

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, November 15, 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. October 11, 2016 Quarterly 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 October 2016

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

B. Financial Reports for September & October 2016

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

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

A. Information/Discussion Item(s):

1.) Director's Updates

B. Resolution Item(s):

1.) **Resolution No. 2016-23:** Approving the submission of the Housing Authority's SEMAP Certification, HUD Form 52648 to HUD for the Fiscal Year Ending September 30, 2016

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

C. Action Item(s):

1.) **Action Item No. 2016-A-07:** Approving the revisions to the Housing Authority's Flat Rent Schedule for units in the Public Housing Program in accordance with HUD's PIH published Notice 2015-13.

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

2.) **Action Item No. 2016-A-08:** Approving the disposal of personal property.

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

VII. COMMISSIONER'S COMMENTS

VIII. CLOSED SESSION ITEM(S):

A. Pursuant To Government Code §54957.6
Union Negotiations
Agency negotiator – Dave Ritchie

IX. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Quarterly Meeting Tuesday, October 11, 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
Evelyne Dorsey
Rick Osorio
Margaret Pia

Commissioners Absent:

Roscoe Jackson

Chairperson Torres declared there was a quorum present.

Staff Present:

Rennise Ferrario, Executive Director/Board Secretary
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 Delgadillo/Commissioner Resendez/passed unanimously

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

A. September 20, 2016, Regular Meeting

- i. Executive Director Ferrario noted a correction to Section VI. Business Item g. The correction should reflect that a **compliance test** was conducted not an **audit**.

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

IV. **UNSCHEDULED ORAL COMMUNICATION**

None

V. CONSENT CALENDAR:

A. Rent Delinquency Report for September 2016

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

B. Financial Reports for June 2016

Tabled – To be presented at the November 2016 meeting.

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

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

A. Information/discussion Item(s):

- 1.) Agency/Department Reviews – Executive Director Ferrario provided the following updates:
 - a. The Merced County Board of Supervisors has appointed a new Commissioner to our Board. Mr. Roscoe Jack Jackson was appointed August 30, 2016. He has been contacted by the HACM and was notified about this board meeting.
 - b. A correction was noted on the Housing Services memorandum. This correction should reflect that the percentage of Delinquent Rents is not accurate as the format has changed. Once corrected we will bring before the Board for review.
 - c. The Migrant Centers are preparing for closure. The Atwater and Los Banos Migrant centers will close November 14th, the Merced Migrant center will close November 18th and the Planada Migrant center will close November 28th.
 - d. CFP Projects: The roofing project in Los Banos is now complete. We released an RFP for tree trimming and no bids were received. After review and approval by HUD the project will be broken down into smaller projects in order to attract smaller contractors.
 - e. Commissioner Osorio asked if this year's occupancy rate at the Felix Torres Migrant center was better than last year. Executive Director Ferrario stated it was slightly better. A brief discussion was held regarding alternatives for these units.
 - f. Human Resources: A public recruitment is being conducted for Migrant Center Manager at Planada. Gina Thexton has provided official notification she will be retiring by the end of December. We will not post recruitment for this position until the new Executive Director decides what they would like to do with staff.
- 2.) Subcommittee Update – Subcommittee Chairperson Pia provided the following update on the Executive Director recruitment.
 - a. A successful candidate has been selected and the subcommittee will be requesting approval to extend an offer. If approved, the offer will be presented October 14, 2016 in hopes to get the candidate on board by November 1, 2016.

B. Resolutions 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): Commissioner Osorio/Commissioner Delgadillo/passed unanimously

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS:

All Commissioners stated they will miss both Executive Director Ferrario and Director of Housing Programs Thexton.

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:10 p.m.

Chairperson Signature / Date

Secretary Signature/ Date

Merced Summarized AR-II

Property=.fs-amps,.fs-vv,.fs-fty,langdon AND Trans through=10/31/2016

Property Code	Total AR	Thirty Day	Sixty Day	Ninety Day	OverNinety Day	Prepayments	Ending Balance	Total Charges Past Year	Percentage
012a	7,585.68	1,042.04	0	0	6,543.64	-270.25	7,315.43	130,909.94	5.59
012b	30.44	30.44	0	0	0	-490.75	-460.31	34,657.18	0
012c	622	30	0	0	592	-66.4	555.6	33,350.88	1.67
012d	1,254.38	165.11	0	0	1,089.27	-378.6	875.78	43,217.32	2.03
atw	433.99	183.99	0	0	250	400	833.99	90,670.54	0.92
ca023001	12,033.92	1,016.62	254.54	0	10,762.76	-2,095.33	9,938.59	370,088.58	2.69
ca023002	1,483.04	975.04	0	0	508	-772.07	710.97	74,366.96	0.96
ca023003	382.78	148.72	59.26	83.01	91.79	-25.83	356.95	66,598.95	0.54
ca023004	17,841.64	16,094.25	800	79.24	868.15	-90.93	17,750.71	202,720.74	8.76
ca023005	2,019.68	605.89	260	0.59	1,153.20	-953.03	1,066.65	98,286.15	1.09
ca023006	2,179.86	1,282.22	0	0	897.64	-1,035.84	1,144.02	298,228.73	0.38
ca023010	4,284.46	1,127.87	1,353.69	0	1,802.90	-1,592.65	2,691.81	188,017.38	1.43
ca023011	1,354.40	109.4	505	10	730	-360.35	994.05	56,919.86	1.75
ca023013	2,242.89	250.11	355	0	1,637.78	-1,301.85	941.04	76,246.85	1.23
ca023021	0	0	0	0	0	-6.12	-6.12	3,994.00	0
ca023023	324.11	324.11	0	0	0	0	324.11	9,301.11	3.48
ca023024	-41.79	0	0	0	-41.79	-80	-121.79	10,994.00	0
dp	5,694.76	75	0	0	5,619.76	-1,635.10	4,059.66	157,347.06	2.58
ft-yr	21,208.12	733	121.12	-281	20,635.00	-9,064.97	12,143.15	577,517.80	2.1
langdon	131.38	0	0	0	131.38	-60	71.38	10,250.00	0.7
mid	54,995.38	596.79	423.91	-133.52	54,108.20	-11,134.07	43,861.31	281,620.40	15.57
136,061.12 24,790.60 4,132.52 -241.68 107,379.68 -31,014.14 105,046.98 2,815,304.43									

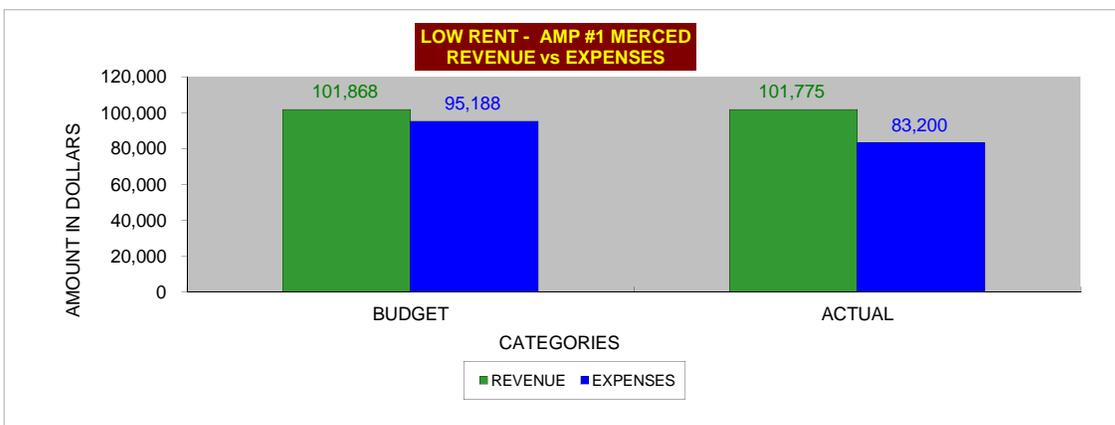
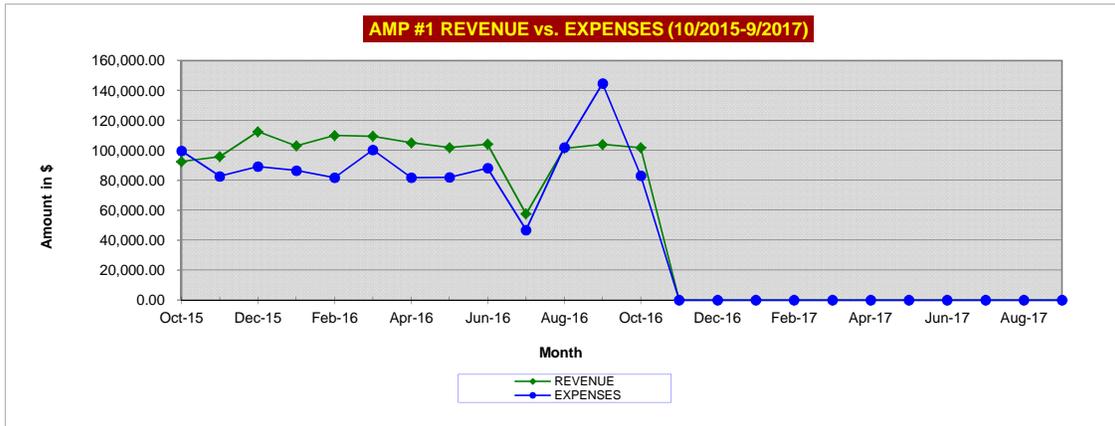
PHAS Tracking Summary
Fiscal Year Ending 09/30/17

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		31												
Average Lease Up Days		10												
Make Ready Time		83												
Average Make Ready Days		28												
Down Days		0												
Average Down Days		0												
Total # Vacant Units Turned		3												
Total # Turn Around Days		114												
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	38												

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%												
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	15												

01-Oct-16

TO: 31-Oct-16



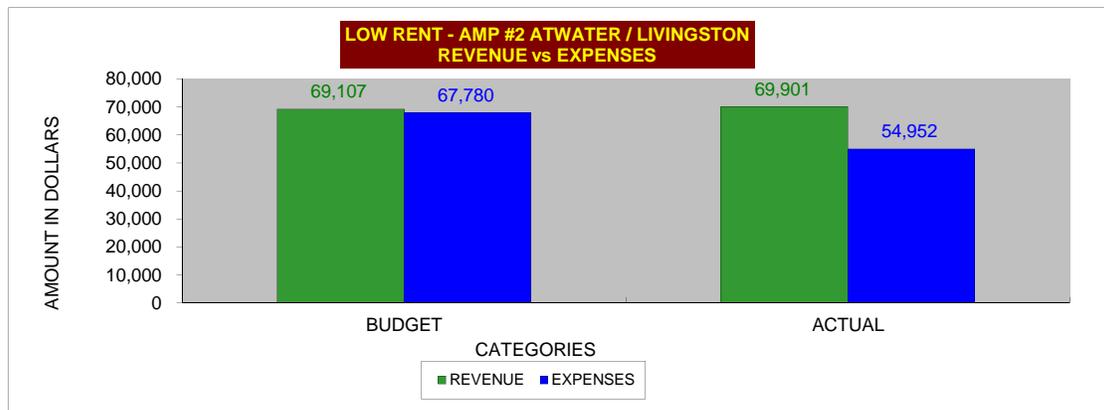
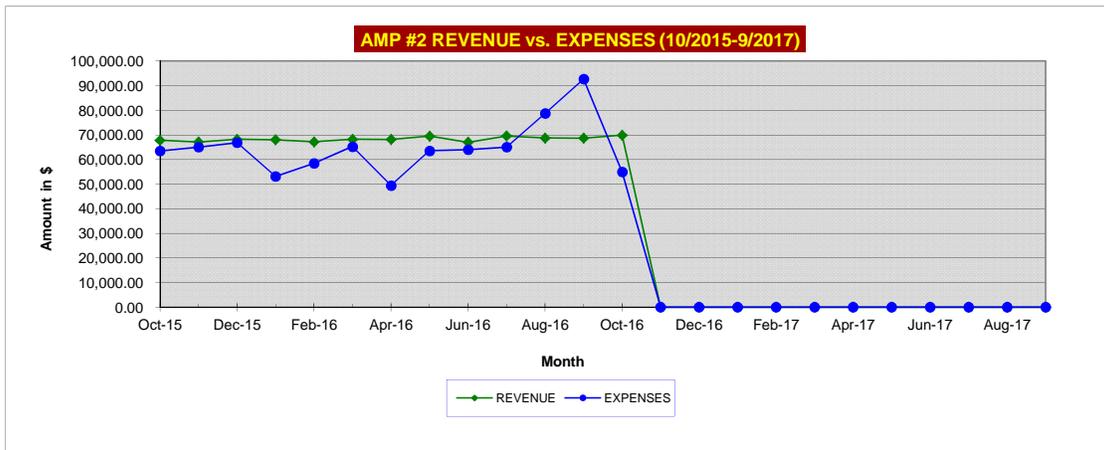
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	51,288	54,738	295.45	315.33
INTEREST	0	0	0.00	0.00
OTHER INCOME	1,315	963	7.58	5.55
PFS SUBSIDY	44,795	46,074	258.05	265.42
	101,868	101,775	586.84	586.30
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	31,026	27,270	178.73	157.09
TENANT SERVICES	4,471	0	25.76	0.00
UTILITIES	14,516	15,338	83.62	88.36
MAINT.	25,054	22,502	144.33	129.63
GENERAL	9,658	7,627	55.64	43.94
DEPRECIATION	10,463	10,463	60.27	60.27
EQUITY TRANSFERS	0	0	0.00	0.00
	95,188	83,200	548.35	479.29
NET SURPLUS	6,680	18,575		
NET FROM OPERATIONS	6,680	18,575		

ENDING EQUITY BALANCE	2,402,156	2,390,262
-----------------------	-----------	-----------

NET SURPLUS	6,680	18,575
ADD BACK DEPRECIATION	10,463	10,463
CASH FLOW	17,143	29,038

01-Oct-16

TO: 31-Oct-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	44,137	44,438	382.48	385.09
INTEREST	0	0	0.00	0.00
OTHER INCOME	896	1,389	7.76	12.04
PFS SUBSIDY	24,074	24,074	208.62	208.62
	69,107	69,901	598.86	605.75
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	22,053	19,464	191.11	168.67
UTILITIES	12,311	7,745	106.68	67.12
MAINT.	19,955	15,788	172.92	136.82
GENERAL	7,595	6,089	65.82	52.77
DEPRECIATION	5,866	5,866	50.83	50.83
EQUITY TRANSFERS	0	0	0.00	0.00
	67,780	54,952	587.36	476.21
NET SURPLUS	1,327	14,949		
NET FROM OPERATIONS	1,327	14,949		
ENDING EQUITY BALANCE	1,826,761	1,813,139		
NET SURPLUS	1,327	14,949		
ADD BACK DEPRECIATION	5,866	5,866		
CASH FLOW	7,193	20,815		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 3 (.fs-amp3)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017

REPORT PERIOD FROM:

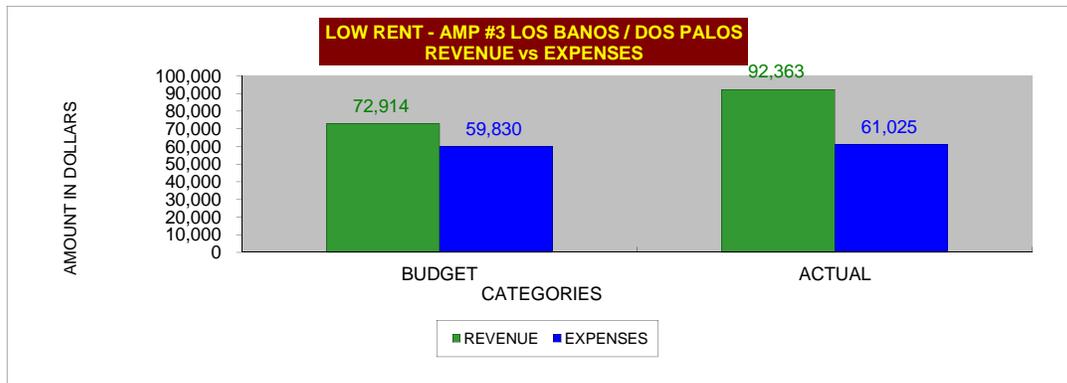
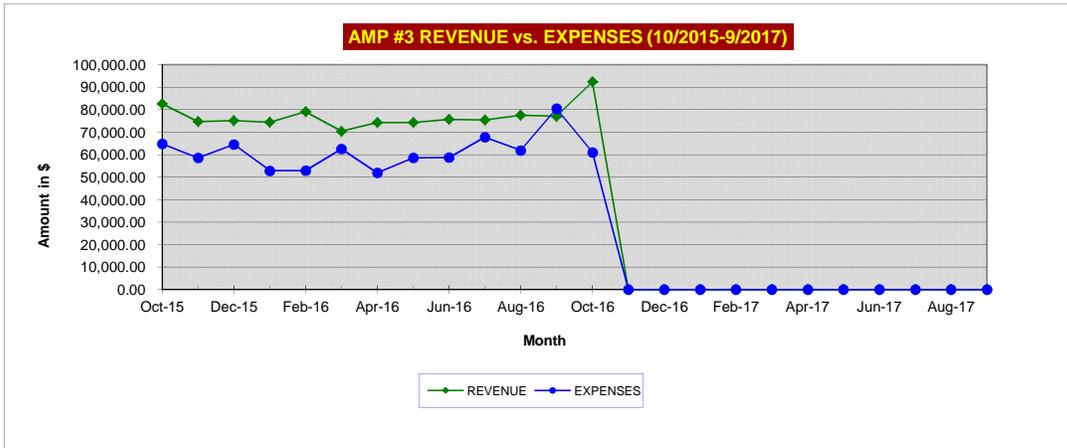
01-Oct-16

TO:

31-Oct-16

REV. RATE: 8.2%

UNIT/MONTH: 1,464



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	37,644	56,756	312.84	471.67
INTEREST	0	0	0.00	0.00
OTHER INCOME	1,315	1,356	10.93	11.27
PFS SUBSIDY	33,955	34,251	282.19	284.65
	72,914	92,363	605.96	767.59

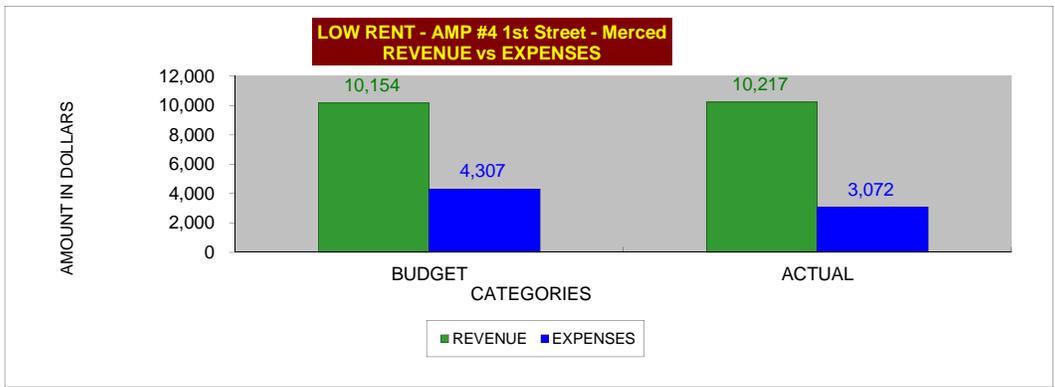
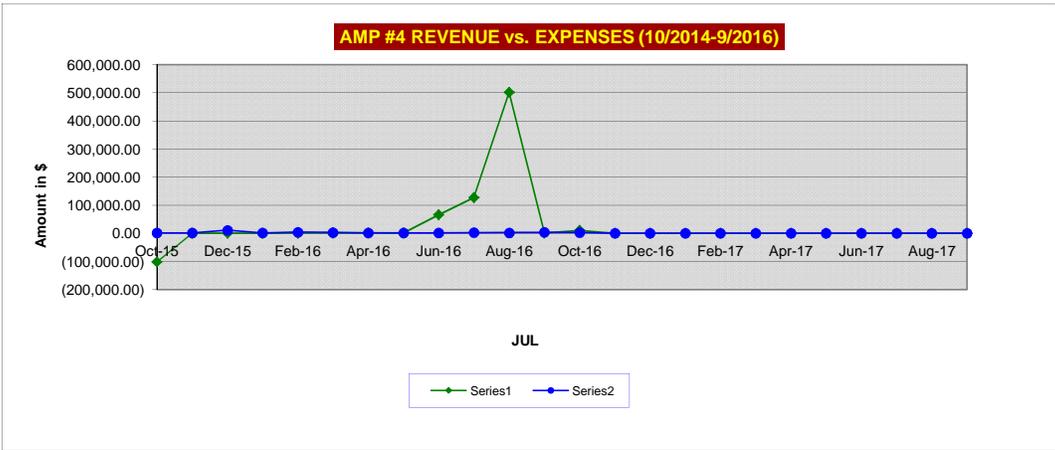
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	19,409	18,139	161.30	150.74
UTILITIES	11,556	11,390	96.04	94.66
MAINT.	17,660	20,397	146.76	169.51
GENERAL	6,403	6,298	53.21	52.34
DEPRECIATION	4,802	4,802	39.91	39.91
EQUITY TRANSFERS	0	0	0.00	0.00
	59,830	61,025	497.22	507.16

NET SURPLUS	13,084	31,338
NET FROM OPERATIONS	13,084	31,338

ENDING EQUITY BALANCE	1,764,043	1,745,788
-----------------------	------------------	------------------

NET SURPLUS	13,084	31,338
ADD BACK DEPRECIATION	4,802	4,802
CASH FLOW	17,886	36,140

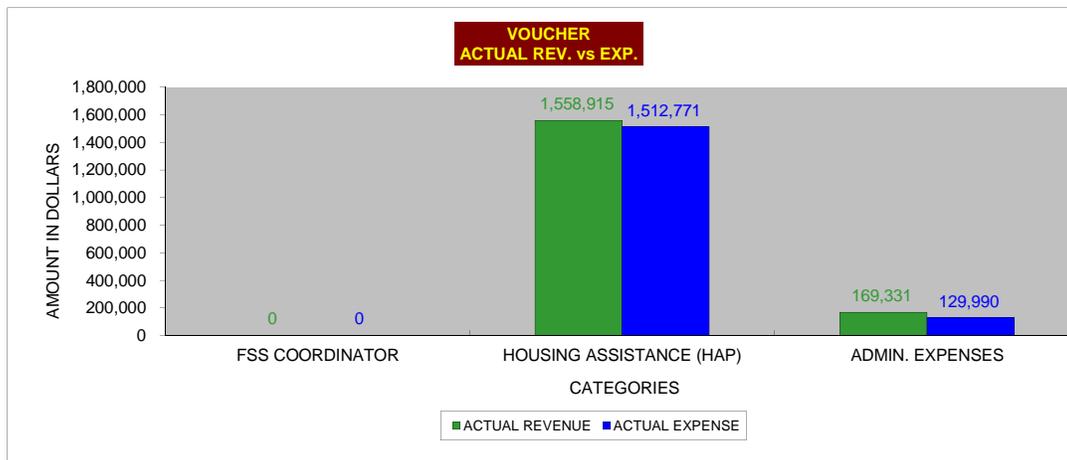
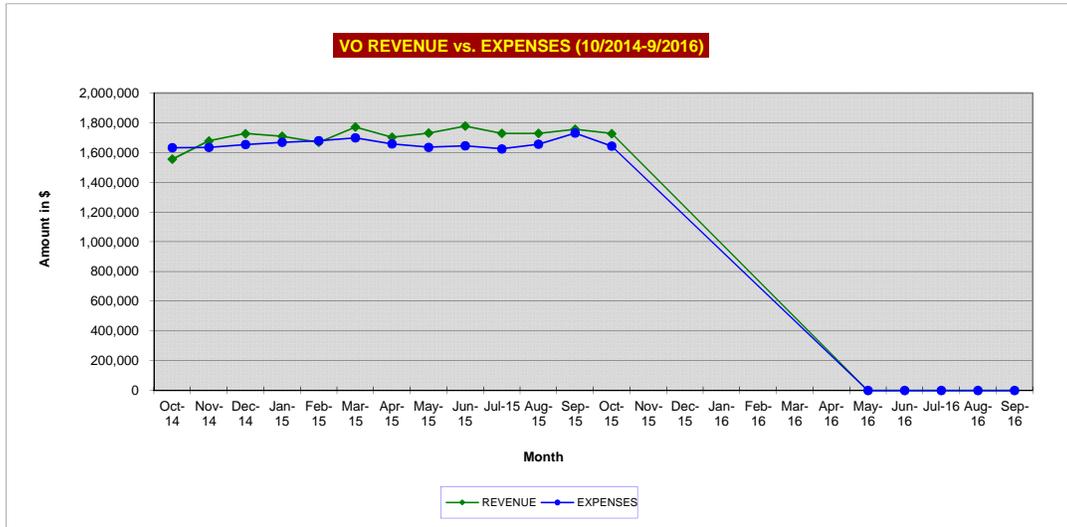
01-Oct-16 TO: 31-Oct-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	1,233	1,172	357.14	339.51
OTHER INCOME	0	0	0.00	0.00
PFS SUBSIDY	8,921	9,045	2,584.29	2,620.18
CFP FUNDS	0	0	0.00	0.00
	10,154	10,217	2,941.43	2,959.69
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	1,467	642	424.96	186.00
UTILITIES	482	482	139.63	139.63
MAINT.	976	568	282.73	164.52
GENERAL	248	246	71.84	71.20
DEPRECIATION	1,134	1,134	328.50	328.50
EQUITY TRANSFERS	0	0	0.00	0.00
	4,307	3,072	1,247.66	889.85
NET SURPLUS	5,847	7,145		
NET FROM OPERATIONS	5,847	7,145		
ENDING EQUITY BALANCE	847,531	846,233		
NET SURPLUS	5,847	7,145		
ADD BACK DEPRECIATION	1,134	1,134		
CASH FLOW	6,981	8,279		

01-Oct-16 TO: 31-Oct-16

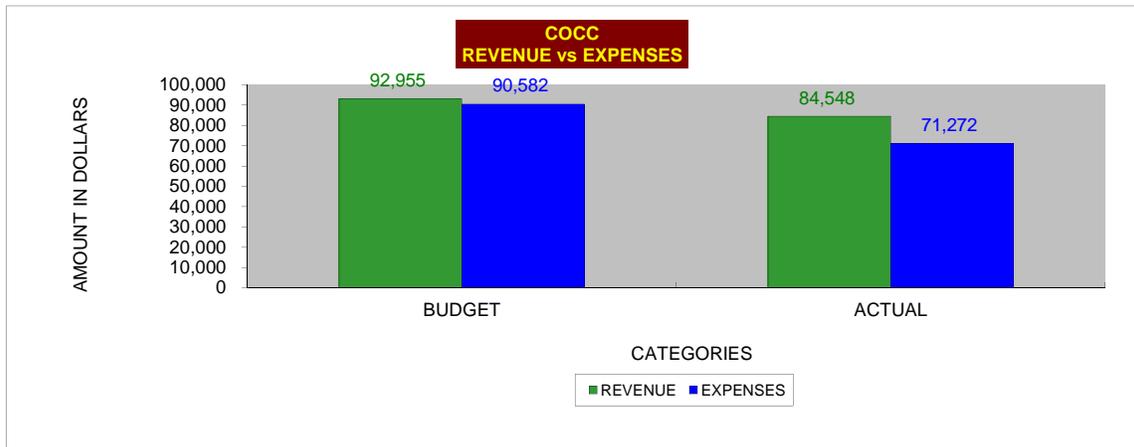
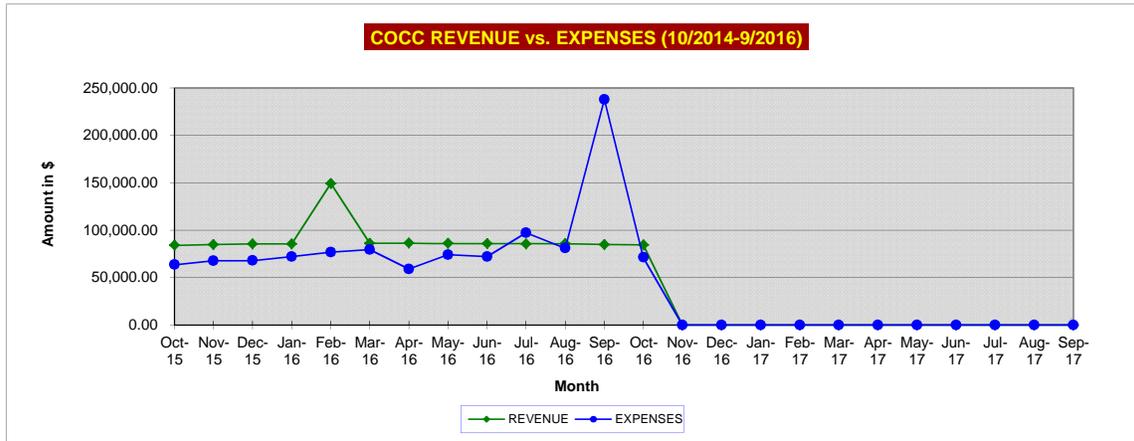
ACCOUNT CODE DETAIL YTD BUDGET BUDGET JAN YTD BUDGET BALANCE (OVER)/UNDER % OF REV



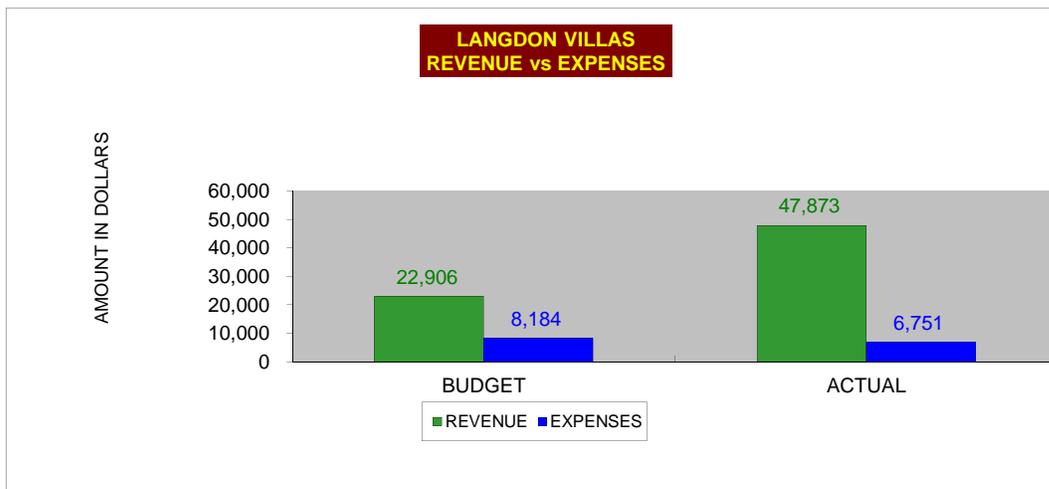
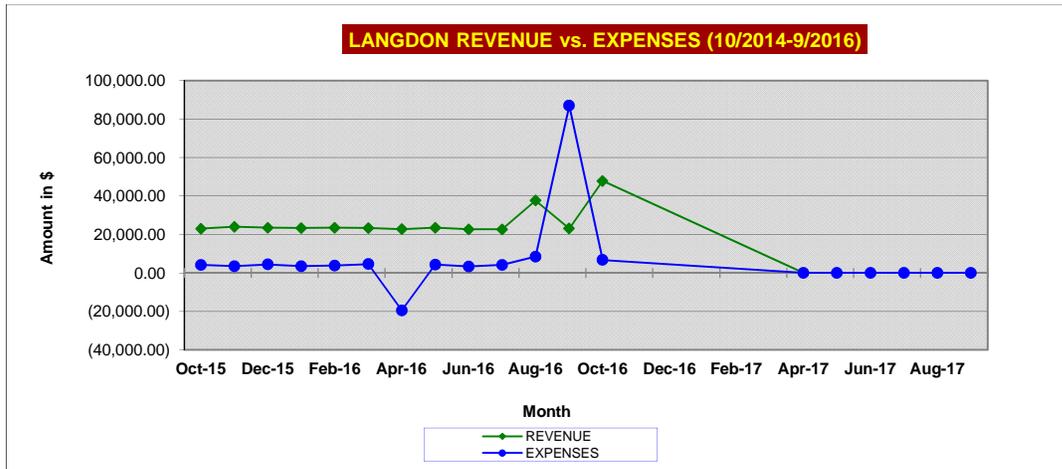
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	1,732,346	1,558,915	629.31	566.31
ADMIN. FEES	150,723	169,331	54.75	61.51
	1,883,069	1,728,246	684.06	627.82
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	1,504,710	1,512,771	546.62	549.55
ADMIN. EXPENSES	136,187	129,990	49.47	47.22
	1,640,897	1,642,761	596.09	596.77
NET SURPLUS	242,172	85,485		
HAP SURPLUS YTD Change	227,636	49,548		
ADMIN SURPLUS YTD Change	14,536	35,937		
HAP SURPLUS BALANCE	215,107	37,019		
ADMIN SURPLUS BALANCE	(503,600)	(482,199)		

01-Oct-16

TO: 31-Oct-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	83,605	84,548	349.55	353.49
ASSET MANAGEMENT FEES	4,093	0	17.11	0.00
CFP ADMIN FEES	5,257	0	21.98	0.00
	92,955	84,548	388.64	353.49
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	79,272	59,484	331.44	248.70
UTILITIES	2,622	4,025	10.96	16.83
MAINT.	2,975	1,853	12.44	7.75
GENERAL	5,713	5,909	23.89	24.71
	90,582	71,272	378.73	297.99
NET SURPLUS	2,373	13,276		
NET FROM OPERATIONS	2,373	13,276		
ENDING RESERVE BALANCE	(287,566)	(276,663)		
NET SURPLUS	2,373	13,276		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	2,373	13,276		



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	3,797	3,850	3,849.74	3,903.47
INTEREST	0	3,683	0.00	3,734.50
MANAGEMENT FEES	18,123	18,255	18,374.71	18,508.54
OTHER INCOME	986	1,047	999.69	1,061.59
	22,906	47,873	23,224.14	48,538.29

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	4,364	3,307	4,424.61	3,353.05
UTILITIES	123	111	124.71	112.08
MAINT. & OPER.	250	0	253.47	0.00
GENERAL	3,447	3,333	3,494.88	3,379.25
	8,184	6,751	8,297.67	6,844.38

NET SURPLUS	14,722	41,123		
ENDING EQUITY BALANCE	9,831,867	9,858,268		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

ASSETS, LIABILITIES & FUND EQUITY

FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017

REPORT PERIOD FROM:

01-Oct-16

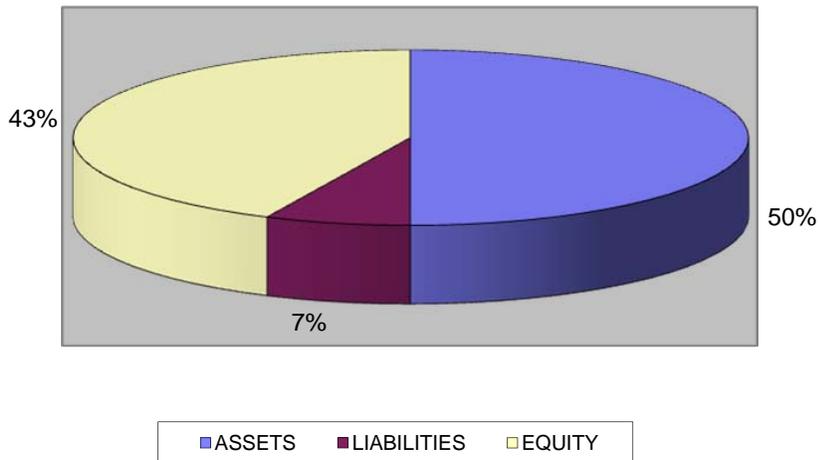
TO:

31-Oct-16

EXPEND. RATE:

UNIT/MONTH:

**LANGDON VILLA
BALANCE SHEET**



CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,545,602			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	130,465			
NOTES RECEIVABLE	995,865			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,667,480			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,811		
Other Current Liabilities		88,144		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,382,443		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			9,709,700	
CURRENT YEAR			448,341	
EQUITY TRANSFERS			0	
	\$11,803,860	\$1,645,819	\$10,158,042	\$11,803,860
				LIAB. + EQUITY

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Obanion

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017

REPORT PERIOD FROM:

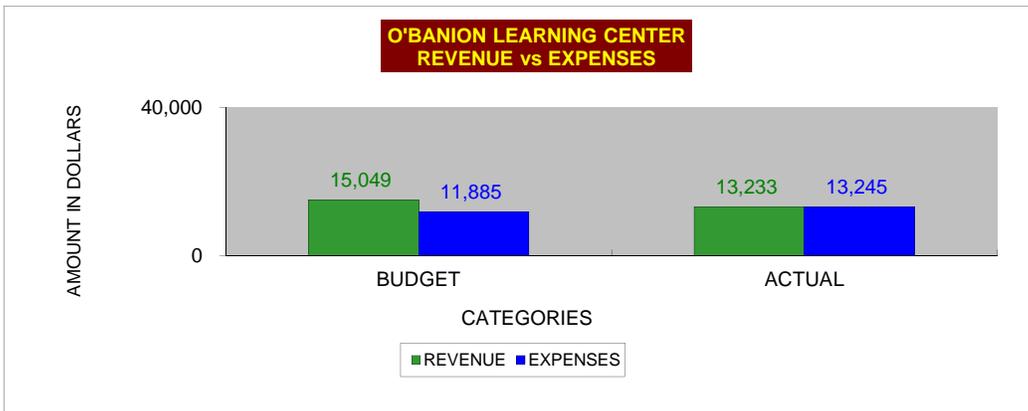
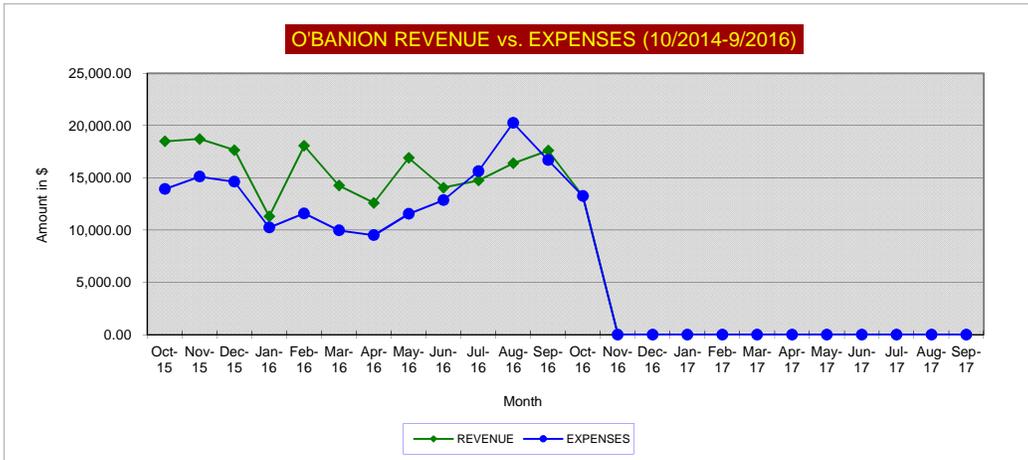
01-Oct-16

TO:

31-Oct-16

REV. RATE: 8.2%

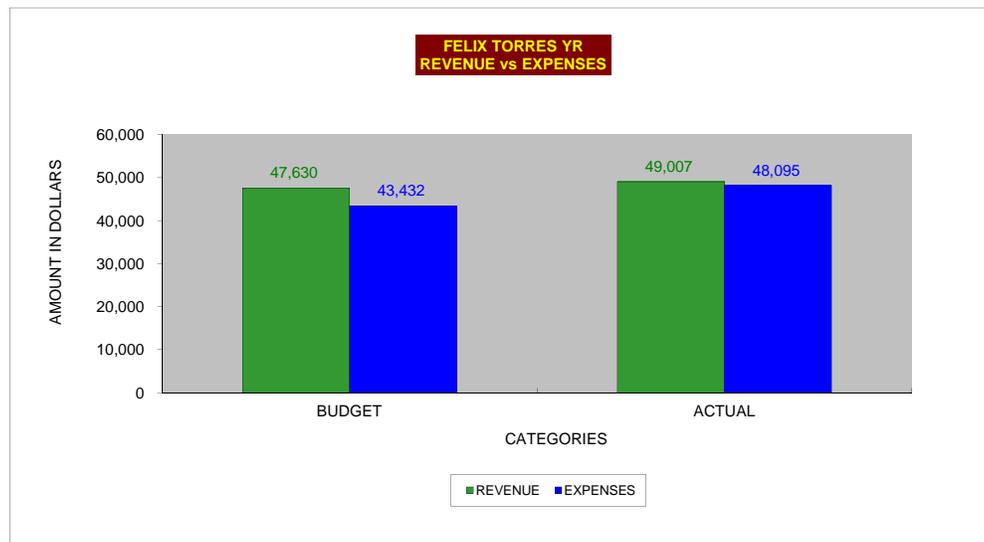
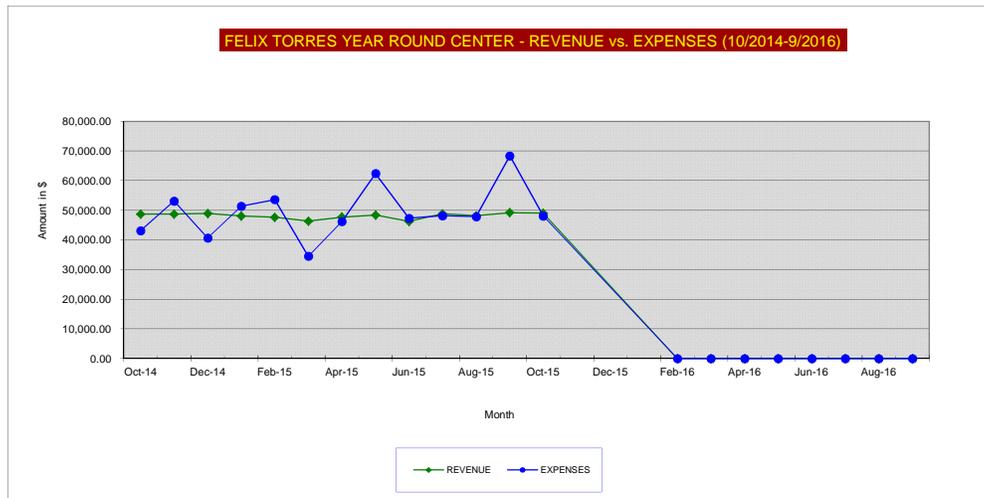
UNIT/MONTH: 72



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	15,049	13,233	2,543.00	2,236.06
OTHER INCOME	0	0	0.00	0.00
	15,049	13,233	2,543.00	2,236.06
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	1,602	1,396	270.71	235.83
UTILITIES	3,904	6,862	659.70	1,159.56
MAINT. & OPER.	1,726	460	291.66	77.73
GENERAL	231	105	39.03	17.74
DEPRECIATION	4,422	4,422	747.24	747.24
	11,885	13,245	2,008.34	2,238.10
NET SURPLUS	3,164	(12)		
ENDING EQUITY BALANCE	2,434,883	2,431,707		
ADD BACK DEPRECIATION	4,422	4,422		
CASH FLOW	7,586	4,410		

01-Oct-16

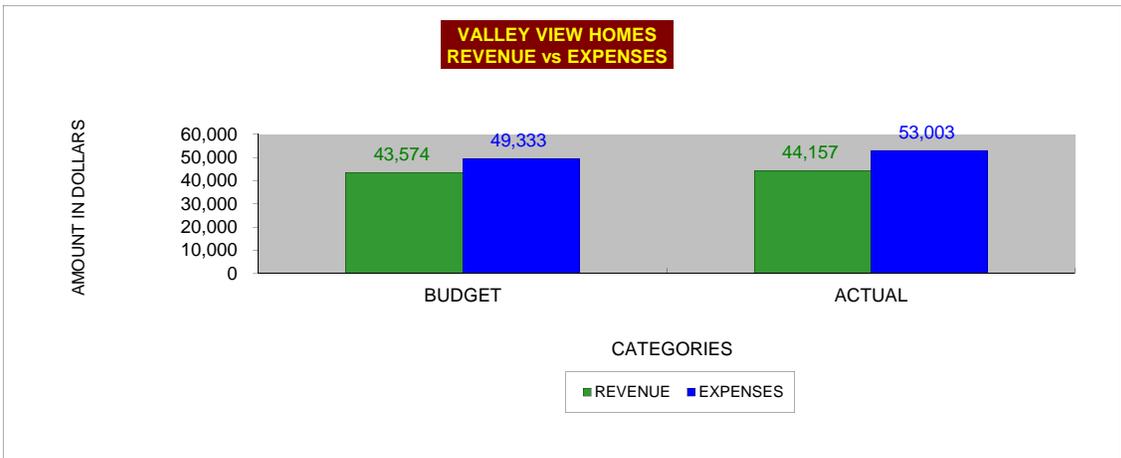
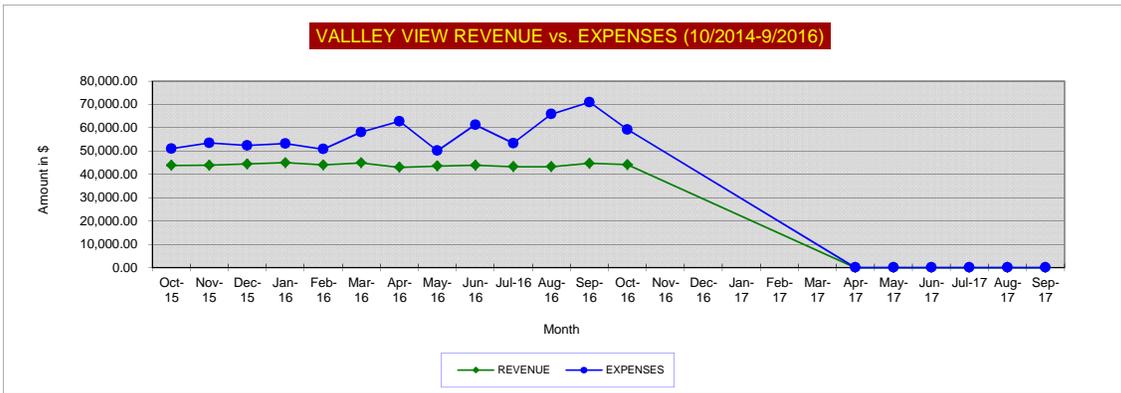
TO: 31-Oct-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	47,359	48,671	1,043.84	1,072.76
INTEREST	8	0	0.18	0.00
OTHER INCOME	263	336	5.80	7.41
	47,630	49,007	1,049.82	1,080.17
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	11,144	4,769	245.63	105.11
UTILITIES	7,233	7,320	159.42	161.35
MAINT.	3,898	8,196	85.92	180.65
GENERAL	4,479	11,132	98.72	245.36
DEPRECIATION	16,678	16,678	367.60	367.60
EQUITY TRANSFERS	0	0	0.00	0.00
	43,432	48,095	957.29	1,060.07
NET SURPLUS	4,198	912		
NET FROM OPERATIONS	4,198	912		
ENDING EQUITY BALANCE	(160,629)	(163,915)		
NET SURPLUS	4,198	912		
ADD BACK DEPRECIATION	16,678	16,678		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	20,876	17,590		

01-Oct-16

TO: 31-Oct-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	42,748	42,997	593.72	597.18
INTEREST	4	0	0.06	0.00
OTHER INCOME	822	1,160	11.42	16.11
	43,574	44,157	605.20	613.29
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	10,537	9,791	146.35	135.99
UTILITIES	7,595	7,368	105.49	102.34
MAINT. & OPER.	8,815	14,562	122.43	202.26
GENERAL	3,799	2,674	52.76	37.13
DEPRECIATION	3,330	3,330	46.25	46.25
BOND INTEREST	13,757	13,757	191.07	191.07
BOND REPLACEMENT RESV	1,500	1,521	20.83	21.13
	49,333	53,003	685.18	736.17
NET SURPLUS	(5,759)	(8,847)		
BOND PRINCIPAL	6,164	6,250		
ADJUSTED SURPLUS	(11,923)	(15,097)		
ADD BACK DEPRECIATION	3,330	3,330		
ADD BACK BOND COST AMORT	1,375	1,375		
CASH FLOW	(7,218)	(10,392)		
ENDING EQUITY BALANCE	(2,465,784)	(2,468,957)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

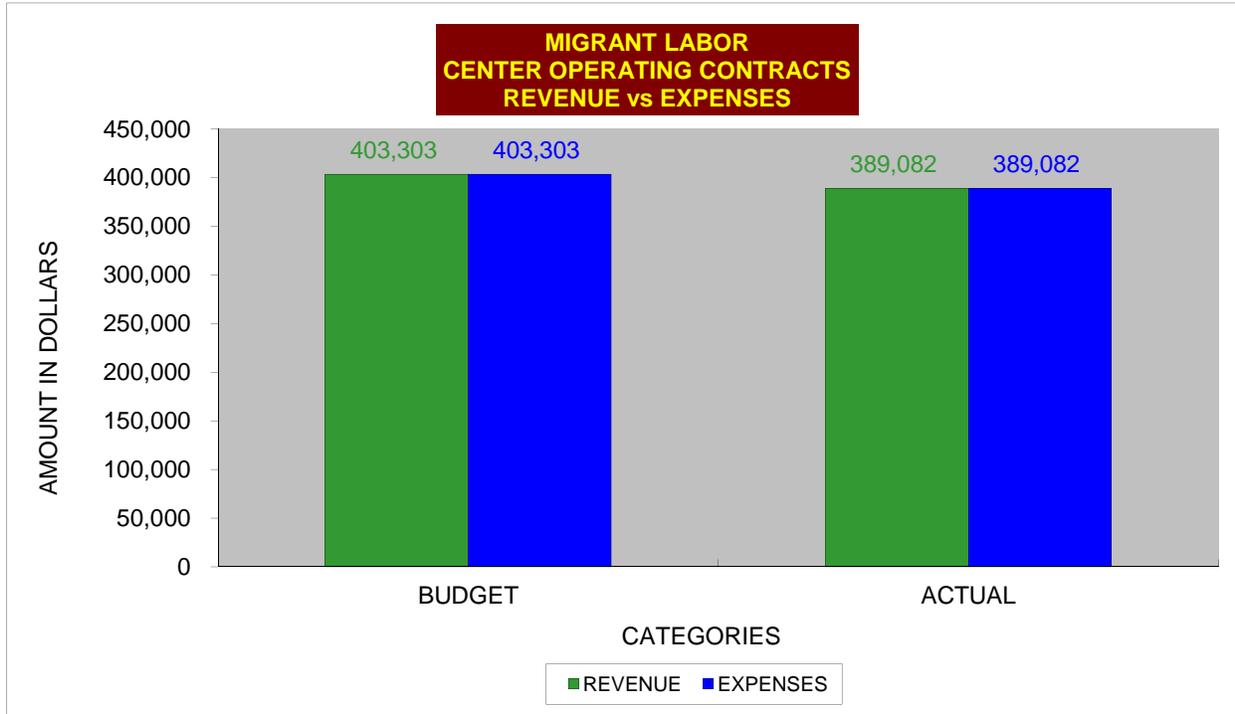
FISCAL YEAR PERIOD FROM: 07/01/2016 TO: 06/30/2016

REPORT PERIOD FROM: 01-Jul-16

EXPEND. RATE: 33.4%

UNIT/MONTH: 1,548

TO: 31-Oct-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	403,303	389,082	779.46	751.98
	403,303	389,082	779.46	751.98
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	201,106	179,038	388.68	346.03
OPERATIONS	107,390	127,458	207.55	246.34
MAINTENANCE	6,234	3,235	12.05	6.25
ADMINISTRATION	38,302	37,908	74.03	73.26
DEBT SERVICE	50,271	41,443	97.16	80.10
	403,303	389,082	779.47	751.98
NET SURPLUS	0	0		

Board of Commissioners
 Jose Delgadillo Rick Osorio
 Evelyne Dorsey Margaret Pia Rachel Torres
 Roscoe Jackson Jose Resendez

Finance Officer
 Brian Watkins

Executive Director
 Rennise Ferrario/
 Rosa Vazquez

Confidential Secretary
 Maria F. Alvarado

Accounting Tech
 Lori Gonzalez
 Britt Lemas

Housing Programs Director
 Gina Thexton

Housing Programs Director
 Blanca Arrate

Development Technician
 Sue Speer

Receptionist
 VACANT

HCV Lead Worker
 Tina Cruz
 Soly Keller

Migrant Center Manager
 Gilbert Rios - Atwater
 Ruben Pimentel - Merced
 Armando Ornelas - Los Banos
 VACANT- Planada

Year Round Housing Complex Manager
 Ricardo Garza— Planada

PH Asset Manager
 Janae Elmasian
 Diana Moses
 Rita Davis

Eligibility Specialist
 Patty Mora
 Guillermo Ruelas
 Selina Nunes
 Maria Verver
 Samantha Vargas

Migrant Aide
 Ruben Lopez
 Sam Arellano

Administrative Clerk
 VACANT

Lead Foreman
 Mike Schilling

Administrative Clerk
 Diane Griffin
 Nora Cruz

Utility Worker
 VACANT

Maintenance Worker
 Celso Garcia—Merced
 Tony Sanchez—Merced
 Felix Zuniga—Merced
 Lo Saechao—Atwater/Livingston
 Martin Cardenas—Atwater/Livingston
 Luis Mendez—Dos Palos/Los Banos
 Steven Perez—Dos Palos/Los Banos

Represented Employees

Non-Represented Employees

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: November 15, 2016

SUBJECT: Recommendation to adopt **Resolution No. 2016-23:** Approving the submission of the Housing Authority's SEMAP Certification, HUD Form 52648 to HUD for the Fiscal Year Ending September 30, 2016

The Section 8 Management Assessment Program (SEMAP) is required by HUD as established by the Federal Regulation dated September 10, 1998, and is sent electronically to HUD after approval by the Board.

SEMAP was established to objectively measure the Housing Authority's performance in key Housing Choice Voucher tenant-based assistance program areas. There are 14 key indicators as indicated on the attached SEMAP form.

Attached for your review and approval is HUD Form 52648, Section 8 Housing Management Assessment Program (SEMAP) Certification.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt Resolution No. 2016-23, approving the submission of the SEMAP Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2016.

RESOLUTION NO. 2016-23

**APPROVING SUBMISSION OF THE SEMAP CERTIFICATION, HUD FORM 52648
TO HUD FOR FISCAL YEAR ENDING SEPTEMBER 30, 2016**

WHEREAS, it is necessary that this Authority submit correct information to the HUD Area Office for the Section 8 Management Assessment Program (SEMAP), and

WHEREAS, the information gathered by the Staff of this Authority has been reviewed closely by the Staff as to its authenticity and accuracy;

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby adopt **Resolution No. 2016-23**, acknowledging the SEMAP Certification, HUD Form 52648 data from Fiscal Year Ending September 30, 2016, and authorizes the Executive Director to verify and submit the required data to HUD.

The foregoing resolution was introduced at the November 15, 2016 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

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

Dated: November 15, 2016

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or**
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No **If yes, attach completed deconcentration bonus indicator addendum.**

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy)

Date (mm/dd/yyyy)

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

MEMORANDUM

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

FROM: Rachel Torres, Chairperson of the Board of Commissioners

DATE: November 15, 2016

SUBJECT: Recommendation to Adopt **Resolution No. 2016-24**, Approving Employment Agreement with Rosa Vazquez for Executive Director Services

HISTORY / BACKGROUND

The Housing Authority of the County of Merced conducted recruitment for the position of Executive Director. The Board of Commissioners of the Housing Authority of the County of Merced appointed a subcommittee to conduct a search. After review and interviews with the applicants, the subcommittee identified and recommended a preferred candidate. Upon approval of Resolution No. 2016-22 an offer was extended to Ms. Rosa Vazquez.

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

- Services: Ms. Vazquez 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 one year, renewable by mutual agreement of the parties for an additional two 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. Vazquez is entitled to 90 days of severance pay if the agreement is terminated prior to its scheduled expiration.
- Salary: The Commission shall pay Ms. Vazquez at the base level established in the Agreement (\$98,000.00 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. 2016-24**, Approving Employment Agreement with Rosa Vazquez for Executive Director Services.

RESOLUTION NO. 2016-24

**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 ROSA VAZQUEZ**

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Merced desires to appoint and employ Rosa Vazquez as Executive Director of the Housing Authority of the County of Merced; and

WHEREAS, Ms. Vazquez desires to accept the appointment as the Executive Director of the Housing Authority; and

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

WHEREAS, the proposed Employment Agreement is fair and equitable.

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

1. The above recitals are true and correct.
2. The Housing Authority hereby approves and adopts the attached Employment Agreement between the Housing Authority of the County of Merced and Rosa Vazquez.
3. The Chairperson 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 Board of Directors of the Housing Authority of the County of Merced, this 15th Day of November, 2016 by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

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

Dated: November 15, 2016

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: November 15, 2016

SUBJECT: Recommendation to adopt **Resolution No. 2016-25**, designating updated list of signators for all Housing Authority of the County of Merced bank accounts.

From time to time it is necessary to update the names of individuals authorized to sign warrants/checks issued by the Authority through banking institutions when conducting normal business operations

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2016-25**, approving to update the list of signators for all Housing Authority of the County of Merced bank accounts.

RESOLUTION NO. 2016-25

**APPROVING TO UPDATE LIST OF SIGNATORS FOR ALL HOUSING
AUTHORITY OF THE COUNTY OF MERCED BANK ACCOUNTS**

WHEREAS, it is necessary for the Housing Authority to update the information provided to banks for individuals authorized to sign on warrants/checks issued by the Authority; and

WHEREAS, the financial institutions (banks) require a formal Board Resolution to designate such individuals; and

WHEREAS, the Housing Authority needs to maintain multiple operating/reserve accounts with multiple banking institutions during the normal course of business transactions; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the following individuals as signators for Housing Authority accounts maintained at various banking institutions:

Rosa Vazquez

Margaret Pia

Brian Watkins

PASSED AND ADOPTED by the Board of Directors of the Housing Authority of the County of Merced, this 15th Day of November, 2016 by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

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

Dated: November 15, 2016

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: November 15, 2016

SUBJECT: **Action Item 2016-A-07:** Approving the revisions to the Housing Authority's Flat Rent Schedule for units in the Public Housing Program in accordance with HUD's PIH published Notice 2015-13.

On August 19, 2014, the Board of Commissioners approved Resolution No. 2014-08, adjusting the Flat Rent Schedule for the Public Housing Program.

The Fair Market Rents for the County of Merced were increased effective October 1, 2016. We are requesting to increase the current Flat Rent schedule amounts.

	1BR	2 BR	3 BR	4 BR
Current FRs	\$476	\$560	\$839	\$1,019
New FRs	\$491	\$721	\$977	\$1,090

For current program participants that pay the flat rental amount, the new flat rental amount will be offered as well as the income-based rental amount, at the next annual rental option.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced approve **Action Item No. 2016-A-07**, approving the new Flat Rent Schedule for the Public Housing Program.

Chairperson Signature/Date

Secretary Signature/Date

MEMORANDUM

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

FROM: Rennise Ferrario, Executive Director

DATE: November 15, 2016

SUBJECT: **Action Item 2016-A-08:** Approving the disposal of excess personal property.

A recent evaluation of the agency vehicles was conducted, and it was determined that it would be appropriate at this time to dispose of the following:

- One (1) 2007 Toyota Avalon

In accordance with the agency disposition policy and upon approval by the Board of Commissioners the vehicle shall be sold at auction. A copy of the Board's approval, together with the complete documentation shall be retained as part of the permanent record.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced approve **Action Item No. 2016-A-08**, approving the disposal of the above-mentioned item.

Chairperson Signature/Date

Secretary Signature/Date