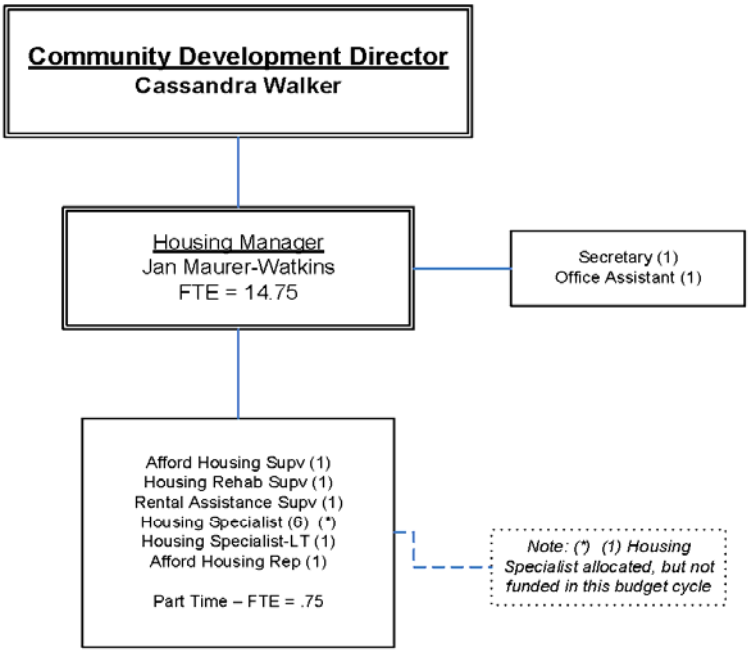
Housing Authority of the City of Napa

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 county-wide; Mainstream Vouchers county-wide; Mod Rehab project based rental assistance; Continuum of Care Funds; the 20% Housing Set-Aside from the Redevelopment Agency; the Local Housing Fund; the Operating Reserve Fund and the management of Housing Authority owned properties. These properties include the 50 units of affordable senior housing called Laurel Manor and the office building on Seminary Street. The City's Housing Division provides staff support to the Housing Authority.



The Housing Authority is supported by Housing Division staff. The Authority funds 77% of the Housing Division's staff based on departmental average distribution.

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 twelve 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 and the Section 8 Mod Rehab Program which provides project based subsidies for a seven unit SRO.

Major Accomplishments in Fiscal Years 2009-11:
- Secured 100 additional rental assistance subsidies for non-elderly disabled persons and increased program revenues by $784,584.
- Maintained performance standards and program quality which resulted in a SEMAP High Performer rating for both fiscal years.
- Increased enrollment in the Family Self-Sufficiency Program to 100%.
- Maintained a program utilization rate of 98% for both fiscal years.

Housing Authority of the City of Napa
Section 8 Housing Fund

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category RevenueSummary							
Intergovernmental	$ 10,157,211	11,187,736	11,118,828	11,351,507	*1%*	11,351,507	-
Charges for Services	87,089	88,000	62,215	97,000	*10%*	97,000	*0%*
Investment Earnings	54,434	52,640	52,275	13,750	*-74%*	14,581	*6%*
Miscellaneous Revenues	-	-	3,173	-		-	
Transfers In	138,927	-	-	-		-	
Revenues Total	**10,437,661**	**11,328,376**	**11,236,491**	**11,462,257**	***1%***	**11,463,088**	***0%***
Category Expenditure Summary							
Salaries & Wages	593,034	870,093	812,982	543,962	*-37%*	495,983	*-9%*
Benefits	-	-	-	234,464		223,435	*-5%*
Materials and Supplies	28,570	25,000	25,000	26,731	*7%*	25,639	*-4%*
Services	9,294,299	10,400,251	10,223,247	10,532,590	*1%*	10,501,126	*0%*
Capital Outlay	5,698	9,013	3,863	34,013	*277%*	34,013	*0%*
Operating Transfers Out	194,194	351,880	351,880	97,883	*-72%*	99,386	*2%*
Operating Expenditures	**10,115,795**	**11,656,237**	**11,416,972**	**11,469,643**	***-2%***	**11,379,582**	***-1%***
Net Impact of Operations	**$ 321,866**	**(327,861)**	**(180,481)**	**(7,386)**	***-98%***	**83,506**	***-1231%***
Net Contribution / (Use)	**$ 321,866**	**(327,861)**	**(180,481)**	**(7,386)**	***-98%***	**83,506**	***-1231%***
Projected Fund Balance at June 30	**$ 1,935,724**		**1,755,243**	**1,747,857**		**1,831,363**	

Major Budget Changes for Fiscal Years 2011-13:

- Reduction in Investment earnings due to declining fund balance and low interest rates.
- Increase in charges for services revenue category related to additional HUD funding received.
- Increase in services category in FY 2011-12 to support the additional Section 8 funding received.
- Increase in capital outlay category in FY 2011-12 related to cover additional workstations for staff.
- Decrease in operating transfers out category in FY 2011-12 related to adjustment to interdepartmental charges for the cost allocation plan.

Key Initiatives for Fiscal Years 2011-13:

- Pursue funding for and secure additional rental assistance vouchers.
- Maintain a lease-up rate of 98%.
- Maintain program quality and obtain a SEMAP performance rating of 95.
- Secure additional funding in support of the rental assistance programs.
- 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.

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 2009-11:
- Completed rehabilitation of a vacant unit that required substantial rehabilitation and four additional units.
- Developed and distributed a Disaster Preparedness Emergency Plan.
- Initiated the planning process for the substantial rehabilitation of the total Laurel Manor facility.
- Completed and distributed a revised Tenant Handbook.

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category RevenueSummary							
Charges for Services	$ 3,613	149,917	10,077	2,000	*-99%*	2,000	
Investment Earnings	50,743	45,000	60,000	13,185	*-71%*	13,718	*4%*
Miscellaneous Revenues	457,509	450,000	450,000	450,000		450,000	
Revenues Total	**511,865**	**644,917**	**520,077**	**465,185**	***-28%***	**465,718**	***0%***
Category Expenditure Summary							
Salaries	85,900	128,150	128,149	95,486	*-25%*	104,967	*10%*
Benefits	587	650	-	38,542	*5830%*	43,324	*12%*
Materials and Supplies	14,782	17,060	42,060	46,200	*171%*	46,200	*0%*
Services	167,650	148,398	136,636	144,356	*-3%*	142,599	*-1%*
Capital Outlay	35,806	491,814	-	28,314	*-94%*	28,314	*0%*
Operating Transfers Out	88,770	31,449	-	3,973	*-87%*	4,038	*2%*
Operating Expenditures	**393,495**	**817,521**	**306,845**	**356,871**	***-56%***	**369,442**	***4%***
Net Impact of Operations	**$ 118,370**	**(172,604)**	**213,232**	**108,314**	***-163%***	**96,276**	***-11%***
Net Contribution / (Use)	**$ 118,370**	**(172,604)**	**213,232**	**108,314**	***-163%***	**96,276**	***-11%***
Projected Fund Balance at June 30	**$ 2,459,447**		**2,672,679**	**2,780,993**		**2,877,269**	

Major Budget Changes for Fiscal Years 2011-13:
- Increase in Materials and Supplies category in this budget cycle due to increased energy costs.
- Decrease in capital outlay category in this budget cycle related to completion of site improvements.
- Decrease in operating transfers out category in this budget cycle related to adjustment to interdepartmental charges for the cost allocation plan.

Key Initiatives for Fiscal Years 2011-13:
- Additional staffing will be required over the next two years to develop the financing plan and supervise major improvements to the facility.
- Pursue designated project based subsidies for Laurel Manor.
- Secure financing for the rehabilitation of the facility. The financing package will be presented to the Housing Authority separate from this budget proposal.
- Complete rehabilitation over FY 2011-12 and FY 2112-13.

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 2009-11:
- An additional tenant was added tenants to implement a cost savings plan for the Housing Division operations.
- Rents were increased to adequately cover the cost of building overhead.

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category RevenueSummary							
Charges for Services	-	-	23,000	-		-	
Investment Earnings	$ 5,476	(29,830)	11,000	1,250	*-104%*	1,285	*3%*
Miscellaenous Revenues	178,978	214,372	182,981	224,232	*5%*	224,232	*0%*
Revenues Total	**184,454**	**184,542**	**216,981**	**225,482**	***22%***	**225,517**	***0%***
Category Expenditure Summary							
Salaries & Wages	9,541	13,756	13,756	10,332	*-25%*	10,540	*2%*
Benefits	-	-	-	4,978		5,252	*6%*
Materials and Supplies	12,860	12,500	12,500	15,000	*20%*	15,000	*0%*
Services	14,804	17,600	5,589	28,700	*63%*	28,700	*0%*
Capital Outlay	35,713	35,226	-	35,226	*0%*	35,226	*0%*
Debt Service	57,609	92,999	92,999	92,999	*0%*	92,999	*0%*
Operating Transfers Out	1,083	1,115	1,115	1,546	*39%*	1,570	*2%*
Operating Expenditures	**131,610**	**173,196**	**125,959**	**188,781**	***9%***	**189,287**	***0%***
Net Impact of Operations	**$ 52,844**	**11,346**	**91,022**	**36,701**	***223%***	**36,230**	***-1%***
Net Contribution / (Use)	**$ 52,844**	**11,346**	**91,022**	**36,701**	***223%***	**36,230**	***-1%***
Projected Fund Balance at June 30	**303,363**		**394,385**	**431,086**		**467,316**	

Major Budget Changes for Fiscal Years 2011-13:
- Reduction in investment earnings related to low interest rates.
- Increase in salaries and benefits categories through this budget cycle related to increased administrative costs.
- Increase in materials and supplies category through this budget cycle related to increased energy costs.
- Increase in services category through this budget cycle related to interior and ADA improvements.

Key Initiatives for Fiscal Years 2011-13:
- Maintain full occupancy to insure financial stability.

Housing Authority of the City of Napa
20% Low/Mod Income Fund

Fund Purpose:
California redevelopment law stipulates that 20% of tax increment revenue be set aside for affordable housing. This fund accounts for the collection and uses of these revenues from the Napa Community Redevelopment Agency after satisfying debt service on bond proceeds held on behalf of the Authority. A variety of affordable housing activities are funded using this source of funding with a primary focus on the development of new, affordable housing.

Major Accomplishments in Fiscal Years 2009-11:
- Issued a Notice of Funding Availability (NOFA) in the amount of $3.5 million in July, 2010.
- Awarded a preliminary reservation of funds for three projects with a portion of the financing provided by this fund.
- Provided $398,868 in financing of a Housing Authority owned, 5.37 acre parcel located at 522 Lincoln Avenue that is being held for affordable housing development.
- Provided $830,625 for the refinancing of 15 downpayment assistance loans for first time homebuyers.

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category RevenueSummary							
Charges for Service	$ 226,021	75,000	-	-	*-100%*	-	
Investment Earnings	44,330	28,000	36,000	13,042	*-53%*	7,247	*-44%*
Transfers In	627,082	1,890,029	1,890,029	768,225	*-59%*	803,195	*5%*
Revenues Total	**897,433**	**1,993,029**	**1,926,029**	**781,267**	***-61%***	**810,442**	***4%***
Category Expenditure Summary							
Salaries & Wages	76,974	96,111	96,111	78,017	*-19%*	97,585	*25%*
Benefits	-	-	-	31,351		43,245	*38%*
Materials and Supplies	399	1,854	1,854	1,855	*0%*	1,855	*0%*
Services	354,839	1,610,023	103,737	1,886,759	*17%*	83,818	*-96%*
Operating Transfers Out	3,110	1,232,696	1,232,696	7,240	*-99%*	7,300	*1%*
Operating Expenditures	**435,322**	**2,940,684**	**1,434,398**	**2,005,222**	***-32%***	**233,803**	***-88%***
Net Impact of Operations	**$ 462,111**	**(947,655)**	**491,631**	**(1,223,955)**	***29%***	**576,639**	***-147%***
Net Contribution / (Use)	**$ 462,111**	**(947,655)**	**491,631**	**(1,223,955)**	***29%***	**576,639**	***-147%***
Projected Fund Balance at June 30	**$ 2,367,292**		**2,858,923**	**1,634,968**		**2,211,607**	

Major Budget Changes for Fiscal Years 2011-13:
- The decrease in charges for services, investment earnings and transfers categories in through this budget cycle to reflect actual revenues after debt service on Series B & C Bonds.
- The increase in salaries and benefits categories through this budget cycle is related to increased administrative support for the program.
- The increase in services category in FY 2011-12 is for purpose of funding NOFA projects and a Permanent Supportive Housing Project.
- The decrease in operating transfers out category through this budget cycle is related to adjustment to interdepartmental charges for the cost allocation plan.

Key Initiatives for Fiscal Years 2011-13:
- FY 2011-12 includes $1.1 million for funding NOFA projects and a Permanent Supportive Housing Project.
- The identified funding will improve or increase the affordable housing stock by a minimum of 58 units.

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 2009-11:
- Provided housing and monitoring services to the Cities of Amercian Canyon, Calistoga and St. Helena and the Town of Yountville.
- Funded Fair Housing Napa Valley for landlord-tenant counseling services in the amount of $35,000 for each fiscal year.
- Funded Home Base for services in support of the Homeless Collaborative and preparation of the HUD application for Continuum of Care Grants that resulted in $881,900 total funding.

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category RevenueSummary							
Charges for Service	$ 222,679	220,123	169,800	202,576	*-8%*	202,576	*0%*
Investment Earnings	4,192	1,500	3,600	914	*-39%*	893	*-2%*
Revenues Total	**226,871**	**221,623**	**173,400**	**203,490**	***-8%***	**203,469**	***0%***
Category Expenditure Summary							
Salaries & Wages	98,972	103,147	103,146	67,128	*-35%*	69,040	*3%*
Benefits	-	-	-	31,114		33,247	*7%*
Materials & Supplies	4,327	5,150	2,500	5,176	*1%*	5,176	*0%*
Services	78,610	123,540	123,521	101,885	*-18%*	103,158	*1%*
Operating Transfers Out	-	-	-	1,738		1,764	*1%*
Operating Expenditures	**181,909**	**231,837**	**229,167**	**207,041**	***-11%***	**212,385**	***3%***
Net Impact of Operations	**$ 44,962**	**(10,214)**	**(55,767)**	**(3,551)**	***-65%***	**(8,916)**	***151%***
Net Contribution / (Use)	**$ 44,962**	**(10,214)**	**(55,767)**	**(3,551)**	***-65%***	**(8,916)**	***151%***
Projected Fund Balance at June 30	**136,360**		**80,593**	**77,042**		**68,126**	

Major Budget Changes for Fiscal Years 2011-13:
- The decrease in investment earnings through this budget cycle is related to lower interest rates.
- The decrease in charges for services revenue category through this budget cycle is to bring in line with projected FY 2010-11.
- The decrease in services category through this budget cycle is related to a one time budget increase request processed in FY 2010-11.
- The increase in operating transfers out category in FY 2011-12 and FY 2012-13 are related to adjustment to interdepartmental charges in the cost allocation plan.

Key Initiatives for Fiscal Years 2011-13:
- Continue housing and monitoring services to the Cities of American Canyon, Calistoga and St. Helena and the Town of Yountville.
- Increase funding to Fair Housing Napa Valley for landlord-tenant counseling services in the amount of $50,000 for each fiscal year.
- Provide funding to Home Base for services in support of the Homeless Collaborative and preparation of the Continuum of Care Grant application.

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 2009-11:
- An average of 10 rental assistance subsidies were provided each year for special needs populations with a total funding commitment of $161,473 during the 2009-2011 fiscal years.
- Worked in partnership with NEWS to administer a new HUD grant to provide rental assistance to chronically homeless victims of domestic violence.
- Worked in partnership with Napa County Health and Human Services to provide rental assistance for disabled and special needs homeless population.
- Outreach, education, and supportive services activities were provided to victims of domestic violence, veterans, homeless individuals and families, and disabled individuals.

Housing Authority of the City of Napa
Homeless Continuum of Care Fund

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category RevenueSummary							
Intergovernmental	$ 86,923	115,378	115,378	109,678	*-5%*	109,678	*0%*
Investment Earnings	(421)	-	-	-		-	
Transfers In	7,000	22,756	22,756	-	*-100%*	-	
Revenues Total	**93,502**	**138,134**	**138,134**	**109,678**	***-21%***	**109,678**	***0%***
Category Expenditure Summary							
Salaries & Wages	5,332	6,430	8,429	6,200	*-4%*	6,197	*0%*
Benefits	-	-	-	2,875		2,994	*4%*
Materials & Supplies	-	-	-	772		91	*-88%*
Services	79,292	83,390	86,915	98,833	*19%*	98,833	*0%*
Operating Transfers Out	2,487	2,561	2,561	936	*-63%*	951	*2%*
Operating Expenditures	**87,111**	**92,381**	**97,905**	**109,616**	***19%***	**109,066**	***-1%***
Net Impact of Operations	**$ 6,391**	**45,753**	**40,229**	**62**	***-100%***	**612**	***887%***
Net Contribution / (Use)	**$ 6,391**	**45,753**	**40,229**	**62**	***-100%***	**612**	***887%***
Projected Fund Balance at June 30	**7,321**		**47,550**	**47,612**		**48,224**	

Major Budget Changes for Fiscal Years 2011-13:

- Decrease of intergovernmental and transfers in category through this budget cycle related to grant funding available.
- Increase in salaries & benefits and materials and supplies categories through this budget cycle to bring in line with projected FY2010-11.
- Increase in services category through this budget cycle related to increased Housing Assistance payments.
- Decrease in operating transfers out category through this budget cycle related to adjustments to interdepartmental charges for the cost allocation plan.

Key Initiatives for Fiscal Years 2011-13:

- During fiscal years 2011-2013, staff will continue to work in partnership with Napa County Health and Human Services and NEWS, to apply for renewal and administer HUD grant funds to continue to provide at least 10 rental assistance subsidies for disabled, victims of domestic violence, and special needs homeless population.
- Conduct outreach, education, and supportive service activities to victims of domestic violence, veterans, homeless individuals and families, and disabled individuals.