



430 Hartsell Ave
Lakeland, FL 33815

(863) 687-2911

<http://LakelandHousing.org>



Board Of Commissioners

Michael Pimentel, Chairman

Richard Richardson, Vice-Chairman

Joseph DiCesare

Edward Hall

Lorenzo Robinson

Dorothy Sanders

Gary Smith

REGULAR BOARD MEETING

March 23, 2015

Benjamin Stevenson, Executive Director
Ricardo Gilmore, Esquire

AGENDA

Board of Commissioners Meeting
The Housing Authority of the City of Lakeland, Florida
Tuesday, March 23, 2015 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 Meeting Agenda**
- 2. Approval of the Minutes of the Regular Board Meeting held Tuesday, February 17, 2015**
- 3. Public Forum**
- 4. Old Business**
 - LHA Recovery Plan Update
 - Corrective Action Plan
- 5. New Business**
- 6. Secretary's Report**
 - Operations
 - Administration
 - Resolutions

Resolution # 15-1402 – The Board of Commissioner is requested to approve the selection of the *Housing Trust Group, LLC* to become the Developer Partner for the redevelopment of the WestLake Apartment Community and authorize the Executive Director to negotiate and execute a Master Development Agreement with the Developer Partner.

Resolution #15-1403 – The Board of Commissioners is requested to approve a significant amendment to the 2015 Agency Plan; which include revisions to Section 6.0 “*Plan Elements*”, Section 7.0 “*HOPE VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers*” and Section 8.0 and 8.1 “*Capital Improvements*”.

Resolution #15-1404 – The Board of Commissioners is requested to approve an increase to the current dollar value of the task order contract with *Innovative Financial Housing Solutions, Inc. (IFH Solutions)* up to \$230,000.

Resolution #15-1405 – The Board of Commissioners is requested to approve an increase to the current dollar value of the task order contract with *Wallis Murphey Boyington Architects, Inc.* up to \$155,000.

Resolution #15-1406 – The Board of Commissioners is requested to approve an amended 2015 Annual Budget.

7. Legal Report

8. Adjournment

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
Monday February 17, 2015

The Commissioners of the Housing Authority of the City of Lakeland met at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
Richard Richardson, Vice Chairman
Joseph DiCesare, Commissioner
Dorothy Sanders, Commissioner
Gary Smith, Commissioners

Secretary: Benjamin Stevenson
Legal Counsel: Ricardo Gilmore, Esquire

The meeting was called to order at 6:00 p.m. by Chairman Richardson.
The Pledge of Allegiance and a Moment of Silence were observed.
A quorum was established.

APPROVAL OF THE AGENDA

Commissioner Richardson asked the board to review the agenda and if there were any requests for items to be added to the agenda. There were no new items added to the agenda.

APPROVAL/ACCEPTANCE OF MINUTES

- **Motion to approve and accept the minutes of the Regular Board Meeting held January 12, 2015**
Motion by Smith, Second by DiCesare.

Vote: Commissioners
Richard Richardson – Aye Dorothy Sanders – Aye
Joseph DiCesare – Aye Gary Smith – Aye

PUBLIC FORUM

Imani Hancock – Resident of Carrington Place, 1401 Kettles # 203. Ms. Hancock alleged that on January 3, 2015 her locks were changed on her doors. Ms. Hancock had concerns of not receiving a

written notice prior to her door locks being changed. Ms. Hancock also alleged that she had a leak under her sink and put in a work order in December 2014. The repair has not been done. Commissioner Richardson advised Ms. Hancock to meet with Carlos Pizarro, Director of Housing, after the meeting to assist with this matter.

Judith Haggins - Resident of Carrington Place alleged that the no written notices were issued regarding the changing of the locks on the resident apartments. Ms. Haggins allege that notices were placed on the door after the locks were changed when resident began to inquire about the changing of the locks. Ms. Haggins also requested a key to the community room so that the residents will be able to use the computer lab.

OLD BUSINESS

• Recovery Plan Review Committee Meeting Updates

Commissioner Richardson gave a brief update of the Recovery Plan Review (RPR) Committee meeting. The minutes will be sent to the commissioners via email prior to the Board meeting. Commissioner Richardson highlighted the approval of the LHA 5-year Annual Plan letter dated January 13, 2014 received from HUD which is also included in the Old Business section of this Board Report.

Commission Richardson did a brief report regarding a presentation by Mr. Pizarro on the Significant Amendment to the 2015 Agency Plan which was also emailed to the Board prior to tonight's meeting. Mr. Pizarro presented information from the handout on the amendment process. He mentioned that LHA has \$1.9 million in reserved funds for Public Housing. Those funds need to be obligated soon so they are not recaptured or LHA has it next year's funding reduced. The significant amendment includes funding for job training. LHA staff is seeking approval from the Board to allow the usage of the Public Housing fund reserves.

Ms. Brown also informed the Board that there are three things that need to be added to the 2015 Agency Plan Section 2. Financial Resources: Planned Sources and Uses:

(1) Correcting deficiencies various Housing Authority communities as outlined in the Green Physical Needs Assessment, (2) development of affordable housing units, and (3) a contract for Job Readiness Training, Job Search Assistance, and Job Development Services.

Mr. Pizarro also spoke on the 2015 Annual Budget modifications. He advised indicating that all the changes are highlighted in gray on the spreadsheet. He also mentioned that there are changes in the administration salaries. A part-time staff person is needed as a Facility Manager for AMP1 to assist with the physical need assessments and all the other needs for the repairs.

Commissioner Richardson informed the Board that the LHA staff has been reduced from 101 to 35 employees which have greatly increased the work load on the remaining staff to perform day to day operations. He commended the staff for the quality of work that is being done. He also acknowledged and commended Mr. Tom Hornack for his volunteer services almost every day since November 2014.

- **Recovery Plan Update**

Mr. Stevenson updated the Board regarding the 10th Commercial Property. The disposition of the property had been initially approved by the SAC Office back in 2002. Now all that needed to be done was to submit a letter to an update of the proposed use to the Miami Office. Mr. Stevenson reported he heard from the HUD office and was informed that they cannot approve the request because they do not have the authority. The previous approval was for a ground lease and we are now proposing an outright sale. He is requesting approval to submit the amended request via a second resolution. The potential buyer will have the appraisal work conducted. Mr. Stevenson indicated that he and Mr. Gilmore spoke with Ms. Gray of the SAC office and was informed they would do an expedited review.

- **Corrective Action Plan**

No new changes.

Mr. Stevenson received comments from HUD. HUD is asking that the items that has been completed not be and staff only submit information on the items that are still in progress.

- **Resident Training**

Commissioner Pimentel advised the Board that he has concerns regarding our obligations to assure that Resident Advisory Board receives the proper training so that they can efficiently operate in their role as RAB. Mr. Stevenson indicated that the training that was being considered for the RAB must follow HUD procurement guidelines and would require the agency to go through some type of procurement process. Mr. Stevenson suggested to the Board that there will soon be a new RAB election and he was not sure how many current members would be seeking re-election. Once the elected RAB is in place, he will plan a training session. He also mentioned there are funds allocated in the budget for the RAB training.

NEW BUSINESS

- **LHA Regular Board Meeting date for March 2015**

Mr. Stevenson requested to move the date of the March meeting in order to discuss the Annual Plan. He indicated the reason to move the meeting is related to the 45 days review period. Instead of the Regular LHA Board Meeting being held on March 16, 2015 it will be moved to March 23, 2015.

- **Commissioners Retreat**

Mr. Stevenson discussed the plans and format of the retreat. The retreat will be a workshop that will inform the board of the current status of the agency and the budget. The board agreed that the retreat is tentatively scheduled for March 16, 2015, 1:00 P.M. -5:00 P.M. Commissioner Richardson agreed that commissioners should give Mr. Stevenson feedback regarding their availability for the retreat.

• **SECRETARY'S REPORT -**

Report submitted as written.

• **Operations**

Submitted and accepted as written.

Mr. Pizarro gave highlights on the SEMAP reports for 2014 regarding the inspections results and how the funds were allocated. He also indicated that he is presenting Resolution # 15-1400 to authorize the Executive Director and Chairman to sign The certification when completed this week to be submitted to HUD.

The Housing Department is in the process of install two light poles at West Lake Apartments and new security lights have been purchased for Carrington Place in the next two weeks. The occupancy rates at the properties are at 99%.

• **Administration**

Report submitted and accepted as written.

Ms. Brown gave thorough highlights of the financial reports and updates.

Commissioner Richardson stated for the record that Commissioner Pimentel has now joined the meeting.

• **Resolutions**

Resolution #15-1398 – The Board of Commissioners is requested to authorize the Executive Director to enter into an agreement with Emphasys Computer Solutions, Inc. for the provision and installation of Integrated Accounting and Property Management Software.

• **Motion to accept and approve Resolution #15-1398.**

Motion by Smith , Second by DiCesare

Vote: Commissioners

Michael Pimentel – Aye

Joseph DiCesare - Aye

Gary Smith – Aye

Richard Richardson – Aye

Dorothy Sanders – Aye

Resolution #15-1399 – The Board of Commissioners is requested to authorize The Executive Director to submit to the U.S. Department of Housing and Urban Development a Request to Amend the Previous Approval for Disposal of the 10th Street Property.

• **Motion to accept and approve Resolution #15-1399.**

Motion by Pimentel and Second by Smith.

Vote: Commissioners

Michael Pimentel – Aye

Joseph DiCesare - Aye

Gary Smith – Aye

Richard Richardson – Aye

Dorothy Sanders – Aye

Resolution #15-1400 – The Board of Commissioners is requested to approve the submittal of the 2014 Fiscal Year Section-8 Management Assessment Program Report.

● **Motion to accept and approve Resolution #15-1400.**

Motion by Pimentel and Second by Sanders.

Vote: Commissioners

Michael Pimentel – Aye

Joseph DiCesare - Aye

Gary Smith – Aye

Richard Richardson – Aye

Dorothy Sanders – Aye

Resolution #15-1401 – The Board of Commissioners is requested to approve an amendment to its 2015 Capital Fund Program Grant by authorizing the Executive Director to sign and submit to the U.S. Department of Housing and Urban Development the required Capital Fund Program Amendment forms accompanied by the amended Capital Fund Program budget.

● **Motion to accept and approve Resolution #15-1401.**

Motion by Smith, Second by Pimentel

Vote: Commissioners

Michael Pimentel – Aye

Joseph DiCesare - Aye

Gary Smith – Aye

Richard Richardson – Aye

Dorothy Sanders – Aye

Commissioner DiCesare inquired that in the board report consisted of a “Other Business” section in the book that was not included on the agenda. Mr. Stevenson indicated that this information in the “Other Business” was to be emailed to the board prior to the meeting and was briefly discussed during and was to be discussed during the Recovery Plan Review Updates report. Mr. Stevenson had Ms. Brown to do a brief overview of this information that is submitted in report.

LEGAL REPORT

Ms. Rhonda Stringer inform Board that Mr. Gilmore, Legal Counsel, instructed her that he had spoken with Commissioner Richardson in regards to the Executive Director’s evaluation process. Commissioner Richardson informed the Board that the instrument for the evaluation process has been revised and is due in May 2015. He suggested that the board do a two year evaluation. For Commissioners who were not on the Board two years ago they would only do a one year evaluation.

Commissioner Richardson indicated this will give a fair evaluation. Considering where the agency was 2 years ago is not the current state of the agency. He suggested that this process should be done in all fairness. He suggested that once Mr. Gilmore sends out the form, he is requesting the Board to complete the form and return the form via email to Legal Counsel.

The Board finalized the Retreat to be held on March 16, 2015 at 6:00 P.M. at Lakeland Housing Authority.

The meeting adjourned at 7:40 P.M.

Benjamin J. Stevenson, Secretary

OLD BUSINESS



**BOARD OF
COMMISSIONERS**

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson.
Commissioner

Dorothy Sanders
Commissioner

Gary Smith
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911

Fax: (863) 413-2976

www.LakelandHousing.org

DATE: March 13, 2015
TO: LHA Commissioners
FROM: Benjamin Stevenson, Executive Director
RE: Recovery Plan Update

Below is a summary update of progress made with the LHA Recovery Plan.

1) Purchase Agreement for Sale of LHA Property

Status: I was advised by the potential buyer for the commercial lot at the corner of 10th Street and Florida Avenue that City staff had some concerns with the zoning for the site. I had a series of meetings with City staff to discuss their concerns. I will continue to meet with City staff over the next few weeks. LHA and the buyer agreed to an extension for time for the due diligence period via a Second Amendment to the Purchase Agreement. The amendment extended the diligence period for a maximum of 180 days or until HUD approval is obtained, whichever is earlier. Previously, LHA received permission from the HUD Special Applications Center to dispose of the property. LHA only needs approval from the Miami Field Office to complete the sale. I touched base with HUD staff within the past week. The Field Office says they do not have the authority to approve the disposition request. The original disposition was a ground lease sale of \$1 per year and the current proposal is an outright sale and disposition of the property. So, final approval of the request most come from the HUD Special Applications Center (SAC).

The potential buyer for the Arbor Manor property advised LHA that they were withdrawing the offer. They provided written notification to LHA and Legal Counsel that they were exercising the option to cancel the Purchase Agreement.

2) Reduce COCC Budget/Overall Agency Debt

Status: The COCC budget is a part of the Recovery Plan.

Staff finalized the Recovery Plan and presented it to the LHA Board of Commissioners for approval at the October 2014 Board meeting. The document was approved and submitted to HUD-Miami with the revisions recommended by the LHA Board. The most recent update on the budget was provided at the Board Workshop on March 16, 2015.



3) Reduction In Force

Status: The Reduction In Force was implemented on November 3, 2014.

Staff implemented the Reduction in Force and reorganization as part of the Recovery Plan process. This action has resulted in a temporary reduction in some services at the property level. But, LHA is forced to take this action as part of the Recovery Plan and its efforts to reduce staff expenses. The reduction in services is of great concern to staff and residents. As previously, noted this topic was discussed with the resident leaders at a meeting with the Resident Advisory Board on August 7, 2014. Several resident leaders expressed concern about the reduction in services to residents.

4) Implement Yardi Upgrade/Replacement of Yardi

Status: In December 2014, LHA selected a new contractor, Emphasis, to replace the Yardi system. The transition from Yardi started in January 2015. The transition will take place over a minimum six month period.

5) Other Updates

Staff also released the Request for Qualifications for a third party Developer Partner. Information on the process to select the Developer Partner was included in the October Development Report. The selected firm will assist LHA in submitting a low income housing tax credit application for the West Lake Apartment property. The selection process should be completed soon.

BJS



**BOARD OF
COMMISSIONERS**

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson.
Commissioner

Dorothy Sanders
Commissioner

Gary Smith
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911

Fax: (863) 413-2976

www.LakelandHousing.org

March 9, 2015

Victor Rocher, Acting Director
U.S. Department of Housing and Urban Development
Office of Public Housing
Brickell Plaza Federal Building
909 SE First Avenue, Room 500
Miami, FL 33131-3402

RE: Updated Corrective Action Plan

Dear Mr. Rocher:

Enclosed for your review is the most recently updated Corrective Action Plan (CAP) for the Lakeland Housing Authority (LHA). As discussed with Juan Miranda of your staff, the current submittal only shows the columns with new information. The updates are highlighted in bold print.

Please do not hesitate to have staff contact Valerie Brown if you have questions or require additional information. Ms. Brown can be reached at (863) 687-2911, x216.

Sincerely,

Benjamin Stevenson
Executive Director

cc: Valerie Brown
Project Files

Enclosure(s)

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
42	Limited Financial Management Review	Observation 2	The LHA is not effectively enforcing repayment agreements.	The PHA should take immediate action to enforce repayment agreements and should terminate assistance for failure to comply with the terms. Repayment amounts total approximately \$45,000 as of the date of the review.	The LHA staff has begun enforcing non-payment of repayments Agreements. LHA staff continues to enforce repayment agreements and take the appropriate punitive action where necessary.	On Going	HUD considers this item to still be open.	C. Pizarro w/ Housing	REPAYMENTS
49	Forensic Audit Report	Finding 1	The Finance Department procedures should be updated to reflect day-to-day operations. The organizational workflow and procedures were originally modified with the 2010 implementation of: the Yardi Systems accounting software; the HUD Asset Based Management model; and more importantly the General Partner accounting model. The June 1, 2006 Casterline Associates, P.C. "Standard Operating Procedure for Critical Financial Functions" provides the accounting procedures structure for financial activities. The Casterline Standard Operating Procedures ("SOP") appear to be a standard template for public housing authorities modified to include updates for LHA vendor names and service providers. Audit team found no evidence of executed	Immediately update SOP to differentiate between Central Office Cost Center (COCC), public housing, and the fee for services accounting procedures models. The Finance Department's designated Yardi system "super users" should be able to assist in the creation and implementation of new operating procedures. Present the new SOP to BOC for approval prior to organization wide implementation.	The Finance Director is currently assessing operating procedures and an updated SOP will be produced. New procedures were put in place under the reorganization as a part of the Recovery Plan submitted to the Miami Field Office.	3/31/2013 12/31/2013 3/31/14 10/31/2014	In Progress Complete/ Ongoing monitoring	E. Hall J. Murphy V. Brown w/ Finance	SOP
50	Forensic Audit Report	Finding 5	The accounting department did not present evidence of documented work processes and workflow to make it possible to determine if controls exist to safeguard authority assets. Finance Manager did not have a Finance Department organization chart with corresponding responsibilities. The current five person department includes a new Comptroller, Finance Manager, three Accounting Clerks along with one part time clerk. In a small organization segregation of duties is critical to prevent fraud, theft, and asset misappropriation.	Internal controls must go beyond Yardi's automated processes. There are several approaches to developing documented control process. The new Finance Manager/Comptroller should be tasked with creating the internal and financial control model for the organization, to verify the existence of adequate controls, and to implement process improvements. The organization is over-reliant on the Yardi position control model to identify and reject unauthorized activities.	The Authority is committed to implementing and enforcing an effective system of internal controls. The internal controls are being evaluated and adjusted in conjunction with the update of SOPs. New procedures were put in place under the reorganization as a part of the Recovery Plan submitted to the Miami Field Office.	3/31/2013 6/30/2013 8/1/2013 3/31/14 10/31/2014	In Progress Complete/ On going monitoring	E. Hall J. Murphy V. Brown w/ Finance	SOP

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
55	Forensic Audit Report	Observation 1	More than half of the files reviewed had small errors on the 50058 Forms submitted to HUD including wrong bedroom count, wrong rent (FMR) for the units, HQS inspections that are not timely.	The Section 8 staff should take advantage of any training available in the area with the goal of improving file accuracy and attention to detail. Training should be prioritized based on QC review of each of the caseworkers' files.	In 2012 we provided income calculation and HQS training for all Section 8 employees. Continuous training will be ongoing. LHA has hired a consultant to perform this task. Training was also provided for the HQS inspector and other staff.	3/31/2013 Complete	On-Going monitoring	C. Pizarro w/ Housing	VMS
56	Forensic Audit Report	Observation 2	Each file contained excellent checklists, but they were often not filled out completely.	Careful use of existing Checklist will improve accuracy. The staff should continue their efforts to purge old or duplicate data from the files.	LHA will continue to implement a file review of all files completed in the Section 8 program. LHA has hired a consultant that continues to review all of the Section 8 files.	On-Going Complete	On-Going monitoring	C. Pizarro w/ Housing	VMS
57	Forensic Audit Report	Observation 3	Some files, while complete, contained draft or incomplete forms.	The Section 8 staff should take advantage of any training available in the area with the goal of improving file accuracy and attention to detail.	In 2012 we provided income calculation and HQS training for all Section 8 employees. All staff were certified at the time of training.	3/31/2013 Complete	On-Going monitoring	C. Pizarro w/ Housing	VMS
58	Forensic Audit Report	Observation 4	While Quality Control Checklists were observed in some files, the level of accuracy in the files is not acceptable.	Careful use of existing Checklist will improve accuracy. The staff should continue their efforts to purge old or duplicate data from the files.	LHA will continue to implement a file review of all files completed in the Section 8 program. LHA has hired a third party consultant that continues to review all of the Section 8 files.	4/1/2013 Complete	On-Going monitoring	C. Pizarro w/ Housing	VMS
59	Forensic Audit Report	Observation 5	In all but one case the rent appeared to be calculated correctly.	While the Section 8 files reviewed were in generally good condition, the transmission of inaccurate 50058 Forms will eventually lead to a reduction in the authority's SEMAP score as HUD's monitoring capability increases. Also, several firms market software that monitors the accuracy of 50058 data submitted to HUD which may be of some help to LHA's Section 8 staff.	LHA Section 8 staff will be reviewing files for accuracy and completeness. LHA hired a third party consultant to review all files for accuracy and completeness.	On-Going - Complete	On-Going monitoring	C. Pizarro w/ Housing	VMS
60	Forensic Audit Report	Observation 6	When the unit failed an HQS inspection they were re-inspected within 30 days and passed.	No corresponding comment was listed.	LHA procedures were implemented to ensure the timeliness of re-inspections.	On-Going - Complete	On-Going monitoring	C. Pizarro w/ Housing	VMS
61	Forensic Audit Report	Observation 7	Most re-certifications were performed after the lease renewal date.	No corresponding comment was listed.	LHA Section 8 staff is now working 60 days in advance on annuals and will move to 120 days in advance. Re-certifications are being completed by the third party consultant hired by LHA.	On-Going - Complete	On-Going monitoring	C. Pizarro w/ Housing	VMS
					The Authority has scheduled the services	Complete	On-Going		

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
68	Forensic Audit Report	Finding 8	The authority does not have documented bank wire transfer procedures. The Finance Manager responded to process description questions, and did not believe the absence of the SOP was an issue based on the small number of wire transfers.	The Finance Department must develop procedures for outgoing wire transfers. The absence of clearly delineated internal control procedures that includes levels of authority, signatures, checks and balances, verification of data, paper trail, financial institution manual or automated authorization procedures, etc. could expose the authority to significant financial losses.	The Finance Department is updating its SOPs and will include written procedures for bank wire transfers. Although there is not a written procedure, strict procedures are required by the banking institutions and all transfers must have approval by authorized staff and/or Commissioners. The new procedures are a part of the organizational restructured outlined in the Recovery Plan submitted to HUD.	3/31/2013 12/31/2013 3/31/14 8/18/2014 10/31/2014 Complete	Complete	E. Hall w/Finance B. Stevenson w/Executive Office	WIRES
69	LHA Audited Financials for 2012	Finding 2012-001 Financial Reporting	During our audit of the Authority's financial statements, we detected certain deficiencies in internal control over financial reporting as described below which are identified as a material weakness in internal control over financial reporting in accordance with Statement on Auditing Standards No. 115 ("SAS 115"). The Authority's unaudited FDS required numerous material adjustments, including certain prior period adjustments (see the notes to the financial statements), to be fairly stated in accordance with U.S. generally accepted accounting principals ("GAAP"). These prior period adjustments should have been detected by the Authority staff while performing their normal duties of processing and recording financial information.	Management should determine proper staffing needs given the size and complexity of the Authority, including related parties and component units, for proper financial reporting. As of December 31, 2012, the Authority had eight related parties, in addition to the Authority's eleven blended component units.	The Authority is in the process of reviewing its organizational chart to delineate responsibilities and accountability among departments. To ensure compliance with GAAP and grant requirements, the Authority will provide training for staff so they have the necessary competencies required to account for the Authority's varied programs and activities. The review and necessary actions were completed under the supervision of Eva Hall, Director of Finance, and Carlos Pizarro, Director of Housing.	12/31/2013 Complete	Ongoing Oversight	E. Hall V. Brown w/ Finance and C. Pizarro w/Housing	INTERNAL CONTROLS

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
70	LHA Audited Financials for 2012	Finding 2012-002 Allowable Costs & Adequate Controls Over Disbursements	Adequate controls are not in place over cash disbursements. During the audit we noted inconsistencies in practice in the use of purchase orders and level of approvals as required by the Authority's procurement and cash disbursement policies. We noted inadequate segregation of duties over the set-up of the required approvals in the accounting software and the actual approval of transactions, as well as between the recording of transactions in the general ledger and the approval of transactions in certain cases. Further, we noted a lack of monitoring controls over total disbursements to vendors under contract. NOTE: Finding for all major programs is also same as Financial Statements Audit Finding.	We recommend that management analyze the cash disbursement process in conjunction with procurement policies and document the required procedures. Specifically, the Authority should identify the required approval thresholds and better define the relevant staff that should be involved in the processing of cash disbursements. Further, the Authority should implement proper segregation of duties over recording, authorizing and reconciling cash disbursements and should implement monitoring controls of total vendor payments under contract be procurement staff. The Authority should also provide training to all staff on relevant rules and regulations and internal policies	The Authority is in the process of documenting and improving its current system of controls and implementing procedures to monitor and ensure compliance. Certain departments have developed policies and procedures to ensure cash disbursements and procurements have approval. These procedures will be implemented for the entire Authority. Staff will be trained on the Authority's policies and the relevant rules and regulations related to cash disbursements and procurement. The review and necessary actions were completed under the supervision of Eva Hall, Director of Finance, and Carlos Pizarro, Director of Housing.	12/31/2013 Complete	Ongoing Oversight	E. Hall V. Brown w/ Finance and C. Pizarro w/Housing	DISBURSEMENTS
71	LHA Audited Financials for 2012	Finding 2012-003 Interprogram Activity and Pooled Cash Account	The Authority utilizes a pooled cash account that resides in AMP 1. On December 31, 2012, AMP 1 had \$137,775 of unrestricted cash, as well as an \$3,847,180 of interprogram receivable.	We recommend that the pooled cash account be relocated in the general ledger to the COCC (Central Office Cost Center) and be reconciled and settled up. Despite the location of the pooled cash account, programs and AMPs should be running operations without having to borrow from other programs. Any internal borrowings should be short term in nature and due to the centralized bank account paying for common costs to prevent multiple checks being needed. It should not be utilized to cover operational shortfalls.	The Authority has moved its pooled cash account to the COCC general ledger. The necessary actions will be performed under the supervision of Eva Hall, Director of Finance, and will be completed within 90 days. The Authority is currently analyzing pooled cash account activity to developing a realistic methodology to settle internal borrowings and prevent future commingling of program funds. Under the supervision of Eva Hall, Director of Finance, a plan was formalized and goals established based upon this research. The Authority acknowledges the gravity of this situation and the long term nature of the solution.	Complete	Ongoing oversight	E. Hall V. Brown w/Finance	ACCOUNTS

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
73	LHA Audited Financials for 2012	2012-005 Special Tests and Provisions General Depository Agreement	Low Rent Public Housing, CFDA Number 14.850 Housing Voucher Cluster Condition: During our audit of the Authority's accounts with financial institutions, we noted that the Authority had failed to enter into depository agreements with every financial institution handling accounts containing federal monies.	The Authority must execute Form HUD-51999 with all financial institutions where the Authority has funds and monitor the collateral levels for compliance with the General Depository Agreement on a least a monthly basis to ensure that the Authority's deposits are fully protected as required.	The forms have been completed. LHA has an executed depository agreement with each financial institution handling accounts containing federal monies. During the NRA review that occurred April 22-24, 2014, the auditors outlined that the Depository Agreements that LHA has on file for HCVP are not acceptable. The agreements are signed but not dated. Additionally, the auditors expressed concerns in reference to the bank fees. On June 17, 2014, Wells Fargo sent LHA the executed form HUD-51999 for the Public Housing Master Account and Section 8. Staff continues to negotiate with the banks to eliminate the fees and obtain agreements that are acceptable to HUD. LHA will issue a RFP for Banking Services in March 2015.	1/15/2014 6/2/2014	Complete In Progress	E. Hall w/Finance V. Brown w/Development and Ray Coury w/IFH Solutions	GDA

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
--------	-----------------	----------------	-------	-----------------------------------	--------------	---------------------	--------	-------------------	----------

Summary of Terms

- 1.) Finding: A deficiency that represents a violation of statutory or regulatory requirements, for which sanctions or other corrective actions are authorized, and which, therefore, necessitates immediate remedial action.
- 2.) Observation: Maybe a general comment, or may be a deficiency in program performance, which does not result in a violation of statutory or regulatory requirement, but which could, if not addressed, result later in a
AMP = Asset Management
- 3.) Projects
BOC = Board of
- 4.) Commissioners
- 5.) COA = Chart of Accounts
COCC = Central Office Cost
- 6.) Center
- 7.) CYE = Calendar Year End
EIV = Enterprise Income
- 8.) Verification
- 9.) or Financial Data Schedule
FDS = Financial Data System
- 10.) FMR = Fair Market Rents
GAAP = Generally Accepted
- 11.) Accounting Principles
GAAS = Generally Accepted
- 12.) Audited Standards
GDA = General Depository
- 13.) Agreements
- 14.) GL = General Ledger
HCV = Housing Choice
- 15.) Voucher
- 16.) Reporting Standards
IFRS = International Financial
- 17.) NRA = Net Restricted Asset
OPH = Office of Public
- 18.) Housing
OFFP = Operating Fund
- 19.) Financing Program
- 20.) PIC = PIH Information Center
- 21.) PIH = Public and Indian Housing
- 22.) RCS = Rent Comparability Study
- 23.) SAS = Statement on Audit Standards
- 24.) SOP = Standard Operating Procedures
- 25.) TARs = Tenant Account Receivables
- 26.) UMLs = Unit Months Leased
- 27.) Housing
VASH = Veterans Affairs Support of
- 28.) VMS = Voucher Management System

NEW BUSINESS

SECRETARY'S REPORT

**Secretary's Report
March 2015**

HOPE VI Funds Expenditure

HUD would like for LHA to obligate the HOPE VI 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. Since that time, staff has had follow-up conversations with HUD-Miami regarding the unexpended HOPE VI funds. Staff has provided responses to their follow-up questions. Staff had a conference call with the Miami Field Office on March 16, 2015 to discuss options for the use of the remaining HOPE VI funds. These options were discussed at the LHA Board Workshop held on March 16, 2015.

Annual Budget/Agency Update

A copy of the Corrective Action Plan is submitted to the HUD-Miami office for review and comment on a monthly basis. HUD has approved the Corrective Action Plan and recommended acceptance by the LHA Board. The Board provided acceptance at the January 2013 meeting. Periodic updates on the status of items in the Corrective Action Plan are 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.

The LHA Recovery Plan update is a standard part of the Board agenda.

Agency Plan

The Miami Field Office provided their approval of the Agency Plan in February 2015. A copy of the approval letter was included with the February 2015 Board packet. As previously advised, staff held a workshop with the Board of Commissioners on March 16, 2015 to discuss amendments to the Agency Plan. The amendments were made available for review and comment by the public a forty-five (45) day period. Copies of the amendments to the Plan were also provided for the Resident Advisory Board, the City of Lakeland, local neighborhood associations, and the NAACP as well as placed in public libraries. Public meetings on the amendments to the Plan were held in February and March of 2015. The amendments to the Plan will be submitted to the U.S. Department of Housing and Urban Development Miami Field Office for review and approval.

Other Activities

The Recovery Plan and 2015 Budget were approved by the LHA Board of Commissioners at the October board meeting. The Plan was revised as instructed by the Board and submitted to the HUD-Miami Field Office. Staff is still waiting on comments from HUD.

Secretary's Report

March 2015

As stated in the Recovery Plan update memo, the potential buyer for the Arbor Manor property has exercised their option to withdraw from the purchase contract. Additional details are available in the Recovery Plan update memo.

I met with Tim Jackson, President, Lakeland Chamber of Commerce, to discuss affordable housing opportunities and other community activities.

I met with Mayor Howard Wiggs to discuss affordable housing issues in the city of Lakeland. I also gave the mayor a brief tour of LHA properties.

I met with Nicole Travis, CRA Project Manager, City of Lakeland, to discuss affordable housing issues and potential partnership opportunities between the City and LHA. We did a tour of a neighborhood in NW Lakeland.

I also met with Jim Studiale, Director of Community Development; Celeste Deardoff, Zoning Manager, Nicole Travis, CRA Project Manager, City of Lakeland, and other city staff to discuss the 10th Street property. City staff had some concerns with the re-zoning application submitted by the potential buyer.

Valerie Brown and I met with Judy Haggins, RAB Representative for Carrington Place Apartments a.k.a. Dakota Park Apartments. We discussed some of her concerns with RAB duties and resident issues at Dakota Park. We also discussed the proper way for tenants to submit work orders and the protocol for filing a complaint when a work order is not completed. It was a productive meeting.

Finally, I toured NW Lakeland with Lynne Simpkins, Senior Planner, of the City of Lakeland. We viewed and discussed businesses and housing in the Paul A. Diggs neighborhood.

Respectfully submitted,

Benjamin Stevenson

Secretary

**OPERATIONS AND ADMINISTRATION
REPORT**

AFFORDABLE HOUSING REPORT

◀ Housing Report

◀ FSS & Resident Activities

Affordable Housing Department

Board Report

March Meeting 2015

- **Public Housing (PH), Housing Choice Voucher (HCV), Family Self-Sufficiency (FSS), Resident Activities and West Lake Management Communities Reports**
 - Housing communities reports
 1. West Lake
 2. West Lake Addition
 3. Cecil Gober
 4. John Wright Homes
 5. Carrington Place (Formerly known as Dakota Apartments)
 6. Renaissance/Washington Ridge
 7. Villas at Lake Bonnet
 8. Colton Meadow
 9. The Manor at West Bartow
 - Housing Choice Voucher Program
 1. Intake & Occupancy Report
 2. Housing Choice Voucher report
 - Family Self-Sufficiency Program and Resident Activities

Updates for the month of February:

- The Housing Choice Voucher Department transmitted the SEMAP certification on time and we are expecting the housing authority to be able to maintain the High Performer designation from HUD.
- The LHA website includes many new features that are now available at the www.lakelandhousing.org.
- All the new security light bulbs were installed at the Carrington Place community.
- The senior building at the Renaissance at Washington Ridge community was re-painted inside. Furthermore, the Renaissance (AMP 2) community received a score of 96 on their HUD REAC Physical inspection.
- Hampton Hills (AMP 4) received a score of 99 on their HUD REAC Physical inspection.
- Thanks to the before mentioned REAC scores these two AMP's are exempt from another REAC inspection for 3 years, which represent a big monetary saving for the Housing Authority and the partnership.
- SunAmerica Corporation (Investors and partners) audited the files and performed a physical at the Manor of West Bartow. They were very happy with the files and the property overall condition, no findings were noted.
- We are in process of selecting a company that will be installing a new telephone system at the main office; this project should be completed within the next 90 days.

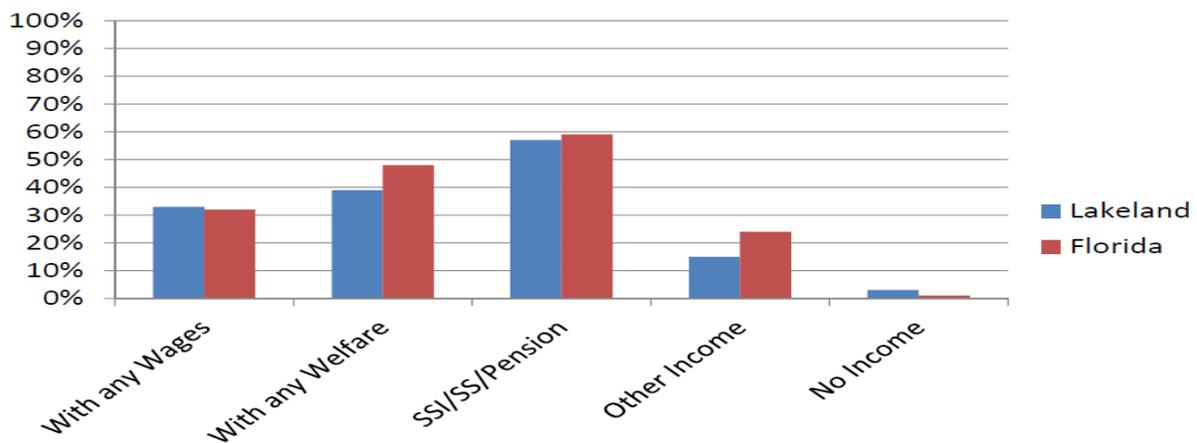
Public Housing PIC Reporting Percentage

All Housing Authorities are required to submit information to HUD through the PIH Information Center (PIC). All transactions processed on the Public Housing 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 Public Housing program:

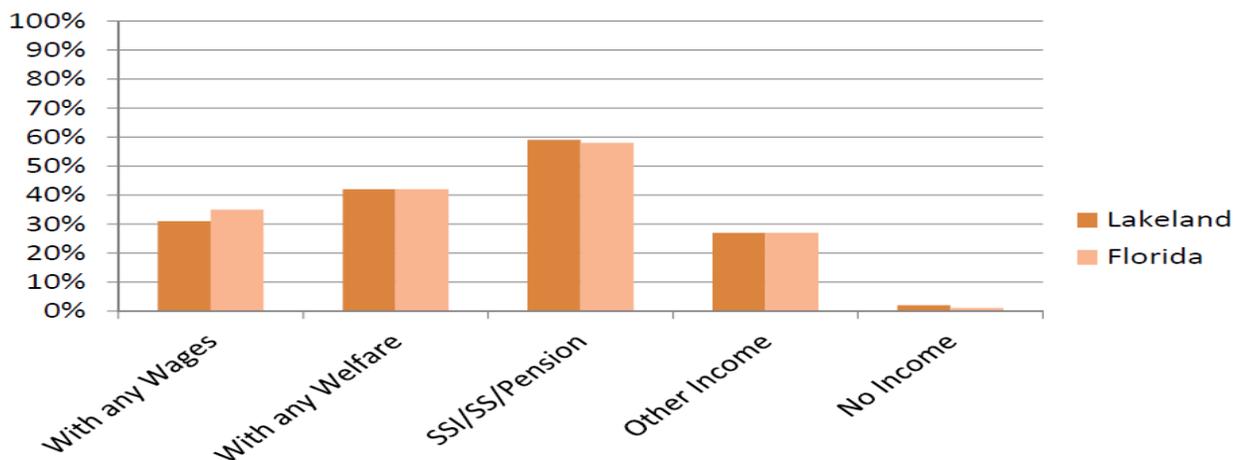
Effective Date	Public Housing	Date Collected
1/31/2014	99.67%	3/06/2015

Program Demographics

Public Housing Source of Income



Housing Choice Voucher Source of Income



Housing Choice Voucher Program Report

- **Tenant-Based Waitlist**

As of February 28, 2015, the Housing Choice Voucher tenant based waiting list contained seventy eight (78) applicants.

- **VASH Waitlist**

As of February 28, 2015, the Veteran Affairs Supportive Housing waiting list contained three (3) applicants.

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

As of February 28, 2015, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained eight (8) applicants.

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

As of February 28, 2015, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained one hundred seven (107) applicants.

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

As of February 28, 2015, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained one (1) applicant.

- **Port Outs**

LHA currently has twenty one (21) port-outs in the month of February. Port outs are clients that use their voucher in another jurisdiction.

- **Port Ins**

LHA currently has four (4) port ins for the month of February. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Movers**

As of February 28, 2015, Lakeland Housing Authority issued fourteen (14) vouchers to movers. We received twenty-four (24) Requests for Tenancy Approvals during the month of February. We processed nine (9) unit transfers, eight (8) initial move-in, and two (2) port-in.

- **Active Clients**

As of February 28, 2015, LHA is servicing 1,228 families on the Housing Choice Voucher program. These families include 958 regular Housing Choice Voucher holders, 40 Mainstream Disabled Housing Vouchers, 53 VASH, 110 Project-Based Vouchers, 63 Tenant Protection Program (TenPro) and 4 Port Ins.

- **EOP – End of Participation**

LHA processed two (2) EOP's with a date effective the month of February 2015. 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	2

Deceased	0
Landlord Eviction	0
Lease and/or Program Violations non-curable	0
Voucher Expired	0

- **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
01/31/2015	102.14%	03/03/2015

- **General information and activities for the month of February 2015**

- The Housing Choice Voucher Department processed eighty-six (86) annual certifications and forty-one (41) interim certifications.
- A total of two hundred one (201) Housing Quality Standards (HQS) inspections were conducted.

RECEPTION MONTHLY REPORT 2015					
REQUEST TO LIST					
	VISITOR'S COUNT	RFTA	PROPERTY	INTERIM CHANGE	STAMPED MAIL
January	669	28	8	35	2071
February	571	24	9	41	2053



Reports from the Communities

Communities

1. West Lake
2. West Lake Addition
3. Cecil Gober
4. John Wright Homes
5. Carrington Place (Formerly known as Dakota Apartments)
6. Renaissance/Washington Ridge
7. Villas at Lake Bonnet
8. Colton Meadow
9. The Manor at West Bartow (Note: the vacant units are pre-leased, waiting for the families to complete the process)

Item	WestLake	WestLake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Bartow	Manor at West
Occupancy 99.44% averaged	100%	99%	100%	100%	100%	100%	100%	99%		97%
Vacant units	0	1	0	0	0	0	0	1		3
Current rents:										
1 bedroom	387	425	481	N/A	N/A	613	N/A	N/A		699
2 bedrooms	443	508	N/A	526	736	736	627	627		801
3 bedrooms	543	576	N/A	579	850	850	709	709		N/A
4 bedrooms	581	N/A	N/A	N/A	949	949	N/A	780		N/A
5 bedrooms	N/A	N/A	N/A	N/A	1047	N/A	N/A	N/A		N/A
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No		No
Number of Annual Certifications done	12	5	5	0	7	27	16	13		4
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Lovett Johnson	Lovett Johnson	Jennifer Robinson	Jennifer Robins on		Jennifer Robins on

Monthly residents meeting and community yard sale, bingo daily, Field trip, craft and movie night and Dinner and brunch.
Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm. Health Fair.
Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm
Health Screenings, movie day, birthday celebrations, resident meetings and daily feeding. Filed trip, and art classes for kids.
Monthly resident meeting, weekly activities for children and a senior outing. Trip to Peltz Shoe store in Brandon for children.
Monthly residents meeting and free tax returns.
Monthly residents meeting, Health Fair and movie day. Trip to the Flea market for the residents.
Monthly residents meeting.
Monthly residents meeting. Tobacco free seminar.
Comments

Family Self-Sufficiency Program and Resident Activities
February 2015 Board Report

- **West Lake Apartments**

Explorations V Children’s Museum hosted our Financial Fitness class at our West Lake Community this month. We had 8 adults and 9 children in attendance. The adults learned the importance of budgeting and financial planning. They were very interested in the credit repair session. We will continue to provide services to further assist them with this area. We discussed ways to feed your family healthy meals on a shoe string budget. Several savings accounts were opened up for our residents, to start an emergency fund. The children had a great time painting their very own personal piggy banks and learning about needs –vs- wants. The families there were also given a 1 year membership to the Museum. Explorations V have also offered free tax preparation to our residents. Mrs. Karen De’Oliveira will come out to our sites by appointment only.



- R. Bruce Wagner Elementary School & West Lake Community



We consistently have a great turnout at our weekly after-school tutoring sessions with R. Bruce Wagner Elementary School, for the children in our community that attend this school. These teachers are AWESOME; they willingly donate their time and love to these children on a weekly basis. We are planning our 1st R. Bruce Wagner & West Lake Family Game night for the month of March.

- **Job Search/Florida ACCESS Center**

The Job Search/Florida ACCESS Center continues to provide the opportunity for residents, especially West Lake residents, who are unemployed or underemployed to utilize the computers to search for employment. In March 2015 these services will be located at West Lake Computer Lab. These same computers are also available for residents to complete the Children and Families Services Florida ACCESS new and/or recertification applications (for eligibility review) to receive food stamps and/or cash assistance

- **Lakeland Housing City-Wide Residents Organization (CWRO)**

The Lakeland Housing Authority City-Wide Residents Organization continues to assist our residents in our communities with events that are held on our properties and within the community. Our office has been relocated to 501 Hartsell Avenue, Apt. 70.

- **Family Self Sufficiency Program**

In the Month of February we kicked off our monthly Lunch n Learn series with the topic “Get Hired Faster-Attitudes & Appearance Does Matter”. It was a great workshop! The residents were very open in sharing their experiences on interviewing. One resident stated, she was never told facial piercings were not appropriate when seeking employment. Another resident stated she gets very nervous when asked questions during the interview. We will be scheduling workshops for mock interviews to ensure that they are 100% ready when they go on their next interview.



Resident enjoying her lunch



LHA Volunteer modeling office attire



For the Month of February, we have 3 new recruits for our Family Self Sufficiency Program.

We are still accepting donations for our “Dress for Success Clothing Closet”. Our goal is to assist our residents with proper interview and work attire.

- We are currently looking for a contractor to teach Volley Ball @ Colton Meadows, Football @ Carrington Place and Basketball @ West Lake.

Respectfully,

Carlos R. Pizarro An

Carlos R. Pizarro, Vice-President of Affordable Housing

ADMINISTRATION REPORT

◀ **Finance**

◀ **Contracting**

◀ **Development**

◀ **YouthBuild**

RESOLUTIONS

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board action requested and why it is necessary:

Re: Resolution # 15-1402

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to negotiate with and then enter into a Master Development Agreement with the ***Housing Trust Group, LLC*** to become a Developer Partner specifically for, but not restricted to, the redevelopment of the WestLake Apartments Community.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: A Developer Partner agreement with the ***Housing Trust Group, LLC***
- C. Originator: Valerie Brown

3. Cost Estimate:

n/a

Narrative:

Via a Request for Qualifications (RFQ) that was issued on April 21, 2014, the Housing Authority of the City of Lakeland invited developers with extensive experience in the fields of urban redevelopment and master planning to submit statements of qualifications for a vast array of comprehensive services related to the master planning and redevelopment of Housing Authority properties beginning with the WestLake Apartment properties. In addition to other requirements, each respondent was required to demonstrate its ability and experience to implement a large scale, comprehensive, mixed-finance, mixed-income, and mixed use revitalization plan.

The Housing Authority intends that the Developer Partner will, after completion of construction, serve as the property manager for the new development for a period of two to three years. After this two to three year period, the Developer Partner will turn the management of the property over to the Housing Authority or the ownership entity.

The RFQ was sent by email to 15 potential respondents. Notice of the RFQ was also posted: on the Lakeland Housing Authority web site; on the *FAHRO* (Florida Association of Housing and Redevelopment Officials) web site; on *The RFP Data Base* web site; in *The Ledger*; as well as with the *Central Florida Business Diversity Council*.

Three responses to the RFQ were received prior to the June 16, 2014 deadline. At its July 10, 2014 meeting, the three-member evaluation team determined that each submitted response met the minimum scoring threshold; therefore, each respondent was invited to interview on October 15, 2014 relative to the tasks necessary to implement the scope of anticipated services indicated in the RFQ. After the interview, staff determined that it would be in LHA's best interest to conduct a second interview with two of the three firms. At the respondents' convenience, one respondent was interviewed on December 5th and the other

respondent was interviewed on December 8th. (A copy of the scoring matrix is provided after the Resolution.)

Based on the above selection process, staff is recommending that the Board of Commissioners, at its March 23rd meeting, authorize the Executive Director to negotiate a Master Developer Agreement with the *Housing Trust Group. LLC*. If these negotiations are successful, the Executive Director will present the terms of the agreement at the next Board of Commissioners' meeting. During that meeting, the Board of Commissioners may approve, reject, or approve with revisions, the negotiated terms. Afterwards, the Board of Commissioners will direct the Executive Director to take the Board's desired action.

RESOLUTION NO. 15-1402

AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A MASTER DEVELOPMENT AGREEMENT WITH THE HOUSING TRUST GROUP, LLC

WHEREAS, beginning on April 21, 2014, the Housing Authority of the City of Lakeland invited developers with extensive experience in the fields of urban redevelopment and master planning to submit statements of qualifications for a vast array of comprehensive services related to the master planning and redevelopment of Housing Authority properties beginning with the WestLake Apartment properties; and

WHEREAS, in addition to other requirements, each respondent was required to demonstrate its ability and experience to implement a large scale, comprehensive, mixed-finance, mixed-income, and mixed use revitalization plan; and

WHEREAS, the Housing Authority intends that the successful respondent as a Developer Partner will, after completion of construction, serve as the property manager for the new development for a period of two to three years; and

WHEREAS, after this two to three year period, the Developer Partner will turn the management of the property over to the Housing Authority or the ownership entity; and

WHEREAS, three firms submitted responses which were evaluated and ranked by Housing Authority staff; and

WHEREAS, later, each firm was interviewed, at least, once by Housing Authority staff; and

WHEREAS, the results of the rankings indicate that the *Housing Trust Group, LLC* appears to have the qualifications that will best meet the anticipated Developer Partner needs of the Housing Authority of the City of Lakeland;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby authorizes the Executive Director to negotiate the terms of a Master Development Agreement with the *Housing Trust Group, LLC* to be presented at the next Board meeting for Board acceptance, rejection, or acceptance with revisions; followed by the Board providing additional direction to the Executive Director.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 15-1402 dated March 23, 2015.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

(Place holder for 2 page .pdf file)