

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, June 20, 2017
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
Margaret Pia, Vice-Chair
Jose Delgadillo
Evelyne Dorsey
Jack Jackson
Rick Osorio
Jose Resendez

All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.

All supporting documentation is available for public review in the office of the Administrative Assistant located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.merced-pha.com

Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.

I. CALL TO ORDER AND ROLL

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

(M/S/C): ___/___/___

III. APPROVAL OF THE FOLLOWING MEETING MINUTES

A. May 16, 2017 Regular Meeting

(M/S/C): ___/___/___

IV. PUPBLIC HEARING: PUBLIC HOUSING AGENCY ANNUAL PLAN

V. 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.

VI. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Housing Authority and will be adopted by one action of the Board of Commissioners, unless any Board Member has any question(s), or wishes to discuss an item. In that event, the Chairperson will remove that item from the Consent Calendar and place it for separate consideration.

- A. PHAS Report for May 2017
- B. Financial Reports for May 2017

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

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

A. Information/Discussion Item(s):

- 1.) Director's Updates
 - i. Resident Advisory Board Comments
 - ii. Waiting List Opening

B. Resolution Item(s):

- 1.) **Resolution No. 2017-11:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 17-OMS-11339 for the Atwater/Livingston Migrant Center.

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

- 2.) **Resolution No. 2017-12:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 17-OMS-11340 for the Rafael Silva/Los Banos Migrant Center.

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

3.) **Resolution No. 2017-13:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 17-OMS-11341 for the Felix Torres Migrant Center.

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

4.) **Resolution No. 2017-14:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 17-OMS-11342 for the Merced Migrant Center.

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

5.) **Resolution No. 2017-15:** Approving the PHA Annual Plan FY 2017 for submission to HUD.

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

6.) **Resolution No. 2017-16:** Approving the revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP).

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

7.) **Resolution No. 2017-17:** Approving the revisions to the Housing Choice Voucher Administrative Plan.

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

8.) **Resolution No. 2017-18:** Approving the revisions to the Migrant Center Aide I/II job descriptions.

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

9.) **Resolution No. 2017-19:** Approving amending the Punctuality, Absenteeism and Tardiness Policy.

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

C. Action Item(s):

None

VIII. COMMISSIONER'S COMMENTS

IX. CLOSED SESSION ITEM(S)

None

X. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, May 16, 2017

- I. The meeting was called to order by Chairperson Torres at 4:30 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rachel Torres, Chairperson
Margaret Pia, Vice Chairperson
Jose Delgadillo
Evelyne Dorsey
Jack Jackson
Rick Osorio
Jose Resendez

Commissioners Absent:

None

Chairperson Torres declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Brian Watkins, Finance Officer
Emily Haden, Legal Counsel
Blanca Arrate, Director of Housing Programs
Gina Thexton, Director of Housing Programs
Maria F. Alvarado, Confidential Secretary

Others Present:

Dave Ritchie, Agency Negotiator

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

Resolution No. 2017-09 was tabled and will be presented at a future meeting.

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

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

A. April 18, 2017 – Annual Meeting

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

IV. **UNSCHEDULED ORAL COMMUNICATION:**

None

V. CONSENT CALENDAR:

- A. **Rent Delinquency Report for April 2017**
- B. **Track Summary Report for April 2017**
- C. **Financial Reports for April 2017**

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

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

A. Information/discussion Item(s):

1.) Director's Updates: Executive Director Vazquez provided the following updates:

- I. Janitorial Services Contract – Executive Director Vazquez provided a brief explanation of the Janitorial Information Report included in the Board packet.
- II. PHA Annual Plan, ACOP, and Admin Plan – Executive Director Vazquez notified the Board that the agency has drafted the Annual PHA Plan and has reviewed and revised the Housing Choice Voucher Administrative Plan and the Public Housing ACOP. Executive Director Vazquez informed the Board that public notices have been posted and published and that the public comment period has commenced. The Board was also notified that the plans have been submitted to the City of Merced, the State of California and Resident Advisory Board for both the Public Housing and Housing Choice Voucher programs for review. Executive Director Vazquez also noted that due to the size of the plans, the Board can view said plans by requesting a copy or via our website.

B. Resolutions Item(s):

1.) **Resolution 2017-06:** Approving an increase to salary and benefits for non-represented employees of the Housing Authority of the County of Merced.

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

2.) **Resolution 2017-07:** Approving an amendment to the Employment Contract between the Housing Authority of the County of Merced and Rosa Vazquez.

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

3.) **Resolution 2017-08:** Approving the Housing Authority of the County of Merced Violence Against Women (VAWA) Emergency Transfer Plan.

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

4.) **Resolution 2017-10:** Approving an increase of the Housing Authority of the County of Merced contribution toward medical coverage for retired employees.

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

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS:

Commissioner Delgadillo thanked Dave Ritchie for the presentation.

Vice-Chair Pia thanked Dave Ritchie for the ethics training as it was great and to the point. Vice-Chair Pia also mentioned that the house cleaning in the agency is appreciated.

Chairperson Torres thanked all.

VIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 5:07 p.m.

Chairperson Signature / Date

Secretary Signature/ Date



U.S. Department of Housing and Urban
 OFFICE OF PUBLIC AND INDIAN HOUSING
 REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 05/31/2017

PHA Code:	CA023
PHA Name:	COUNTY OF MERCED HOUSING AUTHORITY
Fiscal Year End:	09/30/2016

PHAS Indicators	Score	Maximum Score
Physical	38	40
Financial	25	25
Management	22	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	95	100
Designation Status:	High Performer	

Published 05/31/2017

Initial published 05/31/2017

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	99.05	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>

Merced Summarized AR-II

through=05/31/2017

Amp Code	Property Code	Thirty Day	Sixty Day	Ninety Day	OverNinety Day	Total AR	Prepayments	Ending Balance	Total Charges Past Year	Percentage
AMP 1-Merced and Atwater										
PH-AMP1	ca023001	932.94	456.52	34.82	(88.46)	1,335.82	(2,428.78)	(1,092.96)	395,424.82	0.3378%
PH-AMP1	ca023010	138.68	(90.25)	-	(980.60)	(932.17)	(1,491.93)	(2,424.10)	188,310.37	-0.4950%
PH-AMP1	ca023013	387.00	-	-	(429.40)	(42.40)	(593.95)	(636.35)	74,825.78	-0.0567%
PH-AMP1	ca023021	-	-	-	-	-	(18.12)	(18.12)	4,680.00	0.0000%
PH-AMP1	ca023023	90.11	-	-	-	90.11	-	90.11	11,706.11	0.7698%
Total AMP 1-Merced and Atwater		1,548.73	366.27	34.82	(1,498.46)	451.36	(4,532.78)	(4,081.42)	674,947.08	0.067%
AMP 2-Atwater, Winton, and Livingston										
PH-AMP2	012a	220.97	47.50	39.00	50.00	357.47	(924.34)	(566.87)	132,409.98	0.2700%
PH-AMP2	012b	1.58	-	-	-	1.58	(690.35)	(688.77)	30,766.53	0.0051%
PH-AMP2	atw	-	-	-	191.00	191.00	(687.00)	(496.00)	90,661.44	0.2107%
PH-AMP2	ca023003	48.70	50.00	-	690.26	788.96	(556.24)	232.72	67,777.76	1.1640%
PH-AMP2	ca023006	211.99	22.00	-	105.44	339.43	(1,583.11)	(1,243.68)	324,421.25	0.1046%
Total AMP 2-Atwater, Winton, and Livingston		483.24	119.50	39.00	1,374.70	1,678.44	(4,441.04)	(2,762.60)	646,036.96	0.260%
AMP 3-Los Banos and Dos Palos										
PH-AMP3	012c	0.20	-	-	-	0.20	(126.00)	(125.80)	37,205.20	0.0005%
PH-AMP3	012d	176.65	-	-	-	176.65	(1,330.79)	(1,154.14)	39,815.17	0.4437%
PH-AMP3	ca023002	297.50	(455.00)	-	(209.00)	(366.50)	(469.63)	(836.13)	83,795.79	-0.4374%
PH-AMP3	ca023004	1,349.51	444.67	-	820.45	2,614.63	(1,873.25)	741.38	201,289.13	1.2989%
PH-AMP3	ca023005	1,498.15	11.00	-	27.55	1,536.70	(723.68)	813.02	95,019.49	1.6172%
PH-AMP3	ca023011	-	-	-	-	-	(163.38)	(163.38)	52,605.85	0.0000%
PH-AMP3	dp	212.00	(341.00)	-	211.00	82.00	(729.10)	(647.10)	158,591.06	0.0517%
PH-AMP3	mid	1,367.26	577.46	20.00	1,982.45	3,947.17	(753.41)	3,193.76	282,557.86	1.3969%
Total AMP 3-Los Banos and Dos Palos		4,901.27	237.13	20.00	2,832.45	7,990.85	(6,169.24)	1,821.61	950,879.55	0.840%
AMP 4-Merced										
PH-AMP4	ca023024	10.00	-	-	-	10.00	(139.00)	(129.00)	16,686.18	0.0599%
Total AMP 4-Merced		10.00	-	-	-	10.00	(139.00)	(129.00)	16,686.18	0.060%
FTYR-Planada										
Farm Labor Housing	ft-yr	1,444.00	(535.00)	-	1,049.00	1,958.00	(3,770.90)	(1,812.90)	574,598.80	0.3408%
Total FTYR-Planada		1,444.00	(535.00)	-	1,049.00	1,958.00	(3,770.90)	(1,812.90)	574,598.80	0.341%
Langdon-Merced										
Langdon	langdon	-	-	-	-	-	(80.00)	(80.00)	10,270.00	0.0000%
Total Langdon-Merced		-	-	-	-	-	(80.00)	(80.00)	10,270.00	0.000%
vo										
vo	vo	-	-	-	-	-	-	-	3,536.04	0.0000%
Total vo		-	-	-	-	-	-	-	3,536.04	0.000%
Total		8,387.24	187.90	93.82	3,757.69	12,088.65	(19,132.96)	(7,044.31)	2,876,954.61	0.420%

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Amp 1 & 4
Resident Advisory Board Members
2017

Aloha Berino, t0000410
Patricia Tusing t0005473
Sujei Caldera, t0000357

The Resident Advisory Board met on May 25, 2017 and made the following recommendations for the Agency's Annual Plan for Fiscal year: 10/01/2017 – 09/30/2018 and the Admissions and Continued Occupancy Procedure (ACOP):

- Repayment Agreements:
 1. Change minimum of \$100 to enter into a repayment agreement to \$35 or \$50 instead.
 2. Change the percentage required down to enter into a repayment agreement to 10% or 15% of total instead of 25%.

Janae Elmasian
Asset Manager

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Amp 2
Resident Advisory Board Members
2017

Rocelia Chavez T0006969
Susana Vega Garcia T0000228
Margarita Savageau T0007224

The Resident Advisory Board met on June 01 & 02, 2017 and made the following recommendations for the Agency's Annual Plan for Fiscal year: 10/01/2017 – 09/30/2018 and the Admissions and Continued Occupancy Procedure (ACOP):

- Repayment Agreements:
 1. Change minimum of \$100 to enter into a repayment agreement to \$50 instead.
 2. Change the percentage required down to enter into a repayment agreement to 10% of total instead of 25%.
- Pet Deposit from \$250 to \$75

Rita Davis
Asset Manager

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Amp 3

Resident Advisory Board Members

2017

Catherine Ibarra (Richard Ibarra) tT0000159

Vincent Oglesby t0000455

Luis Soares (Melissa Lynn) t0006553 (Did not show)

The Resident Advisory Board met on Tuesday, May 30, 2017. The meeting began at 4:00 pm and ended at 6:00 pm. The following recommendations for the Agency's Annual Plan for Fiscal year: 10/01/2017 – 09/30/2018 and the Admissions and Continued Occupancy Procedure (ACOP):

1. Vincent and Richard agreed with the changes and had no recommendations at this time. They felt that changes / increases in security deposits, pet policy, late fees and repayments were fair.
2. I spoke to Melissa Lynn on 5.31.17 and covered the changes / increases in security deposits, pet policy, late fees and repayments. She felt that the increases were a bit much but did not give any recommendations.

Diana Moses
Asset Manager

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Housing Choice Voucher Program
Advisory Board Members
2017

Evelyn Dorsey, t0001451
Margaret Warmack, t0001712
Isabel Martinez, t0002335

Evelyn Dorsey and Margaret Warmack met with Gina Thexton, Director of Housing Programs on Tuesday, June 6, 2017. Isabel Martinez participated in a telephone meeting on Wednesday, June 7, 2017 with Gina Thexton, Director of Housing Programs. They reviewed the Housing Authority of the County of Merced's (HACM) Agency Annual Plan for Fiscal year: 10/01/2017 – 09/30/2018 and the Housing Choice Voucher Program (HCV) Administrative Plan:

Although the board members did not make any formal "recommendations", they made the following comments and/or asked the following question/s:

- "Does the "no-smoking" policy apply to the Housing Choice Voucher Program (HCV) participants?
Response: the "no-smoking" policy does not apply to Housing Choice Voucher (HCV) Program units that are not owned by the HACM. Owners of non-HACM owned properties may implement their own "no-smoking" policy.
- They all expressed support for: VAWA procedures, Set -Aside preference, Dru Sjodin procedure and verification of Evidence of an Established Family Relationship.
- One member expressed appreciation for the housing assistance that has been provided to her and her family.

Gina Thexton
Director of Housing Programs

June 5, 2017

To: Board of Commissioners

Fr: Gina Thexton, Director of Housing Programs - HCV

The Housing Authority of the County of Merced ("Authority") the Housing Choice Voucher ("HCV") program provides housing assistance to low income families in the County. As vouchers become available, families are selected from the HCV waiting list from pre-applications previously completed and submitted by families wishing to receive housing assistance.

The current waiting list for the HCV program has been exhausted as a result of the lease up efforts for the HCV program to ensure full voucher utilization. As a result of the continual waiting list selection, it has been determined that the waiting list for the voucher program must re-open for new pre-applications.

Therefore the Authority re-opened the waiting list for the HCV program on June 14, 2017, for one day. As required by the Authority Administrative Plan and the U.S. Department of Housing and Urban Development ("HUD") regulation the following was conducted.

A public notice announcing the opening of the HCV wait list was published in the Merced Sun Star on May 24, May 27th and June 3rd. Notices were also posted in the Authority lobby and the Authority website (www.merced-pha.com). An excerpt of the notice is provided below:

PUBLIC NOTICE

HOUSING CHOICE VOUCHER (HCV) PROGRAM FORMERLY KNOWN AS "SECTION 8" WAIT LIST OPENING

The Housing Authority of the County of Merced (HACM) will only be accepting on line Pre-Applications for the Housing Choice Voucher Program (formerly Section 8) beginning at 8:00AM Pacific Standard Time on Wednesday, June 14th and will close at 8AM on Thursday, June 15th.

- *Online pre-applications must be completed through the applicant portal link provided on the HACM website: www.merced-pha.com. NOTE: the applicant portal link **WILL ONLY BE AVAILABLE FOR HCV APPLICATIONS** during the opening of this waiting list on the above dates and time.*
- *Applications will require a valid email address. You may obtain a free email account through Google, Windows Live Hotmail, and/or Yahoo.*
- *NO Paper applications, NO Telephone, NO Fax, NO in-person and/or NO email requests will be accepted.*
- *Only one (1) pre-application per household will be accepted and placed on the wait list.*
- *After the wait list is closed, the online system link will no longer be available and no additional applications will be accepted.*

Preferences:

All applicants will be contacted in accordance with the preference system, which is set by the Housing Authority in compliance with Department of Housing and Urban Development (HUD) regulations.

The HACM uses the following Local Preference system:

- ***Independent Living Skills Program***
- ***Homeless Preference***
- ***Veteran Preference***
- ***Involuntarily Displaced***
- ***Residency Preference***
- ***Elderly or Disabled Person Preference***

The Housing Authority is unable to estimate how long you will have to wait for assistance due to the length of the waiting list and the slow turnover in the Housing Choice Voucher program.

All persons requesting disability related modifications or accommodations may contact the HACM at 209-722-3501 ext. 118 by Thursday, June 22, 2017.

The Authority expects to issue vouchers for the remainder of this Fiscal Year and will be selecting names from the re-populated waiting list. The number of new pre-applications on the waiting list will ensure the Authority has enough families to select from for at least the next 24 months.

The Authority is also currently assessing the number of families on its Public Housing waiting list to determine if those waiting list need to be opened. The Authority staff will provide the Board of Commissioners the result of this analyst once completed.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-11**, approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 17-OMS-11339 for the Atwater/Livingston Migrant Center.

The Housing Authority of The County of Merced received the final approved budget, including the Operation and Maintenance Contract from the California Department of Housing and Community Development for the Atwater/Livingston Migrant Center:

Contract budget amounts for Fiscal Years 2017 – 2019 are as follows:

- 2017 – 2018 \$262,326.00
- 2018 – 2019 \$265,082.00

Contract provides funding for the operation and administration of the migrant facility.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt Resolution No. 2017-11, approving the Operation and Maintenance Contract 17-OMS-11339 for the Atwater/Livingston Migrant Center and any further amendments increasing or decreasing funding, or any other conditions therein, and hereby appointing the Executive Director as the person designated with signature authority on behalf of the Board of Commissioners.

RESOLUTION NO. 2017-11

APPROVING AND AUTHORIZING EXECUTION OF OPERATION AND MAINTENANCE CONTRACT BETWEEN THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED CONTRACT 17-OMS-11339 FOR THE ATWATER/LIVINGSTON MIGRANT CENTER

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract for the 2017 – 2019 Fiscal Years for the Atwater/Livingston Migrant Center; and

WHEREAS, the California Department of Housing and Community Development has issued Operation and Maintenance Contract 17-OMS-11339 in the amount of \$527,408.00 for operational and maintenance costs of the Atwater/Livingston Migrant Center;

THEREFORE, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the execution of said Contract 17-OMS-11339 with the California Department of Housing and Community Development in the amount of \$527,408.00; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rosa Vazquez, to accept and execute this Contract and any Amendments thereto, and to take any necessary action to carry out the terms and conditions of the agreement.

The foregoing resolution was introduced at the June 20, 2017 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:

Nays:

Absent:

Abstain:

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

Dated: June 20, 2017

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by January 2017

For Fiscal Year: **2017-2018**

ATWATER/LIVINGSTON

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Atwater Center
Merced County Housing Authority
405 U Street
Merced, CA 95341

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEAR BUDGET	OPERATING RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 90,000.00		\$ 94,194.00		\$ 94,194.00
102 Temporary Salaries/Wages	\$ -				\$ -
103 Personnel Benefits	\$ 48,600.00		\$ 72,887.00		\$ 48,600.00
SUBTOTAL	\$ 138,600.00		\$ 167,081.00		\$ 142,794.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 750.00		\$ 450.00		\$ 450.00
202 Household Supplies	\$ 750.00		\$ 300.00		\$ 200.00
203 Communications	\$ 1,500.00		\$ 900.00		\$ 800.00
204 Travel	\$ 350.00		\$ 300.00		\$ 150.00
205 Auto Repair/Maintenance	\$ 1,500.00		\$ 600.00		\$ 600.00
206 Gas/Oil	\$ 2,700.00		\$ 2,500.00		\$ 2,500.00
207 Minor Equipment Repair/Maintenance	\$ 750.00		\$ 400.00		\$ 400.00
208 Purchases Under \$150	\$ 500.00		\$ 150.00		\$ 150.00
209 Major Equipment Repair/Maintenance	\$ 117,600.00		\$ 7,550.00		\$ 9,240.00
211 Equipment Rental	\$ 750.00		\$ 400.00		\$ 300.00
212 Electricity and Gas	\$ 40,000.00		\$ 34,000.00		\$ 40,000.00
213 Garbage, Trash	\$ 10,500.00		\$ 9,000.00		\$ 9,000.00
214 Sewer, Water	\$ 6,000.00		\$ 5,200.00		\$ 5,200.00
215 Other Costs	\$ 9,000.00		\$ 7,200.00		
216 Operating Reserves					
217 Property and Liability Insurance					\$ 7,000.00
218 Other Insurance					
219 Advertising					\$ 2,000.00
SUBTOTAL	\$ 192,650.00		\$ 68,950.00		\$ 77,990.00
MANTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 13,950.00		\$ 2,700.00		\$ 10,000.00
302 Lumber and Materials	\$ 4,740.00		\$ 2,800.00		\$ 4,740.00
303 Grounds Maintenance	\$ 1,150.00		\$ 2,000.00		\$ 1,150.00
304 Minor Rehabilitation/Repairs	\$ -		\$ -	\$ 5,000.00	
SUBTOTAL	\$ 19,840.00		\$ 7,500.00	\$ 5,000.00	\$ 15,890.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 25,000.00		\$ 24,463.00		\$ 24,302.00
402 Travel	\$ 100.00		\$ 100.00		\$ 100.00
403 Audit	\$ 1,250.00		\$ 1,000.00		\$ 1,250.00
SUBTOTAL	\$ 26,350.00		\$ 25,563.00		\$ 25,652.00
OTHER - 500					
501 Replacement Reserve	\$ -				
502 Debt Service	\$ -				
SUBTOTAL	\$ -				
TOTAL	\$ 377,440.00		\$ 269,094.00	\$ 5,000.00	\$ 262,326.00

Submitted by: _____
Name

_____ Title

_____ Date

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by January 2017

For Fiscal Year:

2018-2019

ATWATER/LIVINGSTON

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From:

Atwater Center
Merced County Housing Authority
405 U Street
Merced, CA 95341

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEAR BUDGET	OPERATING RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 92,700.00		\$ 94,194.00		\$ 94,194.00
102 Temporary Salaries/Wages	\$ -				\$ -
103 Personnel Benefits	\$ 50,060.00		\$ 72,887.00		\$ 50,060.00
SUBTOTAL	\$ 142,760.00		\$ 167,081.00		\$ 144,254.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 750.00		\$ 450.00		\$ 450.00
202 Household Supplies	\$ 750.00		\$ 300.00		\$ 200.00
203 Communications	\$ 1,500.00		\$ 900.00		\$ 800.00
204 Travel	\$ 400.00		\$ 300.00		\$ 150.00
205 Auto Repair/Maintenance	\$ 1,500.00		\$ 600.00		\$ 600.00
206 Gas/Oil	\$ 2,800.00		\$ 2,500.00		\$ 2,500.00
207 Minor Equipment Repair/Maintenance	\$ 750.00		\$ 400.00		\$ 400.00
208 Purchases Under \$150	\$ 500.00		\$ 150.00		\$ 150.00
209 Major Equipment Repair/Maintenance	\$ 120,000.00		\$ 7,550.00		\$ 8,640.00
211 Equipment Rental	\$ 750.00		\$ 400.00		\$ 300.00
212 Electricity and Gas	\$ 40,000.00		\$ 34,000.00		\$ 41,000.00
213 Garbage, Trash	\$ 10,500.00		\$ 9,000.00		\$ 9,180.00
214 Sewer, Water	\$ 6,000.00		\$ 5,200.00		\$ 6,120.00
215 Other Costs	\$ 9,000.00		\$ 7,200.00		
216 Operating Reserves					
217 Property and Liability Insurance					\$ 7,000.00
218 Other Insurance					
219 Advertising					\$ 2,000.00
SUBTOTAL	\$ 195,200.00		\$ 68,950.00		\$ 79,490.00
MANTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 13,950.00		\$ 2,700.00		\$ 10,000.00
302 Lumber and Materials	\$ 4,740.00		\$ 2,800.00		\$ 4,740.00
303 Grounds Maintenance	\$ 1,150.00		\$ 2,000.00		\$ 1,150.00
304 Minor Rehabilitation/Repairs	\$ -		\$ -		\$ -
SUBTOTAL	\$ 19,840.00		\$ 7,500.00		\$ 15,890.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 25,000.00		\$ 24,463.00		\$ 24,098.00
402 Travel	\$ 100.00		\$ 100.00		\$ 100.00
403 Audit	\$ 1,250.00		\$ 1,000.00		\$ 1,250.00
SUBTOTAL	\$ 26,350.00		\$ 25,563.00		\$ 25,448.00
OTHER - 500					
501 Replacement Reserve	\$ -				\$ -
502 Debt Service	\$ -				\$ -
SUBTOTAL	\$ -				\$ -
TOTAL	\$ 384,150.00		\$ 269,094.00		\$ 265,082.00

Submitted by: _____

Name

Title

Date

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-12**, approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 17-OMS-11340 for the Rafael Silva/Los Banos Migrant Center.

The Housing Authority of The County of Merced received the final approved budget, including the Operation and Maintenance Contract from the California Department of Housing and Community Development for the Rafael Silva/Los Banos Migrant Center:

Contract budget amounts for Fiscal Years 2017 – 2019 are as follows:

- 2017 – 2018 \$246,998.00
- 2018 – 2019 \$243,621.00

Contract provides funding for the operation and administration of the migrant facility.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-12**, approving the Operation and Maintenance Contract 17-OMS-11340 for the Rafael Silva/Los Banos Migrant Center and any further amendments increasing or decreasing funding, or any other conditions therein, and hereby appointing the Executive Director as the person designated with signature authority on behalf of the Board of Commissioners.

RESOLUTION NO. 2017-12

APPROVING AND AUTHORIZING EXECUTION OF OPERATION AND MAINTENANCE CONTRACT BETWEEN THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED CONTRACT 17-OMS-11340 FOR THE RAFAEL SILVA/LOS BANOS MIGRANT CENTER

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract for the 2017 – 2019 Fiscal Years for the Rafael Silva/Los Banos Migrant Center; and

WHEREAS, the California Department of Housing and Community Development has issued Operation and Maintenance Contract 17-OMS-11340 in the amount of \$490,619.00 for operational and maintenance costs of the Rafael Silva/Los Banos Migrant Center;

THEREFORE, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the execution of said Contract 17-OMS-11340 with the California Department of Housing and Community Development in the amount of \$490,619.00; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rosa Vazquez, to accept and execute this Contract and any Amendments thereto, and to take any necessary action to carry out the terms and conditions of the agreement.

The foregoing resolution was introduced at the June 20, 2017 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:

Nays:

Absent:

Abstain:

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

Dated: June 20, 2017

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by January 2017

For Fiscal Year: **2017-2018**

RAFAEL SILVA

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Los Banos Center
Merced County Housing Authority
405 U Street
Merced, CA 95341

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEAR BUDGET	OPERATING RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 85,000.00		\$ 84,419.00		\$ 84,419.00
102 Temporary Salaries/Wages	\$ -				\$ -
103 Personnel Benefits	\$ 45,900.00		\$ 64,010.00		\$ 45,900.00
SUBTOTAL	\$ 130,900.00		\$ 148,429.00		\$ 130,319.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 750.00		\$ 300.00		\$ 300.00
202 Household Supplies	\$ 750.00		\$ 400.00		\$ 400.00
203 Communications	\$ 1,200.00		\$ 1,000.00		\$ 800.00
204 Travel	\$ 600.00		\$ 300.00		\$ 300.00
205 Auto Repair/Maintenance	\$ 1,500.00		\$ 400.00		\$ 150.00
206 Gas/Oil	\$ 3,000.00		\$ 1,200.00		\$ 2,100.00
207 Minor Equipment Repair/Maintenance	\$ 750.00		\$ 400.00		\$ 400.00
208 Purchases Under \$150	\$ 350.00		\$ 150.00		\$ 150.00
209 Major Equipment Repair/Maintenance	\$ 56,200.00		\$ 1,290.00		\$ 3,775.00
211 Equipment Rental	\$ 750.00		\$ 500.00		\$ 150.00
212 Electricity and Gas	\$ 39,000.00		\$ 48,000.00		\$ 44,000.00
213 Garbage, Trash	\$ 9,000.00		\$ 6,000.00		\$ 9,000.00
214 Sewer, Water	\$ 6,000.00		\$ 10,000.00		\$ 11,000.00
215 Other Costs	\$ 7,500.00		\$ 15,000.00		
216 Operating Reserves			\$ -		
217 Property and Liability Insurance					\$ 6,000.00
218 Other Insurance					
219 Advertising					\$ 1,500.00
SUBTOTAL	\$ 127,350.00		\$ 84,940.00		\$ 80,025.00
MANTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 3,800.00		\$ 1,400.00		\$ 3,800.00
302 Lumber and Materials	\$ 2,000.00		\$ 1,500.00		\$ 2,000.00
303 Grounds Maintenance	\$ 2,000.00		\$ 1,750.00		\$ 2,000.00
304 Minor Rehabilitation/Repairs	\$ -		\$ -		\$ 5,000.00
SUBTOTAL	\$ 7,800.00		\$ 4,650.00		\$ 12,800.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 25,000.00		\$ 23,942.00		\$ 22,454.00
402 Travel	\$ 600.00		\$ 400.00		\$ 400.00
403 Audit	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00
SUBTOTAL	\$ 26,600.00		\$ 25,342.00		\$ 23,854.00
OTHER - 500					
501 Replacement Reserve	\$ -				\$ -
502 Debt Service	\$ -				\$ -
SUBTOTAL	\$ -				\$ -
TOTAL	\$ 292,650.00		\$ 263,361.00		\$ 246,998.00

Submitted by: _____
Name

_____ Title

_____ Date

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by January 2017

For Fiscal Year: **2018-2019**

RAFAEL SILVA

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Los Banos Center
Merced County Housing Authority
405 U Street
Merced, CA 95341

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEAR BUDGET	OPERATING RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 87,550.00		\$ 84,419.00		\$ 84,419.00
102 Temporary Salaries/Wages	\$ -				\$ -
103 Personnel Benefits	\$ 47,280.00		\$ 64,010.00		\$ 47,280.00
SUBTOTAL	\$ 134,830.00		\$ 148,429.00		\$ 131,699.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 750.00		\$ 300.00		\$ 300.00
202 Household Supplies	\$ 750.00		\$ 400.00		\$ 400.00
203 Communications	\$ 1,200.00		\$ 1,000.00		\$ 800.00
204 Travel	\$ 600.00		\$ 300.00		\$ 300.00
205 Auto Repair/Maintenance	\$ 1,500.00		\$ 400.00		\$ 150.00
206 Gas/Oil	\$ 3,000.00		\$ 1,200.00		\$ 2,100.00
207 Minor Equipment Repair/Maintenance	\$ 750.00		\$ 400.00		\$ 400.00
208 Purchases Under \$150	\$ 400.00		\$ 150.00		\$ 150.00
209 Major Equipment Repair/Maintenance	\$ 56,200.00		\$ 1,290.00		\$ 3,025.00
211 Equipment Rental	\$ 750.00		\$ 500.00		\$ 150.00
212 Electricity and Gas	\$ 39,000.00		\$ 48,000.00		\$ 44,900.00
213 Garbage, Trash	\$ 9,000.00		\$ 6,000.00		\$ 9,200.00
214 Sewer, Water	\$ 6,000.00		\$ 10,000.00		\$ 11,200.00
215 Other Costs	\$ 7,500.00		\$ 15,000.00		
216 Operating Reserves			\$ -		
217 Property and Liability Insurance					\$ 6,000.00
218 Other Insurance					
219 Advertising					\$ 1,500.00
SUBTOTAL	\$ 127,400.00		\$ 84,940.00		\$ 80,575.00
MANTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 3,800.00		\$ 1,400.00		\$ 3,800.00
302 Lumber and Materials	\$ 2,000.00		\$ 1,500.00		\$ 2,000.00
303 Grounds Maintenance	\$ 2,000.00		\$ 1,750.00		\$ 2,000.00
304 Minor Rehabilitation/Repairs	\$ -		\$ -		\$ -
SUBTOTAL	\$ 7,800.00		\$ 4,650.00		\$ 7,800.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 25,000.00		\$ 23,942.00		\$ 22,147.00
402 Travel	\$ 600.00		\$ 400.00		\$ 400.00
403 Audit	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00
SUBTOTAL	\$ 26,600.00		\$ 25,342.00		\$ 23,547.00
OTHER - 500					
501 Replacement Reserve	\$ -				
502 Debt Service	\$ -				
SUBTOTAL	\$ -				
TOTAL	\$ 296,630.00		\$ 263,361.00		\$ 243,621.00

Submitted by: _____
Name

_____ Title
_____ Date

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-13**, approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 17-OMS-11341 for the Felix Torres Migrant Center.

The Housing Authority of The County of Merced received the final approved budget, including the Operation and Maintenance Contract from the California Department of Housing and Community Development for the Felix Torres Migrant Center:

Contract budget amounts for Fiscal Years 2017 – 2019 are as follows:

- 2017 – 2018 \$353,924.00
- 2018 – 2019 \$351,034.00

Contract provides funding for the operation and administration of the migrant facility.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-13**, approving the Operation and Maintenance Contract 17-OMS-11341 for the Felix Torres Migrant Center and any further amendments increasing or decreasing funding, or any other conditions therein, and hereby appointing the Executive Director as the person designated with signature authority on behalf of the Board of Commissioners.

RESOLUTION NO. 2017-13

APPROVING AND AUTHORIZING EXECUTION OF OPERATION AND MAINTENANCE CONTRACT BETWEEN THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED CONTRACT 17-OMS-11341 FOR THE FELIX TORRES MIGRANT CENTER

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract for the 2017 – 2019 Fiscal Years for the Felix Torres Migrant Center; and

WHEREAS, the California Department of Housing and Community Development has issued Operation and Maintenance Contract 17-OMS-11341 in the amount of \$704,958.00 for operational and maintenance costs of the Felix Torres Migrant Center;

THEREFORE, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the execution of said Contract 17-OMS-11341 with the California Department of Housing and Community Development in the amount of \$704,958; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rosa Vazquez, to accept and execute this Contract and any Amendments thereto, and to take any necessary action to carry out the terms and conditions of the agreement.

The foregoing resolution was introduced at the June 20, 2017 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:

Nays:

Absent:

Abstain:

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

Dated: June 20, 2017

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by January 2017

For Fiscal Year: **2017-2018**

FELIX TORRES

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Felix Torres Center
Merced County Housing Authority
405 U Street
Merced, CA 95341

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEARS BUDGET	OP/RD/CARE RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 72,500.00		\$ 73,706.00		\$ 73,706.00
102 Temporary Salaries/Wages	\$ -		\$ -		\$ -
103 Personnel Benefits	\$ 39,150.00		\$ 57,643.00		\$ 39,150.00
SUBTOTAL	\$ 111,650.00		\$ 131,349.00		\$ 112,856.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 250.00		\$ 200.00		\$ 200.00
202 Household Supplies	\$ 750.00		\$ 600.00		\$ 600.00
203 Communications	\$ 1,250.00		\$ 1,200.00		\$ 1,000.00
204 Travel	\$ 750.00		\$ 400.00		\$ 150.00
205 Auto Repair/Maintenance	\$ 750.00		\$ 600.00		\$ 600.00
206 Gas/Oil	\$ 2,500.00		\$ 2,000.00		\$ 2,000.00
207 Minor Equipment Repair/Maintenance	\$ 750.00		\$ 500.00		\$ 500.00
208 Purchases Under \$150	\$ 750.00		\$ 150.00		\$ 150.00
209 Major Equipment Repair/Maintenance	\$ 27,161.00		\$ 600.00	\$ 30,650.00	\$ 2,594.00
211 Equipment Rental	\$ 750.00		\$ 300.00		\$ 150.00
212 Electricity and Gas	\$ 26,000.00		\$ 24,000.00		\$ 20,000.00
213 Garbage, Trash	\$ 7,500.00		\$ 6,800.00		\$ 6,800.00
214 Sewer, Water	\$ 58,000.00		\$ 53,000.00		\$ 50,000.00
215 Other Costs	\$ 7,000.00		\$ 6,000.00		
216 Operating Reserves					
217 Property and Liability Insurance					\$ 5,500.00
218 Other Insurance					
219 Advertising					\$ 1,500.00
SUBTOTAL	\$ 134,161.00		\$ 96,350.00	\$ 30,650.00	\$ 91,744.00
MANTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 1,100.00		\$ 500.00		\$ 1,100.00
302 Lumber and Materials	\$ 750.00		\$ 600.00		\$ 800.00
303 Grounds Maintenance	\$ 1,650.00		\$ 1,200.00		\$ 1,650.00
304 Minor Rehabilitation/Repairs	\$ -		\$ -	\$ 5,000.00	
SUBTOTAL	\$ 3,500.00		\$ 2,300.00	\$ 5,000.00	\$ 3,550.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 25,000.00		\$ 34,016.00		\$ 35,416.00
402 Travel	\$ 400.00		\$ 200.00		\$ 200.00
403 Audit	\$ 1,200.00		\$ 1,000.00		\$ 1,200.00
SUBTOTAL	\$ 26,600.00		\$ 35,216.00		\$ 36,816.00
OTHER - 500					
501 Replacement Reserve	\$ 59,000.00		\$ 68,620.00		\$ 68,620.00
502 Debt Service	\$ 41,000.00		\$ 40,338.00		\$ 40,338.00
SUBTOTAL	\$ 100,000.00		\$ 108,958.00		\$ 108,958.00
TOTAL	\$ 375,911.00		\$ 374,173.00	\$ 35,650.00	\$ 353,924.00

Submitted by: _____
Name

_____ Title

_____ Date

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by January 2017

For Fiscal Year: **2018-2019**

FELIX TORRES

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Felix Torres Center
Merced County Housing Authority
405 U Street
Merced, CA 95341

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEARS BUDGET	CARE RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 74,680.00		\$ 73,706.00		\$ 73,706.00
102 Temporary Salaries/Wages	\$ -		\$ -		\$ -
103 Personnel Benefits	\$ 40,330.00		\$ 57,643.00		\$ 39,150.00
SUBTOTAL	\$ 115,010.00		\$ 131,349.00		\$ 112,856.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 250.00		\$ 200.00		\$ 200.00
202 Household Supplies	\$ 750.00		\$ 600.00		\$ 600.00
203 Communications	\$ 1,250.00		\$ 1,200.00		\$ 1,000.00
204 Travel	\$ 750.00		\$ 400.00		\$ 150.00
205 Auto Repair/Maintenance	\$ 750.00		\$ 600.00		\$ 600.00
206 Gas/Oil	\$ 2,500.00		\$ 2,000.00		\$ 2,000.00
207 Minor Equipment Repair/Maintenance	\$ 750.00		\$ 500.00		\$ 500.00
208 Purchases Under \$150	\$ 750.00		\$ 150.00		\$ 150.00
209 Major Equipment Repair/Maintenance	\$ 27,161.00		\$ 600.00	\$ 5,100.00	\$ 1,194.00
211 Equipment Rental	\$ 750.00		\$ 300.00		\$ 150.00
212 Electricity and Gas	\$ 26,000.00		\$ 24,000.00		\$ 20,400.00
213 Garbage, Trash	\$ 7,500.00		\$ 6,800.00		\$ 6,950.00
214 Sewer, Water	\$ 58,000.00		\$ 53,000.00		\$ 51,000.00
215 Other Costs	\$ 7,000.00		\$ 6,000.00		
216 Operating Reserves					
217 Property and Liability Insurance					\$ 5,500.00
218 Other Insurance					
219 Advertising					\$ 1,500.00
SUBTOTAL	\$ 134,161.00		\$ 96,350.00	\$ 5,100.00	\$ 91,894.00
MANTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 1,100.00		\$ 500.00		\$ 1,100.00
302 Lumber and Materials	\$ 750.00		\$ 600.00		\$ 800.00
303 Grounds Maintenance	\$ 1,650.00		\$ 1,200.00		\$ 1,650.00
304 Minor Rehabilitation/Repairs	\$ -		\$ -		
SUBTOTAL	\$ 3,500.00		\$ 2,300.00		\$ 3,550.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 25,000.00		\$ 34,016.00		\$ 32,376.00
402 Travel	\$ 400.00		\$ 200.00		\$ 200.00
403 Audit	\$ 1,200.00		\$ 1,000.00		\$ 1,200.00
SUBTOTAL	\$ 26,600.00		\$ 35,216.00		\$ 33,776.00
OTHER - 500					
501 Replacement Reserve	\$ 59,000.00		\$ 68,620.00		\$ 68,620.00
502 Debt Service	\$ 41,000.00		\$ 40,338.00		\$ 40,338.00
SUBTOTAL	\$ 100,000.00		\$ 108,958.00		\$ 108,958.00
TOTAL	\$ 379,271.00		\$ 374,173.00	\$ 5,100.00	\$ 351,034.00

Submitted by: _____
Name

_____ Title

_____ Date

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-14**, approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 17-OMS-11342 for the Merced Migrant Center.

The Housing Authority of The County of Merced received the final approved budget, including the Operation and Maintenance Contract from the California Department of Housing and Community Development for the Merced Migrant Center:

Contract budget amounts for Fiscal Years 2017 – 2019 are as follows:

- 2017 – 2018 \$288,485.00
- 2018 – 2019 \$294,859.00

Contract provides funding for the operation and administration of the migrant facility.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-14**, approving the Operation and Maintenance Contract 17-OMS-11340 for the Merced Migrant Center and any further amendments increasing or decreasing funding, or any other conditions therein, and hereby appointing the Executive Director as the person designated with signature authority on behalf of the Board of Commissioners.

RESOLUTION NO. 2017-14

APPROVING AND AUTHORIZING EXECUTION OF OPERATION AND MAINTENANCE CONTRACT BETWEEN THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED CONTRACT 17-OMS-11342 FOR THE MERCED MIGRANT CENTER

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract for the 2017 – 2019 Fiscal Years for the Merced Migrant Center; and

WHEREAS, the California Department of Housing and Community Development has issued Operation and Maintenance Contract 17-OMS-11342 in the amount of \$583,344.00 for operational and maintenance costs of the Merced Migrant Center;

THEREFORE, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the execution of said Contract 17-OMS-11342 with the California Department of Housing and Community Development in the amount of \$583,344.00; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rosa Vazquez, to accept and execute this Contract and any Amendments thereto, and to take any necessary action to carry out the terms and conditions of the agreement.

The foregoing resolution was introduced at the June 20, 2017 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:

Nays:

Absent:

Abstain:

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

Dated: June 20, 2017

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by January 2017

For Fiscal Year: **2017-2018**

MERCED

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Merced Center
Merced County Housing Authority
405 U Street
Merced, CA 95341

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEAR BUDGET	OPERATING RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 101,770.00		\$ 87,930.00		\$ 87,930.00
102 Temporary Salaries/Wages	\$ -		\$ -		\$ -
103 Personnel Benefits	\$ 54,960.00		\$ 66,882.00		\$ 55,780.00
SUBTOTAL	\$ 156,730.00		\$ 154,812.00		\$ 143,710.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 400.00		\$ 300.00		\$ 400.00
202 Household Supplies	\$ 400.00		\$ 300.00		\$ 300.00
203 Communications	\$ 1,250.00		\$ 1,000.00		\$ 1,000.00
204 Travel	\$ 600.00		\$ 400.00		\$ 150.00
205 Auto Repair/Maintenance	\$ 1,500.00		\$ 1,000.00		\$ 1,000.00
206 Gas/Oil	\$ 2,500.00		\$ 2,400.00		\$ 2,000.00
207 Minor Equipment Repair/Maintenance	\$ 750.00		\$ 500.00		\$ 500.00
208 Purchases Under \$150	\$ 750.00		\$ 150.00		\$ 150.00
209 Major Equipment Repair/Maintenance	\$ 22,021.00		\$ 3,500.00	\$ 29,380.00	\$ 4,705.00
211 Equipment Rental	\$ 750.00		\$ 500.00		\$ 150.00
212 Electricity and Gas	\$ 37,500.00		\$ 35,000.00		\$ 40,000.00
213 Garbage, Trash	\$ 6,000.00		\$ 5,000.00		\$ 5,000.00
214 Sewer, Water	\$ 10,000.00		\$ 9,000.00		\$ 9,000.00
215 Other Costs	\$ 13,000.00		\$ 12,000.00		
216 Operating Reserves			\$ -		
217 Property and Liability Insurance					\$ 1,000.00
218 Other Insurance					
219 Advertising					\$ 2,000.00
SUBTOTAL	\$ 97,421.00		\$ 71,050.00	\$ 29,380.00	\$ 67,355.00
MANTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 2,700.00		\$ 2,000.00		\$ 2,700.00
302 Lumber and Materials	\$ 1,250.00		\$ 1,000.00		\$ 1,250.00
303 Grounds Maintenance	\$ 1,300.00		\$ 1,200.00		\$ 1,300.00
304 Minor Rehabilitation/Repairs			\$ -	\$ 5,000.00	
SUBTOTAL	\$ 5,250.00		\$ 4,200.00	\$ 5,000.00	\$ 5,250.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 25,000.00		\$ 27,270.00		\$ 29,351.00
402 Travel	\$ 125.00		\$ 200.00		\$ 125.00
403 Audit	\$ 1,250.00		\$ 1,000.00		\$ 1,250.00
SUBTOTAL	\$ 26,375.00		\$ 28,470.00		\$ 30,726.00
OTHER - 500					
501 Replacement Reserve	\$ 44,000.00		\$ -		\$ -
502 Debt Service	\$ 42,000.00		\$ 41,443.00		\$ 41,444.00
SUBTOTAL	\$ 86,000.00		\$ 41,443.00		\$ 41,444.00
TOTAL	\$ 371,776.00		\$ 299,975.00	\$ 34,380.00	\$ 288,485.00

Submitted by: _____
Name

_____ Title

_____ Date

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by January 2017

For Fiscal Year: **2018-2019**

MERCED

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Merced Center
Merced County Housing Authority
405 U Street
Merced, CA 95341

COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	PREVIOUS YEAR BUDGET	OPERATING RESERVES	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 104,820.00		\$ 87,930.00		\$ 87,930.00
102 Temporary Salaries/Wages	\$ -		\$ -		\$ -
103 Personnel Benefits	\$ 56,600.00		\$ 66,882.00		\$ 56,600.00
SUBTOTAL	\$ 161,420.00		\$ 154,812.00		\$ 144,530.00
OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 400.00		\$ 300.00		\$ 400.00
202 Household Supplies	\$ 400.00		\$ 300.00		\$ 300.00
203 Communications	\$ 1,250.00		\$ 1,000.00		\$ 1,000.00
204 Travel	\$ 600.00		\$ 400.00		\$ 150.00
205 Auto Repair/Maintenance	\$ 1,500.00		\$ 1,000.00		\$ 1,000.00
206 Gas/Oil	\$ 2,500.00		\$ 2,400.00		\$ 2,000.00
207 Minor Equipment Repair/Maintenance	\$ 750.00		\$ 500.00		\$ 500.00
208 Purchases Under \$150	\$ 750.00		\$ 150.00		\$ 150.00
209 Major Equipment Repair/Maintenance	\$ 14,770.00		\$ 3,500.00		\$ 1,705.00
211 Equipment Rental	\$ 750.00		\$ 500.00		\$ 150.00
212 Electricity and Gas	\$ 37,500.00		\$ 35,000.00		\$ 40,800.00
213 Garbage, Trash	\$ 6,000.00		\$ 5,000.00		\$ 5,100.00
214 Sewer, Water	\$ 10,000.00		\$ 9,000.00		\$ 9,200.00
215 Other Costs	\$ 13,000.00		\$ 12,000.00		
216 Operating Reserves			\$ -		
217 Property and Liability Insurance					\$ 11,000.00
218 Other Insurance					
219 Advertising					\$ 2,000.00
SUBTOTAL	\$ 90,170.00		\$ 71,050.00		\$ 75,455.00
MANTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 2,700.00		\$ 2,000.00		\$ 2,700.00
302 Lumber and Materials	\$ 1,250.00		\$ 1,000.00		\$ 1,250.00
303 Grounds Maintenance	\$ 1,300.00		\$ 1,200.00		\$ 1,300.00
304 Minor Rehabilitation/Repairs			\$ -		\$ -
SUBTOTAL	\$ 5,250.00		\$ 4,200.00		\$ 5,250.00
CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 25,000.00		\$ 27,270.00		\$ 26,805.00
402 Travel	\$ 125.00		\$ 200.00		\$ 125.00
403 Audit	\$ 1,250.00		\$ 1,000.00		\$ 1,250.00
SUBTOTAL	\$ 26,375.00		\$ 28,470.00		\$ 28,180.00
OTHER - 500					
501 Replacement Reserve	\$ 44,000.00		\$ -		\$ -
502 Debt Service	\$ 42,000.00		\$ 41,443.00		\$ 41,444.00
SUBTOTAL	\$ 86,000.00		\$ 41,443.00		\$ 41,444.00
TOTAL	\$ 369,215.00		\$ 299,975.00		\$ 294,859.00

Submitted by: _____
Name

_____ Title

_____ Date

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-15**, approving the Annual Plan FY 2017 for submission to HUD

The Quality Housing and Work Responsibility Act of 1998 requires local Housing Authorities to prepare and submit to the U.S. Department of Housing and Urban Development (HUD) a Five Year Plan every fifth year and an Annual Plan every year.

The Housing Authority of the County of Merced (HACM) Five Year Plan covers fiscal years 2015 – 2020 was approved by the Board and HUD in the last submission cycle. This Annual Plan covers fiscal year 2017 – 2018.

The HACM Plant must be adopted by the HACM Board of Commissioners after input by assistance housing residents and the general public during a forty-five (45) day comment period.

The HACM staff advertised the proposed 2017 – 2018 Annual Plan by posting a public notice in the Merced Sun Star. The notice started the forty-five (45) day public comment period and the set end date for public comment at a public hearing on June 20, 2017.

The Housing Choice Voucher Resident Advisory Board reviewed the proposed plan on June 6, June 7, 2017 and the Public Housing Resident Advisory Board reviewed the proposed plan on May 25, May 30 and June 1, 2017.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-15**, approving the Annual Plan FY 2017 for submission to HUD.

RESOLUTION NO. 2017-15

**APPROVING THE PHA ANNUAL PLAN
FY 2017 FOR SUBMISSION TO HUD**

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires local Housing Authorities to prepare and submit to the U.S. Department of Housing and Urban Development (HUD) a Five Year Plan every fifth year, and Annual Plan every year ; and

WHEREAS, the HACM Five Year Plan, which covers fiscal years 2015-2020 was approved by the Board and HUD, this Annual Plan covers fiscal year 2017-2018; and

WHEREAS, the Plan is in full compliance with HUD regulations, has been on display for a period of 45 days for public review and comment commencing on May 8, 2017, and the required Public Hearing was held during a Board meeting June 20, 2017; and

WHEREAS, the Plan is consistent with the Consolidated Plans of the City of Merced and the State of California,

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the Fiscal Year 2017 Annual Plan for submission to HUD.

The foregoing resolution was introduced at the June 20, 2017 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:

Noes:

Absent:

Abstain:

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

Dated June 20, 2017

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-16**, approving the revision of the Public Housing Admissions and Continued Occupancy Policy (ACOP).

The Housing Authority of the County of Merced recognizes the need to review and update its policies to ensure that they are compliant with HUD Regulations and current practice.

At this time, it is necessary to revise all of the Admissions and Occupancy Policy (ACOP). The revisions are needed in order to be consistent and compliant with the HUD 24 CFR language and current practice.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-16**, approving the revision of the Public Housing Admissions and Continued Occupancy Policy (ACOP).

RESOLUTION NO. 2017-16

**APPROVING THE REVISIONS OF THE
ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)**

WHEREAS, it is necessary from time to time to revise the Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program; and

WHEREAS, the Public Housing Admissions and Continued Occupancy Policy (ACOP) revisions are necessary because of regulation, policy, and procedure changes in the Program and/or local housing needs changing; at this time it is necessary to revise the entire Public Housing Admissions and Continued Occupancy Policy (ACOP); and

WHEREAS, the changes will ensure that the Housing Authority is compliant with current HUD regulations and has acted responsibly in its administration of the Public Housing Program,

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does approve the attached revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP).

The foregoing resolution was introduced at the June 20, 2017 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:

Nays:

Absent:

Abstain:

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

Dated: June 20, 2017

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-17**, Approving Revisions to the Housing Choice Voucher Administrative Plan.

The Housing Authority of the County of Merced recognizes the need to review and update its policies to ensure that they are compliant with HUD Regulations and current practice.

At this time, it is necessary to revise all of the Housing Choice Voucher Administrative Plan.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-17**, approving the revisions to the HCV Administrative Plan.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: **Resolution No. 2017-18**, approving the revision to the current job description of Migrant Center Aide I/II.

The Housing Authority of the County of Merced (HACM) maintains four seasonal Migrant Centers located in Atwater, Los Banos, Merced, and Planada as well as a year round center in Planada.

The Office of Migrant Services (OMS) notified the HACM, that additional funding is available to fund a Migrant Center Aide position at each of the four seasonal sites; however, Migrant Center Aide residency at each site is not possible as there are centers that reach full lease up.

Therefore, it was determined that revising the current job description of Migrant Center Aide I/II to reflect that "on site" residency may be required and not mandatory would best meet the agency's needs.

Attached for your review is the existing job description with the proposed changes in red.

RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-18**, approving the revision of the Migrant Center Aide I/II job description.

Section III

410. Migrant Center Aide I

Definition:

Under supervision of Center Manager to perform routine work of various kinds and with various types of crews. Within the classification as implied in the job title, perform other duties as directed.

Example of Duties:

Mows lawns, plants shrubs and trees, waters lawns and prunes shrubs and trees as necessary. Checks buildings, equipment and grounds to locate conditions indicating the need for repairs and maintenance. Makes building repairs involving plumbing, painting, carpentry and simple electrical work. Lubricate and make minor repairs to automotive equipment, lawn mowers, etc.; uses a variety of hand and power tools, mixes and pours concrete as necessary. Assists the Center Manager and other semi-skilled workers in the performance of their duties, cleans equipment, buildings and premises, and is called upon to fill in on the many janitorial, maintenance, caretaking and gardening activities of the Authority. Washes and cleans housing units, laundry and other common areas, including walls, windows, floors, stoves, refrigerators, etc. Operates automotive and other equipment.

Employment Standards:

Knowledge of and ability to use common hand tools, ability to read and write; ability to follow written and oral instructions, ability to get along well with others; possess physical strength, stamina and energy and good moral character. **Mandatory May be required** to reside in the assigned Center year round.

Education:

Equivalent to the completion of high school. Bilingual (Spanish-English) knowledge is desirable.

License:

Mandatory to possess a valid California Driver's License and must be acceptable for coverage under Authority's auto liability insurance carrier.

Migrant Center Aide I (Continued):

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirement of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

Section III

411. Migrant Center Aide IIDefinition:

This class is semi-skilled in the various building and construction trades. Under supervision of the Center Manager, performs a variety of semi-skilled tasks required in the general building maintenance. Within the classifications as implied in the job title, perform other duties as directed.

Example of Duties:

Under direction, does general repairs and maintenance repair work, which includes simple electrical systems and equipment, simple plumbing systems and fixtures, along with any other repair and maintenance items that may develop. Checks buildings and equipment to locate conditions indicating need for repair and maintenance work. Lubricate and make repairs to automotive equipment, lawn mowers, etc. Repair flooring, bath enclosures, do interior and exterior painting. Operating automotive and other equipment. Must be able to assume normal daily assigned tasks in the absence of the Center Manager.

Employment Standards:

Knowledge of common tools and materials as used in construction and maintenance work. Ability to get along well with others, and is responsible for good relations with and among tenants. Ability to understand and follow oral and written directions. Be of good moral character and possess reliability and integrity. Have skills comparable to that of a journeyman pertaining to cover all maintenance of facilities. **Mandatory May be required** to reside in the assigned Center the year round.

Education:

Any combination of training and experience equivalent to completion of high school and two years experience in construction or maintenance work. Bilingual (Spanish-English) knowledge is desirable.

License:

Mandatory to possess a valid California Driver's License and must be acceptable for coverage under Authority's auto liability insurance carrier.

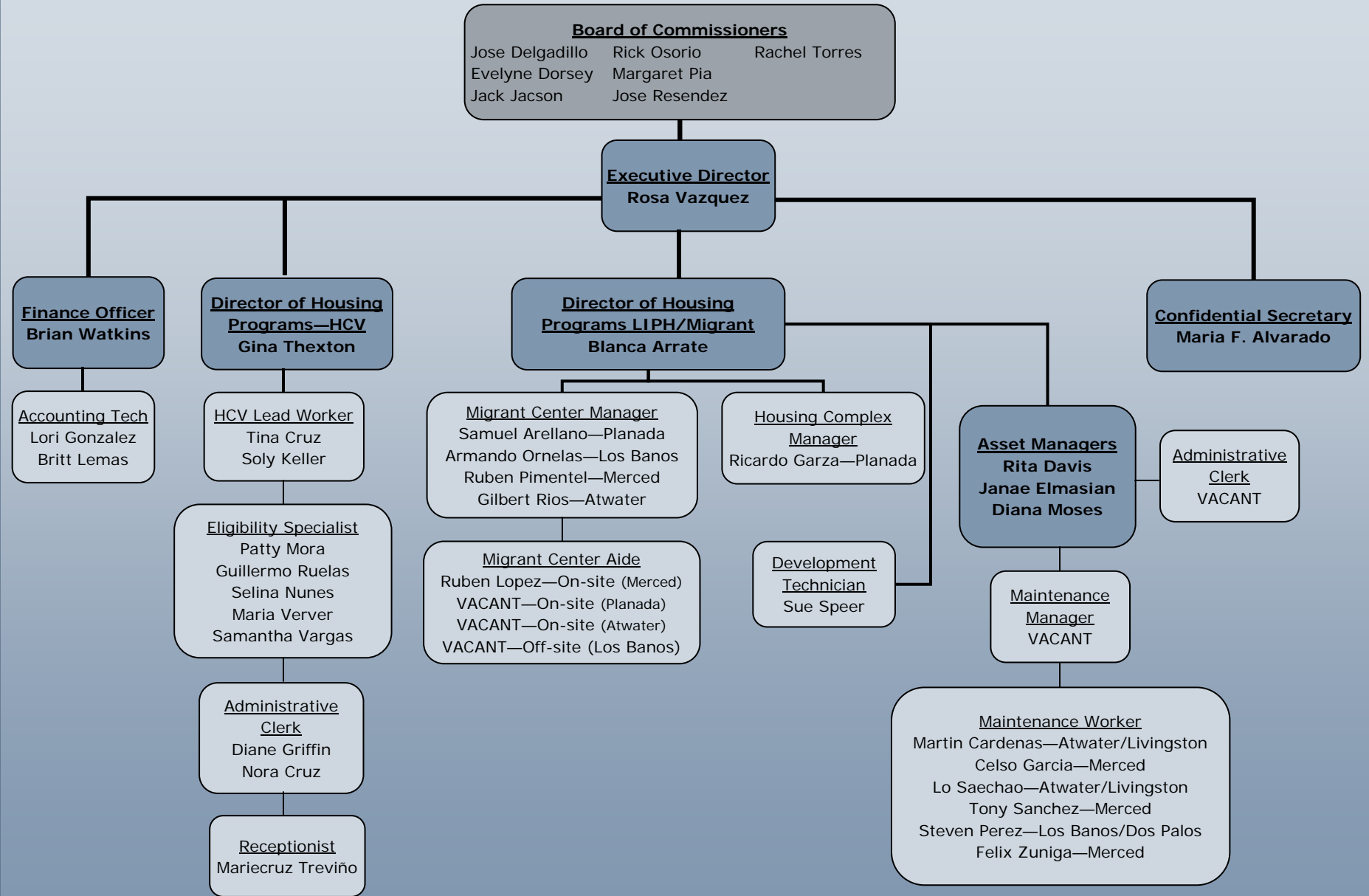
Migrant Center Aide II, (Continued):

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirements of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

Housing Authority of the County of Merced



STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: June 20, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-19** approving updating the Housing Authority of the County of Merced Punctuality, Absenteeism, and Tardiness Policy.

The Housing Authority of the County of Merced (HACM) Punctuality, Absenteeism, and Tardiness Policy was adopted through Board Resolution on May 17, 2011.

The policy was reviewed and it was determined that in order to remedy and reduce call-in issues staff will be required to report all absences or tardiness to their Department Director and not their immediate supervisor.

As part of continuing education, the HACM held an agency wide training on May 19, 2017 where said policy was reviewed, a Q&A session was held, and in addition a call-in procedure was provided. This call in procedure provides staff the extension number and agency cell phone number for the Department Directors.

The call in procedure outlines the order in which a staff member needs to report an absence or tardiness. The call in order is as follows:

LIPH/Development/Maintenance/Migrant

1. Director of Housing Programs LIPH & Migrant
2. Director of Housing Programs HCV
3. Finance Officer
4. Executive Director
5. HR Coordinator

HCV

1. Director of Housing Programs HCV
2. Director of Housing Programs LIPH & Migrant
3. Finance Officer
4. Executive Director
5. HR Coordinator

Accounting

1. Finance Officer
2. Director of Housing Programs HCV
3. Director of Housing Programs LIPH & Migrant
4. Executive Director
5. HR Coordinator

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-19**, approving updating the Housing Authority of the County of Merced Punctuality, Absenteeism, and Tardiness Policy.

RESOLUTION NO. 2017-19

RESOLUTION APPROVING UPDATING THE HOUSING AUTHORITY OF THE COUNTY OF MERCED PUNCTUALITY, ABSENTEEISM, AND TARDINESS POLICY

WHEREAS, the Housing Authority of the County of Merced (HACM) Punctuality, Absenteeism, and Tardiness Policy was adopted through Board Resolution on May 17, 2011: and

WHEREAS, the policy was reviewed and it was determined that in order to remedy and reduce call-in issues staff will be required to report all absences or tardiness to their Department Director and not their immediate supervisor; and

WHEREAS, the HACM held an agency wide training on May 19, 2017 where said policy was reviewed, a Q&A session was held, and in addition a call-in procedure was provided; and

WHEREAS, the call in procedure outlines the order in which a staff member needs to report an absence or tardiness;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Merced that the revised Punctuality, Absenteeism, and Tardiness Policy, attached to this Resolution as *Exhibit A*, is hereby adopted.

The foregoing resolution was introduced at the June 20, 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 June 20, 2017

ATTACHMENT A

HACM PUNCTUALITY, ABSENTEEISM, AND TARDINESS

The Housing Authority values your work and attendance, which are vital to our operation in providing quality service to our clients. Employees are expected to be punctual and regular in attendance. If you are absent or late, you hamper the operation and burden your fellow Employees. When you are absent, your coworkers must assume your workload, just as you must assume the workload of others who are absent. It is the Employees' responsibility to notify his/her ~~Supervisor~~ **Department Director** prior to expected leave, absences, and/or tardiness. In the event of unexpected absences and/or tardiness, it is the Employees responsibility to stay in contact with the ~~Supervisor~~ **Department Director**. The ~~Supervisor~~ **Department Director** may require the Employee to call his/her or the designated lead personnel immediately in order to plan and maintain adequate staffing for the department.

The HACM expects Employees to remain at work for the entire work schedule, except for meals and breaks. Employees are expected to report to work as scheduled and prepared to start work. Late arrival, early departure, or other absences from scheduled hours are disruptive and should be avoided.

Employees' attendance and tardiness are important part of the performance review as they seriously impact the overall operation of the office. The following are guidelines in assessing employee attendance:

- **Absence:** An absence is either scheduled (approved/authorized at least one (1) week in advance; e.g., vacation) or unscheduled (e.g., illness). Greater than two (2) unscheduled/unauthorized absences in a three (3) month period, will be considered excessive. Illness of more than one consecutive day will be counted as one absence.
- **Tardiness:** Each incident of tardiness (e.g., arriving at work or returning late from lunch and scheduled breaks) is also treated as an unscheduled absence. Greater than two (2) instance of tardiness in a calendar month will be considered excessive.
- **Unscheduled early departure:** Every time an Employee leaves prior to the end time of a work shift without advanced supervisory approval, she/he will be considered to have unscheduled early departure. More than two (2) unscheduled mid-day absences or early departures within a 3-month period is considered excessive and may result in disciplinary action. The grace period does not apply to the end of any shift which would result in an early departure.

The HACM recognizes that occasional absences and tardiness may occur and situations in which absenteeism or tardiness become excessive (whether authorized or unauthorized) will be evaluated on a case-by-case- basis. Legally

ATTACHMENT A

protected absences (such as those protected by the American with Disability Act, FMLA/CFRA leave) are excluded from consideration and not counted in determining whether absenteeism or tardiness is excessive. Misrepresenting the purpose for use of leave will also be grounds for disciplinary action.

Any violation of the above guidelines and/or patterns of marginal attendance depending on mitigating factor at management discretion will result in progressive disciplinary action, up to and including termination of employment.

The employee shall personally speak to their ~~immediate supervisor~~ Department Director, when an employee is not able to arrive at work on time or in the event attendance is not possible. If the ~~supervisor~~ Department Director is not available, the employee is to personally speak with ~~their Division Director~~ another Department Director as specified in the Call-in Procedure below.

Personal issues requiring time away from your work, such as doctor's appointments or other matters should be scheduled during your non-work hours if possible.

Call-In Procedure

As outlined above you MUST personally speak to your/a Department Director when calling in. In order to assist you with complying with this requirement, the following call-in list is provided to you.

LIPH/Development/Maintenance/Migrant

- 1. Director of Housing Programs LIPH & Migrant**
Blanca Arrate: Ext.136 or Agency Cell (209) 652-4265
- 2. Director of Housing Programs HCV**
Gina Thexton: Ext.115 or Agency Cell (209) 652-4315
- 3. Finance Officer**
Brian Watkins: Ext.105 or Agency Cell: (209) 564-0458
- 4. Executive Director**
Rosa Vazquez: Ext. 108 or Agency Cell (209) 564-2504
- 5. HR Coordinator**
Maria Alvarado: Ext. 139 or Agency Cell (209) 652-4288

HCV

- 1. Director of Housing Programs HCV**
Gina Thexton: Ext.115 or Agency Cell (209) 652-4315
- 2. Director of Housing Programs LIPH & Migrant**
Blanca Arrate: Ext.136 or Agency Cell (209) 652-4265
- 3. Finance Officer**
Brian Watkins: Ext.105 or Agency Cell: (209) 564-0458
- 4. Executive Director**
Rosa Vazquez: Ext. 108 or Agency Cell (209) 564-2504

ATTACHMENT A

5. HR Coordinator

Maria Alvarado: Ext. 139 or Agency Cell (209) 652-4288

Accounting

1. Finance Officer

Brian Watkins: Ext.105 or Agency Cell: (209) 564-0458

2. Director of Housing Programs HCV

Gina Thexton: Ext.115 or Agency Cell (209) 652-4315

3. Director of Housing Programs LIPH & Migrant

Blanca Arrate: Ext.136 or Agency Cell (209) 652-4265

4. Executive Director

Rosa Vazquez: Ext. 108 or Agency Cell (209) 564-2504

5. HR Coordinator

Maria Alvarado: Ext. 139 or Agency Cell (209) 652-4288