

Board of Commissioners
Robert Barr, Chairperson
Scott Halliday, Vice-Chairperson
Michael Dattilo, Commissioner
Beverly McCall, Commissioner
Robert Henry, Commissioner
Patricia Miles-Jackson, Commissioner
Sean Scarborough, Commissioner



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

December 12, 2018

The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, December 18, 2018, at 5:00 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,



Jacqueline S. Jones
Executive Director

Ocean City Housing Authority

AGENDA

Tuesday, December 18, 2018
Administrative Offices – 204 4th Street
5:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
 - a. Regular Meeting on November 20, 2018
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business – Election of Officers
11. Resolutions:
 - # 2018-47 Approval of Monthly Expenses
 - # 2018-48 Approving PHAJIF Fund Commissioner
 - # 2018-49 Appoint Risk Management Consultant
 - # 2018-50 Approving 2019 Board Meeting Dates
 - # 2018-51 2018-2019 Adopt State Budget
 - # 2018-52 Authorizing A Choice Mobility Letter Agreement
- Executive Session if required*
12. Comments from the press and/or public
13. Comments from Board Members
14. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes November 20, 2018 – 5 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on November 20, 2018, at 5:00 p.m. at Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr and began with the Pledge of Allegiance. Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Sean Scarborough	
Commissioner Michael Dattilo	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, VHA Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant, Sandra Velez, VHA Assistant Asset Manager – Occupancy, Ron Miller, VHA Assistant Asset Manager – Operations and Patrick Mumman, Alternate Commissioner.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from October 16, 2018. A motion was made by Commissioner McCall and seconded by Commissioner Scarborough. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

Chairman Barr requested a motion to approve the Executive Session minutes from October 16, 2018. A motion was made by Commissioner Halliday and seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

Treasurer's Report

Linda Cavallo reviewed the Financial Report for the one month ended October 31, 2018. Commissioner Henry complimented Ms. Cavallo on the report, but requested additional information behind the numbers and compare last year to the current year quarterly. Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones reported the Authority is closing out the financial statement for the year ending September 30, 2018. This has to be done by next week and the Financial Data Schedule (FDS) will be filed with HUD. The Auditors may start the audit in January.

Mrs. Jones provided an update on RAD and redevelopment on Peck's Beach Senior (Speitel Manor) and Bayview Manor. The RAD conversion is happening at the same time as the Authority bids out Speitel as well as the work for Bayview Manor. Meetings are held monthly regarding the RAD conversion process with a HUD representative via conference call. This RAD conversion is complex due to the demolition of the Peck's site, the building of Speitel Manor, the rehabilitation of Bayview Manor, and the inclusion of Peck's Family in the RAD conversion.

Last month, a review of the Speitel Manor project was discussed and how the OCHA and the City will work together on this project. It is anticipated the Authority will present the new plan for Speitel Manor at the December 5th Planning Board meeting. The new plan includes the additional 14 units. Also, the OCHA will continue to meet with the City attorney to discuss the Shared Services Agreement (SSA). Further discussion with the board will be needed once more detail is known about the SSA. There is a meeting scheduled for next week with the Mayor and development team to review the Speitel project.

Commissioner Dattilo asked how the tenants are reacting to the redevelopment. Mrs. Jones reported the OCHA has met with the Peck's Seniors on a couple of occasions to review the plan for the project. In general, the tenants would prefer to not have to move, but do understand the need to move out of the flood prone area. The Bayview Manor residents are not aware of the refurbishment plans of that property. On December 18th, the Authority's consultant, Rick Ginnetti, and the Director will be meeting with the Peck's Seniors in the morning and will then have a separate meeting with the Bayview Manor residents to discuss the updates on each project. Immediately following the meetings there will be a Holiday Luncheon for the residents at Bayview Manor. We will continue to meet with the tenants providing updates throughout the project.

Commissioner Henry stated the narrative regarding the Executive Session last month was very useful. He requested if it was possible to elaborate further on the narrative. Mrs. Jones stated more detail will be available next month as the consultant is in the process of completing the proforma for Speitel, Bayview, Pecks North and Pecks South. Commissioner Henry will supply a list of questions he has regarding the redevelopment projects.

With no further discussion, motion to accept the Executive Director's Report made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

Committee Reports – Commissioner Barr stated he has appointed Robert Henry to the Tenant Relations Committee.

Old Business – None.

New Business – None.

With no other discussion in related matters the Chairman moved to the Resolutions.

Resolution #2018-46
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$68,953.57. A motion was made by Commissioner McCall; seconded by Commissioner Dattilo. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

Chairman Barr requested comments from the public. No public comments. Chairman closed the public comments portion of the meeting.

Chairman Barr stated next month is the Re-Organization meeting as well as the Regular Board Meeting. At the beginning of the December meeting a Chair and Vice Chair will be appointed.

Chairman Barr requested any questions and/or comments from any of the Board Members.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:16 p.m.

Respectfully submitted,



Jacqueline S. Jones
 Secretary/Treasurer

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2019
FOR THE TWO MONTH ENDED NOVEMBER 30, 2018

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU NOVEMBER</u>	<u>ACTUAL THRU NOVEMBER</u>	<u>VARIANCE FROM BUDGET (+OVER/ & -UNDER)</u>	<u>NOTES:</u>
<u>INCOME</u>					
DWELLING RENTAL	573,780	95,630	99,687	4,057	Actual amount higher after the rent calculations were re-evaluated.
OTHER TENANT-EXCESS UTILITIES	4,200	700	2,359	1,659	This represents excess utilities income to date.
TOTAL TENANT REVENUE	577,980	96,330	102,046	5,716	Actual amount is higher than expected.
HUD OPERATING SUBSIDY	306,330	51,055	54,427	3,372	This represents HUD funding to date.
HUD CAPITAL FUNDS-OPERATIONS	172,800	28,800	28,800	0	Accrued income year-to-date.
TOTAL HUD FUNDING	479,130	79,855	83,227	3,372	
INVESTMENT INCOME-UNRESTRICTED	150	25	10	(15)	Actual income is less than expected
NONDWELLING RENTAL INCOME	13,200	2,200	2,200	0	This represents nondwelling income to date.
OTHER INCOME-LAUNDRY	7,400	1,233	2,181	948	Income is paid qtrly-Feb, May, Aug and Nov.
OTHER INCOME-FRAUD RECOVERY	5,000	833	0	(833)	This represents actual amount received in fiscal year.
OTHER INCOME-MISCELLANEOUS	5,580	930	2,788	1,858	Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.
TOTAL INCOME	<u>1,088,440</u>	<u>181,406</u>	<u>192,452</u>	<u>11,046</u>	
<u>EXPENSES</u>					
ADMINISTRATIVE SALARIES	32,500	5,417	4,375	(1,042)	This represents actual salaries to date
AUDIT FEES	9,000	1,500	1,500	0	Accrued expense year-to-date.
ADVERTISING	3,200	533	71	(462)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS-ADMIN	29,040	4,840	4,455	(385)	Actual expenses are less than budgeted.
OFFICE EXPENSES					
COMPUTER SERVICES	9,000	1,500	1,500	0	Accrued expense year-to-date.
COPIER	3,500	583	397	(186)	Actual expenses are less than budgeted.
DUES & PUBLICATIONS	1,500	250	0	(250)	Actual expenses are less than budgeted.
OFFICE SUPPLIES	2,500	417	164	(253)	Actual expenses are less than budgeted.
PHONE & INTERNET	11,000	1,833	1,458	(375)	Actual expenses are less than budgeted.
POSTAGE	2,000	333	160	(173)	Actual expenses are less than budgeted.
LEGAL	15,000	2,500	674	(1,826)	Actual expenses are less than budgeted.
TRAVEL	450	75	0	(75)	Actual expenses are less than budgeted.
TRAINING	4,200	700	725	25	Actual expenses are higher than budgeted.
ACCOUNTING	15,000	2,500	2,500	0	
MANAGEMENT FEES	130,000	21,667	21,667	0	

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2019
FOR THE TWO MONTH ENDED NOVEMBER 30, 2018

	ANNUAL BUDGET	BUDGET THRU NOVEMBER	ACTUAL THRU NOVEMBER	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
MISCELLANEOUS-SUNDRY	12,000	2,000	622	(1,378)	Actual expenses are less than budgeted.
	279,890	46,648	40,268	(6,380)	
OTHER TENANT SERVICES	3,030	505	400	(105)	Actual expenses are less than budgeted.
	3,030	505	400	(105)	
WATER/SEWER	105,000	17,500	15,394	(2,106)	Represents actual October bill and estimated November bill. Estimated at 11/2017 amount.
ELECTRIC	110,000	18,333	10,215	(8,118)	Represents actual October bill and estimated November bill. Estimated at 11/2017 amount.
GAS	56,000	9,333	3,913	(5,420)	Represents actual October bill and estimated November bill. Estimated at 11/2017 amount.
	271,000	45,166	29,522	(15,644)	
MAINTENANCE LABOR	59,860	9,977	5,291	(4,686)	Actual expenses are less than budgeted.
MAINT. MATERIALS	50,000	8,333	6,248	(2,085)	Actual expenses are less than budgeted.
MAINT. CONTRACT COSTS	130,000	21,667	21,439	(228)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS	35,440	5,907	5,097	(810)	Actual expenses are less than budgeted.
	275,300	45,884	38,075	(7,809)	
INSURANCE	110,000	18,333	15,929	(2,404)	Actual expenses are less than budgeted.
BAD DEBTS	5,000	833	833	0	Accrued expense year-to-date
COMPENSATED ABSENCES	5,500	917	917	0	Accrued expense year-to-date
PAYMENT IN LIEU OF TAXES	30,280	5,047	5,047	0	Accrued expense year-to-date
PENSION	21,000	3,500	3,128	(372)	Accrued 2 month expense at last year's rate.
RETIREE BENEFITS	25,000	4,167	4,451	284	Actual expenses are higher than budgeted.
DUE TO CITY OF OCEAN CITY	60,000	10,000	10,000	0	Amount repaid on SANDY/FEMA money due.
	256,780	42,797	40,305	(2,492)	
TOTAL EXPENDITURES	1,086,000	181,000	148,570	(32,430)	UNDERBUDGET: Tenant Rent & Subsidy both exceeded budgeted amounts and all
PROFIT (LOSS)	2,440	406	43,882	43,476	categories of expenses are underbudget for month of October.

Ocean City Housing Authority

Administrative Report

DATE: December 11, 2018

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (November 2018)

PERIOD: November 14, 2018 – December 10, 2018

Peck's Beach – New Jersey Housing and Mortgage Finance Agency (NJHMFA) Pre-Development Loan

Below is a summary of the expenses that have been submitted to and paid by the NJHMFA for expenditures for the pre-development costs for Peck's Beach Village – Speitel Manor. These expenses are paid directly from NJHMFA to the vendor. These are expenses that have been submitted and paid through October 18, 2018. This update will be included in this report through the end of the pre-development phase.

Pre-development Funds - NJHMFA for Peak's Beach - #2986				
Pre-development Uses	Approved Budget	Previously Disbursed	This Transaction - 10/18/18	Balance of Funds
HUD Approvals-Inventory Removal/Title Search	\$27,500.00	\$743.00	\$100.00	\$26,657.00
Architect	\$90,000.00	\$0.00	\$90,000.00	\$0.00
Site Engineer	\$66,000.00	\$28,772.64	\$16,101.66	\$21,125.70
Energy Star Review	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Environmental Consultant	\$18,500.00	\$2,472.50	\$0.00	\$16,027.50
Geo Tech Consultant	\$12,500.00	\$0.00	\$0.00	\$12,500.00
Survey	\$7,000.00	\$4,620.00	\$0.00	\$2,380.00
Attorney	\$36,000.00	\$5,895.00	\$990.00	\$29,115.00
Consulting Fees	\$125,000.00	\$37,273.00	\$19,542.45	\$68,184.55
VHA - \$6,977.50 TO DATE				
5% Contingency	\$19,175.00	\$0.00	\$0.00	\$19,175.00
Totals	\$402,675.00	\$79,776.14	\$126,734.11	\$196,164.75

Rental Assistance Demonstration Program (RAD)

The RAD application has been submitted to HUD. The Authority staff and consultant are in communication with the HUD RAD team to review the options for the OCHA RAD conversion.

Update: There are monthly update calls with the Authority's RAD Transaction Manager for HUD and the Authority's consultant. There are many moving parts regarding the RAD conversion along with the redevelopment of Peck's Beach. A variety of factors including timing, regulations and funding are involved making this a complicated transaction.

Included in this packet is a resolution regarding the contract administration for the Project Based Vouchers that will be assigned to the Authority's units for the Housing Assistance Payments (HAP) contract. The resolution permits the Vineland Housing Authority to be the contract administrator for these vouchers.

Repayment to the City of Ocean City

The budget for the year-ending September 30, 2019, includes a line item to reimburse the City for the funds due for the assistance to rehabilitate the Authority's units for the damage from Superstorm Sandy. The amount budgeted is \$60,000 for the year and the reimbursement has been \$5,000 per month beginning with October 1, 2018. It is suggested that the board evaluate the Authority's financial situation on a quarterly basis and review the opportunity to propose a supplementary payment to the City. A further discussion to evaluate an additional disbursement will be needed during the board meeting.

Board of Commissioners –Rutgers Training Program Status

Commissioner	Training Program Status
Robert Barr, Chairman	Completed
Robert Scott Halliday, Vice Chairman	Completed
Mike Dattilo	In Process
Robert Henry	In Process
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Sean Scarborough	In Process

Program Statistics Report
10/2017 - 9/2018
**2018
NOV**
**2018
OCT**
**2018
SEP**

<u>Tenant Accounts Receivable</u>			
Number of "non-payment of rent" cases referred to the solicitor	3	4	0
<u>Tenant Relations</u>			
Total number of units to be inspected in fiscal year	121	121	121
Total number of units to be inspected this month	61	0	8
Number of inspections actually completed this month - all sites	61	0	8
Total number of units inspected year-to-date - all sites	61	0	8
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	63.00	0.00	58.00
Annual Unit Turnaround Time (For Fiscal Year)	63.00	0.00	35.93
Monthly - Number of Vacancies Filled (this month)	1	0	1
Monthly - Average unit turnaround time in days for Lease up	24	0	13.00
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	39	0	58.00
PIC Score	100%	100%	98%
<u>Vacancies - At end of Month</u>			
Bay View Manor	1	2	0
Peck's Beach Senior	1	0	0
Peck's Beach Family	3	2	2
Total	5	4	2
Occupancy Rate	95.87%	96.69%	98.35%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours	75	0	42
Average Hours per Vacancy (Br. Sizes 0 thru 4)	25	0	41
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$21,285	\$19,985	\$20,354
Peck's Beach - Elderly/Disabled	\$7,336	\$7,422	\$7,422
Peck's Beach - Family	\$20,253	\$20,822	\$21,504
Total Rent Roll	\$48,874	\$48,229	\$49,280
<u>Public Housing Waiting List Applicants</u>			
Families - Ocean City Preference	10	10	10
Families - No Ocean City Preference	112	112	112
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	72	72	72
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	243	243	243
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	2.25	2.38	0.76
Total Tenant Generated Work Orders	36	41	46
Number of routine work orders written this month	36	89	40
Number of outstanding work orders from previous month	27	29	270
Total number of work orders to be addressed this month	88	118	97
Total number of work orders completed this month	115	91	100
Total number of work orders left outstanding		27	267
Number of emergency work orders written this month	0	0	2
Total number of work orders written year-to-date	125	89	1,018
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2017 - Audited	68	68	68
Year-End 2016 - Audited	85	85	85
Year-End 2015 - Audited	88	88	88
Year-End 2014 - Audited	86	86	86
Year-End 2013 - Audited	97	97	97
Year-End 2012 - Audited	100	100	100
Year-End 2011 - Audited	100	100	100

Ocean City Housing Authority
Cash Report
As of November 30, 2018

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 11/30/2018	\$268,880.24
Capital 2018 Cash-Pending for draw down from HUD eLOCCS	\$182,217.00

Add: A/R-Tenants		Current	3,609.20	
		Past	4,210.10	
				\$7,819.30

Less: Bill List payments	(\$54,692.57)
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Accrued Expenses - Total from detail below	(\$25,130.00)
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<u>Accrued Expenses</u>	<u>Annual</u> <u>Budget</u>	<u>No. of</u> <u>Months</u>	<u>Amount</u> <u>Accrued</u>
Insurance-Property/Flood	110,000.00	2	18,333.33
Bad Debt	5,000.00	2	833.33
Comp Absences	5,500.00	2	916.67
P.I.L.O.T.	30,280.00	2	5,046.67
Total Accrual	150,780.00		25,130.00

Net Cash Position Before Amounts Due City of Ocean City	\$379,093.97
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Due to Other Governments per 9/30/2016 Audit - City of Ocean City	(\$330,735.00)
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Accrued P.I.L.O.T - Year-End 9/30/2015	(\$24,008.00)
Accrued P.I.L.O.T - Year-End 9/30/2016	(\$25,848.00)
Accrued P.I.L.O.T - Year-End 9/30/2017	(\$22,605.00)
Accrued P.I.L.O.T - Year-End 9/30/2018-Unaudited	(\$20,840.00)

Due to City of Ocean City for Storm Sandy FEMA per 9/30/2016 Audit	(\$237,434.00)
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Net Cash Balance	\$48,358.97
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**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2018-47
A Resolution Approving Regular Monthly Expenses**

WHEREAS, the Housing Authority of the City of Ocean City incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Bill List in the amount of \$63,130.92.

NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the monthly bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: December 18, 2018

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo						✓
Vice Chairman Halliday					✓	
Commissioner McCall	✓					
Commissioner Scarborough				✓		
Commissioner Jackson	✓					
Commissioner Henry	✓					
Chairman Barr	✓					

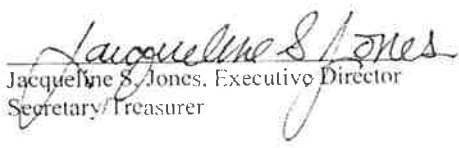
OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 18, 2018 at Administrative Offices – 204 4th Street. Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - DECEMBER 2018**

Check #	Vendor	Invoice Notes	Total Amount
1510	AMBIENT COMFORT	BVM ROOF FAN DISCONNECT	\$ 788.00
1511	ATLANTIC CITY ELECTRIC	NOV 2018 ELECTRIC SVC	\$ 9,618.16
1512	AT&T	DEC 2018 BVM ELEVATOR PHONE	\$ 103.90
1513	LINDA AVENA	DEC 2018 - ACCOUNTING SVCS	\$ 1,250.00
1514	BOYAR'S FOOD MARKET	2018 RESIDENT HOLIDAY PARTY	\$ 940.35
1515	CALL EXPERTS	DEC 2018 CALL CENTER SVC	\$ 191.52
1516	CITY OF OCEAN CITY	12/2018 - DUE TO OCEAN CITY FOR FEMA	\$ 5,000.00
1517	CLEAN SWEEP SERVICES	NOV 2018 BVM CLEANING	\$ 1,850.00
1518	COMCAST	DEC 2018 INTERNET SVC	\$ 185.84
1519	CONVEXSERY TECHNOLOGY	EMAIL RENEWAL	\$ 1,144.80
1520	COPIER PLUS INC	DEC 2018 COPIER OVERAGE	\$ 16.89
1521	DELTA DENTAL	JAN 2019 DENTAL COVERAGE	\$ 345.68
1522	DRAIN DOCTOR	SEWER LINE CLEANING	\$ 275.00
1523	FLORENCE DRISCOLL	DEC 2018 - TENANT SERVICES	\$ 200.00
1524	EISENSTAT, GABAGE & FURMAN	OCT 2018 LEGAL SVCS	\$ 556.00
1525	GLEN O STULL	DEC 2018 MEDICARE/PREScriP REIMB	\$ 291.20
1526	HD SUPPLY FACILITIES MAINTENANCE, LTD	MAINT SUPPLIES	\$ 2,090.70
1527	HENKELS & MCCOY	GAS MASTER METER ANNUAL CERT	\$ 2,600.00
1528	HOME DEPOT CREDIT SERVICES	MAINT SUPPLIES	\$ 93.90
1529	HUMANA INSURANCE COMPANY OF NY	JAN 2019 - G STULL PRESCRIP COVERAGE	\$ 24.40
1530	JC'S CUSTOM PAINTING	PHV 415 PAINTING	\$ 975.00
1531	JOHN J. SPITZ	NOV/DEC 2018 MEDICARE/PREScriP REIMB	\$ 605.67
1532	NJ AMERICAN WATER	NOV 2018 WATER	\$ 5,623.24
1533	OMEGA PEST MANAGEMENT	NOV 2018 PEST CONTROL SVC	\$ 2,600.00
1534	PDQ SUPPLY	MAINT SUPPLIES	\$ 51.59
1535	PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOC	MEMBERSHIP 12/01/2018-11/30/2019	\$ 180.00
1536	ROBERT L. ROWELL	DEC 2018 - MAINT LABOR-GROUNDS	\$ 200.00
1537	RPM LANDSCAPE CONTRACTOR, LLC	NOV 2018 LANDSCAPING	\$ 295.00
1538	SHORE GUYS HEATING & AIR CONDITIONING	BACK UP P-TAC UNIT	\$ 1,075.00
1539	SOUTH JERSEY GAS	NOV 2018 GAS	\$ 4,537.05
1540	SUPERIOR VISION OF NJ	JAN 2019 VISION COVERAGE	\$ 39.42
1541	SUPPLY WORKS	MAINT SUPPLIES	\$ 774.98
1542	THYSSENKRUPP ELEVATOR CORPORATION	QTRLY ELEVATOR MAIN 12/1/2018 TO 2/28/2019	\$ 1,549.20
1543	US BANK EQUIPMENT FINANCE	DEC 2018 COPIER LEASE	\$ 185.01
1544	VECTOR SECURITY, INC.	12/1/18-2/28/19 ALARM MONITORING	\$ 324.00
1545	VERIZON DSL	DEC. 2018 - FAX & PHONE LINES	\$ 562.87
1546	VERIZON WIRELESS	DEC 2018 MAINT CELL PHONE	\$ 54.67
1547	VINELAND HOUSING AUTHORITY	DEC 2018 MGMT FEES & NOV 2018 POSTAGE REIMB	\$ 6,258.55
173679111710	HORIZON BCBS OF NJ	DEC 2018 HEALTH BENEFITS	\$ 3,975.29

TOTAL DEC DISBURSEMENTS	\$ 57,432.88
PAYROLL - NOV 2018	\$ 3,901.24
PAYROLL TAXES - NOV 2018	\$ 1,221.68
ADP PAYROLL PROCESSING FEES - NOV 2018	\$ 108.62
PENSION - NOV 2018	\$ 405.90
PNC BANK FEE - NOV 2018	\$ 60.60
TOTAL BILL LIST - DEC 2018	\$ 63,130.92

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

RESOLUTION NO. 2018-48

**Resolution Appointing Jacqueline Jones as the Housing Authority of Ocean City's Fund
Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF)
for the Fund Year 2019**

WHEREAS, the Housing Authority of the City of Ocean City is a member of the New Jersey Public Housing Joint Insurance Fund; and,

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City hereby appoints Jacqueline Jones as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2019.

ADOPTED: December 18, 2018

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	✓					
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Scarborough				✓		
Commissioner Jackson	✓					
Commissioner Henry	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: _____

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 18, 2018 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2018-49
Appointing Risk Management Consultant**

WHEREAS, the Ocean City Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund, and;

WHEREAS, the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds require that each municipality appoint a Risk Management Consultant to perform various professional services as detailed in the By-laws; and;

WHEREAS, the bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditures represents reasonable compensation for the services required and was included the cost considered by the governing body, and;

WHEREAS, NJSA 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable services and;

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City does hereby appoint Thomas H. Heist Insurance Agency as its Risk Management Consultant for the calendar year 2018 in accordance with 40A:11-5; and

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA:11-5(1), (a), (i).

ADOPTED: December 18, 2018

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	✓					
Vice Chairman Halliday					✓	
Commissioner McCall						✓
Commissioner Scarborough				✓		
Commissioner Jackson	✓					
Commissioner Henry	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 18, 2018 at Administrative Offices - 204 4th Street, Ocean City, New Jersey.

By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this ___1st___ day of ___January___, 2018___ between the Housing Authority of the City of Ocean City (hereinafter referred to as the AUTHORITY) and Thomas H. Herst Insurance Agency (hereinafter referred to as the CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on ___December 18, 2018___ and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverage outside the FUND.
 - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
 - f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND's bylaws

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

- a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
- b. For any insurance coverage authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
- c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of \$100 per hour, in addition to actual expenses incurred.

3. The of this Agreement shall be one (1) year beginning on 1st day of January, 2018 and ending on 31st day of December, 2018. However this agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:

Georgia Pinales

AUTHORITY:

Jaqueline S. Jones

ATTEST:

Thomas Heist, President

CONSULTANT:

Thomas N. Heist

Note: This sample has been promulgated by the JIF/MEL to assist municipalities or authorities in preparing or negotiating agreements with their risk managers. It does not represent an official statement of JIF/MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's or authority's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action language, etc.

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

RESOLUTION NO. 2018-50

A Resolution Approving Dates for 2019 Board Meetings

WHEREAS, the Board of Commissioners of the Ocean City Housing Authority officially meets on the third Tuesday of each month at 5 p.m.; and,

WHEREAS, the list of dates below identifies those Tuesday throughout the year, 2019, on which Board meetings have been scheduled; and,

Tuesday, January 15, 2019
Tuesday, February 19, 2019
Tuesday, March 19, 2019
Tuesday, April 16, 2019
Tuesday, May 21, 2019
Tuesday, June 18, 2019
Tuesday, July 16, 2019
Tuesday, August 20, 2019
Tuesday, September 17, 2019
Tuesday, October 15, 2019
Tuesday, November 19, 2019
Tuesday, December 17, 2019

WHEREAS, this list will be forwarded to the City of Ocean City's Clerk and will be published in *The Press of Atlantic City and the Daily Journal – Vineland Edition* well in advance of the January 2019 meeting,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the schedule of dates as listed above for the year 2019.

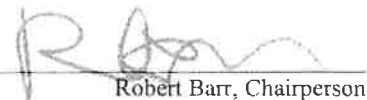
ADOPTED: December 18, 2018

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	✓					
Vice Chairman Halliday						✓
Commissioner McCall					✓	
Commissioner Scarborough				✓		
Commissioner Jackson	✓					
Commissioner Henry	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

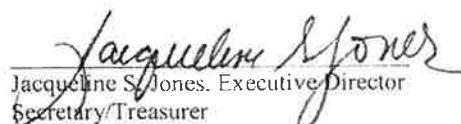
BY:


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 18, 2018 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Ocean City Housing Authority
County of Cape May
State of New Jersey

RESOLUTION NO. 2018-51
ADOPTED BUDGET RESOLUTION
FISCAL YEAR: FROM OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2018 and ending, September 30, 2019 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of December 18, 2018; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,088,440, Total Appropriations, including any Accumulated Deficit, if any, of \$1,086,000 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on December 18, 2018 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2018 and, ending, September 30, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

ADOPTED: December 18, 2018

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	✓					
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					✓
Commissioner Scarborough				✓		
Commissioner Jackson	✓					
Commissioner Henry	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: _____

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 18, 2018 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

ADOPTED COPY Authority Budget of:

JAN - 7 2019

Housing Authority of the City of Ocean City

State Filing Year

2018

APPROVED COPY
ADOPTED COPY

For the Period:

October 1, 2018

to

September 30, 2019

www.oceancityha.org

Authority Web Address

ADOPTED COPY

Department Of



Community
Affairs

Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

Ocean City Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM October 1, 2018 TO September 30, 2019

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 12/7/2018

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 1/15/2019

2018 PREPARER'S CERTIFICATION

Ocean City Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:	<i>Linda M Cavallo</i>		
Name:	Linda M. Cavallo		
Title:	Fee Accountant		
Address:	2581 E. Chestnut Avenue, Suite B Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	linda@avenacpa.com		

2018 APPROVAL CERTIFICATION

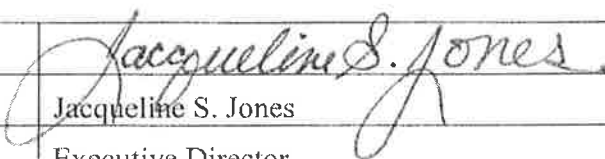
Ocean City Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** 10/1/2018 **TO:** 9/30/2019

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Ocean City Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 18th day of September, 2018.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 th Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7509
E-mail address	jjones@vha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.Occancityha.org

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Title of Officer Certifying compliance

Signature

JACQUELINE S. JONES
EXECUTIVE DIRECTOR
Jacqueline S. Jones

2018 HOUSING AUTHORITY BUDGET RESOLUTION

OCEAN CITY HOUSING AUTHORITY

RESOLUTION: #2018-38

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Ocean City Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 has been presented before the governing body of the Ocean City Housing Authority at its open public meeting of September 18, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,088,440, Total Appropriations, including any Accumulated Deficit if any, of \$1,086,000 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

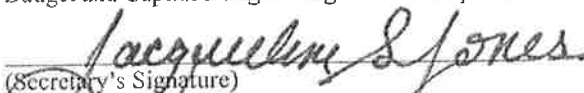
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Ocean City Housing Authority, at an open public meeting held on September 18, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on October 16, 2018.


(Secretary's Signature)
Governing Body
Member:


(Date)

Recorded Vote			
Yes	No	Abstain	Absent

Commissioner Dattilo
Vice Chairman Halliday
Commissioner McCall
Commissioner Scarborough
Commissioner Jackson
Commissioner Henry
Chairman Barr

✓
✓
✓
✓
✓
✓
✓

✓

2018 ADOPTION CERTIFICATION

Ocean City Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Ocean City Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 18th day of, December, 2018.

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 th Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7509
E-mail address	jjones@yha.org		

2018 ADOPTED BUDGET RESOLUTION FOR THE OCEAN CITY HOUSING AUTHORITY

RESOLUTION:

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean Housing Authority for the fiscal year beginning October 1, 2017 and ending, September 30, 2018 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of December 18, 2018; and

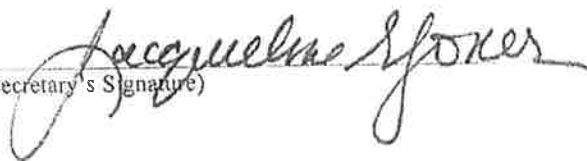
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,088,440, Total Appropriations, including any Accumulated Deficit, if any, of \$1,086,000 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0, and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on December 18, 2018, that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2018 and, ending, September 30, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


(Secretary's Signature)

12/18/18
(Date)

Governing Body Member:	Recorded Vote Aye	Nay	Abstain	Absent
Commissioner Dattilo	✓			
Vice Chairman Halliday	✓			
Commissioner McCall	✓			
Commissioner Scarborough				✓
Commissioner Jackson	✓			
Commissioner Henry	✓			

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Ocean City Housing Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).
6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68)

HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Ocean City Housing Authority

AUTHORITY BUDGET

FISCAL YEAR: **FROM:** 10/1/2018 **TO:** 9/30/2019

1. The Authority anticipates Administration Salary & Wages to increase \$2,500 due to an employee pay increase, Administration Fringe Benefits are anticipated to increase \$8,260 due to higher healthcare costs, Staff Training is anticipated to increase \$1,700 due to a new computerized system and Miscellaneous Administration is anticipated to increase \$84,510 due to increased Postage Fees, increased Annual Computer Fees, increased Office Supplies, and increased Management Fees for Annual Tenant Recertifications, Maintenance and other administrative services provided.

Salary & Wages-Maintenance & Operations is anticipated to increase \$7,330 due to an employee pay increase, Fringe Benefits-Maintenance & Operations is anticipated to increase \$6,190 due to higher healthcare costs, Maintenance & Operations is anticipated to increase \$51,000 due to expenditures needed for repairs on rental units. Utilities increased \$45,000 due to higher water usage and increased gas expenditures. Payment in Lieu of Taxes is anticipated to increase \$9,440 primarily due to increased revenue from new management's recalculation of monthly rental collections. Collection Losses are anticipated to increase \$3,000 due to increased rent collections.

Debt Service-Principal increases \$60,000 as the Authority anticipates repayment of debt owed to City of Ocean City beginning this fiscal year. This is a 0% interest loan. Your spreadsheet does not allow the debt service to flow from Page F-6 to Page F-1 Column D-Housing Management. Your spreadsheet also does not allow the debt service to flow from Page F-6 to Page F-4 Column D Public Housing Management. On both Page F-1 and F-4 this \$60,000 is included in Column H Total All Operations.

2. The 2018 proposed Annual Budget is primarily based on the projected September 2018 year end data and proposed changes by management. Operating Subsidy is based on current year funding from HUD and is anticipated to increase \$86,540. Dwelling Rent is anticipated to increase \$139,380 due to current rent roll from new management's recalculation of monthly rental collections. Laundry & Miscellaneous is anticipated to increase \$1,480 and Fraud Recovery is anticipated to increase \$5,000. Insurance Recovery is decreasing \$7,000 since this was a one-time recovery and not an on-going income producing item and Interest Income Earned is anticipated to decrease \$280 due to a decrease in the interest rate paid by the bank. Since this is a small Authority and it has been unable to balance its budget in recent years; the Authority has opted to use Capital Funding for Operations since this is allowed by HUD regulations. Capital Funds Grant is anticipated to increase \$55,280.

HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Ocean City Housing Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

3. The local/regional economy is recovering slowly. The majority of our tenants have trouble finding and keeping a job. Their income is greatly impacted by the local job market/economy which is subject to seasonal changes. The Capital Budget will be used for operations so the local economy will have little effect on it.
4. N/A
5. None
6. The Authority plans to recover the deficit by cost cutting measures. The Authority is actively pursuing ways of earning additional income and has opted to use Capital Funding for Operations since this is allowed per HUD regulations. It is looking into converting to RAD. Management is pursuing all avenues of increasing revenue and decreasing expenditures.

HOUSING AUTHORITY CONTACT INFORMATION 2018

Please complete the following information regarding this Housing Authority. All information requested below must be completed.

Name of Authority:	Ocean City Housing Authority		
Federal ID Number:	21-0726363		
Address:	204 4 th Street		
City, State, Zip:	Ocean City	NJ	08226
Phone: (ext.)	609-399-1062	Fax:	609-399-7590

Preparer's Name:	Linda M. Avena, CPA,		
Preparer's Address:	2581 E. Chestnut Avenue Suite B		
City, State, Zip:	Vineland	NJ	08361
Phone: (ext.)	856-696-8000	Fax:	856-794-1295
E-mail:	linda@avenacpa.com		

Chief Executive Officer:	Jacqueline S. Jones		
Phone: (ext.)	609-399-1062	Fax:	609-399-7590
E-mail:	jjones@vha.org		

Chief Financial Officer:	Jacqueline S. Jones		
Phone: (ext.)	609-399-1062	Fax:	609-399-7590
E-mail:	jjones@vha.org		

Name of Auditor:	Michael S. Garcia		
Name of Firm:	Ford, Scott & Associates		
Address:	1535 Haven Avenue		
City, State, Zip:	Ocean City	NJ	08226
Phone: (ext.)	609-399-6333	Fax:	609-399-3710
E-mail:	Mgarcia@ford-scott.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2018 TO: 09/30/2019

Answer all questions below completely and attach additional information as required.

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2016 or 2017**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 6
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2016 or 2017**) Transmittal of Wage and Tax Statements: \$173,094.78
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authorities procedures for all employees.**
Yes to 1, 2, & 3. No to 4 & 5.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

- 11) Did the Authority pay for meals or catering during the current fiscal year? No If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2018 TO: 09/30/2019

#10. The process for determining employees compensation listed on Form N-4 includes annual performance evaluations which are recommended to Ocean City Housing Authority's Personnel Committee and approved by Board of Commissioner's resolution.

#12. Total Travel paid \$300.00. January Mileage Reimbursement - \$150.00 and February Mileage Reimbursement - \$150.00.

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES, HIGHEST
COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018 Most recent available W-2 and 1099 should be used (2016 or 2017 Forms)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

Housing Authority of the City of Ocean City
For the Period October 1, 2018 to September 30, 2019

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where individual is an Employee or Member of the Governing Body See note below	Positions held at Other Public Entities Listed in Column D (1)	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)								
1 Robert Barr	Chairman		x								\$ -		NONE	NONE	N/A			\$ -
2 Robert Halliday	Vice Chairman		x								0		NONE	NONE	N/A			0
3 Patricia Miles-Jackson	Commissioner		x								0		NONE	NONE	N/A			0
4 Michael Dattilo	Commissioner		x								0		NONE	NONE	N/A			0
5 Beverly McCall	Commissioner		x								0		NONE	NONE	N/A			0
6 Sean Scarborough	Commissioner		x								0		NONE	NONE	N/A			0
7 Robert Henry	Commissioner		x								0		NONE	NONE	N/A			0
8 Jacqueline Jones	Executive Director			x				0	0	0	0	0	Vineland, Buena	Ex Director	40	128,317	2,168	130,485
9 Alesia Watson	Former Ex Director	14		x		x		35,481	0	300	0	35,781	Brick Twp.	Ex Director	21	71,994	20,000	127,775
10 Mary Ragland	Bookkeeper	35			x			50,961	0	0	35,002	85,963	NONE	NONE	N/A			85,963
11 Steven Rundall	Maintenance	35			x			34,255			38,212	72,467	NONE	NONE	N/A			72,467
12											0							0
13											0							0
14											0							0
15											0							0
Total:								\$120,697	\$ -	\$ 300	\$ 73,214	\$ 194,211				\$ 200,311	\$ 22,168	\$ 416,690

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Housing Authority of the City of Ocean City
For the Period October 1, 2018 to September 30, 2019

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	#DIV/0!
Parent & Child	2	27,427	54,854	2	22,079	44,158	10,696	24.2%
Employee & Spouse (or Partner)	0	-	-	0	-	-	-	#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(2,640)			(1,012)	(1,628)	160.9%
Subtotal	2		52,214	2		43,146	9,068	21.0%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	1	12,375	12,375	1	5,433	5,433	6,942	127.8%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	1	12,819	12,819	1	8,072	8,072	4,747	58.8%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	2		25,194	2		13,505	11,689	86.6%
GRAND TOTAL	4		\$ 77,408	4		\$ 56,651	\$ 20,757	36.6%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

NO Yes or No

Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

NO Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

Housing Authority of the City of Ocean City
For the Period October 1, 2018 to September 30, 2019

Complete the below table for the Authority's accrued liability for compensated absences.

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Mary M. Ragland	109	\$ 3,470		X	
Steven Rundell	185	3,290		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 6,760			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

Housing Authority of the City of Ocean City
 For the Period October 1, 2018 to September 30, 2019

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Housing Authority of the City of Vineland	Housing Authority of the City of Ocean City	Management Service		9/1/2018	9/30/2019	\$ 125,000

If No Shared Services X this Box

☐

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Housing Authority of the City of Ocean City
For the Period October 1, 2018 to September 30, 2019

	FY 2019 Proposed Budget					FY 2018 Adopted Budget	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	\$ 897,510	\$ -	\$ -	\$ 172,800	\$ 1,070,310	\$ 789,110	\$ 281,200	35.6%
Total Non-Operating Revenues	18,130	-	-	-	18,130	18,930	(800)	-4.2%
Total Anticipated Revenues	915,640	-	-	172,800	1,088,440	808,040	280,400	34.7%
APPROPRIATIONS								
Total Administration	172,670	-	-	130,000	302,670	205,700	96,970	47.1%
Total Cost of Providing Services	680,530	-	-	42,800	723,330	601,870	121,460	20.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	60,000	-	60,000	#DIV/0!
Total Operating Appropriations	853,200	-	-	172,800	1,086,000	807,570	278,430	34.5%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	853,200	-	-	172,800	1,086,000	807,570	278,430	34.5%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	853,200	-	-	172,800	1,086,000	807,570	278,430	34.5%
ANTICIPATED SURPLUS (DEFICIT)	\$ 62,440	\$ -	\$ -	\$ -	\$ 2,440	\$ 470	\$ 1,970	419.1%

Revenue Schedule

Housing Authority of the City of Ocean City
For the Period October 1, 2018 to September 30, 2019

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	573780				573,780	434,400	32.1%
Excess Utilities	4200				4,200	4,200	0.0%
Non-Dwelling Rental	13200				13,200	13,200	0.0%
HUD Operating Subsidy	306330				306,330	219,790	39.4%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	#DIV/0!
Total Rental Fees	897,510	-	-	-	897,510	671,590	33.6%
<i>Other Operating Revenues (List)</i>							
Capital Funds				172800	172,800	117,520	47.0%
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Total Other Revenue	-	-	-	172,800	172,800	117,520	47.0%
Total Operating Revenues	897,510	-	-	172,800	1,070,310	789,110	35.6%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Laundry & Miscellaneous	12,980				12,980	11,500	12.9%
Insurance Recovery	-				-	7,000	-100.0%
Fraud Recovery	5,000				5,000	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Total Other Non-Operating Revenue	17,980	-	-	-	17,980	18,500	-2.8%
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	150				150	430	-65.1%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	150	-	-	-	150	430	-65.1%
Total Non-Operating Revenues	18,130	-	-	-	18,130	18,930	-4.2%
TOTAL ANTICIPATED REVENUES	\$ 915,640	\$ -	\$ -	\$ 172,800	\$ 1,088,440	\$ 808,040	\$ 280,400 34.7%

Prior Year Adopted Revenue Schedule

Housing Authority of the City of Ocean City

FY 2018 Adopted Budget					
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
Rental Fees					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	434,400				434,400
Excess Utilities	4,200				4,200
Non-Dwelling Rental	13,200				13,200
HUD Operating Subsidy	219,790				219,790
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	671,590	-	-	-	671,590
Other Revenue (List)					
Capital Funds				117,520	117,520
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	-	-	-	117,520	117,520
Total Operating Revenues	671,590	-	-	117,520	789,110
NON-OPERATING REVENUES					
Other Non-Operating Revenues (List)					
Laundry & Miscellaneous	11,500				11,500
Insurance Recovery	7,000				7,000
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	18,500	-	-	-	18,500
Interest on Investments & Deposits					
Interest Earned	430				430
Penalties					-
Other					-
Total Interest	430	-	-	-	430
Total Non-Operating Revenues	18,930	-	-	-	18,930
TOTAL ANTICIPATED REVENUES	\$ 690,520	\$ -	\$ -	\$ 117,520	\$ 808,040

Appropriations Schedule

Housing Authority of the City of Ocean City
For the Period October 1, 2018 to September 30, 2019

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	FY 2018 Adopted Budget	Total All Operations	All Operations	All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
OPERATING APPROPRIATIONS											
<i>Administration</i>											
Salary & Wages	32,500				\$ 32,500	\$ 30,000	\$ 2,500				8.3%
Fringe Benefits	51,820				51,820	43,560	8,260				19.0%
Legal	15,000				15,000	15,000					0.0%
Staff Training	4,200				4,200	2,500	1,700				68.0%
Travel	450				450	450					0.0%
Accounting Fees	15,000				15,000	15,000					0.0%
Auditing Fees	9,000				9,000	9,000					0.0%
Miscellaneous Administration*	44,700			130,000	174,700	90,190		84,510			93.7%
Total Administration	172,670			130,000	302,670	205,700		96,970			47.1%
<i>Cost of Providing Services</i>											
Salary & Wages - Tenant Services									#DIV/0!		
Salary & Wages - Maintenance & Operation	59,860				59,860	52,530	7,330				14.0%
Salary & Wages - Protective Services									#DIV/0!		
Salary & Wages - Utility Labor									#DIV/0!		
Fringe Benefits	58,660				58,660	52,470	6,190				11.8%
Tenant Services	3,030				3,030	3,030					0.0%
Utilities	228,200			42,800	271,000	226,000	45,000				19.9%
Maintenance & Operation	180,000				180,000	129,000	51,000				39.5%
Protective Services									#DIV/0!		
Insurance	110,000				110,000	110,000					0.0%
Payment in Lieu of Taxes (PILOT)	30,280				30,280	20,840	9,440				45.3%
Terminal Leave Payments									#DIV/0!		
Collection Losses	5,500				5,500	2,500	3,000				120.0%
Other General Expense	5,000				5,000	5,500	(500)				-9.1%
Rents									#DIV/0!		
Extraordinary Maintenance									#DIV/0!		
Replacement of Non-Expendible Equipment									#DIV/0!		
Property Betterment/Additions									#DIV/0!		
Miscellaneous COPS*									#DIV/0!		
Total Cost of Providing Services	680,530			42,800	723,330	601,870		121,460			20.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	60,000			60,000			#DIV/0!
Total Operating Appropriations	853,200			172,800	1,086,000	807,570		278,430			34.5%
NON-OPERATING APPROPRIATIONS											
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX					#DIV/0!		
Operations & Maintenance Reserve									#DIV/0!		
Renewal & Replacement Reserve									#DIV/0!		
Municipality/County Appropriation									#DIV/0!		
Other Reserves									#DIV/0!		
Total Non-Operating Appropriations									#DIV/0!		
TOTAL APPROPRIATIONS	853,200			172,800	1,086,000	807,570		278,430			34.5%
ACCUMULATED DEFICIT											
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	853,200			172,800	1,086,000	807,570		278,430			34.5%
UNRESTRICTED NET POSITION UTILIZED											
Municipality/County Appropriation									#DIV/0!		
Other									#DIV/0!		
Total Unrestricted Net Position Utilized									#DIV/0!		
TOTAL NET APPROPRIATIONS	\$ 853,200	\$ -	\$ -	\$ 172,800	\$ 1,086,000	\$ 807,570	\$ 278,430				34.5%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 42,660.00 \$ - \$ - \$ 8,640.00 \$ 54,300.00

2016 Appropriations Schedule-Miscellaneous Administration

**Ocean City Housing Authority
For the Period October 1, 2018 to September 30, 2019**

Miscellaneous Administration	<i>Proposed Budget</i>				
	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>	
	<u>Manager</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Advertising	\$3,200				\$3,200
Computer Services	9,000				9,000
Copier Machine	3,500				3,500
Dues, Fees, Publications	1,500				1,500
Management Fees	0			\$130,000	130,000
Office Supplies	2,500				2,500
Phone & Internet	11,000				11,000
Postage	2,000				2,000
Miscellaneous	12,000				12,000
Total Miscellaneous	<u>\$44,700</u>	<u>\$0</u>	<u>\$0</u>	<u>\$130,000</u>	<u>\$174,700</u>

Prior Year Adopted Appropriations Schedule

Housing Authority of the City of Ocean City

	FY 2018 Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 30,000				\$ 30,000
Fringe Benefits	43,560				43,560
Legal	15,000				15,000
Staff Training	2,500				2,500
Travel	450				450
Accounting Fees	15,000				15,000
Auditing Fees	9,000				9,000
Miscellaneous Administration*	31,690			58,500	90,190
Total Administration	147,200	-	-	58,500	205,700
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	52,530				52,530
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	52,470				52,470
Tenant Services	3,030				3,030
Utilities	166,980			59,020	226,000
Maintenance & Operation	129,000				129,000
Protective Services					-
Insurance	110,000				110,000
Payment in Lieu of Taxes (PILOT)	20,840				20,840
Terminal Leave Payments					-
Collection Losses	2,500				2,500
Other General Expense	5,500				5,500
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	542,850	-	-	59,020	601,870
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	690,050	-	-	117,520	807,570
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	690,050	-	-	117,520	807,570
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	690,050	-	-	117,520	807,570
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 690,050	\$ -	\$ -	\$ 117,520	\$ 807,570

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations	\$ 34,502.50	\$ -	\$ -	\$ 5,876.00	\$ 40,378.50
--------------------------------------	--------------	------	------	-------------	--------------

2016 Appropriations Schedule-Miscellaneous Administration

**Ocean City Housing Authority
For the Period October 1, 2017 to September 30, 2018**

	<i>Adopted Budget</i>				
Miscellaneous Administration	<u>Public Housing</u>		<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Advertising	\$400				\$400
Computer Services	4,890				4,890
Copier Machine	3,180				3,180
Dues, Fees, Publications	4,130				4,130
Management Fees	0			\$58,500	58,500
Office Supplies	1,200				1,200
Phone & Internet	10,170				10,170
Postage	500				500
Miscellaneous	7,220				7,220
Total Miscellaneous	\$31,690	\$0	\$0	\$58,500	\$90,190

Debt Service Schedule - Principal

Housing Authority of the City of Ocean City

If Authority has no debt X this box

☐

Fiscal Year Ending in

	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
City of Ocean City	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 12,434			\$ 252,434
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL PRINCIPAL	-	60,000	60,000	60,000	60,000	12,434	-	-	252,434
LESS: HUD SUBSIDY									-
NET PRINCIPAL	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 12,434	\$ -	\$ -	\$ 252,434

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	<i>Moody's</i>	<i>Fitch</i>	<i>Standard & Poors</i>
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

Debt Service Schedule - Interest Housing Authority of the City of Ocean City

If Authority has no debt X this box

☒

Fiscal Year Ending in

City of Ocean City - 0% Interest
Type in Issue Name
Type in Issue Name
Type in Issue Name
TOTAL INTEREST
LESS: HUD SUBSIDY
NET INTEREST

Adopted Budget Year 2018	Proposed Budget Year 2019	<i>Fiscal Year Ending in</i>						Thereafter	Total Interest Payments Outstanding
		2020	2021	2022	2023	2024			
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Housing Authority of the City of Ocean City

For the Period

October 1, 2018

to

September 30, 2019

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 1,714,520	\$ -	\$ -	\$ -	\$1,714,520
Less: Invested in Capital Assets, Net of Related Debt (1)	2,694,432				2,694,432
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(979,912)	-	-	-	(979,912)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)					-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					-
Plus: Estimated Income (Loss) on Current Year Operations (2)	2,440				2,440
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	(977,472)	-	-	-	(977,472)
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ (977,472)	\$ -	\$ -	\$ -	\$ (977,472)

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 42,660 \$ - \$ - \$ 8,640 \$ 54,300

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2018
Ocean City Housing
Authority

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

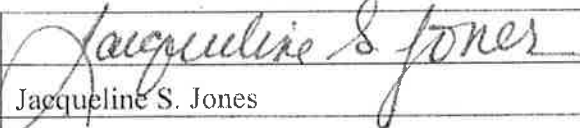
Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

☐ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the _____ Housing Authority, on the _____ day of _____, _____.

OR

☒ It is hereby certified that the governing body of the Ocean City Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reasons: _____ No Capital Projects are anticipated _____

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 th Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7509
E-mail address	jjones@vha.org		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?
4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.
5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.
6. Have the projects been reviewed and approved by HUD?

Add additional sheets if necessary.

Proposed Capital Budget

Housing Authority of the City of Ocean City
For the Period October 1, 2018 to September 30, 2019

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Section 8						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Housing Voucher						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Other Programs						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Housing Authority of the City of Ocean City

For the Period October 1, 2018 to September 30, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Housing Authority of the City of Ocean City

For the Period October 1, 2018

to

September 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ -					
Balance check						

- If amount is other than zero, verify that projects listed above match projects listed on CB-4.

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

RESOLUTION NO. 2018-52

Resolution to Authorize the Executive Director to Execute a Choice Mobility Letter Agreement with the Vineland Housing Authority for it to Contribute Housing Choice Vouchers to Achieve Choice Mobility in Connection with the Ocean City Housing Authority's RAD Conversion and for the Vineland Housing Authority to Administer the Project Based Vouchers that are Part of the Ocean City Housing Authority's Rental Assistance Demonstration (RAD) Conversion

WHEREAS, the Ocean City Housing Authority (OCHA) applied to HUD in October of 2017 to convert its public housing units to the Rental Assistance Demonstration (RAD) program; and

WHEREAS, on April 17, 2018 HUD approved this application and issued a Commitment to Enter into a Housing Assistance Payment Agreement (CHAP); and

WHEREAS, RAD conversions can be either through the Project Based Voucher platform or the Project Based Rental Assistance platform; and

WHEREAS, The OCHA prefers the Project Based Voucher platform; and

WHEREAS, for the OCHA to convert with the Project Based Voucher platform a different housing authority must agree to administer the Project Based Vouchers and to make Housing Choice Vouchers available to the OCHA residents to achieve choice mobility; and

WHEREAS, the OCHA has requested that the Vineland Housing Authority administer the Project Based Vouchers and provide Housing Choice Vouchers to achieve choice mobility in connection with its RAD conversion.

NOW, THEREFORE BE IT RESOLVED ON THIS 18th DAY OF DECEMBER, 2018, that the Board of Commissioners of the Ocean City Housing Authority hereby authorizes the Executive Director to execute a Choice Mobility Letter Agreement with the Vineland Housing Authority for it to contribute Housing Choice Vouchers for choice mobility and for the Vineland Housing Authority to administer the Project Based Vouchers that are part of the Ocean City Housing Authority's RAD conversion

ADOPTED: December 18, 2018

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	<input checked="" type="checkbox"/>					
Vice Chairman Halliday	<input checked="" type="checkbox"/>					
Commissioner McCall					<input checked="" type="checkbox"/>	
Commissioner Scarborough				<input checked="" type="checkbox"/>		
Commissioner Jackson						<input checked="" type="checkbox"/>
Commissioner Henry			<input checked="" type="checkbox"/>			
Chairman Barr	<input checked="" type="checkbox"/>					

OCEAN CITY HOUSING AUTHORITY

BY: _____

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 18, 2018 at Administrative Offices - 204 4th Street, Ocean City, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Attachment 1D – Choice-Mobility Letter Agreement

Between Vineland Housing Authority (contributing vouchers)

And Ocean City Housing Authority (receiving vouchers)

Regarding Ocean City Housing Authority RAD Application for BAY VIEW MANOR

1. Capitalized terms herein shall have the meaning given to them in Notice PIH-2012-32 (the "Notice") and in the Rental Assistance Demonstration ("RAD").
2. Jacqueline S. Jones certifies that he or she is the Executive Director of Vineland Housing Authority and that he or she has been authorized by Vineland Housing Authority to enter into this Choice-Mobility Letter Agreement regarding the RAD application submitted by BAY VIEW MANOR (NJ053000001).
3. Jacqueline S. Jones certifies that he or she is the Executive Director of Ocean City Housing Authority and that he or she has been authorized by Ocean City Housing Authority to enter into this Choice-Mobility Letter Agreement regarding the RAD application submitted by BAY VIEW MANOR (NJ053000001).
4. Vineland Housing Authority, through its duly authorized representative, commits that if the subject project converts assistance under RAD, Vineland Housing Authority will provide Section 8 Housing Choice Vouchers to the assisted residents of the subject project to achieve the choice-mobility objective described in Section 1.7(5)(C) of the Notice. Vineland Housing Authority agrees that this commitment is binding on Vineland Housing Authority without regard to whether any RAD application submitted by Vineland Housing Authority is selected for participation in RAD.
5. Vineland Housing Authority acknowledges that if the subject project's application for RAD conversion is incomplete, fails to meet threshold criteria, or is submitted outside of the Initial Application Period, Vineland Housing Authority will not earn any Ranking Factor. However, if such application is submitted during the Initial Application Period, is complete, and meets threshold criteria, then Vineland Housing Authority will earn a Ranking Factor regardless of whether such application is selected, or, once selected, is withdrawn or terminated.
6. Ocean City Housing Authority acknowledges that if the subject project's application for RAD conversion is incomplete, fails to meet threshold criteria, or is submitted outside of the Initial Application Period, Ocean City Housing Authority will not earn any Ranking Factor.

Vineland Housing Authority: By Jacqueline S. Jones (Executive Director)


Signature: _____

January 22, 2019
Date: _____

Ocean City Housing Authority: By Jacqueline S. Jones (Executive Director)


Signature: _____

January 22, 2019
Date: _____

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2018-53
Resolution Authorizing One-Time Payment to the City of Ocean City for Repayment
of Hurricane Sandy Funds**

WHEREAS, the Ocean City Housing Authority (OCHA) experienced significant damage to its properties as a result of Hurricane Sandy; and

WHEREAS, the City of Ocean City (City) provided assistance to the OCHA with the necessary repairs for the rental units; and

WHEREAS, the OCHA reimbursed the City with insurance proceeds for the repairs to the rental units; and

WHEREAS, a balance due to the City of \$242,434 was determined based on an independent audit; and

WHEREAS, the OCHA budgeted to repay the City \$5,000 per month beginning with fiscal year ending September 30, 2019; and

WHEREAS, the above mentioned monthly payments commenced in October 2019; and

WHEREAS, the OCHA wishes to provide a one-time additional payment of \$50,000.

NOW, THEREFORE BE IT RESOLVED ON THIS 18th DAY OF DECEMBER, 2018, that the Board of Commissioners of the Ocean City Housing Authority hereby authorizes the Executive Director to execute a one-time additional payment to the City of Ocean City for repayment of funds due for repairs made to Ocean City Housing Authority units that were damaged during Hurricane Sandy.

ADOPTED: December 18, 2018

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	✓					
Vice Chairman Halliday					✓	
Commissioner McCall						✓
Commissioner Scarborough				✓		
Commissioner Jackson	✓					
Commissioner Henry	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: 

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 18, 2018 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: 

Jacqueline S. Jones, Executive Director
Secretary/Treasurer