



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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

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

DATE AND TIME
Monday, October 21, 2024
5:45pm

LOCATION

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

All or portions of this meeting may be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 735 W. Everding St., Eureka CA. This location is accessible to the public, and members of the public may address the Housing Authority of the City of Eureka 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 Housing Authority of the City of Eureka 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, September 16, 2024 (pages 3-5)

4. Bills and Communications:

4a. Tenant Newsletter, Housing Insider – September 2024 issue (pages 6-7)



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 8)

5b. HCV Utilization Reports (pages 9-10)

5c. Repositioning Updates (page 11)

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 2009, Annual Operating Budget for FY Ending December 31, 2025

Recommended Board Action: *Accept and Adopt for Approval* (pages 12-41)

8b. Resolution 2010, Proposed Utility Allowance Study Schedule for 2025

Recommended Board Action: *Accept and Adopt for Approval* (pages 42-66)

8c. Resolution 2011, Write Off of Uncollectible Accounts Receivable

Recommended Board Action: *Accept and Adopt for Approval* (pages 67-69)

9. Closed Session – If needed.

10. Adjournment

* * * Note * * *

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

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

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

MINUTES

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

Monday, September 16, 2024

Vice-Chairperson Konkler declared a quorum present and called the meeting to order at 5:46pm.

1. Roll Call

Present: Vice Chairperson Konkler, Commissioner Byers, Commissioner Escarda,
Commissioner Maschke, Commissioner Raymond
Absent: Chairperson Serotta
Staff: Churchill, Humphreys, Harvey, Wiesner
Public: Jhonny Wilson

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

3. Approve minutes of the board of commissioners meeting, held August 19, 2024.

Motion to approve the minutes of the August 19, 2024, regular meeting, made by
Commissioner Escarda.

Second – Commissioner Maschke

Ayes: Konkler, Byers, Escarda, Maschke
Nays: None
Abstain: Raymond
Absent: Serotta

Vice-Chairperson Konkler declared the motion carried to approve the minutes of August 19,
2024.

4. Bills and Communication: None.

5. Report of the Secretary:

5a. Occupancy and Leasing Report
Secretary Churchill updates the board on this report.

5b. HCV Utilization Reports
Secretary Churchill updates the board and goes over key points of the report.

5c. Repositioning Updates
Secretary Churchill goes over the most recent updates for Repositioning, noting that our
developer is working on refining specific design details for cost savings and a feasible
budget for construction. Secretary Churchill also notes that we continue to work on
securing funding.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

8a. Resolution 2007, CA025 Annual Plan for 2025

Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 2007
RESOLUTION TO APPROVE ANNUAL AGENCY PLAN

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 an Annual Plan and provide progress updates; and

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

WHEREAS, A Public Notice was published stating the Draft Agency Plan was available for review at the Housing Authority office from May 30, 2024 through July 15, 2024, and available 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 July 16, 2024; 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 Annual Agency Plan for 2025 as submitted for review.

Motion to approve Resolution 2007 made by Commissioner Byers.

Second – Commissioner Raymond

Ayes: Konkler, Byers, Escarda, Maschke, Raymond
Nays: None
Abstain: None
Absent: Serotta

Vice-Chairperson Konkler declared the motion carried to approve Resolution 2007.

8b. Resolution 2008, Update to Public Housing Admissions & Continued Occupancy Policy
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 2008
APPROVING AND ADOPTING UPDATED
PUBLIC HOUSING PROGRAM ADMISSIONS & CONTINUED OCCUPANCY POLICY

WHEREAS, It is a requirement of the Housing Authority of the City of Eureka to have an updated, approved Admissions & Continued Occupancy Policy for the administration of its Public Housing programs; and

WHEREAS, Staff has amended the current Admissions & Continued Occupancy Policy to include new U.S. Department of Housing and Urban Development mandated program changes; and

WHEREAS, The Commissioners have reviewed the proposed Admissions & Continued Occupancy Policy for Public Housing; and

WHEREAS, The proposed was advertised and made available for sixty (60) days of public comment; and

WHEREAS, The Admissions & Continued Occupancy Policy will be sent to HUD for their reference; therefore

BE IT RESOLVED, That the Commissioners of the Housing Authority of the City of Eureka do hereby approve and adopt the proposed Admissions & Continued Occupancy Policy for Public Housing update effective January 01, 2025.

Motion to approve Resolution 2008 made by Commissioner Escarda.

Second – Commissioner Maschke

Ayes: Konkler, Byers, Escarda, Maschke, Raymond
Nays: None
Abstain: None
Absent: Serotta

Vice-Chairperson Konkler declared the motion carried to approve Resolution 2008.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 6:15pm.

Secretary

Chairperson



HOUSING INSIDER

OFFICE: 707-443-4583
FAX: 707-443-4762

ISSUE SEPTEMBER 2024

“COMMUNICATION LEADS TO COMMUNITY”

PARTNERSHIP HEALTHPLAN OF CALIFORNIA

Did you know Partnership HealthPlan of California offers Case Management services? The Partnership’s Care Coordination Department uses different levels of services for members’ needs and wants through programs such as Complex Case Management. Complex Case Management can help you with health education, caregiver support, community resources, getting medical equipment, advocacy and support, transportation assistance and much more! If you feel this would be a helpful service for you and your family, please ask your Primary Care Physician at your next visit, call 800-809-1350, or email CCHelpDeskSR@partnershiphp.org.

TENANT REMINDERS

All zero-income tenants are required to complete community service unless otherwise exempt.

Tenants must not share gate codes with non-residents at their property.

Tenants are responsible for their guests and any related criminal matters that occur on PHA properties.

Infestations of fleas or rodents must be reported to maintenance immediately.

Dispose of all pet feces, garbage, and other non-electrical waste in provided trash can. Keep lids closed.

DATES TO REMEMBER

Our office will be closed on these holidays!

October 14th – Indigenous Peoples’ Day

November 11th – Veterans’ Day

November 27th-28th – Thanksgiving

December 25th – Christmas

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM

The Low-Income Energy Assistance Program provides a one-time payment to assist low-income households with heating or cooling bills and emergency crisis, such as utility disconnection. Income-qualified customers may be eligible for up to \$1,000.00 in financial assistance. For more information visit pge.com/liheap or contact 866-675-6623.



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 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.



NEW! Online method for submitting comments, complaints, or concerns:

It’s important to us that we hear from you, whether it’s what you like or don’t like, suggestions for change, or whatever else you think we need to hear. You can complete our feedback form online at any time by going here:

<https://eurekahumboldt.org/PHACustomerSurvey>

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.

General Information

Lobby and Dumpster Hours: Open Tuesday-Thursday 9am-4pm.

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: Are tenants responsible for replacing lightbulbs?

A: Yes, tenants are responsible for replacing lightbulbs except for fluorescent tubes in the kitchen. All light fixtures need to have covers to prevent injury, fire, or electrocution if a bulb were to be broken. If there are reasons a tenant is not able to perform this task, a tenant may put in a reasonable accommodation request for maintenance to replace them. Without a reasonable accommodation, tenants will be charged a minimum fee of \$10.00 for maintenance to replace lightbulbs.

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

Visit us at www.eurekaumboldtha.org



IS YOUR HEATER RUNNING PROPERLY?

As the Summer ends and the cold season begins people are starting to light up their heaters again. If you haven't run your heater for several months, here are some good reminders to make sure your heater is running efficiently and safely.

1. Please call maintenance if your heater is not lighting up.
2. Clean off dust from the cover using a duster, microfiber cloth, or damp rag to wash the cover.
3. After removing the dust, open doors and windows for ventilation then turn the heater on. Let the heater run for 20 minutes to burn off the remaining dust.
4. Yellow or orange flames mean the heater is not burning fuel efficiently, which is caused by dust, incorrect gas pressure, damaged heat exchangers, or blocked ventilation. Contact maintenance immediately if your heater flames remain yellow or orange without turning blue.
5. Loud popping or banging inside of the heater is a normal occurrence. If the noise appears to worsen, feel free to contact maintenance to evaluate the situation.

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
January 2024 - August 2024**

**HOUSING AUTHORITY OF THE CITY OF EUREKA
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Program	Total Units									Wait List End of Month	
	Available	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24		
HACE											
Public Housing	195	184	186	190	191	190	192	194	194	801	1
Eureka Family Housing	51	48	49	49	48	48	48	49	49	786	
Eureka Senior Housing	22	21	21	21	21	21	21	20	19	291	
Total City Units	268	253	256	260	260	259	261	263	262		

HACH											
Tenant Based Vouchers											
Housing Choice Vouchers	1234	804	849	853	856	869	874	888	893	890	
VASH Vouchers	95	76	75	79	79	80	80	84	81	N/A	
Mainstream vouchers	75	51	52	54	53	55	55	55	54	N/A	2
Emergency Housing Vouchers (EHV)	182	145	146	145	144	142	141	141	142	N/A	3
Total All Vouchers	1586	1076	1122	1131	1132	1146	1150	1168	1170		
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	22	22	22	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	3	3	3	2	2	1	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	4	5	5	193	5
PBV-HCV - Providence (Eureka)	42		41	41	41	41	42	42	41	N/A	6
PBV-HCV - Laurel Canyon	35	34	34	35	35	35	35	35	35	103	7
Total Project Based Vouchers	107	64	105	106	106	106	106	106	105		

Vouchers issued but not under contract, end of month (aka "Searching")	67
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Note: Occupancy / utilization numbers shown are as of the first day of the month.

- Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
- 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.
Mainstream applicants share waitlist with HCV applicants.
- No PHA waitlist for EHV's; all are issued based on referral from HHC or HDVS. Referrals began Q4 2021.
- 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.
- Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
- Laurel Canyon (7th & Myrtle Ave.) 35 senior PBV units; contracts signed 12/07/2023.

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of August 2024

	January	February	March	April	May	June	July	August	Total
Traditional HCV & VASH (Includes PBVs)									
HAP income (budget authority)	\$ 568,483	\$ 568,483	\$ 564,144	\$ 600,362	\$ 575,368	\$ 629,691	\$ 629,691	\$ 629,691	\$ 4,765,914
HAP expenses	(613,174)	(633,854)	(633,889)	(645,641)	(659,503)	(673,590)	(698,755)	(706,203)	(5,264,609)
Surplus (Deficit)	<u>(44,691)</u>	<u>(65,371)</u>	<u>(69,745)</u>	<u>(45,279)</u>	<u>(84,135)</u>	<u>(43,899)</u>	<u>(69,064)</u>	<u>(76,512)</u>	<u>(498,695)</u>
* % Total income utilized	107.86%	111.50%	112.36%	107.54%	114.62%	106.97%	110.97%	112.15%	110.46%
Administrative/Other Income	78,651	87,003	78,760	79,318	79,226	79,632	92,138	112,674	687,400
Operating expenses	(75,804)	(71,139)	(66,541)	(71,692)	(67,103)	(72,009)	(123,428)	(76,953)	(624,669)
Surplus (Deficit)	<u>2,846</u>	<u>15,865</u>	<u>12,219</u>	<u>7,626</u>	<u>12,122</u>	<u>7,623</u>	<u>(31,290)</u>	<u>35,720</u>	<u>62,731</u>
B/D Remaining HAP Cash	49,460	(6,365)	665,581	10,319	(163)	15,964	20,058	44,458	
Remaining Non-HAP Cash	<u>729,405</u>	<u>718,621</u>	<u>731,978</u>	<u>735,490</u>	<u>724,451</u>	<u>735,769</u>	<u>748,534</u>	<u>785,823</u>	
Total HCV Cash	<u>778,865</u>	<u>712,256</u>	<u>1,397,559</u>	<u>745,808</u>	<u>724,288</u>	<u>751,733</u>	<u>768,592</u>	<u>830,281</u>	
Cash Increase/(Decrease)	5,035	(66,609)	685,303	(651,751)	(21,520)	27,445	16,859	61,688	
# of Households Assisted	878	924	933	935	949	954	972	974	7,519
Average HAP Payment	\$ 698	\$ 686	\$ 679	\$ 691	\$ 695	\$ 706	\$ 719	\$ 725	\$ 700
Mainstream (disabled & non-elderly)									
HAP income (budget authority)	\$ 34,358	\$ 34,358	\$ 34,358	\$ 34,358	\$ 37,726	\$ 37,726	\$ 37,726	\$ 37,726	\$ 288,336
HAP expenses	(34,902)	(35,671)	(37,621)	(37,815)	(38,630)	(40,689)	(40,443)	(40,353)	(306,124)
Surplus (Deficit)	<u>(544)</u>	<u>(1,313)</u>	<u>(3,263)</u>	<u>(3,457)</u>	<u>(904)</u>	<u>(2,963)</u>	<u>(2,717)</u>	<u>(2,627)</u>	<u>(17,788)</u>
A % Total income utilized	101.58%	103.82%	109.50%	110.06%	102.40%	107.85%	107.20%	106.96%	106.17%
Administrative/Other Income	5,845	12,139	5,845	5,845	7,043	7,121	10,155	10,067	64,060
Operating expenses	(4,779)	(4,390)	(3,966)	(4,510)	(5,862)	(4,674)	(8,188)	(4,720)	(41,089)
Surplus (Deficit)	<u>1,066</u>	<u>7,749</u>	<u>1,879</u>	<u>1,335</u>	<u>1,181</u>	<u>2,447</u>	<u>1,968</u>	<u>5,347</u>	<u>22,971</u>
B/D Remaining HAP Cash	1,690	719	37,917	(1,643)	1,005	(5,159)	(4,523)	(4,370)	
Remaining Non-HAP Cash	<u>60,685</u>	<u>68,340</u>	<u>70,080</u>	<u>71,234</u>	<u>72,483</u>	<u>74,941</u>	<u>79,936</u>	<u>85,092</u>	
Total MSV Cash	<u>62,375</u>	<u>69,059</u>	<u>107,997</u>	<u>69,591</u>	<u>73,488</u>	<u>69,782</u>	<u>75,413</u>	<u>80,723</u>	
Cash Increase/(Decrease)	(504)	6,684	38,939	(38,406)	3,897	(3,706)	5,631	5,310	
# of Households Assisted	51	52	53	53	55	55	55	54	428
Average HAP Payment	\$ 684	\$ 686	\$ 710	\$ 713	\$ 702	\$ 740	\$ 735	\$ 747	\$ 715
Emergency Housing Vouchers (EHVs)									
HAP income (budget authority)	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 215,277	\$ 215,277	\$ 1,031,923.00
HAP expenses	(120,280)	(122,235)	(121,013)	(120,651)	(118,809)	(119,805)	(118,249)	(122,481)	(963,523)
Surplus (Deficit)	<u>(20,052)</u>	<u>(22,007)</u>	<u>(20,785)</u>	<u>(20,423)</u>	<u>(18,581)</u>	<u>(19,577)</u>	<u>97,028</u>	<u>92,796</u>	<u>68,400</u>
A % Total income utilized	120.01%	121.96%	120.74%	120.38%	118.54%	119.53%	54.93%	56.89%	93.37%
Administrative/Other Income	31,114	27,059	34,763	27,236	24,793	23,058	19,316	21,907	209,247
Operating expenses	(24,159)	(24,402)	(18,641)	(14,032)	(17,910)	(13,111)	(24,724)	(20,248)	(157,226)
Surplus (Deficit)	<u>6,955</u>	<u>2,657</u>	<u>16,121</u>	<u>13,205</u>	<u>6,884</u>	<u>9,947</u>	<u>(5,408)</u>	<u>1,659</u>	<u>52,021</u>
B/D Remaining HAP Cash	27,402	19,245	164,139	19,725	24,139	32,940	38,116	37,828	
Remaining Non-HAP Cash	<u>153,925</u>	<u>143,153</u>	<u>150,356</u>	<u>161,364</u>	<u>164,258</u>	<u>171,244</u>	<u>167,575</u>	<u>159,267</u>	
Total EHV Cash	<u>181,327</u>	<u>162,398</u>	<u>314,495</u>	<u>181,089</u>	<u>188,397</u>	<u>204,184</u>	<u>205,691</u>	<u>197,095</u>	

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of August 2024

	January	February	March	April	May	June	July	August	Total
C Cash Increase/(Decrease)	(7,592)	(18,929)	152,097	(133,406)	7,308	15,787	1,507	(8,596)	
# of Households Assisted	145	146	145	144	142	141	141	142	1,146
Average HAP Payment	\$ 830	\$ 837	\$ 835	\$ 838	\$ 837	\$ 850	\$ 839	\$ 863	\$ 841
Total All Voucher Programs									
HAP income (budget authority)	\$ 703,069	\$ 703,069	\$ 698,730	\$ 734,948	\$ 713,322	\$ 767,645	\$ 882,694	\$ 882,694	\$ 6,086,173
HAP expenses	(768,356)	(791,760)	(792,523)	(804,107)	(816,942)	(834,084)	(857,447)	(869,037)	(6,534,256)
Surplus (Deficit)	<u>(65,287)</u>	<u>(88,691)</u>	<u>(93,793)</u>	<u>(69,159)</u>	<u>(103,620)</u>	<u>(66,439)</u>	<u>25,247</u>	<u>13,657</u>	<u>(448,083)</u>
A % Total income utilized	109.29%	112.61%	113.42%	109.41%	114.53%	108.65%	97.14%	98.45%	107.36%
Administrative/Other Income	115,610	126,201	119,368	112,399	111,062	109,811	121,609	144,647	960,707
Operating expenses	(104,742)	(99,930)	(89,148)	(90,234)	(90,875)	(89,794)	(156,339)	(101,921)	(822,984)
Surplus (Deficit)	<u>10,867</u>	<u>26,271</u>	<u>30,219</u>	<u>22,165</u>	<u>20,187</u>	<u>20,017</u>	<u>(34,730)</u>	<u>42,726</u>	<u>137,722</u>
B/D Remaining HAP Cash	78,552	13,599	867,637	28,401	24,981	43,745	53,651	77,916	
Remaining Non-HAP Cash	<u>944,014</u>	<u>930,114</u>	<u>952,414</u>	<u>968,088</u>	<u>961,193</u>	<u>981,955</u>	<u>996,046</u>	<u>1,030,182</u>	
Total Program Cash	1,022,566	943,712	1,820,051	996,488	986,173	1,025,699	1,049,696	1,108,098	
Cash Increase/(Decrease)	(3,062)	(78,854)	876,339	(823,563)	(10,315)	39,526	23,997	58,402	
# of Households Assisted	1,074	1,122	1,131	1,132	1,146	1,150	1,168	1,170	9,093
Average HAP Payment	\$ 715	\$ 706	\$ 701	\$ 710	\$ 713	\$ 725	\$ 734	\$ 743	\$ 719

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. Restrictd cash position may go "negative" while waiting for HUD held reserve deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves estimated as of 06/07/2024

HCV - \$2,365,771

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

MSV - \$143,200

EHV - \$196,536

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. Third and final installment of EHV Services Fees received in September of 2023 for \$159,250.

D Cash for April HAP received early in March.

Housing Authority of the City of Eureka (HACE)
Repositioning Updates

Date	Description
Accomplishments	
09/2024	<ul style="list-style-type: none"> • Design team continuing work to do value engineering and establish feasible construction budget; doing detailed review in search of cost savings; working toward bid-ready package • Connected with City of Eureka and County of Humboldt to start work on grant applications through HCD with local jurisdictions as applicant and HACE as subrecipient; up to \$13.6M in possible grant applications for Green and Blue phases
Issues	
N/A	None noted.
Risks	
	None noted.
Next Steps	
	<ul style="list-style-type: none"> • HCD applications to be submitted 10/2024; if awarded, should support a stronger TCAC/LIHTC application for Q1-2025
Budget Status	
N/A	Cost of contract work is covered by developers; no HACE budget updates.

Key

Green Phase = 3230 Hiler Street

Blue Phase = C & Clark Street

Master Phase = Main site “25-1” & Prospect Street

Housing Authority of the City of Eureka Board of Commissioners Meeting

October 21, 2024

Agenda Item 8a

Memorandum

To: Commissioners

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

Subject: Housing Authority of the City of Eureka's 2025 Budget

BACKGROUND AND HISTORY:

Presented is the 2025 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 2024 budget to the presented 2025 budget*

Highlights

Total City Budget (pg. 3-4)

- Net income is projected to increase from (\$360,643) to (\$352,638) with an increase in cash reserves of \$430,442 before capital improvement projects. After completion of these projects, we expect our reserves to still increase from \$1,142,512 to \$1,236,954.
- We're expecting a change in staff salary allocation, property wide increases in income through increases from HUD subsidies and tenant rent, as well as increases in operating costs primarily related to unit renovations, property maintenance, property insurance, and utilities.
 - Total salary and related expenses are projected to decrease 2.9% 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.

- A 12% increase in benefit dollars from \$890 to \$1,000 per month, per employee. This will conclude a multi-year goal of raising employee benefit dollars from \$500 per month, to \$1,000 per month.

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

- Net income is projected to increase from (\$281,455) to (\$269,368) due to increases in revenue from HUD grants and tenant rent, offset primarily by increases in utility expense, unit turnover expenses, and property insurance.
- Cash is projected to decrease from \$713,986 to \$621,908 after accounting for utilization of \$300,000 for planned deferred maintenance projects at several locations. 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 (\$173,599) to (\$241,342). Rental income is expected to increase but is offset primarily due to increases in operating costs such as utility expense, unit turnover expenses, property insurance, and planned increases in loan and management fee expenses.
- Despite the decrease in net income, operating cash is expected to increase from \$227,575 to \$390,602 due to positive cash flow projections. Several projects are planned to be funded from our replacement reserves (held in trust by CalHFA) including ADA shower conversions, when possible, and resurfacing a parking lot.

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

- Net income is projected to decrease from (\$31,598) to (\$38,030) primarily due to increases in costs such as utility expenses, unit turnover expenses, and property insurance.
- Despite the slight decrease in net income, our reserves are projected to increase from \$23,733 to \$31,168. No projects are planned for 2025.

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

- Net income is projected to increase from \$121,511 to \$182,667 primarily due to increases in interest income and rental income, in addition to lower operating expenses due to revised staff time allocations.
- Cash reserves are expected to increase from \$97,031 to \$107,155.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the Housing Authority of the City of Eureka's 2025 Budget.

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,938,650	2,018,244	2,052,602
Total Other Tenant Income	86,526	72,823	76,032
NET TENANT INCOME	2,025,176	2,091,067	2,128,635
 GRANT INCOME			
TOTAL GRANT INCOME	10,925,812	11,657,968	13,763,864
 OTHER INCOME			
TOTAL OTHER INCOME	376,255	315,794	377,812
 TOTAL INCOME	13,327,244	14,064,829	16,270,311
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	1,867,185	1,972,098	2,061,179
Total Legal Expense	46,939	64,303	73,097
Total Other Admin Expenses	187,786	181,066	209,067
Total Miscellaneous Admin Expenses	145,060	163,982	164,073
TOTAL ADMINISTRATIVE EXPENSES	2,246,969	2,381,448	2,507,416
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	409,439	188,791	118,142
 UTILITIES			
TOTAL UTILITY EXPENSES	550,252	519,438	612,982
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	503,252	578,730	622,512
Total Materials	176,606	180,174	168,503
Total Contract Costs	294,280	306,384	324,999
TOTAL MAINTENANCE EXPENSES	974,138	1,065,288	1,116,015
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	420,017	283,164	349,505
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	8,171,198	9,060,582	10,971,203

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	286,639	272,949	291,469
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	652,476	583,029	586,719
TOTAL EXPENSES	13,711,128	14,354,690	16,553,450
NET INCOME	(383,886)	(289,861)	(283,139)
Add Back:			
Subtotal additions			678,796
Deductions:			
Subtotal deductions			(528,374)
Adjusted Surplus (Deficit)			(71,375)
Estimated Reserves @ 1/1/2025			2,437,935
Estimated Reserves @ 12/31/2025			2,529,587

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,938,650	2,018,244	2,052,602
Total Other Tenant Income	86,522	72,823	76,032
NET TENANT INCOME	2,025,172	2,091,067	2,128,635
 GRANT INCOME			
TOTAL GRANT INCOME	1,304,656	1,236,029	1,327,306
 OTHER INCOME			
TOTAL OTHER INCOME	332,881	289,273	328,353
 TOTAL INCOME	3,662,710	3,616,370	3,784,294
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	982,251	991,168	894,194
Total Legal Expense	20,324	40,007	37,412
Total Other Admin Expenses	160,606	151,682	171,768
Total Miscellaneous Admin Expenses	58,850	57,795	57,743
TOTAL ADMINISTRATIVE EXPENSES	1,222,030	1,240,652	1,161,116
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	117,339	89,969	95,558
 UTILITIES			
TOTAL UTILITY EXPENSES	536,323	503,831	595,664
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	503,252	578,730	622,512
Total Materials	175,901	180,174	168,323
Total Contract Costs	281,333	287,899	308,773
TOTAL MAINTENANCE EXPENSES	960,486	1,046,803	1,099,607
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	383,881	246,734	316,872
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	412	1,680	71

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	285,219	272,949	291,469
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	631,998	574,396	576,574
TOTAL EXPENSES	4,137,689	3,977,013	4,136,932
NET INCOME	(474,980)	(360,643)	(352,638)
Add Back:			
Subtotal additions			581,175
Deductions:			
Subtotal deductions			(538,464)
Adjusted Surplus (Deficit)			(68,584)
Estimated Reserves @ 1/1/2025			1,142,512
Estimated Reserves @ 12/31/2025			1,236,954

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,018,616	1,047,761	1,037,193
Total Other Tenant Income	66,706	55,897	58,395
NET TENANT INCOME	1,085,322	1,103,658	1,095,588
 GRANT INCOME			
TOTAL GRANT INCOME	1,304,656	1,236,029	1,327,306
 OTHER INCOME			
TOTAL OTHER INCOME	33,812	21,918	30,476
 TOTAL INCOME	2,423,790	2,361,605	2,453,370
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	863,275	787,236	745,918
Total Legal Expense	15,160	33,089	27,420
Total Other Admin Expenses	44,760	44,955	45,594
Total Miscellaneous Admin Expenses	46,801	46,166	46,353
TOTAL ADMINISTRATIVE EXPENSES	969,996	911,446	865,285
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	61,864	65,486	69,409
 UTILITIES			
TOTAL UTILITY EXPENSES	378,746	361,394	417,255
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	418,687	478,392	513,720
Total Materials	136,157	145,983	127,020
Total Contract Costs	198,963	223,387	238,870
TOTAL MAINTENANCE EXPENSES	753,807	847,763	879,610
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	261,648	171,994	203,942
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	56	1,146	71

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	352	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	292,020	283,833	287,166
TOTAL EXPENSES	2,718,489	2,643,061	2,722,738
NET INCOME	(294,699)	(281,455)	(269,368)
Add Back:			
Subtotal additions			477,289
Deductions:			
Subtotal deductions			(300,000)
Adjusted Surplus (Deficit)			(92,078)
Estimated Reserves @ 1/1/2025			713,986
Estimated Reserves @ 12/31/2025			621,908

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	721,216	760,441	787,397
Total Other Tenant Income	19,128	12,656	12,997
NET TENANT INCOME	740,344	773,097	800,395
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	14,993	8,438	9,140
 TOTAL INCOME	755,338	781,536	809,535
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	42,030	77,785	74,247
Total Legal Expense	4,823	6,398	4,694
Total Other Admin Expenses	89,545	76,363	95,513
Total Miscellaneous Admin Expenses	6,244	6,373	6,445
TOTAL ADMINISTRATIVE EXPENSES	142,641	166,919	180,899
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	52,847	17,105	18,022
 UTILITIES			
TOTAL UTILITY EXPENSES	118,052	108,741	135,280
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	37,488	60,562	65,086
Total Materials	25,282	23,621	26,106
Total Contract Costs	53,629	45,431	55,618
TOTAL MAINTENANCE EXPENSES	116,399	129,615	146,810
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	88,441	63,424	91,672
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	356	534	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	226,328	231,558	236,943
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	284,809	237,239	241,252
TOTAL EXPENSES	1,029,873	955,135	1,050,877
NET INCOME	(274,535)	(173,599)	(241,342)
Add Back:			
Subtotal additions			502,727
Deductions:			
Subtotal deductions			(98,358)
Adjusted Surplus (Deficit)			163,026
Estimated Reserves @ 1/1/2025			227,575
Estimated Reserves @ 12/31/2025			390,602

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	183,209	210,042	208,914
Total Other Tenant Income	588	4,270	4,600
NET TENANT INCOME	183,797	214,312	213,514
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	315	315	231
 TOTAL INCOME	184,112	214,627	213,745
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	20,303	42,701	34,555
Total Legal Expense	338	520	298
Total Other Admin Expenses	24,894	26,437	26,949
Total Miscellaneous Admin Expenses	2,760	2,642	2,721
TOTAL ADMINISTRATIVE EXPENSES	48,296	72,299	64,524
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	2,628	7,379	7,774
 UTILITIES			
TOTAL UTILITY EXPENSES	37,300	32,449	41,489
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	19,248	20,166	21,648
Total Materials	14,086	10,561	11,221
Total Contract Costs	27,469	17,820	13,561
TOTAL MAINTENANCE EXPENSES	60,802	48,547	46,430
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	6,667	7,316	11,882
 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 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	42,603	41,392	40,068
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	38,409	36,843	39,608
TOTAL EXPENSES	236,705	246,225	251,775
NET INCOME	(52,593)	(31,598)	(38,030)
Add Back:			
Subtotal additions			82,858
Deductions:			
Subtotal deductions			(37,393)
Adjusted Surplus (Deficit)			7,435
Estimated Reserves @ 1/1/2025			23,733
Estimated Reserves @ 12/31/2025			31,168

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 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	23,080	7,500	24,028
 TOTAL INCOME	23,080	7,500	24,028
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	0	0	0
Total Legal Expense	0	0	5,000
Total Other Admin Expenses	(46)	2,052	2,114
Total Miscellaneous Admin Expenses	0	0	1,000
TOTAL ADMINISTRATIVE EXPENSES	(46)	2,052	8,114
 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	825	950	2,480
 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 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	779	3,002	10,594
NET INCOME	22,301	4,498	13,434
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(7,500)
Adjusted Surplus (Deficit)			5,934
Estimated Reserves @ 1/1/2025			80,187
Estimated Reserves @ 12/31/2025			86,121

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	15,609	0	19,098
Total Other Tenant Income	100	0	40
NET TENANT INCOME	15,709	0	19,138
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	260,681	251,102	264,478
 TOTAL INCOME	276,390	251,102	283,616
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	56,644	83,446	39,473
Total Legal Expense	2	0	0
Total Other Admin Expenses	1,454	1,874	1,598
Total Miscellaneous Admin Expenses	3,045	2,615	1,224
TOTAL ADMINISTRATIVE EXPENSES	61,144	87,934	42,295
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	353
 UTILITIES			
TOTAL UTILITY EXPENSES	2,225	1,247	1,639
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	27,829	19,609	22,058
Total Materials	376	9	3,975
Total Contract Costs	1,273	1,261	724
TOTAL MAINTENANCE EXPENSES	29,478	20,879	26,757
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	26,299	3,050	6,897
 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 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	15,937	0	14,458
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	16,760	16,481	8,549
TOTAL EXPENSES	151,844	129,591	100,948
NET INCOME	124,546	121,511	182,667
Add Back:			
Subtotal additions			21,028
Deductions:			
Subtotal deductions			(193,571)
Adjusted Surplus (Deficit)			10,124
Estimated Reserves @ 1/1/2025			97,031
Estimated Reserves @ 12/31/2025			107,155

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	4	0	0
NET TENANT INCOME	4	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	9,621,156	10,421,939	12,436,558
 OTHER INCOME			
TOTAL OTHER INCOME	43,374	26,520	49,459
 TOTAL INCOME	9,664,534	10,448,459	12,486,017
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	884,933	980,930	1,166,986
Total Legal Expense	26,615	24,297	35,685
Total Other Admin Expenses	27,180	29,384	37,299
Total Miscellaneous Admin Expenses	86,210	106,187	106,330
TOTAL ADMINISTRATIVE EXPENSES	1,024,938	1,140,797	1,346,300
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	292,100	98,822	22,584
 UTILITIES			
TOTAL UTILITY EXPENSES	13,929	15,607	17,318
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	705	0	181
Total Contract Costs	12,947	18,486	16,227
TOTAL MAINTENANCE EXPENSES	13,652	18,486	16,407
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	36,136	36,431	32,633
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	8,170,786	9,058,902	10,971,132

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,420	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	20,478	8,632	10,145
TOTAL EXPENSES	9,573,439	10,377,676	12,416,518
NET INCOME	91,095	70,783	69,498
Add Back:			
Subtotal additions			97,622
Deductions:			
Subtotal deductions			10,090
Adjusted Surplus (Deficit)			(2,790)
Estimated Reserves @ 1/1/2025			1,295,423
Estimated Reserves @ 12/31/2025			1,292,633

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	4	0	0
NET TENANT INCOME	4	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	7,629,377	8,111,696	10,216,370
 OTHER INCOME			
TOTAL OTHER INCOME	21,188	11,152	24,508
 TOTAL INCOME	7,650,569	8,122,848	10,240,878
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	722,435	798,891	1,000,706
Total Legal Expense	22,371	19,793	32,156
Total Other Admin Expenses	24,783	25,683	31,154
Total Miscellaneous Admin Expenses	70,122	86,018	88,726
TOTAL ADMINISTRATIVE EXPENSES	839,712	930,386	1,152,741
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	68	40	78
 UTILITIES			
TOTAL UTILITY EXPENSES	11,821	12,715	14,515
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	568	0	152
Total Contract Costs	10,252	14,644	13,173
TOTAL MAINTENANCE EXPENSES	10,820	14,644	13,325
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	29,768	29,553	27,218
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,586,114	7,109,149	9,027,180

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,420	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	14,834	2,988	0
TOTAL EXPENSES	7,494,555	8,099,475	10,235,056
NET INCOME	156,014	23,373	5,822
Add Back:			
Subtotal additions			87,380
Deductions:			
Subtotal deductions			(39,900)
Adjusted Surplus (Deficit)			53,302
Estimated Reserves @ 1/1/2025			662,901
Estimated Reserves @ 12/31/2025			716,203

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 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	1,526,211	1,675,190	1,573,181
 OTHER INCOME			
TOTAL OTHER INCOME	1,524	0	4,879
 TOTAL INCOME	1,527,735	1,675,190	1,578,060
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	122,115	133,824	115,549
Total Legal Expense	3,738	3,021	2,103
Total Other Admin Expenses	1,237	2,240	3,816
Total Miscellaneous Admin Expenses	11,759	13,722	12,088
TOTAL ADMINISTRATIVE EXPENSES	138,849	152,807	133,555
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	292,032	98,782	22,501
 UTILITIES			
TOTAL UTILITY EXPENSES	1,454	1,940	1,894
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	106	0	20
Total Contract Costs	2,036	2,631	2,115
TOTAL MAINTENANCE EXPENSES	2,142	2,631	2,135
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	5,040	4,510	3,552
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	1,183,992	1,391,521	1,373,514

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	4,742	4,742	4,742
TOTAL EXPENSES	1,628,250	1,656,932	1,541,893
NET INCOME	(100,515)	18,257	36,166
Add Back:			
Subtotal additions			4,807
Deductions:			
Subtotal deductions			(40,010)
Adjusted Surplus (Deficit)			963
Estimated Reserves @ 1/1/2025			164,078
Estimated Reserves @ 12/31/2025			165,041

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 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	465,568	635,054	647,007
 OTHER INCOME			
TOTAL OTHER INCOME	6	0	1,855
 TOTAL INCOME	465,574	635,054	648,862
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	36,622	47,952	50,182
Total Legal Expense	505	1,483	1,426
Total Other Admin Expenses	768	1,078	1,953
Total Miscellaneous Admin Expenses	4,303	6,383	5,451
TOTAL ADMINISTRATIVE EXPENSES	42,198	56,896	59,013
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	5
 UTILITIES			
TOTAL UTILITY EXPENSES	654	953	909
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	31	0	9
Total Contract Costs	659	1,211	938
TOTAL MAINTENANCE EXPENSES	690	1,211	948
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	1,328	2,214	1,704
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	400,680	558,232	570,438

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	445,551	619,505	633,016
NET INCOME	20,023	15,549	15,846
Add Back:			
Subtotal additions			31
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			15,877
Estimated Reserves @ 1/1/2025			91,687
Estimated Reserves @ 12/31/2025			107,564

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Humboldt Management

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 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	20,655	15,368	18,217
 TOTAL INCOME	20,655	15,368	18,217
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	3,761	261	549
Total Legal Expense	0	0	0
Total Other Admin Expenses	392	382	376
Total Miscellaneous Admin Expenses	26	64	66
TOTAL ADMINISTRATIVE EXPENSES	4,180	707	990
 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	0	154	159
 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 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	903	903	5,403
TOTAL EXPENSES	5,083	1,764	6,552
NET INCOME	15,572	13,604	11,664
Add Back:			
Subtotal additions			5,403
Deductions:			
Subtotal deductions			90,000
Adjusted Surplus (Deficit)			(72,933)
Estimated Reserves @ 1/1/2025			376,757
Estimated Reserves @ 12/31/2025			303,824

HOUSING AUTHORITY OF THE CITY OF EUREKA						
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT						
SALARY SCHEDULE		EFFECTIVE 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
APPROVED 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.						

RESOLUTION 2009

**RESOLUTION TO APPROVE ANNUAL OPERATING BUDGET
FOR THE HOUSING AUTHORITY OF THE CITY OF EUREKA
FOR FISCAL YEAR ENDING DECEMBER 31, 2025**

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, 2025; 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, 2025.

PASSED AND ADOPTED on the 21 day of October 2024 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 21, 2024

Agenda Item 8b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Public Housing Utility Allowance

BACKGROUND AND HISTORY:

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

Staff contracted with the Zappling Company to conduct the survey and recommend the utility allowances for the 2025 fiscal year. Attached are comparison sheets showing the proposed 2025 utility allowances and the current 2024 utility allowances, by building types and bedroom sizes.

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

STAFF RECOMMENDATION:

Staff recommend that the Board accept and approve the proposed 2025 public housing utility allowances.

**Public Housing Utility Allowances
Proposed for effective date 01/01/2025**

Development	1 BR	2 BR	3 BR	4 BR
CAL 25-1 Row				
Total 25-1 Row		135.00	176.00	216.00
CAL 25-1 Semi-detached				
Total 25-1 Semi-detached	99.00	135.00		
CAL 25-2 Row				
Total 25-2 Row	104.00			
CAL 25-2 Semi-detached				
Total 25-2 Semi-detached		146.00	191.00	234.00
CAL 25-4				
Total 25-4		144.00	182.00	
CAL 25-5				
Total 25-5		144.00		

To be approved by the Housing Authority of the City of Eureka board on 10/21/2024.

**Public Housing Utility Allowances
2024
City of Eureka Housing Authority**
Allowances are rounded to nearest dollar

Development	1 BR	2 BR	3 BR	4 BR
CAL 25-1				
CAL 25-1 - 1a Row		105.00	128.00	148.00
CAL 25-1 - 1b semi-detached	85.00	107.00		
CAL 25-2				
CAL 25-2 - 2a Row	89.00			
CAL 25-2 - 2b semi-detached		113.00	139.00	176.00
CAL 25-4		90.00	110.00	
CAL 25-5		90.00		
Approved by the Housing Authority of the City of Eureka board on 01/16/2024.				

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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



Locality	Green Discount	Unit Type	Weather Code				Date (mm/dd/yyyy)
City of Eureka HA: CA25-1	Energy Star	Row House / Townhouse / Semi-Detached / Duplex	95501				9/1/2024
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Space Heatin	Natural Gas		\$48	\$56	\$65	\$73	
	Bottled Gas						
	Electric Resistance						
	Electric Heat Pump						
	Fuel Oil						
Cooking	Natural Gas		\$5	\$7	\$9	\$11	
	Bottled Gas						
	Electric		\$10	\$18	\$24	\$29	
	Other						
Other Electric			\$48	\$68	\$91	\$114	
Air Conditioning							
Water Heatin	Natural Gas		\$14	\$20	\$27	\$34	
	Bottled Gas						
	Electric		\$38	\$49	\$60	\$71	
	Fuel Oil						
Water							
Sewer							
Electric Fee			-\$9	-\$9	-\$9	-\$9	
Natural Gas Fee			-\$7	-\$7	-\$7	-\$7	
Fuel Oil Fee							
Bottled Gas Fee							
Trash Collection							
Range/Microwave			\$21	\$21	\$21	\$21	
Refrigerator			\$25	\$25	\$25	\$25	
Other - specify							

Spreadsheet based on form HUD-52667.

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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



Locality	Green Discount	Unit Type	Weather Code				Date (mm/dd/yyyy)
City of Eureka HA: CA25-2	Energy Star	Row House / Townhouse / Semi-Detached / Duplex	95501				9/1/2024
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Space Heatin	Natural Gas		\$48	\$56	\$65	\$73	
	Bottled Gas						
	Electric Resistance						
	Electric Heat Pump						
	Fuel Oil						
Cooking	Natural Gas		\$5	\$7	\$9	\$11	
	Bottled Gas						
	Electric		\$10	\$18	\$24	\$29	
	Other						
Other Electric			\$48	\$68	\$91	\$114	
Air Conditioning							
Water Heatin	Natural Gas		\$14	\$20	\$27	\$34	
	Bottled Gas						
	Electric						
	Fuel Oil						
Water							
Sewer							
Electric Fee			-\$9	-\$9	-\$9	-\$9	
Natural Gas Fee			-\$7	-\$7	-\$7	-\$7	
Fuel Oil Fee							
Bottled Gas Fee							
Trash Collection							
Range/Microwave			\$21	\$21	\$21	\$21	
Refrigerator			\$25	\$25	\$25	\$25	
Other - specify							

Spreadsheet based on form HUD-52667.

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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



Locality	Green Discount	Unit Type	Weather Code		Date (mm/dd/yyyy)	
City of Eureka HA: CA25-4	Energy Star	Lowrise Apartments (Multifamily)	95501		9/1/2024	
Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heatin Natural Gas			\$68	\$75		
Bottled Gas						
Electric Resistance						
Electric Heat Pump						
Fuel Oil						
Cooking Natural Gas			\$7	\$9		
Bottled Gas						
Electric						
Other						
Other Electric			\$65	\$87		
Air Conditioning						
Water Heatin Natural Gas			\$20	\$27		
Bottled Gas						
Electric						
Fuel Oil						
Water						
Sewer						
Electric Fee			-\$9	-\$9		
Natural Gas Fee			-\$7	-\$7		
Fuel Oil Fee						
Bottled Gas Fee						
Trash Collection						
Range/Microwave			\$21	\$21		
Refrigerator			\$25	\$25		
Other - specify						

Spreadsheet based on form HUD-52667.

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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



Locality	Green Discount	Unit Type	Weather Code				Date (mm/dd/yyyy)
City of Eureka HA: CA25-5	Energy Star	Lowrise Apartments (Multifamily)	95501				9/1/2024
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Space Heatin	Natural Gas		\$68				
	Bottled Gas						
	Electric Resistance						
	Electric Heat Pump						
	Fuel Oil						
Cooking	Natural Gas		\$7				
	Bottled Gas						
	Electric		\$18				
	Other						
Other Electric			\$65				
Air Conditioning							
Water Heatin	Natural Gas		\$20				
	Bottled Gas						
	Electric		\$49				
	Fuel Oil						
Water							
Sewer							
Electric Fee			-\$9				
Natural Gas Fee			-\$7				
Fuel Oil Fee							
Bottled Gas Fee							
Trash Collection							
Range/Microwave			\$21				
Refrigerator			\$25				
Other - specify							

Spreadsheet based on form HUD-52667.

REASONABLE ACCOMODATION MEDICAL EQUIPMENT ALLOWANCES

REPORT DATE: 9/1/2024

PROPERTY: Housing Authority of the City of Eureka & Housing Authority of the County of Humboldt

LOCATION: Eureka, CA

Item	Hours/day*	Wattage*	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	220	\$ 0.424524	\$ 94.00
Nebulizer	1.3	75	3	\$ 0.424524	\$ 2.00
Electric Hospital Bed	0.2	200	2	\$ 0.424524	\$ 1.00
Alternating Pressure Matress	24	70	52	\$ 0.424524	\$ 23.00
Low Air-Loss Mattress	24	120	88	\$ 0.424524	\$ 38.00
Power Wheelchair/Scooter	8	360	88	\$ 0.424524	\$ 38.00
Feeding Tube Pump	3	120	11	\$ 0.424524	\$ 5.00
CPAP Machine	7.5	30	7	\$ 0.424524	\$ 3.00
Leg Compression Pump	1.5	30	2	\$ 0.424524	\$ 1.00
Dialysis Machine/Equipment	1.8	710	39	\$ 0.424524	\$ 17.00

*Based on literature search and online sources

Higher utility allowance as reasonable accommodation for a person with disabilities. On request from a family that includes a person with disabilities, the PHA must approve a utility allowance which is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation in accordance with 24 CFR part 8 to make the program accessible to and usable by the family member with a disability.

Oxygen Concentrator

Oxygen concentrators take in air from the room and filter out nitrogen. The process provides the higher amounts of oxygen needed for oxygen therapy.

Nebulizer

A nebulizer is a type of breathing machine that lets you inhale medicated vapors. Nebulizers are used 3-4 times per day for 20 minutes at a time

Electric Hospital Bed

Electric hospital bed for home use features electric motor controls that raise the head, foot and height of the bed frame with a push of a button. Usage depends on adjustments.

Alternating Pressure Mattress

The alternating pressure mattress features air cells which periodically redistribute pressure by repeatedly loading and unloading the pressure beneath the body. This creates movement which alleviates pain from bed sores and ulcers. Used 24 hours a day for someone who is bed-ridden.

Low Air-Loss Mattress

A low air loss mattress is essentially an air mattress covered with tiny holes. These holes are designed to let out air very slowly which helps keep the skin dry and wicks away any moisture. The pressure changes cycle every 10-25 minutes.

REASONABLE ACCOMODATION MEDICAL EQUIPMENT ALLOWANCES

Power Wheelchair/Scooter

In order to keep the motorized scooter operating effectively, it's recommended to charge it every night as you sleep. Optimal charge time is at least eight hours.

Feeding Tube Pump

A feeding tube pump delivers nutrition throughout the day. The pump is used 5-6 times per day for 30 minutes at a time.

CPAP Machine

A CPAP machine provides air at a pressure just high enough to prevent the collapse of a persons airway. The recommended usage time is 7.5 hours a night.

Leg Compression Pump

Leg compression pumps treat vein problems (venous insufficiency) by compressing the lower extremities. The compression pump automatically inflates and deflates to force fluids back into the veins. Maximum usage is up to 3 times per day for 30 minutes at a time.

Dialysis Machine/Equipment

Equipment that removes waste and fluids from the body when the kidneys no longer work well enough to keep the body healthy. Treatment is done 3 times a week for 3-4 hours per day.



**Utility Allowance Services for Tax Credit, Public Housing, and Section
8 Housing Choice Voucher Programs**

TECHNICAL DOCUMENTATION



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Contents

1. Zappling Background and Experience
2. UApro™ Development
3. Methodology and variations
4. Demonstrated Compliance

Context

Utility allowances typically must be at least annually reviewed and updated when there is change of 10% or more per IRS and HUD regulations. [26 CFR § 1.42-10 & 24 CFR § 982.517]

For example, per 24 CFR 982.517(c)(1), a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.

This technical documentation report serves to provide context and methodology for utility allowance calculations.

1. Zappling Background and Experience

Zappling was founded in 1994 to provide timely and professional engineering services to a variety of clients. Zappling places special emphasis on energy and water conservation services in its practices. The Zappling professional staff includes licensed engineering professionals, certified energy managers, utility allowance specialists, RESNET professionals, and support staff.

Zappling has worked with agencies that administer affordable housing programs since 1985. Through our work with authorities who provide housing for as many as 25,000 tenants and as few as 150 tenants, we have a keen understanding of Housing and Urban Development (HUD) requirements as they relate to operating and capital budgets, codes and standards, and special incentive programs.

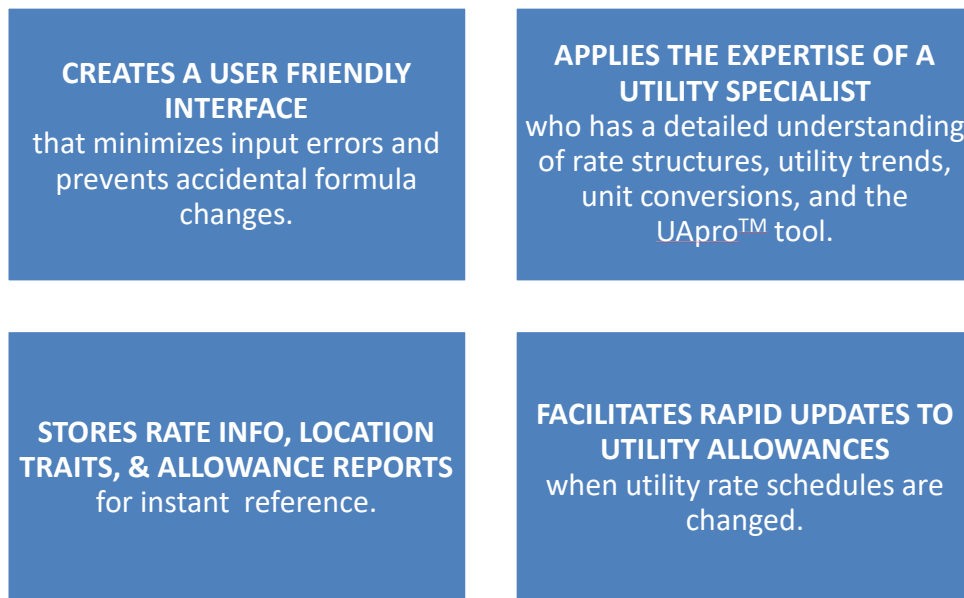
Zappling has calculated utility allowances for Public Housing Authorities with individually metered utilities since 1994. **In September 2005, HUD Washington contracted with Zappling (P.O. S4C5AAC0062) as the technical member of the team that evaluated, modified and verified a spreadsheet for calculating allowances for Section 8 housing units.** Zappling engineers developed techniques to improve the accuracy of the allowances; we added formulas to account for residence age and the presence of heat pumps. Zappling's work is detailed in "Utility Model Evaluation HUD Report 050930.pdf." **Zappling's revisions and additions were merged into the [HUD Utility Schedule Model](#), which is a spreadsheet published on the HUD User web site as an acceptable method for calculating utility allowances.**

Using the data and regressions that we submitted to HUD, Zappling developed the web-based tool UApro™ in 2006. Currently, Zappling services over 200 housing authorities, 100s of private properties, and has performed thousands of utility allowance studies to date. **Over 95% of our clients renew their subscription after their first year** – their testament to customer satisfaction.

2. UApro™ Development

After contributing to the calculations behind the HUD Utility Schedule Model, Zappling saw opportunities for improving its usability. Zappling was unsatisfied with the Excel format of the HUD Model published on the HUD User website. The spreadsheet format was cumbersome and posed a high risk of accidentally changing cells that should not be modified – mistakes that could be amplified over the course of several years. Zappling aimed to create a higher-performance tool that incorporated the same equations while minimizing the potential for input errors and maximizing the efficiency of the calculation process. In response, Zappling created the web based tool UApro™ in 2006.

UApro™ has a user-friendly web interface that references the same consumption database and accounts for the same variables as the HUD Utility Schedule Model. **Given the same utility rate schedules, the allowances generated by UApro™ replicate those generated with the HUD Utility Schedule Model.** **However, UApro™ has additional advantages because it:**

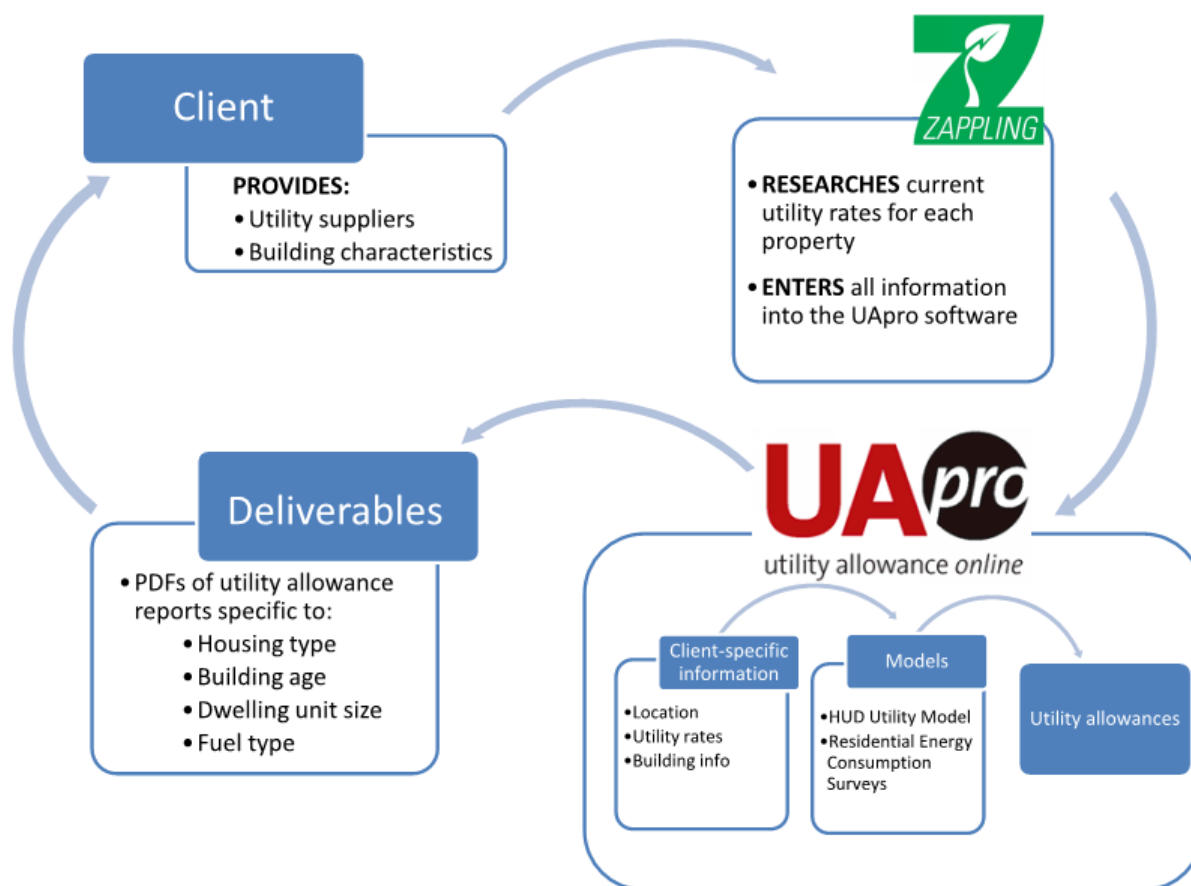


3. Methodology

The HUD spreadsheet linked to UApró™ uses average consumption data along with local utility rates and weather trends to compute utility allowances for specific unit types at specific locations. Regressions from an energy consumption database are used to estimate reasonable consumption values for a specific location. Energy consumption data are available from the [Residential Energy Consumption Survey \(RECS\)](#), which is a nation-wide study conducted and periodically updated by the United States Department of Energy. The RECS database is formatted such that utility data for climate region, housing unit type, size, heating system, fuel, and end-use can be extracted with multi-variate linear regressions. These regressions are then used to compute consumption allowances specific to individual unit characteristics. Finally, location-specific weather data¹ are applied to localize the heating and cooling consumption values. For bedroom sizes greater than five, a linear regression extrapolation will be used based on the utility allowances dollar values for bedrooms one through five.

Water and sewer data is collected from a variety of sources² and varies by state, per HUD's formulas. For public housing authorities, if client requests a different water/sewer consumption to be used, Zappling may utilize an engineering methodology or rely on a consumption-based approach based on a per capita consumption number scaled to occupancy per bedroom. Consumption reports available upon request.

Visual Overview of the UApro™ System



1 Heating degree days, cooling degree days, and typical low temperature are provided by the National Oceanic and Atmospheric Administration

Additional allowances and variations

Beyond base allowances, there are variations or adjustments that may be needed to either reflect energy performance characteristics of the housing stock, and/or reflect needs to the tenants. These are enumerated as follows:

Energy Savings Design (Green schedules)

- Energy Star Certification – represents 18% in energy savings, if the residence being estimated meets the Environmental Protection Agency (EPA) standard as an Energy Star property.
- LEED certification – represents a 25% energy reduction, if the property meets the LEED standards according to the U.S. Green Building Council (USGBC).
- Significant Green Retrofit - signifies an 18% impact on energy efficiency, if the building has had an energy saving rehabilitation to any of the following systems in the last 5 years: 1.Heating 2. Cooling 3. Lighting 4. DHW systems 5. Appliances 6. Building envelope 7. Water measures 8. On-site generation. If the respective property qualifies, as verified by Zappling personnel through Zappling's Green retrofit procedure, Zappling will separately attach the respective checklist and rationale as supporting documentation

Medical equipment allowances/reasonable accommodation for housing agencies

Concordant with 24 CFR part 8, a family with an individual with disabilities may make a request to the housing agency, if they need a higher utility allowance as a reasonable accommodation. The housing agency must approve the higher utility allowance to make the program accessible to, and usable by, the family member with a disability (24 CFR 982.517(e)). Zappling medical equipment allowances are a standardized schedule that specifies common medical equipment, usage characteristics, and expected monthly allowance based on recent local utility rates. These, if requested by the housing authority, will be prepared and attached separately.

Utility hook-up fees for housing agencies

Under 24 CFR 982.624, the PHA is required to establish utility allowance for manufactured home space rentals that for the first twelve months of assistance must include a reasonable amount for utility hook-up charges payable by the family. These fee schedules are attached separately

Simplified allowances for housing agencies

Simplified allowances leverage the most common structure and utility types to generate a distilled allowance schedule that is broadly applicable to the authority. If applicable, documentation outlining the key structure type/types, utility types, and approach will be attached separately

Other attachments provided separately (if applicable)

- Rate documentation – rates may rely on averages, regressions, or most common utility type
- Locality-specific compliance documentation
- Utility allowance schedules
- Green retrofit checklist documentation for Significant Green Retrofit option
- Medical equipment/reasonable accommodation schedule
- Utility hook-up schedule
- Simplified allowance documentation

4. Demonstrated Compliance

UApro™ is compliant with Federal Regulations governing the development and use of utility allowances for Low Income Housing Tax Credit units. Effective July 29, 2008, 26 CFR 1.42-10 was updated to include a wider variety of acceptable calculation methodologies, including the HUD Utility Schedule Model and the Energy Consumption Model. Table 1 details how UApro™ complies with the requirements of the HUD Utility Schedule Model calculation method.

Table 1: IRS Regulation Comparison - Utility Allowances for Tax Credit

Calculation Method	26 CFR 1.42-10	UApro™
HUD Utility Schedule Model	A building owner may calculate a utility estimate using the "HUD Utility Schedule Model" that can be found on the Low-Income Housing Tax Credits page at http://www.huduser.org/datasets/lihtc.html (or successor URL).	Zappling was part of the technical team that developed the HUD Utility Schedule Model. UApro™'s database uses the same Residential Energy Consumption Survey (RECS) data as the HUD Utility Schedule Model. In addition, UApro™ uses the same regressions to connect regional climate data with energy consumption patterns for heating and cooling.
	Utility rates used for the HUD Utility Schedule Model must be no older than the rates in place 60 days prior to the beginning of the 90-day period under paragraph (c)(1) of this section.	Specialists at Zappling research the most currently available utility rates at the beginning of each annual subscription as part of our professional setup.

UApro™ is also compliant with the HUD regulations for Section 8 Housing Choice Voucher and public housing utility allowances. Tables 2 and 3 highlight the key ways in which UApro™ complies with 24 CFR 982.517 and 24 CFR 965.501-507.

Table 2: HUD Regulation Comparison - Utility Allowances for Section 8

24 CFR 982.517	UApro™
The PHA must maintain a utility allowance schedule for all tenant-paid utilities, for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services.	UApro™ provides an online library of all utility allowances for electricity, gas, oil, water, sewer, and trash for typical dwelling units and typical tenant-supplied appliances.
The utility allowance schedule must be determined based on typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.	UApro™ uses the extensive RECS database produced by the US Energy Information Administration for similar housing sizes and types in the locality. The data is adjusted to the local weather determined by the Housing Authority code. UApro™ facilitates the use of the actual and current rate schedules as published by the utility companies.
In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection; other electric; refrigerator; range; and other specified housing services.	UApro™ calculates space heating, air conditioning, cooking, water heating, water, sewer, trash collection, other electric, refrigerator, range, and other specified housing services as individual items and presents them on the output forms.
A PHA must review its schedule of utility allowances each year and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.	UApro™ provides supporting documentation for all utility rates used in the utility allowance calculations that be submitted in the annual review or audit process.

Table 3: HUD Regulation Comparison - Utility Allowances for Public Housing

24 CFR 965.501-507	Regulation	UApro™
§ 965.505 (a)	The objective of a PHA in designing methods of establishing utility allowances for each dwelling unit category and unit size shall be to approximate a reasonable consumption of utilities by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.	UApro™ calculates utility allowances using a model developed for HUD based on the Energy Information Administration's Residential Energy Consumption Survey (RECS) database. The data is a sampling of typical households throughout the US.
§ 965.505 (b)	Allowances for both PHA-furnished and resident-purchased utilities shall be designed to include such reasonable consumption for major equipment or for utility functions furnished by the PHA for all residents (e.g., heating furnace, hot water heater), for essential equipment whether or not furnished by the PHA (e.g., range and refrigerator), and for minor items of equipment (such as toasters and radios) furnished by residents.	By using the RECS database, UApro™ includes all applicable consumptions for a typical residence throughout the United States.
§ 965.505 (b2)	The climatic location of the housing project.	UApro™ adjusts for local climate conditions based upon the PHA's HA code or zip code.
§ 965.505 (b3)	The size of the dwelling units and the number of occupants per dwelling unit.	UApro™ calculates allowances for zero (0) through five (5) bedrooms.
§ 965.505 (b4)	Type of construction and design of the housing project.	UApro™ calculates allowances for single family detached, single family attached, low rise apartments (2-4 units), larger apartment buildings (5+ units), and manufactured homes.
§ 965.505 (b6)	The utility consumption requirements of appliances and equipment whose reasonable consumption is intended to be covered by the total resident payment.	The data used by UApro™ includes samplings from a wide range of households throughout the country.

PG&E

<http://www.pge.com/tariffs/electric.shtml#RESELEC>
<https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>
<https://www.cdtfa.ca.gov/taxes-and-fees/tax-rates-stfd.htm>

Residential CARE - Basic, Individually Metered, Zone V
 7/26/2024

ZONE V

**Minimum Charges omitted from rate scheduler because HUSM electricity allowances will exceed these amount.*

Monthly Charges

Monthly MINIMUM (non-CARE)	\$11.91 /mo.	<i>*240726_Res_Inclu_TOU_Current.pdf, multiplied by (365/12) to get monthly value</i>
Monthly MINIMUM (CARE)	\$7.75 /mo.	<i>*240726_Res_Inclu_TOU_Current.pdf, multiplied by (365/12) to get monthly value</i> *applied 34.985 % discount
California Climate CREDIT	-\$9.20 /mo.	<i>(paid semi-annually in April and October; divided number given by 6 to come up with a monthly number)</i>

Consumption Charges

	June - September			October - May			<i>*230301_Res_Inclu_TOU_Current.pdf</i>
	Baseline	101-400% of Baseline	over 400%	Baseline	101-400% of Baseline	over 400%	
All electric	First 316.33 kWh	Next 949 kWh	Over 1265.33 kWh	First 580.96 kWh	Next 1742.88 kWh	Over 2323.83 kWh	
Basic electric	First 215.96 kWh	Next 647.88 kWh	Over 863.83 kWh	First 246.38 kWh	Next 739.13 kWh	Over 985.5 kWh	
Tiered Energy Charge (non-CARE)	\$0.388280 /kWh	\$0.486170 /kWh	\$0.486170 /kWh	\$0.388280 /kWh	\$0.486170 /kWh	\$0.486170 /kWh	**Select only one, CARE or non-CARE
Tiered Energy Charge	\$0.252440 /kWh	\$0.316083 /kWh	\$0.316083 /kWh	\$0.252440 /kWh	\$0.316083 /kWh	\$0.316083 /kWh	*applied 34.985 % discount

Riders

none

Tax

CA Energy Resources Surcharge	\$0.000300 /kWh	<i>*See 240726_Tax Rates – Special Taxes and Fees.pdf (accessed at)</i>
Eureka Utility Users tax	9.25%	<i>*240726_City of Eureka - UTT.pdf</i>
		<i>*Utility Users Tax Only applies for non-CARE customers</i>

**See 240726_PGE Zone Map.pdf, accessed https://www.pge.com/notes/rates/PGE CZ_90Rev.pdf*

**For Baseline numbers, see 240726_ResElecBaselineCurrent.pdf*

Baseline Calculations - All electric

Summer	10.4 kWh/day
	316.33 Baseline
	1265.33 400% of Baseline
	949.00 (400% - Baseline)
Winter	19.1 kWh/day
	580.96 Baseline
	2323.83 400% of Baseline
	1742.88 (400% - Baseline)

Baseline Calculations - Basic electric

Summer	7.1 kWh/day
	215.96 Baseline
	863.83 400% of Baseline
	647.88 (400% - Baseline)
Winter	8.1 kWh/day
	246.38 Baseline
	985.50 400% of Baseline
	739.13 (400% - Baseline)

Pacific Gas and Electric Company
Residential and Time-of-Use Electric Rates
(Rate Schedules E1, EM, ES, ET, E6, EM-TOU, E-TOU-B, E-TOU-C, E-TOU-D)

Rates Effective:
July 1, 2024 to Present

Rate Schedule	Rate Design	Delivery Minimum Bill Amount ^{1/} (\$ per meter per day)	Discount (\$ per dwelling unit per day)	Minimum Average Rate Limiter (\$ per kWh per month)	Energy Charge ^{2/} (\$/kWh)			D-CARE ^{3/} Line-Item Discount for California Alternate Rates for Energy (CARE) Customers	California Climate Credit ^{4/} (March & Oct Bill)	"Average" Bundled Total Rate ^{5/} (\$ per kWh)
					Tier 1 Usage (0% - 100% of Baseline) ^{6/}	Tier 2 Usage (101% - 400% of Baseline) ^{6/}	Tier 2 Usage Continued (Over 400% of Baseline) ^{6/}			
Residential Schedules: E-1, EM, ES, ESR, ET	Tiered Energy Charges	\$0.39167	ES = \$0.02678 ET = \$0.11644	\$0.04892	\$0.38828	\$0.48617	\$0.48617	-34.985%	(\$55.17)	\$0.41181
Rate Schedule	Rate Design	Delivery Minimum Bill Amount ^{1/} (\$ per meter per day)	Total Meter Charge Rate ^{7/} (\$ per meter per day)	Season	Time-of-Use Period	Energy Charge ^{2/} (\$/kWh)		D-CARE ^{3/} Line-Item Discount for California Alternate Rates for Energy (CARE) Customers	California Climate Credit ^{4/} (April & Oct Bill)	"Average" Bundled Total Rate ^{5/} (\$ per kWh)
						Total Usage	Baseline Credit (Applied to Baseline Usage Only)			
Residential Time-of-Use Rate Schedule E-TOU-B ^{8/} (4-9 p.m.)	Time-of-Day Winter and Summer Peak and Off-Peak Energy Charges	\$0.39167	-	Summer	Peak	\$0.56716	-	-34.985%	(\$55.17)	\$0.41181
					Off-Peak	\$0.44410	-			
Residential Time-of-Use Rate Schedule E-TOU-C ^{9/} and Rate Schedule EM-TOU ^{10/} (Peak Pricing 4 - 9 p.m. Every Day)	Time-of-Use Winter and Summer Peak and Off-Peak Energy Charges	\$0.39167	\$0.25298	Summer	Peak	\$0.59089	(\$0.09788)	-34.985%	(\$55.17)	\$0.41181
					Off-Peak	\$0.48789	(\$0.09788)			
Residential Time-of-Use NEW Rate Schedule E-TOU-D ^{11/} (Peak Pricing 5 - 8 p.m. Non-Holiday Weekdays)	Time-of-Use Winter and Summer Peak and Off-Peak Energy Charges	\$0.39167	-	Summer	Peak	\$0.55219	-	-34.985%	(\$55.17)	\$0.41181
					Off-Peak	\$0.41723	-			
				Winter	Peak	\$0.46259	-			
					Off-Peak	\$0.42398	-			

^{1/} Customers will receive a 50% discount on the delivery minimum bill amount, if applicable. See Electric Schedule D-CARE for further details.

^{2/} See Actual Tariff for details on possible medical baseline allowances.

^{3/} Customers will receive a 34.964 percent discount on their total bundled charges on their otherwise applicable rate schedule (except CA Climate Credit). See Electric Schedule D-CARE for further details.

^{4/} Residential bill credit per household, per semi-annual payment occurring in the March 2023 (per Advice Letter 6863-E) and October bill cycles.

^{5/} Average bundled rates based on estimated forecast. Average rates provided only for general reference, and individual customer's average rate will depend on its applicable kWh, and TOU data.

^{6/} For Baseline Territory and Quantity information, please view second tab in this file, additional online table or rate schedule in Online Tariff Book.

^{7/} In addition to the Delivery Minimum Bill Amount.

^{8/} E-TOU Option A was discontinued December 31, 2020 (see AL#4805-E-A). This Schedule renamed to E-TOU-B effective January 1, 2021.

^{9/} For Rate Schedule E-TOU-C the Total Meter Charge does not apply.

^{10/} Effective October 1, 2023, Rate Schedule EM-TOU was restructured with Peak and Off-Peak only. See Advice Letter 7016-E for further details. This was the only change for October 1, 2023. All other rates/tabs remain unchanged.

^{11/} New Schedule, effective May 1, 2020, see tariff and Advice Letter 5661-E-B, for further details.

NOTE: Rate Schedule E-6 was eliminated March 1, 2024, due to Advice Letter 7191-E.

NOTE - Summer Season: June-September **Winter Season:** October-May

This table provided for comparative purposes only. See current tariffs for full information regarding rates, application, eligibility and additional options.

NOTE - ABOVE Rates are Total Bundled Rates and Total Bundled Time-of-Use Rates

Only Format Change to this Table, now Electric Vehicle Rates and NEW Electric Technology Rates on Next/New Tab labeled accordingly.

Advice Letter 6603-E-A, implemented new Baseline Quantities

Residential ELECTRIC

Baseline Territories and Quantities

Effective June 1, 2022 - Present

Winter^{2/}

(Effective beginning October 1, 2022)

TERRITORY	INDIVIDUALLY METERED (E-1, ES, ET, E-6, ESR, E-TOU-C ^{4/} and CARE)	MASTER METERED (EM, EM-TOU and CARE)
ALL-ELEC. (Code H)	Daily ^{1/}	Daily ^{1/}
P	26.0	15.3
Q	26.0	15.3
R	26.7	12.9
S	23.7	12.4
T	12.9	8.6
V	19.1	10.6
W	19.0	11.2
X	14.6	12.3
Y	24.0	13.7
Z	15.7	9.0
BASIC ELEC. (Code B)	Daily ^{1/}	Daily ^{1/}
P	11.0	4.8
Q	11.0	4.8
R	10.4	4.9
S	10.2	5.0
T	7.5	4.1
V	8.1	4.6
W	9.8	5.0
X	9.7	5.4
Y	11.1	7.6
Z	7.8	5.2

Summer^{3/}

(Effective beginning June 1, 2022)

TERRITORY	INDIVIDUALLY METERED (E-1, ES, ET, E-6, ESR, E-TOU-C ^{4/} and CARE)
ALL-ELEC. (Code H)	Daily ^{1/}
P	15.2
Q	8.5
R	19.9
S	17.8
T	7.1
V	10.4
W	22.4
X	8.5
Y	12.0
Z	6.7
BASIC ELEC. (Code B)	Daily ^{1/}
P	13.5
Q	9.8
R	17.7
S	15.0
T	6.5
V	7.1
W	19.2
X	9.8
Y	10.5
Z	5.9

^{1/}kWh per day

^{2/} Winter Season: October-May

^{3/} Summer Season: June-September

^{4/} E-TOU-C - These quantities of electricity are to be used to define usage eligible for the baseline credit



[How Do I...?](http://www.cdtfa.ca.gov/)
(www.cdtfa.ca.gov/)

Tax Programs

Tax Resources

Join Us

California City & County Sales & Use Tax Rates (effective July 1, 2024)

[Español](http://www.cdtfa.ca.gov/taxes-and-fees/rates-spanish.aspx) (www.cdtfa.ca.gov/taxes-and-fees/rates-spanish.aspx)

These rates may be outdated. For a list of your current and historical rates, go to the [California City & County Sales & Use Tax Rates](http://www.cdtfa.ca.gov/taxes-and-fees/sales-use-tax-rates.htm) (www.cdtfa.ca.gov/taxes-and-fees/sales-use-tax-rates.htm) webpage.

Look up the current sales and use tax rate by address (<https://maps.cdtfa.ca.gov/>)

Data Last Updated: 7/1/2024

County:

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Viewing all rates

Location	Rate	County	Type	Notes
<input type="text" value="eureka"/>		<input type="text" value="County"/>		
Eureka	9.250%	Humboldt	City	

LEADERSHIP

Gavin Newsom

Governor (<https://www.gov.ca.gov/>)

Amy Tong

Secretary, Government Operations Agency (<https://www.govops.ca.gov/about/leadership/>)

Nicolas Maduros

Director, CDTFA

Pacific Gas & Electric

<http://www.pge.com/tariffs/GRF.SHTML#RESGAS>
<https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>
<https://www.cdtfa.ca.gov/taxes-and-fees/tax-rates-stfd.htm>

Residential, Individually Metered, Zone V
 7/26/2024

ZONE V

Monthly Charges

California Climate Credit \$ (7.12) /month *See 240726_CA Natural Gas RateFinder.pdf, p.2
 *\$85.46 annual credit divided by 12
 Minimum Transportation Charge \$4.00 /month *Multiplied Daily Charge by (365/12) to get monthly value

Baseline Calcs (Zone V)		
	per day	per month
Summer	0.59	17.95
Winter Off Peak	1.51	45.93
Winter On Peak	1.71	52.01

*See 240726_CA Natural Gas RateFinder.pdf, p.2

Consumption Charges

	Summer (Apr - Oct)		Winter Off-Peak (Nov, Feb, March)		Winter On-Peak (Dec, Jan)	
	Baseline	Above Baseline	Baseline	Above Baseline	Baseline	Above Baseline
Residential Non-CARE Schedules Charge	\$2.16291 /therm	\$2.60636 /therm	\$2.16291 /therm	\$2.60636 /therm	\$2.16291 /therm	\$2.60636 /therm
CARE Natural Gas Discount	\$1.72723 /therm	2.08199 /therm	\$1.72723 /therm	2.08199 /therm	\$1.72723 /therm	2.08199 /therm

*See 240726_Res_Current.pdf

****Select only one, CARE or Non-CARE**

*Single month tier (Nov) was not valid in rate scheduler, so structure was modeled with negative adjustment in Dec. & Jan.
 -\$0.35476 CARE adjustment for 47-66 therms in Dec, Jan
 -\$0.44345 non-CARE adjustment for 47-66 therms in Dec, Jan

Riders

G-PPPS (Non-CARE) \$ 0.11051 /therm ****Select only one, CARE or Non-CARE** *page 3, 240726_CA Natural Gas RateFinder.pdf
 G-PPPS (CARE) \$ 0.06070 /therm

Tax

CA Natural Gas Surcharge for PG&E is identical to current G-PPPS Surcharge so will not be double counted here (see 240726_CA Natural Gas Surcharge.pdf, accessed <https://www.cdtfa.ca.gov/taxes-and-fees/natgas.htm>)

Eureka Utility Users tax 9.25% *240726_City of Eureka - UTT.pdf
 *Utility Users Tax Only applies for non-CARE customers

***Minimum Charges omitted from rate scheduler because HUSM natural gas allowances will exceed these amount. see note 2 on 230301_2022 Res_Current.xlsx**

I - Core Gas Rates

Residential Gas Rates

The residential gas rates below are effective July 1, 2024, through July 31, 2024.

	SCHEDULES G-1,GM, GS, GT		SCHEDULES GL-1,GML, GSL, GTL	
	BASELINE	EXCESS	BASELINE	EXCESS
Procurement Charge (per therm)	\$0.41583	\$0.41583	\$0.41583	\$0.41583
Transportation Charge (per therm)	\$1.74708	\$2.19053	\$1.74708	\$2.19053
CSI - Solar Thermal Exemption (per therm)	----	----	-\$0.00387	-\$0.00387
CARE Discount (per therm)	n/a	n/a	-\$0.43181	-\$0.52050
Total Residential Schedule Charge ^{1/}	\$2.16291	\$2.60636	\$1.72723	\$2.08199
California Climate Credit ^{2/}	n/a	n/a	n/a	n/a
Schedule G-PPPS (Public Purpose Program Surcharge) ^{1/}	\$0.11051	\$0.11051	\$0.06070	\$0.06070
Minimum Transportation Charge (G-1 Only) ^{3/} (per day)	\$0.13151			
Discount (per day)				
GS& GSL only (per dwelling unit)	\$0.13432		\$0.13432	
GT & GTL only (per installed space)	\$0.34094		\$0.34094	

^{1/}Schedule G-PPPS needs to be added to the Total Charge for bill calculation. See Schedule G-PPPS.

^{2/}All Residential Customers, per household, **annual credit of \$85.46 in April 2024 bill cycle.**

^{3/}The Transportation Charge will be no less than the Minimum Transportation Charge. The Minimum Transportation Charge does not apply to submetered tenants of master-metered customers served under gas Rate Schedules GS and GT.

Baseline Territories and Quantities (changed Apr 1, 2022) therms per day per dwelling unit

Individually Metered				Master Metered (GM and GML only)			
Baseline	Summer	Winter Off-Peak	Winter On-Peak	Baseline	Summer	Winter Off-Peak	Winter On-Peak
Territories	(Apr-Oct)	(Nov, Feb, Mar)	(Dec, Jan)	Territories	(Apr-Oct)	(Nov, Feb, Mar)	(Dec, Jan)
	Effec Apr. 1, 2022	Effec Nov. 1, 2022	Effec Dec. 1, 2022		Effec Apr. 1, 2022	Effec Nov. 1, 2022	Effec Dec. 1, 2022
P	0.39	1.88	2.19	P	0.29	1.01	1.13
Q	0.56	1.48	2.00	Q	0.56	0.67	0.77
R	0.36	1.24	1.81	R	0.33	0.87	1.16
S	0.39	1.38	1.94	S	0.29	0.61	0.65
T	0.56	1.31	1.68	T	0.56	1.01	1.1
V	0.59	1.51	1.71	V	0.59	1.28	1.32
W	0.39	1.14	1.68	W	0.26	0.71	0.87
X	0.49	1.48	2.00	X	0.33	0.67	0.77
Y	0.72	2.22	2.58	Y	0.52	1.01	1.13

New Winter Off-Peak – Nov, Feb, March

NEW Winter On-Peak – Dec, Jan

Summer – April-Oct)

RESOLUTION 2010

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Eureka approve and adopt the September 2024 schedule for Public Housing Utility Allowances for Resident Furnished Utilities and Other Services, effective January 1, 2025.

PASSED AND ADOPTED on the 21 day of October 2024 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 21, 2024

Agenda Item 8c

Memorandum

To: Commissioners

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

Subject: Write Off of Uncollectible Accounts Receivable

BACKGROUND:

The Housing Authority of the City of Eureka routinely writes off uncollectible accounts receivable after all reasonable efforts have been made to collect the debt. All write offs over \$5,000.00 require board approval with a resolution.

Impact to Personnel:

None.

Fiscal Impact:

Once a debt is deemed uncollectible, it is written off, or removed from the accounting books. Write-offs are reflected in financial statements as a decrease in Accounts Receivable (an asset), and an increase in expenses. This transaction is an accounting entry that does not affect cash flow. Additionally, the decrease in Accounts Receivable positively affects some of the HUD ratios that are used to evaluate our agency's operations.

Note that debts are still reported in HUD systems, and any person reported owing cannot be assisted by HUD-funded programs until debts are paid. Additionally, once a debt is written off internally, it is submitted to a collection agency for further follow-up. However, the resulting collections from this process are historically very low.

Alternatives:

Keeping uncollectible receivables on the books fails to properly account for bad debts and to comply with Generally Accepted Accounting Principles (GAAP). Additionally, it does not reflect a conservative approach to the collectability of past tenant debts. This option is not recommended.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the resolution to write off uncollectible debts.

2024.10 Write Offs, Housing Authority of the City of Eureka

Ppty	Code	Name	Balance	Status	DL1	DL2	Move Out Date	Rent	Late	Work Orders	Misc Tenant Charge	Cleaning & Damages
EFH			3,341.11	past	6/5/2024	9/19/2024	4/21/2024	2,875.11	160.00	306.00	-	-
EFH			10,822.83	past	9/5/2024	9/23/2024	7/30/2024	6,832.85	380.00	129.98	-	3,480.00
ESH			188.46	past	9/5/2024	9/23/2024	7/31/2024	-	-	-	-	188.46
			<u>\$ 14,352.40</u>					<u>\$ 9,707.96</u>	<u>\$ 540.00</u>	<u>\$ 435.98</u>	<u>\$ -</u>	<u>\$ 3,668.46</u>

PREPARED BY

Johnny Wilson
Accounts Receivable Clerk

10/10/2024
Date

APPROVALS

J. Dustin Wiener
Director of Finance

10/10/2024
Date

Cheryl Churchill
Executive Director

10/10/2024
Date

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 2011

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 such accounts; and

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

<u>Housing Program</u>	<u>Amount</u>
Eureka Family Housing, Eviction	\$10,822.83

PASSED AND ADOPTED on the 21 day of October 2024 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Mark Konkler

Name

Vice-Chairperson

Title

Signature

Cheryl Churchill

Name

Secretary

Title

Signature