

PHAS Tracking Summary Fiscal Year Ending 09/30/17

Indicators	Estimated Status at End of Month												
	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		31	95	137	137	144	153	170					
Average Lease Up Days		10	19	23	20	13	10	9					
Make Ready Time		83	91	125	133	202	307	379					
Average Make Ready Days		28	18	21	19	18	20	20					
Down Days		0	31	31	31	58	65	65					
Average Down Days		0	6	5	4	5	4	3					
Total # Vacant Units Turned		3	5	6	7	11	15	19					
Total # Turn Around Days		114	217	293	301	404	525	614					
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 E = 41-50 F = more than 50	38	43	49	43	37	35	32					

% Emergency Work Orders Abated W/in 24 hours	A = 99% B = 98% C = 97% D = 96% E = 95% F = less than 95%	100%	100%	100%	100%	100%	100%	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	14	12	11	11	11	14					

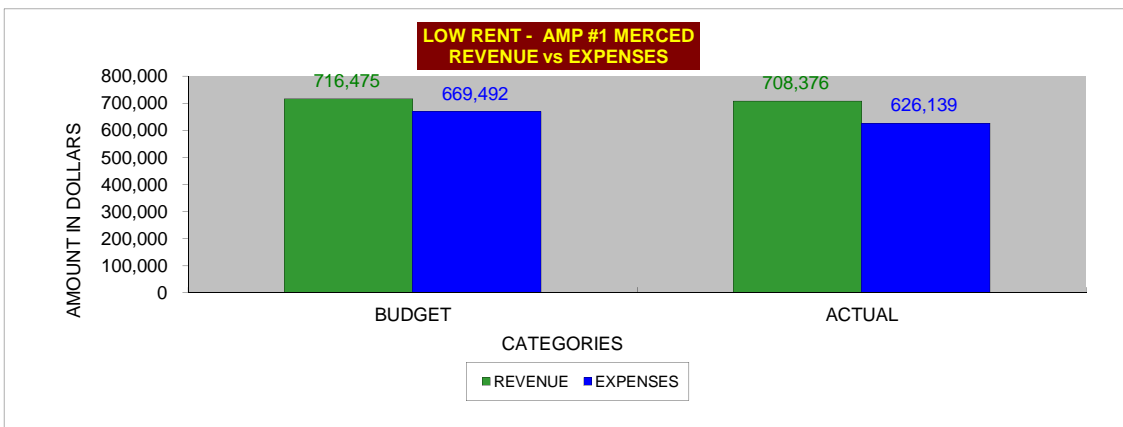
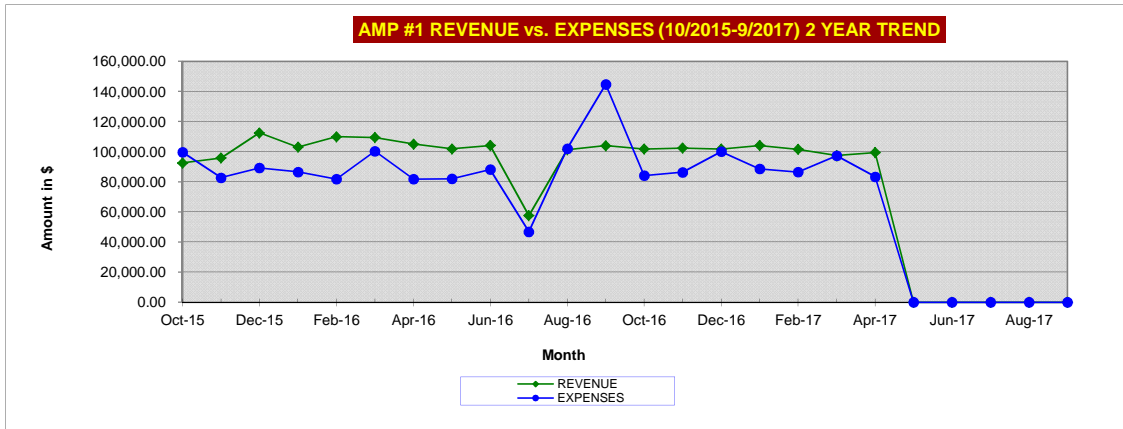
Merced Summarized AR-II

through=04/30/2017

Amp Code	Property Code	Thirty Day	Sixty Day	Ninety Day	OverNinety Day	Total AR	Prepayments	Ending Balance	Total Charges Past Year	Total AR as % of Ttl Charges
AMP 1-Merced and Atwater										
PH-AMP1	ca023001	986.64	255.34	(223.60)	440.64	1,459.02	(2,721.80)	(1,262.78)	390,804.47	0.37%
PH-AMP1	ca023010	126.73	10.00	(388.00)	(294.60)	(545.87)	(2,258.13)	(2,804.00)	187,014.21	0.00%
PH-AMP1	ca023013	36.00	20.00	20.00	616.60	692.60	(1,669.95)	(977.35)	74,847.78	0.93%
PH-AMP1	ca023021	-	-	-	-	-	(18.12)	(18.12)	4,582.00	0.00%
PH-AMP1	ca023023	126.11	-	-	-	126.11	-	126.11	11,357.11	1.11%
Total AMP 1-Merced and Atwater		1,275.48	285.34	(591.60)	762.64	1,731.86	(6,668.00)	(4,936.14)	668,605.57	0.26%
AMP 2-Atwater, Winton, and Livingston										
PH-AMP2	012a	324.28	(113.00)	(120.00)	(696.00)	(604.72)	(664.14)	(1,268.86)	130,969.99	0.00%
PH-AMP2	012b	55.58	-	-	-	55.58	(690.35)	(634.77)	33,402.53	0.17%
PH-AMP2	atw	208.00	22.00	-	529.00	759.00	(998.00)	(239.00)	90,574.44	0.84%
PH-AMP2	ca023003	128.39	-	-	776.26	904.65	(59.93)	844.72	67,729.76	1.34%
PH-AMP2	ca023006	147.93	14.59	-	145.44	307.96	(1,324.07)	(1,016.11)	319,490.40	0.10%
Total AMP 2-Atwater, Winton, and Livingston		864.18	(76.41)	(120.00)	754.70	1,422.47	(3,736.49)	(2,314.02)	642,167.12	0.22%
AMP 3-Los Banos and Dos Palos										
PH-AMP3	012c	295.20	-	-	-	295.20	(103.00)	192.20	36,359.20	0.81%
PH-AMP3	012d	31.65	-	-	-	31.65	(360.79)	(329.14)	40,120.17	0.08%
PH-AMP3	ca023002	95.00	53.00	-	-	148.00	(627.07)	(479.07)	82,634.48	0.18%
PH-AMP3	ca023004	1,146.10	(186.02)	-	924.69	1,884.77	(1,043.93)	840.84	199,551.34	0.94%
PH-AMP3	ca023005	515.53	10.00	69.55	233.00	828.08	(1,134.79)	(306.71)	92,790.94	0.89%
PH-AMP3	ca023011	-	-	-	-	-	(155.99)	(155.99)	52,893.18	0.00%
PH-AMP3	dp	(305.00)	-	-	936.00	631.00	(1,245.10)	(614.10)	158,026.06	0.40%
PH-AMP3	mid	1,283.38	623.57	719.51	3,674.76	6,301.22	(2,528.15)	3,773.07	281,271.20	2.24%
Total AMP 3-Los Banos and Dos Palos		3,061.86	500.55	789.06	5,768.45	10,119.92	(7,198.82)	2,921.10	943,646.57	1.07%
AMP 4-Merced										
PH-AMP4	ca023024	634.00	-	-	-	634.00	(139.00)	495.00	16,238.18	3.90%
Total AMP 4-Merced		634.00	-	-	-	634.00	(139.00)	495.00	16,238.18	3.90%
FTYR-Planada										
Farm Labor Housing	ft-yr	(74.00)	144.00	(30.00)	2,514.00	2,554.00	(5,298.90)	(2,744.90)	574,218.80	0.44%
Total FTYR-Planada		(74.00)	144.00	(30.00)	2,514.00	2,554.00	(5,298.90)	(2,744.90)	574,218.80	0.44%
Langdon-Merced										
Langdon	langdon	-	-	-	-	-	(80.00)	(80.00)	10,270.00	-
Total Langdon-Merced		-	-	-	-	-	(80.00)	(80.00)	10,270.00	-
		5,761.52	853.48	47.46	9,799.79	16,462.25	(23,121.21)	(6,658.96)	2,855,146.24	0.58%

01-Oct-16

TO: 30-Apr-17



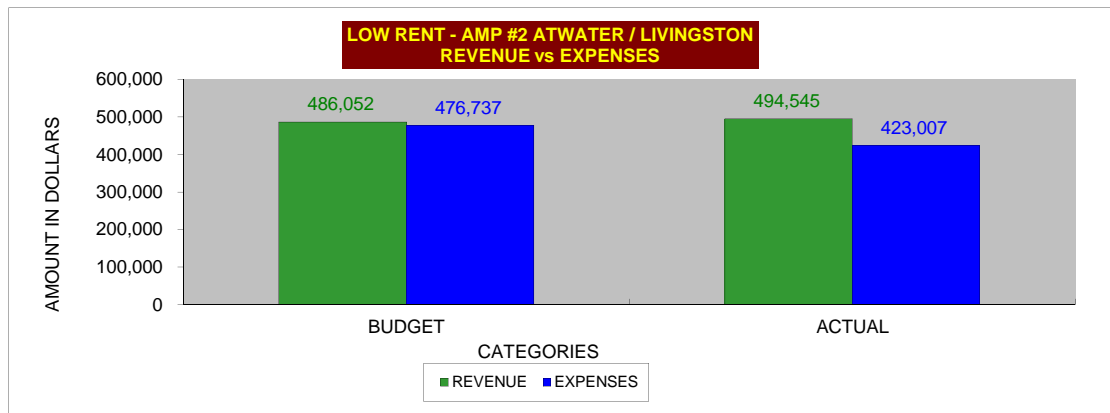
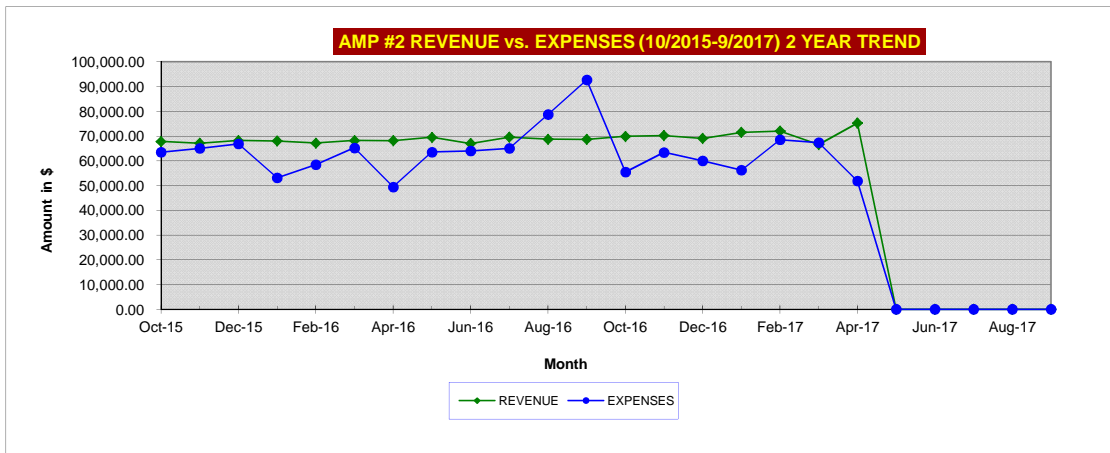
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	360,723	383,506	295.45	314.11
NON-DWELL. RENTS	31,448	0	25.76	0.00
OTHER INCOME	9,249	12,928	7.58	10.59
PFS SUBSIDY	315,055	311,942	258.05	255.50
	716,475	708,376	586.84	580.20
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	218,224	189,355	178.74	155.09
TENANT SERVICES	31,448	0	25.76	0.00
UTILITIES	102,090	103,332	83.62	84.64
MAINT.	176,216	207,009	144.33	169.55
GENERAL	67,925	53,202	55.63	43.58
DEPRECIATION	73,589	73,241	60.27	59.99
EQUITY TRANSFERS	0	0	0.00	0.00
	669,492	626,139	548.35	512.85
NET SURPLUS	46,983	82,237		
NET FROM OPERATIONS	46,983	82,237		

ENDING EQUITY BALANCE	2,361,854	2,326,600
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NET SURPLUS	46,983	82,237
ADD BACK DEPRECIATION	73,589	73,241
CASH FLOW	120,572	155,478

01-Oct-16

TO: 30-Apr-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	310,430	321,059	382.48	395.57
INTEREST	0	0	0.00	0.00
OTHER INCOME	6,301	8,678	7.76	10.69
PFS SUBSIDY	169,320	164,808	208.62	203.06
	486,052	494,545	598.86	609.32
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	155,102	139,215	191.10	171.53
UTILITIES	86,597	90,293	106.70	111.25
MAINT.	140,363	109,945	172.94	135.46
GENERAL	53,416	42,491	65.81	52.35
DEPRECIATION	41,259	41,062	50.83	50.59
EQUITY TRANSFERS	0	0	0.00	0.00
	476,737	423,007	587.38	521.18
NET SURPLUS	9,315	71,538		
NET FROM OPERATIONS	9,315	71,538		
ENDING EQUITY BALANCE	1,818,774	1,756,550		
NET SURPLUS	9,315	71,538		
ADD BACK DEPRECIATION	41,259	41,062		
CASH FLOW	50,574	112,600		

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:

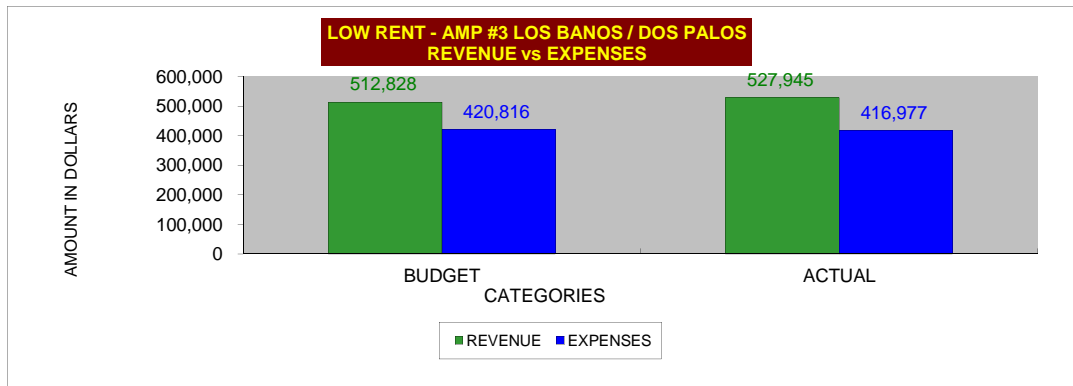
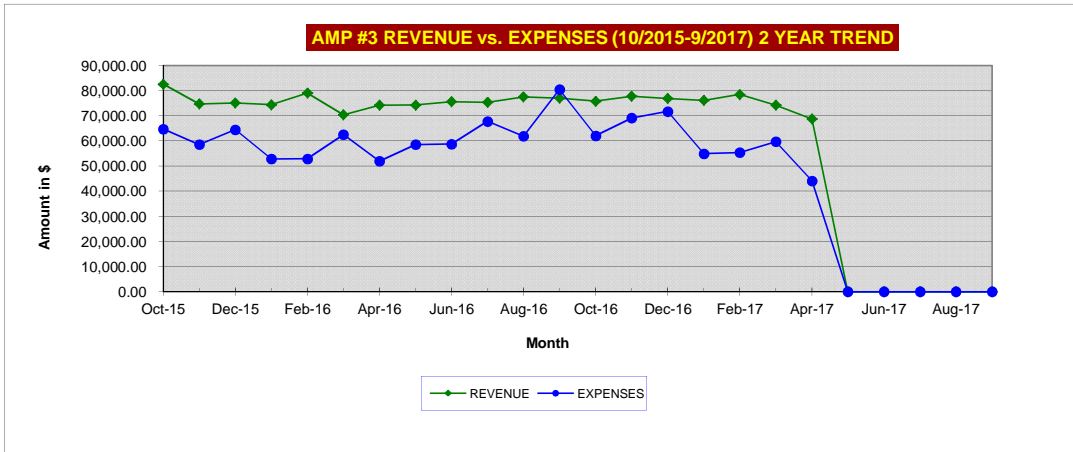
REV. RATE:

57.8%

UNIT/MONTH:

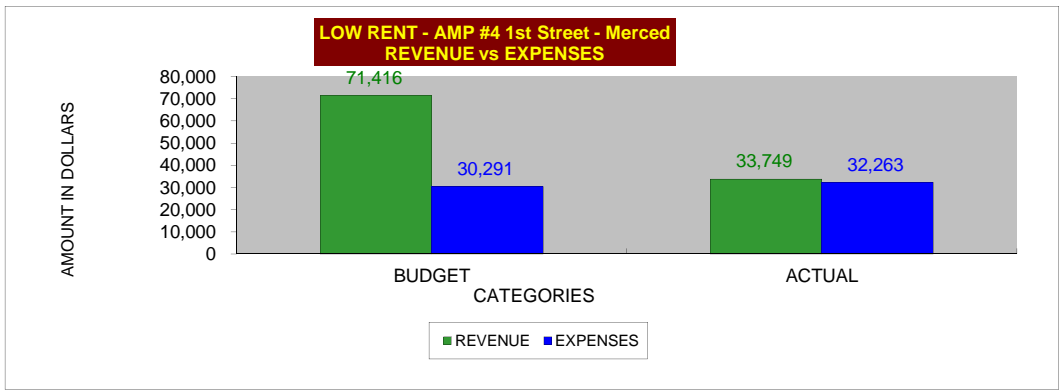
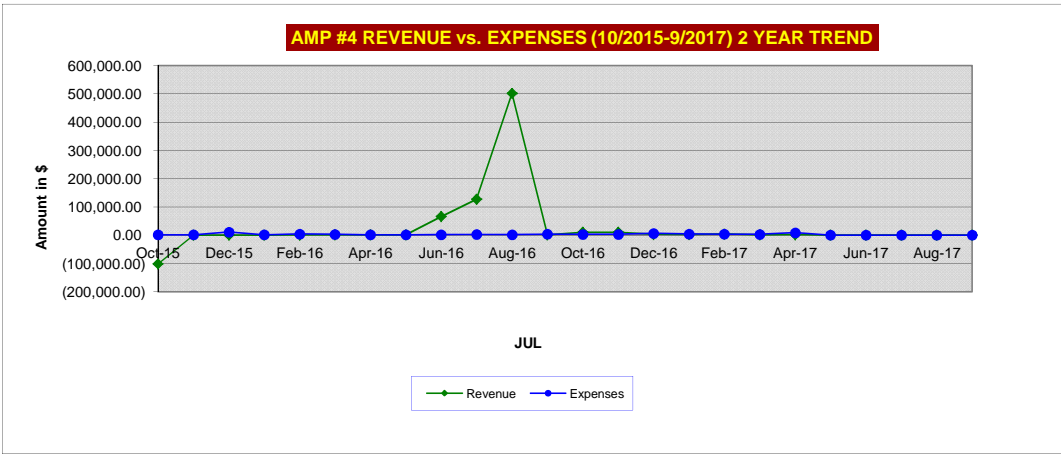
1,464

30-Apr-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	264,762	290,870	312.84	343.69
INTEREST	0	0	0.00	0.00
OTHER INCOME	9,249	11,492	10.93	13.58
PFS SUBSIDY	238,817	225,583	282.19	266.55
	512,828	527,945	605.96	623.82
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	136,519	132,696	161.31	156.79
UTILITIES	81,277	77,683	96.04	91.79
MAINT.	124,215	131,030	146.77	154.82
GENERAL	45,031	41,955	53.21	49.57
DEPRECIATION	33,774	33,614	39.91	39.72
EQUITY TRANSFERS	0	0	0.00	0.00
	420,816	416,977	497.24	492.69
NET SURPLUS	92,012	110,968		
NET FROM OPERATIONS	92,012	110,968		
ENDING EQUITY BALANCE	1,685,114	1,666,159		
NET SURPLUS	92,012	110,968		
ADD BACK DEPRECIATION	33,774	33,614		
CASH FLOW	125,786	144,582		

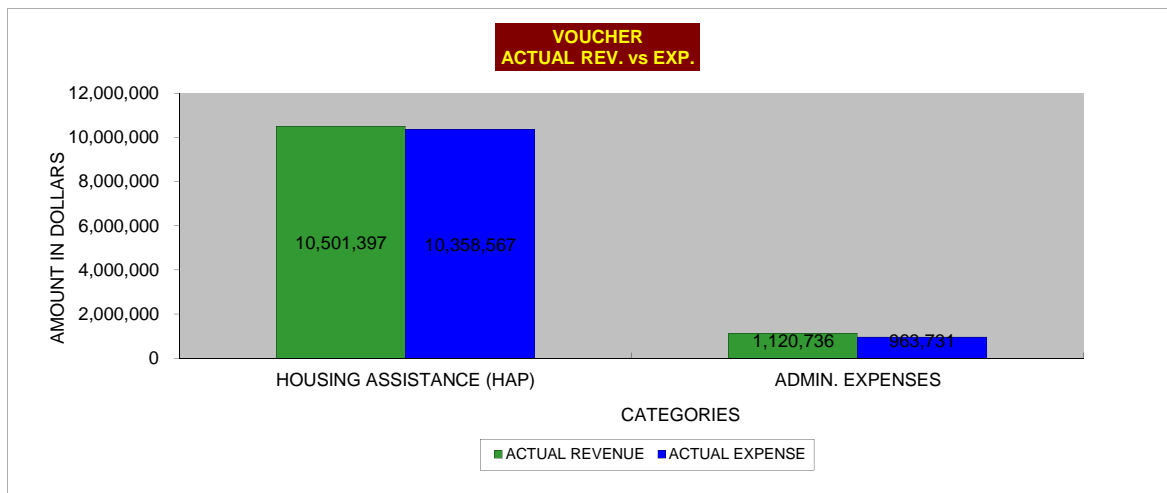
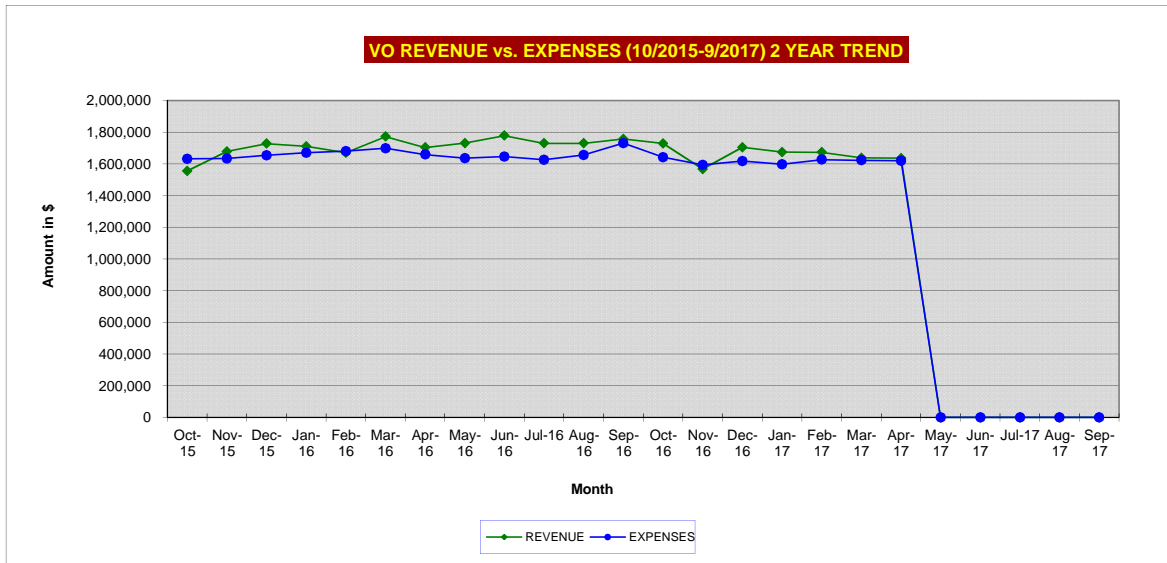
01-Oct-16 TO: 30-Apr-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	8,671	9,901	357.14	407.79
OTHER INCOME	0	452	0.00	18.62
PFS SUBSIDY	62,745	23,396	2,584.29	963.61
CFP FUNDS	0	0	0.00	0.00
	71,416	33,749	2,941.43	1,390.02
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	10,322	4,399	425.13	181.18
UTILITIES	3,387	3,391	139.50	139.65
MAINT.	6,858	16,136	282.46	664.60
GENERAL	1,746	1,534	71.91	63.17
DEPRECIATION	7,978	6,804	328.59	280.24
EQUITY TRANSFERS	0	0	0.00	0.00
	30,291	32,263	1,247.59	1,328.84
NET SURPLUS	41,125	1,486		
NET FROM OPERATIONS	41,125	1,486		
ENDING EQUITY BALANCE	812,253	851,892		
NET SURPLUS	41,125	1,486		
ADD BACK DEPRECIATION	7,978	6,804		
CASH FLOW	49,103	8,290		

01-Oct-16

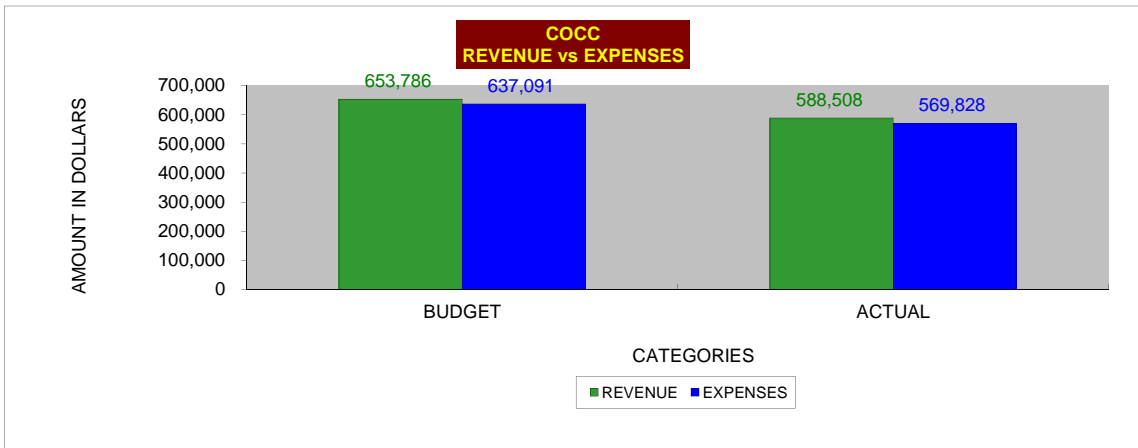
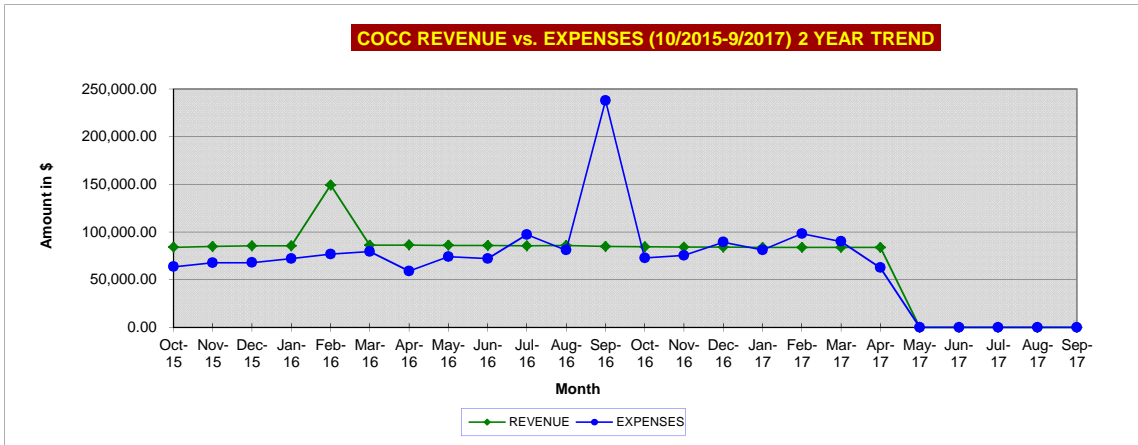
TO: 30-Apr-17



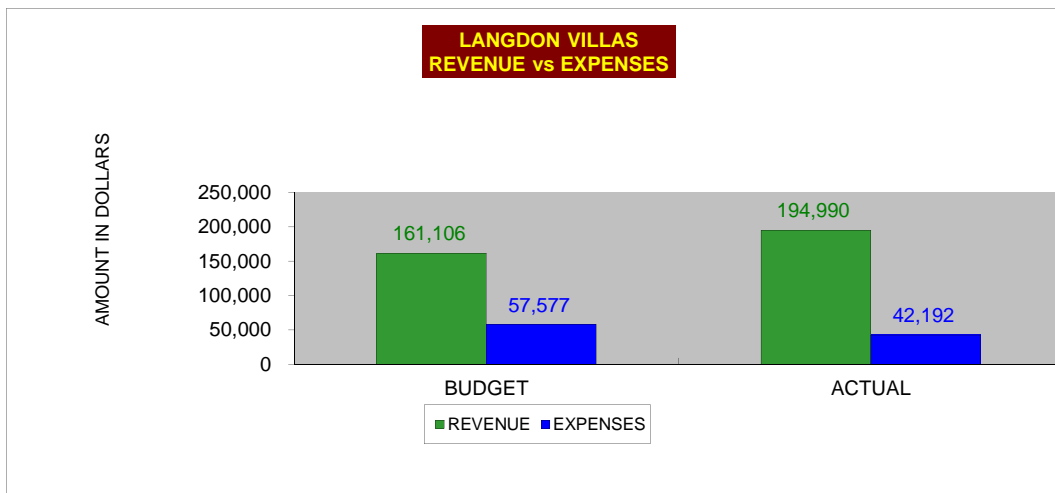
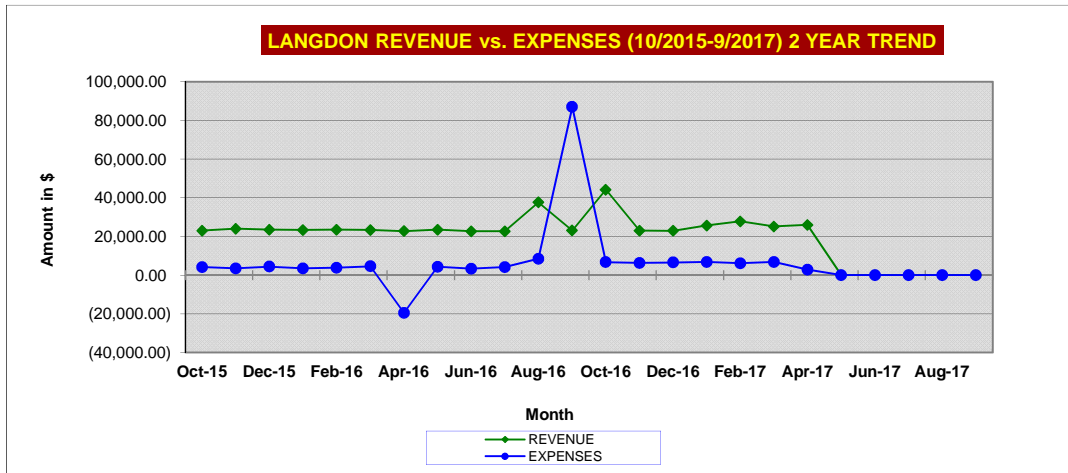
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	10,793,801	10,501,397	557.50	542.40
ADMIN. FEES	1,060,087	1,120,736	54.75	57.89
	11,853,888	11,622,133	612.25	600.29
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	10,583,124	10,358,567	546.62	535.02
ADMIN. EXPENSES	957,848	963,731	49.47	49.78
	11,540,972	11,322,298	596.09	584.80
NET SURPLUS	312,916	299,835		
HAP SURPLUS YTD Change	210,676	146,234		
ADMIN SURPLUS YTD Change	102,239	153,601		
HAP SURPLUS BALANCE	198,147	133,705		
ADMIN SURPLUS BALANCE	(415,897)	(364,535)		

01-Oct-16

TO: 30-Apr-17



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	588,025	588,508	349.55	349.84
ASSET MANAGEMENT FEES	28,788	0	17.11	0.00
CFP ADMIN FEES	36,973	0	21.98	0.00
	653,786	588,508	388.64	349.84
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	557,547	496,614	331.44	295.21
UTILITIES	18,441	19,452	10.96	11.56
MAINT.	20,927	18,348	12.44	10.91
GENERAL	40,177	35,414	23.88	21.05
	637,091	569,828	378.72	338.73
NET SURPLUS	16,695	18,680		
NET FROM OPERATIONS	16,695	18,680		
ENDING RESERVE BALANCE			(273,244)	(271,259)
NET SURPLUS	16,695	18,680		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	16,695	18,680		



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	26,707	26,950	3,849.94	3,884.97
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	127,462	128,907	18,374.26	18,582.57
OTHER INCOME	6,937	18,095	1,000.00	2,608.48
	161,106	194,990	23,224.20	28,108.75
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	30,702	22,489	4,425.84	3,241.94
UTILITIES	867	733	124.98	105.73
MAINT. & OPER.	1,764	9	254.29	1.33
GENERAL	24,244	18,960	3,494.89	2,733.18
	57,577	42,192	8,300.00	6,082.18
NET SURPLUS	103,529	152,798		
ENDING EQUITY BALANCE	9,920,674	9,969,943		

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

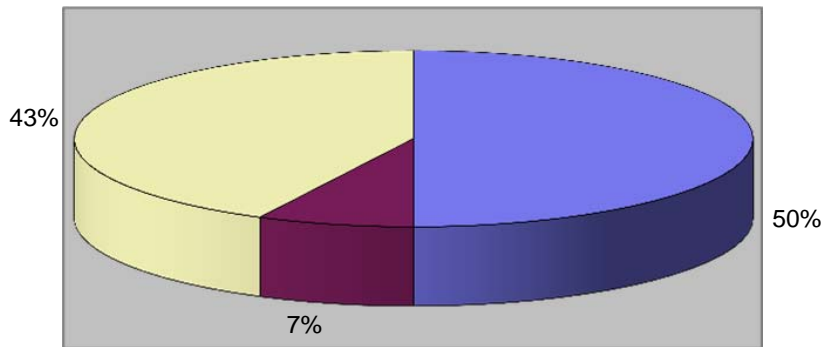
TO:

30-Apr-17

EXPEND. RATE:

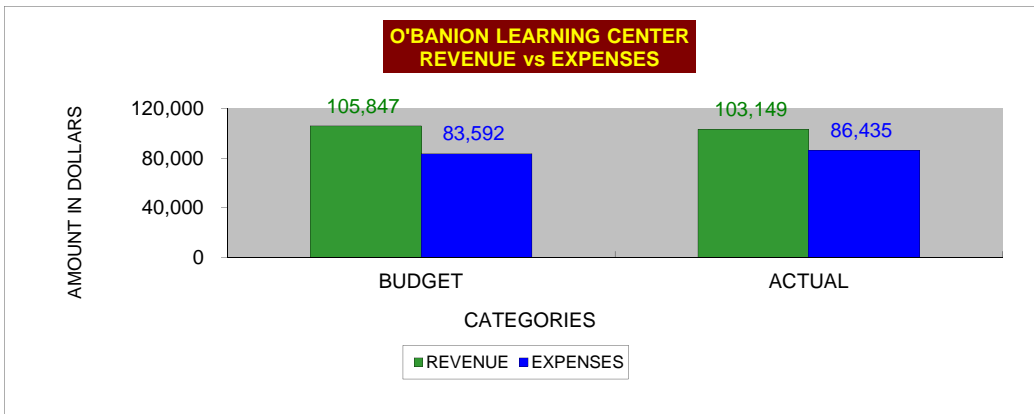
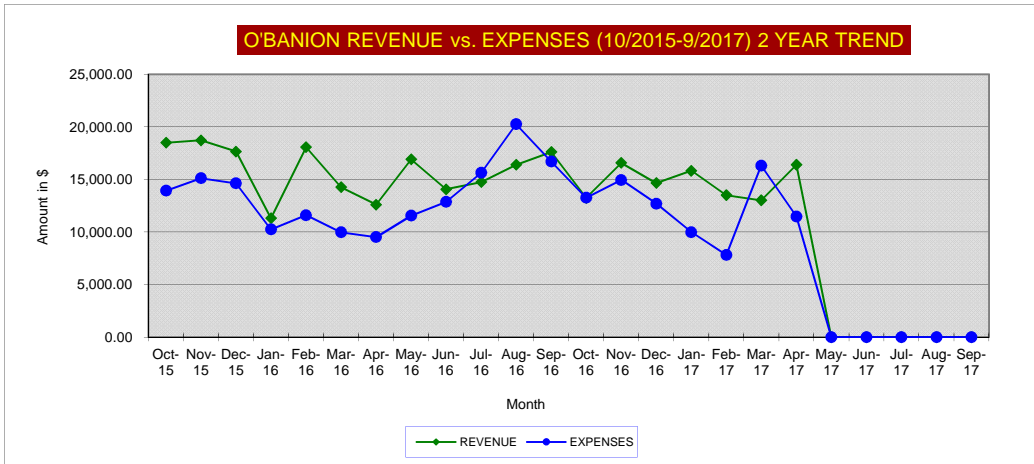
UNIT/MONTH:

**LANGDON VILLA
BALANCE SHEET**



■ ASSETS ■ LIABILITIES ■ EQUITY

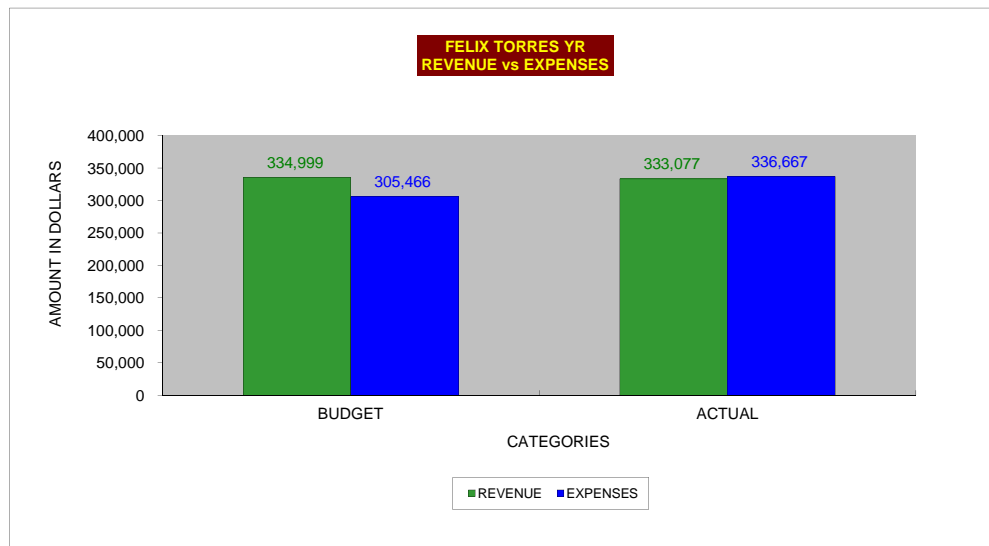
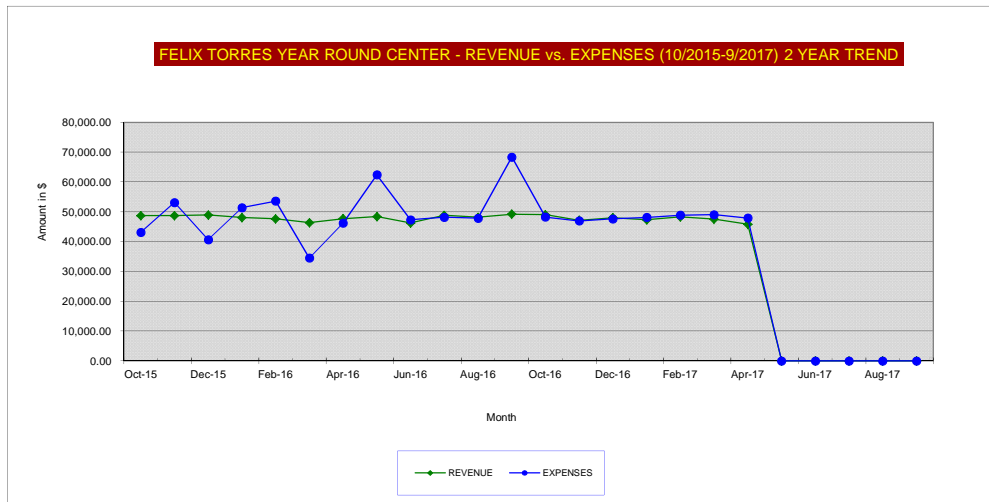
CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,709,028			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	125,612			
NOTES RECEIVABLE	985,438			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,641,289			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		148,593		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,456,636		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			9,974,407	
CURRENT YEAR			171,014	
EQUITY TRANSFERS			0	
	\$11,925,815	\$1,780,394	\$10,145,421	\$11,925,815
				LIAB. + EQUITY



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	105,847	103,149	2,543.06	2,478.24
OTHER INCOME	0	0	0.00	0.00
	105,847	103,149	2,543.06	2,478.24
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	11,273	11,113	270.84	267.00
UTILITIES	27,459	28,516	659.72	685.13
MAINT. & OPER.	12,140	15,117	291.67	363.20
GENERAL	1,619	735	38.90	17.66
DEPRECIATION	31,101	30,954	747.23	743.69
	83,592	86,435	2,008.36	2,076.68
NET SURPLUS	22,255	16,714		
ENDING EQUITY BALANCE	2,453,974	2,448,433		
ADD BACK DEPRECIATION	31,101	30,954		
CASH FLOW	53,356	47,668		

01-Oct-16

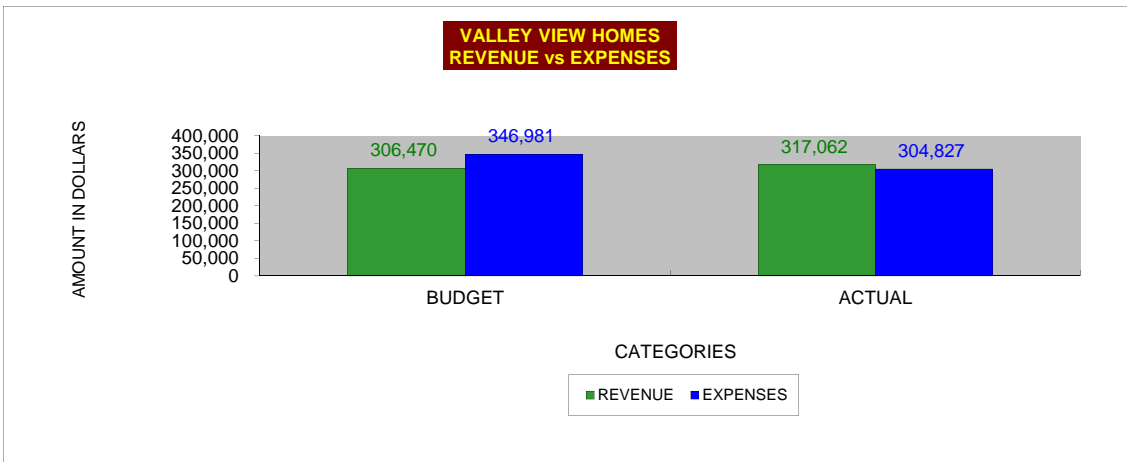
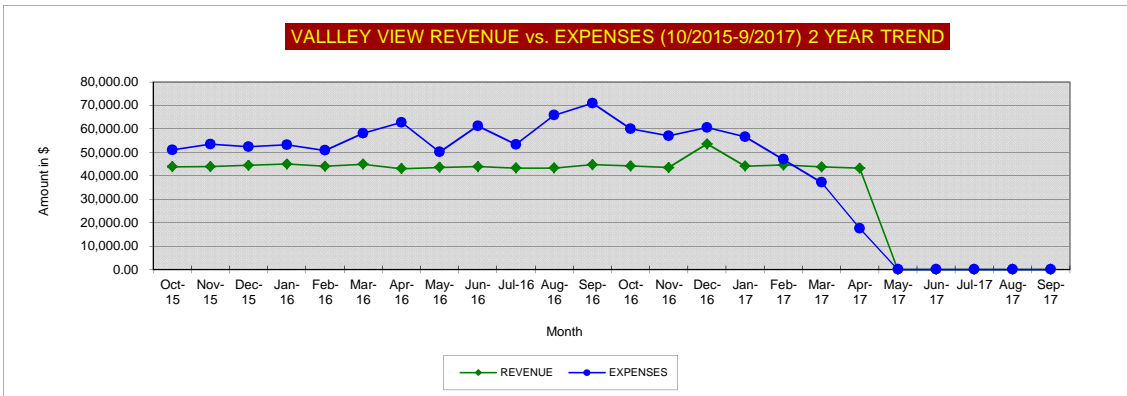
TO: 30-Apr-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	333,091	332,368	1,043.84	1,041.57
INTEREST	58	0	0.18	0.00
OTHER INCOME	1,850	709	5.80	2.22
	334,999	333,077	1,049.82	1,043.79
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	78,378	36,079	245.62	113.06
UTILITIES	50,871	49,023	159.42	153.63
MAINT.	27,411	57,092	85.90	178.91
GENERAL	31,506	77,727	98.73	243.58
DEPRECIATION	117,300	116,746	367.59	365.86
EQUITY TRANSFERS	0	0	0.00	0.00
	305,466	336,667	957.26	1,055.04
NET SURPLUS	29,533	(3,590)		
NET FROM OPERATIONS	29,533	(3,590)		
ENDING EQUITY BALANCE	(135,295)	(168,417)		
NET SURPLUS	29,533	(3,590)		
ADD BACK DEPRECIATION	117,300	116,746		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	146,833	113,156		

01-Oct-16

TO: 30-Apr-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	300,661	305,164	593.72	602.61
INTEREST	29	0	0.06	0.00
OTHER INCOME	5,781	11,898	11.42	23.49
	306,470	317,062	605.20	626.10
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	74,117	66,457	146.36	131.23
UTILITIES	53,414	50,911	105.48	100.54
MAINT. & OPER.	61,999	74,149	122.43	146.42
GENERAL	26,721	16,939	52.77	33.45
DEPRECIATION	23,423	19,980	46.25	39.45
BOND INTEREST	96,757	68,785	191.07	135.83
BOND REPLACEMENT RESV	10,550	7,605	20.83	15.02
	346,981	304,827	685.19	601.94
NET SURPLUS	(40,511)	12,235		
BOND PRINCIPAL	43,356	31,250		
ADJUSTED SURPLUS	(83,867)	(19,015)		
ADD BACK DEPRECIATION	23,423	19,980		
ADD BACK BOND COST AMORT	9,668	8,250		
CASH FLOW	(50,776)	9,215		
ENDING EQUITY BALANCE	(2,537,727)	(2,472,876)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 07/01/2016 TO: 06/30/2017

REPORT PERIOD

FROM:

01-Jul-16

TO:

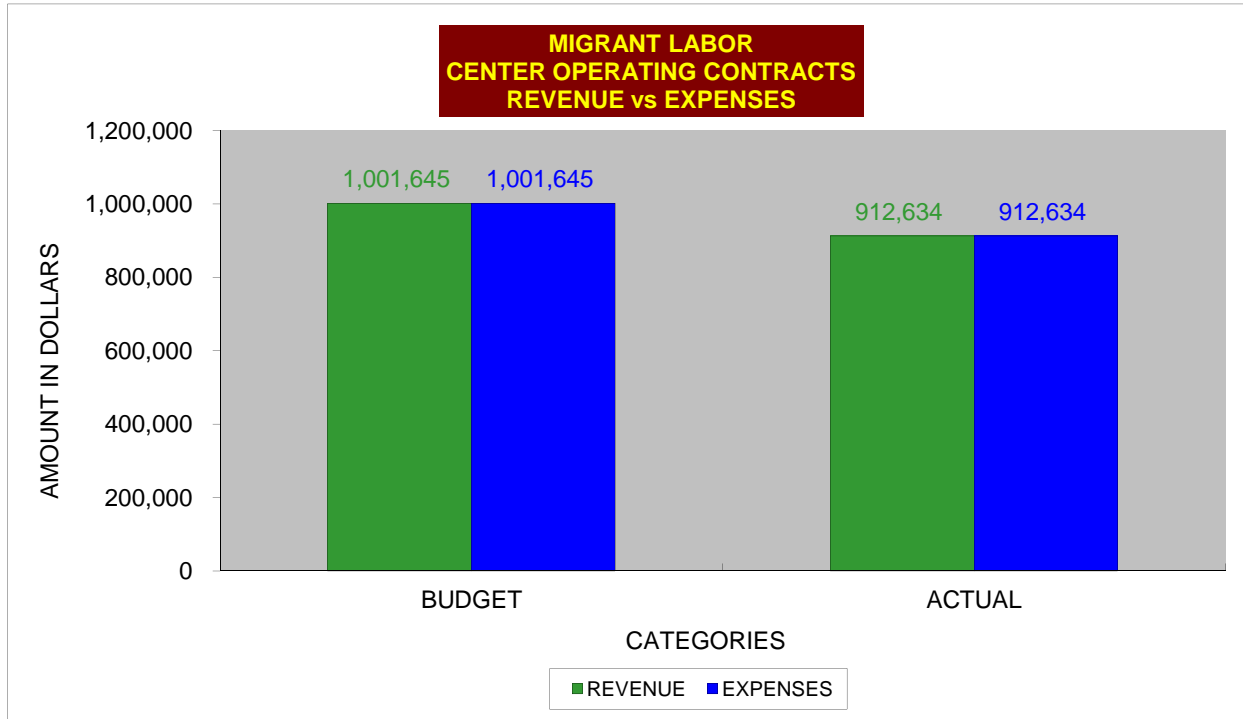
30-Apr-17

EXPEND. RATE:

83.0%

UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	1,001,645	912,634	779.46	710.19
	1,001,645	912,634	779.46	710.19
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	499,469	401,995	388.68	312.82
OPERATIONS	266,715	238,344	207.55	185.47
MAINTENANCE	15,482	136,091	12.05	105.90
ADMINISTRATION	95,126	94,760	74.03	73.74
DEBT SERVICE	124,853	41,443	97.16	32.25
	1,001,645	912,634	779.47	710.18
NET SURPLUS	0	0		

Housing Authority of The County of Merced

405 U STREET MERCED, CA 95341

PHONE (209) 722-3501

FAX (209) 722-7364 Housing Choice Voucher Program (HCV)

FAX (209) 722-8954 Public Housing (PH)

FAX (209) 722-0106 Administration

TDD 711 or 800-855-7100

VISIT OUR WEB SITE AT: www.merced-pha.com



Information Report

The Housing Authority of the County of Merced ("Authority") solicited for janitorial services for the main office complex and the John O'Bannon Community Learning Center. Solicitation letters were mailed to twenty-four (24) janitorial companies and notices were published in the Merced Sun Star on five separate dates including running the ad in the Modesto Bee on four (4) separate dates.

A pre-proposal meeting was scheduled for April 6, 2017 at 2:00 p.m. which was attended by five (5) companies; proposals were accepted through this date. The Authority received only one (1) proposal from Heaven Scent, LLC. The Authority staff conducted the evaluation of the proposal and was awarded 70 points from a total point score of 105. The company scored lower in the cost for services as they were higher than the cost the agency was currently paying.

Procurement allows for the Housing Authority to negotiate with vendors as outlined in, Section 6; The Housing Authority of the County of Merced Procurement Policy, Section "Purchasing Methods", Section D Competitive Proposals, #3 Negotiations and the U.S. Department of Housing and Urban Development Handbook #7460.8 REV. 2 Chapter 7).

On April 27, 2017, the Authority entered into negotiations with Heaven Scent LLC with the goal of negotiating the monthly cost to a more reasonable amount. During the negotiations, it was determined that the majority of costs are derived from the estimated number of labor hours that they had estimated would be needed to complete the work as detailed within the scope of services. Heaven Scent LLC, estimates 24 labor hours per week. The janitorial services that was currently doing the work was averaging 10 hours per week. A difference of 14 hours per week.

After review of the current budgets for this service, the Authority awarded the contract to Heaven Scent LLC for one (1) year with option to renew for an additional three (3) one year terms. The Authority reserved the right to review the contact and renegotiate the costs after two (2) months, as the number of hours to complete the work will be evaluated during this time.

Note: The Authority has sought and received a concurrence from the local U.S. Department of Housing and Urban Development ("HUD") filed office that the process is in compliance with the procurement policy.



STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: May 16, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-06**, approving an increase to salary and benefits for non-represented employees of the Housing Authority of the County of Merced (HACM).

BACKGROUND:

On Tuesday April 18, the HACM Board of Commissioners requested that staff prepare a staff report and resolution regarding non-represented employee benefits and salary such that the Board could consider adjusting the benefit and salary levels to match those that the Board approved when it ratified the new successor MOU (same as for the non-represented employees).

Staff therefore presents these amendments to the benefit levels as pertain the non-represented employees of HACM:

- A. **SALARY RANGE INCREASES:** Non-represented employees who are not covered by an employment contract shall have their salary ranges increased by 2% (the lower and upper end of the ranges shall be increased by 2%), effective upon approval of the attached resolution. Each employee salary within their respective range shall also be increased by 2% effective upon approval of the attached resolution. Unlike the represented employee group, this increase is NOT retroactive. Instead of any retroactivity, a one-time payment approximately equal in value will be provided (see below).

Non-represented employees who are not covered by an employment contract shall have their salary ranges increased by 1% (the lower and upper end of the ranges shall be increased by 1%), effective the first full pay period after July 1, 2018. Each employee salary within their respective range shall also be increased by 1% effective the first full pay period after July 1, 2018.

These salary range increases mirror the percentage increases provided to the represented employee bargaining group through the MOU approved on April 18, 2017.

In addition to the above, the non-represented employees shall be provided with a one-time payment equal to 0.54% of their current annual salary, less applicable withholdings. This amount is an amount equal in approximate value, for the non-represented employees, of the retroactive application of the 2% increase provided to the represented employees.

- B. **HOLIDAYS OBSERVED:**

Non-represented employees not covered by an employment contract shall have the same holidays observed as are provided to the represented employees.

These holidays are as follows: New Year's Day, Martin Luther King Day, Lincoln's Day, Presidents Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, The Day After Thanksgiving Day, Christmas Eve, Christmas Day. In addition to the above, non-represented employees shall be provided with two floating holidays of the employee's choice – one earned at the beginning of the first half of the calendar year (January 1) and one earned at the beginning of the second half of the calendar year (July 1).

Floating holidays may not be taken in the first 90 days of employment, and are lost if not used within the half-year they are earned (no cash-out), with the exception that if a floating holiday is not used as a result of an employee probationary period, it may be carried over and taken in the next half-year period.

C. MEDICAL PREMIUM CONTRIBUTIONS:

Eligible non-represented employees who elect to enroll in the HACM medical plan shall receive the following contribution from HACM toward the cost of medical premiums (Tier 2 through Tier 4, respectively):

Employee-only coverage:	\$750.00 per month
Employee +1 coverage:	\$950.00 per month
Employee + Family coverage:	\$1150.00 per month

Employees who provide proof of other comparable coverage, such as coverage through a spouse, are eligible to opt out of HACM the HACM medical plan. Those non-represented employees who opt-out of the HACM medical plan shall be provided with a \$600.00 contribution, in a single lump sum on the payday immediately following July 1 of each year. This one-time payment shall be in the form of a contribution to the employee's IRS 157 plan (no cash payments).

All forms of pay and compensation currently in place for non-represented employees shall remain unchanged unless specifically modified as described above.

RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-06**, approve the amendments to non-represented employee pay and benefits as described herein. This would result in changes to pay and benefits for non-represented employees that match the pay and benefit changes negotiated with represented employees and contained in the current MOU between the represented employees and HACM.

ALTERNATIVES

The Board could determine not to approve changes to pay and benefit levels for non-represented employees. This would result in differing levels of benefits for salary increases to pay ranges, differences in employee medical insurance contributions by the employer, and differences in observed holidays for non-represented employees when compared to those in represented classifications.

RESOLUTION 2017-06

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED, APPROVING AN INCREASE TO SALARY AND BENEFITS FOR NON-REPRESENTED EMPLOYEES.

WHEREAS, on April 18, 2017 the Board of Commissioners of the Housing Authority of the County of Merced formally ratified an MOU providing for certain adjustments to pay and benefits for employees in classifications represented by AFSCME; and,

WHEREAS, the Board of Commissioners has historically adjusted pay and benefits such that negotiated increases to pay and benefit levels have been extended to non-represented employees of the Housing Authority who are not covered by their own separate employment contracts; and,

WHEREAS, the Board of Commissioners has determined that providing consistent pay and benefit increases to represented and non-represented employees equally serves to maintain morale and to foster improved positive working relationships between represented and non-represented employees; and,

WHEREAS, a significant public benefit is achieved through the equal and consistent application of policy to all employees of the Housing Authority;

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced hereby adopts **Resolution No. 2017-06**, providing the following changes to pay and benefits for non-represented employees of the Housing Authority:

- a) Pay ranges for non-represented employees shall be increased by 2%. Pay levels for each employee within those ranges shall be increased by 2%. These changes shall occur beginning with the pay period in which this resolution is approved.
- b) Pay ranges for non-represented employees shall be further increased by 1%, and salary levels for each employee within those ranges shall also be increased by 1%. This further increase shall be effective with the first full pay period after July 1, 2018
- c) Non-represented employees are eligible to receive a one-time payment equal to 0.54% of their annual pay, less applicable withholdings. This payment shall be provided to non-represented employees at the next regularly scheduled payday.
- d) Non-represented employees who subscribe to the employer-sponsored medical insurance shall be eligible to receive an employer contribution toward premiums as follows: \$750.00 per month for those employees enrolled in Employee Only coverage, \$950.00 per month for those employees enrolled in Employee +1 coverage, and \$1,150.00 per month for those employees enrolled in Employee +Family coverage.

- e) Non-represented employees who show proof of comparable coverage and opt-out of employer-sponsored medical shall be eligible to receive a one-time payment in the form of a \$600.00 payment on the first payday after July 1 each year, deposited to the employee's IRS 457 account.
- f) Holidays observed for non-represented employees shall include: New Year's Day, Martin Luther King Day, Lincoln's Day, Presidents Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, The Day After Thanksgiving Day, Christmas Eve, Christmas Day and two floating holidays of the employee's choice.
- g) All other pay and benefit levels which are provided to non-represented employees shall remain the same as current.

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: May 16, 2017

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: May 16, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-07**, approving a First Amendment to 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 and entered into an employment agreement with the selected candidate, authorized by HACM Board Resolution No. 2016-24.

The provisions of the employment agreement included terms, that, if and when the HACM Board of Commissioners were to ratify changes in employee pay and benefits, either the Executive Director or Board of Commissioners could propose amendments to the Executive Director's Employment Agreement that contain pay and benefit changes that were in the same or a different form as were provided to the represented employee group.

On April 18, 2017, the HACM Board ratified a new Memorandum of Understanding with AFSCME who represents the represented employee classifications at the Housing Authority. This agreement contained a salary increase of 2% effective the first full pay period of February, and a 1% salary increase effective the first full pay period after July 1, 2018. The agreement also contained provisions related to the observed holidays and conditions under which floating holidays can be earned and used, and improvements (increases) to the employer contribution for those who subscribe to the employer-sponsored health plan through the HACM. (Partially offsetting these health premium enhancements is a shift reducing the amount provided to those that opt-out of the medical benefits.)

Following ratification of these new contract terms for represented employees, the Board directed that similar changes to pay and benefits for unrepresented employees, whether they are at-will non-contract employees or subject to their own separate employment agreements notwithstanding, be brought before the Board of Commissioners for their consideration.

Attached is a draft negotiated "FIRST AMENDMENT TO EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT". This draft has been presented to the Executive Director who is in agreement with the modified terms. Specifically, the agreement contains provisions for a 2% increase to the base pay, raising the Executive Director salary level to \$99,960.00 annually. While this percentage increase mirrors that provided to the represented employees, there is no 1% increase for July 2018 included in this amended agreement, as the agreement is set to expire prior to that date, at which

time appropriate changes can be brought forward for a successor Employment Agreement as the parties may mutually desire. The amount of coverage in the term life agreement is also adjusted to reflect the increased salary figure.

In lieu of any retroactive increase in pay, this amendment proposes to provide a one-time payment equal to 0.056% of the annual salary to the Executive Director (\$539.78, less applicable taxes). This amount approximates 2% of salary for the Executive Director for seven pay periods (the number of pay periods that has elapsed between the first full pay period in February and the date of this meeting (May 16, 2017)). The result is that this one-time payment approximates a dollar amount similar to what would have been provided if it were possible to retroactively implement the increase in wage to the first pay period in February.

The contribution toward medical, dental and vision coverage is increased by \$205.69, representing the same amount of increased contribution for represented employee medical premium contributions (\$200.00 in each Tier), an increase of \$0.69 per month for vision, and an anticipated increase of up to \$5.00 per month for dental premium costs (vision and dental premium costs for employee-only vision and dental are increases that HACM picks up for represented employees).

Similarly, the recognized holidays are adjusted such that HACM recognizes the same holidays and provides the same holiday benefit to the Executive Director as it does for represented employees (also to non-represented employees should that separate resolution also be approved by the Board of Commissioners).

ATTACHMENTS

- Resolution
- Original Executive Director Employment Agreement with Resolution No. 2016-24
- First Amendment to Executive Director Employment Agreement

RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-07**, approving the First Amended Employment Agreement with Rosa Vazquez for Executive Director Services.

RESOLUTION 2017-07

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED APPROVING AN AMENDMENT TO THE 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 currently employs Rosa Vazquez as Executive Director of the Housing Authority of the County of Merced; and,

WHEREAS, certain conditions in the Employment Agreement have been triggered that allow HACM and the Executive Director to discuss adjustment to pay and benefit levels; and,

WHEREAS, it is the desire of the Housing Authority and Ms. Vazquez to set forth certain changes to the compensation, benefits, and conditions of employment of the Executive Director within the Executive Director 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 First Amended 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 16th Day of May, 2017 by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

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

Dated: May 16, 2017

FIRST AMENDMENT TO EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

This First Amendment to the Executive Director Employment Agreement (“Agreement”) is made this 16th day of May, 2017, by and between the **Housing Authority of the County of Merced** (hereinafter referred to as the “HACM”) and **Rosa C. Vazquez**, the Executive Director (hereinafter referred to as “Executive Director”).

The terms and conditions included in the Agreement permit either HACM or the Executive Director to propose revisions to the Agreement and modify the same or different benefits provided to the Executive Director if those benefit levels are changed for represented employees of HACM during the term of the Agreement. Pursuant to the requirements of Articles 3 and 4 of the Agreement, the parties may undertake such modifications to adjust pay and benefits respectively, only through a written addendum to the Agreement.

Amendment to Article 3: Article 3 of the Agreement is hereby amended to reflect an increase of 2% in the Salary level for the Executive Director. The executive director salary shall be increased, effective the pay period that includes the date May 16, 2017, and continuing thereafter, to \$99,960.00 annually, payable on a bi-weekly basis in equal installments over twenty-six payroll periods.

The Executive Director shall also receive a one-time payment in the amount of \$539.78, less applicable withholdings, on the payday immediately following execution by all parties of this First Amendment to the Agreement.

Amendment to Article 4 B: Article 4 B of the Agreement is hereby amended such that the maximum contribution amount by HACM toward the Executive Director Medical, Dental and Vision premiums is increased to \$1273.69 per month.

Amendment to Article 4 C: Article 4 C of the Agreement is hereby amended such that the term life insurance policy provided to the Executive Director through HACM shall include coverage up to \$99,960.00.

Amendment to Article 4 J: Article 4 J of the Agreement is hereby amended to add Lincoln’s Day as an observed holiday, and to provide two additional “floating holidays” annually, one to be earned on January 1 of each year and taken on or before June 30 in that year (the first half expiration date); and one to be earned on July 1 of each year and taken on or before December 31 in that year (the second half expiration date). Floating holidays may not be converted to cash (no cash-out) and may not be carried forward if unused before the respective expiration date.

Other than the changes expressly provided for in this First Amendment to the Agreement, the remaining terms and conditions contained in the Agreement shall remain in full force and effect.

EXECUTION:

Date: _____

Date: _____

By: _____

Rosa Vazquez
Executive Director

By: _____

Rachel Torres
Chairperson, Board of Commissioners

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: May 16, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-08**, approving the Housing Authority of the County of Merced Violence Against Women's Act (VAWA) Emergency Transfer Plan.

On November 16, 2016, the U.S. Department of Housing and Urban Development ("HUD") published a final rule to protect the housing of survivors of domestic and dating violence, sexual assault, and stalking. The final rule provides additional requirements that Housing Authorities must implement.

The final rule requires that owners develop an emergency transfer plans for the participants of the housing assistance program and must be effect by June 14, 2017.

The VAWA final rule includes:

Continuation of the core protections for people seeking VAWA protection, the rule codifies the core protection across HUD's covered programs ensuring survivors are not denied assistance as an applicant, or evicted or have assistance terminated due to having been a victim of domestic violence, dating violence, sexual assault, and stalking, or for being affiliated with a victim.

One of the key elements of VAWA's housing protections is emergency transfers which allows for survivors to move to another safe and available unit if they fear for their life and safety. The Housing Authority of the County of Merced ("Authority") will be implementing an Emergency Transfer Plan.

The Emergency Transfer Plan will be made available to those seeking protections under VAWA.

The Emergency Transfer Plan is outlined as:

Allows a survivor to self-certify their need for an emergency transfer, ensuring documentation is not a barrier to protecting their immediate safety;

Low-barrier certification process – The final rule makes it clear that under most circumstances, a survivor need only to self-certify in order to exercise their rights under VAWA, ensuring third party documentation does not cause a barrier for or to a survivor expressing their rights and in receiving the protections needed to keep themselves safe.

Allows the survivor to determine what is a safe unit for purposes of the transfer, ensuring that the survivor has control over their own safety planning;

Requires housing providers to allow for a resident to move immediately if there is another safe and available unit that does not require the survivor to undergo an application process as a new tenant, ensuring quicker access to safe housing;

Requires housing providers to explain the efforts they will take when there is not a safe and available unit available for an emergency transfer and encourages housing providers to partner with victim services and advocates and other housing providers to assist a survivor; and,

Requires housing providers to document requests for emergency transfers, including the outcome of the request, and to report annually to HUD.

The final rule ensures that covered housing providers do not deny tenancy or occupancy rights based solely on these adverse factors that are a direct result of being a survivor.

The Emergency Transfer Request forms will also be included in and will be made available and provide to the tenant and if requested complete on behalf of victims.

The Authority currently has a VAWA policy in place in the Admissions and Continued Occupancy Policy (“ACOP”) and will be required to be amended to incorporate the new final rule requirements.

NOTE: Male as well as female victims is protected by this law and regulation.

RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-08**, approving the Housing Authority of the County of Merced Violence Against Women’s Act (VAWA) Emergency Transfer Plan.

RESOLUTION 2017-08

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF MERCED VIOLENCE AGAINST WOMEN (VAWA) EMERGENCY TRANSFER PLAN.

WHEREAS, on November 16, 2016, the U.S. Department of Housing and Urban Development (“HUD”) published a final rule to protect the housing of survivors of domestic and dating violence, sexual assault, and stalking in a final rule. The final rule provides additional requirements that Housing Authorities must implement; and

WHEREAS, the final rule requires that owners develop an emergency transfer plans for the participants of the housing assistance program and must be effect by June 14, 2017; and,

WHEREAS, the Housing Authority of the County of Merced currently has a VAWA policy in place in the Admissions and Continued Occupancy Policy (“ACOP”) and will amend it to incorporate the final rule requirements.

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority of the County of Merced hereby approves the Violence Against Women Act (VAWA) Emergency Transfer plan.

PASSED AND ADOPTED by the Board of Directors of the Housing Authority of the County of Merced, this 16th Day of May, 2017 by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

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

Dated: May 16, 2017

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: May 16, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-09**, approving the award of contract for Property Management for Merced Commons I, Merced Commons II and Oak Terrace properties and authorizing the Executive Director to enter into contract.

The Housing Authority of the County of Merced (“Authority”) owns the Merced Commons I, Merced Commons II and Oak Terrace apartment complexes. These developments are located in the City of Merced and require full-service professional property management services. The complexes range from 65 units to 147 units, for a total of 212 units. Each complex varies in programs administered such as Market Rate housing, Section 8 Housing Choice Voucher (HCV), Project Based Section 8 and/or contract-based Section from HUD through Cal-HFA.

The U.S Department of Housing and Urban Development (“HUD”) requires that the Authority obtain approval for the selection of Management Agents.

The Authority conducted a Request For Proposal (“RFP”) for Property Management of these developments. The project was published and advertised in compliance with the Authority’s Procurement Policy. The Authority staff also did a direct solicitation by mailing letters to thirty-nine (39) property management companies. The proposals were due to the Authority by April 20, 2017 at 2:00 p.m.

The Authority received a total of three (3) proposals.

- 1) Countryside Property Management, Modesto/Fresno
- 2) Gonella Property Management, Merced
- 3) Real Property Management Valley Wide, Merced

An evaluation committee was appointed to review and evaluate the submitted proposals with the criteria as detailed within the RFP documents. The evaluation committee awarded the highest scores to Countryside Property Management, which was determined to be the company who best meets the needs of the Authority.

RECOMMENDATION

Recommendation to the Board of Commissioners of the Housing Authority of the County of Merced to approve **Resolution No. 2017-09**, awarding the contract for property management for Merced Commons I, Merced Commons II and Oak Terrace for an initial three (3) year term with one (1) year option to renew; and, upon HUD approval, authorizing the Executive Director to enter into contract with Countryside Property Management. This is in compliance with HUD regulations and the Authority's Procurement Policy.

RESOLUTION NO. 2017-09

APPROVING THE AWARD OF CONTRACT FOR PROPERTY MANAGEMENT OF THE MERCED COMMONS I, MERCED COMMONS II AND OAK TERRACE PROPERTIES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT

WHEREAS, the Housing Authority of the County of Merced (HACM) owns Merced Commons I, Merced Commons II and Oak Terrace properties; and

WHEREAS, the project was advertised for proposals in the Merced Sun-Star two (2) times (March 25, 2017 and April 8, 2017), in the Modesto Bee two (2) times (April 2, 2017 and April 9, 2017) and in the Fresno Bee one (1) time (April 2, 2017). Letters were sent to thirty-nine (39) property management companies, and

WHEREAS, Three (3) proposals were received on April 20, 2017;

WHEREAS, The Authority appointed an evaluation committee to review and evaluate the submitted proposals with the criteria as detailed within the RFP documents; and

WHEREAS, The highest score was awarded to Countryside Property Management Company; and

WHEREAS, it was determined that entering into an agreement with Countryside Property Management best meets the needs of the HACM and is in the best interest of the HACM; and

WHEREAS, entering into an agreement for Property Management must be approved by the U.S. Department Housing and Urban Development (HUD); and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the HACM does hereby approve, upon approval from HUD, to award a three (3) year contract with one (1) one year option for renewal to Countryside Property Management, and does hereby authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

The foregoing resolution was introduced at the May 16, 2017 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: May 16, 2017

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: May 16, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-10**, 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 \$133.00 per month per retiree commencing January 1, 2018.

RECOMMENDATION

I recommend the Board of Commissioners of the Housing Authority of the County of Merced, adopt **Resolution No. 2017-10**, approving an increase of the Housing Authority contribution toward medical coverage for retired employees, effective January 1, 2018, and authorizing the Executive Director to prepare and execute any required documentation for CalPERS to implement the contribution increase.

