



## Delray Beach Housing Authority

### REGULAR BOARD MEETING

JANUARY 27, 2011

### MINUTES

#### **I. CALL TO ORDER**

Meeting called to order at 8:50 a.m..

#### **II. ROLL CALL**

Joseph Hepp – Present

Christel Silver – Absent

Choli Aronson – Present

Sylvia Morris – Present

Shelly Petrolia – Present

Shelly Weil – Absent

Guarn Sims - Absent

#### **III. APPROVAL OF AGENDA**

A motion to approve the agenda was made by Commissioner Morris. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

#### **IV. APPROVAL OF THE MINUTES OF DECEMBER 16, 2010**

A motion to approve the minutes of December 16, 2010 was made by Commissioner Petrolia. Motion seconded by Commissioner Morris. All in favor. Motion passed.

#### **V. RECOGNITION OF VISITORS**

Roland Mark – Daughter of Zion

#### **VI. PUBLIC COMMENTARY**

None

#### **VII. CONSENT**

A motion to approve consent agenda was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

#### **VIII. CORRESPONDENCE**

NAHRO Newsletter

Journal of Housing & Community Development

#### **IX. OLD BUSINESS**

##### **a. Chief Operations Officer's Report**

The Chief Operations Officer reminded the Board that on 11/12/10 the DBHA initiated soliciting comments on its 2011 Five Year/Annual Plan. It was noted that this meeting represented the final Public Hearing for the Annual Plan and the

final draft was ready for the Board's approval. The Chief Operations Officer summarized the DBHA's goals for the upcoming year.

- The DBHA will acquire six additional units to be set aside for public housing.
- The DBHA will re-establish the public housing program.
- The Authority will work closely with the developer in acquiring financing for the development of Village Square.
- The DBHA will set aside vouchers for Project Based Section 8 for the development of the Village Square Elderly Phase.
- The Authority will initiate the first phase of the development of Village Square, formally known as Carver Estates.
- The DBHA will secure funding for the development of the administrative office building and initiate the development of the building
- The Authority will relocate the administrative office.
- The Authority will own and operate six additional units acquired through NSP by the city for affordable housing.
- The Authority will work closely with Families First to improve the services to families and to increase the success rate of the FSS program.

The Chief Operations Officer recommended approval of Resolution 2010-14 Approving the Annual plan.

The CEO noted that the comments received from the public were to get the project done. The CEO informed the Board that when the Authority began this journey of revitalization, former Carver Estates families did not want to come back. As the Agency moved further away from the former Carver Estates more and more families are showing interest to come back to the new development.

**b. Resolution 2010-14 Approval of the Annual Plan**

A motion to approve Resolution 2010-14 approving the annual plan was made by Commissioner Morris. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

**c. Development Officer's Report**

West Settlers Service Center

The Development Officer reported that in terms of financing there was nothing to report. The Authority obtained an extension by the CRA to obtain construction financing by 2/9/11. The Development Officer reported that it was not likely that the Authority would meet the deadline of 2/9/11 and a request to obtain another extension for a period of one year would be presented to the CRA.

226 SW 12<sup>th</sup> Avenue Duplex

The Development Officer reported that property closing occurred around September 23, 2010 and the property was conveyed to the DBHA through a Special Warranty Deed recorded on October 12, 2010. As proposed in the DBHA's submittal to the CRA in response to a RFP, Replacement Housing Factor funds will be used for the renovations. The Development Officer reported that Bid documents and Work-Write-Up are currently being prepared and anticipated that issuance would occur later this month.

#### Village Square Revitalization

The Development Officer noted that the Limited Partnership Agreement for Village Square Family, LTD is ready for the Boards consideration and will be presented under the DHG's Board meeting.

#### Financing Update

The Development Officer reported that there may be another month delay because a new governor had been elected and is reviewing all programs and associated policies and procedures.

#### HOPE VI

The Development Officer reported that no information had been received regarding award notification.

#### Local Government Approval Process

The Development Officer informed the Board that a pre-submittal meeting was held on January 5, 2011 with Paul Dorling, Director of Planning and Zoning department regarding the land development approval process and all necessary applications required for project approval. The Development Officer noted that prior to actual construction the project will need the following land development approvals.

1. Conditional Use
2. Class V Site Plan
3. Final Plat
4. Building Permit

The anticipated submittal of the Conditional Use application is March 1, 2011.

#### **d. Approval of Village Square Elderly Budget and Predevelopment Cost**

The CEO reminded the Board that at the last Board meeting the Board approved Resolution 2010-11 approving the Master Development Agreement as presented, pending submission of a modified version of the Development Budget reflecting the predevelopment costs, their components and the total. The CEO recommended approval.

The Attorney added that by identifying the predevelopment costs by both Roundstone and the DBHA, the DBHA's predevelopment cost will have already been identified and at the time of closing the Authority will get that money back.

A motion to approve Village Square Elderly Budget and Predevelopment cost in the amount of \$955,100 was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

**e. Approval of Village Square Family Budget and Predevelopment Cost**

A motion to approve the Village Square Family Budget and Predevelopment cost in the amount of \$1,328,945 was made by Commissioner Morris. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

**X. NEW BUSINESS**

**a. Resolution 2010-15 Approving the Utility Allowance**

The Chief Operations Officer informed the Board that the Utility Allowance is a requirement of the Section 8 Management Assessment Program. The Utility Allowance is an additional deduction for tenant paid utilities when calculating the tenant's portion of the rent. The Authority must conduct an annual analysis of the actual and average various utility consumption rates through the Palm Beach County area based on bedroom size, unit type and location. The data is then compared with the previous year's utility allowance schedule and if there is an increase by 10 percent the Authority is required to revise the utility allowance according to the study. This year the West Palm Beach Housing Authority has taken the lead in providing all local Housing Authorities with a copy of the study conducted by Management Resource Group. The Chief Operations Officer recommended approval.

A motion to approve Resolution 2010-15 Approving the Utility Allowance was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

**b. Approval of Temporary Use Agreement (Daughter of Zion Church)**

The Development Officer informed the Board that an e-mail was received from Mr. Roland Mark, Personal Ministries Director of Daughter of Zion Church in Delray Beach, to use the Authority's 3 acre vacant site to provide services for the community on Monday and Wednesday, between the hours of 6:00p.m. to 7:00 p.m. starting July 7, 2011 thru August 13, 2011. Mr. Mark's church desires to setup a tent to provide these services for a period of six weeks. The Development Officer noted that Mr. Mark has been informed that he will be subject to the Authority's insurance requirements prior to commencement of any activities on the site. The Development Officer informed the Board that the Temporary use Agreement had been reviewed by the Authority's Legal Counsel and revisions had been made. Approval of the Temporary Use Agreement was recommended.

A motion to approve the Temporary Use Agreement was made by Commissioner Petrolia. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

**XI. COMMENTS**

**A. President/CEO**

The CEO informed the Board that the Authority has reviewed the Agency's Budget and the expenses encountered for this fiscal year. After conducting this review it was determined that the Authority was experiencing some serious issues. In the month of January the Authority moved to take serious action regarding this matter. The CEO summarized the immediate action taken.

- The position of Property Manager was frozen.
- The position of the Receptionist will no longer be filled by one full time employee but instead be shared between two employees (the former property manager and the receptionist), allowing both employees to remain employed as part time employees. The CEO noted that this cut back will allow the agency to save on both wages and employee benefits.
- Cleaning Company-The Cleaning Company was reduced from 4 days a week to one day per week.
- Cell Phones-The CEO and the Chief Operations Officer will no longer receive these benefits, they will be invoiced for the service.
- Gas-The CEO will no longer receive this benefit and will pay for her own gas.

The CEO informed the Board that in the event further cut backs are needed the Authority is prepared to take further action including furlough. Included in these cut backs would be reducing the Authority's current retirement contribution of 9% to 4% and requiring all employees to take 10 hours off without pay.

The CEO explained that the Authority had applied for several grants among them was the \$200,000 grant with the community and the Non Elderly grant, however the Authority was not successful. The CEO reminded the Board of the most recent submission of the HOPE VI grant and the Authority had not received notice of any kind.

**B. Attorney**

**C. Commissioners**

**XII. ADJOURNMENT**

Meeting Adjourned at 9:50 a.m.