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# HOUSING COMMISSION AGENDA

CITY HALL STUDY SESSION ROOM  
78-495 Calle Tampico, La Quinta

**WEDNESDAY, DECEMBER 12, 2018 AT 6:00 P.M.**

Roll Call: Commissioners: Casto, Davidson, Gaeta-Mejia, Long, and McDonough

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC COMMENT**

At this time members of the public may address the Commission on any matter not listed on the agenda. Please complete a "Request to Speak" form and limit your comments to three minutes. The Housing Commission values your comments; however, in accordance with State law, no action shall be taken on any item not appearing on the agenda unless it is an emergency item authorized by GC 54954.2(b).

## **CONFIRMATION OF AGENDA**

**ANNOUNCEMENTS, PRESENTATIONS AND WRITTEN COMMUNICATIONS** – None

## **CONSENT CALENDAR**

1. APPROVE MINUTES DATED SEPTEMBER 12, 2018

## **BUSINESS SESSION**

1. RECEIVE AND FILE FISCAL YEAR 2017/18 HOUSING AUTHORITY YEAR-END BUDGET
2. RECEIVE AND FILE FISCAL YEAR 2018/19 FIRST QUARTER HOUSING AUTHORITY BUDGET REPORT
3. HOUSING COMMISSIONER CHANGE START TIME TO 4:00 P.M.

## **STUDY SESSION**

1. DISCUSS FUNDING FOR HOMELESS PREVENTION PROGRAMS

## **DEPARTMENTAL REPORTS**

1. WASHINGTON STREET APARTMENTS UPDATE

## **COMMISSIONERS' ITEMS**

### **ADJOURNMENT**

The next regular quarterly meeting of the La Quinta Housing Commission will be held on March 13, 2019 commencing at 4:00 p.m. at the La Quinta Study Session Room, 78-495 Calle Tampico, La Quinta, CA 92253.

### **DECLARATION OF POSTING**

I, Angela Ferreira, Housing Coordinator, do hereby declare that the foregoing Agenda for the Housing Commission Meeting was posted on the City's website, near the entrance to the Council Chambers at 78-495 Calle Tampico, and the bulletin boards at 78-630 Highway 111, and the La Quinta Cove Post Office at 51-321 Avenida Bermudas, on December 6, 2018.

DATED: December 6, 2018

Angela Ferreira, Housing Coordinator  
City of La Quinta, California

### **Public Notices**

The La Quinta City Study Session Room is handicapped accessible. If special equipment is needed for the hearing impaired, please call the City Clerk's office at (760) 777-7035, twenty-four (24) hours in advance of the meeting and accommodations will be made.

If special electronic equipment is needed to make presentations to the Housing Commission, arrangements should be made in advance by contacting the City Clerk's office at (760) 777-7035. A one (1) week notice is required.

If background material is to be presented to the Housing Commission during meeting, please be advised that eight (8) copies of all documents, exhibits, etc., must be supplied to the Housing Coordinator for distribution. It is requested that this take place prior to the beginning of the meeting.

Any Writings or documents provided to a majority of the Housing Commission regarding any item(s) on the agenda will be made available for public inspection at the Community Development counter at City Hall located at 78-495 Calle Tampico, La Quinta, California, 92253, during normal business hours.



**HOUSING COMMISSION  
MINUTES  
WEDNESDAY, SEPTEMBER 12, 2018**

**CALL TO ORDER**

A regular quarterly meeting of the La Quinta Housing Commission was called to order at 6:00 p.m. by Vice-Chairperson Long

PRESENT: Commissioners Casto, Davidson, Johnson, McDonough, and Vice-Chairperson Long

ABSENT: None

**PLEDGE OF ALLEGIANCE**

Vice-Chairperson Long led the audience in the Pledge of Allegiance.

**PUBLIC COMMENT ON MATTERS NOT ON AGENDA** – None

**CONFIRMATION OF AGENDA** – Confirmed

**ANNOUNCEMENTS, PRESENTATIONS, AND WRITTEN COMMUNICATIONS** – None

**CONSENT CALENDAR**

**1. APPROVE MINUTES OF JUNE 27, 2018**

Motion – A motion was made and seconded by Commissioners McDonough/Davidson to approve the Consent Calendar, as submitted. Motion passed unanimously.

**BUSINESS SESSION**

**1. APPOINT HOUSING COMMISSIONER CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2018/19**

Management Specialist Ferreira presented the staff report, which is on file in the City Clerks Department.

The Commission recommended Vice-Chairperson Long as Chairperson and Commissioner McDonough for Vice-Chairperson.

Assistant to the City Manager Villalpando welcomed Gia Casto to the Commission.

Motion – A motion was made and seconded by Commissioners Johnson/Davidson to appoint Vice-Chairperson Long and Commissioner McDonough, to serve as Commission Chairperson and Vice-Chairperson, respectively, for fiscal year 2018/19. Motion passed unanimously.

## **STUDY SESSION**

### **1. REVIEW 2018/19 HOUSING COMMISSION ACTIVITY**

Assistant to the City Manager Villalpando presented the staff report, which is on file in the City Clerk's Department.

The Commission discussed the process for monitoring consultant invoices and fiscal year 2018/19 budget for Consultant Becky Caha.

Commissioner McDonough suggested having Consultant Beck Caha do a presentation at a future meeting.

## **DEPARTMENTAL REPORTS**

All departmental reports are on file in the City Clerk's Department.

### **1. WASHINGTON STREET APARTMENTS UPDATE**

## **COMMISSIONERS' ITEMS**

The Commission discussed changing meeting commencing time from 6:00 p.m. to 4:00 p.m. Staff explained process for the change and said it would be added to the next meeting under business items.

Staff recommended holding a special meeting in October.

Commissioner Davidson announced she may be absent for the next regular quarterly meeting and would inform staff ahead of time.

## **ADJOURNMENT**

There being no further business, it was moved and seconded by Commissioners Davidson/McDonough to adjourn this meeting at 6:18 p.m. Motion passed unanimously

Respectfully submitted,

Jessica Delgado, Management Assistant  
City of La Quinta, California

# City of La Quinta

HOUSING COMMISSION MEETING: December 12, 2018

## STAFF REPORT

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**AGENDA TITLE:** RECEIVE AND FILE FISCAL YEAR 2017/18 HOUSING AUTHORITY YEAR-END BUDGET REPORT

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### RECOMMENDATION

Receive and file 2017/18 Housing Authority Year-End Budget Report.

### EXECUTIVE SUMMARY

- After closing the prior fiscal year, Finance presents a year-end summary that compares the final budget to actual transactions.
- Overall revenue was \$575,006 higher than budgeted.
- Expenditures were \$8 million under budget and \$8.8 million was carried over to 2018/19 for the Washington Street Apartments' renovation.
- The Report was received and filed with amended carryovers approved by the Housing Authority on November 20, 2018.

### FISCAL IMPACT - None

### BACKGROUND/ANALYSIS

Total revenues were over budget by \$575,006; mostly due to loan repayments, second trust deed payments, and interest earnings.

Total expenditures were under budget by \$8 million with \$8.8 million carried over to 2018/19 for the Washington Street Apartments rehabilitation project.

Revenues, expenditures, carryover, and fund balances are discussed in the FY 2017/18 Housing Authority Year-End Budget Report (Attachment 1). The Report was presented to the Housing Authority Board on November 20, 2018. Amended carryovers were approved as presented.

### ALTERNATIVES

No alternatives are applicable.

Prepared by: Karla Campos, Finance Director

Attachment: 1. FY 2017/18 Housing Authority Year-End Budget Report





## HOUSING AUTHORITY FISCAL YEAR-END 17/18 BUDGET REPORT

The La Quinta Housing Authority oversee four funds, which are restricted for housing programs. This report focuses on significant activities and variances from the final budget during the fiscal year ending June 30, 2018.

### REVENUES

Total revenues were over budget by \$575,006; mostly due to loan repayments, second trust deed payments, interest earnings. Revenue details are provided in Exhibit A.

Housing Authority Revenues	Final Budget	Actual	Variance
Housing Authority Fund	1,012,800	1,344,262	331,462
RDA Low-Mod Housing Fund	-	17,876	17,876
2004 Bond Fund	-	(8,367)	(8,367)
2011 Bond Fund	-	234,034	234,034
<b>Total Revenues</b>	<b>1,012,800</b>	<b>1,587,806</b>	<b>575,006</b>

Negative interest earnings in funds reflect an annual investment valuation entry governed by the Government Accounting Standards Board, whereby, the fair market value of investments as of June 30<sup>th</sup> of each year lowers or increases interest earnings. This entry does not reduce the cash received from interest earnings in each fund.

### EXPENSES

Housing Authority expenses by fund are summarized below.

Housing Authority Expenditures	Final Budget	Actual	Variance
Housing Authority Fund			
Administration	234,220	173,083	(61,137)
Washington Street Apartments	718,700	1,541,692	822,992
La Quinta Cove Properties	250,000	153,309	(96,691)
RDA Low-Mod Housing Fund	259,000	259,000	-
2004 Bond Fund	1,704,900	347,982	(1,356,918)
2011 Bond Fund	9,400,000	2,023,975	(7,376,025)
<b>Total Expenditures</b>	<b>12,566,820</b>	<b>4,499,041</b>	<b>(8,067,779)</b>
Capital Projects Carryovers		8,827,947	
Operational Carryovers		-	
<b>Total Expenditures After Carryovers</b>	<b>12,566,820</b>	<b>13,326,988</b>	<b>760,168</b>

## HOUSING AUTHORITY FUND (241)

This fund recognizes administrative expenses and housing activities for Washington Street Apartments (WSA) and several properties in the La Quinta Cove. **WSA ownership was transferred to the Coachella Valley Housing Coalition (CVHC)** on March 15, 2018. This disposition lowered revenues and expenses in this fund when compared to last fiscal year.

With the transfer of ownership and project loan, the CVHC assumed the outstanding USDA – Rural Development Loan (\$628,448) and the Housing Authority paid off the Provident Bank Loan (\$1,280,221) as a contribution to the project. Full note disclosures for these transactions will be incorporated into the 17/18 Comprehensive Annual Financial Report (CAFR) issued in late December 2018.

The largest budgetary variance in this fund is derived from the transfer of funds held by the City for WSA. Operational funds totaling \$1,193,428 were transferred to CVHC and are noted as **financial expenses** in Exhibit B. As of June 30, 2018, the available balance in this fund is \$10,369,688.

## LOW-MOD HOUSING FUND (243)

Revenue in this fund is solely derived from **Redevelopment Agency loan repayments**. Annually loan repayments are allocated 80% to the General Fund and 20% to the Low-Mod Housing Fund. The total outstanding loan balance as of June 30, 2018 is \$37,014,634; with \$7,402,927 or 20% recognized in this fund as a future receivable.

In 17/18, a total of \$259,000 was expensed for **homelessness programs** in the greater Coachella Valley. As of June 30, 2018, the available balance in this fund is \$1,558,064.

## 2004 BOND FUND (248) & 2011 BOND FUND (249)

**WSA's rehabilitation and relocation plan** was incorporated in the 2004 and 2011 Bond Funds budgets, these bonds were refinanced in 2014 and 2016 respectively. These project expenses met the original intended purpose of the bond proceeds and a portion of the unexpended amount is being carried over into 18/19 with the projected completion date anticipated to be in the Fall of 2019.



Construction, planning and design costs have been disbursed through monthly draws to CVHC as expenses are incurred. An increase in relocation benefits was a result of a strategy change whereby the CVHC elected to temporarily relocate all residents off-



site for the duration of the rehabilitation versus waiting until new units were completed onsite. This resulted in a \$1,000,000 increase to the relocation benefits budget, with the primary cost being hotel accommodations for residents during their displacement. This strategy reduced construction costs as it shortened the overall construction schedule and reduced interest carry cost, therefore, savings offset the increase in relocation costs.

This construction change altered the original 17/18 budget. When the 18/19 budget was adopted, staff provided an estimate of carryovers from 17/18 to 18/19 based on the original 17/18 budget and all carryovers were limited to the WSA rehabilitation project. **Amended carryovers are presented in Exhibit C.** Carryovers will fully deplete resources in the 2004 Bond Fund, as originally anticipated. The 2011 Bond Fund is projected to have an estimated ending balance of \$16,364,650 as of June 30, 2019.



		2016/17	2017/18	2017/18	2017/18	Variance w/ Final
		Actual Revenues	Original Budget	Final Budget	Actual Revenues	Budget
<b>241 - HOUSING AUTHORITY</b>						
<b>0000 - Undesignated</b>						
241-0000-41900	Allocated Interest	(17,153.91)	0.00	0.00	(426.00)	(426.00)
241-0000-42706	Loan Repayments	2,750,037.96	0.00	0.00	305,277.00	305,277.00
241-0000-45000	Sale of Other Assets	0.00	0.00	93,800.00	93,800.00	0.00
<b>0000 - Undesignated Totals:</b>		<b>2,732,884.05</b>	<b>0.00</b>	<b>93,800.00</b>	<b>398,651.00</b>	<b>304,851.00</b>
<b>9101 - Housing Authority - Admin</b>						
241-9101-41900	Allocated Interest	70,218.97	20,000.00	20,000.00	78,181.94	58,181.94
241-9101-41915	Non-Allocated Interest	655.09	0.00	0.00	795.29	795.29
241-9101-42301	Miscellaneous Revenue	0.00	0.00	0.00	1,001.00	1,001.00
241-9101-43504	2nd Trust Deed Repayments	242,599.40	0.00	0.00	122,770.75	122,770.75
<b>9101 - Housing Authority - Admin Totals:</b>		<b>313,473.46</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>202,748.98</b>	<b>182,748.98</b>
<b>9102 - Housing Authority - Wash St Apts</b>						
241-9102-41916	Non-Allocated Interest/WSA	3,113.32	0.00	0.00	5,281.15	5,281.15
241-9102-42112	Rent Revenue/Tenant/WSA	194,072.00	614,800.00	214,800.00	137,308.26	(77,491.74)
241-9102-42113	Rent Variance - WSA	(3,447.68)	0.00	0.00	(1,501.00)	(1,501.00)
241-9102-42302	Miscellaneous Revenue/WSA	8,073.48	4,200.00	4,200.00	3,307.63	(892.37)
241-9102-43520	Federal Government Assist. Prgm/W!	433,192.00	0.00	400,000.00	304,474.45	(95,525.55)
<b>9102 - Housing Authority - Wash St Apts Totals:</b>		<b>635,003.12</b>	<b>619,000.00</b>	<b>619,000.00</b>	<b>448,870.49</b>	<b>(170,129.51)</b>
<b>9103 - Housing Authority - LQRP</b>						
241-9103-43502	Rent Revenue/LQRP	288,018.22	280,000.00	280,000.00	293,991.31	13,991.31
<b>9103 - Housing Authority - LQRP Totals:</b>		<b>288,018.22</b>	<b>280,000.00</b>	<b>280,000.00</b>	<b>293,991.31</b>	<b>13,991.31</b>
<b>241 - HOUSING AUTHORITY Totals:</b>		<b>3,969,378.85</b>	<b>919,000.00</b>	<b>1,012,800.00</b>	<b>1,344,261.78</b>	<b>331,461.78</b>

CITY OF LA QUINTA  
HOUSING AUTHORITY

REVENUE DETAILS

2017/18 YEAR-END BUDGET REPORT

	2016/17 Actual Revenues	2017/18 Original Budget	2017/18 Final Budget	2017/18 Actual Revenues	Variance w/ Final Budget
<b>243 - RDA Low-Mod Housing Fund</b>					
<b>0000 - Undesignated</b>					
243-0000-41900    Allocated Interest	0.00	0.00	0.00	17,876.10	17,876.10
<b>0000 - Undesignated Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,876.10</b>	<b>17,876.10</b>
<b>243 - RDA Low-Mod Housing Fund Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,876.10</b>	<b>17,876.10</b>

CITY OF LA QUINTA  
HOUSING AUTHORITY

REVENUE DETAILS

2017/18 YEAR-END BUDGET REPORT

	2016/17 Actual Revenues	2017/18 Original Budget	2017/18 Final Budget	2017/18 Actual Revenues	Variance w/ Final Budget
<b>248 - SA 2004 LO/MOD BOND FUND (Refinanced in 2014)</b>					
<b>0000 - Undesignated</b>					
248-0000-41900    Allocated Interest	(11,975.78)	0.00	0.00	(8,366.65)	(8,366.65)
<b>0000 - Undesignated Totals:</b>	<b>(11,975.78)</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,366.65)</b>	<b>(8,366.65)</b>
<b>SA 2004 LO/MOD BOND FUND (Refinanced in 2014) Totals:</b>	<b>(11,975.78)</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,366.65)</b>	<b>(8,366.65)</b>

CITY OF LA QUINTA  
HOUSING AUTHORITY

REVENUE DETAILS

2017/18 YEAR-END BUDGET REPORT

		2016/17	2017/18	2017/18	2017/18	Variance w/ Final
		Actual Revenues	Original Budget	Final Budget	Actual Revenues	Budget
<b>249 - SA 2011 LOW/MOD BOND FUND (Refinanced in 2016)</b>						
<b>0000 - Undesignated</b>						
249-0000-41900	Allocated Interest	0.00	0.00	0.00	52,385.17	52,385.17
249-0000-41915	Non-Allocated Interest	13,977.17	0.00	0.00	181,649.32	181,649.32
<b>0000 - Undesignated Totals:</b>		<b>13,977.17</b>	<b>0.00</b>	<b>0.00</b>	<b>234,034.49</b>	<b>234,034.49</b>
<b>\ 2011 LOW/MOD BOND FUND (Refinanced in 2016) Totals:</b>		<b>13,977.17</b>	<b>0.00</b>	<b>0.00</b>	<b>234,034.49</b>	<b>234,034.49</b>

	2016/17 Actual Expenses	2017/18 Original Budget	2017/18 Final Budget	2017/18 Actual Expenses	Variance w/ Final Budget	
<b>241 - HOUSING AUTHORITY</b>						
<b>9101 - Housing Authority - Admin</b>						
<b>Salaries and Benefits</b>						
241-9101-50101	Permanent Full Time	29,810.04	63,400.00	54,170.00	18,754.67	35,415.33
241-9101-50110	Commissions & Boards	750.00	3,000.00	3,000.00	1,550.00	1,450.00
241-9101-50150	Other Compensation	216.00	600.00	600.00	3.87	596.13
241-9101-50200	PERS-City Portion	6,543.79	11,900.00	11,950.00	6,032.01	5,917.99
241-9101-50210	PERS-Survivor Benefits	0.00	100.00	100.00	0.00	100.00
241-9101-50215	Other Fringe Benefits	0.00	0.00	0.00	4.66	(4.66)
241-9101-50221	Medical Insurance	4,137.25	18,200.00	18,200.00	1,867.50	16,332.50
241-9101-50222	Vision Insurance	56.06	0.00	0.00	32.02	(32.02)
241-9101-50223	Dental Insurance	256.60	0.00	0.00	64.58	(64.58)
241-9101-50224	Life Insurance	29.95	0.00	0.00	17.75	(17.75)
241-9101-50225	Long Term Disability	291.75	700.00	700.00	149.63	550.37
241-9101-50230	Workers Comp Insurance	1,200.00	3,000.00	3,000.00	3,000.00	0.00
241-9101-50240	Social Security-Medicare	450.01	1,100.00	1,100.00	265.94	834.06
241-9101-50241	Social Security-FICA	68.20	0.00	0.00	102.30	(102.30)
	<b>50 - Salaries and Benefits Totals:</b>	<b>43,809.65</b>	<b>102,000.00</b>	<b>92,820.00</b>	<b>31,844.93</b>	<b>60,975.07</b>
<b>Contract Services</b>						
241-9101-60103	Professional Services	61,901.25	0.00	70,000.00	63,768.49	6,231.51
241-9101-60106	Auditors	5,160.00	0.00	5,000.00	6,050.00	(1,050.00)
241-9101-60125	Temporary Agency Services	0.00	0.00	10,000.00	7,166.43	2,833.57
241-9101-60153	Attorney	32,983.78	25,000.00	25,000.00	32,617.79	(7,617.79)
241-9101-60157	Rental Expenes	950.00	0.00	0.00	0.00	0.00
	<b>60 - Contract Services Totals:</b>	<b>100,995.03</b>	<b>25,000.00</b>	<b>110,000.00</b>	<b>109,602.71</b>	<b>397.29</b>
<b>Maintenance &amp; Operations</b>						
241-9101-60320	Travel & Training	0.00	1,000.00	1,000.00	1,017.76	(17.76)
241-9101-60420	Operating Supplies	1,813.83	2,000.00	2,000.00	2,217.32	(217.32)
	<b>62 - Maintenance &amp; Operations Totals:</b>	<b>1,813.83</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>3,235.08</b>	<b>(235.08)</b>
<b>Internal Service Charges</b>						
241-9101-91844	Earthquake Insurance	13,000.00	20,000.00	20,000.00	20,000.00	0.00
241-9101-98110	Information Tech Charges	0.00	8,400.00	8,400.00	8,400.00	0.00
	<b>69 - Internal Service Charges Totals:</b>	<b>13,000.00</b>	<b>28,400.00</b>	<b>28,400.00</b>	<b>28,400.00</b>	<b>0.00</b>
	<b>9101 - Housing Authority - Admin Totals:</b>	<b>159,618.51</b>	<b>158,400.00</b>	<b>234,220.00</b>	<b>173,082.72</b>	<b>61,137.28</b>
<b>9102 - Housing Authority - Wash St Apts</b>						
<b>Contract Services</b>						
241-9102-60103	Professional Services	0.00	70,000.00	10,000.00	0.00	10,000.00
241-9102-60106	Auditors	0.00	2,500.00	0.00	0.00	0.00
241-9102-60160	Financial Expenses	7,500.00	0.00	0.00	1,193,428.19	(1,193,428.19)
	<b>60 - Contract Services Totals:</b>	<b>7,500.00</b>	<b>72,500.00</b>	<b>10,000.00</b>	<b>1,193,428.19</b>	<b>(1,183,428.19)</b>
<b>Maintenance &amp; Operations</b>						
241-9102-60157	Rental Expenses	423,373.77	466,100.00	466,100.00	206,828.04	259,271.96
	<b>62 - Maintenance &amp; Operations Totals:</b>	<b>423,373.77</b>	<b>466,100.00</b>	<b>466,100.00</b>	<b>206,828.04</b>	<b>259,271.96</b>
<b>Debt Service</b>						
241-9102-61609	Interest Expense - Provident	107,883.46	109,100.00	109,100.00	79,255.79	29,844.21
241-9102-61610	Interest Expense - USDA	17,119.89	17,000.00	17,000.00	10,191.69	6,808.31
241-9102-61680	Principal Payment - Provident	45,374.98	45,300.00	45,300.00	36,600.04	8,699.96
241-9102-61681	Principal Payment - USDA	21,250.35	21,200.00	21,200.00	15,388.47	5,811.53
	<b>67 - Debt Service Totals:</b>	<b>191,628.68</b>	<b>192,600.00</b>	<b>192,600.00</b>	<b>141,435.99</b>	<b>51,164.01</b>
<b>Capital Expenses</b>						
241-9102-72100	Building Improvements	0.00	50,000.00	50,000.00	0.00	50,000.00
	<b>68 - Capital Expenses Totals:</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>
	<b>9102 - Housing Authority - Wash St Apts Totals:</b>	<b>622,502.45</b>	<b>781,200.00</b>	<b>718,700.00</b>	<b>1,541,692.22</b>	<b>(822,992.22)</b>
<b>9103 - Housing Authority - LQRP</b>						
<b>Contract Services</b>						
241-9103-60106	Auditors	0.00	2,500.00	0.00	0.00	0.00

CITY OF LA QUINTA  
HOUSING AUTHORITY

EXPENSE DETAILS

2017/18 YEAR-END BUDGET REPORT

		2016/17	2017/18	2017/18	2017/18	Variance w/ Final
		Actual Expenses	Original Budget	Final Budget	Actual Expenses	Budget
<b>60 - Contract Services Totals:</b>		<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Maintenance &amp; Operations</b>						
241-9103-60157	Rental Expenses	256,545.13	250,000.00	250,000.00	153,308.65	96,691.35
<b>62 - Maintenance &amp; Operations Totals:</b>		<b>256,545.13</b>	<b>250,000.00</b>	<b>250,000.00</b>	<b>153,308.65</b>	<b>96,691.35</b>
<b>9103 - Housing Authority - LQRP Totals:</b>		<b>256,545.13</b>	<b>252,500.00</b>	<b>250,000.00</b>	<b>153,308.65</b>	<b>96,691.35</b>
<b>241 - HOUSING AUTHORITY Totals:</b>		<b>1,038,666.09</b>	<b>1,192,100.00</b>	<b>1,202,920.00</b>	<b>1,868,083.59</b>	<b>(665,163.59)</b>

CITY OF LA QUINTA  
HOUSING AUTHORITY

EXPENSE DETAILS

2017/18 YEAR-END BUDGET REPORT

		2016/17	2017/18	2017/18	2017/18	Variance w/ Final
		Actual Expenses	Original Budget	Final Budget	Actual Expenses	Budget
<b>243 - RDA Low-Mod Housing Fund</b>						
<b>0000 - Undesignated</b>						
<b>Other Expenses</b>						
243-0000-60532	Homelessness Assistance	0.00	0.00	259,000.00	259,000.00	0.00
<b>64 - Other Expenses Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>259,000.00</b>	<b>259,000.00</b>	<b>0.00</b>
<b>0000 - Undesignated Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>259,000.00</b>	<b>259,000.00</b>	<b>0.00</b>
<b>243 - RDA Low-Mod Housing Fund Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>259,000.00</b>	<b>259,000.00</b>	<b>0.00</b>



**CITY OF LA QUINTA  
HOUSING AUTHORITY**

**EXPENSE DETAILS**

**2017/18 YEAR-END BUDGET REPORT**

		2016/17	2017/18	2017/18	2017/18	Variance w/ Final
		Actual Expenses	Original Budget	Final Budget	Actual Expenses	Budget
<b>248 - SA 2004 LO/MOD BOND FUND (Refinanced in 2014)</b>						
<b>9102 - Housing Authority - Wash St Apts</b>						
<b>Contract Services</b>						
248-9102-60103	Professional Services	0.00	145,000.00	145,000.00	0.00	145,000.00
248-9102-60159	Relocation Benefits	0.00	229,700.00	229,700.00	228,869.60	830.40
248-9102-60185	Design/Construction	363,507.86	330,200.00	330,200.00	106,289.86	223,910.14
248-9102-60198	Planning & Development	0.00	1,000,000.00	1,000,000.00	12,822.85	987,177.15
<b>60 - Contract Services Totals:</b>		<b>363,507.86</b>	<b>1,704,900.00</b>	<b>1,704,900.00</b>	<b>347,982.31</b>	<b>1,356,917.69</b>
<b>9102 - Housing Authority - Wash St Apts Totals:</b>		<b>363,507.86</b>	<b>1,704,900.00</b>	<b>1,704,900.00</b>	<b>347,982.31</b>	<b>1,356,917.69</b>
<b>SA 2004 LO/MOD BOND FUND (Refinanced in 2014) Totals:</b>		<b>363,507.86</b>	<b>1,704,900.00</b>	<b>1,704,900.00</b>	<b>347,982.31</b>	<b>1,356,917.69</b>

CITY OF LA QUINTA  
HOUSING AUTHORITY

EXPENSE DETAILS

2017/18 YEAR-END BUDGET REPORT

		2016/17	2017/18	2017/18	2017/18	Variance w/ Final
		Actual Expenses	Original Budget	Final Budget	Actual Expenses	Budget
<b>249 - SA 2011 LOW/MOD BOND FUND (Refinanced in 2016)</b>						
<b>0000 - Undesignated</b>						
<b>Contract Services</b>						
249-0000-60103	Professional Services	250.00	0.00	0.00	0.00	0.00
<b>60 - Contract Services Totals:</b>		<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>0000 - Undesignated Totals:</b>		<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>9102 - Housing Authority - Wash St Apts</b>						
<b>Contract Services</b>						
249-9102-60188	Construction	0.00	9,400,000.00	9,400,000.00	2,023,975.27	7,376,024.73
<b>60 - Contract Services Totals:</b>		<b>0.00</b>	<b>9,400,000.00</b>	<b>9,400,000.00</b>	<b>2,023,975.27</b>	<b>7,376,024.73</b>
<b>9102 - Housing Authority - Wash St Apts Totals:</b>		<b>0.00</b>	<b>9,400,000.00</b>	<b>9,400,000.00</b>	<b>2,023,975.27</b>	<b>7,376,024.73</b>
<b>\ 2011 LOW/MOD BOND FUND (Refinanced in 2016) Totals:</b>		<b>250.00</b>	<b>9,400,000.00</b>	<b>9,400,000.00</b>	<b>2,023,975.27</b>	<b>7,376,024.73</b>

**Continuing Appropriations/Carryovers from 2017/18 to 2018/19**

Vendor/Program	Account Number	Description	Original	Amended
<b>HOUSING AUTHORITY FUNDS</b>				
<b>2004 Bond Fund</b>				
Washington Street Apts Rehabilitation Project	248-9102-60103	Professional Services	145,000	145,000
Washington Street Apts Rehabilitation Project	248-9102-60159	Relocation Benefits	190,000	1,200,000
Washington Street Apts Rehabilitation Project	248-9102-60185	Design/Construction	240,200	106,947
Washington Street Apts Rehabilitation Project	248-9102-60198	Planning & Development	807,000	-
<b>2011 Bond Fund</b>				
Washington Street Apts Rehabilitation Project	249-9102-60188	Construction	8,895,000	7,376,000
<b>Housing Authority Total</b>			<b>\$ 10,277,200</b>	<b>\$ 8,827,947</b>



# City of La Quinta

HOUSING COMMISSION MEETING: December 12, 2018

## STAFF REPORT

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**AGENDA TITLE:** RECEIVE AND FILE FISCAL YEAR 2018/19 FIRST QUARTER HOUSING AUTHORITY BUDGET REPORT

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### **RECOMMENDATION**

Receive and file fiscal year 2018/19 First Quarter Housing Authority Budget Report.

### **EXECUTIVE SUMMARY**

- The 2018/19 First Quarter Housing Authority Budget Report (Attachment 1) provides an update of the Authority's fiscal activities from July to September 2018.
- A budget report is prepared quarterly to assess the adopted budget and incorporate adjustments based on current economic conditions and operational requirements.
- The Report was received and filed with budget adjustments approved by the Housing Authority on November 20, 2018.

### **FISCAL IMPACT - None**

### **BACKGROUND/ANALYSIS**

Throughout the fiscal year staff monitors its budget and proposes adjustments to reflect current conditions and ongoing operational needs. Requests are reviewed and discussed before recommending approval in the budget report (Attachment 1). Funds with no adjustments from the originally presented 2018/19 Budget have been excluded from the report.

The Report was presented to the Housing Authority Board on November 20, 2018. Budget adjustments were approved as presented.

### **ALTERNATIVES**

No alternatives are applicable.

Prepared by: Karla Campos, Finance Director

Attachment 1: 2018/19 First Quarter Housing Authority Budget Report



# FIRST QUARTER 2018/19 HOUSING AUTHORITY BUDGET REPORT



## OVERVIEW & MAJOR PROJECT UPDATE

The **Washington Street Apartments** (WSA) rehabilitation and expansion project is vigorously being completed. Staff continues to provide support for temporary relocation services and will soon begin moving residents back into their fully renovated units.

The following is a summary of budgetary adjustments requested for the first quarter of 2018/19. Account details are provided in **Exhibit A** and discussed in this report.

2018/19 First Quarter Adjustment Requests		
Fund	Revenues	Expenses
Housing Authority Fund (241)	228,000	-
Low-Mod Housing Fund (243)	10,000	
2004 Bond Fund (248)	10,000	
2011 Bond Fund (249)	140,000	40,000
<b>TOTAL HOUSING ADJUSTMENTS</b>	<b>388,000</b>	<b>40,000</b>

## REVENUES

**Second trust deed repayments** continue to occur as homes are sold on the open market, thus far a total of three homes have transferred ownership in 18/19 for a total reimbursement to the Housing Authority of \$188,000.

**Interest earnings** in all four Housing Funds require an increase as indicated in Exhibit A. These increases reflect updated interest earnings projections based on the current rising interest rate market and strong economic conditions.

## EXPENSES

Staff requests an additional **\$40,000 from 2011 Bond proceeds** to evaluate future affordable housing project developments. These funds will be expended on appraisals, property site evaluations, and market research. Any potential acquisition of property will be presented and require Housing Authority approval prior to purchase. Currently the budget in this fund is limited to the WSA project. If the budget adjustments (revenue and expenditure) are approved, the 2011 Bond Fund is projected to have an estimated ending balance of \$16,464,650 as of June 30, 2019.

		<b>HOUSING AUTHORITY FUND (241)</b>	
Account No.	Description	Revenues	Expenses
241-9101-41900	Allocated Interest	40,000	
241-9101-43504	Second Trust Deeds	188,000	
		<b>LOW-MOD HOUSING FUND (243)</b>	
Account No.	Description	Revenues	Expenses
243-0000-41900	Allocated Interest	10,000	
		<b>2004 BOND FUND (248)</b>	
Account No.	Description	Revenues	Expenses
248-0000-41900	Allocated Interest	10,000	
		<b>2011 BOND FUND (249)</b>	
249-0000-41900	Allocated Interest	50,000	
249-0000-41915	Non-Allocated Interest	90,000	
249-0000-80050	New Affordable Housing Project Developments		40,000
<b>TOTAL ALL HOUSING FUNDS</b>		<b>388,000</b>	<b>40,000</b>



# City of La Quinta

HOUSING COMMISSION MEETING: December 12, 2018

## STAFF REPORT

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**AGENDA TITLE:** HOUSING COMMISSIONER CHANGE START TIME TO 4:00 P.M.

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### RECOMMENDATION

Consider Housing Commission change start time to 4:00 P.M.

### EXECUTIVE SUMMARY

- During Commissioner Item's at the September 12, 2018 meeting Commissioner McDonough recommended changing the start time from 6:00 p.m. to 4:00 p.m.
- The Housing Commission meets quarterly, and the time change does not affect another Commission's meeting.

**FISCAL IMPACT** - None.

### BACKGROUND/ANALYSIS

At the September 12, 2018 Housing Commission meeting, Commissioner McDonough expressed interest in assessing the Housing Commission's preference for a change in the start time for the regular quarterly Wednesday meetings. Commissioners during Commissioner Items were in support of changing the start time from 6:00 p.m. to 4:00 p.m. City staff requests that the Housing Commission make a formal decision to request the change in start time to 4:00 p.m. A department report will be prepared for the City Council regarding the decision of the Commission to request a change in the start time of the regular meetings.

### ALTERNATIVES

Do not change the meeting times.

Prepared by: Angela Ferreira, Management Specialist

Approved by: Gilbert Villalpando, Assistant to the City Manager



# City of La Quinta

HOUSING COMMISSION MEETING: December 12, 2018

## STAFF REPORT

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**AGENDA TITLE:** DISCUSS FUNDING FOR HOMELESS PREVENTION PROGRAMS

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### **RECOMMENDATION**

Discuss allocation of funding for homeless prevention programs.

### **EXECUTIVE SUMMARY**

- In 2017/18, the La Quinta Housing Commission (Commission) recommended and the Housing Authority (Authority) authorized staff to expend \$259,000 to assist area homeless service providers: Coachella Valley Rescue Mission (CVRM), Martha's Village and Kitchen (MVK), and Coachella Valley Association of Governments (CVAG) for Path of Light.
- Quarterly, Staff provided service metrics to the Commission and Authority (submitted by each service provider) and on items that can be measured equally.
- Staff seeks direction as to what organization and amount of financial contributions, if any, the Commission would consider extending towards homeless prevention and programs; up to \$250,000 is available.

### **FISCAL IMPACT**

Should the Commission elect to recommend extending financial contributions, there is \$250,000 available in the Homeless Assistance account (243-0000-60532).

### **BACKGROUND/ANALYSIS**

Last fiscal year, staff presented the Authority with three homeless service providers that were seeking funding: CVRM, MVK and CVAG. The Authority authorized staff to provide \$259,000 in assistance with \$53,000 to CVRM (CVRM had earlier received \$50,000 from the City of La Quinta), \$103,000 to MVK, and \$103,000 to CVAG to be used in the east valley; the Desert Healthcare District (DHD) matched this investment by providing \$103,000 for prevention measures in the west valley. Please note, CVAG's and DHD's service provider is Path of Life Ministries (POLM).

The Authority required the service providers to submit quarterly reporting metrics for review. The following chart shows first quarter reporting metrics in black and second quarter in *blue*:

<b>Service Providers</b>	<b>Martha's Village &amp; Kitchen \$103,000</b>	<b>CVRM \$53,000</b>	<b>CVAG/POL (East of Cook Street) \$103,000</b>	<b>POL/DHD (West of Cook Street) Matched \$103,000</b>
Face to Face and or phone Contact	2,085 <i>2,039</i>	2,250 <i>2,250</i>	22 <i>54</i>	Housing Hotline: 236 ( <i>168</i> ) identified; 60 ( <i>49</i> ) diverted from emergency shelter; 206 ( <i>156</i> ) connected with assistance
Rental/Utility Assistance	\$741 Non LQ Residents – 1 household <i>\$6,814 Rental Assistance – 27 clients</i> <i>\$1,340.03 Utility assistance – 12 clients</i>	\$363 Non LQ Residents- 3 households  <i>\$0</i>	\$10,950 Non LQ Residents – 14 households east of cook street <i>\$28,836.94 Rental Assistance – 17 of 64 are LQ Residents</i> <i>\$1,274.00 Utility assistance</i>	23 ( <i>25</i> ) people assisted
Sheltering	175 (105 from east valley and 70 from west valley) <i>198 (91 from east valley and 107 west valley)</i>	784 – valley wide  <i>844 – valley wide</i>	27 – individuals east of Cook Street <i>20 – east of Cook Street</i>	Crisis Stabilization Housing: CVAG Placements: 35 ( <i>36</i> ) Other POL Shelter Placements: 35 ( <i>11</i> )
Case Management	332 <i>1,187</i>	784 <i>760</i>	No number provided <i>20</i>	Behavioral Support (CVAG and other program): 112 ( <i>121</i> )
Provide Rapid Rehousing or similar type placement	9 ( <i>14</i> ) exited program to affordable permanent housing  61 ( <i>69</i> ) individuals secured affordable housing through their employment,	11 rapid rehousing 4 permanent supportive housing 7 section 8  <i>165 placed in rapid rehousing, permanent supportive housing, or</i>	From Shelter: 4 ( <i>7</i> ) From Street: 4 ( <i>2</i> ) 2 ( <i>1</i> ) rapid rehousing; 2 ( <i>1</i> ) permanent supportive housing) Concurrently serving 36	Rapid Rehousing: CVAG Program: 1 ( <i>5</i> ) Other Program: 5 ( <i>5</i> )

	as well as rental deposit only programs offered by collaborating partners.	<i>section 8</i>	<i>(44)</i> other individuals from east of Cook Street with permanent housing	
Employment Services	58 <i>(89)</i> clients, 1,207 <i>(1,302)</i> units of service	784 <i>(844)</i> clients, 3,136 <i>(3,376)</i> units of service	36 <i>(39)</i> clients, 113 <i>(83)</i> units of service	(CVAG and other programs) 57 <i>(42)</i>

After reviewing the reports submitted by the service providers, some providers such as MVK and CVRM cater to homeless individuals and provide shelter and wrap around services while CVAG/DHD/POL primarily caters to those that are already in housing and assist with maintaining their current living situation. To date, DHD has not indicated that they will continue the match-program with CVAG and POL.

Staff only reported on services that can be measured equally by all service providers; however, it is important to note that some providers offer free childcare, meals, educational and occupational assistance, and food pantries to assist families and individuals in need.

Staff is seeking Housing Commission input on the allocation of funds, if any, for homeless prevention services and programs.

Prepared by: Angela Ferreira, Management Specialist  
 Approved by: Gilbert Villalpando, Assistant to the City Manager



# City of La Quinta

## HOUSING COMMISSION MEETING DEPARTMENT REPORT

**TO:** Chair and Members of the Housing Commission

**FROM:** Angela Ferreira, Management Specialist

**DATE:** December 6, 2018

**SUBJECT:** Washington Street Apartments Update

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On Monday, December 3, 2018, staff began moving the first phase of residents (3 buildings) back into the Washington Street Apartments. The relocations will continue to occur as buildings become back online through the month of January. Below are photos of some of the units that are now occupied prior to their occupation.









