



Charlotte Housing Authority

**BOARD OF
COMMISSIONERS
REGULAR
MEETING
MARCH 19, 2013**

**EDWIN TOWER
210 WEST 10TH 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:

- Commissioner Geraldine Sumter - Chairperson
- Commissioner Pam Gordon - Vice Chairperson
- Commissioner Joel D. Ford
- Commissioner Nancy Crown
- Commissioner William Scurry
- Commissioner Marcia Simpson
- Commissioner Will Miller

CHA CEO JOINS GRAMMY WINNER IN GIVING BACK

Charlotte Housing Authority CEO, A. Fulton Meachem, recently joined Grammy Award winning artist Anthony Hamilton as a volunteer at the Men’s Shelter of Charlotte. The volunteer effort was part of “Anthony Hamilton’s Big Payback,” a community-service effort to raise money and awareness for issues such as homelessness, hunger and education.

“I was honored to volunteer for this event. Everyone has a role to play in ending homelessness, whether it’s through finding affordable housing or giving their time in service to those who need it,” said Meachem.

This is the second year that Hamilton has hosted this campaign in conjunction with the week of the CIAA basketball tournament. Other activities included visits to The Salvation Army Center of Hope, A Child’s Place and Second Harvest Food Bank.



**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

PUBLIC NOTICE

***Regular Board Meeting
BOARD OF COMMISSIONERS***

March 19, 2013

NOTICE is hereby given that a Regular Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on *March 19, 2013* as follows:

TIME/DATE: ***5:00 p.m.***
 March 19, 2013

LOCATION: ***EDWIN TOWER***
 201 W. 10TH STREET
 CHARLOTTE, NC 28202

A handwritten signature in blue ink, appearing to read 'A. Meachem', is written over a horizontal line.

A. Fulton Meachem, Jr.
President/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**

*Edwin Tower
201 W. 10th Street
Charlotte, NC 28202*

March 19, 2013

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

Regular Meeting Agenda:

1. Pledge of Allegiance
2. Public Forum
3. Review and Approval of the Agenda
4. Consideration to Approve the Minutes for:
 - Regular Board Meeting held ***February 19, 2013 (p. 5)***
5. Resident Advisory Council (RAC) Report (***p.11***)
6. Monthly Reports:
 - CEO Report
 - Operations Dashboard (***p.13-15***)
7. **Consent Agenda Action Items:** (***17-40***)
 - A. Boulevard Homes HOPE VI – Renaissance Community Ctr.
 - B. Budget Amendment: Field Operations Program Budget
 - C. Budget Adoption: 2013-2014 Annual Program Budgets
 - D. Approve Procurement Contract – Pest Control Services
 - E. Approve Procurement Contract – TAG Associates, Inc.
8. **Business Agenda Action Items:**

9. **New Business:**
None

***MINUTES FOR
REGULAR
BOARD
MEETING***

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, FEBRUARY 19, 2013**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at: **Charlotte Housing Authority/400 East Boulevard, Charlotte, NC 28203** at 5:00 p.m. Tuesday, February 19, 2013.

Present:

Chairperson Geraldine Sumter
Commissioner Marcia Simpson
Commissioner Will Miller
Commissioner William Scurry

Vice-Chairperson Pam Gordon
Commissioner Joel Ford (via conf. call)
Commissioner Nancy Crown

Also Present:

Mr. A. Fulton Meachem, Jr., CEO/President
Mr. Sherrod Banks, Banks Law Firm, General Counsel

Additional Attendees:

Shaunté Evans, Interim COO
Michelle Allen, Interim RED
Heather Franklin, Interim CFO
Deborah Clark, Dir. of Comm. & Research
Charlene Wall, Director of H/R
John Burns, Client Services Director
Shawn Williams, Director of HCV
Cynthia Williamson, Budget Director
Marc Gillon, MIS Director
Allison Preston, Resident Safety Manager
Twyla Taylor, Dir. Of Dev/Relocation
Shannon Bodnar, Director of Housing
Sandra Wilbourne, RAC Secretary
Zenica Chatman, Corporate Comm. Officer

George Connor, Regional Property Manager
J. Daniels, R/E Sr. Development Officer
LaRae Baumann, Project Analyst
Susan Herman, Director of Accounting
Joe Heyward, Asset Manager
Tamara Blackett, Accountant
Carl Harris, Director of Construction
Cheryl Campbell, Operations Project Mgr.
Ray Wilson, Risk Analyst
Vanessa Jones, Financial Assistant
Danita Pharr, Budget Analyst
Alesia Price, Regional Property Manager
Barbara Porter, Executive Assistant (scribe)

Pledge of Allegiance

Chairperson Sumter called the meeting to order. Commissioner Scurry led the Pledge of Allegiance.

Public Hearing:

2013 – 2014 Operating Budget.

Chairperson Sumter opened the public hearing relating to the Annual Budget. . Hearing or seeing no one coming forward to speak the public hearing was closed.

Action:

Motion was made to close the public hearing by: Vice-Chairperson Gordon
Motion was seconded by: Commissioner Crown
Outcome: Passed unanimously

Public Forum

The public forum was opened. No one came forward to speak. The public forum was closed.

Action:

Motion was made to close the public forum by: Commissioner Simpson
Motion was seconded by: Commissioner Crown
Outcome: Passed unanimously

Review and Approval of the Agenda:

Vice-Chairperson Gordon motioned that the agenda be approved as submitted.

Action:

Motion was made by: Vice-Chairperson Gordon
Motion was seconded by: Commissioner Scurry
Outcome: Passed unanimously

Consideration to Approve the Minutes for:

- Regular Board Meeting held *January 15, 2013*

Action:

Motion was made by: Vice-Chairperson Gordon
Motion was seconded by: Commissioner Scurry
Outcome: Passed unanimously

Resident Advisory Council (RAC) Report:

Ms. Sandra Wilbourn, RAC Secretary gave the following report:

- ✓ An election was held at Savannah Woods on Tuesday, January 29, 2013. The following residents were elected into office:

President	Carrie Graves
Vice President	Tanya Hoskins
Secretary	Tonya Bennett
Treasurer	Francis Glenn
- ✓ Working to revise the Memorandums of Understanding. The RAC will submit changes to CHA by end of business on Friday, February 8, 2013.
- ✓ The RAC attended a meeting with the CHA requesting a partnership for the Fatherhood Initiative Event to be held in June 2013.
- ✓ RAC received proposals from Grace-Mar Services for training to help develop learning strategies, provide critical thinking skills, and assistance with organization skills for employment at all sites within the Charlotte Housing Authority.

Monthly Reports

CEO Report:

CEO/President Meachem briefed the Board on the progress of the proposed Rent Subsidy Program for Charlotte-Mecklenburg. The Foundation for the Carolinas proposed an endowment of \$20,000,000 to fund a local rent subsidy program. The philanthropic community would fund the endowment with equal contributions of \$10,000,000. The endowment would be managed by the Foundation and is expected to generate \$952,000 to \$1 million annually. The goal is to provide sustainable funding for rent subsidy. The foundation has asked the CHA to consider a commitment of \$1 million to bridge the funding of the endowment at the beginning of the program. Currently they have commitments from the philanthropic community of about \$2 million.

The next steps are to determine the delivery of the affordable housing services, key descriptors in providing this type of local rent subsidy program. This process is anticipated to take until the end of February 2013. Before the CHA agrees to any funding a presentation will be given to the Board for review and approval.

Commissioner Ford questioned. *1)* the current financial model uses the CHA capital as non-endowment funds, which concerns him, given our limited resources; *2)* has the City committed to funding this endowment at the \$10,000,000 level and what level is Mecklenburg County providing services.

Mr. Meachem responded the City's dollars and the philanthropic community dollars are for the endowment. CHA's money is for startup capital. The County services have not been determined. Mr. Meachem concluded that to the best of his knowledge no commitments, meaning signed documents, have been executed at this time from any of the organizations.

Operations Dashboard:

Ms. Shawn Williams, HCV Director, gave the following update:

- ✓ Currently we have 93.55% overall voucher utilization for all programs.
- ✓ After conducting the purge, there are 1,096 applicants remaining on the wait list.
- ✓ We have 122 vouchers which can be utilized to applicants on the wait list. Currently pulling those applicants from the wait list to determine eligibility then issuing vouchers to eligible applicants.
- ✓ CHA has 1,226 families which have ported in from other jurisdictions.

Commissioner Miller stated CHA currently has 122 vouchers available. Is CHA taking precautions prior to making commitments to ensure any commitments for HCV vouchers to other organizations staff doesn't miss previously committed allocations. Ms. Williams assured the Board that all commitments have been set aside. Commissioner Miller asked is CHA still committing 50 vouchers to Charlotte Family Housing. Ms. Williams responded the commitment is still for 50 vouchers.

Chairperson Sumter thought the amount had been reduced. Mr. Meachem added for clarification, that the number of vouchers, committed to Charlotte Family Housing still remains at 50 vouchers.

Commissioner Ford informed the Board he heard concerns from participants of the Charlotte Family Housing the housing being used is substandard. Are we making sure they are following the HUD rules/regulations for standardized housing. Mr. Meachem responded, yes, they must adhere to the standards set forth for all landlords. Commissioner Ford agreed to provide contact information for those individuals with concerns. Mr. Meachem stated he would follow-up.

Ms. Shannon Bodnar, Director of Housing, gave the following report:

Conventional Public Housing:

- ✓ In January, 17 units were turned.
- ✓ Occupancy remains high.
- ✓ Tenants Accounts Receivables (TAR) at 81.06% cash, 99.62% in management indicators columns.
- ✓ Strawn and Parktowne are excluded because those units are coming out of modernization; however staff is doing well in lease-up.

Affordable Properties:

- ✓ 7 units turned.
- ✓ Occupancy rate stayed high at, 98.56%
- ✓ Tenants Accounts Receivables (TAR) at 98.70%.
- ✓ Vacancy turn days were at 26 days.

Private Managed Companies:

- ✓ 13 units turned.
- ✓ Occupancy rate at 99.17%.
- ✓ Tenants Accounts Receivable at 97.40%.
- ✓ Vacancy turn days are slightly high at 26 days.

Budget to Actual Reports 12/31/2012:

Ms. Heather Franklin, Interim CFO reported:

All reports listed are for the annual operating budgets, the capital and grant budgets for the period ending 12/31/2012. All information was reviewed in the Finance and Audit Committee meeting held on February 07, 2013. If you have any additional questions, they can be answered at this time.

Chairperson Sumter asked why CHA received less in the budget for MTW funds.

Ms. Franklin explained the field operations program is the capital funds for capital projects which are used as needed. If behind schedule or the project has not started, CHA has not incurred those expenses. Therefore CHA has not transferred that money.

Deposits and Investments for all cash held as of 12/31/2012:

Ms. Franklin explained this report specifies which program the money resides and the restrictions. The report was reviewed in the Finance and Audit committee. Hearing no questions, she moved to the next report.

Land Sales Proceeds Details as of 12/31/2012:

The report reflects where CHA is as of December 31 with monies held from the proceeds from the sale of land as of the end of the quarter. Hearing no questions, she moved to the next report.

Notification of Administrative Budget Changes as of 12/31/2012:

This report reflects budget changes that were small enough, monetarily, to go to the Board with changes. However CHA is notifying the Board of these changes with this report. Hearing no questions, that concluded all the financial reports.

Consent Agenda Action Items:

8A CHA Collection Loss Report for the Quarter Ended 12/31/2012

Approve a resolution for the write-off of \$43,225.86 in accounts receivable due to collection losses for tenants vacated through 09/30/12.

8.B Townhomes at Seigle Point

Authorize staff to move forward with the submittal of a revitalization plan amendment to HUD to remove the affordable designation from 10 units.

Action:

Motion was made by:	Commissioner Crown
Motion was seconded by:	Commissioner Simpson
Outcome:	Passed unanimously

Business Agenda Action Item:

None

Vice-Chairperson Gordon motioned to close the regular CHA Board of Commissioners meeting and convene the Horizon Developments Properties, Inc. meeting. Motion was seconded by: Commissioner Crown; Outcome: passed unanimously.

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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The next meeting is scheduled for March 19, 2013 @ Edwin Tower, 201 W. 10th Street, Charlotte, NC28202. The meeting starts promptly at 5:00 p.m.

**RESIDENT
ADVISORY
COUNCIL
(RAC)
REPORT**

Resident Advisory Council Report

Tuesday, March 19, 2013

We have three upcoming elections Parktowne, Strawn and possibly Edwin Towers in April and May.

The Resident Advisory Council received proposals for the Getting Ahead in a Get By World and Customer Service trainings from GraceMar. We would like to offer the trainings to the residents. The RAC has spoken to a representative from Tiny Techz to offer programs for the youth. We will be submitting these proposals to the RCL and the Director of Client Services to assist us with the pricing.

We will be partnering with the Center for Employment Services and Grace Mar Services to help provide trainings to the residents to help them to get employment. We look forward to working with everyone during this process.

OPERATIONS DASHBOARD

The Charlotte Housing Authority 2012-2013 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%	4,918
April '12	94.07%	4,619
May '12	93.69%	4,600
June '12	93.87%	4,609
July '12	93.41%	4,594
August '12	93.43%	4,595
September '12	93.86%	4,616
October '12	93.57%	4,602
November '12	93.80%	4,613
December '12	93.86%	4,616
January '13	93.55%	4,601
February '13	93.49%	4,598

Overall Program Voucher Total

Program	Base	VONED	VASH	FUP	BLVD	STRAWN	TOTAL	NOTES
Voucher Units	4061	275	185	200	171	26	4918	
Vouchers Utilized	(3823)	-266	(145)	(192)	(171)	(1)	(4598)	
Vouchers Issued	(60)	-3	(31)	-2	0	0	(96)	Searching
Balance by Program	178	6	9	6	0	25	224	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	224
Special Programs	(46)
In base	178
Strawn Relocation/Tenant Protection	25
To be issued	112
Balance of Vouchers being held for PBS8 commitment	66

Current Utilization	94.14%	96.73%	78.38%	96.00%	100.00%	3.85%	93.49%
Utilization - if all issued vouchers were to be leased up	95.62%	97.82%	95.14%	97.00%	100.00%	3.85%	95.45%

Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.	Vouchers on the Street	Portable Vouchers on the Street	Waiting List	New Landlord Packages	Cumulative Number Portables to Charlotte
April '12	13	84	1,944	64	1,050
May '12	8	79	1,828	47	1,073
June '12	44	95	1,828	58	1,101
July '12	48	106	1,648	34	1,113
August '12	67	103	1,648	76	1,130
September '12	66	103	1,646	57	1,142
October '12	58	102	1,647	38	1,162
November '12	51	123	1,547	34	1,184
December '12	25	119	1,547	41	1,205
January '13	38	88	1,096	44	1,226
February '13	60	79	972	38	1,245

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 Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
Target	96%	2.00%	96%	96%	20 days
April '12 - 21 units turned	98.88%	-	86.83%	98.76%	13+20 = 33 days
May '12 - 31 units turned	99.07%	-	88.08%	99.00%	12+19 = 31 days
June '12 - 21 units turned	98.79%	2.37%	85.18%	99.27%	13+10 = 23 days
July '12 - 20 units turned	99.02%	-	86.43%	99.35%	9+7 = 16 days
August '12 - 20 units turned	98.51%	-	88.06%	99.22%	8+10 = 18 days
September '12 - 29 units turned	99.54%	2.47%	84.69%	99.40%	9+10 = 19 days
October '12 - 21 units turned	99.25%	-	85.57%	99.56%	7+13 = 20 days
November '12 - 19 units turned	99.42%	-	83.74%	98.78%	9+8 = 17 days
December '12 - 16 units turned	99.59%	2.45%	81.48%	98.36%	9+8 = 17 days
January '13 - 17 units turned	98.71%	-	81.06%	99.62%	11+19 = 30 days
February '13 - 37 units turned	93.34%	-	83.14%	99.53%	11+10 = 21 days

(Exclude 13 units turned under renovation project)

(Exclude 52 units turned under renovation project)

(Exclude 77 units turned under renovation project)

(Exclude 38 units turned under renovation project)

**** The average collection loss for the entire CHA portfolio is 2.72%

^ total does not include private management data

Affordable Properties

Sites include: Grove Place, Oak Valley, Valley View, McAlpine Terrace, Seneca Woods, Glen Cove, Woodlawn	Occupancy Rate	Collection Loss (QTR)	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
Target	96%	2.00%	96%	96%	20 days
April '12 - 2 units turned	95.78%	-	78.18%	98.68%	6+32 = 38 days
May '12 - 2 units turned	95.78%	-	77.95%	98.80%	3+4 = 7 days
June '12 - 1 unit turned	96.00%	1.02%	61.79%	98.78%	7+3 = 10 days
July '12 - 7 units turned	96.89%	-	66.79%	99.19%	13+7 = 20 days
August '12 - 7 units turned	96.89%	-	55.73%	99.15%	14+1 = 15 days
September '12 - 10 units turned	97.53%	2.35%	58.78%	98.84%	11+10 = 21 days
October '12 - 6 units turned	98.41%	-	87.49%	98.61%	5+16 = 21 days
November '12 - 8 units turned	99.55%	-	87.14%	99.52%	12+2 = 14 days
December '12 - 8 units turned	99.31%	2.74%	92.68%	98.84%	8+19 = 27 days
January '13 - 7 units turned	98.56%	-	88.73%	98.70%	26+0 = 26 days
February '13 - 4 units turned	98.21%	-	89.85%	98.40%	5+22 = 27 days

**** The average collection loss for the entire CHA portfolio is 2.72%

Private Management Companies

<i>Sites include: First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity & McAden</i>	Assisted 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	96%	2.00%	96%	96%	20 days
April '12 - 25 units turned	98.46%	-	93.29%	97.38%	13+5 = 18 days
May '12 - 12 units turned	97.44%	-	92.32%	96.84%	15+8 = 23 days
June '12 - 8 units turned	98.88%	1.02%	93.92%	96.76%	15+7 = 22 days
July '12 - 14 units turned	98.40%	-	94.48%	96.16%	16+5 = 21 days
August '12 - 15 units turned	98.20%	-	92.08%	97.28%	13+17 = 30 days
September '12 - 16 units turned	99.15%	2.35%	92.96%	96.20%	12+12 = 24 days
October '12 - 17 units turned	98.46%	-	93.16%	96.12%	15+14 = 29 days
November '12 - 22 units turned	97.86%	-	92.84%	96.08%	9+8 = 17 days
December '12 - 6 units turned	98.26%	2.74%	87.72%	93.28%	12+20 = 32 days
January '13 - 13 units turned	99.17%	-	91.68%	97.40%	12+14 = 26 days
February '13 - 10 units turned	99.06%	-	95.92%	98.12%	7+15 = 22 days

**** The average collection loss for the entire CHA portfolio is 2.72%

FY 2012-2013 Private Management Companies								
Property	Overall Community Occupancy Rate	Section 8 & 9 Occupancy Rate	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turn Averages			# of Units
					Make Ready	Lease Up	Vacancy Turn Totals	
940 Brevard (40 Section 9 & 60 PBS8 units)	100%	100%	99%	99%	0	0	0	0
Arbor Glen 50 (25 Section 9 units)	98%	96%	93%	100%	7	7	14	2
Arbor Glen I (60 Section 9 units)	100%	100%	99%	99%	0	0	0	0
Arbor Glen II (40 Section 9 units)	99%	98%	97%	100%	0	0	0	0
Arbor Glen III (12 Section 9 units)	100%	100%	100%	100%	0	0	0	0
Ashley Square (22 Section 9 units & 14 PBS8 units)	97%	100%	82%	92%	0	0	0	0
Fairmarket Square (16 Section 9 units)	100%	100%	100%	100%	0	0	0	0
First Ward (132 Section 9 units)	96%	100%	98%	98%	0	0	0	0
Hampton Crete (60 section 9 units)	93%	98%	90%	99%	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units) - 1 vacant	93%	93%	100%	100%	0	0	0	0
McCreesh Place (63 Section 9 & 27 PBS8 units)	97%	97%	89%	97%	6	14	20	5
**McMullen Woods - (No Assisted Units)	96%	100%	100%	100%	0	0	0	0
Mill Pond (51 PBS8)	92%	100%	90%	100%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	100%	100%	89%	96%	0	0	0	0
Moore Place (34 section 9 and 51 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Nia Point (29 Section 9 units)	99%	100%	97%	98%	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	100%	100%	100%	100%	10	6	16	1
Prosperity Creek (72 Section 9 & 84 PBS8 units)	100%	100%	92%	92%	14	15	29	1
Rivermere (20 Section 9 units)	99%	100%	100%	100%	0	0	0	0
Seigle Point (102 Section 9 & 18 PBS8 units)	96%	98%	100%	100%	31	47	78	1
South Oak (20 Section 9 units)	99%	100%	100%	100%	0	0	0	0
SpringCroft at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Springfield Gardens (22 Section 9 units)	97%	100%	100%	100%	0	0	0	0
Steele Creek (60 section 9 & 60 PBS8 units)	100%	100%	95%	95%	0	0	0	0
Stonehaven East (24 Section 9 units)	95%	97%	88%	88%	0	0	0	0
	97.82%	99.06%	95.92%	98.12%	7	15	22	10

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

***CONSENT
AGENDA
ACTION
ITEMS***

7.A Boulevard Homes HOPE VI – Renaissance Community Center: Project Approval and Investment
Authorize Transaction – Administrative Action

Action:

- A. Approve a Resolution to Authorize an Investment of up to \$2,500,000 in Boulevard Homes HOPE VI Funds for the Renaissance Community Center Project.**

- B. Approve a Resolution to Authorize Staff to Negotiate and Execute Documents Necessary for the Financing, Development, Operation, and Leasing for the Renaissance Community Center.**

Staff Resource: Janelle Brown

Strategic Business: Real Estate

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

Background/Policy Framework:

CHA applied for and received FY 2009 HOPE VI grant funding to revitalize the Boulevard Homes public housing development. The CHA Board of Commissioners approved the \$41.9M (\$20.9M in HOPE VI funds, \$12M in city funds and \$9M in MTW funds) capital project budget for the Boulevard Homes HOPE VI grant in March 2011.

The site will be redeveloped into an educational village which will include the following components: a new senior and family housing, a child development center, a state-of-the-art community center and a new k-8 charter school. This request relates to the community center component/phase.

Explanation:

As part of the Boulevard Homes HOPE VI revitalization plan, CHA is partnering with Laurel Street Residential (LSR) for the development of the Renaissance Community Center. The facility will be managed by a private property management firm and owned by CHA. The community center will include a state of the art technology lab, multi-purpose room, the apartment leasing center, a fitness room, laundry facility, and office space for Renaissance West Community Initiative and CHA Case Management staff.

The total development cost for this phase is \$2,500,000. In addition, staff is requesting authorization to submit a development proposal and evidentiary materials to HUD for the transaction and authorization to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the project on behalf of the Authority. Staff will submit the

development proposal in April 2013; construction is expected to start on the facility in May 2013.

Committee Discussion:

This item was discussed at the March 7, 2013 Real Estate Development Committee Meeting and approved unanimously for the March 19, 2013 Board of Commissioners meeting consent agenda.

Community Input:

NA

Section 3/MWBE Consideration:

Staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements with the developer. As a component of the selection criteria, the developer committed to meet and exceed these goals.

Funding:

HOPE VI Grant

Attachment:

Resolution

RESOLUTION

AUTHORIZE AN INVESTMENT OF UP TO \$2,500,000 IN BOULEVARD HOMES HOPE VI FUNDS FOR THE RENAISSANCE COMMUNITY CENTER AND AUTHORIZE STAFF TO NEGOTIATE AND EXECUTE DOCUMENTS NECESSARY FOR THE FINANCING, DEVELOPMENT, OPERATIONS AND LEASING FOR THE RENAISSANCE COMMUNITY CENTER.

WHEREAS, the Housing Authority of the City of Charlotte, N.C. (the “Authority”) seeks to encourage the provision of housing for low income persons; and in connection therewith intends to assist in the development of the Boulevard Phase II and Phase III (the “Projects”), which are two phases of the Authority’s Boulevard Homes HOPE VI revitalization project; and

WHEREAS, some units in the Projects will be operated and maintained as qualified low-income units under Section 42 of the Internal Revenue Code of 1986, as amended (“Section 42”) and in accordance with the requirements of the North Carolina Housing Finance Agency (“NCHFA”);

WHEREAS, in order to satisfy the requirements of Section 42 and NCHFA, certain amenities must be provided to residents of the Projects;

WHEREAS, the Authority will develop and own a community center (“the Community Center”) at The Renaissance;

WHEREAS, the Community Center will house the amenities for residents of the Projects as required by Section 42 and NCHFA and lease the space for the amenities within the Community Center to Owners of the Projects,

WHEREAS, the Community Center will also provide other amenities and facilities for all residents of The Renaissance, employees, representatives and guests of the educational components to be developed at The Renaissance, as well as residents in the neighboring Little Rock Apartments, and the general public;

WHEREAS, the Community Center will be managed by a private property management firm selected by CHA;

WHEREAS, the Authority proposes to use HOPE VI funds in the amount up to \$2,500,000 to develop the Community Center;

WHEREAS, Laurel Street Residential, LLC, the developer selected for the Boulevard Home HOPE VI revitalization, will oversee the construction of the Community Center on behalf of CHA;

WHEREAS, the Authority will submit a development proposal and evidentiaries to HUD, and enter into agreements and other documents for the financing, development, operations and leasing of the Community Center (collectively, the “Transaction”); and

WHEREAS, all documents executed or to be executed in connection with the Transaction are referred to collectively herein as the "Transaction Documents".

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

The financing to be provided by the Authority as described above ("Authority Financing"), are in all respects authorized and approved, and that all reasonable actions, in good faith, by the Authority to consummate the Authority Financing are hereby confirmed and approved as being in the best interest of the Authority;

The Authority is hereby authorized, empowered, and directed to submit the development proposal and evidentiary materials to HUD for the Transaction;

The Chief Executive Officer of the Authority is authorized to execute and deliver any Transaction Documents and other documents or instruments as may reasonably be required on behalf of the Authority;

The Chief Executive Officer is hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps he deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions in the name of and on behalf of the Authority;

The Chief Executive Officer is hereby authorized to execute and deliver all documents or instruments as may reasonably be required to facilitate the Transaction;

All actions taken to effectuate the foregoing resolutions by the Chief Executive Officer on behalf of the Authority shall be valid and binding obligations of the Authority;

All actions taken by the Authority and the Chief Executive Officer on behalf of the Authority, in connection with the Transaction prior to the date hereof, are ratified and confirmed.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr. the duly appointed Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this Resolution was properly adopted at a regular meeting held March 19, 2013.

(SEAL)

BY: _____
A. Fulton Meachem, Jr.
Secretary

7.B Budget Amendment: Field Operations Program Budget

Action: Approve a Resolution to amend the Field Operations Program Budget for portable revenue/expenditures for the Fiscal Year Ending March 31, 2013. (Last amended by Resolution 2089)

Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Housing Choice Voucher Program has experienced an increase in the number of participants that port into the Charlotte area and to the Authority.

Explanation:

This budget amendment is necessary to increase portable revenue and expenditures in the Housing Choice Voucher program. Persons porting into Charlotte has increased throughout the fiscal year and in February 2013 portables totaled 1,226. Staff now estimates that portable costs will total \$8,700,000 by year end. Therefore staff would like to increase portable revenue and expenditures to \$8,700,000 which is an increase of \$1,602,377

In Exhibit A shows an increase in MTW Funds of \$1,602,377 and the corresponding expenditure is shown in Operating Costs in the amount of \$1,602,377 for the Housing choice voucher Program.

Committee Discussion:

This item was discussed at the March 7, 2013 Finance and Audit Committee Meeting and approved unanimously for the March 19, 2013 Board of Commissioners meeting consent agenda.

Funding:

Portable revenue

Attachments:

Resolution

Exhibit A to Resolution

RESOLUTION
TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR THE
PORTABLE REVENUE/EXPENDITURES FOR THE FISCAL YEAR ENDING
MARCH 31, 2013. (LAST AMENDED BY RESOLUTION NO. 2089)

WHEREAS, Exhibit A shows an increase in MTW Funds of \$1,602,377 and the corresponding expenditure is shown in Operating Costs in the amount of \$1,602,377 for the Housing Choice Voucher Program.

WHEREAS, all regulatory and statutory requirements have been met;

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

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to amend Field Operation Program budget for fiscal year ending March 31, 2013; attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that the 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 CHA Authorized Signer 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 or his/her designee may transfer between sub-functions and objects of expenditure within a function.
2. The CEO or his/her designee may transfer amounts not to exceed \$100,000 between functions.
3. The CEO or his/her designee may not transfer any amounts between programs or increase the total amount of a program.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr., 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 March 19, 2013.

BY: _____
A. Fulton Meachem, Jr.
Secretary

Exhibit A

REVENUE:	April 2012 - March 2013 FIELD OPERATION	REVISION	April 2012 - March 2013 FIELD OPERATION
MTW Funds	56,721,288	1,602,377	58,323,665
Tenant Rents	8,284,777		8,284,777
Other Income	1,969,584		1,969,584
Public Housing Fees	859,938		859,938
Section 8 Income	3,047,434		3,047,434
Capital Fund Fees	367,382		367,382
Other Governmental Grants	238,406		238,406
Non Dwelling Rents and Other Revenue (Carol Hoefener)	416,650		416,650
Total Revenue	71,905,459	1,602,377	73,507,836
Other Sources			
Fund Balance Appropriated-Horizon Development	797,490		797,490
Fund Balance Appropriated-Section 8	39,061		39,061
Fund Balance Appropriated-AMP	1,848,210		1,848,210
Fund Balance Appropriated-Hoefener	63,800		63,800
Operating Transfer In -MTW	3,232,583		3,232,583
Total Other Sources	5,981,144	-	5,981,144
TOTAL REVENUE AND OTHER SOURCES:	77,886,603	1,602,377	79,488,980
EXPENDITURES:			
Salaries/Benefits	8,593,299		8,593,299
Operating Costs	64,847,259	1,602,377	66,449,636
Utilities	3,973,545		3,973,545
Capitalized Items	472,500		472,500
TOTAL EXPENDITURES:	77,886,603		77,886,603

7.C Budget Adoption: 2013-2014 Annual Program Budgets

Action: Approve a Resolution which adopts the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for the Fiscal Year Ending March 31, 2014.

Staff Resource: Heather Franklin

Strategic Business: Finance Administration

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

Background/Policy Framework:

The Authority's Board of Commissioners, acting through its delegated officers, has the primary responsibility for ensuring that the Public Housing Authority (PHA) is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the PHA Operating Budgets. Each year before March 31, staff brings the annual operating budgets for the Charlotte Housing Authority to the Board for approval.

Explanation:

These resolutions are the formal resolutions related to the Board adopting the FY2013-2014 Annual Program Budget to include the budgets for Administration, Field Operations and Real Estate.

The Board in Exhibit A is adopting the program budget for Administration. The Board in Exhibit B is adopting the program budget for Field Operations. The board in Exhibit C is adopting the program budget for Real Estate. The Board was given the opportunity to review the individual asset management projects (AMP's) per HUD regulations, but the Board is being asked, for ease of administration of North Carolina State law, to adopt the budget in its total for the AMP's as the budgetary compliance level as a part of the Field Operations budget.

Committee Discussion:

This item was discussed at the March 7, 2013 Finance and Audit Committee Meeting and approved unanimously for the March 19, 2013 Board of Commissioners meeting consent agenda.

Funding:

ACC No. A-4156

Attachments:

Resolution

Exhibit A for Resolution

Exhibit B for Resolution & Exhibit C for Resolution

RESOLUTION
WHICH ADOPTS THE ADMINISTRATION PROGRAM BUDGET,
THE FIELD OPERATIONS PROGRAM BUDGET AND THE REAL ESTATE
PROGRAM BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2014

WHEREAS, in Exhibits A, B and C the Chief Executive Officer has submitted the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for fiscal year ending March 31, 2014;

WHEREAS, the Board of Commissioners is reviewing and approving the components of the Asset Management Project Budget as a part of the Field Operations Program Budget;

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 adopt the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for fiscal year ending March 31, 2014; attached hereto as Exhibits A, B and C.

THEREFORE, BE IT ALSO RESOLVED that the CEO may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized Signer must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$100,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr., 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 March 19, 2013.

BY: _____
A. Fulton Meachem, Jr.
Secretary

Exhibit A

REVENUE:	April 2013 - March 2014 ADMINISTRATION
Section 8 Fees	1,309,110
Public Housing Fees	495,595
MTW Funds	1,441,547
Other Revenue	1,179,792
Capital Fund Fees	330,644
Maintenance Operations	382,498
Horizon Fees	916,575
TOTAL REVENUE	6,055,761
Other Sources	
Fund Balance Appropriated-COCC	400,000
Fund Balance Appropriated-LSP	537,655
Total Other Sources	937,655
TOTAL REVENUE AND OTHER SOURCES:	6,993,416
EXPENDITURES:	
Salaries/Benefits	3,998,941
Operating Costs	2,662,994
Utilities	131,481
Capital Outlay	200,000
TOTAL EXPENDITURES:	6,993,416

Exhibit B

REVENUE:	April 2013 - March 2014 FIELD OPERATION
MTW Funds	67,181,995
Tenant Rents	3,225,395
Other Income	2,335,755
Public Housing Fees	792,683
Section 8 Income	1,855,666
Capital Fund Fees	330,644
Non Dwelling Rents and Other Revenue (Carol Hoefener)	432,275
TOTAL REVENUE:	76,154,413
EXPENDITURES:	
Salaries/Benefits	8,154,746
Operating Costs	64,800,979
Utilities	3,073,688
Capitalized Items	125,000
TOTAL EXPENDITURES:	76,154,413

Exhibit C

REVENUE:	April 2013 - March 2014 REAL ESTATE
MTW Funds	13,987,907
Developer Fee Earned	1,702,229
Other Revenue	2,054,138
TOTAL REVENUE:	17,744,274
EXPENDITURES:	
Salaries/Benefits	1,646,657
Operating Costs	772,055
Total Operating Expenditures	2,418,712
Other Uses	
Operating Transfers Out - Capital Projects	15,325,562
Total Other Uses	15,325,562
TOTAL EXPENDITURES and OTHER USES	17,744,274

7.D Approve Procurement Contract – Pest Control Services

Action: Authorize CEO to Negotiate and Award Multiple Pest Control Service Contracts for an Amount Not to Exceed \$680,000 for Up To Five (5) Years, Includes 10% Increase for Option Year 4 and 5.

Staff Resource: Steve Lamphere /Shannon Bodnar

Strategic Business: Finance and Administration/Property Management

Strategic Goal: Provide Highest Quality Real Estate Management Services

Background/Policy Framework:

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

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional Service contracts, consultants, architects and engineers.

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

Explanation:

Solicitations for Pest Control Services were advertised in the Charlotte Observer on January 13, 2013. Seven firms submitted proposals which were due February 11, 2013. One proposal was deemed non-responsive. The Request for Proposal (RFP) solicitation process allows for awards to be made based upon price and other criteria. Selection criteria consisted of the following: a) company/organization structure, b) past performance of comparable work, c) management approach, and d) cost.

After a thorough evaluation of the proposals by the Property Management Department, three firms were selected for pest control treatment contract awards. The pest control services include quarterly pest control treatments as well as need-based treatments for general pest such as roaches, ants, and mice. The recommendation for award is:

Vendor	# of Sites	# of Units	Annual Cost
Noosa	7	275	\$5,592

Gregory Pest Control	12	630	\$15,168
Pest Control Authority	11	1678	\$40,788
Total	30	2583	\$61,548

In addition, two firms were selected for Bed Bug inspection contract awards. The preventative bed bug inspections will be completed quarterly at high-risk facilities, while the remaining sites are inspected semi-annually. The recommendation for award is:

Vendor	# of Sites	# of Units	Annual Cost
Pest Control Authority	12	1746	\$45,180
Clegg's	17	836	\$21,098
Total	29	2582	\$66,278

Based upon past experience, the CHA has decided to award the various properties to more than one contractor minimizing the risk of non-performance. Pest Control Services will begin April 1, 2013 and continue until the end of the fiscal year March 31, 2016. All awards will be three (3) year Performance-Based Contracts and there will be an option to extend the contract for two (2) one (1) year additional periods.

Committee Discussion:

This item was discussed at the March 7, 2013 Client Relations Committee meeting. The Board moved to place the item on the consent agenda for the March 19, 2013 meeting.

Section 3 MWBD Consideration:

Scoring for the recommended vendor's participation in MWBE and Section 3 is included below. Although each vendor's approach to meeting this goal is different, many included advertising and posting of job opportunities at the site and/or with our section 3 coordinator and/or a training program for residents.

Vendor	Section 3	MWBE
Noosa Pest Management	2	0
Gregory Pest Control	1	0
Pest Control Authority	2	1
Clegg's Pest Control	0	0

Funding:

Field Operations Budgets

Attachments:

Resolution

Exhibit A: Pest Control Services Award matrix

Exhibit B: Bed Bug Inspection Award matrix

RESOLUTION

Authorize CEO to Negotiate and Award Multiple Pest Control Service Contracts for an Amount Not to Exceed \$680,000 for Up To Five (5) Years, Includes 10% Increase for Option Year 4 and 5.

WHEREAS, solicitations for Pest Control Services were advertised in the Charlotte Observer on January 13, 2013. A total of seven firms submitted proposals which were due February 11, 2013 and one proposal was deemed non-responsive;

WHEREAS, after a thorough evaluation of the proposals by the Property Management Department, three firms were selected for pest control treatment contract awards. The pest control services include quarterly pest control treatments as well as need based treatments for general pest such as roaches, ants, and mice. The recommendation for award is:

Vendor	# of Sites	# of Units	Annual Cost
Noosa	7	275	\$5,592
Gregory Pest Control	12	630	\$15,168
Pest Control Authority	11	1678	\$40,788
Total	30	2583	\$61,548

WHEREAS, two firms were selected for Bed Bug Inspection contract awards. The preventative bed bug inspections will be completed quarterly at high risk facilities, while the remaining sites are inspected semi-annually. The recommendation for award is:

Vendor	# of Sites	# of Units	Annual Cost
Pest Control Authority	12	1746	\$45,180
Clegg's	17	836	\$21,098
Total	29	2582	\$66,278

WHEREAS, based upon past experience, the CHA has decided to award the various properties to more than one contractor minimizing the risk of nonperformance. Pest Control Services will begin April 1, 2013 and continue until the end of the fiscal year March 31, 2016. All awards will be three (3) year Performance-Based Contracts and there will be an option to extend the contract for two (2) one (1) year additional periods;

WHEREAS, all regulatory and statutory requirements have been met and the Budget indicates a source of funds adequate to cover all proposed expenditures;

WHEREAS, Pest Control Services will begin April 1, 2013 and continue until the end of the fiscal year March 31, 2016. All awards will be three (3) year Performance-Based Contracts and there will be an option to extend the contract for two (2) one (1) year additional periods; and

WHEREAS, Exhibit A shows the Pest Control Services Award matrix and Exhibit B shows the recommended vendors for Bed Bug Inspections for 2013-2014.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this resolution to authorize the CEO to negotiate and award multiple pest control service contracts for twenty-nine (29) properties currently managed CHA.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr., 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 March 19, 2013.

BY: _____
A. Fulton Meachem, Jr.
Secretary

Exhibit A:

Pest Control 2013-14 recommended awards				
	Units	Noosa	Gregory	PCA
Southside Home	381			\$10,392.00
Leafcrest	48	\$864.00		
Cedar Knoll	49	\$882.00		
Mallard Ridge	35	\$630.00		
Meadow Oaks	32		\$768.00	
Wallace Woods	48		\$1,152.00	
Gladedale	49		\$1,176.00	
Tarleton Hills	49		\$504.00	
Tall Oaks	50		\$1,920.00	
Savanna Woods	49		\$1,176.00	
Edwin Towers	175			\$3,840.00
Strawn Apt	170			\$3,996.00
Strawn Cottages	121			\$3,000.00
Charlottetown Terrace	161			\$3,960.00
Dillehay Courts	136		\$3,264.00	
Oak Valley	50		\$1,200.00	
Valley View	50		\$1,200.00	
Grove Place	36		\$840.00	
Parktown Terrace	163			\$3,624.00
McAlpine Terrace	113			\$2,712.00
Glen Cove	50			\$1,236.00
Woodlawn House	104			\$2,568.00
Seneca Woods	49			\$1,260.00
Autumn Place	68	\$1,224.00		
Carole Hoefener	1	\$660.00		
Hall House	191			\$4,200.00
Sunridge	44	\$792.00		
Robinsdale	30	\$540.00		
Claremont	49		\$1,200.00	
Victoria Square	32		\$768.00	
Total	2583	\$5,592.00	\$15,168.00	\$40,788.00

Vendor	# of Sites	# of Units	Cost
Noosa	7	275	\$5,592.00
Gregory Pest Control	12	630	\$15,168.00
Pest Control Authority	11	1678	\$40,788.00
	30	2583	\$61,548.00

Exhibit B:

Recommended Vedors for Bed Bug Inspections 2013-14

Sites	Units	PCA	Clegg's
Southside Home	381	\$7,018.00	
Leafcrest	48		\$1,208.00
Cedar Knoll	49		\$1,236.00
Mallard Ridge	35		\$872.00
Meadow Oaks	32		\$804.00
Wallace Woods	48		\$1,198.00
Gladedale	49		\$1,214.00
Tarlton Hills	49		\$1,222.00
Tall Oaks	50		\$1,252.00
Savanna Woods	49		\$1,216.00
Edwin Towers	175	\$5,036.00	
Strawn Apt	170	\$4,760.00	
Strawn Cottages	121	\$3,388.00	
Charlottetown Terrace	161	\$4,508.00	
Dillehay Courts	136		\$3,642.00
Oak Valley	50		\$1,238.00
Valley View	50		\$1,240.00
Grove Place	36		\$888.00
Parktown Terrace	163	\$4,564.00	
McAlpine Terrace	113	\$3,172.00	
Glen Cove	50	\$980.00	
Woodlawn House	104	\$3,200.00	
Seneca Woods	49	\$990.00	
Autumn Place	68	\$1,928.00	
Hall House	191	\$5,636.00	
Sunridge	44		\$1,108.00
Robinsdale	30		\$764.00
Claremont	49		\$1,202.00
Victoria Square	32		\$794.00
Total	2582	\$45,180.00	\$21,098.00

Vendor	# of Sites	# of Units	Cost
Clegg's Pest Control	17	836	\$21,098.00
Pest Control Authority	12	1746	\$45,180.00
	29	2582	\$66,278.00

7.E Approve Procurement Contract – TAG Associates, Inc.

Action: A. To Authorize CHA Signatory to Negotiate and Award a Contract to TAG Associates to Conduct an Organizational Review and Compensation Study for the CHA in an Amount Not to Exceed \$140,000 (including contingency).

Staff Resource: Charlene Wall/Steve Lamphere

Strategic Business: Finance and Administration

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

Background/Policy Framework

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

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional Service contracts, consultants, architects and engineers.

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

Explanation:

A Request for Proposal (RFP) for Organizational Review and Compensation Study was published on January 10, 2013 and advertised broadly. Our last compensation review was conducted in the 2008/2009 fiscal year. It has been our practice to conduct this study every three to four years to ensure we remain competitive within the job market on our rate ranges and that our job descriptions accurately reflect the main duties required within our job positions. We last conducted an external organizational review in 2002, and due to the many management/organizational changes we have experienced since then, thought this would be a good opportunity to combine the two tasks to ensure we moved forward in the best manner possible organizationally, and with a competitive compensation system. We asked that the firms:

- Perform a full audit of the positions in our departments and the structure of and technology within the departments, to determine optimal organizational structure and best technology practices. We also asked that they review the processes, programs and procedures in place within the departments and make recommendations for any improvements which might be made in these areas.
- Review the current job classification descriptions and compensation system, determine whether there is a need for a new compensation system and, if so, provide a system which will ensure internal equity and external competitiveness. This will include performing a wage and salary analysis, to ensure we remain competitive within our market. We also asked that the firms provide a description and costs for future support of the compensation system recommended.

On February 11, 2013, five (5) proposals were received. The following firms responded to the solicitation, and they are as follows:

- 1.) Gilmore Kean, LLC
- 2.) Human Capital Initiatives
- 3.) MGT of America
- 4.) Patterson & Associates
- 5.) TAG Associates, Inc.

A panel of three (3) CHA employees evaluated the responses. The proposals were evaluated based on six (6) criteria:

- 1.) Firm qualifications and experience
- 2.) Project Approach
- 3.) Compensation Structure (Cost)
- 4.) Future Support (Approach/Cost)
- 5.) Section 3 Compliance
- 6.) M/WBE Participation

After all proposals were evaluated, TAG Associates, Inc was the top ranked firm, with a proposed price of \$132,638. Staff is requesting authority for the CEO to negotiate and award a contract to TAG Associates for a price not to exceed \$140,000, which includes a 5% contingency. If for any reason a contract cannot be executed with TAG Associates, CHA will negotiate with the next highest ranked firm.

Committee Discussion:

This item was discussed at the March 7, 2013 Finance and Audit Committee Meeting and approved unanimously for the March 19, 2013 regular Board of Commissioners meeting consent agenda.

Section 3 MWBD Consideration:

Firm will contract 26% of the award to an MWBE firm.

Funding:
Fund Balance Appropriated

Attachment:
Resolution

**RESOLUTION
TO AUTHORIZE CONTRACT WITH TAG ASSOCIATES INC. TO
CONDUCT AN ORGANIZATIONAL REVIEW AND COMPENSATION STUDY**

WHEREAS, the CHA has conducted an RFP process to hire a consultant to conduct an organizational review and compensation study, and

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

WHEREAS, TAG Associates Inc. has been selected from among those companies responding to the RFP, and

WHEREAS, the amount quoted by TAG Associates falls within the budget amount allocated for this project,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to enter into contract with TAG Associates Inc. to conduct the CHA Organizational Review and Compensation Study at the quoted amount of \$132,638.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr., 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 March 19, 2013.

BY: _____

A. Fulton Meachem, Jr.
Secretary

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

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

*Edwin Tower
201 W. 10th Street
Charlotte, NC 28203*

March 19, 2013

Directly After CHA Board Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Review and Approval of the Agenda
2. Consideration to Approve the Minutes for:
 - Regular HDP, Inc. Board meeting held on ***February 19, 2013(p. 43)***
3. **Consent Agenda Action Item: (p.44-49)**
 - A. Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget
 - B. Budget Adoption: Horizon Development Properties, Inc.

**MINUTES OF THE HORIZON DEVELOPMENT PROPERTIES, INC
BOARD OF DIRECTORS MEETING HELD ON
TUESDAY, FEBRUARY 19, 2013**

Regular Meeting:

Review and Approval of the Agenda:

Chairperson Sumter requested for any changes/additions to the agenda.

ACTION:

Motion was made to approve the agenda as submitted by: Vice-Chairperson Gordon
Motion was seconded by: Commissioner Scurry
Outcome: Passed unanimously

Consideration to Approve the Minutes for:

Regular HDP, Inc board meeting held on *January 15, 2013*

ACTION:

Motion was made to approve as submitted by: Vice-Chairman Gordon
Motion was seconded by: Commissioner Simpson
Outcome: Passed unanimously

Consent Agenda Action Items:

- A. Horizon Development Properties, Inc. Collection Loss Report for the Quarter Ended 12/31/12
Approve the write-off of \$23,059.58 in accounts receivable due to collection losses for tenants vacated through 09/30/12
- B. Mill Pond Charlotte, LLC Collection Loss Report for the Quarter ended 12/31/12
Approve the write-off of \$9,493.88 in accounts receivable due to collection losses for tenants vacated through 09/30/12

ACTION:

Motion was made to approve by: Vice-Chairperson Gordon
Motion was seconded by: Commissioner Simpson
Outcome: Passed unanimously

Motion was made by Vice-Chairperson Gordon for adjournment of the HDP, Inc. meeting and adjourn the CHA regular Board of Commissioners meeting for the purpose of going into executive session, motion was seconded by: Commissioner Crown; outcome: passed unanimously.

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

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

Action: Approve an amendment to the Field Operations Program Budget for portable revenue/expenditures for the Fiscal Year Ending March 31, 2013. (Last amended by Resolution 2089)

Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Housing Choice Voucher Program has experienced an increase in the number of participants that port into the Charlotte area and to the Authority.

Explanation:

This budget amendment is necessary to increase portable revenue and expenditures in the Housing Choice Voucher program. Persons porting into Charlotte have increased throughout the fiscal year and in February 2013 portables totaled 1,226. Staff now estimates that portable costs will total \$8,700,000 by year end. Therefore staff would like to increase portable revenue and expenditures to \$8,700,000 which is an increase of \$1,602,377

In Exhibit A shows an increase in MTW Funds of \$1,602,377 and the corresponding expenditure is shown in Operating Costs in the amount of \$1,602,377 for the Housing choice voucher Program

Also, as a part of this amendment, the 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 CHA Authorized signer must report any such transfers at the regular 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 or his/her designee may transfer between sub-functions and objects of expenditure within a function.
2. The CEO or his/her designee may transfer amounts not to exceed \$50,000 between functions.
3. The CEO or his/her designee may not transfer amounts between programs or increase the total amount of a program.

Committee Discussion:

This item was discussed at the March 7, 2013 Finance and Audit Committee Meeting and approved unanimously for the March 19, 2013 Horizon Development Properties, Inc. Board of Commissioners meeting consent agenda.

Funding:
Portable revenue

Attachment:
Exhibit A

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held March 19, 2013.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2012 - March 2013 FIELD OPERATION	REVISION	April 2012 - March 2013 FIELD OPERATION
MTW Funds	56,721,288	1,602,377	58,323,665
Tenant Rents	8,284,777		8,284,777
Other Income	1,969,584		1,969,584
Public Housing Fees	859,938		859,938
Section 8 Income	3,047,434		3,047,434
Capital Fund Fees	367,382		367,382
Other Governmental Grants	238,406		238,406
Non Dwelling Rents and Other Revenue (Carol Hoefener)	416,650		416,650
Total Revenue	71,905,459	1,602,377	73,507,836
Other Sources			
Fund Balance Appropriated-Horizon Development	797,490		797,490
Fund Balance Appropriated-Section 8	39,061		39,061
Fund Balance Appropriated-AMP	1,848,210		1,848,210
Fund Balance Appropriated-Hoefener	63,800		63,800
Operating Transfer In -MTW	3,232,583		3,232,583
Total Other Sources	5,981,144	-	5,981,144
TOTAL REVENUE AND OTHER SOURCES:	77,886,603	1,602,377	79,488,980
EXPENDITURES:			
Salaries/Benefits	8,593,299		8,593,299
Operating Costs	64,847,259	1,602,377	66,449,636
Utilities	3,973,545		3,973,545
Capitalized Items	472,500		472,500
TOTAL EXPENDITURES:	77,886,603		77,886,603

3.B Budget Adoption: Horizon Development Properties, Inc.

Action: Adopt the Horizon Development Properties Program Budget for the Fiscal Year Ending March 31, 2014.

Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Board of Horizon Development Properties Inc, acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Operating Budgets. Each year staff brings the annual budget to the Horizon Development Properties, Inc. Board.

Explanation:

This Board agenda item is the formal resolution related to the Board adopting the FY2013-2014 Horizon Development Properties Program budget as shown in Exhibit A. Approval of this budget is requested pursuant to state statutes.

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

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

Committee Discussion:

This item was discussed at the March 7, 2013 Finance and Audit Committee Meeting and approved unanimously for the March 19, 2013 Horizon Development Properties, Inc. Board of Commissioners meeting consent agenda.

Funding:

Horizon Development Properties, Inc.

Attachment:

Horizon Development Properties, Inc. Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc. Budget do hereby certify that the above item was properly adopted at a regular meeting held March 19, 2013.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2013 - March 2014 HORIZON DEVELOPMENT PROPERTIES
Tenant Rents	4,838,723
Other Income	501,614
TOTAL REVENUE:	5,340,343
EXPENDITURES:	
Salaries/Benefits	1,302,152
Operating Costs	3,269,679
Utilities	666,799
Capitalized Items	101,713
TOTAL EXPENDITURES:	5,340,343

C.O.R.E.
PROGRAMS, INC.

C.O.R.E. Programs, Inc
Board of Directors
AGENDA

Edwin Tower
201 W. 10th Street
Charlotte, NC 28203

March 19, 2013

Directly After Horizon Development Properties, Inc. – Meeting Convenes:

Regular Meeting Agenda:

1. Review and Approval of the Agenda
2. Consideration to Approve the Minutes for:
 - Meeting held on *May 15, 2012 (p.52)*
3. **Business Agenda Item:** *(p.53-55)*
 - A. Budget Adoption: C.O.R.E. Programs, Inc. Budget

**MINUTES OF C.O.R.E. PROGRAMS, INC. BOARD OF DIRECTORS
MEETING HELD ON MAY 15, 2012**

Regular Meeting:

Additions to the Agenda:

None

ACTION:

Agenda was approved as submitted by:	Commissioner Sumter
Motion was seconded by:	Commissioner Gordon
Outcome:	Passed unanimously

Consideration to Approve the Minutes for:

- Meeting held on **March 20, 2012**

ACTION:

Motion to approve minutes as submitted by:	Commissioner Sumter
Motion was seconded by:	Commissioner Gordon
Outcome:	Passed unanimously

Business Agenda Action Item:

3.A Budget Amendment: C.O.R.E. Programs, Inc.

Amend the C.O.R.E. Programs, Inc. Budget to re-appropriate funds for the FY ending March 31, 2013.

ACTION:

Motion to approve action item as submitted by:	Commissioner Sumter
Motion was seconded by:	no response
Outcome:	Passed unanimously

Vice-Chairman Jones motioned that we adjourn the regular meeting of C.O.R.E. Programs, Inc. Board of Directors and reconvene the regular meeting of the Charlotte Housing Authority; Motion was seconded by: Commissioner Gordon; Outcome: passed unanimously.

Minutes respectfully prepared by:

**Barbara G. Porter
Executive Assistant to the CEO**

3.A Budget Adoption: C.O.R.E. Programs, Inc. Budget

**Action: Adopt the C.O.R.E. Programs, Inc. Budget for the Fiscal Year
Ending March 31, 2014.**

Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Board of C.O.R.E. Programs, Inc, (CORE) acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Operating Budgets. Each year staff brings the annual budget to the Board for CORE.

Explanation:

This Board agenda item is the formal resolution related to the Board adopting the FY2013-2014 CORE Programs, Inc. budget as shown in Exhibit A. Approval of this budget is requested pursuant to state statutes.

Also as a part of this budget adoption the 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 CHA Authorized Signer must report any such transfers at the regular meeting of the board at which the budget to actual results is discussed and transfers between functions must be entered in the minutes of that meeting.

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

Committee Discussion:

This item was discussed at the March 7, 2013 Finance and Audit Committee Meeting and approved unanimously for the March 19, 2013 C.O.R.E. Programs, Inc. Board of Commissioners meeting consent agenda.

Funding:
C.O.R.E Programs, Inc.

Attachment:
C.O.R.E. Programs, Inc. Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the C.O.R.E. Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held March 19, 2013.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2013 - March 2014 CORE PROGRAMS, INC.
Other Revenue	259,976
TOTAL REVENUE:	259,976
EXPENDITURES:	
Operating Costs	259,976
Total Operating Expenditures	259,976
TOTAL EXPENDITURES	259,976