



# **REGULAR BOARD MEETING**

**October 16, 2013**

# AGENDA

Board of Commissioners Meeting  
The Housing Authority of the City of Lakeland, Florida  
Wednesday, October 16, 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 September 23, 2013

2. Old Business

3. New Business  
FSS Graduation

4. Monthly Reports

- Financial Reports and Grant Updates
- Housing Report
- Development Report
- Resident Services Report
- Resolutions

**Resolution # 13-1365** – The Board of Commissioners is requested to approve the resolution for implementation of a new public housing lease agreement.

**Resolution # 13-1366** – The Board of Commissioners is requested to approve the resolution for PHA certification of compliance with the PHA plans and related regulations.

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**  
**September 23, 2013**

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, September 23, 2013 at 6:00 p.m. at Lakeland Housing Authority, 430 Hartsell Avenue Lakeland, Florida.

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

Legal Counsel Present:                 Ricardo Gilmore, Esquire

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  
  Tom Hornack, Administrative Services Manager  
  Shauna Ginn, Asset Manager  
  Patrick Roberts, Human Resources Generalist  
  Idalia Gonzales, Interim Manager, Section 8  
  Brenda Goodman, Executive Administrative Coordinator

Guests:                                 Nan Campbell  
  Betty Hill  
  Lynn Penyak, American Lung Association of Florida  
  Kim Van, American Lung Association of Florida  
  Angela Forte, Florida Department of Health - SWAT

The Meeting was called to order at 6:03 p.m. by Chairman Michael Pimentel.  
The Pledge of Allegiance and a moment of silence were observed.

A quorum was established.

Commissioner Bernice Evans - Absent

## APPROVAL/ACCEPTANCE OF MINUTES

- **Motion to approve and accept the Minutes of the Regular Board Meeting held August 26, 2013.**  
**Hirsch – 2<sup>nd</sup> Richardson**

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

## OLD BUSINESS

- **Public Forum Form** – Mr. Ricardo Gilmore, Legal Counsel, explained the difference between the two forms used for the Public Forum. Both forms were handed out to the commissioners during the August 26, 2013 meeting. Mr. Gilmore tasked the commissioners to review both forms and provide their individual input before making a decision to adopt one of forms during this board meeting. Mr. Gilmore stated in his explanation that these forms were reviewed by the previous board but the current board may adopt either form.

**Motion to adopt and accept the Public Forum Form identified as the long form.**

**Hirsch – 2<sup>nd</sup> Hall**

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

*\*Commissioners approved the new Public Forum Form and requested that it be updated to include the current date, 9/23/2013.*

- **LHA Media Policy** - Mr. Benjamin Stevenson informed the board of the Lakeland Housing Authority Media Policy and its standards for release of information to media representatives. It is the intent of LHA to ensure that all information released concerning LHA is true and accurate. Mr. Stevenson advised the board of the importance of following the policy when giving information to the media. He was concerned about the recent occurrence where inaccurate information was given to the Ledger. It is important that accurate and true information is given when speaking on behalf of LHA.

The Commissioners in attendance agreed that staff and commissioners should make efforts to comply with the LHA Media Policy.

- **Commissioner Travel** – Mr. Stevenson advised the board regarding the policy and procedure for Commissioner travel. There is a set annual budget for commissioner travel of \$25,000 a year to be prorated between the seven commissioners. The annual amount per commissioner travel is \$3,500. Mr. Stevenson advised that one of the commissioners has requested travel which will exceed the amount of their individual annual allocated amount. When this occurs it is the understanding that it is the obligation of the Executive Director to

inform the board of the exceeding amount so that the board can make a decision to approved or disapprove the request for travel.

**Motion to approve a cap amount on an annual basis per commissioner travel. The \$25,000 allocated for commissioner travel to be prorated at \$3,500 per commissioner which is the annual cap amount that is not to exceed that amount for travel. Richardson – 2<sup>nd</sup> Hirsch**

**Vote:** Pimentel – Aye, Richardson – Aye, Hall – Aye, Hirsch – Aye, DiCesare – Aye, Sanders – Aye.

### NEW BUSINESS

- Budget Workshop – The Budget Workshop is tentatively scheduled for November 2, 2013, 2:00 P.M. – 6:00 P.M. Commissioner DiCesare indicated he needed to check his calendar before confirming. A reminder will be sent to all the commissioners.

### MONTHLY REPORTS

- **Financial Report** – Submitted as written.
- **Housing Report** – Mr. Carlos Pizarro, Director of Housing introduced guest presenters; Lyn Penyak, Program Manager and Kim Van, Intern of American Lung Association Florida and Angela Forte, Polk County Health Department - SWAT Coordinator. Mr. Pizarro and Kasandra Davis, Assistant Housing Director, has been working for the past six months with the American Lung Association and Polk County Health Department on a survey regarding the concept of making LHA a smoke free property. The presenters, in collaboration with LHA residents and property managers, conducted a survey. They reported a remarkable response of 120 residents and managers participated in the survey. They presented a summary of the findings from the survey. Some of the brief results of the survey were; 82.5% identified as non-smokers, 56.3% of the those who do smoke would like help to quit smoking and 76.2% believe secondhand smoke is harmful to people's health. The board was advised embracing and adopting a Smoke-free policy for the properties can reduce the cost of maintaining the property and extending the lives of families affected by second hand smoke. Smoke-free policies may also result in fewer complaints from tenants; reduced fire risk; lower insurance premiums and decreased maintenance costs. The commissioners pledged their support in the endeavor of establishing a smoke-free policy for LHA properties. They requested that staff and the American Lung Association Florida team conduct an extensive research on specific procedural information.

Mr. Pizarro, also advised the commissioners to review the 2014 Agency Plan and respond with any changes or suggestions before October 9, 2013.

- **Development Report** – Report submitted report as written.

Ms. Brown gave a brief overview and highlights of important components regarding preparing the RAD application.

- **Resident Services Report**

Mr. Earl Hayes gave an overview of highlights of various dates of accomplishment and achievements regarding the Resident Service Program. On September 24, 2013, Youth Build will conduct its 9<sup>th</sup> graduation ceremony for a class of 13 graduates.

Mr. Haynes also shared information on several achievement awards received by LHA from FAHRO and NAHRO in 2013. LHA was awarded the FAHRO Best Newsletter award for the LHA “Community Connector” with outstanding recognition for its contents and designs. LHA also received outstanding achievement awards for the Office Skills Training and Youth Build Programs. Commissioners Bernice Evans and Joseph DiCesare attend the NAHRO National Conference and accept the awards on behalf of LHA. LHA also received an award from Polk Works “Race to Place” during their 2013 Annual Awards Breakfast. LHA was recognized for their unwavering support, dedication and diligence in this partnership project. This award was presented to Mr. Stevenson by Florida’s Governor Rick Scott and other staff of Polk Works.

Mr. Stevenson also mentioned that on September 19, 2013 Resident Services hosted a ribbon cutting for the Residents Employment Transportation Assistance Program (RETAP), a partnership with Citrus Connection of Polk County. The RETAP is designed to assist residents that are employed or seeking employment with free bus passes. The programs goal is to assist 100 residents. Also attending the ribbon cutting ceremony for RETAP were Mayor Gow Fields and Commissioner Keith Merit of Lakeland Florida.

## **RESOLUTIONS**

**Resolution #13-1363 – Request to approve authorizing the Executive Director to prepare Rental Assistance Demonstration (RAD) application for submittal to the U.S. Department of Housing and Urban Development (HUD).**

**Motion to approve Resolution #13-1363 – The Board of Commissioners**

Discussion: Mr. Ben Stevenson explained to the board while assessing the information to prepare the RAD application it was discovered that the form requires real data. So, staff is requesting authorization to prepare the RAD application. Once the data is available there will be a second resolution requesting authorization to submit the application to HUD.

**Motion to approve the Executive Director to prepare a RAD Application.**

**Richardson – 2<sup>nd</sup> Hirsch**

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

**Resolution # 13-1364 – Recommending to the Lakeland-Polk Housing Corporation the submittal of 2014 Tax Credit Application for Cecil Gober Apartments.**

**Motion to recommend Resolution #13-1364 – Board of Commissioners**

**Hirsch – 2<sup>nd</sup> Richardson**

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

**SECRETARY'S REPORT**

Submitted as written

**LEGAL REPORT**

None

**OTHER BUSINESS**

None

**PUBLIC FORUM**

None

Meeting adjourned at 8:01 p.m.

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**Benjamin J. Stevenson, Secretary**

**MINUTES**  
**Special Board Meeting of**  
**Polk County Housing Developers, Inc.**  
**September 23, 2013**

The Board of Directors of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, September 23, 2013 at Lakeland Housing Authority, 430 Hartsell Avenue Lakeland, Florida.

PCHD Board Members Present: Michael Pimentel, Chairman  
Rev. Richard Richardson, Vice Chairman  
Joseph DiCesare, Director  
Edward Hall, Director  
Ellis Hirsch, Director  
Dorothy Sanders, Director

Legal Counsel Present: Ricardo Gilmore, Esquire

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  
Tom Hornack, Administrative Services Manager  
Shauna Ginn, Asset Manager  
Patrick Roberts, Human Resources Generalist  
Idalia Gonzales, Interim Manager  
Brenda Goodman, Executive Administrative Coordinator

Guests: Nan Campbell  
Betty Hill

The meeting was called to order at 8:02 p.m. by Chairman Michael Pimentel.

A quorum was established.

Director Bernice Evans – Absent

**BOARD OF DIRECTORS MEETING**

A Special Session convened for Polk County Housing Developers was to present a Resolution approving the appointed officers for the Board of Directors of Polk County Housing Developers, Inc. Valerie Brown presented the resolution which identified the current appointed officers as:



Michael Pimentel, Chairperson as of May 20, 2013, Rev. Richard Richardson, Vice Chairperson, as of May 20, 2013, and Benjamin Stevenson, Executive Director-Secretary as of April 2, 2012.

The officers identified in this resolution are documented with the incorporation information filed on behalf of Polk County Housing Developers, Inc., in the Office of the Secretary of State for the state of Florida.

## **RESOLUTIONS**

Resolution No. 8 of the Board of Directors of Polk County Housing Development, Inc.

### **Motion to approve the Resolution No. 8 of the Polk County Housing Development.**

Hirsch – 2<sup>nd</sup> Richardson

**Vote:** Director(s) Pimentel – Aye, Richardson – Aye, Hall – Aye, Sanders – Aye, DiCesare – Aye, Hirsch – Aye.

Meeting adjourned at 8:20 p.m.

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**Benjamin J. Stevenson, Secretary**

**FINANICAL REPORTS  
AND  
GRANT UPDATES**



TO: Lakeland Housing Authority Finance Committee

FROM: Eva Hall, LHA Director of Finance

DATE: October 9, 2013

RE: August 2013 Financial Statements

I have attached the Statements of Operations and Balance Sheets for August 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". The signature is written in black ink and is positioned above a horizontal line that serves as a separator between the signature and the typed name below.

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

**Lakeland Housing Authority  
Central Office Cost Center  
Statement of Operations  
For the Eight Months Ended August 31, 2013**

	Current Month			Year to Date			Annual Budget
	Actual	Budget	\$ Variance % Variance	Actual	Budget	\$ Variance % Variance	
Vending Income	-	-	-	50	-	50	-
Management & Admin Income	20,260	18,933	1,326 7.00%	162,076	151,467	10,609 7.00%	227,200
<b>Total Revenue</b>	<b>20,260</b>	<b>18,933</b>	<b>1,327 7.01%</b>	<b>162,126</b>	<b>151,467</b>	<b>10,659 7.04%</b>	<b>227,200</b>
Administrative Expenses	97,697	99,833	(2,136) -2.14%	659,441	804,678	(145,237) -18.05%	1,198,000
Utility Expense	2,411	1,507	904 60.02%	12,607	12,053	554 4.60%	18,080
Maintenance Expense	3,561	1,175	2,386 203.06%	21,214	9,400	11,814 125.68%	14,100
General Expenses	1,139	925	214 23.14%	12,095	7,400	4,695 63.45%	11,100
Depreciation	133	146	(13) -8.80%	1,065	1,167	(102) -8.74%	1,750
<b>Total Expense</b>	<b>104,941</b>	<b>103,586</b>	<b>1,355 1.31%</b>	<b>706,422</b>	<b>834,698</b>	<b>(128,276) -15.37%</b>	<b>1,243,030</b>
<b>Net Operating Income (Loss)</b>	<b>(84,681)</b>	<b>(84,653)</b>	<b>(29) 0.03%</b>	<b>(544,296)</b>	<b>(683,231)</b>	<b>138,935 -20.34%</b>	<b>(1,015,830)</b>
<b>Allocation Required from Non-Federal Funds</b>	<b>84,681</b>	<b>84,653</b>	<b>29 0.03%</b>	<b>544,296</b>	<b>680,787</b>	<b>(136,491) -20.05%</b>	<b>1,021,180</b>
							<b>5,350</b>

**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**  
**August 31, 2013**

Assets	Liabilities and Net Assets
Current Assets	
Prepaid Expense	224
Total Current Assets	2,569,483
	42,818
	<b>2,612,525</b>
Other Assets	
Property & Equipment	
Accumulated Depreciation	(2,584,091)
Total Other Assets	<b>(2,584,091)</b>
<b>Total Assets</b>	<b>28,434</b>

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

	Current Month			Year to Date			Annual Budget
	Actual	Budget	\$ Variance % Variance	Actual	Budget	\$ Variance % Variance	
HAP/Administrative Revenue	824,748	897,694	(72,946) -8.13%	6,820,946	7,161,038	(340,092) -4.75%	10,772,326
Other Income	9	9	(0) -1.82%	209	73	136 186.30%	110
<b>Total Revenue</b>	<b>824,757</b>	<b>897,703</b>	<b>(72,946) -8.13%</b>	<b>6,821,155</b>	<b>7,161,111</b>	<b>(339,956) -4.75%</b>	<b>10,772,436</b>
Administrative Expenses	76,495	67,255	9,240 13.74%	490,819	543,353	(52,534) -9.67%	807,055
Utility Expense	417	375	42 11.20%	2,585	3,000	(415) -13.83%	4,500
Maintenance Expense	235	538	(303) -56.29%	4,067	4,322	(255) -5.90%	6,452
General Expenses (Insurance, etc)	51	117	(66) -56.22%	1,040	982	58 5.91%	1,398
Housing Assistance Payments	682,754	802,077	(119,323) -14.88%	6,150,731	6,373,319	(222,588) -3.49%	9,624,919
Depreciation	315	350	(35) -10.00%	2,520	2,800	(280) -10.00%	4,200
<b>Total Expense</b>	<b>760,267</b>	<b>870,710</b>	<b>(110,443) -12.68%</b>	<b>6,651,762</b>	<b>6,927,776</b>	<b>(276,014) -3.98%</b>	<b>10,448,524</b>
<b>Net Operating Income (Loss)</b>	<b>64,490</b>	<b>26,993</b>	<b>37,497 138.92%</b>	<b>169,393</b>	<b>233,335</b>	<b>(63,942) -27.40%</b>	<b>323,912</b>

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

Assets	Liabilities and Equity
Current Assets	Liabilities
Cash - Operating	Current Liabilities
Cash - HAP	Accounts Payable
Cash - FSS Escrow	Due to Master Cash Account
Accounts Receivable	Accr Compensated Absences
Allow for Doubtful A/R	FSS Escrow Liability
Other Current Assets	
Total Current Assets	Total Liabilities
	463,944
Other Assets	
Furniture & Fixtures	Net Assets
Accumulated Depreciation	Net Assets
Total Other Assets	Total Equity
	301,114
Total Assets	Total Liabilities and Equity
	765,058

**Lakeland Housing Authority  
Public Housing (AMP 1)  
Statement of Operations  
For the Eight Months Ended August 31, 2013**

	Current Month			Year to Date			Annual Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance	
Rental Income	22,044	24,500	-10.02%	173,944	196,000	-11.25%	294,000
Other Tenant Income	506	738	-31.44%	7,522	5,900	27.49%	8,850
Government Subsidy Income	52,066	65,092	-20.01%	433,978	520,732	-16.66%	781,098
Interest Income Restricted	2,818	20,750	-86.42%	22,596	166,000	-86.39% <sup>1</sup>	249,000
Other Income	374	1,316	-71.58%	12,218	10,533	16.00%	15,800
<b>Total Revenue</b>	<b>77,808</b>	<b>112,396</b>	<b>-30.77%</b>	<b>650,258</b>	<b>899,165</b>	<b>-27.68%</b>	<b>1,348,748</b>
Administrative Expenses	36,655	43,735	-16.19%	280,308	351,715	-20.30%	524,818
Tenant Services Expenses	503	1,225	-58.94%	3,809	9,800	-61.13%	14,700
Utility Expense	8,025	6,958	15.33%	54,981	55,667	-1.23%	83,500
Maintenance Expense	26,487	37,723	-29.78%	210,487	303,995	-30.76%	452,671
General Expenses	6,695	6,056	10.55%	70,768	48,447	46.07% <sup>2</sup>	72,670
Housing Assistance Payments	4,029	2,875	40.14%	27,899	23,000	21.30%	34,500
Depreciation	66,917	66,917	0.00%	535,333	535,333	0.00%	803,000
<b>Total Expense</b>	<b>149,311</b>	<b>165,488</b>	<b>-9.78%</b>	<b>1,183,585</b>	<b>1,327,957</b>	<b>-10.87%</b>	<b>1,985,859</b>
<b>Net Operating Income (Loss)</b>	<b>(71,503)</b>	<b>(53,092)</b>	<b>34.68%</b>	<b>(533,327)</b>	<b>(428,792)</b>	<b>24.38%</b>	<b>(637,111)</b>

**Comments**

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



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

Assets	Liabilities and Equity
Current Assets	Liabilities
Cash - Unrestricted	Current Liabilities
Cash - Restricted	Accounts Payable
Accounts Receivable	Tenant Security Deposits
Allowance for Doubtful Accounts	Accrued PILOT
Due from Other Programs	Accrued Audit Fees
Lakeridge Homes 3rd Mortgage	Tenant Prepaid Rent
Lakeridge Homes 2nd Mortgage	Accr Compensated Absences Current
Colton Meadow Mortgage	Total Current Liabilities
Villas at Lake Bonnet Mortgage	
Prepaid Expense	Other Liabilities
Other Current Assets	Accr Compensated Absences - LT
Total Current Assets	FSS Liability
	Total Other Liabilities
Other Assets	<b>Total Liabilities</b>
Property & Equipment	Equity
Accumulated Depreciation	Net Assets
Total Other Assets	<b>Total Equity</b>
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>

**Lakeland Housing Authority**  
**Dakota Park Limited Partnership, LLLP**  
**Statement of Operations**  
**For the Eight Months Ended August 31, 2013**

	Current Month			Year to Date			Annual Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance	% Variance
Rental Income	10,553	9,196	1,357	14.76%	72,404	73,567	(1,163)	-1.58%	110,350
Other Tenant Income	-	430	(430)	-100.00%	2,178	3,443	(1,265)	-36.74%	5,165
Government Subsidy	5,657	7,072	(1,415)	-20.00%	47,148	56,573	(9,425)	-16.66%	84,860
Other Income	3	8	(5)	-62.12%	21	63	(42)	-66.67%	95
<b>Total Revenue</b>	<b>16,213</b>	<b>16,706</b>	<b>(493)</b>	<b>-2.95%</b>	<b>121,751</b>	<b>133,646</b>	<b>(11,895)</b>	<b>-8.90%</b>	<b>200,470</b>
Administrative Expenses	4,029	4,720	(691)	-14.64%	40,377	38,963	1,414	3.63%	58,245
Tenant Services Expense	-	42	(42)	-100.00%	29	333	(304)	-91.29%	500
Utility Expense	2,013	1,520	493	32.44%	15,149	12,160	2,989	24.58%	18,240
Maintenance Expense	4,239	3,426	813	23.73%	30,234	28,532	1,702	5.97%	42,611
General Expenses	43	1,905	(1,862)	-97.74%	13,193	15,237	(2,044)	-13.41%	22,856
Housing Assistance Payments	2,009	1,292	717	55.50%	13,310	10,333	2,977	28.81%	15,500
Financing Expenses	8,208	8,163	45	0.56%	63,897	65,301	(1,404)	-2.15%	97,952
Depreciation & Amortization	2,199	7,648	(5,449)	-71.25% <sup>1</sup>	17,590	61,180	(43,590)	-71.25% <sup>1</sup>	91,770
<b>Total Expense</b>	<b>22,740</b>	<b>28,715</b>	<b>(5,975)</b>	<b>-20.81%</b>	<b>193,779</b>	<b>232,039</b>	<b>(38,260)</b>	<b>-16.49%</b>	<b>347,674</b>
<b>Net Operating Income (Loss)</b>	<b>(6,527)</b>	<b>(12,009)</b>	<b>5,482</b>	<b>-45.65%</b>	<b>(72,028)</b>	<b>(98,393)</b>	<b>26,365</b>	<b>-26.80%</b>	<b>(147,204)</b>
Reserve for Replacements	-	-	-	N/A	38,400	-	38,400	N/A	-

**Comments**

- <sup>1</sup> Depreciation Expense budget is too high. Will propose change for next budget amendment.
- <sup>2</sup> 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**  
**August 31, 2013**

Assets	Liabilities and Equity
<b>Current Assets</b>	<b>Liabilities</b>
Cash - Unrestricted	Current Liabilities
Cash - Restricted	Accounts Payable
Accounts Receivable - Tenants	Tenant Security Deposits
Allow for Doubtful A/R - Tenants	Accrued Audit Fees
Prepaid Expense	Due to West Lake Management
Other Current Assets	Accr Compensated Absences Current
<b>Total Current Assets</b>	<b>Total Current Liabilities</b>
<b>Other Assets</b>	<b>Other Liabilities</b>
Property & Equipment	Accrued Interest - HOPE VI
Accumulated Depreciation	Accrued Developer Fee
	Accr Compensated Absences - LT
	FSS Escrow Liability
Intangible Assets	Due to Partner
Accumulated Amortization	Loan Payable - HOPE VI
	Loan Payable - SunTrust
	Loan Payable - LHA
<b>Total Other Assets</b>	<b>Total Other Liabilities</b>
	<b>Total Liabilities</b>
	<b>Equity</b>
	Partners' Equity
	<b>Total Equity</b>
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>

**Lakeland Housing Authority**  
**Renaissance at Washington Ridge Ltd., LLLP**  
**Statement of Operations**  
**For the Eight Months Ended August 31, 2013**

	Current Month			Year to Date			Annual Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance	% Variance
Rental Income	56,071	51,500	4,571	8.88%	444,955	412,000	32,955	8.00%	618,000
Other Tenant Income	488	1,580	(1,092)	-69.11%	12,215	12,637	(422)	-3.34%	18,955
Government Subsidy	25,075	31,357	(6,282)	-20.03%	209,058	250,859	(41,801)	-16.66%	376,289
Other Income	122	200	(78)	0.00%	2,044	1,600	444	0.00%	2,400
<b>Total Revenue</b>	<b>81,756</b>	<b>84,637</b>	<b>(2,881)</b>	<b>-3.40%</b>	<b>668,272</b>	<b>677,096</b>	<b>(8,824)</b>	<b>-1.30%</b>	<b>1,015,644</b>
Administrative Expenses	24,259	24,755	(496)	-2.00%	178,087	198,814	(20,727)	-10.43%	297,058
Tenant Services	515	500	15	3.00%	2,478	4,000	(1,522)	-38.05%	6,000
Utility Expense	10,911	6,104	4,807	78.75%	50,826	48,833	1,993	4.08%	73,250
Maintenance Expense	23,707	26,641	(2,934)	-11.01%	197,412	214,020	(16,608)	-7.76%	319,688
General Expenses	6,520	8,267	(1,747)	-21.13%	61,012	66,133	(5,121)	-7.74%	99,200
Housing Assistance Payments	3,721	2,833	888	31.33%	21,799	22,667	(868)	-3.83%	34,000
Financing Expenses	8,359	15,485	(7,126)	-46.02%	63,535	123,880	(60,345)	-48.71%	185,820
Depreciation & Amortization	61,574	61,344	230	0.00%	492,592	490,753	1,839	0.00%	736,130
<b>Total Expense</b>	<b>139,566</b>	<b>145,929</b>	<b>(6,363)</b>	<b>-4.36%</b>	<b>1,067,741</b>	<b>1,169,100</b>	<b>(101,359)</b>	<b>-8.67%</b>	<b>1,751,146</b>
<b>Net Operating Income (Loss)</b>	<b>(57,810)</b>	<b>(61,292)</b>	<b>3,482</b>	<b>-5.68%</b>	<b>(399,469)</b>	<b>(492,004)</b>	<b>92,535</b>	<b>-18.81%</b>	<b>(735,502)</b>
Reserve for Replacements	-	-	-	N/A	1,313	-	1,313	N/A	2

**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**  
**August 31, 2013**

<b>Assets</b>	<b>Liabilities and Equity</b>
<b>Current Assets</b>	<b>Liabilities</b>
Cash - Unrestricted	Current Liabilities
Cash - Restricted	Accounts Payable
Accounts Receivable - Tenants	Tenant Security Deposits
Allow for Doubtful A/R - Tenants	Accrued Audit Fees
Prepaid Expense	Due to West Lake Management
Other Current Assets	Tenant Prepaid Rents
<u>Total Current Assets</u>	Accr Compensated Absences Current
	<u>Total Current Liabilities</u>
<b>Other Assets</b>	<b>Other Liabilities</b>
Property & Equipment	Accr Compensated Absences - LT
Accumulated Depreciation	FSS Escrow Liability
	Accrued Interest - HOPE VI Mortgage
	Accrued Developer Fee
Intangible Assets	Loan Payable - HOPE VI
Accumulated Amortization	Loan Payable - SunTrust
	Loan Payable - LHA
	<u>Total Other Liabilities</u>
<u>Total Other Assets</u>	<b>Total Liabilities</b>
	Equity
	Partners' Equity
	<b>Total Equity</b>
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>

141,334  
833,684  
30,762  
(18,133)  
29,232  
20,500  
1,037,379

28,802  
43,311  
7,750  
23,281  
3,430  
4,248  
110,822

24,217,370  
(6,774,598)  
17,442,772

268,824  
(188,907)  
79,917

17,522,689

7,890  
19,469  
217,971  
1,308,453  
2,200,000  
639,680  
381,200  
4,774,663

**4,885,485**

**18,560,068**

13,674,583  
**13,674,583**

**18,560,068**

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

	Current Month			Year to Date			Annual Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance	
Rental Income	44,109	43,125	984	350,226	345,000	5,226	517,500
Other Tenant Income	1,961	1,663	298	9,069	13,303	(4,234)	19,955
Other Income	4	2	2	26	18	8	25
<b>Total Revenue</b>	<b>46,074</b>	<b>44,790</b>	<b>1,284</b>	<b>359,321</b>	<b>358,321</b>	<b>1,000</b>	<b>537,480</b>
Administrative Expense	11,817	12,150	(333)	83,673	98,583	(14,910)	145,805
Tenant Services	197	125	72	546	1,000	(454)	1,500
Utility Expense	5,368	5,833	(465)	42,383	46,667	(4,284)	70,000
Maintenance Expense	12,082	10,002	2,080	67,483	80,318	(12,835)	120,020
General Expense	8,004	6,939	1,065	67,504	55,511	11,993	83,265
Financing Expense	3,989	7,515	(3,526)	33,255	60,123	(26,868)	90,184
Depreciation & Amortization Expense	38,937	38,937	(0)	311,498	311,498	-	467,247
<b>Total Expense</b>	<b>80,394</b>	<b>81,502</b>	<b>(1,108)</b>	<b>606,342</b>	<b>653,700</b>	<b>(47,358)</b>	<b>978,021</b>
<b>Net Operating Income (Loss)</b>	<b>(34,320)</b>	<b>(36,712)</b>	<b>2,392</b>	<b>(247,021)</b>	<b>(295,379)</b>	<b>48,358</b>	<b>(440,541)</b>

**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**  
**August 31, 2013**

<b>Assets</b>	<b>Liabilities and Equity</b>
<b>Current Assets</b>	<b>Liabilities</b>
Cash - Unrestricted	Current Liabilities
Cash - Security Deposits	Accounts Payable
Cash - Reserves and Escrow	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
<b>Total Current Assets</b>	Tenant Prepaid Rent
	Accr Compensated Absences Current
	<b>Total Current Liabilities</b>
<b>Other Assets</b>	
Property & Equipment	Other Liabilities
Accumulated Depreciation	Accr Compensated Absences - LT
	Mortgage Note Payable
	Mortgage - TCAP
	Mortgage - FHFC
	Mortgage - HOME
	Developer Fee Payable
	<b>Total Other Liabilities</b>
	<b>Total Liabilities</b>
	Equity
	Partners' Equity
	<b>Total Equity</b>
<b>Total Other Assets</b>	<b>Total Liabilities and Equity</b>
<b>Total Assets</b>	

Lakeland Housing Authority  
Bonnet Shores, LLLP

Statement of Operations

For the Eight Months Ended August 31, 2013

	Current Month			Year to Date			Annual Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance	
Rental Income	48,233	51,998	(3,765) -7.24%	391,820	415,987	(24,167) -5.81%	623,980
Other Tenant Income	625	971	(346) -35.62%	11,646	7,767	3,879 49.94%	11,650
Other Income	1	1	0 49.25%	8	5	3 60.00%	8
<b>Total Revenue</b>	<b>48,859</b>	<b>52,970</b>	<b>(4,111) -7.76%</b>	<b>403,474</b>	<b>423,759</b>	<b>(20,285) -4.79%</b>	<b>635,638</b>
Administrative Expense	11,725	11,879	(154) -1.30%	86,268	96,436	(10,168) -10.54%	142,546
Tenant Services	177	125	52 41.60%	177	1,000	(823) -82.30%	1,500
Utility Expense	4,479	4,375	104 2.38%	35,800	35,000	800 2.29%	52,500
Maintenance Expense	12,624	8,924	3,700 41.47%	58,430	71,700	(13,270) -18.51%	107,085
General Expense	7,997	6,654	1,343 20.18%	69,220	53,233	15,987 30.03% <sup>1</sup>	79,850
Financing Expense	9,659	14,709	(5,050) -34.33%	81,145	117,668	(36,523) -31.04% <sup>2</sup>	176,502
Depreciation & Amortization Expense	47,465	47,465	- 0.00%	379,720	379,719	- 0.00%	569,578
<b>Total Expense</b>	<b>94,126</b>	<b>94,130</b>	<b>(4) 0.00%</b>	<b>710,760</b>	<b>754,756</b>	<b>(43,996) -5.83%</b>	<b>1,129,561</b>
<b>Net Operating Income (Loss)</b>	<b>(45,267)</b>	<b>(41,160)</b>	<b>(4,107) 9.98%</b>	<b>(307,286)</b>	<b>(330,997)</b>	<b>23,711 -7.16%</b>	<b>(493,923)</b>

**Comments**

<sup>1</sup> Fluctuation from General Expense budget is primarily due to underestimated Insurance Expense, \$8,527 (43%) over budget YTD and Bad Debt Expense \$7,067 (265%) over budget YTD.

<sup>2</sup> 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**  
**August 31, 2013**

<b>Assets</b>	<b>Liabilities and Equity</b>
<b>Current Assets</b>	<b>Liabilities</b>
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
<b>Total Current Assets</b>	Tenant Prepaid Rent
	Accr Compensated Absences
	<b>Total Current Liabilities</b>
<b>Other Assets</b>	
Property & Equipment	Other Liabilities
Accumulated Depreciation	TCAP Mortgage
	HOME Loan
	LHA Mortgage
Intangible Assets	Developer Fee Payable
Accumulated Amortization	Total Other Liabilities
<b>Total Other Assets</b>	<b>Total Liabilities</b>
	Equity
	Partners' Equity
	<b>Total Equity</b>
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>

**Lakeland Housing Authority**  
**West Bartow Partnership, Ltd., LLLP**  
**Statement of Operations**  
**For the Eight Months Ended August 31, 2013**

	Current Month			Year to Date			Annual Budget	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance
Rental Income	70,530	66,542	3,988	5.99%	563,896	532,333	31,563	5.93%
Other Tenant Income	40	271	(231)	-85.24%	2,256	2,169	87	4.01%
Other Income	87	100	(13)	-13.00%	19,902	800	19,102	2387.75% <sup>1</sup>
<b>Total Revenue</b>	<b>70,657</b>	<b>66,913</b>	<b>3,744</b>	<b>5.60%</b>	<b>586,054</b>	<b>535,302</b>	<b>50,752</b>	<b>9.48%</b>
Administrative Expenses	14,843	15,713	(870)	-5.54%	116,304	126,312	(10,008)	-7.92%
Tenants Service Expenses	103	208	(105)	-50.56%	641	1,667	(1,026)	-61.55%
Utility Expense	8,310	10,392	(2,082)	-20.03%	75,931	83,136	(7,205)	-8.67%
Maintenance Expense	8,537	11,908	(3,371)	-28.31%	80,497	95,829	(15,332)	-16.00%
General Expenses	4,423	4,171	253	6.05%	31,997	33,364	(1,367)	-4.10%
Financing Expenses	24,165	19,949	4,216	21.13% <sup>2</sup>	195,085	159,593	35,492	22.24% <sup>2</sup>
Depreciation & Amortization	41,940	41,803	137	0.33%	335,520	334,427	1,093	0.33%
<b>Total Expense</b>	<b>102,321</b>	<b>104,144</b>	<b>(1,823)</b>	<b>-1.75%</b>	<b>835,975</b>	<b>834,328</b>	<b>1,647</b>	<b>0.20%</b>
<b>Net Operating Income (Loss)</b>	<b>(31,664)</b>	<b>(37,231)</b>	<b>5,567</b>	<b>-14.95%</b>	<b>(249,921)</b>	<b>(299,026)</b>	<b>49,105</b>	<b>-16.42%</b>

**Comments**

**1** Reduction of bad debt expense = \$19,122 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 = \$37,142 YTD

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

Assets	Liabilities and Equity
<b>Current Assets</b>	<b>Liabilities</b>
Cash - Unrestricted	Accounts Payable
Cash - Security Deposits	Tenant Security Deposits
Cash - Reserves & Escrow	Accrued Property Taxes
Accounts Receivable - Tenants	Accrued Interest Payable
Allow for Doubtful A/R - Tenants	Accrued Audit Fees
Prepaid Expense	Due to West Lake Management
Other Current Assets	Tenant Prepaid Rent
<u>Total Current Assets</u>	Accr Compensated Absences
	Mortgage Note Payable
	Second Mortgage Note Payable
<b>Other Assets</b>	Third Mortgage Note Payable
Property & Equipment	Fourth Mortgage Note Payable
Accumulated Depreciation	Note Payable - City of Bartow Impact Fees
	Deferred Development Fee
	<b>Total Liabilities</b>
Intangible Assets	
Accumulated Amortization	
	Partners' Equity
<u>Total Other Assets</u>	<b>Total Equity</b>
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>

9,624  
8,050  
1,687  
9,689  
7,380  
24,235  
180  
4,948  
3,239,752  
850,000  
394,424  
400,000  
564,621  
1,560,912  
7,075,502

6,967,428  
6,967,428

14,042,930

14,042,930

LAKELAND HOUSING AUTHORITY  
Updated 10/09/2013

	START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
<b>Capital Fund Program (HUD)</b>								
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
			<b>CFP Subtotal:</b>	<b>2,421,884.00</b>	<b>2,179,695.60</b>	<b>1,812,269.00</b>	<b>1,798,675.00</b>	<b>623,209.00</b>
<b>Replacement Housing Factor (HUD)</b>								
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
			<b>RHF Subtotal:</b>	<b>1,781,197.00</b>	<b>1,358,787.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,781,197.00</b>
<b>HOPE VI (HUD)</b>	04-05-00		12-31-17	<b>21,842,801.00</b>		<b>19,908,767.13</b>	<b>19,908,767.13</b>	<b>1,934,033.87</b>
<b>Safety &amp; Security Grant (HUD)</b>	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	5,600.00	5,600.00	244,400.00
			<b>Safety &amp; Security Subtotal:</b>	<b>250,000.00</b>	<b>225,000.00</b>	<b>5,600.00</b>	<b>5,600.00</b>	<b>244,400.00</b>
<b>Resident Opportunities and Self Sufficiency (HUD)</b>								
ROSS - Family Self Sufficiency 2012	09-26-12		07-01-14	52,084.00			0.00	52,084.00
ROSS - Family Self Sufficiency 2011	09-22-11		07-01-13	52,084.00			52,084.00	0.00
ROSS - Service Coordinator 2011	09-22-11		09-29-14	140,838.00			103,863.00	36,975.00
			<b>ROSS Subtotal:</b>	<b>245,006.00</b>			<b>155,947.00</b>	<b>89,059.00</b>
<b>YouthBuild (DOL)</b>	06-01-11		05-31-14	997,492.00			464,942.00	532,550.00
			<b>YouthBuild Subtotal:</b>	<b>997,492.00</b>			<b>464,942.00</b>	<b>532,550.00</b>
<b>21st Century (DOE)</b>								
	08-01-12		09-20-13	369,283.00			357,442.00	11,841.00
	08-01-13		09-20-14	324,331.00			0.00	324,331.00
			<b>21st Century Subtotal:</b>	<b>693,614.00</b>			<b>357,442.00</b>	<b>11,841.00</b>

# HOUSING REPORT

# Housing Choice Voucher Program Monthly Board Report September 2013

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- **Tenant-Based Waitlist**

As of September 30, 2013, the Housing Choice Voucher tenant based waiting list contained two hundred sixteen (216) applicants.

- **VASH Waitlist**

As of September 30, 2013, the Veteran Affairs Supportive Housing waiting list contained zero (0) applicants.

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

As of September 30, 2013, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained five (5) applicants.

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

As of September 30, 2013, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained sixty eight (68) applicants.

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

As of September 30, 2013, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained no applicant.

## **HCV Program Information**

- **Port Outs**

LHA currently has twenty-two (22) port-outs in the month of September. Port outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payment for the month of September is \$17,947.30. This includes the Admin Fee of \$775.30.

- **Port Ins**

LHA currently has one hundred ten (110) port-ins for the month of September. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Movers**

As of September 30, 2013, Lakeland Housing Authority issued seventeen (17) vouchers to movers. We received fourteen (14) Requests for Tenancy Approvals during the month of September. We processed twelve (12) unit transfers, seven (7) initial move-in, and five (5) port-in with a date effective in September.

- **Active Clients**

As of September 30, 2013, LHA is servicing 1,251 families on the Housing Choice Voucher program. These families include 910 regular Housing Choice Voucher holders, 39 Mainstream Disabled Housing Vouchers, 51 VASH, 118 Project-Based Vouchers, 23 Tenant Protection Program (TenPro) and 110 Port Ins.

## Housing Choice Voucher Program Monthly Board Report September 2013

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- **EOP – End of Participation**

LHA processed twelve (12) EOP's with a date effective the month of September. Below are the reasons for leaving the program:

Reason	Number
Termination – Criminal	0
Termination – Unreported income and/or family composition	2
Left w/out notice	1
No longer need S/8 Assistance	5
Deceased	1
Landlord Eviction	0
Lease and/or Program Violations non-curable	3

- **Monthly HAP Analysis**

HAP disbursement for September 2013 was \$740,000.00 and Admin Fee paid to Receiving PHAs administering our vouchers was \$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
09/30/2013	95.70%	10/07/2013

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

- The Housing Choice Voucher Department processed one hundred twenty (120) annual certifications and one hundred forty-three (133) interim certifications.
- The Housing Choice Voucher program conducted eight (8) informal hearing in the month of September.
- The Housing Choice Voucher waiting list was purged during the month of September, resulting in a removal of 283 applicants from the waiting list due to no response and/or returned mail unable to forward. All applicants were given the opportunity to apply for the Project-Based Villas at Lake Bonnet waiting list. A total of 68 applicants turned in the preliminary application and have been added to the PBV-Villas at Lake Bonnet waiting list.

## 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	8	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	429	16	30	38	105	2000
October						
November						
December						



**Property Name: Westlake**

**Management Report for the Month of: September 2013**

**Occupancy:**

As of the last day of the month of September, the community was 99 % occupied.

**Vacancy:**

Vacant unit(s): 1

**Turnover rate:** 14 %

YTD: 8

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:  yes     no

**Security:**

Any incident reports? \_\_\_yes no

If yes, give an explanation:

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**Insurance Claims:**

Any claims this month? \_\_\_yes no

If yes, give an explanation:

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**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: \_\_\_\_\_

---

Sincerely,

Vanessa C. Johnson

Community Coordinator

**Property Name: Westlake Addition**  
**Management Report for the Month of: September 20 13**

**Occupancy:**

As of the last day of the month of September, the community was 99 % occupied.

**Vacancy:**

Vacant unit(s): 1

**Turnover rate:** 16 %

YTD: 9

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: xyes    \_\_\_no

**Security:**

Any incident reports? \_\_\_yes no

If yes, give an explanation:

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---

**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: 5

Number in process for the next month: 1

**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: September 2013**

**Occupancy:**

As of the last day of the month of September, 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:

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---

**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: 1

Number in process for the next month: 4

**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: September 2013**

**Occupancy:**

As of the last day of the month of September, 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:

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---

**Insurance Claims:**

Any claims this month? \_\_\_yes no

If yes, give an explanation:

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---

**Management Referrals:**

Late Rent: 14 day notices

---

**Re-certifications:**

Number completed for the current month: 5

Number in process for the next month: 0

**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: September 2013**

**Occupancy:**

As of the last day of the month of September, 2013, the community was 100% occupied.

**Vacancy:**

Vacant unit(s): 100%

**Turnover rate:** 6 %

YTD: 11

Move-out(s): 0

**Current Rent(s):**

- 1- One Bedroom = \$NA
- 2- Two Bedrooms = \$587
- 3- Three Bedrooms = \$668
- 4- Four Bedrooms = \$734

**Utilities:**

Residents pay: Residents pay all utilities.

---

**Eviction(s):**

  yes    Xno

If yes, give an explanation:

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---

**Maintenance:**

Unit inspections 40

Building inspections: 7

Vegetation is being trimmed weekly: yes no

**Security:**

Any incident reports? yes no

If yes, give an explanation:

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---

**Insurance Claims:**

Any claims this month? yes no

If yes, give an explanation:

---

---

**Management Referrals:**

Late Rent: Management spoke with persons late on the rent and rent payment scheduled before eviction deadline.

**Re-certifications:**

Number completed for the current month: 4

Number in process for the next month: 5

**Social Services:**

Newsletter completed and distributed? yes no

Scheduled activities:

Neighborhood Watch Meeting held with the Lakeland Police Department and Resident Meeting

---

Sincerely,

*Kasandra Davis*  
Community Coordinator

**Property Name: Renaissance @ Washington Ridge**  
**Management Report for the Month of: September 2013**

**Occupancy:**

As of the last day of the month of September 30, 2013, the community was 98% occupied.

**Vacancy:**

Vacant unit(s): 3

**Turnover rate:** 4 %

YTD: 51

Move-out(s): 0

**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 in the Senior building water paid by  
the property.

**Eviction(s):**

  yes    Xno

If yes, give an explanation:

\_\_\_\_\_  
\_\_\_\_\_

**Maintenance:**

Unit inspections: 196 Building inspections: All

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 the rent and rent payment scheduled before eviction deadline.

**Re-certifications:**

Number completed for the current month: 10

Number in process for the next month: 20

**Social Services:**

Newsletter completed and distributed? yes no

Scheduled activities: Health screenings, movie day, birthday celebrations, Resident Meeting and daily feeding.

Sincerely,

*Kassandra Davis*

Community Coordinator

**Property Name: Villas At Lake Bonnet**  
**Management Report for the Month of: September, 20 13**

**Occupancy:**

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

**Vacancy:**

Vacant unit(s): 02

**Turnover rate:** 1.0 %

YTD: 15

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: 3      Building inspections: 6

Vegetation is being trimmed weekly: X yes    \_\_\_no

**Security:**

Any incident reports?  yes  no

If yes, give an explanation:

One Tenant's window was broken out due to criminal mischief. One Tenant's back door was kicked in, nothing was taken, appears to be Criminal Mischief.

**Insurance Claims:**

Any claims this month?  yes  no

If yes, give an explanation:

N/A

**Management Referrals:**

Late Rent: None

**Re-certifications:**

Number completed for the current month: 0

Number in process for the next month: 2

**Social Services:**

Newsletter completed and distributed?  yes  no

Scheduled activities: Tutoring: Weekly; Life Line Public Safety Sept. 11, 2013;

Health and Nutrition Fair Sept. 19th

Sincerely,



Community Coordinator

**Property Name: Colton Meadow**

**Management Report for the Month of: September 20 13**

**Occupancy:**

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

**Vacancy:**

Vacant unit(s): 2

**Turnover rate:** 1 %

YTD: 14

Move-out(s): 1

**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: 04      Building inspections: 8

Vegetation is being trimmed weekly: X yes    \_\_\_no

**Security:**

Any incident reports?  yes  no

If yes, give an explanation:

One tenant reported someone broke into her unit. No evidence of forced entry  
found.

**Insurance Claims:**

Any claims this month?  yes  no

If yes, give an explanation:

N/A

**Management Referrals:**

Late Rent: N/A

**Re-certifications:**

Number completed for the current month: 1

Number in process for the next month: 1

**Social Services:**

Newsletter completed and distributed?  yes  no

Scheduled activities: Tutoring: Weekly; Life Line Public Safety Sept 11, 2013;  
Health & Nutrition Fair: Sept 19th

Sincerely,



Community Coordinator



Property Name: Manor @ West Bartow  
Reporting Month: September 2013

This management report covers the month of September. Detailed below is a summary of the monthly activity for the above referenced community:

Occupancy:

As of September 30, 13, the community had 100 occupied units, which represent     % occupancy.

Vacancy:

0 Vacant unit(s)

Turnover rate: 3 %

YTD: 3

5 Move-out(s)

Current Rent(s):

1- One Bedroom	=	<u>699</u>
2- Two Bedrooms	=	<u>801</u>
3- Three Bedrooms	=	<u>    </u>
4- Four Bedrooms	=	<u>    </u>

Utilities:

Residents pay: electric

Delinquency:

Total delinquency for the month was \$ 0, as of September 30, 2013.

Eviction(s):  yes  no

If yes, give an explanation: \_\_\_\_\_

\_\_\_\_\_

Maintenance:

Unit inspections  Building inspections

Vegetation is being trimmed weekly:  yes  no

Security:

Any police 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: 0

Re-certifications: 17

Number completed for 1<sup>st</sup> of current month: 6

Number in process for 1<sup>st</sup> of next month: 12

Newsletter completed and distributed?  yes  no

Scheduled activities: bingo, movie night, crafts and field trips

\_\_\_\_\_

Sincerely,

Jennifer Robinson

Community Coordinator

# **DEVELOPMENT REPORT**

## REAL ESTATE PLANNING & DEVELOPMENT

### I. Authority-Wide Updates

**Section 3 and M/WBE:** One (1) new contract was executed September 1-30, 2013. The contract was with Valuation Advisors in the amount of \$1,500. 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 \$1,500 from \$447,461 to **\$448,961**.
- 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 36 contracts are with M/WBE firms. This represents 25% of the contracts.
- Three (3) of the 36 contracts are with Section 3 Business Concerns; which represents approximately 8% of the contracts.
- Three (3) Section 3 Hires have been employed as part of LHA's existing contracts.

**Green Physical Needs Assessment (GPNA):** On September 25, 2013, Clampett Industries, LLC d.b.a. EMG Holdings, LLC (EMG) submitted the draft GPNA reports for Dakota Park, Lake Ridge, Renaissance, Westlake, John Wright, and Cecil Gober. LHA received the reports for The Manor at Renaissance and Hampton Hills on September 30, 2013. Development staff is in the process of reviewing the reports and updating the 2014 Agency Plan to reflect recommendations outlined by the GPNAs.

**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 signs are installed. The Annual HOA Meeting will be held in November. Election of the Board of Directors will occur at that time.

**RAD Application:** On Tuesday, October 1, 2013, staff participated in a conference call with Squire Sanders. The purpose of the call was for staff to obtain an overview of the RAD program from former Assistant HUD Secretary Orlando Cabrera. As part of the call, LHA also received guidance on how to address waivers that would be required by HUD in order for Dakota Park and Renaissance to be included within a portfolio application. On Wednesday, October 2, 2013, staff facilitated a conference call with representatives from National Equity Fund (NEF). NEF staff outlined the submittals that would be required for a financing letter of interest.

### II. LHA Portfolio

#### **Arbor Manor**

- On September 11, 2013, LHA received an offer from a third party developer to purchase Arbor Manor. On September 18, 2013, LHA executed a task order in the amount of \$1,500 to Valuation Advisors for an appraisal of the site. The appraisal

## REAL ESTATE PLANNING & DEVELOPMENT

was completed on September 20, 2013. The report valued the property at \$2.4 million. On October 8, 2013, staff forwarded the appraisal to the developer for review and is waiting to see if they will submit a counteroffer for the site.

### 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 remained in effect. LHA received a draft of the GPNA on September 25, 2013. LHA will now use the GPNA to finalize a scope for the revised task order to Robert Reid Wedding Architects, architect of record.
- *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) released the Request for Applications (RFA) for small/medium counties on September 19, 2013. Proposals are 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. On September 19, 2013, staff attended the Preservation RFA Workshop. During the workshop, staff discovered that the Cecil Gober project would be a better candidate for the Preservation RFA. Proposals for the Preservation RFA are due on December 2, 2013. On October 2, 2013, LHA executed a task order to Saxon, Gilmore, Carraway, & Gibbons, P.A. (SGCG) for a not to exceed amount of \$5,000. Execution of the task order will allow SGCG to assist LHA with preparation of the tax credit application. Additionally, staff submitted the developer list of principals to FHFC for approval. On October 8, 2013, FHFC approved the applicant and developer principals list for Cecil Gober, LLLP.

### 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 that time SAC reported that the plan was being reviewed by management. The partial government shutdown commenced on October 1, 2013. Accordingly, LHA has not been able to obtain any additional information from SAC regarding approval of the plan.
- *3887 Covington Lane:* This particular house has a poorly draining side yard. Subsequently, LHA needed to obtain the services of a third party engineering firm

## REAL ESTATE PLANNING & DEVELOPMENT

to investigate the cause for poor drainage and provide a recommendation to remedy the situation. On October 4, 2013, LHA executed a task order with GLE Associates, Inc. for a not to exceed amount of \$1,425. The surveyor and geotechnical engineer are scheduled to conduct the site visit the week of October 7, 2013.

### 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 has until March 20, 2014 to obligate 90% of the grant award.
- Redevelopment of Westlake: Staff did not perform any activities related to Westlake during this reporting period.

### Williamstown

- Renewal of Existing Loans: On Wednesday, September 25, 2013, SGCG provided the last set of comments to the loan renewal documents. The documents were revised on September 26, 2013. LHA closed on the loan renewal with Community Southern Bank the following day.

## III. Mixed Finance Developments

- 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 has until March 20, 2014 to obligate 90% of the grant award.

### 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. LHA submitted the Development Proposal for the project the week of August 19, 2013. LHA received a request from HUD to provide supplemental information for

## REAL ESTATE PLANNING & DEVELOPMENT

the Development Proposal on September 18, 2013. Staff is in the process of drafting responses to HUD's questions. Once the responses are received, HUD staff will present the proposal to the review panel for approval. Unfortunately the process has been delayed by the partial government shutdown.

### **The Manor at West Bartow**

- Staff worked with outside counsel to reduce the amount of the Non-Negotiable Capital Demand Note. The original note was executed on June 30, 2008 in the amount of \$2 million. Terms of the original note allow it to be cancelled and returned to LHA at any time following the satisfaction of the conditions to the investor funding the second additional capital contribution. Since the terms of the original note have been met, LHA cancelled the original note and issued Lakeland-Polk Housing Corporation a Replacement Non-Negotiable Capital Demand Note for \$1 million. LHA signed the reduced note on October 9, 2013. Staff is in the process of notifying the investor that the prior note has been replaced in accordance with terms and conditions of the original Non-Negotiable Capital Demand Note.

### **Villas at Lake Bonnet**

- Boston Financial is scheduled to conduct the site visit on October 23, 2013. As part of the site visit, Boston Financial will inspect the property and review the tenant files and management procedures. Development staff assisted Housing with responses to the Preparation Letter Questionnaire.

### **Magnolia Pointe**

- On Friday, October 4, 2013, LHA received notification that the Condo Association obtained the votes needed to commence the repair and painting project. The Board Meeting to approve funding for the work occurred on Tuesday, October 8, 2013. LHA is waiting to receive notification from Magnolia Pointe Condo Association of when the contractor will mobilize to perform the repairs. Structural deficiencies associated with the one condominium that LHA owns at 1200 Unitah #3 are scheduled to be corrected as part of the repair and painting contract.

**LAKELAND HOUSING AUTHORITY**  
**SECTION 3 AND M/WBE SUMMARY REPORT**  
(Existing Contracts: April 1, 2012 - September 30, 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
18	Jacksonville Sound	\$552.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
19	GLE Associates	\$0.00	No	N/A	0	No	0	No	0
20	Wallis Murphey Boyington	\$0.00	No	N/A	0	No	0	No	0
21	Bessolo Design Group	\$0.00	No	N/A	0	No	0	No	0
22	Robert Reid Wedding	\$47,227.50	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
23	Valuation Advisors	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
24	DRMP	\$0.00	No	N/A	0	No	0	No	0
25	Hamilton Engineering & Surveying	\$0.00	No	N/A	0	No	0	No	0
26	ECON	\$5,020.00	No	N/A	0	No	0	No	0
27	Pickett & Associates	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
28	ACT-American Compliance Technologies	\$0.00	No	N/A	0	No	0	No	0
29	GLE Associates	\$1,995.00	No	N/A	0	No	0	No	0
30	Terracon Consultants	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
31	Boggs Engineering (Civil)	\$0.00	No	N/A	0	No	0	No	0
32	Hamilton Engineering & Surveying (Civil)	\$0.00	No	N/A	0	No	0	No	0
33	EE & G Environmental (Environmental)	\$0.00	No	N/A	0	No	0	No	0
34	GLE Associates (Multi-discipline)	\$0.00	No	N/A	0	No	0	No	0
35	Biller Reinhart (Structural)	\$0.00	No	N/A	0	No	0	No	0
<b>TOTALS</b>		<b>\$447,460.55</b>			<b>9</b>		<b>3</b>		<b>3</b>

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 September 30, 2013.



LAKELAND HOUSING AUTHORITY  
SECTION 3 AND M/WBE SUMMARY  
(New Contracts: September 1-30, 2013)

10/8/2013

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
15	Valuation Advisors	\$1,500.00	No	N/A	0	No	0	No	0
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									
<b>TOTALS</b>		<b>\$1,500.00</b>			<b>0</b>		<b>0</b>		<b>0</b>

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor September 1-30, 2013.

## Investigative Board Report September, 2013

**1 Small Claims Court**

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

**2 Eviction Court**

- Two evictions were filed for the month of September for Public Housing, both were for non-payment of rent.

**3 Applicant Criminal Histories**

- Twenty-five (25) criminal histories were processed for Public Housing for the month of September , for a savings of five hundred and seventy-five dollars.

**4 Public Housing Re-certification Criminal Histories**

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

**5 Conflict Resolutions**

- Two for the month of September.

**6 Public Housing Fraud Recovery**

- None for the month of September,

**7 Repayment Agreements**

- One for the month of September. This was for a PH past due balance. The amount was for \$465.00 four hundred and sixth-five dollars.

**Section 8**

**1 Section 8 Terminations**

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

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

**2 Section 8 Repayment Agreements**

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

**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 September, the Lakeland Housing Authority Investigations Department ran five (05) criminal histories for Section 8 applicants. **This resulted in a net savings of one hundred and fifteen dollars.**

**6 Section 8 Re-certification Criminal Histories**

- During the month of September, six (06) section 8 re-certifications were submitted to Investigations, for a **total savings of one hundred and thirty-eight dollars.**

**7 Section 8 Hearings**

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

**8 VASH**

- One (01) for the month of September, for a **total savings of twenty-three 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**

- Five criminal histories were run for the month of September, **for a savings of one hundred and fifteen dollars. Investigators also ran eight seven (08) criminal history re-certifications, for a total savings of one hundred and eighty-four dollars.**

**Washington Renaissance and Dakota Park**

- Three (03) new applications for criminal history were submitted for September, for the Renaissance/Washington Oaks property, resulting in a savings of **sixty-nine dollars.** Thirty-one (31) applications submitted for recertification for the month of September, for a savings of **seven hundred and thirteen dollars.**

**Colton Meadow/Bonnet Shores Villas**

- No information was supplied from the management for the month of September

**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 (11) 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 **Two thousand one hundred and sixty-six dollars**, for the month of September. 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. We handled one eviction case for Lakewood terrace Apts. for the month of September. We also produced 11 Identification cards in the month of September.

# **RESIDENTS SERVICES REPORT**

## Resident Services September 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 September 5<sup>th</sup>, LHA's Emma Turner Center's Conference Room was the host-site for the monthly meeting of the Teen Pregnancy Prevention Alliance (TPPA). Linda Willis, LHA's Public Housing Family Self-Sufficiency Coordinator and Cynthia Zorn-Shaw, LHA's ROSS Resident Services Coordinator, served as agency hostesses.

On September 5<sup>th</sup>, Zorn-Shaw met with Keith Boyd, Supervisor with the Florida Health Department. Boyd was given a tour of LHA's Carrington Place Apartments community to confirm the plans for the mini-health fair planned by Zorn-Shaw and Boyd for that site on Sept. 19<sup>th</sup>.

Other meetings and/or events attended by the ROSS Resident Services Coordinator during the month of September were:

- Sept. 10<sup>th</sup> -Meet & Greet Reception for LHA's City-Wide Residents Organization.
- Sept. 13<sup>th</sup> -Met with Shanna Harris of CMK Home Health of Florida, LLC.
- Sept. 13<sup>th</sup> -We Care Services, Inc. Health Fair at The Renaissance Manor.
- Sept. 19<sup>th</sup> -LHA/Citrus Connection RETAP Kick-Off and Ribbon-Cutting Ceremony.
- Sept. 23<sup>rd</sup> -Met with Steven Carr of Polk Works to begin planning for mini-job fairs at various LHA properties.
- Sept. 18<sup>th</sup> & 25<sup>th</sup> - Attended the planning meeting for the 2013 Red Ribbon Celebration.

### **City-Wide Residents Organization**

On September 10<sup>th</sup>, LHA hosted a Meet & Greet Reception for the newly elected City-Wide Residents Organization. Representatives in attendance were: Judith Haggins, Joyce Giles, Karen Rudolph, Patricia Duncan, Nanette Campbell, and Katrina Holston. During the reception, an overview of the expectations and purpose of the CWRO were given by Earl W. Haynes, LHA Resident Services Director and Ben Stevenson, LHA Executive Director. The members of the CWRO were afforded the opportunity to interact by asking questions to further clarify its purpose as the voice of LHA residents. Carlos Pizarro, LHA Housing Director and Kasandra Davis,

Assistant Director of Housing issued a binder copy of the draft of LHA's agency plan for their review and future input.

### **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 September has brought Cycle 9 to a close. Sixteen of eighteen participants have passed the GED, bringing the GED rate for the last three cycles up to 95% (40/42 earning GED). We expect the remaining two participants to receive their GED giving us a 100% GED rate for the past 3 cycles. Also, for Cycle 9, Eighty-six 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. For the life of the grant 91% of YouthBuild participants made an educational gain. Students also completed a financial literacy course that taught them the basics of money management and introduce them to key concepts associated with banking and savings.

During the interim period between grants YouthBuild Lakeland will be holding GED educational classes to help other 18-24 year olds obtain their GED.

### **Graduation**



Graduation was held at the Coleman Bush Building on Tuesday, September 24<sup>th</sup>. Platform guests included Benjamin Stevenson and Earl Haynes. Mr. Stevenson presented the thirteen graduates with their Certificates. The graduates were: Cody Allen, Joel Almanzar, Alyssia Crose, Nick Dozier, Cheyanna Hayes, Shantel Holt, Myric Hosegood, Jordan Lowe, Tracy Mendoza, Taniesha Palmer, Vick Sconiers, Taniesha Palmer, Adam Swanson, and Nick Trader. This was a happy occasion that was very well-attended by family and friends.

CONGRATULATIONS, CYCLE 9!

## Career Development

The semi-annual visit by The Travelers Group was held on September 6<sup>th</sup>. Six volunteers from Travelers spent the day with our participants. They talked to our group about the “world of work” and employability skills. In addition, the volunteers worked individually and in groups conducting mock interviews. The feedback we received from the volunteers about their interviewing skills was extremely complimentary.

## Community

YouthBuild employees attended an Open House at Travelers in Tampa for community events. This was an opportunity to network our program with approximately 450 Travelers employees.

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

September 2013	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	31	16	52	40,841.24
Dakota Park (13)	09	04	44	23,687.45
Renaissance (14)	12	02	17	20,175.55
<b>Totals</b>	<b>52</b>	<b>22</b>	<b>42*</b>	<b>87,704.24</b>

\* 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:** Zero.

**Earned Income from Employment:** Zero.

- **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	30	49%



## Escrow Balances

- The balance of the Section 8 FSS Escrow September 2013 is \$127,039.67.
- The average amount is \$ 4,234.66

**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 September 2013.

**Goals completed/enrolled by the Section 8 FSS participants:** Zero new enrollments.

**Completed Contract of Participation:** Three (3) FSS 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 Early Learning Coalition. This childcare provider currently has a waiting list.

### Community Networking

Agency Connection Network (ACN); Bank on Programs; and Polk Work Partner Management

- **Westlake 21<sup>st</sup> Century Community Learning Center**

- During the month of September 2013, there were 70 students enrolled in the after-school program.
- The program was closed on September 16<sup>th</sup>.
- The students went on field trips to several local businesses to learn about different careers.

**Upcoming:** The After-School Program will be closed on October 25<sup>th</sup>. Three 21<sup>st</sup> Century staff persons will attend the 2013 FASA Fall Conference during the week of October 7<sup>th</sup>. The 21<sup>st</sup> CCLC will participate in the Red Ribbon Walk on October 29<sup>th</sup>.

---

Earl W. Haynes  
Resident Services Director

Janiene Bambridge  
Interim Resident Services Manager

Cynthia E. Zorn-Shaw  
ROSS Service Coordinator

Kim Bean  
21<sup>st</sup> CCLC Site Coordinator

Linda Willis  
PH/FSS Coordinator

Dayen Valentine  
S8/FSS Coordinator

# 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 # 13-1365**

The Board of Commissioners is requested to approve the above-referenced resolution in order to satisfy a United States Department of Housing and Urban Development (HUD) regulation.

**2. Who is making request:**

A. Entity: LHA

B. Project: Revised Public Housing Lease Agreement

C. Originator: Carlos Pizarro

**3. Cost Estimate:**

Nominal cost

**Narrative:**

Occasionally, the Board of Commissioners of a Public Housing Agency is required to have its Chair or other authorized official revise and approve a new policy before is implemented. A revised Lakeland Housing Authority lease agreement is needed in order to continue to comply with HUD and State regulations.

This resolution is to authorize the Executive Director to implement and adopt a revised Public Housing lease agreement effective January 1, 2014.

**ATTACHMENTS:**

- *Revised Public Housing Lease Agreement*

**RESOLUTION NO. 13-1365**

**APPROVING THE IMPLEMENTATION OF A REVISED  
PUBLIC HOUSING LEASE AGREEMENT**

**WHEREAS**, Public Housing Agencies fall under the regulations set forth in Public and Indian Housing; and

**WHEREAS**, the United States Department of Housing and Urban Development requires that all Public Housing Agencies sign a lease agreement with all tenants in accordance with the rules and regulations governing such program; and

**WHEREAS**, the Housing Authority of the City of Lakeland made modifications to the Public Housing Lease Agreement; and

**WHEREAS**, the Housing Authority of the City of Lakeland circulated the *revised lease agreement* to its public housing residents, its Housing Choice Voucher participants, the Lakeland Housing Authority Resident Advisory Board, and other interested parties; and

**WHEREAS**, the Housing Authority of the City of Lakeland conducted a Public Hearing to obtain the public's input and comments on the lease agreement.

**NOW THEREFORE**, be it resolved by the Board of Commissioners of the Housing Authority of the City of Lakeland authorizes its Executive Director to implement the revised Public Housing Lease Agreement effective January 1, 2014.

**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 the Resolution No. 13-1365, dated October 16, 2013.

Attested by:

\_\_\_\_\_  
Benjamin Stevenson, Secretary

\_\_\_\_\_  
Michael Pimentel, Chairman

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

**1. Describe Board Action Requested and why it is necessary:**

**Re: Resolution # 13-1366**

The Board of Commissioners is requested to approve the above-referenced resolution in order to satisfy a United States Department of Housing and Urban Development (HUD) regulation.

**2. Who is making request:**

A. Entity: LHA

B. Project: Signing the *PHA Certification of Compliance with the PHA Plans and Related Regulations*, form 50077

C. Originator: Carlos Pizarro

**3. Cost Estimate:**

Nominal cost of submittal to HUD

**Narrative:**

Annually, the Board of Commissioners of a Public Housing Agency is required to have its Chair (or other authorized official sign) HUD's *PHA Certification of Compliance with the PHA Plans and Related Regulations*, form 50077 and have staff submit the form to HUD.

This resolution is to authorize the Chair of the Board of Commissioners of the Housing Authority of the City of Lakeland to sign HUD form 50077 and to direct the Executive Director of the Housing Authority of the City of Lakeland to submit the signed form to HUD.

**ATTACHMENTS:**

- *2014 Agency Plan Preparation Summary*
- *2014 Agency Plan Timeline*

## **2014 Agency Plan Preparation Summary**

A PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the Five Year Plan--which each PHA submits to HUD once every fifth PHA fiscal year--and the Annual Plan--which is submitted to HUD every year. It is through the Annual Plan that PHA receives capital funding.

A PHA Plan also serves as the annual application for grants to support improvements to public housing buildings (Capital Fund Program) and safety in public housing.

Any local, regional, or State agency that receives funds to operate Federal public housing or Section 8 tenant-based assistance (vouchers) programs must submit a PHA Plan.

To ensure public participation in the process, LHA staff provided a copy of the plan to the LHA Board of Commissioners and the City Wide Resident Organization which serves as the Resident Advisory Board of the Housing Authority of the City of Lakeland (RAB). Copies were also made available to other entities such as: the City of Lakeland, the Main Library (downtown), the Larry Jackson Library, the Paul A. Diggs Neighborhood Association, the Webster Park Neighborhood Association, and the NAACP.

LHA'S senior staff scheduled a series of meetings with the RAB to involve the residents in the PHA Plan process. The RAB provided LHA and the residents with a forum for sharing information about the PHA Plan. Through their involvement in the PHA Plan, the residents will be more aware of the process that LHA undergoes to prioritize agency activities.

As a result of these meetings, the RAB has made recommendations for amendments and modifications to the PHA Plan.

One of the requirements of the Agency Plan is to schedule a Public Forum for community review and a question and answer period. The Public Forum for this year's Plan was held on October 9, 2013—1:00 p.m. to 2:30 p.m. at the LHA Administration building.

The process to develop LHA's 2014 PHA plan spanned nearly 3 months and involved the collaboration of LHA staff, Public Housing residents, participants in the Housing Choice Voucher Program, stakeholders in the community, the City of Lakeland and, of course, LHA Board of Commissioners.

## 2013 Agency Plan Timeline

- 08/08/2013--Elections were conducted to elect the RAB
- 08/22/2013--Public hearing and Public Notice was posted: in *The Ledger*, on the LHA website, in the LHA Administration Building, and at LHA housing communities.
- 08/26/2013--A Draft version of the agency plan was distributed to the Board of Commissioners
- 08/26/2013--Draft versions were delivered to 4 locations for public review
- 08/26/2013--The Board of commissioners approved resolution No. 13-1357 recognizing the newly elected RAB
- 09/10/2013—LHA met with RAB, signed the MOU between RAB and LHA, and distributes copies of the proposed Agency Plan to all the members.
- 10/02/2013—LHS met with RAB
- 10/04/2013—LHA met with RAB
- 10/09/2013—LHA conducted a Public Hearing
- 10/11/2013—LHA published the final draft version
- 10/15/2013—LHA Director's met and discussed the Plan.
- 10/16/2013--LHA Board of Commissioners requested to approve the plan
- 10/18/2013—Plan to be electronically submitted to HUD

Copy of PHA Plan was made available to:

- Main Library (downtown)
- City of Lakeland
- Larry Jackson Library
- Paul A. Diggs Neighborhood Association
- Webster Park Neighborhood Association
- Cecil Gober Villas Apartments
- Emma Mae Turner Center
- NAACP
- LHARAA

**RESOLUTION NO. 13-1366**

**APPROVING PHA CERTIFICATIONS OF COMPLIANCE WITH  
THE PHA PLANS AND RELATED REGULATIONS**

**WHEREAS**, Public Housing Agencies fall under the regulations set forth in Public and Indian Housing Notice 99-51 and 2001-26 requiring the submittal of Public Housing Agency Plans and related certifications; and

**WHEREAS**, the United States Department of Housing and Urban Development requires that all Public Housing Agencies submit the *PHA Certification of Compliance with the PHA Plans and Related Regulations*, form 50077; and

**WHEREAS**, the Housing Authority of the City of Lakeland made modifications to both its *Administration Plan* and its *Admissions and Continued Occupancy Plan*, collectively referred to as the *Agency Plan*; and

**WHEREAS**, the Housing Authority of the City of Lakeland circulated the *Agency Plan* to its public housing residents, its Housing Choice Voucher participants, the Resident Advisory Board of the Housing Authority of the City of Lakeland, and other interested parties; and

**WHEREAS**, the Housing Authority of the City of Lakeland conducted a Public Hearing to obtain the public's input and comments on the Agency Plan.

**NOW THEREFORE**, be it resolved by the Board of Commissioners of the Housing Authority of the City of Lakeland that the Board Chairman is authorized to sign the *PHA Certification of Compliance with the PHA Plans and Related Regulations*, form 50077 (attached hereto) which the Executive Director will afterwards submit to HUD.

**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 the Resolution No. 13-1366, dated October 16, 2013.

Attested by:

\_\_\_\_\_  
Benjamin Stevenson, Secretary

\_\_\_\_\_  
Michael Pimentel, Chairman



**PHA Certifications of Compliance  
 with PHA Plans and Related  
 Regulations**

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
 Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2014, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

The Lakeland Housing Authority

FL011

PHA Name

PHA Number/HA Code

- 5-Year PHA Plan for Fiscal Years 20\_\_--20\_\_
- Annual PHA Plan for Fiscal Years 2014--2014

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  Michael Pimentel	Title  Chairman
Signature	Date  October 16, 2013

**Secretary's Report  
October 2013**

**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 and the recent federal government shutdown 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 and the recent federal government shutdown 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

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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 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.

A workshop on the agency budget has been scheduled for November 7, 2013 at 5:30 pm. The location of the workshop is being determined.

### **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.

### **Agency Plan**

LHA staff has started work on the Agency Plan that will be submitted to HUD in October. The Plan is being submitted for approval by the LHA Board of Commissioners at the October 2013 Board meeting. Copies of the Plan were made available for review and public comment for forty-five (45) days. Copies of the Plan were also 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 was held on October 9, 2013 at the LHA

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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.

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

**Meetings**

I attended a meeting with Isaac Hartmann, Certified Financial Planner with Allen and Company of Florida, Inc. The purpose of the meetings was to discuss potential joint ventures and/or partnerships that would benefit the residents of LHA communities.

I 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 hopeful many of our residents will take advantage of the program.

I spoke with Daryl Ward, Principal; of Harrison School of the Performing Arts regarding having some of the students perform at our senior properties in exchange for volunteer credit hours. We agreed to proceed with some type of agreement.

I also attended Government Day with the 31<sup>st</sup> Class of Leadership Lakeland. I continue to learn more about Lakeland.

Respectfully submitted,

*Benjamin Stevenson*

Secretary

# **LEGAL REPORT**

**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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# **OTHER BUSINESS**