



## Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

Date: July 14, 2022  
To: Board of Commissioners  
From: Jim Kruse, Executive Director  
Subject: Action Item #4: Proposed Housing Choice Voucher Program  
Operating Budget for Fiscal Year 2022-2023  
Prepared By: Linh Luong, Director of Finance  
Resolution No. 21-22-24

### **RECOMMENDATION**

After review and discussion, staff recommends the Board of Commissioners adopt the attached resolution approving the United States Department of Housing & Urban Development (HUD) Housing Choice Voucher Operating Budget for Fiscal Year 2022-2023.

### **SUMMARY**

The 2022-2023 Fiscal Year Budget was prepared with the following assumptions:

1. The interest rate for investment returns for all programs is .37% for fiscal year 2022-2023.
2. The inflation factor used in estimating the budget proposal is 4%.
3. Fringe Benefits - PERS retirement expense estimate is 14.1%.
4. Insurance – The rate for property insurance increased 15% and rate liability insurance increased 13.9% for 2022-2023 fiscal year.
5. Employee benefits included employee wellness program.

The following are recap of the Authority's proposed budget for the Fiscal Year 2022-2023 as compared to the 2021-2022 budget.

### **HOUSING CHOICE VOUCHER (SECTION 8)**

The HAP (Housing Assistance Payments) budgeted at 99% funding proration and is based on anticipated voucher utilization.



Admin. Fee – This fee is calculated based on a 98% lease up of vouchers, and 88% funding level from HUD from October 2022 through December 2022 and a 80% funding level for January through September 2023. This fee could change for calendar year 2023.

The total revenue for the 2022-2023 fiscal year is increased by \$2,067,071 or 4.76% due to the increase in HAP Contribution, and administrative fees from HUD. The increase in expenditure is \$1,912,180 or 4.41% due to increases in HAP expense, administrative expense, contract cost, and insurance expense. This budget has \$179,701 projected to go to reserve.

### **HOUSING CHOICE VOUCHER (SECTION 8) - CENTRAL OFFICE COST CENTER**

The total revenue for the 2022-2023 fiscal year is decreased by \$4,290 or .38% due to a decrease in management fee. The decrease in expenditures is \$1,500 or .13% due to decrease in administrative expense, offset by increases in materials, contract costs, and insurance expense. This budget has \$6,000 projected to go to reserve.

### **ATTACHMENTS**

1. Proposed Fiscal Year 2022-2023 Operating Budget
2. Resolutions 21-22-24

**HOUSING CHOICE VOUCHER  
BUDGET COMPARISON  
2022 VS. 2023**

LINE #	ITEM	BUDGET	BUDGET	BUDGET VS.	DIFF. &	COMMENTS
		2021-2022	2022-2023	BUDGET		
		HCV	HCV	DIFF.		
	<b>OPERATING RECEIPTS</b>					
1	OTHER RECEIPTS	\$42,170	\$42,170	\$0	0.00%	
2	<b>TOTAL OPERATING REC.</b>	<b>\$42,170</b>	<b>\$42,170</b>	<b>\$0</b>	<b>0.00%</b>	
3	HAP CONTRIBUTION	\$39,074,400	\$40,723,200	\$1,648,800	4.22%	HAP projected based on 99% funding level.
4	ADMIN. FEE HUD	\$4,266,140	\$4,684,411	\$418,271	9.80%	Increase due to increase in admin fee rate from HUD
5	<b>TOTAL RECEIPTS</b>	<b>\$43,382,710</b>	<b>\$45,449,781</b>	<b>\$2,067,071</b>	<b>4.76%</b>	
	<b>OPERATING EXPENDITURES</b>					
	<b>ADMINISTRATION:</b>					
6	SALARIES	\$1,740,840	\$1,818,340	\$77,500	4.45%	Increase due to COLA and merit increases & staff proration changes
7	FRINGE BENEFITS	\$874,250	\$900,360	\$26,110	2.99%	Increase in employer PERS contribution, retirees medical expense and an increase in payroll taxes
8	OTHER ADMIN. EXP.	\$252,830	\$258,200	\$5,370	2.12%	Increase in budgeted staff training
9	MANAGEMENT FEE EXP.	\$1,126,760	\$1,122,470	-\$4,290	-0.38%	Decrease due decrease in leased up
10	<b>TOTAL ADMIN. EXP.</b>	<b>\$3,994,680</b>	<b>\$4,099,370</b>	<b>\$104,690</b>	<b>2.62%</b>	
	<b>ORDINARY MAINTENANCE:</b>					
11	MATERIALS	\$9,100	\$9,410	\$310	3.41%	
12	CONTRACT COSTS	\$194,020	\$350,990	\$156,970	80.90%	Increase due to budgeted annual re-certification service contract
13	<b>TOTAL ORDINARY MAINT.</b>	<b>\$203,120</b>	<b>\$360,400</b>	<b>\$157,280</b>	<b>77.43%</b>	
	<b>GENERAL EXPENSE:</b>					
14	INSURANCE	\$60,790	\$62,200	\$1,410	2.32%	The increase is due to increases in liability insurance expense and offset by a decrease in Workers' Compensation
15	OTHER GENERAL EXPENSES	\$24,910	\$24,910	\$0	0.00%	
16	<b>TOTAL GENERAL EXPENSES</b>	<b>\$85,700</b>	<b>\$87,110</b>	<b>\$1,410</b>	<b>1.65%</b>	
17	<b>TOTAL ROUTINE EXPENSES</b>	<b>\$4,283,500</b>	<b>\$4,546,880</b>	<b>\$263,380</b>	<b>6.15%</b>	
18	HOUSING ASSISTANCE PAYMENTS	\$39,074,400	\$40,723,200	\$1,648,800	4.22%	Based on current average per unit month HAP expense and 98% voucher utilization
19	<b>TOTAL EXPENSES</b>	<b>\$43,357,900</b>	<b>\$45,270,080</b>	<b>\$1,912,180</b>	<b>4.41%</b>	
	<b>NONROUTINE MAINTENANCE:</b>					
20	EXTRAORDINARY MAINT.	\$0	\$0	\$0	0.00%	
	<b>CAPITAL EXPENDITURES</b>					
21	REPLACEMENT EQUIPMENT	\$0	\$0	\$0	0.00%	

**HOUSING CHOICE VOUCHER  
BUDGET COMPARISON  
2022 VS. 2023**

LINE #	ITEM	BUDGET	BUDGET	BUDGET VS.	DIFF. &	COMMENTS
		2021-2022	2022-2023	BUDGET		
		HCV	HCV	DIFF.		
22	PROPERTY BETTERMENTS	\$0	\$0	\$0	0.00%	
23	TOTAL CAPITAL EXPEND.	\$0	\$0	\$0	0.00%	
24	TOTAL EXPENDITURES	\$43,357,900	\$45,270,080	\$1,912,180	4.41%	
25	RESERVE TRANSFER FROM HCV ADMIN FEE					
26	GAIN OR LOSS	\$24,810	\$179,701			

**HOUSING CHOICE VOUCHER COCC  
BUDGET COMPARISON  
2022 VS. 2023**

LINE #	ITEM	BUDGET	BUDGET	BUDGET VS.		COMMENTS
		2021-2022	2022-2023	BUDGET		
		HCV COCC	HCV COCC	DIFF.	DIFF. &	
	<b>OPERATING RECEIPTS</b>					
1	MANAGEMENT FEE	\$1,126,760	\$1,122,470	-\$4,290	-0.38%	Decrease in lease-up rate
2	<b>TOTAL RECEIPTS</b>	<b>\$1,126,760</b>	<b>\$1,122,470</b>	<b>-\$4,290</b>	<b>-0.38%</b>	
	<b>OPERATING EXPENDITURES</b>					
	<b>ADMINISTRATION:</b>					
3	SALARIES	\$719,670	\$713,770	-\$5,900	-0.82%	Decrease due to staff proration changes and offset by increases in COLA and merit increase
4	FRINGE BENEFITS	\$267,630	\$270,940	\$3,310	1.24%	Increase is due to increase employer PERS contribution, retirees medical, and offset by a decrease in payroll taxes due to salary changes per above
5	OTHER ADMIN. EXP.	\$97,460	\$97,460	\$0	0.00%	
6	<b>TOTAL ADMIN. EXP.</b>	<b>\$1,084,760</b>	<b>\$1,082,170</b>	<b>-\$2,590</b>	<b>-0.24%</b>	
	<b>ORDINARY MAINTENANCE:</b>					
7	MATERIALS	\$3,250	\$3,440	\$190	5.85%	Increase in expense over the last 12 months of operations
8	CONTRACT COSTS	\$10,050	\$10,520	\$470	4.68%	Increase in expense over the last 12 months of operations
9	<b>TOTAL ORDINARY MAINT.</b>	<b>\$13,300</b>	<b>\$13,960</b>	<b>\$660</b>	<b>4.96%</b>	
	<b>GENERAL EXPENSE:</b>					
10	INSURANCE	\$19,910	\$20,340	\$430	2.16%	The increase is due to increases in liability insurance expense and offset by a decrease in Workers' Compensation
11	<b>TOTAL GENERAL EXPENSES</b>	<b>\$19,910</b>	<b>\$20,340</b>	<b>\$430</b>	<b>2.16%</b>	
12	<b>TOTAL ROUTINE EXPENSES</b>	<b>\$1,117,970</b>	<b>\$1,116,470</b>	<b>-\$1,500</b>	<b>-0.13%</b>	
	<b>NONROUTINE MAINTENANCE:</b>					
13	EXTRAORDINARY MAINT.	\$0	\$0	\$0	0.00%	
	<b>CAPITAL EXPENDITURES</b>					
14	REPLACEMENT EQUIPMENT	\$0	\$0	\$0	0.00%	
15	PROPERTY BETTERMENTS	\$0	\$0	\$0	0.00%	
16	<b>TOTAL CAPITAL EXPEND.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	
17	<b>TOTAL EXPENDITURES</b>	<b>\$1,117,970</b>	<b>\$1,116,470</b>	<b>-\$1,500</b>	<b>-0.13%</b>	
18	<b>GAIN OR LOSS</b>	<b>\$8,790</b>	<b>\$6,000</b>	<b>-\$2,790</b>		

**REQUESTED TRAINING BUDGET  
FISCAL YEAR 2022-2023 Projected Training Budget Approval\***

<b>DEPARTMENT</b>	<b>TYPE OF TRAINING</b>	<b># OF STAFF</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
Asset Management	California Rural Water Association Annual Conference	2	\$945.00	\$1,890
Asset Management	Water/Wastewater Operator Continuing Education Training	4	\$1,200.00	\$4,800
Asset Management	AB 54 Water System Regulatory Training for Directors	4	\$94.00	\$376
HCV / ASSET MGT	Project Based Section 8 Training	3	\$1,500.00	\$4,500
HCV	USDA Farm Labor Certification	4	\$1,350.00	\$5,400
HCV	Eligibility Specialist Certification	6	\$900.00	\$5,400
HCV	Public Housing Eligibility Specialist Certification	1	\$1,000.00	\$1,000
HCV	Housing Quality Standards Training	2	\$1,500.00	\$3,000
HCV	Public Housing Management & Certification	1	\$2,000.00	\$2,000
Finance	Financial Training	3	\$1,300.00	\$3,900
Admin/Finance	Development Training	2	\$1,600.00	\$3,200
Admin.	Brown Act Training	1	\$1,600.00	\$1,600
Admin	Liebert Cassidy Whitmore Labor Training	2	\$1,350.00	\$2,700
Admin	Procurement Training	2	\$1,200.00	\$2,400
Admin	Resident Opportunities and Self-Sufficiency (ROSS) Training	1	\$1,200.00	\$1,200
Admin	Family Self Sufficiency (FSS) Training	2	\$1,200.00	\$2,400
	Miscellaneous Training			\$5,000
	NAHRO-U Training			\$6,000
<b>TOTAL</b>				<b>\$56,766</b>

\* Additional training needs for staff to stay up-to-date.

## REQUESTED TRAVEL BUDGET

### *FY 22-23 Projected Travel Budget and Travel Approval\**

TYPE OF MEETING	# ATTEND	UNIT COST	TOTAL COST	ED	BOC	STAFF
National NAHRO Conference - TBD	6	2,500	15,000	1	3	2
January Chapter Conference	2	1,000	2,000	0	1	1
January CAHA Annual Conference	1	1,200	1,200	1		
NAHRO Annual Legislative Conference - Washington, DC	5	3,700	18,500	1	2	2
Regional Annual Spring Conference - TBD	6	1,200	7,200	1	2	3
Summer National NAHRO Conference - TBD	5	1,900	9,500	1	3	1
CAHA Executive Director Meeting - TBD	1	1,100	1,100	1		
Other Counties Travel	2	500	1,000	1		
Finance Officers Meeting	1	1,100	1,100	0		1
CalPERS Educational Forum	3	1,800	5,400	0		3
CalPELRA Conference	2	2,350	4,700	0		1
Liebert Cassidy Whitmore Labor Conference	2	1,100	2,200	0		2
Procurement and Contracts Training	2	1,200	2,400	0		2
CHWCA Meeting	1	500	500	0		1
YARDI Conference	1	2,300	2,300	0		1
TOTAL			74,100			

\*Approval of Projected Travel and Training Budget as included in the annual budget will allow for early planning and discounts in registration, travel and accomodation arrangements. Please note that the Executive does travel to participate in other regional Boards, but this is not at the expense of the Agency Budget.

**SALARY SCHEDULE FOR 2022-2023  
For Represented Employees**



**Stanislaus Regional Housing Authority**

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

<b>Position</b>	<b>Salary Range</b>	<b>Salary Scale</b>	<b>Minimum Monthly Salary Range</b>	<b>Maximum Monthly Salary Range</b>
Account Clerk/Senior Account Clerk	34A 36A	Clerical	2633 2906	3207 3538
Accounts Payable Clerk	36A	Clerical	2906	3538
Area Maintenance Worker	43	Clerical	4004	4881
Eligibility Specialist I/II	37A 42A	Clerical	3051 3909	3720 4763
Family Self Sufficiency Specialist Coordinator	42	Clerical	3815	4647
Housing Quality Standard Inspector	41A	Clerical	3720	4535
Landscape Area Maintenance Worker	43	Clerical	4004	4881
Maintenance Worker I/II	38 41	Clerical	3129 3632	3815 4420
Occupancy Clerk	36	Clerical	2838	3454
Occupancy Specialist I/II	37A 42A	Clerical	3051 3909	3720 4763



**SALARY SCHEDULE FOR 2022-2023  
For Represented Employees**



**Stanislaus Regional Housing Authority**

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Office Assistant/Senior Office Assistant	34A 36	Clerical	2633 2838	3207 3454
Purchasing Specialist	42	Clerical	3815	4647
Receptionist	34A	Clerical	2633	3207
Senior General Ledger Clerk	40	Clerical	3454	4209
Worker Order Clerk/Senior Work Order Clerk	35 36A	Clerical	2697 2906	3291 3538

**SALARY SCHEDULE FOR 2022-2023  
For Management, Administrative and Other  
Unrepresented Employees**



**Stanislaus Regional Housing Authority**  
ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

<b>Position</b>	<b>Salary Range</b>	<b>Salary Scale</b>	<b>Minimum Monthly Salary Range</b>	<b>Maximum Monthly Salary Range</b>
Accountant / Sr. Accountant	46	Admin	4778	5818
	48	Admin	5271	6426
Accounting Assist. Payroll/Account Receivable	43	Clerical	4004	4881
Accounting Supervisor	51	Admin	6117	7455
Administrative Analyst	46	Admin	4778	5818
Administrative Analyst (75% FTE)	46	Admin	4778	5818
Asset Manager I/II/III	45	Admin	4551	5539
	48		5271	6426
	51		6117	7455
Assistant Resident Manager	Hourly			
Contract Employee (Executive Director)	Contract	Contract		202000
Compliance Manager	47	Admin	5018	6117
Deputy Executive Director	66A	Admin	12519	15249

**SALARY SCHEDULE FOR 2022-2023  
For Management, Administrative and Other  
Unrepresented Employees**



**Stanislaus Regional Housing Authority**

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Director of HR and Business Operations	59	Admin	9081	11063
Director of Finance	60	Admin	9541	11621
Director of Information Technology	56	Admin	7834	9541
Director of Regional Housing Choice Voucher Program	60	Admin	9541	11621
Facilities Division Manager	56	Admin	7834	9541
Finance Division Manager	56	Admin	7834	9541
Housing Inspection HMIS Supervisor I/II	48	Admin	5271	6426
	50		5818	7092
Maintenance Worker Part-time	Hourly			
On-Site Maintenance Supervisor	43	Admin	4117	5018
On-Site Manager	44	Admin	4324	5271
On-Site Resident Manager	Hourly			
Property Management Division Manager	56	Admin	7834	9541
Resident Services Coordinator	44	Admin	4324	5271
Operations Supervisor	46	Admin	4778	5818
Rental Subsidy Division Manager	56	Admin	4324	5271



**Stanislaus Regional Housing Authority**

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MONO | STANISLAUS | TUOLUMNE COUNTIES

**RESOLUTION NO. 21-22-24**

**RESOLUTION APPROVING THE STANISLAUS REGIONAL HOUSING AUTHORITY  
HOUSING CHOICE VOUCHER PROGRAM  
OPERATING BUDGET FOR FISCAL YEAR 2022-2023**

**WHEREAS**, Stanislaus Regional Housing Authority is administering and will continue to administer a Housing Choice Voucher Assistance Payments Program, consisting of projects designated as CA26-V026-78, and providing rental assistance to families living throughout Stanislaus County; and

**WHEREAS**, it is necessary in the operation of said project that a Housing Choice Voucher Assistance Program Operating Budget, therefore, be adopted, subject to approval of the Department of Housing and Urban Development; and

**WHEREAS**, a budget has been prepared for said projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Stanislaus Regional Housing Authority, that:

1. Proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families.
2. 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. All proposed charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.
4. The Housing Choice Voucher Program Operating Budget as herein designated be, and the same is hereby ratified, confirmed and approved.
5. Said Housing Choice Voucher Payments Program Operating Budget is submitted to the Department of Housing and Urban Development for consideration and approval.
6. Said Housing Choice Voucher Payments Program Operating Budget is filed in the office of Stanislaus Regional Housing Authority and is more particularly identified as follows:

<b>TERM</b>	<b>PROGRAM</b>	<b>AMOUNT</b>
10/01/2022 thru 9/30/2023	Housing Choice Voucher	\$45,270,080
10/01/2022 thru 9/30/2023	Housing Choice Voucher Central Office Cost Center	\$1,116,470

**DULY AND REGULARLY ADOPTED** by the Board of Commissioners of Stanislaus Regional Housing Authority this 14th day of July 2022. On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and on the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary