



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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CITY OF EUREKA HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

October 18, 2021
7:30pm

Participate Via Zoom Meeting

Join Zoom meeting at <https://us02web.zoom.us/join> or call (669) 900-6833
Meeting ID: 865 2524 1545 Passcode: 188674

(a) Roll Call

Kali Serotta, Chairperson
Kay Escarda, Vice Chairperson
Renee Byers, Commissioner
Mark Konkler, Commissioner
Kristen Raymond, Commissioner

- (b) Public Comment: This time is reserved for members of the public to address the Committee relative to matters of the Housing Authority of the County of Humboldt not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

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- (c) Minutes from the Regular Session of July 19, 2021, August 16, 2021 and September 20, 2021.
Recommendation: Staff recommends the Commissioners approve minutes.

(d) Bills and Communication

- (e) Report of the Secretary: The report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda

(e1) Covid-19 Updates
(e2) Occupancy and Leasing Report
(e3) HCV Utilization Reports

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- (f) Reports of the Commissioners: This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.



The Housing Authorities are Equal Housing Opportunity Organizations



(g) Unfinished Business: This time is reserved for any business that has been carried over from previous meetings/discussions.

(h) New Business:

Pages 18 - 19	(h1) Resolution 1956 City of Eureka Housing Authority to Write Off Certain Uncollectible Accounts Receivable Recommended Board Action: Accept and Adopt for Approval
20 - 47	(h2) Resolution 1957 City of Eureka Annual Operating Budget for Fiscal Year ending December 31, 2022. Recommended Board Action: Accept and Adopt for Approval
48 - 51	(h3) Repositioning Update - Discussion item

(i) Closing Comments: Any other business to properly come before the Commission

(j) Executive Session (if necessary)

Adjournment

The Commissioners of the Housing Authority of the City of Eureka met in a Regular Session on Monday, July 19, 2021, at 7:30 p.m.

Chairperson Serotta declared a quorum present and called the meeting to order at 7:37 p.m.

(a) Roll Call - Upon roll call those present and absent were:

Commissioners present: Serotta, Escarda, Konkler
Commissioners present via conference call: Byers
Commissioners absent: Raymond
Staff present: Churchill, Briggs
Public present: None

(b) Public Comment - Chairperson Serotta opens for Public comment. No comments are heard.

(c) Minutes of the Regular Session of May 17, 2021:

Motion to approve the minutes of the meeting of May 17, 2021 made by Commissioner Byers

Second – Vice Chairperson Escarda

Roll call:

Ayes: Serotta, Escarda, Byers, Konkler
Nays: None
Abstain: None

Chairperson Serotta declared the motion carried to approve the minutes of May 17, 2021.

(d) Bills and Communications: None

(e) Report of the Secretary:

(e1) Covid-19 Update: Secretary Churchill briefs the Commission that nearly 90% of Housing Authority staff are vaccinated. The lobby is now open to the public on Tuesday, Wednesday, and Thursday from 10:00am – 3:00pm.

(e2) Occupancy and Leasing Report: Secretary Churchill notes that for the month of June, out of 269 units, we have 250 units leased up and there were three move outs in June. Secretary Churchill notes that we are in unprecedented times and there are many factors which are contributing to our occupancy numbers.

(e3) HCV Utilization Report: Secretary Churchill briefs the Commission on the report. Secretary Churchill notes that Emergency Housing Vouchers (EHV) will be coming soon and the County of Humboldt Housing Authority has been awarded 182 EHV's by HUD.

- (f) Reports of Commissioners – Chairperson Serotta and Vice Chairperson Escarda note that upon invite from the City of Eureka Mayor, they both met separately with the City of Eureka Mayor as the Mayor was looking to better understand the Housing Authority.
- (g) Unfinished Business – Vice Chairperson Escarda asks about the Technical Assistance Contract (TAC). Secretary Churchill responds that HUD has signed the contract and we will be having a conference call with our HUD contacts and TAC consultant in a couple days to discuss the goals and strategic planning.

(h) New Business:

- (h1) HUD Disapproval of City of Eureka Housing Authority 5-Year PHA Plan, July 07, 2021 City of Eureka Housing Authority 2021-2025 5-Year Plan Revision
Recommended Board Action: Approve updated plan for adoption

Secretary Churchill briefs the Commission that we have completed the Plan revision as the previous version was not approved by HUD.

Motion to approve and adopt the 2021-2025 5-Year plan revision made by Commissioner Konkler.

Second – Vice Chairperson Escarda

Roll call:

Ayes: Serotta, Escarda, Byers, Konkler

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried to approve and adopt the 2021-2025 5-Year plan revision.

- (h2) Admissions and Continued Occupancy Policy (ACOP) Update
Recommended Board Action: Approve for Adoption

Secretary Churchill briefs the Commission on the ACOP Update.

Motion to approve and adopt the ACOP Update made by Commissioner Byers

Second – Vice Chairperson Escarda

Roll call:

Ayes: Serotta, Escarda, Byers, Konkler

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried to approve and adopt the ACOP update.

- (h3) Resolution 1952
City of Eureka Housing Authority to Write Off Certain Uncollectible Accounts Receivable
Recommended Board Action: Accept and Adopt for Approval

CITY OF EUREKA HOUSING AUTHORITY

RESOLUTION 1952
TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging of such accounts.

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

<u>Tenant</u>	<u>Amount</u>
Eviction	\$5,205.25
Eviction	\$5,043.05
Eviction	\$5,738.56

Motion to approve Resolution 1952 made by Commissioner Byers

Second – Vice Chairperson Escarda

Roll call: Ayes: Serotta, Escarda, Byers, Konkler
 Nays: None
 Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1952.

- (h4) Resolution 1953
Appreciation for the Honorable Service of Charles Bean
Recommended Board Action: Accept and Adopt for Approval

City of Eureka Housing Authority

Resolution No. 1953

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
CITY OF EUREKA HOUSING AUTHORITY EXPRESSING
APPRECIATION FOR THE HONORABLE SERVICE OF CHARLES BEAN

WHEREAS, Mr. Bean has served for over 11 years as a member of the City of Eureka Housing Authority Board of Commissioners, and

WHEREAS, Mr. Bean is acknowledged for his critical advocacy for both our disabled tenants and the community at large; and

WHEREAS, Mr. Bean is recognized for his invaluable perspective as a Tenant Commissioner and thoughtful input to Board discussions, and

WHEREAS, the City of Eureka Housing Authority Board of Commissioners wishes to make a permanent record of its appreciation and respect for Mr. Bean's dedication and service to the Agency and Board.

NOW, THEREFORE, IT IS RESOLVED, on this 19th day of July, 2021, that the members of the Board commend Charles Bean for his many contributions to the organization as a board member, and express gratitude for all his efforts on their behalf.

Motion to approve Resolution 1953 made by Vice Chairperson Escarda

Second – Commissioner Konkler

Roll call: Ayes: Serotta, Escarda, Byers, Konkler
 Nays: None
 Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1953.

(h5) Resolution 1954
 Appreciation for the Honorable Service of James Matthias
 Recommended Board Action: Accept and Adopt for Approval

City of Eureka Housing Authority

Resolution No. 1954

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
CITY OF EUREKA HOUSING AUTHORITY EXPRESSING
APPRECIATION FOR THE HONORABLE SERVICE OF JAMES MATTHIAS

WHEREAS, Mr. Matthias has served for over 23 years as a member of the City of Eureka Housing Authority Board of Commissioners, and

WHEREAS, Mr. Matthias is acknowledged for his sound decision making and balanced and thoughtful contributions to Board discussions, and

WHEREAS, the City of Eureka Housing Authority Board of Commissioners wishes to make a permanent record of its appreciation and respect for Mr. Matthias's dedication and service to the Agency and Board.

NOW, THEREFORE, IT IS RESOLVED, on this 19th day of July, 2021, that the members of the Board commend James Matthias for his many contributions to the organization as a board member, and express gratitude for all his efforts on their behalf.

Motion to approve Resolution 1954 made by Vice Chairperson Escarda

Second – Commissioner Konkler

Roll call: Ayes: Serotta, Escarda, Byers, Konkler
 Nays: None
 Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1954.

(i) Closing Comments: Any Other Business to Properly Come Before the Commission

Secretary Churchill notes that we have been following the schedule of our mandatory meetings. However, she did receive a request to conduct more meetings. Secretary Churchill states that she will keep regular monthly meetings going forward to discuss items as they arise.

There being no further business to come before the Commissioners, the regular session adjourned at 8:36 p.m.

Secretary

Chairperson

The Commissioners of the Housing Authority of the City of Eureka met in a Regular Session on Monday, August 16, 2021, at 7:30 p.m via Zoom.

Chairperson Serotta declared a quorum present and called the meeting to order at 7:40 p.m.

(a) Roll Call - Upon roll call those present and absent were:

Commissioners present: Serotta, Konkler, Raymond, Byers
Commissioners absent: Escarda
Staff present: Churchill, Briggs, Wiesner
Public present: None

(b) Public Comment - Chairperson Serotta opens for Public comment. No comments are heard.

(c) Minutes of the Regular Session of July 19, 2021:

Motion to approve the minutes of the meeting of July 19, 2021 made by Commissioner Byers

Second – Commissioner Konkler

Roll call:

Ayes: Serotta, Byers, Konkler

Nays: None

Abstain: Raymond

Chairperson Serotta notes there is not the quorum required to approve the minutes of July 19, 2021. These minutes will be brought back for a vote at the next meeting on September 20, 2021.

(d) Bills and Communications: None

(e) Report of the Secretary:

(e1) Covid-19 Update: Secretary Churchill briefs the Commissioners that currently we are keeping the lobby open Tuesday, Wednesday, and Thursday from 10:00am – 3:00pm. Anyone who enters the lobby is required to wear a mask. We will be monitoring the local cases as there has been concern about exposure to our staff. Secretary Churchill informs the Commissioners that the Housing Authority will be hosting a vaccination clinic with Public Health on Wednesday, August 25, 2021, for tenants and anyone in the community.

(f) Reports of Commissioners – Commissioner Konkler comments that he reviewed the bylaws and feels they could use some updating. Secretary Churchill responds that this has come up in previous conversations and should be able to be addressed later in the year.

Commissioner Raymond notes that the Mayor of Eureka has requested her to let the Commissioners know that the City of Eureka is offering a utility assistance program. This program will provide up to \$600.00 per month at a maximum of three months for assistance with PG&E, water, sewer and trash services. To qualify for the program, applicants must live in the Eureka city limits, and have suffered a loss of income due to the Covid-19 pandemic.

(g) Unfinished Business – No unfinished business.

(h) New Business:

- (h1) Annuals Goals update for 2022: Secretary Churchill comments that we have updated our goals in consideration of the Resident Advisory Board meeting which took place on June 8, 2021. Secretary Churchill met via conference call with tenants from each program and had an open discussion to go through our goals. Secretary Churchill goes on to state that she also updated our goals with items she thought were critical based on conversations she has had with staff, board members, and the resident advisory board, to reflect what we are doing and what we want to accomplish going into 2022. Secretary Churchill states that we will bring a resolution to approve the goals in a future meeting.
- (h2) Q2 Budget and Actual Report: Director of Finance and Administration, Dustin Wiesner, briefs the Commissioners on the Q2 Budget and Actual Report and goes over key points of the report.

(i) Closing Comments: Any Other Business to Properly Come Before the Commission. None heard.

There being no further business to come before the Commissioners, the regular session adjourned at 8:33 p.m.

Secretary

Chairperson

The Commissioners of the Housing Authority of the City of Eureka met in a Regular Session on Monday, September 20, 2021, at 7:30 p.m via Zoom.

Chairperson Serotta declared a quorum present and called the meeting to order at 7:34 p.m.

(a) Roll Call - Upon roll call those present and absent were:

Commissioners present: Serotta, Konkler, Escarda, Raymond
Commissioners absent: Byers
Staff present: Churchill, Briggs, Wiesner
Public present: None

(b) Public Comment - Chairperson Serotta opens for Public comment. No comments are heard.

(c) Minutes of the Regular Session of July 19, 2021 and August 16, 2021:

Motion to approve the minutes of the meeting of July 19, 2021 made by Commissioner Konkler.

Second – Vice Chairperson Escarda

Roll call:

Ayes: Serotta, Konkler, Escarda

Nays: None

Abstain: Raymond

Chairperson Serotta notes there is not the quorum required to approve the minutes of July 19, 2021. These minutes will be brought back for a vote at the next meeting on October 18, 2021.

Motion to approve the minutes of the meeting of August 16, 2021 made by Commissioner Konkler.

Second – Commissioner Raymond

At the time of a roll call vote, Chairperson Serotta notes there is not the quorum present to approve the minutes of August 16, 2021. These minutes will be brought back for a vote at the next meeting on October 18, 2021.

(d) Bills and Communications:

(d1) HUD Award of \$250,000 Emergency Safety and Security Grant: Secretary Churchill informs the board that the Housing Authority was awarded Emergency Safety and Security Grant in the amount of \$250,000. The Housing Authority will have 24 months to utilize the funds from the grant which will be used for installing security fencing, lighting and security cameras at various Public Housing properties.

(e) Report of the Secretary:

(e1) Covid-19 Update: Secretary Churchill briefs the Commissioners that currently we are keeping the lobby open Tuesday, Wednesday, and Thursday from 10:00am – 3:00pm. Anyone who enters the lobby is required to wear a mask. Secretary Churchill informs the Commissioners that the Housing Authority hosted a vaccination clinic with Public Health and 22 community members received a Covid vaccination during the clinic.

(e2) Occupancy and Leasing Report: Secretary Churchill notes that 248 units leased at beginning of August. We are working towards improving turn times of vacant units and in turn, leasing up units which will improve our numbers.

(e3) HCV Utilization Reports: Secretary Churchill briefs the Commissioners on this report. We are above 96% and have vouchers out looking to lease up.

(e4) Repositioning Updates: Secretary Churchill comments that HUD sent the Housing Authority the Technical Assistance Contract and provided a consultant and team of people to assist with the repositioning plan. The consultant, Mike Andrews, visited our office and property sites last week and had a discussion of how the Housing Authority wants to move forward with the repositioning. The Housing Authority will be holding a community input session during the first week of November 2021 and also a Board of Commissioners work session for the commissioners can input on the plan.

(f) Reports of Commissioners – Commissioner Raymond notes that the City of Eureka is continuing to offer a utility assistance program. This program will provide up to \$600.00 per month at a maximum of three months for assistance with PG&E, water, sewer and trash services. To qualify for the program, applicants must live in the Eureka city limits, and have suffered a loss of income due to the Covid-19 pandemic.

(g) Unfinished Business – No unfinished business.

(h) New Business:

(h1) Resolution 1955 – 2020 Audit: Director of Finance and Administration, Dustin Wiesner, briefs the Commissioners on the 2020 Audit and goes over key points of the audit report.

Resolution 1955
Approve and Accept 2020 Audit Report

WHEREAS, The Housing Authority of the City of Eureka Board of Commissioners has directed the Executive Director to enter into a contract with Smith Marion & Co., Certified Public Accountants, to do the annual audit of the Agency; and

WHEREAS, The Annual Audit has been completed and the Auditors Report has been submitted to the Board of Commissioners for review and approval; and

WHEREAS, The Auditors Report of the Housing Authority of the City of Eureka programs has been reviewed and discussed by the Board of Commissioners; therefore

BE IT RESOLVED, That the Commissioners of the Housing Authority of the City of Eureka do hereby accept the auditor's report and approve payment to Smith Marion & Co., Certified Public Accountants, for audit services.

Motion to approve Resolution 1955 made by Vice Chairperson Escarda

Second – Commissioner Konkler

Roll call: Ayes: Serotta, Escarda, Konkler, Raymond
 Nays: None
 Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1955.

(i) Closing Comments: Any Other Business to Properly Come Before the Commission. None heard.

There being no further business to come before the Commissioners, the regular session adjourned at 8:29 p.m.

Secretary

Chairperson

Occupancy and Leasing Report

Month: September 2021

Housing Authorities of the City of Eureka and County of Humboldt

Program	Total Units Available	Vacant Units 1st of Month	# Units Leased 1st of Month	Move-outs During Month	Move-ins During Month	Wait List End of Month
Eureka						
Public Housing	196 *	17 *	179	2	1	383
Eureka Family Housing	51	4	47	0	0	380
Eureka Senior Housing	22	3	19	1	0	144
	269		245			
Humboldt						
Housing Choice Vouchers	1217	N/A	795	1	4	1042
VASH Vouchers	73	N/A	47	0	0	N/A
Mainstream vouchers	75 ***	N/A	15	0	15	N/A
Project Based Vouchers						
PBV-VASH - Bayview Heights (Eureka)	22 **	N/A	20	0	0	N/A
PBV-HCV - Bayview Heights (Eureka)	3 **					
PBV-HCV - Sorrell Place (Arcata)	5 **	N/A	N/A	N/A	N/A	N/A
Emergency Housing Vouchers (EHV)	182 ‡	N/A	N/A	N/A	N/A	N/A ‡
	1577		877			
Vouchers issued but not under contract, end of month (aka "Searching")						52

*Total PH units is 198; 2 units are exempted for EPD use and Boys & Girls Club and are unavailable for tenant rental

**25 Project Based VASH Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
Modified in 2021 to meet project requirements; 22 VASH PBVs and 3 non-VASH for veterans who don't meet HUD-VASH requirements.
5 Project Based HCV vouchers set-aside for Sorrell Place extremely low income units at 7th & I Street, Arcata; December 2021

*** Mainstream vouchers were awarded December 2020. Funding began April 2021; initial referrals from CoC partners began April 2021.

‡ No PHA waitlist for EHVs; all are issued based on referral from HHHC. Referrals began 9/2021.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
For the month of August 2021

HAP (per VMS):	January	February	March	April	May	June	July	August	Total
HUD Budget Authority Income (HAP)	479,338.00	479,338.00	487,982.00	498,296.00	498,296.00	511,513.25	511,513.25	511,513.25	3,977,789.75
HUD Additional VO Funding	2,311.00	2,311.00	1,502.00						6,124.00
Less: HUD Recapture				(8,812.00)	(35,512.00)	(23,454.25)	(26,086.25)	(26,086.25)	(119,950.75)
Draw from HUD-held reserves									-
Other HAP income	724.50	492.00	473.00	568.53	977.83	504.00	736.50	1,259.00	5,735.36
HAP expenses	(478,489.00)	(477,686.00)	(475,909.00)	(476,341.00)	(475,782.00)	(475,507.00)	(479,368.00)	(477,214.00)	(3,816,296.00)
Surplus (Deficit)	3,884.50	4,455.00	14,048.00	13,711.53	(12,020.17)	13,056.00	6,795.50	9,472.00	53,402.36
% Total income utilized	99.19%	99.08%	97.13%	97.20%	102.59%	97.33%	98.60%	98.05%	98.62%
% Budget Authority utilized	99.82%	99.66%	97.53%	95.59%	95.48%	92.96%	93.72%	93.29%	95.94%
# of Households Assisted	883	876	875	874	872	868	866	865	6,979
Average HAP Payment	541.89	545.30	543.90	545.01	545.62	547.82	553.54	551.69	546.83
ADMIN & OPERATIONS (per G/L):									
Administrative Fee income (HUD)	59,042.00	59,042.00	88,927.00	71,351.00	60,767.00	61,187.00	61,187.00	61,187.00	522,690.00
HUD Additional AF Funding									
Other Admin income	1,258.96	2,360.92	2,118.13	3,405.65	3,522.28	1,907.80	4,817.93	2,742.83	22,134.50
Port-in HAP income	5,586.00	5,622.00	5,607.00	5,607.00	5,475.00	5,559.00	5,567.00	6,291.00	45,314.00
Port-in HAP expense	(5,586.00)	(5,622.00)	(5,607.00)	(5,607.00)	(5,447.00)	(5,559.00)	(5,567.00)	(6,291.00)	(45,286.00)
Operating expenses	(53,313.64)	(55,747.98)	(63,285.28)	(55,715.64)	(79,701.64)	(55,260.44)	(93,736.87)	(60,467.23)	(517,228.72)
Surplus (Deficit)	6,987.32	5,654.94	27,759.85	19,041.01	(15,384.36)	7,834.36	(27,731.94)	3,462.60	27,623.78
Remaining HAP Cash	12,452.15	15,867.15	25,068.15	52,595.67	38,133.50	43,639.50	51,082.35	61,129.00	
Remaining Non-HAP Cash	403,339.44	407,808.52	429,909.14	435,987.25	411,761.59	423,386.58	434,278.58	434,152.44	
Total HCV Cash	415,791.59	423,675.67	454,977.29	488,582.92	449,895.09	467,026.08	485,360.93	495,281.44	
Cash Increase/(Decrease)	(2,196.03)	7,884.08	31,301.62	33,605.63	(38,687.83)	17,130.99	18,334.85	9,920.51	

- A Higher than expected Admin Fee. May be recaptured in the future.
B Additional AF Income due to 2020 HUD reconciliation.
C Decrease due to HAP recapture and annual Yardi license expense.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Mainstream Vouchers Only
For the month of August 2021

HAP:	April	May	June	July	August	Total
HUD Budget Authority Income (HAP)	44,260.00	44,261.00	44,261.00	-	-	132,782.00
HUD Additional VO Funding						-
Less: HUD Recapture						-
Draw from HUD-held reserves						-
Other HAP income						-
HAP expenses						-
Surplus (Deficit)	44,260.00	44,261.00	44,261.00	-	-	132,782.00
% Total income utilized	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% Budget Authority utilized	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
# of Households Assisted	-	-	-	-	-	-
Average HAP Payment	-	-	-	-	-	-
ADMIN & OPERATIONS (per G/L):						
Administrative Fee income (HUD)						-
HUD Additional AF Funding						-
Other Admin income						-
Port-in HAP income						-
Port-in HAP expense						-
Operating expenses				38.30	-	38.30
Surplus (Deficit)	-	-	-	38.30	-	38.30
Remaining HAP Cash	44,260.00	88,521.00	132,782.00	132,782.00	132,782.00	
Remaining Non-HAP Cash				(38.30)	(38.30)	
Total Mainstream Voucher Cash	44,260.00	88,521.00	132,782.00	132,743.70	132,743.70	
Cash Increase/(Decrease)	44,260.00	44,261.00	44,261.00	(38.30)	-	
				A	B	

Negative cash due to timing difference of program
A start and receiving administrative funds based on
lease-ups.

No change in cash from prior month due to timing
B of lease-ups. MSV lease-ups expected to start
09/2021.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
For the month of August 2021

Section 8 Program
County of Humboldt

Housing Assistance Payments

<u>Month</u>	<u>Income</u>	<u>Expense**</u>	<u>% Expended</u>
January	\$ 480,062.50	\$ (478,489.00)	99.67%
February	482,141.00	(477,686.00)	99.08%
March	489,957.00	(475,909.00)	97.13%
April	490,052.53	(476,341.00)	97.20%
May	463,761.83	(475,782.00)	102.59%
June	488,563.00	(475,507.00)	97.33%
July	486,163.50	(479,368.00)	98.60%
August	486,686.00	(477,214.00)	98.05%
Year to Date Total	\$ 3,867,387.36	\$ (3,816,296.00)	98.68%

Administrative and Operating Expenses

<u>Month</u>	<u>Income</u>	<u>Expense</u>	<u>% Expended</u>
January	\$ 60,300.96	\$ (53,313.64)	88.41%
February	61,402.92	(55,747.98)	90.79%
March	91,045.13	(63,285.28)	69.51%
April	74,756.65	(55,715.64)	74.53%
May	64,289.28	(79,701.64)	123.97%
June	63,094.80	(55,260.44)	87.58%
July	66,004.93	(93,736.87)	142.01%
August	63,929.83	(60,467.23)	94.58%
Year to Date Total	\$ 544,824.50	\$ (517,228.72)	94.93%

Households Served

<u>Month</u>	<u>Number of Households Leased</u>	<u>Average Housing Assistance Payment</u>
January	883	\$ 541.89
February	876	545.30
March	875	543.90
April	874	545.01
May	872	545.62
June	868	547.82
July	866	553.54
August	865	551.69

** Note that prior month HAP expenses/counts are subject to revision based on periodic retroactive adjustments.

Historic Voucher Counts

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
For the month of August 2021	945	966	939	918	888	931	985	913	889	917	918	903	882	866	883
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	876
March	921	953	940	910	881	944	977	899	908	923	918	896	897	861	875
April	927	953	935	909	883	945	979	896	920	928	919	908	895	859	874
May	929	930	932	903	907	949	977	890	920	927	917	905	895	850	872
June	929	911	935	895	892	944	976	890	922	930	914	898	892	853	868
July	937	922	936	885	900	940	969	891	929	924	919	895	882	873	866
August	969	923	931	880	902	938	962	891	929	923	917	888	879	872	865
September	967	924	926	884	903	944	956	896	931	927	913	888	872	883	-
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	-
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	-
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	-
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	872
UML's	11,404	11,253	11,169	10,739	10,772	11,362	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	6,979

Historic Voucher Counts

2021.09 Write Offs List, Housing Authority of the City of Eureka

Sep-21 - Write-offs List, Housing Authority of the City of Eureka

Ppty	Code	Name	Balance	Status	DL1	DL2	Move Out Date	Rent	Late	Work Orders	Misc Tenant Charge	Cleaning & Damages
251	t0003236		9,041.79	past	8/17/2021	9/1/2021	6/27/2021	6,693.04	-	-	200.00	2,148.75
251	t0000061		1,917.45	Past	8/17/2021	9/1/2021	6/17/2021	187.45	-	-	-	1,730.00
255	t0005223		2,003.58	Past	8/20/2021	9/7/2021	7/19/2021	-	-	-	-	2,003.58
			<u>\$ 12,962.82</u>									
											<u>\$6,880.49</u>	<u>\$5,882.33</u>
											<u>\$0.00</u>	<u>\$0.00</u>

PREPARED BY

Stephanie Gai 9/23/2021
Accounts Receivable Clerk Date

APPROVALS

Dustin Wiesner 09/26/2021
Director of Finance Date

Cheryl Churchill 9/27/2021
Executive Director Date

CITY OF EUREKA HOUSING AUTHORITY

RESOLUTION 1956

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging off of such accounts.

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

<u>Tenant</u>	<u>Amount</u>
Eviction	\$9,041.79

_____ (Name)	_____ (Name)	_____ (Name)
_____ Chairperson Title	_____ Title	_____ Title
_____ Signature	_____ Signature	_____ Signature

City of Eureka Housing Authority

Board of Commissioners Meeting

October 18, 2021

Agenda Item H2

Memorandum

To: Commissioners

From: Dustin Wiesner, Director of Finance and Administration

Subject: City of Eureka Housing Authority's 2022 Budget

BACKGROUND AND HISTORY:

Presented is the City of Eureka and County of Humboldt Housing Authority's 2022 Budget. Below are financial highlights specific to the City of Eureka Housing Authority.

**All comparative figures compare approved 2021 budget to the presented 2022 budget*

Highlights

Total City Budget

- Administrative expenses are projected to increase 6% due to regularly scheduled performance raises, a 2% Cost of Living Adjustment (COLA) and a 20% increase in our benefit dollars, from \$500 to \$600 per month, per employee. Our last salary study was completed in 2004, so we have included budget for a contracted study as well as potential salary increases to ensure we continue to attract highly qualified personnel in an incredibly competitive labor market.
- Materials expense is projected to increase 28% overall due to nationwide shortages and corresponding price increases.
- Insurance expense is projected to increase 42% due to recent wildfires.

Public Housing (PH)

- Net income projected to decrease from (\$228,132) to (\$287,477) primarily due to hiring an additional maintenance worker for landscape maintenance in addition to the factors listed above. Before factoring in capital projects, our reserves are expected to increase \$112,000.

However, deferred maintenance is needed at several locations (including new painting and windows) which will ultimately take our reserves from \$516,164 to \$368,482. Utilization of reserves is vital prior to repositioning so that excess reserves don't get recaptured by HUD.

Eureka Family Housing (EFH)

- Net income is projected to increase from (\$240,407) to (\$107,559) primarily due to a 27% mark-to-market contract rent increase from our CalHFA contract renewal that results in more subsidy (this does not result in an increase to tenant paid rent). Administrative reserves are expected to increase from \$29,167 to \$168,772 after accounting for exterior painting needed at 735 P street.

Eureka Senior Housing (ESH)

- Net income is projected to decrease from (\$27,881) to (\$33,349) primarily due to a change in mix of tenants holding HCV vouchers. Despite the decrease in net income, our reserves are projected to increase from \$58,213 to \$71,534 with no planned capital projects.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the City of Eureka Housing Authority's 2022 Budget.

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	1,629,136	1,639,014	1,852,489
Total Other Tenant Income	50,403	60,671	88,963
NET TENANT INCOME	1,679,539	1,699,685	1,941,452
GRANT INCOME			
TOTAL GRANT INCOME	7,444,867	7,996,558	8,930,845
OTHER INCOME			
TOTAL OTHER INCOME	417,733	325,363	321,245
TOTAL INCOME	9,542,138	10,021,606	11,193,542
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	1,485,395	1,514,238	1,724,806
Total Legal Expense	33,830	50,742	45,806
Total Other Admin Expenses	171,182	166,123	170,767
Total Miscellaneous Admin Expenses	145,837	130,729	145,299
TOTAL ADMINISTRATIVE EXPENSES	1,836,244	1,861,832	2,086,678
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	71,769	69,285	80,520
UTILITIES			
TOTAL UTILITY EXPENSES	432,407	428,131	465,004
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	386,335	429,183	496,532
Total Materials	115,297	104,092	132,719
Total Contract Costs	266,430	239,353	216,172
TOTAL MAINTENANCE EXPENSES	768,062	772,628	845,423
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	388,538	304,318	347,016
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,513,869	6,045,849	6,892,838

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	266,827	264,273	266,593
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	539,642	531,475	516,896
TOTAL EXPENSES	9,817,359	10,277,790	11,500,967
NET INCOME	(275,221)	(256,184)	(307,425)
Add Back:			
Subtotal additions			1,083,427
Deductions:			
Subtotal deductions			(1,039,290)
Adjusted Surplus (Deficit)			(263,287)
Estimated Reserves @ 1/1/2022			1,883,208
Estimated Reserves @ 12/31/2022			1,619,921

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	1,629,136	1,639,014	1,852,489
Total Other Tenant Income	50,403	60,671	88,963
NET TENANT INCOME	1,679,539	1,699,685	1,941,452
GRANT INCOME			
TOTAL GRANT INCOME	942,382	954,252	1,033,578
OTHER INCOME			
TOTAL OTHER INCOME	370,787	289,717	277,326
TOTAL INCOME	2,992,707	2,943,654	3,252,357
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	840,986	851,181	923,767
Total Legal Expense	19,160	36,662	24,215
Total Other Admin Expenses	133,508	137,686	142,364
Total Miscellaneous Admin Expenses	56,356	47,092	51,798
TOTAL ADMINISTRATIVE EXPENSES	1,050,010	1,072,621	1,142,144
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	71,769	69,198	80,433
UTILITIES			
TOTAL UTILITY EXPENSES	423,971	419,224	454,266
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	386,335	429,133	496,532
Total Materials	114,779	103,530	132,319
Total Contract Costs	252,332	224,212	196,650
TOTAL MAINTENANCE EXPENSES	753,447	756,875	825,501
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	199,724	179,045	246,236
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	475	0	0

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	266,827	264,273	266,593
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	534,928	527,337	513,005
TOTAL EXPENSES	3,301,152	3,288,572	3,528,177
NET INCOME	(308,444)	(344,918)	(275,820)
Add Back:			
Subtotal additions			994,843
Deductions:			
Subtotal deductions			(721,322)
Adjusted Surplus (Deficit)			(2,299)
Estimated Reserves @ 1/1/2022			844,056
Estimated Reserves @ 12/31/2022			841,757

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	884,944	883,978	956,152
Total Other Tenant Income	34,199	45,761	70,128
NET TENANT INCOME	919,143	929,739	1,026,280
GRANT INCOME			
TOTAL GRANT INCOME	942,382	954,252	1,033,578
OTHER INCOME			
TOTAL OTHER INCOME	109,049	35,242	19,552
TOTAL INCOME	1,970,574	1,919,233	2,079,410
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	744,385	753,206	812,312
Total Legal Expense	16,835	29,074	21,062
Total Other Admin Expenses	34,743	41,616	41,089
Total Miscellaneous Admin Expenses	41,427	36,346	39,792
TOTAL ADMINISTRATIVE EXPENSES	837,390	860,242	914,255
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	56,611	52,894	62,849
UTILITIES			
TOTAL UTILITY EXPENSES	315,552	313,912	330,855
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	307,471	346,213	411,762
Total Materials	91,735	81,446	101,962
Total Contract Costs	180,071	131,323	119,871
TOTAL MAINTENANCE EXPENSES	579,278	558,982	633,595
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	147,181	130,205	190,173
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	475	0	0

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	212,545	231,131	235,160
TOTAL EXPENSES	2,149,032	2,147,365	2,366,887
NET INCOME	(178,458)	(228,132)	(287,477)
Add Back:			
Subtotal additions			406,995
Deductions:			
Subtotal deductions			(267,200)
Adjusted Surplus (Deficit)			(147,682)
Estimated Reserves @ 1/1/2022			516,164
Estimated Reserves @ 12/31/2022			368,482

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	552,952	564,037	707,753
Total Other Tenant Income	15,782	14,210	14,735
NET TENANT INCOME	568,734	578,247	722,489
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	7,698	5,545	3,681
TOTAL INCOME	576,431	583,792	726,170
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	27,350	30,628	33,852
Total Legal Expense	1,624	6,795	2,360
Total Other Admin Expenses	67,709	67,532	75,187
Total Miscellaneous Admin Expenses	7,010	5,996	6,581
TOTAL ADMINISTRATIVE EXPENSES	103,692	110,951	117,980
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	13,301	13,922	15,016
UTILITIES			
TOTAL UTILITY EXPENSES	75,075	71,597	88,958
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	35,060	36,321	38,007
Total Materials	17,189	16,629	22,994
Total Contract Costs	47,427	63,484	48,706
TOTAL MAINTENANCE EXPENSES	99,677	116,434	109,708
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	45,148	41,137	46,960
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	220,595	219,385	221,398
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	280,231	250,773	233,710
TOTAL EXPENSES	837,719	824,199	833,729
NET INCOME	(261,287)	(240,407)	(107,559)
Add Back:			
Subtotal additions			487,335
Deductions:			
Subtotal deductions			(240,170)
Adjusted Surplus (Deficit)			139,606
Estimated Reserves @ 1/1/2022			29,167
Estimated Reserves @ 12/31/2022			168,772

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	191,240	190,999	188,583
Total Other Tenant Income	422	700	4,100
NET TENANT INCOME	191,662	191,699	192,683
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	1,173	204	254
TOTAL INCOME	192,834	191,903	192,937
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	15,496	16,408	19,243
Total Legal Expense	696	793	793
Total Other Admin Expenses	26,242	24,838	26,642
Total Miscellaneous Admin Expenses	2,731	2,547	2,694
TOTAL ADMINISTRATIVE EXPENSES	45,165	44,586	49,372
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	1,855	2,382	2,568
UTILITIES			
TOTAL UTILITY EXPENSES	33,127	33,489	34,213
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	17,404	18,033	18,262
Total Materials	5,811	5,405	7,313
Total Contract Costs	24,045	28,611	27,423
TOTAL MAINTENANCE EXPENSES	47,260	52,049	52,997
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	4,718	4,889	5,739
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	46,232	44,888	45,195
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	34,220	37,501	36,202
TOTAL EXPENSES	212,576	219,784	226,286
NET INCOME	(19,742)	(27,881)	(33,349)
Add Back:			
Subtotal additions			79,452
Deductions:			
Subtotal deductions			(32,781)
Adjusted Surplus (Deficit)			13,321
Estimated Reserves @ 1/1/2022			58,213
Estimated Reserves @ 12/31/2022			71,534

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	7,500	7,500	7,500
TOTAL INCOME	7,500	7,500	7,500
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	0	0	0
Total Legal Expense	0	0	0
Total Other Admin Expenses	3,638	1,966	2,025
Total Miscellaneous Admin Expenses	0	0	0
TOTAL ADMINISTRATIVE EXPENSES	3,638	1,966	2,025
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	0
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	0
Total Contract Costs	0	0	0
TOTAL MAINTENANCE EXPENSES	0	0	0
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	820	820	820
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	4,458	2,786	2,845
NET INCOME	3,042	4,714	4,655
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(7,500)
Adjusted Surplus (Deficit)			(2,845)
Estimated Reserves @ 1/1/2022			11,059
Estimated Reserves @ 12/31/2022			8,214

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	245,368	241,226	246,340
TOTAL INCOME	245,368	241,226	246,340
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	53,756	50,939	54,214
Total Legal Expense	5	0	0
Total Other Admin Expenses	1,176	1,734	1,568
Total Miscellaneous Admin Expenses	5,188	2,203	2,731
TOTAL ADMINISTRATIVE EXPENSES	60,125	54,876	58,513
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	3	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	218	226	240
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	26,400	28,566	28,501
Total Materials	44	50	50
Total Contract Costs	789	794	649
TOTAL MAINTENANCE EXPENSES	27,232	29,410	29,200
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	1,857	1,994	2,544
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	7,932	7,932	7,932
TOTAL EXPENSES	97,367	94,438	98,429
NET INCOME	148,001	146,788	147,910
Add Back:			
Subtotal additions			21,060
Deductions:			
Subtotal deductions			(173,671)
Adjusted Surplus (Deficit)			(4,700)
Estimated Reserves @ 1/1/2022			229,454
Estimated Reserves @ 12/31/2022			224,754

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	6,502,485	7,042,306	7,897,267
OTHER INCOME			
TOTAL OTHER INCOME	46,946	35,646	43,918
TOTAL INCOME	6,549,431	7,077,952	7,941,185
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	644,409	663,057	801,039
Total Legal Expense	14,670	14,080	21,591
Total Other Admin Expenses	37,674	28,437	28,403
Total Miscellaneous Admin Expenses	89,481	83,637	93,501
TOTAL ADMINISTRATIVE EXPENSES	786,233	789,211	944,534
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	87	87
UTILITIES			
TOTAL UTILITY EXPENSES	8,436	8,907	10,737
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	50	0
Total Materials	518	562	400
Total Contract Costs	14,098	15,141	19,522
TOTAL MAINTENANCE EXPENSES	14,616	15,753	19,922
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	188,814	125,273	100,780
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,513,394	6,045,849	6,892,838

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	4,714	4,138	3,891
TOTAL EXPENSES	6,516,208	6,989,218	7,972,789
NET INCOME	33,223	88,734	(31,604)
Add Back:			
Subtotal additions			88,585
Deductions:			
Subtotal deductions			(317,968)
Adjusted Surplus (Deficit)			(260,988)
Estimated Reserves @ 1/1/2022			1,039,151
Estimated Reserves @ 12/31/2022			778,164

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	6,495,268	7,042,306	6,713,630
OTHER INCOME			
TOTAL OTHER INCOME	32,160	20,056	31,331
TOTAL INCOME	6,527,428	7,062,362	6,744,961
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	640,892	659,293	680,776
Total Legal Expense	14,670	14,080	19,159
Total Other Admin Expenses	37,307	28,015	26,014
Total Miscellaneous Admin Expenses	89,393	83,619	85,975
TOTAL ADMINISTRATIVE EXPENSES	782,262	785,007	811,924
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	87	87
UTILITIES			
TOTAL UTILITY EXPENSES	8,436	8,907	9,954
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	50	0
Total Materials	518	562	371
Total Contract Costs	14,098	15,141	18,097
TOTAL MAINTENANCE EXPENSES	14,616	15,753	18,468
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	188,699	125,149	98,242
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,506,725	6,045,849	5,894,175

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	3,811	3,235	2,988
TOTAL EXPENSES	6,504,550	6,983,987	6,835,837
NET INCOME	22,879	78,375	(90,876)
Add Back:			
Subtotal additions			72,882
Deductions:			
Subtotal deductions			(10,780)
Adjusted Surplus (Deficit)			(28,774)
Estimated Reserves @ 1/1/2022			394,962
Estimated Reserves @ 12/31/2022			366,188

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	344,250
OTHER INCOME			
TOTAL OTHER INCOME	0	0	0
TOTAL INCOME	0	0	344,250
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	0	0	18,839
Total Legal Expense	0	0	952
Total Other Admin Expenses	0	0	407
Total Miscellaneous Admin Expenses	0	0	2,645
TOTAL ADMINISTRATIVE EXPENSES	0	0	22,843
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	307
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	11
Total Contract Costs	0	0	558
TOTAL MAINTENANCE EXPENSES	0	0	569
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	0	0	933
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	303,129

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	0	0	327,781
NET INCOME	0	0	16,469
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			16,469
Estimated Reserves @ 1/1/2022			3,178
Estimated Reserves @ 12/31/2022			19,647

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	839,387
OTHER INCOME			
TOTAL OTHER INCOME	0	0	0
TOTAL INCOME	0	0	839,387
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	0	0	97,381
Total Legal Expense	0	0	1,481
Total Other Admin Expenses	0	0	1,550
Total Miscellaneous Admin Expenses	0	0	4,834
TOTAL ADMINISTRATIVE EXPENSES	0	0	105,246
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	477
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	18
Total Contract Costs	0	0	867
TOTAL MAINTENANCE EXPENSES	0	0	885
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	0	0	1,451
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	695,534

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	0	0	803,594
NET INCOME	0	0	35,793
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(307,188)
Adjusted Surplus (Deficit)			(271,395)
Estimated Reserves @ 1/1/2022			319,500
Estimated Reserves @ 12/31/2022			48,105

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Humboldt Management

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	7,217	0	0
OTHER INCOME			
TOTAL OTHER INCOME	14,786	15,590	12,587
TOTAL INCOME	22,002	15,590	12,587
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	3,516	3,764	4,042
Total Legal Expense	0	0	0
Total Other Admin Expenses	367	422	431
Total Miscellaneous Admin Expenses	87	18	47
TOTAL ADMINISTRATIVE EXPENSES	3,971	4,204	4,520
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	0
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	0
Total Contract Costs	0	0	0
TOTAL MAINTENANCE EXPENSES	0	0	0
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	115	124	154
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,669	0	0

Housing Authorities of the City of Eureka & the County of Humboldt

Annual Budget - Humboldt Management

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	903	903	903
TOTAL EXPENSES	11,658	5,231	5,577
NET INCOME	10,344	10,359	7,010
Add Back:			
Subtotal additions			15,703
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			22,713
Estimated Reserves @ 1/1/2022			321,512
Estimated Reserves @ 12/31/2022			344,225

HOUSING AUTHORITIES OF THE CITY OF EUREKA AND COUNTY OF HUMBOLDT							
SALARY SCHEDULE		PROJECTED January 01, 2022			2% COLA		
TITLE	GRADE		A	B	C	D	E
			(monthly gross pay amounts)				
EXECUTIVE DIRECTOR	206		9,138	9,618	10,125	10,657	11,219
EXECUTIVE ASSISTANT	128		4,205	4,427	4,660	4,904	5,163
OFFICE ASSISTANT	91		2,910	3,063	3,224	3,394	3,573
DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY *	.		7,327	7,712	8,117	8,544	8,995
DIRECTOR OF FINANCE & ADMINISTRATION	170		6,387	6,723	7,077	7,449	7,841
FINANCE AND ADMINISTRATION MANAGER	161		5,840	6,147	6,471	6,811	7,169
ACCOUNTING MANAGER *	.		4,400	4,631	4,875	5,130	5,401
ACCOUNTING SPECIALIST III	123		4,001	4,211	4,433	4,666	4,912
ACCOUNTING SPECIALIST II	113		3,622	3,812	4,013	4,225	4,447
ACCOUNTING SPECIALIST I	103		3,279	3,452	3,633	3,825	4,025
ACCOUNTING ASSISTANT	91		2,910	3,063	3,224	3,394	3,573
HOUSING ADVOCATE	.		4,399	4,631	4,876	5,130	5,401
HOUSING SUPERVISOR	161		5,840	6,147	6,471	6,811	7,169
HOUSING MANAGER	.		4,281	4,506	4,744	4,992	5,256
HOUSING SPECIALIST III	123		4,001	4,211	4,433	4,666	4,912
HOUSING SPECIALIST II	113		3,622	3,812	4,013	4,225	4,447
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	103		3,279	3,452	3,633	3,825	4,025
EHV HOUSING SPECIALIST (new position as of 06.2021)	.		3,279	3,452	3,633	3,825	4,025
COMMUNITY LIAISON/COMPLIANCE OFFICER	128		4,205	4,427	4,660	4,904	5,163
COMMUNITY LIAISON	123		4,001	4,211	4,433	4,666	4,912
HOUSING NEGOTIATOR/ INSPECTOR	123		4,001	4,211	4,433	4,666	4,912
MAINTENANCE SUPERVISOR	158		5,667	5,966	6,280	6,611	6,958
MAINTENANCE LEAD *	.		4,400	4,631	4,875	5,130	5,401
MAINTENANCE SPECIALIST III	123		4,001	4,211	4,433	4,666	4,912
MAINTENANCE SPECIALIST II (with a hire date of 05/01/2011 or later)	113		3,622	3,812	4,013	4,225	4,447
MAINTENANCE SPECIALIST I	103		3,279	3,452	3,633	3,825	4,025
SPECIAL PROJECTS COORDINATOR	161		5,840	6,147	6,470	6,811	7,168
Per 2022 Budget Draft, 2% Cola Increase - Set for approval by City and County Board of Commissioners during October 2021 meetings							

Resolution 1957

Resolution to Approve Annual Operating Budget
For City of Eureka Housing Authority
For Fiscal Year Ending December 31, 2022

WHEREAS, The City of Eureka Housing Authority Board of Commissioners directed the Executive Director to prepare an Operating Budget for City of Eureka Housing Authority for fiscal year ending December 31, 2022; and

WHEREAS, The Operating Budget has been submitted for the Board’s review and has been found to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the City of Eureka Housing Authority do hereby approve and adopt the Operating Budget for FYE December 31, 2022.

_____ (Name)	_____ (Name)	_____ (Name)
_____ Chairperson Title	_____ Title	_____ Title
_____ Signature	_____ Signature	_____ Signature

City of Eureka Housing Authority

Board of Commissioners Meeting

October 18, 2021

Agenda Item H3

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Repositioning Update

BACKGROUND AND HISTORY:

The City of Eureka Housing Authority (CEHA) was granted a Technical Assistance Contract (TAC) by HUD in July 2021. Since then, the TAC team and CEHA staff have met via Zoom biweekly to continue work on a repositioning plan for Eureka. This included a site visit from the lead consultant, Mike Andrews, in September 2021. We are currently planning a community listening session, scheduled for November 4, 6PM.

We believe it's important to keep the Board updated as we work through the repositioning plan. To that end, attached are three updates:

1. Timeline for remainder of the TAC
2. Repositioning Plan Outline – what the final report will cover
3. Outline for community listening session

STAFF RECOMMENDATION:

Provide input to staff regarding any suggested additions, edits, etc.

Remaining Schedule/Work Plan

Please be aware that this schedule is subject to change.

Task	Assigned To	Begin Date	End Date
Draft 1	Enterprise	10/7	11/8
CEHA review of Draft 1	CEHA	11/8	11/19
Respond to CEHA comments	Enterprise	11/29	12/10
Send Draft 2 to CEHA	Enterprise	12/13	12/13
CEHA review and outline questions of discussion to bring to the board	CEHA	12/13	12/17
Draft Plan Presented to Board/Working Session	All	12/20	12/20
Draft 3	Enterprise	12/20	1/7
Finalize Draft	CEHA	1/7	1/18
Final Draft Presented to Board	All	1/18	

City of Eureka Housing Authority

Public Housing Repositioning Plan

Outline of Content

1. Introduction
2. Overview of City of Eureka Housing Authority
 - a. Discussion of relevant points of history, governance structure, affiliated organizations and roles, factual profile, relationships with jurisdictional partners and other key stakeholders.
 - b. Purpose of section is to provide context relevant to public housing repositioning.
3. Eureka / Humboldt Community Overview
 - a. Briefly describe trajectory of demographic, economic, social changes since PHA was created. Goes to establishing baseline for changed context justifying a fundamental change in the PH portfolio.
 - b. Present housing market conditions related to affordable housing.
 - c. Summarize other local responses to affordable housing that offer opportunity for EHA.
4. Community Involvement in Creating Plan
 - a. Discuss methods and results of engagement with stakeholders
5. Principles, Goals and Outcomes
 - a. Present guiding principles, vision and goals for EHA's repositioning
 - b. Describe how Diversity, Equity and Inclusion (DEI) appear in the plan creation and implementation
6. Portfolio Analysis
 - a. Present detailed overview of the existing real estate portfolio. Focus to include physical descriptions, economic analysis, development capacity of sites.
7. Repositioning Recommendations
 - a. Provide recommendation for each property. Recommendations to include optimal sequencing and bundling of projects.
 - b. Provide recommended process and methods to implement the repositioning.
8. Implementation Plan
 - a. Describe the process and methods. Effectively a high level workplan for implementation of repositioning.

Draft Outline for Community Listening Session
November 4, 2021
6:00-7:30pm
Via Zoom

1. Introduction
2. Background – why we’re gathered
 - a. The Housing Authority is in the planning stages of Repositioning, meaning we’re essentially making foundational, guiding decisions about the future of Public Housing in Eureka.
3. Quick overview of agenda for meeting
 - a. Rules overview
 - b. Quick background of Public Housing in Eureka
 - c. A few poll questions to get your input (these will be multiple choice surveys)
 - d. Comments may be invited in the chat – please participate
 - e. We’ll keep to our allotted time and wrap up by 7:30pm
4. Establish Rules
 - a. Everyone is welcome and encouraged to participate
 - b. Be respectful: We don’t expect everyone to agree, and we invite diverse opinions, but comments should be constructive and relevant.
 - c. Don’t interrupt or talk over others. Harassment, profanity, hate speech, etc. are prohibited and will get you removed from the meeting.
 - d. Please don’t speak on behalf of an organization unless you are associated with that agency (e.g. as an employee or regular participant).
 - e. We’ll do our best to hear from anyone who wants to share, within the time constraints. Everyone is welcome to submit written comments to our office, and we encourage this especially if you aren’t able to share your thoughts during the meeting.
5. Invite people to put email in chat if they want to be kept in loop for future meetings
 - a. Also email repositioning@eurekahumboldt.org to submit further comment
6. Eureka Housing Authority overview/background
 - a. History
 - b. Today
 - c. Highlight our segment of Eureka’s Housing Element
 - d. Brief explanation of “Repositioning” and what it means
7. Word cloud: one-word thoughts about housing in Eureka
8. POLL 1: Who is here today (owner, renter, etc.)
9. POLL 2: How do you feel about repositioning as a concept?
10. POLL 3: How do you feel about the current state of Public Housing in Eureka?
11. POLL 4: What’s your general feeling about affordable housing?
12. POLL 5: When we talk about future of affordable housing in Eureka, what do you consider the most important thing?
13. POLL 6: Invite feedback on the meeting
14. Thank attendees for time and interaction; provide ways to give further input