



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

AGENDA REGULAR MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

DATE AND TIME
Tuesday, April 25, 2023
7:30pm

LOCATION

Housing Authority of the City of Eureka
735 W. Everding St., Eureka CA

PUBLIC PARTICIPATION

Public access to this meeting is available at the location above.

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the agenda as follows:

- Send an email with your comment(s) to heatherh@eurekahumboldtha.org prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

When addressing the Board, on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of five minutes per agenda item when the subject is before the Board.

1. Roll Call

2. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relative to matters of the County of Humboldt Housing Authority 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.

3. Approve minutes of the Board of Commissioners meetings: (pages 3- 9)

- 3a. Regular meeting, January 17, 2023
- 3b. Regular meeting, February 21, 2023
- 3c. Regular meeting, March 20, 2023

4. Bills and Communications:

- 4a. HUD letter dated January 12, 2023: Approval of 5-Year PHA Plan Revision (page 10)

5. 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.



The Housing Authorities are Equal Housing Opportunity Organizations



- 5a. Occupancy and Leasing Report (page 11)
- 5b. HCV Utilization Reports (page 12- 14)
- 5c. Repositioning Updates

6. Reports of the Commissioners:

This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.

7. Unfinished Business: None.

8. New Business:

- 8a. Programs Overview & Updates (*informational*) (pages 15- 18)
- 8b. Return to In-Person Meetings (*for discussion*) (pages 19- 24)
- 8c. Resolution 1983, Authorization to Transfer EFH Project limited partnership interest to the Housing Authority of the City of Eureka (pages 25- 28)
Recommended Board Action: Approve and Adopt
- 8d. Resolution 1984, Eureka Family Housing Proposed Utility Allowance Study Schedule 2023
Recommended Board Action: Accept and Adopt for Approval (pages 29- 32)
- 8e. Annual Meeting and Election of Officers (pages 33- 39)
Recommended Board Action: Elect Officers

9. Closed Session – If needed.

10. Adjournment

* * * Note * * *

Documents related to this agenda are available on-line at:

<https://eurekahumboldtha.org/governance/>

Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

MINUTES

REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

Monday, January 17, 2023

Chairperson Serotta declared a quorum present and called the meeting to order at 7:35pm.

1. Roll Call:

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda, Commissioner Pittman, Commissioner Raymond

Absent: None

Staff: Churchill, Humphreys

Public: None in attendance

2. Brown Act, Remote Session Authorization, Resolution 1980

Recommended Board Action: Accept and Adopt for Approval

RESOLUTION NO. 1980

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF EUREKA HOUSING AUTHORITY MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow the City of Eureka Housing Authority Board of Commissioners to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the City of Eureka Housing Authority Board of Commissioners makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing;

NOW, THEREFORE, the City of Eureka Housing Authority Board of Commissioners does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;

2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;

3. That the Board and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);

4. That the Board will reconsider the above findings within 30-days of this Resolution.

Motion to approve the Resolution 1980 by Commissioner Byers.

Second – Vice Chairperson Konkler

Roll Call:

Ayes: Serotta, Konkler, Escarda, Byers, Raymond, Pittman

Nays: None

Abstain: None

Absent: None

Chairperson Serotta declared the motion carried and the Resolution 1980 approved.

3. Public Comment (Non-Agenda): None heard

4. Approve minutes of the board of commissioners meeting, held October 05, 2022, special meeting.

Motion to approve the minutes of the meeting of October 05, 2022, made by Commissioner Byers

Second – Vice Chairperson Konkler

Roll call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman

Nays: None

Abstain: Raymond

Absent: None

Chairperson Serotta declared the motion carried to approve the minutes of October 05, 2022.

Approve minutes of the board of commissioners meeting, held October 17, 2022, regular meeting.

Motion to approve the minutes of the meeting of October 17, 2022, made by Commissioner Raymond

Second – Commissioner Escarda

Roll call:

Ayes: Serotta, Konkler, Escarda, Pittman, Raymond

Nays: None
Abstain: Byers
Absent: None

Chairperson Serotta declared the motion carried to approve the minutes of October 17, 2022.

Approve minutes of the board of commissioners meeting, held November 21, 2022, regular meeting.

Motion to approve the minutes of the meeting of November 21, 2022, made by Commissioner Raymond

Second – Commissioner Escarda

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

Chairperson Serotta declared the motion carried to approve the minutes of November 21, 2022.

Approve minutes of the board of commissioners meeting, held December 02, 2022, special meeting.

Motion to approve the minutes of the meeting of December 02, 2022, made by Vice Chairperson Konkler

Second – Commissioner Byers

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

Chairperson Serotta declared the motion carried to approve the minutes of December 02, 2022.

Approve minutes of the board of commissioners meeting, held December 19, 2022, regular meeting.

Motion to approve the minutes of the meeting of December 19, 2022, made by Commissioner Escarda

Second – Commissioner Pittman

Roll call:
Ayes: Serotta, Konkler, Escarda, Pittman

Nays: None
Abstain: Byers, Raymond
Absent: None

Chairperson Serotta declared the motion carried to approve the minutes of December 19, 2022.

5. Bills and Communication:

5a. Q4 2022 Tenant Newsletter (Housing Authority of the City of Eureka, tenants)
Secretary Churchill briefs the board on the tenant newsletter pointing out keys points of the Q4 2022 newsletter.

5b. 2022.2 Landlord Newsletter (Housing Authority of the County of Humboldt, landlords)
Secretary Churchill briefs the board on the landlord newsletter.

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill notes that the Housing Authority will be following the California Covid pay guidelines and 40 hours of paid Covid sick leave ended 12/31/2022.

6b. Occupancy and Leasing Report

Secretary Churchill updates the board on this report, pointing out keys points of the report.

6c. HCV Utilization Reports

Secretary Churchill updates the board and goes over keys points of the report.

7. Reports of the Commissioners: Vice Chairperson Konkler comments that he assisted the Regional Center helping with people who were displaced from their homes due to the recent earthquakes. Vice Chairperson Konkler goes on to ask Secretary Churchill what happened to the Housing Authority units from to the earthquake. Secretary Churchill states that we had four households that were displaced in the Eureka Family property at 1112 E Street due to water heaters breaking and broken pipes. Secretary Churchill goes on to note that the displaced households were moved into a hotel and the maintenance staff was immediately onsite working on repairs and water damage.

8. Unfinished Business: None.

9. New Business:

9a. Staff salary schedule effective January 01, 2023, approved on October 19, 2022;

Informational

No comments are made on this informational item.

9b. Resolution 1981, Write off Uncollectible Debt

Recommended Board Action: Accept and Adopt for Approval

RESOLUTION 1981
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 Public Housing</u>	<u>Amount</u>
Eviction	\$14,917.90

Motion to approve the Resolution 1981 by Commissioner Raymond

Second – Commissioner Byers

Roll Call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman, Raymond

Nays: None

Abstain: None

Absent: None

Chairperson Serotta declared the motion carried and the Resolution 1981 approved.

10. Closed Session: None needed.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 8:06pm.

Secretary

Chairperson

The Commissioners of the City of Eureka Housing Authority met in a Regular Session on Tuesday, February 21, 2023, at 7:30p.m. via Zoom.

Those present and absent were:

Commissioners present: Vice Chairperson Konkler, Commissioner Byers, Commissioner Escarda
Commissioners absent: Chairperson Serotta, Commissioner Raymond, Commissioner Pittman
Staff present: Churchill, Humphreys
Public present: None

Vice Chairperson Konkler declared at 7:45 p.m. the absence of a quorum. All items on this meeting agenda will be moved to the next regular session, scheduled for Monday, March 20, 2023.

Secretary

Chairperson

The Commissioners of the City of Eureka Housing Authority met in a Regular Session on Monday, March 20, 2023, at 7:30p.m. at 735 W. Everding Street, Eureka California.

Those present and absent were:

Commissioners present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Escarda
Commissioners absent: Commissioner Byers, Commissioner Raymond, Commissioner Pittman
Staff present: Churchill, Humphreys
Public present: None

Vice Chairperson Konkler declared at 7:45 p.m. the absence of a quorum. All items on this meeting agenda will be moved to the next regular session, scheduled for Monday, April 17, 2023.

Secretary

Chairperson



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104-4430
www.hud.gov
espanol.hud.gov

January 12, 2023

Ms. Cheryl Churchill
Executive Director
City of Eureka Housing Authority
725 West Everding Street, Eureka, CA 95503
Eureka, CA 95503

Re: 5-Year PHA Plan Revision Approval – City of Eureka Housing Authority FYB 2021

Dear Ms. Churchill:

This letter is to inform you that the City of Eureka Housing Authority's 5-Year Plan Revision (Plan) submission for the PHA Fiscal Year (FY) 2021 beginning January 1, 2021, is approved. The Plan approved is **version 2**. This approval of the Plan submission does not constitute an endorsement of the strategies and policies outlined in the Plan. In providing assistance to families under programs covered by this Plan, the City of Eureka Housing Authority will comply with the rules, standards, and policies established in its Plan, as provided in 24 CFR §903 and other applicable regulations.

Your approved Plan and all required attachments and documents must be made available for review and inspection at the principal office of the PHA during normal business hours. Once posted, your plan will remain on display until your next Plan (whether next year's plan or an intervening significant amendment or modification) is submitted and is approved by HUD.

Please note a housing authority has the option to schedule one public hearing to address several changes to its approved Plan. Changes that require public hearing include: PHA Plan Significant Amendments; changes due to Demolition/Disposition; Homeownership; use of Capital Funds; Capital Fund Financing; proposed New Development or Mixed Finance projects; implementation of Rental Assistance Demonstration (RAD) Program; Flat Rents policies.

If you have any questions regarding your PHA Plan or the information in this letter, please contact Jennifer Estrella, Portfolio Management Specialist, at (415) 489-6447.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gerard R. Windt".

Gerard R. Windt
Director
Office of Public Housing

**Occupancy and Leasing Report
October 2022 - February 2023**

**Housing Authorities of the
City of Eureka and County of Humboldt**

Program	Total Units Available	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Wait List End of Month
Eureka							
Public Housing	195	183	182	186	185	184	572 *
Eureka Family Housing	51	46	46	47	48	47	430
Eureka Senior Housing	22	19	19	19	19	19	204
Total City units	268	248	247	252	252	250	

Humboldt

Tenant Based Vouchers								
Housing Choice Vouchers	1234	776	771	773	771	773	1195	
VASH Vouchers	95	71	69	69	70	70	N/A	
Mainstream vouchers	75	36	37	39	43	45	N/A ***	
Emergency Housing Vouchers (EHV)	182	64	69	80	86	100	N/A ‡	
Total All Vouchers	1586	947	946	961	970	988		
Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)								
PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	22	22	N/A **	
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	3	3	0 **	
PBV-HCV - Sorrell Place (Arcata)	5	4	4	5	5	5	15 **	
PBV-HCV - Providence (Eureka)	42	(Projects not yet completed)						
PBV-HCV - 7th & Myrtle Senior (Eureka)	35							
Total PBVs	107	29	29	30	30	30		

Vouchers issued but not under contract, end of month (aka "Searching")	62
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*Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental

**25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.

*** Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021.
25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners.

‡ No PHA waitlist for EHV's; all are issued based on referral from HHC or HDVS. Referrals began Q4 2021.

† HUD-approved PBVs; projects expected to complete construction in 2023.

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of February 2023

	January	February	Total
Traditional HCV & VASH (Includes PBVs)			
HAP income (budget authority)	\$ 547,514	\$ 553,677	\$ 1,101,191
HAP expenses	<u>(521,253)</u>	<u>(534,535)</u>	<u>(1,055,788)</u>
Surplus (Deficit)	<u>26,261</u>	<u>19,142</u>	<u>45,403</u>
* % Total income utilized	95.20%	96.54%	95.88%
Administrative/Other Income	75,927	92,620	168,548
Operating expenses	<u>(57,389)</u>	<u>(65,305)</u>	<u>(122,694)</u>
Surplus (Deficit)	<u>18,538</u>	<u>27,315</u>	<u>45,853</u>
B Remaining HAP Cash	15,197	2,741	
Remaining Non-HAP Cash	<u>546,993</u>	<u>597,179</u>	
Total HCV Cash	562,189	599,919	
Cash Increase/(Decrease)	14,569	37,730	
# of Households Assisted	841	843	1,684
Average HAP Payment	\$ 620	\$ 634	\$ 627
Mainstream (disabled & non-elderly)			
HAP income	\$ 23,639	\$ 32,231	\$ 55,870
HAP expenses	<u>(29,831)</u>	<u>(30,983)</u>	<u>(60,814)</u>
Surplus (Deficit)	<u>(6,192)</u>	<u>1,248</u>	<u>(4,944)</u>
A % Total income utilized	126.19%	96.13%	108.85%
Administrative/Other Income	2,768	2,768	5,536
Operating expenses	<u>(2,659)</u>	<u>(3,434)</u>	<u>(6,093)</u>
Surplus (Deficit)	<u>109</u>	<u>(666)</u>	<u>(557)</u>
B Remaining HAP Cash	(1,723)	122	
Remaining Non-HAP Cash	<u>42,711</u>	<u>42,545</u>	
Total MSV Cash	40,988	42,667	
Cash Increase/(Decrease)	(1,906)	1,679	
# of Households Assisted	43	45	88
Average HAP Payment	\$ 694	\$ 689	\$ 691
Emergency Housing Vouchers (EHVs)			
HAP income	\$ -	\$ 53,800	\$ 53,800.00
HAP expenses	<u>(76,264)</u>	<u>(82,314)</u>	<u>(158,578)</u>
Surplus (Deficit)	<u>(76,264)</u>	<u>(28,514)</u>	<u>(104,778)</u>
A % Total income utilized	N/A	153.00%	N/A
Administrative/Other Income	11,884	27,313	39,197
Operating expenses	<u>(16,160)</u>	<u>(37,880)</u>	<u>(54,040)</u>
Surplus (Deficit)	<u>(4,276)</u>	<u>(10,566)</u>	<u>(14,843)</u>
B Remaining HAP Cash	27,743	(733)	
Remaining Non-HAP Cash	<u>149,958</u>	<u>115,427</u>	
Total EHV Cash	177,701	114,694	
C Cash Increase/(Decrease)	(107,282)	(63,007)	
# of Households Assisted	86	100	186
Average HAP Payment	\$ 887	\$ 823	\$ 853

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of February 2023

	January	February	Total
Total All Voucher Programs			
HAP income	\$ 571,153	\$ 639,708	\$ 1,210,861
HAP expenses	(627,348)	(647,832)	(1,275,180)
Surplus (Deficit)	<u>(56,195)</u>	<u>(8,124)</u>	<u>(64,319)</u>
A % Total income utilized	109.84%	101.27%	105.31%
Administrative/Other Income	90,579	122,702	213,280
Operating expenses	(76,208)	(106,619)	(182,827)
Surplus (Deficit)	<u>14,371</u>	<u>16,083</u>	<u>30,453</u>
Remaining HAP Cash	41,217	2,130	
Remaining Non-HAP Cash	739,662	755,151	
Total Program Cash	<u>780,878</u>	<u>757,280</u>	
Cash Increase/(Decrease)	(94,619)	(23,598)	
# of Households Assisted	970	988	1,958
Average HAP Payment	\$ 647	\$ 656	\$ 651

Notes

* Larger increase than expected to HCV budget authority for 2023. Expecting award to get reduced after federal budget finalization, or for excess funds to be placed in reserves.

A Spending above 100% indicates full utilization of monthly funding plus spending down of HUD-held reserves (which is encouraged/required by HUD).

B HAP cash on hand is minimal, but sufficient HAP reserves are held with HUD. HUD held reserve requests submitted as necessary. Restricted cash position may go "negative" while waiting for HUD held reserve deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves as of 02/15/2023

HCV - \$829,482

MSV - \$287,236

EHV - \$928,800

C Cash decrease due to timing of HUD stopping EHV HAP and Admin Fee disbursements; expecting cash to continue to decrease as initial program funding is utilized per HUD program mandate. Once initial program funding gets below a certain level, HUD will initiate monthly funding again.

Housing Choice Vouchers

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
January	913	889	917	918	903	882	866	884	866	841
February	906	901	921	919	898	894	867	875	858	843
March	899	908	923	918	896	897	861	875	862	
April	896	920	928	919	908	895	859	873	858	
May	890	920	927	917	905	895	850	873	861	
June	890	922	930	914	898	892	853	868	864	
July	891	929	924	919	895	882	873	865	856	
August	891	929	923	917	888	879	872	864	854	
September	896	931	927	913	888	872	883	864	851	
October	897	918	934	906	888	866	888	862	846	
November	900	913	928	903	887	881	890	866	839	
December	890	910	925	902	882	877	887	857	842	
Average	897	916	926	914	895	884	871	869	855	842
UML's	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	10,257	1,684

Mainstream Vouchers

								<u>2021</u>	<u>2022</u>	<u>2023</u>
January									27	43
February									27	45
March									28	
April									29	
May									31	
June									32	
July									36	
August								4	37	
September								15	36	
October								18	37	
November								24	38	
December								27	39	
Average								21	33	44
UML's								88	397	88

Emergency Housing Vouchers

								<u>2021</u>	<u>2022</u>	<u>2023</u>
January									5	86
February									11	100
March									15	
April									18	
May									23	
June									30	
July									38	
August									42	
September									46	
October									64	
November									69	
December								4	80	
Average								4	37	93
UML's								4	441	186

Total All Voucher Programs

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
January	913	889	917	918	903	882	866	884	898	970
February	906	901	921	919	898	894	867	875	896	988
March	899	908	923	918	896	897	861	875	905	
April	896	920	928	919	908	895	859	873	905	
May	890	920	927	917	905	895	850	873	915	
June	890	922	930	914	898	892	853	868	926	
July	891	929	924	919	895	882	873	865	930	
August	891	929	923	917	888	879	872	868	933	
September	896	931	927	913	888	872	883	879	933	
October	897	918	934	906	888	866	888	880	947	
November	900	913	928	903	887	881	890	890	946	
December	890	910	925	902	882	877	887	888	961	
Average	897	916	926	914	895	884	871	894	925	979
UML's	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	11,095	1,958

Housing Authority of the City of Eureka

Board of Commissioners Meeting

April 25, 2023

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Overview of HACE Programs

BACKGROUND AND HISTORY:

This month, we're reviewing program offerings and differences in the Housing Authority of the City of Eureka programs, as there are often questions from the public about what programs we administer and how to qualify for them. While we recommend that these inquiries get referred to staff for direct assistance, it is also important to have knowledge of our various offerings and how they differ.

Impact to Personnel:

None.

Fiscal Impact:

None.

Alternatives:

N/A

STAFF RECOMMENDATION:

None; informational only.

Housing Authority of the City of Eureka (HACE) – Locally Managed Properties

Public Housing

Sites: 12 sites in Eureka

- 25-1 (Units in and around borders of Harris/Elizabeth/Burrill, Prospect)
- Prospect (borders 25-1 properties; built later than 25-1 development)
- C & Clark Street
- 514 West Del Norte & 1830 Albee
- 1645 C Street
- Buhne/Union/Summer
- 330 Grant Street
- 1335 B Street
- Spring & Garland
- 2523 Albee
- 510 West Harris
- 131 West Del Norte

Total Units: 198

Excepted Units: 3 (Eureka Police annex, Boys & Girls Club, maintenance storage/prep space)

Rental Units: 195

Waitlist: Open

Average wait to be pulled for screening: 1.5 years

Income limits: 80% AMI (note that 40% of annual new admissions must be at Extremely Low Income level, 30% AMI)

Subsidy: Units are subsidized under HUD’s Annual Contributions Contract for Operating Subsidy and Capital Funds Program.

HUD FY2022 Income Limits (2023 limits expected May 2023):

FY 2022 Income Limit Area	Median Family Income Click for More Detail	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Humboldt County, CA	\$79,700	Very Low (50%) Income Limits (\$) Click for More Detail	27,300	31,200	35,100	38,950	42,100	45,200	48,300	51,450
		Extremely Low Income Limits (\$)* Click for More Detail	16,350	18,700	23,030	27,750	32,470	37,190	41,910	46,630
		Low (80%) Income Limits (\$) Click for More Detail	43,650	49,850	56,100	62,300	67,300	72,300	77,300	82,250

Eureka Family Housing

Sites: 3 sites in Eureka

- 735 P Street
- 615 West Hawthorne Street
- 1112 E Street + 304 Clark Street

Total Units: 51

Subsidized units: 50 units

Market rate units: 1

Waitlist: Open

Average wait to be pulled for screening: 2 years

Income limits: 33 units at 60% AMI, 17 units at 50% AMI (see chart of income limits below)

Subsidy: Project-based Section 8 contract for 50 units. For tenants who earn above Section 8 income limits and no longer qualify for Section 8 subsidy (i.e. by increasing their income during tenancy), rental rates are limited to annual TCAC rates (see chart of Rent Limits below).

TCAC Rent Limits:

Per HUD Notice
Effective: April 18, 2022

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE 2022

Maximum Multi-Family Tax Subsidy Projects (MTSP) Rents
for Low Income Housing Tax Credit (LIHTC) Projects
Placed in Service after January 1, 1990 (post 1989)
For Projects Placed in Service on or before 12/31/2008
Including HERA Special Limits

County	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR
HUMBOLDT						
100% Income Level	\$1,364	\$1,462	\$1,754	\$2,026	\$2,260	\$2,492
60% Income Level	\$819	\$877	\$1,053	\$1,215	\$1,356	\$1,496
55% Income Level	\$750	\$804	\$965	\$1,114	\$1,243	\$1,371
50% Income Level	\$682	\$731	\$877	\$1,013	\$1,130	\$1,246
45% Income Level	\$614	\$658	\$789	\$911	\$1,017	\$1,122
40% Income Level	\$546	\$585	\$702	\$810	\$904	\$997
35% Income Level	\$477	\$511	\$614	\$709	\$791	\$872
30% Income Level	\$409	\$438	\$526	\$607	\$678	\$748

TCAC Income Limits:

Per HUD Notice
Effective: April 18, 2022

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE 2022

Maximum Income Levels
For Projects Placed in Service on or before 12/31/2008
Including HERA Special Limits

County	One Person	Two Person	Three Person	Four Person	Five Person	Six Person	Seven Person	Eight Person
HUMBOLDT								
100% Income Level	\$54,600	\$62,400	\$70,200	\$77,900	\$84,200	\$90,400	\$96,600	\$102,900
60% Income Level	\$32,760	\$37,440	\$42,120	\$46,740	\$50,520	\$54,240	\$57,960	\$61,740
55% Income Level	\$30,030	\$34,320	\$38,610	\$42,845	\$46,310	\$49,720	\$53,130	\$56,595
50% Income Level	\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200	\$48,300	\$51,450
45% Income Level	\$24,570	\$28,080	\$31,590	\$35,055	\$37,890	\$40,680	\$43,470	\$46,305
40% Income Level	\$21,840	\$24,960	\$28,080	\$31,160	\$33,680	\$36,160	\$38,640	\$41,160
35% Income Level	\$19,110	\$21,840	\$24,570	\$27,265	\$29,470	\$31,640	\$33,810	\$36,015
30% Income Level	\$16,380	\$18,720	\$21,060	\$23,370	\$25,260	\$27,120	\$28,980	\$30,870

Eureka Senior Housing

Sites: 4 sites in Eureka

- 822 C Street
- 904 I Street
- 9th & I Street
- 942 E Street

Total Units: 22

Subsidized units: None. Some tenants have HCV (Section 8) subsidy.

Market rate units: None.

Waitlist: Open

Average wait to be pulled for screening: 3.7 years

Income limits: 9 units at 60% AMI, 13 units at 50% AMI

Subsidy: None. Rents are limited to TCAC Rent Limits (see chart above).

Housing Authority of the City of Eureka

Board of Commissioners Meeting

April 25, 2023

Agenda Item 8b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Remote meeting attendance under AB 2449

BACKGROUND AND HISTORY:

During the COVID-19 pandemic and related Emergency Order, certain waivers and state laws were put in place that allowed remote meetings to take place, prioritizing safety over the traditional and more stringent Brown Act requirements. With the COVID-19 State of Emergency in California scheduled to end February 28, 2023, we will be returning to in-person meetings as of March 1, 2023, that will allow for remote meeting attendance under either AB 2449 (effective January 1, 2023), or under Brown Act requirements for posting, notification, etc. Staff and Commissioners should be aware of the teleconferencing requirements and plan accordingly.

Impact to Personnel:

Staff will be required to hold board meetings and Commissioners will be required to attend them on site at the Housing Authority offices or otherwise have just cause or an emergency reason (as defined in AB 2449) not to attend, limited to a certain number of events per year.

Fiscal Impact:

Immaterial.

Alternatives:

None; meetings must be in compliance with the Ralph M. Brown act and related state laws.

STAFF RECOMMENDATION:

Review attached memo prepared by Housing Authority legal representation; discuss as necessary.



THE MITCHELL LAW FIRM, LLP

CLIFFORD B. MITCHELL (1927 - 2010)

PAUL A. BRISSO*
NANCY K. DELANEY*
RUSSELL S. GANS
NICHOLAS R. KLOEPEL
RYAN T. PLOTZ
AMY A. HUNT
KAREN J. ROEBUCK, Senior Associate

ATTORNEYS AT LAW
426 FIRST STREET
EUREKA, CALIFORNIA 95501

www.mitchelllawfirm.com

Established 1915

TELEPHONE (707) 443-5643
FACSIMILE (707) 444-9586

P.O. DRAWER 1008
EUREKA, CA 95502

WILLIAM F. MITCHELL (Retired)
JOHN M. VRIEZE (Retired)
EMERY F. MITCHELL (1896 - 1991)
WALTER J. CARTER (1949 - 1993)
R.C. DEDEKAM (1929 - 2011)
* Of Counsel

September 28, 2022

ATTORNEY-CLIENT PRIVILEGED **MEMORANDUM**

To: Public Entity Clients

From: Ryan Plotz

Re: New Brown Act Legislation

I. Summary

On September 13, 2022, the Governor signed Assembly Bill 2449 (“AB 2449”) into law. AB 2449, which goes into effect on January 1, 2023, makes further revisions to the Brown Act’s teleconferencing provisions.

In general terms, AB 2449 does the following:

- Maintains the current AB 361 teleconferencing option until December 31, 2023.
- Adds an additional teleconferencing option that (subject to certain requirements discussed below) allows less than a majority of member to participate remotely based on “just cause” or “emergency circumstances” (each as defined) if a majority of the legislative body conducts the meeting in-person from a location open to the public.

In the sections that follow, I address the continued use of the AB 361 rules and provide detail on the new AB 2449 alternative.

II. Continued Use of AB 361 Rules

The AB 361 rules, which most public entities continue to utilize, remain unchanged by AB 2449. As you are aware, AB 361 allows a public entity to conduct a remote meeting without complying with the onerous teleconferencing requirements of the Brown Act under **any** of the following circumstances:

The legislative body holds a meeting during a proclaimed state of emergency¹, **and** state or local officials have imposed or recommended measures to promote social distancing.

or

The legislative body holds a meeting during a proclaimed state of emergency, **and** has determined by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The state of emergency proclaimed on March 4, 2020, by the Governor remains in effect.

The AB 361 teleconference option will expire on December 31, 2023. Accordingly, until that date, legislative bodies may utilize the AB 361 if the appropriate findings can be made.

III. AB 2449 Option

As an alternative to AB 361, AB 2449 provides a further teleconference option that is less onerous than the default teleconferencing provisions contained in the Brown Act but more onerous than the AB 361 option.

AB 2449 allows for **less than a quorum** of the legislative body to participate in the public meeting via teleconference, subject to the following requirements:

- **At least a quorum of the legislative body participates in the public meeting from a single physical location, which location is open to the public.**

¹ A “state of emergency” means a state of emergency proclaimed by the Governor pursuant to Section 8625 of the California Emergency Services Act.

- **A member(s) seeking to participate remotely must demonstrate either “just cause”² or that “emergency circumstances”³ exist.**
 - **Just cause.** If the member seeks to appear remotely due to just cause (as defined in the footnote below), the member must notify the legislative body at the start of the public meeting of the need to appear remotely (and should notify key staff in advance of the meeting). The notification must include a general description of the circumstances relating to the need to appear remotely at the given meeting. The member shall also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.
 - Note: The just cause exception may not be utilized by a member more than twice per calendar year.
 - Note: unlike for emergency circumstances (discussed below), the legislative body is not required to approve the request to attend for “just cause.”
 - **Emergency circumstances.** If the member seeks to appear remotely due to emergency circumstances (as defined in the footnote below), the following procedural rules apply:
 - To the extent feasible, the member seeking to appear remotely shall provide notification to key staff of the potential need to appear remotely.

² “Just cause” means any of the following:

- A. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. “Child,” “parent,” “grandparent,” “grandchild,” and “sibling” have the same meaning as those terms do in Section 12945.2.
- B. A contagious illness that prevents a member from attending in person.
- C. A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).
- D. Travel while on official business of the legislative body or another state or local agency.

³ “Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

- If notification is received before the agenda is posted, staff should add an item to the beginning of the agenda for the Council to “consider and possibly approve authorizing _____ to attend the meeting remotely due to emergency circumstances.”
- At the start of the meeting, the member seeking to appear remotely must request approval of the legislative body to so appear due to emergency circumstances.
- The legislative body shall request from the member a general description of the emergency circumstances.
- The member must provide a general description of the emergency circumstances but shall not be required to disclose any medical diagnosis or disability.
- The member shall also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.
- The legislative body must then take action on the request at the start of the meeting by motion, with the member seeking to appear remotely abstaining from the vote.
 - Note: if the item is not on the agenda, the legislative body must first take action to add the matter to the agenda. This is accomplished by a 2/3rds vote of the legislative body after making findings that the need for the item came to the attention of staff after the agenda was posted.
- **The legislative body must provide a method by which the public can participate via remote means (i.e., either (i) a two-way audiovisual platform or (ii) a two-way telephonic service coupled with live webcasting).**
- **The agenda shall indicate the method by which the public may access the meeting and offer public comment.**

Additionally, as is the case currently with the AB 361 option, the following requirements must also be met:

- In the event of a disruption which prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.
- The legislative body shall not require that public comments be submitted in advance.
- If a public entity provides for a timed public comment period, the legislative body shall not close the public comment period until the time period has expired.
- If a public entity does not provide a timed public comment period, it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register with the video service provider.
- All votes shall be by roll call vote.

Housing Authority of the City of Eureka

Board of Commissioners Meeting

April 25, 2023

Agenda Item 8c

Memorandum

To: Commissioners

From: Dustin Wiesner, Director of Finance, Administration and Technology

Subject: Authorization to transfer the Eureka Family Housing Project limited partnership interest to the Housing Authority of the City of Eureka (the "Authority").

BACKGROUND AND HISTORY:

Eureka Family Housing, L.P. (the "Partnership"), a California limited partnership, was formed on February 7, 2007 between the Eureka Family Housing, LLC (an affiliate of the Authority) and Merritt Community Capital (the "Limited Partner") to acquire, rehabilitate, own and operate a 50-unit affordable housing complex located in Eureka, California, which is currently operating under the name of Eureka Family Housing (the "Project"). The project was financed, in part, with low-income housing tax credits. The tax credit allocation date is March 21, 2007.

There is an option to acquire the project from the limited partner after the end of the 15-year tax credit compliance period (2022) and expiring 18 months thereafter (option period).

The current limited partner has or will soon have received all of the tax and other economic benefits originally anticipated and is willing to transfer its interest in the partnership.

We believe it is in the best interest of the project and to the Authority to acquire such limited partnership interest to maintain control of the project and to continue to provide affordable housing opportunities to the residents of Eureka, CA.

Impact to Personnel:

Designated personnel will be required to perform the transfer of limited partner interest process.

Fiscal Impact:

Staff does not anticipate a significant net cost of transferring the limit partnership interest.

Alternatives:

Waiting to transfer the limited partnership interest may result in higher transfer cost, or the possible expiration of the transfer period. Not transferring the limited partnership interest would result in loss of control of the project. Staff does not recommend either alternative.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the Authority's acquisition of the Limited Partnership interest.

RESOLUTION NO. 1983

(Limited Partnership Transfer Resolution — Eureka Family Housing)

A RESOLUTION of the Housing Authority of the City of Eureka (the “Authority”) authorizing (i) the transfer of the Eureka Family Housing Project Limited Partnership interest to the Authority; the admittance of the Authority to the limited partnership, the assumption of all responsibilities of being the limited partner of the owner entity, and (ii) the approval, execution and delivery of all documents necessary to effectuate the foregoing.

WHEREAS, Eureka Family Housing, L.P. (the “Partnership”), a California limited partnership, was formed on February 7, 2007, to acquire, rehabilitate, own and operate a 50-unit affordable housing complex located in Eureka, California, which is currently operating under the name of Eureka Family Housing (the “Project”). The tax credit allocation date is March 21, 2007.

WHEREAS, the Partnership is controlled by its general partner, Eureka Family Housing LLC (EFHL), an affiliate of the Housing Authority of the City of Eureka, with a single non-profit member, the Eureka Housing Development Corporation (“EHDC”).

WHEREAS, Eureka Family Housing, L.P. is a legally separate entity from the Housing Authority of the City of Eureka formed as a partnership between EHDC and Merritt Community Capital Fund X, L.P. (“Limited Partner”).

WHEREAS, the Project participates in the low-income housing tax credit program under Section 42 of the Internal Revenue Code as modified by the State of California.

WHEREAS, EFHL has an option to acquire the project after the end of the 15-year tax credit compliance period (2022) and expiring 18 months thereafter (option period).

WHEREAS, EFHL has determined that the Limited Partner has, or will soon have received all of the tax and other economic benefits originally anticipated by such Limited Partner; the Limited Partner is expected to be willing to transfer its interest in the applicable Partnership; and it is in the best interest of EFHL and its affiliate, the Authority, to acquire such Limited Partnership Interest in the Project and to be admitted to the partnership as the sole limited partner.

WHEREAS, the Housing Authority of the City of Eureka Board of Commissioners supports the acquisition of the aforementioned Limited Partnership interest from the current Limited Partner by the Authority and deems it desirable and in the best interests of the Project, EFHL, and the Authority to acquire the Limited Partnership interest in the Partnership and be admitted into the partnership as the limited partner.

NOW, THEREFORE, BE IT RESOLVED, that this Authority pursue acquisition of the aforementioned Limited Partnership interest for such terms and conditions as the Executive Director and Director of Finance of this agency, may, in their discretion, deem advisable.

RESOLVED FURTHER, that the Authority be admitted into the partnership as the sole limited partner.

RESOLVED FURTHER, that the Executive Director and/or Director of Finance are hereby authorized, directed, and empowered to execute, for and on behalf of the Authority and in its name, any and all documents, negotiations, or other actions required in connection with the acquisition of the Limited Partnership interest in the Partnership, with no limitation.

PASSED AND ADOPTED on the _____ day of _____, 2023 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the City of Eureka

Board of Commissioners Meeting

April 25, 2023

Agenda Item 8d

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Eureka Family Housing Utility Allowance

BACKGROUND AND HISTORY:

In accordance with HUD regulations, the Housing Authority must conduct an annual utility survey of a representative number of households in City of Eureka. This survey is then used to determine the utility allowance granted each Eureka Family Housing household to aid them in paying for their utilities.

As in the past, staff contracted with the Nelrod Company to conduct the survey and recommend the utility allowances for the 2023 fiscal year. Attached are comparison sheets showing the 2022 EFH utility allowances and the proposed 2023 EFH utility allowances, per building types and bedroom sizes.

Under HUD's regulations, if the utility survey indicates a change in the utility allowance of at least 10%, the Housing Authority must adopt the new utility allowances. As most categories show a 10% or greater increase, and as this is a benefit to program participants, it is in their interest to adopt the proposed utility allowances.

RECOMMENDATION:

Staff recommend that the Board accept and approve the proposed 2023 Eureka Family Housing Utility Allowances.

<p style="text-align: center;">January 1, 2023 CHFA Housing Utility Allowances City of Eureka Housing Authority Allowances are rounded to nearest dollar</p>				
Development	1 BR	2 BR	3 BR	4 BR
CalHFA Utility Type (Apt)	72.00	87.00	102.00	
CalHFA Utility Type (RH)		79.00	161.00	
To be approved and adopted by the City board on 04/25/2023				

January 1, 2022
CHFA Housing Utility Allowances
City of Eureka Housing Authority
 Allowances are rounded to nearest dollar

Development	1 BR	2 BR	3 BR	4 BR
CalHFA Utility Type (Apt)	44.00	46.00	75.00	
CalHFA Utility Type (RH)		73.00	85.00	

2022 Public Housing Utility schedule approved by the City Board of Commissioners on November 15, 2021

RESOLUTION 1984

**ADOPT UPDATED UTILITY SCHEDULE
EUREKA FAMILY HOUSING – CITY OF EUREKA**

WHEREAS, The U.S. Department of Housing and Urban Development requires a survey of utility usage and fees be done to ascertain a schedule of Public Housing allowances for resident furnished utilities; and

WHEREAS, The Housing Authorities have contracted with The Nelrod Company to complete a Resident Life Utility Allowance Survey and Study for Public Housing; and

WHEREAS, The Survey demonstrates a need to adjust the present utility allowances to bring them in line with actual usage figures;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the City of Eureka Housing Authority approve and adopt the March 2023 updated schedule for Public Housing Utility Allowances for Resident Furnished Utilities and Other Services, effective April 1, 2023.

PASSED AND ADOPTED on the _____ day of _____, 2023 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the City of Eureka

Board of Commissioners Meeting

April 25, 2023

Agenda Item 8e

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Election of Officers

BACKGROUND AND HISTORY:

In accordance with the bylaws of the Housing Authority, the Board of Commissioners must hold an annual meeting to elect officers for the following year and discuss the progress on meeting goals.

Attached are the “Ten Commandments for Commissioners”, from the commissioner handbook, as well as the goals established for 2023. The commandments serve as a reminder of the board duties you have pledged to carry out on behalf of the agency. As policy and goal setting are primary responsibilities of commissioners, the current year’s goals are also brought back for reference.

STAFF RECOMMENDATION:

Please be prepared to elect new officers and discuss Housing Authority goals as needed.

TEN COMMANDMENTS FOR COMMISSIONERS

1. **KNOW HOUSING PROGRAMS.** Don't let the jargon confuse you. Read Federal publications, Journal of Housing, etc. Attend NAHRO, and other housing conferences and training sessions (local as well as national). Be informed.
2. **SEPARATE POLICY MAKING (YOUR JOB) FROM ADMINISTRATION (THE EXECUTIVE DIRECTOR AND STAFF'S JOB).** The Commissioners are the policy makers and do not get involved with the administration of the programs. Policy sets the direction of the agency - the goals - and establishes and approves programs, reviews progress, but does not get involved in the implementation and the actual administration of these programs.
3. **KNOW YOUR LOCAL OPERATIONS** - visit projects and offices besides the board room. Attend project functions. Get statistics on occupancy, rent collections, maintenance costs, etc. Know the quality of your maintenance (if applicable), the financial status of your programs, and the operations of your staff. Be sure to request this information from the Executive Director.
4. **SET GOALS AND OBJECTIVES.** This should be done with your other Commissioners using staff input. Monitor progress in achieving goals and hold someone responsible for failure as well as success. Know where your Housing Authority is going.
5. **MAKE POLICY DECISIONS BASED ON FACTS AND INFORMATION.** See that you have adequate written data well before board meetings; study it, discuss it with others as needed, and then vote accordingly. A well planned, advance agenda with detailed backup information is essential to making sound decisions on important PHA policies.
6. **BE INNOVATIVE.** You weren't appointed to be a rubber stamp. Bring your own talents and experience into your Housing Authority Commissioner's role.
7. **LET HUD KNOW YOUR THOUGHTS ABOUT HOUSING MATTERS.** HUD publishes proposed policies in the Federal Register. They want comments from local policy makers as well as paid staff. At least know what your Executive Director is telling HUD.
8. **KEEP IN TOUCH WITH LOCAL ELECTED OFFICIALS.** They appointed you. They should be interested in your problems as well as your observations. Don't forget the City's or County's potential role in helping your Housing Authority, and vice versa.
9. **LISTEN TO TENANTS.** Don't forget that the tenants are your constituents.
10. **SEE THAT YOUR PHA HAS AN ACTIVE PUBLIC RELATIONS PROGRAM.** The taxpayers pay your bills. You need their support and confidence.

City of Eureka Housing Authority

PHA Goals

FY 2022 Annual Goals – *July 2022 Progress Update*

Goal One:

Occupancy

The City of Eureka Housing Authority shall maintain a waiting list of sufficient size so we can fill our public housing units within 20 days of a unit becoming rent-ready.

The PHA will advertise in at least one local publication quarterly, as long as the wait list is open, in order to make the public aware of our open waitlist.

The PHA will seek opportunities with other local agencies to do outreach and education about our housing programs to diverse populations, at minimum once a month. The Housing Advocate will seek out and schedule outreach activities.

The PHA shall mix its public housing development populations ethnically, racially and income-wise as much as possible.

Update: 2 out of the 13 units leased up in 2022 (as of 7/12/2022) have leased within 20 days of becoming rent-ready. Longer than expected lease-up times are occurring primarily because applicants are not updating wait-list contact information and/or are no longer interested in Public Housing. This results in having to pull more people off the waitlist for screening for each unit filled. Historically, we pulled/screened 3 applicants per unit; now it is taking an average of 7 applicants to successfully fill one unit.

To address this change, we are doing a full wait-list update for all 2- and 3-bedroom applicants and will do a monthly update for 1-bedroom applicants, in order to establish a more current waitlist and reduce the number of screenings required to fill units.

Goal Two:

Smoke-Free

PHA properties have been smoke-free since 2016, and we will continue to enforce the no-smoking policy. HACE will send an annual reminder letter to tenants regarding the no-smoking policy and informing tenants of their rights and lease responsibilities concerning this policy.

Based on input from tenants in the 2021 annual meeting, in 2022 we will evaluate our Smoke-free policy for efficacy, consider a more structured policy, and update tenants with any new policy requirements per HUD's guidelines.

Update: Policy is under review.

Goal Three: **Neighborhood Watch**

The PHA will support and facilitate meetings and make available meeting space periodically for tenants and neighbors interested in forming a Neighborhood Watch program. The PHA will reach out to interested tenants based on a survey sent out in 2021, to have a further discussion and encourage them to become active members of their community, dedicated to making housing a clean and safe environment.

Update: A neighborhood watch meeting for South Albee Street took place April 27th, 6:00-8:00 pm at the Housing Authority office. A few PH tenants attended, but no further interest has been expressed regarding starting a PH tenant-based neighborhood watch group.

Goal Four: **Tenant Communication**

The PHA will continue to enhance and encourage communication with tenants via a quarterly newsletter. The newsletter is both sent via USPS mail as well as posted to our website for reference.

Update: We continue to publish a quarterly tenant newsletter.

Goal Five: **Compliance**

The PHA will ensure full compliance with all applicable standards and regulations including generally accepted accounting practices (GAAP) and governmental accounting standards board (GASB), with a goal of zero findings in annual audits, with audit report including any findings to be made available and presented annually.

1. Completed audit for FYx1 will be presented at a regular board of commissioners' meeting before the end of FYx2.
2. Completed audit report will be posted on agency website.

Update: There were no findings in the 2020 audit. The 2021 audit is still in process; no findings are anticipated.

Goal Six: **Maintenance**

HACE maintenance team continues to work toward more efficient operations. Increases in efficiency to be supported by:

1. Training all maintenance personnel in the use of tablets for performing annual inspections and for initiating/completing work orders timely.
2. Cross-training where possible so the department is able to sufficiently cover scheduled inspections and emergency needs when not fully staffed.
3. Sourcing at least one additional/back-up contractor for each routine service (e.g. painting, flooring, and cleaning) to support the most rapid completion of unit turns possible.

Update: Maintenance department is fully staffed, and all personnel are trained in using tablets. Cross training continues to occur with all staff. Sourcing contractors remains a challenge during the pandemic, but we continue to try new service providers and seek additional contractors.

Goal Seven: **Phone System**

The PHA will continue to review and update our phone system biannually in order to make it easier to navigate, reach the intended recipient, and be more user friendly.

Update: Phone system review and updates will occur as needed.

Goal Eight: **Technology and Accessibility**

The PHA will add to our selection of resources available for download from our website in order to better meet our client's needs to access and complete paperwork remotely and successfully communicate with agency staff without interfacing directly.

Specifically:

1. We will continue to provide the following online, and assess the need to add further documents digitally:
 - a. Application
 - b. Notice of Change
 - c. Recertification paperwork
 - d. Board meeting agendas
2. We will continue accepting tenant payments through an online processing portal and explore the option to accept payment via additional methods (e.g. debit/credit cards).

Update: The documents listed above have been added to the website and the website is updated frequently with new and time-sensitive announcements. Tenants are encouraged to use the payment portal, but payments are not currently accepted via credit cards.

Goal Nine:

Repositioning

As the PHA's public housing stock nears 70 years in age, it is evident the need to explore options to guarantee the future of affordable housing in Eureka. The PHA will work with HUD, consultants, developers, and any other available sources to explore various opportunities to maintain and/or increase affordable housing stock in a financially, environmentally, and socially sound manner.

The PHA will assemble and present a report to the Board in 2022 from the work done in 2021-2022 with Enterprise Community Partners, Structure PDX, HUD, and any other participants, disseminating the work done and the recommended path for repositioning.

Update: Repositioning plan developed in conjunction with Enterprise Community Partners and board input approved by Board at regular meeting on 6/21/2022, with resolution of support approved by County of Humboldt Housing Authority on 6/11/2022.

An RFP for Community Engagement Consulting was issued 7/11/2022. Next steps include issuing an RFQ for developer interest and beginning work on HUD's Special Applications Center (SAC) applications.

Goal Ten:

Staff Retention and Training

The PHA will promote and maintain a motivating work environment with a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will enhance staff skills for their particular job classification and responsibilities.
2. On-demand training will be available to all staff through a contract with HTVN
3. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

Update: Staff are enrolled in appropriate training and certification opportunities as available. The Management team selects one employee monthly to acknowledge for their contributions.

Goal Eleven:

Customer Feedback

The PHA will use various methods to invite feedback from interested parties, including voucher clients, community members, and staff.

We will provide an annual survey to clients to ask for their feedback and input on specific areas of focus.

We will implement a standard feedback process for any parties concerned for reporting issues, suggesting changes, and otherwise seeking answers.

Update: In process; Admin staff are setting up an online survey following the model of another California PHA.

Goal Twelve: **City of Eureka Planning Department Updates**

The PHA will request annually a report and/or presentation from the City of Eureka Planning Department to update the Housing Authority staff and board on any new or changed ordinances, policies, zoning, etc. that may impact Housing Authority operations.

Note: This is a new goal established for 2023 forward.