

**Housing Authority of the City of Fort Myers (HACFM)
Board Meeting
February 28, 2018**

A meeting of the Housing Authority of the City of Fort Myers (HACFM) was held on February 28, 2018 at 4:00 p.m. in the boardroom of the Housing Authority of the City of Fort Myers, 4224 Renaissance Preserve Way, Fort Myers, FL 33916. Notice of this meeting was duly posted.

ATTENDANCE: Chairman Bruce Strayhorn
Commissioner Peter Routsis Arroyo (Arrived late)
Commissioner Lemuel Teal
Commissioner Israel Suarez
Commissioner Douglas Hogg
Marcus D. Goodson, Executive Director
Attorney Tom Dougherty

ABSENT: Vice Chairwoman Mattie Young
Commissioner Joseph D'Alessandro

Chairman Strayhorn called the meeting to order at 4:03 p.m. followed by the opening invocation and the pledge of allegiance.

APPROVAL OF MINUTES: Chairman Strayhorn brought before the board the minutes from the January 10, 2018 board meeting. Having reviewed the minutes, Chairman Strayhorn inquired if there were any corrections, additions or deletions required. Commissioner Suarez made a motion to accept the minutes, seconded by Commissioner Teal. The motion carries.

Chairman Strayhorn asked if there was any discussion to the housing and maintenance reports. Commissioner Suarez made a motion to approve the consent agenda, seconded by Commissioner Teal. The motion carries.

Vicki Collins, CPA, Director of Finance & Human Resources

Included for your review are the Results of Operations, before depreciation, Statement of Assets and Liabilities as of December 31, 2017; and the Budget to Actual Statements for the year-to-date ended December 31, 2017.

SUMMARY

COCC

For the first nine months of the FYE 3-31-18 the COCC has a positive variance of \$43,481. The COCC is doing better than budgeted because the full year Capital Fund Management Fee was drawn in November.

Public Housing Program

Year to date for the fiscal year ended March 31, 2018, the 4 public housing developments managed by HACFM, plus the Palmetto Court AMP, incurred a NI of \$341,251; \$573,127 better than projected. The main areas responsible for the positive variance are the following:

Capital Fund Operations Funds – Full year drawn in November; creating about \$63,000 of the positive variance.

Due to higher subsidy proration levels, subsidy is about \$121,000 more than projected for the period. Subsidy was budgeted at 89%, and it has been paid at 92.4%.

Expenses are lower in all categories – creating about \$271,000 of the positive variance

Section 8 Program

YTD the HCV program has a NI of \$242,930; a positive variance of about \$237,530. The NI is broken down between HAP and Admin is as follows:

	Actual NI (Loss)	Budget NI (Loss)	(Over) Under
Admin	\$ 49,957	\$ (5,850)	\$ 55,807
HAP	<u>199,973</u>	<u>11,250</u>	<u>188,723</u>
Total	\$ 249,930	\$ 5,400	\$ 244,530

Reserves held in our bank accounts at December 31, 2017 were:

HAP	\$ 269,729
Admin	\$ 521,319

Results of Operations and Budget to Actual Variances by developments and programs

Results of Operations

	<u>12-31-2017</u>	<u>Nine Months Ended 12-31-2017</u>
COCC	(19,441)	43,481
Renaissance Preserve Developers, LLC	0	135,847
Southward Village	10,807	157,075
Bonair Towers	6,533	73,460
Palmetto Court	(7,681)	(50,205)
Royal Palm Towers	9,638	85,725
Horizons	5,829	75,196
Flossie Riley	(2,815)	(47,687)
Tax Credit Developments	(146,119)	88,730
HCV Program	56,776	242,930
HOPE VI Program & CSS	(934)	747,604
TOTAL	(87,407)	1,552,156

Actual to Budget Variances

		<u>Actual</u>	<u>Budget</u>	<u>(Over)/Under</u>
COCC	(over) under	43,481	180	43,301

	budget			
	(over) under budget			
Southward Village		157,075	(49,770)	206,845
	(over) under budget			
Bonair Towers		73,460	(27,900)	101,360
	(over) under budget			
Palmetto Court		(50,205)	(106,776)	56,571
	(over) under budget			
Royal Palm Towers		85,725	(29,205)	114,930
	(over) under budget			
Horizons		75,196	(18,225)	93,421
	(over) under budget			
Flossie Riley		(47,687)	(25,875)	(21,812)
	(over) under budget			
Tax Credits		88,730	189	88,541
	(over) under budget			
HCV Program		242,930	5,400	237,530
HACFM Total		668,705	(251,982)	920,687

Police/Crime Reports

Ms. Campanale stated the arrests have been down on our properties compared to what they have been in the past. Chairman Strayhorn stated some of the names in the police reports seem repetitive. Ms. Campanale stated some are the same people over and over again. The family will be evicted if they don't take care of the trespass offenders. Chairman Strayhorn stated even though some of these trespassers may not succeed in an actual eviction, we must keep pressure on the tenants to let them know there are rules and they must abide by them. Lt. Tellis, FMPD stated in the month of February we've already trespassed approximately 13 individuals from public housing. This is an effect tool. Ms. Campanale stated the tenants must go through a criminal background check before moving into a development and cannot have a felony that is 3 years old or younger. We do not have a screening committee like in the past. We use a

third party to do all of our criminal background checks throughout the United States and Puerto Rico. The manager must go by the Admissions and Continued Occupancy Policy (ACOP).

Real Estate Development

There was no discussion.

Renaissance Preserve Reports

Mr. Goodson stated the tax credit properties are doing very well. Lease up is high. Stephenson & Moore, Inc. is doing a very good job at the Landings at East Pointe and East Pointe Place. On Friday we will have a walk through with the developer and general contractor at the Landings at East Pointe and East Pointe Place. When we met with Stephenson & Moore, Inc. they stated they had a small fire at East Pointe Place and the fire sprinkler system did not activate properly. A follow up inspection of the unit could not produce any water sprinkler lines where they thought they should be as per the building's drawings. We will meet with Brooks & Freund, the sprinkler company that installed the system, and Sherri Campanale. We also discovered the solar panels that were installed in the old Sabal Palm Apartments that provides hot water for the plumbing has already corroded. There are water leaks in the units because of this. Chris-Tel the general contractor and the plumber have both been contacted, it may be a situation where we will have to replace the corroded pipes to avoid cause severe water damage in the units. Ms. Collins stated in the meeting they went over the budget for the new year and in the improvement line, Stephenson & Moore, Inc. have budgeted to make these repairs, and with the cash they had at the end of the year there will be more than enough to do that plus do the police sub-station at The Landings at East Pointe. Mr. Goodson stated we don't know what we will find at East Pointe Place, we hope this is a correctable mistake. We just received the bids for the police sub-station renovation which has an estimate of approximately \$200,000-\$250,000.

Mr. Goodson stated we would like to paint the exterior of the Renaissance Preserve Senior building. We are hoping to get this done before the rainy season. We are working on the transition of Phase III and IV with Stephenson & Moore, Inc. taking over management.

Marcus D. Goodson, Executive Director

- **Collection Write Offs**

Mr. Goodson stated we need board approval for the third quarter collection write offs in the amount of \$11,478.57. Commissioner Routsis Arroyo made a motion to approve the third quarter collection write offs, seconded by Commissioner Suarez. The motion carries.

- **Tenant Vouchers for Lee County Housing Authority (LCHA)**

Mr. Goodson stated we require action on the Coral Village Senior Apartments tenant vouchers. Mr. Goodson was approached to acquire this property through a three-entity partnership; however, we have since changed our minds. To make the property work and to make the financials work, we needed to project base 64 of the units. We have a cap of 370 of our tenant vouchers we can convert to project base vouchers. We can attach 25% of our voucher number to different properties in Lee County. The Neighborhood Stabilization Program (NSP) properties will be project based, this will generate more rental revenue for the housing authority. We will project base the Assisted Living Facility (ALF) once we secure funding. We have currently project based 150 vouchers. We decided that project basing more vouchers for Coral Village is not the model that we are going to follow here in Fort Myers, given the stake of 33% ownership. We've backed away from the deal, however, we can assist Lee County Housing Authority (LCHA) get started in their affordable housing initiatives. All they have are the Annual Contribution Contract (ACC) units. We are in the process of creating a nonprofit for LCHA. For LCHA to be part owner of the Coral Village Apartments project they needed to be able to contribute the 64

vouchers that would be project based for the units. They don't have 64 vouchers to do this. We've consulted with our attorneys and financial advisor to see if we can do this and we can. If approved, these 64 vouchers will be loaned to the LCHA. As they attrite which is 2-3 per vouchers month, LCHA will give them all back to the HACFM in approximately eighteen (18) months. By us loaning them to LCHA it establishes the vouchers need for LCHA nonprofit which is being established now to be part ownership in the Coral Village Apartments. Commissioner Suarez made a motion to approve the loaning of vouchers to Lee County Housing Authority for project basing 64 units at Coral Village Apartments, seconded by Commissioner Teal. The motion carries.

- **Renew Above Baseline Police Contract**

Mr. Goodson stated we are looking for board approval for the renewal of the Fort Myers Police Department (FMPD) contract. The City agrees to fund and assign a total of three (3) police officers to the Authority developments and adjacent areas. We will pay the FMPD \$7035.51 per month and when staff allows, it will be four (4) police officers at \$9,380.68 per month for the term of the contract. Commissioner Suarez made a motion to approve the police contract, seconded by Commissioner Routsis Arroyo. The motion carries.

Capital Improvements

Ms. Collins stated we have approximately \$236,000 in our 2015 Capital Fund Grant that we will use for security purposes at Southward Village Apartments, such as cameras, license plate cameras, and security arm. Mr. Goodson stated we can go back and look at a camera that will take a photo of the driver if this is what the board wants. Ms. Collins stated there will be gates at Edison Avenue and the Dr. Carrie Robinson Center. There will be a gate at Dora Street by the sub-station that only emergency personnel can open. Jeanne Dufresne, Procurement Officer stated the Dora Street gate is on order. K&C welding is the contractor. It will be a sliding gate and has been approved by the Fire Marshall. This gate will cost \$25,000. We already have the bollards installed on Willard and Franklin Streets. This is the last phase of making it one way in and out. We will install other fencing around Southward Village Apartments so you cannot drive around the security cameras. There will be a camera as you enter Southward Village Apartments from Edison onto Pauldo Street, if you come back to Pauldo Street, the gates will not open. They will not open if you try to enter Wright Street from Edison Avenue, they only open as you exit. We should be able to stack 6 cars entering the development so traffic will not become too congested. The total for the security at Southward Village Apartments is approximately \$150,000 to \$200,000.

Ms. Collins stated Jeanne Dufresne, Procurement Officer is working with Moore and Spence on the scope of work for the fire panel at Royal Palm Tower (RPT) that has to be updated along with the elevators. There was a meeting with the City, Mr. Goodson and Chairman Strayhorn. The City will allow us some additional time to do the retrofit of the sprinkler system which is required when you replace the elevator, but because of the need that the new elevator will have to have, we must install a new fire panel. We are looking at approximately \$1 million for this. We have 2017 money and we will revise this budget and we have approximately \$800,000 to put toward this project and we will be getting 2018 money shortly. When we receive this, we will be able to finish this project. Ms. Collins stated we must obligate our 2016 money by April 12, 2018. The scope is going to get done very quickly, the bids are going to go out for a couple of weeks and we are going to award a contract. Within 5-6 weeks we should have a contract awarded. Chairman Strayhorn stated the Fire Chief gave us 2 years to fix the sprinkler system. Commissioner Hogg stated there was a pipe that leaked and was over the panel, water shorted it out, can this be covered? Jeanne Dufresne, Procurement Officer stated the recommendation that she made is to utilize the old mail room for the new fire panel. Ms. Dufresne talked about the Evac chairs that the emergency personnel use to get people down the stairs in case of an emergency. Chairman Strayhorn stated we will get these chairs for Royal Palm Tower (RPT). Commissioner Routsis Arroyo stated at

what point do we keep putting money into Royal Palm Tower (RPT)? Mr. Goodson stated by the time we are finished with this project, we'll have Jeanne's estimate of the total costs that we can discuss at the upcoming Board of Commissioners retreat. We must make the building safe for the residents.

Other Business

Chairman Strayhorn stated the City is going to advertise for the 7 ½ acres at the corner of Edison and Shoemaker Boulevard. We put together a development team of Parker Mudgett Smith, Chris-Tel Construction and Barraco and Associates, Inc. to put together what we thought could be done on this site. We will be competing with one other group. We showed the response on the screen and it is enclosed in each board packet. The City wants 51% homeownership. The affordable housing program we are going to present to the City would be something of an asset to the City.

Public Input/Comments

Hollis Creech resident at Royal Palm Tower (RPT) stated Chairman Strayhorn and Mr. Goodson has brought them what they have been looking for in a very long time. Mr. Creech stated there may be radioactive material on the 7 ½ acres site we are looking at. Chairman Strayhorn stated our presentation will be subject to a clean site, we will not be doing any work unless we have a Phase I and II environmental review.

Jane Manning resident at Royal Palm Tower (RPT) wanted to thank Chairman Strayhorn and Mr. Goodson for bringing a safety issue to the forefront. Ms. Manning stated she received the memo that the front parking lot is going to be re-sealed and striped and wants to know if the back-parking lot will be also? Ms. Campanale stated not at this time. Ms. Manning would like the handicap parking spots to have an additional sign on them that states for residents only. She states this is a chronic problem with people parking in their parking spots and going downtown. She took pictures with her cell phone and there were 6 residents parked in regular parking spots because the handicap spots were taken. Ms. Manning received an email from Ms. Campanale stating there is a fee to do a survey to see if they could even have anymore handicap spots. She did some research and realized that the HUD rules and the Americans with Disability Act (ADA) crossed and all that is required from the housing authority is one visitors parking lot which would be perfect on the 2424 Edwards Street side as there is only 1 handicap parking spot. There are 8-10 visitors parking spaces in the front.

John Hill resident at Royal Palm Tower (RPT) wanted to thank the board for taking care of the residents. It is much appreciated. The back-parking lot on Bay Street has lights that are out, he has asked the manager about them and was told she didn't know who to talk to about it. This is a safety issue.

ADJOURNMENT: Having no further business to discuss, the meeting was adjourned at 5:38 p.m.

ATTEST Cheryl L. LaBelle, Executive Assistant Date