

THE HOUSING AUTHORITY OF THE CITY OF FORT PIERCE, FLORIDA



**Regular Board Meeting
Wednesday, July 9, 2025
4:30 p.m.**

**511 Orange Avenue
Fort Pierce, Florida 34950**

**(772) 461-7281
TDD: 7-1-1 or (800) 955-8771**

**Please R.S.V.P.
Contact Information Listed Above**

The Housing Authority of the City of Fort Pierce, Florida

2025

Unless notified otherwise, Regular Board Meetings are held the second Wednesday of each month with the Annual Meeting being held on the second Wednesday of February. Said Meetings commence at 4:30 p.m. and are held at the Housing Authority, 511 Orange Avenue, Fort Pierce, Florida 34950.

January '25						
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Regular Board Meeting: January 8, 2025 - Cancelled.

Annual Board Meeting: February 12, 2025.

Annual Board Retreat and Board Meeting: May 14, 2025.

**CALL TO
ORDER
AND
ROLL CALL**

APPROVAL OF AGENDA

The Housing Authority of the City of Fort Pierce, Florida

Date: Wednesday, July 9, 2025

Time: 4:30 p.m.

Place: Housing Authority's Board Room, 511 Orange Avenue, Fort Pierce, Florida 34950;
(772) 461-7281; TDD: 7-1-1 or (800) 955-8771

BOARD AGENDA

- I. **CALL TO ORDER AND ROLL CALL**
 - a. Regular Board Meeting, July 9, 2025
- II. **APPROVAL OF AGENDA**
 - a. Regular Board Meeting, July 9, 2025
- III. **APPROVAL OF MINUTES**
 - a. Regular Board Meeting, June 11, 2025 – All Board Members in Attendance
- IV. **PUBLIC COMMENTS**
 - a. Comments are limited to three (3) minutes per Speaker. Speakers Must Register Prior to the Public Forum with Registration Form
- V. **EXECUTIVE DIRECTOR'S REPORT**
 - a. Memo to Board of Commissioners regarding Board Update
 - Recognition: Family Self-Sufficiency (FSS) Graduate
- VI. **ATTORNEY'S REPORT**
 - a. Update on Any Open Matters
- VII. **OLD BUSINESS**
 - a. FPHA's Correspondence to L. Dennis – Board Meeting, June 11, 2025 – Public Comments
 - b. FPHA's Correspondence to A. Sanders – Board Meeting, June 11, 2025 – Public Comments
 - c. FPHA's Correspondence to A. Santacrose – Board Meeting, June 11, 2025 – Public Comments
- VIII. **NEW BUSINESS**
 - a. **Resolution 2025-17:** Approving and Adopting New Job Position and Job Classification Description – Staff Accountant
 - b. **Resolution 2025-18:** Approving Authorization for Disposition of Non-Performing Assets as of June 30, 2025
 - c. **Resolution 2025-19:** Approving Authorization for Write Off of Uncollectible Tenant Accounts for the Public Housing Program
- IX. **DEPARTMENT REPORTS**
 - a. Performance Indicators
 - b. Financial Statements
 - c. Contracts
 - d. Affordable Housing Program – Orange Avenue Properties
 - e. Resident Services
- X. **COMMISSIONERS' COMMENTS**
- XI. **ADJOURNMENT**

APPROVAL OF MINUTES

**The Housing Authority of the City of Fort Pierce, Florida, Board of Commissioners
Regular Board Meeting held June 11, 2025 at 4:30 p.m.**

The Board of Commissioners of The Housing Authority of the City of Fort Pierce, Florida (FPHA) held its Regular Board Meeting on Wednesday, June 11, 2025 at 4:30 p.m. in the Board Room of the Housing Authority located at 511 Orange Avenue, Fort Pierce, Florida.

Chairperson Scott called the Regular Board Meeting to order at 4:30 p.m.

CALL TO ORDER AND ROLL CALL:

Present: Commissioner Sheila Bradley
Commissioner Betty Bradwell
Commissioner Brandon Nobile
Vice-Chair Ionis Jefferson
Chairperson Caleta Scott

Attorney Present Via Zoom: Ricardo Gilmore

Staff Present: Executive Director, Rosetta Washington
Deputy Executive Director, Rhonda Corrodus
Executive Finance Director, Kim Sparacio
HR/Internal Compliance Manager, Beth Birkeland
Construction Supervisor, Maria Alonso
Programs Manager, Heidi Laboy
FPHA Consultant, Maureen Cassaniti

Public Present: Lucy Dennis, FPHA Resident
Addonis Sanders, FPHA Resident
Anna Santacroce

Public Present Via Zoom: Pinkie Hendley

APPROVAL OF AGENDA:

Motion:

Vice-Chair Jefferson moved to approve the June 11, 2025 Agenda. Commissioner Nobile seconded the Motion. At roll call the Motion was approved 5/0.

APPROVAL OF MINUTES:

Motion:

Vice-Chair Jefferson moved to approve the Minutes of the Site Tour, Annual Board Retreat and Regular Board Meeting of May 14, 2025. Commissioner Bradwell seconded the Motion. At roll call the Motion was approved 5/0.

PUBLIC COMMENTS:

Lucy Dennis approached the podium and stated she is a resident at 707 N. 7th Street. She thanked the Board for addressing previous issues she had reported to them. She stated that there is something else that needs to be addressed, which she does not think can be taken care of until renovation is resumed. Ms. Dennis said there were previously two (2) entrance doors at 707 N. 7th Street which were taken away when the renovation started. The doors were replaced with a single door which has been problematic for elderly and disabled residents. Chairperson Scott advised that the new building would

be designed with accessibility for the residents in mind, and the staff would follow up on Ms. Dennis' concerns.

Ms. Sanders approached the podium and stated that her neighbor has a mango tree and Ms. Sanders worked for days to pick up the leaves that were on the ground from the tree. Ms. Sanders said she was very tired from doing this work, but she likes the grounds to look nice. Ms. Sanders called FPHA to report on the matter and Ms. Washington advised that all the trees would be trimmed in preparation for hurricane season.

Ms. Santacroce approached the podium and stated there is a need for drug testing and retesting in all Housing Authority-funded buildings, including landlords, employees and tenants. She said she has concerns about drug-related abuses and illegal activities. She read from a document where she quoted specific legal references and emphasized the importance of addressing these issues to protect residents and maintain the integrity of housing programs. Mr. Gilmore suggested that Ms. Santacroce email the document which contained the legal references which she was citing, and Ms. Santacroce agreed. Chairperson Scott advised that the staff and legal counsel would respond to these concerns and asked Ms. Santacroce to leave her email in this regard.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Washington reported the following:

Organizational:

- **Spencer Gilbert Scholarship Program:** Mr. Jerry Johnson has applied for the scholarship again and everything has been reviewed, and his family is in good standing. The Agency is requesting Board approval of his application in the scholarship amount via Resolution.
- **Boys & Girls Club of St. Lucie County, Inc. (B&G Clubs) – 3104 Avenue K:** The Agency received 3104 Avenue K back into its stock from the B&G Clubs and that unit will now be prepared for occupancy. As reported during the Retreat, the B&G Clubs has been given access to 1211 Avenue Q as a replacement unit.

Discussion: *Commissioner Bradley asked how B&G Clubs were given access to 1211 Avenue Q without any bidding or announcement to the community. Ms. Washington responded, that as reported at the Retreat, HUD has changed rules on how units are taken offline – a unit has to be for anti-drug and anti-crime use. Therefore, B&G Clubs could not remain at 3104 Avenue K, because they did not qualify, and FPHA gave them the office space located at 1211 Avenue Q as a replacement.*

- **Emergency Preparedness:** As reported previously, the Agency will be trimming trees in preparation for hurricane season. In addition, the Agency has been working with Udext Information System providing them with information on all the properties. There has been successful testing of the AMP 1 and 3 systems for communicating with residents via texts and the residents responded within minutes to the tests. An agreement was signed with the company on June 3rd and once this new notification system is set up with correct telephone numbers and email addresses, the Agency will be able to send out text blasts to keep residents, clients, landlords, Board of Commissioners and staff informed during emergencies.

Discussion: *Ms. Washington asked if the Board preferred to get a personal phone call about hurricanes, or other emergencies, in addition to the text, or if the text blast would be sufficient. Commissioner Bradley said that there is always room for glitches in systems and if there are any errors that Ms. Washington becomes aware of, a phone call should be received from Ms.*

Washington in order to alert the Commissioners before they receive calls from tenants. Chairperson Scott asked if there were any other comments on this topic and there were none.

Motion(s): None at this time.

Procurement: None at this time.

Federal Items:

- **New Budgets for Federal Fiscal Year (FFY) July 1, 2025 – June 30, 2026:** Upon the Board's approval, the respective Resolution and Form HUD 52574, was uploaded and submitted to HUD.
- **FPHA/HUD Recovery Agreement:** The first monthly Progress Report was submitted to HUD on May 22, 2025, and upon the initial meeting with HUD, the Agency was advised that it received a score of 59. It is hoped that once HUD sees FPHA's year-end closeout, that the Agency will have gained that one (1) point and will no longer have to do another month of reporting. The Agency is working to improve its Performance Indicators to meet HUD requirements.
- **Public Housing Agency (PHA) 5-Year Plan:** HUD has accepted the Public Housing Agency (PHA) 5-Year Plan.
- **Capital Fund Program (CFP) Five (5) Year Action Plan:** HUD has accepted the Capital Fund Program (CFP) Five (5) Year Action Plan.
- **Fiscal Year (FY) 2025 CFP Grant Award:** FPHA was awarded FY 2025 CFP Grant Award in the amount of \$2,613,038.00, which is an increase of \$21,163.00 from last year's grant.
- **"Buy America preference" (BAP) Requirement Created by the Build America, Buy America Act (BABA):** As of July 1, 2025, Notice PIH 2026-06, titled *Build America, Buy America Implementation Guidance for the Public Housing Program*, has gone into effect and the Agency will abide and purchase products made in America as they are available.
- **Fiscal Year End (FYE) June 30, 2025:**
 - **Closeout:** June 30, 2025 marks the closeout for the year and the Finance Department is continuing to make year-end closeout preparations in this regard.
 - **External Audit:** FPHA staff are making preparations for the audit.

Ms. Washington went off her report to advise that with regard to the threatening emails that had been received, and the request that a sheriff or a police officer be present at the Board Meeting, she would like to thank Detective Clay Mangrum for coming this evening to ensure that everyone at the meeting is safe. Ms. Washington asked for approval from the Board to have a law enforcement present at the Board Meetings, until the end of 2025, because this was not included in the Budget. Commissioner Bradley said FPHA has entered into an agreement with SLCSO and through the relationship the Agency has with that organization, she does not feel there should have to be a Motion or any other additional charges for law enforcement to sit in once a month at the Board Meetings. Detective Mangrum advised that since this is a new request, he will have to facilitate it through his supervisor, but he has no problem sitting in at the meetings, and if he is unavailable, he would make sure another law enforcement officer was available to take his place. Ms. Washington advised that the most recent emails and responses had been sent to Detective Mangrum for his records. Mr. Gilmore emphasized the importance of Board approval for such arrangements and advised that appropriate actions are being taken regarding the emails in compliance with public record law.

Important Dates:

➤ Offices Closed:

- Juneteenth, Thursday, June 19, 2025.
- Independence Day, Friday, July 4, 2025.

ATTORNEY'S REPORT:

Mr. Gilmore referred to the copy of the Executive Director Goals and Objectives, along with Ms. Washington's comment on those, and an updated copy of the compilation report forms that were filled out by the Commissioners. He stated Ms. Washington's composite score is 3.76% and asked the Board if they felt that translated into any type of compensation for the Executive Director. The Board discussed the Performance Evaluation of the Executive Director, focusing on whether to amend the contract for additional training and questions were raised about budget constraints and the legality of closed sessions for such discussions. Chairperson Scott said if the discussion regarding the matter of compensation for the Executive Director needed to be tabled for open discussion, it needed to be put on the agenda for discussion at a later date. Commissioner Nobile asked how FPHA staff were evaluated and Ms. Washington explained that every year, 4% was added to the Budget for an employee increase, but that did not mean every employee received 4%. Commissioner Nobile said if that was the procedure for staff, the same procedure should be for the Executive Director

Motion:

Vice-Chair Jefferson moved to table the discussion to a later date until the Board can receive further information. Commissioner Bradwell seconded the Motion. At roll call the Motion was approved 3/2 with Commissioner Nobile and Chairperson Scott voting "No".

Mr. Gilmore asked what further information the Board would need to make the decision. Vice-Chair Jefferson responded that she would need to know what determination is used for each category of the employees' scoring. Ms. Birkeland said she could print out a blank form showing the various categories with the goals and objectives listed, which is very similar to what had been used for the Executive Director. Chairperson Scott said the Board was able to score the Executive Director in various categories already and she is not sure why there has to be discussion about someone's pay when they are doing their job every day. Vice-Chair Jefferson said she could rescind her Motion and Mr. Gilmore advised that to rescind a Motion, following Robert's Rules of Order, the Motion would have to be rescinded and the Board would have to vote on the rescission.

Motion:

Vice-Chair Jefferson and Commissioner Bradwell moved to reconsider and rescind the Motion and Mr. Gilmore asked the Board to vote on whether they approved the rescission. At roll call the Motion to rescind was approved 5/0".

Mr. Gilmore said the floor was now open for any new motions for further discussion. Commissioner Nobile said that Ms. Washington's score is 3.76% so she would fall under the 3% increase category according to the Scoring sheet.

Motion:

Commissioner Nobile moved to approve the 3% salary increase for the Executive Director based on the established standards for staff salary increases. Vice-Chair Jefferson seconded the Motion. At roll call the Motion was approved 4/1 with Commissioner Bradley voting “No”.

Ms. Washington advised that In the Image of Christ had sent a letter requesting that the Agency lease or donate vacant parcels 1, 2 and 3 by the Buell Brown Center so that their organization could continue providing community services after they vacate the basement and storage areas at the Buell Brown Center in August, 2025. The letter had been received by the Agency and the Commissioners and a copy sent to Mr. Gilmore. After discussion, the Board decided to deny the request for additional space.

Motion:

Commissioner Nobile moved to deny In the Image of Christ’s request for additional space. Commissioner Bradley seconded the Motion. At roll call the Motion was approved 5/0.

NEW BUSINESS:

Resolution 2025-15

Motion:

Commissioner Nobile moved to approve Resolution 2025-15 Approving the Spencer Gilbert Scholarship Award. Vice-Chair Jefferson seconded the Motion. At roll call the Motion was approved 5/0.

Resolution 2025-16

Motion:

Vice-Chair Jefferson moved to approve Resolution 2025-16 Approving the Acceptance of the Fiscal Year 2025 Capital Fund Program Grant and Authorizing the Processing Submission of Said Grant to the U.S. Department of Housing and Urban Development. Commissioner Bradwell seconded the Motion. At roll call the Motion was approved 5/0.

DEPARTMENT REPORTS:

- **Performance Indicators:** Ms. Washington asked if there were any questions, and there were none.
- **Financial Statements:** Ms. Washington said there were explanations for all of the Finance Statements for the month. She asked if there were any questions, and there were none.
- **Contracts:** Ms. Washington said all the contracts have been paid in full for the Fiscal Year.
- **Resident Services:** Ms. Washington reported that the Family Self-Sufficiency (FSS) Program has 31 participants in the Section 8 program and 25 in the Public Housing program.

COMMISSIONERS' COMMENTS:

Commissioner Nobile asked if he was going to get the agenda for the meetings. Ms. Washington asked if Commissioner Nobile had gotten a Board Packet and he said he had not, and Ms. Washington said she would look into the matter.

ADJOURNMENT:

Chairperson Scott adjourned the FPHA Regular Board Meeting at 5:47 p.m.

Caleta Scott, Chairperson

Rosetta Washington, Executive Director

PUBLIC COMMENTS

Comments are limited to three (3) minutes per speaker. Speakers must register prior to the Public Forum with Registration Form.

EXECUTIVE DIRECTOR'S REPORT



The Housing Authority of the City of Fort Pierce, Florida

MEMORANDUM

Date: July 3, 2025

To: Board of Commissioners, The Housing Authority of the City of Fort Pierce, Florida (FPHA)

From: Rosetta Washington, Executive Director

Subject: July 9, 2025 Board Update

Greetings, I offer the following information for your review:

1. **Request:**

- a. **Family Self-Sufficiency (FSS) Graduate:** I am happy to announce that we have an FSS graduate, Indy White, who voluntarily participated in the FSS Program and successfully met all her obligations. She will be joining us at the July 9, 2025 Board Meeting to share her accomplishments, be recognized for her achievements, and receive her escrow disbursement.

2. **Organizational:**

- a. **Regular Board Meeting – July 9, 2025:** The Board Meeting will be conducted using communications media technology and will be accessible as follows:
- If you plan to attend electronically, please use the Zoom link: <https://us06web.zoom.us/j/3974440992> and follow prompts.
 - If you desire to dial in using your phone, please call 305-224-1968 and follow prompts.
 - Meeting ID: 397 444 0992; Passcode: 511.

If any Board Member wishes to attend electronically, please contact Ms. Johnson at (772) 429-6427, as we must have a quorum physically present at the Board Meeting site.

- b. **Communication Devices:** It was recently brought to our attention that one of our Commissioners no longer has access to receive official communications from the Agency. In consultation with our IT department, we have identified a secure solution that ensures continued access without compromising our cybersecurity protocols.

To address this, we are offering Agency-issued tablets that will be configured exclusively for FPHA communications. These devices will be limited in functionality to support only official correspondence and related materials.

To move forward, we need to determine how many Commissioners are interested in receiving a tablet for this purpose so we can place an order. If you would like one, please indicate your interest during the Board Meeting.

c. **St. Lucie County Sheriff's Office (SLCSO) - Professional Services Agreement:**

- **Monthly Report:** The SLCSO June 2025 report is as follows:
 - More than twenty-nine (29) close patrols were conducted in and around FPHA neighborhood properties. SLCSO Special Investigations Division (SID) continues to maintain a presence in and around FPHA properties and conduct efforts to address and suppress criminal activities in these areas.
 - On June 13, 2025, SLCSO Special Investigations Division (SID) Detectives assisted Fort Pierce Police Department with the recovery of a stolen vehicle, which was located in the parking area of South 27th Circle.
 - SLCSO SID Unit served four (4) search warrants in the area of FPHA properties regarding narcotics and other criminal activities. This is in a continued effort to address and suppress criminal activities in and around FPHA neighborhoods.
- **Quarterly Reports:** SLCSO has submitted its quarterly report for the period of January 1, 2025 to March 31, 2025, which only includes addresses for the Housing Authority properties. This report has been emailed to each Board Member.

The next quarterly report, covering April 1, 2025 to June 30, 2025, is scheduled to be provided by July 9th. Once received, it will be promptly emailed to each Board Member.

- **Professional Services Agreement:** The SLCSO has agreed to renew for an additional one (1) year, August 1, 2025 – July 31, 2026, which the Board previously approved.
- d. **Site Project Contracts:** Please see the Capital Fund Program Contracts report herein.

- e. **Buell Brown Center (BBC) Conversion:** HUD has approved the request to establish an elderly/disabled preference for BBC following its Rental Assistance Demonstration (RAD) conversion. During this process, it was discovered that the occupancy type for BBC was listed in HUD records as "general occupancy". We have since initiated and completed the necessary update to accurately reflect the development's longstanding designation as an elderly/disabled property.

In addition, HUD has approved our request—submitted via the RAD Resource Desk—for the conversion of studio units into one-bedroom units at BBC. This approval is a significant step forward in improving the living conditions for our residents.

To support the RAD conversion process, meetings have been scheduled for August 20th for Tony Del Pozzo and me to meet individually with the City Commissioners. These meetings will focus on securing the RAD Letter of Support from the Mayor's Office, which is a required component of the HUD process.

- f. **New Hire:** I am pleased to report that FPHA has hired an Eligibility Specialist for our Public Housing Program.
- g. **Spencer Gilbert Scholarship Program:** Per the Board's approval of Resolution 2025-15, the scholarship award was mailed to the recipient.
- h. **New Job Position – Staff Accountant:** I will be respectfully requesting the Board's approval and adoption of a new job description and classification for a Staff Accountant position via Resolution 2025-17.
- i. **Non-Performing Assets:** I will be seeking Board approval of Resolution 2025-18 for non-performing assets.
- j. **Write Off of Uncollectible Tenant Accounts:** I will be requesting authorization to write off uncollectible tenant accounts for the Public Housing Program, via Resolution 2025-19.
- k. **Pending Claims Overview:** As an update, our Claims Adjuster has confirmed that all claims with HAI Group have been closed.
- l. **Training – Staff Development:**
- All Property Managers will be participating in certification training specific to their roles.
 - Finance staff have already completed training, with additional training planned.
 - Remaining staff will continue to receive training as needed and as new opportunities become available.

m. City of Stuart, City Commission Meeting: I was invited to address the City Commission on June 9, 2025, at 4:00 pm, wherein staff and I made a presentation that was well received.

3. **Motion(s):** None at this time.

4. **Procurement:**

- a. **Overgrown Trees/Shrubs:** A contractor has been procured to handle the overgrown trees in preparation for the hurricane season. The job is anticipated to be completed by the end of July. Typically, the most active months for hurricanes are September and October.
- b. **A/C Contractor:** Solicitations have gone out for contractor(s) to handle our A/C repair needs as well as our after-hours emergency needs.
- c. **GLE Physical Needs Assessment (PNA) & Environmental Study:** The Agency is still awaiting the final information from GLE regarding its findings for the Asset Management Properties (AMPs).
- d. **Vacant Unit Turns:** We will be seeking contractors to provide Vacant Unit Turn services.
- e. **Roof Repairs/Replacements:** The preliminary reports from GLE show that many of our units in AMP 2 and AMP 3 are in need of replacement. Parkland Court has the most request for repairs. Therefore, the remaining 51 units should be addressed first. Given our current contract, it is anticipated that the roof replacements will cost between \$1.1 and \$1.3 million to replace. An A&E firm is being sought to do the specs for the roofs, and a solicitation will be placed once the Scope of Work and specs are completed.

We have also experienced issues with our Main Office building at 511 Orange Avenue that will have to be addressed as well. On Top Roofing was able to provide a temporary solution to get us through the hurricane season.

5. **Federal Items:**

- a. **National Standards for the Physical Inspection of Real Estate (NSPIRE) – Official Inspection of AMPs 2 & 3:** We have received notification that the NSPIRE physical inspections for AMPs 2 and 3 are scheduled as follows:
 - **AMP 3 – Scattered Sites:** July 30 & 31, 2025
 - **AMP 2 – Garden Terrace:** August 4 & 5, 2025

Therefore, the Agency is currently prepping for these inspections.

- b. **Fiscal Year (FY) 2025 Capital Fund Program (CFP) Grant Award:** Per the Board's approval of Resolution 2025-16, the FY 2025 CFP Grant Processing will be submitted in the Energy and Performance Information Center (EPIC).
- c. **Fiscal Year End (FYE) June 30, 2025:**
- **Closeout:** The Finance Department is continuing to make year-end close out preparations. As part of the annual process, Patti Tilchin & Associates, will be addressing the final closeout.
 - **External Audit:** Currently, staff is making preparations for the audit, which the external auditing firm, Malcolm Johnson & Company, P.A., will be conducting the upcoming audit.
- d. **Section 8 Management Assessment Program (SEMAP) for FYE June 30, 2025:** FPHA is in the process of preparing its SEMAP for FYE June 30, 2025. Therefore, the Agency will be seeking Board approval at our next Board Meeting.
6. **Training:** If you are interested in attending any of the following trainings please submit your request in writing:
- a. **Florida Association of Housing and Redevelopment Officials (FAHRO) - Annual Conference:** July 29 - 31, 2025, in Orlando, FL. Please see the Conference information attached herein along with the tentative Agenda. Please note the cut-off date is July 11, 2025. Commissioner Bradwell is registered to attend at her request.
- b. **National Association of Housing and Redevelopment Officials (NAHRO):**
- **Commissioners' Fundamentals:** August 4 - 7, 2025, 1:00 pm – 4:00 pm EDT each day. Please note the training is one (1) of two (2) NAHRO courses required to obtain the NAHRO Commissioners Certification (NCC). Please see the training information attached herein. Commissioner Nobile is registered to attend at his request.
 - **National Conference & Exhibition:** September 28 - 30, 2025 in Phoenix, AZ. Please see the Conference & Exhibition information attached herein along with the tentative Agenda. Please note the Early Bird Rate is available through August 15, 2025.
- c. **Public Housing Authorities Directors Association (PHADA) - Legislative Forum:** September 7 - 9, 2025 in Washington, DC. Please see the Forum information attached herein and registration is currently available.

7. **Fort Pierce Housing, Inc. (FPHI):**

- a. **Regular Board Meeting, September 10, 2025:** Immediately after the FPHA Regular Board Meeting on September 10, 2025, FPHI Regular Board Meeting will convene.

8. **Important Date(s):**

- a. **NSPIRE Physical Inspection - AMP 3 - Scattered Sites:** Wednesday & Thursday, July 30 & 31, 2025.
- b. **NSPIRE Physical Inspection - AMP 2 - Garden Terrace:** Monday & Tuesday, August 4 & 5, 2025.
- c. **Next Board Meeting:** Wednesday, August 13, 2025, at 4:30 pm at FPHA's office.

If you should have any questions, please let me know.

Thank you.



2025 ANNUAL CONFERENCE
JULY 29 – 31
Signia by Hilton Orlando Bonnet Creek
14100 Bonnet Creek Resort Lane
Orlando, FL 32821
Cut-Off Date: July 11, 2025
Room Rate: \$219!
The Magic in Housing
For questions or information contact the Office at 940-521-9982

Agenda (Coming Soon)

Attendee Registration (Coming Soon)

Vendor Agenda

Vendor/Sponsor Registration

FAHRO Annual Conference

Agenda – July 29 - 31, 2025

Tentative Agenda

Tuesday, July 29, 2025

11 AM – 6 PM: Registration – Floridian South Foyer

12 PM – 5 PM: Exhibitor Move In – Floridian G – L

2 PM – 4 PM: Executive Board Meeting

5 PM – 6 PM: Welcome Reception w/ Exhibitors – Floridan G – L

Wednesday, July 30, 2025

7 AM – 8 AM: Registration – Floridian South Foyer

- Attendees check in and receive conference materials.

8 AM – 8:45 AM: Breakfast Buffet in Exhibit Hall – Floridian G – L

9 AM - 10:30 AM: Opening Plenary Session – Floridian G – L

10:45 AM – 12 PM: Morning Breakout Sessions

Room	Speaker	Session Title	Description
Orange	Abdi Ali, Tikler	<i>Reducing the Paper Footprint in the age of AI</i>	
Citrus/Collier/Columbia	Panel of Experts	<i>MTW Panel</i>	
Preserve 4/5	Bobby Collins, BR Collins Training Group	<i>Succession Planning for PHA's</i>	
Dade	Jeff Oliver, Navien	<i>Tankless Hot Water Heaters</i>	What is tankless? Difference between condensing and non-condensing? How they work, sequence of operation and do's and don'ts of installation.

Preserve 6/7	HD Supply	<i>Storm Preparation</i>	There is always the threat of severe weather. Being prepared and having a plan increases the chances of a better outcome and the overall safety of everyone. This course includes pre-and-post event actions.
Nassau	Sean Gilbert, NAHRO Sr. Vice President	<i>Board Communications</i>	Roles and Responsibilities of the Board and ED.

12 PM – 1:30 PM: Membership Lunch/Business Meeting – Floridian G – L

1:45 PM - 3 PM: Afternoon Breakout Sessions

Room	Speaker	Session Title	Description
Orange	Abi Ali, Tikler	<i>Setting the Stage for AI: Preparing Your PHA for the Future</i>	
Citrus/Collier /Columbia	Panel of Experts	<i>Local Flexibility Options Panel</i>	
Preserve 4/5	Bobby Collins, BR Collins Training Group	<i>Succession Planning for PHA's, Continued.</i>	
Dade	Jeff Oliver, Navien	<i>Tankless Hot Water Heaters: Repairs</i>	Commercial multi-family vs single family. Basic troubleshooting and taking a unit apart.
Preserve 6/7	HD Supply	<i>Repairs vs. Replace</i>	When it is truly time to replace something vs when something just needs to be repaired. Learn the importance of overall diagnostics and the cost of parts and labor vs the cost to replace.
Nassau	Darlene Kelly, DKelly Consulting	<i>Welcome Aboard: Setting up new Commissioners for Success</i>	You'll leave with innovative ideas, tools, and a checklist to ensure your new commissioners become <i>impactful leaders</i> from day one!

3 PM – 3:30 PM: Refreshment Break w/ Exhibitors – Floridian G – L

3:30 PM - 5:00 PM: Late Afternoon Breakout Sessions

Room	Speaker	Session Title	Description
Orange	Todd Darnell, FHARMI	<i>Risk Management</i>	
Citrus/Collier /Columbia	Eric Oberdorfer, NAHRO	<i>Shortfall</i>	
Preserve 4/5	Bobby Collins, BR Collins Training Group	<i>Executive Director Employment Agreements – Best Practices</i>	
Dade	Dennis DiBello, American Property Consultants	<i>NSPIRE Update</i>	
Preserve 6/7	HD Supply	<i>Shop Organization</i>	Learn to perform make ready orders and work orders more efficiently, efficient inventory accounting, efficient use of space, construct an inventory control system using bins and labels, prepare make ready and work order kits, storage and disposal of hazardous materials safely.
Nassau	Darlene Kelly, DKelly Consulting	<i>Building Bridges - Strengthening Communication and Collaboration for Commissioners</i>	Commissioners will roll up their sleeves to become <i>bridge builders</i> —literally and metaphorically. improve communication and navigate complex conversations.

5:30 PM – 7:30 PM: Member Appreciation Reception with Exhibitors – Floridian G – L

Thursday, July 31, 2025

8 AM – 9 AM: Breakfast Buffet in Exhibit Hall – Floridian G – L

9 AM – 10:30 AM: Morning Breakout Sessions

Room	Speaker	Session Title	Description
Orange	Sunny Shaw	<i>Consortium vs. Consolidation</i>	
Citrus/Collier /Columbia	Rhonda Stringer, Saxon Gilmore & Carraway, P.A.	<i>Landlord Tenant Law</i>	
Preserve 4/5	Bobby Collins, BR Collins Training Group	<i>Executive Director Employment Agreements – Best Practices, continued.</i>	
Dade	Chadwell	<i>HVAC A – Z</i>	Learn how to troubleshoot and repair HVAC systems. The seminar includes terminology, tools, charging procedures, thermostats, evaporator coils, compressors, head pressure, fan and electrical systems and much more. This is not the EPA608 course and does not lead to certification.
Preserve 6/7	HD Supply	<i>Hands-On Electrical</i>	Learn basics of wiring diagrams, digital multimeter, solve issues related to switches, outlets, fixtures and lighting and gain an understanding of electrical layout and installation principles.
Nassau	Darlene Kelly, DKelly Consulting	<i>Developing Tomorrow's Leaders</i>	

11 AM – 12:30 PM: Mid-Morning Breakout Sessions

Room	Speaker	Session Title	Description
Orange	Sunny Shaw	<i>Fair Housing & Reasonable Accommodations</i>	
Citrus/Collier /Columbia	Suzanne DeCopain, Saxon Gilmore & Carraway, P.A.	<i>Squatters – What rights does the PHA have?</i>	
Preserve 4/5	Bobby Collins, BR Collins Training Group	<i>ABC's of Cybersecurity: Protecting Your Data</i>	
Dade	Chadwell	<i>HVAC A – Z, continued.</i>	Learn how to troubleshoot and repair HVAC systems. The seminar includes terminology, tools, charging procedures, thermostats, evaporator coils, compressors, head pressure, fan and electrical systems and much more. This is not the EPA608 course and does not lead to certification.
Preserve 6/7	HD Supply	<i>Hands-On Electrical, continued.</i>	Learn basics of wiring diagrams, digital multimeter, solve issues related to switches, outlets, fixtures and lighting and gain an understanding of electrical layout and installation principles.
Nassau	Darlene Kelly, DKelly Consulting	<i>From Property Management to Asset Management: A Results-Driven Approach</i>	

12:30 PM – 2 PM: Awards Banquet Luncheon – Floridian G – L

2:15 PM – 3:45 PM: Afternoon Breakout Sessions

Room	Speaker	Session Title	Description
Orange	Sunny Shaw	<i>What Every Executive Director Should Know</i>	
Citrus/Collier/Columbia	Ric Gilmore, Saxson Gilmore & Carraway, P.A.	<i>Legal Updates</i>	
Preserve 4/5	Bobby Collins, BR Collins Training Group	<i>ABC's of Cybersecurity: Protecting Your Data, continued.</i>	
Dade	Chadwell	<i>HVAC A – Z, continued.</i>	Learn how to troubleshoot and repair HVAC systems. The seminar includes terminology, tools, charging procedures, thermostats, evaporator coils, compressors, head pressure, fan and electrical systems and much more. This is not the EPA608 course and does not lead to certification.
Preserve 6/7	HD Supply	<i>Hands-On Electrical, continued.</i>	Learn basics of wiring diagrams, digital multimeter, solve issues related to switches, outlets, fixtures and lighting and gain an understanding of electrical layout and installation principles.
Nassau	Darlene Kelly, DKelly Consulting	<i>Game Changing Feedback: A Playbook for Hard Conversations</i>	

3:45 PM - 4:30 PM: Closing Plenary & Grand Prize Drawings – Floridian G – L



(<https://www.nahro.org/>)

Menu ▼

Login



Catalog (<https://learn.nahro.org/Site/Catalog>) / Commissioners' Fundamentals



Commissioners' Fundamentals

Summary

Availability:	Registration ends on August 03, 2025
Location:	Online Meeting
Date / Time:	Aug 04 - Aug 07, 2025 ET
Cost:	Member: \$402.00 Non-Member: \$702.00
Credit Offered:	1 CEU Credit

Login

Time/Schedule

August 4-7, 2025, from 1pm-4pm ET each day.

Description

This training will provide you with a strong foundation for your work as a housing commissioner. The commissioner's role is complex and can be daunting at times. We hope you will join us as we explore the roles and responsibilities of housing commissioners.

Participants will also discover that the commissioner role is multi-faceted; commissioners are advocates, leaders, team builders and strategists. You'll also learn the intricacies of board-staff relationships and boundaries, and review the principles and strategies of board governance, as well as some of the oversight functions of the board.

Commissioner Fundamentals is one of two NAHRO courses required to obtain your NAHRO Commissioners Certification (<https://www.nahro.org/certification-training/nahro-certification/nahro-commissioners-certification-ncc/>). Becoming a NAHRO Certified Commissioner is a great way to show your commitment to becoming a knowledgeable, engaged and ethical leader in your organization. Ethics for Commissioners is the other course you'll want to complete to apply for your certification.

Objectives

After completing this training, participants will be able to:

- Identify and understand your role and responsibilities as a commissioner.
- Understand and apply the principles of board governance.
- Define the commissioner's role in agency policies.
- Describe the commissioner's role in the oversight and monitoring of agency finances.
- Explore the boundaries and relationship between commissioners and the Executive Director
- Establish an ethical workplace environment and set ethical standards for the agency.
- Advocate for the affordable housing needs in your community

Who Should Attend?

- New Housing Commissioners
- Experienced Housing Commissioners
- Commissioners seeking NAHRO Commissioner Certification

Note on Certification

Please note that if you are planning to use this training for a NAHRO Certification that a NAHRO ethics training is a requirement for ALL NAHRO certifications. Ethics is NOT included in this course - if you would like to take one of our ethics trainings, you must purchase and take that course

Show Less



(<https://www.oasis-lms.com/>)

EVENTS - NAHRO.ORG

Registration

All conference events will take place at the **Phoenix Convention Center** < <https://www.phoenixconventioncenter.com/>>, located at 100 N 3rd St, Phoenix, AZ 85004. *Virtual participation is not available.*

CLICK HERE TO REGISTER

< <https://my.nahro.org/Trainings-Conferences/Meeting-Home-Page?meetingid={2A9A8F58-D751-F011-877A-00224809F548}>>

CONFERENCE REGISTRATION includes admission to all NAHRO-sponsored conference events including plenary and concurrent sessions; continental breakfasts and breaks; receptions; exhibit hall events; and access to the conference app.

CONFERENCE REGISTRATION FEES:

MEMBER:

Early Bird Rate: \$745 – Register thru 8/15/25

Regular Rate: \$845 – Register between 8/16 – 9/19/25

On-site Rate: \$945 – Register after 9/19/25

NON-MEMBER: ***Join NAHRO now to save with Member rates! <***

<https://www.nahro.org/membership/join/>>

Early Bird Rate: \$1020 – Register thru 8/15/25

Regular Rate: \$1120 – Register between 8/16 – 9/19/25

On-site Rate: \$1220 – Register after 9/19/25

RESIDENT: **\$545**

A resident resides in public housing.

REGISTRATION PAYMENT:

Registration fee must be paid in advance before registration will be confirmed. Online registration must be paid by credit card. NAHRO accepts Visa, MasterCard, and American Express. If you are paying by check, download a **hard copy registration form < <https://www.nahro.org/wp-content/uploads/2025/06/2025NatlConfRegFormATTENDEE-1.pdf>>**, complete and follow remittance instructions on form. **Please note, your registration will not be confirmed until payment is received and processed.**

REGISTRATION CONFIRMATION:

Advance registration must be received on or prior to September 19. You will receive your confirmation as soon as payment is applied.

REGISTRATION CHANGES/SUBSTITUTIONS:

Changes/substitutions must be submitted in writing by September 19 and forwarded to NAHRO via e-mail, **conferenceregistration@nahro.org**

REGISTRATION CANCELTION & REFUND POLICY:

Conference registration cancellations must be submitted in writing by September 4 and forwarded to NAHRO via e-mail to **conferenceregistration@nahro.org** to receive a refund less a \$75 cancellation fee. No telephone cancellations will be honored. No refunds will be granted for no-shows. ***Please note: NAHRO secures conference arrangements and assumes contractual liability based on attendee registration numbers; NAHRO therefore is not able to grant refunds after September 4 nor allow for credits toward future events. Attendees agree to this policy by registering for the conference.***

HOTEL RESERVATION POLICY:

Conference registration is required prior to making a reservation in the discounted NAHRO room block. To access the NAHRO room block, attendees must make reservations online through the weblink provided in the conference registration confirmation email. No phone reservations will be accepted. Requests for reservations at the NAHRO rate will be accepted on a space available basis through

September 4 or until the NAHRO room block is sold out (whichever comes first.) **Please note: Within the NAHRO room block, registered attendees are eligible for (1) hotel room only in their name, so that all attendees are best able to access a room in the NAHRO block. Multiple reservations under the same name and any reservation in the NAHRO room block without a corresponding conference registration will be canceled without notice.**

NAHRO CEU INFORMATION:

Conference attendees will earn 0.9 NAHRO Continuing Education Units (CEUs), regardless of how many plenary or concurrent sessions attended. NAHRO counts individuals as an attendee upon check in/badge pick-up. After the conference, CEUs will be added to accounts on the NAHRO Learning Portal. If you are currently NAHRO Certified, you can use these CEUs toward NAHRO recertification. Questions about certification and/or CEUs?

Visit www.nahro.org/certification <
<https://www.nahro.org/certification>> or
email professionaldevelopment@nahro.org.

PHOTO/VIDEO DISCLAIMER:

By registering for the 2025 National Conference & Exhibition, you agree that your image/voice recording may be used at any time, without further notification, for printed materials, web sites, social media, live-streaming, webcasts and other marketing and educational purposes.

CONFERENCE CANCELTION:

In the unlikely event the conference needs to be cancelled, NAHRO will refund 100% of registration fees paid. NAHRO assumes no liability for any travel fees, charges, penalties, or any other incidental costs that a registrant might incur because of a cancellation.

LIABILITY WAIVER/ASSUMPTION OF RISK:

All NAHRO conference attendees acknowledge that their participation is completely voluntary and assume all risks associated with attendance at the event (including, without limitation, risks related to COVID-19). Additionally, all

attendees agree, on behalf of themselves, their heirs and assigns, and anyone who might assert a claim on their behalf, to release, indemnify and hold harmless NAHRO, the event venue, NAHRO partners and their respective owners, directors, officers, employees, representatives, heirs and assigns from any and all liability, claims or causes of action that may be released under applicable law arising from or relating to attendance at the event, failure to hold the event as scheduled and any indirect, incidental, consequential, special or exemplary damages. This release includes any claims for personal injury, disease, death, property loss or any other loss, including but not limited to claims of negligence and any right to seek damages.

ACCESSIBILITY:

We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To request accommodation or for inquiries about accessibility, please contact Jill Randles, Director of Conferences, at [**jrandles@nahro.org**](mailto:jrandles@nahro.org).

QUESTIONS? Call the NAHRO Conference Hotline at (800) 842-6225 or email [**conferenceregistration@nahro.org**](mailto:conferenceregistration@nahro.org) .

EVENTS - NAHRO.ORG

Agenda

Friday, September 26

6:00pm – 7:00pm

NAHRO Leadership Reception (*for committee and board members only*)

Saturday, September 27

7:30am – 6:00pm

Registration Open

All Day – **NAHRO Pre-conference Leadership Meetings** (**[Click here for schedule](https://www.nahro.org/events/national-conference/leadership-meeting-schedule/)**) < **<https://www.nahro.org/events/national-conference/leadership-meeting-schedule/>**>

8:30am – 4:30pm

Commissioner Fundamentals Seminar, Day 1 < **<https://www.nahro.org/events/national-conference/commissioner-fundamentals-seminar/>**>

Optional add-on, pre-registration required. Registered attendees should check-in between 8:00am – 8:30am.

9:00am – 4:30pm

Executive Director Bootcamp < **<https://www.nahro.org/events/national-conference/executive-director-bootcamp/>**>

Optional add-on, pre-registration required. Registered attendees should check-in between 8:30am – 9:00am.

9:00am – 6:00pm

Exhibitor Move-in

4:45pm – 6:00pm

NAHRO Community Innovation Awards Reception (invitation only)

6:15pm – 7:15pm

Welcome Reception

Sunday, September 28

7:30am – 6:00pm

Registration Open

7:30am – 9:30am

Continental Breakfast

7:30am – 8:15am

First-Time Attendees Overview

8:30am – 10:15am

Opening Plenary Session

10:30am – 11:45am

Concurrent Sessions < <https://www.nahro.org/events/national-conference/concurrent-session-schedule/>>

11:45am – 1:30pm

Lunch in the Exhibit Hall

1:30pm – 5:00pm

Commissioner Fundamentals Seminar, Day 2 < <https://www.nahro.org/events/national-conference/commissioner-fundamentals-seminar/>>

Optional add-on, pre-registration required.

1:45pm – 3:00pm

Concurrent Sessions < <https://www.nahro.org/events/national-conference/concurrent-session-schedule/>>

1:45pm – 4:30pm

Local Housing & Community Development Tour, coordinated by City of Phoenix Housing Department <

<https://www.nahro.org/events/national-conference/local-h-cd-tour/>>

Optional add-on, pre-registration required.

3:30pm – 4:45pm

Concurrent Sessions < <https://www.nahro.org/events/national-conference/concurrent-session-schedule/>>

4:45pm – 6:45pm

Reception in the Exhibit Hall

Monday, September 29

7:00am – 8:15am

Women's Leadership Breakfast

7:30am – 6:00pm

Registration Open

7:30am – 9:30am

Continental Breakfast

8:30am – 10:15am

Morning Plenary Session

9:00am – 5:00pm

HDLI Fall CLE Conference < <https://www.nahro.org/events/national-conference/hdli-fall-conference/>>

10:30am – 11:45am

Concurrent Sessions < <https://www.nahro.org/events/national-conference/concurrent-session-schedule/>>

11:45am – 1:30pm

Lunch in the Exhibit Hall

1:45pm – 3:00pm

Concurrent Sessions < <https://www.nahro.org/events/national-conference/concurrent-session-schedule/>>

3:30pm – 4:45pm

Concurrent Sessions < <https://www.nahro.org/events/national-conference/concurrent-session-schedule/>>

4:45pm – 6:45pm

Closing Reception in the Exhibit Hall

Tuesday, September 30

8:30am – 10:00am

Closing Plenary Session & Continental Breakfast

y/phadausa)  (https://twitter.com/PHADA_USA)  (mailto:events@phada.org)

PHADA 2025 Legislative Forum

[Register](#)

[Event App](#)

 Sep 7 – 9, 2025

 The Royal Sonesta Washington, DC Capitol Hill

Happenings on Capitol Hill and at HUD

Congress and the Trump Administration are focused on their top legislative priority, the budget reconciliation bill. Congressional appropriators will also consider spending bills through the summer and autumn. As always, PHADA will report full details as they become available while also providing members with our position papers to take to meetings on Capitol Hill.

If Congress cannot meet the September 30 FYE deadline, lawmakers will have to adopt a Continuing Resolution to keep the government operating. In any case, this timing means that we will be in Washington right as lawmakers are making decisions on the federal budget – even more reason for you to be present and armed with PHADA's materials to help advance our positions with Congress.

The September meeting will cover a lot of the hot topics that HAs need to know. PHADA's policy staff, Hill representatives, and HUD officials will cover important matters including the latest on FY 26 HUD appropriations, an expected proposed rule on "mixed status" families, RAD, HOTMA, HIP, BABA and others. Some other prominent topics will include the latest on HUD staff reductions, NSPIRE, and HCV shortfalls.

See You in Washington

One of the most valuable aspects of PHADA's meetings, of course, is that they provide PHADA members with the opportunity to convene, network, and share information. As always, the early morning staff briefing on Sunday and most of PHADA's committee meetings are open to members so please feel free to attend those as well.

Meetings with Elected Officials

We encourage you to reach out to your elected officials now to schedule meetings in Washington, DC during the PHADA Legislative Forum or in your home district. For more guidance on scheduling and preparing for these

meetings, [click here](#).

Sponsorship Opportunities

For more information about becoming a sponsor, contact Sara Patterson at spatterson@phada.org.

Registration Info

- For instructions on how to add Staff or Commissioners to your account so they receive your Member rate, click [here](#).
- For assistance or to pay by check, please call the PHADA office at: 202-546-5445 or email Norma Bellew at nbellew@phada.org.
- Cancellations received in writing before August 8, 2025, will be refunded less an \$110 administrative fee. Substitutions are welcome if notified in writing. There will be no refunds after August 8, 2025. No refunds are given for no-shows. BY SUBMITTING THE REGISTRATION FORM YOU ARE AGREEING TO PHADA's CANCELLATION POLICY.

Questions? Please contact events@phada.org.

Attendee Waiver

By registering for this conference, I agree to the following:

I agree to allow PHADA to use my image or voice in photographs, video recordings, or other electronic reproductions of such event or activities.

I grant PHADA permission to share my contact information with exhibitors and sponsors.

There is always inherent risk in participating in any activity. Due to the circumstances created by COVID-19, there is a heightened degree of personal risk and responsibility. PHADA and its partners will be taking all legal, prudent and advisable measures to reduce the risk of virus/illness transmission between people at the conference. Despite our best efforts, we will be unable to reduce the level of risk to zero.

1) I acknowledge these risks, and others, and agree to take full personal responsibility for them. I will not hold anyone else accountable, including PHADA and its partners, should I contract illness or should anything else happen to me during my participation in this learning experience.

2) I agree to monitor my own health status and will not attend the conference if I am symptomatic in any way or if I believe I have been exposed to someone with COVID19.

3) I agree to comply with all distancing guidelines, masking requirements and safety protocols imposed by PHADA or the host hotel regardless of whether federal, state or local laws dictate the use of these practices.



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We're excited to use Whova as our event platform. Please download the Whova App to network and access the agenda once our event app is live.

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FORUM AGENDA

Visit: www.phada.org/LF25 for the most up to date schedule

FRIDAY, SEPTEMBER 5 & SATURDAY, SEPTEMBER 6

EXECUTIVE DIRECTOR EDUCATION PROGRAM COURSES (EDEP):

- **EDEP: The Future of Affordable Housing & Preservation Strategies*** (Friday)
- **EDEP: PR/Communications*** (Saturday)

SUNDAY, SEPTEMBER 7

8:00 am – 9:30 am	Legislative/Regulatory Briefing (Open to all attendees)
9:40 am – 5:00 pm	Committee Meetings (Sunday committee meetings are open to all PHADA Members)

MONDAY, SEPTEMBER 8

7:30 am – 8:00 am	Continental Breakfast
8:00 am – 12:30 pm	Education Sessions
12:30 pm – open	CONGRESSIONAL OFFICE VISITS
2:30 pm – 4:30 pm	Education Sessions
5:00 pm – 7:00 pm	Reception

TUESDAY, SEPTEMBER 9

7:30 am – 8:00 am	Continental Breakfast
8:00 am – 12:30 pm	Education Sessions
12:30 pm – open	CONGRESSIONAL OFFICE VISITS
12:30 pm – conclusion	Board of Trustees Meeting (PHADA Trustees only)

*Requires additional registration

ATTORNEY'S REPORT



511 Orange Avenue, Fort Pierce, Florida 34950
(772) 461-7281 TDD: 7-1-1 or (800) 955-8771

ATTORNEY'S REPORT

- a. Update on Any Open Matters.

OLD BUSINESS



511 Orange Avenue, Fort Pierce, Florida 34950
(772) 461-7281 TDD: 7-1-1 or (800) 955-8771

OLD BUSINESS

- a. FPHA's Correspondence to L. Dennis – Board Meeting, June 11, 2025 – Public Comments
- b. FPHA's Correspondence to A. Sanders – Board Meeting, June 11, 2025 – Public Comments
- c. FPHA's Correspondence to A. Santacrocce – Board Meeting, June 11, 2025 – Public Comments



511 Orange Avenue, Fort Pierce, Florida 34950
(772) 461-7281 TDD: 7-1-1 or (800) 955-8771

June 30, 2025

Lucy Dennis
[REDACTED]

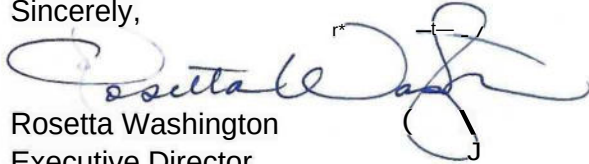
Fort Pierce, Florida 34950

**RE: The Housing Authority of the City of Fort Pierce, Florida Board Meeting,
June 11, 2025 — Public Comments**

Dear Ms. Dennis:

Thank you for attending The Housing Authority of the City of Fort Pierce, Florida (FPHA) Board Meeting on June 11, 2025, and giving us the opportunity to hear your concerns regarding the entrance doors. You are correct, they will be addressed as the Rental Assistance Demonstration (RAD) conversion takes place.

Sincerely,



Rosetta Washington
Executive Director

RW:nj

cc: FPHA Board Members
Ricardo Gilmore, General Counsel
Rhonda Corrodus, FPHA Deputy Executive Director
Heidi Laboy, FPHA Programs Manager
Carol Hunt, FPHA Property Manager
Stephanie Moure, FPHA Operations Office Manager
Maria Alonso, Construction Inspector



511 Orange Avenue, Fort Pierce, Florida 34950
(772) 461-7281 TDD: 7-1-1 or (800) 955-8771

June 20, 2025

Adonnis Sanders

[REDACTED]
Fort Pierce, Florida 34950

**RE: The Housing Authority of the City of Fort Pierce, Florida Board Meeting,
June 11, 2025 — Public Comments**

Dear Ms. Sanders:

Thank you for attending The Housing Authority of the City of Fort Pierce, Florida (FPHA) Board Meeting on June 11, 2025, and sharing your comments and concerns with regards to cutting tree(s)/picking up leaves.

As I reported during the Board Meeting, in preparation for the hurricane season, trimming of overgrown trees, etc. will be addressed.

Please be reassured that you do not need to wait for a Board Meeting to address any concerns you may have. Staff and I are happy to meet with you anytime.

Sincerely,

Rosetta Washington
Executive Director

RW:nj

cc: FPHA Board Members
Ricardo Gilmore, General Counsel
Rhonda Corrodus, FPHA Deputy Executive Director
Stephanie Moure, FPHA Operations Office Manager
Heidi Laboy, FPHA Property Manager



511 Orange Avenue, Fort Pierce, Florida 34950
(772) 461-7281 TDD: 7-1-1 or (800) 955-8771

June 27, 2025

Anna Santacroce

Via Electronic Transmittal: [REDACTED]

**RE: The Housing Authority of the City of Fort Pierce, Florida Board Meeting,
June 11, 2025 — Public Comments**

Dear Ms. Santacroce:

Thank you for attending The Housing Authority of the City of Fort Pierce, Florida (FPHA) Board Meeting on June 11, 2025, and sharing your comments and concerns.

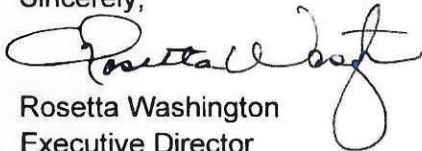
In response, the U.S. Department of Housing and Urban Development (HUD) is primarily responsible for creating the rules and regulations that govern its programs. HUD does this by interpreting and enforcing laws passed by Congress, often through the creation of regulations. The Regulations Division within HUD plays a key role in developing and drafting these regulations.

Below are the steps to submit a petition for rulemaking:

1. **Submit a Petition for Rulemaking:** Anyone can petition HUD to issue, amend, or repeal a rule. Your petition should outline the proposed change, explain your interest, and include supporting data and arguments. Petitions should be sent to the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 7th Street SW, Room 10276, Washington, DC 20410.
2. **Comment on Proposed Rules:** When HUD proposes a rule, they publish a "notice of proposed rulemaking" in the Federal Register, typically allowing a 60-day period for public comments. You can submit comments electronically via www.regulations.gov or by mail to the Regulations Division address provided above.
3. **Participate in Other Regulatory Options:** HUD may also seek input through an Advance Notice of Proposed Rulemaking or by holding informal meetings and hearings.

I trust I have provided an adequate response that perhaps may assist you in your endeavors.

Sincerely,



Rosetta Washington
Executive Director

RW:nj

cc: FPHA Board Members
Ricardo Gilmore, General Counsel
Rhonda Corrodus, FPHA Deputy Executive Director

NEW BUSINESS

THE HOUSING AUTHORITY OF THE CITY OF FORT PIERCE, FLORIDA

RESOLUTION 2025-17

**RESOLUTION APPROVING AND ADOPTING NEW JOB POSITION AND
JOB CLASSIFICATION DESCRIPTION – STAFF ACCOUNTANT**

WHEREAS, it is the desire of The Housing Authority of the City of Fort Pierce, Florida (FPHA) to use taxpayer’s money economically; and

WHEREAS, it is in the best interest of the Housing Authority and its residents to add the following job position; and

WHEREAS, the Housing Authority desires to create one (1) job position as noted below:

- Staff Accountant, for which the job classification description for said position is attached hereto; and

NOW, THEREFORE BE IT RESOLVED THAT on the ____ (Day) of _____ (Month), _____ (Year), the FPHA Board of Commissioners hereby approves to create one (1) job position, Staff Accountant, and adopts the accompanying job classification description for said position, as attached herein.

Commissioner _____ moved its adoption, which was seconded by Commissioner _____. Upon roll call the Ayes and Nays were as follows:

“Ayes”: _____

“Nays”: _____

Chairperson

Date

Board of Commissioners Meeting



Ft. Pierce Housing Authority Classification Description

Classification Title: Staff Accountant
Department: Finance
Reports To: Finance Director

Grade: 18
FLSA Status: Non-Exempt

General Statement of Job

Under limited supervision and as directed by the Finance Director, performs a variety of moderately complex fiscal or bookkeeping duties related to maintaining the general ledger, accounts payable, accounts receivable, grants, and/or payroll; communicates with tenants, manages incoming calls, maintains comprehensive records, and provides support for Finance-related inquiries; and performs related duties as assigned.

Specific Duties and Responsibilities

Essential Duties:

Review the interface of each financial module (accounts receivable, accounts payable and/or payroll) before transactions are posted to the general ledger.

Maintain general ledgers and produce certain financial statements.

Responsible for processing draws in LOCCS for programs (i.e., Capital Fund Program, etc.) and Operating Subsidy.

Prepare monthly journal entries and bank reconciliations.

Maintain prepaid accounts, payroll liabilities, and security deposit liabilities.

Maintain financial grant activity and prepare weekly, monthly and/or quarterly activity reports.

Assist with the preparation of payroll as needed including the production of quarterly and end-of-year reports.

Research discrepancies or verify account information using automated data systems or hard copy documents.

Prepare information and provide assistance to auditors (i.e., HUD, workers compensation, etc.).

Post tenant payments and adjustments.

Maintain department filing system and record retention.

May perform back-up duties for other positions within the work group.

Perform other duties as apparent or as assigned.

Education, Experience, and Licenses

Bachelor's degree in accounting, finance or a related field and at least three (3) years senior level general accounting experience or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities

- Knowledge of GAAP and account debits/credits.
- Knowledge of basic math principles.
- Knowledge of customer service principles and techniques.
- Skill in using general office equipment such as telephone, fax, printers, copiers, calculators, and computers.
- Skill in maintaining accounting records.
- Skill in using computer applications such as word processing, spreadsheet, and database programs.
- Skill in dealing effectively with the general public and in resolving customer service issues.
- Skill in setting up and maintaining computerized accounting records.
- Skill in supervision and oversight of work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Must be able to work in a dynamic environment that requires the incumbent to be sensitive to change and responsive to changing goals, priorities, and needs.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate effectively with others both orally and in writing.

Physical Demands/Work Environment

Physical Demands and Work Environment: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, use the hands, reach with hands and arms, occasionally lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. Must possess the ability to see (color and depth perception), hear and speak at an above average level.

The Housing Authority of the City of Fort Pierce promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

NOTICE: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.

THE HOUSING AUTHORITY OF THE CITY OF FORT PIERCE, FLORIDA

RESOLUTION 2025-18

**RESOLUTION APPROVING AUTHORIZATION FOR
DISPOSITION OF NON-PERFORMING ASSETS AS OF JUNE 30, 2025**

WHEREAS, The Housing Authority of the City of Fort Pierce, Florida (FPHA) makes every effort to maintain and assure efficient utilization of its assets; and

WHEREAS, careful financial planning requires proper accounting for the identification and disposition of non-performing assets; and

WHEREAS, the attachment herewith represents a verifiable account of these non-performing assets as of June 30, 2025; and

NOW, THEREFORE BE IT RESOLVED THAT on the _____ (Day) of _____ (Month), _____ (Year), the FPHA Board of Commissioners hereby authorizes the disposition of its non-performing assets as of June 30, 2025, totaling \$21,041.42, as identified on the attached list herewith and make the resolution part of these minutes as presented.

Commissioner _____ moved its adoption, which was seconded by Commissioner _____. Upon roll call the Ayes and Nays were as follows:

“Ayes”: _____

“Nays”: _____

Chairperson

Date

THE HOUSING AUTHORITY OF THE CITY OF FORT PIERCE, FLORIDA
NON-PERFORMING ASSETS
AS OF JUNE 30, 2025

ITEM	MANUFACTURER	SERIAL NO.	MODEL NO.	FPHA ASSET TAG	REASON FOR DISPOSAL	PURCHASE DATE	PURCHASE PRICE	PRESENT DAY
Air handler	Goodman	1604401799	ARVF31514AA	None	Leaking /Compressor Bad	7/1/2010	\$862.20	\$0.00
Air handler	Trane	10241NDOIV	ATEH3F1BB100ABB	None	Freon Leak	2/19/2016	\$1,245.26	\$0.00
Air handler	Goodman	1211546778	ASPF183016	None	Freezing Due to Leak	1/10/2012	Contractor Purchase	\$0.00
Air handler	Goodman	1208525195	ASPF313716	None	Blower Motor Bad	1/28/2020	\$1,345.45	\$0.00
Air handler	Goodman	1301652619	ARUF36C14	None	Coil Not Functioning	7/20/2010	\$862.60	\$0.00
Air handler	Goodman	1711011321	ARUF37C14AC	None	Compressor Blown	6/13/2012	Contractor Purchase	\$0.00
Air handler	Goodman	1211546399	ASPF183016	None	Faulty	9/1/2011	\$1,579.52	\$0.00
Air handler	Goodman	1208525141	ASPF313716EA	None	Evaporator Coil Bad	4/12/2012	Contractor Purchase	\$0.00
Air handler	Goodman	1211535599	ASPF313716	None	Not Keeping a Charge	9/19/2016	\$1,245.26	\$0.00
						SUBTOTAL	\$7,140.29	\$0.00
Condenser	Goodman	1601168889	GSX140381KB	None	Faulty Capacitor	9/10/2020	\$1,005.32	\$0.00
Condenser	Trane	10282MW24F4	4TWB4D18E1100AA	None	Lines Not Holding Pressure	8/24/2018	\$984.52	\$0.00
Condenser	Goodman	1304158509	SSZ1401800G	None	Freezing Due to Leak	1/10/2012	Contractor Purchase	\$0.00
Condenser	Goodman	1432133444	GSX12030168	None	Damaged Coil	8/14/2015	\$1,100.00	\$0.00
Condenser	Goodman	1303094427	SSZ140244AK	None	Compressor Failure	7/26/2018	\$533.00	\$0.00
Condenser	Goodman	1303360630	SSZ140241A1C	None	Motor Failure	6/13/2012	Contractor Purchase	\$0.00
Condenser	Goodman	1701255242	GSZ140361KC	None	Freezing Due to Leak	7/11/2011	\$845.65	\$0.00
Condenser	Goodman	1304146961	SSZ140241AK	None	Evaporator Coil Bad	4/12/2012	Contractor Purchase	\$0.00
Condenser	Goodman	1304162726	SSZ140241AK	None	Compressor Failure	3/25/2013	\$875.42	\$0.00
Condenser	Goodman	1304068399	SSZ140181AG	None	Fan Not Functioning	9/27/2013	\$875.42	\$0.00
Condenser	Goodman	1303339152	GSX130361EA	None	Blocked Airflow	1/25/2015	\$1,120.56	\$0.00
Condenser	Goodman	1303360628	Not Readable	None	Faulty Capacitor	6/10/2019	\$984.45	\$0.00
						SUBTOTAL	\$8,324.34	\$0.00
Stove	Hotpoint	Not Readable	Not Readable	4842	Gas Leak	4/15/2016	\$533.00	\$0.00
Stove	Hotpoint	Not Readable	Not Readable	Affordable	Old/Damaged	Unknown	Unknown	\$0.00
						SUBTOTAL	\$533.00	\$0.00
Refrigerator	GE	AT814397	GTE17DTNEXXXX	8122	Maggot Infested	3/24/2013	\$450.00	\$0.00
Refrigerator	Hotpoint	TL814124	HTR17BBSERWW	5484	Compressor Rusty	9/16/2013	\$499.00	\$0.00
Refrigerator	GE	FL510251	GTH18DBRVLWW	2617	Body Damage/Rusty	7/20/2016	\$725.00	\$0.00
Refrigerator	GE	TG886132	GTG160THCRWW	10261	Maggot Infested	1/24/2014	\$655.00	\$0.00
Refrigerator	Frigidaire	BA93006856	FFHTIG24TW1	None	Internal Damage	2/17/2012	\$579.00	\$0.00
						SUBTOTAL	\$2,908.00	\$0.00
Water Heater	GE	GELN0111A2707	GC40T06AV601	None	Cracked/Leaking	4/22/2015	\$407.55	\$0.00
Water Heater	Proline	1919114850956	GS640BRBT400	None	Cracked/Leaking	7/11/2011	\$350.24	\$0.00
Water Heater	Rheem	RHLNA271415072	RHLNA271415072	None	Cracked/Leaking	6/6/2017	\$579.00	\$0.00
Water Heater	Whirlpool	Not Readable	4GT634NG400	None	Cracked/Leaking	8/26/2021	\$799.00	\$0.00
Water Heater	Proline	2205129094947	Not Readable	None	Cracked/Leaking	Unknown	Unknown	\$0.00
						SUBTOTAL	\$2,135.79	\$0.00
						TOTAL	\$21,041.42	\$0.00

THE HOUSING AUTHORITY OF THE CITY OF FORT PIERCE, FLORIDA

RESOLUTION 2025-19

**RESOLUTION APPROVING AUTHORIZATION FOR WRITE OFF OF
UNCOLLECTIBLE TENANT ACCOUNTS FOR THE PUBLIC HOUSING PROGRAM**

WHEREAS, The Housing Authority of the City of Fort Pierce, Florida (FPHA) has made efforts to collect balances due from tenants who have moved out and/or are deceased; and

WHEREAS, said efforts have been unsuccessful; therefore, FPHA is in need of writing off the uncollectible tenant accounts for the Public Housing Program, as attached hereto; and

NOW, THEREFORE BE IT RESOLVED THAT on the _____ (Day) of _____ (Month), _____ (Year), the FPHA Board of Commissioners hereby authorizes the total amount of \$15,247.98 be written off as uncollectible tenant accounts for the Public Housing Program, as identified on the attachment herewith.

Commissioner _____ moved its adoption, which was seconded by Commissioner _____. Upon roll call the Ayes and Nays were as follows:

“Ayes”: _____

“Nays”: _____

Chairperson

Date

**PUBLIC HOUSING PROGRAM
WRITE OFF - UNCOLLECTIBLE TENANT ACCOUNTS
APRIL 2025 - JUNE 2025
FYE 6/30/2025**

AMP #		PROJECT	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
1	41-3	Lawnwood Terrace	\$ 2,926.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,926.00
	41-6	Lawnwood Terrace Annex	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	41-8	Park Terrace	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	41-9	Buell Brown Center	\$ 2,152.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,152.25
2	41-2	Garden Terrace	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	41-4	Garden Terrace Annex	\$ 16.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.93
	41-12	Scattered Sites	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	41-1	Wildwood	\$ 1,240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,240.00
	41-5	Eldorado	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	41-10	27th Circle	\$ 10.00	\$ 240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
	41-11	Scattered Sites	\$ 8,237.80	\$ 350.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 8,662.80
TOTAL			\$ 14,582.98	\$ 590.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 15,247.98

PERIOD ENDING JUNE, 2025 TOTAL

\$ 15,247.98

AMP 1**41-3 Lawnwood Terrace**

ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
8793	No Forward	03/24/2025	\$ 2,740.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,740.00
5723	No Forward	06/01/2025	\$ 186.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186.00
TOTAL			\$ 2,926.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,926.00

41-6 Lawnwood Terrace Annex

ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

41-8 Park Terrace

ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

41-9 Buell Brown Center

ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
2468	No Forward	06/01/2025	\$ 2,152.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,152.25
TOTAL			\$ 2,152.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,152.25

TOTAL FOR AMP 1**\$ 5,078.25**

AMP 2**41-2 Garden Terrace**

ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

41-4 Garden Terrace Annex

ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
4350	No Forward	05/16/2025	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.00
7743	No Forward	04/30/2025	\$ 11.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11.93
TOTAL			\$ 16.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.93

41-12 Scattered Sites

ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL FOR AMP 2	\$ 16.93
------------------------	-----------------

AMP 3

41-1 Wildwood										
ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
3724	No Forward	06/06/2025	\$ 1,240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,240.00
TOTAL			\$ 1,240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,240.00
41-5 Eldorado										
ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41-10 27th Circle										
ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
5301	No Forward	04/04/2025	\$ 10.00	\$ 240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
TOTAL			\$ 10.00	\$ 240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
41-11 Scattered Sites										
ACCOUNT NUMBER	ADDRESS	DATE VACATED	RENT	SALES & SERVICES	COURT COSTS	LATE CHARGES	EXCESS UTILITIES	RETRO RENT	RETURN CHECK	BALANCE
1544	No Forward	06/09/2025	\$ 7,624.39	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 7,699.39
3603	No Forward	05/01/2025	\$ 260.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260.50
1447	No Forward	05/01/2025	\$ 352.91	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 702.91
TOTAL			\$ 8,237.80	\$ 350.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 8,662.80
TOTAL FOR AMP 3							\$ 10,152.80			

DEPARTMENT REPORTS

a.

Performance Indicators

[illegible][illegible]

PERFORMANCE INDICATORS FOR FISCAL YEAR ENDING 06/30/2025

#	Indicator	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024	01/2025	02/2025	03/2025	04/2025	05/2025	06/2025
2	Capital Fund												
a	Grants are at Least 90% Obligated by Due Date (with no sanctions)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
b	Capital Fund Occupancy Rate is 96% or Above	91.8%	90.2%	90.3%	90.2%	89.7%	90.0%	90.5%	90.2%	90.2%	96.7%	94.7%	95.8%
	2018 Grant - \$1,803,137												
c	90% Must be Obligated By 05/28/22 - \$1,622,824	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
d	100% Must Be Expended By 05/28/24	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
	2019 Grant - \$1,766,742												
e	90% Must Be Obligated By 04/15/23 - \$1,590,068	99.0%	99.0%	99.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
f	100% Must Be Expended By 04/15/25	48.0%	70.0%	84.0%	88.0%	88.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
	2020 Grant - \$1,882,745												
g	90% Must Be Obligated By 03/25/24 - \$1,694,471	99.0%	99.0%	99.0%	99.0%	99.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
h	100% Must Be Expended By 03/25/26	8.0%	16.0%	16.0%	23.0%	31.0%	34.0%	37.0%	39.0%	40.0%	45.0%	60.0%	70.0%
	2021 Grant - \$2,014,038												
i	90% Must Be Obligated By 02/22/23 - \$1,812,635	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
j	100% Must Be Expended By 02/22/25	88.0%	88.0%	88.0%	88.0%	88.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
	2022 Grant - \$2,471,842												
k	90% Must Be Obligated By 05/11/24 - \$2,224,658	99.0%	99.0%	99.0%	99.0%	98.0%	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%
l	100% Must Be Expended By 05/11/26	0.0%	0.0%	0.0%	0.0%	0.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
	2023 Grant - \$2,481,044												
m	90% Must Be Obligated By 02/16/25 - \$2,232,940	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
n	100% Must Be Expended By 02/16/27	0.0%	0.0%	0.0%	0.0%	0.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
	2024 Grant - \$2,591,875**												
o	90% Must Be Obligated By 05/05/26 - \$2,332,688**	0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
p	100% Must Be Expended By 05/05/28	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	Snapshot of Public Housing Maintenance Operations												
a	Average Number of Days to Respond to Emergency Work Orders	1.0 Day	6.8 Days	4.2 Days	3.8 Days	5.4 Days	6.6 Days	3.1 Days	3.1 Days	3.8 Days	4.8 Days	4.8 Days	3.8 Days
b	Routine Work Orders	2.0 Days	7.6 Days	7.4 Days	7.2 Days	6.7 Days	8.5 Days	3.8 Days	4.0 Days	4.3 Days	8.1 Days	6.9 Days	4.9 Days

PERFORMANCE INDICATORS FOR FISCAL YEAR ENDING 06/30/2025													
#	Indicator	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024	01/2025	02/2025	03/2025	04/2025	05/2025	06/2025
4	Backlog of Maintenance Work Orders												
a	Total Reported Number	552	652	553	460	360	479	395	326	355	414	456	369
b	Number of Work Orders Not Completed	71	172	121	165	89	139	7	7	1	4	4	31
c	Percentage of Resident Requested Work Orders	99.6%	96.2%	98.0%	98.0%	86.3%	92.7%	87.6%	85.3%	87.3%	83.0%	84.0%	90.5%
5	Snapshot of Section 8 Housing Choice Voucher Program												
a	Lease Up Rate (Monthly)*	76.7%	76.7%	76.7%	76.7%	76.6%	76.4%	73.3%	73.2%	73.1%	72.9%	72.6%	72.3%
b	Expended Budget Authority Rate (Cumulative Calendar Year)*	110.4%	111.8%	112.7%	107.8%	102.8%	103.9%	97.4%	97.9%	98.3%	98.2%	98.1%	98.7%
c	Total Waiting List of Prospective Clients	462	462	462	462	462	462	462	462	462	462	462	462
d	Income Targeting (Cumulative Fiscal Year)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	Snapshot of FSS Program												
a	Number of Public Housing FSS Participants	21	20	30	30	28	26	27	26	26	26	25	26
b	Number of Section 8 Housing Choice Voucher FSS Participants	23	21	27	27	26	24	23	21	28	30	31	33
c	Section 8 & Public Housing FSS Program Grant #: FSS23FL5117-01-00 - Grant Period: 01/01/24 - 12/31/24 - Total Funds: \$67,122 - Must Be Expended By 12/31/24 (Cumulative Calendar Year)	58.0%	66.0%	75.0%	84.0%	92.0%	100.0%	---	---	---	---	---	---
d	Section 8 & Public Housing FSS Program Grant #: FSS25FL6294 - Grant Period: 01/01/25 - 12/31/25 - Total Funds: \$75,000 - Must Be Expended By 12/31/25 (Cumulative Calendar Year)	---	---	---	---	---	---	---	---	---	26.0%	43.0%	50.0%
7	Snapshot of FPHA Administration												
a	Are there any outstanding HUD and/or Independent Audit Findings?	Yes***	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
b	Number of New Hires	0	0	0	0	1	1	1	2	0	5	1	2
c	Number of Involuntary Terminations	0	0	0	0	0	1	0	0	0	0	0	1
d	Number of Voluntary Resignations	1	1	0	2	0	1	0	1	2	1	0	3
e	Number of Retirees	1	0	0	0	0	0	0	0	0	0	0	0

*The highlighted numbers fluctuate and require revisions to previous months. These numbers will remain highlighted.

**Updated as new funding was added by HUD.

***Corrected as there was a finding last Audit.

b.

Financial Statements

Central Office Cost Center

The Housing Authority of the City of Fort Pierce, Florida
Central Office Cost Center Budget-Fee for Service
July 1, 2024 - June 30, 2025

		92%				
For the Month of May, 2025		ANNUAL BUDGET	PREVIOUS YTD	MAY 2025 ACTUAL	YTD ACTUAL	YTD %
REVENUE						
390001	Public Housing - Management Fees	\$ 823,422	\$ 697,793	\$ 70,062	\$ 767,855	93%
390021	Public Housing - Bookkeeping Fees	\$ 72,945	\$ 59,647	\$ 5,940	\$ 65,587	90%
390011	Public Housing - Asset Management Fees	\$ 99,240	\$ 82,700	\$ 8,270	\$ 90,970	92%
601000	Capital Fund Program - Management Fees	\$ 376,282	\$ 376,282	\$ -	\$ 376,282	100%
390005	Fees For Service - TA Collection	\$ 26,404	\$ 22,212	\$ 1,937	\$ 24,149	91%
390002	HCV Program - Management Fees	\$ 90,603	\$ 57,735	\$ 5,526	\$ 63,261	70%
390022	HCV Program - Bookkeeping Fees	\$ 50,335	\$ 32,075	\$ 3,070	\$ 35,145	70%
390024	HCV Program - Inspection Fees	\$ -	\$ -	\$ -	\$ -	0%
390055	SHA - Management Fees	\$ 309,516	\$ 272,923	\$ 27,912	\$ 300,835	97%
390031	Fees For Service - Appliance	\$ 82,224	\$ 22,464	\$ 1,302	\$ 23,766	29%
390032	Fees For Service - Carpentry	\$ 31,000	\$ 24,408	\$ 5,646	\$ 30,054	97%
390033	Fees For Service - Electric	\$ 11,120	\$ 27,683	\$ 2,033	\$ 29,716	267%
390034	Fees For Service - HVAC	\$ 10,050	\$ 1,501	\$ -	\$ 1,501	15%
390035	Fees For Service - Plumbing	\$ 64,106	\$ 45,840	\$ 3,753	\$ 49,593	77%
390036	Fees For Service - General/Routine	\$ 952,700	\$ 574,788	\$ 85,159	\$ 659,947	69%
390037	Fees For Service - Preventive Maintenance/Inspections	\$ 10,890	\$ -	\$ -	\$ -	0%
390019	Fees For Service - Unit Turns	\$ 170,260	\$ 142,302	\$ 6,079	\$ 148,381	87%
369000	Other Income	\$ 10,000	\$ 6,056	\$ -	\$ 6,056	61%
Total	Revenue	\$ 3,191,097	\$ 2,446,409	\$ 226,689	\$ 2,673,098	84%
EXPENSES						
411000	Administrative Salaries	\$ 803,920	\$ 652,287	\$ 91,999	\$ 744,286	93%
454000	Administrative Benefits	\$ 273,333	\$ 200,216	\$ 22,369	\$ 222,585	81%
413000	Legal Expense	\$ 50,000	\$ 17,913	\$ 715	\$ 18,628	37%
417100	Audit Costs	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100%
417000	Accounting/Financial Consulting	\$ 34,500	\$ -	\$ -	\$ -	0%
419002	Telephone	\$ 34,848	\$ 21,820	\$ 2,208	\$ 24,028	69%
419003	Office Supplies	\$ 29,280	\$ 26,281	\$ 871	\$ 27,152	93%
419004	Postage	\$ 8,012	\$ 4,856	\$ 181	\$ 5,037	63%
419005	Advertise/Publication/Membership	\$ 16,300	\$ 11,113	\$ 367	\$ 11,480	70%
419008	Sundry - Other	\$ 94,026	\$ 76,643	\$ 5,375	\$ 82,018	87%
419010	Emphasys Software Support	\$ 34,000	\$ 29,506	\$ 2,916	\$ 32,422	95%
419010	Computer Equipment/Supplies	\$ 5,000	\$ -	\$ -	\$ -	0%
419011	Temporary Staffing	\$ 1,000	\$ -	\$ -	\$ -	0%
Total	Administrative Expense	\$ 1,386,719	\$ 1,043,135	\$ 127,001	\$ 1,170,136	84%
431000	Water	\$ 856	\$ 751	\$ 55	\$ 806	94%
432000	Electricity	\$ 13,714	\$ 8,025	\$ 705	\$ 8,730	64%
439000	Sewer	\$ 1,170	\$ 1,033	\$ 73	\$ 1,106	95%
Total	Utilities	\$ 15,740	\$ 9,809	\$ 833	\$ 10,642	68%
441000	Maintenance Salaries	\$ 820,346	\$ 612,490	\$ 89,748	\$ 702,238	86%
454000	Maintenance Benefits	\$ 278,918	\$ 209,903	\$ 22,083	\$ 231,986	83%
441000	Maintenance OT	\$ 66,848	\$ 39,017	\$ 4,968	\$ 43,985	66%
442001	Maintenance Gasoline	\$ 36,666	\$ 13,426	\$ 1,000	\$ 14,426	39%
442000	Maintenance Materials	\$ 33,224	\$ 7,962	\$ 148	\$ 8,110	24%
443004	Maintenance Contract Costs - Auto	\$ 37,300	\$ 20,909	\$ 318	\$ 21,227	57%
443000	Maintenance Contract Costs - Other	\$ 64,500	\$ 44,588	\$ 9,057	\$ 53,645	83%
443013	Maintenance Contract Costs - Uniforms	\$ 27,448	\$ 18,124	\$ 2,010	\$ 20,134	73%
439100	Garbage	\$ 2,828	\$ 1,685	\$ 168	\$ 1,853	66%
Total	Maintenance	\$ 1,368,078	\$ 968,104	\$ 129,500	\$ 1,097,604	80%
451000	Other Insurance	\$ 131,684	\$ 119,012	\$ 13,721	\$ 132,733	101%
451001	Property Insurance	\$ 6,327	\$ 5,306	\$ 544	\$ 5,850	92%
451002	Commercial Liability	\$ 739	\$ 740	\$ 123	\$ 863	117%
451003	Workers' Comp Insurance	\$ 96,096	\$ 99,097	\$ 10,888	\$ 109,985	114%
453000	Accrued Terminal Leave	\$ 2,500	\$ -	\$ -	\$ -	0%
459000	Other General Expenses - Storm Water COCC	\$ 1,153	\$ 1,153	\$ -	\$ 1,153	100%
461000	Extra Ordinary Expense	\$ -	\$ -	\$ -	\$ -	0%
462000	Casualty Loss	\$ 500	\$ -	\$ -	\$ -	0%
xxxxxx	Transfer of COCC funds for PH offset	\$ 170,000	\$ -	\$ -	\$ -	0%
Total	General Expense	\$ 408,999	\$ 225,308	\$ 25,276	\$ 250,584	61%
	Total Expenses	\$ 3,179,536	\$ 2,246,356	\$ 282,610	\$ 2,528,966	80%
	Net Income (Loss)	\$ 11,561	\$ 200,053	\$ (55,921)	\$ 144,132	1247%

The Housing Authority of the City of Fort Pierce, Florida
COCC Analysis
YE 2025

		May 92%			
		YTD	YTD		
		BUDGET	ACTUAL	%	EXPLANATIONS
REVENUE					

601000	Capital Fund Program - Management Fees	\$ 376,282	\$ 376,282	100%	Grants 619 & 621 BLI 1410 Administration
390055	SHA - Management Fees	\$ 309,516	\$ 300,835	97%	Increased SHA Mgmt Fee
390032	Fees For Service - Carpentry	\$ 31,000	\$ 30,054	97%	NSPIRE preparation
390033	Fees For Service - Electric	\$ 11,120	\$ 29,716	267%	NSPIRE preparation

EXPENSES					
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Administrative

417100	Audit Cost	\$ 2,500	\$ 2,500	100%	YE 2024 Audit Payment
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General Expense

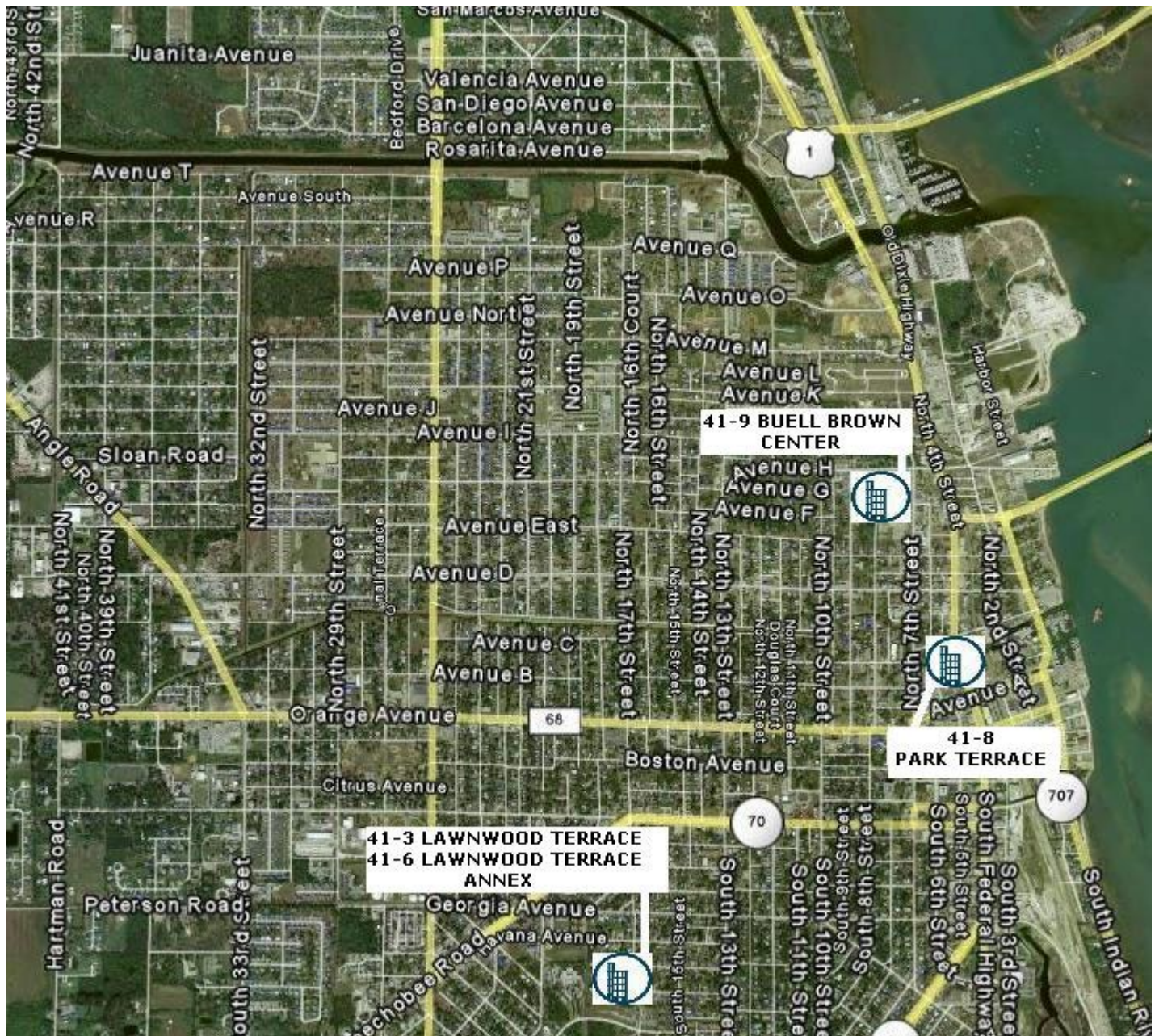
451000	Other Insurance	\$ 131,684	\$ 132,733	101%	Premium Increase
452002	Commercial Liability	\$ 739	\$ 863	117%	Premium Increase
451003	Workers' Comp Insurance	\$ 96,096	\$ 109,985	114%	Premium Increase
459000	Other General Expenses - Storm Water COCC	\$ 1,153	\$ 1,153	100%	2024 St Lucie County Storm Water Payment

AMP 1

Developments:

- 41-3 Lawnwood Terrace
- 41-6 Lawnwood Terrace Annex
- 41-8 Park Terrace
- 41-9 Buell Brown Center

AMP GROUP 1



The Housing Authority of the City of Fort Pierce, Florida

AMP 1

AMP 1 - Fee for Service

July 1, 2024- June 30, 2025

41-3 LAWNWOOD TERRACE

41-6 LAWNWOOD TERRACE ANNEX

41-8 PARK TERRACE

41-9 BUELL BROWN CENTER

92%

For the Month of May, 2025

Units

% Occupancy

Unit Months Occupancy

ANNUAL BUDGET AMP 1	PREVIOUS YTD	MAY 2025 ACTUAL AMP 1	YTD ACTUAL AMP 1	YTD %
284	2,840	284	3,124	
98%	94%	95%	94%	
3,340	2,672	271	2,943	

REVENUE

311000	Dwelling Rentals	\$ 968,412	\$ 775,872	\$ 79,667	\$ 855,539	88%
312000	Excess Utilities	\$ -	\$ -	\$ -	\$ -	0%
319000	Non-dwelling Rentals (Office Rent)	\$ 13,200	\$ 16,500	\$ 1,800	\$ 18,300	139%
802000	PH Operating Subsidy	\$ 1,288,461	\$ 1,043,793	\$ 104,228	\$ 1,148,021	89%
XXXXX	Transfer of Funds from COCC	\$ -	\$ -	\$ -	\$ -	0%
369002	Other Income AMP Reserves	\$ 6,000	\$ -	\$ -	\$ -	0%
369000	Other Income	\$ 6,226	\$ 61,346	\$ 384	\$ 61,730	991%
Total	Revenue	\$ 2,282,299	\$ 1,897,511	\$ 186,079	\$ 2,083,590	91%

EXPENSES

411000	Administrative Salaries	\$ 86,359	\$ 66,595	\$ 9,994	\$ 76,589	89%
454000	Administrative Benefits	\$ 29,362	\$ 21,444	\$ 2,330	\$ 23,774	81%
413000	Legal	\$ 5,000	\$ 15,228	\$ 1,569	\$ 16,797	336%
414000	Staff Training	\$ 8,000	\$ 211	\$ -	\$ 211	3%
415000	Travel	\$ 4,000	\$ 1,004	\$ -	\$ 1,004	25%
417100	Audit	\$ 4,419	\$ 3,324	\$ -	\$ 3,324	75%
490001	Management Fees	\$ 265,697	\$ 226,949	\$ 23,268	\$ 250,217	94%
490021	Bookkeeping Fees	\$ 25,050	\$ 20,040	\$ 2,032	\$ 22,072	88%
419002	Telephone	\$ 1,896	\$ 2,934	\$ 278	\$ 3,212	169%
419003	Office Supplies	\$ 4,968	\$ 2,759	\$ 585	\$ 3,344	67%
419008	Administrative Other	\$ 35,802	\$ 34,885	\$ 5,748	\$ 40,633	113%
419010	Emphasys Software Support	\$ 5,440	\$ 4,667	\$ 467	\$ 5,134	94%
419010	Computer Equipment/Supplies	\$ 1,000	\$ -	\$ -	\$ -	0%
490005	TA Collection Fees	\$ 4,225	\$ 3,554	\$ 310	\$ 3,864	91%
Total	Administrative	\$ 481,218	\$ 403,594	\$ 46,581	\$ 450,175	94%

431000	Water	\$ 70,462	\$ 60,565	\$ 6,365	\$ 66,930	95%
432000	Electricity	\$ 306,602	\$ 201,240	\$ 17,694	\$ 218,934	71%
433000	Gas	\$ 42,688	\$ 35,157	\$ 3,575	\$ 38,732	91%
439000	Sewer	\$ 84,258	\$ 70,550	\$ 7,617	\$ 78,167	93%
Total	Utilities	\$ 504,010	\$ 367,512	\$ 35,251	\$ 402,763	80%

92%

		ANNUAL BUDGET AMP 1	PREVIOUS YTD	MAY 2025 ACTUAL AMP 1	YTD ACTUAL AMP 1	YTD % AMP 1
441000	Maintenance Salaries	\$ -	\$ -	\$ -	\$ -	0%
454000	Maintenance Benefits	\$ -	\$ -	\$ -	\$ -	0%
442000	Maintenance Materials	\$ 155,700	\$ 140,478	\$ 8,258	\$ 148,736	96%
443001	Maintenance Contracts - Lawn	\$ 44,304	\$ 60,087	\$ 4,800	\$ 64,887	146%
443002	Maintenance Contracts - Exterminating	\$ 7,665	\$ 11,723	\$ 3,436	\$ 15,159	198%
443003	Maintenance Contracts - Elevators	\$ 40,000	\$ 15,147	\$ -	\$ 15,147	38%
443006	Maintenance Contracts - Unit Cleaning	\$ 1,000	\$ -	\$ -	\$ -	0%
443009	Maintenance Contracts - A/C	\$ 72,000	\$ 25,042	\$ 4,126	\$ 29,168	41%
443011	Maintenance Contracts - Plumbing/Heat	\$ 20,000	\$ 18,929	\$ 2,982	\$ 21,911	110%
443000	Maintenance Contracts - Other	\$ 200,000	\$ 180,850	\$ 13,882	\$ 194,732	97%
443031	Maintenance Fees - Appliance	\$ 18,000	\$ 7,207	\$ 526	\$ 7,733	43%
443032	Maintenance Fees - Carpentry	\$ 2,000	\$ 5,345	\$ 994	\$ 6,339	317%
443033	Maintenance Fees - Electric	\$ 1,300	\$ 5,989	\$ 1,786	\$ 7,775	598%
443034	Maintenance Fees - HVAC	\$ 800	\$ 1,151	\$ -	\$ 1,151	144%
443035	Maintenance Fees - Plumbing	\$ 10,000	\$ 14,867	\$ 2,037	\$ 16,904	169%
443036	Maintenance Fees - Routine	\$ 325,000	\$ 216,694	\$ 34,816	\$ 251,510	77%
443037	Maintenance Fees - PM Inspections	\$ 1,750	\$ -	\$ -	\$ -	0%
443019	Maintenance Fees - Unit Turns	\$ 30,000	\$ 20,800	\$ 1,600	\$ 22,400	75%
448000	Protection Service	\$ 30,408	\$ 6,514	\$ -	\$ 6,514	21%
439100	Garbage	\$ 54,352	\$ 49,466	\$ 4,949	\$ 54,415	100%
Total	Maintenance	\$ 1,014,279	\$ 780,289	\$ 84,192	\$ 864,481	85%
451000	Other Insurance	\$ 1,148	\$ 1,009	\$ 109	\$ 1,118	97%
451001	Property Insurance	\$ 51,629	\$ 43,595	\$ 4,588	\$ 48,183	93%
451002	Liability Insurance	\$ 27,656	\$ 23,358	\$ 2,461	\$ 25,819	93%
451003	Workers' Comp Insurance	\$ 7,065	\$ 7,286	\$ 801	\$ 8,087	114%
452000	PILOT	\$ 46,440	\$ 37,539	\$ 4,127	\$ 41,666	90%
453000	Year End Entry--AL \$s Under 120 hours	\$ 500	\$ -	\$ -	\$ -	0%
457000	Bad Debt Expense	\$ 15,000	\$ 13,496	\$ -	\$ 13,496	90%
459000	Other General Expenses	\$ 42,274	\$ 20,832	\$ -	\$ 20,832	49%
461000	Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -	0%
462000	Casualty Loss	\$ 15,000	\$ -	\$ -	\$ -	0%
Total	General Expenses	\$ 206,712	\$ 147,115	\$ 12,086	\$ 159,201	77%
Total	Expenses, excl. Asset Management	\$ 2,206,219	\$ 1,698,510	\$ 178,110	\$ 1,876,620	85%
490011	Asset Management Fees	\$ 34,080	\$ 28,400	\$ 2,840	\$ 31,240	92%
Total Expenses		\$ 2,240,299	\$ 1,726,910	\$ 180,950	\$ 1,907,860	85%
Net Income (Loss)		\$ 42,000	\$ 170,601	\$ 5,129	\$ 175,730	418%

The Housing Authority of the City of Fort Pierce, Florida
AMP 1 Analysis
YE 2025

YE 2025	May 92%			
	YTD	YTD		
	BUDGET	ACTUAL	%	EXPLANATIONS
REVENUE				

319000 Non-dwelling Rentals (Office Rent)	\$ 13,200	\$ 18,300	139%	Rental Increase Laundry Collection, Work-order Income, Salvage Income, Grant 623 Operations
369000 Other Income	\$ 6,226	\$ 61,730	991%	Draw, Reclass to Actual Rental Income

EXPENSES

Administrative

413000 Legal	\$ 5,000	\$ 16,797	336%	General & Eviction Matters
419002 Telephone	\$ 1,896	\$ 3,212	169%	Higher Rates Resident Screenings, Relocation,
419008 Administrative Other	\$ 35,802	\$ 40,633	113%	Uniforms, Business internet & Cable

Maintenance

442000 Maintenance Materials	\$ 155,700	\$ 148,736	96%	Work-orders Contract Cost - Additional Tree/ Lot
443002 Maintenance Contracts - Lawn	\$ 44,304	\$ 64,887	146%	cleanup at Lawnood Terrace
443002 Maintenance Contracts - Exterminating	\$ 7,665	\$ 12,723	166%	Contract Cost Re-pipe 607 N 7th St & Plumbing
443011 Maintenance Contracts - Plumbing/Heat	\$ 20,000	\$ 21,911	110%	maintenance 601 Ave B Microbial Remediation, Pre-
443000 Maintenance Contracts - Other	\$ 200,000	\$ 191,733	96%	NSPIRE Inspections
443032 Maintenance Fees - Carpentry	\$ 2,000	\$ 6,339	317%	Work-orders NSPIRE preparation
443033 Maintenance Fees - Electric	\$ 1,300	\$ 7,775	598%	Work-orders NSPIRE preparation
443034 Maintenance Fees - HVAC	\$ 800	\$ 1,151	144%	Work-orders
443035 Maintenance Fees - Plumbing	\$ 10,000	\$ 16,904	169%	Work-orders

General Expenses

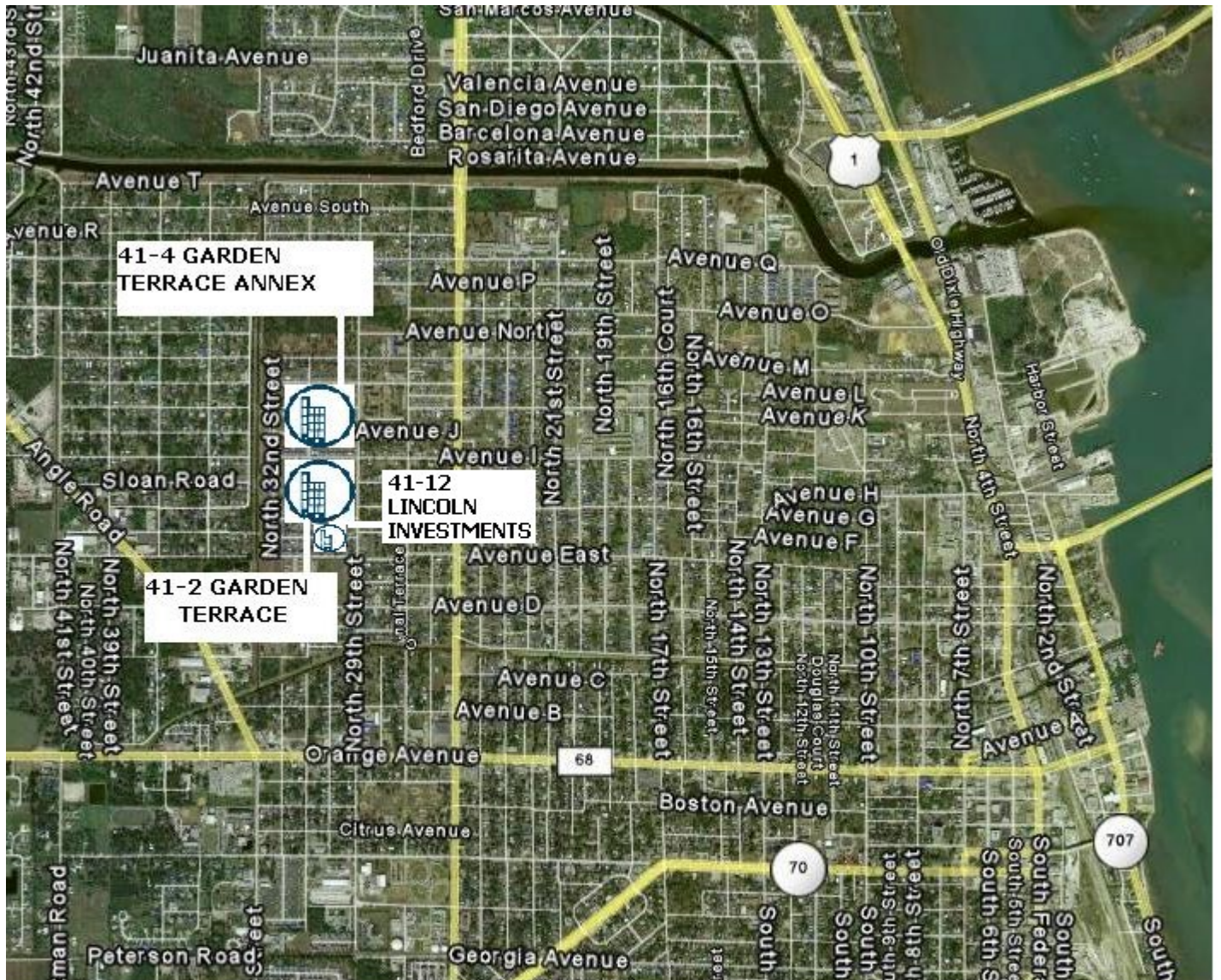
451003 Works' Comp Insurance	\$ 7,065	\$ 8,087	103%	Higher annual premium
457000 Bad Debt Expense	\$ 15,000	\$ 13,496	90%	Write-offs

AMP 2

Developments:

- 41-2 Garden Terrace
- 41-4 Garden Terrace Annex
- 41-12 Lincoln Investments

AMP GROUP 2



The Housing Authority of the City of Fort Pierce, Florida

AMP 2

AMP 2 - Fee for Service
July 1, 2024 - June 30, 2025

41-2 GARDEN TERRACE
41-4 GARDEN TERRACE ANNEX
41-12 LINCOLN INVESTMENTS

92%

For the Month of May, 2025

Units	259	2,590	259	2,849	
% Occupancy	98%	97%	98%	97%	
Unit Months Occupancy	3,046	2,518	253	2,771	

REVENUE

311000 Dwelling Rentals	\$ 787,800	\$ 626,532	\$ 65,582	\$ 692,114	88%
312000 Excess Utilities	\$ -	\$ -	\$ -	\$ -	0%
319000 Non-dwelling Rentals (Office Rent)	\$ 5,400	\$ 9,450	\$ 1,000	\$ 10,450	194%
802000 PH Operating Subsidy	\$ 1,809,505	\$ 1,487,002	\$ 151,796	\$ 1,638,798	91%
XXXXX Transfer of Funds from COCC	\$ 85,000	\$ -	\$ -	\$ -	0%
369002 Other Income AMP Reserves	\$ 180,000	\$ -	\$ -	\$ -	0%
369000 Other Income	\$ 20,000	\$ 192,357	\$ 2,556	\$ 194,913	975%
Total Revenue	\$ 2,887,705	\$ 2,315,341	\$ 220,934	\$ 2,536,275	88%

EXPENSES

411000 Administrative Salaries	\$ 167,050	\$ 120,456	\$ 13,244	\$ 133,700	80%
454000 Administrative Benefits	\$ 56,797	\$ 38,775	\$ 3,089	\$ 41,864	74%
413000 Legal	\$ 9,000	\$ 9,878	\$ 1,120	\$ 10,998	122%
414000 Staff Training	\$ 8,000	\$ 515	\$ -	\$ 515	6%
415000 Travel	\$ 9,750	\$ 2,448	\$ -	\$ 2,448	25%
417100 Audit	\$ 10,770	\$ 8,103	\$ -	\$ 8,103	75%
490001 Management Fees	\$ 242,309	\$ 213,860	\$ 21,724	\$ 235,584	97%
490021 Bookkeeping Fees	\$ 22,845	\$ 18,885	\$ 1,897	\$ 20,782	91%
419002 Telephone	\$ 4,621	\$ 5,783	\$ 620	\$ 6,403	139%
419003 Office Supplies	\$ 3,434	\$ 4,118	\$ 1,414	\$ 5,532	161%
419008 Administrative Other	\$ 33,844	\$ 31,404	\$ 1,871	\$ 33,275	98%
419010 Emphasys Software Support	\$ 13,260	\$ 11,376	\$ 1,137	\$ 12,513	94%
419010 Computer Equipment/Supplies	\$ 2,000	\$ -	\$ -	\$ -	0%
490005 TA Collection Fees	\$ 10,298	\$ 8,662	\$ 756	\$ 9,418	91%
Total Administrative	\$ 593,978	\$ 474,263	\$ 46,872	\$ 521,135	88%

431000 Water	\$ 120,434	\$ 99,272	\$ 10,506	\$ 109,778	91%
432000 Electricity	\$ 141,559	\$ 97,147	\$ 9,309	\$ 106,456	75%
433000 Gas	\$ 17,426	\$ 14,649	\$ 1,320	\$ 15,969	92%
439000 Sewer	\$ 146,290	\$ 120,571	\$ 12,956	\$ 133,527	91%
Total Utilities	\$ 425,709	\$ 331,639	\$ 34,091	\$ 365,730	86%

92%

		ANNUAL BUDGET AMP 2	PREVIOUS YTD	MAY 2025 ACTUAL AMP 2	YTD ACTUAL AMP 2	YTD % AMP 2
441000	Maintenance Salaries	\$ -	\$ -	\$ -	\$ -	0%
454000	Maintenance Benefits	\$ -	\$ -	\$ -	\$ -	0%
442000	Maintenance Materials	\$ 180,000	\$ 259,440	\$ 5,087	\$ 264,527	147%
443001	Maintenance Contracts - Lawn	\$ 107,991	\$ 97,775	\$ 8,500	\$ 106,275	98%
443002	Maintenance Contracts - Exterminating	\$ 11,591	\$ 15,959	\$ 4,212	\$ 20,171	174%
443003	Maintenance Contracts - Elevators	\$ -	\$ -	\$ -	\$ -	0%
443006	Maintenance Contracts - Unit Cleaning	\$ 1,000	\$ -	\$ -	\$ -	0%
443009	Maintenance Contracts - A/C	\$ 175,500	\$ 59,568	\$ 7,081	\$ 66,649	38%
443011	Maintenance Contracts - Plumbing/Heat	\$ 20,000	\$ 4,215	\$ 1,727	\$ 5,942	30%
443000	Maintenance Contracts - Other	\$ 507,500	\$ 219,994	\$ 14,519	\$ 234,513	46%
443031	Maintenance Fees - Appliance	\$ 32,000	\$ 6,156	\$ 426	\$ 6,582	21%
443032	Maintenance Fees - Carpentry	\$ 3,000	\$ 4,774	\$ 1,029	\$ 5,803	193%
443033	Maintenance Fees - Electric	\$ 3,120	\$ 4,258	\$ -	\$ 4,258	136%
443034	Maintenance Fees - HVAC	\$ 5,000	\$ 100	\$ -	\$ 100	2%
443035	Maintenance Fees - Plumbing	\$ 8,606	\$ 8,610	\$ 689	\$ 9,299	108%
443036	Maintenance Fees - Routine	\$ 350,000	\$ 190,764	\$ 26,938	\$ 217,702	62%
443037	Maintenance Fees - PM Inspections	\$ 4,244	\$ -	\$ -	\$ -	0%
443019	Maintenance Fees - Unit Turns	\$ 80,000	\$ 62,600	\$ 2,000	\$ 64,600	81%
448000	Protection Service	\$ 21,308	\$ 15,877	\$ -	\$ 15,877	75%
439100	Garbage	\$ 25,698	\$ 22,184	\$ 1,948	\$ 24,132	94%
Total	Maintenance	\$ 1,536,558	\$ 972,274	\$ 74,156	\$ 1,046,430	68%

451000	Other Insurance	\$ -	\$ -	\$ -	\$ -	0%
451001	Property Insurance	\$ 131,709	\$ 110,200	\$ 11,197	\$ 121,397	92%
451002	Liability Insurance	\$ 30,106	\$ 25,441	\$ 2,686	\$ 28,127	93%
451003	Workers' Comp Insurance	\$ 11,305	\$ 11,658	\$ 1,282	\$ 12,940	114%
452000	PILOT	\$ 36,209	\$ 28,216	\$ 3,054	\$ 31,270	86%
453000	Year End Entry--AL \$s Under 120 hours	\$ 500	\$ -	\$ -	\$ -	0%
457000	Bad Debt Expense	\$ 50,000	\$ 35,042	\$ (2,645)	\$ 32,397	65%
459000	Other General Expenses	\$ 27,540	\$ 25,005	\$ 1,694	\$ 26,699	97%
461000	Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -	0%
462000	Casualty Loss	\$ 12,000	\$ -	\$ -	\$ -	0%
Total	General Expenses	\$ 299,369	\$ 235,562	\$ 17,268	\$ 252,830	84%

Total	Expenses, excl. Asset Management	\$ 2,855,614	\$ 2,013,738	\$ 172,387	\$ 2,186,125	77%
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490011	Asset Management Fees	\$ 31,080	\$ 25,900	\$ 2,590	\$ 28,490	92%
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Total Expenses	\$ 2,886,694	\$ 2,039,638	\$ 174,977	\$ 2,214,615	77%
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Net Income (Loss)	\$ 1,011	\$ 275,703	\$ 45,957	\$ 321,660	31816%
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The Housing Authority of the City of Fort Pierce, Florida
AMP 2 Analysis
YE 2025

May 92%			
BUDGET	YTD ACTUAL	YTD %	EXPLANATIONS

REVENUE

				Salvage Income, FPUA Rebate Income, Grant
369000	Other Income	\$ 20,000	\$ 194,913	975% 623 Operations Draw

EXPENSES

Administrative

413000	Legal	\$ 9,000	\$ 10,998	122%	General & Eviction Matters
419002	Telephone	\$ 4,621	\$ 6,403	139%	Higher Rates
419003	Office Supplies	\$ 3,434	\$ 5,532	161%	Printer replacement toners, monthly copier expenses
419008	Administrative Other	\$ 33,844	\$ 33,275	98%	Resident Screenings, Relocation, Uniforms, Business internet & Cable

Maintenance

442000	Maintenance Materials	\$ 180,000	\$ 264,527	144%	Work-orders - Blinds and misc for NSPIRE preparation
443002	Maintenance Contract - Exterminating	\$ 11,591	\$ 20,171	174%	Contract Cost
443032	Maintenance Fees - Carpentry	\$ 3,000	\$ 5,803	193%	Work-orders NSPIRE preparation
443033	Maintenance Fees - Electric	\$ 3,120	\$ 4,258	136%	Work-orders NSPIRE preparation
443035	Maintenance Fees - Plumbing	\$ 8,606	\$ 9,299	108%	Work-orders

General Expenses

451003	Workers' Comp Insurance	\$ 11,305	\$ 12,940	114%	Higher annual premium
457000	Bad Debt Expense	\$ 50,000	\$ 32,397	90%	Tenant Payment on Write Off account
459000	Other General Expenses	\$ 24,540	\$ 26,699	97%	2024 Stormwater Fees & FSS Escrows

AMP 3

Developments:

41-1	Wildwood Terrace
41-5	Eldorado Terrace
41-10	South 27 th Circle
41-11	Parkland Homes
41-11	Avenue H
41-11	Juanita Avenue

AMP GROUP 3



For the Month of May, 2025

Units	284	2,840	284	3,124	
% Occupancy	98%	97%	94%	97%	
Unit Months Occupancy	3,340	2,763	268	3,031	

REVENUE					
311000 Dwelling Rentals	\$ 1,030,908	\$ 789,674	\$ 89,634	\$ 879,308	85%
312000 Excess Utilities	\$ -	\$ 664	\$ -	\$ 664	0%
319000 Non-dwelling Rentals (Office Rent)	\$ 14,721	\$ 20,474	\$ 2,138	\$ 22,612	154%
802000 PH Operating Subsidy	\$ 1,607,563	\$ 1,324,988	\$ 135,835	\$ 1,460,823	91%
XXXXX Transfer of Funds from COCC	\$ 85,000	\$ -	\$ -	\$ -	0%
369002 Other Income AMP Reserves	\$ 118,000	\$ -	\$ -	\$ -	0%
369000 Other Income	\$ 55,328	\$ 129,828	\$ 2,911	\$ 132,739	240%
Total Revenue	\$ 2,911,520	\$ 2,265,628	\$ 230,518	\$ 2,496,146	86%

EXPENSES					
411000 Administrative Salaries	\$ 171,984	\$ 118,019	\$ 16,623	\$ 134,642	78%
454000 Administrative Benefits	\$ 58,475	\$ 37,943	\$ 3,876	\$ 41,819	72%
413000 Legal	\$ 30,000	\$ 8,399	\$ 2	\$ 8,401	28%
414000 Staff Training	\$ 5,000	\$ 1,809	\$ -	\$ 1,809	36%
415000 Travel	\$ 11,250	\$ 2,825	\$ -	\$ 2,825	25%
417100 Audit	\$ 12,427	\$ 9,350	\$ -	\$ 9,350	75%
490001 Management Fees	\$ 265,697	\$ 234,651	\$ 23,011	\$ 257,662	97%
490021 Bookkeeping Fees	\$ 25,050	\$ 20,722	\$ 2,010	\$ 22,732	91%
419002 Telephone	\$ 5,332	\$ 6,601	\$ 704	\$ 7,305	137%
419003 Office Supplies	\$ 4,000	\$ 4,823	\$ 1,587	\$ 6,410	160%
419008 Administrative Other	\$ 28,062	\$ 39,460	\$ 2,672	\$ 42,132	150%
419010 Emphasys Software Support	\$ 15,300	\$ 13,126	\$ 1,313	\$ 14,439	94%
419010 Computer Equipment/Supplies	\$ 2,000	\$ -	\$ -	\$ -	0%
490005 TA Collection Fees	\$ 11,882	\$ 9,995	\$ 872	\$ 10,867	91%
Total Administrative	\$ 646,459	\$ 507,723	\$ 52,670	\$ 560,393	87%

431000 Water	\$ 116,428	\$ 73,329	\$ 6,379	\$ 79,708	68%
432000 Electricity	\$ 112,364	\$ 43,553	\$ 4,240	\$ 47,793	43%
433000 Gas	\$ 18,892	\$ 9,191	\$ 963	\$ 10,154	54%
439000 Sewer	\$ 140,952	\$ 97,524	\$ 8,388	\$ 105,912	75%
Total Utilities	\$ 388,636	\$ 223,597	\$ 19,970	\$ 243,567	63%

92%

		ANNUAL BUDGET AMP 3	PREVIOUS YTD	MAY 2025 ACTUAL AMP 3	YTD ACTUAL AMP 3	YTD % AMP 3
441000	Maintenance Salaries	\$ -	\$ -	\$ -	\$ -	0%
454000	Maintenance Benefits	\$ -	\$ -	\$ -	\$ -	0%
442000	Maintenance Materials	\$ 150,000	\$ 227,525	\$ 3,237	\$ 230,762	154%
443001	Maintenance Contracts - Lawn	\$ 124,605	\$ 108,450	\$ 8,000	\$ 116,450	93%
443002	Maintenance Contracts - Exterminating	\$ 6,334	\$ 37,349	\$ 5,297	\$ 42,646	673%
443003	Maintenance Contracts - Elevators	\$ -	\$ -	\$ -	\$ -	0%
443006	Maintenance Contracts - Unit Cleaning	\$ 1,000	\$ -	\$ -	\$ -	0%
443009	Maintenance Contracts - A/C	\$ 202,500	\$ 56,660	\$ 4,573	\$ 61,233	30%
443011	Maintenance Contracts - Plumbing/Heat	\$ 20,000	\$ 7,595	\$ 1,072	\$ 8,667	43%
443000	Maintenance Contracts - Other	\$ 500,000	\$ 218,477	\$ 11,745	\$ 230,222	46%
443031	Maintenance Fees - Appliance	\$ 30,000	\$ 7,807	\$ 351	\$ 8,158	27%
443032	Maintenance Fees - Carpentry	\$ 24,000	\$ 14,060	\$ 3,422	\$ 17,482	73%
443033	Maintenance Fees - Electric	\$ 4,000	\$ 16,320	\$ 247	\$ 16,567	414%
443034	Maintenance Fees - HVAC	\$ 2,000	\$ 250	\$ -	\$ 250	13%
443035	Maintenance Fees - Plumbing	\$ 40,000	\$ 20,348	\$ 861	\$ 21,209	53%
443036	Maintenance Fees - Routine	\$ 250,000	\$ 161,579	\$ 21,018	\$ 182,597	73%
443037	Maintenance Fees - PM Inspections	\$ 4,896	\$ -	\$ -	\$ -	0%
443019	Maintenance Fees - Unit Turns	\$ 50,000	\$ 52,500	\$ 2,000	\$ 54,500	109%
448000	Protection Service	\$ 24,586	\$ 18,320	\$ -	\$ 18,320	75%
439100	Garbage	\$ 27,984	\$ 10,793	\$ 1,067	\$ 11,860	42%
Total	Maintenance	\$ 1,461,905	\$ 958,033	\$ 62,890	\$ 1,020,923	70%

451000	Other Insurance	\$ -	\$ -	\$ -	\$ -	0%
451001	Property Insurance	\$ 136,842	\$ 114,877	\$ 11,825	\$ 126,702	93%
451002	Liability Insurance	\$ 32,764	\$ 27,714	\$ 2,937	\$ 30,651	94%
451003	Workers' Comp Insurance	\$ 12,719	\$ 13,115	\$ 1,442	\$ 14,557	114%
452000	PILOT	\$ 64,227	\$ 57,642	\$ 7,074	\$ 64,716	101%
453000	Year End Entry--AL \$s Under 120 hours	\$ 6,000	\$ -	\$ -	\$ -	0%
457000	Bad Debt Expense	\$ 50,000	\$ 16,057	\$ -	\$ 16,057	32%
459000	Other General Expenses	\$ 63,966	\$ 46,958	\$ 2,239	\$ 49,197	77%
461000	Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -	0%
462000	Casualty Loss	\$ 12,000	\$ -	\$ -	\$ -	0%
Total	General Expenses	\$ 378,518	\$ 276,363	\$ 25,517	\$ 301,880	80%

Total	Expenses, excl. Asset Management	\$ 2,875,518	\$ 1,965,716	\$ 161,047	\$ 2,126,763	74%
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490011	Asset Management Fees	\$ 34,080	\$ 28,400	\$ 2,840	\$ 31,240	92%
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Total Expenses	\$ 2,909,598	\$ 1,994,116	\$ 163,887	\$ 2,158,003	74%
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Net Income (Loss)	\$ 1,922	\$ 271,512	\$ 66,631	\$ 338,143	17593%
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The Housing Authority of the City of Fort Pierce, Florida
 AMP 3 Analysis
 YE 2025

		May 92%		
		BUDGET	YTD ACTUAL	YTD % EXPLANATIONS
REVENUE				
319000 Non-dwelling Rentals (Office Rent)	\$ 14,721	\$ 22,612	154%	Rental Increase FPUA Rebate Income, Salvage
369000 Other Income	\$ 55,328	\$ 132,739	240%	Income, Grant 623 Operations Draw
EXPENSES				
Administrative				
419002 Telephone	\$ 5,332	\$ 7,305	137%	Higher Rates Printer replacement toners, monthly
419003 Office Supplies	\$ 4,000	\$ 6,410	160%	copier expenses Resident Screenings, Relocation,
419008 Administrative Other	\$ 28,062	\$ 42,132	150%	Uniforms, Business internet & Cable
Maintenance				
442000 Maintenance Materials	\$ 150,000	\$ 230,762	154%	Work-orders - Blinds and misc for NSPIRE preparation
443001 Maintenance Contracts - Lawn	\$ 124,605	\$ 116,450	93%	Hurricane Tree Prep Contract Contract cost & insect - termite
443002 Maintenance Contracts - Exterminating	\$ 6,334	\$ 42,646	673%	treatments
443033 Maintenance Fees - Electric	\$ 4,000	\$ 16,567	414%	Work-orders NSPIRE preparation
443019 Maintenance Fees - Unit Turns	\$ 50,000	\$ 54,500	109%	Work-orders
General Expenses				
451003 Workers' Comp Insurance	\$ 12,719	\$ 14,557	114%	Higher annual premium

Section 8 Housing Choice Voucher Program

The Housing Authority of the City of Fort Pierce, Florida

Section 8 Housing Choice Voucher Program

July 1, 2024 - June 30, 2025

For the Month of May, 2025		ANNUAL BUDGET	PREVIOUS YTD	MAY 2025 ACTUAL	YTD ACTUAL	92% YTD %
REVENUE						
802601	HUD Funding for Administrative Costs	\$ 665,071	\$ 661,294	\$ 71,785	\$ 733,079	110%
802600	HUD Funding for HAP Payments	\$ 7,700,204	\$ 8,086,894	\$ 785,446	\$ 8,872,340	115%
361000	Interest Income	\$ -	\$ -	\$ -	\$ -	0%
330099	Portability Income	\$ 2,500	\$ 7,877	\$ 2,254	\$ 10,131	405%
330001	Fraud Recovery Income	\$ 500	\$ 2,952	\$ -	\$ 2,952	590%
330003	HAP Fraud Recovery	\$ 500	\$ 2,952	\$ -	\$ 2,952	590%
330004	Escrow Forfeits (HAP NRA)	\$ 5,000	\$ 4,535	\$ -	\$ 4,535	91%
369001	Other Income	\$ -	\$ -	\$ -	\$ -	0%
282500	Other Income - HAP Reserves	\$ -	\$ -	\$ -	\$ -	0%
Total	Revenue	\$ 8,373,775	\$ 8,766,504	\$ 859,485	\$ 9,625,989	115%
EXPENSES						
411000	Administrative Salaries	\$ 258,050	\$ 205,808	\$ 28,777	\$ 234,585	91%
411000	Administrative Overtime	\$ 2,500	\$ 2,037	\$ 36	\$ 2,073	83%
454000	Administrative Benefits	\$ 87,737	\$ 66,953	\$ 6,718	\$ 73,671	84%
413000	Legal	\$ 1,000	\$ 12,807	\$ -	\$ 12,807	1281%
415000	Travel/Meeting	\$ 1,000	\$ -	\$ -	\$ -	0%
417100	Audit	\$ 8,837	\$ 8,837	\$ -	\$ 8,837	100%
419002	Telephone	\$ 10,000	\$ 5,655	\$ 802	\$ 6,457	65%
419003	Office Supplies	\$ 5,000	\$ 6,279	\$ 2,050	\$ 8,329	167%
419004	Postage	\$ 6,400	\$ 3,711	\$ 170	\$ 3,881	61%
419008	Administrative Expenses Other	\$ 63,000	\$ 46,681	\$ 3,386	\$ 50,067	79%
419010	Emphasys Software Support	\$ 30,569	\$ 28,067	\$ 3,495	\$ 31,562	103%
419010	Computer Hardware	\$ 3,000	\$ -	\$ -	\$ -	0%
451002	Liability Insurance	\$ 14,952	\$ 12,077	\$ 1,041	\$ 13,118	88%
451003	Workers' Comp Insurance	\$ 14,132	\$ 14,573	\$ 1,601	\$ 16,174	114%
453000	Year end adjusting entry-Term leave	\$ 1,500	\$ -	\$ -	\$ -	0%
459099	Port Admin Expense	\$ 22,000	\$ 20,201	\$ 1,859	\$ 22,060	100%
490002	Management Fees to Central Office	\$ 90,603	\$ 57,735	\$ 5,526	\$ 63,261	70%
490022	Bookkeeping Fees to Central Office	\$ 50,335	\$ 32,075	\$ 3,070	\$ 35,145	70%
490024	Inspection Fee Expense	\$ -	\$ -	\$ -	\$ -	0%
490004	IT Fees to Central Office	\$ -	\$ -	\$ -	\$ -	0%
Total	Expenses from Administrative Fees	\$ 670,615	\$ 523,496	\$ 58,531	\$ 582,027	87%
471500	Housing Assistance Payments Expense	\$ 7,700,204	\$ 8,061,779	\$ 787,633	\$ 8,849,412	115%
Total	Housing Assistance Payments	\$ 7,700,204	\$ 8,061,779	\$ 787,633	\$ 8,849,412	115%
	Total Expenses	\$ 8,370,819	\$ 8,585,275	\$ 846,164	\$ 9,431,439	113%
	Net Income (Loss)	\$ 2,956	\$ 181,229	\$ 13,321	\$ 194,550	6582%

The Housing Authority of the City of Fort Pierce, Florida
S-8 Housing Choice Voucher Program Analysis
YE 2025

		May 92%			
		BUDGET	YTD ACTUAL	YTD %	EXPLANATIONS
REVENUE					
330099	Portability Income	\$ 2,500	\$ 10,131	405%	Increase in Port-In clients
330004	Escrow Forfeits (HAP NRA)	\$ 5,000	\$ 4,535	91%	Forfeiture
EXPENSES					
417100	Audit	\$ 8,837	\$ 8,837	100%	YE 2024 Audit Payment
419003	Office Supplies	\$ 5,000	\$ 8,329	167%	Printer replacement toners, monthly copier expenses
419010	Emphasys Software Support	\$ 30,569	\$ 31,562	103%	Quartley Hosting fees
451003	Workers Comp Insurance	\$ 14,132	\$ 16,174	114%	Premium Increase
459099	Port Admin Expense	\$ 22,000	\$ 22,060	100%	Admin Fee
471500	Housing Assistance Payments Expense	\$ 7,700,204	\$ 8,849,412	115%	Landlord Payments Increased

c.

Contracts

THE HOUSING AUTHORITY OF THE CITY OF FORT PIERCE, FLORIDA
CAPITAL FUND PROGRAM
FY 07-01-24 - 06-30-25
As of June 30, 2025

Contractor Name/ Contract Terms	# of Renewal Options	# of Renewal Options Used	Scope of Work/ Contract Number	Contract Amount	Funding Source	Percent Complete	Anticipated Completion Date	Amount Paid to Date
CAPITAL CONTRACTS								
Blackstreet Enterprises, LLC (11/01/2017-10/30/2021)	N/A	N/A	<i>BBC Renovation Construction Manager at Risk</i> RP-002-17	\$4,439,108.00	CFP	50%	Contract Terminated September 22, 2021	\$2,237,969.80
Mendoza's Quality Painting, LLC (04/15/2024-04/30/2024)	N/A	N/A	<i>Interior Painting 41-8</i> QR-012-24	\$29,488.30	CFP	100%	April 30, 2024 Completed	\$29,488.30
King Carter Aluminum, Inc. (03/13/2024-05/30/2024)	N/A	N/A	<i>Screen Enclosure Repair/Replacement</i> Lawnwood QR-007-23	\$45,300.00	CFP	100%	May 30, 2024 Completed	\$25,065.00
Pro Painter PSL (04/29/2024-06/30/2024)	N/A	N/A	<i>Exterior Painting 41-10 & 41-4</i> QR-013-24	\$233,800.00	CFP	100%	*August 31, 2024 Completed	\$233,800.00
Stylecraft Fine Cabinetry (03/27/2023-02/29/2024)	N/A	N/A	<i>Cabinet Installation at 601 Ave. B - Park Terr.</i> QR-002-23	\$113,000.00	CFP	100%	*November 15, 2024 Completed	\$109,431.24
Mold Removal Plus (03/22/2024-03/21/2025)	N/A	N/A	<i>Mold Remediation All AMPs</i> QR-007-24	\$150,000.00	CFP	0%	March 21, 2025 Completed	\$0.00 This contractor was not used
Unico Air & Plumbing Company (04/01/2024-03/31/2025)	N/A	N/A	<i>Water Heater Installation</i> QR-010-24	\$250,000.00	CFP	64%	March 21, 2025 Completed	\$90,319.26
Unico Air & Plumbing Company (03/22/2024-03/21/2025)	N/A	N/A	<i>HVAC Installation All AMPs</i> QR-003-24	\$250,000.00	CFP	99%	March 21, 2025 Completed	\$249,200.00
Stylecraft Fine Cabinetry (03/20/2024-03/19/2025)	N/A	N/A	<i>**Cabinet Installation All AMPs</i> QR-005-24	\$150,000.00	CFP	0%	*June 30, 2025 Completed	\$0.00
Bruce Cool Sunscreens (03/25/2024-03/24/2025)	N/A	N/A	<i>Window Screen Replacement All AMPs</i> QR-009-24	\$150,000.00	CFP	74%	*June 30, 2025 Completed	\$110,338.87
GLE Associates, Inc. (03/25/2024-06/30/2024)	N/A	N/A	<i>Physical Needs Assessment (PNA) & Environmental Study</i> QR-008-24	\$118,300.00	CFP	0%	*June 30, 2025 Completed	\$0.00 Awaiting Invoicing

THE HOUSING AUTHORITY OF THE CITY OF FORT PIERCE, FLORIDA
CAPITAL FUND PROGRAM
FY 07-01-24 - 06-30-25
As of June 30, 2025

Contractor Name/ Contract Terms	# of Renewal Options	# of Renewal Options Used	Scope of Work/ Contract Number	Contract Amount	Funding Source	Percent Complete	Anticipated Completion Date	Amount Paid to Date
CAPITAL CONTRACTS								
GLE Associates, Inc. (04/28/2024-06/30/2024)	N/A	N/A	AMP 1 Lead Paint Study QR-006-24	\$29,780.00	CFP	0%	*June 30, 2025 Completed	\$0.00 Awaiting Invoicing
Unico Air & Plumbing Company (03/28/2025-03/27/2026)	N/A	N/A	HVAC Installation All AMPs QR-004-25	\$250,000.00	CFP	40%	March 27, 2026	\$99,080.00
1 Stop Gas Plumbing Services (04/01/2025-03/31/2026)	N/A	N/A	Water Heater Installation QR-005-25	\$250,000.00	CFP	17%	March 31, 2026	\$41,800.00
On Top Roofing Andros Roofing (05/20/2024-05/19/2026)	2	1	Roofing All AMPs FP-001-24 Rebid	\$750,000.00	CFP	0%	May 19, 2026	\$0.00
All Contractor Services, Inc. DBA Rooter One (05/20/2024-05/19/2026)	N/A	N/A	Plumbing Repairs RP-002-24	\$700,000.00	CFP	25%	May 19, 2026	\$177,512.56
OPERATIONAL CONTRACTS								
The Bug Guys (05/20/2024-05/19/2025)	N/A	N/A	Pest Control Services All AMPs QR-011-24	\$40,000.00	AMP/OP	93%	May 19, 2025 Completed	\$37,215.00
Total Air Care Services (03/20/2024-03/19/2025)	N/A	N/A	HVAC Preventative Maintenance QR-004-24	\$150,000.00	AMP/OP	21%	*June 30, 2025 Completed	\$31,442.00
Total Air Care Services (03/20/2024-03/19/2025)	N/A	N/A	After Hours A/C Calls QR-001-24	\$150,000.00	AMP/OP	22%	*June 30, 2025 Completed	\$32,805.00
Total Air Care Services (03/22/2024-03/21/2025)	N/A	N/A	A/C Repairs QR-002-24	\$150,000.00	AMP/OP	99%	*June 30, 2025 Completed	\$148,724.00
Cassandra Bell Leasing Contractor (03/03/2025-06/30/2025)	N/A	N/A	PH Lease Up QR-003-25	\$50,000.00	AMP/OP	100%	June 30, 2025 Completed	\$50,000.00
All-In-One Management, LLC (02/26/2024-02/25/2026)	2	0	Lawn Maintenance Services RFP-001-24	\$276,900.00	AMP/OP	29%	February 25, 2026	\$79,150.00
All Contractor Services, Inc. DBA Rooter One (05/20/2024-05/19/2026)	2	0	Plumbing Repairs RP-002-24	\$50,000.00	AMP/OP	64%	May 19, 2026	\$32,056.86
The Bug Guys (05/30/2025-05/29/2026)	N/A	N/A	Pest Control Services All AMPs QR-007-25	\$40,000.00	AMP/OP	14%	May 29, 2026	\$5,789.00

*Time extended for anticipated completed date.

**Based on inspections done by Property Managers, it was noted that there was a need for a cabinet installation service contract throughout the Agency as many units are in need of new cabinets.

d.

Affordable
Housing
Program –
Orange Avenue
Properties

Affordable Housing Program - Orange Avenue Properties

JUNE 2025

Address	Occupancy Status	Unit Size	Initial Lease Start	Rental Amount	Does Tenant Receive Subsidy	Comments
1116 Orange Ave. Unit #1	N/A	Efficiency	N/A	N/A	N/A	Vacant
1116 Orange Ave. Unit #2	Adult(s) - 1	Efficiency	07/01/22	\$800	Section 8	
1116 Orange Ave. Unit #3	N/A	Efficiency	N/A	N/A	N/A	Vacant
1116 Orange Ave. Unit #4	N/A	Efficiency	N/A	N/A	N/A	Vacant
1116 Orange Ave. Unit #5	N/A	Efficiency	N/A	N/A	N/A	Vacant
1116 Orange Ave. Unit #6	N/A	Efficiency	N/A	N/A	N/A	Vacant due to water damage from fire.
1116 Orange Ave. Unit #7	N/A	Efficiency	N/A	N/A	N/A	Vacant
1116 Orange Ave. Unit #8	Adult(s) - 1	Efficiency	05/20/15	\$965	VASH	
1116 Orange Ave. Unit #9	N/A	Efficiency	N/A	N/A	N/A	Vacant
1116 Orange Ave. Unit #10	N/A	Efficiency	N/A	N/A	N/A	Vacant
1116 Orange Ave. Unit #11	N/A	Efficiency	N/A	N/A	N/A	Vacant
1116 Orange Ave. Unit #12	N/A	Efficiency	N/A	N/A	N/A	Vacant due to fire.
1122 Orange Ave. Unit #1	N/A	Efficiency	N/A	N/A	N/A	Vacant
1122 Orange Ave. Unit #2	N/A	1 BR/1 Bath	N/A	N/A	N/A	Vacant
1122 Orange Ave. Unit #3	Adult(s) - 1	1 BR/1 Bath	07/01/22	\$1,029	Section 8	
1122 Orange Ave. Unit #4	Adult(s) - 1	1 BR/1 Bath	03/04/16	\$1,091	No	
1122 Orange Ave. Unit #5	N/A	2 BR/1 Bath	N/A	N/A	N/A	Vacant
1122 Orange Ave. Unit #6	Adult(s) - 2 Child(ren) - 2	2 BR/1 Bath	06/02/20	\$1,300	No	

The Housing Authority of the City of Fort Pierce, Florida

Affordable Housing Program

July 1, 2024- June 30, 2025

Orange Avenue Properties

92%

For the Month of May, 2025

Units

% Occupancy

Unit Months Occupancy

ANNUAL BUDGET	PREVIOUS YTD	MAY 2025 ACTUAL	YTD ACTUAL	YTD %
18	180	18	198	
95%	33%	28%	33%	
205	60	5	65	

REVENUE						
311000	Dwelling Rentals	\$	185,000	\$	54,134	\$ 4,972 \$ 59,106 32%
369000	Other Income	\$	1,200	\$	1,249	\$ 100 \$ 1,349 112%
Total	Revenue	\$	186,200	\$	55,383	\$ 5,072 \$ 60,455 32%
EXPENSES						
411000	Administrative Salaries	\$	26,100	\$	19,612	\$ 2,246 \$ 21,859 84%
454000	Administrative Benefits	\$	8,874	\$	6,294	\$ 524 \$ 6,818 77%
413000	Legal	\$	1,575	\$	474	\$ 899 \$ 1,373 87%
490001	Management Fees	\$	16,308	\$	5,094	\$ 429 \$ 5,524 34%
419000	Sundry	\$	2,000	\$	827	\$ 165 \$ 992 50%
Total	Administrative	\$	54,857	\$	32,302	\$ 4,263 \$ 36,565 67%

431000	Water	\$	14,917	\$	3,873	\$ 374 \$ 4,247 28%
432000	Electricity	\$	5,362	\$	6,095	\$ 602 \$ 6,697 125%
433000	Gas	\$	929	\$	454	\$ 78 \$ 532 57%
439000	Sewer	\$	23,130	\$	5,966	\$ 589 \$ 6,555 28%
439100	Garbage	\$	4,624	\$	3,001	\$ 302 \$ 3,302 71%
Total	Utilities	\$	48,962	\$	19,389	\$ 1,944 \$ 21,333 44%

442000	Maintenance Materials	\$	11,000	\$	16,000	\$ 170 \$ 16,170 147%
443000	Maintenance Contracts - Other	\$	25,000	\$	65,310	\$ 2,120 \$ 67,430 270%
443031	Maintenance Fees - Appliance	\$	1,224	\$	774	\$ - \$ 774 63%
443032	Maintenance Fees - Carpentry	\$	1,000	\$	-	\$ - \$ - 0%
443033	Maintenance Fees - Electrical	\$	2,000	\$	300	\$ - \$ 300 15%
443034	Maintenance Fees - HVAC	\$	1,000	\$	-	\$ - \$ - 0%
443035	Maintenance Fees - Plumbing	\$	3,000	\$	1,478	\$ 72 \$ 1,550 52%
443036	Maintenance Fees - Routine	\$	12,000	\$	3,815	\$ 1,377 \$ 5,191 43%
443037	Maintenance Fees - Unit Turns	\$	6,000	\$	6,000	\$ - \$ 6,000 100%
Total	Maintenance	\$	62,224	\$	93,677	\$ 3,739 \$ 97,415 157%

451001	Property Insurance	\$	4,846	\$	4,047	\$ 408 \$ 4,455 92%
451002	Liability Insurance	\$	2,076	\$	1,753	\$ 184 \$ 1,937 93%
457000	Bad Debt Expense	\$	2,500	\$	-	\$ - \$ - 0%
459000	Other General Expenses - Storm Water	\$	750	\$	715	\$ - \$ 715 95%
Total	General Expenses	\$	10,172	\$	6,515	\$ 592 \$ 7,107 70%

Total Expenses	\$	176,215	\$	151,882	\$	10,538	\$	162,420	92%
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Net Income (Loss)	\$	9,985	\$	(96,499)	\$	(5,466)	\$	(101,965)	-1021%
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Note:

Balance due COCC @ 04/30/2025 \$ 261,630.12

Payover payment

Fees/Expenses due Conventional May 2025 \$ 4,813.28

Balance due COCC @ 05/31/2025 \$ 266,443.40

The Housing Authority of the City of Fort Pierce, Florida
AHP Analysis
YE 2025

May 92%			
BUDGET	YTD ACTUAL	YTD %	EXPLANATIONS

REVENUE

369000 Other Income \$ 1,200 \$ 1,349 112% Late Fees

EXPENSES

Maintenance

442000 Maintenance Materials \$ 11,000 \$ 16,170 147% 1116 and 1122 Unit flood, replace door lock

443000 Maintenance Contracts - Other \$ 25,000 \$ 67,430 270% 1116 and 1122 Unit flood, Fire alarm monitoring

443037 Maintenance Fees - Unit Turns \$ 6,000 \$ 6,000 100% In-House Work Orders

General Expenses

Other General Expenses - Storm

459000 Water \$ 750 \$ 715 95% Paid Storm Water Fees

e.

Resident Services

FAMILY SELF-SUFFICIENCY (FSS) RESIDENT SERVICES JUNE 2025

HOUSING CHOICE VOUCHER (HCV) PARTICIPANTS

TOTAL PARTICIPANTS	PARTICIPANTS WORKING FULL-TIME/PART-TIME	PARTICIPANTS SEEKING EMPLOYMENT	PARTICIPANTS ATTENDING SCHOOL (Includes participants from other categories)	HCV FSS BALANCE IN ESCROW	NUMBER OF GRADUATES DURING FY 07/01/2024 - 06/30/2025
32	27	5	7	\$96,054.62	8

PUBLIC HOUSING (PH) PARTICIPANTS

TOTAL PARTICIPANTS	PARTICIPANTS WORKING FULL-TIME/PART-TIME	PARTICIPANTS SEEKING EMPLOYMENT	PARTICIPANTS ATTENDING SCHOOL (Includes participants from other categories)	PH FSS BALANCE IN ESCROW	NUMBER OF GRADUATES DURING FY 07/01/2024 - 06/30/2025
26	16	10	5	\$54,671.02	5

SUPPORT SERVICES

- The FSS Coordinator and Participants have unconditional communication as contact is needed. The coordinator provides ongoing supervision pertaining to the progress of the participant. Having control and being an active participant in setting goals helps a person towards self-sufficiency.
- United Against Poverty offers the Success Training Employment Program (STEP), a four-week training course that provides job training, career connections, mock interviews, and improves job skills for success. In addition, the following are also offered: crisis counseling, job fair access, EBT in-house access, financial literacy, a grocery program, and rental assistance when funds are available.
- Career Source Research Coast offers computer access to Employ Florida and other job employment sites. Career Source covers the Treasure Coast area assisting with resume writing workshops, helpful hints in filling out applications, job search strategies, personal finance workshop, interview preparation, soft skills in the workplace, job fairs, and computer and internet access.

FSS OUTREACH

- The FSS program bulletin board is located in the main lobby, 511 Orange Avenue, Fort Pierce, FL 34950.
- Flyers are strategically placed in the main lobby and the entry area at 511 Orange Avenue, Fort Pierce, FL 34950.

COMMISSIONERS' COMMENTS

ADJOURNMENT