



REGULAR BOARD MEETING

**Office Use
September 23, 2013**

AGENDA

Board of Commissioners Meeting The Housing Authority of the City of Lakeland, Florida

Monday, September 23, 2013 at 6:00 P.M.

**LHA Board Room
430 Hartsell Avenue
Lakeland, Florida**

Pledge of Allegiance

Moment of Silence

Establish a Quorum

- 1. Approval of the Minutes of the Regular Board Meeting held August 26, 2013**
- 2. Old Business**
 - Public Forum Form
 - LHA Media Policy
 - Commissioners Travel
- 3. New Business**
 - Budget Workshop
- 4. Monthly Reports**
 - Financial Reports and Grant Updates
 - Housing Report
 - Presentation: American Lung Association in Florida
 - Development Report
 - Resident Services Report
 - Resolutions
 - Resolutions for the Rental Assistance Demonstration Application and accompanying Tax Credit or Bond Application will be presented.
- 5. Secretary's Report**
- 6. Legal Report**
- 7. Other Business**

**Public Forum
Adjournment**

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
August 26, 2013

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, August 26, 2013 at 6:00 p.m. at West Lake Apartments, 501 Hartsell Avenue Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
Rev. Richard Richardson, Vice Chair
Joseph DiCesare, Commissioner
Edward Hall, Commissioner
Dr. Bernice Evans, Commissioner
Ellis Hirsch, Commissioner

Legal Counsel Present: Ricardo Gilmore, Outside Counsel

LHA Staff Present: Benjamin J. Stevenson, Executive Director
Valerie Brown, Sr. Director of Development
Earl Haynes, Director of Resident Services
Carlos Pizarro, Director of Housing
Eva Hall, Director of Finance
Kasandra S. Davis, Assistant Director of Housing
Tom Hornack, Administrative Services Manager
Shauna Ginn, Asset Manager
Patrick Roberts, Human Resources Generalist
Cynthia Zorn-Shaw, ROSS Services Coordinator
Katrina Holston, Human Resources Assistant
Idalia Gonzales, Interim Manager
Brenda Goodman, Executive Administrative Coordinator

Guests: Nan Campbell
Betty Hill
Don Brown
Tinesha Walker
Karen Rudolph
Judith Haggins
Ira Ross
Larry Goodman
DeAundrey Williams

The Meeting was called to order at 6:07 p.m. by Commissioner Michael Pimentel, Chairman.
Pledge of Allegiance and a moment of silence were observed.
A quorum was established.
Commissioner Dorothy Sanders – Excused Absence

APPROVAL/ACCEPTANCE OF MINUTES

- **Motion to approve and accept the Minutes of the Regular Board Meeting held July 15, 2013 with the corrections.**
Richardson – 2nd Hirsch

Commissioner Evans presented the following corrections to the minutes:

1. Revise the attendance to include the names of the two representatives that participated in the meeting on behalf of outside legal counsel: Ricardo Gilmore and Rhonda Stringer.
2. Include the recommendation for the Housing Authority of the City of Lakeland, Florida (LHA) to consider investing in new equipment that will produce a clear, audio recording when transcripts of the meetings are requested.

Vote: Commissioner(s) Pimentel – Aye, Richardson – Aye, DiCesare – Aye, Hirsch – Aye, Evan – Aye, Hall – Aye.

OLD BUSINESS

None

NEW BUSINESS

Monthly Reports

- **Financial Report** – Eva Hall gave a thorough Financial Report. Highlights of Ms. Hall's report included notification that LHA just received its Fiscal Year 2013 Capital Fund Program Awards. The three awards totaled \$522,971. Amounts received were consistent with funding awards from previous years.
- **Development Report** – Valerie Brown gave an overview of development activities that occurred during this reporting period. One important event that occurred and was not included within the narrative report is that the U.S. Department of Housing and Urban Development (HUD) sent a technical advisor to LHA on August 14, 2013 to conduct an evaluation of the agency to see if it would be a viable candidate for the Rental Assistance Demonstration (RAD) program. Applications are due by December 31, 2013. Since Ms. Brown further indicated in her report that the technical advisor considered LHA as a good candidate for RAD due to LHA's history of developing and managing tax credit projects, it is very important that a Special Board Meeting is conducted on RAD to brief commissioners on this process before September 30, 2013. Benjamin J. Stevenson added that prior to the

Special Board Meeting; staff would prepare a fact sheet summarizing the benefits of RAD for the board. Additionally, Mr. Stevenson indicated that he would meet with each commissioner individually to discuss the benefits of RAD.

- **Legal Report** – Ricardo Gilmore, legal counsel, strongly advised board members in regards to RAD that they should meet individually with the Executive Director to become more informed about the background of RAD. Mr. Gilmore also advised board members that they should be very cognizant when communicating with each other. He noted for the record that if commissioners are confused about having communications with their fellow board members, to not hesitate to contact him as legal counsel to obtain clarity on the ground rules.

Public Forum Form: Ricardo Gilmore handed out two versions of a previously used Public Forum forms. Mr. Gilmore noted that both forms had also been previously approved by the board. Mr. Gilmore gave the board a task of perusing the form and noting any suggested changes for the September 2013 board meeting for discussion and approval.

Executive Director's Merit Increase: The merit increase was voted on and passed by the board. However, the board engaged in numerous discussions regarding the amount of the salary cap previously established by HUD. Mr. Gilmore informed the board that they may make a motion to increase the Executive Director's salary subject to approval by HUD.

Motion was made to increase the Executive Director's salary by 3% (percent) pending HUD's approval. No increase will occur until HUD review.

Hall – 2nd Richardson

Vote: Commissioners Pimentel – Aye, Richardson – Aye, DiCesare – Aye, Hirsch – Aye, Hall – Aye, Evans - Nay

Amendment: In the event the main motion is passed the 3% compensation increase for Executive Director will only be disbursed when the funding becomes available.

Richardson – 2nd Pimentel

Vote: Commissioners Pimentel - Aye, Richardson - Aye, Dicesare - Aye, Hirsch - Aye. Hall – Aye, Evans – Nay

RESOLUTIONS

Resolution #13-1357 – Requesting to approve the Elected Representatives of the Lakeland Housing Authority City-Wide Resident Organization to the Lakeland Housing Authority Resident Advisory Board (RAB).

Motion to approve Resolution #13-1357 – The Board of Commissioners

Discussion: Commissioner Evans presented much discussion on reasons why she felt that the board could not support this resolution to approve members of the newly elected City Wide Resident Organization as elected representatives of RAB. Specifically, Commissioner Evans had concerns regarding the role of LHARRA; whose members have historically served as the RAB.

Benjamin J. Stevenson provided corrections for the record to several concerns raised by Commissioner Evans. Specifically, elections were held in compliance with HUD guidelines for election of a RAB and certified by a third party entity. Mr. Stevenson added that the third party entity provided a certification that the elections were legal. Ricardo Gilmore provided clarity on the HUD regulations and stipulations regarding the RAB. Particularly, there is no federal regulation that requires a public housing authority to work with a specific organization. Mr. Gilmore also reminded the board that there is no Memorandum of Understanding (MOU) with LHARRA. Additionally, it was his understanding that LHARRA had already contacted HUD in reference to their status as a RAB. Accordingly, no business should be conducted with LHARRA until HUD provides a response on the matter. Furthermore, Mr. Gilmore advised contacting HUD regarding its interpretation of the regulations for RAB. Mr. Gilmore further noted that HUD should be contacted for an answer before the September 2013 board meeting.

Amendment: To have HUD review this matter before it goes into final approval.

DiCesare – 2nd Hirsch

Vote: Commissioner(s) Pimentel – Aye, Richardson – Aye, DiCesare – Aye, Hirsch – Aye, Evans – Aye, Hall – Aye.

Main Motion to approve Resolution #13-1357 – Board of Commissioners

Richardson – 2nd Hall

Vote: Commissioner(s) Pimentel – Aye, Richardson – Aye, DiCesare – Aye, Hirsch – Aye, Evans – Nay, Hall – Aye.

Resolution #13-1358- Request to approve authorizing the Executive Director to submit to the U.S. Department of Housing and Urban Development a Significant Amendment and Modification to the Five-Year Plan and the Annual Plan for Fiscal Years: 2009, 2010 and 2011.

Richardson – 2nd Hirsch

Discussion: Carlos Pizarro, Director Housing explained plan revisions proposed for fiscal years 2009, 2010, and 2011. Mr. Pizarro also presented and handed out copies of the Agency Plan. Benjamin J. Stevenson, Executive Director strongly advised the board to review the Agency Plan. There is also a 45 days review period that the public is allowed to review this information.

Vote: Commissioner(s) Pimentel – Aye , Richardson – Aye, DiCesare – Aye, Hirsch – Aye , Evans – Aye, Hall – Aye.

Resolution #13-1359 – Request to approve authorizing the Executive Director to implement measures by the U.S. Department of Housing and Urban Development to reduce the administrative burden associated with income verification of both Housing Choice Voucher (Section 8) and Public Housing applicants and participants.

Motion to approve Resolution #13-1359 – Board of Commissioners

Richardson – 2nd Hirsch

Vote: Commissioner(s) Pimentel – Aye, Richardson – Aye, DiCesare –Aye, Hirsch –Aye, Evans – Aye, Hall – Aye.

Resolution #13-1360 – Request to approve authorizing the Executive Director to submit to the U.S. Department of Housing and Urban Development a Significant Amendment and Modification to the Five-Year Plan and the Annual Plan for Fiscal Year 2013.

Motion to approve Resolution #13-1360 – Board of Commissioners

Hirsch – 2nd Richardson

Vote: Commissioner(s) Pimentel – Aye, Richardson – Aye, DiCesare – Aye, Hirsch –Aye, Evans – Aye, Hall – Aye.

Resolution #13-1361 – Request to approve authorizing the Executive Director to sign the three Capital Fund Program Amendment forms (HUD 52840 –A) generated by the U.S. Department of Housing and Development as a Significant Amendment and Modification to the Five-Year Plan and the Annual Plan for Fiscal Year 2013.

Motion to approve Resolution #13-1361 – Board of Commissioners

DiCesare – 2nd Richardson

Vote: Commissioner(s) Pimentel – Aye, Richardson – Aye, DiCesare – Aye, Hirsch – Aye, Evans – Aye, Hall – Aye.

Resolution #13-1362 – Request to approve the attached revision to the Housing Authority of the City of Lakeland Employee Handbook.

Benjamin J. Stevenson summarized the resolution to the board. Historically, the Housing Authority of the City of Lakeland has provided limited reimbursement to its employees to encourage them to obtain additional work-related training. This training not only benefited the Housing Authority by having better trained employees “on board,” but it also enhanced the employee’s own professional development.

Over the recent years, the Housing Authority has and continues to experience decreased financial resources. As a result, the Housing Authority is compelled to reduce the budget for this mutual

benefit. Reimbursement will be up to \$250 per quarter/semester for a maximum of \$500 in any twelve-month period. The maximum amount of reimbursement for any one associate over the span of his/her tenure at LHA will be \$2,500.

Motion to table Resolution #13-1362 until further assessments can be presented on amount of educational funds that can be awarded as an incentive to assist employees with their education.

Richardson – 2nd Hirsch

Vote: Commissioner(s) Pimentel – Aye, Richardson – Aye, Dicesare – Aye, Hirsch –Aye, Evans – Aye, Hall – Aye.

PUBLIC FORUM

Guest – Mr. Don Brown, (NAACP, President)

Mr. Brown gave words of encouragement to the board and attendance at large to focus on continuing to working together as an organization to build a strong community.

SECRETARY REPORT

Benjamin J. Stevenson submitted the secretary's report as written. Mr. Stevenson also informed and extended an opportunity to the board that NAHRO will be conducting a commissioners' workshop for the Deerfield Beach Housing Authority for all newly appointed Board of Commissioners.

OTHER BUSINESS

Rev. Richard Richardson mentioned that he attended the Polk Works Race to Place 2013 Annual Awards Breakfast. LHA received the "Champion Award" for unwavering support and dedication to Polk County's Community-wide Race to Place Initiative and for LHA diligence and with ensuring employment for the residents of Polk County Florida. This award was presented by staff of Polk Works and Florida's Governor Rick Scott and received by LHA Executive Director.

LHA also received two awards from the 2013 FAHRO Summer Conference that was held in Orlando, July 2013.

Meeting adjourned at 8:39 p.m.

Benjamin J. Stevenson, Secretary

OLD BUSINESS

**REGISTRATION FORM TO PROVIDE STATEMENTS DURING PUBLIC FORUM
AT THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS ("BOARD") OF
THE LAKELAND HOUSING AUTHORITY ("LHA")**

Speakers must register prior to the Public Forum by completing this form, available at the entrance of the meeting room. Forms must be filled out completely and turned in to the Board's designee prior to the commencement of the Public Forum for any meeting. Please notify LHA staff should you need assistance with completing this form.

Speakers must abide by the following procedures to speak:

1. All comments that meet the following criteria shall be heard at this time only, unless otherwise provided by the Chairperson in his/her discretion, or by majority vote of the Board quorum present. Written comments are encouraged in lieu of or in addition to public comments.
2. Anyone may address the *Board* on matters pertaining to the business of LHA subject to this procedure. A speaker shall limit his/her comments to the topic(s) listed at the bottom of this form only. Time used for questions from members of the *Board* shall not be assessed against any speaker's time limit.
3. Comments are limited to three (3) minutes per speaker. When a single matter pertaining to the business of LHA attracts several speakers with differing views, the Chairperson in his/her discretion, or the *Board* by majority vote of the present quorum, may adopt further equitable time limits, as well as limits on how many speakers may address the same point of view on the matter, in the interest of timeliness and orderly conduct of the meeting.
4. Maintenance concerns can be discussed only if they are specific and meet the following criteria:
 - a. Work order number is stated;
 - b. The appropriate time has passed for work order to be addressed; and
 - c. The speaker has previously brought the concern to the Executive Director's attention.
 - d. If "b" and "c" have been done but the work order is not complete, then it can be brought to the Board's attention.
5. Discussion of personnel matters (whether currently pending or completed) between Board members and/or *LHA* staff and the speaker or others will not be allowed since LHA provides an internal grievance procedure to specifically address personnel matters.
6. Appropriate matters brought during Public Forum shall be addressed by the Executive Director in writing in the next regular *Board* meeting package under the "Response To Public Forum" section, unless otherwise requested or directed by the Chairperson, or by majority vote of the present quorum of the Board.
7. Any speaker wanting to appeal any decision made by the Board with respect to any matter considered at any regular meeting is advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings be made, which will include the testimony and evidence upon which the appeal is to be based on. A copy of the tape or minutes of the Board meeting may be obtained, at the requester's expense, by contacting the Executive Director's office.
8. The Board may consider comments made at any meeting, but nothing contained herein guarantees or implies that any action by the Board or LHA staff shall be taken as a result thereof.
9. The Chairperson reserves the right to discontinue, by any appropriate means, the comments of a speaker who fails to comply with the procedures referenced herein. Abusive and/or disrespectful language shall not be tolerated under any conditions.

The speaker's signature below represents the speaker's express and informed agreement to abide by the procedures stated above.

NAME: _____ DATE: _____

SIGNATURE: _____

ADDRESS: _____ TELEPHONE NUMBER: _____

SPEAKER'S TOPIC: _____

**REGISTRATION FORM TO PROVIDE STATEMENTS DURING PUBLIC FORUM
AT THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE LAKELAND HOUSING AUTHORITY ("LHA")**

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DATE: _____

NAME: _____

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

SPEAKER'S TOPIC: _____

*Revised 9/11
2011*

NEW BUSINESS

**FINANICAL REPORTS
AND
GRANT UPDATES**



TO: Lakeland Housing Authority Finance Committee

FROM: Eva Hall, LHA Director of Finance

DATE: September 13, 2013

RE: July 2013 Financial Statements

I have attached the Statements of Operations and Balance Sheets for July 2013 for the following entities:

1. Central Office Cost Center (COCC)
2. Housing Choice Voucher Program (Section 8)
3. Public Housing Program (AMP 1)
4. Dakota Park Limited Partnership, LLLP
5. Renaissance at Washington Ridge, Ltd., LLLP
6. Colton Meadow, LLLP
7. Bonnet Shores, LLLP
8. West Bartow Partnership, Ltd., LLLP

These statements are unaudited.

A handwritten signature in cursive script that reads "Eva Hall" is written over a horizontal line.

Eva M. Hall, CPA
Director of Finance
Lakeland Housing Authority

Lakeland Housing Authority
 Central Office Cost Center
 Statement of Operations
 For the Seven Months Ended July 31, 2013

	Current Month			Year to Date			Annual Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance	% Variance
Vending Income	(163)	-	(163)	100.00%	50	-	50	100.00%	-
Management & Admin Income	20,560	18,933	1,326	7.00%	141,817	132,533	9,284	7.01%	227,200
Total Revenue	20,397	18,933	1,463	7.73%	141,867	132,533	9,334	7.04%	227,200
Administrative Expenses	73,375	99,833	(26,458)	-26.50%	561,743	674,787	(113,044)	-16.75%	1,198,000
Utility Expense	2,411	1,507	904	60.02%	12,607	10,547	2,060	19.53%	18,080
Maintenance Expense	2,908	1,175	1,733	147.49%	17,654	8,225	9,429	114.64%	14,100
General Expenses	1,148	925	223	24.11%	10,956	6,474	4,482	69.23%	11,100
Depreciation	133	146	(13)	-8.80%	932	1,021	(89)	-8.72%	1,750
Total Expense	79,975	103,586	(23,611)	-22.79%	603,892	701,054	(97,162)	-13.86%	1,243,030
Net Operating Income (Loss)	(59,578)	(84,653)	25,074	-29.62%	(462,025)	(568,521)	106,496	-18.73%	(1,015,830)
Allocation Required from Non-Federal Funds	59,578	85,098	(25,520)	-29.99%	462,025	510,590	(48,565)	-9.51%	1,021,180
									5,350

Comments

- 1 Maintenance Expense includes unplanned repairs for plumbing and irrigation at central office. Will propose an adjustment for the next budget amendment.
- 2 General Expenses include a 25% down payment for liability insurance for 2013 made in January. Budget does not include \$2,400 annual premium for employee bond insurance. Will propose an adjustment for the next budget amendment.
- 3 Allocation of Non-Federal funds has not been provided.

Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
July 31, 2013

	Assets	Liabilities and Net Assets
Current Assets		Liabilities
Prepaid Expense	8,328	Current Liabilities
Total Current Assets	8,328	Accounts Payable
		Due to Master Cash Account
		Accr Compensated Absences
		2,043
Other Assets		564,866
Property & Equipment	22,857	42,818
Accumulated Depreciation	(2,930)	
Total Other Assets	19,927	Total Liabilities
		609,727
		Net Assets
		Unrestricted Net Assets
		(581,472)
		Total Net Assets
		(581,472)
Total Assets	28,255	Total Liabilities and Net Assets
		28,255

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations
For the Seven Months Ended July 31, 2013

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
HAP/Administrative Revenue	780,005	897,694	(117,689)	-13.11%	5,996,198	6,283,857	(287,659)	-4.58%	10,772,326
Other Income	9	9	(0)	-1.82%	207	64	143	222.60%	110
Total Revenue	780,014	897,703	(117,689)	-13.11%	5,996,405	6,283,921	(287,516)	-4.58%	10,772,436
Administrative Expenses	54,170	67,255	(13,085)	-19.46%	414,324	470,782	(56,458)	-11.99%	807,055
Utility Expense	454	375	79	21.07%	2,168	2,625	(457)	-17.41%	4,500
Maintenance Expense	409	538	(129)	-23.93%	3,832	3,764	68	1.82%	6,452
General Expenses (Insurance, etc)	52	117	(65)	-55.36%	989	816	174	21.28%	1,398
Housing Assistance Payments	826,223	802,077	24,146	3.01%	5,467,977	5,614,536	(146,559)	-2.61%	9,624,919
Depreciation	315	350	(35)	-10.00%	2,205	2,450	(245)	-10.00%	4,200
Total Expense	881,623	870,710	10,913	1.25%	5,891,495	6,094,972	(203,477)	-3.34%	10,448,524
Net Operating Income (Loss)	(101,609)	26,993	(128,602)	-476.43%	104,910	188,949	(84,039)	-44.48%	323,912

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
July 31, 2013

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Operating	76,588	Current Liabilities	
Cash - HAP	443,224	Accounts Payable	26,483
Cash - FSS Escrow	117,075	Due to Master Cash Account	286,657
Accounts Receivable	29,799	Accr Compensated Absences	15,997
Allow for Doubtful A/R	(29,088)	FSS Escrow Liability	96,788
Prepaid Expense	5,844		
Total Current Assets	643,442	Total Liabilities	425,925
Other Assets		Net Assets	
Furniture & Fixtures	28,867	Net Assets	236,418
Accumulated Depreciation	(9,966)		
Total Other Assets	18,901	Total Equity	236,418
Total Assets	662,343	Total Liabilities and Equity	662,343

Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Seven Months Ended July 31, 2013

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	27,925	24,500	3,425	13.98%	169,248	171,500	(2,252)	-1.31%	294,000
Other Tenant Income	1,902	738	1,164	157.72%	7,066	5,163	1,903	36.86%	8,850
Government Subsidy Income	52,066	65,092	(13,026)	-20.01%	381,912	455,641	(73,729)	-16.18%	781,098
Interest Income Restricted	2,818	20,750	(17,932)	-86.42%	19,778	145,250	(125,472)	-86.38% ¹	249,000
Other Income	340	1,316	(976)	-74.16%	11,845	9,217	2,628	28.51%	15,800
Total Revenue	85,051	112,396	(27,345)	-24.33%	589,849	786,771	(196,922)	-25.03%	1,348,748
Administrative Expenses	32,947	41,898	(8,951)	-21.36%	250,466	298,796	(48,330)	-16.17%	524,818
Tenant Services Expenses	447	1,225	(778)	-63.51%	3,306	8,575	(5,269)	-61.45%	14,700
Utility Expense	3,614	6,958	(3,344)	-48.06%	53,793	48,708	5,085	10.44%	83,500
Maintenance Expense	24,684	35,507	(10,823)	-30.48%	192,979	255,197	(62,218)	-24.38%	452,671
General Expenses	7,409	6,056	1,353	22.34%	68,854	42,391	26,463	62.43% ²	72,670
Housing Assistance Payments	2,578	2,875	(297)	-10.33%	23,870	20,125	3,745	18.61%	34,500
Depreciation	66,917	66,917	0	0.00%	468,417	468,417	-	0.00%	803,000
Total Expense	138,596	161,436	(22,840)	-14.15%	1,061,685	1,142,209	(80,524)	-7.05%	1,985,859
Net Operating Income (Loss)	(53,545)	(49,040)	(4,506)	9.19%	(471,836)	(355,438)	(116,398)	32.75%	(637,111)

Comments

- ¹ Interest income reduced due to receipt of principal payment from Bonnet Shores. Will propose adjustment for next budget amendment.
- ² Increased insurance expense. Will propose adjustment for next budget amendment.

Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
July 31, 2013

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	764,943	Current Liabilities	
Cash - Restricted	40,795	Accounts Payable	1,069
Accounts Receivable	12,024	Tenant Security Deposits	53,527
Allowance for Doubtful Accounts	(5,080)	Payroll Liabilities Payable	7,061
Due from Other Programs	4,257,103	Accrued PILOT	25,098
Lakeridge Homes 3rd Mortgage	251,000	Accrued Audit Fees	37,307
Lakeridge Homes 2nd Mortgage	52,000	Tenant Prepaid Rent	4,440
Colton Meadow Mortgage	450,845	Accr Compensated Absences Current	3,170
Villas at Lake Bonnet Mortgage	1,009,877	Total Current Liabilities	<u>131,672</u>
Prepaid Expense	15,603	Other Liabilities	
Other Current Assets	<u>107,912</u>	Accr Compensated Absences - LT	12,453
Total Current Assets	<u>6,957,022</u>	FSS Liability	36,440
Other Assets		Total Other Liabilities	<u>48,893</u>
Property & Equipment	11,345,194	Total Liabilities	<u>180,565</u>
Accumulated Depreciation	(8,491,758)	Equity	
Total Other Assets	<u>2,853,436</u>	Net Assets	9,629,893
Total Assets		Total Equity	<u>9,629,893</u>
	<u>9,810,458</u>	Total Liabilities and Equity	<u>9,810,458</u>

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
Statement of Operations
For the Seven Months Ended July 31, 2013

	Current Month			Year to Date			Annual Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance	% Variance
Rental Income	8,519	9,196	(677)	-7.36%	61,825	64,371	(2,546)	-3.96%	110,350
Other Tenant Income	834	430	404	93.77%	2,204	3,013	(809)	-26.85%	5,165
Government Subsidy	5,657	7,072	(1,415)	-20.00%	41,491	49,502	(8,011)	-16.18%	84,860
Other Income	3	8	(5)	-62.12%	21	55	(34)	-61.82%	95
Total Revenue	15,013	16,706	(1,693)	-10.13%	105,541	116,941	(11,400)	-9.75%	200,470
Administrative Expenses	2,207	4,720	(2,513)	-53.24%	36,349	33,441	2,908	8.70%	58,245
Tenant Services Expense	-	42	(42)	-100.00%	29	292	(263)	-90.07%	500
Utility Expense	2,240	1,520	720	47.37%	13,137	10,640	2,497	23.47%	18,240
Maintenance Expense	3,511	3,426	85	2.48%	25,995	24,356	1,639	6.73%	42,611
General Expenses	1,622	1,905	(283)	-14.86%	14,728	13,333	1,395	10.46%	22,856
Housing Assistance Payments	1,873	1,292	581	44.97%	11,301	9,042	2,259	24.98%	15,500
Financing Expenses	8,145	8,163	(18)	-0.22%	55,689	57,139	(1,450)	-2.54%	97,952
Depreciation & Amortization	2,199	7,648	(5,449)	-71.25%	15,391	53,533	(38,142)	-71.25%	91,770
Total Expense	21,797	28,715	(6,918)	-24.09%	172,619	201,776	(29,157)	-14.45%	347,674
Net Operating Income (Loss)	(6,784)	(12,009)	5,225	-43.51%	(67,078)	(84,835)	17,757	-20.93%	(147,204)
Reserve for Replacements	13,500	-	13,500	N/A	38,400	-	38,400	N/A	-

Comments

- 1 Depreciation Expense budget is too high. Will propose change for next budget amendment.
- 2 Reserve for Replacements Cash has been used for repair of parking lot and painting of property.

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
Balance Sheet
July 31, 2013

Assets	Liabilities and Equity																																																																														
<table border="0" style="width: 100%;"> <tr> <td colspan="2">Current Assets</td> </tr> <tr> <td>Cash - Unrestricted</td> <td style="text-align: right;">3,460</td> </tr> <tr> <td>Cash - Restricted</td> <td style="text-align: right;">55,398</td> </tr> <tr> <td>Accounts Receivable - Tenants</td> <td style="text-align: right;">9,233</td> </tr> <tr> <td>Allow for Doubtful A/R - Tenants</td> <td style="text-align: right;">(6,484)</td> </tr> <tr> <td>Prepaid Expense</td> <td style="text-align: right;">7,271</td> </tr> <tr> <td>Other Current Assets</td> <td style="text-align: right;">7,060</td> </tr> <tr> <td>Total Current Assets</td> <td style="text-align: right; border-top: 1px solid black;">75,938</td> </tr> <tr> <td colspan="2">Other Assets</td> </tr> <tr> <td>Property & Equipment</td> <td style="text-align: right;">926,991</td> </tr> <tr> <td>Accumulated Depreciation</td> <td style="text-align: right;">(35,340)</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">891,651</td> </tr> <tr> <td>Intangible Assets</td> <td style="text-align: right;">71,725</td> </tr> <tr> <td>Accumulated Amortization</td> <td style="text-align: right;">(31,732)</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">39,993</td> </tr> <tr> <td>Total Other Assets</td> <td style="text-align: right; border-top: 1px solid black;">931,644</td> </tr> </table>	Current Assets		Cash - Unrestricted	3,460	Cash - Restricted	55,398	Accounts Receivable - Tenants	9,233	Allow for Doubtful A/R - Tenants	(6,484)	Prepaid Expense	7,271	Other Current Assets	7,060	Total Current Assets	75,938	Other Assets		Property & Equipment	926,991	Accumulated Depreciation	(35,340)		891,651	Intangible Assets	71,725	Accumulated Amortization	(31,732)		39,993	Total Other Assets	931,644	<table border="0" style="width: 100%;"> <tr> <td colspan="2">Liabilities</td> </tr> <tr> <td colspan="2">Current Liabilities</td> </tr> <tr> <td>Accounts Payable</td> <td style="text-align: right;">789</td> </tr> <tr> <td>Tenant Security Deposits</td> <td style="text-align: right;">8,846</td> </tr> <tr> <td>Accrued Audit Fees</td> <td style="text-align: right;">5,633</td> </tr> <tr> <td>Due to West Lake Management</td> <td style="text-align: right;">84,458</td> </tr> <tr> <td>Accr Compensated Absences Current</td> <td style="text-align: right;">870</td> </tr> <tr> <td>Total Current Liabilities</td> <td style="text-align: right; border-top: 1px solid black;">100,596</td> </tr> <tr> <td colspan="2">Other Liabilities</td> </tr> <tr> <td>Accrued Interest - HOPE VI</td> <td style="text-align: right;">501,171</td> </tr> <tr> <td>Accrued Developer Fee</td> <td style="text-align: right;">149,860</td> </tr> <tr> <td>Accr Compensated Absences - LT</td> <td style="text-align: right;">1,616</td> </tr> <tr> <td>FSS Escrow Liability</td> <td style="text-align: right;">22,083</td> </tr> <tr> <td>Due to Partner</td> <td style="text-align: right;">124,954</td> </tr> <tr> <td>Loan Payable - HOPE VI</td> <td style="text-align: right;">714,591</td> </tr> <tr> <td>Loan Payable - SunTrust</td> <td style="text-align: right;">371,094</td> </tr> <tr> <td>Loan Payable - LHA</td> <td style="text-align: right;">101,380</td> </tr> <tr> <td>Total Other Liabilities</td> <td style="text-align: right; border-top: 1px solid black;">1,986,749</td> </tr> <tr> <td>Total Liabilities</td> <td style="text-align: right; border-top: 1px solid black;">2,087,345</td> </tr> <tr> <td colspan="2">Equity</td> </tr> <tr> <td>Partners' Equity</td> <td style="text-align: right;">(1,079,763)</td> </tr> <tr> <td>Total Equity</td> <td style="text-align: right; border-top: 1px solid black;">(1,079,763)</td> </tr> <tr> <td>Total Liabilities and Equity</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">1,007,582</td> </tr> </table>	Liabilities		Current Liabilities		Accounts Payable	789	Tenant Security Deposits	8,846	Accrued Audit Fees	5,633	Due to West Lake Management	84,458	Accr Compensated Absences Current	870	Total Current Liabilities	100,596	Other Liabilities		Accrued Interest - HOPE VI	501,171	Accrued Developer Fee	149,860	Accr Compensated Absences - LT	1,616	FSS Escrow Liability	22,083	Due to Partner	124,954	Loan Payable - HOPE VI	714,591	Loan Payable - SunTrust	371,094	Loan Payable - LHA	101,380	Total Other Liabilities	1,986,749	Total Liabilities	2,087,345	Equity		Partners' Equity	(1,079,763)	Total Equity	(1,079,763)	Total Liabilities and Equity	1,007,582
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Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Statement of Operations
For the Seven Months Ended July 31, 2013

	Current Month			Year to Date			Annual Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance	% Variance
Rental Income	54,952	51,500	3,452	6.70%	388,884	360,500	28,384	7.87%	618,000
Other Tenant Income	2,884	1,580	1,304	82.58%	11,727	11,057	670	6.06%	18,955
Government Subsidy	25,082	31,357	(6,275)	-20.01%	183,983	219,502	(35,519)	-16.18%	376,289
Other Income	767	200	567	0.00%	1,921	1,400	521	0.00%	2,400
Total Revenue	83,685	84,637	(952)	-1.12%	586,515	592,459	(5,944)	-1.00%	1,015,644
Administrative Expenses	22,341	23,978	(1,637)	-6.83%	153,828	170,178	(16,350)	-9.61%	297,058
Tenant Services	70	500	(430)	-86.00%	1,964	3,500	(1,536)	-43.89%	6,000
Utility Expense	8,057	6,104	1,953	32.00%	44,373	42,729	1,644	3.85%	73,250
Maintenance Expense	27,456	25,746	1,710	6.64%	173,705	182,904	(9,199)	-5.03%	319,688
General Expenses	6,524	8,267	(1,743)	-21.08%	54,492	57,867	(3,375)	-5.83%	99,200
Housing Assistance Payments	2,954	2,833	121	4.26%	18,078	19,833	(1,755)	-8.85%	34,000
Financing Expenses	8,236	15,485	(7,249)	-46.81%	55,177	108,395	(53,218)	-49.10%	185,820
Depreciation & Amortization	61,574	61,344	230	0.00%	431,018	429,409	1,609	0.00%	736,130
Total Expense	137,212	144,257	(7,045)	-4.88%	932,635	1,014,815	(82,180)	-8.10%	1,751,146
Net Operating Income (Loss)	(53,527)	(59,620)	6,093	-10.22%	(346,120)	(422,356)	76,236	-18.05%	(735,502)
Reserve for Replacements	-	-	-	N/A	1,313	-	1,313	N/A	-

Comments

- 1 Budget for interest expense on HOPE VI mortgage is too high. Will propose adjustment for next budget amendment.
- 2 Reserve for Replacements Cash has been used for carpet replacement.

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Balance Sheet
July 31, 2013

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	104,578	Current Liabilities	
Cash - Restricted	843,572	Accounts Payable	15,881
Accounts Receivable - Tenants	28,368	Tenant Security Deposits	42,411
Allow for Doubtful A/R - Tenants	(18,133)	Accrued Audit Fees	6,712
Prepaid Expense	30,837	Due to West Lake Management	17,195
Other Current Assets	20,500	Tenant Prepaid Rents	4,610
Total Current Assets	1,009,722	Accr Compensated Absences Current	4,248
		Total Current Liabilities	91,057
Other Assets		Other Liabilities	
Property & Equipment	24,217,370	Accr Compensated Absences - LT	7,890
Accumulated Depreciation	(6,714,368)	FSS Escrow Liability	18,762
	17,503,002	Accrued Interest - HOPE VI Mortgage	213,612
Intangible Assets	268,824	Accrued Developer Fee	1,308,453
Accumulated Amortization	(187,563)	Loan Payable - HOPE VI	2,200,000
	81,261	Loan Payable - SunTrust	640,627
		Loan Payable - LHA	381,200
Total Other Assets	17,584,263	Total Other Liabilities	4,770,544
		Total Liabilities	4,861,601
		Equity	
		Partners' Equity	13,732,384
		Total Equity	13,732,384
Total Assets	18,593,985	Total Liabilities and Equity	18,593,985

Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Seven Months Ended July 31, 2013

	Current Month			Year to Date			Annual Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance	% Variance
Rental Income	42,431	43,125	(694)	-1.61%	306,117	301,872	4,245	1.41%	517,500
Other Tenant Income	640	1,663	(1,023)	-61.52%	7,108	11,640	(4,532)	-38.93%	19,955
Other Income	3	2	1	44.23%	20	17	3	17.65%	25
Total Revenue	43,074	44,790	(1,716)	-3.83%	313,245	313,529	(284)	-0.09%	537,480
Administrative Expense	9,804	11,520	(1,716)	-14.90%	71,800	84,783	(12,983)	-15.31%	145,805
Tenant Services	-	125	(125)	-100.00%	348	875	(527)	-60.23%	1,500
Utility Expense	5,551	5,833	(282)	-4.83%	37,014	40,833	(3,819)	-9.35%	70,000
Maintenance Expense	7,421	9,696	(2,275)	-23.46%	55,401	68,789	(13,388)	-19.46%	120,020
General Expense	7,411	6,939	472	6.81%	58,865	48,571	10,294	21.19%	83,265
Financing Expense	4,212	7,515	(3,303)	-43.95%	29,265	52,607	(23,342)	-44.37%	90,184
Depreciation & Amortization Expense	38,937	38,937	-	0.00%	272,561	272,561	-	0.00%	467,247
Total Expense	73,336	80,565	(7,229)	-8.97%	525,254	569,019	(43,765)	-7.69%	978,021
Net Operating Income (Loss)	(30,262)	(35,775)	5,513	-15.41%	(212,009)	(255,490)	43,481	-17.02%	(440,541)

1 General Expenses are over budget to due increases in insurance premiums, real estate taxes and bad debts.

Lakeland Housing Authority
 Colton Meadow, LLLP
 Balance Sheet
 July 31, 2013

Assets	Liabilities and Equity
<p>Current Assets</p> <p>Cash - Unrestricted 563,498</p> <p>Cash - Security Deposits 21,825</p> <p>Cash - Reserves and Escrow 964,910</p> <p>Accounts Receivable - Tenants 21,891</p> <p>Allow for Doubtful A/R - Tenants (15,443)</p> <p>Prepaid Expense 55,224</p> <p>Other Current Assets 139,246</p> <p>Total Current Assets 1,751,151</p> <p>Other Assets</p> <p>Property & Equipment 12,151,235</p> <p>Accumulated Depreciation (1,171,409)</p> <p>10,979,826</p> <p>Tax Credit and Monitoring Fees 208,695</p> <p>Accumulated Amortization (35,942)</p> <p>172,753</p> <p>Total Other Assets 11,152,579</p> <p>Total Assets 12,903,730</p>	<p>Liabilities</p> <p>Current Liabilities</p> <p>Accounts Payable 4,847</p> <p>Tenant Security Deposits 21,825</p> <p>Accrued Interest Payable 8,746</p> <p>Accrued Property Taxes 21,403</p> <p>Accrued Audit Fees 4,893</p> <p>Due to West Lake Management 7,370</p> <p>Tenant Prepaid Rent 755</p> <p>Accr Compensated Absences Current 604</p> <p>Total Current Liabilities 70,443</p> <p>Other Liabilities</p> <p>Accr Compensated Absences - LT 1,122</p> <p>Mortgage Note Payable 450,845</p> <p>Mortgage - TCAP 1,231,424</p> <p>Mortgage - FHFC 8,710,185</p> <p>Mortgage - HOME 115,900</p> <p>Developer Fee Payable 1,639,667</p> <p>Total Other Liabilities 12,149,143</p> <p>Total Liabilities 12,219,587</p> <p>Equity</p> <p>Partners' Equity 684,143</p> <p>Total Equity 684,143</p> <p>Total Liabilities and Equity 12,903,730</p>

Lakeland Housing Authority
 Bonnet Shores, LLLP
 Statement of Operations
 For the Seven Months Ended July 31, 2013

	Current Month			Year to Date			Annual Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance	% Variance
Rental Income	47,659	51,998	(4,339)	-8.35%	343,588	363,988	(20,400)	-5.60%	623,980
Other Tenant Income	1,424	971	453	46.68%	11,021	6,796	4,225	62.17%	11,650
Other Income	1	1	0	49.25%	7	5	2	40.00%	8
Total Revenue	49,084	52,970	(3,886)	-7.34%	354,616	370,789	(16,173)	-4.36%	635,638
Administrative Expense	10,646	11,223	(577)	-5.14%	74,456	82,779	(8,323)	-10.05%	142,546
Tenant Services	-	125	(125)	-100.00%	-	875	(875)	-100.00%	1,500
Utility Expense	4,745	4,375	370	8.46%	31,321	30,625	696	2.27%	52,500
Maintenance Expense	8,199	8,617	(418)	-4.85%	45,806	61,242	(15,436)	-25.20%	107,085
General Expense	7,173	6,654	519	7.80%	59,384	46,579	12,805	27.49% 1	79,850
Financing Expense	10,310	14,709	(4,399)	-29.90%	71,487	102,960	(31,473)	-30.57% 2	176,502
Depreciation & Amortization Expense	47,465	47,465	-	0.00%	332,254	332,254	-	0.00%	569,578
Total Expense	88,538	93,167	(4,629)	-4.97%	614,708	657,314	(42,606)	-6.48%	1,129,561
Net Operating Income (Loss)	(39,454)	(40,198)	744	-1.85%	(260,092)	(286,525)	26,433	-9.23%	(493,923)

Comments

- 1 Fluctuation from General Expense budget is primarily due to underestimated Insurance Expense, \$7,723 (44%) over budget YTD and Bad Debt Expense \$4,738 (203%) over budget YTD.
- 2 Budget for Interest Expense on LHA Mortgage is too high due to a large principal payment made in January 2013. An adjustment will be proposed for the next budget amendment.

Lakeland Housing Authority
 Bonnet Shores, LLLP
 Balance Sheet
 July 31, 2013

Assets	Liabilities and Equity
Current Assets	Liabilities
Cash - Unrestricted	Current Liabilities
Cash - Restricted Deposits & Escrow	Accounts Payable
Operating Deficit Reserve	Tenant Security Deposits
Accounts Receivable - Tenants	Accrued Interest Payable
Allow for Doubtful A/R - Tenants	Accrued Property Taxes
Prepaid Expense	Accrued Audit Fees
Other Current Assets	Due to West Lake Management
Total Current Assets	Tenant Prepaid Rent
Other Assets	Accr Compensated Absences
Property & Equipment	Total Current Liabilities
Accumulated Depreciation	Other Liabilities
Intangible Assets	TCAP Mortgage
Accumulated Amortization	HOME Loan
Total Other Assets	LHA Mortgage
Total Assets	Developer Fee Payable
Total Liabilities	Total Other Liabilities
Equity	Equity
Partners' Equity	Partners' Equity
Total Equity	Total Equity
Total Liabilities and Equity	Total Liabilities and Equity

12,549,910

12,549,910

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Statement of Operations
For the Seven Months Ended July 31, 2013

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	70,728	66,542	4,186	6.29%	492,940	465,792	27,148	5.83%	798,500
Other Tenant Income	61	271	(210)	-77.49%	2,216	1,898	318	16.75%	3,254
Other Income	84	100	(16)	-16.00%	19,816	700	19,116	2730.86% ¹	1,200
Total Revenue	70,873	66,913	3,960	5.92%	514,972	468,390	46,582	9.95%	802,954
Administrative Expenses	12,003	15,104	(3,101)	-20.53%	101,451	107,555	(6,104)	-5.68%	188,555
Tenants Service Expenses	-	208	(208)	-100.00%	538	1,458	(920)	-63.10%	2,500
Utility Expense	9,824	10,392	(568)	-5.47%	67,621	72,744	(5,123)	-7.04%	124,704
Maintenance Expense	6,544	11,338	(4,794)	-42.28%	71,960	81,075	(9,115)	-11.24%	142,890
General Expenses	3,788	4,171	(383)	-9.17%	26,515	29,194	(2,679)	-9.18%	50,046
Financing Expenses	23,499	19,949	3,550	17.79% ²	170,236	139,644	30,592	21.91% ²	239,390
Depreciation & Amortization	41,940	41,803	137	0.33%	293,580	292,623	957	0.33%	501,640
Total Expense	97,598	102,965	(5,367)	-5.21%	731,901	724,293	7,608	1.05%	1,249,725
Net Operating Income (Loss)	(26,725)	(36,052)	9,327	-25.87%	(216,929)	(255,903)	38,974	-15.23%	(446,771)

Comments

- ¹ Reduction of bad debt expense = \$119,122 YTD. Results from reconciliation of internal audit of tenant ledgers.
- ² Financing Expense budget does not include interest expense on developer fee payable. An adjustment will be proposed for the next budget amendment. Expense = \$32,499 YTD

Lakeland Housing Authority
West Bartow Partnership, Ltd, LLLP
Balance Sheet
July 31, 2013

Assets	Liabilities and Equity
Current Assets Cash - Unrestricted 52,622 Cash - Security Deposits 8,050 Cash - Reserves & Escrow 399,614 Accounts Receivable - Tenants 4,043 Allow for Doubtful A/R - Tenants (806) Prepaid Expense 346 Other Current Assets 4,741 Total Current Assets 468,610	Liabilities Accounts Payable 1,711 Tenant Security Deposits 8,150 Accrued Property Taxes 1,476 Accrued Interest Payable 8,320 Accrued Audit Fees 6,458 Due to West Lake Management 10,346 Tenant Prepaid Rent 278 Accr Compensated Absences 4,948 Mortgage Note Payable 3,243,135 Second Mortgage Note Payable 850,000 Third Mortgage Note Payable 394,424 Fourth Mortgage Note Payable 400,000 Note Payable - City of Bartow Impact Fees 564,621 Deferred Development Fee 1,556,269 Total Liabilities 7,050,136
Other Assets Property & Equipment 15,099,032 Accumulated Depreciation (1,922,153) Intangible Assets 535,679 Accumulated Amortization (130,616) 405,063 Total Other Assets 13,581,942	Partners' Equity 7,000,416 Total Equity 7,000,416
Total Assets 14,050,552	Total Liabilities and Equity 14,050,552

LAKELAND HOUSING AUTHORITY
Updated 9/13/2013

		START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program	(HUD)								
CFP - 2009		09-15-09	09-14-11	09-14-13	640,879.00	576,791.10	640,879.00	640,879.00	0.00
CFP - 2010		07-15-10	07-14-12	07-14-14	639,073.00	575,165.70	639,073.00	639,073.00	0.00
CFP - 2011		07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	532,317.00	518,723.00	44,257.00
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	0.00	0.00	327,414.00
CFP - 2013		TBD			251,538.00	226,384.20	0.00	0.00	251,538.00
					CFP Subtotal:	2,179,695.60	1,812,269.00	1,798,675.00	623,209.00
Replacement Housing Factor	(HUD)								
RHF - 2009(a)		09-15-09	10-29-15	07-27-17	282,108.00	253,897.20	0.00	0.00	282,108.00
RHF - 2009(b)		04-02-10	10-29-15	10-29-17	149,804.00	134,823.60	0.00	0.00	149,804.00
RHF - 2010		07-15-10	10-29-15	10-29-17	441,385.00	397,246.50	0.00	0.00	441,385.00
RHF - 2011		08-03-11	10-29-15	10-29-17	380,321.00	342,288.90	0.00	0.00	380,321.00
RHF - 2012(a)		03-12-12	10-29-15	10-29-17	185,485.00	166,936.50	0.00	0.00	185,485.00
RHF - 2012(b)		03-12-12	10-29-15	10-29-17	70,661.00	63,594.90	0.00	0.00	70,661.00
RHF - 2013		TBD			271,433.00	244,289.70	0.00	0.00	271,433.00
					RHF Subtotal:	1,358,787.60	0.00	0.00	1,781,197.00
HOPE VI	(HUD)	04-05-00		12-31-17	21,842,801.00		19,908,767.13	19,908,767.13	1,934,033.87
Safety & Security Grant	(HUD)	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	5,600.00	5,600.00	244,400.00
			Safety & Security Subtotal:		250,000.00	225,000.00	5,600.00	5,600.00	244,400.00
Resident Opportunities and Self Sufficiency	(HUD)								
ROSS - Family Self Sufficiency 2012		09-26-12		07-01-14	52,084.00	0.00	0.00	52,084.00	0.00
ROSS - Family Self Sufficiency 2011		09-22-11		07-01-13	52,084.00	0.00	0.00	103,863.00	36,975.00
ROSS - Service Coordinator 2011		09-22-11		09-29-14	140,838.00	0.00	0.00	155,947.00	89,059.00
			ROSS Subtotal:		245,006.00			155,947.00	
YouthBuild	(DOL)	06-01-11		05-31-14	997,492.00		464,942.00	464,942.00	532,550.00
			YouthBuild Subtotal:		997,492.00		464,942.00		532,550.00
21st Century	(DOE)	08-01-12		09-20-13	369,283.00		357,442.00	357,442.00	11,841.00
		08-01-13		09-20-14	324,331.00		0.00	0.00	324,331.00
			21st Century Subtotal:		693,614.00		357,442.00		11,841.00

HOUSING REPORT

Housing Choice Voucher Program Monthly Board Report August 2013

- **Tenant-Based Waitlist**

As of August 31, 2013, the Housing Choice Voucher tenant based waiting list contained four hundred ninety-nine (499) applicants.

- **VASH Waitlist**

As of August 31, 2013, the Veteran Affairs Supportive Housing waiting list contained zero (0) applicants.

- **Project-Based Waitlist – The Manor at West Bartow**

As of August 31, 2013, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained four (4) applicants.

- **Project-Based Waitlist – Villas at Lake Bonnet**

As of August 31, 2013, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained four (4) applicants.

- **Project-Based Waitlist - Habitat for Humanity**

As of August 31, 2013, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained no applicant.

HCV Program Information

- **Port Outs**

LHA currently has twenty-six (26) port-outs in the month of August. Port outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payment for the month of August is \$17,947.30. This includes the Admin Fee of \$775.30.

- **Port Ins**

LHA currently is managing (one hundred and four) 104 port-ins for the month of August. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Movers**

As of August 31, 2013, Lakeland Housing Authority issued twenty-eight (28) vouchers to movers. We received twenty-three (23) Requests for Tenancy Approvals during the month of August. We processed four (4) unit transfers, zero (0) initial move-in, and nine (9) port-in with a date effective in August.

- **Active Clients**

As of August 31, 2013, LHA is servicing 1,269 families on the Housing Choice Voucher program. These families include 941 regular Housing Choice Voucher holders, 43 Mainstream Disabled Housing Vouchers, 49 VASH, 104 Project-Based Vouchers, 23 Tenant Protection Program (TenPro) and 96 Port Ins.

Housing Choice Voucher Program Monthly Board Report August 2013

- **EOP – End of Participation**

LHA processed one (1) EOP's with a date effective the month of August. Below are the reasons for leaving the program:

Reason	Number
Termination – Criminal	0
Termination – Unreported income and/or family composition	0
Left w/out notice	0
No longer need S/8 Assistance	1
Deceased	0
Landlord Eviction	0
Lease and/or Program Violations non-curable	0

- **Monthly HAP Analysis**

HAP disbursement for July 2013 was \$664,767 and Admin Fee paid to Receiving PHAs administering our vouchers were \$745.50.

- **PIC Reporting Percentage**

All Housing Authorities are required to submit information to HUD through the PIH Information Center (PIC). All transactions processed on the Housing Choice Voucher Program are submitted on a monthly basis to PIC. HUD requires a monthly reporting rate of 95%. Below is our current reporting rate for the Housing Choice Voucher program:

Effective Date	HCV	Date Collected
06/30/2013	101.91%	07/03/2013

- **General information and activities for the month of August**

- The Housing Choice Voucher Department processed one hundred twenty two (122) annual certifications and thirty (30) interim certifications.
- The Housing Choice Voucher program conducted two (2) informal hearing in the month of August.

RECEPTION MONTHLY REPORT 2013

	VISITORS COUNT	RFTA	REQUEST TO LIST PROPERTY	INTERIM CHANGE	SCHEDULED APPOINTMENTS	STAMPED MAIL
January	451	16	38	37	67	3157
February	392	5	14	32	62	4829
March	605	3	14	29	80	4248
April	532	10	20	44	144	1787
May	390	20	21	55	90	1750
June	424	17	18	45	57	671
July	441	14	28	45	61	1851
August	440	24	21	52	100	2105
September						
October						
November						
December						

**Housing Management
Board Report
September meeting 2013**

**Public Housing (PH), Housing Choice Voucher (HCV) and West Lake
Management Communities Reports**

- **Housing communities reports – Attached**
 1. West Lake
 2. West Lake Addition
 3. Cecil Gober
 4. John Wright Homes
 5. Dakota Apartments
 6. Renaissance/Washington Ridge
 7. Villas at Lake Bonnet
 8. Colton Meadow
 9. The Manor at West Bartow

- **Housing Choice Voucher Program - Attached**
 1. Intake & Occupancy Report
 2. Housing Choice Voucher report

The Housing Management staff received training on Asset management.

The Manor at West Bartow

- The Manor at West Bartow was 97% occupied at the end of August. As always we had free breakfast and lunch, additionally, we had bingo, crafts, movie nights and birthday bash celebrations.

Renaissance at Washington Ridge and Carrington Place (AKA Dakota Park)

- Carrington Place is 100% occupied and Renaissance was 97% occupied at the end of August.

Colton Meadows/Bonnet Shores Villas

- Colton and Bonnet are 97% occupied and are should be fully occupied by the beginning of September.

Public Housing

- We are currently working on the RAD application and the sites are 100% occupied.

Housing Choice Voucher Program

- The program counts with 499 families in the waiting list and is managing 104 port-ins from other jurisdictions, which represent additional administrative fees or income.

Property Name: Westlake

Management Report for the Month of: August 2013

Occupancy:

As of the last day of the month of August, the community was 100% occupied.

Vacancy:

Vacant unit(s): 0

Turnover rate: 12 %

YTD: 7

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ 387
- 2- Two Bedrooms = \$ 443
- 3- Three Bedrooms = \$ 543
- 4- Four Bedrooms = \$ 581

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: xyes ___no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices

Re-certifications:

Number completed for the current month: 2

Number in process for the next month: 4

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Resident Meeting was held and back to school bash was held for the residents

Sincerely,

Vanessa C. Johnson

Community Coordinator

Property Name: Westlake Addition

Management Report for the Month of: August 2013

Occupancy:

As of the last day of the month of August, the community was 100% occupied.

Vacancy:

Vacant unit(s): 0

Turnover rate: 14 %

YTD: 8

Move-out(s): 0

Current Rent(s):

1- One Bedroom = \$ 425
2- Two Bedrooms = \$ 508
3- Three Bedrooms = \$ 576
4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices

Re-certifications:

Number completed for the current month: 3

Number in process for the next month: 5

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Resident Meeting was held

Sincerely,

Vanessa C. Johnson

Community Coordinator

Property Name: Cecil Gober

Management Report for the Month of: August 2013

Occupancy:

As of the last day of the month of August, the community was 100% occupied.

Vacancy:

Vacant unit(s): 0

Turnover rate: 3 %

YTD: 1

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ 481
- 2- Two Bedrooms = \$ NA
- 3- Three Bedrooms = \$ NA
- 4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric

Maintenance:

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: xyes ___no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices

Re-certifications:

Number completed for the current month: 3

Number in process for the next month: 1

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Senior outing and Resident meeting was held

Sincerely,

Vanessa C. Johnson

Community Coordinator

Property Name: John Wright Homes

Management Report for the Month of: August 2013

Occupancy:

As of the last day of the month of August, the community was 100% occupied.

Vacancy:

Vacant unit(s): 0

Turnover rate: 15 %

YTD: 3

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ NA
- 2- Two Bedrooms = \$ 526
- 3- Three Bedrooms = \$ 579
- 4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices

Re-certifications:

Number completed for the current month: 4

Number in process for the next month: 6

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Resident Meeting was held

Sincerely,

Vanessa C. Johnson

Community Coordinator

Property Name: Carrington Place (Dakota)
Management Report for the Month of: August 2013

Occupancy:

As of the last day of the month of August 31, the community was 100% % occupied.

Vacancy:

Vacant unit(s): 0

Turnover rate: 0 %

YTD: 11

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$NA
- 2- Two Bedrooms = \$587
- 3- Three Bedrooms = \$668
- 4- Four Bedrooms = \$

Utilities:

Residents pay: Residents pay all utilities.

Eviction(s):

 yes Xno

If yes, give an explanation:

Maintenance:

Unit inspections: 0 Building inspections: ^

Vegetation is being trimmed weekly: x yes no

Security:

Any incident reports? yes x no

If yes, give an explanation:

Insurance Claims:

Any claims this month? yes x no

If yes, give an explanation:

Management Referrals:

Late Rent: Management spoke with persons late on their rent; rent paid before the month ended.

Re-certifications:

Number completed for the current month: 5

Number in process for the next month: 4

Social Services:

Newsletter completed and distributed? yes x no

Scheduled activities: Monthly Resident meeting held and Back to School Celebration, Health Screenings.

Sincerely,

Kassandra Davis

Community Coordinator

Property Name: Renaissance
Management Report for the Month of: August 2013

Occupancy:

As of the last day of the month of August 31, the community was 97% % occupied.

Vacancy:

Vacant unit(s): 7

Turnover rate: 3 %

YTD: 54

Move-out(s): 3

Current Rent(s):

- 1- One Bedroom = \$495
- 2- Two Bedrooms = \$563
- 3- Three Bedrooms = \$637
- 4- Four Bedrooms = \$699

Utilities:

Residents pay: Residents pay all utilities except at the Senior building water paid by the property.

Eviction(s):

 yes Xno

If yes, give an explanation:

Maintenance:

Unit inspections: 0 Building inspections: 1

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? yes no

If yes, give an explanation:

Management Referrals:

Late Rent: Management spoke with persons late on their rent; rent paid before the month ended.

Re-certifications:

Number completed for the current month: 15

Number in process for the next month: 20

Social Services:

Newsletter completed and distributed? yes no

Scheduled activities: Monthly Resident meeting held and Back to School Celebration, Movie Days and Birthday celebrations, Health Screenings.

Sincerely,

Kassandra Davis

Community Coordinator

Property Name: Villas At Lake Bonnet

Management Report for the Month of: August 2013

Occupancy:

As of the last day of the month of August, the community was 96 % occupied.

Vacancy:

Vacant unit(s): 03

Turnover rate: 1.0 %

YTD: 14

Move-out(s): 01

Current Rent(s):

- 1- One Bedroom = \$ N/A
- 2- Two Bedrooms = \$ 627.00
- 3- Three Bedrooms = \$ 709.00
- 4- Four Bedrooms = \$ N/A

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 2 Building inspections: 8

Vegetation is being trimmed weekly: Xyes ___no

Security:

Any incident reports? ___yes Xno

If yes, give an explanation:

N/A

Insurance Claims:

Any claims this month? ___yes Xno

If yes, give an explanation:

N/A

Management Referrals:

Late Rent: None

Re-certifications:

Number completed for the current month: 3

Number in process for the next month: 1

Social Services:

Newsletter completed and distributed? ___yes Xno

Scheduled activities: Tutoring: Weekly; Back to School bash August 10th;

Health and Nutrition Fair August 21st; Health Fair (We Care), August 23rd

Sincerely,



Community Coordinator

Property Name: Colton Meadow

Management Report for the Month of: August 2013

Occupancy:

As of the last day of the month of August, the community was 97 % occupied.

Vacancy:

Vacant unit(s): 2

Turnover rate: 1 %

YTD: 13

Move-out(s): 4

Current Rent(s):

- 1- One Bedroom = \$ N/A
- 2- Two Bedrooms = \$ 627.00
- 3- Three Bedrooms = \$ 709.00
- 4- Four Bedrooms = \$ 780.00

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 03 Building inspections: 8

Vegetation is being trimmed weekly: X yes ___no

Security:

Any incident reports? ___yes Xno

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes Xno

If yes, give an explanation:

N/A

Management Referrals:

Late Rent: N/A

Re-certifications:

Number completed for the current month: 7

Number in process for the next month: 1

Social Services:

Newsletter completed and distributed? ___yes Xno

Scheduled activities: Tutoring: Weekly; Back to school bash August 10th;

Health & Nutrition Fair: August 21st; Health Fair (We Care) August 23rd

Sincerely,



Community Coordinator

Property Name: Manor @ West Bartow

Management Report for the Month of: August 31, 2013

Occupancy:

As of the last day of the month of August 31,, the community was 97 % occupied.

Vacancy:

Vacant unit(s): 3

Turnover rate: 3 %

YTD: 3

Move-out(s): 5

Current Rent(s):

- 1- One Bedroom = \$ 699
- 2- Two Bedrooms = \$ 801
- 3- Three Bedrooms = \$ n/a/
- 4- Four Bedrooms = \$ n/a

Utilities:

Residents pay: Electric

Maintenance:

Unit inspections: x Building inspections: x

Vegetation is being trimmed weekly: xyes ___no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 3

Re-certifications:

Number completed for the current month: 1

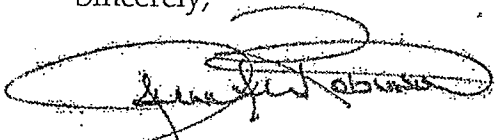
Number in process for the next month: 16

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: bingo, crafts, movie nights birthday bash

Sincerely,



Community Coordinator

DEVELOPMENT REPORT

REAL ESTATE PLANNING & DEVELOPMENT

I. Authority-Wide Updates

Section 3 and M/WBE: One (1) new contract was executed August 1-31, 2013. The contract was with Jacksonville Sound and Communications in the amount of \$552. Execution of this contract has had the following effect on LHA's Section 3 and M/WBE percentages:

- The amount of work contracted to outside vendors by LHA, or its affiliates, increased by \$552 from \$446,909 to **\$447,461**.
- The total dollar volume of work contracted to M/WBE firms remained unchanged at \$235,948. This equates to 53% of the total dollar volume contracted by LHA.
- Nine (9) of the 35 contracts are with M/WBE firms. This represents 26% of the contracts.
- Three (3) of the 35 contracts are with Section 3 Business Concerns; which represents approximately 9% of the contracts.
- Three (3) Section 3 Hires have been employed as part of LHA's existing contracts.

Green Physical Needs Assessment (GPNA): Representatives from Clampett Industries, LLC d.b.a. EMG Holdings, LLC (EMG) inspected the public housing units August 8-9, 2013. During this reporting period, EMG continued to analyze data collected as part of the inspections. On August 19, 2013, LHA staff sent EMG the PIC file so that they could commence uploading data from the inspections into the GPNA tool. On September 3, 2013, EMG requested additional information regarding the water usage for Westlake and John Wright. LHA staff forwarded the information on September 16, 2013. EMG continues to work towards completing the GPNA in September 2013 so that LHA can proceed with the Rental Assistance Demonstration (RAD) application.

Lake Ridge Homeowners Association: Staff continued to manage the operations of the association. Current projects include: working in conjunction with West Lake Management to resolve parking and trespassing issues in the alley way between the Lake Ridge homes and the Lake Ridge rental properties and addressing and resolving the delinquent HOA fees. The Neighborhood Watch program was successfully reestablished on August 12, 2013. LHA received the Neighborhood Watch signs and posts on September 12, 2013 and is in the process of having the signs installed.

RAD Application: On August 14, 2013, the Department of Housing and Urban Development (HUD) sent a technical advisor to LHA to evaluate whether or not the authority would be a viable candidate for RAD. The advisor determined that LHA is a viable candidate for RAD. Characteristics that make LHA feasible for RAD are its classification as a "Standard Performer" under the Public Housing Assessment System (PHAS) and the Section Eight Management Assessment Program (SEMAP). Additionally, LHA has an affiliate with demonstrated experience in developing affordable housing via low-income housing tax credits as well as an affiliate with proven experience managing tax credit properties. Furthermore, LHA has experience administering the Housing Choice Voucher Program (HCV). On September 4, 2013, LHA staff met with representatives from Deerfield Beach Housing Authority, the first

REAL ESTATE PLANNING & DEVELOPMENT

public housing authority in the State of Florida to receive RAD approval. Staff also commenced meeting with LHA Commissioners regarding RAD the week of September 9, 2013. Staff also conducted a Workshop on RAD with Commissioners on Wednesday, September 18, 2013.

II. LHA Portfolio

Arbor Manor

- On September 11, 2013, LHA received an offer from a third party developer to purchase Arbor Manor. Staff commenced due diligence on the offer the same day and is now preparing a task order to the on-call appraiser to determine the current market value of the property.

Cecil Gober

- Aging-In-Place Design: Staff did not perform any activities related to the design during this reporting period. Accordingly, the Stop Work Order dated July 11, 2013 remains in effect. Staff cannot finalize scope for the revised task order to Robert Reid Wedding Architects (RRW), Architect of Record, until the GPNA for Cecil Gober is completed.
- Aging-In-Place Modernization: There are no updates to provide for this item. This item will remain "On Hold" until revisions to the design are completed.
- Tax Credit Application: Florida Housing Finance Corporation (FHFC) is scheduled to release the Request for Applications (RFA) for small/medium housing authorities on September 19, 2013. If FHFC maintains the schedule for release of the RFA; proposals will be due at 2 P.M. on October 17, 2013. Staff commenced review of the draft RFA and began scoring Cecil Gober against criteria established by the draft.

Hampton Hills

- Homeownership Plan: There continues to be no change on the status of the Homeownership Plan. To recap--in November 2012, LHA submitted the Homeownership Plan to the Special Application Center (SAC) for approval. At that time, staff received notification that SAC had a backlog of applications and that it could take up to one (1) year to issue approval of the plan. Despite the backlog, SAC representatives agreed to expedite approval of the plan. On March 21, 2013, SAC requested supplemental information from LHA. During the months of April and May, staff drafted responses to inquiries from SAC. LHA transmitted supplemental information to SAC on Friday, May 10, 2013. On June 4, 2013, staff emailed a request for an update on the status of the plan. Staff forwarded the last inquiry to SAC in August. At this time SAC reported that the plan was being reviewed by management. LHA has not been able to obtain any additional information from SAC regarding approval of the plan.

REAL ESTATE PLANNING & DEVELOPMENT

John Wright

- Staff did not perform any activities related to John Wright during this reporting period.

Westlake

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: On September 6, 2013, staff prepared the statement of work for the remote video surveillance system. On September 9, 2013, Procurement drafted the Request for Proposal (RFP). A draft of the RFP was routed to affected departments the same day for review and comments. LHA anticipates issuing the RFP the week of September 22, 2013. LHA has until March 20, 2014 to obligate 90% of the grant award.
- Reroofing of Building #20: On August 14, 2013, Reeves Building and Plumbing Contractor completed the reroofing project. On August 23, 2013, staff prepared the closeout documents. Final payment has been made and the project is completely closed out.
- Redevelopment of Westlake: Staff did not perform any activities related to Westlake during this reporting period.

Williamstown

- Renewal of Existing Loans: On Friday, September 13, 2013, Community Southern Bank (CSB) submitted the revised closing documents for review. Staff reviewed the documents and noted that CSB had not incorporated all of the non-recourse language requested by outside counsel. Staff marked up the revised documents to reflect areas where the proposed non-recourse language had been omitted and forwarded the documents to outside counsel for review the same day. On Monday, September 16, 2013, staff contacted representatives from CSB to inquire about the status of the mortgage and non-recourse language that had been omitted from the revised documents. All outstanding items must be resolved timely so that the renewal can occur on or before September 27, 2013.

III. Affiliates

- Taxes: There are no updates related to taxes this reporting period.

Colton Meadows

- Staff did not perform any activities related to Colton Meadow this reporting period.

Carrington Place (formerly Dakota Park)

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: On September 6, 2013, staff prepared the statement of work for the remote video surveillance system. On September 9, 2013, Procurement drafted the RFP. A draft of the RFP was routed to affected departments the same day for review and comments. LHA anticipates issuing the RFP the week of September 22, 2013. LHA has until March 20, 2014 to obligate 90% of the grant award.

REAL ESTATE PLANNING & DEVELOPMENT

Renaissance

- FY 1999 HOPE VI Funds: On August 9, 2013, staff submitted the Revitalization Plan Amendment to HUD for the \$1.9 million remaining in HOPE VI funds. HUD staff also instructed LHA to submit the Development Proposal for the project. The Development Proposal was submitted to HUD the week of August 19, 2013. On September 3, 2013, HUD inquired about the mixed-finance total development costs (TDC) calculator used to verify anticipated project costs for the Development Proposal. Staff noticed that the calculator provided by HUD yielded different results from the one submitted with the proposal. Subsequently, staff uploaded project costs into the new calculator and returned the information to HUD the same day.

The Manor at West Bartow

- Staff worked with outside counsel to finalize the Second Amendment to the Land Use Restriction Agreement for the non-skid tile. The amendment was recorded on August 28, 2013. Additionally, the Extended Low-Income Housing Agreement is now in the process of being recorded.

Villas at Lake Bonnet

- Staff worked with the Community Manager and Finance Department to renew the auto insurance.

Magnolia Pointe

- On July 2, 2013, Development received notification of structural deficiencies with the one condominium that LHA owns at 1200 Unitah #3. Staff inspected the unit the same day. The inspection revealed that there are structural problems with buildings throughout the community, not just at the LHA-owned unit. On July 10, 2013, staff contacted the management agent for the Condo Association to report the defects. Staff also emailed the management agent photographs of the areas requiring repair. On Monday, August 19, 2013, LHA received notification that the Magnolia Pointe Condo Association would select a contractor to perform the repairs. The meeting was held on September 10, 2013. It was anticipated that repairs would occur after the association selected the contractor. Update: The Association did not receive a quorum of membership votes for the painting and repairs; thus, the management agent is now in the process of going door-to-door to solicit votes.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY
(New Contracts: August 1-31, 2013)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Jacksonville Sound and Communications	\$552.00	No	N/A	0	No	0	No	0
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
15									
16									
17									
18									
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
19									
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
20									
21									
22									
23									
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
24									
25									
26									
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
27									
28									
29									
30									
31									
TOTALS		\$552.00			0		0		0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor August 1-31, 2013.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY
(Existing Contracts: August 1-31, 2013)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Rodmon and Rodman Hampton Hills	\$20,000.00	Yes	African-American	1	Yes	1	No	0
2	Bio Mass Tech	\$33,278.05	No	N/A	0	No	0	No	0
3	Robert's Painting	\$8,100.00	No	N/A	0	No	0	No	0
4	Zee's Construction	\$24,500.00	No	N/A	0	No	0	No	0
5	NKA Contractors	\$23,750.00	Yes	African-American	1	No	0	No	0
6	Jackson Management Consulting	\$10,198.00	Yes	African-American	1	No	0	No	0
7	Florida Dance Theatre	\$3,840.00	No	N/A	0	No	0	No	0
8	Rodmon and Rodmon (09-27-12 to 10-26-12)	\$5,750.00	Yes	African-American	1	Yes	1	No	0
9	Rodmon and Rodmon (10-29-12 to 10-28-13)	\$98,000.00	Yes	African-American	1	Yes	1	No	0
10	Bruce Reeves	\$5,000.00	No	N/A	0	No	0	No	0
11	Beachfront Community Outreach	\$31,900.00	Yes	African-American	1	No	0	Yes	1
12	PAINTSMART USA, INC.	\$31,000.00	Yes	African-American	1	No	0	Yes	2
13	Nova Engineering and Environmental, LLC	\$19,000.00	No	N/A	0	No	0	No	0
14	Atkins Paving, Inc	\$7,400.00	Yes	African-American	1	No	0	No	0
15	Best Termite & Pest Control	\$24,000.00	No	N/A	0	No	0	No	0
16	Clampett Industries dba EMG	\$39,000.00	No	N/A	0	No	0	No	0
17	Reeves Building and Plumbing Contractor	\$7,950.00	Yes	African-American	1	No	0	No	0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor between April 1, 2012 and August 31, 2013.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY
(Existing Contracts: August 1-31, 2013)

<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
18	GLE Associates	\$0.00	No	N/A	0	No	0	No	0
19	Wallis Murphey Boyington	\$0.00	No	N/A	0	No	0	No	0
20	Bessolo Design Group	\$0.00	No	N/A	0	No	0	No	0
21	Robert Reid Wedding	\$47,227.50	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
22	Valuation Advisors	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
23	DRMP	\$0.00	No	N/A	0	No	0	No	0
24	Hamilton Engineering & Surveying	\$0.00	No	N/A	0	No	0	No	0
25	ECON	\$5,020.00	No	N/A	0	No	0	No	0
26	Pickett & Associates	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
27	ACT-American Compliance Technologies	\$0.00	No	N/A	0	No	0	No	0
28	GLE Associates	\$1,995.00	No	N/A	0	No	0	No	0
29	Terracon Consultants	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
30	Boggs Engineering (Civil)	\$0.00	No	N/A	0	No	0	No	0
31	Hamilton Engineering & Surveying (Civil)	\$0.00	No	N/A	0	No	0	No	0
32	EE & G Environmental (Environmental)	\$0.00	No	N/A	0	No	0	No	0
33	GLE Associates (Multi- discipline)	\$0.00	No	N/A	0	No	0	No	0
34	Biller Reinhart (Structural)	\$0.00	No	N/A	0	No	0	No	0
TOTALS		\$446,908.55			9		3		3

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor between April 1, 2012 and August 31, 2013.

N

Procurement

In addition to the normal day-to-day procurement activities (such as: monitoring invoices and certified payroll reports submitted by contractors, writing agreement modifications, and maintaining contract files and vendor lists), the following activities were accomplished in August 2013:

- Issued a Request for Quotes for *HUD and Tax Credit Resident Utility Allowances* services.
- Developed a one-year contract with *Jackson Sound and Communications, Inc.* for *Alarm System Monitoring* for the Fire Alarm System and the Emergency Nurse Call System at *The Manor at West Bartow* with a not-to-exceed value of \$552.

Investigative Board Report August, 2013

1 Small Claims Court

- There was no small claim cases made for the month of August.

2 Eviction Court

- One eviction was filed for the month of August for West Lake Management, for non-payment of rent.

3 Applicant Criminal Histories

- No criminal histories were processed for Public Housing for the month of August.

4 Public Housing Re-certification Criminal Histories

- No Public Housing recertification's were processed for the month of August.

5 Conflict Resolutions

- One for the month of August.

6 Public Housing Fraud Recovery

- None for the month of August,

7 Repayment Agreements

- None for the month of August.

Section 8

1 Section 8 Terminations

- None for the month of August, however, we have some pending.

Type Closed	Current	Pending	
Un-Authorized Guest	2	1	1
Un-Reported Income			
Un-Guest / Income			
Drug Related Criminal Activity			
Totals	3	1	1

2 Section 8 Repayment Agreements

- No section 8 re-payment agreements were signed for the month of August.

3 Section 8 Fraud Recovery

- Figures are unavailable.

4 Criminal Court

- The Lakeland Housing Authority currently has three pending cases with the State Attorney's Office.

5 Section 8 Applicant Criminal Histories

- During the month of August, the Lakeland Housing Authority Investigations Department ran nineteen (02) criminal histories for Section 8 applicants. **This resulted in a net savings of forty-six dollars.**

6 Section 8 Re-certification Criminal Histories

- During the month of August, thirty-five (35) section 8 re-certifications were submitted to Investigations, for a **total savings of eight hundred and five dollars.**

7 Section 8 Hearings

- Investigators attended one section eight hearing for the month of August.

8 VASH

- Four (4) for the month of August, for a **total savings of ninety-two dollars.**

Administration

- The investigative unit processed two (2) backgrounds on a L.H.A. new-hires, **for a savings of Forty-six dollars.**

The Manor at West Bartow

- Seven criminal histories were run for the month of August, **for a savings of one hundred and sixty-one dollars. Investigators also ran twenty seven (27) criminal history re-certifications, for a total savings of six hundred and twenty-one dollars.**

Washington Renaissance and Dakota Park

- Two (02) new applications for criminal history were submitted for August, for the Renaissance/Washington Oaks property, resulting in a savings of **forty-six dollars.** Fifty-seven (57) applications submitted for recertification for the month of August, for a savings of **one thousand three hundred and eleven dollars.**

Colton Meadow/Bonnet Shores Villas

- Two (10) criminal histories were processed for Colton Meadow, for the month of August, for a savings of **forty-six dollars**. We also completed two (02) applications for recertification for a savings of **forty-six dollars**. **Five (5) criminal histories** were processed for new applications for a savings of **one hundred and fifteen dollars** at the **Bonnett Shores Property**. **Five (05) recertification's** were submitted to investigations for processing, that resulted in a savings of **one hundred and fifteen dollars**.

Lincoln Square Apartments

- Periodic checks of the vacated property. This property is now in a demo phase

General

- During the month of August, we completed two (02) background checks for Lakeland Housing Authority employment, and attended several meetings. In addition we wrote eight (8) parking violations, one vehicle was towed for failure to comply with the 24 hour notice. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved **Three thousand four hundred and fifty dollars**, for the month of August. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers. The Lakeland Housing Authority Investigation Department is now doing outside vendor work for Lakewood Terrace Apartments. We are now handling all evictions, and conflict resolutions. Cesar has fixed the ID card machine and many new ID cards were processed during the month of August.

RESIDENTS SERVICES REPORT

Resident Services
August 2013 Board Report

- Resident Services and Support Services Programs (ROSS)

Production Summary

The ROSS Resident Services Coordinator continues to move forward in an effort to secure the provision of certain supportive services to eligible public housing residents (family, elderly, and disabled). The provision of these services contributes to the improvement of the quality of life for LHA residents who participate in the RSC program. Referral information continues to be provided to residents to assist them in their areas of need.

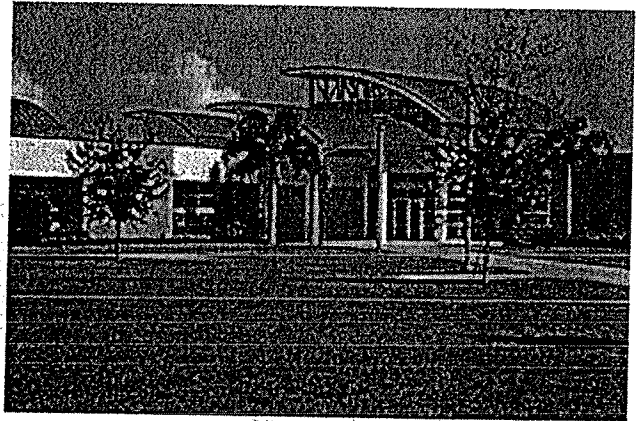
Community Involvement

On August 7th, during the 2013 FAHRO (Florida Association of Housing and Redevelopment Officials) Conference, LHA received two awards: (1) Best Practice Award for the Office Skills Training Program – Medium Agency in honor and recognition of exceptional practices and quality of service and (2) Best Newsletter - Medium Agency in honor and recognition of exceptional content and design for the agency's newsletter *Community Connector*. LHA Commissioner Bernice Evans attended the conference and accepted the awards on behalf of LHA.

On August 22nd, Cynthia Zorn-Shaw, Resident Services Coordinator (RSC), attended the Polk Works Annual Meeting and Best Places to Works Awards featuring the Race to Place Celebration. The host site was The Lakeland Center. The Lakeland Housing Authority was one of five (5) recipients of the Race to Place Champion Award. This award recognizes the community partners who ran the race with persistence and offered innovative strategies to help prepare job seekers for employment. The award was presented to Benjamin Stevenson, LHA Executive Director by Stacy Campbell-Domineck, Polk Works President/CEO and Florida Governor Rick Scott.

On August 29th, the RSC accompanied Benjamin Stevenson, LHA Executive Director and Earl W. Haynes, LHA Resident Services Director, on a visit to the Pinellas County Job Corps Center in St. Petersburg, Florida.

The purpose of the visit was so that both parties could explore the opportunity for a vocational partnership that can benefit YouthBuild-Lakeland participants, and young residents ages 16-24 of LHA and the community of Lakeland. The meeting was coordinated by the office of Dwight D. Wilson, Assistant Water Director with the City of St. Petersburg. The Pinellas County Job Corps Center is located on 18-acres in the heart of St. Petersburg. On the next page, are two (2) photos of the campus.



The Pinellas County Job Corps Center in St. Petersburg, Florida

On August 30th, Toni Collelo, Community Membership Manager-West Polk County – Girl Scouts of West Central Florida and Ayana Weaver, Troop Leader held a meeting at the Emma Turner Center to strategize on how to market their troop to girls who live in The Renaissance, Dakota Park Apartments and The New Lake Ridge.

City-Wide Residents Organization

On August 8th, Lakeland Housing Authority hosted an election at each the community centers of each LHA community for the residents to elect a representative and alternate representative to serve on the City-Wide Residents Organization. The election was monitored by a third party organization, Men and Women on the Move, Inc. Elected members are: West Lake Homes – Karen Webb-Rudolph (Rep) and Michelle McQueen (Alt); John Wright Homes – Tonya Mitchell (Rep) and Tinesha Walker (Alt); The Renaissance – Shakia Young (Rep) and Ashley Jarvis (Alt); Dakota Park Apartments – Judy Haggins (Rep); The Manor at West Bartow – Joice Giles (Rep); Cecil Gober Villa – Nanette Campbell (Rep) and Betty Hill (Alt); Villa at Lake Bonnet – Laketha Sweet (Rep); Colton Meadows - Patricia Duncan (Rep) and Katrina Holston (Alt); and HCV/Section 8 - Jenny Cintron (Rep) and Angela Bishop (Alt).

Job Search/Florida ACCESS Center

The Job Search/Florida ACCESS Center continues to provide the opportunity for residents, who are unemployed or underemployed to utilize the computers to search for employment. There are two computers on-site at the LHA Central Office and twelve at LHA's Emma Turner Center. During the month of August, residents continued to utilize the computers at the Emma Turner Center and LHA Central Office for job search, ACCESS/Florida, Florida Virtual School and other on-line needs.

- YouthBuild-Lakeland

Academics

The month of August has flown by and the end of Cycle 9 is rapidly approaching. The students have worked intensely to improve themselves academically. The final four participants to take the GED are prepared and are taking the exam on August 27th and 28th. Eighty percent of the students have shown an educational level gain, which means they have increased their test scores in one subject by approximately two grade levels. We are also confident that after GED testing the cycle will have 100% attainment of their diplomas.

Students are also finishing up the Typing Ace keyboarding program. Each participant types at a speed of at least 30 words per minute, and 97% accuracy. The participants are beginning a financial literacy course that will teach them the basics of money management and introduce them to key concepts associated with banking and savings.

Construction Training



The participants completed their second Habitat for Humanity home in Lakeland. The participants continue to work with Habitat for Humanity on the Neighborhood Revitalization Initiative (NRI). The mission of the NRI is to serve more families by responding to community aspirations with an expanded array of products, services and partnerships, empowering residents to revive their neighborhoods and enhance their quality of life. In addition, the participants are continuing to work on their construction certification on site and in the classroom. Several have already earned certification due to their hard work and dedication. Pictured to the left is YouthBuild Participant, Shantel Holt, working on one of the Habitat for Humanity projects.

Postsecondary Education

August saw a big push toward postsecondary commitment. Participants toured Polk State College and Travis Career Center. Applications were submitted and placement tests were taken as our participants geared up to take the next step in their lives. Congratulations to Adam Swanson, Nick Trader and Aaron Hosegood, who started classes at Polk State College on August 19th; and to Cody Allen and Jordan Lowe who will start classes in September.

We have five participants that will be starting class at Bella Vista Nursing in October to prepare for the state examination that will license them as Certified Nursing Assistants: Nicholas Dozier, Taniesha Palmer, Cheyanna Hayes, Shantel Holt and Tracy Delgado. Three of our nursing participants will take the TEAS test (Test of Essential Academic Skills) to compete for one of 50

spots available for the LPN program at Traviss Career Center. We are confident that all THREE will be selected to start the program in December.

Bobby Foreman and Keenan Thaxter, Cycle 8 graduates, started their welding and automotive programs at Traviss in August.

Training

All Participants received First Aid/CPR/AED certification awarded by the American Heart Association on August 16th. Eight participants will receive forklift training on August 30th, which is approved by the American Safety & Health Institute.

Volunteer Activities

Participants enrolled in the Bella Vista CNA training program have been volunteering at Azalea Park Assisted Living Facility the month of August, and they will continue during September. They have been assisting the activities director and have found the experience very rewarding.

One of our participants that are interested in attending Hillsborough Community College's Dental Hygienist Program was allowed to shadow a hygienist and a dental assistant at MidTown Dental.

Employment Preparation

Recruiters from the City of Lakeland and Rita Staffing visited YouthBuild on August 22nd to conduct live interviews. The recruiters were extremely impressed by the participant's level of preparedness and responses during the interview process.

Career Development

Participants were instructed in how to prepare a cover and reference letter. Applications were also completed for the City of Lakeland, Employ Florida, Rita Staffing and Adecco and students were instructed on how to conduct a job search using a myriad of search engines.

- **Public Housing/Family Self-Sufficiency Program (PH/FSS)**

August 2013	# FSS tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02/04/05)	30	16	53	38,340.24
Dakota Park (13)	09	04	44	22,885.45
Renaissance (4)	12	02	17	19,468.55
Totals	51	22	43	80,894.24

* The percentage using the total number of FSS clients and total number of clients with escrow.

Public Housing FSS Waiting List: Zero (0). The Coordinator continues to meet with residents, by walking the sites and having one-on-one meeting. Each resident is given available supportive services in the community.

Enrollment: One (1)

Termination/Forfeiture/Transfer/Disbursement: One (1) moved out.

Earned Income from Employment: One (1)

- **Section 8/Family Self-Sufficiency Program (S8-FSS) Statistics**

Programs	# Of FSS Tenants	% Slots filled	# Tenants with Escrow	% With Escrow
Section 8 (HCV)	61	81	32	53%

Escrow Balances

- The balance of the Section 8 FSS Escrow August 2013 is \$130,698.22
- The average amount is \$ 4,084.32

Recruiting: Received two (2) letters of interest

Housing Choice Voucher Program (Section 8): The FSS Coordinator continues to submit the FSS clients 50058 data to Public and Indian Housing (PIC) in a timely manner, while ensuring that the information in PIC is current and up-to-date.

(HCV) Termination/Forfeiture/Transfer/Disbursement: Zero (0) Terminations for the month of August 2013.

Goals completed/enrolled by the Section 8 FSS participants: Two (2) new enrollments (Port-ins).

Completed Contract of Participation: Three (3) participants completed their contracts of participation.

Services needed to complete Contract of Participation: A large number of our clients need assistance with childcare, however, at the present time; the only childcare provider available in the community is with Arbor E&T. This childcare provider currently has a waiting list.

Community Networking

Agency Connection Network (ACN)

Bank on Programs

Polk Work Partner Management

- **Westlake 21st Century Community Learning Center**

- The month of August was spent planning and preparing for the 2013-2014 After-School Program.
 - Our staff attended the Jesse Keen orientation to recruit new students.
 - The After-School Program began on August 26th.
 - The students have started on their first project based learning lesson (PBL) titled "Future Goals".
 - Our current project based learning lesson will continue for 4 weeks.
 - So far there are 65 students enrolled in the program.
 - **Upcoming:** The After-School Program will be closed on September 2nd and 16th.
-

Earl W. Haynes
Resident Services Director

Nick Elzy
Resident Services Manager

Cynthia E. Zorn-Shaw
ROSS Service Coordinator

Kim Bean
21st CCLC Site Coordinator

Linda Willis
PH/FSS Coordinator

Dayen Valentine
S8/FSS Coordinator

RESOLUTIONS

RESOLUTION

#13-1363 – Rental Assistance Demonstration

RESOLUTION

#13-1364 – Tax Credit Application

RESOLUTION

#13-1365 – Tax Credit Entity

Public Housing Subsidy

The current Public Housing Subsidy allocations will be inadequate to operate the properties. Staff has determined it will be necessary to supplement the subsidy with funds from the Public Housing Operating Reserve. The properties at Renaissance may be entitled to supplement their respective shortfall in subsidy with the Owners Operating Reserve that was funded by the equity investment at the property. The reserve would need to be refunded from cash flow, if available, in 2013. This outcome is what HUD intended in their reduction in operating subsidy. Staff continues to monitor this item.

Staff is also reviewing the impact of the Sequestration Budget on LHA. As data becomes available, staff is analyzing its impact on staffing and the provision of services. We will continue to provide updates for the Board when new information becomes available.

HCV Housing Assistance Payments

HUD has also significantly reduced our Housing Assistance Payment (HAP) funds from anticipated and budgeted levels. With HUD's encouragement, LHA leased up during the 2011 fiscal year in anticipation of increased HAP. Staff continues to work with the Miami Field office to correct this item. LHA has applied for set aside funding for additional HAP as well. Staff is also working with other PHA's to absorb vouchers currently being paid by LHA which is also result in a savings for LHA. Staff continues to monitor this item as well as the impact of the Sequestration Budget on the Section 8 program at LHA.

HOPE VI Funds Expenditure

I had a follow-up conversation with Juan Miranda of HUD-Miami regarding the unexpended HOPE VI funds. HUD would like for LHA to obligate the funds as quickly as possible. Staff submitted a Development Proposal to use the HOPE VI funds to construct some affordable rental housing units on the vacant lots at the HOPE VI site. We are waiting on HUD approval of the proposal. Details will be provided for the Board at a later date.

Annual Budget/Agency Update

A presentation on the State of the Agency that includes the proposed 2013 annual budget, staff organization chart, and Corrective Action Plan (resulting from the Forensic Audit and HUD Review) was presented at the November Board meeting. A copy of the draft Correction Action Plan has also been submitted to the HUD-Miami office for review and comment. Each of these items was discussed at the Commissioner Retreat. The proposed budget was approved by the Board at the January meeting. LHA subsidy calculations cannot be finalized until Congress approves the HUD budget. That is, until Congress approves the HUD budget, all numbers are considered to be estimates because they can and probably will change. Once Congress approves HUD budget, the LHA budget will be revised to match the numbers in the HUD budget. The LHA budget will be

Secretary's Report September 2013

resubmitted to the LHA Commissioners at the March Board meeting. Staff is also reviewing the impact of the Sequestration Budget on LHA's budget. Staff will notify the Board of any reductions in funding, whether temporary or permanent, that a significant impact of services or staffing.

HUD has approved the Corrective Action Plan and recommended acceptance by the LHA Board. The Board provided acceptance at the January meeting. Periodic updates on the status of items in the Corrective Action Plan will be given to the Board on a minimum quarterly basis. A copy of the most recently updated Corrective Action Plan is included with this month's report. The update was also submitted to HUD-Miami.

Section 3 and M/WBE Policy

The Section 3 and Minority/Women Business Enterprise Policy for LHA was approved at the November 2012 Board meeting. The policy provides statements regarding required Section 3 language for all LHA contracts, minimum percentages of contract dollar amounts for contractors to subcontract to M/WBEs and Section 3 business concerns, and forms for reporting compliance with the Section 3 and M/WBE policy.

LHA held a "How To Do Business with LHA" meeting on Wednesday, March 6, 2013. The meeting was open to the public and invites were sent to all firms on the LHA vendor's list. The Section 3 and M/WBE policies were discussed in detail at the meeting. A question and answer session was also a part of the program. A follow-up meeting will be scheduled at a later date.

Agency Plan

LHA staff has started work on the Agency Plan that will be submitted to HUD in October. The Plan will be submitted for approval by the LHA Board of Commissioners at the October 2013 Board meeting. Copies of the Plan are available for review and public comment for forty-five (45) days. Copies of the Plan are also being provided for the Resident Advisory Board, LHARAA, the City of Lakeland, local neighborhood associations, and the NAACP as well as being placed in public libraries. A public hearing on the Plan will be scheduled for some time in October 2013. The meeting will be held at the LHA central office. After completion of the public process, the Plan will be submitted to the U.S. Department of Housing and Urban Development Miami office for review and approval.

Programs and Partnerships

LHA initiated several successful partnerships over the summer. Two of our most successful partnerships involved summer employment programs co-sponsored by Agriculture and Labor Programs, Inc. (ALPI) and Polk Works. Each of the programs was operated at the Emma Turner Center. These partnerships provided employment and training opportunities for youths and adults. All of the workers worked at a LHA property or office.

LHA also partnered with Girls, Inc. of Lakeland (and their Prodigy Cultural Arts Program) and Polk Works. These programs and services were also available at the Emma Turner Center.

Secretary's Report
September 2013

LHA also executed a Memorandum of Understanding with the Paul A. Diggs Neighborhood Association. LHA will provide office space for PDNA at the Manor at Renaissance.

Meetings

I attended a meeting with Stephen Senn, Attorney with Peterson and Meyers, and Patricia Strickland, Community Outreach Manager of Clark and Daugherty Medical Group. The purpose of the meetings was to discuss potential joint ventures and/or partnerships that would benefit the residents of LHA communities.

I also did interviews with the Ledger and Channel 8 News regarding LHA's partnership with Citrus Connection whereby we established the Resident Employment Transportation Assistance Program (RETAP). The RETAP started on September 3, 2013. We hoping many of our residents will take advantage of the program.

I also attended a retreat for the 31st Class of Leadership Lakeland. I will continue to learn more about Lakeland.

Respectfully submitted,
Benjamin Stevenson
Secretary

LEGAL REPORT

OTHER BUSINESS