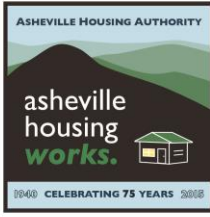




Board of Commissioners Meeting

Wednesday, February 28, 2024



Asheville Housing Authority

Regular Meeting of the Board of Commissioners

February 28, 2024, **6:00 p.m.**

165 S. French Broad Ave., Asheville, NC 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness, Integrity, Openness, Patience and Respect.

Commissioners: Tilman Jackson, Chair
 Reginald Robinson, Vice Chair
 Roy Harris, Member
 Kidada Wynn, Member
 Scott Farkas, Member
 Dr. Shantelle Simpson, Member
 David L. Robinson, Sr., Member

▪ **Call to Order**

Roll Call	<u>Present</u>	<u>Absent</u>
Tilman Jackson, Chair	_____	_____
Reginald Robinson, Vice Chair	_____	_____
Roy Harris, Member	_____	_____
Kidada Wynn, Member	_____	_____
Scott Farkas, Member	_____	_____
Dr. Shantelle Simpson, Member	_____	_____
David L. Robinson, Sr., Member	_____	_____

▪ **Approval of the Agenda**

▪ **January 24, 2023 Minutes**

▪ **Closed Session: Pursuant to Subsection 143-318.11(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.**

▪ **Public Comment**

- **Acknowledgement of FSS Graduates**
 1. Andra Pearson
 2. Jennifer Coyle
 3. Sharon Johnson
 4. Precious Grant-Folston

- **Report of the Secretary**
 1. Executive Report
 2. Financial Report

- **New Business**
 1. Consent Agenda – The following Resolutions are presented for the consideration of the Board of Commissioners, as drafted.
 - Does the BOC **move** to accept these Resolutions as written, and without verbal recitation?

Motion

Second

- **Resolution 2024-5:** Resolution approving President and CEO as the Public Hearing Officer for HACA

Motion

Second

- **Resolution – 2024-6:** Resolution approving the Replacement Reserve Budget for projects due

Motion

Second

- **Resolution – 2024-7:** Resolution approving the corrections to the Closeout and End of Year financial statements for 2023

Motion

Second

- **Resolution – 2024-8:** Resolution approving the Fleet Vehicle Agreement with Enterprise Fleet Management

Motion

Second

- **Unfinished Business**

- **Adjournment**

Previous Meeting Minutes: Wednesday, January 24, 2024



Asheville Housing Authority
Minutes from
Regular Meeting of the Board of Commissioners
January 24, 2024, 6:00 pm
165 S. French Broad Ave., Asheville, NC 28801

I. **Work Session:** The work session was held at the Central Office, 165 S. French Broad Avenue, Asheville, NC 28801 and began at 5:35 pm following a move an amendment for a closed Work Session to discuss a personnel matter. The following commissioners were present: Tilman Jackson, Reginald Robinson, Roy Harris, Kidada Wynn, Scott Farkas, Dr. Shantelle Simpson, and David L. Robinson.

Monique Pierre led the work session focused on the Rebranding of HACA to reshape past negative perception. The discussion emphasized portraying pride in the organization, presenting a positive and professional image, and introducing well-crafted elements. A proposed new name, “Monarch” symbolizes transformation and self-image elevation, while “Monarch Housing Solutions” represents the solutions offered. The proposed colors are burgundy and gold. Concerns were raised about culture and resident recognition, to which Monique assured that the assessments and community engagement efforts were underway to address these considerations. Presentation submitted with the Board Packet.

UPDATE: 2024 PHA Annual Plan – The 2024 PHA Annual Plan was mistakenly publicized as the “Administrative Plan” instead of the in tended “Annual Plan.” As a result, efforts are underway to gather feedback from representative residents across all sites to inform the updated plan. Monique Pierre and Shaunda Jackson will draft the updated plan, which will be published for 45 days. Feedback will be collected via email, and once finalized, the plan will be submitted to HUD. Additionally, discussions were held regarding the renewal of Wi-Fi contracts, with plans to renegotiate for better discounts and explore potential grant funding. The monthly cost for internet at each site is approximately \$3,000, totaling \$30,000 per month.

The work session ended at 6:04 pm

II. **Regular Meeting – Call to Order:**

Chair Tilman Jackson called the regular meeting of the Board of Commissioners to order at **6:07 pm on Wednesday, January 24, 2024** at the Central Office, 165 South French Broad Avenue, Asheville, NC 28801. The following Commissioners were present: Tilman Jackson, Reginald Robinson, Roy Harris, Kidada Wynn, Dr. Shantelle Simpson, David Robinson, and when Scott Farkas was called he made the correction that his name is actually Scott Farkas.

Approval of Agenda: 6:09 pm

Reginald Robinson made a motion, seconded by **Tilman Jackson** to approve the November 15, 2023 Agenda

Approval of Minutes: 6:10 pm

Reginald Robinson made a motion, seconded by **Tilman Jackson** to approve the minutes of the November 15, 2023 meeting. The Commissioners unanimously approved the minutes since there was no December meeting.

Public Comment: 6:11 pm

Chair Tilman Jackson opened the floor at 6:16 pm for public comment and an allotment of three minutes was allowed for each comment.

No public comment

Chair Tilman Jackson introduced the New Board Members, Scott Farkas, Dr. Shantelle Simpson, and David Robinson, whom prefers t

III. Report of the Secretary: 6:13 pm

1. Executive Report

Monique Pierre introduced *Jeffery Barton, the new Exec. Director of Mountain Housing Opportunities*. He, along with his colleague Maggie, discussed the ongoing efforts to reimagine the Deaverview Housing Property as the development partner. He explained that the community engagement process faced unprecedented challenges due to the onset of the COVID-19 pandemic. The project also involves various third-party providers, architects, engineers, and funding partners including the City of Asheville and the County, which have committed a total of \$5,000,000 towards the project. Explaining the decision to scale back the initial phase from 82 to 58 units was driven by financial considerations and the need for additional funding sources to ensure project viability. The team is awaiting the outcome of the preliminary application and is exploring various avenues to secure additional funding, including potential reinvestment from previous funding sources and other investors. The next steps include finalizing the full application, with a focus on engaging residents and fostering partnerships to position the project favorably for potential funding opportunities such as HUD's Choice Neighborhoods program.

2. Financial Report: 6:24 pm

Tara Boestan Smith presented the financial report, detailing the closeout of the 2023 fiscal year. The year ended on a strong note, with expenses significantly lower than expected. Our net income for the year either met or exceeded expectations. However, expenses were much lower, resulting in a net income above expectations. Although

total expenses exceeded the plan, the higher net income was achieved through additional funding. Further review and reconciliations are planned, with potential adjustments to ensure the accuracy of our financial statements. Any necessary amendments will be submitted in the upcoming board meeting.

3. Family Self Sufficiency/Homeownership: 6:29 pm

Shaunda Jackson presented two FSS Graduates, Eric Robinson and Robert Butler, who have both completed the FSS and Homeownership Classes.

IV. New Business: 6:30 pm

1. Resolution 2024-1 – See attached report in packet

The Board voted as follows: **6 - 1**

AYE

Tilman Jackson

Roy Harris

Kidada Wynn

Scott Farkas

Dr. Shantelle Simpson

David L. Robinson, Sr.

NAY

Reginald Robinson

Roy Harris

MOTION

Scott Farkas

SECOND

2. Resolution 2024-2 – See attached report in packet

The Board voted as follows: **7 - 0**

AYE

Tilman Jackson

Reginald Robinson

Roy Harris

Kidada Wynn

Scott Farkas

Dr. Shantelle Simpson

David L. Robinson, Sr.

NAY

David L. Robinson, Sr.

MOTION

Reginald Robinson

SECOND

3. Resolution 2024-3 – See attached report in packet

The Board voted as follows: **7 - 0**

AYE

NAY

Tilman Jackson

Reginald Robinson

Roy Harris

Kidada Wynn

Scott Farkas

Dr. Shantelle Simpson

David L. Robinson, Sr.

Reginald Robinson

Roy Harris

MOTION

SECOND

4. Resolution 2024-4 – See attached report in packet

The Board voted as follows: **7 - 0**

AYE

NAY

Tilman Jackson

Reginald Robinson

Roy Harris

Kidada Wynn

Scott Farkas

Dr. Shantelle Simpson

David L. Robinson, Sr.

Dr. Shantelle Simpson

Kidada Wynn

MOTION

SECOND

Executive Progress Report: Wednesday, February 28, 2024



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
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Executive Progress Report to the Board of Commissioners

Mission: The Mission of the Housing Authority of the City of Asheville is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Purpose of this Report: This report is designed to keep the Board of Commissioners, Residents and Staff informed about the business of the HACA. It includes the monthly report for the month of **January, 2024** and is shared publicly to encourage transparency in the operations of the HACA. This document will be presented monthly by the President and CEO to the Board of Commissioners.

Urgent – Breaking News!

The Housing Authority is required to submit an **Annual Plan** each year. The notice Annual Plan notice was published on February 13, 2024 in the Asheville Citizen Times and the Urban News. Forty-five (45) days from the publication date is Friday, March 29th, 2024. Due to the Housing Authority days of operation, the public hearing date will be changed to Monday, April 1, 2024. The Housing Authority Board of Commissioners will be asked to assign the President and CEO as the Public Hearing Officer to facilitate this schedule.

In 2023, the HCV/PBV were paused from pulling applicants from the HCV/PBV waiting lists. On February 1, 2024, five-hundred (500) applicants were selected from the HACA waiting list and letters were mailed to notify applicants of the next steps in the process to obtain housing with HACA.

The next step of the process is the opening of the HACA waitlist. Sometime within the next two months, a notice will be published announcing the opening date of the HACA waitlist. HUD requires the publication at a minimum of 10 days prior to the opening date. It is the intention of the HACA staff, based on the successful launch of the online application portal with YARDI that was approved in Q4 of 2023, to accept applications electronically via a link to the YARDI portal from the HACA website.

HACA must find a new maintenance yard. The old facility relies on a rear lot and the City has demanded possession of it. The HACA staff will request authorization from the Board of Commissioners to procure an alternative site and funds to upgrade the old maintenance shop as a potential new office for HCVP to conduct intake, recertifications, and walk-in appointments.



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Human Resources

Progress:

1. Prepared new job descriptions for Maintenance.
2. Continued posting Accounting positions, interviewing applications
3. Continue to interview and review applications for critical vacancies including HCVP, Maintenance, and Resident Services.

The decision has been made to begin the procurement process for a different payroll company. The inability of Paychex to conduct the basic task of issuing paychecks, provide requested reports, and provide timely customer service, and the problematic interplay between the HAS (Payflex) and Flock platforms has not been resolved and an entire year has lapsed since the transition to Paychex.

Community Relations

Progress:

1. City of Asheville – The PCEO has been in communication with the City Development department Manager and plan to meet to discuss reviving our partnership to redevelop the Deaverview community. The goal is to apply for a Choice Neighborhoods Planning Grant.
2. Buncombe County – I had the opportunity to meet with the Board Chair of the County Commission. We had a good discussion and plan to meet again with additional members of the Commission.

Public Safety

Progress:

1. Communicate more effectively and timely with City and County Law Enforcement officials when concerning activities are taking place on the HACA communities
2. Preparing more formal memorandums to document incidents
3. Launched collaboration with APD and Asheville Parking Enforcement which passed City Council on December 12, 2023. Communication with residents is ongoing.

The Protective Services team serves as the observational team and as a protective presence at three of our sites:

1. Number of people banned
 - January (to date): 9
2. Incidents of significance – There were no significant incidents, however, there is a nuisance issue with homeless camps and more trespassing. At Asheville Terrace homeless individuals have on a number of occasions pushed past elderly residents and gained entry to the building. Doors are still being propped at times.
3. Number of Protective Services employees –
 - Asheville Terrace: 2 FTE, 1 Stipend
 - Aston Towers: 3 FTE
 - Altamont: 1 PTE



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- Staffing Need – At a minimum, one additional staff for Asheville Terrace is needed.
4. The HACA continues to engage a security guard at the central offices. The service is in response to an incident that occurred.

Internal Process Improvement

Progress:

1. Level setting for all of the HACA programs is ongoing. We are moving forward, lending our focus to community upkeep and beautification. The Property Management team will be planning community “Spring Cleaning” in collaboration with other departments. This will be an opportunity for all HACA staff to get out and lend a hand in the upkeep of our residential communities. Flower, and other landscaping are planned. Large dumpsters, will be planned, along with a contest for most beautiful “yard” or flowers.
2. The **Compliance and Internal Audit** Specialist has conducted the first Organizational Change exercise with the HCV – Admissions and Continued Occupancy department. Process Mapping, SWOT Analysis and Key Process Indicators (KPIs) sessions have been conducted. The next steps will include a written report that will include the outcomes of the exercises and follow-up sessions with distinct groups within the department.
3. Insurance Claims and Accidents are also now handled by the **Compliance and Internal Audit** Specialist. During the month of January, the claims were as follows:

Month:	Jan. 2024				
Number of Claims filed	Number of accidents	Type of Incident	Amount of Payout	Total Amt of loss	Description
6	2	VA (2) GC (2) PI (2)	\$4,493.70	\$24,708.92	Total loss on vehicle settled \$20,215.22, tenant found deceased \$3,200 to Bio-One (payment from insurance \$4,493.70 (depreciation and deductible)

WC – Worker’s Compensation **VA** – Vehicle Accident Claim **GC** – General Claims (Fire, Property Damage, etc.) **PI** – Personal Injury (Tenant Claim)

4. **Finance** has led the **Yardi** transition process for Procure to Pay which is now live. The Controller has lead an inter-departmental team to implement Rent Café and Online Housing applications. The planning team includes representation from property management, FSS, Finance, Compliance and Audit, Information Technology and HCVP.
5. The **Information Technology** department has completed the first project under the new transition to technology independence (email migration). The Director of Information Technology is working on the transition to Microsoft 365 with Teams, Share Point and VOIP with the guidance of Tech Impact. ADNS has been notified that we will decrease our reliance on their administration of our IT functions and systems. She has also successfully created internal surveys for staff input on various issues, as well as created the digital applications for youth programs and third-party service providers which are now live on the HACA website.



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Resident Participation Activities and Engagement

Progress:

1. Hiring new Resident Initiative Coordinators is in the works and expected to be rolled out in Q1 of 2024
2. Resident Services staff continue to assist the Resident Associations to identify eligible uses and effectively deliver resources and services

Residents participated in a feedback session for the Annual Planning process. Many of their concerns centered around the quality of life in our communities. The comments will be included in the submission to HUD along with the Annual Plan Updates. These comments are being taken seriously and used to help guide our site improvement process. The comments summary are as follows:

Customer Service:

- Pisgahview Apartments Resident regarding the customer service provided by the manager. Initial interaction with a manager, resident expressed dissatisfaction with the handling of her housing situation. The resident reported that she was offered an apartment by HACA and was informed that she had no choice but to accept it, or else she would be placed back at the bottom of the waitlist. Feeling pressured, she reluctantly agreed to take the unit. However, upon moving in, she found the apartment had not been properly cleaned and was infested with roaches. When she approached the manager about the cleanliness and pest issue, she was met with dismissive remarks. The manager allegedly stated that it's public housing, and roaches should be expected.
- Southside residents expressed concerns about manager's office accessibility during HACA business hours. Multiple residents reported being denied access without an appointment and encountering rude staff when entering the office. Residents also stated they were told only one person at a time was allowed in the waiting area due to confidentiality reasons and others are made to wait in the hallway. Residents went on to state management office is difficult to reach and often times does not return calls.

Property:

- PVA and Hillcrest residents raised concern regarding the property's grounds. During a recent conversation with a resident, they expressed significant apprehensions regarding their safety due to several issues related to the presence of homeless individuals.
- The PVA resident reported observing an increasing number of homeless individuals setting up camps in the area surrounding the apartments. This influx has led to several alarming incidents, including the syringes being left behind in the grass, playgrounds and street which poses a significant health hazard to both residents and children. Additionally, the resident mentioned witnessing homeless individuals rummaging through the garbage bins and subsequently scattering the contents across the property.
- Concerns raised by residents from PVA, Hillcrest, and Southside, regarding the consistency of pest control measures on the property. During recent discussions with residents, several



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consistent statements were made regarding the current pest control practices and their effectiveness. Residents have highlighted a significant issue with the current approach to pest control, stating that when a work order is placed for pest control services, only the unit that made the request is treated. This selective treatment does not effectively address the root cause of the pest infestation, as neighboring units may also be affected. Residents suggested that a more comprehensive approach is needed, whereby the entire building is treated rather than just individual apartments. Residents continued to emphasize the importance of regular pest control maintenance on a monthly or regular basis to ensure that the problem is consistently addressed and prevented from recurring. Not only would this approach help to eradicate existing pest issues, but it would also assist property managers in identifying units that may be contributing to the problem due to lack of cleanliness.

- Residents expressed concerns about living next to people who are chronically homeless or mentally ill. Ms. Pierre spoke about workforce housing and HACA's goal to ensure families are housed well in environments that have the capacity to meet their needs.
- Residents talked about fixing up some of the older apartments. Painting, blinds, screen doors flooring, mold issues, pests etc.
- Residents spoke about the number of abandoned cars onsite. Ms. Pierre updated residents on new registration process in the works for vehicles and the parking enforcement initiative with APD.
- Homeownership Opportunities: All residents expressed interest in homeownership opportunities as well as more opportunities to find affordable housing with a Section 8 voucher.
- Resident inquired about employment opportunities for residents to assist with revitalizing properties.

Children/Community:

- Residents expressed interest in having more programs for children onsite like afterschool and daycare and having the opportunity to work in these programs and host events for children and families especially for special occasions like holidays.
- Residents expressed a desire for expanded onsite programs for children, including afterschool and full-time daycare services for working parents.

Other:

- Resident inquired whether it would be possible to adjust the rent due date to a different day of the month, as it may not align with their pay schedule. Ms. Pierre responded by stating that the rent is actually due on the 1st of each month and cannot be adjusted to a later date. She further suggested that residents should consider budgeting accordingly, as this due date aligns with the standard practice for rent payments across most rental properties and mortgage payments.
- Resident asked about the existence of a resident council and inquired about funding for community events for children, families, and other residents. Ms. Pierre responded by stating her intention to collaborate closely with the Resident Services department to establish resident councils at each site in accordance with HUD guidelines. Additionally, she mentioned plans to



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reestablish a resident advisory board to collaborate with HACA staff, ensuring that tenant participation funds benefit all residents rather than a select few individuals utilizing them for personal gain.

- Resident expressed concern about her daughter being offered a unit downtown and the day she was scheduled to move in, she was told by the manager that she could no longer have the unit because she was over-income. Unsure if this was HACA because the only HACA apartments downtown are Altamont which are mostly Elderly/DA. The incident happened years ago.

General Report

Maple Crest

The Maple Crest Management, Inc. Board meeting was held. PPM presented an update that included additional vandalism including the discharge of fire extinguishers, door frames and entry door damage. Again I have requested that they install cameras

Bond Funding

The previously approved Lakeshore Villas is requesting to amend their bond issuance due to an increase in construction pricing. Mountain Housing Opportunities, Inc. is the developer on this project. The first resolution amends the initial Inducement Resolution 2022-2 from \$17M to \$28M. The Bond Counsel has provided the updated resolution for the current Board Packet. No secondary resolution will be required.

Budget Planning

The HACA has concluded the initial budget planning process. The budget includes several changes including the hiring of additional full-time and part-time positions. The budget also includes a new monthly sur-charge for centralized maintenance and resident services activities. There is an increase in the amount of resources under the resident services umbrella.

Development/Redevelopment

The HACA has decided to proceed with the Tax Credit application to NCHFA for the Deaverview Redevelopment Phase 1A. The reasoning for the change in planning is as follows:

1. The LIHTC application is due on Tuesday, January 23, 2024. The HACA and HMO met with Julie McGovern, our attorney from Reno Cavanaugh to work out a preliminary agreement so that we could proceed with the application in this round.

Moving Maintenance Main Office

The City of Asheville is requiring the Housing Authority to give up its Central Maintenance Yard due to incompatible zoning. The central yard move will require a building and site for large trucks, maintenance vehicles, trash compactor/garbage truck, diesel fuel, gas pumps, etc. The yard must be fenced and securable to keep the vehicles, tools, and etc., secure. The HACA Maintenance team has been searching for a building, we plan to engage a realtor if our current efforts don't yield a suitable site. If we find a site the proposal will be presented to the Board of Commissioners.



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Accounting Monthly Report – Tara Boestan-Smith, Controller

General Update –

Procure to Pay and Bill to Pay

- Now is "Live"
- The process of integrating purchasing and accounts payable systems to create greater efficiencies.
- The system will allow us to have the full cycle of the process of requisitioning, purchasing, receiving, paying for, and accounting for goods and services, covering the entire process from point of order right through to payment

2. Rent Cafe is still underway but it's not LIVE yet.

Acknowledgements –

One of Accountants, Ryan McClung, was promoted from Accountant role to Accounting Manager due to his abilities in leadership, collaborate with other departments, his initiative and ownership of certain projects and his ability to handle shifting priorities and projects while keeping the big picture in mind.

Key Indicators –

Meeting/Exceeding Expectations:

1. Year 2023 close out is almost done and we are aiming to submit the un-audited financial reporting to FDS (Financial Data Schedule) or HUD's REAC (Real Estate Assessment Center) by the end of February 2024.
2. We submitted 1099 NEC forms to IRS on time (the IRS form that we used to report payments to our vendors).

Items of Moderate Concern:

Due to year 2023 close out and several addition of general ledger accounts, the budget mapping process in our system, YARDI, was delayed. Once the 2023 close out is done, we will switch gear to budget mapping process.

Unexpected Anomalies/High Risk Concerns:

n/a

Miscellaneous:

The announcement letters to our vendors regarding our new payment method were out with the mailed-out checks. We would update our vendor accounts as we received their responds.



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Resident Services Monthly Reporting - Shaunda Jackson, Director

General Update –

For the month of January Family Self-Sufficiency enrolled five new participants and one participant started escrowing.

Homeownership has one participant under contract for a new home.

Parris initiated a monthly newsletter within her caseload as a pilot project aimed at enhancing outbound communication and fostering greater engagement with the FSS program.

Applications have been made for the City of Asheville Strategic Partnership Grant and Buncombe County Strategic Partnership Grant to support Afterschool and Summer Camp programs.

There were four events held in an Edington Center space in the month of January. To date, there have been nine rentals in the month of February.

A weekly exercise class is being planned by Shadea in collaboration with the Hillcrest residents and Asheville Parks and Recreation departments, and preparations for the annual Juneteenth Celebration are also underway.

Acknowledgements –

After years of encouragement, one of our Aston Tower residents finally embarked on his GED journey. Shadea facilitated his progress by providing him with a laptop and connecting him with the Literacy Together initiative.

MAHEC extended an invitation to collaborate with Resident Services to discuss the programs they offer, which could potentially be accessed by HACA residents.

Ashley and Duke continue to support residents as Community Health Workers with mental health and substance abuse needs.

Shadea is working with the residents in Hillcrest and Asheville Parks and Recreation to develop a weekly exercise class and start planning for their annual Juneteenth Celebration.

Special shout to one of our PODS employee's and Hillcrest resident, Preston Benjamin for deciding to enlist in the military.

Key Indicators –

Meeting/Exceeding Expectations:

Buncombe County has decided to renew the grant that the Chamber of Commerce's Accelerate Buncombe program received because of how effectively it has been working. Out of the thirty-two people who showed interest in the Accelerate Buncombe program, twenty participated in the college training program. This included classes in medical billing and coding, certified nursing assistant, certified health worker, and more. After completing the course, eight students were able to pass the exam. Currently, two of them are in pursuit for certification. Seven residents are now employed



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thanks to the skills they acquired through the Accelerate Buncombe program. We would like to extend our gratitude to Karolina and Tamara, whose leadership of this program has been greatly appreciated, for its success.

Items of Moderate Concern:

The FSS Team receives a lot of questions and inquiries about the changes that have taken place within the HACA that employees do not have full information to share with the residents and/or community partners.

The Edington Center needs a new roof.

Due to the high volume of individuals utilizing the space throughout the day, more than one custodian is needed to ensure cleanliness and maintenance.

Unexpected Anomalies/High Risk Concerns:

Staff continues to experience Yardi software issues when it comes to processing FSS cases, which creates a lot of additional work and puts escrow calculations at risk of being incorrect.

Paychex continues to have significant issues that have increased the amount of time staff is spending processing payroll.

Miscellaneous:

Thomas and Duke will continue hosting monthly senior breakfasts at PVA and DVA sites are scheduled for the third and fourth Wednesdays of November.

PVA and DVA Diaper Distribution are the second and fourth Fridays of each month.

Robert is coordinating with Asheville Parks and Recreation to host a movie night (DC League of Super Pets) for Klondyke residents on March 3rd at 6:45.

RSS will be submitting a grant request to Sisters of Mercy to support afterschool and summer programming.

As a result of our collaboration with Read2Succeed, an academic director is being hired to provide our children in afterschool and summer camp with even more academic support.

Positive Vision for Academics (PVA) afterschool program is looking to start back up by the end of March.

RFP's will go out on March 4th for our childcare facilities and the Edington Center.

HACA will be assuming responsibility for the daily operations of the kitchen starting July 2024.



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Family Self-Sufficiency/Homeownership Report - January 2024

Family Self-Sufficiency Program	Central AVL	Southside	West AVL	Maple Crest	North AVL	Tenant-Based	Total
Current FSS Participants	8	33	30	5	39	141	256
Established FSS Accounts	6	29	19	3	25	96	178
Traditional escrow FSS Account Balances	\$19,686	\$109,740	\$45,606	\$5,064	\$128,721	\$475,493	\$784,310
Award based escrow FSS Account Balances	\$1,250.00	\$3,164.00	\$1,075.00	\$0.00	\$4,000.00	\$15,738	\$25,227
Total Distributed since 01/2017							\$1,536,33
Graduates (Since 1/2017)							150
Results and Updates this Month:	We had five new participants in January and one new escrow accounts. We had no graduations in January.						
Homeownership Program	Central AVL	Southside	West AVL	Maple Crest	North AVL	Tenant-Based	Total
Current Homeownership Applicants	4	2	5	0	1	12	24
Completed Homebuyer Education	1	1	1	0	1	25	69
Completed All Prerequisites	0	2	1	0	1	14	18
Under Contract	0	1	0	0	0	1	1
New Homeowners (this month)	0	0	0	0	0	0	0
Total Current Homeowners							80
Total Homeowners to date							86
Results and Updates this Month:	We had no new homeowners in January. We have one resident under contract.						



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Property Management Monthly Reporting - December 2023

Unit Status Report

● **Eviction - In court/Locked Out 44**

- Non-Payment - 39
- Lease Violation - 5

● **Ready for Occupancy: 36**

When a unit is “ready for occupancy” that means it is cleaned and the site is waiting to receive the tenant file from admissions. Currently applicants are offered one unit. If they do not accept, they are moved to the end of the list. We are examining the effect of this policy.

● **Assigned File for Move-in: 19**

Assigned file for Move-in means that the site has received a file for a particular unit and they are arranging for the move-in date.

● **Maintenance Turn: 38**

The Maintenance team utilizes a punch list to indicate what needs to be done to prepare a unit for occupancy. Depending on the severity of the unit when it is turned back over to the site when the prior tenancy is terminated. Units in this condition usually need a number of services including painting, holes repaired, windows and general scrubbing.

Central Properties-Evette Smith, Director

General Update – There were several staff meetings held with the team to ensure that we start the year off with a plan of completing our goals for 2024.

Acknowledgements – I would like to acknowledge the return of Yvonne Rios to the Central team she is now the site manager for Aston Tower, she is in the process of meeting with each resident to introduce herself and assess their needs.

Key Indicators –

Meeting/Exceeding Expectations:

All vacant units for were turned for the month of January with the exception of units that were vacated Jan. 31st.

Items of Moderate Concern:

With the recent units vacated because of residents passing away our vacancy rate has lowered significantly.

We are hoping to receive more files for available units in hopes of increasing our vacancy rate.

Unexpected Anomalies/High Risk Concerns:

The boiler for Altamont is leaking and will need to be replaced. It will cost us \$8,000 to replace the



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boiler and \$2,875 to install.

Miscellaneous:

The clean out of each unit at Woodfin Apartments was completed by month end, we will now begin walking each unit to assess any damages.

North Properties-Rhodney Norman, Director

General Update – We are ready approach the New Year energized and refreshed after the holiday break. We are steadily seeing tenant delinquency reduce and increased occupancy rates.

Acknowledgements – We welcomed new maintenance mechanic Anatoli Martchouk to Hillcrest. He comes with an extensive amount of experience in the field and we welcome him to our team. I would also like to acknowledge the HACA Cleanout crew for their speedy turnaround time.

Key Indicators –

Meeting/Exceeding Expectations:

We welcomed 4 new families to north properties. We also, met our HQS deadlines for the month of January.

Items of Moderate Concern:

We have seen an increase of monthly rent being paid on time. We will continue to support our residents with reminders and assistance. We will continue knocking on doors and having conversations with them regarding payments.

Miscellaneous:

Staff are busy with vehicle registration on sites with the goal to have the majority of residents registered by March.

Southside-Sheri Guyton, Director

General Update – Daily operations continue moving forward as we are taking care of property and resident needs. Our Team at Southside is committed to our everyday duties and expectations as we continue to provide quality service and cleanliness to our residents and community while holding residents and staff accountable.

Acknowledgements – I would like to acknowledge the office and maintenance staff as they work tirelessly and continuously to navigate through their duties without complaint with paying close attention to detail with service requests to ensure no repeat calls. We are randomly calling residents back on 10% of our completed service requests to ensure their request was handled promptly and completely while providing the best customer service we can.

Key Indicators –

Meeting/Exceeding Expectations:

In January, we welcomed 2 family admissions to Southside. We continue to meet our HQS deadline with 14 HQS inspections and 3 re-inspections.



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Items of Moderate Concern:

We have seen an increase in Summary Ejectments due to rent not being paid, damages/maintenance charges, criminal activity and other breach of lease issues. We continue to help our residents secure pledges to assist them in bringing their rent current and we are constantly encouraging residents to communicate with us on a regular basis.

Unexpected Anomalies/High Risk Concerns:

We are addressing occupancy as we are experiencing a delay in receiving files to fill the vacant apartments.

Miscellaneous:

The City of Asheville's sidewalk work is more than halfway complete bringing sidewalk ramps into ADA compliance on 11 intersections in Southside and South French Broad neighborhoods.

West Properties – Rhodney Norman, Director (reporting)

General Update – We're excited to welcome two new maintenance mechanics to the PVA team. The site manager reports Zachary and Steven have been doing a great job. As we start the year off, we will focus more on-site cleanup and curb appeal.

Acknowledgements – I'd like to acknowledge site managers Angela James and Mary Colbert for their perseverance and dedication to the work of serving the residents and the organization.

Key Indicators –

Meeting/Exceeding Expectations:

West properties staff continue to meet the needs of residents, maintain expected occupancy rates, be fiscally responsible and maintain the assets.

Items of Moderate Concern:

We continue to work toward lessening the lag time with HQS inspections, work orders and general maintenance. With the new maintenance staff additions, we should see a decrease over the next few months.

Unexpected Anomalies/High Risk Concerns:

We have continued to see a spike in incidents on property involving non- residents. We will start to look at ways to get APD to patrol and be a presence.

Miscellaneous:

Nothing to report this month.



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Housing Choice Voucher Program Monthly Reporting – January 2024

Admissions – Noelle Tackett, Director

General Update – In January, we moved in 26 families and our overall unit turn around days averaged 82 days per unit. The overall occupancy rate was 94%. We ended the month with 137 vacancies, 29 out of service for various reasons, 105 in repair make ready for maintenance repair and 3 ready to rent.

Acknowledgements -

HCVP Admissions staff selected 500 applicants from the PBV, TBV and TMV wait lists, and mailed out all selection notices by February 1, 2024. Sandy Kuykendall, Angela Hannah, and Morgan Miller met a deadline by February 1, 2024 to schedule and mail appointment letters and packets to 500 applicants from the waiting lists.

Key Indicators –

Meeting/Exceeding Expectations:

Since June 1st, Admissions has had 105 enrollments into the MTW program. 92 have consented to the study and 53 have been assigned to Stepped Rent.

We documented 475 visitors to our Admissions office in January.

Items of Moderate Concern:

After filling four (4) staff vacancies on HCVP's Housing Support Specialist team, remaining vacancies include:

- one (1) Housing Support Specialist-Admissions position and
- one (1) Housing Quality Standards (HQS) Inspector

HCVP plans to interview new candidates in hopes of filling the remaining vacancies.

Unexpected Anomalies/High Risk Concerns:

None reported

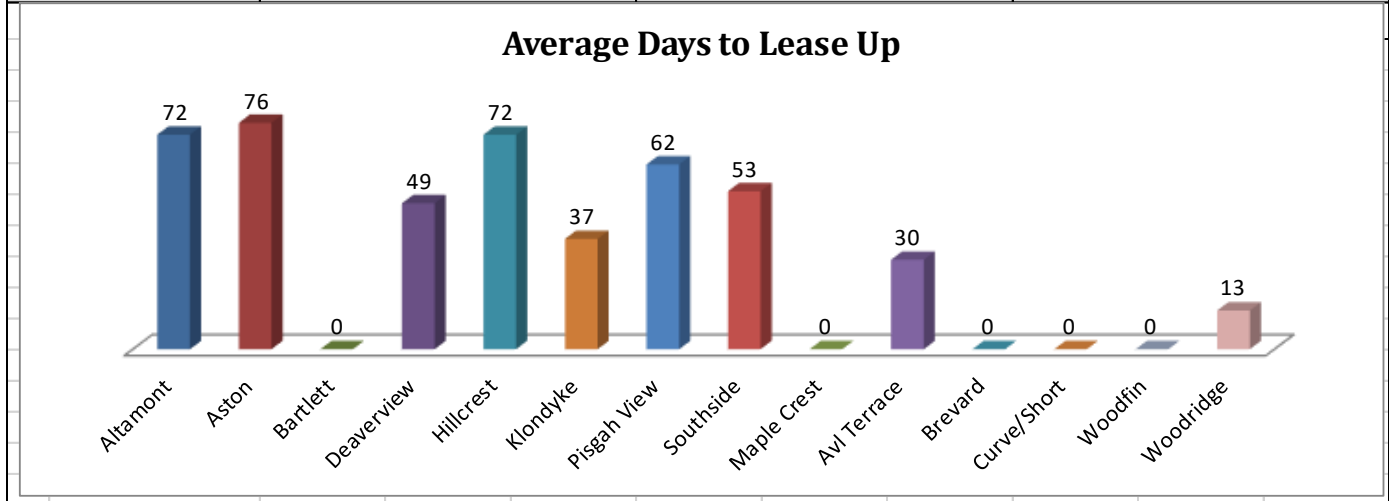
Miscellaneous:

The Housing Authority opted to expand its existing Yardi software programming to include additional modules through its Rent Cafe' portals. The goal of this expansion is to improve efficiency by going paperless. HCVP, along with other HACA staff, attended a kick-off call with Yardi in November. The conversion process is anticipated to take four months, and once implemented will offer online applications (including application submission and ability to confirm wait list status), online recertifications, expanded landlord portal, and features which will help other departments such as online rent payments, online maintenance requests, etc.



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Asheville Housing & Related Properties - Occupancy December 2023										
Property	Units	Occupied	Occ Rate	Rehab/ Hold	Make Ready	Ready	Moved In	Vacant Days	Average	
RAD PBV	Altamont	55	53	🟡 96%		2		1	72	🔴 72
	Aston	161	148	🔴 92%		13		3	227	🔴 76
	Bartlett	114	106	🔴 93%		8		0	0	🟢 0
	Deaverview	160	142	🔴 89%	7	11		1	49	🟡 49
	Hillcrest	227	212	🟡 93%		15		5	360	🔴 72
	Klondyke	182	174	🟡 96%	1	7		4	149	🟡 37
	Pisgah View	256	235	🔴 92%		21		2	123	🔴 62
	Southside	274	263	🟡 96%		11		2	105	🟡 53
	Maple Crest	96	87	🔴 91%		9		0	0	🟢 0
Other	Avl Terrace	248	242	🟢 98%		3	3	2	60	🟢 30
	Brevard	163	162	🟢 99%		1		0	0	🟢 0
	Curve/Short	2	1	🔴 50%	1			0	0	🟢 0
	Woodfin	19	0	🔴 0%	19			0	0	🟢 0
	Woodridge	160	157	🟢 98%		3		4	52	🟢 13
Total	2117	1982	🟡 94%	28	104	3	24	1197	🟡 50	



Continued Occupancy – Michelle Moore, Director

General Update – The Housing Choice Voucher Program currently has the following tenant-based vouchers leased:

- 269 VASH (VA Supportive Housing) Vouchers - issued by referral only by the VA
- 61 NED (Non-Elderly Disabled) Vouchers - issued by referral only by community partners with MOAs in place with HACA
- 31 Mainstream Vouchers - issued by referral only by community partners with MOAs in place with HACA
- 40 Emergency Housing Vouchers - issued by referral from CoA CoC, ABCCM, Eliada Homes,



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Helpmate, and Homeward Bound

- 4 Foster Youth to Independence (FYI) Vouchers
- 11 Enhanced Vouchers (also known as Tenant Protection Vouchers) - issued at Spruce Hill Apartments
- 6 Portable Vouchers - vouchers issued by other PHAs and approved to port (transfer) to HACA
- 79 Homeowner Vouchers

We also have 19 project-based vouchers leased up at LifeHouse.

Acknowledgements –

Special recognition and acknowledgment go to:

HCVP Admissions staff selected 500 applicants from the PBV, TBV and TMV wait lists, and mailed out all selection notices by February 1, 2024. Sandy Kuykendall, Angela Hannah, and Morgan Miller met a deadline by February 1, 2024 to schedule and mail appointment letters and packets to 500 applicants from the waiting lists.

Key Indicators –

Meeting/Exceeding Expectations:

Housing Support Specialists completed 169 on-time annual recertifications during the month of November. 238 Housing Quality Standards inspections were completed.

HCVP had thirty-seven (37) MTW enrollments in January, eleven (11) of which were enrollments at new admission/lease-up. Of the total thirty-seven (37), seventeen (17) were assigned to Standard Rent and twenty (20) were assigned to Stepped Rent. As of the end of January, 982 households have been enrolled, 489 of which have been enrolled in Stepped Rent.

Items of Moderate Concern:

After filling four (4) staff vacancies on HCVP's Housing Support Specialist team, remaining vacancies include:

- one (1) Housing Support Specialist-Admissions position and
- one (1) Housing Quality Standards (HQS) Inspector

HCVP plans to interview new candidates in hopes of filling the remaining vacancies.

Unexpected Anomalies/High Risk Concerns:

None reported

Miscellaneous:

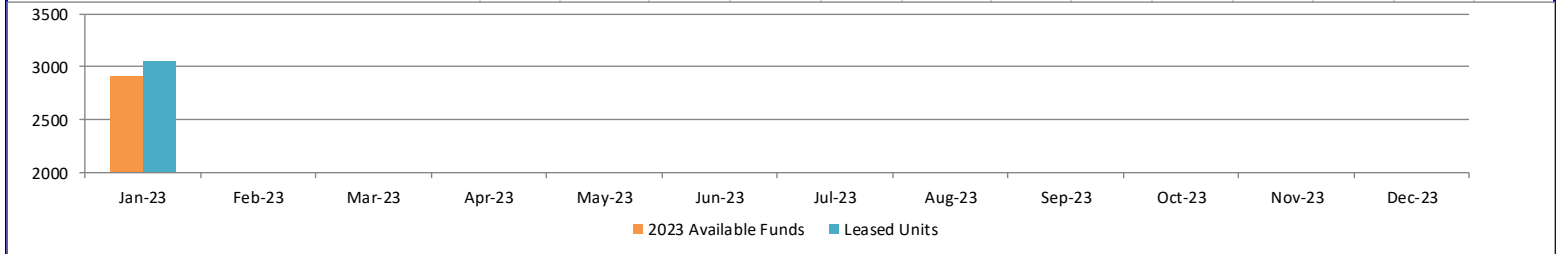
The Housing Authority opted to expand its existing Yardi software programming to include additional modules through its Rent Cafe' portals. The goal of this expansion is to improve efficiency by going paperless. HCVP, along with other HACA staff, attended a kick-off call with Yardi in November. The conversion process is anticipated to take four months, and once implemented will offer online applications (including application submission and ability to confirm wait list status), online recertifications, expanded landlord portal, and features which will help other departments such as online rent payments, online maintenance requests, etc.



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Asheville Housing Vouchers - January 2024											
Lease-Up							Monthly Processes				
Voucher Program	Total Vouchers	Available to Lease	Leased	Occupancy Rate	Available	Assigned/Looking	Mobility Moves	Moved In	Moved Out	Inspect	Re-Exam
Project Based - RAD (HACA Owned & Managed Properties)	1525	1481	1362	92.0%	119	N/A	0	19	16	75	86
Project Based - LIFE House of Asheville (LH vouchers)	20	20	19	95.0%	1	0	0	0	0	0	0
Tenant Based - Regular HCVs	1368	869	1173	134.9%	-304	30	1	4	1	105	53
Tenant Based - VA Supportive Housing (VASH) Vouchers	366	366	269	73.5%	97	25	0	3	3	25	17
Tenant Based - Non-Elderly Disabled (NED) Vouchers	75	75	61	81.3%	14	0	0	0	0	6	5
Tenant Based - Mainstream Vouchers	37	37	31	83.8%	6	0	0	0	0	4	2
Tenant Based - Emergency Housing Vouchers (EHV)	47	47	40	85.1%	6	0	0	0	0	12	1
Tenant Based - Foster Youth to Independence (FYI) Vouchers	8	6	4	66.7%	1	0	0	1	0	0	0
Tenant Based - Enhanced Vouchers (EVO) - Spruce Hill Apts	13	13	11	84.6%	2	0	0	0	0	4	0
Tenant Based - Portable (Vouchers Ported Out to Other PHAs)	N/A	N/A	6	N/A	0	0	0	0	0	0	0
Tenant Based - Homeownership	N/A	N/A	79	N/A	0	0	0	1	1	7	5
Total HCVP	3459	2914	3055	104.8%	-58	55	1	28	21	238	169

Housing Choice Voucher - Annual Trends													
Program	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Average
2023 Available Funds	2914												2914
Leased Units	3055												3055
%	104.8%												104.8%
Wait List	4025												4025



2024 Budget Authority (HAP and MS)	28,853,086	Occupancy based on BA
12-Month Per Unit Cost	825.00	98% 95%
Vouchers Supported by BA	2914	2856 2769
BA as % of Total Vouchers	84%	

Revenue and Expense Summary January 31, 2024

**Housing Authority of the City of Asheville
Revenue and Expense Summary
January 31, 2024**

RAD Properties

	2024 Budget	01 / 2024 Actual	Year To Date Actual	2024 Budget Amount Remaining to Earn/Expend
INCOME				
TENANT INCOME	0.00	1,233,286.35	1,233,286.35	1,233,286.35
GRANT INCOME	0.00	0.00	0.00	0.00
OTHER INCOME	0.00	3,930.19	3,930.19	3,930.19
TOTAL INCOME	-	1,237,216.54	1,237,216.54	1,237,216.54
EXPENSES				
ADMINISTRATIVE EXPENSES	0.00	195,164.59	195,164.59	-195,164.59
TENANT SERVICES EXPENSES	0.00	6,165.76	6,165.76	-6,165.76
UTILITY EXPENSES	0.00	444,339.11	444,339.11	-444,339.11
MAINTENACE EXPENSES	0.00	356,253.29	356,253.29	-356,253.29
PROTECTIVE SERVICES	-	21,149.74	21,149.74	-21,149.74
GENERAL EXPENSES	0.00	68,094.32	68,094.32	-68,094.32
SECURITY/LAW ENFORMENT	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING ITEMS	0.00	14,888.60	14,888.60	-14,888.60
TOTAL EXPENSES	-	1,106,055.41	1,106,055.41	(1,106,055.41)
NET INCOME	-	131,161.13	131,161.13	2,343,271.95
REPLACEMENT RESERVES EXPENSES	-	21,667.00	21,667.00	-21,667.00
REPLACEMENT RESERVE DEPOSITS	0.00	139,876.00	139,876.00	-139,876.00

Other HACA Properties

	2024 Budget	01 / 2024 Actual	Year To Date Actual	2024 Budget Amount Remaining to Earn/Expend
INCOME				
NET TENANT INCOME	0.00	3,495.00	3,495.00	3,495.00
GRANT INCOME	0.00	0.00	0.00	0.00
OTHER INCOME	0.00	1,275.31	1,275.31	1,275.31
TOTAL INCOME	-	4,770.31	4,770.31	4,770.31
EXPENSES				
ADMINISTRATIVE EXPENSES	0.00	205.78	205.78	-205.78
TENANT SERVICES EXPENSES	0.00	0.00	0.00	0.00
UTILITY EXPENSES	0.00	4,925.85	4,925.85	-4,925.85
MAINTENACE EXPENSES	0.00	1,307.29	1,307.29	-1,307.29
GENERAL EXPENSES	0.00	2,109.50	2,109.50	-2,109.50
NON-OPERATING ITEMS	0.00	0.00	0.00	0.00
TOTAL EXPENSES	-	8,548.42	8,548.42	(8,548.42)
NET INCOME	-	(3,778.11)	(3,778.11)	13,318.73
TOTAL REPLACEMENT RESERVES	-	0.00	1,894.66	1,894.66
TOTAL REPLACEMENT RESERVE DEPOSITS	0.00	685.83	8,229.96	686.04

Housing Choice Voucher Program

	2024 Budget	01 / 2024 Actual	Year To Date Actual	2024 Budget Amount Remaining to Earn/Expend
INCOME				
NET TENANT INCOME	-	0.00	0.00	0.00
GRANT INCOME	0.00	2,616,977.04	2,616,977.04	2,616,977.04
OTHER INCOME	0.00	10.27	10.27	10.27
TOTAL INCOME	-	2,616,987.31	2,616,987.31	2,616,987.31
EXPENSES				
ADMINISTRATIVE EXPENSES	0.00	141,976.10	141,976.10	-141,976.10
TENANT SERVICES EXPENSES	0.00	0.00	0.00	0.00
UTILITY EXPENSES	0.00	0.00	0.00	0.00
MAINTENACE EXPENSES	0.00	2,059.19	2,059.19	-2,059.19
GENERAL EXPENSES	0.00	19,381.85	19,381.85	-19,381.85
HOUSING ASSISTANCE PAYMENTS	0.00	2,529,433.00	2,529,433.00	-2,529,433.00
TOTAL EXPENSES	-	2,692,850.14	2,692,850.14	(2,692,850.14)
NET INCOME	-	(75,862.83)	(75,862.83)	524,255.42

Central Office

	2024 Budget	01 / 2024 Actual	Year To Date Actual	2024 Budget Amount Remaining to Earn/Expend
INCOME				
NET TENANT INCOME	-	-	-	-
GRANT INCOME	-	-	-	-
OTHER INCOME	0.00	208,142.80	208,142.80	208,142.80
TOTAL INCOME	-	208,142.80	208,142.80	208,142.80
EXPENSES				
ADMINISTRATIVE EXPENSES	0.00	111,724.02	111,724.02	-111,724.02
TENANT SERVICES EXPENSES	0.00	0.00	0.00	0.00
UTILITY EXPENSES	0.00	6,650.84	6,650.84	-6,650.84
MAINTENACE EXPENSES	0.00	11,603.15	11,603.15	-11,603.15
PROTECTIVE SERVICES	0.00	1,839.15	1,839.15	-1,839.15
GENERAL EXPENSES	0.00	4,305.63	4,305.63	-4,305.63
FINANCING EXPENSES	-	-	-	-
NON-OPERATING ITEMS	0.00	0.00	0.00	0.00
TOTAL EXPENSES	-	136,122.79	136,122.79	(136,122.79)
NET INCOME	-	72,020.01	72,020.01	72,020.01

Edington Center & PODS

	2024 Budget	01/2024 Actual	Year To Date Actual	2024 Budget Amount Remaining to Earn/Expend
INCOME				
NET TENANT INCOME	0.00	0.00	0.00	0.00
GRANT INCOME	0.00	0.00	0.00	0.00
OTHER INCOME	0.00	74,254.28	74,254.28	74,254.28
TOTAL INCOME	-	74,254.28	74,254.28	74,254.28
EXPENSES				
ADMINISTRATIVE EXPENSES	0.00	74,669.78	74,669.78	-74,669.78
TENANT SERVICES EXPENSES	0.00	1,986.87	1,986.87	-1,986.87
UTILITY EXPENSES	0.00	3,004.43	3,004.43	-3,004.43
MAINTENACE EXPENSES	0.00	15,461.97	15,461.97	-15,461.97
PROTECTIVE SERVICES	-	-	-	0.00
GENERAL EXPENSES	0.00	3,275.00	3,275.00	-3,275.00
NON-OPERATING ITEMS	0.00	0.00	0.00	-
TOTAL EXPENSES	-	98,398.05	98,398.05	(98,398.05)
NET INCOME	-	(24,143.77)	(24,143.77)	(24,143.77)

Resolutions:

2024-5: Approving Designation of President & CEO as Office for Public Hearings

2024-6: Approving Replacement Reserve Budget

2024-7: Approving EOY 2023 Financial Statement Corrections

2024-8: Approving Fleet Vehicle Agreement with Enterprise Fleet Management

RESOLUTION NO. 2024-5

RESOLUTION APPROVING THE DESIGNATION OF THE PRESIDENT AND CEO OFFICER FOR PUBLIC HEARINGS

WHEREAS, much of the work of the Housing Authority of the City of Asheville (“HACA” or “Authority”) is performed in meetings or hearings that are open to the public; and

WHEREAS, these meetings are held by either the Board of Commissioners or a designated hearing officer; and

WHEREAS, the Authority wishes to appoint such a hearing officer;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby designates the President and CEO of the Authority as a hearing officer for public hearings held by the Board of Commissioners.
2. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
3. This resolution shall take effect immediately upon its passage.

RECORDING OFFICER’S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-5** was properly approved at a regular meeting held on **February 28, 2024**.

(SEAL)

By: _____

Monique L. Pierre, Secretary

RESOLUTION NO. 2024-6

**RESOLUTION APPROVING THE HOUSING AUTHORITY REPLACEMENT
RESERVE BUDGET EFFECTIVE FEBRUARY 28, 2024**

WHEREAS, each department and housing community team in the Housing Authority of the city of Asheville (“HACA” or “Authority”) portfolio has identified repair, and routine improvements to the physical structures and updates to the various communities that are eligible to be paid for from the Replacement Reserve,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners approves the initial 2024 Replacement Reserve Budgets.
2. The Board of Commissioners hereby directs and authorizes the President and CEO or her Designee to take such other actions, from time to time, that are necessary, advisable or in proper keeping with Federal, State or Local laws as required and necessary to implement the budgets of the Authority including, without limitation, the execution and delivery of all agreements, writings and documents (and all amendments, changes, modifications and additions thereto).
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.

RECORDING OFFICER’S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-6** was properly approved at a regular meeting held on **February 28, 2024**.

(SEAL)

By: _____

Monique L. Pierre, Secretary

RESOLUTION NO. 2024-7

**RESOLUTION APPROVING THE HOUSING AUTHORITY END OF YEAR 2023
FINANCIAL STATEMENTS CORRECTIONS, EFFECTIVE FEBRUARY 28, 2024**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Asheville (“Authority”) approved the original Closeout and End of year financial statements for 2023; and

WHEREAS, the HACA staff has recognized that there are corrections to be made to previously approved Closeout and End of year financial statements for 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners of the Housing Authority of the City of Asheville approves amendments made to Closeout and End of year financial statements for 2023.
2. The Board of Commissioners of the Housing Authority of the City of Asheville adopts the newly presented Closeout and End of Year financial statements for 2023.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.

RECORDING OFFICER’S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-7** was properly approved at a regular meeting held on **February 28, 2024**

(SEAL)

By: _____

Monique L. Pierre, Secretary

RESOLUTION NO. 2024-8

RESOLUTION APPROVING THE FLEET VEHICLE AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT EFFECTIVE DATE:

The Housing Authority of the City of Asheville (“HACA” or “Authority”) maintains a fleet of vehicles for the use of staff to perform their duties. Maintenance, Resident Services, Property Management, executive and other administrative staff members are permitted to utilize the vehicles as assigned for transporting children, collecting and disposing of trash, attending meetings, and other various uses. This resolution will allow the HACA to begin updating the fleet of agency vehicles.

WHEREAS, the Board of Commissioners adopted resolution 2023-8, and a regular BOC meeting held on September 27, 2023, approving the update and replacement of obsolete vehicles; and

WHEREAS, HACA staff has completed a assessment of the current fleet, identifying 17 vehicles in immediate need of replacement, and an additional 15 vehicles chronically in need of repair, making them beyond their useable life; and

WHEREAS, it is permissible to purchase and lease vehicles for eligible uses through Enterprise Fleet Management, using the current Sourcewell contract in effect at Inlivan, with housing authority funds, and leasing may present a better opportunity to replace the vehicles for less cost and on a regular schedule; and

WHEREAS, the President and CEO, in consultation with HACA procurement & Contracts Manager, has determined that the Enterprise Fleet Management offer is fiscally responsible and prudent for business operations;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby directs and authorizes the President and CEO to conduct the necessary procurement process to replace the obsolete vehicles.
2. The Board of Commissioners hereby directs and authorizes the President and CEO or her Designee to take such other actions, from time to time, that are necessary, advisable or in proper keeping with Federal or State procurement requirements to purchase, or lease the vehicles as needed in an amount not to exceed \$500,000.00 for phase/year 1, including, without limitation, the execution and delivery of all agreements, writings and documents (and all amendments, changes, modifications and additions thereto) and \$500,000 for phase/year 2.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.

RECORDING OFFICER'S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-8** was properly approved at a regular meeting held on **February 28, 2024**

(SEAL)

By: _____

Monique L. Pierre, Secretary

Attachment A

Enterprise Fleet Mgmt Summary of Services

- **Acquisition & Funding**
 - Putting time back into yours and your employees day by allowing our team to assist with vehicle acquisition through direct manufacturer ordering at reduced costs, stock searches through our local dealership partners and utilizing a pool of Enterprise exclusive new and used vehicles. Also utilizing our Factory order method to be proactive and find the best prices on replacement vehicles.
 - Compare multiple brands when purchasing.
 - Pre-paid, or Flexible Funding Options. Market Value, off balance sheet financing—pay for the portion of the vehicle utilized that preserves cash.
- **Tag & Title**
 - Option to handle Asheville Housing Authority's tags and titling for all vehicles.
 - Assist in the fleet management of new acquisitions through valuation, title, and tag management.
- **Resale**
 - Utilize Enterprise resale channels to maximize returns, make recommendations and reduce administrative burdens. When needed you can still sell to employees, but you will capitalize on every other dollar.
- **Operations**
 - Utilize Enterprise Full Maintenance plan to have a fixed and budgeted maintenance number each month. Utilize our maintenance management program to give your team a streamline, consolidated billing, and a reduced price for maintenance costs.
- **Technology**
 - Enterprise Fleet Website – Gives you instant self-service abilities with cost codes, descriptors, adding/changing/removing drivers, and access to customized reporting & alerts. This also gives you access to our network of repair shops.
- **Local Dedicated Account Team – One Call Service**
 - Their number one focus is getting to know you, your organization and providing an exceptional client experience.
 - Meet a minimum of 4 times of year to discuss fleet planning, annual review, and ongoing updates on what is going on in the industry.
 - Review and manage the total cost of ownership.
 - Day to Day questions – expectation is 3-hour response time.