

# **A G E N D A**

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

**Quarterly Meeting  
Tuesday, April 19, 2016  
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  
Jose Resendez, Vice-Chair  
Jose Delgadillo  
Evelyne Dorsey  
Rick Osorio  
Margaret Pia

**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. March 15, 2016 Annual 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 March 2016

B. Financial Reports for March 2016

(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.) Director's Updates

B. Resolution Item(s):

- 1.) **Resolution No. 2016-02:** Resolution of the Board of Commissioners of the Housing Authority of the County of Merced Approving increasing the employer's contribution for retirees under the Public Employees' Medical and Hospital Care Act.

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

- 2.) **Resolution No. 2016-03:** Resolution of the Board of Commissioners of the Housing Authority of the County of Merced Approving an additional allocation for the position of Director of Housing Programs and subsequent revision of the Position Allocation Schedule for the Housing Authority of the County of Merced.

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

C. Action Item(s): None

#### VII. CLOSED SESSION ITEM(S)

#### VIII. COMMISSIONER'S COMMENTS

#### IX. ADJOURNMENT

# **MINUTES**

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

**Annual Meeting  
Tuesday, March 15, 2016**

- I. The meeting was called to order by Chairperson Torres at 5:34 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Rachel Torres, Chairperson  
Jose Delgadillo, Vice Chairperson  
Jose Resendez  
Rick Osorio  
Margaret Pia

**Commissioners Absent:**

Evelyne Dorsey

Chairperson Torres declared there was a quorum present.

**Staff Present:**

Rennise Ferrario, Executive Director/Board Secretary  
John Daugherty, Finance Officer  
Gina Thexton, Programs Director  
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. NOMINATION and ELECTION OF BOARD OF COMMISSIONER OFFICERS  
(Chairperson and Vice Chairperson):**

- A. Nomination of Chairperson: Rachel Torres was nominated for the office of Chairperson.

*No other nominations were made. Commissioner Osorio moved to close nominations and was seconded by Commissioner Delgadillo.*

- B. Election of Chairperson: Motion to elect Rachel Torres as Chairperson was as follows:

*There being no other nominations, nominations were closed and passed unanimously*

- C. Nomination of Vice Chairperson: Margaret Pia, Rick Osorio and Jose Resendez were nominated for the office of Vice Chairperson.

*No other nominations were made. Commissioner Delgadillo moved to close nominations and was seconded by Commissioner Pia.*

- D. Election of Vice Chairperson: Motion to elect Jose Resendez as Vice Chairperson was as follows:

*There being no other nominations, nominations were closed and passed unanimously.*

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

- A. January 19, 2016, Quarterly Meeting

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

**V. UNSCHEDULED ORAL COMMUNICATION:**

None

**VI. CONSENT CALENDAR:**

- A. **Rent Delinquency Report for January and February 2016**

- B. **Financial Reports for January and February 2016**

(M/S/C): Commissioner Delgadillo/Commissioner Resendez/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. Atwater Migrant will open April 18, 2016, Merced Migrant will open May 23, 2016, Los Banos Migrant will open May 17, 2016, and Felix Torres will open June 2, 2016.
- ii. The agency is still utilizing CVOC placements.
- iii. Recruitment for the Housing Complex Manager continues.

- b. Lease up:

- i. Oak Terrace is fully leased.
- ii. Valley View has a few vacancies.

- c. Merced Commons recently had a REAC inspection. Results are still pending.

- d. Human Resources:

- i. HARRP conducted training on Contracts & Insurance Requirements as well as Claims & Incident Reporting.
- ii. Planning for the Employee Breakfast will commence.

- iii. Recruitments: HCV Department now has a receptionist and PH will soon have a receptionist as well.
- iv. The Agency is looking into some restructuring, internal promotions and cross training for staff.
- e. All special programs are doing well.
- f. The PHA Plan will be submitted for review next Board meeting.
- g. The Housing Choice Voucher Department held online waiting list sign ups on February 8, 2016. Sign- ups started at 8:00 a.m. and were closed by 8:45 a.m.. Nearly 1900 applications were received.
- h. Commissioner Delgadillo requested to discuss the water issue in Los Banos. Executive Director Ferrario provided an update and explained the Consumer Confidence Report. The 2015 CCR was available for review.
- i. Executive Director Ferrario presented the Board with the Agency's High Performer certificate for HCV and LIPH.
- j. Executive Director Ferrario presented the Board with the Program of the Year Award that the LIPH department received from HUD. A thank you breakfast was provided to all LIPH staff in appreciation for all their hard work.

B. Resolutions Item(s):

None

C. Action Item(s):

None

#### **VIII. COMMISSIONER'S COMMENTS:**

Commissioner Delgadillo commended staff on a job well done.

Commissioner Pia congratulated the Chair and Vice Chair on their election.

Commissioner Osorio commended staff for their hard work.

Executive Director Ferrario asked the Board for suggestions on a way to extend our appreciation to Commissioner Davis. She suggested lunch, a certificate and have a member of the Board of Supervisors be present. The Board agreed and we will contact Lyle to verify.

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

None

#### **X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:30 p.m.

---

Chairperson Signature / Date

---

Secretary Signature/ Date

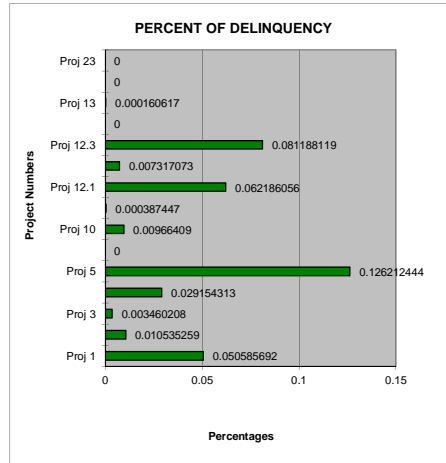
**PHAS Tracking Summary**  
**Fiscal Year Ending 09/30/16**

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	3	8	8						
Average Lease Up Days		0	0	0	0	0	0						
Make Ready Time		45	74	111	128	136	203						
Average Make Ready Days		6	7	7	8	6	7						
Down Days		4	7	8	8	8	13						
Average Down Days		1	1	1	1	0	0						
Total # Vacant Units Turned		7	11	16	17	24	31						
Total # Turn Around Days		51	84	122	139	152	219						
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	8	7	7						

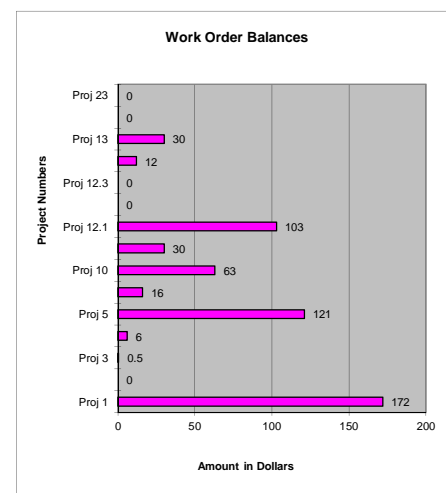
% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	0%	0%	0%	0%	0%	0%						
Average # days to complete Non-Emergency Work Orders	A = 25 days or less3 B=26-360 C=31-40 D=41-50 E=51-60 F= greater than 60	9	9	8	8	7	7						

## Mar-16

Project #	Work Orders
Proj 1	872
Proj 2	-
Proj 3	45
Proj 4	-
Proj 5	-
Proj 6	-
Proj 10	58
Proj 11	-
Proj 12.1	-
Proj 12.2	-
Proj 12.3	-
Proj 12.4	-
Proj 13	-
Proj 21	-
Proj 23	-
Proj. 24	-
	975



Project #	Repay. Agree.
Proj 1	385
Proj 2	-
Proj 3	284
Proj 4	449
Proj 5	158
Proj 6	-
Proj 10	310
Proj 11	-
Proj 12.1	39
Proj 12.2	-
Proj 12.3	87
Proj 12.4	-
Proj 13	11
Proj 21	-
Proj 23	-
Proj. 24	-
	1,723



Project #	% of Delinq.
Proj 1	1.26%
Proj 2	0.52%
Proj 3	3.29%
Proj 4	0.07%
Proj 5	5.09%
Proj 6	1.11%
Proj 10	4.22%
Proj 11	0.13%
Proj 12.1	4.77%
Proj 12.2	0.13%
Proj 12.3	1.75%
Proj 12.4	0.48%
Proj 13	0.35%
Proj 21	0.00%
Proj 23	0.00%
Proj 24	0.00%
	1.9%

Average Delinquency	<b>2.34%</b>
---------------------	--------------

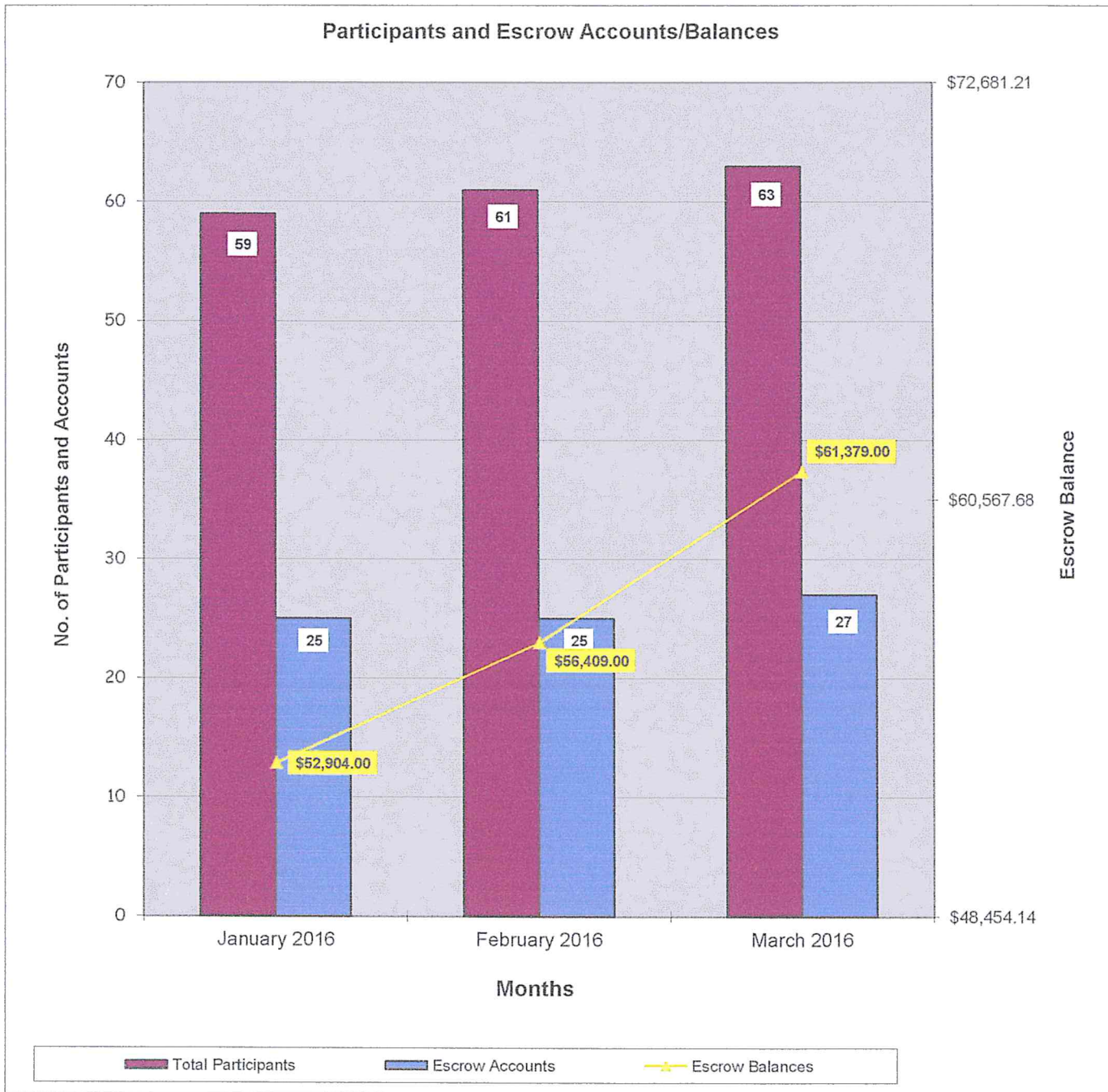
Average	
Delinquency	<b>3.36%</b>

# Family Self-Sufficiency (FSS) Program Quarterly Charts

## January 2016 - March 2016

Chart 1: Participants and Escrow Accounts/Balances

Months	Total Participants	Escrow Accounts	Escrow Balances
January 2016	59	25	\$52,904.00
February 2016	61	25	\$56,409.00
March 2016	63	27	\$61,379.00



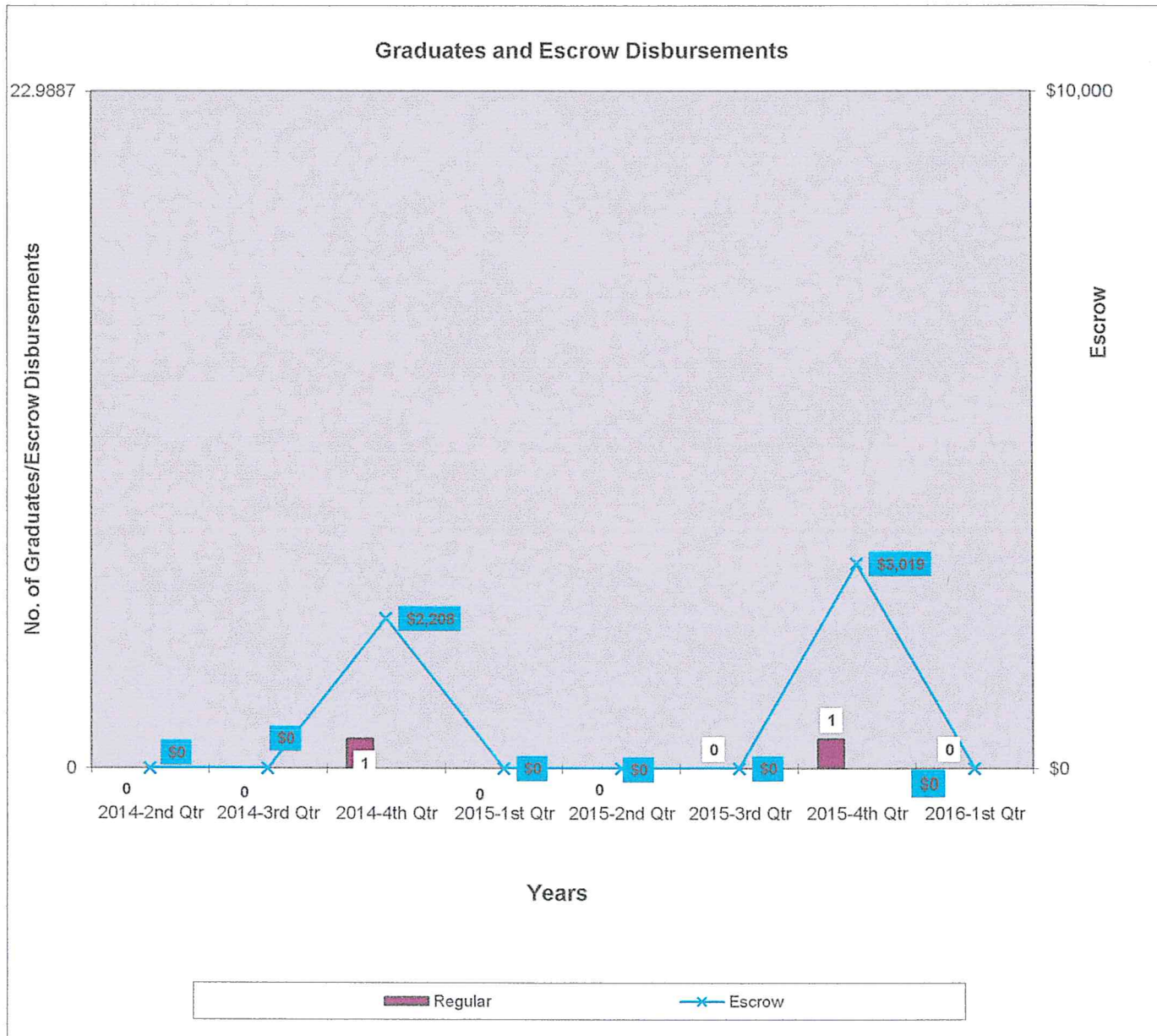


# Family Self-Sufficiency (FSS) Program Quarterly Charts

## January 2016 - March 2016

Chart 2: Graduates and Escrow Disbursements

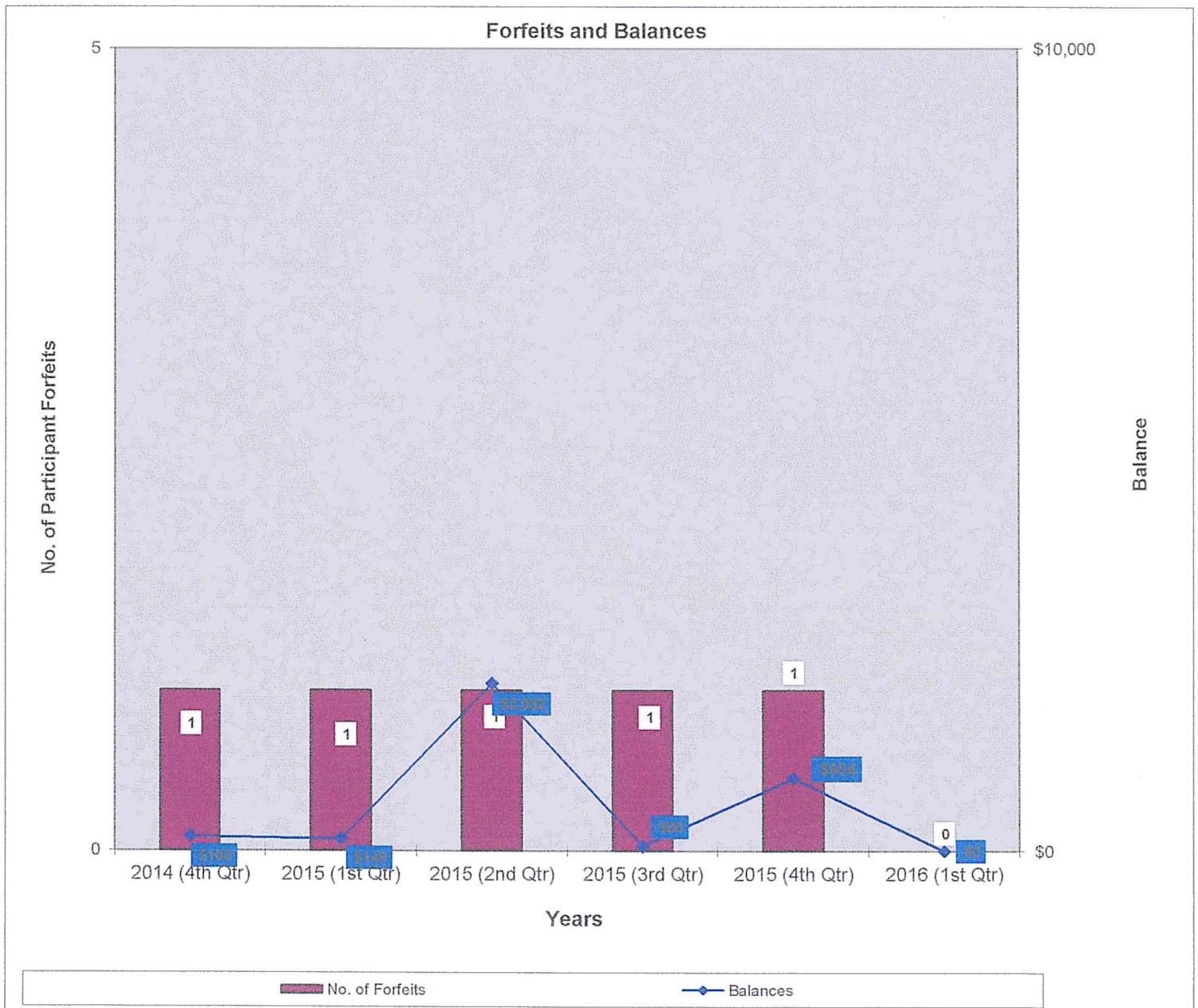
Months	Regular				Escrow
2014-2nd Qtr	0				\$0
2014-3rd Qtr	0				\$0
2014-4th Qtr	1				\$2,208
2015-1st Qtr	0				\$0
2015-2nd Qtr	0				\$0
2015-3rd Qtr	0				\$0
2015-4th Qtr	1				\$3,019
2016-1st Qtr	0				\$0
SUMMARY:	2				\$5,227



# **Family Self-Sufficiency (FSS) Program Quarterly Charts** January 2016 - March 2016

**Chart 3: Forfeits and Balances**

Years	No. of Forfeits	Balances
2014 (4th Qtr)	1	\$180
2015 (1st Qtr)	1	\$148
2015 (2nd Qtr)	1	\$2,082
2015 (3rd Qtr)	1	\$60
2015 (4th Qtr)	1	\$904
2016 (1st Qtr)	0	\$0
<b>SUMMARY:</b>	<b>5</b>	<b>\$3,374</b>

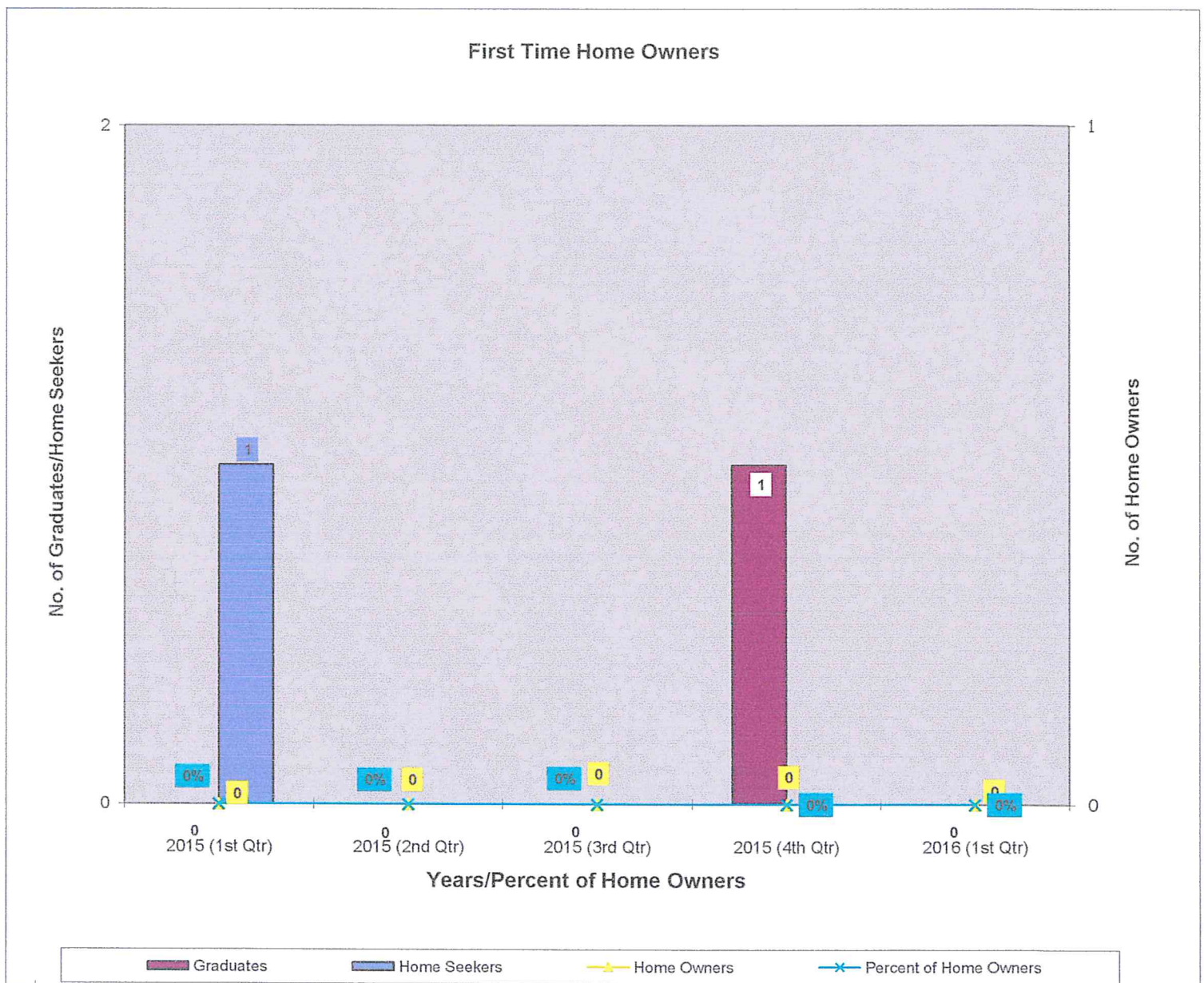




**Family Self-Sufficiency (FSS) Program Quarterly Charts**  
January 2016 - March 2016

**Chart 4: First time Home Owners through FSS program and used their FSS escrow accounts.**

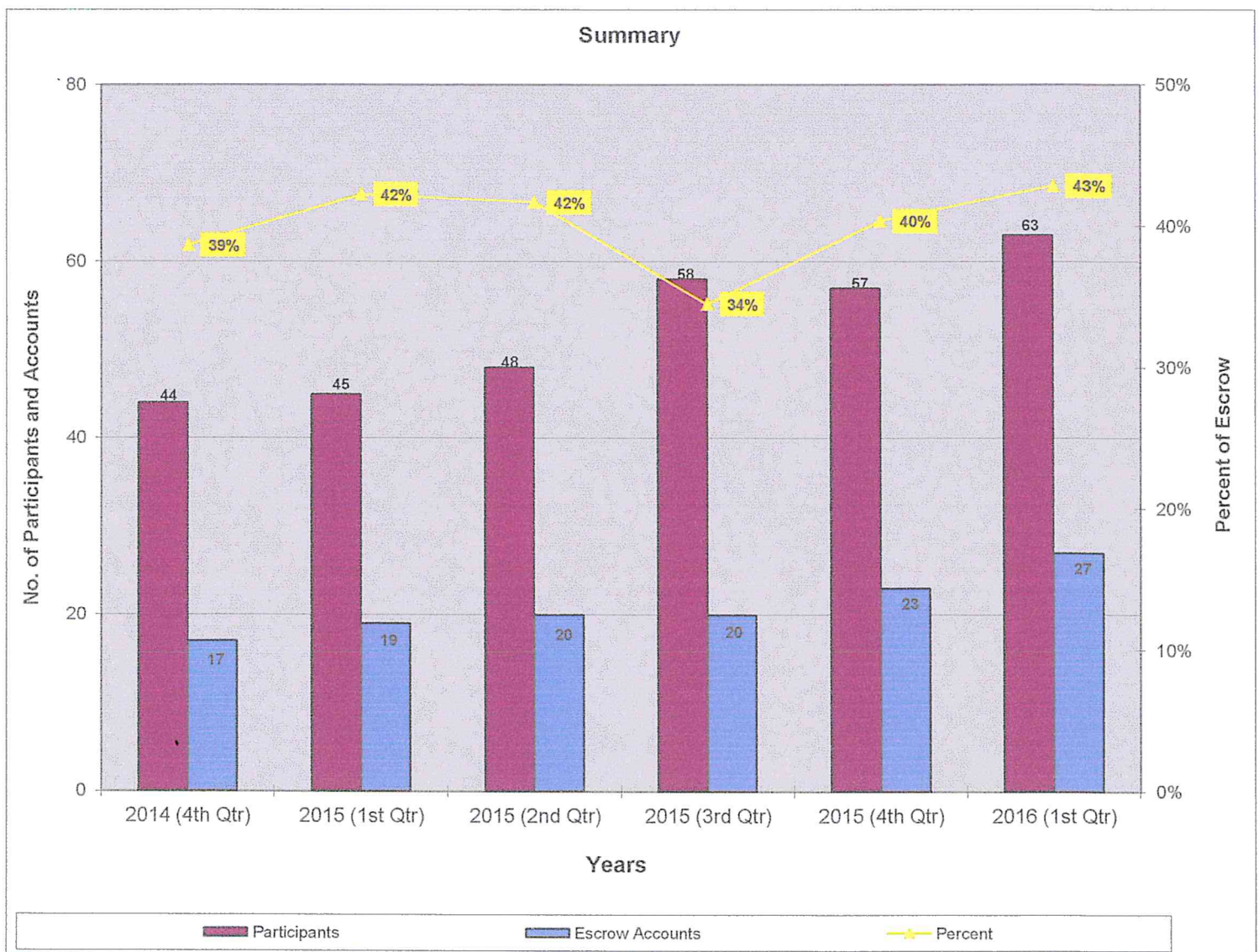
Years	No. of Graduates	No. of Home Owners	Percent of Home Owners
2015 (1st Qtr)	0	0	0%
2015 (2nd Qtr)	0	0	0%
2015 (3rd Qtr)	0	0	0%
2015 (4th Qtr)	1	0	0%
2016 (1st Qtr)	0	0	0%
<b>SUMMARY:</b>	<b>1</b>	<b>0</b>	<b>0%</b>



# **Family Self-Sufficiency (FSS) Program Quarterly Charts** January 2016 - March 2016

**Chart 5: Summary**

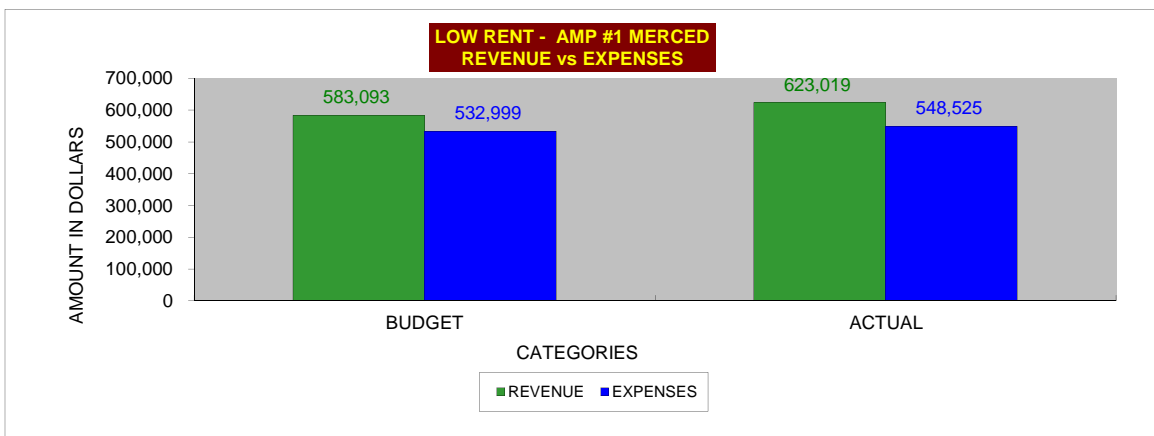
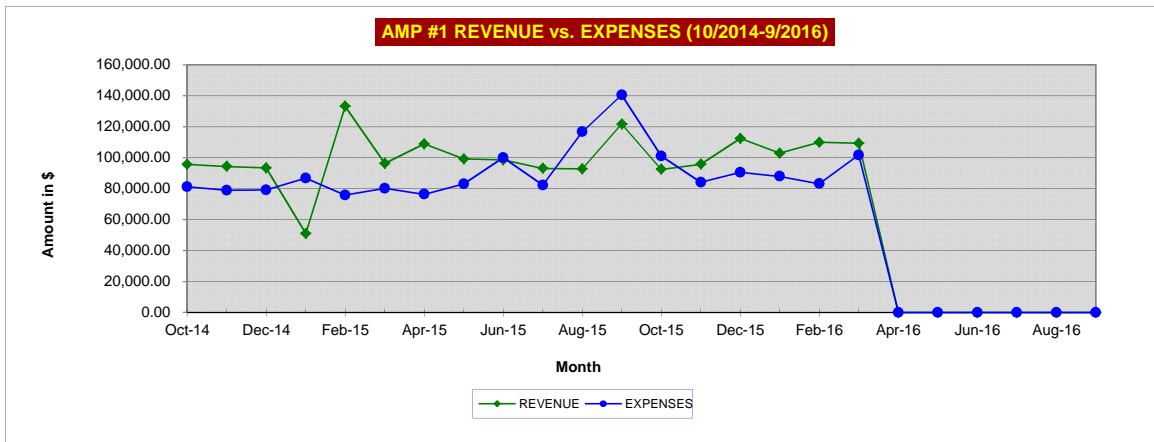
Years	Total Participants	Escrow Accounts	Percent
2014 (4th Qtr)	44	17	39%
2015 (1st Qtr)	45	19	42%
2015 (2nd Qtr)	48	20	42%
2015 (3rd Qtr)	58	20	34%
2015 (4th Qtr)	57	23	40%
2016 (1st Qtr)	63	27	43%





01-Oct-15

TO: 31-Mar-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	300,822	296,084	284.09	279.62
INTEREST	501	0	0.47	0.00
OTHER INCOME	8,523	13,104	8.05	12.37
PFS SUBSIDY	273,247	281,385	258.05	265.74
	<b>583,093</b>	<b>623,019</b>	550.66	588.37
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	178,469	171,298	168.54	161.77
TENANT SERVICES	0	27,200	0.00	25.69
UTILITIES	87,188	87,635	82.34	82.76
MAINT.	148,971	146,815	140.69	138.65
GENERAL	54,548	51,930	51.51	49.04
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	63,823	63,648	60.27	60.11
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>532,999</b>	<b>548,525</b>	503.35	518.02
NET SURPLUS	50,094	74,494		
NET FROM OPERATIONS	<b>50,094</b>	<b>74,494</b>		
NET SURPLUS	50,094	74,494		
ADD BACK DEPRECIATION	63,823	63,648		
<b>CASH FLOW</b>	<b>113,917</b>	<b>138,142</b>		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 2 (.fs-amp2)

## REVENUE &amp; EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

01-Oct-15

TO:

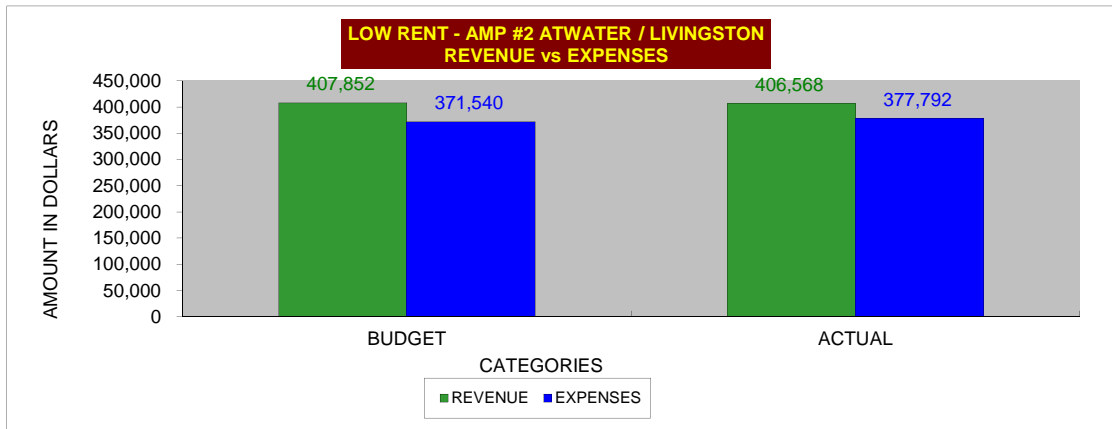
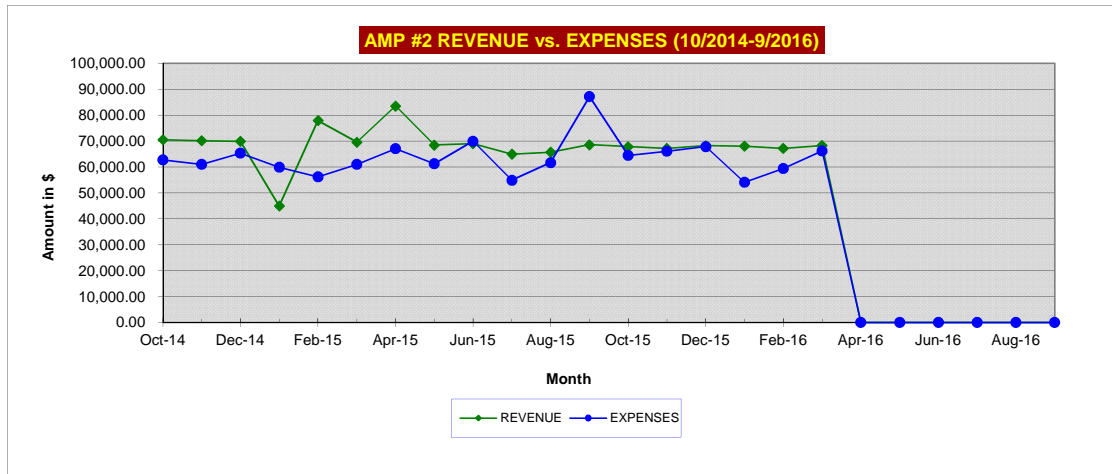
31-Mar-16

REV. RATE:

50.1%

# UNIT/MONTH:

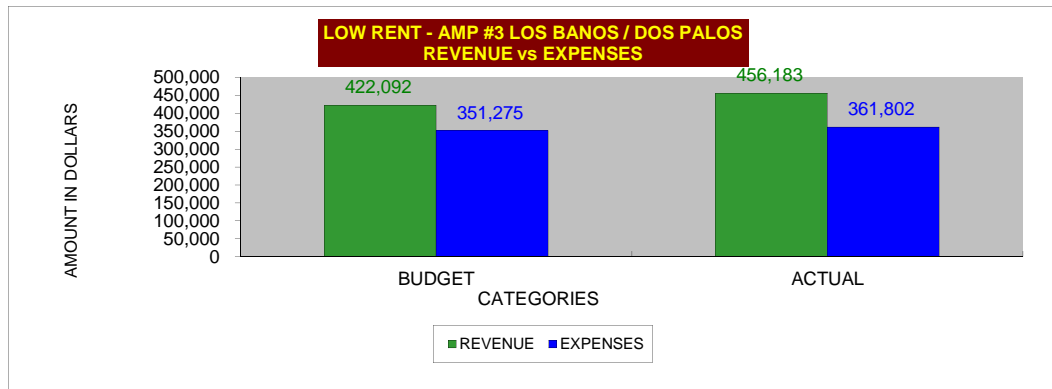
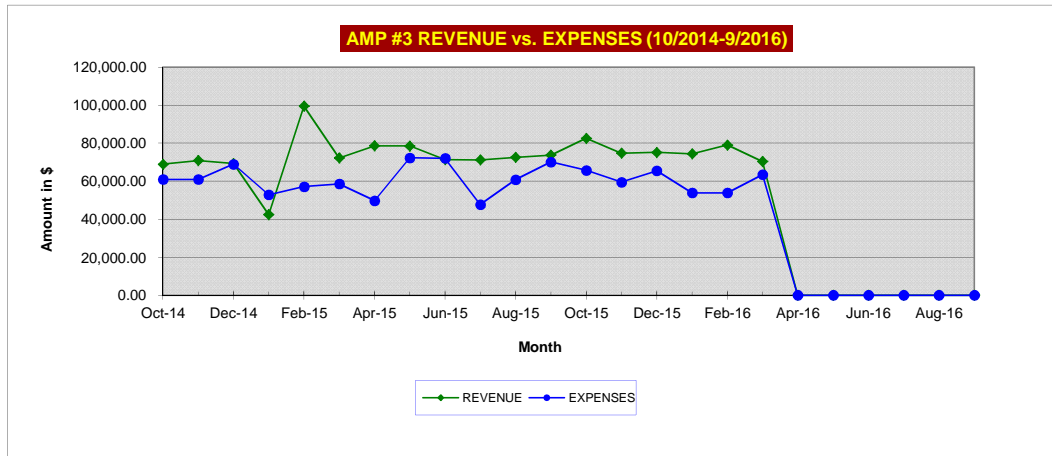
1,404



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	260,712	256,505	370.37	364.39
INTEREST	802	0	1.14	0.00
OTHER INCOME	4,212	5,876	5.98	8.35
PFS SUBSIDY	142,126	144,187	201.91	204.83
	<b>407,852</b>	<b>406,568</b>	<b>579.40</b>	<b>577.57</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	132,286	130,125	187.93	184.86
UTILITIES	72,097	71,244	102.42	101.21
MAINT.	92,366	101,789	131.22	144.60
GENERAL	39,007	38,945	55.41	55.33
DEPRECIATION	35,784	35,688	50.84	50.70
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>371,540</b>	<b>377,792</b>	<b>527.82</b>	<b>536.70</b>
NET SURPLUS	36,312	28,775		
NET FROM OPERATIONS	36,312	28,775		
NET SURPLUS	36,312	28,775		
ADD BACK DEPRECIATION	35,784	35,688		
CASH FLOW	72,096	64,463		

01-Oct-15

TO: 31-Mar-16

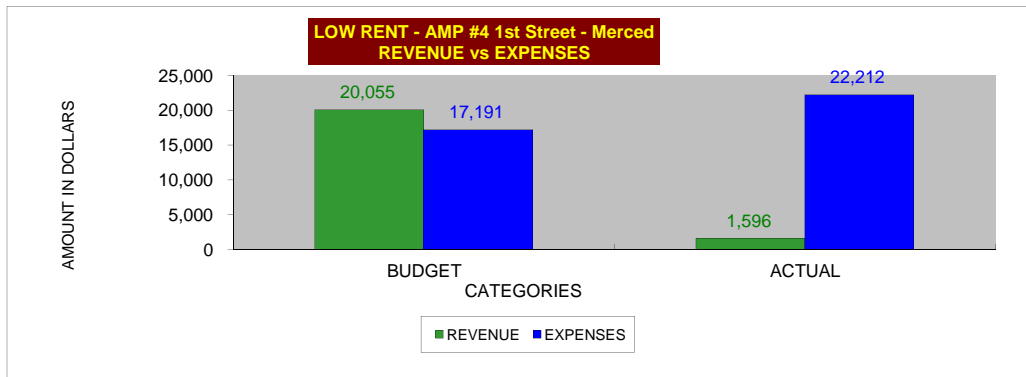
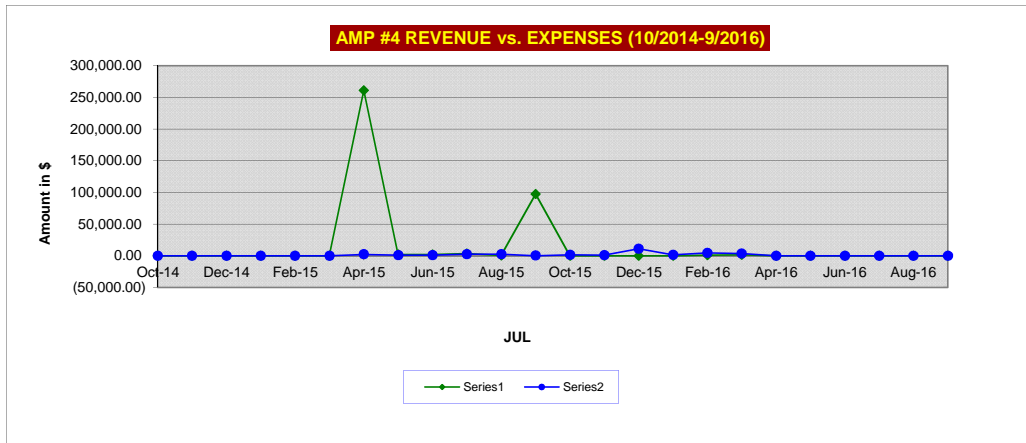


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	217,093	238,817	295.77	325.36
INTEREST	301	0	0.41	0.00
OTHER INCOME	8,022	14,967	10.93	20.39
PFS SUBSIDY	196,676	202,400	267.95	275.75
	<b>422,092</b>	<b>456,183</b>	<b>575.06</b>	<b>621.50</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	113,996	116,267	155.31	158.40
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	70,794	63,919	96.45	87.08
MAINT.	100,542	117,427	136.98	159.98
GENERAL	36,650	34,976	49.93	47.65
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	29,293	29,214	39.91	39.80
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>351,275</b>	<b>361,802</b>	<b>478.58</b>	<b>492.91</b>
NET SURPLUS	70,817	94,381		
NET FROM OPERATIONS	<b>70,817</b>	<b>94,381</b>		
NET SURPLUS	70,817	94,381		
ADD BACK DEPRECIATION	29,293	29,214		
CASH FLOW	<b>100,110</b>	<b>123,595</b>		

01-Oct-15

TO: 31-Mar-16

(20,616.11)



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	20,055	1,602	952.38	76.08
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	(6)	0.00	(0.30)
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
	20,055	1,596	952.38	75.78
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	7,704	2,049	365.85	97.30
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	2,908	2,646	138.10	125.64
MAINT.	5,804	16,916	275.63	803.31
GENERAL	775	602	36.80	28.57
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	0	0	0.00	0.00
EQUITY TRANSFERS	0	0	0.00	0.00
	17,191	22,212	816.38	1,054.82
NET SURPLUS	2,864	(20,616)		
NET FROM OPERATIONS	2,864	(20,616)		
NET SURPLUS	2,864	(20,616)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	2,864	(20,616)		



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: 50.1%  
BUDGET # VOUCHER MONTHS: 33,360  
YTD VOUCHERS 16,684 YTD % 50.0%

01-Oct-15

TO:

31-Mar-16

ACCOUNT  
CODE

DETAIL

YTD BUDGET

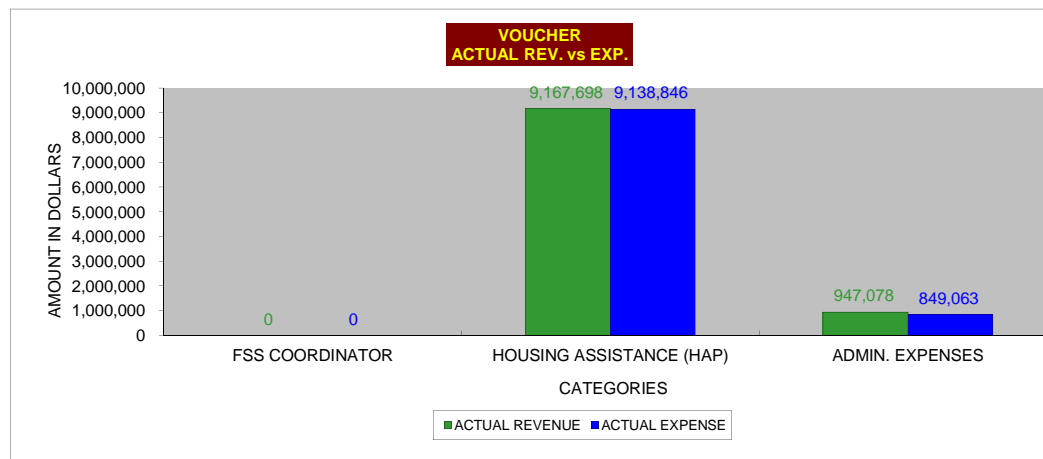
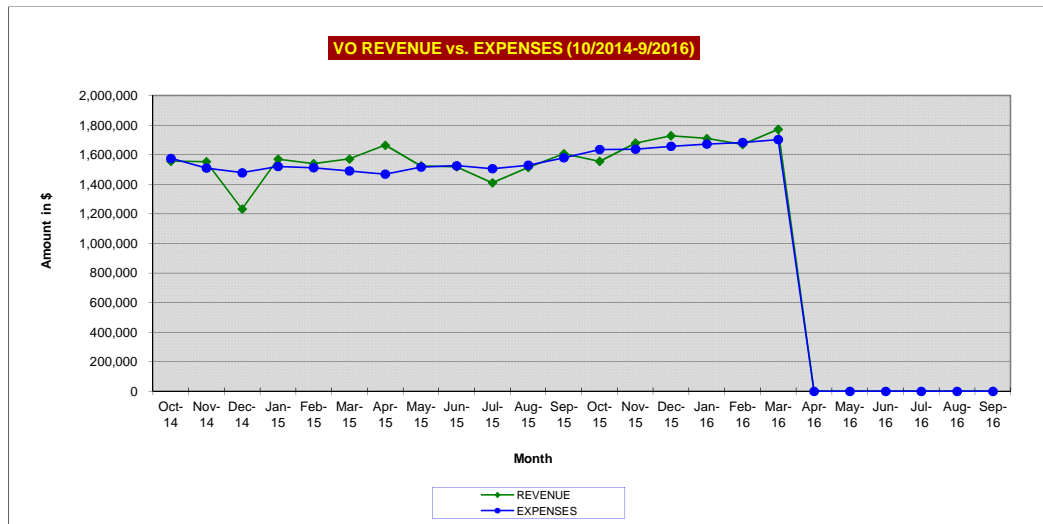
BUDGET

JAN

YTD

BUDGET  
BALANCE  
(OVER)/UNDER

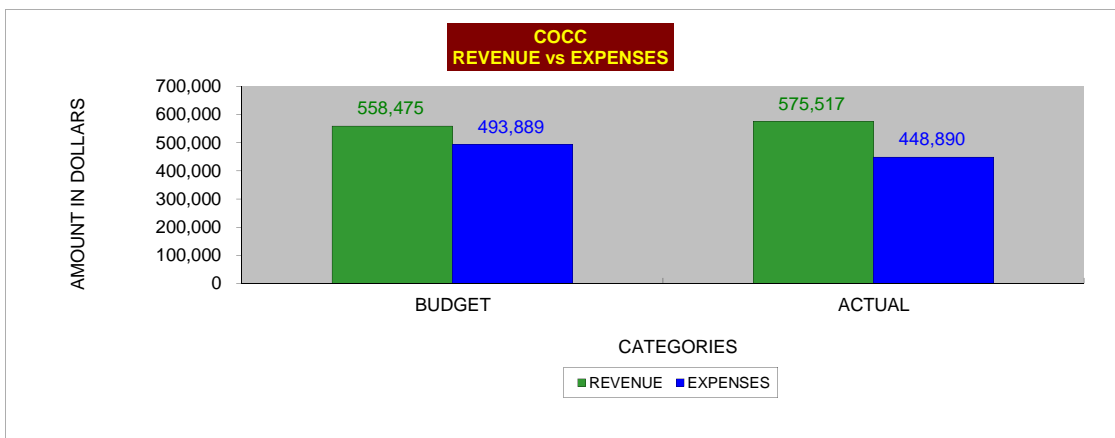
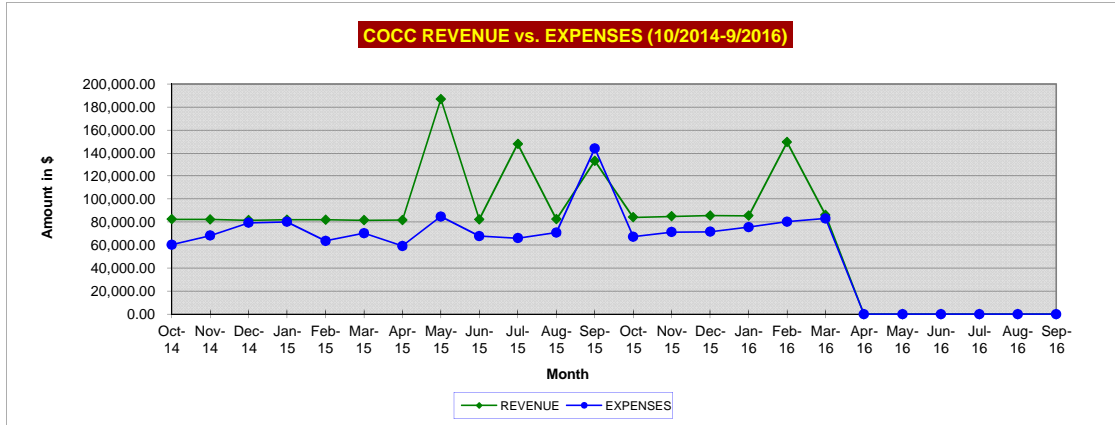
%  
OF  
REV



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	8,524,446	9,167,698	509.66	548.12
ADMIN. FEES	844,578	947,078	50.50	56.62
	9,369,024	10,114,776	560.16	604.74
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	241	0	0.01	0.00
HOUSING ASSISTANCE (HAP)	8,524,445	9,138,846	509.66	546.40
ADMIN. EXPENSES	844,261	849,063	50.48	50.76
	9,368,947	9,987,909	560.15	597.16
<b>NET SURPLUS</b>	<b>77</b>	<b>126,867</b>		
HAP SURPLUS YTD Change	0	29,816		
ADMIN SURPLUS YTD Change	76	97,051		
HAP SURPLUS BALANCE	(12,529)	17,287		
ADMIN SURPLUS BALANCE	665,432	762,407		

01-Oct-15

TO: 31-Mar-16



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	44	0.00	0.03
MANAGEMENT FEES	501,771	512,175	343.92	351.05
ASSET MANAGEMENT FEES	24,968	0	17.11	0.00
CFP ADMIN FEES	31,736	63,298	21.75	43.38
	<b>558,475</b>	<b>575,517</b>	<b>382.78</b>	<b>394.46</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	430,265	389,399	294.91	266.90
TENANT SERVICES	0	0	0.00	0.00
UTILITIES	14,339	16,219	9.83	11.12
MAINT.	19,854	13,004	13.61	8.91
GENERAL	29,431	30,267	20.17	20.75
DEPRECIATION	0	0	0.00	0.00
NON-ROUTINE	0	0	0.00	0.00
	<b>493,889</b>	<b>448,890</b>	<b>338.52</b>	<b>307.68</b>
NET SURPLUS	64,586	126,627		
NET FROM OPERATIONS	64,586	126,627		
NET SURPLUS	64,586	126,627		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	64,586	126,627		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

## REVENUE &amp; EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

01-Oct-15

TO:

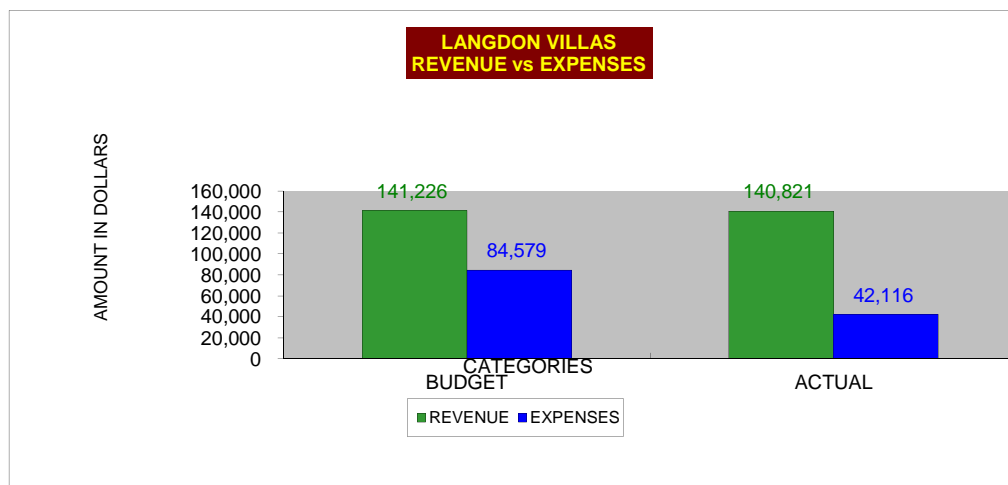
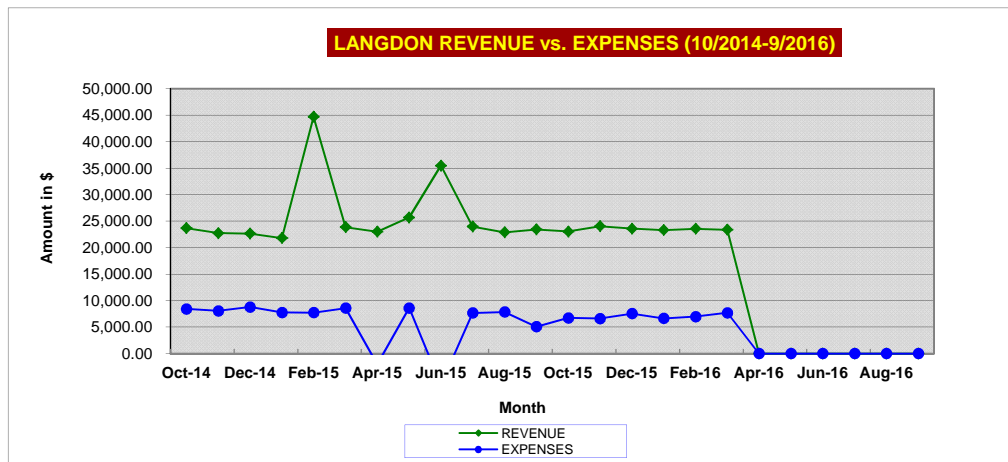
31-Mar-16

REV. RATE:

50.1%

# UNIT/MONTH:

12



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	23,163	23,100	3,849.95	3,839.48
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	301	1	50.03	0.13
MANAGEMENT FEES	111,746	111,887	18,573.45	18,596.88
OTHER INCOME	6,016	5,833	999.93	969.56
GRANT/PASS THRU	0	0	0.00	0.00
	<b>141,226</b>	<b>140,821</b>	<b>23,473.36</b>	<b>23,406.05</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	59,891	18,923	9,954.56	3,145.19
UTILITIES	853	660	141.78	109.72
MAINT. & OPER.	1,203	551	199.95	91.57
GENERAL	22,632	21,982	3,761.69	3,653.68
BOND INTEREST	0	0	0.00	0.00
NON-ROUTINE	0	0	0.00	0.00
	<b>84,579</b>	<b>42,116</b>	<b>14,057.98</b>	<b>7,000.16</b>
<b>NET SURPLUS</b>	<b>56,647</b>	<b>98,705</b>		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

ASSETS, LIABILITIES & FUND EQUITY

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

REPORT PERIOD FROM:

01-Oct-15

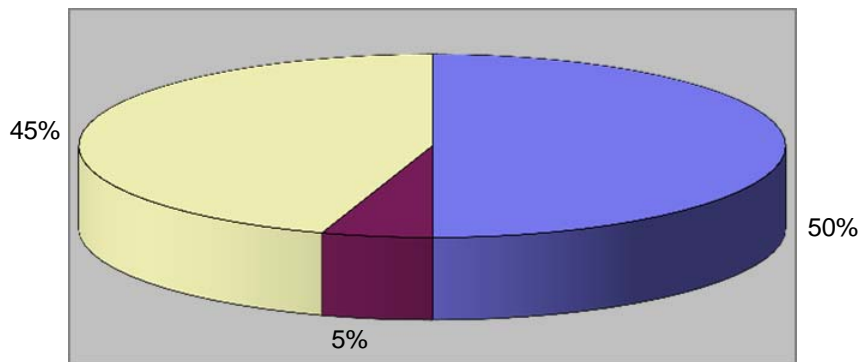
TO:

31-Mar-16

EXPEND. RATE:

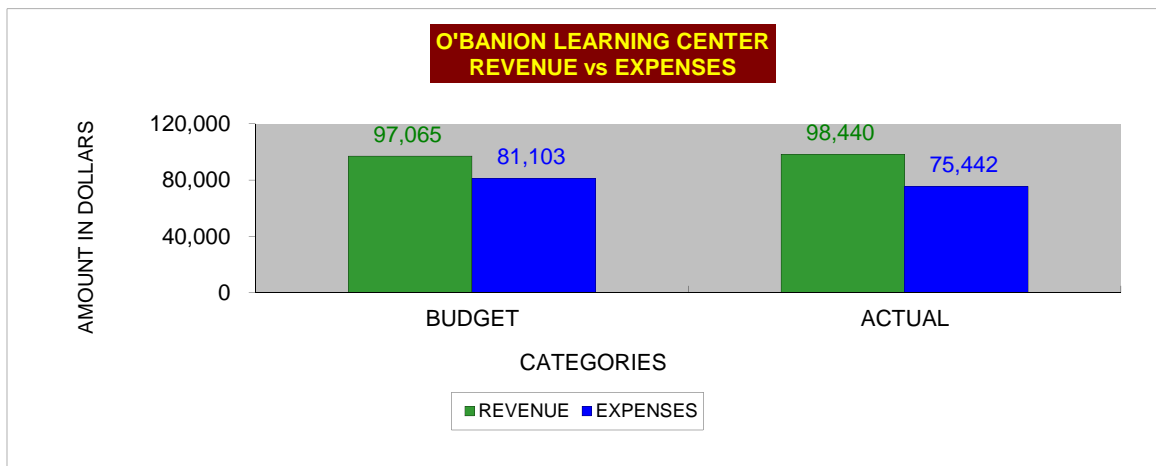
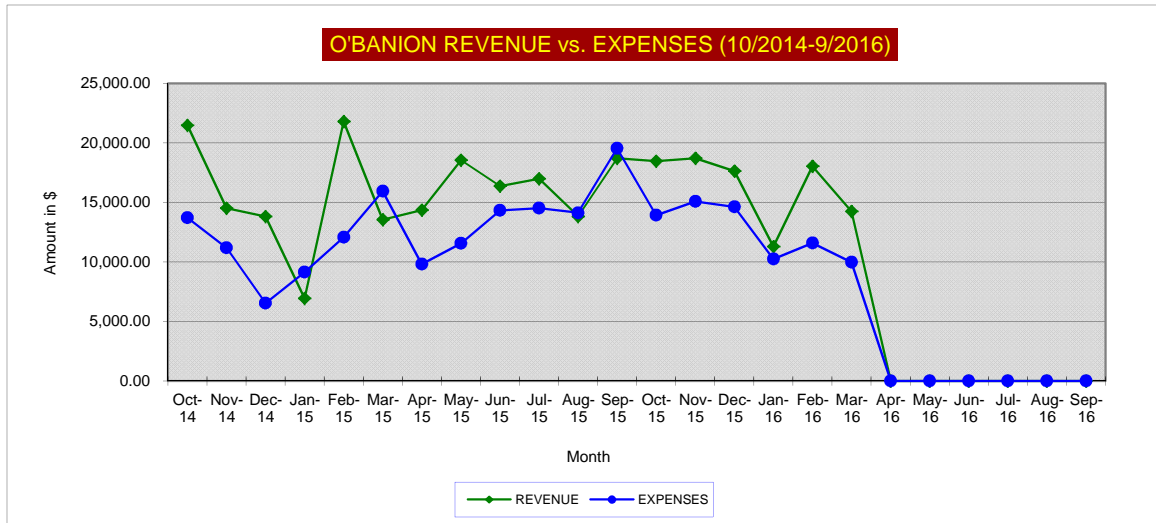
# UNIT/MONTH:

LANGDON VILLA  
BALANCE SHEET



■ ASSETS ■ LIABILITIES ■ EQUITY

CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	4,252,849			
ACCTS. RECEIVABLE	33,981			
FIXED ASSETS	129,026			
NOTES RECEIVABLE	988,492			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,552,086			
ACCOUNTS PAYABLE		88,721		
Other Current Liabilities		58,355		
NOTES PAYABLE		808,492		
Other Non Current Liabilities		286,940		
PRIOR YEARS			10,958,658	
CURRENT YEAR			98,705	
EQUITY TRANSFERS			0	
	\$12,299,871	\$1,242,508	\$11,057,363	\$12,299,871
				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:**
**31-Mar-16**
**REV. RATE: 50.1%**
**# UNIT/MONTH: 72**


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	97,065	98,440	2,688.88	2,726.97
OTHER INCOME	0	0	0.00	0.00
	97,065	98,440	2,688.88	2,726.97
	YTD	YTD	PUM	PUM
MAINT. & OPER.	11,130	12,005	308.32	332.56
GENERAL	1,504	767	41.66	21.25
DEPRECIATION	26,974	26,898	747.23	745.13
	81,103	75,442	2,246.70	2,089.89
NET SURPLUS	15,962	22,998		
ADD BACK DEPRECIATION	26,974	26,898		
CASH FLOW	42,936	49,896		

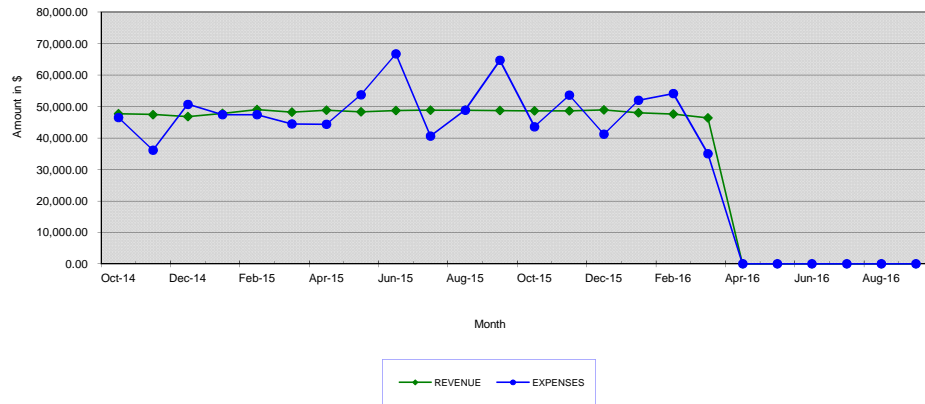
HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 FELIX TORRES YEAR ROUND (ft-yr)  
 REVENUE & EXPENDITURE STATUS REPORT  
 FISCAL YEAR PERIOD FROM: 10/01/15 TO: 9/30/2016  
 REPORT PERIOD FROM:

REV. RATE: 50.1%  
 # UNIT/MONTH: 552

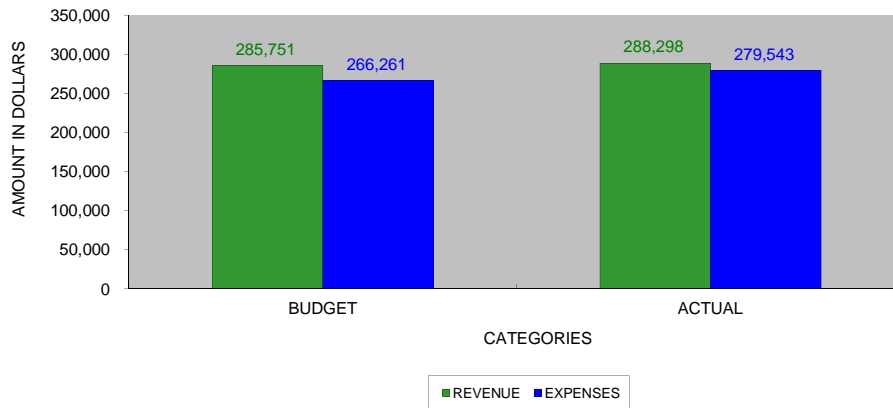
01-Oct-15

TO: 31-Mar-16

FELIX TORRES YEAR ROUND CENTER - REVENUE vs. EXPENSES (10/2014-9/2016)



FELIX TORRES YR  
 REVENUE vs EXPENSES



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	284,041	287,469	1,026.32	1,038.71
	285,751	288,298	1,032.50	1,041.71
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	25,170	34,930	90.95	126.21
UTILITIES	47,730	35,726	172.46	129.09
MAINT.	67,007	48,093	242.12	173.77
GENERAL	24,620	59,341	88.96	214.42
DEPRECIATION	101,734	101,454	367.59	366.58
	266,261	279,543	962.08	1,010.07
NET SURPLUS	19,490	8,755		
NET FROM OPERATIONS	19,490	8,755		
NET SURPLUS	19,490	8,755		
ADD BACK DEPRECIATION	101,734	101,454		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	121,224	110,209		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

Valley View (.fs-vv)

## REVENUE &amp; EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

01-Oct-15

TO:

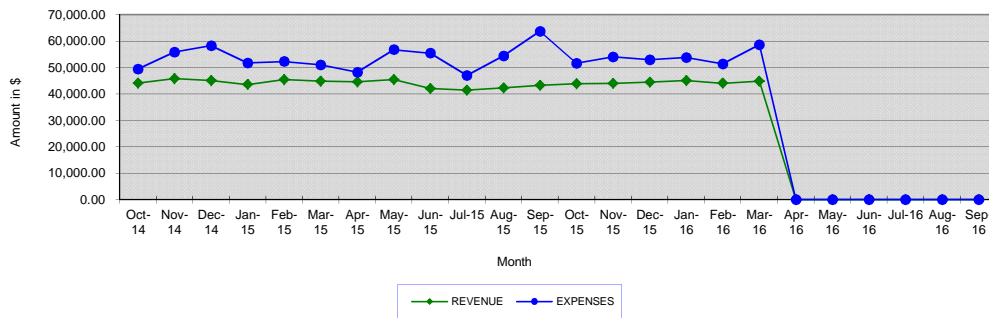
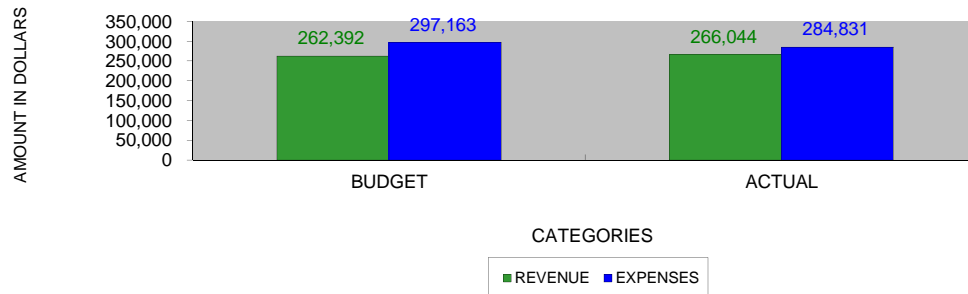
REV. RATE:

50.1%

# UNIT/MONTH:

876

## VALLEY VIEW REVENUE vs. EXPENSES (10/2014-9/2016)


VALLEY VIEW HOMES  
REVENUE vs EXPENSES


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	256,300	259,705	583.56	591.31
NON-DWELL. RENTS	0	0	0.00	0.00
INTEREST	75	0	0.17	0.00
OTHER INCOME	6,016	6,339	13.70	14.43
	<b>262,392</b>	<b>266,044</b>	<b>597.43</b>	<b>605.74</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	61,847	56,239	140.82	128.05
UTILITIES	46,326	48,018	105.48	109.33
MAINT. & OPER.	49,551	44,637	112.82	101.63
GENERAL	23,275	20,089	52.99	45.74
NONROUTINE	0	0	0.00	0.00
DEPRECIATION	20,315	20,262	46.25	46.13
BOND INTEREST	86,699	86,460	197.40	196.86
BOND REPLACEMENT RESV	9,150	9,126	20.83	20.78
	<b>297,163</b>	<b>284,831</b>	<b>676.59</b>	<b>648.52</b>
<b>NET SURPLUS</b>	<b>(34,771)</b>	<b>(18,787)</b>		
BOND PRINCIPAL	37,603	37,500		
<b>ADJUSTED SURPLUS</b>	<b>(72,374)</b>	<b>(56,287)</b>		
ADD BACK DEPRECIATION	20,315	20,262		
ADD BACK BOND COST AMORT	8,385	8,364		
<b>CASH FLOW</b>	<b>(43,674)</b>	<b>(27,661)</b>		

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:

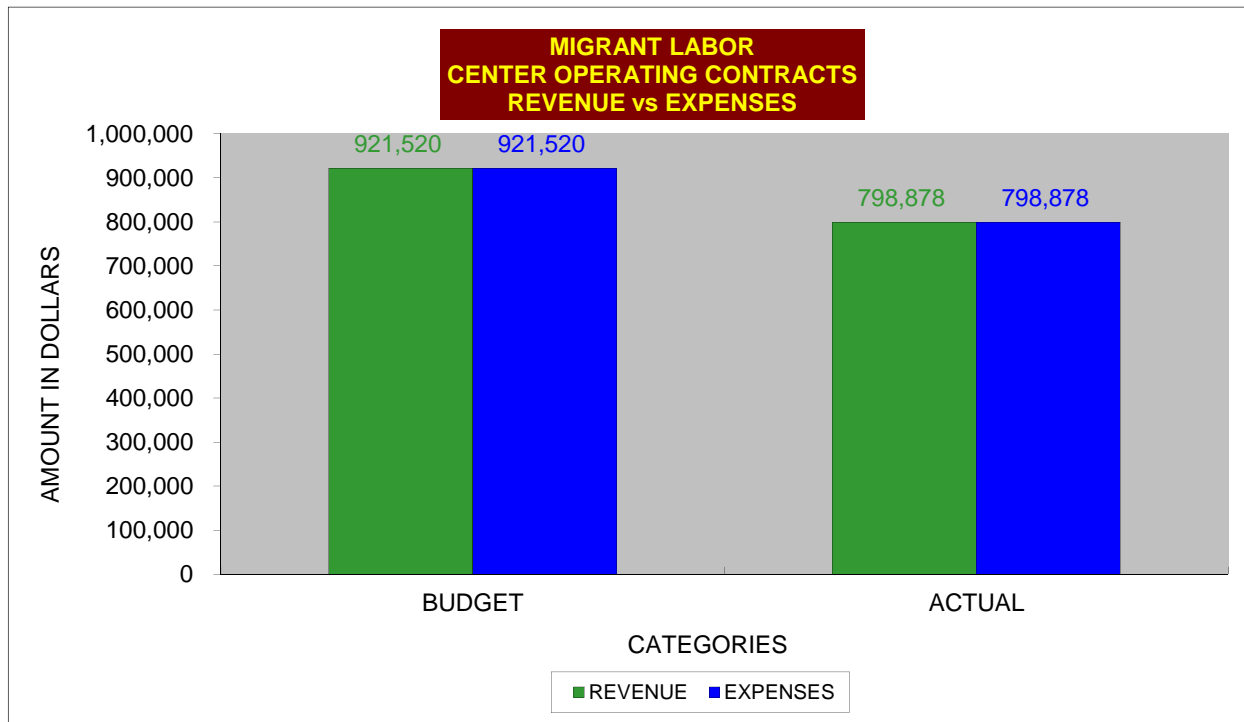
31-Mar-16

EXPEND. RATE:

75.3%

# UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	921,520	798,878	790.12	684.97
	921,520	798,878	790.12	684.97
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	453,314	450,065	388.68	385.89
OPERATIONS	242,746	205,720	208.13	176.39
MAINTENANCE	18,572	16,256	15.92	13.94
ADMINISTRATION	87,466	85,394	74.99	73.22
DEBT SERVICE	119,422	41,443	102.39	35.53
	921,520	798,878	790.11	684.97
NET SURPLUS	0	0		



## MEMORANDUM

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

**FROM:** Rennise Ferrario, Executive Director

**DATE:** April 19, 2016

**SUBJECT:** Quarterly Report – Housing Services

### HOUSING CHOICE VOUCHER PROGRAM

#### **Budget**

Monthly Budget: \$1,413,980  
98% of Budget: \$1,385,700  
Current Expended HAP: \$1,529,075  
Over Budget: \$115,095

#### **Voucher Count**

2810 Voucher families under contract  
1127 Participant families have at least one disabled family member in their household  
496 Participant families have at least one elderly family member in their household  
48 Transfer families housed

#### **Lease Up**

83 New applicant voucher holders that are currently searching for suitable housing.  
12 Voucher holders have ported out to other jurisdictions  
45 PBV Personal Declaration packets distributed  
22 PBV vouchers leased  
40 HCV Personal Declaration packets distributed  
37 HCV vouchers issued  
129 Request for Tenancy Approval forms received  
61 New HCV families housed  
3 Port-in families

#### **Waiting List**

209 Families currently are on the wait list  
121 Have at least one disabled family members in their household  
88 Have at least one elderly family member in their household

### **General Statistics**

57 Participants have exited the Housing Choice Voucher Program

### **HCV Family Self-Sufficiency**

63 Families are actively enrolled in the Family Self-Sufficiency Program  
27 Families have escrow accounts (\$61,379 combined total escrow amount)  
0 Families “graduated” from the FSS program  
0 Family forfeited their escrow account

### **HOUSING SERVICES**

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

### **Current Vacancies**

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

### **Vacancies Filled**

11 Merced  
3 Atwater/Livingston/Winton  
5 Los Banos/Dos Palos  
2 PBV Valley View (Dos Palos Elderly)  
3 PBV Valley View (Midway)  
0 PBV Valley View (Atwater Elderly)

### **Delinquent Rents**

2.34% Average for the reporting quarter  
2.59% January  
2.57% February  
1.86% March

### **Evictions**

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

### **Maintenance Department**

590	Completed work orders
317	Amp 1
102	Amp 2
171	Amp 3

# MEMORANDUM

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

**From:** Rennise Ferrario, Executive Director

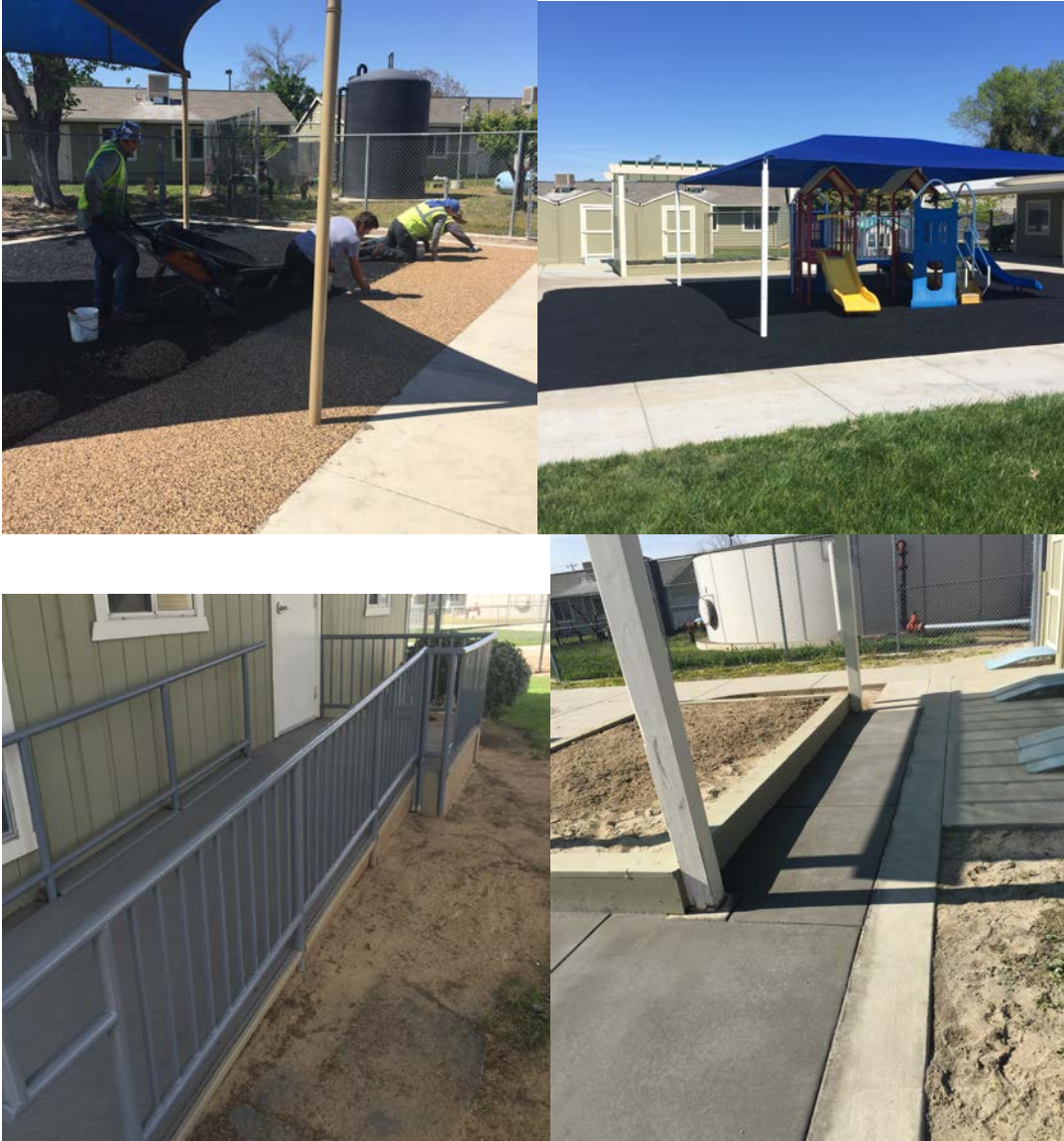
**Date:** April 2016

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

Drums are echoing across Merced County as time closes in, announcing the opening of our migrant centers. We are excited and looking forward to see the new and returning families to the area. The facilities are ready and the sites are looking more colorful than ever; flowers blooming everywhere, rose bushes put that magical touch with their red, white, pink and orange tones. Rain has been present regularly during the last two months and this completes the good karma for an awesome 2016 season to come.

The Atwater migrant center will be the first complex to open on April 18, and by this time, Gilbert has already received numerous applications. We anticipate that the center will be at full occupancy during the first two weeks from opening. CCDC running the day care facility in Atwater had made several improvements to the interior and exterior of the site; woodchips and out of code playground structures were removed to give way to a new playground, they also pour rubberized tile to replace the woodchips. Inside the building, they have replaced the carpet, and updated the furniture. This is great news.





A lot of work has been put into turning all migrant center units around in preparation for this moment, but there is no better reward than to see our families having a decent and safe place where to live and care for their kids.

We continue to receive the help of our CVOC workers who are doing an excellent job assisting the center managers and migrant aid staff in achieving our maintenance and curb appeal goals. Their help is appreciated and valued by all of us.

Last season, Merced migrant center achieved full occupancy for the first time, and I am sure that this year it wouldn't be any different. Ruben Pimentel and Samuel Arellano continue to do an outstanding job maintaining the complex in top shape.



Los Banos migrant center is in the best possible hands with Armando, who works independently with dedication and treats the facility as his own. Ever since I have been working here, Los Banos migrant center has always achieved full occupancy. Armando has taken the time to try different types of trees that would thrive in the not too friendly soil available on the site, nevertheless, after years of trial and error, Armando has identified some three species that are finally growing, thriving and making the center look even better. The day care facility on site, run by the Action Committee, has made several important improvements in the playground area, which would benefit the children at the center.



The Felix Torres year round complex currently has one vacancy; however, a potential tenant is in the process of being admitted to the center. Cruz and Hugo are providing the necessary assistance to keep the facility looking good both at the seasonal and year round sites.

### **DURING THIS QUARTER**

- January 21: ARRP contracts and Insurance training. All center managers attended.
- February 26: Monthly migrant staff meeting at Merced migrant center. We had some tacos and burritos prepared by Ruben Pimentel. We also watched a video titled "Emergency preparedness the chemical and biological threat" which was very informative and in accordance to the difficult times we live in. Staff also received their uniforms and received important updates for the program.



- March 1: HARRP/AHRP Claims reporting and investigation training. All migrant center managers attended.
- March 29: Attended via teleconference the annual OMS contractor's meeting
- March 30: Attended via teleconference the annual OMS Manager's meeting
- April 4: Scheduled 11 month inspection for Atwater improvement projects. Inspection was rescheduled for two weeks ahead.
- April 8: Met with a representative of USDA to conduct a PNA for the FT yr. complex.

### **2016 MIGRANT CENTERS 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:**

- March 17: Quarterly safety meeting
- March 25: Migrant program safety meeting
- April 7: All staff fire extinguisher training
- May 6: Workplace Violence Active Shooter Training (Bickmore)





## **MEMORANDUM**

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

**FROM:** Rennise Ferrario, Executive Director

**DATE:** April 19, 2016

**SUBJECT:** Quarterly Report - Finance

### **Financial Reporting**

The FYE 9/30/2015 unaudited financials were submitted on 11/23/2015 to HUD REAC and they were approved on 1/22/2016. The fieldwork for the 9/30/2015 Audit is completed at this time. 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. CalPERS has only projected availability as "Spring 2016".

### **Section 8 – Funding**

2016 estimated calendar year HAP budget authority is \$16,967,757. Quarter 1 HAP funding received from HUD was \$4,662,281 versus an estimated budget authority of \$4,241,939. First Quarter 2016 HAP expenses were \$4,649,327 (110% budget utilization). As of 3/31/2016 we have 2,805 vouchers under contract. The YTD voucher utilization is 8,421 vouchers vs authorized vouchers of 8,340 (101% utilization). Our HAP Equity (NRA) as of 3/31/2016 is \$17,287. HUD is holding an estimated undisbursed HAP Budget Authority (Program Reserves) for our agency as of 3/31/2016 of \$1,994,038.

The preliminary Administrative Fee proration percentage for 2016 was increased by HUD to 80%. The balance of our Administrative Fee Reserve as of 3/31/2016 is \$779,459 (8.4 months reserve).

### **Public Housing**

The required forms for the 2016 Operating Subsidy for Public Housing were submitted to HUD 2/04/2016.

### **Computer Systems**

We utilized an on-line pre-application process for our HCV wait list on February 8<sup>th</sup>. We are looking at using the on-line pre-application process sometime in May for the Public Housing Wait list.

## MEMORANDUM

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

**FROM:** Rennise Ferrario, Executive Director

**DATE:** April 19, 2016

**SUBJECT:** Recommendation to adopt **Resolution No. 2016-02**, approving an increase of the Housing Authority contribution toward medical coverage for retired employees

CalPERS is requiring that all member agencies contribute a minimum of \$128.00 per month per retiree commencing January 1, 2017.

### **RECOMMENDATION**

I recommend the Board of Commissioners of the Housing Authority of the County of Merced, adopt **Resolution No. 2016-02**, approving an increase of the Housing Authority contribution toward medical coverage for retired employees, effective January 1, 2017, and authorizing the Executive Director to prepare and execute any required documentation for CalPERS to implement the contribution increase.

## RESOLUTION NO. 2016-02

### INCREASING THE EMPLOYER'S CONTRIBUTION FOR RETIREES UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

**WHEREAS**, Government Code section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution for a retiree at an amount not less than the amount required under Section 22892(b) of the Act; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the County of Merced (HACM) has previously adopted a process to allow for annual adjustments to the contributions made by the HACM toward the medical premiums for its retirees; and

**WHEREAS**, the California Public Employees Retirement System (CalPERS) has mandated minimum annual incremental increases of employer contributions effective January 1, 2017,

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby adopt Resolution No. 2016-02, approving an increase to \$128 per month toward the medical insurance premium for each retiree through CalPERS, effective January 1, 2017.

**BE IT FURTHER RESOLVED**, that the Executive Director of the Housing Authority is authorized to prepare and execute any required documentation required by CalPERS to implement the contribution increase in a timely manner.

Adopted at a regular meeting of the Board of Commissioners of the Housing Authority of the County of Merced at Merced, California, this nineteenth (19<sup>th</sup>) day of April, 2016.

Motion: Second:

Ayes:

Noes:

Absent:

Abstain:

Dated: April 19, 2016

---

Chairperson, Board of Commissioners  
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 19, 2016

**SUBJECT:** Recommendation to adopt Resolution No. 2016-03, approving one (1) additional allocation for the Director of Housing Programs position.

As part of the re-organizational process within the Agency, it would appear prudent to request an additional allocation to the Director of Housing Programs position.

The new position will enhance the overall efficiency of the Agency.

The following table shows the current status pending approval of one (1) additional position allocation:

<b>Job Title:</b>	<b>Current Allocation</b>	<b># Of Allocations Currently Used</b>	<b>Additional Requested Allocation(s)</b>	<b>Total Allocations For This Position</b>
Director of Housing Programs	1	1	1	2

### RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt Resolution No. 2016-03, approving the revised Director of Housing Programs position allocation schedule.

## RESOLUTION NO. 2016-03

### APPROVING AN ADDITIONAL ALLOCATION FOR THE POSITION OF DIRECTOR OF HOUSING PROGRAMS AND SUBSEQUENT REVISION OF THE POSITION ALLOCATION SCHEDULE FOR THE HOUSING AUTHORITY OF THE COUNTY OF MERCED

**WHEREAS**, in conjunction with the continuing reorganization of Housing Authority positions to reflect changing staff and resource needs, and to increase efficiency and fiscal responsibility, and

**WHEREAS**, the Position Allocation Schedule is maintained with the approval of the Board of Commissioners of the Housing Authority of the County of Merced to accurately list and document the current employee positions and job classifications authorized to carry out the operations and mission of the Housing Authority; and

**WHEREAS**, from time to time, it is necessary to revise and/or reclassify the Position Allocation Schedule to effectively redistribute the employee resources to maintain the most efficient workload assignments, and to recognize those employees who have demonstrated the ability to accept additional tasks and/or perform at higher levels of proficiency, and

**WHEREAS**, it is necessary for the continuing efficient operation of the Housing Authority to create an additional management level position of Director of Housing Programs in order to enhance the overall efficiency of the Housing Authority;

**THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve the creation of one (1) additional position of Director of Housing Programs, and

**BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Merced does hereby modify and update the current Position Allocation Schedule to reflect this new allocation.

The foregoing resolution was introduced at the April 19, 2016 Board meeting of the Board of Commissioners of the HACM and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

---

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

Dated: April 19, 2016