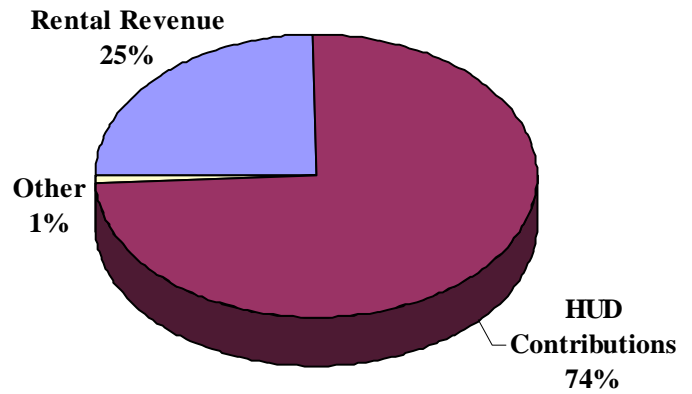


PUBLIC HOUSING FUND

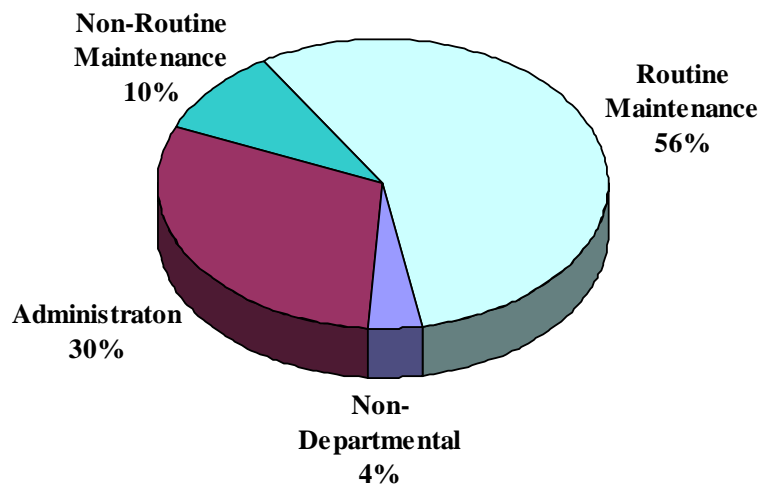
The Public Housing Fund is used to account for federal grants restricted for the Town's public housing programs.

Housing Revenues



Total \$1,653,685

Housing Expenditures



NOTE: The Public Housing budget for 2004-05 was adopted by the Council on March 1, because of the budget schedule required by the federal Department of Housing and Urban Development (HUD).

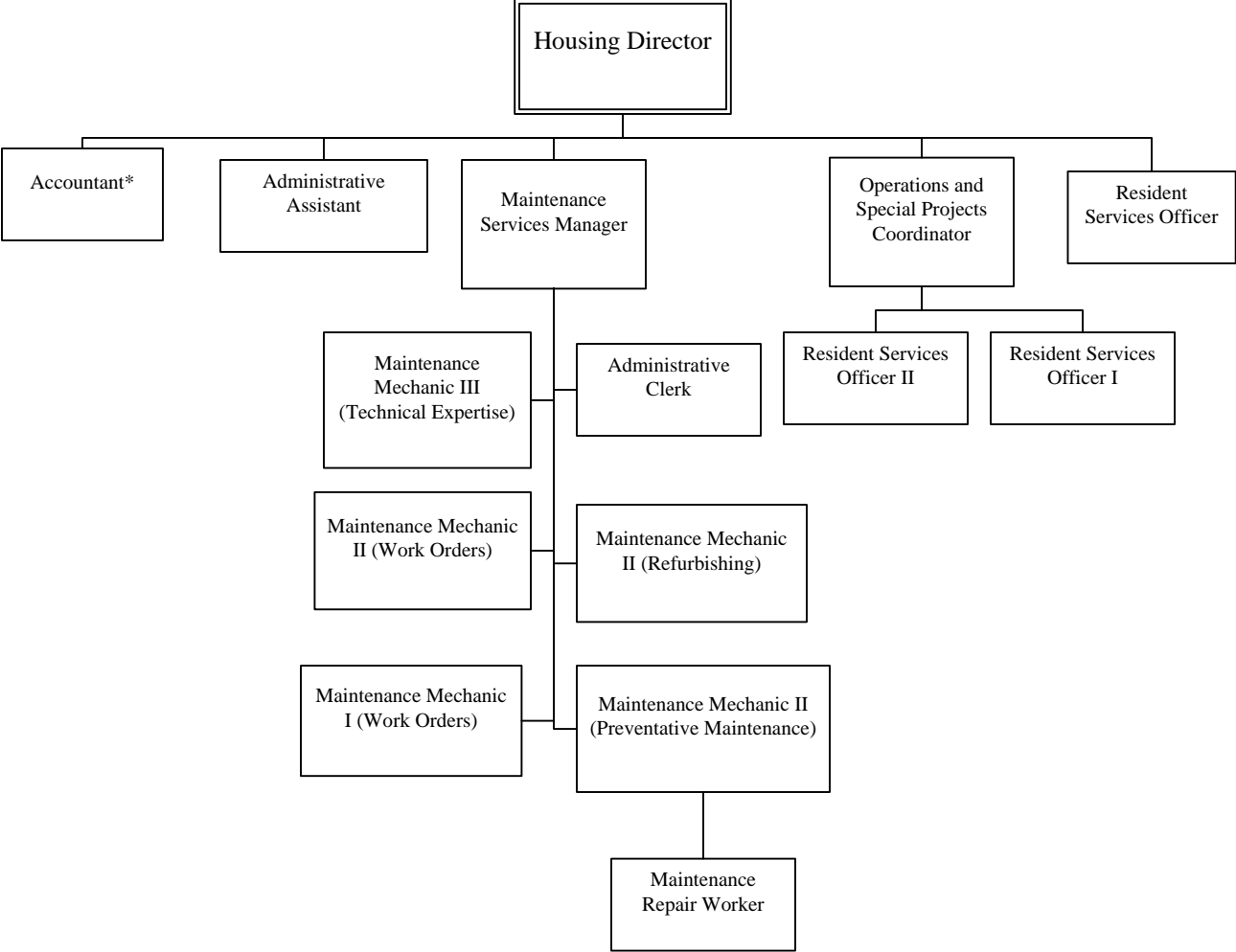
PUBLIC HOUSING DEPARTMENT

MISSION STATEMENT: *The primary mission of the Public Housing Department is to provide decent, safe, and affordable rental housing for low-income families and to provide services to help public housing families improve basic life skills in an effort to achieve economic independence.*

The Public Housing Department manages the 336 public housing apartments owned by the Town of Chapel Hill. The Public Housing Department provides:

- Low cost or no cost rental housing for low-income families.
- 24-hour emergency maintenance repair services seven days a week.
- Information and referral about the public housing program, other federal housing programs, and area human service resources.
- Financial counseling to help residents manage money responsibly.
- Conflict resolution to help residents resolve family or neighborhood disputes.
- Comprehensive orientation for new residents.
- Technical and general assistance to support programs and activities of the Residents' Council.
- Staff support to the Housing and Community Development Advisory Board.
- Referral services for residents with alcohol or drug dependency problems.
- Home visits to complete determinations of eligibility or receive rental payments from elderly or disabled residents who can not come to the office.

HOUSING



*Position is funded by Housing and supervised by Finance

PUBLIC HOUSING
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2002-03 ADOPTED	2003-04 ADOPTED	2004-05 ADOPTED
Administration			
Director-Housing	1.00	1.00	1.00
Operations and Special Projects Coordinator	0.00	0.00	1.00
Accountant - Housing*	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Assistant Housing Director	1.00	1.00	0.00
Division Totals	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Maintenance			
Maintenance Services Manager	0.00	0.00	1.00
Mechanic-Maintenance III	1.00	1.00	1.00
Mechanic-Maintenance II	5.00	5.00	5.00
Mechanic-Maintenance I	1.00	1.00	1.00
Maintenance Repair Worker	2.00	2.00	2.00
Administrative Clerk	1.00	1.00	1.00
Housing Maintenance Program Superintendent	1.00	1.00	0.00
Division Totals	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
Resident Services			
Resident Services Officer	1.00	1.00	1.00
Housing Officer II	1.00	1.00	1.00
Housing Officer I	1.00	1.00	1.00
Division Totals	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Housing Department Totals	<u><u>18.00</u></u>	<u><u>18.00</u></u>	<u><u>18.00</u></u>

*The Accountant position is not on Housing's organizational chart because it is supervised by Finance.

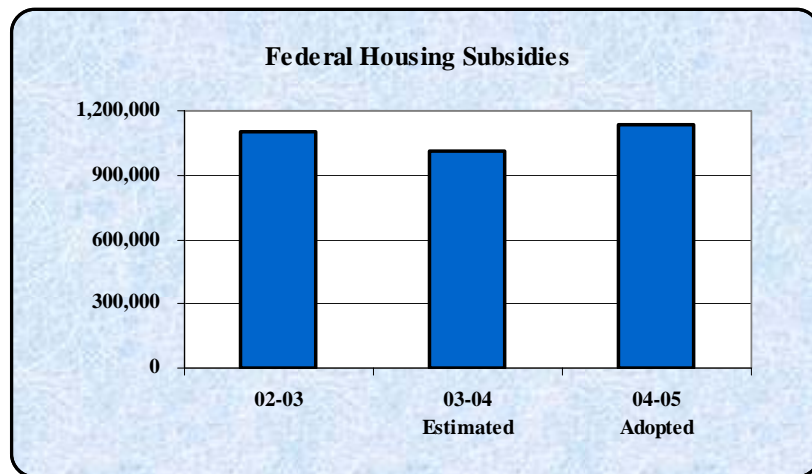
PUBLIC HOUSING FUND

Major Revenue Sources - Descriptions and Estimates

The Town's Public Housing programs provide for the administration and operation of the Town's 336 public housing units, and is funded primarily through federal grants from the U.S. Department of Housing and Urban Development and rents paid by residents.

In most other jurisdictions, public housing programs are legally organized as independent Public Housing Authorities and are administered directly by the Department of Housing and Urban Development through contractual agreements with the Authorities. Since 1987 when the Chapel Hill Public Housing Authority was abolished by the Chapel Hill Town Council, the Town's public housing program has been operated as a Town Department administered by the Town staff and the Public Housing Director.

Because of the budget schedule required by HUD, the Town Council adopted a budget for the 2004-05 public housing program on March 1, 2004, totaling about \$1,654,000. Of this amount, about \$376,000 is estimated to come from dwelling rents, and about \$1,135,000 would come from the federal operating grant for this program.



The budget for 2004-05 is balanced by the use of about \$132,000 from fund balance. The federal department of Housing and Urban Development is expected to amend its subsidy program. We anticipate receiving notice of changes in October 2004 when the new federal year begins. The Council may need to amend the Public Housing budget if there is a significant change in the amount of the subsidy.

PUBLIC HOUSING FUND

Major Expenditures and Estimates

Expenditures for the housing program are primarily for the operation and maintenance of the 336 public housing units. For the 2004-05 adopted budget totaling \$1,654,000, major expenditure categories include about \$1,087,000 for the routine and non-routine maintenance of the units, \$510,000 for administration, and \$57,000 for a Resident Services program to provide special services to housing residents.

PUBLIC HOUSING BUDGET SUMMARY

Public Housing functions include administration of the Housing program, routine and non-routine maintenance and non-departmental operations for the Town's 336 public housing units, funded primarily through federal grants from the U.S. Department of Housing and Urban Development and rents paid by residents. The 2004-05 adopted budget includes a decrease in rental revenue based on the established HUD occupancy formula and a decrease in appropriated fund balance.

EXPENDITURES

	2002-03 Actual	2003-04 Original Budget	2003-04 Revised Budget	2003-04 Estimated	2004-05 Adopted Budget	% Change from 2003-04
Administration	445,861	511,322	512,646	493,705	500,724	-2.1%
Routine Maintenance	781,777	925,040	998,517	974,890	927,310	0.2%
Non-Routine Maintenance	116,395	160,836	206,472	183,912	159,820	-0.6%
Non-Departmental	53,055	62,264	62,264	62,215	65,831	5.7%
Total	1,397,088	1,659,462	1,779,899	1,714,722	1,653,685	-0.3%

REVENUES

	2002-03 Actual	2003-04 Original Budget	2003-04 Revised Budget	2003-04 Estimated	2004-05 Adopted Budget	% Change from 2003-04
Rental Revenue	401,662	433,580	433,580	422,504	376,018	-13.3%
HUD Contributions	1,103,971	972,704	972,704	1,014,675	1,135,085	16.7%
Other Revenues	47,988	16,480	16,480	10,384	10,764	-34.7%
Appropriated Fund Balance	-	236,698	357,135	-	131,818	-44.3%
Total	1,553,621	1,659,462	1,779,899	1,447,563	1,653,685	-0.3%

PUBLIC HOUSING - ADMINISTRATION DIVISION

MISSION STATEMENT: *The primary mission of the Administration Division is to manage the Public Housing program for the Town of Chapel Hill in an effort to provide decent, safe, and affordable rental housing for low-income families and to provide services to help public housing families improve basic life skills in an effort to achieve economic independence.*

The Administration Division supervises services including rentals, renovations and maintenance; and prepares applications for and administers federal grants including annual operating assistance. Duties of the Administration Division include:

- Communications with public housing residents and coordination of participation by residents in decisions on policy changes, maintenance, renovations and other improvement projects and new programs and services affecting the residents.
- Assurance of compliance with federal requirements for grants including annual operating assistance.

PUBLIC HOUSING - Administration

BUDGET SUMMARY

The adopted budget for Public Housing Administration reflects a 20.3% decrease in operating costs made up of several components. The expenditures for telephone charges have been reassessed and adjusted for the 2004-05 budget to reflect current usage. In addition, personnel agency payments are expected to decrease by approximately \$2,700 due to the return of an employee from maternity leave.

EXPENDITURES

	2002-03 Actual	2003-04 Original Budget	2003-04 Revised Budget	2003-04 Estimated	2004-05 Adopted Budget	% Change from 2003-04
Personnel	358,139	379,544	379,544	375,132	395,691	4.3%
Operating Costs	87,722	131,778	133,102	118,573	105,033	-20.3%
Capital Outlay	-	-	-	-	-	N/A
Total	445,861	511,322	512,646	493,705	500,724	-2.1%

PUBLIC HOUSING - Non-Departmental BUDGET SUMMARY

The adopted budget reflects a 5.7% increase in operating costs because of expected increases in workers' compensation insurance premiums.

EXPENDITURES

	2002-03 Actual	2003-04 Original Budget	2003-04 Revised Budget	2003-04 Estimated	2004-05 Adopted Budget	% Change from 2003-04
Personnel	-	-	-	-	-	N/A
Operating Costs	53,055	62,264	62,264	62,215	65,831	5.7%
Capital Outlay	-	-	-	-	-	N/A
Total	53,055	62,264	62,264	62,215	65,831	5.7%

PUBLIC HOUSING - MAINTENANCE DIVISION

MISSION STATEMENT: *The primary mission of the Maintenance Division is to maintain and repair public housing apartments.*

Duties of the Maintenance Division include:

- Response to residents' requests for repair services, including 24-hour emergency repair service.
- Repair, painting and cleaning services on vacant apartments for new residents.
- Renovations to apartments for residents with disabilities or other special needs.
- Preventive maintenance and safety inspections.
- Refurbishment of public housing apartments on a five-year schedule.

PUBLIC HOUSING - Routine Maintenance

BUDGET SUMMARY

The adopted budget for routine maintenance projects a decrease of 8.5% in operating costs because of planned decreases in uniform rentals and gas, water and sewer charges. These decreases are necessary in order to conform with HUD projections.

EXPENDITURES

	2002-03 Actual	2003-04 Original Budget	2003-04 Revised Budget	2003-04 Estimated	2004-05 Adopted Budget	% Change from 2003-04
Personnel	520,988	584,900	573,700	573,467	616,128	5.3%
Operating Costs	260,789	340,140	424,817	401,423	311,182	-8.5%
Capital Outlay	-	-	-	-	-	N/A
Total	781,777	925,040	998,517	974,890	927,310	0.2%

PUBLIC HOUSING - Non-Routine Maintenance ***BUDGET SUMMARY***

The adopted budget for Non-Routine Maintenance remains largely unchanged from last year with minimal changes in operating costs and capital outlay.

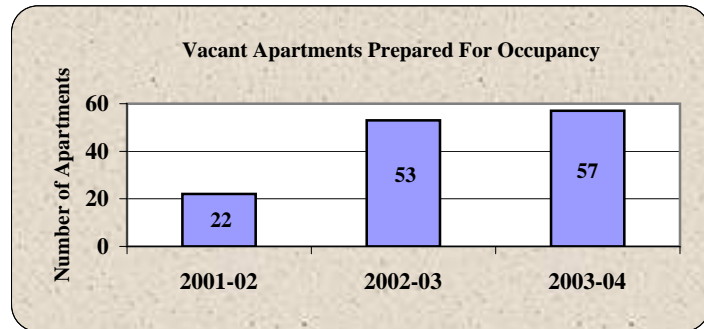
EXPENDITURES

	2002-03 Actual	2003-04 Original Budget	2003-04 Revised Budget	2003-04 Estimated	2004-05 Adopted Budget	% Change from 2003-04
Personnel	3,750	-	22,560	-	-	N/A
Operating Costs	75,201	85,860	93,716	93,716	84,520	-1.6%
Capital Outlay	37,444	74,976	90,196	90,196	75,300	0.4%
Total	116,395	160,836	206,472	183,912	159,820	-0.6%

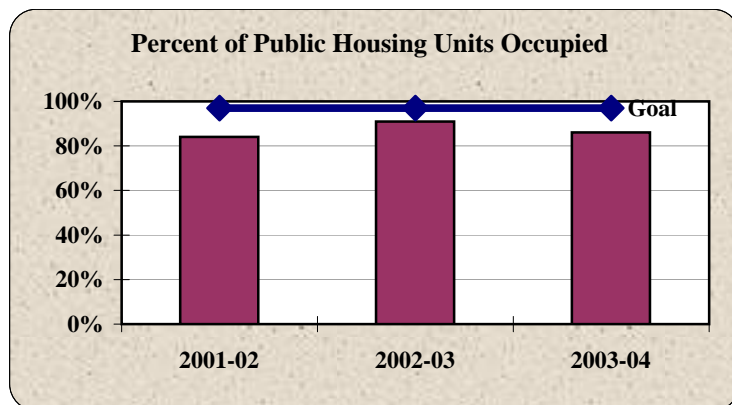
HOUSING TRENDS

GOAL: To prepare vacant apartments for occupancy in 25 days or less.

In 2003-04, all vacant apartments were prepared for occupancy within 25 days.



GOAL: To maintain 97% occupancy in public housing.



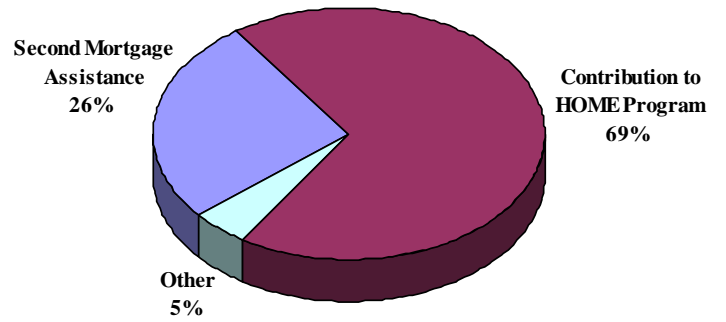
The Town of Chapel will continue to strive to achieve 97% occupancy in fiscal year 2005.

OBJECTIVES	PROGRESS/STATUS
To Administer the Drug Elimination Program	<p>The Housing Investigator continued to monitor and track all crimes in public housing or involving public housing residents. In addition, he continued to meet with the Housing Officer II. He worked with Housing staff to meet with residents to address community problems and also attended new tenant orientation. The Housing Investigator provided assistance with evictions and court cases.</p> <p>Community Police officers and Parks and Recreation staff coordinated a tutoring and basketball program for youth. The Orange County Literacy Council continued to offer training and GED preparation. Other activities included a youth leadership club, a cooking class, and a mentoring program for high school students.</p> <p>Thirty one teenagers were employed under the Summer Youth Employment Program to work in various Town departments and nonprofit agencies.</p>

HOUSING LOAN TRUST FUND

The Housing Loan Trust Fund accounts for the Town's loan programs for the purchase and renovation of homes for lower income families.

Housing Loan Trust Expenditures



HOUSING LOAN TRUST FUND

BUDGET SUMMARY

The Housing Loan Trust Fund reflects a continuation of existing programs for mortgage assistance in 2004-05 and includes funding for the Town's share of matching funds for the HOME program administered by Orange County. The 2003-04 estimated expenditures include approximately \$31,000 for Habitat for Humanity to support the Rusch Road project.

EXPENDITURES

	2002-03 Actual	2003-04 Original Budget	2003-04 Revised Budget	2003-04 Estimated	2004-05 Adopted Budget	% Change from 2003-04
Other Expenses	121,837	-	-	(9,029)	-	N/A
2nd Mortgage Assistance	44,858	70,000	70,000	43,637	26,000	-62.9%
Interest	4,777	5,000	5,000	4,501	4,600	-8.0%
Contributions to Agencies:						
HOME Program Match	80,718	181,300	263,580	180,961	68,177	-62.4%
Habitat for Humanity	63,338	35,000	66,312	31,312	-	-100.0%
Total	315,528	291,300	404,892	251,382	98,777	-66.1%

REVENUES

	2002-03 Actual	2003-04 Original Budget	2003-04 Revised Budget	2003-04 Estimated	2004-05 Adopted Budget	% Change from 2003-04
Interest Income	6,561	5,000	5,000	1,800	900	-82.0%
Program Income	750	-	-	750	-	N/A
2nd Mortgage Payoff	37,628	-	-	105,757	-	N/A
Appropriated Fund Balance	270,589	286,300	399,892	-	97,877	-65.8%
Total	315,528	291,300	404,892	108,307	98,777	-66.1%

COMMUNITY DEVELOPMENT PROJECT ORDINANCES
U.S. Department of Housing and Urban Development
Community Development Program
Summary of Activities

The Town became an "entitlement" Community Development city in 1984, which means that the Town is entitled to receive Community Development grant funds annually upon submission of a final statement.

The 1999 project ordinance budgets a \$434,000 grant and \$96,000 in program income for rehabilitation of public housing, neighborhood revitalization, the Scarlette Drive Homeownership Project, property acquisition and community services.

The 2000 project ordinance budgets a \$426,000 grant and \$40,000 of program income for rehabilitation of public housing, Meadowmont Affordable Condominiums, neighborhood revitalization and community services.

The 2001 project ordinance budgets a \$441,000 grant and \$35,000 of program income for rehabilitation of public housing, Meadowmont Affordable Townhomes, neighborhood revitalization, property acquisition for a Habitat for Humanity subdivision, and community services.

The 2002 project ordinance budgets a \$445,000 grant and \$16,000 of program income for rehabilitation of public housing, neighborhood revitalization, community services, and acquisition of property for a Habitat for Humanity subdivision.

The 2003 project ordinance budgets a \$723,000 grant and \$5,250 of reallocated funds for rehabilitation of public housing, neighborhood revitalization, a comprehensive rehabilitation program, and community services.