

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Regular Meeting
Tuesday, January 17, 2016
12:00 p.m.**

Closed session immediately following

Housing Authority of the County of Merced
Administration Building
405 "U" Street
Board Room – Building B (Second Floor)
Merced, CA 95341
(209) 386-4139

Rachel Torres, Chairperson
Jose Resendez, Vice-Chair
Jose Delgadillo
Evelyn Dorsey
Jack Jackson
Rick Osorio
Margaret Pia

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

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

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

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

I. CALL TO ORDER AND ROLL

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

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

III. CLOSED SESSION ITEM(S):

- A. Pursuant To Government Code §54957.6
Union Negotiations
Agency Negotiators:
Dave Ritchie, Chief Negotiator
Rosa Vazquez, Executive Director
Brian Watkins, Finance Officer

- B. Pursuant To Government Code § 54957
Public Employee Discipline/Dismissal Release

IV. APPROVAL OF THE FOLLOWING MEETING MINUTES:

- A. November 15, 2016 Quarterly Meeting (M/S/C): ____/____/____
- B. November 21, 2016 Special Meeting (M/S/C): ____/____/____

V. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC

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

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

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

VI. CONSENT CALENDAR:

- A. Rent Delinquency Report for November & December 2016
- B. Track Summary Report for November & December 2016
- C. Financial Reports for November & December 2016
- (M/S/C): ____/____/____

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

- A. Information/Discussion Item(s):
- 1.) Department Reviews (included in board packet)
 - 2017 NAHRO Upcoming Conferences Memo
 - Quarterly Report – Finance
 - Quarterly Report – Public Housing & Migrant Family Centers
 - Quarterly Report – Housing Choice Voucher
 - Quarterly Report – Human Resources
 - Organizational Chart
 - 2017 Board Meeting & Closure Calendar
 - List of Agency Acronyms
 - 2.) Director's Updates

B. Resolution Item(s):

- 1.) **Resolution No. 2017-01:** Approving the award of contract for comprehensive tree maintenance at the Housing Authority properties throughout Merced County and authorizing the Executive Director to enter into contract.

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

- 2.) **Resolution No. 2017-02:** Approving the write-off for bad debts from tenant's accounts receivable.

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

C. Action Item(s):

None

VIII. COMMISSIONER'S COMMENTS

IX. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, November 15, 2016

- I. The meeting was called to order by Chairperson Torres at 5:30 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

None

Chairperson Torres declared there was a quorum present.

Staff Present:

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

Others Present:

David. Ritchie, Agency Negotiator

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

Executive Director Ferrario requested that Section VII. Closed Session Item be moved to Item III.

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

III. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 5:32 p.m. The following people were present:

Board Members

Rachel Torres, Chair
Jose Resendez, Vice-Chair
Evelyne Dorsey
Jack Jackson

Others Present

Rennise Ferrario, Executive Director/Board Secretary
Brian Watkins, Finance Officer
David Ritchie, Agency Negotiator

Jose Resendez
Margaret Pia
Rick Osorio

**A. Pursuant to Government Code §54967.6
Union Negotiations**

The Board returned to Regular Session at 6:00 p.m. and direction was given to staff.

IV. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. October 11, 2016, Quarterly Meeting

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

V. UNSCHEDULED ORAL COMMUNICATION

None

VI. CONSENT CALENDAR:

A. Rent Delinquency Report for October 2016

B. Financial Reports for October 2016

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

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

A. Information/discussion Item(s):

1.) Agency/Department Reviews – Executive Director Ferrario provided the following updates:

- a. The Migrant Centers are in the process of closing. The Atwater and Los Banos Migrant Centers closed November 14th. Merced Migrant will close on November 18th and Planada will close November 28th.
- b. Notice has been received from the U.S. Department of Housing and Urban Development (HUD) that the PHA Annual Plan has been approved.
- c. Notice has been received that our PHAS is 95%, which keeps the agency at High Performer.
- d. The Housing Authority received the letter with the HUD Compliance review results. The results show no findings but have recommendations. Some of the recommendations have been addressed. Specifically Procurement, Flat Rents, and how Public and Indian Housing Notices are shared with all staff.
- e. Capital Fund Projects: Roof replacement in Los Banos.
- f. Rosa has been getting familiar with Agency. She has meet with different departments.
- g. Executive Director Ferrario reminded the Commissioners they must complete their ethics training. The training is available on line and the

agency will work with David Ritchie to get a live training at the Housing Authority.

- h. Human Resources is currently working on a few recruitments. Rosa Vazquez will provide the Board a recommendation regarding the Agency structure.

B. Resolutions Item(s):

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

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

C. Action Item(s):

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

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

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

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

VIII. COMMISSIONER'S COMMENTS:

All Commissioners welcomed Rosa Vazquez, Executive Director and commended Blanca Arrate on her report presentation.

IX. ADJOURNMENT

A Special Meeting for Monday, November 21, 2016 at 12:00 p.m. has been scheduled.

There being no further business to discuss, the meeting was adjourned at 6:52 p.m.

Chairperson Signature / Date

Secretary Signature/ Date

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Special Meeting
Monday, November 21, 2016**

- I. The meeting was called to order by Chairperson Torres at 12:01 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

Margaret Pia

Chairperson Torres declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Emily Haden, Legal Counsel
Brian Watkins, Finance Officer
Maria F. Alvarado, Confidential Secretary

Others Present:

John Daugherty

- 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:**

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):

- 1.) **Resolution No. 2016-24:** Approving an employment agreement between the Housing Authority of the County of Merced and Rosa Vazquez.

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

Ayes: Delgadillo, Dorsey, Jackson, Resendez, Torres

Noes: Osorio

Absent: Pia

Abstain: None

- 2.) **Resolution No. 2016-25:** Approving to update the list of signators for all Housing Authority of the County of Merced bank accounts.

(M/S/C): Commissioner Resendez/Commissioner Dorsey/passed

Ayes: Delgadillo, Dorsey, Jackson, Osorio, Resendez, Torres

Noes: None

Absent: Pia

Abstain: None

C. Action Item(s):

None

VII. COMMISSIONER'S COMMENTS:

Commissioners Delgadillo, Dorsey, Jackson, Resendez and Torres welcomed Rosa Vazquez.

VIII. CLOSEDSESSION ITEM(S):

None

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:35 p.m.

Chairperson Signature / Date

Secretary Signature/ Date

Merced Summarized AR-II

Property=.fs-amps,.fs-vv,.fs-fty,langdon AND Trans through=11/30/2016

Property Code	Total AR	Thirty Day	Sixty Day	Ninety Day	OverNinety Day	Prepayments	Ending Balance	Total Charges Past Year	Percentage
012a	7,076.24	743.6	-211	0	6,543.64	-334.77	6,741.47	130,567.57	5.16
012b	9.58	9.58	0	0	0	-525.49	-515.91	34,470.18	0
012c	1,074.00	482	0	0	592	-67.4	1,006.60	33,854.60	2.97
012d	2,025.74	936.47	0	0	1,089.27	-378.96	1,646.78	42,863.32	3.84
atw	347.35	97.35	0	0	250	323	670.35	90,681.54	0.74
ca023001	12,053.66	1,255.45	117.45	149.63	10,531.13	-2,398.36	9,655.30	375,244.23	2.57
ca023002	1,469.95	5	956.95	0	508	-598.07	871.88	75,113.47	1.16
ca023003	1,201.25	967.19	0	59.26	174.8	-25.83	1,175.42	67,605.52	1.74
ca023004	2,314.48	530.09	30	800	954.39	-848.59	1,465.89	188,425.67	0.78
ca023005	2,387.06	1,104.10	269.62	20.4	992.94	-1,006.55	1,380.51	96,753.15	1.43
ca023006	1,888.59	638.51	352.44	0	897.64	-1,562.85	325.74	300,833.76	0.11
ca023010	4,348.46	684.18	0	1,353.69	2,310.59	-2,274.65	2,073.81	188,637.49	1.1
ca023011	1,529.40	284.4	0	505	740	-578.35	951.05	55,906.86	1.7
ca023013	1,982.78	20	20	305	1,637.78	-1,323.35	659.43	76,099.35	0.87
ca023021	0	0	0	0	0	-8.12	-8.12	4,092.00	0
ca023023	306.11	306.11	0	0	0	0	306.11	9,622.11	3.18
ca023024	-41.79	0	0	0	-41.79	-71	-112.79	12,166.00	0
dp	5,669.76	50	0	0	5,619.76	-1,777.10	3,892.66	157,078.06	2.48
ft-yr	21,251.12	492.12	396	9	20,354.00	-8,801.97	12,449.15	576,009.80	2.16
langdon	131.38	0	0	0	131.38	-60	71.38	10,250.00	0.7
mid	55,825.54	1,223.75	205.36	348.91	54,047.52	-11,763.07	44,062.47	280,652.97	15.7
	122,850.66	9,829.90	2,136.82	3,550.89	107,333.05	-34,081.48	88,769.18	2,806,927.65	

Legend:

Amp 1 - CA023001, CA023010, CA023013, CA023021, CA023023

Amp 2 - CA023003, CA023006, 012A, 012B, ATW

Amp 3 - CA023002, CA023004, CA023005, CA023011, 012C, 012D, MID, DP

Amp 4 - CA023024

FT-YR - Farm Labor Housing (Felix Torres Year Round)

Langdon

Merced Summarized AR-II

Property=.fs-amps,.fs-vv,.fs-fty,langdon AND Trans through=12/31/2016

Property Code	Total AR	Thirty Day	Sixty Day	Ninety Day	OverNinety Day	Prepayments	Ending Balance	Total Charges Past Year	Percentage
012a	7,782.63	848	406.99	0	6,527.64	-348.01	7,434.62	129,497.73	5.74
012b	29.84	29.84	0	0	0	-543.75	-513.91	34,328.18	0
012c	1,162.00	570	0	0	592	-317.4	844.6	34,044.60	2.48
012d	1,153.44	64.17	0	0	1,089.27	-567.66	585.78	41,937.32	1.4
atw	277.35	27.35	0	0	250	237	514.35	90,710.54	0.57
ca023001	12,546.29	1,633.76	361.4	0	10,551.13	-1,894.04	10,652.25	379,940.65	2.8
ca023002	1,476.95	12	0	900.95	564	-599.07	877.88	75,985.47	1.16
ca023003	1,188.87	144.61	810.2	0	234.06	-28.45	1,160.42	67,389.94	1.72
ca023004	2,321.78	422.98	114.41	20	1,764.39	-1,257.50	1,064.28	190,329.11	0.56
ca023005	1,668.43	462.09	173.4	0	1,032.94	-1,122.82	545.61	95,183.25	0.57
ca023006	2,198.82	1,147.74	-41	300.44	791.64	-1,370.65	828.17	302,578.52	0.27
ca023010	2,710.66	-475.43	-258.19	-10	3,454.28	-2,304.45	406.21	187,741.31	0.22
ca023011	1,861.40	446.4	170	0	1,245.00	-334.35	1,527.05	54,858.86	2.78
ca023013	1,953.50	20.72	20	0	1,912.78	-1,344.35	609.15	76,138.07	0.8
ca023021	0	0	0	0	0	-10.12	-10.12	4,190.00	0
ca023023	270.11	270.11	0	0	0	0	270.11	9,971.11	2.71
ca023024	-31.79	10	0	0	-41.79	-73	-104.79	13,338.00	0
dp	5,796.76	181	0	0	5,615.76	-1,762.10	4,034.66	157,342.06	2.56
ft-yr	50,183.12	29,118.12	164	275	20,626.00	-8,595.97	41,587.15	575,074.80	7.23
langdon	131.38	0	0	0	131.38	-75	56.38	10,270.00	0.55
mid	58,006.53	3,398.68	303.35	90.07	54,214.43	-12,085.04	45,921.49	282,847.73	16.24
	152,688.07	38,332.14	2,224.56	1,576.46	110,554.91	-34,396.73	118,291.34	2,813,697.25	

Legend:

Amp 1 - CA023001, CA023010, CA023013, CA023021, CA023023

Amp 2 - CA023003, CA023006, 012A, 012B, ATW

Amp 3 - CA023002, CA023004, CA023005, CA023011, 012C, 012D, MID, DP

Amp 4 - CA023024

FT-YR - Farm Labor Housing (Felix Torres Year Round)

Langdon

PHAS Tracking Summary
Fiscal Year Ending 09/30/17

Indicators		Estimated Status at End of Month											
Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		31	95										
Average Lease Up Days		10	19										
Make Ready Time		83	91										
Average Make Ready Days		28	18										
Down Days		0	31										
Average Down Days		0	6										
Total # Vacant Units Turned		3	5										
Total # Turn Around Days		114	217										
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	38	43										

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%										
Average # days to complete Non-Emergency Work Orders	A = 25 days or less3 B=26-360 C=31-40 D=41-50 E=51-60 F= greater than 60	15	14										

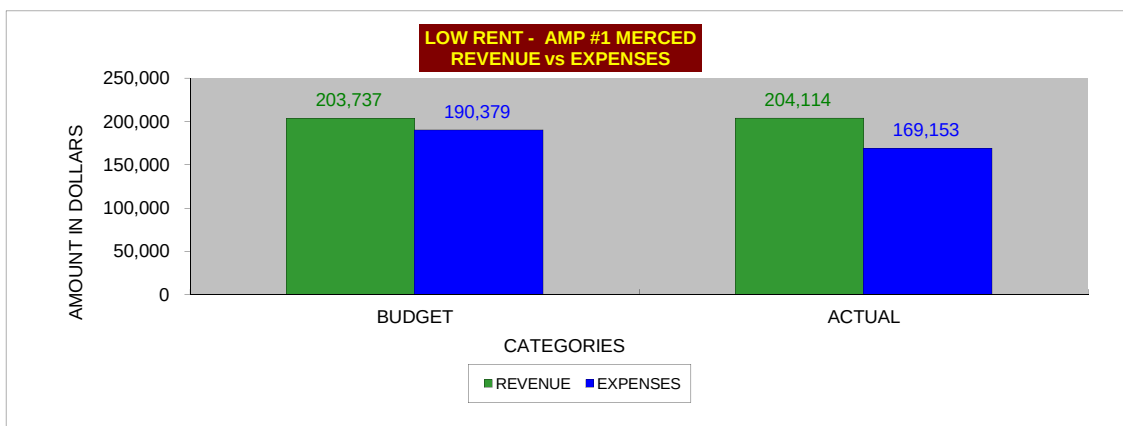
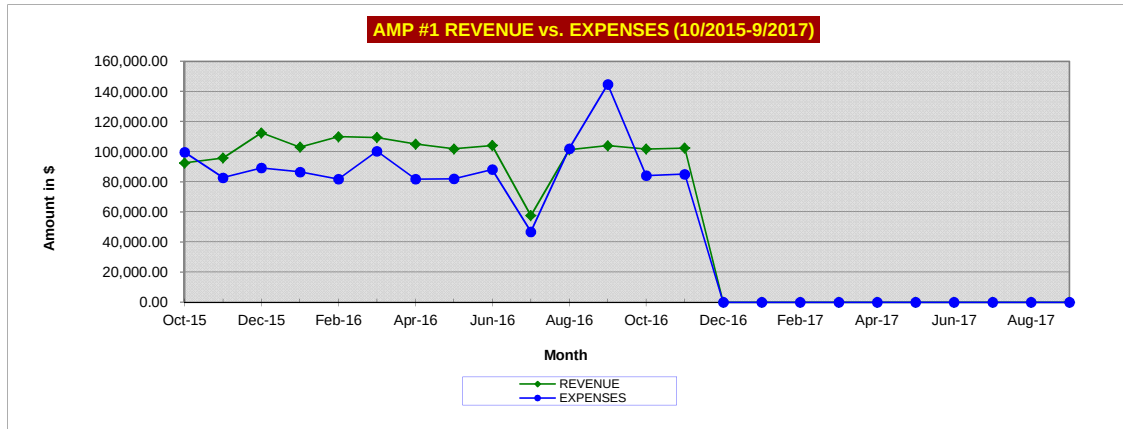
PHAS Tracking Summary
Fiscal Year Ending 09/30/17

Indicators		Estimated Status at End of Month											
Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		31	95	137									
Average Lease Up Days		10	19	23									
Make Ready Time		83	91	125									
Average Make Ready Days		28	18	21									
Down Days		0	31	31									
Average Down Days		0	6	5									
Total # Vacant Units Turned		3	5	6									
Total # Turn Around Days		114	217	293									
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									

% 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%									
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B = 26-30 C = 31-40 D = 41-50 E = 51-60 F = greater than 60	15	14	12									

01-Oct-16

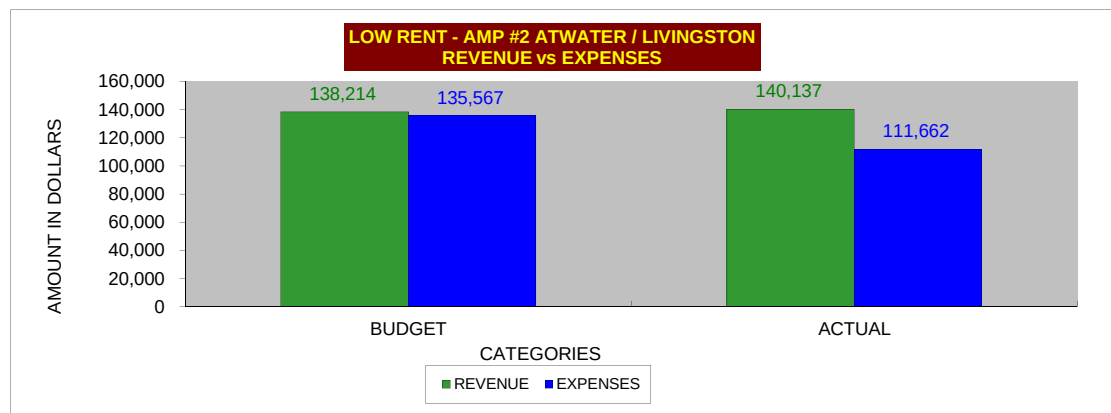
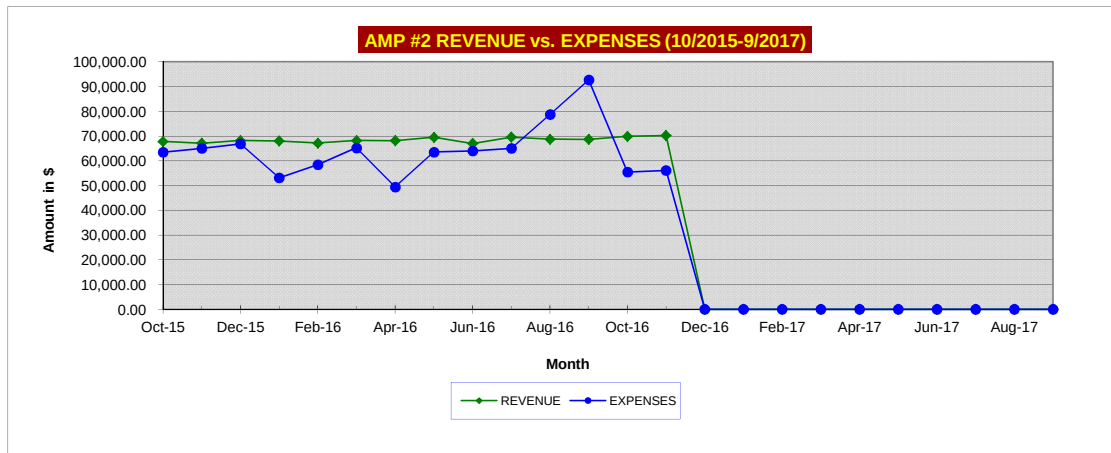
TO: 30-Nov-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	102,575	110,246	295.45	317.55
NON-DWELL. RENTS	8,942	0	25.76	0.00
OTHER INCOME	2,630	1,721	7.58	4.96
PFS SUBSIDY	89,589	92,147	258.05	265.42
	203,737	204,114	586.84	587.93
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	62,057	53,066	178.75	152.85
TENANT SERVICES	8,942	0	25.76	0.00
UTILITIES	29,029	29,923	83.61	86.19
MAINT.	50,109	50,027	144.33	144.10
GENERAL	19,316	15,211	55.64	43.81
DEPRECIATION	20,926	20,926	60.27	60.27
EQUITY TRANSFERS	0	0	0.00	0.00
	190,379	169,153	548.36	487.22
NET SURPLUS	13,358	34,961		
NET FROM OPERATIONS	13,358	34,961		
ENDING EQUITY BALANCE	2,395,479	2,373,876		
NET SURPLUS	13,358	34,961		
ADD BACK DEPRECIATION	20,926	20,926		
CASH FLOW	34,284	55,887		

01-Oct-16

TO: 30-Nov-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	88,274	88,435	382.48	383.18
INTEREST	0	0	0.00	0.00
OTHER INCOME	1,792	3,553	7.76	15.40
PFS SUBSIDY	48,148	48,149	208.62	208.62
	138,214	140,137	598.86	607.20
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	44,107	38,533	191.11	166.96
UTILITIES	24,625	21,070	106.70	91.30
MAINT.	39,913	28,141	172.94	121.93
GENERAL	15,190	12,185	65.82	52.80
DEPRECIATION	11,732	11,732	50.83	50.83
EQUITY TRANSFERS	0	0	0.00	0.00
	135,567	111,662	587.40	483.82
NET SURPLUS	2,647	28,476		
NET FROM OPERATIONS	2,647	28,476		
ENDING EQUITY BALANCE	1,825,442	1,799,613		
NET SURPLUS	2,647	28,476		
ADD BACK DEPRECIATION	11,732	11,732		
CASH FLOW	14,379	40,208		

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:

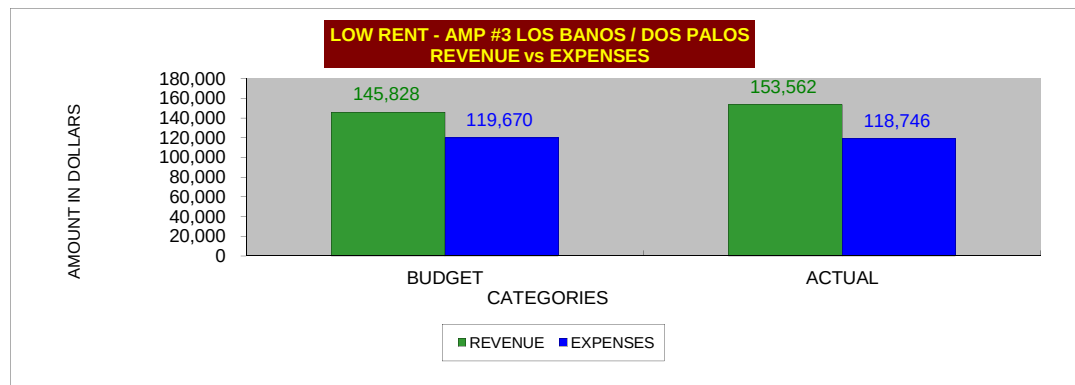
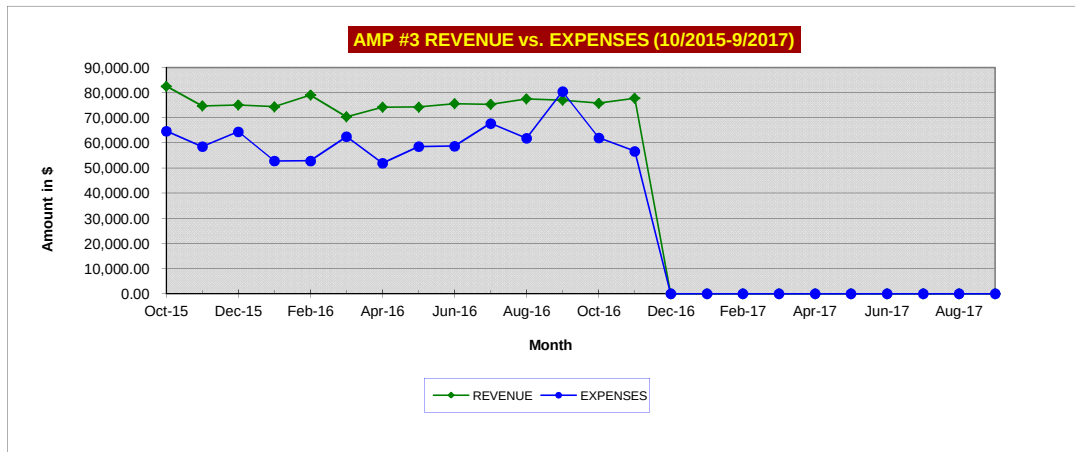
01-Oct-16

TO:

30-Nov-16

REV. RATE: 16.4%

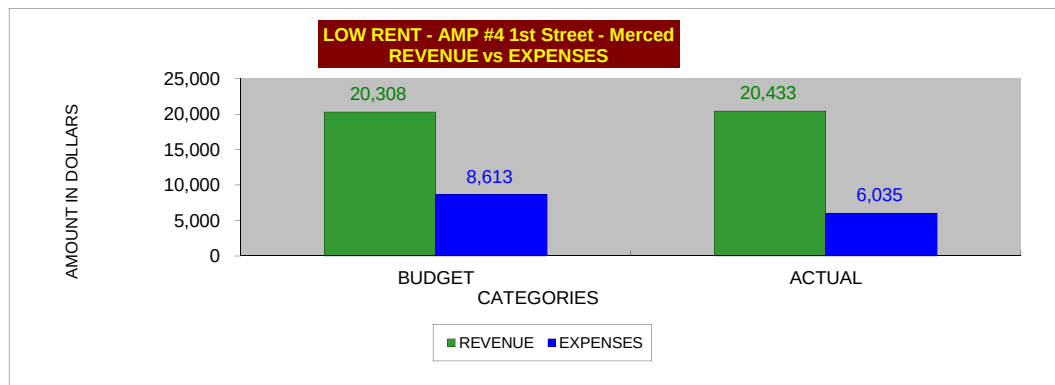
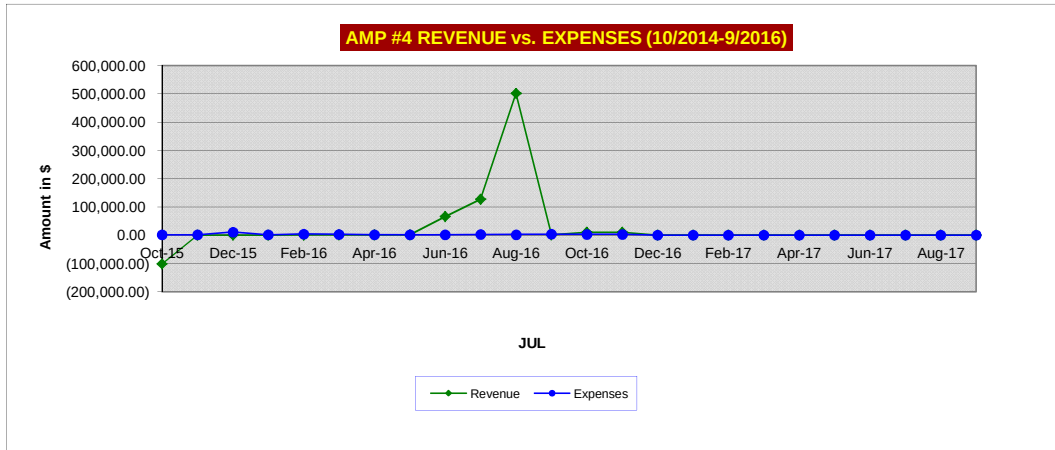
UNIT/MONTH: 1,464



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	75,288	81,184	312.84	337.34
INTEREST	0	0	0.00	0.00
OTHER INCOME	2,630	3,876	10.93	16.11
PFS SUBSIDY	67,910	68,502	282.19	284.65
	145,828	153,562	605.96	638.10
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	38,825	36,529	161.33	151.79
UTILITIES	23,112	18,676	96.04	77.60
MAINT.	35,323	41,661	146.78	173.11
GENERAL	12,806	12,276	53.21	51.01
DEPRECIATION	9,604	9,604	39.91	39.91
EQUITY TRANSFERS	0	0	0.00	0.00
	119,670	118,746	497.27	493.42
NET SURPLUS	26,158	34,817		
NET FROM OPERATIONS	26,158	34,817		
ENDING EQUITY BALANCE	1,750,969	1,742,310		
NET SURPLUS	26,158	34,817		
ADD BACK DEPRECIATION	9,604	9,604		
CASH FLOW	35,762	44,421		

01-Oct-16

TO: 30-Nov-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	2,466	2,344	357.14	339.51
OTHER INCOME	0	0	0.00	0.00
PFS SUBSIDY	17,842	18,089	2,584.29	2,620.03
CFP FUNDS	0	0	0.00	0.00
	20,308	20,433	2,941.43	2,959.54
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	2,936	1,264	425.25	183.04
UTILITIES	963	924	139.48	133.77
MAINT.	1,949	1,089	282.30	157.75
GENERAL	497	490	71.99	70.99
DEPRECIATION	2,268	2,268	328.50	328.50
EQUITY TRANSFERS	0	0	0.00	0.00
	8,613	6,035	1,247.52	874.05
NET SURPLUS	11,695	14,398		
NET FROM OPERATIONS	11,695	14,398		
ENDING EQUITY BALANCE	841,683	838,980		
NET SURPLUS	11,695	14,398		
ADD BACK DEPRECIATION	2,268	2,268		
CASH FLOW	13,963	16,666		

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:

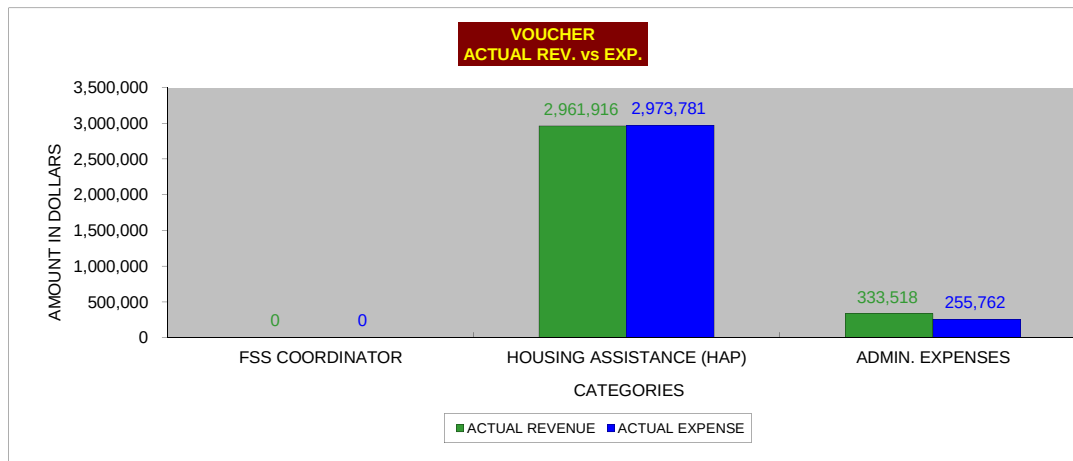
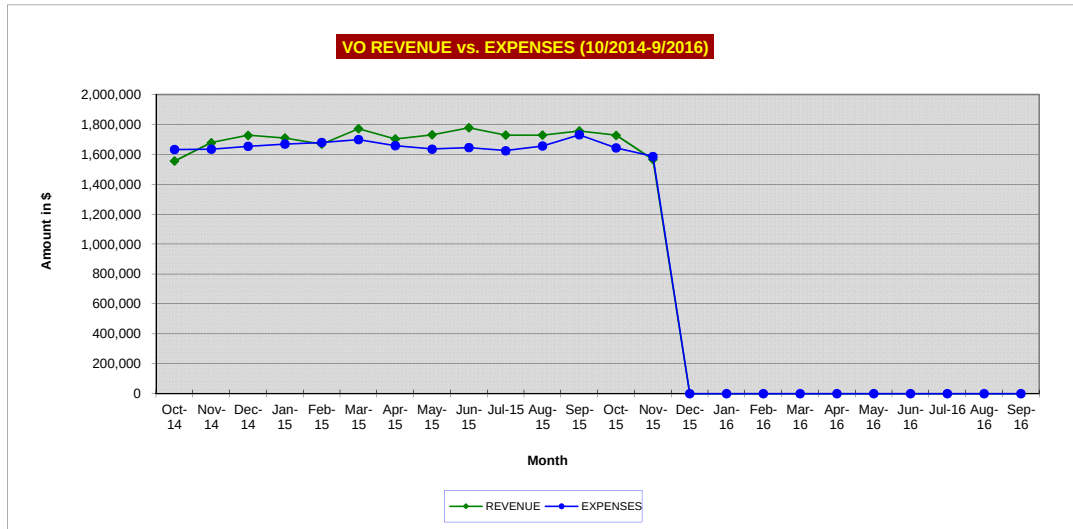
EXPEND. RATE: 16.4%
BUDGET # VOUCHER MONTHS: 33,492

01-Oct-16

TO: 30-Nov-16

YTD VOUCHERS 2,730
YTD % 8.2%

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

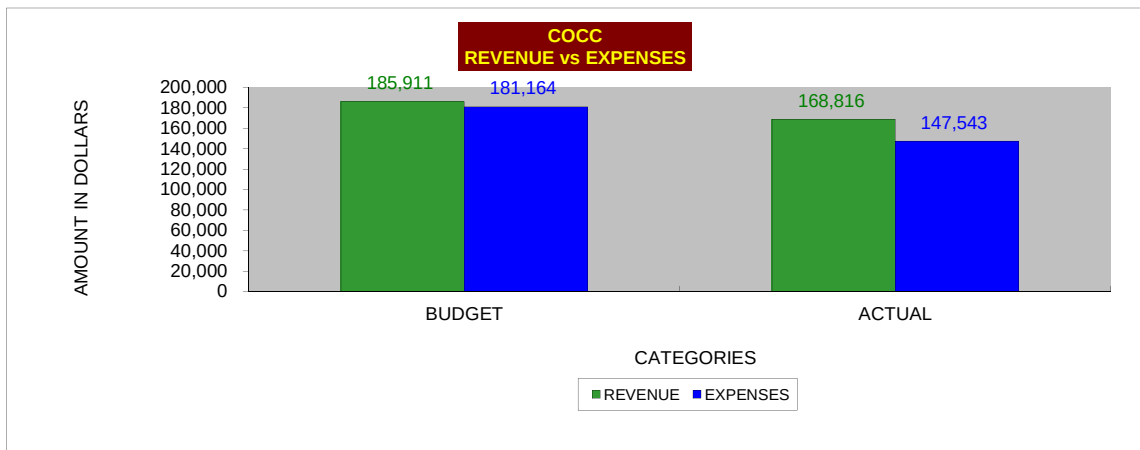
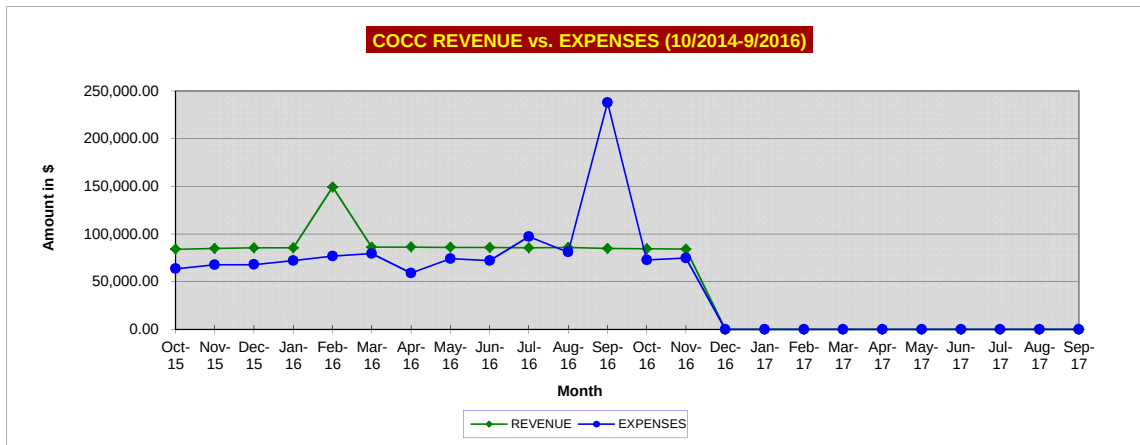


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	3,234,246	2,961,916	587.45	537.99
ADMIN. FEES	301,447	333,518	54.75	60.58
	3,535,693	3,295,434	642.20	598.57
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	3,009,419	2,973,781	546.62	540.14
ADMIN. EXPENSES	272,377	255,762	49.47	46.46
	3,281,796	3,229,543	596.09	586.60
NET SURPLUS	253,897	65,891		
HAP SURPLUS YTD Change	224,827	(8,461)		
ADMIN SURPLUS YTD Change	29,070	74,352		
HAP SURPLUS BALANCE	212,298	(20,990)		
ADMIN SURPLUS BALANCE	(489,066)	(443,784)		

01-Oct-16

TO:

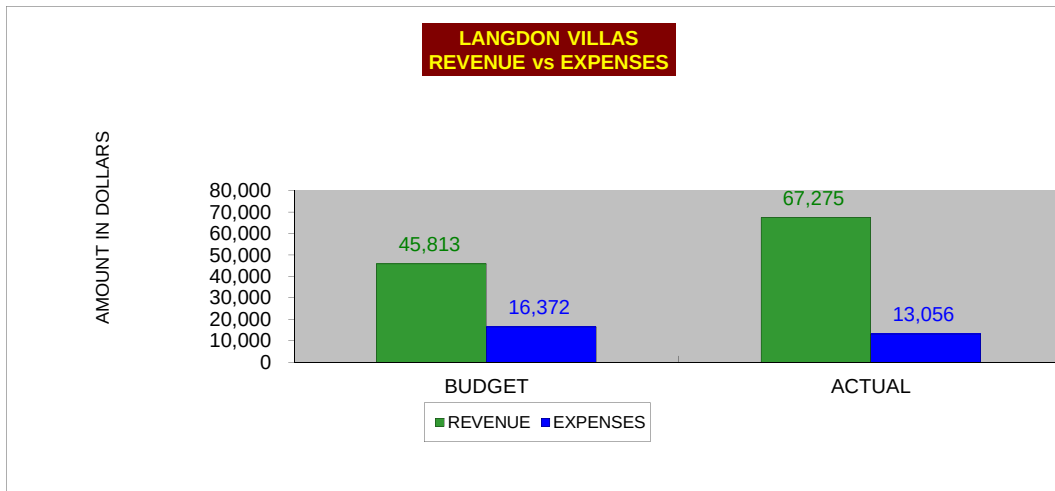
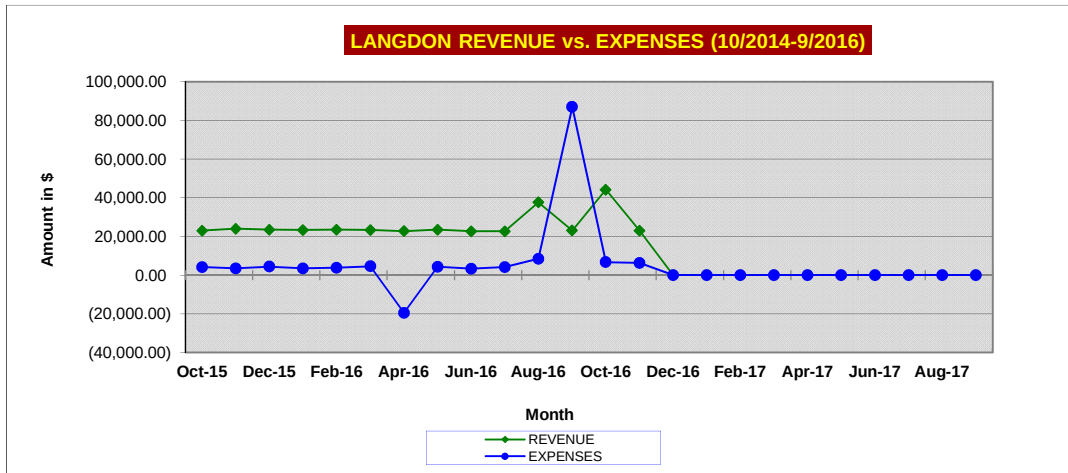
30-Nov-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	167,211	168,816	349.55	352.91
ASSET MANAGEMENT FEES	8,186	0	17.11	0.00
CFP ADMIN FEES	10,514	0	21.98	0.00
	185,911	168,816	388.64	352.91
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	158,544	125,797	331.44	262.98
UTILITIES	5,244	6,860	10.96	14.34
MAINT.	5,951	3,381	12.44	7.07
GENERAL	11,425	11,505	23.88	24.05
	181,164	147,543	378.72	308.44
NET SURPLUS	4,747	21,273		
NET FROM OPERATIONS	4,747	21,273		
ENDING RESERVE BALANCE	(285,192)	(268,666)		
NET SURPLUS	4,747	21,273		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	4,747	21,273		

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

REV. RATE: 16.4%
 # UNIT/MONTH: 12



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	7,595	7,700	3,850.24	3,903.47
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	36,245	36,845	18,374.20	18,678.37
OTHER INCOME	1,973	1,692	1,000.20	857.74
	45,813	67,275	23,224.64	34,104.68
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	8,730	6,196	4,425.63	3,141.02
UTILITIES	247	221	125.22	112.08
MAINT. & OPER.	502	0	254.49	0.00
GENERAL	6,893	6,639	3,494.37	3,365.73
	16,372	13,056	8,299.71	6,618.83
NET SURPLUS	29,441	54,219		
ENDING EQUITY BALANCE	9,846,586	9,871,364		

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

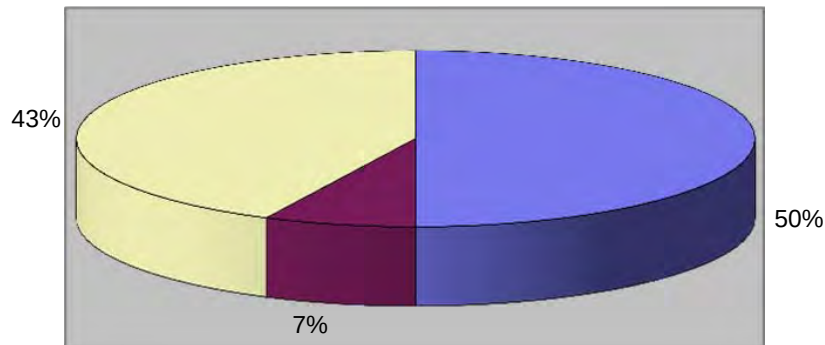
TO:

30-Nov-16

EXPEND. RATE:

UNIT/MONTH:

LANGDON VILLA BALANCE SHEET



■ ASSETS ■ LIABILITIES ■ EQUITY

CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,572,738			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	126,744			
NOTES RECEIVABLE	995,865			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,656,196			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		88,084		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,445,624		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			10,046,828	
CURRENT YEAR			60,291	
EQUITY TRANSFERS			0	
	\$11,815,992	\$1,708,873	\$10,107,119	\$11,815,992
				LIAB. + EQUITY

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Obanion

REVENUE & EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

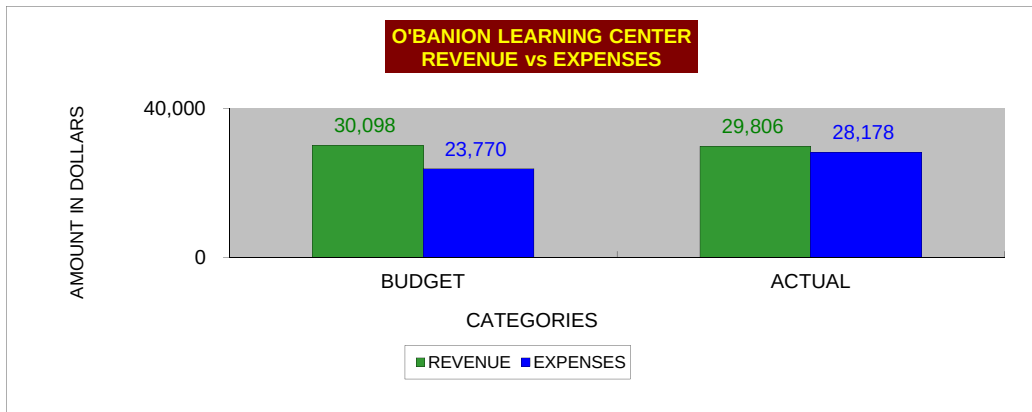
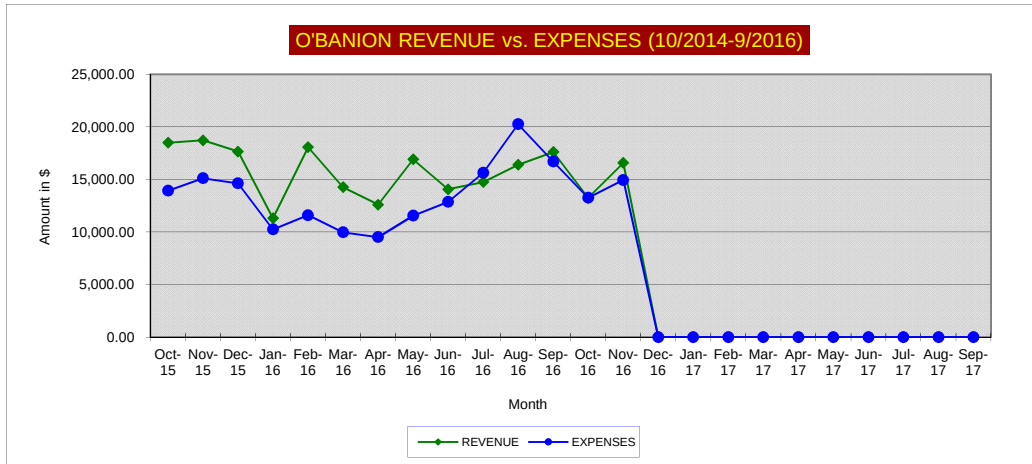
01-Oct-16

TO:

30-Nov-16

REV. RATE: 16.4%

UNIT/MONTH: 72

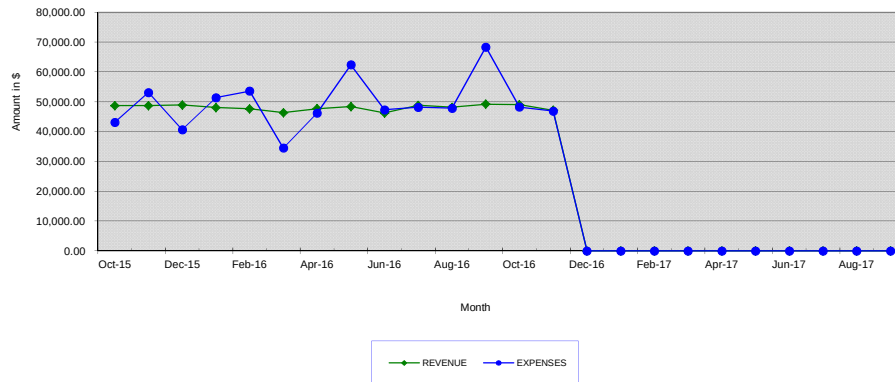


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	30,098	29,806	2,543.00	2,518.33
OTHER INCOME	0	0	0.00	0.00
	30,098	29,806	2,543.00	2,518.33
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	3,206	3,087	270.88	260.80
UTILITIES	7,808	11,985	659.70	1,012.58
MAINT. & OPER.	3,452	4,052	291.66	342.40
GENERAL	460	210	38.87	17.74
DEPRECIATION	8,844	8,844	747.24	747.24
	23,770	28,178	2,008.35	2,380.76
NET SURPLUS	6,328	1,628		
ENDING EQUITY BALANCE	2,438,047	2,433,347		
ADD BACK DEPRECIATION	8,844	8,844		
CASH FLOW	15,172	10,472		

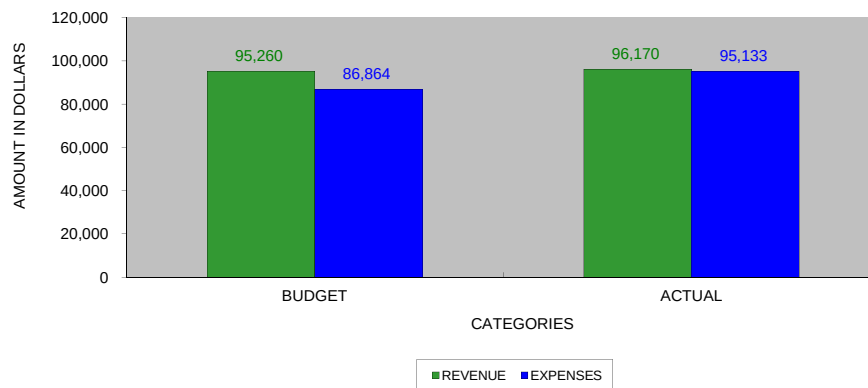
01-Oct-16

TO: 30-Nov-16

FELIX TORRES YEAR ROUND CENTER - REVENUE vs. EXPENSES (10/2014-9/2016)



**FELIX TORRES YR
REVENUE vs EXPENSES**

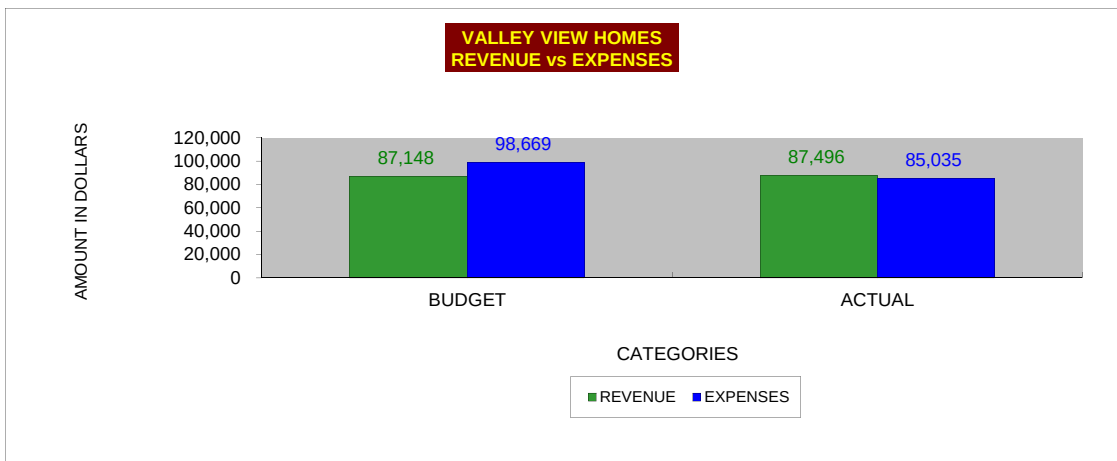
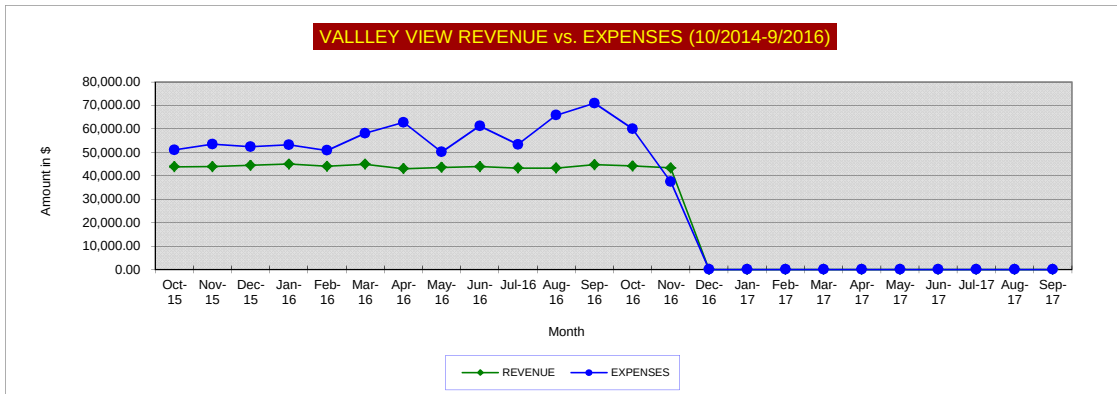


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	94,718	95,704	1,043.84	1,054.71
INTEREST	16	0	0.18	0.00
OTHER INCOME	526	466	5.80	5.14
	95,260	96,170	1,049.82	1,059.85
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	22,289	9,416	245.64	103.77
UTILITIES	14,466	14,294	159.42	157.53
MAINT.	7,795	15,801	85.91	174.14
GENERAL	8,959	22,266	98.73	245.39
DEPRECIATION	33,355	33,356	367.59	367.60
EQUITY TRANSFERS	0	0	0.00	0.00
	86,864	95,133	957.29	1,048.43
NET SURPLUS	8,396	1,037		
NET FROM OPERATIONS	8,396	1,037		
ENDING EQUITY BALANCE	(156,431)	(163,791)		
NET SURPLUS	8,396	1,037		
ADD BACK DEPRECIATION	33,355	33,356		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	41,751	34,393		

01-Oct-16

TO:

30-Nov-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	85,496	85,602	593.72	594.46
INTEREST	8	0	0.06	0.00
OTHER INCOME	1,644	1,894	11.42	13.15
	87,148	87,496	605.20	607.61
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	21,076	19,404	146.36	134.75
UTILITIES	15,190	9,551	105.49	66.33
MAINT. & OPER.	17,630	27,270	122.43	189.37
GENERAL	7,598	5,351	52.76	37.16
DEPRECIATION	6,661	6,660	46.26	46.25
BOND INTEREST	27,514	13,757	191.07	95.53
BOND REPLACEMENT RESV	3,000	3,042	20.83	21.13
	98,669	85,035	685.20	590.52
NET SURPLUS	(11,521)	2,461		
BOND PRINCIPAL	12,329	12,500		
ADJUSTED SURPLUS	(23,850)	(10,039)		
ADD BACK DEPRECIATION	6,661	6,660		
ADD BACK BOND COST AMORT	2,749	2,750		
CASH FLOW	(14,440)	(629)		
ENDING EQUITY BALANCE	(2,477,710)	(2,463,899)		

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:

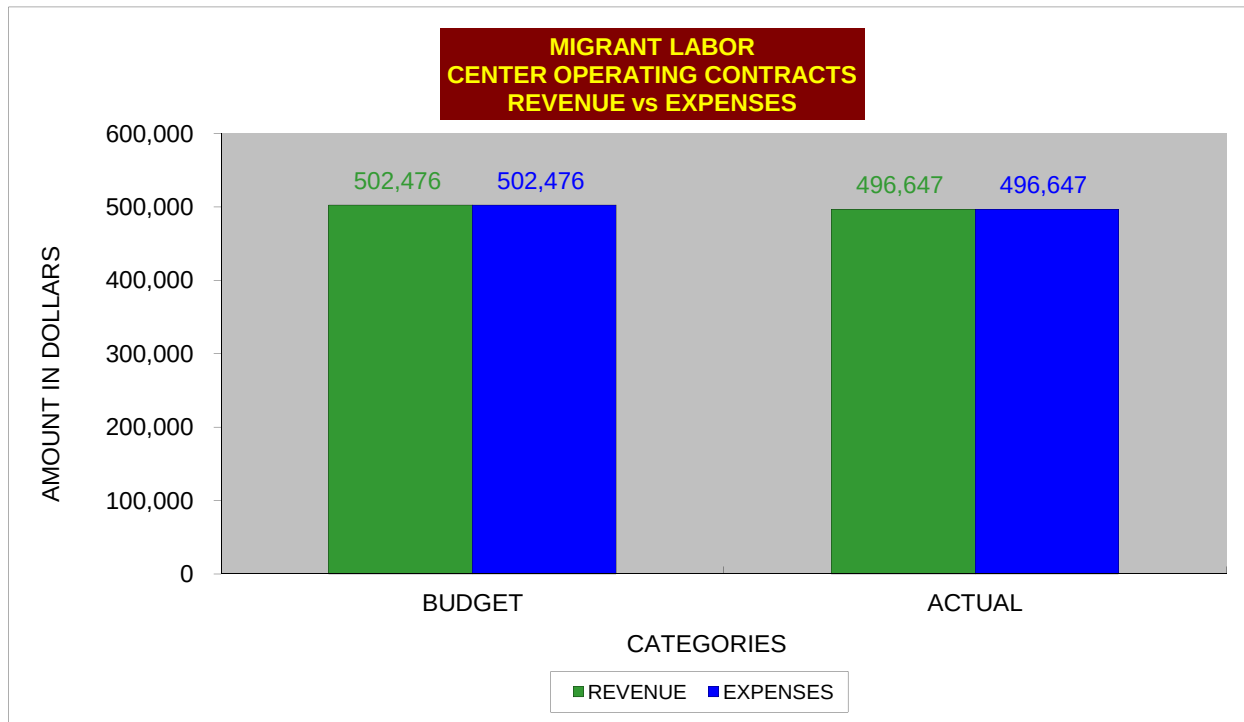
30-Nov-16

EXPEND. RATE:

41.6%

UNIT/MONTH:

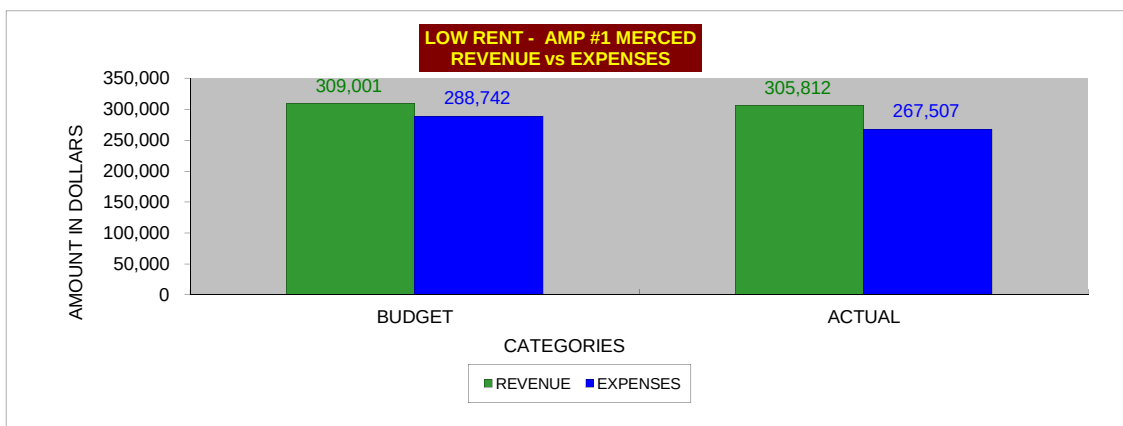
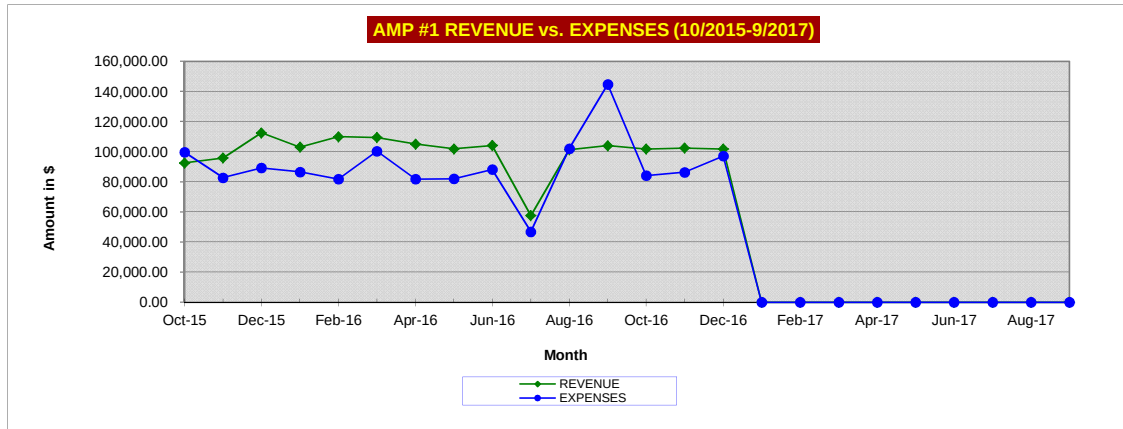
1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	502,476	496,647	779.46	770.42
	502,476	496,647	779.46	770.42
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	250,559	215,320	388.68	334.01
OPERATIONS	133,797	155,169	207.55	240.70
MAINTENANCE	7,767	37,665	12.05	58.43
ADMINISTRATION	47,720	47,050	74.03	72.99
DEBT SERVICE	62,633	41,443	97.16	64.29
	502,476	496,647	779.47	770.42
NET SURPLUS	0	0		

01-Oct-16

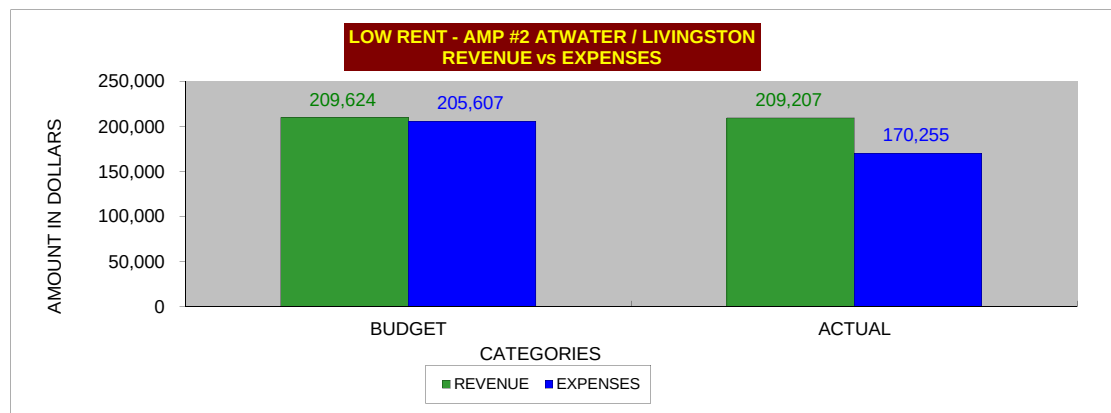
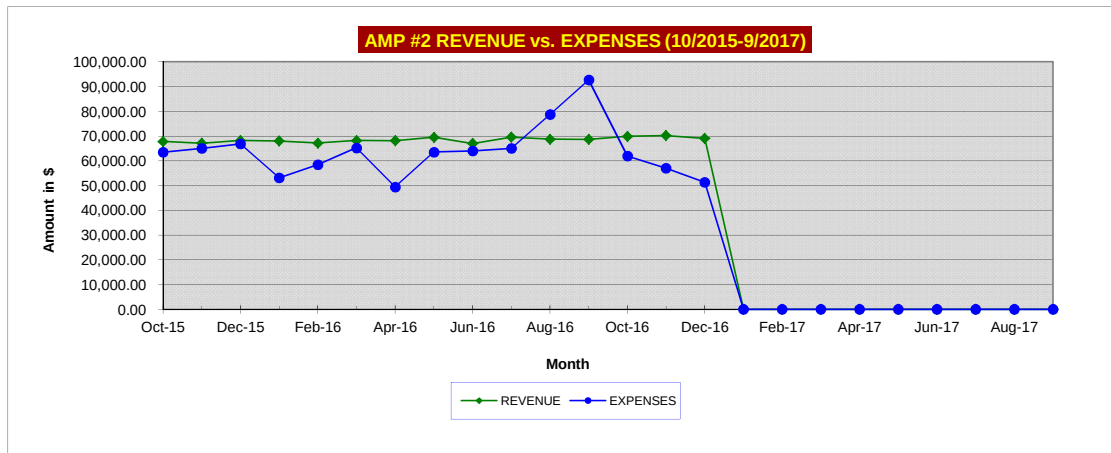
TO: 31-Dec-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	155,573	165,082	295.45	313.51
NON-DWELL. RENTS	13,563	0	25.76	0.00
OTHER INCOME	3,989	2,510	7.58	4.77
PFS SUBSIDY	135,877	138,220	258.05	262.50
	309,001	305,812	586.84	580.78
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	94,119	80,986	178.75	153.80
TENANT SERVICES	13,563	0	25.76	0.00
UTILITIES	44,028	43,895	83.62	83.36
MAINT.	76,001	87,068	144.34	165.35
GENERAL	29,294	24,169	55.63	45.90
DEPRECIATION	31,737	31,389	60.27	59.61
EQUITY TRANSFERS	0	0	0.00	0.00
	288,742	267,507	548.37	508.02
NET SURPLUS	20,259	38,305		
NET FROM OPERATIONS	20,259	38,305		
ENDING EQUITY BALANCE	2,388,578	2,370,532		
NET SURPLUS	20,259	38,305		
ADD BACK DEPRECIATION	31,737	31,389		
CASH FLOW	51,996	69,694		

01-Oct-16

TO: 31-Dec-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	133,882	132,560	382.48	378.70
INTEREST	0	0	0.00	0.00
OTHER INCOME	2,718	4,423	7.76	12.64
PFS SUBSIDY	73,024	72,224	208.62	206.33
	209,624	209,207	598.86	597.67
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	66,892	57,848	191.10	165.26
UTILITIES	37,347	34,642	106.69	98.97
MAINT.	60,536	41,618	172.94	118.90
GENERAL	23,038	18,549	65.82	52.99
DEPRECIATION	17,794	17,598	50.83	50.27
EQUITY TRANSFERS	0	0	0.00	0.00
	205,607	170,255	587.38	486.39
NET SURPLUS	4,017	38,952		
NET FROM OPERATIONS	4,017	38,952		
ENDING EQUITY BALANCE	1,824,071	1,789,136		
NET SURPLUS	4,017	38,952		
ADD BACK DEPRECIATION	17,794	17,598		
CASH FLOW	21,811	56,550		

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

REV. RATE: 24.9%

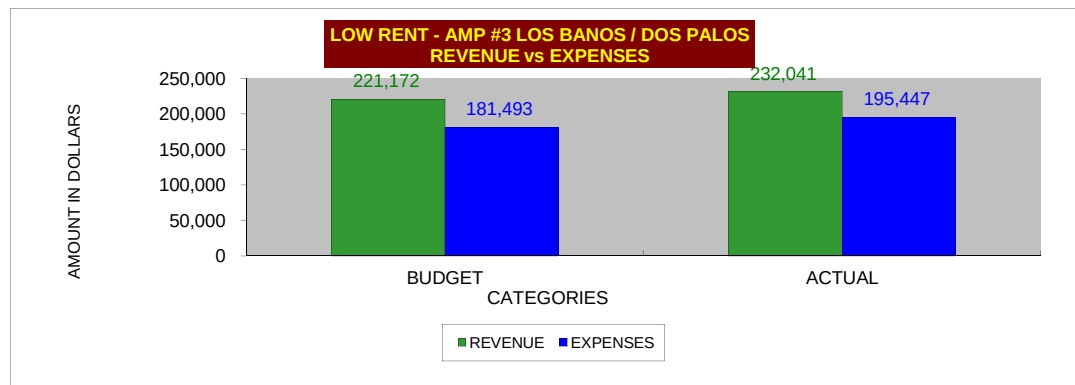
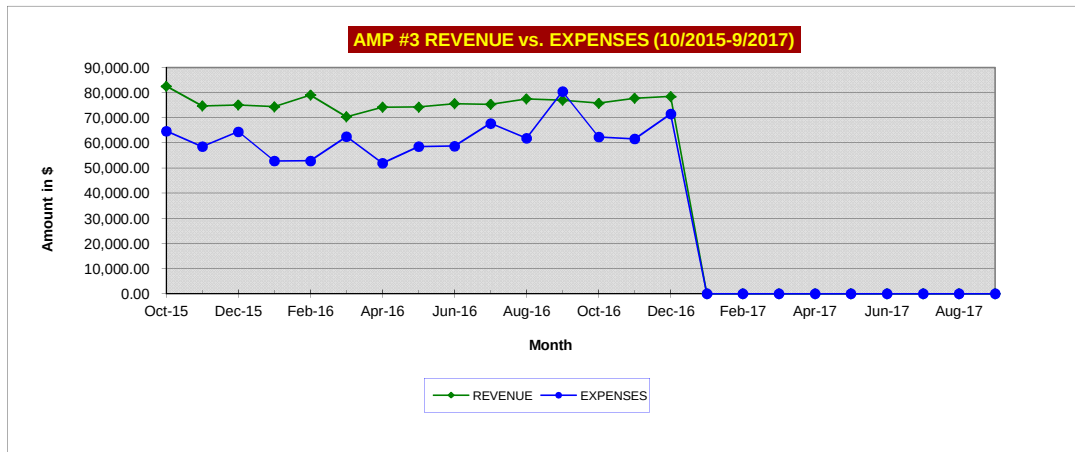
UNIT/MONTH: 1,464

REPORT PERIOD FROM:

01-Oct-16

TO:

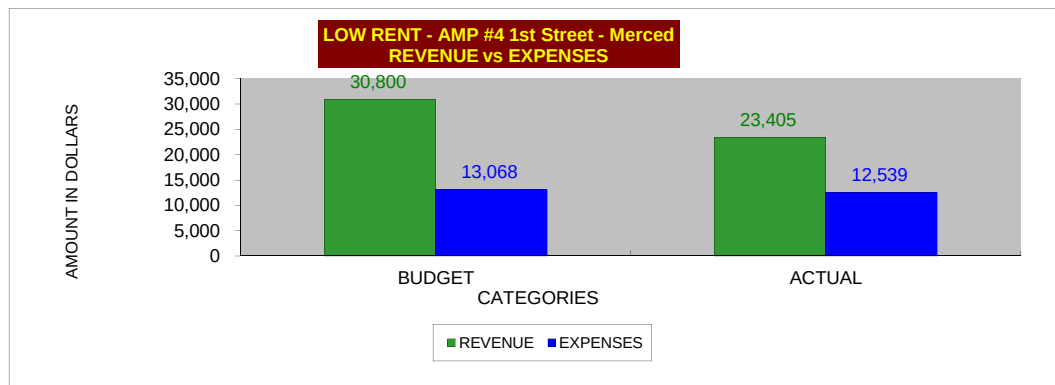
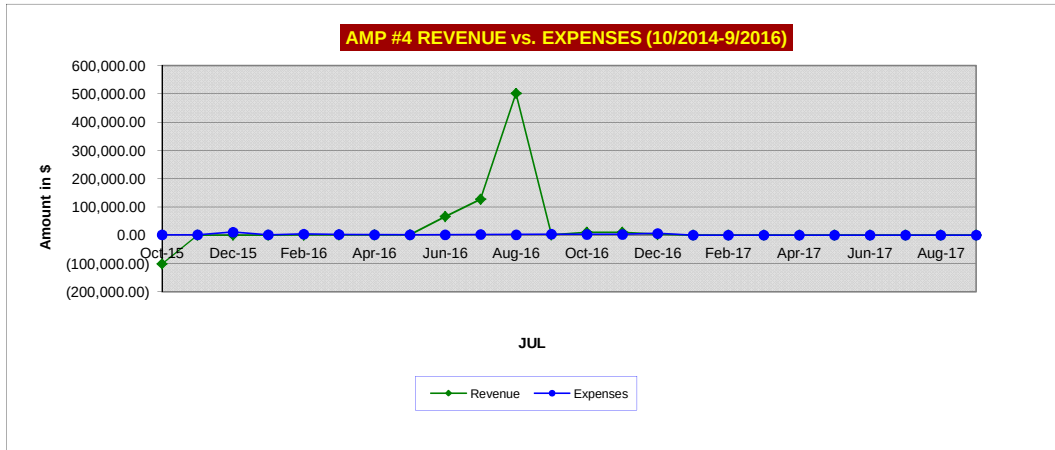
31-Dec-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	114,186	121,627	312.84	333.23
INTEREST	0	0	0.00	0.00
OTHER INCOME	3,989	7,661	10.93	20.99
PFS SUBSIDY	102,997	102,753	282.19	281.52
	221,172	232,041	605.96	635.74
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	58,880	55,317	161.32	151.55
UTILITIES	35,054	35,169	96.04	96.35
MAINT.	53,572	70,629	146.77	193.50
GENERAL	19,421	19,926	53.21	54.59
DEPRECIATION	14,566	14,406	39.91	39.47
EQUITY TRANSFERS	0	0	0.00	0.00
	181,493	195,447	497.25	535.46
NET SURPLUS	39,679	36,595		
NET FROM OPERATIONS	39,679	36,595		
ENDING EQUITY BALANCE	1,737,447	1,740,532		
NET SURPLUS	39,679	36,595		
ADD BACK DEPRECIATION	14,566	14,406		
CASH FLOW	54,245	51,001		

01-Oct-16

TO: 31-Dec-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	3,740	3,516	357.14	335.78
OTHER INCOME	0	0	0.00	0.00
PFS SUBSIDY	27,061	19,889	2,584.29	1,899.39
CFP FUNDS	0	0	0.00	0.00
	30,800	23,405	2,941.43	2,235.17
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	4,454	1,898	425.36	181.30
UTILITIES	1,461	1,365	139.53	130.36
MAINT.	2,959	5,093	282.58	486.34
GENERAL	753	781	71.91	74.61
DEPRECIATION	3,441	3,402	328.61	324.89
EQUITY TRANSFERS	0	0	0.00	0.00
	13,068	12,539	1,247.99	1,197.50
NET SURPLUS	17,732	10,866		
NET FROM OPERATIONS	17,732	10,866		
ENDING EQUITY BALANCE	835,646	842,513		
NET SURPLUS	17,732	10,866		
ADD BACK DEPRECIATION	3,441	3,402		
CASH FLOW	21,173	14,268		

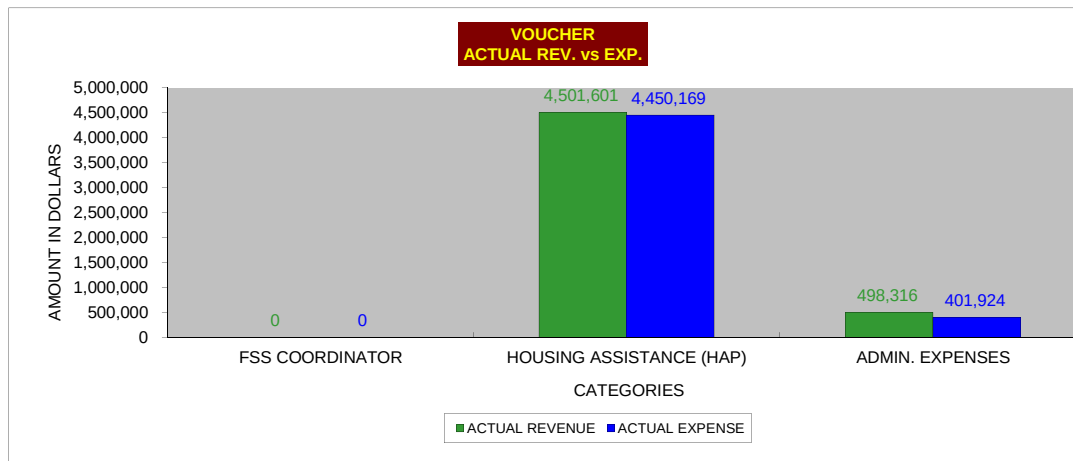
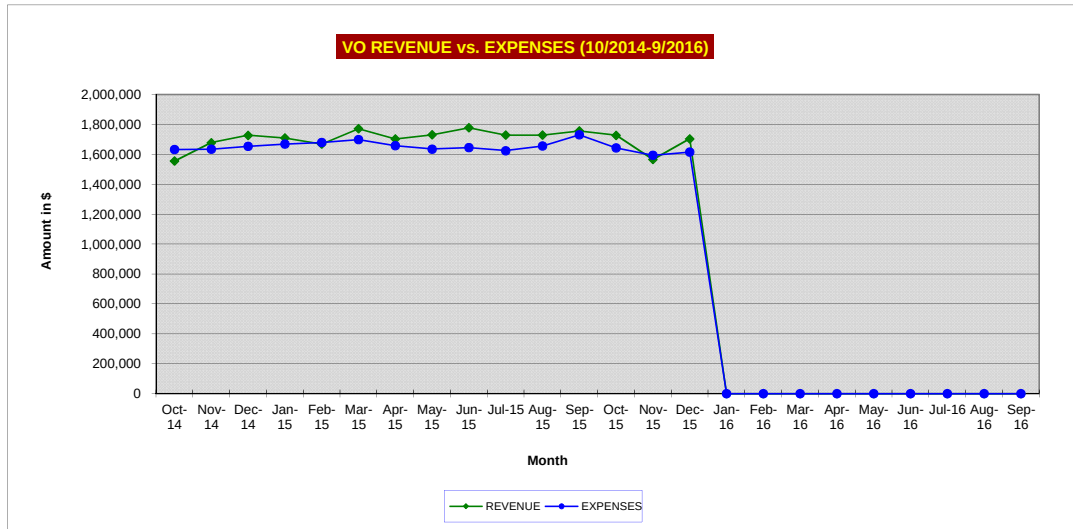
HOUSING AUTHORITY OF THE COUNTY OF MERCED
VOUCHER
REVENUE & EXPENDITURE STATUS REPORT
FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017
REPORT PERIOD FROM:

EXPEND. RATE: 24.9%
BUDGET # VOUCHER MONTHS: 33,492
YTD VOUCHERS 2,730
YTD % 8.2%

01-Oct-16

TO: 31-Dec-16

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

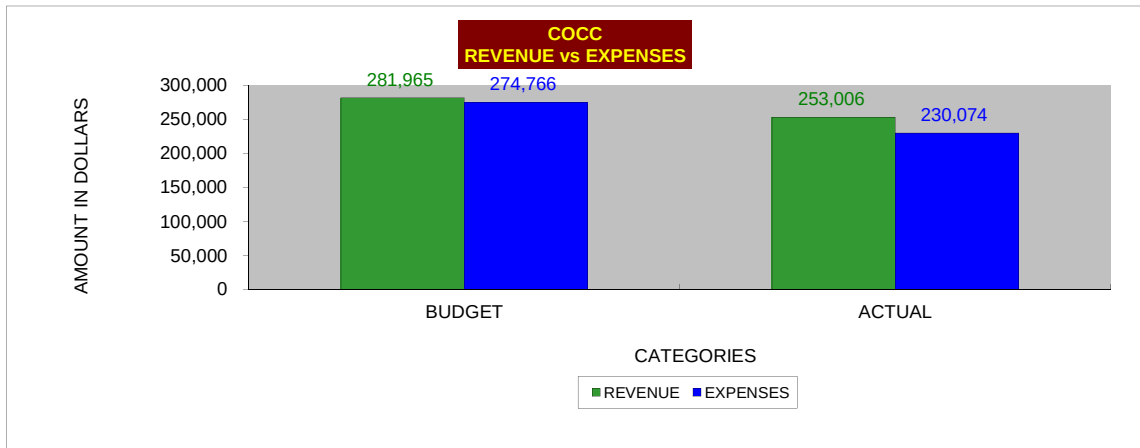
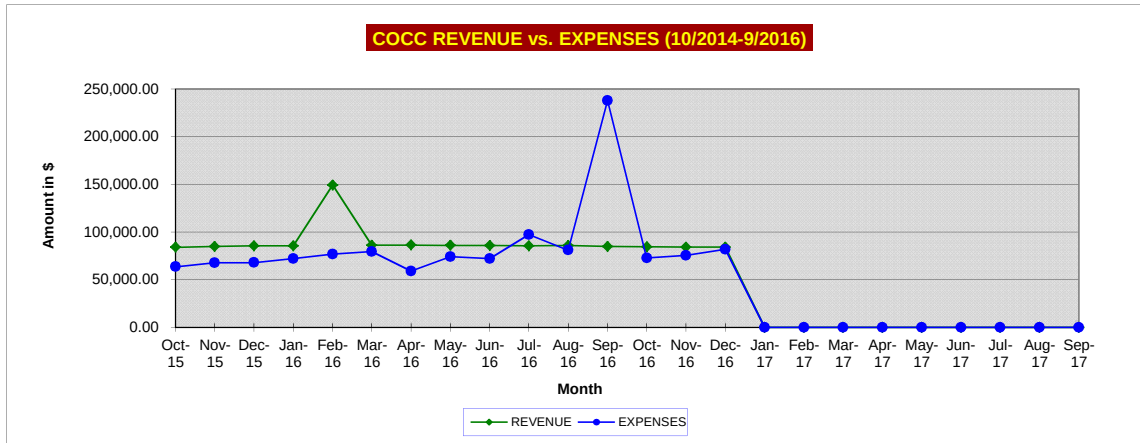


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	4,786,207	4,501,601	573.19	539.11
ADMIN. FEES	457,194	498,316	54.75	59.68
	5,243,401	4,999,916	627.94	598.79
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
FSS COORDINATOR	0	0	0.00	0.00
HOUSING ASSISTANCE (HAP)	4,564,286	4,450,169	546.62	532.95
ADMIN. EXPENSES	413,101	401,924	49.47	48.13
	4,977,387	4,852,093	596.09	581.08
NET SURPLUS	266,014	147,823		
HAP SURPLUS YTD Change	221,922	54,836		
ADMIN SURPLUS YTD Change	44,093	92,988		
HAP SURPLUS BALANCE	209,393	42,307		
ADMIN SURPLUS BALANCE	(474,043)	(425,148)		

01-Oct-16

TO:

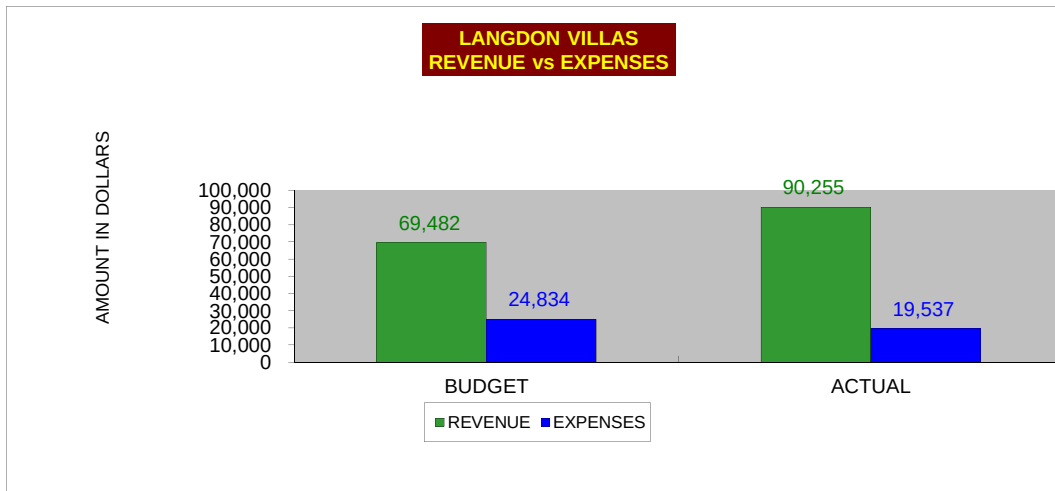
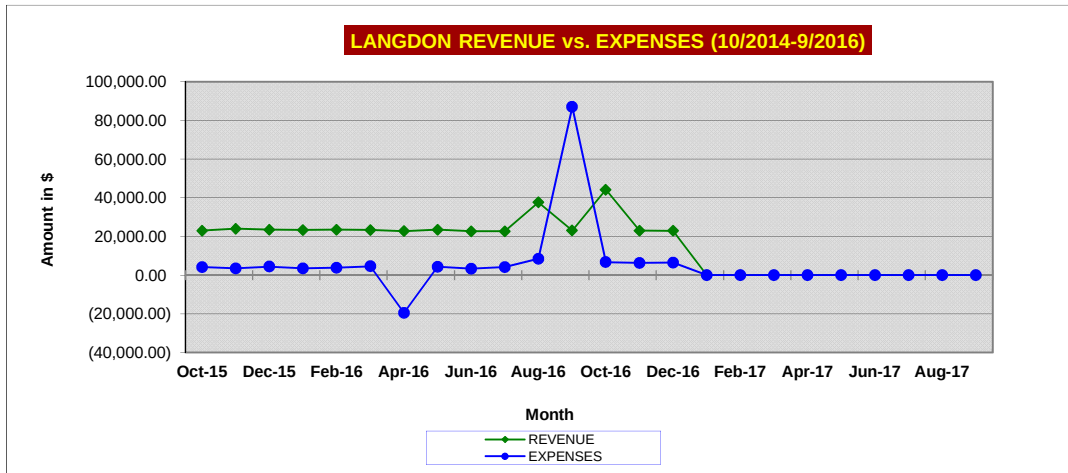
31-Dec-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	253,603	253,006	349.55	348.73
ASSET MANAGEMENT FEES	12,416	0	17.11	0.00
CFP ADMIN FEES	15,946	0	21.98	0.00
	281,965	253,006	388.64	348.73
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	240,459	197,604	331.44	272.37
UTILITIES	7,953	9,884	10.96	13.62
MAINT.	9,025	5,129	12.44	7.07
GENERAL	17,329	17,458	23.89	24.06
	274,766	230,074	378.73	317.12
NET SURPLUS	7,199	22,932		
NET FROM OPERATIONS	7,199	22,932		
ENDING RESERVE BALANCE	(282,740)	(267,007)		
NET SURPLUS	7,199	22,932		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	7,199	22,932		

HOUSING AUTHORITY OF THE COUNTY OF MERCED
 Langdon
 REVENUE & EXPENDITURE STATUS REPORT
 FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017
 REPORT PERIOD FROM: 01-Oct-16 TO: 31-Dec-16

REV. RATE: 24.9%
 # UNIT/MONTH: 12



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	11,518	11,550	3,849.88	3,860.58
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	54,972	55,310	18,374.34	18,487.32
OTHER INCOME	2,992	2,357	1,000.07	787.80
	69,482	90,255	23,224.29	30,167.63
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	13,242	9,231	4,426.13	3,085.29
UTILITIES	375	332	125.34	111.07
MAINT. & OPER.	761	0	254.36	0.00
GENERAL	10,456	9,975	3,494.91	3,333.99
	24,834	19,537	8,300.74	6,530.35
NET SURPLUS	44,648	70,718		
ENDING EQUITY BALANCE	9,861,793	9,887,863		

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

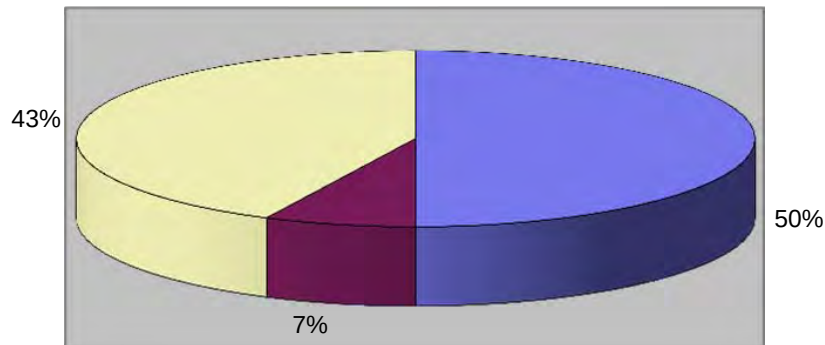
TO:

31-Dec-16

EXPEND. RATE:

UNIT/MONTH:

LANGDON VILLA BALANCE SHEET



■ ASSETS ■ LIABILITIES ■ EQUITY

CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,599,575			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	126,461			
NOTES RECEIVABLE	995,865			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,649,233			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,855		
Other Current Liabilities		85,276		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,448,377		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			10,046,828	
CURRENT YEAR			79,826	
EQUITY TRANSFERS			0	
	\$11,835,582	\$1,708,928	\$10,126,654	\$11,835,582
				LIAB. + EQUITY

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Obanion

REVENUE & EXPENDITURE STATUS REPORT

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

REPORT PERIOD FROM:

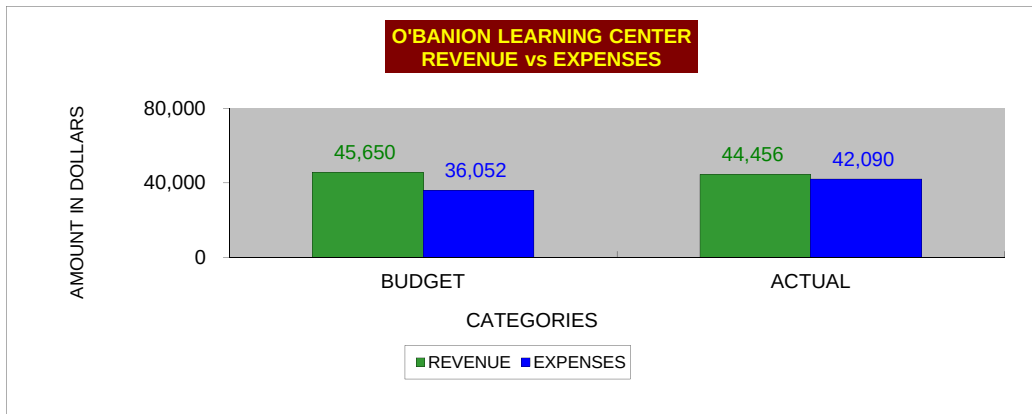
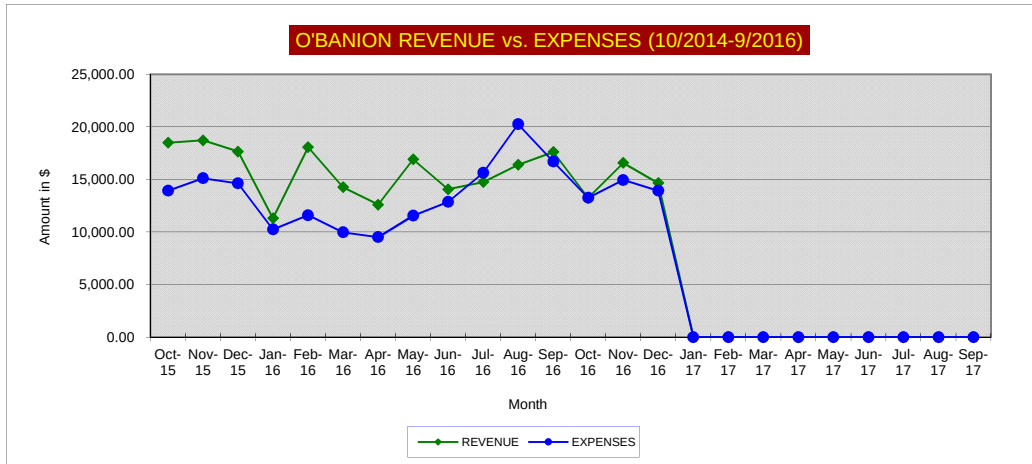
01-Oct-16

TO:

31-Dec-16

REV. RATE: 24.9%

UNIT/MONTH: 72



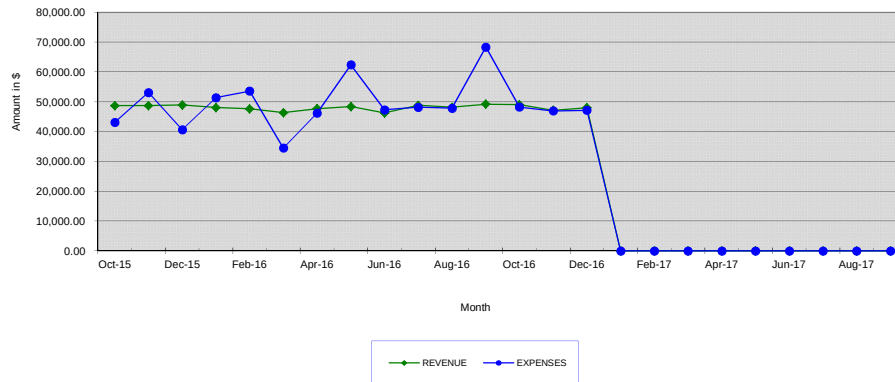
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	45,650	44,456	2,543.08	2,476.57
OTHER INCOME	0	0	0.00	0.00
	45,650	44,456	2,543.08	2,476.57
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	4,862	4,631	270.85	257.96
UTILITIES	11,843	16,985	659.75	946.19
MAINT. & OPER.	5,236	6,894	291.69	384.05
GENERAL	698	315	38.88	17.55
DEPRECIATION	13,413	13,266	747.21	739.02
	36,052	42,090	2,008.38	2,344.77
NET SURPLUS	9,598	2,366		
ENDING EQUITY BALANCE	2,441,317	2,434,085		
ADD BACK DEPRECIATION	13,413	13,266		
CASH FLOW	23,011	15,632		

01-Oct-16

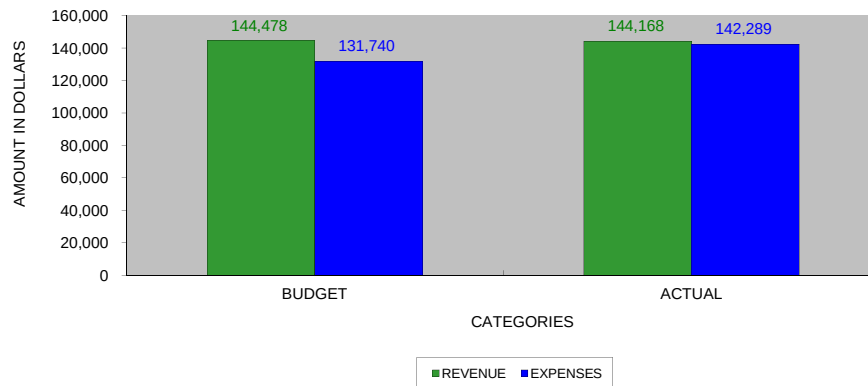
TO:

31-Dec-16

FELIX TORRES YEAR ROUND CENTER - REVENUE vs. EXPENSES (10/2014-9/2016)



**FELIX TORRES YR
REVENUE vs EXPENSES**



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	143,655	143,642	1,043.84	1,043.74
INTEREST	25	0	0.18	0.00
OTHER INCOME	798	526	5.80	3.82
	144,478	144,168	1,049.82	1,047.56
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	33,803	14,401	245.62	104.64
UTILITIES	21,940	21,347	159.42	155.12
MAINT.	11,821	22,671	85.89	164.73
GENERAL	13,587	33,836	98.73	245.86
DEPRECIATION	50,589	50,034	367.59	363.56
EQUITY TRANSFERS	0	0	0.00	0.00
	131,740	142,289	957.25	1,033.91
NET SURPLUS	12,738	1,879		
NET FROM OPERATIONS	12,738	1,879		
ENDING EQUITY BALANCE	(152,089)	(162,949)		
NET SURPLUS	12,738	1,879		
ADD BACK DEPRECIATION	50,589	50,034		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	63,327	51,913		

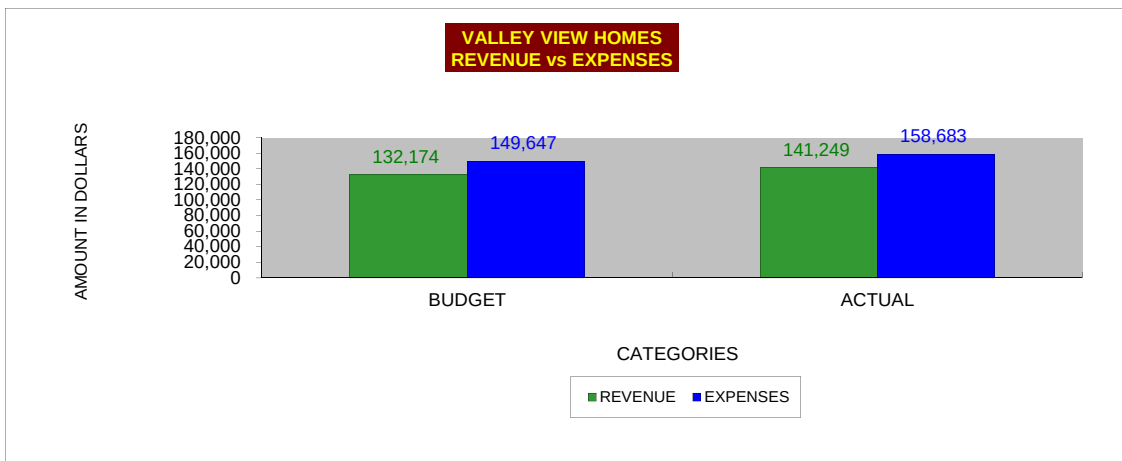
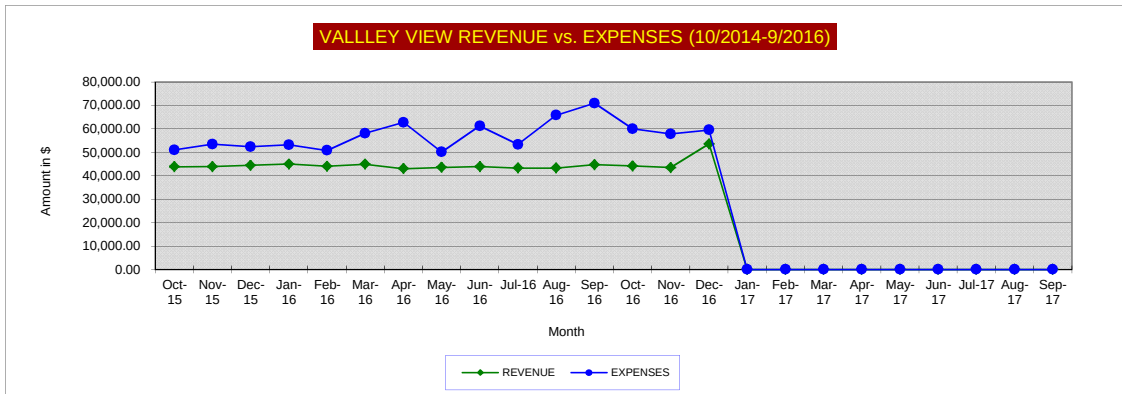
HOUSING AUTHORITY OF THE COUNTY OF MERCED
Valley View (.fs-vv)
REVENUE & EXPENDITURE STATUS REPORT
FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017
REPORT PERIOD FROM:

REV. RATE: 24.9%
UNIT/MONTH: 876

01-Oct-16

TO:

31-Dec-16



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	129,669	131,975	593.72	604.28
INTEREST	12	0	0.06	0.00
OTHER INCOME	2,493	9,274	11.42	42.46
	132,174	141,249	605.20	646.74
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	31,965	28,505	146.36	130.52
UTILITIES	23,036	24,142	105.48	110.54
MAINT. & OPER.	26,740	41,551	122.44	190.25
GENERAL	11,525	8,661	52.77	39.66
DEPRECIATION	10,102	9,990	46.25	45.74
BOND INTEREST	41,729	41,271	191.07	188.97
BOND REPLACEMENT RESV	4,550	4,563	20.83	20.89
	149,647	158,683	685.20	726.57
NET SURPLUS	(17,473)	(17,434)		
BOND PRINCIPAL	18,699	18,750		
ADJUSTED SURPLUS	(36,171)	(36,184)		
ADD BACK DEPRECIATION	10,102	9,990		
ADD BACK BOND COST AMORT	4,170	4,125		
CASH FLOW	(21,899)	(22,069)		
ENDING EQUITY BALANCE	(2,490,032)	(2,490,045)		

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:

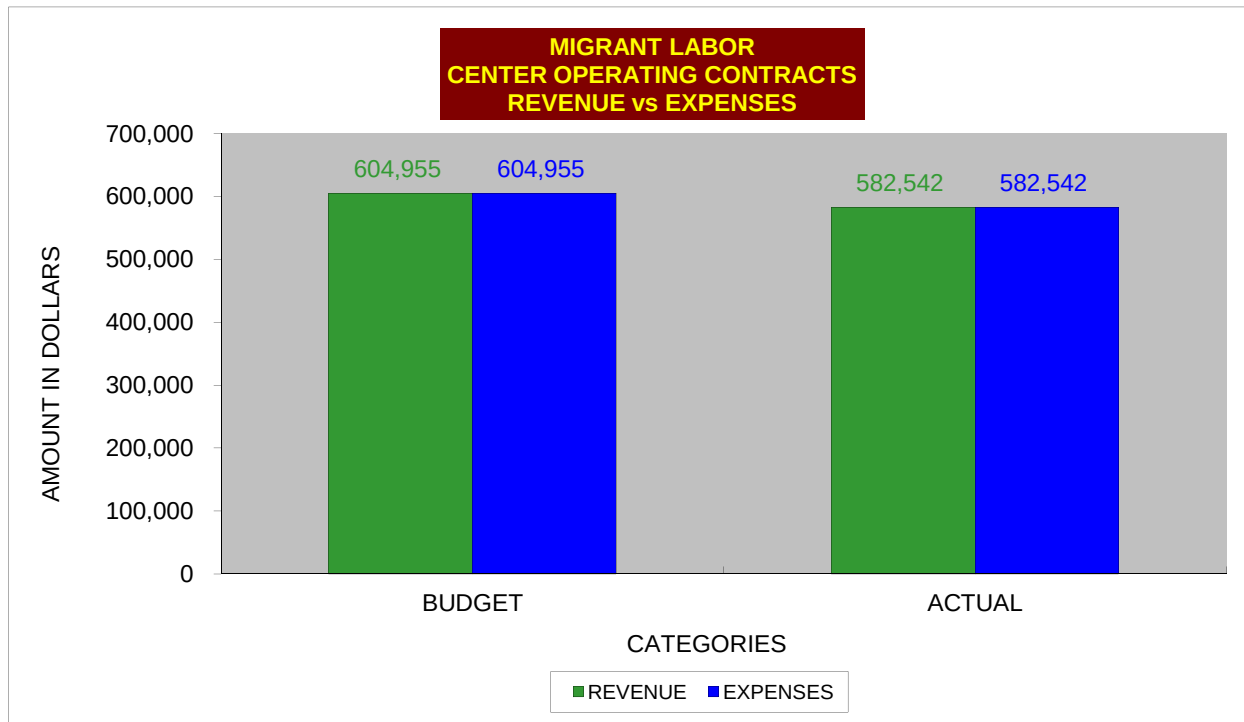
31-Dec-16

EXPEND. RATE:

50.1%

UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	604,955	582,542	779.46	750.58
	604,955	582,542	779.46	750.58
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	301,660	256,849	388.68	330.94
OPERATIONS	161,085	167,335	207.55	215.60
MAINTENANCE	9,351	60,483	12.05	77.93
ADMINISTRATION	57,452	56,432	74.02	72.71
DEBT SERVICE	75,407	41,443	97.16	53.40
	604,955	582,542	779.46	750.58
NET SURPLUS	0	0		

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: January 17, 2017

SUBJECT: 2017 NAHRO Upcoming Conferences

A request was made to provide information for the upcoming 2017 National Association of Housing and Redevelopment Officials (“NAHRO”) by the Board of Commissioners. The information provided reflects the upcoming NAHRO Conferences.

2017

Washington Conference— March 26-28
Crystal Gateway Marriott Hotel
1700 Jefferson Davis Highway
Arlington, VA 22202

Summer Conference - July 16-18
Indianapolis Marriott Downtown Hotel
Indianapolis, IN

National Conference & Exhibition - October 27-29
Pittsburgh, PA
Conference will be held at the David L. Lawrence Convention Center
Hotels: Westin Convention Center Pittsburgh Hotel and the Omni William Penn Hotel

2018

Washington Conference— April 22-24
Crystal Gateway Marriott Hotel
1700 Jefferson Davis Highway
Arlington, VA 22202

2019

Washington Conference— April 7-9
Crystal Gateway Marriott Hotel
1700 Jefferson Davis Highway
Arlington, VA 22202

Washington Conference - The Washington Conference provides an opportunity to become immersed in federal legislation and regulations that will impact your ability to meet local needs. Housing Authority has an opportunity to schedule a meeting with their congressman and discuss issues.

Summer Conference - The Summer Conference provides an educational opportunity for housing and community development practitioners and policymakers to network and learn how public, private, and nonprofit groups are overcoming challenges to create affordable housing and build stronger communities.

National Conference & Exhibition - The National Conference is the industry's premier event and offers the most comprehensive representation of products and services that manage the nation's affordable housing stock. Additionally, the conference provides an educational opportunity for housing and community development practitioners and policymakers to network and learn how public, private, and nonprofit groups are overcoming challenges to create affordable housing and build stronger communities.

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: January 17, 2017

SUBJECT: Quarterly Report - Finance

Financial Reporting

As part of the Office of Migrant Service ("OMS") 2-year migrant grants, the Housing Authority of the County of Merced ("Authority") received additional grant funding of \$57,885.00 to be used for Water Conservation. The Authority along with OMS completed Water Conservation measures which consisted of low flow toilets and irrigation system to the Migrant Family Centers. Final Invoicing to OMS was conducted by December 30, 2016 of which \$771.00 was not expended.

Field work for agency audit for Fiscal Year ending September 30, 2016 is scheduled for the last week in January.

Section 8 – Funding

The Authority's 2016 Calendar Year ("CY") Housing Assistance Payments ("HAP") budget authority from the U.S. Department of Housing and Urban Development ("HUD") to the Authority for the Housing Choice Voucher Program ("HCV") is \$16,928,171. There was an increase to the HAP amount as the Authority received addition voucher allocation of 11 new HUD-VASH vouchers in June of 2016.

The current HAP expenses paid through November 2016 are \$16,637,617.00, which is 107.2% budget utilization. As of November 30, 2016 we have 2,791 vouchers under HAP contract. The calendar Year to Date ("YTD") voucher utilization is 30,492 unit months vs authorized unit months of 30,646 (99.5% utilization). The HCV department is projected to finish the 2016 CY under the total utilization and has initiated a larger selection of applications from the waiting list to increase number of vouchers prior to the start of 2017.

The HAP Equity (Net Restricted Account) as of November 30, 2016 in the HUD held account is \$279,864. The HAP Budget Authority (Program Reserves) for the HCV program is \$623,905 as of November 30, 2016.

The balance of the Administrative Fee Reserve, for the HCV program, as of November 30, 2016 is negative in the amount of \$206,403. This is recognition of net pension liability allocated and booked to the HCV program on September 30, 2015 of \$ 1,146,983. PERS notified the

Authority of the unfunded liability that was due and of the total amount of the unfunded liability the HCV department portion was \$1,146,983.00 reducing the Administrative Fee Reserve account.

The current funding for January 1 to April 30, 2017 will be based on 95% of the September 2016 HAP value. There is still some budget uncertainty as final federal budget allocation from HUD for FY 16-17 has not been finalized.

Public Housing

The preliminary eligibility for 2016 Operating Subsidy for Public Housing is \$1,408,743. This is an increase over the 2015 amount by \$168,157.

Computer Systems

Payment Manager with Wells Fargo is being evaluated. There have been weekly conference calls to ensure that the programming is working for the Authority and Wells Fargo to make the process functional, as of today it seems to have been completed. The Authority staff is expected to receive training on this function at the end of January 2017 and shortly thereafter start the implementation.

The Authority currently is using YARDI Voyager 6 and will be conducting the upgrade to YARDI Voyager 7 (Café Voyager) on or around February 1, 2017.

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: January 17, 2017

SUBJECT: Quarterly Report (Oct 1st through Dec 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

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

Quarterly Delinquent Rents (For PH and year round Farm Labor Housing)

3.70% Average for the reporting quarter
3.73% October
3.16% November
4.20% December

Evictions

0 Amps 1
0 Amps 2
0 Amps 3
0 Amps 4
0 PBV (Dos Palos Elderly)
0 PBV (Midway)
0 PBV (Atwater Elderly)

Quarterly Public Housing AMP Work Orders

625 Completed work orders
205 Amp 1
203 Amp 2
213 Amp 3
4 Amp 4

FARM LABOR YEAR ROUND HOUSING MIGRANT (SEASONAL) HOUSING

Felix Torres Year Round Housing:

Felix Torres

Year Round Housing consist of 50 family units

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

Migrant (Seasonal) Housing:

Atwater Migrant

Seasonal Housing consists of 59 family units.

- Atwater Center closed on November 14, 2016. Atwater Migrant Center is scheduled to re-open on April 17, 2017.

Los Banos Migrant

Seasonal Housing consists of 48 units

- Los Banos Center closed on November 14, 2016. Los Banos Center is scheduled to re-open on May 16, 2017.

Merced Migrant

Seasonal Housing consists of 49 units

- Merced Center closed on November 18, 2016. Merced Migrant Center is scheduled to re-open on May 22, 2017.

Planada Migrant

Seasonal Housing consists of 72 units

- Center closed on November 28, 2016. Planada Center is scheduled to re-open on May 24, 2017.

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: January 17, 2017

SUBJECT: (Oct 1st through Dec 31st) Quarterly Report – Housing Choice Voucher

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

Housing Assistance Contract under Lease:

October 2356
November 2346
December 2327

Lease-up:

91 New applicant voucher holders that are currently searching for suitable housing
7 Voucher holders have ported out to other jurisdictions
74 PBV personal declaration packets distributed
9 PBV vouchers leased
680 HCV personal declaration packets distributed
78 HCV vouchers issued
101 Request for Tenancy Approval forms received
27 HCV New families housed
11 Port-in families

General Statistics:

64 Participants have exited the Housing Choice Voucher Program

HCV Family Self-Sufficiency:

64 Families are actively enrolled in the Family Self-Sufficiency Program
31 Families have escrow accounts (\$61,302 combined total escrow amount)
0 Family “graduated” from the FSS program
4 Families forfeited their escrow account (\$14,790 – 2 terminations, 2 non-compliance with FSS contract)

HUD VASH Vouchers:

66 HUD Allocated VASH Vouchers

HUD VASH QUARTERLY:

59 October

58 November

57 December

Shelter Plus Care (S+C) Vouchers:

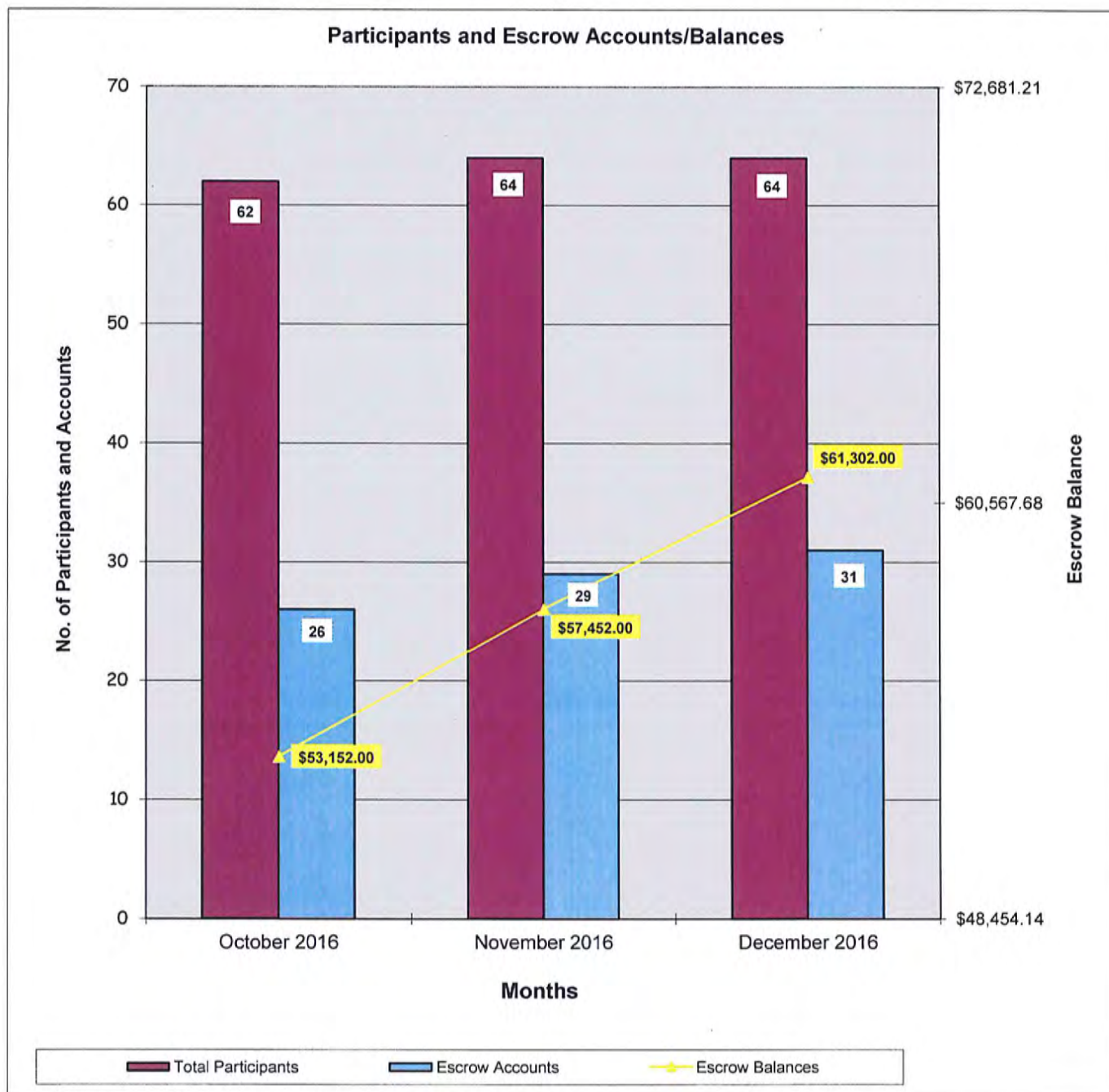
8 Allocated S+C Vouchers

7 Under contract for the Quarter

Family Self-Sufficiency (FSS) Program Quarterly Charts **October 2016 - December 2016**

Chart 1: Participants and Escrow Accounts/Balances

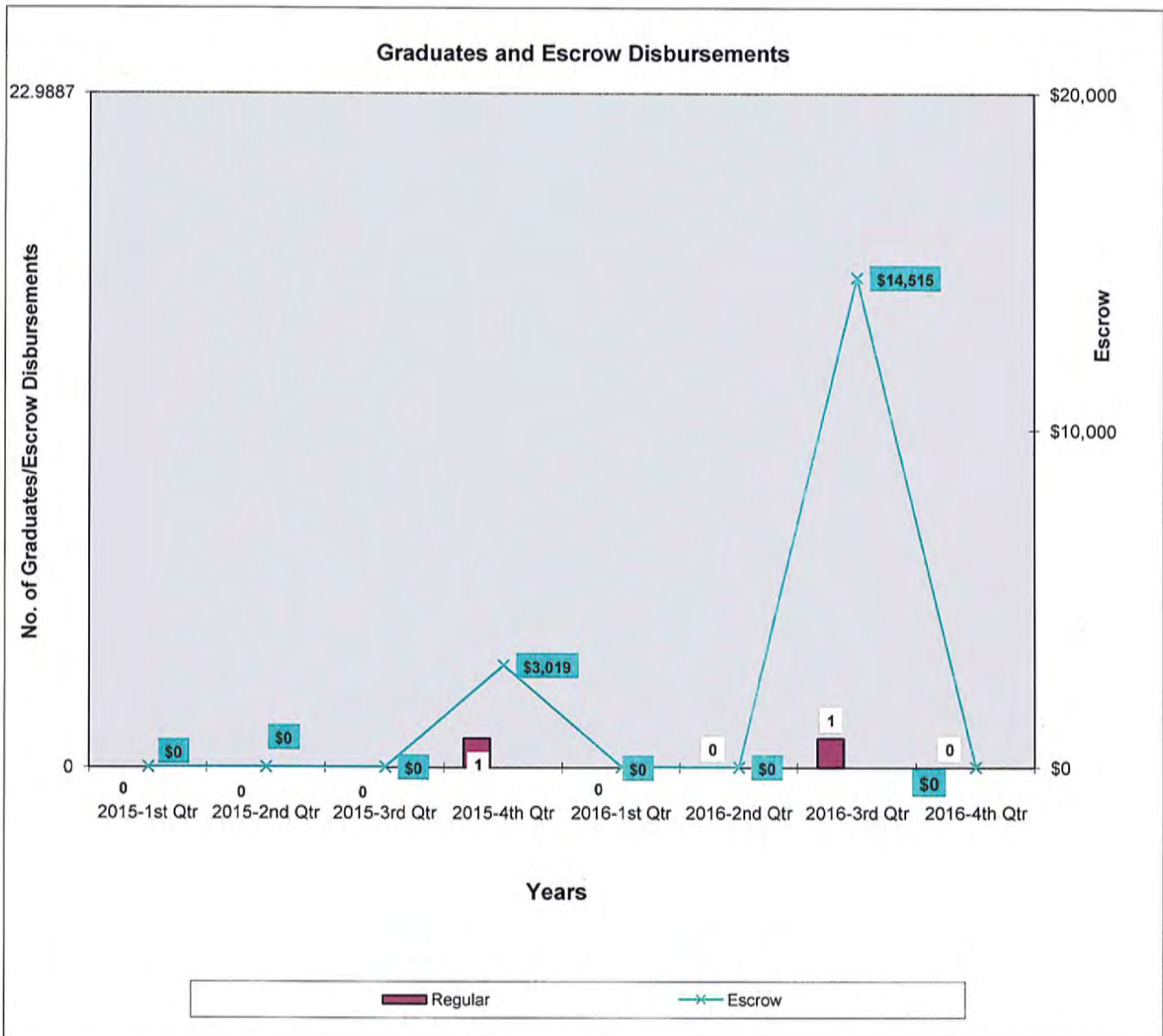
Months	Total Participants	Escrow Accounts	Escrow Balances
October 2016	62	26	\$53,152.00
November 2016	64	29	\$57,452.00
December 2016	64	31	\$61,302.00



Family Self-Sufficiency (FSS) Program Quarterly Charts October 2016 - December 2016

Chart 2: Graduates and Escrow Disbursements

Months	Regular				Escrow
2015-1st Qtr	0				\$0
2015-2nd Qtr	0				\$0
2015-3rd Qtr	0				\$0
2015-4th Qtr	1				\$3,019
2016-1st Qtr	0				\$0
2016-2nd Qtr	0				\$0
2016-3rd Qtr	1				\$14,515
2016-4th Qtr	0				\$0
SUMMARY:	2				\$17,534

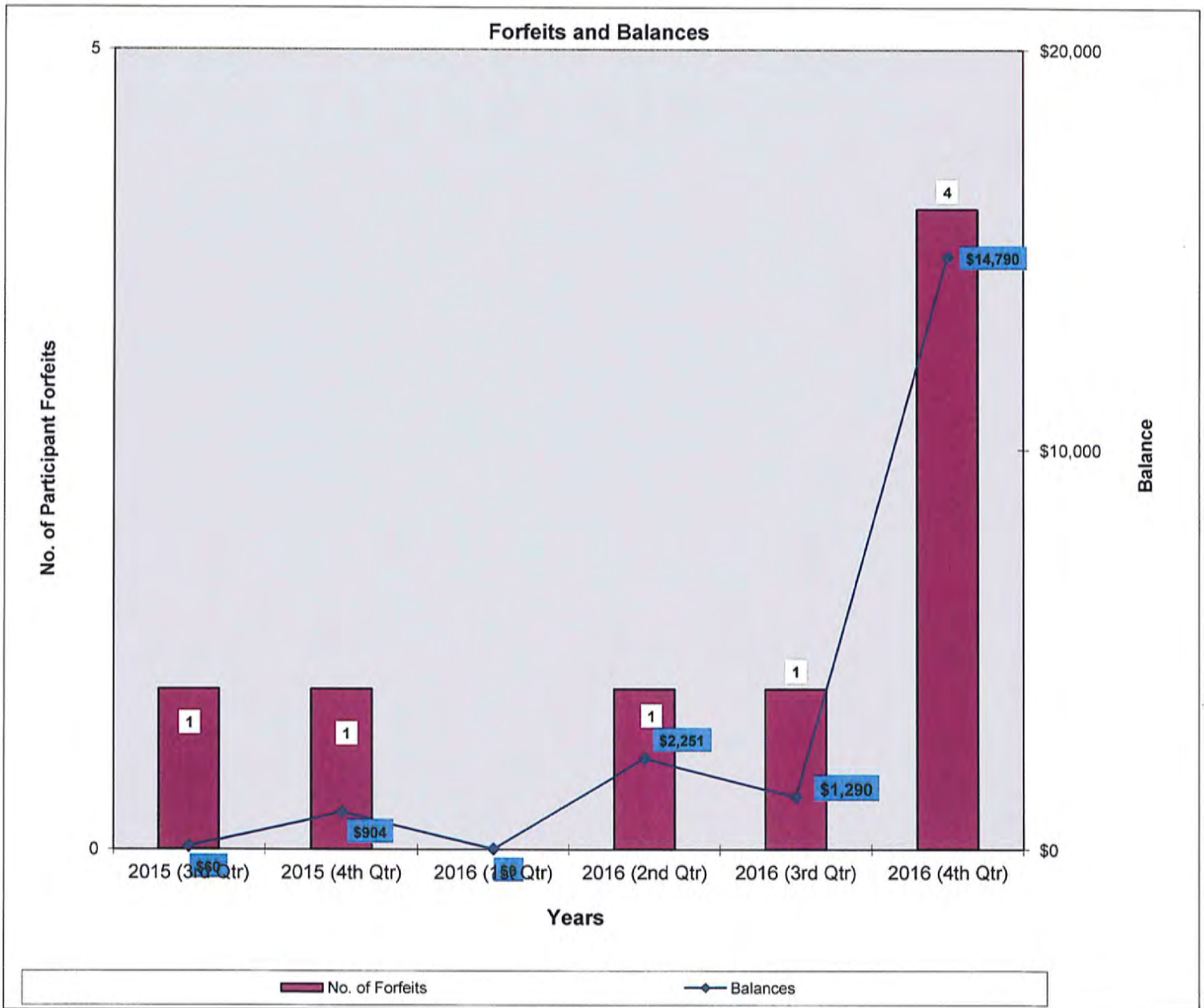


Family Self-Sufficiency (FSS) Program Quarterly Charts

October 2016 - December 2016

Chart 3: Forfeits and Balances

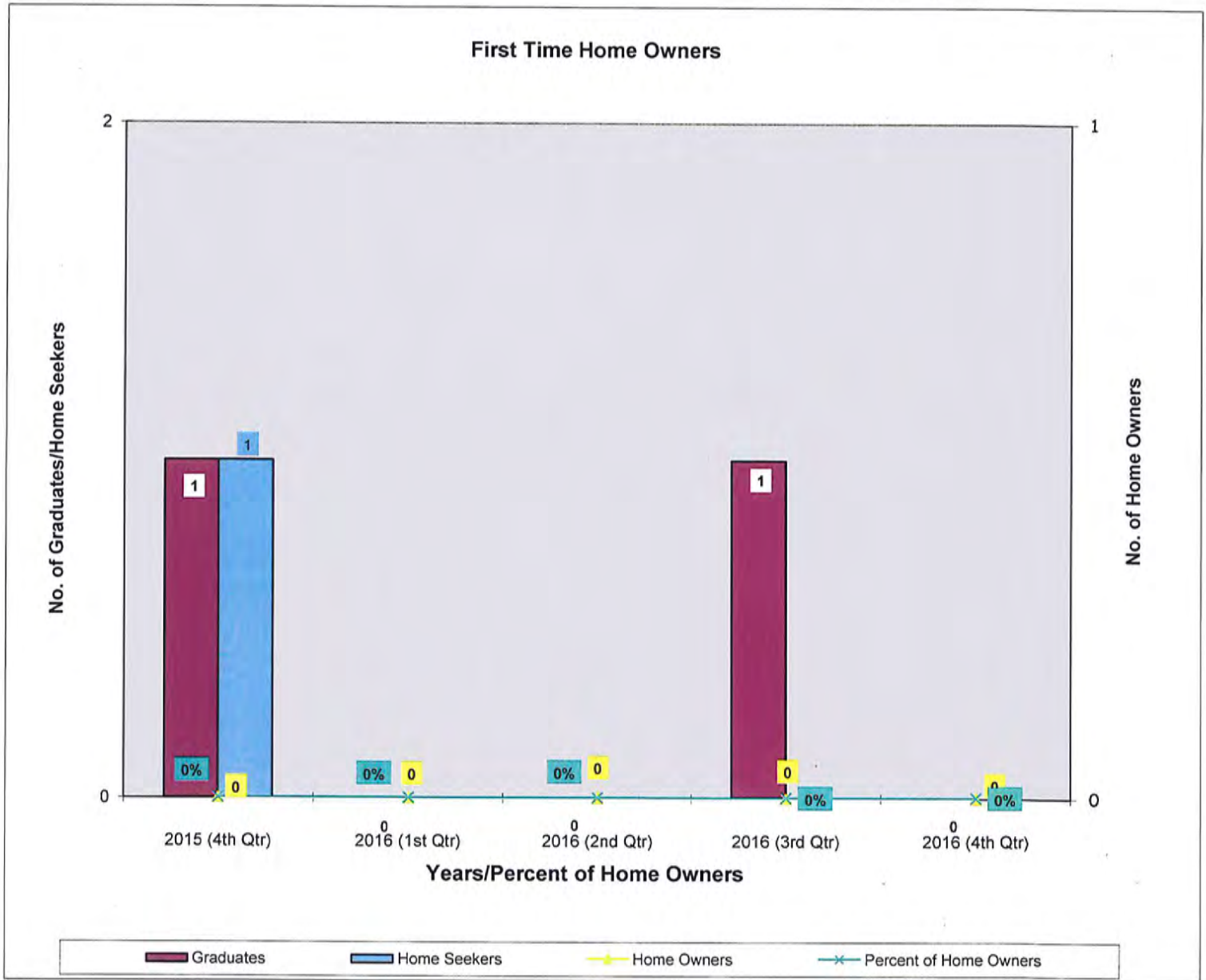
Years	No. of Forfeits	Balances
2015 (3rd Qtr)	1	\$60
2015 (4th Qtr)	1	\$904
2016 (1st Qtr)	0	\$0
2016 (2nd Qtr)	1	\$2,251
2016 (3rd Qtr)	1	\$1,290
2016 (4th Qtr)	4	\$14,790
SUMMARY:	8	\$19,295



Family Self-Sufficiency (FSS) Program Quarterly Charts **October 2016 - December 2016**

Chart 4: First time Home Owners through FSS program and used their FSS escrow accounts.

Years	No. of Graduates	No. of Home Owners	Percent of Home Owners
2015 (4th Qtr)	1	0	0%
2016 (1st Qtr)	0	0	0%
2016 (2nd Qtr)	0	0	0%
2016 (3rd Qtr)	1	0	0%
2016 (4th Qtr)	0	0	0%
SUMMARY:	2	0	0%



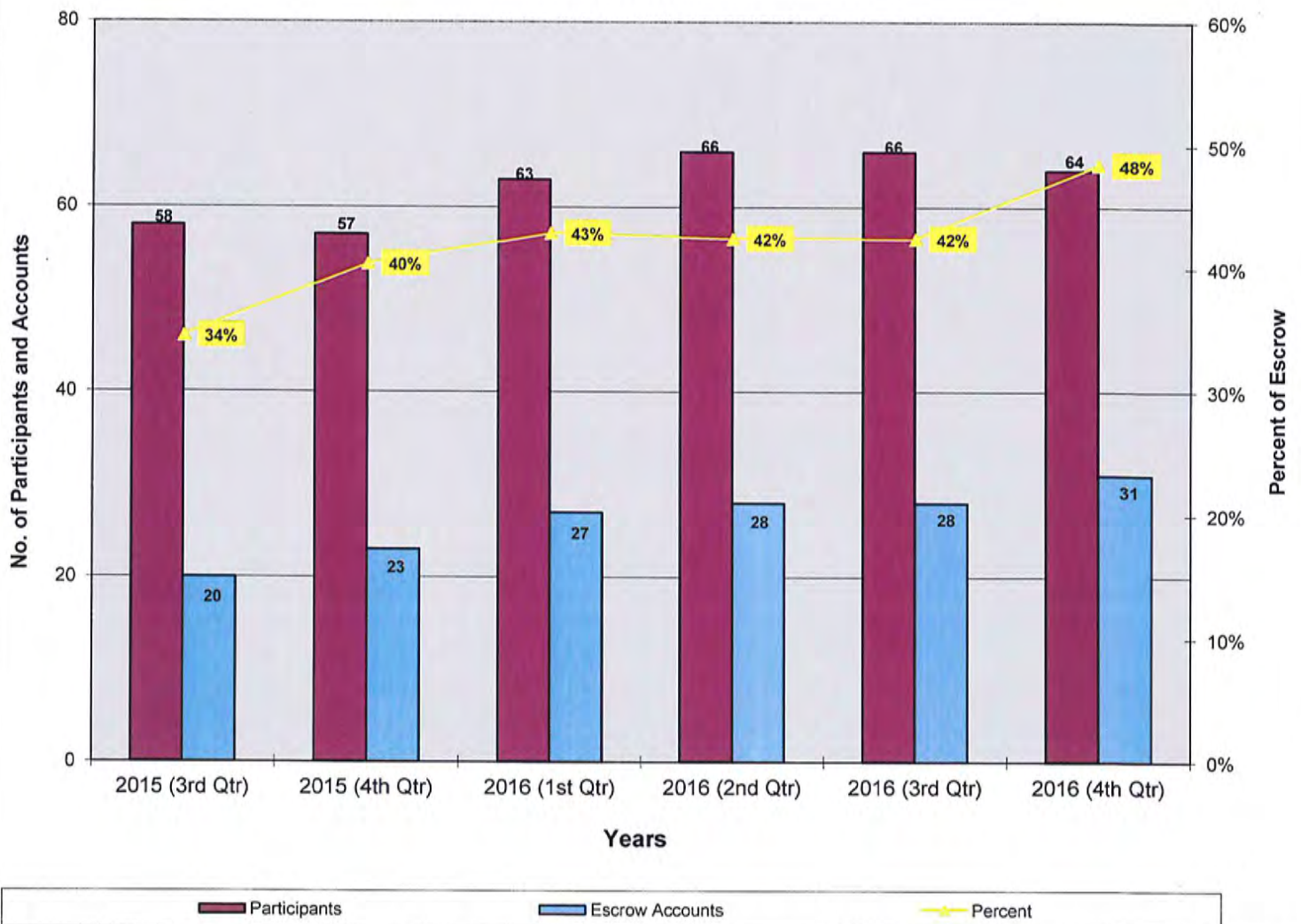
Family Self-Sufficiency (FSS) Program Quarterly Charts

October 2016 - December 2016

Chart 5: Summary

Years	Total Participants	Escrow Accounts	Percent
2015 (3rd Qtr)	58	20	34%
2015 (4th Qtr)	57	23	40%
2016 (1st Qtr)	63	27	43%
2016 (2nd Qtr)	66	28	42%
2016 (3rd Qtr)	66	28	42%
2016 (4th Qtr)	64	31	48%

Summary



MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: January 17, 2017

SUBJECT: Quarterly Report – Human Resources

Safety

During this last quarter there were no reportable work comp injuries.

Recruitment

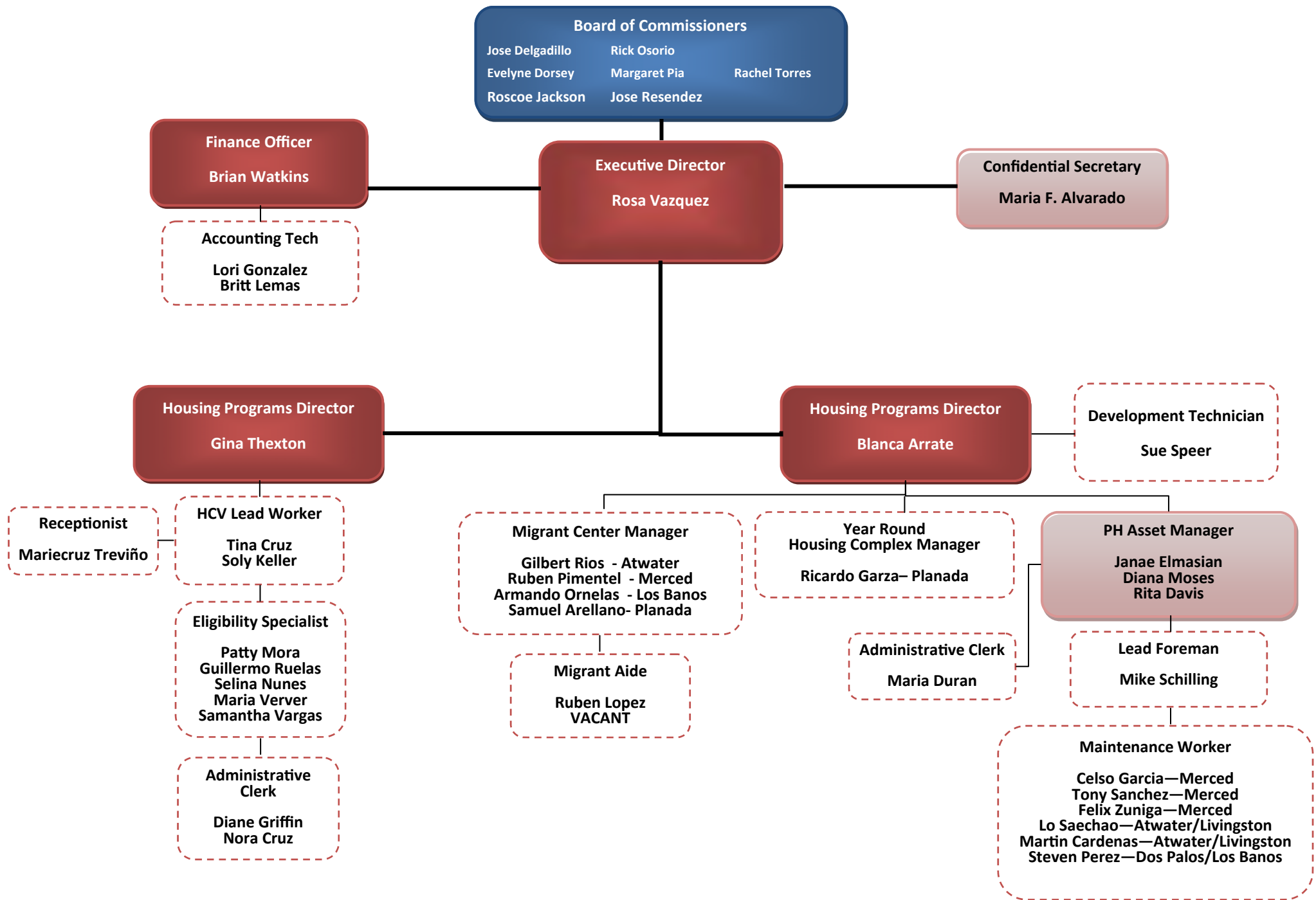
- Public recruitments for the following positions have concluded and the successful candidates are listed below:
 - o Executive Director – Rosa Vazquez
 - o Administrative Clerk (Public Housing) – Maria Duran
 - o Migrant Center Manager (Planda) – Samuel Arellano
 - o Receptionist/Typist (Housing Choice Voucher) – Mariecruz Treviño

Staff Training

During the last quarter staff received the following training:

- All Public Housing maintenance and all of the migrant staff attended a mandatory Defensive Driver training, provided by the Housing Authority of the County of Merced insurance carrier Housing Authority Risk Retention Pool (“HARRP”).
- The Housing Choice Voucher staff received training for Security Deposit Assistance Program implemented in December 2016.
- A Housing Choice Voucher staff member received cross training in Waiting List Generation and Selection.

In the next quarter, all agency staff will be required to recertify training in Fair Housing, Sexual Harassment and HUD mandated annual Cyber Awareness.





2017

HOLIDAY/FRIDAY CLOSURES



12:00 p.m. Board Meetings



5:30 p.m. Board Meetings



Friday Closures



Federal/State Holidays



Represented Employees Holiday

JANUARY						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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JUNE						
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JULY						
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AUGUST						
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NOVEMBER						
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DECEMBER						
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31						

***New Year's Day Holiday - Monday, January 1, 2018**

Housing Authority of the County of Merced

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A. ACRONYMS USED IN THE HOUSING CHOICE VOUCHER (HCV) PROGRAM

AAF	Annual Adjustment Factor (published by HUD in the <i>Federal Register</i> and used to compute annual rent adjustments)
ABA	Annual Budget Authority
ACC	Annual Contributions Contract
ADA	Americans with Disabilities Act of 1990
AIDS	Acquired Immune Deficiency Syndrome
BR	Bedroom
CDBG	Community Development Block Grant (Program)
CFR	Code of Federal Regulations (published federal rules that define and implement laws; commonly referred to as “the regulations”)
CPI	Consumer Price Index (published monthly by the Department of Labor as an inflation indicator)
DOB	Date of Birth
DOJ	Department of Justice
EID	Earned Income Disallowance
EIV	Enterprise Income Verification
EO	Executive Order
EOP	End of Participation
FDIC	Federal Deposit Insurance Corporation
FHA	Federal Housing Administration (HUD Office of Housing)
FHEO	Fair Housing and Equal Opportunity (HUD Office of Housing)
FICA	Federal Insurance Contributions Act (established Social Security taxes)
FMR	Fair Market rent
FR	Federal Register
FSS	Family Self-Sufficiency (Program)
FY	Fiscal Year
FYE	Fiscal Year End
GAO	Government Accountability Office
GR	Gross Rent
HA	Housing Authority or Housing Agency

HAP	Housing Assistance Payment
HCV	Housing Choice Voucher
HOH	Head of Household
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development
HUDCLIPS	HUD Client Information and Policy System
IPA	Independent Public Accountant
IRA	Individual Retirement Account
IRS	Internal Revenue Service
JTPA	Job Training Partnership Act
LBP	Lead-Based Paint
LAP	Language Access Plan
LEP	Limited English Proficiency
MSA	Metropolitan Statistical Area (established by the U.S. Census Bureau)
MTCS	Multi-family Tenant Characteristics System (now the Form HUD-50058 submodule of the PIC system)
MTW	Moving to Work
NOFA	Notice of Funding Availability
OGC	HUD's Office of General Counsel
OIG	HUD's Office of Inspector General
OMB	Office of Management and Budget
PASS	Plan to Achieve Self-Support
PHA	Public Housing Agency
PIC	PIH Information Center
PIH	(HUD Office of) Public and Indian Housing
PS	Payment Standard
PBV	Project Based Voucher
QC	Quality Control
REAC	(HUD) Real Estate Assessment Center
RFP	Request for Proposals
RFTA	Request for Tenancy Approval
RIGI	Regional Inspector General for Investigation (handles fraud and program abuse matters for HUD at the regional office level)
SEMAP	Section 8 Management Assessment Program
SRO	Single Room Occupancy
SSA	Social Security Administration
SSI	Supplemental Security Income
SSN	Social Security Number

SWICA	State Wage Information Collection Agency
TANF	Temporary Assistance for Needy Families
TPV	Tenant Protection Vouchers
TR	Tenant Rent
TTD	Telecommunications Device for the Deaf
TTP	Total Tenant Payment
UA	Utility Allowance
UFAS	Uniform Federal Accessibility Standards
UIV	Upfront Income Verification
URP	Utility Reimbursement Payment
VASH	Veteran Affairs Supportive Housing
VAWA	Violence Against Women Reauthorization Act of 2013

B. ACRONYMS USED IN THE LOW INCOME PUBLIC HOUSING PROGRAM (LIPH)

ACC	Annual Contributions Contract
CFP	Capital Fund Program
CFR	Code of Federal Regulations
ELI	Extremely Low Income
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
LI	Low Income
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
PHAS	Public Housing Assessment System
PIH	(HUD Office of) Public and Indian Housing
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TANF	Temporary Assistance for Needy Families
TTP	Total Tenant Payment
UPCS	Uniform Physical Condition Standards (PH Inspection)
VLI	Very Low Income

C. ACRONYMS USED IN FINANCE

GASB	Governmental Accounting Standards Board
OPEB	Other Post-Employment Benefits
PEPRA	Public Employees' Pension Reform Act of 2013

D. ACRONYMS USED IN THE MIGRANT DEPARTMENT

HCD	U.S. Department of Housing and Community Development
OMS	Office of Migrant Services
RD	Rural Development
USDA	United States Department of Agriculture

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: January 17, 2016

SUBJECT: Recommendation to adopt **Resolution No. 2017-01**, approving the award of contract for comprehensive tree maintenance at Housing Authority of the County of Merced properties and authorizing the Executive Director to enter into contract.

The Housing Authority of the County of Merced ("Authority") has budgeted capital funds for comprehensive tree maintenance that includes routine, as-needed tree removal and tree trimming, for the Public Housing ("PH") properties.

The Authority initially conducted a Request for Bids ("RFB") for tree services on October 28, 2015 with a contract awarded to Agri-Mex Tree and Landscape Services effective December 2, 2015. However, the Authority proceeded to terminate the contract with Agri-Mex Tree Landscape Service for failure to fulfill the contract obligation on July 27, 2016.

As a result of the termination of the contract with Agri-Mex Tree Landscape Services the Authority conducted a solicitation for comprehensive tree maintenance and initiated an Invitation for Bids ("IFB").

The Authority issued a "*Notice to Bidders*" which was published in the Merced Sun Star on four (4) different occasions (September 3, 2016, September 10, 2016, September 17, 2016 and September 21, 2016). Publication was also conducted using Modesto Bee which consisted of publication on three (3) different occasions (September 8, 2016, September 15, 2016 and September 18, 2016). In addition to the published notification, the "*Notice to Bidders*" and the IFB were sent to Central Valley Builders Exchanges and several State and National construction data companies that provide information to construction companies at National and State levels. These data companies provide a way for construction companies to view companies seeking services. The Authority staff also conducted direct solicitation by mailing letters with the "*Notice to Bidders*" to eighteen (18) contractors.

A pre-bid meeting was scheduled on September 23, 2016 for those companies that had interest in providing a bid. Unfortunately, there was no response and no one showed to the pre-bid meeting. The bids were due to be received at the

Authority office by October 6, 2016 for anyone interested, the Authority received no responses.

The Authority sought other alternatives to obtain services, and decided to move forward with a Cooperative Purchasing/Intergovernmental Agreement. The U. S. Department of Housing and Urban Development ("HUD") allows agencies to enter into these agreements. The Authority opted to enter into Cooperative Purchasing/Intergovernmental agreements to purchase or use common supplies, equipment, or services.

The Authority staff research resulted in finding that the City of Visalia recently conducted a competitive procurement process and awarded a contract to West Coast Arborists ("WCA"). Staff obtained the documents used by the City of Visalia in the award of the contract to WCA, including the Request for Proposal with the Scope of Services, Agreement between the City of Visalia, WCA's submitted proposal and WCA cost sheets. The Scope of Services meets the Authority's requirements and it also reflects that the costs are competitive and are within the Authority budgeted amount.

After review of all documents and information, the Authority staff determined that entering into a one-year agreement, with two (2) one-year options of renewal with WCA is most efficient, cost effective and in the best interest of the Authority.

RECOMMENDATION

Recommendation is made to the Board of Commissioners of the Housing Authority of the County of Merced to approve **Resolution No. 2017-01**, to award the contract for comprehensive tree maintenance to the Authority properties and authorizing the Executive Director to enter into contract with West Coast Arborists.

RESOLUTION NO. 2017-01

APPROVING THE AWARD OF CONTRACT FOR COMPREHENSIVE TREE MAINTENANCE AT HOUSING AUTHORITY PROPERTIES THROUGHOUT MERCED COUNTY, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT

WHEREAS, the Housing Authority of the County of Merced budgeted Capital Funds for comprehensive tree maintenance that includes routine, as-needed tree removal and tree trimming for all Public Housing properties; and

WHEREAS, the project was advertised for bid in the Merced Sun-Star four (4) times (September 3rd, September 10th, September 17th and September 21st), the Modesto Bee published three (3) times (September 8th, September 15th and September 18th). Notices were sent to Central Valley Builders Exchanges (Modesto, Merced-Mariposa, Stockton, Fresno and Tulare) and State/National construction data companies. Letters were also sent to eighteen (18) tree service companies, and

WHEREAS, Zero (0) proposals were received by the due date of October 6, 2016;

WHEREAS, The Housing Authority of the County of Merced Procurement Policy allows for Cooperative Purchasing/Intergovernmental agreements); and

WHEREAS, The City of Visalia recently conducted a competitive procurement process and entered into a contract agreement with West Coast Arborists. The procurement process and agreement is comparable to Housing Authority of the County of Merced requirements, the costs are comparable and within the Housing Authority of the County budgeted amounts; and

WHEREAS, it is determined that entering into an agreement with West Coast Arborists is most efficient, cost effective and in the best interest of the Housing Authority of the County of Merced; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve awarding a one (1) year contract with two (2) one year options for renewal to West Coast Arborists in the amount not to exceed \$403,000.00, and does hereby authorize the Executive Director, to sign or take any other action necessary to ensure compliance of the contract.

The foregoing resolution was introduced at the January 17, 2017 Board of Commissioners meeting and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: January 17, 2017

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: January 17, 2017

SUBJECT: Recommendation to adopt **Resolution No. 2017-02**. It is recommended that the Board of Commissioners authorize the Executive Director or her designee to declare the amounts **(\$62,265.57)** uncollectible and to write off the uncollected amounts as a loss.

Every year the Housing Authority of the County of Merced ("HACM") writes off uncollectable amounts from former tenants' accounts. The write-off's for **\$62,265.57** is permitted under Federal Regulation. Allowable write-off's impact HACM Tenant Accounts Receivable Public Housing Assessment System ("PHAS") score and is an accepted accounting practice. HACM takes action to collect all tenant charges and will continue to pursue collection of the accounts included in this write-off. Amounts to be written-off are summarized by program below.

PH AMP 1:	\$5,042.55
PH AMP2:	\$6,543.64
Valley View:	\$42,166.38
Felix Torres Year Round:	\$8,513.00
TOTAL:	\$62,265.57

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2017-02**, authorizing the Executive Director or her designee to declare the amounts uncollectible and to authorize the write off as a loss.

RESOLUTION NO. 2017-02

APPROVING THE WRITE-OFF FOR BAD DEBTS FROM TENANTS' ACCOUNTS RECEIVABLE

WHEREAS, from time to time, tenants move out of Housing Authority of the County of Merced units owing money to the Housing Authority of the County of Merced; and

WHEREAS, after making diligent effort to collect the money owed without success; and

WHEREAS, it is not in the best interest of the financial position of the Housing Authority of the County of Merced to carry past delinquencies for an extended period.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the write-off of the tenant delinquent accounts that are attached for the Housing Programs administered by the Housing Authority of the County of Merced.

The foregoing resolution was introduced at the January 17, 2017 Board of Commissioners meeting of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent:

Abstain:

Date: January 17, 2017

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

Merced Aging Receivable Report for Tenant Portion Only

Property=.all AND Trans through=11/2016

Property Code	Unit Code	Tenant Code	Beginning Balance	Ending Balance	Thirty Days	Sixty Days	Ninety Days	Over Ninety Days	Write Off Amounts
012a	413	t0007324	62.00	62.00	-	-	-	62.00	
012a	407	t0006087	770.63	770.63	-	-	-	770.63	
012a	422	t0007219	1,502.21	1,502.21	-	-	-	1,502.21	
012a	425	t0006500	4,208.80	4,208.80	-	-	-	4,208.80	6,543.64
ca023001	4	t0000371	133.00	133.00	-	-	-	133.00	
ca023001	87	t0000142	148.88	148.88	-	-	-	148.88	
ca023001	70	t0006211	190.88	190.88	-	-	-	190.88	
ca023001	74	t0000088	228.69	228.69	-	-	-	228.69	
ca023001	8	t0004715	264.50	264.50	-	-	-	264.50	
ca023001	14	t0006142	862.64	862.64	-	-	-	862.64	
ca023001	10	t0000311	1,026.00	1,026.00	-	-	-	1,026.00	
ca023001	78	t0000339	2,187.96	2,187.96	-	-	-	2,187.96	5,042.55
ft-yr	977-B	t0005320	245.00	245.00	-	-	-	245.00	
ft-yr	991-B	t0005662	245.00	245.00	-	-	-	245.00	
ft-yr	991-A	t0004431	251.00	251.00	-	-	-	251.00	
ft-yr	985-B	t0004362	295.00	295.00	-	-	-	295.00	
ft-yr	867-A	t0004935	550.00	550.00	-	-	-	550.00	
ft-yr	989-A	t0008087	643.00	643.00	-	-	-	643.00	
ft-yr	873-A	t0006436	644.00	644.00	-	-	-	644.00	
ft-yr	877-B	t0004355	1,295.64	1,295.64	-	-	-	1,295.64	
ft-yr	993-A	t0008072	1,845.00	1,845.00	-	-	-	1,845.00	
ft-yr	975-B	t0005742	2,499.36	2,499.36	-	-	-	2,499.36	8,513.00
dp	498	t0007272	1,391.12	1,391.12	-	-	-	1,391.12	1,391.12
mid	306	t0006668	0.54	0.54	-	-	-	0.54	
mid	336	t0007340	27.00	27.00	-	-	-	27.00	
mid	315	t0006917	49.76	49.76	-	-	-	49.76	
mid	332	t0004455	69.40	69.40	-	-	-	69.40	
mid	330	t0007414	99.54	99.54	-	-	-	99.54	
mid	321	t0006244	133.00	133.00	-	-	-	133.00	
mid	318	t0007378	149.00	149.00	-	-	-	149.00	
mid	333	t0007351	154.00	154.00	-	-	-	154.00	
mid	318	t0005466	178.00	178.00	-	-	-	178.00	
mid	310	t0005670	219.00	219.00	-	-	-	219.00	
mid	338	t0005335	412.00	412.00	-	-	-	412.00	
mid	330	t0004440	432.00	432.00	-	-	-	432.00	
mid	324	t0007226	438.90	438.90	-	-	-	438.90	
mid	317	t0005781	631.00	631.00	-	-	-	631.00	

mid	316	t0007527	636.65	636.65	-	-	-	636.65
mid	317	t0007362	660.34	660.34	-	-	-	660.34
mid	309	t0007772	754.19	754.19	-	-	-	754.19
mid	321	t0007550	905.31	905.31	-	-	-	905.31
mid	324	t0006217	950.00	950.00	-	-	-	950.00
mid	321	t0007765	1,111.47	1,111.47	-	-	-	1,111.47
mid	329	t0006916	1,148.42	1,148.42	-	-	-	1,148.42
mid	337	t0007509	1,494.45	1,494.45	-	-	-	1,494.45
mid	330	t0006245	1,971.15	1,971.15	-	-	-	1,971.15
mid	316	t0005616	2,279.99	2,279.99	-	-	-	2,279.99
mid	334	t0004415	2,536.32	2,536.32	-	-	-	2,536.32
mid	313	t0005755	3,025.29	3,025.29	-	-	-	3,025.29
mid	328	t0006153	3,356.88	3,356.88	-	-	-	3,356.88
mid	306	t0005482	3,561.14	3,561.14	-	-	-	3,561.14
mid	333	t0005837	3,889.60	3,889.60	-	-	-	3,889.60
mid	310	t0006964	4,270.42	4,270.42	-	-	-	4,270.42
mid	324	t0005773	5,230.50	5,230.50	-	-	-	5,230.50
								40,775.26
								62,265.57