



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
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AGENDA REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

DATE AND TIME
Monday, October 16, 2023
7:30pm

LOCATION

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

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 735 W. Everding St., Eureka CA 95503. This location is accessible to the public, and members of the public may address the City of Eureka Housing Authority Board of Commissioners from any teleconference location.

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:

3a. Regular meeting, August 21, 2023 (pages 3-6)

4. Bills and Communications: Tenant Newsletter (pages 7-8)



The Housing Authorities are Equal Housing Opportunity Organizations



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.

5a. Occupancy and Leasing Report (page 9)

5b. HCV Utilization Reports (pages 10-12)

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. Resolution 1988, CA025 Revised 5-Year Plan 2021-2025 (pages 13-28)

Recommended Board Action: Accept and Adopt for Approval

8b. Resolution 1989, Annual Operating Budget for FY Ending December 31, 2024 (pages 29-59)

Recommended Board Action: Accept and Adopt for Approval

9. Closed Session – If needed.

10. Adjournment

* * * Note * * *

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

<https://eurekahumboldt.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, August 21, 2023

Chairperson Serotta declared a quorum present and called the meeting to order at 7:31pm.

1. Roll Call:

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

Absent: Commissioner Raymond

Staff: Churchill, Humphreys

Public: None in attendance

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

3. Approve minutes of the board of commissioners meeting, held July 17, 2023.

Motion to approve the minutes of the meeting of July 17, 2023, made by Commissioner Escarda

Second – Commissioner Pittman

Roll call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman

Nays: None

Abstain: None

Absent: Raymond

Chairperson Serotta declared the motion carried to approve the minutes of July 17, 2023.

4. Bills and Communication: None

5. Report of the Secretary:

5a. Occupancy and Leasing Report

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

5b. HCV Utilization Reports

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

5c. Repositioning Updates

Secretary Churchill states that the Housing Authority had a zoom kick off call with Brinshore. Secretary Churchill goes on to note that the Brinshore team will be onsite the following week to look at each public housing site and will have a meeting with the Eureka City Planning and Building Department. Secretary Churchill comments that we do not have

a formal agreement yet but we are working towards a memorandum of agreement with Brinshore.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

- 8a. CA025 Draft PHA Plan and;
Repositioning Plan, approved June 21, 2022
https://bit.ly/eurekahumboldtha_repositioning_plan

Secretary Churchill goes over key points of the draft PHA Plan Goals Update for the Commissioners noting that there was an addition to the plan at item B4. Secretary Churchill notes that a hearing will be held in September 2023 for input from the public on the PHA plan. The plan will require a resolution and final approval by the board at the October 2023 regular meeting.

- 8b. Resolution 1986, Write off Uncollectible Debt
Recommended Board Action: Accept and Adopt for Approval

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 1986

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>Housing Program</u>	<u>Amount</u>
Eviction, Public Housing	\$ 8,659.20
Eviction, Public Housing	<u>\$11,122.53</u>
	\$19,781.73 Subtotal
Eviction, Eureka Family Housing	<u>\$10,607.38</u>
	\$30,389.11 Total

Motion to approve and adopt Resolution 1986 made by Commissioner Escarda.

Second – Vice Chairperson Konkler

Roll call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman

Nays: None

Abstain: None

Absent: Raymond

Chairperson Serotta declared the motion carried to approve Resolution 1986.

- 8c. Resolution 1987, Public Housing Corrective Action Plan
Recommended Board Action: Accept and Adopt for Approval

RESOLUTION NO. 1987

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA APPROVING AND ADOPTING THE PUBLIC HOUSING CORRECTIVE ACTION PLAN (CAP) WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) measures the Public Housing Authorities' performance of their Public Housing program with periodic Public Housing Assessment System (PHAS) scoring; and

WHEREAS, Housing Authorities are required to participate in periodic Real Estate Assessment Center (REAC) Physical Inspections, and to annually submit occupancy and financial data to HUD, with which HUD evaluates the Housing Authority's performance based on various indicators; and

WHEREAS, HUD published PHAS scoring on June 15, 2023, for fiscal year 2022, giving the Housing Authority of the City of Eureka an overall score of 65, and designating the housing authority "Substandard"; and

WHEREAS, two of the four PHAS indicators scored below 60%, and in accordance with 24 CFR 902.11(c), the Housing Authority is required to prepare a Corrective Action Plan (CAP) to address any areas of concern identified in the PHAS report; and

WHEREAS, the objectives and corresponding action items outlined in the CAP are designed to improve the Housing Authority properties' physical status and occupancy rate, and to increase the Housing Authority's PHAS performance ratings, which will ultimately ensure that the Public Housing participants receive a better quality of units and overall experience from the Housing Authority; and

WHEREAS, the Housing Authority staff is committed to working with HUD and successfully accomplishing all of the action items outlined in the CAP;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA, THAT:

The Corrective Action Plan (CAP) for submission to the U.S. Department of Housing and Urban Development is approved and adopted and the Executive Director is hereby further authorized to take all actions necessary to implement the foregoing resolution.

Motion to approve Resolution 1987 made by Vice Chairperson Konkler

Second – Commissioner Pittman

Roll call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman

Nays: None

Abstain: None

Absent: Raymond

Chairperson Serotta declared the motion carried to approve Resolution 1987.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 8:07pm.

Secretary

Chairperson



HOUSING INSIDER

“COMMUNICATION LEADS TO COMMUNITY”

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM

The Low-Income Home Energy Assistance Program provides a one-time payment to assist low-income households with heating or cooling bills and emergency crises, such as utility disconnection. Income-qualified customers may be eligible for up to \$1,000 in financial assistance. For more information visit www.csd.ca.gov or contact 866-675-6632.

TENANT REMINDERS

- Tenants should not assign the lease or sublease unit. Subleasing includes receiving payment to cover rent and utility costs from anyone not on the lease.
- DO NOT flush wipes, feminine products, dental floss, hair, bandages, Q-tips, cotton pads, cotton balls, cat litter, grease, oils, etc. down toilet.
- Unauthorized pets are lease violations and could lead to lease termination.
- Smoke alarms should not be uninstalled or covered. Replace batteries as needed.

TENANT PORTAL REGISTRATION

Did you know we have an online portal for residents? Tenants can email us, check account information, view account charges, and make payments online at <https://portal.eurekahumboldtha.org/>.

To register you'll need:

- **Head of Household's SSN**
- **Registration code**
- **Email Address**

If you would like to pay rent online, have your personal checking account and routing number available. Please note, the payment system does not accept debit cards or allow payments from EDD, SNAP, TANF, etc. To retrieve your registration code, contact accounting at 707-443-4583 ext. 235.



EHA Mission Statement: The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

DATES TO REMEMBER

Our office will be closed on these holidays!

October 9th – Indigenous Peoples' Day

November 10th – Veterans Day

November 23rd & 24th – Thanksgiving

December 25th – Christmas

COMMUNITY EVENTS

[Project Rebound + College of the Redwoods](#)

Have you been personally impacted by past convictions and are interested in starting a higher education journey? The Jefferson Center, located at 1000 B St. Eureka, CA, will host bi-weekly workshops from 12-2 pm starting on Saturday, October 20th.

[Zane Middle School Multicultural Fair](#)

Zane Middle School will host a Multicultural Fair with food trucks, live entertainment, guest speakers, and much more! The event is open to the community and will be held at 2155 S St. Eureka, CA, from 12-4 pm on Saturday, October 21st.

[The Betty Kwan Chinn Homeless Foundation](#)

The Betty Kwan Chinn Homeless Foundation will provide Thanksgiving and Christmas food baskets starting Tuesday, October 31st to Friday, November 17th. To sign-up call the Day Center at 707-407-3833.

General Information

Lobby and Dumpster Hours: Open Tuesday-Thursday 10am-3pm.

Business Hours: Open Monday-Thursday 8am-5:30pm; Closed alternate Fridays and business hours are 8am-4:30pm.

We have a payment drop box by our main front door for submission of amounts payable.



Q&A

Q: Do we have assigned parking?

A: No, we do not have assigned parking. If tenants live in a place that has a parking lot, only one car per unit should occupy a parking space. All other vehicles are to use street parking. Furthermore, tenants should only park in any handicapped parking spots if they are qualified. According to the California DMV “a qualified disabled person may obtain a Disabled Person (DP) placard or License plate for all of their vehicles, for no additional fee.” For more information regarding eligibility and applications visit www.dmv.ca.gov.

Volunteer Opportunity: Are you a **Public Housing** senior (62+) who is interested in serving on our Board of Commissioners? Please contact Heather at 707-443-4583 ext. 219 or heatherh@eurekahumboldtha.org with questions and to obtain an application for tenant commissioner.

Visit us at www.eurekahumboldtha.org



KEEP CALM AND PICK UP TRASH

We are working hard to keep our properties clean of trash, furniture, and any other items that may end up on our grounds, including graffiti. Keeping our properties clean is dependent on the help of our tenants. Please make sure to keep the areas of your unit free of trash and pet waste. If you suspect another tenant is trashing your space, contact the Housing Authority so we can address the issue. Furthermore, the office dumpster hours are for tenants only. Tenants should not dump tires, chemicals, paint, electronics, animals, and other large items that might be above the dumpster. Lastly, Humboldt Recology will remove garbage bags that are causing bins not to shut completely nor empty recycling bins with trash inside of them. You may be charged a fee if maintenance must clean up any areas around your unit. Thank you for working with us to maintain a safe and clean environment.

WHO TO CONTACT

Call our main line at 707.443-4583; then:

Work orders request.....	x218
For emergency work orders ONLY contact 707-444-1424	
Paperwork, certification, rent, income calculation questions.....	x214
Accounting for charges, account balance, questions, and payments.....	x221
Questions, complaints, or concerns about the neighborhood.....	x211
All other questions regarding Housing Authority services.....	x210

In case of an emergency, please call 911 or the Eureka Police Department at 707-441-4060.

**Occupancy and Leasing Report
April 2023 - August 2023**

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

Program	Total Units Available	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Wait List End of Month
Eureka							
Public Housing	195	183	185	185	186	188	606 *
Eureka Family Housing	51	49	49	48	48	46	643
Eureka Senior Housing	22	21	21	21	21	21	239
Total City units	268	253	255	254	255	255	

Humboldt

Tenant Based Vouchers								
Housing Choice Vouchers	1234	783	775	780	790	785		
VASH Vouchers	95	61	62	61	60	62	N/A	
Mainstream vouchers	75	50	50	51	52	53	N/A ***	
Emergency Housing Vouchers (EHV)	182	108	111	114	127	127	N/A ‡	
Total All Vouchers	1586	1002	998	1006	1029	1027		
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	5	5	5	5	5	15 **	
PBV-HCV - Providence (Eureka)	42	(Projects not yet completed)						
PBV-HCV - 7th & Myrtle Senior (Eureka)	35							
Total PBVs	107	30	30	30	30	30		

Vouchers issued but not under contract, end of month (aka "Searching")	51
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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 HHHC 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 August 2023

	January	February	March	April	May	June	July	August	Total
Traditional HCV & VASH (Includes PBVs)									
HAP income (budget authority)	\$ 554,989	\$ 561,152	\$ 561,152	\$ 561,152	\$ 561,152	\$ 513,444	\$ 513,444	\$ 513,444	\$ 4,339,925
HAP expenses	(526,837)	(538,214)	(543,930)	(543,711)	(543,035)	(543,996)	(554,594)	(554,639)	(4,348,956)
Surplus (Deficit)	28,152	22,938	17,222	17,441	18,117	(30,553)	(41,151)	(41,196)	(9,031)
* % Total income utilized	94.93%	95.91%	96.93%	96.89%	96.77%	105.95%	108.01%	108.02%	100.21%
Administrative/Other Income	75,927	92,620	76,230	74,998	74,742	75,637	76,007	107,199	653,360
Operating expenses	(57,389)	(65,305)	(70,107)	(62,912)	(60,073)	(59,020)	(59,984)	(61,826)	(496,616)
Surplus (Deficit)	18,538	27,315	6,123	12,086	14,669	16,617	16,023	45,373	156,744
B Remaining HAP Cash	15,197	2,741	29,886	(3,180)	93,597	18,802	17,902	21,091	
Remaining Non-HAP Cash	546,993	597,179	567,907	610,780	469,621	556,625	577,095	623,326	
Total HCV Cash	562,189	599,919	597,793	607,600	563,218	575,427	594,997	644,416	
Cash Increase/(Decrease)	14,569	37,730	(2,126)	9,806	(44,381)	12,209	19,570	49,420	
# of Households Assisted	843	844	844	844	837	841	850	847	6,750
Average HAP Payment	\$ 625	\$ 638	\$ 644	\$ 644	\$ 649	\$ 647	\$ 652	\$ 655	\$ 644
Mainstream (disabled & non-elderly)									
HAP income (budget authority)	\$ 23,639	\$ 23,639	\$ 24,287	\$ 24,287	\$ 23,833	\$ 23,833	\$ 23,833	\$ 23,833	\$ 191,184
HAP expenses	(29,831)	(31,687)	(32,401)	(33,608)	(33,660)	(34,223)	(34,361)	(34,924)	(264,695)
Surplus (Deficit)	(6,192)	(8,048)	(8,114)	(9,321)	(9,827)	(10,390)	(10,528)	(11,091)	(73,511)
A % Total income utilized	126.19%	134.05%	133.41%	138.38%	141.23%	143.60%	144.17%	146.54%	138.45%
Administrative/Other Income	2,768	2,768	9,761	2,811	2,949	11,401	2,949	8,636	44,043
Operating expenses	(2,659)	(3,434)	(3,623)	(3,001)	(4,218)	(3,640)	(3,170)	(3,570)	(27,315)
Surplus (Deficit)	109	(666)	6,138	(190)	(1,269)	7,761	(221)	5,066	16,728
B Remaining HAP Cash	(1,723)	122	5,938	(1,852)	5,074	2,916	2,495	(2,476)	
Remaining Non-HAP Cash	42,711	42,545	41,764	48,416	42,822	53,790	53,358	58,187	
Total MSV Cash	40,988	42,667	47,702	46,564	47,896	56,706	55,853	55,711	
Cash Increase/(Decrease)	(1,906)	1,679	5,035	(1,138)	1,332	8,810	(853)	(142)	
# of Households Assisted	43	45	48	50	50	51	52	53	392
Average HAP Payment	\$ 694	\$ 704	\$ 675	\$ 672	\$ 673	\$ 671	\$ 661	\$ 659	\$ 675
Emergency Housing Vouchers (EHVs)									
HAP income (budget authority)	\$ 37,098	\$ 37,098	\$ 37,098	\$ 37,098	\$ 55,647	\$ 55,647	\$ 55,647	\$ 55,647	\$ 370,979.50
HAP expenses	(76,264)	(82,314)	(86,565)	(88,899)	(90,540)	(94,540)	(101,662)	(101,878)	(722,662)
Surplus (Deficit)	(39,166)	(45,216)	(49,467)	(51,801)	(34,893)	(38,893)	(46,015)	(46,231)	(351,683)
A % Total income utilized	205.57%	221.88%	233.34%	239.63%	162.70%	169.89%	182.69%	183.08%	194.80%
Administrative/Other Income	11,884	27,313	25,144	20,121	37,745	35,388	72,056	37,667	267,319
Operating expenses	(16,160)	(37,880)	(27,311)	(21,459)	(30,801)	(32,526)	(64,475)	(32,476)	(263,088)
Surplus (Deficit)	(4,276)	(10,566)	(2,167)	(1,338)	6,944	2,862	7,581	5,192	4,231
B Remaining HAP Cash	27,743	-	1,538	1,177	14,662	3,259	1,639	80	
Remaining Non-HAP Cash	149,958	114,694	96,854	82,378	51,376	50,163	162,206	142,969	
Total EHV Cash	177,701	114,694	98,391	83,555	66,037	53,422	163,845	143,049	
C Cash Increase/(Decrease)	(107,282)	(63,007)	(16,303)	(14,836)	(17,518)	(12,615)	110,422	(20,796)	
# of Households Assisted	86	100	102	108	111	114	127	127	875
Average HAP Payment	\$ 887	\$ 823	\$ 849	\$ 823	\$ 816	\$ 829	\$ 800	\$ 802	\$ 826

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

	January	February	March	April	May	June	July	August	Total
Total All Voucher Programs									
HAP income (budget authority)	\$ 615,726	\$ 621,889	\$ 622,537	\$ 622,537	\$ 640,631	\$ 592,923	\$ 592,923	\$ 592,923	\$ 4,902,089
HAP expenses	(632,932)	(652,215)	(662,896)	(666,218)	(667,235)	(672,759)	(690,617)	(691,441)	(5,336,313)
Surplus (Deficit)	<u>(17,207)</u>	<u>(30,327)</u>	<u>(40,360)</u>	<u>(43,682)</u>	<u>(26,604)</u>	<u>(79,836)</u>	<u>(97,694)</u>	<u>(98,518)</u>	<u>(434,225)</u>
A % Total income utilized	102.79%	104.88%	106.48%	107.02%	104.15%	113.46%	116.48%	116.62%	108.86%
Administrative/Other Income	90,579	122,702	111,134	97,930	115,436	122,426	151,012	153,502	964,722
Operating expenses	(76,208)	(106,619)	(101,040)	(87,372)	(95,092)	(95,186)	(127,629)	(97,872)	(787,019)
Surplus (Deficit)	<u>14,371</u>	<u>16,083</u>	<u>10,094</u>	<u>10,558</u>	<u>20,344</u>	<u>27,240</u>	<u>23,383</u>	<u>55,630</u>	<u>177,703</u>
Remaining HAP Cash	41,217	2,863	37,362	(3,855)	113,332	24,977	22,035	18,694	
Remaining Non-HAP Cash	739,662	754,418	706,525	741,574	563,819	660,578	792,659	824,481	
Total Program Cash	780,878	757,280	743,886	737,719	677,151	685,555	814,694	843,175	
Cash Increase/(Decrease)	(94,619)	(23,598)	(13,394)	(6,168)	(60,568)	8,404	129,139	28,481	
# of Households Assisted	972	989	994	1,002	998	1,006	1,029	1,027	8,017
Average HAP Payment	\$ 651	\$ 659	\$ 667	\$ 665	\$ 669	\$ 669	\$ 671	\$ 673	\$ 666

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 09/01/2023

HCV - \$2,926,920
MSV - \$242,445
EHV - \$822,728

**Additional \$2,142,682 awarded to reserves to support voucher growth.*

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. Second installment of EHV Services Fees received in July of 2023 for \$159,250.

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	843
February	906	901	921	919	898	894	867	875	858	844
March	899	908	923	918	896	897	861	875	862	844
April	896	920	928	919	908	895	859	873	858	844
May	890	920	927	917	905	895	850	873	861	837
June	890	922	930	914	898	892	853	868	864	841
July	891	929	924	919	895	882	873	865	856	850
August	891	929	923	917	888	879	872	864	854	847
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	844
UML's	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	10,257	6,750

Mainstream Vouchers

								<u>2021</u>	<u>2022</u>	<u>2023</u>
January									27	43
February									27	45
March									28	48
April									29	50
May									31	50
June									32	51
July									36	52
August								4	37	53
September								15	36	
October								18	37	
November								24	38	
December								27	39	
Average								21	33	49
UML's								88	397	392

Emergency Housing Vouchers

									<u>2021</u>	<u>2022</u>	<u>2023</u>
January										5	86
February										11	100
March										15	102
April										18	108
May										23	111
June										30	114
July										38	127
August										42	127
September										46	
October										64	
November										69	
December								4		80	
Average								4	37	109	
UML's								4	441	875	

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	972
February	906	901	921	919	898	894	867	875	896	989
March	899	908	923	918	896	897	861	875	905	994
April	896	920	928	919	908	895	859	873	905	1002
May	890	920	927	917	905	895	850	873	915	998
June	890	922	930	914	898	892	853	868	926	1006
July	891	929	924	919	895	882	873	865	930	1029
August	891	929	923	917	888	879	872	868	933	1027
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	1,002
UML's	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	11,095	8,017

Housing Authority of the City of Eureka

Board of Commissioners Meeting

October 16, 2023

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Updates

BACKGROUND AND HISTORY:

As required by HUD, the Housing Authority must annually update the PHA Plan.

The resident advisory board met at the Housing Authority office on June 29, 2023, to discuss the PHA goals and objectives and provide input to the annual plan. A public hearing was held on September 19, 2023, to receive comments on the plan; no comments were received.

The Board has had an opportunity to review goals and progress updates, and to offer input at regularly scheduled board meetings relative to the annual plan.

The PHA Plan must be submitted to HUD by October 31, 2023.

STAFF RECOMMENDATION:

Staff recommend that the Board approve and adopt the updated agency five-year and annual plan.

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: HOUSING AUTHORITY OF THE CITY OF EUREKA PHA Code: CA025</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2021 The Five-Year Period of the Plan (i.e. 2019-2023): 2021-2025 PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input checked="" type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1" data-bbox="212 1255 1471 1892"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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		PH	HCV																														
Lead PHA:																																	

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p>The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>HACE proposes to use Section 18 or other available HUD disposition tools to reposition our existing public housing portfolio. Properties to be included in the repositioning plan include all twelve public housing sites: (1) 1645 C Street; (2) 1335 B Street; (3) 2523 Albee; (4) 510 West Harris; (5) 330 Grant; (6) 514 West Del Norte & 1830 Albee; (7) 131 West Del Norte; (8) 25-1; (9) Prospect Street; (10) C & Clark; (11) Buhne/Summer/Union Street; and (12) Spring & Garland. HACE will undertake this portfolio repositioning over the coming years. An RFQ was issued in 2023 and a developer selected. In 2024, HACE anticipates submitting a HUD SAC application for repositioning the public housing portfolio. The plan will involve a combination of redevelopment and rehabilitation of existing sites. HACE will work with the Housing Authority of the County of Humboldt to enter into and administer Project Based Voucher contracts with the ownership entities created to facilitate a HUD disposition and recapitalization. See attached Repositioning Plan, approved by HACE Board of Commissioners June 21, 2022, as addendum to this PHA Plan.</p> <p>See also attached “Housing Authority of the City of Eureka PHA Goals, 5-Year Goals, 2021-2025”.</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>See attached “Housing Authority of the City of Eureka PHA Goals, 5-Year Goals, 2021-2025” and “Housing Authority of the City of Eureka PHA Goals, FY 2024 Annual Goals”.</p>

<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Housing Authority of the City of Eureka makes all applicants and residents aware of our Violence Against Women Act (VAWA) Policy. All applicants are given a copy of the policy when they apply. Additionally, residents are given the policy again at initial lease up and all annual recertifications. Lastly, the PHA provides the VAWA notice with every proposed termination as well. This iterative policy ensures that no applicants or residents are unfamiliar with VAWA or are discriminated against because they are a victim of domestic violence.</p> <p>The Housing Authority of the City of Eureka offers a preference for victims of domestic violence, dating violence, sexual assault, or stalking. This preference allows victims of domestic violence to move up the wait list which may enable families to receive housing sooner. Additionally, if clients cannot be safely served in our Public Housing, they will be referred for an HCV voucher based on the Administrative Plan of the Housing Authority of the County of Humboldt. VAWA protections are available equally to all individuals regardless of sex, gender identity, or sexual orientation. Our Community Liaison processes VAWA requests and will work with the client and local service agencies to best serve any VAWA requests.</p> <p>In addition, PHA staff do outreach with local agency partners who provide services and support to victims of domestic violence. Referrals may be made to partner agencies for wraparound services for victims when a VAWA incident occurs.</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Approved by City Board of Commissioners on February 03, 2010, Resolution #1852, the definition of “Significant Amendment” is defined as a monetary change of \$500,000 or more to the Annual Plan.</p>
<p>C.2</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Note: The RAB met on June 22, 2023. No comments or recommendations were made by the RAB specific to the 5-Year or annual PHA Plan.</p>
<p>C.3</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See attached.</p>

C.4	Required Submission for HUD FO Review. (a) Did the public challenge any elements of the Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, include Challenged Elements.
D.	Affirmatively Furthering Fair Housing (AFFH).

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal: *N/A AS NOT REQUIRED YET*****

Describe fair housing strategies and actions to achieve the goal

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

A. **PHA Information.** All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

- B.1 Mission.** State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years. ([24 CFR § 903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR § 903.6\(b\)\(1\)](#))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR § 903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR § 903.6\(a\)\(3\)](#)).

C. Other Document and/or Certification Requirements.

C.1 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR § 903.17\(b\)](#), [24 CFR § 903.19](#))

C.3 Certification by State or Local Officials.

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Housing Authority of the City of Eureka

PHA Goals

5-Year Goals, 2021-2025

In addition to annual goals which are developed and/or updated with input from the Resident Advisory Board, Board of Commissioners, PHA staff, and any community input, the City of Eureka Housing Authority, with input from the aforementioned parties, has established these overarching long-term goals for our housing and services.

Goal One: **Redevelopment**

Previously, the PHA agreed to explore repositioning of the entire 198-unit Public Housing portfolio through various HUD processes, such as demolition and disposition, streamlined voluntary conversion, etc. and that, considering input from the public, tenants, consultants, and other available information sources, and in alignment with the City of Eureka Housing Element, staff would make a recommendation to the Board of Commissioners with whichever process is most advantageous and economically feasible to the agency.

During 2021-2022, PHA staff worked with consultants under a HUD-funded technical assistance contract (TAC) to explore and define repositioning options. A formal repositioning plan was created, which was approved by the board of commissioners June 21, 2022. This plan establishes policy for future repositioning action, and is included as an addendum to this PHA plan.

The PHA will continue to work toward repositioning its Public Housing portfolio. This includes seeking developers, development partners, financing, submitting applications to HUD's Special Application Center, doing community outreach, holding consultation meetings with tenants and establishing plans to rehouse tenants as needed, and communicating with the city at large.

Additionally, the PHA may need to remove units from inventory temporarily or permanently during the next five years. Units may be taken offline temporarily with approved vacant status from HUD while undergoing modernization, prior to a SAC application with HUD. They may also be removed from circulation and be designated non-dwelling units with approval from HUD in order to provide for Administrative Uses, such as additional maintenance storage and/or office space.

Goal Two: **Community Partners**

The PHA will continue to work with community agencies to develop and strengthen partnerships with other service providers, to seek referrals for clients who are in danger of losing their housing or otherwise needing assistance. The PHA aims to house people and keep them housed; to that end, the support of service providers is often necessary and helpful. The PHA will make every effort to connect residents with local agencies by providing relevant information.

The PHA will provide a list of community agencies and service providers to tenants with notices to correct to help them access relevant support to help them retain their housing.

During 2022, assistance was obtained for many tenants from outside agencies in order to move on to other housing that would be better long-term situations and prevent eviction filings. Additionally, several tenants were assisted from outside agencies to help them retain their housing. Examples of local supportive agencies that worked with tenants include DHHS, IHSS, PACE, Senior Resource Center, APS, CWS, churches, schools, and EPD.

Goal Three: **Access to Services**

The PHA will work to improve the ease of access to our services. We will continue to review information format and delivery methods to achieve greater efficiency and effectiveness in program delivery, optimize ease of use and understanding by applicants and participants, and make program information more accessible, e.g. by simplifying forms and processes, increasing the use of our website and implementing other available technologies.

Annually, the PHA will do a review/assessment of our website as well as manual processes including most used forms/data and ensure that the most widely used resources are made available on the website.

We have been consistently adding new information as it is available and necessary to share with the public. Multiple staff are now trained in how to publish updates to the website. We regularly publish board agendas, plan updates, RFPs, and job advertisements, along with the ongoing availability of common forms and program information.

Goal Four: **Equal Opportunity & Fair Housing**

The PHA is always mindful of providing fair and equitable opportunities for current and future residents in accordance with state and federal law.

We will review/update processes as necessary and undertake affirmative measures to ensure access to affordable housing regardless of any protected class status. We will work to ensure housing is accessible to persons with all varieties of disabilities. Additionally, we will get common/standard forms translated to meet the needs of groups identified in our Language Access Plan.

Goal Five: **Sustainability**

The PHA will constantly work to achieve and maintain financial and environmental sustainability.

Financially, this will be done through controlling expenditures, seeking greater efficiencies of internal operations, seeking additional revenue sources, and balancing the needs of tenants with the appropriate level of affordable housing amenities.

Environmentally, we will seek opportunities for savings, e.g. through water efficient landscape improvements and other energy efficiency measures.

As we take further steps toward repositioning Public Housing, we will maintain focus on both financial and environmental sustainability in our approach.

Goal Six: **Investment in PHA Team**

Ongoing training of PHA staff has long been an annual requirement. With expected growth of PHA programs, training will become even more critical.

We will continue to use current training programs, such as HTVN's online training, as well as seek additional modes of training delivery, including offsite seminars, internal team training, and self-paced training options supported by management follow-up.

Staff will also be cross trained as available, to support staff career goals, strengthen staff's capacity to move up through available positions, and support agency succession planning capability.

During 2022, all departments have worked to actively cross-train staff so they may back each other up in the event of any staff absences.

Goal Seven: **Technology**

The PHA will continue to invest in technology upgrades and additions to ensure digital security, expand digital storage, and improve efficiency, flexibility, and customer service.

We will look for opportunities to expand our Tenant Portal, as possible, beyond work-order requests and payment submissions.

We will provide a computer kiosk at our PHA office for applicant and tenant self-service, such as making payments online, obtaining recertification paperwork, and completing other online forms.

The PHA will work to enhance our online presence and availability, through regular updates to our website and utilizing social media and other communication tools to disseminate current and critical information to our residents, community, and other partners.

Goal Eight

Customer Feedback

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

We will provide an annual survey to tenants 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.

Housing Authority of the City of Eureka

PHA Goals

FY 2024 Annual Goals

Goal One:

Occupancy

The Housing Authority of the City of Eureka 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.

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.

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 annually remind tenants about the benefits of neighborhood watch and encourage them to become active members of their community. The PHA will support these efforts by providing space for tenants to meet, if desired.

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.

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.

Goal Six:

Maintenance

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

1. Maintenance use of tablets for performing annual inspections and for initiating/completing work orders timely.
2. Cross-training staff 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.

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.

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).

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.

In 2022, the Board of Commissioners approved the Repositioning Plan developed via a HUD technical assistance contract with Enterprise Community Partners and Structure PDX. Subsequently, an RFQ was published on 1/30/2023 based on the Repositioning plan approved by the Board at a regular meeting on 6/21/2022, with resolution of support approved by County of Humboldt Housing Authority on 6/11/2022. From the RFQ process, a developer was recommended for selection and this selection was approved by the Board at the regular meeting on 7/17/23. Next steps include entering a developer agreement, working on community outreach, design, permitting, finance plans, and beginning work on HUD's Special Applications Center (SAC) applications for submission in 2024.

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. Management will review training budget utilization quarterly to ensure staff are taking advantage of relevant training opportunities throughout the year, with a goal of 100% budget utilization by year end.
3. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

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 implemented a standard feedback process for any parties concerned for reporting issues, suggesting changes, and otherwise seeking answers. An online survey is available via our website so

feedback can be provided 24/7 at
<https://eurekahumboldtha.org/PHACustomerSurvey>.

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.

RESOLUTION 1988

RESOLUTION TO APPROVE 5 - YEAR AGENCY PLAN UPDATE

WHEREAS, In order to be in compliance with regulations of the United States Department of Housing and Urban Development, Housing Authority of the City of Eureka must submit a 5 year Plan every 5 years and provide progress updates; and

WHEREAS, The Agency Plan has been reviewed for accuracy and completeness; and

WHEREAS, A Public Notice stating the Agency Plan was available for review at the Housing Authority offices with a Public Hearing to be held on June 29, 2023 was published on the Housing Authority of the City of Eureka website and front lobby of the Housing Authority office; and

WHEREAS, The Public Hearing was held on September 19, 2023; and

WHEREAS, There were no changes or corrections to the agency plan suggested.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the City of Eureka do hereby approve the 5 Year Agency Plan update for 2021-2025 as submitted for review.

PASSED AND ADOPTED on the 16 day of October 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

October 16, 2023

Agenda Item 8b

Memorandum

To: Commissioners

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

Subject: Housing Authority of the City of Eureka's 2024 Budget

BACKGROUND AND HISTORY:

Presented is the 2024 Budget for the Housing Authorities of the City of Eureka and the County of Humboldt. Below are financial highlights specific to the Housing Authority of the City of Eureka.

**All comparative figures compare approved 2023 budget to the presented 2024 budget*

Highlights

Total City Budget (pg. 3-4)

- Net income is projected to decrease from (\$318,645) to (\$360,643) with an increase in cash reserves of \$464,691 before capital improvement projects and partnership investment related to repositioning Public Housing. After completion of these projects and investment, we expect our reserves to decrease from \$1,102,968 to \$796,659.
- We're expecting a change in staff salary allocation, property wide increases in income through increases from HUD subsidies as well as increases in operating costs primarily related to unit renovations and property maintenance.
 - Salary expenses are projected to decrease 2.2% overall, despite the changes listed below, due to updated program allocations with a higher percentage of employee time spent on voucher programs held with the Housing Authority of the County of Humboldt. Other changes include:
 - A 3% Cost of Living Adjustment (COLA) to match incurred inflation and remain competitive in the current labor market.

- An 11% increase in benefit dollars from \$800 to \$890 per month, per employee.
- A 50% increase in the training budget to support continual employee education and retention.

Public Housing (PH) (pg. 5-6)

- Net income is projected to increase from (\$309,201) to (\$281,455). Increases in HUD subsidy income and decreases in salary expense are expected, which will be offset primarily by increased maintenance expenses related to upkeep of our aging properties including contractor costs for unit turns, appliance replacements, and general increases to the cost of materials. We're planning on performing \$290,000 in deferred maintenance at several locations (not subject to demolition in our repositioning plan) and investing \$300,000 in a limited partnership related to repositioning and increasing affordable housing capacity. Before factoring in capital projects and investment, our cash reserves are expected to increase to \$179,314. After factoring in capital projects and investment, our cash reserves will decrease from \$665,531 to \$254,845. Utilization of reserves is vital prior to repositioning so that excess reserves don't get recaptured by HUD.

Eureka Family Housing (EFH) (pg. 7-8)

- Net income is projected to decrease from (\$133,784) to (\$173,599) primarily due to an increase in staff salary expense resulting from revised staff time allocations. Operating cash is expected to increase from \$186,140 to \$356,351 due to positive cash flow projections. Several projects are planned to be funded from our replacement reserves (held in trust by CalHFA) including a roof replacement at 735 P street and other site improvements.

Eureka Senior Housing (ESH) (pg. 9-10)

- Net income is projected to increase from (\$32,105) to (\$31,598) primarily due to a change in mix of tenants holding HCV vouchers which is projected to increase our rental subsidy, and a revised grounds contract in our favor, which is offset by an increase in staff salary expense resulting from revised staff time allocations. Despite the slight increase in net income, our reserves are projected to decrease from \$46,140 to \$33,585 after accounting for several capital projects including window replacements and landscaping at our 9th street properties.

Marine View Terrace (MVT) (pg. 13-14)

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- Net income is projected to decrease from 151,656 to 121,511 primarily due to new expenses associated with our investment property at 2335 Union, in addition to an increase in staff salary expense resulting from revised staff time allocations. Cash reserves are expected to decrease from \$152,549 to \$102,272, but this is expected to be offset by cash disbursements from payment of an outstanding loan beginning in 2024.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the Housing Authority of the City of Eureka's 2024 Budget.

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,768,369	1,850,866	2,018,244
Total Other Tenant Income	60,278	70,618	72,823
NET TENANT INCOME	1,828,647	1,921,483	2,091,067
 GRANT INCOME			
TOTAL GRANT INCOME	8,953,299	10,930,830	11,657,968
 OTHER INCOME			
TOTAL OTHER INCOME	326,839	326,406	315,793
 TOTAL INCOME	11,108,785	13,178,719	14,064,829
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	1,549,923	1,917,152	1,972,097
Total Legal Expense	57,086	69,634	64,304
Total Other Admin Expenses	162,738	168,966	181,065
Total Miscellaneous Admin Expenses	154,284	134,936	163,982
TOTAL ADMINISTRATIVE EXPENSES	1,924,031	2,290,688	2,381,447
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	215,233	382,753	188,791
 UTILITIES			
TOTAL UTILITY EXPENSES	494,991	513,909	519,438
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	513,270	534,326	578,730
Total Materials	169,334	132,614	180,174
Total Contract Costs	256,011	249,719	306,384
TOTAL MAINTENANCE EXPENSES	938,616	916,658	1,065,288
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	296,451	292,039	283,164
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,724,721	8,275,164	9,060,582

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	267,934	269,190	272,949
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	558,688	526,216	583,029
TOTAL EXPENSES	11,420,664	13,466,618	14,354,689
NET INCOME	(311,879)	(287,898)	(289,860)
Add Back:			
Subtotal additions			1,241,903
Deductions:			
Subtotal deductions			(1,266,830)
Adjusted Surplus (Deficit)			(314,788)
Estimated Reserves @ 1/1/2024			2,369,025
Estimated Reserves @ 12/31/2024			2,054,237

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,768,369	1,850,866	2,018,244
Total Other Tenant Income	60,278	70,618	72,823
NET TENANT INCOME	1,828,647	1,921,483	2,091,067
 GRANT INCOME			
TOTAL GRANT INCOME	1,454,467	1,227,715	1,236,029
 OTHER INCOME			
TOTAL OTHER INCOME	289,185	289,295	289,273
 TOTAL INCOME	3,572,300	3,438,494	3,616,370
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	524,085	1,012,612	991,168
Total Legal Expense	27,487	40,049	40,007
Total Other Admin Expenses	129,722	143,205	151,682
Total Miscellaneous Admin Expenses	67,694	52,687	57,795
TOTAL ADMINISTRATIVE EXPENSES	748,988	1,248,554	1,240,652
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	72,845	82,813	89,969
 UTILITIES			
TOTAL UTILITY EXPENSES	481,227	500,454	503,831
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	513,139	534,326	578,730
Total Materials	168,691	132,214	180,174
Total Contract Costs	242,327	233,088	287,899
TOTAL MAINTENANCE EXPENSES	924,157	899,628	1,046,803
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	244,762	235,470	246,734
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	3,743	3,446	1,680

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	266,601	269,190	272,949
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	543,071	517,584	574,396
TOTAL EXPENSES	3,285,394	3,757,139	3,977,013
NET INCOME	286,906	(318,643)	(360,643)
Add Back:			
Subtotal additions			1,157,600
Deductions:			
Subtotal deductions			(1,103,265)
Adjusted Surplus (Deficit)			(306,309)
Estimated Reserves @ 1/1/2024			1,102,968
Estimated Reserves @ 12/31/2024			796,659

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	926,649	942,674	1,047,761
Total Other Tenant Income	52,223	58,573	55,897
NET TENANT INCOME	978,872	1,001,247	1,103,658
 GRANT INCOME			
TOTAL GRANT INCOME	1,453,567	1,227,715	1,236,029
 OTHER INCOME			
TOTAL OTHER INCOME	28,289	22,644	21,918
 TOTAL INCOME	2,460,729	2,251,606	2,361,605
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	424,324	895,258	787,236
Total Legal Expense	24,900	32,658	33,089
Total Other Admin Expenses	27,522	40,581	44,955
Total Miscellaneous Admin Expenses	55,749	41,593	46,166
TOTAL ADMINISTRATIVE EXPENSES	532,494	1,010,091	911,446
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	55,945	63,322	65,486
 UTILITIES			
TOTAL UTILITY EXPENSES	341,355	363,051	361,394
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	420,210	443,767	478,392
Total Materials	137,182	105,466	145,983
Total Contract Costs	146,781	161,219	223,387
TOTAL MAINTENANCE EXPENSES	704,173	710,452	847,763
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	179,480	168,448	171,994
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	2,946	3,346	1,146

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	330	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	264,125	242,097	283,833
TOTAL EXPENSES	2,080,849	2,560,807	2,643,061
NET INCOME	379,880	(309,201)	(281,455)
Add Back:			
Subtotal additions			465,899
Deductions:			
Subtotal deductions			(595,130)
Adjusted Surplus (Deficit)			(410,686)
Estimated Reserves @ 1/1/2024			665,531
Estimated Reserves @ 12/31/2024			254,845

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	665,332	713,722	760,441
Total Other Tenant Income	6,469	7,545	12,656
NET TENANT INCOME	671,801	721,267	773,097
 GRANT INCOME			
TOTAL GRANT INCOME	900	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	5,141	3,606	8,438
 TOTAL INCOME	677,841	724,873	781,536
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	34,178	38,678	77,785
Total Legal Expense	1,301	6,756	6,398
Total Other Admin Expenses	71,408	73,394	76,363
Total Miscellaneous Admin Expenses	7,154	5,818	6,373
TOTAL ADMINISTRATIVE EXPENSES	114,041	124,646	166,919
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	14,468	16,645	17,105
 UTILITIES			
TOTAL UTILITY EXPENSES	104,834	100,320	108,741
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	44,087	41,388	60,562
Total Materials	21,829	19,024	23,621
Total Contract Costs	60,376	43,610	45,431
TOTAL MAINTENANCE EXPENSES	126,292	104,022	129,615
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	55,050	55,603	63,424
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	797	100	534

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	221,349	226,379	231,558
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	229,996	230,942	237,239
TOTAL EXPENSES	866,827	858,657	955,135
NET INCOME	(188,986)	(133,784)	(173,599)
Add Back:			
Subtotal additions			595,126
Deductions:			
Subtotal deductions			(251,316)
Adjusted Surplus (Deficit)			170,211
Estimated Reserves @ 1/1/2024			186,140
Estimated Reserves @ 12/31/2024			356,351

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	176,388	194,469	210,042
Total Other Tenant Income	1,587	4,500	4,270
NET TENANT INCOME	177,975	198,969	214,312
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	266	273	315
 TOTAL INCOME	178,240	199,242	214,627
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	17,936	20,663	42,701
Total Legal Expense	494	635	520
Total Other Admin Expenses	28,200	25,621	26,437
Total Miscellaneous Admin Expenses	2,711	2,488	2,642
TOTAL ADMINISTRATIVE EXPENSES	49,340	49,407	72,299
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	2,433	2,846	7,379
 UTILITIES			
TOTAL UTILITY EXPENSES	34,749	36,800	32,449
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	23,098	19,499	20,166
Total Materials	9,434	7,715	10,561
Total Contract Costs	31,003	27,364	17,820
TOTAL MAINTENANCE EXPENSES	63,534	54,578	48,547
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	7,108	8,293	7,316
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	43,774	42,811	41,392
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	36,524	36,612	36,843
TOTAL EXPENSES	237,461	231,347	246,225
NET INCOME	(59,220)	(32,105)	(31,598)
Add Back:			
Subtotal additions			80,093
Deductions:			
Subtotal deductions			(61,051)
Adjusted Surplus (Deficit)			(12,555)
Estimated Reserves @ 1/1/2024			46,140
Estimated Reserves @ 12/31/2024			33,585

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 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	1,984	1,889	2,052
Total Miscellaneous Admin Expenses	0	0	0
TOTAL ADMINISTRATIVE EXPENSES	1,984	1,889	2,052
 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	943	820	950
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	2,927	2,709	3,002
NET INCOME	4,573	4,791	4,498
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(7,500)
Adjusted Surplus (Deficit)			(3,002)
Estimated Reserves @ 1/1/2024			52,607
Estimated Reserves @ 12/31/2024			49,605

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 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	247,989	255,273	251,102
 TOTAL INCOME	247,989	255,273	251,102
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	47,648	58,014	83,446
Total Legal Expense	792	0	0
Total Other Admin Expenses	608	1,719	1,874
Total Miscellaneous Admin Expenses	2,080	2,788	2,615
TOTAL ADMINISTRATIVE EXPENSES	51,129	62,521	87,934
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
 UTILITIES			
TOTAL UTILITY EXPENSES	289	283	1,247
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	25,744	29,672	19,609
Total Materials	245	9	9
Total Contract Costs	4,168	894	1,261
TOTAL MAINTENANCE EXPENSES	30,157	30,575	20,879
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	2,180	2,306	3,050
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,148	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	12,427	7,932	16,481
TOTAL EXPENSES	97,330	103,617	129,591
NET INCOME	150,659	151,656	121,511
Add Back:			
Subtotal additions			16,481
Deductions:			
Subtotal deductions			(188,269)
Adjusted Surplus (Deficit)			(50,277)
Estimated Reserves @ 1/1/2024			152,549
Estimated Reserves @ 12/31/2024			102,272

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 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	7,498,832	9,703,115	10,421,939
 OTHER INCOME			
TOTAL OTHER INCOME	37,653	37,110	26,520
 TOTAL INCOME	7,536,485	9,740,225	10,448,459
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	1,025,838	904,540	980,929
Total Legal Expense	29,599	29,586	24,297
Total Other Admin Expenses	33,016	25,761	29,383
Total Miscellaneous Admin Expenses	86,591	82,248	106,187
TOTAL ADMINISTRATIVE EXPENSES	1,175,043	1,042,134	1,140,796
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	142,387	299,940	98,822
 UTILITIES			
TOTAL UTILITY EXPENSES	13,765	13,454	15,608
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	131	0	0
Total Materials	643	400	0
Total Contract Costs	13,684	16,630	18,486
TOTAL MAINTENANCE EXPENSES	14,459	17,030	18,486
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	51,689	56,569	36,431
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,720,978	8,271,718	9,058,902

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,333	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	15,617	8,632	8,632
TOTAL EXPENSES	8,135,271	9,709,479	10,377,676
NET INCOME	(598,785)	30,746	70,783
Add Back:			
Subtotal additions			84,303
Deductions:			
Subtotal deductions			(163,565)
Adjusted Surplus (Deficit)			(8,479)
Estimated Reserves @ 1/1/2024			1,266,057
Estimated Reserves @ 12/31/2024			1,257,578

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 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	6,979,028	7,242,024	8,111,696
 OTHER INCOME			
TOTAL OTHER INCOME	22,872	23,850	11,152
 TOTAL INCOME	7,001,900	7,265,874	8,122,848
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	915,774	733,181	798,891
Total Legal Expense	19,018	17,784	19,793
Total Other Admin Expenses	30,373	22,356	25,683
Total Miscellaneous Admin Expenses	78,596	67,752	86,018
TOTAL ADMINISTRATIVE EXPENSES	1,043,760	841,074	930,386
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	40	40
 UTILITIES			
TOTAL UTILITY EXPENSES	12,807	11,182	12,715
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	54	0	0
Total Materials	613	332	0
Total Contract Costs	12,415	14,554	14,644
TOTAL MAINTENANCE EXPENSES	13,082	14,886	14,644
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	48,750	50,812	29,553
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,039,238	6,320,713	7,109,149

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,333	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	12,343	2,988	2,988
TOTAL EXPENSES	7,171,313	7,241,696	8,099,475
NET INCOME	(169,412)	24,178	23,373
Add Back:			
Subtotal additions			78,544
Deductions:			
Subtotal deductions			(28,775)
Adjusted Surplus (Deficit)			73,142
Estimated Reserves @ 1/1/2024			662,901
Estimated Reserves @ 12/31/2024			736,044

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 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	263,643	1,879,292	1,675,190
 OTHER INCOME			
TOTAL OTHER INCOME	240	0	0
 TOTAL INCOME	263,883	1,879,292	1,675,190
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	84,049	119,381	133,824
Total Legal Expense	8,960	10,234	3,021
Total Other Admin Expenses	1,684	2,095	2,240
Total Miscellaneous Admin Expenses	4,910	9,518	13,722
TOTAL ADMINISTRATIVE EXPENSES	99,602	141,227	152,807
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	142,387	299,900	98,782
 UTILITIES			
TOTAL UTILITY EXPENSES	501	1,457	1,940
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	75	0	0
Total Materials	11	43	0
Total Contract Costs	855	1,014	2,631
TOTAL MAINTENANCE EXPENSES	941	1,057	2,631
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	2,096	3,590	4,510
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	414,280	1,434,456	1,391,521

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	2,371	4,742	4,742
TOTAL EXPENSES	662,178	1,886,429	1,656,932
NET INCOME	(398,295)	(7,137)	18,257
Add Back:			
Subtotal additions			4,818
Deductions:			
Subtotal deductions			(133,319)
Adjusted Surplus (Deficit)			(110,244)
Estimated Reserves @ 1/1/2024			188,675
Estimated Reserves @ 12/31/2024			78,431

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 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	256,160	581,799	635,054
 OTHER INCOME			
TOTAL OTHER INCOME	0	0	0
 TOTAL INCOME	256,160	581,799	635,054
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	22,185	47,852	47,952
Total Legal Expense	1,621	1,568	1,483
Total Other Admin Expenses	589	910	1,078
Total Miscellaneous Admin Expenses	2,969	4,931	6,383
TOTAL ADMINISTRATIVE EXPENSES	27,365	55,261	56,896
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
 UTILITIES			
TOTAL UTILITY EXPENSES	457	816	953
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	2	0	0
Total Materials	19	24	0
Total Contract Costs	414	1,063	1,211
TOTAL MAINTENANCE EXPENSES	435	1,087	1,211
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	789	2,013	2,214
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	267,460	516,549	558,232

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	296,505	575,726	619,505
NET INCOME	(40,345)	6,073	15,549
Add Back:			
Subtotal additions			37
Deductions:			
Subtotal deductions			(1,471)
Adjusted Surplus (Deficit)			14,115
Estimated Reserves @ 1/1/2024			61,181
Estimated Reserves @ 12/31/2024			75,296

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Humboldt Management

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 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	14,541	13,260	15,368
 TOTAL INCOME	14,541	13,260	15,368
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	3,830	4,125	261
Total Legal Expense	0	0	0
Total Other Admin Expenses	369	399	382
Total Miscellaneous Admin Expenses	116	47	64
TOTAL ADMINISTRATIVE EXPENSES	4,316	4,571	707
 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	1	0	0
TOTAL MAINTENANCE EXPENSES	1	0	0
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	54	154	154
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Humboldt Management

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	903	903	903
TOTAL EXPENSES	5,274	5,628	1,764
NET INCOME	9,267	7,632	13,604
Add Back:			
Subtotal additions			903
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			14,507
Estimated Reserves @ 1/1/2024			353,300
Estimated Reserves @ 12/31/2024			367,807

HOUSING AUTHORITY OF THE CITY OF EUREKA

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

SALARY SCHEDULE PROPOSED FOR 01/01/2024

TITLE	GRADE	A	B	C	D	E
(monthly gross pay amounts)						
EXECUTIVE DIRECTOR	L	10,606	11,136	11,693	12,278	12,891
DEPUTY DIRECTOR	K	9,814	10,305	10,820	11,361	11,929
EXECUTIVE ASSISTANT	E	4,592	4,822	5,063	5,316	5,582
OFFICE ASSISTANT	A	3,642	3,824	4,015	4,216	4,427
DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY	J	8,258	8,671	9,104	9,559	10,037
DIRECTOR OF FINANCE & ADMINISTRATION	I	7,529	7,905	8,300	8,715	9,151
FINANCE AND ADMINISTRATION MANAGER	H	6,319	6,635	6,967	7,315	7,681
ACCOUNTING MANAGER	F	4,761	4,999	5,249	5,512	5,787
ACCOUNTING SPECIALIST III	D	4,418	4,639	4,871	5,114	5,370
ACCOUNTING SPECIALIST II	C	3,964	4,162	4,370	4,589	4,818
ACCOUNTING SPECIALIST I	B	3,800	3,990	4,190	4,399	4,619
ACCOUNTING ASSISTANT	A	3,642	3,824	4,015	4,216	4,427
HOUSING ADVOCATE	F	4,761	4,999	5,249	5,512	5,787
HOUSING SUPERVISOR	H	6,319	6,635	6,967	7,315	7,681
HOUSING MANAGER	F	4,761	4,999	5,249	5,512	5,787
HOUSING SPECIALIST III (including EHV Specialist)	D	4,418	4,639	4,871	5,114	5,370
HOUSING SPECIALIST II (including EHV Specialist)	C	3,964	4,162	4,370	4,589	4,818
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	B	3,800	3,990	4,190	4,399	4,619
COMMUNITY LIAISON/COMPLIANCE OFFICER	E	4,592	4,822	5,063	5,316	5,582
COMMUNITY LIAISON	D	4,418	4,639	4,871	5,114	5,370
HOUSING NEGOTIATOR/ INSPECTOR	D	4,418	4,639	4,871	5,114	5,370
MAINTENANCE SUPERVISOR	G	6,132	6,439	6,761	7,099	7,454
MAINTENANCE & COST NEGOTIATIONS LEAD	Ff	5,250	5,513	5,788	6,077	6,381
MAINTENANCE LEAD	F	4,761	4,999	5,249	5,512	5,787
MAINTENANCE SPECIALIST III	D	4,418	4,639	4,871	5,114	5,370
MAINTENANCE SPECIALIST II	C	3,964	4,162	4,370	4,589	4,818
MAINTENANCE SPECIALIST I	B	3,800	3,990	4,190	4,399	4,619
DEVELOPMENT MANAGER	H	6,319	6,635	6,967	7,315	7,681
SPECIAL PROJECTS COORDINATOR	H	6,319	6,635	6,967	7,315	7,681

FOR REVIEW AND APPROVAL BY THE HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT ON 10/16/2023 AND HOUSING AUTHORITY OF THE CITY OF EUREKA ON 10/16/2023.

CITY OF EUREKA HOUSING AUTHORITY						
COUNTY OF HUMBOLDT HOUSING AUTHORITY						
SALARY SCHEDULE		EFFECTIVE 01/01/2023				
TITLE	GRADE	A	B	C	D	E
		(monthly gross pay amounts)				
EXECUTIVE DIRECTOR	L	10,297	10,812	11,352	11,920	12,516
DEPUTY DIRECTOR	K	9,528	10,004	10,505	11,030	11,581
EXECUTIVE ASSISTANT	E	4,458	4,682	4,915	5,161	5,419
OFFICE ASSISTANT	A	3,536	3,713	3,898	4,093	4,298
DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY	J	8,017	8,418	8,839	9,281	9,745
DIRECTOR OF FINANCE & ADMINISTRATION	I	7,309	7,675	8,059	8,461	8,885
FINANCE AND ADMINISTRATION MANAGER	H	6,135	6,442	6,764	7,102	7,457
ACCOUNTING MANAGER	F	4,623	4,854	5,096	5,352	5,619
ACCOUNTING SPECIALIST III	D	4,289	4,504	4,729	4,965	5,213
ACCOUNTING SPECIALIST II	C	3,848	4,041	4,243	4,455	4,678
ACCOUNTING SPECIALIST I	B	3,690	3,874	4,068	4,271	4,485
ACCOUNTING ASSISTANT	A	3,536	3,713	3,898	4,093	4,298
HOUSING ADVOCATE	F	4,623	4,854	5,096	5,351	5,619
HOUSING SUPERVISOR	H	6,135	6,442	6,764	7,102	7,457
HOUSING MANAGER	F	4,623	4,854	5,096	5,352	5,619
HOUSING SPECIALIST III (including EHV Specialist)	D	4,289	4,504	4,729	4,965	5,213
HOUSING SPECIALIST II (including EHV Specialist)	C	3,848	4,041	4,243	4,455	4,678
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	B	3,690	3,874	4,068	4,271	4,485
COMMUNITY LIAISON/COMPLIANCE OFFICER	E	4,458	4,682	4,915	5,161	5,419
COMMUNITY LIAISON	D	4,289	4,504	4,729	4,965	5,213
HOUSING NEGOTIATOR/ INSPECTOR	D	4,289	4,504	4,729	4,965	5,213
MAINTENANCE SUPERVISOR	G	5,954	6,251	6,564	6,892	7,237
MAINTENANCE LEAD	F	4,623	4,854	5,096	5,352	5,619
MAINTENANCE SPECIALIST III	D	4,289	4,504	4,729	4,965	5,213
MAINTENANCE SPECIALIST II	C	3,848	4,041	4,243	4,455	4,678
MAINTENANCE SPECIALIST I	B	3,690	3,874	4,068	4,271	4,485
DEVELOPMENT MANAGER	H	6,135	6,442	6,764	7,102	7,457
SPECIAL PROJECTS COORDINATOR	H	6,135	6,442	6,764	7,102	7,457

Approved by the City of Eureka Housing Authority Board of Commissioners on 10/17/2022 and by the County of Humboldt Housing Authority Board of Commissioners on 10/11/2022.

RESOLUTION 1989

**RESOLUTION TO APPROVE ANNUAL OPERATING BUDGET
FOR THE HOUSING AUTHORITY OF THE CITY OF EUREKA
FOR FISCAL YEAR ENDING DECEMBER 31, 2024**

WHEREAS, The Housing Authority of the City of Eureka Board of Commissioners directed the Executive Director to prepare an Operating Budget for Housing Authority of the City of Eureka for fiscal year ending December 31, 2024; 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 Housing Authority of the City of Eureka do hereby approve and adopt the Operating Budget for FYE December 31, 2024.

PASSED AND ADOPTED on the 16 day of October 2023 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Name

Title

Title

Signature

Signature

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

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

PHA Name: Housing Authority of the City of Eureka PHA Code: CA025

PHA Fiscal Year Beginning: 2024 Board Resolution Number: 1989

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

DATE

- Operating Budget approved by Board resolution on: 10/16/2023
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

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

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

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Kali Serotta	Signature:	Date:
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