

IN THE BOARD OF COMMISSIONERS OF THE **PASSED**  
HOUSING AND COMMUNITY SERVICES AGENCY  
OF LANE COUNTY, OREGON

ORDER NO.

10-9-29-1H

IN THE MATTER OF ADOPTING  
THE 2010/2011 BUDGET AND  
MAKING APPROPRIATIONS

WHEREAS, it is necessary for the Board to adopt a 2010/2011 fiscal year budget for the Housing And Community Services Agency of Lane County, Oregon; and

WHEREAS, the HACSA Executive Director has recommended approval of the proposed HACSA budget for the 2010/2011 fiscal year; and

WHEREAS, the Board having fully considered the Executive Director's recommendation, NOW, THEREFORE, IT IS HEREBY

ORDERED, that the 2010-2011 fiscal year budget for the Housing And Community Services Agency of Lane County, Oregon, as set forth below, is hereby adopted; and

FURTHER ORDERED, that the amounts for the fiscal year beginning October 1, 2010, and for the purposes shown below, are hereby appropriated:

GENERAL FUND

Community Services Division	\$ 6,512,000
Housing Division	7,936,000
Section 8 Division	<u>16,678,000</u>
Total	<u>\$31,126,000</u>

ADOPTED, by the Housing And Community Services Agency of Lane County, Oregon, this 29<sup>th</sup> day of September, 2010.

  
\_\_\_\_\_  
Chairperson, HACSA Board of Commissioners

IN THE MATTER OF ADOPTING THE 2010/2011 BUDGET AND MAKING  
APPROPRIATIONS

ORDER 10-9-29-2H

In the Matter of Approving the Public Housing Operating Budget for the Fiscal Year Ending September 30, 2011.

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 9(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing And Community Services Agency of Lane County PHA Code: OR006

PHA Fiscal Year Beginning: October 1, 2010 Board Resolution Number: \_\_\_\_\_

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- |  | <u>DATE</u> |
|--|-------------|
| <input checked="" type="checkbox"/> Operating Budget: For all AMPs and COCC approved by Board Resolution on: | _____       |
| <input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on:                               | _____       |
| <input type="checkbox"/> Operating Budget revision approved by Board resolution on:                          | _____       |
| <input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on:                      | _____       |

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <i>William A. Fleener</i>	Signature: <i>William A. Fleener</i>	Date: <i>9/29/10</i>
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Housing And Community Services Agency of Lane County  
 Site Budgets  
 10/1/10 - 9/30/11

(All amounts rounded to the nearest \$100)

	AMP 100	AMP 200	AMP 300	AMP 400	AMP 500	AMP 600	TOTAL
REVENUE							
Dwelling Rental	\$ 90,000	\$ 510,000	\$ 270,000	\$ 410,000	\$ 210,000	\$ 200,000	\$ 1,690,000
Investment Income	300	2,000	1,500	2,000	1,500	1,100	8,400
Other Income	3,000	25,000	11,000	12,500	9,000	5,500	66,000
Operating Subsidy	78,000	550,000	356,500	321,000	253,800	240,800	1,800,100
Total Revenue	\$ 171,300	\$ 1,097,000	\$ 689,000	\$ 745,500	\$ 497,300	\$ 447,400	\$ 3,564,500

EXPENSES

Administrative Salaries	\$ 9,900	\$ 149,000	\$ 73,500	\$ 86,800	\$ 47,700	\$ 39,800	\$ 406,700
Benefits	6,500	100,600	49,600	58,900	31,700	26,400	273,700
Staff Training	100	100	100	100	100	100	600
Travel Expenses	200	600	1,500	1,500	500	1,500	5,800
Audit	600	3,600	2,300	2,000	1,700	1,800	12,000
Legal	300	500	1,000	100	500	200	2,600
Management Fees	15,900	114,700	68,600	79,900	47,700	49,900	376,700
Bookkeeping Fees	2,700	19,300	11,500	13,400	8,000	8,400	63,300
Sundry	500	1,600	1,500	1,500	1,300	1,300	7,700
Stationery, Paper, Office Supplies	4,000	3,000	3,800	5,500	6,000	5,800	28,100
Telephone	100	100	200	200	100	200	900
Postage	100	100	100	100	100	100	1,500
Publications, Directories	100	100	100	100	100	100	1,000
Computer Expenses	200	1,000	200	200	200	200	1,800
Background Check	2,000	800	600	600	500	500	3,200
Vide. Signage	7,000	6,500	2,000	4,100	2,000	1,500	19,100
Video Signage	7,000	13,100	8,400	12,200	11,100	9,500	61,300
Total Administrative	\$ 43,200	\$ 401,500	\$ 216,500	\$ 254,900	\$ 149,000	\$ 137,600	\$ 1,202,700

Resident Services	\$ 1,700	\$ 11,900	\$ 7,300	\$ 8,200	\$ 4,800	\$ 5,300	\$ 39,200
Benefits (53%)	1,100	7,800	4,800	5,400	3,200	3,500	25,800
Other	700	5,300	3,200	3,800	2,200	2,300	17,500
Total Resident Services	\$ 3,500	\$ 25,000	\$ 15,300	\$ 17,400	\$ 10,200	\$ 11,100	\$ 82,500



Housing And Community Services Agency of Lane County

COCC

Budget 10/01/10 - 9/30/11

REVENUE	ANNUAL BUDGET
Management Fees	376,700
Bookkeeping Fees	63,300
Asset Management Fee	85,000
Capital Fund Administrative Fee	125,600
ROSS PH Family Self-Sufficiency Grant	68,000
Housing Choice Voucher Program Admin Fee	343,500
Section 236 and 58 New Construction Overhead Reimb	137,500
Other Programs Overhead Reimbursement	264,700
Maintenance Fee for Service	192,100
Rent from other programs	106,800
Interest Income	4,400
<b>Total Revenue</b>	<b>1,767,600</b>

EXPENSES

Administrative Salaries	831,400
Administrative Employee Benefits	482,000
Audit	500
Legal	500
Staff Training	5,000
Travel	3,500
Computer Expense	20,000
Telephone	8,500
Postage	13,000
Office Expense	12,000
Other	27,000
<b>Total Administrative</b>	<b>1,403,400</b>

Water/Sewer	5,500
Electric	18,000
<b>Total Utilities</b>	<b>23,500</b>

Maintenance Labor	127,100
Maintenance Employee Benefits	95,000
Materials	7,000
Contracts	104,600
<b>Total Maintenance</b>	<b>333,700</b>

Insurance	7,000
<b>Total General Expenses</b>	<b>7,000</b>

<b>Total Expenses</b>	<b>1,767,600</b>
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<b>Cash Flow from Operations</b>	<b>-</b>
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