

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Quarterly Meeting
Tuesday, July 18, 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. June 20, 2017 Regular Meeting

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

IV. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

V. CONSENT CALENDAR

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 June 2017
- B. Aged Receivables Report June 2017
- C. Financial Reports for June 2017

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

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

- A. Information/Discussion Item(s):
 - 1.) Director's Updates
 - i. Quarterly Department Reviews – Included in packet
 - ii. Employee Handbook Update
 - iii. Unit Rehab Update
 - iv. Property Management RFP Update
 - v. HCV Waiting List Sign-ups Update

- B. Resolution Item(s):

None

- C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS

VIII. CLOSED SESSION ITEM(S)

None

IX. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, June 20, 2017

- I. The meeting was called to order by Chairperson Torres at 5:37 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rachel Torres, Chairperson
Margaret Pia, Vice-Chair
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
Gina Thexton, Director of Housing Programs
Blanca Arrate, Director of Housing Programs
Maria F. Alvarado, Executive Assistant
Emily Haden, Legal Counsel

Others Present:

None

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

None

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

III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. May 16, 2017, Regular Meeting

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

IV. PUBLIC HEARING: PUBLIC HOUSING AGENCY ANNUAL PLAN, ACOP AND ADMINISTRATIVE PLAN CHANGES

The Public Hearing opened at 5:38 p.m., there being no comments or concerns, the Public Hearing closed at 5:39 p.m.

V. UNSCHEDULED ORAL COMMUNICATION:

None

VI. CONSENT CALENDAR:

A. **PHAS Report for May 2017**

B. **Financial Reports for May 2017**

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

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

A. Information/discussion Item(s):

1.) Agency/Department Updates – Executive Director Vazquez provided the following updates:

- a. Continuum of Care Meeting (COC) – Executive Director Vazquez and Director Thexton attended a meeting on June 13, 2017. At this meeting they informed the partners present that the HCV waiting list will be opening for sign-ups. The Directors also reported the lease up count for the VASH vouchers. The agency has agreed to set aside 100 vouchers for the COC to utilize for homeless clients.
- b. HCV Waiting List – The waiting opened June 14, 2017 at 8 a.m. and closed on June 15, 2017 at 8 a.m. Preliminary numbers show that approximately 2,960 pre-applications were received. Final numbers will be provided at the July 2017 meeting.
- c. AMP 3 Eviction Case – The tenant did not attend the court hearing and the agency received a judgment in its favor. A lockout date was set for June 20, 2017.
- d. RDA Meeting – A teleconference will be held with Emily Haden and Joy Atsuki to further discuss the asset transfer.
- e. AMP 2 Unit Rehab Project – This project started July 12, 2017 and 36 units will have the kitchens and bathrooms redone. Pictures of the progress will be provided at the July 2017 meeting.
- f. Chairperson’s NAHRO appointment – Chairperson Torres was recently appointed to a newly created National Commissioners Committee.
- g. Resident Advisory Board (RAB) Comments – The PHA Annual plan requires that a RAB be created to review the plan and the proposed changes. Some of the suggestions the RAB made were change the repayment agreement and the down payment terms and lower the pet deposits. RAB comments include questions on the smoke policy as it pertains to HCV clients, agreement with the new VAWA rule, the yearly criminal background checks and establishing familial relationship for residents in an HCV household.

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

- 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): Commissioner Osorio/Commissioner Delgadillo/passed unanimously

- 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): Commissioner Osorio/Commissioner Delgadillo/passed unanimously

- 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): Commissioner Osorio/Commissioner Delgadillo/passed unanimously

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

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

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

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

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

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

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

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

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

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

C. Action Item(s):

None

VIII. COMMISSIONER'S COMMENTS:

The commission congratulated staff on a job well done, the PHAS rating and Chairperson Torres on her appointment.

IX. CLOSED SESSION ITEM(S):

None

X. ADJOURNMENT

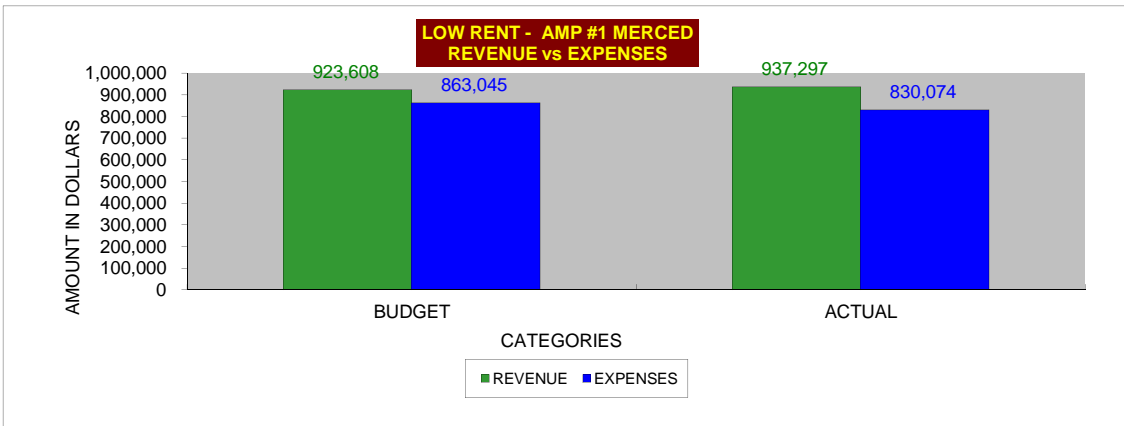
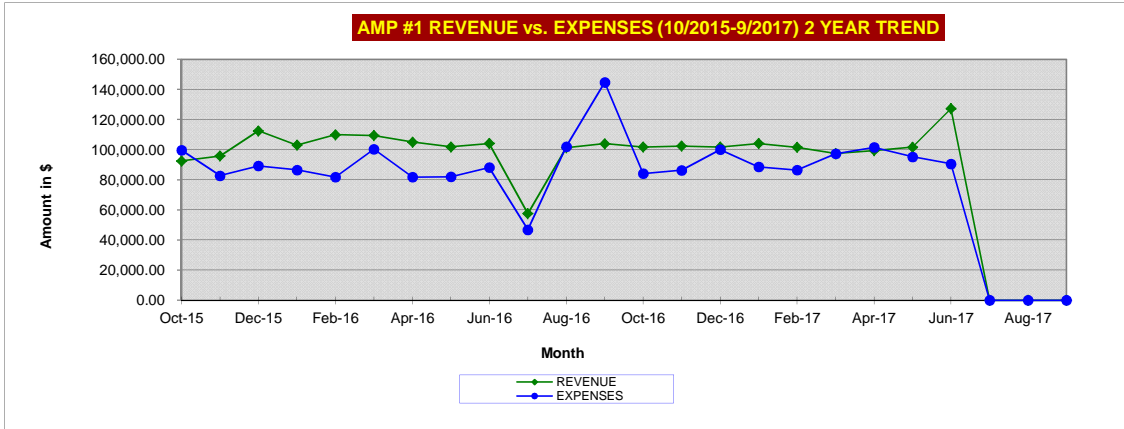
There being no further business to discuss, the meeting was adjourned at 6:25 p.m.

Chairperson Signature / Date

Secretary Signature/ Date

01-Oct-16

TO: 30-Jun-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	465,008	501,758	295.45	318.80
NON-DWELL. RENTS	40,539	0	25.76	0.00
OTHER INCOME	11,923	15,074	7.58	9.58
PFS SUBSIDY	406,137	420,465	258.05	267.15
	923,608	937,297	586.84	595.53

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	281,314	250,652	178.74	159.26
TENANT SERVICES	40,539	75	25.76	0.05
UTILITIES	131,604	133,130	83.62	84.59
MAINT.	227,163	283,481	144.33	180.12
GENERAL	87,562	68,569	55.63	43.57
DEPRECIATION	94,863	94,167	60.27	59.83
EQUITY TRANSFERS	0	0	0.00	0.00
	863,045	830,074	548.35	527.42

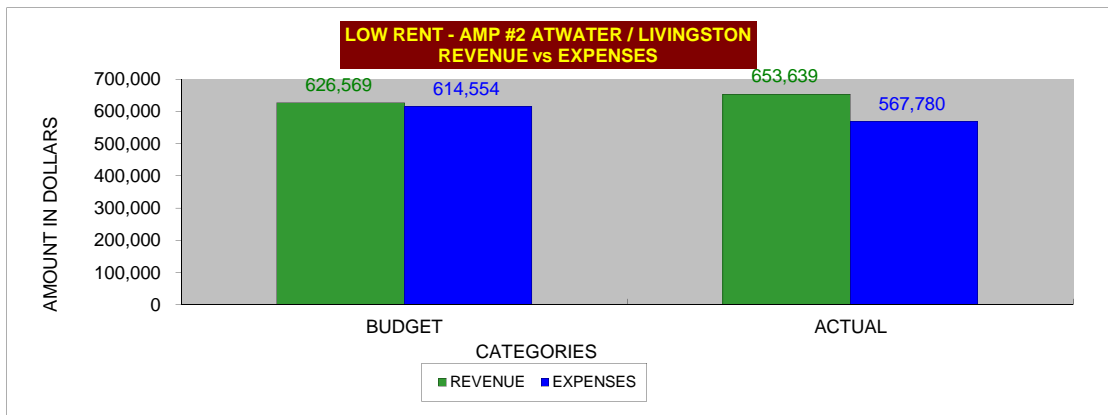
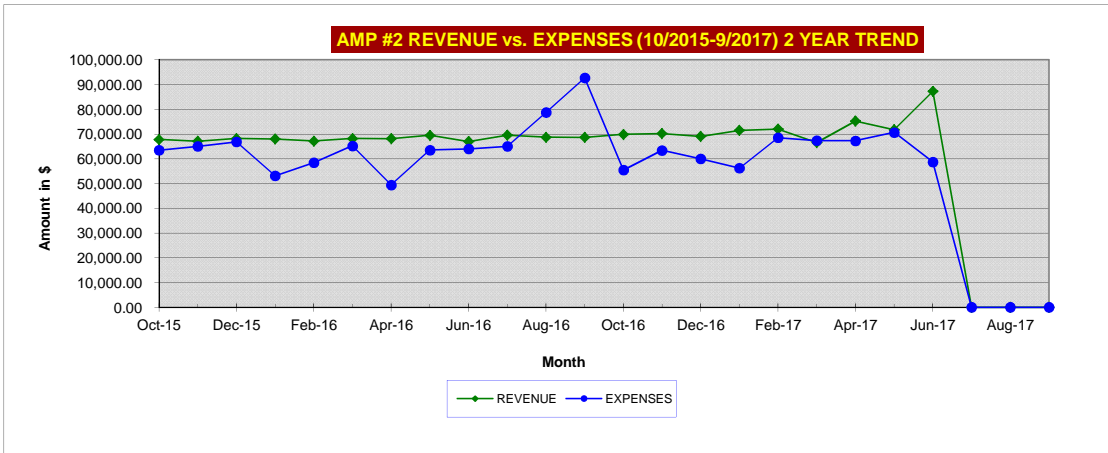
NET SURPLUS	60,563	107,224
NET FROM OPERATIONS	60,563	107,224

ENDING EQUITY BALANCE	2,348,274	2,301,613
-----------------------	-----------	-----------

NET SURPLUS	60,563	107,224
ADD BACK DEPRECIATION	94,863	94,167
CASH FLOW	155,426	201,391

01-Oct-16

TO: 30-Jun-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	400,175	418,718	382.48	400.20
INTEREST	0	0	0.00	0.00
OTHER INCOME	8,123	12,248	7.76	11.71
PFS SUBSIDY	218,271	222,673	208.62	212.83
	626,569	653,639	598.86	624.74
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	199,940	183,087	191.10	174.99
UTILITIES	111,631	118,587	106.69	113.34
MAINT.	180,940	158,218	172.94	151.22
GENERAL	68,856	55,019	65.81	52.59
DEPRECIATION	53,187	52,794	50.83	50.46
EQUITY TRANSFERS	0	0	0.00	0.00
	614,554	567,780	587.37	542.67
NET SURPLUS	12,015	85,859		
NET FROM OPERATIONS	12,015	85,859		
ENDING EQUITY BALANCE	1,816,074	1,742,230		
NET SURPLUS	12,015	85,859		
ADD BACK DEPRECIATION	53,187	52,794		
CASH FLOW	65,202	138,653		

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:

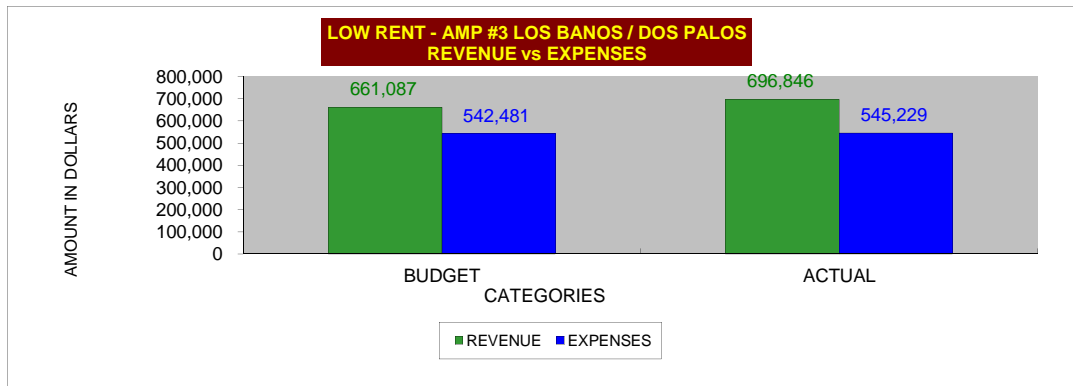
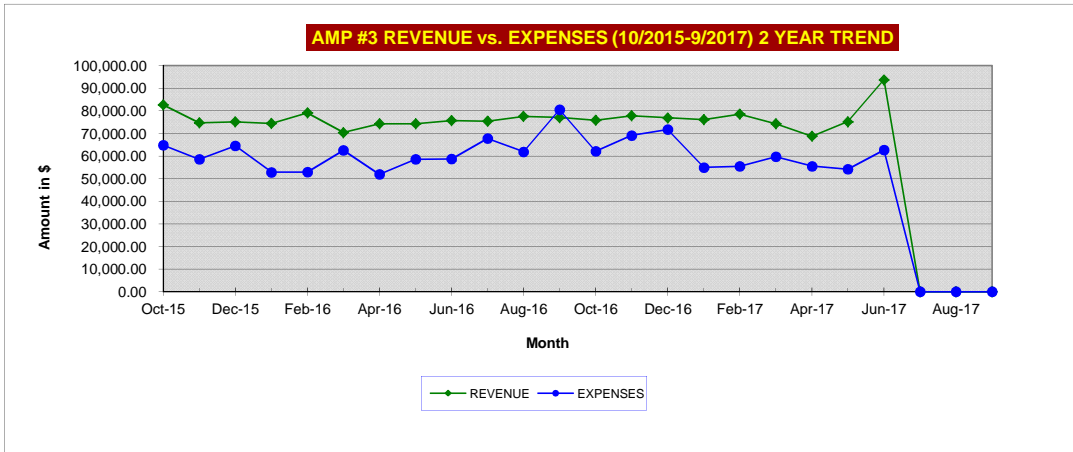
REV. RATE:

74.5%

UNIT/MONTH:

1,464

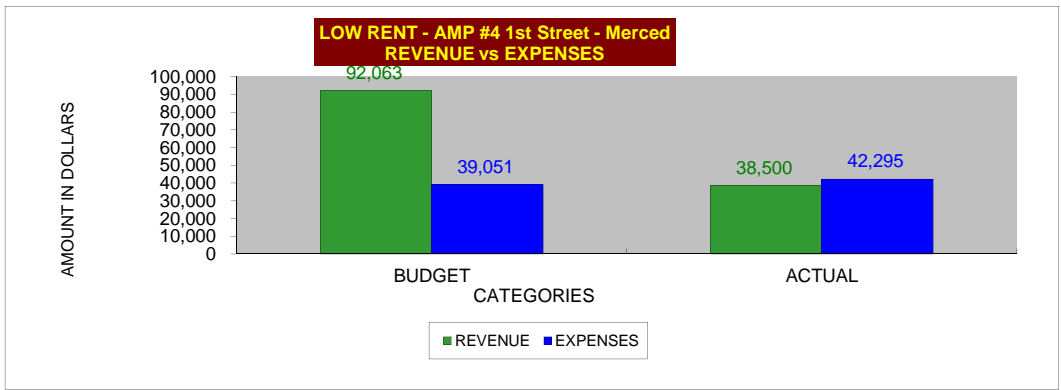
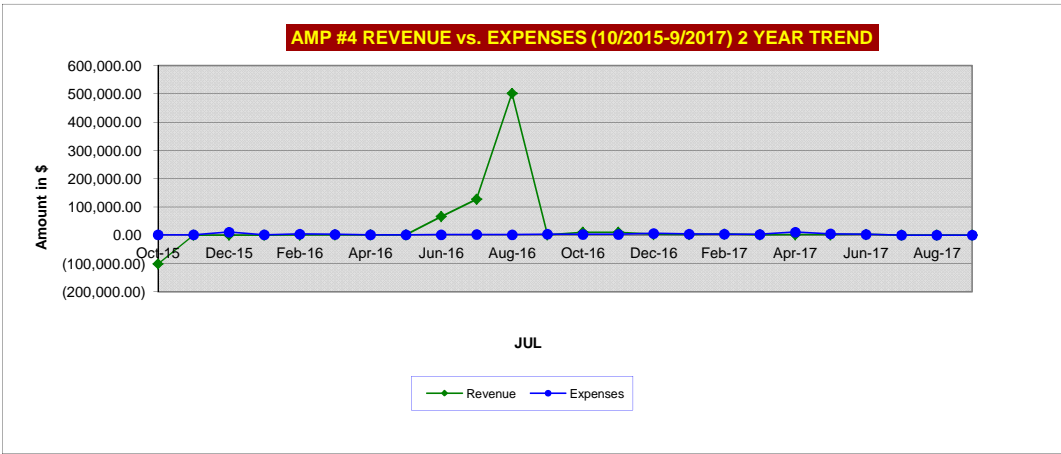
30-Jun-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	341,304	379,335	312.84	347.70
INTEREST	0	0	0.00	0.00
OTHER INCOME	11,923	14,405	10.93	13.20
PFS SUBSIDY	307,859	303,106	282.19	277.83
	661,087	696,846	605.96	638.73
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	175,990	178,103	161.31	163.25
UTILITIES	104,776	101,467	96.04	93.01
MAINT.	160,126	167,259	146.77	153.31
GENERAL	58,050	55,158	53.21	50.56
DEPRECIATION	43,539	43,218	39.91	39.61
EQUITY TRANSFERS	0	0	0.00	0.00
	542,481	545,229	497.24	499.76
NET SURPLUS	118,606	151,617		
NET FROM OPERATIONS	118,606	151,617		
ENDING EQUITY BALANCE	1,658,521	1,625,510		
NET SURPLUS	118,606	151,617		
ADD BACK DEPRECIATION	43,539	43,218		
CASH FLOW	162,145	194,835		

01-Oct-16

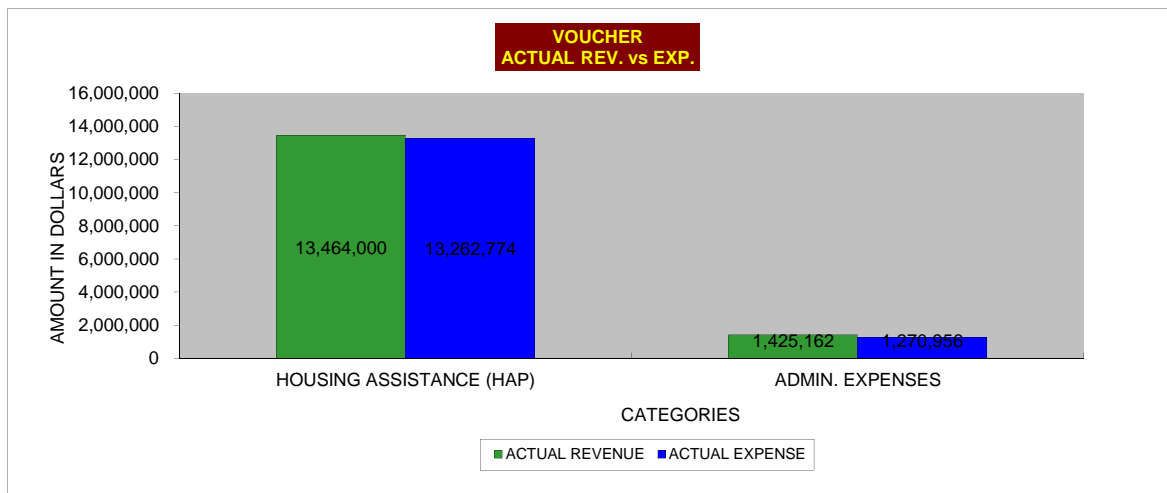
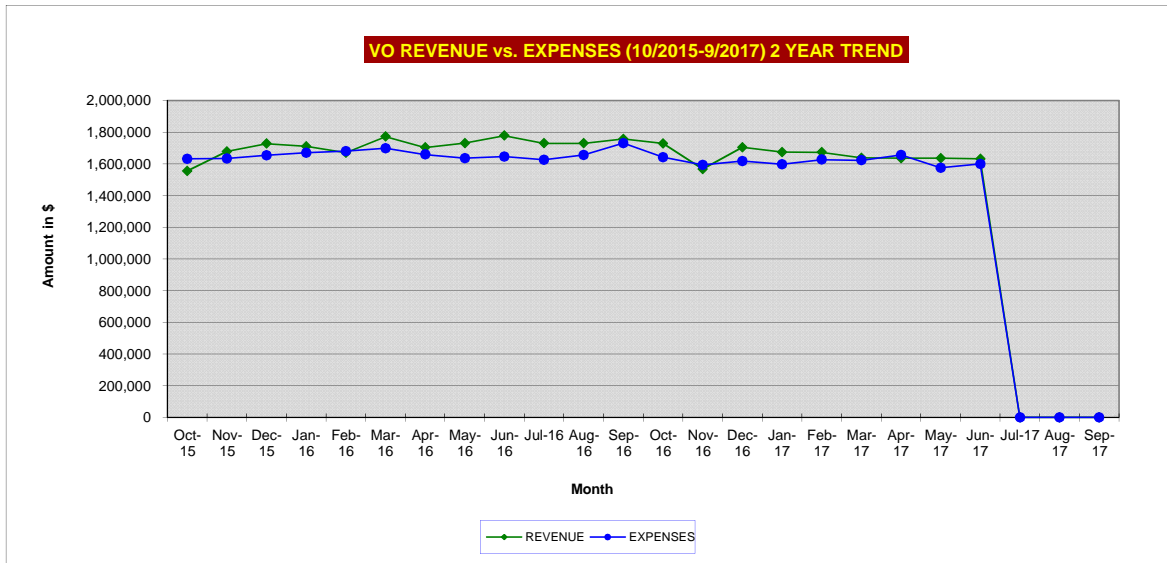
TO: 30-Jun-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	11,178	13,255	357.14	423.50
OTHER INCOME	0	472	0.00	15.09
PFS SUBSIDY	80,885	24,773	2,584.29	791.50
CFP FUNDS	0	0	0.00	0.00
	92,063	38,500	2,941.43	1,230.09
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	13,307	5,852	425.16	186.97
UTILITIES	4,366	4,289	139.49	137.03
MAINT.	8,842	19,863	282.50	634.62
GENERAL	2,252	2,086	71.95	66.63
DEPRECIATION	10,284	10,206	328.58	326.08
EQUITY TRANSFERS	0	0	0.00	0.00
	39,051	42,295	1,247.68	1,351.33
NET SURPLUS	53,012	(3,795)		
NET FROM OPERATIONS	53,012	(3,795)		
ENDING EQUITY BALANCE	800,367	857,173		
NET SURPLUS	53,012	(3,795)		
ADD BACK DEPRECIATION	10,284	10,206		
CASH FLOW	63,296	6,411		

01-Oct-16

TO: 30-Jun-17



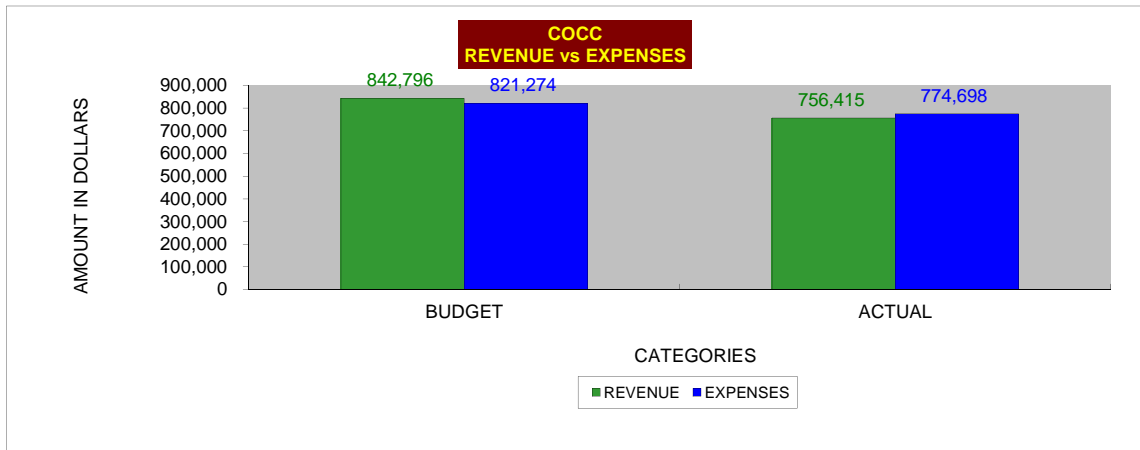
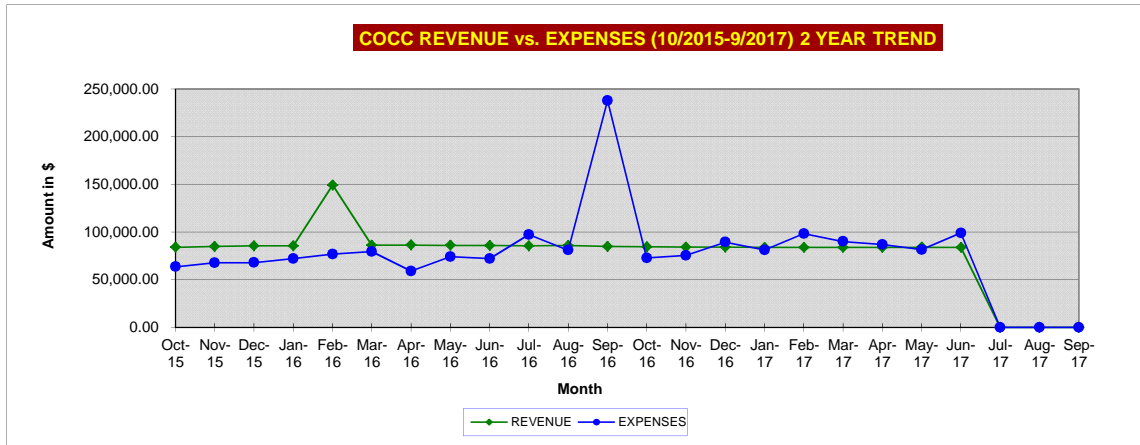
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	13,847,662	13,464,000	554.83	539.46
ADMIN. FEES	1,366,557	1,425,162	54.75	57.10
	15,214,219	14,889,163	609.58	596.56

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	13,642,700	13,262,774	546.62	531.39
ADMIN. EXPENSES	1,234,764	1,270,956	49.47	50.92
	14,877,464	14,533,730	596.09	582.31

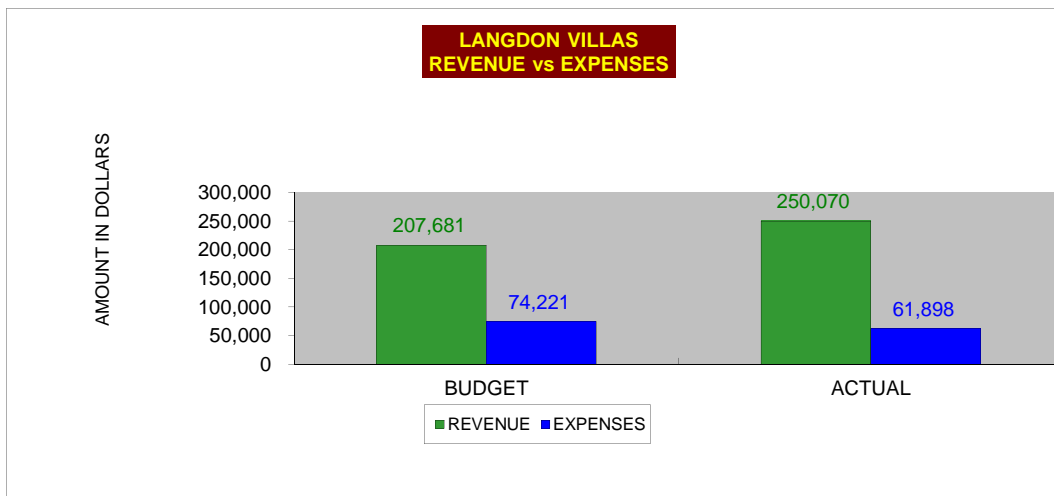
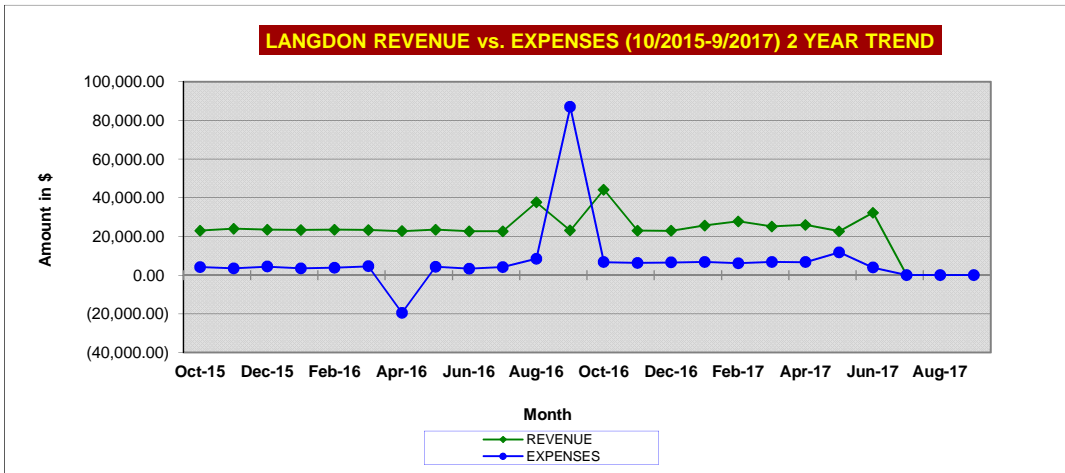
NET SURPLUS	336,755	355,433		
HAP SURPLUS YTD Change	204,963	204,630		
ADMIN SURPLUS YTD Change	131,793	150,802		
HAP SURPLUS BALANCE	192,434	192,102		
ADMIN SURPLUS BALANCE	(386,343)	(367,333)		

01-Oct-16

TO: 30-Jun-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	758,023	756,415	349.55	348.81
ASSET MANAGEMENT FEES	37,111	0	17.11	0.00
CFP ADMIN FEES	47,662	0	21.98	0.00
	842,796	756,415	388.64	348.81
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	718,734	664,088	331.44	306.24
UTILITIES	23,772	25,410	10.96	11.72
MAINT.	26,976	34,795	12.44	16.05
GENERAL	51,792	50,405	23.88	23.24
	821,274	774,698	378.72	357.25
NET SURPLUS	21,522	(18,283)		
NET FROM OPERATIONS	21,522	(18,283)		
ENDING RESERVE BALANCE	(268,417)	(308,222)		
NET SURPLUS	21,522	(18,283)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	21,522	(18,283)		



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	34,428	34,650	3,849.94	3,874.77
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	164,311	165,813	18,374.24	18,542.20
OTHER INCOME	8,942	28,569	999.95	3,194.74
	207,681	250,070	23,224.13	27,964.30
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	39,578	30,221	4,425.85	3,379.53
UTILITIES	1,118	951	125.02	106.39
MAINT. & OPER.	2,272	9	254.07	1.04
GENERAL	31,253	30,716	3,494.90	3,434.80
	74,221	61,898	8,299.84	6,921.76
NET SURPLUS	133,460	188,172		
ENDING EQUITY BALANCE	9,950,605	10,005,317		

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

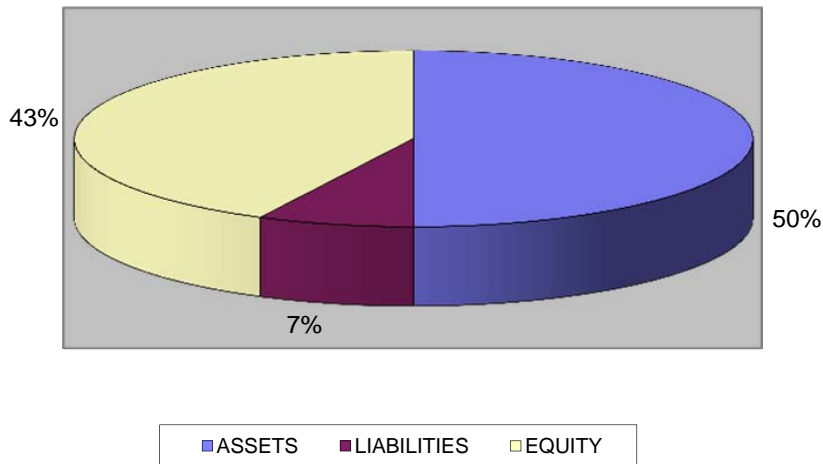
TO:

30-Jun-17

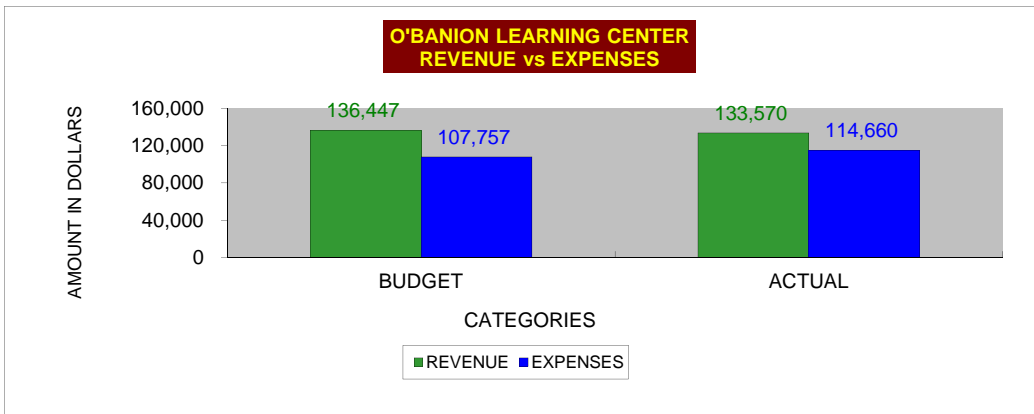
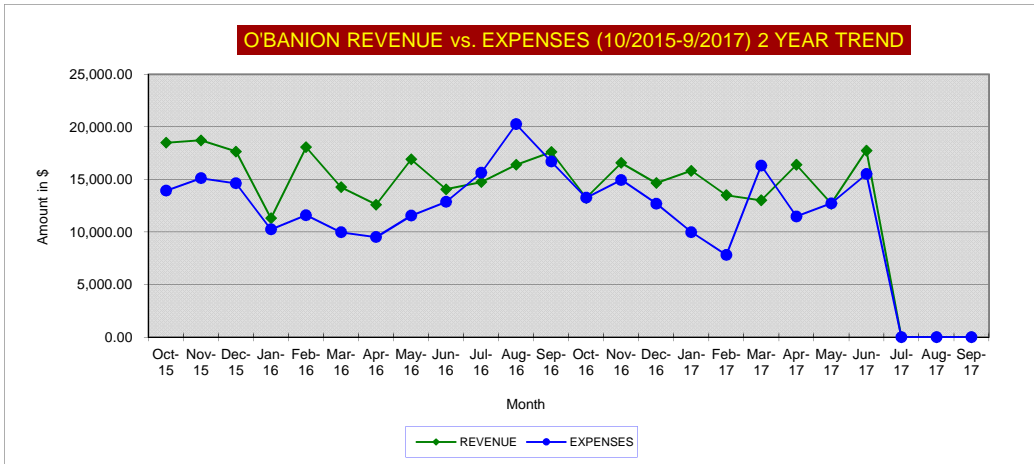
EXPEND. RATE:

UNIT/MONTH:

**LANGDON VILLA
BALANCE SHEET**



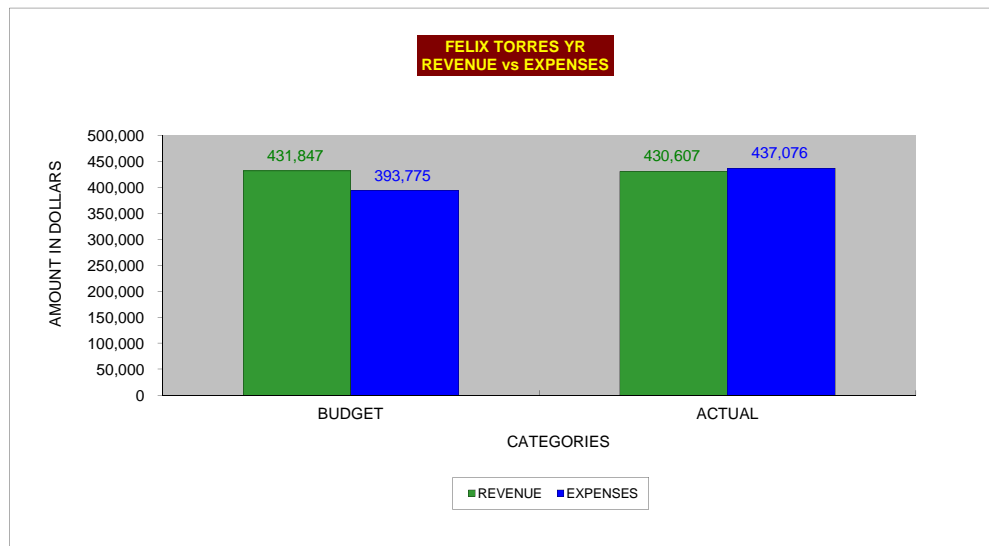
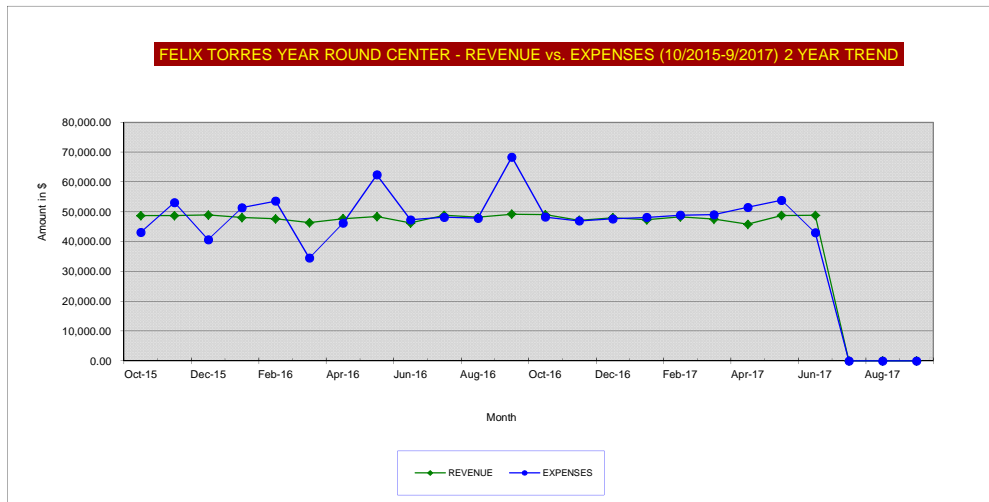
CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,760,359			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	125,046			
NOTES RECEIVABLE	975,121			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,641,721			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		148,593		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,456,070		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			9,974,407	
CURRENT YEAR			212,460	
EQUITY TRANSFERS			0	
	\$11,966,695	\$1,779,828	\$10,186,867	\$11,966,695
				LIAB. + EQUITY



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	136,447	133,570	2,543.05	2,489.44
OTHER INCOME	0	0	0.00	0.00
	136,447	133,570	2,543.05	2,489.44
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	14,531	14,584	270.82	271.81
UTILITIES	35,398	39,139	659.74	729.45
MAINT. & OPER.	15,650	20,195	291.68	376.38
GENERAL	2,086	945	38.88	17.61
DEPRECIATION	40,092	39,798	747.22	741.74
	107,757	114,660	2,008.34	2,136.99
NET SURPLUS	28,690	18,910		
ENDING EQUITY BALANCE	2,460,409	2,450,629		
ADD BACK DEPRECIATION	40,092	39,798		
CASH FLOW	68,782	58,708		

01-Oct-16

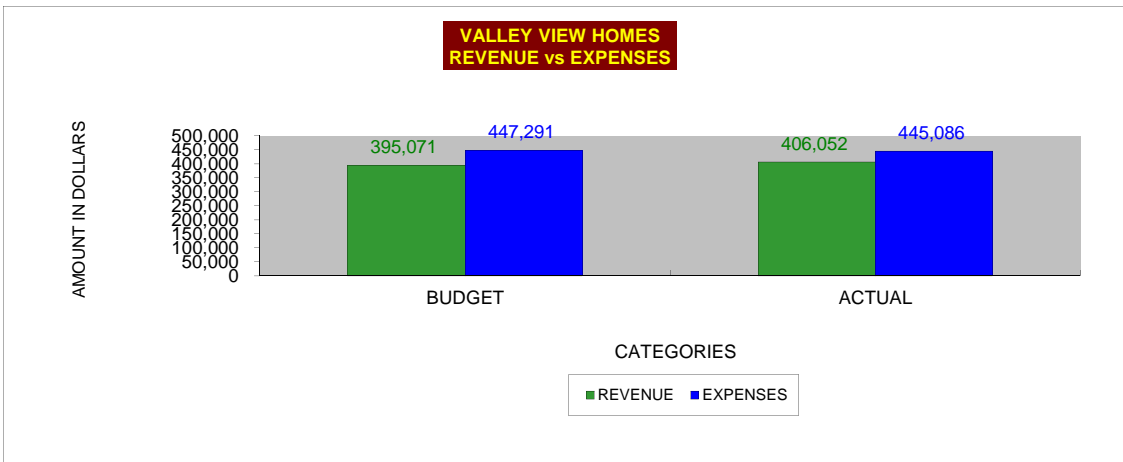
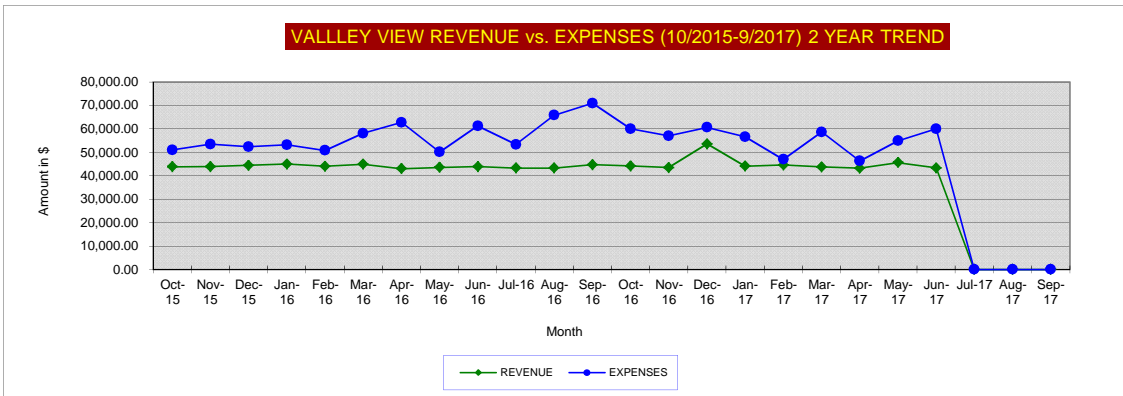
TO: 30-Jun-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	429,387	429,710	1,043.84	1,044.62
INTEREST	75	0	0.18	0.00
OTHER INCOME	2,385	897	5.80	2.18
	431,847	430,607	1,049.82	1,046.80
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	101,036	47,620	245.62	115.76
UTILITIES	65,578	61,229	159.42	148.85
MAINT.	35,337	78,095	85.90	189.85
GENERAL	40,613	100,030	98.73	243.17
DEPRECIATION	151,211	150,102	367.59	364.90
EQUITY TRANSFERS	0	0	0.00	0.00
	393,775	437,076	957.26	1,062.53
NET SURPLUS	38,072	(6,469)		
NET FROM OPERATIONS	38,072	(6,469)		
ENDING EQUITY BALANCE	(126,756)	(171,296)		
NET SURPLUS	38,072	(6,469)		
ADD BACK DEPRECIATION	151,211	150,102		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	189,283	143,633		

01-Oct-16

TO: 30-Jun-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	387,581	391,613	593.72	599.90
INTEREST	37	0	0.06	0.00
OTHER INCOME	7,452	14,439	11.42	22.12
	395,071	406,052	605.20	622.02
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	95,541	87,056	146.36	133.36
UTILITIES	68,856	66,591	105.48	102.01
MAINT. & OPER.	79,923	100,917	122.43	154.59
GENERAL	34,447	23,050	52.77	35.31
DEPRECIATION	30,195	29,970	46.25	45.91
BOND INTEREST	124,729	123,813	191.07	189.66
BOND REPLACEMENT RESV	13,600	13,689	20.83	20.97
	447,291	445,086	685.19	681.81
NET SURPLUS	(52,220)	(39,034)		
BOND PRINCIPAL	55,890	56,250		
ADJUSTED SURPLUS	(108,111)	(95,284)		
ADD BACK DEPRECIATION	30,195	29,970		
ADD BACK BOND COST AMORT	12,464	12,375		
CASH FLOW	(65,452)	(52,939)		
ENDING EQUITY BALANCE	(2,561,971)	(2,549,145)		

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:

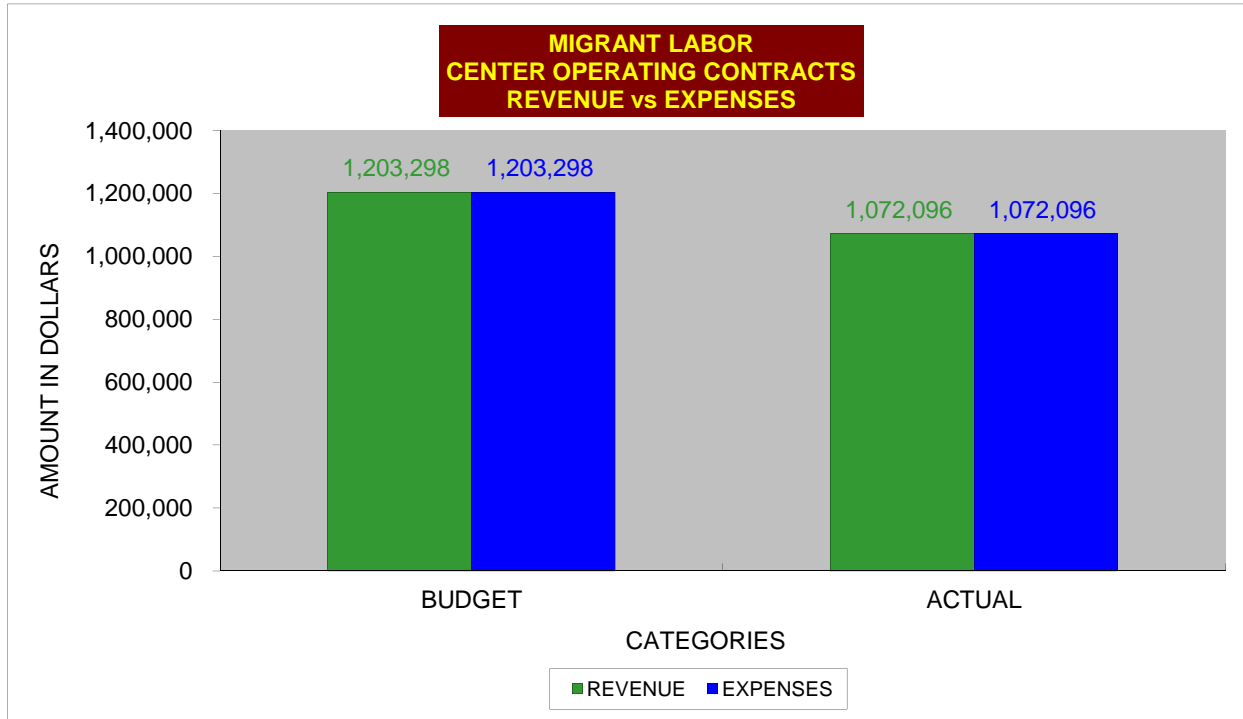
30-Jun-17

EXPEND. RATE:

99.7%

UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	1,203,298	1,072,096	779.46	694.47
	1,203,298	1,072,096	779.46	694.47
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	600,023	490,286	388.68	317.59
OPERATIONS	320,410	283,066	207.55	183.36
MAINTENANCE	18,599	143,596	12.05	93.02
ADMINISTRATION	114,277	113,704	74.03	73.65
DEBT SERVICE	149,989	41,443	97.16	26.85
	1,203,298	1,072,096	779.47	694.47
NET SURPLUS	0	0		

STAFF REPORT

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

FROM: Gina Thexton, Director of Housing Programs - HCV

DATE: July 18, 2017

SUBJECT: (April 1st through June 30th) Quarterly Report

The Housing Choice Voucher quarterly report provides information for the voucher program, Shelter Plus Care, Family Self Sufficiency and HUD-Veterans Affairs Supportive Housing (VASH).

HOUSING CHOICE VOUCHER PROGRAM

Budget:

Monthly Budget: **\$1,500,612**
April Expended HAP: **\$1,456,265**
May Expended HAP: **\$1,448,268**
June Expended HAP: **\$1,441,066**
Under Budget: **\$59,546**

Voucher Count:

2695 Voucher families under contract
1101 Participant families who have at least one disabled member in the household
482 Participant families who have at least one elderly member in the household
30 Transfer families housed

Lease-up:

117 New applicant voucher holders that are currently searching for suitable housing
6 Voucher holders have ported out to other jurisdictions
56 PBV personal declaration packets distributed
19 PBV vouchers leased
169 HCV personal declaration packets distributed
187 HCV vouchers issued
89 Request for Tenancy Approval forms received
78 HCV New families housed
19 Port-in families

HCV Waiting List:

2791 Families currently on the wait list (pending)
488 Have at least one disabled member in the household
278 Have at least one elderly member in the household

General Statistics:

49 Participants have exited the Housing Choice Voucher Program

HCV Family Self-Sufficiency:

70 Families are actively enrolled in the Family Self-Sufficiency Program

38 Families have escrow accounts (\$78,703 combined total escrow amount)

0 Family “graduated” from the FSS program

1 Families forfeited escrow account (\$4,183 voluntarily withdrew from HCV)

HUD VASH Vouchers:

66 HUD Allocated VASH Vouchers

60 Under contract for the Quarter

4 Searching for housing

2 Open – pending referrals from VA

Shelter Plus Care (S+C) Vouchers:

8 Allocated S+C Vouchers

8 Under contract for the Quarter

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: July 18, 2017

SUBJECT: Quarterly Report (April 1st through June 31st) – Public Housing and Migrant Programs

This quarterly report provides information regarding Public Housing (“PH”) and the Migrant Family Centers. The information consists of vacancies, delinquent rents, and work order.

PUBLIC HOUSING

The Housing Authority of the County of Merced (“Authority”) PH properties are allocated by Asset Management Project (“AMP”). An AMP may consist of several properties where one AMP can have up to 6 Authority owned property.

421 Total number of conventional Public Housing units
73 Valley View/Project Based units

Quarterly Vacancies Filled

6 AMP 1 – Merced
2 AMP 2 – Atwater/Livingston/Winton
1 AMP 3 – Los Banos/Dos Palos
1 AMP 4 – Merced
0 PBV Valley View (Dos Palos Elderly)
2 PBV Valley View (Midway)
1 PBV Valley View (Atwater Elderly)

Evictions

0 AMP 1 – Merced
0 AMP 2 – Atwater/Livingston/Winton
0 AMP 3 – Los Banos/Dos Palos
0 AMP 4 – Merced
0 PBV Valley View (Dos Palos Elderly)
0 PBV Valley View (Midway)
0 PBV Valley View (Atwater Elderly)

Quarterly Public Housing AMP Work Orders

868 Total for the reporting quarter
367 AMP 1 – Merced

- 256 AMP 2 – Atwater/Livingston/Winton
- 239 AMP 3 – Los Banos/Dos Palos
- 6 AMP 4 – Merced

FARM LABOR YEAR ROUND HOUSING MIGRANT (SEASONAL) HOUSING

Felix Torres Year Round Housing:

Felix Torres Year Round Housing consists of 50 family units

- 98% Occupancy rate (Quarterly Vacancy Rate)
 - 49 units leased
 - 1 unit vacant

Migrant (Seasonal) Housing:

Atwater Migrant

Seasonal Housing consists of 59 family units – 2 manager units

- Atwater Migrant Center opened on April 17, 2017. Center is 100% occupied.

Los Banos Migrant

Seasonal Housing consists of 48 units – 1 manager unit

- Los Banos Center opened on May 16, 2017. Center is 100% occupied.

Merced Migrant

Seasonal Housing consists of 49 units – 2 manager units

- Merced Migrant Center opened on May 22, 2017. Center is 100% occupied.

Planada Migrant

Seasonal Housing consists of 71 units – 2 manager units

- Planada Center opened on May 24, 2017. Center is 20% occupied.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: July 18, 2017

SUBJECT: Human Resources Quarterly Report (April 1st through June 30th)

Safety

During this last quarter the agency had one reportable work comp injury. The staff member received care and remained on full unrestricted duty.

Recruitment

- Public recruitments for the following positions have concluded:
 - Migrant Center Aide (Planada & Merced) – a total of seven (7) applications were received. Two successful candidates received a conditional job offer and of those two one candidate accepted and will be assigned to the Planada Migrant Center.
 - An internal recruitment for the position of Administrative Clerk in the Public Housing Department was conducted. Two temporary staff members responded, have tested and interviewed. Selection is pending.

Staff Training

During the last quarter staff received the following training:

- The agency has subscribed to HTVN. HTVN serves the public and affordable housing community with special, niche training.