

# CITY OF MANISTEE HOUSING COMMISSION

## *Work Session*

Tuesday, August 13, 2013

### **Housing Commission Conference Room**

(Main Office)

*4:00 P.M.*

#### **AGENDA**

1. Roll Call
2. Amendments to Agenda
3. Discussion Items
  - Presentation of 2014 Annual Plan Draft/Physical Needs Assessment Update
    - By phone conference with Mr. Scott DeKorte of M.C. Smith
  - Presentation of 2014 Operating Budget Draft
4. Commissioner Report/Comment
5. Motion to Adjourn

#### **UPCOMING MEETINGS:**

<b>Date/Time</b>	<b>Location</b>	<b>Purpose</b>
Tuesday August 20 2:00 PM	Office Conference Room	Entrance Conference: <ul style="list-style-type: none"><li>• Detroit Field Office Staff, Commissioners, Key Staff</li></ul>
Thursday August 22 9:00 AM	Office Conference Room	Exit Conference: <ul style="list-style-type: none"><li>• Detroit Field Office Staff, Commissioners, Key Staff</li></ul>
Tuesday August 27 4:00 PM	Council Chambers, City Hall	Regular Meeting

## Discussion Notes

**Work Session:** August 13, 2013

Clinton McKinven-Copus, Executive Director

### Discussion Items

#### Presentation of 2014 Annual Plan Draft/Physical Needs Assessment Update

Mr. Scott DeKorte, from our Architectural and Engineer firm M.C. Smith, will join us by phone to present the draft of the 2014 Annual Plan for the Housing Commission. The draft of the Annual Plan incorporates the recommendations from the 2011 Physical Needs Assessment (PNA) performed by EMG, Inc. The continuing challenge for the Housing Commission is the prioritizing of capital improvements/repairs detailed in the PNA with decreasing levels of funds from the HUD Capital Funds Program. Mr. DeKorte will present a road map that will address some of the Housing Commission's most pressing capital improvements/repairs based on estimates of future Capital Funds Program funding.

Adoption of the 2014 Annual Plan will follow these steps:

- Presentation of draft to Commissioners at the August 13, 2013 work session
- 45 Day Public Comment Period Begins Wednesday, August 14
  - Documents will be available for review at the Housing Commission office and on the website
  - All comments must be received in writing
- 45 Day Public Comment Period Ends Friday, September 27, 2013
- PHA Annual Plan Presented to the Port City Resident Council
  - October 7, 2013 (Regular monthly meeting of the Port City Resident Council)
  - Residents are provided an opportunity to present their comments
- Commission Hearing on the 2014 Public Housing Authority Annual Plan
  - Tuesday, October 8, 2013 4:00 PM Harborview Community Room
  - Commissioners will review received written comments
  - Commissioners will review, edit as necessary, and approve PHA Annual Plan 2014
- PHA Annual Plan due to HUD Friday, October 18, 2013

#### Presentation of 2014 Operating Budget

The 2014 (January 1—December 31) operating budget is based on current actuals of the 2013 operating budget. Congress continues to prepare the 2013-2014 (October 1—September 30) and it is unknown at this time the level of operating subsidy the Housing Commission will receive for fiscal year 2014. Upon adoption by Congress of the 2013-2014 Federal Budget the Commission Treasurer and Executive Director will review the adopted 2014 operating budget to determine it requires amending.

The Commissioners are required to adopt the 2014 operating budget at the August 27, 2013 to meet the required submission to HUD by September 1, 2013.

<b>Part I: Summary</b>						
PHA Name/Number <b>Manistee Housing Commission – MI078</b>		Locality (City/County & State) <b>Manistee/Manistee, Michigan, 49660</b>			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No: 1</b>	
A.	Development Number and Name	Work Statement for Year 1 FFY 2013	Work Statement for Year 2 FFY 2014	Work Statement for Year 3 FFY 2015	Work Statement for Year 4 FFY 2016	Work Statement for Year 5 FFY 2017
B.	Physical Improvements Subtotal	101,849	101,849	101,849	101,849	101,849
C.	Management Improvements	20,000	20,000	20,000	20,000	20,000
D.	PHA-Wide Non-dwelling Structures and Equipment	0	0	0	0	0
E.	Administration	20,000	20,000	20,000	20,000	20,000
F.	Other	10,000	10,000	10,000	10,000	10,000
G.	Operations	40,000	40,000	40,000	40,000	40,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	<b>Grand Total</b>	<b>191,849</b>	<b>191,849</b>	<b>191,849</b>	<b>191,849</b>	<b>191,849</b>

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2012	Work Statement for Year 1 FFY 2013			Work Statement for Year: 2 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>MI078-1: Scattered Sites</b>	HA Wide		<b>MI078-1: Scattered Sites</b>	HA Wide	
	SS1 – Roof Replacement		\$7,849.00	SS1 – Roof Replacement		\$17,000.00
	SS2 – Caulk Replacement		\$6,000.00			
				SS3 – Boiler Replacement		\$2,500.00
				SS5 – Water Heater Replacement		\$2,500.00
	<b>MI078-2: Harborview Apartments</b>	1 Building		<b>MI078-2: Harborview Apartments</b>	1 Building	
	HV1 – Waterproof Brick		\$40,000.00			
				HV2 – HVAC/Split System		\$8,000.00
				HV-3 – Air Handler Repair		\$15,000.00
	<b>MI078-3: Century Terrace</b>	1 Building		<b>MI078-3: Century Terrace</b>	1 Building	
	CT1 – Roof Replacement					
	CT2 – Roof Repairs		\$6,000.00			
				CT3 – Corridor Lighting Replacement		\$56,849.00
CT4 – Generator Replacement						
CT6 – Stairwell Repair		\$42,000.00				
	Subtotal of Estimated Cost		<b>\$101,849</b> (\$191,849 total CFP)	Subtotal of Estimated Cost		<b>\$101,849</b> (\$191,849 total CFP)

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2012	Work Statement for Year 3 FFY 2015			Work Statement for Year: 4 FFY 2016		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>MI078-1: Scattered Sites</b>	HA Wide		<b>MI078-1: Scattered Sites</b>	HA Wide	
	SS4 – Furnace Replacement		\$5,000.00			
	<b>MI078-2: Harborview Apartments</b>	1 Building		<b>MI078-2: Harborview Apartments</b>	1 Building	
	HV-4 – Elevators		\$96,849.00	HV4 – Elevators		\$101,849.00
See Annual Statement	<b>MI078-3: Century Terrace</b>	1 Building		<b>MI078-3: Century Terrace</b>	1 Building	
	CT4 – Generator Replacement					
	Subtotal of Estimated Cost		<b>\$101,849</b> <i>(\$191,849 total CFP)</i>	Subtotal of Estimated Cost		<b>\$101,849</b> <i>(\$191,849 total CFP)</i>

Part II: Supporting Pages – Physical Needs Work Statement(s)							
Work Statement for Year 1 FFY 2013	Work Statement for Year 5 FFY 2017			Work Statement for Year: 6 FFY 2018			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	<b>MI078-1: Scattered Sites</b>	HA Wide		<b>MI078-1: Scattered Sites</b>	HA Wide		
	SS6 – Roof Replacement		\$32,549.00				
	<b>MI078-2: Harborview Apartments</b>	1 Building		<b>MI078-2: Harborview Apartments</b>	1 Building		
	HV4 – Elevators		\$69,300.00				
	<b>MI078-3: Century Terrace</b>	1 Building		<b>MI078-3: Century Terrace</b>	1 Building		
				CT5 – Roof Replacement		\$101,849.00	
		Subtotal of Estimated Cost		<b>\$101,849</b> <i>(\$191,849 total CFP)</i>	Subtotal of Estimated Cost		<b>\$101,849</b> <i>(\$191,849 total CFP)</i>

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2013	Work Statement for Year 2 FFY 2014		Work Statement for Year: 3 FFY 2015	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	HA Wide Operations: General Housing Operations	40,000	HA Wide Operations: General Housing Operations	40,000
	HA Wide Management Improvements: Staff Training/Materials	20,000	HA Wide Management Improvements: Staff Training/Materials	20,000
	HA Wide Administrative Costs: Salary/Benefits for CFP Staff	20,000	HA Wide Administrative Costs: Salary/Benefits for CFP Staff	20,000
	HA Wide Fees and Costs: Professional Services/Consulting for HA Projects	10,000	HA Wide Fees and Costs: Professional Services/Consulting for HA Projects	10,000
	<b>Subtotal of Estimated Cost</b>	<b>\$90,000</b> <i>(\$191,849 total CFP)</i>	<b>Subtotal of Estimated Cost</b>	<b>\$90,000</b> <i>(\$191,849 total CFP)</i>

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2013	Work Statement for Year 4 FFY 2016		Work Statement for Year: 5 FFY 2017	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	HA Wide Operations: General Housing Operations	40,000	HA Wide Operations: General Housing Operations	40,000
	HA Wide Management Improvements: Staff Training/Materials	20,000	HA Wide Management Improvements: Staff Training/Materials	20,000
	HA Wide Administrative Costs: Salary/Benefits for CFP Staff	20,000	HA Wide Administrative Costs: Salary/Benefits for CFP Staff	20,000
	HA Wide Fees and Costs: Professional Services/Consulting for HA Projects	10,000	HA Wide Fees and Costs: Professional Services/Consulting for HA Projects	10,000
		Subtotal of Estimated Cost	<b>\$90,000</b> <i>(\$191,849 total CFP)</i>	Subtotal of Estimated Cost