

BURBANK HOUSING AUTHORITY
FEBRUARY 15, 2005

A regular meeting of the Burbank Housing Authority was held in the Council Chamber of the City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:55 p.m., by Mrs. Ramos, Chairman.

Invocation The invocation was given by Mr. Kramer, Community Assistance Coordinator.

Flag The pledge of allegiance to the flag was led by Shirley Smith.
Salute

ROLL CALL

Present- - - - - Commissioners Campbell, Golonski, Ramos, Vander Borgh and Murphy.

Absent - - - - - Commissioners None.

Also Present - - Ms. Alvord, Executive Director; Mr. Barlow, City Attorney; Mrs. Georgino, Assistant Executive Director; and Mrs. Campos, Clerk.

9:22 P.M. Following a Council public hearing, the Council and Housing
Meeting Authority held a joint public meeting.
Continued

Jt. Mtg. w/
City Council Chairman Ramos stated that "this is the time and place for the
HA 1 joint public hearing of the Council of the City of Burbank and
HA 2 the Housing Authority of the City of Burbank to consider the
Public Housing Five Year Public Housing Agency Plan for 2005-2009 and the
Agency 5 Year Public Housing Agency Annual Plan for Fiscal Year 2005."
Plan 2005-2009
& Annual Plan
for FY 2005-06

Notice The Clerk was asked if notices had been given as required by
Given law. She replied in the affirmative and advised that no written
communications had been received.

Staff Ms. Ruth Davidson-Guerra, Assistant Community Development
Report Director/Housing and Redevelopment, requested that the
Council and Housing Authority Board consider: 1) the Five-
Year Public Housing Agency Plan for 2005–2009; 2) the Public
Housing Agency Plan for Fiscal Year (FY) 2005-06 (which
includes an amendment to the Section 8 Program payment
standard); and, 3) authorizing the Board Chairperson and the
Executive Director to execute the certifications that are
required by the United States Department of Housing and
Urban Development (HUD).

Ms. Davidson-Guerra reported that the Section 8 Rental Assistance Program is funded by HUD with a primary purpose of providing rent subsidies on behalf of the very-low income tenants throughout the City. She noted that the Five-Year Plan describes the mission of the Housing Authority and the goals for achieving its mission over the next five years. She explained that the mission of the Burbank Housing Authority is to provide affordable housing that is decent, safe and sanitary to very-low income tenants in Burbank. She noted the Housing Authority's primary goal of assisting the greatest number of families or households within the Housing and Urban Development (HUD)-allocated budget, utilizing all 1,014 housing assistance vouchers available to Burbank.

Ms. Davidson-Guerra reported that for the most part, Federal regulations dictate the implementation standards of the Section 8 Program. She added that there are some areas where local discretion is allowed and that the local policy decisions are included in the revised Administrative Plan, including: timing for opening and closing the Section 8 Waiting List; establishing local preferences for the Waiting List; obtaining credit reports for applicants and participants; establishing local housing assistance payment standards; obtaining information on criminal activity for household members; and, establishing repayment options for fraudulent cases.

Ms. Davidson-Guerra informed the Council that over the past year, staff has faced several challenges with administering the Section 8 Program. She stated that nationwide, the Program has been faced with uncertainties from the Federal budget and in addition, Burbank's rising housing costs and local rents have taken a toll on the Program. She noted that in 1999, the Housing Authority established the policy of setting the Section 8 payment standards at 110 percent of the fair market rents which has been successful in achieving its primary goal, especially since the Housing Authority had a sufficient amount of reserve funding available from which to draw. She added that with Burbank's rental rates on the rise, the local standard of paying 110 percent above the HUD fair market rents has negatively impacted the Authority's budget and if conditions are left unchanged, the Housing Authority reserve funds will be exhausted within twelve months.

Ms. Davidson-Guerra informed the Council that in an effort to avoid reducing rental vouchers or depleting funds, staff is recommending a program administration amendment that would adjust the payment standard from the fixed rate of 110 percent above the fair market rents to 90 percent. She explained that setting the payment standards at 90 percent of the fair market rent would ultimately result in a per-household

subsidy decrease of roughly \$104 per month for approximately 34 percent of the program participants (roughly 341 households). With this reduction, she noted that the Housing Authority will be able to continue serving the maximum number of households, thereby providing the highest level of service and assistance while staying within the annual budget. She added that in accordance with HUD guidelines, a local Authority must provide a two-year notice period to the affected tenants. In the meantime, households new to the program and tenants that move would be assisted at the new payment standard of 90 percent.

Ms. Davidson-Guerra also reported that the Five Year Plan and the proposed Annual Plan including the proposed adjustment to the payment standard were presented to the Resident Advisory Board, comprised of 12 Section 8 Program participants.

Citizen Comment Appearing to comment was Rose Prouser, requesting clarification on income levels, opening and closing of the Section 8 Waiting List, and rent determination.

Hearing Closed There being no further response to the Chairman's invitation for oral comment, the hearing was declared closed.

Following deliberation, staff was directed to return with more information depicting the potential impact of the Annual Plan on the Section 8 Program participants.

10:24 P.M. Oral Communications The City Council, Redevelopment Agency, Housing Authority, Parking Authority and Youth Endowment Services Fund Board conducted the oral communications. (See Council minutes for details of the public comment).

11:01 P.M. Jt. Mtg. w/ City Council, Redev. Agency, Parking Auth. & YES Fund Board Ms. Anderson, City Treasurer, requested that the Council, Redevelopment Agency Board, Housing Authority, Parking Authority and Youth Endowment Services Fund Board approve the 2005 Investment Policy. She explained that the Investment Pool is comprised of the City, Redevelopment Agency, Parking Authority, Youth Endowment Services Fund

2/15/05

HA 2
2005 Investment
Policy

and separately the Housing Authority. She noted that the recommended changes include: decreasing the monthly liquidity requirement from \$67 million to \$62 million; adding Gavin Lee, Wachovia Securities, to the list of qualified brokers from which the City may purchase investments; and, deleting Ken Herman, First Tennessee Bank, who is retired, Kirk Walske, Bank of America Securities, who has not been involved with the City's portfolio, and Ron Gross, Vining Sparks, who is not active in servicing the City's needs.

Motion

It was moved by Ms. Murphy, seconded by Mr. Campbell and carried that "the Council, Redevelopment Agency Board, Housing Authority, Parking Authority and Youth Endowment Services Fund Board approve the 2005 Investment Policy."

11:09 P.M.
Recess

The Housing Authority recessed at this time to allow the Council and Redevelopment Agency to hold a joint meeting. The Housing Authority reconvened at 11:58 p.m. to continue its meeting.

Motion

It was moved by Mr. Golonski and seconded by Mr. Campbell that "the following item on the consent calendar be approved as recommended."

HA 2
Treasurer's
Report

The City Treasurer's report on investment and reinvestment of temporarily idle funds for the months of fourth quarter ending December 31, 2004 was noted and ordered filed.

Adopted

The consent calendar was adopted by the following vote:

Ayes: Commissioners Campbell, Golonski, Ramos, Vander Borcht and Murphy.

Noes: Commissioners None.

Absent: Commissioners None.

11:58 P.M.
Recess

The Authority recessed at this time to permit the Parking Authority, Youth Endowment Services Fund Board, and Council to continue their meetings. The Authority reconvened at 12:17 a.m. for public comment with all members present.

12:17 A.M.

There being no further business to come before the Authority,

Adjournment the meeting was adjourned at 12:17 a.m.

Clerk

APPROVED AUGUST 23, 2005

Chairman