

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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	7.000	7.000	6.950	(0.050)
Salaries & Benefits	\$ 781,272	\$ 873,844	\$ 1,028,400	\$ 154,556
Materials, Supplies & Services	9,480,100	8,953,532	9,274,240	320,708
Capital Expenses	-	12,686	-	(12,686)
Total Expenses	\$ 10,261,372	\$ 9,840,062	\$ 10,302,640	\$ 462,578

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 approximately 30,000 applicants, of which roughly 3,500 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 (BHA) 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

In Fiscal Year 2018-19, the BHA was granted an Exception Payment Standard by HUD to allow a higher subsidy to Veterans Affairs Supportive Housing (VASH) voucher holders. That higher subsidy level will assist the five (5) Burbank VASH holders not residing in subsidized housing with an affordability covenant. However, utilization of non-VASH vouchers continues to decline due to the high rental market, so fees for program administration are also expected to decline as those fees are directly tied to voucher utilization.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	6,300	5,500	5,500	
60001.0000 Salaries & Wages	\$ 493,586	\$ 451,404	\$ 497,737	\$ 46,333
60012.0000 Fringe Benefits	96,781	88,718	89,685	967
60012.1008 Fringe Benefits:Retiree Benefits	4,214	3,564	4,270	706
60012.1509 Fringe Benefits:Employer Paid PERS	41,808	40,008	48,221	8,213
60012.1528 Fringe Benefits:Workers Comp	6,606	6,522	6,015	(507)
60012.1531 Fringe Benefits:PERS UAL	71,130	81,805	106,550	24,745
60012.1532 Fringe Benefits: PERS UAL One-Time	-	-	64,000	64,000
60027.0000 Payroll Taxes Non-Safety	7,053	6,545	7,217	672
60031.0000 Payroll Adjustments	643	-	-	
Salaries & Benefits	722,046	678,566	823,695	145,129
62085.0000 Other Professional Services	\$ 3,385	\$ 45,000	\$ 55,000	\$ 10,000
62170.0000 Private Contractual Services	478	15,000	15,000	
62170.1001 Temp Staffing	1,659	5,000	5,000	
62220.0000 Insurance	21,929	8,669	19,752	11,083
62235.0000 Services of Other Dept - Indirect	148,642	59,450	140,198	80,748
62240.0000 Services of Other Dept - Direct	447	533	465	(68)
62310.0000 Office Supplies, Postage & Printing	10,313	15,000	15,000	
62420.0000 Books & Periodicals	177	250	1,000	750
62485.0000 Fund 535 Communications Rental Rate	4,669	7,063	7,218	155
62496.0000 Fund 537 Computer System Rental	44,186	143,019	101,848	(41,171)
62710.0000 Travel	126	250	1,000	750
62755.0000 Training	1,792	2,000	5,000	3,000
62830.0000 Bank Service Charges	8,015	10,000	10,000	
62895.0000 Miscellaneous Expenses	214	1,000	1,000	
62950.0000 Housing Assistance Payments	8,681,422	8,044,671	8,100,000	55,329
62950.1000 Housing Asst Payments:Admin Fees	36,014	12,690	45,000	32,310
Materials, Supplies & Services	8,963,466	8,369,595	8,522,481	152,886
70011.0000 Operating Equipment	\$ -	\$ 12,686	\$ -	\$ (12,686)
Capital Expenses	-	12,686	-	(12,686)
Total Expenses	\$ 9,685,512	\$ 9,060,847	\$ 9,346,176	\$ 285,329

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 2019-20, staff will continue to increase homelessness activities, increasing Private Contractual Services to the maximum allowable \$250,000. Additionally, a one-time allocation of \$81,400 in Private Contractual Services (Homeless Incentive Program Project) will be used to implement landlord incentive funds from the County of Los Angeles Measure H Funds. These landlord incentive funds will be utilized for participants of the Permanent Supportive Housing Program and persons who are homeless utilizing a Section 8 voucher.

Staff will be working closely with housing partners toward meeting the City Council's housing goals. The increases in Materials, Supplies and Services (MS&S) reflect budgeted costs to meet those housing goals.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	0.700	1.500	1.450	(0.050)
60001.0000 Salaries & Wages	\$ 42,168	\$ 145,651	\$ 150,534	\$ 4,883
60012.0000 Fringe Benefits	7,577	27,074	26,103	(971)
60012.1008 Fringe Benefits:Retiree Benefits	416	972	1,165	193
60012.1509 Fringe Benefits:Employer Paid PERS	3,581	12,909	14,584	1,675
60012.1528 Fringe Benefits:Workers Comp	642	1,995	1,641	(354)
60012.1531 Fringe Benefits:PERS UAL	4,051	4,565	5,495	930
60012.1532 Fringe Benefits: PERS UAL One-Time	-	-	3,000	3,000
60027.0000 Payroll Taxes Non-Safety	596	2,112	2,183	71
60031.0000 Payroll Adjustments	194	-	-	
Salaries & Benefits	59,225	195,278	204,705	9,427
62045.0000 Appraisal Services	\$ 4,245	\$ 20,000	\$ 50,000	\$ 30,000
62085.0000 Other Professional Services	1,355	75,000	100,000	25,000
62155.0000 Relocation and Negotiation	7,535	45,000	90,000	45,000
62170.0000 Private Contractual Services	443,942	228,000	331,400	103,400
62235.0000 Services of Other Dept - Indirect	53,722	119,746	153,767	34,021
62310.0000 Office Supplies, Postage & Printing	791	1,000	2,000	1,000
62485.0000 Fund 535 Communications Rental Rate	1,868	2,825	2,887	62
62496.0000 Fund 537 Computer System Rental	1,129	12,866	14,205	1,339
62700.0000 Memberships & Dues	1,860	2,000	2,500	500
62895.0000 Miscellaneous Expenses	187	77,500	5,000	(72,500)
Materials, Supplies & Services	516,634	583,937	751,759	167,822
Total Expenses	\$ 575,860	\$ 779,215	\$ 956,464	\$ 177,249

HOUSING AUTHORITY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	CHANGE FROM PRIOR YEAR
INTERMEDIATE CLK	1.000	0.500	0.500	
GRANTS CORD	0.000	0.500	0.000	-0.500
HSG AST	3.000	3.000	3.000	
HSG DEV MGR	0.000	0.000	0.450	0.450
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	
TOTAL STAFF YEARS	7.000	7.000	6.950	-0.050