

PORT ARTHUR HOUSING AUTHORITY

Board of Commissioners Regular Meeting

September 15th, 2022 at 5:00 p.m.



Board Membership

Robert Reid, Chairman
Melvin Getwood, PhD, Vice-Chairman
Bart Bragg, Commissioner
Cleveland Keal, Commissioner
Debra Ambrose, Commissioner

Executive Director

Seledonio "Cele" Quesada



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROBERT REID, CHAIRMAN
MELVIN GETWOOD, PhD, VICE-CHAIRMAN
BART BRAGG
CLEVELAND KEAL
DEBRA AMBROISE

**HOUSING AUTHORITY OF THE CITY OF PORT ARTHUR
BOARD OF COMMISSIONERS**

Notice is hereby given that on **Thursday the 15th day of September, 2022 at 5:00 p.m.**, the Board of Commissioners of the Housing Authority of the City of Port Arthur will hold a regular meeting. The Port Arthur Housing Authority offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Port Arthur Housing Authority office for assistance. Hearing impaired may contact Relay Texas 1-800-735-2989 or TDD.

Open Meeting – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Minutes for August 22, 2022 Regular Meeting
6. Consideration and discussion of a motion to approve the award of Contract No. C22003, Asset Management Consulting Services.
7. Consideration and discussion of a motion to approve the award of Contract No. C22002, Brittany Place Exterior Painting Phase II.
8. Consideration and discussion of a motion to approve Contract Amendment #1 regarding Change Order #1 of Contract No. C22005, Valley View Estates Exterior Painting.
9. Consideration and discussion of a motion to approve award of Contract No. C22010, Edison Square Flood Prevention.
10. Consideration and discussion to approve the Budgets for Fiscal Year Ending September 30, 2023.
11. Consideration and discussion to move into Executive Session – Convene an Executive Session to discuss:
 - A. Personnel matters in accordance with Section 551.074 of the Texas Government Code
 - B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
 - C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code
12. Future Agenda Items
13. Adjournment

Done and posted the 12th day of September, 2022 at 11:13a, at the PORT ARTHUR HOUSING AUTHORITY ADMINISTRATION BUILDING and PROPERTIES, in Port Arthur, Texas before 5:00 p.m.

Delivered by: [Signature] Received by: [Signature]

Housing Authority of the City of Port Arthur

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September 15th, 2022

OPEN MEETING 5:00 P.M.

- Call to Order
- Roll Call
- Invocation
- Pledge of Allegiance

MISSION STATEMENT

To provide adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

*- Board of Commissioners
Port Arthur Housing Authority*

MINUTES

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Approval of Minutes

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DISCUSSION/POSSIBLE ACTION

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EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROBERT REID, CHAIRMAN
MELVIN GETWOOD, PhD, VICE-CHAIRMAN
BART BRAGG
CLEVELAND KEAL
DEBRA AMBROISE

September 15, 2022

Subject: Consideration and discussion of a motion to approve the minutes from the Board of Commissioners Regular Meeting on August 22, 2022.

Recommendation:

A recommendation is being made for the Board to approve the minutes for the Board of Commissioners Regular Meeting on August 22, 2022.

Background:

A regular meeting was held on August 22, 2022 at 920 DeQueen Blvd., Port Arthur, TX 77640 and via teleconference. See attached copy of the minutes.

Budget/Fiscal Effect:

None

Staffing/Employee Effect:

None

MINUTES OF THE REGULAR
MEETING OF THE HOUSING AUTHORITY
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON
THE 22ND OF AUGUST, 2022.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Regular Session on Monday, August 22, 2022 at 920 DeQueen Blvd., Port Arthur, TX 77640 and via telephone conference US Toll-free (844) 857-5555; Meeting ID: 7805200.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 5:03 p.m. by Robert Reid, Chairman.

Agenda Item No. 2 – Roll Call. Seledonio Quesada, Executive Director noted the following attendance:

- PRESENT: Board Members in Attendance:
Robert Reid, Chairman
Melvin Getwood, Ph.D., Vice-Chairman (via telephone)
Bart Bragg, Commissioner
- ABSENT: Cleveland Keal, Commissioner
Debra Ambrose, Commissioner
- STAFF: Shanel Dixon, Director of Affordable Housing
Wendy Bledsoe, Operations HR/ Finance Analyst
Horatio Dumas, Accounting Director
Tonja Roberts, Lead Property Manager
- CONTRACTORS: None
- VISITORS: None

Agenda Item No. 3 – Invocation. The invocation was given by Commissioner Bart Bragg.

Agenda Item No. 4 – Pledge of Allegiance. This was spoken by all.

Agenda Item No. 5 – Consideration and discussion of a motion to approve the minutes from the Regular Board of Commissioners Meeting held on Monday, July 25th, 2022. The motion was made by Commissioner Bragg and seconded by Vice-Chairman Getwood.

- AYES: All
NAYS: None

The motion carried.

Agenda Item No. 6 – Executive Director/Secretary Report – Reports were made available by the Executive Director/Secretary regarding the various housing programs. An Internal Control Report was given that addressed any procurements, contracts and checks, open audit findings, the status of any open capital funds.

Agenda Item No. 7 – Consideration and discussion of a approve the award of Contract No. C22006-1, Legal Services – National; and Contract No. C22006-2, Legal Services – Local. A motion was made by Commissioner Bragg and seconded by Vice-Chairman Getwood.

- AYES: All

NAYS: None

The motion carried

Agenda Item No. 8 – Consideration and discussion to move into Executive Session-Executive Session -
Convene an Executive Session to discuss:

- A. Personnel matter in accordance with Section 551.074 of the Texas Government Code
- B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
- C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code

Agenda Item No. 9 – Future Agenda Items – December 20th board meeting

Agenda Item No. 10 – Adjournment

The motion to adjourn was made by Vice-Chairman Getwood and seconded by Commissioner Bragg, the following was recorded:

AYES: All

NAYS: None

Meeting adjourned at 5:19 p.m.

Chairman, Board of Commissioners

ATTEST:

Executive Director/Secretary



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROBERT REID, CHAIRMAN
MELVIN GETWOOD, PhD, VICE-CHAIRMAN
BART BRAGG
CLEVELAND KEAL
DEBRA AMBROISE

September 15, 2022

Subject: Consideration and discussion of a motion to approve award of Contract No. C22003, Asset Management Consulting Services

Recommendation:

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Patterson & Associates, of San Antonio, Texas, in the amount of \$52,625.00.

Background:

A Request for Proposals (RFP) was conducted in keeping with the Agency’s Procurement Policy and Procurement Procedures to obtain a firm for Asset Management Consulting Services. The solicitation has been open since May 11th of 2022; three proposals were received. The results are below with a detailed breakdown on the next page.

Proposer	Final Rank	Average of Points Awarded	Total Calculated Sum Proposed**
Patterson & Associates Consulting, LLC	1	95.7	\$52,625.00
DLS Consulting LLC	2	84.0	\$80,625.00
Selenium Consulting Partners	3	78.3	\$64,875.00
*The top-rated responsive and responsible proposer.			
**Please see the Detail of Unit Costs Proposed on the following page.			

Budget/Fiscal Effect:

\$52,625.00

Staffing/Employee Effect:

None.

Detail of Unit Costs Proposed

#	Qty - U/M	Patterson & Associates		DLS Consulting		Selenium Consulting Partners	
		Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
Asset Management Consulting Services (P22003)							
1	25 Hour(s) - CEO	\$155.00	3,875.00	\$225.00	5,625.00	\$225.00	5,625.00
2	100 - Hour(s) Senior Manager	\$145.00	14,500.00	\$225.00	22,500.00	\$225.00	22,500.00
3	100 - Hour(s) Project Manager	\$140.00	14,000.00	\$225.00	22,500.00	\$180.00	18,000.00
4	150 - Analyst	\$135.00	20,250.00	\$200.00	30,000.00	\$125.00	18,750.00
Lot Totals:			\$52,625.00		\$80,625.00		\$64,875.00

Compilation of all Evaluations

(1)	(2)	(3)	(4)	(5)	(6)
Name of Proposer	Final Rank	Total Objective Points Awarded*	Total Subjective Points Awarded**	Total Points Awarded	Average of Points Awarded
Maximum Points Available:		90*	210**	300	100.0
Patterson & Associates Consulting	1	90	197	287	95.7
DLS Consulting	2	60	192	252	84.0
Selenium Consulting Partners	3	72	163	235	78.3
*Cost Factor #1 only: 30 points/evaluator x 3 evaluators = 90 points maximum available.					
**Technical Factors #2 - #6 only: 70 points/evaluator x 3 evaluators = 210 points maximum available.					

Number of Evaluators: 3

- Criteria #1: Proposed Cost (30 points/evaluator)
- Criteria #2: Demonstrated Understanding (10 points/evaluator)
- Criteria #3: Demonstrated Technical Approach and Quality of Services Proposed (10 points/evaluator)
- Criteria #4: Technical Capabilities and Management Plan (20 points/evaluator)
- Criteria #5: Demonstrated Experience and Successful Past Performance (20 points/evaluator)
- Criteria #6: Overall Quality, Organization, and Professional Appearance (10 points/evaluator)

**PORT ARTHUR HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
THURSDAY, SEPTEMBER 15, 2022**

RESOLUTION NO. 09152022 - 01

**APPROVAL OF AWARD OF CONTRACT NO. C22003,
ASSET MANAGEMENT CONSULTING SERVICES**

WHEREAS, The Port Arthur Housing Authority requires a firm for Asset Management Consulting Services.

WHEREAS, such services include (but are not limited to) Organization and Goals, Portfolio Planning, Oversight of Property Management, Stakeholder Communication and Compliance, Infrastructure; and

WHEREAS, The Agency conducted a Request for Proposals in keeping with its Procurement policy and procedures; and

WHEREAS, The Agency conducted a Request for Proposals in keeping with its Procurement policy and procedures; and

WHEREAS, the top firm is The Concourse Group;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port Arthur Housing Authority that a contract for Asset Management Consulting Services shall be awarded to Patterson & Associates in the amount of \$52,625.00.

EXECUTED THIS 15th DAY OF SEPTEMBER 2022

CHAIR

ATTEST:

SECRETARY



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROBERT REID, CHAIRMAN
MELVIN GETWOOD, PhD, VICE-CHAIRMAN
BART BRAGG
CLEVELAND KEAL
DEBRA AMBROISE

September 15, 2022

Subject: Consideration and discussion of a motion to approve award of Contract No. C22002, Brittany Place Exterior Painting Phase II.

Recommendation:

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to BR General Construction, of New Braunfels, Texas, in the amount of \$63,900.00.

Background:

An Invitation for Bids was conducted in keeping with the Agency's Procurement Policy and Procurement Procedures to obtain a contractor for the second phase of painting the exterior of Brittany Place. The solicitation has been open since June 7th of 2022. Three bids were received. The bid tabulation is below.

Name of Bidder	Total Firm-fixed Fee Bid
BR General Contractors LLC	\$63,900.00
Geofill Construction	\$98,750.00
A.J.'s Painting and Restorations	\$99,500.00
*The top-rated responsive and responsible bidder.	

Budget/Fiscal Effect:

\$63,900.00

Staffing/Employee Effect:

None.

**PORT ARTHUR HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
THURSDAY, SEPTEMBER 15, 2022**

RESOLUTION NO. 09152022 - 02

**APPROVAL OF AWARD OF CONTRACT NO. C22002,
BRITTANY PLACE EXTERIOR PAINTING SERVICES**

WHEREAS, The Port Arthur Housing Authority requires a contractor to paint the exterior of Brittany Place buildings #1, #2, #5, and #6; and

WHEREAS, The Agency has conducted an Invitation for Bids in keeping with its Procurement policy and procedures; and

WHEREAS, BR General Construction's bid was lowest responsible and responsive bid of the bids received;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port Arthur Housing Authority that a contract for Brittany Place Exterior Painting Phase II shall be awarded to BR General Construction in the amount of \$63,900.00.

EXECUTED THIS 15th DAY OF SEPTEMBER 2022

CHAIR

ATTEST:

SECRETARY



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROBERT REID, CHAIRMAN
MELVIN GETWOOD, PhD, VICE-CHAIRMAN
BART BRAGG
CLEVELAND KEAL
DEBRA AMBROISE

September 15, 2022

Subject: Consideration and discussion of a motion to approve Contract Amendment #1 regarding Change Order #1 of Contract No. C22005, Valley View Estates Exterior Painting.

Recommendation:

A recommendation is hereby made for the Board of Commissioners to approve Contract Amendment #1 to C22005 – Valley View Estates Exterior Repairs & Painting.

Background:

The Agency has uncovered unexpected and severe wood rot after removing the gutters at Valley View Estates and is expanding on the Scope of Work of Contract No. C22005 to include complete 100% replacement of all eaves, soffits, and fascia with like materials instead of partial replacement or splicing. Geofill responded to the Agency’s request with a cost increase of \$171,662.00. Attached hereto is the original cost breakdown from Geofill and the proposal for Change Order #1 from Geofill.

GEOFILL CONSTRUCTION - C22005 - Valley View Estates Exterior Repairs & Painting

Contract Original Award NTE(7-25-22):	\$172,500.00
Contract Amendment #1 (9-15-22):	\$171,662.00
TOTAL NTE:	\$344,162.00

Budget/Fiscal Effect:

\$344,162.00 to be funded by GLO (General Land Office) Grant Funding Contract No. 19-097-040-B661 (awarded in the amount of \$747,377.00).

Staffing/Employee Effect:

None.

ORIGINAL COST BREAK DOWN AND BID AMOUNT FROM GEOFILL:

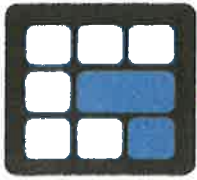


Bid Pricing Breakdown IFB no.B22005

- Per LF \$5.60 Eave Boards
- Per LF \$5.60 Soffit
- Per LF \$5.60 Window 2 x 3 Head Trim
- Per LF \$5.60 Window 1 x 4 Trim
- Per LF \$5.60 Corner 1 x 4 Trim
- Per LF \$5.60 Base 1 x 4 Trim Top of 1st Floor Masonry Wainscot
- Per LF \$5.60 Base 1 x 4 Trim Bottom of 2nd Floor Horizontal Walls
- Per Each \$12.50 Eave Boxes

Item#	Qty	U/M	Agency Stock Code	Unit Price	Extended Price
1	1	Each			
Specification: Firm fixed fee (labor and materials) to remove and replace wood, trim, eaves, and soffits; replace all rotten wood with like size Fiber Cement Hardie products; and paint exterior of all 29 buildings and community building at Valley View Estates., or equal.					
	1			\$172,500.00	\$172,500.00
Grand Total:					\$172,500.00

PROPOSAL FROM GEOFILL FOR CHANGE ORDER #1



GEOFILL
construction

Proposal

August 25, 2022

Property Name: Valley View Estates

Address: 5801 Twin City Hwy
Port Arthur, TX 77642

Description: Remove and Replace all Fascia

- Remove and replace (~19,000 ft) of eave board.
- Prime and paint all new eave board.
- Dispose of all debris.
- Remove and replace all flashing associated with eave board
- Includes (29) tenant buildings and (1) office building.

Subtotal: \$180,960.00

Minus footage from existing contract: \$ 9,298.00

Total: \$171,662.00

Authorized Signature
Submitted by: Justin Ellington

Bid does not include any hidden or unforeseen issues or damage. Issues will be addressed upon written consent from management. No sheetrock repair or paint included in bid unless noted. Repairs not guaranteed to match existing color, unless otherwise stated.

One year warranty included on workmanship and materials. Warranty does not cover acts of God. Bid good for (30) days.

**PORT ARTHUR HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
THURSDAY, SEPTEMBER 15, 2022**

RESOLUTION NO. 09152022 - 03

**APPROVAL OF CHANGE ORDER #1 TO NO. C22005,
VALLEY VIEW ESTATES EXTERIOR REPAIRS & PAINTING**

WHEREAS, The Port Arthur Housing Authority awarded Geofill Contract No. C22005 to repair wood, trim, eaves, and soffits as well as paint the exterior of Valley View Estates in the amount of 172,500.00; and

WHEREAS, The Agency has uncovered unexpected and severe wood rot after removing the gutters and is expanding on the Scope of Work to include complete 100% replacement of all eaves, soffits, and fascia with like materials instead of partial replacement or splicing; and

WHEREAS, Geofill Construction has proposed the required costs of Change Order #1 mentioned above in the amount of \$171,662.00 to cover the additional 19,000 feet of eave board replacement and labor; and

WHEREAS, The amount proposed above still falls well below the Agency's cost estimate and GLO funding amount; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port Arthur Housing Authority that a change order of \$171,662.00 be applied to Contract No. C22005 - Valley View Estates Exterior Painting for a total award amount of \$344,162.00.

EXECUTED THIS 15th DAY OF SEPTEMBER 2022

CHAIR

ATTEST:

SECRETARY



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROBERT REID, CHAIRMAN
MELVIN GETWOOD, PhD, VICE-CHAIRMAN
BART BRAGG
CLEVELAND KEAL
DEBRA AMBROISE

September 15, 2022

Subject: Consideration and discussion of a motion to approve award of Contract No. C22010, Edison Square Flood Prevention.

Recommendation:

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Geofill Construction, of Schertz, Texas, in the amount of \$374,000.00.

Background:

An Invitation for Bids was conducted in keeping with the Agency's Procurement Policy and Procurement Procedures to obtain a contractor for Edison Square Flood Prevention. The solicitation has been open since June 30th of 2022, one bid was received.

Bidder	Bid
Geofill Construction	\$374,000.00

Budget/Fiscal Effect:

\$374,000.00

Staffing/Employee Effect:

None.

**PORT ARTHUR HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
THURSDAY, SEPTEMBER 15, 2022**

RESOLUTION NO. 09152022 - 04

**APPROVAL OF AWARD OF CONTRACT NO. C22010,
EDISON SQUARE FLOOD PREVENTION**

WHEREAS, The Port Arthur Housing Authority requires a contractor to install catch basins and flood prevention measures at Edison Square; and

WHEREAS, The Agency has conducted an Invitation for Bids in keeping with its Procurement policy and procedures; and

WHEREAS, Geofill Construction's proposal was lowest responsible and responsive bid of the bids received;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port Arthur Housing Authority that a contract for Edison Square Flood Prevention shall be awarded to Geofill Construction in the amount of \$374,000.00.

EXECUTED THIS 15th DAY OF SEPTEMBER 2022

CHAIR

ATTEST:

SECRETARY



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS
ROBERT REID, CHAIRMAN
DR. MELVIN GETWOOD, VICE CHAIRMAN
BART BRAGG
CLEVELAND KEAL
DEBRA AMBROISE

September 15, 2022

Subject: Approval of Operating Budgets for Fiscal Year Ending September 30, 2023:

Background /History:

The operating budgets of the Port Arthur Housing Authority (PAHA) have been carefully developed to reflect the goal to provide safe, decent, sanitary and affordable housing for low income families. The Operating Budgets for the Fiscal Year Ending September 30, 2023 contain an overall agency organization that is based on maximizing the utilization of the Housing Choice Vouchers and the continuation of the property management of the agency's affordable housing.

The fundamental organization goals are to ensure optimal efficiency in performing all agency functions with a direct correlation to the number of units in the housing stock and the housing development projects. The PAHA operating budgets include all expenditures necessary to support and operate PAHA properties, facilities, revitalization, and the administrative office. Inflation and supply chain issues impact the operating budgets as costs are outpacing revenue increases in the upcoming year.

The Authority has adequate current year operating income and operating and replacement reserves to address the routine budgeted operating expenditures and the needs of the agency.

General Budget Process:

Information in the Annual Budget FYE 9-30-2023 column represent the program level housing payment operating subsidy, projected dwelling rental income and other fund level income. The salary and benefit expenses are based on the staff position control report.

Based on the payroll position control report, the Central Office costs were budgeted with specific attention given to eligibility of direct expenses and indirect allocable expenses.

The Finance department met with the Executive Director and operations management staff to review and discuss the proposed budgets.

Major Budget Components:

Central Office Costs

All expenditures are budgeted in concert with costs associated with specific property and housing choice voucher management and administration services determined based on business activities and standard enterprise accounting requirements in accordance with the Office and Management and Budget Circulars.

Indirect (central office overhead) costs are those that have been incurred for common or joint purposes. After Affordable Affiliates, Housing Choice Voucher or Business Activities direct costs have been determined and assigned directly to the Development / Program as appropriate; indirect costs are those remaining to be distributed to the benefited cost objective. PAHA has elected the Simplified Allocation Method with direct

salaries and wages as the designated allocation distribution base for such indirect central office overhead expenditures in accordance with Federal Cost sharing regulations and guidelines.

Position Control - Employee Salaries and Benefits:

The budgeted salary and benefit position control report was based on the needs of the agency and outlines the funding source of staffing positions based on the service provided. The proposed budgets include a 6% cost of living increase. This cost of living increase will be implemented as a 3% increase in the base gross salary and a 3% a lump sum payment which will not increase the base gross salary.

Housing Assistance Operating Subsidy:

Housing Assistance Operating Subsidy for FYE 9-30-2023 represents 3 months of funding from HUD 2022 calendar year and 9 months of funding from HUD 2023 calendar year.

Dwelling Rental Income:

FYE 2023 dwelling rental income is based on the current rent roll projected on an annual basis.

Property Insurance Costs:

The Affordable Housing properties continue to be challenged with increasing property and general liability premiums as the result of a series of hurricanes over the years causing extension damage to the region.

Housing Choice Voucher Program:

FYE 2023 Administrative Fee income is based on the leasing goal to utilize 98% of the 3070 Housing Choice Vouchers (HCV) available vouchers. The average monthly housing assistance payment is estimated at \$ 650. Administrative fees are estimated to be funded at pro-ratio factor of 90% for CY 2022 and estimated 80% for CY 2023. HUD funding is available for the Housing Assistance Payment (HAP) to reach full utilization of 3070 total vouchers allocated to PAHA.

Summary:

PAHA continues to access every facet of its operations and financial structure to ensure optimal efficiency and quality service to residents. Continued effort is focused on maintaining high quality affordable housing and providing the services of the Housing Choice Voucher Program. A recommendation is made to approve Fiscal Year Ending September 30, 2023 Operating Budgets.

Port Arthur Housing Authority

FYE 9-30-2023 Operating Budgets

RAD Lakeview Palms, Scattered Sites and Carver Terrace Site	Annual Budget FYE 9-30-2022	Projected Year to Date Actual FYE 9-30-2022	Annual Budget FYE 9-30-2023
<u>Operating Income</u>			
Dwelling Rental Income inclg RAD PBV HAP Subsidy - <i>Lakeview Palms</i>	705,000	703,359	720,000
Other Income-Tenant Charges	12,500	18,308	12,500
Sales Proceeds - Scattered Sites	0	349,556	0
Total Operating Income	717,500	1,071,223	732,500
<u>Operating Expenses</u>			
Administrative Expenses	207,500	186,821	222,000
Utilities	85,500	84,814	90,000
Maintenance	220,000	262,210	229,500
Protective Services	25,000	26,575	27,000
Insurance Expense	119,200	124,926	118,200
Employee Benefits	95,000	75,332	107,000
Other General Expense	18,700	2,887	18,500
Total Routine Operating Expenses	770,900	763,566	812,200
Cash Flow - (Use of Reserves)	(53,400)	307,657	(79,700)
<u>Other (Uses) Sources of Cash Flow</u>			
<i>less: Contribution to Replacement Reserves</i>	(43,000)	(43,000)	(43,000)
<i>plus: Reimbursement from Replacement Reserves</i>	43,000	0	43,000
Total Other (Uses) Sources of Cash Flow	0	(43,000)	0
ADJUSTED Cash Flow - (Use of Reserves)	(53,400)	264,657	(79,700)
10/1-Replacement Reserves	750,583	750,583	793,583
09/30-Replacement Reserves	750,583	793,583	793,583
10/1-Operating Reserves	754,527	754,527	1,019,184
09/30-Operating Reserves	701,127	1,019,184	939,484

Port Arthur Housing Authority

FYE 9-30-2023 Operating Budgets

	Annual Budget FYE 9-30-2022	Projected Year to Date Actual FYE 9-30-2022	Annual Budget FYE 9-30-2023
Housing Choice Voucher Program			
<u>Administrative Operating Income</u>			
Administrative Fee Income-Est 80% proration + Fraud Recovery	2,180,250	2,431,220	2,318,250
<u>Operating Expenses</u>			
Salaries and Benefits	1,395,000	1,080,837	1,330,000
Office Facilities Expense	97,000	95,938	115,000
Other Administrative Expenses	585,000	531,792	585,000
Total Operating Expenses	2,077,000	1,708,567	2,030,000
Routine Operating Income (Loss)	103,250	722,653	288,250
<i>Current Year Transfers to PAAH for Villa Main</i>		(194,463)	
Cash Flow - (Use of Reserves)	103,250	528,190	288,250
<i>Beginning Admin Operating Reserves</i>	2,758,424	2,758,424	3,286,614
<i>Ending Admin Operating Reserves</i>	2,861,674	3,286,614	3,574,864
Housing Assistance Payments (HAP)			
<u>Housing Assistance Payment Subsidy</u>			
Housing Assistance Payment Subsidy	22,075,000	22,217,430	23,397,080
Fraud Recovery	75,000	71,528	70,000
<u>Housing Assistance Payments</u>	<u>22,132,000</u>	<u>22,445,471</u>	<u>23,467,080</u>
HAP Current Year Excess (Use)	18,000	(156,514)	0
<i>Beginning PAHA Held HAP Reserves</i>	186,539	186,539	30,025
<i>Ending PAHA Held HAP Reserves</i>	204,539	30,025	30,025

Port Arthur Housing Authority

FYE 9-30-2023 Operating Budgets

	Annual Budget FYE 9-30-2022	Projected Year to Date Actual FYE 9-30-2022	Annual Budget FYE 9-30-2023
Business Activities			
<u>Operating Income</u>			
Total Misc Operating Income & Developer Fees Received	500	200	500
<u>Operating Expenses</u>			
Salaries and Benefits	150,000	77,558	160,000
Development and Other Administrative Expenses	125,000	146,372	150,000
Total Business Activities Expenses	275,000	223,930	310,000
<u>Other Sources (Uses) of Business Activity Funds:</u>			
Cash Transfer from Sec 8 Admin to PAAH - Villa Main	0	194,463	0
Loan to Villa Main-current fiscal year transfers	0	(194,049)	0
Transfers from Affiliates for Operating Expenses	250,000	225,000	300,000
Source (Use) of Business Activities Reserves	(24,500)	1,684	(9,500)
<i>Beginning Cash Reserves</i>	311,151	311,151	312,835
<i>Ending Cash Reserves</i>	286,651	312,835	303,335
<i>Outstanding Developer Fee Receivables Southwood, Park Central & Edison</i>	1,269,662	1,269,662	1,269,662
<i>Outstanding Operating Loan Receivables Southwood & Villa Main</i>		1,331,047	1,331,047
Includes: Port Arthur Housing Opportunities and Port Arthur Affordable Housing			

	Annual Budget FYE 9-30-2022	Projected Year to Date Actual FYE 9-30-2022	Annual Budget FYE 9-30-2023
ValleyView, Brittany Place Apts & Bellbrook			
<u>Operating Income</u>			
Tenant Rental Income	3,408,000	3,428,459	3,480,000
Other Income	43,250	84,976	47,750
Total Operating Income	3,451,250	3,513,435	3,527,750
<u>Operating Expenses</u>			
Administrative Expenses	562,000	492,684	601,500
Utilities	311,100	308,468	320,200
Maintenance & Protective Service	879,000	883,421	926,600
Insurance Expense	507,000	502,541	511,000
Employee Benefits	343,125	266,362	386,285
Other General Expense-Collection Loss-Casualty Loss	35,000	80,950	35,000
Interest Expense	447,705	448,745	437,100
Total Routine Operating Expenses	3,084,930	2,983,171	3,217,685
Cash Flow - (Use of Reserves)	366,320	530,264	310,065
<u>Other (Uses) Sources of Cash Flow</u>			
<i>less: Principal Loan Payments</i>	(208,550)	(207,506)	(219,161)
<i>less: Contribution to Replacement Reserves</i>	(110,600)	(110,600)	(110,600)
<i>plus: Reimbursement from Replacement Reserves</i>	121,000	105,558	120,000
Total Other (Uses) Sources of Cash Flow	(198,150)	(212,548)	(209,761)
ADJUSTED Cash Flow from Operations	168,170	317,716	100,304
<i>Transfer Operating Reserves to Affiliates</i>	(250,000)	(225,000)	(300,000)
Cash Flow (Use of Reserves)	(81,830)	92,716	(199,696)
<i>10/1/2021 Replacement Reserve Balance</i>	563,441	563,441	568,698
<i>9/30/2022 Replacement Reserve Balance</i>	553,041	568,698	559,298

**PORT ARTHUR HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
MONDAY, SEPTEMBER 15, 2022**

RESOLUTION NO. 09152022 - 05

**APPROVING THE OPERATING BUDGETS FOR THE FISCAL YEAR ENDING
SEPTEMBER 30, 2023**

WHEREAS, The Commissioners of the Port Arthur Housing Authority have reviewed the following Operating Budgets for the fiscal year ending September 30, 2023:

Low Rent Public Housing – Scattered Sites
Housing Choice Vouchers
Business Activities
Affordable Housing Affiliates:
 Lakeview Palms, Valley View, Brittany Place and Bellbrook Estates

WHEREAS, the proposed expenditures are necessary for the efficient and economical support of the operation of the programs of the agency for the purpose of serving low-income families, elderly and the disabled.

WHEREAS, the financial plan is reasonable in that it includes sources of funding and reserves adequate to cover all proposed routine operating expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Low Rent Public Housing, Housing Choice Voucher Program, Business Activities and Affordable Housing Affiliates: Lakeview Palms, Valley View, Brittany Place and Bellbrook Estates fiscal year ending September 30, 2023 Operating Budgets, copies of which are attached, are hereby approved by the Board of Commissioners of the Port Arthur Housing Authority, and the Executive Director is hereby authorized to take any and all necessary actions, including workforce re-alignment and/or reduction, to maintain fiscal and operational efficiency of the Housing Authority.

EXECUTED THIS THE 15TH DAY OF SEPTEMBER 2022.

CHAIR

ATTEST:

SECRETARY