

**DEVELOPMENT VENTURES INCORPORATED**

**AGENDA, REPORT, FINANCIALS, MINUTES**

**FOR**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**MARCH 23, 2011**

**Thomas M. Niemann  
Chairman**

**Dallas J. Parks  
President**

DEVELOPMENT VENTURES INCORPORATED

MEMORANDUM

TO: Board of Directors

FROM: Thomas M. Niemann, Chairman

SUBJECT: Regular Meeting Held March 23, 2011

DATE: March 15, 2011

OFFICERS: Chairman – Thomas M. Niemann; President – Dallas J. Parks; Vice President – John S. Ramsey; Secretary – Dallas J. Parks; Assistant Secretary – Brenda B. Edwards

The regular meeting of the Board of Directors of Development Ventures Incorporated will be held after the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham, on Wednesday, March 23, 2011, at the Central Office of the Durham Housing Authority, located at 330 East Main Street, Durham, North Carolina.

AGENDA

	<u>Page(s)</u>
I. Call to Order	
II. Comments from the Public	
III. Additions to the Agenda	
IV. Deletions from the Agenda	
V. <u>Information Item</u>	
President's Report	1-2
Financial Report February 28, 2011 (to be sent under separate cover)	
VI. <u>Action Item</u>	
1. Minutes - Board of Directors Regular Meeting Held February 23, 2011	3-4

EXECUTIVE SESSION

## PRESIDENT'S REPORT

### **Strategic Result #4: Quality Affordable Housing/New H.O.P.E. (Housing Opportunities for People Everywhere)**

**Goal 1:** To increase the number of quality, safe, affordable multi-family units through rehabilitation efforts.

**Task:** Complete the necessary actions to renovate the Edgemont Elms 58-multi-family rental affordable housing development.

**Outcome:** Staff received parking lot evaluations for Edgemont Elms to determine the current condition of the lots and identify what type of services are needed to repair it. Staff also received the survey of various areas to better determine the existing site conditions. This evaluation was requested by the Architectural/Engineering firm.

Development and Operation staff revised the Relocation Plan for Edgemont Elms residents.

**Goal 2:** To increase the number of quality, safe, affordable units through new construction efforts.

**Task 1:** Complete the necessary actions to construct the proposed Goley Pointe 20-unit multi-family rental development.

**Outcome:** Staff submitted the North Carolina Housing Finance Agency Supportive Housing Development Program Grant. Staff received appraisals for parcels identified in Phase II of the proposed Goley Pointe development.

Staff began collecting and preparing documentation for the Goley Pointe Development Proposal.

**Task 2:** Complete the necessary actions to develop the HOPE VI Edgemont Homeownership Phase.

**Outcome:** Staff met with the City to discuss moving forward with the transaction and the information that is needed for the HUD Evidentiary closing binder.

Staff identified and negotiated with a contractor to replat the homeownership lots.

**Task 3:** Complete the necessary actions to redevelop the identified Choice Neighborhoods Initiative target area.

**Outcome:** Staff developed a Master Planner Request for Qualifications to develop a Transformation Plan for McDougald Terrace and the surrounding communities which include 147 on the North, Lincoln Apartments on the South, Bacon Street/Hearthside Units on the East and Alston Avenue on the West.

**Task 4:** Develop a tool to categorize the public and affordable housing developments into one of the following categories: modernize, demolish/redevelop, dispose of/replace elsewhere, or keep as-is.

**Outcome:** Staff developed evaluation and ranking criteria. Staff began populating the evaluation tool.

**Goal 3:** Decrease the number of unemployed and under-employed residents through employment and training efforts, and establish and/or utilize resident businesses.

**Task:** Identify the unemployed and under-employed residents to assist them with obtaining employment and the skills necessary to obtain employment.

**Outcome:** A Section 3 database was developed. Forty-two Section 3 Skill Assessment Surveys were mailed to the residents; 12 were returned. This information was forwarded to the Procurement and Resident Services staff.

MINUTES OF REGULAR MEETING  
DEVELOPMENT VENTURES INCORPORATED  
330 EAST MAIN STREET  
DURHAM, NORTH CAROLINA  
FEBRUARY 23, 2011

**AGENDA ITEM I**

Call to Order

The regular meeting was called to order by the Chairman, Thomas M. Niemann, at 10:00 p.m.

Present:

David J. Haley  
Barbara F. Lofton  
Gloria M. Nottingham  
George K. Quick  
John S. Ramsey  
Isaac A. Robinson

Absent:

None

Staff Present:

Dallas J. Parks  
Brenda Edwards

Also Present:

Eric Pristell, The Banks Law Firm

A quorum was present, and due notice had been published.

**AGENDA ITEM II**

Comments from the Public

There were none.

**AGENDA ITEM III**

Additions to the Agenda

There were none.

**AGENDA ITEM IV**

Deletions from the Agenda

There were none.

**AGENDA ITEM V**

Informational Items

**President's Report**

The report was contained in the board package.

**AGENDA ITEM VI**

Action Item

**ACTION 1** – Approval of Minutes – Board of Directors Annual Meeting Held January 26, 2011

On motion of John Ramsey, seconded by Isaac Robinson, the minutes of the annual meeting, held January 26, 2011, were approved as distributed.

There being no further business before the meeting, it was on motion duly made and seconded adjourned at 10:07 p.m.

\_\_\_\_\_  
Chairman

ATTEST:

(SEAL)

\_\_\_\_\_  
Secretary

# DURHAM HOUSING AUTHORITY



**AGENDA, REPORTS, FINANCIALS, MINUTES**

**AND**

**RESOLUTIONS**

**FOR**

**REGULAR MEETING  
BOARD OF COMMISSIONERS**

**MARCH 23, 2011**

**Thomas M. Niemann  
Chairman**

**Dallas J. Parks  
Chief Executive Officer**

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Thomas M. Niemann, Chairman

SUBJECT: Regular Meeting Held March 23, 2011

DATE: March 15, 2011

OFFICERS: Chairman – Thomas M. Niemann; Vice Chairman – David J. Haley;  
Secretary – Dallas J. Parks; Assistant Secretary – Brenda B. Edwards

The regular meeting of the Housing Authority of the City of Durham will be held at 5:30 p.m. on Wednesday, March 23, 2011, at the Central Office of the Durham Housing Authority, located at 330 East Main Street, Durham, North Carolina.

AGENDA

	<u>Page(s)</u>
I. Call to Order	
II. Comments from the Public	
III. Additions to the Agenda	
IV. Deletions from the Agenda	
V. <u>Information Items</u>	
Chief Executive Officer's Report	1-17
a. HUD Procurement Log	18
b. HCV Utilization & Spending Report	19-22
c. Financial Report – February 28, 2011 (to be sent under separate cover)	
d. Status Report – Durham Housing Conference	
VI. <u>Action Items</u>	
1. Minutes – Board of Commissioners Regular Meeting Held February 23, 2011	23-34

	<u>Page(s)</u>
2. Committee Reports	
a. Finance	35-36
b. Development	37
3. Board to Consider and Approve Resolution Authorizing the Write-off of Conventional Housing Collection Losses for the Period Ending January 31, 2011	38-42
4. Board to Consider and Approve Resolution Authorizing the Write-off of Affordable Housing Collection Losses for the Period Ending January 31, 2011	43-45
5. Board to Consider and Approve Budget Amendment 2011-006 Master Planner Consultant Expenses	46-48
6. Board to Consider and Approve Resolution Approving Selection of Lawn Care Contractors	49-53

EXECUTIVE SESSION

## CHIEF EXECUTIVE OFFICER'S REPORT

### ASSET MANAGEMENT

#### **Strategic Result #1: A Financially Viable Real Estate Company – “Today’s Resources/Tomorrow’s Investments”**

- Fraud/Security Manager collected \$5,605.85 in fraud recovery payments and \$4,561.57 in collection loss accounts.
- Fraud/Security Manager received nine fraud referrals/complaints and is currently conducting 75 pending inquiries and investigations.
- For the heating, ventilation and air conditioning, electrical upgrade and associated improvements at Scattered Sites and Hoover Road, conversion of the non-dwelling Scattered Sites community center from gas to electric is in progress, in order to obtain City inspection approval. Gas meters for each unit are to be removed.
- Installation of the exterior entry doors, screen doors, thresholds, weatherization kits, etc. for the Damar Court exterior siding, coverings, and miscellaneous renovations has started.
- Punch list inspection will be scheduled for the Cornwallis Road and Oxford Manor Crime Prevention Through Environmental Design (CPTED) improvements.
- The energy and water conservation audit of DHA’s 13 conventional public housing sites, per HUD requirements, has begun. This audit shall identify and analyze all of the energy and water conservation measures, and the payback period for these measures, that are pertinent to the type of buildings and equipment operated by DHA.

#### **Strategic Result #2: A High Performing Organization Fulfilling its Mission, Guided by Core Beliefs – Operational Excellence**

- Staff continued loading data into the ASE software.
- The 2010 MASS Certification was submitted to HUD.

## **AFFORDABLE HOUSING**

### **Strategic Result #1: A Financially Viable Real Estate Company – “Today’s Resources/Tomorrow’s Investments”**

- Edgemont Elms management executed no new leases for the month of February. Six applications are currently being processed for occupancy.
- Edgemont Elms management office received 12 telephone inquiries (telephone/walk-ins), and seven applications were distributed during the month of February.
- Preiss-Steele Place management executed five leases for the month of February. Currently, there are two applications being processed for occupancy.
- Preiss-Steele Place management office received nine inquiries, (telephone/walk-ins/on-line) during the month of February.

## **RESIDENT SERVICES**

### **Strategic Result #1: A Financially Viable Real Estate Company – “Today’s Resources/Tomorrow’s Investments”**

**Goal: To increase funding through developing and submitting grants to local, state, federal and foundation grants.**

**Task: Submit two grant applications.**

**Outcome:**

- A grant application was submitted to the Triangle Community Foundation, in the amount of \$15,000, to support the Youth Leadership Academy. Leadership will be taught using a debating program that will assist forming debate teams throughout the service area.
- A Community Development Block Grant (CDBG) application was submitted to the City of Durham’s Department of Community Development, in the amount of \$50,000, to provide continued support of the Teen Initiatives Program.

**Strategic Result # 3: Strong Community Partnerships – State, County, City, and Community Organizations.**

**Goal: To coordinate diverse self-sufficiency activities in the community and implement proposed activities to create a comprehensive program that helps residents become self-sufficient.**

Task: To conduct monthly meetings with collaborating agencies to coordinate programs and services to assist residents in becoming self-sufficient.

Outcome:

- The first quarter Program Coordinating Committee (PCC) meeting was held on February 16, 2011, in the DHA Second Floor training room. Thirty-one people were in attendance representing 12 community agencies. Members participated in four sub-committee breakout sessions to discuss and develop two program goals for 2011.
- Ninety residents attended a health fair held in the J. J. Henderson Housing Center Community on February 18, 2011. Twenty-two local service providers attended and provided resources available for the elderly/disabled.

**Goal: To improve the residents' quality of life and satisfaction by improving self-help initiatives that will allow residents to create a positive living environment.**

Task: To organize 13 public housing community Resident Councils and conduct monthly meetings.

Outcome:

- Resident Council Officer Leadership training was provided for all officers of DHA's public housing communities on February 14, 2011 and February 15, 2011. The training provided a thorough overview of Robert's Rules of Order and Financial Management. Thirty-four residents attended.

**Goal: To develop, coordinate and implement Safety and Crime Prevention Programs specific to each community's needs through partnerships, referrals, information gathering, and sharing.**

Task: Coordinate community specific crime awareness/prevention strategies and events through Resident Councils.

Outcome:

- Two hundred ninety-three residents of the Liberty Street, Oxford Manor, Hoover Road, McDougald Terrace, Forest Hill Heights, J. J. Henderson Housing Center, Morreene Road, Cornwallis Road, Hoover Road and Oxford Manor communities attended the "Communities and Police Working Together" workshop. Residents

discussed safety needs and concerns, recent and upcoming community events, and the benefits of Neighborhood Watch. Training was provided regarding identity theft, internet safety, and the importance of not relaying personal information to unreliable sources.

**Strategic Result # 4: Quality Affordable Housing/ NEW H.O.P.E. (Housing Opportunities for People Everywhere)**

**Goal: To provide housing education and supportive counseling to potential homeowners in preparation for homeownership.**

**Task:** To provide homeownership preparation courses and housing counseling services for residents who have expressed an interest in becoming homeowners.

**Outcome:**

- The Homeownership Coordinators assisted 52 clients (35% of the current counseling caseload of 148) with guidance on the homeownership process, budgeting, credit repair, and post-purchase counseling.
- Forty-eight (4-PH; 38-HCV; 6-other) participants attended the Homeownership Institute, which began on February 1, 2011. Participants will complete this 10-week series, covering topics such as: budgeting, credit repair, and the Role of the Realtor. Guest speakers included Matthew Neal of Self-Help Credit Union and Tiffany Richardson of Nicole James Realty.

**Task:** To locate mortgage loan information that will increase homeownership opportunities for residents, and assist program participants in the application and approval process for new homebuyers.

**Outcome:**

- One (1-PH/FSS) Homeownership program participant purchased her first home during the month of February. Financing was provided through Bank of America, totaling \$98,000.
- The DHA Mortgage Assistance Grant assisted one first-time homebuyer (1-PH) with \$8,000 in grant funds to assist in the purchase of their first home.

**Task:** To provide financial literacy workshops in all DHA communities and to allow residents to enhance money management skills in preparation for homeownership.

**Outcome:**

- RSD staff assisted seven Durham residents with free tax preparation through the DHA Volunteer Income Tax Assistance site. These Durham residents were able to take advantage of the Earned Income Tax Credit and other credits to increase their assets.

**Goal: To ensure educational opportunities are available and accessible to residents.**

Task: To assist program participants to enroll in educational and job training programs; provide supportive services and monitor their progress.

Outcome:

- There are currently 79 (12- PH-FSS /56-ROSS/HOPE VI -11) participants enrolled in educational and job training programs.

**Goal: To provide supportive services within all DHA communities that will eliminate barriers prohibiting the achievement of program goals, assist all residents with maintaining their affordable housing, and help enhance their overall quality of life.**

Task: To implement the HUD mandated monthly eight hours of Community Service Requirement for all participants.

Outcome:

- Community service hours are tracked for 221 residents from the communities of J.J. Henderson Housing Center, Oldham Towers, Damar Court, Morreene Road, Liberty Street, McDougald Terrace, Scattered Sites, Hoover Road., Oxford Manor, and Club Boulevard. Thirteen community service forms were processed during the month for residents completing community service hours.
- Over 1,495 flyers and letters were distributed in 13 public housing communities by Resident Services staff that promote outreach activities and provide residents with detailed information on job development and employment opportunities, community service requirements, resident councils, and other community-oriented programs.

**Goal: To provide computer technology programs and on-site educational opportunities to residents of all age groups in eight Public Housing communities to enable residents to acquire services and skills that are critical to increasing their knowledge and expertise about today's technology.**

Task: To conduct age appropriate and relevant computer-based workshops and services for youth and residents who are elderly or disabled.

Outcome:

- Thirty residents have registered and are participating in the Neighborhood Network GED Online program. This self-paced tutorial prepares residents in the five GED Test areas: Language Arts (reading), Language Arts (writing), Social Studies, Science, and Mathematics.

**Goal: Provide school-aged youth with educational support and services within public housing communities.**

**Task:** To provide after school and enrichment activities for youth in Public Housing communities.

**Outcome:**

- During the month of February, 177 students attended the 21<sup>st</sup> CCLC after-school program. The students continue to receive assistance with their academic homework and participate in other activities designed to enhance their social skills, promote exercise and the use of technology through the computer labs located within each site.
- During the month of February, students in the following communities participated in Family fun Day events: Oxford Manor, Club Boulevard, Hoover Road and McDougald Terrace. These events are incentives for the students and assist with learning through educational games. The students have opportunities to win prizes as well as partake of snacks during the event. There were a total of 85 students who participated in the four scheduled events. Another five events are scheduled for March.
- The Dropout Prevention Program served 50 middle and high school students during the month of February. Staff members are currently working with all participants in areas of homework assistance, tutoring, and study skills. Students from the Dropout Intervention Program participated in the Annual Park and Recreation Quiz Bowl on February 19<sup>th</sup>. The four students from Oxford Manor studied for four weeks to prepare for the event. There were seven teams that competed and over 300 questions were provided as a study guide for the competition. The FAB 5 team that represented the Durham Housing Authority from the Oxford Manor neighborhood placed 2<sup>nd</sup> in the competition.

## **HOUSING CHOICE VOUCHER PROGRAM**

**Strategic Result #2: A High Performing Organization Fulfilling its Mission, Guided by Core Beliefs – Operational Excellence**

- The Department is required to submit the Corrective Action Plan (“CAP”) for the fiscal years ending December 31, 2005, 2006, 2007, 2008, and 2009 to HUD on the 19<sup>th</sup> of each month and each report has been found acceptable. The Department continues to report progress made to correct deficiencies for Indicators (C) - Adjusted Income and Indicator (F) – HQS Enforcement.

The Authority has completed the required annual Section Eight Management Assessment “SEMAP” report. The “SEMAP” score for the agency will be reported to HUD electronically on or before March 1, 2011 in accordance with

the regulations governing the program scoring. We anticipate that our self-assessment will be confirmed by the auditing firm while conducting the 2010 IPA audit.

- The Occupancy Team has one vacancy and will reorganize the workflow to accommodate the service gap created. Several of the team members will attend the Housing Quality Standards training in-house on March 7-9, 2011. The class will provide insight to assist team members with facing the challenges of units that fail to meet or exceed minimum housing standards. Having additional certified members on our team will assist the department with filling much needed service gaps due to unexpected absences and also increase the probability of conducting enforcement activity in a timely manner.
- The Inspections Team continues to update the data for all inspection activity that has been performed. All outstanding overdue inspections have been completed. The team performed 428 inspections for the month of February. The team welcomed a new inspector in January; he successfully completed the HQS certification course and we are phasing in on-the-job training.
- Consultants from TAG and Associates visited with our team to complete preparation of reporting tools for the department. They have not completed the assessment and anticipate visiting the week of March 21st to complete the training. The final segment of training will involve updating the reporting mechanisms and cover financial operations.

## **FINANCE AND ADMINISTRATION**

### **Strategic Result # 1 - A Financially Viable Real Estate Company**

**Goal:** *Restore affordable housing properties to financially sustainable performance*

**Task:** Refinance/restructure Edgemont Elms mortgages

**Outcome:**

- First mortgage (M&F Bank) – staff negotiating new terms based on Board member input.
- Second mortgage (City of Durham) – City staff have indicated agreement to move forward based on proposed changes to loan structure. Working on compilation of information for City as part of due diligence for City Council agenda item.

**Task:** Refinance/restructure Preiss-Steele Place mortgages

**Outcome:**

- First mortgage (CICCAR) – SunTrust has declined to offer terms regarding refinancing first mortgage. Assessing strategy to move project forward.
- Second mortgage (City of Durham) – see notes above regarding Edgemont Elms.

**Goal:** *Clear OIG Audit Reports*

**Task:** Obtain agreement from HUD on resolution of final outstanding finding.

**Outcome:**

- No additional activity this past month. Project is on hold pending corrections identified during 2009 Comprehensive Monitoring Review.

**Goal:** *Complete 2010 Financial Report*

**Task:** 2010 Year-End Close, FDS Reporting, Audit Preparation

**Outcome:**

- 2010 accounts closed on schedule. FDS successfully submitted to HUD on Feb. 27<sup>th</sup>.
- Preliminary documents assembled for auditors.
- Auditors on-site as of March 7<sup>th</sup>.

**Strategic Result # 2 - A High Performing Organization Fulfilling Our Mission, Guided By Core Beliefs**

**Goal:** *Closeout 2009 HUD Comprehensive Monitoring Review*

**Task:** Complete Procurement Procedures Manual, Deploy to Agency

**Outcome:**

- Met with TAG personnel Feb. 15-17 to review and modify procedures document
- Received draft document from TAG, in process of reviewing.

**Task:** Update DHA Procurement Policy

**Outcome:**

- Board approved amendments submitted to HUD Greensboro for review and approval. No response as of March 8<sup>th</sup>.

**Task:** Submit procurement and payment actions in excess of \$25,000 to HUD Greensboro for review and approval.

**Outcome:**

- One procurement action submitted and approved in February.
- One change order submitted and approved in February.
- Three pay requests submitted and approved in February.
- Policy amendments submitted, still pending.

**Goal:** *Implement Section 3 Program*

**Task:** Complete Section 3 Policy

**Outcome:**

- No activity to report this past month; The Banks Law Firm is reviewing and working on issues related to implementation.

**Goal:** *Complete procurements in a timely manner consistent with applicable regulations*

**Task:** Complete procurements

**Outcome:**

- New meter reading service vendor retained.
- New storage tank engineering services contract executed.
- Copier specifications developed, sources identified.
- Landscape services procurement in process.
- Appliance replacement procurements in process.
- CNI Master Planner procurement starting.
- Concrete repairs procurement starting.

**Goal:** *Improve information technology available to staff*

**Task:** Deploy KACE appliance

**Outcome:**

- New project plan developed with projected completion date of March 18<sup>th</sup>.
- KACE client deployed to all desktops.
- Three training sessions for administrative user staff completed.

**Task:** Deploy Virtual Private Network (VPN) solution

**Outcome:**

- VPN solution identified.

- User pool identified.  
VPN solution deployed and in test phase.

## **DEVELOPMENT/REAL ESTATE STRATEGIES**

### **Strategic Result #1: A Financially Viable Real Estate Company – “Today’s Resources/Tomorrow’s Investments”**

- Goal 1:** To reimburse DHA for administrative salaries and to provide mortgage assistance packages associated with the HOPE VI program.
- Task:** Complete the necessary actions to request drawdown of the funds.
- Outcome:** Staff completed the necessary HUD paperwork and obtained the appropriate supporting documentation to request the drawdown of \$77,961.73.
- Goal 2:** To dispose of four HOPE VI parcels.
- Task:** Complete the necessary HUD requirements to finalize the disposition.
- Outcome:** Staff provided requested information to HUD to assist with its legal review.
- Goal 3:** To modify the HOPE VI Regulatory and Operating Agreements to be in compliance with the current HUD regulations regarding operating subsidy.
- Task:** Complete and implement the necessary Regulatory and Operating Agreements modifications.
- Outcome:** Staff reviewed The Community Builders proposed modifications in order to provide a response and to discuss the proposed changes with its legal counsel.

## **CORPORATE COMMUNICATIONS**

### **Strategic Result #2: A High Performing Organization Fulfilling its Mission, Guided by Core Beliefs – Operational Excellence**

- The Fraud/Abuse component of the Tipline received 38 calls reporting suspected abuse.
- The Customer Service component of the Tipline received 19 calls reporting a customer service issue.
- Planning/Development has begun for the 2010 Annual Report.
- Performance evaluations were delivered to Communications staff and submitted on time.

**Strategic Result # 3: Strong Community Partnerships – State, County, City, and Community Organizations.**

- Director continues serving on DSS-directed Rapid Housing Advisory Board, an inter-agency coordination effort driven by the 10 Year Plan to End Homelessness.
- Director continues serving on the Public Information Officers (PIO) Council.
- Director serves on the Mayor’s Committee on Persons with Disabilities.

**DURHAM**   
**CONFERENCE**

- <sup>on</sup>HOUSING Planning Update:
  - **2011 Housing Conference to be held on June 15, 2011, at the Sheraton Imperial Hotel in Durham.**
  - Communications will launch the Conference website on or about April 1, 2011, at ***Housing2011.com***.
  - Chris Estes, Director of NC Housing Coalition, has agreed to deliver Keynote address.
  - Durham Mayor William V. “Bill” Bell has agreed to give welcome remarks during Plenary Session.
  - DHA has requested the NAHRO President Saul Ramirez speak during the conference’s luncheon session.
  - Office Depot has agreed to sponsor a vendor trade show during the conference.
  - **Further developments and session planning will be reviewed with the Board of Commissioners at the March Board meeting. Please have calendars with you.**

# American Recovery & Reinvestment Act - 2009 ARRA CFP Reporting Requirements - As of 2/28/2011

PROJECT NAME	PROJECT DESCRIPTION/ACTIVITY	COMPLETION STATUS	Number of Jobs Created and Retained as "Full-time Equivalents" (FTEs) for Quarter Ending 12/31/10	CONTRACT AWARD AMOUNT	OBLIGATED	EXPENDED
NC013011 Damar Court	Playground equipment and playground fence installation	100.00%	0.0000	\$68,900	\$68,900	\$68,900
HADP Architecture, Inc.	Architect/Engineering Services	100.00%	0.1673	\$228,267	\$228,267	\$236,887
DHA - COCC	Administrative expenses	70.26%	0.1438	\$0	\$200,043	\$140,550
DHA - COCC	Construction Manager salary/benefits	47.75%	0.1022	\$0	\$80,316	\$38,353
NC013003 Scattered Sites	HVAC, Elec. Upgrade and Associated Improvements	95.00%	0.0000	\$632,383	\$632,383	\$632,483
NC013008 Hoover Road	HVAC, Elec. Upgrade and Associated Improvements	95.00%	0.0000	\$457,932	\$457,932	\$457,932
PHA-wide Multiple Sites	Miscellaneous Electrical - Smoke Detectors, Carbon Monoxide Detectors, Fluorescent Lighting	98.00%	0.0000	\$807,866	\$807,866	\$734,676
PHA-wide Multiple Sites	Section 504 Renovations	95.00%	0.0000	\$41,387	\$41,387	\$0
NC013005 Cornwallis Road, NC013011 Damar Court, NC013012 Oxford Manor	Washing Machine Connections, Dryer Connections, and Vents	100.00%	0.0000	\$264,400	\$264,400	\$264,400
NC013005 Cornwallis Road, NC013012 Oxford Manor	CPTED Improvements	90.00%	1.1262	\$299,000	\$299,000	\$90,720
NC013006 Liberty Street	Electric Water Heaters Replacement	100.00%	0.0000	\$269,000	\$269,000	\$254,000
NC013003 Scattered Sites, NC013005 Cornwallis Road, NC013006 Liberty Street, NC013010 Morreene Road	Scattered Sites Fencing, Cornwallis Road Fencing, Liberty Street Playgrounds, Morreene Road Community Entrance Signs	95.00%	2.2691	\$251,003	\$251,003	\$184,724
NC013011 Damar Court	Exterior Siding, Coverings, and Miscellaneous Renovations	70.00%	0.5077	\$508,000	\$508,000	\$252,801
NC013007 Club Boulevard	Reroofing, Attic Ventilation, and Miscellaneous Exterior Work	100.00%	0.0000	\$249,000	\$249,000	\$228,141
<b>TOTALS</b>				<b>\$4,077,138</b>	<b>\$4,357,477</b>	<b>\$3,584,567</b>

Work Orders					
Monthly	Actual	Target	H	S	T
Total # of Work Orders Open During Y.T.D. (Included)	3783	-----	---	---	---
<b>Emergency Work Orders</b>					
# Emergency Work Orders Received	45	-----	---	---	---
% Emergency Work Orders Completed Within 24 Hours	100%	100%			
% Emergency Work Orders Completed in More than 24 Hours	5%	-0-%			
<b>Non-Emergency Work Orders</b>					
# Non-Emergency Work Orders Issued During Y.T.D.	3738	-----	---	---	---
# Non-Emergency Work Orders Outstanding	1055	-----	---	---	---
Avg. # Days to Complete Non-Emergency Work Orders	5.48				

VACANT UNIT TURNOVER					
Monthly	Actual	Target	H	S	T
Vacant Units Prepared for Occupancy	17	30	---	---	---
Average # of Days to Prepare Units for Occupancy	38.31	10			
Annual Inspection of Units	238	205			
% of units inspected by PHA	100	100			

Special Notation: There are 14 units located in the McDougald Terrace community that are damaged and exempted from Annual Inspection of Dwelling Units. Units vacant for the full immediate past fiscal year that are documented to be uninhabitable for reasons beyond the PHA's control due to high/unsafe levels of hazardous/toxic materials, by order of the local health department or a directive from Environmental Protection Agency, natural disasters, and units that became structurally unsound.

**PUBLIC HOUSING MONTHLY STATS REPORT**

February 2011

Property	Total Units	#Non DU	Total DU	#Occ DU	#Vac DU	% DU Occ	#of Move Ins	#of Move Outs	#of 1 strike Evictions	#of Transfers	Net change in occupancy	Annual Reexaminations	
												# Required	% Completed
McDougald 13-01 *	360	2	358	324	34	90.50%	10	9	0	0	1		
Scattered Sites 13-03	50	0	50	50	0	100.00%	1	0	0	0	1		
Oldham Tower 13-04	106	2	104	102	2	98.08%	3	1	0	0	2		
Cornwallis Road 13-05	200	3	197	193	4	97.97%	6	5	0	1	1		
Liberty Street 13-06	108	0	108	106	2	98.15%	0	2	0	1	-2	75	69
Club Blvd 13-07	77	0	77	75	2	97.40%	0	1	0	0	0		
Hoover Road 13-08	54	0	54	53	1	98.15%	1	1	0	0	0		
JJ Henderson Tower 13-09	178	1	177	176	1	99.44%	3	3	0	1	0		
Morrene Road 13-10	224	0	224	222	2	99.11%	6	7	1	5	-1		
Damar Court 13-11	102	1	101	101	0	100.00%	3	2	0	0	1	167	143
Oxford Manor 13-12	172	1	171	167	4	97.66%	4	5	0	0	-1		
Forest Hill Heights 13-14	55	0	55	55	0	100.00%	0	0	0	0	0		
Laurel Oaks 13-15	30	0	30	30	0	100.00%	0	0	0	0	0		
Calvert Place 13-16	43	0	43	41	2	95.35%	0	0	0	0	0		
Holman Homes 13-28	46	0	46	39	7	84.78%	0	0	0	0	0		
Mainstreet Townhomes 13-29	21	0	21	19	2	90.48%	0	0	0	0	0		
Morning Glory 13-30	25	0	25	24	1	96.00%	0	0	0	0	0		
<b>TOTAL</b>	<b>1851</b>	<b>10</b>	<b>1841</b>	<b>1777</b>	<b>64</b>	<b>96.52%</b>	<b>37</b>	<b>37</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>242</b>	<b>212</b>

Average Unit Turnaround days	38.31
Total # of applicants denied meeting one strike criteria	2

\* NOTE  
McDougald has 14 units which are offline due to structural problems. Taking this into consideration, the adjusted occupancy rate would be 94.19%, increasing the overall PH occupancy rate to 97.26%.

**AFFORDABLE HOUSING MONTHLY STATS REPORT**

February 2011

Property	Total Units	#Non DU	Total DU	#Occ DU	#Vac DU	% DU Occ	#of Move Ins	#of Move Outs	#of 1 strike Evictions	#of Transfers	Net change in occupancy	Annual Reexaminations	
												# Required	% Completed
Edgemont Elms	58	0	58	36	22	62.07%	0	0	0	0	0		
Preiss-Steele Place	102	0	102	80	22	78.43%	5	0	0	0	5		
<b>TOTAL</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>116</b>	<b>44</b>	<b>72.50%</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>

**CAPITAL FUND PROGRAM**  
**PHAS Data - As of 2/28/11**  
**UNOBLIGATED/UNEXPENDED FUNDS**

GRANT YEAR	APPROVED BUDGET	CFP FUNDS UNOBLIGATED	CFP FUNDS UNEXPENDED
2006	\$3,034,692	\$0	\$0
2007	\$3,294,396	\$0	\$283,833
2008	\$2,922,255	\$0	\$756,912
2008 RHF	\$520,223	\$0	\$520,223
2009 ARRA CFP	\$4,357,497	\$0	\$772,930
2009	\$3,293,273	\$1,354,035	\$2,097,223
2009 RHF	\$123,109	\$0	\$123,109
2010	\$2,971,245	\$1,817,761	\$2,076,987
2010 RHF #1	\$340,775	\$340,775	\$340,775
2010 RHF #2	\$125,816	\$125,816	\$125,816
<b>TOTAL</b>	<b>\$20,860,172</b>	<b>\$3,638,387</b>	<b>\$7,097,808</b>

**QUALITY OF WORK**

§ The date of the last HUD/Army Corps of Engineers on-site inspection and/or audit related to the quality of physical work was 07/10/2009. **There were no findings.**

**CONTRACT ADMINISTRATION**

§ The date of the last HUD/Army Corps of Engineers on-site inspection and/or audit related to the contract administration was 07/10/2009. **There were no findings.**

**BUDGET CONTROLS**

COMPONENT ITEM	RESPONSE
Total amount of CFP funds expended during the PHA fiscal year being assessed - <b>2011</b>	<b>\$176,361</b>
Amount of CFP funds expended on approved work items not subject to budget revisions during the PHA fiscal year being assessed	<b>\$0</b>
Amount of CFP funds expended under budget revisions with prior HUD approval during the PHA fiscal year being assessed	<b>\$100,100</b>
Amount of CFP funds expended under budget revisions not requiring prior HUD approval during the PHA fiscal year being assessed	<b>\$76,261</b>

2/28/2011

## CAPITAL IMPROVEMENTS CONTRACT BUDGET SUMMARY

WORK ITEMS	CONTRACTOR	ORIG. CONTRACT AMOUNT	CHANGES	ADJ. CONTRACT AMOUNT	APPROVED BILLINGS	CONTRACT BALANCE
<b>(CFP) = Capital Fund Program Activities</b>						
Oldham Towerx Front parking awning (entry canopy) (CFP)	Fabco Construction, Inc.	\$44,000.00	\$0.00	\$44,000.00	\$30,600.00	\$13,400.00
Scattered Sites, Hoover Road HVAC renovations, electrical upgrade, etc. (CFP)	Central Builders, Inc. of Mebane	\$1,870,445.00	\$0.00	\$1,870,445.00	\$1,615,988.00	\$254,477.00
Multiple Sites Miscellaneous electrical (CFP) (Smoke detectors, carbon monoxide detectors, and fluorescent lighting)	Fabco Construction, Inc.	\$1,200,000.00	\$0.00	\$1,200,000.00	\$1,065,375.00	\$134,625.00
Multiple Sites Section 504 compliance renovations (CFP)	Fabco Construction, Inc.	\$429,932.00	\$97,185.00	\$527,117.00	\$352,766.19	\$174,350.81
Cornwallis Road, Oxford Manor CPTED improvements (CFP)	Carl Garris & Son, Inc.	\$339,000.00	\$0.00	\$339,000.00	\$90,720.00	\$248,280.00
Liberty Street Water heaters replacement (CFP)	Carl Garris & Son, Inc.	\$269,000.00	-\$15,000.00	\$254,000.00	\$254,000.00	\$0.00
Scattered Sites fencing Cornwallis Road fencing Liberty Street playgrounds Morreene Road signage (CFP)	Carl Garris & Son, Inc.	\$270,000.00	\$0.00	\$270,000.00	\$194,724.00	\$75,276.00
Damar Court Exterior siding, cov erings, miscellaneous renovations (CFP)	Fabco Construction, Inc.	\$508,000.00	\$0.00	\$508,000.00	\$252,801.00	\$255,199.00
Club Boulevard Reroofing, attic ventilation, miscellaneous exterior work (CFP)	Fabco Construction, Inc.	\$249,000.00	-\$20,858.91	\$228,141.09	\$228,141.09	\$0.00
Club Boulevard Crawl space drainage, vapor barrier, miscellaneous work (CFP)	Exterior Diagnostic Services, inc.	\$136,510.00	\$0.00	\$136,510.00	\$106,381.72	\$30,128.28
Damar Court Interior painting (CFP)	Central Builders, Inc. of Mebane	\$181,000.00	\$0.00	\$181,000.00	\$108,099.90	\$72,900.10
JJ Henderson Housing Center Interior painting (CFP)	Central Builders, Inc. of Mebane	\$264,000.00	-\$8,500.00	\$255,500.00	\$188,405.28	\$67,094.72
Morreene Road Breezeways/stairs repairs (CFP)	Blue Ridge Enterprises, Inc.	\$242,000.00	\$0.00	\$242,000.00	\$102,690.00	\$139,310.00
<b>TOTALS (CFP)</b>		\$6,002,887.00	\$52,826.09	\$6,055,713.09	\$4,590,672.18	\$1,465,040.91

**HOUSING CHOICE VOUCHER PROGRAM  
OCCUPANCY/INTAKE STATUS REPORT  
February, 2011**

**HOUSING CHOICE VOUCHER PROGRAM**

<b>I. Voucher Utilization</b>				<b>Current</b>	<b>HUD FYE Requirement</b>
# DHA Vouchers Authorized				2684	2684
# DHA Vouchers Under Lease				2640	2684
# DHA Vouchers Available to be Issued				44	
# DHA Vouchers Issued				1	
# Families Searching for Housing				34	
Applicants Scheduled from the Waiting List				107	
<b>II. Housing Assistance Payment Fund Utilization</b>					
Monthly DHA HAP Funds Authorized				1,569,886.72	
Monthly DHA HAP Funds Utilized				1,558,081.69	
<b>III. SEMAP Indicators</b>				<b>Current (Based on 2678 vouchers)</b>	<b>HUD FYE Requirement</b>
MTCS Reporting Rate				100%	95% or more
Indicator 5 HQS Quality Control					5% or more
Indicator 9 Timely Reexaminations				99%	96% or more
Indicator 10 Correct Rent Calculations				100%	98% or more
Indicator 11 Pre-Contract HQS Inspections				100%	98% or more
Indicator 12 Annual HQS Inspections				98%	96% or more
Indicator 14 Family Self Sufficiency					
FSS Enrollment: 138 participants				91%	80% or more
FSS Escrow Accounts: 88 participants				67%	30% or more
<b>IV. Housing Choice Voucher Program (Section 8) Waiting List</b>					
	<b>Current</b>	<b>Ineligible</b>	<b>Withdrawn</b>	<b>Added</b>	<b>Leased</b>
	2171	8	129	12	39
<b>V. Project-Based Vouchers</b>					
	<b>Current</b>	<b>Ineligible</b>	<b>Withdrawn</b>	<b>Added</b>	<b>Leased</b>
	81	0	2	0	1



330 E. Main Street  
 P.O. Box 1726  
 Durham, NC 27701  
 (919) 683-1551  
 FAX: (919) 683-1237  
 TDD/TTY: (800) 545-1833 ext. 774  
 durhamhousingauthority.org

A Commitment to Quality Living

### Memorandum

**To:** Finance Committee Members  
**From:** Jeffrey G. Causey, Chief Financial Officer  
**Date:** March 09, 2011  
**Subject:** HUD Greensboro Submitted Items Log

This item is for information only. Below is a listing of items that have been submitted to HUD Greensboro for review/approval pursuant to the directive issued on August 10, 2009, resulting from the Comprehensive Monitoring Review. Please note the report has been modified to only display items that are new or updated since the last report. If a full listing of items is desired, please contact Jeff Causey.

**Durham Housing Authority**  
 Schedule of HUD Greensboro Procurement Items  
 As of March 7, 2011

Item	Date Submitted	Date Approved	Days	Submitted By	Status
Data Suppressed for brevity. Please contact J. Causey for full report.					
Energy & Water Conservation Audit	02/04/2011	02/15/2011	11	J. Causey	Approved 2/15/2011
Section 504 Change Order 01	02/07/2011	02/09/2011	2	J. Causey	Approved 2/9/2011
ARRA Pay Request – Liberty Street Water Heaters (Carl Garris #02)	02/09/2011	02/22/2011	13	J. Causey	Approved 2/22/2011
Procurement Policy Amendments	02/28/2011				
CFP Pay Request – Architect services (HADP)	02/28/2011	03/02/2011	2	J. Causey	Approved 3/2/2011
CFP Pay Request – Interior Painting (Central Builders)	03/03/2011	03/03/2011	0	J. Causey	Approved 3/3/2011

Average Days to Process

8.8

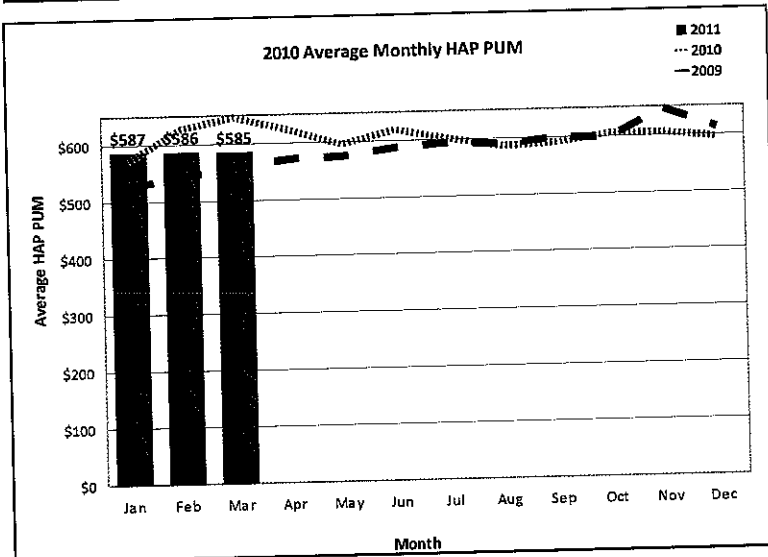
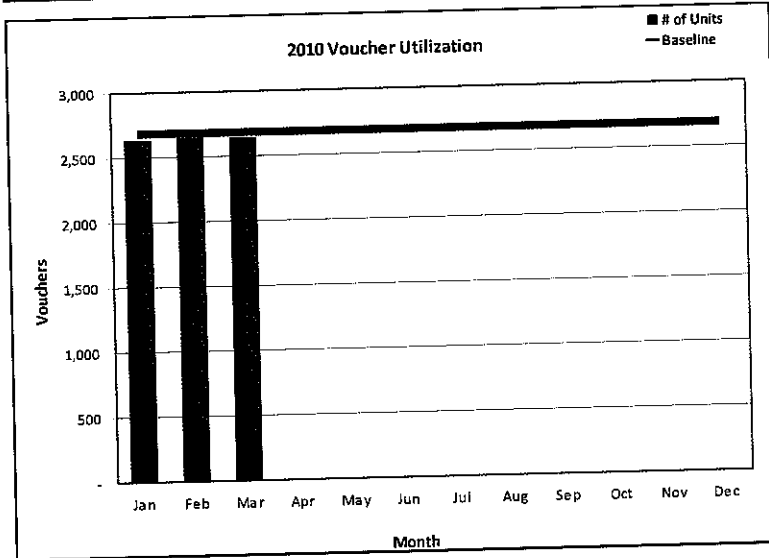
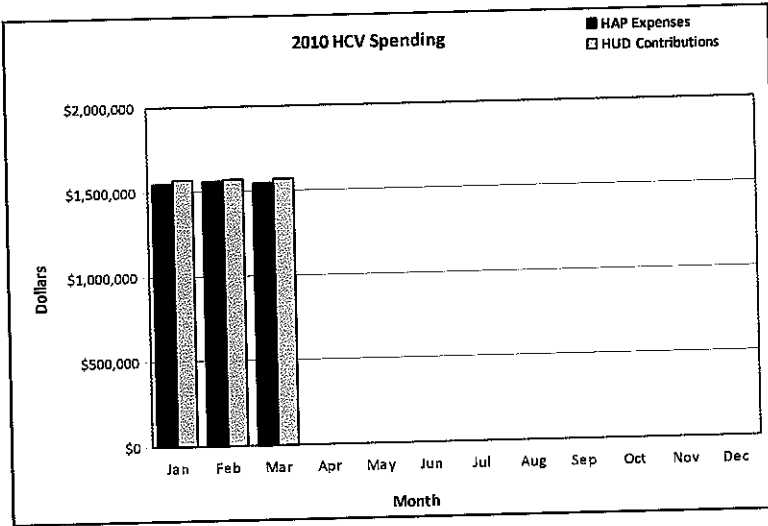
**Durham Housing Authority**  
**HAP Spending and Utilization Update**  
 March 2011

Month	# of Units				Spending		
	Actual	Baseline	Variance	Utilization	HAP Expenses	HUD Contributions	Utilization
Jan	2,635	2,684	49	98.2%	\$ 1,545,540	\$ 1,569,893	98.4%
Feb	2,657	2,684	27	99.0%	1,558,082	1,569,893	99.2%
Mar	2,641	2,684	43	98.4%	1,544,710	1,569,893	98.4%
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
	7,933	8,052	119	98.5%	4,648,332	4,709,679	98.7%
				Available HAP Reserves →		1,195,123	
				YTD Balance →	\$ 4,648,332	\$ 5,904,802	78.7%

	Cash In	Cash Out	Monthly Difference	Cumulative Difference
Beginning Balance (Excess HAP Res.)	\$ 1,243,591	\$ -	\$ 1,243,591	\$ 1,243,591
Jan	1,569,893	1,545,540	24,353	1,267,944
Feb	1,569,893	1,558,082	11,811	1,279,755
Mar	1,569,893	1,544,710	25,183	1,304,938
Apr	-	-	-	1,304,938
May	-	-	-	1,304,938
Jun	-	-	-	1,304,938
Jul	-	-	-	1,304,938
Aug	-	-	-	1,304,938
Sep	-	-	-	1,304,938
Oct	-	-	-	1,304,938
Nov	-	-	-	1,304,938
Dec	-	-	-	1,304,938
Total	\$ 5,953,270	\$ 4,648,332	\$ 1,304,938	

**Assumptions/Notes:**

Durham Housing Authority  
HCV Spending and Utilization Charts



**Durham Housing Authority**  
Housing Choice Voucher Program  
March 1, 2011

**Section 8 Leasing Worksheet**  
**Based on February 12, 2010 Renewal Funding letter**

<b>Utilization Calculation</b>			
			\$18,838,716
2	Maximum Annual Contributions (based on Feb. 12, 2010 HUD Renewal Funding letter)		32,208
3	Maximum Unit Months (per ACC)		3
4	Calendar Month		
	Year to Date Targets		
5	Spending	4,709,679	
6	Voucher Unit Months Issued	8,052	
	Year to Date Actuals		
7	Spending	4,648,332	
8	Voucher Unit Months Issued	7,933	
9	Y-T-D Expense		4,648,332
10	Number of unit months under lease		7,933
11	Current average unit cost (line 9 divided by line 10)		586
12	Insert Line 5 (ACC Available for current period)		4,709,679
13	Insert Line 11 (average unit cost)		586
14	Estimate number of unit months funding could support (line 12 divided by line 13 but no more than line 3)		8,038

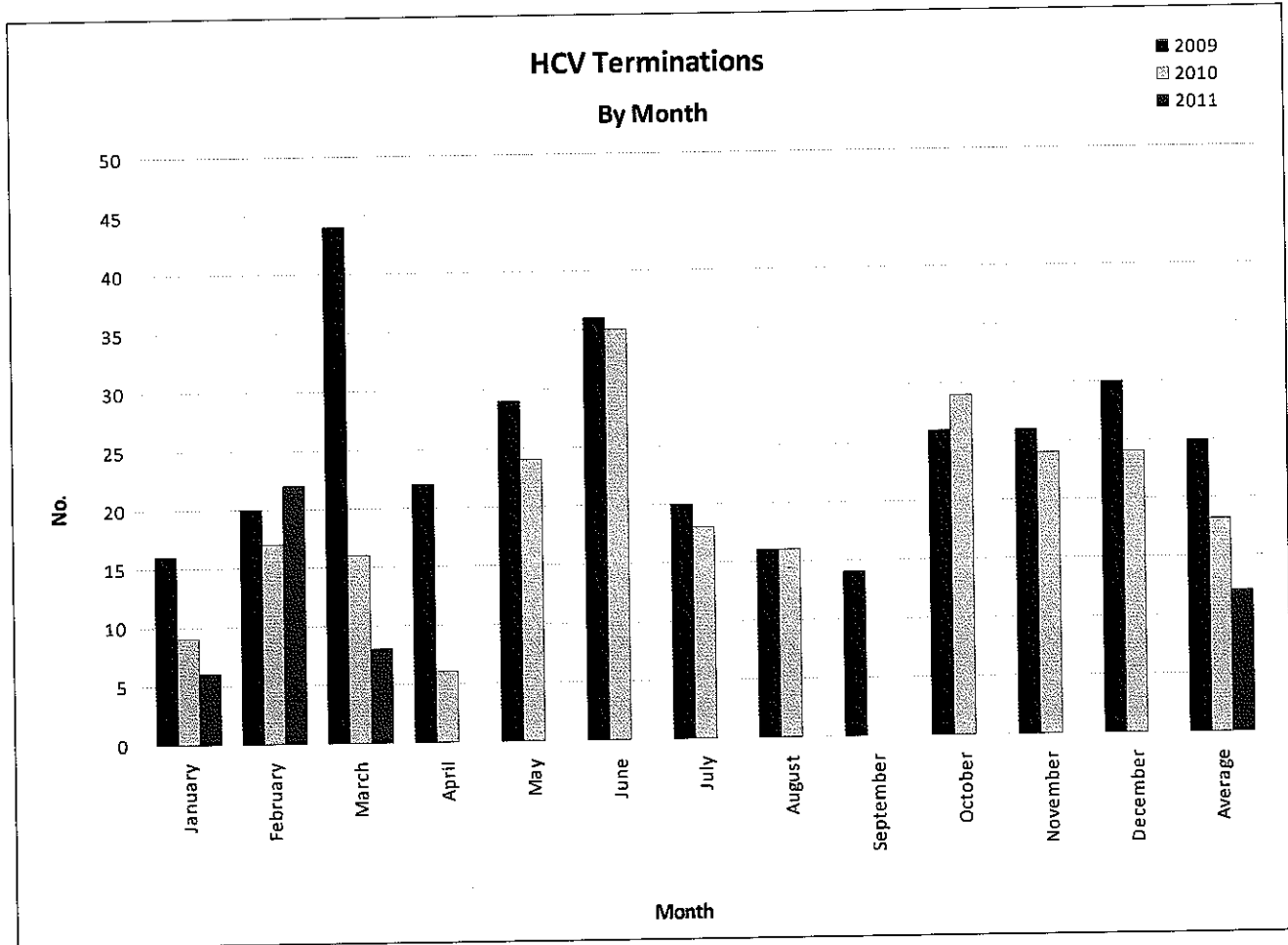
<b>Quick Double Check</b>			
A	Insert Dollar Amount (Line 5) FY11 HUD Funding		4,709,679
B	Prior Year Excess HAP		1,243,591
C	Insert Dollar Amount (Line 9) FY11 Expenses		4,648,332
D	Remaining Excess HAP (Add A and B, Subtract C)		1,304,938

<b>Comparison to prior Fiscal Year</b>			
E	Housing assistance payments, FDS (audited 2009)		18,670,003
F	Unit Months Leased, FDS (audited 2009)		32,010
G	Prior Fiscal Year average unit cost*		583
	<i>* This number should be compared to Line 11 (explain variance).</i>		

<b>Administrative Fee Impact</b>			
H	Additional Unit Months That Could Be Leased (Line 6 minus Line 10)		119
I	Annualized Estimate of Additional Vouchers That Could Be Leased (Line H divided by 12)		10
J	Administrative Fee (Column B, PHA Admin Fees 2009)		58
K	Unrealized Administrative Fees		6,864

**HCV**  
Terminations Data

Month	No. of Terminations			
	2008	2009	2010	2011
January	26	16	9	6
February	26	20	17	22
March	14	44	16	8
April	23	22	6	
May	15	29	24	
June	22	36	35	
July	10	20	18	
August	25	16	16	
September	35	14	0	
October	15	26	29	
November	20	26	24	
December	14	30	24	
Average	20	25	18	12



MINUTES OF REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF DURHAM  
330 EAST MAIN STREET  
DURHAM, NORTH CAROLINA  
FEBRUARY 23, 2011

**AGENDA ITEM I**

Call to Order

The regular meeting was called to order by the Chairman, Thomas M. Niemann, at 5:30 p.m.

Present:

David J. Haley  
Barbara F. Lofton  
Gloria M. Nottingham  
George K. Quick  
John S. Ramsey  
Isaac A. Robinson

Absent:

None

Staff Present:

Dallas J. Parks	Kelvin Macklin
Jean Bolduc	Shannon McLean
Jeff Causey	Willie "Sonny" McMahand
Jo-Ann Davis	Sabrina Sinegal
Brenda Edwards	Rhega Taylor
Vickie Ellis	

Also Present:

Eric Pristell, The Banks Law Firm

A quorum was present, and due notice had been published.

**AGENDA ITEM II**

Comments from the Public

There were none.

### **AGENDA ITEM III**

#### Additions to the Agenda

- Revised Agenda Item #9 – Board to Consider and Approve Resolution Approving Modification of Loans with Mechanics and Farmers Bank for Edgemont Elms Housing, Inc.
- Revised Agenda Item #7 – Board to Consider and Approve Resolution Authorizing Submission of the Durham Housing Authority’s Section Eight Management Assessment Program Self-Certification to the Department of Housing and Urban Development

### **AGENDA ITEM IV**

#### Deletions from the Agenda

There were none.

### **AGENDA ITEM V**

#### Informational Items

#### **Chief Executive Officer’s (CEO) Report**

The report was contained in the Board package.

Commissioner Robinson was impressed with the format of the CEO’s monthly report. He said, “It is clear in terms of what is going on at the agency.” He applauded the layout of the Resident Services department’s report because it provided: strategies, goals, tasks and outcomes. He said other divisions, within the agency, might want to use Resident Services reporting format as a template.

#### **HUD Procurement Log**

The CEO said the A/E Services for Goley Pointe and the Energy and Water Conservation Audit have been approved by HUD.

#### **HCV Utilization and Spending Report**

The CEO said unit utilization is at 98.3% and spending is at utilization at 97.8%.

#### **Financial Report January 31, 2011**

The CEO said the financial report is in progress. The focus is to submit the annual data to HUD, with the deadline being Monday, February 28, 2011. The January financials will be distributed to the Board within the next week or so.

## 2010 Audit

The auditors are scheduled to be on site starting the week of March 7. They will remain throughout much of March into April. Dale Rector, CPA – Principal, Rector & Reeder, P.C., is scheduled to attend the Finance Committee meeting on March 9 to conduct an entrance conference for the 2010 audit process.

Chairman Niemann appointed Commissioner Quick and members of the Finance Committee as the audit committee charged with meeting with the auditors when they arrive on site to conduct the audit and to also participate in the exit conference. Commissioner Quick accepted this assignment.

## AGENDA ITEM VI

### Action Items

**ACTION 1** – Minutes – Board of Commissioners Annual Meeting Held January 26, 2011

On motion of Commissioner Robinson, seconded by Commissioner Quick, the minutes of the annual meeting, held January 26, 2011, were approved as distributed.

**ACTION 2** – Minutes – Board of Commissioners Special Meeting Held February 9, 2011

On motion of Commissioner Ramsey, seconded by Commissioner Lofton, the minutes of the special meeting, held February 9, 2011, were approved as distributed.

**ACTION 3** – Committee Reports

### Finance

The committee met on February 9, 2011, at 5:27 p.m., and the minutes were made a part of the Board package.

Commissioner Quick highlighted the following:

- That the agency is awaiting a procurement inspection from officials at HUD-Greensboro;
- That HUD, according to recent information received, has reduced subsidy payments to a 92% proration amount. Once the reduction has been confirmed the administration will come back with a plan of action as to how the budget will be modified to deal with the shortfall;
- That the administration received a commitment letter from Mechanics and Farmers Bank for the refinancing of Edgemont Elms Housing, Inc.;
- That the CEO and he met with the President of Mechanics and Farmers Bank and expressed their concern about the delay in getting approval on the refinancing of Edgemont Elms Housing, Inc.;
- That the commitment letter reflects the concerns; and

- That the commitment fee was waived.

There being no additional comments or questions Commissioner Quick made a motion to accept the Finance Committee's report, which motion was seconded by Commissioner Ramsey and unanimously carried by the Board.

### **Development**

The committee met on February 10, 2011, at 12:03 p.m., and the minutes were made a part of the Board package.

Commissioner Haley made a report on the Worth Street property. He said it was originally thought that the property was non-conforming; therefore, could not be renovated. After his assessment it was found to be conforming.

There being no additional comments or questions Commissioner Ramsey made a motion to accept the Development Committee's report, which motion was seconded by Commissioner Robinson and unanimously carried by the Board.

#### **ACTION 4 – Board to Select a Commissioner to Serve on DHA's Grievance Panel**

Commissioner Robinson made a motion to select Commissioner Nottingham to serve as the primary person on DHA's Grievance Panel and Commissioner Haley as the backup, which motion was seconded by Commissioner Quick and unanimously carried by the board.

#### **ACTION 5 – Board to Consider and Approve Resolution Approving 2010 Public Housing Assessment System Management Assessment Sub-System Certification**

After review, discussion and consideration, the chairman introduced the following resolution:

### **RESOLUTION NO. 3157**

#### **RESOLUTION APPROVING 2010 PUBLIC HOUSING ASSESSMENT SYSTEM MANAGEMENT ASSESSMENT SUB-SYSTEM CERTIFICATION**

**WHEREAS**, the Housing Authority of the City of Durham has implemented systems to account for Vacancy Rate, the Unit Turnaround, Capital Fund, Work Orders, Annual Inspections of Units and Systems, Security, and Economic Self-Sufficiency indicators; and

**WHEREAS**, the U. S. Department of Housing and Urban Development requires a housing authority to submit its Management Assessment Sub-System certification no later than 60 days after the housing authority's fiscal year end; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Durham certifies that to its knowledge, there is no evidence to indicate seriously deficient performance that casts doubt on its capacity to preserve and protect its public housing developments and operate them in accordance with federal laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham approves the Public Housing Assessment System Management Assessment Sub-System certification for fiscal year 2010, as attached.

This resolution shall take effect immediately.

Done this 23rd day of February 2011.

Commissioner Ramsey moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Robinson and unanimously carried by the Board. The "Ayes" and "Nays" were as follows:

AYES

David J. Haley  
Barbara F. Lofton  
Thomas M. Niemann  
Gloria M. Nottingham  
George K. Quick  
John S. Ramsey  
Isaac A. Robinson

NAYS

None

The chairman thereupon declared said motion carried and said resolution adopted.

**ACTION 6** – Board to Consider and Approve Resolution Approving Amendments to the Procurement Policy for the Housing Authority of the City of Durham

After review, discussion and consideration, the chairman introduced the following resolution:

**RESOLUTION NO. 3158**

**RESOLUTION APPROVING AMENDMENTS TO THE PROCUREMENT POLICY FOR THE HOUSING AUTHORITY OF THE CITY OF DURHAM**

**WHEREAS**, the Housing Authority of the City of Durham adopted a Procurement Policy in February 2010; and

**WHEREAS**, consultants and staff have identified changes and revisions to said Procurement Policy during the past year as indicated in Attachment A to this Resolution; and

**WHEREAS**, as a matter of sound business practice the Housing Authority of the City of Durham should, from time to time, update policy documents to fully incorporate any changes and amendments made, to revise said policies with regulatory and legal updates issued by relevant agencies like the U.S. Department of Housing and Urban Development, and to incorporate appropriate industry best practices.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners finds as follows:

1. That the proposed additions and deletions to the Procurement Policy, as set forth in Attachment A, are hereby adopted;
2. That this action is contingent upon receipt of approval from the U.S. Department of Housing and Urban Development;
3. That this resolution shall take effect March 1, 2011.

Done this 23<sup>rd</sup> day of February 2011.

Commissioner Ramsey moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Robinson and unanimously carried by the Board. The "Ayes" and "Nays" were as follows:

AYES

David J. Haley  
Barbara F. Lofton  
Thomas M. Niemann  
Gloria M. Nottingham  
George K. Quick  
John S. Ramsey  
Isaac A. Robinson

NAYS

None

The chairman thereupon declared said motion carried and said resolution adopted.

**ACTION 7** – Board to Consider and Approve Resolution Authorizing Submission of the Durham Housing Authority’s Section Eight Management Assessment Program Self-Certification to the Department of Housing and Urban Development

After review, discussion and consideration, the chairman introduced the following resolution:

**RESOLUTION NO. 3159**

**RESOLUTION AUTHORIZING SUBMISSION OF THE DURHAM HOUSING AUTHORITY'S SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM SELF-CERTIFICATION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**WHEREAS**, on October 13, 1998, the U.S. Department of Housing and Urban Development established the Section Eight Management Assessment Program to objectively measure a public housing agency's performance standards in key Section Eight tenant-based program areas; and

**WHEREAS**, the U.S. Department of Housing and Urban Development has established 14 performance indicators that address key areas in the management of the Section Eight Housing Choice Voucher program; and

**WHEREAS**, a self-certification completed by the Housing Choice Voucher program staff determined DHA obtained 120 out of a possible 145 scoring 83% as indicated in Attachment A; and

**WHEREAS**, 24 CFR 985.101 requires a housing authority administering a Housing Choice Voucher tenant-based assistance program to submit annually a Section Eight Management Assessment Program Certification within 60 days after the end of its fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Durham, as follows:

1. That the Chief Executive Officer or his designee is hereby authorized and directed to prepare a Section Eight Management Assessment Program Certification attesting that there is no evidence to indicate seriously deficient performance in the operation of the Housing Authority's Housing Choice Voucher Program; and
2. That the Chief Executive Officer or his designee and Chairperson of the Housing Authority are hereby authorized to execute said Certification on behalf of the Housing Authority of the City of Durham, and to submit same, along with a copy of this resolution, to the Greensboro office of the U.S. Department of Housing and Urban Development.
3. This resolution shall take effect immediately.

Done this 23rd day of February 2011.

Commissioner Quick moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Robinson and unanimously carried by the Board. The "Ayes" and "Nays" were as follows:

AYES

David J. Haley  
 Barbara F. Lofton  
 Thomas M. Niemann  
 Gloria M. Nottingham  
 George K. Quick  
 John S. Ramsey  
 Isaac A. Robinson

NAYS

None

The chairman thereupon declared said motion carried and said resolution adopted.

**ACTION 8** – Board to Consider and Approve the 2011 Shelter Plus Care Updated Memorandum of Understanding with the Durham Center

After review, discussion and consideration, the chairman introduced the following resolution:

**RESOLUTION NO. 3160**

**RESOLUTION TO CONSIDER AND APPROVE THE 2011 SHELTER PLUS CARE UPDATED MEMORANDUM OF UNDERSTANDING WITH THE DURHAM CENTER**

**WHEREAS**, the Housing Authority of the City of Durham, has been awarded a Shelter Plus Care housing grant from the U.S. Department of Housing and Urban Development; and

**WHEREAS**, the project name for this grant is *Home Again*; and

**WHEREAS**, the purpose of *Home Again* is to provide rental assistance for at least 12 units of permanent supportive housing during the one year grant period; and

**WHEREAS**, *Home Again* will provide stable permanent housing and access to supportive services for homeless individuals and families with disabilities; and

**WHEREAS**, The Durham Center has agreed to provide primary supportive services through its contract providers to participants in *Home Again* during the grant period and to obtain services from outside agencies for participants in *Home Again*, on an as-needed basis; and

**WHEREAS**, *Home Again* will provide tenant-based rental assistance to ensure that participants are not paying more than 30% of their adjusted monthly income for housing costs; and

**WHEREAS**, the Housing Authority of the City of Durham will manage all housing related issues, including housing inspections, determination of rent reasonableness, and disbursement of housing assistance payments to participating landlords; and

**WHEREAS**, the Housing Authority of the City of Durham has executed a Memorandum of Understanding, attached as Exhibit A; and

**WHEREAS**, the Housing Authority of the City of Durham and The Durham Center recognize that *Home Again* will provide permanent housing only during the grant period and will work together to help participants access permanent housing that is not dependent on a time-limited grant prior to the end of the grant period.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Durham, as follows:

1. The Memorandum of Understanding is revised, as shown in Exhibit A, is approved.
2. That all motions, orders, resolutions, and parts thereof in conflict with this resolution are hereby repealed, and all other acts of the Housing Authority of the City of Durham that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed, and approved; and
3. This resolution shall take effect immediately.

Done this 23rd day of February 2011.

Commissioner Ramsey moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Robinson and unanimously carried by the Board. The "Ayes" and "Nays" were as follows:

AYES

NAYS

David J. Haley  
 Barbara F. Lofton  
 Thomas M. Niemann  
 Gloria M. Nottingham  
 George K. Quick  
 John S. Ramsey  
 Isaac A. Robinson

None

The chairman thereupon declared said motion carried and said resolution adopted.

**ACTION 9** – Board to Consider and Approve Resolution Approving Modification of Loans with Mechanics and Farmers Bank for Edgemont Elms Housing, Inc.

The CEO said the refinancing of the Mechanics and Farmers Bank (M&F) loan is part of the agency's attempt to get Edgemont Elms back to being financially sustainable. This loan is structured so that it will be "interest only" until January 2014. At the conclusion (of "interest only"), a new loan will be created up to a 15 year term. The CEO said the agency has not committed to an interest rate because it is three years down the line.

The CEO said there is a request in with the City to restructure the second mortgage as well, and hopefully, they will be deferring payments on that loan and this will dispose of the debt service at Edgemont Elms.

The CEO said the administration will be asking for a special call meeting of the Edgemont Elms Board to approve the modification of the loan for Edgemont Elms within the next two weeks. This special meeting this will be coordinated with the CEO and Chairman of the Board.

Commissioner Ramsey said the administration may want to do a couple other scenarios regarding the refinancing of the loan.

Commissioner Quick also said the administration needs to minimize its risk with this loan and request an interest rate beginning in month 36.

After review, discussion and consideration, the chairman introduced the following resolution:

#### **RESOLUTION NO. 3161**

#### **RESOLUTION APPROVING MODIFICATION OF LOANS WITH MECHANICS & FARMERS BANK FOR EDGEMONT ELMS HOUSING, INC.**

**WHEREAS**, the Housing Authority of the City of Durham, through related entities, constructed the Edgemont Elms multi-family residential community in 1989 using a variety of funding sources, including a first mortgage funding jointly by Mechanics & Farmers Bank and Mutual Savings and Loan Association; and

**WHEREAS**, in the intervening years Mechanics & Farmers Bank acquired Mutual Savings and Loan Association; and

**WHEREAS**, in the intervening years ownership of the Edgemont Elms community has transitioned to Edgemont Elms Housing, Inc., a unit of the Housing Authority of the City of Durham; and

**WHEREAS**, staff has worked with representatives from Mechanics & Farmers Bank to merge and restructure the outstanding loans that comprise the first mortgage on the property; and

**WHEREAS**, Mechanics & Farmers Bank has proposed to restructure the loans as outlined in Attachment A to this Resolution; and

**WHEREAS**, staff has reviewed the proposed loan structure and terms and determined that they would be advantageous and beneficial to the financial position of Edgemont Elms Housing, Inc.; and

**WHEREAS**, as a matter of sound business practice the Housing Authority of the City of Durham should, from time to time, update policy documents to fully incorporate any changes and amendments made, to revise said policies with regulatory and legal updates issued by relevant agencies like the U.S. Department of Housing and Urban Development, and to incorporate appropriate industry best practices.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners finds as follows:

That the proposed modifications to the outstanding loans comprising the first mortgage for Edgemont Elms, as set forth in Attachment A, are accepted;

That the Chairman, Chief Executive Officer and other appropriate staff of the Housing Authority of the City of Durham are authorized to execute all contracts or other documents necessary to effectively accept the proposal submitted by Mechanics & Farmers Bank and to enter into the new loan agreement;

That this resolution shall take effect immediately.

Done this 23<sup>rd</sup> day of February 2011.

Commissioner Quick moved that the Board approve this request subject to approval by Edgemont Elms Housing Inc., which motion was seconded by Commissioner Robinson and unanimously carried by the Board. The "Ayes" and "Nays" were as follows:

AYES

David J. Haley  
Barbara F. Lofton  
Thomas M. Niemann  
Gloria M. Nottingham  
George K. Quick  
John S. Ramsey  
Isaac A. Robinson

NAYS

None

The chairman thereupon declared said motion carried and said resolution adopted.

Commissioner Robinson made a motion to go into closed session to discuss two employee related matters, which motion was seconded by Commissioner Quick and unanimously carried by the Board.

Commissioner Robinson made a motion to come out of closed session, which motion was seconded by Commissioner Ramsey and unanimously carried by the Board.

The chairman said no action was taken in closed session.

Commissioner Ramsey made a motion to grant the CEO a merit increase of \$5,000 and to increase his automobile allowance from \$500 to \$700 per month, retroactive to January 2011, which motion was seconded by Commissioner Lofton and unanimously carried by the board.

There being no further business before the meeting, it was on motion duly made and seconded adjourned at 10:00 p.m.

---

Chairman

ATTEST:

(SEAL)

---

Secretary

**Durham Housing Authority**  
Durham, NC

**MINUTES OF THE FINANCE COMMITTEE**  
March 09, 2011

Attendees: George Quick, Committee Member  
Tom Niemann, Committee Member  
Eric Pristell, The Banks Law Firm  
Dallas J. Parks, CEO  
Willie "Sonny" McMahand, COO  
Jeffrey G. Causey, CFO  
Rhega Taylor, Director of HCV  
Shannon McLean, Director of Development & Real Estate  
Strategies  
Dale Rector, Rector & Reeder, PA  
Dave Berrier, Rector & Reeder, PA

The meeting was called to order by Mr. Quick at 5:20 p.m.

**Audit Entrance Conference**

Mr. Rector with Rector & Reeder, PA, the Authority's independent auditor, met with the Committee to discuss the FY2010 audit. The audit firm's staff was on site starting Monday, March 7, 2011, and is expected to be on site for another couple weeks. The audit is anticipated to be complete by the end of April.

Mr. Rector indicated they had started with compliance reviews and thus far files from both the HCV Program and the Public Housing program were looking very good. He invited the Committee members to feel free to contact him should they have any concerns regarding the audit or issues to be addressed.

**Interim PHAS Rule**

Mr. Causey provided copies of presentations prepared by HUD regarding an interim rule issued in the last couple weeks regarding PHAS. The new rules requirements will apply to PHAs with fiscal years ending on or after March 31, 2011, so DHA will be measured using the new rule for FY2011. Most of the information that will be part of PHAS will now come from other information DHA submits to HUD in other systems such as the FDS and PIC.

**Affordable Housing Properties Loan Update**

Mr. Causey updated the Committee members on the status of the loans related to the affordable housing properties, Edgemont Elms and Preiss-Steele Place. Mr. Smith with M&F Bank is working on alternative loan structures in light of the Board's feedback at the February meeting. SunTrust has declined to pursue a refinancing of the Preiss-Steele Place first mortgage, so staff is starting to develop alternate sources to approach. The City of Durham has tentatively indicated a willingness to restructure the second mortgages as requested by DHA.

**Procurements**

Mr. Causey reported staff is working on a procurement for landscaping services that will likely require Board approval. This action is planned to be presented at the March Board meeting.

**Budget Amendments**

Mr. Causey presented a draft budget amendment to provide funding for a master planner in connection with the Choice Neighborhood Initiative project. In addition to appropriating amounts previously approved by the Board, the budget amendment makes available and additional \$30,833 for master planner services based on the independent cost estimate completed as part of the procurement activity.

**HUD Greensboro Reviews**

Mr. Causey presented an update regarding reviews of procurements by the HUD Greensboro office. The Committee briefly discussed the timing of a request for HUD Greensboro staff to conduct a site visit of the Authority to verify issues identified in the 2009 review have been addressed.

**HCV Utilization Report**

Mr. Causey provided the March 2011 report.

**Other Business**

The Committee discussed internal audit issues and the need to resume work on implementing that function for the Authority.

There being no further business, the meeting was adjourned at approximately 6:12 p.m.

The next committee meeting is set for Wednesday, April 13, 2011, at 5:15 p.m.

Respectfully submitted,

Jeffrey G. Causey

**Durham Housing Authority**  
Durham, NC

**MINUTES OF THE DEVELOPMENT COMMITTEE**  
March 10, 2011

Attendees: Dallas Parks, CEO  
 Jeffrey Causey, CFO  
 Sonny McMahan, COO  
 Eric Pristell, Attorney  
 Jack Preiss, Citizen  
 Vickie Ellis, Capital Improvements/Strategic Plan Administrator  
 Shannon McLean, Director of Development/Real Estate Strategies  
 Brenda Tillman, Program Specialist for Development/Real Estate Strategies  
 Theresa Hopkins, Administrative Assistant for Development/Real Strategies

The meeting was called to order by Mr. Parks at 12:10 p.m.

**Public Comments:**

Jack Preiss expressed continued concern about the Continuum of Care application process. He also discussed the proposed upcoming financial cuts to housing programs.

**HOPE VI**

There have been several meetings with the Community Housing Development Organization (CHDO) and the City in terms of moving the construction of the 37 homes forward. Once the CHDO submits updated construction numbers to the City there will be another meeting scheduled with both parties.

The U.S. Department of Housing and Urban Development has not signed off on the Partial Releases for the disposition of the four parcels being sold to Scientific Properties and Habitat for Humanity. The purchase agreements will have to be amended to include language stating that the homes will be sold to low and/or moderate income families. Eric suggested submittal of revised Deeds for public record.

**Edgemont Elms**

The staff supplied the architectural and engineering firm additional requested information. The anticipated project start date is July; the end date is still scheduled for September 2013.

**Choice Neighborhoods Initiative**

There will be a budget amendment presented to the Board for approval, for the Master Planner.

**Development Strategies**

Staff continues to populate the Development Evaluation document.

Staff is working on a response for Goley Pointe for the North Carolina Housing Finance Agency's (NCHFA) application. DHA received a letter from the NCHFA thanking them for submitting an application that was thorough and well written. Staff is working on the submission of additional requested items.

The meeting was adjourned at 12:26 p.m. The next committee meeting is scheduled for Thursday, April 14, 2011, at 12:00 p.m.

Respectfully submitted,

Shannon McLean

## HOUSING AUTHORITY OF THE CITY OF DURHAM

## MEMORANDUM

TO: Board of Commissioners

FROM: Dallas J. Parks, Chief Executive Officer

DATE: March 23, 2011

SUBJECT: Resolution Authorizing the Write-Off of Conventional Housing Collection Losses for the Period Ending January 31, 2011

## I. STATEMENT OF ISSUE

Durham Housing Authority (DHA) requires that vacated tenant account balances be written off monthly for public housing residents.

## II. BACKGROUND

The attached Collection Loss Report represents the total amount of losses from all Conventional Housing programs administered by DHA. The amounts to be written off by Asset Management Project (AMP) for period ending January 31, 2011, are as follows:

**2011 PUBLIC HOUSING WRITE-OFFS BY AMP**

Period Ending January 31, 2011

AMP#	Community	Budget	Amount Written-off YTD	Current Write-off	New Total	% of Budget Used After Current Write-off is Applied
001 & 002	McDougald Terrace	\$47,000.00	\$0.00	\$1,869.52	\$1,869.52	4%
003	Scattered Sites	\$700.00	\$0.00	\$647.00	\$647.00	92%
004	Oldham Towers	\$10,000.00	\$0.00	\$0.00	\$0.00	0%
005	Cornwallis Road	\$25,683.00	\$0.00	\$5,954.23	\$5,954.23	23%
006	Liberty Street	\$18,000.00	\$0.00	\$0.00	\$0.00	0%
007	Club Blvd	\$1,255.00	\$0.00	\$0.00	\$0.00	0%
008	Hoover Road	\$11,600.00	\$0.00	\$1,718.15	\$1,718.15	15%
009	JJ Henderson	\$3,000.00	\$0.00	\$0.00	\$0.00	0%
010	Morreene Road	\$13,000.00	\$0.00	\$1,278.00	\$1,278.00	10%
011	Damar Court	\$5,925.00	\$0.00	\$0.00	\$0.00	0%
012	Oxford Manor	\$14,000.00	\$0.00	\$849.45	\$849.45	6%
014	Forest Hill Heights	\$1,600.00	\$0.00	\$0.00	\$0.00	0%
015	Laurel Oaks	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>TOTAL</b>	<b>\$151,763.00</b>	<b>\$0.00</b>	<b>\$12,316.35</b>	<b>\$12,316.35</b>	<b>8%</b>

### III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the write-off of collection losses in the amount of **\$12,316.35** for Conventional Housing.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD ENDING JANUARY 31, 2011**

**WHEREAS**, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

**WHEREAS**, the property management staff has notified each former resident of the amount owed; and

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development require a housing authority to write off any and all monies owed that cannot be collected.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, and late fees owed as per the listing of delinquent accounts shown in the amount of **\$12,316.35** for the period ending January 31, 2011.

This resolution shall take effect immediately.

Done this 23rd day of March 2011.

**RECORDING OFFICER'S CERTIFICATION**

I, Dallas J. Parks, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at a special meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on March 23, 2011.

(SEAL)

**BY:** \_\_\_\_\_  
Dallas J. Parks, Secretary

# COLLECTION LOSSES

January 2011

PUBLIC HOUSING	ACCT.#	MOVE OUT DATE	MONTHLY RENT	SECURITY DEPOSIT	ACTIVE RENT	RAR	UTILITIES	REPAIR CHARGES	COURT COSTS	LATE FEES	TO BE CHARGED OFF	REASONS FOR VACATING
MCDUGALD	303	1/10/2011	\$211.00	-\$300.00	\$703.00	\$0.00	\$0.00	\$6.04	\$212.00	\$39.96	\$661.00	non-payment of rent
Site Manager:	366	1/10/2011	\$123.00	-\$246.00	\$286.00	\$0.00	\$374.25	\$305.42	\$126.00	\$45.00	\$890.67	non-payment of rent
Sherry Robinson	577	1/7/2011	\$274.00	-\$25.00	\$0.00	\$0.00	\$9.85	\$330.00	\$0.00	\$3.00	\$317.85	other
<b>TOTAL</b>			<b>\$608.00</b>	<b>-\$571.00</b>	<b>\$989.00</b>	<b>\$0.00</b>	<b>\$384.10</b>	<b>\$641.46</b>	<b>\$338.00</b>	<b>\$87.96</b>	<b>\$1,869.52</b>	<b>NONPAYMENT OF RENT</b>
SCATT. SITES	604	1/1/2011	\$192.00	\$0.00	\$476.00	\$0.00	\$0.00	\$0.00	\$126.00	\$45.00	\$647.00	
Site Manager:												
Cynthia Watkins												
<b>TOTAL</b>			<b>\$192.00</b>	<b>\$0.00</b>	<b>\$476.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$126.00</b>	<b>\$45.00</b>	<b>\$647.00</b>	
OLDHAM TOWERS	None											
Site Manager:												
Cheryle Roberts												
<b>TOTAL</b>												
CORNWALLIS RD	656	1/11/2011	\$280.00	-\$300.00	\$659.00	\$359.30	\$272.95	\$655.40	\$80.00	\$45.00	\$1,771.65	padlock-nonpayment of rent
Site Manager:	744	1/11/2011	\$541.00	-\$288.80	\$1,169.00	\$0.00	\$53.60	\$0.00	\$126.00	\$45.00	\$1,104.80	padlock-nonpayment of rent
Samiyah Harvey	795	1/11/2011	\$245.00	-\$250.00	\$1,213.00	\$1,004.25	\$351.40	\$487.13	\$212.00	\$60.00	\$3,077.78	padlock-nonpayment of rent
<b>TOTAL</b>			<b>\$1,066.00</b>	<b>-\$838.80</b>	<b>\$3,041.00</b>	<b>\$1,363.55</b>	<b>\$677.95</b>	<b>\$1,142.53</b>	<b>\$418.00</b>	<b>\$150.00</b>	<b>\$5,954.23</b>	
LIBERTY STREET	None											
Site Manager:												
Cheryle Roberts												
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
CLUB BLVD.	None											
Site Manager:												
Pam Davis												
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
HOOVER ROAD	2590	1/3/2011	\$50.00	-\$300.00	\$156.00	\$0.00	\$93.20	\$1,552.95	\$126.00	\$90.00	\$1,718.15	padlocked/nonpayment
Site Manager:												
Cheryle Roberts												
<b>TOTAL</b>			<b>\$50.00</b>	<b>-\$300.00</b>	<b>\$156.00</b>	<b>\$0.00</b>	<b>\$93.20</b>	<b>\$1,552.95</b>	<b>\$126.00</b>	<b>\$90.00</b>	<b>\$1,718.15</b>	
JJ HENDERSON	None											
Site Manager:												
Cynthia Watkins												
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
MORRENE ROAD	1242	1/12/2011	\$324.00	-\$150.00	\$1,107.00	\$0.00	\$0.00	\$150.00	\$126.00	\$45.00	\$1,278.00	non-payment of rent
Site Manager:												
Trannie Meekins												
<b>TOTAL</b>			<b>\$324.00</b>	<b>-\$150.00</b>	<b>\$1,107.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150.00</b>	<b>\$126.00</b>	<b>\$45.00</b>	<b>\$1,278.00</b>	

**COLLECTION LOSSES**

January 2011

PUBLIC HOUSING	ACCT.#	MOVE OUT DATE	MONTHLY RENT	SECURITY DEPOSIT	ACTIVE RENT	RAR	UTILITIES	REPAIR CHARGES	COURT COSTS	LATE FEES	TO BE CHARGED OFF	REASONS FOR VACATING
<b>DAMAR COURT</b>	None											
Site Manager:												
Trannie Meekins												
<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>OXFORD MANOR</b>	1732	1/7/2011	\$197.00	-\$150.00	\$295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145.00	Section 8
Site Manager:	1679	1/20/2011	\$156.00	-\$300.00	-\$472.00	\$0.00	\$0.00	\$275.00	\$212.00	\$45.45	\$704.45	Abandonment
Pam Davis												
<b>TOTAL</b>			\$353.00	-\$450.00	\$767.00	\$0.00	\$0.00	\$275.00	\$212.00	\$45.45	\$849.45	
<b>FOREST HILLS</b>	None											
Site Manager:												
Cynthia Watkins												
<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>LAUREL OAKS</b>	None											
Site Manager:												
Samiyah Harvey												
<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Conventional Totals =</b>					\$6,536.00	\$1,363.55	\$1,155.25	\$3,761.94	\$1,346.00	\$463.41	\$12,316.35	
								<b>TOTAL charges</b>			\$12,316.35	

## HOUSING AUTHORITY OF THE CITY OF DURHAM

## MEMORANDUM

TO: Board of Commissioners

FROM: Dallas J. Parks, Chief Executive Officer

DATE: March 23, 2011

SUBJECT: Resolution Authorizing the Write-Off of Affordable Housing Collection Losses for the Period Ending January 31, 2011

## I. STATEMENT OF ISSUE

Durham Housing Authority (DHA) requires that vacated tenant account balances be written off monthly for Affordable Housing residents.

## II. BACKGROUND

The attached Collection Loss Report represents the total amount of losses from all Affordable Housing programs administered by DHA. The amounts to be written off, for period ending January 31, 2011, are as follows:

## 2011 AFFORDABLE HOUSING WRITE-OFFS

Period Ending January 31, 2011

Fund Code	Development	Budget	Amount Written-off YTD	Current Write-off	New Total	% of Budget Used After Current Write-off is Applied
50001	Edgemont Elms	\$9,500.00	\$0.00	\$12,365.08	\$12,365.08	130%
50002	Preiss-Steele Place	\$4,000.00	\$0.00	\$1,642.20	\$1,642.20	41%
	<b>TOTAL</b>	<b>\$13,500.00</b>	<b>\$0.00</b>	<b>\$14,007.28</b>	<b>\$14,007.28</b>	<b>104%</b>

## III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the write-off of collection losses in the amount of **\$14,007.28** for Affordable Housing.

**RESOLUTION NO. \_\_\_\_\_****RESOLUTION AUTHORIZING THE WRITE-OFF OF AFFORDABLE HOUSING COLLECTION LOSSES FOR THE PERIOD ENDING JANUARY 31, 2011**

**WHEREAS**, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents, and

**WHEREAS**, the property management staff has notified each former resident of the amount owed; and

**WHEREAS**, the Board requires the Housing Authority of the City of Durham to write off any and all monies owed that cannot be collected.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham approve the write-off of rents, utilities, repair charges, and late fees owed as per the listing of delinquent accounts shown in the amount of **\$14,007.28** for the period ending January 31, 2011.

This resolution shall take effect immediately.

Done this 23rd day of March 2011.

**RECORDING OFFICER'S CERTIFICATION**

I, Dallas J. Parks, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at a special meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on March 23, 2011.

(SEAL)

**BY:** \_\_\_\_\_  
Dallas J. Parks, Secretary

**AFFORDABLE HOUSING COLLECTION LOSSES**

January 2011

AFFORDABLE HOUSING	ACCT.#	MOVE OUT DATE	MONTHLY RENT	SECURITY DEPOSIT	ACTIVE RENT	RAR	UTILITIES	REPAIR CHARGES	COURT COSTS	LATE FEES	TO BE CHARGED OFF	REASONS FOR VACATING
EDGEMONT ELMS	8015	1/11/2011	\$65.00	-\$250.00	\$496.00	\$0.00	\$0.00	\$0.00	\$136.00	\$30.00	\$412.00	Eviction Non-Payment
Site Manager:	8013	1/11/2011	\$536.00	-\$250.00	\$1,608.00	\$0.00	\$0.00	\$761.00	\$136.00	\$60.00	\$2,315.00	Eviction Non-Payment
Tammy Atkins	8011	1/11/2011	\$589.00	-\$250.00	\$1,360.41	\$0.00	\$0.00	\$0.00	\$136.00	\$60.00	\$1,276.41	Eviction Non-Payment
	8048	1/11/2011	\$589.00	-\$250.00	\$2,059.00	\$0.00	\$0.00	\$0.00	\$136.00	\$60.00	\$2,005.00	Eviction Non-Payment
	8007	1/11/2011	\$589.00	-\$250.00	\$2,325.00	\$0.00	\$0.00	\$0.00	\$136.00	\$60.00	\$2,271.00	Eviction Non-Payment
	8009	1/11/2011	\$589.00	-\$250.00	\$1,806.00	\$200.00	\$0.00	\$0.00	\$136.00	\$75.00	\$1,967.00	Eviction Non-Payment
	8028	1/11/2011	\$589.00	-\$250.00	\$2,142.67		\$0.00	\$0.00	\$136.00	\$90.00	\$2,118.67	Eviction Non-Payment
<b>TOTAL</b>			<b>\$3,546.00</b>	<b>-\$1,750.00</b>	<b>\$11,797.08</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$761.00</b>	<b>\$952.00</b>	<b>\$405.00</b>	<b>\$12,365.08</b>	
PREISS-STEEL	9080	1/13/2011	\$479.00	-\$250.00	\$1,437.00	\$314.20	\$0.00	\$0.00	\$126.00	\$15.00	\$1,642.20	Eviction Non-Payment
Site Manager:												
Felecia Markham												
<b>TOTAL</b>			<b>\$479.00</b>	<b>-\$250.00</b>	<b>\$1,437.00</b>	<b>\$314.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$126.00</b>	<b>\$15.00</b>	<b>\$1,642.20</b>	
<b>Conventional Totals =</b>												
					<b>\$13,234.08</b>	<b>\$514.20</b>	<b>\$0.00</b>	<b>\$761.00</b>	<b>\$1,078.00</b>	<b>\$420.00</b>	<b>\$14,007.28</b>	
<b>TOTAL charges</b>											<b>\$14,007.28</b>	

## HOUSING AUTHORITY OF THE CITY OF DURHAM

## MEMORANDUM

TO: Board of Commissioners

FROM: Dallas J. Parks, Chief Executive Officer

DATE: March 23, 2011

SUBJECT: Budget Amendment 2011-006

## I. STATEMENT OF ISSUE

The Durham Housing Authority (DHA) and its affiliates or instrumentalities are in the process of commencing planning work connected to the McDougald Terrace Choice Neighborhood Initiative (CNI) Planning Grant. The proposed budget amendment will appropriate funds for the services of a Master Planner.

## II. BACKGROUND

During the last quarter of 2010, DHA applied for a CNI Planning Grant for McDougald Terrace and the surrounding area. As part of that application process, a budget was developed that included the services of a Master Planner to complete many of the planning grant activities scheduled for 2011.

Staff is in the process of procuring a firm to provide Master Planner services. As part of this procurement, an independent cost estimate was completed. Based on the scope of work that was developed, the anticipated fees will be approximately \$207,500.

During the grant application process, the Board agreed to provide up to \$166,667 in funds from Central Office Cost Center (COCC) reserves toward the project. In addition, the City of Durham agreed to contribute \$10,000. Based on the estimated cost, a gap of \$30,833 exists.

Staff is proposing to fund this gap using additional funds from the COCC reserves. This budget amendment will also establish the budget for this procurement in the Development department of the COCC. If the CNI Planning Grant is awarded to DHA, a separate project fund will be established and these entries will be transferred to that budget at that time.

### III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve attached Budget Adjustment 2011-006 as a budget amendment in the amount of \$207,500.00.

Durham Housing Authority

Number 2011-006

Budget Adjustment Form

Date Mar 23, 2011

Type: Amendment

Account Code			Object Description	Action A – Add R – Reduce	Amount
Fund	Line	Object			
			<b>COCC</b>		
30025	4190	10.000	Consulting Expenses	A	207,500.00
30025	3480	00.000	Appropriated Retained Earnings	A	197,500.00
30025	3690	01.000	Other Income – Development Fees	A	10,000.00

**Reason for adjustment:**

Appropriate funds from COCC reserves for CNI Planning Grant Master Planner. \$166,667 previously approved by Board as part of grant application. Additional \$30,833 proposed based on independent cost estimate. \$10,000 to be provided by City of Durham as partner.

\_\_\_\_\_  
Budget Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer  
(required if amendment or revision over \$25,000)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Approval  
(required if amendment)

\_\_\_\_\_  
Date

HOUSING AUTHORITY OF THE CITY OF DURHAM  
MEMORANDUM

TO: Board of Commissioners  
FROM: Dallas J. Parks, Chief Executive Officer  
DATE: March 23, 2011  
SUBJECT: Resolution Approving Selection of Lawn Care Contractors

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (DHA) currently retains the services of independent contractors to provide lawn care services for DHA properties. The current contracts expired in November 2010. Therefore, new contractors need to be selected and contracts executed for services to be provided during 2011.

II. BACKGROUND

DHA currently has three active contracts with vendors to provide lawn care services for all properties. These vendors include Ramos Landscaping, Professional Lawn Care and Mangum's Pro Lawn Services. The contracts expired in November 2010. With the upcoming lawn season, new contracts for services are needed.

DHA elected to use a Request for Proposal (RFP) process to obtain competitive proposals from qualified lawn care service providers. Proposals were solicited during February and March 2011 with seven proposals received. The proposals were evaluated against a pre-determined set of criteria. The proposals received, in ranked order, were from:

<u>Vendor</u>	<u>Score</u>
Professional Lawn Care	260
Davis Landscape, LTD	259
Ramos Landscaping	250
Mangum's Pro Lawn Service	225
Trugreen	204
Herb's Lawn Care Service	189
J.A. Farrington Janitorial Services	184

In addition to the evaluation rankings above, *Attachment A* to this document shows a comparison of the recommended vendors per cut cost with the FY2010 contract amounts.

The independent cost estimate for landscaping services for one year is \$353,405. During FY2010, the Authority paid the following amounts by vendor for landscaping services:

Ramos Landscaping	\$ 272,066
Professional Lawn Care	42,660
Mangum's Pro Lawn Service	17,220
Total	\$ 331,946

Based on the review and analysis, staff recommends the selection of the following vendors for the corresponding development:

<u>Vendor Name</u>	<u>Development</u>
[PLACEHOLDER]	[PLACEHOLDER]

III. RECOMMENDATION

It is recommended that the Board of Commissioners approve the selection of [PLACEHOLDER] for the provision of lawn care services and authorize staff to execute the appropriate contracts and documents.

**Attachment A**

[PLACEHOLDER]

**RESOLUTION NO. \_\_\_\_\_****RESOLUTION APPROVING SELECTION OF LAWN CARE CONTRACTORS**

**WHEREAS**, the Housing Authority of the City of Durham retains independent contractors to provide lawn care services for its properties; and

**WHEREAS**, the Housing Authority of the City of Durham is required to maintain the lawns and landscaping at all of its properties; and

**WHEREAS**, current contracts with these vendors expired in November 2010; and

**WHEREAS**, the Housing Authority of the City of Durham issued a Request for Proposals for interested vendors to provide these services consistent with internal procurement policies, State laws, and Federal rules and regulations; and

**WHEREAS**, the Housing Authority of the City of Durham received proposals on March 8, 2011, from several interested lawn care service providers and thereafter evaluated those proposals,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham finds as follows:

1. That contracts be awarded, upon successful negotiation, with the following vendor(s): [PLACEHOLDER];
2. That, consistent with 24 CFR 85.36(b)(9) Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement, including the basis for the selection and contract prices;
3. That the Chief Executive Officer is hereby directed to execute all contracts or other documents necessary to effectively award this contract;
4. That this approval is contingent upon approval by the Greensboro Field Office of the U.S. Department of Housing and Urban Development;
5. That this Resolution shall take effect immediately.

Done this 23<sup>rd</sup> day of March 2011.

**RECORDING OFFICER'S CERTIFICATION**

I, Dallas J. Parks, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on March 23, 2011.

(SEAL)

**BY:**

\_\_\_\_\_  
Dallas J. Parks, Secretary