

TO: CHAIR AND HOUSING AUTHORITY COMMISSIONERS  
THRU: *Linda Norris*  
LINDA NORRIS, INTERIM CITY MANAGER  
FROM: *Barbara A. Roberts*  
BARBARA A. ROBERTS, *for BR* DIRECTOR  
PARKS, RECREATION, AND COMMUNITY SERVICES  
SUBJECT: 2008 AGENCY PLAN AND BUDGET DEVELOPMENT TIMELINE

ISSUE

Information and schedules are presented for development of the Authority's 2008 Public Housing Agency Plan and 2008-09 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 2008.

## 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 2008.

## FACTS AND FINDINGS

### Agency Plan (2008 dates)

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

- March 26      The RAB and Housing Advisory Committee receive a briefing and provide comment on a first draft of the Agency Plan
- April 1        The Authority publishes notice of the May 21 hearing on the Agency Plan.
- April 23      The Housing Advisory Committee holds a work session on the Agency Plan.
- May 21        **The Housing Advisory Committee hosts a hearing on the Agency Plan. Residents, RAB and Housing Authority Commission are invited to attend.**
- May 28        The RAB will meet to consider any comments provided at the hearing.
- June 2        **Key elements of the Agency Plan will be presented in a report to the Housing Authority Commission.**
- July 7         **The Housing Authority Commission will be asked to adopt the 2008 Agency Plan.**

Operating Budgets (2008 dates)

- April 18 Housing Authority staff will review 6-month operating statements for the current year and begin the process of formulating 2008-09 budget needs by agency section.
- May 21 The Housing Advisory will receive a detailed briefing on the budget draft and provide input particularly in light of Agency Plan objectives..
- June 25 **Housing Authority Commissioners are invited to join the Housing Advisory Committee in review of the proposed FY 2008-09 consolidated operating budget.**
- July 7 **The Housing Authority Commission will be asked to adopt the FY 2008-09 consolidated operating budget.**



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Jerry Croft  
Housing Administrator