

**SOUTH METRO HOUSING OPTIONS  
BOARD OF COMMISSIONERS**

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**Minutes of Regular Meeting  
April 3, 2014**

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The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, April 3, 2014 at 5745 South Bannock Street, Littleton, Colorado 80120.

THOSE PRESENT: Chairman Andrew Hancock, Vice Chairman Stewart Meagher, Commissioners Libby Bortz, Kyle Henderson, John Ostermiller, and Esther Varela

THOSE ABSENT: Commissioner Aaron Heumann

ALSO PRESENT: Dan Burnham, Executive Director; Jo Hamit, Assistant Director; and Gerald Humphries, Operations Manager.

Chairman Hancock called the meeting to order at 6:37 p.m. and declared a quorum present. There were no changes to the proposed agenda which was reviewed and accepted as presented. Commissioner Bortz requested that the Board discuss the current advertisement for Executive Director under other business.

Chairman Hancock welcomed new commissioner Kyle Henderson to the Board and congratulated Vice Chairman Meagher on his reappointment. Board and staff members present gave a brief history of their tenure on the Board and in the community.

The minutes of the March 6, 2014 regular meeting were reviewed.

It was moved by VICE CHAIRMAN MEAGHER and seconded by COMMISSIONER OSTERMILLER THAT THE MINUTES OF THE MARCH 6, 2014 REGULAR MEETING BE APPROVED, AS WRITTEN.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Bortz, Henderson, Ostermiller, and Varela.

Nays: None

Absent: Commissioner Heumann

Motion Carried: 6:0:1

Gerald Humphries, Operations Manager, presented the February 2014 financial reports, representing 41.6% of the 2014 fiscal year. Through January, the agency year-to-date (YTD) total revenue is \$4,526,192, which is 4% above projections. YTD expenses are \$4,160,870, which is approximately 5.4% under projections.

Manager Humphries provided the Board with information regarding the laundry income at Amity Plaza. New washers and dryers were purchased by SMHO upon cancelation of the contract with Mac Gray in July. Prior to that time, SMHO and Mac Gray shared the income generated from the machines. Laundry income is approximately \$3,500 higher than 2013.

The Rehab program was put on hiatus on April 1, 2014. All previous jobs have been completed and requests for reimbursement from Arapahoe County have been submitted.

Vice Chairman Meagher asked about the status of the rehab program in Centennial. He also asked if the Highline Meadows area could possibly be a source of future development. Director Burnham replied that staff recently met with Arapahoe County and a representative from the City of Centennial to brainstorm ideas for the future of the program. The Centennial program currently focuses on Districts One and Two in the city. Upon reintroduction of the program and depending on its success, the area may be enlarged in the future. At this point, it would be difficult to redevelop Highline Meadows, as it has been converted to condominiums.

Commissioner Henderson asked for a brief overview of the Rehab program. Director Burnham provided a history of the program. Currently, staff is working on a new program that will focus on two primary areas, namely marketing and construction.

Manager Humphries stated that the tax return for the Powers Circle Apartments LLLP has been received and accepted by the Internal Revenue Service.

It was moved by COMMISSIONER VARELA and seconded by COMMISSIONER OSTERMILLER TO APPROVE THE FEBRUARY 2014 FINANCIAL REPORTS AS PRESENTED.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Bortz, Henderson, Ostermiller, and Varela.

Nays: None

Absent: Commissioner Heumann

Motion Carried: 6:0:1

Director Burnham presented the following administrative items:

a) **Resolution 14-03 2014 Public Housing Utility Allowance Schedule**

The Department of Housing and Urban Development (HUD) requires that housing authorities ~~to~~ establish utility allowances for the various sizes and types of units in public housing and to review them annually to determine that they reasonably reflect the current average costs. The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality.

Staff obtained the actual utility usage for each of the duplexes and single family homes in public housing for the period covering March 2013 to March 2014. Each individual electricity and gas usage/cost was compiled and averaged for each sized unit. There was relatively little change in the averages from the previous review. The largest change was in the 5-bedroom allowance.

At each reexamination, SMHO will apply the utility allowance from the most current utility allowance schedule. In all cases except the four-bedroom units, the tenant portion of the rent will be reduced to reflect the higher utility allowance.

HUD requires that residents are provided with a 30-day comment period for the change in utility allowances. The proposed effective date for the 2014 utility allowance schedule is June 1.

Number of Bedrooms	Type of Unit	Current Allowance	Actual Usage (Avg.)	Change
2	Duplex	\$ 80	\$ 82	\$ 2
3	Duplex	\$ 94	\$ 97	\$ 3
3	Single Family	\$ 95	\$ 98	\$ 3
4	Single Family	\$120	\$113	(-\$7)
5	Single Family	\$129	\$147	\$ 18

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER HENDERSON TO ADOPT RESOLUTION 14-03 ACCEPTING THE 2014 PUBLIC HOUSING UTILITY ALLOWANCE SCHEDULE, TO BECOME EFFECTIVE JUNE 1, 2014.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Bortz, Henderson, Ostermiller, and Varela.

Nays: None

Absent: Commissioner Heumann

Motion Carried: 6:0:1

Assistant Director Hamit presented the following administrative item:

**b) *Resolution 14-04 Acceptance of the CFP Grant for 2014***

Each year, SMHO receives an allocation of funds from HUD to be utilized for the public housing program, known as the Capital Fund Program (CFP). On March 18, 2014, SMHO received notification from HUD that the CFP allocation for Fiscal Year 2014 will be \$179,446. The funding for 2014 is approximately \$13,000 higher than in 2013.

HUD requires that each housing authority accept the grant allocation and that the acceptance be supported by a board resolution. The adjusted budget has been reduced from the amount originally stated in the agency's Five-year Plan (\$230,000).

The majority of this grant will be used on kitchen and bathroom renovation in the family units, landscaping, concrete and asphalt repair, and elevator and plumbing upgrades at Bradley House. The remaining funds will be utilized for administration and operations.

Chairman Hancock noted that due to the size of the agency, all of the funds could be used for administration and operations. Staff stressed the importance of maintaining the condition of the housing stock. Historically, only a portion of the grant has been used for administration and operations.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER BORTZ TO APPROVE RESOLUTION 14-04, ACCEPTING THE FISCAL YEAR 2014 CAPITAL FUND PROGRAM BUDGET IN THE AMOUNT OF 179,446, AND THAT ANY ADDITIONAL FUNDS ALLOCATED BY HUD DURING THE 2014 FISCAL YEAR FALL UNDER THIS ACCEPTANCE RESOLUTION.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Bortz, Henderson, Ostermiller, and Varela.

Nays: None

Absent: Commissioner Heumann

Motion Carried: 6:0:1

Director Burnham presented the following administrative items:

**c) *Amity Plaza Update***

The Community Room Renovation Project is complete except for the installation of track lighting in the lobby and exterior landscaping. A re-opening event was held on March 28 with approximately 70 residents and staff in attendance.

A mini health fair/smoke free kick off will be held on April 11. Representatives from the American Lung Association, Tri County Health Department, National Jewish Hospital, Littleton

Fire Rescue and SMHO will be providing information regarding the benefits of living in a smoke-free environment and will also offer free lung function testing.

A Request for Proposals (RFP) will be issued in May for new windows and interior cameras throughout the building.

***d) Powers Circle Apartments Update***

Construction is currently on schedule and is anticipated to be complete on April 17. There are three lease signings scheduled in the coming week; 14 applications are in review and 38 units currently leased to approved tax credit residents. A total of 14 apartments are available for lease.

An article from the April 3, 2014 Littleton Independent, featuring the renovation of Powers Circle Apartments and an interview with one of the residents, was provided to the Board.

***e) Public Service Announcement***

A public service announcement was filmed this week by the City of Littleton staff explaining the differences between subsidized and affordable/workforce housing. The video was filmed at Powers Circle Apartments and also featured one of the family public housing units. The video was made as a pre-cursor to questions that will be asked on Open Littleton. Residents will be asked two questions concerning the differences between the two types of housing and if they support various types of housing in the community.

***f) Update Waiting Lists***

Staff is preparing to mail out approximately 2,300 update letters to applicants on the waiting lists. SMHO annually updates information from all applicants. Upon tabulation of the responses, a determination will be made on opening the waiting lists.

***g) Meetings with the City***

Director Burnham and Assistant Director Hamit met with City representatives to review and amend the Intergovernmental Agreement (IGA) between the two entities. The original IGA was signed in 1996.

Director Burnham and Jo Davidson, Executive Director of the Community Housing Development Association, met with members of the Community Development department to discuss opportunities for developing future affordable housing projects. Several sites were reviewed and information provided for current and acceptable zoning.

***h) Update on the Littleton Transportation Network***

Director Burnham provided an update on the Littleton Transportation Network (LTN), which serves as an advisory committee for funding alternatives for the Omnibus and Shopping Cart. On May 27, 2014, Director Burnham will present a check in the amount of \$8,000 to the City for fund raising efforts during 2013.

On July 24, 2014, a second spaghetti dinner fund raiser will be held at the Libby Bortz Assisted Living Center (LBALC). Proceeds from the evening will benefit the Omnibus. In addition,

memorial bricks will be sold during the fund raiser with \$20 of the cost of each brick being donated to LTN. A ceremony will be held in October for the 20<sup>th</sup> anniversary celebration for LBALC unveiling the Memory Walk addition.

The Board discussed the advertisement placed in various media for recruitment of the Executive Director. Members concluded that more information was needed to attract applicants with desired qualifications. Chairman Hancock and Director Burnham will revise the existing advertisement and will contact Mountain States Employer's Council for additional suggestions.

Assistant Director Hamit requested that the retirement reception for Director Burnham scheduled for May 13, 2014 be moved to May 15, 2014 due to a scheduling conflict with the City of Littleton's *Meet, Greet and Eat #1*, which will be held at Sterne Park. The retirement reception will be held at Hudson Gardens from 4 p.m. to 7 p.m. Invitations will be mailed in the coming weeks.

The next regular meeting will be held on Thursday, May 1, 2014 at 6:30 p.m.

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER OSTERMILLER TO ADJOURN THE MEETING. There being no further business, CHAIRMAN HANCOCK adjourned the meeting at 8:18 p.m.

ATTEST:

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Andrew Hancock  
Chairman

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Dan Burnham  
Secretary