

Housing Authority of the County of Stanislaus

...also serving Alpine ▪ Amador ▪ Calaveras ▪ Inyo ▪ Mariposa ▪ Mono ▪ Tuolumne Counties.

To: Board of Commissioners
From: Barbara S. Kauss, Executive Director
Date: September 14, 2017
Subject: Action Item: Proposed Local Budget
Prepared By: Linh Luong, Director of Finance
Resolution No. 16-17-28

RECOMMENDATION

After review and discussion, staff recommends the Board of Commissioners adopt the attached resolution approving the Local Account budget for fiscal year 2017-2018.

SUMMARY

The 2017-2018 Fiscal Year Budget was prepared with the following assumptions:

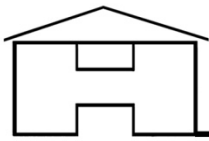
1. The interest rate for investment returns for all programs is .92% for fiscal year 2017-2018.
2. The administrative salary is to pay for staff time in housing management, finance, and administration. The management fee earned from Small Programs and Riverbank Housing Authority are paying for this expense.
3. Other Administrative Expense, Maintenance Materials and Contract Costs are estimated using the actual cost for last 12 months, and the inflation factor used in estimating the budget proposal is 4%.
4. Fringe Benefits- PERS expense estimate is 8%.
5. Insurance - Workers Compensation premium increased due to higher insurance rate for CHWCA.
6. Employee benefits included employee wellness program.

The total revenue increased by \$86,398 or 12.05% due to increases in interest income and other receipts. The total expenditures increased by \$90,177 or 13.06%. This is due to increases in administrative expense, maintenance expense and insurance expense. This budget has \$22,443 projected to go to reserve.

ATTACHMENTS

1. Proposed Local Account Budget
2. Resolution 16-17-28

LOCAL BUDGET COMPARISON 2017 VS. 2018						
LINE #	ITEM	BUDGET	BUDGET	BUDGET VS.	DIFF. %	COMMENTS
		2016-2017	2017-2018	BUDGET		
		LOCAL	LOCAL	DIFF.		
	OPERATING RECEIPTS					
1	INTEREST	\$7,670	\$16,940	\$9,270	120.86%	Increase in interest rate and reserve
2	OTHER RECEIPTS	\$709,222	\$786,350	\$77,128	10.88%	Increase in management fee earned for 6 additional units, fee collected for Riverbank HA staffing and ROSS grant award, and offset by transfer of HMIS grant to City of Modesto
3	TOTAL OPERATING REC.	\$716,892	\$803,290	\$86,398	12.05%	
4	TOTAL RECEIPTS	\$716,892	\$803,290	\$86,398	12.05%	
	OPERATING EXPENDITURES					
	ADMINISTRATION:					
5	SALARIES	\$418,590	\$426,227	\$7,637	1.82%	Increase is due to a COLA increase in fiscal year 2016-17 and 2017-18, merit increases for 2017-2018 fiscal year, ROSS grant staffing, and changes in proration due to reorganization of management staff, and offset by decrease in HMIS staffing due to transfer of grant to City of Modesto
6	EMPLOYEE BENEFIT	\$180,670	\$181,910	\$1,240	0.69%	Increase in payroll taxes due to changes in salaries, and offset by a reduction in employee PERS contribution
7	OTHER ADMIN. EXP.	\$32,370	\$32,370	\$0	0.00%	
8	TOTAL ADMIN. EXP.	\$631,630	\$640,507	\$8,877	1.41%	
	ORDINARY MAINTENANCE:					
9	LABOR	\$3,520	\$48,920	\$45,400	1289.77%	Increase is due to a COLA increase in fiscal year 2016-17 & 2017-18, and increase one Riverbank Housing maintenance staff
10	EMPLOYEE BENEFIT	\$1,470	\$20,300	\$18,830	1280.95%	Increase in payroll taxes and medical benefits, and offset by a reduction in employee PERS contribution
11	MATERIALS	\$3,280	\$3,280	\$0	0.00%	
12	CONTRACT COSTS	\$11,950	\$14,600	\$2,650	22.18%	Increase due to an increase in landscaping contract expense
13	TOTAL ORDINARY MAINT.	\$20,220	\$87,100	\$66,880	330.76%	
	GENERAL EXPENSE:					
14	INSURANCE	\$20,120	\$34,020	\$13,900	69.09%	Increase in Workers' Compensation insurance due to increase in rate and salary
15	SPECIAL ASSESSMENT	\$12,600	\$13,120	\$520	4.13%	
16	TOTAL GENERAL EXPENSES	\$32,720	\$47,140	\$14,420	44.07%	
	TOTAL ROUTINE EXPENSES	\$684,670	\$774,847	\$90,177	13.17%	
	NONROUTINE MAINTENANCE:					
17	EXTRAORDINARY MAINT.	\$0	\$0	\$0	0.00%	
	CAPITAL EXPENDITURES					
18	REPLACEMENT EQUIPMENT	\$0	\$0	\$0	0.00%	
19	PROPERTY BETTERMENTS	\$0	\$0	\$0	0.00%	
20	TOTAL CAPITAL EXPEND.	\$0	\$0	\$0	0.00%	
21	CONTINGENY	\$6,000	\$6,000	\$0	100.00%	
22	TOTAL EXPENDITURES	\$690,670	\$780,847	\$90,177	13.06%	
23	GAIN OR LOSS	\$26,222	\$22,443			



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RESOLUTION NO. 16-17-28

RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS LOCAL ACCOUNT BUDGET FOR FISCAL YEAR 2017/2018

WHEREAS, the Housing Authority of the County of Stanislaus is administering and will continue to administer Local Account (also referred to as Management Account); and

WHEREAS, it is necessary in the operation of said program that Local Account Budget, therefore, be approved and adopted; and

WHEREAS, the budget has been prepared for said project.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Stanislaus, that

1. That proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low income families.
2. That the financial plan is reasonable in that:
 - a. It indicates a source of funding adequate to cover all proposed expenditures.
 - b. It does not provide for funding in excess of income.
3. That all proposed charges and expenditures will be consistent with provisions of State and Local law.
4. That the Local Account Budget as herein designated be, and the same is hereby ratified, confirmed and approved.
5. That said Local Account Budget is filed in the office of the Housing Authority of the County of Stanislaus and is more particularly identified as follows:

<u>TERM</u>	<u>PROGRAM</u>	<u>AMOUNT</u>
10/1/2017 thru 9/30/2018	Local Account	\$780,847

DULY AND REGULARLY ADOPTED by the Board of Commissioners of the Housing Authority of the County of Stanislaus this 14th day of September, 2017.

On motion of Commissioner _____, seconded by Commissioner _____, and on the following roll call vote:



AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: _____
Chairman

Attest: _____
Secretary

Position	Salary Range	Salary Scale
Account Clerk/Senior Account Clerk	34A/36A	Clerical
Accountant	46	Admin
Accounting Assist. Payroll/Account Receivable	43	Clerical
Accounting Supervisor	51	Admin
Accounts Payable Clerk	36A	Clerical
Administrative Analyst	46	Admin
Administrative Analyst (75% FTE)	46	Admin
Area Maintenance Worker	43	Clerical
Asset Manager I/II/III	45/48/51	Admin
Assistant Resident Manager	Hourly	
Deputy Director	60	Admin
Director of Finance	60	Admin
Human Resources Division Manager	55	Admin
Director of Information Technology	56	Admin
Director of Regional Housing Choice Voucher Program	60	Admin
Eligibility Specialist I/II	37A/42A	Clerical
Executive Director	Contract	Contract
Family Self Sufficiency Specialist Coordinator	42	Clerical
Housing Inspection HMIS Supervisor I/II	48/50	Admin
Housing Quality Standard Inspector	41A	Clerical
Landscape Area Maintenance Worker	43	Clerical
Maintenance Worker I/II	38/41	Clerical
Maintenance Worker Part-time	Hourly	
Occupancy Clerk	36	Clerical
Occupancy Specialist I/II	37A/42A	Clerical
Office Assistant/Senior Office Assistant	34A/36	Admin
On-Site Maintenance Supervisor	43	Admin
On-Site Manager	44	Admin
On-Site Resident Manager	Hourly	
Property Management Division Manager	56	Admin
Purchasing Specialist	42	Clerical
Resident Services Coordinator	44	Admin
Senior General Ledger Clerk	40	Clerical
Operations Supervisor	46	Admin
Worker Order Clerk/Senior Work Order Clerk	35/36A	Clerical

CLERICAL SALARY RANGES		
FISCAL YEAR 2017-2018		
	1.025	1.025
EFFECTIVE 10/1/2017		
RANGE	MINIMUM	MAXIMUM
31	2009	2445
A31	2063	2507
32	2110	2572
A32	2166	2634
33	2218	2700
A33	2272	2765
34	2330	2836
A34	2386	2906
35	2445	2981
A35	2507	3059
36	2572	3131
A36	2634	3206
37	2700	3291
A37	2765	3371
38	2836	3456
A38	2906	3542
39	2981	3627
A39	3059	3725
40	3131	3814
A40	3207	3912
41	3291	4006
A41	3371	4109
42	3456	4211
A42	3542	4317
43	3629	4424
A43	3725	4538
44	3814	4647
A44	3912	4765
45	4006	4884
A45	4109	5002
46	4211	5129
A46	4317	5262
47	4424	5387

Hourly	\$10.50	\$25.37
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ADMINISTRATION SALARY RANGES		
FISCAL YEAR 2017-2018		
	1.025	1.025
EFFECTIVE 10/1/2017		
RANGE	MINIMUM	MAXIMUM
39	3039	3694
A39	3118	3790
40	3189	3880
A40	3270	3984
41	3352	4084
A41	3435	4183
42	3519	4287
A42	3605	4393
43	3694	4503
A43	3790	4618
44	3880	4731
A44	3984	4852
45	4084	4970
A45	4183	5095
46	4287	5220
A46	4393	5354
47	4503	5489
A47	4618	5623
48	4731	5766
A48	4852	5908
49	4970	6057
A49	5095	6206
50	5220	6364
A50	5354	6524
51	5489	6689
A51	5623	6853
52	5766	7030
A52	5908	7202
53	6057	7382
A53	6206	7565
54	6364	7753
A54	6524	7951
55	6689	8149
A55	6853	8351
56	7030	8562
A56	7202	8774
57	7382	8990
A57	7565	9220
58	7753	9449
A58	7951	9686
59	8149	9927
A59	8351	10176
60	8562	10428

Contract	\$165,000	\$184,800
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Plus up to 9% Education Incentive