

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Quarterly Meeting
Tuesday, October 11, 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
Evelyn Dorsey
Roscoe Jackson
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

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. September 20, 2016 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:

A. Rent Delinquency Report for September 2016

B. Financial Reports for September 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. 2016-22:** Authorizing the Chairperson of the Board of Commissioners of the Housing Authority of the County of Merced to extend an offer to the selected candidate of the Executive Director recruitment.

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

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, September 20, 2016

- I. The meeting was called to order by Chairperson Torres at 5:30 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

None

Chairperson Torres declared there was a quorum present.

Staff Present:

Rennise Ferrario, Executive Director
John Daugherty, Finance Officer
Brian Watkins, Finance Officer
Gina Thexton, Programs Director

Others Present:

Christina Alley, Central Valley Coalition for Affordable Housing
Al Jenkins, CVCAH Board President

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

Executive Director Ferrario requested to add Resolution No. 2016-20 and Resolution No. 2016-21 to the Agenda Section VI. Business B. Resolutions.

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

III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. August 16, 2016, Regular Meeting

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

IV. UNSCHEDULED ORAL COMMUNICATION:

None

V. CONSENT CALENDAR:

A. Rent Delinquency Report for July 2016

B. Financial Reports for July 2016

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

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

A. Information/discussion Item(s):

- 1.) Christina Alley and Al Jenkins, President of the Central Valley Coalition for Affordable Housing Board were in attendance to recognize and express their appreciation to Executive Director Ferrario for all of her hard work and dedication.
- 2.) Director's Updates – Executive Director Ferrario provided the following updates:
 - a. Executive Director Ferrario reported that there was a fire at the Merced Migrant Center. She commended the tenants on their quick action and efforts and suggested that we hold an appreciation barbeque for the tenants.
 - b. All migrant centers are at full lease up with the exception of Felix Torres Seasonal. We will be taking a unit offline at this center to house a year round Migrant Aide.
 - c. The following CFP Projects are coming up:
 - i. Roof replacement in Los Banos.
 - ii. Tree-trimming as we had to terminate the contract with the vendor.
 - d. As previously reported the HACM Compliance Review went well and as a result the finance review will be done remotely. No date as of yet and we are still waiting for our letter from HUD.
 - e. Brian Watkins, Finance Officer has now been here approximately seven weeks as is doing an incredible job.
 - f. Gina Thexton is working on our SEMAP and it should be ready for next board meeting.
 - g. The new auditors came in and completed the audit all within one day. Compliments to Gina Thexton and the HCV staff as they provided all of the requested files with short notice and fast turn-around time.
- 3.) Sub-Committee Updates – Executive Director Recruitment: four candidates were interviewed and of the four interviewees, two finalists have been selected and will return for a second interview.

B. Resolutions Item(s):

- 1.) **Resolution No. 2016-16:** Approving and authorizing the revision of operation and maintenance contract between the California Department of Housing and Community Development and the Housing Authority of the County of Merced contract 15-OMS-10544 FY 2016-2017 for the Atwater Migrant Center.

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

- 2.) **Resolution No. 2016-17:** Approving and authorizing the revision of operation and maintenance contract between the California Department of Housing and Community Development and the Housing Authority of the County of Merced contract 15-OMS-10545 FY 2016-2017 for the Los Banos Migrant Center.

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

- 3.) **Resolution No. 2016-18:** Approving and authorizing the revision of operation and maintenance contract between the California Department of Housing and Community Development and the Housing Authority of the County of Merced contract 15-OMS-10546 FY 2016-2017 for the Felix Torres Migrant Center.

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

- 4.) **Resolution No. 2016-19:** Approving and authorizing the revision of operation and maintenance contract between the California Department of Housing and Community Development and the Housing Authority of the County of Merced contract 15-OMS-10547 FY 2016-2017 for the Merced Migrant Center.

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

- 5.) **Resolution No. 2016-20:** Authorizing adoption of OMS Contract No. 15-OMS-10691 for the Los Banos Migrant Center Construction and Rehabilitation Project 2015.

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

- 6.) **Resolution No. 2016-21:** Approving to update list of signators for all Housing Authority of the County of Merced bank accounts.

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

C. Action Item(s):

- 1.) **Action Item No. 2016-A-05:** Approving the disposal of personal property.

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

VII. COMMISSIONER'S COMMENTS:

Commissioners noted that Executive Director Ferrario and Finance Officer Daugherty will be greatly missed. Thanks were given to Christina Alley and Al Jenkins for attending.

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT:

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

Chairperson Signature / Date

Secretary Signature/ Date

Merced Summarized AR-II

Property=.fs-amps,.fs-vv,.fs-fty,langdon AND Trans through=09/30/2016

Property Code	Total AR	Thirty Day	Sixty Day	Ninety Day	OverNinety Day	Prepayments	Ending Balance	Total Charges	Percentage
								Past Year	
012a	7,853.94	587.67	722.63	0	6,543.64	-297.99	7,555.95	130,788.69	5.78
012b	0	0	0	0	0	-466.37	-466.37	34,804.12	0
012c	636.6	44.6	0	0	592	-67.4	569.2	32,801.88	1.74
012d	1,334.38	245.11	0	0	1,089.27	-385.6	948.78	43,624.32	2.17
atw	492.31	242.31	0	0	250	412	904.31	90,673.91	1
ca023001	12,110.82	1,342.36	20.7	104.95	10,642.81	-1,961.40	10,149.42	365,288.51	2.78
ca023002	896.44	178.08	210.36	0	508	-606.07	290.37	73,263.01	0.4
ca023003	488.27	196.97	132.01	0	159.29	-25.83	462.44	66,709.52	0.69
ca023004	1,888.96	941.57	79.24	0.45	867.7	-1,043.70	845.26	185,101.74	0.46
ca023005	1,922.93	364.14	270.59	-25.48	1,313.68	-850.28	1,072.65	98,964.15	1.08
ca023006	1,851.87	902.7	51.53	0	897.64	-1,591.08	260.79	296,350.03	0.09
ca023010	3,791.70	1,728.68	66.12	10	1,986.90	-2,030.07	1,761.63	182,352.64	0.97
ca023011	1,351.40	611.4	740	0	0	-354.35	997.05	57,700.86	1.73
ca023013	2,199.01	561.23	20	318.78	1,299.00	-1,478.25	720.76	75,791.65	0.95
ca023021	0	0	0	0	0	-4.12	-4.12	3,604.00	0
ca023023	334.11	334.11	0	0	0	0	334.11	8,990.11	3.72
ca023024	-41.79	0	0	0	-41.79	-78	-119.79	9,057.00	0
dp	5,946.18	326.42	0	0	5,619.76	-1,394.10	4,552.08	157,277.06	2.89
ft-yr	21,031.12	570.12	-174	0	20,635.00	-9,152.97	11,878.15	577,181.80	2.06
langdon	131.38	0	0	0	131.38	-25	106.38	10,250.00	1.04
mid	55,034.36	909.61	-120.55	36.1	54,209.20	-11,221.90	43,812.46	282,157.19	15.53
119,253.99 10,087.08 2,018.63 444.8 106,703.48 -32,622.48 86,631.51 2,782,732.19									

PHAS Tracking Summary
Fiscal Year Ending 09/30/16

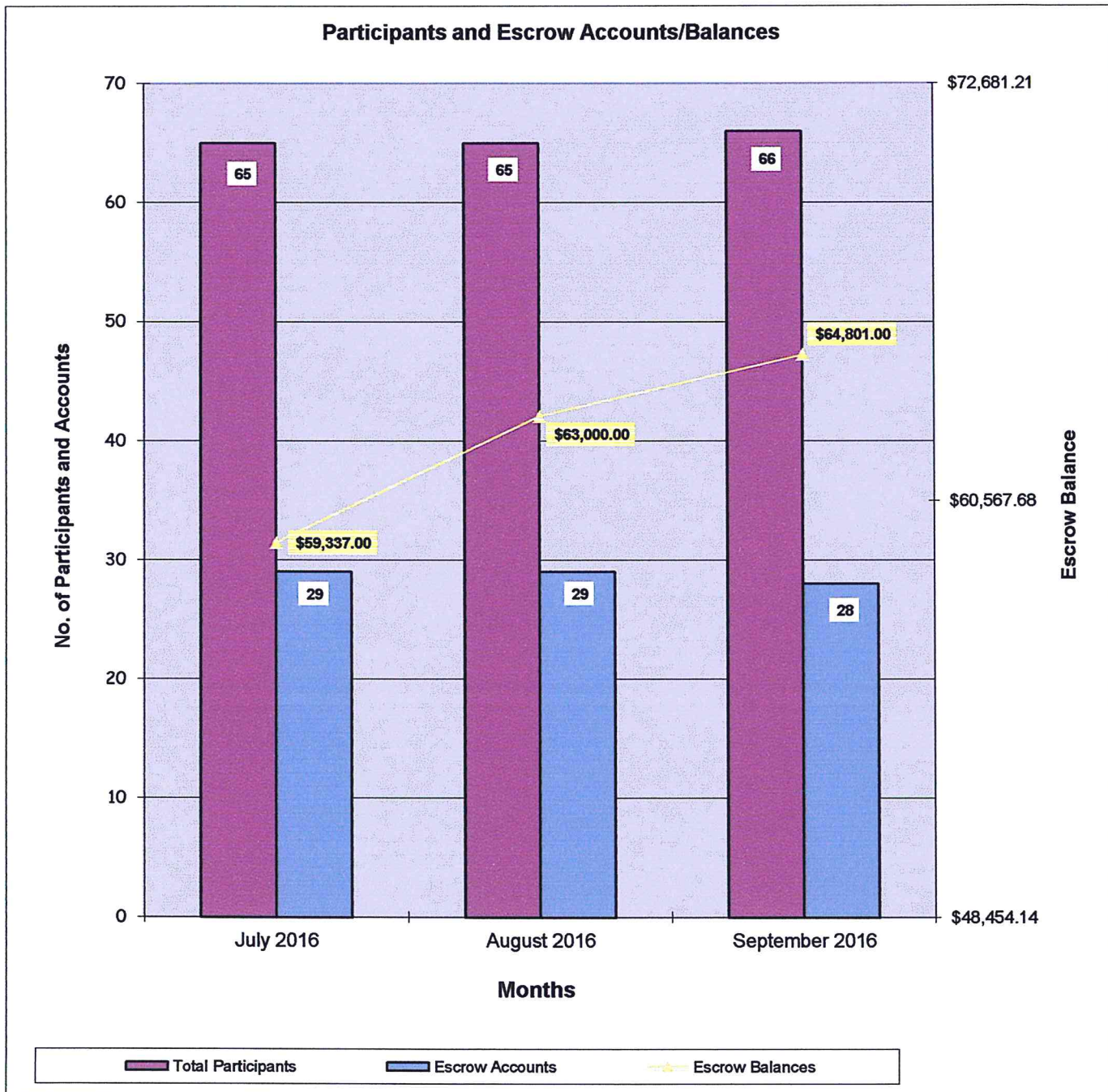
Indicators		Estimated Status at End of Month											
Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		2	3	3	3	8	8	9	53	98	109	112	112
Average Lease Up Days		0	0	0	0	0	0	0	1	2	2	2	2
Make Ready Time		45	74	111	128	136	203	257	269	274	333	390	419
Average Make Ready Days		6	7	7	8	6	7	8	7	7	8	8	9
Down Days		4	7	8	8	8	13	16	31	31	24	29	26
Average Down Days		1	1	1	1	0	0	1	1	1	1	1	1
Total # Vacant Units Turned		7	11	16	17	24	31	34	39	41	42	48	49
Total # Turn Around Days		51	84	122	139	152	219	275	339	403	466	526	552
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	8	9	10	11	11	11

% 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%	0%	73%	58%	60%	63%	64%
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	7	7	12	12	15	14

Family Self-Sufficiency (FSS) Program Quarterly Charts July 2016 - September 2016

Chart 1: Participants and Escrow Accounts/Balances

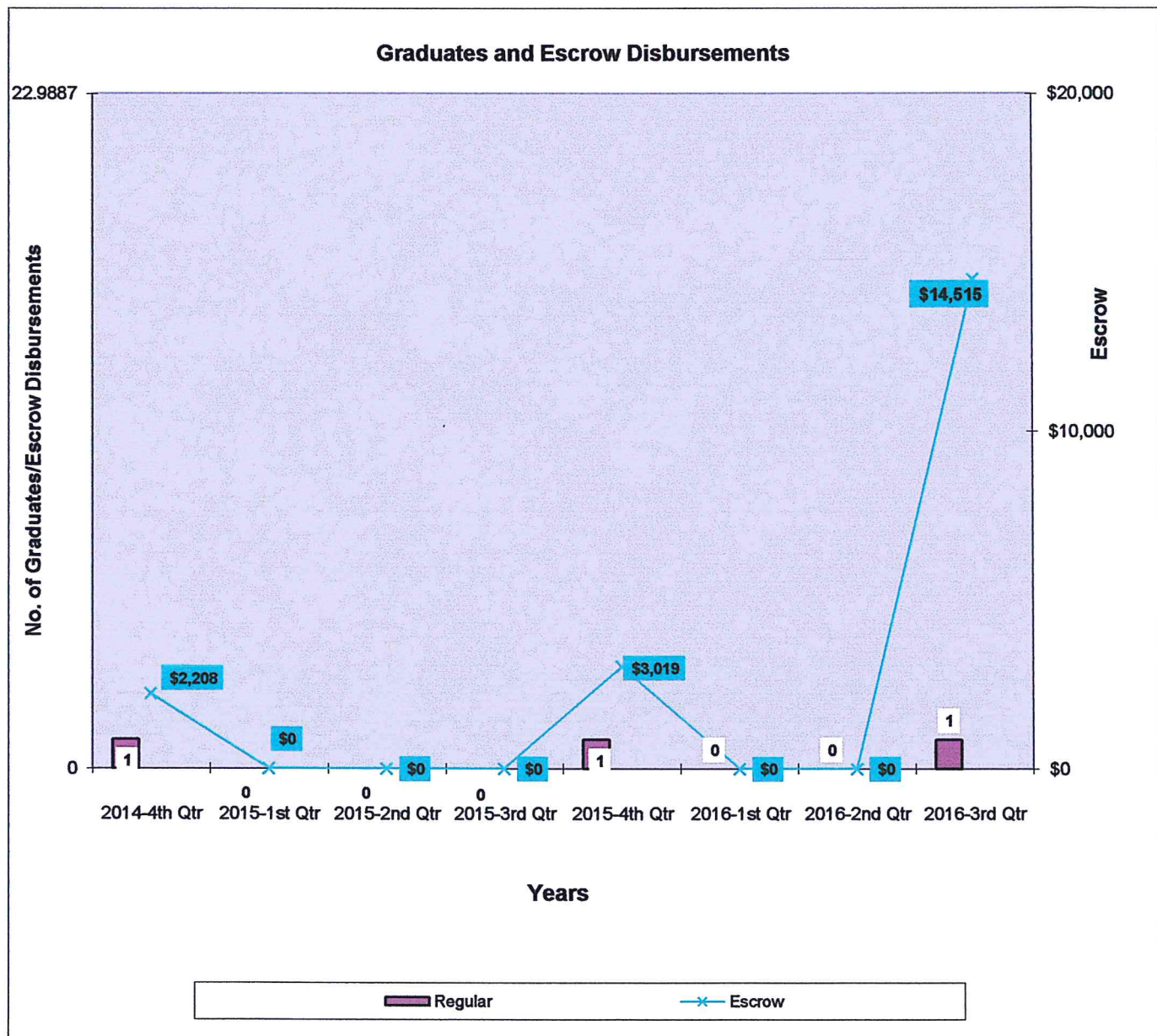
Months	Total Participants	Escrow Accounts	Escrow Balances
July 2016	65	29	\$59,337.00
August 2016	65	29	\$63,000.00
September 2016	66	28	\$64,801.00



Family Self-Sufficiency (FSS) Program Quarterly Charts **July 2016 - September 2016**

Chart 2: Graduates and Escrow Disbursements

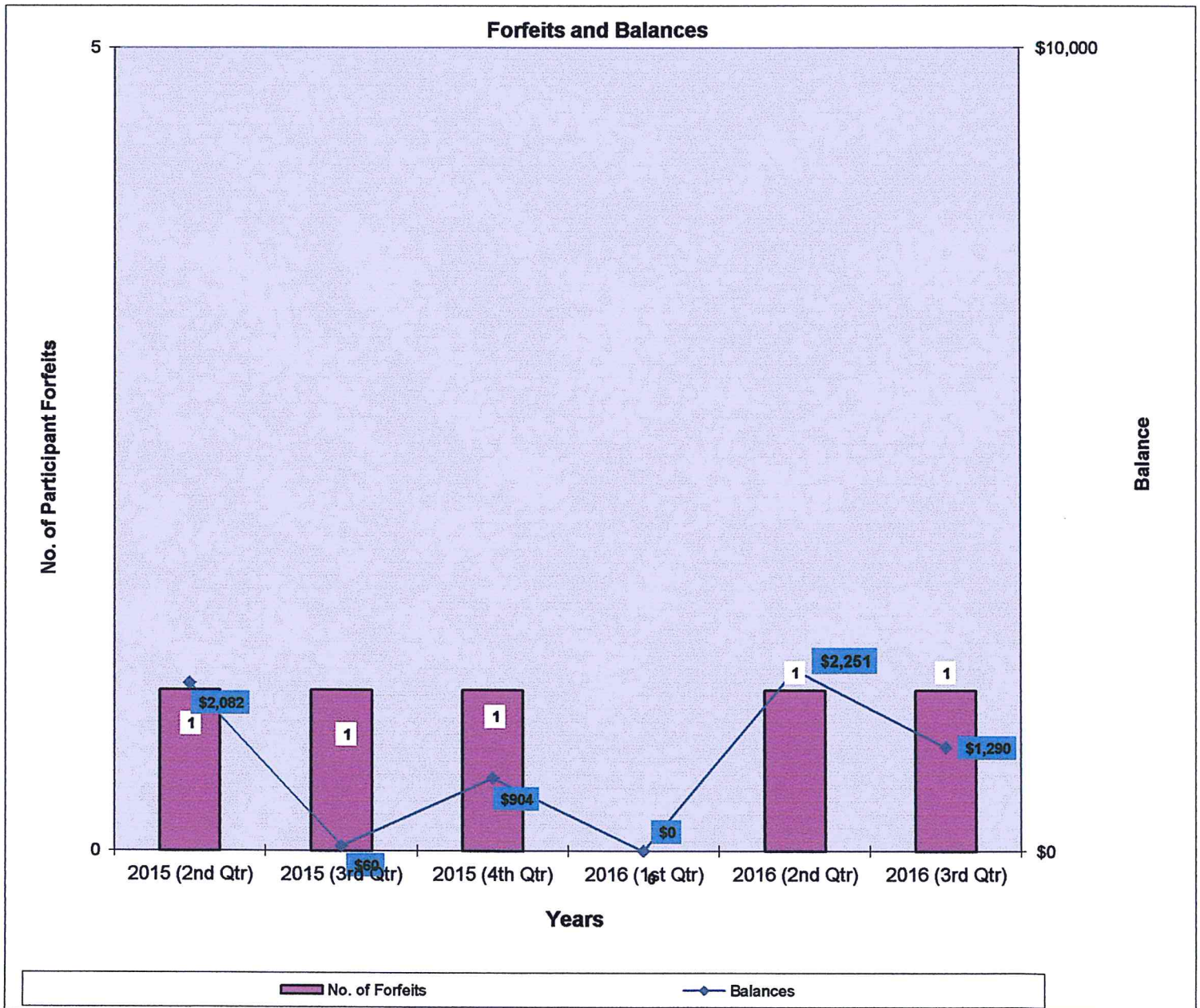
Months	Regular				Escrow
2014-4th Qtr	1				\$2,208
2015-1st Qtr	0				\$0
2015-2nd Qtr	0				\$0
2015-3rd Qtr	0				\$0
2015-4th Qtr	1				\$3,019
2016-1st Qtr	0				\$0
2016-2nd Qtr	0				\$0
2016-3rd Qtr	1				\$14,515
SUMMARY:	3				\$19,742



Family Self-Sufficiency (FSS) Program Quarterly Charts **July 2016 - September 2016**

Chart 3: Forfeits and Balances

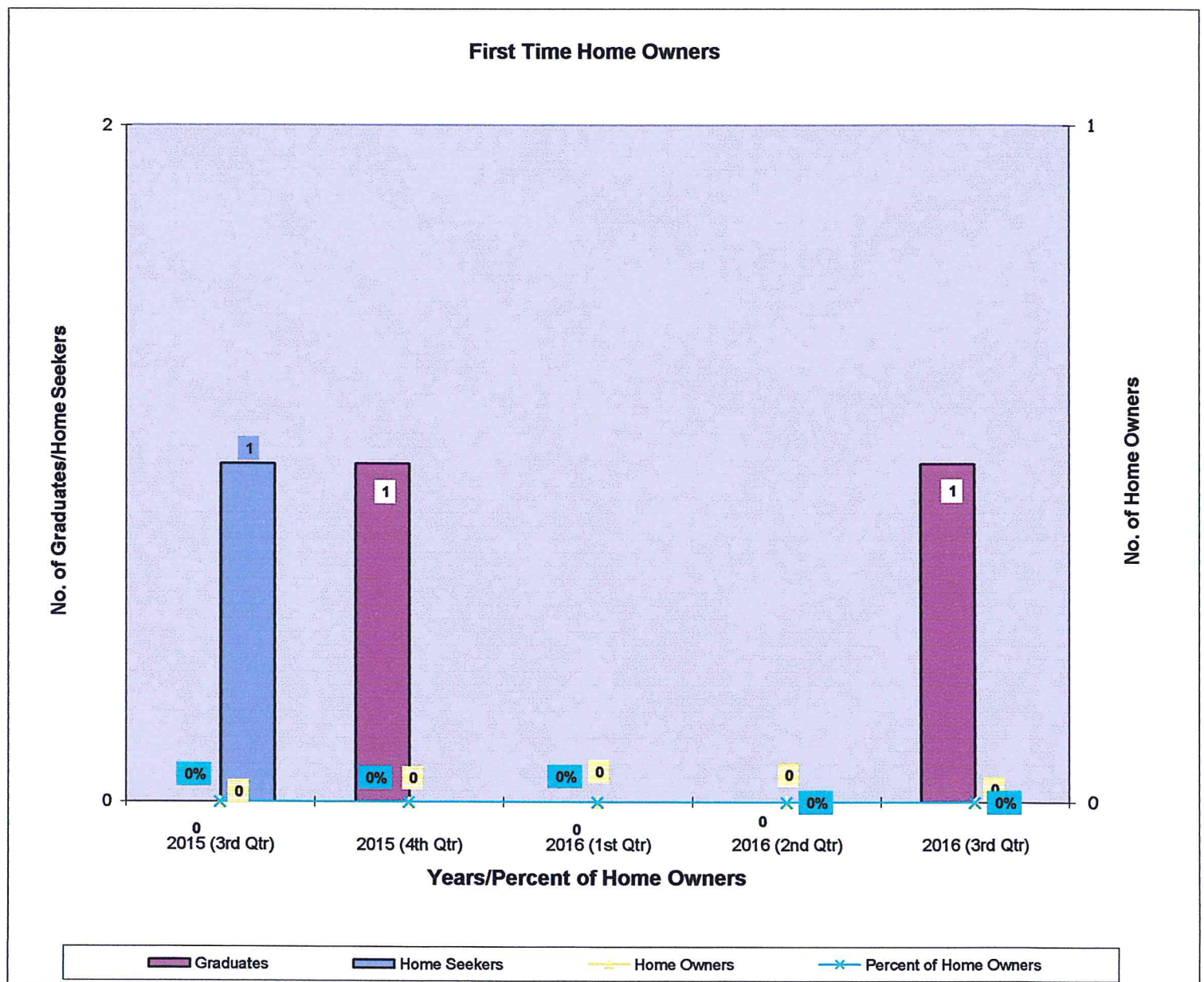
Years	No. of Forfeits	Balances
2015 (2nd Qtr)	1	\$2,082
2015 (3rd Qtr)	1	\$60
2015 (4th Qtr)	1	\$904
2016 (1st Qtr)	0	\$0
2016 (2nd Qtr)	1	\$2,251
2016 (3rd Qtr)	1	\$1,290
SUMMARY:	5	\$6,587



Family Self-Sufficiency (FSS) Program Quarterly Charts **July 2016 - September 2016**

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

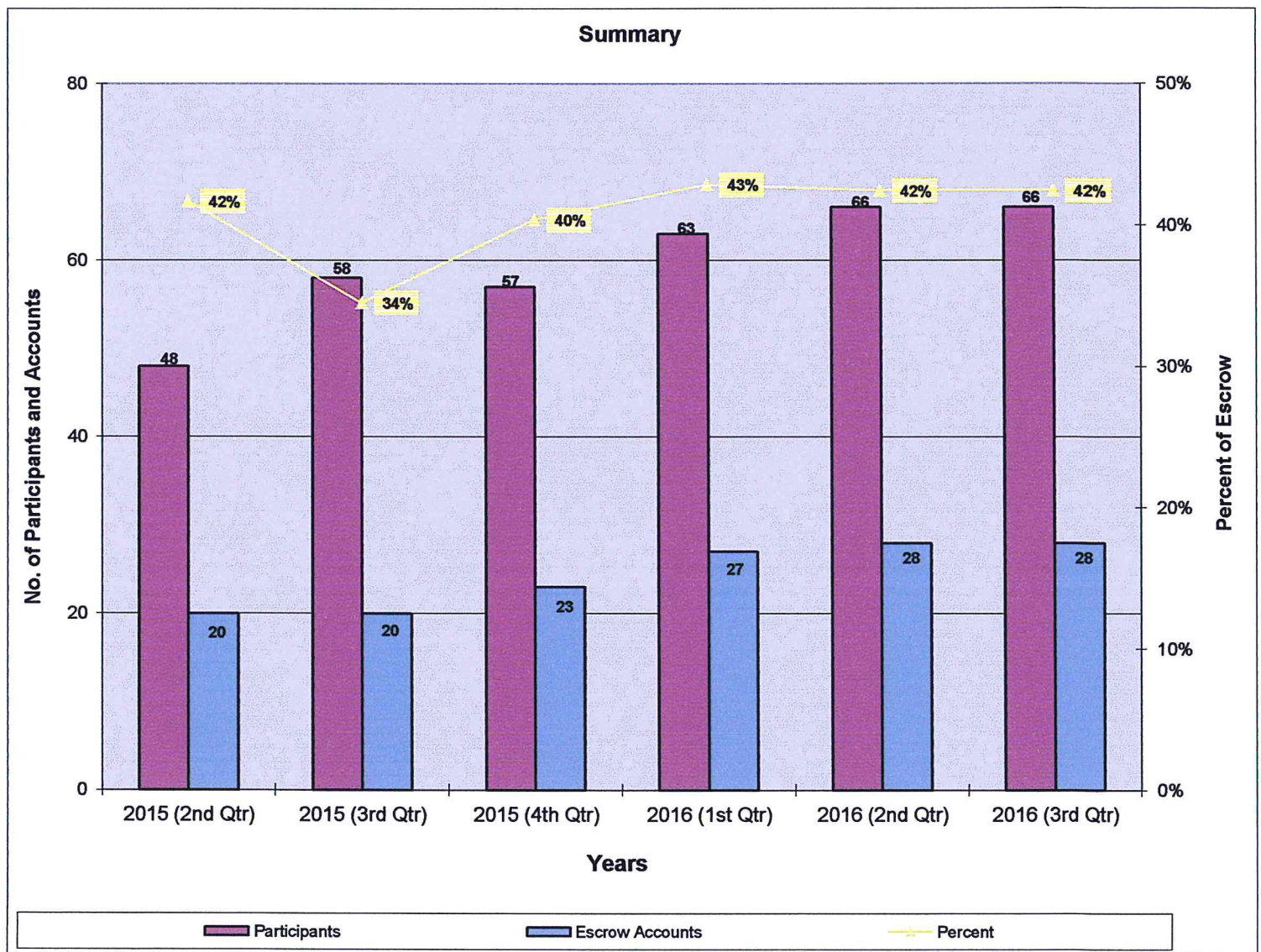
Years	No. of Graduates	No. of Home Owners	Percent of Home Owners
2015 (3rd Qtr)	0	0	0%
2015 (4th Qtr)	1	0	0%
2016 (1st Qtr)	0	0	0%
2016 (2nd Qtr)	0	0	0%
2016 (3rd Qtr)	1	0	0%
SUMMARY:	2	0	0%



Family Self-Sufficiency (FSS) Program Quarterly Charts **July 2016 - September 2016**

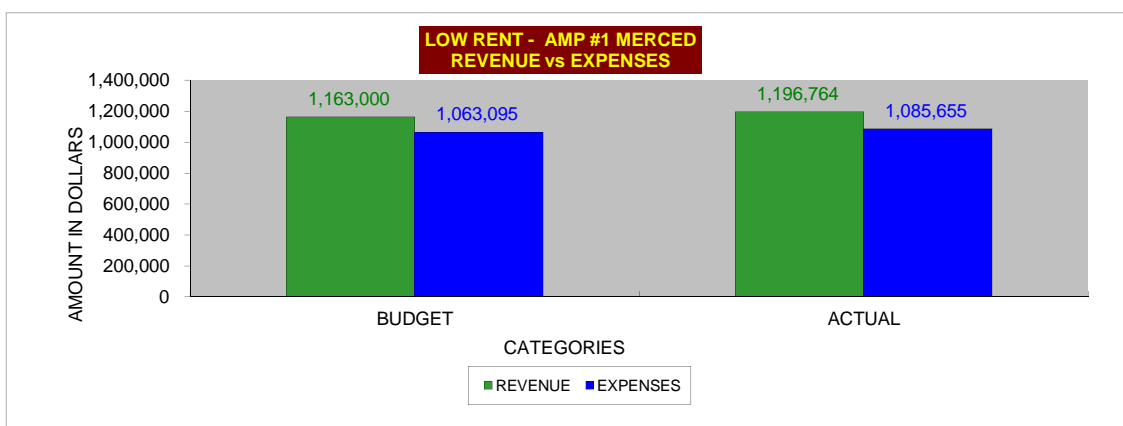
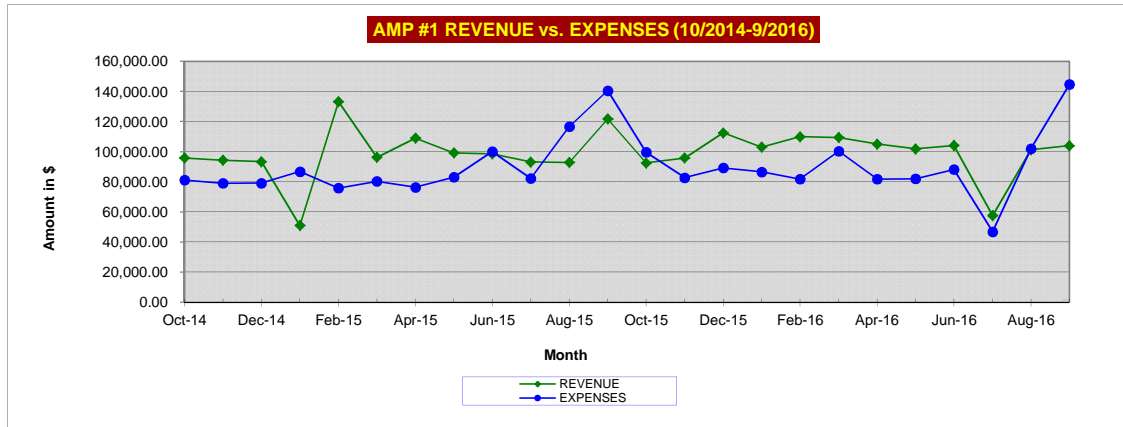
Chart 5: Summary

Years	Total Participants	Escrow Accounts	Percent
2015 (2nd Qtr)	48	20	42%
2015 (3rd Qtr)	58	20	34%
2015 (4th Qtr)	57	23	40%
2016 (1st Qtr)	63	27	43%
2016 (2nd Qtr)	66	28	42%
2016 (3rd Qtr)	66	28	42%



01-Oct-15

TO: 30-Sep-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	600,000	613,866	284.09	290.66
INTEREST	1,000	0	0.47	0.00
OTHER INCOME	17,000	25,948	8.05	12.29
PFS SUBSIDY	545,000	556,950	258.05	263.71
	1,163,000	1,196,764	550.66	566.66
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	355,967	332,830	168.54	157.59
TENANT SERVICES	0	113	0.00	0.05
UTILITIES	173,900	177,741	82.34	84.16
MAINT.	297,130	319,294	140.69	151.18
GENERAL	108,800	128,381	51.52	60.79
DEPRECIATION	127,298	127,296	60.27	60.27
EQUITY TRANSFERS	0	0	0.00	0.00
	1,063,095	1,085,655	503.36	514.04
NET SURPLUS	99,905	111,109		
NET FROM OPERATIONS	99,905	111,109		
ENDING EQUITY BALANCE	2,308,932	2,297,728		
NET SURPLUS	99,905	111,109		
ADD BACK DEPRECIATION	127,298	127,296		
CASH FLOW	227,203	238,405		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 2 (.fs-amp2)

REVENUE & EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

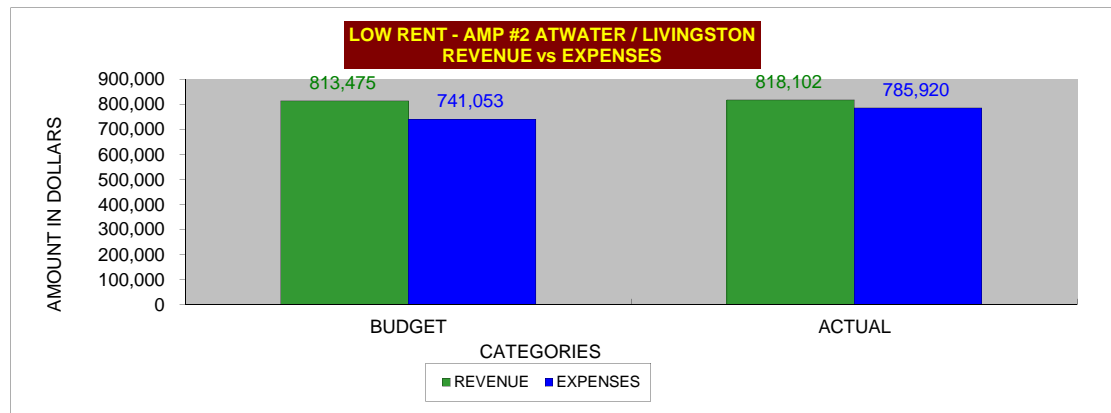
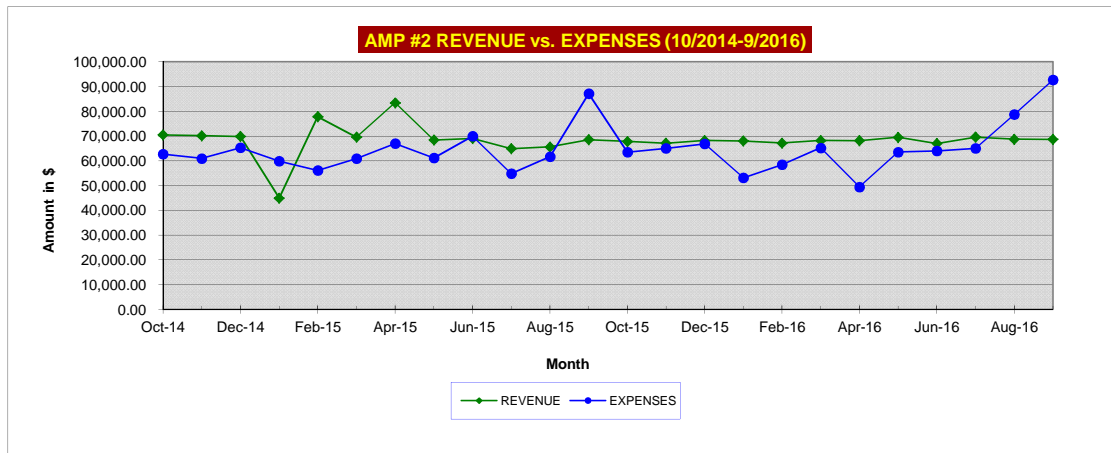
01-Oct-15

TO:

REV. RATE: 100.0%

UNIT/MONTH: 1,404

30-Sep-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	520,000	514,199	370.37	366.24
INTEREST	1,600	0	1.14	0.00
OTHER INCOME	8,400	13,857	5.98	9.87
PFS SUBSIDY	283,475	290,046	201.91	206.59
	813,475	818,102	579.40	582.70
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	263,852	251,898	187.93	179.41
UTILITIES	143,800	148,767	102.42	105.96
MAINT.	184,229	216,431	131.22	154.15
GENERAL	77,800	97,447	55.41	69.41
DEPRECIATION	71,372	71,376	50.83	50.84
EQUITY TRANSFERS	0	0	0.00	0.00
	741,053	785,920	527.81	559.77
NET SURPLUS	72,422	32,182		
NET FROM OPERATIONS	72,422	32,182		
ENDING EQUITY BALANCE	1,755,666	1,795,907		
NET SURPLUS	72,422	32,182		
ADD BACK DEPRECIATION	71,372	71,376		
CASH FLOW	143,794	103,558		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 3 (.fs-amp3)

REVENUE & EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

01-Oct-15

TO:

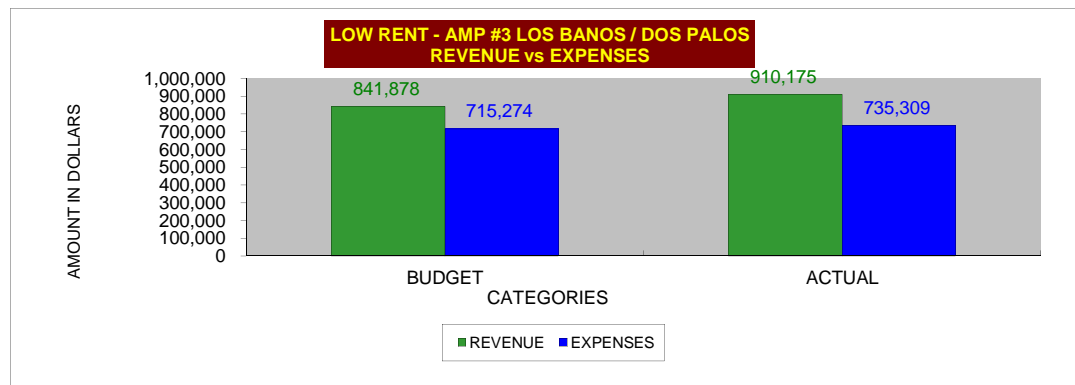
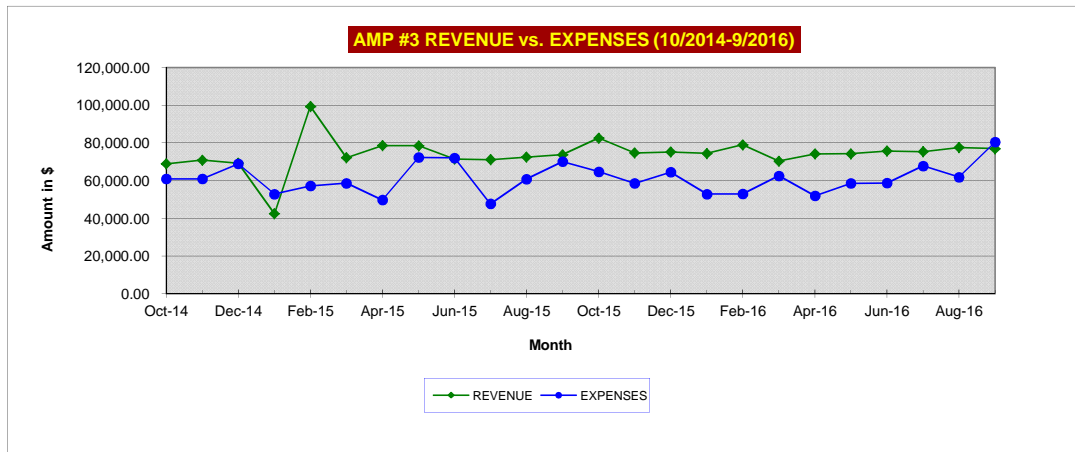
30-Sep-16

REV. RATE:

100.0%

UNIT/MONTH:

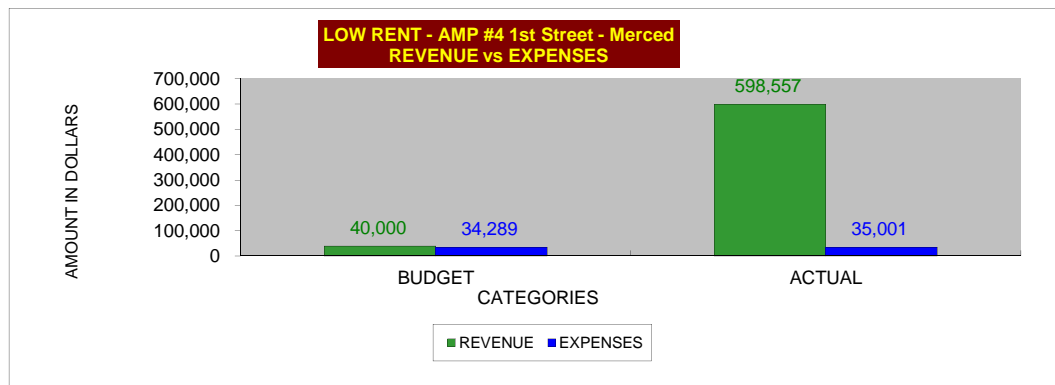
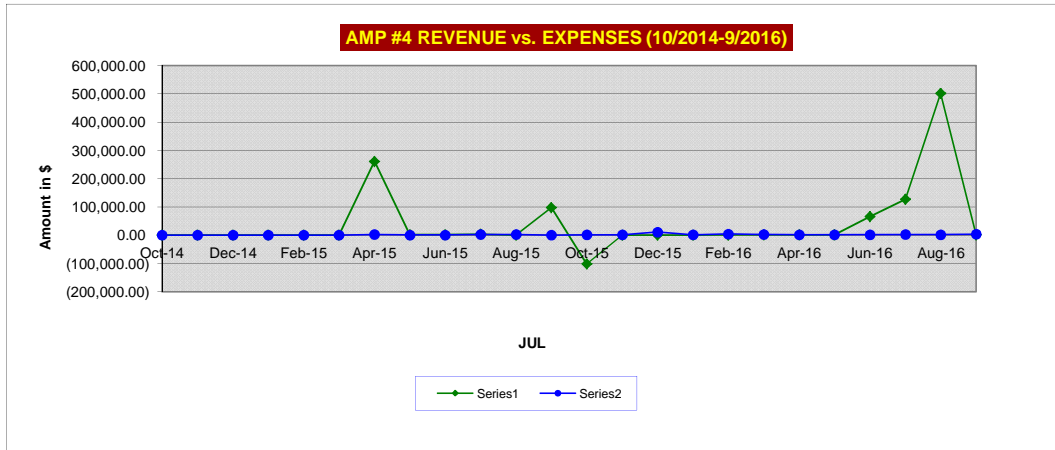
1,464



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	433,000	475,288	295.77	324.65
INTEREST	600	0	0.41	0.00
OTHER INCOME	16,000	23,864	10.93	16.30
PFS SUBSIDY	392,278	411,023	267.95	280.75
	841,878	910,175	575.06	621.70
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	242,013	225,493	165.31	154.03
UTILITIES	141,200	135,538	96.45	92.58
MAINT.	200,536	232,574	136.98	158.86
GENERAL	73,100	83,276	49.93	56.88
DEPRECIATION	58,425	58,428	39.91	39.91
EQUITY TRANSFERS	0	0	0.00	0.00
	715,274	735,309	488.58	502.26
NET SURPLUS	126,604	174,866		
NET FROM OPERATIONS	126,604	174,866		
ENDING EQUITY BALANCE	1,650,523	1,602,261		
NET SURPLUS	126,604	174,866		
ADD BACK DEPRECIATION	58,425	58,428		
CASH FLOW	185,029	233,294		

01-Oct-15

TO: 30-Sep-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	40,000	8,768	952.38	208.76
OTHER INCOME	0	64,994	0.00	1,547.47
PFS SUBSIDY	0	524,796	0.00	12,495.14
CFP FUNDS	0	0	0.00	0.00
	40,000	598,557	952.38	14,251.37
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	15,367	6,262	365.88	149.09
UTILITIES	5,800	5,693	138.10	135.54
MAINT.	11,576	20,276	275.62	482.77
GENERAL	1,546	2,770	36.81	65.96
DEPRECIATION	0	0	0.00	0.00
EQUITY TRANSFERS	0	0	0.00	0.00
	34,289	35,001	816.41	833.36
NET SURPLUS	5,711	563,556		
NET FROM OPERATIONS	5,711	563,556		
ENDING EQUITY BALANCE	847,667	289,822		
NET SURPLUS	5,711	563,556		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	5,711	563,556		

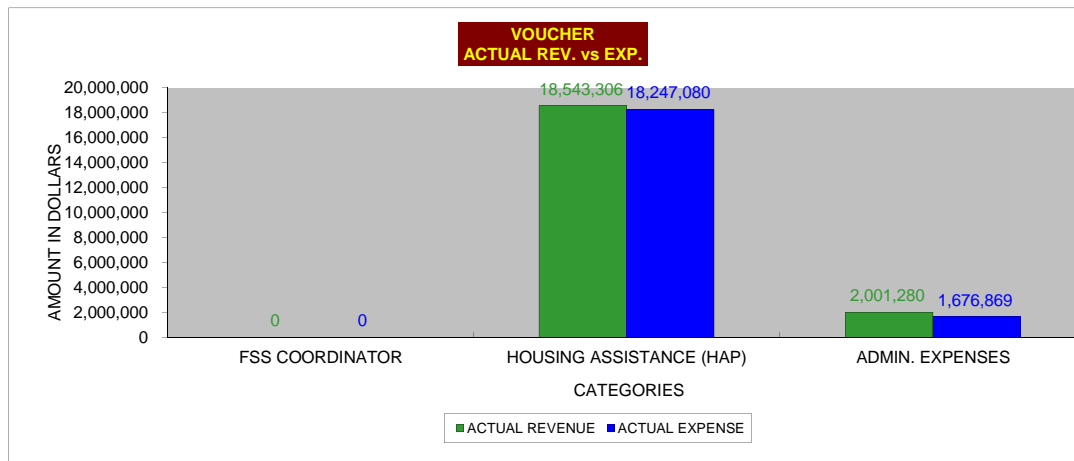
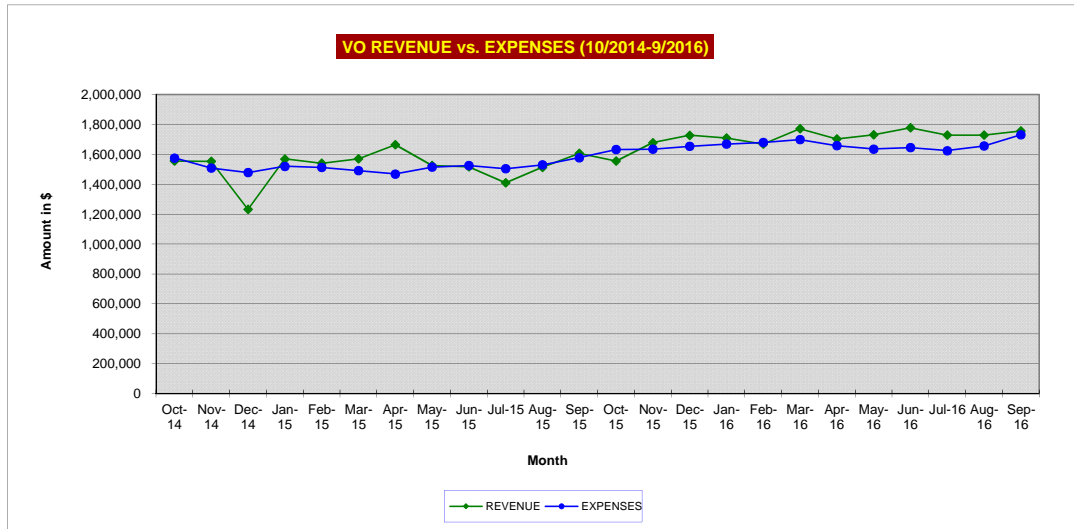
HOUSING AUTHORITY OF THE COUNTY OF MERCED
VOUCHER
REVENUE & EXPENDITURE STATUS REPORT
FISCAL YEAR PERIOD FROM: 10/01/15 TO: 9/30/2016
REPORT PERIOD FROM:

EXPEND. RATE: 100.0%
BUDGET # VOUCHER MONTHS: 33,360
YTD VOUCHERS 16,684
YTD % 50.0%

01-Oct-15

TO: 30-Sep-16

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



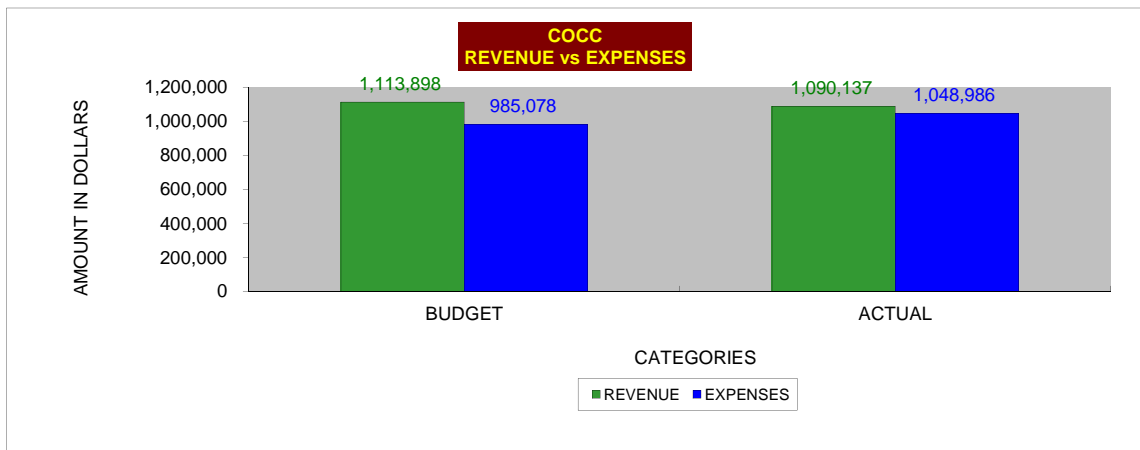
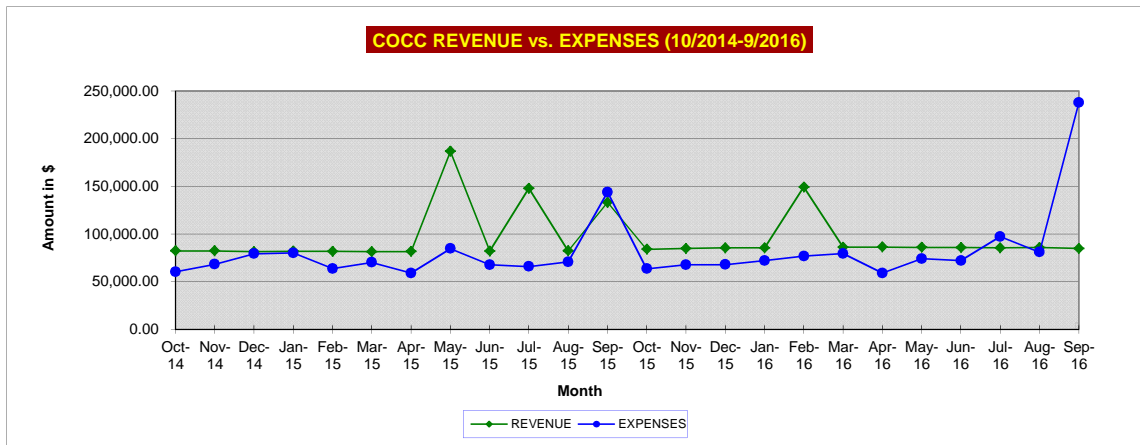
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	16,773,121	18,543,306	502.79	555.85
ADMIN. FEES	1,684,541	2,001,280	50.50	59.99
	18,457,662	20,544,586	553.29	615.84
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	480	0	0.01	0.00
HOUSING ASSISTANCE (HAP)	17,002,309	18,247,080	509.66	546.97
ADMIN. EXPENSES	1,683,908	1,676,869	50.48	50.27
	18,686,697	19,923,949	560.15	597.24
NET SURPLUS	(229,035)	620,637		
HAP SURPLUS YTD Change	(229,188)	300,854		
ADMIN SURPLUS YTD Change	153	319,783		
HAP SURPLUS BALANCE	(241,717)	288,325		
ADMIN SURPLUS BALANCE	(517,983)	(198,353)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED
 Central Office Cost Center (cocc)
 REVENUE & EXPENDITURE STATUS REPORT
 FISCAL YEAR PERIOD FROM: 10/01/15 TO: 9/30/2016
 REPORT PERIOD FROM:

REV. RATE: 100.0%
 # UNIT/MONTH: 2,910

01-Oct-15

TO: 30-Sep-16



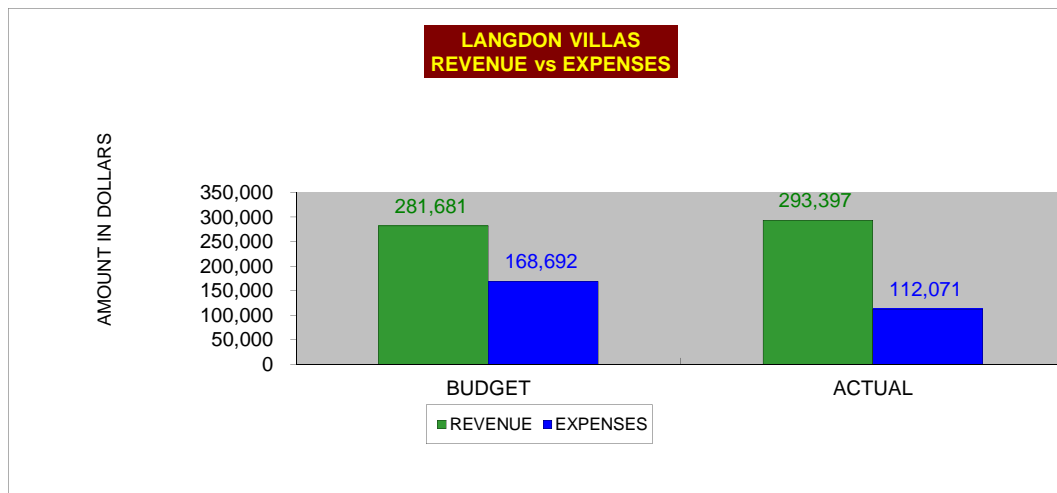
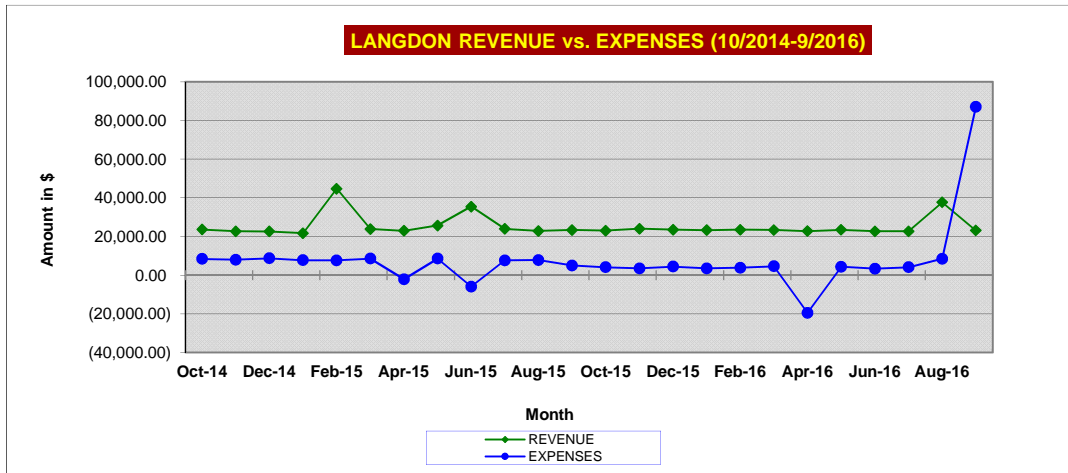
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	44	0.00	0.02
MANAGEMENT FEES	1,000,800	1,026,795	343.92	352.85
ASSET MANAGEMENT FEES	49,800	0	17.11	0.00
CFP ADMIN FEES	63,298	63,298	21.75	21.75
	1,113,898	1,090,137	382.78	374.62
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	858,178	843,881	294.91	289.99
UTILITIES	28,600	38,598	9.83	13.26
MAINT.	39,600	35,108	13.61	12.06
GENERAL	58,700	131,398	20.17	45.15
	985,078	1,048,986	338.52	360.46
NET SURPLUS	128,820	41,151		
NET FROM OPERATIONS	128,820	41,151		
ENDING RESERVE BALANCE	(161,119)	(248,788)		
NET SURPLUS	128,820	41,151		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	128,820	41,151		

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

REV. RATE: 100.0%
 # UNIT/MONTH: 12

01-Oct-15

TO: 30-Sep-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	46,200	46,200	3,850.00	3,850.00
INTEREST	600	14,374	50.00	1,197.84
MANAGEMENT FEES	222,881	222,327	18,573.42	18,527.25
OTHER INCOME	12,000	10,496	1,000.00	874.63
	281,681	293,397	23,473.42	24,449.72
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	119,454	41,351	9,954.50	3,445.93
UTILITIES	1,700	1,323	141.67	110.28
MAINT. & OPER.	2,400	5,706	200.00	475.50
GENERAL	45,138	63,691	3,761.50	5,307.55
	168,692	112,071	14,057.67	9,339.26
NET SURPLUS	112,989	181,326		
ENDING EQUITY BALANCE	9,930,134	9,998,471		

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

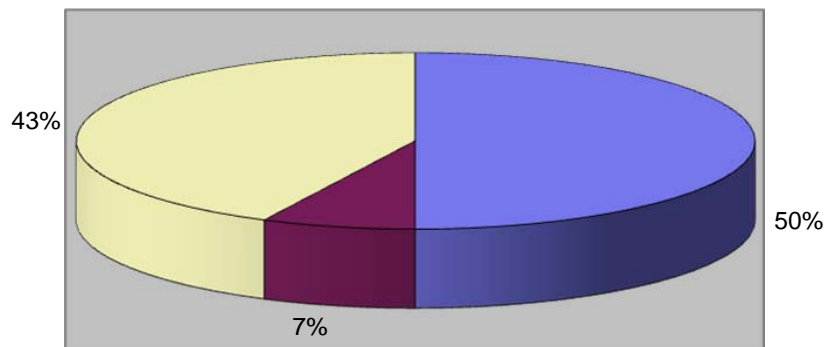
TO:

30-Sep-16

EXPEND. RATE:

UNIT/MONTH:

LANGDON VILLA BALANCE SHEET

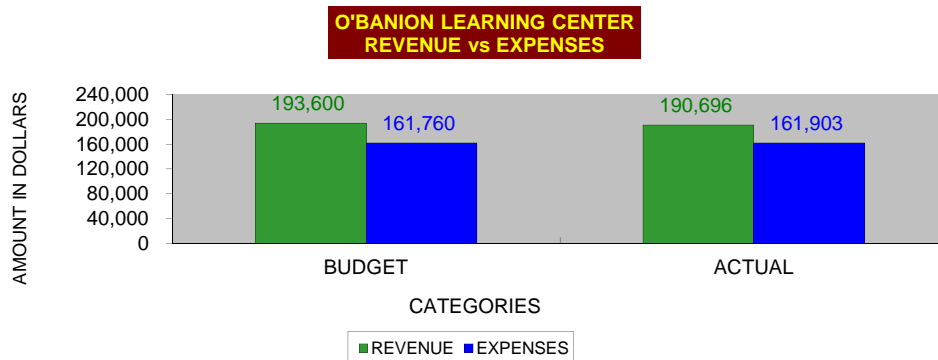
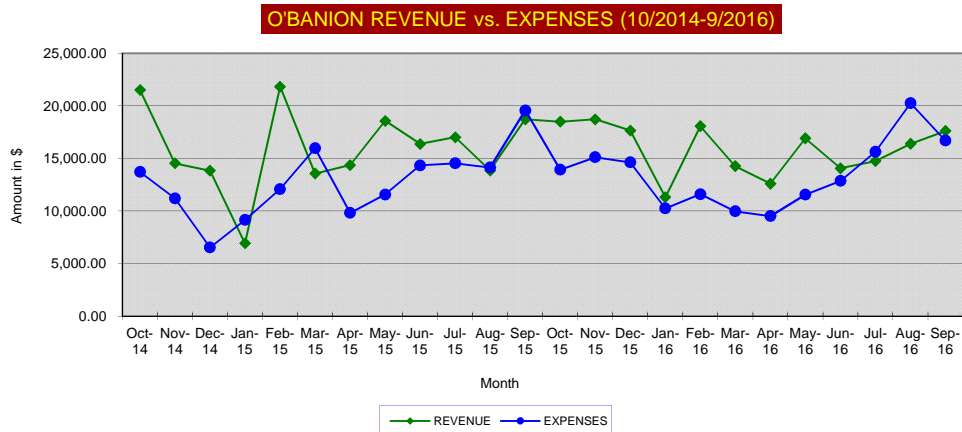


■ ASSETS ■ LIABILITIES ■ EQUITY

CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,507,606			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	127,304			
NOTES RECEIVABLE	995,865			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,661,184			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		88,109		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,459,403		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			9,817,145	
CURRENT YEAR			216,586	
EQUITY TRANSFERS			0	
	\$11,756,408	\$1,722,677	\$10,033,731	\$11,756,408
				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: 30-Sep-16

REV. RATE: 100.0%
UNIT/MONTH: 72

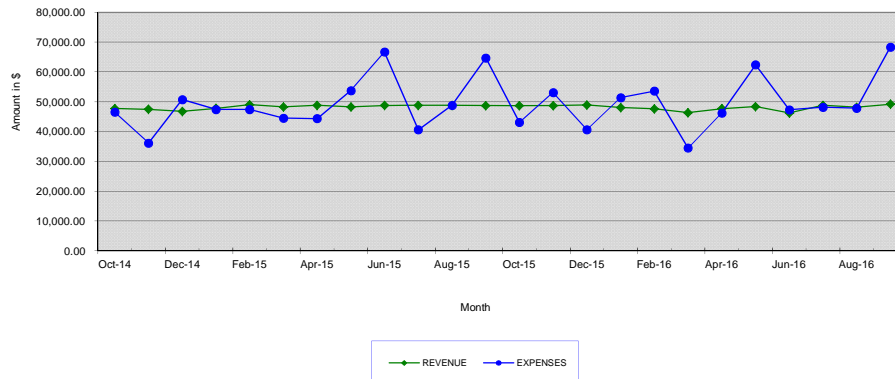


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	193,600	190,696	2,688.89	2,648.55
OTHER INCOME	0	0	0.00	0.00
	193,600	190,696	2,688.89	2,648.55
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	21,160	19,609	293.89	272.35
UTILITIES	61,600	61,788	855.56	858.17
MAINT. & OPER.	22,200	25,181	308.33	349.73
GENERAL	3,000	1,529	41.67	21.24
DEPRECIATION	53,800	53,796	747.22	747.17
	161,760	161,903	2,246.67	2,248.66
NET SURPLUS	31,840	28,792		
ENDING EQUITY BALANCE	2,463,559	2,460,511		
ADD BACK DEPRECIATION	53,800	53,796		
CASH FLOW	85,640	82,588		

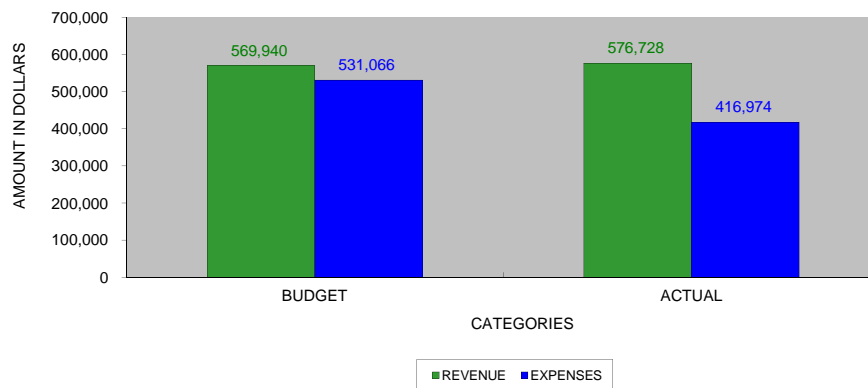
01-Oct-15

TO: 30-Sep-16

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



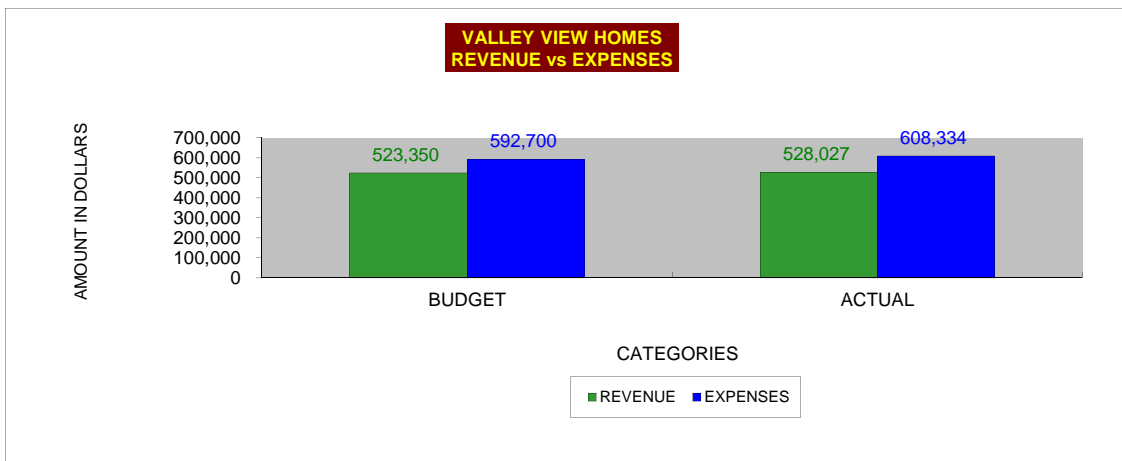
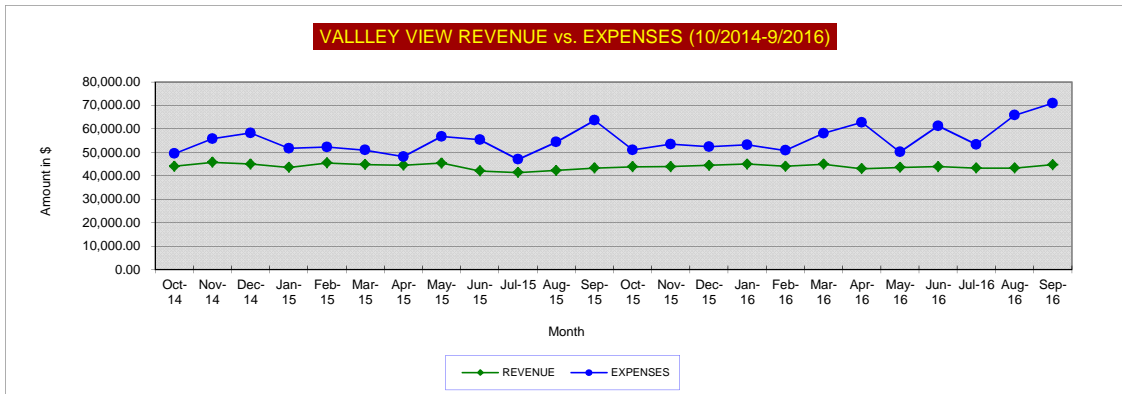
**FELIX TORRES YR
REVENUE vs EXPENSES**



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	566,530	575,713	1,026.32	1,042.96
INTEREST	210	62	0.38	0.11
OTHER INCOME	3,200	953	5.80	1.73
	569,940	576,728	1,032.50	1,044.80
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	50,200	74,155	90.94	134.34
UTILITIES	95,200	80,701	172.46	146.20
MAINT.	133,649	90,027	242.12	163.09
GENERAL	49,105	148,813	88.96	269.59
DEPRECIATION	202,912	202,908	367.59	367.59
EQUITY TRANSFERS	0	(179,630)	0.00	(325.42)
	531,066	416,974	962.07	755.39
NET SURPLUS	38,874	159,754		
NET FROM OPERATIONS	38,874	(19,876)		
ENDING EQUITY BALANCE	(125,954)	(5,074)		
NET SURPLUS	38,874	159,754		
ADD BACK DEPRECIATION	202,912	202,908		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	241,786	362,662		

01-Oct-15

TO: 30-Sep-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	511,200	517,163	583.56	590.37
INTEREST	150	0	0.17	0.00
OTHER INCOME	12,000	10,864	13.70	12.40
	523,350	528,027	597.43	602.77
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	123,351	114,152	140.81	130.31
UTILITIES	92,400	95,104	105.48	108.57
MAINT. & OPER.	98,830	118,976	112.82	135.82
GENERAL	46,425	48,406	53.00	55.26
DEPRECIATION	40,519	40,524	46.25	46.26
BOND INTEREST	172,925	172,920	197.40	197.40
BOND REPLACEMENT RESV	18,250	18,252	20.83	20.84
	592,700	608,334	676.59	694.46
NET SURPLUS	(69,350)	(80,308)		
BOND PRINCIPAL	75,000	75,000		
ADJUSTED SURPLUS	(144,350)	(155,308)		
ADD BACK DEPRECIATION	40,519	40,524		
ADD BACK BOND COST AMORT	16,725	16,728		
CASH FLOW	(87,106)	(98,056)		
ENDING EQUITY BALANCE	(2,598,211)	(2,609,168)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

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

REPORT PERIOD

FROM:

01-Jul-16

TO:

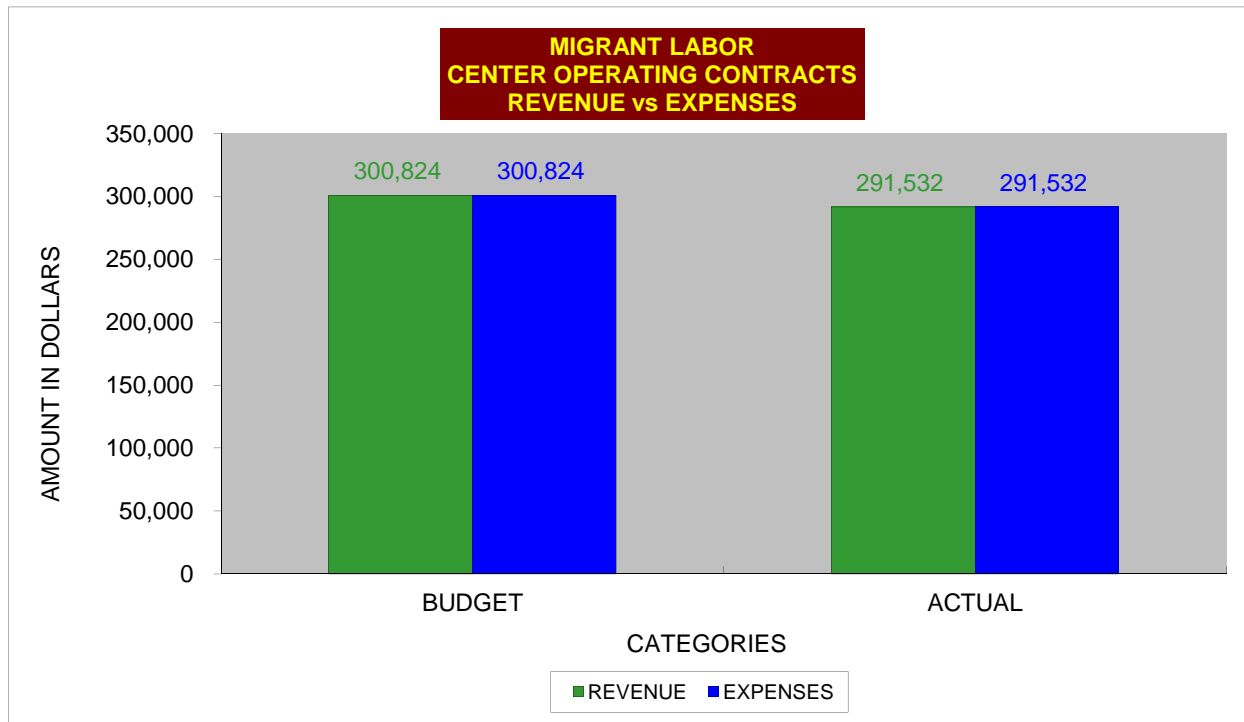
30-Sep-16

EXPEND. RATE:

24.9%

UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	300,824	291,532	779.46	755.38
	300,824	291,532	779.46	755.38
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	150,006	133,625	388.68	346.23
OPERATIONS	80,102	85,643	207.55	221.91
MAINTENANCE	4,650	2,895	12.05	7.50
ADMINISTRATION	28,569	27,926	74.02	72.36
DEBT SERVICE	37,497	41,443	97.16	107.38
	300,824	291,532	779.46	755.38
NET SURPLUS	0	0		

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: October 11, 2016

SUBJECT: Quarterly Report - Finance

Staffing

The new Finance Officer (Brian Watkins) began work on August 1, 2016 and spent August and September learning the specifics of the job from John Daugherty. John's final day on staff with us was on Thursday, September 29, 2016.

Financial Reporting

Year one of the two-year OMS migrant grants concluded on 6/30/16. Final invoices were submitted and approved. Adjusted OMS migrant grant amounts for 16-17 were presented to the Board and approved at the September meeting.

The new Audit firm (Smith Marion and Company, LLP) came for a site visit in early September to begin the internal controls review and systems testing. They pulled many tenant files from the voucher program and seemed pleased with what they found in the files.

Section 8 – Funding

2016 calendar year HAP budget authority is \$16,928,171. This amount was increased with the addition of 11 new HUDVASH vouchers that began in June of 2016. Through August 2016 HAP expenses were \$12,226,289 on a budget of \$11,285,448 (108.3% budget utilization). As of 8/31/2016 we have 2,791 vouchers under contract. The calendar YTD voucher utilization is 22,328 vouchers vs authorized vouchers of 22,273 (100.2% utilization). We are now projected to be under in our utilization of Vouchers for the 2016 calendar year and have begun the process of bringing the monthly voucher count back up to the budgeted amount prior to the start of 2017.

Our HAP Equity (NRA) as of 8/31/2016 is \$229,445. HUD is holding an estimated undisbursed HAP Budget Authority (Program Reserves) for our agency as of 8/31/2016 of \$952,944.

The preliminary Administrative Fee proration percentage for 2016 was increased by HUD to 80%. The balance of our Administrative Fee Reserve as of 8/31/2016 is a negative \$165,860. This is due to the recognition of net pension liability allocated and booked to the HCV program on 9/30/2015 of \$ 1,146,983.

Public Housing

The preliminary eligibility for 2016 Operating Subsidy for Public Housing is \$1,408,743. This is an increase over the 2015 amount by \$168,157.

Computer Systems

The selection lottery for additions to the public housing wait list was completed during the last week of September. A total of approximately 350 families were added to the wait list through this process. This was a lower number than was originally anticipated as there were fewer pre-applications for the 3 and 4 bedroom wait lists than what had been determined for selection. We utilized the on-line pre-application process for our public housing wait list on May 23rd to May 25th.

Payment Manager is back on the front burner with Wells Fargo. We are beginning weekly conference calls to ensure that this process continues to move forward.

The upgrade to Yardi 7s has been scheduled for February 1, 2017. This is a much needed upgrade as many of the issues we face are being addressed in the upgrade.

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: October 11, 2016

SUBJECT: Quarterly Report – Housing Services

HOUSING CHOICE VOUCHER PROGRAM

Budget

Monthly Budget: \$1,410,681
98% of Budget: \$1,382,487
Current Expended HAP: \$1,495,232
Over Budget: \$84,551

Voucher Count

2751 Voucher families under contract
1130 Participant families have at least one disabled family member in their household
483 Participant families have at least one elderly family member in their household
34 Transfer families housed

Lease Up

34 New applicant voucher holders that are currently searching for suitable housing
3 Voucher holders have ported out to other jurisdictions
56 PBV Personal Declaration packets distributed
21 PBV vouchers leased
96 HCV Personal Declaration packets distributed
40 HCV vouchers issued
66 Request for Tenancy Approval forms received
41 New HCV families housed
16 Port-in families

Waiting List

983 Families currently are on the wait list
218 Have at least one disabled family members in their household
192 Have at least one elderly family member in their household

General Statistics

52 Participants have exited the Housing Choice Voucher Program

HCV Family Self-Sufficiency

- 66 Families are actively enrolled in the Family Self-Sufficiency Program
- 28 Families have escrow accounts (\$64,801) combined total escrow amount)
- 1 Families “graduated” from the FSS program
- 1 Family forfeited their escrow account (\$1,290)

HOUSING SERVICES

- 421 Total number of conventional public housing units
- 73 Valley View/Project Based units
- 1872 Families currently on the Wait List

Current Vacancies

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

Vacancies Filled

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

Delinquent Rents

- 42.82% Average for the reporting quarter
- 43.53% July
- 39.85% August
- 45.08% September

Evictions

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

0 PBV (Atwater Elderly)

Maintenance Department

1170 Completed work orders

428 Amp 1

397 Amp 2

345 Amp 3

MIGRANT/FARM LABOR HOUSING

Felix Torres Year Round Housing:

Felix Torres YR 50 units

- 100% Occupancy rate

Migrant Housing:

Atwater Migrant: 59 units + 3 manager units

- Maintains 100% occupancy rate as of April 19th. Center scheduled to close on November 14th.

Los Banos Migrant: 48 units + 1 manager unit

- Maintains 100% occupancy rate as of May 18th. Center scheduled to close on November 14th.

Merced Migrant: 49 units + 2 manager units

- Maintains 100% occupancy rate as of June 14th. Center scheduled to close on November 18th.

Planada Migrant: 72 units + 1 manager unit

- Maintains 37% occupancy rate as of August 1st. Center scheduled to close on November 28th.

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: October 11, 2016

SUBJECT: Quarterly Report – Human Resources

Safety

During this last quarter there were not any reportable work comp injuries.

Recruitment

- Public Recruitment for the position of Finance officer concluded and Mr. Brian Watkins was the successful candidate.
- A public recruitment is being conducted for the position of Migrant Center Manager for the Felix Torres Migrant Center. Seasonal/Temporary clerical and maintenance applications are being accepted at this time.
- Recruitment for the position of Executive Director is underway. The review committee for this recruitment consists of the following Board members:
 - Commissioner Margaret Pia, Committee Chair
 - Commissioner Rachel Torres
 - Commissioner Jose Delgadillo

Staff Training

During the past quarter the agency sent six employees to three different trainings.

- Two LIPH employees attended “How to Comply with SB 854” training.
- Two Migrant and one Maintenance staff member attended PG&E’s “Call 811 Before You Dig” training.
- Two employees attended “Procurement & Contract Management” training. This is in continuous efforts to ensure cross training for all staff.

The HACM will host Defensive Driver training at the main office on October 31st. All maintenance and migrant staff will be required to attend. The Stanislaus and San Joaquin Housing Authorities have been invited to attend.

As a Commissioner appointed by the Merced County Board of Supervisors you are required to attend an ethics training course every two years. Below is a list of those Commissioners who are in need of attending training and obtaining certification.

Jose Delgadillo	Expires: 8-5-16
Evelyne Dorsey	Expires: 1-5-17
Rick Osorio	Expires: 8-16-15
Margaret Pia	Expires: 8-5-16
Jose Resendez	Expires: 2-3-17
Rachel Torres	Expires: 8-6-16

RESOLUTION NO. 2016-22

AUTHORIZING THE CHAIRPERSON OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED TO EXTEND AN OFFER TO THE SELECTED CANDIDATE OF THE EXECUTIVE DIRECTOR RECRUITMENT

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Merced has created a subcommittee to conduct a search for a new Executive Director of the Housing Authority; and

WHEREAS, the subcommittee has caused a recruitment be conducted involving the advertising the vacancy, gathering applications, assessing the knowledge, skills and abilities of interested candidates and conducting interview of interested candidates; and

WHEREAS, the Sub-Committee developed an announcement for the Executive Director position as well as the recruitment process, and

WHEREAS, the subcommittee has identified and recommended a preferred candidate to the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced hereby finds and determines the following:

1. The above recitals are true and correct.
2. The Board of Commissioners hereby authorizes the Chairperson of the Board of Commissioners to extend a written offer of employment to the selected candidate.
3. If the offer of employment is accepted, the Board directs the Chairperson of the Board of Commissioners to begin negotiations over an employment contract with the candidate for presentation to the full Board of Commissioners at a future regular meeting of the Board of Commissioners.

PASSED AND ADOPTED by the Board of Directors of the Housing Authority of the County of Merced, this 11th Day of October, 2016 by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

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

Dated: October 11, 2016