

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Annual Meeting
Wednesday, March 19, 2025
12:00 p.m.

Closed session immediately following

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

Robert Dylina, Chairperson
Rick Osorio, Vice-Chair
Evelyne Dorsey
Hub Walsh
Marilyn Scorby
Rachel Torres

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 Clerk of the Board 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. PUBLIC COMMENT

NOTICE TO THE PUBLIC –

This portion of the meeting is set aside for members of the public to comment on any item within the subject-matter 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 3-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record. Public comments must not interfere with orderly discussion or otherwise disrupt the meeting (CA Gov. Code 54957.9, SB 1100 (2022)). Slanderous, profane, threatening remarks or disorderly conduct that disrupts the meeting are prohibited (CA Gov. Code 36813, White v. City of Norwalk, 900 F.2d 1421 (1990)). Disruptive conduct may be grounds for removal from the meeting.

III. AGENCY OR COMMISSIONER REVISIONS TO AGENDA

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



IV. NOMINATION and ELECTION OF BOARD OF COMMISSIONER OFFICERS (Chairperson and Vice Chairperson):

- 1. Nomination of Chairperson (M/S/C): ___/___/___
- 2. Election of Chairperson (M/S/C): ___/___/___
- 3. Nomination of Vice Chairperson (M/S/C): ___/___/___
- 4. Election of Vice Chairperson (M/S/C): ___/___/___

V. CONSENT CALENDAR

- 1. Meeting Minutes February 19, 2025, Regular Meeting
- 2. Rent Delinquency Report February 2025
- 3. Financial Reports for February 2025
- 4. Public Housing Occupancy/Vacancy Report for February 2025
- 5. HCV Program Counts February 2025
- 6. Human Resources & Board Clerk Report / Development (M/S/C): ___/___/___

VI. REGULAR CALENDAR

- 1. Resolution Item(s):
 - a. **Resolution No. 2025-02:** Compliance with New Legal Obligations re: Public Hearing on Housing Authority of the County of Merced Vacancies and Recruitment and Retention Efforts (Assembly Bill 2561/Government Code Section 3502.3). (M/S/C): ___/___/___
 - b. **Resolution No. 2025-03:** Approving an amendment to the 2023-2025 Fiscal Year Operation and Maintenance Contract Between the State of California Department of Housing and Community Development and the Housing Authority of the County of Merced. (M/S/C): ___/___/___
 - c. **Resolution No. 2025-04:** Approving a project intake form for funding and the execution of a grant agreement and any amendments thereto from the 2023 CDBG-DR Migrant Resiliency Center Program. (M/S/C): ___/___/___

VII. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

- 1. Assembly Bill 2561 – Vacancy, Recruitment, and Retention Presentations
 - i. Gary Ferraris, AFSCME
 - ii. Maria Alvarado, Housing Authority
- 2. Staff Report: Procurement Update



3. Public & Community Partner Inquiry Updates

4. Waiting List Opening Update

VIII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

IX. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)

None

X. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTIONS

XI. ADJOURNMENT



Housing Authority of the County of Merced

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: March 19, 2025

SUBJECT: Election of Officers for the positions of Chairperson and Vice-Chairperson

Bylaws of the Housing Authority of the County of Merced

Article II Section 2: The Chairperson shall preside at all meetings of the Housing Authority of the County of Merced ("Authority"). At every Board of Commissioners meeting, the Chairperson shall submit such recommendations and information necessary and proper concerning the business, affairs and policies of the Authority. The Chairperson maintains and promotes a cooperative and collaborative working relationship with and among other Board members, Authority staff and management, and represents the Authority in a professional manner with those encountered in the regular conduct and performance of his/her official duties.

Article II Section 3: The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

Article II Section 7: The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board from among the Commissioners, and shall hold office for one year or until their successors are elected, whichever occurs later.

Current Nomination Process

- Take nominations at meeting
- Does Vice-Chairperson want to be considered?
- If one nomination received
 - o Vote takes place
 - o It does not need to be a secret ballot
 - o It can be open vote by show of hands
- If more than one nomination
 - o Vote can be by secret ballot
 - o If it's a tie they may vote again
 - o If it remains a tie – Draw
- Announce duly elected Chairperson of the Board
- The newly elected Chairperson takes over for election of Vice-Chairperson

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, February 19, 2025
12:00 p.m.

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

Commissioners Present:

Robert Dylina, Chairperson
Rick Osorio, Vice Chairperson
Evelyn Dorsey
Hub Walsh
Marilyn Scorby
Rachel Torres

Commissioners Absent:

Chairperson Dylina declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Tom Lewis, Legal Counsel
Erica Soria, HR Manager & Clerk of the Board
Bruce Milgrom, Finance Officer
Sarahi Meraz, Finance Officer
Blanca Arrate, Director of Housing Programs
Evelyn Chavira, Director of Procurement
Maria Alvarado, Director of Development

Others Present:

Mauricio Cifuentes, Cultiva Greatness LLC
Norma Cardona, Cultiva Greatness LLC

II. **PUBLIC COMMENT**

Mauricio Cifuentes from Cultiva Greatness LLC a local consulting firm was present to provide information regarding funding available to assist with providing internet service for Public Housing residents. Funding applications are still being accepted and he can provide additional information should the Authority request it.

III. **AGENCY OR COMMISSIONER REVISION TO AGENDA**

None

(M/S/C): Commissioner Scorby/Commissioner Walsh/Motion Passed



IV. CONSENT CALENDAR

1. Meeting Minutes November 20, 2024, Regular Meeting

(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed

2. Rent Delinquency Report September 2024

(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed

3. Financial Reports for September 2024

(M/S/C): Commissioner Walsh/Commissioner Scorby/Motion Passed

4. Public Housing Occupancy/Vacancy Report for September 2024

(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed

5. HCV Program Counts September 2024

(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed

6. Human Resources & Board Clerk Report

(M/S/C): Commissioner Scorby/Commissioner Torres/Motion Passed

V. REGULAR CALENDAR

1. Resolution Item(s):

- a. **Resolution No. 2025-01:** Awarding a contract for agency-wide Landscape Maintenance Services contract to Green Horizon, Inc.

(M/S/C): Commissioner Walsh/Commissioner Torres/Motion Passed

2. Action Item(s):

None

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Executive Director Vazquez updated the Board on upcoming solicitations the Procurement Department is currently working on. These include services for janitorial, elevator maintenance, public housing inspections, and a review of all current annual service contracts.
2. Executive Director Vazquez briefed the Board on several projects the agency is coordinating. Capital improvements continue at the Merced, Atwater, and Planada Migrant Centers. The work includes interior and exterior painting as well as roof repairs. Additionally, HVAC and plumbing work is being done on several public housing units. The completion of the rehab and rebuild of the Dora Street fire units is near completion and the units are expected to be back online by the end of March. The agency is



also working to complete the CDBG-DR funding application for the Merced and Planada Migrant Centers which provides funding for upgrades at the centers to ensure the units are properly conditioned to be used as an emergency shelter in the event of an emergency. These funds would be utilized to ensure the Planada center has proper heating and air and Merced has a safe and secure pond system. The CDBG-DR funds for work at the Merced Center are separate from the CVSALTS water discharge requirements.

3. Executive Director Vazquez and staff met with representatives from the Veterans Affairs (VA) office to discuss a request for VASH vouchers the agency received from a developer. The discussion was required as the current allocation of vouchers does not support the request. A commitment to assist with future Notice Of Funding Availability (NOFA) was provided by the VA. Additionally, the agency has been in contact with this same developer as there were concerns with the lease-up process which include VASH participants. Due to information-sharing restrictions, some of the information that is requested cannot be provided unless the proper releases are provided to the Authority. Because the population also works with various community partners it has been somewhat difficult to coordinate efforts. A follow-up meeting will be set with the developer to discuss both matters.

VII. COMMISSIONER’S COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Vice-Chair Osorio requests that an update on the City of Los Banos project be given at the next meeting as well as an update regarding the broadband project. He also asked that Mr. Cifuentes share any brochures or information he has regarding his presentation.

Commissioner Walsh suggested that updates regarding funding and overall program status be provided when available to keep the Board informed.

Chairperson Dylina requested an update on Habitat for Humanity’s request to use units at the Planada Center for volunteers assisting in that area. Additionally, he informed staff that the Board had received an email from AFSCME and he will be forwarding it to staff for follow-up. He also thanked staff for the update regarding issues with 1213 V Street.

VIII. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)

The Board of Commissioners went into closed session at 1:17 p.m. The following people were present:

Board Members

Robert Dylina, Chairperson
Rick Osorio, Vice Chairperson
Evelyn Dorsey

Others Present

Tom Lewis, Legal Counsel
Rosa Vazquez, Executive Director/ Board Secretary
Maria Alvarado, Director of Development



Hub Walsh
Marilyn Scorby
Rachel Torres

1. **Conference with Legal Counsel – Regarding real property acquisition pursuant to California Government Code Section 54956.8:**

Property Address: 3720 Horizons Avenue, Merced, CA

IX. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTIONS

The Board returned to Regular Session at 1:27 p.m. with no reportable action.

X. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:08 p.m.

Chairperson Signature

Date: March 19, 2025

Secretary Signature

Date: March 19, 2025



Aged Receivables Report as for 02/28/2025 - As of 03/12/2025

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	2,869.80	774.00	411.00	612.00	4,666.80	4,666.80
ca023010 PH - Merced	2,168.00	1,564.40	174.00	-595.38	3,311.02	3,311.02
ca023013 PH - Merced Sr	625.47	89.35	0.00	-19.00	695.82	695.82
ca023021 PH - Acquisition	624.00	624.00	599.00	0.00	1,847.00	1,847.00
ca023023 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
AMP 1 TOTALS	6,287.27	3,051.75	1,184.00	-2.38	10,520.64	10,520.64
AMP 2						
CA023003 PH - Atwater - Cameo	633.00	0.00	0.00	-583.00	50.00	50.00
ca023006 PH - Livingston	2,360.25	558.00	35.00	-3,808.91	-855.66	-855.66
012a PH - Atwater	2,787.00	702.00	1,361.00	2,478.00	7,328.00	7,328.00
012b PH - Winton	0.00	0.00	0.00	0.00	0.00	0.00
AMP 2 TOTALS	5,780.25	1,260.00	1,396.00	-1,913.91	6,522.34	6,522.34
AMP 3						
ca023002 PH - Los Banos	104.00	0.00	0.00	0.00	104.00	104.00
ca023004 PH - Los Banos - Abby, B, C & D	1,703.00	262.00	159.00	-2,049.00	75.00	75.00
ca023005 PH - Dos Palos - West Globe	297.75	0.00	0.00	0.00	297.75	297.75
ca023011 PH - Los Banos - J & K St	916.88	744.00	60.00	-1,971.00	-250.12	-250.12
012c PH - Dos Palos - Alleyne	0.00	0.00	0.00	0.00	0.00	0.00
012d PH - Dos Palos - Globe	144.00	0.00	-202.00	-303.00	-361.00	-361.00
AMP 3 TOTALS	3,165.63	1,006.00	17.00	-4,323.00	-134.37	-134.37
AMP 4						
ca023024 PH 1st Street	136.00	0.00	0.00	0.00	136.00	136.00
AMP 4 TOTALS	136.00	0.00	0.00	0.00	136.00	136.00
VALLEY VIEW						
atw Atwater Elderly	0.00	0.00	0.00	0.00	0.00	0.00
dp Dos Palos Elderly	0.00	0.00	0.00	0.00	0.00	0.00
mid Midway	0.00	0.00	0.00	0.00	0.00	0.00
pbc - atw	929.00	323.00	278.00	-57.00	1,473.00	1,473.00
pbc - dp	225.00	0.00	0.00	0.00	225.00	225.00
pbc - mid	1,007.00	241.00	199.00	5,794.81	7,241.81	7,241.81
VALLEY VIEW TOTALS	2,161.00	564.00	477.00	5,737.81	8,939.81	8,939.81
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	3,687.00	1,976.00	1,080.00	868.00	7,611.00	7,611.00
FELIX TORRES YEAR ROUND TOTALS	3,687.00	1,976.00	1,080.00	868.00	7,611.00	7,611.00
HOUSING AUTHORITY TOTALS	21,217.15	7,857.75	4,154.00	366.52	33,595.42	33,595.42

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	291,860	258,418	33,442	13	775,255
TOTAL GRANT INCOME (2)	222,033	236,946	-14,913	-6	710,838
TOTAL INCOME	513,893	495,364	18,528	4	1,486,093
EXPENSES					
ADMINISTRATIVE					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	195,832	145,644	-50,188	-34	436,933
TOTAL TENANT SERVICES EXPENSES (7)	2,857	533	-2,324	-436	1,600
TOTAL UTILITY EXPENSES (8)	79,009	84,083	5,074	6	252,250
TOTAL MAINTENACE EXPENSES (9,10,11)	146,768	149,453	2,686	2	448,360
TOTAL GENERAL EXPENSES (12)	56,193.99	52,581.80	-3,612.20	-7	157,745.24
TOTAL HOUSING ASSISTANCE PAYMENTS	2,194.00	2,666.64	472.64	17.72	8,000.00
TOTAL FINANCING EXPENSES	13,333.32	13,333.32	0.00	0	40,000.00
TOTAL NON-OPERATING ITEMS (13)	2,398.31	12,572.00	10,173.69	80.92	37,716.00
TOTAL EXPENSES	498,586	460,868.04	-37,718	-8	1,382,604.24
NET INCOME	15,307	34,496.28	-19,189	-56	103,488.76

- (1) Tenant Rent +\$ 33K (Rents +\$ 30K, Other Tenant Inc. +\$ 3K)
- (2) Grant Subsidy -\$ 15K
- (3) Admin - Salary & Benefits +\$ 3K
- (4) Legal -\$ 4K
- (5) Other Admin -\$ 21K (Higher Mgt Fees -\$ 7K, Consultants -\$ 12K, Audit/IT Concultanst -\$ 2K)
- (6) Misc Admin. -\$28K (Temp Admin Labor -\$ 24K, Postage -\$ 4K)
- (7) Tenant Services Exp. -\$ 2K - (Tenant Relocation Exp.)
- (8) Sewer & Water - +\$ 5K
- (9) Maint. Salary & Benefits +\$ 14K (Sal -\$ 1K, Benefits +\$ 15K)
- (10) Maint. Costs Supplies -\$ 11K (Supply Maint./Repairs +\$ 3K, Appliances -\$ 5K, Plumbing -\$ 9K)
- (11) Contract Costs +\$ 3K - (Landscaping -\$ 2K, Plumbing +\$ 4K, Janitorial -\$ 2K,Veh Rep +\$ 2k, Carpet/Flr +\$4K, Bld Rep -\$ 3K)
- (12) Gen Exp. - Pymts in Lieu -\$ 4 (Higher Rents collected)
- (13) Non-Operating Exp. +\$ 10K - Lower Depre. Exp.

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TENANT INCOME					
NET TENANT INCOME (1)	208,484	222,389	-13,905	-6	667,166
TOTAL GRANT INCOME (2)	160,273	165,058	-4,785	-3	495,173
TOTAL INCOME	368,757	387,446	-18,690	-5	1,162,339
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	132,317	115,741	-16,576	-14	347,224
TOTAL TENANT SERVICES EXPENSES	66	33	-33	-98	100
TOTAL UTILITY EXPENSES (5)	74,229	60,362	-13,867	-23	181,085
TOTAL MAINTENACE EXPENSES (6,7,8)	116,591	109,012	-7,580	-7	327,035
TOTAL GENERAL EXPENSES	38,211	39,068	857	2	117,204
TOTAL HOUSING ASSISTANCE PAYMENTS	1,237	917	-320	-35	2,750
TOTAL FINANCING EXPENSES	6,667	6,667	0	0	20,000
TOTAL NON-OPERATING ITEMS	162	83	-79	-95	250
TOTAL EXPENSES	369,480	331,882.48	-37,598	-11	995,647.64
NET INCOME	-724	55,563.80	-56,287	-101	166,691.30

- (1) Tenant Rents -\$ 17K (Other Tenant Inc +\$ 3K)
- (2) HUD PHA Subsidy -\$ 5K
- (3) Admin - Salary & Benefits +\$ 6K, Legal +\$ 1K
- (4) Misc. Admin -\$ 16K, (Temp Labor -\$ 14K, Answering Service -\$2K)
- (5) Utilities -\$ 14K (Water/Sewer -\$ 7K, Elect. & Gas -\$ 6K, Garbage -\$ 2K)
- (6) Maint. Salary & Benefits Exp. +\$ 14K (Salary +\$ 12, Benefits +\$ 2K)
- (7) Material Exp. -\$ 13K - (Janitorial/Repairs -\$ 4K, Plumbing -\$ 9K)
- (8) Contract Costs -\$ 8K, (B Landscaping -\$ 10K, Repairs & Flooring +\$ 5K, Janitorial + \$1, Plum -\$ 3K, Alarm -\$ 1K)

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	239,997	199,553	40,444	20	598,660
TOTAL GRANT INCOME (2)	170,713	168,662	2,051	1	505,986
TOTAL INCOME	410,710	368,215	42,495	12	1,104,646
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	125,823	118,792	-7,031	-6	356,377
TOTAL TENANT SERVICES EXPENSES	321	583	262	45	1,750
TOTAL UTILITY EXPENSES (7)	62,919	59,083	-3,835	-6	177,250
TOTAL MAINTENANCE EXPENSES (8,9,10)	75,116	117,729	42,613	36	353,186.58
TOTAL GENERAL EXPENSES (11)	43,359	42,079	-1,280	-3	126,238.00
TOTAL HOUSING ASSISTANCE PAYMENTS	1,603	2,500	897.00	35.88	7,500.00
TOTAL FINANCING EXPENSES	5,833	5,833	0.00	0	17,500.00
TOTAL NON-OPERATING ITEMS	169	0	-169	N/A	0.00
TOTAL EXPENSES	315,143	346,600.28	31,458	9	1,039,801.08
NET INCOME	95,567	21,615.04	73,952	342	64,844.92

- (1) Tenant Rent +\$ 36K
- (2) Grant Subsidy +\$ 2K
- (3) Salaries +\$ 17K & Benefits +\$ 3K
- (4) Legal -\$ 2K
- (5) Other Admin -\$ 4K (Consultants -\$ 1K, Mgt Fee - \$3K)
- (6) Misc. Admin -\$ 21K (Temp Labor -\$ 17K, Postage -\$ 1K, Internet/Tele - \$3 K)
- (7) Utility Exp. -\$ 4K (Elect/Gas -\$ 3K, Gargabe -\$ 1K)
- (8) Maintenance Salary & Benefit +\$ 10K (Salary Exp +\$ 12K, Benefits -\$ 2K)
- (9) Supplies Maintenance +\$ 9K - (Maint/Repairs +\$ 3K, Appliance/Elect +\$ 4K, Plum/Equip/Grounds +\$ 2K)
- (10) Contract Costs +\$ 24K, (Rep/Paint +\$ 5K, Landscape +\$ 4K, HVAC +\$ 5K, Equip Rental +\$ 3K, Inspec +\$ 2K, Plumb +\$ 5K)
- (11) General Expense -\$ 1K (Payments in Lieu -\$ 2K, Workers Comp +\$ 1K)

Housing Authority of the County of Merced
 Financial Statement - AMP4 - 1st Street, Merced (.fs-amp4)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	8,578	6,690	1,888	28	20,070
TOTAL GRANT INCOME (2)	7,394	8,415	-1,021	-12	25,244
TOTAL INCOME	15,972	15,105	867	6	45,314
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	4,942	4,936	-7	0	14,807
TOTAL TENANT SERVICES EXPENSES	3	0.00	-3	N/A	0.00
TOTAL UTILITY EXPENSES	2,249	2,532	283	11	7,596
TOTAL MAINTENACE EXPENSES	2,768	2,766	-1	0	8,299
TOTAL GENERAL EXPENSES	1,572	1,481	-92	-6	4,442
TOTAL HOUSING ASSISTANCE PAYMENTS	0	33	33	100	100
TOTAL FINANCING EXPENSES	367	367	0	0	1,100
TOTAL NON-OPERATING ITEMS	15,919	15,919	0	0.00	47,757
TOTAL EXPENSES	27,820	28,034	214	1	84,102
NET INCOME	-11,848	-12,929	1,081	-8	-38,788

(1) Rent Inc +\$2K

(2) Grant Inc -\$1K

Housing Authority of the County of Merced
 Financial Statement - All HCV Properties with Sub (.fs-hcvs)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	8,720,607	8,817,657	-97,051	-1	0
TOTAL OTHER INCOME	84	500	-416	-83	0
TOTAL INCOME	8,720,691	8,818,157	-97,467	-1	0
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	542,820	648,088	105,268	16	0
TOTAL TENANT SERVICES EXPENSES	1,149	883	-266	-30	0
TOTAL UTILITY EXPENSES	577	88	-489	-554	0
TOTAL MAINTENACE EXPENSES (7)	23,442	5,683	-17,759	-312	0.00
TOTAL GENERAL EXPENSES	23,602	16,950	-6,652	-39	0.00
TOTAL HOUSING ASSISTANCE PAYMENTS (8,9,10,11)	8,232,887	7,953,645	-279,242	-4	0
TOTAL FINANCING EXPENSES	24,183	24,183	0	0	0.00
TOTAL NON-OPERATING ITEMS	586	0	-586	N/A	0.00
TOTAL EXPENSES	8,849,246	8,649,521.04	-199,725	-2	0.00
NET INCOME	-128,555	168,636.36	-297,192	-176	0.00

- (1) HAP from HUD -\$ 97K (HAP Earned -\$ 113K, Admin +\$ 12K, Port in +\$ 5K)
- (2) Lower Admin Fees +\$ 11K, Port-in +\$ 1K
- (3) Lower Salaries +\$ 100K & Benefits Costs +\$ 2K
- (4) Legal Fees +\$ 3K
- (5) Other Exp. +\$ 46K (Mgt Fee +\$ 20K, Bookkeeping fees +\$ 16K, Inspections +\$ 12K, Consultants -\$ 2K)
- (6) Misc. Admin. Exp. -\$ 46K (Office Supplies +\$ 4K, Postage +\$ 3K, Other Misc +\$ 5K, Tele/Ans Serv -\$ 8K, Temp Labor -\$ 53K)
- (7) Lower Contract Costs -\$ 18K (Alarm -\$22K, Main Consultants/HVAC/Rep/Pain +\$4K)
- (8) Port Out Payments -\$ 51K (higher than budgeted)
- (9) Higher HAP issued -\$ 211K
- (10) Escrow Contributions Higher -\$ 12K
- (11) Tenant Utility Pmts -\$ 5K

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	441,840	421,628	20,212	5	1,264,884
TOTAL INCOME	441,840	421,628	20,212	5	1,264,884
EXPENSES					
ADMINISTRATIVE					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	406,060	401,027	-5,032	-1	1,203,082
TOTAL TENANT SERVICES EXPENSES	1,616	500	-1,116	-223	1,500
TOTAL UTILITY EXPENSES (8)	17,005	16,083	-921	-6	48,250
TOTAL MAINTENACE EXPENSES (9)	31,469	15,900	-15,569	-98	47,700
TOTAL GENERAL EXPENSES (10)	19,693	12,667	-7,026	-55	38,000
TOTAL FINANCING EXPENSES	25,000	25,000	0	0	75,000
TOTAL NON-OPERATING ITEMS	3,118	2,833	-284	-10	8,500
TOTAL EXPENSES	503,959	474,010	-29,949	-6	1,422,032
NET INCOME	<u>-62,119</u>	<u>-52,382</u>	<u>-9,737</u>	<u>19</u>	<u>-157,148</u>

- (1) Other Income +\$ 20K (Mgmt. Fees +\$12K, Misc. Inc. +\$ 8K)
- (2) Asset Mgt Fee booked as budgeted (As Budgeted \$ 12K)
- (3) Admin Fee to be booked as Cap Projects funding allows (fund drawn 89K)
- (4) Admin Salary +\$ 12K & Benefits Higher -\$ 15K
- (5) Legal Fees +\$ 9K (Possible Bills Pending)
- (6) Admin Other Exp +\$ 1K - (Training/travel/Audit +\$ 1K, Consultants -\$ 2K, IT Consultants + \$ 2K)
- (7) Misc. Admin. Exp. -\$ 11K (Memb +\$ 3K, Off Sup/Equip/Tele/Postage +\$4K, Internet/Software -\$ 2K, Comp Part/Tele +2K, Temp Labor -\$ 18K)
- (8) Utilities -\$ 1K - (Elec +\$ 2K, Water/Gas -\$ 1K)
- (9) Contract -\$ 16K (Paint/Elect -\$ 2K, Alarm Monitoring -\$ 14K)
- (10) General Exp. - \$ 7K (W/C higher to rate reclassification from Ins Co.)

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	26,252	24,809	1,442	6	74,428
TOTAL OTHER INCOME	197,236	171,552	25,684	15	514,655
TOTAL INCOME (1,2)	223,488	196,361	27,127	14	589,083
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	30,954	28,069	-2,885	-10	84,207
TOTAL UTILITY EXPENSES	74	214	140	65	643
TOTAL MAINTENACE EXPENSES (4)	18,805	3,893	-14,912	-383	11,680
TOTAL GENERAL EXPENSES	8,213	7,632	-581	-8	22,895
TOTAL FINANCING EXPENSES	51,000	51,000	0	0	153,000
TOTAL NON-OPERATING ITEMS	1,146	1,146	0	0	3,438
TOTAL EXPENSES	110,193	91,954	-18,238	16	275,864
NET INCOME	113,295	104,407	8,888	9	313,220

- (1) Tenant Inc +\$27K (Rental Inc +\$ 1K, Other Inc +\$ 26K)
- (2) Management Fee +\$ 12K
- (3) Admin -\$ 3K (Salary/Benefits -\$ 1K, Misc Adm -\$3K, Legal +\$ 1K)
- (4) Contract Cotst -13K, (Alarm -\$ 16K, Bld Rep/Landscaping/HVAC/Vec Main +\$ 3K)

Housing Authority of the County of Merced
 Financial Statement - Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	61,661	72,653	-10,992	-15	217,958
TOTAL INCOME	61,661	72,653	-10,992	-15	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	7,087	7,428	341	4.59	22,283
TOTAL UTILITY EXPENSES (2)	29,488	31,677	2,189	7	95,032
TOTAL MAINTENACE EXPENSES (3)	13,007	11,201	-1,806	-16	33,603
TOTAL GENERAL EXPENSES	2,280	2,009	-271	-14	6,026
TOTAL NON-OPERATING ITEMS	18,679	18,469	-209	-1	55,408
TOTAL EXPENSES	70,541	70,784	243	0	212,352
NET INCOME	-8,880	1,869	-10,749	-575	5,606

(1) Tenant Rents -\$ 11K (Tenant Rent -\$10K, Tenant Utilities -\$ 1K)

(2) Utilities - Garbage +\$ 2K

(3) Maintenance - Contract -\$ 2K (Landscaping +\$ 2K, Alarm/Pest control -\$ 5K, Elec/Janitorial/FL Covering -\$ 1K)

Housing Authority of the County of Merced

Financial Statement - Property = .fs-vv sub-dp sub-mid sub-atw

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TENANT INCOME					
NET TENANT INCOME (1)	300,352	218,344	82,008	38	655,033
TOTAL GRANT INCOME (2)	224,015	210,830	13,185	6	632,489
TOTAL INCOME	524,367	429,174	95,193	22	1,287,522
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	38,878	56,157	17,279	31	168,471
TOTAL UTILITY EXPENSES (5)	39,169	40,654	1,486	4	121,963
TOTAL MAINTENACE EXPENSES (6,7,8)	90,613	53,046	-37,567	-71	159,137
TOTAL GENERAL EXPENSES	13,963	14,703	741	5	44,110
TOTAL HOUSING ASSISTANCE PAYMENTS (9)	225,385	211,246	-14,139	-7	633,739
TOTAL FINANCING EXPENSES	22,833	22,833	0	0	68,500
TOTAL NON-OPERATING ITEMS	5,196	5,186	-10	0	15,558
TOTAL EXPENSES	436,037	403,826	-32,211	-8	1,211,478
NET INCOME	88,330	25,348	62,982	248	76,044

- (1) Tenant Assistance Pmts +\$ 81K
- (2) Grant Inc +\$ 13k
- (3) Salaries - Vacant staff positions +\$ 12K, Lower Benefit costs +\$ 2K
- (4) Legal Exp Lower +\$ 5K, Mgt Fee -\$2K
- (5) Utility +\$ 1K (Elect/Gas +\$ 2K, Water/Sewer +\$ 2K, Garbage -\$ 3K)
- (6) Maint. Salary +\$ 5K, Higher Benefits -\$ 2K
- (7) Supplies costs +\$ 3K (Maint/Repairs +\$ 2K, Appliance +\$ 1K)
- (8) Contract Costs -\$ 43K (Alarm -\$32k, HVAC -\$ 9K)
- (9) Housing Assistance Pmt Higher -\$ 14K

Housing Authority of the County of Merced

Financial Statement - Felix Torres Year Round (.fs-ftyr)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	200,733	208,177	-7,444	-4	624,531
TOTAL INCOME	200,733	208,177	-7,444	-4	624,531
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	20,904	39,026	18,122	46	117,079
TOTAL TENANT SERVICES EXPENSES	236	0	-236	N/A	0
TOTAL UTILITY EXPENSES	30,809	32,483	1,674	5	97,450
TOTAL MAINTENACE EXPENSES (3,4)	49,799	32,473	-17,326	-53	97,420
TOTAL GENERAL EXPENSES (5)	12,567	14,613	2,046	14	43,838
TOTAL FINANCING EXPENSES	6,667	6,667	0	0	20,000
TOTAL NON-OPERATING ITEMS	65,157	65,157	0	0	195,471
TOTAL EXPENSES	186,139	190,419	4,280	2	571,258
NET INCOME	14,594	17,758	-3,164	-18	53,273

(1) Tenant income -\$ 7K (Tenant Rent +\$ 10K, Rental Assistance -\$ 20K, Misc Inc. +\$ 2K)

(2) Total Admin +\$ 18K (Salary +\$ 10K, Benefits +\$ 6K, Audit/Consults +\$ 1K)

(3) Maint. Salary -\$ 4K, Benefits +\$ 7K

(4) Contract -\$ 23K (combination of Carpet Cleaning, Alarm Monitoring, Consultant and Other costs)

(5) General Exp. +\$ 2K (W/C Exp.)

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Oct 2024-Jan 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
INCOME	1,066,898	1,141,350	74,452		1,956,599
TOTAL INCOME (1)	1,066,898	1,141,350	74,452		1,956,599
EXPENSES					
Total - Center Personnel (2)	376,023	446,430	70,407	16	765,309
Total - Operating Expenses (3)	488,606	471,851	-16,755	-4	808,888
Total - Maintenance Expenses (4)	13,624	34,183	20,559	60	58,600
Total - Contractor Administration	100,910	101,150	240	0	173,400
Total - Debt Service and Replacement	87,735	87,735	0.00	157	150,402
TOTAL	1,066,898	1,141,350	74,452	230	1,956,599

(1) Zero budget, offset to variance in expenses -\$ 74K

(2) Salaries +\$ 11K, Benefits +\$ 60K

(3) Higher utilities - Net diff. -\$ 16k, (Utilities -\$ 91k, Communications +\$ 87K, Major Equip. -\$ 2K, Prop/Liab Ins -\$ 2K)

(4) General lower supplies and contract expenses +\$21K, (Elec/Plumb/Paint +\$ 15K, Lumber and Materials +\$ 6K)

Total Number of Public Housing Units: 421
 Number of Occupied Units: 413
 Number of Vacant Units: 8

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
233	Yes	pending unit turnover	\$800.00
396	Yes	pending unit turnover	\$500.00
345	Yes	pending unit turnover	\$500.00
1204	No	pending unit turnover	\$500.00
399	Yes	pending unit turnover	\$500.00
395	Yes	pending unit turnover	\$500.00
161	Yes	pending unit turnover	\$500.00
119	No	pending unit turnover	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	Sep	Oct	Nov	Dec	Jan	Feb
Lease Up Days		1843	1924	1955	181	250	301
Average Lease Up Days		33	33	32.05	13.92	13.89	13.68
Make Ready Time		1105	1205	1221	348	418	506
Average Make Ready Days		20	21	20.02	26.77	23.22	23
Down Days		3871	3916	3879	327	413	532
Average Down Days		70	67	63.59	25.15	22.94	24.18
Total # Vacant Units Turned		56	59	61	13	18	22
Total # Turn Around Days		6819	7045	7055	856	1081	1339
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	121	119	115	65	60	60

These indicators measure the annual average amount of time it takes a PHA to turn around its vacant units.

Lease Up Days means for each "turned" unit in the immediate fiscal year, the days from the date maintenance gives the keys back to management for rental to the effective date of the lease

Make Ready Time means for each unit "turned" in the immediate fiscal year, the days from the date maintenance receives the keys to the date maintenance turns the unit back to management for rental

Down Days means for each unit "turned" in the immediate fiscal year, the days from the date the unit was discovered to be vacant or the date the lease expired.

Total # Vacant Units Turned means the number of units that completed the turnaround cycle which consists of down, make ready and lease up time during

Total # Turn Around Days means total number of days from the day the lease expired (or when the unit was discovered vacant) to the effective date of the new

STAFF REPORT

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

FROM: Maria Alvarado, Director of Development/ Interim HR
Manager/Clerk of the Board

DATE: March 19, 2025

SUBJECT: Housing Authority of the County of Merced Departmental Update

Clerk of the Board

The vacancy for the position of Resident Commissioner – Public Housing remains. Public Housing staff continue to search for interested candidates.

The Authority will reach out to the Board of Supervisors for information on the outreach the County has also conducted.

Human Resources

The Authority currently has nine (9) vacant positions. Of those positions, three (3) are management positions; Compliance Analyst (1) and Director of Housing Programs (1), Clerk of the Board & HR Manager (1).

The remaining six (6) are represented positions; Eligibility Specialist (2), Administrative Clerk (1), Housing Program Specialist (1), Maintenance Worker (1), and Development Tech (1).

The Authority received an application for the positions of Eligibility Specialist/Housing Program Specialist and Maintenance Worker. Both candidates were scheduled for an oral panel interview, however, neither applicant was selected to move forward in the process.

The represented positions' vacancy rate remains at 19.35% from last month.

Development

The Authority finally received plan approval on March 6th and with the plans now approved the Authority will be moving forward with construction. The anticipated start date is no later than March 24th.

Farm Labor Year-Round & Migrant Seasonal Housing

Felix Torres Year Round Housing consists of fifty (50) year-round units.

- 48 Leased Units
- 2 Vacant Units

Joe Serna Year Round Housing consists of ten (10) year-round units.

- 1 Leased Units
- 9 Vacant Units

Migrant (Seasonal) Housing

Atwater Migrant

Seasonal Housing consists of fifty-nine (59) family units & two (2) staff units.

- Atwater Migrant Center will begin the regular season on April 15, 2025.

Los Banos Migrant

Seasonal Housing consists of forty-eight (48) units & one (1) staff unit.

- Los Banos Center will begin the regular season on May 14, 2025.

Merced Migrant

Seasonal Housing consists of forty-nine (49) units & two (2) staff units.

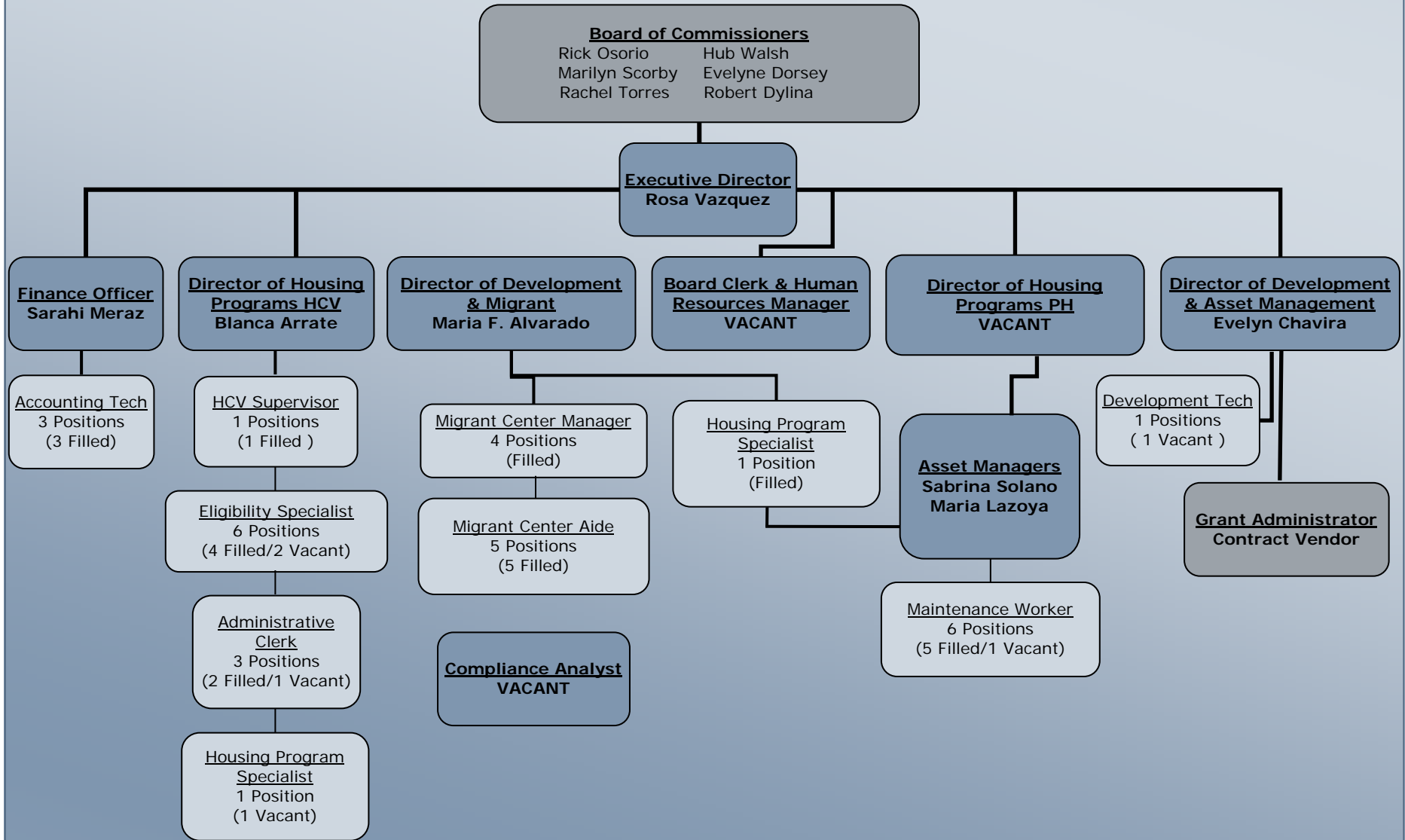
- Merced Migrant Center will begin the regular season on May 20, 2025.

Planada Migrant

Seasonal Housing consists of seventy-one (71) units & two (2) staff units.

- Planada Center will begin the regular season on May 22, 2025.

Housing Authority of the County of Merced



STAFF REPORT

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

FROM: **Maria Alvarado, Interim Human Resources Manager**

DATE: March 19, 2025

SUBJECT: Compliance with New Legal Obligations re: Public Hearing on Housing Authority of the County of Merced (Authority) Vacancies and Recruitment and Retention Efforts (Assembly Bill 2561/Government Code Section 3502.3)

Included in the January 2025 Board meeting packet the Authority provided the Board information regarding Assembly Bill 2561 (AB 2561) and the requirements of said bill. Additionally, the Authority hereby provides further information related to AB 2561 as Attachment A.

The Authority recommends that the Board adopt the attached policy which establishes the framework and requirements for holding public hearings and reporting on the Authority's workforce vacancies, and recruitment and retention efforts in compliance with AB 2561. (Gov. Code § 3502.3.). The policy is attached hereto as Attachment B.

The Authority further recommends that the Board adopt procedures for the public hearing at which the Authority will report on workforce vacancies, and recruitment and retention efforts and the Authority's recognized employee organizations will be provided an opportunity to make a presentation on such subjects. The procedures are attached hereto as Attachment C.

Executive Summary:

AB 2561 requires public agencies, including the Authority, to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the Authority's legal obligations under the new law, which took effect January 1, 2025. This report recommends the adoption of measures intended to ensure compliance with such legal obligations.

Background:

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3. The new law is effective January 1, 2025.

Analysis:

In compliance with the new legal obligations, the Authority is required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the Authority shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the Board adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the Authority's adoption of the final budget for the Authority. (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the Authority to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There is one (1) bargaining unit at the Authority. (Gov. Code § 3502.3(b).)
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the Authority must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

Policy:

The enclosed policy establishes the framework for holding public hearings in order to comply with AB 2561. (Gov. Code § 3502.3.).

The policy sets forth requirements regarding the information that the Authority will provide concerning vacancies at the Authority, the Authority's recruitment and retention efforts, and the identification of changes to Authority policies, procedures, and recruitment activities. In the event that the vacancy rate in any bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, the Policy sets for additional information that the Authority will provide upon request of the employee organization that represents such bargaining unit.

The policy also sets forth the legal entitlement for recognized employee organizations to make presentations at the public hearing.

The purpose of the policy is to comply with applicable law and to ensure transparency, accountability, and responsiveness to community needs regarding the Authority's staffing practices.

Procedures for the Public Hearing on Authority Vacancies and Recruitment and Retention Efforts:

The Procedures for the Public Hearing on Authority Vacancies and Recruitment and Retention Efforts (“Procedures”) establish protocol for the Authority’s public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The Procedures set forth specific requirements concerning matters such as the provision of notice to recognized employee organizations regarding the public hearing and their right to make a presentation at the hearing, the length and order of the Authority’s and the employee organizations’ presentations, and the standards of discourse during the public hearing.

Fiscal Impact: There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the Board as necessary.

Options:

1. Approve the Recommendation: Adopt the Policy and the Procedures for the Public Hearing on Authority Vacancies and Recruitment and Retention Efforts.
2. Modify the Recommendation: Adjust the Policy or the Procedures for the Public Hearing on Authority Vacancies and Recruitment and Retention Efforts.
3. Decline the Recommendation: Reject the Policy and Procedures for the Public Hearing on Authority Vacancies and Recruitment and Retention Efforts, which may result in non-compliance with Government Code section 3502.3 and could have legal and operational repercussions for the Authority.

Attachments:

- A. AB 2561 Text.
- B. Policy on Authority Vacancies and Recruitment and Retention Efforts.
- C. Procedures for Public Hearing on Authority Vacancies and Recruitment and Retention Efforts.


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AB-2561 Local public employees: vacant positions. (2023-2024)

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Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.

Public Hearing and Reporting on Housing Authority of the County of Merced Vacancies, and Recruitment and Retention Efforts

Purpose:

This policy establishes the framework and requirements for holding public hearings and reporting on the Housing Authority of the County of Merced's (Authority) workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.)

The purpose is to ensure transparency, accountability, and responsiveness to community needs regarding the Authority's staffing and employment practices.

Scope:

This policy applies to the Authority, Authority management, and the Board of Commissioners.

Definitions:

Public Hearing: A formal meeting that is open to the public, where Authority representatives present information and accept public comments on specific topics, as required by law.

Vacancies: Unfilled positions within the Authority's workforce that require recruitment efforts to be adequately staffed.

Recruitment: The process of attracting, screening, and selecting qualified candidates for employment with the Authority.

Retention: Efforts to maintain a stable and satisfied workforce by addressing the factors that contribute to stability in the workforce.

Policy Statement:

In accordance with AB 2561 (Gov. Code § 3502.3), the Authority is committed to holding a public hearing on vacancies at the Authority, the Authority's recruitment, and retention efforts and any issues with the Authority's policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

The Authority will hold a public hearing at least once each fiscal year and provide reports on vacancies, recruitment, and retention efforts.

Public Hearing and Reporting on Housing Authority of the Count of Merced Vacancies, and Recruitment and Retention Efforts

Policy Provisions:

1. Public Hearing Requirements

The Authority shall conduct public hearings at least on an annual basis (once each fiscal year) to present information on vacancies, recruitment and retention efforts and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

Public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.

Recognized employee organizations shall have the right to present information, concerns, and recommendations at the public hearing.

Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings.

The Board of Commissioners shall ensure that each public hearing is adequately documented, with minutes and recordings made publicly available within 45 days of the hearing.

2. Reporting Requirements

The Authority shall present information on the following at the public hearing:

1. The status of vacancies at the Authority.
2. Information on the Authority's recruitment and retention efforts.
3. Identification of any obstacles in the Authority's policies, procedures, and recruitment activities that may create challenges in the hiring process.

If the Authority prepares a report that includes the information described above, the Authority may elect to make the report available to the public via the Authority's website or in print form prior to each public hearing.

Public Hearing and Reporting on Housing Authority of the Count of Merced Vacancies, and Recruitment and Retention Efforts

3. Special Reporting Requirements for High Vacancy Rates

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the Authority shall, upon request of the recognized employee organization, include the following information during the public hearing:

1. The total number of job vacancies within the bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

4. Responsibilities

Board of Commissioners: The Board of Commissioners is responsible for overseeing compliance with this policy and ensuring public hearings and reports meet the requirements outlined in AB 2561.

Authority Management: Authority management shall coordinate with the Human Resources department to gather necessary data and ensure accurate reporting.

Human Resources Department: The Human Resources Department is responsible for compiling vacancy, recruitment, and retention data, and preparing reports in collaboration with Authority management.

5. Monitoring and Review

The Board of Commissioners shall review the effectiveness of this policy on a bi-annual basis and make revisions as necessary to ensure ongoing compliance with AB 2561 and alignment with best practices in public transparency.

6. Compliance and Enforcement

The Authority will maintain records of all public hearings, reports, and related documents in accordance with the Authority's retention policy and in compliance with public records requirements.

PROCEDURES FOR THE PUBLIC HEARING REGARDING AB 2561

Introduction and Scope:

Effective January 1, 2025, Government Code section 3502.3 requires the Housing Authority of the County of Merced (Authority) to present information on the status of vacancies at the Authority and the Authority's recruitment and retention efforts at a public hearing before the Board of Commissioners at least once per fiscal year.

Government Code section 3502.3 also requires the Authority to identify during the public hearing any necessary changes to Authority policies, procedures, and recruitment activities that may contribute to obstacles in the Authority's hiring process.

At the public hearing, a recognized employee organization for a bargaining unit is entitled to make a presentation to the Authority's Board of Commissioners addressing the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

The purpose of these procedures is to establish protocol for the Authority's public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The agency should reserve the right to schedule separate public hearings for different bargaining units, and is not limited to one Public Hearing to address all vacancies and recruitment and retention efforts within the entire agency.

Notice Requirements:

1. The Authority will notify in writing each recognized employee organization that represents Authority employees that the Authority's Board of Commissioners will hold a hearing pursuant to the obligations set forth under Government Code section 3502.3 (Assembly Bill 2561). The notice will provide each recognized employee organization the opportunity to identify any negotiable impacts/effects regarding the agency's compliance with Government Code section 3502.3 and the agency's board policy.
2. The Authority will notify in writing each recognized employee organization that represents Authority employees of the date, time and place of the hearing at least ten (10) working days in advance of the hearing.

In the notice, the Authority will inquire whether the employee organization intends to make a presentation to the Authority's Board of

PROCEDURES FOR THE PUBLIC HEARING REGARDING AB 2561

Commissioners at the public hearing. The Authority will request that, for planning purposes, the employee organization provides written notice to the Human Resources Department at least ten (10) working days in advance of the public hearing indicating whether the employee organization intends to make a presentation at the public hearing.

The notice will also include information about the amount of time that the Board of Commissioners has allotted to employee organizations for each bargaining unit that the organization represents for purpose of making a presentation at the public hearing.

3. In the event the vacancy rate for the bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, an employee organization may request that the Authority present "additional information" related to the vacancies as permitted by Government Code section 3502.3. The Authority will request that the employee organization provide a written request for the presentation of such information to the Human Resources Department at least ten (10) working days in advance of the public hearing. The "additional information" includes the following: (1) the total number of job vacancies within the bargaining unit; (2) the total number of applicants for vacant positions within the bargaining unit; (3) the average number of days to complete the hiring process from when a position is posted; and (4) opportunities to improve compensation and other working conditions.
4. Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
5. An Authority staff report regarding vacancies and recruitment and retention efforts may be published as part of the agenda packet for the meeting.
6. The Authority and recognized employee organizations may agree to exchange presentation materials in advance of the public hearing.

Order of the Hearing:

The public hearing will proceed in the following order:

1. Authority Presentation: The Authority presentation will be limited to ten (10) minutes for each bargaining unit that it represents. The Authority may choose to present on all bargaining units at once, or to present data for each bargaining unit separately followed by each applicable employee organization presentation.

PROCEDURES FOR THE PUBLIC HEARING REGARDING AB 2561

2. Employee Organization Presentation: Following the agency presentation, each employee organization will have the opportunity to make a presentation for each of the bargaining units that the employee organization represents. For each bargaining unit, the employee organization presentation will be limited to ten (10) minutes and should not contain bargaining proposals to the Authority on matters that have not been presented in bargaining.
3. Governing Body Questions and Discussion: The Authority's Board of Commissioners may ask questions of the Authority and the employee organization presenters.
4. Final Authority Comments: Final Authority comments will be limited to three (3) minutes per bargaining unit.
5. Final Employee Organization Comments: Final employee organization comments will be limited to three (3) minutes per bargaining unit.
6. Public Comment: Public comment regarding the AB 2561 hearing will be limited to three (3) minutes per person.

Standards of Discourse:

The Authority's Board of Commissioners should recognize that engaging with diverse perspectives is vital for effective governance and a vibrant community. To ensure full expression of such diverse perspectives, The Authority's Board of Commissioners should ensure that participants follow the principles of respectful and civil discourse.

STAFF REPORT

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

FROM: **Maria Alvarado, Director of Development**

DATE: March 19, 2025

SUBJECT: Approving the Operation and Maintenance Contract 23-OMS-17833, Amendment 3 in the revised amount not to exceed \$1,393,536.00 and authorizes Rosa Vazquez, Executive Director, to execute said amendment to said contract, on behalf of the Housing Authority of the County of Merced.

As reported in previous meetings, the Authority contracted with Spectrum Enterprise in collaboration with the California Office of Migrant Services (OMS) to provide gigabit fiber internet access at all four Migrant Centers.

Due to the location complexity and evolution of the scope of work required to install broadband service at the Atwater Migrant Center the completion of this project has once again been delayed. This is a result of obstacles not previously identified in the original scope of work and budgeted amount.

Additionally, the cost to complete the project has increased from the previously Board approved budget therefore the Authority hereby requests an amendment approving the additional funding required.

As an additional note, the broadband installation is fully complete and live at the Los Banos and Planada Migrant Centers. The Merced Migrant Center is near completion.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2025-03**, approving the Operation and Maintenance Contract 23-OMS-17833, Amendment 3 in the revised amount not to exceed \$1,393,536.00 and authorizes Rosa Vazquez, Executive Director, to execute said amendment to said contract, on behalf of the Housing Authority of the County of Merced.

RESOLUTION NO. 2025-03

**RESOLUTION APPROVING AN AMENDMENT TO THE 2023-2025 FISCAL YEAR
OPERATION AND MAINTENANCE CONTRACT BETWEEN THE STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING
AUTHORITY OF THE COUNTY OF MERCED**

CONTRACT # 23-OMS17833 - AMENDMENT 3

WHEREAS, the California Department of Housing and Community Development and the Housing Authority of the County of Merced have approved and executed an Operation and Maintenance Contract, also known as a Standard Agreement (“Standard Agreement”), for the 2023-2025 Fiscal Year in the amount of \$956,950.00

WHEREAS, the California Department of Housing and Community Development and the Housing Authority of the County of Merced have mutually agreed to increase the contract amount of the Standard Agreement for the purpose of operating the Atwater Migrant Center.

WHEREAS, the Housing Authority of the County of Merced, acting through its Board of Commissioners, herein forth affirms its desires to approve this amendment to the Operation and Maintenance Contract for the 2023-2025 operation of the Atwater Migrant Center.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the County of Merced, hereby approves the Operation and Maintenance Contract #23-OMS-17833, Amendment 3 in the revised amount **not to exceed \$1,393,536.00** and authorizes Rosa Vazquez, Executive Director, to execute said amendment to said contract, on behalf of the Housing Authority of the County of Merced.

PASSED AND ADOPTED this 19th day of March, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____, Chairperson
Board of Supervisors

County: Merced

ATTEST:
Maria Alvarado, (Interim Clerk of the Board)

APPROVED AS TO LEGAL FORM:
Tom Lewis, County Counsel

By: _____
Maria Alvarado
Deputy Clerk of Said Board

By: _____
Tom Lewis
County Counsel

(SEAL)

The Clerk (public entity) attests or certifies, as a witness to a board meeting held on March 19, 2025 and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

Signed: _____
Maria Alvarado
Housing Authority of the Count of Merced

STAFF REPORT

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

FROM: Maria Alvarado, Director of Development

DATE: March 19, 2025

SUBJECT: **Resolution No. 2025-04**, Approving a Project Intake Form for funding and the Execution of a Grant Agreement and any Amendments thereto from the 2023 CDBG-DR Migrant Resiliency Center Program.

During the November 20, 2024 Board meeting, Resolution No. 2024-22 was presented and approved by the Board. The resolution is being re-submitted for approval as the resolution template that was presented for approval was incorrect. For the Board's consideration is the Authority's request to once again approve the Project Intake Form for the 2023 CDBG-DR Migrant Resiliency Center Program.

Below is the information provided to the Board regarding the grant.

On November 27, 2023, United States Department of Housing and Urban Development (HUD) published Federal Register Notice Vol. 88, (88 FR 82982) allocating \$115,022,000 in CDBG-DR funding to the State of California in response to the Federal Emergency Management Agency (FEMA) major disaster declarations DR-4683. The California Department of Housing and Community Development (HCD) is the grantee responsible for administering the CDBG-DR funds allocated to the State of California.

Recognizing unmet infrastructure recovery needs, related to DR-4683, HCD allocated \$15,003,000 in CDBG-DR funding to the 2023 Migrant Resiliency Center Program (MRCP or MRC Program). The proposed mitigation program for this grant is intended to implement a variety of physical and infrastructure improvements to enhance the ability of Migrant Centers to host disaster survivors and act as community resiliency center. These enhancements may also benefit the migrants that live there during the growing season (i.e. the MRCP will add heating to the units so that the Centers could be used for disaster housing when they are vacant in the winter.

The Housing Authority of the County of Merced (Authority) manages and operates two Migrant Centers that qualify for this funding. Those Centers are the Merced and Felix Torres Migrant Centers. As such the Authority wishes to solicit said funding.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2025-04**, Approving a Project Intake Form for funding and the Execution of a Grant Agreement and any Amendments thereto from the 2023 CDBG-DR Migrant Resiliency Center Program.



APPENDIX D

Resolution of the Governing Body

RESOLUTION NO. 2025-04

A RESOLUTION APPROVING A PROJECT INTAKE FORM FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023 CDBG-DR MIGRANT RESILIENCY CENTER PROGRAM

- A. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) has a current contractual relationship with the Housing Authority of the County of Merced, through its Office of Migrant Services Program (OMS) (“Program”) for the purposes of managing and maintaining the OMS Merced & Felix Torres Migrant Centers.
- B. WHEREAS the Housing Authority of the County of Merced commits to facilitate the rehabilitation and improvements at the Merced & Felix Torres Migrant Center and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the Housing Authority of the County of Merced and the Department.

BE IT RESOLVED by the Housing Authority of the County of Merced as follows:

SECTION 1:

The Housing Authority of the County of Merced, has reviewed and hereby approves the submission to the State of California of one or more project intake form(s) in the aggregate amount, not to exceed, of \$4,995,500 for the following CDBG-DR activities, pursuant to the 2023 CDBG-DR Migrant Resiliency Center Program:

List activities and amounts

Activity (Infrastructure Project)	Dollar Amount Being Requested for the Activity
Merced Migrant Center	\$2,186,400.00
Felix Torres Migrant Center	\$2,809,100.00



APPENDIX D

SECTION 2:

The Housing Authority of the County of Merced acknowledges compliance with all state and federal public participation requirements in the development of its project intake form(s).

SECTION 3:

The Housing Authority of the County of Merced hereby authorizes and directs the Executive Director or designee*, to execute and deliver all project intake forms and act on the [Agency Name]'s behalf in all matters pertaining to all such project intake forms.

SECTION 4:

If a project intake form is approved, the Executive Director, or designee*, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 5:

If a project intake form is approved, the Executive Director, or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the Board of Commissioners of the Housing Authority of the County of Merced held on March 19, 2025, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Signature and Title
Chairperson, Board of Commissioners



APPENDIX D

STATE OF CALIFORNIA

City/County of Merced

I, _____, Chairperson, Board of Directors of Housing Authority of the County of Merced, State of California, do hereby attest and certify the foregoing Resolution to be a full, true and correct copy of a resolution duly passed and adopted on the date stated thereon and that said Resolution has not been amended, modified, repealed, or rescinded since the date of adoption and is in full force and effect as of this 19th day of March, 2025.

Maria Alvarado, Clerk of the Board of Commissioners for the
Housing Authority of the County of Merced, State of
California

By: _____
Signature and Title

STAFF REPORT

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

FROM: Evelyn Chavira, Director of Procurement

DATE: March 19, 2025

SUBJECT: Procurement Update

The Authority has entered into contract for landscaping services after receiving approval from the Board at the February 2025 meeting. The contract is for a year initially with two two-year renewal options.

A Quote for Small Purchases (QSP) for janitorial services has been published and quotes are due on March 27, 2025. In addition to posting the solicitation on the Authority's website, the solicitation was shared with vendors and posting in the local Central Valley Builders Exchange. Submitted quotes will be reviewed and awarded in accordance with the Procurement Policy.

A solicitation for asphalt work at the Los Banos Migrant Center is being prepared with issuance scheduled for April.

Another solicitation that is being prepared is for an Environmental Review of the Merced and Felix Torres Migrant Centers. This review is required by the CDBG-DR grant the Authority wishes to apply for.

The Authority continues rehab and rebuild work at the four fire units in the City of Dos Palos. Work continues and the Authority has been updating the insurance company of the progress.

The Procurement Department continues its review of all contracts and is following the current procurement policy to solicit for other services. Updates on solicitations will be provided as available.