



**December 10, 2024**

## **Board of Commissioners Regular Meeting**

### **BOARD OF COMMISSIONERS**

**Dr. M. Ann Levett, *Chairwoman***  
*Term Expires: 01/04/2028*

**Edward Gresham, *Vice Chairman***  
*Term Expires: 01/04/2026*

**Darrel Daise**  
*Term Expires: 01/04/2025*

**Michael Holland**  
*Term Expires: 01/04/2027*

**Happi Peavey-Guzman**  
*Term Expires: 01/04/2029*

### **RESIDENT ADVISORS**

**Deborah Bulloch**  
*Term Expires: 05/14/2026*

**Sophia Perry**  
*Term Expires: 05/14/2026*

**Evette Hester, Executive Director**



**TENTATIVE AGENDA**

**REGULAR BOARD OF COMMISSIONERS MEETING**

Tuesday, December 10, 2024, 12:15 p.m.

HAS Administrative Office, 1407 Wheaton Street, Building A

**MEETING CALL TO ORDER: DR. M. ANN LEVETT, CHAIRWOMAN**

**MOMENT OF SILENCE**

1. Consent Agenda\* ..... Dr. M. Ann Levett, Chairwoman

*Recommended Action: Approve*

- (A) Minutes of November 12, 2024 Regular Meeting
- (B) Resident Services Report
- (C) Asset and Property Management Report
- (D) Assisted Housing Programs Report
- (E) Financial Report

*\*NOTE: Items on the consent agenda will not be discussed prior to action; however, if any Commissioner believes that an item on the consent agenda requires discussion, the Commissioner may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.*

2. Future Partnership with Paces Preservation Partners, LLC ..... Rafaella Nutini, Director of Asset Management

*Recommended Action: Consider and adopt Board Resolution 12-24-01*

3. Personnel Policy Revision ..... Shannell Hardwick, Director of Human Resources

*Recommended Action: Consider and adopt Board Resolution 12-24-02*

4. Update to Banking and Financial Signatories ..... Robert Faircloth, Director of Finance

*Recommended Action: Consider and adopt Board Resolution 12-24-03*

5. Executive Director’s Report..... Evette Hester, Executive Director

6. Executive Session\*\* ..... Evette Hester, Executive Director

*\*\*Pursuant to O.C.G.A. § 50-14-3, the meeting may be closed to the public to discuss real estate, litigation and/or personnel matters.*

**ADJOURNMENT** ..... Dr. M. Ann Levett, Chairwoman



# Agenda Item No. 1 – *New Business* CONSENT AGENDA

## RECOMMENDED ACTION:

Approve Consent Agenda

## BACKGROUND:

To make efficient use of meeting time, the Board has authorized the use of a consent agenda as part of the Housing Authority’s regular meeting agenda. The consent agenda will condense the routine business of the Board into a single motion.

Reports included in the consent agenda have been compiled under the direction of HAS’s leadership team that includes:

- Evette Hester, Executive Director
- Robert Faircloth, Director of Finance
- Shannell Hardwick, Director of Human Resources
- Rafaella Nutini, Director of Asset Management
- Tammy Brawner, Management Analyst

## ANALYSIS:

Items on the consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, the Board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration. The following table details the consent agenda items for Tuesday’s meeting, along with the action to be accomplished by approval.

CONSENT AGENDA ITEM	TO BE ACCOMPLISHED
(A) Minutes of November 12, 2024 Regular Meeting	Approve Minutes
(B) Resident Services Report	Receive Report
(C) Asset and Property Management Report	Receive Report
(D) Assisted Housing Programs Report	Receive Report
(E) Financial Services Report	Receive Report

## BOARD CONSIDERATION AND ACTION:

Approve Consent Agenda

# Consent Agenda Item (A)

## MEETING MINUTES

**The proposed minutes of the November 12, 2024 regular meeting are presented on the following pages for approval.**

The Housing Authority of Savannah is governed by a five-member Board of Commissioners, appointed by the Mayor to serve for five-year terms. The Board of Commissioners holds its meetings on the second Tuesday of the month.

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Dr. M. Ann Levett  
Chairwoman

Edward Gresham  
Vice Chairman

Darrel Daise

Michael Holland

Happi Peavey-Guzman

**DRAFT FOR APPROVAL**  
**REGULAR MEETING**  
**OF THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF SAVANNAH**  
**November 12, 2024**

The Board of Commissioners of the Housing Authority of Savannah met in regular session at the office of the Housing Authority of Savannah, 1407 Wheaton Street – Building A Board Room beginning at 12:15 p.m. on Tuesday, November 12, 2024. Chairwoman Dr. M. Ann Levett called the meeting to order and upon roll call those present and absent were as follows:

Present:        Dr. M. Ann Levett, Chairwoman  
                     Edward Gresham, Vice Chairman  
                     Darrel Daise  
                     Michael Holland  
                     Happi Peavey-Guzman

Absent:         None

Also present were Executive Director Earline Wesley Davis, Director of Assisted Housing Programs Lynn Coleman, Director of Human Resources Shannell Hardwick, Director of Finance Robert Faircloth, Director of Asset Management Rafaella Nutini, ROSS Service Coordinator Brenda Pollen, Management Analyst Tammy Brawner, Resident Advisor Deborah Bulloch, and Resident Advisor Sophia Perry. Attorney Dana Braun of Ellis, Painter, Ratterree, & Adams LLP, Dale Rector of Rector, Reeder & Lofton, LLC, and Attorney David Sunshine Hamburger of Georgia Legal Services were also in attendance.

The Chairwoman opened the meeting with a moment of silence.

**APPROVAL OF CONSENT AGENDA**

The Consent Agenda included the minutes of the September 11 2024 postponed regular meeting, September 17, 2024 special meeting, and October 24, 2024 special meeting; Resident Services Report; Asset and Property Management Report; Assisted Housing Programs Report; and Financial Report. Commissioner Holland made a motion to approve the consent agenda. Commissioner Gresham seconded the motion and it passed unanimously.

**PRESENTATION OF ANNUAL COMPREHENSIVE FINANCIAL REPORT**

Dale Rector of Rector, Reeder & Lofton, LLC made a presentation of the Annual Comprehensive Financial Report and Single Audit Report for the fiscal year ended March 31, 2024 to the Board of Commissioners. The Chairwoman acknowledged the hard work of staff in preparation of the audit

**UPDATES TO THE ACOP AND HCV ADMINISTRATIVE PLAN**

Director of Assisted Housing Programs Lynn Coleman informed the Commissioners that HAS was in the process of updating its major policy documents for the Public Housing and Housing Choice Voucher (HCV) programs. The Board will be provided with copies of the changes to the Admissions and Continued Occupancy Policy and the HCV Administrative Plan at an upcoming meeting.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Earline Davis provided her monthly report to the Board of Commissioners.

**COMMENTS FROM COMMISSIONERS**

Chairwoman Levett noted that this would be Mrs. Davis's last meeting after her retirement and thanked her for her twenty-two years of service and dedication to HAS.

There being no further business, Commissioner Holland made a motion, seconded by Commissioner Gresham, to close the meeting. The Chairwoman adjourned the meeting at 12:55 p.m.

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Secretary

ATTEST:

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Chairwoman

Approval Date: December 10, 2024

# Consent Agenda Item (B)

## RESIDENT SERVICES

### HOMEOWNERSHIP

#### End of Year Report

The Housing Choice Voucher Homeownership Program (HCV) successfully converted nine voucher participants to homeownership this year. The total value of the homes purchased were \$2,084,200. Homeowners are eligible to receive a subsidy through the HCV program to assist them with their monthly mortgage expenses for up to fifteen years. In addition to the monthly subsidy from the Housing Authority of Savannah, participants are eligible to utilize down payment assistance programs. The total amount of down payment assistance awarded to the HCV homeowners was \$308,200.

#### Monthly Program Update

HAS is currently working with the following three participants:

1. A family of three is under contract for a newly remodeled home in Savannah, GA. The anticipated closing date is 12/22/2024.
2. A disabled family of four is under contract. The closing date will be scheduled once the appraisal review is complete.
3. A family of three is currently under contract for a home located in Port Wentworth, GA. The seller is completing several inspection requirements for the home to meet the Housing Quality Standards (HQS) inspection requirements.

#### HCV Homeownership Enrollment

HCV voucher participants will have the opportunity to enroll in the homeownership program. The date for this event is Wednesday, December 11, 2024, at 10:00 AM. The enrollment session will be held at the Housing Authority of Savannah, 1407 Wheaton Street, Building B. The session will provide participants with an overview and the required qualifications for applicants to participate in our homeownership program.

The Housing Authority of Savannah Resident Services Department continues to provide educational, employment and enrichment activities through a variety of community partnerships.

### **Celebrating Success in the Family Self-Sufficiency (FSS) Program**

Resident Services is excited to share the success of Ms. TD. She is a dedicated participant in the Family Self-Sufficiency (FSS) Program, who has reached a significant milestone by securing stable employment. Ms. TD recently obtained a position as a Customer Service Representative I at the Coastal Health District, Chatham County Health Department. This is a full-time position, with a starting salary of \$31,861.44.

Ms. TD is a resident of Frazier Homes, and we are incredibly proud of her hard work and determination in achieving this important accomplishment. Her commitment to improving her family's financial stability is truly inspiring. Her accomplishment is a testament to the transformative power of perseverance and dedication. We are looking forward to seeing continued success as she strides toward obtaining her goals.

Supportive Services is a vital component of the FSS Program, offering participants access to a range of resources designed to help them achieve their goals. These services play an essential role in eliminating barriers that may prevent residents from gaining employment. Ms. TD's New Employee Orientation is scheduled to take place in Brunswick, GA. However, she faces transportation challenges and lacks the resources to attend the training. To ensure Ms. TD does not miss out on this valuable opportunity to secure financial stability for her family, we are working diligently to create a pathway that will allow her to attend and succeed by providing financial assistance.

### **Spreading Holiday Cheer!**

The Resident Services Department is deeply grateful for the wonderful partnership we have established with Operation Kid Forward, in collaboration with "Shop with a Sheriff." This nonprofit organization is dedicated to helping underprivileged youth in our community by providing transformative travel experiences and tangible items designed to enhance daily living and broaden social opportunities.

On December 16, 2024, ten children residing in Public Housing will enjoy a fun day of "Shopping with a Sheriff." Each child will receive \$100 to purchase gifts of their choice from Ross Dress for Less, TJ Maxx, or Michaels. We greatly appreciate the hard work, time, and effort to provide this exciting and unforgettable experience for our families.



# Consent Agenda Item (C)

## Asset and Property Management Report

### I. Capital Needs Planning and Investments

#### ***CAPITAL FUND FIVE-YEAR ACTION PLAN (2024-2028)***

Capital Funds are provided annually by the U.S. Department of Housing and Urban Development (HUD) to the Housing Authority of Savannah (HAS) for development, modernization, and management improvements related to public housing properties. Every five years, HAS is tasked with submitting to HUD a plan describing in detail how it plans to utilize Capital Funds, which includes a series of physical improvement projects to be implemented in the next five-year cycle. To produce a *Five-Year Action Plan (5YAP)* congruent with the properties' needs, HAS contracts third-party inspection companies to conduct complete Physical Needs Assessments (PNA) that describe what components of site, buildings and units will need to be repaired and/or replaced over the next twenty years of operations. PNAs also highlight the properties' critical needs and provide a cost estimate for the work. Once HAS receives PNA reports, the information is analyzed and combined with other inspections scores and input provided by staff, residents, the Board of Commissioners, and the public, before the 5YAP is submitted to HUD.

In 2023 PNAs were conducted, and Final Reports were made available to HAS, containing immediate needs of the properties and estimated cost for the work. The resulting *2024 – 2028 5YAP Draft* was reviewed by the Board of Commissioners on October 10, 2023, after consultation with residents was complete, and published on November 20, 2023. Public review ended with a public hearing held on January 8, 2024. Environmental Review reports associated with the 5YAP were executed by the City of Savannah in June 2024, leading to Certifications and Requests for Release of Funds (RROFs) being updated in August 2024. On October 1, 2024, the 5YAP for the 2024 – 2028 cycle was submitted to HUD, which was followed by HUD approval on November 15, 2024. The new 5YAP will ensure critical and high-priority needs of HAS conventional public housing properties are addressed.

The Asset Management and Property Management functions of the Housing Authority of Savannah (HAS) seek to operate, preserve, improve, and develop HAS real estate assets through inspired consultation and effective collaboration with HAS staff, residents, public and private partners, and community stakeholders. This summary highlights significant ongoing and planned initiatives for properties HAS manages, which include five conventional public housing properties, three mixed-income tax credit properties, and one Project-Based Voucher property, with a total of **1,513** affordable units.

When Capital Funds become insufficient to cover the needs of a public housing property, and modernization becomes infeasible due to high cost or obsolescence of structures, HUD makes available *Repositioning tools* that assist public housing authorities in obtaining other sources of funds through the conversion of units to the Section 8 platform under the Rental Assistance Demonstration Program (RAD) and through Demolition/Disposition and redevelopment of the site, as authorized under ‘Section 18’. HAS has repositioned several of its public housing properties utilizing a mix of demolition and site redevelopment (i.e. Garden Homes, Fellwood Homes, and Robert Hitch Village), and RAD conversions (i.e. Fred Wessels, Edgar Blackshear and Herbert Kayton Homes), and continues to plan the strategic repositioning of properties in accordance with their physical conditions and the need to leverage other agency funds or third-party sources to complete all necessary improvements. Nonetheless, challenges brought by rising housing costs and low housing supply must be recognized by HAS and result in strategic planning for rehabilitation work to be conducted in public housing properties, to avoid impediments to the relocation of residents within the Savannah area.

### ***FRAZIER HOMES: FOCUS ON PRESERVATION***

The 2019 PNA of Frazier Homes had identified components in need of immediate replacement, including several electrical components such as power switches, outlets, fire and carbon alarms, HVAC systems, and external lights. Embracing a preservation strategy, HAS initiated several projects to improve structures and systems at Frazier. In November 2022 HAS contracted Intex Construction for installation of new external lights. The \$336K contract was partially paid with a \$114K *Safety and Security Grant* awarded to HAS in September 2022. Following completion of the external lights project, HAS was awarded a \$1.8 million HUD grant for completion of remaining items in the electrical scope of work. In February 2023, HAS executed a \$4 million contract with Mid-Atlantic, under which several electrical parts and HVAC units have been replaced. The second phase of this project, expected to start in January 2025, will include replacement of external meter packs in all residential buildings. Amendments to the original contract have raised the project cost to \$4.4 million. On January 9, 2024, the Board of Commissioners approved a \$4.9 million contract with Gibraltar for replacement of Windows and Security Screens in Frazier and Single-Family Homes (\$4.1 million allocated exclusively to Frazier). Two change orders in August and October 2024 raised the project’s cost to \$5 million. In summary, a total of \$8.8 million has been invested in Frazier since 2022, contributing to the improvement of electrical and air conditioning systems, as well as window structures.

Other projects in the pipeline for Frazier Homes are breezeway and accessibility improvements. In July 2024, HAS applied to HUD’s *Capital at Risk* grant program, aiming to receive an additional \$3 million capital fund award for covering costs of repairing breezeways. Results are pending.

The previous 5YAP (2019 – 2023) strongly relied on results of the 2019 PNA and is inclusive of projects currently underway, presented in Table 1 below:

<b>Capital Improvement Project</b>	<b>Scope</b>	<b>Contract Amount (may be inclusive of change orders)</b>	<b>Contract Execution</b>	<b>Estimated Completion</b>
<i>Stillwell Towers Elevator Modernization</i>	Replacement of all existing elevator equipment with new energy efficient mechanical, electrical, and technological systems	\$ 1,501,510	August 2022	January 2025 (delay due to new wall fixtures expanding project's scope)
<i>Frazier MEP II</i>	Replacement of main service breakers and meter packs	\$ 405,221	Change order approval January 2024	January 2025 (delay due to supply shortage)
<i>Frazier and Single-Family Homes Windows and Screen Doors</i>	Replacement of windows and screen doors	\$5,121,319	February 2024	February 2025
<i>Stillwell PTAC Sleeves</i>	Replacement (if more extensive damage) or repair of PTAC sleeves	\$39,825	November 2024	January 2025

Table 1: Capital Improvement Projects

## **YAMACRAW VILLAGE: SECTION 18, DEMOLITION AND DISPOSITION APPLICATION**

*Five Year Action Plans* also assist HAS in identifying obsolete properties where rehabilitation is not cost effective. According to the 2019 PNA, Yamacraw Village reached physical obsolescence and could receive HUD approval to be demolished. Since the approval of a Repositioning Plan by the Board of Commissioners on June 9, 2020, an application for Demolition and Disposition of Yamacraw Village is being prepared by HAS. The application has several parts and, although a majority is complete, submission is pending due to necessary steps being undertaken in the *Section 106 (Historic Preservation)* consultation process. HAS's intention is to develop improved housing units on site and work with stakeholders and community partners for creating a holistic redevelopment plan. As part of the planning process and in fulfillment of requirements under Section 18, to date HAS conducted a total of 44 meetings with Yamacraw residents. HAS will continue to update residents and partners regarding the timeline for submission of this application, which now awaits the successful conclusion of the Section 106 Review by the City of Savannah (Responsible Entity under 24 CFR 58), execution of the Environmental Certification, and issuance by HUD of form 7015.16, Authorization to Use Grant Funds.

## **EAST SAVANNAH GATEWAY TRANSFORMATION**

The East Savannah Gateway is an area for which HAS received a Choice Neighborhood Planning Grant that culminated into a [complete Transformation Plan](#), bounded by President Street on the north, Pennsylvania Avenue on the east, Henry Street on the south, and Broad Street on the west. A total of 478 new and 280 rehabilitated units are now present in the East Savannah Gateway. The former Robert Hitch Village site currently has two phases of construction in a new development named The View at Oglethorpe. Phase I consists of 72 units, of which 34 are RAD units transferred from the former Wessels and Blackshear sites. Phase I is 90% affordable with 15 market-rate units. Phase II consists of 100 units, of which 36 are RAD units transferred from the former Wessels and Blackshear sites. Phase II is 80% affordable with 20 market-rate units. Also, part of this Transformation initiative was the RAD conversion and rehabilitation of Wessels and Blackshear Homes, resulting in a new community named River Pointe. The financial closing for the redevelopment of the former Fred Wessels Homes (Wessels) and Edgar Blackshear Homes (Blackshear) occurred on June 30, 2016. The new community consists of 280 RAD Project-Based Rental Assistance (PBRA) units.

The presence of vacant parcels of land owned by HAS in East Savannah is another consequence of previous demolition activity, totaling *18 acres* currently available for redevelopment. HAS is currently evaluating redevelopment options for these properties, which may include new projects arising from the current Faircloth-to-RAD solicitation which is described in greater detail later in this report.

Other important pieces of a successful transformation strategy are education and recreation. Committed to a holistic revitalization approach, HAS is furthering the development of an Early Childhood Learning Center (ECLC) on a portion of the former Robert Hitch Village site. The ELC is a SPLOST-approved (Special Purpose Local Option Sales Tax) project expected to be funded by Chatham County and the City of Savannah to provide enrichment programs that will serve children 0 to 3 years of age. A library is forecasted to be included in the same building. On January 26, 2022, HUD approved HAS request to lease a 9-acre parcel to Chatham County for development of educational and recreational facilities. The lease, approved by the Board of Commissioners and executed on March 8, 2022, authorized the County to sublet areas of the site to non-profit entities for development and operations of other facilities that will provide services to residents of HAS owned and/or managed properties. In October 2022, the County entered into an agreement with East Savannah United, YMCA of Coastal Georgia, Live Oak Public Libraries and Goodwill Southeast GA to provide services on site. The master site plan for the entire project and conceptual design of the ECLC became available in May 2023 and underwent review by HAS staff. On April 24, 2024, following approval by the Board of Commissioners, HAS submitted an Amendment Request to the Metropolitan Planning Commission (MPC) seeking to amend the Planned Unit Development (PUD) zoning ordinance in which the ECLC parcel is located. MPC approved HAS's request on May 21, 2024, which was followed by City Council approval on June 27, 2024. The partners in this initiative are planning a groundbreaking ceremony expected to take place on December 3, 2024.

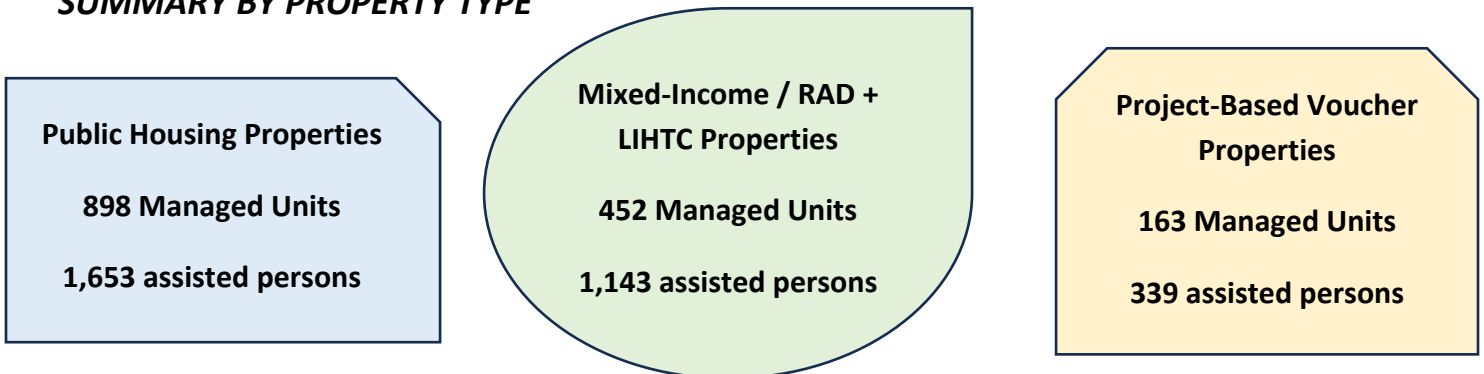
## II. HAS-Managed Operating Properties

Table 2 below presents information about properties managed by HAS, with their number of units, occupancy rate, and width of assistance.

Properties	Year of Construction	Number of Managed Units	Occupancy as of 27-Nov-24	Number of residents as of 27-Nov-24
Yamacraw Village	1941	315*	38%	374
Simon Frazier Homes	1968	236	91%	687
Stillwell Towers	1972	211	95%	204
Pickens Patterson Terrace	1982	76	92%	155
Single Family Homes	1996	60	93%	233
The View at Oglethorpe I	2018	72	90%	197
The View at Oglethorpe II	2018	100	95%	217
River Pointe	2016	280	90%	729
Herbert Kayton Homes	1962	163	73%	339

\*Among the 315 units in Yamacraw, 180 are “Under Modernization” status in HUD’s Inventory Management System, with approval to remain vacant.

### SUMMARY BY PROPERTY TYPE



**1,513 housing units managed by HAS**

**3,135 persons currently housed in HAS-managed properties**

## **CONVENTIONAL PUBLIC HOUSING PROPERTIES**

### **OCCUPANCY BRIEFINGS AND WORKSHOPS**

During the month of November, thirty one (31) eligibility interviews were conducted with families interested in becoming public housing residents. Six (6) applicants and/or residents were housed and/or transferred this month.

The housing authority received 2,482 on-line applications for the waiting list opening in September.

### **EVICCTIONS/MOVE-OUTS**

The following table provides a breakdown of the number of evictions as well as other move outs that took place during the past three months and the reason for those evictions and move outs.

	<b>November</b>	<b>October</b>	<b>September</b>	<b>Trimester TOTAL</b>
<b>Abandoned Unit</b>	0	1	0	<b>1</b>
<b>Non Payment of Rent</b>	2	1	6	<b>9</b>
<b>Criminal Activity</b>	1	2	0	<b>3</b>
<b>Other Lease Violations</b>	1	0	0	<b>1</b>
<b>Other - Move outs</b>	6	10	5	<b>21</b>
<b>Section 8</b>	1	0	0	<b>1</b>
<b>TOTAL</b>	<b>11</b>	<b>14</b>	<b>11</b>	<b>36</b>

*Table 3: Move-out analysis*

### **III. Other Unit Production and Preservation Initiatives**

#### ***REQUEST FOR QUALIFICATIONS (RFQ) FOR FAIRCLOTH-TO-RAD PROJECTS***

Public housing authorities are authorized to develop a certain number of public housing units, capped in accordance with the 1998 Faircloth Amendment. The number of public housing units a public housing authority is authorized to own and operate cannot exceed the number of units the authority owned and operated in October 1999. This requirement, known as the “*Faircloth Limit*”, results in HAS’s current ability to develop 757 additional public housing units in Savannah.

With the goal of expanding the supply of affordable housing units, HAS has utilized its Faircloth availability through formal solicitation. On December 27, 2022, HAS issued a Request for Qualifications (RFQ) seeking proposals by qualified Developers and Owners of multifamily rental units interested in developing public housing units with pre-approval for conversion to project-based assistance. This new program, known as Faircloth-to-RAD, was launched by HUD in 2021 offering public housing authorities an opportunity to restore or add units to their housing stock by creating public housing units and converting them to Section 8 through RAD. HAS hosted a [virtual workshop](#) for partners and potential proposers on *May 8, 2023*. Additionally, HAS offered on February 5 and February 26, 2024, an opportunity for interested developers to tour vacant sites owned by HAS and available for redevelopment under this solicitation. The solicitation closed on June 30, 2024, and responses were evaluated by HAS staff. HAS anticipates presenting selected proposals to the Board of Commissioners in December 2024.

#### ***THE PINES AT GARDEN CITY***

The Pines at Garden City is a 94-unit affordable housing development located in Garden City, GA. On September 10, 2024, the HAS Board of Commissioners approved an Issuance Resolution declaring HAS’s commitment to issue tax-exempt housing revenue bonds to the Seattle-based Developer Vitus Group, for the purpose of acquiring and renovating the property. HAS, through its affiliate non-profit Savannah Community Builders (SCB), is expected to participate in the ownership of the Pines as a minor member of its general partner, and co-developer. In October 2023, Vitus and SCB submitted to the Georgia’s Department of Community Affairs (DCA) an application for Low-Income Housing Tax Credits (LIHTC). HAS is pleased to announce that the Pines at Garden City was awarded LIHTC, which along with bond proceeds is forecasted to be the main funding source for this renovation. Closing is expected in January 2025.

#### IV. Bond Transactions

The Housing Authority of Savannah has issued tax-exempt bonds that supported either the new construction or renovation of income-restricted units. Table 4 presents information on recent deals for which the principal balance on the bonds is still outstanding and HAS Issuer Fees are still being collected.

	<b>Bond Inducement Date</b>	<b>Bond Issuance Date</b>	<b>Deal type</b>	<b>Total n° of income-restricted units</b>	<b>Total HAS Bond amount</b>
<b>Woodlands at Montgomery</b>	October 2016	September 2017	New construction	246	\$28.5 mi
<b>Waters at Gateway</b>	April 2018	November 2017	New construction	270	\$23 mi
<b>Westlake Apartments</b>	February 2019	December 2018	Renovation	100	\$21.5 mi
<b>Paradises Forest, Moultrie, and Carrollton</b>	November 2019	February 2020	Renovation	206	\$29.3 mi
<b>SNAP</b>	June 2019	April 2020	Renovation	233	\$56 mi
<b>Ogeechee Place</b>	March 2020	March 2021	New construction	204	\$22 mi
<b>Savannah Summit</b>	February 2020	March 2021	Renovation	138	\$17.5 mi

Table 4: Outstanding Bonds



# Consent Agenda Item (D)

## HOUSING CHOICE VOUCHER PROGRAM

As of November 1, 2024, the total leased Vouchers are 2,370. The numbers in the chart only include **leased** units.

Utilization for the HCV program is based upon the actual number of vouchers leased **or** the amount of budget authority expended. Although the leased vouchers are considerably less than the allocation, we are spending approximately 98+% of the budget authority.

Via PIH Notice 2024-16 *Implementation of the Federal Fiscal Year (FRY) 2024 Funding Provisions for the Housing Choice Voucher Program*, on May 10, 2024, HAS applied for additional funds under Category 1 which is the Prevention of Terminations Due to Insufficient Funding (Shortfall). HUD provided a letter of award.

	No. Allocated 11/01/2024	No. Leased 09/01/2024	No. Leased 10/01/2024	No. Leased 11/01/2024	No. Available
SPC	112	121	119	120	-8
Mod Rehab Vouchers	20	17	16	17	3
Portables	2753	2375	2366	2370	383
VASH	-	33	33	36	-
HCV PBV	137	124	124	127	10
RADPBV	271	252	253	254	17
TOTAL	330	<b>271</b>	<b>265</b>	<b>267</b>	<b>63</b>
	3623	<b>3160</b>	<b>3143</b>	<b>3155</b>	<b>468</b>

**NUMBER ON WAITING LIST: 675**

The Housing Choice Voucher Program allows housing authorities to assist families to obtain rental housing from private property owners. Housing can be apartments, houses, townhomes or duplexes. The Shelter Plus Care Program provides vouchers to people who are homeless and meet at least one of three other criteria: HIV/AIDS, chronic mental disability, and/or substance abuse.

The Moderate Rehabilitation Program provides housing to homeless men at Duffy Street (Single Room Occupancy). Portables are vouchers in which the participant has moved from our jurisdiction to another area within the US and HAS is paying their assistance to another housing authority. For utilization purposes, they are counted as ours and included in the "Vouchers" total. The VASH vouchers combine HCV rental assistance for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs at its medical centers. The local VA refers eligible VASH families to HAS. The project based allocations are to assist elderly participants at the Veranda (89), Rose of Sharon (100) and Sustainable Fellwood III (44) as well as mentally disabled at Sustainable Fellwood I (6) plus (32) at Sustainable Fellwood II. The RAD PBV allocations are the converted public housing units at Kayton Homes (163), Sustainable Fellwood I (40), Sustainable Fellwood II (40), Sustainable Fellwood III (20) & Ashley Midtown I (67). As of September 1, 2023, the Housing Authority of Savannah has been approved to administer 3,623 allocations.

# Consent Agenda Item (E)

## FINANCE

### BUDGET-VS-ACTUAL REPORT

#### *PERIOD ENDING 10/31/2024*

**NOTE: The report, as shown, is unaudited and is subject to future adjustments and posting reclassifications.**

**All reports are created using a template from HAS's housing software, Yardi, except for the Analysis of Unrestricted and Restricted Net Assets, for which we have created a manual report for your review.**

#### **CENTRAL OFFICE COST CENTER (COCC) FOR YEAR TO DATE OCTOBER 2024**

##### **Analysis & Comments**

- Total Revenue reflects a negative cumulative budget variance of \$ 306,450.
  - Capital Fund Administration fees have not yet been drawn down for posting to the COCC.
  - Asset Management Fees are now being accrued monthly to show a more accurate per month revenue. Subject to adjustment based on the HUD required calculation that is completed at the end of the year, following the fiscal year approved audit.
- Total Operating Expenses reflect a positive cumulative budget variance of \$ 197,924.
- The Property reports a cumulative loss of \$ 197,405, tracking over budget by \$ 108,526.

The Housing Authority  
of Savannah  
Finance Department  
provides this monthly  
budget vs. actual report  
to the Board of  
Commissioners, as a tool  
to track all budgets  
throughout the year. The  
following report is divided  
into each separate  
Property for the fiscal  
year.

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## **PUBLIC HOUSING (AMP) REPORTING FOR YEAR TO DATE OCTOBER 2024**

### **Analysis & Comments**

- Grant Revenues from Capital Funds have yet to be requested/received from HUD. Also, Capital Fund Grants related to Management Improvements may eventually occur over the course of the fiscal year or be deferred/received in a future period. Interproperty fungible resources will also be processed as a part of year-end close. Maintenance and Operations totals are favorable due to contract costs and repair spend being lower than budgeted so far this year. Amounts are expected to fall closer in-line to budget throughout the year.

#### *AMP 2 – Simon Frazier Homes*

- Total Revenue reflects a negative cumulative budget variance of \$ 289,163.
- Total Operating Expenses reflect a positive cumulative budget variance of \$ 60,009.

Reports a cumulative surplus of \$ 37,252, tracking over budget by \$ 229,154.

#### *AMP 3 – Pickens Patterson Terrace, Single Family Homes*

- Total Revenue reflects a negative cumulative budget variance of \$ 97,935.
- Total Operating Expenses reflect a positive cumulative budget variance of \$ 35,241.

Reports a cumulative surplus of \$ 24,981, tracking over budget by \$ 62,694.

#### *AMP 4 – Horace Stillwell Towers*

- Total Revenue reflects a negative cumulative budget variance of \$ 444,412.
- Total Operating Expenses reflect a positive cumulative budget variance of \$ 126,446.

Reports a cumulative loss of \$ 153,018, tracking over budget by \$ 317,966.

#### *AMP 6 – Yamacraw Village*

- Total Revenue reflects a negative cumulative budget variance of \$ 437,462.
- Total Operating Expenses reflect a positive cumulative budget variance of \$ 344,083.

Reports a cumulative loss of \$ 104,558, tracking over budget by \$ 93,379.

## **SCB KAYTON, LLC FOR YEAR TO DATE OCTOBER 2024**

### **Analysis & Comments**

- Total Revenue reflects a negative cumulative budget variance of \$ 47,921.
- Total Operating Expenses reflect a negative cumulative budget variance of \$ 13,289.

Reports a cumulative loss of \$ 46,916, tracking over budget by \$ 61,210.

The Annual Replacement Reserve contribution still needs to be accrued as of 10/31/2024.

## **LOCAL FUND FOR YEAR TO DATE OCTOBER 2024**

### **Analysis & Comments**

- Total Revenue reflects a positive cumulative budget variance of \$ 23,447.
- Total Operating Expenses reflect a positive cumulative budget variance of \$ 86,814.

Reports a cumulative surplus of \$ 111,192, tracking under budget by \$ 110,261.

## **BOND FUND FOR YEAR TO DATE OCTOBER 2024**

### **Analysis & Comments**

- Total Revenue reflects a positive cumulative budget variance of \$ 65,846.
- The Bond Fund's primary revenue source is from the receipts of Bond Issuance Fees from private/public organizations looking to establish low-income housing developments within the Chatham County area. Throughout the year, the current positive revenue variance will fall closer in-line to the budget due to timing.
- Total Operating Expenses reflect a positive cumulative budget variance of \$ 3,939.

Reports a cumulative surplus of \$ 235,573, tracking under budget by \$ 69,785.

## **HOUSING ASSISTANCE PAYMENTS PROGRAMS FOR YEAR TO DATE OCTOBER 2024**

### *Housing Choice Voucher Program*

- 1) The Administrative Section is reporting a cumulative surplus of \$ 184,471, tracking under budget by \$ 195,510.
- 2) HAP Expenses are \$ 15,483,908 year to date. The Program Section is reporting a cumulative surplus of \$ 4,520,232, tracking under budget by \$ 4,525,825. Program Revenues minus Program HAP Costs are expected to break even by the fiscal year end.

### *Shelter Plus Care Program*

- 1) The Administrative Section is reporting a cumulative surplus of \$ 7,758, tracking over budget by \$ 4,716.
- 2) HAP Expenses are \$ 922,597 year to date. The Shelter Plus Care Grant Program refunds HAS for its Program Housing Assistance Payments dollar for dollar; therefore, HAS expects to receive reimbursement through a requisition process with HUD throughout the year.

### *Single Room Occupancy*

- 1) The Administrative Section is reporting a cumulative loss of \$ 646, reflecting a positive budget variance of \$ 19,640.
- 2) HAP Expenses are \$ 41,239 year to date. The Program Section is reporting a cumulative profit of \$ 6,561. At the end of each fiscal year, the Single Room Occupancy Program uses a Year End Settlement (YES) that determines whether the authority is to refund HUD or HUD is to refund the authority based on the subsidy received from HUD as compared to the authority's Housing Assistance Payments expensed during the fiscal year; therefore, the calculated net of program revenue and expenses will net to -0- once the YES calculation is completed.

**FYE 2025 Analysis of Unrestricted & Restricted Net Assets**  
**\*\*Supplemental Report to the Monthly Budget vs Actual Financial Report\*\***  
(unaudited and subject to future adjustment)

Reporting Month:	COCC	Public Housing						SCB Kayton, LLC	Local Fund	Local Bond Fund
		Frazier Homes	Patterson and Single Family Homes	Stillwell Towers	Yamacraw Village	AMP 2	AMP 3			
October-24	(197,405)	37,252	24,981	(153,018)	(104,558)	(46,916)	111,192	235,573		
<b>Year to Date Administrative Profit/(Loss)</b>										
		37,252	24,981	(153,018)	(104,558)	(46,916)	111,192	235,573		
<b>Fiscal Year 2024 Unaudited Ending Balance for Unrestricted Net Position:</b>	226,456	1,279,485	175,031	602,337	1,309,150	387,472	10,840,340	2,737,161		
<b>Year to Date Balance of Unrestricted Net Position:</b>	29,051	1,316,737	200,012	449,319	1,204,592	340,556	10,951,532	2,972,734		

FYE 2025 Analysis of Unrestricted & Restricted Net Assets  
 \*\*Supplemental Report to the Monthly Budget vs Actual Financial Report\*\*  
 (unaudited and subject to future adjustment)

Reporting Month: October-24

HAP Fund

	Housing Choice Voucher Program	Shelter Plus Care Program	Single Room Occupancy Program
	Admin Section	Admin Section	Admin Section
Year to Date Administrative Profit/(Loss)	184,471	7,758	(646)
Fiscal Year 2024 Unaudited Ending Balance for Unrestricted Net Position:	2,357,350	740,531	212,717
Year to Date Balance of Unrestricted Net Position:	2,541,821	748,289	212,071
	Program Section	Program Section	Program Section
Year to Date Section 8 Programs Profit/(Loss)	0	0	0
Fiscal Year 2024 Unaudited Ending Balance for Unrestricted Net Position:	0	0	0
Year to Date Balance of Restricted Net Position. Shortages will be requested from HUD Held Reserves.	0	0	0
Year to Date Profit/(Loss) Combined Total for all Section 8 Activities:	184,471	7,758	(646)

HOUSING AUTHORITY OF SAVANNAH, GA  
 Central Office Cost Center  
 For October 2024  
 FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Total Tenant Revenue	-	-	-	-	-	-
Total Grant Revenue	-	46,724	(46,724)	-	327,068	(327,068)
Total Investment Revenue - Unrestricted	11	1,190	(1,179)	14,969	8,330	6,639
Total Investment Revenue - Restricted	-	-	-	-	-	-
Total Other Revenue	1,235	967	268	39,981	6,769	33,212
Total Property Management Fee Revenue	77,229	79,460	(2,231)	542,714	556,220	(13,506)
Total Bookkeeping Fee Revenue	27,795	28,779	(984)	195,796	201,453	(5,657)
Total Asset Management Fee Revenue	9,170	9,180	(10)	64,190	64,260	(70)
<b>Total Revenue</b>	<b>115,440</b>	<b>166,300</b>	<b>(50,860)</b>	<b>857,650</b>	<b>1,164,100</b>	<b>(306,450)</b>
<b>EXPENSES</b>						
Total Administrative	106,047	158,721	52,674	937,165	1,111,047	173,882
Total Tenant Services	-	-	-	-	-	-
Total Utilities	1,495	3,806	2,311	31,966	26,642	(5,324)
Total Maintenance and Operations	5,999	9,797	3,798	60,626	68,579	7,953
Total Protective Services	-	217	217	-	1,519	1,519
Total Insurance Premiums	3,362	6,206	2,844	25,298	43,442	18,144
Total General Expenses	-	250	250	-	1,750	1,750
Total Interest Expense	-	-	-	-	-	-
Total Housing Assistance Payments	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>116,903</b>	<b>178,997</b>	<b>62,094</b>	<b>1,055,055</b>	<b>1,252,979</b>	<b>197,924</b>
<b>Excess (Deficiency) of Revenue Over Operating Expenses</b>	<b>(1,463)</b>	<b>(12,697)</b>	<b>11,234</b>	<b>(197,405)</b>	<b>(88,879)</b>	<b>(108,526)</b>
Total Depreciation and Amortization	-	-	-	(2,232)	-	2,232
Total Other Expenses	-	-	-	-	-	-
Total Other Financing Sources	-	1,292	1,292	-	9,044	9,044
Total Asset Purchases	-	-	-	-	-	-
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(1,463)</b>	<b>(13,989)</b>	<b>12,526</b>	<b>(195,173)</b>	<b>(97,923)</b>	<b>(97,250)</b>



HOUSING AUTHORITY OF SAVANNAH, GA  
Simon Frazier Homes  
For October 2024  
FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Total Tenant Revenue	53,490	35,821	17,669	317,164	250,747	66,417
Total Grant Revenue	108,416	182,558	(74,142)	969,589	1,277,906	(308,317)
Total Investment Revenue - Unrestricted	92	7,858	(7,766)	7,949	55,006	(47,057)
Total Investment Revenue - Restricted	-	-	-	-	-	-
Total Other Revenue	50	436	(386)	2,846	3,052	(206)
Total Property Management Fee Revenue	-	-	-	-	-	-
Total Bookkeeping Fee Revenue	-	-	-	-	-	-
Total Asset Management Fee Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>162,048</b>	<b>226,673</b>	<b>(64,625)</b>	<b>1,297,548</b>	<b>1,586,711</b>	<b>(289,163)</b>
<b>EXPENSES</b>						
Total Administrative	(3,105)	54,910	58,015	324,118	384,370	60,252
Total Tenant Services	7,124	7,142	18	20,316	49,994	29,678
Total Utilities	20,892	19,121	(1,771)	151,010	133,847	(17,163)
Total Maintenance and Operations	115,353	95,379	(19,974)	597,093	667,653	70,560
Total Protective Services	142	100	(42)	423	700	277
Total Insurance Premiums	13,600	8,283	(5,317)	86,062	57,981	(28,081)
Total General Expenses	13,934	3,680	(10,254)	41,588	25,760	(15,828)
Total Interest Expense	-	-	-	-	-	-
Total Housing Assistance Payments	5,722	-	(5,722)	39,686	-	(39,686)
<b>Total Operating Expenses</b>	<b>173,662</b>	<b>188,615</b>	<b>14,953</b>	<b>1,260,296</b>	<b>1,320,305</b>	<b>60,009</b>
<b>Excess (Deficiency) of Revenue Over Operating Expenses</b>	<b>(11,614)</b>	<b>38,058</b>	<b>(49,672)</b>	<b>37,252</b>	<b>266,406</b>	<b>(229,154)</b>
Total Depreciation and Amortization	-	-	-	(3,254)	-	3,254
Total Other Expenses	-	-	-	-	-	-
Total Other Financing Sources	-	3,675	3,675	-	25,725	25,725
Total Asset Purchases	-	22,160	22,160	-	155,120	155,120
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(11,614)</b>	<b>12,223</b>	<b>(23,837)</b>	<b>40,506</b>	<b>85,561</b>	<b>(45,055)</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
Patterson Terrace Homes, Single Family Homes  
For October 2024  
FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Total Tenant Revenue	45,600	35,342	10,258	342,373	247,394	94,979
Total Grant Revenue	32,851	72,005	(39,154)	338,426	504,035	(165,609)
Total Investment Revenue - Unrestricted	19	4,529	(4,510)	5,762	31,703	(25,941)
Total Investment Revenue - Restricted	-	-	-	-	-	-
Total Other Revenue	250	567	(317)	2,605	3,969	(1,364)
Total Property Management Fee Revenue	-	-	-	-	-	-
Total Bookkeeping Fee Revenue	-	-	-	-	-	-
Total Asset Management Fee Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>78,720</b>	<b>112,443</b>	<b>(33,723)</b>	<b>689,166</b>	<b>787,101</b>	<b>(97,935)</b>
<b>EXPENSES</b>						
Total Administrative	10,705	32,554	21,849	196,812	227,878	31,066
Total Tenant Services	9,991	651	(9,340)	26,030	4,557	(21,473)
Total Utilities	14,506	4,533	(9,973)	38,178	31,731	(6,447)
Total Maintenance and Operations	60,766	49,931	(10,835)	266,555	349,517	82,962
Total Protective Services	175	62	(113)	525	434	(91)
Total Insurance Premiums	39,499	8,070	(31,429)	92,340	56,490	(35,850)
Total General Expenses	6,295	4,117	(2,178)	22,165	28,819	6,654
Total Interest Expense	-	-	-	-	-	-
Total Housing Assistance Payments	2,669	-	(2,669)	21,580	-	(21,580)
<b>Total Operating Expenses</b>	<b>144,606</b>	<b>99,918</b>	<b>(44,688)</b>	<b>664,185</b>	<b>699,426</b>	<b>35,241</b>
<b>Excess (Deficiency) of Revenue Over Operating Expenses</b>	<b>(65,886)</b>	<b>12,525</b>	<b>(78,411)</b>	<b>24,981</b>	<b>87,675</b>	<b>(62,694)</b>
Total Depreciation and Amortization	-	-	-	1	-	(1)
Total Other Expenses	-	226	226	-	1,582	1,582
Total Other Financing Sources	-	2,508	2,508	-	17,556	17,556
Total Asset Purchases	-	12,770	12,770	-	89,390	89,390
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(65,886)</b>	<b>(2,979)</b>	<b>(62,907)</b>	<b>24,980</b>	<b>(20,853)</b>	<b>45,833</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
 Horace Stillwell Towers  
 For October 2024  
 FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Total Tenant Revenue	46,992	45,980	1,012	357,875	321,860	36,015
Total Grant Revenue	50,548	115,458	(64,910)	434,117	808,206	(374,089)
Total Investment Revenue - Unrestricted	24	7,026	(7,002)	3,008	49,182	(46,174)
Total Investment Revenue - Restricted	-	-	-	-	-	-
Total Other Revenue	102	18,481	(18,379)	69,203	129,367	(60,164)
Total Property Management Fee Revenue	-	-	-	-	-	-
Total Bookkeeping Fee Revenue	-	-	-	-	-	-
Total Asset Management Fee Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>97,666</b>	<b>186,945</b>	<b>(89,279)</b>	<b>864,203</b>	<b>1,308,615</b>	<b>(444,412)</b>
<b>EXPENSES</b>						
Total Administrative	24,289	51,891	27,602	338,356	363,237	24,881
Total Tenant Services	15,626	7,808	(7,818)	33,398	54,656	21,258
Total Utilities	21,630	11,603	(10,027)	97,773	81,221	(16,552)
Total Maintenance and Operations	55,687	72,728	17,041	367,062	509,096	142,034
Total Protective Services	15,361	7,613	(7,748)	93,356	53,291	(40,065)
Total Insurance Premiums	14,156	7,959	(6,197)	80,887	55,713	(25,174)
Total General Expenses	1,321	3,779	2,458	5,957	26,453	20,496
Total Interest Expense	-	-	-	-	-	-
Total Housing Assistance Payments	25	-	(25)	432	-	(432)
<b>Total Operating Expenses</b>	<b>148,095</b>	<b>163,381</b>	<b>15,286</b>	<b>1,017,221</b>	<b>1,143,667</b>	<b>126,446</b>
<b>Excess (Deficiency) of Revenue Over Operating Expenses</b>	<b>(50,429)</b>	<b>23,564</b>	<b>(73,993)</b>	<b>(153,018)</b>	<b>164,948</b>	<b>(317,966)</b>
Total Depreciation and Amortization	-	-	-	235,240	-	(235,240)
Total Other Expenses	-	-	-	-	-	-
Total Other Financing Sources	-	3,442	3,442	-	24,094	24,094
Total Asset Purchases	-	19,813	19,813	-	138,691	138,691
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(50,429)</b>	<b>309</b>	<b>(50,738)</b>	<b>(388,258)</b>	<b>2,163</b>	<b>(390,421)</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
Yamacraw Village  
For October 2024  
FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Total Tenant Revenue	29,217	34,157	(4,940)	241,901	239,099	2,802
Total Grant Revenue	110,859	207,655	(96,796)	1,006,832	1,453,585	(446,753)
Total Investment Revenue - Unrestricted	53	10,489	(10,436)	22,362	73,423	(51,061)
Total Investment Revenue - Restricted	-	-	-	-	-	-
Total Other Revenue	14,484	227	14,257	59,139	1,589	57,550
Total Property Management Fee Revenue	-	-	-	-	-	-
Total Bookkeeping Fee Revenue	-	-	-	-	-	-
Total Asset Management Fee Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>154,613</b>	<b>252,528</b>	<b>(97,915)</b>	<b>1,330,234</b>	<b>1,767,696</b>	<b>(437,462)</b>
<b>EXPENSES</b>						
Total Administrative	(7,608)	75,584	83,192	399,163	529,088	129,925
Total Tenant Services	9,561	5,687	(3,874)	33,658	39,809	6,151
Total Utilities	24,752	24,353	(399)	156,976	170,471	13,495
Total Maintenance and Operations	214,031	128,899	(85,132)	662,423	902,293	239,870
Total Protective Services	178	52	(126)	524	364	(160)
Total Insurance Premiums	15,538	13,835	(1,703)	79,663	96,845	17,182
Total General Expenses	11,991	5,715	(6,276)	54,261	40,005	(14,256)
Total Interest Expense	-	-	-	-	-	-
Total Housing Assistance Payments	9,292	-	(9,292)	48,124	-	(48,124)
<b>Total Operating Expenses</b>	<b>277,735</b>	<b>254,125</b>	<b>(23,610)</b>	<b>1,434,792</b>	<b>1,778,875</b>	<b>344,083</b>
<b>Excess (Deficiency) of Revenue Over Operating Expenses</b>	<b>(123,122)</b>	<b>(1,597)</b>	<b>(121,525)</b>	<b>(104,558)</b>	<b>(11,179)</b>	<b>(93,379)</b>
Total Depreciation and Amortization	-	-	-	39,031	-	(39,031)
Total Other Expenses	-	-	-	-	-	-
Total Other Financing Sources	-	4,608	4,608	-	32,256	32,256
Total Asset Purchases	-	29,578	29,578	-	207,046	207,046
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(123,122)</b>	<b>(35,783)</b>	<b>(87,339)</b>	<b>(143,589)</b>	<b>(250,481)</b>	<b>106,892</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
 SCB Kayton  
 For October 2024  
 FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Total Tenant Revenue	95,240	105,109	(9,869)	688,541	735,763	(47,222)
Total Grant Revenue	-	-	-	-	-	-
Total Investment Revenue - Unrestricted	94	100	(6)	693	700	(7)
Total Investment Revenue - Restricted	-	-	-	-	-	-
Total Other Revenue	-	353	(353)	1,779	2,471	(692)
Total Property Management Fee Revenue	-	-	-	-	-	-
Total Bookkeeping Fee Revenue	-	-	-	-	-	-
Total Asset Management Fee Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>95,334</b>	<b>105,562</b>	<b>(10,228)</b>	<b>691,013</b>	<b>738,934</b>	<b>(47,921)</b>
<b>EXPENSES</b>						
Total Administrative	(3,927)	29,800	33,727	217,101	208,600	(8,501)
Total Tenant Services	3,104	880	(2,224)	8,969	6,160	(2,809)
Total Utilities	14,712	14,378	(334)	115,036	100,646	(14,390)
Total Maintenance and Operations	59,639	49,001	(10,638)	318,263	343,007	24,744
Total Protective Services	98	149	51	294	1,043	749
Total Insurance Premiums	8,888	7,443	(1,445)	62,104	52,101	(10,003)
Total General Expenses	(1,688)	1,869	3,557	18,184	13,083	(5,101)
Total Interest Expense	-	-	-	-	-	-
Total Housing Assistance Payments	-	-	-	(2,022)	-	2,022
<b>Total Operating Expenses</b>	<b>80,826</b>	<b>103,520</b>	<b>22,694</b>	<b>737,929</b>	<b>724,640</b>	<b>(13,289)</b>
<b>Excess (Deficiency) of Revenue Over Operating Expenses</b>	<b>14,508</b>	<b>2,042</b>	<b>12,466</b>	<b>(46,916)</b>	<b>14,294</b>	<b>(61,210)</b>
Total Depreciation and Amortization	-	-	-	(132,635)	-	132,635
Total Other Expenses	24,400	-	(24,400)	24,400	-	(24,400)
Total Other Financing Sources	-	-	-	-	-	-
Total Asset Purchases	-	-	-	-	-	-
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(9,892)</b>	<b>2,042</b>	<b>(11,934)</b>	<b>61,319</b>	<b>14,294</b>	<b>47,025</b>

HOUSING AUTHORITY OF SAVANNAH, GA

Local Fund

For October 2024

FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Total Tenant Revenue	(1,176)	-	(1,176)	(3,528)	-	(3,528)
Total Grant Revenue	-	-	-	-	-	-
Total Investment Revenue - Unrestricted	92	24,837	(24,745)	100,452	173,859	(73,407)
Total Investment Revenue - Restricted	-	-	-	-	-	-
Total Other Revenue	62,165	62,485	(320)	435,325	437,395	(2,070)
Total Property Management Fee Revenue	68,735	15,930	52,805	155,323	111,510	43,813
Total Bookkeeping Fee Revenue	-	-	-	-	-	-
Total Asset Management Fee Revenue	10,703	10,338	365	131,005	72,366	58,639
<b>Total Revenue</b>	<b>140,519</b>	<b>113,590</b>	<b>26,929</b>	<b>818,577</b>	<b>795,130</b>	<b>23,447</b>
<b>EXPENSES</b>						
Total Administrative	94,675	102,171	7,496	633,620	715,197	81,577
Total Tenant Services	-	333	333	-	2,331	2,331
Total Utilities	(14,925)	654	15,579	15,381	4,578	(10,803)
Total Maintenance and Operations	7,527	3,296	(4,231)	43,157	23,072	(20,085)
Total Protective Services	-	-	-	-	-	-
Total Insurance Premiums	1,789	2,403	614	15,227	16,821	1,594
Total General Expenses	-	4,600	4,600	-	32,200	32,200
Total Interest Expense	-	-	-	-	-	-
Total Housing Assistance Payments	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>89,066</b>	<b>113,457</b>	<b>24,391</b>	<b>707,385</b>	<b>794,199</b>	<b>86,814</b>
<b>Excess (Deficiency) of Revenue Over Operating Expenses</b>	<b>51,453</b>	<b>133</b>	<b>51,320</b>	<b>111,192</b>	<b>931</b>	<b>110,261</b>
Total Depreciation and Amortization	-	-	-	3,430	-	(3,430)
Total Other Expenses	-	-	-	-	-	-
Total Other Financing Sources	-	1,875	1,875	-	13,125	13,125
Total Asset Purchases	-	-	-	-	-	-
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>51,453</b>	<b>(1,742)</b>	<b>53,195</b>	<b>107,762</b>	<b>(12,194)</b>	<b>119,956</b>

HOUSING AUTHORITY OF SAVANNAH, GA

Bond Fund

For October 2024

FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Total Tenant Revenue	-	-	-	-	-	-
Total Grant Revenue	-	-	-	-	-	-
Total Investment Revenue - Unrestricted	15	9,119	(9,104)	55,815	63,833	(8,018)
Total Investment Revenue - Restricted	-	-	-	-	-	-
Total Other Revenue	60,701	15,386	45,315	181,566	107,702	73,864
Total Property Management Fee Revenue	-	-	-	-	-	-
Total Bookkeeping Fee Revenue	-	-	-	-	-	-
Total Asset Management Fee Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>60,716</b>	<b>24,505</b>	<b>36,211</b>	<b>237,381</b>	<b>171,535</b>	<b>65,846</b>
<b>EXPENSES</b>						
Total Administrative	326	821	495	1,808	5,747	3,939
Total Tenant Services	-	-	-	-	-	-
Total Utilities	-	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-	-
Total Protective Services	-	-	-	-	-	-
Total Insurance Premiums	-	-	-	-	-	-
Total General Expenses	-	-	-	-	-	-
Total Interest Expense	-	-	-	-	-	-
Total Housing Assistance Payments	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>326</b>	<b>821</b>	<b>495</b>	<b>1,808</b>	<b>5,747</b>	<b>3,939</b>
<b>Excess (Deficiency) of Revenue Over Operating Expenses</b>	<b>60,390</b>	<b>23,684</b>	<b>36,706</b>	<b>235,573</b>	<b>165,788</b>	<b>69,785</b>
Total Depreciation and Amortization	-	-	-	3,118	-	(3,118)
Total Other Expenses	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Asset Purchases	-	-	-	-	-	-
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>60,390</b>	<b>23,684</b>	<b>36,706</b>	<b>232,455</b>	<b>165,788</b>	<b>66,667</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
Housing Choice Voucher - Administrative  
For October 2024

FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
HUD Operating Grant: FSS Coordinator Receipts	18,779	15,512	3,267	117,022	108,584	8,438
HUD Operating Subs: HCV Admin Fee	215,725	225,520	(9,795)	1,627,459	1,578,640	48,819
Homeownership Admin Fee Income	-	117	(117)	-	819	(819)
Investment Revenue - Unrestricted	168	11,275	(11,107)	41,088	78,925	(37,837)
Fraud - Admin	1,000	208	792	37,116	1,456	35,660
Misc Income Account	-	417	(417)	1,882	2,919	(1,037)
<i>Total Revenue</i>	<b>235,672</b>	<b>253,049</b>	<b>(17,377)</b>	<b>1,824,567</b>	<b>1,771,343</b>	<b>53,224</b>
<b>EXPENSES</b>						
Total Administrative	200,424	241,729	41,305	1,552,854	1,692,103	139,249
Total Tenant Services	45	-	(45)	(305)	-	305
Total Utilities	119	2,230	2,111	17,054	15,610	(1,444)
Total Maintenance and Operations	4,162	4,434	272	20,041	31,038	10,997
Total Protective Services	-	253	253	-	1,771	1,771
Total Insurance Premiums	6,724	5,980	(744)	49,969	41,860	(8,109)
Total General Expenses	61	-	(61)	483	-	(483)
Total Interest Expense	-	-	-	-	-	-
<i>Total Operating Expenses</i>	<b>211,535</b>	<b>254,626</b>	<b>43,091</b>	<b>1,640,096</b>	<b>1,782,382</b>	<b>142,286</b>
<b>Excess Operating Revenue Over Operating Expenses</b>	<b>24,137</b>	<b>(1,577)</b>	<b>25,714</b>	<b>184,471</b>	<b>(11,039)</b>	<b>195,510</b>



HOUSING AUTHORITY OF SAVANNAH, GA  
Housing Choice Voucher - Program  
For October 2024  
FDS Budget vs Actual - Summary

	MTD	MTD	Variance	YTD	YTD	Variance
	Actual	Budget	Amount	Actual	Budget	Amount
<b>REVENUE</b>						
HUD Operating Grants: HCV	1,999,622	2,763,850	(764,228)	19,876,070	19,346,950	529,120
Fraud-HAP	-	208	(208)	30,538	1,456	29,082
FSS Forfeiture Income	-	847	(847)	-	5,929	(5,929)
<i>Total Revenue</i>	<b>1,999,622</b>	<b>2,764,905</b>	<b>(765,283)</b>	<b>19,906,608</b>	<b>19,354,335</b>	<b>552,273</b>
<b>EXPENSES</b>						
Total Housing Assistance Payments	2,254,234	2,764,912	510,678	15,483,908	19,354,384	3,870,476
Total Depreciation and Amortization	-	-	-	2,333	-	(2,333)
Total Other Expenses	(115,365)	792	116,157	(99,865)	5,544	105,409
<i>Total Expenses</i>	<b>2,138,869</b>	<b>2,765,704</b>	<b>626,835</b>	<b>15,386,376</b>	<b>19,359,928</b>	<b>3,973,552</b>
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(139,247)</b>	<b>(799)</b>	<b>(138,448)</b>	<b>4,520,232</b>	<b>(5,593)</b>	<b>4,525,825</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
 Shelter Plus Care - Administrative  
 For October 2024

FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
Admin Fee Revenue: SPC	6,873	8,590	(1,717)	59,058	60,130	(1,072)
Investment Revenue - Unrestricted	15	-	15	3,971	-	3,971
<i>Total Revenue</i>	<b>6,888</b>	<b>8,590</b>	<b>(1,702)</b>	<b>63,029</b>	<b>60,130</b>	<b>2,899</b>
<b>EXPENSES</b>						
Total Administrative	6,380	6,808	428	52,606	47,656	(4,950)
Total Tenant Services	-	-	-	-	-	-
Total Utilities	-	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-	-
Total Protective Services	-	-	-	-	-	-
Total Insurance Premiums	401	-	(401)	2,665	-	(2,665)
Total General Expenses	-	-	-	-	-	-
Total Interest Expense	-	-	-	-	-	-
<i>Total Operating Expenses</i>	<b>6,781</b>	<b>6,808</b>	<b>27</b>	<b>55,271</b>	<b>47,656</b>	<b>(7,615)</b>
<b>Excess Operating Revenue Over Operating Expenses</b>	<b>107</b>	<b>1,782</b>	<b>(1,675)</b>	<b>7,758</b>	<b>12,474</b>	<b>(4,716)</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
 Shelter Plus Care - Program  
 For October 2024  
 FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
HUD Operating Subs: Shelter Plus Care Grants	137,462	121,780	15,682	924,481	852,460	72,021
<i>Total Revenue</i>	<b>137,462</b>	<b>121,780</b>	<b>15,682</b>	<b>924,481</b>	<b>852,460</b>	<b>72,021</b>
<b>EXPENSES</b>						
Total Housing Assistance Payments	136,969	121,780	(15,189)	922,597	852,460	(70,137)
Total Depreciation and Amortization	-	-	-	-	-	-
Total Other Expenses	-	-	-	-	-	-
<i>Total Expenses</i>	<b>136,969</b>	<b>121,780</b>	<b>(15,189)</b>	<b>922,597</b>	<b>852,460</b>	<b>(70,137)</b>
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>493</b>	<b>-</b>	<b>493</b>	<b>1,884</b>	<b>-</b>	<b>1,884</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
 Single Room Occupancy - Administrative  
 For October 2024

FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
HUD Operating Subs: SRO Admin Fee	1,892	1,661	231	13,248	11,627	1,621
Investment Revenue - Unrestricted	6	255	(249)	8,173	1,785	6,388
Misc Income Account	-	294	(294)	-	2,058	(2,058)
<i>Total Revenue</i>	<b>1,898</b>	<b>2,210</b>	<b>(312)</b>	<b>21,421</b>	<b>15,470</b>	<b>5,951</b>
<b>EXPENSES</b>						
Total Administrative	2,596	5,024	2,428	21,068	35,168	14,100
Total Tenant Services	-	-	-	-	-	-
Total Utilities	-	13	13	-	91	91
Total Maintenance and Operations	-	32	32	-	224	224
Total Protective Services	-	1	1	-	7	7
Total Insurance Premiums	151	38	(113)	999	266	(733)
Total General Expenses	-	-	-	-	-	-
Total Interest Expense	-	-	-	-	-	-
<i>Total Operating Expenses</i>	<b>2,747</b>	<b>5,108</b>	<b>2,361</b>	<b>22,067</b>	<b>35,756</b>	<b>13,689</b>
<b>Excess Operating Revenue Over Operating Expenses</b>	<b>(849)</b>	<b>(2,898)</b>	<b>2,049</b>	<b>(646)</b>	<b>(20,286)</b>	<b>19,640</b>

HOUSING AUTHORITY OF SAVANNAH, GA  
 Single Room Occupancy - Program  
 For October 2024

FDS Budget vs Actual - Summary

	MTD Actual	MTD Budget	Variance Amount	YTD Actual	YTD Budget	Variance Amount
<b>REVENUE</b>						
HUD Operating Subs: SRO	6,828	7,060	(232)	47,800	49,420	(1,620)
<i>Total Revenue</i>	<b>6,828</b>	<b>7,060</b>	<b>(232)</b>	<b>47,800</b>	<b>49,420</b>	<b>(1,620)</b>
<b>EXPENSES</b>						
Total Housing Assistance Payments	5,306	7,060	1,754	41,239	49,420	8,181
Total Depreciation and Amortization	-	-	-	-	-	-
Total Other Expenses	-	-	-	-	-	-
<i>Total Expenses</i>	<b>5,306</b>	<b>7,060</b>	<b>1,754</b>	<b>41,239</b>	<b>49,420</b>	<b>8,181</b>
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>1,522</b>	<b>-</b>	<b>1,522</b>	<b>6,561</b>	<b>-</b>	<b>6,561</b>



## Agenda Item No. 2 – *New Business* FUTURE PARTNERSHIP WITH PACES PRESERVATION PARTNERS, LLC

### **RECOMMENDED ACTION:**

Approve a Resolution authorizing HAS to take necessary steps for entering a Development Agreement with Paces Preservation Partners, LLC, and developing senior affordable units on three vacant parcels located in the area formerly known as Blackshear Homes.

### **BACKGROUND:**

Edgar Blackshear Homes was a conventional public housing property owned and managed by HAS from 1984 until 2016, when a Rental Assistance Demonstration (“RAD”) conversion took place. Through funding made available by the conversion, a total of 74 Blackshear units were renovated and 26 remaining units were demolished. The demolition resulted in approximately 5 (five) acres of vacant Blackshear land, currently awaiting development.

In June 2024, the Housing Authority of Savannah (“HAS”) received from Paces Preservation Partners, LLC (“Paces”) a proposal for development of 86 (eighty-six) affordable housing units for seniors on the vacant Blackshear sites. The proposal was result of a Request for Proposals (“RFP”) issued by HAS in December 2022, with the goal of developing and/or preserving affordable housing units through the new Faircloth-to-RAD program authorized by HUD in April 2021. Through the program, HAS can utilize its Faircloth authority (a cap on the number of public housing units established by Congress in 1998) to develop new public housing units using the mixed-finance model, with pre-approval to convert the units to RAD after construction.

Paces Preservation Partners, LLC, is a partnership between the Paces Foundation, Inc., a nonprofit affordable housing developer based in Smyrna, GA, and Soho Realty Development, LLC, a multi-family developer from Tampa, FL. The partners have extensive RAD experience and have successfully closed affordable housing deals in Georgia utilizing the Low-Income Housing Tax Credit program (“LIHTC”). The proposal submitted to HAS forecasts 9% LIHTC as the main funding source, with an application expected to be submitted to the Georgia Department of Community Affairs (“DCA”) in May 2025. Among the 86 units, 30 (thirty) are forecasted to be under the Faircloth-to-RAD program and set aside for seniors of very low income.

### **ANALYSIS:**

HAS believes the proposed development is aligned with strategies established by the East Savannah Gateway Transformation Plan adopted by the City of Savannah in 2014, such as the development of quality affordable housing, in-fill development, and the revitalization of the Wheaton Street corridor. Besides supporting these strategies, the proposed development would benefit people who are 55 and older, which is supported by a recent market study conducted by the Real Property Research Group stating that senior households are increasing at a significantly

fast rate in the market area (census tracts in and surrounding downtown Savannah). Senior households in the market area, according to the study, have incomes 37% below the median income in Chatham County.

For formalizing its engagement with Paces, HAS intends to enter into a Development Agreement that will establish roles and responsibilities of both parties, as well as the forecasted project schedule and budget. Additionally, to formalize its intent to develop Faircloth-to-RAD units, HAS plans to submit to HUD's RAD Resource Desk a request for Notice of Anticipated RAD Rents ("NARR"). HUD's issuance of the NARR will confirm that HAS has reserved conversion authority under RAD.

### **LEGAL CONSIDERATIONS:**

The Development Agreement will be prepared by Paces and HAS legal counsels, and presented for approval by the Board of Commissioners in the first quarter of 2025.

### **FINANCIAL AND OTHER CONSIDERATIONS:**

Besides its participation as a ground lessor, HAS expects to be a co-developer and member of the managing member of the entity owning the property, receiving a minimum of 30% of development fees. The responsibilities of HAS should be long-term obligations only, with pre-development costs being entirely covered by Paces.

### **BOARD CONSIDERATION AND ACTION:**

To review and adopt the Resolution that authorizes HAS to negotiate terms of a Development Agreement with Paces Preservation Partners, LLC, and to submit to HUD a Notice of Anticipated RAD Rents (NARR) request with the purpose of reserving RAD conversion authority.

**RESOLUTION NO. 12-24-01**

**RESOLUTION OF THE HOUSING AUTHORITY OF SAVANNAH BOARD OF COMMISSIONERS AUTHORIZING NEGOTIATION WITH PACES PRESERVATION PARTNERS, LLC**

WHEREAS, in April 2021 the U.S. Department of Housing and Urban Development (“HUD”) published guidelines of a new development method for Public Housing Authorities (“PHAs”) to leverage their ability to create new federally assisted public housing while receiving pre-approval to convert the property to a long-term Section 8 contract via the Rental Assistance Demonstration program (“RAD”). The method was named Faircloth-to-RAD;

WHEREAS, with the purpose of advancing its mission to create and preserve housing units that are affordable to very low income families, in December 2022 the Housing Authority of Savannah (“HAS”) issued a Request for Proposals (“RFP”) seeking to select proposals for Faircloth-to-RAD development from reputable developers of multifamily rental properties;

WHEREAS, in June 2024 the RFP was closed and evaluation of proposals was initiated by HAS for their completeness, financial feasibility, environmental impact, location, and developers’ experience;

WHEREAS, a proposal submitted by Paces Preservation Partners, LLC (“Developer”) was favorably evaluated by HAS (“Proposal”) contemplating development of eighty six senior units on vacant parcels owned by HAS within the former Blackshear Homes neighborhood;

WHEREAS, the Developer proposes thirty of the eighty six units to be Faircloth-to-RAD units set aside for very low income seniors, and the remaining fifty six units to be affordable for seniors of low-to-moderate incomes;

WHEREAS, the proposal is aligned with recommendations in the East Savannah Gateway Transformation Plan adopted by the City of Savannah in May 2014, which included access to quality affordable housing as one of the guiding principles of neighborhood transformation;

NOW, THEREFORE, in connection with the proposed Faircloth-to-RAD development, the Board of Commissioners hereby adopt the following resolutions:

BE IT RESOLVED, that the Executive Director of HAS and/or her designee is hereby authorized to negotiate terms of a Development Agreement with Paces Preservation Partners, LLC, and to initiate the RAD transaction through the submission of a Notice of Anticipated RAD Rents (“NARR”) request to HUD;

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized and directed for and on behalf of, and as the act and deed of HAS, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Executive Director shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Executive



Director to such end are hereby expressly ratified and confirmed as the acts and deeds of HAS.

This resolution shall be in full force and effect from and upon its adoption.

*[Remainder of page intentionally left blank for signature]*

PASSED this day of December, 2024.

HOUSING AUTHORITY OF SAVANNAH

By: \_\_\_\_\_  
Dr. M. Ann Levett, Chairwoman

Attest:

\_\_\_\_\_  
Evette Hester, Secretary



## Agenda Item No. 3 – *New Business* PERSONNEL POLICY REVISION

### RECOMMENDED ACTION:

Consider for adoption a revision to the Personnel Policy with an effective date of December 11, 2024.

### BACKGROUND:

A review of the Personnel Policy is undertaken to:

- 1) Stay compliant with applicable laws and regulations,
- 2) Adopt best practices in the employment arena,
- 3) Address concerns expressed by staff,
- 4) Review benefits for any recent changes, and
- 5) Maintain compliance with Housing Authority Insurance Group requirements.

### ANALYSIS:

The Director of Human Resources has recently reviewed the Housing Authority of Savannah’s (HAS) existing Personnel Policy Manual. In consultation with the Executive Director and HAS’ attorney of record, a revision to the Housing Authority of Savannah’s Personnel Policy Manual is being proposed.

The proposed change is provided below:

- “Temporary-Appointment Employee” has been added as a type of employee and, subsequently, defined (**Definition of Terms, page 6**):
  - *An employee with a temporary appointment (full or part-time) is one who is hired to fill a position on a temporary basis and has been informed of the appointment type. An employee can serve on such an appointment for a maximum of six months in a calendar year. At the sole discretion of the Executive Director, the timeframe for temporary appointments may be extended. The employee does not accrue Paid Time Off (PTO) leave, is not paid for holidays, and is not eligible for benefits. A temporary appointment is offered at the sole discretion of the Executive Director and terminated at any time.*

### COMMENTS:

None

### LEGAL CONSIDERATIONS:

The proposed revised Personnel Policy has been reviewed by legal counsel. Counsel concurs with these revisions, additions and updates.

## **FINANCIAL CONSIDERATIONS:**

None

## **BOARD CONSIDERATION AND ACTION:**

*The staff recommendation is to adopt Board Resolution No. 12-24-02 adopting the Revised Personnel Policy with an effective date of December 11, 2024.*

**RESOLUTION NO. 12-24-02**

**RESOLUTION OF THE HOUSING AUTHORITY OF SAVANNAH BOARD OF COMMISSIONERS ADOPTING A REVISION TO HOUSING AUTHORITY OF SAVANNAH PERSONNEL POLICY MANUAL**

WHEREAS, the Housing Authority of Savannah (HAS) provides its employees with a Personnel Policy Manual outlining important policies and procedures regarding employment with HAS;

WHEREAS, “Temporary-Appointment Employee” has been added to the Personnel Policy Manual as a type of employee and, subsequently, defined (**Definition of Terms, page 6**):

*An employee with a temporary appointment (full or part-time) is one who is hired to fill a position on a temporary basis and has been informed of the appointment type. An employee can serve on such an appointment for a maximum of six months in a calendar year. At the sole discretion of the Executive Director, the timeframe for temporary appointments may be extended. The employee does not accrue Paid Time Off (PTO) leave, is not paid for holidays, and is not eligible for benefits. A temporary appointment is offered at the sole discretion of the Executive Director and terminated at any time.*

NOW, THEREFORE, BE IT RESOLVED, that HAS hereby adopts the updated Personnel Policy Manual to be effective December 11, 2024.

PASSED this 10<sup>th</sup> day of December, 2024.

HOUSING AUTHORITY OF SAVANNAH

By: \_\_\_\_\_  
Dr. M. Ann Levett, Chairwoman

Attest:

\_\_\_\_\_  
Evette Hester, Secretary



**Agenda Item No. 4 – *New Business***  
**BOARD RESOLUTION FOR BANKING SIGNATORY**  
**AUTHORIZATION FOR EXECUTIVE DIRECTOR AND**  
**REMOVAL OF PREVIOUS SIGNATORIES**

**RECOMMENDED ACTION:**

Adopt the following Board Resolution No. 12-24-03.

**BACKGROUND:**

With recent changes to the officers of the Housing Authority of Savannah, it is necessary to update accounts with the financial institutions with which HAS conducts business.

**ANALYSIS:**

First Citizens Bank requires updated Corporate Resolutions and Certificates of Incumbency for Officers of the Housing Authority of Savannah, along with signatory updates to various accounts with our other financial institutions. These updates will authorize the signature of incoming Executive Director Evette Hester and the removal of retired Executive Director Earline Davis and former Deputy Director Kenneth Clark from all banking and financial documents.

**COMMENTS:**

The Director of Finance will be available to answer any questions at Tuesday's meeting.

**BOARD CONSIDERATION AND ACTION:**

Adopt the following Board Resolution No. 12-24-03, authorizing the Housing Authority of Savannah to make the above referenced changes.

**RESOLUTION NO. 12-24-03**

**RESOLUTION OF THE HOUSING AUTHORITY OF SAVANNAH BOARD OF COMMISSIONERS ADOPTING BANKING SIGNATORY AUTHORIZATION FOR EXECUTIVE DIRECTOR AND REMOVAL OF PREVIOUS SIGNATORIES**

WHEREAS, the Housing Authority of Savannah is currently under a procured banking contract with First Citizens Bank; and utilizes financial services with U.S. Bank and Wells Fargo Financial Services Institution; and

WHEREAS, Earline Davis, retired as the CEO/Executive Director of Housing Authority of Savannah effective December 1, 2024; and

WHEREAS, Kenneth Clark, resigned from his position as Deputy Director on August 9, 2024 and;

WHEREAS, Evette Hester was hired as the incoming CEO/Executive Director of the Housing Authority of Savannah on December 2, 2024; and

WHEREAS, First Citizens Bank requires updated Corporate Resolutions and Certificates of Incumbency for Officers of the Housing Authority of Savannah for deposit and deposit-related services.

NOW THEREFORE, IT IS HEREBY RESOLVED that the Board of Commissioners of the Housing Authority of Savannah authorizes the signatures of the incoming Executive Director, Evette Hester to Corporate Resolutions, Certificate of Incumbency and Account Signature Cards for all accounts with First Citizens Bank, U.S. Bank, and Wells Fargo Financial Services Institution and to remove Earline Davis and Kenneth Clark from all banking and credit card accounts.

ADOPTED THIS 10TH DAY OF DECEMBER, 2024.

HOUSING AUTHORITY OF SAVANNAH

By: \_\_\_\_\_  
Dr. M. Ann Levett, Chairwoman

ATTEST:

\_\_\_\_\_  
Evette Hester, Secretary