

# 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.

As the Successor Housing Agency, the Housing Authority creates affordable housing and monitors the covenants of more than 1,400 existing affordable housing units and outstanding loans and grants. 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.

## 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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>	
<b>Salaries &amp; Benefits</b>	\$ 721,251	\$ 806,826	\$ 873,844	\$ 67,018
<b>Materials, Supplies &amp; Services</b>	8,945,039	7,911,347	8,953,532	1,042,185
<b>Capital Expenses</b>		750,000	12,686	(737,314)
<b>Total Expenses</b>	<b>\$ 9,666,290</b>	<b>\$ 9,468,173</b>	<b>\$ 9,840,062</b>	<b>\$ 371,889</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 3,700 are Burbank residents. The Community Development Department - Economic Development and Housing 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 increased by \$44,671 for a new allocation of five (5) Veterans Affairs Supportive Housing Vouchers to the Burbank Housing Authority. Administrative Fee revenues are based on utilization of vouchers; therefore, revenues for administrative expenses are expected to remain the same. There was reduction in staffing to 5.5 FTEs in Fiscal Year 2018-19. Additional funds of \$12,686 are budgeted for software upgrades to help monitor the housing rental assistance program.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,300</b>	<b>6,300</b>	<b>5,500</b>	<b>(0,800)</b>
60001.0000 Salaries & Wages	\$ 459,293	\$ 500,432	\$ 451,404	\$ (49,028)
60012.0000 Fringe Benefits	111,146	102,438	88,718	(13,720)
60012.1008 Fringe Benefits:Retiree Benefits	3,268	3,931	3,564	(367)
60012.1504 Fringe Benefits:Flex Credit	1,997	-	-	
60012.1509 Fringe Benefits:Employer Paid PERS	94,228	42,377	40,008	(2,369)
60012.1528 Fringe Benefits:Workers Comp	7,533	6,606	6,522	(84)
60012.1531 Fringe Benefits:PERS UAL	-	71,130	81,805	10,675
60027.0000 Payroll Taxes Non-Safety	5,368	7,256	6,545	(711)
60031.0000 Payroll Adjustments	805	-	-	
<b>Salaries &amp; Benefits</b>	<b>683,689</b>	<b>734,171</b>	<b>678,566</b>	<b>(55,605)</b>
62085.0000 Other Professional Services	\$ 3,289	\$ 45,000	\$ 45,000	
62170.0000 Private Contractual Services	1,315	15,000	15,000	
62170.1001 Contractual Services:Temp Staffing	18,332	-	5,000	5,000
62220.0000 Insurance	-	21,929	8,669	(13,260)
62235.0000 Services of Other Dept - Indirect	134,300	148,642	59,450	(89,192)
62240.0000 Services of Other Dept - Direct	377	447	533	86
62310.0000 Office Supplies, Postage & Printing	7,563	10,000	15,000	5,000
62420.0000 Books & Periodicals	-	250	250	
62475.0000 Fund 532 Vehicle Equip Rental Rate	2,044	-	-	
62485.0000 Fund 535 Communications Rental Rate	4,294	4,669	7,063	2,394
62496.0000 Fund 537 Computer System Rental	33,084	44,186	143,019	98,833
62710.0000 Travel	79	250	250	
62755.0000 Training	623	2,000	2,000	
62830.0000 Bank Service Charges	4,559	3,500	10,000	6,500
62895.0000 Miscellaneous Expenses	280	1,000	1,000	
62950.0000 Housing Assistance Payments	8,359,644	7,311,865	8,044,671	732,806
62950.1000 Housing Asst Payments:Admin Fees	29,243	12,690	12,690	
<b>Materials, Supplies &amp; Services</b>	<b>8,599,025</b>	<b>7,621,428</b>	<b>8,369,595</b>	<b>748,167</b>
70011.0000 Operating Equipment	\$ -	\$ -	\$ 12,686	\$ 12,686
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>12,686</b>	<b>12,686</b>
<b>Total Expenses</b>	<b>\$ 9,282,715</b>	<b>\$ 8,355,599</b>	<b>\$ 9,060,847</b>	<b>\$ 705,248</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. In this capacity, the Housing Authority develops new affordable housing opportunities and preserves existing housing stock. The primary source of revenue for the fund includes program income from existing loans and grants and through debt reimbursement payments associated with the debt between the former Redevelopment Agency and the City. 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 existing affordable housing units, as monitoring efforts will preserve affordability and safeguard 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

In Fiscal Year 2018-19, there are two staffing changes. The FTEs will increase to 1.5 for the following staff members/functions: .5 FTE for monitoring efforts, .5 FTE for Housing Manager oversight of fund, and .5 FTE for the Grants Coordinator that is spearheading the City's homelessness efforts. One of the objectives and allowable uses for this fund are projects and programs that address homelessness. In addition, \$77,000 will be available in FY 2018-19 for landlord incentives received from a County Homeless Initiative Grant for participants of the Permanent Supportive Housing Program and persons who are homeless utilizing a Section 8 voucher.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.700</b>	<b>0.700</b>	<b>1.500</b>	<b>0.800</b>
60001.0000 Salaries & Wages	\$ 25,247	\$ 50,972	\$ 145,651	\$ 94,679
60012.0000 Fringe Benefits	5,845	11,498	27,074	15,576
60012.1008 Fringe Benefits:Retiree Benefits	253	437	972	535
60012.1509 Fringe Benefits:Employer Paid PERS	5,253	4,316	12,909	8,593
60012.1528 Fringe Benefits:Workers Comp	628	642	1,995	1,353
60012.1531 Fringe Benefits:PERS UAL	-	4,051	4,565	514
60027.0000 Payroll Taxes Non-Safety	288	739	2,112	1,373
60031.0000 Payroll Adjustments	48	-	-	
<b>Salaries &amp; Benefits</b>	<b>37,561</b>	<b>72,655</b>	<b>195,278</b>	<b>122,623</b>
62045.0000 Appraisal Services	\$ -	\$ 20,000	\$ 20,000	
62085.0000 Other Professional Services	8,291	65,000	75,000	10,000
62155.0000 Relocation and Negotiation	4,901	25,000	45,000	20,000
62170.0000 Private Contractual Services	69,814	120,000	228,000	108,000
62235.0000 Services of Other Dept - Indirect	84,588	53,722	119,746	66,024
62310.0000 Office Supplies, Postage & Printing	977	1,000	1,000	
62415.0000 Uncollectible Receivables	172,313	-	-	
62485.0000 Fund 535 Communications Rental Rate	1,718	1,868	2,825	957
62496.0000 Fund 537 Computer System Rental	519	1,129	12,866	11,737
62700.0000 Memberships & Dues	1,060	1,700	2,000	300
62894.1000 Disaster Expenses:General	249	-	-	
62895.0000 Miscellaneous Expenses	1,584	500	77,500	77,000
<b>Materials, Supplies &amp; Services</b>	<b>346,013</b>	<b>289,919</b>	<b>583,937</b>	<b>294,018</b>
70005.0000 Public Improvements	\$ -	\$ 750,000	\$ -	\$ (750,000)
<b>Capital Expenses</b>	<b>-</b>	<b>750,000</b>	<b>-</b>	<b>(750,000)</b>
<b>Total Expenses</b>	<b>\$ 383,575</b>	<b>\$ 1,112,574</b>	<b>\$ 779,215</b>	<b>\$ (333,359)</b>

# HOUSING AUTHORITY

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	CHANGE FROM PRIOR YEAR
INTERMEDIATE CLK	1.000	1.000	0.500	-0.500
GRANTS CORD	0.000	0.000	0.500	0.500
HSG AST	3.000	3.000	3.000	
HSG SPECIALIST	1.000	1.000	1.000	
HSG SRVS AST	1.000	1.000	1.000	
HSG AUTHORITY MGR	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>	