



HOUSING AUTHORITIES

CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
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AGENDA

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

DATE AND TIME
Monday, September 15, 2025
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 relating 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, July 21, 2025

4. Bills and Communications: None



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

5b. HCV Utilization Reports

5c. Repositioning Updates

6. Reports of the Commissioners:

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

7. Unfinished Business: None

8. New Business:

8a. Resolution 2022, CA025 Revised 5-Year Plan 2026-2030

Recommended Board Action; *Accept and Adopt for Approval*

8b. Resolution 2023, 2025 Salary Comparability Study

Recommended Board Action; *Accept and Adopt for Approval*

8c. Resolution 2024, Write Off of Uncollectible Debt

Recommended Board Action: *Accept and Adopt for Approval*

9. Closed Session – If needed.

10. Adjournment

Note: The next regularly scheduled meeting is October 14, 2025.

* * * Note * * *

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

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

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

MINUTES

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

Monday, July 21, 2025

Chairperson Serotta declared a quorum present and called the meeting to order at 5:50pm.

1. Roll Call

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda, Commissioner Raymond
Absent: Commissioner Maschke
Staff: Wiesner, Humphreys
Public: None

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

3. Approve minutes of the board of commissioners meeting, held June 16, 2025.

Motion to approve the minutes of the June 16, 2025, regular meeting, made by Commissioner Byers.

Second – Commissioner Raymond

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

Chairperson Serotta declared the motion carried to approve the minutes of June 16, 2025.

4. Bills and Communication: None

5. Report of the Secretary:

5a. Occupancy and Leasing Report
Deputy Director Wiesner updates the board on this report.

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

5c. Repositioning Updates
Deputy Director Wiesner briefs the board on this report. Deputy Director Wiesner further states that HUD is projecting HACH will be in shortfall for the rest of 2025, but staff will apply for shortfall funds when HUD makes them available.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

8a. CA025 Draft PHA Plan; *Informational for discussion*

Deputy Director Wiesner notes that the board reviewed the plan and goals in a previous meeting. The board does not provide any additional comment on the plan and goals.

Deputy Director Wiesner comments that the plan and goals will be brought back during the September meeting for final approval of submission to HUD.

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

**Occupancy and Leasing Report
January - July 2025**

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

Program	Total Units Available	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Wait List End of Month	
HACE										
Public Housing	195	192	191	190	190	187	184	184	1000	1
Eureka Family Housing	51	46	46	45	45	48	48	50	1019	
Eureka Senior Housing	22	19	20	21	21	22	20	20	194	
Total City Units	268	257	257	256	256	257	252	254		

HACH

Tenant Based Vouchers										
Housing Choice Vouchers	1234	963	960	960	968	964	958	951	1621	
VASH Vouchers	95	44	44	45	45	44	44	46	N/A	
Mainstream vouchers	75	57	61	65	69	70	71	71	N/A	2
Emergency Housing Vouchers (EHV)	182	127	125	123	118	116	112	112	N/A	3
Total All Vouchers	1586	1191	1190	1193	1200	1194	1185	1180		
Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)										
PBV-VASH - Bayview Heights (Eureka)	22	21	21	21	21	20	20	21	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	2	2	2	2	2	2	2	12	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	5	5	305	5
PBV-HCV - Providence (Eureka)	42	36	36	38	40	40	39	39	N/A	6
PBV- HCV - Kemeyek (Eureka)	13	-	7	7	8	12	12	12	N/A	
PBV-HCV - Laurel Canyon	35	35	36	34	34	35	35	35	166	7
Total Project Based Vouchers	120	99	107	107	110	114	113	114		

Vouchers issued but not under contract, end of month (aka "Searching")	9
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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 HHHC 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.

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
All Voucher Programs
For the month of July 2025

	January	February	March	April	May	June	July	Total
Traditional HCV & VASH (Includes PBVs)								
HAP income (budget authority)	\$ 731,863	\$ 731,863	\$ 745,120	\$ 745,120	\$ 711,044	\$ 714,204	\$ 714,204	\$ 5,093,417
HAP expenses	(748,496)	(757,424)	(765,008)	(767,569)	(765,033)	(766,937)	(766,899)	(5,337,366)
Surplus (Deficit)	<u>(16,633)</u>	<u>(25,561)</u>	<u>(19,889)</u>	<u>(22,450)</u>	<u>(53,989)</u>	<u>(52,733)</u>	<u>(52,695)</u>	<u>(243,949)</u>
AA % Total income utilized	102.27%	103.49%	102.67%	103.01%	107.59%	107.38%	107.38%	104.79%
Administrative/Other Income	91,901	138,858	95,531	93,621	89,591	150,584	95,807	755,893
Operating expenses	(73,892)	(104,758)	(89,450)	(89,800)	(83,454)	(85,781)	(157,021)	(684,155)
Surplus (Deficit)	<u>18,009</u>	<u>34,100</u>	<u>6,081</u>	<u>3,821</u>	<u>6,137</u>	<u>64,803</u>	<u>(61,213)</u>	<u>71,738</u>
B Remaining HAP Cash	(5,449)	(10,320)	28,612	25,972	40,263	35,076	23,138	
Remaining Non-HAP Cash	883,688	917,151	920,014	924,550	870,220	932,900	901,527	
Total HCV Cash	<u>878,239</u>	<u>906,831</u>	<u>948,626</u>	<u>950,522</u>	<u>910,483</u>	<u>967,976</u>	<u>924,665</u>	
Cash Increase/(Decrease)	(10,219)	28,592	41,794	1,897	(40,039)	57,493	(43,311)	
# of Households Assisted	1,005	1,002	1,005	1,013	1,008	1,002	997	7,032
Average HAP Payment	\$ 745	\$ 756	\$ 761	\$ 758	\$ 759	\$ 765	\$ 769	\$ 759
Mainstream (disabled & non-elderly)								
HAP income (budget authority)	\$ 41,148	\$ 41,148	\$ 41,629	\$ 41,629	\$ 43,476	\$ 39,235	\$ 39,235	\$ 287,500
HAP expenses	(42,543)	(46,132)	(51,149)	(53,742)	(55,299)	(56,928)	(55,111)	(360,904)
Surplus (Deficit)	<u>(1,395)</u>	<u>(4,984)</u>	<u>(9,520)</u>	<u>(12,113)</u>	<u>(11,823)</u>	<u>(17,693)</u>	<u>(15,876)</u>	<u>(73,404)</u>
A % Total income utilized	103.39%	112.11%	122.87%	129.10%	127.19%	145.09%	140.46%	125.53%
C Administrative/Other Income	-	-	5,185	5,185	5,659	5,859	6,310	28,197
Operating expenses	(4,599)	(2,626)	(4,482)	(6,295)	(6,562)	(5,478)	(9,255)	(39,296)
Surplus (Deficit)	<u>(4,599)</u>	<u>(2,626)</u>	<u>703</u>	<u>(1,110)</u>	<u>(903)</u>	<u>381</u>	<u>(2,945)</u>	<u>(11,099)</u>
B Remaining HAP Cash	5,590	3,136	1,809	(2,936)	(5,800)	4,529	3,395	
Remaining Non-HAP Cash	76,871	73,520	74,020	72,777	71,703	71,941	72,621	
Total MSV Cash	<u>82,460</u>	<u>76,656</u>	<u>75,829</u>	<u>69,841</u>	<u>65,903</u>	<u>76,470</u>	<u>76,016</u>	
Cash Increase/(Decrease)	(2,775)	(5,804)	(827)	(5,988)	(3,938)	10,567	(454)	
# of Households Assisted	55	59	64	69	69	71	71	458
Average HAP Payment	\$ 774	\$ 782	\$ 799	\$ 779	\$ 801	\$ 802	\$ 776	\$ 788
Emergency Housing Vouchers (EHVs)								
D HAP income (budget authority)	\$ 120,208	\$ 120,208	\$ 120,208	\$ 120,208	\$ 16,713	\$ 16,713	\$ 16,713	\$ 530,971
HAP expenses	(112,284)	(110,215)	(109,078)	(106,217)	(103,263)	(101,380)	(103,059)	(745,496)
Surplus (Deficit)	<u>7,924</u>	<u>9,993</u>	<u>11,130</u>	<u>13,991</u>	<u>(86,550)</u>	<u>(84,667)</u>	<u>(86,346)</u>	<u>(214,525)</u>
D % Total income utilized	93.41%	91.69%	90.74%	88.36%	617.86%	606.59%	616.64%	140.40%
Administrative/Other Income	21,401	18,154	15,436	18,759	12,954	1,421	5,597	93,722
Operating expenses	(15,421)	(7,560)	(11,107)	(14,619)	(14,622)	(11,601)	(23,249)	(98,179)
Surplus (Deficit)	<u>5,980</u>	<u>10,594</u>	<u>4,329</u>	<u>4,141</u>	<u>(1,669)</u>	<u>(10,181)</u>	<u>(17,652)</u>	<u>(4,457)</u>
B Remaining HAP Cash	21,635	46,041	28,178	28,419	24,944	25,130	29,190	
Remaining Non-HAP Cash	195,205	202,214	205,202	207,159	203,905	192,851	184,632	
Total EHV Cash	<u>216,840</u>	<u>248,254</u>	<u>233,380</u>	<u>235,577</u>	<u>228,848</u>	<u>217,981</u>	<u>213,822</u>	
Cash Increase/(Decrease)	14,164	31,414	(14,874)	2,197	(6,729)	(10,867)	(4,159)	
# of Households Assisted	128	124	123	118	116	112	112	833
Average HAP Payment	\$ 877	\$ 889	\$ 887	\$ 900	\$ 890	\$ 905	\$ 920	\$ 895

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
All Voucher Programs
For the month of July 2025

	January	February	March	April	May	June	July	Total
Total All Voucher Programs								
HAP income (budget authority)	\$ 893,219	\$ 893,219	\$ 906,957	\$ 906,957	\$ 771,233	\$ 770,152	\$ 770,152	\$ 5,911,888
HAP expenses	(903,323)	(913,771)	(925,235)	(927,528)	(923,595)	(925,245)	(925,069)	(6,443,766)
Surplus (Deficit)	<u>(10,104)</u>	<u>(20,552)</u>	<u>(18,279)</u>	<u>(20,572)</u>	<u>(152,362)</u>	<u>(155,093)</u>	<u>(154,917)</u>	<u>(531,878)</u>
A % Total income utilized	101.13%	102.30%	102.02%	102.27%	119.76%	120.14%	120.12%	109.00%
Administrative/Other Income	113,301	157,012	116,153	117,566	108,203	157,864	107,714	877,813
Operating expenses	(93,911)	(114,944)	(105,039)	(110,713)	(104,638)	(102,860)	(189,524)	(821,630)
Surplus (Deficit)	<u>19,390</u>	<u>42,068</u>	<u>11,114</u>	<u>6,852</u>	<u>3,565</u>	<u>55,004</u>	<u>(81,810)</u>	<u>56,182</u>
B Remaining HAP Cash	21,776	38,857	58,599	51,454	59,406	64,735	55,723	
Remaining Non-HAP Cash	1,155,764	1,192,885	1,199,236	1,204,486	1,145,828	1,197,692	1,158,781	
Total Program Cash	<u>1,177,540</u>	<u>1,231,742</u>	<u>1,257,835</u>	<u>1,255,941</u>	<u>1,205,234</u>	<u>1,262,427</u>	<u>1,214,504</u>	
Cash Increase/(Decrease)	1,171	54,202	26,093	(1,894)	(50,706)	57,193	(47,924)	
# of Households Assisted	1,188	1,185	1,192	1,200	1,193	1,185	1,180	8,323
Average HAP Payment	\$ 760	\$ 771	\$ 776	\$ 773	\$ 774	\$ 781	\$ 784	\$ 774

Notes

AA HCV HUD Held Reserves are depleted. Spending above 100% results in borrowing from future funding. We plan on applying for additional set-aside funding, when possible.

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 HAP advances are available through HUD. Restrictd cash position may go "negative" while waiting for HUD advance HAP deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves estimated as of 07/18/2025

HCV - \$0

MSV - \$74,371

EHV - \$731,834

C Admin fees overobligated by HUD for 2024, so funding for January and February reduced to \$0 to compensate.

D Budget authority reduced to reflect usage of remaining program reserves and HUD plans sunset of EHV funding.

Housing Choice Vouchers

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	866	843	877	1005
February	921	919	898	894	867	875	858	844	926	1002
March	923	918	896	897	861	875	862	844	934	1005
April	928	919	908	895	859	873	858	844	934	1013
May	927	917	905	895	850	873	861	838	947	1008
June	930	914	898	892	853	868	864	841	954	1002
July	924	919	895	882	873	865	856	849	973	997
August	923	917	888	879	872	864	854	847	976	
September	927	913	888	872	883	864	851	846	984	
October	934	906	888	866	888	862	846	844	985	
November	928	903	887	881	890	866	839	839	992	
December	925	902	882	877	887	857	842	838	1003	
Average	926	914	895	884	871	869	855	843	957	1,005
UML's	11,107	10,965	10,736	10,612	10,449	10,426	10,257	10,117	11,485	7,032

Mainstream Vouchers

						<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January							27	43	51	55
February							27	45	53	59
March							28	48	54	64
April							29	50	54	69
May							31	50	55	69
June							32	51	55	71
July							36	52	54	71
August						4	37	53	55	
September						15	36	50	55	
October						18	37	51	57	
November						24	38	50	58	
December						27	39	51	56	
Average						21	33	50	55	65
UML's						88	397	594	657	458

Emergency Housing Vouchers

						<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January							5	86	145	128
February							11	100	146	124
March							15	102	144	123
April							18	108	143	118
May							23	111	142	116
June							30	114	141	112
July							38	127	142	112
August							42	127	143	
September							46	137	144	
October							64	135	142	
November							69	141	135	
December						4	80	147	131	
Average						4	37	120	142	119
UML's						4	441	1435	1698	833

Total All Voucher Programs

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	898	972	1073	1188
February	921	919	898	894	867	875	896	989	1125	1185
March	923	918	896	897	861	875	905	994	1132	1192
April	928	919	908	895	859	873	905	1002	1131	1200
May	927	917	905	895	850	873	915	999	1144	1193
June	930	914	898	892	853	868	926	1006	1150	1185
July	924	919	895	882	873	865	930	1028	1169	1180
August	923	917	888	879	872	868	933	1027	1174	
September	927	913	888	872	883	879	933	1033	1183	
October	934	906	888	866	888	880	947	1030	1184	
November	928	903	887	881	890	890	946	1030	1185	
December	925	902	882	877	887	888	961	1036	1190	
Average	926	914	895	884	871	894	925	1,012	1,153	1,189
UML's	11,107	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	8,323

Housing Authority of the City of Eureka (HACE)

Repositioning Updates

Date	Description
Accomplishments	
08/2025	<ul style="list-style-type: none"> USDA RCDI Grant application submitted; \$500K for Community Center. Notification expected November 2025.
Issues	
	<ul style="list-style-type: none"> Concern about future funding ability, given current administration strategies and priorities. Also, concern exists that we may lose current grant awards if not expended during performance period, and that this may hinder future ability to win grant applications through HCD. Therefore, likely need to alter repositioning strategy.
Risks	
	<ul style="list-style-type: none"> Unquantifiable risk currently that potential cuts in HCV funding would impact availability of vouchers and voucher funding. Risk of losing two IIG awards and other pending award if we are unable to use them during required HCD performance period (and we are told extensions are not likely)
Next Steps	
	<ul style="list-style-type: none"> Working toward tax credit application for next 4% round for an altered green phase + master plan redevelopment/rehab combo scenario (excluding office, shop, and Prospect & Burrill 10 units) Continue to connect with social services providers to firm up service commitments applicable to seniors for Blue Phase tax credit app in January 2026
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

September 15, 2025

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Updates

BACKGROUND AND HISTORY:

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

The resident advisory board met at the Housing Authority office on June 03, 2025, to discuss the PHA goals and objectives and provide input to the PHA plan. A public hearing was held on August 27, 2025, to receive comments on the plan; no comments were received.

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

The PHA Plan must be submitted to HUD by October 15, 2025.

STAFF RECOMMENDATION:

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

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

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

A.	PHA Information.																																
A.1	<div> <div> PHA Name: <u>HOUSING AUTHORITY OF THE CITY OF EUREKA</u> PHA Code: <u>CA025</u> </div> <div> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2026</u> The Five-Year Period of the Plan (i.e. 2019-2023): <u>2026-2030</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <div> <input type="checkbox"/> Revised 5-Year Plan Submission </div> </div> </div> <div> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> </div> <div> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.) </div> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction for the next five years.</p> <p>The mission of the City of Eureka Housing Authority is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.</p>
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>HACE proposes to use Section 18 or other available HUD disposition tools to reposition our entire existing public housing portfolio. Properties to be included in the repositioning plan include all twelve public housing sites: (1) 1645 C Street; (2) 1335 B Street; (3) 2523 Albee; (4) 510 West Harris; (5) 330 Grant; (6) 514 West Del Norte & 1830 Albee; (7) 131 West Del Norte; (8) 25-1; (9) Prospect Street; (10) C & Clark; (11) Buhne/Summer/Union Street; and (12) Spring & Garland. HACE will undertake this portfolio repositioning over the coming years. An RFQ was issued in 2023 and a developer selected. In 2024, HACE began submission of HUD SAC applications for repositioning the public housing portfolio. The plan will involve a combination of redevelopment and rehabilitation of existing sites. HACE will work with the Housing Authority of the County of Humboldt to enter into and administer Project Based Voucher contracts with the ownership entities created to facilitate a HUD disposition and recapitalization. The Repositioning Plan was approved by HACE Board of Commissioners June 21, 2022.</p> <p>See also attached "Housing Authority of the City of Eureka PHA Goals, 5-Year Goals, 2026-2030".</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>See attachment.</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Housing Authority of the City of Eureka makes all applicants and residents aware of our Violence Against Women Act (VAWA) Policy. All applicants are given a copy of the policy when they apply. Additionally, residents are given the policy again at initial lease up and all annual recertifications. Lastly, the PHA provides the VAWA notice with every proposed termination as well. This iterative policy ensures that no applicants or residents are unfamiliar with VAWA or are discriminated against because they are a victim of domestic violence.</p> <p>The Housing Authority of the City of Eureka offers a preference for victims of domestic violence, dating violence, sexual assault, or stalking. This preference allows victims of domestic violence to move up the wait list which may enable families to receive housing sooner. Additionally, if clients cannot be safely served in our Public Housing, they will be referred for an HCV voucher based on the Administrative Plan of the Housing Authority of the County of Humboldt. VAWA protections are available equally to all individuals regardless of sex, gender identity, or sexual orientation. Our Community Liaison processes VAWA requests and will work with the client and local service agencies to best serve any VAWA requests.</p> <p>In addition, PHA staff do outreach with local agency partners who provide services and support to victims of domestic violence. Referrals may be made to partner agencies for wraparound services for victims when a VAWA incident occurs.</p>
C.	Other Document and/or Certification Requirements.

C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Approved by City Board of Commissioners on February 03, 2010, Resolution #1852, the definition of “Significant Amendment” is defined as a monetary change of \$500,000 or more to the Annual Plan; see attachment.</p>
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>

D.1

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

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

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The Housing Authority aims to further awareness about fair housing.

To achieve this, we will make information available about fair housing rights and the procedures for filing fair housing complaints at locations readily accessible to the public, such as in our lobby and on our website, as well as at public outreach events.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The Housing Authority aims to continue furthering fair housing choices and take regular meaningful actions to affirmatively further and promote fair housing, improve access to opportunity, and prohibit discrimination.

To achieve this goal, we will seek to expand housing opportunities and remove impediments to fair housing in our programs. One action to improve access to opportunity is we will better inform applicants and participants in our programs about the Reasonable Accommodation option and process.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

N/A

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

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

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

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

B. Plan Elements.

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

C. Other Document and/or Certification Requirements.

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

C.2 Resident Advisory Board (RAB) comments.

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

C.3 Certification by State or Local Officials.

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

C.4 Required Submission for HUD FO Review.

Challenged Elements.

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

D. Affirmatively Furthering Fair Housing.

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

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

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

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

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

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



HOUSING 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

Statement of Significant Amendment

The Housing Authority of the City of Eureka (HACE) defines a significant amendment or modification to the Capital Fund Program (CFP) 5-Year Action Plan as a monetary change of \$500,000 or more to the plan. This definition was approved by the HACE Board of Commissioners on February 03, 2010, via Resolution #1852.

In addition to the criteria established by HACE, a proposed demolition, disposition, homeownership, Capital Fund Financing, development, or mixed finance proposal is considered by HUD to be significant amendment to the CFP 5-year Action Plan based on the Capital Fund Final Rule.

J. Dustin Wiesner, Deputy Director
July 10, 2025



Housing Authority of the City of Eureka

5-Year Goals, 2026-2030

and 2025 Progress Update

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

Goal One: **Redevelopment**

Background:

A formal repositioning plan was created in 2022 and approved by the board of commissioners June 21, 2022. This plan establishes policy for future repositioning action and is included as an addendum to this PHA plan.

In 2023, the PHA issued an RFQ to seek a development partner. Submissions for the RFQ were reviewed and ranked, with the recommended development partner approved by the Board of Commissioners in June 2023.

The PHA will continue efforts toward fully repositioning its Public Housing portfolio. This includes working with a development partner, obtaining financing, submitting applications to HUD's Special Application Center (SAC), doing community outreach, holding consultation meetings with tenants and establishing plans to rehouse tenants as needed, and communicating with the city and county at large.

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

2025 Update: PHA, in collaboration with Brinshore and Operative Office (Development Partners), continues to work through the repositioning process with plans for “Green Phase” (3230 Hiler Street), Master Plan (7.4 acres south of Harris Street), and “Blue Phase” (16 units at C & Clark Streets). Development Partners are working on project designs, approvals with the City of Eureka, and obtaining Financing. Tax credit applications will continue to be submitted for any round that makes sense to submit, and we will seek out other grant or low-cost financing sources and apply for those as well. Any phase is expected to take approximately 24 months from the point of tax-credit approval.

Goal Two:

Community Partners

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

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

2025 Update: Working relationships with third-party agencies have continued to develop and strengthen. Assistance has been obtained for several tenants from outside agencies in order to get needed housing supports or move to other housing that would be better long-term situations and prevent eviction filings. Additionally, tenants have received referrals to other outside agencies to help them retain their housing. Examples of local supportive agencies that worked with tenants include DHHS, IHSS, PACE, Senior Resource Center, APS, CWS, churches, schools, and EPD.

Goal Three:

Access to Services

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

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

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

2025 Update: The website is updated on a regular basis to reflect the latest information available to the public. New information is included on the home page as well as in the relevant topic section of the website. Recommendations from Tri-Counties Independent Living have been received regarding making the website more user-friendly and are under review for implementation.

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

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

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

2025 Update: All staff completed fair housing and equal opportunity training in 2025. HACE will continue to periodically review processes and documents to determine what, if any, need to be translated (currently, translation into Spanish is consistent with our LEP), and provide interpretation services as needed.

Goal Five: **Sustainability**

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

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

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

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

2025 Update: Key metrics are discussed at monthly management meetings to discuss/reveal potential improvements in financial and operational efficiency. With repositioning activity, we are working toward highly energy efficient units.

Goal Six:

Investment in PHA Team

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

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

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

2025 Update: All departments have worked to actively cross-train staff so they may back each other up in the event of any staff absences. Additionally, staff have actively sought out and attended various training opportunities including certification exams, both in person and online, to stay current with myriad changes at HUD.

Goal Seven:

Technology

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

We will look for opportunities to expand our Tenant Portal, as possible, beyond just payment submissions, as reasonable.

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

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

2025 Update: One interview room connected to our office lobby has been converted for tenant use to include a computer kiosk where clients can print paperwork needed for applications and recertification. Client response has been positive, so we will continue to offer and publicize this resource.

Goal Eight

Customer Feedback

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

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

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

2025 Update: A Customer Service Survey link has been made available on our website home page as a standard feedback option. An online survey will be sent to all clients with an email on file in order to elicit a higher response rate from tenants. Responses received will be collected and shared anonymously at a future date.

RESOLUTION 2022

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, the Housing Authority of the City of Eureka must submit a 5 year Plan every 5 years or as deemed necessary based on program changes; 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 July 10, 2025 through August 25, 2025, 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 August 27, 2025; and

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

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the City of Eureka do hereby approve the 5-Year Agency Plan for 2026-2030 as submitted for review.

PASSED AND ADOPTED on the _____ day of _____ 2025 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

September 15, 2025

Agenda Item 8b

Memorandum

To: Commissioners

From: Dustin Wiesner, Deputy Director

Subject: 2025 Salary Study

BACKGROUND AND HISTORY:

The Housing Authority of the City of Eureka and County of Humboldt (“Agency”) contracted with the National Association of Housing and Redevelopment Officials (“NAHRO”) in May of 2025 to conduct an independent salary study (“study”). Our last salary study was conducted in May of 2022, and the goal of the current study was to bring the Agency’s salary schedule to current market rates and strengthen the Agency’s ability to retain and attract staff to meet Agency goals and objectives.

SUMMARY:

NAHRO’s study recommends a salary schedule that will result in a salary increase to all available positions. The recommended salary schedule will result in all current staff members being compensated above Humboldt County’s single-person living wage of \$22.84/hour.

DISCUSSION:

The updated salary schedule reflects fair and appropriate adjustments across all positions within the Agency. Staff recommend adoption of the updated schedule in its entirety with one modification related to the Executive Director’s salary adjustment. While the study recommends a higher immediate adjustment, staff propose a phased plan under which the Executive Director’s salary will increase by ten percent (10%) annually until it reaches the recommended amount. This phased approach ensures compensation remains competitive while responsibly managing the Agency’s financial resources.

FISCAL IMPACT:

The phased adjustment plan reduces the immediate financial impact on the Agency while still ensuring eventual alignment of the Executive Director’s salary with the adopted schedule. All other salary adjustments will take effect immediately in accordance with the updated schedule. The

updated salary schedule reflects an average salary increase of approximately three percent (3%) across all positions and is fully supported within our current 2025 budget.

STAFF RECOMMENDATION:

Staff recommends the Board approve and adopt the proposed 2025 salary study and updated salary schedule, effective October 1, 2025, with modification to the Executive Director's salary adjustment as outlined above.

**Housing Authorities of the
City of Eureka and County
of Humboldt
Salary Comparability
Study
2025**

**National Association of Housing
and Redevelopment Officials**



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Summary

The U.S Department of Housing and Urban Development (HUD), solicited comments and published proposed information regarding new requirements for salary studies and executive compensation reviews through 76 FR 40741 and 76 FR 23330 (PIH Notices).

On August 23, 2011, HUD issued PIH Notice 2011-48 covering two major topics: The submission requirements of the HUD 52725 Schedule of Positions and Compensation form requires housing agencies with Public Housing or Housing Choice Voucher (HCV) programs (except housing agencies with only HCV programs that receive less than 50% of their funding for employees from HUD) to report the salaries of the three (3) highest compensated housing authority employees; and the requirement for housing authorities to use a salary comparability study to gauge whether the compensation package paid to executives and other housing authority employees are at a just and fair wage in comparison to other non-profit, private, and governmental housing related organizations. Further, it is encouraged to compare the housing authority pay structure to that of like organizations based on regulatory requirements, work responsibility, supervisory responsibilities, location, and clientele served. This comprehensive study is thought to be a mechanism to assure housing authority wages are in line with the comparable organizations used.

PIH Notice 2011-48 was further modified with PIH Notices 2014-01, 2015-14 and Notices 2016-14, 2016-16, 2018-13 and 2019-21, all of which included information on the updated form and format, a reduction in the number of positions to report on, as well as new submission requirements.

PIH Notice 2023-05 was issued on March 30, 2023, and supersedes PIH 2019-21, PIH 2018-13, PIH 2017-11 and PIH 2016-16. This new notice applies to Public Housing and Housing Choice Voucher programs and includes PHAs that have converted their entire public housing inventory via RAD but still receive funding from Section 8 or Section 9 sources. There are no exemptions from this reporting and the reporting requirements also apply to MTW agencies. The notice states that submission of the HUD 52725 does not relieve PHAs of their duty to comply with salary restrictions as indicated in the FFY 2022 Appropriations Act and PIH Notice 2016-14. PHAs were required to submit their CY2022 executive compensation on form HUD 52725 between April 1, 2023, and June 30, 2023. PHA's were required to report the W2 compensation for the top management official, top financial/accounting official, and all individuals paid a salary above the prevail salary of level IV of the Executive Schedule for federal employees. Moving forward HUD will collect compensation data every three years.

This document represents the salary comparability study for the Housing Authorities of the City of Eureka and County of Humboldt.

Eureka and Humboldt County Background

Eureka is the principal city and county seat of Humboldt County in the Redwood Empire region of California. The city is located on U.S. Route 101 on the shores of Humboldt Bay, 270 miles north of San Francisco and 100 miles south of the Oregon border. Eureka is the largest coastal city between San Francisco and Portland, Oregon, and the westernmost city of more than 25,000 residents in the 48 contiguous states. The proximity to the sea causes the city to have an extremely maritime climate with very small annual temperature differences and seasons mainly being defined by the rainy winters and dry summers, whereas nearby inland areas are much hotter in summer. It is the regional center for government, health care, trade, and the arts on the North Coast north of the San Francisco Bay Area. Greater Eureka, one of California's major commercial fishing ports, is the location of the largest deep-water port between San Francisco and Coos Bay, a stretch of about 500 miles.

Humboldt County is known for its impressive redwood trees, and many acres of private redwood timberland make Humboldt the top timber producer in California. The lush river bottoms adjacent to the ocean are for producing rich, high-quality dairy products. Somewhat further inland, the warmer valleys have historically produced abundant apples and other fruit. More recently vineyards have been planted in the Trinity, Klamath, Mattole and upper Eel River.

Population & makeup: In the 2020 Census, Eureka city had ~26.5k residents, while Humboldt County counted ~136k; ACS profiles detail a diverse makeup including White, Native American, Latino, and multiracial communities. (Humboldt County, Eureka Humboldt Housing Authority)

Economy & major employers: Timber and fishing shaped the early economy; today health care, government, higher education, retail/services, and tourism lead, with St. Joseph/Providence (now Providence St. Joseph Hospital–Eureka), County of Humboldt, College of the Redwoods, and others among the largest employers. The California Employment Development Department's "Major Employers" list highlights health care, government, education, and retail as top sectors. (Wikipedia, Labor Market Information)

Cost of living & living wage: Best Places estimates Eureka's overall cost of living index at 108 (~8% above the U.S. average), though still below the California average. The MIT Living Wage Calculator estimates a single adult in Humboldt County needs a living wage that reflects local housing, food, and transportation costs (calculator updated regularly). Together, these show costs higher than the national average but lower than many California metros. (Best Places, Eureka Humboldt Housing Authority)

Recent shifts & trends: Cal Poly Humboldt (formerly Humboldt State University) received California's polytechnic designation in 2022, bringing program expansions (STEM, marine/coastal, sustainability) and investment that are expected to boost regional enrollment, research, and local demand for housing and services. (Wikipedia, Youth Today)

Offshore wind & the port: The Humboldt Bay region is positioned for floating offshore wind: BOEM auctioned leases off the North Coast in 2022, while the Humboldt Bay Harbor, Recreation &

Conservation District is pursuing port modernization to stage this industry (Redwood Marine Terminal projects, state/federal planning). These initiatives signal medium-term opportunities in construction, logistics, and operations—tempered by timelines, permitting, and transmission build-out. (Census.gov, Data USA)

City fabric & heritage: Eureka retains a nationally recognized Old Town historic district and iconic Victorian architecture like the Carson Mansion, reflecting 19th-century prosperity and today's tourism appeal. The city is also a regional hub for arts and health care. (Wikipedia)

Future outlook: Over the next decade, North Coast growth is likely to be steady rather than rapid, driven by Cal Poly Humboldt's transformation, health-care services, outdoor and cultural tourism, and potential offshore-wind supply-chain activity. Housing affordability and infrastructure capacity (ports, transmission, and buildable land) remain the key constraints—and the local housing authorities' repositioning/expansion efforts are central to addressing supply for low-income households. (Wikipedia, Youth Today, Eureka Humboldt Housing Authority, Census.gov)

Methodology

The methodology used in determining the average, or just wages to be paid, includes comparing current salaries and benefit packages to other similar entities. The data used may include information obtained through open records data sources, specific requests for information, local job advertisements for private industry positions, along with job postings and published federal, state, and local government salaries, and position information. Direct requests for information mostly resulted in up-to-date information within the last 12 months and/or current salary schedules used. Local employment advertisements were current as of August 23, 2025.

The Interview

A meeting was held with the Deputy Director Dustin Wiesner on May 22, 2025. Mr. Wiesner shared that the agency has contracted to have this study done to provide an update to the study that had previously been done by NAHRO in 2022. Mr. Wiesner also shared that the EHV positions have been rolled into the Housing Specialist roles and that a few other positions have changed, as well. Although most all of the job descriptions have remained the same. While the local minimum wage is \$16.50/hr., the agency has a desire to ensure that their team members are paid no less than \$20/hr.

For reference, the Housing Authorities of the City of Eureka and Humboldt County have multiple programs in their combined portfolio which include:

- HCV Units
- Public Housing Units
- Tax Credits w/ Project Based Units
- Tax Credits w/ Non-profit Owned Units

Initial position information was discussed as positions (job titles) to be included in this study were provided. This information is used to identify comparable agencies who had similarities in:

- Agency size (unit counts)
- Staffing levels
- Job titles
- Current pay structure

The Housing Authorities of the City of Eureka and County of Humboldt do not have union contracts. Having a union contract provides information on already negotiated rates and serves as a benchmark in determining the minimum wages allowable under the salary plan. It is assumed that a union contract will exceed the minimum allowable non-managerial wage rates established by the U.S. Department of Labor (which is used in the absence of a union contract). In this case, union wages are not applicable.

Determining Comparable Entities

Several factors were considered in determining comparable entities, including funding sources, regulatory requirements, location, agency size, units managed, governing bodies and budgets.

Benchmark data included in the U. S Department of Labor, Bureau of Labor, and Statistics (BLS) is relatively current and seems to accurately represent the salaries paid in the region. (Included in Bureau of Labor Standards OEWS).

Job openings and pay for the following were included in this study:

- Government/Schools/Universities
- Non-profits
- Private Market

Next, information was gathered to identify comparable housing agencies. Comparable housing agencies were selected based upon region, size, structure, programs, budget, positions, pay structure, area cost of living, area economics, statistical living wage for the area, the proximity to the subject organization, data already available, and the willingness of the agency to respond. The methodology used to collect the data included reviews of HUD data, direct contact with agencies, internet sources and job advertisements for open positions.

The closest Housing Authorities that were surveyed include:

- Butte County Housing Authority
- Regional Housing Authority
- Redding Housing Authority

Although not precise match ups, the selected housing agencies were determined to be closely aligned with Housing Authorities of the City of Eureka and County of Humboldt positions reviewed in this study. Comparable housing agencies had several “like” factors: regulatory oversight, similarity in types of units/programs managed, structure, staffing, maintenance requirements, proximity, and funding sources. The comparisons were extended to the region to get a broad scope of comparables.

Positions & Salary Comparison

Other entities used as comparables provided insight to the local employment market (Government, Non-profits, and Private Market comparisons) and were considered for all positions. These included:

- The City of Eureka
- Humboldt County
- City of Redding
- Humboldt County Schools
- Cal Poly Humboldt

Conclusion

This study serves as a continuation of the previous work done. Staff currently fall in the ranges indicated on the schedule. New hires would be placed at Step 1 unless they have a skill set that justifies higher placement on the Schedule. The local living wage for a single person household is \$22.84 (according to MIT as of 2025). The first grade begins at \$22.19. This meets the agencies' goal of starting the schedule at or above \$20/hour and when the full benefits package is factored in, the agency surpasses the living wage.

Furthermore, should the agency consider an additional longevity pay to recognize and show appreciation for long term employees, neighboring agencies have incentivized longevity by implementing the following benchmarks which are paid out only one time and at hire date anniversaries as indicated: 2% at 10 years; 4% at 15 years; 6% at 20 years; 8% at 25 years; 10% at 30 years; and 12% at 35 years. A stronger approach may be to tie these hire date longevity payments to outcomes/goals as opposed to simply paying them out the designated anniversary years. This approach would ensure continued engagement and productivity of long-term employees.

It is highly recommended the pay schedule and organization structure be reviewed at least annually, with any changes needed being made via Board Resolution. A sample resolution is included with this study (Sample Board Resolution). Current market conditions and increases in the minimum wage may significantly affect market wages, further supporting the need for another study in the next 3-5 years.

Job descriptions should also be reviewed to ensure they accurately reflect the work responsibility and duties of each employee. It is further recommended that the Salary Study documents, revised salary ranges and accompanying background information be included as part of the housing authority's personnel records and retained based on the appropriate record retention schedule.

2025 Salary Study
Housing Authorities of the City of Eureka and County of Humboldt

****Independent Study Conducted by NAHRO**

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5
A	Office Assistant	\$ 46,150.00	\$ 48,457.50	\$ 50,880.38	\$ 53,424.39	\$ 56,095.61
	Accounting Assistant	\$ 22.19	\$ 23.30	\$ 24.46	\$ 25.68	\$ 26.97
B	Accounting Specialist I	\$ 47,728.72	\$ 50,115.16	\$ 52,620.91	\$ 55,251.96	\$ 58,014.56
	Housing Specialist I	\$ 22.95	\$ 24.09	\$ 25.30	\$ 26.56	\$ 27.89
	Maintenance Specialist I					
C	Accounting Specialist II	\$ 51,854.86	\$ 54,447.60	\$ 57,169.98	\$ 60,028.48	\$ 63,029.91
	Housing Specialist II	\$ 24.93	\$ 26.18	\$ 27.49	\$ 28.86	\$ 30.30
	Maintenance Specialist II					
D	Housing Specialist III	\$ 55,981.00	\$ 58,780.05	\$ 61,719.05	\$ 64,805.01	\$ 68,045.26
	Housing Negotiator / Inspector	\$ 26.91	\$ 28.26	\$ 29.67	\$ 31.16	\$ 32.71
	Maintenance Specialist III					
	Community Liaison					
	Accounting Specialist III					
E	Community Liaison / Compliance Officer	\$ 57,905.00	\$ 60,800.25	\$ 63,840.26	\$ 67,032.28	\$ 70,383.89
	Executive Assistant	\$ 27.84	\$ 29.23	\$ 30.69	\$ 32.23	\$ 33.84
F	Housing Manager	\$ 60,091.09	\$ 63,095.64	\$ 66,250.43	\$ 69,562.95	\$ 73,041.10
	Housing Advocate	\$ 28.89	\$ 5,257.97	\$ 5,520.87	\$ 5,796.91	\$ 6,086.76
	Accounting Manager					
G	Maintenance Lead	\$ 63,147.00	\$ 66,304.35	\$ 69,619.57	\$ 73,100.55	\$ 76,755.57
		\$ 30.36	\$ 31.88	\$ 33.47	\$ 35.14	\$ 36.90
H	Maintenance & Cost Negotiations Lead	\$ 67,160.00	\$ 70,518.00	\$ 74,043.90	\$ 77,746.10	\$ 81,633.40
		\$ 32.29	\$ 33.90	\$ 35.60	\$ 37.38	\$ 39.25
I	Development Manager	\$ 79,384.50	\$ 83,353.73	\$ 87,521.41	\$ 91,897.48	\$ 96,492.36
	Finance and Administration Manager	\$ 38.17	\$ 40.07	\$ 42.08	\$ 44.18	\$ 46.39
	Housing Supervisor					
	Maintenance Supervisor					
J	Director of Finance & Administration	\$ 98,072.25	\$ 102,975.86	\$ 108,124.66	\$ 113,530.89	\$ 119,207.43
		\$ 47.15	\$ 49.51	\$ 51.98	\$ 54.58	\$ 57.31
K	Dir. of Finance, Administration, & Technology	\$ 107,057.00	\$ 112,409.85	\$ 118,030.34	\$ 123,931.86	\$ 130,128.45
		\$ 51.47	\$ 54.04	\$ 56.75	\$ 59.58	\$ 62.56
L	Deputy Director	\$ 124,632.40	\$ 130,864.02	\$ 137,407.22	\$ 144,277.58	\$ 151,491.46
		\$ 59.92	\$ 62.92	\$ 66.06	\$ 69.36	\$ 72.83
M	Executive Director	\$ 171,487.57	\$ 180,061.95	\$ 189,065.05	\$ 198,518.30	\$ 208,444.21
		\$ 82.45	\$ 86.57	\$ 90.90	\$ 95.44	\$ 100.21

HOUSING AUTHORITY OF THE CITY OF EUREKA							
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT							
UPDATED SALARY SCHEDULE			EFFECTIVE 10/1/2025				
TITLE	GRADE		A	B	C	D	E
			(monthly gross pay amounts)				
EXECUTIVE DIRECTOR*	M		12,016	12,617	13,248	13,910	14,606
DEPUTY DIRECTOR	L		10,386	10,905	11,451	12,023	12,624
EXECUTIVE ASSISTANT	E		4,825	5,067	5,320	5,586	5,865
OFFICE ASSISTANT	A		3,846	4,038	4,240	4,452	4,675
DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY	K		8,921	9,367	9,836	10,328	10,844
DIRECTOR OF FINANCE & ADMINISTRATION	J		8,173	8,581	9,010	9,461	9,934
FINANCE AND ADMINISTRATION MANAGER	I		6,615	6,946	7,293	7,658	8,041
ACCOUNTING MANAGER	F		5,008	5,258	5,521	5,797	6,087
ACCOUNTING SPECIALIST III	D		4,665	4,898	5,143	5,400	5,670
ACCOUNTING SPECIALIST II	C		4,321	4,537	4,764	5,002	5,252
ACCOUNTING SPECIALIST I	B		3,977	4,176	4,385	4,604	4,835
ACCOUNTING ASSISTANT	A		3,846	4,038	4,240	4,452	4,675
HOUSING ADVOCATE	F		5,008	5,258	5,521	5,797	6,087
HOUSING SUPERVISOR	I		6,615	6,946	7,293	7,658	8,041
HOUSING MANAGER	F		5,008	5,258	5,521	5,797	6,087
HOUSING SPECIALIST III (including EHV Specialist)	D		4,665	4,898	5,143	5,400	5,670
HOUSING SPECIALIST II (including EHV Specialist)	C		4,321	4,537	4,764	5,002	5,252
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	B		3,977	4,176	4,385	4,604	4,835
COMMUNITY LIAISON/COMPLIANCE OFFICER	E		4,825	5,067	5,320	5,586	5,865
COMMUNITY LIAISON	D		4,665	4,898	5,143	5,400	5,670
HOUSING NEGOTIATOR/ INSPECTOR	D		4,665	4,898	5,143	5,400	5,670
MAINTENANCE SUPERVISOR	I		6,615	6,946	7,293	7,658	8,041
MAINTENANCE & COST NEGOTIATIONS LEAD	H		5,597	5,877	6,170	6,479	6,803
MAINTENANCE LEAD	G		5,262	5,525	5,802	6,092	6,396
MAINTENANCE SPECIALIST III	D		4,665	4,898	5,143	5,400	5,670
MAINTENANCE SPECIALIST II	C		4,321	4,537	4,764	5,002	5,252
MAINTENANCE SPECIALIST I	B		3,977	4,176	4,385	4,604	4,835
DEVELOPMENT MANAGER	I		6,615	6,946	7,293	7,658	8,041
*LIMITED TO 10% ANNUAL INCREASES UNTIL RECOMMENDED LEVEL IN 2025 SALARY STUDY REACHED.							

Resolution No. 2023

Adopt Salary Comparability Study and Updated Salary Schedule

WHEREAS, in accordance with the U.S. Department of Housing and Urban Development (HUD) PIH Notice 2011-48 dated August 26, 2011, and subsequent updates to said notice; and

WHEREAS, The Housing Authorities of the City of Eureka and County of Humboldt have contracted with the National Association of Housing and Redevelopment Officials ("NAHRO") to complete a Salary Comparability Study ("Study"); and

WHEREAS, the Study, completed in August 2025, recommends adjustments to the agency's salary schedule to bring compensation in line with prevailing market conditions and cost of living standards; and

WHEREAS, the Board of Commissioners ("Board") has reviewed the Study and considered the updated salary schedule for all agency staff positions; and

WHEREAS, the Board recognizes the importance of maintaining fair, competitive, and equitable compensation for all employees, while also ensuring fiscal responsibility in the implementation of salary adjustments; and

WHEREAS, the Board further acknowledges the need for a fiscally responsible phased approach to implementing the Executive Director's updated salary;

NOW, THEREFORE, BE IT RESOLVED by The Board that:

1. The updated salary schedule, as presented, is hereby approved and adopted.
2. The Executive Director's salary shall not be adjusted to the full level recommended in the Study immediately. Instead, the Executive Director's salary shall increase annually, beginning on the effective date of the updated salary schedule, by ten percent (10%) until such time as it reaches the level recommended in the Study.
3. All other provisions of the updated salary schedule shall take effect October 1, 2025.

PASSED AND ADOPTED on the _____ day of _____ 2025 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

NAME

TITLE

SIGNATURE

NAME

TITLE

SIGNATURE

Housing Authority of the City of Eureka

Board of Commissioners Meeting

September 26, 2025

Agenda Item 8c

Memorandum

To: Commissioners

From: Dustin Wiesner, Deputy Director

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.

2025.08 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
252	t0005222		14,859.02	past	move-out statement returned 07/07/2025	eviction	5/27/2025	7,688.41	180.00	461.36	20.00	6,509.25
			<u>\$ 14,859.02</u>					<u>\$ 7,688.41</u>	<u>\$ 180.00</u>	<u>\$ 461.36</u>	<u>\$ 20.00</u>	<u>\$ 6,509.25</u>

PREPARED BY

Jhonny Wilson
Accounts Receivable Clerk

8/1/2025
Date

APPROVALS

J. Dustin Wiener
Deputy Director

8/5/2025
Date

Cheryl Hill
Executive Director

8/5/2025
Date

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 2024

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>
Public Housing, Eviction	\$14,859.02

PASSED AND ADOPTED on the _____ day of _____ 2025 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature