



## Stanislaus Regional Housing Authority

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

To: Board of Commissioners

From: Barbara S. Kauss, Executive Director

Date: July 29, 2019

Subject: Action Item: Proposed Local Budget

Prepared By: Linh Luong, Director of Finance

Resolution No. 18-19-34

### RECOMMENDATION

After review and discussion, staff recommends the Board of Commissioners adopt the attached resolution approving the Local Account budget for fiscal year 2018-2019.

### SUMMARY

The 2019-2020 Fiscal Year Budget was prepared with the following assumptions:

1. The interest rate for investment returns for all programs is 1.95% for fiscal year 2019-2020.
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 Retirement expense estimate is 10.9%.
5. Insurance - The rate for workers' compensation and liability decrease for 2019-2020 fiscal year.
6. Employee benefits included employee wellness program.



The total revenue increased by \$3,430 or .42% due to increases in interest income and other receipts. The total expenditures increased by \$17,450 or 2.2%. This is due to increases in administrative expense, maintenance expense, special assessment and offset by a decrease in insurance expense. This budget has \$9,220 projected to go to reserve.

## **ATTACHMENTS**

1. Proposed Local Account Budget
2. Resolution 18-19-34

**LOCAL  
BUDGET COMPARISON  
2019 VS. 2020**

LINE #	ITEM	BUDGET	BUDGET	BUDGET VS.	DIFF. %	COMMENTS
		2018-2019	2019-2020	BUDGET		
		LOCAL	LOCAL	DIFF.		
	<b>OPERATING RECEIPTS</b>					
1	INTEREST	\$29,900	\$32,170	\$2,270	7.59%	Increase in interest rate
2	OTHER RECEIPTS	\$791,210	\$792,370	\$1,160	0.15%	Increase in fee collected for Riverbank HA staffing
3	TOTAL OPERATING REC.	\$821,110	\$824,540	\$3,430	0.42%	
4	<b>TOTAL RECEIPTS</b>	<b>\$821,110</b>	<b>\$824,540</b>	<b>\$3,430</b>	<b>0.42%</b>	
	<b>OPERATING EXPENDITURES</b>					
	ADMINISTRATION:					
5	SALARIES	\$437,400	\$441,910	\$4,510	1.03%	Increase is due to merit increases in 2019-2020
6	EMPLOYEE BENEFIT	\$186,290	\$193,850	\$7,560	4.06%	Increase is due to salary changes per above, increase employer PERS contribution, retirees medical and increase in payroll taxes
7	OTHER ADMIN. EXP.	\$34,120	\$36,850	\$2,730	8.00%	Increase in legal expense
8	TOTAL ADMIN. EXP.	\$657,810	\$672,610	\$14,800	2.25%	
	ORDINARY MAINTENANCE:					
9	LABOR	\$47,540	\$49,040	\$1,500	3.16%	Increase is due to merit increases in 2019-2020
10	EMPLOYEE BENEFIT	\$20,280	\$21,110	\$830	4.09%	Increase is due to salary changes per above, increase employer PERS contribution, retirees medical and increase in payroll taxes
11	MATERIALS	\$3,280	\$3,280	\$0	0.00%	
12	CONTRACT COSTS	\$15,530	\$16,300	\$770	4.96%	Increase in expense over the last 12 months of operations
13	TOTAL ORDINARY MAINT.	\$86,630	\$89,730	\$3,100	3.58%	
	GENERAL EXPENSE:					
14	INSURANCE	\$34,210	\$28,500	-\$5,710	-16.69%	Increase in Workers' Compensation and liability insurance
15	SPECIAL ASSESSMENT	\$13,120	\$18,380	\$5,260	40.09%	Increase due to property tax for Foothill Terrace, Calaveras
16	TOTAL GENERAL EXPENSES	\$47,330	\$46,880	-\$450	-0.95%	
	<b>TOTAL ROUTINE EXPENSES</b>	<b>\$791,870</b>	<b>\$809,320</b>	<b>\$17,450</b>	<b>2.20%</b>	
	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	\$797,870	\$815,320	\$17,450	2.19%	
23	<b>GAIN OR LOSS</b>	<b>\$23,240</b>	<b>\$9,220</b>			



**RESOLUTION NO. 18-19-34**

**RESOLUTION APPROVING STANISLAUS REGIONAL HOUSING AUTHORITY  
 LOCAL ACCOUNT BUDGET FOR FISCAL YEAR 2019/2020**

**WHEREAS**, Stanislaus Regional Housing Authority 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 Stanislaus Regional Housing Authority, 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>
10/1/2019 thru 9/30/2020	Local Account	\$815,320



**DULY AND REGULARLY ADOPTED** by the Board of Commissioners of Stanislaus Regional Housing Authority this 29<sup>th</sup> day of July, 2019.

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

Approved: \_\_\_\_\_  
Chairman