

Trumbull Housing Authority
State of Connecticut

MEETING AGENDA

DATE: JUNE 24, 2013

TIME: 7:00 P.M. Executive Session
7:30 P.M. Public Meeting

LOCATION: STERN VILLAGE (COMMUNITY HALL)
200 HEDGEHOG CIRCLE
TRUMBULL, CT 06602

1. Executive Session: It is anticipated that the THA will vote to go into executive session as defined by Conn. Gen. Stat. § 1-200(6) to discuss pending litigation and/or attorney-client privileged information and/or personnel matters as set forth in Conn. Gen. Stat. § 1-200(6) and/or § 1-210(b).
2. Roll Call and Pledge of Allegiance.
3. Approval of Minutes of May 28, 2013 Regular Meeting of the THA
4. Bills & Communications
5. Tenants' Association – spokesperson Deb Dowd reporting
6. Report of the Executive Director
7. Old Business
8. New Business
 - a. Election of Officers.
 - b. To act upon a resolution that would provide for a fee schedule pursuant to Conn. Gen. Stat. § 1-212 relating to Freedom of Information requests.
 - c. To act upon a resolution that would provide for rules of conduct regarding discretionary public comments during meetings.
 - d. To approve a Stratification Plan for the Village and Village Management Plan for the fiscal year 2013-2014
9. Adjournment

**Trumbull Housing Authority
Financial Summary
Monthly for the Fiscal Year 2013**

	<u>3/31/2013</u>	<u>4/30/2013</u>	<u>5/31/2013</u>
<u>Stern Village</u>			
Cash Account	\$ 36,410	\$ 63,837	\$ 43,806
Reserve Cash Account	\$ 1,393,954	\$ 1,394,045	\$ 1,394,140
Total	<u>\$ 1,430,364</u>	<u>\$ 1,457,882</u>	<u>\$ 1,437,946</u>
Loan to Stern Center	\$ 144,773	\$ 191,426	\$ 138,314
Accounts Payable	\$ 15,985	\$ 24,589	\$ 15,231
Gross Income	\$ 53,947	\$ 52,539	\$ 52,993
Total Expenses	\$ 62,168	\$ 72,937	\$ 56,717
Net Gain(Loss) for the periods	<u>\$ (8,221)</u>	<u>\$ (20,398)</u>	<u>\$ (3,724)</u>
<u>Stern Center</u>			
Cash Account	\$ 107,376	\$ 28,119	\$ 68,526
Reserve Cash Account	\$ 180,211	\$ 180,222	\$ 180,235
Total	<u>\$ 287,587</u>	<u>\$ 208,341</u>	<u>\$ 248,761</u>
Loan from Stern Village	\$ 144,773	\$ 191,426	\$ 138,314
Accounts Payable	\$ 8,797	\$ 4,330	\$ 6,017
Gross Income-Base	\$ 11,763	\$ 11,094	\$ 10,698
Gross Income-Core Services	\$ 13,935	\$ 13,711	\$ 12,944
	<u>\$ 25,698</u>	<u>\$ 24,805</u>	<u>\$ 23,642</u>
Total Expenses-Base	\$ 14,013	\$ 15,639	\$ 10,904
Total Expenses-Core Services	\$ 20,900	\$ 26,179	\$ 33,285
	<u>\$ 34,913</u>	<u>\$ 41,818</u>	<u>\$ 44,189</u>
Gain(Loss) for the periods	<u>\$ (9,215)</u>	<u>\$ (17,013)</u>	<u>\$ (20,547)</u>
State Subsidy	\$ 13,195	\$ 13,195	\$ 13,195
Net Gain(Loss) for the periods	<u>\$ 3,980</u>	<u>\$ (3,818)</u>	<u>\$ (7,352)</u>
Overall Gain(Loss) for the periods	<u>\$ (4,241)</u>	<u>\$ (24,216)</u>	<u>\$ (11,076)</u>

HOUSING AUTHORITY - MANAGEMENT PLAN
 Estimate of Average Annual Income and Expense

Connecticut Housing Finance Authority
 State Housing Portfolio - Multifamily Housing

SHP Form 6-12HA
 Rev. Date: 04/12

PROJECT		PROJECT NO. E-27,E-110,E-146,E-167		
Stern Village 7/1/13-6/30/14		CHFA LOAN NO.		
AUTHORITY/SPONSOR	NO. OF UNITS		UNIT MONTHS	
Trumbull Housing Authority	186		2232	
		Total	Average per	
		Per Year	Unit Months	

3100	Rental Income - Base	<u>\$289,560</u>	<u>129.73</u>
3100.1	Excess of Base	<u>356,436</u>	<u>159.69</u>
3120	Surcharges and Excess Utilities	<u></u>	<u></u>
	TOTAL RENTAL INCOME	<u>\$645,996</u>	<u>289.42</u>
3210	Less: Dwelling Vacancy Loss	<u>30,560</u>	<u>13.69</u>
	NET RENTAL INCOME	<u>\$615,436</u>	<u>275.73</u>
3620	Other Income	<u>14,500</u>	<u>6.50</u>
	TOTAL INCOME	<u>\$629,936</u>	<u>\$282.23</u>
4100	Administrative	<u>268,854</u>	<u>120.45</u>
4300	Utilities	<u>52,250</u>	<u>23.41</u>
4400	Maintenance	<u>158,820</u>	<u>71.16</u>
4710	Refuse Removal	<u>21,600</u>	<u>9.68</u>
4711	Insurance	<u>67,208</u>	<u>30.11</u>
4715	Payment in Lieu of Taxes (or Ad Valorem Taxes, if Applicable)	<u>16,941</u>	<u></u>
4717	Interest Expense	<u></u>	<u></u>
	TOTAL OPERATING EXPENSES	<u>\$585,673</u>	<u>262.40</u>
4810	Provision for Repairs, Maintenance and Replacements	<u>43,763</u>	<u>19.61</u>
4716	Provision for APTS	<u></u>	<u></u>
4820	Provision for Collection Losses	<u>500</u>	<u>0.22</u>
4910	Principal Payment - Mortgage	<u></u>	<u></u>
4920	Principal Payment - Rehabilitation Loan	<u></u>	<u></u>
	TOTAL EXPENSES, PROVISIONS and PRINCIPAL	<u>\$629,936</u>	<u>282.23</u>
	NET RESULT OF OPERATIONS	<u></u>	<u></u>

*

3000 INCOME

3100 RENTAL INCOME - BASE

Unit Size	Monthly Rent	No. Units	No. Months	Total Rent Per Year
0BR	110	95	12	125400
1BR	125	80	12	120000
0BR	300	4	12	14400
1BR	310	8	12	29760
4BR			12	
5BR			12	

TOTAL DWELLING RENTAL SCHEDULE \$289,560

3100	Rental Income - Tenant Payments	<u>289,560</u>	
2811	Rental Income - State Subsidy (RAP)	<u></u>	
3100.1	Rental Income - Excess of Base		<u>\$356,436</u>
3110	Excess Utilities (From Separate Schedule)	<u></u>	
3120	Surcharges (From Separate Schedule)	<u></u>	
	TOTAL RENTAL INCOME		<u>\$645,996</u>
3210	Less: Dwelling Vacancy Loss	<u>30,560</u>	
	NET RENTAL INCOME		<u>\$615,436</u>
3300	Non-Dwelling Rentals	<u></u>	
3510	Sales/Services to Tenants (including Cable TV fees)	<u>1,000</u>	
3610	Interest Earned	<u>2,000</u>	
3620	Other Income	<u>11,500</u>	
	TOTAL OTHER INCOME		<u>\$14,500</u>
	TOTAL INCOME		<u>\$629,936</u>

NOTE: CLICK RED LINK AT END OF LINE - It will bring you to Page 4 - Insert the necessary itemized information [Go to Page 4](#)

4000 EXPENSE

4100	ADMINISTRATIVE		
4120	Salaries - Office (See Page 4)	<u>100,341</u>	
4120.1	Compensated Absences - Administrative Salaries	<u></u>	
4130	Other Outside Services (See Page 4)	<u>17,000</u>	
4130.1	Less: Legal Costs to Tenants	<u></u>	
4131	Fiscal and Other Fees (See Page 4)	<u>76,500</u>	
4132	Management Fees	<u></u>	
4151	Office Supplies	<u>2,400</u>	
4152	Rents	<u></u>	
4153	Travel	<u>1,200</u>	
4159	Other Office Expense (See Page 4)	<u>19,600</u>	
4160	Pensions & Other Funds	<u>26,910</u>	
4161	Payroll Taxes	<u>24,903</u>	
	TOTAL ADMINISTRATIVE		<u>\$268,854</u>
4300	UTILITIES		
4310	Water	<u>19,500</u>	
4320	Electricity	<u>26,450</u>	
4330	Gas	<u>4,800</u>	
4340	Fuel	<u></u>	
4350	Cable Television	<u>1,500</u>	
4360	Sewer	<u></u>	
	TOTAL UTILITIES		<u>52,250</u>

4400	MAINTENANCE EXPENSE		
4410	Personal Services (See Page 4)	119,520	
4410.1	Compensated Absences - Maintenance Wages		
4420	Materials and Supplies	12,000	
4430	Contractual Services (See Page 4)	24,800	
4440	Maintenance Shop and Equipment Expense	2,500	
	TOTAL MAINTENANCE EXPEN		<u>158,820</u>
4700	OTHER EXPENSES		
4710	Refuse Removal	21,600	
4711	Insurance (See Page 3)	67,208	
4715	Taxes		
	Direct Pay		(if paying <u>other than</u> PILOT, please enter the actual amount)
	PILOT		
	Rental Income	645,996	
	Less: Total Utilities & Vacancy	81,310	
	Total Shelter Rent	564,686	
	<u>3.0</u> Percent of Shelter Rent		(if paying PILOT, please enter the percentage amount)
	PILOT Pay	16,941 *	
	Tax Payment to Municipality	16,941	
4717	Interest Expense		
	TOTAL OPERATING EXPENSES		<u>585,673</u>
4800	RESERVE PROVISIONS		
4810	Provision for Repairs, Maintenance & Replacements	43,763	
4810.1	Provison for APTS		
4820	Provision for Collection Losses	500	
4910	Principal Payment - Mortgage		
4920	Principal Payment - Rehabilitation Loan		
	TOTAL PROVISIONS AND PRINCIPAL		<u>44,263</u>
	NET RESULT OF OPERATIONS		<u>\$629,936</u>

4711 **INSURANCE**

Public Liability (Incl. Fire)	9,828	
Fire and Extended Coverage	22,000	
Workmen's Compensation	30,000	
Burglary and Robbery/Fidelity	530	
Auto. Public Liability and Property Damage	1,250	
Fidelity Bond		
Boiler Insurance (If Central Heating Plant)		
Umbrella Policy		
Miscellaneous (Director's & Officer's)	3,600	
Other(identify) _____		
Other(identify) _____		
TOTAL INSURANCE		<u>\$67,208</u>

4120 SALARIES - OFFICE

Position	No. Positions	Annual Salary	Total Salaries	% Charged
EX Director	1.00	71,046	63,941	90.00%
Receptionist/clerk	1.00	36,400	36,400	100.00%

Total Salaries \$100,341.00

TOTAL SALARIES - CENTRAL OFFICE

\$100,341

4130 OTHER OUTSIDE SERVICES

Legal 17,000
 Other(identify) _____

TOTAL OTHER OUTSIDE SERVICES

\$17,000

4131 FISCAL & OTHER FEES

Accounting 8,000
 Annual Audit 10,000
 Other(identify) Financial Consultant 58,500

TOTAL FISCAL AND OTHER FEES

\$76,500

4159 OTHER OFFICE EXPENSES

Advertising 3,000
 Computer & Software Expense 3,000
 Telephone / Cell Phones / Pagers / Answering Service / Internet 6,850
 Copier / Fax Service 1,250
 Credit / Criminal History Reports 3,500
 Meetings & Conferences 1,500
 Membership Fees (ConnNAHRO, NAHRO, PHADA, IREM, etc.) 500
 Misc.(identify) _____
 Misc.(identify) _____

TOTAL OTHER OFFICE EXPENSES

\$19,600

4410 PERSONAL SERVICES:

Position	No. Positions	Annual Salary	Total Salaries	% Charged
Maintenance	1.00	54,000	43,200	80.00%
Maintenance	1.00	44,000	39,600	90.00%
Maintenance	1.00	35,000	31,500	90.00%
Maintenance	1.00	5,800	5,220	90.00%

Total Salaries \$119,520.00

TOTAL SALARIES - Maintenance

\$119,520

4430 CONTRACTUAL SERVICES

Elevator _____
 Exterminating 4,000
 Fire Alarm & Sprinkler (service, tests & phones) 1,000
 Heating System 1,200
 Landscaping 10,000
 Misc. Electrical, Plumbing & Other 2,750
 Painting 850
 Snow Removal 5,000
 Other(identify) _____
 Other(identify) _____

TOTAL CONTRACTUAL SERVICES

\$24,800

6/20/13

Neil Gerhardt is a Part Time Employee – paid as a consultant. His time is split between the Congregate and The Village. His title is Financial Consultant, however his duties, roles and responsibilities encompass several titles. Please see below. These include, but are not limited to the following:

-Accountant/Bookkeeper: Monitors & tracks revenue and expenses of Stern Village and the Congregate, essentially controlling the funds allocated to each entity.

-Manages the Accounts Payable and Accounts Receivable: For Stern Village and Congregate. Verifies all transactions. Prepares statements and invoices. Reviews with Executive Director (ED).

-Recertification & Certification for Stern Village and the Congregate. Meets with tenants of the Village to conduct their recertification/rent certification and explains each step of the process. Assists the Congregate Manager with recertification/certification of the Congregate.

-Manages and maintains the rent roll. Keeps the Executive Director(ED) informed of delinquencies.

-Payroll Manager. Liaison between Stern Village and the Congregate's employees' payments, and the outside payroll management company. Manages the preparation, distribution and reporting processes for payroll. Ensures compliance with all applicable laws and regulations

-Liaison with insurance companies: Ensures that tenant claims are justified and are being handled appropriately. Monitors employee health insurance. Works with our pension provider. Reviews all with Executive Director(ED)

-Union Negotiator: Handles the fiscal responsibility. Involved in negotiations with the Union.

-Contract Specialist: Works with the Executive Director(ED) to ensure that negotiated contracts are fiscally sound and comply with budgetary constraints. Ensures the RFP process is followed.

-Financial Reporting: Provides financial analyses to the Executive Director(ED) in order to increase fiscal efficiencies in Stern Village and the Congregate, on an on-going basis.

-Liaison with outside Certified Public Accountant: Works closely with Beth Brooks and Executive Director(ED) to ensure the timely compliance with various reporting requirements.

-Accounting Software Trainer: Trains the necessary employees of the Trumbull Housing Authority on the new accounting software, as needed.

-Capital Improvement Planner: Works with the Executive Director(ED) and outside services to assess the financial information in order to make detailed and sound recommendations on how to obtain funds for Capital Improvements. (Information also garnered from the recent CHFA's Financial Meeting with Dara Koval, presiding.) This may include working with banks, private investors and the like to determine the best approach for making the necessary capital improvements.

STERN VILLAGE TRUMBULL HOUSING AUTHORITY

Explanation of Rent For Residents in
the Village.

NOT the Congregate.

Created by Harriet Polansky,
Executive Director of Stern Village

WHAT IS BASE RENT?

- A base rent, is the **minimum rent** each community can charge residents and still meet its operating expenses.

UNDERSTANDING BASE RENT

Everyone Pays The Same Base Rent



BASE RENTS FOR THE VILLAGE



IF YOU ARE **1 PERSON**, CURRENTLY RESIDING IN AN EFFICIENCY (SMALLER 1 BEDROOM APARTMENT)
YOUR BASE RENT IS \$110



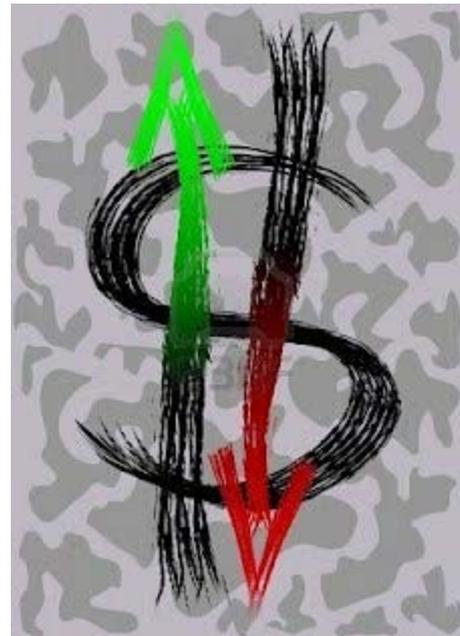
IF **2 PEOPLE** ARE CURRENTLY TENANTS, LIVING IN A 1 BEDROOM APARTMENT
YOUR BASE RENT IS \$125

HOW YOUR RENT IS DETERMINED

#1

Rent is determined by your income.

If your **income goes up** *or* it goes **down**,
will determine how much
you pay per month.



#2

IF YOUR MEDICAL EXPENSES GO UP OR DOWN
WILL DETERMINE HOW MUCH YOU PAY PER MONTH



RENT CALCULATED FOR THE VILLAGE

Your monthly rent is

27 % of your INCOME

minus

your *ADJUSTED* MEDICAL EXPENSES

= your MONTHLY RENT

EXAMPLE



- Betty lives in an efficiency (smaller 1 bedroom) apartment. **Base rent is \$110**

She pays \$720 for rent each month.

- That's \$610 over base rent.

Everyone pays the SAME BASE RENT

OTHER PUBLIC HOUSING AUTHORITIES

- **If** you decided to live at another public housing authority in Newtown or Fairfield or Monroe or Derby or Glastonbury ...
- You **will pay MORE** than **\$110** for an efficiency and **MORE** than **\$125** for a 1 bedroom apartment.

RE: RENT FOR THE VILLAGE (only)

- **Everyone pays the SAME BASE RENT.**
- Your rent is determined by your **income and your medical expenses.**
- **Most of the Village pays an EXCESS of the BASE RENT each month.**
- **THA Base Rents are very, very low.**
- The **Base Rents** for the resident(s) *currently living in the Village, will not increase for our new fiscal year that starts July 1, 2013*

June 19, 2013

Stratification Plan for Stern Village

The purpose of the stratification plan is to increase the base rent for incoming or new tenants to the village. The increase in rent will not apply to existing tenants.

Base Rent: is the minimum fixed, periodic payment made by a tenant to the owner of the property. The base rent should cover THA expenses.

Our expenses at Stern Village include but are not limited to maintenance, electricity, water, salaries, benefits, insurance, use of outside contractors and Charter cable.

The current residents of Stern Village are paying \$110 for an efficiency and \$125 for a one bedroom apartment. Their rent will not increase until July 1, 2014 and can only increase in increments of \$25 for a maximum of three years.

81% of residents are paying rent over base, which indicates the base rent is too low. Ideally, we should have few people paying more than the base amount.

Stratification

CHFA allows housing authorities to increase their base rent for new tenants.

It is up to the commissioners to approve the increase.

Findings:

We researched the following to determine the rent for incoming tenants.

2013 Fair Market Rent Documentation

FY 2013 Fair Market Rent for Trumbull, Connecticut for an efficiency costs \$770. A one-bedroom apartment costs \$967

The Base Rent for Public Housing Authorities in Fairfield County for Elderly (not congregate)

Town	Efficiency	One Bedroom
Danbury	\$310	\$315
Darien	\$263	\$281
Fairfield	\$300	\$310
Milford	\$175	\$205
Monroe	\$380	\$390
Ridgefield	\$350	\$375
Shelton	\$90	\$100
Stratford	\$265	\$290

Trumbull	\$110	\$125
Westport	\$681	\$783

Our sister towns of Fairfield and Monroe charge for base rent far exceeds ours.

Based on our calculations, we would like to charge the same as Fairfield.

For new tenants	\$300	\$310
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