

CONTRA COSTA COUNTY

Administration Building | 1025 Escobar St., Martinez



AGENDA

Tuesday, March 11, 2025

1:00 PM

HOUSING AUTHORITY

CANDACE ANDERSEN, CHAIR

JOHN GIOIA

DIANE BURGIS, VICE CHAIR

KEN CARLSON

SHANELLE SCALES-PRESTON

CYNTHIA JORDAN

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JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8001

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 669-900-9128 followed by the access code 92253393385#. A caller should indicate they wish to speak on an agenda item by pushing "*9" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://zoom.us/j/92253393385>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

1:00 P.M. Convene and call to order

1. **CONSIDER CONSENT ITEMS (Items listed as C.1 through C.1 on the following agenda)**
– Items are subject to removal from Consent Calendar by request of any Commissioner.
Items removed from the Consent Calendar will be considered with the Discussion Items.

2. **DISCUSSION ITEMS**

- D.1 HEARING to receive report on Housing Authority of the County of Contra Costa's workforce vacancies and recruitment and retention efforts. [25-742](#)

Attachments: [Bill Text AB-2561.pdf](#)

- D.2 CONSIDER approving the Housing Authority's Annual Agency Budget for Fiscal Year Ending March 31, 2026 and adopting PHA Board Resolution No. 5267 approving the Annual Agency Budget on HUD Form 52574. [25-743](#)

Attachments: [52574 RES 5267.pdf](#)

- D.3 PUBLIC COMMENT (2 Minutes)

3. **CONSENT ITEMS**

- C.1 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter December 31, 2024. [25-744](#)

Attachments: [Investment Report for QE 12-31-24.pdf](#)

4. **ADJOURN**

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to clerkoftheboard@cob.cccounty.us.

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

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DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308 (the Levine Act), members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (except for contracts exempt from the Levine Act under Government Code section 84308(a)), franchises, discretionary land use permits and other entitlements, if the Board member received, within the previous 12 months, more than \$500 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested

participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$500 to a Board member within the previous 12 months are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-742

Agenda Date: 3/11/2025

Agenda #: D.1

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Public Hearing on the Housing Authority of the County of Contra Costa Vacancies and Recruitment and Retention Efforts (Assembly Bill 2561/Government Code Section 3502.3)

☐ Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

HOLD public hearing and RECEIVE report on the Housing Authority of the County of Contra Costa's (HACCC) workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.) RECEIVE testimony and CLOSE the public hearing.

BACKGROUND:

AB 2561, attached, 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 became effective January 1, 2025.

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

- 1. Public Hearing:** At least once each fiscal year, at a public hearing before the Board, HACCC 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 of Commissioners adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the Board's adoption of the final budget for HACCC. (Gov. Code § 3502.3(a)(2).)

- 2. Employee Organization Participation:** Upon request, allow the recognized employee organization for each bargaining unit at HACCC to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There are two bargaining units at HACCC: AFSCME/PEU Local One Clerical and AFSCME/PEU Local One Maintenance. (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, HACCC 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).)

The vacancy rates for both of HACCC's bargaining units do not currently meet the 20% or higher threshold.

To improve recruitment and retention, HACCC has shifted to keeping some key positions continually open for applications. HACCC has also been aggressive (within its federal fiscal constraints) in increasing its salary scale for many positions over the past two Union negotiating cycles.

In examining its policies, procedures and recruitment activities for any changes that could be made to remove obstacles to the hiring process, HACCC has identified the following:

- Consider changing minimum qualifications for some positions at or near entry-level;
- Consider updating job descriptions for several positions where there is significant overlap; and
- Examine new advertising channels for some of our key positions with consistent hiring needs.

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.

CONSEQUENCE OF NEGATIVE ACTION:

Non-compliance with Government Code section 3502.3.

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.

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.

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-743

Agenda Date: 3/11/2025

Agenda #: D.2

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: ANNUAL AGENCY BUDGET

☐ Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE the Housing Authority's Annual Agency Budget for Fiscal Year Ending 3/31/26; and

ADOPT Resolution No. 5267 Approving the Annual Agency Budget on HUD Form 52574.

BACKGROUND:

In compliance with the U. S. Department of Housing and Urban Development's (HUD) regulations, the Housing Authority of the County of Contra Costa (HACCC) has prepared its proposed budget for fiscal year ending March 31st, 2026.

Funding for HACCC's programs is generally provided for by the federal budget. The federal fiscal year (FFY) 2025 budget provides HUD with program funding for CY 2025. HUD then allocates funds to HACCC based on eligibility criteria specific to each program. However, due to limited congressional appropriations per program, HUD then prorates funding nationally, reducing the funded amount to below 100% of eligibility. The national proration rates for each program are continuously estimated and adjusted throughout the calendar year, and only finalized once the calendar year is completed.

If Congressional approval of the Federal Budget is delayed, continuing resolutions usually authorize HUD to advance funding to HACCC at an interim level using conservative estimates. Upon approval, HUD spends a month or two determining proper program funding. Last year, Congress approved the Federal Budget in March 2024.

Three primary factors impact the funding of a housing authority's public housing and housing choice voucher (HCV) programs. These factors are the amount of funding allocated to HUD by Congress, the national utilization rate (number of families housed nationally) and the local utilization rate (number of families housed locally).

Congressional funding of HUD sets baseline funding for the Department's programs. For well over a decade HUD has not been fully funded by Congress. As a result, housing authority programs are almost always funded at less than 100% of need.

Once Congressional funding is known, HUD adjusts the funding provided to housing authorities based on the national utilization rate of each program. Utilization is the number of families under contract at a given time or

period. At the national level, if utilization has increased past HUD's budget projections because more families are being housed, then HUD will reduce the money available to each housing authority. If fewer families are being housed nationally, then the money available to each housing authority is increased.

At the individual housing authority level proration works in reverse. Within the parameters set by Congressional funding and national utilization, funding for an individual housing authority will rise when local utilization increases and will fall when the number of families housed drops.

HACCC's proposed budget is based on calculating current program funding eligibility and applying an estimate of the national proration rate. Staff monitors HACCC's budget to actual on a monthly basis and reports any significant changes that occur.

Over the past ten years, public housing proration levels have been as follows:

2025	95.00%	(not final)
2024	97.12%	(not final)
2023	93.02%	
2022	104.93%	(because of shortfall supplemental funding)
2021	96.85%	
2020	112.11%	(because of COVID-19 supplemental funding)
2019	97.77%	
2018	94.74%	
2017	93.10%	
2016	90.21%	

During the same period, HCV administrative fee proration levels have been as follows:

2025	93.30%	(not final)
2024	91.77%	(not final)
2023	97.17%	
2022	89.39%	
2021	85.80%	
2020	81.05%	
2019	81.10%	
2018	80.62%	
2017	77.99%	
2016	83.86%	
2015	81.57%	
2014	79.77%	

In developing HACCC's proposed budget, staff has analyzed all categories of revenue and expense and applied the most appropriate methods of projection for each category. Large costs, such as housing assistance payments, payroll, benefits, temporary staffing, software systems, insurance, debt service, etc. have been specifically projected using detailed spreadsheets or supporting schedules. Wherever possible, projections are based on foreknowledge of the future data. For all other costs, projections are based on historical trends for time periods between three to twelve months, depending on trends and the recency of operational changes. Finally, all results have been reviewed against current and prior periods for quality control.

Key revenue assumptions are:

1. Housing Voucher Program Administrative Fees will be prorated at 93.30%
2. Public Housing Program Operating Subsidy will be prorated at 95.00%

Key expense assumptions are:

1. Costs will generally increase by the most recent year over year CPI inflation rate of 2.7%
2. Housing Voucher Program will expend approximately \$1,700,000 developing a field office in Antioch

HACCC's proposed overall budget is shown below in comparison to last year's approved budget, along with the projected change in reserve levels. This overview is followed by a breakdown of HACCC's four major program areas, HCV, Public Housing, State and Local programs and Continuum of Care programs. Each section provides a brief program overview, the projected budget, last year's approved budget, the projected change in reserve levels and an explanation of the change from prior year. A more detailed budget is available for viewing at HACCC's administrative office.

Agency Summary

Agency Budget	2025-2026 Budget	2024-2025 Budget	Change
Operating Revenue	\$ 42,661,348	\$ 43,023,884	\$ -362,536
Operating Expense	\$ 43,753,691	\$ 41,277,465	\$ 2,476,226
Net Operating	\$ -1,092,343	\$ 1,746,419	\$ -2,838,762
Non-Operating Revenue	\$ 223,672,017	\$ 210,961,864	\$ 12,710,153
Non-Operating Expense	\$ 226,299,852	\$ 214,344,247	\$ 11,955,605
Net to Reserves	\$ -3,720,178	\$ -1,635,964	\$ -2,084,214

Agency Reserves	Unrestricted Reserves	Actuarial Reserves *	Restricted Reserves	Net Invested in Capital Assets
Projected 3/31/2025	\$ 26,634,677	\$ -12,131,014	\$ 1,785,591	\$ 20,243,565
FY Budget Impact	\$ -3,933,601	\$ 0	\$ 213,423	\$ 4,974,728
Projected 3/31/2026	\$ 22,701,076	\$ -12,131,014	\$ 1,999,014	\$ 25,218,293

*Actuarial reserves are unfunded Pension and Other Post-Employment Benefits (OPEB) liabilities.

As a reminder, program reserves are restricted for use within each program. The designation of restricted or unrestricted reserves merely indicates that the funds are obligated for special use within the program (restricted) or that they can be used for any purpose eligible under the program (unrestricted).

MAJOR PROGRAM AREAS:

Housing Choice Voucher Programs

Program Description - Housing Choice Voucher (HCV) programs provide housing assistance to families in the

private rental market. HACCC qualifies families for the program based on income. These families find a home in the private rental market and HACCC provides them with a subsidy via a housing assistance payment (HAP) contract with the property owner. HAP is paid by HACCC directly to the owner. Through its HCV programs, HACCC provides affordable housing assistance to 9,199 households. 8,825 households are assisted by the Housing Voucher Program, 197 by the Mainstream Voucher Program, and 177 by the Emergency Housing Voucher Program. Of the HCV program households, 185 are also enrolled in the Family Self-Sufficiency Program.

Budget Summary:

Housing Choice Voucher Budget	2025-2026 Budget	2024-2025 Budget	Change
Operating Revenue	\$ 15,708,415	\$ 15,418,412	\$ 290,003
Operating Expense	\$ 16,938,360	\$ 15,117,991	\$ 1,820,369
Net Operating	\$ -1,229,945	\$ 300,420	\$ -1,530,365
Non-Operating Revenue	\$ 214,024,904	\$ 202,399,846	\$ 11,625,058
Non-Operating Expense	\$ 215,918,769	\$ 205,619,483	\$ 10,299,286
Net to Reserves	\$ -3,123,810	\$ -2,919,217	\$ -204,593

Housing Choice Voucher Reserves	Unrestricted Reserves	Actuarial Reserves *	Restricted Reserves	Net Invested in Capital Assets
Projected 3/31/2025	\$ 10,412,468	\$ -5,580,489	\$ -1,617,271	\$ 3,253,047
FY Budget Impact	\$ -3,123,810	\$ 0	\$ 0	\$ 1,893,865
Projected 3/31/2026	\$ 7,288,658	\$ -5,580,489	\$ -1,617,271	\$ 5,146,912

*Actuarial reserves are unfunded Pension and Other Post-Employment Benefits (OPEB) liabilities.

Explanation of Change:

The increase in revenue is based on HUD's preliminary funding projections of program utilization and market rents. Other notable changes are expansion of the Mainstream Voucher Program and increased funding for the Family Self Sufficiency Program. The increase in operating expense is a result of increased program size, increased staffing, and general inflationary increases across the program. The increase in Non-Operating Expense is due to the increase in housing assistance subsidies provided to participants and development of a field office in Antioch.

Public Housing Operating and Capital Funds

Program Description - HACCC owns and manages 963 public housing units at 12 different sites throughout the County. The Operating funds for all properties come from tenant rents as well as an operating subsidy received from HUD that is designed to cover the gap between rents collected from the low-income tenants and annual operating expenses. HUD allocates the Capital Fund annually via formula to approximately 3,200 housing authorities. Capital Fund grants may be used for development, financing, modernization, and management

improvements within public housing.

Budget Summary:

Public Housing Budget	2025-2026 Budget	2024-2025 Budget	Change
Operating Revenue	\$ 14,205,373	\$ 15,702,375	\$ -1,497,002
Operating Expense	\$ 16,094,414	\$ 15,506,334	\$ 588,080
Net Operating	\$ -1,889,041	\$ 196,042	\$ -2,085,083
Non-Operating Revenue	\$ 2,346,893	\$ 1,736,589	\$ 610,304
Non-Operating Expense	\$ 2,346,893	\$ 1,736,589	\$ 610,304
Net to Reserves	\$ -1,889,041	\$ 196,042	\$ -2,085,083

Public Housing Reserves	Unrestricted Reserves	Actuarial Reserves *	Restricted Reserves	Net Invested in Capital Assets
Projected 3/31/2025	\$ 6,792,941	\$ -3,911,834	\$ 0	\$ 12,404,620
FY Budget Impact	\$ -1,889,041	\$ 0	\$ 0	\$ 2,346,893
Projected 3/31/2026	\$ 4,903,900	\$ -3,911,834	\$ 0	\$ 14,751,513

*Actuarial reserves are unfunded Pension and Other Post-Employment Benefits (OPEB) liabilities.

Explanation of Change:

The changes in revenue are based on HUD's preliminary funding projections. Funding has primarily decreased from the prior year expectations due to the prior year including a \$1,163,741 disbursement of "shortfall" supplemental funding. In fiscal year 2025-2026, no supplemental funding is expected to be received. The increase in expense is driven by improved maintenance staffing and general inflationary increases across the program.

State and Local Programs

Program Description - HACCC administers a variety of programs and activities that are either not funded by HUD or that involve non-restricted HUD funds. Currently, HACCC is the managing general partner for two tax credit projects (DeAnza Gardens & Casa Del Rio). HACCC receives management fees for administering the Public Housing and HCV programs under HUD's asset-management model.

Budget Summary:

State & Local Budget	2025-2026 Budget	2024-2025 Budget	Change
Operating Revenue	\$ 11,912,038	\$ 11,237,457	\$ 674,581
Operating Expense	\$ 9,885,394	\$ 9,987,501	\$ -102,107

Net Operating	\$ 2,026,644	\$ 1,249,956	\$ 776,688
Non-Operating Revenue	\$ 0	\$ 0	\$ 0
Non-Operating Expense	\$ 733,970	\$ 162,745	\$ 571,225
Net to Reserves	\$ 1,292,674	\$ 1,087,211	\$ 205,463

State & Local Reserves	Unrestricted Reserves	Actuarial Reserves *	Restricted Reserves	Net Invested in Capital Assets
Projected 3/31/2025	\$ 9,429,269	\$ -2,638,690	\$ 3,402,862	\$ 4,585,898
FY Budget Impact	\$ 1,079,251	\$ 0	\$ 213,423	\$ 733,970
Projected 3/31/2026	\$ 10,508,520	\$ -2,638,690	\$ 3,616,285	\$ 5,319,868

*Actuarial reserves are unfunded Pension and Other Post-Employment Benefits (OPEB) liabilities.

Explanation of Change:

The projected change in revenue is primarily a result of increased participation of DeAnza Gardens tax credit property in the Project Based Voucher program. In addition, rising program administrative funding has resulted in increased management fees earned by the Central Office Cost Center, which is a major component of the State & Local program. The increase in non-operating expense is primarily due to necessary capital improvements at the DeAnza Gardens tax credit property.

Housing Certificate Programs

Program Description - HACCC administers a Housing Certificate Program tied to the Continuum of Care Program (formerly known as Shelter Plus Care). The Continuum of Care Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services funded from sources outside the program. HACCC assists approximately 273 households under this program.

Budget Summary:

Housing Certificate Budget	2025-2026 Budget	2024-2025 Budget	Change
Operating Revenue	\$ 835,523	\$ 665,640	\$ 169,883
Operating Expense	\$ 835,523	\$ 665,640	\$ 169,883
Net Operating	\$ 0	\$ 0	\$ 0
Non-Operating Revenue	\$ 7,300,221	\$ 6,825,430	\$ 474,791
Non-Operating Expense	\$ 7,300,221	\$ 6,825,430	\$ 474,791
Net to Reserves	\$ 0	\$ 0	\$ 0

Housing Certificate Reserves	Unrestricted Reserves	Actuarial Reserves *	Restricted Reserves	Net Invested in Capital Assets
Projected 3/31/2025	\$ 0	\$ 0	\$ 0	\$ 0

FY Budget Impact	\$ 0	\$ 0	\$ 0	\$ 0
Projected 3/31/2026	\$ 0	\$ 0	\$ 0	\$ 0

*Actuarial reserves are unfunded Pension and Other Post-Employment Benefits (OPEB) liabilities.

Explanation of Change:

The increases in revenue and expense are due to general inflationary increases across the program. A more detailed budget is available for viewing at HACCC's administrative office.

FISCAL IMPACT:

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners choose not to adopt Resolution No. 5267 approving HACCC's budget for the fiscal year 2025-2026, HACCC will not be in compliance with HUD regulations. Further, HACCC will not be in compliance in fulfilling its financial and programmatic obligations to program participants and property owners, as well as HACCC employees, contractors, and vendors.

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

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

PHA Name: **Housing Authority of the County of Contra Costa** PHA Code: **CA011**

PHA Fiscal Year Beginning **04/01/2025** Board Resolution Number: **5267**

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

- | | <u>DATE</u> |
|---|-------------------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | 03/11/2025 |
| <input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | |
| <input type="checkbox"/> Operating Budget revision approved by Board resolution on: | |
| <input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on: | |

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

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

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print Board Chairperson's Name:	Signature:	Date:
Candace Andersen		03/11/2025



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-744

Agenda Date: 3/11/2025

Agenda #: C.1

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: INVESTMENT REPORT FOR THE QUARTER ENDING DECEMBER 31, 2024

☐ Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter December 31st, 2024

BACKGROUND:

California Government Code (CGC) Section 53646 requires the Housing Authority of the County of Contra Costa (HACCC) to present the Board of Commissioners with a quarterly investment report that provides a complete description of HACCC's portfolio. The report is required to show the issuers, type of investments, maturity dates, par values (equal to market value here) and the current market values of each component of the portfolio, including funds managed by third party contractors. It must also include the source of the portfolio valuation (in HACCC's case it is the issuer). Finally, the report must provide certifications that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) HACCC will meet its expenditure obligations for the next six months. (CGC 53646(b)).

The state-mandated report has been amended to indicate the amount of interest earned and how the interest was allocated. The amended report is attached.

In summary, HACCC had \$29,392.09 in interest earnings for the quarter ending December 31st, 2024. That interest was earned within discrete programs and most of the interest earned is available only for use within the program which earned the interest. Further, interest earnings may be restricted to specific purposes within a given program.

The Housing Choice Voucher Program reserve as of 12/31/2013 held in cash and investments was transitioned to HUD held program reserve account.

Non-restricted interest earnings within both the voucher and public housing programs must be used solely within those programs, but such interest earnings can be used for a wider range of purposes within the individual programs. The interest earned in the State and Local fund can be used for any purpose within HACCC's scope of operations.

The interest earned for the quarter ending December 31st, 2024 is shown below. A more detailed report is attached.

Public Housing	Housing Choice Voucher Fund	Central Office	State & Local
Unrestricted Interest Earned	Restricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned
\$228.14		\$22,874.21	\$6,289.74

FISCAL IMPACT:

None. For reporting purposes only.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to accept the investment report it would result in an audit finding of non-compliance and could ultimately affect future funding from the U.S. Department of Housing and Urban Development (HUD).

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE

For Period Ending: 12/31/2024

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
<u>Cantella & Company</u>						
Fidelity Market Reserves	Money Market	91,243.50	4.110%	ongoing	ongoing	91,243.50
State Bank of India	Certificate of Deposit	140,000.00	1.100%	5/28/20	5/28/25	147,704.22
Texas Exchange Bank	Certificate of Deposit	105,000.00	1.000%	6/19/20	6/19/25	110,252.88
State Bank of India	Certificate of Deposit	105,000.00	1.000%	4/27/21	4/27/26	110,252.88
Sally Mae Bank	Certificate of Deposit	75,000.00	1.050%	9/23/21	9/22/26	78,937.50
Synchrony Bank	Certificate of Deposit	100,000.00	0.950%	9/24/21	9/24/26	104,752.60
Federal Home Loan bank	Govt Agency	115,000.00	1.350%	1/27/22	1/27/26	121,214.25
Federal Home Loan bank	Govt Agency	110,000.00	1.750%	2/04/22	1/27/27	119,588.08
American Express national Bank	Certificate of Deposit	247,000.00	2.000%	3/09/22	3/09/27	271,713.53
Capital One Bank, USA	Certificate of Deposit	230,000.00	2.250%	3/23/22	3/23/27	255,889.18
BMO Harris Bank	Certificate of Deposit	150,000.00	3.300%	6/15/22	6/15/27	174,763.56
Morgan Stanley Bank	Certificate of Deposit	150,000.00	3.750%	6/30/22	6/30/27	178,140.41
Discover Bank	Certificate of Deposit	140,000.00	3.300%	7/20/22	7/20/26	158,492.66
Sallie Mae Bank	Certificate of Deposit	173,000.00	3.300%	7/20/22	7/21/25	190,158.28
Federal Home Loan bank	Govt Agency	150,000.00	4.000%	9/02/22	8/25/27	179,884.93
CIBC Bank USA	Certificate of Deposit	150,000.00	4.350%	5/16/23	5/15/28	182,642.88
Texas Trust Credit Union	Certificate of Deposit	150,000.00	5.000%	8/09/23	8/09/27	180,020.55
Greenstate Credit Union	Certificate of Deposit	130,000.00	5.000%	8/29/23	8/29/28	162,535.62
Lineage Bank	Certificate of Deposit	160,000.00	5.000%	1/24/24	1/24/29	200,043.84
Toyota Financial Bank	Certificate of Deposit	100,000.00	4.600%	5/24/24	5/24/29	123,012.60
Federal Home Loan Mort Corp	Govt Agency	720,000.00	4.300%	8/23/24	8/07/29	873,527.67
GRAND TOTALS		3,491,243.50				4,014,771.62

L.A.I.F. (Acct # 25-07-003)	Liquid Account	117,793.40	4.62%	ongoing	ongoing	117,793.40
GRAND TOTALS		3,609,036.90				4,132,565.02

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT BY FUND

For Period Ending 12/31/2024

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Central Office	Housing Choice Voucher	Rental Rehabilitation
<u>Cantella & Company</u>						
Fidelity Market Reserves	91,243.50	3,213.45	14,410.81	73,619.24		
State Bank of India	140,000.00		140,000.00			
Texas Exchange Bank	105,000.00		105,000.00			
State Bank of India	105,000.00			105,000.00		
Sally Mae Bank	75,000.00			75,000.00		
Synchrony Bank	100,000.00	83,487.89		16,512.11		
Federal Home Loan bank	115,000.00			115,000.00		
Federal Home Loan bank	110,000.00			110,000.00		
American Express national Bank	247,000.00			247,000.00		
Capital One Bank, USA	230,000.00			230,000.00		
BMO Harris Bank	150,000.00			150,000.00		
Morgan Stanley Bank	150,000.00			150,000.00		
Discover Bank	140,000.00			140,000.00		
Sallie Mae Bank	173,000.00		173,000.00			
Federal Home Loan bank	150,000.00			150,000.00		
CIBC Bank USA	150,000.00		150,000.00			
Texas Trust Credit Union	150,000.00			150,000.00		
Greenstate Credit Union	130,000.00			130,000.00		
Lineage Bank	160,000.00			160,000.00		
Toyota Financial Bank	100,000.00		100,000.00			
Federal Home Loan Mort Corp	720,000.00			720,000.00		
GRAND TOTALS	3,491,243.50	86,701.34	682,410.81	2,722,131.35	-	-

L.A.I.F. (Acct # 25-07-003)	117,793.40	-	-	-		117,793.40
GRAND TOTALS	3,609,036.90	86,701.34	682,410.81	2,722,131.35	-	117,793.40

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 12/31/2024

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 12/31/24)	Yield
<u>Cantella & Company</u>					
Fidelity Market Reserves	Money Market	ongoing	91,243.50	91,243.50	4.11%
State Bank of India	Certificate of Deposit	5/28/2025	140,000.00	138,234.60	1.10%
Texas Exchange Bank	Certificate of Deposit	6/19/2025	105,000.00	103,444.95	1.00%
State Bank of India	Certificate of Deposit	4/27/2026	105,000.00	100,856.70	1.00%
Sally Mae Bank	Certificate of Deposit	9/22/2026	75,000.00	71,294.25	1.05%
Synchrony Bank	Certificate of Deposit	9/24/2026	100,000.00	94,879.00	0.95%
Federal Home Loan bank	Govt Agency	1/27/2026	115,000.00	111,493.65	1.35%
Federal Home Loan bank	Govt Agency	1/27/2027	110,000.00	104,409.80	1.75%
American Express national Bank	Certificate of Deposit	3/09/2027	247,000.00	236,672.93	2.00%
Capital One Bank, USA	Certificate of Deposit	3/23/2027	230,000.00	221,434.00	2.25%
BMO Harris Bank	Certificate of Deposit	6/15/2027	150,000.00	147,507.00	3.30%
Morgan Stanley Bank	Certificate of Deposit	6/30/2027	150,000.00	149,061.00	3.75%
Discover Bank	Certificate of Deposit	7/20/2026	140,000.00	138,357.80	3.30%
Sallie Mae Bank	Certificate of Deposit	7/21/2025	173,000.00	172,136.73	3.30%
Federal Home Loan bank	Govt Agency	8/25/2027	150,000.00	148,161.00	4.00%
CIBC Bank USA	Certificate of Deposit	5/15/2028	150,000.00	151,620.00	4.35%
Texas Trust Credit Union	Certificate of Deposit	8/09/2027	150,000.00	153,673.50	5.00%
Greenstate Credit Union	Certificate of Deposit	8/29/2028	130,000.00	134,417.00	5.00%
Lineage Bank	Certificate of Deposit	1/24/2029	160,000.00	160,033.60	5.00%
Toyota Financial Bank	Certificate of Deposit	5/24/2029	100,000.00	102,382.00	4.60%
Federal Home Loan Mort Corp	Govt Agency	8/07/2029	720,000.00	709,876.80	4.30%
			3,491,243.50	3,441,189.81	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	117,793.40	117,793.40	4.62%
GRAND TOTALS			3,609,036.90	3,558,983.21	

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Investment Interest Earnings Report

For Period Ending 12/31/2024

150189	Amount Invested	Interest Earned this Qtr	Interest Earned this Quarter by Fund				
			Public Housing	Management	Central	Rental Rehab	Housing Voucher
			Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted
<u>Cantella & Company</u>							
Fidelity Market Reserves	91,243.50	924.68	32.57	146.04	746.07	-	-
State Bank of India	140,000.00	379.73	-	379.73	-	-	-
Texas Exchange Bank	105,000.00	258.90	-	258.90	-	-	-
State Bank of India	105,000.00	258.90	-	-	258.90		-
Sally Mae Bank	75,000.00	194.18	-	-	194.18	-	-
Synchrony Bank	100,000.00	234.25	195.57	-	38.68		-
Federal Home Loan bank	115,000.00	382.81	-	-	382.81		-
Federal Home Loan bank	110,000.00	474.66	-	-	474.66		-
American Express national Bank	247,000.00	1,218.08	-	-	1,218.08		-
Capital One Bank, USA	230,000.00	1,276.03	-	-	1,276.03		-
BMO Harris Bank	150,000.00	1,220.55	-	-	1,220.55		-
Morgan Stanley Bank	150,000.00	1,386.99	-	-	1,386.99		-
Discover Bank	140,000.00	1,139.18	-	-	1,139.18		-
Sallie Mae Bank	173,000.00	1,407.70		1,407.70			-
Federal Home Loan bank	150,000.00	1,479.45	-	-	1,479.45		-
CIBC Bank USA	150,000.00	1,608.90		1,608.90			-
Texas Trust Credit Union	150,000.00	1,849.32	-		1,849.32		
Greenstate Credit Union	130,000.00	1,602.74	-	-	1,602.74		
Lineage Bank	160,000.00	1,972.60	-	-	1,972.60		
Toyota Financial Bank	100,000.00	1,134.25	-	1,134.25	-		
Federal Home Loan Mort Corp	720,000.00	7,633.97	-		7,633.97		
-	3,491,243.50	28,037.87	228.14	4,935.52	22,874.21	-	-
L.A.I.F. (Acct # 25-07-003)	117,793.40					1,354.22	
GRAND TOTALS	3,609,036.90	29,392.09	228.14	4,935.52	22,874.21	1,354.22	-

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.

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.

O