



Charlotte Housing Authority

BOARD OF COMMISSIONERS

BOARD MEETING

JUNE 21, 2011

***MALLARD RIDGE
1428 AXMINSTER COURT
CHARLOTTE, NC 28210***

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”

Commissioners:

Chairman – Joel Ford

Vice-Chairman – Will Miller

Commissioner Lucille Puckett

Commissioner Benjamin Hill

Commissioner Geraldine Sumter

Commissioner David Jones

Commissioner Pamela Gordon



**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

NOTICE

BOARD MEETING

BOARD OF COMMISSIONERS MEETING

June 21, 2011

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 ***June 21, 2011*** as follows:

TIME/Date: ***5:00 P.M.***
 June 21, 2011

LOCATION: ***MALLARD RIDGE***
 1428 AXMINSTER COURT
 CHARLOTTE, NC 28210


Charles Woodyard/CEO

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”

Housing Authority of the City of Charlotte

Regular Meeting of the Board of Commissioners

Mallard Ridge
1428 Axminister Court
Charlotte, NC 28210

June 21, 2011

5:00 p.m. - Regular Board Meeting Convenes:

Regular Meeting Agenda:

1. Pledge of Allegiance
2. **TEFRA Hearing:** Barringer Gardens
3. Public Forum
4. Review and Approval of the Agenda
5. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *May 17, 2011*
6. Resident Advisory Council (RAC) Report
7. Monthly Report from the CEO
 - Business Plan Update
 - Operations Dashboard
8. **Consent Agenda Action Items:**
 - A. Approve Procurement Contract-8 Star Construction, Inc.
 - B. Approve Renewal of the Communities in Schools Contract
 - C. Approve Change Order for Summer Security Coverage at Family Sites
 - D. Budget Amendment: Field Operations Program Budget (Fairmarket Square)
9. **Business Agenda Action Item:**
 - A. Authorize Revision of the Housing Occupancy Plan
 - B. Budget Amendment: 2009 ARRA Capital Fund Formula Grant
 - C. Budget Amendment: Administration Program Budget
 - D. Budget Amendment: Field Operations Program Budget
 - E. Budget Amendment: Real Estate Program Budget
 - F. Renewal Authorization for Banking Depository Agreements
 - G. Authorize a CHA MTW Loan for Strawn Tower/Parktowne Terrace
Budget Amendment: Real Estate Program Budget
 - H. Approve Procurement Contract: Fryday & Doyne (400 East Blvd)
 - I. 400 East Boulevard-Administration Program Budget Amendment
 - J. 400 East Boulevard-Central Office Capital Project Budget Amendment

MINUTES

REGULAR

BOARD

MEETING

HELD

5/17/2011

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, MAY 17, 2011**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *Charlotte Housing Authority, Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 5:00 p.m. on Tuesday, May 17, 2011.

Present: ***Vice-Chairman Miller (presided over the meeting)***
Commissioner Benjamin Hill
Commissioner Geraldine Sumter
Commissioner Lucille Puckett

Absent: ***Chairman Joel Ford***
Commissioner Pamela Gordon
Commissioner David Jones

Also Present: Charles Woodyard, CEO
Sherrod Banks, General Counsel (via conference call)

Pledge of Allegiance:

Vice-Chairman Miller officially called the meeting order and stated that the first order of business is the pledge of allegiance. Once completed, we moved forward to the first agenda item which was the public hearing on our Housing Occupancy Plan (HOP) plan.

Public Hearing: CHA Housing Occupancy Plan (HOP)

Vice-Chairman Miller read the following script:

The purpose of the hearing is to conclude the 45 day public review and comment period of the modifications for the Charlotte Housing Authority's Housing Occupancy Plan (HOP). The purpose of the Housing Occupancy Plan is to clearly establish and outline the policies used in operation of the Section 8 and Section 9 programs in a manner consistent with HUD requirements and initiatives outlined in the Moving-to-Work (MTW) plan. Policies of this plan are designed to ensure compliance with all consolidated ACC and HUD approved applications for program funding. The major changes in the plan this year include eligibility admissions, recertification process, denials, debts owed complaints, grievance policy, transfer work, work requirement policy, hardship policy, reasonable accommodation policy and the addition of a non-smoking building policy.

Staff discussed the major changes in the HOP with the resident presidents on March 14, 2011 and April 15, 2011. The final meeting with the interim Resident Advisory Council (RAC) and all elected community presidents was held on May 10, 2011. On April 1, 2011 the entire policy, with changes highlighted, were placed in the following locations: the main branch of the public library, City Hall, 1301 South Boulevard, 2600 Youngblood Street and 135 Scaleybark Road and at all CHA public housing community management offices.

At this time, we would like to call for any public comment to the HOP plan. The following persons came forward to speak:

Ms. Renee Morgan:

Ms. Morgan stated that she resides at Dillehay Courts. She came forward to speak about the pet deposit. She likes pets and at one point she decided to be a veterinarian, because there are so many homeless animals without families. She loves dogs but because of this deposit it makes it impossible to be around. It makes no sense that the deposit is more than your rent and she hopes you take this into consideration of the pet policy. Thank you.

Commissioner Lucille Puckett:

Ms. Puckett stated that she is on the Board of Commissioner's however as you know she is a resident within the housing authority and she lives in Dillehay Courts. She is here tonight, she is a part of RAC, and we have had input as far as RAC is concerned, but there are still some issues that she thinks needs to be addressed at the public forum. There are no residents here tonight, as you can see which have complaints and have issues but don't know, and are afraid to come before the Board of Commissioners to express their concerns.

She wants to talk about the minimum rent. The minimum rent now is \$75 and even at this amount it is causing a lot of our resident's hardship. Residents are still being evicted because of their inability to pay the minimum rent. People were evicted when the rent was \$25 and when it went up to \$50, people were still being evicted. Now at \$75 people are being evicted and next year the plan to go up to \$100. She wants you all to really relook at that minimum rent and the hardship policy, because the hardship policy itself causes hardship to our residents. You have 60 days/90 days or whatever if you have a hardship to pay back that rent or to pay the rent. If you get a job within the 90 days you have to go back and you have to, if you asked for a hardship, you have to pay your current rent plus your back rent. We are asking that you really look at that hardship policy, really look at the minimum rent, really look at the impact that the minimum rent requirement has on our resident. In this economy it is hard for people to come up with \$50, \$75. They continue to go to Crisis, they ask family members and their family members are at their wits end, too. Which brings me to another thing I want to speak on, we don't have anything really in place in our policy that talks about couch homelessness or things like that when your family, your children whomever really reaches a hardship and for some reason has to come back

home to your mother, your cousin or whomever to stay with your family member. Maybe there should be something in the policy should say you can have a guest for up to 60 days. You know that in this economy you have people that in high class that are going into foreclosure, lost their job, they have money but they find themselves having to go home to family members and it may be longer than 60 days. This may be something that you may want to look at adding into the policy in reference to couch homelessness or how we address family members who have reached crisis in their life that need to come back home and actually stay with family members. She then concluded her comments.

Commissioner Hill asked do we have any numbers on how many people were evicted when the rent was \$25, \$50 and \$75. Do we have those numbers because he thinks that would be helpful information? Mr. Woodyard, CEO, responded that he assumes we could get that information. He felt certain that it was easy to get the current numbers but going back a few years he would have to discuss with staff. Commissioner Sumter inquired that were you producing the same kind of reports that you do now for the number of turnover/evictions. Commissioner Hill continued that if we could get those on paper that would certainly help us.

Mr. Sebronzik Wright, COO, responded that we have the non-payments for certain. Being able to separate the minimum non-payments from non-payments generally might be an issue however we can certainly figure it out. Commissioner Hill added briefly, you have evictions. Mr. Woodyard commented that you can sort by rent paid. Commissioner Hill reiterated that he thinks it would be a good number to look at. **Action: Vice-Chairman Miller requested that this information be brought to the Client Relations Committee meeting, scheduled to be held on June 6, 2011 @ 9:30 a.m.**

Commissioner Sumter continued with the following question for Commissioner Puckett. What is your proposal for the problem that you identified, where family members have to return home? The policy allows for 30 or 60 days for guest on the lease. Commissioner Puckett clarified that it is 60 days, they were trying to reduce it at one point but it is a total of 60 days for a whole year. So if they had to come back maybe 15 days periodically that it may eventually, exceed that 60 days in a year's time. She thinks that really needs to be looked at. Even if you want to temporarily add them on to your lease or whatever. That situation really needs to be looked at. She knows that there are people situations where they are not going to turn away their children according to policy to make them homeless or what have you. Which is putting them in jeopardy of being homeless for having unauthorized guest. We are asking for something to be added into the policy so you don't have to break the policy/rules in order to be able to help your family members. Vice-Chairman Miller asked for any further comments, hearing none he asked for a motion to close the public hearing.

ACTION:

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

Vice-Chairman Miller stated that he would like to take a point of privilege and mention that we have another public hearing which I understand that we can move up. I thought just in case there is somebody here we don't want to make them wait through the entire meeting for Item 10, which is the TEFRA Hearing for Sandalwood Apartments.

This is a public hearing regarding the authority's plan to issue multi-family housing revenue bonds in an amount up to \$6,635,000 to finance a portion of the cost of the acquisition, rehabilitation and equipping of the Sandalwood Apartments, which is located at 7100 Snow Lane and has 151 units.

The proceeds of the Bonds will be loaned to Sandalwood Affordable Housing, LLC, a North Carolina Limited Liability Company, and used by the company to acquire and renovate the apartments, which will continue to be operated as affordable housing. Sandalwood Affordable Housing LLC is affiliated with The Banyan Foundation, a nonprofit corporation whose business is the development of affordable housing.

Under the federal tax code, the issuance of the Bonds must be approved by the City Council of the City of Charlotte following a public hearing. Notice of the public hearings was published in *The Charlotte Observer* on May 2, 2011.

The public hearing with respect to the issuance by the Authority of its bonds to finance the acquisition and renovation of the Sandalwood Apartments is hereby opened.

Vice-Chairman Miller asked for any public comments about the issuance of these bonds? Seeing none, he asked for a motion to close the hearing.

ACTION:

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

Vice-Chairman Miller questioned out of the 151 units what is the makeup of very low income to low income? Does anybody know? A Sandalwood representative was present and answered that 50 out of the 151 are very low. For clarification Vice-Chairman Miller stated that very low being 30% and below, so about 1/3. Vice-Chairman Miller was satisfied with the response.

Public Forum:

Vice-Chairman Miller stated that the next item was the public forum. This meeting is opened for any comments from the public. Is there anyone present who would like to speak?

Strawn Resident:

She stated that she is a resident at Strawn. (*Note: the resident did not state her name however I spoke with management at Strawn and I was assured that from the description it was Janet Newman*). She is a little bit confused and her concern is she understands the reduction in units at the Strawn tower. Which is steamrolling right along? What she is concerned about is the meetings that were held with the Dilworth Community Association and we are residents of this neighborhood. One of the meetings they gave conflicting date and the day in their news magazine. However they welcomed us to come to these meetings but one time she went she did not feel very welcomed. The main issue with this whole deal is the last quarterly they brought out after all the little hearings that went before the Dilworth Community Association they put in their quarterly that the units were not going to be lost. She still has the option to go to City Council and show them the letter that we have, which states "yes" these units will be lost. Whether they got confused and just meant the housing vouchers, you meant to tell them that the housing vouchers would be retained or maybe transferred somewhere else but the fall quarterly they put out said we have a year and a half relationship with the housing authority and thank heaven it is over but we love our senior citizens cause what happens is people realize that when they are in a good neighborhood they want to keep a senior citizen designation. Usually because it is the best cooperation but for them to leave all these negotiations and not get the point that (a) we are destroying housing instead of making more housing plus the Dilworth Association felt they negotiated everything they wanted and no housing units will be lost. She has already been to City Council once and testified and with trying to find a job and pay my rent as well as all this other stuff she has not had a lot of energy to marshal my two hour time to use the computers at the library. However it is still on the table because there is some untruth that went on. Also the Dilworth Community Association tends to control the history of the association. They will tell you it was formed, the churches formed it; they gave the land so that thing could be built over there. Now it is mainly an association to protect the rich houses over there. She has tried to find this information where the land, three churches got together to get land put over there but it is very hard to find. She has been over to Pritchard; they say they are not a member. Anyway she is very concerned about the untruth that has floated between the Dilworth Community Association and here. That they can feel good, that they got what they wanted and the units aren't moving away but they are, so roads can go through this property. Right now whether you build anything or not the main thing is that buildings have to be torn down and an activity center has to be put in that Strawn building so you can put roads through this property and that zoning is in black and white. The sacrifice of the green space alone is sickening, but just the fact that

they will get their green barrier left when it is built. She thinks that there ought to be honesty about the units. She concluded her comments.

Vice-Chairman Miller asked that Mr. Chris Squier, Chief Development Officer, get Jeff Meadows, Sr. Development Officer or someone to follow up with her. He thanked her for her comments. In finalization Vice-Chairman Miller asked if there was anyone else who had further comments; hearing/seeing none a motion was asked to close the public hearing.

ACTION:

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

Review and Approval of the Agenda:

Vice-Chairman Miller asked if there were any additions, corrections, and/or changes to the agenda. Hearing none, he wants to make one point that we have an Executive Session on here however Mr. Woodyard stated that we don't need an Executive Session, and then Mr. Sherrod Banks, General Counsel, stated that he has an issue he would like to talk about in closed session. Therefore a brief closed session will be added at the end of the meeting. Vice-Chairman Miller asked if there was anything else, hearing/seeing none he stated that we would move ahead.

Commissioner Sumter reminded Vice-Chairman Miller that a motion was necessary. He agreed and then asked for a motion to approve the agenda as modified.

ACTION:

Motion was made by:	Commissioner Sumter
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Consideration to approve the minutes for:

- Regular Board Meeting held *April 19, 2011*

ACTION:

Motion was made by:	Commissioner Sumter
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

NOTE: Vice-Chairman Miller stated that the minutes from the **Special Board Meeting** held April 13, 2011, have been sent around and we will approve those at the next Board meeting. Please make sure we do that otherwise he does not think that we are in compliance. We will look at those and be prepared at the next board meeting to approve.

Resident Advisory Council (RAC):

Ms. Donna Green, RAC Secretary came forward to give the following report:

- ✓ We as RAC have completed our goals for the year of 2011 to February 2012 and have distributed to each president so that we as a team can get everything accomplished.
- ✓ We have a nominating committee set up in Savannah Woods and will have an election on May 13, 2011.
- ✓ We have started working on our Annual Plan for 2012. We have issued questions to all the direct presidents and have asked them to bring some of the members of their community along. So we can have an input not only from RAC but from others in the community also.
- ✓ They plan to meet with the Capital Funds Committee with CHA and are hoping to have the meeting scheduled within two weeks.
- ✓ The final meeting with the CHA on the HOP took place on May 10, 2011.
- ✓ A training/luncheon is being planned with the Tenant Patrol on Thursday, May 19, 2011 from 2:30 p.m. to 4:30 p.m. at Strawn. Mr. Allison Preston will be the facilitator of this training. Once the training is complete the Tenant Patrol will be given certificates to show appreciation of their dedication.
- ✓ The kick-off meeting for the MOU took place today at Strawn Apts. and the next meeting with RAC is scheduled for May 26, 2011. We are forming subcommittees which will be meeting with CHA's committee on May 31, 2011.
- ✓ Ms. Green wants to make everyone aware that Ms. Lakeista Freeman, RAC Liason, has gone above and beyond to work with RAC to keep us moving forward. She is appreciated by RAC and commends her for her dedication and hard work. Also they would like to thank Ms. Linda Johnson, Legal Aid Attorney, for her assistance to RAC. She helps them to understand things that they don't have a clear understanding of. She has bent over backwards for us as well.

Monthly Report from the CEO:

Mr. Woodyard stated that he was informed yesterday that the Chairman of the Housing Coalition Board would not be able to present to the CHA Board today which was going to be my report. Therefore I do not have a report. I know that the Board has a subcommittee to look at a six month plan and I hope that it will be appropriate once the entire Board decides on that plan we can have a discussion about that then.

Vice-Chairman Miller commented does that take care of everything in your report. Mr. Woodyard responded no, it takes care of the first bullet only. Mr. Woodyard introduced Mr. Sebronzik Wright, COO, to discuss the Operations Dashboard and then some financial reports.

Mr. Wright gave the following report. This is the Operational Dashboard which is essentially the old scorecard. It is located behind Tab 1. The first section involves Section 8, please note that our utilization target is 98%. We have struggled to attain that for various reasons. We are currently at 95.99 % for all vouchers in total. If you look strictly at our base vouchers, for those that are currently utilized we are at 97.8%, which is very close. For those that have been issued but yet to be leased up we are at 99.53% for our base voucher, which is exactly where we like to be at all times.

Specifically our special programs are where we fall short of our targets. If you will notice that the first special program is a Disaster Housing Assistance program, there is currently zero vouchers associated with that program and that program is no longer in place. However we are showing it because typically we would have them. The Veterans Affairs Supportive Housing (VASH) vouchers is where we have issues. We must receive referrals from the local VA in order to lease up these vouchers. This is where, unfortunately, we have struggled. As of late we have received substantially more than we would have in the past, so as far as those that have been utilized we are at 57.65%. If those had been issued or leased up we would be at 89.41%, which is below our target, but well ahead where we have been in the past and quite frankly HUD is looking into winding down issuance of new VASH vouchers simply because nationally the utilization has been extremely low, so we are doing the best that we can. However that is dragging down our total. Commissioner Hill questioned that because of all the press you see about veterans being on the street/homeless. Mr. Wright explained that it is very frustrating, unfortunately because of the voucher program itself the vast majority of those veterans who are applying are disqualified from the program due to criminal activity and other eligibility requirements. This is what has been very frustrating and unfortunate. Commissioner Hill continued, is the program well known? Mr. Wright answered nationally yes. We have made a big push locally and every time I hear of a veteran who may be of interest I send them towards this particular program. However the eligibility has been a pretty serious problem getting over that barrier. Commissioner Sumter added so nationally HUD knows what the two or three leading causes of disqualifications are? Mr. Wright responded, that is correct, however this is a special voucher program and he believes there are some that are hoping we can potentially change the eligibility requirements so the utilization can increase. There is a hesitancy to do so because nationally they want to keep the same standards or at least similar standards for all the programs. Commissioner Sumter would recommend that whatever national organizations that staff is a member of, you ought to be saying to them here are veterans, they probably have criminal problems because they may have had abuse problems or what have you, which may tie into Post Traumatic Stress Disorder (PTSD) which came from Vietnam or Desert Storm or what

have you, shouldn't be an impediment for somebody to get an opportunity for housing. Mr. Wright agreed with Commissioner Sumter.

Mr. Woodyard asked to give an additional response to this. He thinks this is the classic square peg round hole scenario and I think honestly you hit the nail on the head when you said there are other issues that spring from their service and there are some mental health issues as well as substance abuse issues. With that being the case, the voucher program and the housing program in a population like that has to work hand-in-hand with some clinical programs and getting those two areas cooperating. HUD issued the program and made it just a Section 8 program and delineated the vouchers and we've got to work with to have the clinical part of the federal government to go into partnership, which just has not happened yet. However we will advocate for that.

Commissioner Hill commented, since the federal government seems to be in favor of housing first for kinds of problems, I would think it would be a fairly easy sale for us to advocate. Locally we get the majority of our vouchers from the VA Administration. They have a local presence now but that has been difficult.

Commissioner Hill continued that the wait list has 198 people reduction in the wait list. Explain how does that occur. Mr. Wright explained that from March to April 2011 we were able to do that. That is why you see the reduction that is there. So they can become a part of the offering pool therefore we get to confirm eligibility for the new vouchers that are coming on board. In Boulevard Homes we have a substantial number of vouchers which are returning to our base so we are anticipating that as well. For clarification Mr. Wright stated that we moved the 198 off the waitlist which then will be moved to the offering pool. The next is Family Unification Program (FUP) which reflects high utilization and the last special program is on Boulevard Homes. That program is specific on the relocation efforts however as we bring down that site for renovation you will note that there is a balance of 53 vouchers for that program that went unutilized so those are going back into our base and we will be making all efforts to lease those up in the coming months.

Vice-Chairman Miller asked if 53 people at Boulevard decided not to use vouchers? Mr. Wright responded that they could have gone into public housing or all sorts of other issues. We had those set aside for the program and now that we have moved everyone out we know what is leftover, which is 53 and we are moving those back into our base.

Vice-Chairman Miller continued stating we have tracked everyone that has moved out and where they went? Mr. Wright responded correct. In fact we will be tracking them for the next several years as part of the program relating to the Boulevard study. I might have missed this but earlier did you talk about where they went, what the numbers are? Mr. Woodyard stated that we have

before, as a matter of fact, you probably saw the graphic a few months ago which reflected a large number of vouchers remaining in the West Boulevard corridor and then they were spread evenly around but we can give you that information again at Client Relations. We would be glad to. Vice-Chairman Miller continued was it about 300 families or something like that. Mr. Woodyard responded yes something like that. For clarification Vice-Chairman Miller asked out of 300 families, how many took vouchers and went somewhere in Charlotte? Ms. Twyla Taylor, Sr. Development Officer/Relocation Specialist commented that 182 took vouchers and moved within Charlotte, then another 69 families went to other public housing. Vice-Chairman Miller did the math and the difference is the balance of what is leftover. Mr. Woodyard added that some people were evicted, deceased and some moved out on their own. Vice-Chairman Miller feels it would be interesting to know what happens when you take down a place like that. Mr. Squier, Chief Development Officer, added that Ms. Taylor has a great spreadsheet that puts it all on one page where every individual went. It would be interesting to know.

Commissioner Hill had the following question. You have taken the voucher and moved out, once you have completed rebuilding, when do you declare that you want to move back in? How does that work? Mr. Wright responded there are eligibility components surrounding moving back to the property once construction is completed. It seems that it would be helpful, once we go through the list of where everyone is at the next committee meeting, address these types of questions. Unfortunately I don't have that information in front of me.

Mr. Woodyard added that he might be able to describe it in broad terms. The residents who move out have the right-of-first refusal then at some point, I don't think it is designated in any rule or regulation, before construction is completed and ready for occupancy we approach the families and first ask them if they want to move back in, then we have to give them an assessment to see if they meet the work requirements, credit requirement and other things like that.

Commissioner Puckett questioned within those 53 or who did not utilize their voucher in reference to how many of those were actually evicted. Also possibly the reason for some of the evictions because she has reported this, months ago, in reference to illegal knock-and-talks and various things being done in that community. The community felt that as a reason to take back their voucher. So she would like to see how many Boulevard Homes residents during this process actually got evicted and the reason for the evictions.

Ms. Taylor responded that 30 of the families were evicted however she does not have the data with her. However most was for non-payment of rent. However she does not have the breakdown with her. Mr. Woodyard stated that he wants to make sure that he understood the question when you refer to an illegal knock-and-talk. Are you saying there are legal knock-and-talks and illegal knock-and-talks or do you think that knock and talks are illegal? Commissioner

Puckett responded that there are legal knock-and-talks and illegal knock-and-talks. When you do a knock-and-talk it does not entitle you to search and some of those where they knock-and-talk and ask the resident to move to the side while they search their premises and that's not at all legal. So there were some illegal knock-and-talks done. Mr. Woodyard then understood. Mr. Wright answered that he would look into that. Commissioner Sumter inquired did the tenants file appeals on those. Commissioner Puckett responded some did but our process is not always carried out to the point of where it needs to be. If a resident does not have legal representation or does not know how to represent themselves then they still find themselves being lost in the legal system.

Mr. Wright moved to the conventional public housing sites. The occupancy rate target is 96%, for April we were at 99%. Collection Loss was reported quarterly last month. Total Tenants Account Receivables (TAR) target is 96% however we were below that target at 90% for various reasons. Management indicators, meaning promissory notes and things of that such, have us above our target at 99%. As far as vacancy turns last month we were at 15 days. This month we were down to 13 days. So we saw some improvement there. Mr. Wright asked for questions.

Vice-Chairman Miller asked for an explanation for promissory notes. Mr. Wright explained that if someone owes funds for any number of reasons, often rent, damages, deposits for certain things, once those payments are overdue, instead of being in a situation which one might be evicted, there is some discretion on behalf of the property managers to allow for promissory notes to be issued for repayment if there is the ability to show that they can pay. In those instances management can then indicate what our accounts receivables look like and that is why you saw the difference between 90% and the 99% based on the promissory notes. Vice-Chairman Miller continued is that the collateral behind those? Mr. Wright stated it is generally unsecured but when the housing is on the line that is certain leverage there to receive payment. Commissioner Sumter asked do you have a good record of getting payment from your promissory notes. Mr. Wright responded that is correct. As you can see from the previous quarter, Collection Loss is 1.57%. Our target usually stays under 2%, so it is a pretty effective move. Vice-Chairman Miller asked for any other questions.

Commissioner Puckett stated she does not have a question however for a point of clarity you stated that the total Account Receivables is 99%. Mr. Wright responded that he did not clarify there are a few differences between what you have and what I have and that is because of the information that was provided. It was explained that there is a new person preparing this information; however when it was sent out, they used some discretion that they were not aware that they were making a decision that they should not have based on misinformation. Therefore to make sure that we were consistently providing the right information he made sure that we redid the numbers today based on the information that was available at that time and it should have been 99% not 97%. Mr. Wright advised that he would point out the rest as we go forward.

For the affordable properties occupancy rate is at 100%. Tenant Accounts Receivables (TAR) 94% which is below where we like to be; however the Management Indicators shows 99% which is also above based on the information we did have as of today. He asked for questions; hearing none he moved to the private managed properties.

Relating to private managed sites, occupancy rate target is 96%. For April it says 100% however that is an error. It should be 99% then rounded up to 100%. Total accounts receivables target is 96%, we are at 92%. Management indicators had us at 100% based on the promissory notes we discussed earlier. Vacancy turns went from 31 days in March 2011 then down to 14 days which is well below our target. We are doing much better in that regard. He asked for questions.

Commissioner Puckett commented that she was looking at Glen Cove's overall occupancy rate and it is like 78% and their total Tenant Accounts Receivable (TAR) is 58%. Could you explain? She continued that the difference in the 58% and the total account was I guess the promissory notes are at 100%. Mr. Wright explained that the occupancy rate, in aggregate, includes any Section 9 and Section 8. We are doing fine with our public housing units. It's the affordable market rate units that we are really struggling at that particular site. We are obviously doing the best we can with lease-up. There are some challenges with respect to that site along with a couple of others we will see. Commissioner Sumter questioned is that like McAlpine and Stonehaven? Mr. Wright responded that Stonehaven in particular has its challenges. It is not on the bus line and it is competing with other properties nearby. Some, which are ours. It is one that the management company is diligently working on the last six plus months. Occupancy rate was in the low seventies but finally in the mid-to-low eighties. We are making progress slowly but surely. We are continuing to press on to try to get to our 96%. We are getting closer every month.

Commissioner Puckett continued, in the Section 8 and Section 9 is there a Stonehaven like what is the bedroom maybe 1, 2, or 3? Mr. Wright responded that he was not sure of the breakdown but he can tell you that we are at 88% for the Section 8/Section 9 and there are three units, however he cannot give you the breakdown. Commissioner Puckett confirmed that there are three available units. Mr. Wright responded yes three available units we are attempting to lease-up. With the challenges at that site it is difficult to find families for Section 8/Section 9 to live because of the challenges of transportation. Vice-Chairman Miller asked if there were any further questions, hearing none he moved to the next topic.

Preliminary Budget to Actual Reports for Year End 3/31/2011:

Mr. Ralph Staley, CFO came forward with the following explanation. Presented before you is the Preliminary Budget to Actual Reports which were presented at committee. He would like to point out to you, as was mentioned in committee, that we have one for the MTW program that

has a budget over expenditure that when we bring the audit report we will ask the Board to concur with that over expenditure. As was mentioned in committee he wants to make sure the landlord's were paid the rent they were due and there were funds to do it. He asked for questions on the Budget-to-Actual reports.

Commissioner Puckett questioned the first item behind Tab 2 where it states the dwelling rental it was an unfavorable variance due to minimum rent did not increase as budgeted into December. Her question is more in line with the ending statement and there is more incentive accounts with the new rent reform than anticipated. Do you look for that to continue, and would that cause unfavorable variance in the future because of the incentive account? Mr. Staley responded that should have been factored in to the next year's budget so it should correct itself when we did the new budget but he will have to wait and see. This was based on the budget that was prepared and approved back in March 2010 and so that is the impact of the incentive accounts coming in. The incentive account changes and the minimum rent changes should have been factored in properly into next year's budget based on when they occurred. Commissioner Puckett was wondering with the incentive account say if a person makes \$1.00 from income they can get up to \$25 or \$75 dollars put into the account. She directed this to Mr. Wright who then deferred to Ms. Shannon Bodnar, Regional Property Manager, who stated \$25 to \$100 dollars, depending their income. They must have income of more than \$12,500 but only a \$1 must be from wages. Commissioner Puckett was still wondering since a person works or whatever, say they babysat or something, they received \$25 or what have you then they would get \$25 into their incentive account do you see that being problem or will cause unfavorable variance in the future. Ms. Bodnar continued that what she thinks Mr. Staley is trying to get to is that when the original budget was written for last fiscal year, which is what this report is on, we anticipated the timing of the incentive account and the minimum rent to hit at one point and based on some changes to the software and the rollout schedule that action took place at a later point in the year than what we had budgeted in the original budget. The delay in those taking effect is what created the variance. So we know now when they took effect and budgeted accordingly. Mr. Staley added that the first quarter of the current fiscal year you will get in August 2011. Mr. Staley asked for any further questions, hearing none he moved forward.

Preliminary Report of Deposits and Investments as of 3/31/2011:

Preliminary Land Sales Proceeds Detail as of 3/31/2011:

Notification of Administrative Budget Changes of 3/31/2011:

Mr. Staley combined the above topics: The deposits/investments and the land sales proceeds were reviewed in the Finance and Audit Committee and asked are there any questions on those? Mr. Staley added if you don't have any questions now and think of some later, just let him know. The other that he needs to specifically point out to you is the Administrative Budget Changes

that are behind Tab 4 so those can be reported in the record this is the official report of those changes to the Board and as he has discussed in the committee some of the numbers are above \$50,000 which is the threshold for changes that can be approved internally. The reason that number is more than \$50,000 is because of the number of changes that occurred at each of the properties that no single item was more than \$50,000. However since we had a large number of changes in that quarter it pushed the aggregate total over. If anyone would like to see the breakdown of each of the changes, we can provide that for you. Mr. Staley asked were there any questions; hearing none he concluded his report.

Vice-Chairman Miller advised that we move on to the Consent Agenda Action Items. Since we did not pull any he would like to request a motion to approve *Items 8.A – 8.E.*

8.A Barringer Gardens Bond Inducement:

Approve a resolution giving preliminary approval to issuance of revenue bonds to finance the acquisition, construction and equipping of an affordable housing development (Barringer Gardens).

8.B Budget Amendment: Administrative Program Budget:

Approve a resolution to amend the Administrative Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012 (last amended by Resolution No. 1929).

8.C Budget Amendment: Field Operations Programs Budget:

Approve a resolution to amend the Field Operations Program budget for the re-appropriation of funds for the fiscal year ending March 31, 2012 (adopted by Resolution No. 1919).

8.D Budget Amendment: Field Operations Program Budget:

Approve a resolution to amend the Field Operations Program Budget for Hampton Crest Apartments for the fiscal year ended March 31, 2012 (adopted by Resolution No. 1919, Exhibit B).

8.E CHA Collection Loss Report for the Quarter Ended 03/31/11:

Approve a resolution for the write-off of \$28,257.69 in accounts receivable due to collection losses for tenants vacated through 12/31/10.

ACTION:

Motion was made by:

Commissioner Hill

Motion was seconded by:

Commissioner Sumter

Outcome:

Passed unanimously

Business Agenda Action Item:

9.A Approve Procurement Contract – Axiom Architecture:

Authorize the CEO to contract with Axiom Architecture to conduct a site study for the potential acquisition of the Stratford site property in the amount of \$1,500.

Mr. Staley came forward with the following brief explanation. This item is a procurement approval for us to use Axiom Architecture for \$1,500. The reason this is coming to the Board is because in the last 12 months rolling Axiom has been paid more than \$50,000 primarily because they have the large contract at Strawn. This was work that they did for us on an acquisition we were doing some preliminary due diligence on and before we can pay them the Board needs to approve the contract with them.

ACTION:

Motion was made for approval:	Commissioner Hill
Motion was seconded by:	Commissioner Puckett and Commissioner Sumter
Outcome:	Passed unanimously

Vice-Chairman Miller requested a motion to suspend this meeting to go into the Horizon Development Properties, Inc. meeting. Motion was made by: Commissioner Sumter; seconded by: Commissioner Puckett; Outcome: Passed unanimously.

Once the final meeting was adjourned a motion was requested to go back into the Regular Board meeting, adjourn that meeting, then go into Executive Session to receive advice from General Counsel. Motion was made by: Commissioner Puckett, seconded by: Commissioner Sumter; Outcome: passed unanimously.



Next meeting to be held on June 21, 2011 at Mallard Ridge, 1428 Axminister Court, Charlotte, NC 28210 at 5:00 p.m. Dinner will be served for the commissioners at 4:30 p.m. If any questions/comments, please do not hesitate to contact Barbara Porter @ 704.336.5221.

***OPERATIONS
DASHBOARD***

***REGULAR
BOARD
MEETING
6/21/2011***

The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

SECTION 8

SECTION 8 VOUCHER ANALYSIS

Generate Income to Underwrite Key Businesses: Utilize 98% of the housing choice vouchers.	Monthly % of Vouchers Utilized	Monthly # of Vouchers Utilized
Target	98.0%	Total 4,666*
March '11	95.29%	4,470
April '11	95.99%	4,503
May '11	96.29%	4,517

Program	Base	DHAP	VASH	FUP	BLVD	TOTAL	NOTES
Voucher Units	4326	0	85	100	180	4691	
Vouchers Utilized	-4185	0	-54	-99	-179	-4517	
Vouchers Issued	-85	0	-25	0	-1	-111	In lease-up
Balance by Program	56	0	6	1	0	63	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	63
Special Use on Hold	-7
In base	56
CBRA vacancies	0
To be issued	0
Balance of Voucher Availability	56

Current Utilization	96.74%	0.00%	63.53%	99.00%	99.44%	96.29%
Utilization - if all issued vouchers were to be leased up	98.71%	0.00%	92.94%	99.00%	100.00%	98.66%

Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.	Vouchers on the Street	Waiting List	New Landlord Packages	# Portables to Charlotte
March '11	136	2,117	66	790
April '11	137	1,919	41	802
May '11	178	1,920	44	815

The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

All Conventional Public Housing Sites - CHA Managed

Maximize Benefit/Cost: Maximize the long-term financial viability of CHA-owned communities.	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	<u>Total Tenant Accounts Receivables</u> (all outstanding charges)	<u>Tenant Accounts Receivable</u> (uncollected rent without pending action)	<u>Vacancy Turns</u> <u>Make</u> <u>Ready/Lease/Total</u>
Target	98%	2.00%	96%	98%	20 days
March '11 - 24 units turned	99%	1.57%	95%	99%	10+5 = 15 days
April '11 - 24 units turned	99%	-	90%	97%	11+2 = 13 days
May '11 - 21 units turned	99%	-	91%	99%	9+11 = 20 days

**** The average collection loss for the entire CHA portfolio is 1.69%

^ total does not include private management data

Affordable Properties

Sites include: Grove Place, Oak Valley, Valley View, Villa Courts	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	<u>Total Tenant Accounts Receivables</u> (all outstanding charges)	<u>Tenant Accounts Receivable</u> (uncollected rent without pending action)	<u>Vacancy Turns</u> <u>Make</u> <u>Ready/Lease/Total</u>
Target	98%	2.00%	96%	98%	20 days
March '11 - 2 units turned	100%	5.19%	87%	99%	13+0 = 13 days
April '11 - 4 units turned	100%	-	92%	97%	5+3 = 8 days
May '11 - 1 unit turned	100%	-	93%	99%	17+2 = 19 days

**** The average collection loss for the entire CHA portfolio is 1.69%

The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

Private Management Companies

Sites include: First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity & McAden	Occupancy Rate		Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
	98%	2.00%	96%	98%	20 days
Target	98%	2.00%	96%	98%	20 days
March '11 - 21 units turned	98%	5.19%	96%	99%	15+16 = 31 days
April '11 - 23 units turned	99%	-	92%	97%	9+5 = 14 days
May '11 - 15 units turned	99%	-	92%	98%	10+20 = 30 days

**** The average collection loss for the entire CHA portfolio is 1.69%

Month: May '11 - Private Management Companies									
Property	Overall Community Occupancy Rate	Section 8 & 9 Occupancy Rate*	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turn Averages			# of Units	
					Make Ready	Lease Up	Vacancy Turn Totals		
940 Brevard (40 Section 9 & 60 PBS8 units)	99%	100%	100%	100%	0	0	0	0	
Arbor Glen 50 (25 Section 9 units)	100%	100%	99%	100%	8	12	20	1	
Arbor Glen I (60 Section 9 units)	99%	100%	100%	100%	0	0	0	0	
Arbor Glen II (40 Section 9 units)	100%	100%	100%	100%	5	1	6	1	
Arbor Glen III (12 Section 9 units)	100%	100%	100%	100%	0	0	0	0	
Ashley Square (22 Section 9 units)	93%	100%	100%	100%	0	0	0	0	
Fairmarket Square (16 Section 9 units), only 12 of existing units are currently available for PH occupancy	100%	100%	86%	100%	0	0	0	0	
First Ward (132 Section 9 units)	93%	100%	86%	100%	0	0	0	0	
Glen Cove (10 Section 9 units)	82%	100%	78%	100%	8	46	54	1	
**Hampton Creste	56%	N/A	100%	100%	0	0	0	0	
McAden Park (30 Section 9 & 30 PBS8 units)	97%	97%	83%	83%	0	0	0	0	
McAlpine Terrace (26 Section 9 units)	81%	100%	96%	100%	0	0	0	0	
McCreesh Place (63 Section 9 & 27 PBS8 units), only 61 of existing units are currently available for PH occupancy	100%	100%	100%	100%	15	0	15	2	
McMullen Woods	100%	100%	100%	100%	10	0	10	1	
Mill Pond (51 PBS8)	95%	96%	85%	100%	7	3	10	1	
Montgomery Gardens (20 Section 9 units)	99%	100%	86%	91%	0	0	0	0	
Nia Point (29 Section 9 units)	98%	100%	81%	89%	0	3	3	1	
Park @ Oaklawn (89 Section 9 units)	98%	97%	87%	95%	9	21	30	1	
Prosperity Creek (72 Section 9 & 84 PBS8 units)	99%	99%	97%	97%	0	0	0	0	
Rivermere (20 Section 9 units)	95%	100%	100%	100%	0	0	0	0	
Seigle Point (102 Section 9 & 18 PBS8 units)	96%	92%	80%	93%	10	34	44	3	
Seneca Woods (17 Section 9 units), only 9 of existing units are currently available for PH occupancy	100%	100%	85%	100%	0	0	0	0	
South Oak (20 Section 9 units)	97%	100%	100%	100%	0	0	0	0	
SpringCroft at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	93%	93%	10	10	20	1	
Springfield Gardens (22 Section 9 units)	95%	95%	85%	99%	7	23	30	2	
Stonehaven East (24 Section 9 units)	88%	100%	94%	97%	18	41	59	3	
Grand Average	95%	99%	92%	98%	10	20	30	18	

* Represents occupancy percentage based on ACC units available for subsidy

** New Management transition. Property is in lease-up; units are down due to construction/rehab

***CONSENT
AGENDA
REGULAR
BOARD
MEETING
6/21/2011***

8.A Approve Procurement Contract – 8 Star Construction, Inc.

Action: Approve Resolution for a change order for the CHA Asphalt Repair-Sealcoat and Resurfacing project for additional parking lot construction, by 8 Star Construction, Inc. for \$29,504.

Staff Resource: Ralph Staley/Steve Lamphere/Cheryl Campbell

Strategic Business: Finance and Administration/Capital Assets

Strategic Goal: Ensure the Authority’s Long-Term Financial Viability

Background/Policy Framework:

On June 15, 2010, the CHA Board of Commissioners approved the final update 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	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional 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.

Explanation:

Staff solicited bids last fall for an additional parking lot at Southside Homes to accommodate the vehicles currently being parked in the dumpster drive.

- 8 Star Construction was the lowest of four bids received. Due to weather, the project had to be placed on hold.
- In an unrelated action, 8 Star Construction was awarded the CHA-wide Asphalt Repair, Sealcoat and Resurfacing Contract that is currently underway and staff desires to include this new work in the existing contract.
- Board approval for this change order is required under the procurement threshold guidelines.
- Funding is being provided from MTW and ARRA in the amount of \$29,504.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>
Change Order Pending	\$29,504	8 Star Construction, Inc.
Contracts 1756 & 1762	368,019	8 Star Construction, Inc

Committee Discussion:

This item was discussed at the June 8, 2011 Client Relations Committee. There was a brief discussion between the six (6) commissioners in attendance. The final vote to approve the agenda item was unanimous.

Section 3/MWBE Consideration:

Section 3: 100% (Prime)

MWBE: 100% (Prime)

Funding:

Moving To Work and American Recovery Reinvestment Act

Attachment:

Resolution

RESOLUTION

APPROVE RESOLUTION FOR A CHANGE ORDER FOR THE CHA ASPHALT REPAIR-SEALCOAT AND RESURFACING PROJECT FOR ADDITIONAL PARKING LOT CONSTRUCTION BY 8 STAR CONSTRUCTION, INC. FOR \$29,504.

WHEREAS, the CHA has a requirement to provide additional Parking Lot Construction to Repair-Sealcoat and Resurface the additional area;

WHEREAS, the CHA has conducted the solicitation process in accordance with 24CFR Part 85.36 Procurement Regulations;

WHEREAS, the current contract has the option to extend services if approved by the CHA Board; and

WHEREAS, the CHA wishes to exercise this option to provide Repair – Sealcoat and Resurfacing for additional Parking spaces.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina does hereby authorize the CEO or his designee to approve a change order for the CHA Asphalt Repair-Sealcoat and Resurfacing project for additional parking lot construction by 8 Star Construction, Inc. for \$29,504.

RECORDING OFFICER’S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held June 21, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

8.B Approve Renewal of the Communities in Schools Contract

Action: Approve Resolution to authorize CEO to negotiate the terms of the final renewable option of Procurement Contract 1692 to Communities in Schools for continued services during FY 2011-2012 for an amount not to exceed \$177,000.

Staff Resource: Sebronzik Wright, Ralph Staley

Strategic Business: Operations/Finance and Administration

Strategic Goal: Create an environment that encourages client families to reach their highest potential.

Background/Policy Framework:

On June 15, 2010, the CHA Board of Commissioners approved a final update 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	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional 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.

Explanation:

Communities in Schools (CIS) is a nationally recognized nonprofit organization providing dropout prevention services for at-risk youth. The Charlotte affiliate operates its program in 43 schools (elementary through high school) across Mecklenburg County. CIS serves more than 300 youth residing in CHA properties and/or receiving Section 8 vouchers as one of our MTW initiatives.

- The current contract is an annual agreement with renewable options. CHA wishes to exercise the final renewable option of the contract to commence on July 1, 2011 for a period of twelve (12) months as a continuation of the services currently provided by CIS.
- The CIS contract goals are as follows:
 - improve school truancy (85% will have a 90% average attendance);
 - promote to the next grade level (80%);
 - increase graduations from high school (85%);
 - student remain enrolled in school;

- improve number of CHA participants applying for college (100% of those eligible for CHASF);
- improve positive behavior and relationships with staff/peers (decrease in out-of-school suspensions – establish baseline); and
- increase number of students participating in CHASF (establish baseline).

Committee Discussion:

This item was discussed at the June 8, 2011 Client Relations Committee meeting. Comparison of CHA numbers with others was requested when the data is available (after school ends). Between the six (6) commissioners in attendance, the final vote to approve the agenda item was unanimous.

Section 3/MWBE Consideration:

N/A

Funding:

MTW \$177,000

Attachments:

Resolution

2009-2010 CIS Outcomes for Charlotte Housing Authority

RESOLUTION

AUTHORIZE THE CEO TO NEGOTIATE THE TERMS OF THE FINAL RENEWABLE OPTION OF PROCUREMENT CONTRACT 1692 TO COMMUNITIES IN SCHOOLS FOR CONTINUED SERVICES DURING FY 2011 – 2012 FOR AN AMOUNT NOT TO EXCEED \$177,000.

WHEREAS, the CHA has a requirement for a nationally recognized nonprofit organization to provide drop-out prevention services for at-risk youth;

WHEREAS, the CHA has conducted the solicitation process in accordance with 24CFR Part 85.36 Procurement Regulations;

WHEREAS, the current contract is an annual agreement with a one year renewable option; and

WHEREAS, the CHA wishes to exercise the final renewable option of the contract to commence on July 1, 2011 for a period of twelve (12) months as a continuation of the services currently provided by CIS.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Charlotte, North Carolina, does hereby authorize the CEO or its designee to negotiate the terms of the final renewable option of the Procurement Contract to Communities in Schools for continued services during FY 2011-2012 for an amount not to exceed \$177,000.

RECORDING OFFICER’S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Charles Woodyard
Secretary

(SEAL)

2009-2010 CIS Outcomes for the Charlotte Housing Authority

Outcome	Target	Actual	Numerator	Denominator
Enrollment	300	260		
CHA students will have an ADA ⁽¹⁾ of 90% or above	85%	78%	192	246
CHA students will be promoted to the next grade level	80%	82%	195	238
CHA seniors will graduate from high school	85%	100%	26	26
CHA Students will remain enrolled in school	NA	97%	8	260
CHA seniors will apply for admission to college	100%	96%	25	26
CHA students with Out-of-School suspensions	NA	35%	91	260
CHA seniors will apply for the CHASF scholarship	NA	46%	12	26
(1) ADA = Average Daily Attendance				

Note

1

The attendance outcome is calculated from data collected at the end of the 2009-10 school year. Students who withdrew from CMS before the end of school are not included in this outcome as their attendance data is not available once they withdraw. So, of the 260 CHA students enrolled in 2009-10 only 246 were still enrolled at the end of the school year.

2

The promotion outcome compares the grade level of students at the end of the 2009-2010 school year with their grade level at the beginning of the 2010-2011 school year. Students who are not enrolled at the beginning of the 2010-2011 school year are not included in this outcome as their grade level is not available once they have withdrawn from CMS. Therefore, only 238 of the 260 CHA students from 2009-2010 were enrolled in CMS at the beginning of the 2010-2011 school year.

3

CHA students with a grade level of 12 on the CIS caseload reports were investigated for their graduation status. Of the 26 seniors flagged as 12th graders on CIS caseload reports 26 graduated during the 2009-2010 school year or at the end of the 2009-2010 school year.

4

CHA students withdrawing from CMS with a W2 withdrawal code are counted as dropouts.

5

Results based on student count by site coordinators.

6

During the 2009-2010 school year 91 CHA students received out-of-school suspensions (OSS). This equates to 35% of the 260 CHA students enrolled in CIS during the 2009-2010 school year.

7

Results based on student count by site coordinators.

8.C Approve Change Order for Summer Security Coverage at Family Sites

Action: Approve Resolution for a change order for \$61,788 to Professional Police and Security Services for additional summer security coverage at (2) Large Family and (6) Scattered Family Sites.

Staff Resource: Sebronzik Wright, Ralph Staley and Allison Preston

Strategic Business: Operations/Finance and Administration

Strategic Goal: Maximize the economic, physical, and social value of CHA real estate portfolio.

Background/Policy Framework:

On June 15, 2010, the CHA Board of Commissioners approved a final update 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	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional 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.

Explanation:

The current security contract with Professional Police and Security Services at the high-rises states that the CHA may add additional services from time-to-time.

- The change order to Professional Police and Security Services, to provide additional security services for large family and scattered sites, requires Board approval to proceed with additional coverage. The benefits of the proposed project is as follows:
- To increase the success of the Community Walk and Talk Summer Initiative (attachment), additional hours of coverage for safety and patrol for the residents will be needed during peak summer hours at (2) large family sites [Southside and Dillehay] and (6) scattered family sites [Claremont, Gladedale, Mallard Ridge, Meadow Oaks, Savanna Woods, and Sunridge]. There will be one supervisor for all (8) family sites.
- This initiative will allow residents and security officers to continue to develop relationships that will have a positive impact on the quality of life for the community.

- The timeframe is approximately 9 ½ weeks beginning June 22, 2011.
- The proposed budget is \$61,788.

The attachment contains:

- duties and responsibilities of Professional Police and Security Services;
- a proposed budget for private security officers;
- Part 1 Crime trends;
- benchmark measurements; and
- collection of reports/communication efforts.

Committee Discussion:

This item was discussed in detail at the June 8, 2011 Client Relations Committee. Correction of benchmark measurements to reflect a reduction in Part 1 Crimes for each large family and scattered sites was requested. Also, CMPD officers are to go through orientation to understand CHA's policies. The final vote to approve the agenda item was unanimous.

Section 3/MWBE Consideration:

N/A

Funding:

MTW

Attachments:

Resolution

Summary of Project (Community Walk and Talk Summer Initiative)

RESOLUTION

APPROVE CHANGE ORDER FOR \$61,788 TO PROFESSIONAL POLICE AND SECURITY SERVICES FOR ADDITIONAL SUMMER SECURITY COVERAGE AT (2) LARGE FAMILY AND (6) SCATTERED FAMILY SITES.

WHEREAS, the CHA has a requirement to provide Summer Security Coverage at Family and Scattered Sites;

WHEREAS, the CHA has conducted the solicitation process in accordance with 24CFR Part 85.36 Procurement Regulations;

WHEREAS, the current contract has the option to extend Summer Security Coverage for the summer months; and

WHEREAS, the CHA wishes to exercise this option to provide Security Services for 9 ½ weeks beginning June 22, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Charlotte does hereby authorize the CEO or its designee to approve a change order for \$61,788 to Professional Police and Security Services for additional summer security coverage at (2) Large Family Sites [Southside and Dillehay] and (6) Scattered Sites [Claremont, Gladedale, Mallard Ridge, Meadow Oaks, Savanna Woods, and Sunridge].

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held June 21, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

COMMUNITY WALK AND TALK SUMMER INITIATIVE

SUMMARY OF SCOPE:

The Community Walk and Talk Summer Initiative will provide additional coverage of safety and patrol for residents during peak hours at large family and scattered sites. This initiative will allow residents and security officers to continue to develop relationships that will have a positive impact on the quality of life for the community. Resident Safety is requesting additional hours of service be added by change order for summer months coverage to the current contract with Professional Police and Security. The timeframe for this 9 ½ -week project beginning the week of June 22, 2011.

Site of Contract	Term of Contract	Proposed Days	Proposed Shift Hours
2 Large Family/6 Scattered Sites	9 ½ weeks	Sunday – Saturday	Flexible Time Frame
One Supervisor (for all 8 sites)	9 ½ weeks	Sunday – Saturday	40 hours (flexible)

PROFESSIONAL POLICE AND SECURITY SERVICES - DUTIES AND RESPONSIBILITIES:

- Bridge effective communication relationship with residents during patrol (walking and riding)
- Conduct field interviews on all subjects loitering in common areas of the community
- Assist CMPD with responding to incidents within the community
- Enforce lease violations, CHA Ban Policy and curfew violations
- Monitor parking lots to prevent motor vehicle theft and larceny
- Monitor parking lots for abandon and unauthorized vehicles
- All Officers will go through an orientation on CHA Lease Violations and Ban Policy

PROPOSED BUDGET:

# of Private Security Officers	# of Hours	Hourly Rate	Yrly Cost	# of Wks	Site Cost	Budget Cost
Scattered Sites (1)	32 per week	\$17.40	\$556.80	9 ½	\$5,289.60 (x6)	\$31,737.60
Large Family Sites (2)	32 per week	\$17.40	\$1,113.60	9 ½	\$10,579.20 (x2)	\$21,158.40
Supervisor (1)	40 per week	\$17.40	\$696.00	9 ½	\$826.50 (8)	\$6,612.00
Patrol Vehicle	40 per week	\$6.00	\$240.00	9 ½	\$285.00 (8)	\$2,280.00
Total Cost						\$61,788.00

BENCHMARK MEASUREMENTS:

- Reduce the number of Part 1 Crime in 50% of the family sites
- Reduce the number of Part 1 Crime in 50% of the scattered sites

COLLECTION OF REPORTS/COMMUNICATION EFFORTS:

- Resident Safety and Professional Police and Security Services will conduct bi-weekly meetings for:
 - Reviewing of crime statistics and incident types;
 - Monitoring the number of arrests for trespassing (banned individuals);
 - Turning in (by security officers) Activity Log Sheets weekly for review; and
 - Reviewing the impact of the Community Walk and Talk Summer Initiative.

Part 1 Crime Stats for Summer Months (June – September) Large Family Sites	Without Summer Initiative 2008	With Summer Initiative 2009	% Change		With Summer Initiative 2009	Without Summer Initiative 2010	% Change
Boulevard Homes*	29	14	-51%		14	*9	-35%
Dillehay Courts	11	11	0%		11	9	-18%
Southside Homes	38	21	-45%		21	29	38%

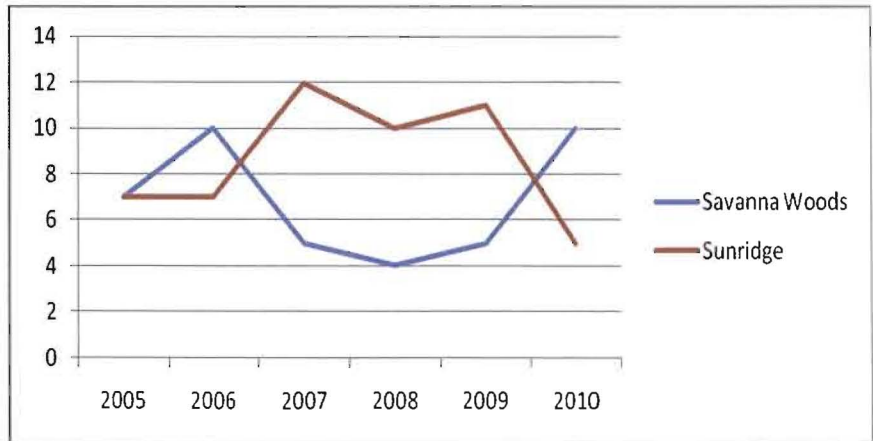
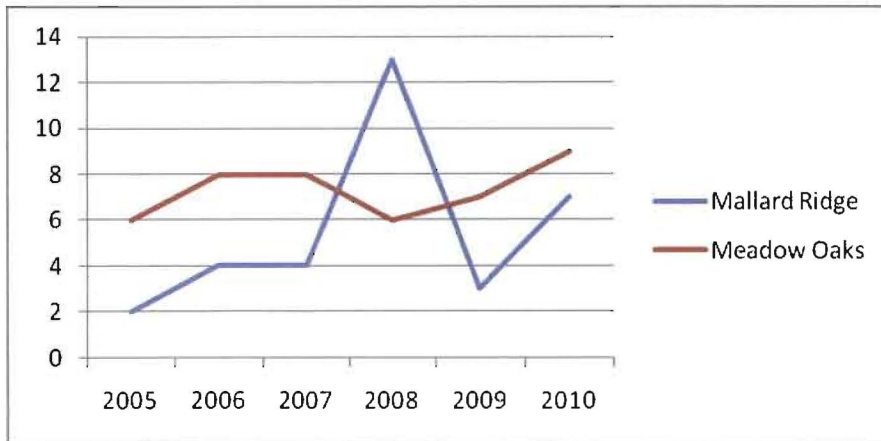
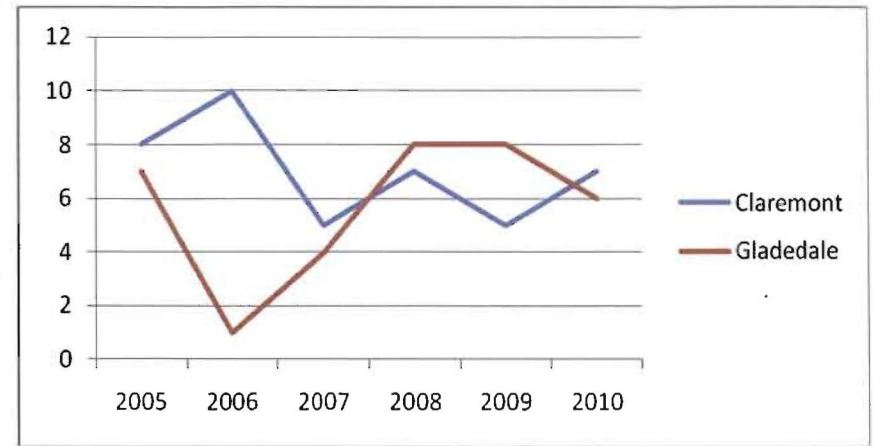
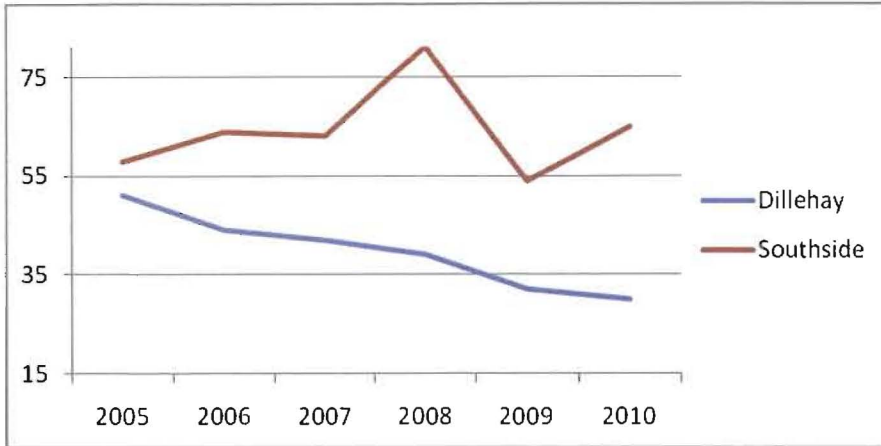
Resource: Charlotte-Mecklenburg Police Department *Boulevard Homes utilized Summer Initiative in 2010, but relocation was underway.

Note: Boulevard Homes community was utilizing private security throughout the year beginning April 2009 in addition to regular CMPD daily patrol.

Part 1 Crimes Stats: Comparison June - September 2008-2009 & 2009-2010

Scattered Family Sites	2008	2009	% Change		2009	2010	% Change
Claremont	0	1	100%		1	4	300%
Gladedale	3	0	-100%		0	1	100%
Mallard	10	0	-100%		0	6	600%
Meadow	2	4	100%		4	2	-50%
Savanna Woods	3	3	0%		3	6	100%
Sunridge	3	5	67%		5	1	-80%
Total Part 1 Crimes	21	13	-38%		13	20	53%

PART 1 CRIME TRENDS - ANNUAL:



Note: Sites were selected based on an increase in Part 1 Crimes from the previous year. Dillehay Courts, Gladedale and Sunridge may show a decrease in Part 1 Crimes from 2009 – 2010. However, there has been an increase in Part 1 Crime activities within the past few months thus justifying the reason for these sites being added to the list.

8.D Budget Amendment: Field Operations Program Budget

Action: Approve a Resolution to Amend the Field Operations Program Budget for Fairmarket Square Apartments for the fiscal year ended March 31, 2012. (Last Amended by Resolution No. 1935).

Staff Resource: Sebronzik Wright, Ralph Staley

Strategic Business: Operations, Finance and Administration

Strategic Goals: Provide affordable housing solutions from homelessness to permanent housing through sustainable strategic partnerships; Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

Horizon Development Properties, Inc. acquired Fairmarket Square Apartments, a multi-family community located at 5914 Fairmarket Place, on August 18, 2008. The operating budget for Fairmarket Square Apartments was approved and adopted by the Board in March 2011 based on information from the managing agent.

Explanation:

The Fairmarket Square FY 2011-2012 annual operating budget requires an amendment to adjust for needed capital expenditures identified during a recent needs assessment conducted by a third party inspector hired by staff. The critical capital need identified is the replacement of windows and sliding glass doors with energy efficient components. The windows do not have a thermal break which is creating a moisture problem and the seals have failed at the sliding doors well. This project is being phased in; and half of the property will be completed this year. The second half will be completed next year.

<u>FAIRMARKET SQUARE APARTMENTS</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Variance</u>
Tenant Rents	\$330,493	\$330,493	\$0
Other Revenue	<u>10,139</u>	<u>10,139</u>	<u>0</u>
Total Revenue	340,632	340,632	0
Other Sources			
Fund Balance Appropriated		45,000	45,000
Total Other Sources		<u>45,000</u>	<u>45,000</u>
Total Revenue and Other Sources	340,632	385,632	45,000
Salaries/Benefits	71,253	71,253	0
Operating Costs	222,502	267,502	45,000
Utilities	46,877	46,877	0
Total Expenditures	\$340,632	\$385,632	\$45,000

Exhibit A show Other Sources, Fund Balance Appropriated of \$45,000 and the corresponding expense is shown in Operating Costs.

Committee Discussion:

This item was discussed at the June 8, 2011 Client Relations Committee. The final vote to approve the agenda item was unanimous.

Funding:

Attachment:

Resolution

Exhibit A for Resolution

RESOLUTION
TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR
FAIRMARKET SQUARE APARTMENTS FOR THE FISCAL YEAR
ENDED MARCH 31, 2012. (LAST AMENDED BY RESOLUTION NO.
1935).

WHEREAS, Exhibit A show Other Sources, Fund Balance Appropriated of \$45,000 and the corresponding expenditure is shown in Operating Costs for Fairmarket Square;

WHEREAS, the Board of Commissioners is reviewing and approving the components of the Asset Management Project Budget at the Project level but adopting the Asset Management Project Budget in total as the budgetary compliance level;

WHEREAS, all regulatory and statutory requirements have been met;

WHEREAS, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program for serving low-income families;

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures;

WHEREAS, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of law;

WHEREAS, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

WHEREAS, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

WHEREAS, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

WHEREAS, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation;

and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

WHEREAS, no person in the Authority holds more than one position, and no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions; and

WHEREAS, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Charlotte does hereby approve this Resolution to amend Field Operation Program budget for fiscal year ending March 31, 2012; attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that 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 are 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.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Charles Woodyard
Secretary

(SEAL)

RESOLUTION NO.

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,297,826		67,297,826
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	752,897		752,897
Capital/CFRC Fees	718,807		718,807
Social Services Fees	601,550		601,550
City Relocation Program Income	569,608		569,608
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
ROSS Grant Revenue	262,957		262,957
Restricted Donation	3,500,000		3,500,000
TOTAL REVENUE:	89,878,452	-	89,878,452
Other Sources			
Fund Balance Appropriated	-	45,000	45,000
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -MTW	1,741,745		1,741,745
Total Other Sources	2,027,128	45,000	2,072,128
TOTAL REVENUE AND OTHER SOURCES	91,905,580	45,000	91,950,580
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	72,178,118	45,000	72,223,118
Utilities	4,377,676		4,377,676
Capitalized Items	351,094		351,094
Total Operating Expenditures	88,159,697	45,000	88,204,697
Other Uses:			
Special Items:	3,500,000		3,500,000
Loans To Others	245,883		245,883
Total Other Uses	3,745,883	-	3,745,883
TOTAL EXPENDITURES:	91,905,580	45,000	91,950,580

***BUSINESS
AGENDA
REGULAR
BOARD
MEETING
6/21/2011***

9.A Authorize Revision of the Housing Occupancy Plan (HOP)

Action: Approve Resolution to authorize a revision of the “Housing Occupancy Plan” (HOP).

Staff Resource: Cheryl Campbell/Shannon Bodnar

Strategic Business: Operations

Strategic Goal: Provide high quality, cost effective real estate services that integrate client families into the community’s mainstream

Explanation:

The Authority has proposed modifications to its Housing Occupancy Plan (HOP) to incorporate additional Moving Forward (MF) initiatives and compliance with HUD changes.

On April 15, 2011, a meeting was held to discuss changes included in the draft public review document with the resident presidents. A final meeting with the Resident Advisory Council (RAC) and all elected community presidents was held on May 10, 2011. A Public Hearing was held on May 17, 2011 to conclude the 45-day Public Review/Comment Period.

On April 1, 2011, the entire policy with highlighted changes received to date were placed at the following locations: the main branch of the Public Library; City Hall, 1301 South Boulevard, Charlotte, NC 28203; 2600 Youngblood Street, Charlotte, NC 28203; and 135 Scaleybark Road, Charlotte, NC 28209 and at all property management offices. Below are a few major highlights of the proposed changes:

1. **Eligibility/Admissions** - The eligibility criteria was modified to allow for all criminal screening (not just drug-related) of eviction history; modified local preferences to place disabled preference ahead of elderly in accordance with the approved Designated Housing Plan; and modified subsidy standards to allow separate bedrooms for minors with age difference is 8 years or greater, contingent on unit availability.
2. **Recertification Process** – Added the HUD requirement of past tenants debt into the HUD reporting; and the same criminal screening process and categories applies to both eligibility and recertification.
3. **Denials/Debts Owed/Complaints** - Clarified reasons for termination due to a difference in the public housing (guest actions are grounds for termination) and Section 8 programs (guest actions are not grounds for termination); added family obligation for requiring or maintaining active utilities in Housing Choice Voucher program; clarified that referral for fraud will result in termination, and default in a repayment agreement two (2) times may result in termination; and clarified informal hearing process in Chapter 20 applies to Section 8 only (Public Housing process is in Appendix B).

4. **Appendices – B: Grievance Policy** - Clarified timeframes for CHA action and/or resident response (i.e., if mailed - presumed receipt is three (3) business days after deposit in US Mail); **C: Transfer Policy** - updated to include domestic violence transfers, remove self-sufficiency transfers, and includes a priority for internal transfers; **O: Work Requirement Policy** - Modified sanctions/non-compliance periods to coincide with case management agreements; **P: Hardship Policy** - Added language to clarify that a resident can make multiple hardship requests; removed rent reform as a sole reason for hardship request; and clarified the allowed timeframes of specific remedies; **T: Reasonable Accommodation Policy** - moved from Chapter 1 to appendix for ease (no policy change); **U: Non-Smoking Building Policy** - New policy established based on LEED certification requirements to initially be implemented at renovated high-rises.

Committee Discussion:

This item was briefly discussed during the April 6, 2011 Client Relations Committee (CRC) meeting and a summary of proposed changes was provided. At the committee's request, a copy of the redline HOP was electronically provided on April 8, 2011. An additional update on the status of the project took place during the May 4, 2011 Client Relation Committee. Public Comments received during the Public Review period and staff responses were discussed at the June 8, 2011 Client Relations Committee meeting. The Ban Policy was deferred for another time. Additional input from RAC regarding changes was requested. Commissioner Jones requested that RAC's legal representative contact him regarding their outstanding concerns, if any, by the June 21, 2011 Board meeting. After much discussion between the six (6) commissioners in attendance, the final vote was for the agenda item to be placed on the Business Agenda.

Community Input:

Staff discussed the proposed major changes in the HOP with resident presidents (in attendance) to solicit input on changes prior to the Public Review on March 14, 2011. An electronic copy of the draft document was sent out for Public Review and the proposed summary of changes provided to the CHA Board was sent to RAC on April 1, 2011. On April 15, 2011, a meeting was held to discuss the changes included in the draft Public Review document with the resident presidents. A second meeting with the resident presidents was completed on May 10, 2011. The Public Hearing was held on May 17, 2011. A third meeting was held on June 1, 2011 to review additional comments received at the Public Hearing and during the Public Review period from CHA's Board Commissioners on the Ban Policy.

Section 3/MWBE Consideration:

N/A

Funding:

None

Attachments:

Resolution

Summary of Proposed Policy Changes with Public Review Comments

**RESOLUTION
AUTHORIZE A REVISION OF “THE HOUSING OCCUPANY PLAN” (HOP)**

WHEREAS, a public hearing was held on May 17, 2011 to conclude the 45-day Public Review/Comment Period of the Charlotte Housing Authority’s Policies for the Housing Occupancy Plan (HOP);

WHEREAS, the Authority has proposed modifications to its Housing Occupancy Plan (HOP) to incorporate additional Moving Forward (MF) initiatives and compliance with HUD changes;

WHEREAS, on April 1, 2011, the entire policy with highlighted changes received to date were placed at the following locations: the main branch of the Public Library; City Hall, 1301 South Boulevard, Charlotte, NC 28203; 2600 Youngblood Street, Charlotte, NC 28203; and 135 Scaleybark Road, Charlotte, NC 28209 and at all property management offices; and

WHEREAS, major highlights of the proposed changes include:

1. **Eligibility/Admissions** - The eligibility criteria was modified to allow for all criminal screening (not just drug-related) of eviction history; modified local preferences to place disabled preference ahead of elderly in accordance with the approved Designated Housing Plan; and modified subsidy standards to allow separate bedrooms for minors with age difference is 8 years or greater, contingent on unit availability.
2. **Recertification Process** – Added the HUD requirement of past tenants debt into the HUD reporting; and the same criminal screening process and categories applies to both eligibility and recertification.
3. **Denials/Debts Owed/Complaints** - Clarified reasons for termination due to a difference in the public housing (guest actions are grounds for termination) and Section 8 programs (guest actions are not grounds for termination); added family obligation for requiring or maintaining active utilities in Housing Choice Voucher program; clarified that referral for fraud will result in termination, and default in a repayment agreement two (2) times may result in termination; and clarified informal hearing process in Chapter 20 applies to Section 8 only (Public Housing process is in Appendix B).
4. **Appendices – B: Grievance Policy** - Clarified timeframes for CHA action and/or resident response (i.e., if mailed - presumed receipt is three (3) business days after deposit in US Mail); **C: Transfer Policy** - updated to include domestic violence transfers, remove self-sufficiency transfers, and includes a priority for internal transfers; **O: Work Requirement Policy** - Modified sanctions/non-compliance periods to coincide with case management agreements; **P: Hardship Policy** - Added language to clarify that a resident can make multiple hardship requests; removed rent reform as a sole reason for hardship request; and clarified the allowed timeframes of specific remedies; **T: Reasonable Accommodation Policy** - moved from Chapter 1 to appendix for ease (no policy change); **U: Non-Smoking Building Policy** - New policy established based on LEED certification requirements to initially be implemented at renovated high-rises.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte (CHA) to authorize the Chief Executive Officer to revise the policies of the “The Housing Occupancy Plan (HOP)”.

RECORDING OFFICER’S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held June 21, 2011.

(SEAL)

BY: _____
Charles Woodyard
Secretary

Annual HOP Review

The proposed changes listed below were received from staff and resident presidents.
The public review period began April 1, 2011 and the public hearing is scheduled for the board meeting on May 17, 2011.

	OVERVIEW OF PROPOSED HOP CHANGES 2011	COMMENTS RECEIVED DURING PUBLIC REVIEW
Throughout the HOP	Typographical, grammatical and font issues were corrected.	Staff comments: Additional typographical, grammatical spacing and font issues were corrected.
Table of Contents	Changed: Updated to list all appendices, updated page numbers	
Chapter 1 STATEMENT OF POLICIES AND OBJECTIVES	Removed: Moved section regarding reasonable accommodations (it is now an appendix for easier access by participants/staff)	
Chapter 2 ELIGIBILITY FOR ADMISSIONS	Changed: Assisted housing eviction history will be related to all criminal history	Resident President Comments: Define Criminal Activity or other Criminal Activity Agreed to remove bullet E and add the CFR reference (24CFR 5.855) to A which will address items formerly listed in E.
Chapter 3 APPLYING FOR ADMISSIONS	Changed: Section 8 Voucher special program list, added Family Unification Program and VASH, removed predecessors.	
Chapter 4 ESTABLISHING PREFERENCES AND MAINTAINING THE WAIT LIST	Changed: Assisted housing eviction history will be related to all criminal history Changed: Local Preferences to match Designated Housing Plan and removed Work First preference, noted preferences apply to external applicants only	Resident President Comments: 1.) Define Criminal Activity or other Criminal Activity Agreed to add the CFR reference (24CFR 5.855) 2.) Can any household member qualify for the preference or only Head of Household? Staff recommendation is Head, Co-Head or Spouse unless otherwise indicated- disabled will be any family member.
Chapter 5 SUBSIDY STANDARDS	Added: Separate bedrooms may be allocated for minor children with significant age difference (greater than 8 years) (request from resident presidents)	Staff comments: Research completed supports this request, however, requests will be honored based on availability, if a unit is not available resident will be placed on over-housed/under-housed transfer list
Chapter 6 FACTORS RELATED TO TENANT RENT	Removed: Rent Reform Work Requirement section, since it is detailed in appendices (noted what appendices to refer	

DETERMINATION	to). Removed: Child care expense section to allow greater access to the deduction. Clarified: Minimum Rent is a monthly amount	
Chapter 7 VERIFICATION PROCEDURES	Added: Verification of Debts Owed (new HUD requirement) Added: Repeated information regarding criminal history screening requirements for ease of residents	Resident President Comments: 1.) Request to add CFR reference to page 100 Added CFR reference (24CFR 590; 24CFR 960.259) 2. Under Criminal History Screening, a.) where else does this appear in the HOP? page 46 b.) Can the last sentence be removed as it relates to termination? Removed addressed in termination chapter. c.) Why is a release required if it is public information? Due to the use of a third party company to gather the information.
Chapter 8 SECTION EIGHT VOUCHER ISSUANCE AND BRIEFINGS		
Chapter 9 PUBLIC HOUSING OCCUPANCY - LEASE	Added: Expanded extermination services requirements to include inspections and treatments, noting residents may be responsible for costs if non-compliant	Resident President Comments: 1.) Discussion around sick relatives needing to stay, guest policy allows 60 days, what happens after, can they be added to lease etc. Exceptions are listed on page 72 (added this note) which allows the addition of family member 2). Clarify sentence around what policies has CHA and RAC developed together Corrected statement to say "The CHA with some input from the Resident Advisory Council has developed policies included in this HOP...." 3.) Request to add CFR reference to page 145 which defines other criminal activity Added CFR reference (24 CFR 966.4)
Chapter 10 SECTION EIGHT REQUEST FOR TENANCY APPROVAL AND CONTRACT EXECUTION		
Chapter 11 INSPECTIONS	Clarification: Corrected the use of landlord/owner, based on how it is defined in the glossary.	Staff Comments: Clarified discrepancy regarding rent comparability between Chapter 11 and 12.
Chapter 12	Clarification: Corrected the use of	Staff Comments: Clarified discrepancy regarding rent comparability

SECTION EIGHT OWNER RENT, RENT REASONABLENESS, AND PAYMENT STANDARDS	landlord/owner based on how it is defined in the glossary.	between Chapter 11 and 12.
Chapter 13 RECERTIFICATIONS		
Chapter 14 SECTION EIGHT MOVES WITH CONTINUED ASSISTANCE – PORTABILITY	Added: Two additional requirements to be eligible for transfer/move	Legal Aid Comment: Is it permissible to add requirement of no previous moves in the past 24 months, given the nature of the program? Restriction removed.
Chapter 15 SECTION EIGHT CONTRACT TERMINATIONS		
Chapter 16 DENIAL OR TERMINATION OF ASSISTANCE	Changed: Clarified one termination reason due to a difference in the Tenant-Based Section 8 program and the public housing program (violations related to guest do not apply in the tenant-based Section 8 program). Added: A family obligation for Section 8 participants requiring active utilities	Resident President Comments: 1.) Define Criminal Activity or other Criminal Activity on page 209 Agreed to add the CFR reference (24CFR 5.855/24CFR 960.4) 2.) Will an applicant be required to have utilities in their name prior to occupancy? Clarification was added that applicant would need the ability to put utilities in their name.
Chapter 17 SECTION EIGHT OWNER DISAPPROVAL AND RESTRICTION		
Chapter 18 COMMUNITY BASED RENTAL ASSISTANCE PROGRAMS	Changed: Term HAP contract was modified to allow an initial term of up to 15 years. Removed: Termination section (added to Chapter 16)	
Chapter 19 DEBTS OWED TO THE	Changed: Clarified that a referral for Fraud to City/County or Federal authorities will	

CHA	also result in termination of assistance Added: Default on a repayment agreement two times may result in termination of assistance	
Chapter 20 COMPLAINTS AND APPEALS	Changed: Modified Informal Hearing process to note it applies to Section 8 participants only (Public Housing See Appendix B).	
Chapter 21 SPECIAL HOUSING TYPES		
Chapter 22 PROGRAM INTEGRITY		
Appendix A PUBLIC HOUSING COMMUNITIES	Changed: Updated to include new communities	
Appendix B GRIEVANCE POLICIES AND PROCEDURES	Changed: Significant changes made based on resident and staff feedback regarding the grievance process. Changes include: grievances being presented at the community office, being scheduled within 10 days, requiring resident panelists to be in good standing with CHA, modifications to the timeline for annual review of panelists, clarifying what a private hearing is, and waiver of grievance process if not submitted timely.	Resident President Comments: 1.) Can the main office be added back? Not all communities have offices open every day. Added back the authority's main office and should be addressed to the regional manager. 2.) Can the informal decision that is sent by mail be presumed received after post marked date? Agreed to "after written summary has been deposited in the US mail" . 3.) What does resident in good standing mean (in reference to resident panelist)? Recommend removing good standing and replacing with not under termination/eviction action and/or does not have a conference or lease violation in the past 6 months. 4.) Can RAC have an updated list of panelists, monthly? Panelist list is approved annually and will be presented prior to approval for comment and once approved by the board of directors. 5.) Can a training section be added which includes legal aid? CHA shall provide appropriate training to all members of the pool. Legal aid may coordinate with CHA to participate in the training. 6.) Explain necessary parties as it relates to a hearing. Parties required by CHA or resident to prove their case 7.) Failure to appear language should be added to pg. 299 C Added

		<p>language 8.) Should information from a prior hearing be used? Information from prior years can be used. Yes, if relevant to the case especially when showing a pattern of behavior. 9.) What discretionary manner would it be used? Explained. This is up to the panel to consider the weight and relevancy of prior history. 10.) A written decision is not always received by the 10th day, why? The policy states the panel prepares a written decision within 10 days, not the decision is mailed and received within 10 days. B. Can the panel reconvene within the 10 days to review a decision/case? Yes, if they so choose. C. Can we add the timeframe for mail and receipt of the decision? Added decision will be mailed within 3 business days of receipt from the panel and is presumed received the third (3rd) business day after it is deposited in the U.S. Mail. 11.) Can the timeframe for eviction be 10th day after presumed receipt of decision? Agreed. 12.) Under binding effect, who determines if a case is presented to the board? Can a resident make the request? Added language stating a resident or staff may make a request. 13.) Can we add language to the grievance request form or provide a copy of the grievance policy to residents to ensure they understand the entire policy? Residents are provided a copy of the policy at move-in. However, we are adding language to the grievance request form reminding residents of the policy location and how they can obtain another copy. 14.) Can we add if the resident does not request the hearing within the time allowed without good cause? Declined. Residents have 10 days from receipt of the grievance letter to make the request which staff believes is adequate time.</p>
<p>Appendix C PUBLIC HOUSING TRANSFER POLICY</p>	<p>Changed: To add domestic violence transfers, remove self-sufficiency transfers, and include order of priority for internal transfers.</p>	<p>Resident President Comments: 1.) Order/structure is confusing Added language and numbering clarifying structure. 2.) Can there be an alternate to refusal of a unit other than termination? If the resident refuses to move and is subsequently terminated, they have the right to request a grievance hearing and present their case. The grievance panel would have the option to rescind the termination. 3.) Request to remove proposed shortened timeframes. Agreed to compromise on the timeframes (ex: originally 14 days, proposed was 7 days, agreed</p>

<p>Appendix D PUBLIC HOUSING USE OF COMMON AREAS POLICY</p>	<p>Changed: Updated to allow the non-refundable part of the damage deposit to go the resident association for all reservations, and not just after hours' reservations (resident president request).</p>	<p>to 10 days). 4.) Can we add reference to fire policy? Agreed. Resident President Comments: 1.) Request to lower coverage amount from \$5 million. Discussion added language stating insurance requirements will be reviewed on a case by case basis. 2.) Can the \$25 dollar non-refundable fee go the resident association always (not just after hours events)? Agreed. 3.) What is the city code reference for the noise ordinance? Added City Code Reference (Chapter 15 Article 3)</p>
<p>Appendix E PUBLIC HOUSING MOTOR VEHICLE POLICY & PROCEDURE</p>	<p>Changed: Updated to include revised city code reference and city code as an attachment. Also added ability to ban a visitor or guest who repeatedly violated the parking policy.</p>	<p>Resident President Comments: 1.) Can we restrict big rigs/trucks not on lease? Added a clause to address. 2.) City code says towing in 7 days, policy says 24 hours? Clarified City code definitions <u>only</u> are adopted. Staff Clarified: Provision regarding towing in 2 sections</p>
<p>Appendix F PUBLIC HOUSING COMMUNITY APPEARANCE POLICIES & PROCEDURES</p>	<p>Changed: It applies to all CHA managed communities, updated window treatments section as well as satellite section (to conform to Appendix K).</p>	<p>Resident President Comments: Leave-in (and in yards) (relative to storage of outdoor equipment) Agreed to leave-in yards adding, within 10 feet of your dwelling unit.</p>
<p>Appendix G PUBLIC HOUSING HOUSEKEEPING POLICIES AND PROCEDURES</p>	<p>Changed: Updated titles and form names, and added reference to resident handbook</p>	<p>Resident President Comments: 1.) When is unacceptable housekeeping determined? After the 30-day re-inspection was failed. 2.) Can the repeat offenders section be modified? Changed language to state 2 consecutive inspections failed or 2 failed in 12 months could result in Lease termination.</p>
<p>Appendix H PUBLIC HOUSING PET POLICY</p>	<p>Changed: Name incorrectly stated: it applied to elderly disabled communities, but applied to all PHA communities, clarified restricted breeds, and increased allowable weight to 30 pounds.</p>	<p>Resident President Comments: Discussion around the amount of the pet deposit. Many suggestions given from \$150- \$1000. Consensus ended with a reduction to \$500, \$150 of which remains non-refundable. Public Hearing Comments: Request to lower the pet deposit; it is more than most residents rent.</p>
<p>Appendix I PUBLIC HOUSING FIRE POLICY</p>	<p>Changed: Updated titles, remove 2 fires in 12 months (just 2 fires)</p>	<p>Resident President Comments: leave-in 12 months Agreement reached to use 36 months.</p>
<p>Appendix J LIMITED ACCESS AND BANNING POLICY AND</p>	<p>Added: Last Amend May 18, 2010.</p>	<p>Commissioner Comments: 1.) Remove Change to title Agreed. 2.) Add... while permitting constitutionally-protected expression <u>and association</u> Agreed 3.) Add in Section 1...and legitimate guest and</p>

<p>PROCEDURES</p>	<p>visitors <u>unless they are banned for prior reasons</u> Agreed 4.) Remove last sentence of Section 3 Agreed 5.) Add in Section 4.1 ...guest of CHA tenants <u>unless you have been banned</u> Agreed 6.) Add in Section 4.2.4 ...and other <u>public display of disorderly, lewd or lascivious conduct...</u> Agreed 7.) Section 4.2.6 Is too vague, can this be better defined Staff discussed and believes the section defines loitering already and no further definition is needed. 8.) Section 4.2.7 define significant, again too vague Added Significant (including but not limited to repeated violations, bulk trash, dumping, etc)... 9.) Add in Section 4.2.9Gang-related activity <u>on or within one mile of CHA property</u> Added with modification 10.) Add in Section 4.2.10...personal property of the CHA <u>or CHA tenants,</u> and others; Agreed 11.) Explain the reason for 4.2.11 Allows CHA to hold people aiding and abiding a minor accountable 12.) Section 5 structure is confusing/doesn't flow Modified structure and relocated a paragraph earlier in the section to improve flow. 13.) Section 5.3, if the notice of banning is mail, is it sent certified or with delivery confirmation No, it is not necessary. 14.) How is the incident which necessitated a ban documented? The ban form is under modification to document the specific reason for the ban, similar to an incident report 15.) Add in Section 5.4 at the end: <u>Tenant must get actual notice for each person banned prior to lease violation- unless it is known that the resident knew the person was banned.</u> Added with modification 16.) Add in Section 6. at the end <u>Any modifications to ban should be listed in the list.</u> Agreed 17.) Can the ban list be purged automatically? No. However, language regarding the timeframe of the ban was clarified including the addition of: Unless otherwise stated, you will remain banned from CHA properties until a written request for appeal is submitted and the ban is lifted in accordance with the procedures outlined below. 18.) How will these recommendations be shared with RAC? Responded to by staff? And communicated to the CHA Board? A final meeting was held with RAC on 6/1/2011 to cover any additional public hearing comments not previously reviewed including the ban policy comments. These comments and responses are</p>
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		outlined in the summary of changes which is provided to RAC and the CHA Board of Commissioners.
Appendix K PUBLIC HOUSING SATELLITE DISH OR ANTENNA POLICY	Added: Last Amend July 9, 2009	
Appendix L PUBLIC HOUSING SAMPLE LEASE		
Appendix M PUBLIC SCHOOL TRUANCY POLICY	Added: Last Amend July 9, 2009 Changed: Age group to 7 through 15 consistently throughout	
Appendix N: RENT REFORM POLICY	Added: Last Amend September 21, 2010; minimum rent is a per month amount	Public Hearing Comments: Continued increases to the minimum rent are creating greater hardships for residents Research is being complied to determine the number of minimum rent evictions at each stage of minimum rent
Appendix O WORK REQUIREMENT POLICY	Changed: Modified sanctions/non-compliance periods to coincide with case management non-compliance periods	
Appendix P HARDSHIP POLICY	Changed: Request period to 14 days; removed rent reform eligibility requirement (since conversion is complete); clarified timeframes of remedies.	Resident President Comments: 1.) Why have a request period? Is it within the regulations? To ensure the process has time to work. The CFR states “the PHA must suspend the minimum rent requirement beginning the month following the family's request for a hardship exemption”. Agree to remove the change to 14 days and revert back to 30 days. 2.) Managers should explain the hardship policy to each resident before they file for eviction. Agreed to additional manager training on the hardship policy from the Regional Managers with an invitation to RAC to attend/participate. Additional language regarding the hardship policy and ability to request a hardship will be added to the notice of termination due to non-payment of rent. 3.) Long term waiver of minimum rent as long as they are qualified. Agreed to add language that reinforces residents’ ability to request a hardship multiple times, so if after 12 months the hardship still exists and they still qualify, they make a request to continue the hardship.

		Public Hearing Comments: Hardship suspension just creates additional hardship, does not help. Many residents have successfully used the hardship suspension (which is just one type of hardship) to get back on their feet from unexpected events. Others have used the suspension to attempt to gain income and when unsuccessful have obtained assistance from an outside agency for up to 4 months at a time (rather than worrying about it every month for 4 months).
Appendix Q SECTION 8 HQS INSPECTION FORM		
Appendix R SECTION 8 SAMPLE VOUCHER		
Appendix S SECTION 8 HAP CONTRACT		
Appendix T REASONABLE ACCOMODATION POLICY	Added: New reasonable accommodation policy (formally in Chapter 1), Changed: former Appendix T (acronyms list) is now Appendix U	
Appendix U NON-SMOKING BUILDING POLICY	Added: New non-smoking building policy Changed: former Appendix U (acronyms list) is now Appendix V	
Appendix V ACRONYMS	Changed: Acronyms list (was Appendix T)	
Appendix W GLOSSARY	Changed: Glossary (was Appendix U) Added: Serious (resident president request), Sporadic Income, Temporary Income and Visitors	

General Public Hearing Comments: Additional information needed in policy to address couch homelessness/ long term family member guests/ addition of family members. Clarification was added in Chapter 9 to address this to the best of our ability. Unfortunately, due to the nature of rent being based on household income it is imperative we track all persons staying in the unit, so their income can be counted.

9.B Budget Amendment: 2009 American Recovery and Reinvestment Act (ARRA) Capital Fund Formula Grant

<p>Action: Approve a Resolution to amend the 2009 ARRA Capital Fund Formula Grant to reallocate expenditures within the grant. (Last amended by Resolution No. 1885)</p>

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority’s Long-Term financial viability.

Background/Policy Framework:

In 2009, HUD announced an award of \$2.985 billion in ARRA Capital Fund Formula Grant amounts calculated in accordance with the 2008 Capital Fund formula. CHA was allocated \$7,508,295 under the ARRA. These funds have been invested in energy efficient modernization and renovation of housing units across our numerous sites. These funds have also been invested in the demolition of Boulevard Homes and the relocation of the families who lived there.

Explanation:

This amendment reallocates expenditures in the 2009 ARRA Capital Fund Formula Grant. The Demolition line item will be increased by \$150,000 and the Relocation line item will be decreased by \$150,000. The purpose for this amendment is to utilize ARRA funding first. Staff will then utilize MTW funding in the Boulevard Capital Project for the relocation of families when revitalization efforts are completed and the original Boulevard families are returned to the site.

Also in this amendment, staff is requesting to increase Site improvements and decrease Dwelling Structures by \$11,328 to reallocate expenditures.

Exhibit A shows increases in Site Improvements (\$11,328) and Demolition (\$150,000) and decreases in Dwelling Structures (\$11,328) and Relocation Costs (\$150,000).

Committee Discussion:

The Finance and Audit Committee meeting was canceled. This item will be discussed on the business agenda at the regular board meeting on June 21, 2011.

Funding:

ARRA Formula Grant

Attachments:

Resolution
Exhibit A to Resolution

RESOLUTION

**TO AMEND THE 2009 ARRA CAPITAL FUND FORMULA GRANT TO
REALLOCATE EXPENDITURES WITHIN THE GRANT.
(LAST AMENDED BY RESOLUTION NO. 1885)**

WHEREAS, Exhibit A shows increases in Site Improvements (\$11,328) and Demolition (\$150,000) and decreases in Dwelling Structures (\$11,328) and Relocation Costs (\$150,000);

WHEREAS, the Board of Commissioners authorizes the proposed uses of the funds in accordance with the 2009 American Recovery and Reinvestment Act (ARRA) Capital Fund Formula Grant attached hereto as Exhibit A;

WHEREAS, all regulatory and statutory requirements have been met; and

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures of the project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution for the, ARRA Capital Fund Formula Grant attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that 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 are 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 \$100,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a meeting held June 21, 2011.

BY: _____
Charles Woodyard, CEO
Secretary

**2009 ARRA CAPITAL FUND GRANT
RESOLUTION**

EXHIBIT A

			Amended
	2009 ARRA CAPITAL FUND GRANT PUBLIC HOUSING	BUDGET REVISIONS	2009 ARRA CAPITAL FUND GRANT PUBLIC HOUSING
REVENUE from HUD	7,508,295	0	7,508,295
ADMINISTRATION	750,829	0	750,829
FEES AND COSTS	228,721	0	228,721
SITE IMPROVEMENTS	2,257,130	11,328	2,268,458
DWELLING STRUCTURES	1,248,309	(11,328)	1,236,981
DWELLING EQUIPMENT - NONEXPENDABLE	166,485	0	166,485
NONDWELLING STRUCTURES	420,895	0	420,895
DEMOLITION	1,240,000	150,000	1,390,000
RELOCATION COSTS	1,195,926	(150,000)	1,045,926
TOTAL OF GRANT	7,508,295	0	7,508,295

9.C Budget Amendment: Administration Program Budget

Action: Approve a Resolution to amend the Administration Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012. (Last amended by Resolution No. 1933).

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long- Term Financial Viability

Background/Policy Framework:

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

Explanation:

In Resolution No.1855, funds were appropriated to assist in the payment of security deposits for those tenants being relocated at Boulevard Homes. The amount to be re-appropriated for this purpose is \$4,000.

Additionally, the Strawn Master Plan is for the redevelopment of Strawn Towers and involves engaging a development advisor (Axiom) to provide services and consultation through the redevelopment process. These funds should be re-appropriated in the amount of \$27,993 to cover the active Rezoning and Master Planning Contract with Axiom.

At the asset management projects, some of the projects were not completed in the last fiscal year. Attachment A shows the amounts per site that should be appropriated to complete those projects. The total amount of the appropriation is \$373,670.

The re-appropriation of funds for capital projects is shown below.

Edwin Towers Renovation Capital Project	\$ 476,820
Robinsdale Renovation Capital Project	1,289,758
Wallace Woods Capital Project	<u>1,819,613</u>
Total	\$3,586,191

The attached Exhibit A shows the re-appropriation of fund balance in the amount of \$3,991,854. Of this amount \$3,963,861 is from MTW and \$27,993 is from the Central Office Cost Center. The expenditures are shown in the:

1. Operating Costs (\$31,993) for the security deposits for those tenants being relocated at Boulevard Homes (\$4,000) and Strawn Master Plan (\$27,993);

2. Operating Transfers Out - Public Housing (\$373,670) for capital projects and improvements at the asset management projects; and
3. Operating Transfer Out - Capital Projects (\$3,586,191) for major capital projects.

Committee Discussion:

The Finance and Audit Committee meeting was canceled. This item will be discussed on the business agenda at the regular board meeting on June 21, 2011.

Funding:

MTW funding

Attachments:

Resolution

Exhibit A to Resolution

Attachment A

RESOLUTION

**TO AMEND THE ADMINISTRATION PROGRAM BUDGET FOR
THE RE-APPROPRIATION OF FUNDS FOR THE FISCAL YEAR
ENDING MARCH 31, 2012.
(LAST AMENDED BY RESOLUTION NO. 1933).**

WHEREAS, the attached Exhibit A shows the re-appropriation of fund balance in the amount of \$3,991,854. The expenditures are shown in the: Operating Costs (\$31,993) for the security deposits for those tenants being relocated at Boulevard Homes (\$4,000) and Strawn Master Plan (\$27,993); Operating Transfers Out - Public Housing (\$373,670) for capital projects and improvements at the asset management projects; and Operating Transfer Out - Capital Projects (\$3,586,191) for major capital projects.

WHEREAS, the Board of Commissioners authorizes the proposed uses of the funds in accordance with the Administration Program Budget attached hereto as Exhibit A;

WHEREAS, all regulatory and statutory requirements have been met; and

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures of the project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution for the, Administration Program Budget attached hereto as Exhibit A

THEREFORE, BE IT ALSO RESOLVED that 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 are 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.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a meeting held June 21, 2011.

BY: _____
Charles Woodyard, CEO
Secretary

Resolution

EXHIBIT A

REVENUE:	April 2011 - March 2012 ADMINISTRATION	REVISION	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	1,859,463		1,859,463
Section 8 Fees	1,218,282		1,218,282
MTW Funds	1,070,641		1,070,641
Other Revenue	845,679		845,679
Public Housing Fees	794,767		794,767
City Relocation Program Income	606,847		606,847
Maintenance Operations	537,418		537,418
Capital Fund Fees	518,502		518,502
Horizon Fees	342,117		342,117
CFRC Management Fee	200,304		200,304
ARRA Management Fee	160,000		160,000
Non-Dwelling Rents	82,226		82,226
TOTAL REVENUE:	8,236,246	-	8,236,246
OTHER SOURCES			
Fund Balance Appropriated-COCC	214,886	27,993	242,879
Fund Balance Appropriated-MTW Funds	4,921,079	3,963,861	8,884,940
TOTAL OTHER SOURCES	5,135,965	3,991,854	9,127,819
TOTAL REVENUE AND OTHER SOURCES	13,372,211	3,991,854	17,364,065
EXPENDITURES:			
Salaries/Benefits	4,161,182		4,161,182
Operating Costs	7,652,791	31,993	7,684,784
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	12,004,136	31,993	12,036,129
Other Uses			
Operating Transfers-Out Public Housing	1,368,075	373,670	1,741,745
Operating Transfers-Capital Projects		3,586,191	3,586,191
Total Other uses	1,368,075	3,959,861	5,327,936
TOTAL EXPENDITURES AND OTHER USES	13,372,211	3,991,854	17,364,065

Attachment A

Fund Re-Appropriation for Asset Management
Projects

SITE	Re-Appropriation Amount
Claremont	\$ 8,168
Gladedale	29,400
Hall House	81,330
Mallard Ridge	21,148
Meadow Oaks	7,294
Parketown	88,773
Savanna Woods	125,532
Tall Oaks	12,025
Totals	\$ 373,670

9.D Budget Amendment: Field Operations Program Budget

Action: Approve a Resolution to amend the Field Operations Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012. (Last amended by Resolution No. 1935)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long- Term Financial Viability

Background/Policy Framework:

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these project in the next fiscal year, funds must be re-appropriated.

Explanation:

In Resolution No. 1857, staff re-appropriated \$39,500 for legal services and other financing costs for Live Oak Multifamily. Staff would like to re-appropriate \$39,500 for the same purposes.

Also in Resolution No. 1857, staff re-appropriated \$314,493 for the Seneca Woods Capital Project. Staff would like to re-appropriate \$245,883 for the same purpose.

At the asset management projects, some of the projects were not completed in the last fiscal year. Attachment A shows the amounts per site that is needed to complete those projects. The total cost is \$373,670.

In Exhibit A, Fund Balance Appropriated- Land Sale Proceeds (\$285,383) is utilized for Live Oak Multifamily (\$39,500) activities and Seneca Woods Capital Project (245,883). The Operating Transfer In- MTW line item shows funding in the amount of \$373,670 for projects at various sites. The corresponding expenditures are shown in the Operating Costs line item in the amount of \$413,170 and Loans to Others \$245,883.

Committee Discussion:

The Finance and Audit Committee meeting was canceled. This item will be discussed on the business agenda at the regular board meeting on June 21, 2011.

Funding:

Fund Balance Appropriated – Land Sale Proceeds
MTW funding

Attachments:
Resolution
Exhibit A to Resolution
Attachment A

RESOLUTION
TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR THE
RE-APPROPRIATION OF FUNDS FOR THE FISCAL YEAR ENDING MARCH
31, 2012. (LAST AMENDED RESOLUTION NO. 1935)

WHEREAS, in Exhibit A Fund Balance Appropriated- Land Sale Proceeds (\$285,383) is utilized for Live Oak Multifamily (\$39,500) activities and Seneca Woods Capital Project (245,883). The Operating Transfer In- MTW line item shows funding in the amount of \$373,670 for projects at various sites. The corresponding expenditures are shown in the Operating Costs line item in the amount of \$413,170 and Loans to Others \$245,883;

WHEREAS, the Board of Commissioners is reviewing and approving the components of the Asset Management Project Budget at the Project level but adopting the Asset Management Project Budget in total as the budgetary compliance level;

WHEREAS, all regulatory and statutory requirements have been met;

WHEREAS, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program for serving low-income families;

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures;

WHEREAS, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of law;

WHEREAS, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

WHEREAS, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

WHEREAS, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

WHEREAS, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or

use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation; and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

WHEREAS, no person in the Authority holds more than one position, and no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions.

WHEREAS, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to amend Field Operation Program budget for fiscal year ending March 31, 2012; attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that 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 are 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.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Charles Woodyard
Secretary

RESOLUTION

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,297,826		67,297,826
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	752,897		752,897
Capital/CFRC Fees	718,807		718,807
Social Services Fees	601,550		601,550
City Relocation Program Income	569,608		569,608
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
ROSS Grant Revenue	262,957		262,957
Restricted Donation	3,500,000		3,500,000
TOTAL REVENUE:	89,878,452	-	89,878,452
Other Sources			
Fund Balance Appropriated-Land Sale Proceeds		285,383	285,383
Operating Transfer In -MTW	1,368,075	373,670	1,741,745
Total Other Sources	1,368,075	659,053	2,027,128
TOTAL REVENUE AND OTHER SOURCES	91,246,527	659,053	91,905,580
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	71,764,948	413,170	72,178,118
Utilities	4,377,676		4,377,676
Capitalized Items	351,094		351,094
Total Operating Expenditures	87,746,527	413,170	88,159,697
Other Uses:			
Special Items:	3,500,000		3,500,000
Loans To Others		245,883	245,883
Total Other Uses	3,500,000	245,883	3,745,883
TOTAL EXPENDITURES:	91,246,527	659,053	91,905,580

Attachment A

Fund Re-Appropriation for Asset Management
Projects

SITE	Re-Appropriation Amount
Claremont	\$ 8,168
Gladedale	29,400
Hall House	81,330
Mallard Ridge	21,148
Meadow Oaks	7,294
Parketown	88,773
Savanna Woods	125,532
Tall Oaks	12,025
Totals	\$ 373,670

9.E Budget Amendment: Real Estate Program Budget

Action: Approve a Resolution to amend the Real Estate Program Budget for the reallocation of expenditures for the fiscal year ending March 31, 2012. (Adopted by Resolution No. 1919)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority’s Long- Term Financial Viability

Background/Policy Framework:

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-allocated.

Explanation:

Real Estate Capital Projects where funds should be re-allocated are listed below.

Woodlawn House Apartments Capital Project	\$3,829,657
Charlottetown Terrace CFRC Develop. Project	3,093,891
Boulevard Capital Project	3,300,000
Hampton Creste Development Project	1,875,826
The Lofts at Seigle Point Capital Project	4,122,856
Moore Place	1,700,000
McCreesh Place	599,833
McMullen Woods Apartments Capital Project	<u>1,107,357</u>
Total	\$19,629,420

Exhibit A shows a decrease of expenditures in the amount of (\$19,629,420) from Capital Outlay. Funds in the amount of \$17,329,587 for (Woodlawn \$3,829,657; Charlottetown \$3,093,891; Boulevard \$3,300,000; Hampton Creste \$1,875,826; Lofts at Seigle \$4,122,856; and McMullen Woods \$1,107,357) are shown in the Operating Transfer Out-Capital Projects line item. Funds in the amount of \$2,299,833 for (Moore Place \$1,700,000 and McCreesh Place \$599,833) are shown in Loans To Others.

Committee Discussion:

The Finance and Audit Committee meeting was canceled. This item will be discussed on the business agenda at the regular board meeting on June 21, 2011.

Funding:
MTW funding

Attachments:
Resolution
Exhibit A for Resolution

RESOLUTION

TO AMEND THE REAL ESTATE PROGRAM BUDGET FOR THE REALLOCATION OF EXPENDITURES FOR THE FISCAL YEAR ENDING MARCH 31, 2012. (ADOPTED BY RESOLUTION NO. 1919).

WHEREAS, the attached Exhibit A decrease of expenditures in the amount of (\$19,629,420) from Capital Outlay. Funds in the amount of \$17,329,587 for (Woodlawn \$3,829,657; Charlottetown \$3,093,891; Boulevard \$3,300,000; Hampton Creste \$1,875,826; Lofts at Seigle \$4,122,856; and McMullen Woods \$1,107,357) are shown in the Operating Transfer Out- Capital Projects line item. Funds in the amount of \$2,299,833 for (Moore Place \$1,700,000 and McCreesh Place \$599,833) are shown in Loans To Others.

WHEREAS, the Board of Commissioners authorizes the proposed uses of the funds in accordance with the Administration Program Budget attached hereto as Exhibit A;

WHEREAS, all regulatory and statutory requirements have been met; and

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures of the project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution for the, Real Estate Program Budget attached hereto as Exhibit A

THEREFORE, BE IT ALSO RESOLVED that 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 are 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.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a meeting held June 21, 2011.

BY: _____
Charles Woodyard, CEO
Secretary

Resolution

Exhibit A

REVENUE:	April 2011 - March 2012 REAL ESTATE	REVISION	April 2011 - March 2012 REAL ESTATE
Operating Transfer In - MTW	24,535,573		24,535,573
Developer Fee Earned	1,841,371		1,841,371
Other Revenue	352,070		352,070
TOTAL REVENUE:	26,729,014		26,729,014
EXPENDITURES:			
Salaries/Benefits	1,361,779		1,361,779
Operating Costs	831,662		831,662
Capital Outlay	24,535,573	(19,629,420)	4,906,153
Other Uses:			
Operating Transfer Out- Capital Projects		17,329,587	17,329,587
Loans To Others		2,299,833	2,299,833
Total Other Uses		19,629,420	19,629,420
TOTAL EXPENDITURES AND OTHER USES:	26,729,014	-	26,729,014

9.F Renewal Authorization for Banking Depository Agreements

Action: Approve the Renewal of Banking Depository Agreements and Designation as Official Depositories for Fifth Third Bank, Paragon Commercial Bank, First Trust Bank, Mechanics and Farmers Bank, Bank of America, Wells Fargo (formerly Wachovia), Self-Help Credit Union, Carolina Premiere Bank, Capital Bank, SunTrust Bank, Branch Banking and Trust, and First Citizens Bank.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

Strategic Goal: Ensure the Authority’s long-term financial viability.

Background/Policy Framework:

In December 2007 the Housing Authority published an RFP for banking services with one main provider. The result of that process was a Service Contract awarded to First Charter Bank/Fifth Third Bank by the Board. From time to time, the Housing Authority also places money in CD’s and other accounts with area banks.

Explanation:

The Board is asked to renew their authorization for staff to establish and maintain bank accounts with Fifth Third Bank during the normal course of business as needed and in compliance with the Service Contract Agreement, and to maintain accounts with the other stated banks as needed. This action is necessary in order to maintain appropriate audit trails in conjunction with the banking services contract.

HUD PIH Notice 2002-13 requires that the Housing Authority have a Banking Depository Agreement with all banks utilized and NCGS 159-31 requires that the governing board designate official depositories. With this item the Board will be giving approval of both renewals required in a single formal action.

Committee Discussion:

The Finance and Audit Committee meeting was canceled. This item will be discussed on the business agenda at the regular board meeting on June 21, 2011.

Community Input:

Not Applicable

Summary of Bids:

None

Section 3/MWBE Consideration:

None

Funding:

None

Attachment:

Resolution

RESOLUTION

APPROVE THE RENEWAL OF BANKING DEPOSITORY AGREEMENTS AND DESIGNATION AS OFFICIAL DEPOSITORIES FOR FIFTH THIRD BANK, PARAGON COMMERCIAL BANK, FIRST TRUST BANK, MECHANICS AND FARMERS BANK, BANK OF AMERICA, WELLS FARGO (FORMERLY WACHOVIA), SELF-HELP CREDIT UNION, CAROLINA PREMIERE BANK, CAPITAL BANK, SUNTRUST BANK, BRANCH BANKING AND TRUST, AND FIRST CITIZENS BANK

WHEREAS, the U.S. Department of Housing and Urban Development requires that Housing Authorities have a Banking Depository Agreement with all banks utilized, and

WHEREAS, North Carolina General Statute 159-31 requires that the governing board designate official depositories, and

WHEREAS, the Renewal of Banking Depository Agreements and Designation as Official Depositories for Fifth Third Bank, Paragon Commercial Bank, First Trust Bank, Mechanics & Farmers Bank, Bank of America, Wells Fargo (formerly Wachovia), Self-Help Credit Union, Carolina Premiere Bank, Capital Bank, SunTrust Bank, Branch Banking and Trust, and First Citizens Bank has been submitted to the Board of Commissioners, and

WHEREAS, the Board of Commissioners is required to approve the Renewal of Banking Depository Agreements and Designation as Official Depositories for Fifth Third Bank, Paragon Commercial Bank, First Trust Bank, Mechanics & Farmers Bank, Bank of America, Wells Fargo (formerly Wachovia), Self-Help Credit Union, Carolina Premiere Bank, Capital Bank, SunTrust Bank, Branch Banking and Trust, and First Citizens Bank for the Housing Authority of the City of Charlotte, NC.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Charlotte does hereby approve the Renewal of Banking Depository Agreements and Designation as Official Depositories for Fifth Third Bank, Paragon Commercial Bank, First Trust Bank, Mechanics & Farmers Bank, Bank of America, Wachovia, Self-Help Credit Union, Caroline Premiere Bank, SunTrust Bank, Branch Banking and Trust, and First Citizens Bank.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Charles Woodyard
Secretary

9.G Authorize a CHA MTW Loan for Strawn Tower and Parktowne Terrace Development Projects Budget Amendment: Real Estate Program Budget

Action:	Approve a Resolution to Amend the Real Estate Program Budget in the Amount of \$2,250,000 for the Fiscal Year Ending March 31, 2012. (Last Adopted by Resolution No. 1919)
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Staff Resource: Chris Squier and Ralph Staley

Strategic Business: Real Estate, Finance and Administration

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate;
Ensure the Authority’s Long-Term Financial Viability

Background/Policy Framework:

In June 2009, the Board approved a CHA MTW loan to Horizon Development Properties, Inc. in the amount of \$4,000,000 to finance and rehabilitate Strawn Tower.

In August 2009, the Board approved a CHA MTW loan to Horizon Development Properties, Inc. in the amount of \$5,000,000 to finance and rehabilitate Parktowne Terrace.

In September 2009, the Board approved an acceptance of a CHA MTW loan to Horizon Development Properties, Inc. in the amount of \$630,000 for predevelopment activity for Strawn Tower (\$265,000), Charlottetown Terrace (\$320,000) and Parktowne Terrace (\$245,000).

At this time, the estimated development budgets for Strawn Tower and Parktowne Terrace are \$20,248,876 and \$19,248,759, respectively. However, these budgets have not been submitted to the Board for approval.

Explanation:

This is an administrative amendment to allow the expenditure of committed funds. Staff is recommending that the Real Estate Program Budget be amended by \$2,250,000. Of this amount, \$129,342 will be re-appropriated funds. Staff is requesting this funding to cover the costs of preconstruction and development activities associated with the Parktowne Terrace and Strawn Towers Development Projects. Due to the uncertainty of potential impact of HUD’s capital fund reduction, staff cannot submit a final budget.

Exhibit A shows a reallocation of expenditures from Capital Outlay to Loans to Others in the amount of \$2,250,000.

Committee Discussion:

This item will be discussed at the Board meeting as a business agenda item on June 21, 2011.

Funding:

MTW funding

Attachments:

Resolution

Exhibit A for Resolution

RESOLUTION

TO AUTHORIZE CHA TO MAKE A MTW LOAN IN THE AMOUNT OF \$2,250,000 TO HORIZON DEVELOPMENT PROPERTIES, INC. FOR THE PURPOSE OF PRECONSTRUCTION AND PREDEVELOPMENT ACTIVITIES

WHEREAS, Horizon Development Properties, Inc. (“Horizon”), intends to substantially rehabilitate Strawn Tower and Parktowne Terrace;

WHEREAS, the Charlotte Housing Authority (“CHA”) will continue to facilitate the inclusion of public housing units at these aforementioned properties;

WHEREAS, CHA intends to loan Horizon Development Properties, Inc. to fund predevelopment costs in the amount of \$2,250,000.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte on the 21st day of June 2011 that:

The CHA Board will authorize a MTW loan of \$2,250,000 to Horizon Development Properties, Inc. (Horizon) for preconstruction and predevelopment activities for the substantial rehabilitation of Strawn Tower and Parktowne Terrace.

RECORDING OFFICER’S CERTIFICATION

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held June 21, 2011.

(SEAL)

BY: _____
Charles Woodyard
Secretary

Resolution

Exhibit A

REVENUE:	April 2011 - March 2012 REAL ESTATE	REVISION	April 2011 - March 2012 REAL ESTATE
Operating Transfer In - MTW	24,535,573		24,535,573
Developer Fee Earned	1,841,371		1,841,371
Other Revenue	352,070		352,070
TOTAL REVENUE:	26,729,014		26,729,014
EXPENDITURES:			
Salaries/Benefits	1,361,779		1,361,779
Operating Costs	831,662		831,662
Capital Outlay	4,906,153	(2,250,000)	2,656,153
Other Uses:			
Operating Transfer Out- Capital Projects	17,329,587		17,329,587
Loans To Others	2,299,833	2,250,000	4,549,833
Total Other Uses	19,629,420	2,250,000	21,879,420
TOTAL EXPENDITURES AND OTHER USES:	26,729,014	-	26,729,014

9.H Approve Procurement Contract: Phase II Architectural and Engineering/Design Services for 400 East Blvd- Fryday and Doyne

Action: Approve a Resolution to Authorize the CEO to Negotiate and Award A Procurement Contract for Phase II, Architectural Engineering and Design Services for 400 East Blvd with Fryday and Doyne.

Staff Resource: Ralph Staley/Steve Lamphere/Chris Squier

Strategic Business: Finance and Administration/Real Estate Development

Strategic Goal: Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

On June 15, 2010, the CHA Board of Commissioners approved the final update to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions exceeding 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	New Construction and Substantial Rehabilitation Contracts.
\$50,000	Professional 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.

Explanation:

The contract with Fryday and Doyne for Architectural and Engineering and Design services at 400 East Boulevard requires Board approval to proceed with the following:

- On March 15, 2011, the Board approved the selection of Fryday and Doyne for Phase I architectural and engineering and space planning services as well as the commitment of \$21,200 (which included a contingency of 10%).
- Phase I consisted primarily of work involved in space planning to develop schematic drawings as well as a LEED certification checklist and costs and schedule projections. In addition, a detailed scope of work for Phase II construction services are included in the work involved in Phase I.

- Phase II Architectural and Engineering & Design will primarily consist of the work involved to produce and develop permit construction documents.
- The RFP for the project established that if the architect selected performed satisfactorily during the Phase I portion, then staff could directly negotiate a contract with that firm for phase II and start work immediately without sending out another FRP. Fryday and Doyne have performed satisfactorily on the Phase I phase and has submitted most of the required deliverables associated with Phase I. Those deliverables not yet completed are forthcoming shortly and were due to CHA's delay in providing the necessary information to the architect.
- Fryday and Doyne indicated an estimated fee of 3 – 3.2% in its proposal; however, as the scope has become better identified and clarified, the fee percentage may increase.
- Additionally, Fryday and Doyne is performing satisfactorily on meeting CHA's goals for M/WBE and Section 3.

Staff recommends award of the contract to Fryday and Doyne, which will include a 10% contingency, for this project.

Committee Discussion:

A discussion took place at the June 8, 2011 Development Committee meeting. Members of the Committee expressed a desire to review the schematic drawings prior to making a recommendation to the Board on this request. Staff was requested to provide copies of the schematic drawings to Committee members prior to the June 21, 2011 Board of Commissioners meeting.

Summary of Bids:

N/A

Section 3/MWBE Consideration:

Section 3: 3%

MWBE: 20%

Funding:

MTW

Attachment:

Resolution

RESOLUTION

AUTHORIZE THE CEO TO NEGOTIATE AND AWARD A PROCUREMENT CONTRACT FOR PHASE II, ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES AT 400 EAST BOULEVARD WITH FRYDAY AND DOYNE.

WHEREAS, the CHA has a requirement for Architectural, Engineering & Design Services;

WHEREAS, the CHA has conducted the solicitation process in accordance with 24CFR Part 85.36 Procurement Regulations;

WHEREAS, On March 15, 2011, the CHA Board approved the selection of Fryday and Doyne for Phase I Architectural, Engineering and Space planning services;

WHEREAS, the CHA now desires to move forward with Phase II of the contract and is authorized to continue with the same firm, Fryday and Doyne, if the selected firm has performed to the satisfactory during Phase I;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this resolution to authorize the CEO or its designee to Negotiate and Award a Procurement Contract for Phase II, Architectural Engineering and Design Services for 400 East Blvd with Fryday and Doyne.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held June 21, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

**9.I 400 East Boulevard
Budget Amendment: Administration Program Budget**

Action: Approve a Resolution to Amend the Administration Program Budget in the Amount of \$ 675,015 for Predevelopment Costs for the Fiscal Year Ending March 31, 2012. (Last Amended by Resolution No. 1933).

Staff Resource: Chris Squier, Ralph Staley

Strategic Business: Real Estate, Finance and Administration

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate;
Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

In March 2011, the Board approved a commitment of \$21,200 in order to complete the phase I architectural work associated with space planning for the project. The approval of an amendment to the project budget is needed in order for staff to continue all the work necessary to move the project to the construction phase. Prior to awarding a GMP contract, staff will present a Project Budget this fall to the Board for approval.

Explanation:

Staff is recommending that the Administration Program Budget be amended by \$675,015. Of that amount \$77,464 is a re-appropriation of funds and \$597,551 is additional funding. Staff is requesting this funding to cover the costs of predevelopment activities associated with the 400 East Boulevard office renovation project. This amount is a loan to the project.

Exhibit A shows Other Sources of \$675,015 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Loans to Others in the amount of \$675,015.

Committee Discussion:

A recommendation to approve this agenda item was made at the June 8, 2011 Development committee meeting.

Funding:

MTW funding

Attachments:

Resolution
Exhibit A for Resolution

**RESOLUTION
TO AMEND THE ADMINISTRATION PROGRAM BUDGET
IN THE AMOUNT OF \$ 675,015 FOR PREDEVELOPMENT COSTS FOR THE
FISCAL YEAR ENDING MARCH 31, 2012 (LAST AMENDED BY
RESOLUTION NO. 1933).**

WHEREAS, Exhibit A shows Other Sources of \$675,015 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Loans To Others in the amount of \$675,015 for predevelopment cost;

WHEREAS, all regulatory and statutory requirements have been met;

WHEREAS, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program for serving low-income families;

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures;

WHEREAS, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of law;

WHEREAS, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation; and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

WHEREAS, no person in the Authority holds more than one position, and no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to amend the Administration Program Budget for fiscal year ending March 31, 2012; attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that 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 are 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.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Charles Woodyard
Secretary

Resolution

EXHIBIT A

REVENUE:	April 2011 - March 2012 ADMINISTRATION	REVISION	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	1,859,463		1,859,463
Section 8 Fees	1,218,282		1,218,282
MTW Funds	1,070,641		1,070,641
Other Revenue	845,679		845,679
Public Housing Fees	794,767		794,767
City Relocation Program Income	606,847		606,847
Maintenance Operations	537,418		537,418
Capital Fund Fees	518,502		518,502
Horizon Fees	342,117		342,117
CFRC Management Fee	200,304		200,304
ARRA Management Fee	160,000		160,000
Non-Dwelling Rents	82,226		82,226
TOTAL REVENUE:	8,236,246	-	8,236,246
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	8,884,940	675,015	9,559,955
TOTAL OTHER SOURCES	9,127,819	675,015	9,802,834
TOTAL REVENUE AND OTHER SOURCES	17,364,065	675,015	18,039,080
EXPENDITURES:			
Salaries/Benefits	4,161,182		4,161,182
Operating Costs	7,684,784		7,684,784
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	12,036,129	-	12,036,129
Other Uses			
Operating Transfers-Out Public Housing	1,741,745		1,741,745
Operating Transfers-Capital Projects	3,586,191		3,586,191
Loans To Others		675,015	675,015
Total Other Uses	5,327,936	675,015	6,002,951
TOTAL EXPENDITURES AND OTHER USES	17,364,065	675,015	18,039,080

**9.J 400 East Boulevard
Budget Amendment: Central Office Capital Project**

Action: Approve a Resolution to Amend the Central Office Capital Project Budget in the Amount of \$597,551 for Predevelopment Costs. (Adopted by Resolution No. 1884)

Staff Resource: Chris Squier, Ralph Staley

Strategic Business: Real Estate, Finance and Administration

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate;
Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

In March 2011, the Board approved a commitment of \$21,200 in order to complete the phase I architectural work associated with space planning for the project. The approval of an amendment to the project budget is needed in order for staff to continue all the work necessary to move the project to the construction phase. Prior to awarding a GMP contract, staff will present a Project Budget this fall to the Board for approval.

Explanation:

Staff is recommending that the Central Office Capital Project Budget be amended by adding \$579,551 to the current project budget. Of the total needed for the predevelopment phase of the project (\$675,015), \$77,464 is already included in the capital project budget.

This amendment is necessary to cover the costs of predevelopment activities associated with the 400 East Boulevard office renovation project.

Exhibit A shows Proceeds from Notes, Loans and Bonds of \$597,551 and the corresponding expenditure is in the amount \$597,551 in the Capitalized Line Item.

Committee Discussion:

A recommendation to approve this agenda item was made at the June 8, 2011 Development committee meeting.

Funding:

MTW funding

Attachments:

Resolution
Exhibit A for Resolution

RESOLUTION

TO AMEND THE CENTRAL OFFICE CAPITAL PROJECT BUDGET IN THE AMOUNT OF \$597,551 FOR PREDEVELOPMENT COSTS. (ADOPTED BY RESOLUTION NO. 1884).

WHEREAS, Exhibit A shows Proceeds from Note, Loans and Bonds of \$597,551 and the corresponding expenditure is in the amount \$597,551 in the Capitalized Line Item for predevelopment cost;

WHEREAS, the Board of Commissioners authorizes the proposed uses of the funds in accordance with the Central Office Capital Project Budget attached hereto as Exhibit A;

WHEREAS, all regulatory and statutory requirements have been met; and

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures of the project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution for the, Central Office Capital Project Budget attached hereto as Exhibit A

THEREFORE, BE IT ALSO RESOLVED that 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 are 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 \$100,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a meeting held June 21, 2011.

(SEAL)

BY: _____
Charles Woodyard, CEO
Secretary

Exhibit A			
REVENUES	Central Office Capital Project	REVISION	Central Office Capital Project
<i>Other Sources:</i>			
Proceeds from Notes, Loans and Bonds	5,425,000	597,551	6,022,551
Total Other Sources	5,425,000	597,551	6,022,551
TOTAL REVENUE	5,425,000	597,551	6,022,551
EXPENDITURES			
Administrative	125,000		125,000
Capitalized Items	5,300,000	597,551	5,897,551
TOTAL EXPENDITURES	5,425,000	597,551	6,022,551

Horizon Development Properties, Inc.
Board of Directors
AGENDA

Mallard Ridge
1428 Axminister Court
Charlotte, NC 28210

June 21, 2011

Directly After CHA Board Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
 - Regular Meeting held on *May 17, 2011*
3. **Consent Agenda Items:**
 - A. Budget Amendment: Field Operations Program Budget (Fairmarket Square)
4. **Business Agenda Items:**
 - A. Loan Acceptance
 - Budget Amendment: Real Estate Program Budget
 - Budget Amendment: Strawn Tower and Parktowne Terrace Development Projects
 - B. Budget Amendment: Administration Program Budget
 - C. Budget Amendment: Field Operations Program Budget
 - D. Budget Amendment: Real Estate Program Budget
 - E. Mill Pond Apartments – Horizon Development Properties, Inc.
 - Line of Credit Use and Budget Amendment: Mill Pond Apartments
 - F. Budget Amendment: Administration Program Budget (400 East)

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD MEETING HELD ON TUESDAY, MAY 17, 2011**

Regular Meeting:

Additions to the Agenda:

None

ACTION:

Motion was made to approve agenda as submitted: Commissioner Puckett
Motion was seconded by: Commissioner Hill
Outcome: Passed unanimously

Consideration to approve the minutes for:

- Regular meeting held on *April 19, 2011*

ACTION:

Motion was made for approval by: Commissioner Sumter
Motion was seconded by: Commissioner Hill
Outcome: Passed unanimously

Business Agenda Items:

3.A Horizon Development Properties, Inc. Collection Loss Report for the Quarter Ended 03/31/11

Approve the write-off of \$35,528.82 in accounts receivable due to collection losses for tenants vacated through 12/31/10.

Mr. Staley came forward with the following brief explanation. This item was reviewed and approved at the Finance & Audit Committee Meeting and was unanimously approved.

ACTION:

Motion was made by: Commissioner Sumter
Motion was seconded by: Commissioner Hill
Outcome: Passed unanimously

Commissioner Sumter questioned Mr. Staley did we approve all the business items in the Finance & Audit Committee. Mr. Staley responded that ***Item 3.D*** (Budget Amendment:

Administration Program Budget-Re-appropriation of Funds) was actually in the month before, however all have been through committee. Commissioner Sumter then made a motion to approve the remaining **Items 3.B – 3.E.**

3.B Budget Amendment: Field Operations Budget-Hampton Creste:

Approve an amendment of the Field Operations Program Budget for Hampton Creste Apartments for the fiscal year ended March 31, 2012.

3.C Budget Amendment: Horizon Development Properties, Inc. – Field Operations Program Budget:

Approve an amendment of the Field Operations Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012.

3.D Budget Amendment: Horizon Development Properties, Inc. Administrative Program Budget:

Approve an amendment to the Administration Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012.

3.E Budget Amendment: Horizon Development Properties, Inc. Administrative Program Budget:

Approve an amendment of the Administrative Program Budget for operating cost for 400 East Boulevard and customer service training for the fiscal year ending March 31, 2012.

ACTION:

Motion was made by:	Commissioner Sumter
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Vice-Chairman Miller questioned if all items have been approved in committee then why aren't they on a consent agenda? Mr. Woodyard responded this has not been our practice on Horizon Development but we can do it. Vice-Chairman Miller stated it would make sense since all have been approved by committee. Vice-Chairman Miller then asked what is Item 3.E, Administrative Program budget for the customer training and 400 East. Mr. Staley responded this is a re-appropriation of Funds. We had appropriated funds in the prior year for customer service training and for operating cost at 400 East and this is to re-budget the training and then to add the operating cost for the 400 East building because we didn't have the data at the time the original budget was prepared. Vice-Chairman Miller questioned why are those two things linked? Why aren't those separate? Mr. Staley responded that we could have had two separate budget amendments, but we combined them for ease of process. Vice-Chairman Miller continued that the two don't have anything to do with each other, do they? Mr. Staley explained

they are both a budget amendment to the administration program budget. It is an amendment to the administration program budget. Vice-Chairman Miller continued one is an operating budget for a building and the other is for customer service training for individuals, right? Mr. Staley explained but they are both a part of the administration program budget. Vice-Chairman Miller commented he understands that then, stated ok, the operating cost for 400 East is for just the balance of the year? Mr. Staley answered for the 2011-2012 year because we did not have the data when we approved the original budget. Vice-Chairman Miller continued when do we expect to occupy? Mr. Squier answered this isn't for us this is to run it until the tenant leaves in August 2011. Vice-Chairman Miller thanked everyone for the information and apologized for not being better informed.

Vice-Chairman Miller requested a motion to adjourn this meeting of Horizon Development Properties, Inc. and enter into the C.O.R.E. Programs, Inc. Motion was made by: Commissioner Sumter; seconded by: Commissioner Hill; Outcome: passed unanimously.

***CONSENT
AGENDA
HORIZON
DEVELOPMENT
PROPERTIES,
INC.***

6/21/2011

**3.A Horizon Development Properties, Inc.
Budget Amendment: Field Operations Program Budget**

Action: Approve a Resolution to Amend the Field Operations Program Budget for Fairmarket Square Apartments for the fiscal year ended March 31, 2012.

Staff Resource: Sebronzik Wright, Ralph Staley

Strategic Business: Operations, Finance and Administration

Strategic Goals: Provide affordable housing solutions from homelessness to permanent housing through sustainable strategic partnerships; Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

Horizon Development Properties, Inc. acquired Fairmarket Square Apartments, a multi-family community located at 5914 Fairmarket Place, on August 18, 2008. The operating budget for Fairmarket Square Apartments was approved and adopted by the Board in March 2011 based on information from the managing agent.

Explanation:

The Fairmarket Square FY 2011-2012 annual operating budget requires an amendment to adjust for needed capital expenditures identified during a recent needs assessment conducted by a third party inspector hired by staff. The critical capital need identified is the replacement of windows and sliding glass doors with energy efficient components. The windows do not have a thermal break which is creating a moisture problem and the seals have failed at the sliding doors well. This project is being phased in; and half of the property will be completed this year. The second half will be completed next year.

<u>FAIRMARKET SQUARE APARTMENTS</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Variance</u>
Tenant Rents	\$330,493	\$330,493	\$0
Other Revenue	<u>10,139</u>	<u>10,139</u>	<u>0</u>
Total Revenue	340,632	340,632	0
Other Sources			
Fund Balance Appropriated		45,000	45,000
Total Other Sources		<u>45,000</u>	<u>45,000</u>
Total Revenue and Other Sources	340,632	385,632	45,000
Salaries/Benefits	71,253	71,253	0
Operating Costs	222,502	267,502	45,000
Utilities	46,877	46,877	0
Total Expenditures	\$340,632	\$385,632	\$45,000

Exhibit A show Other Sources, Fund Balance Appropriated of \$45,000 and the corresponding expense is shown in Operating Costs.

Also, as a part of this amendment 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 are 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 at the Client Relations Committee meeting on June 8, 2011. In the final vote, the six (6) commissioners in attendance unanimously approve the agenda item.

Attachment:

Exhibit A

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Barbara Porter, Secretary

RESOLUTION NO.

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,297,826		67,297,826
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	752,897		752,897
Capital/CFRC Fees	718,807		718,807
Social Services Fees	601,550		601,550
City Relocation Program Income	569,608		569,608
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
ROSS Grant Revenue	262,957		262,957
Restricted Donation	3,500,000		3,500,000
TOTAL REVENUE:	89,878,452	-	89,878,452
Other Sources			
Fund Balance Appropriated	-	45,000	45,000
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -MTW	1,741,745		1,741,745
Total Other Sources	2,027,128	45,000	2,072,128
TOTAL REVENUE AND OTHER SOURCES	91,905,580	45,000	91,950,580
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	72,178,118	45,000	72,223,118
Utilities	4,377,676		4,377,676
Capitalized Items	351,094		351,094
Total Operating Expenditures	88,159,697	45,000	88,204,697
Other Uses:			
Special Items:	3,500,000		3,500,000
Loans To Others	245,883		245,883
Total Other Uses	3,745,883	-	3,745,883
TOTAL EXPENDITURES:	91,905,580	45,000	91,950,580

***BUSINESS
AGENDA
HORIZON
DEVELOPMENT
PROPERTIES,
INC.***

6/21/2011

**4.A Horizon Development Properties, Inc. – Loan Acceptance
Budget Amendment: Real Estate Program Budget
Budget Amendment: Strawn Tower and Parktowne Terrace
Development Projects**

- Action:**
- 1. Approve an Authorization for Horizon Development Properties, Inc. to Accept the \$2,250,000 MTW Loan for Pre-construction and Pre-development Activity.**
 - 2. Approve an Amendment the Real Estate Program Budget in the Amount of \$2,250,000 for the Fiscal Year Ending March 31, 2012.**
 - 3. Approve an Amendment to the Strawn Tower and Parktowne Terrace Development Projects for the Fiscal Year Ending March 31, 2012.**

Staff Resource: Chris Squier and Ralph Staley

Strategic Business: Real Estate, Finance and Administration

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate;
Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

In June 2009, the Board approved a CHA MTW loan to Horizon Development Properties, Inc. in the amount of \$4,000,000 to finance and rehabilitate Strawn Tower.

In August 2009, the Board approved a CHA MTW loan to Horizon Development Properties, Inc. in the amount of \$5,000,000 to finance and rehabilitate Parktowne Terrace.

In September 2009, the Board approved an acceptance of a CHA MTW loan to Horizon Development Properties, Inc. in the amount of \$630,000 for predevelopment activity for Strawn Tower (\$265,000), Charlottetown Terrace (\$320,000) and Parktowne Terrace (\$245,000).

At this time, the estimated development budgets for Strawn Tower and Parktowne Terrace are \$20,248,876 and \$19,248,759, respectively. However, these budgets have not been submitted to the Board for approval.

Explanation:

Horizon Development Properties, Inc. will be acting as developer for the substantial rehabilitation of Strawn Tower and Parktowne Terrace.

This is an administrative amendment to allow the expenditure of committed funds. Staff is requesting the approval of a resolution to accept an additional, MTW loan in the amount of \$2,250,000 for costs to be incurred in predevelopment and preconstruction activities for the aforementioned properties. The new loan of \$2,250,000 represents the budgeted costs through the proposed CFFP closing scheduled for November 2011. Upon approval, the attached resolution will authorize Horizon to accept and amend this loan. In addition, staff will execute necessary loan documents.

The Board is amending three budgets. In Exhibit A, the budget for the Real Estate Program shows a reallocation of expenditures from Capital Outlay to Loans to Others in the amount of \$2,250,000.

Exhibit B, the budget for Strawn Towers shows \$1,110,000 in Proceeds from Notes, Loans, Bonds with the corresponding expenditure in Operating Costs. Likewise, in Exhibit C, the budget for Parktowne Terrace shows \$1,010,658 in Proceeds from Notes, Loans, Bonds with the corresponding expenditure in Operating Costs.

Also as a part of this amendment 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 are 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 \$100,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

This item will be discussed at the Board meeting as a business agenda item on June 21, 2011.

Funding:

MTW Loan

Attachment:

Resolution to Accept Loan

Exhibit A Real Estate Program Budget

Exhibit B Strawn Tower Development Project

Exhibit C Parktowne Terrace Development Project

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held June 21, 2011.

(SEAL)

BY: _____
Barbara Porter, Secretary

**RESOLUTIONS
OF THE
BOARD OF DIRECTORS OF
HORIZON DEVELOPMENT PROPERTIES, INC.**

**TO AUTHORIZE HORIZON DEVELOPMENT PROPERTIES, INC. TO ACCEPT A
MTW LOAN IN THE AMOUNT OF \$2,250,000**

WHEREAS, Horizon Development Properties, Inc. will be acting as developer for the substantial rehabilitation of Strawn Tower and Parktowne Terrace; and

WHEREAS, the CHA Board is expected to approve a resolution to provide authorization for a MTW loan in the amount \$2,250,000 to Horizon for costs incurred in predevelopment, financing and preconstruction activities for the aforementioned properties; and

WHEREAS, Staff will execute necessary loan documents and consequently amend a budget;

NOW, THEREFORE, BE IT RESOLVED, by the Horizon Development Properties, Inc. Board on the 21st day of June 2011 that:

The CEO of Horizon Development Properties, Inc. hereby is authorized to approve loans in the amount of \$2,250,000 in CHA MTW funds; execute and deliver documents necessary loan documents; and to adopt a pursuit cost budget involving the substantial rehabilitation of Strawn Tower and Parktowne Terrace.

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above items were properly adopted at a regular meeting held June 21, 2011.

(SEAL)

By: _____
Barbara Porter
Secretary

Horizon Item

Exhibit A

REVENUE:	April 2011 - March 2012 REAL ESTATE	REVISION	April 2011 - March 2012 REAL ESTATE
Operating Transfer In - MTW	24,535,573		24,535,573
Developer Fee Earned	1,841,371		1,841,371
Other Revenue	352,070		352,070
TOTAL REVENUE:	26,729,014		26,729,014
EXPENDITURES:			
Salaries/Benefits	1,361,779		1,361,779
Operating Costs	831,662		831,662
Capital Outlay	4,906,153	(2,250,000)	2,656,153
Other Uses:			
Operating Transfer Out- Capital Projects	17,329,587		-
Loans To Others	2,299,833	2,250,000	2,250,000
Total Other Uses	19,629,420	2,250,000	2,250,000
TOTAL EXPENDITURES AND OTHER USES:	26,729,014	-	26,729,014

Exhibit B Horizon	Strawn Apartments		Strawn Apartments
	CFRC Development		CFRC Development
REVENUE:	Budget	REVISION	Budget
<i>Other Sources:</i>			
Proceeds from Notes, Loans, Bonds	265,000	1,110,000	1,375,000
Total Other Sources	265,000	1,110,000	1,375,000
EXPENDITURES:			
Administrative:	265,000	1,110,000	1,375,000
TOTAL EXPENDITURES:	265,000	1,110,000	1,375,000

Exhibit C Horizon	Parktowne Terrace		Parktowne Terrace
REVENUE:	CFRC Development		CFRC Development
	Budget	REVISION	Budget
<i>Other Sources:</i>			
Proceeds from Notes, Loans, Bonds	245,000	1,010,658	1,255,658
Total Other Sources	245,000	1,010,658	1,255,658
EXPENDITURES:			
Administrative:	245,000	1,010,658	1,255,658
TOTAL EXPENDITURES:	245,000	1,010,658	1,255,658

**4.B Horizon Development Properties, Inc.
Budget Amendment: Administration Program Budget**

Action: Approve a Resolution to amend the Administration Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long- Term Financial Viability

Background/Policy Framework:

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

Explanation:

In Resolution No.1855, funds were appropriated to assist in the payment of security deposits for those tenants being relocated at Boulevard Homes. The amount to be re-appropriated for this purpose is \$4,000.

Additionally, the Strawn Master Plan is for the redevelopment of Strawn Towers and involves engaging a development advisor (Axiom) to provide services and consultation through the redevelopment process. These funds should be re-appropriated in the amount of \$27,993 to cover the active Rezoning and Master Planning Contract with Axiom.

At the asset management projects, some of the projects were not completed in the last fiscal year. Attachment A shows the amounts per site that should be appropriated to complete those projects. The total amount of the appropriation is \$373,670.

The re-appropriation of funds for capital projects is shown below.

Edwin Towers Renovation Capital Project	\$ 476,820
Robinsdale Renovation Capital Project	1,289,758
Wallace Woods Capital Project	<u>1,819,613</u>
Total	\$3,586,191

The attached Exhibit A shows the re-appropriation of fund balance in the amount of \$3,991,854. Of this amount \$3,963,861 is from MTW and \$27,993 is from the Central Office Cost Center. The expenditures are shown in the:

1. Operating Costs (\$31,993) for the security deposits for those tenants being relocated at Boulevard Homes (\$4,000) and Strawn Master Plan (\$27,993);
2. Operating Transfers Out - Public Housing (\$373,670) for capital projects and improvements at the asset management projects; and
3. Operating Transfer Out - Capital Projects (\$3,586,191) for major capital projects.

Also, as a part of this amendment 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 are 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:

The Finance and Audit Committee meeting was canceled. This item will be discussed on the business agenda at the regular board meeting on June 21, 2011.

Funding:

MTW funding

Attachments:

Exhibit A

Attachment A

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Barbara Porter, Secretary

Resolution

EXHIBIT A

REVENUE:	April 2011 - March 2012 ADMINISTRATION	REVISION	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	1,859,463		1,859,463
Section 8 Fees	1,218,282		1,218,282
MTW Funds	1,070,641		1,070,641
Other Revenue	845,679		845,679
Public Housing Fees	794,767		794,767
City Relocation Program Income	606,847		606,847
Maintenance Operations	537,418		537,418
Capital Fund Fees	518,502		518,502
Horizon Fees	342,117		342,117
CFRC Management Fee	200,304		200,304
ARRA Management Fee	160,000		160,000
Non-Dwelling Rents	82,226		82,226
TOTAL REVENUE:	8,236,246	-	8,236,246
OTHER SOURCES			
Fund Balance Appropriated-COCC	214,886	27,993	242,879
Fund Balance Appropriated-MTW Funds	4,921,079	3,963,861	8,884,940
TOTAL OTHER SOURCES	5,135,965	3,991,854	9,127,819
TOTAL REVENUE AND OTHER SOURCES	13,372,211	3,991,854	17,364,065
EXPENDITURES:			
Salaries/Benefits	4,161,182		4,161,182
Operating Costs	7,652,791	31,993	7,684,784
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	12,004,136	31,993	12,036,129
Other Uses			
Operating Transfers-Out Public Housing	1,368,075	373,670	1,741,745
Operating Transfers-Capital Projects		3,586,191	3,586,191
Total Other uses	1,368,075	3,959,861	5,327,936
TOTAL EXPENDITURES AND OTHER USES	13,372,211	3,991,854	17,364,065

Attachment A

Fund Re-Appropriation for Asset Management
Projects

SITE	Re-Appropriation Amount
Claremont	\$ 8,168
Gladedale	29,400
Hall House	81,330
Mallard Ridge	21,148
Meadow Oaks	7,294
Parketown	88,773
Savanna Woods	125,532
Tall Oaks	12,025
Totals	\$ 373,670

**4.C Horizon Development Properties, Inc
Budget Amendment: Field Operations Program Budget**

Action: Approve a Resolution to amend the Field Operations Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long- Term Financial Viability

Background/Policy Framework:

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these project in the next fiscal year, funds must be re-appropriated.

Explanation:

In Resolution No. 1857, staff re-appropriated \$39,500 for legal services and other financing costs for Live Oak Multifamily. Staff would like to re-appropriate \$39,500 for the same purposes.

Also in Resolution No. 1857, staff re-appropriated \$314,493 for the Seneca Woods Capital Project. Staff would like to re-appropriate \$245,883 for the same purpose.

At the asset management projects, some of the projects were not completed in the last fiscal year. Attachment A shows the amounts per site that is needed to complete those projects. The total cost is \$373,670.

In Exhibit A, Fund Balance Appropriated- Land Sale Proceeds (\$285,383) is utilized for Live Oak Multifamily (\$39,500) activities and Seneca Woods Capital Project (245,883). The Operating Transfer In- MTW line item shows funding in the amount of \$373,670 for projects at various sites. The corresponding expenditures are shown in the Operating Costs line item in the amount of \$413,170 and Loans to Others \$245,883.

Also, as a part of this amendment 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 are 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:

The Finance and Audit Committee meeting was canceled. This item will be discussed on the business agenda at the regular board meeting on June 21, 2011.

Funding:

Fund Balance Appropriated – Land Sale Proceeds
MTW funding

Attachments:

Exhibit A
Attachment A

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Barbara Porter, Secretary

RESOLUTION

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,297,826		67,297,826
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	752,897		752,897
Capital/CFRC Fees	718,807		718,807
Social Services Fees	601,550		601,550
City Relocation Program Income	569,608		569,608
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
ROSS Grant Revenue	262,957		262,957
Restricted Donation	3,500,000		3,500,000
TOTAL REVENUE:	89,878,452	-	89,878,452
Other Sources			
Fund Balance Appropriated-Land Sale Proceeds		285,383	285,383
Operating Transfer In -MTW	1,368,075	373,670	1,741,745
Total Other Sources	1,368,075	659,053	2,027,128
TOTAL REVENUE AND OTHER SOURCES	91,246,527	659,053	91,905,580
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	71,764,948	413,170	72,178,118
Utilities	4,377,676		4,377,676
Capitalized Items	351,094		351,094
Total Operating Expenditures	87,746,527	413,170	88,159,697
Other Uses:			
Special Items:	3,500,000		3,500,000
Loans To Others		245,883	245,883
Total Other Uses	3,500,000	245,883	3,745,883
TOTAL EXPENDITURES:	91,246,527	659,053	91,905,580

Attachment A

Fund Re-Appropriation for Asset Management
Projects

SITE	Re-Appropriation Amount
Claremont	\$ 8,168
Gladedale	29,400
Hall House	81,330
Mallard Ridge	21,148
Meadow Oaks	7,294
Parke town	88,773
Savanna Woods	125,532
Tall Oaks	12,025
Totals	\$ 373,670

**4.D Horizon Development Properties, Inc.
Budget Amendment: Real Estate Program Budget**

Action: Approve a Resolution to amend the Real Estate Program Budget for the reallocation of expenditures for the fiscal year ending March 31, 2012.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority’s Long- Term Financial Viability

Background/Policy Framework:

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-allocated.

Explanation:

Real Estate Capital Projects where funds should be re-allocated are listed below.

Woodlawn House Apartments Capital Project	\$3,829,657
Charlottetown Terrace CFRC Develop. Project	3,093,891
Boulevard Capital Project	3,300,000
Hampton Creste Development Project	1,875,826
The Lofts at Seigle Point Capital Project	4,122,856
Moore Place	1,700,000
McCreesh Place	599,833
McMullen Woods Apartments Capital Project	<u>1,107,357</u>
Total	\$19,629,420

Exhibit A shows a decrease of expenditures in the amount of (\$19,629,420) from Capital Outlay. Funds in the amount of \$17,329,587 for (Woodlawn \$3,829,657; Charlottetown \$3,093,891; Boulevard \$3,300,000; Hampton Creste \$1,875,826; Lofts at Seigle \$4,122,856; and McMullen Woods \$1,107,357) are shown in the Operating Transfer Out-Capital Projects line item. Funds in the amount of \$2,299,833 for (Moore Place \$1,700,000 and McCreesh Place \$599,833) are shown in Loans To Others.

Also, as a part of this amendment 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 are 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:

The Finance and Audit Committee meeting was canceled. This item will be discussed on the business agenda at the regular board meeting on June 21, 2011

Funding:

TW funding

Attachment:

Exhibit A

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Barbara Porter, Secretary

Resolution

Exhibit A

REVENUE:	April 2011 - March 2012 REAL ESTATE	REVISION	April 2011 - March 2012 REAL ESTATE
Operating Transfer In - MTW	24,535,573		24,535,573
Developer Fee Earned	1,841,371		1,841,371
Other Revenue	352,070		352,070
TOTAL REVENUE:	26,729,014		26,729,014
EXPENDITURES:			
Salaries/Benefits	1,361,779		1,361,779
Operating Costs	831,662		831,662
Capital Outlay	24,535,573	(19,629,420)	4,906,153
Other Uses:			
Operating Transfer Out- Capital Projects		17,329,587	17,329,587
Loans To Others		2,299,833	2,299,833
Total Other Uses		19,629,420	19,629,420
TOTAL EXPENDITURES AND OTHER USES:	26,729,014	-	26,729,014

**4.E Mill Pond Apartments – Horizon Development Properties, Inc.
Loan Use and Budget Amendment: Mill Pond Apartments**

- Action:**
- A. Authorize Horizon Development Properties, Inc. (Horizon) to Incur Expenses Associated with Mill Pond Apartments.**
 - B. Authorize Horizon to Accept the 5th/3rd Bank Loan up to \$8,760,000.**
 - C. Authorize Horizon to Use the 5th/3rd Bank Loan to Fund the Pay Off of the Mill Pond Apartments Wells Fargo Loan and Other Expenses Related to the Transaction.**
 - D. Approve the Amendment of the Mill Pond Apartments Development Project Budget in Horizon Development Properties, Inc.**

Staff Resource: Jeff Meadows and Ralph Staley

Strategic Business: Real Estate and Finance Administration

Strategic Goal: Maximize Economic, Physical, and Social value of our Real Estate Portfolio; Ensure the Authority's Long – Term Financial Viability.

Background/Policy Framework:

In March 2010 the Board approved the submission of an application to the HUD FHA 223f program to take out the construction loan on the Mill Pond Apartments. A request was made to Wells Fargo/Wachovia Bank (Wells) to extend the construction loan that matured in November 2010. Wells responded to the request with a proposed term sheet in April 2011. However, the new final terms are more stringent than the current terms. Wells was very cooperative in developing terms and understanding of our organization's mission, however, Wells must address the technical condition of the loan (Maturity date has passed but all payments are current). Wells has not issued a formal default letter or forced forbearance to date (a crucial element in qualifying for the 223(f) refinancing). Therefore, the loan must be paid off or extended.

Explanation:

As a result of the Wells terms offered, staff has researched a more favorable alternative short term take out utilizing a 5th/3rd loan. The alternative is less expensive to execute/carry and allows an extended time frame to complete the 223f refinancing. Staff recommends the use of the loan. The project budget for this phase follows:

<i>Sources:</i> LOC = \$8,760,000	<i>Uses:</i> Loan Take Out -	8,742,345
	Transaction Cost -	<u>17,655</u>
	Total =	8,760,000

Staff has outlined two alternative take outs for the 5th/3rd loan. Scenario A is the current plan of using the HUD FHA 223f program and Scenario B is securing a conventional commercial loan. Each is outlined in the following:

Scenario A: This scenario assumes the project is funded by the HUD FHA 223f program taking out the 5th/3rd loan. The 223 f application has been submitted. The anticipated terms are a 35 year amortization fixed term with a fixed interest rate between 4 and 5%.

Scenario B: There is little risk that HUD FHA will not approve the 223f since the project meets the program criteria and has been underwritten by Berkadia, the application lender/sponsor. However, an alternative scenario assumes that the 5th/3rd loan is taken out with a typical conventional loan with a 20-30 year amortization and a five year call with an interest rate between 5 and 7%. This approach while viable is not desirable due to the 5 year call and the higher interest rate.

Approve the Amendment of the Mill Pond Apartments Development Project Budget in Horizon Development Properties, Inc.

Exhibit A shows an increase to Other Sources in the amount of \$17,655 which represents funding from the line of credit for transaction cost. The Capitalized line item is increased by \$17,655 for the aforementioned transaction costs. An additional Other Financing Transaction Section has been added to highlight the activities of the 5th/3rd loan.

Also as a part of this amendment 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 are 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 \$100,000 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 at the Dev. Committee meeting on June 8, 2011 in closed session. The Board directed the item be considered at the June 21, 2011 Board meeting.

Funding:

5th /3rd Bank Loan

Attachments:

Capital Budget

Resolution for funding and to Incur Expenses

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held June 21, 2011.

(SEAL)

BY: _____
Barbara Porter, Secretary

**HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD OF DIRECTORS**

**RESOLUTION TO ALLOW THE MILL POND APARTMENTS AS
COLLATERAL TO A 5TH/3RD LOAN FOR SAID PROPERTY; AUTHORIZE
HORIZON TO USE THE LOAN FOR THE PAY OFF OF THE WELLS FARGO
CONSTRUCTION LOAN AND OTHER EXPENSES RELATED TO THE
TRANSACTION; AND AMEND THE MILL POND APARTMENT
DEVELOPMENT PROJECT BUDGET.**

WHEREAS, Horizon Development Properties, Inc. (the "Corporation"), owns the property known as Mill Pond Apartments (Mill Pond); and

WHEREAS, the Corporation authorizes the addition of Mill Pond as collateral for the 5th/3rd loan; and

WHEREAS, the Corporation is interested in satisfying the Wells Fargo loan on the Mill Pond; and

WHEREAS, the Corporation values the investment in Mill Pond and has decided it is prudent to maintain the good standing of the investment through the authorized use of the 5th/3rd loan to take out Wells Fargo loan and related expenses;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS: The property known as Mill Pond Apartments be added as collateral for the 5th/3rd loan and that the President of the Corporation, or his/her designee, is authorized to use the 5th/3rd loan to fund the pay off of the Wells Fargo loan and other expenses related to the transaction as well as execute any necessary documents to facilitate the transaction.

THEREFORE, BE IT ALSO RESOLVED, that the Board of the Corporation does hereby approve the amendment to the Mill Pond Apartments Capital Project Budget; attached hereto as Exhibit A.

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed and qualified Secretary of the Horizon Development Properties, Inc, do hereby certify that preceding resolution was properly adopted at a regular meeting held June 21, 2011.

(SEAL)

BY: _____

Barbara Porter

	Mill Pond		Mill Pond
EXHIBIT A Horizon Item	Apartments		Apartments
	Development		Development
	Budget	REVISION	Budget
REVENUES			
<i>Other Sources</i>			
<i>LSP Loan</i>	3,000,000		3,000,000
<i>Wachovia Loan</i>	8,950,000		8,950,000
<i>Proceeds from Line of Credit</i>		17,655	17,655
Total Other Sources	11,950,000	17,655	11,967,655
TOTAL REVENUES & OTHER SOURCES	11,950,000	17,655	11,967,655
Capitalized Items	11,950,000	17,655	11,967,655
TOTAL OPERATING EXPENDITURES	11,950,000	17,655	11,967,655
OTHER FINANCING TRANSACTIONS			
<i>Loan Take Out</i>		8,742,345	8,742,345
<i>Proceeds from Line of Credit</i>		(8,742,345)	(8,742,345)
TOTAL OTHER FINANCING TRANSACTIONS		-	-

**4.F Horizon Development Properties, Inc. - 400 East Boulevard
Budget Amendment: Administration Program Budget**

Action: Approve a Resolution to Amend the Administration Program Budget in the Amount of \$ 675,015 for Predevelopment Costs for the Fiscal Year Ending March 31, 2012.

Staff Resource: Chris Squier, Ralph Staley

Strategic Business: Real Estate, Finance and Administration

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate;
Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

In March 2011, the Board approved a commitment of \$21,200 in order to complete the phase I architectural work associated with space planning for the project. The approval of an amendment to the project budget is needed in order for staff to continue all the work necessary to move the project to the construction phase. Prior to awarding a GMP contract, staff will present a Project Budget this fall to the Board for approval.

Explanation:

Staff is recommending that the Administration Program Budget be amended by \$675,015. Of that amount \$77,464 is a re-appropriation of funds and \$597,551 is additional funding. Staff is requesting this funding to cover the costs of predevelopment activities associated with the 400 East Boulevard office renovation project. This amount is a loan to the project.

Exhibit A shows Other Sources of \$675,015 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Loans to Others in the amount of \$675,015.

Also, as a part of this amendment 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 are 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:

A recommendation to approve this agenda item was made at the June 8, 2011 Development committee meeting.

Funding:

MTW funding

Attachment:

Exhibit A

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held June 21, 2011.

BY: _____
Barbara Porter, Secretary

Resolution

EXHIBIT A

REVENUE:	April 2011 - March 2012 ADMINISTRATION	REVISION	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	1,859,463		1,859,463
Section 8 Fees	1,218,282		1,218,282
MTW Funds	1,070,641		1,070,641
Other Revenue	845,679		845,679
Public Housing Fees	794,767		794,767
City Relocation Program Income	606,847		606,847
Maintenance Operations	537,418		537,418
Capital Fund Fees	518,502		518,502
Horizon Fees	342,117		342,117
CFRC Management Fee	200,304		200,304
ARRA Management Fee	160,000		160,000
Non-Dwelling Rents	82,226		82,226
TOTAL REVENUE:	8,236,246	-	8,236,246
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	8,884,940	675,015	9,559,955
TOTAL OTHER SOURCES	9,127,819	675,015	9,802,834
TOTAL REVENUE AND OTHER SOURCES	17,364,065	675,015	18,039,080
EXPENDITURES:			
Salaries/Benefits	4,161,182		4,161,182
Operating Costs	7,684,784		7,684,784
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	12,036,129	-	12,036,129
Other Uses			
Operating Transfers-Out Public Housing	1,741,745		1,741,745
Operating Transfers-Capital Projects	3,586,191		3,586,191
Loans To Others		675,015	675,015
Total Other Uses	5,327,936	675,015	6,002,951
TOTAL EXPENDITURES AND OTHER USES	17,364,065	675,015	18,039,080