



**PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, October 23, 2014, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103**

The regular meeting of the Philadelphia Housing Authority ("PHA") Board of Commissioners was brought to order at approximately 3:05 p.m. by the Chair, Lynette Brown-Sow. Vice Chair Wetzel and Commissioners Danzy, Coney, Camarda, Murphy and Wise were in attendance, as well as President & CEO, Kelvin Jeremiah ("CEO Jeremiah") and Board Secretary and General Counsel, Barbara Adams. The Chair began the meeting by requesting a moment of silent reflection.

CEO Jeremiah reviewed the procedure for public comment and noted the following recent events: 1) Resident Council leaders received training conferences sponsored by PHA's Office of Community Operations and Resident Development; 2) Philadelphia Housing Authority Development Corporation was awarded a \$115,000 grant from the Wells Fargo Housing Foundation to purchase affordable homeownership and rental properties; 3) PhillySEEDS received national recognition from Multifamily Executive Magazine and its scholarship program received a Merit Award; 4) HUD awarded PHA a \$410,000 grant to support 6 Family Self-Sufficiency ("FSS") Coordinators; 5) the Department of Health and Human Services awarded PHA \$100,000 for the Assets for Independence Program; 6) PHA received an award of 91 additional Veterans Affairs Supportive Housing vouchers; and 7) 104 residents have purchased homes and received matching funds from PHA to help with closing costs and down payments, over the course of 4 years.

CEO Jeremiah then stated that, starting with this meeting, PHA will highlight a PHA resident who, through personal initiative, is on a path to prosperity or is doing the hard work to achieve self-sufficiency. The person highlighted at this meeting was Terry Summers, a PHA resident who successfully completed the FSS Program and received her bachelor's degree in behavioral health and human services from Philadelphia University last year and is now working full-time at PHA as a FSS Coordinator herself.

Continuing PHA's new employee recognition program, which began last month, Joanne Strauss introduced the winner for October Employee of the Month, Jessica Millsip, an Administrative Assistant II, who was presented with a check for \$250.00 and a certificate.

The Chair then inquired whether there were any corrections to the minutes of the Board meeting of July 17, 2014. As there were none, the minutes were accepted as submitted.

The second annual Sustainability Report, attached hereto as Appendix 1, was then presented by Michael Johns, Senior Executive Vice-President- Capital Projects and Development, for the period from August 2013 - August 2014.

Four resolutions were presented, all of which were unanimously approved.

Resolution 11735, attached in Appendix 2, was presented by Janea Jordon, Executive Vice President - Office of Audit and Compliance, for the Board to authorize an amendment to the Charter of the Audit Committee, as established by Resolution Number 11571, on November 30, 2012. In addition to non-substantive changes, the amendment allows for the members of the Audit Committee to vote to select their Chair and Vice-Chair, from Board of Commissioner members who are also on the Audit Committee. Commissioner Murphy, as Chair of the Audit Committee that proposed the resolution, moved for its approval. The motion was seconded and Commissioner Murphy noted that the Audit Committee recommended approval of the resolution. Following the opportunity for public comment, of which there was none, and there being no further discussion, the resolution was unanimously approved.

Resolution 11736, attached in Appendix 2 was presented by David Walsh, Executive Vice President- Supply Chain Management ("EVP-SCM"), to authorize PHA to contract with Watts Industries, Inc., to provide window washing services, in a total aggregate amount, if all options are exercised, not to exceed five hundred seventy-two thousand seven hundred forty-two dollars (\$572,742.00). Commissioner Murphy, as a member of the Resident Services Committee that reviewed the resolution, moved for its approval. The motion was seconded and Commissioner Murphy noted that the reviewing Committee recommended approval of the resolution. Following public comment and there being no further discussion, the resolution was unanimously approved.

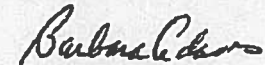
Resolution 11737, attached in Appendix 2, was presented by David Walsh, EVP-SCM, to authorize PHA to contract with Duvernay & Brooks LLC and CSG Advisors, Inc., to provide technical assistance to support PHA with its public housing and affiliated real estate development efforts and other housing and economic development opportunities. The total aggregate amount to be expended under the two contracts, including the exercise of any options, is not to exceed one million dollars (\$1,000,000.00). Vice-Chair Wetzel, as a member of the Finance Committee that reviewed the resolution, moved for its approval. The motion was seconded and Vice-Chair Wetzel noted that the reviewing Committee recommended approval of the resolution. Following the opportunity for public comment, of which there was none, and there being no further discussion, the resolution was unanimously approved.

Resolution 11738, attached in Appendix 2, was presented by David Walsh, EVP-SCM, to authorize PHA to contract with Donato Spaventa and Sons, Inc. for ready mix concrete supply services, in a total aggregate amount, if all options are exercised, not to exceed two million thirty-seven thousand seven hundred fifty dollars (\$2,037,750.00). Vice-Chair Wetzel, as a member of the Finance Committee that reviewed the resolution, moved for its approval. The motion was seconded and Vice-Chair Wetzel noted that the reviewing Committee recommended approval of the resolution. Following public comment and there being no further discussion, the resolution was unanimously approved.

The public comment period was then held, beginning at approximately 3:35 p.m., after which the Chair adjourned the meeting at approximately 4:00 p.m.

The sign-up sheet with the names of members of the public speaking on specific resolutions, as well as the sign-up sheet for members of the public speaking in the General Comment Period, with a designation of the topic, is attached as Appendix 3.

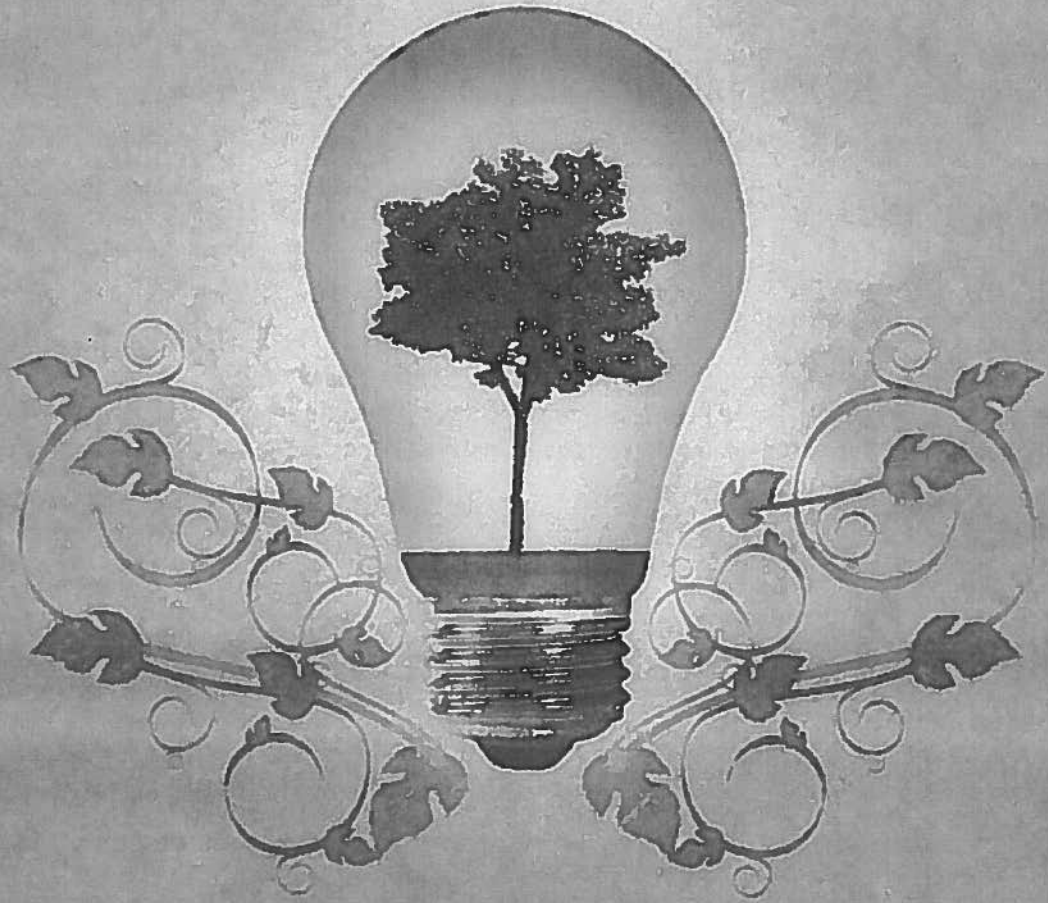
Respectfully submitted,



Barbara Adams
Secretary
Philadelphia Housing Authority

APPENDIX 1

Sustainability Report; August 2013-2014



Philadelphia Housing Authority
SUSTAINABILITY ACCOMPLISHMENTS

REPORT

August 2013 - August 2014



Philadelphia Housing Authority

PHILADELPHIA HOUSING AUTHORITY

SUSTAINABILITY ACCOMPLISHMENTS REPORT

August 2013- August 2014

Barbara Moore, Sustainability Coordinator
September 23, 2014

On August 24, 2012, the PHA Board of Commissioner adopted The Philadelphia Housing Authority Sustainability Policy. In August 2013, the first Sustainability Accomplishments Report was presented to the Board, summarizing the major actions completed in furtherance of the Sustainability Policy. The following are the accomplishments of the 12 months since August 2013.

1. **The Better Buildings Challenge.** In October 2013, PHA signed on as a partner in the Better Buildings Challenge (BBC), a major joint initiative of EPA, DOE and HUD. This commits PHA to reduce energy consumption by 20% within 10 years. It also gives PHA access to many valuable resources.
 - a. To track results against the 20% energy reduction commitment, the BBC requires PHA to 'benchmark' its entire portfolio by reporting past energy consumption. The benchmarking process is about 35% complete.
 - b. As a BBC partner, PHA must also establish a 'profile project' for energy retrofit. Our profile project is Morton Homes, the energy efficiency measures have been selected, and we expect the work to be completed by the BBC's deadline of June, 2015.
 - c. To assure that PHA meets the 20% BBC commitment, an internal energy working group is actively working on ten (10) initiatives to reduce energy and water consumption.
2. **Benchmarking Grant.** PHA was awarded a \$50,000 grant from the Energy Foundation to begin benchmarking its energy and water consumption, in order to meet the BBC's requirement. Working with the advisors funded by the grant, PHA has begun to compile a comprehensive database of its energy consumption and expense.
3. **Environmental Defense Fund Support.** For a third summer, PHA hosted an EDF Fellow, who coordinated the PHA benchmarking effort.
4. **In-Kind Benefits.** PECO, a BBC ally, has committed to provide PHA with 10,000 CFL light bulbs and 1,000 energy efficient refrigerators. Implementation has begun: PECO has already distributed 3200 light bulbs and is reviewing the first 219 requests for refrigerators.
5. **Greenbuild Representation.** In November 2013, PHA's Sustainability Coordinator, Barbara Moore, attended 'Greenbuild International Conference & Expo,' the world's largest conference and expo dedicated to green building and to transforming affordable housing and community

development. Ms. Moore received a full scholarship from the Delaware Valley Green Build Council to attend the conference.

6. Recycling. PHA has implemented single stream recycling in 5 locations (Admissions, Penrose, GGFE, 23rd St and Bartram); since implementing in February 2014, we have diverted 496 tons of waste from landfills. PHA has also continued its in-house recycling program this past year, capturing and selling 166,749 pounds of recyclable boxes, scrap metal and appliances, generating \$13,440 in revenue, and saving \$25,970 in dumpster costs. Since its implementation in November 2011, this in-house recycling program has sold 393,000 pounds (nearly 200 tons) of waste materials, generated revenues of \$40,518, and saved \$127,746 in dumpster costs.

7. HUD Grant. PHA was awarded a HUD technical assistance grant to establish a protocol for Energy Efficient Unit turnover when tenants vacate, and provide staff training. The protocol has been completed; training will be completed by December 2014.

8. Environmental Protection Agency Training and Jobs for Residents. The EPA has provided funding of \$199,205 to train 25 PHA residents in waste remediation and environmental health and safety. The 25 trainees will be selected from 80 applicants referred by PHA from its \$3 job bank registry. Each trainee will receive 262 hours of instruction and, on completion, certification and job placement in a full time position with one of 25 participating companies in the Philadelphia area. This training program was recognized as the Interstate Renewable Energy Council's 2013 Clean Energy Training Program of the Year.

9. Vehicles. PHA purchased 63 fuel efficient vehicles.

10. Training. 3 PHA staff attended a HUD-sponsored training on 'Energy Procurement' offered by the Association of Energy Engineers.

11. City-Wide Initiatives. PHA's Sustainability Coordinator was invited by the Philadelphia Energy Authority to participate in the "Energy Salon," a group convened by the Authority and comprised of various stakeholders involved with energy efficiency matters. The Salon meets quarterly to discuss important energy issues. The PHA Sustainability Coordinator is also a member of the Philadelphia Solar Working Group which will develop proposals for solar incentives with a goal of 20,000 homes powered by solar by 2025.

APPENDIX 2

THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS

12 S. 23rd St.

PHILADELPHIA, PA 19103

THURSDAY, OCTOBER 23, 2014, at 3 p.m.

AGENDA

- A. **Call to Order** Lynette M. Brown-Sow, Chair of the Board of Commissioners
The Philadelphia Housing Authority Board of Commissioners
- B. **Remarks** Lynette M. Brown-Sow, Chair of the Board of Commissioners
Kelvin A. Jeremiah, President & CEO
- C. **Presentation of Sustainability Report**
(Michael Johns)
- D. **Approval of Minutes** of the Board Meeting held September 25, 2014, as distributed.
- E. **New Business**
1. **RESOLUTION AMENDING THE CHARTER OF THE PHILADELPHIA HOUSING
AUTHORITY AUDIT COMMITTEE REGARDING SELECTION OF THE POSITIONS
OF CHAIR AND VICE-CHAIR OF THE COMMITTEE**
(Janea Jordan)
2. **RESOLUTION AUTHORIZING A CONTRACT WITH WATTS INDUSTRIES, INC. FOR
WINDOW WASHING SERVICES**
(David Walsh)
3. **RESOLUTION AUTHORIZING A CONTRACT WITH DUVERNAY & BROOKS
LLC AND CSG ADVISORS, INCORPORATED FOR DEVELOPMENT
INITIATIVE CONSULTING SERVICES**
(David Walsh)
4. **RESOLUTION AUTHORIZING A CONTRACT WITH DONATO SPAVENTA AND
SONS, INC. FOR READY MIX CONCRETE SUPPLY SERVICES**
(David Walsh)
- F. **Public Comment Period**

RESOLUTION NO. 11735

**RESOLUTION AMENDING THE CHARTER OF THE PHILADELPHIA HOUSING AUTHORITY
AUDIT COMMITTEE REGARDING SELECTION OF THE POSITIONS OF CHAIR AND VICE-
CHAIR OF THE COMMITTEE**

WHEREAS, the Philadelphia Housing Authority ("PHA") created an Audit Committee ("Committee"), by Resolution Number 11571, on November 30, 2012; and

WHEREAS, under the Audit Committee Charter approved by Resolution 11571 ("original charter"), there are to be seven members of the Committee: five (5) voting members, which shall be the Vice Chair of the PHA Board and four (4) independent members who will not be PHA employees, and two (2) advisory members, which shall be the Director of PHA's Office of Audit and Compliance and PHA's Deputy Executive Director of Finance; and

WHEREAS, under the original charter, the PHA Board Vice-Chair "will serve as the Audit Committee's first Chairman," but "any time after the Committee is established, the Chairman of the Committee shall be selected from the Committee members by the members;" and

WHEREAS, the Committee wishes to amend its charter to provide for election by the Committee of the Chair and Vice Chair of the Committee, both of whom shall be members of the Committee and Commissioners of the PHA Board of Commissioners, as well as making other non-substantive changes (the entire proposed charter is attached to this resolution); and

WHEREAS, the proposed amendment to Section II states as follows:

The Committee shall consist of seven (7) members; five (5) voting members, and two (2) non-voting members, serving as advisors to the Committee. The Committee's voting members shall elect the Committee's Chair and Vice Chair. The Chair and the Vice Chair shall be selected from members of the PHA's Board of Commissioners who are also members of the Committee. At least four (4) independent members shall be selected from outside of PHA (PHA employees are excluded from being an independent member). PHA's Executive Vice President ("EVP") of the Office of Audit and Compliance and PHA's Senior Executive Vice President of Finance - Chief Financial Officer shall comprise the remaining advisory members of the Committee.

WHEREAS, the existing Section II states as follows:

The Audit Committee shall consist of seven (7) members; five (5) voting members; and two (2) non-voting members serving as advisors to the Committee. The PHA Board's Vice-Chairman will be a member of the Audit Committee and serve as the Audit Committee's first Chairman. At least four (4) independent members shall be selected from outside of PHA. PHA's Director of Audit and Compliance and PHA's Deputy Executive Director of Finance - Chief Financial Officer shall comprise the two non-voting members of the Committee. At any time after the Committee is established, the Chairman of the Committee shall be selected from among the Committee members by the members.

BE IT RESOLVED, that the PHA Board of Commissioners hereby approves the amendment to the Audit Committee Charter, as set forth above and attached hereto, effective immediately.

I hereby certify that this was

APPROVED BY THE BOARD ON 10/23/14

Barbara Adams, General Counsel

ATTORNEY FOR PHA

ATTACHMENT TO RESOLUTION FOR AMENDMENT TO CHARTER OF THE AUDIT COMMITTEE

**PHILADELPHIA HOUSING AUTHORITY
AUDIT COMMITTEE CHARTER, as amended on October 23, 2014**

Section I. Purpose

The Audit Committee ("Committee") is established by the Philadelphia Housing Authority ("PHA") Board of Commissioners ("Board") for the primary purpose of assisting the Board in overseeing the:

- Integrity of PHA's financial reporting, including assessing the independent auditor's qualification and independence;
- Adequacy of PHA's internal controls, including the performance of PHA's internal audit function; and
- Compliance with statutory and regulatory requirements.

The Committee should facilitate open communication among the independent auditor for PHA; PHA's Office of Audit and Compliance, Executive Office, and Finance Department; and the PHA Board.

The Committee will primarily fulfill its responsibilities by carrying out the activities described in Section V of this Charter.

Section II. Membership

The Committee shall consist of seven (7) members; five (5) voting members, and two (2) non-voting members, serving as advisors to the Committee. The Committee's voting members shall elect the Committee's Chair and Vice Chair. The Chair and the Vice Chair shall be selected from members of the PHA's Board of Commissioners who are also members of the Committee. At least four (4) independent members shall be selected from outside of PHA (PHA employees are excluded from being an independent member). PHA's Executive Vice President ("EVP") of the Office of Audit and Compliance and PHA's Senior Executive Vice President of Finance - Chief Financial Officer shall comprise the remaining advisory members of the Committee.

Section III. Independent Members

The Board shall select the Independent Members, who shall serve for a two-year period that may be renewed by the Board from time to time. In the spirit of recent federal legislation (Sarbanes-Oxley Act of 2002) and the accompanying Securities and Exchange Commission's implementing rule that pertains to publicly traded companies, the Board will attempt to select as an Independent Member a person who meets the definition of an "audit committee financial expert" with the following attributes:

- An understanding of financial statements and generally accepted accounting principles.
- An ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves.
- Experience in preparing, auditing, analyzing or evaluating financial statements that present a level of complexity of accounting issues generally comparable to what could be raised by PHA's financial statements or experience actively supervising one or more persons engaged in such activities.
- An understanding of internal controls and procedures for financial reporting.
- An understanding of audit committee functions.

- An understanding of public housing programs, including federal, state and local public housing rules, regulations, budget and finance.

Each Independent Member will serve without salary.

PHA shall provide for the defense and indemnification of each Independent Member in a civil action or proceeding in any state or federal court, arising out of any alleged act or omission which PHA finds occurred while the Independent Member was acting within the scope of the terms of this Charter and was not in violation of any rule or regulation of PHA at the time the alleged act or omission occurred.

Section IV. Frequency of Meetings

The Audit Committee shall meet on an as needed basis but not less than four times a year. Minutes of each meeting will be taken. The Audit Committee will report to the Board on an as needed basis but not less than once a year. A majority shall constitute a quorum. An agenda will be prepared for each meeting and sent to each Audit Committee member in advance of such meeting. All actions of the Audit Committee will be by a majority vote. Unless otherwise instructed, the Internal Audit Manager of PHA's Office of Audit and Compliance will attend all Audit Committee meetings, which may be in executive sessions at the request of the EVP of the Office of Audit and Compliance. Any other attendees must be by Audit Committee invitation only.

Section V. Responsibilities and Duties

To fulfill its responsibilities and duties, the Audit Committee shall:

A. Integrity of Financial Reporting

1. Recommend to the Board the appointment of the independent auditor responsible for conducting the annual Single Audit. The Audit Committee's recommendations will be based upon the recommendations of the PHA evaluation committee that reviews the proposals submitted in response to a Request for Proposals (RFP) issued by PHA, except in the event that a current auditor is recommended for another year under the option provisions of a contract awarded pursuant to an RFP, in which case the Committee's recommendations will be based upon the recommendations of the OAC following the latter's evaluation of the prior year's audit.
2. Monitor that open communication exists among the independent auditor, PHA's Executive Office, Finance Department and the Audit Committee including corrective action taken to address prior audit findings.
3. Understand all significant accounting judgments and estimates made by management in preparing the financial statements including the methodology used in making those estimates.
4. Determine that PHA management has a complete understanding of laws, regulations and agreements that could materially affect PHA's financial statements.
5. Meet with the independent auditor, President & CEO and PHA's Finance Department to discuss the audit scope including changes in the entity's operations and significant new issues and accounting policies and practices affecting PHA's financial statements. This meeting should occur prior to the start of the audit work.
6. Meet with the independent auditor, President & CEO and PHA's Finance Department after the completion of the audit work but prior to the issuance of the

final reports to discuss the audit results and draft documents. Review the independent auditor's opinion regarding whether (1) the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles, and (2) the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements taken as a whole. In addition, the Audit Committee should discuss the report of the independent auditors on compliance and on internal control over financial reporting.

B. Adequacy of Internal Controls

1. Determine that the PHA has written control procedures in place including current accounting policy and procedure manuals. In addition, ensure that these policies and procedures are effectively communicated to employees.
2. Understand PHA's key performance indicators and the processes used to measure results against them.
3. Understand new significant program changes or initiatives and corresponding internal controls.
4. Understand the key operations and administrative risks facing PHA. Identification of these risks will be obtained from numerous sources including the independent auditor, PHA's management, the Office of Audit and Compliance and external auditors.
5. Understand PHA's internal controls to address these risks including relevant policies and procedures.
6. Review the Office of Audit and Compliance's annual audit plan including any changes to the plan. Review the Office of Audit and Compliance's audit reports to ensure that relevant, quality audits of PHA's operations including significant risk areas are done in a timely, complete and professional manner.
7. Review assessments of the adequacy of existing internal controls to address risk. Sources of these assessments include the independent auditor, other external auditors, President & CEO, Office of Audit and Compliance and PHA's Finance and Information Systems Departments.
8. Review management responses to audit findings including the independent auditor's report to management to determine if appropriate and timely corrective actions were taken. Follow-up with management in instances where corrective action has not been taken.

C. Compliance with Statutory and Regulatory Requirements

1. Obtain an understanding of PHA's written policies and procedures to ensure that they comply with applicable laws and regulations.
2. Review assessment of compliance with applicable laws and regulations from the independent auditor, President & CEO, the Office of Audit and Compliance, and General Counsel.

Section VI. Reports

The Audit Committee shall report periodically to the Board regarding the Audit Committee's activities. In addition, the Audit Committee will submit a written, annual report to the Board summarizing its activities.

RESOLUTION NO. 11736

RESOLUTION AUTHORIZING A CONTRACT WITH WATTS INDUSTRIES, INC. FOR WINDOW WASHING SERVICES

WHEREAS, The Philadelphia Housing Authority ("PHA") has identified a need for window washing services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was mailed to the appropriate companies on the PHA Outreach List and distributed to those who responded to the invitation through the publications; and

WHEREAS, the proposals were reviewed and evaluated by the evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that contract be awarded to Watts Industries, Inc.; and

WHEREAS, it is further recommended that the contract for Watts Industries, Inc. be for a total amount not to exceed five hundred seventy-two thousand seven hundred forty-two dollars (\$572,742.00), with a two-year base period and three-year option periods as follows:

- 1) The not-to-exceed amount for the two-year base period is two hundred twenty-six thousand four hundred forty dollars (\$226,440.00);
- 2) The not-to exceed amount for the first one-year option period is one hundred thirteen thousand two hundred twenty dollars (\$113,220.00);
- 3) The not-to-exceed amount for the second one-year option period is one hundred fifteen thousand four hundred eighty-four dollars (\$115,484.00); and
- 4) The not-to-exceed amount for the third one-year option period is one hundred seventeen thousand five hundred ninety-eight dollars (\$117,598.00);

BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute a contract with Watts Industries, Inc. in a total amount not to exceed five hundred seventy-two thousand seven hundred forty-two dollars (\$572,742.00) subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract, including determining whether the options available under the contract shall be exercised.

I hereby certify that this was

APPROVED BY THE BOARD ON 10/23/14

William L. ...

ATTORNEY FOR PHA

RESOLUTION NO. 11737

RESOLUTION AUTHORIZING A CONTRACT WITH DUVERNAY & BROOKS LLC AND CSG ADVISORS, INCORPORATED FOR DEVELOPMENT INITIATIVE CONSULTING SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for consulting services to support real estate development efforts and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was mailed to the appropriate companies on PHA's Outreach List and distributed to those who responded to the invitation through the publications; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that contracts be awarded to Duvernay & Brooks LLC and CSG Advisors, Incorporated; and

WHEREAS, work is to be assigned amongst the two (2) awardees at the discretion of the Contracting Officer, based on need, performance and other legitimate business factors, and may be altered at any time during the course of this contract; and

WHEREAS, it is further recommended that both the contract for Duvernay & Brooks LLC and the separate contract for CSG Advisors, Incorporated, each be for a total amount not to exceed one million dollars (\$1,000,000.00), with a two-year base period and three one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year base period is four hundred thousand dollars (\$400,000.00); and
- 2) The not-to exceed amount for the first one-year option period is two hundred thousand dollars (\$200,000.00); and
- 3) The not-to-exceed amount for the second one-year option period is two hundred thousand dollars (\$200,000.00); and
- 4) The not-to-exceed amount for the third one-year option period is two hundred thousand dollars (\$200,000.00); and

WHEREAS, the total aggregate amount to be spent under the two contracts, including the exercise of any options, is not to exceed one million dollars (\$1,000,000.00);

BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute contracts with Duvernay & Brooks LLC and CSG Advisors, Incorporated, with the total aggregate expenditure under the two contracts not to exceed one million dollars (\$1,000,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 10/23/14
Robert Adams *Pauline Chubb*
ATTORNEY FOR PHA

RESOLUTION NO. 11738

RESOLUTION AUTHORIZING A CONTRACT WITH DONATO SPAVENTA AND SONS, INC. FOR READY MIX CONCRETE SUPPLY SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for ready mix concrete supply services and a Request for Proposal was developed for the selection of a company to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was mailed to the appropriate companies on PHA's Outreach List and distributed to those who responded to the invitation through the publications; and

WHEREAS, the sole proposal received was reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that a contract be awarded to Donato Spaventa and Sons, Inc.; and

WHEREAS, it is further recommended that the contract be for a total amount not to exceed two million thirty-seven thousand seven hundred fifty dollars (\$2,037,750.00), with a two-year base period and three one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year base period is seven hundred eighty-four thousand five hundred dollars (\$784,500.00);
- 2) The not-to exceed amount for the first one-year option period is four hundred two thousand seven hundred fifty dollars (\$402,750.00);
- 3) The not-to-exceed amount for the second one-year option period is four hundred seventeen thousand seven hundred fifty dollars (\$417,750.00); and
- 4) The not-to-exceed amount for the third one-year option period is four hundred thirty-two thousand seven hundred fifty dollars (\$432,750.00);

BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute a contract with Donato Spaventa and Sons, Inc., in a total amount not to exceed two million thirty-seven thousand seven hundred fifty dollars (\$2,037,750.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract, including determining whether the options available under the contract shall be exercised.

I hereby certify that this was

APPROVED BY THE BOARD ON 12/23/14

Bushra Adams, General Counsel
ATTORNEY FOR PHA

APPENDIX 3

**OCTOBER 23, 2014 SIGN-UP SHEET FOR
THE
GENERAL PUBLIC COMMENT PERIOD
AT THE END OF THE BOARD MEETING
(3 minutes per person)**



Please **PRINT** your name and generally identify your topic:

1. Name: Will Gonzalez
Maintenance Issue? Yes ___ No Other (topic): LATINO EQUITY

2. Name: Prince
Maintenance Issue? Yes ___ No ___ Other (topic): ADULT DAY CENTER ✓
- 2.5. Prince - suggested close-circuit cable TV for Bd mtgs.
3. Name: Prince
Maintenance Issue? Yes ___ No ___ Other (topic): Philly Seed.
4. Name: A. Stephens-Jones Pudos for PHA maintenance staff and PAPPIC. ✓
Maintenance Issue? Yes No ___ Other (topic): 17 Residents SUES
Concern re: PHA building that would tear down a mural and concern about the pace of progress w/ Hobbsford resident initiatives.
5. Name: Greg Brinkley
Maintenance Issue? Yes ___ No ___ Other (topic): _____
6. Name: Louise Hanible - Communication issues w/PHA phones.

**OCTOBER 23, 2014 SIGN-UP SHEET FOR
COMMENT ON SPECIFIC RESOLUTIONS
(3 minutes per person)**



Reso. #1: *Amendment to the Audit Committee Charter*

Reso. #2: *Window Washing Services*

Reso #3: *Development Initiative Consulting Services*

Reso. #4: *Ready Mix Concrete Supply Services*

**Please PRINT your name & check the number of the resolution on
which you wish to speak:**

1. Name: <u>Prince</u>	Reso. #1	<u>2</u> <input checked="" type="checkbox"/>	3	<u>4</u> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Name: _____	Reso. #1	<u>2</u> _____	3	<u>4</u> _____	
3. Name: _____	Reso. #1	<u>2</u> _____	3	<u>4</u> _____	
4. Name: _____	Reso. #1	<u>2</u> _____	3	<u>4</u> _____	
5. Name: _____	Reso. #1	<u>2</u> _____	3	<u>4</u> _____	
6. Name: _____	Reso. #1	<u>2</u> _____	3	<u>4</u> _____	
7. Name: _____	Reso. #1	<u>2</u> _____	3	<u>4</u> _____	
8. Name: _____	Reso. #1	<u>2</u> _____	3	<u>4</u> _____	
9. Name: _____	Reso. #1	<u>2</u> _____	3	<u>4</u> _____	