

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
of the
HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE
Held 1:30 PM Wednesday, April 12, 2006
437 SW 4 Avenue • Fort Lauderdale, Florida • 33315 • (954) 525-6444

Item 1. ROLL CALL

Upon roll call the following answered present: Quinn Fazio Goodchild, Vice Chair; Robert Kelley; Frank Orlando; Shirley Carson. Also attending were staff members Michael Tadros, Gloria Lowe and Board Attorney David Tolces.

Absent: Reesa Watson, Chair (schedule conflict)

Item 2. REVIEW AND APPROVAL OF THE APRIL 12, 2006 AGENDA

The Agenda was reviewed and no corrections or changes noted. Commissioner Kelley moved approval; Commissioner Orlando seconded. All voted in the affirmative.

Item 3. REVIEW AND APPROVAL OF THE MARCH 14, 2006 REGULAR MINUTES

The Minutes were reviewed and no corrections or changes noted. Commissioner Orlando moved approval; Commissioner Kelley seconded. All voted in the affirmative.

Item 4. SECRETARY'S REPORT

1. Florida Housing Finance Corp. Predevelopment Loan Program (PLP) for the Dixie Court Redevelopment Project

At the December 8, 2005 board meeting, Molly Berquist of Packard Consulting discussed the Dixie Court Development participation in the Florida Housing Finance Corporation PLP with the Board. The Florida Housing Finance Corporation had prepared the draft loan documents for the Dixie Court PLP loan application and requested that the Board adopt a "borrowing resolution" authorizing the Housing Authority to borrow the PLP funds from Florida Housing; and further authorizing the Executive Director to execute and deliver the PLP loan documents on behalf of the agency.

Attorney Michael Symes and Financial Analyst, Kristen Packard, also reviewed the PLP loan Documents and offered comments. Loan documents and comments were also forwarded to Board Attorney, David Tolces.

Attachment 1 was a copy of the draft loan application. The Executive Director discussed the loan documents with the board, he also informed the Board that:

- a. This loan was to facilitate predevelopment expenses (e.g. Engineer, Architect, Legal)
- b. This was a forgivable loan
- c. Loan will be repaid from the Tax Credit proceeds
- d. Loan interest rate 3%

After discussion the Executives Director requested that the Board approve **Resolution 1126** authorizing the Housing Authority to proceed with the Florida Housing Finance Corporation loan application and further authorizing the Executive Director, the Chair & Vice Chair to sign loan documents subject to Legal Counsel approval.

Commissioner Kelley moved the approval of Resolution 1126; Commissioner Orlando seconded. All voted in the affirmative.

2. Approval of Annual Invoices (Recurring Expenses) Over \$25, 000

At the March 14, 2006 board meeting, the Board requested that a list of all recurring expenses be prepared and presented to the Board for review. **Attachment 2** was a list of all the annual expenses exceeding \$25, 000 per payment based on FY 2005 accounts payable listing.

The Executive Director discussed this item with the Board and requested Board authorization to pay the invoices on the list presented.

The following invoices for payment over \$25,000 were presented to the Board for approval.

- Aetna Insurance - \$26,057 (monthly billing)
- New Recon, Inc. – Stranahan Site (Board approved payments) current pictures and narrative were also presented to update the Board on the Stranahan homes.
- Development & Commercial Group of Florida – Parking lot \$41, 926.50.

The Commissioners requested that insurance policies be reviewed annually and that the Board be advised prior to renewal. Commissioner Kelley moved the motion to approve the three (3) invoices presented for payment, including the reoccurring invoices. Commissioner Orlando seconded. All voted in the affirmative.

3. Purchase Order Approvals

The Housing Authority of the City of Fort Lauderdale, in reviewing its current staff positions, has established the need to amend the list of persons with signature authority to approve purchase orders. **Attachment 3** was the amended list of persons with signature authority to approve purchase orders that would obligate the Housing Authority.

The Executive Director discussed this item with the Board and recommend that the Board approve the amended purchase order approvals by adopting **Resolution 1127**. Commissioner Kelley moved the approval of Resolution 1127. Commissioner Orlando seconded. All voted in the affirmative.

4. 2006 Operating Budget

Public Housing
Section 8
Affordable Housing

Attachment 4 was a copy of the operating budget for 2006, to be used for comparison of actual income & expense report during this fiscal year. The Executive Director reviewed each program with the Board and requested a motion to approve the operating budget for 2006.

Commissioner Kelley requested an updated copy of the new “Asset Management” organizational chart and also a copy the org. chart for the entire agency. This will be presented to the Board at the next meeting. The Commissioners also expressed their concerns re the Step-Up Apprenticeship Program, they would like to see it break even, suggested marketing the apprentices services.

Commissioner Orlando moved a motion to accept and file the 2006 operating budget. Commissioner Kelley seconded. All voted in the affirmative.

5. Old Business

• HUD Atlanta ACA Issue Update

Attachment 5 was the draft copy of a "Marketing Plan" for ACA properties. This was presented to the Board for review and approval. The Marketing Plan was a request from HUD.

The Marketing Plan outlined the process that the Housing Authority would use to market single family homes for sale, the Executive Director discussed this item with the board and requested that the Board approve the Marketing Plan for ACA properties by adopting **Resolution 1128**. There are no properties available through the ACA program, however, this marketing plan will be used for other properties. Upon approval of this plan, a response will be sent to HUD, and HUD will then give their determination on this issue. This may result in an audit finding for the agency.

Commissioner Orlando move the approval of Resolution 1128. Commissioner Carson seconded. All voted in the affirmative.

- **Admin Building Parking & Sewer**

The Executive Director gave a brief update on the status of the remote parking and sewer at the admin building (500 W. Sunrise Blvd.):

- Sewer certification was received
- Admin building almost completed
- Landscaping underway
- Final Inspection – next Monday
- Parking should be completed by next week
- Couple of weeks before C/O issued

Item Five: New Business

1. Public Housing Assessment System (PHAS) Inspection

Each year HUD sends out inspectors to inspect public housing sites. Our units are currently being inspected, five sites have been completed so far and the inspections should be completed in a few weeks. Inspection results have been good so far. This will be a part of the PHAS scores for 2005-2006.

2. Update on Pending Lawsuit

After speaking with the Attorney representing the agency on a lawsuit filed by Mr. Newman, the Executive Director had the following update:

- a. The case is in the early stages
- b. Lawsuit filed in Broward Circuit Court - Attorney removed to Federal Court
- c. Complaints answered – denied all material allegations and raised appropriate affirmative defense
- d. Discovery process to begin
- e. Court entered a 'Status Conference Order' required to schedule a conference around mid-May.

3. Resignation of Commissioner Orlando

Commissioner Frank Orlando has tendered his resignation effective April 12, 2006. He is planning to relocate. The Executive Director and the Board thanked Judge Orlando for his time and contribution to the HACFL Board and wished him all the best in his new endeavors.

There being no further discussion, Commissioner Kelley moved to adjourn; Commissioner Orlando seconded. All voted in the affirmative. The meeting was adjourned at 2:20 PM.

Commissioner

ATTEST:

Secretary