

**MINUTES OF THE REGULAR MEETING OF THE FINANCE COMMITTEE
OF THE CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY**

February 17, 2009

The Finance Committee of the Charlottesville Redevelopment and Housing Authority met in Regular Session on February 17, 2009 in the Community Center at 1000 South First Street.

Committee Members Present: Rick Jones, Bob Stevens, Jason Halbert, Hosea Mitchell

Staff Present: Donna Evans, Finance Manger, Randy Bickers, Executive Director, Heather Jeffries Asset Manager

Ms. Evans presented the January Income Statements and budget to actual comparison for Public Housing, Section 8 and Central Office. Discussion ensued with regard to how CRHA can balance the COCC, Section 8 and PH AMPs. Mr. Jones requested that staff look into the detail of the \$18029.04 in building/electrical and move any expenses related to the elevators to capital, this has been done.

Mr. Bickers presented the vacancy report which shows 28 total units - 12 units ready to be occupied, 2 requiring some form of minor touchup, 14 requiring more extensive turn work. Vacancy as of 11/14 was 10% (36 vacant units). On 1/9 the rate was 8.3% (31 vacant units) and as of 1/31/09, the rate was 7.47% (28 vacant units). Seven additional units have been offered and are either being considered or have been secured by prospective residents. If all of those tenants move into units, the vacancy rate will drop to 5.6%. Mr. Jones inquired about the eligibility of the waiting list, Ms. Jeffries noted that Ms. Strother was diligently working to provide 3 bedroom eligible folks, as that is what most vacant units are.

Mr. Bickers presented the following update on the REAC MOA:

- All MOA work is on schedule – all work planned to date is complete with one exception. One Crescent Halls' window in the fifth floor laundry room was scheduled to have been completed in January. This window will be repaired in February along with the other Crescent Hall windows as detailed in the MOA.
- The fencing repair/replace work RFP has been issued. We will be fast tracking this procurement in order to allow us to complete the work prior to the April REAC inspections.
- It has been determined that the Crescent Halls roof needs to be replaced, not just repaired. Since this work can not be completed in time for the REAC

inspections, staff has developed an alternative plan to address the roofing issues covered within the MOA.

- Updates for the month:
 - Sidewalk grinding was completed the week of February 13th.
 - The window repair project at Crescent Halls is scheduled to begin on February 17th.
 - REAC inspection dates have been set. The Westhaven inspection will occur on April 17th. The other sites inspections will occur between April 21st and 23rd. We do not yet know the order in which the other sites will be inspected.
 - The Inspection Group, Inc., the company that performed the UPCS inspections, will return towards the end of March to perform a follow-up site and system inspection. They will re-examine the repairs made to the major point deduction areas to insure that the deficiencies have been corrected.

Mr. Jones suggested CRHA ask PHAR to partner with us in getting the Residents on board to help us pass REAC. Mr. Halbert ask that Mr. Bickers contact the new Director of PHAR to schedule a lunch meeting to solicit his help in this matter.

Mr. Bickers present the following with regard to the proposed budget for FY2010. Total agency budget shows a net loss of (\$355,885) compared to prior year budgeted net loss of (\$173,911) a variance of (\$181,974).

Major variances between the two years include the following:

Increase in maintenance costs (\$139,450)

Increase in utility costs (\$26,129)

Increase in salary and benefit costs (\$62,226)

Increase in grant funding \$71,165

Decrease in Section 8 administrative funds (\$31,020)

Major assumptions included in this year's budget include the following:

3.5% salary increase for all employees except Executive Director, Maintenance Manager, and Capital Projects Manager. No staff reductions or additions. After some discussion it was decided that it would be best to hold a special meeting to go over the Budget, that meeting has been set for March 4th, four to six in the basement conference room of City Hall.

Mr. Bickers presented an update of Receivables:

- CRHA's January Resident Account Receivable Report notes each client with a balance in excess of \$10 owed to CRHA as of 1/31/09. These 25 residents owe a combined \$7,361.27. Please note that one resident owes \$3025.66. That debt will be covered by local DSS.
- 23 residents owe less than \$10. CRHA considers that amount *de minimus* and is not pursuing legal action against them at this point.
- 2 residents were scheduled to be served with Unlawful Detainer summons. Before the time the UD paperwork was complete, another 16 residents paid their accounts in full.

- One resident was scheduled be served with a writ (CRHA already has possession of their units). Only full payment of the total balance owed can stop an eviction if it is made prior to the call to the Sheriff.
- No evictions were scheduled.

FSS Account update 15 former participants' contract expired forfeiting their escrow balances. A total of \$ 41,797.59 was forfeited. Nine of the fifteen are no longer residents, the 6 remaining residents' contract expiration dates ranged from 4/30/06-4/30/08. Three residents remain "active" with current escrow balances. Mr. Halbert ask if this program could be reinstated for the FY2010, Mr. Bickers replied that there is not sufficient time to do so.

Due to time constrains several items on agenda where not discussed and meeting was adjourned.