

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	4/2009	5/2009	6/2009	7/2009
Applications	56	72	58	67
Walk-in/Appointments	247	261	269	45

WAIT LIST	3/2009	4/2009	5/2009	6/2009	7/2009
Section 8 Vouchers *	700/639	731/668	761/698	791/714	810/732
Parkview Knoll	52	56	52	54	57
Blue Mountain Estates	40	42	42	45	46
Scattered Sites	59	67	55	46	47
Schoolhouse Manor	30	33	35	35	37
Monterey House	5	6	5	5	4
Francis Murphy Apartments	65	63	64	66	71
Springfield Manor	49	52	48	49	52

* Where two numbers are shown, the first is total applications and the second is persons free of debts or criminal records that would bar them from participation.

Vouchers	3/2009	4/2009	5/2009	6/2009	7/2009	YTD Proj
Available	498	498	498	498	498	3,486
Utilized	498	494	492	495	498	3,471
Occupancy	100.00%	99.20%	98.80%	99.40%	100.00%	99.57%

PUBLIC HOUSING	5/2009	6/2009	7/2009	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	28	28	0	100%	0	0
Scattered	22	22	24	0	100%	2	0

RENTAL PARTNERSHIP	5/2009	6/2009	7/2009	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	24	24	24	0	100%	0	0
Francis Murphy	119	119	119	1	99%	1	1
Springfield Manor	36	35	36	0	100%	1	0

I. Reports

- A. Education Subcommittee - The Education Subcommittee meets next on August 26, at 8:00 a.m. The committee is developing open ended questions to pose to our customers to elicit their personal story of how housing assistance changed their lives.
- B. Housing Subcommittee - The Housing Subcommittee will meet next on August 21, at 9:00 a.m. to review terms being offered by a local lender.
- C. Blue Mountain Expansion - BMGM Architects has provided us with their cost proposal for consultant services. The total cost of \$112,950 will be made up of \$34,325 in architectural services which include construction administration, \$46,000 in civil engineering, \$18,800 for mechanical, electrical and plumbing, \$10,400 for structural and \$3,425 in reimbursable items (copies of plans, etc.). We will discuss "next steps" at the meeting.
- D. Residency Preference for Section 8 - In the most recent HUD competition for additional vouchers (for the Family Unification Program) the Notice of Funding Availability did not give points for eliminating priority for local applicants. Going back to the system we used a number of years back where we gave a preference for families who either live or work in Washington County would be a strategic move in that it is what the local community expects. If there is no move on HUD's part to award points in future competitions to agencies that eliminate geographical preferences, we can change our preference policy in conjunction with adoption of our five-year planning cycle that we will be considering in March, 2010.

II. Action items

- A. Maintenance charges - We calculate the cost of doing maintenance work by dividing the wage and fringe total for our four maintenance workers by their net billable hours. We subtract vacation, holidays, training and staff meeting hours from total hours to arrive at billable hours. The calculated rate for FY2010 is \$31.00 per hour. In the past we did not include the overhead cost of providing trucks, tools and a maintenance facility in this calculation. Based on last year's total cost for maintenance overhead we would have to add \$12 to the \$31 rate if we wanted to recoup all of our costs. Given that the rate has increased 24% (the increase from \$25 to \$31), staff are recommending that the rate only be increased by \$1 per year this year and in future years until the full cost of maintenance overhead is covered.

Accordingly staff recommend adoption of Resolution 2009-11 as follows:

WHEREAS the funding provided to the Housing Authority by the Department of Housing and Urban Development is only sufficient to provide basic maintenance services;

WHEREAS damages done to units by residents or their guests should be paid for by the tenant, as provided in the lease;

WHEREAS the Housing Authority wishes to include in the calculation of appropriate wage rates the cost of fringe benefits such as vacation, sick and holiday time in addition to cash benefits such as health care and FICA;

WHEREAS the Housing Authority wishes to begin including in the calculation of appropriate charges the cost of overhead items such as replacement of tools, vehicle replacement and vehicle insurance, and utilities and repairs associated with the maintenance office facilities, which in the past year totaled \$77,000;

And WHEREAS the current rates were not increased for FY2008 and FY2009;

NOW THEREFORE BE IT RESOLVED that:

- 1. That effective October 1, 2009 the base rate for Maintenance staff shall be \$33.00 per hour, with the rate for work done after normal business hours, weekends and holidays shall be 1½ times the base rate, or \$49.50 per hour,*
- 2. That labor charges on Force Account work orders which are charged to capital improvements shall be charged at the full cost rate of \$43.00 per hour and \$64.50 for overtime, and*
- 2. That Authority staff shall provide all tenants with a 20 day comment period and provide any feedback received to the Commissioners at their September meeting.*

- B. Executive Director Evaluation - Commissioner are reminded to complete their evaluation of Mr. Willson's 2009 performance using the new instrument provided by Mr. Keesecker.**