

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Quarterly Meeting
Tuesday, January 19, 2016
12:00 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
Jose Delgadillo, Vice-Chair
Lyle Davis
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

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 15, 2015 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 2015

B. Financial Reports for December 2015

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

VI. CLOSED SESSION ITEM(S):

A. Pursuant to Government Code §54957

Public Employee Contract for Executive Director

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

A. Information/Discussion Item(s):

1.) Department Reviews (provided in Board packet)

2.) Director's Updates

B. Resolution Item(s):

1.) **Resolution No. 2016-01:** Resolution of the Board of Commissioners of the Housing Authority of the County of Merced Approving an Employment Agreement between the Housing Authority of the County of Merced and Rennise Ferrario

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

C. Action Item(s):

1.) **Action Item No. 2016-A-01:** Recommendation to approve a decrease in the mileage reimbursement rate.

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

VIII. COMMISSIONER'S COMMENTS:

IX. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, December 15, 2015

- I. The meeting was called to order by Chairperson Torres at 5:35 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

None

Chairperson Torres declared there was a quorum present.

Staff Present:

Rennise Ferrario, Executive Director/Board Secretary
Blanca Arrate, Housing Choice Voucher Manager
Maria F. Alvarado, Executive Assistant

Others Present:

None

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

None

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

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

A. November 17, 2015, Regular Meeting

It was noted that the minutes were revised in Section VII. Closed Session Items, to reflect that instruction was provided to the Executive Director to proceed as directed.

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

IV. **UNSCHEDULED ORAL COMMUNICATION:**

None

V. CONSENT CALENDAR:

A. Rent Delinquency Report for November 2015

B. Financial Reports for September and November 2015

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

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

A. Information/discussion Item(s):

1.) Directors Updates:

A. Safety in the Workplace:

- i. As a result of recent events, Bickmore has provided information to the agency regarding safety in the workplace. An emergency plan will be presented and implemented with all staff.

B. Naming streets at the Migrant Centers:

- i. Executive Director Ferrario advised the Board against renaming the streets at the Migrant Centers for the present time. After a brief discussion it was decided by the Board to no longer pursue renaming the streets.

C. All Others:

- i. Migrant Centers: All centers are now closed.
- ii. CFP Projects: Rehab at the 1st Street Apartments continues. There were issues with vandalism that have since been resolved. The goal is to have tenants moved in by January 1, 2016.
- iii. Request for Proposals for Landscape, Janitorial, Inspections, Property Management, and Various Projects at Felix Torres have been released.
- iv. Smoke Free Policy: Commissioner Osorio asked how the policy was going and Executive Director Ferrario stated there have not been any issues. Maintenance and the Health Department have placed signs around all of the properties. Gina Thexton and a few tenants from Park Avenue attended a luncheon that the Health Department held where they had the opportunity to express how they felt about the policy.
- v. Human Resources: All available positions are filled. We currently have 2 placements from the Human Services Agency and 3 from Central Valley Opportunity Center.
- vi. Commissioner Terms: Commissioner Pia will provide re-appointment letter. Commissioner Davis and Commissioner Torres will need to start the re-appointment process as their terms expire February 2016.

vii. Emily Haden provided RDA Update as well as a brief explanation for Resolution 2015-32.

B. Resolutions Item(s):

1.) **Resolution No. 2015-30:** Approving the Housing Authority's Employer Paid Member Contributions.

(M/S/C): Commissioner Pia/Commissioner Resendez/passed:
7-Ayes
0-Noes
0-Absent

2.) **Resolution No. 2015-31:** Approving the Housing Authority of the County of Merced Board Calendar for 2016.

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

3.) **Resolution No. 2015-32:** Approving entering into the assignment and assumption of Housing Assets and the Agreement to provide Housing Administrative cost allowance with Los Banos Designated Local Authority.

(M/S/C): Commissioner Delgadillo/Commissioner Davis/passed:
7-Ayes
0-Noes
0-Absent

VII. COMMISSIONER'S COMMENTS

- A. Commissioner Dorsey enjoyed the agency's Annual Holiday Dinner.
- B. Commissioner Osorio stated it was nice to see the activity and comradery at the party. Wishes all the best for next year and a merry Christmas.
- C. Commissioner Pia wished all a safe, happy and merry Christmas.
- D. Commissioner Resendez stated he enjoyed the party and wished all a merry Christmas and hopes next year will be a better year.
- E. Vice Chair Delgadillo wished all a merry Christmas and happy New Year.
- F. Chairperson Torres wished all a happy holiday and stated she enjoyed the party.

Break 6:16 p.m. – 6:35 p.m.

VIII. 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
Jose Delgadillo, Vice-Chair
Lyle Davis
Evelyne Dorsey
Rick Osorio
Margaret Pia
Jose Resendez

Others Present

Rennise Ferrario, Executive Director/Board Secretary

- A. Pursuant to Government Code §54957
Public Employee Contract for Executive Director

The Board returned to Regular Session at 6:52 p.m. and reported out that instruction was provided to the Executive Director to proceed as directed.

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:55 p.m.

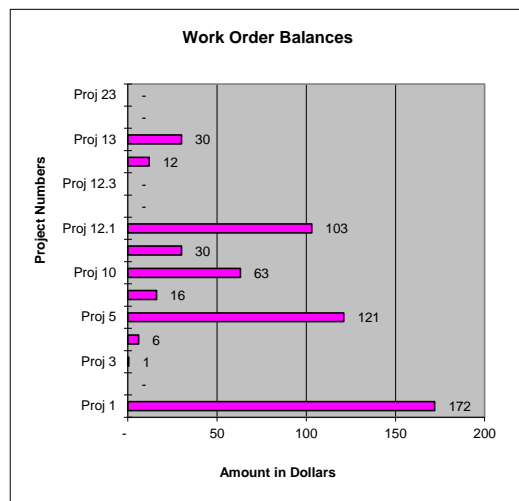
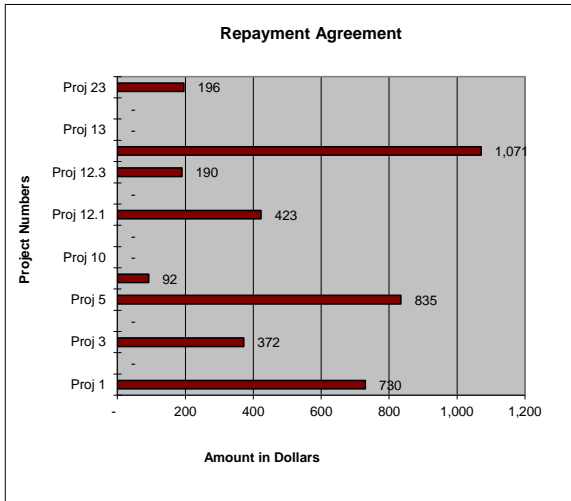
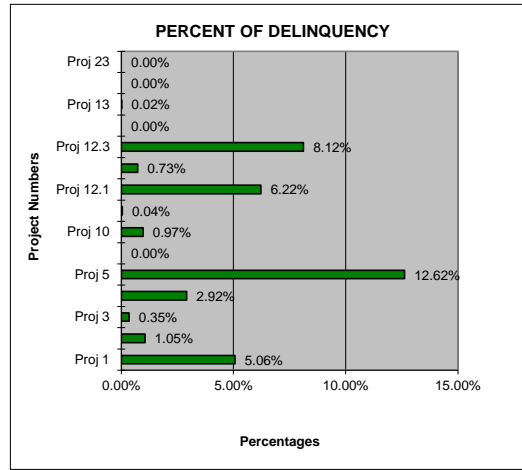
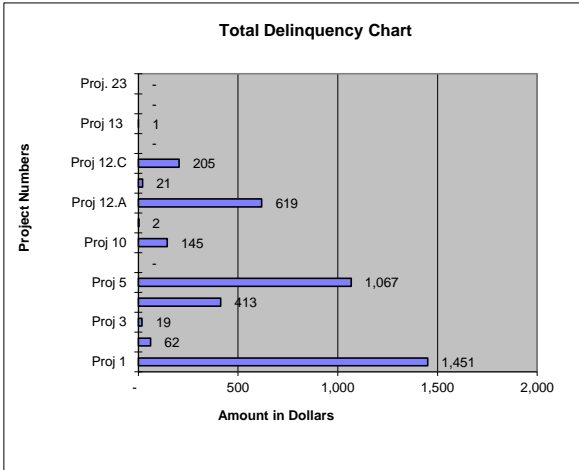
Chairperson Signature / Date

Secretary Signature/ Date

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

Dec-15

Project Name	Project #	Total Units	Total # delinquent	Delinquent	Work Orders	Retro Charges	Repay. Agreements	Total Rent	% of Delinq.
Gateway Homes	Proj 1	101	17	1,451	172	-	730	28,684	5.06%
Linda Vista Homes	Proj 2	20	1	62	-	-	-	5,885	1.05%
Cameo Court Homes	Proj 3	15	4	19	1	-	372	5,491	0.35%
Abby Circle Homes	Proj 4	40	4	413	6	-	-	14,166	2.92%
Globe Ave. Homes	Proj 5	30	8	1,067	121	-	835	8,454	12.62%
Livingston Homes	Proj 6	60	3	-	16	2,369	92	24,258	0.00%
Merced Turnkey Homes	Proj 10	44	3	145	63	-	-	15,004	0.97%
Los Banos Homes	Proj 11	10	2	2	30	-	-	5,162	0.04%
Atwater Homes	Proj 12.A	36	9	619	103	-	423	9,954	6.22%
Winton Homes	Proj 12.B	6	1	21	-	-	-	2,870	0.73%
Dos Palos Homes	Proj 12.C	12	5	205	-	-	190	2,525	8.12%
So. Dos Palos Homes	Proj 12.D	10	2	-	12	-	1,071	3,494	0.00%
Merced Elderly Complex	Proj 13	28	3	1	30	-	-	6,226	0.02%
Merced 1st Acquisition	Proj. 21	1	-	-	-	-	-	292	0.00%
Atwater Acquisition	Proj. 23	2	1	-	-	-	196	731	0.00%
		415		4,005	554	2,369	3,909	133,196	3.01%



Percent Delinquent	2015					
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
	3.15%	3.12%	3.36%	3.34%	2.03%	1.72%
Percent Delinquent	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
	2.81%	4.09%	4.45%	4.85%	4.38%	3.01%

Average
Delinquency **3.36%**

Percent Delinquent	2014					
	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
	6.22%	3.55%	2.87%	2.73%	3.47%	2.57%
Percent Delinquent	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
	1.84%	2.26%	2.32%	3.07%	4.26%	2.98%

Average
Delinquency **2.79%**

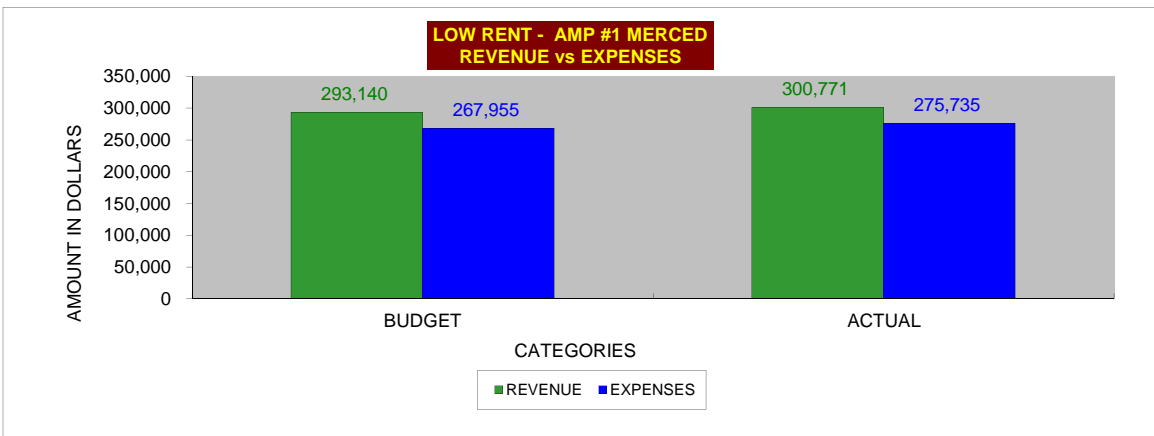
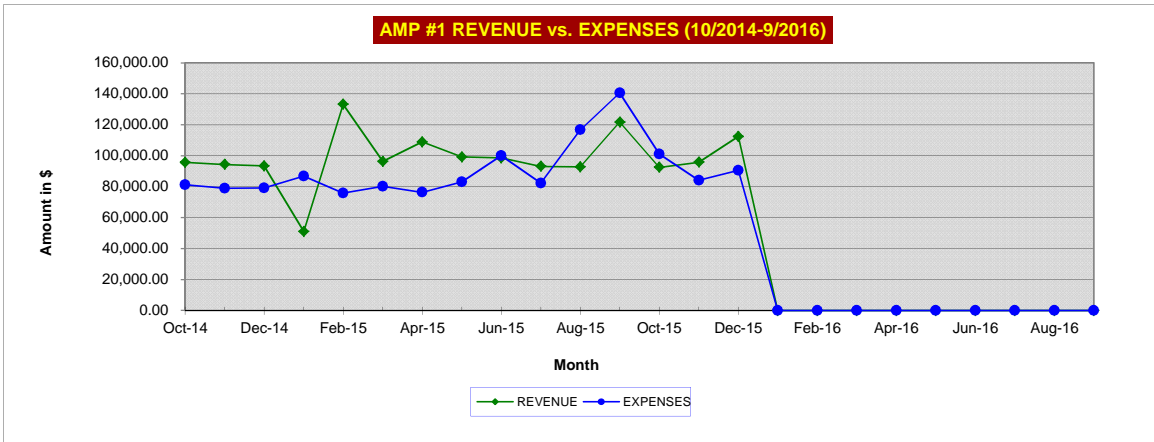
PHAS Tracking Summary Fiscal Year Ending 09/30/16

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		2	3	3									
Average Lease Up Days		0	0	0									
Make Ready Time		45	74	111									
Average Make Ready Days		6	7	7									
Down Days		4	7	8									
Average Down Days		1	1	1									
Total # Vacant Units Turned		7	11	16									
Total # Turn Around Days		51	84	122									
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	7	8	8									

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	0%	0%	0%									
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B=26-360 C=31-40 D=41-50 E=51-60 F= greater than 60	9	9	8									

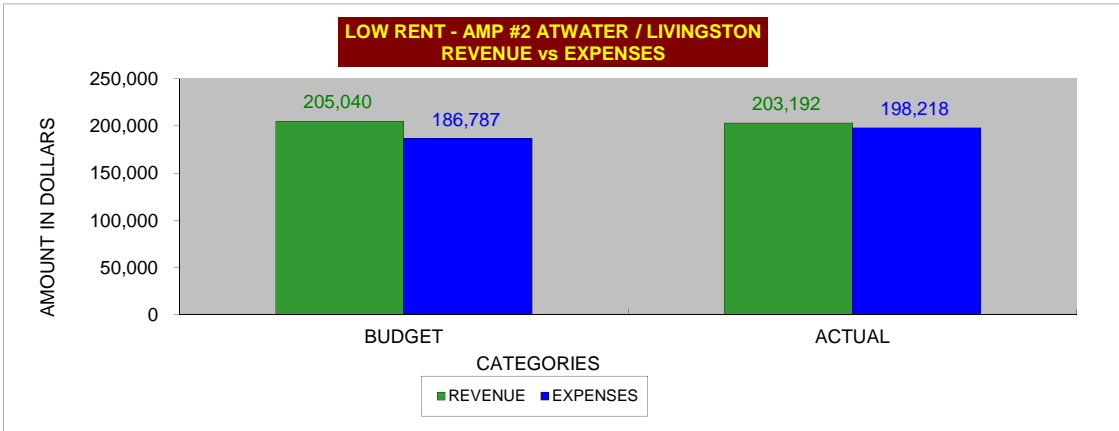
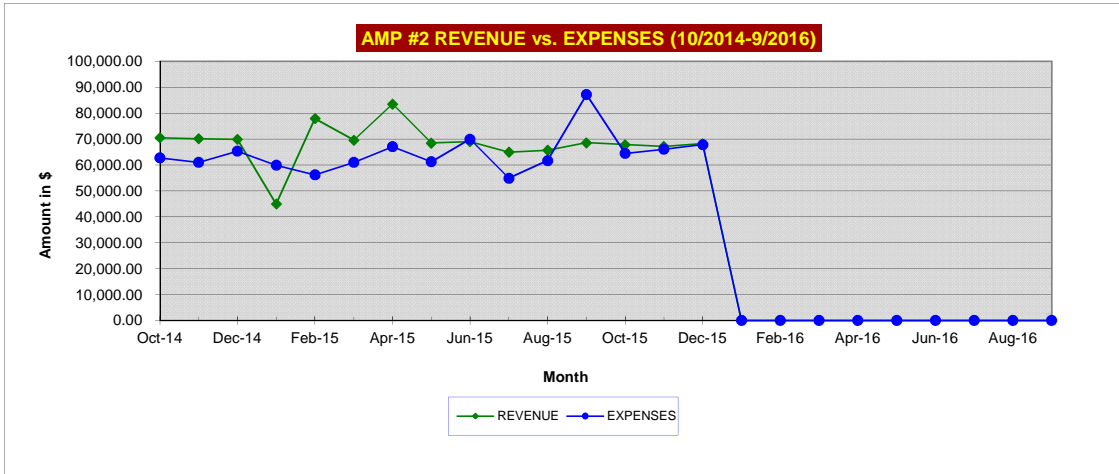
01-Oct-15

TO: 31-Dec-15



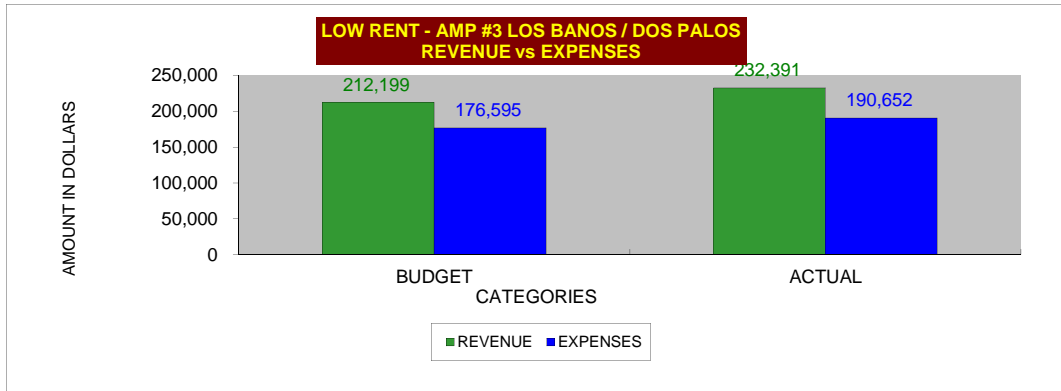
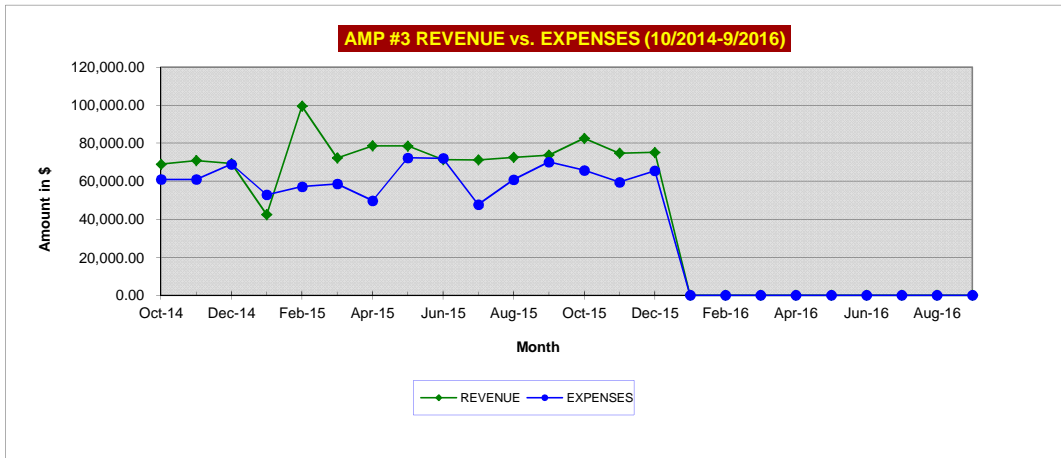
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	151,233	144,321	284.09	271.11
INTEREST	252	0	0.47	0.00
OTHER INCOME	4,285	4,367	8.05	8.20
PFS SUBSIDY	137,370	138,294	258.05	259.79
	293,140	300,771	550.66	565.00
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	89,721	88,699	168.54	166.62
TENANT SERVICES	0	13,600	0.00	25.55
UTILITIES	43,832	44,053	82.34	82.75
MAINT.	74,893	71,161	140.69	133.68
GENERAL	27,423	26,398	51.51	49.59
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	32,086	31,824	60.27	59.78
EQUITY TRANSFERS	0	0	0.00	0.00
	267,955	275,735	503.35	517.97
NET SURPLUS	25,185	25,036		
NET FROM OPERATIONS	25,185	25,036		
NET SURPLUS	25,185	25,036		
ADD BACK DEPRECIATION	32,086	31,824		
CASH FLOW	57,271	56,860		

01-Oct-15 TO: 31-Dec-15



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	131,068	127,850	370.37	361.28
INTEREST	403	0	1.14	0.00
OTHER INCOME	2,117	4,051	5.98	11.45
PFS SUBSIDY	71,451	71,291	201.91	201.45
	205,040	203,192	579.40	574.18
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	66,505	68,441	187.93	193.40
UTILITIES	36,245	35,838	102.42	101.27
MAINT.	46,437	56,085	131.22	158.48
GENERAL	19,610	20,010	55.41	56.54
DEPRECIATION	17,990	17,844	50.84	50.42
EQUITY TRANSFERS	0	0	0.00	0.00
	186,787	198,218	527.82	560.11
NET SURPLUS	18,253	4,975		
NET FROM OPERATIONS	18,253	4,975		
NET SURPLUS	18,253	4,975		
ADD BACK DEPRECIATION	17,990	17,844		
CASH FLOW	36,243	22,819		

01-Oct-15 TO: 31-Dec-15

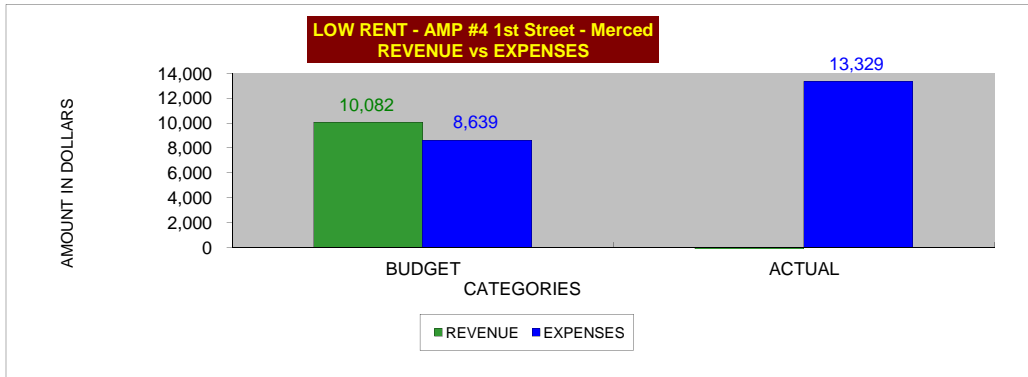
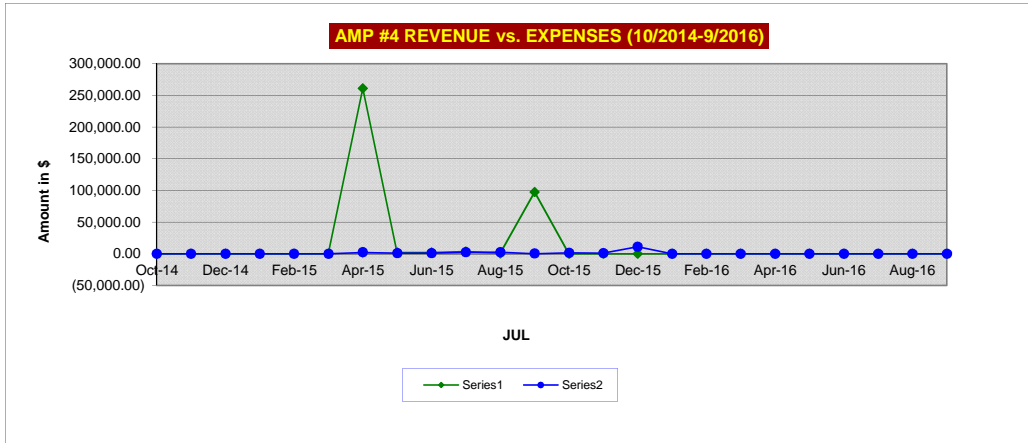


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	109,140	120,080	295.77	325.41
INTEREST	151	0	0.41	0.00
OTHER INCOME	4,033	12,514	10.93	33.91
PFS SUBSIDY	98,876	99,798	267.95	270.45
	212,199	232,391	575.06	629.77
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	57,308	60,046	155.30	162.72
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	35,589	35,024	96.45	94.91
MAINT.	50,546	63,397	136.98	171.80
GENERAL	18,426	17,579	49.93	47.64
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	14,726	14,607	39.91	39.58
EQUITY TRANSFERS	0	0	0.00	0.00
	176,595	190,652	478.57	516.65
NET SURPLUS	35,604	41,739		
NET FROM OPERATIONS	35,604	41,739		
NET SURPLUS	35,604	41,739		
ADD BACK DEPRECIATION	14,726	14,607		
CASH FLOW	50,330	56,346		

01-Oct-15

TO: 31-Dec-15

(13,679.08)



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	10,082	(340)	952.38	(32.12)
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	(10)	0.00	(0.94)
PFS SUBSIDY	0	0	0.00	0.00
CFP FUNDS	0	0	0.00	0.00
HOME SALE REVENUE	0	0	0.00	0.00
	10,082	(350)	952.38	(33.06)
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	3,872	841	365.76	79.47
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	1,461	1,276	138.01	120.55
MAINT. GENERAL	2,917	10,899	275.54	1,029.55
NONROUTINE	389	312	36.75	29.51
DEPRECIATION	0	0	0.00	0.00
EQUITY TRANSFERS	0	0	0.00	0.00
	8,639	13,329	816.06	1,259.08
NET SURPLUS	1,443	(13,679)		
NET FROM OPERATIONS	1,443	(13,679)		
NET SURPLUS	1,443	(13,679)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	1,443	(13,679)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED
 VOUCHER
 REVENUE & EXPENDITURE STATUS REPORT
 FISCAL YEAR PERIOD FROM: 10/01/15 TO: 9/30/2016
 REPORT PERIOD FROM:

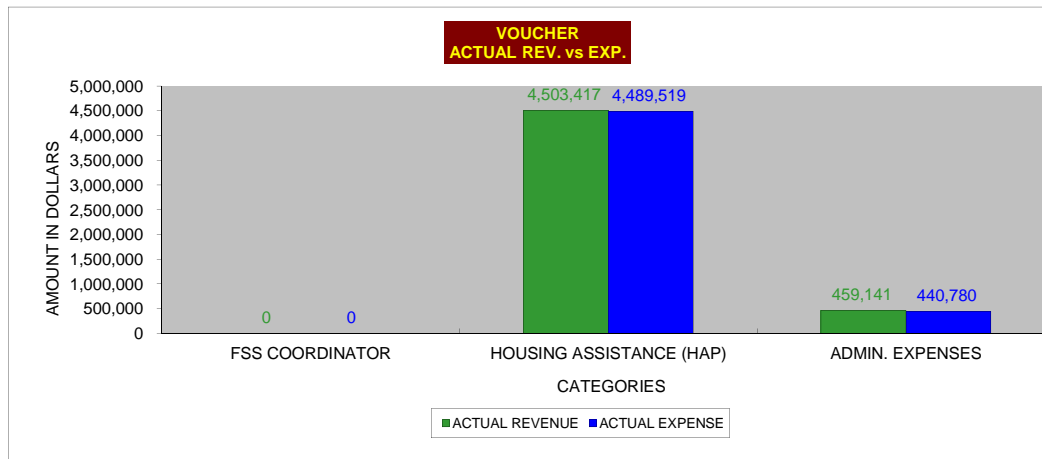
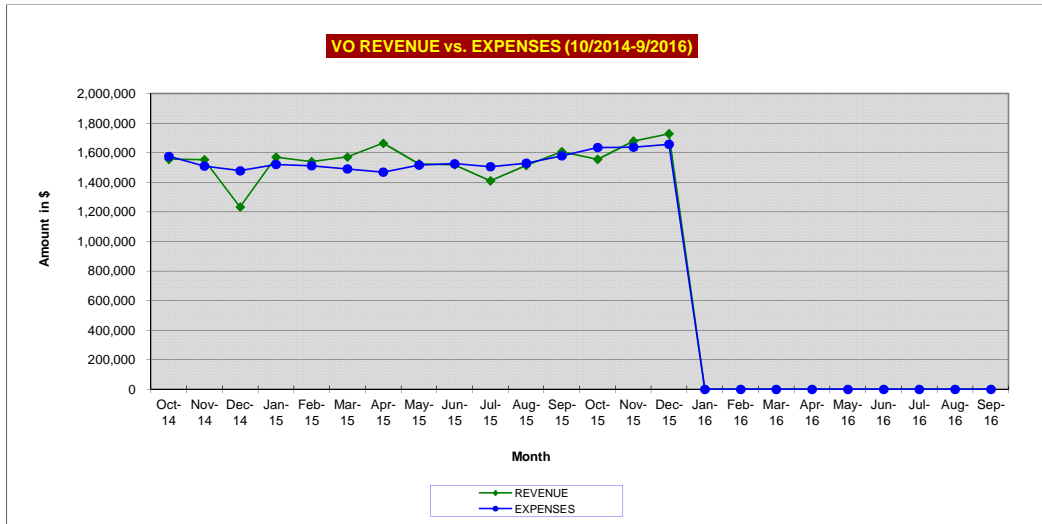
EXPEND. RATE: 25.2%
 BUDGET # VOUCHER MONTHS: 33,360

YTD VOUCHERS	YTD %
8,266	24.8%

01-Oct-15

TO: 31-Dec-15

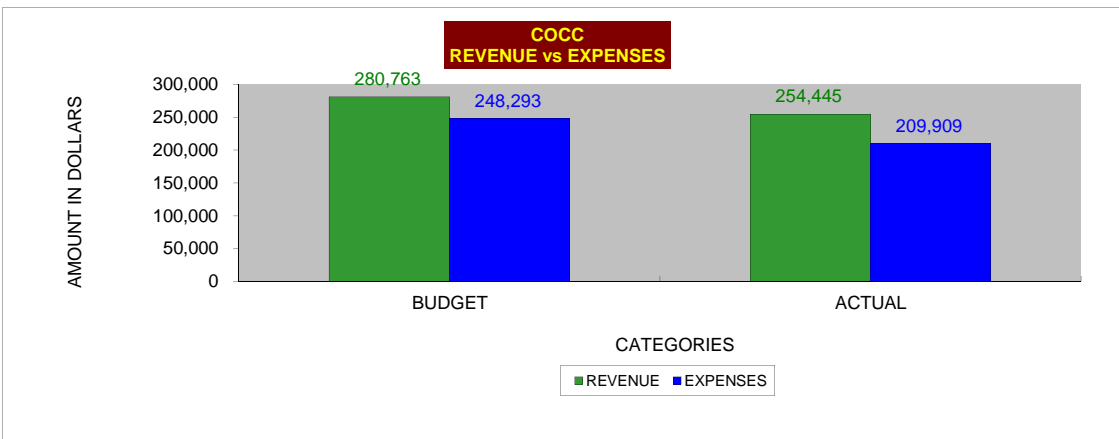
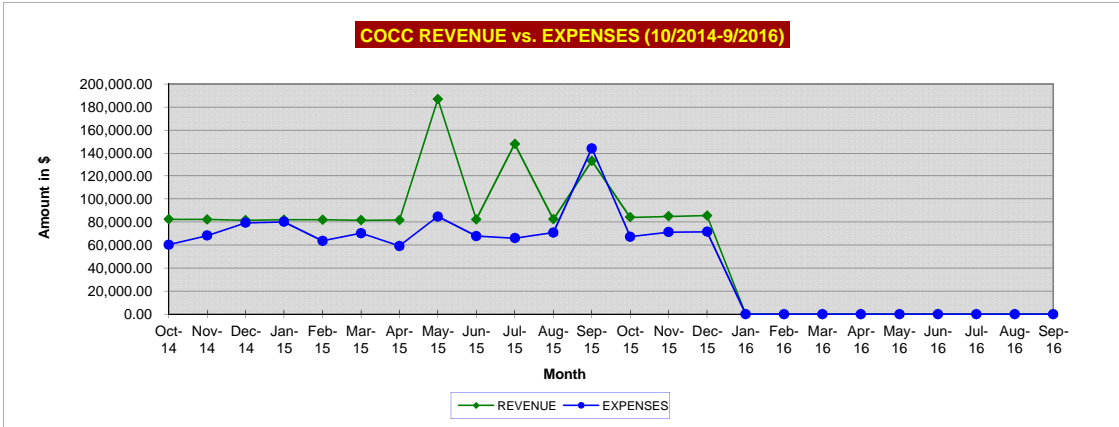
ACCOUNT CODE DETAIL YTD BUDGET BUDGET JAN YTD BUDGET BALANCE (OVER)/UNDER % OF REV



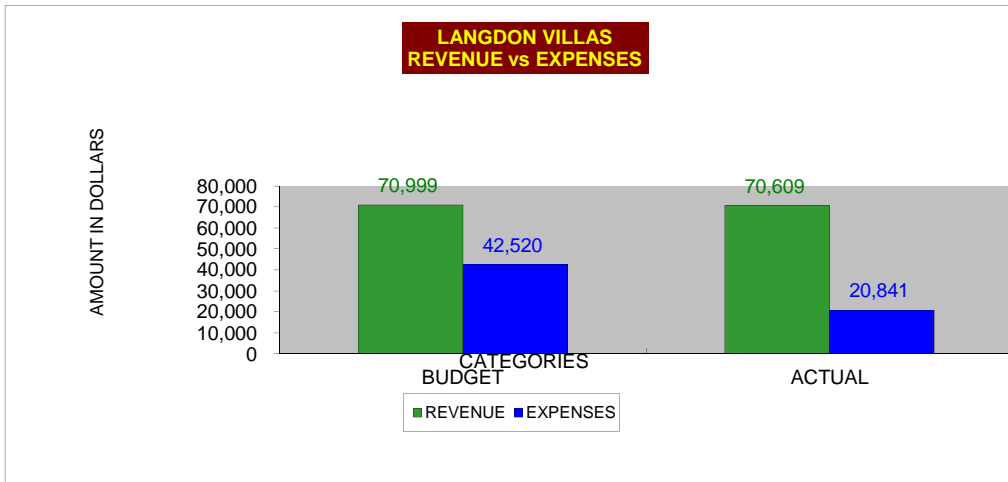
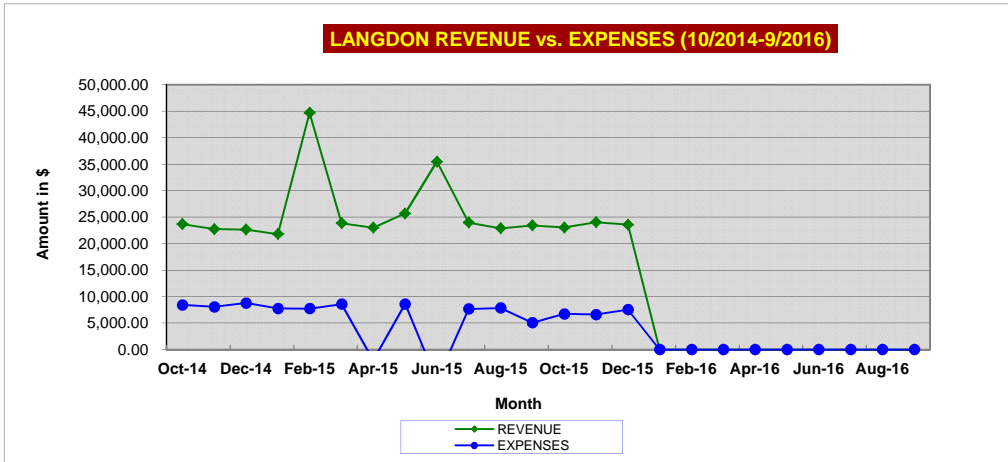
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	4,169,660	4,503,417	495.88	535.58
ADMIN. FEES	424,596	459,141	50.50	54.60
	4,594,256	4,962,558	546.38	590.18
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	121	0	0.01	0.00
HOUSING ASSISTANCE (HAP)	4,285,514	4,489,519	509.66	533.92
ADMIN. EXPENSES	424,435	440,780	50.48	52.42
	4,710,070	4,930,299	560.15	586.34
NET SURPLUS	(115,814)	32,259		
HAP SURPLUS YTD Change	(115,854)	13,898		
ADMIN SURPLUS YTD Change	40	18,361		
HAP SURPLUS BALANCE	90,928	126,060		
ADMIN SURPLUS BALANCE	327,442	506,294		

01-Oct-15

TO: 31-Dec-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	252,256	254,445	343.92	346.90
ASSET MANAGEMENT FEES	12,552	0	17.11	0.00
CFP ADMIN FEES	15,955	0	21.75	0.00
	280,763	254,445	382.78	346.90
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	216,308	180,056	294.91	245.48
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	7,209	8,895	9.83	12.13
MAINT.	9,981	5,161	13.61	7.04
GENERAL	14,795	15,797	20.17	21.54
DEPRECIATION	0	0	0.00	0.00
NON-ROUTINE	0	0	0.00	0.00
	248,293	209,909	338.52	286.19
NET SURPLUS	32,470	44,536		
NET FROM OPERATIONS	32,470	44,536		
NET SURPLUS	32,470	44,536		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	32,470	44,536		



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	0	49.92	0.00
MANAGEMENT FEES	56,178	56,403	18,573.34	18,647.73
OTHER INCOME	3,025	2,656	1,000.11	878.27
GRANT/PASS THRU	0	0	0.00	0.00
	70,999	70,609	23,473.39	23,344.61

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	30,110	8,960	9,954.85	2,962.34
UTILITIES	428	329	141.50	108.62
MAINT. & OPER.	605	551	200.02	182.15
GENERAL	11,377	11,001	3,761.42	3,637.17
BOND INTEREST	0	0	0.00	0.00
NON-ROUTINE	0	0	0.00	0.00
	42,520	20,841	14,057.79	6,890.28

NET SURPLUS	28,479	49,769		
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HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

ASSETS, LIABILITIES & FUND EQUITY

FISCAL YEAR PERIOD FROM: 10/01/15 TO: 9/30/2016

EXPEND. RATE:

UNIT/MONTH:

REPORT PERIOD

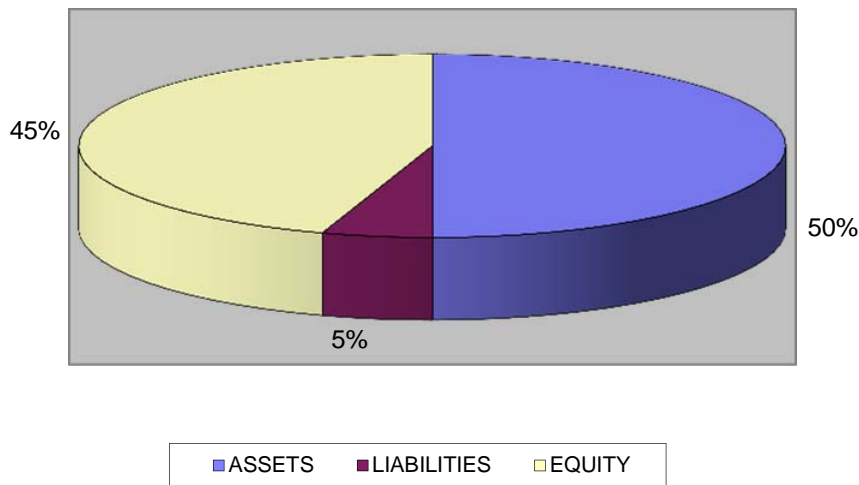
FROM:

01-Oct-15

TO:

31-Dec-15

**LANGDON VILLA
BALANCE SHEET**



CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	4,202,014			
ACCTS. RECEIVABLE	33,131			
FIXED ASSETS	129,887			
NOTES RECEIVABLE	988,492			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,544,750			
ACCOUNTS PAYABLE		88,721		
Other Current Liabilities		58,357		
NOTES PAYABLE		808,492		
Other Non Current Liabilities		277,715		
PRIOR YEARS			10,958,658	
CURRENT YEAR			49,768	
EQUITY TRANSFERS			0	
	\$12,241,711	\$1,233,285	\$11,008,426	\$12,241,711
				LIAB. + EQUITY

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Obanion

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/15 TO: 9/30/2016

REPORT PERIOD FROM:

01-Oct-15

TO:

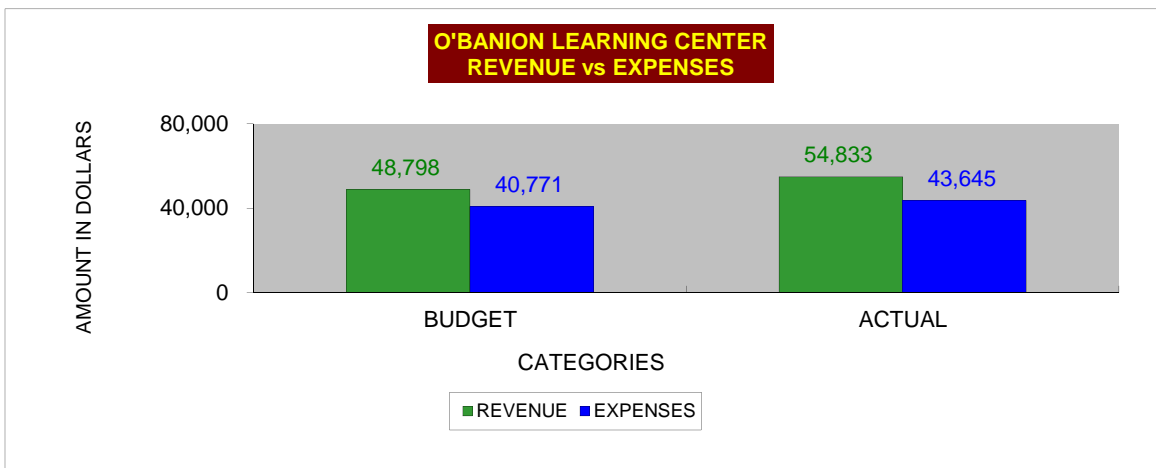
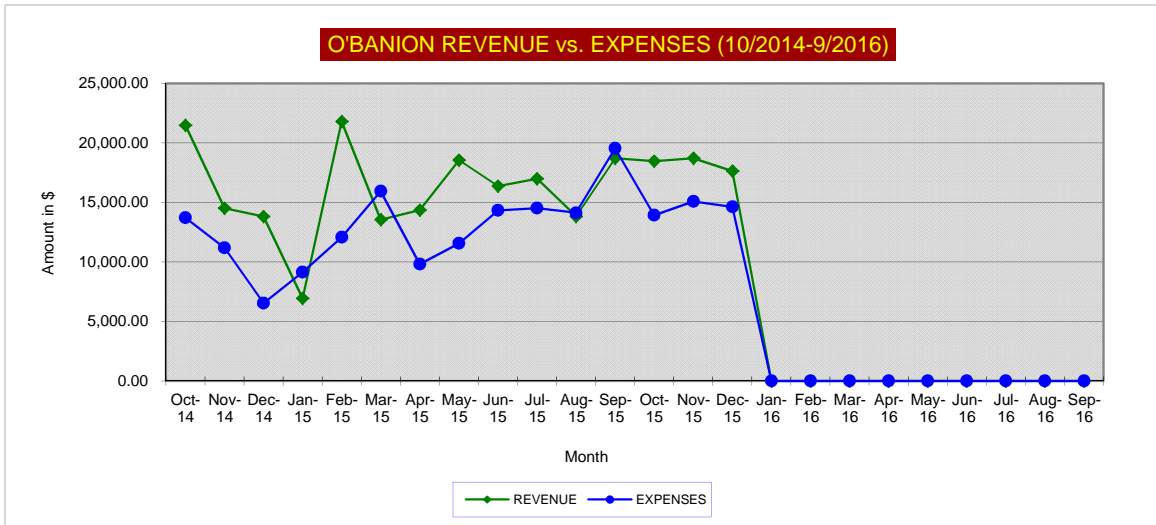
REV. RATE:

25.2%

UNIT/MONTH:

72

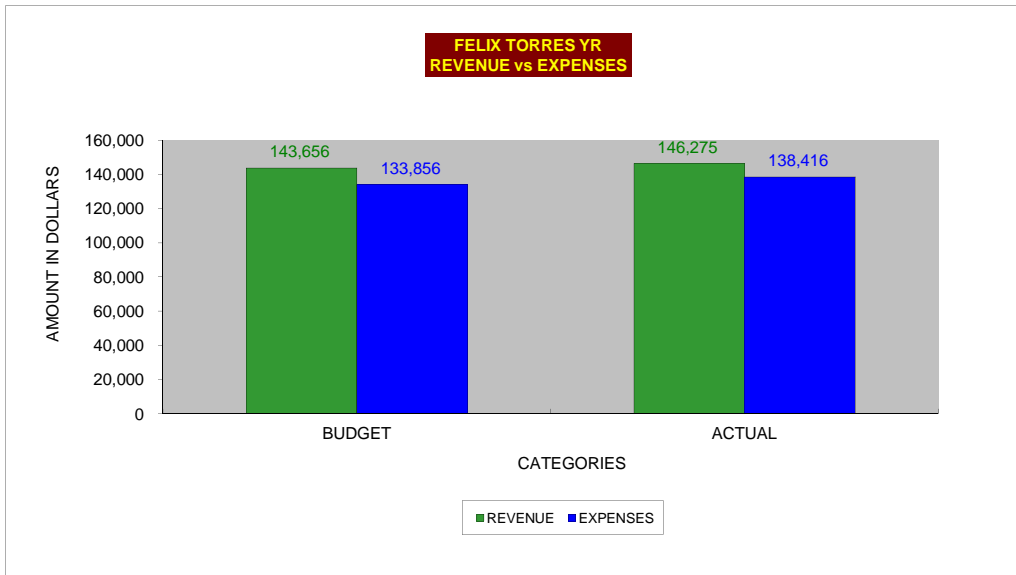
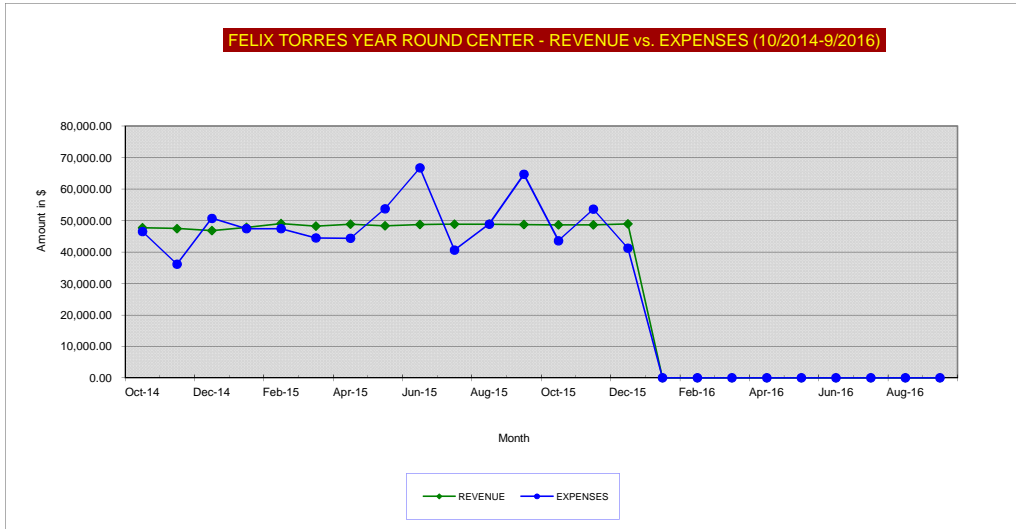
31-Dec-15



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	48,798	54,833	2,688.90	3,021.45
OTHER INCOME	0	0	0.00	0.00
	48,798	54,833	2,688.90	3,021.45
	YTD	YTD	PUM	PUM
MAINT. & OPER.	5,595	8,559	308.30	471.62
GENERAL	756	386	41.66	21.27
DEPRECIATION	13,561	13,449	747.25	741.08
	40,771	43,645	2,246.59	2,404.99
NET SURPLUS	8,027	11,188		
ADD BACK DEPRECIATION	13,561	13,449		
CASH FLOW	21,588	24,637		

01-Oct-15

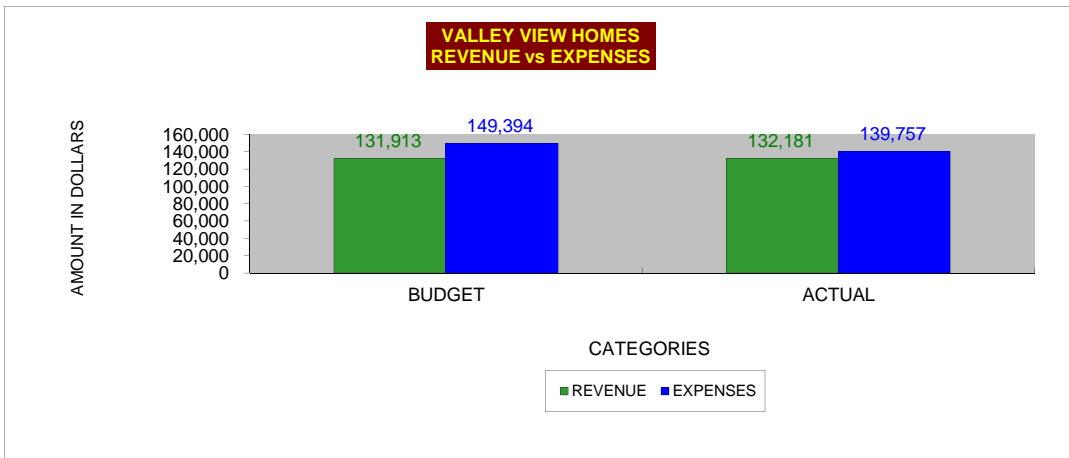
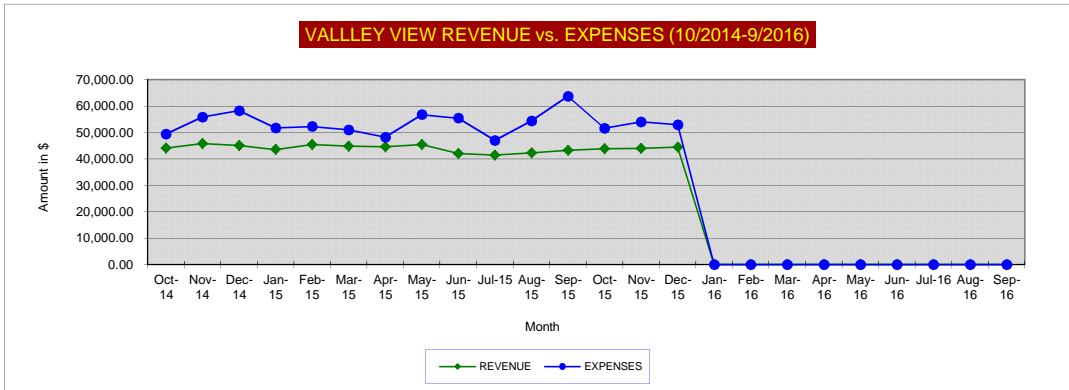
TO: 31-Dec-15



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	142,797	146,275	1,026.32	1,051.32
	<u>143,656</u>	<u>146,275</u>	1,032.50	1,051.32
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	12,652	13,576	90.93	97.58
UTILITIES	23,995	15,202	172.46	109.26
MAINT.	33,687	24,389	242.12	175.29
GENERAL	12,377	34,522	88.96	248.12
DEPRECIATION	51,145	50,727	367.59	364.59
	<u>133,856</u>	<u>138,416</u>	962.06	994.84
NET SURPLUS	9,800	7,859		
NET FROM OPERATIONS	9,800	7,859		
NET SURPLUS	9,800	7,859		
ADD BACK DEPRECIATION	51,145	50,727		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	60,945	58,586		

01-Oct-15

TO: 31-Dec-15



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	128,850	129,778	583.56	587.76
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	38	0	0.17	0.00
OTHER INCOME	3,025	2,403	13.70	10.88
	131,913	132,181	597.43	598.64
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	31,090	27,733	140.81	125.60
UTILITIES	23,290	23,026	105.48	104.28
MAINT. & OPER.	24,911	20,894	112.82	94.63
GENERAL	11,703	10,181	53.00	46.11
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	10,213	10,131	46.25	45.88
BOND INTEREST	43,587	43,230	197.40	195.79
BOND REPLACEMENT RESV	4,600	4,563	20.83	20.67
	149,394	139,757	676.59	632.96
NET SURPLUS	(17,481)	(7,577)		
BOND PRINCIPAL	18,904	18,750		
ADJUSTED SURPLUS	(36,385)	(26,327)		
ADD BACK DEPRECIATION	10,213	10,131		
ADD BACK BOND COST AMORT	4,216	4,182		
CASH FLOW	(21,956)	(12,014)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 07/01/2015 TO: 06/30/2016

REPORT PERIOD

FROM:

01-Jul-15

TO:

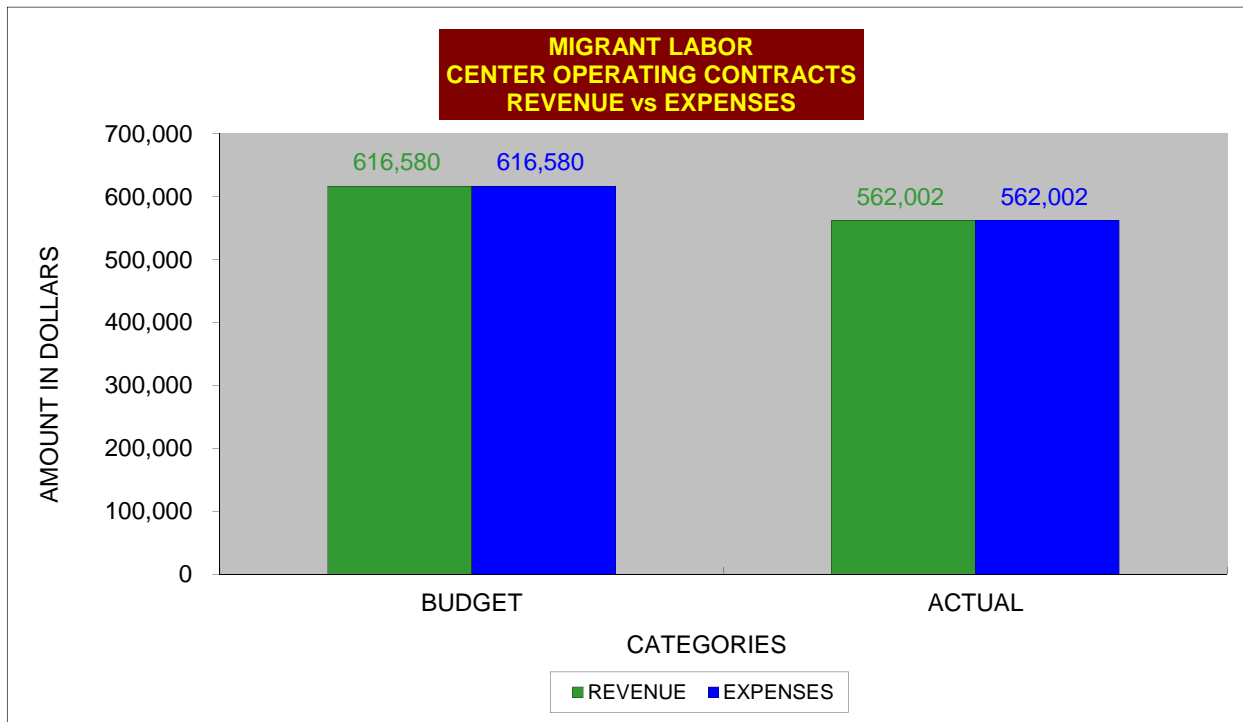
31-Dec-15

EXPEND. RATE:

50.4%

UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	616,580	562,002	790.12	720.18
	616,580	562,002	790.12	720.18
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	303,308	298,470	388.68	382.48
OPERATIONS	162,419	155,360	208.13	199.09
MAINTENANCE	12,426	10,813	15.92	13.86
ADMINISTRATION	58,523	55,916	74.99	71.65
DEBT SERVICE	79,904	41,443	102.39	53.11
	616,580	562,002	790.11	720.19
NET SURPLUS	0	0		

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: January 19, 2016

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

Migrant program staff during the off-season, are working on turning units around by cleaning appliances, mopping floors, repainting walls, replacing broken light fixtures, patching holes, testing electrical, plumbing, and septic systems to mention a few. On the grounds, staff is concentrating on trimming over grown tree branches, removing leaves, unclogging gutters, pruning rose bushes, transplanting trees, servicing lawn equipment, inspecting roofs, servicing swamp coolers, conducting preventative maintenance on water heaters, applying round-up, keeping streets clean, and presentable among other tasks.

On October 1, 2015 we had our first rain in the area; this was refreshing after a long period without any rain.

October 14, we had our migrant program staff meeting and we touched on the following items:

- Introduction of Jesus Cortez (CVOC Utility Worker) who is currently working for all centers
- Received all quarterly site safety inspections and monthly vehicle inspections
- Received completed staff uniform forms.
- Distribute a spread sheet to all managers with Jesus Cortez's monthly site work schedule.
- Shared information on FT y-r Utility Allowance increase to benefit tenants.
- Encouraged staff to turn off lights when offices, units and shops are not in use.
- All center managers received a memory stick with all digital updated program forms.
- Ruben Pimentel after his shoulder operation is recuperating very well, and he is expected to go back to work sometime in February.
- Staff members provided updates for each of their complexes.
- Conducted safety video training using CHWCA website, following a discussion on ways to improve staff safety. Next meeting 1/29/16

October 19, at Planada migrant center we had a major water leak on a 6” main water irrigation line, the repair took a couple days, but it was completed successfully.

November 9. Quarterly agency safety meeting

November 16, pre-bid conference engineering services for waste water system for Merced and Los Banos migrant centers.

November 30, bid close for RFP engineering services for Los Banos migrant center.

December 14, ordered water efficient fixtures for all centers. Funds were allocated by OMS to continue the trend of reducing water usage.

December 21, Merced migrant center had its three-annual Public Utilities Commission propane system inspection. Results were excellent since we have all the necessary documentation and maintenance records. We are currently developing the updated Operations and Maintenance Plan.

On December 21, the Le Grand High School, through the FFA program, donated two Christmas trees with lights and ornaments. We decided to give one to Cruz Ramirez (FT utility worker) and we also delivered one to Jesus Cortez’s (CVOC utility worker) house.

The Felix Torres complex continues to be at full occupancy and the waiting list continues to grow.

Maintenance on all facilities is advancing fast in preparation to next season, which is going to be better than 2015.

2016 VERIFICATION ON OPENING AND CLOSING DATES

CENTER NAME	OPENING DATE	CLOSING DATE
Atwater Migrant Center	April 18, 2016	October 17, 2016
Planada Migrant Center	June 2, 2016	November 28, 2016
Los Banos Migrant Center	May 17, 2016	November 14, 2016
Merced Migrant Center	May 23, 2016	November 18, 2016

Safety

November 5 we had our agency quarterly safety meeting. Following are the items in the agenda:

- Mike Schilling to provide site quarterly inspection reports for the main office and outlined areas.
- Dianne Griffin was provided a submission form to enter the safety for cash program.
- Fire extinguisher; staff training to take place when annual fire extinguisher takes place in March.
- Maria Alvarado will update employee's safety points to be posted on bulleting board and T drive.
- We are looking for new safety committee members, and hopefully we can have a representative from each department.
- First Aid kits to be inspected and refilled at the end of February.
- Received safety updates from all present safety committee members.
- The next meeting to take place on February 9, 2016.

December 18 migrant program staff/safety meeting

Note: On behalf of the migrant program, we would like to sincerely wish our board members an excellent 2016 full of success, peace and love.

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: January 19, 2016

SUBJECT: Quarterly Report - Finance

Financial Reporting

The FYE 9/30/2015 unaudited financials were submitted on 11/23/2015 to HUD REAC. We are currently awaiting HUD's approval. The fieldwork for the 9/30/2015 Audit was started on 12/28/2015. We are awaiting CalPERS preparation of GASB 68 reporting, which will require inclusion of unfunded pension liability in our financials before we will be able to submit our audited financials for 9/30/2015.

Section 8 – Funding

2015 calendar year HAP funding received from HUD was \$17,112,132 versus a budget authority of \$17,339,829. 2015 HAP expenses were \$16,966,301 (97.8% budget utilization). As of 12/31/2015 we have 2,785 vouchers under contract. Our HAP Equity (NRA) as of 12/31/2015 is (\$1,369). HUD is holding undisbursed HAP Budget Authority (Program Reserves) for our agency as of 12/31/2015 of \$1,510,641.

The Administrative Fee proration percentage for 2015 was increased by HUD to 79%. Preliminary estimates for the 2016 administrative fee proration is 75%. The balance of our Administrative Fee Reserve as of 12/31/2015 is \$592,243 (5.2 months reserve).

Public Housing

The due date for submittal of the required forms for the 2016 Operating Subsidy for Public Housing is 2/19/2016.

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 February of this year.

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: January 19, 2016

SUBJECT: Quarterly Report – Housing Services

HOUSING CHOICE VOUCHER PROGRAM

Budget

Monthly Budget: \$1,439,824
98% of Budget: \$1,411,028
Current Expended HAP: \$1,439,428
Under Budget: \$396

Voucher Count

2747 Voucher families under contract
1133 Participant families have at least one disabled family member in their household
498 Participant families have at least one elderly family member in their household
44 Transfer families housed

Lease Up

128 New applicant voucher holders that are currently searching for suitable housing
6 Voucher holders have ported out to other jurisdictions
71 PBV Personal Declaration packets distributed
35 PBV vouchers leased
122 HCV Personal Declaration packets distributed
60 HCV vouchers issued
99 Request for Tenancy Approval forms received
92 New HCV families housed
15 Port-in families

Waiting List

177 Families currently are on the wait list
11 Have at least one disabled family members in their household
7 Have at least one elderly family member in their household

General Statistics

32 Participants have exited the Housing Choice Voucher Program

HCV Family Self-Sufficiency

57 Families are actively enrolled in the Family Self-Sufficiency Program
23 Families have escrow accounts (\$48,582 combined total escrow amount)
1 Families “graduated” from the FSS program
1 Family forfeited their escrow account (\$904.00)

HOUSING SERVICES

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

Current Vacancies

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

Vacancies Filled

8 Merced
3 Atwater/Livingston/Winton
3 Los Banos/Dos Palos
0 PBV (Dos Palos Elderly)
5 PBV (Midway)
0 PBV (Atwater Elderly)

Delinquent Rents

4.08% Average for the reporting quarter
4.85% Oct
4.38% Nov
3.01% Dec

Evictions

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

Maintenance Department

586 Completed work orders

257 Amp 1

96 Amp 2

233 Amp 3

MEMORANDUM

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

FROM: David G. Ritchie, Attorney – Cota Cole LLP on Behalf of the Commission

DATE: January 19, 2016

SUBJECT: Recommendation to Adopt **Resolution No. 2016-01**, Approving Employment Agreement with Rennise Ferrario for Executive Director Services

HISTORY / BACKGROUND

The Commission has previously entered into an employment agreement with Rennise Ferrario for her services as Executive Director to the Commission. This prior agreement is set to expire, and the Commission has determined that it wishes to continue to receive services from Ms. Ferrario in her current capacity as Executive Director.

Attached is a proposed agreement with Rennise Ferrario for employment. The major terms of the agreement are summarized below:

- Services: Ms. Ferrario shall provide Executive Director services as required by Federal, State and local laws, ordinances, resolutions and policies.
- Term: The term of the agreement is for three years, renewable by mutual agreement of the parties for an additional three years. The Commission may terminate the agreement at any time for good cause, or the agreement may terminate upon the death of the Executive Director or in certain circumstances if the Executive Director becomes permanently medically unable to perform substantially all of her duties. Ms. Ferrario is entitled to 90 days of severance pay if the agreement is terminated prior to its scheduled expiration.
- Salary: The Commission shall pay Ms. Ferrario at the base level established in the Agreement (\$125,404.24 per year) plus any additional monetary and non-monetary benefits as specified therein.

ATTACHMENTS

- Resolution
- Contract

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2016-01**, Recommend the Commission resolve to approve the attached Employment Agreement with Rennise Ferrario.

RESOLUTION NO. 2016-01

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED APPROVING AN EMPLOYMENT AGREEMENT WITH RENNISE FERRARIO FOR EXECUTIVE DIRECTOR SERVICES

WHEREAS, the Housing Authority of the County of Merced has previously entered into an employment agreement with Rennise Ferrario for her services as Executive Director for the Housing Authority of the County of Merced; and

WHEREAS, this prior agreement is set to expire and the Board has determined that it wishes to continue to receive services from Ms. Ferrario in in current capacity as Executive Director; and

WHEREAS, it is the desire of the Housing Authority and Ms. Ferrario to set forth certain compensation, benefits, establish certain conditions of employment, and to set certain working conditions on the Executive Director in an employment contract; and

WHEREAS, the proposed Employment Agreement has been determined to be fair and equitable by all parties;

NOW, THEREFORE, LET IT BE RESOLVED that the Housing Authority of the County of Merced hereby, finds and orders as follows;

1. The above recitals are true.
2. The Housing Authority hereby approves and adopts the attached Employment Agreement between the Housing Authority of the County of Merced and Rennise Ferrario.
3. The Chair of the Board of Commissioners is hereby authorized and directed to execute the Employment Agreement for and on behalf of the Housing Authority.

PASSED AND ADOPTED by the Housing Authority of the County of Merced this 19th day of January 2016 by the following vote to wit:

Motion:

Second:

Ayes:

Noes:

Absent:

Abstain:

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

Dated: January 19, 2016

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: January 19, 2016

SUBJECT: **Action Item 2016-A-01:** Recommendation to approve a decrease in the mileage reimbursement rate

In keeping with the Federal Government rate, we are requesting approval to decrease the Housing Authority's current reimbursement rate from 57.5 cents per mile to **54 cents per mile** to compensate employees and commissioners using their personal vehicles for agency business. The recommended rate change is to become effective immediately.

The Federal Government through the IRS published the new mileage reimbursement rate of **54 cents**, effective January 1, 2016.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced approve Action Item No. 2015-A-01, approving increase of the mileage reimbursement rate to **54 cents per mile**, effective immediately.

Chairperson Signature/Date

Secretary Signature/Date



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2016 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2015-137, Dec.17, 2015

WASHINGTON — The Internal Revenue Service today issued the 2016 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2016, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54 cents per mile for business miles driven, down from 57.5 cents for 2015
- 19 cents per mile driven for medical or moving purposes, down from 23 cents for 2015
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased 3.5 cents per mile and the medical, and moving expense rates decrease 4 cents per mile from the 2015 rates. The charitable rate is based on statute.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements for a taxpayer to use a standard mileage rate to calculate the amount of a deductible business, moving, medical or charitable expense are in [Rev. Proc. 2010-51](#). [Notice 2016-01](#) contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

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Page Last Reviewed or Updated: 17-Dec-2015