



THE CITY OF COMMERCE

918-675-4373 — FAX 918-675-4039

Mayor – Michael Hart — City Clerk – Shonna Stovall
City Council Members

Katy Tompkins - Ward 1 – Lena Enochs - Ward 2 – Sandra Ross - Ward 3 – Jim Long - Ward 4

City Attorney – Erik Johnson — City Public Works Director – Jeb Jones



On The Route To The Future — 618 Commerce Avenue, Commerce, OK 74339

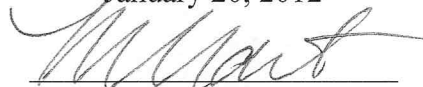
NOTICE OF SPECIAL MEETING AND AGENDA COMMERCE CITY COUNCIL

**Tuesday, January 24, 2012
6:00 PM**

COUNCIL CHAMBERS AT COMMERCE CITY HALL
618 Commerce Avenue, Commerce, Oklahoma

FILED IN THE OFFICE OF THE CITY CLERK AND POSTED IN THE LOBBY OF THE CITY HALL
AND AT THE COMMERCE POST OFFICE AT 4:30 P.M. ON

January 20, 2012



Mayor

The following items are on the agenda:

1. Pledge of allegiance/roll call.
2. Discussion regarding the composition of the Commerce Housing Authority Board.
3. Remarks from Oklahoma Housing Authority Director, Greg Jungman, and council discussion and consideration related thereto; regarding the following:
 - a. Current financial position of the Commerce Housing Authority;
 - b. Results from the 2010 and 2011 Public Housing Assessment System score of the Commerce Housing Authority;
 - c. Status of the demand letter dated December 6, 2011 from the Oklahoma Housing Authority to the Chairman of the Commerce Housing Authority Eugene Millard, wherein the following information was requested:
 - (1) Receipts and appropriate business justification for all amounts recorded by your fee accountant as “Accounts Receivable – Executive Director”. Currently, the Housing Authority has a balance of \$15,477.00 in this account. These are amounts spent by the Executive Director but otherwise undocumented. Please remit these documents to both HUD and your fee accountant.
 - (2) Please have your fee accountant send a letter to HUD stating that the balance of “Accounts Receivable - Executive Director” is zero dollars.
 - (3) Complete time cards and/or payroll documents for the Executive Director for the period January 1, 2010 through December 1, 2011. These records must reflect all payments to Mr. Bob Crawford plus leave use and accrual. Send these documents to HUD.

- (4) All board resolution(s) establishing the Executive Director's compensation applicable to the period January 1, 2010 through December 1, 2011. Send these documents to HUD.
 - (5) Complete information regarding unpaid rent as recorded in "Accounts Receivable –Tenant". This account currently has a balance of \$18,644.00. For each individual owing past due rent, you must demonstrate the months during which the charges were incurred. For each individual owing past due rent, you must also submit copies of letters demanding payment of the past due amount. Send these documents to HUD.
- d. Status of the demand letter sent dated December 28, 2011 from the Oklahoma Housing Authority to the Vice Chairman of the Commerce Housing Authority Pam Fisher, wherein the following information was requested:
- (1) Receipts and appropriate business justification for all amounts recorded by your fee accountant as "Accounts Receivable – Executive Director". Currently, the housing authority has a balance of \$15,477.00 in this account. These are amounts spent by the Executive Director but otherwise undocumented. Please remit these documents to both HUD and your fee accountant.
 - (2) Complete time cards and/or payroll documents for the Executive Director for the period January 1, 2010 through December 1, 2011. These records must reflect all payments to Mr. Bob Crawford plus leave use and accrual. Send these documents to HUD.
 - (3) All board resolution(s) establishing the Executive Director's compensation applicable to the period January 1, 2010 through December 1, 2011. Send these documents to HUD.
 - (4) Complete information regarding unpaid rent as recorded in "Accounts Receivable – Tenant". This account currently has a balance of \$18,644.00. For each individual owing past due rent, you must demonstrate the months during which the charges were incurred. For each individual owing past due rent, you must also submit copies of letters demanding payment of the past due amount. Send these documents to HUD.
4. Discussion and consideration regarding Plan of Improvement for Commerce Housing Authority operations as authored by Bob Crawford and submitted to Greg Jungman Oklahoma Housing Authority Director in October 2011
 5. Discussion, consideration and possible vote to accept the resignation of Eugene Millard as chairman of the Commerce Housing Authority
 6. Discussion and consideration regarding operational issues for the Commerce Housing Authority.
 7. Discussion, consideration and possible vote to appoint the following individuals to the board of the Commerce Housing Authority to fill expired terms: Johnathan Duboise, Jim Long, Jim Larkin and Helen Larkin.
 8. Discussion, consideration and possible vote regarding scheduling a joint meeting of the Commerce City Council and the Commerce Housing Authority once their new board is seated.
 9. Vote to adjourn Commerce City Council.