

Housing Authority of the City of Fort Myers (HACFM)
4224 Renaissance Preserve Way
Fort Myers, FL 33916
Board Meeting
July 25, 2018

A meeting of the Housing Authority of the City of Fort Myers (HACFM) was held on July 25, 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
Vice Chairwoman Mattie Young
Commissioner Peter Routsis Arroyo
Commissioner Israel Suarez
Commissioner Douglas Hogg
Commissioner Meg Geltner
Attorney Justin Stockman

ABSENT: Sherri Campanale, Deputy Executive Director/Interim Executive Director
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 June 27, 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 Young. The motion carries. Commissioner Young stated there was an error in the June 27, 2018 minutes as Commissioner Teal was not present and it stated he seconded the motion.

Chairman Strayhorn called Gwen Carlisle, MMC, City Clerk, up to swear in Commissioner Suarez and the new Commissioner, Meg Geltner.

Abbie Weist stated we published the ad for the executive director in Public Housing Authorities Directors Association (PHADA), National Association of Housing and Redevelopment Officials (NAHRO) and Florida Association of Housing and Redevelopment Officials (FAHRO). The ad will close July 27, 2018. We have received 11 responses to date. Ms. Weist stated we put in the position description to send Ms. Weist an electronic copy of their resume and a hard copy in the mail to the chairman. Chairman Strayhorn stated we discussed in the past for Ms. Weist to sort out to a certain number and that certain number we would interview. The reason is our policy was to pay the travel expenses of everyone that can interview. Do we want to interview all of the applicants or narrow it down? Commissioner Suarez would like to narrow it down to 3 applicants. Chairman Strayhorn would like all commissioners to see all of the applications. Commissioner Routsis Arroyo stated he would like to keep it to 3-5 applications. Ms. Weist stated we put in preferences because Mr. Goodson has led this agency very far into the future. There are many more projects that we would like to do. We want someone who has experience in bond financing, tax credits, public and private partnerships, affordable housing transactions and the Rental Assistance Demonstration (RAD) Program and has experience with non-profit development. We wanted the people that applied to put in a statement to their specific

experience with these issues. Chairman Strayhorn stated of the 11 applicants that applied, only 5 followed the instructions. Do we want only the ones that complied with the instructions to be considered? Chairman Strayhorn recommends that Ms. Weist provide copies of all the applicants to the board. She will send them via email to the board. Ms. Weist will do an analysis on the applicants and do a rating and ranking based on the qualifications we are looking for and what the applicants have. We will provide a copy of the ad to the new commissioner Meg Geltner. Commissioner Routsis Arroyo stated with only 11 applications we should see all of them. Chairman Strayhorn stated Ms. Weist will send all of the applicants to the board and state whether they complied or didn't comply with the instructions. Chairman Strayhorn will have attorney Justin Stockman speak with Ms. Weist about the deadline for the applications as there was no time on the ad.

Becky Madsen, HCV Supervisor (Present due to Ms. Campanale's absence)
Shaurie Mathews, Housing Operations Supervisor (Present due to Ms. Campanale's absence)

Chairman Strayhorn stated we will move on to the executive director's reports as there is no discussion to the consent agenda. There was no objection to move on to the director's report. All were in favor.

Vicki Collins, CPA, Chief Financial Officer

Included for your review are the Results of Operations, before depreciation, Statement of Assets and Liabilities as of May 31, 2018; and the Budget to Actual Statements for the year to date ended May 31, 2018.

SUMMARY

COCC

For the first two months of the fiscal year the COCC was over budget \$20,988. This is due to the timing difference between amounts in the annualized budget and collection of those items.

Public Housing Program

For the first two months of the fiscal year the 4 developments owned and managed by the housing authority, plus the Palmetto Court AMP, had income that exceeded expenses by \$22,116; \$61,350 better than projected. Expenses in all areas were 8.6% lower for the two months than projected.

Section 8 Program

YTD the HCV program has a NI of \$108,228; a positive variance of about \$112,554. The NI is broken down between HAP and Admin is as follows:

	Actual NI (Loss)	Budget NI (Loss)	(Over) Under
Admin	\$ 14,942	\$ (7,182)	\$ 22,124
HAP	<u>93,346</u>	<u>2,916</u>	<u>90,430</u>
Total	\$ 108,288	\$ (4,266)	\$ 112,554

Reserves held in our bank accounts at May 31, 2018 were:

HAP	\$532,376
Admin	\$551,219

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

Results of Operations

	<u>May 2018</u>	<u>Two Months Ended 5-31-2018</u>
COCC	(19,257)	(24,098)
Renaissance Preserve Developers, LLC	0	0
Southward Village	8,693	28,513
Bonair Towers	4,331	(6,364)
Palmetto Court	(7,417)	(10,750)
Royal Palm Towers	(10,428)	(23,282)
Horizons	(15,880)	33,999
Tax Credit Developments	24,346	20,872
HCV Program	52,193	108,288
HOPE VI Program & CSS	0	0
TOTAL	36,581	127,178

Actual to Budget Variances

		<u>Actual</u>	<u>Budget</u>	<u>(Over)/Under</u>
COCC	(over) under budget	(24,098)	(3,110)	(20,988)
Southward Village	(over) under budget	28,513	(3,466)	31,979
Bonair Towers	(over) under budget	(6,364)	(2,834)	(3,530)
Palmetto Court	(over) under budget	(10,750)	(17,916)	7,166
Royal Palm Towers	(over) under budget	(23,282)	(7,000)	(16,282)
Horizons	(over) under budget	33,999	(8,018)	42,017
Tax Credits	(over) under budget	20,872	60	20,812
HCV Program	(over) under budget	108,288	(4,266)	112,554
HACFM Total		127,178	(46,550)	173,728

Chairman Strayhorn asked how many Section 8 vouchers do we administer? Ms. Collins stated 2221. We receive approximately \$65.00 per leased voucher, we receive \$120,000.00 per month. The resident will qualify for the program and take their voucher anywhere where a landlord will take their voucher. The unit must first pass inspection. A fair market rent must be conducted in the area to ensure the rents are fair. To qualify for the Section 8 Program, you must not have an arrest within the last 5 years, no drugs, no felonies and no violent criminal activity. We also look at the income. It is 50% Area Median Income (AMI). If we determine that they are income and background eligible the voucher is based on the family size. Our occupancy standards are 1-2 persons get a 1-bedroom unit, 2-4 get 2-bedrooms, and 5-6 get 3-bedrooms. They must attend an

orientation and we tell them what rent amount they should look for. Rent is based on 30% of their income. With the voucher program you can go up to 40% maximum cap, but the tenant would pay the difference of the 30-40%. They would pay this directly to the landlord. Ms. Collins stated we receive the FMR annually but we still have to conduct a rent reasonableness to determine if this unit will qualify for example \$1000.00, it may not, it may come in at only \$850.00. Ms. Madsen stated we use a system called; gosection8.com where we plug in the information for the unit and it finds comparable units in the rental market.

Ms. Madsen stated we have recently applied for some grants.

Attorney Justin Stockman stated there are 1854 Housing Choice Voucher Program (HCV) for HACFM, 322 Veterans Affairs Supportive Housing (HUD-VASH) Program vouchers, and 211 vouchers for the Lee County Housing Authority (LCHA) and 35 VASH vouchers. A VASH voucher is funded by the Veterans Administration (VA). These vouchers cover Lee County, Punta Gorda, Highlands, Sebring, Collier County, and Okeechobee. We have to travel to do these inspections on these units. Ms. Madsen stated a project-based voucher is a voucher that stays with the unit, you cannot take it to another development. When you move out you no longer have the assistance. After 1 year in a project-based unit you can request an HCV if one is available. We are in the process of project-basing our Neighborhood Stabilization Program (NSP) units.

Real Estate Development

There were no reports.

Sherri Campanale, Deputy Executive Director/Interim Executive Director

- **Salary Increase for Sherri Campanale, Deputy Executive Director Interim Executive Director**

Ms. Collins stated at the last board meeting it was decided that the salary for the Deputy Director of Operations, Sherri Campanale, would be increased to reflect the additional responsibilities of her role as Interim Executive Director beginning July 6, 2018. At that time Mr. Goodson suggested that the rate be set at a minimum of \$140,000 per annum. There has never been an established range for the HACFM Executive Director; the rate is determined by the Board of Commissioners. For 2016, the maximum annual salary that HUD allowed an Executive Director to be paid with federal funds was \$160,300. This amount has not yet been updated.

Provided below is the additional information for comparison:

A salary survey from late 2016 revealed the following rates of pay for the following housing authorities:

<u>Agency</u>	<u>Budget</u>	<u>Base Rate</u>
<u>Housing Authority of the City of Fort Myers</u>	<u>\$20,000,000</u>	<u>\$167,670</u>
Housing Authority of Pompano Beach	\$14,559,000	\$139,782
Sarasota Housing Authority	\$17,000,000	\$178,355
St. Petersburg Housing Authority	\$31,306,000	\$140,000
Clearwater Housing Authority	Not provided	\$169,888

Chairman Strayhorn stated we are requesting to increase Ms. Campanale’s salary from \$120,000 to \$140,000 while she is Interim Executive Director. Commissioner Suarez made a motion to raise her salary to \$140,000 while she is Interim Executive Director, seconded by Vice Chairwoman Young. The motion carries.

Police/Crime Reports

Chairman Strayhorn stated we have a contract with the Fort Myers Police Department (FMPD) for above baseline services in the amount of approximately \$100,000 a year. We have 3-5 public housing officers assigned to us. The officers are usually present, however because of the recent shooting of an officer they are doing security duty at the hospital.

Renaissance Preserve Reports

These reports are included in each board book.

Capital Improvements

Ms. Collins stated we are working with the engineers on the elevator renovation for Royal Palm Tower (RPT), this project is scheduled to be completed by January 2019.

Other Business

Ms. Collins stated with low income tax credit properties, mixed finance properties you obtain low income tax credits; in the past we've received 9% tax credits which have funded most of the construction on the properties. The development is in that partnership and not owned by the housing authority, we are able to have debt on this. With tax credits there is sometimes there is a gap that must be filled with other debt or grants. The project is made up of project-based units, low income tax credit units and some Annual Contribution Contract (ACC) property. There are mixed levels of incomes and financing to pay for the ongoing maintenance and repairs and administration of the properties. We have earned over \$2 million in developer fees. Our non-profit has over \$3 million in it and some of it was from developer fees.

Public Input/Comments

There was no public input.

ADJOURNMENT: Having no further business to discuss, the meeting was adjourned at 5:21 p.m.

ATTEST Cheryl L. LaBelle, Executive Assistant Date