



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE***

***BOARD MEETING***

**BOARD OF COMMISSIONERS' MEETING**

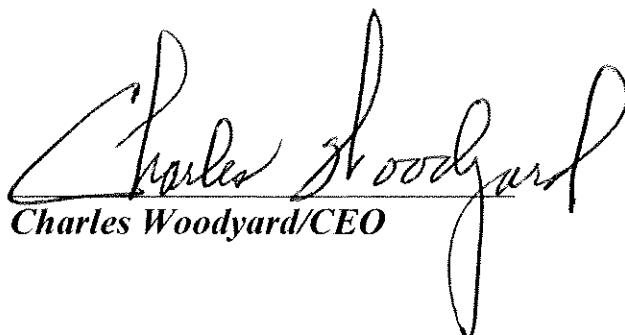
***February 16, 2010***

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***NOTICE*** is hereby given that a Board meeting of the Board of Commissioners' of the Housing Authority of the City of Charlotte will be held on ***February 16, 2010*** as follows:

**TIME/Date:**        ***12:00 P.M.***  
                              ***February 16, 2010***

**LOCATION:**        ***1301 South Boulevard***  
                              ***Charlotte, NC 28203***

  
***Charles Woodyard/CEO***



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS  
BOARD MEETING**

*February 16, 2010*

*Charlotte Housing Authority  
1301 South Boulevard  
Charlotte, NC 28202*

*Mission Statement*

*“To lead, develop, and execute community-wide strategies that meet the broad range of housing needs for families who cannot otherwise attain conventional housing”*

*Joel Ford - Chairman  
Will Miller - Vice Chairman  
Lucille Puckett  
Benjamin Hill  
Geraldine Sumter  
Rodney Moore  
David Jones*



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CHARLOTTE**

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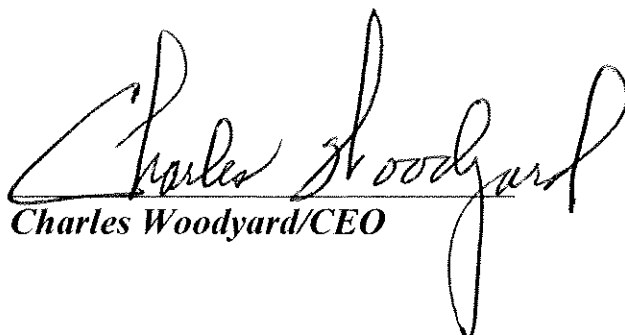
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# Housing Authority of the City of Charlotte

## Regular Meeting of the Board of Commissioners

Central Office  
1301 South Boulevard  
Charlotte, NC 28203

February 16, 2010

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12:00 p.m. - Regular Board Meeting Convenes:

### Regular Meeting Agenda:

1. Pledge of Allegiance
2. Public Forum
3. Additions to the Agenda
4. Consideration to Approve the Minutes for:
  - Regular Board Meeting held *January 19, 2010 (Tab 6)*
  - Special Board Meeting held *February 3, 2010 (Tab 6)*
5. Monthly Report from the CEO
  - a. **Special Presentation: HUD Sustainable Communities Initiative**  
*Christian T. Stearns, Field Office Director, U.S. Department of HUD*
  - b. Business Plan Update
  - c. 2010 Board Meeting Schedule
  - d. Monthly Scorecard (**Tab 1**)
  - e. Presentation of the 2010-2011 Operating Budget
  - f. Budget to Actual Reports-12/31/2009 (**Tab 2**)
  - g. Cash and Balance Restriction Report-12/31/2009 (**Tab 3**)
  - h. Land Sales Proceeds Detail-12/31/2009 (**Tab 3**)
  - i. Notification of Administrative Budget Changes (**Tab 3**)
6. Committee Reports:
  - Client Relations Committee
  - Development Committee
  - Finance and Audit Committee
7. **Consent Agenda Action Items:**
  - A. CHA New 5-Year Designated Housing Plan (1806) (**p.1**)
  - B. Approve CHA to be designated a County Redevelopment Commission (1804) (**p.3**)
  - C. Call for a Public Hearing on the 2010-2011 Operating Budgets (**p.5**)
  - D. Budget Amendment: 2009 ARRA Capital Fund Formula Grant (1805) (**p.6**)
  - E. Policy Adoption: Identity Theft Prevention Policy (1807) (**p.6**)
  - F. Budget Adoption: 2009 ROSS Family Self-Sufficient Coordinator Grant Budget (1808) (**p.7**)

- G. CHA Collection Loss Report for the Quarter Ended 12/31/09 (p.8)
8. **Business Agenda Action Items:**
- A. Belmont Walk Apartments (1810) (p.10)
  - B. Loan Commitment: Ballantyne Crossing Apartments (1809) (p.13)
  - C. Approve Procurement Contract for Electrical Upgrade-Fast Drywall (p.16)
  - D. Approve Procurement Contract for Vacancy Prep Services-Service Tech (p.17)
  - E. Approve Procurement Contract for Consulting Services-Lee Institute (p.18)
9. **Executive Session:**
- A. Legal Matters

## **Consent Agenda:**

### **Consent Agenda items for the February 16, 2010 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

#### **7.A CHA New 5-Year Designated Housing Plan Submission**

**Action:** Approve Resolution No. 1806 to Approve a New 5-Year Designated Housing Plan and Rescind Resolution No. 1771.

**Staff Resource:** Cheryl Campbell

**Strategic Business:** Operations

**Strategic Goal:** Provide Highest Quality Real Estate Management Services

#### **Explanation:**

A Public Housing Agency (PHA) may choose to complete a Designated Housing Plan (the “Plan”) in order to gain the flexibility of setting aside housing units for elderly families (age 62+) only, disabled families only, or elderly and near-elderly (age 50 to 61) families. This flexibility allows Authorities to assist in achieving housing goals, such as provide housing options for the above mentioned population that we serve in a manner that is conducive to their current lifestyle and needs. The communities to be designated were all constructed as facilities for the designated populations that currently reside there. The current make up of the community can also be attributed to previous Designated Housing Plans that governed eligibility in the past. The Plan would do nothing more than re-classify populations which already live in these communities and add some additional units through *proposed* developments. If approved, the Plan will maintain the proposed designation through future admissions into these communities as vacancies occur. All proposed Designated Housing Plans require final HUD approval.

On August 18, 2009, the Board approved the submission of the Charlotte Housing Authority’s (CHA) renewal request of the Plan to HUD Greensboro by approving Resolution No. 1732. During the review process of the Plan, it was determined by HUD Washington that Greensboro did not have the authorization to approve the renewal request with the requested changes, which was the addition of three new properties. Per the direct instructions of HUD Washington, CHA has to formally withdraw the request from Greensboro and submit a new five year Plan to HUD Washington for final approval. The Board approved CHA’s New 5-Year Plan by approving Resolution No. 1771 on November 17<sup>th</sup>, 2009. However, CHA closed on the acquisition of Woodlawn House Apartments in December 2009. This community is proposed to be designated as an elderly/near-elderly community. As a result, the New 5-Year Plan is being revised to include this property. CHA cannot add communities to the Plan until they are completely

owned by the Authority. It is in the best interest of the Authority to revise the Plan now, rather than request an Amendment by HUD Washington in the future.

The Housing Authority of the City of Charlotte (“CHA”) is required to submit a Designated Housing Plan (“The Plan”) to HUD Washington in order to designate specific communities for exclusive occupancy by the elderly, near-elderly and/or disabled. The designations in the plan, if approved, will be effective for a period of five years. The Plan designates the communities for exclusive occupancy by the elderly, near-elderly, and disabled pursuant to Section 10(a) of the Housing Opportunity Program Extension Act of 1996 (the “Act”) and HUD Notice PIH 2009-23 (HA) (July 21, 2009).

CHA requests approval to submit its New 5-Year Plan according to the following:

- (a) CHA proposes to designate nine of its existing communities for exclusive occupancy by the elderly and near-elderly in the following communities: 940 Brevard, Arbor Glen, Autumn Place, Edwin Towers, McAlpine Terrace, Parktowne Terrace, SpringCroft at Ashley Park, Strawn Apartments (high-rise), and Woodlawn House Apartments;
- (b) CHA proposes to designate one community for exclusive occupancy by the disabled in the Charlottetown Terrace; and
- (c) CHA proposes to designate one community for the exclusive occupancy of the elderly in the Prosperity Creek community.

Separate and apart from the Plan, CHA will continue to adopt a local preference for the elderly, near-elderly, and the disabled for all efficiency and one-bedroom units at CHA’s family communities.

**Committee Discussion:**

The New 5-Year Designated Housing Plan was discussed and recommended for Board approval per Resolution No. 1806 at the February 3, 2010 Client Relations Committee meeting.

**Attachments:**

Resolution No. 1806 (Tab 5)

**7.B Authorize CHA to be Designated a County Redevelopment Commission Approve Community Based Rental Assistance for the Cottages on Jetton.**

- Action:**
- 1. Approve Resolution No. 1804 to Authorize CHA to be Designated as a County Redevelopment Commission by the County of Mecklenburg, North Carolina.**
  - 2. Approve Community Based Rental Assistance for four (4) Units within the Cottages on Jetton, a Supportive Housing Development for Adults with Disabilities in the Town of Davidson, Mecklenburg County, North Carolina.**

**Staff Resource:** Frank Narron

**Strategic Business:** Real Estate

**Strategic Goals:** Maximize Economic, Social, and Physical Value of Real Estate;  
Attain Long Term Financial Viability

**Explanation:**

Project Status: Pre-Development

Policy Framework: The CHA Strategic Business Plan for FY 2010-2012 speaks to changing CHA's structure and footprint. The desire to do this was born out of three objectives:

1. Expanding CHA's jurisdiction could increase our Section 9 capacity.
2. Expanding CHA's jurisdiction could allow other governmental entities to become legal stakeholders to the CHA mission, potentially allowing more resources to be made available to address the affordable housing shortage.
3. Becoming a redevelopment commission could expand CHA's ability to engage in non-residential real estate activity for the purpose of benefiting CHA's mission.

In an effort to carry out those goals set forth in the Business Plan, staff began exploring both the legal requirements associated with such a transformation along with specific projects that could be sought under the new designation. Staff identified numerous opportunities that fall under each of the three aforementioned objectives and analyzed the viability of those opportunities from a legal, financial and political perspective. Through this analysis, it was determined that the Cottages on Jetton, a four (4) unit supportive housing development for adults with disabilities located in the Town of Davidson, Mecklenburg County, NC would be an ideal lead candidate. Staff believes this would be an ideal candidate for the following reasons:

1. It is a residential development (as opposed to a commercial development), therefore staff has extensive experience in analyzing the opportunity.



2. Of the towns in Mecklenburg County, the Town of Davidson has a political climate that is perceived to be more conducive to working with the CHA.
3. The development has tremendous local support and would be more likely to be a strong positive building block for future opportunities.
4. The opportunity does not require capital resources from CHA, therefore mitigating our financial risk.
5. The opportunity is small in scale, therefore more palatable to those who may object to the expansion of CHA's jurisdiction.
6. CHA's participation in this development would allow the developer to leverage roughly \$500,000 in development capital, thus acting as a catalyst for additional affordable housing.
7. The opportunity will provide supportive housing, another goal which is central to CHA's Strategic Business Plan.

It is for these reasons that staff believes that the Cottages on Jetton offer an ideal opportunity to begin pursuit of a broader Redevelopment Commission designation.

The property itself is located at 400 Jetton Street, Davidson, NC and will be developed by Davidson Housing Coalition (DHC). DHC is proposing to structure this transaction with NCHFA Housing 400 and HOME funds, both of which it has already received commitments for.

In order to provide Community Based Rental Assistance (CBRA) for the Cottages on Jetton, it is required that CHA be designated a Redevelopment Commission, which requires both a resolution from Mecklenburg County and from the town within which CHA would seek to work. The Town of Davidson has already passed a resolution authorizing CHA to provide CBRA to this project and CHA is in the process of seeking a resolution from Mecklenburg County.

This development meets all Board-specified criteria in the Special Needs and Community Based Rental Assistance Policies.

**Committee Discussion:**

The item was discussed during the Development Committee meeting held on February 3, 2010. There was some conversation regarding the current Section 9 jurisdiction and whether CHA is currently providing PBS8 outside the City limits.

**Community Input:**

This project was presented in a public forum during a Town of Davidson Board meeting.

**Section 3 MWBE Consideration:**

Staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements and will make strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals.

**Funding:**

This project will not be receiving capital funding from CHA.

**Attachment:**

Resolution No. 1804 (Tab 5)

**7.C Call for a Public Hearing on the 2010-2011 Operating Budgets**

**Action: Approve Call for a Public Hearing on the 2010-2011 Operating Budgets to be held on March 16, 2010**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Attain Long – Term Financial Viability

**Explanation:**

During the 2001 session of the North Carolina Legislature, Article 3 of Chapter 159 of the General Statutes were amended to add Section 159-42 (c) Annual Budget. It states that housing authorities shall operate under an annual budget. Further it states that the proposed budget shall be available for public inspection.

Before adopting the budget, the housing authority shall hold a public hearing at which time any persons who wish to be heard on the budget may appear. The governing board shall cause a notice of the public hearing to be published in a newspaper of general circulation in the area once a week for two consecutive weeks prior to the public hearing.

**Committee Discussion:**

The Finance & Audit Committee discussed and unanimously approved this item for the consent agenda at its meeting on February 3, 2010.

**Community Input:**

This is the purpose of this agenda item.

**7.D Budget Amendment: 2009 American Recovery and Reinvestment Act (ARRA) Capital Fund Formula Grant**

**Action:** Approve Resolution No. 1805 which amends Resolution No. 1719 which amended the 2009 ARRA Capital Fund Grant.

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Attain Long – Term Financial Viability

**Explanation:**

This amendment is necessary to reallocate expenditures in the 2009 ARRA Capital Fund Grant in preparation for meeting the one year obligation date (March 17, 2010) for this grant as established by Congress. This amendment increases Site Improvements (\$217,018) and Dwelling Equipment-Nonexpendable (\$1,010). Additionally this amendment decreases Non-dwelling Structures (\$1,700), Fees and Costs (\$61,609) and Dwelling Structures (\$154,719). These reallocations are necessary to provide funding to match bids received for various projects, such as erosion control landscaping, that are currently in process and to provide funding for additional paving needs after re-evaluation at various sites.

Exhibit A reflects this reallocation of expenditures.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on February 3, 2010.

**Funding:**

ARRA Formula Grant for Capital Improvements

**Attachments:**

Resolution No. 1805 (Tab 5)

Exhibit A for Resolution No. 1805 (Tab 5)

**7. E Policy Adoption: Identity Theft Prevention Policy**

**Action:** Approve Resolution No. 1807 to Adopt the Identity Theft Prevention Policy.

**Staff Resource:** Charlene Wall

**Strategic Business:** Finance Administration

**Strategic Goal:** Attain Long-Term Financial Viability

**Explanation:**

The purpose of this board agenda item is to adopt the Identity Theft Prevention Policy. The Identity Theft Prevention Policy is to comply with the Red Flag Rule. The Rule is enforced by the Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration and requires many businesses and organizations to implement a written Identify Theft Program designed to detect the warning signs or “red flags” of identity theft in their day-to-day operations. The Rule also serves to take steps to prevent crime and mitigate the damage it inflicts.

The Human Resources Department has been designated to implement the Identity Theft Prevention Policy and as a result, the policy has been created to reflect federal statutes. The attached policy, which was reviewed by the staff at The Banks Law Firm, will ensure Charlotte Housing Authority and its contractors are in compliance with the federal regulations and communicate to employees and third parties their responsibility for identifying identity theft and being aware of the response plan in case such activity occurs.

**Committee Discussion:**

The policy was unanimously approved on February 3<sup>rd</sup>, 2010 at the Finance & Audit Committee.

**Attachment:**

Identity Theft Prevention Policy (Tab 4)  
Resolution No. 1807 (Tab 5)

**7.F Budget Adoption: 2009 Resident Opportunities and Self-Sufficiency (ROSS) Family Self Sufficiency Coordinator (FSSR) Grant Budget**

<p><b>Action: Approve Resolution No. <u>1808</u> To Adopt the 2009 ROSS FSSR Grant budget.</b></p>
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**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Attain Long – Term Financial Viability

**Explanation:**

The Board of Charlotte Housing Authority, acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Grant Budget. This Board

Agenda Item is the formal resolution related to the Board adopting the 2009 ROSS FSSR Grant budget as shown in Exhibit A.

This grant was received on April 20, 2009 and expenditures for the ROSS FSS Coordinator have been reported since that date in the quarterly BAR reports submitted to the Board. During our budgetary reviews as a part of our year end processes in preparation for the annual audit, it was determined that this grant budget had not been adopted by the Board. This grant is an annual grant with only one budgetary line and therefore, typically only needs to come to the Board for its adoption.

Also as a part of this budget adoption the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results is discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on February 3, 2010.

**Funding:**

2009 ROSS- FSSR Grant Budget

**Attachments:**

Resolution No. 1808 (Tab 5)

Exhibit A for Resolution No. 1808 (Tab 5)

**7. G CHA Collection Loss Report for the Quarter Ended 12/31/09**

<p><b>Action:</b> Approve the write-off of \$39,390.75 in accounts receivable due to collection losses for tenants vacated through 9/30/09.</p>
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**Staff Resource:** Heather Franklin

**Strategic Business:** Finance Administration

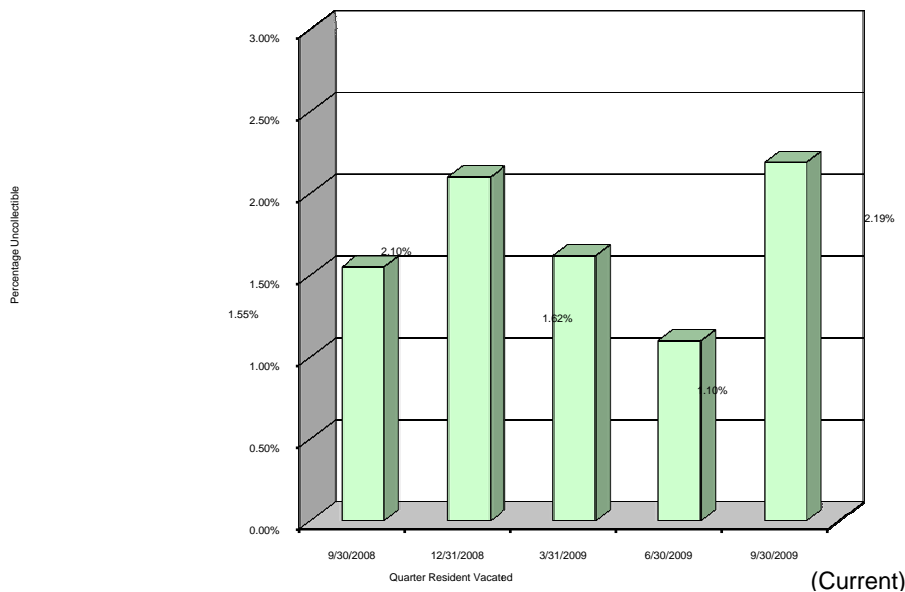
**Strategic Goal:** Attain Long-Term Financial Viability

**Explanation:**

We are requesting to write-off as per the policy, the receivables outstanding for all conventional public housing properties as of December 31, 2009 from tenants who vacated during the quarter ending September 30, 2009. The amount proposed for write-off is \$39,390.75, which represents 2.10% of total charges for the respective properties for the quarter then ended.

Below is a graphical depiction of the write-off percentages over the past several quarters for CHA and Horizon Development Properties combined. All quarters below compare Total Charges. The total percentage write-off for December 31, 2009 is 2.19%

**Total Percentage Write-off for all Vacated Residents**



**Committee Discussion:**

The Collection Loss Report was approved unanimously at the Finance Committee meeting on February 3, 2010.

**Community Input:**

None

**Funding:**

Conventional

**Attachment:**

Collection Loss Report, 12/31/09 (Tab 3)

## **Business Agenda:**

### **Business Agenda item for the February 16, 2010 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

#### **8.A Loan Commitment: Belmont Walk Apartments**

**Action: To Approve Resolution No. 1810 for the Conditional Commitment of up to \$1,450,000 in CHA MTW Funds Development of the Belmont Walk Apartments.**

**Staff Resource:** Frank Narron and Jeff Meadows

**Strategic Business:** Real Estate

**Strategic Goal:** Maximize Economic, Social, and Physical Value of Real Estate

**Explanation:**

Project Status: Development Concept

**Policy Framework:**

The Board of Commissioners adopted a Supportive Housing Policy at the June 16, 2009 Board meeting. It states that “CHA’s goal is to be a leader in the development of affordable housing solutions in Charlotte and Mecklenburg County. A crucial part of this role is to assist in the creation of additional supportive housing options for persons with special needs, including but not limited to homeless, disabled, and other special needs persons and families.” An important part of the strategy is to partner with experienced area nonprofits organizations who also accept the responsibility for long-term social services costs.

The Belmont Walk development will provide supportive housing for families who transition out of The Salvation Army’s (TSA’s) Center of Hope Shelter. Currently, Charlotte has very few options for families who are ready to leave the shelter. This development will help alleviate serious over-crowding at the Center of Hope and provide an on-site supportive services program with the goal of helping families transition to subsidized housing in two years. TSA’s regional board has approved participation in Belmont Walk.

Horizon/CHA purchased the site in 2008 as a strategic move to capture an asset on Seigle Avenue between the primary Seigle Point Apartments site and the smaller McAden Park Apartments property, both of which were a result of the Piedmont Homes HOPE VI grant. The funding for the purchase came from a grant from the City of Charlotte intended to encourage for-sale single family home production and the development of vacant property. That grant also provided for the purchase of lots included in the HOPE VI single family home production in Belmont. Through the due diligence leading up to the purchase, it was discovered that there was some ground contamination that emanated

from a former gas station next door. Additional testing and legal advice led to the conclusion that Horizon/CHA would not be liable for contamination.

The site is one parcel over from the recently renovated TSA Boys and Girls Club, and within a few blocks of the HOPE VI redevelopment at Seigle Point. The site has excellent access to Uptown, schools, shopping, public transportation, etc. CHA will build and manage the 24 apartments and will lease them to TSA under a long-term lease. TSA will provide individualized case management on-site and in the adjacent Boys and Girls Club.

Staff is proposing to structure this transaction with City of Charlotte Housing Trust Funds and Supportive Housing Funds from the NCHFA in addition to the CHA MTW Funds. It is anticipated that there will be 10 Section 9 units and 14 Community Based Rental Assistance (CBRA) units. The CHA investment is \$60,417 per Very Low Income (VLI) unit.

**Sources and Uses**

<b>Sources</b>	<b>Total</b>	<b>Per Unit</b>
City of Charlotte HTF	\$800,000	\$33,333
NCHFA – Supportive Housing	500,000	20,833
CHA MTW	<u>1,450,000</u>	<u>60,417</u>
	\$2,750,000	\$114,583

<b>Uses</b>		
Land Acquisition*	\$ -	\$ -
Construction	1,925,000	80,208
Professional Fees and Soft Costs	575,000	23,958
Developer Fee	<u>250,000</u>	<u>10,417</u>
	\$2,750,000	\$114,583

\* assumes ground lease

**Unit Mix**

<b>Unit Type</b>	<b># Units</b>	<b>Sq Ft.</b>	<b>Rent</b>
2 BR 2 BA Sec. 9	5	950	\$350
2 BR 2 BA CBRA	7	950	\$681
3 BR 2 BA Sec. 9	5	1,150	\$350
3 BR 2 BA CBRA	7	1,150	\$850



**Revenue and Expense Summary:**

	<u>Budget</u>	<u>Per Unit</u>
Gross Potential Income	\$173,159	\$7,215
Vacancy	(12,121)	(505)
Other Income	<u>17,626</u>	<u>734</u>
Total Revenue	\$178,664	\$7,444
Total Operating Expenses	(113,712)	(4,738)
Replacement Reserves	<u>(6,180)</u>	<u>(257)</u>
Net Operating Income	\$ 58,772	\$2,449
Total Debt Service*	(45,000)	(1,875)
Net Cash Flow	\$ 13,772	\$ 574

**\* Provides debt service of coverage of at least 1.15.**

**Schedule:**

Apply for HTF:	February	2010
HTF Results:	May	2010
HUD approvals:	March	2011
Closing:	April	2011

**Committee Discussion:**

The Committee raised concerns about locating additional low income units in the Belmont neighborhood. Staff stated that one of the considerations was the existence of the adjacent TSA Boys and Girls Club and the importance of that facility to the services being provided by TSA. Given the limitations of budget, we needed to locate the facility on land already owned by CHA and with access to community space. The Committee suggested staff scout other CHA locations to see if other locations could meet these needs. The Committee asked staff to report at the Board of Commissioners meeting on February 16<sup>th</sup>. (See attached data sheet on one potential CHA property that could be an alternate site)

**Community Input:**

This property is in an area that is exempt from the City's Locational Policy. The project will be built under the existing zoning.

**Section 3/MWBE Consideration:**

Staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements and will make strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals.

**Funding:**

City of Charlotte HTF	\$800,000	2% Int. Only
NCHFA – Supp Housing	500,000	2% Accrued Int.
CHA MTW	1,450,000	2% Int. Only

**Attachment:**

Alternate Site Data Sheet (Tab 4)

Resolution No. 1810 (Tab 5)

**8.B Loan Commitment: Ballantyne Crossing Apartments**

**Action: To Approve Resolution No. 1809 for the Conditional Commitment of up to \$1,500,000 in CHA MTW Funds for the Land Acquisition and the Corresponding Development of the Ballantyne Crossing Apartments**

**Staff Resource:** Frank Narron

**Strategic Business:** Real Estate

**Strategic Goal:** Maximize Economic, Social, and Physical Value of Real Estate

**Explanation:**

**Project Status:** Development Concept

Policy Framework: Ballantyne Crossing will provide thirty (30) Section 9 units in an area where CHA does not have any units. The project is located in an “amenity-rich” area in close proximity to employment and educational opportunities. Ballantyne Crossing is located in excellent school districts: Ardrey Kell High, Community House Middle and Ballantyne Elementary. Transit access is located at Ballantyne Village, less than 1 mile from the site. This property meets all criteria in the Board approved Acquisition Policy.

The proposed project involves the new construction of 100 tax credit units located off of Johnston Rd. The project will include one, two and three bedroom units with 30 serving as Section 9 units and 70 units targeted at 60% AMI or less. The proposed units will be contained in a four story elevator building within a cultured stone and hardiplank facade. A preliminary tax credit application has been filed with the North Carolina Housing Finance Agency and a Housing Trust Fund application will be filed in February with the City of Charlotte.

Republic Development (Republic) has proposed a Joint Venture with Horizon Development Properties (Horizon) whereas they would provide development and construction management services along with corresponding hard and soft guarantees. Republic Development is currently rezoning the subject property for our intended use. Horizon is not obligated to Joint Venture with Republic under the current agreement, however must make a decision in that regard prior to the filing of the Tier 2 tax credit application in May. Staff is currently analyzing the pros and cons of this Joint Venture and will bring a recommendation to the Board prior to May.

Staff is proposing to structure this transaction with Low Income Housing Tax Credits, State Tax Credits, a Charlotte Housing Trust fund loan, private bank financing and MTW funds. The proposed conditional commitment of \$1,500,000 in CHA MTW funds

equates to \$50,000 per Section 9 unit. It is anticipated that Horizon would close on the Land in May contingent on a successful rezoning.

**Sources and Uses:**

Sources	<u>Total</u>	<u>Per Unit</u>
Federal 9% LIHTC *	\$ 9,099,090	\$ 90,991
State LIHTC	\$ 1,516,953	\$ 15,170
Charlotte HTF	\$ 500,000	\$ 5,000
CHA MTW **	\$ 1,500,000	\$ 15,000
Perm Loan	\$ 1,625,000	\$ 16,250
Total Sources	\$ 14,241,043	\$ 142,410
Uses		
Land	\$ 1,500,000	\$ 15,000
Construction Costs	\$ 9,465,799	\$ 94,658
Professional Fees & Soft Costs	\$ 2,475,244	\$ 24,752
Developer Fee	\$ 800,000	\$ 8,000
Total Uses	\$ 14,241,043	\$ 142,410

\* Assumes receipt of 30% LIHTC boost due to high land cost

\*\* Would require additional \$1.2mm in MTW if LIHTC boost is not received

**Rents:**

<u>Unit Type</u>	<u># of Units</u>	<u>Unit Size</u>	<u>Rates</u>
2x2 ACC	10	1,032	\$ 300
3x2 ACC	20	1,281	\$ 300
1x1 LIHTC	11	704	\$ 595
2x2 LIHTC	29	1,032	\$ 695
3x2 LIHTC	30	1,281	\$ 795
Totals	100	112,042	\$ 59,550

**Revenue and Expense Summary:**

	Budget	Per Unit
Gross Potential Income	\$ 714,600	\$ 7,146
Vacancy	\$ (50,022)	\$ (500)
Other Income	\$ 24,000	\$ 240
Total Revenue	\$ 688,578	\$ 6,886
Total Operating Expenses <sup>1</sup>	\$ (415,000)	\$ (4,150)
Replacement Reserves	\$ (25,000)	\$ (250)
Net Operating Income	\$ 248,578	\$ 2,486
Total Debt Service <sup>2</sup>	\$ (176,347)	\$ (1,763)
Net Cash Flow	\$ 72,231	\$ 722

<sup>1</sup> Includes \$1,000/Section 9 unit for Social Services

<sup>2</sup> Provides at least a minimum 1.15 DCR

**Schedule:**

Apply for LIHTC:	January	2010
Apply for HTF:	February	2010
Rezoning Results:	April	2010
HTF Results:	May	2010
Land Closing:	May	2010
LIHTC Results:	August	2010
HUD approvals:	March	2011
Closing:	April	2011

**Committee Discussion:**

The Development Committee discussed this item at its meeting on February 2, 2010. There was a discussion regarding Republic Development's participation in the transaction. Staff reaffirmed that they are continuing to evaluate their role in the development and will bring a recommendation to the Board in April.

**Community Input:**

This property is in compliance with the City of Charlotte Housing Locational Policy and is currently going through rezoning during which it will receive community input.

**Section 3/MWBE Consideration:**

Staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements and will make strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals.

**Funding:**

This project will require multiple layers of financing as highlighted in this agenda item. It is anticipated that the CHA MTW funds will be used to close on the land regardless of whether the other sources of funds are received.

**Attachment:**  
Resolution No. 1809 (Tab 5)

**8.C Approve Procurement Contract-Fast Drywall**

**Action: Approve Contract for Electrical Upgrade at Strawn Cottages in order to install water heaters from Fast Drywall for \$13,850**

**Staff Resource:** Ralph Staley/Steve Lamphere/Cheryl Campbell

**Strategic Business:** Finance and Administration/Capital Assets

**Strategic Goal:** Attain Long Term Financial Viability

**Explanation:**

On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<b><u>Dollar Threshold</u></b>	<b><u>Procurement Classification</u></b>
\$100,000	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

For this Vendor, this Procurement action for \$13,850 will exceed the total dollar threshold during the twelve month period and must be approved by the CHA Board. The Purchase contract with Fast Drywall Contractors for the electrical upgrade is needed to install water heaters at the Strawn Cottages requires Board approval of this agenda item to proceed with the required electrical work. All work will be performed by a licensed electrician. Staff obtained four (4) bids for the necessary work, with Fast Drywall Contractors qualifying as the low bidder.

<b><u>Contract Number</u></b>	<b><u>Cost</u></b>	<b><u>Vendor</u></b>	<b><u>Total Paid To Date</u></b>
TBD/Pending	\$13,850	Fast Drywall Contractors	\$118,740

**Committee Discussion:**  
None

**Section 3 /MWBE Consideration:**

This Contractor is a Section 3 and MWBE Vendor

**Funding:**

AMP

**Attachment:**

None

**8. D Approve Procurement Contract-Service Tech**

**Action: Approve Contract for Vacancy Preparation Services at Edwin Towers, Autumn Place and Parktowne Terrace from Service Tech for a total of \$2,100.00**

**Staff Resource:** Ralph Staley / Steve Lamphere

**Strategic Business:** Finance and Administration

**Strategic Goal:** Attain Long Term Financial Viability

**Explanation:**

On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

For this Vendor, this Procurement action for \$2,100.00 will exceed the total dollar threshold during the twelve month period and must be approved by the CHA Board. The Purchase contract with Service Tech for Vacancy Preparation Services at Edwin Towers, Autumn Place and Parktowne Terrace requires Board approval for this agenda item to complete this procurement.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
PO 46491	\$850.00	Service Tech	\$104,507.24
PO 46554	\$450.00	Service Tech	
PO 46650	\$175.00	Service Tech	
PO 46651	\$225.00	Service Tech	
PO 46690	<u>\$400.00</u>	Service Tech	
Total	\$2100.00		

**Committee Discussion:**

None

**Section 3/MWBE Consideration:**

Firm is classified as MWBE

**Funding:**

Project budget

**Attachment:**

None

**8. E Approve Procurement Contract –Lee Institute**

**Action: Approve Contract for Consulting Services for the Management and Facilitation of the CHA Collaborative Partners and Advisory Council for Lee Institute for \$36,000 plus expenses.**

**Staff Resource:** Ralph Staley/Steve Lamphere/Charles Woodyard

**Strategic Business:** Finance and Administration/Executive

**Strategic Goal:** Lead the Development of Collaborative Relationships for Affordable Housing Solutions

**Explanation:**

On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

**Dollar Threshold**

\$50,000

**Procurement Classification**

Consultant Services

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

For this vendor, this Procurement action for \$36,000 plus expenses will exceed the total dollar threshold during the last twelve months and must be approved by the CHA Board.

The Lee Institute helps manage and facilitate the meeting of the CHA Collaborative Group. The Collaborative is comprised of 10-12 professional leaders in organizations that work directly with or influence the work of CHA programs, including Moving Forward. The leaders represent partnership opportunities that are aligned with the strategic business plan. Examples include the United Way CEO, the CEO of Goodwill Industries, the President of Crisis Assistance Ministry and the Director of the City's Neighborhood and Business Services Department. The Lee Institute will complete the administrative and coordination work necessary for the efficient management of the Collaborative Group. The intent of the Collaborative is to discuss, in advance of action, opportunities for collaboration and coordination, avoiding duplication and overlap of effort.

This service is a twelve month extension of the work the Lee Institute has done on forming the Collaborative Group under their previous contract. Consequently, this current contract was not competitively bid.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
1681	\$36,000 (plus expenses)	The Lee Institute	\$157,652.09

**Committee Discussion:**

None

**Section 3/MWBE Consideration:**

0% MWBE

**Funding:**

MTW Funds

**Attachment:**

None



**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON TUESDAY, JANUARY 19, 2010**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *Charlotte Housing Authority, 1301 South Boulevard, Charlotte, NC 28203* at 12 noon on Tuesday, January 19, 2010.

***Present:***        ***Chairman David Jones***  
                      ***Vice-Chairman Rodney Moore***  
                      Commissioner Joel Ford  
                      Commissioner Lucille Puckett  
                      Commissioner Will Miller  
                      Commissioner Benjamin Hill  
                      Commissioner Geraldine Sumter

***Also Present:*** Charles Woodyard, CEO  
                      Sherrod Banks, General Counsel

***Pledge of Allegiance:***

Chairman Jones opened the meeting at approximately 12 noon. Vice-Chairman Moore was asked to lead the group in the pledge of allegiance. Once completed, the public forum was opened.

***Public Forum:***

Chairman Jones asked if there was anyone present to speak at the Public Forum about any matters of concern.

Ms. Lucy Brown, President of the Sunridge Community. Her comments were related to the funding/stipends for the presidents. She stated that currently this funding has been suspended and it has put a hardship on the resident/community as far as activities. There has never been a bank account since she was elected president which was 3 years ago. Usually there are monthly activities planned for the children with this money. Presently nothing is taking place in the community due to the suspension of the funds. The community consists of 44 units and the residents do not pay dues. Therefore this money is very, very important. She thanked the Commissioners for hearing her comments.

Once her comments were completed, Chairman Jones asked if there was anyone else present for the public forum.

Mr. Alfred V. Riley, III, president of the Boulevard Homes community, came forward with the following comments. He stated that when the funding was suspended it also put a hardship on himself and the community he represents. He feels that it is not fair to punish the entire group because of what one or two have done. He wants to know why RAC presidents are being punished for a situation that is currently going on with someone else. He feels that he gives respect and would like to get it in return. In conclusion, he stated again that this is not fair. Chairman Jones thanked Mr. Riley for his comments.

Chairman Jones asked if there was anyone else present for the public forum. Hearing none, he asked for a motion that the public forum be closed.

**ACTION:**

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

**Additions to the Agenda:**

Chairman Jones asked to add **Item 3.A** which is to welcome the new Board member. Additionally he questioned that the committee reports were not listed on the agenda, was that intentional or an oversight. Mr. Woodyard, CEO, advised the Commissioners, that it was thought that there would probably be discussion around the issues extracted from the committee meetings as well as a long agenda. Additionally, Mr. Woodyard requested that it be approved to skip the Monthly Scorecard. In finalization, Chairman Jones understands that **Item 7.B** located under the Business Agenda items is to be deferred to February. Chairman Jones stated that the changes were acceptable with him, he then asked for a motion of approval.

**ACTION:**

Motion was made by:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Chairman Jones stated that he wants to take this opportunity to welcome Geraldine Sumter as the newest member of the Board of Commissioners of the Charlotte Housing Authority. Ms. Sumter was appointed by Mayor Foxx and we are happy to have you serve. It is customary that the newest member make a few comments. Ms. Sumter thanked Chairman Jones for the welcome and stated that she looks forward to working with the members of the Board and the staff. She thinks that she has a reputation of being a good and cooperative Board member from other

organizations and she hopes to bring that to this organization. She was officially welcomed to the Board.

**Consideration to approve minutes for:**

- Regular Board Meeting held on *December 15, 2009*

**ACTION:**

Motion was made by:	Commissioner Miller
Motion was seconded by:	Commissioner Ford
Outcome:	Passed unanimously

**Monthly Report from the CEO**

**Update on Strategic Business Plan:**

Mr. Woodyard, CEO, informed the Board that there are documents at each designated seat. He described the cover letter from Mr. Woodyard to Mr. Ivan Pour, of HUD, dated December 16, 2009. Although this document has previously been discussed it is his desire to have a hard copy in the hands of the Board members. Essentially this is a response to the HUD letter from a few months ago which gave Moving-to-Work Housing Authorities the flexibility to develop programs and uses of funds outside of the Section 8/Section 9 programs. Basically the letter stated that we do not have blanket authority to waive those programs but each housing authority could submit specific recommendations or proposals of how they would use the MtW funds outside of Section 8/Section 9. This has previously been discussed; however, this is the letter and the packet that contains what the Charlotte Housing Authority has asked for. Mr. Woodyard recommended that each Board member read through this information and if you have questions it can be discussed.

Mr. Woodyard continued that this information was explained at the committee meeting which took place last week. It is his desire that Section 9 (public housing) work very similar to Section 8, which is what we are asking for under this provision. Additionally in this document we would like to use MtW funds to acquire and build Project Based Section 8 units. Referring to page three Mr. Woodyard stated that providing rental subsidies and development capital at McCreesh Place we are still at loggerheads. Currently the Mayor is in Washington, DC; however, he is not aware of a meeting being scheduled with Secretary Donovan, Mr. Woodyard will have a conference call with the Assistant Secretary today or tomorrow which will be a follow-up on this issue. In reference to item number 4, which also has been previously discussed, HUD has given us some preliminary approval and they have seen this concept before which is using our local development cost limits. Lastly, attached to this memo are appendices and descriptions of what we are asking for. Mr. Woodyard asked for questions surrounding this information.

Mr. Woodyard moved forward to discuss the copy of the Lee Institutes deliverable which was also provided at each place setting. Lee was engaged to help the Charlotte Housing Authority develop a Corporate Balanced Scorecard. This information was given in its entirety because (1) when we decided to move forward on a new strategic business plan, the organization used the key issues from the business plan and have it matriculate throughout the organization. This is what the scorecard does. The way this was executed is to have the mid-level managers serve on an advisory group led by the consultant to develop the scorecard. The Lee Institute subcontracted this assignment to the team from the City of Charlotte which developed the city's Balanced Scorecard. That deliverable presently before you today represents the collaboration between the City, the consultant and the Charlotte Housing Authority's management team. Currently the Senior Management Team of the Charlotte Housing Authority is refining this document therefore when the time comes to recommend a scorecard to the Board for adoption/change, that will reflect this work and the work done as the Senior Team to refine the scorecard. Mr. Woodyard is aware of the upcoming retreat to take place on January 27, 2010. He felt it important that the process that was taken to get to this scorecard be thoroughly understood. This is essentially the performance monitoring/management mechanism for the Charlotte Housing Authority. In summation we have the business plan; which reflects how everyone is to go about getting it done and that everyone in the organization is focused on the Business Plan.

Chairman Jones questioned, when do you estimate that senior staff will have made its refinements to the scorecard and be presented in final form? Mr. Woodyard stated that if the Board would like this document by January 27, 2010 then he feels it is possible to have a completed document. Chairman Jones continued that this could be useful; however, not necessarily critical. Mr. Woodyard asked for any other questions on the scorecard; hearing none he continued with more information.

Mr. Woodyard continued that UNC-Charlotte Urban Institute has completed the first draft of the Affordable Housing Study. He has sent the draft of the document to the members of the Affordable Housing Study Advisory Group; which includes some housing stakeholders, non-profits, City and County staff, and a member of the Board. Comments were due back on January 15, 2010; however, late comments are still being accepted for review. Once the committee makes its comments it will then be prepared to present a draft to the Board. Mr. Woodyard asked for further questions/comments; hearing none he continued with more information.

Lastly, a strategy is being put together for the CEO to get out into the community, in an effort to share the message and change the perceptions in the community about what CHA is doing. A four minute video was presented at the last Board meeting as well as a power point presentation. We are following some recommendations from Carolina PR to get the message to the community. One final comment is the Vulnerability Index which is the homeless count, this is

an appendix to the Affordable Housing Study, and there will be a kick –off meeting which should take place on Friday, January 22<sup>nd</sup>. Also we are continuing with the Lee Institute on our collaborative team meetings. The next meeting is scheduled for January 28<sup>th</sup>. Commissioner Hill questioned if the homeless count is the normal annual homeless count? Mr. Woodyard responded that this is slightly different. This information is being prepared by “Common Ground” which is in collaboration with Kathy Izard. Commissioner Miller explained that Kathy Izard and Dan Mulinex partnered to bring a quality assessment of chronic homelessness. They were trying to find funding in the community; however, we spoke with them about being a part of this process.

**Consent Agenda Action Items:**

Chairman Jones explained that these are the Consent Agenda **Items 6.A – 6J** which previously have been brought before their individual committee. Board members were advised that they could select any item for discussion if further information is needed or they could leave all the items as they are shown under consent. Hearing no comments for discussion he asked for a motion to approve:

**ACTION:**

Motion was made by:	Vice Chairman Moore
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

**Business Agenda Action Items:**

NOTE: Chairman Jones made the following announcement prior to starting the Business Agenda. He requested that he recuse himself from (Item 7.A only) this discussion and deliberation on this item because of client conflict; therefore, he asked Vice-Chairman Moore to conduct this part of the meeting.

**7.A Budget Amendment: MTW Funds**

**McMullen Wood Apartments – CHA Loan Commitments:**

1. To approve resolution no. **1795** for the commitment of up to \$1,278,732 in CHA MtW funds for the acquisition and rehabilitation of McMullen Wood Apartments and to make a loan to Horizon Development Properties, Inc. for that purpose.
2. To approve resolution no. **1796** to amend resolution no. 1784 which amended the Moving to Work project budget for the fiscal year ending March 31, 2010.

**ACTION:**

Motion was made for approval:	Commissioner Miller
Motion was seconded by:	Commissioner Ford
Abstention:	Commissioner Sumter

Outcome:

Passed

Once Item 7.A voting process was completed Vice-Chairman Moore returned the meeting process to Chairman Jones.

**7.B Authorize CHA to be Designated a County Redevelopment Commission**  
**Approve Community Based Rental Assistance for the Cottages on Jetton**

1. Approve Resolution No. **1804** to authorize CHA to be designated as a County Redevelopment Commission by the County of Mecklenburg, North Carolina.
2. Approve Community Based Rental Assistance for four (4) units within the cottages on Jetton, a supportive housing development for adults with disabilities in the Town of Davidson, Mecklenburg County, North Carolina.

**NOTE:** This item was pulled for further discussion at the February 16, 2010 Board meeting.

**7.C Approve Procurement Contract – BAJ Access – CHA Wide**

Approve contract for the procurement of surveillance camera services for work CHA-WIDE from BAJ Access for \$628,340.50.

Mr. Ralph Staley, CFO, explained that additional information had been sent out by Ms. Cheryl Campbell, Deputy COO, and Mr. Allison Preston, Resident Safety Director to the Board therefore at this point if there were any questions he will kindly defer to them. Vice-Chairman Moore stated that he was out of town therefore he did not get the email. He asked that a brief summary be given of the information. Mr. Preston came forward and explained that crime stats were requested by the Board and a copy of that information was distributed via email; however, a hard copy was disseminated at the meeting. Chairman Jones continued that this contract is to have a number of our sites monitored with video cameras; however, during the meeting last week, the effectiveness of the video cameras in the high rise sites was questioned. . This is the data requested by the Board.

Mr. Preston further explained that the information before you is the city wide reported incidences that occurred between 2005 – 2009. The report is separated into three sections: the elderly/disabled, the total large population, which consist of Dillehay Courts, Southside, Boulevard Homes and the third section is our scattered sites. Referring the numbers representing our elderly sites, if you will notice there is a decrease in crime which was impacted by the surveillance security cameras at the elderly sites and single sites from 2007-present. Representing the large family sites you will note a major decrease from 2008-2009 which was impacted by the private security at Boulevard

Homes. A private company was implemented for security which started in April 2009 as well as the CMPD direct patrol. Vice-Chairman Moore stated that because of the security improvements implemented the elderly sites and our large family unit crime level is decreasing and we are having some problem with our scattered sites. Mr. Preston agreed that the next report reflected an increase in reported crimes at some of our scattered sites from 2005-2009. Vice-Chairman Moore continued, what type of calls are included. Mr. Preston responded that the report included all reported incidences.

Commissioner Puckett added that she has some information to bring to the Board referring to the documentation she reviewed from Cheryl Campbell, Deputy COO. She stated that it does show a significant decrease in the crime rate without any security cameras in the neighborhood. She contacted the command office in each community and she has received several reports: i.e. Sunridge showed a significant amount of crime in that area; however, the report shows the majority of the crimes has decreased therefore it corroborates what the CHA report reflects. Some of the reports reflect larceny of automobiles, missing person under the age of 16, fraud, trespassing, aggravated assault, etc. There was a comparison report from 2008 to 2009 and then the last two months. Some situations such as hit and run, stolen property, vandalism those items are shown on some of the reports she has requested. She noted that Mr. Preston is trying to deter part 1 crimes. Which one of these falls under this category? Mr. Preston responded that the Charlotte Housing Authorities Moving Forward initiative is to reduce part 1 crimes within our sites. However when you review all the reported crimes these crime include the part 1 crimes. The incidences she mentioned, the surveillance cameras would serve as a major tool to assist particularly larceny of a vehicle. Mr. Sherrod Banks, General Counsel, asked Mr. Preston what are the part 1 crimes? He responded they are the major crimes i.e. homicide, rape, robbery, aggregated assault, burglary, larceny and auto theft.

Ms. Campbell included that late Friday we received part 1 crimes only from CMPD; however, we do not have 2009 part 1 crimes yet. She has 2007 and 2008 part 1 crimes and that has less of a change CHA wide, that decrease is approximately at 6/10 of a percent between 2007 and 2008. Currently we do not have the 2009 stats. Ms. Campbell concurred that Commissioner Puckett's comments were absolutely correct. Our Moving Forward base line is based on part 1 crimes; however, our goal is for security at all our properties regardless of the type of crime. Ms. Campbell offered the data that we currently have to the Board. We are anxious to get the 2009 data from CMPD and they are in the process of compiling that information.

Vice-Chairman Moore requested further assistance in understanding a contract of this size, please explain the no compete methodology used with this particular vendor. Mr. Staley came forward and explained that the City of Charlotte uses the same vendor and

they have a procurement process in place which resulted in this vendor being selected by the City. For our systems to connect with their systems, we were able to select the same vendor because they had already done a competitive procurement process. We were able to tie in using the same vendor without going through a process so our system would connect. Vice-Chairman Moore clarified that because theoretically we are using the same vendor that CMPD is using then our two systems will link. Vice-Chairman Moore questioned what was the methodology with the cost? Mr. Preston answered that after we received instructions to move forward with the project, we contacted the CMPD camera room division then contacted the vendor. Following that we did a survey of all the sites in question to get a particular cost and what it would take to make the project happen. Ms. Campbell added that we also did an in house cost estimate on pricing the same type of equipment from the manufacturer. Let it be noted that 74% of this contract is in equipment only. This was done with an independent cost estimate of our labor and our CHA estimate rounded was \$628,000.00. Vice-Chairman explained that he is asking these questions because this is a substantial amount of money for this contract. He felt certain that most of the questions had been answered at the special Board Meeting which took place on January 13, 2010. He wanted to feel good about the decision he is preparing to make because this is over a half a million dollar commitment.

Commissioner Puckett added that this is a large amount of money we are trying to put into a security camera system, as you know I am a resident commissioner living in public housing, and she has observed other projects which we could make better use of this money, i.e. CHA has just spent a significant amount of money putting insulation in the ceilings of various apartment complexes; however, when you enter those homes and close the door and look at the door you have gaps which create drafts. Therefore if you have insulation your energy is still going out through the doors and windows. It seems this is a better use of that money so the residents can have comfort inside their homes instead of having the thermostat set so high in an effort to stay warm inside your home. Commissioner Puckett continued that she visited a community site this past week and there were 20 people crammed into one room trying to have a community meeting and then there are no computer labs or anything in these communities. There is better use of this \$628,000 that our communities and residents can use then security cameras.

Vice-Chairman Moore questioned is this a part of our stimulus money? Mr. Preston responded yes. Vice-Chairman Moore continued asking how much is remaining in the balance that we have to spend before March 15, 2010. If we commit this money, how much is remaining? Ms. Campbell responded about \$600,000. 00 There are procurements on the street now for roughly the majority of that money which would fall under our landscaping and site improvement contracts which are presently out for bid. Commissioner Hill questioned what are the restrictions on the use of the stimulus money?



Ms. Campbell answered capital projects to improving the communities in general, not new construction, basically capital improvements, enhance security, energy conservation, conclusion just general upkeep of the project.

Questioning continued: Commissioner Ford stated that given the goal which is to reduce part 1 crime what other options other than security cameras to expend the available capital funding for such a project. Mr. Preston responded that we would continue to do what they have been doing in resident safety, which is working with the police department to encourage them to spend more time in the community, to utilize the community policing concept as well as develop a stronger relationship between the community and the police department. The challenge we face is that relationship. Therefore what the resident safety division is currently doing will be continued. Police Officers will continue to be invited to meetings, workshops, continue to gather reports from the police department which is received on a monthly basis, monitoring those reports and how the investigators go out and come up with different strategies in an effort to keep our communities safe by trying to reduce particular crimes. Ms. Campbell continued that part of our landscaping contract includes cutting limbs from the trees as well as making sure the trees are cut away from the site lighting. We are going through and fixing site lighting that belongs to us and not Duke Energy. As far as actual use of the dollars we have other strategies, that don't use dollars necessarily like making sure everybody understands the community, not the staff, but the residents. i.e. when a street light is out or parking lot light is out they should flag that and call Duke Energy who serves them just as they do any other citizen.

Commissioner Sumter questioned what kind of surveillance cameras are these? Are they manned? Mr. Preston responded that the cameras are not manned. They are in operation 24/7 and we have the capability of reviewing them at any given time or to go back through footage where incidences have taken place in the previous 21 days. Commissioner Sumter continued that the cameras assist in identifying people or crimes after they have been committed and you think that because people know that the cameras are there they will not commit the crime. Mr. Preston responded that studies have shown that when you have camera surveillance people tend to move away from those particular areas. The other fact is the police department will tie in, if there is an emergency that is happening at the presented time, the police department can then tie in to that system, and the camera room can advise the police department of different things going on as they approach the community. Commissioner Sumter continued I guess this is really big brother; therefore does anybody have any concerns about the resident's privacy rights. Chairman Jones added that it was an issue that was discussed at some length at the January 13<sup>th</sup> special board meeting. It is the sense of the Board based on the assurances that the head of security, Mr. Preston, gave that we realized the issues around privacy this

is not the sort of surveillance that we want, we are not looking for minor lease violations, in other words the cameras are not going to be able to go inside the units these are exterior shots but even at that people have a reasonable expectation of privacy on the grounds. Additionally Mr. Preston heard clearly that this needed to be used for the purposes identified only. These are areas we do feel like we continually need to take steps to insure resident safety. The vast majority of the crimes that are committed our residents are the victims and we are trying to balance the issues around privacy with the fact that it is our clients that are the victims.

Mr. Woodyard requested the Mr. Preston talk briefly about what we do with the high rises and how the residents receive those security measures at the high rises. Mr. Preston explained that we have cameras placed in the high rises which were installed over the past few years and it was very welcomed by the residents. The residents felt a better sense of safety. It also helped prevent individuals from coming into the building as trespassers to take some negative action against our residents. Also, a key access system was used in conjunction with the cameras. The response from the residents has been strongly powerful. It was reported to client services by some of the elderly that they are happy about this process and continues to support along with the private security company in place. Also the system will be controlled and managed by an administrator, Mr. Preston announced that he would be that person he would have access to who can or who cannot have access to the cameras. He will be able to monitor anyone/individuals that are using the cameras in a negative way and different time frames. Additionally the officers that will be utilizing the cameras will be the Response Area Commanders. These individuals are sergeants at their particular sites and they would be the only officers to have access to those cameras along with the investigators representing the Charlotte Housing Authority as well as the two regional managers.

Commissioner Ford questioned are the high rises on the same system. Mr. Preston answered no; however, similar equipment but not the same equipment. Commissioner Ford concluded that the high rises are not linked to CMPD. Mr. Preston concurred. Vice-Chairman Moore asked if Mr. Preston could he monitor the high rises and he responded yes, we do monitor the high rises. Commissioner Ford questioned another challenge is the non-competitive procurement and what we currently have in existence and what you are trying to describe as being successful and moving to a new system. He is looking short term and long term and he is not comfortable with the long term being tied into a system with the City and if the City decides that they want to change then we are tied to that system and we will have to change as well to keep up with the City's system. I like the City but I think in this instance we may want to exercise some caution with being tied to the City system especially since we have a system we are not already tied too and if I hear you correctly we are experiencing some success. Mr. Preston

explained that the City has been utilizing this system for some time and if they decide not to use it then we can still use the system.

Commissioner Miller commented that first he thinks the high rises are different than the scattered sites. We have a different population and we are going to be monitoring different places. We will be monitoring people outdoors as well as coming and going of families/relatives he thinks that there is a difference. He continues to worry about the big brother aspect of this proposal and how it could be misused and he is troubled by this. Additionally we are trying to do 12 sites and because this is new he would like to see us do a pilot and not bite off so much. Maybe try it in a handful of sites and monitor that to see how that works. Our theory is that it worked in the high rise and it may work in the scattered site may very well be correct; however, it could be wrong too. It could be that vandals destroy our property or the equipment does not work or the city changes, there are a variety of things that could happen. I would rather see us wade into this and not jump into this. Lastly, concurring with the point Commissioner Puckett brought up is that we have these capital funds to spend before March 2010. I am not really sure how we go about prioritizing. In his mind he would rather see us prioritize based on how we can help our residents the most. If there are other things we could be doing besides landscaping he would rather see insulating a door then planting a bush. As well as some computer labs for our kids then 10 more cameras. That is my personal belief. I know we have not discussed prioritization of capital but I think this is something we should be talking about going forward so when we do get a wind fall of capital funds like this in the future we have something to go on. Therefore Commissioner Miller's recommendation would be, if the will of the Board, is to put up cameras; however lets not do all of them and lets take what we don't do and put it into something better that would help the residents quality of life then lets do it.

Vice-Chairman Moore had the following question for Mr. Preston: so Boulevard Homes is off this matrix. Mr. Preston agreed yes; Vice-Chairman Moore continued that these units will be demolished in the future. The questioning was turned to the scattered sites. He is seeing an increase incidences in scattered sites, could you pin point the top five problems as far as our scattered sites? Ms. Campbell injected that would be a tad difficult because of the way the data is compiled and then given to us from CMPD. He would like to know because the scattered sites are trending up, therefore he wants to know the top five. Ms. Campbell responded that Leafcrest, Robinsdale, Tall Oaks, Victoria Square, Cedar Knoll are all trending up. Vice-Chairman Moore stated that this would be the top five scattered sites that are trending up. If we were to proceed as Commissioner Miller has suggested then I would be more in favor of looking at where the trouble spots are trending up if we need to do a pilot. As far as Dillehay and Southside those properties are trending down. Ms. Campbell explained that it went down

from 2008-2009. They increased from 2007-2008 and partially for the decrease those were the sites we put off duty policy during the summer. Ms. Campbell for the record noted that the computer labs that were mentioned by Commissioner Puckett are currently in the budget and are under way. We actually are working on getting them into every center, which was part of our original submission to HUD. The landscaping is erosion control, retaining walls it is not just shrubbery. Vice-Chairman Moore stated that if we decide to do a pilot as opposed to what is being presented, then how will that affect your disposition of these funds by the March 15 date. Ms. Campbell stated that it could be difficult and we could lose some of the money. There are a lot of projects out for bid, some sealed formal bids and some not, we need to go back and look at dollar amounts of things we want to do. Commissioner Hill questioned if there were any statistics that show the effectiveness of people patrolling versus cameras. Ms. Campbell responded that she has not have any studies; however, Mr. Preston informed that he is sure that there are some studies in reference to, meaning private security, in most places they have both. Referring to the site visit in New Jersey this past May, that Housing Authority had a computer command center that had their own private security as well as private security at their scattered sites as well as cameras on different sites. The private security monitors the camera for that Housing Authority. Commissioner Puckett wanted to add for the record that she mentioned this at the special Board meeting that she has a problem with the way the police department currently handles lease violations and she brought an example of a lease violation. Commissioner Puckett continued that she has a concern over how the CMPD, as well as our Resident Safety already mishandles our residents and nothing is being done about it. Then to add cameras in the communities, she continued that she has had several violations that she has had to appeal, that have been thrown out or the police accuse you of something then you request a meeting with the sergeant and the request is refused. The next time she would rather go to court to be able to face her accuser. She continued that she has a very serious issue with putting cameras in the communities because they are already being misusing their authority. It is almost to the point of harassment.

Mr. Woodyard, CEO, has the following comments to Commissioner Puckett: He stated that he appreciates the comment of the resident commissioner he would like to submit that it is quite possible that security cameras could mitigate, if there is some misbehavior by the police. The major comment is we will do whatever the Board wants to do but he does want the Board to view public safety for our residents as a quality of life issue and a safety issue. It has a lot of merit compared to some of the other issues discussed today. We all know that we have had problems with gangs and gang violence in some of our communities. We have had problems with some murders based on domestic violence, we have had problems with auto theft, we have had problems with larceny, aggravated assault and all of that. He thinks that over the years these are trending down somewhat because

of some of the measures we have taken, but that does not mean that we do not need to do a better job and have those trend down even farther. It is a safety and a quality of life issue. Additionally he thinks that foot patrols is another possible way to go, I would do both at the sites and if we were not going to demolish Boulevard Homes we probably would be before the group discussing doing both of those at Boulevard Homes. We will do whatever the Board wants to do on this but in the future when we have done everything we can do and we have instances that prove to us that if we would have had a camera on site to have shown the incident to be able to solve the crime or maybe deter it we must think about that. The reason this is being brought before you is not just for the things just mentioned it is the direction that the Board asked us to go several years ago. We started with the towers; therefore to put it in perspective that is where we are presently.

Vice-Chairman Moore states that Commissioner Puckett mentions that the police can give a lease violation to a resident, I thought that was the function of the property manager, when did that become the norm? Mr. Preston responded that the police department and the housing authority has an agreement that the police officers act as agents on behalf of the Charlotte Housing Authority. This is been in writing for many years. When the property manager is not on site and there is a lease violation or something of that nature then the officer can issue one. The officers are trained on how to deal with a lease violation. He has personally gone to the police academy to train the coordinators as well as train the new patrol officers as they come on board. Resident safety investigators continue to conduct training at roll calls to make sure this information is still precise. He agrees with Commissioner Puckett that if there are some issues of concern with the police department. We can work together as residents, resident safety and the community to address any issues. Vice-Chairman Moore was not aware of that policy. He asked if we ever looked at revisiting our agreement with the police department. Mr. Woodyard responded that the overall policy was reviewed approximately two years ago however we have not looked at revisiting that portion. These are initiatives that the police department and public housing in communities across the country work together to make the community safe.

Commissioner Miller suggest that if we were to postpone this decision until the Board meeting next month would we still be able to spend the money in time? Ms. Campbell stated that if the Board does not approve it this month then the answer is no. Therefore if we delay a decision until next month we would not be able to spend the money in time, Ms. Campbell agreed. Commissioner Miller states that the option is we are being told we either do this or we loose the money. Ms. Campbell states that she would like to know the direction the Board would like to go. She continues that one of the Commissioners suggest we do a pilot, we could scale down the project, we could put the project under

contract, test the pilot if it doesn't work, we are not obligated. We could write the contract that way then we would have a short window of time to do alternates with the funding or we can decide now which sites to do and then she would know how money we have remaining.

Commissioner Hill stated that if you did the pilot and it worked you then would not have the funds. Ms. Campbell agreed, that is correct, the stimulus money has to be contracted by not spent by but contracted by the March deadline.

Chairman Jones thinks that we have a large amount of time and we have hashed through this with a full continuum of possibilities but deferral to next month is probably not the correct decision. He then asked for a motion in an effort to bring forth some sort of conclusion. Commissioner Sumter questioned one of the responses to Vice-Chairman Moore. One of the alternative she thought she heard was to write the contract such that it would be a trail with the understanding that there would be certain conditions and then if those conditions were not met you could get approval to spend the money elsewhere? Is that correct? Ms. Campbell stated there are a couple of options and it would need to be reviewed by our procurement department. If we did a contract and then had the installation go by pilot, we could put in a phased contract, which is similar to a renewal option. You could run the pilot for phase I no more than 4 months before you start phase II of the contract if it was proceeding. If it wasn't preceding you would terminate the contract and those dollars would be available and you would need to reallocate those dollars. Commissioner Hill states that we could do a pilot and tie up the money? That is totally different. Ms. Campbell thinks we could do that; however, she would double check with both procurement and our HUD office. Because it is stimulus dollars it is very strict with what you are doing and there is no extension associated with stimulus dollars. She will check it out and explore that option. Ms. Campbell states that she will try to get an answer today.

*Synopsis:* Chairman Jones states that we have reached a consensus to hear back from Ms. Campbell on whether phasing this project is feasible given the spending restraints. Once the information is received we will be able to make a decision.

**7.D Charlottetown Terrace Demolition and Disposition:**

Rescind resolution no. 1790 and approve resolution no. **1797** to authorize staff to submit Demolition and disposition application to HUD for Charlottetown Terrace.

Chairman Jones gave a brief overview for Commissioner Sumter. This item was discussed at committee meetings and was deferred to put on the business agenda because we wanted to hear some input from the residents of Charlottetown Terrace. Ms. Kathleen

Foster came forward and gave a brief description of what that information was. The residents did supply a list of the things they would like to see changed in the plans. The architects responded in writing; however, Ms. Foster and Mr. J Daniels, Senior Development Officer, visited yesterday with the resident group for 2 hours and went through each of their concerns and explained which ones we thought we would be able to resolve and which ones really were a function of the structure of the building. We are somewhat limited because this structure was built in 1977 and it has several piers that cannot be moved among other things. The only thing that we could not accommodate was a larger laundry room but in order to accomplish that it would mean we would lose a unit. We are asking Board approval to file the demo/dispo application with HUD and we will continue to meet with the residents throughout the process.

**ACTION:**

Motion was made by:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Ford
Outcome:	Passed

**7.E Election of Officers for the Housing Authority's Board of Commissioners:**

Elect a Chairperson and Vice-Chairperson for the Charlotte Housing Authority Board of Commissioners for calendar year 2010 according to Authority By-Laws.

Chairman Jones opened the floor for nominations for chairman. Vice-Chairman Moore nominated Commissioner Ford for Chairman it was then seconded by Commissioner Hill. Asking for any other nominations, hearing none, a motion was asked to close the nominations. Vice-Chairman Moore motioned to move for approval Commissioner Puckett seconded the motion, the motion passed unanimously. Chairman Jones requested a motion to elect Commissioner Ford chairman for 2010.

**ACTION:**

Motion was made by:	Commissioner Miller
Motion was seconded by:	Commissioner Puckett
Passed:	Unanimously

Chairman Jones took a moment to speak before passing the gavel to Chairman Ford. Chairman Ford then asked for a motion for the Vice-Chairman position. Commissioner Hill nominated Commissioner Miller, Commissioner Puckett seconded the nomination, Chairman Ford then asked if there was another motion for Vice-Chairman, hearing none, he close said nominations. Motion was approved by Vice-Chairman Moore, then seconded by Commissioner Puckett. Chairman Ford stated that he would like to accept Commissioner Miller by acclamation as Vice-Chairman of the Charlotte Housing

Authority. All were in favor. No opposed therefore Commissioner Miller accepted the position.

Chairman Ford stated that we concluded the Business Agenda items and would like to move into Executive Session. Commissioner Jones interrupted and requested a motion be made to suspend this meeting and go into Horizon Development meeting. Motion was seconded by Commissioner Moore. Motion passed unanimously.

Commissioner Jones made a motion to adjourn the Horizon Development committee meeting and reopen the regular Board meeting. The motion passed unanimously. Commissioner Jones then made a motion to adjourn the regular Board meeting to go into Executive Session for purposes of discussing matters of litigation with counsel. Motion was seconded by: Vice-Chairman Miller, motion passed unanimously.

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Minutes respectfully prepared by:

Barbara G. Porter  
Executive Assistant to the CEO



**MINUTES OF THE SPECIAL BOARD MEETING  
OF THE COMMISSIONERS' OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON WEDNESDAY, FEBRUARY 3, 2010**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a SPECIAL meeting at the CHA Central Office, 1301 South Boulevard, Charlotte, NC 28203 at 10:00 a.m. on Wednesday, February 3, 2010.

**Present:**        *Chairman Joel Ford*  
                      *Vice-Chairman Will Miller*  
                      Commissioner Lucille Puckett  
                      Commissioner Rodney Moore  
                      Commissioner David Jones

**Absent:**         Commissioner Geraldine Sumter  
                      Commissioner Ben Hill  
                      Sherrod Banks, General Counsel

**Also Present:** Charles Woodyard, CEO

**Additions to the Agenda:**

None

**Consideration to approve the Minutes for:**

- *Special* Board Meeting held *January 13, 2010*

**ACTION:**

Motion was made by:	Commissioner Moore
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed

**Business Agenda Action Items:**

**3.A Approve Procurement Contract – BAJ Access – CHA Wide**

Approve contract for the procurement of surveillance camera services for work CHA-WIDE from BAJ ACCESS for \$628,340.50.

Ms. Cheryl Campbell, Deputy COO, came forward with a power point presentation to explain that this is the installation of the surveillance cameras that have previously been discussed. There were additional questions that will be addressed at the Board today in an effort to answer any concerns. She quickly gave some background on this agenda item for any new commissioners. We went through to make sure that we had developed a good business case for the installation of the surveillance cameras. Why do we need them? We think that definitely they will aide in crime prevention as well as deter criminal activity before it occurs. We have a statement from CMPD which solidifies that concern. We feel the cameras will assist us in decreasing property damage which will help us identify the responsible parties for that damage. Additionally we are trying to form a strong collaboration between CHA and CMPD.

Referring to the power point presentation, Ms. Campbell explained that these photos gave a visual description of some of the property damage that we sustain on our properties. The first slide showed theft of cable wiring, which is a huge problem for some of our communities. Depending on where the cameras are placed it is hopeful to capture incidences of this nature. The next slide shows a case at Southside Homes, where the condensing unit was stolen. Additionally graffiti continues to be a challenge at many of our properties. Ms. Campbell felt the Board would like to see how the cameras would work. Therefore the next slide reflects a video we received from CMPD that has very similar equipment. Let it be noted that most of CMPD's cameras are thirty stories up, so they zoom. The next slide is from a camera which might be comparable to the height in which our cameras would be. She continues to move through the slide presentation with similar photos. Lastly Ms. Campbell states our implementation strategy. She reminds the Board that CHA approached them with a phased in strategy option that would make everyone slightly more comfortable. We did get approval from HUD in writing and the procurement department to use a phased implementation strategy. Therefore we divided the project into two maybe more phases and if the Board approves implement in a phased approach. The sites that were selected are based on the trending data of the current crimes that we have. Ms. Campbell and Commissioner Puckett will meet for discussion once the part 1 crime data is received from the CMPD for 2009. She stated what type of success will be used as we move forward. She presented a few themes we would be analyzing to see is it a good use of our funds and our effort to move forward to phase II if it has provided some additional services to the customer.

We reviewed not just the installation cost but beyond the installation cost if we entered into a maintenance agreement with the company to maintain the cameras, obviously not including damages resulting from acts of God or violence. She compared it with an extended warranty on the equipment. This decision has not been made yet pending further analyzation on the cost for service on the equipment. However the first year is under warranty and there would be no maintenance expense associated with the equipment. Again these are the sites selected based on trended data from all crimes which might be adjusted after we get the part 1. One benefit is this service in our communities will help meet our moving forward goal, as you are aware is documented in our MtW plan, which is to reduce the part 1 crimes by 5%. We will have a better collaboration with CMPD and we think that property damage will decrease. We hope the customer will have improved satisfaction with a comfort that we a working on decreasing crime. You may or may not know but a large percentage of our crimes are not our families, it is from people coming into our properties. We have met with the residents on this project and they were all actually very much in favor of it.

The following questions arisen that she would like to touch on:

1) This as you know was a sole source contract that was approved by the procurement department for reasons that would allow us to tie into CMPD system. We will be limiting the availability of whose sees this video to CMPD camera room, the Area Commanders which cover the sites and the Resident Safety staff. The regular ground patrol officers would not have access to the review of the videos. 2) She wants to touch on the pricing for the sole source contract. She explained that our standard procedure for procurements of this nature is that we do an independent cost estimate. On this case we did go slightly further because of the sole source and the three major steps were: obtained the manufactures list of equipment prices from Bosch; we compared the manufacturers price for their equipment to our quote and the prices on the major components (cameras, DVR's) ranged at a discount from this vendor from 18% to 27% based on the Bosch price list; additionally we pulled some key components from GSA's approved purchasing list. We found that this vendor also has discounted over GSA substantially. That is in addition to the work staff did in building their estimate and from various sources to make sure we are getting a fair price and our estimate is outlined on the agenda item. Therefore we felt that the steps taken were justified. Lastly we are asking the Board to recommend approval in awarding this contract. She asked for questions. Vice-Chairman Miller questioned that phase II is contingent upon the completion of phase I. How long will we give ourselves to decide whether it is contingent or not? Ms. Campbell stated that we had initially decided on a five month review process. Because these are ARRA funds after the obligation there is an expenditure deadline as well, however she feels five to six between that will give us some good history and will allow us to meet any other regulatory deadlines. In conversations

with HUD on this they stated that it is not uncommon to do a phased approach and they thought it would absolutely fine. If we decide not to move to phase II then we would work with the capital fund committee and reallocate. Vice-Chairman Miller requested clarification on the Capital Fund Committee; Ms. Campbell responded that this committee is in the process of being formed with Commissioner Puckett and residents she is gathering to review all of our capital dollars. Vice-Chairman commented would the Board have involvement? Ms. Campbell responded that if more than Commissioner Puckett would like to be involved that is totally up to her. Vice-Chairman Miller continued that you would come back and report to the Board at the end of five to six months? Ms. Campbell stated absolutely. Chairman Ford asked for any other questions, if not he would like to entertain a motion for approval for the procurement contract for BAJ Access-CHA Wide.

**ACTION:**

Motion was made by:	Commissioner Moore
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

**3.B Approve Procurement Contract**

Approve contract for the procurement of Landscaping & Erosion Control services for work CHA Wide from Hall Builders, NC & SC, LLC for \$479,991.

Ms. Campbell, Deputy COO, came forward and gave a brief power point presentation showing photos of erosion issues taking place in various communities. It was decided that the logical approach to this is in phases. Phase I was the new property signs, that was installed, the plantings and landscaping surrounding the signs; Phase II was to address the actual erosion and the damage it is doing to our property, then working on ground cover and other repairs/maintenance items. We are finished with Phase I and this is Phase II of the contract. Phase III will be to pick up the remaining sites that are included as funded and to look at the actual plant material of landscaping as our final phase.

**ACTION:**

Motion was made by:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Moore
Outcome:	Passed unanimously

**3.C Approve Procurement Contract – Installation of Water Heaters Services at Claremont and Victoria Square**

Approve contract for the procurement of the installation of water heaters at Claremont and Victoria Square for \$24,002 from Gibraltar.

Ms. Campbell explained on this action item is a change order to an existing contract we have with Gibraltar Construction who currently was the low bidder on installation of our HVAC units in Claremont, Victoria Square. One item in the stimulus grant is the replacement of the water heaters with energy efficient systems. This has been done in many of our properties this is the only one that comes before the Board because of the \$100,000 threshold. This quote is for installation. We (CHA) purchased the equipment because we got it at a discount.

**ACTION:**

Motion for approval by:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Moore
Outcome:	Passed unanimously

**3.D Approve Procurement Contract – Communications Study for Work at the Charlotte Housing Authority**

Approve contract for the procurement of Communications Study for work at the Charlotte Housing Authority for The Marketing Consortium for an amount not to exceed \$68,500. NOTE: UNC-Charlotte withdrew

Mr. Staley, CFO, came forward with a brief explanation. He stated that Mr. Woodyard CEO, has mentioned to the Board on many occasions about this and the Board has discussed the need for communications study and audit to more effectively (1) access our communications with internal and external sources/partners and then implement a better communication. This item was put out for proposals in October 2009. We received two proposals (1) UNC-Charlotte and (2) The Marketing Consortium. UNC-Charlotte later withdrew, they had other commitments. Chairman Ford asked for questions.

Vice-Chairman Miller asked who are these people. Mr. Staley explained that this is a firm that was introduced to us by a former Board member Mr. Stephen Rosenburgh who currently works with them. They are a firm out of Columbia SC and is a woman owned business. Note: Later in the presentation Mr. Staley was corrected, this firm is out of Charlotte NC not Columbia SC. Vice-Chairman Miller continued have we checked them out, have we talked to references. They have exceptional references; they did work for CMS, Visit Charlotte, The Charlotte Chamber and the Work First program. Vice-Chairman Miller questioned further, have we talked to those people? Have we talked to all of them? Mr. Staley stated that we talked with everyone. Vice-Chairman Miller continued, all references said they were worth the money. Commissioner Moore questioned if Mr. Rosenburgh has an interest in this company. Mr. Staley answered that he does not think so, he does consulting with the company. Vice-Chairman Miller questioned who knows the names of the principals? Mr. Staley answered Pamela

Boileau. Vice-Chairman Miller asked who has done the background work? Mr. Staley continued that on the selection committee for this project was assigned to Charlene Wall, Human Resource Director. Mr. Staley sat in and reviewed the proposals along with Ms. Jennifer Gallman, PR Director. Vice-Chairman Miller received the following answer from Ms. Gallman. Ms. Gallman explained that she had a face to face with her about 2 weeks ago and that was the first time they met, however Ms. Gallman thinks Ms. Wall is the one who checked all the references. However Ms. Gallman continued that based on the proposal it was rather extensive with the project they have completed. They gave us several different proposals, one focusing on the specific area of customer service. We feel as an agency to effectively understand the grand scheme of communications internally and externally we want them to look at all current communication methods, all areas that are reached by the agency, stakeholders, customers in the community to comes up with ways to enhance what we are doing and better communicate with all of our stakeholders. Ms. Gallman did not speak with the references however she got very comfortable that they heard what we were saying and they could implement based on the references provided.

Vice-Chairman Miller stated we know for a fact that CHA has checked the references. Mr. Staley stated the Ms. Wall checked the references. Chairman Ford asked where was Ms. Wall? Mr. Staley responded she was in her office and he offered to go get her. Vice-Chairman Miller continued that provided this has been done, you can pay a lot of money for consultants. As we all know this is a huge issue we would like to address and if the Board feels confident he does trust staff.

Lastly, Mr. Staley added that there proposal was substantially superior to that of UNC-Charlotte and their proposal was put together by the actual communications department at the college.

Chairman Ford asked if no further questions or further discussion he would entertain a motion for approval.

**ACTION:**

Motion for approval by:

Commissioner Moore

Motion was seconded by:

Commissioner Puckett

Outcome:

Passed unanimously

Chairman Ford asked were there any remaining questions for the good of the order. Commissioner Jones came forward to ask if we are going to make a decision as to the timing of the full Board meetings. It has been undecided either to continue to have it at 12 noon or at 5:00 p.m. Mr. Woodyard suggested it be done at the February 16<sup>th</sup> Board meeting which will occur at 12 noon. Chairman Ford agreed that this request will be listed on the February 16<sup>th</sup> agenda. Chairman Ford stated hearing nothing else for the good of the order he would like a motion for adjournment.

**ACTION:**

Motion was made for adjournment by:	Commissioner Moore
No seconded was requested:	
Outcome:	Passed unanimously

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Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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**Horizon Development Properties, Inc**  
**Board of Directors**  
**AGENDA**

*Central Office*  
*1301 South Boulevard*  
*Charlotte, NC 28203*

*February 16, 2010*

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***Directly After CHA Board Meeting – Meeting Convenes:***

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:  
- *Meeting held on January 19, 2010 (Tab 2)*
3. **Business Agenda Item:**
  - A. Horizon Collection Loss Report for the Quarter Ended 12/31/09



**Business Agenda:**

**Business Agenda item for the February 16, 2010 Regular Board Meeting of the Horizon Development Properties, Inc. Board of Directors.**

**3.A Collection Loss Report for the Quarter Ended 12/31/09**

**Action:** Approve the write-off of \$11,558.11 in accounts receivable due to collection losses for tenants vacated through 9/30/09.

**Staff Resource:** Heather Franklin

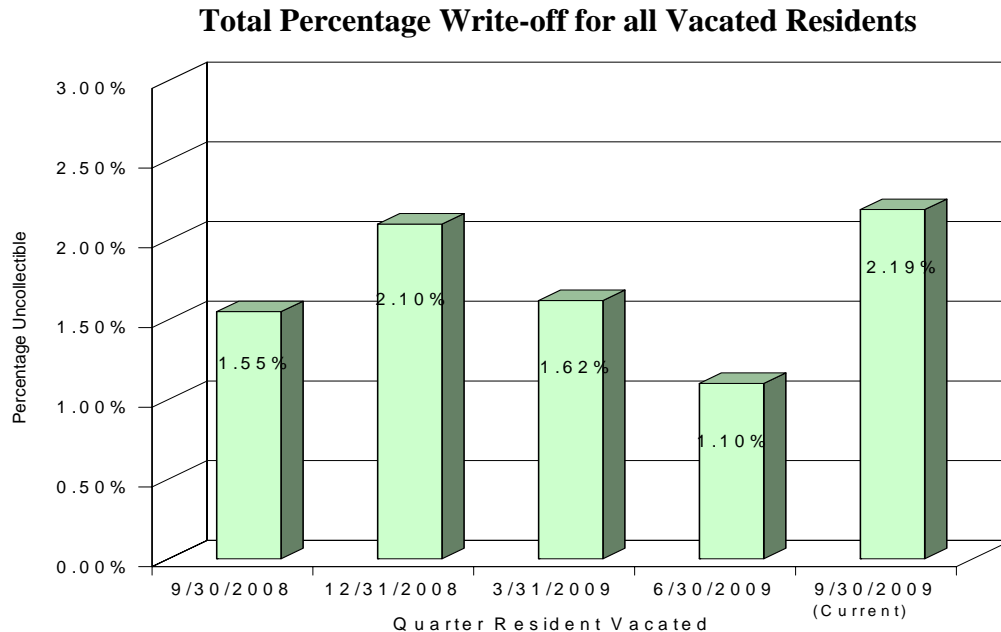
**Strategic Business:** Finance Administration

**Strategic Goal:** Attain Long-Term Financial Viability

**Explanation:**

We are requesting to write-off as per the policy, the receivables outstanding for all conventional public housing properties as of December 31, 2009 from tenants who vacated during the quarter ending September 30, 2009. The amount proposed for write-off is \$11,558.11, which represents 2.53% of total charges for the respective properties for the quarter then ended.

Below is a graphical depiction of the write-off percentages over the past several quarters for CHA and Horizon Development Properties combined. All quarters below compare Total Charges. The total percentage write-off for December 31, 2009 is 2.19%



**Committee Discussion:**

The Collection Loss Report was approved unanimously at the Finance Committee meeting on February 3, 2010.

**Community Input:**

None.

**Funding:**

Horizon Development

**Attachment**

Collection Loss Report, 12/31/09

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.  
BOARD MEETING HELD ON TUESDAY, JANUARY 19, 2010**

**Regular Meeting:**

**Additions to the Agenda:**

Chairman Ford asked if there were any additions to the agenda, hearing none he asked for a motion of approval.

**ACTION:**

Motion was made for approval:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Moore
Outcome:	Passed unanimously

**Consideration to approve the minutes for Horizon Development:**

- Meeting held on *December 15, 2009*

**ACTION:**

Motion was made for approval:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

**Business Agenda Item:**

**3.A Budget Amendment: McMullen Wood Apartments**

**McMullen Wood Apartments-Horizon Development Properties, Inc.**

Approve resolution to authorize Horizon Development Properties, Inc. ("Horizon") to incur expenses and assume loans related to acquisition and rehabilitation for McMullen Wood Apartments and to amend the budget to \$4,632,806 for that purpose and add property as collateral to the 5<sup>th</sup>/3<sup>rd</sup> line of credit.

Mr. Staley briefly stated that the companion item was dealt with in the CHA Board and was unanimously approved with recusals. It came from committee which gave full recommendations. Commissioner Jones requested to recuse himself from voting on this item. Chairman Ford stated that Commissioner Jones has recused himself; are there any further questions for Mr. Staley. Commissioner Moore made a motion to approve this item.

**ACTION:**

Motion was made for approval by:	Commissioner Moore
Motion was seconded by:	Commissioner Puckett
Recusal:	Commissioner Jones
Outcome:	Passed

Commissioner Jones made a motion to adjourn this meeting and then reopen the regular Board meeting; Commissioner Moore seconded; passed unanimously.

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Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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