

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution Approving the Proposed Utility Allowances

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (DHA) is requesting approval of a change in the utility allowances for its conventional public housing program.

II. BACKGROUND

Federal regulations require DHA to review its utility allowances to ensure that they are at the proper levels considering the utility usage by all conventional public housing residents.

The proposed utility allowances, shown in the attached document "Utility Allowances Analysis – 7/29/2009," were established based on the utility consumption history of each affected development from 2004, 2005, and 2008 for the HUD acceptable usage categories. Utility consumption history data for 2006 and 2007 was determined not to be valid for inclusion in the three years data set used to calculate the proposed utility allowances, due to excessive data errors. The average net change, inclusive of all conventional public housing developments, from the current utility allowances to the proposed utility allowances is a 2.24% increase.

HUD acceptable usage categories are heating, domestic hot water, cooking, lighting, refrigeration, laundry and general household receptacle use. Air conditioning is not an approved HUD usage category.

Residents received the proposed utility allowances not less than 60 days before the proposed effective date of the utility allowances. Proposed utility allowances were received August 10, 2009. Residents had an opportunity to submit written comments during a period not less than 30 days before the effective date of the proposed utility allowances. Deadline

for submission of written comments was October 12, 2009. The proposed utility allowances will become effective January 1, 2010.

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the proposed utility allowances and that they become effective January 1, 2010.

RESOLUTION NO. _____**RESOLUTION APPROVING THE PROPOSED UTILITY ALLOWANCES**

WHEREAS, The Housing Authority of the City of Durham reviewed its utility allowances to ensure that they are at the proper levels considering the utility usage by all conventional public housing residents; and

WHEREAS, in accordance with the U. S. Department of Housing and Urban Development regulations, conventional public housing residents received written notice of the proposed utility allowances, and had a sixty (60) day review period, for written comments, prior to any approved changes; and

WHEREAS, The Housing Authority of the City of Durham did not receive any written comments regarding the proposed utility allowances.

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

1. That the proposed utility allowances be approved;
2. That the approved proposed utility allowances become effective January 1, 2010.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, 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 November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

UTILITY ALLOWANCES ANALYSIS - 7/29/2009

DEVELOPMENT	UTILITY	QUARTER*	BEDROOM	CURRENT ALLOWANCE	PROPOSED ALLOWANCE	NET CHANGE
McDougald Terrace 360 units	Electricity (kwh)	1st	1	1132	1395	23.23%
		2nd	1	1118	1158	3.58%
		3rd	1	1783	1755	-1.57%
		4th	1	1244	1252	0.64%
	Electricity (kwh)	1st	2	1402	1928	37.52%
		2nd	2	1495	1497	0.13%
		3rd	2	2266	2242	-1.06%
		4th	2	1645	1709	3.89%
	Electricity (kwh)	1st	3	1764	2025	14.80%
		2nd	3	2013	1989	-1.19%
		3rd	3	3020	2859	-5.33%
		4th	3	2178	2122	-2.57%
	Electricity (kwh)	1st	4	1793	1988	10.88%
		2nd	4	1986	1971	-0.76%
		3rd	4	3249	2888	-11.11%
		4th	4	2208	2133	-3.40%
Electricity (kwh)	1st	5	2185	2483	13.64%	
	2nd	5	2089	2805	34.27%	
	3rd	5	3127	3148	0.67%	
	4th	5	2536	2933	15.65%	
McDougald Terrace Average Net Change 6.12%						
Natural Gas (ccf)	1st	1	382	392	2.62%	
	2nd	1	191	191	0.00%	
	3rd	1	82	81	-1.22%	
	4th	1	157	161	2.55%	
Natural Gas (ccf)	1st	2	358	394	10.06%	
	2nd	2	181	173	-4.42%	
	3rd	2	87	89	2.30%	
	4th	2	139	171	23.02%	

DEVELOPMENT	UTILITY	QUARTER*	BEDROOM	CURRENT ALLOWANCE	PROPOSED ALLOWANCE	NET CHANGE
	Natural Gas (ccf)	1st	3	440	465	5.68%
		2nd	3	214	212	-0.93%
		3rd	3	103	99	-3.88%
		4th	3	192	202	5.21%
	Natural Gas (ccf)	1st	4	546	579	6.04%
		2nd	4	267	264	-1.12%
		3rd	4	103	103	0.00%
		4th	4	221	242	9.50%
	Natural Gas (ccf)	1st	5	468	495	5.77%
		2nd	5	278	282	1.44%
		3rd	5	145	143	-1.38%
		4th	5	231	238	3.03%
McDougal Terrace Average Net Change 3.21%						
Cornwallis Road 200 units	Electricity (kwh)	1st	1	6512	7034	8.02%
		2nd	1	3369	3374	0.15%
		3rd	1	1990	2494	25.33%
		4th	1	3804	3789	-0.39%
	Electricity (kwh)	1st	2	7926	8285	4.53%
		2nd	2	3844	4109	6.89%
		3rd	2	2833	3029	6.92%
		4th	2	4177	4320	3.42%
	Electricity (kwh)	1st	3	11226	10490	-6.56%
		2nd	3	5318	5314	-0.08%
		3rd	3	3924	4201	7.06%
		4th	3	5797	5816	0.33%
Electricity (kwh)	1st	4	12005	11617	-3.23%	
	2nd	4	6262	6060	-3.23%	
	3rd	4	4651	5194	11.67%	
	4th	4	6933	6595	-4.88%	

DEVELOPMENT	UTILITY	QUARTER*	BEDROOM	CURRENT ALLOWANCE	PROPOSED ALLOWANCE	NET CHANGE	
Liberty Street 108 units	Electricity (kwh)	1st	5	13729	13698	-0.23%	
		2nd	5	8280	8594	3.79%	
		3rd	5	6050	6364	5.19%	
		4th	5	7878	7853	-0.32%	
	Electricity (kwh)	1st	6	13791	14278	3.53%	
		2nd	6	10866	11431	5.20%	
		3rd	6	4942	6444	30.39%	
		4th	6	7631	8840	15.84%	
	Cornwallis Road				Average Net Change		
	Electricity (kwh)	1st	1	6293	6059	-3.72%	
		2nd	1	3411	3184	-6.65%	
		3rd	1	2207	1969	-10.78%	
		4th	1	3594	3576	-0.50%	
	Electricity (kwh)	1st	2	10543	10232	-2.95%	
		2nd	2	5057	5009	-0.95%	
		3rd	2	2905	2948	1.48%	
4th		2	6046	5766	-4.63%		
Electricity (kwh)	1st	3	13680	10232	-25.20%		
	2nd	3	6299	5009	-20.48%		
	3rd	3	3924	2948	-24.87%		
	4th	3	7503	5766	-23.15%		
Liberty Street				Average Net Change			
Electricity (kwh)	1st	3	2484	2774	11.67%		
	2nd	3	2387	2577	7.96%		
	3rd	3	3716	4417	18.86%		
	4th	3	2578	2644	2.56%		
Electricity (kwh)	1st	4	2754	3108	12.85%		
	2nd	4	2568	3015	17.41%		
Club Boulevard				Average Net Change			
77 units	Electricity (kwh)	1st	3	2484	2774	11.67%	
		2nd	3	2387	2577	7.96%	
		3rd	3	3716	4417	18.86%	
		4th	3	2578	2644	2.56%	

DEVELOPMENT	UTILITY	QUARTER*	BEDROOM	CURRENT ALLOWANCE	PROPOSED ALLOWANCE	NET CHANGE
		3rd	4	3869	4869	25.85%
		4th	4	2936	3051	3.92%
				Club Boulevard	Average Net Change	12.64%
	Natural Gas (ccf)	1st	3	358	358	0.00%
		2nd	3	213	202	-5.16%
		3rd	3	103	102	-0.97%
		4th	3	169	177	4.73%
	Natural Gas (ccf)	1st	4	389	372	-4.37%
		2nd	4	207	201	-2.90%
		3rd	4	93	91	-2.15%
		4th	4	194	189	-2.58%
				Club Boulevard	Average Net Change	-1.67%
Hoover Road						
54 units						
	Electricity (kwh)	1st	2	1424	1557	9.34%
		2nd	2	1470	1568	6.67%
		3rd	2	2232	2345	5.06%
		4th	2	1596	1894	18.67%
	Electricity (kwh)	1st	4	2343	2413	2.99%
		2nd	4	2286	2572	12.51%
		3rd	4	3732	3732	0.00%
		4th	4	2857	2821	-1.26%
				Hoover Road	Average Net Change	6.75%
	Natural Gas (ccf)	1st	2	371	329	-11.32%
		2nd	2	185	173	-6.49%
		3rd	2	99	94	-5.05%
		4th	2	147	152	3.40%
	Natural Gas (ccf)	1st	4	412	423	2.67%
		2nd	4	213	225	5.63%
		3rd	4	108	105	-2.78%
		4th	4	197	199	1.02%

DEVELOPMENT	UTILITY	QUARTER*	BEDROOM	CURRENT ALLOWANCE	PROPOSED ALLOWANCE	NET CHANGE	
Morreene Road 224 units	Electricity (kwh)	1st	0	6682	Average Net Change	-1.61%	
		2nd	0	2787	6747	0.97%	
		3rd	0	1613	2851	2.30%	
		4th	0	3648	1722	6.76%	
	Electricity (kwh)	1st	1	7479	7512	0.44%	
		2nd	1	3424	3445	0.61%	
		3rd	1	2012	2035	1.14%	
		4th	1	4027	4163	3.38%	
	Electricity (kwh)	1st	2	9447	9027	-4.45%	
		2nd	2	4625	4449	-3.81%	
		3rd	2	2799	2833	1.21%	
		4th	2	5151	4921	-4.47%	
	Damar Court 102 units	Electricity (kwh)	1st	2	8072	Average Net Change	0.65%
			2nd	2	4080	7563	-6.31%
			3rd	2	3722	3911	-4.14%
			4th	2	4576	3732	0.27%
Electricity (kwh)		1st	2	1687	1785	5.81%	
		2nd	2	1686	1955	15.95%	
		3rd	2	2511	2729	8.68%	
		4th	2	1862	1936	3.97%	
Electricity (kwh)		1st	3	1917	1951	1.77%	
		2nd	3	2112	2403	13.78%	
		3rd	3	2773	3120	12.51%	
		4th	3	2237	2245	0.36%	
Electricity (kwh)	1st	4	2604	2592	-0.46%		
	2nd	4	2877	3068	6.64%		
	3rd	4	3543	3907	10.27%		
	4th	4	2685	2245	-16.39%		

DEVELOPMENT	UTILITY	QUARTER*	BEDROOM	CURRENT ALLOWANCE	PROPOSED ALLOWANCE	NET CHANGE
	Electricity (kwh)	1st	5	2672	2847	6.55%
		2nd	5	3122	3472	11.21%
		3rd	5	3939	4477	13.66%
		4th	5	3332	3523	5.73%
			Oxford Manor	Average Net Change		6.25%
	Natural Gas (ccf)	1st	2	380	369	-2.89%
		2nd	2	197	201	2.03%
		3rd	2	80	85	6.25%
		4th	2	167	184	10.18%
	Natural Gas (ccf)	1st	3	422	413	-2.13%
		2nd	3	220	227	3.18%
		3rd	3	107	115	7.48%
		4th	3	197	235	19.29%
	Natural Gas (ccf)	1st	4	574	559	-2.61%
		2nd	4	279	286	2.51%
		3rd	4	116	121	4.31%
		4th	4	256	235	-8.20%
	Natural Gas (ccf)	1st	5	661	628	-4.99%
		2nd	5	360	331	-8.06%
		3rd	5	136	136	0.00%
		4th	5	285	317	11.23%
			Oxford Manor	Average Net Change		2.35%
Laurel Oaks 30 units	Electricity (kwh)	1st	3	2346	2254	-3.92%
		2nd	3	2596	2696	3.85%
		3rd	3	3779	3568	-5.58%
		4th	3	2952	2743	-7.08%
			Laurel Oaks	Average Net Change		-3.18%
	Natural Gas (ccf)	1st	3	240	274	14.17%
		2nd	3	160	140	-12.50%
		3rd	3	94	54	-42.55%

DEVELOPMENT	UTILITY	QUARTER*	BEDROOM	CURRENT ALLOWANCE	PROPOSED ALLOWANCE	NET CHANGE
		4th	3	160	121	-24.38%
				Laurel Oaks	Average Net Change	-16.32%

AVERAGE NET CHANGE PHA-WIDE 2.24%

***Quarter:**

- 1st Dec. 1 - Feb. 28
- 2nd Mar. 1 - May 31
- 3rd Jun. 1 - Aug. 31
- 4th Sept. 1 - Nov. 30

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution Approving Contract Award for the Exterior Siding, Coverings, and Miscellaneous Renovations at Damar Court

I. STATEMENT OF ISSUE

The exterior siding, coverings, and miscellaneous renovations at Damar Court, which are approved work items in the Capital Fund Program, require the services of a contractor to complete the work.

II. BACKGROUND

The exterior siding, coverings, and miscellaneous renovations at Damar Court were included in the approved Capital Fund Program Five-Year Action Plan and recommended in the 2005 and 2008 Physical Needs Assessments and the 2006 Energy and Water Conservation Audit.

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the resolution to award the contract for the exterior siding, coverings, and miscellaneous renovations at Damar Court to _____ in the amount of \$ _____.

RESOLUTION NO. _____**RESOLUTION APPROVING CONTRACT AWARD TO _____ FOR THE EXTERIOR SIDING, COVERINGS, AND MISCELLANEOUS RENOVATIONS AT DAMAR COURT**

WHEREAS, it has been determined from publicly opened and read bids for the exterior siding, coverings, and miscellaneous renovations at Damar Court that _____ was the lowest, responsive and responsible bidder.

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

1. That the base bid of _____ be accepted and a contract entered into with _____ in the total amount of \$ _____ (the base bid) upon furnishing a performance and payment bond approved by The Housing Authority of the City of Durham;
2. That in keeping 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, to include the basis for the selection and contract price;
3. That the Chief Executive Officer, or other designated official, is hereby directed to execute all contract or other documents necessary to effectively award this contract.
4. This Resolution shall take effect immediately.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, 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 November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution Approving Contract Award for the Replacement of Electric Water Heaters at Liberty Street

I. STATEMENT OF ISSUE

The replacement of electric water heaters at Liberty Street, which is an approved work item in the Capital Fund Program, requires the services of a contractor to complete the work.

II. BACKGROUND

The replacement of electric water heaters at Liberty Street was included in the approved Capital Fund Program Five-Year Action Plan and recommended in the 2005 and 2008 Physical Needs Assessments and the 2006 Energy and Water Conservation Audit.

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the resolution to award the contract for the replacement of electric water heaters at Liberty Street to _____ in the amount of \$_____.

RESOLUTION NO. _____

RESOLUTION APPROVING CONTRACT AWARD TO _____ FOR THE REPLACEMENT OF ELECTRIC WATER HEATERS AT LIBERTY STREET

WHEREAS, it has been determined from publicly opened and read bids for the replacement of electric water heaters at Liberty Street that _____ was the lowest, responsive and responsible bidder.

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

1. That the base bid of _____ be accepted and a contract entered into with _____ in the total amount of \$_____ (the base bid) upon furnishing a performance and payment bond approved by The Housing Authority of the City of Durham;
2. That in keeping 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, to include the basis for the selection and contract price;
3. That the Chief Executive Officer, or other designated official, is hereby directed to execute all contract or other documents necessary to effectively award this contract.
4. This Resolution shall take effect immediately.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, 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 November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution Approving Contract Award for the Reroofing, Attic Ventilation and Miscellaneous Exterior Work at Club Boulevard

I. STATEMENT OF ISSUE

The reroofing, attic ventilation and miscellaneous exterior work at Club Boulevard, which are approved work items in the Capital Fund Program, require the services of a contractor to complete the work.

II. BACKGROUND

The reroofing, attic ventilation and miscellaneous exterior work at Club Boulevard were included in the approved Capital Fund Program Five-Year Action Plan and recommended in the 2005 and 2008 Physical Needs Assessments.

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the resolution to award the contract for the reroofing, attic ventilation and miscellaneous exterior work at Club Boulevard to _____ in the amount of \$_____.

RESOLUTION NO. _____**RESOLUTION APPROVING CONTRACT AWARD TO _____ FOR THE REROOFING, ATTIC VENTILATION AND MISCELLANEOUS EXTERIOR WORK AT CLUB BOULEVARD**

WHEREAS, it has been determined from publicly opened and read bids for the reroofing, attic ventilation and miscellaneous exterior work at Club Boulevard that _____ was the lowest, responsive and responsible bidder.

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

1. That the base bid of _____ be accepted and a contract entered into with _____ in the total amount of \$_____ (the base bid) upon furnishing a performance and payment bond approved by The Housing Authority of the City of Durham;
2. That in keeping 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, to include the basis for the selection and contract price;
3. That the Chief Executive Officer, or other designated official, is hereby directed to execute all contract or other documents necessary to effectively award this contract.
4. This Resolution shall take effect immediately.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, 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 November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution Approving Contract Award for Crime Prevention Through Environmental Design (CPTED) Improvements at Cornwallis Road and Oxford Manor

I. STATEMENT OF ISSUE

The CPTED improvements at Cornwallis Road and Oxford Manor, which are approved work items in the Capital Fund Program, require the services of a contractor to complete the work.

II. BACKGROUND

The CPTED improvements at Cornwallis Road and Oxford Manor were included in the approved Capital Fund Program Five-Year Action Plan and recommended in the 2005 and 2008 Physical Needs Assessments.

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the resolution to award the contract for the CPTED improvements at Cornwallis Road and Oxford Manor to _____ in the amount of \$ _____.

RESOLUTION NO. _____**RESOLUTION APPROVING CONTRACT AWARD TO _____ FOR
CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)
IMPROVEMENTS AT CORNWALLIS ROAD AND OXFORD MANOR**

WHEREAS, it has been determined from publicly opened and read bids for the CPTED improvements at Cornwallis Road and Oxford Manor that _____ was the lowest, responsive and responsible bidder.

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

1. That the base bid of _____ be accepted and a contract entered into with _____ in the total amount of \$ _____ (the base bid) upon furnishing a performance and payment bond approved by The Housing Authority of the City of Durham;
2. That in keeping 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, to include the basis for the selection and contract price;
3. That the Chief Executive Officer, or other designated official, is hereby directed to execute all contract or other documents necessary to effectively award this contract.
4. This Resolution shall take effect immediately.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, 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 November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution Approving Contract Award for the Fencing at Scattered Sites, Fencing at Cornwallis Road, Playgrounds at Liberty Street and Signage at Morreene Road

I. STATEMENT OF ISSUE

The fencing at Scattered Sites, fencing at Cornwallis Road, playgrounds at Liberty Street and signage at Morreene Road, which are approved work items in the Capital Fund Program, require the services of a contractor to complete the work.

II. BACKGROUND

The fencing at Scattered Sites, fencing at Cornwallis Road, playgrounds at Liberty Street and signage at Morreene Road were included in the approved Capital Fund Program Five-Year Action Plan and recommended in the 2005 and 2008 Physical Needs Assessments.

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the resolution to award the contract for the fencing at Scattered Sites, fencing at Cornwallis Road, playgrounds at Liberty Street and signage at Morreene Road to _____ in the amount of \$ _____.

RESOLUTION NO. _____

RESOLUTION APPROVING CONTRACT AWARD TO _____ FOR THE FENCING AT SCATTERED SITES, FENCING AT CORNWALLIS ROAD, PLAYGROUNDS AT LIBERTY STREET AND SIGNAGE AT MORREENE ROAD

WHEREAS, it has been determined from publicly opened and read bids for the fencing at Scattered Sites, fencing at Cornwallis Road, playgrounds at Liberty Street and signage at Morreene Road that _____ was the lowest, responsive and responsible bidder.

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

1. That the base bid of _____ be accepted and a contract entered into with _____ in the total amount of \$_____ (the base bid) upon furnishing a performance and payment bond approved by The Housing Authority of the City of Durham;
2. That in keeping 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, to include the basis for the selection and contract price;
3. That the Chief Executive Officer, or other designated official, is hereby directed to execute all contract or other documents necessary to effectively award this contract.
4. This Resolution shall take effect immediately.

Done this 18th day of November 2009.

RECORDING OFFICER’S CERTIFICATION

I, Harrison Shannon, 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 November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution to Approve Personnel Policy Revisions

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham Personnel Policy Manual is a document which needs to be updated periodically in order to stay abreast of changes in the legal and regulatory arenas, to remain competitive with other employers, and to adjust for new issues or changes in the agency's operations.

II. BACKGROUND

The current Workers' Compensation Policy requires employees who are injured or involved in accidents on-the-job to submit to a drug/alcohol test. In addition, the current policy does not specifically provide for light duty assignments for employees who are injured on-the-job or have medical conditions which may require a temporary modification of work duties.

Amendment 1: The proposed Workers' Compensation revision will remove from the Workers' Compensation section the language that states that if injuries and/or accidents are sustained on-the-job or in a DHA vehicle all individuals must submit a drug /alcohol test. The requirement is covered under our Substance Abuse policy. The Substance Abuse policy will be revised further in the coming months.

Amendment 2: The proposed Light Duty Policy will allow staff members who are capable of returning to work with a physician's instruction to return in his/her own position or in another position for which they may qualify.

III. RECOMMENDATION

It is recommended that the Board of Commissioners review and approve the proposed amendments to the Personnel Policy manual.

RESOLUTION NO. _____

RESOLUTION APPROVING REVISIONS TO THE PERSONNEL POLICY

WHEREAS, The Housing Authority of the City of Durham's existing Personnel Policy manual is subject to ongoing amendments and improvements; and

WHEREAS, The Housing Authority of the City of Durham has initiated and received creditable feedback and input on certain aspects of its personnel policies from external and internal sources; and

WHEREAS, The Housing Authority of the City of Durham as a matter of course must remain current and compliant in its personnel policies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Durham approve the attached Personnel Policy revisions.

This resolution shall take effect immediately.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, the duly appointed Secretary of the Housing Authority of The City of Durham, do hereby certify that this resolution was properly adopted at a regular meeting of The Housing Authority of the City of Durham held on November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

Workers' Compensation Policy

It is the policy of DHA to comply with provisions of the Workers' Compensation Act and the North Carolina Industrial Commission (NCIC) for the protection of the health and safety of workers. Worker's Compensation claims will be submitted to DHA's insurance carrier for review and payment as appropriate consistent with the act and NCIC regulations. Vacation and sick leave will not accrue while an employee is out on Workers' Compensation leave.

To ensure expeditious processing of Workers' Compensation claims, it is essential that documentation be processed as soon as possible following an injury. This is extremely important for the employee, DHA and the insurance carrier.

Responsibilities

1. Employees who are injured on the job must report the incident to their supervisor immediately. If the employee is unable to reach their supervisor, contact the department head, then go immediately to the designated Worker's Compensation urgent care medical facility. Information on designated facilities can be obtained from the Human Resources office. If the injury occurs after-hours, the DHA designated facility may be different from those during regular work hours.
2. If it is not safe for an injured employee to drive, his or her supervisor or a co-worker will provide transportation. Employees with severe or life threatening injuries should call 911 for emergency assistance.
3. When arriving at the medical facility, the healthcare provider should be informed that the injury is an On-the-Job injury and request that records and/or billing, be sent to the DHA Human Resources office or directly to DHA's insurance carrier.

Light Duty Policy

The Authority recognizes that staff members may sustain injuries occasionally, resulting in restricted duties. In order to provide a consistent and reasonable plan for a modified work assignment within the organization after an occupational and/or non-occupational accident, injury or illness, staff will adhere to the following policy:

Responsibilities:

1. Employees who are medically capable of returning to work in some modified or adjusted form of employment will be allowed to return to work as soon as possible, with the treating physician's written instruction, provided that either the employee's regular position or some other available position for which the employee qualifies is available. If the physician indicates that the employee is not capable of returning to his or her normal duties, the authority may request that the physician evaluate the employee for a modified work assignment such as, but not limited to, a clerical position answering the telephone, filing and performing similar duties.
2. Upon being released by a physician to return to work on a modified basis, the injured employee will be required to submit an Evaluation Form indicating any restrictions, which will be used to establish the basis relative to returning to a modified work assignment.
3. An employee who is assigned to a modified work assignment may be required to periodically submit a written statement from his or her treating physician or the physician designated by DHA that he or she continues to be incapable of performing his or her normal duties.
4. A modified work assignment is not guaranteed to an injured employee, and in no event will a position be created for the sole purpose of utilizing the injured employee in a "light duty" status. A temporary modification of job duties may be made to allow the employee to perform in a "light duty" capacity.
5. The appropriate manager/supervisor and/or department head shall review the Evaluation Form and recommend appropriate actions on applicable modified work assignments to Human Resources.
6. "Light duty" assignments will generally be limited to a maximum of forty (40) workdays. Extensions of time past forty (40) workdays shall be considered on a case-by-case basis by the Human Resources Department.

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution Approving a Capital Assets Inventory Policy

I. STATEMENT OF ISSUE

Based on feedback obtained from our auditors this past year, Durham Housing Authority (DHA) should implement a policy regarding conducting a physical inventory of capital assets on a regular basis.

II. BACKGROUND

DHA owns and maintains a variety of physical assets. Our current policy has set a threshold of \$5,000 and a useful life in excess of one year for the capitalization of physical assets. This means any asset with an initial cost in excess of \$5,000 and that is expected to last more than one year is treated as a "capital asset" in our accounting system and is depreciated over time consistent with accounting policies. Any asset costing less than \$5,000 is treated as an operating expense during the year purchased.

During annual, independent audits, our auditor has noted in the past that we have failed to conduct inventories of capital assets and that we had no policy to provide guidance. Generally accepted government accounting guidelines call for an inventory at least every two years. During 2008, staff conducted an inventory of all assets, both those over \$5,000 in initial value and those less than \$5,000 in initial value.

As we approach the end of the 2009 fiscal year, staff is again preparing to conduct an inventory of assets. Based on the recommendation of our auditor and our own professional judgment, we believe a policy that requires an annual inventory of capital assets is necessary and sufficient to provide the framework for our inventory and to support our financial statement numbers. Please note that even though assets of less than \$5,000 in value are not covered by this policy, management does have systems in place to track and monitor these other assets for internal control purposes.

III. RECOMMENDATION

It is recommended that the Board of Commissioners approve the policy to implement a physical inventory of capital assets on an annual basis.

RESOLUTION NO. _____**RESOLUTION APPROVING A CAPITAL ASSETS INVENTORY POLICY**

WHEREAS, The Housing Authority of the City of Durham owns a variety of assets subject to different accounting rules; and

WHEREAS, one class of these assets are defined as “capital assets” which are assets with a useful life in excess of one year and an initial cost in excess of \$5,000; and

WHEREAS, generally accepted government accounting guidelines recommend a physical inventory of capital assets be conducted at least every other year; and

WHEREAS, The Housing Authority of the City of Durham currently lacks a policy regarding the physical inventory of capital assets.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Durham adopts the following policy:

“The Housing Authority of the City of Durham will conduct a physical inventory of all capitals assets on an annual basis. A capital asset is

- a tangible asset owned by The Housing Authority of the City of Durham;
- used in The Housing Authority of the City of Durham operations and not for resale;
- has a useful life of over one year;
- has an initial cost of at least \$5,000.”

This Resolution shall take effect immediately.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, 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 November 18, 2009.

(SEAL)

BY:

Harrison Shannon, Secretary

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Housing Choice Voucher (HCV) Payment Standards

I. STATEMENT OF ISSUE

The U.S. Department of Housing and Urban Development (HUD) published Fair Market Rents (FMRs) reflecting an increase in subsidy in all categories. In order to prevent a financial shortfall, it is necessary to reduce cost in the HCV program.

II. BACKGROUND

Under the HCV Program, Payment Standards establish the maximum rental subsidy permitted for participants in the program. Payment Standards are established between 90% and 110% of the FMRs published by HUD. The DHA is currently operating at 110% of the 2008 FMRs. On October 1, 2009, HUD published revised FMRs; therefore, staff is proposing to revise the Payment Standards for the Housing Choice Voucher Program to 100% of the newly published FMRs.

The reduced payment standard will be applied in accordance with 24 CFR 982.505. Specifically, DHA will apply a lower payment standard immediately to all new admissions, all movers and families remaining in their units with a new HAP contract. For all other participants, decreased payment standard amounts are not applied until the second regular reexamination after the payment standard is lowered.

The following compares the current Payment Standards in effect, the new HUD published FMR rates as revised on October 1, 2009, and the proposed new Payment Standards for the Housing Choice Voucher program to 100%.

Bedroom Size	10/1/2009 HUD-FMR (\$)	Current Payment Standard (\$)	Proposed Payment Standard (\$)
0 BR	538	592	542
1 BR	738	812	742
2 BR	827	910	832
3 BR	1081	1189	1087
4 BR	1165	1282	1172
5 BR	1340	1474	1348
6 BR	1515	1665	1524

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the Proposed Payment Standard.

RESOLUTION NO. _____

RESOLUTION APPROVING THE HOUSING CHOICE VOUCHER PAYMENT STANDARDS SCHEDULE

WHEREAS, the current Payment Standards have been in effect since December 2008, and is used to calculate the monthly housing assistance payment; and

WHEREAS, the U.S. Department of Housing and Urban Development recently published new Fair Market Rents effective October 1, 2009; and

WHEREAS, Payment Standards must be between 90% and 110% of the published Fair Market Rents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the The Housing Authority of the City of Durham approve the Housing Choice Voucher Payment Standard Schedule effective December 1, 2009, attached hereto as Exhibit A and made a part thereof.

This resolution shall take effect December 1, 2009.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, the duly appointed Secretary of The Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at a regular meeting of The Housing Authority of the City of Durham held on November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

EXHIBIT A**HOUSING CHOICE VOUCHER PAYMENT STANDARD SCHEDULE
EFFECTIVE DECEMBER 1, 2009**

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
\$542	\$742	\$832	\$1,087	\$1,172	\$1,348	\$1,524

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Harrison Shannon, Chief Executive Officer

DATE: November 18, 2009

SUBJECT: Resolution Authorizing Right of Way Agreement between The Housing Authority of the City of Durham and Duke Energy Carolinas, LLC in Connection with the Scattered Sites Development Primary Line Extension

I. STATEMENT OF ISSUE

The Board of Commissioners is requested to authorize The Housing Authority of the City of Durham (DHA) to enter into a Right of Way Agreement with Duke Energy Carolinas, LLC (Duke Energy) in connection with the Scattered Sites Development Primary Line Extension.

II. BACKGROUND

Duke Energy currently has an easement/right of way from DHA that allows it to maintain certain electrical systems (e.g. transformers, etc.) on the Scattered Sites development. Duke Energy proposes to upgrade the current electrical system on the Scattered Sites development.

The primary line extension will require a new right of way from DHA to Duke Energy and will result in the nullification of the old right of way agreement. Duke Energy will be responsible for the cost of changes. HUD approval is required to enter into this right of way agreement.

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the resolution authorizing right of way agreement between DHA and Duke Energy Carolinas, LLC in connection with the Scattered Sites Development Primary Line Extension.

RESOLUTION NO. _____**RESOLUTION AUTHORIZING RIGHT OF WAY AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF DURHAM AND DUKE ENERGY CAROLINAS, LLC IN CONNECTION WITH THE SCATTERED SITES DEVELOPMENT PRIMARY LINE EXTENSION**

WHEREAS, Duke Energy Carolinas, LLC (Duke Energy) has requested that The Housing Authority of the City of Durham (DHA) grant it a right of way on the Scattered Sites development in connection with the construction, maintenance and operation of electrical facilities for the purpose of transporting electrical, lighting and other telecommunication services as outlined in Exhibit A (New Easement); and

WHEREAS, the granting of the New Easement will result in an upgrade of the current electrical system on the Scattered Sites development as a result of the primary line extension; and

WHEREAS, Duke Energy shall be responsible for the cost associated with upgrading the system as well as the construction and maintenance of the New Easement; and

WHEREAS, approval by the U. S. Department of Housing and Urban Development (HUD) is required to enter into this right of way agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of The Housing Authority of the City of Durham, subject to HUD approval:

1. The New Easement is hereby approved in all respects;
2. The Chief Executive Officer or his designee is hereby authorized and directed to execute and deliver such documents, agreements, instruments and certificates as are necessary to grant the New Easement, on behalf of DHA, to Duke Energy;
3. All other acts of the officers of DHA that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved;
4. This Resolution shall take effect immediately.

Done this 18th day of November 2009.

RECORDING OFFICER'S CERTIFICATION

I, Harrison Shannon, 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 November 18, 2009.

(SEAL)

BY: _____
Harrison Shannon, Secretary

EXHIBIT A

Right of Way Agreement

(see attached)

WR No. 1688035 Resp. 5341 Project Capinc
 Drawn By: Mike Stutts
 Project Description: Primary Line Extension
 off Mozella and Gary St.

Return Address: Duke Energy Carolinas
 Attn: Mike Stutts
 4412 Hillsborough Rd
 Durham NC 27705

STATE OF NORTH CAROLINA

RIGHT OF WAY AGREEMENT

COUNTY OF DURHAM

KNOW ALL MEN BY THESE PRESENTS, That **HOUSING AUTHORITY OF THE CITY OF DURHAM**, hereinafter called "Grantor" (whether one or more), in consideration of the sum of One Dollar (\$1.00) and other good and valuable considerations, does hereby grant unto **DUKE ENERGY CAROLINAS, LLC**, and its successors and assigns, subsidiaries and divisions, hereinafter called "Grantee," the perpetual right, privilege and easement to go in and upon that certain land of Grantor (hereinafter "premises") situated in said County and State, property described as:

That Pin # tracts 0831-16-74-6488, 0831-16-74-7458, 0831-16-74-8438, 0831-16-74-9408

and over and across said premises within a right-of-way strip (check applicable):

having a width of 15 feet on each side of a centerline determined by the centerline of the electrical facilities and/or the lighting facilities, as installed, to construct, maintain and operate with poles, lighting fixtures, crossarms, wires, guys, anchors, cables, transformers and other apparatus and appliances, overhead lines for the purpose of transporting electricity and/or providing lighting services and for the communications purposes of the Grantee and regulated telephone utilities and other telecommunications services. The following rights are also granted to Grantee: to enter said premises to inspect said lines, equipment and facilities, to perform maintenance and repairs, and to make alterations and additions thereto, to remove from the right-of-way strip, now or at any time in the future, trees, structures or other obstructions that may endanger the proper maintenance and operation of said lines or other facilities or equipment and trees of any species that Grantee determines will grow at maturity to a height that will endanger the proper maintenance and operation of said lines or other facilities or equipment ; to trim or remove and to keep trimmed or remove dead, diseased, weak or leaning trees or limbs outside of the right-of-way strip which, in the opinion of the Grantee, might interfere with or fall upon the electric, lighting, telecommunications or other communications facilities within the right-of-way strip; and to install guy wires and anchors extending beyond the limits of the right-of-way strip.

having a width of feet on each side of a centerline determined by the centerline of the electrical facilities and/or the lighting facilities, as installed, to construct, maintain and operate underground lines and conduits with other apparatus and appliances, either above ground or below ground, to include transformers and service connections, for the purpose of transporting electricity, providing lighting services and for the communications and telecommunications purposes of Grantee and its licensees. The following rights are also granted to Grantee: to enter said premises to inspect said lines, equipment and facilities, to perform maintenance and repairs, and to make alterations and additions thereto; and to clear the land within the right-of-way strip and to keep it clear of trees, structures or other obstructions; and to clear that land outside the right-of-way strip within ten feet of the service door of any transformer or cabinet located within the right-of-way strip and to keep the area within ten feet of said door clear of trees, structures or other obstructions. Grantor, for itself and its successors and assigns, agrees to hold Grantee, its successors and assigns, harmless for replacement and/or repair of paving, landscaping and fences as a result of future system maintenance and repair. All underground facilities are to be installed in accordance with the provisions of Grantee's Underground Distribution Installment Plan, NCUC Docket E-7, Sub 828, receipt of a copy of which is acknowledged by Grantor.

The location of Grantee's electrical facilities and the right-of-way strips referenced above are more particularly shown on the drawing attached hereto as Exhibit A and incorporated herein by reference.

This right-of-way is given to permit the construction or modifications of facilities presently proposed. Facilities at other locations and future extensions of presently constructed facilities are not permitted by this agreement. The foregoing notwithstanding, Grantee may relocate its facilities and right-of-way strip over the premises to conform to any future highway or street relocation, widening or improvement.

Effective as of the date hereof, Grantee and Grantor hereby covenant and agree that any and all prior easements and/or right of way agreements to the benefit of Grantee prior to the date hereof in connection with the premises are hereby terminated in all respects and shall be null and void and have no further force or effect. The termination of such easements and/or right of way agreements relative to the premises prior to the date hereof shall be binding upon and inure to the benefit of Grantor, Grantee, their heirs, successors and assigns.

IN WITNESS WHEREOF, this instrument is executed on this _____ day of _____, _____

GRANTOR

HOUSING AUTHORITY OF THE CITY OF DURHAM

By: _____

Name: _____

Title: _____

STATE OF NORTH CAROLINA

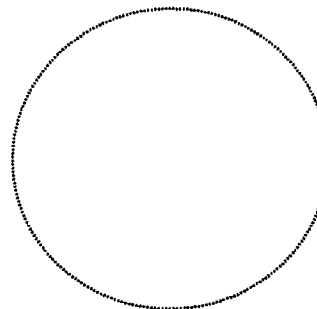
COUNTY OF _____

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: _____

Date: _____

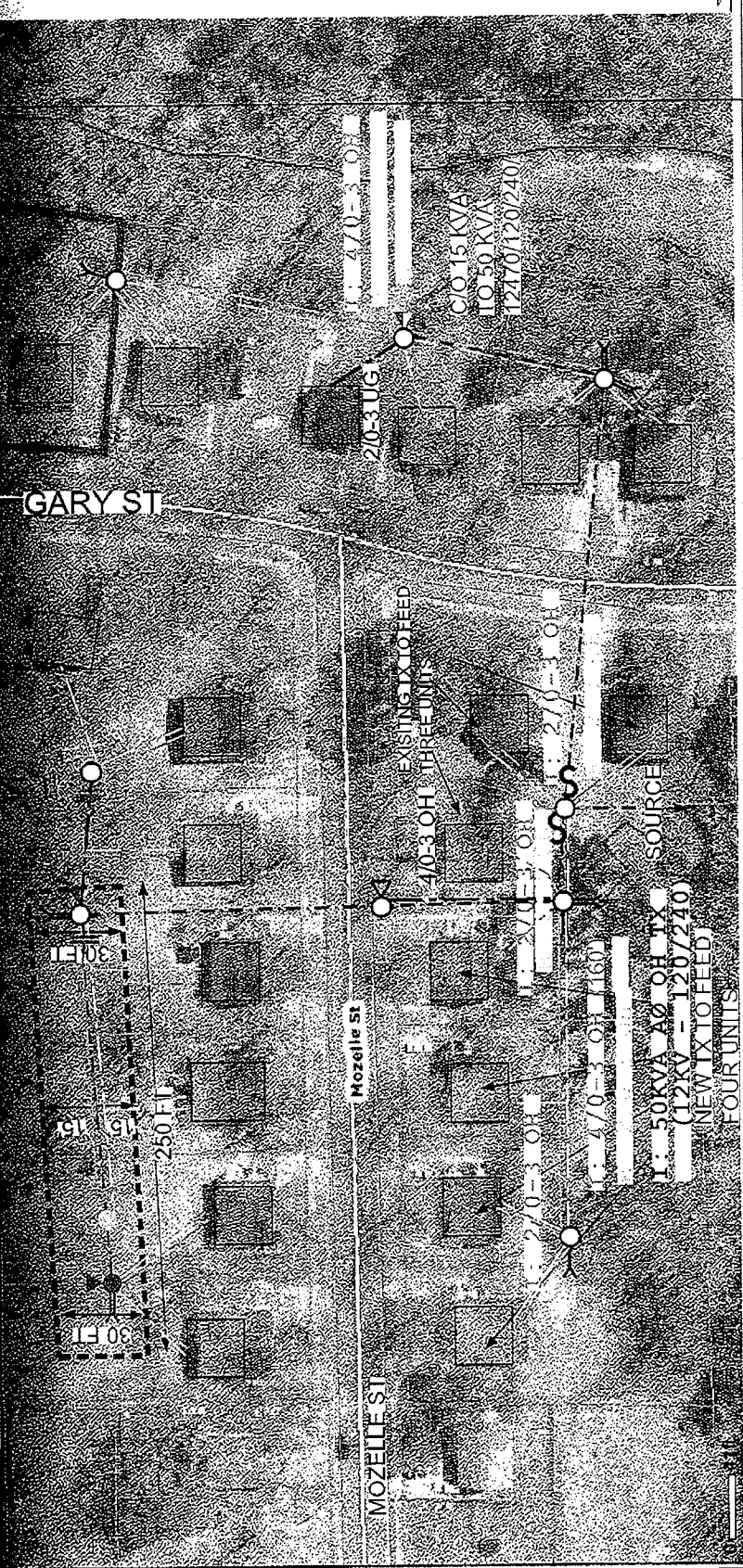
My Commission Expires: _____

Notary Public



Affix (Notary or Corporation) Seal

250 FT OF PRIMARY EXTENSION
30 FT WIDE RIGHT OF WAY W/
15 FT EITHER SIDE OF CENTERLINE



I, _____, have requested that Duke Energy install above ground or underground electric service conductors at my home/business located at **GARY & MOZZELLE ST PROJECT (DHA)**

PROPERTIES _____ In making this request, I agree to the following checked provisions:

- 1. Duke is responsible for locating publicly owned underground utility lines (telephone, catv, gas) I am responsible for identifying for Duke Energy or its agent the correct location of all underground objects that might be damaged by or cause damage to Duke Energy's equipment or its contractor's equipment in the process of installation. Underground objects include, but are not limited to: **septic tanks, drain lines, drain fields, designated repair areas, water lines, irrigation lines and electrical lines not owned by Duke Energy.**
- 2. Once I have physically marked the underground objects, within + or - 30 inches, using paint, flags, or stakes, Duke Energy or its contractor will assume responsibility for avoiding damage to said objects.
- 3. I assume full responsibility for any damage to underground objects caused by my failure to notify or incorrectly notify Duke Energy of the location of the underground objects.
- 4. Duke Energy or its contractor will assume responsibility for performing said installation in a professional manner by avoiding damage to obvious above ground objects such as curbs, gutters, shrubbery, sidewalks, and buildings.
- 5. I understand the specific route of the proposed above ground or underground conductors and location of poles and/or apparatus as described by the Duke Energy representative.
- 6. In the course of installing underground lines and equipment in areas with landscape trees, there is the probability of some root damage and I will not hold Duke Energy or its contractor responsible for damage to or the health of any trees.
- 7. Equipment tracks and ground disturbance will result from the use of equipment necessary for the installation of above ground or underground facilities.
- 8. Duke Energy or its contractor **will not** be responsible for reseeding lawns or replacing gravel in the area(s) disturbed due to the installation of poles, apparatus (such as transformers or pedestals) or underground facilities.
- 9. I may be required to pay a contribution in aid of construction if rock or other adverse conditions are encountered. Refer to Underground Distribution Installation Plan (copy available upon request). Costs associated with lighting installations may vary from those listed below. These conditions include but are not limited to the following examples:

<u>Examples of Charges</u>	<u>Unit Cost</u>
Provide a trench in rock (in excess of 10% of trench footage)	\$ 54.74 per linear foot
Place clean sand/clay backfill (in excess of 10% of trench footage)	\$ 2.16 per linear foot
Provide clean sand/clay backfill from off site	\$ Cost plus 15%
Punching under roads/driveways/sidewalks	\$ 52.34 per linear foot
Digging within 30" of another utility	\$ 8.64 per linear foot
Remove/restore gravel, 2" depth, 10' width	\$ 21.65 per linear foot
Pull secondary/1ph primary cable in existing conduit	\$ 1.73 per linear foot
Pull 3ph primary cable in existing conduit	\$ 2.16 per linear foot
Crew delay due to customer or site conditions	\$ 86.41 per hour
Guaranteed meter base location changes more than 10' at time of installation	\$ 422.03 per occurrence
Engineering costs	\$ 65.00 per hour
Other: _____	\$ _____

- 10. To meet National Electric Safety Codes, work site grading, and landscaping must be ___ at final grade or ___ within 6 inches of final grade (Duke Representative to initial appropriate item) before installation of underground facilities. Refer to Underground Distribution Installation Plan (copy available upon request).
- 11. I understand that I may be responsible for any additional costs incurred by Duke due to Duke's inability to perform work on schedule as a result of my failure to have the site ready or remain ready until all work has been completed (\$125 minimum charge).
- 12. I have requested that Duke Energy install underground facilities on the property listed above. In making this request, I agree to be the single point of contact for Duke Energy and agree to be financially responsible to Duke Energy for any damage to Duke Energy's equipment that is caused by a contractor retained by me..
- 13. I have provided Duke Energy with the correct load information to size my facilities. I assume full responsibility for any changes in the load information that will require Duke Energy to install larger sized underground facilities after the underground service has been installed.
- 14. These provisions have been explained to me and I have received a copy of this document.

Owner/Customer Signature

Date

MIKE STUTTS
Duke Energy Representative

919.687.3228
Phone Number

11/04/09
Date