

SUPPLEMENTAL REPORTS & COMMUNICATIONS II
Office of the City Clerk

**Board of Commissioners of the
Housing Authority of the City of Napa
Regular Meeting**

June 20, 2017

FOR THE CITY COUNCIL OF THE CITY OF NAPA:

AFTERNOON SESSION:

6. PUBLIC HEARINGS/APPEALS:

Item 6.A. Housing Authority of the City of Napa FY 2017-18 and 2018-19 Budget Adoption.

- Exhibit A – Housing Authority Budget, correction to the headers.



Housing Authority of the City of Napa

*Fiscal Years
2017-18 & 2018-19*

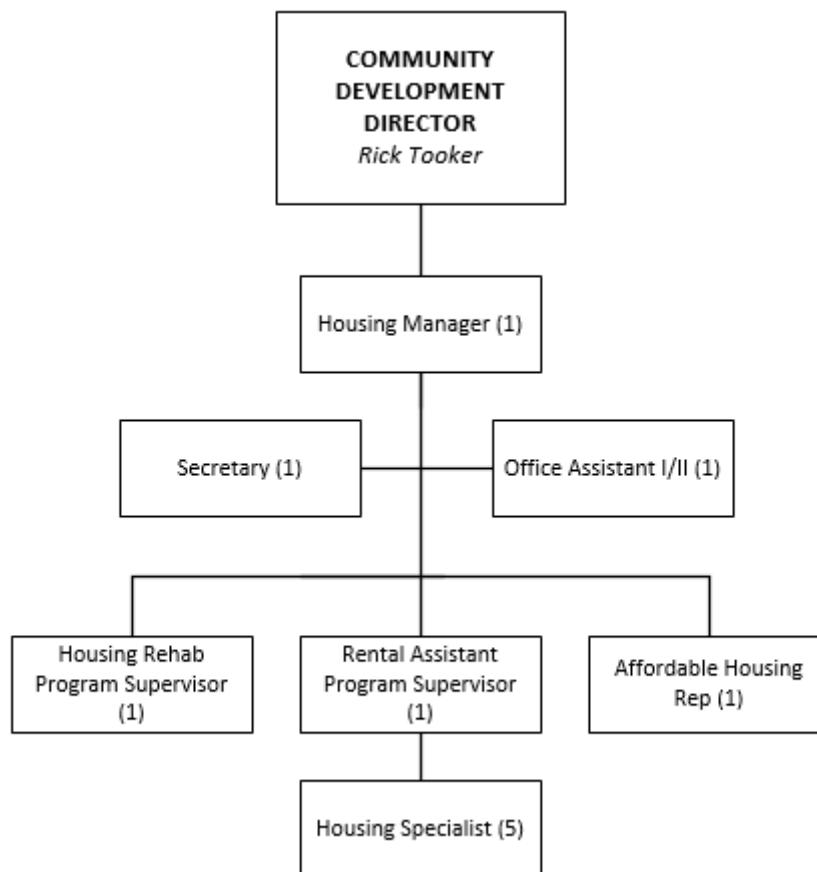
EXHIBIT A

Housing Authority of the City of Napa

Agency Objectives:

The Housing Authority of the City of Napa (the Housing Authority) was established on May 8, 1942. On July 7, 1969, the City Council of the City of Napa declared itself to be the Board of Commissioners of the Housing Authority. The commission now includes the five City Council members and two resident commissioners. The primary purpose of the Housing Authority is to assist low-income families in obtaining decent, safe and sanitary housing.

The mission of the Housing Authority is to provide and administer affordable housing programs and services to qualified residents. The Housing Authority administers Federal funds including Section 8 Housing Vouchers countywide; Mainstream Vouchers countywide; and Continuum of Care funds within Napa. It also administers the Housing Set-Aside Fund, the Local Housing Fund; and the management of Housing Authority owned properties. These properties include Laurel Manor, a 50-unit affordable senior apartment project and the office building on Seminary Street. The City's Housing Division provides staff support to the Housing Authority.



Full Time Equivalent (FTE) Employees:

Housing	Actual			Proposed	
	2014-15	2015-16	2016-17	2017-18	2018-19
Full-Time	11.00	11.00	12.00	11.00	11.00
Part-Time	1.83	2.19	1.19	1.27	0.95
Total FTE	12.83	13.19	13.19	12.27	11.95

EXHIBIT A

Housing Authority of the City of Napa

Section 8 Housing Fund

Fund Purpose:

The Housing Choice Voucher Program is responsible for administering rental assistance to approximately eleven hundred households in the Napa Valley. This program is a federally funded, federally mandated program. This program is required to meet the rigorous standards set by HUD that control the program. The Fund also includes the Mainstream Program which provides 30 rental assistance subsidies specifically designated for the disabled.

Major Accomplishments in Fiscal Years 2015-16 & 2016-17:

- Maintained performance standards and program quality which resulted in a SEMAP High Performer rating for both fiscal years.
- Operated the Section 8 program with no independent audit findings.
- Awarded 17 Veterans Affairs Supportive Housing (VASH) project-based vouchers for the proposed Valley View Senior Homes development in American Canyon.
- Entered into an agreement to provide 17 non-VASH project-based vouchers at the proposed Valley View Senior Homes development.
- Received grants in 2016 and 2017 of approximately \$138,000 per year for two Family Self Sufficiency coordinators.

Key Initiatives for Fiscal Years 2017-18 & 2018-19:

- Maintain program quality and obtain a SEMAP performance rating of high performer.
- Continue to assist the maximum number of households possible while dealing with ever shrinking Federal resources, quality control reviews, program changes, and reporting requirements to HUD.

Revenue / Expenditure Detail:

	2014-15 Actual	2015-16 Actual	2016-17 Adjusted	2016-17 Projected	2017-18 Proposed	% Change	2018-19 Proposed	% Change
Category Revenue Summary								
Intergovernmental	11,326,914	11,653,867	11,736,084	11,961,255	11,945,500	2%	12,134,500	2%
Charges for Services	58,864	66,669	17,000	76,051	63,000	271%	63,000	0%
Investment Earnings	113	113	-	107	-	0%	-	0%
Miscellaneous Revenues	13,001	10,451	-	4,383	-	0%	-	0%
Total Revenues	\$ 11,398,892	11,731,100	11,753,084	12,041,796	12,008,500	2%	12,197,500	2%
Category Expenditure Summary								
Salaries and Wages	550,912	566,063	549,919	514,871	586,970	7%	583,090	-1%
Benefits	284,735	297,047	303,751	266,742	339,630	12%	350,960	3%
Materials and Supplies	17,255	21,623	24,696	16,656	30,164	22%	27,127	-10%
Services	10,360,882	10,655,386	11,028,796	11,087,356	11,175,500	1%	11,351,000	2%
Transfers Out	100,104	103,107	106,200	106,200	153,800	45%	156,800	2%
Total Expenditures	\$ 11,313,888	11,643,226	12,013,362	11,991,825	12,286,064	2%	12,468,977	1%
Net Contribution / (Use)	\$ 85,004	87,874	(260,278)	49,971	(277,564)	7%	(271,477)	-2%
Projected Fund Balance at June 30	915,365	1,003,239	742,961	1,053,210	775,646		504,169	

Major Budget Changes for Fiscal Years 2017-18 & 2018-19:

- Increase in *Charges for Services* to more precisely reflect historic levels.
- Increase in *Materials and Supplies* to meet organizational needs.
- Increase to *Transfers Out* based on updated cost allocation methodology.

EXHIBIT A

Housing Authority of the City of Napa

Laurel Manor Fund

Fund Purpose:

This fund accounts for the operation and management of Laurel Manor, a 50-unit senior housing development owned by the Housing Authority of the City of Napa.

Major Accomplishments in Fiscal Years 2015-16 & 2016-17:

- Continued to operate at full occupancy.
- Implemented a 20% increase in the below-market rate (BMR) units in 2015. The BMR units are rented to very-low income tenants who do not have Section 8 vouchers at a rental rate of 30% of their incomes.
- Converted property to smoke-free in accordance with U.S. Department of HUD policies.

Key Initiatives for Fiscal Years 2017-18 & 2018-19:

- Continue to provide services to the residents of the facility.

Revenue / Expenditure Detail:

	2014-15 Actual	2015-16 Actual	2016-17 Adjusted	2016-17 Projected	2017-18 Proposed	% Change	2018-19 Proposed	% Change
Category Revenue Summary								
Charges for Services	11,586	11,913	11,705	12,355	12,500	7%	12,500	0%
Investment Earnings	2,520	2,523	8,610	3,093	2,500	-71%	2,500	0%
Miscellaneous Revenues	342,633	425,452	410,650	418,705	418,000	2%	418,000	0%
Total Revenues	\$ 356,739	439,888	430,965	434,153	433,000	0%	433,000	0%
Category Expenditure Summary								
Salaries and Wages	62,511	65,875	95,901	60,401	69,590	-27%	72,520	4%
Benefits	27,862	25,292	41,100	26,073	39,550	-4%	42,430	7%
Materials and Supplies	10,169	9,363	18,533	11,459	14,500	-22%	15,000	3%
Services	155,386	157,104	164,791	162,617	159,000	-4%	163,000	3%
Other Financial Sources/Uses	194,649	-	-	-	-	0%	-	0%
Capital Outlay	72,670	88,833	193,816	-	-	-100%	-	0%
Debt Service	13,720	13,124	42,816	42,653	42,800	0%	43,000	0%
Transfers Out	3,028	3,119	3,213	3,213	14,300	345%	14,600	2%
Total Expenditures	\$ 539,995	362,710	560,170	306,416	339,740	-39%	350,550	3%
Net Contribution / (Use)	\$ (183,256)	77,178	(129,205)	127,737	93,260	-172%	82,450	-12%
Projected Fund Balance at June 30	3,695,335	3,772,513	3,643,308	3,900,250	3,993,510		4,075,960	

Major Budget Changes for Fiscal Years 2017-18 & FY 2018-19:

- Decrease in *Investment Earnings* to more precisely reflect historic levels.
- Decrease in *Salaries and Wages* and *Benefits* is due to reallocation of staff time.
- Decrease in *Materials and Supplies* based on lower gas and electric usage due to efficiency improvements included in the recent renovations.
- Decrease in *Capital Outlay* is due to completion of major renovations to the property.
- Increase in *Transfers Out* based on updated cost allocation methodology.

EXHIBIT A

Housing Authority of the City of Napa Seminary Street Fund

Fund Purpose:

This fund accounts for the operation and management of a commercial office building owned by the Housing Authority of the City of Napa. The Authority's offices are located in part of the building, and the rest is leased to other City agencies and departments.

Major Accomplishments in Fiscal Years 2015-16 & 2016-17:

- Maintained full occupancy of the building to assure financial stability.

Key Initiatives for Fiscal Years 2017-18 & 2018-19:

- Maintain full occupancy to insure financial stability.

Revenue / Expenditure Detail:

	2014-15 Actual	2015-16 Actual	2016-17 Adjusted	2016-17 Projected	2017-18 Proposed	% Change	2018-19 Proposed	% Change
Category Revenue Summary								
Investment Earnings	830	1,288	5,001	1,288	1,000	-80%	1,000	0%
Miscellaneous Revenues	200,226	205,867	212,190	212,519	220,500	4%	229,000	4%
Total Revenues	\$ 201,056	207,155	217,191	213,807	221,500	2%	230,000	4%
Category Expenditure Summary								
Salaries and Wages	9,426	11,274	19,607	17,630	19,000	-3%	19,500	3%
Benefits	5,369	5,757	8,403	9,320	11,500	37%	12,000	4%
Materials and Supplies	15,409	13,908	16,100	13,951	15,500	-4%	16,500	6%
Services	14,477	17,396	19,211	25,723	22,600	18%	23,100	2%
Other Financial Sources/Uses	28,073	-	-	-	-	0%	-	0%
Capital Outlay	35,713	35,713	35,226	-	-	-100%	-	0%
Debt Service	50,129	46,221	92,999	93,519	92,999	0%	92,999	0%
Transfers Out	1,776	1,829	1,884	1,884	21,940	1065%	22,350	2%
Total Expenditures	\$ 160,372	132,098	193,430	162,027	183,539	-5%	186,449	2%
Net Contribution / (Use)	\$ 40,684	75,057	23,761	51,780	37,961	60%	43,551	15%
Projected Fund Balance at June 30	831,820	906,877	930,638	958,657	996,618		1,040,169	

Major Budget Changes for Fiscal Years 2017-18 & FY 2018-19:

- Decrease in *Investment Earnings* to more precisely reflect historic levels.
- Changes to *Salaries and Wages* and *Benefits* are due to reallocation of staff time.
- Increase in *Transfers Out* based on updated cost allocation methodology and increased transfers to General Fund.

EXHIBIT A

Housing Authority of the City of Napa

20% Low/Mod Income Fund

Fund Purpose:

This fund was previously funded by revenues received by the Housing Authority under contract with the former Napa Community Redevelopment Agency. Due to the dissolution of redevelopment, revenues are now limited to affordable housing loan repayments. A variety of affordable housing activities can be funded with this fund although funding is limited (of the \$11 million fund balance, less than \$1 million is available for use).

Major Accomplishments in Fiscal Years 2015-16 & 2016-17:

- Continued monitoring of existing loans to maintain a funding source for future needs.
- Helped launch home sharing program operated by Napa Valley Community Housing.

Key Initiatives for Fiscal Years 2017-18 & 2018-19:

- Continue to monitor and administer loans and projects.
- Continue to fund home sharing program.

Revenue / Expenditure Detail:

	2014-15 Actual	2015-16 Actual	2016-17 Adjusted	2016-17 Projected	2017-18 Proposed	% Change	2018-19 Proposed	% Change
Category Revenue Summary								
Charges for Services	501,342	252,714	210,751	287,538	240,500	14%	240,500	0%
Investment Earnings	1,908	(742)	-	2,700	2,000	0%	2,000	0%
Total Revenues	\$ 503,250	251,972	210,751	290,238	242,500	15%	242,500	0%
Category Expenditure Summary								
Salaries and Wages	5,733	9,840	11,682	8,530	7,640	-35%	7,680	1%
Benefits	3,963	5,223	4,981	4,681	4,550	-9%	4,570	0%
Materials and Supplies	877	345	1,855	486	2,500	35%	2,500	0%
Services	397,961	79,913	173,040	158,793	132,000	-24%	134,000	2%
Transfers Out	-	-	-	-	18,900	0%	19,250	2%
Total Expenditures	\$ 408,534	95,321	191,558	172,490	165,590	-14%	168,000	1%
Net Contribution / (Use)	\$ 94,716	156,651	19,193	117,748	76,910	301%	74,500	-3%
Projected Fund Balance at June 30	11,498,211	11,654,862	11,674,055	11,772,610	11,849,520		11,924,020	

Major Budget Changes for Fiscal Years 2017-18 & FY 2018-19:

- Decrease in *Salaries and Wages* and *Benefits* is due to reallocation of staff time.
- Increase in *Materials and Supplies* to meet anticipated needs.
- Decrease in *Services* due to inclusion of carryforward dollars in FY 2016-17 budget.

EXHIBIT A

Housing Authority of the City of Napa Local Housing Fund

Fund Purpose:

This fund accounts for unrestricted revenues received, fees charged for services rendered and general administration activities of the Housing Authority that cannot be allocated to restricted funds.

Major Accomplishments in Fiscal Years 2015-16 & 2016-17:

- Provided housing and monitoring services to the Cities of American Canyon, Calistoga and St. Helena and the Town of Yountville.
- Assisted the Cities of St. Helena and Calistoga in procuring homeowner rehabilitation grants from HOME and CDBG totaling \$1.1 million.
- Funded Home Base for services in support of the Continuum of Care Homeless Collaborative and preparation of the HUD application for Continuum of Care Grants that resulted in \$1.4 million in total funding for members of the Homeless Collaborative.
- In partnership with the County, implemented a major redesign of the community's homeless system.

Key Initiatives for Fiscal Years 2017-18 & 2018-19:

- Administer owner occupied rehabilitation loan programs for Calistoga, St. Helena, and the Town of Yountville.
- Continue to support homeless programs and the Continuum of Care grant program.
- Administer the City's CalHome grant which provides down payment assistance to low-income first time homebuyers and repairs to low-income owner occupied homes in the City of Napa.

Revenue / Expenditure Detail:

	2014-15 Actual	2015-16 Actual	2016-17 Adjusted	2016-17 Projected	2017-18 Proposed	% Change	2018-19 Proposed	% Change
Category Revenue Summary								
Intergovernmental	-	-	39,422	-	-	-100%	-	0%
Charges for Service	256,658	229,272	386,912	279,826	414,000	7%	289,500	-30%
Investment Earnings	936	945	3,229	1,168	1,000	-69%	1,000	0%
Miscellaneous Revenues	26,997	30,109	27,443	27,443	28,000	2%	28,000	0%
Transfers In	-	-	16,940	-	-	-100%	-	0%
Total Revenues	\$ 284,591	260,326	473,946	308,437	443,000	-7%	318,500	-28%
Category Expenditure Summary								
Salaries and Wages	148,141	175,848	150,016	184,771	165,040	10%	169,140	2%
Benefits	51,471	65,154	93,723	76,306	75,180	-20%	76,630	2%
Materials and Supplies	3,950	1,240	4,250	1,915	4,500	6%	4,500	0%
Services	92,926	97,397	118,489	121,290	110,500	-7%	112,000	1%
Transfers Out	5,000	5,150	5,305	5,305	27,400	416%	27,900	2%
Total Expenditures	\$ 301,488	344,789	371,783	389,587	382,620	3%	390,170	2%
Net Contribution / (Use)	\$ (16,897)	(84,463)	102,163	(81,150)	60,380	-41%	(71,670)	-219%
Projected Fund Balance at June 30	747,464	663,001	765,164	581,851	642,231		570,561	

Major Budget Changes for Fiscal Years 2017-18 & FY 2018-19:

- Decrease in *Intergovernmental* due to inclusion of one-time decision package dollars in the FY 2016-17 budget.
- Decrease in *Transfers In* due to inclusion of one-time Council Resolution dollars in the FY 2016-17 budget.
- Decrease in *Investment Earnings* to more precisely reflect historic levels.
- Changes to *Salaries and Wages* and *Benefits* are due to reallocation of staff time.
- Increase in *Transfers Out* based on updated cost allocation methodology and increased transfers to General Fund.

EXHIBIT A

Housing Authority of the City of Napa

Homeless Continuum of Care Fund

Fund Purpose:

This fund accounts for Federal Housing and Urban Development Department funds specific to the McKinney Vento Act for Homeless Continuum of Care. The grant provides resources for various activities related to housing and services for the homeless programs. The activities funded in this budget include rental assistance for special needs populations administered by the Housing Authority.

Major Accomplishments in Fiscal Years 2015-16 & 2016-17:

- An average of nine rental assistance subsidies were provided each year for special needs populations with a total funding commitment of \$237,230 during the 2015-2017 fiscal years.
- Worked in partnership with Napa County Health and Human Services to provide rental assistance for disabled and special needs homeless population.

Key Initiatives for Fiscal Years 2017-18 & 2018-19:

- Staff will continue to work in partnership with the Continuum of Care to apply for renewal of grant funding and administer rent subsidies for at least eight disabled and chronically homeless households.
- Continue to actively participate in the Napa County Continuum of Care Homeless Collaborative.

Revenue / Expenditure Detail:

	2014-15 Actual	2015-16 Actual	2016-17 Adjusted	2016-17 Projected	2017-18 Proposed	% Change	2018-19 Proposed	% Change
Category Revenue Summary								
Intergovernmental	179,685	157,337	197,599	152,206	119,000	-40%	119,000	0%
Investment Earnings	(3)	-	-	-	-	0%	-	0%
Total Revenues	\$ 179,682	157,337	197,599	152,206	119,000	-40%	119,000	0%
Category Expenditure Summary								
Salaries and Wages	5,905	5,749	7,024	4,110	3,250	-54%	3,250	0%
Benefits	2,605	2,680	3,008	1,974	1,500	-50%	1,500	0%
Materials and Supplies	2	-	936	-	-	-100%	-	0%
Services	170,383	149,078	185,788	144,657	114,250	-39%	114,250	0%
Transfers Out	797	821	845	845	-	-100%	-	0%
Total Expenditures	\$ 179,692	158,328	197,601	151,586	119,000	-40%	119,000	0%
Net Contribution / (Use)	\$ (10)	(991)	(2)	620	-	-100%	-	0%
Projected Fund Balance at June 30	(4)	(995)	(997)	(377)	(377)		(377)	

Major Budget Changes for Fiscal Years 2017-18 & FY 2018-19:

- Decrease in *Intergovernmental* based on anticipated revenue.
- Decrease in *Salaries and Wages* and *Benefits* resulting from more precise budgeting.
- Decrease in *Materials and Supplies* and *Services* to reflect reduction in anticipated revenue.
- Decrease in *Transfers Out* based on updated cost allocation methodology.