

CITY of NAPA

Housing Authority
of the City of Napa

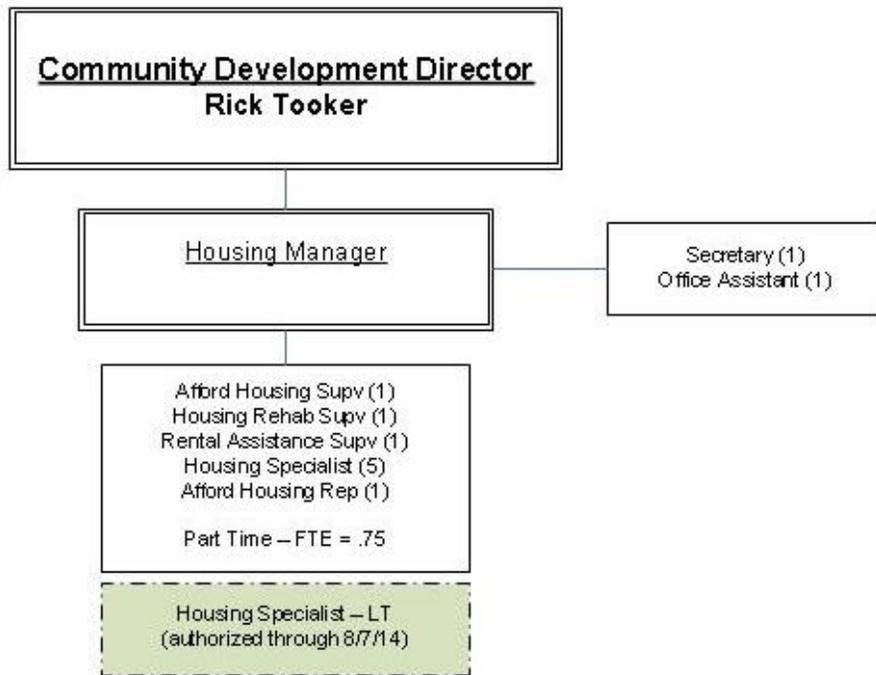
Fiscal Years
2013-14 & 2014-15

Housing Authority of the City of Napa

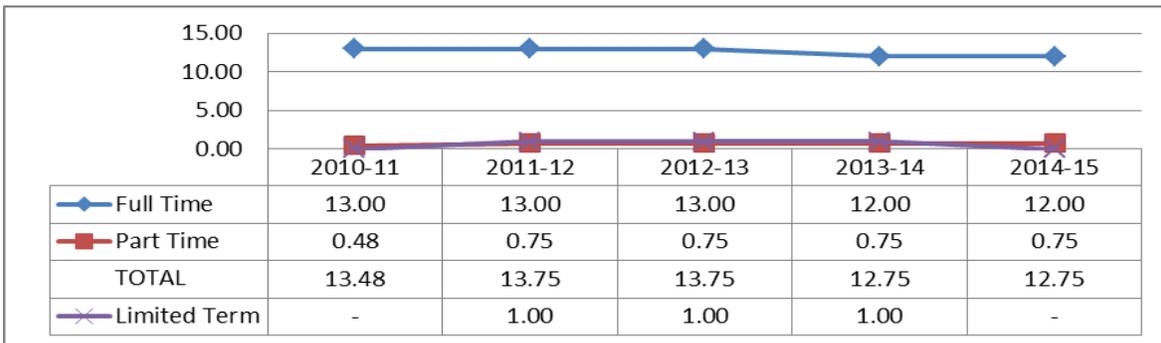
Agency Objectives:

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 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.

Major Accomplishments in FY 2011-12 & FY 2012-13:

- Maintained performance standards and program quality which resulted in a SEMAP High Performer rating for both fiscal years.
- Awarded 50 Family Unification rental assistance vouchers in 2011.
- Received grants in 2012 and 2013 of \$138,000 per year for two Family Self Sufficiency coordinators.

Revenue / Expenditure Detail:

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Projected	2013-14 Proposed	% Change	2014-15 Proposed	% Change
Category Revenue Summary								
Intergovernmental	11,326,131	11,173,265	11,297,820	11,672,595	10,966,911	-3%	11,027,534	1%
Charges for Services	53,659	19,502	91,000	91,891	89,100	-2%	89,031	0%
Investment Earnings	66,755	19,942	14,759	1,216	1,001	-93%	1,000	0%
Miscellaneous Revenues	4,728	13,670	-	14,399	-		-	
Transfers In	-	10,553	-	-	-		-	
Revenues Total	\$ 11,451,273	11,236,932	11,403,579	11,780,101	11,057,012	-3%	11,117,565	1%
Category Expenditure Summary								
Salaries and Wages	502,038	646,140	584,323	574,566	559,682	-4%	517,152	-8%
Benefits	91,251	273,261	268,935	284,185	271,433	1%	271,380	0%
Materials and Supplies	32,058	43,551	25,529	15,697	21,370	-16%	21,371	0%
Services	9,818,679	11,067,460	10,169,620	11,054,490	10,501,189	3%	10,384,637	-1%
Capital Outlay	-	-	9,013	315	2,250	-75%	2,250	0%
Operating Transfers Out	351,880	114,325	110,046	110,046	98,250	-11%	106,633	9%
Operating Expenditures	\$ 10,795,906	12,144,737	11,167,466	12,039,299	11,454,174	3%	11,303,423	-1%
Net Impact of Operations	\$ 655,367	(907,805)	236,113	(259,198)	(397,162)	-268%	(185,858)	-53%
Net Contribution / (Use)	\$ 655,367	(907,805)	236,113	(259,198)	(397,162)	-268%	(185,858)	-53%
Projected Fund Balance at June 30	2,946,479	2,038,674	2,274,787	1,779,476	1,382,314		1,196,456	

Major Budget Changes for FY 2013-14 & FY 2014-15:

- The reduction in *Investment Earnings* is related to reduced funds available for investment as reserves are spent down.
- The reduction of *Materials and Supplies* to reflect lower expense anticipated for office supplies based on FY 2012-13 projections.
- The reduction of *Capital Outlay* reflects a reduction in projected costs for computer replacements.
- The reduction of *Operating Transfer Out* is a result a reallocation of interdepartmental charges through the cost allocation plan.

Housing Authority of the City of Napa

Section 8 Housing Fund

Key Initiatives for FY 2013-14 & FY 2014-15:

- Maintain program quality and obtain a SEMAP performance rating of 95.
- 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 FY 2011-12 & FY 2012-13:

- Approval of financing plan for major renovation of complex.
- Begin first phase of renovation project.

Revenue / Expenditure Detail:

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Projected	2013-14 Proposed	% Change	2014-15 Proposed	% Change
Category Revenue Summary								
Charges for Services	224,237	17,313	2,000	2,143	2,500	25%	2,500	
Investment Earnings	55,420	43,321	24,718	21,429	13,689	-45%	5,915	-57%
Miscellaneous Revenues	438,628	389,777	450,000	334,799	374,000	-17%	400,000	
Revenues Total	\$ 718,285	450,411	476,718	358,371	390,189	-18%	408,415	5%
Category Expenditure Summary								
Salaries and Wages	67,801	86,498	109,513	77,976	72,912	-33%	78,234	7%
Benefits	11,520	30,298	45,115	31,849	28,281	-37%	33,001	17%
Materials and Supplies	33,680	12,240	46,200	15,297	27,500	-40%	27,500	0%
Services	145,897	171,598	145,500	140,622	188,719	30%	191,845	2%
Capital Outlay	29,368	32,588	28,314	178,314	1,528,314	5298%	283,614	-81%
Debt Service	-	-	-	-	42,816		42,816	0%
Operating Transfers Out	31,449	3,973	4,533	4,533	2,757	-39%	3,028	10%
Operating Expenditures	\$ 319,715	337,195	379,175	448,591	1,891,299	399%	660,038	-65%
Net Impact of Operations	\$ 398,570	113,216	97,543	(90,220)	(1,501,110)	-1639%	(251,623)	-83%
Net Contribution / (Use)	\$ 398,570	113,216	97,543	(90,220)	(1,501,110)	-1639%	(251,623)	-83%
Projected Fund Balance at June 30	2,658,359	2,771,575	2,869,118	2,681,355	1,180,245		928,622	

Major Budget Changes for FY 2013-14 & FY 2014-15:

- The increase in *Charges for Services* is to reflect current revenues received from the coin-operated laundry machines.
- The reduction in *Investment Earnings* is due to lower cash balance from the expenditures made from reserves for major renovations at the property.
- The reduction in *Miscellaneous Revenues* is due to a decrease in rental income due to units being held vacant during major renovations at the property.
- The reduction in *Salaries and Wages* and *Benefits* due to a reallocation of staffing to reflect anticipated work assignments.
- The reduction of *Materials and Supplies* based on lower gas and electric usage. This decrease is caused by two factors. First, energy efficiencies were undertaken. Second, usage of community room/kitchen facility decreased because a non-profit agency cancelled services previously operated at Laurel Manor.
- The increase in *Services* due to City implementing garbage charges at Laurel Manor and an increase in water charges to reflect current year's usage.
- The increase in *Capital Outlay* in FY 2013-14 is related to the investment of approximately \$1.9 million for major renovations to be spent in the FY 2013-14 and FY 2014-15 budget cycle.
- The new *Debt Service* expenditure of \$42,816 will begin in FY 2013-14 for repayment of the \$700,000 loan received from the City CDBG fund.
- The reduction in *Operating Transfers Out* due to changes in interdepartmental allocation of City's cost allocation plan.

Housing Authority of the City of Napa

Laurel Manor Fund

Key Initiatives for FY 2013-14 & FY 2014-15:

- Complete rehabilitation over FY 2013-14 and FY 2014-15
- In spring of FY2014-2015, lease up units held vacant for renovation project

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 FY 2011-12 & FY 2012-13:

- In 2012, space vacated by the former Napa Redevelopment Agency was leased to another City department ensuring continuous full occupancy of the building and financial stability.

Revenue / Expenditure Detail:

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Projected	2013-14 Proposed	% Change	2014-15 Proposed	% Change
Category Revenue Summary								
Charges for Services	3,000	150	-	-	-		-	
Investment Earnings	6,182	7,047	2,785	2,803	5,000	80%	5,001	0%
Miscellaneous Revenues	181,964	185,977	202,104	153,392	195,442	-3%	201,305	3%
Revenues Total	\$ 191,146	193,174	204,889	156,195	200,442	-2%	206,306	3%
Category Expenditure Summary								
Salaries and Wages	8,576	7,236	10,453	7,471	17,484	67%	14,240	-19%
Benefits	1,548	3,442	5,204	3,680	7,893	52%	6,969	-12%
Materials and Supplies	11,842	12,461	10,000	9,162	12,500	25%	12,500	0%
Services	4,045	8,163	18,700	8,071	16,225	-13%	16,250	0%
Capital Outlay	35,713	35,713	35,226	35,226	35,226	0%	35,226	0%
Debt Service	55,584	53,592	92,999	92,999	92,999	0%	92,999	0%
Operating Transfers Out	1,115	1,546	1,763	1,763	1,608	-9%	1,776	10%
Operating Expenditures	\$ 118,423	122,153	174,345	158,372	183,935	6%	179,960	-2%
Net Impact of Operations	\$ 72,723	71,021	30,544	(2,177)	16,507	-46%	26,346	60%
Net Contribution / (Use)	\$ 72,723	71,021	30,544	(2,177)	16,507	-46%	26,346	60%
Projected Fund Balance at June 30	260,520	331,541	362,085	329,364	345,871		372,217	

Major Budget Changes for FY 2013-14 & FY 2014-15:

- The increase to *Investment Earnings* is to reflect actual rate of investment earnings continuing.
- The increase in FY 2013-14 and decrease in FY 2014-15 to *Salaries and Wages* and *Benefits* is to reflect staff's anticipated work assignments.
- The increase to *Materials and Supplies* is to reflect anticipated supplies needed to maintain office building.
- The decrease in *Services* to reflect historical expenditures.

Key Initiatives for FY 2013-14 & FY 2014-15:

- Maintain full occupancy to insure financial stability.

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.

Major Accomplishments in FY 2011-12 & FY 2012-13:

- Provided \$650,000 loan for the Hartle Court Apartment project, a 24-unit supportive housing project serving very-low income special needs households.

Revenue / Expenditure Detail:

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Projected	2013-14 Proposed	% Change	2014-15 Proposed	% Change
Category Revenue Summary								
Charges for Service	4,079,481	303,190	-	117,629	-		-	
Investment Earnings	30,792	30,904	-	7,550	5,146		-	-100%
Transfers In	845,463	-	-	-	-		-	
Revenues Total	\$ 4,955,736	334,094	-	125,179	5,146		-	-100%
Category Expenditure Summary								
Salaries and Wages	38,083	18,012	-	13,030	37,821		42,601	13%
Benefits	4,316	6,678	-	5,067	15,362		19,150	25%
Materials and Supplies	1,234	894	-	311	1,855		1,855	0%
Services	65,645	832,266	1,319,983	88,495	37,257	-97%	31,939	-14%
Operating Transfers Out	1,129,549	7,240	6,078	6,078	3,059	-50%	-	-100%
Operating Expenditures	\$ 1,238,827	865,090	1,326,061	112,981	95,354	-93%	95,545	0%
Net Impact of Operations	\$ 3,716,909	(530,996)	(1,326,061)	12,198	(90,208)	-93%	(95,545)	6%
Net Contribution / (Use)	\$ 3,716,909	(530,996)	(1,326,061)	12,198	(90,208)	-93%	(95,545)	6%
Projected Fund Balance at June 30	1,622,034	1,091,038	(235,023)	1,103,236	1,013,028		917,483	

Major Budget Changes for FY 2013-14 & FY 2014-15:

- The dissolution of redevelopment in 2012 means that there is no longer an on-going funding source for this fund.
- The budgeting of *Salaries and Wages* and *Benefits* in FY 2013-14 & FY 2014-15 is for staff time spent monitoring and administering housing loans and projects.
- The reduction in *Services* in FY 2013-14 is due to no loans for new housing projects being budgeted in this fund. The additional reduction in *Services* in FY2014/15 is due to a decrease in anticipated legal costs from what is projected in FY2013/14.
- The reduction in *Operating Transfers Out* is related to adjustments to interdepartmental charges due for the cost allocation plan.

Key Initiatives for FY 2013-14 & FY 2014-15:

- Continue to monitor and administer loans and projects

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 FY 2011-12 & FY 2012-13:

- 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 \$918,953 total funding for members of the Homeless Collaborative.

Revenue / Expenditure Detail:

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Projected	2013-14 Proposed	% Change	2014-15 Proposed	% Change
Category Revenue Summary								
Charges for Service	177,255	175,315	127,538	167,573	187,899	47%	242,790	29%
Investment Earnings	4,024	5,048	829	2,347	1,548	87%	1,539	-1%
Miscellaenous Revenues	-	68,213	-	36,220	-		-	
Revenues Total	\$ 181,279	248,576	128,367	206,140	189,447	48%	244,329	29%
Category Expenditure Summary								
Salaries and Wages	75,923	80,081	50,171	66,300	60,913	21%	51,800	-15%
Benefits	13,499	33,862	31,014	28,414	28,054	-10%	24,220	-14%
Materials and Supplies	2,663	4,439	5,176	579	2,200	-57%	2,200	0%
Services	112,600	78,290	102,493	79,516	92,311	-10%	92,737	0%
Operating Transfers Out	-	1,738	1,249	1,249	6,764	442%	1,465	-78%
Operating Expenditures	\$ 204,685	198,410	190,103	176,058	190,242	0%	172,422	-9%
Net Impact of Operations	\$ (23,406)	50,166	(61,736)	30,082	(795)	-99%	71,907	-9145%
Net Contribution / (Use)	\$ (23,406)	50,166	(61,736)	30,082	(795)	-99%	71,907	-9145%
Projected Fund Balance at June 30	158,986	209,152	147,416	239,234	238,439		310,346	

Major Budget Changes for FY 2013-14 & FY 2014-15:

- Increase in *Charges for Services* related to fees earned for the Housing Authority's administration of the City of Napa's CalHome grant which are now being tracked in the Local Housing Fund rather than in the City's CalHome fund.
- Increased *Investment Earnings* to more accurately reflect investment earnings of this fund.
- Increased *Salaries and Wages* in FY2013-14 is due to staff time that will be spent administering the CalHome grant. This will decrease in FY2014-15 as the grant is depleted.
- Decreased *Materials and Supplies* related to lower expenses anticipated for office supplies based on FY2012/13 projections.
- Increased *Operating Transfer Out* related to changes to interdepartmental allocation of City's cost allocation plan.

Housing Authority of the City of Napa Local Housing Fund

Key Initiatives for FY2013-14 & FY 2014-15:

- Continue housing and monitoring services to the Cities of American Canyon, Calistoga and St. Helena and the Town of Yountville.
- Continue to provide funding to Home Base for services in support of the Homeless Collaborative and preparation of the Continuum of Care Grant application.
- Administer the City's CalHome grant which provides down payment assistance to low-income first time homebuyers.

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 FY 2011-12 & FY 2012-13:

- An average of ten rental assistance subsidies were provided each year for special needs populations with a total funding commitment of \$183,957 during the 2011-2013 fiscal years.
- Worked in partnership with Napa County Health and Human Services and Community Action Napa Valley to provide rental assistance for disabled and special needs homeless population.
- Outreach, education, and supportive services activities were provided to veterans, chronically homeless individuals and families, and disabled individuals.

Revenue / Expenditure Detail:

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Projected	2013-14 Proposed	% Change	2014-15 Proposed	% Change
Category Revenue Summary								
Intergovernmental	75,929	89,790	94,776	87,148	181,826	92%	162,955	-10%
Investment Earnings	4	148	-	-	-	-	-	-
Transfers In	22,756	-	-	-	-	-	-	-
Revenues Total	\$ 98,689	89,938	94,776	87,148	181,826	92%	162,955	-10%
Category Expenditure Summary								
Salaries and Wages	2,554	3,585	4,353	4,540	3,009	-31%	3,007	0%
Benefits	162	1,317	2,148	2,100	1,435	-33%	1,537	7%
Materials and Supplies	-	12	91	-	100	10%	58	-42%
Services	69,157	81,853	88,016	79,586	176,597	101%	157,615	-11%
Operating Transfers Out	2,561	936	922	922	685	-26%	738	8%
Operating Expenditures	\$ 74,434	87,703	95,530	87,148	181,826	90%	162,955	-10%
Net Impact of Operations	\$ 24,255	2,235	(754)	-	-	-100%	-	-
Net Contribution / (Use)	\$ 24,255	2,235	(754)	-	-	-100%	-	-
Projected Fund Balance at June 30	7,888	10,123	9,369	9,369	9,369		9,369	

Major Budget Changes for FY 2013-14 & FY 2014-15:

- Reduction in *Intergovernmental* revenue due to federal budget reductions. Funding is projected to be reduced in FY2013/14 with additional reductions in FY2014/15.
- Reduction in *Salaries and Wages* and *Benefits* required to correspond with reduced funding levels.
- Reduction in *Operating Transfers Out* required to correspond with reduced funding levels.

Key Initiatives for FY 2013-14 & FY 2014-15:

- During the 2013-2015 fiscal years, staff will continue to work in partnership with Napa County Health and Human Services and CANV, to apply for renewal and administer HUD grant funds to continue to provide at least nine rental assistance subsidies for disabled and special needs chronically homeless population.
- Conduct outreach, education, and supportive service activities to victims of domestic violence, veterans, homeless individuals and families, and disabled individuals.