



Charlotte Housing Authority

BOARD OF COMMISSIONERS

BOARD MEETING

AUGUST 16, 2011

*Charlotte Housing Authority/Central Office
1301 South Boulevard
Charlotte, NC 28203*

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

AUGUST 16, 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 ***August 16, 2011*** as follows:

TIME/Date: ***5:00 P.M.***
 August 16, 2011

LOCATION: ***Charlotte Housing Authority/Central Office***
 1301 South Boulevard
 Charlotte, NC 28203



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

Central Office
1301 South Boulevard
Charlotte, NC 28203

August 16, 2011

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

Regular Meeting Agenda:

1. Pledge of Allegiance
2. Public Forum
3. Review and Approval of the Agenda
4. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *July 19, 2011*
5. Resident Advisory Council (RAC) Report
7. Monthly Report from the CEO
 - Business Plan Update
 - Operations Dashboard
 - Budget to Actual Reports for 06/30/2011
 - Report of Deposits and Investments as of 06/30/2011
 - Land Sales Proceeds Detail as of 06/30/2011
 - Notification of Administrative Budget Changes – 06/30/2011
8. **Consent Agenda Action Items:**
 - A. Budget Amendment: Administrative Program Budget-Capital Improvements
Budget Adoption: 2011 Replacement Housing Factor Grants
 - B. Budget Amendment: Field Operation Program Budget-Capital Improvements
 - C. Budget Amendment: Edwin Towers Renovation Capital Project
Budget Adoption: Gladedale Renovation Capital Project
 - D. Budget Amendment: Field Operation Program Budget-City Relocation Program
 - E. Budget Amendment: Administration Program Budget- City Relocation Program
 - F. Budget Amendment: Administration Program Budget-Workers Compensation Program for Operating Costs FY 03/31/2012
 - G. Budget Amendment: Field Operation Program Budget-Operating Subsidy for FY 03/31/2012
 - H. Budget Adoption: 2010 Federal Resident Opportunities and Self-Sufficiency (ROSS) Family Self Sufficiency Coordinator (FSSR) Grant Budget
 - I. CHA 457(b) Deferred Compensation Plan Adoption

- J. CHA Collection Loss Report for the Quarter Ended 06/30/2011
- K. Approve Procurement Contract: Payroll and Human Resources Information Management Services for Paycor
- L. Approve Procurement Contract: Procurement Contract to Professional Services for Unarmed Security at High Rise Communities

9. **Business Agenda Action Item:**

- A. Approve Procurement Contract: ECS Carolinas, LLP (Mallard Ridge)
- B. Approve Procurement Contract: ECS Carolinas, LLP (Parktowne Terrace)
- C. Budget Amendment: Field Operation Program Budget for Charlottetown Terrace
- D. Budget Amendment: Administrative Program Budget for Charlottetown Terrace
- E. Charlottetown Terrace Rehabilitation Project
Budget Amendment: Charlottetown Terrace Rehabilitation Project
- F. Approve Modification to the Contract of Professional Security Services

***MINUTES
FOR
REGULAR BOARD
MEETING HELD
ON
07/19/2011***

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, JULY 19, 2011**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at *Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 5:00 p.m. on Tuesday, July 19, 2011.

Present: ***Chairman Joel Ford***
 Vice-Chairman Will Miller
 Commissioner Geraldine Sumter
 Commissioner David Jones
 Commissioner Lucille Puckett
 Commissioner Ben Hill
 Commissioner Pam Gordon

Absent: Sherrod Banks, General Counsel

Also Present: Charles Woodyard, CEO

Pledge of Allegiance:

The meeting was opened by Chairman Joel Ford. Per request of Chairman Ford, Commissioner Hill led attendees in the Pledge of Allegiance.

Public Hearing:

Chairman Ford stated that part of our agenda is the public hearing for the FY 2011 – 2012 Moving Forward Annual Plan amendment. The purpose of the hearing is to conclude the 45 day public review and comment period for the Charlotte Housing Authority’s first amendment for the FY 2012 Moving Forward Annual Plan. Chairman Ford read an official script which explains the purpose of the hearing for the FY 2011 – 2012 Moving Forward Annual Plan and opened the floor for comments from the public. There were no persons present to speak, thus Chairman Ford asked for a motion to close the public hearing.

ACTION:

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

Public Forum:

Chairman Ford notified attendees that the public forum was open for comments. As is customary, Chairman Ford announced that speakers would be allowed three minutes to speak. The following speakers came forward:

Helen Swinton, Resident of 103 N. Dakota Street:

Ms. Swinton stated she ported in from Gwinnett County, Ga. last May 2010. She had an annual inspection that she thinks was in April 2011. At the time, her gas was turned off. Although her gas is just for heating she did not think about it until the inspection therefore she was failed for that reason. She was given a notice of End-of-Assistance and it stated that because she did not request a formal hearing and the gas was off she was terminated. However her gas was paid before the termination date and she was still terminated. She wants to address the fact that housing is suppose to be for low-income families and if it is promoting homelessness which she is not from Charlotte and has no family in Charlotte, so what is the next step for her and her family if she has already come into compliance before the date of termination. Mr. Woodyard, CEO, stated that we would be glad to look into this, he was not aware of this case. Chairman Ford requested a staff member take her contact information and make sure that we follow up. Mr. Sebronzik Wright, COO, added that he has already been investigating this matter and he would take care of it. Chairman Ford would like a follow-up at the next meeting.

Ms. Myra Pickens, Resident of Dillehay Courts:

Ms. Pickens stated that she came forward a few months ago. She wants to thank everyone for working with her and everybody in her community on her situation. It all worked out for her although she is still unemployed. However she is still looking for work. Her only problem is with the rent reform. If we can't find jobs we will all be outside because we can't pay our rent. Other than that, the housing authority has helped her very well with all situations she has had and she appreciates everyone who has helped her. Chairman Ford then asked if there was anyone else present to speak. Seeing that there were none he requested a motion for the public forum to be closed.

ACTION:

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

Review and Approval of the Agenda:

Chairman Ford called for the review and approval of the agenda. Mr. Woodyard asked if it was the pleasure of the board, since there are no comments at the public hearing on the amended MTW plan could Item 9.A be added to the Consent Agenda Action Items. That item was unanimously approved in the committee. Therefore Item 9.A would be Item 8.G. Commissioner David Jones asked that Item 8. A. be pulled because he thinks there is an inconsistency in the write-up and the resolution. He would like an explanation from staff. Chairman Ford asked for any other changes, hearing none, he asked for a motion to approve the agenda with modifications.

ACTION:

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

Consideration to Approve the Minutes for:

- Regular Board Meeting held *June 21, 2011*

ACTION:

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

Vice-Chairman Miller commented that he tried to call into the meeting but because it was offsite there was difficulty. He suggested in the future when we do go offsite either we find out who is calling in or we have the right equipment because that really didn't work well for him. Chairman Ford duly noted that comment.

Resident Advisory Council (RAC) Report:

Ms. Donna Green, RAC Secretary, provided the following information:

- ✓ Ms. Green stated the following names and positions of the new RAC officers:
 - Ms. Lucy Brown, President
 - Ms. Melony Heath, Vice-president
 - Ms. Alberta McClain, Treasurer
 - Ms. Linda Myrant, Parliamentarian
- ✓ She noted on June 28th a very successful Quality Circle meeting was held with CHA. In attendance was Ms. Lucy Brown, Ms. Melony Heath and Ms. Alberta McClain of RAC, Ms. Tomico Evans, Client Services, Mr. Allison Preston, Resident Safety, Ms. Lekeista Freeman, and Mr. Sebronzik Wright, COO. It was announced that Ms. Evans was introduced as the new Interim Director of Client Services and they look forward to working with her.
- ✓ Mr. Allison Preston spoke on the new security at the family sites and informed them that there has not been any negative feedback. He also said they are currently waiting on the security cameras to be inspected then they will be 100% complete.
- ✓ RAC is still working to complete their goals for 2011. They have completed the tenant patrol appreciation training dinner to show that they are very much appreciated. Dates are being made to complete the Tenant Patrol training at the senior sites. Resident Safety will be the facilitator and once the tenants are trained they will be given their badges.
- ✓ They are planning a customer survey which will be completed at all the sites.
- ✓ They are still in the process of getting other communities organized. We have two elections planned at Savannah Woods for August 2, 2011 and Leafcrest for August 23, 2011.

- ✓ RAC will be attending the resident meeting at Dillehay Courts on Tuesday, which is today, to set up a nominating committee.
- ✓ She announced the August 16th RAC Extravaganza Meeting at 6:00 p.m. at the Carole Hoefener Center. They are asking that each president bring their Board members.
- ✓ The following community successes were shared:
 - Gladedale has been offering computer training on Tuesdays 5:30 p.m. – 8:00 p.m. as well as job readiness training on Thursdays from 5:30 p.m – 8:00 p.m. in the community. They have assisted five residents in becoming gainfully employed and are trying to help anyone else who needs assessments. The Gladedale Board along with the Church of Charlotte get together to prepare and serve a hot lunch for all residents once a month. This week it will take place at Gladedale from noon to 1:00 p.m.
We have a Wacky Wednesday for resident middle and all high school children. They are taught etiquette, abstinence, self-control and how to be positive.
 - Sunridge has three residents who are gainfully employed. Out of these residents one has successfully completed the courses and training for pharmacy technician and another has successfully completed and received her CNA certification.
- ✓ Some of the upcoming events are: Dillehay Courts is having a community day on July 30th* from 1 – 5 p.m.; Edwin Towers wants to inform everyone that every first Friday there will be a fish fry and all are invited to come; on August 13th there is a gospel program featuring Ed Turner which starts at 6:00 p.m.; there will be a dessert tasting at Edwin Towers on August 18th at 2:00 p.m.; Strawn Apts. had bingo night on July 16th which had a large turnout; July 25th there will be a game day for all residents; they will be having a gospel fundraiser on August 19th at 7:00 p.m. They are still looking for participants. If anyone is interested please RSVP by July 22nd. Admission is \$5.00.

*Commissioner Puckett noted that the Dillehay Courts event date has been changed from July 30th to August 13th.

Monthly Report from the CEO

Business Plan Update/Corporate Scorecard:

Mr. Woodyard announced that Villa Court Apartments has been sold and closed in an amount of just under \$700,000. He noted that CHA emailed a draft corporate scorecard about a week ago and even though our fiscal year ended a few months ago, we have been holding this information waiting for the Board/Staff retreat. Mr. Woodyard informed the Board we will be looking at still scheduling the Board/Staff retreat sometime in August. However, he would like to find a way for the Board to have a discussion with staff and get this completed before then because we are several months into our current fiscal year. He suggested providing more time to review this, have a special meeting/workshop to review the scorecard or incorporate this discussion into one of the committee's. For clarification Chairman Ford asked when this was sent out the first time, was

comment/feedback requested and exactly what is the CEO asking for? Mr. Woodyard commented that he thinks he was on vacation when it went out but he thinks his instructions were for the Board to review and give any feedback. He did not see the email so he is not sure. Chairman Ford commented that he did not understand it that way. He asked to take these back and provide feedback to him, unless the commissioner's need to get together to do this. Vice-Chairman Miller commented that this Board changes over time, this is the drill down from the high level; he wants to make sure that everybody has had a chance to show the priorities/goals as a Board member are reflected in this document or not. It is also something that is the waiting, what is more important, which should be a Board discussion. He is not sure if we are all in sync or not therefore he also believes that the Board needs to look at this with an open mind to say this does reflect what I do or do not think. The Board needs to speak with one voice but he doesn't know. Chairman Ford responded that we all have individual perspectives; if they could get that information to him then they will have a working document when they come back together. Therefore everyone's individual thoughts and ideas will be readily available to do just that. Mr. Woodyard continued that he thinks he needs to address the waiting issue. The way the Scorecard is set up it is really just a dashboard on the performance of the Authority. When it comes to waiting and what is more important than other things, he suggests to the Board that is probably more appropriate for when they have the CEO and they are judging the CEO on the operations of the organization that some things are more important, they weigh it that way. It is a fine line but that is his suggestion. Vice-Chairman Miller stated that he did not understand what Mr. Woodyard is saying. Mr. Woodyard restated that the Scorecard itself is the staff, especially senior management and more particularly my performance management tool for the organization. Therefore the way this tool works, it is not weighted more toward one thing or the other except for this. He directed them to look at the graphic representation of the Scorecard and stated the most important thing on there is the top level, which is the customer piece of it. Vice-Chairman Miller continued questioning for clarification. Chairman Ford acknowledged that the comments were duly noted. Commissioner Jones commented that he feels that there is a disconnect between the way Vice-Chairman Miller is using the phrase weight and the way Mr. Woodyard is using the phrase weight. Commissioner Jones continued that he thinks Vice-Chairman Miller is looking (he added that he is not trying to put words in anybody's mouth), at the Corporate Scorecard as being derivative or a measurement tool for the performance of the organization and that there are some things that he thinks with respect to the organization that are more important than other things and should this document reflect that and should that reflection reflect what the Board thinks is more important. Commissioner Jones thinks what he is hearing from Mr. Woodyard when he uses the word weight is being used in the context of the way we have done your evaluation where we come out with a numeric score based on some scoring in individual categories, some of which are weighted. He thinks those are two different things. He thinks Vice-Chairman Miller's point is a slightly different one and should the scorecard be organized in a way that puts greater emphasis on the areas that the Board wants greater emphasis. Commissioner Jones added that this is Mr. Woodyard's management tool on the stuff that has to happen day-to-day and the proper venue for talking about what's most important and getting a Board consensus around it. This is his management tool to deal with individual employees.

Vice-Chairman Miller continued that when you are sitting down with staff needs to know in a timely manner.

Mr. Woodyard explained that this document has already been prioritized based on the feedback from the Board, the corporate scorecard; the stuff that is lower down on the priority is not on here. This is an interpretation of what senior staff and what we felt the Board agreed to as the high priority issues. Chairman Ford asked what feedback is wanted from the Board. Mr. Woodyard asked do they agree with those goals and measures. Mr. Woodyard's recommendation is to have a meeting to sit down and discuss this however the Board's recommendation is to give staff feedback. He indicated he can do it that way and inquired whether a week was enough? Chairman Ford counted off that he has two that would like a meeting. Vice-Chairman Miller feels a meeting would be beneficial. Chairman Ford added that he thinks you can get the benefit of everybody's input via email and having a conversation at the joint staff retreat. In finalization Chairman Ford stated please provide feedback to Charles via email and the summary of the feedback will be incorporated in the joint staff retreat. Vice-Chairman suggested when the Board provided feedback to copy the other Board members so that everybody can see what other people are thinking. Chairman Ford agreed with that suggestion. **Synopsis:** Chairman Ford gave a deadline of 2 weeks from July 19th which will be August 2nd. Chairman Ford stated for the record if Mr. Woodyard does not have any comments from the Board members he is to assume that they don't have any input.

Mr. Woodyard continued his report stating that we are currently talking with UNC-Charlotte about updating the Affordable Housing Study that they prepared. He thinks it is time; the economy is very different now so we will be working with them to update the study. He concluded that part of his report.

Prior to continuing to the Operations Dashboard Vice-Chairman Miller commented on the report; he thinks they did a lot of work surrounding the homeownership. He asked do we want to pay for them to do the homeownership. Mr. Woodyard responded that he thinks in their original draft they talked about homeownership but not in any measurable way made it to the final. Vice-Chairman Miller would really like to make sure whatever we pay them for in the future, is focused on the families we serve. Another thing he was disappointed with in the study was, we were looking for a little more qualitative data on those families and he doesn't feel that we really got as much of the qualitative as we would have liked. We gave them a lot of folks to talk to in an effort to try to drill down to get into the qualitative piece - meaning who are these people, what are their issues and let's try to wrap our arms around that. They did a few interviews with Crisis Assistance Ministries and then said here is some anecdotal information which is not worth anything. He thinks that they should have gone further to figure out who are those people. Chairman Ford added what is the end goal for updating this study. He doesn't want to be cynical about it, but we know it is bad. Therefore we are going to have a person from academia to tell us how bad it is but then we are still dealing with the same pot of beans which equates to the same subsidy resources.

Mr. Woodyard added that this study hit before the recession so we always assume that if we had done the study later we would find a worst problem. Vice-Chairman Miller asked does he mean census data and Mr. Woodyard responded yes and continued now we have accurate census data. The other point was when we look at all the resources that were out there we know now that the Affordable Housing Coalition is trying to do something different. He thinks looking at the resources we have out there, it is a different picture then when we originally did this study. He thinks it will be done differently and we have the opportunity to give some different recommendations because he feels the county will reorganize around supportive services, the role of the housing services network will change slightly and we will change slightly.

Operations Dashboard:

Mr. Sebronzik Wight came forward to give the following update.

Section 8 Update: It was noted that the total number of monthly vouchers available in the program has increased by 25 since the last month which reflects the 25 VASH (Veterans Affairs Supportive Housing) vouchers. Also noted going forward that we have received an additional 50 VASH vouchers that you will see reflected in the future as well as an additional 100 FUP (Family Unification Vouchers). Base utilization currently is at 96.86%. If those vouchers that were issued were actually leased up we would be at 99.58% which is where we like to be. As far as VASH, utilization is at 72.94% which looks low but it is significantly improved from the previous month. If those that are issued are actually leased up they would be at 98.82%. Family Unification is the same as last month which is 99% across the Board.

Concerning Boulevard, everyone that was issued those vouchers are currently utilizing them therefore we are currently at 100%. In total for our voucher program we are utilizing 96.59%, which is below our target, but if those that are issued are leased up we would be at 99.57%. Commissioner Hill questioned if the Family Unification is the foster care program. Mr. Wright responded that it involves foster care children that age out. He asked for any further questions. Commissioner Jones commented that he is trying to reconcile two numbers on the chart that total up the types of vouchers. The number reflected is 140 which he interpret to be the vouchers that have been issued but currently are not being utilized. Mr. Wright agreed. Then Commissioner Jones referred to the chart at the bottom which says Vouchers on the Street and that number for June 2011 is 245, he would assume that those were the same set of vouchers. He asked what is the 105 voucher difference. Ms. Cheryl Campbell, Deputy COO, stepped up and responded that it actually could be some people that have been looking for months and have their voucher in hand, the ones that were actually put out on the street but haven't leased up during this month. Commissioner Jones stated why isn't that the same as vouchers issued but not utilized which is the 140 number? Mr. Wright continued that the 140 is the number that was issued in the most recent month but if they did not lease-up they would still be counted as those that are on the street. Commissioner Jones stated then that is like a cumulative number. Mr. Wright agreed however he would double check the numbers and send out an email with the verified number. Commissioner Sumter asked that he send the email to the full Board.

Commissioner Puckett questioned that last month the waiting list increased by one and since the waiting list was closed Mr. Wright did not understand that number and said he would look into it and respond back. However this month it has increased by 2 more. So if the waiting list is closed then how is the wait list increasing? Mr. Wright responded that he would answer that in the email as well. He apologized for the discrepancies. Hearing no other questions Mr. Wright introduced the newly hired Section 8 Director, Ms. Shawn Williams. She hails from the Richmond Redevelopment Housing Authority. She assured the Board that the Section 8 questions would be answered.

Conventional Public Housing sites: occupancy rate is at 100%. Total accounts receivables is at 93% which is below our 96% target but the management indicator is at 99% which is above our target. Our vacancy turns are down to 14 days. **Affordable sites:** occupancy rate is at 100%. Tenants Accounts Receivables (TAR) is at 90% which is below our target but management indicator shows that we would be at 98% and our vacancy turns were a few days down, which is an improvement down to 16 days. Chairman Ford questioned as it relates to timeliness of data and having vacancy information of availability on the conventional sites and on our sites as well as our partner sites are we any closer to getting real time data on our websites about our availability for these sites. Mr. Wright responded regarding availability if some would like to go on our website, we are investigating that and the real time data piece is slightly difficult with our privately managed sites because of their ability to report their time to us so we can upload that information, however we are investigating. As soon as we have an answer we will report it to the Board. Chairman Ford continued that he could see how that could be a tremendously valuable tool for a family looking for housing without having to get in their car and drive all over town.

Privately Managed sites: occupancy rate is at 97%. Tenants Accounts Receivables (TAR) is at 90%, management indicator is at 96%, which is at our target. It is adequate but we certainly have room for improvement. Vacancy turns is at 26 days, which is actually an improvement over the last month. Those 26 days primarily can be attributed to 2 units which we will go into more detail later. Overall occupancy is at 95%. Our Section 8 and Section 9 occupancy is at 97%. He pointed out a few places for improvement: Hampton Creste, the occupancy is up to 69%; not a good number but we are getting better. Last month it was at 56%. We had 23 move-ins at Hampton Creste which is fairly significant. Real time we have 11 move-ins for July and 7 more are anticipated. The number is improving dramatically. We still have some issues with Tenants Accounts Receivable (TAR). He emphasized they are working on those. We are at 79%, management indicator is at 91% however both are still below our expectations but we are continuing to creep up in those areas as well. As far as the units which are affecting our vacancy, note that for Park at Oaklawn it took 52 days to turn one of our units and 43 of the days was trying to lease it up. It has been mentioned in the past about finding qualified tenants. Going thru a number of applications before we find that one that does actually meet the criteria. We are working with all of the private management firms to beef up their wait list so they actually have healthy waitlist as opposed to having five or ten on the wait list and assuming that is sufficient.

Commissioner Hill questioned if the Salvation Army has now completed all the movement of people at Hampton Creste. Mr. Wright responded no, they have not. They are currently at 31 of the 60 units. The reason for this is part of the construction that was required in order to make sure that we have enough market rate units that could support the additional 29 that we would like to fill in. The construction is mostly complete however not 100%. We have a number of units which are almost ready for move-in. The last is Springfield Gardens, which had a unit that took 36 days to lease up. That unit was held for a domestic violence transfer. Those items impacted our target date. Mr. Wright asked for any questions about our privately managed sites. Commissioner Puckett asked if the Section 8 & Section 9 occupancy rate is at 97% or is it at 99%. Mr. Wright responded that it looks like it should be 99% however he will double check and get back with her. Commissioner Hill commented that he was confused about Hampton Creste.

Mr. Woodyard announced that concluded his report. Chairman Ford added the following suggestion. He requested that we have an **Issues Log**. Then have the issues log recorded, then resolved and then communicated back to the Board. Since he has been with the Authority we have not had any consistency in which somebody is responsible for recording that issue and then whoever the appropriate staff person is responsible for resolving that issue and that information flowing back collectively to the Board. Mr. Woodyard commented that the first two things happened but the last thing about the flow of information is not happening the way the Board really wants it to. Normally we do have a person, Ms. Shaunte Evans, Chief Administrative Officer, however she is not present at tonight's meeting. We will straighten it out so we will just have an issues forum put in an email and send it out to the full Board. Chairman Ford would like for us to track the information and let them know the issues that have been resolved. He then moved to the Consent Agenda Action Items.

Consent Agenda Action Items:

Commissioner Jones made a motion to adopt Items 8.B – 8.F and Item 9.A that was moved to the consent agenda:

- 8.B Approve Procurement Contract – CM at Risk for 400 East Boulevard
- 8.C Approve Resolutions to Grant Easement to the City of Charlotte
- 8.D Budget Amendment: Administration Program Budget (Section 8 funding)
- 8.E Budget Amendment: Field Operations Program Budget (Section 8 funding)
- 8.F Audit Report Acceptance and Approval for 2010-2011
- 9.A First Amendment to the FY 2011-2012 Moving Forward Annual Plan

ACTION:

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

Business Agenda Action Items:

8.A Sandlewood Apartments Bond Findings and Final Resolutions:

Approve the final and findings resolutions for Issuance of Revenue Bonds to finance the acquisition and renovation of an Affordable Housing Development known as Sandlewood Apartments.

Commissioner Jones asked that this item be pulled because he thinks there is a misleading statement in the write-up. The second paragraph under explanation says Standard & Poor's will serve as the underwriter and Financier which he is not sure what that means in this context. However Standard & Poor's is not an underwriter, they are a rating agency. In the resolution you list Merchant Capital, LLC as the underwriter. Mr. Jeffrey Meadows, Sr. Development Officer agreed that for the record Merchant Capital, LLC is the underwriter. Commissioner Jones then moved for adoption.

ACTION:

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

9.B Approve Procurement Contract – Tax Credit Investor Member for CFFP Transaction:

Authorize the CEO to negotiate and award a contract to The Richman Group Affordable Housing Corporation, as the Tax Credit Investor Member for the Capital Fund Financing Program (CFFP) Transaction.

Mr. Wright presented in the absence of Ralph Staley. On May 26, 2011 the Charlotte Housing Authority requested the submission of written letters of intent from prospective tax credit investor partners to acquire 99.99% in the LLC to acquire, rehab and operate Strawn and Parktowne Terrace. Perspective investors submitted their proposals on June 30, 2011. Equity Investment was projected at \$10,700,000. Horizon Acquisition will be the managing member on this particular project. Responses were evaluated under the general provisions of the solicitation specifically around pricing, etc. The CHA selection panel included Ralph Staley, Chris Squire, J. Daniels, I, along with the tax credit consultant.

The Richman Group Affordable Housing Corp. presented the package with the highest overall score. They were interviewed by the selection panel and we discovered they are the most active syndicator for multi-family housing for tax credit proposals in the last three years. We also discovered that they have brokered investors for over 1,300 multi-family housing sites for tax credit purposes. As well as been involved with over \$7 billion in transactions since 1987. They are a fairly substantial player. Staff is recommending that the Board authorize the CEO to enter into negotiations to award the contract to The

Richman Group. He asked for questions. Commissioner Sumter questioned why is there no MWBE consideration in this. Mr. Wright responded the firms that are typically involved in these types of transactions don't have that ability. We have inquired and we will continue to inquire about what they can and cannot bring to the table. It also depends on the actual investor that they bring to the table. Commissioner Sumter stated that she knows that CHA is looking at investors and money but investors have opportunities to partner with minorities and women. It seems to her that we ought to be looking in our matrix of scores to have some score in there that they address that issue. Otherwise the opportunity for us would be to say to all the applicants we want to see some MBE participation and that may need to take place in a joint venture and some partnering. You would then have an opportunity to build a presence in this area. She doesn't think we ought to throw our hands up in the air.

Commissioner Jones asked when we do the RFP for this kind of engagement do we ask specifically to discuss MWBE status? Mr. Wright responded we do and what we are finding is that it is extremely difficult in certain areas of construction such as this. However we do inquire and we do exert pressure. Commissioner Jones added the partnering issue is hard for this because this is a small pool of buyers. I would partner with a MWBE firm to bring more buyers to the table, they really don't need to do that, they know when they sign the underwriting agreement which fund or which institution is going to buy these tax credits. It is hard to do a venture.

Commissioner Sumter continued that sometimes historically, when industries which have had no or almost non-existent minority and women business enterprises engaged, there are other things that you look to within the applicants. Among them are their own staff profile. There are ways to look at these issues to make them more responsive. We ought not to forgo those opportunities.

Chairman Ford added that he views in part this authorities responsibilities and duties as a mission and contracting with various vendors for various services/supplies. Somehow he thinks that part of the business that we do is lost because in part we are mission driven. Part of the mission is to help provide self-sufficiencies for our families because we clearly cannot build our way out of this affordable housing crisis. We are going to have to graduate some folks out of public housing. With that being said Sherrod Banks, General Counsel, came to him with an idea that he would like to see that we explore for situations like this; that these companies be afforded the opportunity, at a minimum to provide scholarships for our students who are looking to go to college. Before we allow anybody else off the hook, he is going to reluctantly support this because he wants to keep this train moving but he would like to see staff do some things being in compliance and legally.

Commissioner Hill and Commissioner Sumter disagreed with that because it is very easy for a firm to supply a scholarship and not change how they operate.

Vice-Chairman Miller agreed with Commissioner Hill. He thinks we need to push this and we need people to gain good experience in these fields. This type of discussion needs to come together with staff to provide with that kind of direction.

ACTION:

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

Commissioner Jones made a motion to adjourn the Charlotte Housing Authority Regular Board Meeting. Motion was seconded by: Commissioner Sumter; outcome: passed unanimously.

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant
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Next meeting to be held on August 16, 2011 at Central Office, 1301 South Boulevard, Charlotte NC 28203 at 5:00 p.m. Dinner will be served for the commissioners at 4:30 p.m. If you have any questions/comments, please do not hesitate to contact the executive office @ 704.336.5221.

***OPERATIONS
DASHBOARD***

08/16/2011

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%	4,791
March '11	95.29%	4,470
April '11	95.99%	4,503
May '11	96.29%	4,517
June '11	96.59%	4,531
July '11	94.68%	4,536

Overall Program Voucher Total

Program	Base	DHAP	VASH	FUP	BLVD	TOTAL	NOTES
Voucher Units	4326	0	85	200	180	4791	
Vouchers Utilized	(4190)	0	(69)	(97)	(180)	(4536)	
Vouchers Issued	(98)	0	(10)	0	0	(108)	In lease-up
Balance by Program	38	0	6	103	0	147	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	147
Special Use on Hold	(109)
In base	38
CBRA vacancies	0
To be issued	0
Balance of Voucher Availability	38

Current Utilization	96.86%	0.00%	81.18%	48.50%	100.00%	94.68%
Utilization - if all issued vouchers were to be leased up	99.12%	0.00%	92.94%	48.50%	100.00%	96.93%

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
June '11	245	1,922	48	846
July '11	216	1,921	41	872

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> <small>(all outstanding charges)</small>	<u>Tenant Accounts Receivable</u> <small>(uncollected rent without pending action)</small>	<u>Vacancy Turns Make</u> <u>Ready/Lease/Total</u>
Target	96%	2.00%	96%	96%	20 days
March '11 - 24 units turned	99%	1.57%	95%	99%	10+5 = 15 days
April '11 - 24 units turned	99%	-	90%	99%	11+2 = 13 days
May '11 - 21 units turned	99%	-	91%	99%	9+11 = 20 days
June '11 - 15 units turned	100%	2.45%	93%	99%	11+3 = 14 days
July '11 - 17 units turned	99.57%	-	92%	99%	12+4 = 16 days

**** The average collection loss for the entire CHA portfolio is 2.18%

^ total does not include private management data

Affordable Properties

Sites include: Grove Place, Oak Valley, Valley View	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	<u>Total Tenant Accounts Receivables</u> <small>(all outstanding charges)</small>	<u>Tenant Accounts Receivable</u> <small>(uncollected rent without pending action)</small>	<u>Vacancy Turns Make</u> <u>Ready/Lease/Total</u>
Target	96%	2.00%	96%	96%	20 days
March '11 - 2 units turned	100%	5.19%	87%	99%	13+0 = 13 days
April '11 - 4 units turned	100%	-	94%	99%	5+3 = 8 days
May '11 - 1 unit turned	100%	-	93%	99%	17+2 = 19 days
June '11 - 4 units turned	100%	1.56%	90%	98%	15+1 = 16 days
July '11 - 4 units turned	96%	-	96%	99%	13+12 = 25 days

**** The average collection loss for the entire CHA portfolio is 2.18%

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	Total Tenant Accounts Receivables <small>(all outstanding charges)</small>			Tenant Accounts Receivable <small>(uncollected rent without pending action)</small>	Vacancy Turns <small>Make Ready/Lease/Total</small>
	Occupancy Rate	Collection Loss (QTR)	96%	96%	20 days
Target	96%	2.00%	96%	96%	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
June '11 - 5 units turned	99%	1.56%	90%	96%	11+15 = 26 days
July '11 - 14 units turned	98%	-	82%	91%	27+2 = 29 days

*** The average collection loss for the entire CHA portfolio is 2.18%

Month: July '11 - Private Management Companies								
Property	Overall Community Occupancy Rate	Section 8 & 9 Occupancy Rate	Total Tenant Accounts Receivables <small>(all outstanding charges)</small>	Tenant Accounts Receivable <small>(uncollected rent without pending action)</small>	Vacancy Turn Averages			# of Units
					Make Ready	Lease Up	Vacancy Turn Totals	
940 Brevard (40 Section 9 & 60 PBS8 units)	98%	98%	100%	100%	0	0	0	0
Arbor Glen 50 (25 Section 9 units)	100%	100%	78%	98%	0	0	0	0
Arbor Glen I (60 Section 9 units)	98%	100%	100%	100%	0	0	0	0
Arbor Glen II (40 Section 9 units)	97%	100%	99%	99%	0	0	0	0
Arbor Glen III (12 Section 9 units)	100%	100%	100%	100%	0	0	0	0
Ashley Square (22 Section 9 units & 14 Section 8 units) - 1 vacant	96%	97%	81%	81%	0	0	0	0
*Fairmarket Square (16 Section 9 units). 12 of existing units are currently available for PH occupancy	98%	92%	75%	100%	0	0	0	0
First Ward (132 Section 9 units)	94%	99%	90%	93%	45	1	47	6
Glen Cove (10 Section 9 units)	88%	100%	29%	56%	0	0	0	0
***Hampton Creste (60 section 9 units)	68%	100%	85%	92%	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units) - 1 vacant	100%	98%	100%	100%	0	0	0	0
McAlpine Terrace (26 Section 9 units)	82%	100%	75%	75%	0	0	0	0
*McCreesh Place (63 Section 9 & 27 PBS8 units). 61 of existing units are currently available for PH occupancy	100%	100%	92%	92%	0	0	0	0
**McMullen Woods - (No Assisted Units)	98%		100%	100%	0	0	0	0
Mill Pond (51 PBS8)	95%	95%	86%	92%	6	4	10	2
Montgomery Gardens (20 Section 9 units)	99%	100%	82%	100%	27	0	27	1
Nia Point (29 Section 9 units)	100%	100%	46%	81%	11	2	13	2
Park @ Oaklawn (89 Section 9 units)	98%	100%	87%	95%	0	0	0	0
Prosperity Creek (72 Section 9 & 84 PBS8 units) - 3 vacant	99%	98%	96%	100%	0	0	0	0
Rivermere (20 Section 9 units)	95%	100%	100%	100%	18	0	18	2
Seigle Point (102 Section 9 & 18 PBS8 units)	98%	99%	50%	100%	4	15	19	1
*Seneca Woods (17 Section 9 units). 9 of existing units are currently available for PH occupancy	92%	88%	45%	58%	0	0	0	0
South Oak (20 Section 9 units)	95%	95%	100%	100%	0	0	0	0
SpringCrest at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	94%	100%	100%	0	0	0	0
Springfield Gardens (22 Section 9 units)	95%	91%	60%	80%	0	0	0	0
Stonehaven East (24 Section 9 units)	94%	100%	81%	81%	0	0	0	0
Grand Average	95%	98%	82%	91%	27	2	29	14

* Represents occupancy percentage based on ACC units available for subsidy. Units will occupy upon turnover

** Property is 100% Tax Credit; no section 8/9 units

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

*** 31 units are rented which have been deemed to be within capacity for SHIP as of June 30, 2011

***Additional SHIP units will be rented as units come online and SHIP certify capacity to deliver services

***BAR REPORT
(BUDGET TO
ACTUAL REPORT)***

08/16/2011

Housing Authority of the City of Charlotte
Income Statement - Field Operation Program
For the Three Months Ending June 30, 2011

	Annual Budget	Year -To- Date Actual	Year -To- Date Budget	Variance Fav (Unfav)	Comment Code
INCOME					
MTW Funds	67,297,826	15,568,877	16,824,457	(1,255,580)	(A)
Tenant Rents	10,562,067	2,186,435	2,640,517	(454,082)	(B)
Public Housing Fees	1,171,023	243,489	292,756	(49,267)	
Section 8 Income	752,897	222,270	188,224	34,046	
Capital/CFRC Fees	718,807	-	179,702	(179,702)	(C)
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772	75,940	92,443	(16,503)	
City Relocation Program Income	569,608	95,000	142,402	(47,402)	
Restricted Donation	3,500,000	3,500,000	3,500,000	-	
Other Operating Revenues	4,936,452	812,528	1,234,113	(421,585)	(D)
TOTAL OPERATING REVENUE	89,878,452	22,704,539	25,094,613	(2,390,074)	
CONTROLLABLE EXPENDITURES					
SALARIES/BENEFITS	11,224,541	1,893,327	2,590,279	696,952	(E)
OPERATING COSTS	72,206,386	14,201,544	18,051,597	3,550,386	(F)
CAPITAL OUTLAY	351,094	9,155	87,774	78,619	(G)
TOTAL CONTROLLABLE EXPENDITURES	83,782,021	16,104,026	20,729,649	4,325,957	
SURPLUS (DEFICIT) BEFORE UTILITIES	6,096,431	6,600,513	4,364,964	1,935,883	
Utilities	4,377,676	689,233	1,094,419	405,186	(H)
SURPLUS (DEFICIT) FROM OPERATIONS	1,718,755	5,911,280	3,270,545	2,341,069	
OTHER ITEMS					
Fund Balance Appropriated - Land Sales Proceeds	285,383	-	71,346	(71,346)	(I)
Operating Transfer In - MTW Funds	1,741,745	-	435,436	(435,436)	(I)
Special Items	(3,500,000)	(3,500,000)	(3,500,000)	-	
Loan to Others	(245,883)	-	(61,471)	61,471	(I)
TOTAL OTHER ITEMS	(1,718,755)	(3,500,000)	(3,054,689)	(445,311)	
NET SURPLUS (DEFICIT)	-	2,411,280	215,856	1,895,758	

COMMENTS

- (A) Unfavorable variance due to less than budgeted Section 8 and Section 9 subsidies received. Also multi-year projects have not begun.
- (B) Tenant rents are under budget at public housing and mixed income communities.
- (C) Capital Fund/CFRC fees have not been received to date.
- (D) Unfavorable variance because less than budgeted funding received for Social Service fees and the First Ward transfer is less than budgeted.
- (E) Favorable variance due to lapsed salaries.
- (F) Favorable variance because cost were less than budgeted especially in site improvements, client services contracts and asset management fees.
- (G) Favorable variance due to less than budgeted capital items purchased.
- (H) Favorable variance in utilities in all areas, especially in gas.
- (I) Fund Balance was not appropriated, no transfer of MTW funds and loans have not been made to date. Fund Balance is not shown in the actual column. It is a budgetary recording only.

Housing Authority of the City of Charlotte
Income Statement - Administration Program
For the Three Months Ending June 30, 2011

	Annual Budget	Year -To- Date Actual	Year -To- Date Budget	Variance Fav (Unfav)	Comment Code
INCOME					
CHA Relocation Program Income	1,859,463	-	464,866	(464,866)	(A)
Section 8 Fees	1,218,282	293,822	304,571	(10,749)	
MTW Funds	1,070,641	132,993	267,660	(134,667)	(B)
Public Housing Fees	794,767	224,196	198,692	25,504	
City Relocation Program Income	606,847	-	151,712	(151,712)	(C)
Maintenance Operations	537,418	96,467	134,355	(37,888)	
Capital Fund Fees	518,502	-	129,626	(129,626)	(D)
CFRC Management Fee	200,304	-	50,076	(50,076)	(D)
ARRA Management Fee	160,000	160,975	40,000	120,975	(E)
Other Revenue	1,270,022	203,063	317,506	(114,443)	(F)
TOTAL OPERATING REVENUE	8,236,246	1,111,516	2,059,062	(947,546)	
CONTROLLABLE EXPENDITURES					
SALARIES/BENEFITS	4,161,181	683,913	960,273	276,360	(G)
OPERATING COSTS	7,684,784	3,821,886	4,546,196	724,310	(H)
CAPITAL OUTLAY	42,629	8,764	10,657	1,893	
TOTAL CONTROLLABLE EXPENDITURES	11,888,594	4,514,563	5,517,126	1,002,563	
SURPLUS (DEFICIT) BEFORE UTILITIES	(3,652,349)	(3,403,047)	(3,458,065)	55,017	
Utilities	147,534	23,764	36,884	13,119	
SURPLUS (DEFICIT) FROM OPERATIONS	(3,799,883)	(3,426,812)	(3,494,948)	68,136	
OTHER ITEMS					
Fund Balance Appropriated - COCC	242,879	-	60,720	(60,720)	(I)
Fund Balance Appropriated - MTW Funds	9,559,955	-	2,389,989	(2,389,989)	(I)
Operating Transfers-Out Public Housing	(1,741,745)	-	(1,741,745)	1,741,745	(J)
Operating Transfers-Capital Projects	(3,586,191)	-	(896,548)	896,548	(J)
Loans To Others	(675,015)	-	(168,754)	168,754	(J)
TOTAL OTHER ITEMS	3,799,883	-	(356,338)	356,338	
NET SURPLUS (DEFICIT)	-	(3,426,812)	(3,851,286)	424,474	

COMMENTS

- (A) CHA Relocation will not be reported here. Board amendment forthcoming to eliminate revenue and expenditure in this report.
- (B) Unfavorable variance because funding is based on expenditures.
- (C) Unfavorable variance due to a decrease in referrals. Program ended June 2011.
- (D) Capital Fund/CFRC fees have not been received to date.
- (E) Favorable variance because fees received were more than budgeted.
- (F) Unfavorable variance due to less than budgeted fees from mixed finance properties and the Real Estate Department.
- (G) Favorable variance due to lapsed salaries.
- (H) Favorable variance due to less spending in Professional Consultation, Advertising and Travel/Training. CHA Relocation financial data will not be reported here. Board amendment forthcoming to eliminate revenue and expenditures in this report.
- (I) Fund Balance has not been appropriated.
- (J) No funds have been transferred to date.

Housing Authority of the City of Charlotte
Income Statement - Real Estate Program
For the Three Months Ending June 30, 2011

	Annual Budget	Year -To- Date Actual	Year -To- Date Budget	Variance Fav (Unfav)	Comment Code
INCOME					
Developer Fee Earned	1,841,371	-	460,343	(460,343)	(A)
Other Revenue	352,070	176,285	88,018	88,268	(B)
TOTAL OPERATING REVENUE	2,193,441	176,285	548,360	(372,075)	
CONTROLLABLE EXPENDITURES					
SALARIES/BENEFITS	1,361,778	165,132	314,257	149,125	(C)
OPERATING COSTS	831,662	152,825	207,916	55,090	(D)
CAPITAL OUTLAY	2,656,153	-	664,038	664,038	(E)
TOTAL CONTROLLABLE EXPENDITURES	4,849,593	317,957	1,186,210	868,253	
SURPLUS (DEFICIT) FROM OPERATIONS	(2,656,153)	(141,672)	(637,850)	496,178	
OTHER ITEMS					
Operating Transfer In -MTW	24,535,573	766,131	6,133,893	(5,367,762)	(F)
Operating Transfer Out - Capital Projects	(17,329,587)	-	(4,332,397)	4,332,397	(E)
Loan to Others	(4,549,833)	(766,131)	(1,137,458)	371,327	(F)
TOTAL OTHER SOURCES	2,656,153	-	664,038	(664,038)	
NET SURPLUS (DEFICIT)	-	(141,672)	26,188	(167,860)	

COMMENTS

- (A) Unfavorable variance because no Developer Fees earned to date.
- (B) Favorable variance because Professional Fees were more than budgeted.
- (C) Favorable variance due to lapsed salaries.
- (D) Favorable variance due to Future Appropriations line item.
- (E) Capital Outlay funding is reallocated to Operating Transfer Out Capital Projects. No funds have been transferred to capital projects.
- (F) Funds transferred for McCreech Place.

Housing Authority of the City of Charlotte
Income Statement - CORE Programs, Inc.
For the Three Months Ending June 30, 2011

	<u>Annual Budget</u>	<u>Year -To- Date Actual</u>	<u>Year -To- Date Budget</u>	<u>Variance Fav (Unfav)</u>	<u>Comment Code</u>
<u>INCOME</u>					
Other Income	239,329	25,746	59,832	(34,087)	
TOTAL INCOME	239,329	25,746	59,832	(34,087)	(A)
<u>CONTROLLABLE EXPENDITURES</u>					
OPERATING COSTS	62,987	840	15,747	14,907	(B)
TOTAL CONTROLLABLE EXPENDITURES	62,987	840	15,747	14,907	
SURPLUS (DEFICIT) FROM OPERATIONS	176,342	24,906	44,086	(19,180)	
<u>NON-OPERATING ITEMS</u>					
Operating Transfer Out - First Ward	176,342	-	44,086	44,086	
NET SURPLUS (DEFICIT)	-	24,906	-	24,906	

COMMENTS

- (A) Unfavorable variance because less than budgeted revenue received from grants and no funds received for First Ward expenses.
- (B) Favorable variance because less than budgeted expenditures from the Bank of America Foundation Grant.

Housing Authority of the City of Charlotte
Income Statement - Horizon Acquisition, Inc.
For the Six Months Ending June 30, 2011

	<u>Annual Budget</u>	<u>Year -To- Date Actual</u>	<u>Year -To- Date Budget</u>	<u>Variance Fav (Unfav)</u>	<u>Comment Code</u>
<u>INCOME</u>					
Other Income	300,000	181,638	150,000	31,638	
TOTAL INCOME	300,000	181,638	150,000	31,638	(A)
<u>CONTROLLABLE EXPENDITURES</u>					
Operating Costs	1,050,000	-	525,000	525,000	
Other Uses	2,750,000	3,148,261	1,375,000	(1,773,261)	(B)
TOTAL CONTROLLABLE EXPENDITURES	3,800,000	3,148,261	1,900,000	(1,248,261)	
SURPLUS (DEFICIT) FROM OPERATIONS	(3,500,000)	(2,966,623)	(1,750,000)	(1,216,623)	
<u>OTHER SOURCES</u>					
Proceeds from Sale of Stock	3,500,000	3,500,000	3,500,000	-	
NET SURPLUS (DEFICIT)	-	533,377	1,750,000	(1,216,623)	

COMMENTS

(A) Favorable variance because property management fees and cash distributions were more than budgeted.

(B) Unfavorable variance due to the payment of the General Partnership Interest in Little Rock. A budget amendment in July explained and removed variance.

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

McAlpineTerrace /Glen Cove Apartments Capital Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
City Loan	\$ 279,400	\$ 279,400	\$ -	\$ 279,400	\$ -
Land Sales Proceeds Loan	2,125,278	2,050,041	-	2,050,041	75,237
City Housing Trust Fund Loan	2,055,456	2,029,912	-	2,029,912	25,544
Hope VI Loan	1,149,809	1,124,237	-	1,124,237	25,572
Operating Transfer In Horizon	216,307	216,307	-	216,307	-
Total revenue	5,826,250	5,699,897	-	5,699,897	126,353
Expenditures					
Capitalized Items	5,826,250	5,341,414	6,940	5,348,354	477,896
Total expenditures	5,826,250	5,341,414	6,940	5,348,354	477,896 (A)
Excess of revenue over expenditures	\$ -	\$ 358,483	\$ (6,940)	\$ 351,543	\$ (351,543)

(A)The total project is 92% expended.

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

McMullen Wood Apartments Capital Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
MTW Loan	\$ 1,278,732	\$ 171,375	\$ 7,872	\$ 179,247	\$ 1,099,485
NCHFA Loan	239,342	239,342	-	239,342	-
City of Charlotte Loan	1,836,000	1,836,000	-	1,836,000	-
Proceeds from Line of Credit	1,278,732	871,551	-	871,551	407,181
Total revenue	4,632,806	3,118,268	7,872	3,126,140	1,506,666
Expenditures					
General and Administrative	1,278,732	13,247	(13,247)	-	1,278,732
Capitalized Items	3,354,074	3,105,021	21,119	3,126,140	227,934
Total expenditures	4,632,806	3,118,268	7,872	3,126,140	1,506,666
Excess of revenue over expenditures	\$ -	\$ (0)	\$ 0	\$ -	\$ -

(A)The total project is 67% expended.

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Fairmarket Square Apartments Capital Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
City Loan	\$ 1,275,000	\$ 1,275,000	\$ -	\$ 1,275,000	\$ -
Land Sales Proceeds Loan	790,800	790,800	-	790,800	-
City Housing Trust Fund Loan	95,000	-	-	-	95,000
Hope VI Loan	325,839	325,839	-	325,839	-
MTW Loan	433,361	433,361	-	433,361	-
Proceeds from Line of Credit	903,587	895,152	-	895,152	8,435
Total revenue	3,823,587	3,720,152	-	3,720,152	103,435
Expenditures					
General and Administrative	1,059,453	915,749	-	915,749	143,704
Capitalized Items	2,764,134	2,672,885	216	2,673,101	91,033
Total expenditures	3,823,587	3,588,634	216	3,588,850	234,737 (A)
Excess of revenue over expenditures	\$ -	\$ 131,518	\$ (216)	\$ 131,302	\$ (131,302)

(A)The total project is 94% expended.

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Seneca Woods Apartments Capital Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
City Loan	\$ 640,000	\$ 640,000	\$ -	\$ 640,000	\$ -
Land Sales Proceeds Loan	650,000	405,717	5,000	410,717	245,883
City Housing Trust Fund Loan	750,000	750,000	-	750,000	-
NCHFA Loan	300,000	300,000	-	300,000	-
Hope VI Loan	1,200,000	1,092,750	-	1,092,750	107,250
Total revenue	3,540,000	3,188,467	5,000	3,193,467	353,133
Expenditures					
Other Expenses	189,500	-	-	-	189,500
Capitalized Items	3,350,500	3,188,467	5,000	3,193,467	163,633
Total expenditures	3,540,000	3,188,467	5,000	3,193,467	353,133 (A)
Excess of revenue over expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

(A)The total project is 90% expended.

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Woodlawn House Apartments Capital Projects

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
City of Charlotte - NSP Loan	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -
CHA NSP Grant	2,000,000	2,000,000	-	2,000,000	-
MTW Loan	4,865,756	1,232,928	650,393	1,883,321	2,982,435
Proceeds from Line of Credit	3,525,000	3,433,100	-	3,433,100	91,900
Total revenue	11,890,756	8,166,028	650,393	8,816,421	3,074,335
Expenditures					
General and Administrative	3,525,000	3,433,100	-	3,433,100	91,900
Capitalized Items	8,365,756	4,732,928	650,393	5,383,321	2,982,435
Total expenditures	11,890,756	8,166,028	650,393	8,816,421	3,074,335 (A)
Excess of revenue over expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

(A)The total project is 74% expended.

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Strawn Apartments CFRC Development Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
MTW Loan	\$ 1,375,000	\$ 261,967	\$ 10,206	\$ 272,173	\$ 1,102,827
Total revenue	<u>1,375,000</u>	<u>261,967</u>	<u>10,206</u>	<u>272,173</u>	<u>1,102,827</u>
Expenditures					
Administrative	1,375,000	261,967	10,206	272,173	\$ 1,102,827
Total expenditures	<u>1,375,000</u>	<u>261,967</u>	<u>10,206</u>	<u>272,173</u>	<u>1,102,827</u>
Excess of revenue over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

The Lofts at Seigle Point Capital Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
HUD 221(d)(4) Loan	\$ 20,200,000	\$ -	\$ -	\$ -	\$ 20,200,000
MTW Loan	5,000,000	877,161	77,961	955,122	4,044,878
Total revenue	25,200,000	877,161	77,961	955,122	24,244,878
Expenditures					
General and Administrative	500,000	-	-	-	500,000
Capitalized Items	24,700,000	877,161	77,961	955,122	23,744,878
Total expenditures	25,200,000	877,161	77,961	955,122	24,244,878
Excess of revenue over expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

(A)The total project is 4% expended.

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Hampton Creste Development Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
United Community Bank Loan	\$ 4,440,000	\$ 4,440,000	\$ -	\$ 4,440,000	\$ -
MTW Loan	3,228,362	1,528,424	285,557	1,813,981	1,414,381
RHF Funds Grant	1,401,800	1,401,800	-	1,401,800	-
City of Charlotte - NSP Loan	1,300,000	1,102,420	9,412	1,111,832	188,168
Habitat for Humanity Contribution	100,000	-	-	-	100,000
Proceeds from Notes, Loan and Bonds	1,400,000	1,400,000	-	1,400,000	-
Total revenue	11,870,162	9,872,644	294,969	10,167,613	1,702,549
Expenditures					
General and Administrative	1,400,000	1,400,000	-	1,400,000	-
Capitalized Items	10,470,162	8,472,644	294,968	8,767,612	1,702,550
Total expenditures	11,870,162	9,872,644	294,968	10,167,612	1,702,550 (A)
Excess of revenue over expenditures	\$ -	\$ -	\$ 1	\$ 1	\$ (1)

(A)The total project is 86% expended.

Horizon Development Properties, Inc.

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Mill Pond Apartments Development Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
LSP Loan	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -
Wachovia Loan	8,950,000	8,912,197	-	8,912,197	37,803
Interest Income - Reserves	-	1,005	186	1,191	(1,191)
Total revenue	11,950,000	11,913,201	186	11,913,388	36,612
Expenditures					
Capitalized Items	11,950,000	11,880,093	-	11,880,093	69,907
Total expenditures	11,950,000	11,880,093	-	11,880,093	69,907
Excess of revenue over expenditures	\$ -	\$ 33,108	\$ 186	\$ 33,295	\$ (33,295)

(A)

(A)The total project is 99% expended.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

HOPE VI - URD

Dalton Village Grant (Arbor Glen)

For the Period Ended June 30, 2011

	Grant Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grant
Revenue					
Federal Grant - Hope VI	\$ 24,501,684	\$ 24,501,684	\$ -	\$ 24,501,684	\$ -
Local Grant - City of Charlotte	2,450,000	2,450,000	-	2,450,000	-
Program Income	3,220,179	2,659,067	230,361	2,889,428	330,751
Total revenue	30,171,863	29,610,751	230,361	29,841,112	330,751
Expenditures					
Management Improvements	3,872,705	3,872,705	-	3,872,705	0
Administration	4,470,685	3,175,764	917	3,176,681	1,294,004
Fees and Costs	2,967,380	2,967,380	-	2,967,380	-
Site Acquisition	992,974	992,974	-	992,974	-
Site Improvement - Federal Grant	2,625,881	2,625,881	-	2,625,881	-
Site Improvement - Local Grant	2,000,000	2,000,000	-	2,000,000	-
Dwelling Structures	9,008,172	9,008,172	-	9,008,172	-
Dwelling Equipment - Nonexpendable	31,870	31,870	-	31,870	-
Nondwelling Structures	33,445	33,445	-	33,445	-
Nondwelling Equipment	68,628	68,628	-	68,628	-
Demolition	3,040,110	3,040,110	-	3,040,110	-
Relocation Costs	482,854	482,854	-	482,854	-
Program Income Transfer	577,159	267,824	-	267,824	309,335
Total expenditures	30,171,863	28,567,607	917	28,568,524	1,603,339
Excess of revenue over expenditures	\$ -	\$ 1,043,144	\$ 229,444	\$ 1,272,588	\$ (1,272,588)

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

HOPE VI - URD

Fairview Homes Grant (The Park at Oaklawn)

For the Period Ended June 30, 2011

	Grant Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grant
Revenue					
Federal Grant - Hope VI	\$ 34,724,570	\$ 34,724,570	\$ -	\$ 34,724,570	\$ -
Local Grant - City of Charlotte	1,300,000	1,300,000	-	1,300,000	-
Program Income	2,366,840	1,988,303	69,197	2,057,500	309,340
Restricted Donations	58,500	58,052	-	58,052	448
Total revenue	38,449,910	38,070,925	69,197	38,140,122	309,788
Expenditures					
Management Improvements	2,028,941	2,028,941	-	2,028,941	-
Administration	3,813,199	2,649,331	447	2,649,778	1,163,421
Fees and Costs	2,823,627	2,823,627	-	2,823,627	-
Site Acquisition	2,745,676	2,745,676	-	2,745,676	-
Site Improvement - Federal Grant	6,083,182	6,083,182	-	6,083,182	-
Site Improvement - Local Grant	1,300,000	1,300,000	-	1,300,000	-
Dwelling Structures	14,246,238	14,132,444	-	14,132,444	113,794
Nondwelling Structures	1,091,562	1,091,562	-	1,091,562	-
Nondwelling Equipment	362,000	362,000	-	362,000	-
Demolition	2,986,897	2,986,897	-	2,986,897	-
Relocation Costs	562,938	562,938	-	562,938	-
Restricted Donation Transfers	58,500	58,052	-	58,052	448
Program Income Transfer	347,150	253,456	80,183	333,639	13,511
Total expenditures	38,449,910	37,078,106	80,630	37,158,736	1,291,174
Excess of revenue over expenditures	\$ -	\$ 992,819	\$ (11,433)	\$ 981,386	\$ (981,386)

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

HOPE VI - URD

Piedmont Courts (Seigle Point) Grant

For the Period Ended June 30, 2011

	Grant Authorized	Actual		Total to Date	Remainder of Grant
		Prior Years	Current Period		
Revenue					
Federal Grant - Hope VI	\$ 20,000,000	\$ 20,000,000	\$ -	\$ 20,000,000	\$ -
Local Grant - City of Charlotte	5,660,000	5,449,143	-	5,449,143	210,857
Other Grants	900,000	400,000	-	400,000	500,000
Program Income	4,773,934	5,041,411	332,684	5,374,095	(600,161)
Transfer - Horizon Development	45,010	45,010	-	45,010	-
Total revenue	31,378,944	30,935,564	332,684	31,268,248	110,696
Expenditures					
Management Improvements	1,353,179	1,353,096	-	1,353,096	83
Administration	3,487,267	2,057,653	3,287	2,060,940	1,426,327
Fees and Costs	2,549,023	2,530,556	-	2,530,556	18,467
Site Acquisition - Local Grant	1,291,329	1,197,236	-	1,197,236	94,093
Site Improvement - Federal Grant	2,742,459	2,742,459	-	2,742,459	-
Site Improvement - Local Grant	4,460,000	4,298,624	-	4,298,624	161,376
Dwelling Structures	11,547,727	10,911,022	41,074	10,952,096	595,631
Dwelling Structures - Other Grants	900,000	400,000	-	400,000	500,000
Dwelling Equipment - Nonexpendable	47,191	47,191	-	47,191	-
Nondwelling Structures	875,000	875,000	-	875,000	-
Demolition	1,424,232	1,424,232	-	1,424,232	-
Relocation Costs	341,037	341,037	-	341,037	-
Program Income Transfer	360,500	163,052	-	163,052	197,448
Total expenditures	31,378,944	28,341,158	44,361	28,385,519	2,993,425
Excess of revenue over expenditures	\$ 0	\$ 2,594,406	\$ 288,323	\$ 2,882,729	\$ (2,882,728)

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

HOPE VI - URD

Boulevard Homes Grant

For the Period Ended June 30, 2011

	Grant Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grant
Revenue					
Federal Grant - Hope VI	\$ 20,900,000	\$ 1,045,576	\$ 288,132	\$ 1,333,708	\$ 19,566,292
Operating Transfer In - MTW	9,000,000	-	-	-	9,000,000
Local Grant - City of Charlotte	12,000,000	-	-	-	12,000,000
Total revenue	<u>41,900,000</u>	<u>1,045,576</u>	<u>288,132</u>	<u>1,333,708</u>	<u>40,566,292</u>
Expenditures					
Management Improvements	3,100,000	881,276	170,440	1,051,716	2,048,284
Administration	2,500,000	164,300	117,692	281,992	2,218,008
Capitalized Items	36,300,000	-	-	-	36,300,000
Total expenditures	<u>41,900,000</u>	<u>1,045,576</u>	<u>288,132</u>	<u>1,333,708</u>	<u>40,566,292</u>
Excess of revenue over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (0)</u>

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Central Office Capital Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Current Period	Current Period		
REVENUE					
Proceeds from Notes, Loans and Bonds	\$ 5,425,000	\$ 5,342,218	\$ 32	\$ 5,342,250	\$ 82,750
EXPENDITURES					
Administration	125,000	42,218	32	42,250	82,750
Capitalized Item	5,300,000	5,300,000	-	5,300,000	-
TOTAL EXPENDITURES	5,425,000	5,342,218	32	5,342,250	82,750 (A)
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -

(A) The total project is 98% expended.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

CAPITAL GRANTS
2009 ARRA Capital Fund Grant

For the Period Ended June 30, 2011

	Grants <u>Authorized</u>	Prior <u>Years</u>	Actual Current <u>Period</u>	Total <u>to Date</u>	Remainder <u>of Grants</u>
REVENUE					
Federal Grant	\$ 7,508,295	\$ 5,268,242	\$ 1,196,142	\$ 6,464,384	\$ 1,043,911
EXPENDITURES					
Administration	750,829	526,777	110,823	637,600	113,229
Fees and Costs	228,721	224,005	-	224,005	4,716
Site Improvement	2,257,130	1,608,298	139,674	1,747,972	509,158
Dwelling Structures	1,248,309	1,189,280	-	1,189,280	59,029
Dwelling Equipment	166,485	166,484	-	166,484	1
Nondwelling Structures	420,895	385,990	7,403	393,393	27,502
Demolition	1,240,000	374,471	840,975	1,215,446	24,554
Relocation Costs	1,195,926	792,937	97,267	890,204	305,722
TOTAL EXPENDITURES	<u>7,508,295</u>	<u>5,268,242</u>	<u>1,196,142</u>	<u>6,464,384</u>	<u>1,043,911</u> (A)
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (0)</u>

Grant Period: March 18, 2009 - March 17, 2012; Obligation End Date: March 17, 2010

(A) The total grant has 14% remaining and 23% time remaining in the grant.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

CAPITAL GRANTS

Replacement Housing Factor - Program Income

For the Period Ended June 30, 2011

	Grants Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grants
REVENUE					
Federal Grant	\$ 892,000	\$ 931,331	\$ 30,188	\$ 961,519	\$ (69,519)
EXPENDITURES					
Fees and Costs	281	-	-	-	281
Dwelling Structures	889,538	562,115	-	562,115	327,423
Dwelling Equipment	2,181	-	-	-	2,181
TOTAL EXPENDITURES	892,000	562,115	-	562,115	329,885
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ 369,216	\$ 30,188	\$ 399,404	\$ (399,404)

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Robinsdale Apartment Renovation Capital Project

For the Period Ended June 30, 2011

	Grants Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grants
REVENUE					
City Housing Trust Funds	\$ 548,366	\$ 104,198	\$ (6,037)	\$ 98,161	\$ 450,205
Operating Transfer In - MTW	1,310,983	50,524	289	50,813	1,260,170
	1,859,349	154,722	(5,748)	148,974	1,710,375
EXPENDITURES					
Capitalized Items	1,859,349	154,722	(5,748)	148,974	1,710,375
TOTAL EXPENDITURES	1,859,349	154,722	(5,748)	148,974	1,710,375
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -

(A) The total project is 8% expended.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Edwin Towers Renovation Capital Project

For the Period Ended June 30, 2011

	Grants Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grants
REVENUE					
City Housing Trust Funds	\$ 649,313	\$ 225,290	\$ 16,848	\$ 242,138	\$ 407,175
Operating Transfer In - MTW	717,825	245,102	-	245,102	472,723
	<u>1,367,138</u>	<u>470,392</u>	<u>16,848</u>	<u>487,240</u>	<u>879,898</u>
EXPENDITURES					
Capitalized Items	1,367,138	470,392	16,848	487,240	879,898
TOTAL EXPENDITURES	<u>1,367,138</u>	<u>470,392</u>	<u>16,848</u>	<u>487,240</u>	<u>879,898</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ (0)</u>

(A) The total project is 36% expended.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Wallace Woods Renovation Capital Project

For the Period Ended June 30, 2011

	Grants Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grants
REVENUE					
Operating Transfer In - MTW	\$ 1,828,800	\$ 21,466	\$ 13,995	\$ 35,461	\$ 1,793,339
EXPENDITURES					
Capitalized Items	1,828,800	21,466	13,995	35,461	1,793,339
TOTAL EXPENDITURES	1,828,800	21,466	13,995	35,461	1,793,339
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -

(A) The total project is 2% expended.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

Charlottetown Terrace CFRC Capital Project

For the Period Ended June 30, 2011

	Budget	Actual		Total to Date	Remainder of Project
		Prior Years	Current Period		
Revenue					
City Housing Trust Funds	\$ 1,000,000	\$ 345,272	\$ 227,875	\$ 573,147	\$ 426,853
Operating Transfer In - MTW	5,000,000	1,904,031	1,040,150	2,944,181	2,055,819
Operating Transfer In - LSP	460,000	1,966	3,194	5,160	454,840
CFRC Grant	6,200,000	2,178,254	1,232,749	3,411,003	2,788,997
Total revenue	<u>12,660,000</u>	<u>4,429,523</u>	<u>2,503,968</u>	<u>6,933,491</u>	<u>5,726,509</u>
Expenditures					
Capitalized Items	12,660,000	4,429,523	2,503,968	6,933,491	5,726,509 (A)
Total expenditures	<u>12,660,000</u>	<u>4,429,523</u>	<u>2,503,968</u>	<u>6,933,491</u>	<u>5,726,509</u>
Excess of revenue over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CFRC Grant Period: September 24, 2009 - September 23, 2012; Obligation End Date: September 23, 2010

(A) The total CFRC grant has 45% remaining and 35% time remaining in the grant.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

ROSS GRANTS

2007 ROSS - Elderly Grant

For the Period Ended June 30, 2011

	Grants Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grants
REVENUE					
Federal Grant	\$ 450,000	\$ 329,921	\$ 39,282	\$ 369,203	\$ 80,797
EXPENDITURES					
Program Coordinator	162,000	140,193	9,604	149,797	12,203
Training Costs	31,500	16,745	2,135	18,880	12,620
Supportive Services	54,969	31,999	6,738	38,737	16,232
Congregate Services	58,550	31,152	11,529	42,681	15,869
Coord and SetUp Meal Services	5,000	4,558	1,422	5,980	(980)
Transportation Services	56,550	43,117	3,629	46,746	9,804
Wellness Program	24,190	12,780	4,225	17,005	7,185
Subcontracting	9,900	2,347	-	2,347	7,553
Travel Costs	2,215	2,030	-	2,030	185
Administrative Costs	45,126	45,000	-	45,000	126
TOTAL EXPENDITURES	450,000	329,921	39,282	369,203	80,797 (A)
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Period: June 25, 2008 - December 24, 2011 (including 6-month Extension)

(A) The total grant has 18% remaining with 14% time remaining in the grant.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)
ROSS Grants

2009 ROSS - Federal FSSR Coordinator Grant

For the Period Ended June 30, 2011

	Grants Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grants
REVENUE					
Federal Grant	\$ 65,000	\$ 41,358	\$ 15,423	\$ 56,781	\$ 8,219
EXPENDITURES					
Coordinator Salary & Benefits	65,000	41,358	15,423	56,781	8,219
TOTAL EXPENDITURES	<u>65,000</u>	<u>41,358</u>	<u>15,423</u>	<u>56,781</u>	<u>8,219</u> (A)
EXCESS OF REVENUES OVER EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Grant Period: May 19, 2010 - November 18, 2011 (including 6-month Extension)

(A) The total grant has 36% remaining with 42% time remaining in the grant.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

ROSS Grants

2009 ROSS - FSSR Service Coordinators Grant

For the Period Ended June 30, 2011

	Grants Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grants
REVENUE					
Federal Grant	\$ 662,417	\$ 31,929	\$ 18,652	\$ 50,581	\$ 611,836
EXPENDITURES					
Coordinator Salary & Benefits	554,417	31,168	12,747	43,915	510,502
Training Costs	18,000	312	-	312	17,688
Administrative & Other Costs	90,000	449	5,905	6,354	83,646
TOTAL EXPENDITURES	662,417	31,929	18,652	50,581	611,836 (A)
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Period: August 25, 2010 - August 24, 2013

(A) The total grant has 92% remaining with 72% time remaining in the grant.

Housing Authority of the City of Charlotte

Schedule of Revenue and Expenditures - Budget and Actual (Non-GAAP)

NSP Grants

2009 Neighborhood Stabilization Program Grant

For the Period Ended June 30, 2011

	Grants Authorized	Prior Years	Actual Current Period	Total to Date	Remainder of Grants
REVENUE					
NC Dept of Community Assistance	\$ 2,100,000	\$ 2,053,218	\$ -	\$ 2,053,218	\$ 46,782
EXPENDITURES					
Administration	100,000	53,218	-	53,218	46,782
Dwelling Structures	2,000,000	2,000,000	-	2,000,000	-
TOTAL EXPENDITURES	2,100,000	2,053,218	-	2,053,218	46,782 (A)
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Period: June 1, 2009 - August 9, 2012; Obligation End Date: July 18, 2010

(A) The total project has 2% remaining with 35% time remaining in the grant.

***DEPOSITS &
INVESTMENTS***

08/16/2011

HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
Quarterly Report of Deposits and Investments as of June 30, 2011

	Bank / Broker	Total Balance 3/31/11	Total Balance 6/30/11	Externally Restricted Amount	Internally Restricted Amount	Unrestricted Balance	Comments
Conventional							
Revolving	Fifth Third Bank	\$ 15,970,415.43	\$ 14,670,006.09	\$ -	\$ -	\$ 14,670,006.09	Unrestricted for use by the AMP's
Revolving - Land Sale Proceeds	Fifth Third Bank	1,221,800.41	1,219,333.51	-	1,219,333.51	-	Restricted By Board for Land Acquisition/Pursuit Costs
Conventional Security Deposits	Fifth Third Bank	329,498.47	328,010.66	328,010.66	-	-	For Payment of Tenant Deposits
Healthcare Reimbursement Account	Fifth Third Bank	14,675.56	36,706.00	36,706.00	-	-	Healthcare Reimbursement
Compensating Balance CD	Fifth Third Bank	225,000.00	225,000.00	225,000.00	-	-	Restricted by Fifth Third in lieu of fees
Escrow Accounts	Fifth Third Bank	784,202.44	832,822.82	832,822.82	-	-	For Payment of Escrow Balances
TOTAL:		18,545,592.31	17,311,879.08	1,422,539.48	1,219,333.51	14,670,006.09	
Horizon Development Properties							
Horizon Development	Fifth Third Bank	140,180.09	250,067.31	-	-	250,067.31	For Stepping Stone Properties Maintenance
Replacement Reserve	Fifth Third Bank	691,756.37	692,066.58	692,066.58	-	-	For Payment of Tenant Deposits
Horizon Development Security Deposits	Fifth Third Bank	37,258.88	37,560.01	37,560.01	-	-	Restricted by Mecklenburg County
Mecklenburg County IDA	Fifth Third Bank	110,899.76	110,323.73	110,323.73	-	-	Operating Reserve for the property
Mill Pond Reserves	Fifth Third Bank	415,112.33	415,298.49	415,298.49	-	-	Operating Reserve for the property
Woodlawn House Reserves	Fifth Third Bank	275,425.75	275,549.27	275,549.27	-	-	Operating Reserve for the property
Hampton Creste Oper Reserves	Fifth Third Bank	118,801.84	110,874.11	110,874.11	-	-	Operating Reserve for the property
Seneca Woods Reserves	Fifth Third Bank	177,147.44	177,226.88	177,226.88	-	-	Operating Reserve for the property
Turnkey III Administrative Use	Fifth Third Bank	158,455.57	158,526.63	158,526.63	-	-	Restricted for use at Oak Valley and Valley View
TOTAL:		2,125,038.03	2,227,493.01	1,977,425.70	-	250,067.31	
Section 8							
	Fifth Third Bank	4,759,657.29	4,637,599.64	4,637,599.64	-	-	
CORE							
CORE Funds	Fifth Third Bank	1,657,648.53	1,709,614.68	1,709,614.68	-	-	For CORE Mission
TOTAL:		1,657,648.53	1,709,614.68	1,709,614.68	-	-	
MTW FUNDS							
MTW Funds	Fifth Third Bank	38,073,799.85	28,993,070.69	28,993,070.69	-	-	For Moving To Work program
Commercial Paper - Intesa Funding	Fifth Third Bank	3,988,335.56	3,988,335.56	3,988,335.56	-	-	For Moving To Work program
Commercial Paper - Abbey National	Fifth Third Bank	3,987,800.00	3,987,800.00	3,987,800.00	-	-	For Moving To Work program
NC Capital Management Trust	NC Capital Management	2,120,187.07	2,120,564.66	2,120,564.66	-	-	For Moving To Work program
TOTAL:		48,170,122.48	39,089,770.91	39,089,770.91	-	-	
Grants							
Arbor Glen Program Income	Fifth Third Bank	868,961.15	1,073,917.03	1,073,917.03	-	-	Per HOPE VI agreement
First Ward Program Income	Fifth Third Bank	391,405.79	415,774.91	415,774.91	-	-	Per HOPE VI agreement
RHF Program Income	Fifth Third Bank	2,234,155.23	2,168,104.46	2,168,104.46	-	-	Per HOPE VI agreement
Piedmont Courts Program Income	Fifth Third Bank	859,523.57	1,130,972.74	1,130,972.74	-	-	Per HOPE VI agreement
Park @ Oaklawn Program Income	Fifth Third Bank	4,769,634.28	5,185,711.03	5,185,711.03	-	-	Per HOPE VI agreement
TOTAL:		\$ 80,027,692.92	\$ 70,162,068.35	\$ 54,022,661.44	\$ 1,219,333.51	\$ 14,920,073.40	
GRAND TOTAL:							

***LAND SALE
PROCEEDS***

08/16/2011

HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
Land Sale Proceeds Detail
As of June 30, 2011

Sale Description	Date	Sale Proceeds	Interest	Development Purchases	Existing Operations Purchases	Balance	Commitments	Remaining Amount	Comments
Central Office Cost Center (COCC)									
Boulevard Centro (Autumn Place)		Restriction: "Development fund" for the acquisition, construction & rehabilitation of other properties. This will provide additional affordable housing and replacement housing units for low-income residents, as well as public housing residents.							
Land Sale	8/25/2004	1,278,871.24	-	-	-	-	-	-	debt waiver 6/17/03
Interest			79,813.23						
Purchases	12/1/2004			(18,311.86)					Piedmont Land/pursuit costs
	3/31/2006			(80,784.42)					Piedmont Land/pursuit costs
	9/30/2006			(56,543.45)					Piedmont Land/pursuit costs
	10/31/2006			(1,080,602.03)					McAlpine / Glen Cove
	11/21/2006				(118,930.03)				AG 50 Renovations
	8/31/2007			81,811.00					Reimb for McAlpine / Glen Cove from Hope VI
Commitments									
Subtotal		1,278,871.24	79,813.23	(1,154,430.76)	(118,930.03)	85,323.68	-	85,323.68	
Renwick Property									
Renwick Property		Restriction: For the provision of low-income housing for public housing families and/or families receiving assistance under Section 8. CHA may also exercise its option of creating a commercial enterprise on site at a public housing development for the benefit of the residents.							
Land Sale	10/5/2005	1,144,360.00							
Interest			136,020.21						
Payments	11/19/2008	(400,000.00)							Partial payment for Mews
	2/9/2009	(3,593.50)							Legal/Development Consultant Expenses for Mews
	9/10 - current				(694,785.44)				Hall House Renovation
	3/19/2010	(23,888.14)							Final payment for Mews
Commitments							(105,214.56)		Hall House Renovation
Subtotal		716,878.36	136,020.21	-	(694,785.44)	158,113.13	(105,214.56)	52,898.57	
Turnkey III									
Turnkey III		Restriction: For the Development of low-income housing and other eligible uses.							
Property Sales	6/24/2008	92,689.55				92,689.55			
Interest			1,114.84			1,114.84			
Purchases									
Commitments									
Subtotal		92,689.55	1,114.84	-	-	93,804.39	-	93,804.39	
COCC TOTAL		2,088,439.15	216,948.28	(1,154,430.76)	(813,715.47)	337,241.20	(105,214.56)	232,026.64	
Asset Management Projects (AMP)									
Belvedere		Restriction: Maintenance of existing housing stock and/or the development of affordable rental units for families with incomes at or below 80% of area median income.							
Land Sale	1/10/2008	1,050,000.00				1,050,000.00			
Interest			22,129.78			22,129.78			
Purchases	2/15/2009			(140,561.50)					Seneca Woods Capital Project
	3/27/2009				(160,000.00)				Hall House Homeless Initiative
	3/30/2009			(316,639.00)					Fairmarket Square Capital Project
	09/09 - current			(263,460.65)		(880,661.15)			Seneca Woods Capital Project
Commitments							(191,468.63)		Seneca Woods Capital Project
Subtotal Belvedere		1,050,000.00	22,129.78	(720,661.15)	(160,000.00)	191,468.63	(191,468.63)	-	
Bilbro Billboard Rental (Piedmont Courts)		Restriction: No restriction							
Billboard Renta	10/06- 10/06 - current	39,900.00							
Interest			764.61						
Purchases									
Commitments									

HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
Land Sale Proceeds Detail
As of June 30, 2011

Sale Description	Date	Sale Proceeds	Interest	Development Purchases	Existing Operations Purchases	Balance	Commitments	Remaining Amount	Comments
Subtotal		39,900.00	764.61	-	-	40,664.61	-	40,664.61	
Live Oak									
<i>Restriction: Maintenance of the existing ACC and/or Section 8 units, or the construction of ACC units or units assisted with Section 8 vouchers.</i>									
Land Sale	5/31/2007	5,051,205.21							
Interest			227,843.60						
Purchases	11/21/2006				(281,069.97)				AG 50 Renovations
	8/07 - 12/07			(2,000,000.00)					940 Brevard Bridge Loan
	Jan-08			2,000,000.00					Repayment of 940 Brevard Loan
	Jan-08		41,905.07						Interest earned on 940 Brevard Loan
	1/23/2008			(1,337,773.00)					Loan to South Park Seniors
	8/08 - 12/08			1,337,773.00					Repayment of South Park Seniors loan
	11/19/2008		60,578.28						Interest Earned on South Park Seniors loan
	2/26/2009				(670,622.00)				McAlpine / Glen Cove Renovation
	9/18/2009			(856,500.00)					Live Oak Multifamily
	1/19/2010			(3,000,000.00)					McAlpine / Glen Cove Renovation
	5/10 - 9/10				(400,000.00)				Hall House Renovation
	1/21/2011			(3,186.83)					Expenses related to AG Single Family Home Development
Commitments							(102,227.02)		Charlottetown Capital Project
Subtotal Live Oak		5,051,205.21	330,326.95	(3,859,686.83)	(1,351,691.97)	170,153.36	(102,227.02)	67,926.34	
Ground Lease (Live Oak)									
<i>Restriction: Maintenance of existing ACC and or Section 8 units or the construction of ACC units or units assisted with Section 8 vouchers.</i>									
Lease Income	5/07, 8/08	350,000.00				350,000.00			
Interest			7,772.98			7,772.98			
Purchases					(5,159.58)	(5,159.58)			Charlottetown Capital Project
Commitments							(352,613.40)		Charlottetown Capital Project
Subtotal Ground Lease		350,000.00	7,772.98	-	(5,159.58)	352,613.40	(352,613.40)	-	
Ground Lease (First Ward)									
<i>Restriction: No restriction</i>									
Lease Income	9/07 - current	125,000.00				125,000.00			
Interest			2,192.31			2,192.31			
Purchases							(54,509.22)		Seneca Woods Capital Project
Commitments									
Subtotal Ground Lease		125,000.00	2,192.31	-	-	127,192.31	(54,509.22)	72,683.09	
AMP TOTAL		6,616,105.21	363,186.63	(4,580,347.98)	(1,516,851.55)	882,092.31	(700,818.27)	181,274.04	
GRAND TOTAL		8,704,544.36	580,134.91	(5,734,778.74)	(2,330,567.02)	1,219,333.51	(806,032.83)	413,300.68	

NOTE: CHA has committed to Brooklyn Village future land sales proceeds not to exceed \$1,250,000, if available at the time.

***ADMINISTRATIVE
BUDGET
CHANGES***

08/16/2011

ADMINISTRATIVE BUDGET CHANGES

In accordance with the board resolution for operating and grant budgets, the CEO or his designee may transfer funds in amounts not to exceed \$50,000 in the operating budget and \$100,000 in the grant budgets. Further any such transfers should be reported at the regular meeting of the board at which the budget to actual results are discussed and such transfers must be entered in the minutes of that meeting. Listed below are the transfers affecting the operating budget for the quarter ended June 30, 2011.

	<i>Field Operations Program</i>
Salaries/Benefits	(28,267)
Operating Costs	28,267
Utilities	-
Capital Outlay	-
TOTAL OF BUDGET CHANGES	-

***CONSENT
AGENDA***

08/16/2011

**8.A Budget Amendment: Administration Program Budget
Budget Adoption: 2011 Replacement Housing Factor Grants**

**Action: 1. Approve a Resolution to Amend the Administration Program Budget to adjust for Capital Improvements for the Fiscal Year Ending March 31, 2012. (Last Amended by Resolution No. 1957)
2. Approve a Resolution to Adopt the 2011 Replacement Housing Factor Grant 1st and 2nd Increments.**

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Board approved multi-year capital projects and capital improvement projects to be performed at CHA's public housing sites as a part of the budget process. Staff will undertake many of the projects this fiscal year. Attachment A shows a detailed list of the projects by site.

The HUD annual Capital Fund allocation represents federal funding for the capital and maintenance needs of public housing sites. CHA as an MTW agency has single fund budget authority, therefore the operating subsidy for Section 8 and Section 9 and the Capital fund dollars are combined. Staff estimated the 2011 Capital Fund Grant amount in preparation of the 2011-2012 budget.

Explanation:

This budget amendment is necessary to establish funding for projects that will be completed by fiscal year end at the asset management projects. These projects are Leafcrest (Playground - \$8,000); Tarlton Hills/Tall Oaks (HVAC -\$252,500); Edwin Towers (renovation - \$1,142,722); and Gladedale (HVAC - \$296,499). This action will allow staff to move forward with the design/procurement process for these projects. Funding for these projects is from Fund Balance Appropriated in the amount of \$1,699,721.

CHA was notified that final calculations have been made for the 2011 Capital Grant Fund Award. CHA will receive \$4,516,311. Per HUD guidance 90% of the funding or \$4,064,680 can be drawn down as MTW funds. The remaining 10% or \$451,631 can be paid for oversight of the agency. Those fees have to flow into the Administration budget via the Asset Management Projects in the Field Operation budget.

This amendment is necessary to reduce revenues in the Administration Program Budget by \$66,871 for the Capital Fund Fee reduction and appropriate fund balance in the amount of \$668,707 for the reduction in the Capital Fund allocation and the Capital Fund Fee. The difference between the amount budgeted (\$5,185,018) and the amount to be received (\$4,516,311) is \$668,707. CHA also received Replacement Housing Factor Increment I funds in the amount of \$277,856 and Replacement Housing Factor Increment II funds in the amount of \$16,752.

Exhibit A shows Fund Balance Appropriated of \$2,368,428 (\$1,699,721+\$668,707) with a revenue reduction of \$66,871 and expenditures are in Operating Transfer Out – Public Housing of \$862,336 (\$252,500+\$8,000+601,836) and Operating Transfers Out – Capital Projects in the amount of \$1,439,221(\$1,142,722+\$296,499).

Exhibit B reflects the amounts for the Replacement Housing Factor Increments I & II.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

Moving To Work

Attachments:

Resolutions
Exhibit A for Resolution
Exhibit B for Resolution
Attachment A

**RESOLUTION
TO AMEND THE ADMINISTRATION PROGRAM BUDGET
TO ADJUST FOR CAPITAL IMPROVEMENTS FOR THE FISCAL YEAR
ENDING MARCH 31, 2012. (LAST AMENDED BY RESOLUTION NO. 1957)**

WHEREAS, Exhibit A shows Fund Balance Appropriated of \$2,368,428 (\$1,699,721+\$668,707) with a revenue reduction of \$66,871 and expenditures are in Operating Transfer Out – Public Housing of \$862,336 (\$252,500+\$8,000+601,836) and Operating Transfers Out – Capital Projects in the amount of \$1,439,221 (\$1,142,722+\$296,499).

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 programs or increase the total amount of a program.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

**RESOLUTION
TO ADOPT THE 2011 REPLACEMENT HOUSING FACTOR GRANT 1ST AND
2ND INCREMENTS**

WHEREAS, Exhibit B reflects the amounts for the Replacement Housing Factor Increments I & II;

WHEREAS, all regulatory and statutory requirements have been met;

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;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to adopt the 2011 Replacement Housing Factor Grant 1st and 2nd increments; attached hereto as Exhibit B.

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 programs or increase the total amount of a program.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

Exhibit B

2011 REPLACEMENT HOUSING FACTOR GRANT - 1st Increment

		2011 CAPITAL
		FUND GRANT
		PUBLIC HOUSING
	REVENUE from HUD	277,856
	DEVELOPMENT ACTIVITY	277,856

	TOTAL OF GRANT	277,856

2011 REPLACEMENT HOUSING FACTOR GRANT - 2nd Increment

		2011 CAPITAL
		FUND GRANT
		PUBLIC HOUSING
	REVENUE from HUD	16,752
	DEVELOPMENT ACTIVITY	16,752

	TOTAL OF GRANT	16,752

Resolution No

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	(66,871)	451,631
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
Other Revenue	-		-
			-
TOTAL REVENUE:	8,236,246	(66,871)	8,169,375
OTHER SOURCES			-
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	10,837,539	2,368,428	13,205,967
TOTAL OTHER SOURCES	11,080,418	2,368,428	13,448,846
TOTAL REVENUE AND OTHER SOURCES	19,316,664	2,301,557	21,618,221
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	862,336	2,604,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	3,586,191	1,439,221	5,025,412
Loans To Others	675,015		675,015
Total Other Uses	7,280,535	2,301,557	9,582,092
TOTAL EXPENDITURES AND OTHER USE	19,316,664	2,301,557	21,618,221

ATTACHMENT A

Capital Project Summary

PROJECT & PROPERTY	Budget Year	BUDGET	Reappropriated Funding	Appropriated Funding	Reclass to Capital	Transferred Capital Project Administration	Transferred Capital Project Field Operation
Playground Equip. & Improvements - Total							
Cedar Knoll	2011-2012	\$ 8,000			\$ 8,000		
Leafcrest	2010-2011	\$ 8,000	\$ 8,000				
Mallard Ridge-add Tot Lot	2011-2012	\$ 12,000			\$ 12,000		
Meadow Oaks	2011-2012	\$ 60,000			\$ 60,000		
Robinsdale	2011-2012	\$ 30,000			\$ 30,000		
Wallace Woods		\$ 40,000			\$ 40,000		
		\$ 158,000	\$ 8,000		\$ 150,000		
HVAC - Project Total							
Tarlton Hls/Tall Oaks (Frazier)	2010-2011	\$ 252,500	\$ 252,500				
Dillehay-Phase I	2011-2012	\$ 306,000			\$ 306,000		
Oak Valley (Horizon)		\$ 250,000		\$ 250,000			
Valley View (Horizon)		\$ 250,000		\$ 250,000			
		\$ 1,058,500	\$ 252,500	\$ 500,000	\$ 306,000		
Renovations - CAPITAL PROJECTS							
Edwin Towers Renovation Phase I (interior kitchen reno, paint, HVAC, windows, relo activities)	2009-2010	\$103,401	\$103,401			\$103,401	
	2010-2011	\$1,039,321	\$1,039,321			\$1,039,321	
	2011-2012	\$1,600,000					\$1,600,000
		\$ 2,742,722	\$ 1,142,722			\$ 1,142,722	\$ 1,600,000
Exterior Improvements - Wallace Woods (modify roof line and porches on rear 2 story building)							
	2011-2012	\$ 150,000					
Renovation - CAPITAL PROJECTS							
Gladedale Phase I Renovation-Design & Construction, HVAC, relo activities	2010-2011	\$296,499	\$ 296,499			\$ 296,499	
	2011-2012	\$769,000					\$ 769,000
		\$ 1,065,499					\$ 769,000
Concrete Work - Southside (add new parking lot-\$30k)							
	2011-2012	\$ 30,000			\$ 30,000		
TOTALS			\$ 1,699,721	\$ 500,000	\$ 486,000	\$ 1,439,221	\$ 2,369,000

8.B Budget Amendment: Field Operation Program Budget

Action: Approve a Resolution to amend the Field Operation Program Budget for Capital Improvements and the 2011 Capital Fund for the Fiscal Year Ending March 31, 2012. (Last amended by Resolution No. 1958)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Board approved multi-year capital projects and capital improvement projects to be performed at CHA's public housing sites as a part of the budget process. Staff will undertake many of the projects this fiscal year.

Explanation:

Staff is pursuing many capital improvement projects at various sites this fiscal year. Attachment A shows a detailed list of the projects by site. Some projects have been outlined in the Administration budget amendment and funding in the amount of \$260,500 is being transferred for the projects at Leafcrest and Tarlton Hills/Tall Oaks.

Funding for the HVAC projects listed at Oak Valley (\$250,000) and Valley View (\$250,000) is from fund balance appropriated at each of those sites. Funding for other projects was established when the original budget was submitted.

On Attachment A are projects that need to be re-classed to the Capitalized Items category. The total of those items is \$486,000. Also on Attachment A are funds that will be transferred to the Gladedale Capital Project in the amount of \$769,000 and the Edwin Towers Renovation Capital Project in the amount of \$1,600,000.

Finally in this amendment, due to the amount awarded for the 2011 Capital Fund, Capital Fund fees need to be decreased by \$66,871. This is the amount that flows from the Field Operation budget to the Administration Program Budget. Also MTW funds are reduced by \$601,836 because 90% of the award was \$4,064,680 and the amount budgeted was \$4,666,516. This reduction is offset by the Operating Transfer In –MTW of \$601,836.

Exhibit A shows an increase in Fund Balance Appropriated of \$500,000 and Operating Transfer In – MTW Funds of \$862,336. MTW Funds and Capital/CFRC fees are reduced by \$601,836 and \$66,871 respectively. Operating Costs are decreased by \$2,161,371 (\$500,000+\$260,500-\$486,000-\$66,871-\$769,000-\$1,600,000). Capitalized Items is increased by \$486,000 and Operating Transfer Out – Capital Projects is increased by \$2,369,000.

RESOLUTION
TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR CAPITAL IMPROVEMENTS AND THE 2011 CAPITAL FUND FOR THE FISCAL YEAR ENDING MARCH 31, 2012. (LAST AMENDED RESOLUTION NO. 1958)

WHEREAS, Exhibit A shows an increase in Fund Balance Appropriated of \$500,000 and Operating Transfer In – MTW Funds of \$862,336. MTW Funds and Capital/CFRC fees are reduced by \$601,836 and \$66,871 respectively. Operating Costs are decreased by \$2,161,371 (\$500,000+\$260,500-\$486,000-\$66,871-\$769,000-\$1,600,000). Capitalized Items is increased by \$486,000 and Operating Transfer Out – Capital Projects is increased by \$2,369,000.

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 programs or increase the total amount of a program.

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 resolution was properly adopted at a regular meeting held August 16, 2011.

BY: _____
Charles Woodyard
Secretary

RESOLUTION NO.

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	66,020,242	(601,836)	65,418,406
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	(66,871)	651,936
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	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:	88,600,868	(668,707)	87,932,161
Other Sources			
Fund Balance Appropriated	-	500,000	500,000
Fund Balance Appropriated-Land Sale P	285,383		285,383
Operating Transfer In -MTW	3,019,329	862,336	3,881,665
Total Other Sources	3,304,712	1,362,336	4,667,048
TOTAL REVENUE AND OTHER SOUR	91,905,580	693,629	92,599,209
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	72,178,118	(2,161,371)	70,016,747
Utilities	4,377,676		4,377,676
Capitalized Items	351,094	486,000	837,094
Total Operating Expenditures	88,159,697	(1,675,371)	86,484,326
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out - Capital Project		2,369,000	2,369,000
Loans To Others	245,883		245,883
Total Other Uses	3,745,883	2,369,000	6,114,883
TOTAL EXPENDITURES:	91,905,580	693,629	92,599,209

Attachment A

Capital Project Summary

PROJECT & PROPERTY	Budget Year	BUDGET	Reappropriated Funding	Appropriated Funding	Reclass to Capital	Transferred Capital Project Administration	Transferred Capital Project Field Operation
Playground Equip. & Improvements - Total							
Cedar Knoll	2011-2012	\$ 8,000			\$ 8,000		
Leafcrest	2010-2011	\$ 8,000	\$ 8,000				
Mallard Ridge-add Tot Lot	2011-2012	\$ 12,000			\$ 12,000		
Meadow Oaks	2011-2012	\$ 60,000			\$ 60,000		
Robinsdale	2011-2012	\$ 30,000			\$ 30,000		
Wallace Woods		\$ 40,000			\$ 40,000		
		\$ 158,000			\$ 150,000		
HVAC - Project Total							
Tariton Hls/Tall Oaks (Frazier)	2010-2011	\$ 252,500	\$ 252,500				
Dillehay-Phase I	2011-2012	\$ 306,000			\$ 306,000		
Oak Valley (Horizon)		\$ 250,000		\$ 250,000			
Valley View (Horizon)		\$ 250,000		\$ 250,000			
		\$ 1,058,500	\$ 252,500	\$ 500,000	\$ 306,000		
Renovations - CAPITAL PROJECTS							
Edwin Towers Renovation Phase I (interior kitchen reno, paint, HVAC, windows, relo activities)	2009-2010	\$103,401	\$103,401			\$103,401	
	2010-2011	\$1,039,321	\$1,039,321			\$1,039,321	
	2011-2012	\$1,600,000					\$1,600,000
		\$ 2,742,722	\$ 1,142,722			\$ 1,142,722	\$ 1,600,000
Exterior Improvements - Wallace Woods (modify roof line and porches on rear 2 story building)							
	2011-2012	\$ 150,000					
Renovation - CAPITAL PROJECTS							
Gladedale Phase I Renovation-Design & Construction, HVAC, relo activities	2010-2011	\$296,499	\$ 296,499			\$ 296,499	
	2011-2012	\$769,000					\$ 769,000
		\$ 1,065,499					\$ 769,000
Concrete Work - Southside (add new parking lot-\$30k)							
	2011-2012	\$ 30,000			\$ 30,000		
TOTALS			\$ 1,699,721	\$ 500,000	\$ 486,000	\$ 1,439,221	\$ 2,369,000

**8.C Budget Amendment: Edwin Towers Renovation Capital Project
Budget Adoption: Gladedale Renovation Capital Project**

- Action:**
- 1. Approve a Resolution to Amend the Edwin Towers Renovation Capital Project Budget in the Amount of \$2,742,729. (Last Amended by Resolution No. 1701)**
 - 2. Approve a Resolution to Adopt the Gladedale Renovation Capital Project Budget in the amount of \$1,065,499.**

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Board previously approved the funding for the Gladedale Renovation Capital Project when the budget was adopted in March 2010 and March 2011.

Explanation:

Staff is recommending that the Edwin Towers Renovation Capital Project Budget be amended by adding \$2,742,729 to the current project budget for HVAC and other renovation work. Funding is from an Operating Transfer from the Administration Budget of \$1,142,729 and an Operating Transfer from the Field Operation Program Budget in the amount of \$1,600,000.

Exhibit A shows Operating Transfer In – MTW Funds in the amount of \$2,742,729 and the corresponding expenditure in the amount \$2,742,729 is in the Capitalized Items line.

The Authority's Board of Commissioners, acting through its delegated officers, has the primary responsibility for ensuring that the Public Housing Authority (PHA) is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the PHA Capital Project Budget. Staff is recommending the adoption of the Gladedale Renovation Capital Project Budget in the amount of \$1,065,499. This project is for HVAC replacement/upgrade, interior renovations and relocation of residents. For this project \$296,499 is being transferred from the Administration Program budget and \$769,000 is being transferred from the Field Operations Program Budget, all of which are MTW funds.

Exhibit B shows Operating Transfer In – MTW Funds in the amount of \$1,065,499 and the corresponding expenditure in the amount of \$1,065,499 is the Capitalized Items line.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

MTW funding

Attachments:

Resolutions

Exhibit A for Resolution

Exhibit B for Resolution

**RESOLUTION
TO AMEND THE EDWIN TOWERS RENOVATION CAPITAL PROJECT
BUDGET IN THE AMOUNT OF \$2,742,729. (LAST AMENDED BY
RESOLUTION NO. 1701)**

WHEREAS, Exhibit A shows Operating Transfer In -- MTW Funds in the amount of \$2,742,729 and the corresponding expenditure in the amount \$2,742,729 is in the Capitalized Line Item.

WHEREAS, all regulatory and statutory requirements have been met;

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to amend the Edwin Towers Renovation Capital Project for fiscal year ending March 31, 2012; attached hereto as Exhibits 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 programs or increase the total amount of a program.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

Edwin Towers Renovation Project

EXHIBIT A

	Edwin Towers Renovation Project	Revision	Edwin Towers Renovation Project
REVENUES			
Housing Trust Fund - Edwin Towers	649,313	-	649,313
Total Operating Revenue	649,313	-	649,313
OTHER SOURCES			
Transfer In - MTW Funds	717,825	2,742,729	3,460,554
Total Other Sources	717,825	2,742,729	3,460,554
TOTAL REVENUES AND OTHER SOURCES	1,367,138	2,742,729	4,109,867
CAPITALIZED ITEMS	1,367,138	2,742,729	4,109,867
TOTAL EXPENDITURES	1,367,138	2,742,729	4,109,867

**RESOLUTION
TO ADOPT THE GLADEDALE RENOVATION CAPITAL PROJECT BUDGET
IN THE AMOUNT OF \$1,065,499.**

WHEREAS, Exhibit B shows Operating Transfer In – MTW Funds in the amount of \$1,065,499 and the corresponding expenditure in the amount of \$1,065,499 is the Capitalized Items line for the Gladedale Capital Project

WHEREAS, all regulatory and statutory requirements have been met;

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this adoption of the Gladedale Renovation Capital Project for the fiscal year ending March 31, 2012; attached hereto as Exhibit B.

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 programs or increase the total amount of a program.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

Gladedale Renovation Capital Project

EXHIBIT B

		Gladedale Renovation Project
REVENUES		
OTHER SOURCES		
	Transfer In - MTW Funds	1,065,499
	Total Other Sources	1,065,499
TOTAL REVENUES AND OTHER SOURCES		1,065,499
CAPITALIZED ITEMS		1,065,499
TOTAL EXPENDITURES		1,065,499

8.D Budget Amendment: Field Operation Program Budget

Action: Approve a Resolution to Amend the Field Operation Program Budget to close the City Relocation Program for the fiscal year ending March 31, 2012. (Last Amended by Resolution No. 1958).

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The CHA has run the City Relocation Program by contract. This program was established to provide housing for those Charlotte residents whose property has been condemned by the City or for residents that have been displaced for other code violations.

Explanation:

In an agreement with the City of Charlotte, CHA has closed the City Relocation Program as of June 30, 2011. This budget amendment is necessary to adjust the Field Operation Program budget to reflect the closing. Revenues in the Field Operations Program budget will be reduced by \$429,571 with a corresponding expenditure reduction of \$429,571.

Exhibit A shows the reduction of Relocation Revenue of \$429,571 and the corresponding reduction is shown in Salaries/Benefits in the amount of \$51,786 and Operating Costs in the amount of \$377,185.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

N/A

Attachments:

Resolution
Exhibit A for Resolution

RESOLUTION
TO AMEND THE FIELD OPERATION PROGRAM BUDGET TO CLOSE THE
CITY RELOCATION PROGRAM FOR THE FISCAL YEAR ENDING MARCH
31, 2012. (LAST AMENDED RESOLUTION NO. 1958).

WHEREAS, Exhibit A shows the reduction of Relocation Revenue of \$429,571 and the corresponding expenditure reduction is shown in Salaries/Benefits in the amount of \$51,786 and Operating Costs in the amount of \$377,185 for the closing of the City Relocation Program;

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 programs or increase the total amount of a program.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

RESOLUTION NO.

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	65,418,406		65,418,406
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	651,936		651,936
Social Services Fees	601,550		601,550
City Relocation Program Income	569,608	(429,571)	140,037
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue	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:	87,932,161	(429,571)	87,502,590
Other Sources			
Fund Balance Appropriated	500,000		500,000
Fund Balance Appropriated-Land Sale P	285,383		285,383
Operating Transfer In -MTW	3,881,665		3,881,665
Total Other Sources	4,667,048		4,667,048
TOTAL REVENUE AND OTHER SOUR	92,599,209	(429,571)	92,169,638
EXPENDITURES:			
Salaries/Benefits	11,252,809	(51,786)	11,201,023
Operating Costs	70,016,747	(377,785)	69,638,962
Utilities	4,377,676		4,377,676
Capitalized Items	837,094		837,094
Total Operating Expenditures	86,484,326	(429,571)	86,054,755
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out - Capital Project	2,369,000		
Loans To Others	245,883		245,883
Total Other Uses	6,114,883	-	6,114,883
TOTAL EXPENDITURES:	92,599,209	(429,571)	92,169,638

8.E Budget Amendment: Administration Program Budget

Action: Approve a Resolution to Amend the Administration Program Budget to close the City Relocation Program for the fiscal year ending March 31, 2012. (Last Amended by Resolution No. 1957)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The CHA has run the City Relocation Program by contract. This program was established to provide housing for those Charlotte residents whose property has been condemned by the City or for residents that have been displaced for other code violations.

Explanation:

In an agreement with the City of Charlotte, CHA closed the City Relocation Program as of June 30, 2011. Because of this closing, a budget amendment is necessary to adjust the Administration Program budget. This adjustment is necessary because net income from the City Relocation Program offset expenditures from programs in the Administration Program budget.

Revenues are reduced by \$353,183 and expenditures are reduced by \$93,828 in Salaries/Benefits and \$259,359 in Operating Costs which is shown in Exhibit A.

Committee Discussion:

This item will be discussed at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

N/A

Attachments:

Resolution
Exhibit A for Resolution

RESOLUTION
TO AMEND THE ADMINISTRATION PROGRAM BUDGET TO CLOSE THE
CITY RELOCATION PROGRAM FOR THE FISCAL YEAR ENDING MARCH
31, 2012. (LAST AMENDED RESOLUTION NO. 1957)

WHEREAS, Exhibit A shows that revenues are reduced by \$353,183 and expenditures are reduced by \$93,828 in Salaries/Benefits and \$259,356 in Operating Costs for the closing of the City Relocation Program;

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 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 programs or increase the total amount of a program.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

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	(1,300)	844,379
Public Housing Fees	794,767		794,767
City Relocation Program Income	606,847	(351,883)	254,964
Maintenance Operations	537,418		537,418
Capital Fund Fees	451,631		451,631
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
Other Revenue	-		-
TOTAL REVENUE:	8,169,375	(353,183)	7,816,192
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	13,205,967		13,205,967
TOTAL OTHER SOURCES	13,448,846		13,448,846
TOTAL REVENUE AND OTHER SOURCES	21,618,221	(353,183)	21,265,038
EXPENDITURES:			
Salaries/Benefits	4,161,182	(93,828)	4,067,354
Operating Costs	7,684,784	(259,356)	7,425,428
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	12,036,129	(353,183)	11,682,946
Other Uses			
Operating Transfers-Out Public Housing	2,604,081		2,604,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	5,025,412		5,025,412
Loans To Others	675,015		675,015
Total Other Uses	9,582,092		9,582,092
TOTAL EXPENDITURES AND OTHER USE	21,618,221	(353,183)	21,265,038

8.F Budget Amendment: Administration Program Budget

Action: Approve a Resolution to Amend the Administration Program Budget for the Workers Compensation Program for Operating Costs for the fiscal year ending March 31, 2012. (Last Amended by Resolution No. 1957)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Board of Commissioners has provided for the care of workers injured on the job through the purchase of a fully insured Worker's Compensation Policy. In April, 2011, the Board approved CHA to enter into a self-funded Worker's Compensation Program. This program has projected savings for the Authority.

Explanation:

Staff is recommending that the Administration Program Budget be amended by \$133,000. This amendment is necessary to recognize revenues and expenditures of \$133,000 needed to operate the program for the Worker's Compensation Program.

Exhibit A shows Other Revenue of \$133,000 from premiums and the Operating Costs line item is increased by \$133,000 for supplemental insurance and administrative costs.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

Premiums

Attachments:

Resolution

Exhibit A for Resolution

RESOLUTION
TO AMEND THE ADMINISTRATION PROGRAM BUDGET FOR THE
WORKERS COMPENSATION PROGRAM FOR OPERATING COSTS FOR
THE FISCAL YEAR ENDING MARCH 31, 2012. (LAST AMENDED
RESOLUTION NO. 1957)

WHEREAS, Exhibit A shows Other Revenue of \$133,000 from premiums and the Operating Costs line item is increased by \$133,000 for supplemental insurance and administrative costs

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 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 programs or increase the total amount of a program.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

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	844,379	133,000	977,379
Public Housing Fees	794,767		794,767
City Relocation Program Income	254,964		254,964
Maintenance Operations	537,418		537,418
Capital Fund Fees	451,631		451,631
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:	7,816,192	133,000	7,949,192
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	13,205,967		13,205,967
TOTAL OTHER SOURCES	13,448,846		13,448,846
TOTAL REVENUE AND OTHER SOURCES	21,265,038	133,000	21,398,038
EXPENDITURES:			
Salaries/Benefits	4,067,354	-	4,067,354
Operating Costs	7,425,428	133,000	7,558,428
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	11,682,946	133,000	11,815,946
Other Uses			
Operating Transfers-Out Public Housing	2,604,081		2,604,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	5,025,412		5,025,412
Loans To Others	675,015		675,015
Total Other Uses	9,582,092		9,582,092
TOTAL EXPENDITURES AND OTHER USE	21,265,038	133,000	21,398,038

8.G Budget Amendment: Field Operation Program Budget

Action: Approve a Resolution to amend the Field Operation Program Budget for Operating Subsidy for the Fiscal Year Ending March 31, 2012. (Last amended by Resolution No. 1958).

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

At the time the original budget was created these Section 9 units for Seneca Woods and McCreesh Place were not online. Staff applies for operating subsidy as new units come online.

Explanation:

Seneca Woods has 17 units Section 9 and McCreesh Place has 63 Section 9 units that have come online. Staff has applied for subsidy in the amount of \$34,895 for Seneca and \$73,987 for McCreesh Place. This amendment is necessary to adjust the Field Operations Program budget to include these subsidies.

Exhibit A shows an increase in revenue in MTW Funds in the amount of \$108,882 and the corresponding expenditure is in Operating Costs.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

MTW funding

Attachments:

Resolution
Exhibit A to Resolution

RESOLUTION
TO AMEND THE FIELD OPERATION PROGRAM BUDGET FOR
OPERATING SUBSIDY FOR THE FISCAL YEAR ENDING MARCH 31, 2012.
(LAST AMENDED RESOLUTION NO. 1958).

WHEREAS, Exhibit A shows an increase in revenue in MTW Funds in the amount of \$108,882 and the corresponding expenditure is in Operating Costs for operating subsidy and expenditures for Seneca Woods and McCreesh Place;

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 programs or increase the total amount of a program.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

RESOLUTION NO.

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	65,418,406	108,882	65,527,288
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	651,936		651,936
Social Services Fees	601,550		601,550
City Relocation Program Income	140,037		140,037
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue	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:	87,502,590	108,882	87,611,472
Other Sources			
Fund Balance Appropriated	500,000		500,000
Fund Balance Appropriated-Land Sale P	285,383		285,383
Operating Transfer In -MTW	3,881,665		3,881,665
Total Other Sources	4,667,048		4,667,048
TOTAL REVENUE AND OTHER SOUR	92,169,638	108,882	92,278,520
EXPENDITURES:			
Salaries/Benefits	11,201,023		11,201,023
Operating Costs	69,638,962	108,882	69,747,844
Utilities	4,377,676		4,377,676
Capitalized Items	837,094		837,094
Total Operating Expenditures	86,054,755	108,882	86,163,637
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out - Capital Project			
Loans To Others	245,883		245,883
Total Other Uses	6,114,883	-	6,114,883
TOTAL EXPENDITURES:	92,169,638	108,882	92,278,520

8.H Budget Adoption: 2010 Federal Resident Opportunities and Self-Sufficiency (ROSS) Family Self Sufficiency Coordinator (FSSR) Grant Budget

<p>Action: Approve a Resolution to Adopt the 2010 Federal ROSS (FSSR) Grant budget.</p>
--

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

Each year CHA applies for the Resident Opportunities and Self-Sufficiency Family Self Sufficiency Coordinator Grant. The purpose of the grant is to coordinate supportive services and other activities designed to help elderly/disabled residents to increase their quality of life, while allowing them to age-in-place independently.

Explanation:

The Board of Charlotte Housing Authority, acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Grant Budget. This Board Agenda Item is the formal resolution related to the Board adopting the 2010 Federal ROSS FSSR Grant budget as shown in Exhibit A.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

2010 Federal ROSS- FSSR Grant Budget

Attachments:

Resolution
Exhibit A for Resolution

**RESOLUTION
TO ADOPT THE 2010 FEDERAL ROSS (FSSR) GRANT BUDGET**

WHEREAS, in Exhibit A the Chief Executive Officer has submitted the 2010 Federal Resident Opportunities Self-Sufficiency (ROSS) Family Self-Sufficiency Coordinator Grant Budget

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 2010 Federal ROSS FSSR Grant 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 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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

2010 Resident Opportunity & Self Sufficiency (ROSS) Family Self Sufficiency Coordinator (FSSR) Grant

Exhibit A

Grant # NC003RFS129A010		
		2010
		ROSS
		FSSR GRANT
	REVENUE from HUD	65,000
	PROGRAM COORDINATOR	65,000

	TOTAL OF GRANT	65,000

8.I CHA 457(b) Deferred Compensation Plan Adoption

Actions: To Approve a Resolution to adopt the North Carolina Public Employee 457(b) Deferred Compensation Plan (also known as “NC Deferred Comp”)

Staff Resource: Ralph Staley/Charlene Wall

Strategic Business: Finance Administration

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

Background/Policy Framework:

Effective October 1, 2009, the Charlotte Housing Authority became a member of the state pension system (the Local Governmental Employees’ Retirement System or ‘LGERs”). Monies in our old 414(h) retirement plan, which could not be transferred into the state system, were left with the current administrator (RSM McGladrey) while we determined the best placement for them. During the intervening time, we were required to open a 457(b) defined contribution account, to protect the tax benefits of our employees’ voluntary contributions to the old 414(h) plan to which no additional funds could be added.

Explanation

The State of North Carolina currently operates a 457(b) plan for public employees (the North Carolina Employee Deferred Compensation Plan, also known as “NC Deferred Comp”). The Charlotte Housing Authority proposes to adopt the NC Public Employee Deferred Compensation Plan (457b), a defined contribution plan, in order to again provide an avenue for voluntary contributions to a retirement plan for our employees. As we are now in the process of making final determination for best placement of the monies left in that old 414(h) plan, we also wish to prepare for transition of the funds in the current 457(b) plan and eventual termination of that plan.

Adoption of this plan will open the path to transfer our current 457(b) funds into the state 457(b) for public employees and re-open the ability of our employees to make voluntary contributions to their retirement plan. Our employees will then have access to their 457(b) plan voluntary contribution account with a link to their state retirement account, as both are administered by the Prudential Bank and Trust. Our planned final piece in this process will be the eventual transition of our old 414(h) retirement funds to an account administered by Prudential Bank and Trust, which will result in all retirement funds managed by one administrator. When the 414(h) plan is closed, as was approved by the Board in April of this

year, the employees will have the option to buy additional service time in LGERS or request a rollover/distribution of their monies.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

N/A

Attachment:

Resolution

RESOLUTION
TO ADOPT THE NORTH CAROLINA PUBLIC EMPLOYEE 457(B) DEFERRED
COMPENSATION PLAN (ALSO KNOWN AS “NC DEFERRED COMP”)

WHEREAS, Housing Authority of the City of Charlotte (the “Corporation”) maintains the Housing Authority of the City of Charlotte, N.C. 457(b) Plan;

WHEREAS, the Corporation wishes to provide a qualified defined contribution plan to the employees of the Housing Authority of the City of Charlotte;

WHEREAS, the State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal Revenue Code 457(b) for public employees of North Carolina.

NOW THEREFORE, BE IT RESOLVED, that the Corporation has adopted the North Carolina Public Employee Deferred Compensation Plan also known as “NC Deferred Comp” under the terms of the Plan Document and the Third-Party Administrator Agreement.

RESOLVED, that all employees of the Corporation shall become eligible to defer compensation beginning September 1, 2011.

RESOLVED, that the form of the amended 457(b) Retirement Plan effective September 1, 2011, presented to this meeting is hereby approved and adopted.

RESOLVED, that the President/CEO, Chief Financial Officer, Director of Human Resources and Secretary of the Corporation are each hereby authorized and directed in the name and on behalf of the Corporation to take all such action as they may deem necessary or appropriate to carry out the intent of the foregoing resolutions, all previous actions taken by any such officers being hereby ratified, confirmed and approved.

NOW, THEREFORE, BE IT ALSO RESOLVED, that the Board of Commissioner does hereby approve this Resolution to approve the 457(b) Deferred Compensation Plan adoption.

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 the foregoing is a true and correct copy of an original resolution adopted by the Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina at their meeting on August 16, 2011.

BY: _____
Charles Woodyard
Secretary

8.J CHA Collection Loss Report for the Quarter Ended 06/30/11

Action: Approve a Resolution for the write-off of \$43,601.47 in accounts receivable due to collection losses for tenants vacated through 03/31/11.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

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

Background/Policy Framework:

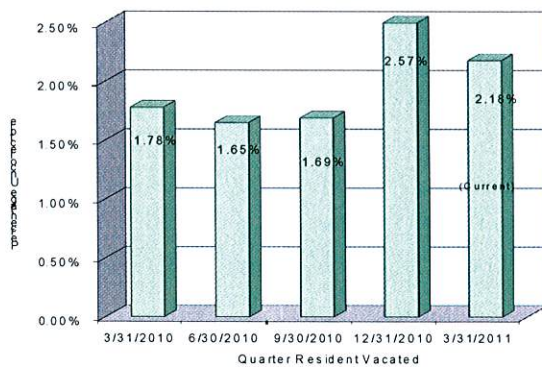
According to Generally Accepted Accounting Principles, organizations must periodically review outstanding receivables. Any receivables found uncollectible must be written off. Quarterly, the tenant accounts receivables for residents who have vacated during the previous quarter are assessed, and written off in accordance with CHA policy.

Explanation:

The receivables outstanding for all conventional public housing properties as of March 31, 2011 from tenants who vacated during the quarter ending December 31, 2010 have been reviewed. The amount proposed for write-off is \$43,601.47, which represents 2.45% of total charges for the respective properties for the quarter then ended.

Following is a graphical depiction of the write-off percentages for CHA and Horizon Development Properties combined. All quarters in the graph compare to Total Charges. The total combined percentage write-off for June 30, 2011 is 2.18%.

Total Percentage Write-off for all Vacated Residents



Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Community Input:

None.

Summary of Bids:

None

Section 3/MWBE Consideration:

None

Funding:

Conventional

Attachments:

Resolution

Collection Loss Report, 06/30/11

**APPROVE A RESOLUTION FOR THE WRITE-OFF OF \$43,601.47 IN
ACCOUNTS RECEIVABLE DUE TO COLLECTION LOSSES FOR TENANTS
VACATED THROUGH 3/31/11**

WHEREAS, the Collection Loss Report showed receivables outstanding for all conventional public housing properties as of June 30, 2011 from tenants who vacated during the quarter ending March 31, 2011 totaling \$43,601.47 or 2.45% of total charges for the quarter;

WHEREAS, the Board has determined that the proposed write-offs 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 write-offs;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to approve the Collection Loss write-offs for the quarter ending June 30, 2011 from tenants who vacated during the quarter ending March 31, 2011 totaling \$43,601.47 or 2.45% of total charges for the quarter.

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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

**HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
COLLECTION LOSS REPORT
QUARTER ENDING JUNE 30, 2011**

(Residents Vacated During Quarter Ending March 31, 2011)

BREAKDOWN:

Program	Total Charges Jan 1 - Mar 31	Active Rent Loss	% of Loss	Losses RAR	% of Loss	Other Charges Loss	% of Loss	# of ACCOUNTS
Conventional	\$1,776,930.51	\$18,028.72	1.01%	\$5,218.51	0.29%	\$20,356.24	1.15%	70
Horizon Development	\$769,497.95	\$7,575.77	0.98%	\$1,493.37	0.19%	\$2,932.89	0.38%	12
GRAND TOTAL	\$2,546,428.46	\$25,602.49	1.01%	\$6,711.88	0.38%	\$23,289.13	0.91%	82

SUMMARY:

Program	Total Loss	% of Loss	Losses Excluding RAR	% of Loss
Conventional	\$43,601.47	2.45%	\$38,382.96	2.16%
Horizon Development	\$12,002.03	1.56%	\$10,508.66	1.37%
GRAND TOTAL	\$55,603.50	2.18%	\$48,891.62	1.92%

COMPARATIVE SUMMARY

1. Percent of Loss Including RAR
2. Percent of Loss Excluding RAR

Current	2.18%	1.64%
Quarter ending : 06/30/10 Tenants Vacated through: 03/31/10		1.64%
		1.64%

**HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
COLLECTION LOSS REPORT SUMMARY BY VACATING REASONS
QUARTER ENDING JUNE 30, 2011**

(Residents Vacated During Quarter Ended March 31, 2011)

CONVENTIONAL

Moved, private housing
 Moved without notice
 Moved to nursing home
 Moved, other reasons
 Evicted, nonpayment
 Evicted, drug related
 Evicted, lease violations
 Deceased
Total

Total Loss	% of Loss
\$478.58	1.10%
\$891.06	2.04%
\$572.00	1.31%
\$4,612.17	10.58%
\$31,280.61	71.74%
\$2,744.21	6.29%
\$2,626.15	6.02%
\$396.69	0.91%
\$43,601.47	100.00%

HORIZON DEVELOPMENT

Moved, private housing
 Moved without notice
 Moved to nursing home
 Moved, other reasons
 Evicted, nonpayment
 Evicted, drug related
 Evicted, lease violations
 Deceased
Total

Total Loss	% of Loss
\$0.00	0.00%
\$0.00	0.00%
\$0.00	0.00%
\$1,081.44	9.01%
\$10,920.59	90.99%
\$0.00	0.00%
\$0.00	0.00%
\$0.00	0.00%
\$12,002.03	100.00%

SUMMARY - ALL SITES

Moved, private housing
 Moved without notice
 Moved to nursing home
 Moved, other reasons
 Evicted, nonpayment
 Evicted, drug related
 Evicted, lease violations
 Deceased
Total

Total Loss	% of Loss
\$478.58	0.86%
\$891.06	1.60%
\$572.00	1.03%
\$5,693.61	10.24%
\$42,201.20	75.90%
\$2,744.21	4.94%
\$2,626.15	4.72%
\$396.69	0.71%
\$55,603.50	100.00%

**COLLECTION LOSSES
 QUARTER ENDING JUNE 30, 2011
 Residents Vacated During Quarter Ending March 31, 2011**

ACCOUNT	MOVEOUT DATE	MONTHLY RENT	ACTIVE RENT	RAR	UTIL	REPAIR CHGS	COURT COST	LATE FEE	RENOV CHGS	TO BE CHG OFF	REASON FOR VACATING
CONVENTIONAL											
003-003 - phsths03 Southside Homes Site Manager: Ve Townsend	02/01/11	\$625.00	\$2,171.01		\$323.13		\$86.00	\$75.00	\$190.00	\$2,845.14	Evicted, nonpayment
	02/28/11	\$75.00	\$50.00		\$4.45		\$86.00	\$30.00	\$325.00	\$495.45	Evicted, drug related
	02/09/11	\$313.00	\$685.00		\$136.87		\$86.00	\$112.56	\$75.00	\$1,095.43	Evicted, nonpayment
	03/11/11	\$313.00	\$51.39		\$3.81			\$15.00		\$70.20	Evicted, drug related
	02/21/11	\$375.00	\$75.00					\$15.52	\$50.00	\$140.52	Evicted, drug related
	02/01/11	\$75.00	\$6.00		\$16.59			\$15.00	\$9.48	\$9.48	Moved, other reasons
	02/09/11	\$188.00	\$572.00		\$202.79		\$86.00	\$65.00	\$65.00	\$142.59	Deceased
	02/01/11	\$188.00	\$113.00		\$91.72		\$86.00	\$45.00	\$110.00	\$990.79	Evicted, nonpayment
	02/01/11	\$75.00	\$3,723.40	\$0.00	\$779.36	\$0.00	\$430.00	\$373.08	\$929.48	\$445.72	Evicted, nonpayment
TOTAL										\$6,235.32	
003-005 - phaupt32 Autumn Place Site Manager: Alma McCall-Claitt	02/21/11	\$705.00	\$2,187.00				\$86.00	\$195.00		\$2,468.00	Evicted, nonpayment
	01/06/11	\$188.00						\$3.00		\$3.00	Moved, other reasons
TOTAL			\$2,187.00	\$0.00	\$0.00	\$0.00	\$86.00	\$198.00	\$0.00	\$2,471.00	
003-006 - phedw06 Edwin Towers Site Manager: DeLoris Quick	02/08/11	\$250.00							\$452.26	\$452.26	Evicted, lease violations
	02/16/11	\$188.00	\$108.10				\$8.00	\$15.00		\$23.00	Moved, private housing
	02/10/11	\$188.00	\$102.00				\$40.00	\$45.00	\$25.00	\$218.10	Evicted, lease violations
	03/16/11	\$320.00	\$432.00					\$45.00	\$300.00	\$102.00	Moved, other reasons
	03/29/11	\$250.00					\$126.00			\$903.00	Evicted, lease violations
TOTAL			\$642.10	\$0.00	\$0.00	\$0.00	\$174.00	\$105.00	\$777.26	\$1,698.36	
003-007 - phstrn07 Strawn Apts. Site Manager: Zenobia Cureton	03/25/11	\$188.00	\$446.00					\$65.00		\$511.00	Moved to nursing home
	02/28/11	\$188.00	\$46.00					\$15.00		\$61.00	Moved to nursing home
	02/23/11	\$188.00	\$19.00							\$19.00	Moved, other reasons
TOTAL			\$511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$591.00	
003-011 - phblvd11 Boulevard Homes Site Manager: Tammy Cavalier	01/27/11	\$375.00			\$231.42					\$231.42	Moved, other reasons
	03/27/11	\$75.00	\$2.57		\$2.57					\$2.57	Moved, other reasons
	02/28/11	\$75.00	\$36.09		\$36.09					\$36.09	Moved, other reasons
	02/28/11	\$75.00	\$100.00		\$190.89			\$30.00		\$320.89	Moved, other reasons
	02/28/11	\$188.00	\$195.99		\$195.99			\$90.00		\$198.99	Moved, other reasons
	02/07/11	\$125.00	\$154.00		\$74.33		\$86.00	\$90.00		\$404.33	Evicted, drug related
TOTAL			\$254.00	\$0.00	\$734.29	\$0.00	\$86.00	\$120.00	\$0.00	\$1,194.29	
003-012 - phdilh12 Dillehay Courts Site Manager: Robin Woods	03/21/11	\$125.00							\$77.61	\$77.61	Evicted, lease violations
	01/21/11	\$125.00	\$66.10		\$66.10	\$238.49	\$86.00	\$30.00	\$225.00	\$647.59	Evicted, nonpayment
	02/18/11	\$188.00	\$2.05		\$2.05		\$1.18	\$33.77	\$40.00	\$43.23	Moved, other reasons
	03/15/11	\$75.00	\$50.92		\$50.92			\$65.00		\$98.77	Evicted, drug related
	03/22/11	\$75.00								\$50.92	Moved, other reasons
TOTAL			\$0.00	\$0.00	\$121.07	\$238.49	\$87.18	\$63.77	\$407.61	\$918.12	
003-016A - phlfcrt16 Leafcrest Site Manager: Alice Long	01/18/11	\$313.00	\$518.00		\$59.02		\$212.00	\$75.00	\$84.00	\$948.02	Evicted, nonpayment
TOTAL			\$518.00	\$0.00	\$59.02	\$0.00	\$212.00	\$75.00	\$84.00	\$948.02	
003-016N - phcdkn27 Cedar Knoll Site Manager: Alice Long	03/23/11	\$188.00	\$94.00		\$15.00		\$126.00	\$45.00		\$109.00	Evicted, lease violations
	03/10/11	\$188.00	\$202.00							\$373.00	Evicted, drug related
TOTAL			\$296.00	\$0.00	\$15.00	\$0.00	\$126.00	\$45.00	\$0.00	\$482.00	

**COLLECTION LOSSES
 QUARTER ENDING JUNE 30, 2011
 Residents Vacated During Quarter Ending March 31, 2011**

	ACCOUNT	MOVEOUT DATE	MONTHLY RENT	ACTIVE RENT	RAR	UTIL	REPAIR CHGS	COURT COST	LATE FEE	RENOV CHGS	TO BE CHG OFF	REASON FOR VACATING
003-17F - phmdw017 Meadow Oaks Site Manager: Tasha Foote	10004632	02/18/11	\$625.00	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$105.58	\$395.58	Moved, private housing
TOTAL				\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$105.58	\$395.58	1
003-17M - phsnrd28 Sunridge Site Manager: Vanessa Banner	None			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
003-018 - phcktw18 Charlottetown Site Manager: Alesia Smith	10011371	01/13/11	\$75.00	\$1,840.00	\$1,840.00	\$0.00	\$126.00	\$45.00	\$0.00	\$0.00	\$2,011.00	Evicted, nonpayment
TOTAL				\$0.00	\$1,840.00	\$0.00	\$126.00	\$45.00	\$0.00	\$0.00	\$2,011.00	1
003-019 - phpktr19 Parktowne Terrace Site Manager: Adia Herbert	10012443	01/19/11	\$250.00	\$108.00	\$0.00	\$0.00	\$86.00	\$30.00	\$0.00	\$0.00	\$224.00	Evicted, lease violations
TOTAL				\$108.00	\$0.00	\$0.00	\$86.00	\$30.00	\$0.00	\$0.00	\$224.00	1
003-020 - phtok20 Tall Oaks Site Manager: Stephanie Brown	10015888	02/21/11	\$313.00	\$232.00	\$0.00	\$396.24	\$126.00	\$105.00	\$105.00	\$80.86	\$940.10	Evicted, nonpayment
TOTAL				\$232.00	\$0.00	\$396.24	\$126.00	\$105.00	\$105.00	\$80.86	\$940.10	1
003-021M - phsava21 Savanna Woods Site Manager: Stephanie Brown	10012844 10012751 10013049	02/08/11 03/22/11 03/21/11	\$75.00 \$75.00 \$188.00	\$36.00 \$44.00 \$82.00	\$2,310.51	\$102.30 \$214.08 \$102.11	\$212.00 \$166.00	\$75.00 \$60.00 \$15.00	\$150.00	\$80.68	\$2,816.49 \$484.08 \$199.11 \$3,499.68	Evicted, nonpayment Evicted, nonpayment Deceased
TOTAL				\$162.00	\$2,310.51	\$418.49	\$378.00	\$150.00	\$150.00	\$80.68	\$3,499.68	3
003-021P - phmlrd29 Wallard Ridge Site Manager: Alice Long	10004689 10016903	02/09/11 03/01/11	\$188.00 \$75.00	\$31.00 \$102.00	\$0.00	\$8.99 \$494.20	\$172.00	\$15.00 \$120.00	\$135.00	\$54.99 \$888.20	\$54.99 \$888.20	Deceased Evicted, nonpayment
TOTAL				\$133.00	\$0.00	\$503.19	\$172.00	\$135.00	\$135.00	\$0.00	\$943.19	2
003-022 - phhall22 Hall House Site Manager: Alesia Price	10006236 100000311	02/08/11 01/12/11	\$437.00 \$188.00	\$404.00 \$481.18	\$0.00	\$0.00	\$86.00 \$66.00	\$15.00 \$75.00	\$90.00	\$0.00	\$505.00 \$642.18	Moved without notice Evicted, lease violations
TOTAL				\$885.18	\$0.00	\$0.00	\$172.00	\$90.00	\$90.00	\$0.00	\$1,147.18	2
003-023 - phthl20 Tarlton Hills 1 Site Manager: Stephanie Brown	None			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

**COLLECTION LOSSES
 QUARTER ENDING JUNE 30, 2011
 Residents Vacated During Quarter Ending March 31, 2011**

	ACCOUNT	MOVEMENT DATE	MONTHLY RENT	ACTIVE RENT	RRR	UTIL	REPAIR CHGS	COURT COST	LATE FEE	RENOV CHGS	TO BE CHG OFF	REASON FOR VACATING
003-023 - phlnh23 Tarlton Hills 2 Site Manager: Stephanie Brown	10001327	01/05/11	\$125.00	\$615.00	\$0.00	\$134.55		\$126.00	\$104.88	\$181.51	\$1,161.94	Evicted, drug related
TOTAL				\$615.00	\$0.00	\$134.55		\$126.00	\$104.88	\$181.51	\$1,161.94	1
003-024 - phrobn24 Robinsdale Site Manager: Vanessa Banner	None			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0
TOTAL				\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0
003-025 - phglid25 Gladedale Site Manager: Tasha Foote	10016755 10017296	02/11/11 03/10/11	\$125.00 \$250.00	\$196.00 \$283.00	\$0.00	\$199.74 \$151.33		\$126.00 \$126.00	\$45.00 \$45.86	\$234.00 \$250.00	\$800.74 \$856.19	Evicted, nonpayment Evicted, nonpayment
TOTAL				\$479.00	\$0.00	\$351.07		\$252.00	\$90.86	\$484.00	\$1,656.93	2
003-026 - phwalw26 Wallace Woods Site Manager: Tasha Foote	10002638 10018046	01/15/11 03/10/11	\$250.00 \$313.00	\$31.00 \$430.00	\$10.00			\$126.00	\$15.00 \$60.00	\$14.00 \$250.00	\$60.00 \$876.00	Moved, private housing Evicted, nonpayment
TOTAL				\$461.00	\$10.00	\$0.00		\$126.00	\$75.00	\$264.00	\$936.00	2
003-093 - phclar93 Claremont Site Manager: Vanessa Banner	10012773 10017471	02/28/11 03/25/11	\$128.00 \$75.00	\$420.00	\$0.00	\$168.90 \$51.00		\$86.00 \$71.78	\$90.00	\$0.00	\$764.90 \$1222.78	Evicted, nonpayment Moved without notice
TOTAL				\$420.00	\$0.00	\$219.90		\$157.78	\$90.00	\$0.00	\$887.68	2
003-095 - phvics95 Victoria Square Site Manager: Vanessa Banner	None			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0
TOTAL				\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0
940 Brevard Site Manager: Crosland	None			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0
TOTAL				\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0
Arbor Glen 50 Site Manager: Crosland	None			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0
TOTAL				\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0
Arbor Glen I Site Manager: Crosland	1607-A	03/18/11	\$120.00		\$0.00			\$90.00	\$15.00	\$252.68	\$357.68	Moved, other reasons
TOTAL				\$0.00	\$0.00	\$0.00		\$90.00	\$15.00	\$252.68	\$357.68	1
Arbor Glen II Site Manager: Crosland	2215-A	02/17/11			\$0.00		\$125.00	\$0.00	\$0.00	\$335.00	\$460.00	Moved, other reasons
TOTAL				\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$335.00	\$460.00	1

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	ACCOUNT	MOVEOUT DATE	MTHLY RENT	ACTIVE RENT	BAR	UTIL	REPAIR CHGS	COURT COST	LATE FEE	RENOV CHGS	TO BE CHG OFF	REASON FOR VACATING
Arbor Glen III Site Manager: Crosland	2205-E	01/03/11	\$364.00				\$216.00	\$90.00	\$15.00		\$216.00	Evicted, nonpayment
	2225-F	01/03/11	\$245.00				\$294.00				\$359.00	Evicted, nonpayment
	TOTAL			\$0.00	\$0.00	\$0.00	\$470.00	\$90.00	\$15.00	\$0.00	\$575.00	
Ashley Square Site Manager: Crosland	None											
	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
First Ward Place Site Manager: Pinnacle	10256531	02/14/11	\$151.00	\$293.00			\$295.50	\$0.00	\$0.00	\$0.00	\$588.50	Moved, other reasons
	TOTAL			\$293.00	\$0.00	\$0.00	\$295.50	\$0.00	\$0.00	\$0.00	\$588.50	
McAlden Park Site Manager: Community Mgmt Corp	None											
	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Montgomery Gardens Site Manager: Crosland	None											
	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Nia Point Apartments Site Manager: Mayfield Terrace, LLC	None											
	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Park @ Oaklawn Site Manager: Crosland	None											
	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Prosperity Creek Site Manager: Crosland	None											
	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Rivermere Site Manager: S.L. Nusbaum	None											
	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Seigle Point Site Manager: Community Mgmt Corp	1115-104	01/06/11	\$235.00	\$302.00					\$16.00	\$634.00	\$952.00	Evicted, nonpayment
	1115-201	01/13/11	\$49.00	\$70.00					\$15.00	\$175.00	\$260.00	Moved, other reasons
	725-201	02/22/11	\$181.00	\$284.00					\$15.00	\$205.42	\$504.42	Moved, other reasons
	819-102	02/07/11	\$240.00	\$1,020.00			\$915.50		\$35.00	\$1,045.44	\$3,019.94	Evicted, nonpayment
	819-307	02/21/11	\$182.00	\$307.00					\$15.00	\$644.41	\$966.41	Evicted, nonpayment
	908-108	01/13/11	\$286.00	\$1,030.00					\$30.00	\$323.95	\$1,193.74	Evicted, nonpayment
	908-208	03/01/11	\$236.00	\$68.00					\$15.00	\$8.00	\$8.00	Moved, other reasons
	908-307	03/03/11	\$215.00	\$223.28					\$15.00	\$263.28	\$263.28	Moved without notice
	929-104	01/14/11	\$86.00	\$120.00					\$15.00	\$15.00	\$225.00	Moved, other reasons
	TOTAL			\$3,388.23	\$0.00	\$18.74	\$230.00	\$915.50	\$156.00	\$3,032.22	\$7,740.69	

COLLECTION LOSSES
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	ACCOUNT	MOVEOUT DATE	MONTHLY RENT	ACTIVE RENT	RAR	UTIL	REPAIR CHGS	COURT COST	LATE FEE	RENOV CHGS	TO BE CHG OFF	REASON FOR VACATING
South Oak Crossing Site Manager: S.L. Nusbaum	None			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
TOTAL				\$195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$565.08	\$760.08	
Springcroft @ Ashley Park Site Manager: Residential Property Management	6770-214	03/30/11	\$195.00	\$195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$565.08	\$760.08	Moved, other reasons
TOTAL				\$195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$565.08	\$760.08	1
Springfield Gardens Site Manager: Crosland	6936-F 9530-H	03/11/11 02/15/11	\$735.00 \$665.00	\$2,165.81 \$83.00	\$0.00	\$269.76	\$393.00	\$393.00	\$227.76	\$0.00	\$3,056.33 \$83.00	Evicted, nonpayment Moved, other reasons
TOTAL				\$2,248.81	\$0.00	\$269.76	\$393.00	\$393.00	\$227.76	\$0.00	\$3,139.33	2
Stonehaven East Site Manager: Riverstone Residential	6955-H	02/14/11	\$179.00	\$0.00	\$1,058.00	\$0.00	\$325.00	\$150.00	\$105.80	\$0.00	\$1,638.80	Evicted, nonpayment
TOTAL				\$179.00	\$1,058.00	\$0.00	\$325.00	\$150.00	\$105.80	\$0.00	\$1,638.80	1
Conventional Sub-Total												
			\$18,026.72	\$5,218.51	\$4,020.68	\$1,683.99	\$4,561.46	\$2,510.15	\$7,579.96	\$43,601.47		70

COLLECTION LOSSES
QUARTER ENDING JUNE 30, 2011
Residents Vacated During Quarter Ending March 31, 2011

	ACCOUNT	MOVEOUT DATE	MONTHLY RENT	ACTIVE RENT	RAR	UTIL	REPAIR CHGS	COURT COST	LATE FEE	RENOV CHGS	TO BE CHG OFF	REASON FOR VACATING
HORIZON DEVELOPMENT												
003-092A-aviii190 Villa Courts Site Manager: Robin Woods	None											
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
003-085 - atgrp85 Grove Place Site Manager: Victoria Figueroa	10016617 10018339 10017476	03/21/11 03/24/11 01/04/11	\$495.00 \$495.00 \$495.00	\$1,036.50 \$465.00 \$1,251.00				\$197.00 \$86.00 \$86.00	\$120.00 \$80.00 \$99.80		\$1,353.50 \$631.00 \$1,436.80	Evicted, nonpayment Evicted, nonpayment Evicted, nonpayment
TOTAL				\$2,752.50	\$0.00	\$0.00	\$0.00	\$369.00	\$299.80	\$0.00	\$3,421.30	3
003-086 - afoakv86 Oak Valley Site Manager: Victoria Figueroa	None											
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
003-087 - atvaiv87 Valley View Site Manager: Victoria Figueroa	None											
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Fair Market Square Site Manager: Crosland	68-61 16-61	02/12/11 02/14/11	\$495.00 \$495.00	\$998.00 \$98.00			\$28.00	\$197.00	\$49.40		\$1,272.40 \$98.00	Evicted, nonpayment Moved, other reasons
TOTAL				\$1,096.00	\$0.00	\$0.00	\$28.00	\$197.00	\$49.40	\$0.00	\$1,370.40	2
Glen Cove Site Manager: Lane Management Corp	None											
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Hampton Creste Site Manager: Habitat American, LLC	None											
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
McAlpine Terrace Site Manager: Lane Management Corp	None											
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

**COLLECTION LOSSES
 QUARTER ENDING JUNE 30, 2011
 Residents Vacated During Quarter Ending March 31, 2011**

	ACCOUNT	MOVEOUT DATE	MONTHLY RENT	ACTIVE RENT	RAR	UTIL	REPAIR CHGS	COURT COST	LATE FEE	RENOV CHGS	TO BE CHG OFF	REASON FOR VACATING
McMullen Wood Site Manager. Crosland	None											
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Mill Pond Site Manager.	4-207	02/14/11	\$695.00	\$656.46		\$32.02		\$207.00	\$67.50		\$962.98	Evicted, nonpayment
	7-105	02/09/11	\$695.00	\$556.47							\$556.47	Evicted, nonpayment
David Drye Company	6-103	01/03/11	\$695.00	\$695.00	\$683.00	\$23.82	\$343.90	\$192.00	\$139.00		\$343.90	Moved, other reasons
	6-301	02/25/11	\$695.00	\$695.00		\$0.20	\$10.00	\$197.00	\$67.50		\$1,732.82	Evicted, nonpayment
	9-201	03/24/11	\$710.00	\$628.34	\$810.37						\$639.54	Moved, other reasons
	4-105	03/14/11	\$675.00	\$675.00							\$1,749.87	Evicted, nonpayment
TOTAL				\$3,212.27	\$1,493.37	\$56.04	\$353.90	\$596.00	\$274.00	\$0.00	\$5,985.58	6
003-081 Seneca Woods Site Manager. Lane Management Corp	8893	03/04/11	\$515.00	\$515.00				\$181.00	\$128.75	\$400.00	\$1,224.75	Evicted, nonpayment
TOTAL				\$515.00	\$0.00	\$0.00	\$0.00	\$181.00	\$128.75	\$400.00	\$1,224.75	1
Horizon Development Subtotal				\$7,575.77	\$1,493.37	\$56.04	\$381.90	\$1,343.00	\$751.95	\$400.00	\$12,002.03	12
GRAND TOTAL				\$25,602.49	\$6,711.88	\$4,076.72	\$2,065.89	\$5,904.46	\$3,262.10	\$7,979.96	\$55,603.50	82

	Number Accounts	Active Rent	RAR	Util	Rep Chgs	Court Cost	Late Fees	Renov Chgs	Total Write-off	Charges/Rent Roll	% of Loss	Avg Write-off	Coll Loss Recovery
00-01	73	26,191	58.9%	1,420	3.2%	1,501	3.4%	5,084	11.4%	5,776	5.7%	2,422	5.4%
1st Qtr	64	20,962	63.3%	-	0.0%	1,045	5.0%	4,830	14.6%	1,883	4.8%	2,091	6.3%
2nd Qtr	75	27,645	67.1%	2,196	5.3%	1,081	2.6%	6,027	14.6%	1,183	2.9%	1,832	4.4%
3rd Qtr	72	27,952	65.7%	1,004	2.4%	1,048	2.5%	3,097	7.3%	2,254	5.3%	2,754	6.5%
Total	284	102,751	63.7%	4,626	2.9%	19,038	11.8%	19,038	11.8%	7,546	4.7%	9,098	5.6%
99-00	89	23,286	71.4%	974	3.0%	1,752	5.4%	616	1.9%	1,554	4.8%	2,750	8.4%
1st Qtr	96	31,137	72.2%	1,637	3.8%	1,710	4.0%	1,413	3.3%	2,245	5.2%	2,535	5.9%
2nd Qtr	98	39,755	74.3%	204	0.4%	1,692	3.2%	1,479	2.8%	1,464	2.7%	2,420	5.9%
Total	283	94,178	58.9%	2,815	1.8%	5,154	3.2%	3,508	2.2%	6,749	4.2%	7,400	7.2%
98-99	83	31,833	72.9%	1,270	2.9%	589	1.3%	10	0.0%	2,104	4.8%	2,187	5.0%
1st Qtr	78	22,256	75.6%	649	2.2%	823	2.8%	-	0.0%	1,970	6.7%	1,817	6.2%
2nd Qtr	83	23,422	66.5%	2,087	6.3%	1,185	3.3%	25	0.1%	2,238	6.3%	2,218	7.4%
Total	244	77,711	49.9%	2,097	2.0%	2,597	1.7%	35	0.0%	6,312	4.1%	6,622	4.3%
97-98	58	11,734	72.6%	-	0.0%	789	4.9%	-	0.0%	1,081	6.7%	1,369	8.5%
1st Qtr	77	19,020	65.8%	1,520	5.3%	595	2.1%	1	0.0%	2,103	7.3%	1,877	6.5%
2nd Qtr	80	20,634	72.1%	99	0.3%	391	1.4%	-	0.0%	2,245	7.8%	1,591	5.6%
Total	303	71,166	67.3%	3,139	3.0%	3,160	3.0%	141	0.1%	6,816	6.4%	6,172	5.8%
96-97	76	24,618	68.7%	1,105	3.1%	1,226	3.4%	216	0.6%	1,690	4.7%	1,393	3.9%
1st Qtr	83	18,815	48.8%	870	2.3%	1,601	4.2%	520	1.3%	1,655	4.3%	1,071	2.8%
2nd Qtr	97	23,522	35.5%	13,027	19.7%	1,254	1.9%	1,988	3.0%	2,099	3.2%	1,404	2.1%
Total	333	87,207	46.5%	31,545	16.8%	5,106	2.7%	2,986	1.6%	7,395	3.9%	5,106	2.7%
95-96	78	19,713	47.5%	10,498	25.3%	974	2.3%	160	0.4%	1,609	3.9%	1,354	3.3%
1st Qtr	113	35,328	57.2%	6,656	10.8%	917	1.5%	900	1.5%	3,170	5.1%	2,597	4.2%
2nd Qtr	134	34,595	47.3%	23,254	31.8%	955	1.3%	1,792	2.5%	2,565	3.5%	2,077	2.8%
Total	88	19,855	53.3%	3,310	8.9%	1,429	3.8%	1,410	3.8%	2,396	6.4%	1,562	4.2%
94-95	104	28,374	54.8%	6,797	13.1%	1,502	2.9%	4,558	8.8%	2,533	4.9%	1,898	3.7%
1st Qtr	88	25,648	61.5%	5,596	13.4%	882	2.1%	1,031	2.5%	2,256	5.4%	1,686	4.0%
2nd Qtr	94	20,550	50.1%	7,701	18.8%	2,266	5.5%	2,394	5.8%	2,235	5.4%	1,638	4.0%
Total	461	137,175	58.4%	28,857	12.3%	8,823	3.8%	11,774	5.0%	11,576	4.9%	8,554	3.6%
93-94	118	26,231	50.8%	7,606	14.7%	1,283	2.5%	3,673	7.1%	3,248	6.3%	2,021	3.9%
1st Qtr	184	36,701	43.7%	24,292	28.9%	574	0.7%	2,786	3.3%	4,650	5.5%	2,083	2.5%
2nd Qtr	70	17,282	72.0%	993	4.1%	68	0.3%	1,875	7.8%	1,334	5.6%	708	2.9%
Total	502	113,829	53.9%	40,380	19.1%	2,699	1.3%	10,458	5.0%	12,479	5.9%	6,034	2.9%
92-93	124	20,553	44.2%	15,234	32.7%	361	0.8%	2,340	5.0%	3,082	6.6%	1,395	3.0%
Total	375	46,545	23.8%	1,958,671	2.38%	46,545	2.38%	1,958,671	2.38%	46,545	2.38%	1,958,671	2.38%

DNA=Data Not Available
Effective with quarter ending 3/31/05 total losses are compared to total charges. All prior quarters compare total losses to total rent charged.

**CHARLOTTE HOUSING AUTHORITY
COLLECTION LOSSES BY QUARTER**

Quarter Ending	03/31/11	06/30/11	09/30/11	12/31/11	Year Ending 03/31/12	06/30/12	09/30/12	12/31/12	Year Ending 03/31/13	06/30/13	09/30/13	12/31/13	Year Ending 03/31/14
Conventional	\$28,257.69	\$43,601.47			\$71,859.16				\$0.00				\$0.00
Horizon Development	\$35,528.82	\$12,002.03			\$47,530.85				\$0.00				\$0.00
Totals	\$63,786.51	\$55,603.50	\$0.00	\$0.00	\$119,390.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total % of Losses excluding RAR	2.57%	2.18%			2.38%								
	2.00%	1.92%			1.96%								

Quarter Ending	03/31/08	06/30/08	09/30/08	12/31/08	Year Ending 03/31/09	06/30/09	09/30/09	12/31/09	Year Ending 03/31/10	06/30/10	09/30/10	12/31/10	Year Ending 03/31/11
Conventional	\$29,086.50	\$31,052.15	\$26,003.14	\$43,098.61	\$129,240.40	\$38,696.27	\$32,226.80	\$39,390.75	\$122,510.48	\$23,196.19	\$39,360.31	\$41,125.46	\$135,645.98
CHA Properties	\$1,901.38	\$1,691.00	\$293.00	\$116.00	\$3,991.38	\$1,151.61	\$4,545.20	\$11,558.11	\$27,952.29	\$6,343.48	\$560.67	\$5,135.28	\$26,190.35
Stepping Stone	\$9,349.64	\$5,144.94	\$6,749.75	\$5,232.45	\$26,476.78	\$9,073.44	\$5,538.70	\$50,948.86	\$160,462.77	\$31,539.67	\$39,920.98	\$47,260.74	\$763,836.33
McAlpine Terrace / Glen Cove	\$0.00	\$1,673.25	\$5,618.00	\$4,298.25	\$11,589.50	\$6,086.83	\$2,853.82	\$3,180.08	\$15,444.44	\$9,079.41	\$6,446.24	\$5,677.00	\$19,336.07
Horizon Development							\$5,403.51	\$2,745.56	\$8,147.07	\$5,656.83	\$1,745.96	\$5,677.00	\$18,438.62
Seneca Woods							\$806.50	\$2,451.16	\$3,257.66	\$3,654.93	\$7,205.88		\$13,095.06
Totals	\$40,337.52	\$39,561.34	\$38,653.89	\$52,745.31	\$171,298.06	\$49,451.16	\$39,672.74	\$42,558.14	\$171,882.36	\$46,356.57	\$45,394.82	\$41,127.92	\$159,218.09
Total % of Losses excluding RAR	1.95%	1.84%	1.84%	2.52%	2.04%	2.40%	1.83%	2.18%	2.01%	2.31%	1.12%	2.15%	1.86%
	1.66%	1.84%	1.74%	2.02%	1.82%	2.40%	1.82%	2.07%	1.97%	2.13%	1.11%	1.81%	1.77%

Quarter Ending	03/31/02	06/30/02	09/30/02	12/31/02	Year Ending 03/31/03	06/30/03	09/30/03	12/31/03	Year Ending 03/31/04	06/30/04	09/30/04	12/31/04	Year Ending 03/31/05
Conventional	\$67,849.09	\$55,104.37	\$34,350.17	\$48,199.09	\$205,502.72	\$47,264.92	\$31,500.56	\$32,858.08	\$167,376.65	\$39,465.48	\$34,139.39	\$28,410.40	\$130,720.76
CHA Properties	\$2,436.25	\$1,185.00	\$0.00	\$14,996.83	\$18,618.08	\$2,325.87	\$994.39	\$8,017.54	\$16,044.76	\$7,001.03	\$2,968.08	\$2,317.30	\$13,237.74
Stepping Stone	\$2,922.01	\$4,493.17	\$4,057.42	\$1,480.28	\$12,952.88	\$3,560.98	\$8,271.54	\$898.00	\$12,733.52	\$1,976.23	\$3,425.04	\$3,217.30	\$12,331.12
McAlpine Terrace / Glen Cove	\$0.00	\$1,630.18	\$5,440.00	\$1,854.00	\$8,924.18	\$3,937.00	\$1,969.00	\$0.00	\$5,806.00	\$1,148.18	\$0.00	\$0.00	\$4,543.54
Horizon Development													
Seneca Woods													
Totals	\$73,207.35	\$62,412.72	\$43,847.59	\$66,530.20	\$245,997.86	\$55,576.94	\$38,399.85	\$42,773.62	\$191,960.93	\$49,590.92	\$40,132.51	\$33,948.21	\$160,893.16
Total % of Losses excluding RAR	3.73%	3.22%	2.46%	3.57%	3.25%	2.92%	3.06%	2.20%	2.51%	1.94%	2.60%	1.97%	2.17%
	3.70%	3.13%	2.46%	3.56%	3.21%	2.92%	3.06%	2.20%	2.49%	1.77%	2.42%	1.64%	1.94%

Quarter Ending	03/31/09	06/30/09	09/30/09	12/31/09	Year Ending 03/31/10	06/30/10	09/30/10	12/31/10	Year Ending 03/31/11	06/30/11	09/30/11	12/31/11	Year Ending 03/31/12
Conventional	\$32,267.70	\$25,140.08	\$25,140.08	\$39,474.49	\$122,022.35	\$28,771.33	\$35,256.38	\$21,339.75	\$104,594.92	\$27,862.73	\$54,440.89	\$64,396.20	\$175,444.01
CHA Properties	\$5,670.26	\$3,963.69	\$3,963.69	\$1,054.13	\$14,651.77	\$408.13	\$5,064.72	\$4,022.06	\$16,005.48	\$7,770.45	\$1,320.13	\$7,229.57	\$22,672.88
Stepping Stone	\$5,754.52	\$1,548.58	\$1,548.58	\$4,801.72	\$13,653.40	\$3,411.74	\$2,458.77	\$4,219.00	\$20,585.64	\$5,774.10	\$2,730.61	\$3,483.64	\$13,999.93
McAlpine Terrace / Glen Cove													
Horizon Development													
Seneca Woods													
Totals	\$43,692.48	\$30,652.35	\$30,652.35	\$45,330.34	\$150,327.52	\$32,592.20	\$42,781.87	\$34,572.32	\$151,155.57	\$44,452.28	\$61,119.63	\$76,858.57	\$223,907.82
Total % of Losses excluding RAR	2.39%	1.63%	1.63%	1.74%	1.85%	1.74%	2.69%	2.37%	2.20%	2.43%	3.18%	2.25%	2.95%

Quarter Ending	03/31/09	06/30/09	09/30/09	12/31/09	Year Ending 03/31/10	06/30/10	09/30/10	12/31/10	Year Ending 03/31/11	06/30/11	09/30/11	12/31/11	Year Ending 03/31/12
Conventional	\$32,267.70	\$25,140.08	\$25,140.08	\$39,474.49	\$122,022.35	\$28,771.33	\$35,256.38	\$21,339.75	\$104,594.92	\$27,862.73	\$54,440.89	\$64,396.20	\$175,444.01
CHA Properties	\$5,670.26	\$3,963.69	\$3,963.69	\$1,054.13	\$14,651.77	\$408.13	\$5,064.72	\$4,022.06	\$16,005.48	\$7,770.45	\$1,320.13	\$7,229.57	\$22,672.88
Stepping Stone	\$5,754.52	\$1,548.58	\$1,548.58	\$4,801.72	\$13,653.40	\$3,411.74	\$2,458.77	\$4,219.00	\$20,585.64	\$5,774.10	\$2,730.61	\$3,483.64	\$13,999.93
McAlpine Terrace / Glen Cove													
Horizon Development													
Seneca Woods													
Totals	\$43,692.48	\$30,652.35	\$30,652.35	\$45,330.34	\$150,327.52	\$32,592.20	\$42,781.87	\$34,572.32	\$151,155.57	\$44,452.28	\$61,119.63	\$76,858.57	\$223,907.82
Total % of Losses excluding RAR	2.39%	1.63%	1.63%	1.74%	1.85%	1.74%	2.69%	2.37%	2.20%	2.43%	3.18%	2.25%	2.95%

(A) Quarter ended 9/30/09 included writeoffs of \$20,121 at Piedmont Courts, which was formally managed by a private agent. The quarters ended 12/31/09 and 3/31/10 do not include writeoffs for Piedmont Courts of \$11,165 and \$12,260 respectively, which were also included for residents who vacated while the community was still under that Agent's management.

(B) Quarter ending 12/31/01 included writeoffs for accounts vacated prior to 7/1/01 that were never reported on prior Collection Loss Reports.

(C) Effective with quarter ending 9/30/05 total losses are compared to total charges. All prior quarters compare total losses to total rent charged.

(D) Effective with quarter ending 9/30/05 CHA Properties and Stepping Stone became Horizon Development and Seneca Woods.

(E) Effective with quarter ending 12/31/07 McAlpine Terrace/Glen Cove and Seneca Woods became part of Horizon Development.

8.K Approve Procurement Contract: Payroll and Human Resources Information Management Services for Paycor

Action: Approve a Resolution to Authorize the CEO to Negotiate and Award a Procurement Contract for Payroll and Human Resources Information Management Services with Paycor for Two (2) years for \$55,000 with an option for three additional one-year renewal periods.

Staff Resource: Ralph Staley/Steve Lamphere/Heather Franklin

Strategic Business: Finance and Administration

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:

On March 23, 2011 CHA released an RFP to solicit proposals for payroll and human resource management services. These services include at a minimum: software that maintains all payroll and human resources information, electronic timesheets, and payroll processing, including the timely filing of all required state and federal forms and deposits.

The objective of the RFP was to gauge the market to see what other software and services were available, as well as to see if any administrative efficiencies or savings could be achieved from current practices. Three firms responded to the solicitation, and were subsequently brought in to demonstrate their products.

RESOLUTION

AUTHORIZE THE CEO TO NEGOTIATE AND AWARD A PROCUREMENT CONTRACT FOR PAYROLL AND HUMAN RESOURCES INFORMATION MANAGEMENT SERVICES WITH PAYCOR FOR TWO YEARS FOR \$55,000 WITH AN OPTION FOR THREE ADDITIONAL ONE-YEAR RENEWAL PERIODS.

WHEREAS, the CHA has a requirement for Payroll and Human Resources Information Management Services;

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

WHEREAS, the CHA has selected Paycor as the vendor to perform the services

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 Payroll and Human Resources Information Management Services with Paycor for two years for \$55,000 with an option for three additional one-year renewal periods.

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 August 16, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

8.L Approve Procurement Contract to Professional Security Services for Unarmed Security Services at High-Rise Communities

Action: Approve Resolution to Authorize the CEO to Negotiate and Award a Contract to Professional Security Services to provide unarmed security services to all CHA high-rise residential buildings.

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 requiring 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:

On June 17, 2011, the Charlotte Housing Authority issued a Request for Proposal from prospective private security firms.

- The Owner plans to require the contractor/prospective vendor to provide coverage of unarmed-security during peak and high traffic hours for added safety for residents located at all of the CHA's high-rise communities which include Autumn Place, Charlottetown Terrace, Edwin Towers, Hall House, Parktowne Terrace (for time of occupancy only), and Strawn Apartments (for cottages and time of occupancy only at tower).
- This contract shall be a performance based contract that incorporates a Performance Work Statement and Quality Assurance Surveillance Plan. Vendor performance will be reviewed annually.

- It is the intent of the CHA to enter into a three (3) year contract from September 1, 2011 until August 31, 2014. At the end of that time frame there will be an option to extend the contract for two (2) additional one (1) year periods based upon mutual agreement.
- On July 14, 2011, the CHA received three (3) responses to the RFP. An evaluation committee was selected from within the CHA. The respondents were evaluated in accordance with the provisions of the RFP. Based upon the results from the evaluation, it is recommended that the CEO be authorized to negotiate and award a contract to Professional Security Services for an amount not to exceed \$438,426 annually with a maximum annual increase of 10% during years two – five. In the event that negotiations with the top ranked firm are unsuccessful, the Board authorizes the CEO to enter into discussions and award a contract to the second ranked firm. Once again, if negotiations are unsuccessful the CEO may move on to the next ranked firm.

Summary of Evaluations:

EVALUATION SCORING SUMMARY	
Ranking	Respondents
1	Professional Security Services
2	BK Lass Protective Services
3	Lifeguard Protective Services

Committee Discussion:

This item was discussed at the August 4, 2011 Client Relations Committee meeting. Staff will assist Professional Security Services to develop a Section 3 plan with the award of the contract. The contract, not to exceed \$438,426 annually with a maximum annual increase of 10% during years two - five, is for unarmed security services at all of CHA's high-rise communities (as listed above). The item will be placed on the August 16, 2011 consent agenda for Board approval.

Community Input:

N/A

Section 3/MWBE Consideration:

100% - MWBE

Professional Security Services is a Section 3 Business Concern and will develop a Section 3 plan as well.

Funding:

MTW

Attachment:

Resolution

RESOLUTION
AUTHORIZE THE CEO TO NEGOTIATE AND AWARD A CONTRACT
TO PROFESSIONAL SECURITY SERVICES TO PROVIDE
UNARMED SECURITY SERVICES TO ALL ITS HIGH-RISE
RESIDENTIAL BUILDINGS

WHEREAS, on June 17, 2011, the Charlotte Housing Authority issued a Request for Proposal from prospective private security firms;

WHEREAS, the Owner plans to require the contractor/prospective vendor to provide coverage of unarmed-security during peak and high traffic hours for added safety for residents located at all of the CHA's elderly/disabled communities at Autumn Place, Charlottetown Terrace, Edwin Towers, Hall House, Parktowne Terrace (for time of occupancy only), and Strawn Apartments (for cottages and time of occupancy at tower);

WHEREAS, CHA received three (3) responses to the RFP; and

WHEREAS, The Owner plans to require the contractor/prospective vendor to provide coverage of unarmed-security during peak and high traffic hours for added safety for residents located at all of the CHA's high-rise communities which include Autumn Place, Charlottetown Terrace, Edwin Towers, Hall House, Parktowne Terrace (for time of occupancy only), and Strawn Apartments (for cottages and time of occupancy only at tower); and

WHEREAS, This contract shall be a performance based contract that incorporates a Performance Work Statement and Quality Assurance Surveillance Plan. Vendor performance will be reviewed annually; and

WHEREAS, It is the intent of the CHA to enter into a three (3) year contract from September 1, 2011 until August 31, 2014. At the end of that time frame there will be an option to extend the contract for two (2) additional one (1) year periods based upon mutual agreement; and

WHEREAS, The respondents were evaluated in accordance with the provisions of the RFP and based upon the results from the evaluation, it is recommended that the CEO be authorized to negotiate and award a contract to Professional Security.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte that the CEO is authorized to negotiate and award a contract to Professional Security Services for an amount not to exceed \$438,426 annually with a maximum annual increase of 10% during years two - five for unarmed security services in the communities listed above.

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 on August 16, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

***BUSINESS
AGENDA***

08/16/2011

9.A Approve Procurement Contract: – ECS Carolinas, LLP

Action: Approve Resolution for the Procurement of Environmental Services for Mold and Allergen Re-testing (Air Quality) by ECS Carolinas, LLP (ECS) of one unit not to exceed \$775. ECS Carolinas, LLP \$775

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	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

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

Explanation:

U.S. environmental laws require the use of a specialized vendor for any type of project under Hazardous or Environmental Waste services. This procurement approval request at this time is for procurement for \$775 is for retesting of air quality and certification by ECS for one unit at Mallard Ridge.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
PO PENDING	\$775	ECS Carolinas, LLP	\$ 67,895

Committee Discussion:

This item did not go before committee, as its need was determined after the deadline for committee agenda items.

Community Input:

N/A

Section 3/MWBE Consideration:

Section 3-N/A

MWBE-N/A

Funding:

Field Operation Program Budget.

Attachment:

Resolution

**RESOLUTION
AUTHORIZE THE CEO TO AWARD A PROCUREMENT ACTION FOR ECS
CAROLINAS, LLP FOR RETESTING OF AIR QUALITY FOR ONE UNIT**

WHEREAS, the CHA has a requirement for retesting air quality of one unit at Mallard Ridge; and

WHEREAS, any procurement that will cause a single vendor to exceed \$50,000 during a rolling twelve (12) month period will require approval from the CHA Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby Approve this Resolution to authorize the CEO or its designee to Award a Purchase Order to ECS Carolinas, LLP to Provide Air Quality retesting of one unit at Mallard Ridge for \$775.

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 August 16, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

9.B Approve Procurement Contract ECS Carolinas, LLP

Action: Approve a Resolution for ECS Carolinas, LLP to Design an Asbestos Abatement Plan and Perform 3rd Party Air Monitoring During the Abatement Process for Parktowne Terrace \$21,500.00

Staff Resource: Tim Ames /Steve Lamphere

Strategic Business: Real Estate Development/Finance

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

Background/Policy Framework:

On June 15, 2010 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	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:

For this Vendor, this Procurement action for \$21,500.00 for hazardous materials services will exceed the total dollar threshold during the twelve month period and must be approved by the CHA Board. The Purchase contract with ECS for Services to Design the Asbestos Abatement Plan and perform 3rd Party Air Monitoring during the abatement process for Parktowne Terrace requires Board approval of this agenda item to proceed with the design. Staff obtained quote for the necessary design service to include the designed plan in the bid documents for the major renovation project.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
PO 58133 Pending	\$21,500	ECS Carolinas	\$75,405.50*

RESOLUTION

AUTHORIZE THE CEO TO AWARD A PROCUREMENT ACTION FOR ECS CAROLINAS, LLP TO DESIGN AN ASBESTOS ABATEMENT PLAN AND PERFORM 3RD PARTY AIR MONITORING DURING THE ABATMENT PROCESS FOR PARKTOWNE TERRACE FOR \$21, 500.00

WHEREAS, the CHA has a requirement for Asbestos Abatement & Design Services;

WHEREAS, the CHA has conducted this Procurement in accordance with the CHA Procurement Policy;

WHEREAS, The CHA Board has approved other Purchases from ECS Carolinas, LLP to provide Asbestos Abatement & Design Services for other CHA Projects;

WHEREAS, the CHA now desires to move forward with an Approved Purchase Order to authorized ECS Carolinas, LLP to perform the required services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby Approve this Resolution to authorize the CEO or its designee to Award a Purchase Order to authorized ECS Carolinas, LLP to Provide Asbestos Abatement & Design Services for Parktowne Terrace for \$21,500.00

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 August 16, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

9.C Budget Amendment: Field Operation Program Budget

Actions: Approve a Resolution to Amend the Field Operation Program Budget for the Charlottetown Terrace Rehabilitation Project for the Fiscal Year Ending March 31, 2012. (Last amended by Resolution No. 1958)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

In an effort to increase affordable housing opportunities and maximize portfolio value, CHA was awarded \$6,200,000 in September 2009 by the Capital Fund Recovery Competition (CFRC). In June 2010, the City of Charlotte – Housing Trust Fund (HTF) restructured an award in the amount of \$1,000,000 to be a grant. July 2010, the Board approved a Moving To Work (MTW) commitment of up to \$5,000,000. In February 2011, the Board approved a Land Sales Proceeds (LSP) commitment up to \$460,000 and a total project budget of \$12,660,000.

Explanation:

Staff is requesting a funding increase for Charlottetown Terrace Rehabilitation Project, in the amount of \$200,000. This action will increase the project budget to \$12,860,000. To better serve our customers, staff is requesting the Board's approval to expand the existing scope for the installation of surveillance and access equipment in the Charlottetown Terrace Rehabilitation Project.

The attached Exhibit A shows a reduction in MTW Funds and a corresponding reduction in Operating Cost of \$200,000 to reallocate funding to be utilized for the Charlottetown Terrace Rehabilitation Project.

Committee Discussion:

This item was discussed at the Real Estate Committee meeting. In the Finance & Audit Committee meeting the commissioners decided to place this item on the business agenda at the Board meeting on August 16, 2011.

Funding:

N/A

Attachments:

Resolution
Exhibit A for Resolution

RESOLUTION
TO AMEND THE FIELD OPERATION PROGRAM BUDGET FOR THE
CHARLOTTETOWN TERRACE REHABILITATION PROJECT
FOR THE FISCAL YEAR ENDING MARCH 31, 2012.
(LAST AMENDED BY RESOLUTION NO. 1958)

WHEREAS, Exhibit A shows a reduction in MTW Funds and a corresponding reduction in Operating Cost of \$200,000 for the Charlottetown Terrace Rehabilitation Project;

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 or 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 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 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 a resolution to amend the 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 August 16, 2011.

BY: _____
Charles Woodyard
Secretary

RESOLUTION NO.

Exhibit A

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	65,418,406	(200,000)	65,218,406
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	651,936		651,936
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:	87,932,161	(200,000)	87,732,161
Other Sources			
Fund Balance Appropriated	500,000		500,000
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -MTW	3,881,665		3,881,665
Total Other Sources	4,667,048	-	4,667,048
TOTAL REVENUE AND OTHER SOURCES	92,599,209	(200,000)	92,399,209
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	70,016,747	(200,000)	69,816,747
Utilities	4,377,676		4,377,676
Capitalized Items	837,094		837,094
Total Operating Expenditures	86,484,326	(200,000)	86,284,326
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out- Capital Projects	2,369,000		2,369,000
Loans To Others	245,883		245,883
Total Other Uses	6,114,883	-	6,114,883
TOTAL EXPENDITURES:	92,599,209	(200,000)	92,399,209

9.D Budget Amendment: Administration Program Budget

Action: Approve a Resolution to Amend the Administration Program Budget for the Charlottetown Terrace Rehabilitation Project for the fiscal year ending March 31, 2012. (Last Amended by Resolution No. 1957)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

In an effort to increase affordable housing opportunities and maximize portfolio value, CHA was awarded \$6,200,000 in September 2009 by the Capital Fund Recovery Competition (CFRC). In June 2010, the City of Charlotte – Housing Trust Fund (HTF) awarded a grant in the amount of \$1,000,000. July 2010, the Board approved a Moving To Work (MTW) commitment of up to \$5,000,000. In February 2011, the Board approved a Land Sales Proceeds (LSP) commitment up to \$460,000 and a total project budget of \$12,660,000.

Explanation:

Staff is requesting a funding increase for Charlottetown Terrace Rehabilitation Project, in the amount of \$200,000. This action will increase the project budget to \$12,860,000. To better serve our customers, staff is requesting the Board's approval to expand the existing scope for the installation of surveillance and access equipment in the Charlottetown Terrace Rehabilitation Project.

The attached Exhibit A shows a reduction in Operating Transfers Out- Public Housing and a corresponding increase in Operating Transfers Out – Capital Projects of \$200,000 to transfer funds for the Charlottetown Terrace Rehabilitation Project.

Committee Discussion:

This item was discussed at the Real Estate Committee meeting. In the Finance & Audit Committee meeting the Commissioners decided to place this item on the business agenda at the Board meeting on August 16, 2011.

Funding:

MTW Funds

Attachments:

Resolution
Exhibit A for Resolution

RESOLUTION
TO AMEND THE ADMINISTRATION PROGRAM BUDGET FOR THE
CHARLOTTETOWN TERRACE REHABILITATION PROJECT FOR
THE FISCAL YEAR ENDING MARCH 31, 2012. (LAST AMENDED
BY RESOLUTION NO. 1957)

WHEREAS, Exhibit A shows a reduction in Operating Transfers Out- Public Housing and a corresponding increase in Operating Transfers Out – Capital Projects of \$200,000 for the Charlottetown Terrace Rehabilitation Project;

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 or 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 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 controlled substances;

Resolution No.

EXHIBIT A

REVENUE:	April 2011 - March 2012 ADMINISTRATION	REVISION	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	-		-
Section 8 Fees	1,218,282		1,218,282
MTW Funds	1,070,641		1,070,641
Other Revenue	977,379		977,379
Public Housing Fees	794,767		794,767
City Relocation Program Income	254,964		254,964
Maintenance Operations	537,418		537,418
Capital Fund Fees	451,631		451,631
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
Other Revenue	-		-
	-		-
TOTAL REVENUE:	7,949,192	-	7,949,192
OTHER SOURCES	-		-
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	13,205,967		13,205,967
TOTAL OTHER SOURCES	13,448,846	-	13,448,846
TOTAL REVENUE AND OTHER SOURCES	21,398,038	-	21,398,038
	-		-
EXPENDITURES:	-		-
	-		-
Salaries/Benefits	4,067,354		4,067,354
	-		-
Operating Costs	7,558,428		7,558,428
	-		-
Utilities	147,534		147,534
	-		-
Capital Outlay	42,629		42,629
	-		-
Total Expenditures	11,815,946		11,815,946
	-		-
Other Uses	-		-
Operating Transfers-Out Public Housing	2,604,081	(200,000)	2,404,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	5,025,412	200,000	5,225,412
Loans To Others	675,015		675,015
Total Other Uses	9,582,092	-	9,582,092
TOTAL EXPENDITURES AND OTHER USES	21,398,038	-	21,398,038

9.E **Charlottetown Terrace Rehabilitation Project**
Budget Amendment: Charlottetown Terrace Rehabilitation Project

Action: A. Approve a Resolution for the Charlottetown Terrace Rehabilitation Project in an amount up to \$12,860,000.
B. Approve a Resolution to Amend the Charlottetown Terrace Rehabilitation Project Funds Budget for the Fiscal Year Ending March 31, 2012. (Last amended by Resolution No. 1916)

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 order to increase affordable housing opportunities and maximize portfolio value, CHA was awarded \$6,200,000 in September 2009 by the Capital Fund Recovery Competition (CFRC). In June 2010, the City of Charlotte – Housing Trust Fund (HTF) awarded a grant in the amount of \$1,000,000. In July 2010, the Board approved a Moving To Work (MTW) commitment up to \$5,000,000. In February 2011, the Board approved a Land Sales Proceeds (LSP) commitment up to \$460,000 and a total project budget of \$12,660,000.

Explanation:

Staff is requesting a funding increase for Charlottetown Terrace Rehabilitation Project, in the amount of \$200,000. This action will increase the project budget to \$12,860,000. To better serve our customers, staff is requesting the Board's approval to expand the existing scope for the installation of surveillance and access equipment in the Charlottetown Terrace Rehabilitation Project.

In Exhibit A, Operating Transfer In- MTW is increased by \$200,000 and Capitalized Items is increased by \$200,000 for the Charlottetown Terrace Rehabilitation Project.

Committee Discussion:

This item was discussed at the Real Estate Committee meeting. In the Finance & Audit Committee meeting the commissioners decided to place this item on the business agenda at the Board meeting on August 16, 2011.

Community Input:

Resident meetings, design charettes and outreach sessions have been held several times over the past two years.

Section 3/MWBE Consideration:

Staff ensured that CHA's Section 3/MWBE policy goals were prominently incorporated in all agreements and have made strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals. To date J. M. Wilkerson/Sovereign has reported the following Section 3 and MWBE participation results for first tier subcontractors:

- Section 3 22%
- MWBE 45%
- SBE 23%

More importantly, three (3) Charlottetown residents were hired and are currently working on the project with J.M. Wilkerson/Sovereign and its subcontractors.

Funding:

Capital Fund Recovery Competition

MTW Funds

Land Sales Proceeds

Housing Trust Fund

Attachments:

Resolution

Resolution

Exhibit A for Resolution

**RESOLUTION
FOR THE CHARLOTTETOWN TERRACE REHABILITATION
PROJECT IN AN AMOUNT UP TO \$12,860,000**

WHEREAS, the Housing Authority of the City of Charlotte, N.C. (the "Authority") seeks to assist in financing the rehabilitation of the multifamily residential community known as "Charlottetown Terrace", to consist of approximately 161 units and located at 1000 Baxter Street in the City of Charlotte, North Carolina (the "Development"); and

WHEREAS, the Authority has applied to HUD and other funding sources to utilize available programs and grants to act as a sources of funds for the Development; and

WHEREAS, the Authority has been awarded Capital Fund Recovery Competition (CFRC) grant funds in the amount of \$6,200,000; and

WHEREAS, the Authority has been awarded City of Charlotte Housing Trust Fund (HTF) funds in a grant amount of up to \$1,000,000; and

WHEREAS, the Authority has agreed to provide Moving to Work (MTW) funds in the amount not to exceed \$5,200,000; and

WHEREAS, the Authority will include one hundred sixty-one (161) Section 9 units within the Development; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte on the 16th day of August 2011 that:

For the purposes of the Charlottetown Terrace Rehabilitation Project, staff is authorized to transfer \$200,000 in MTW funds to the project budget; and

The CEO of the Charlotte Housing Authority hereby is authorized to direct staff in the underwriting, structuring and financing required to complete the project and commit an amount not to exceed \$5,200,000 in Moving to Work (MTW) funds, \$6,200,000 in Capital Fund Recovery Competition (CFRC) grant funds and \$1,000,000 Housing Trust Fund (HTF) funds to establish up to one hundred sixty-one (161) Section 9 units, and to negotiate and execute any and all other documents necessary and appropriate to accomplish the rehabilitation of Charlottetown 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 on August 16, 2011.

(SEAL)

BY: _____
Charles Woodyard/Secretary

**RESOLUTION
TO AMEND THE CHARLOTTETOWN TERRACE
REHABILITATION PROJECT FUNDS BUDGET FOR THE FISCAL
YEAR ENDING MARCH 31, 2012.
(LAST AMENDED BY RESOLUTION NO. 1916)**

WHEREAS, Exhibit A Operating Transfer In- MTW is increased by \$200,000 and Capitalized Items is increased by \$200,000 for the Charlottetown Terrace Rehabilitation Project.

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 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;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve a resolution to amend the Charlottetown Terrace Rehabilitation Project Funds 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 \$100,000 between categories.
3. The CEO may not transfer any amounts between programs or increase the total amount of a program.

**Charlottetown Terrace Rehabilitation Project
RESOLUTION**

EXHIBIT A

	Charlottetown Terrace Rehabilitation Project	Revision	Charlottetown Terrace Rehabilitation Project
REVENUES			
CFRC Grant	6,200,000	-	6,200,000
City Housing Trust Fund Grant	1,000,000	-	1,000,000
Total Operating Revenues	7,200,000	-	7,200,000
OTHER SOURCES			
Operating Transfer In - LSP Funds	460,000	-	460,000
Operating Transfer In - MTW Funds	5,000,000	200,000	5,200,000
Total Other Sources	5,460,000	200,000	5,660,000
TOTAL REVENUES AND OTHER SOURCES	12,660,000	200,000	12,860,000
CAPITALIZED ITEMS	12,660,000	200,000	12,860,000
TOTAL EXPENDITURES	12,660,000	200,000	12,860,000

9.F Approve Modification to the Contract of Professional Security Services

Action: Approve Resolution for the Procurement for the continuation of summer security coverage at select scattered and family sites by Professional Security Services in an amount not to exceed \$13,920 from August 27, 2011 to September 10, 2011.

Staff Resource: Ralph Staley/Steve Lamphere/Sebronzik Wright/
Allison Preston

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	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

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

Explanation:

- On June 21, 2011, the Board approved a change order to provide summer security coverage at (2) large family sites [Southside and Dillehay] and (6) scattered family sites [Claremont, Gladedale, Mallard Ridge, Meadow Oaks, Savanna Woods, and Sunridge].
- In consultation with CHA resident representatives, staff recommends a continuation of summer security coverage for the select sites for a period of two weeks at a cost not to exceed \$13,920. This will allow for the community to adjust to the "Back to School" schedule.

- The cost in the amount of \$13,920 will be added to Professional Security Services' existing contract which shall be amended to include these additional services by change order.

Committee Discussion:

This initiative was discussed during the Resident Forum at the August 4, 2011 Client Relations Committee meeting. Staff members agree that this initiative will be beneficial to our customers.

Community Input:

Resident Forum at Client Relations Committee's August 4, 2011 meeting.

Section 3/MWBE Consideration:

100% - MWBE

Professional Security Services is a Section 3 Business Concern

Attachment:

Resolution

RESOLUTION

Approve Modification to the Contract of Professional Security Services

WHEREAS, on June 21, 2011, the Board approved a change order to provide summer security coverage at (2) large family sites [Southside and Dillehay] and (6) scattered family sites [Claremont, Gladedale, Mallard Ridge, Meadow Oaks, Savanna Woods, and Sunridge];

WHEREAS, in consultation with CHA resident representatives, staff recommends a continuation of summer security coverage for the select sites for a period of two weeks at a cost not to exceed \$13,920. This will allow for the community to adjust to the “Back to School” schedule; and

WHEREAS, the cost in the amount of \$13,920 will be added to Professional Security Services’ existing contract which shall be amended to include these additional services by change order.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to authorize the CEO or its designee to modify the contract to Professional Security Services for an amount not to exceed \$13,920 for additional security coverage at eight family sites (listed above).

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 on August 16, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

***HORIZON
DEVELOPMENT
PROPERTIES, INC.***

08/16/2011

Horizon Development Properties, Inc.
Board of Directors
AGENDA

Central Office
1301 South Boulevard
Charlotte, NC 28203

August 16, 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 ***July 19, 2011 (p.)***
3. **Consent Agenda Items:**
 - A. Budget Amendment: Horizon Development Properties, Inc. – Administration Program Budget-Capital Improvements
 - B. Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget-Capital Improvements
 - C. Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget-City Relocation Program
 - D. Budget Amendment: Horizon Development Properties, Inc. Administration Program Budget-City Relocation Program
 - E. Budget Amendment: Horizon Development Properties, Inc. Administration Program Budget Workers Compensation
 - F. Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget Operating Subsidy for FY ending 03/31/3012
 - G. Horizon Development Properties, Inc. Collection Loss Report for the Quarter Ended 06/30/2011
4. **Business Agenda Items:**
 - A. Budget Amendment: Horizon Development Properties, Inc. Amend Field Operation Program Budget-Charlottetown Terrace Rehab Project
 - B. Budget Amendment: Horizon Development Properties, Inc. Amend Administration Program Budget-Charlottetown Terrace Rehab Project

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD MEETING HELD ON TUESDAY, JULY 19, 2011**

Regular Meeting:

Additions to the Agenda:

None

Motion was made to approve the agenda as submitted by: Commissioner Jones; motion was seconded by: Commissioner Puckett; outcome: passed unanimously.

Consideration to Approve the Minutes as presented for:

- Regular Meeting held on *June 21, 2011*

ACTION:

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

Consent Agenda Action Items:

3.A Budget Amendment: Horizon Development Properties, Inc.

Administrative Program Budget

Approve an amendment to the Administrative Program Budget to adjust Section 8 funding for the fiscal year ending March 31, 2012.

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

Approve an amendment to the Field Operations Program Budget to adjust Section 8 funding for fiscal year ending March 31, 2012.

ACTION:

Motion was made for adoption by:	Commissioner Jones
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Commissioner Jones motioned that we adjourn Horizon Development Properties, Inc. and open Horizon Acquisition Board of Directors meeting. Motion was seconded by: Commissioner Puckett; Outcome: passed unanimously.



Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant
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(Next meeting August 16, 2011)

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

08/16/2011

3.A Budget Amendment: Horizon Development Properties, Inc. - Administration Program Budget

<p>Action: Approve an Amendment to the Administration Program Budget to adjust for Capital Improvements for the Fiscal Year Ending March 31, 2012.</p>

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Board approved multi-year capital projects and capital improvement projects to be performed at CHA's public housing sites as a part of the budget process. Staff will undertake many of the projects this fiscal year. Attachment A shows a detailed list of the projects by site.

The HUD annual Capital Fund allocation represents federal funding for the capital and maintenance needs of public housing sites. CHA as an MTW agency has single fund budget authority, therefore the operating subsidy for Section 8 and Section 9 and the Capital fund dollars are combined. Staff estimated the 2011 Capital Fund Grant amount in preparation of the 2011-2012 budget.

Explanation:

This budget amendment is necessary to establish funding for projects that will be completed by fiscal year end at the asset management projects. These projects are Leafcrest (Playground - \$8,000); Tarlton Hills/Tall Oaks (HVAC -\$252,500); Edwin Towers (renovation - \$1,142,722); and Gladedale (HVAC - \$296,499). This action will allow staff to move forward with the design/procurement process for these projects. Funding for these projects is from Fund Balance Appropriated in the amount of \$1,699,721.

CHA was notified that final calculations have been made for the 2011 Capital Grant Fund Award. CHA will receive \$4,516,311. Per HUD guidance 90% of the funding or \$4,064,680 can be drawn down as MTW funds. The remaining 10% or \$451,631 can be paid for oversight of the agency. Those fees have to flow into the Administration budget via the Asset Management Projects in the Field Operation budget.

This amendment is necessary to reduce revenues in the Administration Program Budget by \$66,871 for the Capital Fund Fee reduction and appropriate fund balance in the amount of \$668,707 for the reduction in the Capital Fund allocation and the Capital Fund Fee. The difference between the amount budgeted (\$5,185,018) and the amount to be received (\$4,516,311) is \$668,707.

Exhibit A shows Fund Balance Appropriated of \$2,368,428 (\$1,699,721+\$668,707) with a revenue reduction of \$66,871 and expenditures are in Operating Transfer Out – Public Housing of \$862,336 (\$252,500+\$8,000+601,836) and Operating Transfers Out – Capital Projects in the amount of \$1,439,221(\$1,142,722+\$296,499).

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 programs or increase the total amount of a program.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

Moving To Work

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 August 16, 2011.

BY: _____
Barbara Porter, Secretary

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	(66,871)	451,631
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
Other Revenue	-		-
TOTAL REVENUE:	8,236,246	(66,871)	8,169,375
OTHER SOURCES			-
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	10,837,539	2,368,428	13,205,967
TOTAL OTHER SOURCES	11,080,418	2,368,428	13,448,846
TOTAL REVENUE AND OTHER SOURCES	19,316,664	2,301,557	21,618,221
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	862,336	2,604,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	3,586,191	1,439,221	5,025,412
Loans To Others	675,015		675,015
Total Other Uses	7,280,535	2,301,557	9,582,092
TOTAL EXPENDITURES AND OTHER USE	19,316,664	2,301,557	21,618,221

ATTACHMENT A

Capital Project Summary

PROJECT & PROPERTY	Budget Year	BUDGET	Reappropriated Funding	Appropriated Funding	Reclass to Capital	Transferred Capital Project Administration	Transferred Capital Project Field Operation
Playground Equip. & Improvements - Total							
Cedar Knoll	2011-2012	\$ 8,000			\$ 8,000		
Leafcrest	2010-2011	\$ 8,000	\$ 8,000				
Mallard Ridge-add Tot Lot	2011-2012	\$ 12,000			\$ 12,000		
Meadow Oaks	2011-2012	\$ 60,000			\$ 60,000		
Robinsdale	2011-2012	\$ 30,000			\$ 30,000		
Wallace Woods	2011-2012	\$ 40,000			\$ 40,000		
		\$ 158,000	\$ 8,000		\$ 150,000		
HVAC - Project Total							
Tariton His/Tall Oaks (Frazier)	2010-2011	\$ 252,500	\$ 252,500				
Dillehay-Phase I	2011-2012	\$ 306,000			\$ 306,000		
Oak Valley (Horizon)		\$ 250,000		\$ 250,000			
Valley View (Horizon)		\$ 250,000		\$ 250,000			
		\$ 1,058,500	\$ 252,500	\$ 500,000	\$ 306,000		
Renovations - CAPITAL PROJECTS							
Edwin Towers Renovation Phase I (interior kitchen reno, paint, HVAC, windows, relo activities)	2009-2010 2010-2011 2011-2012	\$103,401 \$1,039,321 \$1,600,000	\$103,401 \$1,039,321			\$103,401 \$1,039,321	\$1,600,000
		\$ 2,742,722	\$ 1,142,722			\$ 1,142,722	\$ 1,600,000
Exterior Improvements - Wallace Woods (modify roof line and porches on rear 2 story building)	2011-2012	\$ 150,000					
Renovation - CAPITAL PROJECTS							
Gladedale Phase I Renovation-Design & Construction, HVAC, relo activities	2010-2011 2011-2012	\$296,499 \$769,000	\$ 296,499			\$ 296,499	\$ 769,000
		\$ 1,065,499				\$	\$ 769,000
Concrete Work - Southside (add new parking lot-\$30k)	2011-2012	\$ 30,000			\$ 30,000		
TOTALS			\$ 1,699,721	\$ 500,000	\$ 486,000	\$ 1,439,221	\$ 2,369,000

3.B Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget

Action: Approve an amendment to the Field Operation Program Budget for Capital Improvements and the 2011 Capital Fund 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:

The Board approved multi-year capital projects and capital improvement projects to be performed at CHA's public housing sites as a part of the budget process. Staff will undertake many of the projects this fiscal year.

Explanation:

Staff is pursuing many capital improvement projects at various sites this fiscal year. Attachment A shows a detailed list of the projects by site. Some projects have been outlined in the Administration budget amendment and funding in the amount of \$260,500 is being transferred for the projects at Leafcrest and Tarlton Hills/Tall Oaks.

Funding for the HVAC projects listed at Oak Valley (\$250,000) and Valley View (\$250,000) is from fund balance appropriated at each of those sites. Funding for other projects was established when the original budget was submitted.

On Attachment A are projects that need to be re-classed to the Capitalized Items category. The total of those items is \$486,000. Also on Attachment A are funds that will be transferred to the Gladedale Capital Project in the amount of \$769,000 and the Edwin Towers Renovation Capital Project in the amount of \$1,600,000.

Finally in this amendment, due to the amount awarded for the 2011 Capital Fund, Capital Fund fees need to be decreased by \$66,871. This is the amount that flows from the Field Operation budget to the Administration Program Budget. Also MTW funds are reduced by \$601,836 because 90% of the award was \$4,064,680 and the amount budgeted was \$4,666,516. This reduction is offset by the Operating Transfer In –MTW of \$601,836.

Exhibit A shows an increase in Fund Balance Appropriated of \$500,000 and Operating Transfer In – MTW Funds of \$862,336. MTW Funds and Capital/CFRC fees are reduced by \$601,836 and \$66,871 respectively. Operating Costs are decreased by \$2,161,371 (\$500,000+\$260,500-\$486,000-\$66,871-\$769,000-

\$1,600,000). Capitalized Items is increased by \$486,000 and Operating Transfer Out – Capital Projects is increased by \$2,369,000.

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 programs or increase the total amount of a program.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 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 August 16, 2011.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	66,020,242	(601,836)	65,418,406
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	(66,871)	651,936
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	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:	88,600,868	(668,707)	87,932,161
Other Sources			
Fund Balance Appropriated	-	500,000	500,000
Fund Balance Appropriated-Land Sale F	285,383		285,383
Operating Transfer In -MTW	3,019,329	862,336	3,881,665
Total Other Sources	3,304,712	1,362,336	4,667,048
TOTAL REVENUE AND OTHER SOUR	91,905,580	693,629	92,599,209
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	72,178,118	(2,161,371)	70,016,747
Utilities	4,377,676		4,377,676
Capitalized Items	351,094	486,000	837,094
Total Operating Expenditures	88,159,697	(1,675,371)	86,484,326
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out - Capital Project		2,369,000	2,369,000
Loans To Others	245,883		245,883
Total Other Uses	3,745,883	2,369,000	6,114,883
TOTAL EXPENDITURES:	91,905,580	693,629	92,599,209

Attachment A

Capital Project Summary

PROJECT & PROPERTY	Budget Year	BUDGET	Reappropriated Funding	Appropriated Funding	Reclass to Capital	Transferred Capital Project Administration	Transferred Capital Project Field Operation
Playground Equip. & Improvements - Total							
Cedar Knoll	2011-2012	\$ 8,000			\$ 8,000		
Leafcrest	2010-2011	\$ 8,000	\$ 8,000				
Mallard Ridge-add Tot Lot	2011-2012	\$ 12,000			\$ 12,000		
Meadow Oaks	2011-2012	\$ 60,000			\$ 60,000		
Robinsdale	2011-2012	\$ 30,000			\$ 30,000		
Wallace Woods		\$ 40,000			\$ 40,000		
		\$ 158,000			\$ 150,000		
HVAC - Project Total							
Tarleton Hls/Tail Oaks (Frazier)	2010-2011	\$ 252,500	\$ 252,500				
Dillehay-Phase I	2011-2012	\$ 306,000			\$ 306,000		
Oak Valley (Horizon)		\$ 250,000		\$ 250,000			
Valley View (Horizon)		\$ 250,000		\$ 250,000			
		\$ 1,058,500	\$ 252,500	\$ 500,000	\$ 306,000		
Renovations - CAPITAL PROJECTS							
Edwin Towers Renovation Phase I (interior kitchen reno, paint, HVAC, windows, relo activities)	2009-2010	\$103,401	\$103,401			\$103,401	
	2010-2011	\$1,039,321	\$1,039,321			\$1,039,321	\$1,600,000
	2011-2012	\$1,600,000					
		\$ 2,742,722	\$ 1,142,722			\$ 1,142,722	\$ 1,600,000
Exterior Improvements - Wallace Woods (modify roof line and porches on rear 2 story building)							
	2011-2012	\$ 150,000					
Renovation - CAPITAL PROJECTS							
Gladedale Phase I Renovation-Design & Construction, HVAC, relo activities	2010-2011	\$296,499	\$ 296,499			\$ 296,499	\$ 769,000
	2011-2012	\$769,000					\$ 769,000
		\$ 1,065,499					
Concrete Work - Southside (add new parking lot-\$30k)	2011-2012	\$ 30,000			\$ 30,000		
TOTALS		\$ 1,699,721	\$ 500,000	\$ 486,000	\$ 1,439,221	\$ 2,369,000	

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

Action: Approve an amendment to the Field Operation Program Budget to close the City Relocation Program 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:

The CHA has run the City Relocation Program by contract. This program was established to provide housing for those Charlotte residents whose property has been condemned by the City or for residents that have been displaced for other code violations.

Explanation:

In an agreement with the City of Charlotte, CHA has closed the City Relocation Program as of June 30, 2011. This budget amendment is necessary to adjust the Field Operation Program budget to reflect the closing. Revenues in the Field Operations Program budget will be reduced by \$429,571 with a corresponding expenditure reduction of \$429,571.

Exhibit A shows the reduction of Relocation Revenue of \$429,571 and the corresponding reduction is shown in Salaries/Benefits in the amount of \$51,786 and Operating Costs in the amount of \$377,185.

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 programs or increase the total amount of a program.

4. The CEO may transfer between sub-functions and objects of expenditure within a function.
5. The CEO may transfer amounts not to exceed \$50,000 between functions.
6. The CEO may not transfer any amounts between programs or increase the total amount of a program.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

N/A

Attachments:

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 August 16, 2011.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	65,418,406		65,418,406
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	651,936		651,936
Social Services Fees	601,550		601,550
City Relocation Program Income	569,608	(429,571)	140,037
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue	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:	87,932,161	(429,571)	87,502,590
Other Sources			
Fund Balance Appropriated	500,000		500,000
Fund Balance Appropriated-Land Sale P	285,383		285,383
Operating Transfer In -MTW	3,881,665		3,881,665
Total Other Sources	4,667,048		4,667,048
TOTAL REVENUE AND OTHER SOUR	92,599,209	(429,571)	92,169,638
EXPENDITURES:			
Salaries/Benefits	11,252,809	(51,786)	11,201,023
Operating Costs	70,016,747	(377,785)	69,638,962
Utilities	4,377,676		4,377,676
Capitalized Items	837,094		837,094
Total Operating Expenditures	86,484,326	(429,571)	86,054,755
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out - Capital Project	2,369,000		
Loans To Others	245,883		245,883
Total Other Uses	6,114,883	-	6,114,883
TOTAL EXPENDITURES:	92,599,209	(429,571)	92,169,638

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

Action: Approve an amendment to the Administration Program Budget to close the City Relocation Program 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:

The CHA has run the City Relocation Program by contract. This program was established to provide housing for those Charlotte residents whose property has been condemned by the City or for residents that have been displaced for other code violations.

Explanation:

In an agreement with the City of Charlotte, CHA closed the City Relocation Program as of June 30, 2011. Because of this closing, a budget amendment is necessary to adjust the Administration Program budget. This adjustment is necessary because net income from the City Relocation Program offset expenditures from programs in the Administration Program budget.

Revenues are reduced by \$353,183 and expenditures are reduced by \$93,828 in Salaries/Benefits and \$259,359 in Operating Costs which is shown in Exhibit A.

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 programs or increase the total amount of a program.

Committee Discussion:

This item will be discussed at the Finance & Audit Committee meeting on August 4, 2011.

Funding:

N/A

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 August 16, 2011.

BY: _____
Barbara Porter, Secretary

Resolution No

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	(1,300)	844,379
Public Housing Fees	794,767		794,767
City Relocation Program Income	606,847	(351,883)	254,964
Maintenance Operations	537,418		537,418
Capital Fund Fees	451,631		451,631
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
Other Revenue	-		-
TOTAL REVENUE:	8,169,375	(353,183)	7,816,192
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	13,205,967		13,205,967
TOTAL OTHER SOURCES	13,448,846		13,448,846
TOTAL REVENUE AND OTHER SOURCES	21,618,221	(353,183)	21,265,038
EXPENDITURES:			
Salaries/Benefits	4,161,182	(93,828)	4,067,354
Operating Costs	7,684,784	(259,356)	7,425,428
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	12,036,129	(353,183)	11,682,946
Other Uses			
Operating Transfers-Out Public Housing	2,604,081		2,604,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	5,025,412		5,025,412
Loans To Others	675,015		675,015
Total Other Uses	9,582,092		9,582,092
TOTAL EXPENDITURES AND OTHER USE	21,618,221	(353,183)	21,265,038

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

Action: Approve an amendment to the Administration Program Budget for the Workers Compensation Program for Operating Costs 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:

The Board of Commissioners has provided for the care of workers injured on the job through the purchase of a fully insured Worker's Compensation Policy. In April, 2011, the Board approved CHA to enter into a self-funded Worker's Compensation Program. This program has projected savings for the Authority.

Explanation:

Staff is recommending that the Administration Program Budget be amended by \$133,000. This amendment is necessary to recognize revenues and expenditures of \$133,000 needed to operate the program for the Worker's Compensation Program.

Exhibit A shows Other Revenue of \$133,000 from premiums and the Operating Costs line item is increased by \$133,000 for supplemental insurance and administrative 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 programs or increase the total amount of a program.

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	844,379	133,000	977,379
Public Housing Fees	794,767		794,767
City Relocation Program Income	254,964		254,964
Maintenance Operations	537,418		537,418
Capital Fund Fees	451,631		451,631
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:	7,816,192	133,000	7,949,192
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	13,205,967		13,205,967
TOTAL OTHER SOURCES	13,448,846		13,448,846
TOTAL REVENUE AND OTHER SOURCES	21,265,038	133,000	21,398,038
EXPENDITURES:			
Salaries/Benefits	4,067,354	-	4,067,354
Operating Costs	7,425,428	133,000	7,558,428
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	11,682,946	133,000	11,815,946
Other Uses			
Operating Transfers-Out Public Housing	2,604,081		2,604,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	5,025,412		5,025,412
Loans To Others	675,015		675,015
Total Other Uses	9,582,092		9,582,092
TOTAL EXPENDITURES AND OTHER USE	21,265,038	133,000	21,398,038

3.F Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget

Action: Approve an amendment to the Field Operation Program Budget for Operating Subsidy 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:

At the time the original budget was created these Section 9 units for Seneca Woods and McCreesh Place were not online. Staff applies for operating subsidy as new units come online.

Explanation:

Seneca Woods has 17 units Section 9 and McCreesh Place has 63 Section 9 units that have come online. Staff has applied for subsidy in the amount of \$34,895 for Seneca and \$73,987 for McCreesh Place. This amendment is necessary to adjust the Field Operations Program budget to include these subsidies.

Exhibit A shows an increase in revenue in MTW Funds in the amount of \$108,882 and the corresponding expenditure is 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 programs or increase the total amount of a program.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

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 August 16, 2011.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	65,418,406	108,882	65,527,288
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	651,936		651,936
Social Services Fees	601,550		601,550
City Relocation Program Income	140,037		140,037
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue	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:	87,502,590	108,882	87,611,472
Other Sources			
Fund Balance Appropriated	500,000		500,000
Fund Balance Appropriated-Land Sale P	285,383		285,383
Operating Transfer In -MTW	3,881,665		3,881,665
Total Other Sources	4,667,048		4,667,048
TOTAL REVENUE AND OTHER SOUR	92,169,638	108,882	92,278,520
EXPENDITURES:			
Salaries/Benefits	11,201,023		11,201,023
Operating Costs	69,638,962	108,882	69,747,844
Utilities	4,377,676		4,377,676
Capitalized Items	837,094		837,094
Total Operating Expenditures	86,054,755	108,882	86,163,637
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out - Capital Project			
Loans To Others	245,883		245,883
Total Other Uses	6,114,883	-	6,114,883
TOTAL EXPENDITURES:	92,169,638	108,882	92,278,520

3.G Horizon Development Properties, Inc. Collection Loss Report for the Quarter Ended 06/30/11

Action: Approve the write-off of \$12,002.03 in accounts receivable due to collection losses for tenants vacated through 3/31/11.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

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

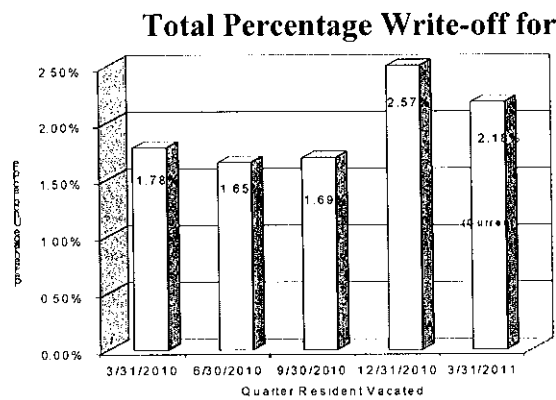
Background/Policy Framework:

According to Generally Accepted Accounting Principles, organizations must periodically review outstanding receivables. Any receivables found uncollectible must be written off. Quarterly, the tenant accounts receivables for residents who have vacated during the previous quarter are assessed, and written off in accordance with Horizon policy.

Explanation:

The receivables outstanding for all Horizon Development properties as of June 30, 2011 from tenants who vacated during the quarter ending March 31, 2011 have been reviewed. The amount proposed for write-off is \$12,002.03, which represents 1.56% of total charges for the respective properties for the quarter then ended.

Following is a graphical depiction of the write-off percentages CHA and Horizon Development Properties combined. All quarters in the chart compare to Total Charges. The total combined percentage write-off for June 30, 2011 is 2.18%.



Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on August 4, 2011.

Community Input:

None.

Summary of Bids:

None

Section 3/MWBE Consideration:

None

Funding:

Horizon Development

Attachment:

Collection Loss Report, 6/30/11

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

08/16/2011

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

**Action: Approve an amend the Administration Program
Budget for the Charlottetown Terrace Rehabilitation Project
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:

In an effort to increase affordable housing opportunities and maximize portfolio value, CHA was awarded \$6,200,000 in September 2009 by the Capital Fund Recovery Competition (CFRC). In June 2010, the City of Charlotte – Housing Trust Fund (HTF) restructured an award in the amount of \$1,000,000 to be a grant. July 2010, the Board approved a Moving To Work (MTW) commitment of up to \$5,000,000. In February 2011, the Board approved a Land Sales Proceeds (LSP) commitment up to \$460,000 and a total project budget of \$12,660,000.

Explanation:

Staff is requesting a funding increase for Charlottetown Terrace Rehabilitation Project, in the amount of \$200,000. This action will increase the project budget to \$12,860,000. To better serve our customers, staff is requesting the Board's approval to expand the existing scope for the installation of additional surveillance and access equipment in the Charlottetown Terrace Rehabilitation Project.

The attached Exhibit A shows a reduction in Operating Transfers Out- Public Housing and a corresponding increase in Operating Transfers Out – Capital Projects of \$200,000 to transfer funds for the Charlottetown Terrace Rehabilitation Project.

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 programs or increase the total amount of a program.

Committee Discussion:

This item was discussed at the Real Estate Committee meeting. In the Finance & Audit Committee meeting the Commissioners decided to place this item on the business agenda at the Board meeting on August 16, 2011.

Funding:

MTW Funds

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 August 16, 2011.

BY: _____
Barbara Porter, Secretary

RESOLUTION NO.	Exhibit A		Exhibit A		Exhibit A		Exhibit A		Exhibit A	
	April 2011 - March 2012	REVISION	April 2011 - March 2012	REVISION	April 2011 - March 2012	REVISION	April 2011 - March 2012	REVISION	April 2011 - March 2012	REVISION
REVENUE:	FIELD OPERATION	REVISION	FIELD OPERATION	REVISION	FIELD OPERATION	REVISION	FIELD OPERATION	REVISION	FIELD OPERATION	REVISION
MTW Funds	67,297,826		67,297,826	(1,277,994)	66,020,242		66,020,242	(601,838)	65,418,406	(200,000)
Fund Balance Appropriated	10,892,452	(480,100)	10,562,067		10,562,067		10,562,067		10,562,067	
Transfer Income	2,171,023	966,607	3,216,843		3,216,843		3,216,843		3,216,843	
Public Housing Fees	1,171,023		1,171,023		1,171,023		1,171,023		1,171,023	
Section 8 Voucher Fees	752,897		752,897		752,897		752,897		752,897	
Section 8 Voucher Fees	718,807		718,807		718,807		718,807		718,807	
Social Services Fees	601,550		601,550		601,550		601,550		601,550	
Other Governmental Grants	569,608		569,608		569,608		569,608		569,608	
Other Governmental Grants	512,646		512,646		512,646		512,646		512,646	
Non-Dwelling Rents and Other Revenue (Carroll Housing)	369,772		369,772		369,772		369,772		369,772	
First Ward Revenue	342,456		342,456		342,456		342,456		342,456	
RSSS Grant Revenue	262,957		262,957		262,957		262,957		262,957	
Residential Donation	86,442,145	(63,693)	86,378,452		86,378,452	(1,277,994)	85,100,458	(668,707)	84,431,751	(200,000)
TOTAL REVENUE:			86,378,452		86,378,452		85,100,458		84,431,751	
Other Sources:										
Fund Balance Appropriated			285,383		285,383		285,383		285,383	
Fund Balance Appropriated-Land Sale Proceeds			3,019,329		3,019,329		3,019,329		3,019,329	
Operating Transfer In-MTW			1,741,713		1,741,713		1,741,713		1,741,713	
Total Other Sources			4,867,048		4,867,048		4,867,048		4,867,048	
TOTAL REVENUE AND OTHER SOURCES			91,245,500		91,245,500		90,233,510		89,298,799	
EXPENDITURES:										
Salaries/Benefits	11,293,301	(40,492)	11,252,809		11,252,809		11,252,809		11,252,809	
Operating Costs	70,434,752	(37,879)	70,396,873		70,396,873		70,396,873		70,396,873	
Utilities	4,362,998		4,362,998		4,362,998		4,362,998		4,362,998	
Capitalized Items	351,094		351,094		351,094		351,094		351,094	
Total Operating Expenditures			86,378,452		86,378,452		86,378,452		86,378,452	
Other Uses			3,500,000		3,500,000		3,500,000		3,500,000	
Special Items			245,883		245,883		245,883		245,883	
Transfer Out-Capital Projects			3,745,883		3,745,883		3,745,883		3,745,883	
Total Other Uses			7,491,766		7,491,766		7,491,766		7,491,766	
TOTAL EXPENDITURES:			93,869,218		93,869,218		93,869,218		93,869,218	

4.B Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget

Action: Approve an amend the Field Operation Program Budget for the Charlottetown Terrace Rehabilitation Project 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:

In an effort to increase affordable housing opportunities and maximize portfolio value, CHA was awarded \$6,200,000 in September 2009 by the Capital Fund Recovery Competition (CFRC). In June 2010, the City of Charlotte – Housing Trust Fund (HTF) restructured an award in the amount of \$1,000,000 to be a grant. July 2010, the Board approved a Moving To Work (MTW) commitment of up to \$5,000,000. In February 2011, the Board approved a Land Sales Proceeds (LSP) commitment up to \$460,000 and a total project budget of \$12,660,000.

Explanation:

Staff is requesting a funding increase for Charlottetown Terrace Rehabilitation Project, in the amount of \$200,000. This action will increase the project budget to \$12,860,000. To better serve our customers, staff is requesting the Board's approval to expand the existing scope for the installation of additional surveillance and access equipment in the Charlottetown Terrace Rehabilitation Project.

The attached Exhibit A shows a reduction in MTW Funds and a corresponding reduction in Operating Cost of \$200,000 to reallocate funding to be utilized for the Charlottetown Terrace Rehabilitation Project.

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 programs or increase the total amount of a program.

Committee Discussion:

This item was discussed at the Real Estate Committee meeting. In the Finance & Audit Committee meeting the commissioners decided to place this item on the business agenda at the Board meeting on August 16, 2011.

Funding:

N/A

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 August 16, 2011.

BY: _____
Barbara Porter, Secretary

EXHIBIT A

REVENUE:	April 2011 - March 2012 ADMINISTRATION	REVISION	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	-		-
Section 8 Fees	1,218,282		1,218,282
MTW Funds	1,070,641		1,070,641
Other Revenue	977,379		977,379
Public Housing Fees	794,767		794,767
City Relocation Program Income	254,964		254,964
Maintenance Operations	537,418		537,418
Capital Fund Fees	451,631		451,631
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
Other Revenue	-		-
	-		-
TOTAL REVENUE:	7,949,192	-	7,949,192
OTHER SOURCES	-		-
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	13,205,967		13,205,967
TOTAL OTHER SOURCES	13,448,846	-	13,448,846
TOTAL REVENUE AND OTHER SOURCES	21,398,038	-	21,398,038
	-		-
EXPENDITURES:	-		-
	-		-
Salaries/Benefits	4,067,354		4,067,354
	-		-
Operating Costs	7,558,428		7,558,428
	-		-
Utilities	147,534		147,534
	-		-
Capital Outlay	42,629		42,629
	-		-
Total Expenditures	11,815,946	-	11,815,946
	-		-
Other Uses	-		-
Operating Transfers-Out Public Housing	2,604,081	(200,000)	2,404,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	5,025,412	200,000	5,225,412
Loans To Others	675,015		675,015
Total Other Uses	9,582,092	-	9,582,092
TOTAL EXPENDITURES AND OTHER USES	21,398,038	-	21,398,038