

Minutes
Special Meeting of the Board of Commissioners
Housing Authority of the City of Bridgeport D/b/a
Park City Communities

150 Highland Avenue, Bridgeport, CT 06604
Held on Monday, October 19, 2015

Board of Commissioners present included:

Dulce Nieves
Rev. Sulton Stack Jr.
Janet Ortiz
Hadassah Nightingale

Board of Commissioners absent: Shante Hanks

Others present included:

George Lee Byers
Edwin Jamora
Steven Durham
Jodi L. Driscoll, Esq.
Tamatha Falcon

At Roll Call, Dulce Nieves, Rev. Sulton Stack Jr., Janet Ortiz and Hadassah Nightingale, were present.

The special meeting of the Board of Commissioners of the Housing Authority of the City of Bridgeport was called to order at 5:45pm.

A. NEW BUSINESS:

1. Resolution authorizing and adopting the Operating Budget for the Housing Authority of the City of Bridgeport D/b/a Park City Communities' Fiscal Year Ending September 30, 2016

B. PROCUREMENT AND CONTRACTING MATTERS:

1. Resolution Authorizing an Amendment to the Agreement with Can Man Sanitation, Inc. to (i) increase the total not to exceed amount of the Agreement by \$10,000.00 for the period of September 1, 2015 to December 31, 2015, and (ii) to provide for a six (6) month extension, for the period of January 1, 2016 to June 30, 2016 in the not-to-exceed amount of \$67,469.22, for a Total Not-to-Exceed Amount of \$287,346.10 for refuse removal services at Charles F. Greene Homes and Marina Village.

2. Resolution Authorizing an Amendment to the Agreement with Can Man Sanitation, Inc. to (i) increase the total not to exceed amount of the Agreement by \$8,585.00 for the period of September 1, 2015 to December 31, 2015, and (ii) to provide for a six (6) month extension, for the period of January 1, 2016 to June 30, 2016 in the not-to-exceed amount of \$60,377.52, for a Total Not to Exceed Amount of \$258,962.20, for refuse removal services at P.T. Barnum Apartments.

3. Resolution Authorizing an Amendment to the Agreement with Can Man Sanitation, Inc. to (i) increase the total not to exceed amount of the Agreement by \$15,000.00 for the period of September 1, 2015 to December 31, 2015, and (ii) to provide for a six (6) month extension, for the period of January 1, 2016 to June 30, 2016 in the not-to-exceed amount of \$90,300.04, for a Total not-to-exceed amount of \$376,500.20 for refuse removal services at Trumbull Gardens, Fireside Apartments, Forest Green apartments, Harborview Towers and various Housing Authority locations.

4. Resolution to authorize 1) the submission of Development Proposal for RHF Development Grant Number CT26R00150109, in the Amount of Thirteen Thousand Eighteen Dollars (\$470,024.00) to the U.S. Department of Housing and Urban Development to Fund the Acquisition of 716-720 Pembroke Street; and 2) the Negotiation, Execution and Delivery of Purchase and Sale Agreement with Respect to the Same.

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**RESOLUTION OF
HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT
RESOLUTION NO. 10-19-15-77**

SPECIAL BOARD MEETING DATE: October 19, 2015

**RESOLUTION AUTHORIZING AND ADOPTING THE OPERATING BUDGET FOR
THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT D/B/A PARK CITY
COMMUNITIES' FISCAL YEAR ENDING SEPTEMBER 30, 2016**

Factual Content Certified

Approved:

Berchem, Moses & Devlin, P.C.
General Counsel

By: _____

By: _____

By: _____

Edwin Jamora
Chief Financial Officer

George Lee Byers
Secretary/Interim
Executive Director

Rolan Joni Young Smith, Esq.
A Senior Partner

WHEREAS, the Housing Authority of the City of Bridgeport d/b/a Park City Communities ("PCC", or "the Authority") is seeking approval of the Authority's operating budget for fiscal year ending September 30, 2016 from the United States Department of Housing and Urban Development ("HUD"); and

WHEREAS, the operating budget has been reviewed by the Board of Commissioners of the Housing Authority of the City of Bridgeport; and

WHEREAS, it is in the best interest of the Authority to authorize and adopt the operating budget herein as submitted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT THAT:

1. The operating budget for fiscal year ending September 30, 2016 is hereby authorized and adopted; and
2. The Secretary/Executive Director be and hereby is authorized, empowered and directed to submit the operating budget for fiscal year ending September 2016 to HUD for its approval, and to take any and all necessary to carry out the purposes of the foregoing resolution; and
3. This resolution will take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present on October 19, 2015.

Motion was made by Commissioner Stack Seconded by Commissioner Ortiz

Discussion:

[Mr. Byers] Madam Chair one, we would like to apologize for this Budget being late next year we will guarantee that it will be on time. Due to the unusual circumstances here at Bridgeport. We felt it to be very important for us to evaluate the Agency's true financial position and within that evaluation have a budget that is achievable and also one that is in the black. HUD has indicated that we should not submit a budget that is not in the black. You know that we have had to deal with short falls, were we drew down from reserves. This particular budget will allow us to move forward without having to depend on reserves but we will be relying on a few assumptions to take place. One, we believe there is about 1.2 million dollars worth of savings in Health Care. Due to failure to administrate the program those cost increases have been a burden on our Operating Subsidy. Two, we believe that the Procurement program has not been managed to its full potential and for that reason we have not had adequate internal controls and oversight. We think that that is going to save us at least a couple hundred thousand dollars as well. We also believe that one of our major problems with our budget in the past is we have overwhelmed the operating subsidy budget by taking items that are authorized to use capital funds for and not doing that and just using operating subsidy to pay for everything. Operating Subsidy is to pay for all our administrative overhead, salaries Agency wide all programs except for Section 8, and any insurance cost or things along that line. It is not suppose to cover anything more than routine maintenance. In the past what we've been doing is using Operating Subsidy to cover everything and that is why we have a lopsided financial position. In our Capital Program we have over 12.5 million dollars right now and within the next few months it will be over 16 million dollars. What we propose in this budget is we will start looking at all of these items; we have already started talking to our suppliers and others to begin to use the Capital fund the way it was designed. This should relieve about 1.2 million dollars of pressure we have been feeling on the Operating Subsidy. With that being said we are proposing that there will be at least a \$273,000.00 surplus in Public Housing, there will be a \$200,000.00 surplus in the Central Office Call Center (COCC) if we are able to execute our plan. The Capital also allows us to work on things like internal operations, so you will notice that we will be beefing up our Procurement Department and beefing up our Modernization Department, because the best way for us to get out of debt is to start spending money the way it is suppose to be spent. We will be trying to spend 3 to 4 million dollars of Capital funds within the next 5 to 6 months. That is going to create a lot of administration burden next week when we present to you the overview of the Admin Plan it will also have the Org. Chart where you will see the Departments we say we need more people to working, in order to get this done. I think that the Budget was a good work, it took us a long time and we have been working on it for about 5 to 6 months because we wanted to make sure that it is accurate. I think it's a great achievement for Mr. Jamora and his department and I think the Board should feel confident that the plans that we have in place will allow us to have the best chance of finishing the year in the black.

[Commissioner Dulce] Does anyone have any questions?

[Commissioner Ortiz] The old bills, have they all been paid?

[Mr. Byers] That's a brilliant questions, it's one that we will have to answer to Boston and a lot of people. What Mr. Jamora's financial reporting has done and we are working on our annual

procurement planning, you're going to be getting much more detailed information, graphics like you see right now with Mr. Jamora's product. The bottom line is we actually have about 1.5 to 2.5 million dollars worth of Age Payables (AP) in one form or fashion out there that has to be addressed. There is another thing that we are doing to reduce the short fall; we are in negotiations with some of the service providers, to negotiate down our dept. Example: with WPCA we are trying to get two thirds of that dept reduced. We have been looking at contracts for example the EPC Contract we have had some contracts that have not preformed their service, Schindler Elevators was one. Last year they reduced service, demanded \$70,000.00 after going through all the materials we realized we overpaid them \$50,000.00 and they had to give us a credit. So we believe you are going to see the actual dept of the Agency coming in at 7 to 8 hundred thousand dollars once we get all of our negotiating down. Now the question should be, and this is what HUD is going to ask, what is your strategy to pay these bills off? We have an aggressive strategy of growth. What we are saying is the Agency cannot be stagnant; we cannot sit back and think that these problems are going to take care of itself. We want to become the largest Section 8 landlord in the city. We believe that at least a 3rd of all our section 8 funds need to stay in house. We have been talking to Webster Bank, Peoples Bank, Citi Bank they are very excited about our Growth Strategy and how we grow our instrumentality. You have authorized me through the power of the instrumentality to grow that and to use those funds to help Public Housing. We are going to try and grow within the next 24 months at least 2 to 3 million dollars of surplus out of that fund every year and we will continue to grow that out. Now we also have to get HUD Boston on board with this strategy because we only have about 1.2 million dollars in our reserve that belongs to Public Housing. The way we were going we would always have to come back to you and ask for more money to pay the bills because we weren't addressing the core problems. Today what we have is a different strategy, 1) We are presenting to you a realistic budget; 2) we have already started to reduce spending across the board; 3) Increasing services to residents, i.e., Modernization within the developments, security using Capital Funds. It is going to take us in my opinion, the rest of the year to address our AP. Our Strategy with that is work things down to 60 days then to 30 and by the time we get to the end of the year we will have a budget that will meet HUD's requirement which is everything has to be paid in net 30 and looking for discounts for those who get paid sooner. Short answer we do have AP out there it is something that HUD Boston is going to want to know about.

[Commissioner Ortiz] Are we still labeled troubled?

[Mr. Byers] Madam Commissioner by Law, the Housing Authority based on its scoring, PHAS score, REACT score, we are labeled troubled until we resubmit. Now, Mr. Jamora & Nan McKay in the strategy that we put together, presented to you 8 months ago that you approved, it looks like we are going to get our unaudited Financial FDS submitted on time, we do have to have an evaluation of the scoring of that but we believe the scoring is either going to put us at substandard or standard position on the numbers, would you agree Mr. Jamora?

[Mr. Jamora] I think so, yes. Hopefully we will know this week the interim numbers.

Power Point Presentation of Budget given by Mr. Jamora

VOTE: All in favor

**RESOLUTION OF
THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT
D/B/A PARK CITY COMMUNITIES
RESOLUTION NO: 10-13-15-74**

BOARD MEETING DATE: OCTOBER 19, 2015

RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH CAN MAN SANITATION, INC. TO (I) INCREASE THE TOTAL NOT TO EXCEED AMOUNT OF THE AGREEMENT BY \$10,000.00 FOR THE PERIOD OF SEPTEMBER 1, 2015 TO DECEMBER 31, 2015, AND (II) TO PROVIDE FOR A SIX (6) MONTH EXTENSION, FOR THE PERIOD OF JANUARY 1, 2016 TO JUNE 30, 2016, IN THE NOT-TO-EXCEED AMOUNT OF \$67,469.22, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$287,346.10, FOR REFUSE REMOVAL SERVICES AT CHARLES F. GREENE HOMES AND MARINA VILLAGE.

Factual Content Certified

Approved:

Berchem, Moses & Devlin, P.C.
General Counsel

By: _____
David Ghio
Development Manger

By: _____
George L. Byers
Secretary/Executive
Director

By: _____
Rolan Joni Young Smith, Esq.
A Senior Partner

WHEREAS, on November 12, 2013 the Housing Authority of the City of Bridgeport ("HACB") issued a solicitation (the "Solicitation") for refuse removal services at Charles F. Greene Homes and Marina Village, P.T. Barnum and Various Public Housing Sites; and

WHEREAS, pursuant to the terms and conditions of that certain agreement by and between HACB and Can Man Sanitation, Inc. ("Can Man") dated January 1, 2014 (the "Agreement"), HACB retained Can Man to provide refuse removal services at Charles F Greene Homes and Marina Village (the "Work"), as more particularly described in the Agreement; and

WHEREAS, the Agreement was amended as authorized by Board Resolution No(s). _____, resulting in a current total contract amount of \$209,876.98; and

WHEREAS, the Agreement will expire on December 31, 2015 unless the term of the agreement is extended in accordance with its terms; and

WHEREAS, as of September 1, 2015, Can Man has incurred additional costs due to market conditions; and

WHEREAS, the schedule of additional costs for the Work is attached hereto as Schedule A; and

WHEREAS, the Authority desires to (i) ratify an amendment to the Agreement to increase the total contract amount by \$10,000.00 for the additional costs of the Work during the period of September 1, 2015 to December 31, 2015; and (ii) further amend the Agreement to extend the term of the Agreement for an additional six (6) months, commencing on January 1, 2016 and ending on June 30, 2016 in the not to exceed amount of \$67,469.22, for a total contract amount of \$287,346.10.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT THAT:

1. An amendment to the Agreement with Can Man Sanitation, Inc. to increase the total contract amount by \$10,000.00 to provide for the additional costs of the Work for the four (4) month period commencing on September 1, 2015 and ending on December 31, 2015, including the expenditure of such amount, be and hereby is ratified and, to the extent necessary, authorized and reauthorized; and
2. An amendment to the Agreement with Can Man Sanitation, Inc. to extend the term of the Agreement for six (6) additional months to June 30, 2016, and to increase the total contract amount of the Agreement by the not to exceed amount of \$67,469.22, for a total not to exceed amount of \$287,346.10, and the expenditure of such additional amount, be and hereby is authorized; and
3. The Secretary/Executive Director, be and hereby is authorized, empowered and directed to execute and deliver the amendment to the Agreement on behalf of the Authority upon such terms and conditions as necessary and appropriate to effectuate the purposes of this resolution, to expend such sums as set forth hereinabove, and to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose; and
4. This resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present on October 13, 2015.

Motion to Amend made by Commissioner Stack Seconded by Commissioner Ortiz

Discussion: Amendment language

Vote was all in favor

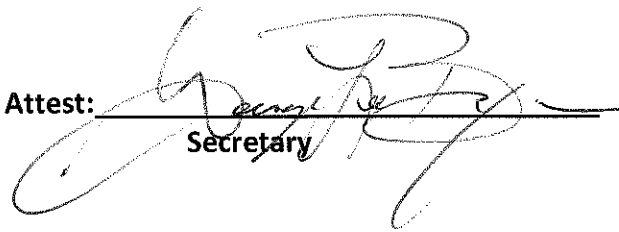
ADJOURNMENT

Motion made by Commissioner Hanks, seconded by Commissioner Nightingale.

Vote was all in favor.

Meeting adjourned at 5:15 p.m.

Attest:



Secretary