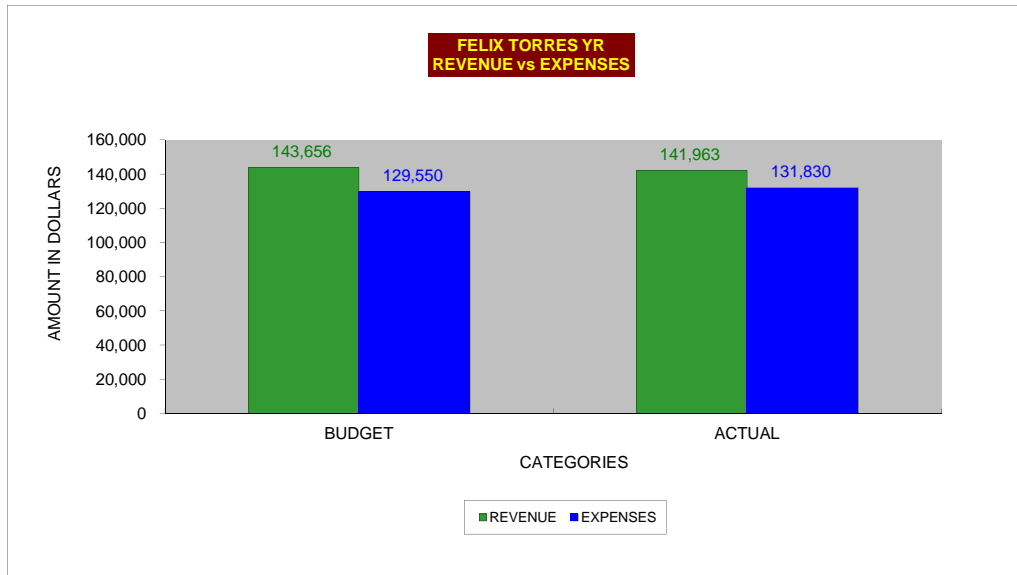
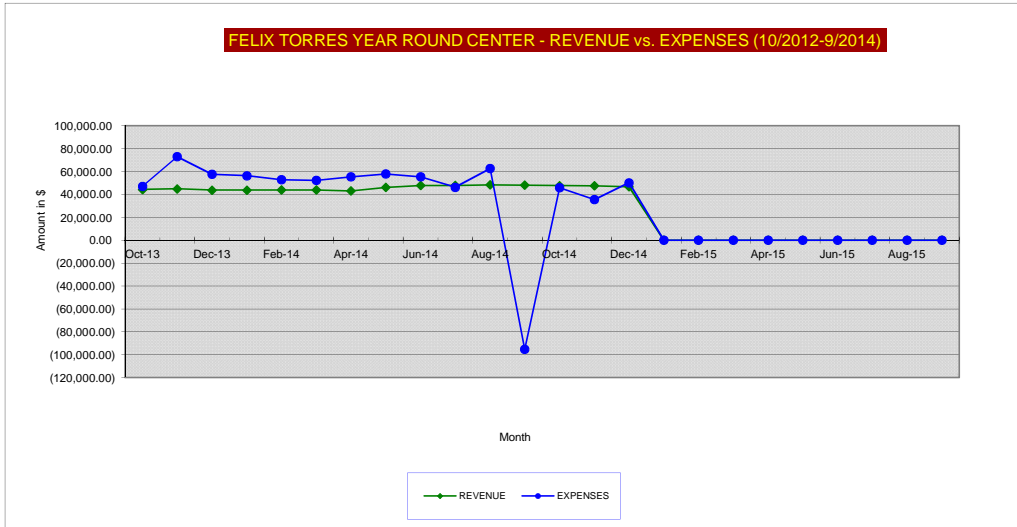




| REVENUE               | YTD BUDGET    | YTD ACTUAL    | PUM BUDGET | PUM ACTUAL |
|-----------------------|---------------|---------------|------------|------------|
| SUBSIDY-PHA           | 0             | 0             | 0.00       | 0.00       |
| NON-DWELL. RENTS      | 44,362        | 49,847        | 2,444.46   | 2,746.69   |
| INTERPROGRAM RENT     | 0             | 0             | 0.00       | 0.00       |
|                       | <b>44,362</b> | <b>49,847</b> | 2,444.46   | 2,746.69   |
|                       | <b>YTD</b>    | <b>YTD</b>    | <b>PUM</b> | <b>PUM</b> |
| MAINT. & OPER.        | 5,142         | 2,571         | 283.34     | 141.65     |
| GENERAL               | 756           | 406           | 41.66      | 22.37      |
| NONROUTINE            | 0             | 0             | 0.00       | 0.00       |
| MORTGAGE INTEREST     | 0             | 0             | 0.00       | 0.00       |
| DEPRECIATION          | 13,561        | 13,449        | 747.25     | 741.08     |
|                       | <b>41,538</b> | <b>31,427</b> | 2,288.86   | 1,731.69   |
| NET SURPLUS           | 2,824         | 18,420        |            |            |
| ADD BACK DEPRECIATION | 13,561        | 13,449        |            |            |
| CASH FLOW             | 16,385        | 31,869        |            |            |

01-Oct-14

TO: 31-Dec-14



| REVENUE                   | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
|---------------------------|----------------|----------------|------------|------------|
| RENTS                     | 142,797        | 141,791        | 1,026.32   | 1,019.09   |
|                           | <u>143,656</u> | <u>141,963</u> | 1,032.50   | 1,020.32   |
| EXPENSES                  | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
| ADMIN.                    | 11,946         | 10,184         | 85.86      | 73.19      |
| UTILITIES                 | 24,499         | 14,485         | 176.08     | 104.11     |
| MAINT.                    | 32,099         | 26,361         | 230.71     | 189.47     |
| GENERAL                   | 11,737         | 31,933         | 84.36      | 229.51     |
| DEPRECIATION              | 49,269         | 48,867         | 354.11     | 351.22     |
|                           | <u>129,550</u> | <u>131,830</u> | 931.12     | 947.50     |
| NET SURPLUS               | 14,106         | 10,133         |            |            |
| NET FROM OPERATIONS       | 14,106         | 10,133         |            |            |
| NET SURPLUS               | 14,106         | 10,133         |            |            |
| ADD BACK DEPRECIATION     | 49,269         | 48,867         |            |            |
| LESS CAPITAL EXPENDITURES | 0              | 0              |            |            |
| <b>CASH FLOW</b>          | <b>63,375</b>  | <b>59,000</b>  |            |            |

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Valley View (.fs-vv)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/14 TO: 9/30/2015

REPORT PERIOD FROM:

01-Oct-14

TO:

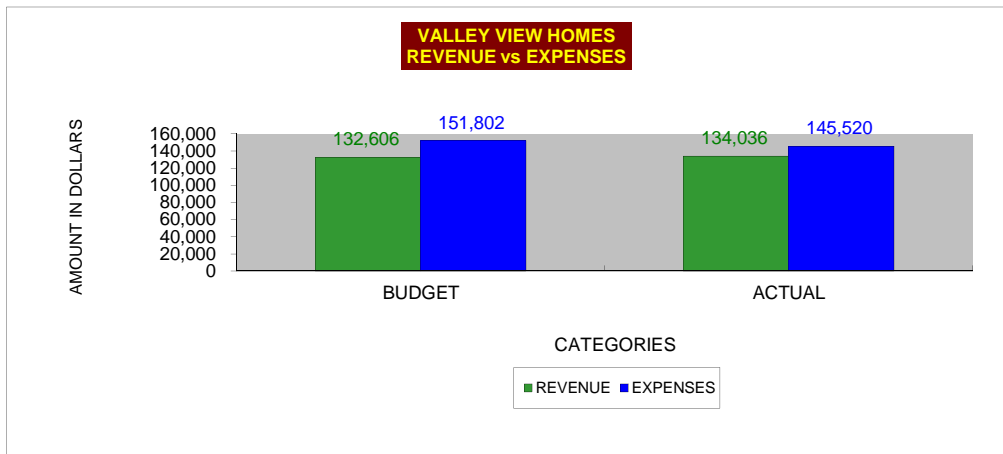
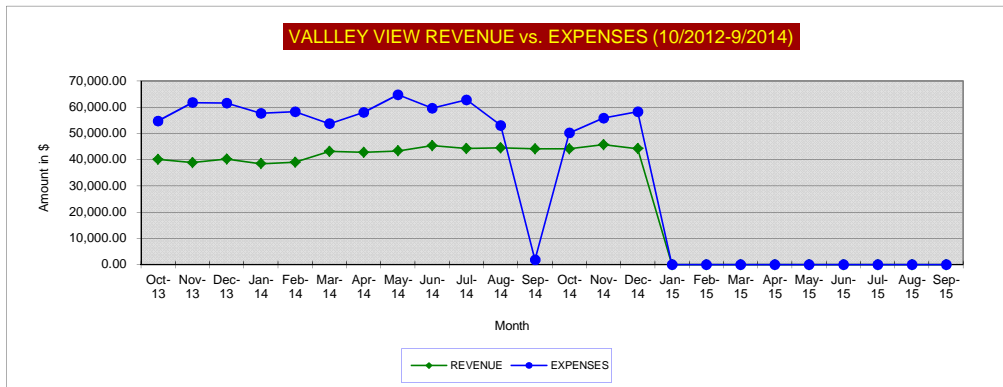
REV. RATE:

25.2%

# UNIT/MONTH:

876

31-Dec-14



| REVENUE                  | YTD BUDGET      | YTD ACTUAL      | PUM BUDGET | PUM ACTUAL |
|--------------------------|-----------------|-----------------|------------|------------|
| RENTS                    | 130,060         | 130,160         | 589.04     | 589.49     |
| NON-DWELL. RENTS         | 0               | 0               | 0.00       | 0.00       |
| INTEREST                 | 25              | 42              | 0.11       | 0.19       |
| OTHER INCOME             | 2,521           | 3,833           | 11.42      | 17.36      |
|                          | <b>132,606</b>  | <b>134,036</b>  | 600.57     | 607.04     |
| EXPENSES                 | YTD BUDGET      | YTD ACTUAL      | PUM BUDGET | PUM ACTUAL |
| ADMIN.                   | 27,321          | 21,348          | 123.74     | 96.69      |
| UTILITIES                | 23,817          | 22,139          | 107.87     | 100.27     |
| MAINT. & OPER.           | 29,895          | 32,193          | 135.39     | 145.80     |
| GENERAL                  | 11,046          | 10,602          | 50.03      | 48.02      |
| NONROUTINE               | 0               | 0               | 0.00       | 0.00       |
| DEPRECIATION             | 10,213          | 10,131          | 46.25      | 45.88      |
| BOND INTEREST            | 44,910          | 44,544          | 203.40     | 201.74     |
| BOND REPLACEMENT RESV    | 4,600           | 4,563           | 20.83      | 20.67      |
|                          | <b>151,802</b>  | <b>145,520</b>  | 687.51     | 659.07     |
| <b>NET SURPLUS</b>       | <b>(19,196)</b> | <b>(11,484)</b> |            |            |
| BOND PRINCIPAL           | 18,904          | 18,750          |            |            |
| <b>ADJUSTED SURPLUS</b>  | <b>(38,100)</b> | <b>(30,234)</b> |            |            |
| ADD BACK DEPRECIATION    | 10,213          | 10,131          |            |            |
| ADD BACK BOND COST AMORT | 4,216           | 4,182           |            |            |
| <b>CASH FLOW</b>         | <b>(23,671)</b> | <b>(15,921)</b> |            |            |

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

EXPEND. RATE:

50.4%

REVENUE & EXPENDITURE STATUS REPORT

# UNIT/MONTH:

1,548

FISCAL YEAR PERIOD FROM: 07/01/2014 TO: 06/30/2015

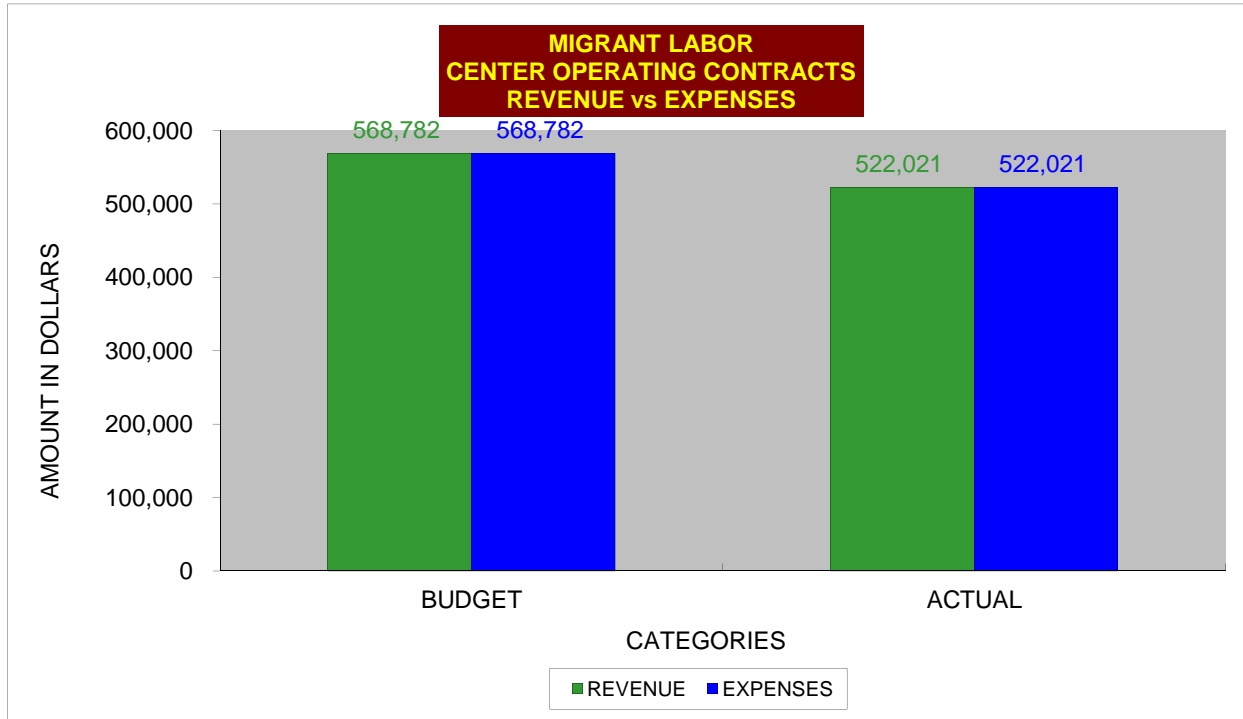
REPORT PERIOD

FROM:

01-Jul-14

TO:

31-Dec-14



| REVENUE            | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
|--------------------|----------------|----------------|------------|------------|
| OMS OPERATING      | 568,782        | 522,021        | 728.87     | 668.95     |
|                    | <b>568,782</b> | <b>522,021</b> | 728.87     | 668.95     |
| EXPENSES           | YTD BUDGET     | YTD ACTUAL     | PUM BUDGET | PUM ACTUAL |
| PERSONNEL          | 268,406        | 269,443        | 343.95     | 345.28     |
| OPERATIONS         | 145,511        | 150,861        | 186.47     | 193.32     |
| MAINTENANCE        | 7,612          | 7,993          | 9.75       | 10.24      |
| ADMINISTRATION     | 54,384         | 52,281         | 69.69      | 67.00      |
| DEBT SERVICE       | 92,869         | 41,443         | 119.01     | 53.11      |
|                    | <b>568,782</b> | <b>522,021</b> | 728.87     | 668.95     |
| <b>NET SURPLUS</b> | <b>0</b>       | <b>0</b>       |            |            |

## MEMORANDUM

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

**FROM:** Rennise Ferrario, Executive Director

**DATE:** January 20, 2015

**SUBJECT:** Quarterly Report - Finance

### **Financial Reporting**

The FYE 9/30/2014 unaudited financials were submitted on 11/25/2014 and approved by HUD REAC on 12/4/2014. The audit fieldwork is scheduled for January, and we plan on submitting the audited financials to HUD in February.

### **Section 8 – Funding**

Estimated calendar year 2015 HAP funding from HUD is \$17,204,154 (100% proration) or \$1,433,680 per month. As of 12/31/2014 we have 2,589 vouchers under contract. Our HAP Equity (NRA) as of 12/31/2014 is (\$144,908). HUD is holding undisbursed HAP Budget Authority (Program Reserves) for our agency as of 12/31/2014 of \$1,766,341.

The Administrative Fee proration percentage for 2014 was increased by HUD to 79%. Preliminary estimates for the 2015 administrative fee proration is 73-74%. The balance of our Administrative Fee Reserve as of 12/31/2014 is \$533,269 (just over 3 1/2 months reserve).

### **Public Housing**

We have submitted the required forms for the 2015 Operating Subsidy for Public Housing on 1/6/2015. The final proration for 2014 was 88.79%. The estimated proration for 2015 Operating Subsidy is 83%. This would provide a CY 2015 operating subsidy of \$1,221,082 versus CY 2014 funding of \$1,232,522.

## MEMORANDUM

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

**From:** Rennise Ferrario, Executive Director

**Date:** January 12, 2015

**Subject:** Quarterly Report – Housing Services

### HOUSING CHOICE VOUCHER PROGRAM

**Budget:**

Monthly Budget: \$1,439,824  
Current Expended HAP: \$1,344,150  
Under Budget: \$95,674  
98% of Budget: \$1,411,028

**Voucher Count:**

2575 Voucher families under contract  
1065 participant families have at least one disabled family member in their household  
467 participant families have at least one elderly family member in their household  
40 transfer families housed

**Lease-up:**

78 new applicant voucher holders that are currently searching for suitable housing  
6 voucher holders have ported out to other jurisdictions  
30 PBV personal declaration packets received  
191 Request for Tenancy Approval forms received  
52 new families housed  
11 port-in families

**Waiting List:** \*\*We pulled the remaining 1372 families from wait list on 12/4/14

0 families currently are on the wait list \*\*  
0 have at least one disabled family members in their household \*\*  
0 have at least one elderly family member in their household \*\*

**General Statistics:**

44 participants have exited the Housing Choice Voucher Program

**HCV Family Self-Sufficiency:**

44 families are actively enrolled in the Family Self-Sufficiency Program  
17 families have escrow accounts (\$31,099) combined total escrow amount)  
1 family “graduated” from the FSS program  
1 families forfeited their escrow account (\$180)

## **HOUSING SERVICES**

415 Total number of conventional public housing units  
73 Valley View/Project Based units  
3315 Families currently on the Wait List

### **Current Vacancies:**

0 Amp 1 (Merced)  
0 Amp 2 (Atwater/Livingston/Winton)  
1 Amp 3 (Los Banos/Dos Palos)  
0 PBV (Dos Palos Elderly)  
2 PBV View (Midway)  
0 PBV (Atwater Elderly)

### **Vacancies Filled:**

2 Merced  
1 Atwater/Livingston/Winton  
4 Los Banos/Dos Palos  
0 PBV (Dos Palos Elderly)  
2 PBV (Midway)  
0 PBV (Atwater Elderly)

### **Delinquent Rents:**

2.36% Average for the reporting quarter  
2.18% Oct  
2.03% Nov  
2.87% Dec

### **Evictions:**

0 Amp 1  
0 Amp 2  
2 Amp 3  
0 PBV (Dos Palos Elderly)  
0 PBV (Midway)  
0 PBV (Atwater Elderly)

### **Maintenance Department:**

589 Completed work orders  
239 Amp 1  
152 Amp 2  
198 Amp 3

## MEMORANDUM

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

**From:** Rennise Ferrario, Executive Director

**Date:** January 15, 2015

**Subject:** Quarterly Report – Migrant Centers/FT Year-Round/Safety

All migrant centers are now closed for the season. During mid October migrant center managers were preparing for the closing of the 2014 season. Los Banos and Atwater migrant centers maintained full occupancy, while Merced and Felix Torres centers made positive strides in relation to 2013. I am totally confident that 2015 will bring even better results for our program.

During October and November, managers were processing move-outs, conducting inspections, completing accounting reports, processing refund deposits, and conducting detailed inspections of vacant units to identify problems, and necessary materials list to turn units around as soon as possible in preparation for next season.

The Felix Torres year round complex has been at full occupancy throughout the year with one to two families leaving here and there, but we have been able to re-occupy those units in no time. Francisco Gonzalez (Quico) is doing a good job processing re-certifications, recalculating rents as necessary, preparing accounting documents, conducting inspections, turning units around for new families, and maintaining the complex grounds in good condition.

During our last Board meeting migrant staff received a letter of recognition from Board members acknowledging and congratulating staff for their performance and dedication to the rewarding task of serving our farm working families. On behalf of the migrant program, I would like to sincerely thank you for your kind words. Staff was sincerely moved and the morale is high. Thank you.

### **During this quarter the following has been accomplished:**

- On October 9, Senator Anthony Cannella visited the Felix Torres complex. We were able to positively impress him, and show off the excellent curb appeal of the center, the neatness of our units, and the



great benefits enjoyed by our residents. This is definitely a great program, and we received many complements from the Senator.

- At the beginning of October, OMS approved (5) weeks of extensions requested by the Atwater migrant center residents, who will have work available in farm labor till the end of November.
- All end of the year documents required by OMS. (Registration log, inventories, demographic forms, vehicle smog certificates) have been turned in a timely manner.
- During the off-season all migrant centers reduced irrigation water use by 80% to conserve water. We are committed to use all available strategies for this purpose given the current drought situation in California.
- Managers have received all necessary equipment and materials to turn units around in preparation to the 2015 season.
- All centers have scheduled Waste Management trash service based on the off season needs.
- Migrant program staff continues to show its dedication and commitment to provide the best possible service to our hard working families. Job in all areas of the program.

**MIGRANT CENTERS TOTAL OCCUPANCY 2014**

| <b>CENTER NAME</b>   | <b>UNITS OCCUPIED</b> | <b>TOTAL UNITS</b> |
|----------------------|-----------------------|--------------------|
| MERCED MIGRANT       | 41                    | 49                 |
| FELIX TORRES MIGRANT | 28                    | 72                 |
| ATWATER MIGRANT      | 59                    | 59                 |
| LOS BANOS MIGRANT    | 48                    | 48                 |

**Felix Torres Year Round Housing:**

| <b>CENTER NAME</b>      | <b>UNITS OCCUPIED</b> | <b>TOTAL UNITS</b> |
|-------------------------|-----------------------|--------------------|
| FELIX TORRES YEAR ROUND | 50                    | 50                 |

**SAFETY**

- We are currently reviewing our safety policies and completing additional draft policies which will enhance our overall safety program.
- The migrant program continues to have scheduled monthly safety meetings

- The migrant program has been conducting on schedule our quarterly safety inspections.
- First AID kits have been replenished and are ready for a final inspection next quarter.
- The agency quarterly safety meeting took place in the month of November. There will be additional safety training on Blood Borne Pathogens, Violence Prevention, and Injury and Illness Prevention Plan conducted by Bickmore in the coming up months.

## RESOLUTION NO. 2015-01

**AUTHORIZING AND APPROVING THE PURCHASE AND TRANSFER OF TWO PARCELS OF LAND KNOWN AS ASSESSOR'S PARCEL NO. 032-285-022 AND 032-285-021 FROM STONEFIELD EQUITY LLC., AND FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY ACTIONS AND/OR EXECUTE ANY NECESSARY DOCUMENTS TO CARRY OUT THE PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS.**

**WHEREAS**, the purchase of property located at located at 1202 W. 1<sup>st</sup> Street and 1210 W. 1<sup>st</sup> Street has previously been presented to the Board for the purpose of redevelopment and providing additional units to low-income public housing families; and

**WHEREAS**, the acquisition rehab project consists of two tri-plexes, that are single story walk-ups, each with two bedrooms, one bathroom; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the County of Merced determined that it was beneficial and appropriate for the agency to move forward with the acquisition rehab project with HUD Replacement Housing Funds for the purpose of increasing housing options for low-income families;

**NOW THEREFORE**, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize and approve the purchased of Assessor' Parcel Numbers 032-285-02 and 032-285-021 from Stonefield Equity LLC., and has directed the Executive to take any all necessary and appropriate actions to facilitate the purchase.

The foregoing resolution was originally introduced in Closed Session at the October 21, 2014 meeting of the Board of Commissioners of the Housing Authority of the County of Merced and is being adopted by the vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: January 20, 2015