

BERKELEY HOUSING AUTHORITY

Resolution 23-16

ADOPTION OF THE FISCAL YEAR ENDING 2023-2024 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, 2023 – June 30, 2024; 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 2023-2024 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 2023-2024 utilized data from HUD’s Two Year Tool for HAP revenue and expenses and assumed CY2023 administrative fee rates and 89.5% proration; and

WHEREAS, the proposed FYE2023-2024 Budget assumes a utilization of only 80% of our HCV units and Mainstream programs and 85% in the EHV program.; and

WHEREAS, the proposed FYE2023-2024 Budget assumes 12 FTE; and

WHEREAS, the proposed FYE2023-2024 Budget reflects a 1% COLA adjustment for represented and unrepresented employees according to labor union contracts and Unrepresented Employee Agreement; and

WHEREAS, the proposed FYE2023-2024 Budget reflects projected annual operating deficit of \$385,583 for all programs; and

WHEREAS, the projected shortfall in FYE2023-2024 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 2024 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 June 27, 2023 by the following vote:

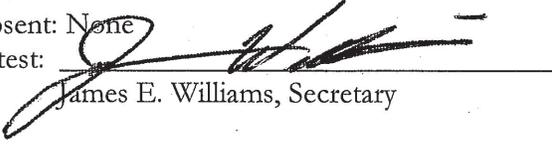
Ayes: Board Commissioners Schildt, Levine, Rossi, Kashani, and Thomas- Rodridguez

Noes: None

Abstain: None

Absent: None

Attest: _____


James E. Williams, Secretary

**BERKELEY HOUSING AUTHORITY
DETAIL -DRAFT Budget
For Fiscal Year 2023-2024
Section 8 Only**

EXHIBIT A

	DESCRIPTION	Grand Total PROPOSED BUDGET FY2024	HUD PROGRAMS				AHB	APPROVED BUDGET FY2023	Increase (Decrease)	%
			HCV Program 1,989 Units	Mod. Rehab Program 98 Units	Mainstream 121 Units	EHV 51 Units				
	HUD Authorized Units ==>	(a) = (b + c + d + e + f)	(b)	(c)	(d)	(e)	(g)	(h)	(i) = (a - h)	
1	HOUSING ASSISTANCE PAYMENTS (HAP)									
1.a	HAP Revenue from HUD	\$ 41,671,355	\$ 36,905,268	\$ 870,240	\$ 2,530,816	\$ 1,365,032		\$ 39,413,816	\$ 2,257,539	6%
1.b	HAP Expenses to Owners	\$ (37,967,128)	\$ (34,140,787)	\$ (870,240)	\$ (1,937,549)	\$ (1,018,552)		\$ (35,584,631)	\$ 2,382,496	7%
1.c	MTW eligible expenses	\$ (311,080)	\$ (311,080)					\$ (301,320)	\$ 9,760	3%
1.d	Estimated excess (shortfall) in HAP revenue	\$ 3,393,147	\$ 2,453,400	\$ -	\$ 593,267	\$ 346,480	\$ -	\$ 3,527,865	\$ (134,717)	-4%
2	OPERATING REVENUE									
2.a	Administrative Fees	\$ 2,862,639	\$ 2,457,823	\$ 178,959	\$ 155,997	\$ 69,860		\$ 2,586,830	\$ 275,808	11%
2.b	Administrative Fee earned for managed incoming ports	\$ -	\$ -	\$ -				\$ -	\$ -	0%
2.c	Administrative Fee Paid for managed outgoing ports	\$ (156,430)	\$ (132,364)	\$ -	\$ (12,033)	\$ (12,033)		\$ (147,153)	\$ (9,277)	6%
2.d	Net Administrative Fee	\$ 2,706,208	\$ 2,325,459	\$ 178,959	\$ 143,964	\$ 57,827		\$ 2,439,677	\$ 266,531	11%
2.e	BHA Oversight Fee	\$ 6,720	\$ 6,720	\$ -				\$ 6,335	\$ 386	6%
2.f	EHV Preliminary Fee & Service Fee	\$ -						\$ -		
2.g	Miscellaneous Income	\$ 108,000	\$ 108,000	\$ -				\$ 108,000	\$ -	0%
2.h	Total Operating Revenue	\$ 2,820,929	\$ 2,440,179	\$ 178,959	\$ 143,964	\$ 57,827	\$ -	\$ 2,554,011	\$ 266,917	10%
	OPERATING EXPENSES									
	ADMINISTRATION				\$ -					
3.a	Salaries	\$ 1,245,127	\$ 1,118,644	\$ 71,826	\$ 42,207	\$ 12,451		\$ 1,171,530	\$ 73,597	6%
3.b	Employee Benefits	\$ 971,211	\$ 872,615	\$ 55,796	\$ 33,088	\$ 9,712		\$ 966,239	\$ 4,972	1%
3	Sub-total salaries and employee benefits	\$ 2,216,338	\$ 1,991,259	\$ 127,622	\$ 75,294	\$ 22,163	\$ -	\$ 2,137,769	\$ 78,570	4%
4.a	Fee - Legal Expense - Outside Counsel	\$ 45,864	\$ 38,984	\$ 2,752	\$ 2,752	\$ 1,376	\$ 2,400	\$ 43,680	\$ 2,184	5%
4.b	Fee - Audit Fees	\$ 23,807	\$ 20,726	\$ 1,185	\$ 1,422	\$ 474	\$ 2,250	\$ 23,700	\$ 107	0%
4.c	Fee - Consultants - General Consultants	\$ 246,834	\$ 209,809	\$ 14,810	\$ 14,310	\$ 7,905	\$ 50,000	\$ 138,830	\$ 108,004	78%
4.d	Fee - Inspection	\$ 112,706	\$ 94,069	\$ 6,114	\$ 8,072	\$ 4,451		\$ 112,706		0%
4.e	Office Rent	\$ 147,416	\$ 128,063	\$ 7,846	\$ 8,059	\$ 3,448		\$ 136,859	\$ 10,557	8%
4.f	Travel/Transportation	\$ 6,230	\$ 5,420	\$ 312	\$ 374	\$ 125		\$ 6,230	\$ -	0%
4.g	Staff Training	\$ 7,200	\$ 6,264	\$ 360	\$ 432	\$ 144		\$ 7,200	\$ -	0%
4.h	Publications & Subscriptions	\$ 7,658	\$ 6,662	\$ 383	\$ 459	\$ 153		\$ 7,293	\$ 365	5%
4.i	Memberships & Dues	\$ 16,885	\$ 14,690	\$ 844	\$ 1,013	\$ 338		\$ 13,831	\$ 3,054	22%
4.j	Telephone	\$ 6,930	\$ 5,891	\$ 416	\$ 416	\$ 208		\$ 9,120	\$ (2,190)	-24%
4.k	Office Supplies	\$ 13,860	\$ 11,781	\$ 832	\$ 832	\$ 416		\$ 13,200	\$ 660	5%
4.l	Postage	\$ 21,962	\$ 18,668	\$ 1,318	\$ 1,318	\$ 659		\$ 19,200	\$ 2,762	14%
4.m	Printing & Reproduction	\$ 10,980	\$ 8,568	\$ 605	\$ 605	\$ 302		\$ 9,600	\$ 480	5%
4.n	Equipment maintenance	\$ 1,300	\$ 1,105	\$ 78	\$ 78	\$ 39		\$ 1,300	\$ -	0%
4.o	Equipment Lease	\$ 14,880	\$ 12,648	\$ 893	\$ 893	\$ 446		\$ 14,880	\$ -	0%
4.p	Advertising	\$ 3,000	\$ 2,550	\$ 180	\$ 180	\$ 90		\$ 1,200	\$ 1,800	150%
4.q	Computer Service - City of Berkeley IT	\$ 71,783	\$ 61,015	\$ 4,307	\$ 3,827	\$ 2,633		\$ 68,364	\$ 3,418	5%
4.r	Software Maintenance	\$ 39,213	\$ 33,331	\$ 2,353	\$ 2,353	\$ 1,176		\$ 20,500	\$ 18,713	91%
4.s	Other Sundry Items	\$ 13,230	\$ 11,246	\$ 794	\$ 794	\$ 397	\$ 1,000	\$ 12,600	\$ 630	5%
4	Total Administrative Expenses	\$ 810,837	\$ 691,490	\$ 46,380	\$ 48,187	\$ 24,781	\$ 55,650	\$ 660,293	\$ 150,544	23%

**BERKELEY HOUSING AUTHORITY
DETAIL -DRAFT Budget
For Fiscal Year 2023-2024
Section 8 Only**

EXHIBIT A

	DESCRIPTION	Grand Total PROPOSED BUDGET FY2024	HUD PROGRAMS				AHB	APPROVED BUDGET FY2023	Increase (Decrease)	%
			HCV Program 1,989 Units	Mod. Rehab Program 98 Units	Mainstream 121 Units	EHV 51 Units				
	HUD Authorized Units ==>	(a) = (b + c + d + e + f)	(b)	(c)	(d)	(e)	(g)	(h)	(i) = (a - h)	
5	TENANT SERVICES									
5.a	Unit Turn-over/Service Fees/Damage Claim	\$ 100,000	\$ 100,000	\$ -				\$ 100,000	\$ -	0%
5	Total Tenant Services	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	0%
6	ROUTINE MAINTENANCE									
6.a	Facilities maintenance	\$ 4,000	\$ 3,400	\$ 240	\$ 240	\$ 120		\$ 4,000	\$ -	0%
6	Total Routine Maintenance	\$ 4,000	\$ 3,400	\$ 240	\$ 240	\$ 120	\$ -	\$ 4,000	\$ -	0%
7	GENERAL EXPENSES									
7.a	Insurance	\$ 61,686	\$ 53,667	\$ 3,084	\$ 3,701	\$ 1,234		\$ 49,807	\$ 11,879	24%
7.b	Other General Expenses	\$ 13,650	\$ 11,603	\$ 819	\$ 819	\$ 410		\$ 13,000	\$ 650	5%
7	Total General Expenses	\$ 75,336	\$ 65,269	\$ 3,903	\$ 4,520	\$ 1,643	\$ -	\$ 62,807	\$ 12,529	20%
8	TOTAL OPERATING EXPENSES	\$ 3,206,512	\$ 2,851,418	\$ 178,145	\$ 128,242	\$ 48,707	\$ 55,650	\$ 2,964,869	\$ 241,643	8%
9	NET OPERATING SURPLUS (DEFICIT)	\$ (385,583)	\$ (411,239)	\$ 814	\$ 15,722	\$ 9,120	\$ 55,650	\$ (410,858)	\$ (25,274)	-6%