

BERKELEY HOUSING AUTHORITY

Resolution 22-14

ADOPTION OF THE FISCAL YEAR ENDING 2022-2023 BUDGET OF THE BERKELEY HOUSING AUTHORITY

WHEREAS, The Berkeley Housing Authority (“BHA” or “Authority”) is a public body, corporate and politic, organized pursuant to the Housing Authorities Law, California Health and Safety Code Section 34200 et. seq.; and

WHEREAS, BHA operates on a July 1-June 30 fiscal year and HUD funding is on a calendar year; and

WHEREAS, operating budgets for the BHA’s various programs must be adopted prior to the beginning of the fiscal year July 1, 2022 – June 30, 2023; and

WHEREAS, formal adoption of a fiscal year budget by Board Commissioners is one of the duties of the Board of the Authority; and

WHEREAS, the budget for Fiscal Year Ending 2022-2023 includes the various HUD programs administered by BHA, including Section 8 Housing Choice Voucher, Moderate Rehabilitation, Mainstream and Emergency Housing Voucher Programs; and

WHEREAS, the budget for Fiscal Year Ending 2022-2023 utilized data from HUD’s Two Year Tool for HAP revenue and expenses and assumed CY2022 rates and 88% pro-ration for administrative fee revenue; and

WHEREAS, the proposed FYE2022-2023 Budget assumes a utilization of only 78% of our HCV units; and

WHEREAS, the proposed FYE2022-2023 Budget assumes 12 FTE, while the agency has been operating with 11 staff for the past year; and

WHEREAS, the proposed FYE2022-2023 Budget reflects a 3% COLA adjustment for represented and unrepresented employees according to labor union contracts and Unrepresented Employee Agreement; and

WHEREAS, the proposed FYE2022-2023 Budget reflects projected annual deficit of \$410,858 for all programs; and

WHEREAS, the projected shortfall in FYE2022-2023 shall be covered by available unrestricted/operating reserves, disposition proceeds and/or HAP fungibility; and

WHEREAS, staff and the Board are continuing to engage in strategic analysis of Authority operations, including critical decisions on services, programs and associated staffing levels; and

NOW, THEREFORE BE IT RESOLVED that the proposed FY Ending 2023 BHA Budget, including 12 Full Time Equivalent positions, attached as Exhibits A, is approved.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on May 12, 2022 by the following vote:

Ayes: Commissioners Schildt, Levine, Kashani, Moody and Rossi

Noes: None

Abstain: None

Absent: Thomas-Rodriguez

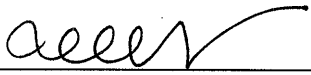
Attest: 
Rachel Gonzales-Levine, Secretary

EXHIBIT A
FY2022 – 2023 Budget

**BERKELEY HOUSING AUTHORITY
DETAIL -FINAL Budget
For Fiscal Year 2022-2023**

EXHIBIT A

	DESCRIPTION	Grand Total PROPOSED BUDGET FY2023	HUD PROGRAMS				PROJECTED ACTUAL FY2022	Increase (Decrease)	%
			HCV Program 1,975 Units	Mod. Rehab Program 98 Units	Mainstream 91 Units	EHV 51 Units			
	HUD Authorized Units ==>	(a) = (b+c+d)	(b)	(c)	(d)	(e)	(f)	(g) = (a-f)	
1	HOUSING ASSISTANCE PAYMENTS (HAP)								
	HAP Revenue from HUD	\$ 39,413,816	\$ 35,229,265	\$ 934,920	\$ 2,170,130	\$ 1,079,501	\$ 36,789,543	\$ 2,624,273	7%
2.i	HAP Expenses to Owners	\$ (35,584,631)	(31,925,322)	(934,920)	(1,691,180)	(1,033,209)	\$ (32,657,336)	\$ 2,927,295	-9%
2.ii	MTW eligible expenses	\$ (301,320)	(301,320)						
	Estimated excess (shortfall) in HAP revenue	\$ 3,527,865	\$ 3,002,623	\$ -	\$ 478,949	\$ 46,292	\$ 4,132,207	\$ (604,343)	
	OPERATING REVENUE								
3	Administrative Fees	\$ 2,586,830	\$ 2,240,279	\$ 171,315	\$ 117,254	57,983	\$ 2,368,182	\$ 218,648	9%
3.i	Administrative Fee earned for managed incoming ports	\$ -	\$ -	\$ -			\$ 1,187	\$ (1,187)	-100%
3.ii	Administrative Fee Paid for managed outgoing ports	\$ (147,153)	(124,514)		(11,319)	(11,319)	\$ (45,178)	\$ (101,975)	226%
3.iii	Net Administrative Fee	\$ 2,439,677	2,115,764	171,315	105,934	46,663	\$ 2,324,191	\$ 115,485	5%
4	BHA Oversight Fee	\$ 6,335	6,335				\$ 6,150	\$ 185	3%
5	Preliminary Fee	\$ -	-				\$ 20,400	\$ (20,400)	0%
6	Service Fee	\$ -	-				\$ -	\$ -	0%
7	Placement Fee	\$ -	-				\$ 1,000	\$ (1,000)	0%
8	Miscellaneous Income	\$ 108,000	108,000				\$ 64,259	\$ 43,741	68%
9	Total Operating Revenue	\$ 2,554,011	\$ 2,230,099	\$ 171,315	\$ 105,934	\$ 46,663	\$ 2,416,001	\$ 138,011	6%
	OPERATING EXPENSES								
	ADMINISTRATION								
10.i	Salaries	\$ 1,171,530	1,040,382	74,216	39,841	17,091	\$ 1,118,271	\$ 53,259	5%
10.ii	Employee Benefits	\$ 966,239	858,066	61,142	32,867	14,164	\$ 667,978	\$ 298,261	45%
10.iii	Sub-total salaries and employee benefits	2,137,769	1,898,448	135,358	72,708	31,255	\$ 1,786,249	\$ 351,520	20%
11.i	Fee - Legal Expense - Outside Counsel	\$ 43,680	38,375	2,781	2,247	277	\$ 36,004	\$ 7,676	21%
11.ii	Fee - Audit Fees	\$ 23,700	19,778	2,500	948	474	\$ 21,000	\$ 2,700	13%
11.iii	Fee - Consultants - General Consultants	\$ 138,830	129,809	3,692	2,553	2,777	\$ 63,098	\$ 75,732	120%
11.iv	Fee - Inspection	\$ 112,706	94,069	6,114	8,072	4,451	\$ 107,307	\$ 5,399	5%
11.i	Office Rent	\$ 136,859	121,077	7,044	6,474	2,263	\$ 132,913	\$ 3,945	3%
11.ii	Travel/Transportation	\$ 6,230	5,545	312	249	125	\$ 2,157	\$ 4,073	189%
11.v	Staff Training	\$ 7,200	6,408	360	288	144	\$ 7,200	\$ -	0%
11.vi	Publications & Subscriptions	\$ 7,293	6,491	365	292	146	\$ 6,475	\$ 818	13%
11.vii	Memberships & Dues	\$ 13,831	12,310	692	553	277	\$ 13,801	\$ 30	0%
11.viii	Telephone	\$ 9,120	8,117	456	365	182	\$ 14,519	\$ (5,399)	-37%
11.ix	Office Supplies	\$ 13,200	11,748	660	528	264	\$ 13,200	\$ -	0%
11.x	Postage	\$ 19,200	17,088	960	768	384	\$ 19,200	\$ -	0%
11.xi	Printing & Reproduction	\$ 9,600	8,044	480	884	192	\$ 9,600	\$ -	0%
11.xii	Equipment maintenance	\$ 1,300	1,157	65	52	26	\$ 1,300	\$ -	0%
11.xiii	Equipment Lease	\$ 14,880	13,243	744	595	298	\$ 12,216	\$ 2,664	22%
11.xiv	Advertising	\$ 1,200	1,068	60	48	24	\$ 1,200	\$ -	0%
11.xv	Computer Service - City of Berkeley IT	\$ 68,364	60,844	3,418	2,735	1,367	\$ 65,108	\$ 3,256	5%
11.xvi	Software Maintenance	\$ 20,500	18,245	1,025	820	410	\$ 19,566	\$ 934	5%
11.xvii	Other Sundry Items	\$ 12,600	10,635	630	1,083	252	\$ 13,334	\$ (734)	-6%
11	Total Administrative Expenses	\$ 660,293	\$ 584,051	\$ 32,357	\$ 29,554	\$ 14,332	\$ 559,199	\$ 101,094	18%
12	TENANT SERVICES								
12.i	Unit Turn-over	\$ 100,000	100,000				\$ 50,000	\$ 50,000	0%
12.ii	Total Tenant Services	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	100%
	ROUTINE MAINTENANCE								
13.i	Facilities maintenance	\$ 4,000	3,560	200	160	80	\$ 4,055	\$ (55)	-1%
13.ii	Total Routine Maintenance	\$ 4,000	\$ 3,560	\$ 200	\$ 160	\$ 80	\$ 4,055	\$ (55)	-1%
	GENERAL EXPENSES								
14.i	Insurance	\$ 49,807	43,328	2,490	2,992	996	\$ 42,791	\$ 7,016	16%
14.ii	Other General Expenses	\$ 13,000	11,570	910	520	-	\$ 32,318	\$ (19,318)	-60%
14.iii	Total General Expenses	\$ 62,807	\$ 54,898	\$ 3,400	\$ 3,512	\$ 996	\$ 75,108	\$ (12,301)	-16%
15	TOTAL OPERATING EXPENSES	\$ 2,964,869	\$ 2,640,957	\$ 171,315	\$ 105,934	\$ 46,663	\$ 2,474,611	\$ 490,258	20%
16	NON-ROUTINE EXPENSES / CAPITAL EXPENDITURE								
16.i	Other capital expenses/Partner Portal	\$ -	-				\$ 7,232	\$ (29,645)	100%
16.ii	TOTAL NON-ROUTINE EXPENSES / CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,232	\$ (7,232)	-100%
17	OPERATING SURPLUS (DEFICIT)	\$ (410,858)	\$ (410,858)	\$ (0)	\$ 0	\$ 0	\$ (65,842)	\$ (345,015)	52.4%

Projected operating reserve, 06/30/2022 335,031
Shortfall to be covered by disposition proceeds or HAP fungibility (75,827)

BERKELEY HOUSING AUTHORITY
SALARY AND EMPLOYEE BENEFITS
FY2022-2023

ACCT#	FTE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
454011	PERS Misc ER Cont	\$ 153,375	\$ 21,829	\$ 20,791	\$ 16,864	\$ 15,604	\$ 7,104	\$ 14,713	\$ 14,713	\$ 14,713	\$ 5,318	\$ 11,126	\$ 5,565	\$ 5,034						
454011	PERS Misc Unfunded Lib	\$ 113,863	\$ 14,239	\$ 13,562	\$ 11,000	\$ 10,178	\$ 8,898	\$ 9,597	\$ 9,597	\$ 9,597	\$ 6,661	\$ 7,257	\$ 6,970	\$ 6,305						
454011	GASB 68	\$ 150,000	\$ 18,758	\$ 17,866	\$ 14,491	\$ 13,409	\$ 11,722	\$ 12,643	\$ 12,643	\$ 12,643	\$ 8,775	\$ 9,561	\$ 9,182	\$ 8,307						
454011	PERS Misc EE Contrib	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
454011	PERS Survivor Benefit	\$ 971	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81						
454002	Kaiser Dental Misc Exc	\$ 262,231		\$ 29,781	\$ 29,781	\$ 11,196	\$ 22,392	\$ 29,781	\$ 29,781	\$ 29,781	\$ 29,781	\$ 22,392	\$ 22,392	\$ 22,392						
454003	IBEW	\$ 20,585		\$ 2,044	\$ 2,044	\$ 2,044	\$ 1,807	\$ 1,807	\$ 1,807	\$ 1,807	\$ 1,807	\$ 1,807	\$ 1,807	\$ 1,807						
454006	Cash in Lieu	\$ 9,524	\$ 9,524																	
454017	RETIMED	\$ 76,149	\$ 9,523	\$ 9,070	\$ 7,357	\$ 6,807	\$ 5,951	\$ 6,419	\$ 6,419	\$ 6,419	\$ 4,455	\$ 4,854	\$ 4,661	\$ 4,217						
454017	GASB 75	\$ 50,000	\$ 6,253	\$ 5,955	\$ 4,830	\$ 4,470	\$ 3,907	\$ 4,214	\$ 4,214	\$ 4,214	\$ 2,925	\$ 3,187	\$ 3,061	\$ 2,769						
454014	SRIP II	\$ 26,050	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171	\$ 2,171						
454015	Medicare ER Share	\$ 16,987	\$ 2,124	\$ 2,023	\$ 1,641	\$ 1,519	\$ 1,328	\$ 1,432	\$ 1,432	\$ 1,432	\$ 994	\$ 1,083	\$ 1,040	\$ 941						
454016	SUI	\$ 2,100	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175						
454091	Commuter Check Benefit	\$ 7,200	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600						
454004	Life Insurance Other	\$ 677	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56						
454090	SRIP 2 Disability	\$ 2,027	\$ 253	\$ 241	\$ 196	\$ 181	\$ 158	\$ 171	\$ 171	\$ 171	\$ 119	\$ 129	\$ 124	\$ 112						
454090	YMCA/Gym Benefit	\$ 6,912	\$ 576	\$ 576	\$ 576	\$ 576	\$ 576	\$ 576	\$ 576	\$ 576	\$ 576	\$ 576	\$ 576	\$ 576						
412000	Vacation/Sick Accrual	\$ 67,588	\$ 8,452	\$ 8,050	\$ 6,530	\$ 6,042	\$ 5,282	\$ 5,697	\$ 5,697	\$ 5,697	\$ 3,954	\$ 4,308	\$ 4,137	\$ 3,743						
		\$ 2,137,769	\$ 241,114	\$ 252,576	\$ 211,575	\$ 179,833	\$ 163,760	\$ 170,296	\$ 181,492	\$ 183,881	\$ 136,984	\$ 144,033	\$ 134,306	\$ 132,919						