

HOUSING AUTHORITY



Operating Budget
Fiscal Year 2012-13

HOUSING AUTHORITY OPERATING BUDGET FISCAL YEAR 2012-13

Board Directors

Kathryn McCullough, Chair
Scott Voigts, Vice Chair
Peter Herzog, Board Member
Marcia Rudolph, Board Member
Mark Tettermer, Board Member

Staff Members

Robert C. Dunek, Executive Director
David E. Belmer, Deputy Executive Director
Keith D. Neves, Authority Finance Director
Stephanie D. Smith, Authority Secretary
Scott C. Smith, Authority Attorney

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June 19, 2012

Honorable Chairman and Members of the Authority:

I am pleased to present the Lake Forest Housing Authority's ("Authority") Budget for Fiscal Year 2012-2013 for your review and approval. The Authority's work program reflects the goals and objectives of the City's Housing Element and the Consolidated Plan for use of the City's Community Development Block Grant (CDBG). In addition, the work plan includes the continuation and potential completion of affordable housing programs and projects initiated by the Lake Forest Redevelopment Agency ("Agency") prior to its dissolution pursuant to AB1X 26. The activities proposed are consistent with all applicable laws and sound management practices.

Fiscal Year 2011-12 in Review

At the mid-point of Fiscal Year 2010-11, the Authority was activated for the purpose of consolidating affordable housing activities of the City and former Agency. The vision for the Authority includes implementation of ongoing affordable housing activities, including the Transitional Housing Program through its partnership with Families Forward. Additionally, the Authority was the lead Agency for Neighborhood Stabilization activities that included the purchase of a four-unit property on Saguaro Street.

Fiscal Year 2012-13 Overview

During the upcoming year, the Authority's primary source of funding will be the encumbered/preserved Low and Moderate Income Housing Funds for the former Agency. In addition, the Authority will receive rental revenue from the Saguaro Property. These funding sources will be used to fund ongoing programs and projects. Developer "in-lieu" fees, generated by construction activity in the Opportunities Study Area, will provide an additional source of revenue for the Authority (or City) to pursue affordable housing and neighborhood stabilization programs and projects.

The primary mission of the Authority is to advance the goals and objectives of the City's Housing Element and the Consolidated Plan. As mentioned, the Authority will continue implementing the Transitional Housing Program

Mayor
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with its non-profit partner, Families Forward. Additionally, the Authority will evaluate options and issues for advancing the Neighborhood Stabilization Program initiated by the former Agency on Saguaro. Together, these programs will partially address community needs for affordable housing and improve local neighborhoods.

During the coming year, the Authority will work diligently to complete all identified goals and objectives. However, it is important to note that the laws and administrative decisions of the State related to the Agency's dissolution continue to evolve and may affect the Authority's budget during the course of the fiscal year.

Despite the difficulties noted above, Authority staff looks forward to working with the community and Authority Board in furthering the accomplishments of the past fiscal year.

Sincerely,



Robert C. Dunek
Executive Director

MAJOR ACCOMPLISHMENTS AND INITIATIVES

FISCAL YEAR 2011-12 MAJOR ACCOMPLISHMENTS

1. Consolidated the housing activities of the City and former Lake Forest Redevelopment Agency.
2. Adopted Housing Authority Bylaws
3. Advanced the goals and objectives of the City's Housing Element
4. Maintained and monitored two condominiums units which allowed Families Forward to implement its Transitional Housing program.

FISCAL YEAR 2012-13 MAJOR INITIATIVES

1. Work with the City's advocacy groups State legislative representatives to preserve the existing housing fund balance of the former Lake Forest Redevelopment Agency and utilize these funds to support existing affordable housing and neighborhood preservation projects.
2. Work with the Lake Forest Successor Agency Oversight Board to enable the retention of the housing assets of the former Agency by the Authority.
3. Advance the goals and objectives of the City's Housing Element
4. Continue maintaining and monitoring two condominiums units to allow Families Forward to implement its Transitional Housing program.
5. Pursue the development/rehabilitation of Authority-owned properties, including the "Authority Parcel" (former Orange County Transportation Authority parcel), the Saguaro apartment property, and the Mamie Thomas parcel.

SUMMARY of REVENUES, EXPENDITURES, TRANSFERS, and FUND BALANCES

	Available Fund Balances July 1, 2012	Revenues	Total Funds Available	Expenditures			Total Expenditures	Transfers In/(Out)	Available Fund Balances June 30, 2013
				Operating	Capital Projects				
Housing Authority Fund	\$607,317	\$72,000	\$679,317	\$387,500		\$387,500	\$0	\$291,817	
Totals	\$607,317	\$72,000	\$679,317	\$387,500	\$0	\$387,500	\$0	\$291,817	

PERSONNEL SUMMARY

Position	Fiscal Year	Fiscal Year
	2011-12	2012-13
	Full Time	Full Time
Housing Authority:		
Deputy Executive Director	0.10	
Project Manager	0.10	
Housing Manager	0.45	
Management Analyst	0.08	
Administrative Secretary	0.02	
Subtotal	<u>0.75</u>	<u>0.00</u>
Total	<u><u>0.75</u></u>	<u><u>0.00</u></u>

HOUSING AUTHORITY BUDGET DETAIL
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Expense Classification	Actual 2010-11	Adopted Budget 2011-12	Proposed Budget 2012-13¹	Adopted Budget 2012-13¹
<u>Personnel:</u>				
Full-Time Personnel		\$79,800		
Medicare		1,200		
Retirement		11,200		
Health Insurance		11,300		
Subtotal	0	103,500	0	0
<u>Operation and Maintenance:</u>				
Auto Allowance		3,500		
Operating Supplies	\$2	800		
Printing and Duplicating		300		
Postage and Deliveries		300		
Telephone and Other	5	200		
City Hall Rent		9,000		
Equipment Rentals/Leases		300		
Building Maintenance	646	15,000		
Equipment Maintenance		200		
Subtotal	653	29,600	0	0
<u>Contract Services²:</u>				
Real Property Maintenance			\$79,800	\$79,800
Auditing		7,500	7,500	7,500
Housing		30,000	51,000	51,000
Rehabilitation Loan Fees			13,200	13,200
Rehabilitation Loan Services			12,000	12,000
Saguaro Relocation			224,000	224,000
Subtotal	0	37,500	387,500	387,500
Activity Total	\$653	\$170,600	\$387,500	\$387,500

Funding Source:

Housing Authority Fund	\$653	\$170,600	\$387,500	\$387,500
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¹ Personnel and operating costs were transferred to the City's General Fund in Fiscal Year 2012-13.

² Identified as an enforceable obligation of the former Lake Forest Redevelopment Agency. Reimbursement is subject to approval of the Oversight Board and State Department of Finance.

HOUSING AUTHORITY FISCAL YEAR 2012-13 ORGANIZATIONAL CHART

