



Charlotte Housing Authority

Building Community, People & Partnerships

Client Relations Committee Agenda

Thursday, October 1, 2015

1. Call to Order
2. Roll Call
3. Review and Approval of the Agenda [Pages 3-5]

CLIENT RELATIONS

4. Consideration to Approve the Minutes from the Client Relations Meeting held on September 3, 2015 [Pages 7-9]
5. Resident Forum
6. Old Business: None
7. New Business: None
8. COO Report
 - a. PAM Dashboard (August 2015) [Pgs. 10-15]
 - b. HCV Dashboard (August 2015) [Pgs. 16-23]

FINANCE AND AUDIT

9. Consideration to Approve the Minutes from the Finance and Audit Committee meeting held on September 3, 2015. [Pgs. 25-26]
10. Old Business: None
11. New Business:
 - a. Budget Amendments
 - i.) **MTW Budget** [Pgs. 27-32]
Action: A. Approve a Resolution which Amends the Moving To Work Operating Budget for the Nine Months Ending December 31, 2015. (Amended by Resolution 2213)
B. Authorize a Grant from CHA to Horizon Development for \$2,669,112 For the Woodlawn House and Seneca Woods Capital Project Budgets.
 - ii.) **Central Office Cost Center Budget** [Pgs. 33-37]

Action: A. Approve a Resolution which Amends the Central Office Cost Center Budget Operating Budget for the Nine Months Ending December 31, 2015. (Amended by Resolution 2209)

B. Authorize a Grant from CHA to Horizon Development for \$218,803 for the Woodlawn House Capital Project Budget.

iii.) **Horizon Development Properties, Inc. [Pgs. 38-40]**

Action: Approve a Resolution which amends the Horizon Development Properties, Inc., Budget for the Nine Months Ending December 31, 2015.

iv.) **MTW Budget [Pgs. 41-44]**

Action: Approve a Resolution which Amends the Moving To Work Operating Budget for the Nine Months Ending December 31, 2015. (Amended by Resolution 2213)

b. **Authorization to Establish a Guaranteed Cost Workers' Compensation Program and Terminate the Self-Funded Program [Pgs. 45-48]**

- Action:** 1. Approve a Resolution to authorize CHA to establish a Guaranteed Cost Workers' Compensation Program effective November 1, 2015.
2. Authorize the termination of the self-funded program and approve the continuation of the financing of the CHA Self-Funded Workers' Compensation Program for any potential incurred claims through the required compliance period with the NC Department of Insurance (DOI).
 3. Authorize staff to notify the current carrier Midwest Employers Casualty Company, Great American E&S Insurance Company, and North Carolina Department of Insurance of this decision in writing.
 4. Authorize Wells Fargo Insurance Services USA, Inc (WFIS) to finalize terms and conditions, bind coverage and assist with implementation and oversight of the Guaranteed Cost Program.

12. CFO Update

REAL ESTATE

13. Consideration to Approve the minutes from the Real Estate Committee Meeting held on September 3, 2015 [Pgs. 50-51]

14. Old Business: None

15. New Business:

a. **Authorize Rental Assistance Demonstration (RAD) Program Conversion [Pgs. 52-57]**

Action: Authorize Charlotte Housing Authority ("Authority"), in Connection with the Certain Projects (the "Projects") to:

1. Submit Any and All Applications in Furtherance of the Conversions of the Projects;
2. Submit Any and All Applications or Required Documents to Funders and/or The Department of Housing and Urban Development (HUD) Pertaining to Financing and the Conversions of the Projects;
3. Submit Such other Funding and HUD Applications and Documents As May be Necessary or Desirable to Complete Conversions of the Projects;

4. Perform Any and All Activities Necessary or Desirable to Obtain Approval from HUD or other Funding Sources to Convert the Projects; and
5. Perform Any and All Activities Necessary or Desirable to Convert the Projects.

b. Authorize Defeasance of CFFP Bonds to Facilitate RAD Conversions [Pgs. 58-61]

Action: Authorize Partial Defeasance of the Housing Authority of the City of Charlotte, NC Capital Fund Program Revenue Bonds, Series 2011 (Strawn and Parktowne Rehabilitation Project) in an Amount Not to exceed \$4,400,000.

c. Authorize the Park and Marsh CHA Transaction [Pgs. 62-66]

Action: Authorize the Park and Marsh Senior Apartments Transaction.

d. Authorize the Park and Marsh HDP Transaction [Pgs. 67-74]

Action: Authorize the Park and Marsh Senior Apartments Transaction.

e. Contract Approval- Indoor Air Technologies, Inc. at Multiple CHA Sites [Pgs. 75-77]

Action: To Approve a Resolution Authorizing the CEO to Award a Procurement Contract to Indoor Air Technologies, Inc. for the CHA Wide HVAC Duct Cleaning Project, Not to Exceed \$130,537 (Including Contingency).

f. Contract Approval - Seneca Woods Procurement [Pgs. 78-83]

Action: A. Approve a Resolution Authorizing HDP to Award a Procurement Contract to Goodwill Industries of the Southern Piedmont for the Flooring, Waterproofing, and Drainage Repair Project at the Seneca Woods Apartments.
B. Approve the Adoption of the Seneca Woods Capital Project Budget, in an Amount not to exceed \$644,047 (including Contingency).
C. Accept a Grant from CHA to Horizon Development Properties, Inc. in the Amount of \$277,531 for the Seneca Woods Capital Project Budget.

16. Executive Session

17. Contract Approval – Woodlawn House Procurement [Pgs. 84-88]

Action: A. Approve a Resolution Authorizing HDP to Award a Procurement Contracts to Various vendors for the Capital Items Needing to be Repaired at the Woodlawn House Apartments..

B. Approve the Adoption of the Woodlawn House Capital Project Budget, in an Amount Not to Exceed \$3, 940,660 (Including Contingency).

C. Accept a Grant from CHA to Horizon Development Properties, Inc. in the Amount of \$2,610,384 for the Woodlawn House Capital Project.

18. CDO Update

19. Adjournment

Next Meeting: Thursday, November 5, 2015 (400 East Boulevard)

Mission Statement:

“The mission of the Charlotte Housing Authority is to develop, operate, and provide quality housing in sustainable communities of choice for residents of diverse incomes.”