

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Special Meeting
Tuesday, March 28, 2023
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

Rick Osorio, Chairperson
Hub Walsh, Vice-Chair
Evelyn Dorsey
Robert Dylina
Diana Odom Gunn
Margaret Pia

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

All supporting documentation is available for public review in the office of the 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. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC –

This portion of the meeting is set aside for members of the public to comment on any item within the 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. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE 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. APPROVAL OF THE FOLLOWING MEETING MINUTES

- 1. February 21, 2023, Regular Meeting (M/S/C): ___/___/___

VI. CONSENT CALENDAR

- 1. Rent Delinquency Report February 2023
- 2. Financial Reports for February 2023
- 3. Public Housing Occupancy/Vacancy Report
- 4. HCV Program Counts

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

VII. INFORMATION/DISCUSSION ITEM(S)

- 1. Staff Report – Broadband Internet

VIII. EXECUTIVE DIRECTOR REPORT

- 1. Emergency Shelter Program Update

IX. WRITTEN CORRESPONDENCE

None

X. RESOLUTION ITEM(S)

- 1. **Resolution No. 2023-07:** Approving and adopting the 2023-2026 Memorandum of Understanding between the Housing Authority of the County of Merced and the American Federation of State County and Municipal Employees AFL-CIO, Local 2703.

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

- 2. **Resolution No. 2023-08:** Approving the Housing Authority of the County of Merced salary schedules for represented employees for the period 2023-2026.

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

XI. ACTION ITEM(S)

None



XII. COMMISSIONER'S COMMENTS

XIII. CLOSED SESSION ITEM(S)

1. Pursuant to Government Code §54957
Public Employee Performance Evaluation for Executive Director
David Ritchie, Legal Counsel

XIV. ADJOURNMENT

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



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 28, 2023

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
Tuesday, February 21, 2023

- I. The meeting was called to order by Chairperson Osorio at 12:00 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rick Osorio, Chairperson
Hub Walsh, Vice-Chairperson
Evelyn Dorsey
Robert Dylina
Margaret Pia

Commissioners Absent:

Diana Odom Gunn

Chairperson Osorio declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
David Ritchie, Legal Counsel
Blanca Arrate, Director of Housing Programs
Melina Frederick, Director of Procurement & Asset Management
Bruce Milgrom, Finance Officer
Maria F. Alvarado, Board Clerk & HR Manager

Others Present:

Loyd Pareira, Supervisor - Merced County Board of Supervisors
Iris Gunther-Battles, Behavioral Health & Recovery Services

II. **UNSCHEDULED ORAL COMMUNICATION**

Iris Gunther-Battles spoke before the Board regarding the challenges some Housing Choice Voucher recipients face. Specifically, there is a client who applied for and was approved for a unit, however, the unit will not pass inspection due to it not having a refrigerator.

III. **COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA**

None

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



IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. January 17, 2023, Regular Meeting

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

V. CONSENT CALENDAR

1. Rent Delinquency Report for January 2023
2. Financial Reports for January 2023
3. Public Housing Occupancy/Vacancy Report
4. HCV Special Program Counts

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

VI. INFORMATION AND DISCUSSION ITEM(S)

1. Board Clerk Alvarado reminded the Board of the upcoming Form 700 filing deadline.
2. Current/updated contact information for all Board members was requested to ensure timely communications.

VII. EXECUTIVE DIRECTOR REPORT

1. Executive Director Vazquez informed the Board that the Authority had initiated and received approval from the Department of Housing & Community Development (HCD) to extend the Emergency Shelter Program through March 15, 2023. This grants an additional two weeks of shelter before the Authority must turn over possession to HCD on April 1, 2023.

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTIONS ITEM(S)

1. **Resolution No. 2023-03:** Approving the Public Housing Operating Fund Grant submission for Calendar Year 2023.

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

2. **Resolution No. 2023-04:** Approving extending the Emergency Shelter Program License Agreement at the Felix Torres Farmworker Housing Center.

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



3. **Resolution No. 2023-05:** Awarding the Asphalt Replacement in Dos Palos and Atwater contract to Garcia Paving, Inc. and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

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

4. **Resolution No. 2023-06:** Approving and authorizing the Executive Director to execute a Right of Way Contract – Temporary Easement with the California Department of Transportation for Parcel No. 17517-1 at Elgin Street and RTE 33 in Dos Palos, CA.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER’S COMMENTS

Chairperson Osorio asked what BHRS was doing to assist clients with roadblocks like the one Ms. Gunther-Battles pointed out. Ms. Gunther-Battles stated that BHRS will ask for donations. Executive Director Vazquez informed all present that if the client had an Emergency Housing Voucher there are funds for such needs.

Commissioner Dylina followed up on his request to have the Authority do a presentation before Merced City Council, his request for in-person training on Authority programs, and the use of unrestricted funds. Additionally, Commissioner Dylina inquired when Authority offices would reopen, and Executive Director Vazquez informed him that they would open on February 27th.

12:00 p.m. – 12:55 p.m. Caucus

CLOSED SESSION ITEM(S)

The Board of Commissioners went into closed session at 1:00 p.m. The following people were present:

Board Members

Rick Osorio, Chairperson
Hub Walsh, Vice-Chair
Evelyn Dorsey
Robert Dylina
Margaret Pia

Others Present

Rosa Vazquez, Executive Director/Board Secretary
David Ritchie, Legal Counsel
Maria F. Alvarado, HR Manager
Bruce Milgrom, Finance Officer

1. Pursuant to Government Code(§ 54957.6 – Union Negotiations

The Board returned to Regular Session at 1:20 p.m. and no reportable action. Direction given to staff.



XII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:20 p.m.

Chairperson Signature

Date: March 21, 2023

Secretary Signature

Date: March 21, 2023



Aged Receivables Report as for 02/2023 - As of 03-14-2023

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	6,234.55	2,945.08	2,216.00	11,426.23	22,821.86	22,821.86
ca023010 PH - Merced	4,801.82	2,721.57	1,499.00	7,334.84	16,357.23	16,357.23
ca023013 PH - Merced Sr	1,056.29	254.00	210.00	2,577.35	4,097.64	4,097.64
ca023021 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	458.00	458.00	458.00	943.00	2,317.00	2,317.00
AMP 1 TOTALS	12,550.66	6,378.65	4,383.00	22,281.42	45,593.73	45,593.73
AMP 2						
CA023003 PH - Atwater - Cameo	1,494.00	794.00	794.00	378.00	3,460.00	3,460.00
ca023006 PH - Livingston	7,397.01	3,115.59	2,096.00	2,497.91	15,106.51	15,106.51
012a PH - Atwater	1,524.87	964.52	755.00	6,614.91	9,859.30	9,859.30
012b PH - Winton	23.00	0.00	0.00	0.00	23.00	23.00
AMP 2 TOTALS	10,438.88	4,874.11	3,645.00	9,490.82	28,448.81	28,448.81
AMP 3						
ca023002 PH - Los Banos	927.59	711.00	711.00	2,515.00	4,864.59	4,864.59
ca023004 PH - Los Banos - Abby, B, C & D	2,033.00	719.00	429.59	1,219.79	4,401.38	4,401.38
ca023005 PH - Dos Palos - West Globe	1,575.00	586.00	276.21	643.00	3,080.21	3,080.21
ca023011 PH - Los Banos - J & K St	1,153.00	550.00	-241.08	0.00	1,461.92	1,461.92
012c PH - Dos Palos - Alleyne	1,434.46	178.00	162.00	0.00	1,774.46	1,774.46
012d PH - Dos Palos - Globe	382.00	0.00	0.00	-82.00	300.00	300.00
AMP 3 TOTALS	7,505.05	2,744.00	1,337.72	4,295.79	15,882.56	15,882.56
AMP 4						
ca023024 PH 1st Street	109.00	109.00	109.00	-50.00	277.00	277.00
AMP 4 TOTALS	109.00	109.00	109.00	-50.00	277.00	277.00
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	200.00	200.00	200.00
pbc - atw	799.00	302.00	220.00	-232.51	1,088.49	1,088.49
pbc - dp	1,005.28	241.00	241.00	1,026.28	2,513.56	2,513.56
pbc - mid	2,241.00	2,087.00	1,784.00	13,956.81	20,068.81	20,068.81
VALLEY VIEW TOTALS	4,045.28	2,630.00	2,245.00	14,950.58	23,870.86	23,870.86
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	4,086.00	3,291.82	2,407.00	9,766.00	19,550.82	19,550.82
FELIX TORRES YEAR ROUND TOTALS	4,086.00	3,291.82	2,407.00	9,766.00	19,550.82	19,550.82
HOUSING AUTHORITY TOTALS	38,734.87	20,027.58	14,126.72	60,734.61	133,623.78	133,623.78

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	283,674	243,524	40,150	16	730,567
TOTAL GRANT INCOME (3)	233,232	212,376	20,856	10	637,125
TOTAL INCOME	516,906	455,900	61,006	13	1,367,692
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	131,366	143,872	12,506	17	431,612
TOTAL TENANT SERVICES EXPENSES	999	568	-431	-76	1,700
TOTAL UTILITY EXPENSES (6)	75,138	80,892	5,754	7	242,674
TOTAL MAINTENACE EXPENSES (7,8)	111,208	126,172	14,964	12	378,499
TOTAL GENERAL EXPENSES (9,10)	53,808	44,844	-8,964	-20	134,544
TOTAL HOUSING ASSISTANCE PAYMENTS	1,548	1,668	120	7	5,000
TOTAL FINANCING EXPENSES	13,332	13,332	0	0	40,000
TOTAL NON-OPERATING ITEMS	12,363	12,572	209	2	37,716
TOTAL EXPENSES	399,762	423,920	24,158	19	1,271,745
NET INCOME	117,144	31,980	-85,164	-266	95,947

(1) Tenant Rents up +\$41K over Budget

(2) Tenant Legal Fees +\$21K - (Not Included above - Costs charged to 7 tenants)

(3) Grant Inc. up +\$20K

(4) Salary and Benefit Exp +\$11K

(5) Mangement Fees +\$2K

(6) Sewer & Water - timing on invoices +\$ 4K

(7) Maint. Costs Supplies +\$8K - timing on order supplies

(8) Contract Costs +\$7K - timing on repairs and servcies

(9) Payments in Lieu of Taxes up - \$4K (higher income)

(10) Ins. Prem. Higher -\$6K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2,3)	206,249	197,460	95,425	48	592,378
TOTAL GRANT INCOME (4)	149,645	135,464	14,181	10	406,391
TOTAL INCOME	355,894	332,924	109,606	33	998,769
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (5)	90,215	100,412	10,197	10	301,227
TOTAL TENANT SERVICES EXPENSES	768	532	-236	-44	1,600
TOTAL UTILITY EXPENSES (6)	74,803	74,196	-607	-1	222,595
TOTAL MAINTENANCE EXPENSES (7,8,9)	106,060	104,860	-1,200	-1	314,552
TOTAL GENERAL EXPENSES (10)	38,645	33,932	-4,713	-14	101,801
TOTAL HOUSING ASSISTANCE PAYMENTS	735	376	-359	-95	1,125
TOTAL FINANCING EXPENSES	6,380	6,380	0	0	19,145
TOTAL NON-OPERATING ITEMS (11)	0	23,792	23,792	100	71,372
TOTAL EXPENSES	317,606	344,480	26,874	8	1,033,417
NET INCOME	38,288	-11,556	49,844	431	-34,648

- (1) Tenant Rents +\$5K
- (2) Tenant Legal Fees (+\$19K - Not Included above - Costs charged to 6 tenants)
- (3) Misc. Tenant Inc. (Not Included above - \$67,204.25 - Work Order and Labor for Restoration est. fire damage)
- (4) HUD PHA Subsidy +\$ 14K
- (5) Salary & Benefit Exp. +\$8K, Other Admin Exp. +\$3K
- (6) Water & Sewer +\$ 5K, Electricity/Gas -\$ 8K
- (7) Maint. Salary & Benefits Exp. -\$8K, On Call Serv. -\$ 10K
- (8) Material Exp. +\$ 9K - Timing on ordering supplies
- (9) Contract Costs +\$ 8K - timing on repairs and maintenance
- (10) Property Ins. Rate increase -\$ 4K
- (11) Fully depreciated at 9/2022, not a cash item +\$24K

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	212,878	200,208	12,670	6	600,630
TOTAL GRANT INCOME (3)	157,096	142,692	14,404	10	428,073
TOTAL INCOME	369,974	342,900	27,074	8	1,028,703
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	105,421	110,476	5,055	-3	331,431
TOTAL TENANT SERVICES EXPENSES	266	364	98	27	1,100
TOTAL UTILITY EXPENSES (6)	57,601	60,696	3,095	5	182,080
TOTAL MAINTENACE EXPENSES (7,8,9)	65,561	113,196	47,635	42	339,592
TOTAL GENERAL EXPENSES (10)	41,392	35,652	-5,740	-16	106,956
TOTAL HOUSING ASSISTANCE PAYMENTS	1,344	500	-844	-169	1,500
TOTAL FINANCING EXPENSES	5,668	5,668	0	0	17,000
TOTAL NON-OPERATING ITEMS (11)	0	19,476	19,476	100	58,425
TOTAL EXPENSES	277,253	346,028	68,775	20	1,038,084
NET INCOME	92,721	-3,128	95,849	3,064	-9,381

(1) Tenant Rent +\$13K

(2) Tenant Legal +\$4K (Not Included above - One tenant)

(3) Grant Subsidy +\$ 14K

(4) Benefits -\$ 4K

(5) Legal +\$4K

(6) Water & Sewer +\$ 7K, Garbage -\$ 5K

(7) Maintenance Salary +\$ 13K & Benefits Lower +\$3K

(8) Supplies Maintenance Lower +\$14K - Timing of repairs and Maint.

(9) Contract Costs Lower +\$16K, Timing of Contract repairs and Maint.

(10) Property Ins. Rate increase -\$ 5K

(11) Fully depreciated at 9/2022, not a cash item +\$19K

Housing Authority of the County of Merced

AMP4 - 1st Street, Merced (.fs-amp4)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	8,712	6,016	2,696	45	18,051
TOTAL GRANT INCOME	8,985	8,256	729	9	24,767
TOTAL INCOME	17,697	14,272	3,425	24	42,818
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	3,573	4,100	527	13	12,372
TOTAL UTILITY EXPENSES	2,204	2,672	468	17	8,023
TOTAL MAINTENACE EXPENSES	2,173	2,212	39	2	6,667
TOTAL GENERAL EXPENSES	1,547	1,120	-427	-38	3,341
TOTAL HOUSING ASSISTANCE PAYMENTS	0	32	32	100	100
TOTAL FINANCING EXPENSES	332	332	0	0	1,000
TOTAL NON-OPERATING ITEMS	15,654	15,920	266	2	47,757
TOTAL EXPENSES	25,483	26,388	905	3	79,260
NET INCOME	-13,969	-12,116	1,853	-15	-36,442

(1) Tenant Rent +\$3K

Housing Authority of the County of Merced

All HCV Properties with Sub (.fs-hcvs)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1)	7,689,687	8,105,680	-415,993	-5	24,317,038
TOTAL OTHER INCOME	299	504	-205	-41	1,500
TOTAL INCOME	7,689,986	8,106,184	-416,198	-5	24,318,538
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4,5,6)	565,877	638,096	72,219	11	1,914,309
TOTAL TENANT SERVICES EXPENSES	1,820	0	-1,820	N/A	0
TOTAL UTILITY EXPENSES	0	80	80	100	250
TOTAL MAINTENANCE EXPENSES (7)	1,036	8,024	6,988	87	24,075
TOTAL GENERAL EXPENSES (8)	17,186	22,736	5,550	24	68,213
TOTAL HOUSING ASSISTANCE PAYMENTS (9)	6,959,517	7,382,348	422,831	6	22,147,040
TOTAL FINANCING EXPENSES	24,184	24,184	0	0	72,550
TOTAL EXPENSES	7,569,620	8,075,468	505,848	6	24,226,437
NET INCOME	120,366	30,716	89,650	292	92,101

- (1) Lower HAP from HUD -\$415K
- (2) Lower Salaries +\$ 46K & Benefits Less Temp Costs +\$15K
- (3) Lower Management and Bookkeeping Fees +\$38K
- (4) Fewer inspections during the month +\$12K
- (5) Misc. Admin. Exp. Lower +\$ 12K
- (5) Higher Temp. Labor Exp. -\$ 55K**
- (6) Misc. Admin. Exp. Section 8, -\$ 12K - not budgeted**
- (7) Lower Contract Costs +\$ 7K, Timing of Contract repairs and Maint.**
- (8) Lower Port-out admin fees +\$ 4K
- (9) Lower HAP issued +\$ 423K

Housing Authority of the County of Merced

Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	316,460	428,372	-111,912	-26	1,285,110
TOTAL INCOME	316,460	428,372	-111,912	-26	1,285,110
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	420,094	343,680	-76,414	-21	1,031,052
TOTAL TENANT SERVICES EXPENSES	1,050	0	-1,050	N/A	0
TOTAL UTILITY EXPENSES	15,580	16,196	616	4	48,581
TOTAL MAINTENACE EXPENSES (8)	13,885	28,736	14,851	52	86,200
TOTAL GENERAL EXPENSES (9)	11,374	9,516	-1,858	28	28,548
TOTAL FINANCING EXPENSES	25,000	25,000	0	0	75,000
TOTAL NON-OPERATING ITEMS	2,581	2,624	43	2	7,873
TOTAL EXPENSES	489,563	425,752	-94,742	-22	1,277,254
NET INCOME	-173,103	2,620	175,723	-5,452	7,856

- (1) Lower Mgmt and Bookkeeping Fees from HCV -\$40K
- (2) Asset Mgt Fee book at the end of the year -\$ 17K
- (3) Admin Fee to be booked as Cap Projects are completed -\$55K
- (4) Admin Salary -\$ 32K (3 pay periods) & Benefits Higher -\$ 12K
- (5) Legal Fees Higher -\$50K
- (6) Admin Misc. Exp Lower +\$ 11K
- (7) Admin Other Exp Lower +\$7K
- (8) Lower Contract Labor Costs +\$15K, Timing of Contract repairs and Maint.**
- (9) Higher Property Ins. Prem. -\$ 1K

Housing Authority of the County of Merced

Langdon Villas (langdon)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	24,169	23,528	641	3	70,588
TOTAL OTHER INCOME (1)	90,161	93,680	-3,519	-4	281,046
TOTAL INCOME	114,330	117,208	-2,878	-2	351,634
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	32,947	26,208	-6,739	-26	78,610
TOTAL UTILITY EXPENSES	68	536	468	87	1,600
TOTAL MAINTENACE EXPENSES (4)	0	3,892	3,892	100	11,682
TOTAL GENERAL EXPENSES	7,224	7,044	-180	-3	21,148
TOTAL FINANCING EXPENSES	51,332	51,332	0	100	154,000
TOTAL NON-OPERATING ITEMS	1,127	1,144	17	1	3,438
TOTAL EXPENSES	92,698	90,156	-2,542	-3	270,478
NET INCOME	21,633	27,052	-5,419	-20	81,156

(1) Management Fee Lower -\$ 4K

(2) Salary Exp. Higher -\$ 4K

(3) Consultant fees Higher -\$ 4K

(4) Contract Cost Lower +\$ 3K, Timing of Contract repairs and Maint.

Housing Authority of the County of Merced

Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	62,067	68,112	-6,045	-9	204,331
TOTAL INCOME	62,067	68,112	-6,045	-9	204,331
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	6,529	7,428	899	12	22,283
TOTAL UTILITY EXPENSES (3)	31,039	28,844	-2,195	-8	86,539
TOTAL MAINTENACE EXPENSES (4)	15,925	12,412	-3,513	-28	37,220
TOTAL GENERAL EXPENSES	1,971	948	-1,023	-108	2,844
TOTAL NON-OPERATING ITEMS	17,933	17,932	-1	0	53,800
TOTAL EXPENSES	73,398	67,564	-5,834	-9	202,686
NET INCOME	-11,331	548	-11,879	-2,168	1,645

(1) Tenant Rents -lower -\$ 5K

(2) Tenant Owed Utilities -\$ 1K

(3) Utility Costs Higher - Garbage -\$ 3K

(4) Contract Costs Higher -\$3K, Appliance cost not budgeted

Housing Authority of the County of Merced
Valley View Property = atw dp mid vv-bond pbc-b-atw pbc-b-dp pbc-b-mid

Budget Comparison

Period = Oct 2022-Jan 2023

	PTD Actual	PTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	290,296	203,900	86,396	42	611,709
TOTAL INCOME	290,296	203,900	86,396	42	611,709
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	36,909	58,792	21,883	37	176,365
TOTAL UTILITY EXPENSES (5)	33,497	38,832	5,335	14	116,504
TOTAL MAINTENANCE EXPENSES (6)	54,294	56,232	1,938	3	168,682
TOTAL GENERAL EXPENSES	13,924	12,544	-1,380	-11	37,626
TOTAL FINANCING EXPENSES	22,832	22,832	0	0	68,500
TOTAL NON-OPERATING ITEMS (7)	0	13,508	13,508	100	40,519
TOTAL EXPENSES	161,457	202,740	41,283	0	608,196
NET INCOME	128,840	1,160	127,680	7,670	3,513

- (1) Higher Tenant Assistance Payments +\$ 95K, Lower Tenat Rents -\$ 7K
- (2) Lower Other Tenant Inc. -\$ 2K
- (3) Vacant staff positions +\$ 11K, Lower Benefit costs +\$ 4K
- (4) Legal Exp Lower +\$5K
- (5) Invoices not received +\$4K
- (6) Supplies lower +\$2K
- (7) Fully depreciated at 9/2022, not a cash transaction +\$ 13K

Housing Authority of the County of Merced

Felix Torres Year Round (.fs-ftyr)

Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	162,608	188,844	-26,236	-14	566,530
TOTAL OTHER INCOME	40	0	40	N/A	0
TOTAL INCOME	162,648	188,844	-26,196	-14	566,530
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	15,891	30,328	14,437	48	90,977
TOTAL UTILITY EXPENSES (4)	29,682	33,728	4,046	12	101,175
TOTAL MAINTENACE EXPENSES	35,549	35,564	15	0	106,679
TOTAL GENERAL EXPENSES (5)	12,706	9,516	-3,190	-34	28,553
TOTAL FINANCING EXPENSES	6,668	6,668	0	0	20,000
TOTAL NON-OPERATING ITEMS (6)	64,071	65,156	1,085	2	195,471
TOTAL EXPENSES	164,567	180,960	16,393	9	542,855
NET INCOME	-1,920	7,884	-9,804	-124	23,675

(1) Vacancies -\$ 26K

(2) Benefits costs +\$ 4K, Other Admin +\$ 1K

(3) Telephone expenses +\$6K

(4) Utilities Lower +\$ 4K - seasonal fluctuations

(5) Property Ins. Rate increase -\$ 3K

(6) Lower Depreciation Exp. +\$ 1K

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
Total - Grant Income (1)	799,761	880,250	80,489		1,509,067
TOTAL INCOME	799,761	880,250	80,489		1,509,067
EXPENSES					
Total - Center Personnel (2)	310,013	415,807	105,794	25	712,800
Total - Operating Expenses (3)	321,366	261,233	-60,133	-23	447,900
Total - Maintenance Expenses (4)	10,469	41,216	30,747	75	70,650
Total - Contractor Administration (5)	76,132	74,256	-1,876	-3	127,315
Total - Debt Service and Replacement (6)	81,781	87,738	5,957	7	150,402
TOTAL EXPENSES	799,761	880,250	80,489	9	1,509,067

(1) Zero budget, offset to variance in expenses -\$80K

(2) All positions not fully staffed Salary +\$ 53K, Benefits +\$ 53K

(3) Continued higher utilities in 2nd year of contract -Elect. -\$ 63K, Prop. Ins. -\$ 18K, Major Repairs +\$ 22K

(4) General lower supplies and contract expenses +\$31K, Timing of Contract repairs and Maint. Supplies

(5) Timing of expense compared to budget - Audit -\$ 2K

(6) Timing of payments, total yearend expected to be per budget +\$6K

Total Number of Public Housing Units: 421
 Number of Occupied Units: 417
 Number of Vacant Units: 4

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
432	NO	250 Selected From Waitinglist / Pending unit turnover	\$500.00
411	YES	Pending unit turnover	\$500.00
352	YES	03/30/23	\$500.00
139	YES	Pending unit turnover	\$500.00

STAFF REPORT

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

FROM: Melina Frederick, Director of Procurement

DATE: March 28, 2023

SUBJECT: Intent to Solicit for Contractors: Broadband Internet Access

The Housing Authority of the County of Merced (Authority) manages four (4) seasonal migrant centers in the County of Merced. At the end of January, the Office of Migrant Services (OMS) announced that a grant had been awarded to OMS for over \$6 billion for the installation and management of fiber optic broadband internet services. The Authority has been provided guidelines and a scope of work from OMS in order to begin the procurement process for these services. OMS is requiring that the Authority follow the State and HUD requirements to procure, award, and expend the funds as was done for the capital improvement projects. The timeline set by OMS for the projects includes a completion date of December 15th, 2023.

The Authority has issued Request for Proposals (RFP) for the four (4) Migrant Centers on March 17th, 2023 soliciting for Internet Service Providers for all services needed to provide gigabit fiber optic internet at the Atwater, Merced, Planada, and Los Banos Migrant Centers. The work includes but is not limited to: trenching for the routing of fiber optic cables, installation of network equipment within the center, installation of wireless access points, and a flat rate internet service plan for up to three (3) years, to be paid for from the money awarded.

The Authority will seek sealed proposals and bids as required by the procurement policy by conducting wide-spread advertising both electronically and physically as well as sending notifications and proposal packets to the local Central Valley Builders Exchange. Recommendations to award contracts from the RFPs is anticipated to be brought to the Board of Commissioners for approval at the May meeting.

In addition, the U.S. Department of Housing and Urban Development (HUD) has recently announced a similar project may be expected for the Low-Income Public Housing Program. The funding that will be utilized by HUD comes from the \$42.45 billion Broadband Equity, Access, and Deployment (BEAD) federal grant program to be used for Housing Authorities in the U.S. Once those projects are in development, a staff report will be presented with further details.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: March 28, 2023

SUBJECT: Approving and adopting HACM settlement package to avoid Impasse.

For your consideration, is Resolution No 2023-07, approving and adopting HACM settlement package to avoid Impasse (no 5 presented on March 6, 2023 as an overall Tentative Agreement between the Housing Authority of the County of Merced (Authority) and the American Federation of State County and Municipal Employees AFL-CIO, Local 2703 (AFSCME).

Both parties have been in negotiations since October 2022 regarding a successor Memorandum of Understanding to the prior agreement that had been in effect and expired on January 31, 2023. On February 7, 2023, the Authority presented AFSCME with its last, best and final offer. The parties failed to reach agreement at that time and so an additional meeting was scheduled to evaluate the positions of the Parties and explore potential solutions that might lead to the parties avoiding impasse.

On March 6, 2023, the Parties met and discussed a modified package suggested as a means of avoiding impasse that each team then agreed to recommend to its' principals. These terms of a proposed Memorandum of Understanding have been ratified by membership of the bargaining unit represented by AFSCME on March 9, 2023.

The Authority's negotiations team recommends the terms to the Board for ratification as an overall tentative agreement (as consistent with prior direction to the negotiations team) and including the tentative agreement terms as follows:

1. Term: 3 years 2/1/2023-1/31/2026
2. Salary: 4% increase effective February 1, 2023
2% increase effective February 1, 2024
1% increase effective February 1, 2025
3. One-Time Payment: each unit employee receives a \$500 (less taxes) one-time payment at the next pay period.
4. Flexible Spending: (Health Insurance) Increase of \$200 per month of employer contributions toward Tier 2 (Employee + 1) and Tier 3 (Employee + Family) premiums.
5. Holidays: Add Juneteenth, Change Columbus Day to Indigenous People's Day (naming), no other changes.
6. Bilingual Pay: Increase to \$50 per pay period.
7. Vacation Requests and Responses: Includes a tentative agreement on vacation request timelines.

8. Standby/Callback Pay: No substantive changes, Policy will be amended to include that smoke alarms, CO detectors and water heater straps shall be checked on each call unless tenant refuses to allow the check.
9. Sick Leave Call-out procedure: no change.
10. Language Cleanup: Includes tentative agreement on cleanup of MOU language.
11. Longevity Pay: No changes.
12. Career Paths: Union withdrew proposal (not included).
13. Labor-Management Committee: Union withdrew proposal (not included).
14. Automatic Class Progression: Union withdrew proposal (not included).

Subsequent to ratification by the Board (resulting in an adopted overall Tentative Agreement), the Parties shall jointly cooperate in drafting the final Memorandum of Understanding document consistent with the terms of the overall tentative agreement as required by California Government Code Section 3505.1.

RECOMMENDATION:

The negotiations team recommends the Board of Commissioners approve the proposed settlement package and adopt it as a ratified overall tentative agreement between the Authority and AFSCME 2703.

ALTERNATIVES:

The Board could determine not to approve the proposed settlement and ratify the Overall Tentative Agreement, negotiations would end.

FISCAL IMPACT:

ATTACHMENTS:

Settlement Package Proposal Document

RESOLUTION NO. 2023-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED, RATIFYING THE TERMS OF A SETTLEMENT WITH AFSCME LOCAL 2703 AS AN OVERALL TENTATIVE AGREEMENT ON A SUCCESSOR MEMORANDUM OF UNDERSTANDING AND DIRECTING THAT THE PARTIES DRAFT THE FINAL 2023-2026 MOU, CONSISTENT WITH THE REQUIREMENTS OF GOVERNMENT CODE SECTION 3505.1

WHEREAS, the Agreement between the Housing Authority of the County of Merced (Authority) and Local 2703, American Federation of State, County and Municipal Employees, AFL-CIO, (AFSCME) requires that negotiation for changes to the Memorandum of Understanding (MOU) begin no less than thirty (30) days prior to the anniversary date; and,

WHEREAS, negotiation teams from the Authority and AFSCME met and conferred in good faith over wages, hours and working conditions for all represented employees of the Authority; and;

WHEREAS, no agreement was reached after presentation of the Authority's last, best and final offer on February 7, 2023; and;

WHEREAS, the negotiation teams met on March 6, 2023 to discuss strategies to avoid impasse and make final attempts at reaching agreement; and;

WHEREAS, the teams agreed to recommend approval of the terms attached in the "Employer's Settlement Package Proposal to Avoid Impasse" dated March 6, 2023, inclusive of all of its terms and conditions, and which is incorporated herein by reference; and;

WHEREAS, the Union has communicated that it's membership has ratified the settlement as an overall tentative agreement by vote of its membership on March 9, 2023;

NOW, THEREFORE, BE IT RESOLVED AND DIRECTED by the Board of Commissioners of the Housing Authority of the County of Merced as follows:

1. The Settlement Proposal entitled "Employer's Settlement Package Proposal to Avoid Impasse" dated March 6, 2023 is hereby ratified by the Board as a Tentative Overall Agreement with AFSCME Local 2703. The settlement document is attached hereto as Exhibit "A", and is incorporated by reference as though fully set out herein.
2. General Counsel, with assistance of Authority negotiations team members, shall collaborate with AFSCME in preparing a final MOU document consistent with the terms in the Tentative Agreement and as required by Government Code Section 3505.1.

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: March 28, 2023

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: March 28, 2023

SUBJECT: Adopting the Housing Authority salary schedules for represented HACM employees.

BACKGROUND:

For your consideration, is Resolution No. 2023-08, approving the Housing Authority publicly available Salary Schedules and incorporating changes to the salaries for represented employees as a result of the ratification of a new MOU with AFSCME. The Authority is obligated to make salary information available (publicly available salary information) for all employees of the Authority by classification.

This data, in addition to aiding in transparency, is needed for purposes of CalPERS proper retirement calculations based on CalPERS circular letters from 2012 following a decision in *Tanner v. Cal. Public Employees' Retirement System* (2016) 248 Cal. App.4th 743. The circular letter that followed this (unpublished) case made it clear that if publicly available pay schedules do not clearly set forth information about the title, pay rate and time base along with the effective date CalPERS may determine the retirement computation based on its own assessment of the "pay rate".

The requirements for publicly available pay schedules are:

- 1) They must be publicly approved and adopted by the employer's governing body (The Board);
- 2) They must identify the position title for every employee position;
- 3) They must show the pay rate for each identified position;
- 4) They must identify whether the time base is hourly, daily, bi-weekly, monthly, etc.
- 5) The schedule must be posted at the office of the employer and/or on the website;
- 6) It must indicate the effective date and date of any revisions;
- 7) Pay schedules must be retained for a minimum of five (5) years; and
- 8) The schedule must directly disclose the pay rates (cannot simply refer to another document containing the rates).

The attached salary schedules for each year of the new MOU shows the position titles, pay rates and base for each AFSCME-represented classification for the effective dates as follows:

A) February 1, 2023 through January 31, 2024 (reflecting a 4% increase to base pay provided for in the MOU between the Authority and AFSCME.

B) February 1, 2024 through January 31, 2025 (reflecting a 4% increase to base pay provided for in the MOU between the Authority and AFSCME.

C) February 1, 2025 through January 31, 2026 (reflecting a 1% increase to base pay provided for in the MOU between the Authority and AFSCME.

Publicly available pay schedules must be updated and approved by the Board whenever changes to pay rates are approved. Resolutions establishing public employee pay must be approved as part of the regular agenda at a regular meeting of the City Council. This resolution does NOT establish the pay rate or change any pay rates; rather, it simply adopts the pay schedules and directs that they be made publicly available.

RECOMMENDATION:

Staff recommends the Board of Commissioners approve the publicly available salary schedules.

ALTERNATIVES:

The Board could determine not to approve the salary tables; however, this is not recommended as the authority would not be compliant with CalPERS requirements.

FISCAL IMPACT:

None

ATTACHMENTS:

2/1/2023-1/31/2024 Salary Schedule

2/1/2024-1/31/2024 Salary Schedule

2/1/2025-1/31/2026 Salary Schedule

RESOLUTION NO. 2023-08

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED, ADOPTING THE HOUSING AUTHORITY SALARY SCHEDULES FOR REPRESENTED HACM EMPLOYEES

WHEREAS, the Housing Authority has, previously approved specified changes to the salary ranges for represented employees following ratification of an MOU between the Housing Authority and the recognized employee representatives (AFSCME); and,

WHEREAS, the salaries for represented employees must be expressed in a salary schedule in order to correctly inform the public as to the compensation provided to public employees of the Housing Authority who are in represented classifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Merced hereby approves the publicly available salary tables reflecting the adjustments of AFSCME-represented classifications of employees' salaries, consistent with the terms and conditions of the new MOU (2/1/2023-1/31/2026) between the Housing Authority and AFSCME, and as presented in the attached, as follows:

A) a 4% increase to base salary effective February 1, 2023.

B) a 2% increase to base salary effective February 1, 2024

C) a 1% increase to base salary effective February 1, 2025

D) the attached public employee salary tables for represented employees for the year(s) 2/1/2023-1/31/2024, 2/1/2024-1/31/2025 and 2/1/2025-1/31/2026 are hereby incorporated herein by reference and adopted.

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: March 28, 2023

HOUSING AUTHORITY OF THE COUNTY OF MERCED
2022 MOU Negotiations
with AFSCME Local 2703
EMPLOYER’S Settlement Package Proposal To Avoid Impasse – March 06, 2023

EMPLOYER’S Settlement Package Proposal To Avoid Impasse

Offered: March 6, 2023

This package proposal represents the Housing Authority’s proposal to avoid impasse.

If ratified by the unit the Employers negotiation team will recommend this for approval by the Board.

IF rejected, the Parties return to their last previously formally held positions.

INCLUDED ITEMS:

Term: 3 years, expiration January 31, 2026

On Call-Pay: No substantive changes, change terminology to Standby/CallBack. CallBack employee will check smoke detectors and Co Monitors are functioning on every call.

Holidays: As tentatively agreed (included)

Bilingual Pay: As tentatively Agreed (included)

Sick Leave Callout: No change to current (HACM position)

Vacation Requests and Responses: As tentatively agreed

Cleanup Proposal A: Included as TA’d

Flexible Spending: Includes HACM last proposal to increase Tier 2 and Tier 3 monthly contributions by **\$200** per month. No other changes.

Salary Increases: 4% increase to base salary effective upon ratification by AFSCME **retro to 2/1/23 if ratified by the unit and the Board no later than March 21, 2023;**
2% increase to base salary effective February 1, 2024
1% increase to base salary effective February 1, 2025

Each bargaining unit employee shall receive a one-time payment of \$500.00 (Gross) at the next regularly scheduled payday following ratification of the agreement.

ITEMS NOT INCLUDED:

Union proposal 3 – Career Paths: (Withdrawn by Union on 12/21/2022)

HOUSING AUTHORITY OF THE COUNTY OF MERCED
2022 MOU Negotiations
with AFSCME Local 2703
EMPLOYER’S Settlement Package Proposal To Avoid Impasse – March 06, 2023

Union proposal 10 – LM Committee (Withdrawn by Union on 12/21/2022)

Union proposal 2 – Longevity Increases No change to current (HACM position) * ~~If AFSCME prefers to divert a portion of the included salary increases to longevity, HACM will continue negotiations over that issue where the total cost of the salary increase plus increases to longevity do not exceed the cost of the salary increase proposal as outlined above.~~

Union proposal 6 – increases to Flex spending not addressed above. No change to current (HACM position) ~~If AFSCME prefers to divert a portion of the included salary increases to other flex spending increases, HACM will continue negotiations over that issue where the total cost of the salary increase plus increases to flex spending and inclusive of any increases from salary diverted to longevity in total do not exceed the cost of the salary increase proposal as outlined above.~~

HACM proposal B Maintenance In-house/Contracted Maintenance Functions review: (Excluded / Withdrawn)

AGREE TO RECOMMEND:

Date: _____

Date: _____

AFSCME Chief Negotiator

HACM Chief Negotiator