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REGULAR BOARD OF COMMISSIONERS MEETING
APRIL 24, 2018
AGENDA
LOCATION: 1400 WEST LACEY BOULEVARD
HANFORD, CALIFORNIA
1:30 P.M.

- 1) Roll Call
- 2) Unscheduled Appearances
Any person may address this Board at this time on any item on the agenda, or on any other item of interest to the public, that is within the subject matter jurisdiction of the Board. Three (3) minutes are allowed for each item.
- 3) Review and Approval of March 27, 2018 Regular Board Meeting Minutes Pages 1-3
- 4) Review and Approval of Receipts and Expenditures for March 2018. Pages 4-8
- 5) Unfinished Business:
- 6) New Business:
 - A. Review and Approval as submitted by the Auditor, The Retirement Financial Statements for the Fiscal Year ending June 30, 2017. Attachment
 - B. Review and Approval by Resolution changes to the Personnel Policy Section 802 - Travel to reflect a change in Per Diem. **Resolution #17-10** Pages 9 -10
- 7) Correspondence: (NONE)
- 8) Management
 - A. Current Status of Program Operations Pages 11
- 9) Closed Session
 - A. Regarding Litigation
CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
[Government Code Section 54956.9(a)]
Valerie Stokes v. Housing Authority, et. al.
Kings County Superior Court Case No. 17C0297

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
[Government Code Section 54956.9 (b)(1)]
Significant exposure to potential litigation
One Case
 - B. Regarding Employee Relations Closed Session (NONE)
- 10) Open Session:
- 11) Commissioners' Items
- 12) Adjournment

Any Late Documents relating to an agenda item that are distributed to the Commissioners less than 72 hours prior to the scheduled meeting are available for public inspection, at the time they are distributed to the Commissioners, at the Administrative Office as addressed below.

THE 689th MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE COUNTY OF KINGS CALIFORNIA

The Regular Meeting of the Board of Commissioners of the Housing Authority of the County of Kings was called to order March 27, 2018 at 1:30 p.m. by Chairman Richard Valle

1) ROLL CALL

Sandra Jackson-Bobo called the roll:

PRESENT: Richard Fagundes
Joe Neves
Doug Verboon
Delores Conley
Richard Valle
Craig Pedersen

ABSENT: NONE

Also present were the following:

Bob Gin	-	HAKC Attorney
Sandra Jackson-Bobo	-	HAKC Executive Director
Michele Christensen	-	HAKC Finance Manager
Jennifer Molina	-	HAKC Administrative Assistant
David Keller	-	HAKC Auditor

2) UNSCHEDULED APPEARANCES

NONE

3) REVIEW AND APPROVAL OF February 27, 2018 REGULAR BOARD MEETING MINUTES

A motion was presented by Commissioner Neves to approve the minutes for the Regular Board Meeting held on February 27, 2018. Commissioner Fagundes seconded the motion and the minutes were approved with five (5) in favor, one (1) abstention.

4) APPROVAL OF RECEIPTS AND EXPENDITURES FOR FEBRUARY 2018

Receipts and Expenditures for February 2018 were submitted to the Board for approval. After a brief discussion, a motion was presented by Commissioner Neves to approve the Receipts and Expenditures for February 2018. Commissioner Fagundes seconded the motion and they were approved unanimously by all present.

5) UNFINISHED BUSINESS

NONE

6) NEW BUSINESS:

A. Public Hearing regarding the update pf PHA Annual Plan for Fiscal Year 2018.

Chairman Valle opened up the Public Hearing regarding the update of PHA Annual Plan for Fiscal Year 2018, at 1:34 pm and indicated that comments would be taken for consideration. There being no one from the public present or any comments submitted, the public hearing was closed at 1:35 pm

B. Review and Approval by Resolution of the PHA Annual Plan for Fiscal Year 2018.
Resolution #17-09

A motion was presented by Commissioner Verboon to adopt **Resolution #17-09** approving the updated PHA Annual Plan for Fiscal Year 2018. Commissioner Pedersen seconded the motion and it was approved unanimously by all present.

C. Review and Approval as submitted by the Auditor, The Single Audit Financial Statement for the Fiscal Year ending June 30, 2017.

David Keller, the auditor presented The Single Audit Financial Statement for Fiscal Year ending June 30, 2017 for review and approval. After a brief discussion about this matter, a motion was presented by Commissioner Neves to approve, Commissioner Verboon seconded the motion and The Single Audit Financial Statement for fiscal year ending June 30, 2017 was approved unanimously by all present.

D. Review and Approval as submitted by the Auditor, Kettleman City Financial Statement for Fiscal Year ending June 30, 2017.

David Keller, the auditor presented the Kettleman City Financial Statement for Fiscal Year ending June 30, 2017 for review and approval. After a brief discussion about this matter, a motion was presented by Commissioner Neves to approve, Commissioner Verboon seconded the motion and the Kettleman City Financial Statement for fiscal year ending June 30, 2017 was approved unanimously by all present.

E. Review and Approval as submitted by the Auditor, Cameron Commons Financial Statement for the Fiscal Year ending June 30, 2017.

David Keller, the auditor presented the Kettleman City Financial Statement for Fiscal Year ending June 30, 2017 for review and approval. After a brief discussion about this matter, a motion was presented by Commissioner Neves to approve, Commissioner Verboon seconded the motion and the Kettleman City Financial Statement for fiscal year ending June 30, 2017 was approved unanimously by all present.

7) CORRESPONDENCE

NONE

8) MANAGEMENT REPORT

A. Current Status of Program Operations

9) CLOSED SESSION

A. Regarding Litigation Closed Session (NONE)

B. Regarding Employee Relations Closed Session (NONE)

10) OPEN SESSION:

NONE

11) COMMISSIONERS ITEMS:

NONE

12) ADJOURNMENT

There being no further business, the Regular Board of Commissioners Meeting was adjourned at 2:03 p.m.

Secretary

HOUSING AUTHORITY OF THE KINGS COUNTY
MONTHLY BILLS
March 31, 2018

ACCOUNT NO.	ACCOUNT DESCRIPTION	VENDOR	MGMT	ADMIN	CAMERON	KETTLEMAN	ADMIN	LOW RENT	VOUCHERS	CORCORAN	TRANSITIONAL	TOTAL
			FEES		COMMON	CITY	FLC		STATION	FOSTER HOUSING		
			015	100	200	300	400	500	600	700	701	
4110	PAYROLL											
	KINGS COUNTY HA - ADMIN.PAYROLL		12,757.24	2,850.62	1,046.32	1,032.11	539.32	14,485.34	12,997.58	3,168.78	131.45	49,008.76
		CURRENT TOTAL	12,757.24	2,850.62	1,046.32	1,032.11	539.32	14,485.34	12,997.58	3,168.78	131.45	49,008.76
		PREVIOUS MONTH TOTAL	12,757.24	2,850.62	1,046.32	962.26	523.26	13,875.61	12,805.84	3,158.11	131.45	48,110.71
		YEAR-TO-DATE TOTAL	79,488.92	23,202.59	7,396.02	8,175.08	4,001.54	111,937.24	108,841.03	28,382.98	1,061.29	372,486.69
4130	LEGAL											
	GRISWOLD LASALLE COBB DOWD & GINLAW OFFICES			1.67	1,493.45	66.62	8.33	1,479.23	1,279.18	73.28	3.34	4,405.10
		CURRENT TOTAL	-	1.67	1,493.45	66.62	8.33	1,479.23	1,279.18	73.28	3.34	4,405.10
		PREVIOUS MONTH TOTAL	-	2.06	1,056.24	567.08	10.28	2,319.26	2,927.20	90.44	4.12	6,976.68
		YEAR-TO-DATE TOTAL	-	714.11	11,317.87	1,973.90	156.68	21,948.75	17,661.65	1,378.66	62.72	55,214.34
4140	STAFF TRAINING											
	FIRST BANKCARD		60.37	7.78	20.55	4.51	4.45	112.10	110.72	0.13	1.48	322.09
		CURRENT TOTAL	60.37	7.78	20.55	4.51	4.45	112.10	110.72	0.13	1.48	322.09
		PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
		YEAR-TO-DATE TOTAL	788.23	225.77	20.55	4.51	39.02	112.10	403.85	0.13	13.21	1,607.37
4150	TRAVEL											
		CURRENT TOTAL	-	-	-	-	-	-	-	-	-	-
		PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
		YEAR-TO-DATE TOTAL	3.51	27.49	-	-	-	65.27	-	-	-	96.27
4160	AUTOMOBILE EXPENSE											
	BORBA'S AUTO BODY INC.		119.63	19.52			1.87		37.26			178.28
	GARY V. BURROWS, INC		64.54	9.68		11.20	0.70	84.62	75.09	2.53		248.36
		CURRENT TOTAL	184.17	29.20	-	11.20	2.57	84.62	112.35	2.53	-	426.64
		PREVIOUS MONTH TOTAL	79.39	12.11	-	12.59	0.94	95.13	79.30	2.76	-	282.22
		YEAR-TO-DATE TOTAL	536.00	81.32	-	140.23	6.18	1,059.38	571.15	27.05	-	2,421.31
4171	AUDIT EXPENSE											
		CURRENT TOTAL	-	-	-	-	-	-	-	-	-	-
		PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
		YEAR-TO-DATE TOTAL	-	-	-	-	-	-	-	-	-	-
4190	SUNDRY											
	AT&T							4.67				4.67
	AT&T/CALNET		25.01	17.12			2.04	164.41	198.84	57.86		465.28
	CORCORAN CHAMBER OF COMMERCE							145.00				145.00
	CORCORAN PUBLISHING COMPANY							154.00				154.00
	DATAFLOW BUSINESS SYSTEMS INC.			0.51	1.59	0.05	1.13	19.25	74.79	0.06	0.11	97.49
	FIRST BANKCARD		14.12	3.85			0.26		9.06			27.29
	MARLIN BUSINESS BANK			0.21	6.76		1.06	35.51	145.42			188.96
	MARTY LALANNE CPA									50.00		50.00
	NAN MC KAY AND ASSOCIATES INC								4,076.80			4,076.80
	NEOFUNDS BY NEOPOST			0.70	36.73	28.12	7.53	954.36	470.91	5.57	0.81	1,504.73
	OFFICE DEPOT INC.		228.53	63.99	55.64	30.38	12.96	368.02	385.09			1,144.61
	OFFICE TEAM								3,584.16			3,584.16
	ONLINE INFORMATION SERVICES				19.88		4.97	84.49		9.94		119.28
	ROBERT HOSKINS			3,405.00								3,405.00
	THE HANFORD SENTINEL			46.15	2.68	3.35	7.40	257.01	57.67	3.69	0.16	378.11
	ZEFFERT & ASSOCIATES					120.00			800.00			920.00
		CURRENT TOTAL	267.66	3,537.53	123.28	181.90	37.35	2,186.72	9,802.74	127.12	1.08	16,265.38
		PREVIOUS MONTH TOTAL	369.61	903.84	105.51	193.13	37.13	1,788.17	10,095.95	422.79	1.58	13,917.71
		YEAR-TO-DATE TOTAL	33,700.62	12,197.90	1,976.92	1,244.76	953.03	19,656.35	102,999.80	2,168.11	48.23	174,945.72
4191	REPLACEMENT RESERVE											

	KINGS COUNTY HA - CAMERON			606.00							606.00
	KINGS COUNTY HA - KETTLEMAN				645.00						645.00
	CURRENT TOTAL	-	-	606.00	645.00	-	-	-	-	-	1,251.00
	PREVIOUS MONTH TOTAL	-	-	606.00	645.00	-	-	-	-	-	1,251.00
	YEAR-TO-DATE TOTAL	-	-	5,454.00	5,805.00	-	-	-	-	-	11,259.00
4193	BOND FEE COSTS										
	CURRENT TOTAL	-	-	-	-	-	-	-	-	-	-
	PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
	YEAR-TO-DATE TOTAL	-	-	-	-	-	-	-	-	-	-
4195	COMPUTER COSTS										
	COMCAST CABLE			3.50	25.15	1.17	116.70	163.03	27.66		337.21
	FIRST BANKCARD	0.18	5.46	6.84	0.85	45.76	29.35	7.51	0.36		96.31
	WAY OUT WEST COMPUTERS	0.58	18.08	22.62	2.82	231.52	97.24	24.86	1.16		398.88
	CURRENT TOTAL	-	0.76	27.04	54.61	4.84	393.98	289.62	60.03	1.52	832.40
	PREVIOUS MONTH TOTAL	-	1.89	64.81	101.81	10.70	630.06	708.16	56.77	1.36	1,575.56
	YEAR-TO-DATE TOTAL	936.56	351.92	791.78	1,118.41	198.83	8,363.25	8,340.02	1,528.58	74.08	21,703.43
4220	TENANT SERVICES										
	AARON SMITH									25.00	25.00
	DELORES CONLEY									75.00	75.00
	CURRENT TOTAL	-	-	-	-	-	100.00	-	-	-	100.00
	PREVIOUS MONTH TOTAL	-	-	-	-	-	200.00	-	-	-	200.00
	YEAR-TO-DATE TOTAL	-	-	-	-	-	1,125.00	-	-	-	1,125.00
4310	WATER										
	ARMONA COMMUNITY SERVICE DISTRICT					353.95	683.05				1,037.00
	CORCORAN CITY OF						2,269.40	476.29			2,745.69
	HANFORD UTILITY CITY OF	76.40	171.50				2,436.74				2,684.64
	KETTLEMAN CITY COMM. SERVICE DISTRICT				1,706.25						1,706.25
	LEMOORE CITY OF - UTILITIES								30.85		30.85
	CURRENT TOTAL	-	76.40	171.50	1,706.25	353.95	5,389.19	-	476.29	30.85	8,204.43
	PREVIOUS MONTH TOTAL	-	76.40	806.18	1,693.53	365.75	5,385.18	-	460.57	28.00	8,815.61
	YEAR-TO-DATE TOTAL	-	890.64	3,693.58	18,139.29	3,486.45	72,805.77	-	4,234.23	254.85	103,504.81
4320	ELECTRIC										
	ARMONA COMMUNITY SERVICE DISTRICT					5.00	17.00				22.00
	PACIFIC GAS AND ELECTRIC				290.03		837.72		1,790.75	56.17	2,974.67
	SOUTHERN CALIFORNIA EDISON CO.	303.69	80.30			35.44	1,777.59				2,197.02
	CURRENT TOTAL	-	303.69	80.30	290.03	40.44	2,632.31	-	1,790.75	56.17	5,193.69
	PREVIOUS MONTH TOTAL	-	-	-	286.78	18.83	2,908.48	-	46.70	56.90	3,317.69
	YEAR-TO-DATE TOTAL	-	3,779.65	2,414.78	2,479.83	155.64	34,932.38	-	18,184.70	877.75	62,824.73
4330	GAS										
	PACIFIC GAS AND ELECTRIC				135.93						135.93
	THE GAS COMPANY	104.66	115.46			425.13	739.68		361.89	108.60	1,855.42
	CURRENT TOTAL	-	104.66	115.46	135.93	425.13	739.68	-	361.89	108.60	1,991.35
	PREVIOUS MONTH TOTAL	-	98.19	133.68	105.29	-	305.54	-	644.88	95.23	1,382.81
	YEAR-TO-DATE TOTAL	-	433.81	633.85	437.49	778.24	2,443.91	-	2,943.32	585.71	8,256.33
4390	OTHER UTILITIES										
	ARMONA COMMUNITY SERVICE DISTRICT					186.25	633.25				819.50
	CORCORAN CITY OF						1,932.89	788.53			2,721.42
	HANFORD UTILITY CITY OF	42.83	694.40				3,318.77				4,056.00
	KETTLEMAN CITY COMM. SERVICE DISTRICT				1,350.17						1,350.17
	LEMOORE CITY OF - UTILITIES								30.52		30.52
	CURRENT TOTAL	-	42.83	694.40	1,350.17	186.25	5,884.91	-	788.53	30.52	8,977.61
	PREVIOUS MONTH TOTAL	-	42.83	694.40	1,350.17	186.25	5,898.70	-	788.53	27.70	8,988.58
	YEAR-TO-DATE TOTAL	-	85.66	1,388.80	2,700.34	372.50	11,783.61	-	1,577.06	58.22	80,879.51

4410	PAYROLL - MAINTENANCE																			
	KINGS COUNTY HA - ADMIN.PAYROLL										1,914.79	3,503.51	43.35	15,490.37	159.91	42.26	21,154.19			
	CURRENT TOTAL										-	-	1,914.79	3,503.51	43.35	15,490.37	-	159.91	42.26	21,154.19
	PREVIOUS MONTH TOTAL										-	-	1,914.79	3,503.51	59.41	15,490.37	-	159.91	42.26	21,170.25
	YEAR-TO-DATE TOTAL										-	25.77	17,613.15	32,035.08	518.64	146,391.80	-	1,413.21	380.34	198,377.99
4420	MAINTENANCE MATERIALS																			
	BLUE TARP FINANCIAL KINGS COUNTY PIPE & SUPPLY										38.59	17.16		19.85						75.60
	BUDDY'S TROPHIES & ADVERTISING SPECIALTIES										37.54									37.54
	CENTRAL SANITARY SUPPLY													42.60						42.60
	CORCORAN HARDWARE COMPANY													153.15		3.02				156.17
	GARY V. BURROWS, INC										42.91	14.98	60.54	78.28	5.51	579.93	16.15	37.03	5.05	840.38
	HD SUPPLY FACILITIES MAINTENANCE											60.84	53.15	87.64	761.93		158.03			1,121.59
	HOME DEPOT CREDIT SERVICES													26.34		418.25				444.59
	KETTLEMAN CITY PARTS												302.66							302.66
	KINGS COUNTY GLASS														89.14	1,087.25				1,176.39
	LOWE'S BUSINESS ACCOUNT										1,600.11	20.14	9.89	107.92	135.26	24.30				1,897.62
	MORGAN & SLATES													243.89						243.89
	PARAGON CLEANERS										19.80									19.80
	WAL-MART COMMUNITY BRANCH												17.13	56.04		11.26				84.43
	CURRENT TOTAL										42.91	1,672.43	180.11	478.27	201.07	2,108.13	16.15	1,739.14	5.05	6,443.26
	PREVIOUS MONTH TOTAL										55.22	87.14	187.02	1,010.84	268.57	3,931.25	17.22	3,940.41	5.03	9,502.70
	YEAR-TO-DATE TOTAL										98.13	3,875.04	9,609.94	6,328.28	1,473.46	34,970.44	90.60	7,706.31	1,026.58	65,178.78
4430	CONTRACT COSTS																			
	ARMONA COMMUNITY SERVICE DISTRICT												91.25	310.25						401.50
	AT&T/CALNET												38.96							38.96
	BORBA'S AUTO BODY INC.										8.33		7.74	433.93						450.00
	CORCORAN CITY OF													2,673.00		469.56				3,142.56
	DAVE'S TUB REPAIR													240.00						240.00
	G & B JANITORIAL LLC										213.08	58.06			3.96	136.73				411.83
	GARY V. BURROWS, INC											188.62								188.62
	GILBERT ELECTRIC COMPANY											508.59								508.59
	HANFORD UTILITY CITY OF										78.60	640.55			3,794.24					4,513.39
	KETTLEMAN CITY COMM. SERVICE DISTRICT												871.40							871.40
	KINGS WASTE & RECYCLING AUTHORITY										17.25				136.50					153.75
	LEMOORE CITY OF - UTILITIES																	25.33	25.33	
	MATSON ALARM CO. INC.										12.51	3.52	3.51	81.67	0.78	63.43	107.52	28.00		300.94
	NOLAN'S PLUMBING													628.47						628.47
	OTIS ELEVATOR COMPANY															1,731.22				1,731.22
	PARAGON CLEANERS												216.54		1,012.20					1,228.74
	PRIMOW LANDSCAPING													693.00						693.00
	RANDSTAD US L.P.														2,389.63					2,389.63
	SUPERIOR MASTER CARPET CLEANING													480.00						480.00
	VALLEY GUTTERS													988.00						988.00
	VALLEY OAK CABINET MFG.													285.00						285.00
	VERIZON WIRELESS										72.87	8.30	0.55	1.14	0.87	10.44	20.77	0.06	0.03	115.03
	CURRENT TOTAL										298.46	862.94	652.94	1,209.71	104.60	14,138.09	265.02	2,228.84	25.36	19,785.96
	PREVIOUS MONTH TOTAL										382.99	871.64	6,358.99	1,492.08	98.50	17,511.62	319.84	497.65	23.03	27,556.34
	YEAR-TO-DATE TOTAL										3,252.23	3,915.61	23,446.75	14,215.77	1,292.61	184,745.11	3,048.81	22,078.10	331.13	256,326.12
4431	BOND ADMIN FEE COSTS																			
	CURRENT TOTAL										-	-	-	-	-	-	-	-	-	-
	PREVIOUS MONTH TOTAL										-	-	-	-	-	-	-	-	-	-
	YEAR-TO-DATE TOTAL										-	-	-	-	-	-	-	-	-	-
4510	INSURANCE EXPENSE																			
	HA COUNTY OF KINGS - ADMIN										302.45	75.55	328.68	687.51	24.85	3,074.13	350.97	595.32	6.29	5,445.75
	CURRENT TOTAL										302.45	75.55	328.68	687.51	24.85	3,074.13	350.97	595.32	6.29	5,445.75
	PREVIOUS MONTH TOTAL										302.45	75.55	328.68	685.02	24.85	3,052.29	344.10	594.94	6.29	5,414.17
	YEAR-TO-DATE TOTAL										2,046.26	656.32	2,923.19	6,165.78	209.03	27,103.09	3,198.58	5,348.42	53.20	47,703.87
4520	TAXES																			
	KINGS COUNTY TAX COLLECTOR KINGS COUNTY GOVERNMENT																18.69			18.69
	CURRENT TOTAL										-	-	-	-	-	-	18.69	-	-	18.69
	PREVIOUS MONTH TOTAL										-	-	-	-	-	-	-	-	-	-
	YEAR-TO-DATE TOTAL										-	-	-	-	-	-	18.69	-	-	18.69

4540

EMPLOYEE BENEFITS										
ANTHEM BLUE CROSS	36.49	7.94	16.78	23.37	2.00	129.59	60.09	20.71	0.49	297.46
BLUE SHIELD OF CALIFORNIA	3,036.04	669.64	726.73	660.03	140.82	8,689.77	3,845.94	674.19	43.94	18,487.10
JOHN MORENO				200.00						200.00
KELLY MOORE				22.68		171.32	2.20	3.80		200.00
KINGS COUNTY HA - ADMIN	868.00	275.68	231.09	1.32	95.22	2,204.07	2,710.75	107.30	15.34	6,508.77
KINGS COUNTY HA - ADMIN.PAYROLL	937.11	223.48	257.94	396.90	45.75	2,412.57	1,026.29	316.55	14.24	5,630.83
MERRILL LYNCH FUNDS PROCESSING	4,469.34	1,016.04	1,200.66	1,961.68	240.92	11,969.30	4,027.64	1,460.58	60.68	26,406.84
NEW YORK LIFE INSURANCE CO.	32.18	5.25	5.52	2.91	0.67	71.81	10.02	1.14	0.38	129.88
PRINCIPAL LIFEGRUOP GRAND ISLAND	278.31	69.99	82.89	72.43	15.37	870.12	362.99	57.50	4.78	1,814.38
TRANSAMERICA OCCIDENTAL LIFE	79.59	25.11	19.41	78.44	4.45	455.50	256.84	3.33	1.55	924.22
VISION SERVICE PLAN - (CA)	38.98	9.59	15.90	22.71	16.49	132.61	62.53	19.25	0.76	318.82
CURRENT TOTAL	9,776.04	2,302.72	2,556.92	3,442.47	561.69	27,106.66	12,365.29	2,664.35	142.16	60,918.30
PREVIOUS MONTH TOTAL	3,257.19	917.59	1,151.77	1,419.96	249.41	14,305.84	7,921.23	1,285.33	71.11	30,579.43
YEAR-TO-DATE TOTAL	43,610.54	12,109.84	14,836.79	19,476.99	3,005.12	173,329.76	91,809.14	16,534.46	885.23	375,597.87

4570

COLLECTION LOSS										
CURRENT TOTAL	-	-	-	-	-	-	-	-	-	-
PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
YEAR-TO-DATE TOTAL	-	-	-	-	-	-	-	-	-	-

4580

MORTGAGE PAYMENT (INTEREST)										
BALTIERRA ASCENSION & ANTONIA								367.41		367.41
CITIZENS BUSINESS BANK			2,975.40							2,975.40
CURRENT TOTAL	-	-	2,975.40	-	-	-	-	367.41	-	3,342.81
PREVIOUS MONTH TOTAL	-	-	3,302.88	-	-	-	-	370.43	-	3,673.31
YEAR-TO-DATE TOTAL	-	-	29,339.05	-	-	-	-	3,440.08	-	32,779.13

4590

MANAGEMENT FEES										
HOUSING AUTHORITY OF THE COUNTY OF KINGSMANAGEMENT						18,877.71				18,877.71
KINGS COUNTY HA - ADMIN			1,825.84	2,146.00						3,971.84
KINGS COUNTY MANAGEMENT & DEVELOPMENT CORP.MANAGEM							1,858.33	131.46		1,989.79
CURRENT TOTAL	-	-	1,825.84	2,146.00	-	18,877.71	-	1,858.33	131.46	24,839.34
PREVIOUS MONTH TOTAL	-	-	1,825.84	2,146.00	-	19,028.13	-	1,858.33	131.46	24,989.76
YEAR-TO-DATE TOTAL	-	-	16,432.56	19,314.00	-	173,208.63	-	16,724.97	1,160.64	226,840.80

CURRENT GRAND TOTAL	23,689.30	11,868.78	14,812.98	16,945.80	2,538.19	114,283.17	37,589.62	16,481.32	717.59	238,926.75
PREVIOUS MONTH GRAND TOTAL	17,204.09	5,939.86	19,583.11	16,175.05	1,853.88	106,725.63	35,218.84	14,378.55	625.52	217,704.53
YEAR-TO-DATE GRAND TOTAL	164,461.00	62,873.25	154,150.38	149,161.76	17,950.72	1,067,310.17	336,964.63	139,208.77	7,067.08	2,099,147.76
Grand Total	23,689.30	11,868.78	14,812.98	16,945.80	2,538.19	114,283.17	37,589.62	16,481.32	717.59	238,926.75

238,926.75
217,704.53
2,099,147.76

HOUSING AUTHORITY OF THE COUNTY OF KINGS
 LOW RENT PROGRAM - NORTH COUNTY/SOUTH COUNTY
 JULY 1, 2017 THROUGH MARCH 31, 2018

	NORTH COUNTY BUDGET	168 PUM	NORTH COUNTY ACTUAL	168 PUM	SOUTH COUNTY BUDGET	100 PUM	SOUTH COUNTY ACTUAL	100 PUM
REVENUE								
Dwelling Rent	\$408,375	\$270.09	\$435,282.65	\$287.89	\$238,110	\$264.57	\$238,768.97	\$265.30
Interest	1,283	0.85	1,006.25	0.67	413	0.46	895.44	0.99
Other Income-Tenant Charges	37,058	24.51	21,032.68	13.91	17,580	19.53	23,139.84	25.71
Other Income	0	0.00	5,165.00	3.42	0	0.00	5,717.16	6.35
Capital Fund Subsidy	58,637	38.78	0.00	0.00	34,438	38.26	0.00	0.00
HUD Subsidy	292,913	193.73	314,349.00	207.90	197,924	219.92	213,950.00	237.72
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Total Income	\$798,264	\$527.95	\$776,835.58	\$513.78	\$488,464	\$504.47	\$482,471.41	\$536.08
EXPENSES:								
OPERATING EXPENSES:								
Administrative Salaries	\$83,408	\$55.16	\$58,795.54	\$38.89	\$67,463	\$74.96	53,141.70	\$59.05
Legal	11,475	7.59	12,088.74	8.00	4,500	5.00	7,582.98	8.43
Travel	2,700	1.79	0.00	0.00	2,865	3.18	798.97	0.89
Sundry Costs	19,745	13.06	16,639.60	11.01	10,262	11.40	18,048.13	20.05
Management Fees	102,377	67.71	98,653.47	65.25	60,939	67.71	57,282.66	63.65
Bookkeeping Fees	11,340	7.50	10,927.50	7.23	6,750	7.50	6,345.00	7.05
Asset Management Fees	15,120	10.00	0.00	0.00	9,000	10.00	0.00	0.00
Computer Costs	9,840	6.51	9,772.93	6.46	6,293	6.99	6,204.48	6.89
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Total Operating Expenses	\$256,005	\$169.32	\$206,877.78	\$136.82	\$168,071	186.75	\$149,403.92	\$166.00
TENANT SERVICES:	\$6,947	\$4.59	\$525.00	\$0.35	\$2,661	\$2.96	0.00	\$0.00
UTILITIES:								
Water	\$33,300	\$22.02	\$34,654.64	\$22.92	\$17,250	\$19.17	\$30,444.40	\$33.83
Electric	23,370	15.46	22,897.71	15.14	8,100	9.00	10,892.90	12.10
Gas	2,250	1.49	1,424.37	0.94	1,575	1.75	828.19	0.92
Other	36,075	23.86	31,742.24	20.99	17,400	19.33	15,463.12	17.18
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Utilities	\$94,995	\$62.83	\$90,718.96	\$60.00	\$44,325	\$49.25	\$57,628.61	\$64.03
MAINTENANCE AND OPERATIONS								
Labor	\$97,763	\$64.66	\$107,247.31	\$70.93	\$41,648	\$46.28	\$47,751.57	\$53.06
Materials	46,238	30.58	20,539.63	13.58	19,688	21.88	11,561.74	12.85
Contract Costs	81,540	53.93	96,614.78	63.90	80,895	89.88	83,345.49	92.61
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Maint. & Operations	\$225,540	\$149.17	\$224,401.72	\$148.41	\$142,230	\$158.03	\$142,658.80	\$158.51
GENERAL EXPENSES:								
Insurance	\$37,283	\$24.66	\$44,628.06	\$29.52	\$19,958	\$22.18	\$24,102.23	\$26.78
P.I.L.O.T.	31,335	20.72	30,650.22	20.27	19,380	21.53	16,563.84	18.40
Employee Benefits	114,390	75.65	107,172.34	70.88	64,755	71.95	69,297.22	77.00
Collection Losses	22,973	15.19	19,625.35	12.98	14,738	16.38	1,526.08	1.70
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total General Expenses	\$205,980	\$136.23	\$202,075.97	\$133.65	\$118,830	\$132.03	\$111,489.37	\$123.88
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENSES	\$789,467	\$522.13	\$724,599.43	\$479.23	\$476,117	\$529.02	\$461,180.70	\$512.42
RESIDUAL RECEIPTS (DEFICIT)			\$52,236.15				\$21,290.71	
Receipts from Nonexpendable Equipment			0.00				0.00	
Property Betterment and Equipment			0.00				0.00	
Prior Period Adjustment			0.00				0.00	
			<hr/>				<hr/>	
RESIDUAL RECEIPTS(or DEFICIT)			\$52,236.15				\$21,290.71	
			=====				=====	
OPERATING RESERVE AS OF JUNE 30, 2016			\$243,569.11				\$97,581.81	
RESIDUAL RECEIPTS(or DEFICIT)			52,236.15				21,290.71	
			<hr/>				<hr/>	
CURRENT OPERATING RESERVE			295,805.26				118,872.52	
ACCOUNTS RECEIVABLE BALANCE			50,700.77				36,338.09	
			<hr/>				<hr/>	
ADJUSTED OPERATING RESERVE			245,104.49				82,534.43	
			<hr/>				<hr/>	
MAXIMUM OPERATING RESERVE APPROVED			526,311.00				317,411.50	
			<hr/>				<hr/>	
PERCENT OF MAXIMUM OPERATING RESERVE			46.57%				26.00%	

SECTION 802 - TRAVEL

Section 802.1 - Travel Expenses and Cost

Commissioners, staff and others carrying out assignments for the Authority, will be reimbursed for travel expenses and travel costs.

Section 802.2 - Subsistence Expenses

Subsistence expenses, as used in this Section, shall include meals and/or room accommodations.

Section 802.3 - Incidental Expenses

Incidental expenses, as used in this Section, shall include reasonable services and/or materials while traveling and should not include items normally construed as personal expenses.

Section 802.4 - Travel Expense

Travel expense, as used in this Section, shall include actual transportation expense, and shall be reimbursed for the cost of coach or tourist-class airline accommodations. The difference in cost between first class air accommodations and less-than-first-class accommodations is not allowable unless less-than-first-class air accommodations are not reasonably available or for reasons of traveler's health. Costs of taxi fares, telephone calls, secretarial services, and similar items, necessarily incident to the performance of official business, shall also be considered reimbursable items.

Section 802.5 - Reimbursement for Travel Expenses

Reimbursement for travel expenses can be authorized only for the cost of the most direct travel route available under normal conditions and for actual time spent in the conduct of Authority business and in going and returning therefrom.

Section 802.6 - Private Conveyance

In the event employees, on approval and for the Authority's convenience, use private conveyance in the routine performance of their normal duties, they shall be reimbursed for travel expenses as outlined above.

Section 802.7 - Determination of Subsistence Expenses

Subsistence expenses shall be determined on the following basis:

1. Commissioners and executive staff shall be paid ~~forty~~ dollars (~~\$40.00~~) per diem or actual expenses for authorized business. Subsistence expenses in excess of ~~\$40.00~~ per day shall be supported by receipts and/or other documentation of total actual expenses.
2. Other staff shall be paid a maximum of ~~forty~~ dollars (~~\$40.00~~) per day, and all such expenses shall be supported by receipts and/or other documentation of actual expenses over the per diem amount allowable.

Commented [SJ1]: Fifty-one

Commented [SJ2]: \$51.00

Commented [SJ3]: \$51.00

Commented [SJ4]: Fifty-one

Commented [SJ5]: \$51.00

BEFORE THE BOARD OF COMMISSIONERS
OF THE
HOUSING AUTHORITY OF THE COUNTY OF KINGS
STATE OF CALIFORNIA

-oOo-

IN THE MATTER OF APPROVING)	
CHANGES TO THE PERSONNEL)	RESOLUTION NUMBER
POLICY SECTION 802-TRAVEL, TO)	17-10
REFLECT A CHANGE IN PER DIEM.)	

-oOo-

WHEREAS, the Housing Authority of the County of Kings deems it necessary to revise the Personnel Policy, and

WHEREAS, the purpose of the revision is to reflect a change the per diem amounts, and

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Kings has reviewed the Personnel Policy,

NOW THEREFORE BE IT RESOLVED BY The Board of Commissioners of the Housing Authority of the County of Kings that:

1. The Personnel Policy, is revised as reflected in the attached document, and
2. This Resolution shall take effect May 1, 2018 or determined by HUD

A motion was presented by Commissioner _____ to approve Resolution #17-10 as presented, and the motion was seconded by Commissioner _____. The motion carried the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:



MANAGEMENT REPORT

Prepared for the Board of Commissioners’ Regular Meeting

April 24, 2018

1) The Occupancy Rates are as follows:

Section 8	564 39 Port In’s
53-1 Hanford	7 Vacancies - 1 Pending Move-In
53-2 Corcoran	8 Vacancies – 1 Pending Move-In’s
53-4 Armona	1 Vacancy
KC1 Armona	100% Occupied
KC2 Hanford	100% Occupied
Kettleman City	2 Vacancies
Admin	100% Occupied
Cameron Commons	4 Vacancies
Corcoran Station	2 Vacancies
Anacapa House	1 Vacancy
Lem / 198	100% Occupied
Basil Home	100% Occupied
Anchors Supportive Housing	2 Vacancies
Lemoore Meyers Home	2 Housed

2) Capital Fund Update