

CITY OF SANTA ROSA
HOUSING AUTHORITY

TO: HOUSING AUTHORITY COMMISSIONERS
FROM: NANCY MANCHESTER, PROGRAM SPECIALIST II
HOUSING & COMMUNITY SERVICES

SUBJECT: ADJUSTMENT OF HOUSING AUTHORITY FEE INCREASE EFFECTIVE
DATE FROM OCTOBER 1 TO JULY 1 ANNUALLY FOR CONSISTENCY
WITH CITYWIDE MASTER FEE SCHEDULE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, adjust the annual effective date for increase of Housing Authority of the City of Santa Rosa Processing Fees and Charges (Fee Schedule) from October 1 to July 1 to be consistent with the Citywide Master Fee Schedule.

EXECUTIVE SUMMARY

To sustain the services provided by the Santa Rosa Housing Trust in its administration of affordable housing programs, the Housing Authority, via Resolution No. 1544, adopted the Housing Authority of the City of Santa Rosa Processing Fees and Charges (Fee Schedule) in June 2012, with an effective date of October 1, 2012. Resolution No. 1544 authorized an annual increase to the Fee Schedule effective October 1 of each year, however, this date is not consistent with the increase effective date for other City departments.

BACKGROUND

1. A Citywide user fee study was completed by a consultant hired by the City in late 2011. As part of the input process for completing the fee study, staff completed a time analysis of routine tasks it performed in support of the Housing Authority's affordable housing programs to capture costs associated with these tasks.
2. As a result of the Citywide user fee study, and based on input from the Authority's Commissioners, staff, and stakeholders, the Housing Authority adopted Resolution No. 1544 which established processing fees and charges and set the effective date for implementation of the fee schedule as October 1, 2012, and set October 1 of each year as the effective date for a 3% annual increase.

PRIOR HOUSING AUTHORITY REVIEW

On May 14, 2012, the Housing Authority conducted a study session to review findings of the Citywide User Fee Study completed in late 2011.

On June 11, 2012, the Housing Authority, via Resolution No. 1544, adopted Housing Authority of the City of Santa Rosa Processing Fees and Charges and set October 1 of each year as the effective date for a 3% increase.

ANALYSIS

1. City departments charge a variety of fees for services. Some are increased on January 1 of each year, while others are increased on July 1. Housing Authority fees are the only fees that increase on October 1.
2. For budgeting purposes and for greater consistency with other City departments, the annual effective date of the 3% increase to the Housing Authority of the City of Santa Rosa Fee Schedule should be changed to July 1 to align with each new fiscal year starting with the 2018/2019 Fiscal Year.
3. Changing the effective date will provide greater clarity for developers and members of the general public in order to simplify Authority processes where possible.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on any Housing Authority funds.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

COUNCIL/BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

ADJUSTMENT OF HOUSING AUTHORITY FEE INCREASE EFFECTIVE DATE FROM OCTOBER 1 TO JULY 1
ANNUALLY FOR CONSISTENCY WITH CITYWIDE MASTER FEE SCHEDULE
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- Attachment 1 - Resolution No. 1544

CONTACT

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