

WESTMINSTER HOUSING AUTHORITY
WESTMINSTER CITY HALL, 4800 W. 92ND AVENUE
MONDAY, FEBRUARY 28, 2000

1. Roll Call
2. Minutes of Previous Meeting (August 23, 1999)
3. New Business
 - A. 2000 Budget for Westminster Commons Senior Housing Facility
4. Adjournment

WESTMINSTER HOUSING AUTHORITY
WESTMINSTER CITY HALL, 4800 W. 92ND AVENUE
MONDAY, DECEMBER 18, 2000

1. Roll Call
2. Minutes of Previous Meeting (February 28, 2000)
3. New Business
 - A. Proposed 2001 Budget for Westminster Commons Senior Housing Facility
4. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE WESTMINSTER HOUSING AUTHORITY
MONDAY, FEBRUARY 28, 2000 AT 7:40 P.M.

ROLL CALL:

Present at roll call were Housing Authority Chairperson Heil and Housing Authority members Atchison, Dixon, Hicks, Merkel, Moss and Smith. Also present were William Christopher, City Manager; Martin McCullough, City Attorney and Michele Kelley, Secretary. Absent none.

MINUTES OF PRECEEDING MEETING:

A motion was made by Atchison and seconded by Dixon to accept the minutes of the meeting of August 23, 1999 with no additions or corrections. Housing Authority member Moss requested to abstain as he was not then a member of the Housing Authority. The motion carried with 6 aye votes and Housing Authority member Moss abstaining.

2000 BUDGET FOR WESTMINSTER COMMONS SENIOR HOUSING FACILITY:

A motion was made by Smith and seconded by Merkel to adopt the Westminster Commons 2000 budget as presented. The motion carried unanimously.

ADJOURNMENT:

The meeting was adjourned at 7:43 P.M.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE WESTMINSTER HOUSING AUTHORITY
MONDAY, DECEMBER 18, 2000 AT 8:15 P.M.

ROLL CALL:

Present at roll call were Housing Authority Chairperson Heil and Housing Authority members Atchison, Dixon, Hicks, Kauffman, Merkel and Moss. Also present were William Christopher, City Manager; Martin McCullough, City Attorney and Michele Kelley, Secretary. Absent none.

MINUTES OF PRECEEDING MEETING:

A motion was made by Atchison and seconded by Hicks to accept the minutes of the meeting of February 28, 2000 with no additions or corrections. Housing Authority member Kauffman requested to abstain as he was not then a member of the Housing Authority. A motion was made by Housing Authority member Moss to correct paragraph 2, line 3 of the minutes to read "abstain as he was not then a member of the Housing Authority." The motion carried with 6 aye votes and Housing Authority member Kauffman abstaining.

2001 BUDGET FOR WESTMINSTER COMMONS SENIOR HOUSING FACILITY:

A motion was made by Dixon and seconded by Hicks to adopt the Westminster Commons 2001 budget as presented. The motion carried unanimously.

ADJOURNMENT:

The meeting was adjourned at 8:16 P.M.

Chairperson

ATTEST:

Secretary

AGENDA ITEM 3A

To: Westminster Housing Authority

Date: February 28, 2000

Subject: Proposed 2000 Budget for Westminster Commons Senior Housing Facility

Prepared by: Galen Requist, Community Development Programs Coordinator

Introduction

Westminster Housing Authority action is requested to adopt the proposed 2000 budget for the Westminster Commons Senior Housing facility.

Summary

Staff recently completed a review of the recommended 2000 budget for the Westminster Commons Senior Housing facility. The budget was prepared and submitted for approval by Howard Bishop & Company, the property manager for the Westminster Commons. The proposed budget is attached for review by the Westminster Housing Authority. The Authority will note that the budget document includes the 1998 actual, 1999 budgeted, and estimated 2000 expenditures.

As past budget numbers clearly indicate, the Westminster Commons continues to remain financially sound, requiring no financial commitment from the City. The facility is in excellent condition having been maintained and improved continually since its completion. The property is currently managed by a private property manager, Howard Bishop & Company, on behalf of the Westminster Housing Authority.

Staff Recommendation

Adopt the Westminster Commons 2000 budget as presented.

Background Information

Since its completion in 1980, the Westminster Commons has provided high-quality, subsidized housing for seniors in Westminster. The Westminster Commons is a Section 8, federally assisted property which offers rental subsidies to low income seniors living there. The Westminster Housing Authority presently employs a private property management firm, Howard Bishop & Company, to provide on-site management and to administer the federal Section 8 funding program. City resources committed to the program are generally limited to Staff time monitoring the management of the property, and ongoing budget matters.

The proposed 2000 budget is attached for the Authority's review. Proposed revenues for 2000 are \$822,360 which includes interest generated by the property's reserve funds. The reserve funds are derived from excess property revenues, and must remain with the property as required by the U.S. Department of Housing & Urban Development (HUD) under the Section 8 program. They are used for financing capital improvements at the facility. The primary source of revenue for the property is rental income, which is estimated at \$739,440 each year. This is based on a per-unit rent of \$474.00 per month (including HUD subsidy). Residents are typically required to pay 30% of their monthly income for rent and HUD pays the remainder up to the authorized maximum (\$474.00) per unit.

For 2000, the most significant capital improvement planned at the Westminster Commons is the resurfacing of the parking lot, which is estimated at \$30,000. Other improvements that appear in the budget and occur on a yearly basis are carpet, vinyl flooring and refrigerator replacements. For 2000, it is estimated that \$15,216 will be used for this purpose. Total estimated capital improvements in 2000 are \$57,416.

The appropriate City Staff and David Bishop from Howard Bishop and Company will be present at the meeting of the Westminster Housing Authority to respond to any questions the Authority may have concerning the budget.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

Agenda Item 3 A
REVISED 12-18-00

To: Westminster Housing Authority

Date: December 18, 2000

Subject: Proposed 2001 Budget for Westminster Commons Senior Housing Facility

Prepared by: Robin Byrnes, Community Development Programs Coordinator

Introduction

Westminster Housing Authority action is requested to adopt the proposed 2001 budget (attached) for the Westminster Commons Senior housing facility, located near 76th Avenue and Irving Street. The Westminster Commons provides low-income subsidized rental units to seniors and handicapped individuals. This proposed budget reflects operations related to the Westminster Commons Senior Housing facility. The Westminster Housing Authority has no other budgetary or other decisions to make at this time.

Summary

Staff recently completed a review of the recommended 2001 budget for the Westminster Commons Senior housing facility, prepared and submitted for approval by Howard Bishop & Company, the Westminster Commons property manager. The proposed budget is attached for consideration by the Westminster Housing Authority. The Authority will note that the budget document includes the 1999 actual, 2000 budgeted and proposed 2001 budget.

As past budget numbers clearly indicate, Westminster Commons continues to produce the necessary revenue to sustain operations, thus requiring no additional financial commitment from the City. The facility is in excellent condition having been maintained and improved continually since its completion. Westminster Commons apartment complex is federally subsidized with "Section 8" funding from the Department of Housing and Urban Developments (HUD). The Westminster Housing Authority renewed its Section 8 contract with HUD in June 2000 for a one-year period that will expire in June of 2001. The Section 8 contract can be renewed in 1 and 5 year increments.

Staff Recommendation

Adopt the Westminster Commons 2001 budget as presented.

Alternatives

The Housing Authority could make modifications to the proposed 2001 budget. Staff believes the budget as presented will continue the long track record of a very successful subsidized housing project and provide comfortable, safe housing for its tenants.

Background Information

Since its completion in 1980, Westminster Commons has provided high-quality, subsidized housing for seniors in Westminster. Westminster Commons is a Section 8, federally assisted property that offers rental subsidies to low income senior residents. The Westminster Housing Authority presently employs a private property management firm, Howard Bishop & Company, to provide on-site management and to administer the federal Section 8 funding program. City resources committed to the program are generally limited to Staff time monitoring the management of the property, and ongoing budget matters.

As indicated in the proposed budget, revenues for 2001 are projected at \$838,470, which includes interest, generated by the property's reserve funds.

The reserve funds are derived from excess property revenues, and must remain with the property as required by HUD under the Section 8 program regulations. Reserve funds are used for financing capital improvements at the facility. The primary source of revenue for the property is rental income, which is estimated at \$750,360 for the 2001 program year. This is based on a per-unit rent of \$474.00 per month (including HUD subsidy). Residents are typically required to pay 30% of their monthly income for rent and HUD pays the remainder up to the authorized maximum \$474.00 per unit.

The most significant capital improvement planned at the Westminster Commons in 2001 is the resurfacing of the parking lot, which is estimated at \$30,000. Other improvements that appear in the budget and occur on a yearly basis are carpeting, vinyl flooring, air conditioners and refrigerator replacements. For 2001, it is estimated that \$22,805 will be used for these purposes. Total estimated cost for capital improvements in 2001 is \$65,805.

Also attached for the Board's review is the Westminster Commons Balance Sheet. As indicated, the facility has \$1,437,101.57 in the residual receipts account and \$438,997.05 in the reserve-replacement account. These funds are substantially in excess of those necessary to keep the property in good repair. Accordingly, Staff is currently conducting research with HUD and local housing authorities on how to utilize these residual receipts for eligible activities that are authorized by HUD on other projects within Westminster. These funds, if released, could be used to develop affordable housing through property acquisition, new construction, re-development, rehabilitation, and cover salaries of staff time devoted to administrative support.

Staff is also researching the renewal process of the Section 8 contract with HUD. The Section 8 contract was renewed with HUD for program year 2000/2001. The Section 8 contract with HUD expires in June 2001. This contract can be renewed in 1 and 5 year increments. In the spring of 2001, staff will present the Housing Authority with a staff report outlining the options the Authority have in regards to the Section 8 contract renewal process with HUD. Staff at that time will also present City Council with results of the staff research on the use of the residual receipts and reserve replacement account funds, which total \$1,876,098.62.

Appropriate City Staff and David Bishop from Howard Bishop and Company will be present at the meeting of the Westminster Housing Authority to respond to any questions the Authority may have concerning the budget.

Respectfully submitted,

William M. Christopher
City Manager

Attachments