

CITY OF SANTA ROSA
HOUSING AUTHORITY

TO: HOUSING AUTHORITY COMMISSIONERS
FROM: KATE GOLDFINE, ADMINISTRATIVE SERVICES OFFICER
HOUSING & COMMUNITY SERVICES DEPARTMENT
SUBJECT: FISCAL YEAR 2017/18 HOUSING AUTHORITY BUDGET
ADOPTION

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, adopt the proposed budget for Fiscal Year (FY) 2017/18.

EXECUTIVE SUMMARY

The purpose of this action is for the Housing Authority to adopt the FY 2017/18 Housing Authority revenue, transfer, and expenditure budget.

BACKGROUND

The Housing Authority's annual budget process runs concurrently with the City's process from January through June each year. The Executive Director of the Housing Authority is charged with submitting an expenditure, revenue, and transfer budget for all Housing Authority programs for approval by the Housing Authority Commissioners, which then becomes the formal budget for the next fiscal year. The Housing Authority is asked to adopt the budget at their June meeting each year.

PRIOR HOUSING AUTHORITY REVIEW

The Housing Authority held a study session on February 27, 2017 to provide direction to staff on the upcoming FY 2017/18 budget.

The Housing Authority held a study session on April 24, 2017 to review the proposed FY 2017/18 budget. At the April 24, 2017 study session, the Housing Authority requested to review the Housing Authority's administrative overhead budget, which was reviewed in study session at the May 22, 2017 meeting.

ANALYSIS

Staff has prepared a revenue budget for FY 2017/18 of \$29,442,866, however, this revenue budget does not contain the final Federal entitlements for the Community Development Block Grant (CDBG), HOME, or Housing Opportunities for Persons with AIDS (HOPWA) programs because the Federal government has not announced them as of the writing of this report. The entitlement amounts in the current revenue budget for those programs have been estimated based on prior year allocations.

Staff has prepared a transfers in budget of \$881,287, with the source of funds being City General Fund Real Property Transfer Tax.

Staff has prepared an expenditure budget for FY 2017/18 of \$32,279,929 for the following programs: \$24,872,603 for Housing Choice Vouchers; \$6,099,156 for the Santa Rosa Housing Trust (SRHT) and \$1,308,170 for the Administrative budget, which is funded by the Housing & Community Services programs that utilize those services and supplies. The SRHT expenditure budgets depend on the amount of entitlement received from the Federal government for the CDBG, HOME, and HOPWA programs. The expenditures in those programs have been estimated based on prior year allocations.

The final Federal CDBG, HOME, and HOPWA entitlement amounts may differ from the currently proposed revenue and expenditure budgets. As instructed by HUD, the funding amounts for those programs will be increased or decreased to match the amount of actual entitlement funds received. Staff will communicate those amounts and the budget changes they necessitate to the Housing Authority as soon as possible.

There has been one change to the expenditure budget since the Housing Authority reviewed it in study session on April 24, 2017. An Administrative Secretary position was added to the department to provide support to the Housing Authority, Director, Code Enforcement Division, and Homeless Services Program. A portion of that position's salary and benefits was added to the Administrative budget, which increased allocated costs in the Housing Choice Voucher and SRHT expenditure budgets. The net increase to the Housing Authority budget is \$85,810.

FISCAL IMPACT

The Housing Authority is asked to approve the revenue, transfer, and expenditure budget for FY 2017/18 so staff may receive revenue and transfers funding and expend funds for their intended purposes.

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

- Attachment 1 - FY 2017/18 Housing Authority Proposed Budget Summary
- Attachment 2 – City of Santa Rosa Budget Document- Housing Authority Section
- Resolution

CONTACT

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