



MONDAY, APRIL 15, 2013

REGUALR BOARD MEETING

AGENDA
Regular Board Meeting of
The Housing Authority of the City of Lakeland, Florida
Monday, April 15, 2013
6:00 p.m. at the Main Office
430 Hartsell Avenue, Lakeland, Florida

Pledge of Allegiance

1. Moment of Silence
2. Establish a Quorum
3. Public Forum
4. Approval of Minutes of the Regular Board Meeting held on March 25, 2013 **(Tab 1)**
5. Acceptance of Minutes of the Resident Interest Committee Meeting held March 21, 2013 **(Tab 2)**
6. Acceptance of the Minutes of the Finance Committee Meeting held March 22, 2013 **(Tab 3)**
7. Acceptance of the Minutes of the By-Laws Committee Meeting held March 18, 2013 **(Tab 4)**
8. Old Business **(Tab 5)**
 - A. By-Laws Committee Review
 - B. Executive Director Evaluation

9. New Business **(Tab 6)**

Monthly Reports

- A. Financial Reports
 - B. Grant Updates
 - C. Development Report
 - D. Legal Report
 1. Procurement Policy
 - E. Resolution # 13-1352 - The Board of Commissioners is requested to approve amendments to the 2013 Consolidated Budget.
10. Secretary's Reports including Procurement, Resident Services and Family Self Sufficiency, Housing Management Board Report which includes Housing Choice Voucher Program, Property Management, and Investigations Report. **(Tab 7)**
11. Other Business
 - A. Approval of Contracts by Finance Committee
12. Adjournment

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
March 25, 2013

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, March 25th at 6:00 p.m. at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
Rev. Richard Richardson, 1st Vice Chair
Edward Hall, Commissioner, 2nd Vice Chair
Joseph DiCesare, Commissioner
Dr. Bernice Evans, Commissioner
Ellis Hirsch, Commissioner
Dorothy Sanders, Commissioner

LHA Staff Present: Benjamin Stevenson, Executive Director
Valerie Brown, Sr. Director of Development
Earl Haynes, Director of Resident Services
Tom Hornack, Procurement
Shauna Ginn, Asset Manager
Donald Paredez, Section 8 HCV, Manager
Eva Hall, Director of Finance
Jennifer Robinson, Community Manager
Patrick Roberts, Human Resources
Idalia Gonzalez, Section 8 Department
Kasandra S. Davis, Executive Administrative Coordinator

Guests: Nan Campbell Lillie Brown
Betty Hills Michael Faison
Mamie Locust K. Hughes
Angela Paredez Nita McGee
Jenny Lopez Lorenzo Robinson
Pierre Calixte

The Meeting was called to order at 6:02 p.m. by Michael Pimentel.

Pledge of Allegiance and a moment of silence observed.

A quorum was established.

- The first order of business was the swearing-in of the new Commissioner, Ellis Hirsch, by Attorney Ric Gilmore.

Approval/Acceptance of Minutes

- **Motion to approve the Minutes of the Regular Board Meeting held on February 25, 2013. Richardson - 2nd Hall Vote: Hirsch-Present, DiCesare-Aye, Sanders-Aye, Hall-Aye, Richardson-Aye, Evans-Aye**
- **Acceptance of the Minutes of the Residents' Interest Committee Meeting held on February 21, 2013.**
- **Acceptance of the Minutes of the Finance Committee Meeting held on February 22, 2013.**

Old Business

- Commissioner Evans asked for a point of order. She asked who attended the By-Laws Committee Meeting. Attorney Gilmore responded with "I was in attendance, Commissioner Pimentel, Commissioner Richardson, Commissioner DiCesare and Commissioner Hall via telephonic means." Then she asked for a point of information and requested a disk copy of the meeting. The disk copy of the meeting was delivered to Commissioner Evans earlier in the day of March 25, 2013. Then she inquired if the Personnel and Administrative Committee held a meeting. Mr. Stevenson responded the meeting of the Personnel and Administrative Committee did not convene.
Commissioner Evans then stated she was appalled and read a statement into record regarding the holding and workings of the By-Laws Committee meeting held March 18, 2013. She accused the committee of approving the revisions to the By-Laws with full Board approval. After Commissioner Evans completed reading her concerns Attorney Gilmore replied to items outlined in her letter. He shared March 18, 2013 was the date the By-Laws Committee met and made revisions to the existing the By-Laws. The Committee then voted and passed the revisions to the Board of Commissioners for acceptance and approval. He continued by telling Commissioner Evans that her statements are totally incorrect.
There was intense discussion on this matter. The resolution to the discussion was introduced by Commissioner Hirsch to move the review of the By-Laws to next month's meeting.

Motion to revisit the Revised By-Laws within one month. Hirsch – 2nd Hall. Vote: Hirsch-Aye, DiCesare-Aye, Sanders-Aye, Hall-Aye, Pimentel-Aye, Richardson-Aye, Evans-Aye

- Mr. Stevenson informed the Board that he waited until this meeting to receive direction from the Board of Commissioners regarding the scheduling of the Personnel and Administrative Committee meeting. The discussion intensified regarding the responsibilities of the Personnel Committee as stated in the current By-Laws verses what was done in the past meetings. The discussion included but was not limited to the Executive Director's Evaluation, salary review of all employees, FAHRO Salary Study, and the amount of time the commissioners are spending in committee meetings. After an extended discussion Commissioner Pimentel asked the commissioners to review their calendars and email Kasandra Davis with dates of availability to convene the Personnel Administration Committee. However, the Executive Director's Evaluation will not be reviewed by a committee but by the entire Board of Commissioners.
- Attorney Gilmore shared with the commissioners the committee system is in a state of disarray. The committees were not designed to substitute for the full Board of Commissioners. He informed the Board of Commissioners he would not send the Executive Director's

Evaluation to a committee but to the Full Board of Commissioners.

New Business

- Commissioner Evans asked for a point of order, the Finance Committee did not review items 9A - Financial Reports and 9B - Grant Updates in the Finance Committee meeting and ask that the review of these items be tabled to April's meeting. In the Finance Committee meeting the Committee agreed to move the review of the financial reports for 30 days to receive final numbers from the Finance Department.
- **Development Report** – Ms. Brown welcomed Commissioner Hirsch and gave an overview of the Development Report listed in the Board Report. Colton Meadow's tax exemption was denied. The rejection of the tax status is due to how Colton Meadow business entity was structured. Although Villas of Lake Bonnet and Dakota Park are structured in the same manner they received the exemption. Ms. Brown informed the Board this is an ongoing issue however, she and her staff are working with Counsel to resolve the matter. Attorney Gilmore informed the Board of Commissioners that the tax exemption situation is a statewide issue and not exclusive to Lakeland. Ms. Brown began to give an update on Cecil Gober and the Cecil Gober Aging in Place Project and referenced Resolution 13-1351.

Commissioner Evans stated, the Finance Committee did not approve this resolution and it should not have been presented in this Board Report. As the discussion intensified, Commissioner Richardson and Commissioner DiCesare shared their distain regarding the placing of Resolution 13-1351 into the Board Report. Commissioner Richardson stated, "As a committee the Finance Committee was sending a message that as a committee they want to see final numbers and not estimations."

Mr. Stevenson stated he apologized however; he did not comprehend what the problem was because procedures were followed to procure the firms. The next step is to do an in-house estimation and present the task order to receive pricing.

Mr. Stevenson wanted the Board of Commissioners to understand as a tax credit application is being completed there will be times where final numbers will not be available. However, he understood and will work with staff to work within the committee's parameters.

Resolutions

Resolution #13-1349 – To authorize the Executive Director to enter into a task driven, indefinite delivery, indefinite quantity contract with each Biller-Reinhart structural Group; Boggs Engineering, LLC; EE&G Environmental Services, LLC; GLE and Associates and Hamilton Engineering & Surveying, Inc.

- **Motion to Approve Resolution 13-1349 – To authorize the Executive Director to enter into a task driven, indefinite delivery, indefinite quantity contract with each Biller-Reinhart structural Group; Boggs Engineering, LLC; EE&G Environmental Services, LLC; GLE and Associates and Hamilton Engineering & Surveying, Inc. Richardson -2nd Hall. Vote: Hirsch-Aye, DiCesare-Aye, Sanders-Aye, Hall-Aye, Pimentel- Aye, Richardson-Aye, Evans-Aye**

Resolution #13-1350- To authorize the Executive Director to revise the Fiscal Year 2013 Fair Market Rent rates/Payment Standards for Section 8 residents effective May 01, 2013.

- **Motion to Approve Resolution #13-1350 - To authorize the Executive Director to revise the Fiscal Year 2013 Fair Market Rent rates/Payment Standards for Section 8 residents effective**

May 01, 2013. Evans. 2nd Richardson. Vote: Hirsch-No, DiCesare-Aye, Sanders-Aye, Hall-Aye, Pimentel-Aye, Richardson-Aye, Evans-Aye

Resolution #13-1351- To authorize the Executive Director to negotiate with the Bessolo Design Group, Inc. and the Robert Reid Wedding Architects & Planners, AIA, Inc. for the purpose of issuing a task order for design services for the Cecil Gober Aging In-Place project. WITHDRAWN

- **Secretary's Reports** –submitted as written.

Other Business

- Commissioner Evans stated the Finance Committee approved a contract to be passed to the Board in the amount of \$31,000.00 for tree trimming but she did not see it in the Board Report and is concerned about the Sunshine law being violated. She stated, the Finance Committee to her knowledge has never approved contracts exclusively. Any contract approved was recommended to the Board for final approval. Mr. Stevenson shared, according to the Procurement Policy any contract in the amount of \$25,000 to \$50,000 is presented to the Finance Committee for approval. It is not sent to the Board for approval but for informational purposes only. There was intense discussion regarding the LHA Procurement Policy. The resolve of the discussion concluded with Commissioner DiCesare reading the LHA Procurement Policy which states:

III. Procurement Methods A. Small Purchase Procedures number 4: which states, "Small purposes over \$25,000 but equal to or less than \$100,000. For purchases and contracts from \$25,000 to \$100,000, the Executive Director may delegate to the appropriate staff personnel the authority to solicit bids in writing from at least three (3) suppliers. They shall document both the solicitation and the bids received and maintain a file on such documents. Further for purchases and contracts from \$25,000 to \$50,000, such purchases and contracts shall be subject to review and approval by the Finance Committee of LHA's Board of Commissioners."

- Based on the current LHA Procurement Policy the Executive Director followed procedure however, Attorney Gilmore advised the Executive Director to make sure the full Board of Commissioners has knowledge of all contracts approved under the current procurement policy. Attorney Gilmore suggest that the authorization of the Finance Committee to approve contracts from \$25,000 to \$50,000 be removed from the procurement policy. He also informed the Board that 90% of the Procurement Policy is mandated by HUD. Attorney Gilmore will black line HUD's policies against LHA's Procurement Policy and provide it to the Board of Commissioners for review.

The meeting was adjourned at 8:30 p.m.

Benjamin Stevenson, Secretary

REPORT
The City of Lakeland Housing Authority:
The Residents' Interests Committee Meeting
March 21, 2013

Attendees

Residents' Interests Committee: Dorothy Sanders, Chairman of Resident Interest
Michael Pimentel, Chairman of the Board
Bernice Evans, Commissioner
Joseph DiCesare, Commissioner
Lillie Brown, LHARAA President

LHA Staff and Consultants: Earl Haynes, Director of Resident Services
Kasandra Davis, Executive Administrative Coordinator
Gwen Collins, Community Manager
Donald Paredez, Manager Section 8
Idalia Gonzalez, Asst. Manager Section 8
Cynthia Crosby-Craig, Community Manager
Cynthia Zorn-Shaw, Resident Services

Guest: Nannette Campbell
Betty Hills
Willeen Cooks
Mamie Locust
Thirsa Clack
Jenny Lopez, LHARAA

Meeting called to order by Commissioner Sanders at 6:00 p.m.
Established quorum – followed by a moment of silence.
Introduced of LHA Staff, Guest, and Residents.

Approval of Minutes

- **Motion to approve the Residents' Interests Committee Meeting Minutes February 21, 2013 as presented– Pimentel. 2nd - DiCesare**

All Ayes

Old Business

- **Mr. Haynes of Resident Services update:**
- **Senior Discounts:** Information regarding the senior discounts was electronically sent to every Community Manager so every senior would have access to the information.
- **Health Fair:** A health fair is being planned for the Renaissance Hope VI Community for April 20, 2013 at the Lake Ridge 21st Century building.
- **Race to Place:** Our partnership with Polk Works will commence in April and they will be housed in the Emma Turner Building.
- **YouthBuild:** The 2013 Grant application has been submitted for one million dollars. The program received two million dollars of in kind services from our various partners throughout Polk County.
- **NAHRO Legislative Conference:** Mr. Haynes and Commissioner Hall attended the NAHRO Conference in Washington D.C. They visited Congressman Dennis Ross' office and discussed with him our various Resident Services programs and presented him with a copy of NAHRO's agenda for 2013. Also, they visited Senator Rubio's office but did not get the opportunity to speak with him. However, they left a copy of NAHRO's agenda with a staff representative.

- **Mr. Pizarro of Director of Housing update:**
- Mr. Pizarro was not in attendance and his report was read by Mr. Haynes.
- **Mamie Johnson increase:** Ms. Johnson's rent was increased to \$219.00 effective 04/01/2013 and it was explained to her. Ms. Johnson signed the 50058 on 02/13/2013.
- **Portable dishwasher:** We cannot remove the dishwashers from the units as they are required under the Tax Credit program agreement.
- **Garbage shoots:** We are constantly cleaning the shoots and the maintenance staff cleans those areas daily. The biggest problem is the seniors continue to leave garbage inside of the laundry room instead of putting it in the trash shoot which also causes the smells. We have sent circulars asking the residents to stop such practices. The staff is posting circulars monthly.
- **Pest control:** We are still in the process of getting a new pest control company, until then the residents that have issues can call the leasing office for a special pest control treatment.
- **Dequia Coker:** Ms. Coker will be transferred to a 3 bedroom unit as soon as her new unit is ready, the residents need to understand and it was explained to Ms. Coker that we need to follow protocol. Her new unit will be 242 Whitehurst Street. We had to wait on the current tenant to be transferred to another unit. The tentative time frame is approximately 15 days to have the apartment ready for her to transfer.

- **Lily Brown:** Ms. Brown's handicap toilet was installed as requested. Work order number, date and time of completion? The work order number is #16967 and it was completed on Monday March 15th
- **The Manor at West Bartow:** The new electronic door system was successfully installed and now the entire system is working as required. The installation took place between March 14th – March 18th and the Work Order number is #17022.
- **Irrigation system:** The irrigation systems at the Manor at West Bartow and Renaissance are now operational. The irrigation system became operational on March 5, 2013.
- **The Lake Ridge Center:** The exterior of the LR Center which houses our 21st Century program to serve our residents and the community was painted; repairs were also made and the HVAC Air handler was replaced; presently the staff is making repairs on the interior of the building. Additionally, the City of Lakeland will be providing plants and trees to landscape the exterior of the building.
- **Pets:** We are in process of implementing a new pet policy and we are also exploring the impact this will have on the properties budget. Residents will be asked not to allow their pets to urinate or defecate without picking after their pets.
- **Renaissance Senior building:** We are renovating office space and as soon as the repairs are completed the staff person will be assigned to the building permanently. The tentative time frame for renovating the office is approximately 15 days.
- **The Villas at Lake Bonnet and Colton Meadow Homes:** We are in process of contracting with the plumbing company to start working on the sewer system.
- **John Wright, West Lake and Cecil Gober:** A new playground was installed at the John Wright community and the ribbon cutting activity was a success. We removed the playground from West Lake Apartments due to it was unsafe for the children. The Cecil Gober residents are keeping themselves very active participating in all LHA schedule activities.
- **Grants:** We are pleased to announce that we were awarded a security grant from HUD in the amount of \$250,000.00; this grant will benefit Dakota Park Apartments, Cecil Gober and West Lake Apartments. A special thank you goes to Shauna Ginn, Tommy Bennett, Mike Butler and Valerie Brown for putting the application together.

Commissioner Evans asked why it is important to report on Mamie Johnson's situation. Commissioner Pimentel shared he attended the LHARAA meeting and these were issues raised in that meeting and asked that an update is given in the next Residents' Interests Committee Meeting. There was some discussion on this matter and the Community Manager Gwen Collins addressed the situation and the explanation was satisfactory for the Committee.

New Business

- Mr. Paredez, the HCV Manager shared that the Lakeland Housing Authority was contacted by HUD of a potential budget shortfall in the Section 8 Department. In order to prevent families from being terminated from the program LHA has been instructed to reduce the payment standards to 90%. By lowering the standard families will be required to contribute a little more towards their monthly rental amount. However, this slight increase will prevent LHA from terminating families from the Section 8 program. He shared letters will be sent out at the end of the month to the participants and landlords and a community meeting will be held in the month of April the date, place and time is to be determined. Also, he shared the administrative fees will be reduced from 80% to approximately 60%.
- Commissioner Evans stated this information should also be presented at the Finance Committee meeting tomorrow.

Resident Concerns

- Commissioner Sanders inquire on the progress of the Aging in Place for Cecil Gober Villa. Mrs. Davis shared there is a resolution going before the Finance Committee tomorrow and should it passes it will be forward to the Board of Commissioners for Monday's meeting.

The meeting was adjourned at 6:45 p.m.

MINUTES
Finance Committee Meeting of
The Housing Authority of the City of Lakeland
March 22, 2013

The Commissioners of the Lakeland Housing Authority (LHA) met for a Finance Committee Meeting on Friday, March 22, 2013, 12:00 pm, at LHA Office, 430 Hartsell Avenue, Lakeland, Florida.

Finance Committee Members: Dr. Bernice Evans, Chairman
 Rev. Richard Richardson, 1st Vice Chairman
 Eddie Hall, 2nd Vice Chairman
 Joseph DiCesare

Guest Present: Kara Hughes

LHA Staff Present: Benjamin Stevenson, Executive Director
 Valerie Brown, Director of Development
 Carlos Pizarro, Director of Housing
 Eva Hall, Director of Finance
 Earl Haynes, Director of Resident Services
 Patrick Roberts, Human Resource Generalist
 Kasandra S. Davis, Executive Administrative Coordinator
 Tom Hornack, Procurement Department
 Shauna Ginn, Asset Manager

Call to Order 12:00 pm

Pledge of Allegiance.

The invocation was given by Commissioner Richardson.

A quorum was established.

The opportunity for the Public Forum was presented. There were none.

Approval of Minutes

Motion to approve minutes of the Finance Committee Meeting for February 22, 2013 with correction to include statement from Commissioner Richardson regarding accountability

for contractors regarding the M/WBE Policy to be placed at the end of the resolution section. Hall– 2nd Richardson.

All Ayes

Old Business

- Commissioner Evans inquired of the Executive Director to give an update on the Procurement Policy and if revisions would be available for the next meeting. Commissioner Richardson inquired if the Procurement Policy is a Finance Committee function or a Full Board function. Commissioner Evans explained previously the Finance Committee had members who were knowledgeable in construction, accounting and several other fields and the Procurement Policy was reviewed by the Finance Committee first and forwarded to the Board of Commissioners for final approval.
- Mr. Stevenson shared with Commissioner Evans he is aware that the Procurement Policy might need a few minor revisions since its revision in 2010. However, he chose to focus on revising the M/WBE Policy it had not been updated in over 10 years. The Procurement Policy revision is on the schedule to be reviewed and revised by the staff in several months.

New Business

- Commissioner Evans inquired of the Commissioners regarding the meeting time. Commissioner DiCesare stated the time is okay for him if the meeting is held to a 90 minute time frame. He shared with the committee his employer does not consider this appointment as community service and he will have to use vacation time should the meeting hold longer than 90 minutes. He also shared that he needs more prep time to review the Finance Committee Package. This month the meetings have been back to back along with his personal obligations he has not had time to thoroughly review the information.
- There were intense discussions regarding the timing of Finance Committee meetings, the timing of receiving bank statements and reconciling the 30 bank accounts. Commissioner Evans stated she would like to see the meeting with a constant date and time. Mr. Stevenson reminded the Commissioners the meeting is normally held the Wednesday before the Board meeting. Commissioner Richardson shared it is a timing issue with closing the month and preparing the month end reports and suggested the resolve of a 30 day lag of reporting to the Finance Committee. After discussion the resolve is February's Financial Reports will be reviewed in the April Finance Committee Meeting.

- Commissioner Hall then asked if the Board had to meet monthly. Mr. Stevenson replied yes monthly meetings are mandated by the By-Laws. Commissioner Hall went on to say based on the budget constraints he wondered if the meeting times could be reduced.

Motion to review the prior month Financial Reports starting with the April 2013 Finance Committee meeting with one week delivery prior to Finance Committee Meeting. DiCesare -2nd Richardson All Ayes

Motion passes with recommendation to the Board of Commissioners.

Resolutions

Resolution #13-1349 – Approval to authorize the Executive Director to enter into task order driven, indefinite delivery, indefinite quantity contract with each Biller-Reinhart structural Group; Boggs Engineering, LLC; EE&G Environmental Services, LLC; GLE and Associates and Hamilton Engineering & Surveying, Inc. for Architectural Services.

Motion to Approve Resolution #13-1349 – Approval to authorize the Executive Director to enter into task order driven, indefinite delivery, indefinite quantity contract with each Biller-Reinhart structural Group; Boggs Engineering, LLC; EE&G Environmental Services, LLC; GLE and Associates and Hamilton Engineering & Surveying, Inc. for Architectural Services. Richardson - 2nd DiCesare All Ayes

- **Discussion: Commissioner Evans: Will respondents comply with resolution 12-1341 dealing with M/WBE Policy for the Lakeland Housing Authority? Mr. Stevenson, yes, all contracts of the Lakeland Housing will have the standard verbiage of Resolution 12-1341.**
- **Commissioner Hall shared The City of Lakeland’s purchasing Board gives a 2% preference to businesses within the city limits. He wanted to know, how does this preference work with our M/WBE Policy? Mr. Stevenson shared he is not familiar with that program and cannot comment on the dynamics.**
- **Commissioner Evans shared various agencies are reviewing their policies and she wants The Lakeland Housing Authority to review their policy as well. Mr. Stevenson shared the Procurement Policy was revised in 2010 whereas the M/WBE Policy was over 10 years old. He made the decision to revise the M/WBE Policy and staff will review the Procurement Policy later in the year; however, the M/WBE Policy needed revision first.**

Resolution #13-1351 – Approval to authorize the Executive Director to negotiate with the Besslo Design Group, Inc. and the Robert Reid Wedding Architects & Planners, AIA, Inc. for the purpose of issuing a task order for design services for the Cecil Gober Aging In-Place project not to exceed \$90,000.

Motion to Approve Resolution #13-1351 - Approval to authorize the Executive Approval to authorize the Executive Director to negotiate with the Besslo Design

Group, Inc. and the Robert Reid Wedding Architects & Planners, AIA, Inc. for the purpose of issuing a task order for design services for the Cecil Gober Aging In-Place project not exceed \$90,000. Richardson – No second to the motion – the motion fails.

- **Discussion: Ms. Brown shared the details of this resolution with the Commissioners. There was a lengthy discussion regarding this resolution. The final resolve is the Commissioners of the Finance Committee will not approve a resolution based on an estimation of cost. The Finance Committee is asking that final numbers are presented to the Committee for review and approval.**

Other Business

- Mr. Stevenson presented a tree trimming contract for Cecil Gober and Westlake in the amount of \$31,000 for approval from the Finance Committee.

Motion to approve the lowest bid for tree trimming and removal services as presented March 18, 2013. Hall – 2nd Richardson

All Ayes

Discussion: Commissioner Richardson inquired if all of the contractors have met the bonding requirements. Tom Hornack of the Procurement Department shared there are no bonding requirements for contracts less than \$100,000. The selected contractor has one million dollars in liability and has workers compensation coverage.

- Commissioner Evans inquired of the committee, once again, if 12 noon is a good time for the meeting or should they meet in the evening. The committee responded the time is fine as long as the meeting is no longer than 90 minutes. Then she talked about having food for the meeting and accommodating persons with medical issues. Commissioner Richardson stated, if a person has a medical condition they can eat before they come to the meeting or bring a snack with them. Mr. Stevenson shared eliminating food from the meeting is a measure to reduce expenditures based on the reduction in funding.
- Commissioner Evans inquired on the update to the Strategic Plan to the Finance Committee. Mr. Stevenson shared with Commissioner Evans that Strategic Plan update will not be provided in the April meeting he is working on the updates and will need more time to complete the task. Upon completion the update will be presented to the entire Board of Commissioners.

There being no other business Commissioner DiCesare moved for adjournment.

Dr. Bernice Evans, Chairman

MINUTES
By-Laws Committee Meeting of
The Housing Authority of the City of Lakeland
March 18, 2013

The Commissioners of the Lakeland Housing Authority (LHA) met for a By-Laws Committee Meeting on Monday, March 18, 2013, 5:30 pm, at LHA Office, 430 Hartsell Avenue, Lakeland, Florida.

By-Laws Committee Members: Michael Pimentel, Chairman of the Board
Rev. Richard Richardson, 1st Vice Chairman
Eddie Hall, 2nd Vice Chairman via telephonic means

Commissioner in Attendance: Joseph DiCesare

LHA Staff Present: Benjamin Stevenson, Executive Director
Patrick Roberts, Human Resource Generalist
Kasandra S. Davis, Executive Administrative Coordinator

Legal Counsel: Ricardo Gilmore

Call to Order 5:55 pm

Pledge of Allegiance.

Moment of silence observed.

A quorum was established.

No Chairman was selected for the By-Laws Committee.

The Committee along with Legal Counsel reviewed the existing By-Laws by Articles and Sections along with the recommendations received from Mr. Gilmore and Dr. Evans.

There was thorough discussion regarding the rationale and vitality of the suggestions presented to the Committee for review. In some instances, Mr. Gilmore gave detailed explanations as to how the particular Articles/Sections conflicted with Florida in the Sunshine rules. At the conclusion of the discussion, recommendations were made for revisions to the By-Laws. Staff was instructed to product a redline version (outlining or highlighting the recommended revisions) and final version (that incorporates the recommended revisions) of the document for distribution to all members of the By-Laws Committee and LHA Board.

Motion to accept suggestions and changes to By-Laws and submit to the Board of Commissioners for approval. Pimentel - 2nd Richardson. Hall-Aye, Pimentel- Aye, Richardson- Aye **All Ayes**

Motion unanimously passes recommending revised By-Laws be submitted to the Board of Commissioners for approval.

Motion to adjourn meeting. Pimentel - 2nd Richardson. Hall- Aye, Pimentel- Aye, Richardson- Aye **All Ayes**

Meeting adjourned at 7:22 p.m.

BYLAWS OF THE HOUSING
~~AUTHORITY~~ AUTHORITY OF THE CITY OF
LAKELAND, FLORIDA

ARTICLE I
THE ~~AUTHORITY~~ AUTHORITY

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Section 1. Name of the Authority: The name of the Authority shall be "THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA".

Section 2. Seal of the Authority: The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority: The executive offices of the Authority shall be at 430 South Hartsell Avenue in the City of Lakeland, Florida, but the Authority may have offices at such other or places as the Authority may from time to time designate by resolution.

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ARTICLE II
OFFICERS

Section 1. Officers: The officers of the Authority shall be a Chairperson, a Vice Chairperson and a Secretary-Treasurer, who shall be the current Executive Director, except as otherwise provided herein.

Section 2. Chairperson: The Chairperson of the Board shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board of Commissioners of the Authority ("Board"), the Chairperson shall sign all contracts, deeds, checks and other instruments on behalf of the Authority. The Executive Director shall be responsible to see that all resolutions on the Board are carried into effect through coordination with the Chairperson. The Chairperson of the Board shall be an ex-officio member of all Standing and Ad Hoc Committees of the Board.

Section 3. First Vice-Chairperson: The First Vice-Chairperson shall perform the duties of the Chairperson in the absence or in the capacity of the Chairperson, including but not limited to, signing all contracts, deeds, checks and other instruments on behalf of the Authority and shall perform such duties as the Board shall prescribe; and in case of the resignation or death

of the Chairperson, the First Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall appoint a new Chairperson.

~~Section 4. — Second Vice Chairperson: The Second Vice Chairperson shall perform the duties of the Chairperson in the absence or in the capacity of both the Chairperson and the First Vice Chairperson, including but not limited to, signing all contracts, deeds, checks and other instruments on behalf of the Authority, and shall perform other such duties as the Board shall prescribe; and in case of the resignation and/or death of both the Chairperson and the First Vice Chairperson, the Second Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall appoint a new Chairperson.~~

Section 5: Secretary-Treasurer: The Secretary- Treasurer shall attend all meeting of the Board and Committees, except as provided otherwise by these Bylaws, shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, shall keep record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all the duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall affix such seal to all contracts and instruments authorized to be executed on behalf of the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Secretary-Treasurer or his/her singular designee shall sign all orders and checks for the payment of money and shall by out and disburse such moneys under the direction of the Board. Except as otherwise authorized by Resolution of the Board, or in their collective absence the Second Vice-Chairperson. The Secretary-Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the financial performance of his/her duties as the Board may determine. The compensation of the Secretary-Treasurer shall be determined by the Board and subject to appropriate approval from the United States Department of Housing and Urban Development (“HUD”), if required, provided that a temporary appointee selected from the Board shall serve without compensation, other than the payment of necessary expenses.

Section 6. Executive Director: The Sectary –Treasurer shall be Executive Director and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction and/or approval of the Board. He/she shall be changed with the management of the housing projects of the Authority, subject to the direction and/or approval of the Board. ~~The executive Director shall submit his/her recommendation for Deputy Director or Assistant Director for approval to the Board.~~

Section 7. Additional Duties: The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Board or these Bylaws, or rules and/or regulations of the Authority.

Section 8. Election or Appointment: The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board from among the Board members and shall hold office for one (1) year or until their successors are elected and qualified, ~~provided that the first Chairperson of the Board designated by the Mayor of the City shall hold office as Chairperson for the length of his/her initial term on the Board unless otherwise indicated by said Mayor for the designation of the Chairperson.~~ The Chairperson cannot succeed himself/herself after two (2) consecutive terms as Chairperson.

The Secretary-Treasurer shall be appointed by the Board as provided herein. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Board fixes; but, no Board member shall be eligible to this office except as a temporary appointee.

Section 9. Vacancies: Should the offices of Chairperson or Vice-Chairman become vacant, the Board shall elect a successor from its membership at the next regular meeting, and such elections shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Board shall appoint a successor as aforesaid——.

Section 10. Additional Personnel: The ~~Authority~~ Executive Director may, from time to time, upon the recommendation of the Executive Director, employ such personal (staff of the Authority) as it deems necessary to exercise its powers, duties and functions as prescribed by any and all local laws and/or regulations, any and all laws and/or regulations of the State of Florida and any and all laws and/or regulations of the ~~United States of America~~ which are applicable thereto. The selection and compensation of such personnel (excluding the Executive Director) shall, at all times, be determined by the Executive Director, subject to overall budget approval by the Board, and additionally, subject to any and all local laws and/or regulations, any and all laws and/or regulations of the State Florida, and any and all laws and/or regulations of the ~~United States of America~~ which are applicable thereto.

ARTICLE III MEETINGS

Section 1. Annual Meeting: The annual meeting of the Board shall be held on the same date and place as the regular meetings in the fifth month of the fiscal year. The time of such meeting shall be thirty (30) minutes prior to the scheduled starting time of the regular meeting. The purpose of the annual meeting shall be to elect officers, ~~receive reports of officers and committees, and to conduct any other business which the Board may deem necessary. and to~~ conduct any other business which the Board may deem necessary.

Section 2. Regular Meetings: Regular meetings of the Board may be held at the principal office or other such location as may be designated by the Board at such time and date as may be determined by resolution of the Board.

Section 3. Special Meetings: The Chairperson of the Board may, when he/she deems it expedient and shall, upon the written request of two (2) members of the Board, call a special meeting of the Board for the purpose of transacting the business designated in the call. The call for a special meeting may be delivered to each member of the Board in person or via electronic means or may be mailed to the business or home address of each member of the Board at least (3) days prior to the date of such special meeting. ~~By unanimous consent of all members of the Board, notice of special meetings may be waived, with advice of the counsel to the Authority, as to compliance with any and all applicable laws and/or regulations.~~ At such special meetings, no more than a maximum of two (2) items of business shall be transacted, as designated in the call.

Section 4. Attendance at Meetings: Board members are generally expected to attend all meetings of the Board in person or via electronic or telephonic means and excessive absences will be cause for recommendation for removal of the Board member from the Board as provided in Chapter 421, Laws of the State of Florida. "Excessive absences" which ordinarily will subject a Board member to recommendation for removal is herein defined as:

- A. Absence from any three (3) consecutive regular meeting of the Board, or
- B. Absence from more than twenty-five percent (25%) of the regular and special meeting of the Board within any twelve (12) month Period.

However, for good cause shown, such as major illness or other exigent circumstance, this requirement may be waived or modified by majority vote of the Board. The Board Chairperson and the Secretary shall be responsible for monitoring and enforcement of this policy.

Section 5. Quorum: At all meetings of the Board, a majority of the members of the Board shall constitute a quorum for the purpose of transacting business. A majority of those present may transact any business or adopt any resolutions on any matter for discussion before any meeting provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 6. Order of Business: At the regular meetings of the Board, the normal order of business shall be the accepted order of business as outlines in *Robert's Rules of Order* or any order of business that may be established by the Board. The Board and/or the Executive Director may modify any such established order of business as may be deemed necessary to accommodate the business needs of the Authority.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Board.

Section 7. Manner of Voting: The voting on all questions coming before the Board shall be by roll call, and the yeas and nays be entered upon the minutes of such meeting.

ARTICLE IV COMMITTEES

Section 1. Committees: The Board shall establish Standing Committees which shall exist and function continuously until abolished or altered by Resolution of the Board and Ad Hoc Committees which shall exist and function until such time that the assignment of the Ad Hoc Committee is completed as established by Resolution of the Board. All Committees shall serve in an advisory capacity only to the Board, unless otherwise approved to take other actions as may be authorized by the Board and/or Authority Policy. No Committee member shall be authorized to give instruction to Authority employees, not act on behalf of the Board, without specific authorization from the Board at a regular or special meeting of the Board.

Committee members shall perform tasks assigned by the Board and shall make recommendation on policy to the Board through written reports distributed prior to meetings of the Authority, or if necessary, through oral reports at meetings.

The Executive Director or the Executive Director's Designee shall be notified of all Committee meetings and shall be present and shall be present in a non-voting ex-officio capacity. All Committees may meet without the Executive Director/ Executive Director's Designee present, provided the Executive Director has been directed not to attend by the Chairperson of the Board and/or Chairperson of the Committee; but, any such meeting must be reported to the Board at the next meeting of the Board. A record shall be kept of all Committee meetings and every Board member shall receive all minutes of all committee meetings.

The Chairperson of the Board shall be a non-voting ex-officio member of all Standing and Ad Hoc Committees, unless he or she is an appointed member of a particular Committee (or Committees) that has been nominated and confirmed by a majority vote of the Board. All Committee Meetings will comply with Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, and/or other applicable Federal and/or State regulations and/or laws, upon advice of legal counsel to the Authority.

Section 2. Standing Committee: There shall be ~~two~~^{three} (23) standing Committees of the Authority which shall be the Finance Committee, ~~the Personnel and Administration Committee~~, and the Residents' Interest Committee.

A. FINANCE COMMITTEE:

Purpose: The Finance Committee shall oversee the financial affairs of the Authority, including but not limited to:

- i. Recommending the format of monthly financial reports;
- ii. Recommendation of and liaison with the independent auditor,
- iii. Recommending financial controls and review of investments to ensure compliance with HUD regulations;
- iv. Recommending procedures to control grants, special funds, auxiliary and ancillary enterprises;
- v. Recommending “workout” plans or other controls, i.e., to regain and maintain financial stability and compliance with all HUD requirements related to reserves; and
- vi. Recommending changes in the IT system and security measures for the system.
- vii. Other appropriate matters to be approved by the Board and/or as requested by the Board.

Membership: Ordinarily, the Committee shall have three (3) members, as nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Ordinarily, the Chairperson of the Committee will be the Board member most a experienced in financial matters, preferably a Certified Public Accountant. Ordinarily, either the Chairperson of First Vice-Chairperson of the Board shall be one of the members of the Committee. Committee members shall serve ~~a two (2)~~ one (1) year terms and may be nominated for additional terms. Other than the ex-officio member, membership of this Committee shall be limited to members of the Board.

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Meetings: Ordinarily, the Committee shall meet monthly. Both and Chief Financial Officer and the Executive Director shall be present, unless specifically directed otherwise by the Committee Chairperson and/or Board Chairperson.

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~~B. PERSONNEL AND ADMINISTRATION COMMITTEE:~~

~~Purpose: The Personnel and Administration Committee shall oversee the Personnel Policies of the Authority to include, but not be limited to:~~

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- ~~i. Reviewing and recommending of changes in the Personnel Policy Manual;~~
- ~~ii. Recommending evaluations of the Executive Director;~~
- ~~iii. Reviewing and recommending annual salary levels, general benefits, and other related personnel costs;~~

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~~iv. Recommending comparison studies as needed and/or not less than every four years to ensure that salaries and benefits are reasonable and appropriate for the job and for the region;~~

~~v. Reviewing and approving of calculations for annual leave payments to employees terminating work with the Authority, if payments to such employees exceed \$2,500, in aggregate; and~~

~~vi. Other appropriate matters to be approved by the Board and/or as requested by the~~

~~Board.~~

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~~Membership: Ordinarily, the Committee shall have three (3) members, as nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Committee members shall serve two (2) year terms and may be nominated for additional terms. Other than the ex-officio members, membership on this Committee is limited to members of the Board.~~

C.B. RESIDENTS' INTERESTS COMMITTEE :

Purpose: The Residents' Interests Committee shall consult with residents, LHARAA/Resident Advisory Board and the Executive Director of the Authority on matters on concern to residents of housing developments owned or operated by the Authority, including but not limited to:

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- i. Recommendations concerning safety, maintenance, cleanliness, and comfort of housing developments;
- ii. Recommendations to the Board on policies related to housing conditions, fees charged residents, etc.;
- iii. Reviewing and recommending grants, and other activities designed to enhance the life of residents, such as cafeterias, after-school programs, daycare operations, resident councils, recreational facilities, etc.; and
- iv. Recommending to the Mayor of the City of Lakeland, Florida, qualified candidates for the Resident Commissioner position on the Board; and
- v. Other appropriate matters to be approved by the Board and/or as requested by the Board

Membership: Ordinarily the Committee shall have three (3) members as nominated by the Chairperson of the Board and confirmed by the majority vote of Board. Plus, the President of LHARAA shall be a voting ex-officio member of the Committee, as approved and confirmed by a majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Ordinarily, the Resident Commissioner and the Chairperson or Second Vice Chairperson of the Board shall be

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REVISED MARCH 18, 2013

member of the Committee. Committee member will serve a ~~one (1) (2)~~-year terms and may be nominated to additional terms. Other than the ex-officio members, membership of this Committee shall be limited to member of the Board.

Meetings: Ordinarily, the Committee will meet at least monthly. Meeting locations shall be rotated among the various housing developments owned and operated by the Authority.

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Section 3. Ad Hoc Committees: The Board may from time to time establish Ad Hoc Committees to review and make recommendations to the Board on issues of specific interest to the Board.

Membership: Ordinarily, membership on any As Hoc Committee shall not be limited in number and may include non-member of the Board. Members shall be nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by members of the Committee. Committee members shall serve for the duration of the Ad Hoc Committee, but in no event, longer than one (1)two (2)-years. A Committee member may be nominated for additional terms.

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Duration of Committee: The duration of any Ad Hoc Committee shall be established by the Board.

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Section 4. Additions, Deletions and Structure: Any changes to the structure of Committees and/or additions or deletions of member of the Committees shall occur only by Resolution of the Board.

ARTICLE V

MEETING PROTOCOL EXECUTIVE SESSIONS

Section 1. Public Meetings: all meetings of the Board and Committees meetings, where two (2) or more Commissioners are present, shall be in public session and shall be accessible to all members of the public and all members of the media, and shall comply with applicable ~~State and Federal government in the Sunshine laws and~~ or regulations upon advice of counsel to the Authority.

Section 2. Parliamentary Procedure: The current edition of Roberts Rules of Order, as may be amended in the future, shall be the preliminary procedure followed by the Board and all committees of the Board, upon advice of counsel to the Authority.

ARTICLE VI
APPLICABLE LAWS AND/OR REGULATIONS

Compliance: The Bylaws of the Authority are intended to reflect the commitment of the Authority and the Board to comply with any and all law and/or regulations, any and all laws and/or regulations of the State of Florida and any and all laws and/or regulations of the United States of America which are applicable which thereto.

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ARTICLE VII
COMMISSIONER AORIENTATION

It shall be the responsibility of the Chairperson of the Board or his/her designee to assure that each new appointee to the Board of Commissioners is provided an appropriate and complete orientation to the duties and responsibilities of a Commissioner of the Authority.

ARTICLE VIII
AMENDMENTS

Amendments to Bylaws: The Bylaws of the Authority shall be amended, altered, or new Bylaws adopted only upon the affirmative vote of two-thirds of the entire Board at a regular or special meeting, but no such amendment, alteration, repeal or proposed new Bylaws shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Board.

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BYLAWS OF THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA

ARTICLE I THE AUTHORITY

Section 1. Name of the Authority: The name of the Authority shall be “THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA”.

Section 2. Seal of the Authority: The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority: The executive offices of the Authority shall be at 430 South Hartsell Avenue in the City of Lakeland, Florida, but the Authority may have offices at such other or places as the Authority may from time to time designate by resolution.

ARTICLE II OFFICERS

Section 1. Officers: The officers of the Authority shall be a Chairperson, a Vice Chairperson and a Secretary-Treasurer, who shall be the current Executive Director, except as otherwise provided herein.

Section 2. Chairperson: The Chairperson of the Board shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board of Commissioners of the Authority (“Board”), the Chairperson shall sign all contracts, deeds, checks and other instruments on behalf of the Authority. The Executive Director shall be responsible to see that all resolutions on the Board are carried into effect through coordination with the Chairperson. The Chairperson of the Board shall be an ex-officio member of all Standing and Ad Hoc Committees of the Board.

Section 3. First Vice-Chairperson: The First Vice-Chairperson shall perform the duties of the Chairperson in the absence or in the capacity of the Chairperson, including but not limited to, signing all contracts, deeds, checks and other instruments on behalf of the Authority and shall perform such duties as the Board shall prescribe; and in case of the resignation or death of the Chairperson, the First Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall appoint a new Chairperson.

Section 5: Secretary-Treasurer: The Secretary- Treasurer shall attend all meeting of the Board and Committees, except as provided otherwise by these Bylaws, shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, shall keep record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all the duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall affix such seal to all contracts and instruments authorized to be executed on behalf of the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Secretary-Treasurer or his/her singular designee shall sign all orders and checks for the payment of money and shall by out and disburse such moneys under the direction of the Board. Except as otherwise authorized by Resolution of the Board, or in their collective absence the Second Vice-Chairperson. The Secretary-Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the financial performance of his/her duties as the Board may determine. The compensation of the Secretary-Treasurer shall be determined by the Board and subject to appropriate approval from the United States Department of Housing and Urban Development (“HUD”), if required, provided that a temporary appointee selected from the Board shall serve without compensation, other than the payment of necessary expenses.

Section 6. Executive Director: The Sectary –Treasurer shall be Executive Director and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction and/or approval of the Board. He/she shall be changed with the management of the housing projects of the Authority, subject to the direction and/or approval of the Board.

Section 7. Additional Duties: The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Board or these Bylaws, or rules and/or regulations of the Authority.

Section 8. Election or Appointment: The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board from among the Boar members and shall hold office for one (1) year or until their successors are elected and qualified. The Chairperson cannot succeed himself/herself after two (2) consecutive terms as Chairperson.

The Secretary-Treasurer shall be appointed by the Board as provided herein. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Board fixes; but, no Board member shall be eligible to this office except as a temporary appointee.

Section 9. Vacancies: Should the offices of Chairperson or Vice-Chairman become vacant, the Board shall elect a successor from its membership at the next regular meeting, and such elections shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Board shall appoint a successor as aforesaid.

Section 10. Additional Personnel: The Executive Director may, from time to time, upon the recommendation of the Executive Director, employ such personal (staff of the Authority) as it deems necessary to exercise its powers, duties and functions as prescribed by any and all local laws and/or regulations, any and all laws and/or regulations of the State of Florida and any and all laws and/or regulations of the United States of America which are applicable thereto. The selection and compensation of such personnel (excluding the Executive Director) shall, at all times, be determined by the Executive Director, subject to overall budget approval by the Board, and additionally, subject to any and all local laws and/or regulations, any and all laws and/or regulations of the State Florida, and any and all laws and/or regulations of the United States of America which are applicable thereto.

ARTICLE III MEETINGS

Section 1. Annual Meeting: The annual meeting of the Board shall be held on the same date and place as the regular meetings in the fifth month of the fiscal year. The time of such meeting shall be thirty (30) minutes prior to the scheduled starting time of the regular meeting. The purpose of the annual meeting shall be to elect officers and to conduct any other business which the Board may deem necessary.

Section 2. Regular Meetings: Regular meetings of the Board may be held at the principal office or other such location as may be designated by the Board at such time and date as may be determined by resolution of the Board.

Section 3. Special Meetings: The Chairperson of the Board may, when he/she deems it expedient and shall, upon the written request of two (2) members of the Board, call a special meeting of the Board for the purpose of transacting the business designated in the call. The call for a special meeting may be delivered to each member of the Board in person or via electronic means or may be mailed to the business or home address of each member of the Board at least (3) days prior to the date of such special meeting. At such special meetings, no more than a maximum of two (2) items of business shall be transacted, as designated in the call.

Section 4. Attendance at Meetings: Board members are generally expected to attend all meetings of the Board in person or via electronic or telephonic means and excessive absences will be cause for recommendation for removal of the Board member from the Board as provided in Chapter 421, Laws of the State of Florida. "Excessive absences" which ordinarily will subject a Board member to recommendation for removal is herein defined as:

- A. Absence from any three (3) consecutive regular meeting of the Board, or
- B. Absence from more than twenty-five percent (25%) of the regular and special meeting of the Board within any twelve (12) month Period.

However, for good cause shown, such as major illness or other exigent circumstance, this requirement may be waived or modified by majority vote of the Board. The Board Chairperson and the Secretary shall be responsible for monitoring and enforcement of this policy.

Section 5. Quorum: At all meetings of the Board, a majority of the members of the Board shall constitute a quorum for the purpose of transacting business. A majority of those present may transact any business or adopt any resolutions on any matter for discussion before any meeting provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 6. Order of Business: At the regular meetings of the Board, the normal order of business shall be the accepted order of business as outlines in *Robert's Rules of Order* or any order of business that may be established by the Board. The Board and/or the Executive Director may modify any such established order of business as may be deemed necessary to accommodate the business needs of the Authority.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Board.

Section 7. Manner of Voting: The voting on all questions coming before the Board shall be by roll call, and the yeas and nays be entered upon the minutes of such meeting.

ARTICLE IV COMMITTEES

Section 1. Committees: The Board shall establish Standing Committees which shall exist and function continuously until abolished or altered by Resolution of the Board and Ad Hoc Committees which shall exist and function until such time that the assignment of the Ad Hoc Committee is completed as established by Resolution of the Board. All Committees shall serve in an advisory capacity only to the Board, unless otherwise approved to take other actions as may be authorized by the Board and/or Authority Policy. No Committee member shall be authorized to give instruction to Authority employees, not act on behalf of the Board, without specific authorization from the Board at a regular or special meeting of the Board.

Committee members shall perform tasks assigned by the Board and shall make recommendation on policy to the Board through written reports distributed prior to meetings of the Authority, or if necessary, through oral reports at meetings.

The Executive Director or the Executive Director's Designee shall be notified of all Committee meetings and shall be present and shall be present in a non-voting ex-officio capacity. All Committees may meet without the Executive Director/ Executive Director's Designee present, provided the Executive Director has been directed not to attend by the Chairperson of the Board and/or Chairperson of the Committee; but, any such meeting must be reported to the Board at the next meeting of the Board. A record shall be kept of all Committee meetings and every Board member shall receive all minutes of all committee meetings.

The Chairperson of the Board shall be a non-voting ex-officio member of all Standing and Ad Hoc Committees, unless he or she is an appointed member of a particular Committee (or Committees) that has been nominated and confirmed by a majority vote of the Board. All Committee meetings will comply with applicable Federal and/or State regulations and/or laws, upon advice of legal counsel to the Authority.

Section 2. Standing Committee: There shall be two (2) standing Committees of the Authority which shall be the Finance Committee and the Residents' Interest Committee.

A. FINANCE COMMITTEE:

Purpose: The Finance Committee shall oversee the financial affairs of the Authority, including but not limited to:

- i. Recommending the format of monthly financial reports;
- ii. Recommendation of and liaison with the independent auditor,
- iii. Recommending financial controls and review of investments to ensure compliance with HUD regulations;
- iv. Recommending procedures to control grants, special funds, auxiliary and ancillary enterprises;
- v. Recommending "workout" plans or other controls, i.e., to regain and maintain financial stability and compliance with all HUD requirements related to reserves; and
- vi. Recommending changes in the IT system and security measures for the system.
- vii. Other appropriate matters to be approved by the Board and/or as requested by the Board.

Membership: Ordinarily, the Committee shall have three (3) members, as nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Ordinarily, the Chairperson of the Committee will be the Board member most a experienced in financial matters, preferably a Certified Public Accountant. Ordinarily, either the Chairperson of First Vice-Chairperson of the Board shall be one of the members of the

Committee. Committee members shall serve a one (1) year term and may be nominated for additional terms. Other than the ex-officio member, membership of this Committee shall be limited to members of the Board.

Meetings: Ordinarily, the Committee shall meet monthly. Both and Chief Financial Officer and the Executive Director shall be present, unless specifically directed otherwise by the Committee Chairperson and/or Board Chairperson.

B. RESIDENTS' INTERESTS COMMITTEE :

Purpose: The Residents' Interests Committee shall consult with residents, LHARAA/Resident Advisory Board and the Executive Director of the Authority on matters on concern to residents of housing developments owned or operated by the Authority, including but not limited to:

- i. Recommendations concerning safety, maintenance, cleanliness, and comfort of housing developments;
- ii. Recommendations to the Board on policies related to housing conditions, fees charged residents, etc.;
- iii. Reviewing and recommending grants, and other activities designed to enhance the life of residents, such as cafeterias, after-school programs, daycare operations, resident councils, recreational facilities, etc.; and
- iv. Recommending to the Mayor of the City of Lakeland, Florida, qualified candidates for the Resident Commissioner position on the Board; and
- v. Other appropriate matters to be approved by the Board and/or as requested by the Board

Membership: Ordinarily the Committee shall have three (3) members as nominated by the Chairperson of the Board and confirmed by the majority vote of Board. Plus, the President of LHARAA shall be a voting ex-officio member of the Committee, as approved and confirmed by a majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Ordinarily, the Resident Commissioner and the Chairperson or Second Vice Chairperson of the Board shall be member of the Committee. Committee member will serve a one (1) year term and may be nominated to additional terms. Other than the ex-officio members, membership of this Committee shall be limited to member of the Board.

Meetings: Ordinarily, the Committee will meet at least monthly. Meeting locations shall be rotated among the various housing developments owned and operated by the Authority.

Section 3. Ad Hoc Committees: The Board may from time to time establish Ad Hoc Committees to review and make recommendations to the Board on issues of specific interest to the Board.

Membership: Ordinarily, membership on any As Hoc Committee shall not be limited in number and may include non-member of the Board. Members shall be nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by members of the Committee. Committee members shall serve for the duration of the Ad Hoc Committee, but in no event, longer than one (1) year. A Committee member may be nominated for additional terms.

Duration of Committee: The duration of any Ad Hoc Committee shall be established by the Board.

Section 4. Additions, Deletions and Structure: Any changes to the structure of Committees and/or additions or deletions of member of the Committees shall occur only by Resolution of the Board.

ARTICLE V MEETING PROTOCOL

Section 1. Public Meetings: all meetings of the Board and Committees meetings, where two (2) or more Commissioners are present, shall be in public session and shall be accessible to all members of the public and all members of the media, and shall comply with applicable State and Federal or regulations upon advice of counsel to the Authority.

Section2. Parliamentary Procedure: The current edition of Roberts Rules of Order, as may be amended in the future, shall be the preliminary procedure followed by the Board and all committees of the Board, upon advice of counsel to the Authority.

ARTICLE VI APPLICABLE LAWS AND/OR REGULATIONS

Compliance: The Bylaws of the Authority are intended to reflect the commitment of the Authority and the Board to comply with any and all law and/or regulations, any and all laws

and/or regulations of the State of Florida and any and all laws and/or regulations of the United States of America which are applicable which thereto.

ARTICLE VII
COMMISSIONER ORIENTATION

It shall be the responsibility of the Chairperson of the Board or his/her designee to assure that each new appointee to the Board of Commissioners is provided an appropriate and complete orientation to the duties and responsibilities of a Commissioner of the Authority.

ARTICLE VIII
AMENDMENTS

Amendments to Bylaws: The Bylaws of the Authority shall be amended, altered, or new Bylaws adopted only upon the affirmative vote of two-thirds of the entire Board at a regular or special meeting, but no such amendment, alteration, repeal or proposed new Bylaws shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Board.

**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Two Months Ended February 28, 2013**

Current Month

	Actual	Budget	\$ Variance	% Variance
Vending Income	207	-	207	100.00%
Management & Admin Income	20,260	18,933	1,326	7.00%
Total Revenue	20,467	18,933	1,533	8.10%
Administrative Expenses	77,606	93,822	(16,216)	-17.28%
Utility Expense	1,423	1,507	(84)	-5.56%
Maintenance Expense	2,360	1,175	1,185	100.81%
General Expenses	1,194	925	269	29.09%
Depreciation	133	146	(13)	-8.69%
Total Expense	82,716	97,574	(14,858)	-15.23%
Net Operating Income (Loss)	(62,249)	(78,641)	16,392	-20.84%
COCC Allocation	(62,249)	(85,098)	22,849	-26.85%

Year to Date

	Actual	Budget	\$ Variance	% Variance
Vending Income	207	-	207	100.00%
Management & Admin Income	40,519	37,867	2,652	7.00%
Total Revenue	40,726	37,867	2,859	7.55%
Administrative Expenses	142,904	169,609	(26,705)	-15.75%
Utility Expense	2,905	3,013	(109)	-3.61%
Maintenance Expense	3,574	2,350	1,224	52.07%
General Expenses	5,122	1,850	3,272	176.87%
Depreciation	266	292	(25)	-8.69%
Total Expense	154,770	177,114	(22,344)	-12.62%
Net Operating Income (Loss)	(114,044)	(139,248)	25,203	-18.10%
COCC Allocation	(114,044)	(170,197)	56,153	-32.99%

**Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
February 28, 2013**

Assets	Liabilities and Equity
Current Assets	Liabilities
Prepaid Expense	Current Liabilities
8,840	Accounts Payable
Total Current Assets	Due to Other Programs
8,840	Accr Compensated Absences Current
	14,986
	Total Current Liabilities
	181,206
Other Assets	Other Liabilities
Property & Equipment	Accr Compensated Absences - LT
22,857	27,832
Accumulated Depreciation	Total Other Liabilities
(2,264)	27,832
Total Other Assets	
20,593	
	Total Liabilities
	209,038
	Equity
	Unrestricted Net Assets
	(179,605)
	Total Equity
	(179,605)
Total Assets	Total Liabilities and Equity
29,433	29,433

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	24,826	24,667	159	0.65%	50,766	49,333	1,433	2.90%
Other Tenant Income	247	896	(649)	-72.44%	1,244	1,792	(547)	-30.55%
Government Subsidy Income	59,884	30,000	29,884	99.61% 1	119,768	60,000	59,768	99.61% 1
Interest Income Restricted	16	20,750	(20,734)	0.00%	19	41,500	(41,481)	0.00%
Other Income	559	1,317	(758)	0.00%	859	2,633	(1,774)	-67.37%
Total Revenue	85,532	77,629	7,902	10.18%	172,656	155,258	17,398	11.21%
Administrative Expenses	33,371	38,024	(4,653)	-12.24%	66,081	71,349	(5,268)	-7.38%
Tenant Services Expenses	1	400	(399)	-99.67%	330	800	(470)	-58.77%
Utility Expense	9,135	6,958	2,177	31.29%	14,111	13,917	195	1.40%
Maintenance Expense	16,820	17,845	(1,025)	-5.74%	27,655	32,801	(5,146)	-15.69%
General Expenses	6,373	6,056	317	5.23% 2	28,828	12,112	16,716	138.02% 2
Housing Assistance Payments	4,546	2,875	1,671	58.12% 3	8,918	5,750	3,168	55.10% 3
Depreciation	66,917	66,917	0	0.00%	133,833	133,833	(0)	0.00%
Total Expense	137,163	139,075	(1,912)	-1.37%	279,756	270,562	9,194	3.40%
Net Operating Income (Loss)	(51,632)	(61,446)	9,814	-15.97%	(107,100)	(115,303)	8,204	-7.11%

Comments

- 1** We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy. We will recommend a budget amendment when actual numbers are available.
- 2** General Expenses include a 25% down payment for liability insurance for 2013.
- 3** Housing Assistance Payments consist primarily of FSS escrow deposits for residents participating in the program

Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
February 28, 2013

Assets

Current Assets	
Cash - Unrestricted	1,125,326
Cash - Restricted	32,240
Accounts Receivable - Tenants	22,001
Accounts Receivable - Formal Agreements	1,920
Allowance for Doubtful Accounts	(11,865)
Due from Other Programs	4,335,611
Lakeridge Homes 3rd Mortgage	251,000
Lakeridge Homes 2nd Mortgage	52,000
Colton Meadow Mortgage	450,845
Villas at Lake Bonnet Mortgage	1,009,877
A/R - West Bartow	52,381
A/R - Paul Colton Closing	16,210
A/R - Judgments	1,921
A/R - TriParty	36,719
Allowance for A/R - TriParty	(36,719)
Prepaid Expense	15,121
Other Current Assets	66,462
Total Current Assets	<u>7,421,052</u>
Other Assets	
Property & Equipment	12,473,145
Accumulated Depreciation	(7,354,424)
Total Other Assets	<u>5,118,721</u>
Total Assets	<u><u>12,539,773</u></u>

Liabilities and Equity

Liabilities	
Current Liabilities	
Accounts Payable	40,091
Tenant Security Deposits	48,133
Accrued PILOT	14,197
Accrued Audit Fees	55,848
Tenant Prepaid Rent	3,993
Accr Compensated Absences Current	3,170
Total Current Liabilities	<u>165,432</u>
Other Liabilities	
Accr Compensated Absences - LT	12,453
FSS Liability	33,544
Total Other Liabilities	<u>45,997</u>
Total Liabilities	<u>211,429</u>
Equity	
Net Assets	12,328,344
Total Equity	<u>12,328,344</u>
Total Liabilities and Equity	<u><u>12,539,773</u></u>

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations
For the Two Months Ended February 28, 2013

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Grant Income	907,355	733,590	173,765	23.69% ¹	1,774,326	1,467,180	307,146	20.93% ¹
Other Income	67	9	58	630.53%	73	18	55	297.66%
Total Revenue	907,422	733,599	173,823	23.69%	1,774,399	1,467,198	307,200	20.94%
Administrative Expenses	57,663	64,026	(6,363)	-9.94%	103,235	118,368	(15,132)	-12.78%
Utility Expense	267	375	(108)	-28.84%	485	750	(265)	-35.38%
Maintenance Expense	253	346	(93)	-26.92%	481	692	(210)	-30.42%
General Expenses (Insurance, etc)	54	50	4	8.00%	301	100	201	200.75%
Housing Assistance Payments	806,917	666,667	140,250	21.04% ¹	1,580,458	1,333,333	247,125	18.53% ¹
Depreciation	315	350	(35)	-10.00%	630	700	(70)	-10.00%
Total Expense	865,469	731,814	133,655	18.26%	1,685,590	1,453,943	231,647	15.93%
Net Operating Income (Loss)	41,954	1,785	40,168	2249.75%	88,809	13,256	75,553	569.96%

Comments

¹ We are being notified on a month-to-month basis regarding the amount we will receive from HUD for Housing Assistance Payments. We will recommend a budget amendment when actual numbers are available.

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
February 28, 2013

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	351,339	Current Liabilities	
Cash - FSS Escrow	69,847	Accr Compensated Absences	5,599
Accounts Receivable - Formal Agreements	30,312	Due to Other Program	<u>179,336</u>
Allow for Doubtful A/R	(30,715)	Total Current Liabilities	<u>184,935</u>
Prepaid Expense	21,151		
Other Current Assets	<u>20,093</u>	Other Liabilities	
Total Current Assets	<u>462,027</u>	Accr Compensated Absences - LT	10,398
		FSS Escrow Liability	<u>148,875</u>
Other Assets		Total Other Liabilities	<u>159,273</u>
Furniture & Fixtures	28,867		
Accumulated Depreciation	<u>(8,391)</u>	Total Liabilities	<u>344,207</u>
Total Other Assets	<u>20,476</u>		
		Equity	
Total Assets	<u>482,503</u>	Retained Earnings - Unrestricted	<u>138,296</u>
		Total Equity	<u>138,296</u>
		Total Liabilities and Equity	<u>482,503</u>

**Lakeand Housing Authority
Dakota Park
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	7,958	9,196	(1,238)	-13.46%	16,514	18,392	(1,878)	-10.21%
Other Tenant Income	310	430	(120)	-27.98%	725	861	(136)	-15.78%
Government Subsidy	6,506	7,072	(566)	-8.00% ¹	13,012	14,143	(1,131)	-8.00% ¹
Other Income	5	8	(3)	0.00%	10	16	(6)	0.00%
Total Revenue	14,779	16,706	(1,927)	-11.54%	30,261	33,412	(3,151)	-9.43%
Administrative Expenses	4,010	4,593	(583)	-12.70%	7,209	8,785	(1,576)	-17.94%
Tenant Services Expense	-	13	(13)	0.00%	-	25	(25)	0.00%
Utility Expense	1,675	1,520	155	10.20%	3,405	3,040	365	11.99%
Maintenance Expense	2,454	3,155	(702)	-22.23%	3,630	5,936	(2,306)	-38.85%
General Expenses	3,093	1,994	1,100	55.15%	8,535	3,988	4,547	114.04%
Housing Assistance Payments	1,514	1,630	(116)	-7.12%	3,016	3,260	(244)	-7.48%
Financing Expenses	10,768	8,163	-	0.00%	17,111	16,325	-	0.00%
Depreciation & Amortization	2,199	7,648	-	-100.00%	4,398	15,295	-	-100.00%
Total Expense	25,713	28,715	(3,002)	-10.45%	47,303	56,653	(9,351)	-16.50%
Net Operating Income (Loss)	(10,934)	(12,009)	1,075	-8.95%	(17,042)	(23,242)	6,200	-26.68%

Comments

- ¹ We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy. We will recommend a budget amendment when actual numbers are available.

**Lakeland Housing Authority
Dakota Park
Balance Sheet
February 28, 2013**

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	13,708	Current Liabilities	
Cash - Security Deposits	7,733	Accounts Payable	1,325
Cash - FSS Escrow	17,037	Tenant Security Deposits	7,448
Cash - Reserve for Replacements	61,288	Accrued Interest - HOPE VI	473,226
Accounts Receivable - Tenants	5,047	Accrued Audit Fees	12,367
Allow for Doubtful A/R - Tenants	(3,668)	Accrued Developer Fee	149,860
Prepaid Expense	1,684	Due to West Lake Management	70,097
Other Current Assets	8,939	Accr Compensated Absences Current	870
Total Current Assets	111,768	Total Current Liabilities	715,193
Other Assets		Other Liabilities	
Property & Equipment	926,995	Accr Compensated Absences - LT	1,616
Accumulated Depreciation	(26,046)	FSS Escrow Liability	17,037
	900,950	Due to Partner	124,954
Intangible Assets	71,725	Loan Payable - HOPE VI	714,591
Accumulated Amortization	(30,042)	Loan Payable - SunTrust	373,262
	41,683	Loan Payable - LHA	101,380
Total Other Assets	942,632	Total Other Liabilities	1,332,840
		Total Liabilities	2,048,033
		Equity	
		Partners' Equity	(993,631)
		Total Equity	(993,631)
Total Assets	1,054,401	Total Liabilities and Equity	1,054,401

**Lakeland Housing Authority
Renaissance Partnership
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	55,535	51,500	4,035	7.84%	111,963	103,000	8,963	8.70%
Other Tenant Income	2,430	1,580	850	53.84%	3,809	3,159	650	20.57%
Government Subsidy	28,849	31,357	(2,508)	-8.00% ¹	57,698	62,715	(5,017)	-8.00% ¹
Other Income	227	200	27	0.00%	456	400	56	0.00%
Total Revenue	87,041	84,637	2,404	2.84%	173,926	169,274	4,652	2.75%
Administrative Expenses	20,007	23,336	(3,329)	-14.27%	40,033	44,343	(4,310)	-9.72%
Tenant Services	58	500	(442)	-88.47%	58	1,000	(942)	-94.23%
Utility Expense	5,527	6,104	(577)	-9.45%	11,460	12,208	(748)	-6.13%
Maintenance Expense	17,800	22,476	(4,676)	-20.81%	36,817	42,268	(5,451)	-12.90%
General Expenses	6,517	8,267	(1,749)	-21.16%	14,856	16,533	(1,677)	-10.14%
Housing Assistance Payments	2,510	2,833	(323)	-11.41%	5,160	5,667	(507)	-8.94%
Financing Expenses	12,043	15,485	(3,442)	-22.23%	17,576	30,970	(13,394)	-43.25%
Depreciation & Amortization	61,575	61,344	231	0.00%	124,461	122,688	1,773	0.00%
Total Expense	126,037	140,346	(14,309)	-10.20%	250,422	275,678	(25,257)	-9.16%
Net Operating Income (Loss)	(38,996)	(55,709)	16,713	-30.00%	(76,496)	(106,404)	29,909	-28.11%

Comments

- ¹ We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy. We will recommend a budget amendment when actual numbers are available.

**Lakeland Housing Authority
Renaissance Partnership
Balance Sheet
February 28, 2013**

Assets	Liabilities and Equity
<p>Current Assets</p> <p style="padding-left: 20px;">Cash - Unrestricted 266,469</p> <p style="padding-left: 20px;">Cash - Security Deposits 40,775</p> <p style="padding-left: 20px;">Cash - FSS Escrow 15,345</p> <p style="padding-left: 20px;">Cash - Reserve for Replacements 145,449</p> <p style="padding-left: 20px;">Cash - Partnership Development 1,188</p> <p style="padding-left: 20px;">Cash - OA Reserve 76,132</p> <p style="padding-left: 20px;">Cash - AA Reserve 46,927</p> <p style="padding-left: 20px;">Investments 506,818</p> <p style="padding-left: 20px;">Accounts Receivable - Tenants 18,105</p> <p style="padding-left: 20px;">Allow for Doubtful A/R - Tenants (11,157)</p> <p style="padding-left: 20px;">Prepaid Expense 63,504</p> <p style="padding-left: 20px;">Other Current Assets 20,500</p> <hr style="border: 0.5px solid black;"/> <p>Total Current Assets 1,190,055</p> <p>Other Assets</p> <p style="padding-left: 20px;">Property & Equipment 24,217,370</p> <p style="padding-left: 20px;">Accumulated Depreciation (6,413,218)</p> <hr style="border: 0.5px solid black;"/> <p style="padding-left: 20px;">17,804,152</p> <p style="padding-left: 20px;">Intangible Assets 268,824</p> <p style="padding-left: 20px;">Accumulated Amortization (180,843)</p> <hr style="border: 0.5px solid black;"/> <p style="padding-left: 20px;">87,981</p> <hr style="border: 0.5px solid black;"/> <p>Total Other Assets 17,892,133</p> <p>Total Assets 19,082,188</p> <hr style="border: 1px solid black;"/>	<p>Liabilities</p> <p style="padding-left: 20px;">Current Liabilities</p> <p style="padding-left: 40px;">Accounts Payable 5,256</p> <p style="padding-left: 40px;">Tenant Security Deposits 40,981</p> <p style="padding-left: 40px;">Accrued Interest - HOPE VI 441,815</p> <p style="padding-left: 40px;">Accrued Audit Fees 14,525</p> <p style="padding-left: 40px;">Accrued Developer Fee 1,308,453</p> <p style="padding-left: 40px;">Due to West Lake Management 17,102</p> <p style="padding-left: 40px;">Tenant Prepaid Rents / HAP Overpayments 2,723</p> <p style="padding-left: 40px;">Accr Compensated Absences Current 4,248</p> <hr style="border: 0.5px solid black;"/> <p style="padding-left: 20px;">Total Current Liabilities 1,835,103</p> <p style="padding-left: 20px;">Other Liabilities</p> <p style="padding-left: 40px;">Accr Compensated Absences - LT 7,890</p> <p style="padding-left: 40px;">FSS Escrow Liability 15,345</p> <p style="padding-left: 40px;">Loan Payable - HOPE VI 2,200,000</p> <p style="padding-left: 40px;">Loan Payable - SunTrust 644,607</p> <p style="padding-left: 40px;">Loan Payable - LHA 381,200</p> <hr style="border: 0.5px solid black;"/> <p style="padding-left: 20px;">Total Other Liabilities 3,249,041</p> <p>Total Liabilities 5,084,144</p> <hr style="border: 0.5px solid black;"/> <p>Equity</p> <p style="padding-left: 20px;">Partners' Equity 13,998,044</p> <hr style="border: 0.5px solid black;"/> <p>Total Equity 13,998,044</p> <p>Total Liabilities and Equity 19,082,188</p> <hr style="border: 1px solid black;"/>

**Lakeand Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	44,013	43,125	888	2.06%	88,266	86,250	2,016	2.34%
Other Tenant Income	1,474	1,663	(189)	-11.36%	2,341	3,326	(985)	-29.62%
Other Income	5	2	3	133.17%	9	4	5	127.64%
Total Revenue	45,492	44,790	702	1.57%	90,616	89,580	1,036	1.16%
Administrative Expense	9,462	10,162	(700)	-6.89%	19,956	22,396	(2,440)	-10.89%
Tenant Services	-	25	(25)	-100.00%	-	50	(50)	-100.00%
Utility Expense	5,598	5,208	389	7.48%	10,185	10,417	(232)	-2.23%
Maintenance Expense	6,277	9,569	(3,292)	-34.41%	9,804	18,305	(8,501)	-46.44%
General Expense	6,766	6,939	(172)	-2.48%	16,081	13,878	2,204	15.88%
Financing Expense	7,515	7,515	-	0.00%	15,031	15,031	0	0.00%
Depreciation & Amortization Expense	38,937	38,937	-	0.00%	77,875	77,875	-	0.00%
Total Expense	74,555	78,355	(3,800)	-4.85%	148,932	157,951	(9,018)	-5.71%
Net Operating Income (Loss)	(29,063)	(33,565)	4,502	-13.41%	(58,316)	(68,371)	10,054	-14.71%

Lakeland Housing Authority
Colton Meadow, LLLP
Balance Sheet
February 28, 2013

Assets	Liabilities and Equity																																																				
<p>Current Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Cash - Unrestricted</td><td style="text-align: right;">547,410</td></tr> <tr><td>Cash - Security Deposits</td><td style="text-align: right;">20,750</td></tr> <tr><td>Cash - Reserve for Replacements</td><td style="text-align: right;">37,800</td></tr> <tr><td>Cash - Tax & Insurance Escrow</td><td style="text-align: right;">53,650</td></tr> <tr><td>Accounts Receivable - Tenants</td><td style="text-align: right;">16,273</td></tr> <tr><td>Allow for Doubtful A/R - Tenants</td><td style="text-align: right;">(9,715)</td></tr> <tr><td>Prepaid Expense</td><td style="text-align: right;">59,654</td></tr> <tr><td>Other Current Assets</td><td style="text-align: right;"><u>266,284</u></td></tr> <tr><td>Total Current Assets</td><td style="text-align: right;"><u>992,106</u></td></tr> </table> <p>Other Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Property & Equipment</td><td style="text-align: right;">12,359,931</td></tr> <tr><td>Accumulated Depreciation</td><td style="text-align: right;"><u>(1,012,655)</u></td></tr> <tr><td></td><td style="text-align: right;"><u>11,347,276</u></td></tr> </table> <p>Total Assets</p> <p style="text-align: right;"><u><u>12,339,382</u></u></p>	Cash - Unrestricted	547,410	Cash - Security Deposits	20,750	Cash - Reserve for Replacements	37,800	Cash - Tax & Insurance Escrow	53,650	Accounts Receivable - Tenants	16,273	Allow for Doubtful A/R - Tenants	(9,715)	Prepaid Expense	59,654	Other Current Assets	<u>266,284</u>	Total Current Assets	<u>992,106</u>	Property & Equipment	12,359,931	Accumulated Depreciation	<u>(1,012,655)</u>		<u>11,347,276</u>	<p>Liabilities</p> <p>Current Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Accounts Payable</td><td style="text-align: right;">55,765</td></tr> <tr><td>Tenant Security Deposits</td><td style="text-align: right;">21,050</td></tr> <tr><td>Accrued Interest Payable</td><td style="text-align: right;">15,612</td></tr> <tr><td>Accrued Property Taxes</td><td style="text-align: right;">6,115</td></tr> <tr><td>Accrued Audit Fees</td><td style="text-align: right;">10,885</td></tr> <tr><td>Due to West Lake Management</td><td style="text-align: right;">6,786</td></tr> <tr><td>Tenant Prepaid Rent</td><td style="text-align: right;">3,601</td></tr> <tr><td>Accr Compensated Absences Current</td><td style="text-align: right;"><u>604</u></td></tr> <tr><td>Total Current Liabilities</td><td style="text-align: right;"><u>120,418</u></td></tr> </table> <p>Other Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Accr Compensated Absences - LT</td><td style="text-align: right;">1,122</td></tr> <tr><td>Mortgage - TCAP</td><td style="text-align: right;">1,231,424</td></tr> <tr><td>Mortgage - FHFC</td><td style="text-align: right;">8,826,085</td></tr> <tr><td>Developer Fee Payable</td><td style="text-align: right;"><u>1,336,685</u></td></tr> <tr><td>Total Other Liabilities</td><td style="text-align: right;"><u>11,395,317</u></td></tr> </table> <p>Total Liabilities</p> <p style="text-align: right;"><u>11,515,735</u></p> <p>Equity</p> <p style="text-align: right;">823,647</p> <p>Total Equity</p> <p style="text-align: right;"><u>823,647</u></p> <p>Total Liabilities and Equity</p> <p style="text-align: right;"><u><u>12,339,382</u></u></p>	Accounts Payable	55,765	Tenant Security Deposits	21,050	Accrued Interest Payable	15,612	Accrued Property Taxes	6,115	Accrued Audit Fees	10,885	Due to West Lake Management	6,786	Tenant Prepaid Rent	3,601	Accr Compensated Absences Current	<u>604</u>	Total Current Liabilities	<u>120,418</u>	Accr Compensated Absences - LT	1,122	Mortgage - TCAP	1,231,424	Mortgage - FHFC	8,826,085	Developer Fee Payable	<u>1,336,685</u>	Total Other Liabilities	<u>11,395,317</u>
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	<u>11,347,276</u>																																																				
Accounts Payable	55,765																																																				
Tenant Security Deposits	21,050																																																				
Accrued Interest Payable	15,612																																																				
Accrued Property Taxes	6,115																																																				
Accrued Audit Fees	10,885																																																				
Due to West Lake Management	6,786																																																				
Tenant Prepaid Rent	3,601																																																				
Accr Compensated Absences Current	<u>604</u>																																																				
Total Current Liabilities	<u>120,418</u>																																																				
Accr Compensated Absences - LT	1,122																																																				
Mortgage - TCAP	1,231,424																																																				
Mortgage - FHFC	8,826,085																																																				
Developer Fee Payable	<u>1,336,685</u>																																																				
Total Other Liabilities	<u>11,395,317</u>																																																				

**Lakeland Housing Authority
Villas at Lake Bonnet, LLLP
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	49,392	51,998	(2,607)	-5.01%	99,243	103,997	(4,754)	-4.57%
Other Tenant Income	1,107	971	136	14.03%	4,016	1,942	2,074	106.83%
Other Income	1	1	(0)	-10.45%	1	1	(0)	-15.67%
Total Revenue	50,499	52,969	(2,471)	-4.66%	103,259	105,938	(2,680)	-2.53%
Administrative Expense	9,098	10,153	(1,054)	-10.38%	19,467	22,377	(2,910)	-13.00%
Tenant Services	-	17	(17)	-100.00%	-	33	(33)	-100.00%
Utility Expense	4,622	3,833	789	20.59%	8,072	7,667	405	5.28%
Maintenance Expense	4,917	8,132	(3,215)	-39.53%	8,095	15,431	(7,336)	-47.54%
General Expense	7,281	6,654	627	9.43%	16,978	13,308	3,669	27.57%
Financing Expense	14,709	14,709	-	0.00%	29,417	29,417	-	0.00%
Depreciation & Amortization Expense	47,465	47,465	-	0.00%	94,930	94,930	-	0.00%
Total Expense	88,093	90,962	(2,869)	-3.15%	176,959	183,163	(6,204)	-3.39%
Net Operating Income (Loss)	(37,594)	(37,993)	398	-1.05%	(73,700)	(77,225)	3,525	-4.56%

Lakeland Housing Authority
Villas at Lake Bonnet, LLLP
Balance Sheet
February 28, 2013

Assets	Liabilities and Equity																																																																
<p>Current Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Cash - Unrestricted</td><td style="text-align: right;">45,658</td></tr> <tr><td>Cash - Security Deposits</td><td style="text-align: right;">21,734</td></tr> <tr><td>Cash - Reserve for Replacements</td><td style="text-align: right;">54,375</td></tr> <tr><td>Cash - Tax & Insurance Escrow</td><td style="text-align: right;">33,712</td></tr> <tr><td>Cash - Operating Reserve</td><td style="text-align: right;">460,095</td></tr> <tr><td>Accounts Receivable - Tenants</td><td style="text-align: right;">10,551</td></tr> <tr><td>Allow for Doubtful A/R - Tenants</td><td style="text-align: right;">(2,738)</td></tr> <tr><td>Prepaid Expense</td><td style="text-align: right;">17,380</td></tr> <tr><td>Other Current Assets</td><td style="text-align: right;"><u>117,103</u></td></tr> <tr><td>Total Current Assets</td><td style="text-align: right;"><u>757,871</u></td></tr> </table> <p>Other Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Property & Equipment</td><td style="text-align: right;">12,873,996</td></tr> <tr><td>Accumulated Depreciation</td><td style="text-align: right;"><u>(1,149,602)</u></td></tr> <tr><td></td><td style="text-align: right;"><u>11,724,394</u></td></tr> <tr><td>Intangible Assets</td><td style="text-align: right;">288,008</td></tr> <tr><td>Accumulated Amortization</td><td style="text-align: right;"><u>(37,020)</u></td></tr> <tr><td></td><td style="text-align: right;"><u>250,988</u></td></tr> <tr><td>Total Other Assets</td><td style="text-align: right;"><u>11,975,382</u></td></tr> </table> <p>Total Assets</p> <p style="text-align: right;"><u>12,733,253</u></p>	Cash - Unrestricted	45,658	Cash - Security Deposits	21,734	Cash - Reserve for Replacements	54,375	Cash - Tax & Insurance Escrow	33,712	Cash - Operating Reserve	460,095	Accounts Receivable - Tenants	10,551	Allow for Doubtful A/R - Tenants	(2,738)	Prepaid Expense	17,380	Other Current Assets	<u>117,103</u>	Total Current Assets	<u>757,871</u>	Property & Equipment	12,873,996	Accumulated Depreciation	<u>(1,149,602)</u>		<u>11,724,394</u>	Intangible Assets	288,008	Accumulated Amortization	<u>(37,020)</u>		<u>250,988</u>	Total Other Assets	<u>11,975,382</u>	<p>Liabilities</p> <p>Current Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Accounts Payable</td><td style="text-align: right;">10,053</td></tr> <tr><td>Tenant Security Deposits</td><td style="text-align: right;">21,200</td></tr> <tr><td>Accrued Interest Payable</td><td style="text-align: right;">32,810</td></tr> <tr><td>Accrued Property Taxes</td><td style="text-align: right;">7,740</td></tr> <tr><td>Accrued Audit Fees</td><td style="text-align: right;">10,885</td></tr> <tr><td>Due to West Lake Management</td><td style="text-align: right;">7,069</td></tr> <tr><td>Tenant Prepaid Rent</td><td style="text-align: right;">747</td></tr> <tr><td>Accr Compensated Absences Current</td><td style="text-align: right;"><u>616</u></td></tr> <tr><td>Total Current Liabilities</td><td style="text-align: right;"><u>91,120</u></td></tr> </table> <p>Other Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Accr Compensated Absences - LT</td><td style="text-align: right;">1,145</td></tr> <tr><td>First Mortgage</td><td style="text-align: right;">3,819,255</td></tr> <tr><td>Second Mortgage</td><td style="text-align: right;">131,028</td></tr> <tr><td>Other Partner Liabilities</td><td style="text-align: right;">8,732,997</td></tr> <tr><td>Developer Fee Payable</td><td style="text-align: right;"><u>450,000</u></td></tr> <tr><td>Total Other Liabilities</td><td style="text-align: right;"><u>13,134,425</u></td></tr> </table> <p>Total Liabilities</p> <p style="text-align: right;"><u>13,225,545</u></p> <p>Equity</p> <p style="text-align: right;">(492,292)</p> <p>Total Equity</p> <p style="text-align: right;"><u>(492,292)</u></p> <p>Total Liabilities and Equity</p> <p style="text-align: right;"><u>12,733,253</u></p>	Accounts Payable	10,053	Tenant Security Deposits	21,200	Accrued Interest Payable	32,810	Accrued Property Taxes	7,740	Accrued Audit Fees	10,885	Due to West Lake Management	7,069	Tenant Prepaid Rent	747	Accr Compensated Absences Current	<u>616</u>	Total Current Liabilities	<u>91,120</u>	Accr Compensated Absences - LT	1,145	First Mortgage	3,819,255	Second Mortgage	131,028	Other Partner Liabilities	8,732,997	Developer Fee Payable	<u>450,000</u>	Total Other Liabilities	<u>13,134,425</u>
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**Lakeland Housing Authority
The Manor at West Bartow
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	69,975	66,542	3,433	5.16%	140,809	133,083	7,726	5.81%
Other Tenant Income	5,743	271	5,472	2019.13% 1	6,073	542	5,531	1019.79% 1
Other Income	107	100	7	7.44%	215	200	15	7.42%
Total Revenue	75,825	66,913	8,912	13.32%	147,097	133,826	13,271	9.92%
Administrative Expenses	13,355	14,039	(684)	-4.87%	24,544	26,422	(1,878)	-7.11%
Tenants Service Expenses	-	50	(50)	-100.00%	-	100	(100)	-100.00%
Utility Expense	9,680	10,392	(712)	-6.85%	19,303	20,784	(1,481)	-7.13%
Maintenance Expense	8,034	10,373	(2,339)	-22.55%	13,020	19,111	(6,091)	-31.87%
General Expenses	3,787	4,171	(383)	-9.18%	837	8,341	(7,504)	-89.96%
Financing Expenses	24,280	19,949	4,331	21.71%	48,579	39,898	8,681	21.76%
Depreciation & Amortization	41,940	41,803	137	0.33%	83,880	83,607	273	0.33%
Total Expense	101,076	100,777	300	0.30%	190,164	198,263	(8,099)	-4.08%
Net Operating Income (Loss)	(25,251)	(33,864)	8,612	-25.43%	(43,067)	(64,437)	21,370	-33.16%

Comments

- 1** Collection of tenant receivable previously expensed as bad debt.

Lakeland Housing Authority
The Manor at West Bartow
Balance Sheet
February 28, 2013

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	63,497	Current Liabilities	
Cash - Security Deposits	7,200	Accounts Payable	1,801
Cash - Operating Reserve	25,316	Tenant Security Deposits	7,200
Cash - Reserve for Replacements	91,667	Accrued Property Taxes	422
Cash - Tax & Insurance Escrow	25,167	Accrued Interest Payable	13,798
Investment	225,955	Accrued Audit Fees	12,915
Accounts Receivable - Tenants	9,218	Due to West Lake Management	13,402
Allow for Doubtful A/R - Tenants	(9,218)	Tenant Prepaid Rent	13,310
Prepaid Expense	19,449	Accr Compensated Absences Current	1,732
Other Current Assets	4,826	Mortgage Note Payable	3,259,759
Total Current Assets	463,075	Second Mortgage Note Payable	850,000
		Third Mortgage Note Payable	405,258
		Fourth Mortgage Note Payable	400,000
		Note Payable - City of Bartow Impact Fees	564,621
		Deferred Development Fee	1,587,536
Other Assets		Total Current Liabilities	7,131,755
Property & Equipment	15,099,032		
Accumulated Depreciation	(1,725,778)	Other Liabilities	
	13,373,254	Accr Compensated Absences - LT	3,216
		Total Other Liabilities	3,216
Intangible Assets	535,679		
Accumulated Amortization	(117,291)	Total Liabilities	7,134,971
	418,388		
Total Other Assets	13,791,642	Equity	7,119,746
		Total Equity	7,119,746
Total Assets	14,254,717	Total Liabilities and Equity	14,254,717

LAKELAND HOUSING AUTHORITY

February 2013

All Grants

	START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program								
CFP - 2009	09-15-09	09-14-11	09-14-13	640,879.00	576,791.10	617,533.78	617,533.78	23,345.22
CFP - 2010	07-15-10	07-14-12	07-14-14	639,073.00	575,165.70	600,171.79	600,171.79	38,901.21
CFP - 2011	07-15-11	07-14-13	07-14-15	562,980.00	506,682.00	224,321.90	224,321.90	338,658.10
CFP - 2012	03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	0.00	0.00	327,414.00
			CFP Subtotal:	2,170,346.00	1,953,311.40	1,442,027.47	1,442,027.47	728,318.53
Replacement Housing Factor								
RHF - 2009	09-15-09	09-14-11	09-14-13	431,912.00	388,720.80	0.00	0.00	431,912.00
RHF - 2010	07-15-10	07-14-12	07-14-14	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	03-11-14	03-11-16	185,485.00	166,936.50	0.00	0.00	185,485.00
RHF - 2012(b)	03-12-12	03-11-14	03-11-16	70,661.00	63,594.90	0.00	0.00	70,661.00
			RHF Subtotal:	1,509,764.00	1,358,787.60	0.00	0.00	1,509,764.00
HOPE VI	04-05-00		12-31-17	21,842,801.00		19,908,767.13	19,908,767.13	1,934,033.87
Resident Opportunities and Self Sufficiency								
ROSS - Family Self Sufficiency 2012	09-26-12		07-01-14	52,084.00			0.00	52,084.00
ROSS - Family Self Sufficiency 2011	09-22-11		07-01-13	52,084.00			25,022.00	27,062.00
ROSS - Service Coordinator 2011	09-22-11		09-29-14	140,838.00			54,120.83	86,717.17
			ROSS Subtotal:	245,006.00			79,142.83	165,863.17
Youth Build (DOL)	06-01-11		05-31-14	997,492.00			206,697.16	790,794.84
			Youth Build Subtotal:	997,492.00			206,697.16	790,794.84
21st Century								
Department of Education 2012(WL)	08-01-12		09-20-13	369,283.00			0.00	369,283.00
			21st Century Subtotal:	369,283.00			0.00	369,283.00
			GRANT TOTALS	27,134,692.00			21,636,634.59	5,498,057.41

Real Estate & Development


General Business

During the March 25, 2013 Board Meeting, staff briefed Commissioners on a bill that is pending in the Legislature which would eliminate the tax exemption for partnerships. Presently the bill does not contain a provision that would grandfather in existing projects with exemptions. Accordingly, if the bill passes as written exemptions would go away. The following chart lists the various LHA partnerships and their current tax status:


Item #	Partnership	Current Tax Status	Budgeted Real Estate Taxes
1.	Dakota Park Limited Partnership, LLLP	Tax Exempt	\$0
2.	Renaissance At Washington Ridge, LTD, LLLP	Tax Exempt	\$0
3.	Colton Meadow, LLLP	Subject to Real Estate Taxes	\$32,210
4.	Bonnet Shores, LLLP	Subject to Real Estate Taxes	\$41,500
5.	West Bartow Partnership LTD., LLLP	*See Note Below	\$3,702

*Annually, residents of this community must provide signed, notarized documents to the Tax Assessor allowing their Homestead Exemption to be used for the Manor at West Bartow. For 2013, the partnership received tax exemption for 97 of 100 units.

Colton Meadow

 At the recommendation of outside counsel, staff is waiting to see if the pending bill that will eliminate tax exemptions on partnerships will pass in the Legislature before considering alternatives to restructure the partnership. The session is over in May; thus if the bill has not passed staff will perform a risk assessment to determine whether or not the benefits of changing the structure of the partnership to allow the property to qualify for tax exemption will offset potential liabilities that could arise from the project.


Villas at Lake Bonnet

 Real Estate & Development staff did not perform any duties related to the Villas at Lake Bonnet during this reporting period.


April 2013

Real Estate & Development


Hampton Hills Homes


 In November 2012, LHA submitted the Homeownership Plan to the Special Application Center (SAC) for approval. Although it typically only takes the U.S. Department of Housing and Urban Development (HUD) 45-60 days to approve submittals, HUD's SAC office has a backlog of applications. Accordingly, the average timeframe for obtaining SAC approval has been extended to one year unless there are extenuating circumstances that would require SAC to prioritize the submittal over other applications. Despite the backlog, SAC agreed to expedite approval of the Homeownership Plan for Hampton Hills. On March 21, 2013, SAC requested supplemental information from LHA for their review. Staff continues to respond to inquiries from SAC in reference to the Homeownership Plan.


Dakota Park

 Staff prepared the scope of work for repainting of all previously painted exterior areas of Dakota Park Apartments. Procurement issued the Invitation for Bid (IFB) on April 5, 2013. The Pre-Bid Conference occurred at 9 AM EDT on Tuesday, April 9, 2013. Two firms participated in the Pre-Bid Conference. Bids are due on Monday, April 15, 2013.

Cecil Gober

 On April 8, 2013, staff prepared the task order for environmental testing. Testing to check for the presence of hazardous materials in the walls, floors, mastics, etc. is required for the aging-in-place modernization. Once completed, the Architect will use the reports to prepare construction documents for selective demolition. Proposals are due at 5 PM EDT on April 16, 2013.

 On April 11, 2013, staff prepared the task order for an American Land Title Association (ALTA) Survey. An ALTA Survey is required to determine whether or not existing grade elevations at handicap routes and ramps are in compliance with current regulations. Once completed, the Architect will use the survey to prepare site drawings for the aging-in-place modernization. Proposals are due at 5 PM EDT on Wednesday, April 17, 2013.


 On March 27, 2013, staff received fee proposals from two of the on-call architectural firms (Bessolo Design Group and Robert Reid Wedding Architects). Review of the proposals revealed that staff needed to conduct interviews with both firms to discuss their fee proposals and clarify the scope of services that would be provided by each firm if selected. Staff conducted interviews with both firms on April 2, 2013. As part of the interviews each firm described their methodology for designing the aging in place improvements within the timeframe and costs specified by LHA.

Since LHA has limited capital funds to allocate to the project, both firms proposed a methodology for implementing the aging in place improvements. Although both firms


Real Estate & Development


recommended designing and upgrading the improvements in phases, one firm suggested that the phases consist of interior improvements with the next phase being for exterior improvements. The other firm's methodology allowed for all aging in place improvements to occur at one time; however, only a portion of the units and site would be upgraded during the first phase. The units and site work at the other portion of the property would be upgraded in future years upon receipt of additional capital funds from HUD. As staff recognized that it was in the best interest of the seniors to have all of the units upgraded at the same time, staff elected to employ the methodology that would phase the aging in place improvements by interior and exterior work with all interior improvements designated for the first phase. On April 3, 2013, staff issued an addendum that limited the improvements to the interior of the units. However, the addendum did include provisions for the architect to design site improvements required to ensure accessibility and/or visitability to all units. On April 8, 2013, Bessolo Design Group and Robert Reid Wedding Architects submitted revised fee proposals to LHA of \$59,810 and \$47,227.50 respectively. Based upon proposals received and the current LHA Procurement Policy, staff recommended awarding the task order to Robert Reid Wedding Architects for a not-to-exceed amount of \$47,227.50. The Finance Committee authorized LHA to enter into the task order with Robert Reid Wedding Architects on April 10, 2013.


The Manor at West Bartow

 The week of March 25, 2013, outside counsel submitted the petition to FHFC to allow the use of non-skid, vinyl composition tile (VCT) flooring instead of carpet within the living areas. Staff received notification from FHFC that the petition will be included as part of the April 26, 2013 Consent Agenda.

Westlake

 On April 11, 2013, staff prepared the task order for environmental testing. An updated mold report and abatement plan is required for design of the monitoring center that will be created within the basement of LHA Headquarters via the Fiscal Year 2012 Capital Fund Emergency Safety and Security Program. Proposals are due at 5 PM EDT on April 19, 2013.

 On April 2, 2013, staff coordinated with Lakeland Police Department to have a Crime Prevention Through Environmental Design (CPTED) developed for Westlake, Westlake Addition, and Dakota Park. Once completed, the CPTED will be used to procure a security firm to provide surveillance equipment for the three properties.

 Staff determined that LHA should submit a 9% tax credit application to Florida Housing Finance Corporation (FHFC) via the Request for Proposal (RFP) that will be issued as part of the 2014 Qualified Allocation Plan (QAP). Although the High Priority RFP associated with the draft 2013 QAP is restricted to public housing authorities, the Limited Development Area (LDA) for Polk County prohibits development of family housing in


April 2013

Real Estate & Development


Polk County. These restrictions were the sole reason why the initial application that LHA submitted for Twin Lakes was for elderly.

Review of preliminary market data for Polk County suggests that the LDA for the 2014 QAP will allow for development of family housing within Polk County. FHFC plans to publish a draft of the LDA for public comments on May 6, 2013. The application deadline is scheduled for late July/early August. Since the population at Westlake is comprised of family housing, it is in the best interest of LHA to make every effort to develop housing for families as part of the first phase, if possible.


Renaissance

 Staff continues to work with Client Services to host a health fair for the Renaissance community (Washington Oaks, Lake Ridge, and the Manor at Washington Oaks). The fair tentatively named "*Healthy You Renaissance Community*" is scheduled to include activities with various health care providers that currently provide services to the families at Renaissance. Lakeland Police Department is also planning to discuss the Neighborhood Watch Program and outline ways that both the homeowners and renters at Renaissance can work together to promote safety at their communities. Client Services is also contacting the Health Department and Lakeland Regional Medical Center to determine whether or not they will be able to participate in the health fair. The health fair is scheduled to occur on Saturday, May 18, 2013 from 10 AM EDT to 2 PM EDT.


John Wright

 Real Estate & Development staff did not perform any duties related to John Wright during this reporting period.

Additional Projects

 LHA continued to assist Volunteers of America (VOA) with housing needed for the Transition in Place grant they received for assisting disabled, homeless veterans in establishing permanent housing.

 Staff continued to investigate additional multi-family site purchase opportunities.

 Staff continued to manage the operations of the Lake Ridge Home Owners Association. The following projects are underway:

- 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
- addressing and resolving the delinquent HOA fees
- re-establishing a Neighborhood Watch Program

STATEMENT OF PROCUREMENT POLICY

Revised 12-12-11

The Procurement Policy hereinafter set forth must function within the limits set forth by Federal Statutes, the Annual Contributions Contract with HUD, and the laws of the State of Florida. Any and all applicable changes in the law or contract or judicial decision of interpretation or constitutionality will automatically supersede this policy. Such changes will be reflected in a policy revision as appropriate.

I. **GENERAL:** The purpose of this Statement of Procurement Policy is to assure that goods, services, and construction are procured and surplus goods are disposed of at the most favorable prices to the Housing Authority of the City of Lakeland, Florida ("LHA") in full compliance with the applicable HUD regulations and State and local laws.

II. PROCUREMENT AUTHORITY AND ADMINISTRATION

A. The Executive Director shall administer the procurement policy or other individuals authorized by him/her. The Executive Director shall be responsible for developing procedures to implement this procurement policy. The Executive Director or his/her designee shall be the depository of all related records.

B. It is the Executive Director's responsibility to ascertain that (1) the yearly procurements are adequately and timely planned, (2) the procurement documents clearly specify the desired products, construction, and services, as well as the methods of award, (3) the solicitation procedures are conducted in full compliance with the Federal regulations (or state and local laws whichever are more stringent), (4) the awards are made to the responsive and responsible bidders offering the lowest prices, and (5) there are sufficient unencumbered funds for each procurement to defray the costs of the contracts.

C. The Executive Director shall establish written procedures to monitor the procurement actions ensuring compliance with this Statement of Procurement Policy and to prevent fraud and abuse.

D. This policy and any changes thereto shall be submitted to the Board of Commissioners ("Board") for approval and the HUD Field Office shall be furnished with a copy of each.

III. PROCUREMENT METHODS

Purchases and contracts for equipment, materials, supplies, or services, shall be made in the following manner.

A. Small Purchase Procedure.

1. Petty Cash Purchases. Expenditures may be made from the Petty Cash Fund providing that payments do not exceed \$500 for any one purchase.

and no more than one purchase of any item may be made in one month. The basis for petty cash purchases shall be for minor emergency items or a third party meeting refreshments only as determined by the Executive Director.

2. Small purchases of \$2,000 or less (Micro Purchases). The Executive Director may delegate to the appropriate staff personnel, the authority to make purchases and contracts, not to exceed \$2,000 in amount, in the open market after such inquiry as they deem necessary to insure that the prices obtained are the most advantageous to LHA. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section.
3. Small purchases over \$2,000 but equal to or less than \$25,000. For purchases and contracts from \$2,000 to \$25,000, the Executive Director may delegate to the appropriate staff personnel of LHA to solicit bids orally or by telephone, from at least three (3) suppliers, if so many are available, covering identical material specifications. They shall document both the solicitation made and the quotations received by requiring written or faxed follow-up documentation from the vendors to substantiate quotations given and by maintaining a file of such documents.
4. Small purchases over \$25,000 but equal to or less than \$100,000. For purchases and contracts from \$25,000 to \$100,000, the Executive Director may delegate to the appropriate staff personnel the authority to solicit bids in writing from at least three (3) suppliers. They shall document both the solicitation and the bids received and maintain a file on such documents. [Further, for purchases and contracts from \$25,000 to \$50,000, such purchases and contracts shall be subject to review and approval by the Finance Committee of LHA's Board of Commissioners.]
5. Competitive proposals may be solicited in accordance with paragraphs (A) 2, (A) 3 and (A) 4. The procurement criteria will be documented.

B. Sealed Bidding.

1. Conditions For Use, Purchases over \$100,000. Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: a complete, adequate, realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price.
2. Solicitation and Receipt of Bids. An invitation for bids shall be issued including specifications and contractual terms and conditions applicable to the procurement, including a statement that the award will be made to

the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bids. The invitation for bid will be advertised in, at least, two newspapers of general circulation and, if advantageous, by making invitations to bid to all known and available bidders. The invitation for bid shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time stamped but not opened and shall be stored at a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.

3. Bid Opening and Award. Bids shall be opened publicly and in the presence of, at least, one witness. An abstract of bids shall be recorded and the bids shall be made available for public inspection in accordance with State law. Awards shall be made as provided in the invitation for bids by written notice to the successful bidder. If equal low bids are received from responsible bidders, drawing lots or similar random method shall make award, unless otherwise provided in the invitation for bids. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.
4. Consistent with the requirements of 24 CFR 85.36(b)(5) and in order to promote efficiency and competition in procurement of goods and services, LHA may enter into relationships with other governmental agencies, public housing authorities, and regional or national intergovernmental purchasing networks or associations. The purpose of a cooperative intergovernmental relationship is to take advantage of a competitive selection process already conducted by a governmental agency or public housing authority and thus save LHA the time and expense of conducting its own selection process. In evaluating the use of a cooperative intergovernmental relationship, LHA shall review for reasonableness the standards in the competitive selection process conducted by the governmental agency or public housing authority.
5. Mistakes in Bids. (A) Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. (B) All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the contracting officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of LHA or fair competition shall be permitted.

6. Purchases under Federal, State, and Local Governmental Contracts. LHA may enter into any available governmental agreement to procure under (Federal, State, County, or City) contracts. The agreement shall stipulate that LHA is authorized to procure through such governmental agreement and can be in letterform.

C. Competitive Proposals.

1. Conditions for Use. Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating technical proposals and where LHA determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited. Indefinite delivery contracts will be solicited by competitive proposal.
2. Solicitation. A Request for Proposals is a written solicitation for sealed proposals and giving a designated public opening date. The request for proposals shall clearly identify the evaluation factors and their relative importance and shall be published. A mechanism for fairly and thoroughly evaluating the technical and price proposal shall be established before the solicitation is issued. The proposals shall be evaluated, and the responsible firm whose qualifications, price and other factors considered, are the most advantageous to LHA, shall be awarded the contract.
3. Mandatory Forms/Contract Provisions. The following forms, which contain all mandatory contract provisions, must be included with the solicitation/bid package. (Note: the forms listed below assume that competitive proposals are used for procuring non-construction services. Only under limited circumstances would construction services be procured by competitive proposals.)
 - a. Form HUD-5369-B, *Instructions to Offerors–Non-Construction.*
 - b. Form HUD-5369-C, *Certifications and Representations of Offerors –Non-Construction Contract.*
 - c. Form HUD-5370-C, *General Conditions for Non-Construction Contracts.*
4. Negotiations. Unless there is no need for negotiations with any of the offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the request for proposals. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek

clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure a full understanding of and conformance to the solicitations requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offeror shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.

5. Award. The award shall be made to the responsive offeror whose proposal is determined to be the most advantageous to LHA, taking into consideration price and the other evaluation criteria set forth in the Request for Proposals.

D. Architect/Engineer Procurement.

1. Procurement of professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping shall be procured in accordance with Florida Statute Section 287.055 known as the "Consultants Competitive Negotiation Act."
2. LHA will publicly announce when the agency will procure professional services and solicit qualified firms or individuals to submit proposals for the work.
3. Once the proposals are received the agency will rank order the top three firms based on the announced and published criteria for evaluation. In determining whether the firm is qualified the agency shall consider such factors as the ability of the professional personnel, whether the firm is a certified minority business enterprise, past performance, willingness to meet time and budget requirements, location, recent, and current and projected workloads of the firms and the volume of work previously awarded to each firm by the agency with the object of effecting an equitable distribution of contracts among qualified firms.
4. Once the firms are rank ordered LHA will competitively negotiate a contract. LHA will negotiate with the topped ranked firm. If LHA is unable to reach a satisfactory contract with the firm considered to be most qualified at a price LHA deems to be fair, competitive, and reasonable, negotiations with that firm will be formerly terminated and the agency will then undertake negotiations with the second most qualified firm. Failing to reach an agreement with the second most qualified firm, those negotiations will then be terminated and LHA will negotiate with the third qualified firm. If LHA is unable to reach a satisfactory contract with any of the top three ranked firms, it may select additional firms in the order of their competence and qualification and

continue negotiations until an agreement is reached.

E. Non-Competitive Proposals.

1. Conditions for Use. Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals and one of the following applies:
 - a. The item is available only from a single source, based on a good faith review of available sources;
 - b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to LHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;
 - c. HUD authorizes the use of noncompetitive proposals; or
 - d. After solicitation of a number of sources, competition is determined to be inadequate.
2. Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The Executive Director shall approve the justification in writing.
3. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis as described in paragraph III F.
4. Determination of Emergency. The following procedures will be used in determining if an emergency situation exists:
 - a. The appropriate administrator shall verbally notify the Executive Director of the complete circumstances of the situation as far as he/she knows them and request that an emergency be declared. A written follow-up by the appropriate administrator should be submitted to the Executive Director as soon after the emergency as possible.
 - b. Once the Executive Director verifies the emergency situation, he/she will advise LHA's Chairman of the Board or the Chairman's

designee as to the circumstances surrounding the situation.

c). The Executive Director will inform the entire Board of the emergency situation as soon as feasibly possible or at, the very latest, the next regular meeting.

F. Cost and Price Analysis

1. General. A cost or price analysis shall be performed for all procurement actions except those under paragraphs III A. (1), (2), and (3), including contract modifications. The method of analysis shall be determined as follows. The degree of analysis shall depend on the facts surrounding each procurement.
2. Submission of Cost or Pricing Information. If the procurement is based on noncompetitive proposals or when only one offer is received or for other procurements as deemed necessary by LHA, the offeror shall be required to submit:
 - a. a cost breakdown showing projected cost and profits;
 - b. commercial pricing and sales information, sufficient to enable LHA to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or
 - c. documentation showing that law or regulation sets the offered price.
3. Cost Analysis. Cost analysis shall be performed if an offeror/contractor is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted: A cost analysis shall be performed of the individual cost elements; LHA shall have the right to audit the contractor's books and records pertinent to such costs; and profit shall be analyzed separately. Costs shall be allowed only to the extent that they are consistent with applicable federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR, Chapter 1). In establishing profit, LHA shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.
4. Price Analysis. A comparison of prices shall be used in all cases other than those described in paragraph III. F.1. above.

G. Contractor Qualifications

1. **Contractor Responsibility.** LHA shall not award any contract until the prospective contractor, i.e., low responsive bidder or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:
 - a. Have adequate financial resources to perform the contract or the ability to obtain them;
 - b. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
 - c. Have a satisfactory performance record;
 - d. Have a satisfactory record of integrity and business ethics;
 - e. Have the necessary organization, experience, accounting and operational controls, and technical skills or the ability to obtain them;
 - f. Have the necessary production, construction, and technical equipment and facilities or the ability to obtain them; and,
 - g. Be otherwise qualified and eligible to receive an award under applicable laws and regulations including not be suspended, debarred or under a HUD-imposed Limited Denials of Participation.

If a prospective contractor is found to be non-responsible, a written determination of nonresponsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

2. **Suspension and Debarment.** Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (**24 CFR Part 24**) or by other Federal agencies, e.g., Dept. of Labor for violation of labor regulations.
3. **Vendor Lists.** All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services

(including construction) shall be kept current and include enough sources to ensure competition.

H. Assistance to Small and Minority Business Enterprises/Woman Business Enterprises (MBE/WBE)

1. Consistent with Presidential Executive Orders 11625, 12138, and 12432 and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the LHA project are used when possible. Such efforts shall include, but shall not be limited to:

- a. Including such firms, when qualified, on solicitation mailing lists;
- b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- e. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- f. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in **24 CFR Part 135** (so-called Section 3 businesses); and
- g. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.
- h. Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in LHA prime contracts and subcontracting opportunities.

2. Definitions

- a. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or

subsidiary of a business dominant in its field of operation. The size standards in **13 CFR Part 121** should be used to determine business size.

- b. A **minority-owned business** is defined as a business which is, at least, 51% owned by one or more minority group members or, in the case of a publicly-owned business, one in which, at least, 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- c. A **women's business enterprise** is defined as a business that is, at least, 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- d. "**Section 3 business concern**" is as defined under **24 CFR Part 135**.

I. General

- 1. With respect to the purchases and contracts specified in paragraph III. A. above, the appropriate staff shall make the purchase from or award the contract to the lowest responsible bidder as to price--who meets the requirements. Price shall be considered for these purposes to include delivery charges and discounts including any discounts for prompt payment.
- 2. No purchases or contracts specified in paragraph III. A. (2), A. (3), and A (4) shall be made without certification of an official designated by the Executive Director that the expenditure is duly budgeted and that the funds are available, except in case of an emergency. Circumstances of such exception due to emergency shall be documented in a formal report submitted to the Board together with a certification or statement justifying the purchase or contract under the circumstances.
- 3. All procurement of equipment, materials, supplies, and repairs of service shall be documented. A standard form of purchase order shall authorize expenditures greater than \$1,000 unless made by formal contract. Expenditures in excess of \$5,000 shall be made by formal contract, except that those purchases made under Federal, State, or local governmental agency contract, if such are in effect, may be made by purchase order regardless of the amount.
- 4. There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision:

"No member, officer, or employee of the Housing Authority of the City of Lakeland, Florida, during his/her term of tenure or for one-year thereafter, shall have any interest, directly or indirectly, in this contract or the proceeds thereof."

5. All contracts shall be reviewed and signed by the Executive Director or designee.
6. The Executive Director or his/her designee shall serve as the Contracting Officer of LHA
7. All *Specifications* or *Statement/Scope of Work* shall describe the work or services required. They shall be written as to not restrict competition to one vendor. A *specification* is a detailed description of materials, supplies, equipment, pre-cuts, or construction work to indicate to prospective contractors precisely what LHA desires to purchase. A *statement* or *scope of work* (SOW) is normally used for contracts for services, such as accounting or payroll services, energy audits, consultant, legal or A/E services, well as non-professional services such as maintenance and grounds keeping. The primary purpose of a SOW is to provide a basis for mutual understanding between LHA and the offeror and subsequent contractor of LHA's requirements.
8. Termination for Cause and for Convenience (contracts of \$10,000 or more).

LHA shall incorporate the following clauses in contracts of \$10,000 or more:

- a. LHA may terminate any contract in whole or from, time to time, in part, for LHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). LHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise) and (2) deliver to LHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.
- b. If the termination is for the convenience of LHA, LHA shall be liable only for payment for services rendered before the effective date of the termination.
- c. If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), LHA may (1) require the Contractor to deliver to it, in the manner and to the

extent directed by LHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by LHA; and (3) withhold any payments to the Contractor for the purpose of set-off or partial payment, as the case may be, of amounts owned by LHA by the Contractor. In the event of termination for cause/default, LHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by LHA's Executive Director or designee.

9. All contracts shall contain the following forms as applicable:
 - a. HUD Table 5.1, *Mandatory Contract Clauses for Small Purchases other than Construction < \$100,000*;
 - b. HUD-5370, *General Conditions for Construction Contracts—Public and Indian Housing Programs > \$100,000*;
 - c. HUD-5370-C, *General Conditions for Construction Contracts, Section I* (with or without Maintenance Work) > \$100,000;
 - d. HUD-5370-C, *General Conditions for Construction Contracts, Section II* (with Maintenance Work) > \$100,000;
 - e. HUD-5370-EZ, *General Conditions for Small Construction/Development Contracts < \$100,000*;
 - f. HUD-51915, *Model Form of Agreement Between Owner & Design Professional < / > \$100,000*; and
 - g. the mandatory Section 3 contract clause found at 24 CFR 135.38.
10. Record Retention. LHA shall retain all significant and material documentation and records concerning all procurements it conducts. These records will be retained for a period of three years after final payment and all matters pertaining to the contract are closed. If any claims or litigation are involved, the records shall be retained until all issues are satisfactorily resolved.
11. Prohibited Contract Types—*cost-plus-a-percentage-of-costs* and *percentage-of-construction-cost method* contracts shall not be used.
12. For American Recovery And Reinvestment Act (ARRA) only:
 - a. Except as provided within Notice PIH 2009-12 (HA) as issued by HUD on March 18, 2009, all requirements listed within LHA's

procurement policy shall remain in effect for any procurement activity executed by LHA with the following exception:

Any requirements relating to the procurement of goods and services arising under state and local laws and regulations shall not apply to Capital Fund Stimulus Grants. LHA shall instead follow the requirements of Part 85.

- b. LHA shall follow "Buy American" requirements outlined in Section 1508 of the Recovery Act and use only iron, steel, and manufactured goods produced in the United States in its project funded under the Capital Funds Stimulus Grants.
- c. Consistent with the requirements of the above referenced notice, this policy shall expire on July 31, 2010 unless otherwise extended by LHA's Board of Commissioners.

J. Bonding Requirements

The standards under this section apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. LHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- 1. Bid Bonds: For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
- 2. Payment Bonds: For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four, unless state or local laws or regulations require a higher level of guarantee, in which case such higher level shall apply:
 - a. A performance and payment bond in a penal sum of 100% of the contract price; or
 - b. Separate performance and payment bonds, each for 50% or more of the contract price; or
 - c. A 20% cash escrow; or
 - d. A 25% irrevocable letter of credit.
- 3. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be

considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts; the maximum underwriting limits on each contract bonded; and the states in which the company is licensed to do business. Use of companies on this circular is mandatory.

K. Insurance Requirements

Unless waived by LHA's Executive Director or designee and prior to signing any contract/agreement, the vendor must provide a current certificate(s) of General Liability insurance and Vehicular Liability insurance of, at least, \$1,000,000 per occurrence with LHA named as an *additional insured* as well as a current certificate of Workers Compensation insurance for entire staff to be employed by the vendor on the site of this project. If federal, state or local rules or regulations require higher insurance coverage, then such higher coverage requirement shall apply. The successful respondent shall maintain these insurances in force during the term of the contract.

V. **DISPOSITION OF EXCESS PROPERTY**

A. Sale of Excess Property

Personal property of LHA shall not be sold or exchanged for less than its estimated fair market value at the time of disposition. An individual unit of personal property with a fair market value of more than \$2,000--which is to be sold to other than a private non-profit or governmental entity--shall be made available to the general public. Sales of excess personal property shall be made in the following manner:

1. If the estimated fair market value of the personal property offered for sale is not more than \$2,000 per each item, the Executive Director and/or designee may negotiate a sale in the open market after such informal inquiry as he/she deems necessary to ensure a fair return to LHA. The sale shall be documented by an appropriate bill of sale.
2. Disposition of any individual item with an estimated fair market value greater than \$2,000 shall only be initiated after authorization by the Board.
 - a. *Sales To the General Public*--The items shall be advertised for, at least, 14 calendar days in newspapers, and/or on the internet, and/or in circular letters/notices. Bids (other than those resulting from an internet auction) shall be opened publicly at the time and place specified in the advertisement. Bids received via an internet auction shall be closed as specified in the terms of the auction. A tabulation of all bids received shall be prepared and filed with the sale documents as a part of the permanent record. An award,

subject to prior approval of the Board, shall be made to the highest bidder as to the price. The transfer shall be documented by an appropriate bill of sale.

b. *Sales to a Private Non-profit Organization or Governmental Entity*—The sale of any item of personal property with an estimated fair market value of more than \$2,000 to a private non-profit or governmental entity may be negotiated at its estimated fair market value. The sale is subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

B. Disposition other than by Sale

The Executive Director and/or designee shall make every effort to dispose of excess personal property as outlined above.

1. *Any personal property item with an estimated fair market value at the time of disposition of more than \$2,000*--Such property shall not be donated without the prior approval of the Board. A copy of the Board's approval together with the documentation of the transfer shall be retained as part of the permanent record.

2. *Personal property with no salvage value or for which a purchaser cannot be found*—A statement shall be prepared by the Executive Director and/or designee listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendation as to the manner of disposition. This statement shall be presented to the Board for its approval. A copy of the Board's approval, together with the complete documentation to support of the destruction or abandonment shall be retained as part of the permanent record.

(Revised 12-12-11)

VI. AFFIRMATIVE ACTION PLAN

Positive efforts shall be made by the Executive Director to use small, minority-owned and women-owned businesses, and labor surplus area firms for supplies and services. Such efforts shall include, but shall not be limited to:

1. developing a bidder's mailing list for these sources, and encouraging them in the form of direct invitation to compete for contracts; and
2. assuring them that their participation in the bidding procedures is solicited whenever they are potential sources.

VII. APPEALS AND REMEDIES

The restoration of disputes arising from the solicitation and award of procurement

contracts, bid protests, and contract performance claims shall be conducted in full compliance with the applicable HUD regulations. Efforts shall be made to resolve all disputes at LHA level.

VIII. CODE OF CONDUCT

- A. No employee, officer, or agent of LHA shall participate in the selection or in the award or administration of any contract if a conflict--real, apparent, or implied--would be involved. Such conflict would arise when financial or other interest in a firm selected for award is held by:
1. an employee, officer, or agent involved in making the award;
 2. any member of his/her immediate family;
 3. his/her partner; or
 4. an organization that employs or is about to employ any of the above.
- B. LHA officers, employees, or agents shall not solicit or accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts.

PROCUREMENT POLICY
HOUSING
AUTHORITY

This Procurement Policy complies with the Annual Contributions Contract (ACC) between _____ Housing Authority (PHA) and the HUD, Federal Regulations at **24 CFR 85.36**, the procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8, Rev 2, and applicable State and Local laws.

GENERAL PROVISIONS

General

The PHA shall: provide for a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the PHA; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the PHA; promote competition in contracting; and assure that PHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

Application

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds, except as noted under "exclusions," below. However, nothing in this Policy shall prevent the PHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

Definition

The term "procurement," as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

Exclusions

This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part 990. These excluded areas are subject to applicable State and local requirements.

Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the _____ (State) Freedom of Information Act.

ETHICS IN PUBLIC CONTRACTING

General

The PHA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

Conflicts of Interest

No employee, officer, Board member, or agent of the PHA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than \$25 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition Against Contingent Fees

Contractors wanting to do business with the PHA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

PROCUREMENT PLANNING

Planning is essential to managing the procurement function properly. Hence, the PHA will periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the PHA's procurement costs; reduce PHA administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

PURCHASING METHODS

Petty Cash Purchases

Purchases under \$50 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the PHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

Small Purchase Procedures

For any amounts above the Petty Cash ceiling, but not exceeding \$100,000, the PHA may use small purchase procedures. Under small purchase procedures, the PHA shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$2,000, also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the PHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The PHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the PHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$100,000.

- A. **Conditions for Using Sealed Bids.** PHA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- B. **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored **unopened** in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the PHA or fair competition shall not be permitted.

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the PHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

- B. **Form of Solicitation.** Other than A/E services, competitive proposals shall be solicited through the issuance of a RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The PHA may assign price a specific weight in the evaluation criteria or the PHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- C. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the PHA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.
- D. **Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the PHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the PHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the PHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the PHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.
- F. **A/E Services.** The PHA must contract for A/E services using QBS procedures, utilizing a RFQ. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services, though architectural/engineering firms are potential sources.

Noncompetitive Proposals

- A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used **only** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **and** if one of the following applies:
1. The item is available only from a single source, based on a good faith review of available sources;
 2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the PHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
 3. HUD authorizes the use of noncompetitive proposals; or
 4. After solicitation of a number of sources, competition is determined inadequate.
- B. **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:
1. Description of the requirement;
 2. History of prior purchases and their nature (competitive vs. noncompetitive);
 3. The specific exception in **24 CFR 85.36(d)(4)(i)(A) through (D)** which applies;
 4. Statement as to the unique circumstances that require award by noncompetitive proposals;
 5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
 6. Statement as to efforts that will be taken in the future to promote competition for the requirement;

7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

Cooperative Purchasing/Intergovernmental Agreements

The PHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The PHA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with **24 CFR 85.36**.

ICE

For all purchases above the Micro Purchase threshold, the PHA shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

COST AND PRICE ANALYSIS

The PHA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchases

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the PHA cannot reasonably determine price reasonableness, the PHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the PHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the PHA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000.

SOLICITATION AND ADVERTISING

Method of Solicitation

- A. **Petty Cash and Micro Purchases.** The PHA may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The PHA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.
 1. Advertising in newspapers or other print mediums of local or general circulations.
 2. Advertising in various trade journals or publications (for construction).
 3. E-Procurement. The PHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with **24 CFR 85.36**, State and local requirements, and the Authority's procurement policy.

Time Frame

For purchases of more than \$100,000, the public notice should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

Time Period for Submission of Bids

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

Cancellation of Solicitations

- A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
1. The supplies, services or construction is no longer required;
 2. The funds are no longer available;
 3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
 4. Other similar reasons.
- B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
1. The supplies or services (including construction) are no longer required;
 2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
 3. All factors of significance to the PHA were not considered;
 4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 6. For good cause of a similar nature when it is in the best interest of the PHA.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the PHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
1. Re-solicit using an RFP; or

2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the PHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- F. If problems are found with the specifications, PHA should cancel the solicitation, revise the specifications and resolicit using an IFB.

Credit (or Purchasing) Cards

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card.

When using credit cards, the PHA should adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

BONDING REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. The PHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- A. Bid Bonds. For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
- B. Payment Bonds. For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:
 1. A performance and payment bond in a penal sum of 100% of the contract price; or
 2. Separate performance and payment bonds, each for 50 % or more of the contract price; or
 3. A 20 % cash escrow; or
 4. A 25 % irrevocable letter of credit.
- C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

CONTRACTOR QUALIFICATIONS AND DUTIES

Contractor Responsibility

PHAs shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies, e.g., Dept of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

CONTRACT PRICING ARRANGEMENTS

Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of the PHA may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used**. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and PHA.

For all cost reimbursement contracts, PHA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract; D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to PHA than conducting a new procurement.

CONTRACT CLAUSES

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the PHA.

Additionally, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A , which contain all HUD-required clauses and certifications for contracts of more than \$100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority.

CONTRACT ADMINISTRATION

The PHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

SPECIFICATIONS General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying PHA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitation

The following types of specifications shall be avoided:

- A. geographic restrictions not mandated or encouraged by applicable Federal law (except for A/Econtracts, which may include geographic location as a selection factor if adequate competition is available);
- B. brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

APPEALS AND REMEDIES

General

It is PHA policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

Informal Appeals Procedure

The PHA shall adopt an informal bid protest/appeal procedure for contracts of \$100,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$100,000.

- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.
- B. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in PHA. Contractor claims shall be governed by the Changes clause in the form HUD-5370.

ASSISTANCE TO SMALL AND OTHER BUSINESSES

Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the PHA project are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in **24 CFR Part 135** (so-called Section 3 businesses); and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in PHA prime contracts and subcontracting opportunities.

Definitions

1. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in **13 CFR Part 121** should be used to determine business size.
2. A **minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A **women's business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

4. A “**Section 3 business concern**” is as defined under **24 CFR Part 135**.
5. A **labor surplus area business** is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in **20 CFR Part 654**, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

BOARD APPROVAL OF PROCUREMENT ACTIONS

Other than approval of this Procurement Policy, approval by the Board of Commissioners is not required for any procurement action, as permitted under State and local law. Rather, it is the responsibility of the Executive Director to make sure that all procurement actions are conducted in accordance with the policies contained herein.

DELEGATION OF CONTRACTING AUTHORITY

While the Executive Director is responsible for ensuring that the PHA’s procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency.

Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section III below, consistent with Federal, State, or local law.

DOCUMENTATION

The PHA must maintain records sufficient to detail the significant history of each procurement action. These records **shall** include, but **shall not** necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident); C.
Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this handbook);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement.

Records are to be retained for a period of three years after final payment and all matters pertaining to the contact are closed.

DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for the PHA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

FUNDING AVAILABILITY

Before initiating any contract, the PHA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

SELF-CERTIFICATION

The PHA self-certifies that this Procurement Policy, and the PHA's procurement system, complies with all applicable Federal regulations and, as such, the PHA is exempt from prior HUD review and approval of individual procurement action.

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

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

Re: Resolution # 13-1352

The Board of Commissioners is requested to approve amendments to the 2013 Consolidated Budget.

2. Who is making request:

- A. Entity: LHA and its instrumentalities
- B. Project: Amending the 2013 Consolidated Budget
- C. Originator: Eva Hall

3. Cost Estimate:

N/A

Narrative:

The Board of Commissioners provides oversight and direction to The Housing Authority of the City of Lakeland. During the Board's regularly scheduled meeting on January 22, 2013, the Board of Commissioners approved Resolution 13-1342 whereby the Board approved the Consolidated Budget for fiscal year 2013. This approved resolution read--in part--that the Board of Commissioners "*will review the budget at the completion of the quarter ending March 31, 2013 and consider necessary amendments.*"

After the Board of Commissioners' budgetary review, this resolution provides for the approval of the amended 2013 Consolidated Budget as presented by staff.

RESOLUTION NO. 13-1352

APPROVAL OF AN ADMENDED 2013 CONSOLIDATED BUDGET

WHEREAS, the Board of Commissioners of The Housing Authority of the City of Lakeland, Florida approved Resolution 13-1342 on January 22, 2013 whereby approving the 2013 Consolidated Budget; and

WHEREAS, the approved resolution required that the Board of Commissioners of The Housing Authority of the City of Lakeland, Florida *“review the budget at the completion of the quarter ending March 31, 2013; and*

WHEREAS, after the above-mentioned review, the resolution held that the Board of Commissioners of The Housing Authority of the City of Lakeland, Florida will *“consider necessary amendments”* to the approved budget; and

WHEREAS, the Board of Commissioners of The Housing Authority of the City of Lakeland, Florida has reviewed the existing 2013 Consolidated Budget for: the Central Office Cost Center; the Section 8 program; the Public Housing program (AMP 1); and the other instrumentalities for which the Board of Commissioners provide oversight and direction; and

WHEREAS, the Board of Commissioners of The Housing Authority of the City of Lakeland, Florida has reviewed and considered the necessary amendments to the existing 2013 Consolidated Budget; and

WHEREAS, the Board of Commissioners has determined that the proposed amendments are necessary for the efficient and effective operation of The Housing Authority of the City of Lakeland for the purpose of providing affordable housing to low-income families; and

WHEREAS, the proposed amendments will be consistent with the provisions of law and the Annual Contributions Contract;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves the amendments to the 2013 Consolidated Budget as presented by staff, and it will review the budget at the completion of the quarter ending June 30, 2013 and consider necessary amendments.

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. 13-1352 dated April 15, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

Public Housing (AMP1)		177 PH Units			
		2012	2013	Percent	
		Actual	Projection	Change	
		2012	2013	2012 - 2013	COMMENTS
4430-04-000	Contract -Grounds -Landscaping	33,000.00	33,500.00	1.52%	
4430-99-000	Other Contracted Services	26.00	2,500.00	0.00%	
4499-00-000	TOTAL MAINTENANCE EXPENSES	193,943.00	452,670.79	133.40%	
4500-00-000	GENERAL EXPENSES				
4510-00-000	Insurance - Property/Liability	44,475.00	46,000.00	2.97%	
4510-01-000	General Liability Insurance - Auto	9,485.00	12,000.00	26.52%	
4520-00-000	Payments in Lieu of Taxes	12,169.00	12,170.00	0.00%	
4570-00-000	Bad Debt-Tenant Rents	1,705.00	2,500.00	46.63%	
4599-00-000	TOTAL GENERAL EXPENSES	68,034.00	72,670.00	6.81%	
4700-00-000	HOUSING ASSISTANCE PAYMENTS				
4715-01-001	Tenant Utility Payments - PH	19,388.00	19,500.00	0.58%	
4715-03-000	FSS Escrow Payments	14,989.00	15,000.00	0.07%	
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	34,377.00	34,500.00	0.36%	
5000-00-000	NON-OPERATING ITEMS				
5100-01-000	Depreciation	803,000.00	803,000.00	0.00%	
5999-00-000	TOTAL DEPRECIATION/AMORTIZATION	803,000.00	803,000.00	0.00%	
8000-00-000	TOTAL EXPENSES	1,639,074.00	1,965,658.87	21.16%	
9000-00-000	NET INCOME	700,232.00	637,110.87	9.01%	

Net Income Before Depreciation

102,768.00 165,889.13

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67
\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33
\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57	\$37,722.57
\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33	\$3,833.33
\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17	\$1,014.17
\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33
\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83	\$6,055.83
\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00
\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00
\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67
\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67	\$66,916.67
\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24	\$165,488.24
-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57	-\$53,092.57
\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09	\$13,824.09

Capital Funds

ITEM	Average Cost	Quantity to Replace	Annual Cost
9100-01-000 REFRIGERATORS	\$ 525	24	\$ 12,600
9100-02-000 STOVES/RANGES	\$ 375	24	\$ 9,000
9100-03-000 ROOFS	\$ -		\$ -
9100-04-000 HOT WATER HEATERS	\$ 400	6	\$ 2,400
9100-05-000 PARKING LOTS/PAVING	\$ 10,000	1	\$ 10,000
9100-06-000 CABINET/COUNTER TOPS	\$ -		\$ -
9100-07-000 GROUNDS IMPROVEMENTS	\$ 20,000	1	\$ 20,000
9100-08-000 CEIL GORER REHAB	\$ 488,000	1	\$ 488,000
9100-09-000 WEST LAKE REHAB	\$ 200,000	1	\$ 200,000
9100-10-000 RANGE HOOD	\$ 46	28	\$ 1,288
9100-11-000 FURNACE REPLACEMENT	\$ -		\$ -
9100-12-000 CARPET REPLACEMENT	\$ -	0	\$ -
9100-13-000 COMMUNITY ROOM	\$ -		\$ -
9100-14-000 HVAC	\$ 3,500	20	\$ 70,000
9100-15-000 PLAY GROUND EQUIPMENT	\$ 14,000	1	\$ 14,000
9100-16-000 WOOD FLOOR FOR SENIOR BLDG	\$ -	0	\$ -
9100-17-000 CEILING FANS	\$ 25	10	\$ 250
9100-18-000 OTHER CAPITAL REPAIRS/	\$ 0	0	\$ -
			\$ 837,538
9101-00-000 TOTAL CAPITAL EXPENSE			\$ 837,538
9101-01-000 DISTRIBUTION FROM CAPITAL FUNDS			\$700,000.00
			\$137,538.00

Section 8 HCV Program

		2012	2013	2013	(Revised) Percent	
		Revised	Original	Proposed Revised	Change	
		Actual	Budget	Budget	2012 - 2013	COMMENTS
2999-99-999	Revenue & Expenses					
3000-00-000	INCOME					
3400-00-000	GRANT INCOME					
3410-01-000	Section 8 HAP Earned	8,398,934	8,000,000	9,443,423	12.44%	More HAP funding expected
3410-02-000	Section 8 Admin. Fee Income	716,957	717,000	618,858	-13.68%	Less Admin funding expected
3410-03-000	Section 8 FSS Grant Income	88,253	52,080	52,080	-40.99%	
3410-04-000	Section 8 Port-In Admin Fees	15,887	19,000	60,210	278.99%	Large payment received in January 2013
3410-06-000	Port In HAP Earned	234,798	15,000	597,755	154.58%	Previous Port In HAP had been shown net w/expense
3499-00-000	TOTAL HAP INCOME	9,454,829	8,803,080	10,772,326	-6.89%	
3600-00-000	OTHER INCOME					
3610-01-000	Interest Income	126	110	110	-12.70%	
3120-01-600	FSS Forfeitures	19,489	0	0	-100.00%	
3690-00-000	Other Income	20,308	0	0	-100.00%	2012 income was write off of very old outstanding checks
3699-00-000	TOTAL OTHER INCOME	39,923	110	110	-99.72%	
3999-00-000	TOTAL INCOME	9,494,752	8,803,190	10,772,436	-7.28%	
	EXPENSES					
4000-00-000	ADMINISTRATIVE EXPENSES					
4100-99-000	Administrative Salaries					
4110-00-000	Administrative Salaries	345,354	382,495	382,495	10.75%	Dept Manager position vacant for 3 Months in 2012; Full-time inspector added
4110-00-001	401K-401A Admin	0	15,720	15,720	100.00%	
4110-00-002	Payroll Taxes Adm(SUI/FICA/FUTA)	0	33,270	33,270	100.00%	
4110-00-003	Insurance Benefits Admin	110,688	49,595	49,595	-55.19%	
4110-00-007	ADP Payroll Prep Fees	0	11,325	11,325	100.00%	
4110-00-004	Workers Compensation Insurance	0	11,210	11,210	100.00%	
4110-99-000	Total Administrative Salaries	456,042	503,615	503,615	10.43%	
4130-00-000	Legal Expense					
4130-04-000	General Legal Expense	12,227	6,775	6,775	-44.59%	
4131-00-000	Total Legal Expense	12,227	6,775	6,775	-44.59%	
4139-00-000	Other Admin Expenses					
4140-00-000	Travel/Training Expense	8,335	8,250	8,250	-1.02%	
4140-00-100	Travel/Mileage	983	355	355	-63.89%	
4172-00-000	Port Out Admin Fee Paid	17,365	17,050	17,050	-1.81%	
4173-00-000	Management Fee	121,500	121,500	121,500	0.00%	
4180-00-000	Office Rent	33,800	31,200	31,200	-7.69%	
4181-00-000	Rental Office Expenses	10,786	9,960	9,960	-7.66%	
4182-00-000	Consultants	15,768	14,000	14,000	-11.21%	
4189-00-000	Total Other Admin Expenses	208,537	202,315	202,315	-2.98%	
4190-00-000	Miscellaneous Admin Expenses					
4190-03-000	Advertising Publications	250	250	250	0.00%	
4190-04-000	Stationery & Office Supplies	10,919	11,100	11,100	1.66%	
4190-07-000	Telephone	3,790	3,775	3,775	-0.40%	
4190-08-000	Postage	13,967	14,000	14,000	0.24%	
4190-09-000	Computer Software License Fees/Exp	35,274	33,000	33,000	-6.45%	
4190-13-000	Internet	2,463	2,300	2,300	-6.62%	
4190-17-000	Temporary Administrative Labor	2,419	2,500	2,500	3.35%	
4190-18-000	Small Office Equipment	321	0	0	-100.00%	

Section 8 HCV Program

		2012	2013	2013	(Revised) Percent	
		Revised	Original	Proposed Revised	Change	
		Actual	Budget	Budget	2012 - 2013	COMMENTS
4190-20-000	Bank Fees - Restricted	4,847	4,000	4,000	-17.47%	
4190-20-100	Bank Fees - Unrestricted	308	300	300	-2.60%	
4190-22-000	Other Misc Admin Expenses	802	425	425	-47.01%	
4190-30-000	Equipment Service Contracts	1,140	1,200	1,200	5.26%	
4190-40-000	Administrative Contracts	20,258	21,500	21,500	6.13%	
4191-00-000	Total Miscellaneous Admin Expenses	96,758	94,350	94,350	-2.49%	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	773,564	807,055	807,055	4.33%	
UTILITIES						
4300-00-000	UTILITIES					
4320-00-000	Electricity	4,226	4,500	4,500	6.48%	
4399-00-000	TOTAL UTILITY EXPENSES	4,226	4,500	4,500	6.48%	
MAINTENANCE AND OPERATIONS						
4400-00-000	MAINTENANCE AND OPERATIONS					
4400-99-000	General Maint Expense					
4411-00-000	Maintenance Uniforms	750	800	1,192	58.93%	Change based upon actual YTD expenses
4413-00-000	Vehicle Repairs/Maint - Gas, Oil, Grease	4,713	2,000	3,263	-30.77%	Change based upon actual YTD expenses
4419-00-000	Total General Maint Expense	5,463	2,800	4,455	-48.75%	
4420-00-000	Materials					
4420-07-000	Repairs - Materials & Supplies	184	50	697	278.80%	Change based upon actual YTD expenses
4429-00-000	Total Materials	184	50	697	-72.83%	
4430-00-000	Contract Costs					
4430-18-000	Contract-Alarm Monitoring	1,255	1,300	1,300	3.59%	
4439-00-000	Total Contract Costs	1,255	1,300	1,300	3.59%	
4499-00-000	TOTAL MAINTENANCE EXPENSES	6,902	4,150	6,452	-39.87%	
GENERAL EXPENSES						
4500-00-000	GENERAL EXPENSES					
4510-00-000	Insurance -Property/Liability	600	600	1,398	133.00%	Change based upon actual YTD expenses
4521-00-000	Misc. Taxes/Licenses/Insurance	0	0	0	0.00%	
4570-01-000	Bad Debt-Other	9,382	0	0	-100.00%	
4599-00-000	TOTAL GENERAL EXPENSES	9,982	600	1,398	-93.99%	
HOUSING ASSISTANCE PAYMENTS						
4700-00-000	HOUSING ASSISTANCE PAYMENTS					
4715-00-000	Housing Assistance Payments	8,872,570	7,435,335	8,940,392	0.76%	More HAP funding expected
4715-01-000	Tenant Utility Payments-S8	326,594	282,580	389,538	19.27%	More HAP funding expected
4715-02-000	Portable Out HAP Payments	271,025	227,785	235,610	-13.07%	Change based upon actual YTD expenses
4715-03-000	FSS Escrow Payments	62,613	54,300	59,379	-5.17%	Change based upon actual YTD expenses
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	9,532,802	8,000,000	9,624,919	-16.08%	
NON-OPERATING ITEMS						
5000-00-000	NON-OPERATING ITEMS					
5100-01-000	Depreciation Expense	3,780	4,200	4,200	11.11%	
5999-00-000	TOTAL DEPRECIATION/AMORTIZATION	3,780	4,200	4,200	11.11%	
TOTAL EXPENSES						
8000-00-000	TOTAL EXPENSES	10,331,256	8,820,505	10,448,524	1.14%	
NET INCOME						
9000-00-000	NET INCOME	-836,504	-17,315	323,912	138.72%	
	Net Income Before Depreciation/Amortization	-832,724	-13,115	328,112		

Dakota Park Limited Partnership LLLP				20 PH Units	20 TC Units	PROJECT NUMBER : 2000-006C											
	2012 Annualized Actual	2013 Budget Projection	Percent Change 2012 - 2013	COMMENTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
																	INCOME
3000-00-000																	
3100-00-000	TENANT INCOME																
3101-00-000	Rental Income																
3111-00-000	85,000	87,600	3.06%		\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	
3112-00-000	22,740	22,750	0.04%		\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	\$1,895.83	
3114-00-000	-248	0	-100.00%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3119-00-000	TOTAL RENTAL INCOME	107,492	110,350	2.66%	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	\$9,195.83	
3120-00-000	Other Tenant Income																
3120-03-000	1,829	1,850	1.15%		\$154.17	\$154.17	\$154.17	\$154.17	\$154.17	\$154.17	\$154.17	\$154.17	\$154.17	\$154.17	\$154.17	\$154.17	
3120-04-000	1,615	1,625	0.62%		\$135.42	\$135.42	\$135.42	\$135.42	\$135.42	\$135.42	\$135.42	\$135.42	\$135.42	\$135.42	\$135.42	\$135.42	
3120-05-000	1,145	1,200	4.80%		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	
3120-06-000	25	50	100.00%		\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	
3120-10-000	120	240	100.00%		\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
3120-11-000	0	200	0.00%		\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	
	Total Other Tenant Income	4,734	5,165	9.10%	\$430.42	\$430.42	\$430.42	\$430.42	\$430.42	\$430.42	\$430.42	\$430.42	\$430.42	\$430.42	\$430.42	\$430.42	
	NET TENANT INCOME	112,226	115,515	2.93%	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	\$9,626.25	
3400-00-000	Grant Income																
3401-00-000	36,000	84,860	135.72%		\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	
	TOTAL GRANT INCOME	36,000	84,860	135.72%	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	\$7,071.67	
3600-00-000	OTHER INCOME																
3610-00-000	94	95	1.06%		\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	
3650-00-000	11,824	0	-100.00%	2011 Real estate tax refund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3999-00-000	11,918	95	-99.20%		\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	\$7.92	
	TOTAL OTHER INCOME	11,918	95	-99.20%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	TOTAL INCOME	160,144	200,470	25.18%	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	\$16,705.83	
4000-00-000	EXPENSES																
4100-00-000	ADMINISTRATIVE																
4100-99-000	Administrative Salaries																
4110-00-000	15,563	15,775	1.36%		\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	\$1,314.58	
4110-00-001	393	475	20.87%		\$39.58	\$39.58	\$39.58	\$39.58	\$39.58	\$39.58	\$39.58	\$39.58	\$39.58	\$39.58	\$39.58	\$39.58	
4110-00-002	1,402	1,460	4.14%		\$121.67	\$121.67	\$121.67	\$121.67	\$121.67	\$121.67	\$121.67	\$121.67	\$121.67	\$121.67	\$121.67	\$121.67	
4110-00-004	485	500	3.09%		\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	
4110-00-007	463	465	0.43%		\$38.75	\$38.75	\$38.75	\$38.75	\$38.75	\$38.75	\$38.75	\$38.75	\$38.75	\$38.75	\$38.75	\$38.75	
4110-07-000	1,901	2,200	15.73%		\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	
4130-00-000	Legal Expense																
4130-00-001	1,235	1,250	1.21%		\$104.17	\$104.17	\$104.17	\$104.17	\$104.17	\$104.17	\$104.17	\$104.17	\$104.17	\$104.17	\$104.17	\$104.17	
4130-02-000	93	150	61.29%		\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	
4130-04-000	641	750	17.00%		\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	
4139-00-000	Other Admin Expenses																
4171-00-000	10,600	10,600	0.00%		\$883.33	\$883.33	\$883.33	\$883.33	\$883.33	\$883.33	\$883.33	\$883.33	\$883.33	\$883.33	\$883.33	\$883.33	
4172-00-000	12,000	12,000	0.00%		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
4173-02-000	5,722	5,725	0.05%		\$477.08	\$477.08	\$477.08	\$477.08	\$477.08	\$477.08	\$477.08	\$477.08	\$477.08	\$477.08	\$477.08	\$477.08	
4190-00-000	Miscellaneous Admin Expenses																
4190-03-000	0	0	0.00%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4190-22-300	MISC. Renting Exp & Compliance Contracts	0	1,220	0.00%	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	
4190-04-000	Stationery & Office Supplies	1,196	800	-33.11%	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	
4190-07-000	Telephone	423	550	30.02%	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83	
4190-08-000	Postage	55	75	36.36%	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	
4190-09-000	Computer Software License Fees/Exp	1,048	1,050	0.19%	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50	
4190-10-000	Copiers - Lease & Service	377	500	32.63%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	
4190-13-000	Internet	481	500	3.95%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	
4190-17-000	Temporary Administrative Labor	612	0	-100.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4190-20-100	Bank Fees - Unrestricted	479	500	4.38%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	
4190-22-000	Other Misc Admin Expenses	15,460	500	-96.77%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	
4190-24-000	Govt Licenses-Fees-Permits	500	500	0.00%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	71,129	58,245	-18.11%	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	\$4,853.75	
4200-00-000	TENANT SERVICES																
4230-00-000	Resident Service Exp/Contract Costs	54	500	825.93%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	
4299-00-000	TOTAL TENANT SERVICES EXPENSES	54	500	825.93%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	
4300-00-000	UTILITIES																
4310-00-000	Water	485	490	1.03%	\$40.83	\$40.83	\$40.83	\$40.83	\$40.83	\$40.83	\$40.83	\$40.83	\$40.83	\$40.83	\$40.83	\$40.83	
4320-00-000	Electricity	5,272	5,400	2.43%	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	
4340-00-000	Garbage/Trash Removal	11,369	11,500	1.15%	\$958.33	\$958.33	\$958.33	\$958.33	\$958.33	\$958.33	\$958.33	\$958.33	\$958.33	\$958.33	\$958.33	\$958.33	
4390-00-000	Sewer	788	850	7.78%	\$70.83	\$70.83	\$70.83	\$70.83	\$70.83	\$70.83	\$70.83	\$70.83	\$70.83	\$70.83	\$70.83	\$70.83	
4399-00-000	TOTAL UTILITY EXPENSES	17,914</															

Dakota Park Limited Partnership LLLP		20 PH Units	20 TC Units	
		2012 Annualized Actual	2013 Budget Projection	Percent Change 2012 - 2013
4420-02-000	Supplies-Appliance Parts	800	800	0.00%
4420-03-000	Supplies-Painting/Decorating	35	246	757.14%
4420-03-100	Hardware Doors/Windows/Locks	0	300	100.00%
4420-03-200	Window Treatments	160	1,000	525.00%
4420-04-000	Electrical - Supplies/Fixtures	88	80	-9.09%
4420-05-000	Supplies-Exterminating	79	350	343.04%
4420-06-000	Supplies-Janitorial/Cleaning	459	400	-12.85%
4420-07-000	Repairs - Materials & Supplies	1,099	2,090	81.98%
4420-08-000	Supplies-Plumbing	778	790	0.26%
4420-09-000	Supplies-Tools/Equipment	0	120	100.00%
4420-09-100	Security Equipment, Locks, Alarms	39	300	669.23%
4420-10-100	Countertops/Cabinets	915	500	-45.36%
4420-10-200	Carpet and Flooring Supplies	0	200	100.00%
4420-12-000	Supplies- Painting	1,150	1,750	52.17%
4430-00-000	Contract Costs			
4430-01-000	Contract-Fire Alarm/Extinguisher	668	670	0.30%
4430-03-000	Contract-Building Repairs - Exterior	1,940	500	-74.23%
4430-06-000	Repairs - Decorating/Painting	2,050	1,000	-51.22%
4430-05-200	Painting Contract - Cycle Painting	0	1,000	100.00%
4430-06-000	Contract-Electrical	0	300	100.00%
4430-07-000	Contract-Exterminating/Pest Control	1,065	1,100	3.29%
4430-13-000	Contract-HVAC - Repairs & Maint	1,500	1,500	0.00%
4430-18-000	Contract-Alarm Monitoring	0	1,000	100.00%
4430-24-000	Contract - Grounds - Landscaping	5,971	6,000	0.49%
4430-25-100	Garbage Removal - Other Emergency	0	180	100.00%
4499-00-000	TOTAL MAINTENANCE EXPENSES	40,169	42,611	6.08%
4500-00-000	GENERAL EXPENSES			
4510-00-000	Insurance - Property/Liability	18,931	18,931	0.00%
4510-01-000	General Liability Insurance - Auto	407	425	4.42%
4570-00-000	Bad Debt-Tenant Rents	8,027	1,500	-81.31%
4580-00-000	Security/Law Enforcement	2,000	2,000	0.00%
4599-00-000	TOTAL GENERAL EXPENSES	29,365	22,856	-22.17%
4700-00-000	HOUSING ASSISTANCE PAYMENTS			
4715-01-001	Tenant Utility Payments - PH	14,886	14,000	-5.95%
4715-02-000	FSS Escrow Payments			-67.08%
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	19,443	15,500	-20.28%
4800-00-000	FINANCING EXPENSE			
4851-00-000	HOPE VI Mortgage Note Interest	63,452	63,452	0.00%
4852-00-000	SunTrust Mortgage Note Interest	34,500	34,500	0.00%
4899-00-000	TOTAL FINANCING EXPENSES	97,952	97,952	0.00%
5000-00-000	NON-OPERATING ITEMS			
	Depreciation	87,712	87,712	0.00%
	Amortization	4,058	4,058	0.00%
5999-00-000	TOTAL DEPRECIATION/AMORTIZATION	91,770	91,770	0.00%
8000-00-000	TOTAL EXPENSES	367,796	347,674	-5.47%
9000-00-000	NET INCOME	-207,652	-147,204	-29.11%

PROJECT NUMBER : 2000-006C

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
4420-02-000	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67
4420-03-000	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
4420-03-100	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
4420-03-200	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33
4420-04-000	\$6.67	\$6.67	\$6.67	\$6.67	\$6.67	\$6.67	\$6.67	\$6.67	\$6.67	\$6.67	\$6.67	\$6.67
4420-05-000	\$29.17	\$29.17	\$29.17	\$29.17	\$29.17	\$29.17	\$29.17	\$29.17	\$29.17	\$29.17	\$29.17	\$29.17
4420-06-000	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33
4420-07-000	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67
4420-08-000	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
4420-09-000	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
4420-09-100	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
4420-10-100	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67
4420-10-200	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67
4420-12-000	\$145.83	\$145.83	\$145.83	\$145.83	\$145.83	\$145.83	\$145.83	\$145.83	\$145.83	\$145.83	\$145.83	\$145.83
4430-00-000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4430-01-000	\$55.83	\$55.83	\$55.83	\$55.83	\$55.83	\$55.83	\$55.83	\$55.83	\$55.83	\$55.83	\$55.83	\$55.83
4430-03-000	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67
4430-06-000	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33
4430-05-200	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33
4430-06-000	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
4430-07-000	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67
4430-13-000	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
4430-18-000	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33
4430-24-000	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
4430-25-100	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
4499-00-000	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92	\$3,550.92
4500-00-000												
4510-00-000	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58	\$1,877.58
4510-01-000	\$35.42	\$35.42	\$35.42	\$35.42	\$35.42	\$35.42	\$35.42	\$35.42	\$35.42	\$35.42	\$35.42	\$35.42
4570-00-000	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
4580-00-000	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67
4599-00-000	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67	\$1,904.67
4700-00-000												
4715-01-001	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67
4715-02-000	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
4799-00-000	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67	\$1,291.67
4800-00-000												
4851-00-000	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67	\$5,287.67
4852-00-000	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00	\$2,875.00
4899-00-000	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67	\$8,162.67
5000-00-000												
	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33	\$7,309.33
	\$338.17	\$338.17	\$338.17	\$338.17	\$338.17	\$338.17	\$338.17	\$338.17	\$338.17	\$338.17	\$338.17	\$338.17
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5999-00-000	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50	\$7,647.50
8000-00-000	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83	\$28,972.83
9000-00-000	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00	\$12,267.00

9000-01-001	Net Income before Depreciation/Amortization/HOPE VI Interest	\$52,430	\$8,018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9000-01-002	Reserve for Replacements Required Deposit	\$8,004	\$8,004	\$668.17	\$668.17	\$668.17	\$668.17	\$668.17	\$668.17	\$668.17	\$668.17	\$668.17

ITEM	Average Cost	Quantity to Replace	Annual Cost
9100-01-000	\$		
9100-02-000	\$ 525	5	\$ 2,625
9100-03-000	\$ 375	5	\$ 1,875
9100-04-000	\$ 400	2	\$ 800
9100-05-000	\$ -		\$ -
9100-06-000	\$ -		\$ -
9100-07-000	\$ 7,500	1	\$ 7,500
9100-08-000	\$ 1,600	1	\$ 1,600
9100-09-000	\$ 35	5	\$ 175
9100-10-000	\$ -		\$ -
9100-11-000	\$ -		\$ -
9100-12-000	\$ -		\$ -
9100-13-000	\$ -		\$ -
9100-14-000	\$ 3,500	1	\$ 3,500
9100-15-000	\$ 3,200	1	\$ 3,200
9100-16-000	\$ 5,000	1	\$ 5,000
9100-17-000	\$ 25	3	\$ 75
9100-18-000	\$ 6,000	1	\$ 6,000
			\$ 32,350
			\$ 32,350
			\$ 32,350.00
			\$ 38,0

Renaissance at Washington Ridge Ltd, LLLP		109 PH Units 87 TC Units	Project number: 2001-030C
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	2012		2013		Percent Change 2012 - 2013	COMMENTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Annualized	Actual	Budget	Projection														
9000-01-002 Reserve for Replacements Required Deposit		39,204	39,204				\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00	\$3,267.00

ITEM	Average Cost	Quantity to Replace	Annual Cost
9100-01-000 REFRIGERATORS	\$ 525	24	\$ 12,600
9100-02-000 STOVES/RANGES	\$ 375	24	\$ 9,000
9100-03-000 ROOFS	\$ -	-	\$ -
9100-04-000 HOT WATER HEATERS	\$ 400	6	\$ 2,400
9100-05-000 PARKING LOTS/PAVING	\$ -	-	\$ -
9100-06-000 CABINET/COUNTER TOPS	\$ -	-	\$ -
9100-07-000 GROUNDS IMPROVEMENTS	\$ 27,000	1	\$ 27,000
9100-08-000 HVAC BUILDING	\$ 1,600	2	\$ 3,200
9100-09-000 AWNINGS	\$ 5	25	\$ 125
9100-10-000 CARPET FOR MANAGERS OFFICE	\$ 650	1	\$ 650
9100-11-000 FURNACE REPLACEMENT	\$ -	-	\$ -
9100-12-000 CARPET REPLACEMENT	\$ 1,500	15	\$ 22,500
9100-13-000 COMMUNITY ROOM	\$ -	-	\$ -
9100-14-000 HVAC	\$ 3,500	3	\$ 10,500
9100-15-000 PLAY GROUND EQUIPMENT	\$ 14,000	1	\$ 14,000
9100-16-000 WOOD FLOOR FOR SENIOR BLDG	\$ 5,000	1	\$ 5,000
9100-17-000 CEILING FANS	\$ 25	2	\$ 50
9100-18-000 OTHER CAPITAL REPAIRS/	\$ -	0	\$ -
			\$ 107,025
9101-00-000 TOTAL CAPITAL EXPENSE			\$ 107,025
9101-01-000 DISTRIBUTION FROM REPLACEMENT RESERVE or CAPITAL FUNDS			\$74,200.00
9000-01-001 Net income before depreciation/amortization/HOPE VI interest			\$329,449.00
9000-02-001 Net income (approximated) after RR required deposits and Capital			\$66,419.00

\$5,880.00

COLTON MEADOW, LLLP				72 TC Units													
		2012	2013	Percent													
		Actual	Projection	Change													
		2012 - 2013	2012 - 2013	2012 - 2013													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
2999-99-999	Revenue & Expenses																
3000-00-000	INCOME																
3100-00-000	TENANT INCOME																
3101-00-000	Rental Income																
3111-00-000	Tenant Rent	445,485	449,500	0.90%													
3120-00-000	State Subsidy	65,530	68,000	3.77%	\$37,458.33	\$37,458.33	\$37,458.33	\$37,458.33	\$37,458.33	\$37,458.33	\$37,458.33	\$37,458.33	\$37,458.33				
3114-00-000	Less: Concessions	-316	0	-100.00%	\$5,666.67	\$5,666.67	\$5,666.67	\$5,666.67	\$5,666.67	\$5,666.67	\$5,666.67	\$5,666.67	\$5,666.67				
3120-00-000	Other Tenant Income				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
3120-03-000	Damages & Cleanings	5,107	7,200	40.98%	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00				
3120-04-000	Late and Admin Charges	3,650	3,650	0.00%	\$304.17	\$304.17	\$304.17	\$304.17	\$304.17	\$304.17	\$304.17	\$304.17	\$304.17				
3120-05-000	Lease In - Tenant	2,680	3,000	11.94%	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00				
3120-06-000	NSF Charges	125	300	140.00%	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00				
3120-09-000	Misc. Tenant Income	404	405	0.25%	\$33.75	\$33.75	\$33.75	\$33.75	\$33.75	\$33.75	\$33.75	\$33.75	\$33.75				
3120-10-000	Application Fees	2,830	3,000	6.01%	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00				
3120-11-000	Fortified Security Deposits	250	2,400	860.00%	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00				
3600-00-000	OTHER INCOME																
3610-00-000	Interest Income - Restricted	23	25	8.70%	\$2.08	\$2.08	\$2.08	\$2.08	\$2.08	\$2.08	\$2.08	\$2.08	\$2.08				
3999-00-000	TOTAL INCOME	625,768	637,480	2.29%	\$44,790.00	\$44,790.00	\$44,790.00	\$44,790.00	\$44,790.00	\$44,790.00	\$44,790.00	\$44,790.00	\$44,790.00				
4000-00-000	ADMINISTRATIVE EXPENSES																
4100-00-000	Administrative Salaries																
4110-00-000	Administrative Salaries	29,550	48,500	64.13%	\$4,041.67	\$4,041.67	\$4,041.67	\$4,041.67	\$4,041.67	\$4,041.67	\$4,041.67	\$4,041.67	\$4,041.67				
4110-00-001	401K-401A Admin	417	975	133.81%	\$81.25	\$81.25	\$81.25	\$81.25	\$81.25	\$81.25	\$81.25	\$81.25	\$81.25				
4110-00-002	Payroll Taxes Admin(SUI/FICA/FLUTA)	3,140	3,520	12.40%	\$293.33	\$293.33	\$293.33	\$293.33	\$293.33	\$293.33	\$293.33	\$293.33	\$293.33				
4110-00-004	Workers Comp Admin	963	1,100	14.23%	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67				
4110-00-007	Payroll Prep Fees (ADP)	937	980	4.59%	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67				
4110-07-000	Health Insurance	1,838	4,200	128.51%	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00				
4130-00-000	Legal Expenses				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
4130-00-001	Eviction Legal Fees	2,930	1,100	-62.46%	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67				
4130-02-000	Criminal Background / Credit Checks	1,105	1,500	35.75%	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00				
4130-04-000	General Legal Expense	4,900	5,000	2.04%	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67				
4139-00-000	Other Admin Expenses				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
4140-00-000	Printing Expenses	30	2,000	6566.67%	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67				
4170-00-000	Accounting/Bookkeeping Fees	6,480	6,480	0.00%	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00				
4171-00-000	Auditing Fees	9,100	9,330	2.53%	\$777.50	\$777.50	\$777.50	\$777.50	\$777.50	\$777.50	\$777.50	\$777.50	\$777.50				
4173-00-000	Management Fee	30,000	36,645	22.15%	\$3,053.73	\$3,053.73	\$3,053.73	\$3,053.73	\$3,053.73	\$3,053.73	\$3,053.73	\$3,053.73	\$3,053.73				
4173-02-000	Asset Management Fee	3,000	3,000	0.00%	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00				
4174-00-000	Marketing Events	35	500	1328.57%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67				
4174-00-001	Marketing Exp - Brochures & Other Adv	100	800	700.00%	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67				
4190-00-000	Miscellaneous Admin Expenses				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
4190-01-000	Memberships/Subscriptions/Fees	0	200	100.00%	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67				
4190-02-000	Printing/Publications & Subscriptions	0	200	100.00%	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67				
4190-03-000	Advertising Publications	3,522	4,000	13.57%	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33				
4190-03-100	Marketing Exp - Brochures	0	500	100.00%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67				
4190-04-000	Stationery & Office Supplies	1,073	1,500	39.79%	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00				
4190-07-000	Telephone	1,453	1,600	10.12%	\$133.33	\$133.33	\$133.33	\$133.33	\$133.33	\$133.33	\$133.33	\$133.33	\$133.33				
4190-08-000	Postage	67	100	14.93%	\$9.33	\$9.33	\$9.33	\$9.33	\$9.33	\$9.33	\$9.33	\$9.33	\$9.33				
4190-09-000	Computer Software License Fees/Exp	2,368	2,090	-11.24%	\$174.17	\$174.17	\$174.17	\$174.17	\$174.17	\$174.17	\$174.17	\$174.17	\$174.17				
4190-10-000	Copiers - Lease & Service	350	800	128.57%	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67				
4190-13-000	Internet	1,890	1,920	1.59%	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00				
4190-18-000	Small Office Equipment	0	150	100.00%	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50				
4190-20-100	Bank Fees - Unrestricted	641	700	9.20%	\$58.33	\$58.33	\$58.33	\$58.33	\$58.33	\$58.33	\$58.33	\$58.33	\$58.33				
4190-22-000	Other Misc Admin Expenses	445	750	68.54%	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50				
4190-22-200	Resident Referral/Application Fees	0	300	100.00%	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00				
4190-22-300	Misc Renting Expense & Compliance Contracts	2,175	4,000	83.91%	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33				
4190-24-000	Govt Licenses/Fees/Berths	1,345	1,345	0.00%	\$113.75	\$113.75	\$113.75	\$113.75	\$113.75	\$113.75	\$113.75	\$113.75	\$113.75				
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	109,894	145,805	32.68%	\$12,150.40	\$12,150.40	\$12,150.40	\$12,150.40	\$12,150.40	\$12,150.40	\$12,150.40	\$12,150.40	\$12,150.40				
4200-00-000	TENANT SERVICES																
4230-00-000	Resident Service Exp/Contract Costs	221	1,500	578.73%	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00				
4299-00-000	TOTAL TENANT SERVICES EXPENSES	221	1,500	578.73%	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00				
4300-00-000	UTILITIES																
4320-00-000	Electricity	12,730	13,000	2.12%	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33				
4340-00-000	Garbage/Trash Removal	10,315	13,000	26.03%	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33	\$1,083.33				
4390-01-100	Water/Sewer	35,609	44,000	13.26%	\$3,666.67	\$3,666.67	\$3,666.67	\$3,666.67	\$3,666.67	\$3,666.67	\$3,666.67	\$3,666.67	\$3,666.67				
4399-00-000	TOTAL UTILITY EXPENSES	61,654	70,000	13.54%	\$5,833.33	\$5,833.33	\$5,833.33	\$5,833.33	\$5,833.33	\$5,833.33	\$5,833.33	\$5,833.33	\$5,833.33				
4400-00-000	MAINTENANCE AND OPERATIONS																
4400-99-000	General Maint Expense																
4410-00-000	Maintenance Salaries	27,000	33,500	24.07%	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67	\$2,791.67				
4410-06-000	401K-401A Maintenance	548	685	25.00%	\$57.08	\$57.08	\$57.08	\$57.08	\$57.08	\$57.08	\$57.08	\$57.08	\$57.08				
4410-07-000	Payroll Taxes Maintenance	2,647	3,700	39.78%	\$308.33	\$308.33	\$308.33	\$308.33	\$308.33	\$308.33	\$308.33	\$308.33	\$308.33				
4410-08-000	Insurance-Benefits Maintenance	1,967	5,800	194.87%	\$483.33	\$483.33	\$483.33	\$483.33	\$483.33	\$483.33	\$483.33	\$483.33	\$483.33				
4410-09-000	Workers Comp Maintenance	809	3,000	270.83%	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00				
4410-10-000	Payroll Prep Fees (ADP) Maint	843	980	16.25%	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67	\$81.67				
4411-00-000	Maint - Other	542	4,631	750.00%	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00				
4413-00-000	Vehicle Repairs/Maint - Gas, Oil, Grease	855	500	-41.52%	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67				
4420-00-000	Materials																
4420-01-000	Supplies-Grounds</																

BONNET SHORES, LLLP				75 TC Units																
				2012	2013	Percent														
				Estimated	Budget	Change														
				Actual	Projection	2012 - 2013	Comments	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
9000-00-000	NET INCOME			-456,743	-493,923	8.14%		-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25	-\$41,160.25
9000-01-001	Net Income Before Depreciation and Amortization			112,835	75,655			\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58	\$6,304.58
9000-01-002	Reserve for Replacement Deposit Required			22,500	22,500			\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00

ITEM	Average Cost	Quantity to Replace	Annual Cost
9100-01-000	\$ 320	2	\$ 1,080
9100-02-000	\$ 374	2	\$ 796
9100-03-000	\$ -		\$ -
9100-04-000	\$ 490	1	\$ 490
9100-05-000	\$ -		\$ -
9100-06-000	\$ -		\$ -
9100-07-000	\$ 6,000	1	\$ 6,000
9100-08-000	\$ 1,600	1	\$ 1,600
9100-09-000	\$ -	20	\$ 180
9100-10-000	\$ -		\$ -
9100-11-000	\$ -		\$ -
9100-12-000	\$ -	0	\$ -
9100-13-000	\$ -		\$ -
9100-14-000	\$ -	0	\$ -
9100-15-000	\$ -	0	\$ -
9100-16-000	\$ -	1	\$ -
9100-17-000	\$ 20	2	\$ 50
9100-18-000	\$ -	0	\$ -
			\$ 9,975
			\$ 9,975
			\$ 9,975.00
			\$ 0.00
9000-02-001	Net Income (approximated) after RR required deposits and Capital		53.155

\$0.00

West Bartow Partnership Ltd, LLLP				99 TC/Sec 8 Units														
	2012		2013		Percent Change 2012 - 2013	COMMENTS												
	Actual	Estimated	Projection	Budget			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
4599-00-000	TOTAL GENERAL EXPENSES		65,596	60,046	-9.31%		\$4,170.50	\$4,170.50	\$4,170.50	\$4,170.50	\$4,170.50	\$4,170.50	\$4,170.50	\$4,170.50	\$4,170.50	\$4,170.50	\$4,170.50	
4800-00-000	FINANCING EXPENSE						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4853-00-000	Lease Servicing Fee		1,254	1,260	0.32%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4855-00-000	Interest Expense-Mortgage		229,093	229,100	0.00%		\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	
4855-03-000	Interest Expense - Third Mortgage		9,030	9,030	0.00%		\$19,091.67	\$19,091.67	\$19,091.67	\$19,091.67	\$19,091.67	\$19,091.67	\$19,091.67	\$19,091.67	\$19,091.67	\$19,091.67	\$19,091.67	
4899-00-000	TOTAL FINANCING EXPENSES		239,379	239,390	0.00%		\$752.50	\$752.50	\$752.50	\$752.50	\$752.50	\$752.50	\$752.50	\$752.50	\$752.50	\$752.50	\$752.50	
5000-00-000	NON-OPERATING ITEMS						\$19,949.17	\$19,949.17	\$19,949.17	\$19,949.17	\$19,949.17	\$19,949.17	\$19,949.17	\$19,949.17	\$19,949.17	\$19,949.17	\$19,949.17	
	Depreciation		469,650	469,650	0.00%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Amortization		31,990	31,990	0.00%		\$39,137.50	\$39,137.50	\$39,137.50	\$39,137.50	\$39,137.50	\$39,137.50	\$39,137.50	\$39,137.50	\$39,137.50	\$39,137.50	\$39,137.50	
5999-00-000	TOTAL DEPRECIATION/AMORTIZATION		501,640	501,640	0.00%		\$2,666.83	\$2,666.83	\$2,666.83	\$2,666.83	\$2,666.83	\$2,666.83	\$2,666.83	\$2,666.83	\$2,666.83	\$2,666.83	\$2,666.83	
8000-00-000	TOTAL EXPENSES		1,203,879	1,249,726	3.81%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9000-00-000	NET INCOME		-397,726	-446,771	12.47%		\$41,803.33	\$41,803.33	\$41,803.33	\$41,803.33	\$41,803.33	\$41,803.33	\$41,803.33	\$41,803.33	\$41,803.33	\$41,803.33	\$41,803.33	
9000-01-001	Net Income Before Depreciation and Amortization		104,414	54,869			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9000-01-002	Reserve for Replacement Required Deposits		25,000	25,000			\$4,572.38	\$4,572.38	\$4,572.38	\$4,572.38	\$4,572.38	\$4,572.38	\$4,572.38	\$4,572.38	\$4,572.38	\$4,572.38	\$4,572.38	

ITEM	Average Cost	Quantity to Replace	Annual Cost
9100-01-000	\$ 625	2	\$ 1,250
9100-02-000	\$ 375	2	\$ 750
9100-03-000	\$ -		\$ -
9100-04-000	\$ 400	1	\$ 400
9100-05-000	\$ -		\$ -
9100-06-000	\$ -		\$ -
9100-07-000	\$ 6,000	1	\$ 6,000
9100-08-000	\$ 1,600	1	\$ 1,600
9100-09-000	\$ 25	5	\$ 125
9100-10-000	\$ -		\$ -
9100-11-000	\$ -		\$ -
9100-12-000	\$ 1,200	7	\$ 8,400
9100-13-000	\$ -		\$ -
9100-14-000	\$ -	0	\$ -
9100-15-000	\$ -	0	\$ -
9100-16-000	\$ -	0	\$ -
9100-17-000	\$ 25	2	\$ 50
9100-18-000	\$ 1,600	1	\$ 1,600
			\$ 19,875
			\$ 19,875
9101-00-000	TOTAL CAPITAL EXPENSE		\$ 19,875
9101-01-000	DISTRIBUTION FROM REPLACEMENT RESERVE or CAPITAL FUNDS		\$ 19,875

**Secretary's Report
April 2013**

Lincoln Square

LHA continues to monitor the property for the City of Lakeland CRA while they await demolition.

Public Housing Subsidy

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

Staff is also reviewing the impact of the Sequestration Budget on LHA. As data becomes available, staff is analyzing its impact on staffing and the provision of services. We will update the Board at some point in the future.

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. Staff is also reviewing the impact of the Sequestration Budget on the Section 8 program at LHA.

PHAS Appeal

LHA received notification from HUD that our appeal request with the Public Housing Assessment System (PHAS) was successful. Specifically, LHA appealed the Management Assessment Subsystem (MASS) indicator score received for 2011 fiscal year. HUD agreed that the original score of 77 was based upon erroneous data. Staff submitted supporting documentation to raise our score from 77 to 90. HUD agreed with staff findings and approved the increase in points. A copy of the appeal approval letter was included with the November 2012 report. Staff continues to monitor this item.

Secretary's Report

April 2013

Annual Budget/Agency Update

A presentation on the State of the Agency that includes the proposed 2013 annual budget, staff organization chart, and Corrective Action Plan (resulting from the Forensic Audit and HUD Review) was presented at the November Board meeting. A copy of the draft Correction Action Plan has also been submitted to the HUD-Miami office for review and comment. Each of these items was discussed at the Commissioner Retreat. The proposed budget was approved by the Board at the January meeting. LHA subsidy calculations cannot be finalized until Congress approves the HUD budget. That is, until Congress approves the HUD budget, all numbers are considered to be estimates because they can and probably will change. Once Congress approves HUD budget, the LHA budget will be revised to match the numbers in the HUD budget. The LHA budget will be resubmitted to the LHA Commissioners at the March Board meeting. Staff is also reviewing the impact of the Sequestration Budget on LHA's budget. Staff will notify the Board of any reductions in funding, whether temporary or permanent, that a significant impact of services or staffing.

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

Section 3 and M/WBE Policy

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

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

Secretary's Report

April 2013

Agency Plan

The Agency Plan was approved by the LHA Board of Commissioners at the October Board meeting. Prior to Board approval, 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 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 Monday, October 8, 2012 at the LHA central office. The Plan has been submitted to the U.S. Department of Housing and Urban Development Miami office for review and approval.

Commissioner's Retreat

A retreat for LHA commissioners and executive staff will be held on January 18, 2013. The purpose of the retreat was to review and discuss the Strategic Plan, Corrective Action Plan and Annual Budget. Saxon Gilmore will also provide some training for LHA commissioners. A follow-up retreat and training will be provided at a future date.

Meetings

I attended the April 1, 2013 of the City Council of the City of Lakeland. The City of Lakeland has designated April 2013 as Fair Housing Month. I and two members of my staff were in attendance to receive the proclamation from Mayor Fields.

Respectfully submitted,

Benjamin Stevenson

Secretary

Procurement

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

- Issued a Request for Proposals for *Housing Quality Standards (HQS) Inspection Services*.
- Issued an Invitation to Quote for *Sanitary Sewer Lateral Modification for Unit 43/44 at Colton Meadow*.
- Developed a contract with each: *Biller-Reinhart Structural Group* (Structural Engineering); *Boggs Engineering, LLC* (Civil Engineering); *EE&G Environmental Services, LLC* (Environmental Engineering); *GLE and Associates* (Multi-discipline Engineering); and *Hamilton Engineering & Surveying, Inc.* (Civil Engineering) to provide task order-driven, *Indefinite Delivery, Indefinite Quantity Engineering Services* effective April 1, 2013 and ending March 31, 2015 with the combined, not-to-exceed value of the five contracts of \$2 million.
- Developed a contract with *Beachfront Community Outreach, Inc.* to trim, cut, and remove subsequent wood debris at *WestLake Apartments, West Lake Addition, and Cecil Gober Apartments* for a not-to-exceed amount of \$29,901.00.
- Developed the *Second Amendment to Lease 167-A* between the *West Bartow Partnership, LTD, LLLP* and the *County of Polk* to extend the Fellowship Dining program at *The Manor at West Bartow* until December 31, 2015.
- Developed the *Third Amendment to Lease 167-M* between the *Renaissance at Washington Ridge, LTD, LLLP* and the *County of Polk* to extend the Fellowship Dining program at *The Manor at Washington Ridge* until December 31, 2015.

Resident Services March 2013 Board Report

- **Resident Services and Support Services Programs (ROSS)**

A Memorial Moment

On Monday, March 25, 2013, Brenda Smith, a valued member of the Lakeland Housing Authority family, passed away. Ms. Brenda was employed at LHA's 21st Century Program at the Lake Ridge Center. The Wake was held on Friday, March 29th at Coney's Funeral Parlor and the Funeral Service on Saturday, March 30th at Harmony Missionary Baptist Church. Final arrangements were entrusted to Coney's Funeral Home. A floral arrangement was sent to the family from Ms. Brenda's LHA family. While some staff members attended both services, others could attend only one. In support of the students and LHA staff, grievance counselors were on-site at the Lake Ridge Center on Wednesday, March 27th. Ms. Brenda is deeply missed by all who knew and/or worked with her. She will forever be remembered for her fun-loving character and big beautiful smile. Rest in Peace, Ms. Brenda.

Production Summary

The ROSS Resident Service 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 obtained and provided to residents to assist them in their areas of need. At the end of March, there were sixty (60) enrolled participants.

Community Involvement

During the month of March, the ROSS Coordinator attended the following meetings and/or events:

March 7th	-	Monthly Teen Pregnancy Prevention Alliance Meeting
March 13th	-	Residents Meeting/Movie Day
March 14th	-	Completed ADP Emotional Intelligence Training
March 15 th	-	Met with Celina Okpaleke of Faith Home Health/We Care Services, Inc.
March 21 st	-	Attended RIC Meeting. Provided transportation to LHARAA President.

Office Skills Training Program/Maintenance Skills Training Program

During the month of March the participants of the Office Skills Training Program and Maintenance Skills Training Program continued in their on-the-job training.

Job Search/Florida ACCESS Center

The Job Search/Florida ACCESS Center continues to provide the opportunity for residents, who are unemployed or underemployed to utilize the computers to search for employment. There are two computers on-site at the LHA Central Office and twelve at LHA's Emma Turner Center. During the month of January, 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. On March 21st, the Central Florida Business Diversity Council, an LHA community partner, utilized the center for a business training session.

Lakeland Housing Authority Resident Advisory Association, Inc. (LHARAA)

The LHARAA continues to provide assistance to the residents of the Lakeland Housing Authority. On Monday, March 11th, the officers of LHARAA held a residents meeting at The Renaissance Manor. On Friday, March 22nd, LHARAA Officers Lillie Brown, Nita McGee and Jenny Lopez met with Ben Stevenson, LHA Executive Director. The Resident Services Coordinator also attended the meeting at the request of Stevenson. The meeting was held in the LHARAA office at LHA's Emma Turner Center.

- **YouthBuild-Lakeland**

Academics

New Cycle – Class 9

During the month of March, we held a three-week orientation in which 51 applicants attended. At the conclusion of orientation, 18 individuals were selected to join the YouthBuild Lakeland program. Orientation consisted of many activities including academics, construction safety training, teambuilding, and personal, career and leadership development. The new YouthBuild participants began their first official day in the program on March 25.

Academics

The new participants from cycle 9 completed their first week of academics in the classroom, and have jumped right into the rigorous YouthBuild schedule. They completed work in all academic areas and are adjusting to their return to the daily tasks of academics. Participants have shown themselves to all have great potential and eagerness to learn and progress. Also, the final participant of Cycle 8 received his GED scores, and he passed. This marks the second straight cycle in which everyone who graduated our program passed the GED exam and earned a diploma. This also marks the first cycle in which we also had 100% literacy and numeracy gains.



YouthBuild participants working on GED preparation in the classroom

Construction Training

Next month the participants will begin building a single family home located in Mulberry. All of the participants passed the first module of their construction certification (work site safety) while in orientation.

Career Development

CYCLE 9 participants' first day was on March 25th and they seem to be a very ambitious group with career goals in health care, law enforcement, military, counseling, EMT, firefighting, and construction trades. The first week of April, participants will begin assessing their skills and exploring careers in great detail.

CYCLE 8 participants attending Certified Nursing classes will graduate on April 5th. Most of the students have already completed an internship at Florry Creative Care, and they have all applied to take their state exam. After passing the state exam, students will become licensed CNA's. Graduates will be permitted to work as nursing aides until they receive their Florida license. One of our students has already been hired by Emeritus pending a background check.

Recruitment

Our next open house for the current recruiting period and upcoming cycle (October, 2013) is scheduled for May 7 at 2pm and will be held at the Lakeland Housing Authority. We welcome anyone who wants to learn more about the program or is interested in joining to attend.

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

During the month of March 2013, there were 80 students enrolled in our program. On March 6th, students of Polk County Schools were privied to an early release day. A Parents' Meeting was held on March 21st. Our program was open for the Polk County Schools' 2013 Spring Break during the week of March 25th- 28th. The theme was STEM (Science, Technology, Engineering, & Math). The week was full of fun, hands on educational activities. On the last day students who had perfect attendance for the week were able to go to Legoland to reinforce what they had learned during the week.

Upcoming

- Our next fundraiser and BD's Mongolian Grill will take place on April 30th.
- Our next 21st CCLC Staff Meeting will be on May 7th.
- The next Parental Involvement Night will be on April 25th.

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

March 2013	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	29	14	48	29,949.24
Dakota Park (13)	07	04	57	18,030.45
Renaissance (14)	09	02	22	16,005.55
Totals	45	20	44*	63,985.24

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

- **Public Housing FSS Waiting List:** Zero (0)
- The Coordinator continues to meet with residents, by walking the sites and having one-on-one meeting. Each resident is given available supportive services in the community.
- **Enrollment:** One (1)
- **Termination/Forfeiture/Transfer/Disbursement:** One (1)
- **Obtained Employment:** Zero (0)

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

Programs	# Of FSS Tenants	% Slots filled	# Tenants with Escrow	% With Escrow
Section 8 (HCV)	65	87	31	48%

Escrow Balances

- The balance of the Section 8 FSS Escrow March 2013 is \$ 148,664.63
 - The average amount is \$ 4,795.63
- **Recruiting:** Received two (0) letters of interest
 - **Housing Choice Voucher Program (Section 8):** The FSS Coordinator continues to submit the FSS clients 50058 data to Public & 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 March 2013.
 - **Goals completed/enrolled by the Section 8 FSS participants:** Zero (0) new enrollments
 - **Completed Contract of Participation:** No participant completed contract of participation.
 - **Services needed to complete Contract of Participation:** A large number 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
Polk Work Partner Management

Earl W. Haynes
Resident Services Director

Nick Elzy
Resident Services Manager

Cynthia E. Zorn-Shaw
ROSS Service Coordinator

Kim Bean
21st CCLC Site Coordinator

Linda Willis
PH/FSS Coordinator

Dayen Valentine
S8/FSS Coordinator

Housing Choice Voucher Program
Monthly Board Report
April 2013

HCV Intake and Occupancy Information

- **Tenant-Based Waitlist**

As of March 31, 2013, the Housing Choice Voucher tenant based waiting list contained four hundred ninety-eight (498) applicants.

- **VASH Waitlist**

As of March 31, 2012, the Veteran Affairs Supportive Housing waiting list contained zero (0) applicants.

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

As of March 31, 2013, Lakeland Housing Authority project-based waiting list for The Manor at West Bartow contained forty-six (46) applicants.

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

As of March 31, 2013, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained forty (40) applicants.

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

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

HCV Program Information

- **Port-Outs**

LHA currently has twenty-four (24) port-outs in the month of March. Port-outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payments for the month of March is sixteen thousand, one hundred forty-three dollars and thirty-two cents. This includes the Administration Fee of one thousand two hundred four dollars and thirty-two cents.

- **Port- Ins**

LHA currently has seven (7) port-ins for the month of March. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Transfers**

As of March 31, 2013, Lakeland Housing Authority issued seventeen (17) vouchers to transferees. We received three (3) Requests for Tenancy Approvals during the month of March. We processed twelve (12) unit transfers, and five (5) port-ins with a date effective in February on the Housing Choice Voucher program.

- **Active Clients**

As of March 31, 2013, LHA is servicing one thousand two hundred and seven (1207) families on the Housing Choice Voucher program. These families include, but are not limited to, forty-four (44) Mainstream Disabled Housing Vouchers, forty-nine (49) VASH, twenty-four (24) Port-outs and sixty-five (65) FSS Participants. The balance of one thousand one hundred and two (1023) are comprised of the regular Housing Choice Voucher holders.

- **EOP – End of Participation**

LHA processed five (5) EOP's with a date effective the month of March. Below are the reasons for leaving the program:

Housing Choice Voucher Program
 Monthly Board Report
 April 2013

Reason	Number
Termination – Criminal	0
Left w/out notice	0
No longer need S/8 Assistance	3
Deceased	0
Landlord Eviction	0
Lease Violations non-curable	2

- **Monthly HAP Analysis**

HAP disbursement for March, 2013 was seven hundred fifty-eight thousand four hundred eighty-six dollars and Admin Fee disbursement was fifty-one thousand eight hundred thirty-six dollars.

- **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
03/31/2013	96.49%	04/01/2013

- **General information and activities for the month of March:**

- Out of one hundred six (117) scheduled annual re-certifications for the month of March, the Housing Choice Voucher Department processed one hundred three (117) re-certifications, non-renewals, unit transfers and/or termination.
- The Housing Choice Voucher program conducted 6 informal hearings in the month of March.

Housing Choice Voucher Program Intake Activity and Inspection Update– Board Report March 2013

Tenant Based Waiting List

There were no selections from the waiting list for the month of March 2013.

Project Based Waiting List

The Intake Department issued zero (0) Project-Based Voucher for the month of March 2013.

VASH Waiting List

The Intake Department issued zero (0) vouchers for the Veteran Affairs Supportive Housing Program in the month of March 2013.

Port In

The Intake Department received seven (7) request, and leased up five (5) families that ported in from other housing authorities in the month of March 2013.

Grievance Hearings

There was zero (0) grievance hearings conducted during the month of March 2013.

Special Notes:

The waiting list purge has been reschedule for a later date. When rescheduled, all waiting lists will be purged at once. The property managers and the Intake Department will work together to complete this task.

Per recommendation from HUD, currently meeting with residents that have income from 0 to \$3600. The goal is to verify if there is unreported income.

Inspection Activity for Section 8

# of Units Inspected (Annuals-203/Initials-29/Specials-2)	234
# of Units Passed	167
# of Units Failed	44
# of Units Inconclusive/Reschedules	23
# of Inspections Cancelled	00

Abatements

# of Units currently being abated	9
# of New Abatements	4

of Cured Abatements

5

Property Name: Westlake

Management Report for the Month of: March 31 2013

Occupancy:

As of the last day of the month of March 31, the community was 92 % occupied.

Vacancy:

Vacant unit(s): 5

Turnover rate: 09 %

YTD: 5

Move-out(s): 2

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: 6 Building inspections: 5

Vegetation is being trimmed weekly: X 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 days notice

Re-certifications:

Number completed for the current month: 6

Number in process for the next month: 5

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Resident service department schedule the activities

Sincerely,


Community Coordinator

Property Name: Westlake Addition

Management Report for the Month of: March 31 2013

Occupancy:

As of the last day of the month of March 31, the community was 95 % occupied.

Vacancy:

Vacant unit(s): 3

Turnover rate: .06 %

YTD: 3

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: 5 Building inspections: 5

Vegetation is being trimmed weekly: Xyes ___no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 days notice

Re-certifications:

Number completed for the current month: 5

Number in process for the next month: 6

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Resident service department schedule the activities

Sincerely,



Community Coordinator

Property Name: John Wright

Management Report for the Month of: March 31 2013

Occupancy:

As of the last day of the month of March 31, the community was 90 % occupied.

Vacancy:

Vacant unit(s): 2

Turnover rate: 10 %

YTD: 2

Move-out(s): 1

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: 7 Building inspections: 6

Vegetation is being trimmed weekly: Xyes ___no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 days notice

Re-certifications:

Number completed for the current month: 0

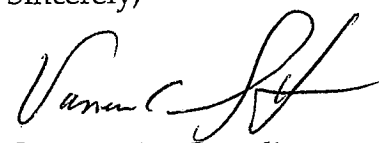
Number in process for the next month: 7

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Resident service department schedule the activities

Sincerely,


Community Coordinator

Property Name: Cecil Gober

Management Report for the Month of: March 31 2013

Occupancy:

As of the last day of the month of March 31, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 1

Turnover rate: 03 %

YTD: 1

Move-out(s): 1

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: 2 Building inspections: 2

Vegetation is being trimmed weekly: X 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 days notice

Re-certifications:

Number completed for the current month: 0

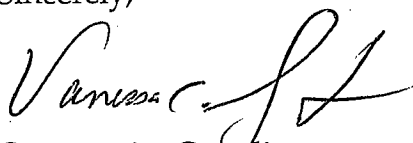
Number in process for the next month: 2

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Resident service department schedule the activities

Sincerely,



Community Coordinator

Property Name:

Management Report for the Month of:

20

Occupancy:

As of the last day of the month of _____, the community was ___% occupied.

Vacancy:

Vacant unit(s): ___

Turnover rate: ___%

YTD: ___

Move-out(s): ___

Current Rent(s):

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

Utilities:

Residents pay: _____

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: _____

Re-certifications:

Number completed for the current month: ____

Number in process for the next month: ____

Social Services:

Newsletter completed and distributed? ___yes ___no

Scheduled activities: _____

Sincerely,

Community Coordinator

Property Name: Colton Meadow

Management Report for the Month of: March 2013

Occupancy:

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

Vacancy:

Vacant unit(s): 01

Turnover rate: 01 %

YTD: 03

Move-out(s): 01

Current Rent(s):

- 1- One Bedroom = \$ N/A
- 2- Two Bedrooms = \$ 600.00
- 3- Three Bedrooms = \$ 681.00
- 4- Four Bedrooms = \$ 779.00

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 10 Building inspections: 36-

Vegetation is being trimmed weekly: ___yes Xno

Security:

Any incident reports? yes no

If yes, give an explanation:

One unit had a break in. The police was called and there is an ongoing investigation.

Insurance Claims:

Any claims this month? yes no

If yes, give an explanation:

N/A

Management Referrals:

Late Rent: N/A

Re-certifications:

Number completed for the current month: 07

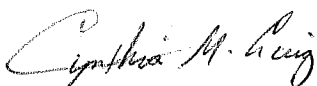
Number in process for the next month: 13

Social Services:

Newsletter completed and distributed? yes no

Scheduled activities: A Health Fair was held at the property on March 27, 2013. A Job Training workshop is scheduled for the month of April the date is TBD.

Sincerely,



Community Coordinator

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

Occupancy:

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

Vacancy:

Vacant unit(s): 02

Turnover rate: 01 %

YTD: 04

Move-out(s): 01

Current Rent(s):

- 1- One Bedroom = \$ N/A
- 2- Two Bedrooms = \$ 614.00
- 3- Three Bedrooms = \$ 709.00
- 4- Four Bedrooms = \$ N/A

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 10 Building inspections: 20

Vegetation is being trimmed weekly: yes Xno

Security:

Any incident reports? ___yes Xno

If yes, give an explanation:

N/A

Insurance Claims:

Any claims this month? ___yes Xno

If yes, give an explanation:

N/A

Management Referrals:

Late Rent: None

Re-certifications:

Number completed for the current month: 18

Number in process for the next month: 13

Social Services:

Newsletter completed and distributed? ___yes Xno

Scheduled activities: A Health fair was held on March 27, 2013. A Job Training workshop is scheduled for April, the date is TBD.

Sincerely,



Community Coordinator

Property Name: Manor @ West Bartow

Management Report for the Month of: March 2013

Occupancy:

As of the last day of the month of March 2013, the community was 96 % occupied.

Vacancy:

Vacant unit(s): 4

Turnover rate: 4 %

YTD: 4

Move-out(s): 2

Current Rent(s):

- 1- One Bedroom = \$ 695
- 2- Two Bedrooms = \$ 801
- 3- Three Bedrooms = \$ n/a
- 4- Four Bedrooms = \$ n/a

Utilities:

Residents pay: Electric

Maintenance:

Unit inspections: x Building inspections: x

Vegetation is being trimmed weekly: xyes ___no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: \$102 Insufficient

Re-certifications:

Number completed for the current month: 2

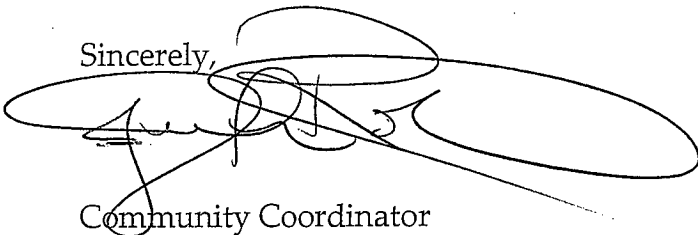
Number in process for the next month: 5

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: crafts, movie night and bingo

Sincerely,



Community Coordinator

Investigative Board Report March, 2013

1 Small Claims Court

- There were no small claims cases made for the month of March.

2 Eviction Court

- One eviction was filed for the month of March. This eviction was for West Lake Management and the eviction was for non-payment of rent.

3 Applicant Criminal Histories

- During the month of March two criminal histories were processed for Public Housing applicants, **resulting in a net savings to the Lakeland Housing Authority of forty-six dollars.**

4 Public Housing Re-certification Criminal Histories

- For the month of March seventy criminal histories were processed for Public housing, **resulting in a net savings of one thousand six hundred and ten dollars.**

5 Conflict Resolutions

- Two for the month of March.

6 Public Housing Fraud Recovery

- None for the month of march

7 Repayment Agreements

- Two for the month of March. One was a Public Housing past due, for the amount of eight hundred and seven dollars. The second was a West lake Management past due in the amount of three hundred and fifteen dollars.

Section 8

1 Section 8 Terminations

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

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

2 Section 8 Repayment Agreements

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

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 March, the Lakeland Housing Authority Investigations Department ran Four (2) criminal histories for Section 8 applicants. **This resulted in a net savings of forty-six- dollars.**

6 Section 8 Re-certification Criminal Histories

- During the month of March, one hundred and nineteen (119) section 8 re-certifications were submitted to Investigations, for a **total savings of two thousand seven hundred and thirty-seven dollars.**

7 Section 8 Hearings

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

8 VASH

- Eight (8) for the month of March, for a **total savings of one hundred and eighty-four dollars.**

Administration

- The investigative unit processed four (4) backgrounds on a L.H.A. new-hires, **for a savings of ninety-two dollars.**

The Manor at West Bartow

- Three (3) criminal history re-certs were run for the month of March, which resulted in a savings of **sixty-nine dollars. Five new applications backgrounds were completed for a savings of one hundred and fifteen dollars.**

Washington Renaissance and Dakota Park

- No new application criminal histories were submitted for March, for the Renaissance/Washington Oaks property. There were three (3) applications submitted for recertification for the month of March for a savings of sixty-nine dollars.

Colton Meadow/Bonnet Shores Villas

- Six (6) criminal histories were processed for Colton Meadow, for the month of March, **for a savings of one hundred and thirty-eight dollars.** We also completed (2) applications for recertification **for a savings of forty-six dollars. Four (4) criminal**

histories were processed for new applications for a savings of ninety-two dollars at the Bonnett Shores Property. In addition we processed twelve (12) applications for recertification for a savings of two hundred and seventy-six dollars.

Lincoln Square Apartments

- Periodic checks of the vacated property. Found vandalism to the fence and reported same to the Police and to the city of Lakeland. The damage was repaired.

General

- During the month of March, we completed two (4) background checks for Lakeland Housing Authority employment, and attended several meetings. In addition we wrote five (5) parking violations, all tenants complied with the 24 hour notice and none were towed. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved **six thousand four hundred and eighty-six dollars**, for the month of March. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers.

Kasandra Davis

From: Ben Stevenson
Sent: Thursday, April 11, 2013 4:42 PM
To: Michael A. Pimentel (comr.pimentel@yahoo.com); Richard W. Richardson (revr@aol.com); Bernice Evans (bevansdd@gmail.com); eddie hall (eddieamorkatty@yahoo.com); Dorothy Sanders; Joseph A. DiCesare (joedicesare@msn.com); ellis4fsc@aol.com; Ricardo L. Gilmore (rlg@saxongilmore.com); Romeaka Gray (rg@saxongilmore.com)
Cc: Kasandra Davis
Subject: FW: Resolutions Approved by Finance Committee 2011 to 2012
Attachments: Finance Committee Resolutions.pdf

Commissioners:

At the March 2013 Board meeting, a question was raised regarding whether or not the Finance Committee had the authority to approve contract awards above \$25,000 but below \$50,000. It was stated that such approvals had never been given in the past. This statement was also repeated at the most recent Finance Committee meeting held on April 10, 2013. In that regard, attached is a listing of the resolutions approved by the Finance Committee (by resolution number), their respective approval dates and name of committee chairman providing the respective authorizing signature. This information will also be included in this month's Board packet.

Thanks...

From: Tom Hornack
Sent: Wednesday, April 10, 2013 5:18 PM
To: Ben Stevenson
Cc: Valerie T. Brown; Carlos Pizarro; Eva Hall; Earl Haynes
Subject: Resolutions Approved by Finance Committee 2011 to 2012

FYI--



April 10, 2013

To: Benjamin Stevenson
Executive Director

cc: Valerie Brown
Senior Director of Development

From: Tom Hornack
Administrative Services Manager

re: Resolutions approved by the Finance Committee per the current LHA Procurement Policy in 2011 and 2012

Resolution Number	Date Approved	Per Minutes: Commissioner Evans:			Resolution Signature Line:		
		Voted For Resolution	Voted Against Resolution	Was Present at the Finance Meeting	Finance Chair Indicated	Signed by Finance Chair	Signature Line is Blank
12-1316	03-07-12			x	Copeland		x
12-1312	02-08-12			x	Copeland		x
1298	11-09-11				Evans		x
1286	09-07-11	x			Evans	x	
1285	09-07-11	x			Evans	x	
1284	09-07-11	x			Evans	x	
1279	08-03-11	x			Evans	x	
1277	07-13-11	x			Evans	x	
1275	06-24-11	x			Evans	x	
1274	06-24-11	x			Evans	x	
1273	06-24-11	x			Evans	x	
1272	06-24-11	x			Evans	x	
1271	06-24-11	x			Evans	x	
1270	06-24-11	x			Evans	x	



April 10, 2013

To: Benjamin Stevenson
Executive Director

cc: Valerie Brown
Senior Director of Development

From: Tom Hornack
Administrative Services Manager

re: Resolutions approved by the Finance Committee per the current LHA Procurement Policy in 2011 and 2012

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1285	09-07-11	x			Evans	x	
1284	09-07-11	x			Evans	x	
1279	08-03-11	x			Evans	x	
1277	07-13-11	x			Evans	x	
1275	06-24-11	x			Evans	x	
1274	06-24-11	x			Evans	x	
1273	06-24-11	x			Evans	x	
1272	06-24-11	x			Evans	x	
1271	06-24-11	x			Evans	x	
1270	06-24-11	x			Evans	x	