

FOR HOUSING AUTHORITY COMMISSION MEETING OF: FEBRUARY 5, 2007

AGENDA ITEM NO. 2.2

TO: CHAIR AND HOUSING AUTHORITY COMMISSIONERS  
*Robert G. Wells*  
THRU: ROBERT G. WELLS, CITY MANAGER  
*Barbara Roberts*  
FROM: BARBARA ROBERTS, INTERIM DIRECTOR, COMMUNITY SERVICES  
SUBJECT: 2007 AGENCY PLAN AND BUDGET DEVELOPMENT TIMELINES

ISSUE

Information and schedules are presented for development of the Authority's 2007 Public Housing Agency Plan and 2007-08 program budgets.

RECOMMENDATION

No action is required at this time. Opportunities for the Commission's involvement in the Agency Plan and budget development process are noted in the timelines.

BACKGROUND

Public Housing Agency Plan

Federal law enacted in 1998 requires housing authorities to adopt Public Housing Agency Plans ("Agency Plans") consisting of a five-year plan and an annual plan. The five-year plan describes the mission of the agency and the long-range objectives for accomplishing the mission. The annual plan provides details about the agency's operations, the community's need for housing and related services and the housing authority's plans for addressing the needs.

The Agency Plan must be consistent with the City's Consolidated Plan. Included in the Agency Plan are summary annual plans for the Capital Fund Program that describe the proposed physical and management improvements to Public Housing properties.

In conformance with Agency Plan requirements, the Authority has assembled a Resident Advisory Board ("RAB") to guide formulation of the Agency Plan. The RAB consists of 16 residents representing the Public Housing and Section 8 Housing programs. The RAB will meet at regular intervals to provide input and review plan drafts. The Agency Plan must be submitted to HUD by July 18 each year, which is 75 days before October 1, the start of the Authority's fiscal year. The timeline presented below culminates with plan adoption at the Housing Authority Commission meeting in July 2007.

## Operating Budgets

Annually, the Authority prepares a consolidated operating budget encompassing the following programs:

- Section 8 Housing Choice Vouchers
- Public Housing and other agency-owned housing
- Tax credit limited partnerships
- Interim and emergency housing
- Grant programs

The Housing Authority's fiscal year commences October 1 and ends September 30. To meet federal deadlines, Commission adoption of budgets is needed at the Commission meeting in early July 2007.

## FACTS AND FINDINGS

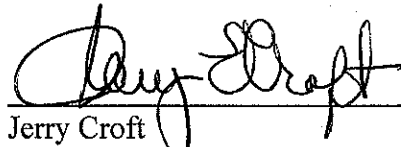
### Agency Plan (2007 dates)

Following is the development schedule for the Authority's 2007 Agency Plan. Steps shown in **bold** are opportunities for Commission involvement.

- March 29      RAB receives a briefing and provides comment on a first draft of the Agency Plan
- April 2        The Authority publishes notice of the May 25 hearing on the Agency Plan.
- April 25       The Housing Advisory Committee reviews the Agency Plan draft.
- May 23        **The Housing Advisory Committee hosts a hearing on the Agency Plan. Residents, RAB and Housing Authority Commission are invited to attend.**
- June 4         The RAB will meet to consider any comments provided at the hearing.
- June 4        **Key elements of the Agency Plan will be presented in a report to the Housing Authority Commission.**
- July 2         **The Housing Authority Commission will be asked to adopt the 2006 Agency Plan.**

Operating Budgets (2007 dates)

- Feb 21 The Housing Advisory Committee will be asked to appoint a budget subcommittee to give a detailed review of the draft budget.
- April 16 Housing Authority staff will review 6-month operating statements for the current year and begin the process of formulating 2007-08 budget needs by agency section.
- June 15 The Housing Advisory Committee's budget subcommittee, the Finance Director and Community Services Director will receive a detailed briefing on the budget draft.
- June 20 **Housing Authority Commissioners are invited to join the Housing Advisory Committee in review of the proposed FY 2007-08 consolidated operating budget.**
- July 2 **The Housing Authority Commission will be asked to adopt the FY 2007-08 consolidated operating budget.**

  
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Jerry Croft  
Housing Administrator