

ALAMEDA COUNTY
LEAD POISONING PREVENTION PROGRAM

A Joint Powers Authority serving the Cities of Alameda, Berkeley, Emeryville, and Oakland
2000 Embarcadero, Suite #300 • Oakland, CA 94606 • (510) 567-8282
WWW.ACHHD.ORG

DATE: January 12, 2018

TO: Directors and Alternates
Alameda County Lead Poisoning Prevention Program

FROM: Larry Brooks, Secretary
Joint Powers Authority

SUBJECT: **Administration and Finance Committee Meeting**

The next regular meeting of the Administration and Finance Committee of the Alameda County Lead Poisoning Prevention Program is scheduled for **Thursday, January 18, 2018. The meeting will begin at 10:00 a.m., or immediately after the Program Operations Committee meeting, at the Alameda County Administrator's Office, 1221 Oak Street, 2nd Floor, Room 255, Oakland, CA.**

Attached is the agenda packet for the meeting. If you have any questions, please contact Lidice De La Fuente at (510) 567-8291.

Thank you.

Attachments

ALAMEDA COUNTY LEAD POISONING PREVENTION PROGRAM
JOINT POWERS AUTHORITY

A G E N D A

Administration and Finance Committee

January 18, 2018

10:00 A.M. or immediately after the Program Operations Committee

Alameda County Administrator's Office
1221 Oak Street, 2nd Floor, Room 255
Oakland, California

NOTICE: All meetings of the Alameda County Lead Poisoning Prevention Program Joint Powers Authority Board of Directors are open to the public. Those wishing to address the Board of Directors on items not on the agenda may do so during the open forum section of the meeting.

- 1) **Open Forum** (Discussion)
Directors, alternates, staff, or members of the public may address the Board of Directors regarding items not on the agenda. The Board will listen to matters presented but may not take action on these items.
- 2) **Director's Report** (Discussion)
- 3) **Mid-Year Budget Report FY 17/18** Pg. 1 (Information)
- 4) **Announcements by Board Directors** Announcements

Material related to an item on this Agenda, including those submitted to the Board of Directors after distribution of the agenda packet, are available for public inspection at the Alameda County Healthy Homes Department office during normal business hours.

Agendas are available on the Department's website at www.achhd.org

REVISED

Alameda County Healthy Homes Department
Comprehensive Detail Line Item Budget for All Healthy Homes Programs
FY 2017-2018

Category	Description	CSA	Department of Health Services	HUD XXII (Lead Hazard Control)	HUD XXIV (Lead Hazard Control)	HUD- PFS Special Project (Quantech)	HCSA- PFS Project	HCSA- FTS & ILA	CDBG- MHR & Owner Rehab	Contract Cities (City of Oakland)	Contract Cities- Fremont	Contract Cities- Union City	Misc. Revenue	Total Budget FY 18	YTD Amount	YTD % Received
Revenues																
	CSA Revenues	1,973,800												1,973,800	1,084,877	55%
	Fee for Service												5,500	5,500		0%
	Grant Revenues		864,446	952,795	779,988	65,000	168,000	216,616						2,662,229		0%
	HCSA PFS Project													168,000	50,000	30%
	HCSA- Measure A & AC3													216,616		0%
	Interest Income												2,750	2,750		0%
	Loan Return												3,000			0%
	Rehab Services								95,315	160,000	160,000	210,035		625,350		0%
	Total Revenues	1,973,800	864,446	952,795	779,988	65,000	168,000	216,616	95,315	160,000	160,000	210,035	11,250	5,657,245	1,134,877	20%
Expenses																
	Discretionary															
	Discretionary						58,000						800	58,800	41,800	71%
	Discretionary		500			15,000								15,500	500	0%
	Discretionary													5,000		0%
	Discretionary					30,000								30,000		0%
	Discretionary					20,000								20,000		0%
	Discretionary													15,000	3,302	22%
	Discretionary													3,000		0%
	Discretionary													3,840		0%
	Discretionary													500		0%
	Discretionary													3,000		0%
	Discretionary													55,206	8,089	15%
	Discretionary													24,433	16,172	66%
	Discretionary						24,433							17,410	7,992	46%
	Discretionary													52,000	19,927	38%
	Discretionary													1,500	395	26%
	Discretionary													10,500	2,011	19%
	Discretionary													5,000	1,659	33%
	Discretionary													1,200	132	11%
	Discretionary													10,160	300	3%
	Discretionary													3,500	2,290	65%
	Discretionary													67,750	21,192	31%
	Discretionary													5,000	536	11%
	Discretionary													14,000	3,397	24%
	Discretionary													3,000		0%
	Discretionary													1,530,260	433,824	28%
	Discretionary													385,113	176,922	46%
	Discretionary													2,495		0%
	Discretionary													9,800		0%
	Discretionary		17,500											17,500	14,065	80%
	Discretionary															
Total		147,511	35,244	773,600	525,583	65,000	168,000	37,111	95,315	146,256	160,000	210,035	6,812	2,370,467	754,004	32%

REVISED

Alameda County Healthy Homes Department
 Comprehensive Detail Line Item Budget for All Healthy Homes Programs
 FY 2017-2018

Category	Description	CSA	C/A Department of Health Services	HUD XXII (Lead Hazard Control)	HUD XXIV (Lead Hazard Control)	HUD- PFS Special Project (Quantech)	HCSA- PFS Project	HCSA- FIS & IIA	CDBG MHR & Owner Rehab	Contract Cities (City of Oakland)	Contract Cities- Fremont	Contract Cities- Union City	Misc. Revenue	Total Budget FY 18	YTD Amount	YTD % Expended
Non-Discretionary	Audit & Legal Fees	22,000												22,000		0%
Non-Discretionary	CDA- Agency Overhead	388,273												388,273		0%
Non-Discretionary	County Counsel & HRS	34,197												34,197		0%
Non-Discretionary	County Overhead (Auditor, GSA)	24,750												24,750		0%
Non-Discretionary	Information Technology	119,645												119,645	1,732	1%
Non-Discretionary	JPA Per Diem	27,000												27,000	12,300	46%
Non-Discretionary	Motor Vehicle	10,000												10,000		0%
Non-Discretionary	Office Space Rental	291,795	8,205											300,000		0%
Non-Discretionary	Office Telephones	23,331												23,331		0%
Non-Discretionary	Risk Management	12,089												12,089		0%
Discretionary Total		953,280	8,205												14,032	1%
Salaries & Benefits Total		873,009	820,997	179,195	254,405			179,505		13,744	0	0	4,438	2,325,293	1,104,374	47%
Total Expenses		1,973,800	864,446	952,795	779,988	65,000	168,000	216,616	95,315	160,000	160,000	210,035	11,250	5,657,245	1,872,410	33%

ORIGINAL
Alameda County Healthy Homes Department
Comprehensive Detail Line Item Budget for All Healthy Homes Programs
FY 2017-2018

Category	Description	CSA	CA Department of Health Services	HUD XXII (Lead Hazard Control)	HUD XXIV (Lead Hazard Control)	HUD- PFS Special Project (Quantech)	HCSA- PFS Project	CDBG MHR & Owner Rehab	Misc. Revenue	Total Budget FY 18
Revenues										
	CSA Revenues	1,973,800								1,973,800
	Fee for Service								5,500	5,500
	Grant Revenues		864,446	952,795	779,988	65,000	109,000			2,662,229
	HCSA PFS-Project									109,000
	Interest Income								2,750	2,750
	Loan Return								3,000	3,000
	Rehab Services							95,315		95,315
	Total Revenues	1,973,800	864,446	952,795	779,988	65,000	109,000	95,315	11,250	4,851,594
Expenses										
Discretionary	Asthma Treatment Services						35,000		800	35,800
Discretionary	Case Mgmt. Supplies		500							500
Discretionary	Consultant-Impact 4 Health					15,000				15,000
Discretionary	Consultant-Training	5,000								5,000
Discretionary	Consultant-Turner Actuary					30,000				30,000
Discretionary	Consultant-UC Berkeley					20,000				20,000
Discretionary	Copier Lease	15,000								15,000
Discretionary	Embarcadero Building									
Discretionary	Maintenance	3,000								3,000
Discretionary	Embarcadero Shuttle Services	3,840								3,840
Discretionary	Employee Training	500								500
Discretionary	Ergonomic Supplies	3,000								3,000
Discretionary	General Supplies	17,123		1,500	2,907			4,920	6012	32,462
Discretionary	Housing Interventions									9,433
Discretionary	Laboratory Samples			10,400	4,510			2,500		17,410
Discretionary	Lead Evaluation Services			36,400	15,600					52,000
Discretionary	Marketing Supplies	1,500								1,500
Discretionary	Mileage for Employees	3,000	3,500		2,000					10,500
Discretionary	Mobile Devices	5,000								5,000
Discretionary	Office Alarm System	1,200								1,200
Discretionary	On-site Interpretations and Document Translations	10,160								10,160

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Discretionary	Postage & Shipping	3,500								3,500
Discretionary	Prescott- Joseph Center for Community Enhancement						14,000			14,000
Discretionary	Printing Services & Education Materials	5,000								5,000
Discretionary	Real Estate Services	4,000		4,500	4,000			1,500		14,000
Discretionary	Records Management	3,000								3,000
Discretionary	Remediations & Relocation			714,000	336,600					1,050,600
Discretionary	Temporary Staffing	62,457			156,966		50,567	79,395		349,385
Discretionary	Termite Inspection Services							5,000		5,000
Discretionary	Travel- out of state			6,800	3,000					9,800
Discretionary	XRF Equipment & Resourcing		17,500							17,500
Discretionary Total		146,280	21,500	773,600	525,583	65,000	109,000	95,315	6,812	1,743,090
Non-Discretionary	Audit & Legal Fees	22,000								22,000
Non-Discretionary	CDA- Agency Overhead	388,273								388,273
Non-Discretionary	County Counsel & HRS	34,397								34,397
Non-Discretionary	County Overhead (Auditor, GSA)	24,750								24,750
Non-Discretionary	Information Technology	119,645								119,645
Non-Discretionary	JPA Per Diem	27,000								27,000
Non-Discretionary	Motor Vehicle	10,000								10,000
Non-Discretionary	Office Space Rental	291,795	8,205							300,000
Non-Discretionary	Office Telephones	23,331								23,331
Non-Discretionary	Risk Management	12,089								12,089
Non-Discretionary Total		953,280	8,205	-	-	-	-	-	-	961,485
Salaries & Benefits Total		874,240	834,741	179,195	254,405	-	-	-	4,438	2,147,019
Total Expenses		1,973,800	864,446	952,795	779,988	65,000	109,000	95,315	11,250	4,851,594