

# HOUSING AUTHORITY



The Burbank Housing Authority was formed in 1975 to administer the Section 8 Rental Assistance Program for the creation of affordable housing units. On January 31, 2012, the City Council and Housing Authority Board adopted resolutions designating the Housing Authority as the entity to retain without limitation, all of the housing assets (except any monies in the Low- and Moderate-Income Housing Fund which were required to be returned to the County of Los Angeles), rights, powers, duties, obligations, liabilities and functions previously performed by the former Redevelopment Agency (dissolved as of February 1, 2012).

As the Successor Housing Agency, the Housing Authority creates affordable housing, as funds become available, and monitors the covenants of more than 1,400 existing affordable housing units and outstanding loans and grants that are now Housing Authority assets. Any repayments of former Redevelopment Agency loans and grants are deposited as program income in the Housing Authority's Low- and Moderate-Income Housing Fund as those monies are assets of the Housing Authority as the Successor Housing Agency.

## OBJECTIVES

- Administer the federal Section 8 Program and expend available housing funds.
- Create affordable housing for lower-income households that meets the City's Regional Housing Needs Assessment (RHNA) requirements.
- Monitor and enforce affordability covenants for affordable units available to lower-income households throughout the city for the preservation of existing affordable units.
- Create special needs housing opportunities for individuals and families that are at risk of becoming homeless.
- Create transitional and permanent supportive housing units for homeless individuals and families.

## HOUSING AUTHORITY SUMMARY

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5.188</b>	<b>7.000</b>	<b>7.000</b>	
<b>Salaries &amp; Benefits</b>	\$ 667,792	\$ 806,077	\$ 806,826	\$ 750
<b>Materials, Supplies &amp; Services</b>	8,377,280	8,360,995	7,911,347	(449,648)
<b>Capital Expenses</b>	87,542	2,833,990	750,000	(2,083,990)
<b>Total Expenses</b>	<b>\$ 9,132,613</b>	<b>\$ 12,001,062</b>	<b>\$ 9,468,173</b>	<b>\$ (2,532,888)</b>

# Section 8 Voucher Program

## 117.CD26A



The Section 8 Program provides rent subsidy payments directly to landlords on behalf of eligible tenants using annual funds allocated by the U.S. Department of Housing and Urban Development (HUD). The Section 8 Program provides an additional resource for assisting very low-income renters in Burbank. Dependent on the level of HUD funding, staff strives to maximize utilization of as many vouchers as possible. The current waiting list consists of more than 36,000 applicants, of which roughly 4,700 are Burbank residents. The Community Development Department - Business & Economic Development Division is responsible for the administration of the Section 8 Program.

### OBJECTIVES

- Continue housing opportunities for very low-income families within funding limits, allocations and constraints of the Section 8 Program.
- Encourage mixed-income neighborhoods and avoid concentrations of low-income housing.
- Utilize the existing housing stock as affordable housing through the use of limited federal funds.
- Continue the goal of maximum utilization of the Housing Assistance Vouchers available to the City within funding constraints. The Burbank Housing Authority does not receive sufficient funding to utilize all 1,014 vouchers allotted to the City; therefore, the Housing Authority will continue to maximize the funding received to serve the greatest number of households.

### CHANGES FROM PRIOR YEAR

Housing Assistance Payments are expected to be reduced by about six percent for an estimated total of \$7.3 million. Administrative Fee revenues are based on utilization of vouchers; therefore, revenues for administrative expenses are expected to remain the same.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,188</b>	<b>6,300</b>	<b>6,300</b>	
60001.0000 Salaries & Wages	\$ 470,753	\$ 505,142	\$ 500,432	\$ (4,709)
60012.0000 Fringe Benefits	90,650	97,374	102,438	5,064
60012.1008 Fringe Benefits:Retiree Benefits	92	4,763	3,931	(832)
60012.1504 Fringe Benefits:Flex Credit	142			
60012.1509 Fringe Benefits:Employer Paid PERS	100,840	109,212	42,377	(66,835)
60012.1528 Fringe Benefits:Workers Comp	3,108	7,533	6,606	(927)
60012.1531 Fringe Benefits:PERS UAL			71,130	71,130
60027.0000 Payroll Taxes Non-Safety		7,325	7,256	(68)
60031.0000 Payroll Adjustments	557			
<b>Salaries &amp; Benefits</b>	<b>666,143</b>	<b>731,348</b>	<b>734,171</b>	<b>2,823</b>
62085.0000 Other Professional Services	\$ 4,986	\$ 49,500	\$ 45,000	\$ (4,500)
62170.0000 Private Contractual Services	682	5,000	15,000	10,000
62170.1001 Contractual Services:Temp Staffing	29,596			
62220.0000 Insurance			21,929	
62235.0000 Services of Other Dept - Indirect	188,640	134,300	148,642	14,342
62240.0000 Services of Other Dept - Direct	279	377	447	70
62310.0000 Office Supplies, Postage & Printing	11,302	10,000	10,000	
62420.0000 Books & Periodicals	349	500	250	(250)
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,516	2,044		(2,044)
62485.0000 Fund 535 Communications Rental Rate	4,570	4,684	4,669	(15)
62496.0000 Fund 537 Computer System Rental	29,440	36,092	44,186	8,094
62710.0000 Travel		500	250	(250)
62755.0000 Training	1,200	2,000	2,000	
62830.0000 Bank Service Charges	3,026	3,500	3,500	
62895.0000 Miscellaneous Expenses	1,078	1,000	1,000	
62950.0000 Housing Assistance Payments	7,926,133	7,778,580	7,311,865	(466,715)
62950.1000 Housing Asst Payments:Admin Fees	16,844	12,690	12,690	
<b>Materials, Supplies &amp; Services</b>	<b>8,219,642</b>	<b>8,040,767</b>	<b>7,621,428</b>	<b>(419,339)</b>
70011.0000 Operating Equipment	\$ 12,363			
<b>Capital Expenses</b>	<b>12,363</b>			
<b>Total Expenses</b>	<b>\$ 8,898,147</b>	<b>\$ 8,772,115</b>	<b>\$ 8,355,599</b>	<b>\$ (416,516)</b>

# Low and Moderate Income Housing Fund

## 305.CD23A



The Housing Authority, as the Successor Housing Agency, administers the Low- and Moderate-Income Housing Fund and includes program income on former Redevelopment Agency loans and grants that are assets of the Housing Authority. As funding becomes available, the City may be able to develop new affordable housing opportunities and preserve existing housing. Since 1971, more than \$103 million has been invested to create more than 1,600 affordable homes and in the process strengthened and improved neighborhoods, created jobs, built public infrastructure improvements, and enhanced the lives of countless families through its efforts. The goals of the housing programs are to ensure that there is a diverse mix of service-enriched housing; to preserve existing affordable housing; and to provide housing to special needs populations including, but not limited to, the elderly, persons with disabilities, large families, United States Veterans who are homeless or at risk of homelessness, and other vulnerable segments of the Burbank community. Finally, the Housing Authority continues to monitor affordable housing units developed by the former Redevelopment Agency, as monitoring efforts will preserve affordability and safe-guard historical investments.

### OBJECTIVES

- Monitor existing covenants and outstanding loans and obligations.
- Monitor funding availability to continue affordable housing developments and programs for low- and moderate-income residents.
- Utilize available funding to create affordable housing for the Burbank Workforce through mixed-use housing developments that revitalize neighborhoods with mixed-income households.
- Expand our capacity to support the delivery of services that address the systemic issues surrounding homelessness.
- Utilize the County's framework to implement the use of a cohesive and comprehensive system by connecting the homeless to services, service providers, case management, and housing.
- Build a multi-faceted partnership and strategy with residents, businesses, and service groups to engage homeless individuals and families resistant to services.
- Create affordable housing for the Burbank Workforce by partnering with non-profit and for-profit organizations on residential and mixed-use development projects.

### CHANGES FROM PRIOR YEAR

The Housing Authority now receives debt reimbursement payments associated with the debt between the former Redevelopment Agency and the City. As required by State law, 20 percent of the reimbursement payments are restricted to affordable housing purposes only.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>		<b>0.700</b>	<b>0.700</b>	
60001.0000 Salaries & Wages	\$ 1,241	\$ 51,068	\$ 50,972	\$ (96)
60012.0000 Fringe Benefits	225	10,722	11,498	776
60012.1008 Fringe Benefits:Retiree Benefits		529	437	(92)
60012.1509 Fringe Benefits:Employer Paid PERS	183	11,041	4,316	(6,725)
60012.1528 Fringe Benefits:Workers Comp		628	642	14
60012.1531 Fringe Benefits:PERS UAL			4,051	4,051
60027.0000 Payroll Taxes Non-Safety		740	739	(1)
<b>Salaries &amp; Benefits</b>	<b>1,649</b>	<b>74,729</b>	<b>72,655</b>	<b>(2,074)</b>
62045.0000 Appraisal Services		\$ 15,000	\$ 20,000	\$ 5,000
62085.0000 Other Professional Services	37,588	75,000	65,000	(10,000)
62155.0000 Relocation and Negotiation	661	20,000	25,000	5,000
62170.0000 Private Contractual Services		120,000	120,000	
62235.0000 Services of Other Dept - Indirect	115,053	84,588	53,722	(30,866)
62310.0000 Office Supplies, Postage & Printing		1,000	1,000	
62485.0000 Fund 535 Communications Rental Rate	1,828	1,874	1,868	(6)
62496.0000 Fund 537 Computer System Rental	544	566	1,129	563
62700.0000 Memberships & Dues	1,540	1,700	1,700	
62895.0000 Miscellaneous Expenses	423	500	500	
<b>Materials, Supplies &amp; Services</b>	<b>157,638</b>	<b>320,228</b>	<b>289,919</b>	<b>(30,309)</b>
70005.0000 Public Improvements	\$ 61,199	\$ 2,833,990	\$ 750,000	\$ (2,083,990)
70011.0000 Operating Equipment	13,980			
<b>Capital Expenses</b>	<b>75,179</b>	<b>2,833,990</b>	<b>750,000</b>	<b>(2,083,990)</b>
<b>Total Expenses</b>	<b>\$ 234,466</b>	<b>\$ 3,228,947</b>	<b>\$ 1,112,574</b>	<b>\$ (2,116,373)</b>

# HOUSING AUTHORITY

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
INTERMEDIATE CLK	0.000	1.000	1.000	
HSG AST	3.000	3.000	3.000	
HSG SPECIALIST	1.000	1.000	1.000	
HSG SRVS AST	0.500	1.000	1.000	
HSG AUTHORITY MGR	0.688	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>5.188</b>	<b>7.000</b>	<b>7.000</b>	