



Charlotte Housing Authority

BOARD OF COMMISSIONERS

BOARD MEETING

September 20, 2011

*Carole A. Hoefener Community Service Center
610 E. 7th Street
Charlotte, NC 28202*

Mission Statement

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

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

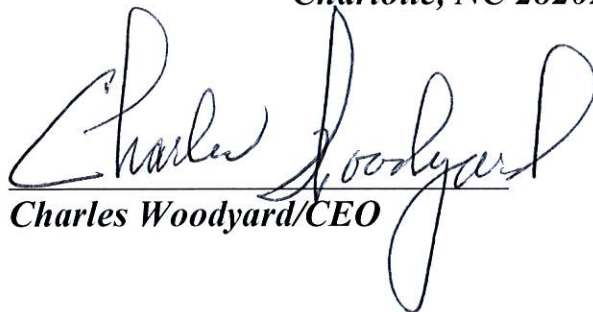
Board of Commissioners Meeting

September 20, 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 ***September 20, 2011*** as follows:

TIME/Date: ***5:00 p.m. – 8:00 p.m.***
 September 20, 2011

LOCATION: ***Carole A. Hoefener Community Services Center***
 610 E. 7th Street
 Charlotte, NC 28202


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

Carole A. Hoefener
Community Services Center
610 E. 7th Street
Charlotte, NC 28202

September 20, 2011

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

Regular Meeting Agenda:

1. Pledge of Allegiance
2. TEFRA Hearing
2. Public Forum
3. Review and Approval of the Agenda
4. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *August 16, 2011* (p.5)
 - Special Board Meeting held *September 8, 2011* (p.15)
5. Resident Advisory Council (RAC) Report
6. Monthly Report from the CEO
 - Arbor Glen Vacant Parcel Power Point Presentation
 - DHD Ventures Power Point Presentation
 - Operations Dashboard
7. **Consent Agenda Action Items: (pgs. 45 – 60)**
 - A. Budget Amendment: Administration Program Budget for the CHA University for the Fiscal Year Ending March 31, 2012
 - B. Budget Amendment: Field Operations Program Budget to adjust Section 8 Funding for Fiscal Year Ending March 31, 2012 (Last amended by Resolution No. 1975)
 - C. Budget Amendment: Administration Program Budget to adjust Section 8 Funding for Fiscal Year ending March 31, 2012 (Last amended by Resolution No. 1976)
 - D. Authorize CEO to Approve Procurement Contract to Cunningham & Associates
8. **Business Agenda Action Items: (pgs. 61 – 68)**
 - A. Strawn Tower and Parktowne Terrace Final Resolutions Authorizing Issuance and Sale of Capital Grant Fund Revenue Bonds

Executive Session

**REGULAR
BOARD
MEETING
MINUTES
FOR
AUGUST 16,
2011**

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, AUGUST 16, 2011**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *Charlotte Housing Authority/Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 5:00 p.m. Tuesday, August 16, 2011.

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

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

Pledge of Allegiance:

The meeting was officially opened by Chairman Ford. Chairman Ford asked that we stand to recite the pledge of allegiance.

Public Forum:

Chairman Ford stated if there was anyone who wished to speak to the Board of Housing Commissioners they would be allotted 3 minutes to speak. Neither hearing nor seeing anyone, he requested a motion to close the public forum. Motion was made by: Commissioner Puckett; seconded by: Commissioner Jones; Outcome: passed unanimously.

Review and Approval of the Agenda:

Chairman Ford stated that he would like to add an Executive Session for the purpose of discussing Real Estate. He then asked did staff have anything else to add or delete. Hearing none he requested a motion for the approval of the agenda as it had been amended. Motion was made for approval by Vice-Chairman Miller; seconded by: Commissioner Puckett; Outcome: passed unanimously.

Consideration to Approve the Minutes for:

- Regular Board Meeting held *July 19, 2011*

Note: Mr. Woodyard, CEO, informed the Commissioner's of a typo on page 10 of the minutes. Referring to the discussion surrounding the Corporate Scorecard, he noted we have used the word waiting possibly three times on page 10 and it should be changed to weighted, referring to a weighted average. Chairman Ford asked for any other corrections for the minutes, hearing

none he asked for a motion to accept the minutes after they have been amended to reflect the changes.

ACTION:

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

Resident Advisory Council (RAC) Report:

Chairman Ford asked if there was anybody present from RAC. He proposed to move on with the agenda noting if someone arrives later we will try to accommodate. Commissioner Puckett reminded Commissioner's and staff that the RAC organization is having an extravaganza program which explains why they are not present.

Monthly Report from the CEO

Business Plan Update:

Mr. Woodyard explained that we sent out copies of the 6 month operational plan, which was also added to the boards computer hard drive as well. He indicated that if they did not have it then hard copies were available to share. Vice-Chairman Miller inquired if that was the document that went out today. Chairman Ford responded about 45 minutes ago. Vice-Chairman Miller commented for future reference if the board needs to discuss something he would not mind getting it before the appointed time. Copies were supplied to those that needed them. Vice-Chairman Miller suggested since none of the board has had a chance to review this, could they wait and review this another time. Chairman Ford commented that he has had a chance to review, however he does not know about anybody else. Vice-Chairman Miller explained that he is not prepared with any questions, however he does not know how anybody else feels but he would like an opportunity to review.

For clarification Chairman Ford stated that he would like to give the CEO the opportunity to do a review however the board can always come back if they have any further questions but he would like to get this conversation started since this is a part of the CEO's monthly report. Vice-Chairman Miller asked to suggest that in the future the board may get this at a minimum of 24 hours, if not 48 hours, in advance. Chairman Ford commented that would be duly noted for the record. Mr. Woodyard added this is a document that the board has already seen, although correct, they may not have seen the status column. Chairman Ford responded yes. Mr. Woodyard continued that this is the document the board worked on with Coach HR, Denise Cooper. Vice-Chairman Miller added that they have not reviewed this as a Board. Chairman Ford responded no but they have done this with the other 4 Board members. Vice-Chairman Miller continued that he has trouble with the whole thing. If some Board members have not seen the document to begin with and we're receiving the status on something we have not seen to begin with, is that what we are doing? Chairman Ford responded no. He did not realize that this is what that was but if this is part of the review. Vice-Chairman Miller added that he objected and Commissioner Puckett seconded the objection. Mr. Woodyard questioned if the whole Board has not seen this. Chairman Ford responded no, only 4 of the board members who went through that process and one of the Board members opted out of the process but he would like to go over

this with the CEO after the other Board members have had an opportunity to review this. Mr. Woodyard continued that he did not realize this. Chairman Ford commented that he did not realize that the CEO was going to do this now. Mr. Woodyard continued that he thought this is something the whole Board had seen. Chairman Ford injected a section of the Board was charged with helping to identify these goals and objectives. They have done that and he guesses this is what the CEO wants to do by way of a review. Mr. Woodyard agreed that this is like the first check-in. This is what has happened with this so far. Chairman Ford would still like to give Mr. Woodyard the opportunity to continue with the check-in. Vice-Chairman Miller disagreed. For the record he would like to make a motion that they postpone this until the remainder of the Board comes up to speed on this information. Commissioner Puckett seconded that motion. Chairman Ford acknowledged a motion on the floor to postpone the Operational Performance measures for the next six months. Commissioner Jones requested to offer a friendly amendment, that it be tabled until next month's meeting. Vice-Chairman Miller agreed however he thinks the whole Board needs to know what we are doing and since the whole Board does not know what we are doing that is the beginning point. He continued stating that he does not blame management, he blames leadership. Commissioner Jones clarified that he is amending that it be on the agenda for next month. Commissioner Jones made a formal friendly amendment to table this to next month's Board meeting. Commissioner Puckett seconded that amendment. The outcome was passed unanimously. Vice-Chairman Miller added that he would like to suggest that the whole Board get up to speed with this document, which is pretty critical stuff. Chairman Ford responded that the board has the information now; it is in the Board folder and they have a hard copy. Vice-Chairman Miller asked have we discussed this as a Board? Chairman Ford stated that this has already been discussed; this is what the CEO will be evaluated on per the committee. Vice-Chairman Miller reiterated has the whole Board discussed this? Chairman Ford answered no, the Committee has.

Vice-Chairman Miller continued that he is in disagreement; he thinks the whole Board should have discussed this. Chairman Ford responded that it is ok to disagree and as stated there is a committee within this Board to come with a measurement and operational objectives for the CEO. He is reviewing that. He then stated Chairman Miller opted out of that particular process and the board is moving forward with the decision. Chairman Ford reiterated that the board does have the information now they will proceed because the majority of the Board will hear this at the next available Board meeting. He then asked Mr. Woodyard to move forward with the remainder of his report. Mr. Woodyard called forward Ms. Cheryl Campbell, Deputy COO, to give the Operations Dashboard Report.

Operations Dashboard:

Ms. Campbell explained this report is included in the board package and she wanted to point out a few things to them that would be different. She noted that the Section 8 number has increased by 100 because of the additional award of FUP (Family Unification Program) vouchers which increased from 100 to 200 vouchers. Also it was noted that the balance for the conventional programs is 38. CHA is holding vouchers for project based commitments to our partners, so that number will be increasing every month to ensure that we will have enough vouchers to honor our commitment to our new developments coming on line.

Commissioner Hill questioned is the Moore Place vouchers set aside. Ms. Campbell responded yes they are. We have a spreadsheet of all of our commitments. Most likely we will do a presentation at the Client Relations Committee meeting to be held next month.

Affordable Properties:

Ms. Campbell explained a slight increase in vacancy turn days. There was a unit at Grove Place that was showed to 12 different clients unfortunately we did not get any applications from those showings. We eventually had a person transfer into that vacant unit from our Valleyview affordable property. Therefore that caused vacancy days to increase beyond the 20 day threshold. She asked the Board to recall the approval last month of adding air conditioning to this project which will make it more marketable in the future.

Privately Managed Companies:

Ms. Campbell pointed out that there has also been an increase in our vacancy days, primarily attributable to the fire unit at First Ward. She pointed out to the Board an increase in the TARS (Tenants Accounts Receivable) numbers. There was a decrease in the amount of money collected primarily at the private managed properties. It is reflected in some of our properties, i.e. Ashley Square. Also, a number of residents at Hampton Creste, roughly about 21 families, were late in paying their rent. Six of those are pending concession adjustments to their ledger which will bring that down as part of our lease-up strategy at that location. One family was in Shelter Plus care and they are delayed in getting some of their rental payment. Two people vacated the property without notice and six families have outstanding rent that we will be trying to collect. Our Asset Managers have charged the private managers with really focusing on getting the rent collected on a timely basis. For example at Glen Cove, since this report has been written, we have already collected 31 percent of that outstanding rent. Some of the private sites may only have 10 units, so if one person doesn't pay the rent that will push the percentage up. Another example is Seneca, which we have collected 42% of that rent since this report was written. She stated they are really trying to stay on top of that carefully.

Commissioner Hill commented that Hampton Creste has 60 units and we have 31 filled the last time we talked. He asked if that is still unchanged? Ms. Campbell responded, that is correct. He wonders why we call that 100% occupancy. She explained on Hampton it says overall community occupancy is 68% but the number of units that are available for the assisted families are all occupied. Commissioner Hill continued stating that we have 60 Section 9 units which 31 are moved in. Of the 31 moved in, 21 are late on rent, is that correct? Ms. Campbell responded no, that is for the whole community. Operations is working on revamping our TAR report. What we are trying to do now is show the stats on all assisted units whether they are public housing or Section 8. Commissioner Hill asked for clarity regarding the Salvation Army moved in 31 families from the Army are they going to move in 29 more at some point? Ms. Campbell responded that is correct. Commissioner Hill continued that they will move in 29 more when we rent enough market rates? Ms. Campbell responded both that and making sure they are ironing out any kinks that their program has. We are being cautious before we give them a lot more units at one time so they can be prepared to handle those families adequately. Mr. Woodyard added, if it is felt that it is misleading we would be glad to report it differently with an asterisk or footnote for better clarification. Commissioner Hill accepted the explanation.

Ms. Campbell continued that at Montgomery Gardens there was a vacancy that took a little more than the normal 30 days deadline because we were waiting on employment verification on this particular client. She then asked for any questions, hearing none she ended her presentation.

Budget to Actual Reports for 06/30/2011:

Heather Franklin, Accounting Director, came forward to give the following update. She referred to the Budget to Actual Reports (BAR) on pages 23 – 51 which were presented at the Finance & Audit committee in August. They show where the agency is in all of our budgets through June 30, 2011. Prior to this meeting Mr. Ralph Staley, CFO, asked if anyone had any questions however to date there have been none. Should any questions arise they will be glad to look at the question and give an explanation.

Report of Deposits and Investments as of 06/30/2011:

Ms. Franklin then referred to page 53 which is the Report of Deposits and Investments also as of June 30, 2011 to see where we are cash wise, which is compared to March 31, 2011.

Land Sales Proceeds Detail as of 06/30/2011:

Referring to pages 55 & 56 the Land Sales Proceeds detail as of June 30, 2011, which reflects where our money is committed to and what we have spent so far this year. All information was presented at the Finance and Audit Committee.

Notification of Administrative Budget Changes:

Ms. Franklin then referred to page 58 the Notification of Administrative Budget Changes through the quarter from April 2011 to June 30th. The only item that needs to be reported to the Board is the Operations Budget for \$28,267. The floor was then opened for questions. Commissioner Hill questioned if the revenue shortfalls are more of those just timing differences. Ms. Franklin responded yes, a lot of them are. Hearing no further questions, Ms. Franklin ended her presentation.

Consent Agenda Action Items:

Chairman Ford moved forward to Consent Agenda Action Items. As none of the items were pulled for discussion, he asked for a motion to approve the agenda as presented.

- 8.A Budget Amendment: Administration Program Budget
Budget Adoption: 2011 Replacement Housing Factor Grants.
- 8.B Budget Amendment: Field Operation Program Budget.
- 8.C Budget Amendment: Edwin Towers Renovation Capital Project Budget Adoption:
Gladedale Renovation Capital Project.
- 8.D Budget Amendment: Field Operation Program Budget.
Amend the Field Operation Program Budget to close the City Relocation Program for fiscal year ending March 31, 2012.
- 8.E Budget Amendment: Administration Program Budget
Amend the Administration Program Budget to close the City Relocation Program for fiscal year ending March 31, 2012.
- 8.F Budget Amendment: Administration Program Budget
Amend the Administration Program Budget for the Workers Compensation Program for Operating Costs for the fiscal year ending March 31, 2012.

- 8.G. Budget Amendment: Field Operation Program Budget
Amend the Field Operation Program Budget for Operating Subsidy for the fiscal year ending March 31, 2012.
- 8.H. Budget Adoption: 2010 Federal Resident Opportunities and Self-Sufficiency (ROSS) Family Self Sufficiency Coordinator (FSSR) Grant Budget.
- 8.I. CHA 457(b) Deferred Compensation Plan Adoption
- 8.J. CHA Collection Loss Report for the Quarter Ended 06/30/11.
- 8.K. Approve Procurement Contract: Payroll and Human Resources Information Management Services for Paycor.
- 8.L. Approve Procurement Contract to Professional Security Services for Unarmed Security Services at High-Rise Communities.

ACTION:

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

Prior to moving forward to the Business Agenda Mr. Woodyard asked Mr. Squier to make an announcement. Mr. Squier reminded the Board that CHA had been searching to fill the position of Director of Development. The job description was modified and they went through an executive search firm and are pleased to announce that Mr. Ray Holt has accepted the position and will start his new job on Monday, August 22nd. Chairman Ford welcomed Mr. Holt to the Authority.

Business Agenda Action Items:

9.A Approve Procurement Contract: ECS Carolinas, LLP

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.

Ms. Franklin came forward to explain that this is a procurement contract for ECS Carolinas, mold remediation for \$775. This vendor has exceeded the \$50,000 threshold for the rolling 12 months. This relates to a unit we have been working on for awhile however this invoice slipped through the cracks. We are requesting Board approval to pay this invoice.

ACTION:

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

9.B Approve Procurement Contract at ECS Carolinas, LLP

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.

Mr. Squier explained this is not a request for additional funds and it is not a change in scope. It is because of the procurement policy which they're above the threshold we would need Board approval.

ACTION:

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

9.C Budget Amendment: Field Operation Program Budget

Approve a resolution to amend the Field Operation Program Budget for the Charlottetown Terrace Rehabilitation Project for the fiscal year ending March 31, 2012.

Mr. Squier remained standing to give explanation that item 9.C and items 9.D & 9.E are all related, as well as two items on the Horizon Agenda which we will come to later. This was discussed in the Real Estate Committee however we did not have a vote in committee because it was a last minute item which brings it to today's Business Agenda. The subject is the Charlottetown Terrace cameras in the amount of \$200,000. This was discussed about six or eight months ago. One question asked in committee was could we be assured the cameras would be high resolution, which has been confirmed with the vendor. It is a transfer of funds which is why the budget amendment. The \$200,000 would come from the \$49,000 which was already allocated toward Parktowne Terrace for capital improvements which will not be needed because we are doing the Parktowne rehab. Then approximately \$111,000 from security throughout the year that had been budgeted however did not need to be used for personnel and lastly \$40,000 we found from the Boys and Girls Club budget that would have been used at Boulevard Homes. We found the different sources of funding in order to do the cameras at Charlottetown but we were unable to do any type of vote. Chairman Ford stated that if his memory served him correctly, we did this in Finance and he is curious as to why this did not make it to the consent agenda item. Mr. Squier responded that he did not know about the Finance item.

Chairman Ford stated for clarification that we have 3 budget amendments on the table and he would like a vote for each item starting with 9.C.

ACTION:

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

9.D Budget Amendment: Administrative Program Budget:

Approve a resolution to amend the Administrative Program Budget for the Charlottetown Terrace Rehabilitation project for the fiscal year ending March 31, 2012. (Last amended by resolution no. 1957)

ACTION:

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

9.E Charlottetown Terrace Rehabilitation Project

Budget Amendment: Charlottetown Terrace Rehabilitation Project

- 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).

ACTION:

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

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

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.

Ms. Campbell came forward to give the following brief explanation. She stated we are asking for approval to continue our summer program for security at the sites being monitored. She asked that the board recall during the August 4th resident forum meeting, Ms. Lucy Brown, the resident president at Sunridge Apts., asked that CHA consider extending this contract at least two weeks during the start of the school session. Staff did meet to discuss this and we did look at the pros and cons of it. We are within budget however not to exceed \$13,920 to extend the existing contracts through September 10. We did look at the transition of going back to school, what that would do in the community. We would gradually reduce this by September 10th. It is within our budget therefore we are asking permission to extend this contract. She reminded the Board that there is a separate contract for this vendor relating to the high rises however this will not over lay that, this will be a continuation for this sole purpose only.

Commissioner Puckett questioned do we have any type of report as to the benefit of how they have been doing so far. Ms. Campbell responded that we do not have it yet however we anticipate having it by the end of September. Commissioner Puckett continued so we are possibly going to extend something and we don't know the full benefit. Ms. Campbell responded that it correct. Commissioner Jones reminded Commissioner Puckett that Ms. Brown did speak, at least anecdotally, that she thought that it was an excellent benefit for the community which is why she was asking for the two extra weeks. Ms. Campbell added that we will be reporting those results to the Board.

Chairman Ford asked for any further questions, hearing none he requested a motion.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Gordon
Outcome:	Passed
Opposed:	Commissioner Puckett

Commissioner Jones then made a motion to suspend the meeting of the Charlotte Housing Authority to go into a meeting for Horizon Development Properties, Inc.; motion was seconded by: Commissioner Puckett; outcome: passed unanimously.

Immediately following the adjournment of the Horizon Development Properties, Inc. meeting the Board went back into the regular Board meeting to officially adjourn the regular Board of Commissioners meeting. Motion was made to go into *Executive Session* to discuss matters relating to the acquisition of real estate. Motion was made by: Commissioner Jones; motion was seconded by: Commissioner Gordon; outcome: passed unanimously.

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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Next meeting will take place at the Carole A. Hoefener Community Services Center, 610 E. 7th Street, Charlotte, NC 28202 on September 20, 2011. Start time at approximately 5:00 p.m. Any questions/comments, please contact the executive office at 704.336.5221.

SPECIAL
BOARD
MEETING
MINUTES
FOR
SEPTEMBER 8,
2011

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON THURSDAY SEPTEMBER 8, 2011**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a *special* meeting at *CHA Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 1:30 p.m. on Thursday, September 8, 2011.

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

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

Pledge of Allegiance:

Chairman Ford officially opened the *Special* Board meeting. He then led the meeting in the pledge of allegiance.

Additions to the Agenda:

The floor was opened for any additions/changes to the agenda. Hearing none he moved forward with requesting a motion to approve the agenda as submitted.

ACTION:

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

Business Agenda Action Items:

3.A Authorize the CEO to approve a Resolution to Award a Contract for S&ME, Inc.

Approve a resolution to authorize the CEO to award a procurement contract for S&ME, Inc. to provide limited hazardous material assessment services and associated abatement services that may be required at 400 East Boulevard for \$22,349 (which includes a contingency).

Mr. Squier, Chief Development Officer, came forward with the following brief update. This item is related to 400 East for S&ME, Inc. we are not asking for additional funding, this request is coming to you because of the procurement policy. Also this particular group has done enough work with us that they are over the threshold for this type of service. It is reflected in your material that there are actually only two bidders on this item for a unique reason. F & R, Inc. (Froehling & Robertson, Inc.) has previously done work here and it would have been beneficial if they could have continued that work however to be sure that we are consistent with procurement, the HUD procurement and the best use of dollars we had another firm bid, S&ME, Inc, did better on the bid and we appreciated of what they had to offer in regards to Section 3. Specially they will sponsor having a trainer, someone go to Asbestos training as well as they will provide the apprenticeship so they can go out and do the second phase of training which can be done on the site. Therefore because of that reason we are recommending S&ME, Inc. Chairman Ford stated that he wants to commend staff /staff resource on the Section 3 which he thinks is a great example of thinking outside of the box. He is very familiar with this industry, this is a certification that this individual will be able to use on this project and beyond and he is very excited about that mentality and that thinking. Hearing no further questions/debate, he asked for a motion for approval.

ACTION:

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

3.B Authorize the CEO to approve a resolution to Award a Procurement Contract to Toddco Builders for the Repair and Rehabilitation of Eleven (11) Units at Hampton Crest Apartments for \$112,602 (which includes 10% contingency).

Mr. Squier continued with the following brief update. He stated we are not asking for additional funding on this item, we are coming before you because of the amount of the contract which exceeds \$100,000. You will recall that at Hampton Crest, Cox & Shepp was the general contractor for the rehab and the large work we are doing however we also had a small amount of work which was done separately and this in one of the vendors. They bid on multiple units at a time and this particular firm was the lowest price on every one of the rooms. Also they did well in regard to MWBE & Section 3. Hearing no further questions/debate, Chairman Ford asked for a motion for approval.

ACTION:

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

Chairman Ford asked if there was anything else for the good of the order. Hearing none he requested a motion for adjournment.

ACTION:

Motion was made by:

Vice-Chairman Miller

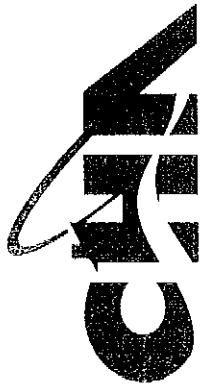
Motion was seconded by:

Commissioner Puckett

Outcome:

Passed unanimously

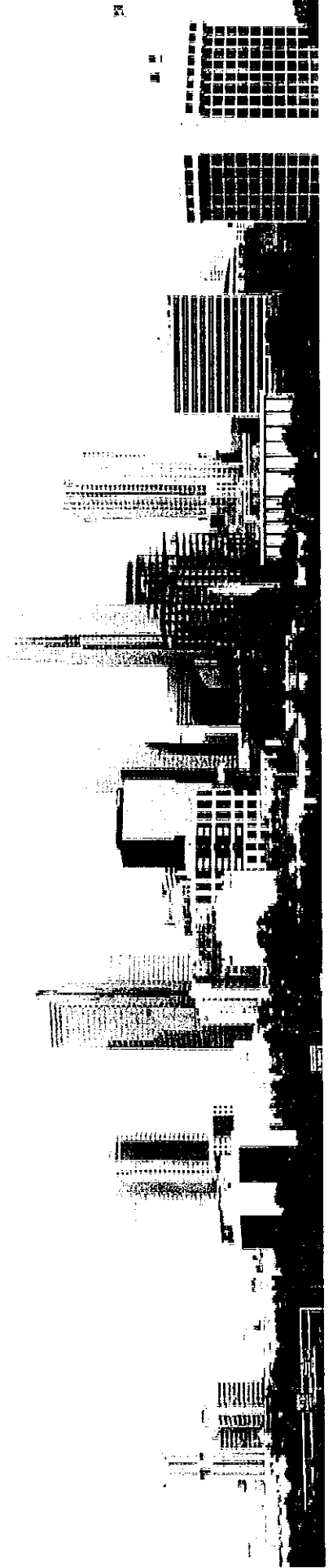
**ARBOR
GLENN
POWER POINT
PRESENTATION
BY:
CHRIS SQUIER**



Charlotte Housing Authority
Building Community, People & Partnerships

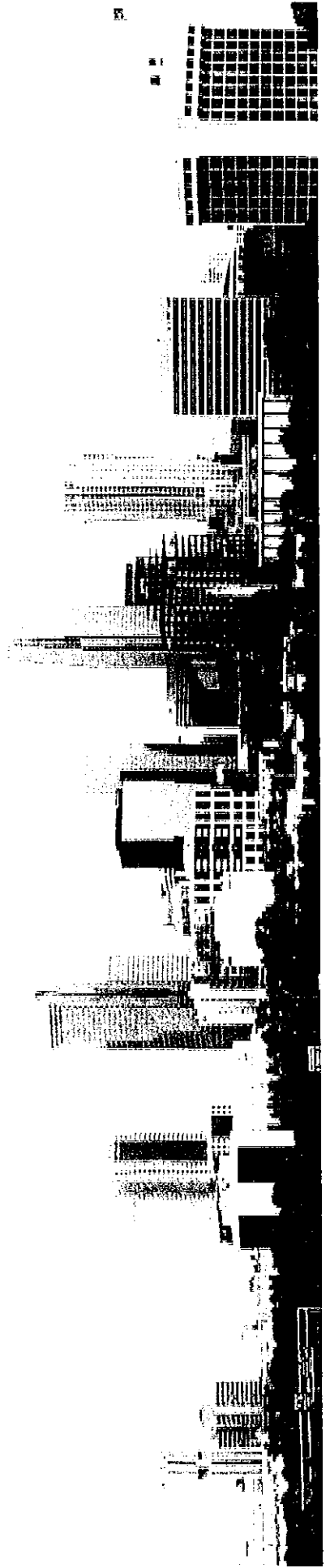
ARBOR GLEN

PARCEL OF UNDEVELOPED LAND



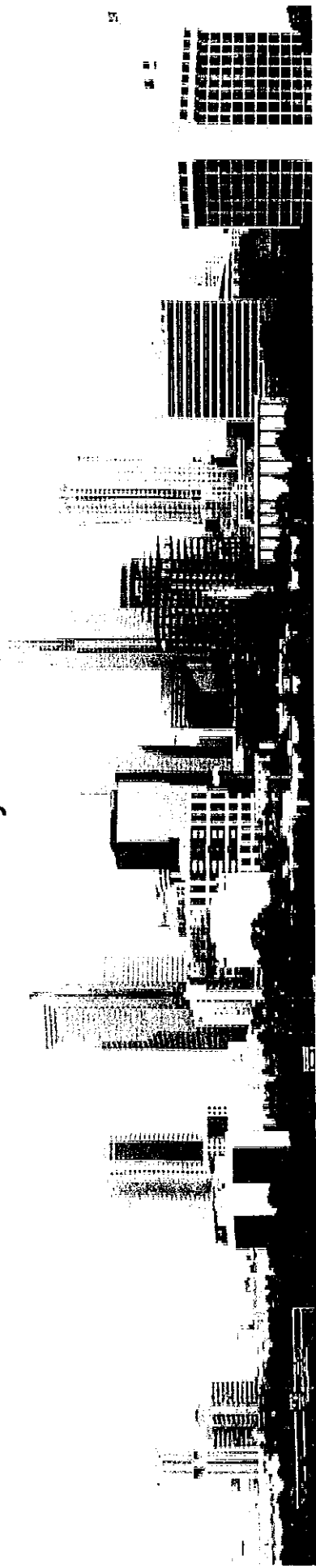


- 1996 Arbor Glen HOPE VI Revitalization Grant Awarded.
- The Revitalization Of Arbor Glen Included A Commercial Component For The Anticipated Construction of A Grocery Store and Retail Shops.
- A Parcel of Land Located At The Corner Of West Boulevard And Clanton Road (Parcel #14512906) Was Purchased.
- CHA and the City Negotiated With A Number Of Retailers But Was Unable To Attract One.



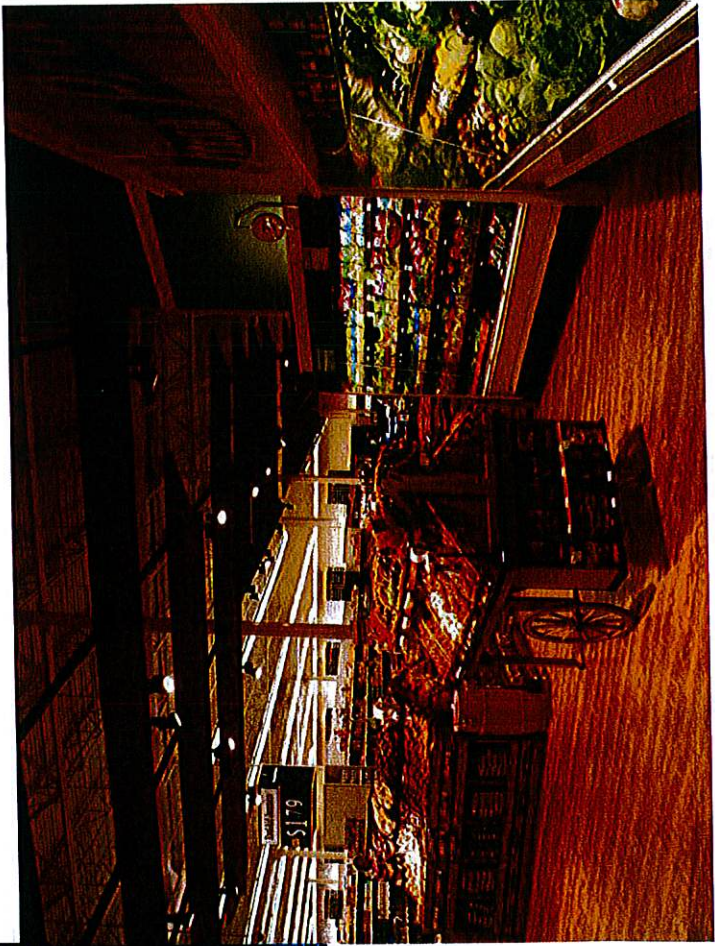
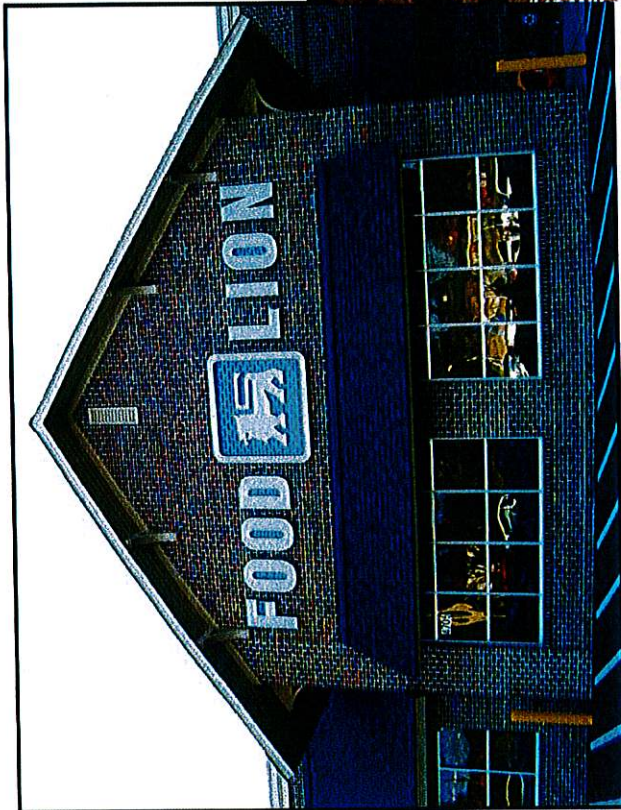


- In 2009, Negotiated With Food Lion's Developer To Develop A Grocery Store On The Site. Market Downturn Ended Negotiations.
- City Food Desert Study Suggests That Initiatives To Improve The Availability Of Full Service Stores In Food Deserts May Be Beneficial To The Health of Citizens Residing In Low Income and Minority Communities With Poor Access To Grocery Stores And Healthy Food Products.
- Recent Market Study Confirms That Approximately 25K Grocer Can Be Supported On The Site.
- Two Other Grocers Recently Passed On The Site.



**DHD
VENTURES
POWER POINT
PRESENTATION**

Food Lion 25k Prototype



Simple. Quality. Price.

Food Lion 25k Prototype

- Traditional grocery store format
- Smaller in size, but still a full-shop grocery experience
- Very comparable to a new, 35k Food Lion store in fixtures, décor, etc. – just smaller in size
- Same fresh products (produce, meat, etc.) found in larger format
- Prototype size does not allow for an in-store deli/bakery, but still provides deli/bakery products shipped store-ready
- Slightly fewer SKUs
 - 25k = 18,500 SKUs
 - 35k = 23,000 SKUs
 - As a comparison, ALDI (soft discounter) has approximately 1,300 SKUs



Simple. Quality. Price.

Food Lion 25k Prototype

- Five 25k prototypes opened in last 3 years
- Designed for urban areas with limited site size where traditional size Food Lion prototype will not fit
- And, designed for rural areas with less population
- 25k prototype locations
 - Savannah, GA (Chatham County)
 - Kearneysville, WV (Berkley County)
 - Scottsville, VA (Albemarle County)
 - Myersdale, PA (Somerset County)
 - Tyro, NC (Davidson County)



Simple. Quality. Price.

Food Lion 25K Prototype



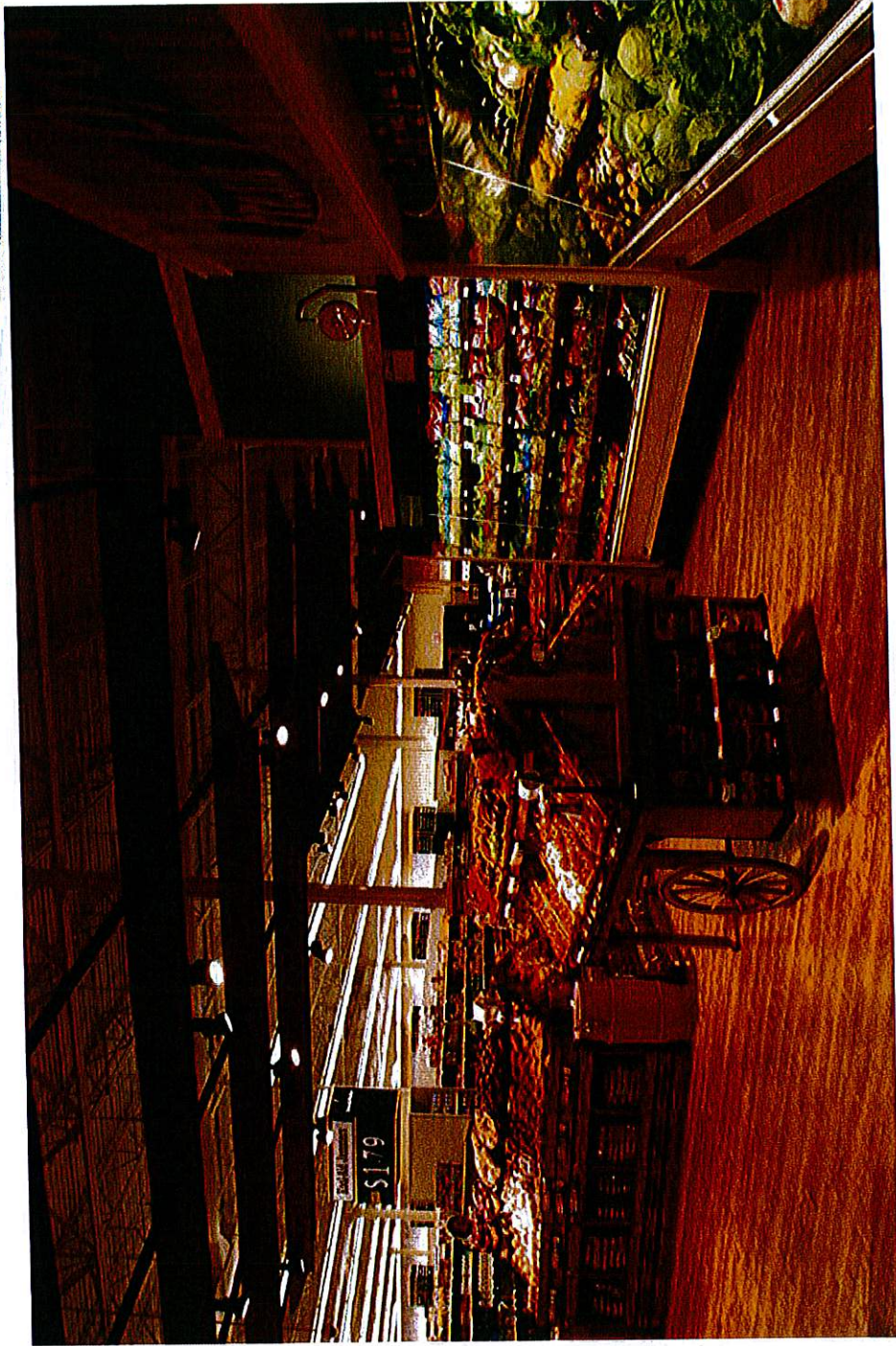
Simple. Quality. Price.

Food Lion 25k Prototype



Simple. Quality. Price.

Food Lion 25K Prototype



Simple. Quality. Price.

Food Lion 25K Prototype



Simple. Quality. Price.

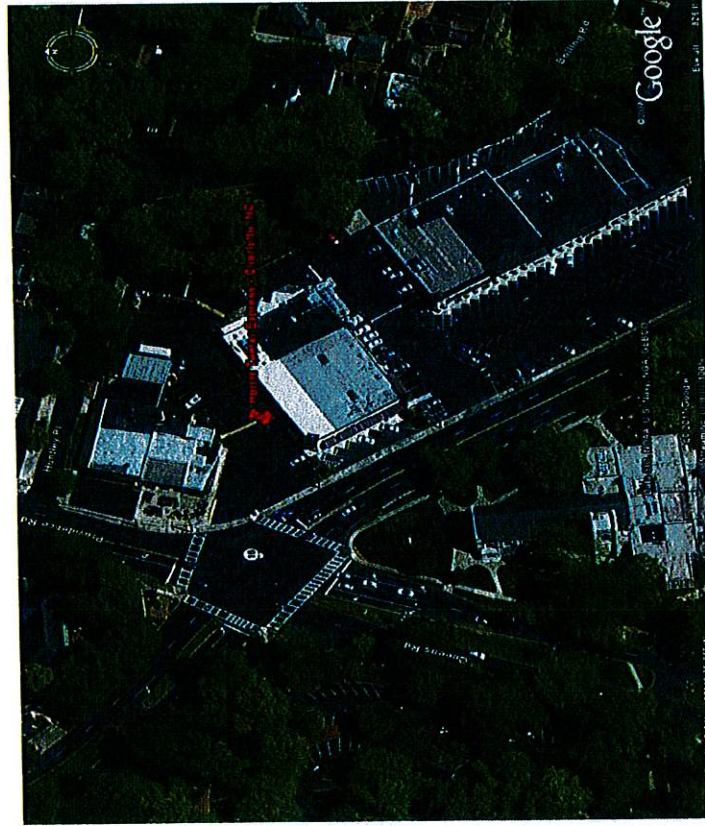
Food Lion 25K Prototype



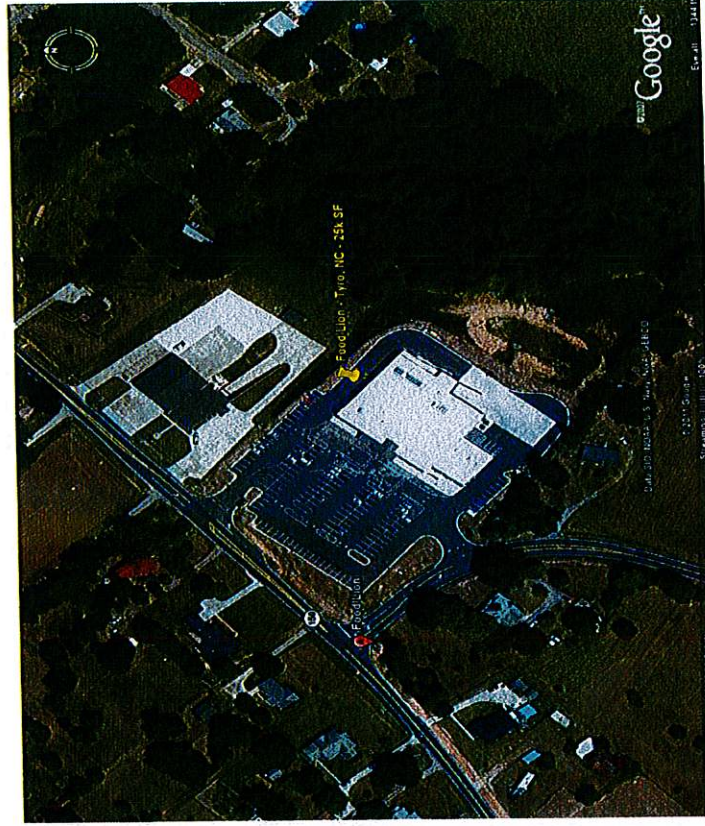
Simple. Quality. Price.

Food Lion vs. Harris Teeter

Harris Teeter Express
20K SF



Food Lion 25K SF



Simple. Quality. Price.

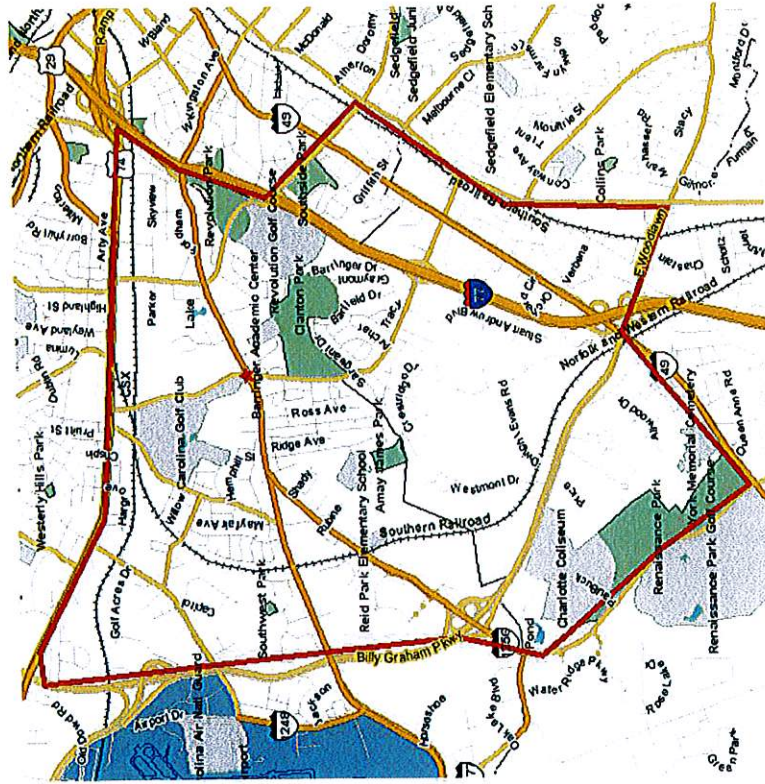
Community Partnership

Thompson Child and Family Focus

- Right of First Refusal (Documents 1&2 included in handout)
- DHD and TCFF Agreement
- Food Lion Presentation to TCFF



Simple. Quality. Price.



Trade Area

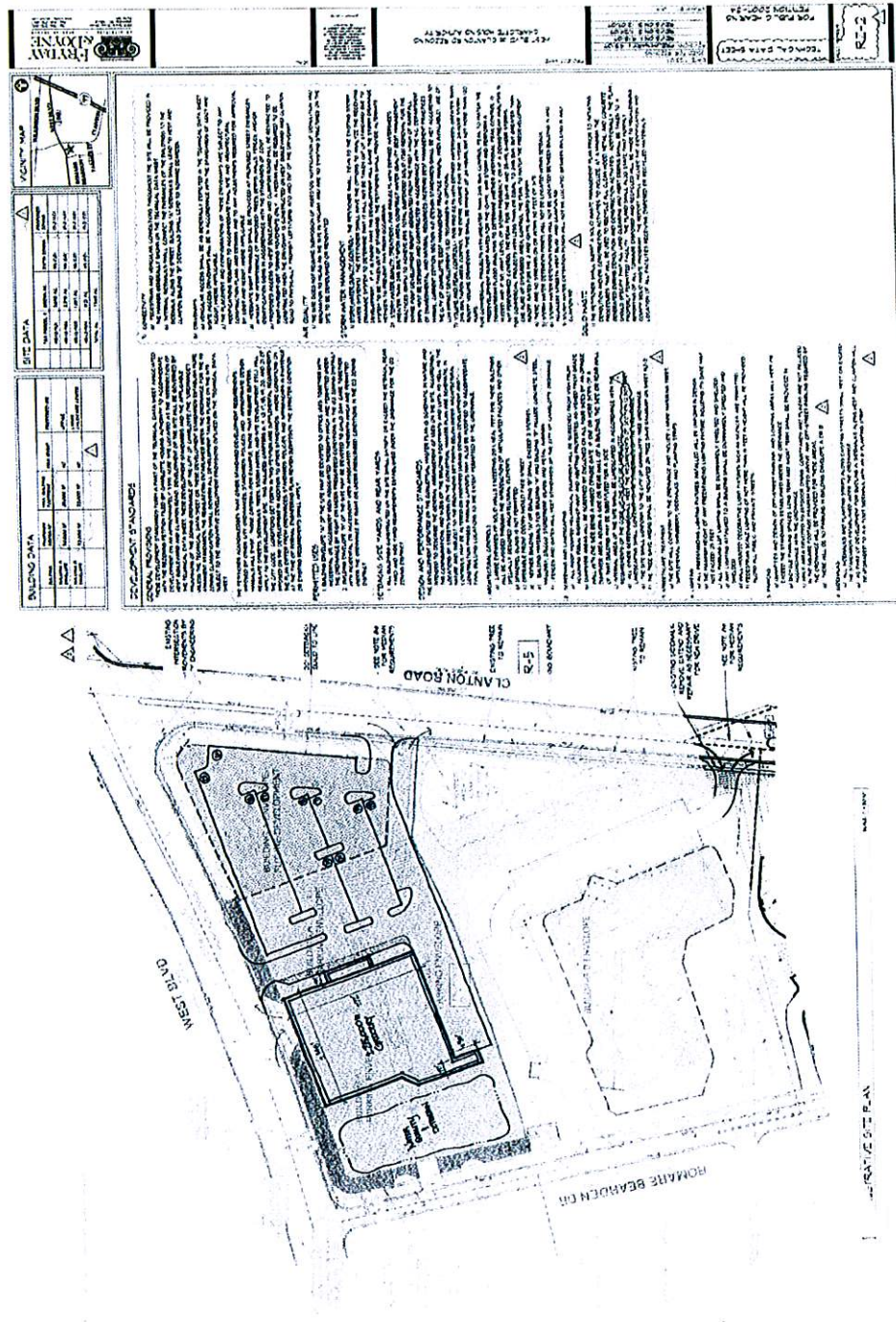
- Identified as Grocery Desert by Mecklenburg County Community Food Assessment 2010.
- Will support Two Hope VI Developments: Arbor Glen and Boulevard Homes.
- Trade Area study results show that area supports a 25K SF Food Lion.

Community Benefits

- Food Lion believes in hiring from within the community it supports
- Opportunity to bring 50 plus jobs to the West Boulevard / Clanton Area.
- Opportunity to revitalize a business corridor identified by the City.
- Opportunity to revitalize a Community
- Opportunity to support two separate Hope VI residential developments



Site Plan



Simple. Quality. Price.

Letter of Intent

Highlighted Areas

- DHD sole purpose is to develop a Food Lion Grocery Store
- If deal with Food Lion does not work DHD will not close on the land.
- Right to Purchase Property Back from DHD
- (LOI included in handout)



Keys To Success

- Food Lion
- Charlotte Housing Authority
- City of Charlotte
- Thompsons Child & Family Focus
- West Boulevard Community
- DHD Ventures



Thank You



Simple. Quality. Price.

OPERATIONS DASHBOARD

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%	4,541
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
August '11	93.76%	4,539

Overall Program Voucher Total

Program	Base	DHAP	VASH	FUP	BLVD	TOTAL	NOTES
Voucher Units	4326	0	135	200	180	4841	
Vouchers Utilized	(4192)	0	(71)	(96)	(180)	(4539)	
Vouchers Issued	(73)	0	(6)	0	0	(81)	In lease-up
Balance by Program	61	0	56	104	0	221	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	221
Special Use on Hold	(160)
In base	61
CBRA vacancies	0
To be issued	0
Balance of Voucher Availability	61

Current Utilization	96.90%	0.00%	52.59%	48.00%	100.00%	93.76%
Utilization - if all issued vouchers were to be leased up	98.59%	0.00%	56.52%	48.00%	100.00%	95.43%

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	April '11	March '11	April '11	March '11	April '11	March '11	April '11
	136	137	2,117	1,919	66	41	790	802
	178	178	1,920	1,920	44	44	815	815
	245	245	1,922	1,922	48	48	846	846
	216	216	1,921	1,921	41	41	872	872
	162	162	1,940	1,940	47	47	930	930

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.	Occupancy Rate	Collection Loss (QTR)	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
Target	98%	2.00%	96%	98%	20 days
March '11 - 24 units turned	99%	1.57%	95%	99%	10+5 = 15 days
April '11 - 24 units turned	99%	-	90%	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
August '11 - 13 units turned	99.68%	-	91%	98%	11+19 = 30 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	Occupancy Rate	Collection Loss (QTR)	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
Target	98%	2.00%	96%	98%	20 days
March '11 - 2 units turned	100%	5.19%	87%	99%	13+0 = 13 days
April '11 - 4 units turned	100%	-	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%	99%	15+1 = 16 days
July '11 - 4 units turned	98%	-	96%	99%	13+12 = 25 days
August '11 - 3 units turned	99%	-	97%	99%	11+2 = 13 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 & McAlden	Occupancy Rate		Collection Loss (QTR)		Total Tenant Accounts Receivables (all outstanding charges)		Tenant Accounts Receivable (uncollected rent without pending action)		Vacancy Turns Make Ready/Lease/Total	
	96%	96%	2.00%	98%	96%	96%	96%	20 days		
Target	98%	96%	2.00%	98%	96%	96%	96%	15+16 = 31 days		
March '11 - 21 units turned	98%	96%	5.19%	96%	96%	96%	96%	9+5 = 14 days		
April '11 - 23 units turned	99%	92%	-	92%	92%	92%	92%	10+20 = 30 days		
May '11 - 15 units turned	99%	92%	-	92%	92%	92%	92%	11+15 = 26 days		
June '11 - 5 units turned	99%	90%	1.55%	90%	90%	90%	90%	27+2 = 29 days		
July '11 - 14 units turned	99%	85%	-	85%	85%	85%	85%	12+5 = 17 days		
August '11 - 27 units turned	99%	85%	-	85%	85%	85%	85%			

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

Property	Overall Community Occupancy Rate		Section 8 & 9 Occupancy Rate		Total Tenant Accounts Receivables (all outstanding charges)		Tenant Accounts Receivable (uncollected rent without pending action)		Vacancy Turn Averages			
	96%	96%	2.00%	98%	96%	96%	96%	20 days	Make Ready	Lease Up	Vacancy Turn Totals	# of Units
940 Brevard (40 Section 9 & 60 PBS8 units)	98%	98%	98%	98%	98%	98%	98%	100%	8	6	14	2
Arbor Glen 50 (25 Section 9 units)	100%	100%	100%	100%	100%	100%	100%	100%	7	6	13	2
Arbor Glen I (60 Section 9 units)	98%	98%	100%	92%	92%	92%	92%	92%	14	5	19	1
Arbor Glen II (40 Section 9 units)	99%	100%	100%	100%	100%	100%	100%	100%	0	0	0	0
Arbor Glen III (12 Section 9 units)	100%	100%	100%	96%	96%	96%	96%	96%	0	0	0	0
Ashley Square (22 Section 9 units & 14 PBS8 units) - 1 vacant	97%	94%	94%	97%	97%	97%	97%	97%	0	0	0	0
*Fairmarket Square (16 Section 9 units); 12 of existing units are currently available for PH occupancy	98%	100%	100%	67%	67%	100%	100%	100%	0	0	0	0
First Ward (132 Section 9 units)	90%	100%	100%	88%	88%	88%	88%	88%	15	5	20	10
Glen Cove (10 Section 9 units)	92%	100%	100%	11%	11%	100%	100%	100%	0	0	0	0
**Hampton Creste (60 section 9 units)	72%	100%	100%	90%	90%	97%	97%	97%	0	0	0	0
McAlden Park (30 Section 9 & 30 PBS8 units) - 1 vacant	100%	100%	100%	100%	100%	100%	100%	100%	0	0	0	0
McAlpine Terrace (26 Section 9 units)	63%	100%	100%	87%	87%	100%	100%	100%	12	0	12	1
*McCreech Place (63 Section 9 & 27 PBS8 units); 61 of existing units are currently available for PH occupancy	96%	98%	98%	93%	93%	93%	93%	93%	14	0	14	3
**McMullen Woods - (No Assisted Units)	98%	100%	100%	100%	100%	100%	100%	100%	9	2	11	1
Mill Pond (61 PBS8)	95%	100%	100%	79%	79%	92%	92%	92%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	99%	100%	100%	82%	82%	87%	87%	87%	8	0	8	1
Nia Point (29 Section 9 units)	99%	97%	97%	50%	50%	90%	90%	90%	7	8	15	3
Park @ Oaklawn (89 Section 9 units)	98%	99%	99%	90%	90%	90%	90%	90%	0	0	0	0
Prosperity Creek (72 Section 9 & 84 PBS8 units) - 3 vacant	93%	99%	99%	95%	95%	95%	95%	95%	0	0	0	0
Rivermere (20 Section 9 units)	98%	100%	100%	100%	100%	100%	100%	100%	0	0	0	0
Seiple Point (102 Section 9 & 18 PBS8 units)	96%	99%	99%	78%	78%	100%	100%	100%	0	0	0	0
Seneca Woods (17 Section 9 units); 9 of existing units are currently available for PH occupancy	98%	88%	88%	56%	56%	100%	100%	100%	0	0	0	0
South Oak (20 section 9 units)	94%	95%	95%	100%	100%	100%	100%	100%	0	0	0	0
SpringCrest at Ashley Park (16 Section 9 & 18 PBS8 units)	100%	100%	100%	100%	100%	100%	100%	100%	6	43	49	1
Springfield Gardens (22 Section 9 units)	96%	100%	100%	79%	79%	100%	100%	100%	18	0	18	2
Stonehaven East (24 Section 9 units)	95%	100%	100%	77%	77%	77%	77%	77%	0	0	0	0
Grand Average	96%	99%	99%	86%	86%	97%	97%	97%	12	5	17	27

** 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 capacity to deliver services

**REGULAR
BOARD
MEETING
CONSENT
AGENDA**

SEPTEMBER 20, 2011

7.A Budget Amendment: Administration Program Budget

Action: Approve a Resolution to Amend the Administration Program Budget for CHA University for the fiscal year ending March 31, 2012. (Last Amended by Resolution No. 1976)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

CHA is responding to the needs of the agency by improving staff's ability to meet the needs of our customers both internally and externally. CHA University is a new program that is in development to meet those needs.

Explanation:

As an agency, there is a need to develop employee skills related to leadership, customer service, organizational culture and expectations. To accomplish this goal and meet scorecard requirements, a new program is in development called CHA University. This program will be a multi session learning opportunity for mid-level managers, supervisors and front line staff. The initial start up cost is projected to be \$50,000. This amendment is necessary to appropriate funds from Fund Balance for the project.

Exhibit A shows Other Sources - Fund Balance Appropriated- COCC of \$50,000 and the corresponding expenditure is in Operating Costs.

Committee Discussion:

This item will be discussed at the Finance & Audit Committee meeting on September 8, 2011.

Funding:

Fund Balance Appropriated- COCC

Attachments:

Resolution
Exhibit A for Resolution

RESOLUTION
TO AMEND THE ADMINISTRATION PROGRAM BUDGET FOR CHA
UNIVERSITY FOR THE FISCAL YEAR ENDING MARCH 31, 2012. (LAST
AMENDED RESOLUTION NO. 1976)

WHEREAS, Exhibit A shows Other Sources - Fund Balance Appropriated- COCC of \$50,000 and the corresponding expenditure is in Operating Costs for employee development through the CHA University 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 September 20, 2011.

BY: _____
Charles Woodyard
Secretary

7.B Budget Amendment: Field Operations Program Budget

Action: Approve a Resolution to amend the Field Operations Program Budget to adjust Section 8 funding for fiscal year ending March 31, 2012. (Last amended by Resolution No. 1975).

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

Staff needs to make changes to the revenue in the Section 8 Program to account for funding received for the Family Unification Program (FUP) and the Veteran Administration Supportive Housing (VASH) vouchers. Also changes will need to be made for other housing assistance payment revenue and expenditures.

Explanation:

CHA has been awarded 100 Family Unification Program (FUP) vouchers effective July 1, 2011 and 50 Veteran Administration Supportive Housing (VASH) vouchers effective August 1, 2011. Funding awarded is \$682,764 and \$368,472 respectively. Total funding received represents a 12 month cycle. Funding from the two programs for the 2011-2012 fiscal year will be \$757,721. Also, an additional \$400,000 appropriated from fund balance will be needed to fully fund the Family Unification Program as costs through August were outpacing budgeted funding. These appropriated funds represent 2010 FUP funding that was not utilized.

Staff estimated portable voucher revenue and expenditures would be \$5,160,000. Tracking expenditures through August, the actual cost for this program is exceeding estimation. Costs through August are \$2,676,252. The number portable vouchers have grown to 883. Staff now estimates the total portables cost to be \$7,097,623, an increase of \$1,937,623.

Our regular voucher costs are beginning to outpace budgeted cost due to the escalation of zero renters. As of August, there are 743 zero renters which also causes an increase in utility payments. Staff now estimates an additional \$200,000 will be needed to fully fund the regular voucher program.

Exhibit A shows an increase in MTW Funds of \$2,695,344 (\$757,721+\$1,937,623), Fund Balance Appropriated-Section 8 of \$400,000 and Operating Transfer In – MTW of \$200,000 the corresponding increase is shown in Operating Costs in the amount of \$3,295,344.

Committee Discussion:

This item will be discussed at the Finance & Audit Committee meeting to be held on September 8, 2011.

Funding:

MTW funding, Fund Balance

Attachments:

Resolution

Exhibit A to Resolution

RESOLUTION
TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET TO ADJUST
SECTION 8 FUNDING FOR THE FISCAL YEAR ENDING MARCH 31, 2012.
(LAST AMENDED BY RESOLUTION NO. 1975)

WHEREAS, Exhibit A shows an increase in MTW Funds of \$2,695,344 (\$757,721+\$1,937,623), Fund Balance Appropriated-Section 8 of \$400,000 and Operating Transfer In – MTW of \$200,000 the corresponding increase is shown in Operating Costs in the amount of \$3,295,344.

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 September 20, 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	65,218,406	2,695,344	67,913,750
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:	87,732,161	2,695,344	90,427,505
Other Sources			
Fund Balance Appropriated-Horizon Development	500,000		500,000
Fund Balance Appropriated-Section 8		400,000	400,000
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -MTW	3,881,665	200,000	4,081,665
Total Other Sources	4,667,048	600,000	5,267,048
TOTAL REVENUE AND OTHER SOURCES	92,399,209	3,295,344	95,694,553
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	69,816,747	3,295,344	73,112,091
Utilities	4,377,676		4,377,676
Capitalized Items	837,094		837,094
Total Operating Expenditures	86,284,326	3,295,344	89,579,670
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:	92,399,209	3,295,344	95,694,553

7.C Budget Amendment: Administration Program Budget

Action: Approve a Resolution to Amend the Administration Program Budget to adjust Section 8 funding for the fiscal year ending March 31, 2012. (Last Amended by Resolution No. 1976).

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

In the previous fiscal year, staff estimated the funding for Section 8 vouchers as a part of the budget process. After a review of Section 8 expenditures, adjustments are necessary.

Explanation:

This amendment is necessary to adjust housing assistance payments revenue and expenditures. Our regular voucher costs are beginning to outpace budgeted cost due to the escalation of zero renters. As of August, there are 743 zero renters which also causes an increase in utility payments. Staff now estimates an additional \$200,000 will be needed to fully fund the regular voucher program.

Exhibit A shows Other Sources of \$200,000 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Operating Transfers Out – Section 8 in the amount of \$200,000.

Committee Discussion:

This item will be discussed at the Finance & Audit Committee meetings on September 8, 2011.

Funding:

MTW funding

Attachments:

Resolution

Exhibit A for Resolution

RESOLUTION
TO AMEND THE ADMINISTRATION PROGRAM BUDGET
TO ADJUST SECTION 8 FUNDING FOR THE FISCAL YEAR ENDING
MARCH 31, 2012 (LAST AMENDED BY RESOLUTION NO. 1976).

WHEREAS, Exhibit A shows Other Sources of \$200,000 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Operating Transfers Out – Section 8 in the amount of \$200,000;

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, 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 September 20, 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	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
TOTAL REVENUE:	7,949,192	-	7,949,192
OTHER SOURCES			
Fund Balance Appropriated-COCC	292,879		292,879
Fund Balance Appropriated-MTW Funds	13,205,967	200,000	13,405,967
TOTAL OTHER SOURCES	13,498,846	200,000	13,698,846
TOTAL REVENUE AND OTHER SOURCES	21,448,038	200,000	21,648,038
EXPENDITURES:			
Salaries/Benefits	4,067,354		4,067,354
Operating Costs	7,608,428		7,608,428
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	11,865,946	-	11,865,946
Other Uses			
Operating Transfers-Out Public Housing	2,404,081		2,404,081
Operating Transfers-Out Section 8	1,277,584	200,000	1,477,584
Operating Transfers-Capital Projects	5,225,412		5,225,412
Loans To Others	675,015		675,015
Total Other Uses	9,582,092	200,000	9,782,092
TOTAL EXPENDITURES AND OTHER USES	21,448,038	200,000	21,648,038

7.D Authorize CEO to Approve Procurement Contract to Cunningham & Associates

Action: Approve resolution for a procurement contract involving the design, purchase, and installation of playground equipment at several CHA sites by Cunningham & Associates not to exceed \$154,050 (including contingency).

Staff Resource: Chris Squier/Steve Lamphere/Carl Harris

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 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:

This project involves the design, purchase, and installation of playground equipment for six (6) communities located at Cedar Knoll, Leafcrest, Mallard Ridge, Meadow Oaks, Robinsdale, and Wallace Woods. Approval is needed in order to proceed with these improvements and Board approval of this contract is required under the procurement threshold guidelines. This procurement of \$154,050 will exceed the total dollar threshold during the twelve month period.

- Previously, playgrounds were removed based on a decision regarding CHA's potential liability. Playground equipment was removed from sites that were within a mile of a public park. Anticipating that our customers would walk to these other playgrounds, staff does not believe that is happening. We have

decided to re-address this based on the following research that discloses the benefits of playgrounds:

1. There is proven physical, social, self-confidence and mental benefits associated with children who use playground equipment. In January 2010, the Surgeon General reported that almost one in every three children in the United States is overweight or obese. Playground equipment gets children moving and having fun at the same time.
2. It is a widely held belief, at least among academics, that children living in the projects don't play outside. A recent study found that children living in public housing play outdoors for more hours each day than other city kids.
3. CNN medical correspondent, Dr. Sanjay Gupta, cites a study that supports the theory that playgrounds serve as an aid in development of motor and social skills. Children with more 'green space', where playing in the park is the norm, gain 13% less weight over a two-year period than children who live in places where there are fewer trees (thus, have lesser parks that encourage physical activities).
4. A Research Paper, the 'Benefits of Playgrounds for Children Aged 0-5' prepared for the Shasta Children and Families First Commission (by Duerr Evaluation Resources), indicated that playgrounds are "vital for a child's cognitive, emotional, physical, and social development."
 - This vendor, Cunningham & Associates, is the exclusive distributor of Gametime playground equipment in eight (8) states. The CHA is procuring this equipment under the contract of US Communities because we are part of the Purchasing Cooperative Co-Op. Additionally, Park & Recreation buys Gametime playground equipment exclusively due to its tamper proof construction and durability.

Committee Discussion:

This item was discussed at the September 8, 2011 Real Estate Development Committee meeting. Vendor will hire residents at each site to install the playground equipment. The item was approved for inclusion on the Board's September 20th Regular Board Meeting consent agenda.

Section 3/MWBE Consideration:

Vendor to hire residents for equipment installations.

Funding:

MTW

Attachment:

Resolution

RESOLUTION

AUTHORIZE THE CEO TO AWARD A PROCUREMENT CONTRACT TO CUNNINGHAM & ASSOCIATES, TO PROVIDE DESIGN, PURCHASE, AND INSTALLATION OF PLAYGROUND EQUIPMENT.

WHEREAS, on July 1, 2011, the Charlotte Housing Authority issued a request to Cunningham & Associates for playground design, equipment and installation of playground equipment;

WHEREAS, the Owner plans to require Cunningham & Associates to provide playground design, purchase and installation of playground equipment for six (6) communities located at Cedar Knoll, Leafcrest, Mallard Ridge, Meadow Oaks, Robinsdale, and Wallace Woods; and

WHEREAS, CHA is procuring this equipment under the contract of US Communities because we are part of the Purchasing Cooperative Co-Op.

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 award a contract to Cunningham & Associates not to exceed \$154,050 (including contingency) to provide design, purchase and installation of playground equipment for 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 September 20, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

**REGULAR
BOARD
MEETING
BUSINESS
AGENDA**

SEPTEMBER 20, 2011

8.A Strawn Tower and Parktowne Terrace Final Resolutions

Action: Approve a Resolution Authorizing Issuance and Sale of Capital Grant Fund Revenue Bonds, Series 2011 (Strawn and Parktowne Project)

Staff Resource: Chris Squier

Strategic Business: Real Estate Development

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

Background/Policy Framework:

In March 2011, the Board authorized staff to submit the Capital Fund Financing Program (CFFP) application to HUD for Strawn Tower and Parktowne Terrace for the substantial rehabilitation of approximately 334 units. In addition, in March 2011, the Board approved the bond inducement for Strawn Tower for an amount not to exceed \$11,000,000 and Parktowne in an amount not to exceed \$10,500,000 for a total of \$21,500,000.

Explanation:

Project Status: Final Resolution

In August 2011, staff submitted the CFFP application to HUD. The Final Resolution is required to initiate the issuance of the bonds.

Standard and Poors will serve as the rating agency and RBC Capital Markets will be the underwriter for the transaction. The CHA and related entities will have various roles in the transaction such as, but not limited to: managing member of the ownership entity, developer, lender and ground lessor.

Committee Discussion:

TBD

Community Input:

TEFRA Hearing – September 20, 2011
City Council Approval – September 26, 2011

Summary of Bids:

Not applicable

Section 3/MWBE Consideration:

Not applicable

Funding:

Not applicable

Attachment:

Final Resolution

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF CAPITAL GRANT
FUND REVENUE BONDS, SERIES 2011 (STRAWN AND PARKTOWNE PROJECT)

WHEREAS, the Housing Authority of the City of Charlotte, N.C. (the "Authority") has tentatively agreed to issue its capital fund program revenue bonds in an amount up to \$19,900,000 (the "Bonds") for the purpose of financing a portion of the costs of the acquisition and renovation by Strawn Parktowne, LLC, a North Carolina limited liability company (the "Company"), which is indirectly owned by Horizon Acquisition Corp., an affiliate of the Authority, of two low and moderate income multifamily residential rental facilities known as Strawn Tower and Parktowne Terrace (collectively, the "Projects"); and

WHEREAS, Strawn Tower is an existing 135,000 square foot, 12-story apartment building located on approximately .512 acres, which, when renovated, will contain 170 units, located at 1225 S. Caldwell Street, Charlotte, North Carolina, and will be owned and operated by the Company; and

WHEREAS, Parktowne Terrace is an existing 112,000 square foot, 6-story apartment building located on approximately 2.32 acres, which, when renovated, will have 164 units, located at 5800 Fairview Road, Charlotte, North Carolina, and will be owned and operated by the Company; and

WHEREAS, the Authority proposes to issue its multifamily housing revenue bonds, to be designated Capital Fund Program Revenue Bonds, Series 2011 (Strawn and Parktowne Rehabilitation Project), in the aggregate principal amount of not to exceed \$19,900,000 (the "Bonds");

WHEREAS, the Bonds will be payable from the Authority's future Capital Fund formula grants (which may include a portion of its replacement housing factor or RHF grants) (the "Capital Fund Grants") through a first priority pledge of the Authority's Capital Fund Grants, as permitted by HUD; and

WHEREAS, the proceeds of the Bonds will be used to provide part of the funds to rehabilitate all or a portion of the Projects; and

WHEREAS, the Projects are expected to qualify as "qualified residential rental projects" and the Bonds to be treated as "exempt facility bonds" under Section 142 of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, it is anticipated that the Projects will be entitled to receive 4% low income housing tax credits under Section 42 of the Code; and

WHEREAS, the North Carolina Housing Finance Agency ("NCHFA") and the North Carolina Tax Reform Allocation Committee ("TRAC") have allocated \$19,900,000 in volume cap under Section 146 of the Code and Article 51B of Chapter 143 of the North Carolina General Statutes to the Bonds and the Projects, which permits the Bonds to be issued as tax exempt bonds under Sections 103 and 141-150 of the Code;

WHEREAS, the Authority has previously authorized the execution and delivery of a Capital Fund Financing Amendment to its Annual Contributions Contract (the “CFFP Financing Amendment”) with the United States Department of Housing and Urban Development (“HUD”) relating to the Bonds and to file such other documents as may be required to obtain HUD approval for the pledging of the Capital Fund Grants to pay debt service on the Bonds; and

WHEREAS, the Authority intends to lease the Projects to the Company under a Ground Lease between the Company and the Authority, and the Company intends to execute a Leasehold Deed of Trust, Security Agreement and Financing Statement as security for the Company’s obligation to repay certain amounts to the Authority;

WHEREAS, the Board has this day held a public hearing with respect to the issuance of the Bonds, as evidenced by the Certificate and Summary of Public Hearing attached hereto;

WHEREAS, the following financing team has been approved for the issuance and sale of the Bonds:

Bond Counsel:	Hunton & Williams LLP
Company:	Strawn Parktowne, LLC
Authority’s Counsel:	The Banks Law Firm, P.A.
HUD Counsel and Disclosure Counsel:	Ballard Spahr LLP
Underwriter:	RBC Capital Markets, LLC
Underwriter’s Counsel:	Eichner & Norris PLLC
Company’s Counsel:	The Banks Law Firm, P.A.
Trustee:	U.S. Bank National Association

WHEREAS, there have been presented to this meeting drafts of the forms of the following instruments which the Authority proposes to execute to carry out the transactions described above, copies of which instruments shall be filed with the records of the Authority:

(a) Master Trust Indenture dated as of November 1, 2011 (the “Indenture”) between the Authority and U.S. Bank National Association, as trustee (the “Trustee”), authorizing the issuance of the Bonds and providing for the terms and details thereof and the security therefor;

(b) Loan and Disbursement Agreement dated as of November 1, 2011 (the “Loan Agreement”) between the Authority, the Trustee and the Company, providing for the terms and conditions pursuant to which the loan of the proceeds of the Bonds will be made by the Authority to the Company, together with a Promissory Note from the Company to the Authority;

(c) Regulatory Agreement and Declaration of Restrictive Covenants (the “Regulatory Agreement”) dated as of November 1, 2011 between the Authority, the Trustee and the Company, pursuant to which the Company agrees to comply with the requirements of Section 142 of the Code relating to low and moderate income housing;

(d) Continuing Disclosure Agreement dated as of November 1, 2011;

(e) Preliminary Official Statement (the “Preliminary Official Statement”) relating to the offering and sale of the Bonds; and

(f) Bond Purchase Agreement to be dated the date of the sale of the Bonds (the “Bond Purchase Agreement”) among the Company, the Authority and RBC Capital Markets, LLC (the “Underwriter”), providing for the issuance and sale by the Authority and the purchase by the Underwriter of the Bonds.

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, N.C.:

1. The Authority hereby determines to provide financing for a portion of the costs of the acquisition and renovation of the Projects through the issuance of the Bonds pursuant to the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended, the deposit of the proceeds thereof with the Trustee and the advance of such proceeds to the Company in accordance with the Indenture and the Loan Agreement for the acquisition and renovation of the Projects.

2. The Authority hereby finds that the financing is necessary and expedient to further the Authority’s purpose of promoting low and moderate income housing in the City of Charlotte, North Carolina and that the acquisition and renovation of the Projects proposed by the Company are necessary and sufficient to accomplish the Authority’s purposes with respect to the property involved.

3. The Authority hereby finds that the Company has demonstrated that the amount of debt to be incurred in connection with the Projects and the financing thereof and the fees to be paid in connection therewith are sufficient but not excessive for the purpose of acquiring and renovating the Projects.

4. The Authority hereby finds that, based on the fact that the Company’s Manager and Member is an affiliate of the Authority, and that the Bonds will be payable from a pledge of the Authority’s Capital Fund Grants from HUD, (i) the Company, as owner and operator of the Projects, is financially responsible and capable of fulfilling its obligations to make payments on the Loan, and (ii) the Capital Fund Grant allocations will generate sufficient revenues to make payments on the Bonds. The Authority further finds that adequate provision has been made for the payment of the principal of, redemption premium, if any, and interest on the Bonds, and the operation, repair and maintenance of the Projects at the expense of the Company.

5. The Authority hereby finds that the use of the proceeds of the Bonds for a loan to finance the a portion of the costs of the Projects and for the other purposes stated above will accomplish the public purposes set forth in the Act and hereby approves such use of proceeds.

6. The Authority hereby authorizes the issuance and sale of the Bonds pursuant to the Indenture. The Bonds will bear interest at the rates and will mature and be subject to redemption on the dates and in the years and amounts determined by the Underwriter when the Bonds are sold all as set forth in the Indenture; provided, however, that the aggregate principal

amount of the Bonds shall not exceed \$19,900,000, the maturity date shall not exceed December 1, 2036, and the true interest cost shall not exceed 6.00%.

7. The Chairman, Vice Chairman or Chief Executive Officer of the Authority or his designee is hereby authorized and directed to execute and deliver the Indenture, the Loan Agreement, the Bonds, the Continuing Disclosure Agreement, the Regulatory Agreement and the Bond Purchase Agreement to the other parties thereto. The ground lease of the Projects from the Authority to the Company is hereby approved.

8. The distribution of the Preliminary Official Statement by the Underwriter to prospective purchasers of the Bonds is hereby approved. The Authority hereby deems the Preliminary Official Statement to be “final” within the meaning of Rule 15c2-12 of Rules and Regulations promulgated under the Securities Exchange Act of 1934, as amended. The Chairman, Vice Chairman and Chief Executive Officer of the Authority or his designee is hereby authorized and directed to execute and deliver the final Official Statement (in substantially the form of the Preliminary Official Statement, but incorporating the final terms and details of the Bonds) to the Underwriter and the Underwriter is hereby authorized and directed to distribute the Official Statement to the purchasers of the Bonds.

9. The Chairman or Vice Chairman of the Authority is hereby authorized and directed to execute and deliver the Bonds in the manner and subject to the conditions provided in the Indenture to the Trustee for authentication and to cause the Bonds so executed and authenticated to be delivered to or for the account of the Underwriter upon payment of the purchase price therefor as provided in the Bond Purchase Agreement.

10. The Indenture, the Loan Agreement, the Regulatory Agreement, the Bond Purchase Agreement, the Preliminary Official Statement and the Bonds (in the form of Exhibit A to the Indenture) shall be in substantially the forms submitted to this meeting, which are hereby approved, with such completions, omissions, insertions and changes as may be necessary to reflect the final terms of the Bonds, including any changes that may be required by any rating agency that is rating the Bonds, any changes required by HUD, any changes in security or collateral as required by the Underwriter as a result of the pricing of the Bonds or rating agency requirements, any changes in dates as may be required to reflect the date of the actual closing, and such other changes in the form of the documents and the structure of the Bonds as otherwise approved by the officers of the Authority executing them after consultation with counsel to the Authority, their execution to constitute conclusive evidence of their approval of any such completions, omissions, insertions and changes. Such change in the structure of the Bond financing may include a separate series of Bonds that is not secured by the Authority’s Capital Fund Grants, but is secured by such collateral or security as may be required by the purchaser of such separate series of Bonds.

11. Any authorization made hereby to the officers of the Authority to execute a document shall include authorization to the Chairman, Vice Chairman or Chief Executive Officer of the Authority or their respective designees to execute the document, authorization to the Secretary or any Assistant Secretary to affix the seal of the Authority to such document and attest such seal if necessary, and, where appropriate, to deliver it to the other parties thereto, all in the manner provided in the Indenture.

CERTIFICATE AND SUMMARY

The undersigned Secretary of the Board of Commissioners of the Housing Authority of the City of Charlotte, N.C. hereby certifies:

1. Notice of a public hearing (the "Hearing") to be held on September 20, 2011, with respect to the issuance of bonds by the Housing Authority of the City of Charlotte, N.C. (the "Authority") for the benefit of Strawn Parktowne, LLC, or an affiliate or subsidiary thereof (the "Company") was published on September ____, 2011, in *The Charlotte Observer*.

2. The presiding officer of the Hearing was _____.

3. The following is a list of the names and addresses of all persons who spoke at the Hearing:

4. The following is a summary of the oral comments made at the Hearing:

IN WITNESS WHEREOF, my hand and the seal of the Housing Authority of the City of Charlotte, N.C. this ____ day of September, 2011.

(SEAL)

By: _____
Secretary

**HORIZON
DEVELOPMENT
PROPERTIES,
INC.**

SEPTEMBER 20, 2011

**Horizon Development Properties, Inc.
Board of Directors
AGENDA**

*Carole A. Hoefener
Community Services Center
610 E. 7th Street
Charlotte, NC 28202*

September 20, 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 ***August 16, 2011 (pg. 71 - 72)***
3. **Consent Agenda Items: (pgs. 73 – 81)**
 - A. Budget Amendment: Horizon Development Properties, Inc. for CHA University
 - B. Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget
 - C. Budget Amendment: Horizon Development Properties, Inc. Administration Program Budget

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD OF DIRECTORS MEETING
HELD ON TUESDAY AUGUST 16, 2011**

Regular Meeting:

Additions to the Agenda:

None

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

Consideration to Approve the Minutes as presented for:

- Regular Meeting held on *July 19, 2011*

ACTION:

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

Consent Agenda Action Items:

Motion was made to approve the consent agenda action items listed below by: Commissioner Jones; motion was seconded by: Commissioner Puckett; outcome: Passed unanimously:

- 3.A Budget Amendment: Horizon Development Properties, Inc. Administration Program Budget-Capital Improvements
- 3.B Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget Capital Improvements
- 3.C Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget-City Relocation Program
- 3.D Budget Amendment: Horizon Development Properties, Inc. Administration Program Budget-City Relocation Program
- 3.E Budget Amendment: Horizon Development Properties, Inc. Administration Program Budget Workers Compensation
- 3.F Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget Operating Subsidy for FY ending 03/31/2012
- 3.G Horizon Development Properties, Inc. Collection Loss Report for the Quarter Ended 06/30/2011

Business Agenda Action Items:

Commissioner Jones noted that these are items that we have approved in the Board and these are parallel items, he would move for adoption of items 4.A and 4.B; motion was seconded by: Vice-Chairman Miller; Outcome: passed unanimously

- 4.A Budget Amendment: Horizon Development Properties, Inc.
Amend Field Operation Program Budget-Charlottetown Terrace Rehab Project
- 4.B Budget Amendment: Horizon Development Properties, Inc.
Amend Administration Program Budget-Charlottetown Terrace Rehab Project

Commissioner Jones motioned that we adjourn the Horizon Development Properties, Inc. Board of Directors meeting and reconvene the regular Board meeting of the Charlotte Housing Authority; motion was seconded by: Commissioner Hill; Outcome: passed unanimously.



Minutes respectfully prepared by: Barbara G. Porter

(Next meeting to be held on September 20, 2011 at the Carole A. Hoefener Community Services Center 610 E. 7th Street, Charlotte, NC 28202)

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

**Action: Approve a Resolution to Amend the Administration
Program Budget for CHA University 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:

CHA is responding to the needs of the agency by improving staff's ability to meet the needs of our customers both internally and externally. CHA University is a new program that is in development to meet those needs.

Explanation:

As an agency, there is a need to develop employee skills related to leadership, customer service, organizational culture and expectations. To accomplish this goal and meet scorecard requirements, a new program is in development called CHA University. This program will be a multi session learning opportunity for mid-level managers, supervisors and front line staff. The initial start up cost is projected to be \$50,000. This amendment is necessary to appropriate funds from Fund Balance for the project.

Exhibit A shows Other Sources - Fund Balance Appropriated- COCC of \$50,000 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 September 8, 2011.

Funding:

Fund Balance Appropriated- COCC

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 September 20, 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	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
TOTAL REVENUE:	7,949,192	-	7,949,192
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879	50,000	292,879
Fund Balance Appropriated-MTW Funds	13,205,967		13,205,967
TOTAL OTHER SOURCES	13,448,846	50,000	13,498,846
TOTAL REVENUE AND OTHER SOURCES	21,398,038	50,000	21,448,038
EXPENDITURES:			
Salaries/Benefits	4,067,354		4,067,354
Operating Costs	7,558,428	50,000	7,608,428
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	11,815,946	50,000	11,865,946
Other Uses			
Operating Transfers-Out Public Housing	2,404,081		2,404,081
Operating Transfers-Out Section 8	1,277,584		1,277,584
Operating Transfers-Capital Projects	5,225,412		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	50,000	21,448,038

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

Action: Approve a Resolution to amend the Field Operations Program Budget to adjust Section 8 funding for 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:

Staff needs to make changes to the revenue in the Section 8 Program to account for funding received for the Family Unification Program (FUP) and the Veteran Administration Supportive Housing (VASH) vouchers. Also changes will need to be made for other housing assistance payment revenue and expenditures.

Explanation:

CHA has been awarded 100 Family Unification Program (FUP) vouchers effective July 1, 2011 and 50 Veteran Administration Supportive Housing (VASH) vouchers effective August 1, 2011. Funding awarded is \$682,764 and \$368,472 respectively. Total funding received represents a 12 month cycle. Funding from the two programs for the 2011-2012 fiscal year will be \$757,721. Also, an additional \$400,000 appropriated from fund balance will be needed to fully fund the Family Unification Program as costs through August were outpacing budgeted funding. These appropriated funds represent 2010 FUP funding that was not utilized.

Staff estimated portable voucher revenue and expenditures would be \$5,160,000. Tracking expenditures through August, the actual cost for this program is exceeding estimation. Costs through August are \$2,676,252. The number portable vouchers have grown to 883. Staff now estimates the total portables cost to be \$7,097,623, an increase of \$1,937,623.

Our regular voucher costs are beginning to outpace budgeted cost due to the escalation of zero renters. As of August, there are 743 zero renters which also causes an increase in utility payments. Staff now estimates an additional \$200,000 will be needed to fully fund the regular voucher program.

Exhibit A shows an increase in MTW Funds of \$2,695,344 (\$757,721+\$1,937,623), Fund Balance Appropriated-Section 8 of \$400,000 and Operating Transfer In – MTW of \$200,000 the corresponding increase is shown in Operating Costs in the amount of \$3,295,344.

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 September 8, 2011.

Funding:

MTW funding, Fund Balance

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 September 20, 2011.

BY: _____
Barbara Porter, Secretary

RESOLUTION NO.

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	65,218,406	2,695,344	67,913,750
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:	87,732,161	2,695,344	90,427,505
Other Sources			
Fund Balance Appropriated-Horizon Development	500,000		500,000
Fund Balance Appropriated-Section 8		400,000	400,000
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -MTW	3,881,665	200,000	4,081,665
Total Other Sources	4,667,048	600,000	5,267,048
TOTAL REVENUE AND OTHER SOURCES	92,399,209	3,295,344	95,694,553
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	69,816,747	3,295,344	73,112,091
Utilities	4,377,676		4,377,676
Capitalized Items	837,094		837,094
Total Operating Expenditures	86,284,326	3,295,344	89,579,670
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:	92,399,209	3,295,344	95,694,553

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

Action: Approve a Resolution to Amend the Administration Program Budget to adjust Section 8 funding 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 the previous fiscal year, staff estimated the funding for Section 8 vouchers as a part of the budget process. After a review of Section 8 expenditures, adjustments are necessary.

Explanation:

This amendment is necessary to adjust housing assistance payments revenue and expenditures. Our regular voucher costs are beginning to outpace budgeted cost due to the escalation of zero renters. As of August, there are 743 zero renters which also causes an increase in utility payments. Staff now estimates an additional \$200,000 will be needed to fully fund the regular voucher program.

Exhibit A shows Other Sources of \$200,000 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Operating Transfers Out – Section 8 in the amount of \$200,000.

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 September 8, 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 September 20, 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	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
TOTAL REVENUE:	7,949,192	-	7,949,192
OTHER SOURCES			
Fund Balance Appropriated-COCC	292,879		292,879
Fund Balance Appropriated-MTW Funds	13,205,967	200,000	13,405,967
TOTAL OTHER SOURCES	13,498,846	200,000	13,698,846
TOTAL REVENUE AND OTHER SOURCES	21,448,038	200,000	21,648,038
EXPENDITURES:			
Salaries/Benefits	4,067,354		4,067,354
Operating Costs	7,608,428		7,608,428
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	11,865,946	-	11,865,946
Other Uses			
Operating Transfers-Out Public Housing	2,404,081		2,404,081
Operating Transfers-Out Section 8	1,277,584	200,000	1,477,584
Operating Transfers-Capital Projects	5,225,412		5,225,412
Loans To Others	675,015		675,015
Total Other Uses	9,582,092	200,000	9,782,092
TOTAL EXPENDITURES AND OTHER USES	21,448,038	200,000	21,648,038