

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.

With the dissolution of redevelopment agencies in the state on February 1, 2012, the Burbank Housing Authority is the Successor Housing Agency, and utilizes housing funds to create affordable housing in the community, and also monitors the covenants of more than 1,400 existing affordable housing units; including 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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	7.000	6.950	6.950	
Salaries & Benefits	\$ 843,955	\$ 1,028,400	\$ 1,066,713	\$ 38,313
Materials, Supplies & Services	10,253,607	9,274,240	10,650,744	1,376,504
Total Expenses	\$ 11,097,562	\$ 10,302,640	\$ 11,717,457	\$ 1,414,817

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

CHANGES FROM PRIOR YEAR

In Fiscal Year 2019-20, the BHA utilized an Exception Payment Standard by HUD to allow a higher subsidy to Veterans Affairs Supportive Housing (VASH) voucher holders. Furthermore, the BHA applied for and was awarded an additional 10 VASH vouchers for a total of 15 VASH vouchers allocated to Burbank in the last two years. The higher subsidy level will assist VASH holders not residing in subsidized housing with an affordability covenant. For all other Section 8 voucher holders, less vouchers are issued due to high rental rates and program administration.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	5,500	5,500	5,000	(0,500)
60001.0000 Salaries & Wages	\$ 477,524	\$ 497,737	\$ 469,216	\$ (28,521)
60012.0000 Fringe Benefits	87,480	89,685	84,832	(4,853)
60012.1008 Fringe Benefits:Retiree Benefits	3,876	4,270	4,159	(111)
60012.1509 Fringe Benefits:Employer Paid PERS	42,202	48,221	48,634	413
60012.1528 Fringe Benefits:Workers Comp	6,522	6,015	5,335	(680)
60012.1531 Fringe Benefits:PERS UAL	81,804	106,550	101,607	(4,943)
60012.1532 Fringe Benefits:PERS UAL One-Time	-	64,000	51,200	(12,800)
60015.0000 Wellness Program Reimbursement	225	-	-	
60027.0000 Payroll Taxes Non-Safety	6,839	7,217	6,804	(413)
60031.0000 Payroll Adjustments	309	-	-	
Salaries & Benefits	706,780	823,695	771,787	(51,908)
62085.0000 Other Professional Services	\$ 12,627	\$ 55,000	\$ 80,000	\$ 25,000
62170.0000 Private Contractual Services	2,504	15,000	15,000	
62170.1001 Temp Staffing	13,341	5,000	-	(5,000)
62220.0000 Insurance	8,669	19,752	17,269	(2,483)
62235.0000 Services of Other Dept - Indirect	59,450	140,198	159,760	19,562
62240.0000 Services of Other Dept - Direct	533	465	407	(58)
62310.0000 Office Supplies, Postage & Printing	8,973	15,000	15,000	
62420.0000 Books & Periodicals	-	1,000	1,000	
62485.0000 Fund 535 Communications Rental Rate	7,063	7,218	7,213	(5)
62496.0000 Fund 537 Computer System Rental	143,019	101,848	144,184	42,336
62700.0000 Memberships & Dues	-	-	2,500	2,500
62710.0000 Travel	-	1,000	1,000	
62755.0000 Training	3,512	5,000	5,000	
62830.0000 Bank Service Charges	6,991	10,000	10,000	
62895.0000 Miscellaneous Expenses	1,212	1,000	1,000	
62950.0000 Housing Assistance Payments	8,658,828	8,100,000	9,488,101	1,388,101
62950.1000 Housing Asst Payments:Admin Fees	42,589	45,000	45,000	
Materials, Supplies & Services	8,969,312	8,522,481	9,992,434	1,469,953
Total Expenses	\$ 9,676,092	\$ 9,346,176	\$10,764,221	\$ 1,418,045

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 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

In Fiscal Year 2020-21, staff will continue to increase homelessness activities, increasing Private Contractual Services to the maximum allowable \$250,000. Other funding revenues for homeless efforts such as the County's Measure H and local grants are expected to total \$239,000 (\$99,000 for Homeless Incentives and \$139,340 as a one-time Homeless Initiative Grant to Cities). In FY 2020-21, Measure H funds were moved from Fund 305.CD23A to Fund 001.CD23A for auditing purposes.

To meet the demand of additional affordable housing units to monitor, the Housing Services Assistant position was transitioned to an Administrative Analyst I. The position will be responsible for monitoring current and future affordable housing units, along with tracking housing legislation and state housing funds.

Low and Moderate Income Housing Fund

305.CD23A



	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	1,500	1,450	1,950	0,500
60001.0000 Salaries & Wages	\$ 103,762	\$ 150,534	\$ 202,864	\$ 52,330
60012.0000 Fringe Benefits	15,367	26,103	37,852	11,749
60012.1008 Fringe Benefits:Retiree Benefits	860	1,165	1,096	(69)
60012.1509 Fringe Benefits:Employer Paid PERS	9,026	14,584	19,100	4,516
60012.1528 Fringe Benefits:Workers Comp	1,995	1,641	1,866	225
60012.1531 Fringe Benefits:PERS UAL	4,560	5,495	26,806	21,311
60012.1532 Fringe Benefits:PERS UAL One-Time	-	3,000	2,400	(600)
60027.0000 Payroll Taxes Non-Safety	1,506	2,183	2,942	759
60031.0000 Payroll Adjustments	99	-	-	
Salaries & Benefits	137,174	204,705	294,926	90,221
62045.0000 Appraisal Services	\$ -	\$ 50,000	\$ 50,000	
62085.0000 Other Professional Services	60,979	100,000	75,000	(25,000)
62155.0000 Relocation and Negotiation	18,421	90,000	75,000	(15,000)
62170.0000 Private Contractual Services	1,057,087	331,400	250,000	(81,400)
62235.0000 Services of Other Dept - Indirect	119,746	153,767	190,112	36,345
62310.0000 Office Supplies, Postage & Printing	105	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	2,825	2,887	2,885	(2)
62496.0000 Fund 537 Computer System Rental	12,866	14,205	8,313	(5,892)
62700.0000 Memberships & Dues	1,860	2,500	-	(2,500)
62895.0000 Miscellaneous Expenses	10,351	5,000	5,000	
Materials, Supplies & Services	1,284,296	751,759	658,310	(93,449)
Total Expenses	\$ 1,421,470	\$ 956,464	\$ 953,236	\$ (3,228)

HOUSING AUTHORITY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.000	0.000	1.000	1.000
INTERMEDIATE CLK	0.500	0.500	0.500	
GRANTS CORD	0.500	0.000	0.000	
HSG AST	3.000	3.000	3.000	
HSG DEV MGR	0.000	0.450	0.450	
HSG SPECIALIST	1.000	1.000	1.000	
HSG SRVS AST	1.000	1.000	0.000	-1.000
HSG AUTHORITY MGR	1.000	1.000	1.000	
TOTAL STAFF YEARS	7.000	6.950	6.950	

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