

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	3/2009	4/2009	5/2009	6/2009
Applications	63	56	72	58
Walk-in/Appointments	233	247	261	269

WAIT LIST	2/2009	3/2009	4/2009	5/2009	6/2009
Section 8 Vouchers *	638/587	700/639	731/668	761/698	791/714
Parkview Knoll	53	52	56	52	54
Blue Mountain Estates	40	40	42	42	45
Scattered Sites	49	59	67	55	46
Schoolhouse Manor	30	30	33	35	35
Monterey House	9	5	6	5	5
Francis Murphy Apartments	64	65	63	64	66
Springfield Manor	51	49	52	48	49

* 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	2/2009	3/2009	4/2009	5/2009	6/2009	YTD Proj
Available	498	498	498	498	498	2,988
Utilized	497	498	495	494	498	2,979
Occupancy	99.80%	100.00%	99.40%	99.20%	100.00%	99.70%

PUBLIC HOUSING	4/2009	5/2009	6/2009	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	28	28	0	100%	0	0
Scattered	24	22	22	2	92%	0	0

RENTAL PARTNERSHIP	4/2009	5/2009	6/2009	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	23	24	24	0	100%	0	0
Francis Murphy	118	119	119	1	99%	0	0
Springfield Manor	36	36	36	0	100%	0	0

I. Reports

- A. Housing Subcommittee - The Housing Subcommittee is exploring the use of tax exempt financing for the Lease/Purchase program, seeking the most favorable terms with the lowest collateral requirements. Feelers are also out to HUD to determine under what circumstances properties in the low-rent program can be used to leverage investment in other affordable home programs.
- B. Education Subcommittee - The Education Subcommittee meets next immediately prior to the July HA meeting. The committee is learning about various housing codes.
- C. Blue Mountain Expansion - BMGM Architects can have the concept plan done by mid-August. That plan would be reviewed with the County in 40 days taking us to October. Zoning issues to be resolved with the Town of Smithsburg include density (adding 16 units takes us 3 units over the density prescribed but can be allowed as a special exception) and parking. Based on the current use of the parking area, the 2.5 spaces per dwelling are not needed. We will seek a zoning exception of 2 spaces per dwelling. At the requested rate we would need 96 spaces, and our site design will provide for 103, giving us room within the site design to expand the Community Building at a future date without having to go back over the zoning requirements. BMGM would propose to begin work on the preliminary site plan submission while we are working through the zoning issues completing that work in November. The County would do their 30-day review in December. The final site plan would be prepared in January and in March, 2010, BMGM would have the plan package ready to submit for a building permit.
- D. Comparison of wages to County scale - The following tables show the current grades for HA positions and the salaries ranges that go with these grades. Enclosed you will find the complete County classification system from which this comparison was drawn.

Grade	Job Title
1 - pt	Fiscal Clerk
2	Maintenance Laborer
4 - pt	Receptionist/Inspector
4	Verification Specialist
4	Maintenance Technician I
5	Information Specialist
6	Office Associate III
6	Maintenance Technician II
7	Project Manager
8	Housing Coordinator
9	Housing Manager
9	Executive Assistant
10	Maintenance Supervisor
12	Accounting Officer
17	Executive Director

FY2009 Salary Range Factors with COLA				County			
Grade	Min	Mid	Max	Grade	Min	Max	Title
1	18,850	25,165	30,158				
2	20,904	27,178	33,447				
3	22,576	29,351	36,124				
4	24,384	31,699	39,013				
5	26,335	34,232	42,134				
6	28,441	37,824	45,506	8	29,159	45,603	Maintenance Tradesperson
7	30,716	39,931	49,146				
8	33,172	43,124	53,077	10	34,011	5,191	Exec Office Assistant
9	35,826	46,575	57,322	11	36,731	57,446	Co Clerk, Proj Coordinator
10	38,694	50,302	61,910	12	39,669	62,041	Airport Maintenance Supv.
11	41,789	54,327	66,863				
12	45,133	58,675	72,210				
13	48,743	63,365	77,988				
14	52,640	68,434	84,225				
15	56,853	73,912	90,965				
16	61,403	79,822	98,243				
17	66,313	86,209	106,103	19	67,986	106,328	Director of Planning and CD

- E. Preliminary Executive Director goals for 2010
1. Develop at least three SMART goals for each direct report tied to the agency Strategic Plan (measured by evaluating how well the goals support the Strategic Plan and, after reviewing the final evaluations in June 2010, determining whether the HAWC evaluation process was properly followed).
 2. Ensure that at least one person is responsible for follow through on each Strategic Plan strategy (measured by Board review of the evaluation forms provided by staff).
 3. Enlarge the community buildings at BME and then PVK so they can accommodate increased services to seniors within the site limitations and financial bounds of our ability to borrow against the HUD Capital Fund Program. By March 30, 2010, produce architectural concept plans and cost estimates so these two activities can be included in the Agency Five-Year plan for FFY 2010-2014. (At BME, this plan will be integrated into the expansion program so that the zoning clearance for the community building expansion is included in the zoning process for the BME expansion.
 4. Apply for State financing for a 16-unit expansion at BME by 6/30/2010. (Exceeding expectations would be applying by 4/30/2010, and significantly exceeding expectations would be applying before the end of April.)
 5. Conduct a listening process at BME and PVK to gain resident feedback on the prioritization of physical improvements by 12/31/09, bring final recommendations to the Board by 2/28/2010 for inclusion in the Five-Year Plan.
 6. Do press releases for every new Housing Commissioner appointee.

II. Action items

- A. Tenant Handbook and Maintenance notifications - In our efforts to provide superior customer service, our staff call ahead on all work orders. In order to gain better control over our average response time it seems prudent to further refine our calling practices.

Accordingly staff recommend adoption of Resolution 2009-9 as follows:

WHEREAS the Housing Authority's objective is to provide superior customer service; and

WHEREAS work requests that cannot be completed because a tenant wants to be present when work is done can make it difficult to properly prioritize open work items when the tenant is not currently available'

NOW THEREFORE BE IT RESOLVED that the provisions of the Tenant Handbook relating to Maintenance advance notifications of tenants be amended to stipulate that "phone calls will be made to schedule a maintenance visit within two business days following your initial request. If we do not get an answer by phone on the second day we will leave a note on your door the third day. If we have not heard from you by the fourth day we will close out the work request and re-issue it when you become available. If the repair request is of an emergency nature, we will enter your apartment in your absence to abate the emergency."

- B. Executive Director Evaluation - Commissioner are reminded to complete their evaluation of Mr. Willson's 2009 performance using the new instrument provided at the May meeting and bring it with them.

III. Upcoming events

- A. The list of "Next Meetings" is on the Agenda.
B. The July agenda will include
1. Review of the financials for fiscal year 2009
 2. Recommendations from the Housing Subcommittee