

# **A G E N D A**

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

**Quarterly Meeting  
Tuesday, April 21, 2015**

**Quarterly Meeting – 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  
Evelyn 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. NOMINATION and ELECTION OF BOARD OF COMMISSIONER OFFICERS (Chairperson and Vice Chairperson):**

A. Nomination of Chairperson (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

B. Election of Chairperson (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

C. Nomination of Vice Chairperson (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

D. Election of Vice Chairperson (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

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

A. March 18 2015, Annual Meeting (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

B. March 30 2015, Special Meeting (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**V. 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.

**VI. 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. Financial Reports for March, 2015**

**B. Rent Delinquency List for March, 2015**

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

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

A. Information/Discussion Item(s):

- 1.) Re-Development Agency Update – Emily Haden
- 2.) Agency/Department Updates
- 3.) 5 Year/Annual Plan – Draft

B. Resolution Item(s):

1. **Resolution No. 2015-09:** Approving the Adjustment of Payment Standards for Housing Choice Voucher.

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

C. Action Item(s): None

**VIII. COMMISSIONER'S COMMENTS**

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

**A. Pursuant to Government Code §54956.9(a)**

Conference with Legal Counsel – Existing Litigation

Palacio v. Housing Authority of Merced County, et. al. – Case No. CVM019229

**X. ADJOURNMENT**

# Housing Authority of the County of Merced

## MEMORANDUM

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

**FROM:** Rennise Ferrario, Executive Director

**DATE:** April 21, 2015

**SUBJECT:** Election of Officers for the positions of Chairperson and Vice-Chairperson

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Bylaws of the Housing Authority of the County of Merced

**Article II Section 2:** The Chairperson shall preside at all meetings of the Authority. At each meeting, the Chairperson shall submit such recommendations and information necessary and proper concerning the business, affairs and policies of the Authority. The Chairperson maintains and promotes a cooperative and collaborative working relationship with and among other Board members, Authority staff and management, and represents the Authority in a professional manner with those encountered in the regular conduct and performance of his/her official duties.

**Article II Section 3:** The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

**Article II Section 7:** The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board from among the Commissioners, and shall hold office for one year or until their successors are elected, whichever occurs later.

### Current Nomination Process

- Take nominations at meeting
- Does Vice-Chairperson want to be considered?
- If one nomination received
  - Vote takes place
  - It does not need to be a secret ballot
  - It can be open vote by show of hands
- If more than one nomination
  - Vote can be by secret ballot
  - If it's a tie they may vote again
  - If it remains a tie – Draw
- Announce duly elected Chairperson of the Board
- The newly elected Chairperson takes over for election of Vice-Chairperson

# **MINUTES**

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

**Annual Meeting  
Wednesday, March 18, 2015**

- 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  
Lyle Davis, Vice Chairperson  
Jose Delgadillo  
Evelyne Dorsey  
Rick Osorio  
Margaret Pia

**Commissioners Absent:**

Jose Resendez

Chairperson Torres declared there was a quorum present.

**Staff Present:**

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

**Others Present: None**

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

Executive Director Ferrario requested the Board delete Closed Session Item IX A. Executive Director Evaluation

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

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

Commissioner Osorio requested the Board postpone Item III. Nomination and Election of Board Commissioner Officers, as not all board members were present.

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

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

- A. February 27, 2015, Regular Meeting  
(M/S/C): Commissioner Pia/Commissioner Davis/passed unanimously

**V. UNSCHEDULED ORAL COMMUNICATION:**

None

**VI. CONSENT CALENDAR:**

**A. Rent Delinquency Report for February 2015**

**B. Financial Reports for February 2015**

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

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

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

- 1.) Agency/Department Updates – Executive Director Ferrario provided the following updates:
  - a. Migrant Centers:
    - i. Will be opening soon. Atwater Migrant will open April 20, 2015, Merced and Los Banos Migrant will open May 18, 2015, and Felix Torres will open June 2, 2015.
    - ii. Asphalt repairs have begun at Felix Torres.
  - b. Lease up: two vacancies at Oak Terrace, fully leased up at Valley View and Merced Commons.
  - c. Human Resources:
    - i. No recruitments are being conducted
    - ii. Training: Eligibility Specialist training – one employee  
Dealing With Difficult People – two employees.
  - d. PH closed escrow on 1<sup>st</sup> Street Apts. RFP for rehab work including roofs and swamp coolers unit remod.
  - e. AC replacement for Atwater PH units are 60% completed
  - f. Special Programs:
    - i. S+P C all leased up
    - ii. VASH: Currently 24 are leased up, 9 looking and the rest are pending approval from VA and then will go through eligibility process. HUD offered 15 additional vouchers which are still pending. We will have a total of 55 VASH vouchers, once approval/award letter is received.
  - g. Annual and 5 Year Plan: draft will be completed by end of the month. Admin and ACOP Plan changes.
  - h. Executive Director Ferrario, Commissioner Delgadillo, Dina Madeiros from Catholic Charities and Bruce Metcaf of Rescue

Mission met to discuss HACM programs and how to better assist the community, homeless, and veterans.

- i. Westcare has established a home office here at Building F. They provide veterans a variety of services. At the Continuum of Care meeting they expressed their gratitude to the Housing Authority for providing them this assistance.
- j. Health Department has contacted HA regarding Smoke Free policy. ED has researched other HA's who have implemented Smoke Free Policy. ED and Board discussed pros and cons of implementing said policy.
- k. HCV waiting list sign-ups will be held March 24, 2015 at the Merced Fairgrounds Tioga Hall from 8 a.m. to 4 p.m. Online sign-ups will be in 6-8 months.
- l. Reception area re-design is complete. A protection glass has been installed as well as an emergency button on the phone system.
- m. Reminders:
  - i. Commissioners must submit their emergency contact information
  - ii. Commissioners must complete the Annual Conflict of Interest form.

B. Resolutions Item(s):

- 1. **Resolution No. 2015-05:** Amending previously approved salary schedules to reflect salary correction in one classification.

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

6-Ayes

0-Noes

1-Absent

C. Action Item(s): None

**VIII. COMMISSIONER'S COMMENTS:**

Commissioner Pia would like to thank Commissioner Delgadillo for arranging the meeting with Catholic Charities and Rescue Mission.

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

None

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:09 p.m.

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Chairperson Signature / Date

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Secretary Signature/ Date



# **MINUTES**

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

**Special Meeting  
Monday, March 30, 2015**

**Special Meeting – 5:30 p.m.  
Closed session immediately following**

- 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  
Lyle Davis, Vice-Chairperson  
Evelyne Dorsey  
Rick Osorio  
Margaret Pia  
Jose Resendez

**Commissioners Absent:**

Jose Delgadillo

**Staff Present:**

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

**Others Present:** None

The Chairperson declared there was a quorum present.

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

None

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

**III. APPROVAL OF THE FOLLOWING MEETING MINUTES: None**

**IV. UNSCHEDULED ORAL COMMUNICATION: None**

**V. CONSENT CALENDAR:** None

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

A. Information/Discussion Item(s): None

B. Resolution Item(s):

- 1.) **Resolution No. 2015-06:** Approving and authorizing entering into a contract with California Department of Housing and Community Development for miscellaneous improvements for Atwater Migrant Center.

**(M/S/C):** Commissioner Pia/Commissioner Resendez

Passed with the following roll call vote:

6 – Ayes

0 – Noes

0 – Abstain

1– Absent

- 2.) **Resolution No. 2015-07:** Approving and authorizing entering into a contract with California Department of Housing and Community Development for miscellaneous unit modifications for Los Banos Migrant Center.

**(M/S/C):** Commissioner Pia/Commissioner Dorsey

Passed with the following roll call vote:

6 – Ayes

0 – Noes

0 – Abstain

1– Absent

- 3.) **Resolution No. 2015-08:** Approving and entering into contract with JSL Construction for unit modifications at Los Banos Migrant Center

**(M/S/C):** Commissioner Resendez/Commissioner Pia

Passed with the following roll call vote:

6 – Ayes

0 – Noes

0 – Abstain

1– Absent

C. Action Item(s): None

**VII. COMMISSIONER'S COMMENTS**

There were no Commissioner's comments.

**VIII. CLOSED SESSION ITEM(S): None**

The Board decided not to enter into Closed Session as there were no updates to report.

**IX. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 5:49 p.m.

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Chairperson Signature / Date

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Secretary Signature/ Date

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 1 (.fs-amp1)

## REVENUE &amp; EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

01-Oct-14

TO:

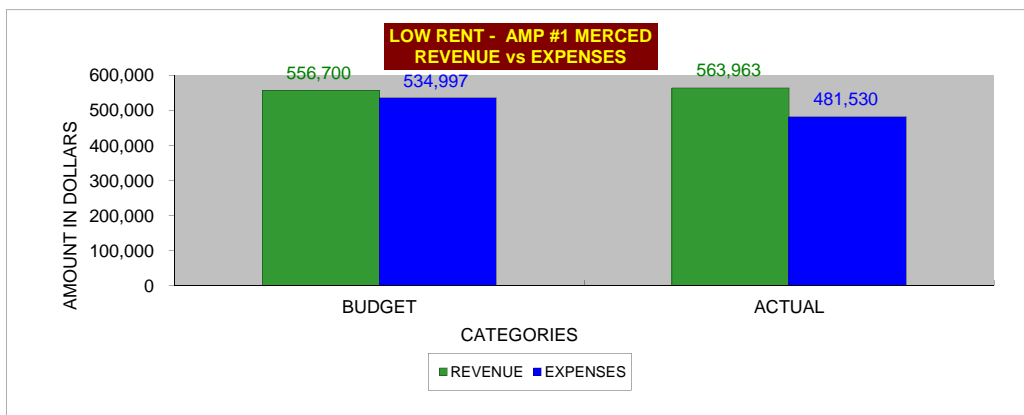
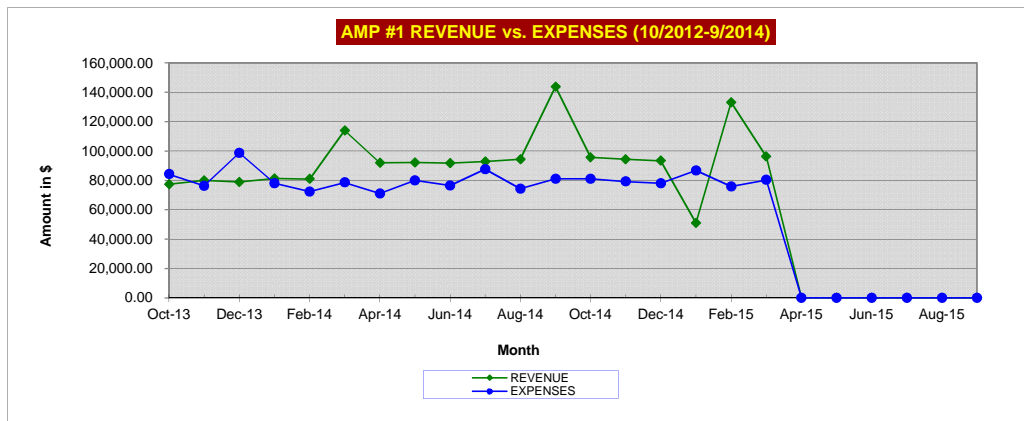
31-Mar-15

REV. RATE:

49.9%

# UNIT/MONTH:

2,112



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	275,244	291,419	261.36	276.72
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	499	1,479	0.47	1.40
OTHER INCOME	8,477	8,037	8.05	7.63
PFS SUBSIDY	272,481	263,028	258.74	249.76
CFP FUNDS	0	0	0.00	0.00
HOME SALE REVENUE	0	0	0.00	0.00
	<b>556,700</b>	<b>563,963</b>	<b>528.62</b>	<b>535.51</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	157,508	156,421	149.57	148.53
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	96,185	72,373	91.33	68.72
MAINT.	163,222	137,179	154.99	130.26
GENERAL	53,753	51,051	51.04	48.48
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	64,329	64,506	61.08	61.25
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>534,997</b>	<b>481,530</b>	<b>508.01</b>	<b>457.24</b>
NET SURPLUS	21,703	82,433		
NET FROM OPERATIONS	<b>21,703</b>	<b>82,433</b>		
NET SURPLUS	21,703	82,433		
ADD BACK DEPRECIATION	64,329	64,506		
<b>CASH FLOW</b>	<b>86,032</b>	<b>146,939</b>		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 2 (.fs-amp2)

## REVENUE &amp; EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

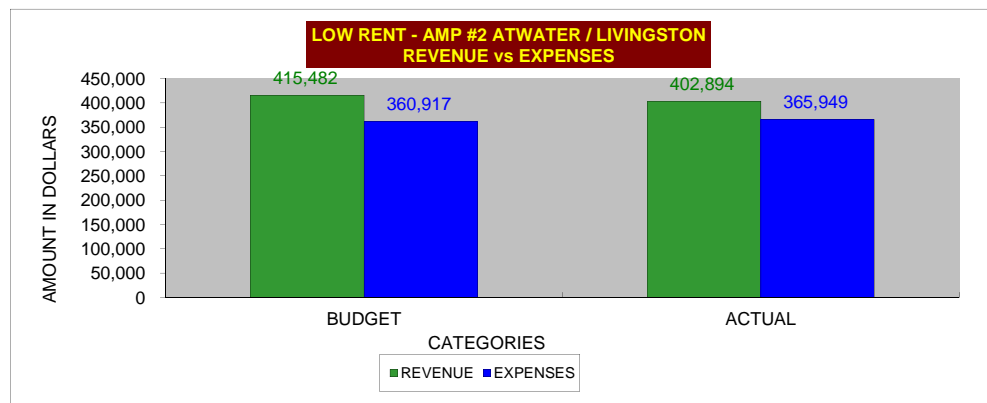
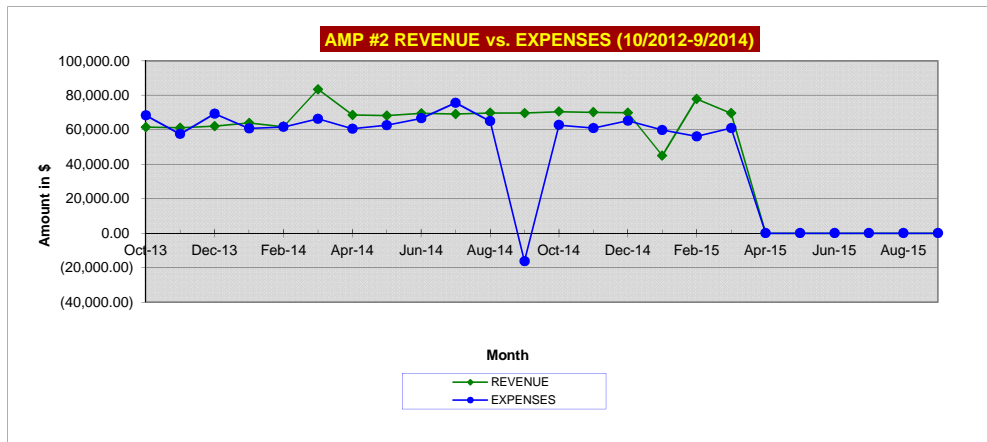
01-Oct-14

TO:

REV. RATE: 49.9%

# UNIT/MONTH: 1,404

31-Mar-15



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	261,282	263,960	373.22	377.04
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	299	1,019	0.43	1.46
OTHER INCOME	4,188	4,609	5.98	6.58
PFS SUBSIDY	149,712	133,306	213.85	190.42
CFP FUNDS	0	0	0.00	0.00
HOME SALE REVENUE	0	0	0.00	0.00
	415,482	402,894	593.48	575.50
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	119,778	120,204	171.09	171.70
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	63,925	65,764	91.31	93.94
MAINT.	100,034	103,028	142.89	147.17
GENERAL	40,738	40,413	58.19	57.73
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	36,442	36,540	52.05	52.19
EQUITY TRANSFERS	0	0	0.00	0.00
	360,917	365,949	515.53	522.73
NET SURPLUS	54,565	36,945		
NET FROM OPERATIONS	54,565	36,945		
NET SURPLUS	54,565	36,945		
ADD BACK DEPRECIATION	36,442	36,540		
CASH FLOW	91,007	73,485		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 3 (.fs-amp3)

## REVENUE &amp; EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

01-Oct-14

TO:

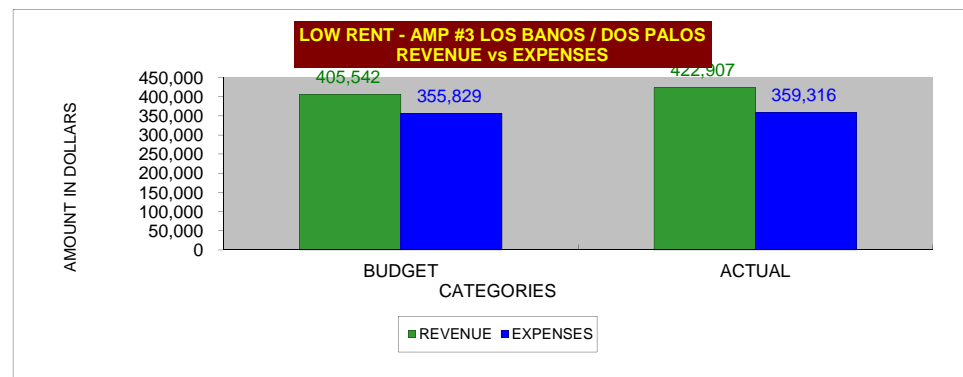
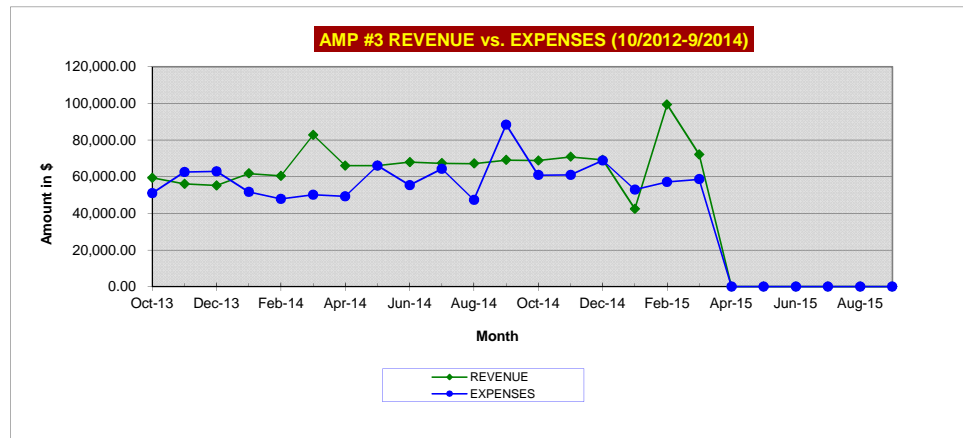
REV. RATE:

49.9%

# UNIT/MONTH:

1,464

31-Mar-15



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	203,441	220,415	278.69	301.94
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	299	1,019	0.41	1.40
OTHER INCOME	7,978	8,481	10.93	11.62
PFS SUBSIDY	193,824	192,992	265.51	264.37
CFP FUNDS	0	0	0.00	0.00
HOME SALE REVENUE	0	0	0.00	0.00
	405,542	422,907	555.54	579.33
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	103,284	117,677	141.49	161.20
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	67,415	67,946	92.35	93.08
MAINT.	118,800	107,357	162.74	147.07
GENERAL	37,198	37,122	50.96	50.85
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	29,132	29,214	39.91	40.02
EQUITY TRANSFERS	0	0	0.00	0.00
	355,829	359,316	487.45	492.22
NET SURPLUS	49,713	63,591		
NET FROM OPERATIONS	49,713	63,591		
NET SURPLUS	49,713	63,591		
ADD BACK DEPRECIATION	29,132	29,214		
CASH FLOW	78,845	92,805		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

Central Office Cost Center (cocc)

## REVENUE &amp; EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

01-Oct-14

TO:

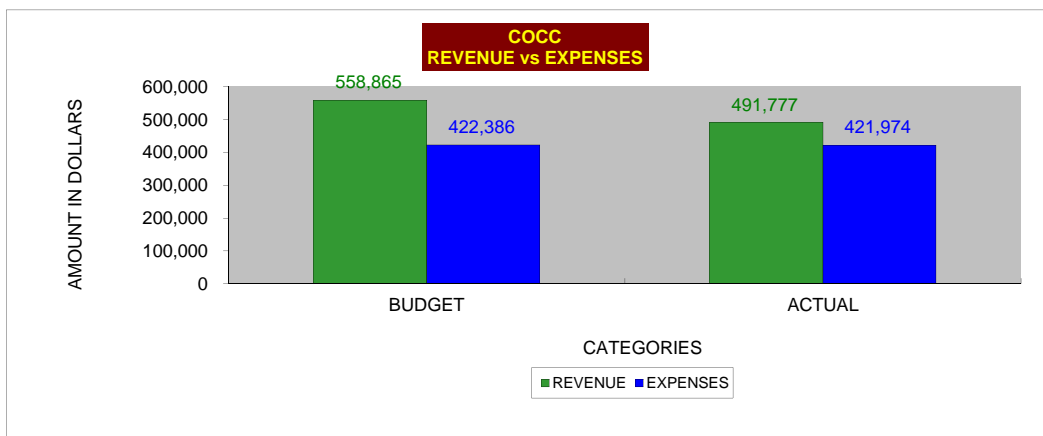
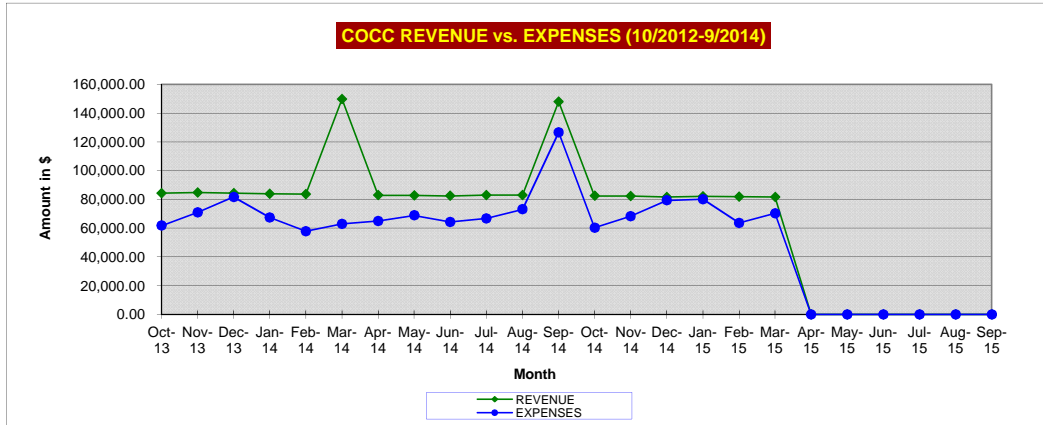
REV. RATE:

49.9%

# UNIT/MONTH:

4,980

31-Mar-15



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	501,123	491,777	201.81	198.04
ASSET MANAGEMENT FEES	24,832	0	10.00	0.00
CFP ADMIN FEES	32,910	0	13.25	0.00
	<b>558,865</b>	<b>491,777</b>	<b>225.06</b>	<b>198.04</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	373,870	384,893	150.56	155.00
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	14,510	10,715	5.84	4.32
MAINT.	26,278	19,517	10.58	7.86
GENERAL	7,728	6,849	3.11	2.76
DEPRECIATION	0	0	0.00	0.00
NON-ROUTINE	0	0	0.00	0.00
	<b>422,386</b>	<b>421,974</b>	<b>170.09</b>	<b>169.94</b>
NET SURPLUS	136,479	69,803		
NET FROM OPERATIONS	<b>136,479</b>	<b>69,803</b>		
NET SURPLUS	136,479	69,803		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	<b>136,479</b>	<b>69,803</b>		

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
VOUCHER  
REVENUE & EXPENDITURE STATUS REPORT  
FISCAL YEAR PERIOD FROM: 10/01/14 TO: 9/30/2015  
REPORT PERIOD FROM:

EXPEND. RATE: 49.9%  
BUDGET # VOUCHER MONTHS: 33,000

YTD VOUCHERS 15,649  
YTD % 47.4%

01-Oct-14

TO: 31-Mar-15

ACCOUNT  
CODE

DETAIL

YTD BUDGET

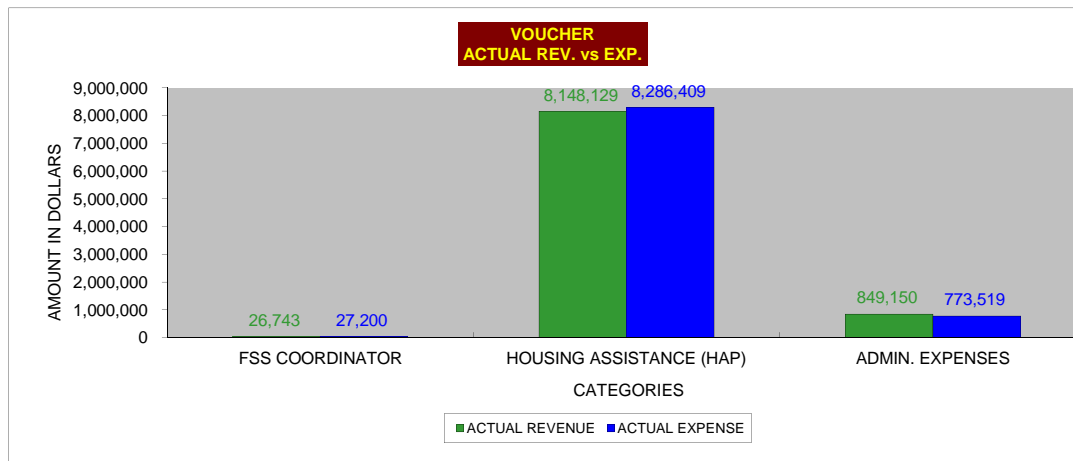
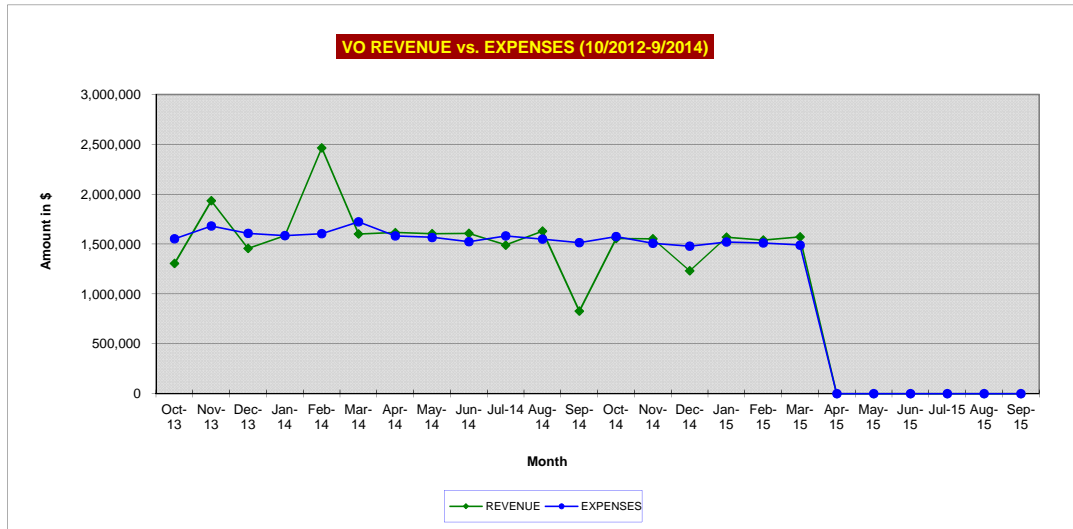
BUDGET

JAN

YTD

BUDGET  
BALANCE  
(OVER)/UNDER

%  
OF  
REV



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	27,125	26,743	1.65	1.63
HOUSING ASSISTANCE (HAP)	8,611,521	8,148,129	523.34	495.18
ADMIN. FEES	852,085	849,150	51.78	51.61
	9,490,731	9,024,022	576.77	548.42
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	27,125	27,200	1.65	1.65
HOUSING ASSISTANCE (HAP)	8,660,208	8,286,409	526.30	503.59
ADMIN. EXPENSES	802,221	773,519	48.75	47.01
	9,489,554	9,087,127	576.70	552.25
<b>NET SURPLUS</b>	<b>1,177</b>	<b>(63,105)</b>		
HAP SURPLUS YTD Change	(48,687)	(138,280)		
ADMIN SURPLUS YTD Change	49,864	75,175		
HAP SURPLUS BALANCE	158,095	(26,118)		
ADMIN SURPLUS BALANCE	377,266	563,108		



## HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

## REVENUE &amp; EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

01-Oct-14

TO:

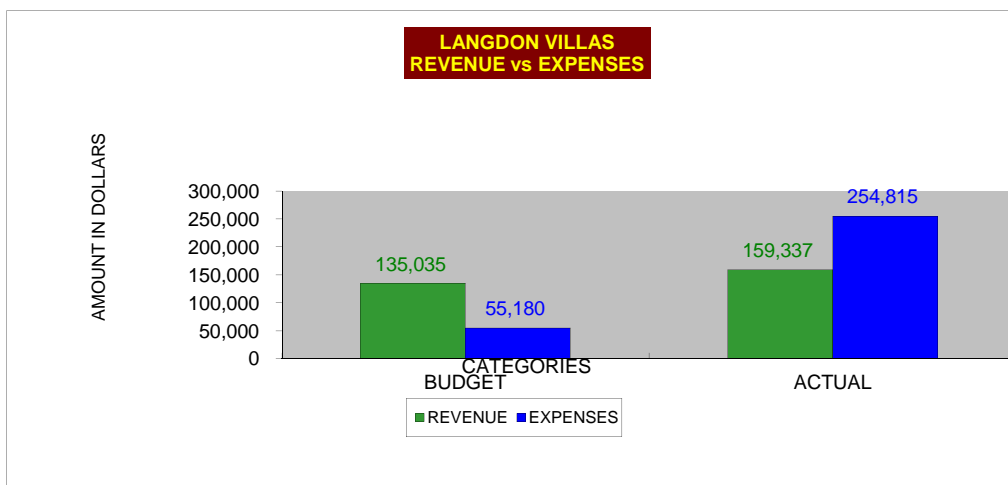
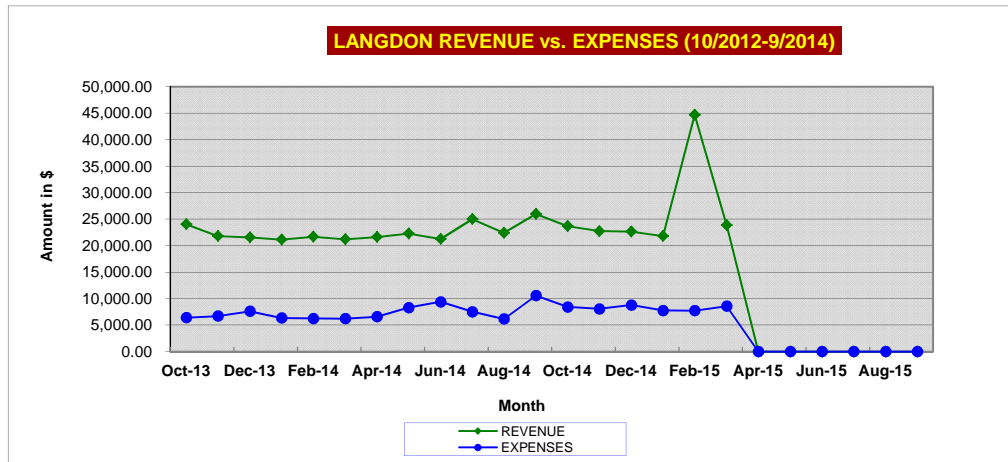
31-Mar-15

REV. RATE:

49.9%

# UNIT/MONTH:

12



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	23,037	23,100	3,850.05	3,860.58
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	299	1,687	49.97	281.98
MANAGEMENT FEES	105,715	106,501	17,667.57	17,798.93
OTHER INCOME	5,984	28,049	1,000.07	4,687.63
GRANT/PASS THRU	0	0	0.00	0.00
	135,035	159,337	22,567.66	26,629.12

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	23,249	19,009	3,885.48	3,176.82
UTILITIES	897	654	149.91	109.36
MAINT. & OPER.	0	286	0.00	47.80
GENERAL	31,034	29,298	5,186.54	4,896.43
BOND INTEREST	0	0	0.00	0.00
NON-ROUTINE	0	205,568	0.00	34,355.50
	55,180	254,815	9,221.93	42,585.91

<b>NET SURPLUS</b>	<b>79,855</b>	<b>(95,478)</b>		
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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

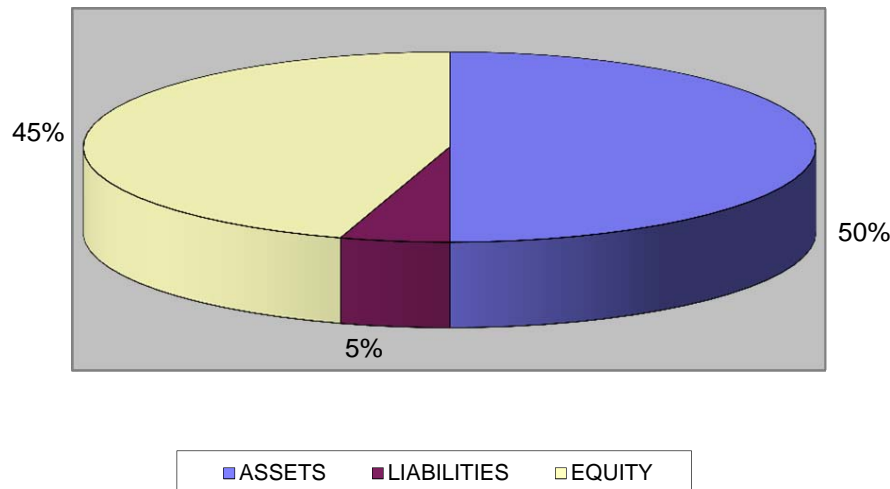
FROM:

01-Oct-14

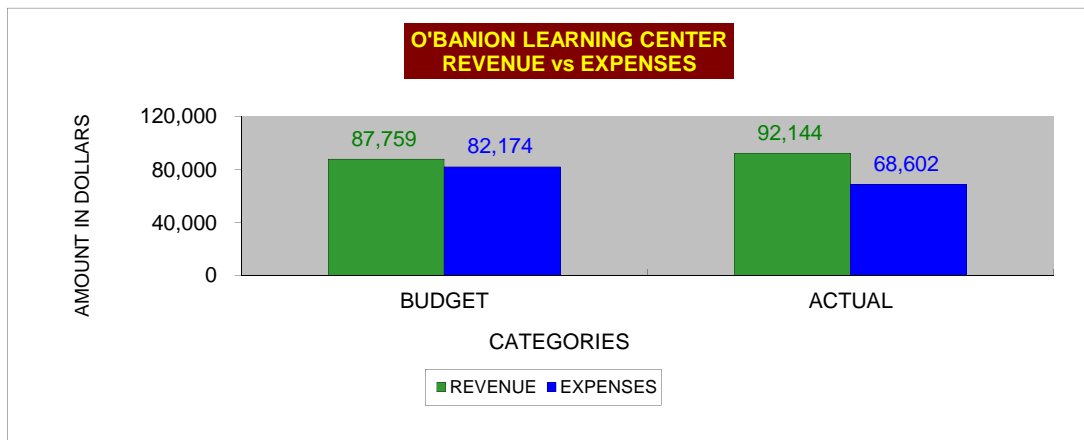
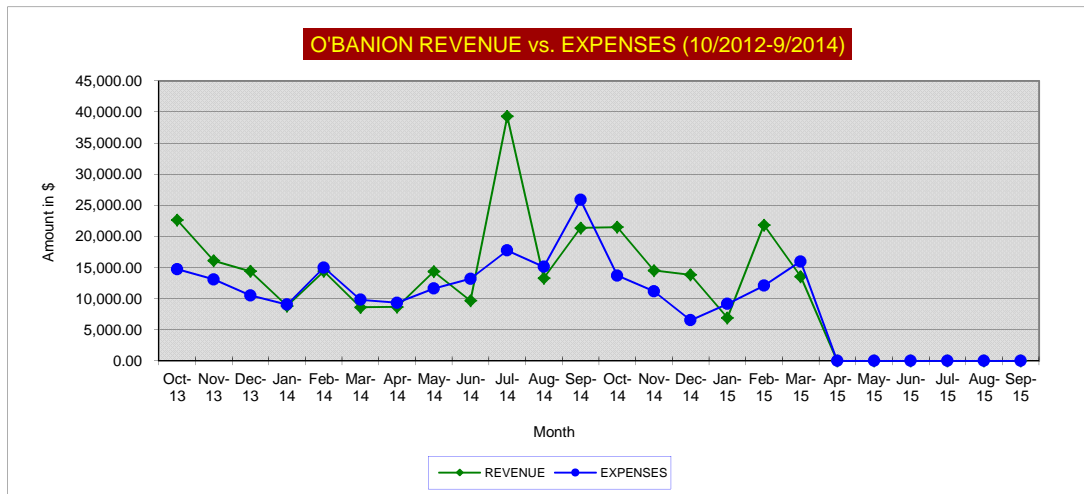
TO:

31-Mar-15

**LANGDON VILLA  
BALANCE SHEET**



CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,813,125			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	132,464			
NOTES RECEIVABLE	988,492			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,530,129			
ACCOUNTS PAYABLE		2,873		
Other Current Liabilities		69,921		
NOTES PAYABLE		808,492		
Other Non Current Liabilities		256,049		
PRIOR YEARS			10,765,922	
CURRENT YEAR			(95,479)	
	\$11,807,778	\$1,137,335	\$10,670,443	\$11,807,778
				LIAB. + EQUITY

**HOUSING AUTHORITY OF THE COUNTY OF MERCED**
**Obanion**
**REVENUE & EXPENDITURE STATUS REPORT**
**FISCAL YEAR PERIOD FROM: 10/01/14 TO: 9/30/2015**
**REPORT PERIOD FROM:**
**01-Oct-14**
**TO:**
**31-Mar-15**
**REV. RATE: 49.9%**
**# UNIT/MONTH: 72**


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
SUBSIDY-PHA	0	0	0.00	0.00
NON-DWELL. RENTS	87,759	92,144	2,444.45	2,566.59
INTERPROGRAM RENT	0	0	0.00	0.00
	87,759	92,144	2,444.45	2,566.59
	YTD	YTD	PUM	PUM
MAINT. & OPER.	10,172	12,433	283.33	346.31
GENERAL	1,496	814	41.67	22.67
NONROUTINE	0	0	0.00	0.00
MORTGAGE INTEREST	0	0	0.00	0.00
DEPRECIATION	26,826	26,898	747.21	749.22
	82,174	68,602	2,288.87	1,910.84
NET SURPLUS	5,585	23,542		
ADD BACK DEPRECIATION	26,826	26,898		
CASH FLOW	32,411	50,440		

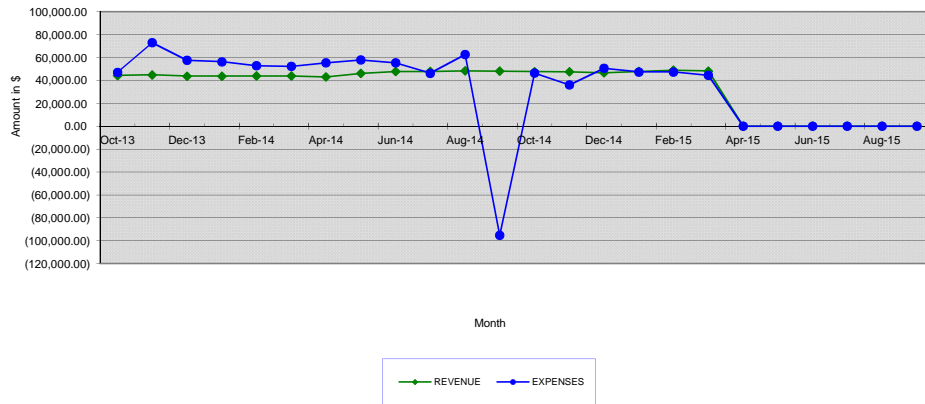
HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 FELIX TORRES YEAR ROUND (ft-yr)  
 REVENUE & EXPENDITURE STATUS REPORT  
 FISCAL YEAR PERIOD FROM: 10/01/14 TO: 9/30/2015  
 REPORT PERIOD FROM:

REV. RATE: 49.9%  
 # UNIT/MONTH: 552

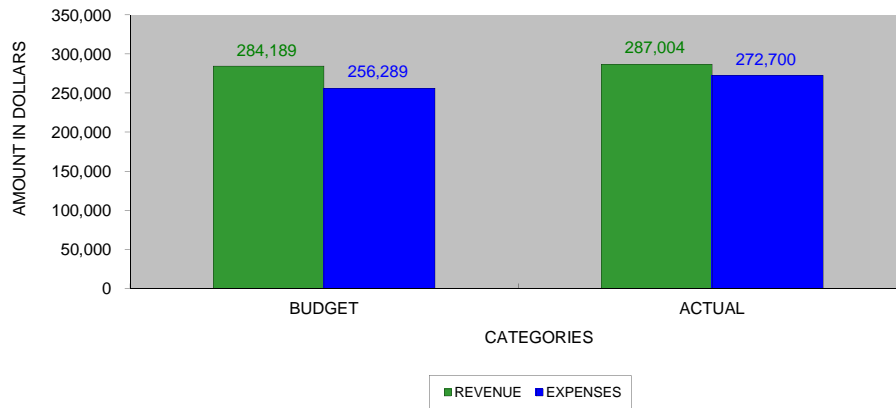
01-Oct-14

TO: 31-Mar-15

FELIX TORRES YEAR ROUND CENTER - REVENUE vs. EXPENSES (10/2012-9/2014)



FELIX TORRES YR  
 REVENUE vs EXPENSES



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	282,489	286,180	1,026.32	1,039.73
	284,189	287,004	1,032.50	1,042.72
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	23,634	25,980	85.87	94.39
UTILITIES	48,467	29,501	176.09	107.18
MAINT.	63,500	51,812	230.70	188.24
GENERAL	23,220	67,673	84.36	245.86
DEPRECIATION	97,468	97,734	354.12	355.08
	256,289	272,700	931.14	990.75
NET SURPLUS	27,900	14,303		
NET FROM OPERATIONS	27,900	14,303		
NET SURPLUS	27,900	14,303		
ADD BACK DEPRECIATION	97,468	97,734		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	125,368	112,037		

**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:

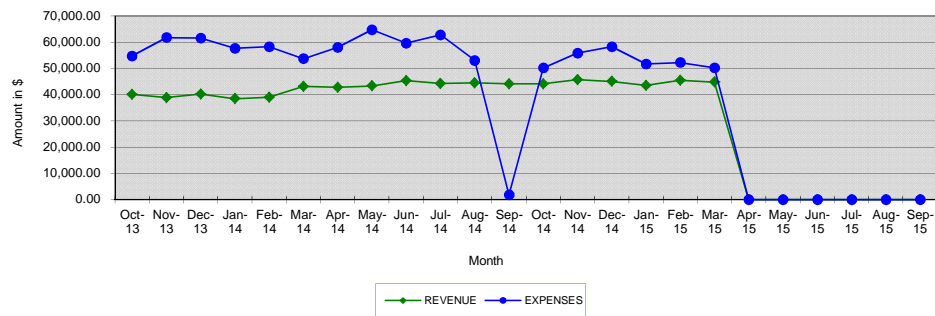
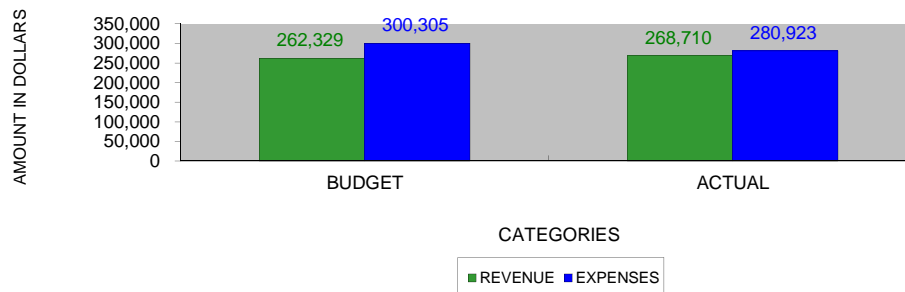
REV. RATE:

49.9%

# UNIT/MONTH:

876

31-Mar-15

**VALLEY VIEW REVENUE vs. EXPENSES (10/2012-9/2014)**

**VALLEY VIEW HOMES  
REVENUE vs EXPENSES**


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	257,293	262,100	589.04	600.05
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	50	110	0.11	0.25
OTHER INCOME	4,986	6,500	11.42	14.88
	<b>262,329</b>	<b>268,710</b>	<b>600.57</b>	<b>615.18</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	54,047	43,947	123.73	100.61
UTILITIES	47,117	46,076	107.87	105.49
MAINT. & OPER.	59,141	51,513	135.40	117.93
GENERAL	21,853	20,911	50.03	47.87
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	20,204	20,262	46.25	46.39
BOND INTEREST	88,843	89,088	203.40	203.96
BOND REPLACEMENT RESV	9,100	9,126	20.83	20.89
	<b>300,305</b>	<b>280,923</b>	<b>687.51</b>	<b>643.14</b>
<b>NET SURPLUS</b>	<b>(37,976)</b>	<b>(12,214)</b>		
BOND PRINCIPAL	37,397	37,500		
<b>ADJUSTED SURPLUS</b>	<b>(75,373)</b>	<b>(49,714)</b>		
ADD BACK DEPRECIATION	20,204	20,262		
ADD BACK BOND COST AMORT	8,340	8,364		
<b>CASH FLOW</b>	<b>(46,829)</b>	<b>(21,088)</b>		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

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

REPORT PERIOD

FROM:

01-Jul-14

TO:

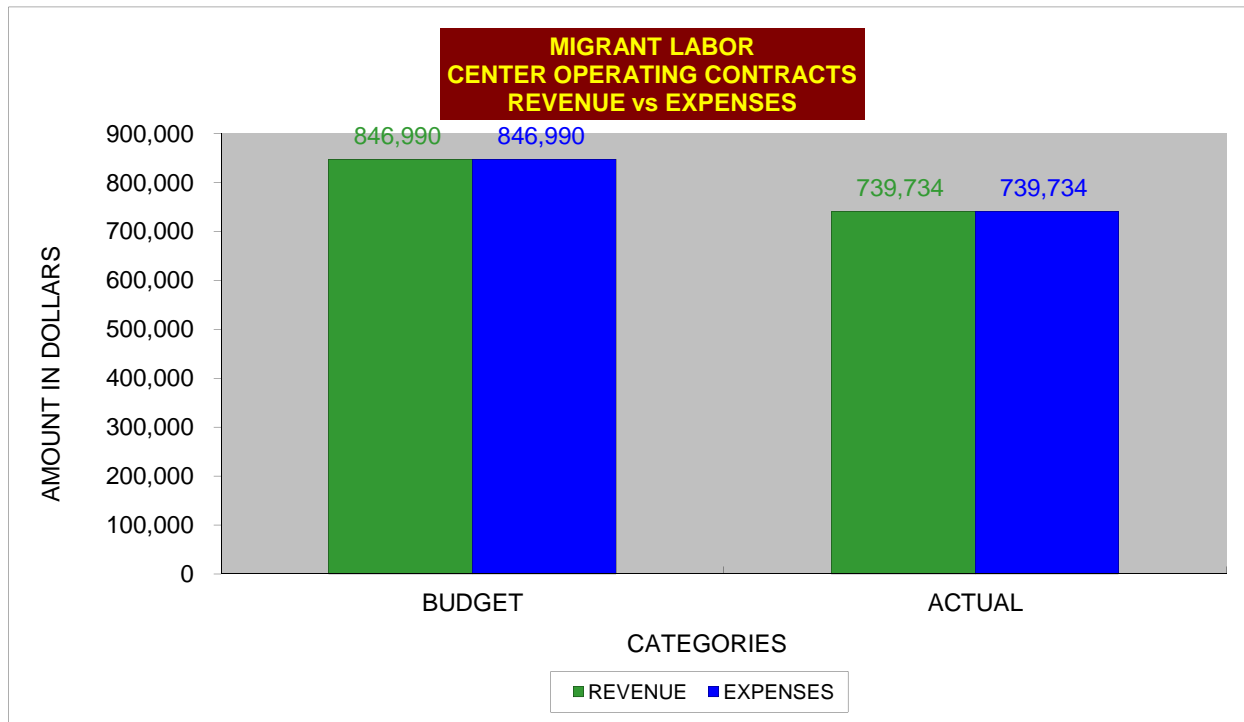
31-Mar-15

EXPEND. RATE:

75.1%

# UNIT/MONTH:

1,548

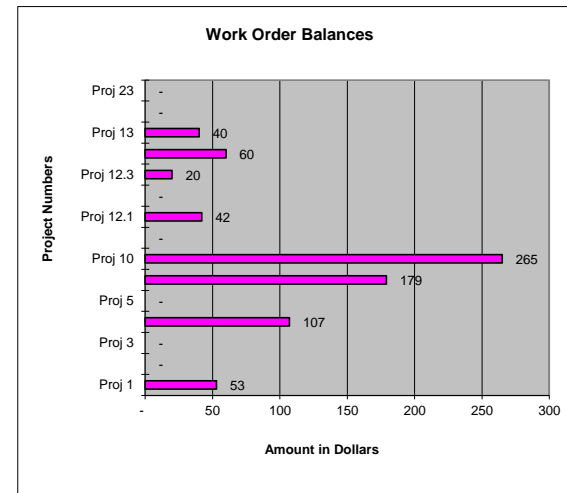
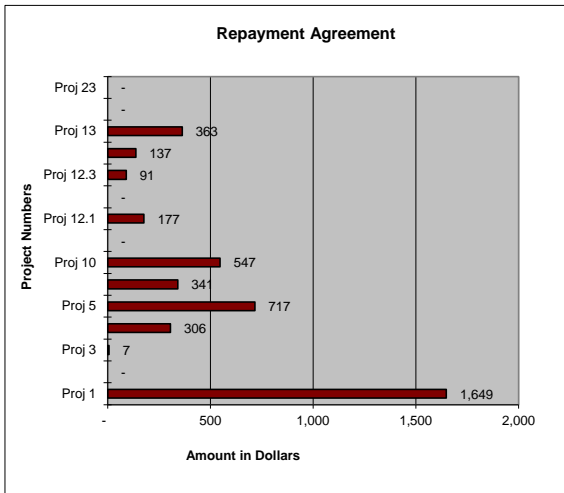
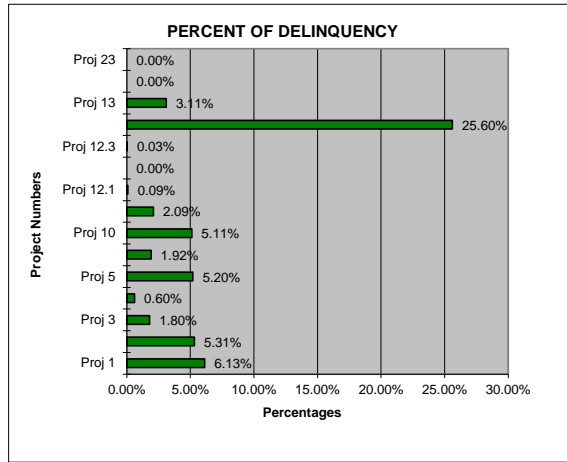
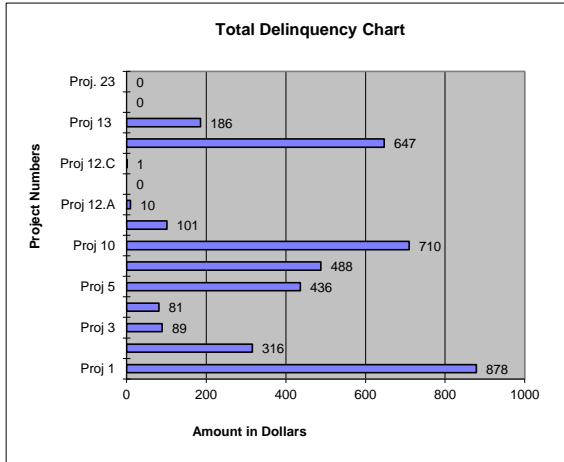


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	846,990	739,734	728.87	636.57
	846,990	739,734	728.87	636.57
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	399,692	404,896	343.95	348.43
OPERATIONS	216,685	197,725	186.47	170.15
MAINTENANCE	11,335	14,989	9.75	12.90
ADMINISTRATION	80,985	80,681	69.69	69.43
DEBT SERVICE	138,293	41,443	119.01	35.66
	846,990	739,734	728.87	636.57
<b>NET SURPLUS</b>	<b>0</b>	<b>0</b>		

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

Mar-15

Project Name	Project #	Total Units	Total # delinquent	Delinquent	Work Orders	Retro Charges	Repay. Agreements	Total Rent	% of Deling.
Gateway Homes	Proj 1	101	16	878	53	-	1649	14,331	6.13%
Linda Vista Homes	Proj 2	20	2	316	-	-	0	5,949	5.31%
Cameo Court Homes	Proj 3	15	4	89	-	-	7	4,935	1.80%
Abby Circle Homes	Proj 4	40	11	81	107	-	306	13,487	0.60%
Globe Ave. Homes	Proj 5	30	5	436	-	-	717	8,383	5.20%
Livingston Homes	Proj 6	60	10	488	179	3,178	341	25,439	1.92%
Merced Turnkey Homes	Proj 10	44	5	710	265	-	547	13,886	5.11%
Los Banos Homes	Proj 11	10	1	101	-	-	0	4,829	2.09%
Atwater Homes	Proj 12.A	36	5	10	42	-	177	10,995	0.09%
Winton Homes	Proj 12.B	6	0	0	-	-	0	2,746	0.00%
Dos Palos Homes	Proj 12.C	12	2	1	20	-	91	3,039	0.03%
So. Dos Palos Homes	Proj 12.D	10	3	647	60	-	137	2,527	25.60%
Merced Elderly Complex	Proj 13	28	2	186	40	-	363	5,985	3.11%
Merced 1st Acquisition	Proj. 21	1	0	0	-	-	0	183	0.00%
Atwater Acquisition	Proj. 23	2	0	0	-	-	0	546	0.00%
		<b>415</b>	<b>66</b>	<b>3943</b>	<b>766</b>	<b>3178</b>	<b>4335</b>	<b>117260</b>	<b>3.36%</b>



	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Percent Delinquent <b>2015</b>	3.15%	3.12%	3.36%			
Percent Delinquent	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Average Delinquency						<b>3.21%</b>

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Percent Delinquent <b>2014</b>	3.14%	4.28%	4.07%	2.70%	3.15%	2.06%
Percent Delinquent	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
	2.13%	2.47%	2.92%	2.18%	2.13%	2.87%
Average Delinquency						<b>2.84%</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	Sep
Lease Up Days		4	16	32	33	57	58						
Average Lease Up Days		1	4	5	4	4	3						
Make Ready Time		18	55	76	94	117	151						
Average Make Ready Days		5	14	12	12	9	9						
Down Days		0	0	0	0	0	0						
Average Down Days		0	0	0	0	0	0						
Total # Vacant Units Turned		1	4	6	8	13	17						
Total # Turn Around Days		22	71	107	127	174	209						
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	6	18	18	16	13	12						

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%	100%						
Average # days to complete Non-Emergency Work Orders	A = 25 days or less3 B=26-360 C=31-40 D=41-50 E=51-60 F= greater than 60	4	6	5	5	5	5						



## MEMORANDUM

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

**From:** Rennise Ferrario, Executive Director

**Date:** April 7, 2015

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

Time definitely flies; we are now at the door of a new season, and all managers are looking forward to see our residents again. Atwater will be opening on April 20, 2015. We have been preparing our units, grounds and documents for this moment, and I have to say; we are ready!

Our staff at the migrant program strives to provide the best possible service to our residents, and make our families feel at home. The centers are kept in great condition, the curb appeal of the grounds is inviting, and creates a colorful, and cozy environment.

The Felix Torres year round complex continues to be at full occupancy. Francisco Gonzalez (Quico) keeps a good grip of maintenance work orders, conducting inspections, processing tenant re-certifications and helping to maintain the complex grounds in great shape along with Cruz Ramirez (Utility Worker.)

Our goals for the migrant program this 2015 year are to increase our occupancy levels for Merced and Planada migrant centers, add more families to our waiting list for the Felix Torres year round program, improve/evaluate our marketing strategies, conserve water, continue to maintain excellent curb appeal at all our centers, find ways to save money without sacrificing quality, and continue to provide the best customer service possible to our hard working farm labor families.

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

- January 12. Completed walk through inspection at Los Banos migrant center with contractor for the installation of ADA kitchen sinks in three units.

- January 16. Completed the new buildings 11<sup>th</sup> month contractor inspection for the Felix Torres year round center. There were minor findings, and contractor will replace/repair under warranty all issues.
- January 21. Contractor questions deadline for the installation of ADA sink replacement at Los Banos migrant center.
- January 28. Jorge attended Assertive Manager training in Fresno
- January 29, 10:00 a.m. Bid closing for Atwater projects at the main office
- January 29, 2:00 PM. Bid closing for kitchen sinks replacement for Los Banos migrant center at the main office.
- January 29, 3:00 PM. Bid opening for Atwater migrant miscellaneous improvements at the main office.
- February 2. The Merced Transit Joint Powers Authority established a bus stop inside the Felix Torres complex, which has added a great service for our residents.
- February 9. We recycled and old rusty payment drop box we found at Planada Village, and now it looks great. It is installed at the FT office to better serve our residents.
- February 10. All migrant program departments completed the annual fire extinguisher service.
- February 19. Submitted Felix Torres y-r rental assistance approval/confirmation to USDA.
- February 27, 8 to in the morning. Migrant program quarterly safety inspections were completed.
- February 27, 10 to noon, conducted migrant department safety meeting.
- March 9. OMS visited the Merced migrant center. We received great comments on the overall appearance and presentation of the center.
- March 11. Our Utility Worker (Cruz Ramirez) for the Felix Torres complex successfully completed his employment probationary period. Congratulations, we are happy for him.
- March 13. Jorge completed Francisco Gonzalez (Quico) annual evaluation appraisal.
- March 24. Quico, Samuel and Jorge assisted the section 8 program at the Merced fair grounds. We posted signs, helped customers at the gate, maintained order, and helped clients if they had questions filling up the applications. It was a great experience for all of us. Most importantly, it was very rewarding helping those families in need.
- March 26. Jorge attended the annual OMS contractors meeting in Gilroy
- March 27. Jorge attended the annual OMS managers meeting in Gilroy.
- March 30. Contractor started working on repairing the asphalt at the Felix Torres complex under warranty, and the repairs will continue for two weeks. It will include application of seal coat and line stripping.
- April 6. Contractor started the replacement of swamp coolers and water heaters at the Atwater migrant center.

- April 6. USDA and OMS conducted the tree-annual audit for Felix Torres year round, and Planada migrant centers, which included files, marketing plan and physical inspections. We did a great job.
- April 7. USDA and OMS conducted the three-annual audits for the Merced migrant center. Nothing but good comments. Great job Ruben and Samuel.
- Finally, congratulations to all migrant department staff for a job well done during this quarter.

### **MIGRANT CENTERS 2015 OPENING DATES**

<b>CENTER NAME</b>	<b>OPENING DATE</b>
MERCED MIGRANT	May 18, 2015
FELIX TORRES MIGRANT	June 2, 2015
ATWATER MIGRANT	April 20, 2015
LOS BANOS MIGRANT	May 18, 2015

### **Felix Torres Year Round Housing:**

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

### **SAFETY**

- Bickmore will provide training on April 14 on the updated safety policies
- Bickmore will conduct work station ergonomic assessments for section 8 and administration staff on April 13, 2015.
- We will disseminate new information regarding the Bickmore “Cash for Safety Ideas” during the month of April. With this program employees could receive cash awards for their safety ideas. The prices start at \$50 all the way to \$500
- During the month of April we will be holding our quarterly agency safety committee meeting.
- Migrant program staff continues to be very conscientious about safety and the proper use of PPE.

# MEMORANDUM

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

**From:** Rennise Ferrario, Executive Director

**Date:** April 21, 2015

**Subject:** Quarterly Report – Housing Services

## HOUSING CHOICE VOUCHER PROGRAM

### **Budget:**

Monthly Budget: \$1,439,824  
Current Expended HAP: \$1,350,957  
Under Budget: \$88,867  
98% of Budget: \$1,411,028

### **Voucher Count:**

2603 Voucher families under contract  
1084 participant families have at least one disabled family member in their household  
472 participant families have at least one elderly family member in their household  
41 transfer families housed

### **Lease-up:**

74 new applicant voucher holders that are currently searching for suitable housing  
5 voucher holders have ported out to other jurisdictions  
77 Housing Choice Voucher declaration packets received  
105 Housing Choice Vouchers issued  
74 PBV personal declaration packets received  
13 PBV vouchers issued  
138 Request for Tenancy Approval forms received  
81 new families housed  
12 port-in families

### **Waiting List:**

715 families pending wait list placement

### **General Statistics:**

30 participants have exited the Housing Choice Voucher Program

**HCV Family Self-Sufficiency:**

- 45 families are actively enrolled in the Family Self-Sufficiency Program
- 19 families have escrow accounts (\$38,481 combined total escrow amount)
- 0 family "graduated" from the FSS program
- 0 families forfeited their escrow account (\$0)

**HOUSING SERVICES**

- 421 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)
- 1 PBV View (Midway)
- 0 PBV (Atwater Elderly)

**Vacancies Filled:**

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

**Delinquent Rents:**

- 3.21% Average for the reporting quarter
- 3.15% Jan
- 3.12% Feb
- 3.36% Mar

**Evictions:**

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

**Maintenance Department:**

- 662 Completed work orders
- 248 Amp 1
- 161 Amp 2
- 253 Amp 3

## **MEMORANDUM**

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

**FROM:** Rennise Ferrario, Executive Director

**DATE:** April 21, 2015

**SUBJECT:** Quarterly Report - Finance

### **Financial Reporting**

The FYE 9/30/2014 audit was completed and the audited financials were submitted on 3/9/2015 to HUD REAC. We are currently awaiting HUD's approval of our 2014 Audit.

### **Section 8 – Funding**

2015 calendar year HAP funding from HUD is \$17,339,829 (101% proration) or \$1,444,985 per month. As of 3/31/2015 we have 2,619 vouchers under contract. Our HAP Equity (NRA) as of 3/31/2015 is (-\$26,119). HUD is holding undisbursed HAP Budget Authority (Program Reserves) for our agency as of 3/31/2015 of \$1,735,341.

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 3/31/2015 is \$582,008 (4.4 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. We continue to await the final calculated funding amounts from HUD.

### **Computer Systems**

We are currently working with our software vendor to set up and provide an on-line application process for our wait lists. This would be utilized for all of our program waitlists. We expect it to be operational in May or June of this year.

## MEMORANDUM

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

**FROM:** Rennise Ferrario, Executive Director

**DATE:** April 21, 2015

**SUBJECT:** Recommendation to adopt Resolution No. 2015-09, adjusting the Payment Standards for Housing Choice Voucher

On October 21, 2014, the Board of Commissioners approved Resolution No. 2014-12, maintenance of current payment standards at 107% of the published Fair Market Rents (FMR's).

We are requesting an increase in the payment standards from 107% to 110% of published Fair Market Rents.

The current and proposed FMR's and Payment standards are listed below:

	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
Current FMR's	\$498	\$577	\$759	\$1,118	\$1,344
Current Payment Standards (107% of 50 <sup>th</sup> Percentile)	\$532	\$616	\$811	\$1,195	\$1,435
Proposed Payment Standards (110% of 50 <sup>th</sup> Percentile)	\$548	\$635	\$835	\$1,230	\$1,478

The new payment standards will increase Housing Authority subsidy to the owner, possibly decreasing the client's portion of the rent.

The proposed payment standards will be effective May 1, 2015.

### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt Resolution No. 2015-09, approving the adjustment in the payment standard to 110% of the published Fair Market Rents.

## **RESOLUTION NO. 2015-09**

### **APPROVING THE ADJUSTMENT OF PAYMENT STANDARDS FOR HOUSING CHOICE VOUCHER**

**WHEREAS**, HUD issues annual Fair Market Rents for Merced County; and

**WHEREAS**, HUD allows the Housing Authority to establish payment standards for a unit size at any level between 90 and 110 percent of the published FMR for that unit size, without HUD regional or HUD Headquarters approval;

**THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve the Housing Choice Voucher Affordable Payment Standards to be adjusted to 110% of current published Fair Market Rent for all bedroom sizes in Merced County.

The foregoing resolution was introduced at the April 21, 2015 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

---

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