

Subject: Draft Budget for Migrant Programs for Fiscal Year (July – June) 2010 – 2011 to be submitted to the Department of Housing and Community Development (HCD) Office of Migrant Services – State of California.

Background Information:

The HCD Office of Migrant Services contracts with the Housing Authority to provide rental assistance for Artesi II & III and Harney Lane Migrant Centers. HCD is responsible for providing housing services for migratory workers and their families in California and may contract with the Housing Authority (HA) for the provision of administrative, fiscal and management services. For these services the state agrees to distribute and/or provide reimbursement for monthly expenses incurred by the contractor (HA).

Before contracts are prepared for execution, the HA must submit a draft budget to HCD. The draft budget is subject to review and revisions before the contract is returned to the HA for signing.

For Fiscal Year 2010 - 2011 HCD has requested all contractors do their best to work within the same dollars provided in the current contract year, FY2009 – 2010. Contractors are allowed to use unspent funds from FY08-09 for the FY10-11 budget and can use reserves to meet budget requirements. Additionally, contractors can consider the total funding provided all sites and redistribute as needed.

Staff has prepared a draft budget that will meet the financial needs of all three sites to effectively manage the migrant sites.

Recommended Action: Approve submission of draft budget to HCD.

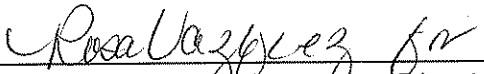
Alternate Option: Approve submission of draft budget with Commission recommendations.

Fiscal Impact: Grant funding of \$754,596 for Artesi II & III; and \$484,577 for Harney Lane.

Attachments: Draft Budgets for Artesia II & III and Harney Lane.

Prepared by: Clifford Hatanaka, Director of Finance

Approval:



Barbara S. Kauss, Executive Director

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES

OPERATIONS BUDGET REQUEST

Submit to OMS by February 1, 2010

For Fiscal Year: 2010/11

To: Housing and Community Development
Office of Migrant Services
P.O. Box 952054
Sacramento, CA 94252-2054

From: Housing Authority of the County of San Joaquin
P.O. Box 447
Stockton, CA 95201

Harney Lane COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	NOTATIONS	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100				
101 Permanent Salaries/Wages	96,645.00			
102 Temporary Salaries/Wages	14,034.00			
103 Personnel Benefits	69,176.00			
SUBTOTAL	179,855.00	0.00		
OPERATING EXPENSES - 200				
201 Center Office Supplies	1,000.00			
202 Household Supplies	700.00			
203 Communications	1,500.00			
204 Travel	50.00			
205 Auto Repair/Maintenance	500.00			
206 Gas/Oil	3,500.00			
207 Minor Equipment Repair/Maintenance	4,200.00			
208 Purchases Under \$150	150.00			
209 Major Equipment Repair/Maintenance	0.00	36,500.00		
211 Equipment Rental	500.00			
212 Electricity and Gas	100,000.00			
213 Garbage, Trash	17,500.00			
214 Sewer, Water	3,000.00			
215 Other Costs	15,000.00			
216 Operating Reserves				
SUBTOTAL	147,600.00	36,500.00		
MAINTENANCE EXPENSES - 300				
301 Electrical/Plumbing/Paint/Solar Supplies	1,000.00	15,000.00		
302 Lumber and Materials	2,500.00	1,000.00		
303 Grounds Maintenance	1,000.00	2,500.00		
304 Minor Rehabilitation/Repairs	0.00			
SUBTOTAL	4,500.00	18,500.00		
CONTRACTOR ADMINISTRATION - 400				
401 Administrative Support Services	28,368.00			
402 Travel	200.00			
403 Audit	1,200.00			
SUBTOTAL	29,768.00	0.00		
OTHER - 500				
501 Replacement Reserve	50,000.00			
502 Debt Service	94,530.00			
SUBTOTAL	144,530.00	0.00		
TOTAL	506,253.00	55,000.00		

Submitted by: _____
Name

_____ Title
_____ Date

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OFFICE OF MIGRANT SERVICES

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Artesi II & III COST CATEGORY	OMS FUNDS REQUESTED BUDGET	CONTRACTOR FUNDS BUDGET ITEMS	NOTATIONS	FINAL NEGOTIATED BUDGET
CENTER PERSONNEL - 100				
101 Permanent Salaries/Wages	189,857.00			
102 Temporary Salaries/Wages	27,400.00			
103 Personnel Benefits	136,903.00			
SUBTOTAL	354,160.00	0.00		
OPERATING EXPENSES - 200				
201 Center Office Supplies	2,000.00			
202 Household Supplies	1,500.00			
203 Communications	3,000.00			
204 Travel	100.00			
205 Auto Repair/Maintenance	1,000.00			
206 Gas/Oil	4,000.00			
207 Minor Equipment Repair/Maintenance	3,000.00			
208 Purchases Under \$150	300.00			
209 Major Equipment Repair/Maintenance	0.00	51,000.00		
211 Equipment Rental	1,000.00			
212 Electricity and Gas	210,000.00			
213 Garbage, Trash	45,000.00			
214 Sewer, Water	48,000.00			
215 Other Costs	15,000.00			
216 Operating Reserves				
SUBTOTAL	333,900.00	51,000.00		
MAINTENANCE EXPENSES - 300				
301 Electrical/Plumbing/Paint/Solar Supplies	5,000.00	15,000.00		
302 Lumber and Materials	1,000.00	2,000.00		
303 Grounds Maintenance	1,000.00	1,000.00		
304 Minor Rehabilitation/Repairs	0.00			
SUBTOTAL	7,000.00	18,000.00		
CONTRACTOR ADMINISTRATION - 400				
401 Administrative Support Services	56,736.00			
402 Travel	400.00			
403 Audit	2,400.00			
SUBTOTAL	59,536.00	0.00		
OTHER - 500				
501 Replacement Reserve	0.00			
502 Debt Service	0.00			
SUBTOTAL	0.00	0.00		
TOTAL	754,596.00	69,000.00		

Submitted by: _____

Name

Title

Date

**RESOLUTION AUTHORIZING SUBMITTAL
OF DRAFT BUDGET FOR MIGRANT PROGRAMS
TO THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT (HCD) OFFICE OF MIGRANT SERVICES**

WHEREAS, the Department of Housing and Community Development (HCD) Office of Migrant Services contracts with the Housing Authority to provide rental assistance for Artesi II & III and Harney Lane Migrant Centers; and

WHEREAS, the HCD has a contract with the Housing Authority for the provision of administrative, fiscal, and management services; and

WHEREAS, the Housing Authority must submit a draft budget to the HCD for review and revisions before contracts are prepared for execution;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Commissioners of the Housing Authority of the County of San Joaquin meeting in a Regular meeting this 18th day of February, 2010, that the Executive Director be, and she hereby is authorized and directed to submit a draft budget to the State of California, Department of Housing and Community Development (HCD) Office of Migrant Services for review.