



Berkeley Housing Authority

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Office of the Executive Director

Item 7B

NEW BUSINESS

APRIL 17, 2025

To: Honorable Chairperson and
Members of Affordable Housing Berkeley

From: James Williams, Executive Director

Subject: Adopting a Resolution revising and amending the Berkeley Housing Authority's annual operating budget for fiscal year July 1, 2024 – June 30, 2025, adopted by the Board of Commissioners on June 13, 2024 by Resolution No. 24-04 ("FY 24-25 BHA Budget")

CONTACT PERSON

James Williams, Executive Director, (510) 981-5485
Jesy Yturralde, Finance Manager, (510) 981-5488

Attachments:

1. Resolution No. 25-09
2. FY2025 BHA Budget Modification

BERKELEY HOUSING AUTHORITY

Resolution 25-09

A RESOLUTION OF THE BERKELEY HOUSING AUTHORITY (BHA) AMENDING
THE BHA'S ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR JULY 1, 2024 –
JUNE 30, 2025

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

WHEREAS, BHA operates on a July 1-June 30 fiscal year and U.S. Department of Housing and Urban Development (“HUD”) funding is on a calendar year;

WHEREAS, operating budgets for the BHA’s various programs must be adopted prior to the beginning of the fiscal year July 1, 2024 – June 30, 2025;

WHEREAS, on June 13, 2024 the BHA Board of Commissioners adopted Resolution No. 24-04 adopting BHA’s budget for fiscal year July 1, 2024 – June 30, 2025 , which was attached to Resolution No.24-04 as Exhibit A (“FY 24-25 BHA Budget”);

WHEREAS, from time-to-time circumstances and events may require that the original BHA budget may need revision;

WHEREAS, the Board of Commissioners desires to amend the FY 24-25 BHA Budget, as set forth in Exhibit A attached hereto and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BERKELEY, CALIFORNIA, AS FOLLOWS:

BE IT RESOLVED THAT, the above recitals are true and correct and incorporated herein by reference and serve, together with the Board Memorandum, as the basis of the actions of the Board of Commissioners set forth below.

BE IT FURTHER RESOLVED, that use of MTW funds and certain budgeted operating expenses in BHA’s budget for fiscal year July 1, 2024 – June 30, 2025, adopted by the Board of Comissioners on June 13, 2024 by Resolution No. 24-04 (“FY 24-25 BHA Budget”), are hereby revised and amended as set forth in Exhibit "A" attached hereto and incorporated herein by this reference (“Budget Amendment”).

BE IT FURTHER RESOLVED, that except as amended herein, FY 24-25 BHA Budget shall remain in full force and effect.

BE IT FURTHER RESOLVED, that in addition to the foregoing authority granted herein, the Executive Director, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

BE IT FURTHER RESOLVED, that the prior actions of BHA relating to the adoption of the FY 24-25 BHA Budget and related activities are hereby ratified and affirmed.

BE IT FURTHER RESOLVED, that all resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

BE IT FURTHER RESOLVED, This Resolution shall become effective immediately upon enactment.

The foregoing Resolution No. 25-09 was adopted by the Board of Commissioners of the Housing Authority of the City of Berkeley on April 17th 2025, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
James E. Williams, Secretary

EXHIBIT A

REVISIONS TO HOUSING AUTHORITY OF THE CITY OF BERKELEY BUDGET FOR
FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025

BEHIND THIS PAGE

DESCRIPTION	FY2025 BUDGET		FY2025 BUDGET		BUDGET MODIFICATION
	(a)	(b)	(a)		
	APPROVED FY2025 BUDGET BUDGET	PROPOSED BUDGET MOD	FY2025 BUDGET BUDGET		
1 HOUSING ASSISTANCE PAYMENTS (HAP)					
2 HAP Received from HUD	\$ 42,547,835	\$ -	\$ 42,547,835		
3 Miscellaneous Income -HAP	\$ -	\$ -	\$ -		
4 Less HAP Paid to Owners	\$ (38,679,469)	\$ -	\$ (38,679,469)		
5 Less MTW Eligible Expenses	\$ (219,407)	\$ -	\$ (219,407)		
6 Less Transfer to Operating revenue	\$ (399,878)	\$ (1,005,187)	\$ (1,405,065)		Use of HAP funding for operations (CY2024)
7 HAP Surplus (Deficit)	\$ 3,249,081	\$ (1,005,187)	\$ 2,243,894		
8 Use of Excess HAP Reserve	\$ -	\$ -	\$ -		
9 Net HAP Surplus (Deficit)	\$ 3,249,081	\$ -	\$ 2,243,894		
11 OPERATING REVENUE					
12 Administrative Fees (S8 & MOD REHAB)	\$ 2,941,783	\$ -	\$ 2,941,783		
13 Administrative fees billed to other PHA on Port in	\$ -	\$ -	\$ -		
14 Administrative fees to other PHA on Port out	\$ (75,894)	\$ -	\$ (75,894)		
15 Net Administrative Fees	\$ 2,865,889	\$ -	\$ 2,865,889		
16 BHA Oversight Fee	\$ 6,922	\$ -	\$ 6,922		
17 Preliminary Fee	\$ -	\$ -	\$ -		
18 Service Fee	\$ 80,000	\$ -	\$ 80,000		
19 Miscellaneous Income	\$ 497,803	\$ -	\$ 497,803		
20 Transfer from HAP	\$ 399,878	\$ 1,005,187	\$ 1,405,065		Use of HAP funding for operations (CY2024)
21 TOTAL OPERATING REVENUE	\$ 3,850,492	\$ 1,005,187	\$ 4,855,679		
22 OPERATING EXPENSES					
23 ADMINISTRATION					
24 Salaries	\$ 1,400,840	\$ 47,000	\$ 1,447,840		Additional 2% COLA + Salary of Inspector - Salary of Eligibility Clerk
25 Employee Benefits	\$ 1,069,176	\$ 26,000	\$ 1,095,176		Additional 2% COLA + Salary of Inspector - Salary of Eligibility Clerk
26 Legal Expense - Outside Counsel	\$ 46,680	\$ -	\$ 46,680		
27 Staff Training	\$ 17,119	\$ 50,000	\$ 67,119		Travel & Conferences/Classes & Training & BOC Training
28 Travel/Transportation	\$ 6,559	\$ -	\$ 6,559		
29 Office Rent	\$ 143,087	\$ -	\$ 143,087		
30 Audit Fees	\$ 24,700	\$ -	\$ 24,700		
31 Publications & Subscriptions	\$ 7,293	\$ -	\$ 7,293		
32 Memberships & Dues	\$ 18,861	\$ -	\$ 18,861		
33 Telephone	\$ 9,180	\$ 50,000	\$ 59,180		Telephone answering service
34 Office Supplies	\$ 14,400	\$ -	\$ 14,400		
35 Postage	\$ 20,736	\$ -	\$ 20,736		
36 Printing & Reproduction	\$ 9,600	\$ -	\$ 9,600		
37 Equipment maintenance	\$ 1,300	\$ -	\$ 1,300		
38 Equipment Lease	\$ 14,880	\$ -	\$ 14,880		
39 Advertising	\$ 5,000	\$ -	\$ 5,000		
41 Consultants - General Consultants	\$ 170,630	\$ 180,000	\$ 350,630		Contract amendment for Grant Consulting + SWOT analysis + other consultants
42 Computer Services Maintenance Fee	\$ 72,000	\$ 29,000	\$ 101,000		City of Berkeley IT services
43 Software Maintenance	\$ 53,271	\$ -	\$ 53,271		
44 Inspection	\$ 112,706	\$ (80,000)	\$ 32,706		Termination of inspection contract
45 Other Sundry Items (Includes Bank/FDIC Fees)	\$ 12,600	\$ -	\$ 12,600		
47 Total Administrative Expenses	\$ 3,230,617	\$ 302,000	\$ 3,532,617		
48 TENANT SERVICES					
49 Supportive Services	\$ 80,000	\$ -	\$ 80,000		
50 Total Tenant Services	80,000	-	80,000		
59 ORDINARY MAINTENANCE					
60 Facilities maintenance	\$ 5,860	\$ -	\$ 5,860		
61 Total Ordinary Maintenance	5,860	-	5,860		
67 GENERAL EXPENSES					
68 Insurance	\$ 69,454	\$ -	\$ 69,454		
69 Other General Expenses	\$ 13,000	\$ -	\$ 13,000		
79 Depreciation	\$ 30,693	\$ -	\$ 30,693		
70 Total General Expenses	113,147	-	113,147		
72 TOTAL OPERATING EXPENSES	3,429,625	302,000	3,731,625		

DESCRIPTION	FY2025 BUDGET		FY2025 BUDGET	BUDGET MODIFICATION
	(a)	(b)	(a)	
	APPROVED FY2025 BUDGET BUDGET	PROPOSED BUDGET MOD	FY2025 BUDGET BUDGET	
CAPITAL EXPENDITURE				
73 Website Development	\$ 70,000	\$ -	\$ 70,000	
74 Laptop replacement	\$ 25,000	\$ -	\$ 25,000	
75 Office move		\$ -	\$ -	
76 Total Capital Expenditure	95,000	-	95,000	
77 OPERATING INCOME (DEFICIT) & CAPITAL EXPENDITURE	\$ 325,868	\$ 703,187	\$ 1,029,055	
78 RESTRICTED REVENUE				
80 FSS Forfeiture			\$ -	
81 Interest Income on Notes Receivable & Disposition Proceeds	\$ (362,878)	\$ -	\$ (362,878)	
82 TOTAL NON OPERATING REVENUES	\$ (362,878)	\$ -	\$ (362,878)	
83 NET INCOME (DEFICIT)	\$ (37,011)	\$ 703,187	\$ 666,176	
84 Use of reserves /HAP Funding/Dispo Proceeds	\$ 59,476		\$ 59,476	
85 Operating Surplus (Deficit) after use of proceeds	\$ 22,466	\$ 703,187	\$ 725,653	