

RESOLUTION NO. 2037

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RICHMOND ADOPTING POLICIES GOVERNING THE REPORTING OF TIME OF EMPLOYEES ASSIGNED TO THE RICHMOND HOUSING AUTHORITY, AND APPROVING INVOICES FROM THE CITY OF RICHMOND

WHEREAS, the Housing Authority administers the Section 8 Housing Choice Voucher Program, and the Low Income Public Housing Program; and

WHEREAS, the Housing Authority receives funding from the United States Department of Housing and Urban Development (HUD), earned Administrative Fees for the administration of the Section 8 Voucher Program, and received an Operating Subsidy for the Public Housing Program, to offset the cost of administering the programs; and

WHEREAS, the Housing Authority is required to certify, at least annually, that federal funds intended for the Section 8 and Public Housing Programs are utilized for this exclusive use; and

WHEREAS, as a department of the City of Richmond, there are occasions where personnel resources are shared in response to a specific situation/need; and

WHEREAS, the Housing Authority is constrained in its ability to function autonomously, and is often assisted by, and is a beneficiary of, City resources.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RICHMOND, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, THAT:

The policy for allocating salary expense when employees assigned to the Richmond Housing Authority perform tasks on behalf of the City of Richmond, which is attached hereto and identified as Exhibit A is approved.

BE IT FURTHER RESOLVED that the policy establishing protocols for reviewing invoices from the City to ensure that services and expenses are in the best interest of the Housing Authority, which is attached hereto and identified as Exhibit B, is approved.



The foregoing resolution was passed and adopted by the Commissioners of the Housing Authority of the City of Richmond at a meeting thereof held on July 25, 2017, by the following vote:

AYES: Commissioners Choi, Martinez, Myrick, Willis,
Chairperson Butt, and Housing Authority Tenant
Commissioners Scott and Smith.

NOES: None.

ABSTENTIONS: None.

ABSENT: Vice Chairperson Beckles.

TOM BUTT

Chairperson

[SEAL]

ATTEST:

PAMELA CHRISTIAN
Secretary

Approved as to form:

BRUCE GOODMILLER
Attorney

State of California }
County of Contra Costa : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 2037**, finally passed and adopted at a Special Housing Authority Meeting held on July 25, 2017.



CLERK OF THE HOUSING AUTHORITY

Exhibit A

THE POLICY ON REPORTING SALARY EXPENSE INCURRED BY EMPLOYEES ASSIGNED
TO THE RICHMOND HOUSING AUTHORITY AND FUNDED WITH FEDERAL FUNDS

This policy governs the reporting of “time” for employees assigned to positions at the Richmond Housing Authority (RHA) and funded by the federal funds from the Section 8 Voucher Program and/or Low Income Public Housing Program.

1. The Executive Director shall consider the function/duties of each position in the context of the Section 8 or Public Housing program.
2. The Finance Director shall allocate the applicable percent of salary of each individual employee to the Section 8 or Public Housing program to reflect the true operating expense of each program.
3. If the Executive Director changes the function/duties of an employee such that the allocation between the Section 8 and Public Housing Program is no longer accurate, the allocation shall be revised at mid-year or at the beginning of the next Fiscal Year, whichever occurs first.
4. In the event the Executive Director changes the functions/duties of an employee, assigning the employee to perform duties for or on behalf of another city department or program:
 - a. If the assignment is expected to last more than 90-days, a budget revision shall be approved, allocating the appropriate portion of salary to an appropriate source;
 - b. If the assignment is short term (less than 90-days), the employee shall submit a functional time-sheet each payroll period, documenting the actual hours worked on non-RHA activities.



Exhibit B

THE POLICY ON CITY INVOICES FOR SERVICES PROVIDED TO OR ON BEHALF OF THE RICHMOND HOUSING AUTHORITY

This policy governs charges against Richmond Housing Authority accounts for services provided to, or on behalf of the Housing Authority, initiated by the City of Richmond. The policy further sets forth how such actions/activities will be approved and funded.

RHA's Executive Director or his/her designee shall:

1. As early as possible in the process, consult with the City Manager as to the need for the good(s)/service, and any special considerations in the best interest of the Housing Authority.
2. To the extent possible, perform a cost benefit analysis to ensure the cost is reasonable, and the expenditure is in best interest of the Housing Authority.
3. Review the procurement, and confirm it is in accordance with HUD procurement rules and RHA's procurement policy.
4. Discuss options for cost-sharing with the City of Richmond.
5. Confirm that the good(s)/service has been received, and was satisfactory.
6. Determine the appropriate allocation of cost to the Section 8 and/or Public Housing program.
7. Process payment.

