HOUSING AUTHORITY

Operating Budget

Fiscal Year 2011-12

HOUSING AUTHORITY OPERATING BUDGET
FISCAL YEAR 2011-12

Board Directors

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

Staff Members

Robert C. Dunek, Executive Director

David E. Belmer, Deputy Executive Director
Ronald A. Nault, Acting Authority Finance Director
Stephanie D. Smith, Authority Secretary
Scott C. Smith, Authority Attorney

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Mayor
Peter Herzog

Mayor Pro Tem
Mark Tettemer

Council Members
Kathryn McCullough
Marcia Rudolph
Scott Voigts

City Manager
Robert C. Dunek

May 9, 2011

Honorable Chairman and Members of the Authority:

I am pleased to present the Lake Forest Housing Authority's ("Authority") inaugural Budget for Fiscal Year 2011-2012 for your review and approval. The Authority's work program reflects the goals and objectives of the City's Housing Element and the Redevelopment Agency's ("Agency") 10-Year Affordable Housing Compliance Plan. The activities performed by the Authority are consistent with all applicable laws and sound management practices.

Fiscal Year 2010-11 in Review

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

Fiscal Year 2011-12 Overview

During the upcoming year, the Authority's primary source of funding will be the Redevelopment Agency's Low and Moderate Income Housing Fund. This funding source will be used to fund ongoing programs and projects. In the future, it is anticipated that developer "in-lieu" fees, generated by construction activity in the Opportunities Study Area, could add a second source of revenue for the Authority and enhance its opportunities for projects.

The primary mission of the Authority is to advance the goals and objectives of the City's Housing Element and the Redevelopment Agency's 10-Year Affordable Housing Compliance Plan. As mentioned, the Authority will continue implementing the Transitional Housing Program with its non-profit partner, Families Forward. Additionally, the Authority will implement the

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Neighborhood Stabilization Program on Saguaro Street by partnering with a non-profit partner and renovating the four-unit property acquired for the purpose of creating affordable housing opportunities. Together, these programs will 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. 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 2010-11 MAJOR ACCOMPLISHMENTS

1. Activated the Housing Authority to consolidate the implementation of City and Redevelopment Agency housing activities.
2. Transferred real estate assets and an affordable housing agreement previously held by the Redevelopment Agency to the Authority.
3. Completed acquisition of a four-unit apartment building multifamily unit on Saguaro Street to improve and stabilize the neighborhood.

FISCAL YEAR 2011-12 MAJOR INITIATIVES

1. Draft and adopt Housing Authority Bylaws.
2. Advance the goals and objectives of the City's Housing Element and the Agency's 10-Year Affordable Housing Compliance Plan.
3. Implement the Saguaro Neighborhood Stabilization Plan by advancing an agreement with a non-profit partner to oversee an affordable housing program and renovate the property.
4. Continue working with Families Forward to implement its Transitional Housing program and maintain existing condominium units as necessary.

SUMMARY of REVENUES, EXPENDITURES, TRANSFERS, and FUND BALANCES

	Available Fund Balances July 1, 2011	Revenues	Total Funds Available	Expenditures Operating	Expenditures Capital Projects	Total Expenditures	Transfers In/(Out)	Available Fund Balances June 30, 2012
Housing Authority Fund				$170,600		$170,600	$170,600 *	$0
Totals	$0	$0	$0	$170,600	$0	$170,600	$170,600	$0

* This amount consists of a transfer from the Redevelopment Agency Low and Moderate Income Housing Fund

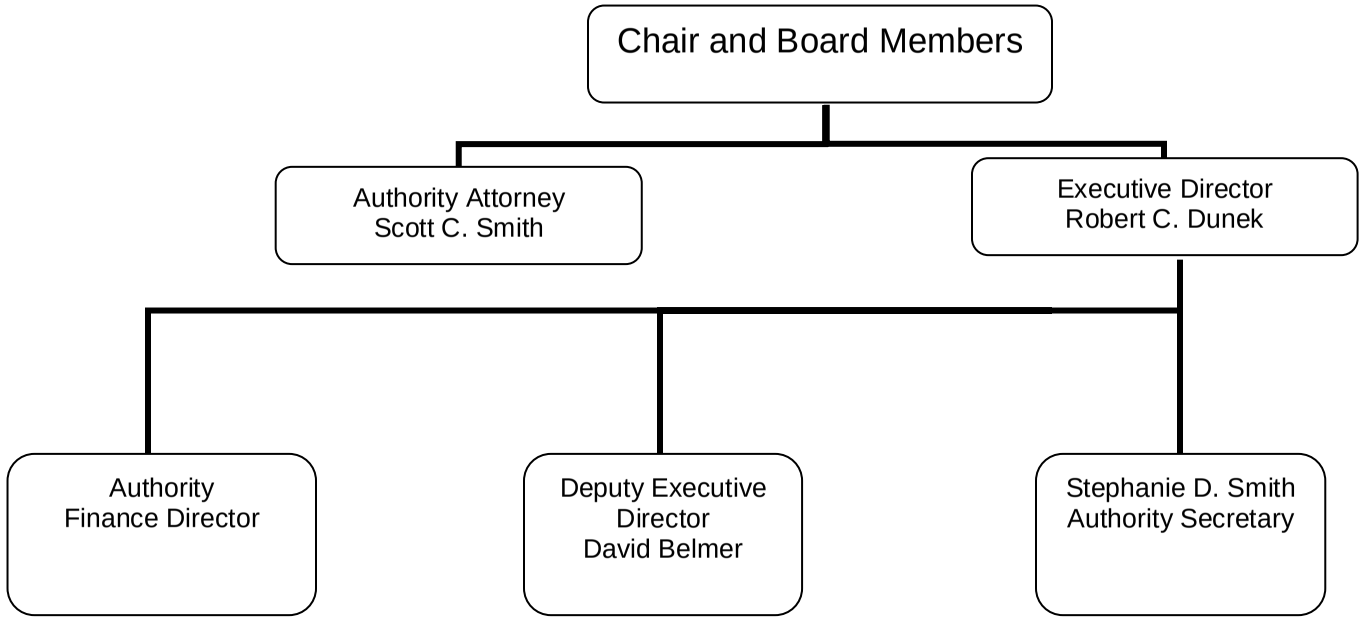
PERSONNEL SUMMARY

Position	Fiscal Year 2010-11 Full Time*	Fiscal Year 2011-12 Full Time
Housing Authority:		
Deputy Executive Director		0.10
Redevelopment Project Manager		0.10
Housing Manager		0.45
Management Analyst		0.08
Administrative Secretary		0.02
Subtotal	0.00	0.75
Total	0.00	0.75

* The Housing Authority was created during Fiscal Year 2010-11.

REDEVELOPMENT/ECONOMIC DEVELOPMENT
BUDGET DETAIL

Expense Classification	Actual 2009-10	Adopted Budget 2010-11	Proposed Budget 2011-12*	Adopted Budget 2011-12
Personnel:				
Full-Time Personnel			$79,800	$79,800
Medicare			1,200	1,200
Retirement			11,200	11,200
Health Insurance			11,300	11,300
Subtotal	0	0	103,500	103,500
Operation and Maintenance:				
Auto Allowance			3,500	3,500
Operating Supplies			800	800
Printing and Duplicating			300	300
Postage and Deliveries			300	300
Telephone and Other			200	200
City Hall Rent			8,700	9,000
Equipment Rentals and Leases			300	300
Building Maintenance			15,000	15,000
Equipment Maintenance			200	200
Subtotal		0	29,300	29,600
Contract Services:				
Auditing			7,500	7,500
Housing			30,000	30,000
Subtotal	0	0	37,500	37,500
Activity Total	$0	$0	$170,300	$170,600
Funding Source:				
Housing Authority Fund			$170,300	$170,600

* The Housing Authority was created during Fiscal Year 2010-11.

HOUSING AUTHORITY FISCAL YEAR 2011-12 ORGANIZATIONAL CHART