



**DALY CITY HOUSING DEVELOPMENT FINANCE AGENCY**

**AGENDA**

**REGULAR MEETING**

**COUNCIL CHAMBERS – 333 90<sup>TH</sup> STREET**

**MONDAY, APRIL 10, 2017– 7:00 P.M.**

For those wishing to address the Agency Board on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078 as soon as possible.

**CALL TO ORDER:**

**ROLL CALL:**

**APPROVAL OF MINUTES:**

February 27, 2017

**RESOLUTIONS:**

1. Adjusting 2016-17 Daly City Housing Development Finance Agency Budget

**PUBLIC APPEARANCE – ORAL COMMUNICATIONS:**

NOTE: Speakers are limited to two minutes, unless modified by the Chair.  
The Board cannot take action on any matter raised under this item.

**ADJOURNMENT:**

DALY CITY HOUSING DEVELOPMENT FINANCE AGENCY  
MEETING MINUTES  
February 27, 2017

The meeting was called to order by Chairperson at 7:05 P.M.

ROLL CALL: Commissioners Present:

Glenn Sylvester, Chairperson  
Juslyn Manalo, Vice-Chairperson  
Ray Buenaventura  
Judith Christensen  
Michael Guingona

Patricia Martel, Executive Secretary/Director  
Rose Zimmerman, General Counsel  
K. Annette Hipona, Assistant Secretary

MINUTES:

**Meeting of December 12, 2016**

It was moved by Commissioner Christensen, seconded by Vice-Chairperson Manalo, and carried to approve the Special Meeting minutes of December 12, 2016.

RESOLUTION:

**Housing Trust Funds Financing for Habitat for Humanity Relating to Acquisition of 3001 Geneva Avenue**

Betsy Zobell, Housing Community Development Director, reviewed the agenda report with the Commissioners.

It was moved by Commissioner Guingona, seconded by Commissioner Christensen and carried by roll call vote to approve the following resolution:

HFA-42 Authorizing Use of Funds in Daly City Housing Trust Fund to Assist Habitat for Humanity in the Acquisition of Property Located at 3001 Geneva Avenue

ADJOURNMENT:

It was moved by Commissioner Buenaventura, seconded by Commissioner Christensen and carried to adjourn the meeting of the Daly City Housing Development Finance Agency at 7:09 P.M.

\_\_\_\_\_  
Assistant Secretary

Approved this \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ day  
of \_\_\_\_\_ April \_\_\_\_\_ 2017

\_\_\_\_\_  
Chairperson



**Meeting Date: April 10, 2017**

**Subject: Adjustment to 2016-17 Daly City Housing Development Finance Agency Budget**

Recommended Action

Appropriate \$8,579 in Housing Trust Fund dollars for staff costs associated with development and preservation of affordable housing for total funding of \$96,227.

Background

In June of 2016, the Daly City Council and Daly City Housing Development Finance Agency adopted budgets for administration of Community Development Block Grant and Affordable Housing Activities respectively during FY 2016-17. The adopted budgets were based on estimated resources and allocation of staff time at the time of adoption. At this time, as final estimates of 2016-17 revenues are available, and specific demand for housing and community development services is clearer, adjustments to budgets is recommended in order to bring them into alignment with the actual allocation of staff time to various activities.

Discussion

CDBG Administrative costs are expenses incurred by the City for administering the CDBG program in accordance with Federal Regulations. This includes, preparation of the Annual Action Plan, administration of public service contracts, management of financial and program outcome data and preparation of annual reports to the U.S. Department of Housing and Urban Development.

Daly City Housing Development Finance Agency administrative costs are expenses for affordable housing activities not necessarily assisted with Federal funds. For 2016-17, these costs include staff time associated with Franciscan Mobile Home Park, Peninsula Del Rey and BMR home sales.

HUD allows for Administrative Expenses not exceeding twenty percent (20%) of the current year entitlement grant and program income. The adopted 2016-17 Action Plan reflects total Administrative Expenses of \$196,292, an amount equivalent to the admin cap estimated in February of 2016. A current estimate of the FY 2016-17 CDBG Administrative Cap is \$209,222, an increase of \$12,930. The 2016-17 CDBG Admin Budget adopted by the City is \$217,801 which exceeds the allowable, updated cap by \$8,579.

The budget was adopted before all 2016-17 CDBG Administrative Expenses and the specific level of program income were known. Therefore, it is necessary to reduce budgeted 2016-17 CDBG Administrative Expenses by \$8,579. Reduction of the 2016-17 CDBG Admin budget and reallocation of staff expenses to the Daly City Housing Development Finance Agency will result in staff funding that more accurately reflects the specific allocation of staff time to CDBG and non-CDBG assisted housing activities. During FY 2016-17 staff have spent significant time on activities such as Franciscan Mobile Home Park bond compliance, Below Market Rate sales administration, and negotiation of Affordable Housing Plans under the City's Affordable Housing Ordinance.

**Housing Development Finance Agency Agenda Report**  
**Subject: 2016-17 Budget Adjustment**

**Meeting Date: April 10, 2017**

**Page 2 of 2**

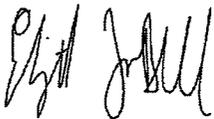
Summary/Conclusion

Adjustment of the 2016-17 DCHDFA Budget to reflect HUD spending caps, updated Program Income revenue and particular community development needs is recommended. The Council's approval of budget adjustments as described will enable the City to carry out affordable housing development and preservation activities not funded under the CDBG Program.

In summary staff recommends adjustment of the 2016-17 DCHDFA budget to reflect an increase in staff costs for affordable housing activities by appropriating \$8,579 in Daly City Housing Trust Fund revenues to cover increased staff costs.

Staff is available to provide any additional information desired by the Mayor or City Council Members.

Respectfully submitted,



Betsy ZoBell  
Housing and Community Development Supervisor



Tatum Mothershead  
Economic & Community Development  
Director