

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, September 19, 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. August 15, 2017 Special Meeting

B. August 15, 2017 Regular Meeting

C. August 29, 2017 Special 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 August 2017
- B. Aged Receivables Report August 2017
- C. Financial Reports for August 2017

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

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

A. Information/Discussion Item(s):

- 1.) Director's Updates

B. Resolution Item(s):

- 1.) **Resolution No. 2017-20:** Amending the previously approved salary schedule to reflect the additional allocation for the position of Farmworker Center Aide.

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

- 2.) **Resolution No. 2017-21:** Amending the previously approved salary schedule to reflect the additional allocation for the position of Clerk of the Board and Human Resources Manager.

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

- 3.) **Resolution No. 2017-22:** Approving the revisions to the Maintenance Manager job description.

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

- 4.) **Resolution No. 2017-23:** Approving the award of contract for RFP 2017-07 and authorizing the Executive Director to enter into contract.

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

- 5.) **Resolution No. 2017-24:** Approving the PHA Operating Budget for Fiscal Year 2017-2018.

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

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS

VIII. CLOSED SESSION ITEM(S)

- A. Pursuant to Government Code §54957
Public Employee Performance Evaluation for Executive Director

IX. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Special Meeting Tuesday, August 15, 2017

- I. The meeting was called to order by Chairperson Torres at 1:00 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

Others Present:

None

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

None

III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

None

IV. UNSCHEDULED ORAL COMMUNICATION:

None

V. CONSENT CALENDAR:

None

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

A. Information/discussion Item(s):

- i. Fiscal Year 2017 – 2018 Annual Budgets – Finance Officer Watkins reviewed and explained all Agency budgets with the Board.

B. Resolutions Item(s):

None

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS:

None

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:20 p.m.

Chairperson Signature / Date

Secretary Signature/ Date

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, August 15, 2017

- I. The meeting was called to order by Chairperson Torres at 5:36 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
Blanca Arrate, Director of Housing Programs
Gina Thexton, 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 Resendez/Commissioner Pia/passed unanimously

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

A. July 18, 2017 Quarterly Meeting

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

IV. **UNSCHEDULED ORAL COMMUNICATION:**

None

V. CONSENT CALENDAR:

- A. PHAS Report for July 2017
- B. Aged Receivables Report July 2017
- C. Financial Reports for July 2017

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

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

A. Information/discussion Item(s):

1.) Director's Updates:

- a. Public Housing and Housing Choice Voucher Utility Allowance – Executive Director Vazquez explained that the Agency will be updating the Utility Allowances. Notices have been sent to Agency clients and the 60 day review period has commenced. Once the review period has concluded it will be presented to the Board for approval.
- b. Dos Palos Tenant Transfer – Judgment was received and the transfer to another unit in another city was granted. The clients then rejected the transfer. The daughter spoke to the head of household and agreed to the move once again. They are currently vacating the unit and they are aware that they must comply with all lease provisions and that the other party is not allowed on Agency grounds.

B. Resolutions Item(s):

None

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS:

The Board commended Executive Director Vazquez and Finance Officer Watkins for a job well done on the budget training/presentation.

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 5:39 p.m.

Chairperson Signature / Date

Secretary Signature/ Date

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Special Meeting Tuesday, August 29, 2017

- I. The meeting was called to order by Chairperson Torres at 2:00 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rachel Torres, Chairperson
Jose Delgadillo
Evelyne Dorsey
Jack Jackson
Jose Resendez

Commissioners Absent:

Margaret Pia, Vice-Chair
Rick Osorio

Chairperson Torres declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Brian Watkins, Finance Officer
Maria F. Alvarado, Executive Assistant

Others Present:

None

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

None

III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

None

IV. UNSCHEDULED ORAL COMMUNICATION:

None

V. CONSENT CALENDAR:

None

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

- A. Information/discussion Item(s):

None

B. Resolutions Item(s):

None

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS:

None

VIII. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 2:03 p.m. The following people were present:

Board Members

Rachel Torres, Chair

Jose Delgadillo

Evelyne Dorsey

Jack Jackson

Jose Resendez

Others Present

Rosa Vazquez, Executive Director/Board Secretary

A. Pursuant To Government Code §54947

Public Employment

Legal Counsel

The Board returned to Regular Session at 5:00 p.m. and reported out that no reportable action was taken.

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 5:02 p.m.

Chairperson Signature / Date

Secretary Signature/ Date

PHAS Tracking Summary
Fiscal Year Ending 09/30/17

Indicators	Estimated Status at End of Month												
	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		31	95	137	137	144	153	170	166	170	170		
Average Lease Up Days		10	19	23	20	13	10	9	8	7	7		
Make Ready Time		83	91	125	133	202	307	379	389	457	457		
Average Make Ready Days		28	18	21	19	18	20	20	19	18	18		
Down Days		0	31	31	31	58	65	65	72	83	83		
Average Down Days		0	6	5	4	5	4	3	3	3	3		
Total # Vacant Units Turned		3	5	6	7	11	15	19	21	25	25		
Total # Turn Around Days		114	217	293	301	404	525	614	627	710	710		
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 E = 41-50 F = more than 50	38	43	49	43	37	35	32	30	28	28		

% Emergency Work Orders Abated W/in 24 hours	A = 99% B = 98% C = 97% D = 96% E = 95% F = less than 95%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%		
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B = 26-360 C = 31-40 D = 41-50 E = 51-60 F = greater than 60	15	14	12	11	11	11	14	14	14	14			



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: 08/22/2017

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	23	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	96	100
Designation Status:	High Performer	

Published 08/22/2017

Initial published 05/31/2017

Financial Score Details	Score	Maximum Score
Audited/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>

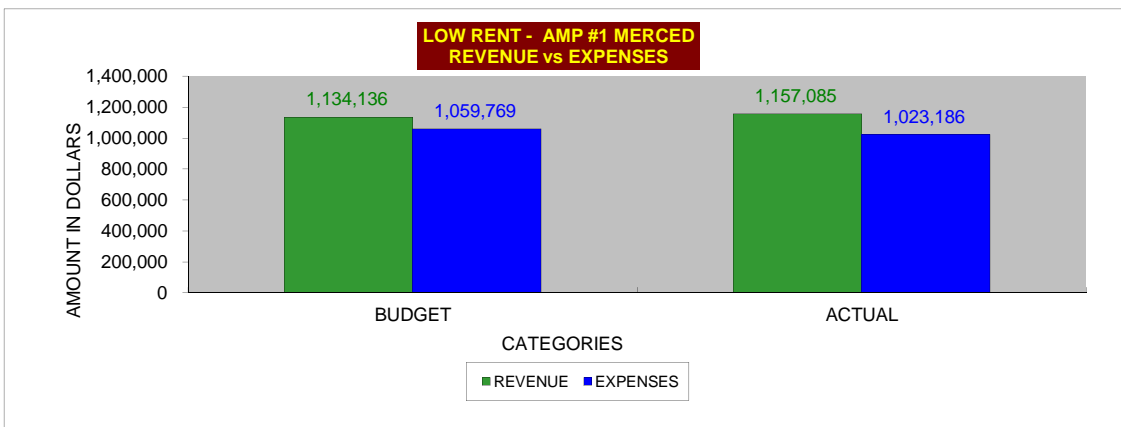
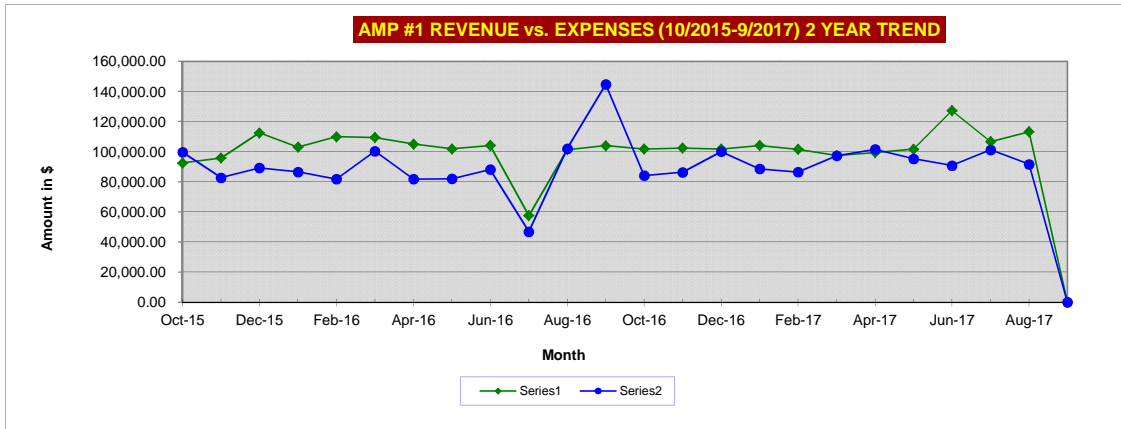
Merced Summarized AR-II

Trans through=08/31/2017

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	2,212.92	30.00	26.97	-	2,269.89	(40.88)	2,229.01	407,290.62	0.56%
PH-AMP1	ca023010	614.12	(10.00)	10.00	(617.66)	(3.54)	(1,918.48)	(1,922.02)	197,842.50	0.00%
PH-AMP1	ca023013	87.57	-	10.00	-	97.57	(335.85)	(238.28)	74,560.95	0.13%
PH-AMP1	ca023021	-	-	-	-	-	(20.12)	(20.12)	4,599.00	0.00%
PH-AMP1	ca023023	88.69	-	-	-	88.69	-	88.69	12,841.69	0.69%
Total AMP 1-Merced and Atwater		3,003.30	20.00	46.97	(617.66)	2,452.61	(2,315.33)	137.28	697,134.76	0.35%
AMP 2-Atwater, Winton, and Livingston										
PH-AMP2	012a	(222.26)	-	(571.00)	(641.01)	(1,434.27)	(1,022.83)	(2,457.10)	136,896.95	-1.05%
PH-AMP2	012b	(301.00)	-	-	-	(301.00)	(694.17)	(995.17)	34,674.66	-0.87%
PH-AMP2	atw	21.00	-	-	-	21.00	(525.00)	(504.00)	90,553.22	0.02%
PH-AMP2	ca023003	2,045.82	-	220.00	1,320.26	3,586.08	(7.70)	3,578.38	69,247.34	5.18%
PH-AMP2	ca023006	547.54	20.00	299.17	4.17	870.88	(1,456.07)	(585.19)	340,105.13	0.26%
Total AMP 2-Atwater, Winton, and Livingston		2,091.10	20.00	(51.83)	683.42	2,742.69	(3,705.77)	(963.08)	671,477.30	0.41%
AMP 3-Los Banos and Dos Palos										
PH-AMP3	012c	95.71	-	-	-	95.71	(61.87)	33.84	40,629.36	0.24%
PH-AMP3	012d	3,127.40	-	-	-	3,127.40	-	3,127.40	43,542.97	7.18%
PH-AMP3	ca023002	577.62	-	-	-	577.62	(280.70)	296.92	89,762.62	0.64%
PH-AMP3	ca023004	1,414.95	25.58	368.41	144.90	1,953.84	-	1,953.84	206,862.18	0.94%
PH-AMP3	ca023005	485.36	-	-	-	485.36	(1,016.08)	(530.72)	99,631.49	0.49%
PH-AMP3	ca023011	37.18	-	-	-	37.18	(240.32)	(203.14)	52,475.77	0.07%
PH-AMP3	dp	64.00	-	-	-	64.00	(401.10)	(337.10)	160,733.20	0.04%
PH-AMP3	mid	3,029.40	(364.50)	824.20	415.90	3,905.00	-	3,905.00	281,271.13	1.39%
Total AMP 3-Los Banos and Dos Palos		8,831.62	(338.92)	1,192.61	560.80	10,246.11	(2,000.07)	8,246.04	974,908.72	1.05%
AMP 4-Merced										
PH-AMP4	ca023024	654.00	10.00	601.00	582.00	1,847.00	-	1,847.00	17,943.18	10.29%
Total AMP 4-Merced		654.00	10.00	601.00	582.00	1,847.00	-	1,847.00	17,943.18	10.29%
FTYR-Planada										
Farm Labor Housing	ft-yr	2,890.12	-	-	-	2,890.12	-	2,890.12	574,909.00	0.50%
Total FTYR-Planada		2,890.12	-	-	-	2,890.12	-	2,890.12	574,909.00	0.50%
		17,470.14	(288.92)	1,788.75	1,208.56	20,178.53	(8,021.17)	12,157.36	2,936,372.96	0.69%

01-Oct-16

TO: 31-Aug-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	571,003	623,219	295.45	322.47
NON-DWELL. RENTS	49,780	0	25.76	0.00
OTHER INCOME	14,641	21,603	7.58	11.18
PFS SUBSIDY	498,712	512,263	258.05	265.06
	1,134,136	1,157,085	586.84	598.71

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	345,437	306,809	178.74	158.75
TENANT SERVICES	49,780	146	25.76	0.08
UTILITIES	161,602	164,182	83.62	84.95
MAINT. GENERAL	278,943	353,571	144.33	182.95
DEPRECIATION	107,521	83,386	55.63	43.15
EQUITY TRANSFERS	116,486	115,093	60.27	59.55
	0	0	0.00	0.00
	1,059,769	1,023,186	548.35	529.43

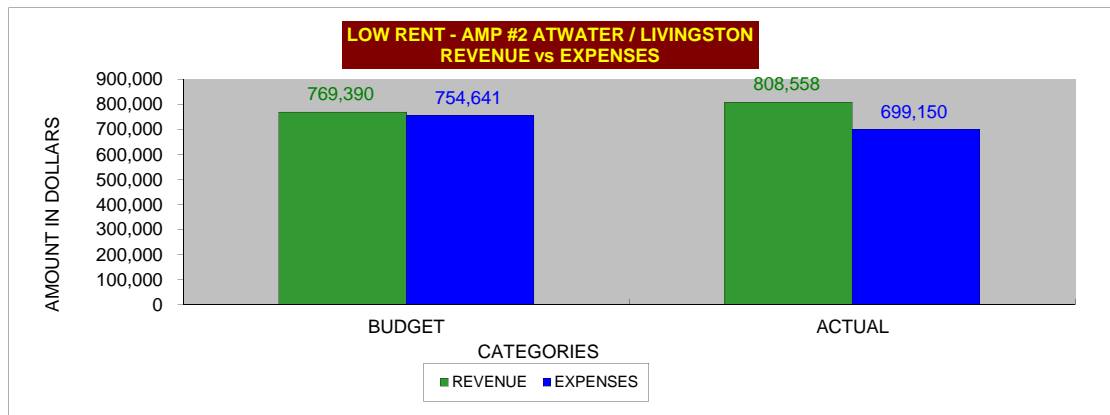
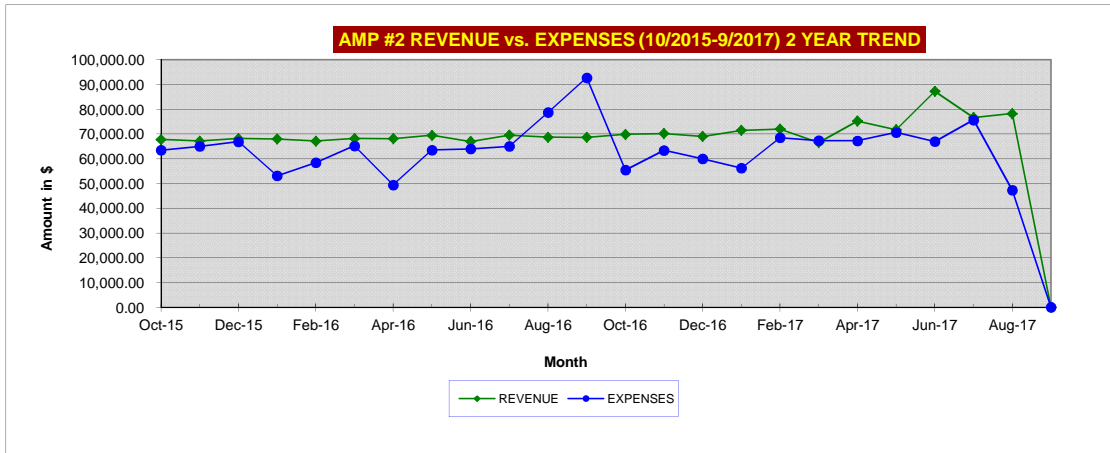
NET SURPLUS	74,367	133,899
NET FROM OPERATIONS	74,367	133,899

ENDING EQUITY BALANCE	2,334,470	2,274,938
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NET SURPLUS	74,367	133,899
ADD BACK DEPRECIATION	116,486	115,093
CASH FLOW	190,853	248,992

01-Oct-16

TO: 31-Aug-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	491,392	522,931	382.48	407.03
INTEREST	0	0	0.00	0.00
OTHER INCOME	9,974	14,008	7.76	10.90
PFS SUBSIDY	268,024	271,619	208.62	211.42
	769,390	808,558	598.86	629.35
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	245,517	223,551	191.10	174.00
UTILITIES	137,076	149,497	106.69	116.36
MAINT.	222,186	204,398	172.94	159.09
GENERAL	84,552	62,921	65.81	48.97
DEPRECIATION	65,310	58,660	50.83	45.66
EQUITY TRANSFERS	0	0	0.00	0.00
	754,641	699,150	587.37	544.18
NET SURPLUS	14,749	109,408		
NET FROM OPERATIONS	14,749	109,408		
ENDING EQUITY BALANCE	1,813,340	1,718,680		
NET SURPLUS	14,749	109,408		
ADD BACK DEPRECIATION	65,310	58,660		
CASH FLOW	80,059	168,068		

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:

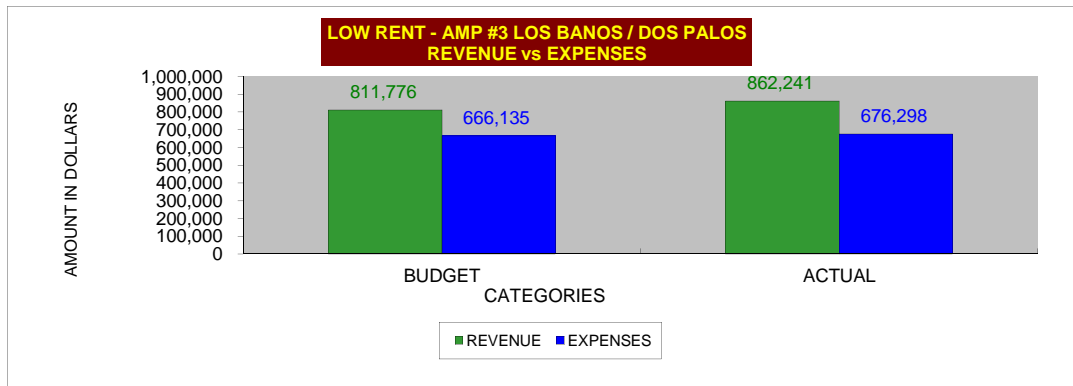
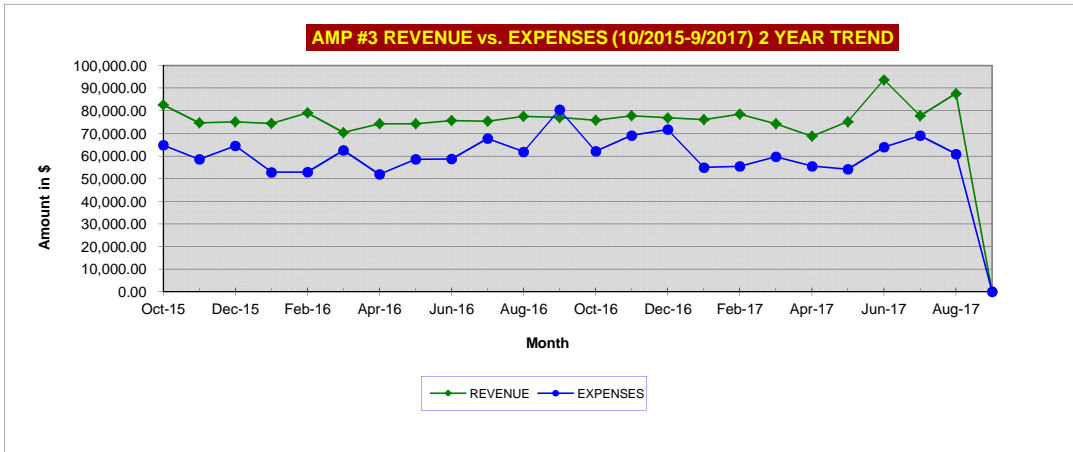
REV. RATE:

91.5%

UNIT/MONTH:

1,464

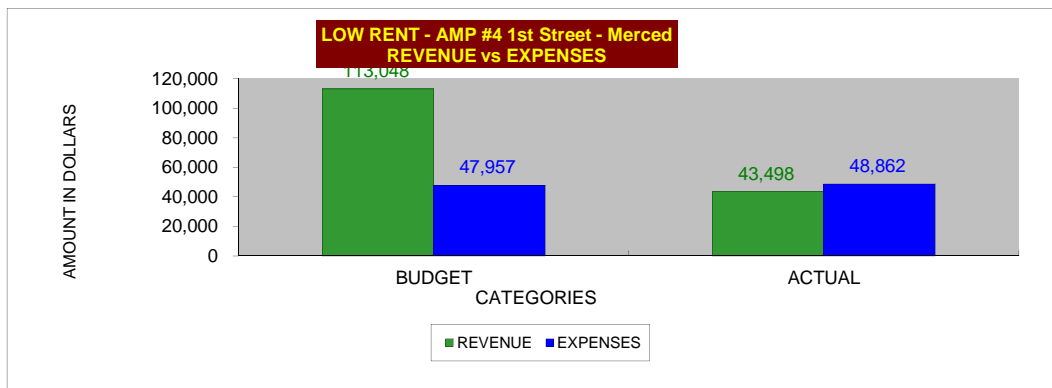
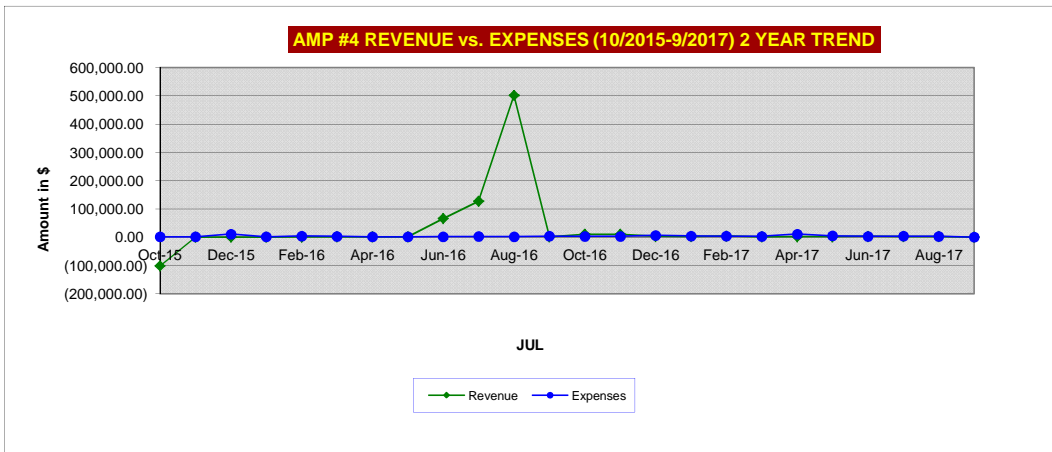
31-Aug-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	419,101	474,404	312.84	354.12
INTEREST	0	0	0.00	0.00
OTHER INCOME	14,641	19,904	10.93	14.86
PFS SUBSIDY	378,033	367,933	282.19	274.65
	811,776	862,241	605.96	643.63
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	216,105	219,078	161.31	163.53
UTILITIES	128,658	126,804	96.04	94.65
MAINT.	196,626	210,116	146.77	156.84
GENERAL	71,283	67,404	53.21	50.31
DEPRECIATION	53,463	52,822	39.91	39.43
EQUITY TRANSFERS	0	0	0.00	0.00
	666,135	676,298	497.24	504.82
NET SURPLUS	145,641	185,943		
NET FROM OPERATIONS	145,641	185,943		
ENDING EQUITY BALANCE	1,631,486	1,591,184		
NET SURPLUS	145,641	185,943		
ADD BACK DEPRECIATION	53,463	52,822		
CASH FLOW	199,104	238,765		

01-Oct-16

TO: 31-Aug-17



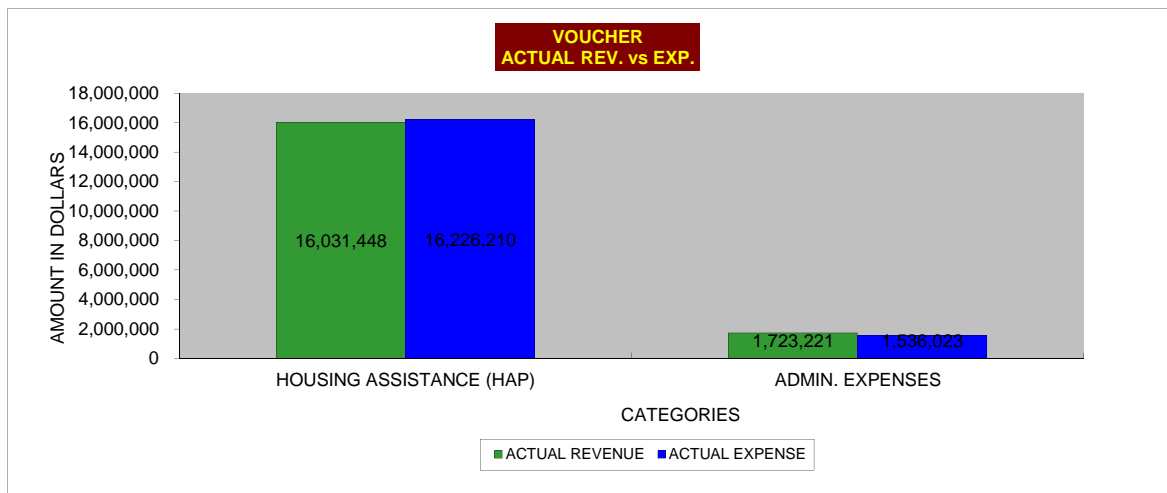
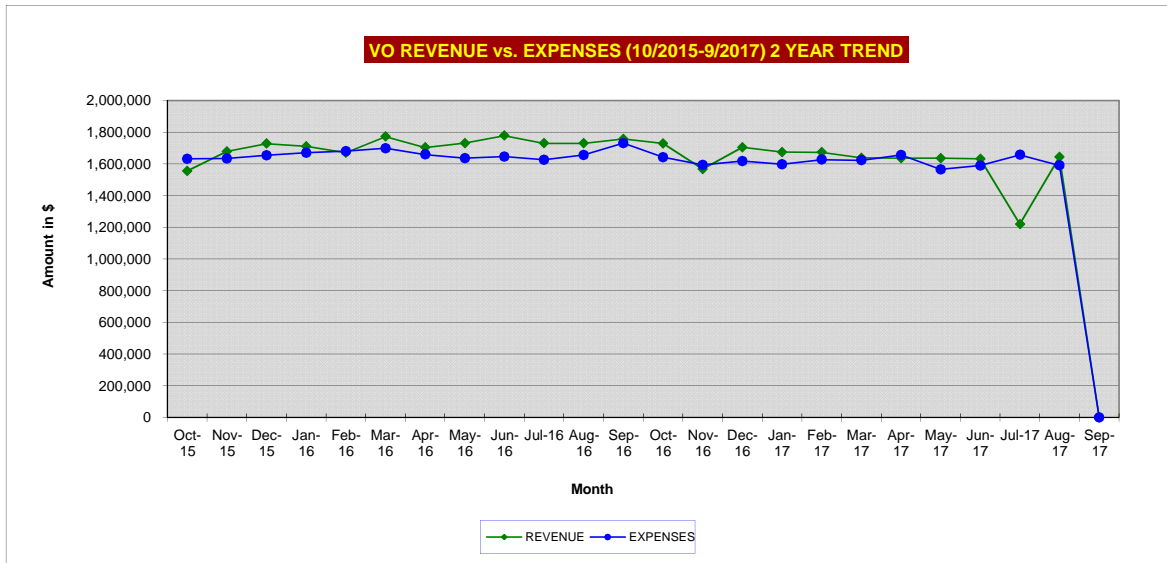
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	13,726	16,321	357.14	424.66
OTHER INCOME	0	492	0.00	12.81
PFS SUBSIDY	99,322	26,685	2,584.29	694.33
CFP FUNDS	0	0	0.00	0.00
	113,048	43,498	2,941.43	1,131.80
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	16,342	7,516	425.21	195.57
UTILITIES	5,363	5,415	139.54	140.88
MAINT.	10,858	20,941	282.52	544.87
GENERAL	2,766	2,516	71.97	65.46
DEPRECIATION	12,628	12,474	328.57	324.57
EQUITY TRANSFERS	0	0	0.00	0.00
	47,957	48,862	1,247.81	1,271.35
NET SURPLUS	65,091	(5,363)		
NET FROM OPERATIONS	65,091	(5,363)		
ENDING EQUITY BALANCE	788,288	858,742		
NET SURPLUS	65,091	(5,363)		
ADD BACK DEPRECIATION	12,628	12,474		
CASH FLOW	77,719	7,111		

HOUSING AUTHORITY OF THE COUNTY OF MERCED
VOUCHER
REVENUE & EXPENDITURE STATUS REPORT
FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017
REPORT PERIOD FROM:

EXPEND. RATE: 91.5%
BUDGET # VOUCHER MONTHS: 33,492
YTD VOUCHERS 16,177
YTD % 48.3%

01-Oct-16

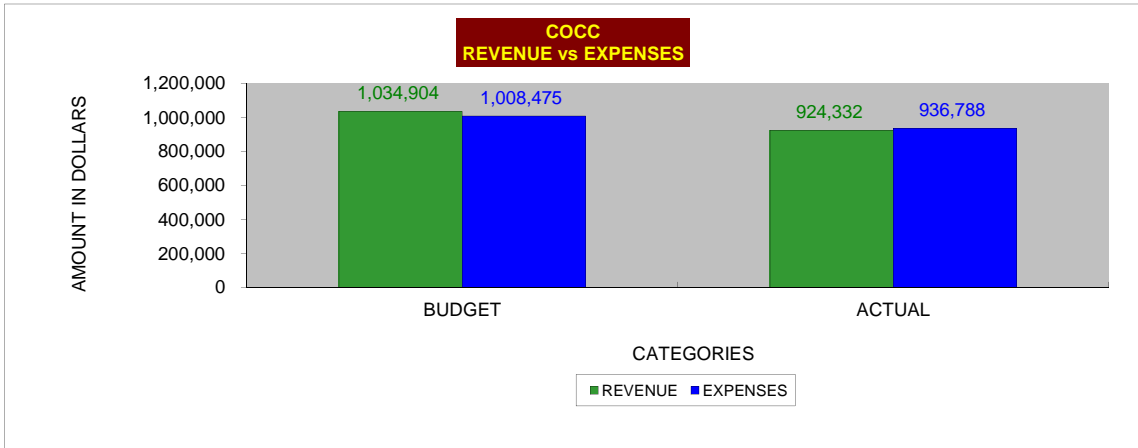
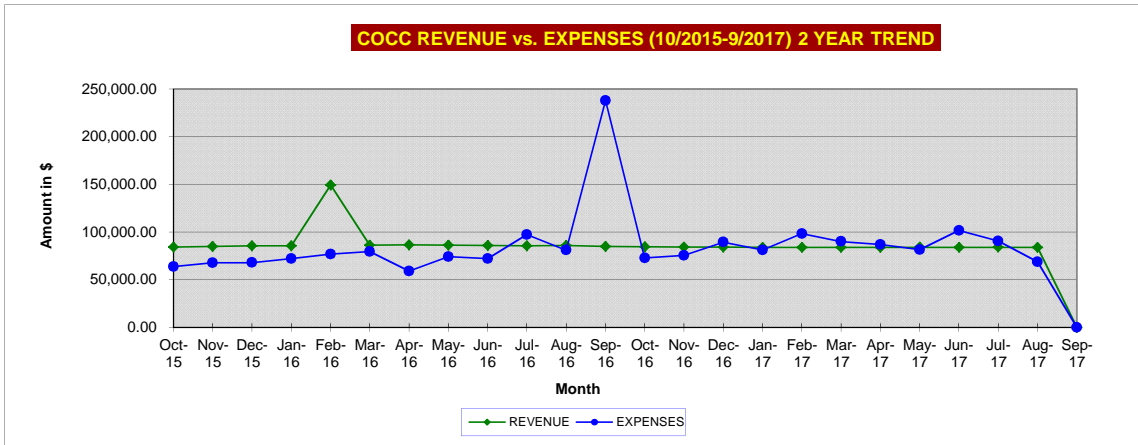
TO: 31-Aug-17



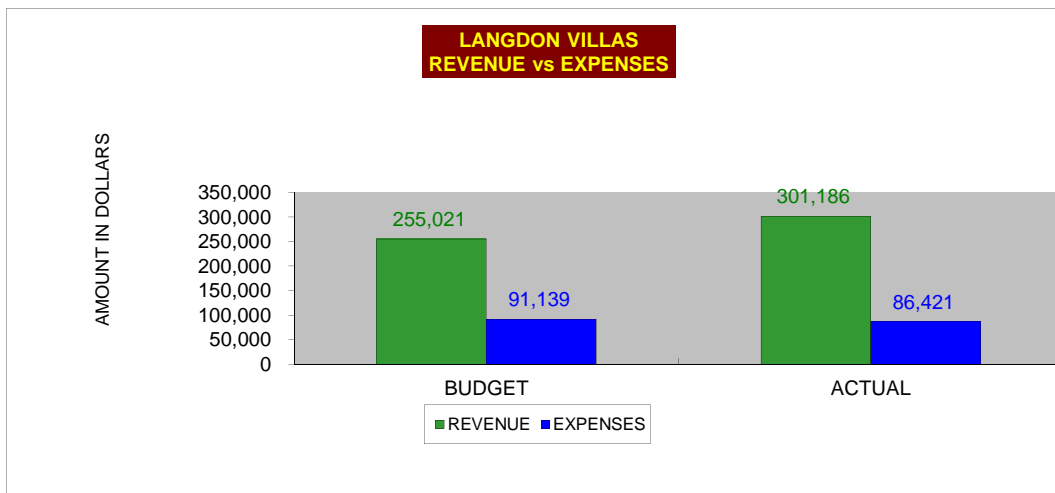
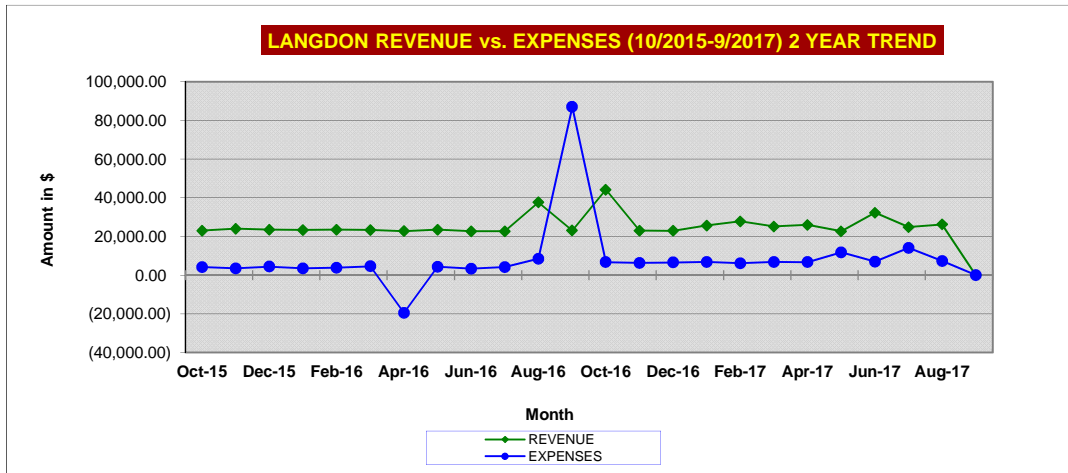
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	16,951,586	16,031,448	553.12	523.09
ADMIN. FEES	1,678,052	1,723,221	54.75	56.23
	18,629,638	17,754,670	607.87	579.32
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	16,752,433	16,226,210	546.62	529.45
ADMIN. EXPENSES	1,516,218	1,536,023	49.47	50.12
	18,268,651	17,762,233	596.09	579.57
NET SURPLUS	360,987	(7,563)		
HAP SURPLUS YTD Change	199,153	(191,358)		
ADMIN SURPLUS YTD Change	161,834	183,795		
HAP SURPLUS BALANCE	186,624	(203,887)		
ADMIN SURPLUS BALANCE	(356,302)	(334,341)		

01-Oct-16

TO: 31-Aug-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	930,808	924,332	349.55	347.12
ASSET MANAGEMENT FEES	45,570	0	17.11	0.00
CFP ADMIN FEES	58,526	0	21.98	0.00
	1,034,904	924,332	388.64	347.12
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	882,563	809,025	331.44	303.82
UTILITIES	29,191	30,803	10.96	11.57
MAINT.	33,125	43,652	12.44	16.39
GENERAL	63,596	53,256	23.88	20.00
	1,008,475	936,788	378.72	351.80
NET SURPLUS	26,429	(12,456)		
NET FROM OPERATIONS	26,429	(12,456)		
ENDING RESERVE BALANCE	(263,510)	(302,395)		
NET SURPLUS	26,429	(12,456)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	26,429	(12,456)		



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	42,276	42,350	3,849.99	3,856.72
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	201,764	202,396	18,374.22	18,431.77
OTHER INCOME	10,981	35,402	1,000.02	3,223.99
	255,021	301,186	23,224.23	27,428.37
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	48,598	41,251	4,425.72	3,756.66
UTILITIES	1,373	1,169	125.04	106.49
MAINT. & OPER.	2,791	11,520	254.17	1,049.09
GENERAL	38,377	32,480	3,494.91	2,957.92
	91,139	86,421	8,299.84	7,870.16
NET SURPLUS	163,882	214,765		
ENDING EQUITY BALANCE	9,981,027	10,031,910		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

ASSETS, LIABILITIES & FUND EQUITY

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

REPORT PERIOD FROM:

01-Oct-16

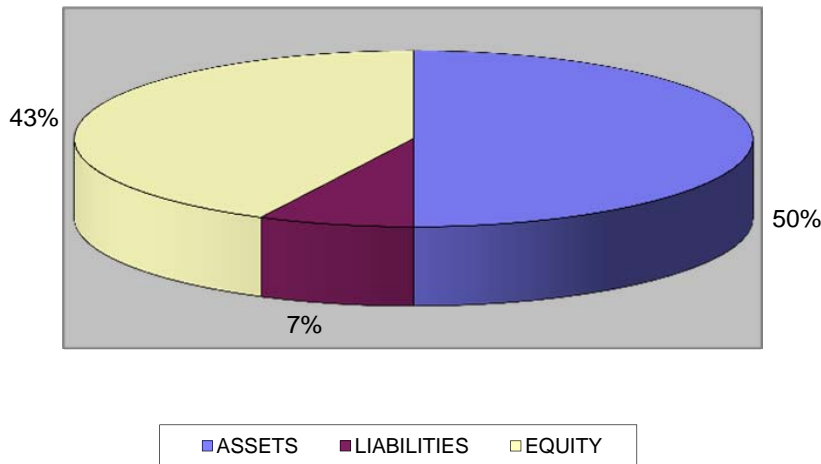
TO:

31-Aug-17

EXPEND. RATE:

UNIT/MONTH:

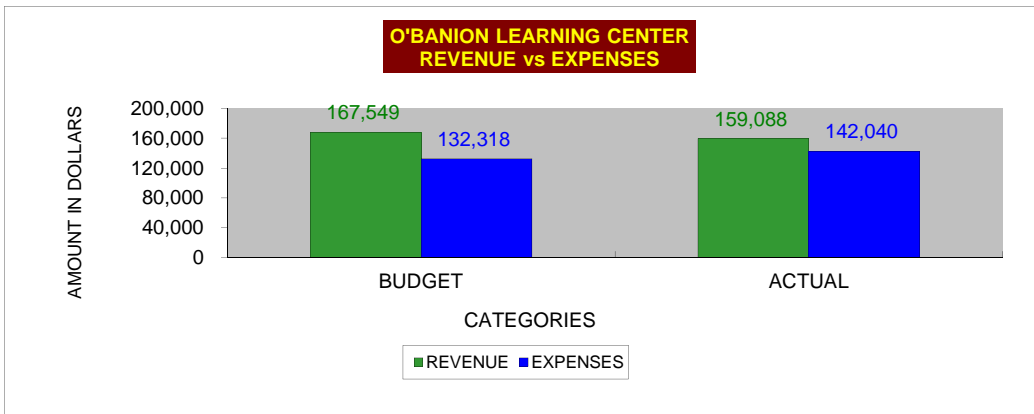
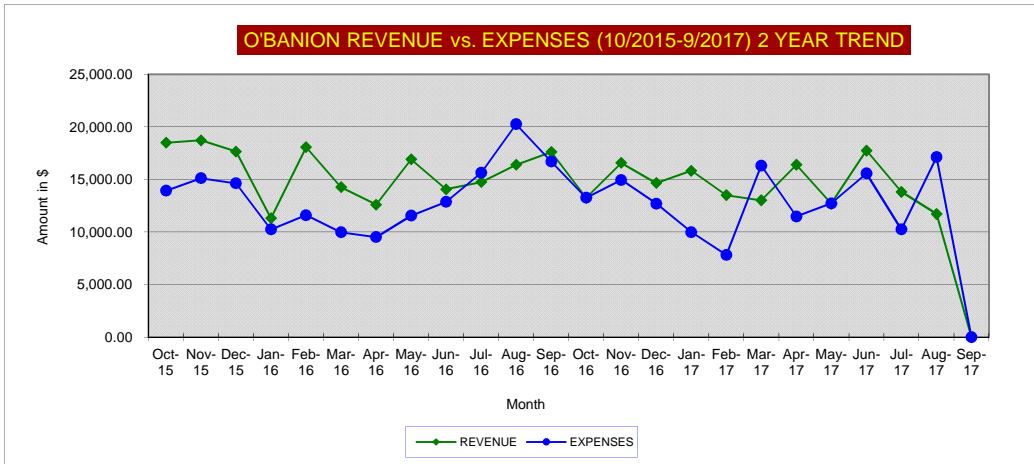
**LANGDON VILLA
BALANCE SHEET**



CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,806,034			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	124,197			
NOTES RECEIVABLE	964,753			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,642,369			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		148,607		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,455,461		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			9,974,407	
CURRENT YEAR			248,161	
EQUITY TRANSFERS			0	
	\$12,001,801	\$1,779,233	\$10,222,568	\$12,001,801
				LIAB. + EQUITY

01-Oct-16

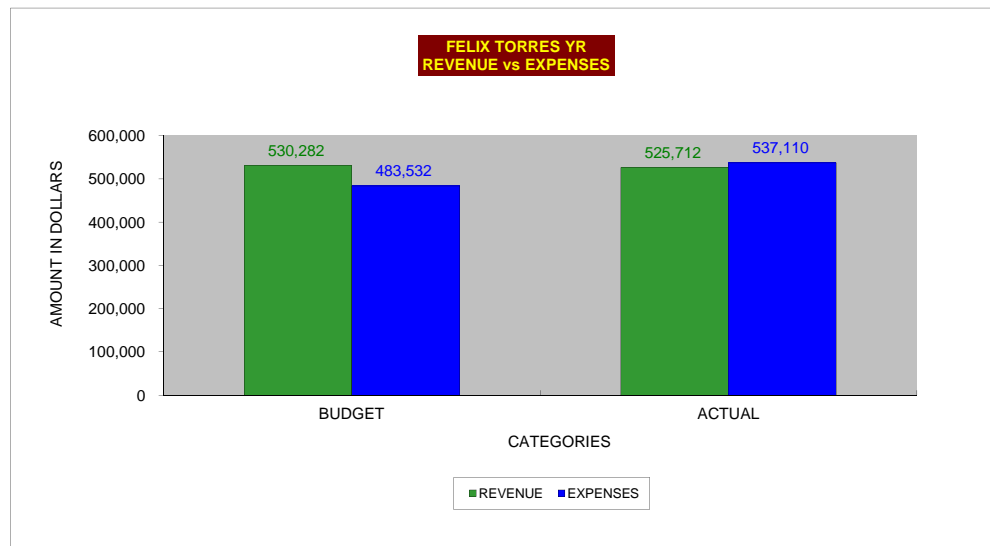
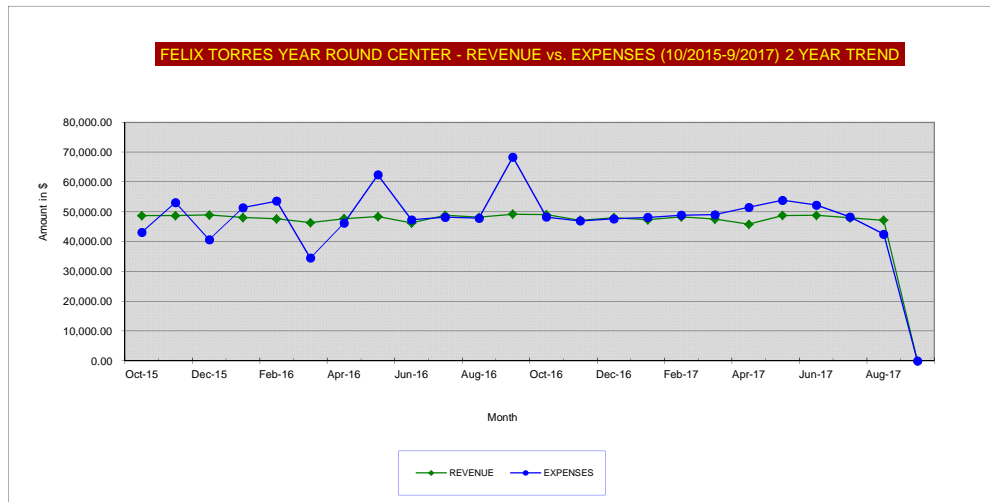
TO: 31-Aug-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	167,549	159,088	2,543.05	2,414.63
OTHER INCOME	0	0	0.00	0.00
	167,549	159,088	2,543.05	2,414.63
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	17,844	17,312	270.84	262.76
UTILITIES	43,465	50,727	659.71	769.93
MAINT. & OPER.	19,216	24,204	291.66	367.37
GENERAL	2,562	1,155	38.89	17.53
DEPRECIATION	49,231	48,642	747.23	738.29
	132,318	142,040	2,008.33	2,155.88
NET SURPLUS	35,231	17,048		
ENDING EQUITY BALANCE	2,466,950	2,448,767		
ADD BACK DEPRECIATION	49,231	48,642		
CASH FLOW	84,462	65,690		

01-Oct-16

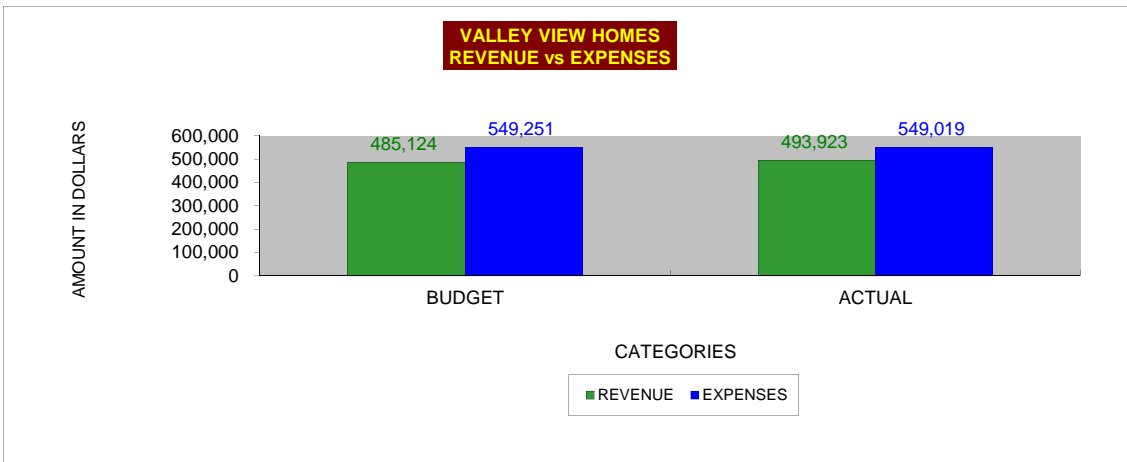
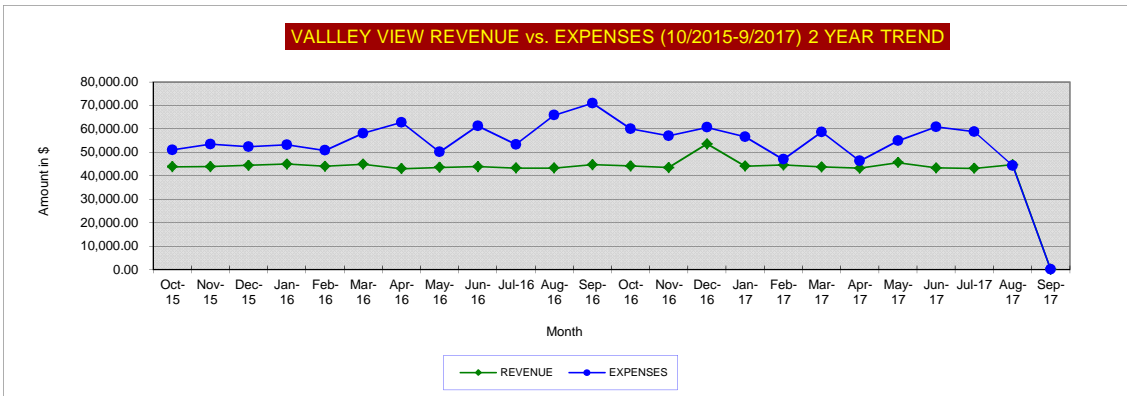
TO: 31-Aug-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	527,262	524,595	1,043.84	1,038.56
INTEREST	92	0	0.18	0.00
OTHER INCOME	2,928	1,117	5.80	2.21
	530,282	525,712	1,049.82	1,040.77
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	124,066	57,558	245.62	113.95
UTILITIES	80,525	78,975	159.42	156.35
MAINT.	43,392	95,353	85.90	188.77
GENERAL	49,871	121,766	98.73	241.06
DEPRECIATION	185,678	183,458	367.59	363.20
EQUITY TRANSFERS	0	0	0.00	0.00
	483,532	537,110	957.26	1,063.33
NET SURPLUS	46,750	(11,398)		
NET FROM OPERATIONS	46,750	(11,398)		
ENDING EQUITY BALANCE	(118,077)	(176,225)		
NET SURPLUS	46,750	(11,398)		
ADD BACK DEPRECIATION	185,678	183,458		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	232,428	172,060		

01-Oct-16

TO: 31-Aug-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	475,927	478,028	593.72	596.34
INTEREST	46	0	0.06	0.00
OTHER INCOME	9,151	15,896	11.42	19.83
	485,124	493,923	605.20	616.17
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	117,319	105,195	146.36	131.23
UTILITIES	84,552	81,910	105.48	102.18
MAINT. & OPER.	98,142	132,532	122.43	165.33
GENERAL	42,300	27,736	52.77	34.60
DEPRECIATION	37,078	36,630	46.25	45.70
BOND INTEREST	153,160	151,327	191.07	188.78
BOND REPLACEMENT RESV	16,700	13,689	20.83	17.08
	549,251	549,019	685.19	684.90
NET SURPLUS	(64,127)	(55,096)		
BOND PRINCIPAL	68,630	56,250		
ADJUSTED SURPLUS	(132,758)	(111,346)		
ADD BACK DEPRECIATION	37,078	36,630		
ADD BACK BOND COST AMORT	15,305	15,125		
CASH FLOW	(80,375)	(59,591)		
ENDING EQUITY BALANCE	(2,586,618)	(2,565,206)		

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-17

TO:

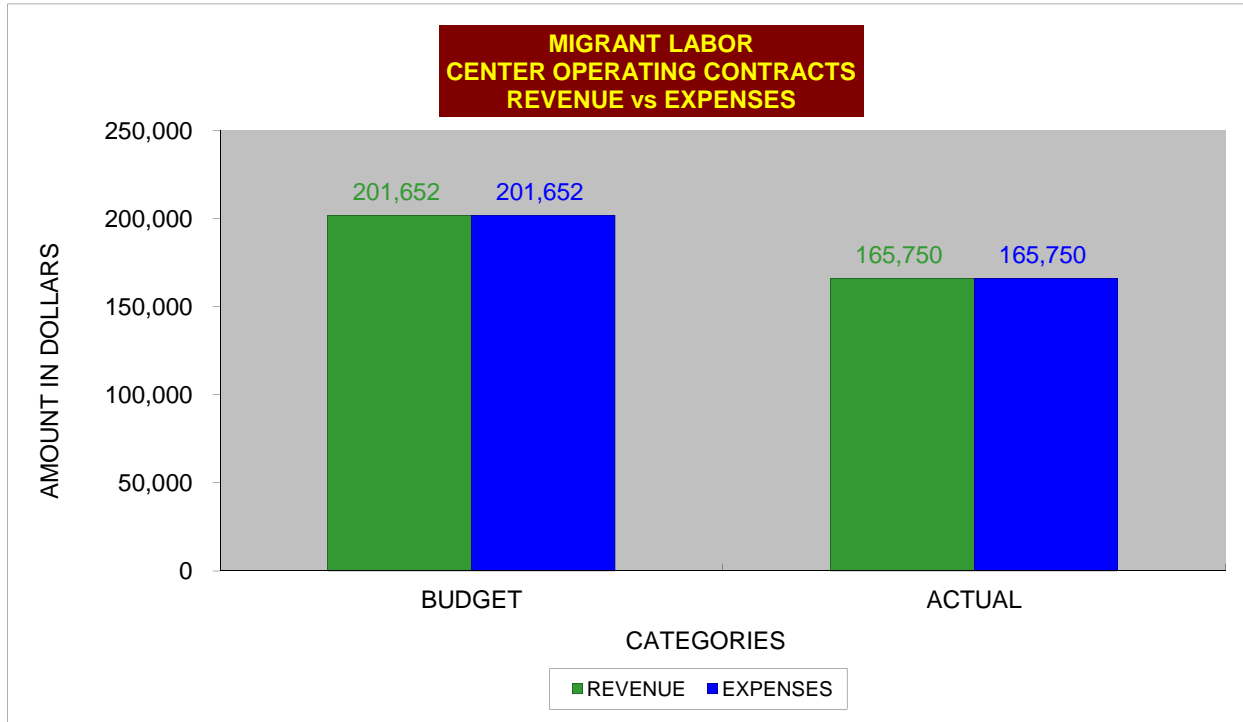
31-Aug-17

EXPEND. RATE:

16.7%

UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	201,652	165,750	779.46	640.69
	201,652	165,750	779.46	640.69
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	100,553	71,449	388.68	276.18
OPERATIONS	53,695	27,144	207.55	104.92
MAINTENANCE	3,117	7,128	12.05	27.55
ADMINISTRATION	19,151	18,587	74.03	71.85
DEBT SERVICE	25,136	41,443	97.16	160.19
	201,652	165,750	779.47	640.69
NET SURPLUS	0	0		

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: September 19, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017- 20**, approving an addition to the Position Allocation Schedule.

Attached is a copy of the draft job description for the new union level position of Farmworker Housing Center Aide. This position has been developed to meet the agency needs, changing staff and resource needs, and to increase efficiency.

The new position will enhance the overall efficiency of the Felix Torres Year Round Center.

This Resolution authorizes the creation of a Farmworker Housing Center Aide position, subject to finalization of the attached job description, and an addition of the job title and allocation authority to be added to the current allocation schedule.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-20**, approving the addition of the position of Farmworker Housing Center Aide to the current position allocation schedule.

RESOLUTION NO. 2017-20

APPROVING AN ADDITIONAL ALLOCATION FOR THE POSITION OF FARMWORKER HOUSING CENTER AIDE AND SUBSEQUENT REVISION OF THE POSITION ALLOCATION SCHEDULE FOR THE HOUSING AUTHORITY OF THE COUNTY OF MERCED

WHEREAS, in conjunction with the continuing reorganization of Housing Authority positions to reflect changing staff and resource needs, and to increase efficiency and fiscal responsibility, and

WHEREAS, the Position Allocation Schedule is maintained with the approval of the Board of Commissioners of the Housing Authority of the County of Merced to accurately list and document the current employee positions and job classifications authorized to carry out the operations and mission of the Housing Authority; and

WHEREAS, from time to time, it is necessary to revise and/or reclassify the Position Allocation Schedule to effectively redistribute the employee resources to maintain the most efficient workload assignments, and to recognize those employees who have demonstrated the ability to accept additional tasks and/or perform at higher levels of proficiency, and

WHEREAS, it is necessary for the continuing efficient operation of the Housing Authority to create a new union level position of Farmworker Housing Center Aide in order to enhance the overall efficiency of the Housing Authority Farmworker Program;

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve the creation of one (1) position of Farmworker Housing Center Aide, and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby modify and update the current Position Allocation Schedule to reflect this new allocation.

The foregoing resolution was introduced at the September 19, 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: September 19, 2017

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Job Description

Dept.: Migrant	Date: September 19, 2017
Title: Farmworker Housing Center Aide	Supersedes: N/A
Job #:	Total Pages: 3
Salary Range: \$1,391.70 - \$1,691.62 (Bi-weekly)	Association: Non-Exempt

A. PURPOSE:

Under the general supervision of the Director of Housing Programs this position is responsible for the management and maintenance of the properties under their jurisdiction and for operating and maintaining them in accordance with policies and procedures as established by the Authority. Performs other duties as directed within the classification.

B. ESSENTIAL FUNCTIONS:

The Farmworker Housing Center Aide is given the following responsibilities for executing the following duties. These duties include but are not limited to:

1. Under direction, plans, organizes, initiates, and performs preventative maintenance work.
2. Develops and prioritizes maintenance work assignments, planning, scheduling, directing and inspection of all maintenance activities.
3. Schedules assignment of maintenance material supplies per current Authority policies, and develops a priority system for responding to maintenance request.
4. Complies and maintains accurate maintenance records, files and various reporting systems for all repairs scheduled and performed.
5. Reviews entries of all maintenance work order requests within the work order system.
6. Insures prompt completion and close-out of all work orders.
7. Initiates safety and fire prevention programs.
8. Initiates and promotes resident-maintenance programs.
9. Responsible for compiling of accurate annual inventories of the Authority owned property.
10. Assists in furnishing data for annual operating budgets and operates within budget limitations.
11. Consults with Director of Housing Programs on problems relating to finance, maintenance standards, public and resident relations, operating and administrative policies and procedures, and development of performance standards.
12. Advices and makes recommendations to superiors concerning matters involving policy changes, operational maintenance and major improvements to grounds or buildings.

13. Maintains vehicle fleet records and coordinates vehicle and equipment maintenance.
14. Requisitions supplies, materials, services and equipment.
15. Maintains satisfactory resident-management regulations.
16. Performs on-site monitoring of assigned properties as required.
17. Develops lines of communication with other Authority staff, clients, contractors, general public, outside agencies and government bodies.
18. Advises and assists residents concerning serious occupancy problems.
19. Advises residents on care of Authority owned equipment and property.
20. Operates automotive and other equipment as required.

C. OTHER DUTIES AND ADDITIONAL FUNCTIONS:

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. Knowledge of housing maintenance and repair problems. Ability to understand and follow oral and written directions.

Must possess elementary budget procedures and techniques. Ability to anticipate and economically budget maintenance and repair work necessary to the management of the housing facility; establish cooperative business relations; analyze situations and take effective action; prepare clear, comprehensive reports; keep operational records. Be of good moral character and possess reliability and integrity. May be required to reside in the assigned Center year round.

D. WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

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 Authority employees are exempt from satisfying these criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the 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.

E. EDUCATION AND EXPERIENCE:

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 preferred.

F. LICENSES, REGISTRATIONS, ACCREDITATION, ETC.:

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

Signatures:

Date:	EXECUTIVE DIRECTOR:
Date:	BOARD CHAIR:
Date:	EMPLOYEE:

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: September 19, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-21**, approving an addition to the Position Allocation Schedule

Attached is a copy of the draft job description for the new management position of Board Clerk & Human Resource Manager. This position has been developed to meet the agency needs, changing staff and resource needs, and to increase efficiency.

The new position would have a broader scope of responsibilities that what currently exists and perform a higher level of job tasks.

Resolution No. 2107-21 authorizes the creation of a Board Clerk & Human Resource Manager position, subject to finalization of the attached job description, and an addition of the job title and allocation authority to be added to the current allocation schedule.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-21**, approving the addition of the position of Board Clerk & Human Resource Manager to the current position allocation schedule.

RESOLUTION NO. 2017-21

**APPROVING AN ADDITIONAL ALLOCATION FOR
THE POSITION OF BOARD CLERK & HUMAN RESOURCE MANAGER, AND
SUBSEQUENT REVISION OF THE POSITION ALLOCATION SCHEDULE FOR THE
HOUSING AUTHORITY OF THE COUNTY OF MERCED**

WHEREAS, in conjunction with the continuing reorganization of Housing Authority positions to reflect changing staff and resource needs, and to increase efficiency and fiscal responsibility, and

WHEREAS, the Position Allocation Schedule is maintained with the approval of the Board of Commissioners of the Housing Authority of the County of Merced to accurately list and document the current employee positions and job classifications authorized to carry out the operations and mission of the Housing Authority; and

WHEREAS, from time to time, it is necessary to revise the Position Allocation Schedule to effectively redistribute the employee resources to maintain the most efficient workload assignments, and to recognize those employees who have demonstrated the ability to accept additional tasks and/or perform at higher levels of proficiency, and

WHEREAS, it is necessary for the continuing efficient operation of the Housing Authority to create a new management-level position of Board Clerk & Human Resource Manager in order to enhance the overall efficiency; and

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve the creation of one (1) position of Board Clerk & Human Resource Manager, and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby modify and update the current Position Allocation Schedule to reflect this new allocation.

The foregoing resolution was introduced at the September 19, 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: September 19, 2017

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Job Description

Dept.: Administration	Date: August 2017
Title: Board Clerk / HR Manager	Supersedes: N/A
Job #:	Total Pages: 4
Salary Range:	Association: Exempt - Confidential

A. PURPOSE:

Gives administrative direction, manages and coordinates the day to day operation of the Board Clerk’s Office and specified Administrative Services including Human Resources, and Risk Management under the direct supervision of the Executive Director. The Board Clerk and HR Manager is the local official who administers access to Housing Authority records, and all legislative actions ensuring transparency to the public. The Board Clerk / HR Manager acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the California Public Records Act in cooperation with the Housing Authority’s General Counsel. The Board Clerk manages public inquiries and relationships and arranges for ceremonial and official functions.

B. DISTINGUISHING CHARACTERISTICS:

This management team position receives policy direction from the Executive Director. The Board Clerk oversees and participates in administrative work that is technical in nature and requires a high degree of precision and accuracy. This class is unique because the Board Clerk / HR Manager has authority and responsibility for the Housing Authority’s statutory Board Clerk functions and operates in a dual role overseeing the day-to-day operation of Human Resource Functions for the Housing Authority.

C. ESSENTIAL FUNCTIONS:

The Board Clerk / HR Manager is given management responsibilities for executing the following duties, which are mandated by and performed in accordance with various provisions of State law and local regulations:

- 1) Oversee the functions of the Board Clerk’s Office and ensures that they are effectively carried out; prepares Board of Commissioners and other agency and authority agendas for review by the Executive Director; prepares meeting notices, proclamations, and certificates, and coordinates with meeting participants for scheduling on Board agenda; duplicates and distributes agenda packets; and prepares Board chambers for meetings.
- 2) Publishes ordinances, resolutions, and notices of public hearings; posts and mails notices of public hearing and Board actions affecting Housing Authority tenants; and ensures compliance with the Brown Act.
- 3) Oversees the receipt and maintenance of official Board documents and records; summarizes Board actions and instruction to Housing Authority staff; Coordinates Records Management tasks relating to Board Actions.
- 4) Oversees Housing Authority projects at the direction of, and as delegated by the Executive Director, ensures vendor compliance, compliance with bidding processes and procedures, scheduling bid openings and other related functions.

- 5) Assists the Executive Director with official duties relating to election and/or appointment of Board of Commissioners members. Coordinates and communicates with other governmental agencies to assure smooth and efficient election activities; oversee campaign disclosure and conflict of interest filings according to established procedures.
- 6) Compose correspondence independently on a variety of matters; compile and type various letters, reports, statistical data, agendas, memos, bulletins, lists and other materials as directed; prepare, format, edit and proofread written materials.
- 7) Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate administrative calendars.
- 8) Researches records, and retrieves information for staff members and the general public.
- 9) Administers the commission application process and coordinates the interview process; prepares certificates of appointment and appreciation of services awards, and administers oath of office Board members when necessary.
- 10) Accepts and processes legal claims, liability claims, accepts all subpoenas, summons and public records act or FOIA requests for Housing Authority records, and lawsuits. Informs the Executive Director and General Counsel, upon receipt, of any and all claims or demands filed with the Housing Authority.
- 11) Informs and trains staff in office procedures / human resource and personnel rules and policies.
- 12) Maintains employee personnel records, separate medical record files and other files related to employee status and performance. Maintains records and manages communication as the primary point of contact with recognized employee association business agents. Participates in collective bargaining functions and conducts other HR technical duties as needed to manage the HR functions at the Housing Authority, with assistance from the Executive Director, Department Heads, and General Counsel for the Housing Authority.

D. OTHER DUTIES AND ADDITIONAL FUNCTIONS:

The Board Clerk / HR Manager is responsible for the duties listed below. Although many of these duties are unique to a limited number of organizations, they demonstrate the duties which may be performed by the incumbent in this job classification.

- 1) Maintains confidentiality of Housing Authority records and/or confidential discussions pertaining to Housing Authority records including but not limited to employee personnel files and/or disciplinary actions
- 2) Manages the development and implementation of goals, objectives, policies and procedures; interprets policies to staff and to the general public.
- 3) Participates in the selection and training of personnel as requested by the Executive Director; assists department heads in timely evaluation and reviews of the performance of staff.
- 4) Provides technical and administrative assistance to the Executive Director and Board of Commissioners; prepares and assists in the presentation of staff reports, and researches projects.
- 5) Investigates, analyzes, recommends strategies for resolving complaints and thereafter conducts appropriate follow-up related to documenting outcomes of complaints and / or grievances.
- 6) Performs legislative analysis; coordinates legislative communication and lobbying efforts; tracks legislation.
- 7) Coordinates Board scheduling, calendars, and correspondence.
- 8) Directs the posting of legal notices as required, and the preparation and posting of agendas and minutes.
- 9) Coordinates community/media relations interaction with the Executive Director; prepares community presentation and activities.

- 10) Coordinates agency-wide personnel activities, including recruitments, selections, compensation analysis and Worker's Compensation referral to the carrier.
- 11) 504 Coordinator

E. KNOWLEDGE, SKILLS AND ABILITIES TYPICALLY REQUIRED

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General and Specialized Job Knowledge and Abilities:

- a) Knowledge of the duties and responsibilities of a Board Clerk / HR Manager and of the codes, regulations, policies, and procedures related to government transparency laws and personnel administration in California public sector employment.
- b) Skill in communicating effectively in English both orally and in writing, composing correspondence, staff reports, proclamation, ordinances, staff reports, other written materials, Rosenberg's Rules of Order and/or other similar rules of procedure for conduct of public meetings, and basic math.
- c) Knowledge of the principles and methods of office management including office procedures, systems, equipment, and records management.
- d) Knowledge of the organizations, functions, policies, and administrative procedures of the Board of Commissioners and local government and special districts in California.
- e) Knowledge of techniques for effectively representing the Housing Authority in contacts with government agencies, community groups, and various business and professional organizations.
- f) Knowledge of Records Management protocol and technology.
- g) Knowledge of principles and practices of public administration, including, but not limited to personnel administration and program management.
- h) Knowledge of techniques for providing a high level of customer service to the public and Housing Authority staff, in person, and over the telephone.
- i) Knowledge of and ability to effectively utilize computer applications and technology related to the work.
- j) Skill in interpreting, applying and explaining rules and regulations and Housing Authority policies and procedures.
- k) Skill in using tact, discretion, and mature judgment in the handling of sensitive records and confidential information.
- l) Skill in prioritizing own work and using sound, independent judgment within policy and procedural guidelines.
- m) Skill is establishing and managing an organizational system for Housing Authority files, records, and other official documents.
- n) Skill in training other management staff on policy matters related to personnel administration.
- o) Skill in establishing and maintaining effective working relationships with others.
- p) Skill in completing assigned tasks in a timely and effective manner.
- q) Other duties as assigned.

Working Conditions/Physical Requirements: Employee will work in a controlled office environment. Essentially all working hours are spent in an office. There may be some light physical work involved in the handling of supplies, files, etc.

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, gasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen,

Education and Experience: The education and/or experience typically required for this position includes: Course work in accredited college, or equivalent to 2 years progressive experience which can be applied to overall criteria listed herein combined with and course work or specialized training in Clerk and HR Functions. Four years program experience in Supervision, Clerk and personnel functions is preferred.

Licenses, Registrations, Accreditation, etc.: Possession of a valid Class C California Motor Vehicle Operators License. Certified Municipal Clerk certification and/or Human Resource Management certification is preferred.

Signatures:

Date:	EXECUTIVE DIRECTOR:
Date:	BOARD CHAIR:
Date:	EMPLOYEE:

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: September 19, 2017

SUBJECT: **Resolution No. 2017-22**, approving the revision to the current job description of Maintenance Manager.

The Housing Authority of the County of Merced (HACM) maintains four hundred and twenty-one Public Housing units throughout the County of Merced.

As part of the current efforts to be more responsive to the current and projected workload levels and procedural requirements, the position of Maintenance Manager has been revised to allow for additional tasks to reflect a need for this classification to perform additional functions.

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 Maintenance Manager job description.

RESOLUTION NO. 2017-22

**RESOLUTION APPROVING THE REVISION TO THE HOUSING
AUTHORITY OF THE COUNTY OF MERCED MAINTENANCE
MANAGER JOB DESCRIPTION**

WHEREAS, in conjunction with the continuing reorganization of Housing Authority positions to reflect changing staff and resource needs, and to increase efficiency and fiscal responsibility; and

WHEREAS, part of the current efforts to be more responsive to the current and projected workload levels and procedural requirements, the position of Maintenance Manager has been revised to allow for additional tasks to reflect a need for this classification to perform additional functions; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Merced that the revised Maintenance Manager job description is hereby adopted.

The foregoing resolution was introduced at the September 19, 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: September 19, 2017

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Job Description

Dept.: Public Housing	Date: September 19, 2017
Title: Maintenance Manager	Supersedes: N/A
Job #: 471	Total Pages: 3
Salary Range: \$1,503.85 - \$2,150.00 (Bi-weekly)	Association: Exempt

A. PURPOSE:

Under the general supervision of the Director of Housing Programs this position is responsible for the management and maintenance of the properties under their jurisdiction. This position supervises, coordinates, assigns and review of the maintenance department pertaining to all grounds, buildings and equipment owned by the Housing Authority or related non-profits and maintaining them in accordance with policies and procedures as established by the Authority. Performs other duties as directed within the classification.

B. ESSENTIAL FUNCTIONS:

This management team position of Maintenance Manager is given the following responsibilities for executing the following duties. These duties include but are not limited to:

1. Planning, scheduling, directing and inspection of all maintenance activities.
2. Supervising and training of employees.
3. Assists in interviewing and hiring of staff.
4. Evaluates the performance of staff during probationary periods and annually.
5. Assists in budget planning and preparation.
6. Supervises tenants and is a point of contact for the public, outside third-party agencies and government bodies.
7. Develops and prioritizes maintenance work assignments.
8. Coordinates scheduling of all repairs and preventative maintenance activities for all properties.
9. Compiles and maintains accurate maintenance records, files and various reporting systems for all repairs scheduled and performed.
10. Assists in preparing budgets, determining needs in regard to maintenance staffing, equipment and supplies.
11. Reviews entries of all maintenance work order requests within the work order system.
12. Insures prompt completion and close-out of all work orders.
13. Responsible for compiling of accurate annual inventories of Authority and related non-profit owned property.
14. Maintains vehicle fleet records and coordinates vehicle and equipment maintenance.

15. Schedules assignment of maintenance material supplies per current Agency policies, and develops a priority system for responding to maintenance request.
16. Performs on-site monitoring of assigned properties as required.
17. Supervises tenants regarding painting specifications for maintenance work as needed and participates in recommendations for rehabilitation and new construction projects.
18. Dispatches appropriate personnel and resources to respond to emergency after-hour situations.
19. Initiates and writes correspondence, and prepares oral and written reports.
20. Coordinates maintenance resources and property administration with the Property Manager.
21. Develops lines of communication with other Housing Authority staff, clients, contractors, general public, outside agencies and government bodies.
22. Performs other related duties and responsibilities as required within classification.

C. OTHER DUTIES AND ADDITIONAL FUNCTIONS:

Must demonstrate a background and experience in the field of grounds and building maintenance, and the handling and operation of mechanical equipment. Must be able to plan and supervise the work of maintenance staff as well as coordinate work details. Ability to prepare clear and concise reports, and demonstrate a working knowledge of resources required in the maintenance and repair of housing structures. Must have technical skills comparable to that of a journeyman pertaining to maintenance of facilities. The ability to be bilingual in English/Spanish or English/Hmong-Laotian is helpful but not required.

Must demonstrate the ability to meet and work positively with people and work independently with a minimum of supervision. Ability to establish and maintain effective working relationships with other Housing Authority management and technical staff, residents, vendors and contractors. Effectively coordinate, organize, and implement work activities. Necessary to possess a working knowledge of the operation of standard office equipment such as but not limited to the following: calculator, copy machine, fax machine, and typewriter.

This position is classified as a management-equivalent position and is therefore Exempt.

D. WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

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 Authority employees are exempt from satisfying these criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the 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.

E. EDUCATION AND EXPERIENCE:

At least five (5) years of increasingly responsible experience or training in a public housing authority; non-profit housing provider; public or private construction-related business; real estate/property management firm, or any other public or private enterprise in which the essential functions of this job were regularly performed Within the five (5) years of experience requirement, there must be at least two (2) years in a supervisory capacity.

Equivalent to completion of an Associate Degree, 60 semester units or more at an accredited college or university in business/public administration or related field. One (1) year of experience in housing management, building maintenance/construction field may be substituted for 24 semester units toward the education requirement.

F. LICENSES, REGISTRATIONS, ACCREDITATION, ETC.:

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

Signatures:

Date:	EXECUTIVE DIRECTOR:
Date:	BOARD CHAIR:
Date:	EMPLOYEE:

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: September 19, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017- 23**, approval to enter into contract for Legal Services.

Solicitation for legal services was issued on April 25, 2017. Staff advertised in several newspapers and solicited forty-six agencies (46) to maximize the competition. Seven (7) proposals were received from the following firms:

1. McCormick Barstow LLP
2. Liebert Cassidy Whitmore
3. Cota Cole & Huber LLP
4. Haden Law Office
5. The Law Office of Bill Ford
6. Law Office of Borton Petrini, LLP
7. The Law Office of Thomas E. Lewis

The proposals were reviewed by an independent committee using a system which utilized a point system to rank the proposers. The committee reviewed the proposer's qualifications, knowledge and understanding of work to be performed, staffing, geographical location of the firms, their fee structure and ranked their ability to perform the required services.

Four (4) finalists were selected to appear before the Board of Commissioners for an oral panel interview.

A recommendation was made to accept the proposal from Cota Cole & Huber, LLP for the services in the area of Employment and Labor Relations and General Legal Services, as providing the best overall value to the agency considering the knowledge, experience and other evaluation factors.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-23**, approval to enter into contract for Legal Services.

RESOLUTION NO. 2017-23

**HOUSING AUTHORITY OF THE COUNTY OF MERCED BOARD
RESOLUTION APPROVAL TO ENTER INTO CONTRACT FOR LEGAL
SERVICES**

WHEREAS, the Housing Authority of the County of Merced solicited bids to provide a variety of legal services on April 25, 2017; and

WHEREAS, it was the Housing Authority of the County of Merced's intent to issue separate contracts if determined that different firms had superior experience in specific areas of law; and

WHEREAS, after review of the seven proposals, four firms were selected as finalists and were scheduled to appear before the Board of Commissioners for an oral panel interview; and

WHEREAS, on August 29, 2017 it was determined by the Board of Commissioners that upon review of all proposals and interviews of the four finalists, that the issuance of one contract best meets the needs of the agency; and

THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the County of Merced does hereby accept the proposals and authorizes the award of the contract to Cota Cole & Huber, LLP for Employment and Labor Relations and for General Legal Services; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby appoint Executive Director, Rosa Vazquez, as the person designated with signature authority on behalf of the Board.

The foregoing resolution was introduced at the September 19, 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: September 19, 2017

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: September 19, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017- 24**, approving the Operating Budgets for Fiscal Year 2017 – 2018.

HUD regulations require the Housing Authority to prepare a yearly operations budget. This budget reflects the projected revenues and expenses for all components of the agency.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-24**, approving the Operating Budgets for Fiscal Year 2017 - 2018

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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