

PORT ARTHUR HOUSING AUTHORITY

Board of Commissioners Regular Meeting

March 29th, 2023 at 5:30 p.m.



Board Membership

Roosevelt Petry, Chairman
Debra Ambrose, Vice-Chairman
Rhonda Conner, Commissioner
Fred Vernon, Commissioner
Brent Smith, Commissioner

Executive Director

Seledonio "Cele" Quesada



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

HOUSING AUTHORITY OF THE CITY OF PORT ARTHUR BOARD OF COMMISSIONERS

Notice is hereby given that on **Wednesday** the **29th** day of **March, 2023** at **5:30 p.m.**, the Board of Commissioners of the Housing Authority of the City of Port Arthur will hold a special 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 – 5:30 p.m.

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Minutes for March 14, 2023 Special Meeting and March 20, 2023 Special Meeting
6. Executive Director/Secretary Report
 - A. Financial Reports
 - i. Section 8
 - ii. Business Activities
 - B. Reports
 - i. Section 8
 - ii. Affiliates
 - iii. 50058 PIC Submission reports
 - iv. Police Reports
 - v. Home Ownership
 - C. Internal Control Reports
 - i. Listing of all the contracts executed
 - ii. List of all the public notices and procurement notices published
 - iii. List of all the checks paid for goods and services greater than \$10,000.
7. Point of clarification on the O.W. Collins forensic audit committee responsibilities.
8. Consideration and discussion of a motion to approve award of Contract No. C23003, Mixed Finance Real Estate and Project Management Consulting Services to Sengsouvana Consulting, LLC.
9. Discussion to address identified issues at OW Collins (the "Property") and utilizing the Operating Deficit Reserve and Replacement Reserve Account to fund shortfalls and Capital Improvements at the Property with our Partner ITEX.
10. 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
11. Future Agenda Items
12. Adjournment

Done and posted the 24th day of March, 2023 at 10:15am, at the PORT ARTHUR HOUSING AUTHORITY ADMINISTRATION BUILDING and PROPERTIES, in Port Arthur, Texas before 5:30 p.m.

Delivered by:

Received by:

Housing Authority of the City of Port Arthur

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March 29th, 2023

OPEN MEETING 5:30 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

Approval of Minutes

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DISCUSSION/POSSIBLE ACTION

- • Consideration and discussion of a motion to approve award of Contract No. C23003, Mixed Finance Real Estate and Project Management Consulting Services to Sengsouvana Consulting, LLC.

50-54



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

March 29, 2023

Subject: Consideration and discussion of a motion to approve the minutes from the Board of Commissioners Special Meeting on March 14, 2023 and March 20, 2023.

Recommendation:

A recommendation is being made for the Board to approve the minutes for the Board of Commissioners Special Meeting on March 14, 2023 and March 20, 2023.

Background:

A special meeting was held on March 14, 2023 at 920 DeQueen Blvd., Port Arthur, TX 77640 and March 20, 2023 at Bellbrook Estates 2405 Julian Dr. Port Arthur, TX 77642. See attached copy of the minutes.

Budget/Fiscal Effect:

None

Staffing/Employee Effect:

None

MINUTES OF THE SPECIAL
MEETING OF THE HOUSING AUTHORITY
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON
THE 14TH OF MARCH, 2023.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Special Session on Tuesday, March 14th, 2023 at the Port Arthur Housing Authority on 920 DeQueen Blvd., Port Arthur, Texas 77640.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 5:33 p.m. by Roosevelt Petry, Chairman.

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

PRESENT: Board Members in Attendance:
Roosevelt Petry, Chairman
Debra Ambroise, Vice-Chairman
Fred Vernon, Commissioner
Brent Smith, Commissioner

ABSENT: Rhonda Conner, Commissioner

STAFF: Shanel Dixon, Director of Affordable Housing
Wendy Bledsoe, Operations HR/ Finance Analyst
Jaclyn Herrington, Procurement Officer
Anicia Salinas, HCV Program Manager
Horatio Dumas, Finance Manager
Tonja Roberts, Lead Property Manager

CONTRACTORS: John Pecore, ITEX
Paula Watts, ITEX
Bobken Simonians, ITEX
Cris Feldman, Attorney

VISITORS: None

Agenda Item No. 3 – Invocation. The invocation was given by Commissioner Brent Smith.

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, January 23rd, 2023 and the Special Board of Commissioners Meeting held on Thursday, February 16, 2023. The motion was made by Vice-Chairman Ambroise and seconded by Commissioner Smith.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 6 – Consideration and discussion of a motion to approve award of Contract No. C22015, Edison Square Drainage and Site Improvements. A motion was made by Vice-Chairman Ambroise and seconded by Commissioner Vernon.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 7 – Consideration and discussion of a motion to approve extension of Omnia Contract No. R192006, cooperative purchase with Lowe’s Home Centers. A motion was made by Commissioner Vernon and seconded by Vice-Chairman Ambroise.

AYES: All
NAYS: None

The motion carried

Agenda Item No. 8 – Consideration and discussion of a motion to approve changing the logo of the Port Arthur Housing Authority. A motion was made by Commissioner Vernon and seconded by Vice-Chairman Ambroise.

AYES: All
NAYS: None

The motion carried

Agenda Item No. 9 – Consideration and discussion of a motion to approve amending By-Lays to hold Regular Board Meetings on a different day of the month. A motion was made to move the Regular Board Meetings from the fourth Monday of every month to the fourth Tuesday of every month by Commissioner Smith and seconded by Commissioner Vernon.

AYES: All
NAYS: None

The motion carried

Agenda Item No. 10 – Consideration and discussion to move into 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

A motion to move into Executive Session was made by Commissioner Vernon and seconded by Commissioner Smith.

The motion carried to go into Executive Session – In accordance with Texas Open Meetings Act, Section 551.072 at 5:50 p.m.

PRESENT: Board Members in Attendance:
Roosevelt Petry, Chairman
Debra Ambroise, Vice-Chairman
Fred Vernon, Commissioner
Brent Smith, Commissioner

ABSENT: Rhonda Conner, Commissioner

STAFF: Wendy Bledsoe, Operations HR/ Finance Analyst

CONTRACTORS: John Pecore, ITEX
Paula Watts, ITEX
Bobken Simonians, ITEX
Cris Feldman, Attorney

VISITORS: None

The Board of Commissioners reconvened Open Session at 7:04 p.m.

Agenda Item No. 11 – Consideration and discussion of a motion to authorize forensic audit of O.W. Collins. A motion was made to table by Commissioner Vernon and seconded by Vice-Chairman Ambroise.

AYES: All

NAYS: None

The motion carried

Agenda Item No. 12 – Consideration and discussion of a motion to approve proposal to restructure partnership with Alliant, LP. as related to O.W. Collins. A motion was made by Commissioner Vernon and seconded by Vice-Chairman Ambroise.

AYES: All

NAYS: None

The motion carried

Agenda Item No. 13 – Future Agenda Items – FEMA Projects, Villa Main, Regular Board Meeting

Agenda Item No. 14 – Adjournment

The motion to adjourn was made by Commissioner Smith and seconded by Commissioner Vernon, the following was recorded:

AYES: All

NAYS: None

Meeting adjourned at 7:11 p.m.

Chairman, Board of Commissioners

ATTEST:

Executive Director/Secretary

MINUTES OF THE SPECIAL
MEETING OF THE HOUSING AUTHORITY
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON
THE 20TH OF MARCH, 2023.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Special Session on Monday, March 20th, 2023 at the Port Arthur Housing Authority at Bellbrook Estates on 2405 Julian Dr. Port Arthur, TX 77642.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 1:00 p.m. by Roosevelt Petry, Chairman.

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

PRESENT: Board Members in Attendance:
Roosevelt Petry, Chairman
Debra Ambroise, Vice-Chairman
Rhonda Conner, Commissioner
Fred Vernon, Commissioner
Brent Smith, Commissioner

ABSENT: None

STAFF: Shanel Dixon, Director of Affordable Housing
Wendy Bledsoe, Operations HR/ Finance Analyst
Horatio Dumas, Finance Manager

CONTRACTORS: Cris Feldman, Attorney
Hannah LaCour, Legal Assistant

VISITORS: None

Agenda Item No. 3 – Invocation. The invocation was given by Vice-Chairman Debra Ambroise.

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

Agenda Item No. 5 – Public Comments – None

Agenda Item No. 6 – Consideration and discussion to move into 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. 7 – Consideration and discussion a motion to authorize forensic audit of O.W. Collins. A motion was made by Vice-Chairman Ambroise and seconded by Commissioner Conner.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 8 – Future Agenda Items – Regular Meeting, Section 8 & Affordable Housing Program Presentation, Introduction to FEMA and Tour of Properties

Agenda Item No. 9 – Adjournment

The motion to adjourn was made by Commissioner Vernon and seconded by Commissioner Conner, the following was recorded:

AYES: All

NAYS: None

Meeting adjourned at 1:22 p.m.

Chairman, Board of Commissioners

ATTEST:

Executive Director/Secretary

Port Arthur Housing Authority

Operating Statements

4 Months Ending

January 31, 2023

UNAUDITED

Rental Assistance Demonstration (RAD) Lakeview Palms	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance	Notes
Operating Income					
RAD PBV HAP Subsidy -Dwelling Rental Income	720,000	240,000	246,166	6,166	RAD-1
Other Income	12,500	4,167	3,239	(928)	
Total Operating Income	732,500	244,167	249,405	5,238	
Operating Expenses					
Administrative Expenses	222,000	74,000	59,981	14,019	
Utilities	90,000	30,000	29,927	73	
Maintenance	229,500	76,500	84,894	(8,394)	RAD-2
Protective Services	27,000	9,000	8,200	800	
Insurance Expense	118,200	39,400	58,871	(19,471)	RAD-3
Employee Benefits	107,000	35,667	23,083	12,584	
Other General Expense	18,500	6,167	0	6,167	
Total Routine Operating Expenses	812,200	270,733	264,955	5,779	
Cash Flow (Deficit) from Operations	(79,700)	(26,567)	(15,550)	11,017	
Other (Uses) Sources of Cash Flow					
less: Contribution to Replacement Reserve	(43,000)	(14,333)	(14,333)		
plus: Reimbursement from Replacement Reserves	43,000	14,333	0		
Total Other (Uses) Sources of Cash Flow	0	0	(14,333)		
ADJUSTED Cash Flow (Deficit) from Operations	(79,700)	(26,567)	(29,883)	(3,317)	
10/1-Replacement Reserves	793,585	793,585	793,585		
09/30-Replacement Reserves	793,585	793,585	807,918		
10/1-Operating Reserves	868,475	868,475	868,475		
09/30-Operating Reserves	788,775	841,908	838,592		

Notes: RAD-1 - Timing of OCAF rent increases-effective on tenant lease anniversary dates

RAD-2 - Appliance replacements

RAD-3 - Insurance renewals exceeded budgets

Port Arthur Housing Authority

4 Months Ending

Operating Statements

January 31, 2023

UNAUDITED

Housing Choice Voucher Program	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance	Notes
Administrative Operating Income					
Total Operating Income - Budget @ 80% proration	2,318,250	772,750	887,754	115,004	
Operating Expenses					
Salaries and Benefits	1,330,000	443,333	375,136	68,198	
Office Facilities Expense	115,000	38,333	21,657	16,676	
Other Administrative Expenses	585,000	195,000	150,723	44,277	
Total Operating Expenses	2,030,000	676,667	547,516	129,151	
<i>Transfer to Villa Main for Repairs</i>			(57,346)		
Cash Flow (Deficit) from Operations	288,250	96,083	282,892	186,809	
<i>Beginning Admin Operating Reserves</i>					
	3,112,475	3,112,475	3,112,475		
<i>Ending Admin Operating Reserves</i>					
	3,400,725	3,208,558	3,395,367		
Housing Assistance Payments (HAP)					
				Over (Under)	
Housing Assistance Payment Subsidy	23,397,080	7,799,027	8,506,868	707,841	
Fraud Recovery	70,000	23,333	14,197	(9,137)	
Housing Assistance Payments	23,467,080	7,822,360	8,556,528	734,168	
<i>HAP Current Year Excess (Use)</i>					
	0	0	(35,463)		
<i>Beginning PAHA HAP Reserves</i>					
	0	0	0		
<i>Ending PAHA HAP Reserves</i>					
	0	0	(35,463)		HCV-1

Notes: HCV-1: Add'l HAP Reserves are held by HUD...A request to release HUD Held Reserves is made following month end.

Port Arthur Housing Authority

4 Months Ending

Operating Statements

January 31, 2023

UNAUDITED

	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance	Notes
Business Activities					
<u>Operating Income</u>					
Total Operating Income	500	167	0	(167)	
<u>Operating Expenses</u>					
Salaries and Benefits	160,000	53,333	29,245	24,089	
Development and Other Administrative Expenses	150,000	50,000	38,469	11,531	
Total Business Activities Expenses	310,000	103,333	67,714	35,620	
Cash Transfer from Sec 8 Admin to PAAH for Villa Main-current fiscal year			57,346		
Loan to Villa Main-current fiscal year			(57,346)		
Purchase Villa Main LP Interest			(6,500)		
<i>Net Cash Transfer from (to) Affiliates</i>	300,000		265,000		
		0			
Increase (Decrease) Business Activities Reserves	(9,500)	(103,167)	190,786	293,953	
<i>Beginning Cash Reserves</i>	(48,612)	(48,612)	(48,612)		
<i>Ending Cash Reserves</i>	(58,112)	(151,779)	142,174		
<i>Outstanding Developer Fee Receivable+Accrued Interest</i>	1,278,077	1,278,077	1,278,077		
<i>Outstanding Operating Villa Main + FEMA Loan Receivable</i>	1,816,538				
Includes: Port Arthur Housing Opportunities and Port Arthur Affordable Housing					

Notes:

	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance	Notes
0					
<u>Operating Income</u>					
Tenant Rental Income	3,480,000	1,160,000	1,185,298	25,298	
Other Tenant Charges-Other Income	47,750	15,917	27,733	11,817	
Total Operating Income	3,527,750	1,175,917	1,213,031	37,115	
<u>Operating Expenses</u>					
Administrative Expenses	601,500	200,500	176,618	23,882	
Utilities	320,200	106,733	71,607	35,127	
Maintenance & Protective Service	926,600	308,867	299,591	9,275	
Insurance Expense	511,000	170,333	263,111	(92,777)	AF-1
Employee Benefits	386,285	128,762	103,546	25,215	
Other General Expense	35,000	11,667	0	11,667	
Interest Expense	437,100	145,700	147,166	(1,466)	
Total Routine Operating Expenses	3,217,685	1,072,562	1,061,639	10,922	
Cash Flow (Deficit) from Operations	310,065	103,355	151,392	48,037	
<u>Other (Uses) Sources of Cash Flow</u>					
<i>less: Principal Loan Payments</i>	(219,161)	(73,054)	(71,584)	1,469	
<i>less: Contribution to Replacement Reserves</i>	(110,600)	(36,867)	(36,867)	(0)	
<i>plus: Reimbursement from Replacement Reserves</i>	120,000	40,000	0	(40,000)	AF-2
Total Other (Uses) Sources of Cash Flow	(209,761)	(69,920)	(108,451)	(38,531)	
<i>Transfer Reserves from (to) Business Activities</i>	(300,000)	(265,000)	(265,000)	0	
ADJUSTED Cash Flow (Use of Reserves)	(199,696)	(231,565)	(222,059)	9,506	
<i>10/1-Replacement Reserves</i>	568,593	568,593	568,593		
<i>09/30-Replacement Reserves</i>	559,193	565,460	605,460		

Notes:

AF-1: Insurance renewals far exceeded budgets. Budgets prepared-approved prior to renewal notifications.

AF-2: Replacement reserve request reimbursements done semi-annually for any eligible replacement costs.



EXECUTIVE DIRECTOR
CELE QUESADA

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

Explanation of HCV Program Activities

New Admission

- These are applicants who were recently issued vouchers who have successfully leased a unit.

Certifications

- Certifications are conducted annually to determine continued eligibility of the family and rent subsidy based on household composition, income, expenses and deductions.

Moves

- These are clients who are currently on the Section 8 Program who have chosen to move to another unit prior to or after their annual certification.

Cancels

- Are conducted on families who fail to comply with the program guidelines.

Interims

- Interims are changes in household composition, income, expenses and deductions that occur between the next annual certification.
- All changes must be reported in writing to the Housing Authority within 10 days of such change. Families may report multiple changes.

Inspections

- Annual inspections are conducted 90 – 120 days prior to the anniversary month of the contract. The PHA shall not make any housing assistance payments if the contract unit does not meet HQS. (Housing Quality Standards) If at any time the family or owner / landlord notifies the PHA that the unit does not meet HQS, an inspection may be conducted. Inspections are also done to determine rent increases.

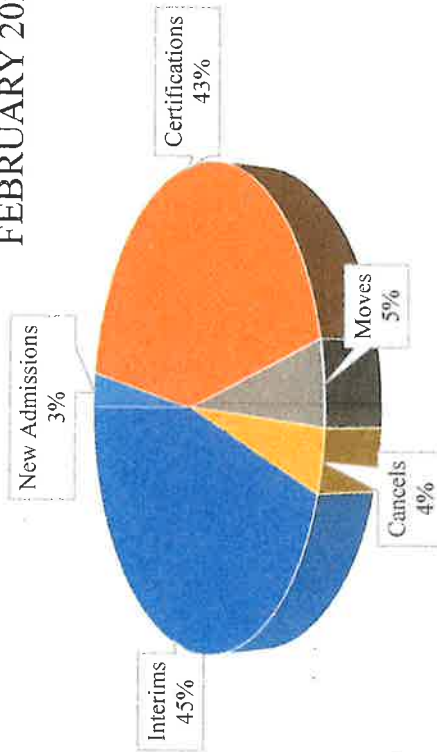
*** McCright has been contracted to inspect our affiliate units.

The increase or decrease in specific areas will vary from month to month depending on the information reported by the families and /or the needs of the families / landlords.

HCV PROGRAM MONTHLY ACTIVITY REPORT FEBRUARY 2023

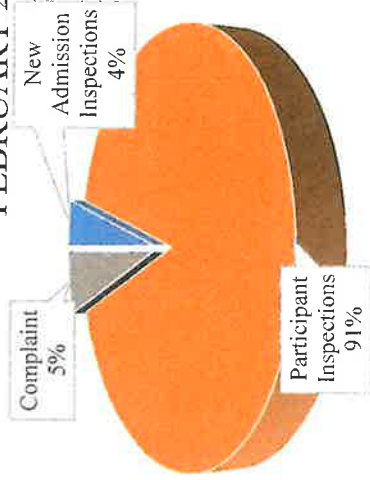
Month	New Admissions	Certifications	Moves	Cancel	Interims	Total
FEBRUARY	15	240	27	20	250	552

FEBRUARY 2023



Month	New Admission Inspections	Participant Inspections	Complaint
FEBRUARY	15	347	21

FEBRUARY 2023



**SEMAP REPORTS
TX034 Utilization Report**

	# Housed	# EOP	Utilization	
	15	20	3150	
ACC₁ Units (enter only if change)				
UMA₃	ACTUAL Leased Units	Monthly UMA₁ %	Monthly ABA₁ Expended %	Cumulative Annual Expended %
3087	3150	102.00%	102.11%	99.3%

ABA1 Annual Budget Authority (for HAP expenses in the HCV program)
ACC2 Annual Contributions Contract. Annual Contracts with Public Housing Authorities for payments toward rents. Financing debt service, and financing for modernization.
UMA3 Unit Months Available.
UML1 Unit Months Leased.

“Bellbrook Estates”
Month Reporting February 2023

• **Property Narrative-None**

• **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b %</i> Gross Occupancy
3 Bedroom	100	100	00	00	100%

• **Move-Ins, Move-Outs, and Unit Turnaround Time**

	This Month	Year-to-Date
Move-ins	00	05
Move-outs	00	03
Evictions (included with move-outs)	00	00
Make-ready time (Avg. Days)	21	21
Lease-up time (Avg. Days)	10	10
Total Turnaround Time (Avg. Days)	21	21

• **List All Vacant Units and their Status**

Address	Bdrm	Projected • Ready Date (mm/dd/yy)	Anticipated Lease/ Date (mm/dd/yy)	Application Approved and Waiting?

• **Annual Unit Inspections**

Total units to be inspected for the year	100
Number completed/start of month	86
Number inspected for the month	04
Number completed year to date	90
Total left to be inspected for the year	10

• **Lease Enforcements**

Lease warnings issued (72 Hour Vacate)	15
Lease infractions issued	00
Abandonment letters	00
30-day lease terminations	00
72-hour lease terminations	00

• **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action

- **Non-Emergency Work Orders**

Beginning balance	00
Received	55
Closed	50
Ending Balance	05

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	304	

- **Rent Collections**

	This Month
Rent charges	\$101,600
Other charges	\$-9,471
Total new charges	\$92,129
Previous Month Balance	\$4,970
Total charges	\$97,099
Collections (Inactive Tenants)	\$0
End of Month Balance	\$4,593
Collection rate	95%

- **Delinquencies-End of Month**

OUTSTANDING ACCOUNTS	
Total number of households (Owes <.01)	05
Amount	\$4,593
Number under legal	0
Amount under legal	0

- **Other Comments/Notes:**

“Brittany Place Townhomes”
Month Reporting February 2023

• **Property Narrative-None**

• **Physical Occupancy-First of the Month**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>E</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Bedroom	50	49	1	1	98%
2 Bedroom	16	15	1	1	94%
3 Bedroom	30	29	1	1	97%
Total	96	93	3	3	97%

• **Move-Ins, Move-Outs, and Unit Turnaround Time**

	This Month	Year-to-Date
Move-ins	03	20
Move-outs	00	18
Evictions (included with move-outs)	00	02
Make-ready time (Avg. Days)	30	30
Lease-up time (Avg. Days)	10	10
Total Turnaround Time (Avg. Days)	21	21

• **List All Vacant Units and their Status**

Address	Bdrm	Projected Ready Date (mm/dd/yy)	Anticipated Lease Date (mm/dd/yy)	Application Approved and Waiting?
3500 Normandy #4107	1	03/14/2023	03/20/2023	Y
3500 Normandy #3109	2	03/20/2023	03/27/2023	Y
3500 Normandy#4304	3	03/20/2023	03/27/2023	Y

• **Annual Unit Inspections**

Total units to be inspected for the year	96
Number completed/start of month	78
Number inspected for the month	05
Number completed year to date	83
Total left to be inspected for the year	13

• **Lease Enforcements**

Lease warnings issued (72 Hour Vacate)	04
Lease infractions issued	02
Abandonment letters	0
30-day lease terminations	0
72-Hour termination	0

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action

- **Non-Emergency Work Orders**

Beginning balance	05
Received	23
Closed	22
Ending Balance	06

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	614	

- **Rent Collections**

	This Month
Rent charges	\$78,202
Other charges	\$-2,797
Total new charges	\$75,405
Previous Month Balance	\$12,751
Total charges	\$88,156
Collections (Inactive Tenants)	\$0
End of Month Balance	\$13,778
Collection rate	84%

- **Delinquencies-End of Month**

OUTSTANDING ACCOUNTS	
Total number of households (Owes <.01)	18
Amount	\$13,778
Number under legal	0
Amount under legal	0

- **Other Comments/Notes**

“Lakeview Apartments”

Month Reporting February 2023

- **Property Narrative**

- **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b</i> % Gross Occupancy
1 Bedroom	18	18	0	0	100%
2 Bedroom	34	33	1	1	97%
3 Bedroom	34	33	1	1	97%
Total	86	84	2	2	98%

- **Move-Ins, Move-Outs, and Unit Turnaround Time**

	This Month	Year-to-Date
Move-ins	01	07
Move-outs	00	04
Evictions (included with move-outs)	03	03
Make-ready (Ave Day)	21	21
Lease-up time (Ave Days)	10	10
Total Turnaround Time (Ave Days)	21	21

- **List All Vacant Units and their Status**

Address	Bdrm	Projected Ready Date (mm/dd/yy)	Anticipated Lease Date (mm/dd/yy)	Application Approved and Waiting?
5200 Gulfway #1002	3	3/10/2023	03/25/2023	Yes/Inspection
5200 Gulfway #204	2	02/01/2023	03/25/2023	Yes/Inspection

- **Annual Unit Inspections**

Total units to be inspected for the year	86
Number completed/start of month	83
Number inspected for the month	3
Number completed year to date	86
Total left to be inspected for the year	00

- **Lease Enforcements**

Lease warnings issued	3
Lease violations issued	4
Abandonment letters	0
30-day lease terminations	15
72-hour lease terminations	0

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action
Shayla Miles	Non Payment of rent	2/22/2023	Granted
Davette Gadison	Non payment of rent	2/22/2023	Granted/Paid
Kristie Darrington	Non payment of rent	2/22/2023	Granted

- **Non-Emergency Work Orders**

Beginning balance	14
Received	38
Completed	43
Ending Balance	09

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	222	

- **Rent Collections**

	This Month
Rent charges	\$55,366
Other charges	\$-5,224
Total new charges	\$50,142
Previous Month Ending Balance	\$11,488
Total charges	\$61,630
Collections (M/O's in Collections)	\$0
End of Month Balance	\$11,538
Collection rate	81%

- **Delinquencies**

OUTSTANDING ACCOUNTS	
Total number of households	25
Amount	\$11,538
Number under legal up-to-date repayment agreement	00
Amount under legal up-to-date repayment agreement	00
Amount under legal (other than repayment agreement)	00

- **Other Comments/Notes**

“Valley View Apartments”

Month Reporting February 2023

- **Property Narrative**

- **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Bedroom	32	31	01	01	97%
2 Bedroom	58	58	00	00	100%
3 Bedroom	58	54	04	04	93%
Total	148	143	05	05	98%

- **Move-Ins, Move-Outs, and Unit Turnaround Time**

	This Month	Year-to-Date
Move-ins	01	10
Move-outs	01	07
Evictions (included with move-outs)	01	01
Make-ready (Ave Days)	21	21
Lease-up time (Ave. Days)	10	10
Total Turnaround Time (Ave. Days)	21	21

- **List All Vacant Units and their Status**

Address	Bdrm	Projected Ready Date (mm/dd/yy)	Anticipated Lease Date (mm/dd/yy)	Application Approved and Waiting?
5801 Twin City Hwy #302	3	3/10/2023	03/20/2023	Yes
5801 Twin City Hwy #2905	3	03/30/2023	04/01/2023	Yes
5801 Twin City Hwy #601	1	03/30/2023	04/01/2023	Make Ready
5801 Twin City Hwy #1902	3	3/15/2023	03/20/2023	Inspection
5801 Twin City Hwy #2502	3	3/30/2023	4/1/2023	Make Ready

- **Annual Unit Inspections**

Total units to be inspected for the year	148
Number completed/start of month	55
Number inspected for the month	05
Number completed year to date	60
Total left to be inspected for the year	88

- **Lease Enforcements**

Lease warnings issued	00
Lease violations issued	03
Abandonment letters	01
30-day lease terminations	00
72-hour lease terminations	35

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action

- **Non-Emergency Work Orders**

Beginning balance	10
Received	47
Closed	44
Ending Balance	13

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	429	

- **Rent Collections**

	This Month
Rent charges	\$124,037
Other charges	\$-6,198
Total new charges	\$117,839
Previous Month Ending Balance	\$35,525
Total charges	\$153,364
Collections (Inactive tenants)	\$535.25
End of Month Balance	\$35,471
Collection rate	77%

- **Delinquencies,**

OUTSTANDING ACCOUNTS	
Total number of households	33
Amount	\$35,471
Amount under legal (other than repayment agreement)	0



EXECUTIVE DIRECTOR
CELE QUESADA

March 29, 2023

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

**PIC SUBMISSION
DELINQUENCY REPORT
As of February 28, 2022
Field Office Code: 6EPH**

**Field Office Name: HOUSTON AREA OFFICE REPORT
Effective Dates Included: November 1, 2021 – February 28, 2022**

HA Name	HA FYE	Program Type	ACC Units	VMS Units Leased	As of (MM/YY)	Port Outs	Port Ins
Port Arthur Housing Authority	09/30	Public Housing	0				
Port Arthur Housing Authority	09/30	Voucher Funded Assistance	3057	2994	1/23	45	0

HA Code	50058 Required	50058 Received	Difference	Reporting Rate	Last Month	Last 3 Months	Last 6 Months
TX034	0	0	0	0	0	0	0
TX034	2949	3152	-203	106.88	676	1683	2431

A PHA uses this report to monitor its monthly Form HUD-50058 submission and resulting reporting rate. The reporting rate reflected in the Delinquency Report as of the Public Housing Agency's (PHA's) fiscal year end is used by HUD for the Section Eight Management Assessment Program (SEMAP) scoring (Voucher-Funded Assistance only) or for potential Public Housing and Voucher-Funded Assistance sanctions.



Port Arthur Police Dept
All Calls For Service For
Bell Brook Estates



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/02/2023 7:46:26PM	2477 Guzman Dr		Unk Call / 911 Hang Up	Checks Ok
02/04/2023 4:16:08AM	2469 Guzman Dr		Disturbance	Settled
02/05/2023 3:33:16AM	2454 Guzman Dr		Disturbance	Settled
02/13/2023 10:54:36AM	2469 Julian Dr		Misc Call For Service	Inf Rec/No Rpt
02/14/2023 11:11:03PM	2444 Julian Dr		Runaway	Disregard Call
02/20/2023 3:23:32PM	2441 Guzman Dr		Warrant Service	Unable to Loc

Total CFS: 6



**Port Arthur Police Dept
All Calls For Service For
Brittany Place Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/05/2023 1:31:18PM	3500 Normandy Ave	4206	Burglary	Unfounded
02/25/2023 11:46:07AM	3500 Normandy Ave	6102	Disturbance	Settled
02/25/2023 12:30:46PM	3500 Normandy Ave		Misc Call For Service	Inf Rec/No Rpt

Total CFS: 3



**Port Arthur Police Dept
All Calls For Service For
Lakeview Palms**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/10/2023 7:53:27AM	5200 Gulfway Dr		Check On Rounds	Checks Ok
02/10/2023 5:03:30PM	5200 Gulfway Dr		Check On Rounds	Checks Ok
02/11/2023 8:52:44AM	5200 Gulfway Dr		Check On Rounds	Checks Ok
02/13/2023 10:12:44PM	5200 Gulfway Dr		Community Policing	Comm Policing
02/15/2023 12:42:01AM	5200 Gulfway Dr		Assault	Unable to Loc
02/15/2023 9:51:00AM	5200 Gulfway Dr		Robbery	Offense Report
02/18/2023 4:17:50PM	5200 Gulfway Dr		Traffic Offense	Citation Issued
02/19/2023 3:17:00AM	5200 Gulfway Dr		Fire (Police Response)	In Service
02/21/2023 8:17:20AM	5200 Gulfway Dr	404	Disturbance	Settled
02/21/2023 8:28:45PM	5200 Gulfway Dr	103	Person W/Gun/Weapon	Offense Report
02/25/2023 9:45:49AM	5200 Gulfway Dr		Check On Rounds	Checks Ok

Total CFS: 11



**Port Arthur Police Dept
All Calls For Service For
Legacy Senior Homes**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/01/2023 4:40:04PM	3225 Lake Arthur Dr	2301	Misc Call For Service	Assnmt Complete
02/14/2023 2:27:36AM	3225 Lake Arthur Dr	2115	Missing Person	Unable to Loc
02/23/2023 2:28:21PM	3225 Lake Arthur Dr	2203	Death	Offense Report
02/27/2023 5:15:03PM	3225 Lake Arthur Dr	3102	Auto Burg	Inf Rec/No Rpt

Total CFS: 4



**Port Arthur Police Dept
All Calls For Service For
O W Collins Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/01/2023 2:29:21PM	4440 Gulfway Dr	239	Theft/Shoplifter/Driveoff	See Blotter
02/01/2023 9:59:03PM	4440 Gulfway Dr		Check On Rounds	Checks Ok
02/02/2023 4:26:55PM	4440 Gulfway Dr	122	Community Policing	Comm Policing
02/03/2023 12:59:40PM	4440 Gulfway Dr	426	Disturbance	Checks Ok
02/04/2023 3:22:20AM	4440 Gulfway Dr		Disturbance	Settled
02/06/2023 4:38:54PM	4440 Gulfway Dr	325	Disturbance	Unable to Loc
02/07/2023 8:39:12AM	4440 Gulfway Dr	122	Misc Call For Service	Checks Ok
02/07/2023 7:15:44PM	4440 Gulfway Dr	426	Disturbance	Settled
02/07/2023 11:07:02PM	4440 Gulfway Dr	241	Disturbance	Unable to Loc
02/10/2023 8:17:04PM	4440 Gulfway Dr	325	Suspicious Activity/Person	Unable to Loc
02/11/2023 9:20:40AM	4440 Gulfway Dr		Check On Rounds	Checks Ok
02/11/2023 4:18:59PM	4440 Gulfway Dr		Loud Noise / Music	Quieted
02/12/2023 11:08:43PM	4440 Gulfway Dr		Disturbance	Gone on Arrival
02/13/2023 12:04:20PM	4440 Gulfway Dr	426	Disturbance	Checks Ok
02/13/2023 9:36:37PM	4440 Gulfway Dr		Suspicious Activity/Person	Disregard Call
02/14/2023 6:01:00PM	4440 Gulfway Dr	134	Assault	Unfounded
02/18/2023 4:21:06PM	4440 Gulfway Dr		Fight	Unable to Loc
02/19/2023 3:32:13AM	4440 Gulfway Dr	500	Disturbance	Unable to Loc
02/23/2023 7:35:39PM	4440 Gulfway Dr	326	Theft/Shoplifter/Driveoff	Unfounded
02/27/2023 9:31:00PM	4440 Gulfway Dr		Trespassing	Offense Report

Total CFS: 20

**O.W. COLLINS
MARCH 2023**

Date	Unit	Activity	Response
02/1/2023	239	theft/shoplifter/driveoff	tenant informed us that someone stole her medication that was delivered and left at her door.
02/1/2023		check on rounds	office was closed at this time and was not informed
02/2/2023	122	community policing	tenants had called in of a nonresident staying in unit that was threatening the owner of apartment and other tenants
02/03/2023	426	disturbance	office was not open at this time and was not informed
02/4/2023		disturbance	office was closed at this time and was not informed
02/6/2023	325	disturbance	there was a loud disturbance and fighting office called the police
02/7/2023	122	misc call for service	a well check was called on for 122
02/7/2023	426	disturbance	office was closed at this time and was not informed
02/7/2023	241	disturbance	office was closed at this time and was not informed
02/10/2023	325	activity/person	office was closed at this time and was not informed
02/11/2023		check on rounds	office was closed at this time and was not informed
02/11/2023		loud noise/music	office was closed at this time and was not informed
02/12/2023		disturbance	office was closed at this time and was not informed
02/13/2023	426	disturbance	office was closed at this time and was not informed
02/13/2023		activity/person	the call was disregarded
02/14/2023	134	assault	office was closed at this time and was not informed
02/18/2023		fight	office was closed at this time and was not informed
02/19/2023	500	disturbance	office was closed at this time and was not informed
02/23/2023	326	theft/shoplifter/driveoff	office was closed at this time and was not informed
02/27/2023		trespassing	office was closed at this time security tresspassed a nonresident.



**Port Arthur Police Dept
All Calls For Service For
Park Central Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/03/2023 6:11:46AM	8580 Park Central Blvd	5273727	Check On Rounds	Checks Ok
02/03/2023 6:26:48PM	8580 Park Central Blvd	1910	Suspicious Activity/Person	Gone on Arrival
02/04/2023 9:50:55PM	8580 Park Central Blvd	711	Harassment/Threats	Inf Rec/No Rpt
02/04/2023 11:35:56PM	8580 Park Central Blvd	5273727	Disturbance	Settled
02/07/2023 3:21:46PM	8580 Park Central Blvd	1713	Asst Public/Civ Stand By	Referred to
02/07/2023 8:42:20PM	8580 Park Central Blvd	512	Disturbance	Settled
02/11/2023 7:16:56AM	8580 Park Central Blvd	5273727	Check On Rounds	Checks Ok
02/12/2023 10:52:19AM	8580 Park Central Blvd	5273727	Accident Minor/Major	Wreck Report
02/13/2023 4:04:38PM	8580 Park Central Blvd	1714	Burglary	Unfounded
02/25/2023 2:19:27AM	8580 Park Central Blvd	5273727	Family Disturbance	Settled
02/25/2023 8:01:48PM	8580 Park Central Blvd	1210	Misc Call For Service	Assnmt Complete
02/26/2023 3:57:16PM	8580 Park Central Blvd	ENTR	Accident Minor/Major	Wreck Report
02/27/2023 5:40:46PM	8580 Park Central Blvd	1020	Disturbance	Settled

Total CFS: 13



**Port Arthur Police Dept
All Calls For Service For
Southwood Crossing Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/01/2023 2:51:04AM	3901 73 Hwy	9629292	Repossessed Vehicle	Vehicle Towed
02/03/2023 6:13:15AM	3901 73 Hwy	312	Assist Other Agency	Disregard Call
02/03/2023 10:06:41AM	3901 73 Hwy	Office	Followup	Assnmt Complete
02/05/2023 8:01:52PM	3901 73 Hwy	1112	Misc Call For Service	Assnmt Complete
02/07/2023 7:58:30AM	3901 73 Hwy	1510	Harassment/Threats	Inf Rec/No Rpt
02/07/2023 3:12:07PM	3901 73 Hwy	1510	Assault	Inf Rec/No Rpt
02/14/2023 1:02:55PM	3901 73 Hwy	723	Assault	Offense Report
02/16/2023 12:43:10PM	3901 73 Hwy	723	Followup	Assnmt Complete
02/16/2023 8:13:58PM	3901 73 Hwy	1622	Disturbance	Settled
02/16/2023 11:16:46PM	3901 73 Hwy	1621	Suspicious Activity/Perso	Checks Ok
02/18/2023 1:24:53AM	3901 73 Hwy	BLDG 12	Disturbance	Unable to Loc
02/23/2023 12:46:07AM	3901 73 Hwy	1513	Repossessed Vehicle	Vehicle Towed
02/23/2023 1:06:15AM	3901 73 Hwy	1511	Loud Noise / Music	Quieted

Total CFS: 13



Port Arthur Police Dept
All Calls For Service For
Valley View Estates



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/20/2023 12:18:52AM	5801 Twin City Hwy	1404	Suspicious Activity/Perso	Unable to Loc

Total CFS: 1

VALLEY VIEW

MARCH 2023

Date	Apt	Activity	Response
2/20/203	1404	Suspicious activity	Tenant thought she saw someone near her window and called for assistance.



**Port Arthur Police Dept
All Calls For Service For
Villa Main Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/04/2023 8:47:42PM	901 Main Ave	186	Misc Call For Service	Checks Ok
02/07/2023 9:24:29AM	901 Main Ave	129	Deadly Conduct	Offense Report
02/07/2023 11:19:04PM	901 Main Ave		Shots Fired	Unable to Loc
02/08/2023 10:24:41PM	901 Main Ave	207	Disturbance	Settled
02/09/2023 9:20:17PM	901 Main Ave		Shots Fired	Unable to Loc
02/10/2023 7:42:17AM	901 Main Ave		Check On Rounds	Checks Ok
02/10/2023 10:36:33AM	901 Main Ave		Check On Rounds	Checks Ok
02/10/2023 2:03:09PM	901 Main Ave		Check On Rounds	Checks Ok
02/10/2023 3:48:29PM	901 Main Ave		Check On Rounds	Checks Ok
02/10/2023 8:08:54PM	901 Main Ave		Check On Rounds	Checks Ok
02/11/2023 8:48:21AM	901 Main Ave		Check On Rounds	Checks Ok
02/13/2023 10:38:52PM	901 Main Ave		Suspicious Activity/Person	In Service
02/15/2023 3:36:25AM	901 Main Ave		Check On Rounds	Check on Rounds
02/16/2023 9:01:57PM	901 Main Ave		Check On Rounds	Checks Ok
02/17/2023 4:51:44AM	901 Main Ave		Check On Rounds	Checks Ok
02/17/2023 8:42:44AM	901 Main Ave		Check On Rounds	Checks Ok
02/17/2023 12:05:53PM	901 Main Ave		Check On Rounds	Checks Ok
02/17/2023 4:37:21PM	901 Main Ave	201	Harassment/Threats	Inf Rec/No Rpt
02/23/2023 8:18:05PM	901 Main Ave		Check On Rounds	Checks Ok
02/23/2023 9:59:12PM	901 Main Ave		Shots Fired	See Blotter
02/24/2023 7:41:55PM	901 Main Ave		Shots Fired	Unable to Loc
02/25/2023 9:37:07AM	901 Main Ave	311	Check On Rounds	Checks Ok

Total CFS: 22



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

Date: March 29, 2023

To: The Board of Commissioners

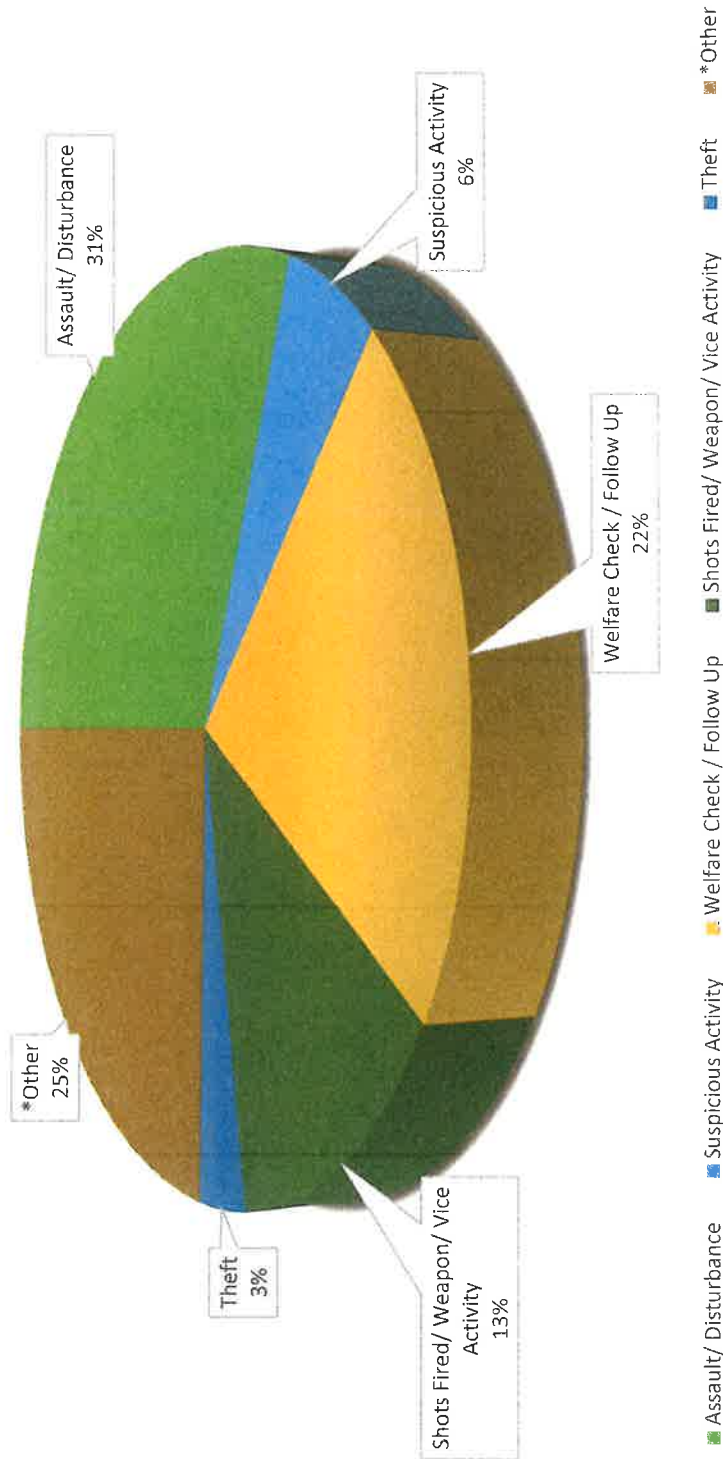
From: Shanel Dixon, Affordable Housing Director

Subject: Police Callout Report

Provided to you are the graph illustrations of police call out activity at various sites. This statistical data was compiled over the past twelve (12) months from information received from the Port Arthur Police Department and put into a format which illustrates activity by categories. The data depicts call outs for various activity within each property.

POLICE CALLOUT REPORT 2/2022 - 2/2023

Site	Assault/ Disturbance	Suspicious Activity	Welfare Check / Follow Up	Shots Fired/ Weapon/ Vice Activity	Theft	*Other	Total
Villa Main	84	16	60	36	9	67	272



**Other - loud music, misc. call for service, unknown call /911, animal call out, car repossession, traffic offense, eviction, ambulance, phone harassment, assist other agency, warrant, fire, missing person*



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

March 27, 2023

To: The Board of Commissioners

From: Anicia Salinas, HCV Program Manager

In efforts to ensure our HCV Participants are in compliance with the Housing Choice Voucher Program, we have reached out to our families at Avery Trace and Port Arthur Town Homes that pose a concern. Fifteen of our HCV Participants were listed on the police call-outs for the month of February. After speaking with the Manager at both properties and our HCV Participants, the following is a brief summary of what occurred.

Port Arthur Town Homes – 7 police call outs

Spoke with manager at PA Town Homes. She stated no action was taken on any of our clients. After speaking with her I reiterated that she will need to send PAHA any lease violation notices so our clients can be address according.

Avery Trace – 8 police call outs

Spoke with manager at Avery Trace. She stated no action was taken on any of our clients and no lease violation notices were given. Per their procedures, actions do no occur unless police involvement is executed. After speaking with her I reiterated that she will need to send PAHA any lease violation notices so our clients can be address according.



**Port Arthur Police Dept
All Calls For Service For
The Shire Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/01/2023 11:14:31AM	4100 365 Hwy	207	Disturbance	Settled
02/01/2023 1:14:12PM	4040 365 Hwy	122	Check On Welfare	Unable to Loc
02/03/2023 4:21:43AM	4000 365 Hwy		Loud Noise / Music	Quieted
02/03/2023 6:47:28PM	4000 365 Hwy	131	Disturbance	Settled
02/04/2023 8:32:41PM	3960 365 Hwy	233	Disturbance	Settled
02/05/2023 4:14:00AM	3960 365 Hwy		Check On Rounds	Checks Ok
02/05/2023 6:46:03PM	4160 365 Hwy	108	Disturbance	Settled
02/07/2023 8:03:32AM	4020 365 Hwy		Shots Fired	Unable to Loc
02/07/2023 6:20:13PM	4080 365 Hwy	110	Disturbance	Settled
02/07/2023 10:57:48PM	3940 365 Hwy	164	Family Disturbance	Settled
02/09/2023 2:29:58PM	4180 365 Hwy	102	Assault	Offense Report
02/10/2023 5:43:51AM	4000 365 Hwy	230	Disturbance	Settled
02/10/2023 12:49:49PM	4000 365 Hwy	128	Accident Minor/Major	Pvt Property
02/12/2023 1:17:49AM	4020 365 Hwy	7270781	Check On Rounds	Checks Ok
02/12/2023 11:32:49AM	4060 365 Hwy		Man(Person) Down	Gone on Arrival
02/13/2023 7:00:18PM	4200 365 Hwy		Accident Minor/Major	Wreck Report
02/13/2023 9:36:20PM	4040 365 Hwy	122	Check On Welfare	Checks Ok
02/13/2023 11:49:13PM	4000 365 Hwy	228	Fail To ID	Offense Report
02/14/2023 2:33:25PM	4040 365 Hwy	122	Check On Welfare	Checks Ok
02/14/2023 11:03:33PM	4020 365 Hwy	133	Disturbance	Unable to Loc
02/15/2023 4:29:39PM	4020 365 Hwy		Check On Rounds	Assnmt Complete
02/17/2023 4:55:30PM	4180 365 Hwy	102	Telephone Harassment	Inf Rec/No Rpt
02/17/2023 6:40:13PM	3960 365 Hwy	233	Criminal Mischief	Inf Rec/No Rpt
02/19/2023 12:44:34PM	3920 365 Hwy	252	Disturbance	Settled
02/19/2023 1:27:07PM	3960 365 Hwy	233	Disturbance	Settled
02/20/2023 7:28:41PM	3980 365 Hwy		Check On Rounds	Checks Ok
02/20/2023 8:47:29PM	3900 365 Hwy		Accident Minor/Major	Wreck Report
02/23/2023 2:21:10AM	412 365 Hwy		Check On Rounds	Checks Ok
02/23/2023 1:13:32PM	4160 365 Hwy	105	Assault	Offense Report
02/23/2023 3:22:27PM	3960 365 Hwy	175	Followup	Referred to
02/23/2023 4:23:45PM	4160 365 Hwy	105	Asst Public/Civ Stand By	Assnmt Complete
02/25/2023 8:18:44AM	4040 365 Hwy	221	Family Disturbance	Settled
02/25/2023 5:11:59PM	4060 365 Hwy		Fight	Gone on Arrival
02/25/2023 7:08:49PM	4180 365 Hwy	106	Assault	Offense Report
02/27/2023 1:19:21PM	4160 365 Hwy	108	Misc Call For Service	See Blotter
02/28/2023 12:40:23AM	4000 365 Hwy	230	Unk Call / 911 Hang Up	Checks Ok
02/28/2023 5:06:49AM	4160 365 Hwy	108	Assault	Inf Rec/No Rpt
02/28/2023 7:46:51AM	4160 365 Hwy	108	Assault	Inf Rec/No Rpt
02/28/2023 2:31:08PM	4160 365 Hwy	105	Followup	Assnmt Complete

Total CFS: 39



**Port Arthur Police Dept
All Calls For Service For
Port Arthur Town Homes Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
02/03/2023 3:49:36PM	3500 Turtle Creek Dr	603	Alarm	Disregard Call
02/03/2023 7:31:43PM	3500 Turtle Creek Dr	906	Disturbance	Disregard Call
02/04/2023 4:30:32PM	3500 Turtle Creek Dr	609	Asst Public/Civ Stand By	Assnmt Complete
02/04/2023 6:24:13PM	3500 Turtle Creek Dr	207	Disturbance	Settled
02/05/2023 4:36:45AM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/05/2023 1:29:20PM	3500 Turtle Creek Dr	601	Asst Public/Civ Stand By	See Blotter
02/05/2023 2:32:17PM	3500 Turtle Creek Dr	508	Telephone Harassment	Refer to File
02/05/2023 10:34:40PM	3500 Turtle Creek Dr	105	Suspicious Activity/Person	Disregard Call
02/06/2023 6:43:56PM	3500 Turtle Creek Dr	207	Deadly Conduct	Offense Report
02/06/2023 10:03:28PM	3500 Turtle Creek Dr		Shots Fired	Unable to Loc
02/09/2023 1:43:50AM	3500 Turtle Creek Dr	903	Auto Theft	Unfounded
02/09/2023 3:47:56PM	3500 Turtle Creek Dr		Person W/Gun/Weapon	Unable to Loc
02/09/2023 10:21:12PM	3500 Turtle Creek Dr		Shots Fired	Accidental/Duplo
02/09/2023 10:21:40PM	3500 Turtle Creek Dr	906	Assault	Offense Report
02/09/2023 11:57:23PM	3500 Turtle Creek Dr		Assault	Offense Report
02/10/2023 8:26:21AM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/10/2023 1:56:23PM	3500 Turtle Creek Dr		Shots Fired	Unable to Loc
02/10/2023 2:57:41PM	3500 Turtle Creek Dr	OFFICE	Followup	Sup Report
02/10/2023 3:46:51PM	3500 Turtle Creek Dr	OFFICE	Community Policing	Comm Policing
02/10/2023 7:19:28PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/10/2023 9:09:41PM	3500 Turtle Creek Dr	708	Check On Rounds	Checks Ok
02/10/2023 10:27:55PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/10/2023 10:49:38PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/11/2023 12:38:50PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/11/2023 10:21:14PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/12/2023 12:24:50AM	3500 Turtle Creek Dr		Alarm	Alarm Malfunction
02/13/2023 9:19:05PM	3500 Turtle Creek Dr	207	Burglary	Unfounded
02/15/2023 11:33:51PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/17/2023 3:07:50AM	3500 Turtle Creek Dr		Shots Fired	Unable to Loc
02/18/2023 1:21:42AM	3500 Turtle Creek Dr		Check On Rounds	Check on Rounds
02/18/2023 2:25:51AM	3500 Turtle Creek Dr	601	Runaway	See Blotter
02/20/2023 3:29:58AM	3500 Turtle Creek Dr	804	Robbery	Offense Report
02/20/2023 7:55:28PM	3500 Turtle Creek Dr		Check On Rounds	Check on Rounds
02/21/2023 1:24:08AM	3500 Turtle Creek Dr		Disturbance	Settled
02/23/2023 8:53:57PM	3500 Turtle Creek Dr	601	Disturbance	Settled
02/25/2023 3:34:12PM	3500 Turtle Creek Dr	1001	Public Intoxication	Prsnr In Custdy
02/25/2023 4:20:17PM	3500 Turtle Creek Dr	601	Disturbance	Offense Report
02/25/2023 7:11:00PM	3500 Turtle Creek Dr	207	Runaway	Offense Report
02/26/2023 7:04:35PM	3500 Turtle Creek Dr	601	Followup	Assnmt Complete
02/27/2023 7:14:37PM	3500 Turtle Creek Dr		Accident Minor/Major	Unable to Loc
02/27/2023 10:41:55PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/28/2023 1:44:46AM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
02/28/2023 1:53:05AM	3500 Turtle Creek Dr	404	Family Disturbance	Settled
02/28/2023 3:11:42AM	3500 Turtle Creek Dr	404	Criminal Mischief	Inf Rec/No Rpt
02/28/2023 12:18:29PM	3500 Turtle Creek Dr	404	Asst Public/Civ Stand By	Assnmt Complete
02/28/2023 2:20:27PM	3500 Turtle Creek Dr	601	Followup	Assnmt Complete

Total CFS: 46



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

HOMEOWNERSHIP REPORT

Summary

January 2023

Currently there are five Homeowners left on the Homeownership program. We have escrow accounts set up for four of the Homeowners regarding their property taxes and insurance. Only one Homeowner isn't escrowed. That Homeowner provide copies of their payments regarding property taxes and insurance.



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March 29, 2023

Subject: Internal Control and Monthly Board Report

Policy: It is the Policy of the Port Arthur Housing Authority that staff will report to the Board of Commissioners on the following information as part of the background material for their review:

- 1. Contracts: A listing of all contracts issued during the month of February.**
None.
- 2. A listing of all public notices and procurement notices published during February.**
eProcurement Marketplace – P23001 – HQS Inspection Services
PAHA Facebook Page – P23001 – HQS Inspection Services
PAHA Facebook Page – B22015 – Edison Square Drainage and Site Improvements
PAHA Website – P23001 – HQS Inspection Services
PAHA Website – B22015 – Edison Square Drainage and Site Improvements
- 3. A listing of all major procurements currently in preparation.**
B22012 – On-call HVAC Services (on hold)
B22014 – Villa Main Roof Restoration
P23001 – HQS Inspections
P23002 – Temporary Employee Services (Reissued)
J23003 – Mixed Finance Real Estate and Project Management Consulting Services
Q23004 – A&E Services
- 4. A listing of all checks paid for goods and services that exceed a Board-set threshold (\$10,000).**
The listing is attached.

January 2023
Checks over \$10,000

Bellbrook			
Date	Check#	Vendor	Amount
1/6/2023	5037	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 35,336.36
Subtotal			\$ 35,336.36
Brittany			
Date	Check#	Vendor	Amount
1/6/2023	4826	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 24,707.44
Subtotal			\$ 24,707.44
Low Rent - COCC			
Date	Check#	Vendor	Amount
1/26/2023	56904	HEALTH CARE SERVICE CORP	\$ 40,546.80
1/19/2023	56898	SENGSOUVANNA CONSULTING, LLC	\$ 37,005.00
1/19/2023	56897	PATTERSON & ASSOCIATES CONSULTING LLC	\$ 30,080.00
1/19/2023	56899	TML INTERGOVERNMENTAL RISK POOL	\$ 26,154.50
Subtotal			\$ 133,786.30
Lakeview Palms RAD			
Date	Check#	Vendor	Amount
1/19/2023	2395	HOUSING AUTHORITY GENERAL FUND	\$ 19,714.18
Subtotal			\$ 19,714.18
Port Arthur Affordable Housing Corporation			
Date	Check#	Vendor	Amount
1/26/2023	3840	GP STRATEGIES CORPORATION	\$ 50,236.50
1/26/2023	3839	BAKER, DONELSON, BEARMAN, CALDWELL, BERKOWITZ, PC	\$ 11,086.10
Subtotal			\$ 61,322.60
Port Arthur Housing Opportunity Fund Corporation			
Date	Check#	Vendor	Amount
1/19/2023	2403	HOUSING AUTHORITY GENERAL FUND	\$ 26,840.15
Subtotal			\$ 26,840.15
Section 8			
Date	Check#	Vendor	Amount
1/3/2023	D000152561	P A HOUSING INITIATIVE I, LP	\$ 68,729.00 H
1/3/2023	D000152224	CC AVERY LLC	\$ 52,302.00 H
1/13/2023	D000152896	LAKEVIEW PALMS, LLC	\$ 46,222.00 H
1/3/2023	D000152582	PINE CLUB APARTMENTS	\$ 44,645.00 H
1/3/2023	D000152659	SOUTHWOOD CROSSING LP	\$ 44,545.00 H
1/3/2023	D000152706	THE WOODLANDS	\$ 40,577.00 H
1/3/2023	D000152305	3501 EDISON SQUARE LLC	\$ 36,782.00 H
1/3/2023	D000152728	VALLEY VIEW ESTATES	\$ 34,572.00 H
1/3/2023	D000152715	TRL SOLUTIONS	\$ 33,557.00 H
1/3/2023	D000152167	BAYTOWN APARTMENT GROUP LLC	\$ 33,268.00 H
1/3/2023	D000152176	BELLBROOK ESTATES	\$ 33,000.00 H
1/26/2023	411815	HOUSING AUTHORITY GENERAL FUND	\$ 28,644.02
1/3/2023	D000152702	THE LANDMARK	\$ 26,519.00 H
1/3/2023	D000152681	SUNSET WAY APARTMENTS	\$ 26,016.00 H
1/3/2023	D000152556	ONE SOUTHWOOD CROSSING LP	\$ 25,043.00 H
1/3/2023	D000152551	NORMANDY MANAGEMENT TX LLC	\$ 23,664.00 H
1/3/2023	D000152563	PAHA BRITTANY PLACE APARTMENTS	\$ 23,596.00 H
1/3/2023	D000152480	LEGACY SENIOR HOUSING	\$ 23,344.00 H
1/3/2023	411788	ENTERGY SERVICES, INC. (FINA)	\$ 21,042.00 U
1/3/2023	D000152147	AUTUMN OAKS APARTMENTS	\$ 19,913.00 H

January 2023
Checks over \$10,000

1/3/2023	D000152351	GRACELAKE TOWNHOMES	\$	19,389.00	H
1/19/2023	411807	HOUSING AUTHORITY GENERAL FUND	\$	18,655.97	
1/3/2023	D000152724	TURTLE CREEK OTM HARMONY LP	\$	18,535.00	H
1/3/2023	D000152303	EDGE ESTATES LLC	\$	17,829.00	H
1/3/2023	D000152566	PALM HARBOR APTS LLC	\$	17,536.00	H
1/3/2023	D000152225	CEDAR RIDGE APARTMENTS	\$	15,872.00	H
1/3/2023	D000152218	CARDINAL OAKS TX LLC	\$	15,709.00	H
1/3/2023	D000152716	TRAILS ON TREADWAY LLC	\$	15,471.00	H
1/3/2023	D000152653	SORREAL LEAF CAPITAL 4	\$	15,245.00	H
1/3/2023	D000152153	AZURE POINTE LTD	\$	15,214.00	H
1/3/2023	D000152262	CYPRESSWOOD CROSSING	\$	15,153.00	H
1/3/2023	D000152521	MONTERREY RENTALS, LLC	\$	14,493.00	H
1/30/2023	411816	PORT ARTHUR HOUSING INITIATIVE I LP	\$	14,474.00	
1/3/2023	D000152704	THE POINTE	\$	14,047.00	H
1/3/2023	D000152674	STONE WAY LIMITED PARTNERS	\$	14,030.00	H
1/3/2023	D000152345	GOBAR MANÀGEMENT, LLC	\$	12,734.00	H
1/3/2023	D000152256	CREEL INVESTMENT	\$	12,629.00	H
1/3/2023	D000152775	ZLB PALMS LLC	\$	12,511.00	H
1/3/2023	D000152557	ORANGE NAVY	\$	11,971.00	H
1/13/2023	411801	HOUSING AUTHORITY GENERAL FUND	\$	11,941.71	
1/3/2023	D000152608	REFRESH LLC	\$	11,725.00	H
1/3/2023	D000152491	LUCILLE HOMES & REMODELING	\$	11,388.00	H
1/3/2023	D000152334	GARDENS AT SIENNA	\$	11,132.00	H
1/3/2023	D000152275	DEVILLIER PROPERTIES	\$	10,495.00	H
1/3/2023	D000152381	HARRIS COUNTY HOUSING AUTHORITY	\$	10,461.73	H
1/3/2023	D000152121	ALAN CRAMER INVESTMENTS, INC.	\$	10,271.00	H
1/3/2023	D000152698	THE CARLYLE APARTMENTS	\$	10,226.00	H
1/3/2023	D000152432	LINDA & PAT JONES	\$	10,108.00	H

Subtotal **\$ 1,075,226.43**

		Valley View		
Date	Check#	Vendor	Amount	
1/19/2023	5334	HOUSING AUTHORITY GENERAL FUND	\$	17,150.78
1/13/2023	5321	CITY OF PORT ARTHUR WATER UTILITIES	\$	13,753.24
1/26/2023	5338	COHNREZNICK LLP	\$	11,350.00

Subtotal **\$ 42,254.02**

Grand Total **\$ 1,419,187.48**

U=Utility Check
H=Hap Check
V=Vacancy Payments
Note 4 - GLO Reimbursable Eligible Expense

February 2023
Checks over \$10,000

Bellbrook			
Date	Check#	Vendor	Amount
2/1/2023	5063	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 35,336.36
Subtotal			\$ 35,336.36
Brittany			
Date	Check#	Vendor	Amount
2/1/2023	4846	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 24,707.44
2/8/2023	4852	CITY OF PORT ARTHUR WATER UTILITIES	\$ 10,446.67
Subtotal			\$ 35,154.11
Low Rent - COCC			
Date	Check#	Vendor	Amount
2/23/2023	56938	HEALTH CARE SERVICE CORP	\$ 41,560.47
2/17/2023	56934	SENGSOUVANNA CONSULTING, LLC	\$ 20,300.00 Note 5
2/23/2023	56936	AMERICAN FUNDS SERVICE CO.	\$ 17,443.66
2/8/2023	56916	AMERICAN FUNDS SERVICE CO.	\$ 16,774.17
Subtotal			\$ 96,078.30
Lakeview Palms RAD			
Date	Check#	Vendor	Amount
2/8/2023	2411	CITY OF PORT ARTHUR WATER UTILITIES	\$ 10,871.99
Subtotal			\$ 10,871.99
Port Arthur Housing Opportunity Fund Corporation			
Date	Check#	Vendor	Amount
2/9/2023	2410	GEOFILL CONSTRUCTION	\$ 242,631.67 Note 6
Subtotal			\$ 242,631.67
Section 8			
Date	Check#	Vendor	Amount
2/2/2023	D000153432	P A HOUSING INITIATIVE I, LP	\$ 67,607.00 H
2/2/2023	D000153097	CC AVERY LLC	\$ 51,239.00 H
2/2/2023	D000153529	SOUTHWOOD CROSSING LP	\$ 44,454.00 H
2/2/2023	D000153574	THE WOODLANDS	\$ 42,044.00 H
2/2/2023	D000153453	PINE CLUB APARTMENTS	\$ 41,324.00 H
2/2/2023	D000153173	3501 EDISON SQUARE LLC	\$ 40,284.00 H
2/2/2023	D000153644	LAKEVIEW PALMS, LLC	\$ 36,677.00 H
2/2/2023	D000153596	VALLEY VIEW ESTATES	\$ 34,597.00 H
2/23/2023	411865	HOUSING AUTHORITY GENERAL FUND	\$ 33,054.75
2/2/2023	D000153580	TRL SOLUTIONS	\$ 32,499.00 H
2/2/2023	D000153048	BELLBROOK ESTATES	\$ 32,372.00 H
2/2/2023	D000153039	BAYTOWN APARTMENT GROUP LLC	\$ 28,001.00 H
2/2/2023	D000153550	SUNSET WAY APARTMENTS	\$ 27,114.00 H
2/2/2023	D000153427	ONE SOUTHWOOD CROSSING LP	\$ 25,673.00 H
2/2/2023	D000153421	NORMANDY MANAGEMENT TX LLC	\$ 24,671.00 H
2/2/2023	D000153570	THE LANDMARK	\$ 24,462.00 H
2/2/2023	D000153349	LEGACY SENIOR HOUSING	\$ 23,438.00 H
2/2/2023	D000153434	PAHA BRITTANY PLACE APARTMENTS	\$ 22,733.00 H
2/2/2023	411840	ENTERGY SERVICES, INC. (FINA)	\$ 21,568.00 U
2/2/2023	D000153219	GRACELAKE TOWNHOMES	\$ 21,303.00 H
2/2/2023	D000153018	AUTUMN OAKS APARTMENTS	\$ 19,735.00 H
2/2/2023	D000153040	BAYTOWN HOUSING AUTHORITY	\$ 19,327.72 H
2/2/2023	D000153171	EDGE ESTATES LLC	\$ 19,180.00 H
2/2/2023	D000153592	TURTLE CREEK OTM HARMONY LP	\$ 18,506.00 H
2/2/2023	D000153024	AZURE POINTE LTD	\$ 17,955.00 H
2/2/2023	D000153428	ORANGE NAVY	\$ 16,200.00 H

February 2023
Checks over \$10,000

2/2/2023	D000153437	PALM HARBOR APTS LLC	\$	15,873.00	H
2/2/2023	D000153584	TRAILS ON TREADWAY LLC	\$	15,515.00	H
2/2/2023	D000153133	CYPRESSWOOD CROSSING	\$	15,094.00	H
2/2/2023	D000153092	CARDINAL OAKS TX LLC	\$	14,477.00	H
2/2/2023	D000153391	MONTERREY RENTALS, LLC	\$	14,079.00	H
2/2/2023	D000153523	SORREAL LEAF CAPITAL 4	\$	13,883.00	H
2/2/2023	D000153098	CEDAR RIDGE APARTMENTS	\$	13,622.00	H
2/2/2023	D000153478	REFRESH LLC	\$	13,424.00	H
2/2/2023	D000153572	THE POINTE	\$	13,049.00	H
2/2/2023	D000153544	STONE WAY LIMITED PARTNERS	\$	12,902.00	H
2/2/2023	D000153213	GOBAR MANAGEMENT, LLC	\$	12,734.00	H
2/2/2023	D000153128	CREEL INVESTMENT	\$	12,693.00	H
2/8/2023	411847	HOUSING AUTHORITY GENERAL FUND	\$	11,613.37	
2/2/2023	D000153447	PEBBLE CREEK APARTMENTS	\$	11,460.00	H
2/2/2023	D000153249	HARRIS COUNTY HOUSING AUTHORITY	\$	10,523.17	H
2/2/2023	D000153360	LUCILLE HOMES & REMODELING	\$	10,488.00	H
2/2/2023	D000153405	NEDERLAND HILLCREST APARTMENTS	\$	10,469.00	H
2/2/2023	D000152990	ALAN CRAMER INVESTMENTS, INC.	\$	10,417.00	H
2/2/2023	D000153344	LEDUC PARTNERSHIP LTD	\$	10,344.00	H
2/10/2023	D000153682	HARRIS COUNTY HOUSING AUTHORITY	\$	10,343.48	H
2/2/2023	D000153430	ORANGE REDEVELOPMENT CORP.	\$	10,147.00	H
2/2/2023	D000153202	GARDENS AT SIENNA	\$	10,143.00	H

Subtotal **\$ 1,059,311.49**

Date	Check#	Valley View Vendor	Amount	
2/9/2023	5354	GEOFILL CONSTRUCTION	\$ 228,048.30	Note 7
2/17/2023	5357	PGMR DEVELOPMENT GROUP	\$ 41,245.12	Note 8
2/8/2023	5348	CITY OF PORT ARTHUR WATER UTILITIES	\$ 17,285.88	
2/17/2023	5356	HOUSING AUTHORITY GENERAL FUND	\$ 13,550.94	

Subtotal **\$ 300,130.24**

Grand Total **\$ 1,779,514.16**

U=Utility Check
H=Hap Check
V=Vacancy Payments
Note 5 - GLO Reimbursable Eligible Expense
Note 6 - GLO Reimbursable Eligible Expense - Edison Square
Note 7 - GLO Reimbursable Eligible Expense
Note 8 - GLO Reimbursable Eligible Expense



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
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BRENT SMITH

March 29, 2023

Subject: Consideration and discussion of a motion to approve award of Contract No. C23003, Mixed Finance Real Estate and Project Management Consulting Services to Sengsouvanna Consulting, LLC

Recommendation:

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Sengsouvanna Consulting, LLC, of Houston, Texas, in the annual NTE amount of \$90,000.00. This contract will be executed for the period of 1 year with the option, at the Agency's discretion, of 3 additional one-year periods, for a maximum total of 4 years.

Background:

The Agency has a need for a consultant for our state funded and mixed-financed projects. This contract is a piggy-back on a contract issued by the Housing Authority of the City of Montgomery, Alabama. A contract of this type requires a thorough review of how the RFP was conducted and awarded, to ensure that all steps were completed in compliance with HUD requirements and with the Agency's Procurement Policy. Sengsouvanna Consulting LLC comes highly recommended by the GLO and their costs are 100% reimbursable.

Budget/Fiscal Effect:

\$90,000.00, reimbursable by the GLO

Staffing/Employee Effect:

None.

For your persusal, below is the Scope of Work prepared by the MHA:

PART IV - SCOPE OF SERVICES

MHA has chosen to issue this Request for Proposals to ensure competitive proposals from qualified firms with a documented track record of providing the required services. Proposals should state how the respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s) and respondent's capacity and readiness to perform the scope of services immediately upon execution of a contract with MHA.

PROJECT MANAGEMENT/MIXED FINANCE CONSULTING SERVICES include:

- A. Plans, directs, and coordinates the development, acquisition, and redevelopment activities for MHA housing development programs following HUD requirements in order to ensure compliance with Federal, State, and local regulations.
- B. Coordinates the preparation of applications for loans and grants available through State, Federal, and local agencies.
- C. Provides input on project design and ensure that project plans and specifications are received in a timely manner.
- D. Assist the construction team to ensure a financially feasible and operationally viable development in a timely and cost-efficient manner.
- E. Manages construction phase of the project as the owner's representative.
- F. Schedules and attends monthly construction meetings with construction team to track project progress.
- G. Oversees general contractor's request for payment and monitors costs related to design and construction as per the contract
- H. Manages the construction process including compliance with local government and lender requirements.
- I. Recommends decisions regarding the process change order requests.
- J. Coordinates the management of all contracts, expenditures, plans, organization activities, communication activities, governmental requirements, housing needs, and safety functions of the modernization, development, acquisition and construction program.
- K. Maintains records and reports regarding modernization/development projects using a computer following HUD guidelines in order to submit reports to HUD.
- L. Maintains monthly report of compliance schedule for all designated projects.
- M. Secures architectural, construction and other project approvals from planning and building departments and other regulatory agencies, as requested.

- N. Prepares portions of modernization proposals, for each project, from data collected for submission to the U.S. Department of Housing and Urban Development in conformity with HUD guidelines and existing policies of the Housing Authority.
- O. Develops, prepares, and submits applications and budgets for federal funding for demolition and for the development of new units and modernization of existing units, as requested.
- P. Assist in preparation of MHA's modernization segment in the five-year and annual plans.
- Q. Assists with the development of a strategic long-term plan for MHA.
- R. Assists with due diligence requirements for Investors/Lenders at partnership/loan closings.
- S. Organizes, coordinates, documents and facilitates escrow closings, as requested.
- T. Researches and recommends financial real estate development strategies for the MHA. Strategies should include, but are not limited to, mixed finance, low-income housing tax credits, revenue bonds, private mortgage financing and other financing approaches typically utilized in redevelopment projects.
- U. Identify and evaluate potential property and/or buildings for acquisitions.
- V. Ad-Hoc duties as assigned — including, but not limited to Real Estate Development, Maintenance and Property Financing.

ADDITIONAL REQUIREMENT:

The Consultant will assist MHA in creating and maintaining development budgets, cash flow and disbursement schedules, an operating budget, overall tax credit analyses and related financial analyst services for various mixed-finance, real estate transactions.

The Consultant will assist and/or advise MHA in procuring a tax credit equity investor, drafting rental term sheet, developing financial pro-formas, evaluating proposals, reviewing partnership agreements, negotiating financial aspects of the tax credit proposal and assessing various loan and equity scenarios to maximize the benefit to MHA. The Consultant may be asked to assist in the preparation of other funding applications or documents on a time-and-materials basis. Any such additional work should not be included in the original response to this solicitation, but hourly rates should be included.

The selected Consultant may be asked to assist MHA on the following specific tasks:

- A. Review existing development budgets and prepare updated budgets on an ongoing basis based on changes in the financing, development costs, interest rates or other variables.
- B. Write and review investor RFP's for tax credit investor partner.
- C. Assist MHA in the review and evaluation of proposals from prospective tax credit equity partners.
- D. Evaluate physical development, acquisition and/or redevelopment plans from a financial

and overall development perspective.

- E. Develop alternative financial plans/programs/structures and/or develop financial models and make recommendations with respect to housing and financing proposals received from developers, bankers, underwriters, community groups, non-profits or others.
- F. Prepare and review of project cash flows.
- G. Prepare applications/documentation for funding from various sources.
- H. Analyze risks and other financial implications of terms and conditions required by investors or lenders.
- I. Assist in identifying and negotiating with tax credit investors, lenders, underwriters, credit enhancers, and other potential development partners.
- J. Assist in negotiating financial commitments and related fees.
- K. Develop and implement tax-exempt financing options.
- L. Review of transaction documents.
- M. Assist in evaluating the financial feasibility and implications of developer proposals.
- N. Assist in negotiating disposition and development agreements with developers.
- O. Assist in negotiating financial obligations and terms with developers and funding sources.
- P. Assist in closing development agreements.
- Q. Assist with the preparation and/or evaluation of mixed finance proposals and/or rental term sheets.
- R. Assist MHA in preparing and reviewing evidentiary documents to HUD. Documents to be prepared by the Consultant include the required budgets, operating pro-formas, construction draw schedules and other financial projections. Documents to be reviewed primarily include the partnership agreement and other equity documents.

**PORT ARTHUR HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
TUESDAY, MARCH 29, 2023**

RESOLUTION NO. 03292023 - 01

**APPROVAL OF AWARD OF CONTRACT NO. C23003
MIXED FINANCE REAL ESTATE and PROJECT MANAGEMENT CONSULTING
SERVICES**

WHEREAS, The Port Arthur Housing Authority desires to retain a mixed finance real estate consultant and project management services for development and construction related HUD and GLO program compliance; and

WHEREAS, The Agency requires state and federal funding for certain projects and seeks a consultant capable of coordinating the preparation of applications for loans and grants through available state, local, and federal agencies as well as perform ad-hoc duties as assigned but not limited to Real Estate Development, Maintenance and Property Financing.

WHEREAS, The Agency utilizes state and federal funding for certain projects and requires a consultant and project manager with expertise in (but not limited to) labor laws, HUD compliance, Davis Bacon wage rate compliance, TDHCA compliance, and GLO compliance.

WHEREAS, The Agency awarded a Piggyback contract based on a Request for Proposals conducted by the Housing Authority of the City of Montgomery, Alabama, in keeping with its Procurement policy and procedures; and

WHEREAS, the top firm is Sengsouvananna Consulting, LLC,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port Arthur Housing Authority that a contract award for Mixed Finance Real Estate and Project Management Consulting Services shall be awarded to Sengsouvananna Consulting, LLC, in a total amount not to exceed \$90,000.00. This contract will be executed for the period of 1 year with the option, at the Agency's discretion, of 3 additional one-year periods, for a maximum total of 4 years.

EXECUTED THIS 29th DAY OF MARCH 2023

CHAIR

ATTEST:

SECRETARY