



# **REGULAR BOARD MEETING**

**November 18, 2013**

## **AGENDA**

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

Monday, November 18, 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 Wednesday, October 23, 2013**

**2. Old Business**

**3. New Business**

**4. Monthly Reports**

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

Resolution # 13-1368 – The Board of Commissioners is requested to approve the resolution to authorize the Executive Director to enter into a contract with Paychex, Inc. to provide Payroll and certain Human Resources Services.

Resolution # 13-1369 – The Board of Commissioners is requested to approve the resolution to authorize the Executive Director to enter into a contract with Non-Profit Insurance Services, Inc. to provide Worker's Compensation Coverage.

**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**  
**October 16, 2013**

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Wednesday, October 16, 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  
  Dorothy Sanders, Commissioner  
  Ellis Hirsch, Commissioner  
  Bernice Evans, Commissioner

Legal Counsel Present:                 Ricardo Gilmore, Esquire  
  Rhonda Stringer

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  
  Shauna Ginn, Asset Manager  
  Kassandra Davis, Assistant Director of Housing  
  Patrick Roberts, Human Resources Generalist  
  Idalia Gonzales, Interim Manager, Section 8  
  Brenda Goodman, Executive Administrative Coordinator

Guests:                                   Mammie Locust  
  Jess Hamilton  
  Terry Smith  
  Karen Rudolph

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.

**APPROVAL/ACCEPTANCE OF MINUTES**

- **Motion to approve and accept the Minutes of the Regular Board Meeting held September 23, 2013 by Commissioner Hirsch and 2<sup>nd</sup> by Commissioner Richardson**

**Vote:**

Commissioner:

Michael Pimentel – Aye

Rev. Richard Richardson – Aye

Bernice Evans – Present

Eddie Hall – Aye

Joseph DiCesare – Aye

Ellis Hirsch – Aye

Dorothy Sanders – Aye

**OLD BUSINESS**

- **NAHRO Training** – Mr. Stevenson, Executive Director, told the board about a training opportunity that will be conducted by NAHRO. NAHRO will conduct a Commissioners Ethics and Fundamentals Seminar at Deerfield Beach Housing Authority, November 20-22, 2013.
- **Family Self Sufficiency (FSS)** – Commissioner Pimentel acknowledged and gave accolades to the graduating participants (Luqeasha Trueduell and Simone McFarlane). Both participants successfully completed the FSS Program within their five year contractual commitment.

**NEW BUSINESS**

- **Budget Workshop** –LHA will conduct a Budget Workshop for the commissioners on November 7, 2013.

Commissioner Hall has requested an excused absence or a late attendance due to his graduating from the Lakeland Police Department Citizen Academy on that day at 6:00 P.M. Commissioner Pimentel and the commissioners gave congratulations to Commissioner Hall on this great achievement.

**MONTHLY REPORTS**

- **Financial Report** – Report submitted as written.
- **Housing Report** – Report submitted as written. Mr. Pizarro, Director of Housing, informed the board that the Agency Plan for 2014 is ready to be submitted to HUD. Mr. Pizarro also presented three resolutions.
- **Development Report** – Report submitted report as written.



- **Resident Services Report** – Mr. Haynes, Director of Resident Services, gave highlights of a few Resident Services accomplishments.

*Resident Employment Training Assistance Program (RETAP)* – A transportation program sponsored by LHA and a partnership with Citrus Connection Transit officially launched the program with a ribbon cutting at the Renaissance – Washington Ridge CCT bus shelter in September 2013. Also in attendance to celebrate this initiative was Mayor Gow Fields - City of Lakeland and Commissioner Keith Merritt, Citrus Connection Transit.

*LHA Health Fair* – Resident Services will conduct a Health Fair on October 17, 2013.

*YouthBuild Graduation* – The 9<sup>th</sup> session was held on September 27, 2013 at Coleman Bush Building. Over 200 guests were in attendance.

## **RESOLUTIONS**

### **Resolution #13-1365 – Approve the revised Public Housing Lease Agreement.**

Discussion: Commissioner Evans requested that the wording in the resolutions narrative section be revised by extracting the word “Occasionally” and “to have its chair or other authorized officials” removed from the resolution.

Correction: The revised wording in the narrative of Resolution #13-1365 will read: *“The Board of Commissioners of Public Housing Agency is required to revise and approve a new policy before it is implemented. A revised Lakeland Housing Authority Lease Agreement is needed in order to continue to comply with HUD and State regulations.”*

### **Motion to approve Resolution #13-1365 with recommended revisions.**

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

**Vote:**

**Commissioner:**

Michael Pimentel – Aye

Rev. Richard Richardson – Aye

Bernice Evans – Nay

Eddie Hall – Aye

Joseph DiCesare – Aye

Ellis Hirsch – Aye

Dorothy Sanders – Aye

**Resolution # 13-1366** – To authorize the Executive Director of LHA to sign and submit HUD’s PHA Certification of Compliance with the PHA Plans and Related Regulations, form 50077.

### **Motion to approve Resolution # 13-1366 – The Board of Commissioners**

Discussion/Correction: The wording in this resolution should be changed by extracting “Annually” from the resolution and rewording the narrative to read:

*“The Board of Commissioners of a Public Housing Agency is required to authorize submission of HUD’s PHA Certification of Compliance with the PHA Plans and Related Regulations, form 50077 and have staff submit the form to HUD.*

Commissioner Evans presented other concerns regarding Resolution #13-1366 that she requested to be noted to the record:

- 1) HUD’s response to the 8/26/2013 newly elected RAB (City-Wide Resident Organization), In the 2014 Preparation Agency summary, the fourth paragraph recognizes the newly elected City-Wide Resident Organization as the RAB. Has HUD approved the CWRO as a RAB?

Mr. Gilmore, Legal Counsel advised the board that this matter has been discussed in several of the previous meetings and the board has authorized and approved Resolution #13-1357 recognizing the City Wide Resident Organization as the newly elected RAB.

- 2) Commissioner Evans also stated her concerns regarding the RAD (Rental Assistance Demonstration) that the most current RAD form is what will be accepted. HUD issued a RAD statement on 7/22/2013. LHA had a meeting after the RAD statement. Once the new RAD statement was issued the old become obsolete. It appeared to Commissioner Evans that we are now following the obsolete form.

Mr. Stevenson disagreed with the interpretation of statement #2 made by Commissioner Evans. Mr. Stevenson reiterated to the board that a RAD consultant had conducted a RAD workshop with the board, if this procedure and the forms were incorrect the RAD consultant would have given us precise instructions in submitting this form.

**Motion to approve Resolution # 13-1366** with revisions, extracting “Annually” from the resolution and rewording the narrative to read:

*“The Board of Commissioners of a Public Housing Agency is required to authorize submission of HUD’s PHA Certification of Compliance with the PHA Plans and Related Regulations, form 50077 and have staff submit the form to HUD.*

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

**Vote:**

Commissioner:

Michael Pimentel – Aye

Rev. Richard Richardson – Aye

Bernice Evans – Nay

Eddie Hall – Aye

Joseph DiCesare - Aye

Ellis Hirsch – Aye

Dorothy Sanders – Aye

**Resolution # 13-1367** –To authorize the Executive Director to establish the Fiscal Year 2014 Payment Standards for Section 8 residents.

**Motion to accept Resolution #13-1367 – Board of Commissioners**

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

**Vote:**

**Commissioner:**

Michael Pimentel – Aye

Rev. Richard Richardson – Aye

Bernice Evans – Nay

Eddie Hall – Aye

Joseph DiCesare – Aye

Ellis Hirsch - Aye

Dorothy Sanders – Aye

**SECRETARY’S REPORT**

Submitted as written

**LEGAL REPORT**

Mr. Gilmore briefed the board on the Housing Authority regular monthly meetings are scheduled for every 3<sup>rd</sup> Monday of the month. Occasionally, the meetings maybe rescheduled with the agreement and approval of the board. The schedules and obligations of each commissioner are taken under consideration. However, it is the consensus of the board that determines the rescheduling of the meetings.

**OTHER BUSINESS**

None

**PUBLIC FORUM**

Minister Terry Smith, Outreach Ministry Coordinator for Bethel Gospel Tabernacle, Lakeland, Florida shared their Outreach Ministry Program with the board.

**ADJOURNMENT**

The meeting was adjourned at 7:40 p.m.

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**Benjamin J. Stevenson, Secretary**

# **OLD BUSINESS**

# **NEW BUSINESS**

**FINANCIAL REPORT  
AND  
GRANT UPDATES**





TO: Lakeland Housing Authority Finance Committee

FROM: Eva Hall, LHA Director of Finance

DATE: November 11, 2013

RE: September 2013 Financial Statements

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

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

These statements are unaudited.

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

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

Lakeland Housing Authority  
 Central Office Cost Center  
 Statement of Operations  
 For the Nine Months Ended September, 2013

	Current Month			Year to Date			Annual Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance	
Vending Income	428	-	100.00%	478	-	100.00%	-
Management & Admin Income	20,260	18,933	7.00%	182,335	170,400	7.00%	227,200
<b>Total Revenue</b>	<b>20,688</b>	<b>18,933</b>	<b>9.27%</b>	<b>182,813</b>	<b>170,400</b>	<b>7.28%</b>	<b>227,200</b>
Administrative Expenses	70,289	99,833	-29.59%	718,818	898,499	-20.00%	1,198,000
Utility Expense	2,200	1,507	46.02%	14,807	13,560	9.20%	18,080
Maintenance Expense	2,057	1,175	75.06%	23,271	10,575	120.06%	14,100
General Expenses	1,130	925	22.16%	7,225	8,325	-13.21%	11,100
Depreciation	133	146	-8.80%	1,198	1,312	-8.69%	1,750
<b>Total Expense</b>	<b>75,809</b>	<b>103,586</b>	<b>-26.82%</b>	<b>765,319</b>	<b>932,271</b>	<b>-17.91%</b>	<b>1,243,030</b>
<b>Net Operating Income (Loss)</b>	<b>(55,121)</b>	<b>(84,653)</b>	<b>-34.89%</b>	<b>(582,506)</b>	<b>(761,871)</b>	<b>-23.54%</b>	<b>(1,015,830)</b>
<b>Allocation Required from Non-Federal Funds</b>	<b>55,121</b>	<b>84,653</b>	<b>-34.89%</b>	<b>582,506</b>	<b>761,871</b>	<b>-23.54%</b>	<b>1,021,180</b>
							<b>5,350</b>

**Comments**

- 1 Maintenance Expense includes unplanned repairs for plumbing and irrigation at central office.
- 2 Allocation of Non-Federal funds has not been provided.

Lakeland Housing Authority  
 Central Office Cost Center  
 Balance Sheet  
 September 30, 2013

Assets	Liabilities and Net Assets
Current Assets	Liabilities
Prepaid Expense	Current Liabilities
Total Current Assets	Accounts Payable
10,620	Due to Master Cash Account
10,620	Accr Compensated Absences
	2,669,492
Other Assets	
Property & Equipment	
Accumulated Depreciation	
Total Other Assets	
33,769	
(3,196)	
30,573	
	Net Assets
	Unrestricted Net Assets
	(2,628,299)
	Total Net Assets
	Total Liabilities and Net Assets
41,193	41,193
41,193	41,193



Lakeland Housing Authority  
Section 8 Housing Choice Voucher Program  
Balance Sheet  
September 30, 2013

Assets	Liabilities and Equity
Current Assets	Liabilities
Cash - Operating	Current Liabilities
Cash - HAP	Due to Master Cash Account
Cash - FSS Escrow	Accr Compensated Absences
Accounts Receivable - Other Housing Authorities	FSS Escrow Liability
Accounts Receivable - Repayment Agreements	
Allow for Doubtful A/R	
Other Current Assets	
Total Current Assets	<b>Total Liabilities</b>
	<b>507,719</b>
Other Assets	Net Assets
Furniture & Fixtures	Net Assets
Accumulated Depreciation	
Total Other Assets	<b>Total Equity</b>
	<b>346,474</b>
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>
<b>854,193</b>	<b>854,193</b>

Lakeland Housing Authority  
Public Housing (AMP 1)  
Statement of Operations  
For the Nine Months Ended September 30, 2013

	Current Month			Year to Date			Annual Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance	
Rental Income	25,059	24,500	559	199,003	220,500	(21,497)	294,000
Other Tenant Income	769	738	31	8,291	6,638	1,653	8,850
Government Subsidy Income	47,803	65,092	(17,289)	481,781	585,824	(104,043)	781,098
Interest Income Restricted	2,818	20,750	(17,932)	25,435	186,750	(161,315)	249,000
Other Income	288	1,316	(1,028)	12,506	11,850	656	15,800
<b>Total Revenue</b>	<b>76,737</b>	<b>112,396</b>	<b>(35,659)</b>	<b>727,016</b>	<b>1,011,562</b>	<b>(284,546)</b>	<b>1,348,748</b>
Administrative Expenses	31,198	43,735	(12,537)	312,595	393,613	(81,018)	524,818
Tenant Services Expenses	137	1,225	(1,088)	3,946	11,025	(7,079)	14,700
Utility Expense	7,736	6,958	778	62,717	62,625	92	83,500
Maintenance Expense	17,592	37,723	(20,131)	228,079	339,502	(111,423)	452,671
General Expenses	16,784	6,056	10,728	87,890	54,502	33,388	72,670
Housing Assistance Payments	4,578	2,875	1,703	32,476	25,875	6,601	34,500
Depreciation	66,917	66,917	0	602,250	602,250	-	803,000
<b>Total Expense</b>	<b>144,942</b>	<b>165,488</b>	<b>(20,546)</b>	<b>1,329,953</b>	<b>1,489,392</b>	<b>(159,439)</b>	<b>1,985,859</b>
<b>Net Operating Income (Loss)</b>	<b>(68,205)</b>	<b>(53,092)</b>	<b>(15,113)</b>	<b>(602,937)</b>	<b>(477,830)</b>	<b>(125,107)</b>	<b>(637,111)</b>

**Comments**

- 1 Interest income reduced due to receipt of principal payment from Bonnet Shores.
- 2 Increased insurance expense and increased bad debt expense.



Lakeland Housing Authority  
Public Housing (AMP 1)  
Balance Sheet  
September 30, 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	Total Equity
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>

Lakeland Housing Authority  
Dakota Park Limited Partnership, LLLP  
d/b/a Carrington Place  
Statement of Operations

For the Nine Months Ended September 30, 2013

	Current Month			Year to Date			Annual Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance	
Rental Income	10,290	9,196	11.90%	85,774	82,762	3.64%	110,350
Other Tenant Income	75	430	-82.58%	2,288	3,874	-40.94%	5,165
Government Subsidy	5,194	7,072	-26.55%	52,342	63,645	-17.76%	84,860
Other Income	1	8	-87.37%	24	71	-66.20%	95
<b>Total Revenue</b>	<b>15,560</b>	<b>16,706</b>	<b>-6.86%</b>	<b>140,428</b>	<b>150,352</b>	<b>-6.60%</b>	<b>200,470</b>
Administrative Expenses	3,493	4,720	-26.00%	37,404	43,683	-14.37%	58,245
Tenant Services Expense	25	42	-40.48%	54	375	-85.60%	500
Utility Expense	1,426	1,520	-6.18%	16,575	13,680	21.16%	18,240
Maintenance Expense	2,467	3,426	-27.99%	32,700	31,958	2.32%	42,611
General Expenses	1,081	1,905	-43.25%	15,063	17,142	-12.13%	22,856
Housing Assistance Payments	1,694	1,292	31.11%	15,004	11,625	29.07%	15,500
Financing Expenses	8,189	8,163	0.32%	72,086	73,464	-1.88%	97,952
Depreciation & Amortization	2,199	7,648	-71.25% <sup>1</sup>	19,789	68,828	-71.25% <sup>1</sup>	91,770
<b>Total Expense</b>	<b>20,574</b>	<b>28,715</b>	<b>-28.35%</b>	<b>208,675</b>	<b>260,755</b>	<b>-19.97%</b>	<b>347,674</b>
<b>Net Operating Income (Loss)</b>	<b>(5,014)</b>	<b>(12,009)</b>	<b>-58.25%</b>	<b>(68,247)</b>	<b>(110,403)</b>	<b>-38.18%</b>	<b>(147,204)</b>
Reserve for Replacements	-	-	N/A	38,400	-	N/A	-

**Comments**

- <sup>1</sup> Depreciation Expense budget is too high.
- <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  
d/b/a Carrington Place  
Balance Sheet  
September 30, 2013

Assets	Liabilities and Equity
Current Assets	Liabilities
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
<u>Total Current Assets</u>	<u>Total Current Liabilities</u>
Other Assets	Other Liabilities
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
<u>Total Other Assets</u>	<u>Total Other Liabilities</u>
	<b>Total Liabilities</b>
	Equity
	Partners' Equity
	<b>Total Equity</b>
	<b>Total Liabilities and Equity</b>
<b>Total Assets</b>	

11,984  
56,936  
10,639  
(8,312)  
11,169  
7,060  
89,476

72  
9,045  
7,400  
92,878  
870  
110,265

926,991  
(39,076)  
887,915  
71,725  
(32,408)  
39,317  
927,232

2,108,774  
(1,092,066)  
(1,092,066)  
1,016,708

1,016,708

Lakeland Housing Authority  
Colton Meadow, LLLP  
Statement of Operations  
For the Nine Months Ended September 30, 2013

	Current Month			Year to Date			Annual Budget	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance
Rental Income	44,033	43,125	908	2.11%	394,258	388,125	6,133	1.58%
Other Tenant Income	1,565	1,663	(98)	-5.89%	10,633	14,966	(4,333)	-28.95%
Other Income	5	2	3	140.38%	31	19	12	63.16%
<b>Total Revenue</b>	<b>45,603</b>	<b>44,790</b>	<b>813</b>	<b>1.81%</b>	<b>404,922</b>	<b>403,110</b>	<b>1,812</b>	<b>0.45%</b>
Administrative Expense	9,027	12,150	(3,123)	-25.71%	92,681	110,103	(17,422)	-15.82%
Tenant Services	25	125	(100)	-80.00%	571	1,125	(554)	-49.24%
Utility Expense	5,341	5,833	(492)	-8.44%	47,724	52,500	(4,776)	-9.10%
Maintenance Expense	7,300	10,002	(2,702)	-27.01%	69,220	90,015	(20,795)	-23.10%
General Expense	7,869	6,939	930	13.41%	75,373	62,449	12,924	20.70% <sup>1</sup>
Financing Expense	3,989	7,515	(3,526)	-46.92%	37,244	67,638	(30,394)	-44.94%
Depreciation & Amortization Expense	38,937	38,937	(0)	0.00%	350,435	350,435	-	0.00%
<b>Total Expense</b>	<b>72,488</b>	<b>81,502</b>	<b>(9,014)</b>	<b>-11.06%</b>	<b>673,248</b>	<b>734,265</b>	<b>(61,017)</b>	<b>-8.31%</b>
<b>Net Operating Income (Loss)</b>	<b>(26,885)</b>	<b>(36,712)</b>	<b>9,827</b>	<b>-26.77%</b>	<b>(268,326)</b>	<b>(331,155)</b>	<b>62,829</b>	<b>-18.97%</b>

<sup>1</sup> 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**  
**September 30, 2013**

Assets	Liabilities and Equity	
Current Assets		Liabilities
Cash - Unrestricted	588,799	Current Liabilities
Cash - Security Deposits	21,625	Accounts Payable
Cash - Reserves and Escrow	982,836	Tenant Security Deposits
Accounts Receivable - Tenants	24,478	Accrued Interest Payable
Allow for Doubtful A/R - Tenants	(17,129)	Accrued Property Taxes
Prepaid Expense	46,416	Accrued Audit Fees
Other Current Assets	139,246	Due to West Lake Management
Total Current Assets	1,786,271	Tenant Prepaid Rent
		Accr Compensated Absences Current
		Total Current Liabilities
Other Assets		89,567
Property & Equipment	12,156,799	Other Liabilities
Accumulated Depreciation	(1,246,965)	Accr Compensated Absences - LT
	10,909,834	Mortgage Note Payable
		Mortgage - TCAP
Tax Credit and Monitoring Fees	208,695	Mortgage - FHFC
Accumulated Amortization	(38,260)	Mortgage - HOME
	170,435	Developer Fee Payable
		Total Other Liabilities
Total Other Assets	11,080,269	12,149,143
		<b>12,238,711</b>
		<b>Total Liabilities</b>
		Equity
		Partners' Equity
		Total Equity
		627,829
		<b>627,829</b>
		<b>Total Liabilities and Equity</b>
		<b>12,866,540</b>
		<b>12,866,540</b>

Lakeland Housing Authority  
Bonnet Shores, LLLP  
Statement of Operations  
For the Nine Months Ended September 30, 2013

	Current Month			Year to Date			Annual Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance	
Rental Income	48,679	51,998	(3,319) -6.38%	441,491	467,985	(26,494) -5.66%	623,980
Other Tenant Income	958	971	(13) -1.32%	12,604	8,738	3,866 44.24%	11,650
Other Income	1	1	0 49.25%	10	6	4 66.67%	8
<b>Total Revenue</b>	<b>49,638</b>	<b>52,970</b>	<b>(3,332) -6.29%</b>	<b>454,105</b>	<b>476,729</b>	<b>(22,624) -4.75%</b>	<b>635,638</b>
Administrative Expense	8,946	11,879	(2,933) -24.69%	95,214	107,659	(12,445) -11.56%	142,546
Tenant Services	25	125	(100) -80.00%	202	1,125	(923) -82.04%	1,500
Utility Expense	4,156	4,375	(219) -5.01%	39,956	39,375	581 1.48%	52,500
Maintenance Expense	8,103	8,924	(821) -9.20%	66,533	80,317	(13,784) -17.16%	107,085
General Expense	7,543	6,654	889 13.36%	76,763	59,887	16,876 28.18% <sup>1</sup>	79,850
Financing Expense	9,659	14,709	(5,050) -34.33%	90,803	132,377	(41,574) -31.41% <sup>2</sup>	176,502
Depreciation & Amortization Expense	47,465	47,465	- 0.00%	427,185	427,183	2 0.00%	569,578
<b>Total Expense</b>	<b>85,897</b>	<b>94,130</b>	<b>(8,233) -8.75%</b>	<b>796,656</b>	<b>847,923</b>	<b>(51,267) -6.05%</b>	<b>1,129,561</b>
<b>Net Operating Income (Loss)</b>	<b>(36,259)</b>	<b>(41,160)</b>	<b>4,901 -11.91%</b>	<b>(342,551)</b>	<b>(371,194)</b>	<b>28,643 -7.72%</b>	<b>(493,923)</b>

**Comments**

- 1 Fluctuation from General Expense budget is primarily due to underestimated Insurance Expense, \$6,289 (24.52%) over budget YTD, Real Estate Taxes, \$3,705 (11.9%) over budget and Bad Debt Expense \$6,994 (233.15%) over budget YTD.
- 2 Budget for Interest Expense on LHA Mortgage is too high due to a large principal payment made in January 2013.



**Lakeland Housing Authority**  
**Bonnet Shores, LLLP**  
**Balance Sheet**  
**September 30, 2013**

Assets	Liabilities and Equity		
Current Assets		Liabilities	
Cash - Unrestricted	120,392	Current Liabilities	
Cash - Restricted Deposits & Escrow	137,851	Accounts Payable	5,080
Operating Deficit Reserve	460,095	Tenant Security Deposits	22,275
Accounts Receivable - Tenants	15,348	Accrued Interest Payable	85,516
Allow for Doubtful A/R - Tenants	(11,778)	Accrued Property Taxes	34,830
Prepaid Expense	44,630	Accrued Audit Fees	6,998
Other Current Assets	124,165	Due to West Lake Management	20,709
Total Current Assets	890,703	Tenant Prepaid Rent	577
		Accr Compensated Absences	1,761
Other Assets		Total Current Liabilities	177,746
Property & Equipment	12,873,996	Other Liabilities	
Accumulated Depreciation	(1,515,436)	TCAP Mortgage	3,819,255
	11,358,560	HOME Loan	131,028
Intangible Assets	288,008	LHA Mortgage	1,009,877
Accumulated Amortization	(50,907)	Developer Fee Payable	450,000
	237,101	Total Other Liabilities	5,410,160
Total Other Assets	11,595,661	<b>Total Liabilities</b>	<b>5,587,906</b>
		Equity	
		Partners' Equity	6,898,458
		<b>Total Equity</b>	<b>6,898,458</b>
<b>Total Assets</b>	<b>12,486,364</b>	<b>Total Liabilities and Equity</b>	<b>12,486,364</b>

Lakeland Housing Authority  
West Bartow Partnership, Ltd., LLLP  
Statement of Operations  
For the Nine Months Ended September 30, 2013

	Current Month			Year to Date			Annual Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		\$ Variance	% Variance
Rental Income	71,253	66,542	4,711	7.08%	634,723	598,875	35,848	5.99%	798,500
Other Tenant Income	555	271	284	104.80%	2,811	2,440	371	15.20%	3,254
Other Income	87	100	(13)	-13.00%	20,415	900	19,515	2168.33%	1,200
<b>Total Revenue</b>	<b>71,895</b>	<b>66,913</b>	<b>4,982</b>	<b>7.45%</b>	<b>657,949</b>	<b>602,215</b>	<b>55,734</b>	<b>9.25%</b>	<b>802,954</b>
Administrative Expenses	13,140	15,713	(2,573)	-16.37%	129,444	141,416	(11,972)	-8.47%	188,555
Tenants Service Expenses	-	208	(208)	-100.00%	641	1,875	(1,234)	-65.81%	2,500
Utility Expense	8,630	10,392	(1,762)	-16.96%	84,561	93,528	(8,967)	-9.59%	124,704
Maintenance Expense	7,768	11,908	(4,140)	-34.76%	88,265	107,167	(18,902)	-17.64%	142,890
General Expenses	4,228	4,171	58	1.38%	36,225	37,535	(1,310)	-3.49%	50,046
Financing Expenses	23,460	19,949	3,511	17.60%	218,546	179,543	39,003	21.72%	239,390
Depreciation & Amortization	41,940	41,803	137	0.33%	377,460	376,230	1,230	0.33%	501,640
<b>Total Expense</b>	<b>99,166</b>	<b>104,144</b>	<b>(4,978)</b>	<b>-4.78%</b>	<b>935,142</b>	<b>937,294</b>	<b>(2,152)</b>	<b>-0.23%</b>	<b>1,249,725</b>
<b>Net Operating Income (Loss)</b>	<b>(27,271)</b>	<b>(37,231)</b>	<b>9,960</b>	<b>-26.75%</b>	<b>(277,193)</b>	<b>(335,079)</b>	<b>57,886</b>	<b>-17.28%</b>	<b>(446,771)</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 = \$41,784 YTD

Lakeland Housing Authority  
West Bartow Partnership, Ltd., LLLP  
Balance Sheet  
September 30, 2013

Assets	Liabilities and Equity
Current Assets	Liabilities
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
Total Current Assets	Accr Compensated Absences
	Mortgage Note Payable
Other Assets	Second Mortgage Note Payable
Property & Equipment	Third Mortgage Note Payable
Accumulated Depreciation	Fourth Mortgage Note Payable
	Note Payable - City of Bartow Impact Fees
Intangible Assets	Deferred Development Fee
Accumulated Amortization	<b>Total Liabilities</b>
Total Other Assets	Partners' Equity
	<b>Total Equity</b>
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>

10,661  
8,300  
1,898  
9,689  
8,303  
25,049  
324  
4,948  
3,236,350  
850,000  
394,424  
400,000  
564,621  
1,565,555  
**7,080,122**

6,940,153  
**6,940,153**

**14,020,275**

69,145  
8,200  
391,329  
5,258  
(1,195)  
44,650  
4,826  
522,213

15,099,032  
(2,000,703)  
13,098,329

535,679  
(135,946)  
399,733

13,498,062

**14,020,275**

LAKELAND HOUSING AUTHORITY  
Updated 11/07/2013

	START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
<b>Capital Fund Program (HUD)</b>								
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	20,000.00	16,673.00	310,741.00
CFP - 2013	08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	19,000.00	0.00	251,538.00
			<b>CFP Subtotal:</b>	<b>1,141,932.00</b>	<b>1,027,738.80</b>	<b>571,317.00</b>	<b>535,396.00</b>	<b>606,536.00</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	08-09-13	09-08-15	09-08-17	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	21,842,801.00		19,908,767.13	19,908,767.13	1,934,033.87
<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			10,820.00	52,084.00
ROSS - Service Coordinator 2011	09-22-11	09-29-14		140,838.00			112,074.00	28,764.00
			<b>ROSS Subtotal:</b>	<b>192,922.00</b>			<b>112,074.00</b>	<b>80,848.00</b>
<b>YouthBuild (DOL)</b>	06-01-11	05-31-14		997,492.00			552,503.00	444,989.00
			<b>YouthBuild Subtotal:</b>	<b>997,492.00</b>			<b>552,503.00</b>	<b>444,989.00</b>
<b>21st Century (DOE)</b>	08-01-13	07-31-14	09-20-14	324,331.00			0.00	324,331.00
			<b>21st Century Subtotal:</b>	<b>324,331.00</b>			<b>0.00</b>	<b>324,331.00</b>

# HOUSING REPORT

# Housing Choice Voucher Program

## Monthly Board Report

### October 2013

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- **Tenant-Based Waitlist**

As of October 31, 2013, the Housing Choice Voucher tenant based waiting list contained one hundred fifty (150) applicants. Fifty applicants were selected to determine final eligibility.

- **VASH Waitlist**

As of October 31, 2013, the Veteran Affairs Supportive Housing waiting list contained one (1) applicant.

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

As of October 31, 2013, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained seven (7) applicants.

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

As of October 31, 2013, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained one hundred and three (103) applicants.

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

As of October 31, 2013, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained one (1) applicant.

### **HCV Program Information**

- **Port Outs**

LHA currently has twenty-two (22) port-outs in the month of October. Port outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payment for the month of October is \$16,444. This includes the Admin Fee of \$656.

- **Port Ins**

LHA currently has one hundred seventeen (117) port-ins for the month of October. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Movers**

As of October 31, 2013, Lakeland Housing Authority issued sixteen (16) vouchers to movers. We received eleven (11) Requests for Tenancy Approvals during the month of October. We processed eighteen (18) unit transfers, three (3) initial move-in, and four (4) port-in with a date effective in October.

- **Active Clients**

As of October 31, 2013, LHA is servicing 1,265 families on the Housing Choice Voucher program. These families include 915 regular Housing Choice Voucher holders, 39 Mainstream Disabled Housing Vouchers, 53 VASH, 118 Project-Based Vouchers, 23 Tenant Protection Program (TenPro) and 117 Port Ins.

## Housing Choice Voucher Program Monthly Board Report October 2013

- **EOP – End of Participation**

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

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

- **Monthly HAP Analysis**

HAP disbursement for October 2013 was \$671,337.00 and Admin Fee paid to Receiving PHAs administering our vouchers were approx. \$1500.00

- **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
10/31/2013	100.25%	11/04/2013

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

- The Housing Choice Voucher Department processed one hundred twenty seven (127) annual certifications and forty seven (47) interim certifications.
- The Housing Choice Voucher program conducted ten (10) informal hearing in the month of October.
- The Intake Department conducted a Family Update Meeting. A total of 35 families attended the meeting.



## RECEPTION MONTHLY REPORT 2013

	VISITORS COUNT	RFTA	REQUEST TO LIST PROPERTY	INTERIM CHANGE	SCHEDULED APPOINTMENTS	STAMPED MAIL
January	451	16	38	37	67	3157
February	392	5	14	32	62	4829
March	605	3	14	29	80	4248
April	532	10	20	44	144	1787
May	390	20	21	55	90	1750
June	424	17	18	45	57	671
July	441	14	28	45	61	1851
August	440	24	21	52	100	2105
September	429	16	30	38	105	2000
October	382	11	40	36	120	200
November						
December						



**Housing Management  
Board Report  
November meeting 2013**

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

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

**The Housing Management staff received training on Asset management.**

**The Manor at West Bartow**

- The Manor at West Bartow was 100% occupied at the beginning of November and 98% at the end of October. As always we continue with the free lunch program, additionally, we had bingo, crafts, movie nights and birthday bash celebrations.

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

- Carrington Place was 100% occupied and Renaissance was 100% occupied at the end of October.

**Colton Meadows/Bonnet Shores Villas**

- Colton and Bonnet are 99% occupied.

**Public Housing**

- We are currently working on pressured washing and other preventative maintenance activities. AMP 1 was 99.99% occupied at the end of October. PIC score was 99.66%

**Housing Choice Voucher Program**

- Funding was reduced by HUD, so we are currently making adjustments to the program operations. PIC score was 100.25%.

**Property Name: Westlake**

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

**Occupancy:**

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

**Vacancy:**

Vacant unit(s): 1

**Turnover rate:** 17 %

YTD: 10

Move-out(s): 1

**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: 5      Building inspections: 4

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: 1

Number in process for the next month: 4

**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: October 2013**

**Occupancy:**

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

**Vacancy:**

Vacant unit(s): 0

**Turnover rate:** 18 %

YTD: 10

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: 8      Building inspections: 7

Vegetation is being trimmed weekly: yes    no

**Security:**

Any incident reports? \_\_\_yes no

If yes, give an explanation:

---

---

**Insurance Claims:**

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

If yes, give an explanation:

---

---

**Management Referrals:**

Late Rent: 14 day notices

---

**Re-certifications:**

Number completed for the current month: 1

Number in process for the next month: 7

**Social Services:**

Newsletter completed and distributed? yes \_\_\_no

Scheduled activities: \_\_\_\_\_

---

Sincerely,

**Vanessa C. Johnson**

Community Coordinator

**Property Name: John Wright Homes**  
**Management Report for the Month of: October 2013**

**Occupancy:**

As of the last day of the month of October, 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: 0

Number in process for the next month: 0

**Social Services:**

Newsletter completed and distributed? yes \_\_\_no

Scheduled activities: \_\_\_\_\_

---

Sincerely,

**Vanessa C. Johnson**

Community Coordinator

**Property Name: Cecil Gober**

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

**Occupancy:**

As of the last day of the month of October, 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: 11      Building inspections: 10

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: 14 day notices

---

**Re-certifications:**

Number completed for the current month: 4

Number in process for the next month: 7

**Social Services:**

Newsletter completed and distributed? yes \_\_\_no

Scheduled activities: \_\_\_\_\_

---

Sincerely,

Vanessa C. Johnson

Community Coordinator

**Property Name: Colton Meadow**  
**Management Report for the Month of: October 2013**

**Occupancy:**

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

**Vacancy:**

Vacant unit(s): 1

**Turnover rate:** 1 %

YTD: 15

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: Xyes    \_\_\_no

**Security:**

Any incident reports? \_\_\_yes Xno

If yes, give an explanation:

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---

**Insurance Claims:**

Any claims this month? \_\_\_yes Xno

If yes, give an explanation:

N/A

---

---

**Management Referrals:**

Late Rent: N/A

---

---

**Re-certifications:**

Number completed for the current month: 0

Number in process for the next month: 2

**Social Services:**

Newsletter completed and distributed? Xyes \_\_\_no

Scheduled activities: Tutoring: Weekly; Health and Nutrition Fair Oct. 16th

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Sincerely,

Cynthia Craig Crosby

Community Coordinator

**Property Name: Villas At Lake Bonnet**  
**Management Report for the Month of: October 2013**

**Occupancy:**

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

**Vacancy:**

Vacant unit(s): 01

**Turnover rate:** 1.0 %

YTD: 17

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: 6      Building inspections: 38

Vegetation is being trimmed weekly: Xyes    \_\_\_no

**Security:**

Any incident reports? \_\_\_yes Xno

If yes, give an explanation:

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---

**Insurance Claims:**

Any claims this month? \_\_\_yes Xno

If yes, give an explanation:

N/A

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---

**Management Referrals:**

Late Rent: None

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**Re-certifications:**

Number completed for the current month: 1

Number in process for the next month: 1

**Social Services:**

Newsletter completed and distributed? Xyes \_\_\_no

Scheduled activities: Tutoring: Weekly; Health and Nutrition Fair Oct. 16th

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---

Sincerely,

Cynthia Craig Crosby

Community Coordinator

# Property Name: Manor @ West Bartow

## Management Report for the Month of October 2013

### Occupancy:

As of the last day of the month of October, the community was 98% occupied.

### Vacancy:

Vacant Unit(s): 2

### Turnover Rate 2%

YTD: 3

Move-out(s): 2

### Current Rent(s):

1-One Bedroom = \$699

2- Two Bedroom= \$801

3- Three Bedrooms= \$ N/A

4- Four Bedrooms = \$ N/A

### Utilities:

Residents pay: Electric

### Maintenance:

Unit inspections:  Building inspections:

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: none

**Re-certifications:**

Number completed for the current month; 7

Number in process for the next month: 13

**Social Services:**

Newsletter completed and distributed?  YES \_\_\_\_\_ NO

**Scheduled activities:** community yard sale, bingo daily, craft and movie night and a Thanksgiving Dinner

Sincerely,

*Jennifer Robinson*

Community Manager

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# **Property Name: Renaissance at Washington Ridge**

## **Management Report for the month of October 2013**

### **Occupancy:**

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

### **Vacancy:**

Vacant unit(s):0

### **Turnover rate: 0%**

YTD: 54

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 all utilities except in the Senior billing water and sewer paid by prop.

### **Maintenance:**

Unit inspections: 8 Building inspections: All

Vegetation is being trimmed weekly:  YES  NO

### **Security:** x

Any incident reports?  YES  NO

If yes, give an explanation:

### **Insurance Claims:** x

Any claims this month?  YES  NO

If yes, give an explanation:



**Management Referrals:**

Late Rent: 14 day notices issued

**Re-certifications:**

Number completed for the current month: 18

Number in process for the next month: 14

**Social Services:**

Newsletter completed and distributed? \_\_\_YES X NO

**Scheduled activities:** Health Screenings, movie day, birthday celebrations, .resident meetings and daily feeding

Sincerely,

Kasandra Davis  
Community Coordinator

**Property Name: Carrington Place (Formerly known as Dakota Park)**

**Management Report for the month of October 2013**

**Occupancy:**

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

**Vacancy:**

Vacant unit(s):0

**Turnover rate: 0%**

YTD: 11

Move-out(s): 0

**Current Rent(s):**

1-One Bedroom = \$ N/A

2-Two Bedrooms = \$ 587

3-Three Bedrooms = \$ 668

4-Four Bedrooms = \$ 734

**Maintenance:**

Unit inspections: 0 Building inspections: 7

Vegetation is being trimmed weekly:  YES  NO

**Security:** x

Any incident reports?  YES  NO

If yes, give an explanation:

**Insurance Claims:** x

Any claims this month?  YES  NO

If yes, give an explanation:

**Management Referrals:**

Late Rent: 14 day notices issued

**Management Referrals:**

Late Rent: 14 day notices issued

**Re-certifications:**

Number completed for the current month: 18

Number in process for the next month: 14

**Social Services:**

Newsletter completed and distributed? \_\_\_YES XNO

**Scheduled activities:** Health Screenings, movie day, birthday celebrations, .resident meetings and daily feeding

Sincerely,

Kasandra Davis  
Community Coordinator

# **DEVELOPMENT REPORT**

## REAL ESTATE PLANNING & DEVELOPMENT

### I. Authority-Wide Updates

**Section 3 and M/WBE:** Three (3) new task order contracts were executed October 1-31, 2013. Two of the task orders were awarded to GLE Associates, Inc. (GLE). The first task order was for a limited indoor air quality survey for the Central Office in an amount not to exceed \$1,530. The other GLE task order was for a drainage investigation at 3887 Covington Lane (Hampton Hills) in an amount not to exceed \$1,425. Boggs Engineering, LLC received a task order for \$350 to inspect the water management system at Washington Park. Execution of these task orders 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 \$3,305 from \$448,961 to **\$452,266**.
- The total dollar volume of work contracted to M/WBE firms remained unchanged at \$235,948. This equates to 52% 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 October 21, 2013, Clampett Industries, LLC d.b.a. EMG Holdings, LLC (EMG) submitted the GPNA tool populated with LHA's PIC data. Staff is working with team members from the Housing Department to review that data and verify that ancillary buildings such as the community centers are reflected in PIC. Staff is also working with EMG to finalize the GPNAs for each community and closeout the project.

**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. At the request of the Lake Ridge homeowners, staff coordinated a neighborhood yard sale. The yard sale occurred on Saturday, November 9, 2013. The Annual HOA Meeting is scheduled for Monday, November 25, 2013 at 6:15 p.m. The meeting will be held at the Lake Ridge Center. Election of the Board of Directors will occur at that time.

**RAD Application:** On November 4, 2013, staff received notification that HUD had received applications to convert assistance in excess of the 60,000 units needed via the first component of RAD. Specifically, HUD has received 459 applications; which equate to 76,000 units. HUD has submitted a request to increase the cap for conversion from 60,000 to 150,000 units as part of its fiscal year 2014 budget. However, the request is pending before Congress. Subsequently, all applications for conversion received up until September 30, 2015 will be done on a first come first serve basis.

## REAL ESTATE PLANNING & DEVELOPMENT

**Fiscal Year 2014 Budgets:** Staff prepared the development budget and presentation for the Workshop that occurred on November 7, 2013.

**Financial Advisor:** Staff issued the Request for Proposal (RFP) for Financial Advisor on October 2, 2013. Proposals were due at 2 p.m. on October 23, 2013. LHA received proposals from 10 firms. Ranking of the proposals occurred on November 1, 2013. LHA is scheduled to interview the five (5) highest ranked firms on December 4, 2013.

**Payroll Services and Workers' Compensation:** Staff issued the RFP for Payroll Services and Workers' Compensation on October 16, 2013. Proposals were due at 2 p.m. on October 31, 2013. Five (5) firms submitted proposals. Ranking of the proposals occurred on November 8, 2013.

## II. LHA Portfolio

### Arbor Manor

- The third party developer that originally expressed an interest in purchasing Arbor Manor decided not to submit a counteroffer for the site. Staff did not perform any other activities related to Arbor Manor this reporting period.

### Cecil Gober

- **Aging-In-Place Design:** The Stop Work Order dated July 11, 2013 remains in effect. Although LHA is in receipt of the draft GPNA for Cecil Gober, a change within the final draft of the Preservation RFA made 9% tax credits impracticable for this cycle. Please refer to the narrative found under the heading "*Tax Credit Application*" below. Subsequently, staff commenced review of instructions for the Non-Competitive Application to determine the minimum design requirements for buildings rehabilitated with 4% bonds. Once the requirements are determined, staff will finalize a statement of work 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) issued the final draft of the Preservation RFA on November 1, 2013. Unfortunately, the final draft of the Preservation RFA included a change that will prevent LHA from submitting a 9% tax credit application for Cecil Gober during this cycle. The Preservation RFA now requires that buildings proposed for funding be constructed of poured concrete or concrete masonry elements. Although Cecil Gober has poured concrete footings and exterior masonry walls, the masonry walls are brick with wood studs. In order for Cecil Gober to qualify, the exterior masonry walls would have had to be attached to filled concrete block instead of wood studs. Consequently, LHA canceled the tax order to Saxon, Gilmore, Carraway, & Gibbons, P.A. for tax credit application assistance. As 4% bonds will not generate

## REAL ESTATE PLANNING & DEVELOPMENT

enough equity for LHA to rehabilitate the property with existing capital funds, LHA must now also investigate the feasibility of Cecil Gober qualifying for SAIL funds to fill the gap. The SAIL Workshop is scheduled for Thursday, November 14, 2013 at 1:30 p.m.

### 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.

Update: On November 7, 2013, staff discovered that the Director of SAC retired. Subsequently, outside counsel is facilitating a conference call with the Acting Director to obtain a status on approval of the plan. The conference call is tentatively scheduled for Tuesday, November 12, 2013.

- 3887 Covington Lane: GLE Associates, Inc. (GLE) submitted the topographical survey and geotechnical report to LHA on October 30, 2013. The next step is for GLE to design a solution that will allow the side yard to drain.

### 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 Tuesday, November 5, 2013, staff met with representatives from Procurement and Housing to review the Request for Proposal (RFP) for the remote video surveillance system. As part of the meeting, staff discovered that the RFP needed to be revised to include surveillance equipment for The Manor at Washington Oaks and the Central Office. Staff revised the RFP the week of November 11, 2013. LHA has until March 20, 2014 to obligate 90% of the grant award for Dakota Park and Westlake. Surveillance Equipment for The Manor at Washington Oaks and the Central Office will be funded with Capital Fund Program (CFP) 2012 and 2013.
- Redevelopment of Westlake: Staff did not perform any activities related to this project during this reporting period.

## REAL ESTATE PLANNING & DEVELOPMENT

- Reroofing of Various Buildings: On October 4, 2013, staff issued an Invitation for Bid (IFB) for the project. Bids were due at 9 a.m. on Thursday, October 17, 2013. Two firms submitted bids. The low bid was submitted by Residential Investment Group, Inc. (RIG). Due diligence revealed that the bid from RIG was also responsive. On October 24, 2013, LHA executed a contract with RIG. The Pre-Construction Conference is scheduled for November 13, 2013 at 8:30 a.m.

### Williamstown

- Renewal of Existing Loans: Staff did not perform any activities related to Williamstown during this reporting period.

## III. Mixed Finance Developments

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

### Colton Meadow

- Staff coordinated with representatives from Peace River Center to develop a Memorandum of Understanding (MOU) for special needs housing. Colton Meadow has four special needs units. Historically, the MOU has been with Volunteers of America (VOA). However, VOA was obtaining the clients from Peace River Center. Accordingly, all parties involved determined that the best mechanism for serving these families was for LHA to have a MOU directly with Peace River Center. The MOU was executed on November 4, 2013.

### Carrington Place (formerly Dakota Park)

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: On Tuesday, November 5, 2013, staff met with representatives from Procurement and Housing to review the RFP for the remote video surveillance system. As part of the meeting, staff discovered that the RFP needed to be revised to include surveillance equipment for The Manor at Washington Oaks and the Central Office. Staff revised the RFP the week of November 11, 2013. LHA has until March 20, 2014 to obligate 90% of the grant award for Dakota Park and Westlake. Surveillance Equipment for The Manor at Washington Oaks and the Central Office will be funded with CFP 2012 and 2013.

### Renaissance

- FY 1999 HOPE VI Funds: The status of the 1999 HOPE VI funds remain unchanged. To recap, staff submitted the Alternative Development Plan (ADP) to HUD for approval on Friday, May 31, 2013. The Revitalization Plan (RP) Amendment was submitted to HUD on August 9, 2013. Submission of the Development Proposal occurred on August 19, 2013. Staff received questions from HUD regarding the ADP, RP Amendment, and Development Proposal on September 18, 2013. Staff addressed HUD's questions via issuance of Supplemental Information. Staff hand delivered the Supplemental Information to HUD on October 22, 2013. HUD is in the process of reviewing the submission.



## REAL ESTATE PLANNING & DEVELOPMENT

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

- The loan documents from Florida Housing Finance Agency (FHFC) requires its properties to comply with Fannie Mae Insurance Guidelines. As a result of changes within FHFC's policies, all properties are now required to carry sinkhole coverage in the state of Florida. Additionally, all properties must have mold coverage. The insurance policy for the Manor at West Bartow only consists of catastrophic ground cover collapse, which is very limited. Furthermore, the policy contains mold exclusion. Staff has been working with FHFC's representative and the insurance carrier to determine the coverage required for each event so that a new insurance policy may be purchased for the site.

### **Villas at Lake Bonnet**

- Staff did not perform any activities related to Villas at Lake Bonnet this reporting period.

### **Magnolia Pointe**

- There has been no change in this item since last reporting period. 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. LHA is still waiting to receive notification from Magnolia Pointe Condo Association of when the contractor will mobilize to perform the repairs.

November 2013

## PROCUREMENT

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

- Issued a Request for Proposals for *Financial Advisor Services*
- Issued a Request for Proposals for *Payroll Services and/or Workers' Compensation Coverage*
- Issued an Invitation for Bids for *Reroofing Various Buildings in the WestLake Apartments Community*
- Issued an Invitation for Bids for *Replacement of a 10-Ton Air Conditioning Compressor Unit at the Lake Ridge Community Building*
- Developed a one-year agreement between **Renaissance at Washington Ridge Master Association, Inc.** and **West Lake Management, LLC** to provide mowing, trimming, edging, and weed control for the non-public housing units located in *Lake Ridge* community with a not-to-exceed value of \$19,200
- Developed a one-year agreement between **Bonnet Shores, LLLP** and **West Lake Management, LLC** to provide grounds maintenance at *The Villas at Lake Bonnet* community with a not-to-exceed value of \$17,580
- Developed a one-year agreement between **West Bartow Partnership, Ltd, LLLP** and **West Lake Management, LLC** to provide grounds maintenance at *The Manor at West Bartow* with a not-to-exceed value of \$9,600
- Developed a one-year agreement between **Colton Meadow, LLLP** and **West Lake Management, LLC** to provide grounds maintenance at the *Colton Meadow* community with a not-to-exceed value of \$22,300
- Issued Task Order 01 to *Valuation Advisors* for a *Full Appraisal of Arbor Manor* with a not-to-exceed value of \$1,500
- Issued Task Order 01 to **Saxon, Gilmore, Carraway, & Gibbons, P.A.** to subcontract with **Lisa Johnson Lacock** for *Technical Assistance in the Preparation and Submission of Application(s) under Florida's Fair Housing Request for Application (RFA) Process* for a not-to-exceed value of \$5,000 for the first application and \$2,500 for each additional application
- Issued Task Order 02 to the **GLE Associates, Inc.** environmental testing/building inspection agreement for *Limited Indoor Air Quality Survey—Central Office* for a not-to-exceed amount of \$1,530

November 2013

## PROCUREMENT

- Issued Task Order 01 to the **GLE Associates, Inc.** engineering agreement for *Drainage Investigation at 3887 Covington Lane, Lakeland* for a not-to-exceed amount of \$1,425
- Issued Task Order 01 to **Boggs Engineering, LLC** for the Southwest Florida Water Management District's required *Inspection of the Water Management System at Washington Park—HOPE VI Renaissance* for a not-to-exceed value of \$350
- Complied and submitted the semi-annual Davis-Bacon performance report to HUD—Atlanta

LAKELAND HOUSING AUTHORITY  
SECTION 3 AND M/WBE SUMMARY REPORT  
(Existing Contracts: April 1, 2012 -October 31, 2013)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Rodmon and Rodman Hampton Hills	\$20,000.00	Yes	African-American	1	Yes	1	No	0
2	Bio Mass Tech	\$33,278.05	No	N/A	0	No	0	No	0
3	Robert's Painting	\$8,100.00	No	N/A	0	No	0	No	0
4	Zee's Construction	\$24,500.00	No	N/A	0	No	0	No	0
5	NKA Contractors	\$23,750.00	Yes	African-American	1	No	0	No	0
6	Jackson Management Consulting	\$10,198.00	Yes	African-American	1	No	0	No	0
7	Florida Dance Theatre	\$3,840.00	No	N/A	0	No	0	No	0
8	Rodmon and Rodman (09-27-12 to 10-26-12)	\$5,750.00	Yes	African-American	1	Yes	1	No	0
9	Rodmon and Rodman (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	\$1,500.00	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	\$3,525.00	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)	\$350.00	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)	\$1,425.00	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>\$452,265.55</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 October 31, 2013.

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

11/10/2013

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									
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	GLE Associates	\$1,530.00	No	N/A	0	No	0	No	0
25									
26									
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
27	GLE Associates	\$1,425.00	No	N/A	0	No	0	No	0
28	Boggs Engineering	\$350.00	No	N/A	0	No	0	No	0
29									
30									
31									
<b>TOTALS</b>		<b>\$3,305.00</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 October 1-31, 2013.

**INVESTIGATIVE BOARD REPORT**

The following activities were accomplished October 1-31, 2013:

**1 Small Claims Court**

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

**2 Eviction Court**

- Six evictions were filed for the month of October. Five were from West Lake Management, and were for non-payment of rent. One was filed for Lakewood Terrace Apts. (we act as an agent for Lakewood Terrace Apts.)

**3 Applicant Criminal Histories**

- During the month of October, fourteen (14) criminal histories were processed for Public Housing applicants **resulting in a net savings to the Lakeland Housing Authority of three hundred and twenty-two dollars (\$322).**

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

- No re-certifications were submitted for the month of October.

**5 Conflict Resolutions**

- Two for the month of October.

**6 Public Housing Fraud Recovery**

- None for the month of October

**7 Repayment Agreements**

- None for the month of October.

**Section 8**

**1 Section 8 Terminations**

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

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

## INVESTIGATIVE BOARD REPORT

### 2 Section 8 Repayment Agreements

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

### 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 October, the Lakeland Housing Authority Investigations Department ran seven (07) criminal histories for Section 8 applicants. **This resulted in a net savings of one hundred and sixty-one dollars (\$161).**

### 6 Section 8 Re-certification Criminal Histories

- During the month of October, fourteen (14) section 8 re-certifications were submitted to Investigations, for a **total savings of three hundred and twenty-two dollars (\$322).**

### 7 Section 8 Hearings

- Investigators attended no section eight hearings for the month of October.

### 8 VASH

- Two (2) for the month of October, for a **total savings of forty-six dollars (\$46).**

#### Administration

- The investigative unit processed two (2) backgrounds on a L.H.A. new-hires, for a **savings of forty-six dollars (\$46).**

#### The Manor at West Bartow

- Thirteen criminal history re-certs were run for the month of October, for a **savings of two hundred and ninety-nine dollars (\$299).**

#### Washington Renaissance and Carrington Place (formerly Dakota Park Apartments)

- Thirteen (13) new applications for criminal history were submitted for October, for the Renaissance/Washington Oaks property, resulting in a savings of **two hundred and ninety-nine dollars (\$299).** Two (02) applications submitted for recertification for the month of October, for a savings of **forty-six dollars (\$46).**

## INVESTIGATIVE BOARD REPORT

### Colton Meadow/Villas at Lake Bonnet

- Eight (08) criminal histories were processed for Colton Meadow, for the month of October, for a savings of **one hundred and eighty-eight dollars (\$188)**. We also completed two (02) applications for recertification for a savings of **forty-six dollars (\$46)**. Two (02) criminal histories were processed for new applications for a savings of **forty-six dollars (\$46)** at the Villas at Lake Bonnet property. Two (02) recertifications were submitted to investigations for processing, for a savings of **forty-six dollars (\$46)**.

### Lincoln Square Apartments

- No longer do checks on this property

### General

- During the month of October, we completed two (02) background checks for Lakeland Housing Authority employment, and attended several meetings. In addition we wrote eight (8) parking violations. No vehicles were 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 **one thousand nine hundred and seventy-eight dollars (\$1,978)**, for the month of October. 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.



# **RESIDENT SERVICES REPORT**

## Resident Services October 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. Residents continue to sign-up for the Residential Employment Transportation Assistance Program (RETAP), a partnership between LHA and Polk Transit that provides free public transportation (city bus) to persons who are employed, seeking employment and/or attending classes to further their education.

### **Community Involvement**

During the month of October, the ROSS Resident Services Coordinator attended the following meetings and/or events:

- Oct. 7<sup>th</sup> Planning meeting with Keith Boyd, Polk County Health Department with reference to Health & Wellness Fairs to be held in various LHA communities.
- Oct. 8<sup>th</sup> Planning meeting with Christel Graham, KIDS House with reference to the upcoming Red Ribbon Walk & Celebration.
- Oct. 11<sup>th</sup> Health & Wellness Fair at The Renaissance Manor.
- Oct. 16<sup>th</sup> Small Business Start-up Workshop for Public Housing residents.
- Oct. 17<sup>th</sup> Health & Wellness Fair at The New Lake Ridge.
- Oct. 24<sup>th</sup> New Life Outreach Ministry, Inc.'s 24<sup>th</sup> Annual Fundraiser Banquet.
- Oct. 24<sup>th</sup> Met with Judith Haggins, LHA CWRO Representative and FROMM Outreach with reference to activities for youth residents at Dakota Park Apartments.
- Oct. 25<sup>th</sup> - Basketball Clinic for youth residents at West Lake Homes.
- Oct. 25<sup>th</sup> Girls Inc. of Lakeland/Prodigy Cultural Arts Program Outreach & Recruitment at Dakota Park Apartments.
- Oct. 29<sup>th</sup> LHA/KIDS House and Partners Red Ribbon March and Celebration.
- Oct. 30<sup>th</sup> Health & Wellness Fair at West Lake Homes.

## City-Wide Residents Organization (CWRO)

The members of the City-Wide Residents Organization are: **West Lake Homes:** Karen Webb-Rudolph (Representative) and Michelle McQueen (Alternate Representative); **The Renaissance:** Shakia Young (Representative) and Ashley Jarvis (Alternate Representative); **The Manor at West Bartow:** Joice Giles (Representative); **Villa at Lake Bonnet:** Laketha Sweet (Representative); **John Wright Homes:** Tonya Mitchell (Representative) and Tinesha Walker (Alternate Representative); **Dakota Park Apartments:** Judith Haggins (Representative); **Cecil Gober Villa:** Nannette Campbell (Representative) and Betty Hill (Alternate Representative); **Colton Meadows:** Patricia Duncan (Representative) and Katrina Holston (Alternate Representative); and **Housing Choice Voucher:** Jenny Cintron (Representative). During the month of October the members continued to familiarize themselves with LHA and/or their community. Haggins worked closely with the ROSS Resident Services Coordinator to get youth residents of the Dakota Park Apartments community involved in the Red Ribbon Walk & Celebration and the Girls Inc. of Lakeland's Prodigy Cultural Arts Program. Twenty-six youth and four parents participated in the Red Ribbon event and eleven youth residents were signed up, by their parents, for the Prodigy program. Rudolph assisted with the distribution of flyers at the West Lake Community for the Basketball Clinic that was held on Oct. 25<sup>th</sup> at West Lake Homes.

## 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 six at LHA's Emma Turner Center. During the month of October 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**

In October, YouthBuild began our **Enhanced Placement Program**, which is designed to assist all graduates of the 2011 Department of Labor (DOL) grant. Examples of the activities scheduled with graduates include the following:

- Visit students at Polk State College and other training places.
- Work with students who have not obtained GED.
- Offer tutoring services to college students and help with research papers, etc.
- Reach out to entire cohort of 57 students to help get them started or re-enrolled in school, assist in searching and preparing for a new job or career; and obtain certifications needed to advance in current position or find new career.
- Work with students to obtain their driver's license.
- Alumni workshops and events
  - College readiness

- Career Planning
- Resume re-building and updating
- Reunion/Networking Event.
- Help students to complete/update FAFSA, college application and residency affidavits.

During the month of October, services were provided to twenty-five (25) graduates. **The Enhanced Placement Program** will continue through May 2014 as part of the follow-up required by the Department of Labor (DOL). During the course of the last two years, the program has helped 57 disadvantaged youth to gain important credentials as well as personal leadership and employability skills.

Some of the program successes as of the end of October included:

- **Successful Graduates:** Fifty-seven (57) participants, aged 18-24, graduated from the program! Each person enrolled participated in education & job training, workforce preparation, community involvement & leadership development activities, and, post-secondary exploration and planning activities. 96% of the participants received mentoring activities and eighteen (18) participants received health services.
- **Placement:** Forty-five (45) of the fifty-two (52) (86.5%) students that have graduated from the program have been placed in employment, vocational training, or are attending a university. This number counts only students with placement in the first quarter after they graduate. It is projected that the final placement rate will be 49/57 (85.9%). The Department of Labor goal for this outcome is 70%. The average hourly wage at initial placement was \$8.42, which was up from \$7.86 at the start of the grant period.
- **Attainment of a GED:** 51/57 of the participants have earned a G.E.D. This is 89.4% of the students that were enrolled in the 2011 DOL grant. It is predicted that by the end of the grant period, 54/57 or 94.7% of the participants will have their G.E.D's in hand. This is significantly over the Department of Labor's goal of 50%.
- **Literacy and Numeracy Gains:** This measure counts all participants that have gained one educational functioning level. The DOL sets a program goal of 50%. To date, 41/45 participants (91.1%) have gained at least one, but in many cases more than one, increase in their educational levels.

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

October 2013	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	31	16	52	40,069.24
Dakota Park (13)	08	04	50	24,489.45
Renaissance (14)	11	03	27	20,360.55
Totals	50	22	44*	84,919.24

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

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

**Enrollment:** Zero (0)

**Termination/Forfeiture/Transfer/Disbursement:** Two (2)

**Earned Income from Employment:** One (1)

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

Programs	# Of FSS Tenants	% Slots filled	# Tenants with Escrow	% With Escrow
Section 8 (HCV)	62	83	30	49%

**Escrow Balances**

- The balance of the Section 8 FSS Escrow October 2013 is \$115,137.32.
- The average amount is \$3,837.91

**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 October 2013.

**Goals completed/enrolled by the Section 8 FSS participants:** Zero (0) new enrollments.

**Completed Contract of Participation:** Zero (0) FSS participants completed their contracts of participation.

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

### Community Networking

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

### **HCV/FSS Graduates**



**Luqueasha Truedell** enrolled in the FSS program with dreams of obtaining a college degree, improving her credit and buying a house with a pool. Ms. Truedell has obtained her Associate of Arts Degree and obtained several work related certifications.



**Simone McFarlane** enrolled in the FSS program seeking her GED, stable employment and enrolling in a technical school. Ms. McFarlane successfully obtained her high school diploma, obtained stable employment and is attending Polk State College.

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

During the month of October, seventy-four (74) students were enrolled in the after-school program. The program was closed on Fri., Oct. 25<sup>th</sup>. Students participated in the annual Red Ribbon March & Celebration on Oct. 22<sup>nd</sup>.

### **Upcoming**

- The After-School Program will be closed on November 25<sup>th</sup> through the 29<sup>th</sup>.
- We will have a Parental Involvement Night on November 7<sup>th</sup>.
- Our next Staff Training will be November 21<sup>st</sup>.

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**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 # 13-1368**

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into a contract with *Paychex, Inc.* to provide Payroll and certain Human Resources services.

**2. Who is making request:**

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: Provision of Payroll and certain Human Resources services
- C. Originator: Patrick Roberts

**3. Cost Estimate:**

Not-to-exceed \$50,000

**Narrative:**

In June 2008, the Housing Authority of the City of Lakeland entered into a Professional Employer Organization (PEO) agreement with ADP. Among other services offered, ADP provided the Housing Authority with payroll services, certain Human Resources services, and Workers' Compensation coverage.

Due to the evolving needs of the Housing Authority, management has determined that a PEO relationship is no longer in the Housing Authority's best interest. To begin the process of "unwinding" the Housing Authority from the PEO relationship, a Request for Proposals (RFP) was issued on October 16, 2013.

This RFP was: advertised in the Lakeland *Ledger* for two weeks; emailed to fifteen potential respondents, the Central Florida Business Diversity Council, and the Blackmon-Roberts Group; as well as posted on the Housing Authority's website, the Florida Association of Housing and Redevelopment Officials' (FHARO) website, and a national RFP data website.

Four of the five responses to the RFP proposed Payroll and certain Human Resources services. Each of the four responses was independently reviewed and evaluated by four Housing Authority management staff. The results of these evaluations were presented at a

public meeting on November 8<sup>th</sup>. (A copy of the scoring matrix is provided after the *Resolution*.)

Based on the above selection process, staff is recommending that the Board of Commissioners, at its November 18, 2013 meeting, approve contracting for Payroll and certain Human Resources services with *Paychex, Inc.* for a base period of two years at a not-to-exceed contract value of \$50,000 with an option to extend the agreement for up to three additional one-year periods.

**RESOLUTION NO. 13-1368**

**APPROVING THE AWARD OF A CONTRACT FOR PAYROLL AND  
CERTAIN HUMAN RESOURCES SERVICES**

**WHEREAS**, the Housing Authority of the City of Lakeland has determined that it is in its best interest to “unwind” from its current Professional Employer Organization relationship with ADP; and

**WHEREAS**, part of this “unwinding” will involve contracting for payroll and certain Human Resources services with a third party entity; and

**WHEREAS**, on October 16, 2013, the staff of the Housing Authority of the City of Lakeland issued a Request for Proposals for the provision of *Payroll Services and/or Workers’ Compensation Coverage*; and

**WHEREAS**, by the October 31, 2013 deadline, the Housing Authority of the City of Lakeland received responses from four firms interested in providing payroll and certain Human Resources services to the Housing Authority; and

**WHEREAS**, after ranking these four responses, it was evident that *Paychex, Inc.* was most responsive to the needs expressed in the Housing Authority’s Request for Proposals; and

**WHEREAS**, based on the above-referenced rankings, staff is recommending that *Paychex, Inc.* be awarded the contract for these services;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby approves the award of a contract for the provision of payroll and certain Human Resources services to *Paychex, Inc.* effective December 15, 2013 and ending December 14, 2015 with a not-to-exceed value of \$50,000 with the right to renew the contract for up to three additional one-year periods.

**CERTIFICATE OF COMPLIANCE**

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 13-1368 dated November 18, 2013.

Attested by:

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

\_\_\_\_\_  
Michael A. Pimentel, Chair

**PROPOSAL RATING SHEET MATRIX**  
**PAYROLL SERVICES AND/OR WORKERS' COMPENSATION COVERAGE**

CRITERIA	EVALUATOR	RESPONDENTS					
		LANIER UPSHAW	NON-PROFIT INSURANCE SERVICES	OASIS OUTSOURCING	PAYCHEX ONE-SOURCE SOLUTIONS	SIHLE WALLER INSURANCE	
		P.S. <sup>1</sup>	W/C	P.S.	P.S.	P.S.	W/C
Response Submitted for: Payroll Services (P.S.), Workers' Comp (W/C), or Both							
<i>Information requested under Tab 1—Experience</i> (Possible 0 to 15 points)	A	10.0	15.0	13.0	15.0	11.0	13.0
	B	10.0	14.0	5.0	15.0	13.0	15.0
	C	1.0	15.0	12.0	15.0	5.0	12.0
	D	10.0	15.0	12.0	12.0	12.0	12.0
<i>Information requested under Tab 2—Staff Experience and Organization</i> (Possible 0 to 15 points)	A	10.0	15.0	10.0	10.0	10.0	15.0
	B	15.0	15.0	7.0	2.0	15.0	15.0
	C	15.0	15.0	7.0	10.0	7.0	10.0
	D	15.0	7.5	7.5	2.5	12.5	12.5
<i>Information requested under Tab 3--Capacity to Provide Requested Services</i> (Possible 0 to 50 points)	A	40.0	50.0	39.0	45.0	35.0	50.0
	B	40.0	40.0	42.0	45.0	30.0	38.0
	C	30.0	40.0	30.0	50.0	20.0	40.0
	D	46.0	45.0	32.0	31.5	26.5	37.5
<i>Information requested under Tab 4—Fee Schedule</i> (0 to 20 points)	A	14.0	20.0	18.0	19.0	12.0	15.0
	B	15.0	20.0	20.0	20.0	10.0	5.0
	C	10.0	20.0	15.0	20.0	7.5	10.0
	D	7.5	20.0	7.5	20.0	10.0	20.0
<i>Information requested under Tab 5--Submission of Required Documents</i> (No points to be awarded) (Y or N)	A	Y	Y	Y	Y	Y	Y
	B	Y	Y	Y	Y	Y	Y
	C	Y	Y	Y	Y	Y	Y
	D	Y	Y	Y	Y	Y	Y
<b>TOTAL</b>		288.5	366.5	277.0	332.0	236.5	320.0
<b>AVERAGE SCORE</b>		72.13	91.63	69.25	83.00	59.13	80.00
<b>RANKING BY SERVICE(S) OFFERED:</b>	<b>PAYROLL SERVICES ONLY</b>	2nd		3rd	1st	4th	
	<b>WORKERS' COMP ONLY</b>		1st				2nd
	<b>BOTH SERVICES</b>						

<sup>1</sup>W/C proposal was determined to be non-responsive to the RFP

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

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

**Re: Resolution # 13-1369**

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into a contract with *Non-Profit Insurance Services, Inc.* to provide Workers' Compensation Coverage.

**2. Who is making request:**

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: Provision of Workers' Compensation Coverage
- C. Originator: Patrick Roberts

**3. Cost Estimate:**

Not-to-exceed \$150,000

**Narrative:**

In June 2008, the Housing Authority of the City of Lakeland entered into a Professional Employer Organization (PEO) agreement with ADP. Among other services offered, ADP provided the Housing Authority with payroll services, certain Human Resources services, and Workers' Compensation coverage.

Due to the evolving needs of the Housing Authority, management has determined that a PEO relationship is no longer in the Housing Authority's best interest. To begin the process of "unwinding" the Housing Authority from the PEO relationship, a Request for Proposals (RFP) was issued on October 16, 2013.

This RFP was: advertised in the Lakeland *Ledger* for two weeks; emailed to fifteen potential respondents, the Central Florida Business Diversity Council, and the Blackmon-Roberts Group; as well as posted on the Housing Authority's website, the Florida Association of Housing and Redevelopment Officials' (FHARO) website, and a national RFP data website.

Two of the five responses to the RFP proposed Workers' Compensation Coverage. Both responses were independently reviewed and evaluated by four Housing Authority management staff. The results of these evaluations were presented at a public meeting on November 8<sup>th</sup>. (A copy of the scoring matrix is provided after the *Resolution*.)

Based on the above selection process, staff is recommending that the Board of Commissioners, at its November 18, 2013 meeting, approve contracting for Workers' Compensation Coverage with *Non-Profit Insurance Services, Inc.* for a base period of two years at a not-to-exceed contract value of \$150,000 with an option to extend the agreement for up to three additional one-year periods.

**RESOLUTION NO. 13-1369**

**APPROVING THE AWARD OF A CONTRACT FOR  
WORKERS' COMPENSATION COVERAGE**

**WHEREAS**, the Housing Authority of the City of Lakeland has determined that it is in its best interest to "unwind" from its current Professional Employer Organization relationship with ADP; and

**WHEREAS**, part of this "unwinding" will involve contracting for Workers' Compensation Coverage with a third party entity; and

**WHEREAS**, on October 16, 2013, the staff of the Housing Authority of the City of Lakeland issued a Request for Proposals for the provision of *Payroll Services and/or Workers' Compensation Coverage*; and

**WHEREAS**, by the October 31, 2013 deadline, the Housing Authority of the City of Lakeland received responses from two firms interested in providing Workers' Compensation Coverage to the Housing Authority; and

**WHEREAS**, after ranking both of these responses, it was evident that *Non-Profit Insurance Services, Inc.* was more responsive to the needs expressed in the Housing Authority's Request for Proposals; and

**WHEREAS**, based on the above-referenced rankings, staff is recommending that *Non-Profit Insurance Services, Inc.* be awarded the contract for Workers' Compensation Coverage;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby approves the award of a contract for the provision of Workers' Compensation Coverage to *Non-Profit Insurance Services, Inc.* effective January 01, 2014 and ending December 31, 2015 with a not-to-exceed value of \$150,000 with the right to renew the contract for up to three additional one-year periods.

**CERTIFICATE OF COMPLIANCE**

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 13-1369 dated November 18, 2013.

Attested by:

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

\_\_\_\_\_  
Michael A. Pimentel, Chair



**PROPOSAL RATING SHEET MATRIX  
PAYROLL SERVICES AND/OR WORKERS' COMPENSATION COVERAGE**

CRITERIA	EVALUATOR	RESPONDENTS					
		LANIER UPSHAW	NON-PROFIT INSURANCE SERVICES	OASIS OUTSOURCING	PAYCHEX ONE-SOURCE SOLUTIONS	SIHLE WALLER INSURANCE	
		P.S. <sup>1</sup>	W/C	P.S.	P.S.	P.S.	W/C
Response Submitted for: Payroll Services (P.S.), Workers' Comp (W/C), or Both		P.S. <sup>1</sup>	W/C	P.S.	P.S.	P.S.	W/C
<i>Information requested under Tab 1—Experience</i> (Possible 0 to 15 points)	A	10.0	15.0	13.0	15.0	11.0	13.0
	B	10.0	14.0	5.0	15.0	13.0	15.0
	C	1.0	15.0	12.0	15.0	5.0	12.0
	D	10.0	15.0	12.0	12.0	12.0	12.0
<i>Information requested under Tab 2—Staff Experience and Organization</i> (Possible 0 to 15 points)	A	10.0	15.0	10.0	10.0	10.0	15.0
	B	15.0	15.0	7.0	2.0	15.0	15.0
	C	15.0	15.0	7.0	10.0	7.0	10.0
	D	15.0	7.5	7.5	2.5	12.5	12.5
<i>Information requested under Tab 3--Capacity to Provide Requested Services</i> (Possible 0 to 50 points)	A	40.0	50.0	39.0	45.0	35.0	50.0
	B	40.0	40.0	42.0	45.0	30.0	38.0
	C	30.0	40.0	30.0	50.0	20.0	40.0
	D	46.0	45.0	32.0	31.5	26.5	37.5
<i>Information requested under Tab 4—Fee Schedule</i> (0 to 20 points)	A	14.0	20.0	18.0	19.0	12.0	15.0
	B	15.0	20.0	20.0	20.0	10.0	5.0
	C	10.0	20.0	15.0	20.0	7.5	10.0
	D	7.5	20.0	7.5	20.0	10.0	20.0
<i>Information requested under Tab 5--Submission of Required Documents</i> (No points to be awarded) (Y or N)	A	Y	Y	Y	Y	Y	Y
	B	Y	Y	Y	Y	Y	Y
	C	Y	Y	Y	Y	Y	Y
	D	Y	Y	Y	Y	Y	Y
<b>TOTAL</b>		288.5	366.5	277.0	332.0	236.5	320.0
<b>AVERAGE SCORE</b>		72.13	91.63	69.25	83.00	59.13	80.00
<b>RANKING BY SERVICE(S) OFFERED:</b>	<b>PAYROLL SERVICES ONLY</b>	2nd		3rd	1st	4th	
	<b>WORKERS' COMP ONLY</b>		1st				2nd
	<b>BOTH SERVICES</b>						

<sup>1</sup>W/C proposal was determined to be non-responsive to the RFP



# **SECRETARY'S REPORT**

**Secretary's Report  
November 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**

HUD would like for LHA to obligate the HOPE VI funds as quickly as possible. Staff submitted a Development Proposal to use the HOPE VI funds to construct some affordable rental housing units on the vacant lots at the HOPE VI site. Since that time, staff has had follow-up conversations with Juan Miranda of HUD-Miami regarding the unexpended HOPE VI funds. Staff has provided responses to their follow-up questions. 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 2013 Board meeting. A copy of the Corrective Action Plan is submitted to the HUD-Miami office for review and comment on a monthly basis. Each of these items was discussed at the Commissioner Retreat. The proposed budget was approved by the Board at the January meeting. LHA subsidy calculations cannot be finalized until Congress approves the HUD budget. That is, until Congress approves the HUD budget, all numbers are considered to be

## **Secretary's Report November 2013**

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.

### **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 completed work on the Agency Plan that was submitted to HUD in October 2013. The Plan was approved by the LHA Board of Commissioners at the October 16, 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 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.

**Secretary's Report  
November 2013**

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 Jose Cintron, HUD Regional Director and Victor Rocha, Acting Director – Miami Field Office, along other HUD staff and LHA Executive staff to discuss financial concerns at LHA. Information discussed at the meeting was shared with LHA commissioners at the Board Budget Workshop.

I also met with Steve Bissonnette, Assistant Director of Community Development, City of Lakeland. We discussed general development and affordable housing opportunities in the City of Lakeland.

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

Respectfully submitted,

*Benjamin Stevenson*

Secretary