

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: June 16, 2017

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, June 22, 2017. The meeting will begin at 10:00 a.m., or immediately after the Program Operations Committee meeting, at the Alameda County Administration Building, 1221 Oak Street, 2nd Floor, Room 220E, Oakland.**

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

June 22, 2017

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

Alameda County Administration Building
1221 Oak Street, 2nd Floor, Room 220E
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) **Budget Follow Up** Pg. 1 (Discussion)
- 4) **Announcements by Board Directors** (Information)

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

Budget Follow Up
June 22, 2017

- | | |
|---|--------------|
| 1. Alameda County Healthy Homes Department Budget | Attachment A |
| 1.1. Fiscal Year 16/17 | |
| 1.2. Fiscal Year 15/16 | |
| 1.3. Fiscal Year 14/15 | |
| 2. CSA Summary of Units and Service Charges | Attachment B |
| 3. Lease with Embarcadero Business Park | Attachment C |
| 4. Revenue Projection Fiscal Years 2018-2022 | Attachment D |
| 5. Agency Overhead Itemization | |

**Alameda County Healthy Homes Department
Comprehensive Detail Line Item Budget for All Healthy Homes Programs
FY 2016-2017**

	CSA	CA Department of Health Services	HUD XXII (Lead Hazard Control)	HUD Special Project (PFS)	HCSA- PFS Project	CDBG MHR**	Contract Cities**	Cal Home**	Misc. Revenue	Total Budget FY 17
Revenues										
CSA Revenues	1,973,800									1,973,800
Grant Revenues		864,446	1,603,017	75,000		91,590	444,356	300,000		2,542,463
Rehab Services					484,687				3,919	835,946
HCSA PFS									5,000	484,687
Interest Income									3,000	3,919
Loan return										5,000
Fee for Service										3,000
Total Revenues	1,973,800	864,446	1,603,017	75,000	484,687	91,590	444,356	300,000	11,919	5,848,815
Expenses										
Office Expense										1,300
Professional Services		1,300								5,000
Professional Services		5,000								2,500
Office Expense										4,200
Office Expense										15,000
Office Expense										3,000
Office Expense										3,000
Office Expense										25,735
Office Expense										900
Office Expense										3,000
Office Expense										3,000
Professional Expense										18,062
Professional Services										54,000
Professional Services										5,000
Contract Services										5,000
Contract Services										30,000
Contract Services										95,000
Professional Services										5,000
Office Expense										3,000
Remediations & Relocations										880,000
Travel										3,000
Travel										6,800
Professional Services										77,500
Professional Services										36,867
Contract Services										38,750
Contract Services										1,500
Contract Services										900
Contract Services										5,000
Contract Services										3,000
Contract Services										374,100
Contract Services										264,000
Contract Services										7,119
Contract Services										6,800
Contract Services										3,625
Contract Services										126,433
Contract Services										58,750

**Alameda County Healthy Homes Department
Comprehensive Detail Line Item Budget for All Healthy Homes Programs
FY 2016-2017**

	Expense Description	CSA	CA Department of Health Services	HUD XXII (Lead Hazard Control)	HUD Special Project (PFS)	HCSA- PFS Project	CDBG MHR**	Contract Cities**	Cal Home**	Misc. Revenue	Total Budget FY 17
Contract Services	UC Berkeley				34,500	26,825					61,325
Contract Services	Impact4Health				13,000	15,000					28,000
Office Expense	Training	500									500
Office Expense	Marketing supplies	1,500									1,500
Professional Services	Printing services & Ed. Materials	-	1,750								1,750
Professional Services	Audit & legal fees	22,000									22,000
Special Department Expense	JPA Per Diem	27,000									27,000
Professional Services	On-site interpretations and document translations	5,000									5,000
Discretionary Total		180,697	17,279	1,039,676	72,500	263,422	55,251	412,814	264,000	5,125	2,310,764
Admin. & Fiscal Services	Admin & Fiscal (Indirect costs)	328,694	13,151			37,590					379,435
Communications	Office Telephone expense	23,710									23,710
County Overhead		46,064									46,064
County Counsel	Legal Services	31,174									31,174
County ITD	Information Technology	92,749									92,749
Risk Management	Insurance services	27,066		1,597							28,663
Space Rental	Office Space Rental	300,756	6,125		2,027					2,344	311,252
Transportation	Motor Vehicle	9,500								1,500	11,000
Non-Discretionary Total		859,713	19,276	1,597	-	39,617	-	-	-	3,844	924,047
Salaries & Benefits		933,390	827,891	561,744	2,500	181,648	36,339	31,542	36,000	2,950	2,614,004
Total Expenses		1,973,800	864,446	1,603,017	75,000	484,687	91,590	444,356	300,000	11,919	5,848,815

Alameda County Healthy Homes Department Comprehensive Detail Line Item Budget for All Healthy Homes Programs
FY 2015-2016

Attachment A 1.2

Expense Description	CSA	CA Department of Health Services	HUD XXII (Lead Hazard Control)	HUD Special Project (PIS)	Kresge	Unreserved	Rehab Services**	Fee for Service	Total Budget FY 16
Public Education & Training			500						500
Public Education & Training	1,500								1,500
Public Education & Training	500								500
Public Education & Training	1,500	1,750	1,000						4,250
Public Education & Training	1,000		500						1,500
Public Education & Training	2,500								2,500
Rehabilitation Services							1,406,000		1,406,000
Travel	750	1,619	500						2,869
Travel			3,500						3,500
Discretionary Total	162,001	17,011	629,200	62,119	22,061	-	1,431,370	388	2,324,150
Admin. & Fiscal Services	363,813	13,151					15,000		391,964
Communications									20,293
County Overhead	20,293								36,970
County Counsel	36,970								25,000
ITD	25,000								114,282
JPA Per Diem	114,282								24,000
Risk Management	24,000								17,847
Space Rental	17,847	6,125							216,125
Transportation	210,000								7,300
Audit Fees	7,300								22,000
Non-Discretionary Total	22,000						15,000		875,781
Salaries & Benefits	841,505	19,276	-	-	-	-	-	-	3,272,398
Total Expenses	958,980	651,828	1,083,587	87,881	87,939	25,001	374,570	2,612	6,472,329
	1,962,486	688,115	1,712,787	150,000	110,000	25,001	1,820,940	3,000	6,472,329

Alameda County Healthy Homes Department Comprehensive Detail Line Item Budget for All Healthy Homes Programs
FY 2015-2016

Attachment A 1.2

Expense Description	CSA	CA Department of Health Services	HUD XXII (Lead Hazard Control)	HUD Special Project (PFS)	Kresge	Unreserved	Rehab Services**	Fee for Service	Total Budget FY 16
Revenues									
CSA Revenues	1,962,486			150,000	110,000				1,962,486
Grant Revenues		688,115	1,712,787				1,820,940		2,660,902
CDBG						5,001			1,820,940
Interest Income						20,000			5,001
Loan return									20,000
Fee for Service								3,000	3,000
Total Revenues	1,962,486	688,115	1,712,787	150,000	110,000	25,001	1,820,940	3,000	6,472,329
Expenses									
Community Health		1,300							1,300
Community Health		5,000							5,000
Community Health		2,500							2,500
Healthy Housing				25,000					25,000
Healthy Housing				15,000					15,000
Lead Hazard Control			20,000						20,000
Lead Hazard Control			30,000						31,274
Lead Hazard Control		1,274	65,000						65,000
Lead Hazard Control									
									500,000
Lead Hazard Control			500,000						4,500
Lead Hazard Control	3,000		1,500						3,500
Office Expense	3,500								
									15,200
Office Expense	15,000		200						
									3,000
Office Expense	3,000								3,000
Office Expense	3,000								26,064
Office Expense	15,470	3,568	1,500		1,768		3,370	388	26,064
Office Expense	400								400
Office Expense	3,000								3,000
Office Expense	3,000								3,000
Office Expense			5,000				5,000		10,000
Office Expense					20,293				20,293
Professional Services									135,000
Professional Services	95,881			22,119					
Public Education & Training	9,000								9,000

** New Program

**Alameda County Healthy Homes Department
FY 2014-2015**

Expense Description	260255			450101			260200			All Orgs
	CA Department of Health Services	HUD XIX (Lead Hazard Control)	Kresge	CSA	Unreserved	Wayne State (HUD Technical Studies)	Healthy Child Initiative	OHA Fee for Service	Total Budget FY 15	
Revenues										
Grant Revenues	637,418	1,289,422	338,536			26,741	260,195		2,292,117	
Settlement Funds									260,195	
Interest Income					7,089				7,089	
Loan return					40,000				40,000	
Fee for Service				1,971,874				3,555	3,555	
CSA Revenues									1,971,874	
Trust fund 84441									-	
Unreserved balance					323,004				323,004	
Total Revenues	637,418	1,289,422	338,536	1,971,874	370,093	26,741	260,195	3,555	4,897,834	
Total Revenue By Fund		2,265,376		1,971,874		660,584			4,897,834	
Expenses										
Office Expense	1,300								1,300	
Professional Services	5,000								5,000	
Professional Services							35,000		35,000	
Professional Services	2,500								2,500	
Office Expense			500						4,000	
Office Expense		200							3,000	
Office Expense									5,000	
Office Expense									3,000	
Office Expense	6,212	1,638	726	13,973	555	1,025	6,753	2,271	33,153	
Office Expense			2,500						2,500	
Office Expense				400					400	
Office Expense				3,000					3,000	
Office Expense				3,000					3,000	
Office Expense				2,500					2,500	
Training									5,000	
Professional Services		5,000							122,668	
Professional Services		111,927				10,741			50,000	
Contract Services			50,000						20,000	
Professional Services					20,000				20,000	
Contract Services		15,000							15,000	
Contract Services		5,000							5,000	
Contract Services	1,274	10,000							11,274	
Contract Services		20,000							20,000	
Office Expense		1,500		3,000					4,500	

Alameda County Healthy Homes Department
FY 2014-2015

Expense Description	260255			450101		260200			All Orgs
	CA Department of Health Services	HUDXIX (Lead Hazard Control)	Kresge	CSA	Unreserved	Wayne State (HUD Technical Studies)	Healthy Child Initiative	OHA Fee for Service	
Professional Services		100,000							100,000
Travel	1,619	500	750	750		350	750		4,719
Travel expenses for out of town trip- includes per diem		3,500	476						3,976
Print Ads				500					500
City Berkeley				18,000					18,000
Training & permit center supplies		500							500
Office Expense				1,500					1,500
Marketing supplies				3,000					3,000
Professional Services	1,750	1,000							5,750
On-site interpretations and document translations		500		1,000					1,500
Professional Services									1,500
Discretionary Total	19,655	276,265	74,952	77,123	555	12,116	42,503	2,271	505,440
Discretionary Total By Fund		370,872		77,123		57,445			505,440
Admin. & Fiscal Services	13,151	2,500	22,500	312,310		500	20,000		370,961
Audit Fees				20,000					20,000
Communications				20,000					20,000
County Counsel				25,000					25,000
County Overhead				48,608					48,608
IITD				100,380					100,380
JPA Per Diem				29,250					29,250
Risk Management				12,823					12,823
Space Rental	6,125			227,875					234,000
Transportation				3,280					3,280
Non-Discretionary Total	19,276	2,500	22,500	799,526	-	500	20,000	-	864,302
Non-Discretionary Total by Fund		44,276		799,526		20,500			864,302
Salaries & Benefits	598,487	1,010,657	241,084	1,095,225	369,538	14,125	197,692	1,284	3,528,092
Salaries & Benefits by Fund		1,850,228		1,095,225		582,639			3,528,092
Total Expenses	637,418	1,289,422	338,536	1,971,874	370,093	26,741	260,195	3,555	4,897,834

COUNTY SERVICE AREA LA-1991-1 (LEAD ABATEMENT)**SUMMARY OF UNITS AND SERVICE CHARGES BY AREA****FY 2017-2018**

AREA	NO. OF UNITS	RATE	CHARGE
Alameda	22,288	10	\$222,880
Berkeley	43,974	10	\$439,740
Emeryville	2,008	10	\$20,080
Oakland	132,524	10	\$1,325,235
TOTAL	200,794		\$2,007,935



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

Chris Bazar
Agency Director

Agenda No. _____ May 10, 2016

April 21, 2016

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

Dear Board Members:

SUBJECT: APPROVE A FIFTH MODIFICATION TO LEASE WITH EMBARCADERO BUSINESS PARK, LLC, FOR THE COMMUNITY DEVELOPMENT AGENCY'S HEALTHY HOMES DEPARTMENT AT 2000 EMBARCADERO, SUITE 300, OAKLAND, CALIFORNIA; AMOUNT: \$615,336.

RECOMMENDATION:

Approve and authorize the President, Board of Supervisors, to sign a Fifth Modification to Lease, renewing the lease for three years, between Embarcadero Business Park, LLC, a California limited company (Principal: Theodore Eden, c/o Embarcadero Business Park, LLC, 2000 Embarcadero, Ste. 100, Oakland, California), and the County of Alameda for 8,295 rentable square feet at 2000 Embarcadero, Suite 300, Oakland, California, for the Community Development Agency's Healthy Homes Department. The term will be three years, from 04/01/16 through 03/31/19. The total rent for FY 2015-16 will be \$49,770.

DISCUSSION/SUMMARY:

The Community Development Agency's (CDA) Healthy Homes Department has operated from this 2000 Embarcadero site since 1994. The current lease expired February 28, 2016 and a new lease modification has been negotiated with the landlord for a 3-year term. The monthly rent increases by \$0.06 to \$2.00 per square foot or \$16,590 per month. Rent will be adjusted annually by 3 percent. This action has been reviewed by the Alameda County Lead Poisoning Prevention Program's Joint Powers Authority at its meeting on April 28, 2016. A summary of the Terms and Conditions of this renewal are as follows:

1. Premises: 8,295 rentable square feet.
2. Term: Three years from 04/01/16 through 03/31/19.


3. Rent: The monthly, full-service gross rental rate from 03/01/16 through 03/31/17 will be \$199,080.
4. All other lease terms and conditions remain the same.

FINANCIAL:

Appropriations for this lease are included in the FY 2015-16 CDA Approved Budget. Annual appropriations will be requested in subsequent budget years during the remaining term of the lease. There will be no increase in net County cost.

Respectfully submitted,


for Chris Bazar
Director, Community Development Agency


Willie A. Hopkins, Jr.
Director, General Services Agency

I:\BOARD LETTERS\REAL PROPERTY\LETTERS\BOS.05.10.16.RPM.CDA HEALTHY HOMES-5TH MODIFICATION AT 2000 ENBARCADERO, STE. 300.DOC

Attachments

cc: Susan S. Muranishi, County Administrator
Steve Manning, Auditor-Controller
Donna R. Ziegler, County Counsel

ALAMEDA COUNTY HEALTHY HOMES DEPARTMENT

Revenue Projections
Fiscal Years 2018-2022

FY 2017-2018 FY 2018-2019 FY 2019-2020 FY 2020-2021 FY 2021-2022

Funding Source		Funding: Type and duration					
County Service Area California Dept. Public Health	Local Assessment State Allocation for Case Management Lead poisoned children	Continuous \$2.5 mil, 3 year contract begins July 2017. Ends June 2020	\$ 1,973,800	\$ 1,973,405	\$ 1,973,011	\$ 1,972,616	\$ 1,970,643
HUD Lead Hazard Control	Federal Competitive Grant for Lead Hazard Remediation	HUD 22: 3 year grant, \$3.4 mil, ends in Nov. 2017 HUD 24: 3 year grant, \$2.9 mil, ends in October 2019	864,446	864,446	864,446		
Housing Rehab Services	CDA- Housing Community Development City of Oakland City of Fremont Union City		779,988	1,200,000	920,012		
HUD (PFS Special Project)	Federal Contract	Ends August 2017	65,000	-	-	-	-
PFS Pilot	Alameda County- Measure A	Ends December 2017	109,000	-	-	-	-
Fee for Service	Oakland Housing Authority	MOU, ongoing	5,500	3,500	3,500	3,500	3,500
Loan return, interest income			5,750	5,500	5,250	5,000	5,000
Total			\$ 4,851,594	\$ 4,046,851	\$ 3,766,219	\$ 1,981,116	\$ 1,979,143