

H A C S A M E M O R A N D U M

HACSA 30

TO: HACSA Board of Commissioners

FROM: Larry Abel, Deputy Director  
Chris Todis, Executive Director

AGENDA ITEM TITLE: ORDER/In the Matter of Adopting the 2003/2004  
Budget and Making Appropriations

AGENDA DATE: September 24, 2003

I. MOTION

IT IS MOVED THAT THE ORDER BE APPROVED WHICH ADOPTS THE 2003/2004  
AGENCY BUDGET AND MAKES APPROPRIATIONS.

II. ISSUE

It is necessary for the Board to adopt the Agency FY2004 budget  
prior to October 1, 2003.

III. DISCUSSION

A. Background

This Order approves the Agency's budget for the  
fiscal year beginning October 1, 2003.

B. Analysis

Attached is the Executive Director's memorandum  
transmitting the proposed HACSA budget for FY2004  
and the budget documents.

C. Alternatives/Options

The Board can either approve the proposed budget  
Motion as recommended or make changes before  
adopting the budget.

D. Recommendation

Approval of the proposed Motion is recommended.

E. Timing

Upon Board approval, the proposed budget will become effective on October 1, 2003.

**IV. IMPLEMENTATION/FOLLOW-UP**

Same as Item III. E.

**V. ATTACHMENTS**

Memorandum  
Budget

H A C S A M E M O R A N D U M

**TO:** HACSA Board of Commissioners

**FROM:** Chris Todis, Executive Director  
Larry Abel, Deputy Director

**SUBJECT:** Transmittal of Proposed HACSA Budget for FY2004

**DATE:** September 10, 2003

HACSA's FY2004 budget is attached for your review and approval. It has been prepared in accordance with guidelines established by federal granting agencies, most particularly the Federal Department of Housing and Urban Development (HUD). All program budgets are balanced. Program summaries are shown for these divisions: Community Services, Housing, and Section 8.

This budget totals \$26,553,000, a net increase of \$1,193,000 from the FY03 budget. Net changes are itemized as follows:

1. Community Services. Net decrease of \$56,000.
2. Housing. Net increase of \$412,000 due primarily to the planned exterior rehabilitation work at the Abbie Lane Apartments.
3. Section 8. Net increase of \$725,000 due primarily to projected increases (about 4%) in rental subsidies in the Section 8 housing choice voucher program.

Since federal funding accounts for approximately 82% of HACSA's revenues (HUD alone comprises 80%), we are closely following the process of the HUD appropriations bill in Congress.

The House passed its 2004 spending measure on July 25<sup>th</sup>. The Senate Appropriations Committee passed its version on September 4<sup>th</sup>. No date for full Senate consideration has been set (as of September 10<sup>th</sup>). Once the Senate passes the bill, conferees will be appointed to work out the differences. Given the current situation in Washington, we do not know when this will happen. However, we expect that the budgets that have been submitted to HUD, which are incorporated in the accompanying budget, will eventually be approved.

**HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF LANE COUNTY, OREGON**

**COMPARATIVE SUMMARY OF RESOURCES AND EXPENDITURES**

	<u>2000-01</u> <u>ACTUAL</u>	<u>2001-02</u> <u>ACTUAL</u>	<u>2002-03</u> <u>BUDGET</u>	<u>2003-04</u> <u>PROPOSED</u>
<b>RESOURCES</b>				
Fund Balance	(\$ 99,839)	\$ 187,673		
Loans		877,678	\$ 600,000	\$ 2,864,000
Revenues:				
Federal grants	\$18,820,094	19,482,834	20,833,700	20,392,504
Rent	2,447,640	2,384,062	2,457,100	2,438,230
Interest	362,343	306,031	118,200	106,300
Other	1,124,318	1,432,493	1,351,000	751,966
	<u>\$22,654,556</u>	<u>\$24,670,771</u>	<u>\$25,360,000</u>	<u>\$26,553,000</u>
<b>EXPENDITURES</b>				
Personal Services	\$ 4,465,804	\$ 5,052,846	\$ 5,335,949	\$ 5,418,991
Materials and Services	14,886,714	16,523,559	16,378,451	16,699,836
Capital Outlay	2,763,777	1,698,471	3,000,000	3,821,000
Debt Service	538,261	1,395,895	645,600	613,173
	<u>\$22,654,556</u>	<u>\$24,670,771</u>	<u>\$25,360,000</u>	<u>\$26,553,000</u>
<b>PROGRAM EXPENDITURES</b>				
Community Services	\$ 3,216,098	\$ 3,830,576	\$ 4,534,000	\$ 4,590,000
Housing	6,197,871	5,825,933	5,905,000	6,317,000
Section 8	13,240,587	15,014,262	14,921,000	15,646,000
	<u>\$22,654,556</u>	<u>\$24,670,771</u>	<u>\$25,360,000</u>	<u>\$26,553,000</u>
<b>FULL-TIME EQUIVALENT POSITIONS</b>				
	<u>87.00</u>	<u>89.25</u>	<u>91.65</u>	<u>90.15</u>

## PROGRAM SUMMARY

### COMMUNITY SERVICES

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#### STATEMENT OF PURPOSE

The Community Services Division is comprised of all Agency programs, other than HUD assisted housing programs. The Low-income Weatherization Program helps qualified Lane County homeowners and renters conserve energy and save money by providing comprehensive conservation services at no cost to the household. Cost effective measures are installed by private contractors and paid for with public and private funds from federal grants and participating electric and natural gas utilities. The Development Program works with the Lane County Intergovernmental Housing Policy Board to create permanent, affordable low-income housing in Lane County.

#### FISCAL YEAR 2003-2004 OBJECTIVES

1. Provide cost effective weatherization services to 400 households.
2. Negotiate new program partnerships with local utilities.
3. Implement solar hot water pilot project in low-income weatherization program.
4. Complete the rehabilitation work program at Munsel Park Apartments in Florence.
5. Acquire and rehabilitate the Norsemen Village Apartments in Junction City.
6. Stabilize the financial situation at the Heeran Center.
7. Begin working with the City of Eugene and Housing Policy Board on pre-development planning for next LIHTC project.

PROGRAM SUMMARY (continued)

COMMUNITY SERVICES

	<u>2000-01</u> <u>ACTUAL</u>	<u>2001-02</u> <u>ACTUAL</u>	<u>2002-03</u> <u>BUDGET</u>	<u>2003-04</u> <u>PROPOSED</u>
EXPENDITURES				
Personal Services	\$ 824,799.00	\$ 931,648.00	\$ 931,653.00	\$ 955,062.00
Materials and Services	1,125,157	1,315,850	1,454,447	1,101,238
Capital Outlay	1,166,100	650,964	1,950,000	2,364,000
Debt Service	<u>100,042</u>	<u>932,114</u>	<u>197,900</u>	<u>169,700</u>
	<u>\$ 3,216,098.00</u>	<u>\$ 3,830,576.00</u>	<u>\$ 4,534,000.00</u>	<u>\$ 4,590,000.00</u>
FULL-TIME EQUIVALENT POSITIONS				
	<u>13.00</u>	<u>13.25</u>	<u>13.66</u>	<u>13.67</u>

## PROGRAM SUMMARY

### HOUSING

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#### STATEMENT OF PURPOSE

The Housing Division provides for the coordinated management and maintenance of 955 Agency-owned low-income housing units.

#### FISCAL YEAR 2003-2004 OBJECTIVES

1. Provide opportunities that will positively affect residents' quality of life and their involvement in Division activities, by increasing the use of newsletters, resident handbooks, notices, meetings and trainings. Also provide a multitude of services to residents, including leadership skill development, community organizing, self-governing of housing developments and conflict resolution. Continue to get input from residents through the use of the Tenant Advisory Group (TAG), the telephone "hot line" and the Ombudsman.
2. Continue to protect the Division's assets, through a concerted effort to maintain and upgrade Agency-owned housing units on a regular basis.
3. Integrate the Agency's allocation of capital funds into all aspects of the Division's operations, including occupancy, management, and maintenance.
4. Maintain our "high achiever" Public Housing Assessment System (PHAS) ratings by training staff to understand and implement recent changes in the PHAS rules.
5. Continue physical improvements to Agency-owned housing units, required under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).
6. Family Self-Sufficiency Program: Provide ongoing case management and referrals for enrolled families. Continue outreach efforts to Public Housing residents to encourage enrollment and growth toward self-sufficiency.
7. Continue providing safe and decent housing with extensive applicant screening, review of daily police calls for service and maintaining a zero tolerance for drug activity.

PROGRAM SUMMARY (continued)

HOUSING

	<u>2000-01</u> <u>ACTUAL</u>	<u>2001-02</u> <u>ACTUAL</u>	<u>2002-03</u> <u>BUDGET</u>	<u>2003-04</u> <u>PROPOSED</u>
<b>EXPENDITURES</b>				
Personal Services	\$ 2,258,132	\$ 2,585,122	\$ 2,739,642	\$ 2,747,625
Materials and Services	1,952,544	1,775,036	1,782,658	1,768,902
Capital Outlay	1,550,184	1,001,994	935,000	1,357,000
Debt Service	437,011	463,781	447,700	443,473
	<u>\$ 6,197,871</u>	<u>\$ 5,825,933</u>	<u>\$ 5,905,000</u>	<u>\$ 6,317,000</u>
 <b>FULL-TIME EQUIVALENT POSITIONS</b>	 <u>46.00</u>	 <u>47.00</u>	 <u>48.03</u>	 <u>46.52</u>



## PROGRAM SUMMARY

### SECTION 8

#### STATEMENT OF PURPOSE

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Currently, there are four programs in the Section 8 Division:

1. **Housing Choice Voucher:** This is the largest program in the division with approximately 2600 families participating. Section 8 applicants who are at the top of the waiting list receive a voucher which is a rent subsidy grant based on their family size and income levels. This grant subsidy is paid directly to a participating landlord on the private rental market. While providing decent and safe housing for low income families, the rental subsidy will funnel approximately 13.5 million federal dollars in Lane County during the next fiscal year.
2. **Moderate Rehabilitation:** There are 39 units available in this Section 8 project-based assistance program for low income families. These families' rent subsidies are based on their income and the subsidy is paid directly to the landlord.
3. **Home Ownership:** In the home ownership program the subsidy is paid directly to the bank to subsidize the mortgage payment. With Home Ownership we will increase the housing options for participants who have been on the program for a least one year and are in good standing.
4. **Family Self-Sufficiency (FSS).** In the Family Self-Sufficiency Program, participants receive a package of supportive services, tailored to the individual family's need. The services are provided to assist the family in meeting it's long term (up to 5 years) self-sufficiency goals. The goal of this program is to help families become self-sufficient of TANF and other government-sponsored programs.

#### **FISCAL YEAR 2003-2004 OBJECTIVES**

1. Maintain a 100% lease rate which maximizes low income housing resources in the community.
2. Increase the number of participants in the home ownership program through education, counseling and partnership with local housing providers and lenders.
3. Continue to maintain positive working relationships with area property managers/owners to achieve a wide choice of housing opportunities for our low-income, elderly and disabled clients.
4. Emphasize self-sufficiency, facilitating access to education, employment and services, to assist families in reaching their goals.
4. Continue to educate staff, landlords and other service providers regarding the laws and regulations pertaining to reasonable accommodation for disabled individuals.
6. Provide outreach and accessibility to all housing programs to members of the community.

PROGRAM SUMMARY (continued)

SECTION 8

	<u>2000-01</u> <u>ACTUAL</u>	<u>2001-02</u> <u>ACTUAL</u>	<u>2002-03</u> <u>BUDGET</u>	<u>2003-04</u> <u>PROPOSED</u>
<b>EXPENDITURES</b>				
Personal Services	\$ 1,382,873	\$ 1,536,077	\$ 1,664,654	\$ 1,716,304
Materials and Services	11,809,013	13,432,673	13,141,346	13,829,696
Capital Outlay	47,493	45,513	115,000	100,000
Debt Service	<u>1,208</u>			
	<u>\$ 13,240,587</u>	<u>\$ 15,014,263</u>	<u>\$ 14,921,000</u>	<u>\$ 15,646,000</u>
 <b>FULL-TIME EQUIVALENT POSITIONS</b>	 <u>28.00</u>	 <u>29.00</u>	 <u>29.96</u>	 <u>29.96</u>

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

ORDER NO.

) IN THE MATTER OF ADOPTING  
) THE 2003/2004 BUDGET AND  
) MAKING APPROPRIATIONS

WHEREAS, it is necessary for the Board to adopt a 2003/2004 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 2003/2004 fiscal year; and

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

ORDERED, that the 2003/2004 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, 2003, and for the purposes shown below, are hereby appropriated:

GENERAL FUND

Community Services Division	\$ 4,590,000
Housing Division	6,317,000
Section 8 Division	<u>15,646,000</u>
Total	<u>\$26,553,000</u>

ADOPTED, by the Housing And Community Services Agency of Lane County, Oregon, this 24th day of September, 2003.

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Chairperson, HACSA Board of Commissioners

IN THE MATTER OF ADOPTING THE 2003/2004 BUDGET AND MAKING APPROPRIATIONS

APPROVED AS TO FORM

Date 9/15/03 lane county

  
OFFICE OF LEGAL COUNSEL