



430 Hartsell Ave
Lakeland, FL 33815

(863) 687-2911

<http://LakelandHousing.org>



Board Of Commissioners

Michael Pimentel, Chairman

Richard Richardson, Vice-Chairman

Joseph DiCesare

Edward Hall

Lorenzo Robinson

Dorothy Sanders

Gary Smith

REGULAR BOARD MEETING

February 17, 2015

Benjamin Stevenson, Executive Director
Ricardo Gilmore, Esquire

AGENDA

Board of Commissioners Meeting
The Housing Authority of the City of Lakeland, Florida
Tuesday, February 17, 2015 at 6:00 P.M.
LHA Board Room
430 Hartsell Avenue
Lakeland, Florida

Pledge of Allegiance
Moment of Silence
Establish a Quorum

- 1. Approval of the Meeting Agenda**
- 2. Approval of the Minutes of the Regular Board Meeting held Monday, January 12, 2015**
- 3. Public Forum**
- 4. Old Business**
 - LHA Recovery Plan Update
 - Corrective Action Plan
 - Residents Training
- 5. New Business**
 - LHA Regular Board Meeting date for March 2015
 - Commissioners Retreat
- 6. Secretary's Report**
 - Operations
 - Administration
 - Resolutions

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

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

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

7. Legal Report

- Executive Director Evaluation Process

8. Adjournment

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
Monday January 12, 2015

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

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

Secretary: Benjamin Stevenson
Legal Counsel: Ricardo Gilmore, Esquire

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

APPROVAL OF THE AGENDA

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

APPROVAL/ACCEPTANCE OF MINUTES

- **Motion to approve and accept the minutes of the Regular Board Meeting held December 15, 2015**
Motion by Smith, second by Richardson.

Vote: Commissioners
Michael Pimentel – Aye Joseph DiCesare – Aye Gary Smith – Aye
Richard Richardson – Aye Edward Hall – Aye

PUBLIC FORUM

None.

OLD BUSINESS

• **Recovery Plan Review Committee Meeting Updates**

Commissioner Richardson presented information from the Recovery Review Committee meeting held December 30, 2015. He informed the board that the staff is diligently working in accordance to the Recovery Plan and for that reason this committee did not feel the necessity to have a special board meeting. The budgets and accounts are balancing. Both extensions have been approved for Arbor Manor and 10th Street properties. At this point, the Plan is largely predicated on the disposal of the property. Commissioner Richardson requested that the copies of the handouts discussed at the December 30, 2015 meeting regarding the Budget 2012-2014 be distributed to the board.

Commissioner Richardson acknowledged the presence of Commissioner Pimentel at the meeting. He shared insights to the committee and staff emphasizing the importance of staff being crossed trained on the day-to-day operations.

Commissioner DiCesare asked that if the commissioners can get an email regarding the date of the next Recovery Plan Review Committee meeting. Mr. Stevenson agreed to provide the information.

• **Recovery Plan Update**

Mr. Stevenson distributed copies of the handout presented to the Recovery Plan Review Committee to the Commissioners. Valerie Brown indicated that the trend of the presentation shows the comparison of the budget from 2012 to 2014.

Mr. Stevenson informed the board that one of the things they will do to ensure a future revenue stream is the proceeds from the sale of the properties will be used to do development. Hopefully, a project can get started at the end of this calendar year with 9% tax credits or a 4% bond. A 4% bond is a little less competitive.

Commissioner Pimentel informed the board that in his attending the committee meeting he observed that the staff is working very hard and getting a lot accomplished. He indicated he is very confident in the workings of the committee and the staff on the Recovery Plan and the work that they are doing.

• **Corrective Action Plan**

No new changes.
Submitted as written.

NEW BUSINESS

None.

• **SECRETARY'S REPORT -**

Mr. Stevenson advised the board that the report has a new format. As a part of the Recovery Plan, a new organization chart of the LHA was done. The staff felt that the board report should reflect the new organizational chart. He gave a breakdown of the new format: Operations which is administered by Mr. Pizarro, includes Affordable Housing, Family Self-Sufficient, and Resident Services. Administration which is administered by Ms. Brown, includes the Finance Department, Contracting and Youthbuild.

Report submitted as written.

- Operations
Submitted and accepted as written.

- Administration
Ms. Brown gave a brief but thorough review of the Finance Report.
Report submitted and accepted as written.

- Resolutions
None.

LEGAL REPORT

Mr. Gilmore advised the board that the Executive Director Evaluation process need to be completed. Commissioner Pimentel asked Mr. Gilmore to send the formatted form via email to the board. Mr. Gilmore advised that he only received one form back from the commissioners. He also emphasized the importance and fairness of the matter being completed.

Mr. Stevenson advised that the next meeting is scheduled on a holiday, February 16, 2015 and the office will be closed. The board agreed to move the next LHA Regular Board meeting to February 17, 2015. Commissioner Pimentel requested a calendar schedule of the LHA holidays be emailed to the board. Mr. Stevenson will email to the commissioners as well as post on the LHA website.

The meeting adjourned at 6:50 P.M.

Benjamin J. Stevenson, Secretary

OLD BUSINESS



BOARD OF COMMISSIONERS

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson
Commissioner

Dorothy Sanders
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Gary Smith
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911

Fax: (863) 413-2976

www.LakelandHousing.org

DATE: February 6, 2015
TO: LHA Commissioners
FROM: Benjamin Stevenson, Executive Director
RE: Recovery Plan Update

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

1) Purchase Agreement for Sale of LHA Property

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

The disposition application for the Arbor Manor property was submitted to the SAC office in October 2014. Two environmental studies have been completed on the site and submitted to the HUD Field Office. Staff is still waiting on HUD approval. An amendment providing an extension of the due diligence period was agreed to and executed by LHA and the potential buyer.

2) Reduce COCC Budget/Overall Agency Debt

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

Staff finalized the Recovery Plan and presented it to the LHA Board of Commissioners for approval at the October 2014 Board meeting. The document was approved and submitted to HUD-Miami with the revisions recommended by the LHA Board. An update on the COCC budget was presented the Recovery Plan Review Committee at their February 2015 meeting. Staff continues to make adjustments in the budget. The



committee was in agreement with the progress being made by staff. A copy of the revised budget was included with this month's Board packet. The revisions will be discussed at the Board meeting.

3) Reduction In Force

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

Prior to implementation, LHA staff had conversations with labor/legal counsel regarding Reduction In Force process. LHA executive staff provided recommendations regarding staffing in their respective departments. They developed a list of staff and their characteristics such as race, age, sex, etc. for review by the labor/legal counsel. This information assisted the labor/legal counsel with advising LHA on how to proceed within legal standards. Offers of separation were made to certain staff. They had 45 days to consider the offers.

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

4) Implement Yardi Upgrade/Replacement of Yardi

Status: The upgrade was setup to run in test mode in November 2013. It has been running in the background with no issues. Previously, the contract with Yardi was extended for one year. This contract is expiring in August 2015. Since Yardi did not respond to the RFP, LHA selected a new contractor. The transition from Yardi began in January 2015. The transition will take place over a minimum six month period.

5) Other Updates

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

BJS



**BOARD OF
COMMISSIONERS**

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Chairman

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Vice-Chairman

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Commissioner

Joseph DiCesare
Commissioner

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Benjamin J. Stevenson
Executive Director

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MAIN OFFICE

Phone: (863) 687-2911
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www.LakelandHousing.org

February 5, 2015

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

RE: Updated Corrective Action Plan

Dear Mr. Rocher:

Enclosed for your review is the most recently updated Corrective Action Plan (CAP) for the Lakeland Housing Authority (LHA). Please note there are no new updates from the last submittal.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Stevenson", is written over a horizontal line.

Benjamin Stevenson
Executive Director

cc: Valerie Brown
Project Files

Enclosure(s)

NEW BUSINESS

SECRETARY'S REPORT

**Secretary's Report
February 2015**

HOPE VI Funds Expenditure

HUD would like for LHA to obligate the HOPE VI funds as quickly as possible. Staff submitted a Development Proposal to use the HOPE VI funds to construct some affordable rental housing units on the vacant lots at the HOPE VI site. Since that time, staff has had follow-up conversations with HUD-Miami regarding the unexpended HOPE VI funds. Staff has provided responses to their follow-up questions. We are waiting on HUD approval of the proposal. Details will be provided for the Board at a later date.

As previously advised, staff withdrew a request to HUD for approval of approximately \$847,000 in HOPE VI expenses that were paid out of the Magnolia Point sales proceeds. During the HUD site visit, staff discussed this option and another option with HUD staff. LHA considered submitting a request to HUD to use the sales proceeds from the sale of a vacant commercial lot on the HOPE VI site to be applied towards the public housing debt. This request was included in the Recovery Plan submitted to HUD in October 2014. The LHA is still in the process of making a request to use the remaining HOPE VI funds and some unobligated RHF funds to construct some new housing units at the HOPE VI site. The information will be submitted at some point over the next quarter.

Annual Budget/Agency Update

The proposed 2015 Agency Budget was given to the Board at the September 15, 2014 Special Board meeting. Each commissioner was given a copy of the budget for their review. The budget was discussed at the September 29, 2014 Board meeting.

A copy of the Corrective Action Plan is submitted to the HUD-Miami office for review and comment on a monthly basis. HUD has approved the Corrective Action Plan and recommended acceptance by the LHA Board. The Board provided acceptance at the January 2013 meeting. Periodic updates on the status of items in the Corrective Action Plan are given to the Board on a minimum quarterly basis. A copy of the most recently updated Corrective Action Plan is included with this month's report. The update was also submitted to HUD-Miami.

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

Agency Plan

The Agency Plan was approved by the LHA Board of Commissioners in an October 2014 Board meeting. Copies of the Plan were made available for review and public comment for a forty-five (45) day period. Copies of the Plan were also provided for the Resident Advisory Board, the City of Lakeland, local neighborhood associations, and the NAACP as well as be placed in public libraries. Public meetings on the Plan were held in August and September in addition to a

**Secretary's Report
February 2015**

Public Hearing at the LHA central office. LHA staff also held two (2) public meetings with the Resident Advisory Board regarding the Plan prior to the public hearing. After completion of the public process, the Plan was submitted to the U.S. Department of Housing and Urban Development Miami Field Office for review and approval.

The Miami Field Office provided their approval of the Agency Plan this month. A copy of the approval letter is included with this month's Board packet.

Other Activities

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

The disposition application for the Arbor Manor property was submitted to the HUD Special Applications Center (SAC) office in October 2014. The application process also required that an environmental assessment of the property be submitted to the HUD-Miami Field Office. Phase I and Phase II environmental reports were completed for the site. Staff also addressed some initial questions and comments from HUD. We are now waiting on HUD approval of the application.

I also touched base with HUD regarding the 10th Street commercial property. The Field Office says they do not have the authority to approve the disposition request. The original disposition was a ground lease sale of \$1 per year and the current proposal is an outright sale and disposition of the property. So, final approval of the request most come from the SAC.

I will provide an update when I learn more.

Respectfully submitted,

Benjamin Stevenson

Secretary

**OPERATIONS AND ADMINISTRATION
REPORT**

AFFORDABLE HOUSING REPORT

AFFORDABLE HOUSING REPORT

◀ Housing Report

◀ FSS & Resident Activities

Affordable Housing Department Board Report February Meeting 2015

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

Updates for the month of January:

- The Housing Choice Voucher Department is currently working on validating the HUD SEMAP report and certification.
- The LHA website includes many new features that are now available at the www.lakelandhousing.org.
- We are currently working with the Lakeland Electric Company on installing additional light poles at the West Lake Apartments.
- We purchased and now are in process of installing and upgrading all the security lights at Carrington place.

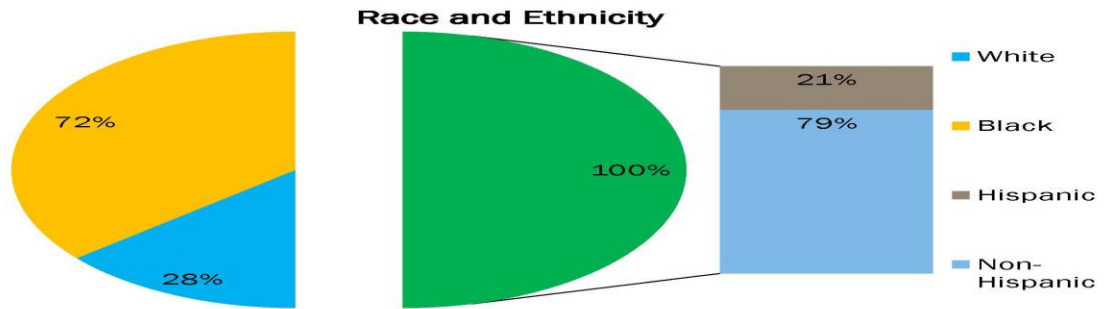
Public Housing PIC Reporting Percentage

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

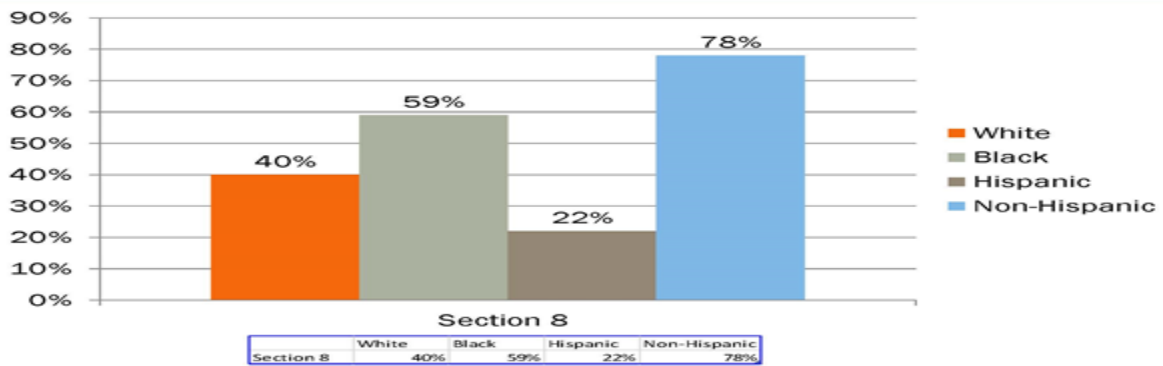
Effective Date	Public Housing	Date Collected
12/31/2014	99.35%	2/05/2015

Program Demographics

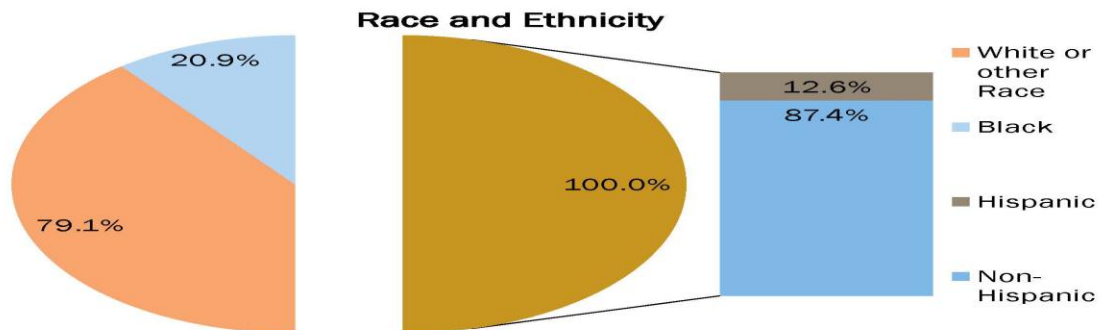
Public Housing Program Demographics 2014



Housing Choice Voucher Demographics 2014



City of Lakeland Demographics



Housing Choice Voucher Program Report

- **Tenant-Based Waitlist**

As of January 31, 2015, the Housing Choice Voucher tenant based waiting list contained seventy seven (77) applicants.

- **VASH Waitlist**

As of January 31, 2015, the Veteran Affairs Supportive Housing waiting list contained three (3) applicants.

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

As of January 31, 2015, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained seven (7) applicants. We continue to advertise in many places and the staff is actively marketing through many agencies and companies.

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

As of January 31, 2015, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained one hundred seven (107) applicants.

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

As of January 31, 2015, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained one (1) applicant.

- **Port Outs**

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

- **Port Ins**

LHA currently has no port ins for the month of January. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Movers**

As of January 31, 2015, Lakeland Housing Authority issued fifteen (15) vouchers to movers. We received twenty-eight (28) Requests for Tenancy Approvals during the month of January. We processed three (3) unit transfers, nine (9) initial move-in, and four (4) port-in.

- **Active Clients**

As of January 31, 2015, LHA is servicing 1,216 families on the Housing Choice Voucher program. These families include 954 regular Housing Choice Voucher holders, 40 Mainstream Disabled Housing Vouchers, 53 VASH, 104 Project-Based Vouchers, 65 Tenant Protection Program (TenPro) and 0 Port Ins.

- **EOP – End of Participation**

LHA processed zero (0) EOP's with a date effective the month of January 2015. Below are the reasons for leaving the program:

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

- **PIC Reporting Percentage**

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

Effective Date	HCV	Date Collected
12/31/2014	101.11%	02/05/2015 ¹

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

- The Housing Choice Voucher Department processed seventy-four (74) annual certifications and nine (9) interim certifications.
- A total of one hundred sixty six (166) Housing Quality Standards (HQS) inspections were conducted.

RECEPTION MONTHLY REPORT 2015					
	VISITOR'S COUNT	RFTA	REQUEST TO LIST PROPERTY	INTERIM CHANGE	STAMPED MAIL
January	669	28	8	35	2071



Reports from the Communities

Communities

1. West Lake
2. West Lake Addition
3. Cecil Gober
4. John Wright Homes
5. Carrington Place (Formerly known as Dakota Apartments)
6. Renaissance/Washington Ridge
7. Villas at Lake Bonnet
8. Colton Meadow
9. The Manor at West Bartow

Item	WestLake	WestLake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow
Occupancy 99.00% averaged	95%	99%	100%	100%	98%	100%	100%	100%	99%
Vacant units	3	1	0	0	1	0	0	0	1
Current rents:									
1 bedroom	387	425	481	N/A	N/A	613	N/A	N/A	699
2 bedrooms	443	508	N/A	526	736	736	627	627	801
3 bedrooms	543	576	N/A	579	850	850	709	709	N/A
4 bedrooms	581	N/A	N/A	N/A	949	949	N/A	780	N/A
5 bedrooms	N/A	N/A	N/A	N/A	1047	N/A	N/A	N/A	N/A
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No
Number of Annual Certifications done	10	15	6	0	6	19	1	4	3
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Lovett Johnson	Lovett Johnson	Jennifer Robinson	Jennifer Robinson	Jennifer Robinson

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

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

The month of January has primarily been used for planning for our upcoming quarterly events. We have planned our Community Health & Wellness fairs for our properties for March 2015. We are still currently scheduling our senior activities & trips. We have scheduled our monthly Lunch and Learn Workshops for our FSS Participants.



- **Colton Meadow Apartments**

The Meadows kicked off our first Financial Fitness Class hosted by Explorations V. We had 5 adults and 14 children in attendance. The adults learned the importance of budgeting and financial planning. We discussed ways to feed your family healthy meals on a shoe string budget. Several savings accounts were opened up for our residents, to start an emergency fund. The children had a great time painting their very own personal piggy banks and learning about needs –vs- wants. The families there were also given a 1 year membership to the Museum. Explorations V have also offered free tax preparation to our residents. Mrs. Karen De'Oliveira will come out to our sites by appointment only.



- **West Lake**

On January 16th we have officially started our weekly after-school tutoring sessions with R. Bruce Wagner Elementary School, for the children in our community. We have also begun prepping the residents for their upcoming Financial Fitness Workshop, by distributing flyers and assisting them to pull their credit reports for the class.

- **Job Search/Florida ACCESS Center**

The Job Search/Florida ACCESS Center continues to provide the opportunity for residents, especially West Lake residents, who are unemployed or underemployed to utilize the computers to search for employment. There are two computers on-site at the LHA Central Office. These same computers are also available for residents to complete the Children and Families Services Florida ACCESS new and/or recertification applications (for eligibility review) to receive food stamps and/or cash assistance. Requests have been received from residents in the Renaissance; however, the computer lab at the Emma Turner Center is currently inactive, awaiting renovations.

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

The Lakeland Housing Authority City-Wide Residents Organization continues to assist our residents in our communities with events that are held on our properties and within the community. This month Ms. Annie L. Gibson, the Housing Programs Coordinator for Neighborhood Services came out and did a presentation of the City of Lakeland Five Year Consolidated Plan.

- **Family Self Sufficiency Program**

In the Month of January Mr. DeAndre Rittman successfully completed and graduated from our Family Self Sufficiency Program. Mr. Rittman stated “I really appreciate the opportunity to have been a part of a great program that motivated me and my family to set and achieve short and long term goals. Staying on track and consistently working hard to provide for my family was my main focus and it paid off.”

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

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

Respectfully,

Carlos R. Pizarro An

Carlos R. Pizarro, Vice-President of Affordable Housing

Inspection Summary Report (POA) for Inspection #538780

Inspection Snapshot

Inspection ID:	538780	Inspection Time:	08:16 AM - 03:51 PM
Inspection Start Date:	02/06/2015	Inspection End Date:	02/06/2015
Property ID:	FL011000003	Property Type:	Public Housing
Property Name:	Washington Oaks/The Manor		
Inspection State:	Successful	Score:	96b

Inspection Summary Report (POA) for Inspection #538781

Inspection Snapshot

Inspection ID:	538781	Inspection Time:	03:51 PM - 11:28 AM
Inspection Start Date:	02/06/2015	Inspection End Date:	02/09/2015
Property ID:	FL011000004	Property Type:	Public Housing
Property Name:	Hampton Hills Homes		
Inspection State:	Successful	Score:	99b

Inspection Summary Report (POA) for Inspection #538781

Inspection Snapshot

Inspection ID:	538781	Inspection Time:	03:51 PM - 11:28 AM
Inspection Start Date:	02/06/2015	Inspection End Date:	02/09/2015
Property ID:	FL011000004	Property Type:	Public Housing
Property Name:	Hampton Hills Homes		
Inspection State:	Successful	Score:	99b

ADMINISTRATION REPORT

ADMINISTRATION REPORT

◀ **Finance**

◀ **Contracting**

◀ **Development**

◀ **YouthBuild**



TO: Lakeland Housing Authority Board of Commissioners

FROM: Valerie Brown, VP of Administration

DATE: February 12, 2015

RE: December 2014 Financial Statements

I have attached the Statements of Operations, Balance Sheets and Cash Flows for December 2014 for the following entities:

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

These statements are unaudited and compiled from LHA Finance.

A handwritten signature in black ink that reads "Valerie Brown". The signature is written in a cursive style and is positioned above a horizontal line.

Valerie Brown, PMP
VP of Administration
Lakeland Housing Authority

**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Current Month and Twelve Months Ended December 31, 2014**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Public Housing & Sec 8 Management Income	20,291	20,292	(1)	0.00%	243,492	243,500	(8)	0.00%	243,500
Non-Federal Overhead Allocation	-	5,667	(5,667)	-100.00%	-	68,000	(68,000)	-100.00%	68,000
Non-Federal Cash on Hand	-	46,165	(46,165)	-100.00% 4	200,000	553,984	(353,984)	-63.90%	553,984
Miscellaneous Income	81,269	-	81,269	0.00% 1	105,748	-	105,748	100.00%	-
Total Revenue	101,560	72,124	29,436	40.81%	549,240	865,484	(316,244)	-36.54%	865,484
Administrative Expenses	86,645	67,115	19,529	29.10% 2	634,832	805,384	(170,552)	-21.18%	805,384
Utility Expense	1,497	1,429	68	4.75% 3	21,085	17,150	3,935	22.94%	17,150
Maintenance Expense	21,181	1,800	19,381	1076.70% 3	40,299	21,600	18,699	86.57%	21,600
General Expenses	-	1,646	(1,646)	-100.00% 3	10,063	19,750	(9,687)	-49.05%	19,750
Total Expense before depreciation	109,322	71,990	37,332	51.86%	706,279	863,884	(157,605)	-18.24%	863,884
Operating Income (Loss) before Depreciation	(7,762)	133	(7,895)	-5921.57%	(157,039)	1,600	(158,639)	-9914.94%	1,600
Depreciation	368	133	-	0.00%	3,273	1,600	1,673	104.53%	1,600
Total Expense	109,690	72,124	37,332	51.76%	709,551	865,484	(155,933)	-18.02%	865,484
Net Operating Income (Loss)	(8,130)	-	(7,895)	-	(160,312)	-	(160,312)	(0)	-

Comments

- 1** Income from Asset Management Fees \$81,269, earned at \$10 per unit month leased. \$32k paid by WLM, LLC, a pass-through from the mixed finance partnerships.
- 2** Increase due to three payrolls and an end of year accrual which is recorded at year end, for financial reporting and for the 2014 audit.
- 3** Variable expense.
- 4** \$200,000 of the estimated \$553,984 budget deficit was incurred for 2014, funded by PCHD, Business Activities.

Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
December 31, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	0.00
Total Unrestricted Cash	<u>0.00</u>
TOTAL CASH	<u>0.00</u>
ACCOUNTS AND NOTES RECEIVABLE	
Due from Public Housing General	-11,206.06
A/R - ROSS/HUD	43,599.26
Due from Arbor Manor LTD	365.50
Due from West Lake Management, LLC	9,658.95
A/R - 21st Century/DOE	67,648.96
Due from Youthbuild-DOL2011	10,326.38
A/R - Youthbuild DOL 2014	56,976.80
Due from Villas at Lake Bonnet	405.03
Due from Development-General	16,765.17
Due from Section 8 HCV	29,430.34
TOTAL DUE FROM	<u>223,970.33</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>223,970.33</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	
Prepaid Insurance	3,175.71
Prepaid Software Licenses	2,744.00
TOTAL OTHER CURRENT ASSETS	<u>5,919.71</u>
TOTAL CURRENT ASSETS	<u>229,890.04</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Furniture & Fixtures	11,185.60
Furn, Fixt, & Equip	22,582.84
Accum Depreciation- Misc FF&E	-9,279.50
TOTAL FIXED ASSETS (NET)	<u>24,488.94</u>
TOTAL NONCURRENT ASSETS	<u>24,488.94</u>
TOTAL ASSETS	<u>254,378.98</u>

LIABILITIES & EQUITY

LIABILITIES	
CURRENT LIABILITIES	
A/P Vendors and Contractors	26,783.62
FUTA Tax	1,696.34
State Unemployment Tax	4,987.18
Workers Compensation	24,754.86
401 Plan Payable	6,983.76
457 Plan Payable	290.31
Aflac Payable	-464.98
Health Insurance Payable	-13,570.11
Accrued Payable	539.63
Accrued Payroll & Payroll Taxes	30,364.88
Accrued Audit Fees	7,500.00
Due to Federal Master	2,831,247.32
Due to Polk County Developers, Inc.	253,800.00
Accrued Compensated Absences-Current	20,502.35
TOTAL CURRENT LIABILITIES	<u>3,195,415.16</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	24,900.77
TOTAL NONCURRENT LIABILITIES	<u>24,900.77</u>
TOTAL LIABILITIES	<u>3,220,315.93</u>
EQUITY	
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-2,965,936.95
TOTAL RETAINED EARNINGS:	<u>-2,965,936.95</u>
TOTAL EQUITY	<u>-2,965,936.95</u>
TOTAL LIABILITIES AND EQUITY	<u>254,378.98</u>

**Lakeland Housing Authority
 Central Office Cost Center
 Changes in Cash
 For the Current Month and Twelve Months Ended December 31, 2014**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	24,487.62	0.00	-24,487.62
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	24,487.62	0.00	-24,487.62

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	200,965.85	0.00	-200,965.85
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	200,965.85	0.00	-200,965.85

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Program Administration
For the Current and Twelve Months Ended December 31, 2014

	Current Month				Year to Date				Annual Budget	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$Variance	% Variance		
Section 8 Admin Grant Revenue	56,173	54,340	1,833	3.37%	4	697,895	652,080	45,815	7.03%	652,080
Other Income	-	9	(9)	-100.00%		2,778	110	2,668	2425.01%	110
Total Revenue	56,173	54,349	1,824	3.36%		700,673	652,190	48,483	7.43%	652,190
Administrative Expenses	74,426	52,576	21,850	41.56%	3	691,498	630,908	60,590	9.60%	630,908
Utility Expense	-	587	(587)	-100.00%		3,313	7,047	(3,734)	-52.99%	7,047
Maintenance Expense	1,130	571	559	97.88%		49,380	6,850	42,530	620.88%	6,850
General Expenses (Insurance, etc.)	-	133	(133)	-100.00%		487	1,600	(1,113)	-69.59%	1,600
Total Expense before Depreciation	75,555	53,867	21,688	40.26%		744,677	646,405	98,272	15.20%	646,405
Operating Income (Loss) before Depreciation	(19,383)	482	(19,865)	-4120.59%		(44,005)	5,785	(49,790)	-860.67%	5,785
Depreciation	331	350	(19)	-5.43%		4,124	4,200	(76)	-1.81%	4,200
Total Expense	75,886	54,217	21,669	39.97%		748,801	650,605	98,196	15.09%	650,605
Net Operating Income (Loss)	(19,714)	132	(19,846)	-15025.12%	5	(48,129)	1,585	(49,714)	-3136.52%	1,585

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Housing Assistance Payments (HAP)
For the Current and Twelve Months Ended December 31, 2014

	Current Month				Year to Date				Annual Budget	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$Variance	% Variance		
Section 8 HAP Grant Revenue	713,211	716,000	(2,789)	-0.39%		7,759,241	8,592,000	(832,759)	-9.69%	8,592,000
Port In HAP Reimbursements Received	(774)	52,627	(53,401)	-101.47%	2	397,420	631,524	(234,104)	-37.07%	631,524
Other income	5	-	-	0.00%		644	-	644	0.00%	-
Total Revenue	712,442	768,627	(56,185)	-7.31%		8,157,305	9,223,524	(1,066,219)	-11.56%	9,223,524
Housing Assistance Payments	702,907	715,907	(13,000)	-1.82%		7,914,445	8,590,884	(676,439)	-7.87%	8,590,884
Tenant Utility Reimbursement	25,031	30,000	(4,969)	-16.56%		270,011	360,000	(89,989)	-25.00%	360,000
Port Out HAP Payments	7,311	18,220	(10,909)	-59.87%		142,464	218,640	(76,176)	-34.84%	218,640
FSS Escrow Payments	4,163	4,500	(337)	-7.49%		97,611	54,000	43,611	80.76%	54,000
Total Expense	739,412	768,627	(29,215)	-3.80%		8,424,532	9,223,524	(798,992)	-8.66%	9,223,524
Net Operating Income (Loss)	(26,970)	-	(26,970)	0.00%	1	(267,227)	-	(267,227)	0.00%	-

Comments

- Timing difference between current HAP revenue and current month HAP expenditures. HUD will adjust revenue accordingly in later months.
- 1
 - 2 Represents "(refunds)" or outflows, paid to other housing authorities resulting from previous "port-ins" being absorbed by LHA.
 - 3 Variance due to three payrolls in December and payroll accrual for end of year reporting and the 2014 audit.
 - 4 Positive variance resulting from HUD increasing the Admin fee in response to our absorbed "ports."
 - 5 Administrative deficit resulting from HUD proration of our administrative fee currently at 79%. However, part of this deficit will be reduced from our administration expense allocation of approximately \$24k from Mainstream Vouchers, to be recorded as part of our year-end close.

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
as of December 31, 2014

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABILITIES	
Cash Operating 1	70,739.82	A/P Vendors and Contractors	-28,245.13
Cash Operating 2B	106,633.18	Tenant Security Deposits	600.00
Cash Operating 3	40,401.41	Accrued Payroll & Payroll Taxes	2,080.39
Negative Cash S8 Voucher	25,925.76	Accrued Audit Fees	33,750.00
Total Unrestricted Cash	243,700.17	Due to Federal Master	345,744.29
Restricted Cash		Due to Section 8	1,863,924.85
Cash Restricted - FSS Escrow	147,478.32	Due to Central Office Cost Center	29,430.34
Total Restricted Cash	147,478.32	Tenant Prepaid Rents	87,404.26
Clearing	165,183.00	State of FL Unclaimed Funds	33,224.76
		Accrued Compensated Absences-Cur	5,445.50
		Accrued FSS Escrow Short Term	14,379.73
TOTAL CASH	556,361.49	TOTAL CURRENT LIABILITIES	2,387,738.99
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants	21,722.10		
Allowance for Doubtful Accounts-Tenants	-27,903.09		
AR-Formal Agreements	27,542.82		
Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-32,080.00		
Due from Section 8 Mainstream	-45,268.15		
Due from Section 8 VASH	276,839.00		
Due from The Manor at West Bartow	811,510.00		
Due from Section 8 Tenant Protection Vouchers	299,340.00		
Due from PortProp	487,122.83		
Due from Portpay	34,381.17	NONCURRENT LIABILITIES	
TOTAL DUE FROM	1,853,206.68	Accrued Compensated Absences-LT	10,113.07
A/R-Other Government	-774.59	FSS Due to Tenant Long Term	141,691.45
A/R - S8 overpayments	32,080.00	TOTAL NONCURRENT LIABILITIES	151,804.52
TOTAL ACCOUNTS AND NOTES RECEIVABLE	1,884,512.09	TOTAL LIABILITIES	2,539,543.51
OTHER CURRENT ASSETS			
Prepaid Software Licenses	12,027.70		
Rental Deposit	2,782.00		
TOTAL OTHER CURRENT ASSETS	14,809.70		
TOTAL CURRENT ASSETS	2,455,683.28		
NONCURRENT ASSETS		EQUITY	
FIXED ASSETS		RETAINED EARNINGS	
Furniture & Fixtures	26,461.08	Retained Earnings-Unrestricted Net /	-104,530.44
Accum Depreciation- Misc FF&E	-16,009.29	Retained Earnings - Restricted Net A	33,528.00
Intangible Assets	-	TOTAL RETAINED EARNINGS:	-71,002.44
TOTAL FIXED ASSETS (NET)	10,451.79	TOTAL EQUITY	-71,002.44
Non-Dwelling Equipment	2,406.00		
TOTAL NONCURRENT ASSETS	12,857.79		
TOTAL ASSETS	2,468,541.07	TOTAL LIABILITIES AND EQUITY	2,468,541.07

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Changes in Cash
For the Current and Twelve Months Ended December 31, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	8,796.46	70,739.82	61,943.36
Cash Operating 2	0.00	0.00	0.00
Cash Operating 2B	113,083.93	106,633.18	-6,450.75
Cash Operating 3	378,352.78	40,401.41	-337,951.37
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8 Voucher	0.00	25,925.76	25,925.76
Cash Restricted-Security Deposits	0.00	0.00	0.00
Cash Restricted - FSS Escrow	143,830.88	147,478.32	3,647.44
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	644,064.05	391,178.49	-252,885.56

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	59,138.07	70,739.82	11,601.75
Cash Operating 2	0.00	0.00	0.00
Cash Operating 2B	402,250.09	106,633.18	-295,616.91
Cash Operating 3	138,155.97	40,401.41	-97,754.56
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8 Voucher	0.00	25,925.76	25,925.76
Cash Restricted-Security Deposits	0.00	0.00	0.00
Cash Restricted - FSS Escrow	91,362.59	147,478.32	56,115.73
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	690,906.72	391,178.49	-299,728.23

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Current and Twelve Months Ended December 31, 2014**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	22,648	24,500	(1,852)	-7.56%	556,820	294,000	262,820	89.39%	294,000
Other Tenant Income	1,709	643	1,066	165.65% 1	20,404	7,720	12,684	164.30%	7,720
Government Subsidy Income	58,122	62,120	(3,998)	-6.44%	702,343	745,439	(43,096)	-5.78%	745,439
Interest Income Restricted	78,562	2,824	75,738	2682.27% 2	109,560	33,884	75,676	223.34%	33,884
Other Income	1,025	370	655	177.14% 2	1,142	4,438	(3,296)	-74.27%	4,438
Total Revenue	162,066	90,457	71,609	79.16%	1,390,269	1,085,481	304,788	28.08%	1,085,481
Administrative Expenses	107,150	37,781	69,370	183.61% 3	480,222	453,367	26,855	5.92%	453,367
Tenant Services Expenses	82	583	(502)	-86.03% 4	5,906	7,000	(1,094)	-15.62%	7,000
Utility Expense	7,554	7,500	54	0.72% 4	182,780	90,000	92,780	103.09%	90,000
Maintenance and Development Expense	44,846	24,125	20,722	85.90% 4	346,391	289,495	56,896	19.65%	289,495
General Expenses	24,560	8,637	15,923	184.36% 4	125,321	103,645	21,676	20.91%	103,645
Housing Assistance Payments	5,826	1,458	4,368	299.50% 4	89,924	17,500	72,424	413.85%	17,500
Operating expense before Depreciation	190,019	80,084	109,935	137.27% 4	1,230,545	961,007	269,538	28.05%	961,007
Net Operating Income (Loss)	(27,953)	10,373	(38,326)	-369.48%	159,724	124,474	35,250	28.32%	124,474
Depreciation	-	66,917	-	0.00%	736,087	803,000	(66,913)	-8.33%	803,000
Total Expenses	190,019	147,001	109,935	74.79%	1,966,632	1,764,007	202,625	11.49%	1,764,007
Net Income (Loss)	(27,953)	(56,544)	(38,326)	67.78%	(576,363)	(678,526)	102,163	-15.06%	(678,526)

Comments

- 1 Previously reported "Other Tenant Income" within category for "Rental Income".
- 2 Previously reported "Interest Income Restricted" within category for "Other Income".
Negative variance resulting from benefits paid to employees as part of the Reduction-In-Force, three payrolls in December, and an end
- 3 of year payroll accrual for reporting and the 2014 audit.
- 4 Variable Expense

Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
December 31, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	1,622,257.20
Petty Cash	500.00
Petty Cash Public Housing	300.00
Total Unrestricted Cash	<u>1,623,057.20</u>
Restricted Cash	
Cash Restricted-Security Deposits	52,713.00
Cash Restricted - FSS Escrow	39,601.36
Total Restricted Cash	<u>92,314.36</u>
TOTAL CASH	<u>1,715,371.56</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	31,548.07
Allowance for Doubtful Accounts-Tenants	-24,106.80
AR-Formal Agreements	2,303.89
Due from West Lake	-708.11
Due from West Lake Addition	-3,624.33
Due from John Wright Homes	1,829.63
Due from Cecil Gober	-5,215.32
A/R - ROSS/HUD	-52,084.00
Due from Hampton Hills	4,372.54
Due from West Lake Management, LLC	124,711.11
A/R - 21st Century/DOE	235,944.97
A/R - Capital Fund Grants/HUD	-121,865.78
A/R - Safety & Security Grant	122.36
Due from Development-General	441,962.51
Due from Cecil Gober, LLLP	2,655.02
Due from Section 8 HCV	345,744.29
Due from Central Office Cost Center	<u>2,813,331.55</u>
TOTAL DUE FROM	<u>3,787,176.44</u>
Lakeridge Homes 3rd Mortgage	251,000.00
Lakeridge Homes 2nd Mortgage	52,000.00
Colton Meadow Mortgage	450,845.00
Villas at Lake Bonnet Mortgage	1,009,877.00
A/R Villas at Lake Bonnet Mort. Interest	151,485.00
A/R-HUD	151,582.80
A/R-TriParty	36,719.48
Hampton Hills Operating Subsidy Receivable	<u>-13,591.00</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>5,886,839.88</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	901.04
Prepaid Insurance	41,012.31
Prepaid Software Licenses	4,427.30
Insurance Deposit	37,400.00
Utility Deposit - Electric	2,600.00
Tri-Party Contra	36,719.48
TOTAL OTHER CURRENT ASSETS	<u>49,621.17</u>
TOTAL CURRENT ASSETS	<u>7,651,832.61</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	1,466,869.23
Buildings	387,372.77
Machinery & Equipment	6,687.73
Automobiles	54,825.00
Site Improvement-Infrastructure	582,079.00
Accum Depreciation-Buildings	-9,002,407.06
Accum Depreciation- Misc FF&E	-36,286.24
Accum Depreciation-Infrastructure	-582,079.00
Intangible Assets	
TOTAL FIXED ASSETS (NET)	<u>-7,122,938.57</u>
Fees & Costs - Architect & Engineering	40,705.32
Site Improvement	3,934,551.27
Dwelling Structures	5,004,136.47
Dwelling Equipment	13,625.89
Non-Dwelling Structures	529,456.62
Non-Dwelling Equipment	<u>608,169.35</u>
TOTAL NONCURRENT ASSETS	<u>3,007,706.35</u>
TOTAL ASSETS	<u>10,659,538.96</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	8,761.00
Tenant Security Deposits	51,213.00
Security Deposit-Pet	1,500.00
401 Plan Payable	-9,089.50
457 Plan Payable	-1,510.01
Aflac Payable	-1,126.33
Employee Donations Payable	171.00
Health Insurance Payable	2,451.67
Accrued Payroll & Payroll Taxes	2,664.59
Accrued PILOT	50,997.60
Accrued Audit Fees	33,750.00
Due to Federal Master	-7,718.13
YouthBuild Funds on Hand	-7,707.89
HOPE VI Funds on Hand	249,952.85
Due to LPHC General	303,000.00
Due to Magnolia Pointe	155,869.65
Due to Central Office Cost Center	-29,121.77
Hampton Hills Subsidy Payable	13,590.99
Resident Participation Funds - LHA	-514.01
Tenant Prepaid Rents	5,464.58
Accrued Compensated Absences-Current	<u>5,078.85</u>
TOTAL CURRENT LIABILITIES	<u>800,496.16</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	9,432.16
FSS Due to Tenant Long Term	<u>41,135.76</u>
TOTAL NONCURRENT LIABILITIES	<u>50,567.92</u>
TOTAL LIABILITIES	<u>851,064.08</u>
EQUITY	
RETAINED EARNINGS	
Invested in Capital Assets-Net of Debt	5,668,053.00
Retained Earnings-Unrestricted Net Assets	<u>4,140,421.88</u>
TOTAL RETAINED EARNINGS:	<u>9,808,474.88</u>
TOTAL EQUITY	<u>9,808,474.88</u>
TOTAL LIABILITIES AND EQUITY	<u>10,659,538.96</u>

Lakeland Housing Authority
Public Housing (AMP 1)
Changes in Cash
For the Current and Twelve Months Ended December 31, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	616,665.36	1,622,257.20	1,005,591.84
Cash Operating 2	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	0.00	52,713.00	52,713.00
Cash Restricted - FSS Escrow	39,601.36	39,601.36	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	656,266.72	1,714,571.56	1,058,304.84

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	315,338.58	1,622,257.20	1,306,918.62
Cash Operating 2	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	0.00	52,713.00	52,713.00
Cash Restricted - FSS Escrow	32,023.97	39,601.36	7,577.39
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	347,362.55	1,714,571.56	1,367,209.01

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Statement of Operations
For the Current and Twelve Months Ended December 31, 2014

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	12,155	9,251	2,904	31.40%	1	137,390	111,006	26,384	23.77%	111,006
Other Tenant Income	1,161	433	729	168.55%	2	6,333	5,190	1,143	22.01%	5,190
Government Subsidy	8,532	7,675	857	11.17%	3	103,106	92,102	11,004	11.95%	92,102
Other Income	1	4	(2)	-64.00%		15	43	(28)	-64.56%	43
Total Revenue	21,850	17,362	4,488	25.85%		246,844	208,341	38,503	18.48%	208,341
Administrative Expenses	4,685	4,256	429	10.09%	2	54,941	51,068	3,873	7.58%	51,068
Tenant Services Expense	127	42	86	205.69%		376	500	(124)	-24.86%	500
Utility Expense	3,088	1,817	1,272	70.00%	2	20,201	21,800	(1,599)	-7.34%	21,800
Maintenance Expense	9,012	3,596	5,415	150.59%	4	50,310	43,154	7,156	16.58%	43,154
General Expenses	32,262	2,226	30,036	1349.06%	5	61,543	26,717	34,826	130.35%	26,717
Housing Assistance Payments	223	1,467	(1,244)	-84.80%		(8,581)	17,600	(26,181)	-148.76%	17,600
Financing Expenses	43,206	7,590	35,617	469.29%	3	71,278	91,074	(19,796)	-21.74%	91,074
Operating Expenses before Depreciation	92,604	20,993	71,611	341.12%		250,067	251,913	(1,846)	-0.73%	251,913
Net Operating Income (Loss)	(70,754)	(3,631)	(67,123)	1848.61%	6	(3,224)	(43,572)	40,348	-92.60%	(43,572)
Depreciation & Amortization	4,400	2,199	2,201	100.11%		26,725	26,385	340	1.29%	26,385
Replacement Reserve Expenses	421	1,201	(780)	-64.96%		6,004	14,415	(8,411)	-58.35%	14,415
Total Expense	97,425	23,192	73,812	318.27%		282,796	278,298	(1,506)	-0.54%	278,298
Net Income (Loss)	(75,575)	(5,830)	(69,324)	1189.15%		(35,953)	(69,957)	34,004	-48.61%	(69,957)

Comments

- 1 Consists of 20 Low Income and 20 Tax Credit apartment units.
- 2 A variable expense.
- 3 Received more subsidy than anticipated.
- 4 Tree trimming, \$1,300 and pressure washing 6 buildings and sidewalks, \$2,600, non-recurring expenditures.
- 5 Real Estate Taxes and Bad Debt
- 6 Positive (Negative) cash flow for the year, as estimated (unaudited):

Net operating income (loss) before depreciation and replacement items	(3,224)
Deduct Bad Debt Expense	31,759
Deduct HOPE VI Accrued Interest	40,731
Deduct Escrow Forfeitures	(19,668)
Adjusted net surplus "cash"	49,598

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Balance Sheet
as of December 31, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	6,334.13
Total Unrestricted Cash	<u>6,334.13</u>
Restricted Cash	
Cash Restricted-Security Deposits	8,294.06
Cash Restricted-Reserve for Replacement	24,619.22
Total Restricted Cash	<u>32,913.28</u>
TOTAL CASH	<u>39,247.41</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	9,732.49
Allowance for Doubtful Accounts-Tenants	-17,752.40
Due from LPHC	550.00
A/R - Capital Fund Grants/HUD	17,500.00
TOTAL DUE FROM	<u>10,030.09</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>10,030.09</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	166.13
Prepaid Software Licenses	1,000.52
Utility Deposit	7,060.00
TOTAL OTHER CURRENT ASSETS	<u>8,226.65</u>
TOTAL CURRENT ASSETS	<u>57,504.15</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	34,672.00
Buildings	892,048.00
Machinery & Equipment	280.00
Accum Depreciation-Buildings	-66,903.20
Accum Depreciation- Misc FF&E	-83.96
Intangible Assets	
Loan Costs	28,340.90
Compliance Fees	1,640.00
Monitoring Fees	41,744.00
AA Compliance Fees	-1,336.33
AA Monitoring Fees	-23,888.34
AA Loan Costs	-12,593.63
TOTAL FIXED ASSETS (NET)	<u>893,919.44</u>
TOTAL NONCURRENT ASSETS	<u>893,919.44</u>
TOTAL ASSETS	<u>951,423.59</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	2,518.09
Tenant Security Deposits	9,849.00
Accrued Interest - HOPE VI	434,429.86
Accrued - Developer Fee	149,859.50
Accrued Interest Payable	1,719.34
Accrued Audit Fees	10,900.00
Due to West Lake Mgmt.	56,862.00
Tenant Prepaid Rents	-2,303.32
TOTAL CURRENT LIABILITIES	<u>663,834.47</u>
NONCURRENT LIABILITIES	
FSS Due to Tenant Long Term	80.00
Due to Partner	19,033.64
Due to GP	84,778.00
Due to LP	21,142.00
Permanent Loan - HOPE VI	714,591.00
Permanent Loan - SunTrust	361,149.03
Permanent Loan - LHA	101,380.00
TOTAL NONCURRENT LIABILITIES	<u>1,302,153.67</u>
TOTAL LIABILITIES	<u>1,965,988.14</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	-1,219,110.00
Capital - GP2	240,496.13
TOTAL CONTRIBUTED CAPITAL	<u>-978,613.87</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-35,950.68
TOTAL RETAINED EARNINGS:	<u>-35,950.68</u>
TOTAL EQUITY	<u>-1,014,564.55</u>
TOTAL LIABILITIES AND EQUITY	<u>951,423.59</u>

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Changes in Cash**

For the Current and Twelve Months Ended December 31, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	566.59	6,334.13	5,767.54
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	8,349.00	8,294.06	-54.94
Cash Restricted - FSS Escrow	9,813.05	0.00	-9,813.05
Cash Restricted-Reserve for Replacement	29,955.26	24,619.22	-5,336.04
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	48,683.90	39,247.41	-9,436.49

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	23,286.45	6,334.13	-16,952.32
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	8,616.00	8,294.06	-321.94
Cash Restricted - FSS Escrow	26,069.45	0.00	-26,069.45
Cash Restricted-Reserve for Replacement	28,190.98	24,619.22	-3,571.76
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	86,162.88	39,247.41	-46,915.47

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Statement of Operations
For the Current and Twelve Months ending December 31, 2014

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	58,459	56,167	2,293	4.08%	1	694,601	674,000	20,601	3.06%	674,000
Other Tenant Income	2,327	1,580	747	47.31%		29,804	18,955	10,849	57.24%	18,955
Government Subsidy	30,680	35,305	(4,625)	-13.10%		370,740	423,661	(52,921)	-12.49%	423,661
Other Income	12	383	(371)	0.00%		17,652	4,600	13,052	0.00%	4,600
Total Revenue	91,478	93,435	(1,956)	-2.09%		1,112,797	1,121,216	(8,419)	-0.75%	1,121,216
Administrative Expenses	71,984	24,768	47,216	190.64%	3	350,418	297,212	53,206	17.90%	297,212
Tenant Services	173	250	(77)	-30.74%		1,743	3,000	(1,257)	-41.91%	3,000
Utility Expense	9,197	6,363	2,834	44.55%		79,734	76,350	3,384	4.43%	76,350
Maintenance Expense	51,098	24,882	26,216	105.36%	4	312,555	298,588	13,967	4.68%	298,588
General Expenses	9,891	7,329	2,562	34.96%	2	93,629	87,946	5,683	6.46%	87,946
Housing Assistance Payments	1,813	2,667	(854)	-32.01%		23,726	32,000	(8,274)	-25.86%	32,000
Financing Expenses	16,112	13,171	2,941	22.33%		164,098	158,052	6,046	3.83%	158,052
Operating Expense before Depreciation	160,269	79,429	80,840	101.78%		1,025,903	953,148	72,755	7.63%	953,148
Net Operating Income (Loss)	(68,790)	14,006	(82,796)	-591.16%		86,894	168,068	(81,174)	-48.30%	168,068
Depreciation & Amortization	123,156	65,324	57,832	88.53%		740,240	783,891	(43,651)	-5.57%	783,891
Capital Replacement Items	6,724	8,406	(1,682)	-20.01%		40,488	100,870	(60,382)	-59.86%	100,870
Total Expense	290,149	153,159	136,990	89.44%		1,806,631	1,837,909	(31,278)	-1.70%	1,837,909
Net Income (Loss)	(198,670)	(59,724)	(138,946)	232.65%		(693,834)	(716,693)	22,859	-3.19%	(716,693)

Comments

1 Consists of 109 low and moderate income family and senior apartment units and 87 Tax Credit units.

2 Variable expense.

Variance due to three payrolls in December and payroll accrual for end of year reporting and 2014 audit, and in addition, includes \$26k for Asset

3 Management Fees for the year, accrued at year end.

Increase due to three payrolls in December, end of year payroll accrual, lawn service and grounds maintenance paid for three months, and additional
4 maintenance and preventative maintenance of approximately \$15k.

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Balance Sheet
December 31, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	320,566.98
Petty Cash	300.00
Total Unrestricted Cash	<u>320,866.98</u>
Restricted Cash	
Cash Restricted-Security Deposits	46,687.44
Cash Restricted - FSS Escrow	881.00
Cash Restricted-Reserve for Replacement	154,370.45
Restricted Cash - Partnership Devmt	1,188.75
Restricted Cash - OA Reserve	76,202.36
Restricted Cash - AA Reserve	46,969.82
Investment 1	254,247.98
Investment 2	253,668.86
Total Restricted Cash	<u>834,216.66</u>
 TOTAL CASH	 <u>1,155,083.64</u>
 ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	35,325.11
Allowance for Doubtful Accounts-Tenants	-24,957.64
Due from LPHC	550.00
TOTAL DUE FROM	<u>10,917.47</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>10,917.47</u>
 OTHER CURRENT ASSETS	
Prepaid Insurance	1,696.42
Prepaid Software Licenses	4,902.55
Utility Deposit - Electric	20,500.00
TOTAL OTHER CURRENT ASSETS	<u>27,098.97</u>
TOTAL CURRENT ASSETS	<u>1,193,100.08</u>
 NONCURRENT ASSETS	
FIXED ASSETS	
Buildings	21,088,272.28
Machinery & Equipment	150,483.39
Furniture & Fixtures	596,259.09
Site Improvement-Infrastructure	2,382,356.15
Accum Depreciation-Buildings	-5,650,440.30
Accum Depreciation- Misc FF&E	-748,306.60
Accum Depreciation-Infrastructure	-1,339,539.60
Intangible Assets	
Loan Costs	137,065.70
Monitoring Fees	131,658.00
AA Compliance Fees	-731.00
AA Monitoring Fees	-101,848.93
AA Loan Costs	-109,075.00
TOTAL FIXED ASSETS (NET)	<u>16,536,153.18</u>
TOTAL NONCURRENT ASSETS	<u>16,536,153.18</u>
 TOTAL ASSETS	 <u>17,729,253.26</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	29,117.37
Tenant Security Deposits	45,768.39
Security Deposit Clearing Account	-300.00
Security Deposit-Pet	1,700.00
Other Current Liabilities	2,758.05
Accrued Interest - HOPE VI	350,467.99
Accrued - Developer Fee	1,308,453.00
Accrued Payroll & Payroll Taxes	4,000.39
Accrued Audit Fees	12,800.00
Due to West Lake Mgmt.	4,826.42
HAP Overpayments	649.00
Tenant Prepaid Rents	1,193.58
Accrued Compensated Absences-Current	4,506.85
TOTAL CURRENT LIABILITIES	<u>1,765,941.04</u>
 NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	8,369.86
FSS Due to Tenant Long Term	1,546.00
Notes Payable-LT	381,200.32
Permanent Loan - HOPE VI	2,200,000.00
Permanent Loan - SunTrust	622,505.24
TOTAL NONCURRENT LIABILITIES	<u>3,213,621.42</u>
TOTAL LIABILITIES	<u>4,979,562.46</u>
 EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	6,951,274.41
Capital - GP2	7,123,264.00
TOTAL CONTRIBUTED CAPITAL	<u>14,074,538.41</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-1,324,847.61
TOTAL RETAINED EARNINGS:	<u>-1,324,847.61</u>
TOTAL EQUITY	<u>12,749,690.80</u>
 TOTAL LIABILITIES AND EQUITY	 <u>17,729,253.26</u>

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Changes in Cash
For the Current and Twelve Months Ended December 31, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	340,606.04	320,566.98	-20,039.06
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash - Partnership	2,000.00	0.00	-2,000.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	46,711.83	46,687.44	-24.39
Cash Restricted - FSS Escrow	9,629.00	881.00	-8,748.00
Cash Restricted-Reserve for Replacement	155,726.97	154,370.45	-1,356.52
Restricted Cash - Partnership Devmt	1,188.72	1,188.75	0.03
Restricted Cash - OA Reserve	76,199.12	76,202.36	3.24
Restricted Cash - AA Reserve	46,967.83	46,969.82	1.99
Investment 1	254,247.98	254,247.98	0.00
Investment 2	253,668.86	253,668.86	0.00
Total Cash	1,186,946.35	1,154,783.64	-32,162.71

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	167,797.10	320,566.98	152,769.88
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	43,654.46	46,687.44	3,032.98
Cash Restricted - FSS Escrow	21,370.55	881.00	-20,489.55
Cash Restricted-Reserve for Replacement	143,855.05	154,370.45	10,515.40
Restricted Cash - Partnership Devmt	1,188.39	1,188.75	0.36
Restricted Cash - OA Reserve	76,164.27	76,202.36	38.09
Restricted Cash - AA Reserve	46,946.37	46,969.82	23.45
Investment 1	254,247.98	254,247.98	0.00
Investment 2	253,668.86	253,668.86	0.00
Total Cash	1,008,893.03	1,154,783.64	145,890.61

Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Current and Twelve Months Ended December 31, 2014

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	43,428	43,687	(259)	-0.59%	1	528,281	524,240	4,041	0.77%	524,240
Other Tenant Income	735	1,407	(672)	-47.75%		17,206	16,881	325	1.93%	16,881
Other Income	670,014	3	670,011	20100320.00%	6	670,179	40	670,139	1675347.50%	40
Total Revenue	714,177	45,097	669,080	1483.66%		1,215,667	541,161	674,506	124.64%	541,161
Administrative Expense	19,256	11,475	7,780	67.80%	2	128,577	137,703	(9,126)	-6.63%	137,703
Tenant Services	-	150	(150)	-100.00%		44	1,800	(1,756)	-97.53%	1,800
Utility Expense	6,807	5,445	1,362	25.01%		67,113	65,345	1,768	2.71%	65,345
Maintenance Expense	18,613	9,193	9,420	102.47%	5	119,512	110,317	9,195	8.34%	110,317
General Expense	10,412	7,745	2,667	34.44%	4	95,575	92,935	2,640	2.84%	92,935
Financing Expense	4,659	7,349	(2,690)	-36.61%	3	50,543	88,184	(37,641)	-42.68%	88,184
Operating Expense before Depreciation	59,746	41,357	18,389	44.46%		461,365	496,284	(34,919)	-7.04%	496,284
Net Operating Income (Loss)	654,431	3,740	650,691	17399.32%		754,302	44,877	709,425	1580.82%	44,877
Depreciation & Amortization Expense	39,018	38,937	81	0.21%		468,161	467,247	914	0.20%	467,247
Capital Replacment Items	-	660	(660)	-100.00%		2,100	7,920	(5,820)	-73.48%	7,920
Total Expense	98,764	80,954	17,810	22.00%		931,626	971,451	(39,825)	-4.10%	971,451
Net Operating Income (Loss)	615,413	(35,858)	651,270	-1816.27%		284,041	(430,290)	714,331	-166.01%	(430,290)

Comments

- 1 Consists of 72 Tax Credit apartment units.
- 2 Includes three payrolls for December and payroll accruals for end of year reporting and the 2014 audit.
- 3 Over budgeted interest on mortgages
- 4 Includes bad debt expense of \$5,940.
- 5 Includes two months of landscaping expenses, pest termination expenses of \$4,274 and three payrolls for December.
Other income of \$670,014 is an annual cancelation of indebtedness. This is an annual amortization of the Note Payable to FHFC from a Section 1602 Tax Credit Exchange Program Loan. The amortization is for 15 years which is the equivalent of
- 6 debt forgiveness over the same period, which began January 2011.

Lakeland Housing Authority
Colton Meadow, LLLP
Balance Sheet
December 31, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	70,267.26
Petty Cash	225.00
Total Unrestricted Cash	<u>70,492.26</u>
Restricted Cash	
Cash Restricted-Security Deposits	24,750.00
Cash Restricted-Operating Reserve	440,827.29
Cash Restricted-Reserve for Replacement	77,400.00
Cash-Tax & Insurance Escrow	50,982.79
Total Restricted Cash	<u>593,960.08</u>
TOTAL CASH	<u>664,452.34</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	3,610.68
Allowance for Doubtful Accounts-Tenants	-1,686.56
Due from LPHC	550.00
Due from Colton Meadow GP, Inc.	101,151.61
TOTAL DUE FROM	<u>103,625.73</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>103,625.73</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	5,290.28
Prepaid Insurance	9,348.43
Prepaid Software Licenses	1,669.15
Utility Deposit	10,000.00
TOTAL OTHER CURRENT ASSETS	<u>26,307.86</u>
TOTAL CURRENT ASSETS	<u>794,385.93</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	300,000.00
Buildings	856,353.89
Building Acquisition	2,010,000.00
Building Improvements	5,802,500.00
Machinery & Equipment	67,970.48
Automobiles	15,484.50
Furniture & Fixtures	1,503,657.00
Site Improvement-Infrastructure	1,496,187.97
Accum Depreciation-Buildings	-1,815,272.20
Intangible Assets	
Amortization Tax Credit Fees	-55,652.00
Monitoring Fees	208,695.00
TOTAL FIXED ASSETS (NET)	<u>10,389,924.64</u>
Site Improvement	16,364.00
Non-Dwelling Structures	28,019.32
Non-Dwelling Equipment	60,262.45
TOTAL NONCURRENT ASSETS	<u>10,494,570.41</u>
TOTAL ASSETS	<u>11,288,956.34</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	9,327.31
Tenant Security Deposits	23,950.00
Security Deposit-Pet	800.00
Accrued Interest Payable	12,863.53
Accrued Payroll & Payroll Taxes	1,596.31
Accrued Audit Fees	9,600.00
Due to West Lake Mgmt.	1,299.67
Due to Polk County Developers, Inc.	362,901.17
Tenant Prepaid Rents	276.49
Accrued Compensated Absences-Current	3,757.60
First Mortgage - TCAP	1,231,424.00
Tax Credit Exchange Program (TCEP)	7,370,157.40
HOME Funds	115,899.60
Mortgage Note Payable	450,845.00
TOTAL CURRENT LIABILITIES	<u>9,594,698.08</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	6,978.41
Developer Fee Payable - PCHD	197,907.00
TOTAL NONCURRENT LIABILITIES	<u>204,885.41</u>
TOTAL LIABILITIES	<u>9,799,583.49</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	1,205,286.00
GP Equity	46.12
TOTAL CONTRIBUTED CAPITAL	<u>1,205,332.12</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	284,040.73
TOTAL RETAINED EARNINGS:	<u>284,040.73</u>
TOTAL EQUITY	<u>1,489,372.85</u>
TOTAL LIABILITIES AND EQUITY	<u>11,288,956.34</u>

Lakeland Housing Authority
Colton Meadow, LLLP
Changes in Cash
For the Current and Twelve Months Ended December 31, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	67,585.31	70,267.26	2,681.95
Cash Operating 2	0.00	0.00	0.00
Cash Restricted-Security Deposits	24,350.00	24,750.00	400.00
Cash Restricted-Operating Reserve	440,827.29	440,827.29	0.00
Cash Restricted-Reserve for Replacement	75,600.00	77,400.00	1,800.00
Cash-Tax & Insurance Escrow	43,255.02	50,982.79	7,727.77
Total Cash	651,617.62	664,227.34	12,609.72
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	147,894.09	70,267.26	-77,626.83
Cash Operating 2	0.00	0.00	0.00
Cash Restricted-Security Deposits	22,725.00	24,750.00	2,025.00
Cash Restricted-Operating Reserve	881,250.29	440,827.29	-440,423.00
Cash Restricted-Reserve for Replacement	55,800.00	77,400.00	21,600.00
Cash-Tax & Insurance Escrow	42,513.73	50,982.79	8,469.06
Total Cash	1,150,183.11	664,227.34	-485,955.77

**Lakeland Housing Authority
Bonnet Shores, LLLP
Statement of Operations
For the Current and Twelve Months Ended December 31, 2014**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	51,856	48,426	3,430	7.08%	1	597,681	581,113	16,568	2.85%	581,113
Other Tenant Income	415	1,779	(1,364)	-76.67%		15,198	21,347	(6,149)	-28.80%	21,347
Other Income	-	1	(1)	-100.00%		10	12	(2)	-16.67%	12
Total Revenue	52,271	50,206	2,065	4.11%		612,889	602,472	10,417	1.73%	602,472
Administrative Expense	25,869	11,479	14,390	125.36%	2	133,029	137,747	(4,718)	-3.43%	137,747
Tenant Services	-	208	(208)	-100.00%		94	2,500	(2,406)	-96.23%	2,500
Utility Expense	3,737	4,433	(696)	-15.70%		53,392	53,200	192	0.36%	53,200
Maintenance Expense	15,338	7,869	7,469	94.91%		116,839	94,430	22,409	23.73%	94,430
General Expense	8,521	8,138	383	4.71%		104,467	97,650	6,817	6.98%	97,650
Financing Expense	11,596	7,570	4,027	53.19%	3	123,653	90,837	32,816	36.13%	90,837
Operating Expense before Depreciation	65,061	39,697	25,364	63.89%		531,474	476,364	55,110	11.57%	476,364
Net Operating Income (Loss)	(12,790)	10,509	(23,299)	-221.71%		81,416	126,108	(44,692)	-35.44%	126,108
Depreciation & Amortization Expense	47,470	47,465	-	0.00%		569,585	569,578	-	0.00%	569,578
Total Expense	112,531	87,162	25,364	29.10%		1,101,059	1,045,942	55,110	5.27%	1,045,942
Net Income (Loss)	(60,260)	(36,956)	(23,299)	63.05%		(488,169)	(443,470)	(44,692)	10.08%	(443,470)

Comments

- 1** 75 apartment units, Tax Credit and Section 8 Vouchers.
Increase due to three payrolls in December, payroll accruals recorded end of year and for the 2014 audit, \$5,096
- 2** and \$3,000 of Asset Management Fees to WLM, LLC pass-through to LHA and FHFC respectively.
- 3** Interest expense on LHA loan
Increase due to three payrolls paid in December and accrued payroll recorded for end of year and the 2014 audit,
- 4** and two months of landscaping fees.

Lakeland Housing Authority
Bonnet Shores, LLLP
Balance Sheet
December 31, 2014

ASSETS

Unrestricted Cash	
Cash Operating 2	249,320.93
Petty Cash	225.00
Total Unrestricted Cash	<u>249,545.93</u>
Restricted Cash	
Cash Restricted-Security Deposits	24,625.00
Cash Restricted-Operating Reserve	460,094.78
Cash Restricted-Reserve for Replacement	95,625.00
Cash-Tax & Insurance Escrow	29,456.62
Total Restricted Cash	<u>609,801.40</u>
TOTAL CASH	<u>859,347.33</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	7,174.96
Allowance for Doubtful Accounts-Tenants	-2,304.99
Due from Bonnet Shores GP, Inc	7,062.23
TOTAL DUE FROM	<u>7,062.23</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>11,932.20</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	7,836.56
Prepaid Insurance	23,768.47
Prepaid Software Licenses	1,708.63
Utility Deposit	5,000.00
TOTAL OTHER CURRENT ASSETS	<u>38,313.66</u>
TOTAL CURRENT ASSETS	<u>909,593.19</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	300,000.00
Buildings	11,447,110.83
Automobiles	24,477.33
Furniture & Fixtures	423,152.78
Site Improvement-Infrastructure	679,255.00
Accum Depreciation-Buildings	-1,665,031.50
Accum Depreciation- Misc FF&E	-358,098.00
Accum Depreciation-Infrastructure	-181,140.00
Intangible Assets	
Loan Costs	41,419.00
Amortization Loan Cost	-8,294.00
Compliance Fees	246,589.00
Amortization Tax Credit Fees	-65,758.04
TOTAL FIXED ASSETS (NET)	<u>10,883,682.40</u>
TOTAL NONCURRENT ASSETS	<u>10,883,682.40</u>
TOTAL ASSETS	<u>11,793,275.59</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	248.93
Tenant Security Deposits	24,075.00
Security Deposit-Pet	700.00
Current Portion of LT Debt	38,193.00
Accrued Interest Payable	152,041.15
Accrued Payroll & Payroll Taxes	1,140.30
Accrued Audit Fees	9,330.00
Due to West Lake Mgmt.	-2,235.09
Due to Central Office Cost Center	405.03
Tenant Prepaid Rents	6.13
Accrued Compensated Absences-Current	1,806.82
First Mortgage - TCAP	3,819,255.00
HOME Funds	131,028.00
Mortgage Note Payable	1,009,877.00
TOTAL CURRENT LIABILITIES	<u>5,185,871.27</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	3,355.52
Developer Fee Payable - PCHD	320,033.00
TOTAL NONCURRENT LIABILITIES	<u>323,388.52</u>
TOTAL LIABILITIES	<u>5,509,259.79</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	6,812,347.00
GP Equity	-162.00
Syndication Costs	-40,000.00
TOTAL CONTRIBUTED CAPITAL	<u>6,772,185.00</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-488,169.20
TOTAL RETAINED EARNINGS:	<u>-488,169.20</u>
TOTAL EQUITY	<u>6,284,015.80</u>
TOTAL LIABILITIES AND EQUITY	<u>11,793,275.59</u>

Lakeland Housing Authority
Bonnet Shores, LLLP
Changes in Cash
For the Current and Twelve Months Ended December 31, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	0.00	0.00	0.00
Cash Operating 2	143,858.34	249,320.93	105,462.59
Cash Operating 3	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	23,825.00	24,625.00	800.00
Cash Restricted-Operating Reserve	460,094.78	460,094.78	0.00
Cash Restricted-Reserve for Replacement	93,750.00	95,625.00	1,875.00
Cash-Tax & Insurance Escrow	22,698.17	29,456.62	6,758.45
Total Cash	744,226.29	859,122.33	114,896.04

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	0.00	0.00	0.00
Cash Operating 2	129,741.61	249,320.93	119,579.32
Cash Operating 3	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	22,450.00	24,625.00	2,175.00
Cash Restricted-Operating Reserve	460,094.78	460,094.78	0.00
Cash Restricted-Reserve for Replacement	73,125.00	95,625.00	22,500.00
Cash-Tax & Insurance Escrow	32,555.78	29,456.62	-3,099.16
Total Cash	717,967.17	859,122.33	141,155.16

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Statement of Operations
For the Current and Twelve Months Ended December 31, 2014

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	69,528	66,542	2,986	4.49%	1	852,093	798,500	53,593	6.71%	798,500
Other Tenant Income	45	265	(219)	-82.83%		2,397	3,177	(780)	-24.56%	3,177
Other Income	219	86	134	156.31%		1,158	1,027	131	12.78%	1,027
Total Revenue	69,793	66,892	2,901	4.34%		855,648	802,704	52,944	6.60%	802,704
Administrative Expenses	9,338	15,526	(6,188)	-39.86%	3	165,363	186,313	(20,950)	-11.24%	186,313
Tenants Service Expenses	-	-	-	-100.00%		62	-	62	-100.00%	-
Utility Expense	8,082	9,038	(956)	-10.58%		102,338	108,454	(6,116)	-5.64%	108,454
Maintenance Expense	12,152	11,588	564	4.87%	3	80,470	139,054	(58,584)	-42.13%	139,054
General Expenses	5,154	4,511	643	14.25%		52,650	54,130	(1,480)	-2.73%	54,130
Financing Expenses	23,609	19,647	3,962	20.17%	2	287,708	235,758	51,950	22.04%	235,758
Operating expense before depreciation	58,335	60,309	(1,974)	-3.27%		688,589	723,709	(35,120)	-4.85%	723,709
Net Operating Income (Loss)	11,458	6,583	4,875	74.06%		167,058	78,995	88,063	111.48%	78,995
Depreciation & Amortization	41,944	41,940	4	0.01%		503,284	503,280	4	0.00%	503,280
Capital Replacement Items	-	3,893.33	(3,893)	-100.00%		7,842	46,720	(38,878)	-83.21%	46,720
Total Expense	100,278	106,142	(5,864)	-5.52%		1,199,715	1,273,709	(73,994)	-5.81%	1,273,709
Net Operating Income (Loss)	(30,485)	(39,250)	8,765	-22.33%		(344,068)	(471,005)	126,937	-26.95%	(471,005)

Comments

- 1 Consists of 100 Tax Credit and Section 8 Voucher units.
- 2 Budget omitted interest cost on deferred developer fee
- 3 Variable expense

**Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Balance Sheet
December 31, 2014**

ASSETS

Unrestricted Cash		
Cash Operating 1	165,312.29	
Petty Cash	<u>300.00</u>	
Total Unrestricted Cash	165,612.29	
Restricted Cash		
Cash Restricted-Security Deposits	8,662.85	
Cash Restricted-Operating Reserve	25,155.58	
Cash Restricted-Reserve for Replacement	140,606.89	
Cash-Tax & Insurance Escrow	38,082.37	
Investment 1	<u>227,884.46</u>	
Total Restricted Cash	440,392.15	
TOTAL CASH	<u>606,004.44</u>	
ACCOUNTS AND NOTES RECEIVABLE		
A/R-Tenants	7,237.78	
Allowance for Doubtful Accounts-Tenants	<u>-522.46</u>	
TOTAL ACCOUNTS AND NOTES RECEIVABLE	6,715.32	
OTHER CURRENT ASSETS		
Prepaid Expenses and Other Assets	1,302.06	
Prepaid Insurance	15,579.83	
Prepaid Software Licenses	2,037.74	
Utility Deposit	<u>85.00</u>	
TOTAL OTHER CURRENT ASSETS	<u>19,004.63</u>	
TOTAL CURRENT ASSETS	<u>631,724.39</u>	
NONCURRENT ASSETS		
FIXED ASSETS		
Land	432,717.00	
Buildings	12,796,743.00	
Furn, Fixt, & Equip	1,157,974.64	
Accum Depreciation-Buildings	-1,759,554.00	
Accum Depreciation- Misc FF&E	-634,581.00	
Accum Depreciation-Infrastructure	-195,689.00	
Intangible Assets		
Loan Costs	335,121.42	
Amortization Loan Cost	-102,394.00	
Compliance Fees	200,558.00	
Amortization Tax Credit Fees	<u>-73,536.00</u>	
TOTAL FIXED ASSETS (NET)	<u>12,157,360.06</u>	
Site Improvement	<u>711,597.00</u>	
TOTAL NONCURRENT ASSETS	<u>12,868,957.06</u>	
TOTAL ASSETS	<u>13,500,681.45</u>	

LIABILITIES & EQUITY

CURRENT LIABILITIES		
A/P Vendors and Contractors	9,265.14	
Tenant Security Deposits	8,350.00	
Security Deposit-Pet	550.00	
Accrued Interest NLP Loan	4,547.20	
Accrued Payroll & Payroll Taxes	1,112.50	
Accrued Audit Fees	11,400.00	
Due to West Lake Mgmt.	97.67	
HAP Overpayments	28.00	
Tenant Prepaid Rents	743.81	
Accrued Compensated Absences-Current	2,080.38	
Mortgage Note Payable	3,182,873.10	
Second Mortgage Payable	850,000.00	
Third Mortgage Payable	383,370.25	
Fourth Mortgage Payable	400,000.00	
Note Payable-City of Bartow Impact Fees	564,621.00	
Deferred Development Fee	<u>1,515,059.37</u>	
TOTAL CURRENT LIABILITIES	<u>6,934,098.42</u>	
NONCURRENT LIABILITIES		
Accrued Compensated Absences-LT	<u>3,863.56</u>	
TOTAL NONCURRENT LIABILITIES	<u>3,863.56</u>	
TOTAL LIABILITIES	<u>6,937,961.98</u>	
EQUITY		
CONTRIBUTED CAPITAL		
Capital Private Investors	6,936,810.00	
GP Equity	-13.00	
Special LP Equity	-10.00	
Syndication Costs	<u>-30,000.00</u>	
TOTAL CONTRIBUTED CAPITAL	<u>6,906,787.00</u>	
RETAINED EARNINGS		
Retained Earnings-Unrestricted Net Assets	<u>-344,067.53</u>	
TOTAL RETAINED EARNINGS:	<u>-344,067.53</u>	
TOTAL EQUITY	<u>6,562,719.47</u>	
TOTAL LIABILITIES AND EQUITY	<u>13,500,681.45</u>	

**Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Changes in Cash**

For the Current and Twelve Months Ended December 31, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	215,588.83	165,312.29	-50,276.54
Cash Restricted-Security Deposits	8,362.85	8,662.85	300.00
Cash Restricted-Operating Reserve	25,155.58	25,155.58	0.00
Cash Restricted-Reserve for Replacement	137,971.80	140,606.89	2,635.09
Cash-Tax & Insurance Escrow	34,100.37	38,082.37	3,982.00
Investment 1	227,800.19	227,884.46	84.27
Total Cash	648,979.62	605,704.44	-43,275.18

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	126,119.04	165,312.29	39,193.25
Cash Restricted-Security Deposits	8,300.00	8,662.85	362.85
Cash Restricted-Operating Reserve	25,245.58	25,155.58	-90.00
Cash Restricted-Reserve for Replacement	110,888.49	140,606.89	29,718.40
Cash-Tax & Insurance Escrow	42,667.32	38,082.37	-4,584.95
Investment 1	226,861.28	227,884.46	1,023.18
Total Cash	540,081.71	605,704.44	65,622.73

LAKELAND HOUSING AUTHORITY
Grant Report
Updated as of December 31, 2014

		START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program	(HUD)								
CFP - 2011		07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	532,317.00	503,043.30	59,936.70
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	297,414.00	282,465.06	44,948.94
CFP - 2013		08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	102,655.00	98,011.89	153,526.11
CFP - 2014		05-01-14	05-01-16	05-01-18	341,004.00	306,903.60	4,035.50	4,035.50	336,968.50
				CFP Subtotal:	1,482,936.00	1,334,642.40	936,421.50	887,555.75	595,380.25
Replacement Housing Factor	(HUD)								
RHF - 2009(a)		09-15-09	10-29-15	07-27-17	282,108.00	253,897.20	0.00	0.00	282,108.00
RHF - 2009(b)		04-02-10	10-29-15	10-29-17	149,804.00	134,823.60	0.00	0.00	149,804.00
RHF - 2010		07-15-10	10-29-15	10-29-17	441,385.00	397,246.50	0.00	0.00	441,385.00
RHF - 2011		08-03-11	10-29-15	10-29-17	380,321.00	342,288.90	0.00	0.00	380,321.00
RHF - 2012(a)		03-12-12	10-29-15	10-29-17	185,485.00	166,936.50	0.00	0.00	185,485.00
RHF - 2012(b)		03-12-12	10-29-15	10-29-17	70,661.00	63,594.90	0.00	0.00	70,661.00
RHF - 2013(a)		09-09-13	09-08-15	09-08-17	208,904.00	188,013.60	0.00	0.00	208,904.00
RHF - 2013(b)		09-09-13	09-08-15	09-08-17	62,529.00	56,276.10	0.00	0.00	62,529.00
RHF - 2014		05-13-14	05-12-16	05-12-18	185,710.00	167,139.00	0.00	0.00	185,710.00
				RHF Subtotal:	1,966,907.00	1,770,216.30	0.00	0.00	1,966,907.00
HOPE VI	(HUD)	04-05-00		12-31-17	21,842,801.00	19,658,520.90	19,908,767.13	19,908,767.13	1,934,033.87
Safety & Security Grant	(HUD)	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	225,283.00	233,783.38	16,216.62
			Safety & Security Subtotal:		250,000.00	225,000.00	225,283.00	233,783.38	16,216.62
Resident Opportunities and Self Sufficiency	(HUD)								
ROSS - Family Self Sufficiency 2014		09-29-14	02-13-16		104,856.00	94,370.40	0.00	0.00	104,856.00
ROSS - Family Self Sufficiency 2013		07-01-13	07-01-14		52,084.00	46,875.60	52,084	52,084.00	0.00
ROSS - Service Coordinator 2011		09-22-11	09-29-14		140,838.00	126,754.20	140,838	140,838.00	0.00
			ROSS Subtotal:		297,778.00	268,000.20	192,922.00	192,922.00	104,856.00
YouthBuild	(DOL)	06-01-11	05-31-15		997,492.00	897,742.80	894,525.67	894,525.67	102,966.33
			YouthBuild Subtotal:		997,492.00	897,742.80	894,525.67	894,525.67	102,966.33
YouthBuild (new)	(DOL)	08-11-14	12-10-2017		974,124.00	876,711.60	33,528.80	33,528.80	940,595.20
			YouthBuild Subtotal:		974,124.00	876,711.60	33,528.80	33,528.80	940,595.20
21st Century	(DOE)	08-01-13	07-31-14		324,331.00	291,897.90	199,395.53	199,395.50	124,935.50
			21st Century Subtotal:		324,331.00	291,897.90	199,395.53	199,395.50	124,935.50

Administration Report

Board Report February Meeting 2015

I. Authority-Wide Updates

Section 3 and M/WBE: The Housing Authority of the City of Lakeland, Florida (LHA) entered into one (1) new agreement and one (1) task order during this reporting period. A summary of the contracting activities is found within the Procurement section of this report.

Last month's contracting activities have had the following effect on LHA's Section 3 and M/WBE percentages:

- The total dollar volume of work contracted to outside vendors by LHA, or its affiliates, **"increased"** from \$1,595,773 to **\$1,691,373.15**.
- The total dollar volume of work contracted to M/WBE firms **"increased"** from \$744,441 to **\$839,441**. This equates to 50% of the total dollar volume contracted by LHA.
- Sixteen (16) of the 55 contracts are with M/WBE firms. This represents 29% of the contracts.
- Three (3) of the 55 contracts are with Section 3 Business Concerns; which represents approximately 5% of the contracts.
- Three (3) Section 3 Hires have been employed as part of LHA's existing contracts.

Lake Ridge Homeowners Association: Staff did not perform any activities related to the HOA.

Developer RFQ: The financial advisor continued to review the financials for the highest ranking firm.

LHA 2014 Audited Financials: Staff continued to reconcile the accounts for year end. Close out of calendar year 2014 continued to be critical as the U.S. Department of Housing and Urban Development (HUD) requires that the unaudited Financial Data Schedule (FDS) be submitted by February 28, 2015. The audited FDS must be submitted to HUD via REAC by September 30, 2015.

Fee Accountant RFP: On Tuesday, February 10, 2015, outside counsel finalized language for the agreement with BDO USA, LLP doing business as BDO PHA Finance. The amount of the agreement is a not-to-exceed of \$95,000. The agreement was executed by both parties the same day.

Environmental Reviews: HUD requires updated Phase I Environmental Site Assessments (ESAs) for any property that is scheduled to receive capital funds. The Phase I ESAs are good for five (5) years. The Phase I ESAs for Cecil Gober, Carrington

Place (Dakota Park Apartments), Lake Ridge Homes, and Renaissance were expiring. Subsequently, staff had one of the on-call environmental firms perform a Phase I ESA for each site. The firm also completed the corresponding form HUD-4128 for each property. On February 5, 2015, staff submitted the Phase I ESAs and form HUD-4128 to the Miami Field Office.

II. LHA Portfolio

Arbor Manor

The disposition status for this property remains *"unchanged"*. To recap, staff submitted the Disposition Application to the Special Application Center (SAC) on October 23, 2014. SAC sent questions regarding the application on November 6, 2014. Staff responded to most of SAC's questions on November 14, 2014. However, one item that was pending at the time of submission was the Phase II ESA. On December 23, 2014, staff submitted the Phase II ESA to the Miami Field Office. Presently, the Miami Field Office is in the process of reviewing the document. Upon completion of their review, they will forward the required releases to SAC.

Cecil Gober

Aging-In-Place Design: The Stop Work Order dated July 11, 2013 remains in effect. There are no new items to report.

Aging-In-Place Modernization: There are no updates to provide for this item. This item will remain *"On Hold"* until revisions to the design are completed.

Tax Credit Application: Staff did not perform any activities related to the tax credit application this reporting period.

Hampton Hills

Homeownership Plan: The approved Homeownership Plan requires LHA to contract with a HUD certified counseling agency to provide homeownership counseling. LHA entered into a Memorandum of Agreement with Solita's House on February 9, 2015. The first meeting to discuss requirements of the homebuyer education class is scheduled for the week of February 16, 2015.

LHA Administration Building

Remediation and Renovation of Administration Building: Johnson Laux Construction (JLC) initially thought that they could have all work associated with the contract completed by the week of December 8, 2014. However, on December 18, 2014, the Division of Parks and Recreation requested additional revisions to the landscaping. Items requested include planting of an additional tree and ground cover by the entrance and island. Also, a retaining curb will have to be installed where the tree is being relocated. JLC submitted pricing for the proposed changes on February 5, 2015. Staff met with representatives from JLC on February 12, 2015 to review the proposal.

Westlake

Redevelopment of Westlake: Please refer to the narrative for Developer RFQ located on Page 1 of this report for details.

Tax Credit Application: Staff did not perform any activities related to tax credit this reporting period.

Williamstown

Staff did not perform any activities related to Williamstown during this reporting period.

III. Mixed Finance Developments

Audited Financials: Staff continued to work with the independent auditor to prepare the Year End 12/31/2014 audited financial statements and taxes for the five (5) partnerships. The submission deadlines are as follows:

Bonnet Shores: Draft Tax Returns – TBD, Final Audits – TBD

Colton Meadow: Draft Tax Returns – TBD, Final Audits – TBD

Carrington Place: Draft Tax Returns – 2/16/2015, Final Audits – 3/2/2015

Renaissance: Draft Tax Returns – 2/16/2015, Final Audits – 3/2/2015

West Bartow: Drafts – 3/15/2015, Finals – 4/15/2015

Colton Meadow

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

Carrington Place (formerly Dakota Park)

Staff did not perform any activities directly related to Carrington Place during this reporting period.

Renaissance

FY 1999 HOPE VI Funds: Staff continued preparation of the revitalization plan amendment so that the \$1.9 million remaining in 1999 HOPE VI funds could be fully expended. The proposed amendment still anticipates using balances remaining within the grant, along with RHF funds, to construct public housing units at the 15 vacant lots that LHA currently owns at the HOPE VI site. Representatives from The Miami Field Office were receptive to the plan.

Intersection of N. Florida Avenue and W. Tenth Street: On August 21, 2014, LHA executed a contract for the purchase and sale of real property with GH&G Florida, LLC (GH&G) for the 4.33-acre commercial corner at Renaissance. The Purchase and Sale Agreement was amended on December 17, 2014. The amendment allowed GH&G to extend the initial due diligence period for an additional 126 days. Furthermore, the amendment has provisions that will automatically extend the agreement for a maximum of 180 days in the event that the Seller has not received HUD approval during the initial due diligence period.

The Manor at West Bartow

Staff did not perform any activities related to the Manor at West Bartow during this reporting period.

Villas at Lake Bonnet

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

Magnolia Pointe

Staff did not perform any activities related to Magnolia Pointe during this reporting period.

February 2015

PROCUREMENT

In addition to the normal day-to-day procurement activities (such as: monitoring invoices and certified payroll reports submitted by contractors and maintaining contract files and vendor lists), the following activities were accomplished in January 2015:

- Issued an Invitation for Bids for the *Repair of Unit #107, 150 West 14th Street, Lakeland* that was damaged by a kitchen fire
- Issued a Request for Proposals for *Job Readiness Training, Job Search Assistance, and Job Development Services*
- Issued a Request for Proposals for a *Hosted VoIP Phone System*
- Developed a one-year agreement with **We Care Services, Inc.** to provide public housing residents with *Job Readiness Training, Job Search Assistance, and Job Development Services* for a not-to-exceed value of \$95,000.00
- Developed a one-year agreement with **West Bartow Partnership Ltd, LLLP.** to provide *Information Technology (IT) Services* for The Manor at West Bartow for at a not-to-exceed value of \$4,200.00
- Developed Modification #03 to the file compliance service agreement with **Preferred Compliance Solutions, Inc.** to extend the current agreement for an additional year--until January 31, 2016—and to increase the overall not-to-exceed value of the agreement from \$53,000.00 to \$87,000.00
- Developed Modification #01 to the fire extinguisher service agreement with **All Florida Fire Equipment Company** to extend the current agreement for an additional year--until February 17, 2016--with no increase in the initial not-to-exceed value (\$5,500.00) of the original one-year agreement
- Developed Task Order #05 to the professional services agreement with **Boggs Engineering, LLC** to:
 - Provide a site inspection to determine the potential reason for the area of subsidence in front of Unit #58 at The Villas of Lake Bonnet
 - Contact a contractor to arrange for this area to be excavated in order to determine the cause of the subsidence
 - Inspect the site during excavation/correction and provide recommendation for repair and to verify best management procedures are being followed for the repairfor a not-to-exceed value of \$600.00

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 01, 2012--January 31, 2015)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Rodmon and Rodman Hampton Hills	\$20,000.00	Yes	African-American	1	Yes	1	No	0
2	Bio Mass Tech	\$33,278.05	No	N/A	0	No	0	No	0
3	Robert's Painting	\$8,100.00	No	N/A	0	No	0	No	0
4	Zee's Construction	\$24,500.00	No	N/A	0	No	0	No	0
5	NKA Contractors	\$23,750.00	Yes	African-American	1	No	0	No	0
6	Jackson Management Consulting	\$10,198.00	Yes	African-American	1	No	0	No	0
7	Florida Dance Theatre	\$3,840.00	No	N/A	0	No	0	No	0
8	Rodmon and Rodmon (09-27-12 to 10-26-12)	\$5,750.00	Yes	African-American	1	Yes	1	No	0
9	Rodmon and Rodmon (10-29-12 to 10-28-13)	\$30,000.00	Yes	African-American	1	Yes	1	No	0
10	Bruce Reeves	\$5,000.00	No	N/A	0	No	0	No	0
11	Beachfront Community Outreach	\$31,900.00	Yes	African-American	1	No	0	Yes	1
12	PAINTSMART USA, INC.	\$31,000.00	Yes	African-American	1	No	0	Yes	2
13	Nova Engineering and Environmental, LLC	\$19,000.00	No	N/A	0	No	0	No	0
14	Atkins Paving, Inc	\$7,400.00	Yes	African-American	1	No	0	No	0
15	Best Termite & Pest Control	\$50,000.00	No	N/A	0	No	0	No	0
16	Clampett Industries dba EMG	\$39,000.00	No	N/A	0	No	0	No	0
17	Reeves Building and Plumbing Contractor	\$7,950.00	Yes	African-American	1	No	0	No	0
18	Jacksonville Sound	\$552.00	No	N/A	0	No	0	No	0
19	Marshalls, LLC	\$6,377.00	No	N/A	0	No	0	No	0
20	R.I.G., Inc. aka Residential Investment Group	\$79,425.00	Yes	Woman-owned	1	No	0	No	0
21	Reeves Building and Plumbing Contractor	\$9,975.00	Yes	African-American	1	No	0	No	0
22	All Florida Fire Equipment Company	\$5,500.00	No	N/A	0	No	0	No	0
23	Campolong Enterprises dba DH Striping Company	\$5,000.00	No	N/A	0	No	0	No	0
24	Professional Roof Systems	\$37,800.00	No	N/A	0	No	0	No	0
25	State Alarm	\$287,591.50	No	N/A	0	No	0	No	0
26	Stripe A Lot of America II, Corp	\$4,100.00	No	N/A	0	No	0	No	0
27	Waller Construction	\$20,800.00	No	N/A	0	No	0	No	0
28	Annettie Machuca & Associates	\$8,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0
29	Haskell Termite and Pest Control	\$17,872.00	No	N/A	0	No	0	No	0
30	Johnson-Laux Construction	\$169,092.40	Yes	Woman-owned	1	No	0	No	0
31	Yardi Systems	\$50,824.70	No	N/A	0	No	0	No	0
32	Annettie Machuca & Associates	\$123,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 01, 2012 and January 31, 2015.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 01, 2012--January 31, 2015)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
33	West Lake Management	\$135,150.00	No	N/A	0	No	0	No	0
34	West Lake Management	\$10,000.00	No	N/A	0	No	0	No	0
35	We Care Services	\$95,000.00	Yes	African American and Woman-owned	1	Yes	1	No	0
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
36	GLE Associates	\$0.00	No	N/A	0	No	0	No	0
37	Wallis Murphey Boyington	\$0.00	No	N/A	0	No	0	No	0
38	Bessolo Design Group	\$0.00	No	N/A	0	No	0	No	0
39	Robert Reid Wedding	\$47,227.50	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
40	Valuation Advisors	\$2,900.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
41	DRMP	\$0.00	No	N/A	0	No	0	No	0
42	Hamilton Engineering & Surveying	\$0.00	No	N/A	0	No	0	No	0
43	ECON	\$5,020.00	No	N/A	0	No	0	No	0
44	Pickett & Associates	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
45	ACT-American Compliance Technologies	\$0.00	No	N/A	0	No	0	No	0
46	GLE Associates	\$5,275.00	No	N/A	0	No	0	No	0
47	Terracon Consultants	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
48	Boggs Engineering (Civil)	\$4,550.00	No	N/A	0	No	0	No	0
49	Hamilton Engineering & Surveying (Civil)	\$0.00	No	N/A	0	No	0	No	0
50	EE & G Environmental (Environmental)	\$21,250.00	No	N/A	0	No	0	No	0
51	GLE Associates (Multi-discipline)	\$1,425.00	No	N/A	0	No	0	No	0
52	Biller Reinhart (Structural)	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services Pool</i>									
53	Baker Tilly	\$0.00	No	N/A	0	No	0	No	0
54	Innovative Financial Housing Solutions	\$187,000.00	Yes	Woman-owned	1	No	0	No	0
55	TAG Associates	\$0.00	No	N/A	0	No	0	No	0
TOTALS		\$1,691,373.15			16		4		3

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 01, 2012 and January 31, 2015.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY
(New Contracts: January 1-31, 2015)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	We Care Services	\$95,000.00	Yes	African American and Woman-owned	1	Yes	1	No	0
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
13									
14									
15									
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
16									
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
17									
18									
19									
20									
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
21									
22									
23									
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
24	Boggs Engineering (Civil)	\$600.00	No	N/A	0	No	0	No	0
25									
26									
27									
<i>Indefinite Delivery, Indefinite Quantity Legal Services Pool</i>									
28									
29									
30									
TOTALS		\$95,600.00			1		1		0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor January 1-31, 2015.

Resident Services February Meeting 2015

YouthBuild-Lakeland

Academics and Recruitment

Orientation for Cycle 11 ran from January 6 – January 22. Approximately fifty young people were vying to become one of the 19 young people in YouthBuild Lakeland. These young adults endured 3 weeks of mental, academic, social, physical, and construction challenges. In the end the YouthBuild Lakeland program chose 19 young people who we felt exemplified the commitment and dedication needed to make a transformation in the program.

The Academic portion of the program is off to a rigorous start. The arrival of Cycle 11 has brought a new crop of academically eager and wanting students. They all arrive with different abilities and are ready to tackle the task of taking on the GED exam. Students have begun coursework in the four areas of Language Arts, Mathematics, Science, and Social Studies.

As Cycle 11 begins, the task of program recruitment continues. Applications continue to come in and the interest in YouthBuild continues to build in the community. The search for participants in Cycle 12 begins!

Community Involvement

The Program Manager met with Maurice Donaldson with ACTS New Horizons about recruiting participants from their program.

Placement News Congratulations to the following YouthBuild-Lakeland Cycle 10 participants:

- Jennifer Liceaga: Employed at Florry Creative Care
- Priscilla Kinnard: Employed at Hilton Gardens Inn
- Joshua Rich: Employed at Jess Anderson Modeling Agency

The Career Development Specialist continues to conduct regular contact with Cycle 10 participants to ensure that those who are working have the necessary tools (i.e. clothing, shoes, gas cards) to continue working; and to provide employment opportunity leads to those who are seeking employment.



Cycle 11
Students
during
"Survival" Day



Orientation
Challenge
Assemble a
kitchen cabinet

Other News

Sondra Lowe, a graduate of the YouthBuild-Cycle 8 class, has joined YB as a part-time assistant in placement/academics. Sondra will be a great addition to our team!

**Janiene Bambridge
YouthBuild Program Manager**

**Richard Mooneyham
YouthBuild Program Instructor**

**Cynthia E. Zorn-Shaw
YouthBuild Career Development Specialist**

**Sondra Lowe
YouthBuild Placement/Academic Assistant**

RESOLUTIONS

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

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

Re: Resolution # 15-1398

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into an agreement with *Emphasys Computer Solutions, Inc.* for the provision and installation of *Integrated Accounting and Property Management Software*.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: The provision and installation of *Integrated Accounting and Property Management Software*
- C. Originator: Carlos Pizarro

3. Cost Estimate:

\$165,600 which includes:

- for the first year--an amount not-to-exceed \$109,515 for License Fees and Professional Services
- for the second year--an amount not-to-exceed \$26,240 for the Annual Maintenance Fee
- for the third year--an amount not-to-exceed \$27,290 for the Annual Maintenance Fee
- an amount not-to-exceed \$2,550 for required travel

Narrative:

The U.S. Department of Housing and Urban Development (HUD) prohibits the use of Public Housing funds to continue a service contract beyond five years. In order to continue to receive a contracted service for longer than five years, a public housing authority must conduct another fair and open solicitation for the desired service.

In 2009, after conducting such a competitive procurement, the Lakeland Housing Authority entered into an agreement with *Yardi Systems, Inc.* to provide *Integrated Accounting and Property Management Software* to the Housing Authority. Due to the five-year HUD-imposed limit on service contracts, on July 10, 2014, the Lakeland Housing Authority again initiated a competitive procurement by issuing a Request for Proposals (RFP) for *Integrated Accounting and Property Management Software*.

The RFP was sent by email to 28 potential respondents and four bid/proposal "clearing houses." Notice of the RFP was also posted: on the Lakeland Housing Authority web site; on the *FAHRO* (Florida Association of Housing and Redevelopment Officials) web site; on *The RFP Data Base* web site; in *The Ledger*; as well as with the *Central Florida Business Diversity Council*.

Five responses to the RFP were received prior to the July 31, 2014 deadline*. All responses were reviewed by a four-member evaluation team. At their September 09, 2014 meeting, the evaluation team determined that two of the responses were determined to be non-responsive to the RFP. Therefore, only three of the five responses were evaluated by the team. (A copy of the scoring matrix is provided after the Resolution.)

Based on the results of evaluation process described in the RFP, staff began negotiations with the highest-ranked respondent, *Emphasys Computer Solutions, Inc.* The negotiations were successful; therefore, staff is recommending that the Board of Commissioners authorize the Executive Director to enter into an agreement with the *Emphasys Computer Solutions, Inc.* to provide and install the procured *Integrated Accounting and Property Management Software*.

*Note: Although the RFP read, "*The incumbent service provider as well as any other potential service provider is eligible and strongly encouraged to respond to the solicitation,*" the incumbent service provider, *Yardi Systems, Inc.*, did not submit a response to the RFP.

RESOLUTION NO. 15-1398

**APPROVING THE AWARD OF A CONTRACT FOR
INTEGRATED ACCOUNTING AND PROPERTY MANAGEMENT SOFTWARE**

WHEREAS, the U.S. Department of Housing and Urban Development prohibits the use of Public Housing funds for a service contract which exceed five years; and

WHEREAS, in order to continue to receive a contracted service for longer than five years, a public housing authority must conduct another fair and open solicitation for the desired service; and

WHEREAS, on July 10, 2014, the staff of the Housing Authority of the City of Lakeland issued a Request for Proposals to procure *Integrated Accounting and Property Management Software* services; and

WHEREAS, by the July 31, 2014 deadline, five firms interested in providing the requested services submitted responses; and

WHEREAS, after evaluating these five responses (see attached matrix), the highest-ranked firm was invited to negotiate with Housing Authority staff; and

WHEREAS, the negotiations between the Housing Authority staff and the highest-ranked firm were successful; and

WHEREAS, the Housing Authority staff is recommending that the highest-ranked firm, *Emphasys Computer Solutions, Inc.*, be awarded the contract for these services;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby approves the award of a contract for the provision and installation of *Integrated Accounting and Property Management Software* to *Emphasys Computer Solutions, Inc.*, effective March 02, 2015 and ending March 01, 2016--with the option to renew the contract for up to two additional one-year periods--for a total three-year value not-to-exceed \$165,600.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 15-1398 dated February 17, 2015.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

**PROPOSAL RATING SHEET MATRIX
INTEGRATED ACCOUNTING AND PROPERTY MANAGEMENT SOFTWARE**

CRITERIA	RATER	RESPONDENT				
		Emphasys Software	HAB ¹	MRI Software	Scott Accounting	Tenmast Software ²
Letter of Transmittal (No points to be awarded) Yes/No Did the respondent "Include a letter of transmittal bearing the signature of an authorized representative of the respondent and the name and email address of the individual authorized to negotiate services and costs with LHA?"		Yes	--	Yes	No	--
Information requested under Tab 1 – Vendor Information (Possible 0 to 25 points) How well did the response "Provide general vendor information in the format that best represents the respondent's company" as requested on pages 3-4 of the RFP? Was the requested organization chart and resumes of of key staff included under this tab?	A	21	--	16	18	--
	B	25	--	16	15	--
	C	20	--	15	20	--
	D	25	--	15	17	--
Information requested under Tab 2 – Software Requirements (Possible 0 to 50 points) How well did the response to "Provide information in the format that best represents the respondent's system" as requested on pages 4-6 of the RFP?	A	42	--	31	36	--
	B	45	--	25	20	--
	C	40	--	20	40	--
	D	40	--	25	30	--
Information requested under Tab 3 – Reporting Requirements (Possible 0 to 40 points) How well did the response to "Provide information in the format that best represents the respondent's system" as requested on pages 6-7 of the RFP?	A	31	--	40	15	--
	B	40	--	30	10	--
	C	35	--	30	20	--
	D	40	--	25	20	--
Information requested under Tab 4 – Hardware Network-- (Possible 0 to 5 points) How well did the response to "provide technical specifications on the preferred hardware configuration including all components: server, speed, memory, workstation, peripherals, etc." as requested on page 7 of the RFP?	A	5	--	5	5	--
	B	5	--	5	2	--
	C	5	--	5	3	--
	D	5	--	5	3	--
Information requested under Tab 5 – Customer Support Services-- (Possible 0 to 40 points) How well did the response to "Provide information in the format that best represents the respondent's company" as requested on pages 7-8 of the RFP?	A	34	--	33	29	--
	B	35	--	35	25	--
	C	35	--	35	30	--
	D	36	--	30	30	--

<p>Information requested under Tab 6—System Maintenance Support Services--(Possible 0 to 10 points) How well did the response to “Provide information in the format that best represents the respondent’s company” as requested on pages 8-9 of the RFP?</p>	A	10	--	8	7	--
	B	10	--	5	10	--
	C	10	--	5	9	--
	D	10	--	5	8	--
<p>Information requested under Tab 7—Implementation Plan--(Possible 0 to 5 points) How well did the response to “Provide information in the format that best represents the respondent’s company” as requested on pages 9-10 of the RFP?</p>	A	5	--	3	2	--
	B	5	--	3	0	--
	C	3	--	4	4	--
	D	5	--	4	3	--
<p>Information requested under Tab 8—Costs and Fees--(Possible 0 to 20 points) Compared to the offerings of the other responses to this RFP, evaluate this respondent’s: 1. Not-to-exceed cost for the entire project. 2. Offered list in detail and summarization of the costs and fees of obtaining and utilizing the system including initial costs for each of the following items in the order presented below: --Application software --System software --Professional services --Project management services --Software installation and system testing --Data conversion/data entry training services --Annual maintenance and any other annually recurring costs for year 1 through year 3 --Travel expenses 3. Payment terms</p>	A	20	--	13	10	--
	B	10	-	10	10	--
	C	15	--	15	10	--
	D	15	--	10	10	--
<p>Information requested under Tab 9—Experience--(Possible 0 to 5 points) For each type of property listed in the first paragraph of the RFP, Item 2. General Requirements, how well did the respondent provide --at least, five references of the recent projects--particularly with public sector entities--that are similar to the services requested in this RFP? --the: point of contact, organization, telephone number, email address, and title of references?</p>	A	5	--	5	5	--
	B	5	--	3	4	--
	C	5	--	3	4	--
	D	5	--	3	3	--

Information requested under Tab 10--Forms (No points to be awarded) Yes/No Did the respondent provide the following completed forms requested by this RFP: --HUD Form 5369-B --HUD Form 5369-C --HUD Form 5370-C1 --HUD Form 50070 --Section 3 Business Form --Non-Collusion Certification --Public Entity Crime Statement?		Yes	--	Yes	Yes	--
Total Score		702	--	540	487	--
Average Score		175.5	--	135.0	121.75	--
RANKING		1 st	--	2 nd	3 rd	--

¹Submitted response was determined non-responsive to the item **3, SPECIFIC REQUIREMENTS** of the RFP. Specifically, the response was not formatted as requested in the RFP.

²Submitted response was determined non-responsive to the item **3, SPECIFIC REQUIREMENTS** of the RFP. Specifically, the response did not provide information requested under Tab 10.

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

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

Re: Resolution # 15-1399

The Board of Commissioners is requested to approve the above-referenced resolution authorizing its Executive Director to submit to the U.S. Department of Housing and Urban Development a Request to Amend the Previous Approval to dispose of the 10th Street property.

2. Who is making request:

A. Entity: The Housing Authority of the City of Lakeland
B. Project: Disposition application for the 3.90 acres of vacant land located at the northeast corner of 10th Street and N. Florida Avenue in Lakeland
C. Originator: Valerie Brown

3. Cost Estimate:

No fee—Application to dispose of vacant land

Narrative:

For a number of years, the Housing Authority of the City of Lakeland (LHA) has owned a vacant 3.90 acre tract located within the Renaissance HOPE VI community at the northeast corner of 10th Street and N. Florida Avenue in Lakeland. Based upon its location and an analysis completed by staff of the Housing Authority of the City of Lakeland, Florida, it has been determined that the *highest and best* use of this parcel would be to sell the property to a private buyer and use the sales proceeds to construct multifamily affordable housing at another location owned and controlled by the LHA.

GH & G Florida, LLC has expressed a desire to purchase the parcel from the Housing Authority for \$1,330,000.00 and have the property developed for commercial use. To demonstrate its intent, *GH & G Florida, LLC* provided the Housing Authority with a *Real Estate Contract for Sale and Purchase* of the 3.90 acre tract. Prior to completion of the sale, the Housing Authority must obtain permission from the U.S. Department of Housing and Urban Development to dispose of the land via *Real Estate Contract for Sale and Purchase*.

The purpose of this resolution, #15-1399, is to obtain authorization from the Board of Commissioners of the Housing Authority of the City of Lakeland, Florida for its Executive Director to execute documents, provide certifications and submit to the U.S. Department of Housing and Urban Development a Request to Amend the Previous Disposition Approval to dispose of the 3.90 acre tract within the Renaissance HOPE VI community.

RESOLUTION NO. 15-1399

AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT A REQUEST FOR APPROVAL TO AMEND THE PREVIOUS APPROVAL TO DISPOSE OF THE 3.90 ACRE VACANT TRACT OF LAND WITHIN THE RENAISSANCE HOPE VI DEVELOPMENT

WHEREAS, the Housing Authority of the City of Lakeland, Florida is the owner of a 3.90 acre tract within the Renaissance HOPE VI Development in Lakeland; and

WHEREAS, the Housing Authority of the City of Lakeland, Florida has determined *the highest and best use* of this parcel would be to sell the property to a private buyer and use the sales proceeds to construct multifamily affordable housing at another location owned and controlled by the LHA; and

WHEREAS, the Housing Authority of the City of Lakeland, Florida desires to sell this parcel for such use; and

WHEREAS, *GH & G Florida, LLC* offered One Million Three Hundred Thirty Thousand Dollars and Zero Cents (\$1,330,000.00) via a Real Estate Contract for Sale and Purchase to purchase the parcel for a commercial development that would provide benefits to the residents of the HOPE VI community; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Lakeland authorized the Executive Director to sign an agreement *GH & G Florida, LLC* at the price offered for the Purchase and Sale of Real Property via Resolution Number 14-1380; and

WHEREAS, the Housing Authority of the City of Lakeland, Florida is required to obtain permission from the U.S. Department of Housing and Urban Development to dispose of the 3.90 vacant tract of land prior to completion of the sale of the property.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Lakeland, Florida hereby expresses their support of the request to dispose of the vacant land in accordance with federal requirements and authorizes its Executive Director to execute documents, provide certifications and submit to the U.S. Department of Housing and Urban Development a Request to Amend the Previous Disposition Approval to dispose of the 3.90 acre tract within the Renaissance HOPE VI Development.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland, Florida has approved and adopted this Resolution No. 15-1399 dated February 17, 2015.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair



**BOARD OF
COMMISSIONERS**

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson
Commissioner

Gary Smith
Commissioner

Dorothy Sanders
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911
Fax: (863) 413-2976

www.LakelandHousing.org

February 11, 2015

MEMORANDUM

To: Michael Pimentel, Chairman Board of Commissioners

Through: Benjamin Stevenson, Executive Director

From: Carlos R. Pizarro An, Affordable Housing

RE: Resolution authorizing the Chairman of the Board of Commissioners to Approve and sign the Submission of the Section 8 Management Assessment Program (SEMAP) Certification form HUD-52648 for Fiscal Year 2014

On September 10, 1998, the Department of Housing and Urban Development (HUD) published in the Federal Register the Final Rule establishing the Section 8 Management Assessment Program (SEMAP). On August 17, 2000, HUD issued Notice PIH 2000-34 requiring the electronic submission of the SEMAP certification. 24 CFR 985.101 (a) requires submission of the SEMAP certification form within 60 days of the end of the fiscal year. SEMAP consists of 14 primary indicators with points assigned to each indicator for a total maximum of 145 points, as identified below:

1. Selection from the Waiting List - 15 points
2. Reasonable Rent- 20 points
3. Determination of Adjusted Income - 20 points
4. Utility Allowance Schedule-5 points
5. Housing Quality Standards (HQS) Quality Control Inspections - 5 points
6. HQS Enforcement- 10 points
7. Expanding Housing Opportunities-5 points
8. Payment Standards - 5 points
9. Annual Reexaminations -10 points



10. Correct Tenant Rent Calculations-5 points

11. Pre-Contract HQS Inspection - 5 points

12. Annual HQS Inspections-10 points

13. Lease-up - 20 points

14. Family Self-Sufficiency Enrollment -10 points

In addition, there is a De-concentration Bonus indicator worth 5 points. HUD has established the following SEMAP rating system:

- High Performer- 90% + (130.5 - 145 points)
- Standard Performer-60% - 89% (87 - 129.5 points)
- Troubled Performer-< 60% (< 86 points)

The Housing Authority of the City of Lakeland (LHA) is still working on completing the appropriate tests and reviews to determine the 2014 SEMAP score; however, we are expecting to retain the "High Performer" score.

After submission, HUD will review the accuracy of the agency's performance rating under each indicator and will prepare a SEMAP profile which shows the rating for each indicator and an overall SEMAP score.

We recommend that the Board of Commissioners authorize the Chairman and the Executive Director to approve and sign the SEMAP Certification for Fiscal Year 2014. The Submission must be completed by no later than March 1, 2015.



RESOLUTION NO. 15-1400

**APPROVING THE SUBMITTAL OF THE 2014 FISCAL YEAR
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM REPORT**

WHEREAS, on October 13, 1998, the U.S. Department of Housing and Urban Development established the *Section 8 Management Assessment Program* to objectively measure a public housing agency's performance in administering a Section 8 Housing Choice Voucher tenant-based program; and

WHEREAS, the Department of Housing and Urban Development established fourteen performance indicators that address key areas in the management of the Section 8 Housing Choice Voucher program; and

WHEREAS, the Department of Housing and Urban Development established the *Public and Indian Housing Information Center* as a database system to monitor the housing authorities' compliance with the designated performance indicators; and

WHEREAS, Code of Federal Regulations, Section 985.101, requires that each housing authority which administers a Section 8 tenant-based assistance program annually submit a *Section 8 Management Assessment Program* certification within 60 days after the end of the its fiscal year; and

WHEREAS, the *Section 8 Management Assessment Program* certification for the Housing Authority of the City of Lakeland is due to the Department of Housing and Urban Development by March 1, 2015,

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby approves:

1) That the Executive Director (or his designee) is hereby authorized and directed to prepare a *Section 8 Management Assessment Program* certification attesting that there is no evidence to indicate seriously deficient performance in the operation of the Housing Authority of the City of Lakeland's Section 8 Program; and

2) That the Executive Director (or his designee) and the Chair of the Housing Authority of the City of Lakeland are hereby authorized to execute said certification on behalf of the Housing Authority of the City of Lakeland and to submit same to the Department of Housing and Urban Development.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 15-1400 dated February 17, 2014.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name The Housing Authority of the City of Lakeland	For PHA FY Ending (mm/dd/yyyy) 12/31/2014	Submission Date (mm/dd/yyyy)
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Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

- Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

- HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

- HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Benjamin Stevenson

Chairperson, Board of Commissioners, signature

Michael Pimentel

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.