

board agenda

Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room 101
3/25/2014
10:00 a.m.

| | | |
|---|--|--------------------|
| Opening | Roll Call | Chairperson Payton |
| <input type="checkbox"/> Wayne Allen | Review/Approve Previous Meeting Minutes | Chairperson Payton |
| <input type="checkbox"/> Ben Burgland | Review/Ratify Feb 2014 Claims and Bills | Chairperson Payton |
| <input type="checkbox"/> Thomas Dunker | COCC: | \$ 34,393.49 |
| <input type="checkbox"/> Dale Parsons | Moon Towers: | \$ 72,574.76 |
| <input type="checkbox"/> Lomac Payton | Family: | \$ 76,253.99 |
| <input type="checkbox"/> Roger Peterson | Bluebell: | \$ 26,115.45 |
| <input type="checkbox"/> Paul Stewart | HCV: | \$ 11,256.48 |
| <u>Excused:</u> | Brentwood: | \$ 19,755.16 |
| | Prairieland: | \$ 21,147.39 |
| | Capital Fund '12: | \$ 0.00 |
| <u>Others Present:</u> | Capital Fund '13: | \$ 0.00 |
| | Ross Service Coordinator: | \$ 5,550.65 |
| | Review/Ratify Feb 2014 Financial Reports | Chairperson Payton |
| Old Business | None | |
| New Business | Review/Approve Resolution 2014-02 for KCHA FYE 03/31/2015 Budget Submission | Derek Antoine |
| | Review/Approve Resolution 2014-03 for KCHA Firearm Policy | Derek Antoine |
| | Review/Approve Resolution 2014-04 for Bad Debt Charge Off for Period Ending 03/31/2014 | Derek Antoine |
| | Review/Approve Resolution 2014-05 for Supply/Service Vendor Listing for FYE 03/31/2015 | Derek Antoine |
| | Review/Approve Resolution 2014-06 for Public Housing Utility Allowance Schedule for FYE 03/31/2015 | Derek Antoine |
| | Review/Approve Resolution 2014-07 for Housing Choice Voucher Utility Allowance Schedule for FYE 03/31/2015 | Derek Antoine |

board agenda

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|-----------------------|--|---------------|
| Reports | Executive Director Report | Derek Antoine |
| | KCHA Counsel Report | Jack Ball |
| Other Business | 360 Performance Evaluations and Engagement Surveys | Derek Antoine |
| Adjournment | | |

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
February 25, 2014**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at William Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT: Tom Dunker
 Dale Parsons
 Lomac Payton
 Roger Peterson
 Paul Stewart

EXCUSED: Wayne Allen
 Ben Burgland

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Attorney; and Allison Goodrich, Register Mail.

Vice-Chairperson Peterson called the meeting to order at 10:00 a.m. Vice-Chairperson Peterson then asked if there were any additions or corrections to the previous meeting's minutes. Vice-Chairperson Peterson then declared the January meeting minutes approved as received.

January 2014 claims against the HA Administration in the sum of \$317,057.14; Central Office Cost Center in the sum of \$32,450.18; Moon Towers in the sum of \$58,477.27; Family in the sum of \$76,994.27; Bluebell in the sum of \$21,306.49; Housing Choice Voucher Program in the sum of \$11,244.95; Brentwood (A.H.P.) in the sum of \$37,112.75; Prairieland (A.H.P.) in the sum of \$16,055.27; Capital Fund '12 in the sum of \$58,385.60; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator in the sum of \$5,030.36 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Parsons - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

Vice-Chairperson Peterson then requested the Board review and approve the January 2014 financial reports and committee notes. After brief discussion, Commissioner Stewart made a motion to ratify the financial reports for January 2014 as presented; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Parsons - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

OLD BUSINESS

Commissioner Stewart suggested that the offices should not be closed during the lunch hour as many government offices stay open for business during that timeframe. After brief discussion, Commissioner Stewart made a motion that the Central office remain open between 12:00 p.m. and 1:00 p.m.; Commissioner Payton seconded.

Roll call was taken as follows:
Commissioner Dunker - aye
Commissioner Parsons - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Motion Carried, 5-0.

NEW BUSINESS

First, Mr. Antoine requested the Board review and approve the Knox County Housing Authority Firearm Policy. Mr. Antoine gave an overview of the policy stating that it was intended to provide direction in light of the State of Illinois' passage of the concealed carry law. There will be an open meeting on March 21, 2014 at 2:00 p.m. at Moon Towers to discuss the policy. The policy will be posted for a 30-day comment period and will then be approved at the March Board meeting. After brief discussion, Commissioner Stewart made a motion to approve the Knox County Housing Authority Smoke-Free Policy to be posted for a 30-day posting and comment period; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Parsons - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Motion Carried, 5-0.

REPORTS

Mr. Antoine presented the Executive Director's Report for January 2013. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resident Opportunity and Self-Sufficiency Program. During the meeting, Mr. Antoine told the Board that KCHA occupancy continues to be high. He also highlighted that the IDROP program has recovered \$755.43 in debt owed to the KCHA.

Mr. Ball provided the Board with an update on Legal Counsel activities for KCHA including his representation on matters in court.

OTHER BUSINESS

Mr. Antoine informed the Board that he will be attending the annual NAHRO Legislative Conference in Washington D.C. from March 10-12, 2014.

ADJOURNMENT

Commissioner Stewart then made a motion to adjourn at 10:51 a.m.; Commissioner Payton seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Parsons - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Motion Carried, 5-0.

Respectfully submitted,

Secretary

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
February 28, 2014

| | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|--|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| COCC - OPERATING STATEMENT | | | | | | |
| | | | | | | |
| OPERATING INCOME | | | | | | |
| Total Operating Income | 48,447.76 | 35,050.00 | 484,396.56 | 385,550.00 | 98,846.56 | 420,600.00 |
| TOTAL OPERATING INCOME | <u>48,447.76</u> | <u>35,050.00</u> | <u>484,396.56</u> | <u>385,550.00</u> | <u>98,846.56</u> | <u>420,600.00</u> |
| | | | | | | |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 31,632.04 | 36,937.50 | 385,439.08 | 406,312.50 | -20,873.42 | 443,250.00 |
| Total Tenant Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Utilities Expenses | 922.97 | 439.59 | 4,153.41 | 4,835.49 | -682.08 | 5,275.00 |
| Total Maintenance Expenses | 554.93 | 339.56 | 3,874.69 | 3,735.16 | 139.53 | 4,075.00 |
| General Expense | 1,283.55 | 2,160.41 | 21,808.52 | 23,764.51 | -1,955.99 | 25,925.00 |
| TOTAL ROUTINE OPERATING EXPENSES | <u>34,393.49</u> | <u>39,877.06</u> | <u>415,275.70</u> | <u>438,647.66</u> | <u>-23,371.96</u> | <u>478,525.00</u> |
| | | | | | | |
| Total Non-Routine Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | <u>34,393.49</u> | <u>39,877.06</u> | <u>415,275.70</u> | <u>438,647.66</u> | <u>-23,371.96</u> | <u>478,525.00</u> |
| | | | | | | |
| NET REVENUE/-EXPENSE PROFIT/-LOSS | <u>14,054.27</u> | <u>-4,827.06</u> | <u>69,120.86</u> | <u>-53,097.66</u> | <u>122,218.52</u> | <u>-57,925.00</u> |
| | | | | | | |
| Total Depreciation Expense | 400.00 | 500.00 | 4,600.00 | 5,500.00 | -900.00 | 6,000.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | <u>13,654.27</u> | <u>-5,327.06</u> | <u>64,520.86</u> | <u>-58,597.66</u> | <u>123,118.52</u> | <u>-63,925.00</u> |

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
February 28, 2014

| MOON TOWERS - OPERATING STATEMENT | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|--|-----------------------|----------------------|---------------------|-------------------------|-------------------|--------------------|
| | | | | | | |
| OPERATING INCOME | | | | | | |
| Total Operating Income | 59,232.54 | 59,447.75 | 668,680.59 | 653,925.25 | 14,755.34 | 713,373.00 |
| TOTAL OPERATING INCOME | 59,232.54 | 59,447.75 | 668,680.59 | 653,925.25 | 14,755.34 | 713,373.00 |
| | | | | | | |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 22,600.86 | 18,820.83 | 215,768.26 | 207,029.13 | 8,739.13 | 225,850.00 |
| Total Tenant Services | 0.00 | 218.33 | 737.38 | 2,401.63 | -1,664.25 | 2,620.00 |
| Total Utilities Expenses | 20,797.06 | 8,180.83 | 79,835.08 | 89,989.13 | -10,154.05 | 98,170.00 |
| Total Maintenance Expenses | 24,648.95 | 19,233.34 | 217,900.28 | 211,566.74 | 6,333.54 | 230,800.00 |
| General Expense | 4,527.89 | 5,849.99 | 61,671.87 | 64,349.89 | -2,678.02 | 70,200.00 |
| TOTAL ROUTINE OPERATING EXPENSES | 72,574.76 | 52,303.32 | 575,912.87 | 575,336.52 | 576.35 | 627,640.00 |
| | | | | | | |
| Total Non-Routine Expense | 0.00 | 70.83 | 86.42 | 779.13 | -692.71 | 850.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | 1,750.00 | 0.00 | 19,250.00 | -19,250.00 | 21,000.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.33 | 0.00 | 0.33 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | 72,574.76 | 54,124.15 | 575,999.62 | 595,365.65 | -19,366.03 | 649,490.00 |
| | | | | | | |
| NET REVENUE/EXPENSE PROFIT/-LOSS | -13,342.22 | 5,323.60 | 92,680.97 | 58,559.60 | 34,121.37 | 63,883.00 |
| | | | | | | |
| Total Depreciation Expense | 36,475.00 | 34,170.00 | 396,275.00 | 375,870.00 | 20,405.00 | 410,040.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | -49,817.22 | -28,846.40 | -303,594.03 | -317,310.40 | 13,716.37 | -346,157.00 |

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
February 28, 2014

| | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|--|-------------------|-------------------|--------------------|--------------------|-------------------|--------------------|
| FAMILY - OPERATING STATEMENT | | | | | | |
| | | | | | | |
| OPERATING INCOME | | | | | | |
| Total Operating Income | 76,537.83 | 74,868.34 | 808,828.14 | 823,551.74 | -14,723.60 | 898,420.00 |
| TOTAL OPERATING INCOME | <u>76,537.83</u> | <u>74,868.34</u> | <u>808,828.14</u> | <u>823,551.74</u> | <u>-14,723.60</u> | <u>898,420.00</u> |
| | | | | | | |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 25,691.48 | 23,829.17 | 250,034.91 | 262,120.87 | -12,085.96 | 285,950.00 |
| Total Tenant Services | 5,101.69 | 7,792.91 | 66,132.93 | 85,722.01 | -19,589.08 | 93,515.00 |
| Total Utilities Expenses | 2,650.82 | 1,929.17 | 19,771.52 | 21,220.87 | -1,449.35 | 23,150.00 |
| Total Maintenance Expenses | 37,074.90 | 35,891.66 | 410,539.19 | 394,808.26 | 15,730.93 | 430,700.00 |
| General Expense | 5,735.10 | 4,987.51 | 58,766.00 | 54,862.61 | 3,903.39 | 59,850.00 |
| TOTAL ROUTINE OPERATING EXPENSES | <u>76,253.99</u> | <u>74,430.42</u> | <u>805,244.55</u> | <u>818,734.62</u> | <u>-13,490.07</u> | <u>893,165.00</u> |
| | | | | | | |
| Total Non-Routine Expense | 0.00 | 208.33 | 0.00 | 2,291.63 | -2,291.63 | 2,500.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | <u>76,253.99</u> | <u>74,638.75</u> | <u>805,244.55</u> | <u>821,026.25</u> | <u>-15,781.70</u> | <u>895,665.00</u> |
| | | | | | | |
| NET REVENUE/EXPENSE PROFIT/-LOSS | <u>283.84</u> | <u>229.59</u> | <u>3,583.59</u> | <u>2,525.49</u> | <u>1,058.10</u> | <u>2,755.00</u> |
| | | | | | | |
| Total Depreciation Expense | 35,050.00 | 38,958.33 | 392,850.00 | 428,541.63 | -35,691.63 | 467,500.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | <u>-34,766.16</u> | <u>-38,728.74</u> | <u>-389,266.41</u> | <u>-426,016.14</u> | <u>36,749.73</u> | <u>-464,745.00</u> |

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
February 28, 2014

| BLUEBELL - OPERATING STATEMENT | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|--|-----------------------|----------------------|---------------------|-------------------------|-------------------|--------------------|
| | | | | | | |
| OPERATING INCOME | | | | | | |
| Total Operating Income | 21,327.25 | 17,685.00 | 238,541.24 | 194,535.00 | 44,006.24 | 212,220.00 |
| TOTAL OPERATING INCOME | 21,327.25 | 17,685.00 | 238,541.24 | 194,535.00 | 44,006.24 | 212,220.00 |
| | | | | | | |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 9,594.32 | 8,471.23 | 96,393.02 | 93,183.53 | 3,209.49 | 101,655.00 |
| Total Tenant Services | 0.00 | 41.67 | 121.42 | 458.37 | -336.95 | 500.00 |
| Total Utilities Expenses | 4,013.64 | 2,250.00 | 24,428.64 | 24,750.00 | -321.36 | 27,000.00 |
| Total Maintenance Expenses | 7,754.81 | 6,086.67 | 68,041.02 | 66,953.37 | 1,087.65 | 73,040.00 |
| General Expense | 2,109.83 | 1,745.84 | 23,452.24 | 19,204.24 | 4,248.00 | 20,950.00 |
| TOTAL ROUTINE OPERATING EXPENSES | 23,472.60 | 18,595.41 | 212,436.34 | 204,549.51 | 7,886.83 | 223,145.00 |
| | | | | | | |
| Total Non-Routine Expense | 2,642.85 | 333.34 | 11,530.12 | 3,666.74 | 7,863.38 | 4,000.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | 26,115.45 | 18,928.75 | 223,966.46 | 208,216.25 | 15,750.21 | 227,145.00 |
| | | | | | | |
| NET REVENUE/EXPENSE PROFIT/-LOSS | -4,788.20 | -1,243.75 | 14,574.78 | -13,681.25 | 28,256.03 | -14,925.00 |
| | | | | | | |
| Total Depreciation Expense | 11,150.00 | 0.00 | 121,050.00 | 0.00 | 121,050.00 | 0.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | -15,938.20 | -1,243.75 | -106,475.22 | -13,681.25 | -92,793.97 | -14,925.00 |

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
February 28, 2014

| COCC, MT, FAMILY, BB COMBINED OS | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|--|-------------------|-------------------|---------------------|---------------------|-------------------|---------------------|
| | | | | | | |
| OPERATING INCOME | | | | | | |
| Total Operating Income | 205,545.38 | 187,051.09 | 2,200,446.53 | 2,057,561.99 | 142,884.54 | 2,244,613.00 |
| TOTAL OPERATING INCOME | 205,545.38 | 187,051.09 | 2,200,446.53 | 2,057,561.99 | 142,884.54 | 2,244,613.00 |
| | | | | | | |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 89,518.70 | 88,058.73 | 947,635.27 | 968,646.03 | -21,010.76 | 1,056,705.00 |
| Total Tenant Services | 5,101.69 | 8,052.91 | 66,991.73 | 88,582.01 | -21,590.28 | 96,635.00 |
| Total Utilities Expenses | 28,384.49 | 12,799.59 | 128,188.65 | 140,795.49 | -12,606.84 | 153,595.00 |
| Total Maintenance Expenses | 70,033.59 | 61,551.23 | 700,355.18 | 677,063.53 | 23,291.65 | 738,615.00 |
| General Expense | 13,656.37 | 14,743.75 | 165,698.63 | 162,181.25 | 3,517.38 | 176,925.00 |
| TOTAL ROUTINE OPERATING EXPENSES | 206,694.84 | 185,206.21 | 2,008,869.46 | 2,037,268.31 | -28,398.85 | 2,222,475.00 |
| | | | | | | |
| Total Non-Routine Expense | 2,642.85 | 612.50 | 11,616.54 | 6,737.50 | 4,879.04 | 7,350.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | 1,750.00 | 0.00 | 19,250.00 | -19,250.00 | 21,000.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.33 | 0.00 | 0.33 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | 209,337.69 | 187,568.71 | 2,020,486.33 | 2,063,255.81 | -42,769.48 | 2,250,825.00 |
| | | | | | | |
| NET REVENUE/EXPENSE PROFIT/-LOSS | -3,792.31 | -517.62 | 179,960.20 | -5,693.82 | 185,654.02 | -6,212.00 |
| | | | | | | |
| Total Depreciation Expense | 83,075.00 | 73,628.33 | 914,775.00 | 809,911.63 | 104,863.37 | 883,540.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | -86,867.31 | -74,145.95 | -734,814.80 | -815,605.45 | 80,790.65 | -889,752.00 |

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
February 28, 2014

| | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|--|--------------------------------|-------------------------------|---------------------------------|--------------------------------|---------------------------------|--------------------------------|
| BRENTWOOD - OPERATING STATEMENT | | | | | | |
| | | | | | | |
| OPERATING INCOME | | | | | | |
| Total Operating Income | 28,090.29 | 28,077.33 | 401,326.32 | 308,850.63 | 92,475.69 | 336,928.00 |
| TOTAL OPERATING INCOME | <u>28,090.29</u> | <u>28,077.33</u> | <u>401,326.32</u> | <u>308,850.63</u> | <u>92,475.69</u> | <u>336,928.00</u> |
| | | | | | | |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 4,075.49 | 4,476.47 | 44,617.08 | 49,241.17 | -4,624.09 | 53,717.50 |
| Total Fee Expenses | 5,279.40 | 3,168.00 | 45,291.84 | 34,848.00 | 10,443.84 | 38,016.00 |
| Total Utilities Expenses | 880.64 | 2,033.33 | 19,390.50 | 22,366.63 | -2,976.13 | 24,400.00 |
| Total Maintenance Expenses | 9,519.63 | 12,311.92 | 96,903.94 | 135,431.12 | -38,527.18 | 147,743.00 |
| Total Taxes & Insurance Expense | 2,483.01 | 2,458.35 | 25,976.94 | 27,041.85 | -1,064.91 | 29,500.00 |
| Total Financial Expenses | 2,636.75 | 2,618.44 | 29,045.97 | 28,802.84 | 243.13 | 31,421.22 |
| TOTAL ROUTINE OPERATING EXPENSE | <u>24,874.92</u> | <u>27,066.51</u> | <u>261,226.27</u> | <u>297,731.61</u> | <u>-36,505.34</u> | <u>324,797.72</u> |
| | | | | | | |
| Total Amortization Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Provision for Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Transfers In/Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ALL EXPENSES BEFORE DEPRECIATION | <u>24,874.92</u> | <u>27,066.51</u> | <u>261,226.27</u> | <u>297,731.61</u> | <u>-36,505.34</u> | <u>324,797.72</u> |
| | | | | | | |
| NET REVENUE PROFIT/-LOSS | <u><u>3,215.37</u></u> | <u><u>1,010.82</u></u> | <u><u>140,100.05</u></u> | <u><u>11,119.02</u></u> | <u><u>128,981.03</u></u> | <u><u>12,130.28</u></u> |
| | | | | | | |
| Total Depreciation Expense | 5,025.00 | 0.00 | 51,225.00 | 0.00 | 51,225.00 | 0.00 |
| NET REVENUE w/Depreciation PROFIT/-LOSS | <u><u>-1,809.63</u></u> | <u><u>1,010.82</u></u> | <u><u>88,875.05</u></u> | <u><u>11,119.02</u></u> | <u><u>77,756.03</u></u> | <u><u>12,130.28</u></u> |

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
February 28, 2014

| | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|--|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| PRAIRIELAND - OPERATING STATEMENT | | | | | | |
| | | | | | | |
| OPERATING INCOME | | | | | | |
| Total Opetating Income | 24,596.54 | 24,593.99 | 268,629.13 | 270,533.89 | -1,904.76 | 295,128.00 |
| TOTAL OPERATING INCOME | 24,596.54 | 24,593.99 | 268,629.13 | 270,533.89 | -1,904.76 | 295,128.00 |
| | | | | | | |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 3,752.93 | 4,436.90 | 42,063.00 | 48,805.90 | -6,742.90 | 53,242.50 |
| Total Fee Expenses | 4,676.04 | 2,895.00 | 40,929.82 | 31,845.00 | 9,084.82 | 34,740.00 |
| Total Utilities Expenses | 5,463.74 | 2,210.01 | 23,450.12 | 24,310.11 | -859.99 | 26,520.00 |
| Total Maintenance Expenses | 7,254.68 | 14,529.48 | 77,445.52 | 159,824.28 | -82,378.76 | 174,354.00 |
| Total Taxes & Insurance Expense | 2,002.64 | 2,120.83 | 22,900.24 | 23,329.13 | -428.89 | 25,450.00 |
| Total Financial Expenses | 2,636.75 | 2,618.44 | 29,045.96 | 28,802.84 | 243.12 | 31,421.23 |
| TOTAL ROUTINE OPERATING EXPENSE | 25,786.78 | 28,810.66 | 235,834.66 | 316,917.26 | -81,082.60 | 345,727.73 |
| | | | | | | |
| Total Amortization Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Provision for Reserve | 0.00 | 1,670.75 | 0.00 | 18,378.25 | -18,378.25 | 20,049.00 |
| Total Capital Expenditures | 0.00 | 1,670.75 | 0.00 | 18,378.25 | -18,378.25 | 20,049.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Transfers In/Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ALL EXPENSES BEFORE DEPRECIATION | 25,786.78 | 30,481.41 | 235,834.66 | 335,295.51 | -99,460.85 | 365,776.73 |
| | | | | | | |
| NET REVENUE PROFIT/-LOSS | -1,190.24 | -5,887.42 | 32,794.47 | -64,761.62 | 97,556.09 | -70,648.73 |
| | | | | | | |
| Total Depreciation Expense | 5,375.00 | 0.00 | 59,575.00 | 0.00 | 59,575.00 | 0.00 |
| NET REVENUE w/Depreciation PROFIT/-LOSS | -6,565.24 | -5,887.42 | -26,780.53 | -64,761.62 | 37,981.09 | -70,648.73 |

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
February 28, 2014

| BRENTWOOD & PRAIRIELAND COMBINED | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|--|-----------------------|----------------------|---------------------|-------------------------|--------------------|--------------------|
| | | | | | | |
| OPERATING INCOME | | | | | | |
| Total Operating Income | 52,686.83 | 52,671.32 | 669,955.45 | 579,384.52 | 90,570.93 | 632,056.00 |
| TOTAL OPERATING INCOME | 52,686.83 | 52,671.32 | 669,955.45 | 579,384.52 | 90,570.93 | 632,056.00 |
| | | | | | | |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 7,828.42 | 8,913.37 | 86,680.08 | 98,047.07 | -11,366.99 | 106,960.00 |
| Total Fee Expenses | 9,955.44 | 6,063.00 | 86,221.66 | 66,693.00 | 19,528.66 | 72,756.00 |
| Total Utilities Expenses | 6,344.38 | 4,243.34 | 42,840.62 | 46,676.74 | -3,836.12 | 50,920.00 |
| Total Maintenance Expenses | 16,774.31 | 26,841.40 | 174,349.46 | 295,255.40 | -120,905.94 | 322,097.00 |
| Total Taxes & Insurance Expense | 4,485.65 | 4,579.18 | 48,877.18 | 50,370.98 | -1,493.80 | 54,950.00 |
| Total Financial Expenses | 5,273.50 | 5,236.88 | 58,091.93 | 57,605.68 | 486.25 | 62,842.45 |
| TOTAL ROUTINE OPERATING EXPENSE | 50,661.70 | 55,877.17 | 497,060.93 | 614,648.87 | -117,587.94 | 670,525.45 |
| | | | | | | |
| Total Amortization Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Provision for Reserve | 0.00 | 1,670.75 | 0.00 | 18,378.25 | -18,378.25 | 20,049.00 |
| Total Capital Expenditures | 0.00 | 1,670.75 | 0.00 | 18,378.25 | -18,378.25 | 20,049.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Transfers In/Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ALL EXPENSES BEFORE DEPRECIATION | 50,661.70 | 57,547.92 | 497,060.93 | 633,027.12 | -135,966.19 | 690,574.45 |
| | | | | | | |
| NET REVENUE PROFIT/-LOSS | 2,025.13 | -4,876.60 | 172,894.52 | -53,642.60 | 226,537.12 | -58,518.45 |
| | | | | | | |
| Total Depreciation Expense | 10,400.00 | 0.00 | 110,800.00 | 0.00 | 110,800.00 | 0.00 |
| NET REVENUE w/Depreciation PROFIT/-LOSS | -8,374.87 | -4,876.60 | 62,094.52 | -53,642.60 | 115,737.12 | -58,518.45 |

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
February 28, 2014

| | Current Period | Period Budget | Current Year | YearTo Date Budg | Variance | Year Budget |
|---|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| HCV - OPERATING STATEMENT | | | | | | |
| ADMIN OPERATING INCOME | | | | | | |
| Total Admin Operating Income | 8,262.16 | 12,162.50 | 101,721.01 | 133,787.50 | -32,066.49 | 145,950.00 |
| TOTAL ADMIN OPERATING INCOME | 8,262.16 | 12,162.50 | 101,721.01 | 133,787.50 | -32,066.49 | 145,950.00 |
| OPERATING EXPENSES | | | | | | |
| Total Admin Expenses | 7,258.98 | 7,433.34 | 74,451.50 | 81,766.74 | -7,315.24 | 89,200.00 |
| Total Fees Expenses | 3,997.50 | 4,425.00 | 46,266.00 | 48,675.00 | -2,409.00 | 53,100.00 |
| Total General Expenses | 687.76 | 712.50 | 7,014.95 | 7,837.50 | -822.55 | 8,550.00 |
| TOTAL OPERATING EXPENSES | 11,944.24 | 12,570.84 | 127,732.45 | 138,279.24 | -10,546.79 | 150,850.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Provision for Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENSES | 11,944.24 | 12,570.84 | 127,732.45 | 138,279.24 | -10,546.79 | 150,850.00 |
| | | | | | | |
| NET REVENUE PROFIT/-LOSS | -3,682.08 | -408.34 | -26,011.44 | -4,491.74 | -21,519.70 | -4,900.00 |
| Total Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET REVENUE w/Deprecitation PROFIT/-LOSS | -3,682.08 | -408.34 | -26,011.44 | -4,491.74 | -21,519.70 | -4,900.00 |
| | | | | | | |
| HAP - OPERATING STATEMENT | | | | | | |
| HAP INCOME | | | | | | |
| Total Income | 91,446.00 | 78,541.66 | 861,621.50 | 863,958.26 | -2,336.76 | 942,500.00 |
| TOTAL HAP INCOME | 91,446.00 | 78,541.66 | 861,621.50 | 863,958.26 | -2,336.76 | 942,500.00 |
| HAP EXPENSES | | | | | | |
| Total HAP Expenses | 80,989.00 | 78,750.00 | 868,613.65 | 866,250.00 | 2,363.65 | 945,000.00 |
| Total General HAP Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HAP EXPENSES | 80,989.00 | 78,750.00 | 868,613.65 | 866,250.00 | 2,363.65 | 945,000.00 |
| Total Prior Year Adj HAP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REMAINING HAP from RESERVE +/-LOSS | 10,457.00 | -208.34 | -6,992.15 | -2,291.74 | -4,700.41 | -2,500.00 |

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
February, 2014

| | Current Period | Last Year Same P | Variance | Current Year |
|--|-------------------|-------------------|-------------------|---------------------|
| AMP001 - MOON TOWERS | | | | |
| Salaries | 19,934.18 | 20,106.76 | -172.58 | 233,882.15 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 | 0.00 |
| Management Fees | 14,706.00 | 9,075.00 | 5,631.00 | 122,087.46 |
| Administrative Expenses | 969.76 | 1,584.01 | -614.25 | 9,177.68 |
| Teneant Services | 0.00 | 0.00 | 0.00 | 737.38 |
| Utilities | 20,797.06 | 14,878.11 | 5,918.95 | 79,835.08 |
| Maintenance Supplies/Contracts | 11,639.87 | 3,156.38 | 8,483.49 | 68,521.25 |
| Mileage | 0.00 | 0.00 | 0.00 | 0.00 |
| General Expenses | 4,527.89 | 4,569.45 | -41.56 | 61,671.87 |
| Non-Routine Expense | 0.00 | 0.00 | 0.00 | 86.42 |
| TOTAL MOON TOWERS CLAIMS | 72,574.76 | 53,369.71 | 19,205.05 | 575,999.29 |
| AMP002 - FAMILY | | | | |
| Salaries | 41,194.16 | 40,681.47 | 512.69 | 477,770.71 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 | 134.54 |
| Management Fees | 15,575.20 | 9,793.46 | 5,781.74 | 135,379.16 |
| Administrative Expenses | 2,271.68 | 2,380.78 | -109.10 | 22,989.51 |
| Teneant Services | 188.08 | 413.72 | -225.64 | 4,248.25 |
| Utilities | 2,650.82 | 2,201.72 | 449.10 | 19,771.52 |
| Maintenance Supplies/Contracts | 8,638.95 | 2,541.19 | 6,097.76 | 86,083.21 |
| Mileage | 0.00 | 0.00 | 0.00 | 236.19 |
| General Expenses | 5,735.10 | 5,142.42 | 592.68 | 58,766.00 |
| Non-Routine Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FAMILY CLAIMS | 76,253.99 | 63,154.76 | 13,099.23 | 805,379.09 |
| AMP003 - BLUEBELL | | | | |
| Salaries | 8,712.19 | 8,262.20 | 449.99 | 99,536.29 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 | 0.00 |
| Management Fees | 4,206.00 | 2,739.65 | 1,466.35 | 38,118.97 |
| Administrative Expenses | 987.83 | 756.78 | 231.05 | 6,903.04 |
| Teneant Services | 0.00 | 0.00 | 0.00 | 121.42 |
| Utilities | 4,013.64 | 2,027.30 | 1,986.34 | 24,428.64 |
| Maintenance Supplies/Contracts | 3,443.11 | 861.55 | 2,581.56 | 19,633.46 |
| Mileage | 0.00 | 0.00 | 0.00 | 242.28 |
| General Expenses | 2,109.83 | 1,887.69 | 222.14 | 23,452.24 |
| Non-Routine Expenses | 2,642.85 | 0.00 | 2,642.85 | 11,530.12 |
| TOTAL BLUEBELL CLAIMS | 26,115.45 | 16,535.17 | 9,580.28 | 223,966.46 |
| COCC | | | | |
| Salaries | 25,743.95 | 28,462.99 | -2,719.04 | 321,459.65 |
| Employee W/H Payments | 0.00 | -192.49 | 192.49 | -1,178.26 |
| Management Fees | 0.00 | 0.00 | 0.00 | 180.80 |
| Administrative Expenses | 5,888.09 | 15,305.99 | -9,417.90 | 63,798.63 |
| Teneant Services | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities | 922.97 | 639.65 | 283.32 | 4,153.41 |
| Maintenance Supplies/Contracts | 554.93 | 1,862.46 | -1,307.53 | 3,874.69 |
| Mileage | 0.00 | 0.00 | 0.00 | 0.00 |
| General Expenses | 1,283.55 | 2,137.93 | -854.38 | 21,808.52 |
| Non-Routine Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL COCC CLAIMS | 34,393.49 | 48,216.53 | -13,823.04 | 414,097.44 |
| COMBINED - AMP1, AMP2, AMP3, & COCC | | | | |
| Salaries | 95,584.48 | 97,513.42 | -1,928.94 | 1,132,648.80 |
| Employee W/H Payments | 0.00 | -192.49 | 192.49 | -1,043.72 |
| Management Fees | 34,487.20 | 21,608.11 | 12,879.09 | 295,766.39 |
| Administrative Expenses | 10,117.36 | 20,027.56 | -9,910.20 | 102,868.86 |
| Teneant Services | 188.08 | 413.72 | -225.64 | 5,107.05 |
| Utilities | 28,384.49 | 19,746.78 | 8,637.71 | 128,188.65 |
| Maintenance Supplies | 24,276.86 | 8,421.58 | 15,855.28 | 178,112.61 |
| Mileage | 0.00 | 0.00 | 0.00 | 478.47 |
| General Expenses | 13,656.37 | 13,737.49 | -81.12 | 165,698.63 |
| Non-Routine Expenses | 2,642.85 | 0.00 | 2,642.85 | 11,616.54 |
| TOTAL LOW RENT CLAIMS | 209,337.69 | 181,276.17 | 28,061.52 | 2,019,442.28 |

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
Febuary, 2014

| | Current Period | Last Year Same Period | Variance |
|--------------------------------|------------------|-----------------------|-------------------|
| BRENTWOOD | | | |
| Salaries | 7,952.82 | 7,639.81 | 313.01 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 |
| Management Fees | 5,279.40 | 3,620.27 | 1,659.13 |
| Administrative Expenses | 1,015.00 | 946.66 | 68.34 |
| Utilities | 880.64 | 827.84 | 52.80 |
| Maintenance Supplies/Contracts | 4,484.82 | 45,409.41 | -40,924.59 |
| TOTAL BRENTWOOD CLAIMS | 19,612.68 | 58,443.99 | -38,831.31 |

| | | | |
|---------------------------------|------------------|------------------|-----------------|
| PRAIRIELAND | | | |
| Salaries | 7,952.55 | 7,639.64 | 312.91 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 |
| Management Fees | 4,676.04 | 3,312.27 | 1,363.77 |
| Administrative Expenses | 834.98 | 550.62 | 284.36 |
| Utilities | 5,463.74 | 5,423.14 | 40.60 |
| Maintenance Supplies/Contracts | 2,220.08 | 1,193.57 | 1,026.51 |
| TOTAL PRAIRIELAND CLAIMS | 21,147.39 | 18,119.24 | 3,028.15 |

| | | | |
|--|------------------|------------------|-------------------|
| AHP - BRENTWOOD & PRAIRIELAND | | | |
| Salaries | 15,905.37 | 15,279.45 | 625.92 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 |
| Management Fees | 9,955.44 | 6,932.54 | 3,022.90 |
| Administrative Expenses | 1,849.98 | 1,497.28 | 352.70 |
| Utilities | 6,344.38 | 6,250.98 | 93.40 |
| Maintenance Supplies | 6,704.90 | 46,602.98 | -39,898.08 |
| TOTAL AHP CLAIMS | 40,760.07 | 76,563.23 | -35,803.16 |

| | | | |
|-------------------------------------|------------------|------------------|----------------|
| HOUSING CHOICE VOUCHER - HCV | | | |
| Salaries | 5,643.88 | 5,093.19 | 550.69 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 |
| Management Fees | 3,997.50 | 5,380.04 | -1,382.54 |
| Administrative Expenses | 1,615.10 | 960.32 | 654.78 |
| TOTAL HCV CLAIMS | 11,256.48 | 11,433.55 | -177.07 |

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
February, 2014

| | Current Period | Last Year Same | Variance | Cumulative |
|----------------------------------|-----------------|------------------|-------------------|---------------------|
| | | | | |
| CFG 2014 - \$??? ??? | | | | |
| Admin. / Operations | 0.00 | 0.00 | 0.00 | 0.00 |
| Fees & Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| Site Improvement | 0.00 | 0.00 | 0.00 | 0.00 |
| Dwelling Structure | 0.00 | 0.00 | 0.00 | 0.00 |
| Dwelling Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| Non Dwelling Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CFG 2014 CLAIMS | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | |
| CFG 2013 - \$584 976 | | | | |
| Admin. / Operations | 0.00 | 0.00 | 0.00 | 98,498.00 |
| Fees & Costs | 0.00 | 0.00 | 0.00 | 2,046.50 |
| Site Improvement | 0.00 | 0.00 | 0.00 | 0.00 |
| Dwelling Structure | 0.00 | 0.00 | 0.00 | 411,991.59 |
| Dwelling Equipment | 0.00 | 0.00 | 0.00 | 1,510.00 |
| Non-Dwelling Equipment | 0.00 | 0.00 | 0.00 | 684.93 |
| TOTAL CFG 2013 CLAIMS | 0.00 | 0.00 | 0.00 | 514,731.02 |
| | | | | |
| CFG 2012 - \$668 600 | | | | |
| Admin. / Operations | 0.00 | 0.00 | 0.00 | 133,460.00 |
| Fees & Costs | 0.00 | 0.00 | 0.00 | 87,231.00 |
| Site Improvement | 0.00 | 0.00 | 0.00 | 21,045.35 |
| Dwelling Structure | 0.00 | 24,379.59 | -24,379.59 | 319,055.36 |
| Dwelling Equipment | 0.00 | 2,171.00 | -2,171.00 | 97,528.28 |
| Non-Dwelling Equipment | 0.00 | 326.56 | -326.56 | 10,105.01 |
| TOTAL CFG 2012 CLAIMS | 0.00 | 26,877.15 | -26,877.15 | 668,425.00 |
| | | | | |
| TOTAL CFG GRANT(S) CLAIMS | 0.00 | 26,877.15 | -26,877.15 | 1,183,156.02 |
| | | | | |
| | | | | |
| ROSS SC GRANT - \$240 000 | | | | |
| Salaries | 5,550.65 | 4,727.80 | 822.85 | 152,258.53 |
| Administrative | 0.00 | 416.14 | -416.14 | 22,482.40 |
| TOTAL ROSS SC CLAIMS | 5,550.65 | 5,143.94 | 406.71 | 174,740.93 |

Date: 3/21/2014

Time: 3:17:50 PM

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Knox County Housing Authority
CLAIMS REPORT TOTALS
Febuary, 2014

Page: 1
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| | Current Period | Last Year Same P | Variance | Current Year |
|-------------------------------------|-------------------|-------------------|-------------------|---------------------|
| TOTALS | | | | |
| | | | | |
| <u>LOW RENT</u> | | | | |
| AMP001 - MOON TOWERS | 72,574.76 | 53,369.71 | 19,205.05 | 575,999.29 |
| AMP002 - FAMILY | 76,253.99 | 63,154.76 | 13,099.23 | 805,379.09 |
| AMP003 - BLUEBELL | 26,115.45 | 16,535.17 | 9,580.28 | 223,966.46 |
| COCC | 34,393.49 | 48,216.53 | -13,823.04 | 414,097.44 |
| TOTAL LOW RENT | 209,337.69 | 181,276.17 | 28,061.52 | 2,019,442.28 |
| | | | | |
| <u>A.H.P.</u> | | | | |
| BRENTWOOD | 19,755.16 | 58,443.99 | -38,688.83 | 206,203.36 |
| PRAIRIELAND | 21,147.39 | 18,119.24 | 3,028.15 | 183,888.46 |
| TOTAL A.H.P. | 40,902.55 | 76,563.23 | -35,660.68 | 390,091.82 |
| | | | | |
| <u>HOUSING CHOICE VOUCHER - HCV</u> | | | | |
| HCV (Administrative Only) | 11,256.48 | 11,433.55 | -177.07 | 120,717.50 |
| TOTAL HCV | 11,256.48 | 11,433.55 | -177.07 | 120,717.50 |
| | | | | |
| <u>GRANTS</u> | | | | |
| CAPITAL FUND GRANT '14 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL FUND GRANT '13 | 0.00 | 0.00 | 0.00 | 514,731.02 |
| CAPITAL FUND GRANT '12 | 0.00 | 26,877.15 | -26,877.15 | 293,886.57 |
| ROSS SC GRANT '11 | 5,550.65 | 5,143.94 | 406.71 | 69,198.70 |
| TOTAL GRANTS | 5,550.65 | 32,021.09 | -26,470.44 | 877,816.29 |
| | | | | |
| TOTAL CLAIMS FOR MONTH | 267,047.37 | 301,294.04 | -34,246.67 | 3,408,067.89 |

MINUTES OF THE MONTHLY MEETING OF THE FINANCE COMMITTEE OF THE KNOX COUNTY HOUSING AUTHORITY

March 24, 2014

ROLL CALL

The regular meeting of the Finance Committee of the Knox County Housing Authority was called at 1:43 pm by Commissioner Dunker. Attendance for the meeting was as follows:

KCHA Commissioners:

Present: Wayne Allen and Tom Dunker

Excused: Ben Burgland

Housing Authority Members:

Present: Derek Antoine, Executive Director
Lee Lofing, Finance Coordinator

FINANCIAL REPORT

The finance meeting was held today due to schedule conflicts last week. The first item on the agenda was to review February's 2014 Financial Reports. The committee reviewed the operating statements for COCC, Moon Towers, Family, Bluebell, Brentwood, Prairieland, and Housing Choice Voucher. The committee then had a brief questioning and answering discussion of each of these statements (see the "Notes" attachment). After the discussion and review of the financial reports, they were said to look good and that nothing out of the ordinary stood out.

Budgets

Next on the agenda for the committee, was a review of the HA's proposed Fiscal Year 2015 budgets. Mr. Lofing presented the committee with copies of the proposed budgets and the committee proceeded to review the budgets. After reviewing the 2015 proposed budgets, both commissioners suggested that the HA should show last year's budgets next to the proposed 2015 budgets on the copy that will be presented to the board for approval. Mr. Antoine mentioned to both commissioners, that Mr. Lofing will add the HA's 2014 budget to the spreadsheet for the board to approve.

ADJOURN

2:22 pm

Respectfully submitted,

Lee J Lofing

Finance Coordinator



Knox County Housing Authority

Resolution 2014-02

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of the Knox County Housing Authority Annual Operating Budget FYE 03/31/2015

Article I. Background

The Department of Housing and Urban Development (HUD) requires public housing authorities (PHA) to submit an annual budget prior to the start of the agency's fiscal year. The Knox County Housing Authority's Annual Comprehensive Budget continues to reflect the mission and goals of the agency through responsible stewardship of federal funding. The budget is the recommended financial plan for the fiscal year beginning on 04/01/2014 and ending on 03/31/2015.

The Knox County Housing Authority realistically anticipates revenue in the amount of \$4,300,540.00 and expenditures totaling \$4,071,405.00, resulting in an increase in agency reserves of approximately \$229,134.50. These figures were calculated using a historical three-year average, forecasting current spending levels over a twelve month period, and factoring for year-over-year increases.

Subsidy eligibility is based on an 85% proration of eligibility for the public housing operating fund, which is believed to be a conservative estimate. Additionally, housing choice voucher program funding is expected to be prorated at 99% of eligibility for housing assistance payments, and 76% for administrative fees. The forecasted funding levels represent an increase over FYE 2014 funding, as the agency was impacted by sequestration at the federal level.

Further highlights and assumptions of the budget submission include:

- KCHA's FYE 2015 Annual Comprehensive Budget has been compiled and presented in accordance with the requirements of HUD's asset management budgeting model
- Dwelling rental income is calculated based on historical occupancy rates at each site
- Personnel pay increases for the upcoming fiscal year will have a ceiling of 1.5%, and employee benefits will continue to account for approximately 31% of the total compensation package
- ROSS funding is anticipated to end on 06/15/2014. The agency has applied for an extension to expend remaining funds
- Family Housing program operating shortfall will be supplemented from the low rent operating reserves
- Housing Choice Voucher program operating shortfall will be supplemented from HCV unrestricted net assets

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to approve the agency operating budget for fiscal year-ending 03/31/2015.



Knox County Housing Authority

Resolution 2014-02

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

Approval of the Knox County Housing Authority Annual Operating Budget FYE 03/31/2015

WHEREAS, the Knox County Housing Authority's Annual Comprehensive Budget (the Budget) for the fiscal year beginning 04/01/2014 and ending 03/31/2015 has been presented to the Board of Commissioners at the March 25, 2014 regular meeting; and

WHEREAS, the Budget has been prepared using three-year historical data, anticipated levels of subsidy proration, current spending forecasted over a twelve month period, and taking into consideration year-over-year increases in the cost of supplies and services; and

WHEREAS, the Budget introduced reflects total revenue of \$4,300,540.00 and total expenditures of \$4,071,405.00 resulting in an increase to agency reserves in the amount of \$229,134.50; and

WHEREAS, the schedule of rent, fees, and other charges in effect, along with all other anticipated income will produce sufficient revenues to satisfy all financial obligations, meet all operating expenses, satisfy debt service requirements, as well as provide for such reserves, as required by law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Knox County Housing Authority Annual Comprehensive Budget for the fiscal year beginning 04/01/2014 and ending 03/31/2015.

RESOLVED: March 25, 2014

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

FYE 2015 PROPOSED BUDGETS

| Budget Lines | COCC | | Moon Towers | | Family | | Bluebell | | LOW RENT | |
|--|----------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| | LY 2014 | 2015 | LY 2014 | 2015 | LY 2014 | 2015 | LY 2014 | 2015 | LY 2014 | 2015 |
| INCOME | | | | | | | | | | |
| Operating Income | | | | | | | | | | |
| Rental Income | \$0.00 | \$0.00 | \$345,625.00 | \$400,000.00 | \$75,000.00 | \$120,000.00 | \$128,000.00 | \$168,000.00 | \$548,625.00 | \$688,000.00 |
| Revenue | \$0.00 | \$0.00 | \$25,000.00 | \$20,350.00 | \$34,000.00 | \$16,500.00 | \$10,000.00 | \$10,050.00 | \$69,000.00 | \$46,900.00 |
| Investments | \$100.00 | \$93.00 | \$973.00 | \$250.00 | \$30.00 | \$15.00 | \$45.00 | \$20.00 | \$1,148.00 | \$378.00 |
| Other Income | \$0.00 | \$0.00 | \$25,375.00 | \$26,000.00 | \$40,950.00 | \$50,050.00 | \$9,425.00 | \$8,780.00 | \$75,750.00 | \$84,830.00 |
| Fee Income | \$420,500.00 | \$627,777.00 | \$1,400.00 | \$1,400.00 | \$900.00 | \$2,700.00 | \$750.00 | \$2,449.00 | \$423,550.00 | \$634,326.00 |
| Operating Subsidy | \$0.00 | \$0.00 | \$315,000.00 | \$301,432.10 | \$747,540.00 | \$741,707.45 | \$64,000.00 | \$66,361.00 | \$1,126,540.00 | \$1,109,500.55 |
| TOTAL INCOME | \$420,600.00 | \$627,870.00 | \$713,373.00 | \$749,432.10 | \$898,420.00 | \$930,972.45 | \$212,220.00 | \$255,660.00 | \$2,244,613.00 | \$2,563,934.55 |
| EXPENSES | | | | | | | | | | |
| Admin Expenses | | | | | | | | | | |
| Admin Salary & Benefits | \$375,000.00 | \$343,575.00 | \$109,250.00 | \$98,800.00 | \$143,450.00 | \$129,800.00 | \$58,625.00 | \$57,061.00 | \$686,325.00 | \$629,236.00 |
| Admin Fee Expense | \$0.00 | \$0.00 | \$101,725.00 | \$172,040.00 | \$111,100.00 | \$183,467.20 | \$32,855.00 | \$52,210.00 | \$245,680.00 | \$407,717.20 |
| Admin w/o Sundry | \$42,200.00 | \$59,850.00 | \$7,900.00 | \$10,050.00 | \$14,600.00 | \$18,900.00 | \$7,200.00 | \$8,065.00 | \$71,900.00 | \$96,865.00 |
| Admin Sundry | \$26,050.00 | \$27,500.00 | \$6,975.00 | \$6,000.00 | \$16,800.00 | \$17,525.00 | \$2,975.00 | \$2,575.00 | \$52,800.00 | \$53,600.00 |
| Total Admin | \$443,250.00 | \$430,925.00 | \$225,850.00 | \$286,890.00 | \$285,950.00 | \$349,692.20 | \$101,655.00 | \$119,911.00 | \$1,056,705.00 | \$1,187,418.20 |
| Tenant Services | | | | | | | | | | |
| T.S. Salaries/Benefits | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$78,240.00 | \$47,300.00 | \$0.00 | \$0.00 | \$78,240.00 | \$47,300.00 |
| T.S. Admin | \$0.00 | \$0.00 | \$2,620.00 | \$3,350.00 | \$7,775.00 | \$6,200.00 | \$500.00 | \$500.00 | \$10,895.00 | \$10,050.00 |
| T.S. Contracts | \$0.00 | \$0.00 | \$8,500.00 | \$0.00 | \$7,500.00 | \$0.00 | \$0.00 | \$0.00 | \$16,000.00 | \$0.00 |
| Total Tenant Services | \$0.00 | \$0.00 | \$11,120.00 | \$3,350.00 | \$93,515.00 | \$53,500.00 | \$500.00 | \$500.00 | \$105,135.00 | \$57,350.00 |
| Total Utilities | \$5,275.00 | \$5,100.00 | \$109,290.00 | \$67,000.00 | \$23,150.00 | \$23,175.00 | \$27,000.00 | \$26,350.00 | \$164,715.00 | \$121,625.00 |
| Maintenance Expenses | | | | | | | | | | |
| Maintenance Labor | \$0.00 | \$0.00 | \$162,875.00 | \$165,000.00 | \$366,750.00 | \$361,400.00 | \$53,125.00 | \$53,025.00 | \$582,750.00 | \$579,425.00 |
| Maintenance Supplies | \$2,100.00 | \$1,500.00 | \$21,775.00 | \$17,400.00 | \$42,400.00 | \$47,000.00 | \$7,350.00 | \$4,685.00 | \$73,625.00 | \$70,585.00 |
| Maintenance Contracts | \$1,975.00 | \$3,300.00 | \$42,850.00 | \$40,900.00 | \$14,250.00 | \$26,500.00 | \$10,740.00 | \$11,250.00 | \$69,815.00 | \$81,950.00 |
| Protective Services | \$0.00 | \$0.00 | \$3,300.00 | \$3,600.00 | \$7,300.00 | \$6,750.00 | \$1,825.00 | \$1,800.00 | \$12,425.00 | \$12,150.00 |
| Total Maintenance Expense | \$4,075.00 | \$4,800.00 | \$230,800.00 | \$226,900.00 | \$430,700.00 | \$441,650.00 | \$73,040.00 | \$70,760.00 | \$738,615.00 | \$744,110.00 |
| Total General Expense | \$25,925.00 | \$15,405.00 | \$70,200.00 | \$75,877.00 | \$59,850.00 | \$66,838.50 | \$20,950.00 | \$32,989.00 | \$176,925.00 | \$191,109.50 |
| Total Non-Routine Expenses | \$0.00 | \$0.00 | \$850.00 | \$1,000.00 | \$2,500.00 | \$0.00 | \$4,000.00 | \$6,000.00 | \$7,350.00 | \$7,000.00 |
| Total HAP Expense | na | na | na | na | na | na | na | na | na | na |
| TOTAL EXPENSES | \$478,525.00 | \$456,230.00 | \$648,110.00 | \$661,017.00 | \$895,665.00 | \$934,855.70 | \$227,145.00 | \$256,510.00 | \$2,249,445.00 | \$2,308,612.70 |
| NET REVENUE/(EXPENSES) | (\$57,925.00) | \$171,640.00 | \$65,263.00 | \$88,415.10 | \$2,755.00 | (\$3,883.25) | (\$14,925.00) | (\$850.00) | (\$4,832.00) | \$255,321.85 |
| Xfer To/(From) Reserve to Balance Budgets | (\$57,925.00) | \$171,640.00 | \$65,263.00 | \$88,415.10 | \$2,755.00 | (\$3,883.25) | (\$14,925.00) | (\$850.00) | (\$4,832.00) | \$255,321.85 |
| NET REVENUE AFTER XFERS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Depreciation Expense | \$6,000.00 | \$5,500.00 | \$410,040.00 | \$429,500.00 | \$467,500.00 | \$467,500.00 | \$132,000.00 | \$130,000.00 | \$1,015,540.00 | \$1,032,500.00 |
| NET REVENUE/(EXPENSES) after DEPRECIATION | (\$63,925.00) | \$166,140.00 | (\$344,777.00) | (\$341,084.90) | (\$464,745.00) | (\$471,383.25) | (\$146,925.00) | (\$130,850.00) | (\$1,020,372.00) | (\$777,178.15) |

FYE 2015 PROPOSED BUDGETS

| Budget Lines | Brentwood | | Prairieland | | AHP | | HCV | | TOTAL KCHA | |
|--|---------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| | LY 2014 | 2015 | LY 2014 | 2015 | LY 2014 | 2015 | LY 2014 | 2015 | LY 2014 | 2015 |
| INCOME | | | | | | | | | | |
| Operating Income | | | | | | | | | | |
| Rental Income | \$327,908.00 | \$337,073.00 | \$287,911.00 | \$292,914.00 | \$615,819.00 | \$629,987.00 | \$0.00 | \$0.00 | \$1,164,444.00 | \$1,317,987.00 |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$69,000.00 | \$46,900.00 |
| Investments | \$400.00 | \$100.00 | \$457.00 | \$150.00 | \$857.00 | \$250.00 | \$650.00 | \$400.00 | \$2,655.00 | \$1,028.00 |
| Other Income | \$8,620.00 | \$8,400.00 | \$6,760.00 | \$8,395.00 | \$15,380.00 | \$16,795.00 | \$5,300.00 | \$8,000.00 | \$96,430.00 | \$109,625.00 |
| Fee Income | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$423,550.00 | \$634,326.00 |
| Operating Subsidy | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,080,000.00 | \$1,081,173.00 | \$2,206,540.00 | \$2,190,673.55 |
| TOTAL INCOME | \$336,928.00 | \$345,573.00 | \$295,128.00 | \$301,459.00 | \$632,056.00 | \$647,032.00 | \$1,085,950.00 | \$1,089,573.00 | \$3,962,619.00 | \$4,300,539.55 |
| EXPENSES | | | | | | | | | | |
| Admin Expenses | | | | | | | | | | |
| Admin Salary & Benefits | \$38,912.50 | \$38,019.00 | \$38,412.50 | \$38,019.00 | \$77,325.00 | \$76,038.00 | \$69,000.00 | \$72,975.00 | \$832,650.00 | \$778,249.00 |
| Admin Fee Expense | \$38,016.00 | \$63,720.00 | \$34,740.00 | \$57,430.00 | \$72,756.00 | \$121,150.00 | \$53,100.00 | \$49,238.00 | \$371,536.00 | \$578,105.20 |
| Admin w/o Sundry | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$71,900.00 | \$96,865.00 |
| Admin Sundry | \$14,805.00 | \$16,450.00 | \$14,830.00 | \$16,780.00 | \$29,635.00 | \$33,230.00 | \$20,200.00 | \$11,800.00 | \$102,635.00 | \$98,630.00 |
| Total Admin | \$91,733.50 | \$118,189.00 | \$87,982.50 | \$112,229.00 | \$179,716.00 | \$230,418.00 | \$142,300.00 | \$134,013.00 | \$1,378,721.00 | \$1,551,849.20 |
| Tenant Services | | | | | | | | | | |
| T.S. Salaries/Benefits | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$78,240.00 | \$47,300.00 |
| T.S. Admin | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,895.00 | \$10,050.00 |
| T.S. Contracts | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$16,000.00 | \$0.00 |
| Total Tenant Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$105,135.00 | \$57,350.00 |
| Total Utilities | \$24,400.00 | \$24,600.00 | \$26,520.00 | \$25,020.00 | \$50,920.00 | \$49,620.00 | \$0.00 | \$0.00 | \$215,635.00 | \$171,245.00 |
| Maintenance Expenses | | | | | | | | | | |
| Maintenance Labor | \$64,150.00 | \$65,200.00 | \$64,150.00 | \$64,155.00 | \$128,300.00 | \$129,355.00 | \$0.00 | \$0.00 | \$711,050.00 | \$708,780.00 |
| Maintenance Supplies | \$27,533.00 | \$25,875.00 | \$21,894.00 | \$19,760.00 | \$49,427.00 | \$45,635.00 | \$0.00 | \$0.00 | \$123,052.00 | \$116,220.00 |
| Maintenance Contracts | \$56,060.00 | \$48,930.00 | \$88,310.00 | \$24,450.00 | \$144,370.00 | \$73,380.00 | \$0.00 | \$0.00 | \$214,185.00 | \$155,330.00 |
| Protective Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,425.00 | \$12,150.00 |
| Total Maintenance Expense | \$147,743.00 | \$140,005.00 | \$174,354.00 | \$108,365.00 | \$322,097.00 | \$248,370.00 | \$0.00 | \$0.00 | \$1,060,712.00 | \$992,480.00 |
| Total General Expense | \$29,500.00 | \$29,896.65 | \$25,450.00 | \$25,844.70 | \$54,950.00 | \$55,741.35 | \$8,550.00 | \$7,873.00 | \$240,425.00 | \$254,723.85 |
| Total Non-Routine Expenses | \$31,421.22 | \$31,800.00 | \$51,470.23 | \$30,000.00 | \$82,891.45 | \$61,800.00 | \$0.00 | \$0.00 | \$90,241.45 | \$68,800.00 |
| Total HAP Expense | na | na | na | na | na | na | \$945,000.00 | \$975,292.00 | \$945,000.00 | \$975,292.00 |
| TOTAL EXPENSES | \$324,797.72 | \$344,490.65 | \$365,776.73 | \$301,458.70 | \$690,574.45 | \$645,949.35 | \$1,095,850.00 | \$1,117,178.00 | \$4,035,869.45 | \$4,071,740.05 |
| NET REVENUE/(EXPENSES) | \$12,130.28 | \$1,082.35 | (\$70,648.73) | \$0.30 | (\$58,518.45) | \$1,082.65 | (\$9,900.00) | (\$27,605.00) | (\$73,250.45) | \$228,799.50 |
| Xfer To/(From) Reserve to Balance Budgets | \$12,130.28 | \$1,082.35 | (\$70,648.73) | \$0.30 | (\$58,518.45) | \$1,082.65 | (\$9,900.00) | (\$27,605.00) | (\$73,250.45) | \$228,799.50 |
| NET REVENUE AFTER XFERS | \$0.00 | (\$0.00) | \$0.00 | (\$0.00) | \$0.00 | (\$0.00) | \$0.00 | \$0.00 | \$0.00 | (\$0.00) |
| Total Depreciation Expense | \$0.00 | \$54,000.00 | \$0.00 | \$65,000.00 | \$54,000.00 | \$119,000.00 | \$0.00 | \$0.00 | \$1,069,540.00 | \$1,151,500.00 |
| NET REVENUE/(EXPENSES) after DEPRECIATION | \$12,130.28 | (\$52,917.65) | (\$70,648.73) | (\$64,999.70) | (\$54,000.00) | (\$119,000.00) | (\$9,900.00) | (\$27,605.00) | (\$1,084,272.00) | (\$923,783.15) |

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: *****PHA Code:

PHA Fiscal Year Beginning: *****Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

| | | |
|---------------------------------|------------|-------|
| Print Board Chairperson's Name: | Signature: | Date: |
|---------------------------------|------------|-------|



Knox County Housing Authority

Resolution 2014-03

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of the KCHA Firearm Policy

Article I. Background

On 07/09/2013, the State of Illinois passed Public Act 098-0063, titled the Firearm Concealed Carry Act. Citizens that are eligible will be able to apply for and obtain licenses to carry a concealed weapon. According to state timeframes, Illinois will begin issuing concealed carry permits effective 02/01/2014. The Act gives licensed individuals the right to carry a concealed handgun as they travel within the state of Illinois. However, there are exceptions to this Act as it pertains to certain properties. There are twenty-three (23) types of property which concealed carry is prohibited. This includes buildings or portions of buildings under control of local government. The Knox County Housing Authority is considered a unit of local government, as defined by Section 1 of Article VII of the Illinois Constitution.

Additionally, the Knox County Housing Authority has never adopted a formal firearm policy to address ownership, transportation, and possession of firearms by residents, staff, visitors, vendors, and guests. While there has been widespread speculation, lawful possession of a firearm by a public housing resident is not prohibited by law or KCHA policy. However, until the passage of this legislation, carrying the firearm in a concealed manner has been illegal. This policy clarifies procedures and protocol around firearm possession at the Knox County Housing Authority.

Per 24 CFR § 966.5, any changes to PHA policies, rules, and regulations require a 30 day posting and comment period to allow tenants and tenant organizations an opportunity to provide feedback. A draft copy of this policy will be posted for resident and public review & comment effective 02/25/2014, and will run through 03/24/2014. A public hearing was held on Friday, 03/21/2014, allowing for public discussion on the policy. No comments impacting the development or delivery of this policy were received during this time.

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners approve the Knox County Housing Authority Firearm Policy, effective for 04/01/2014.



Knox County Housing Authority

Resolution 2014-03

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

Approval of the KCHA Firearm Policy

WHEREAS, On 07/09/2013, the State of Illinois passed Public Act 098-0063, titled the Firearm Concealed Carry Act (the Act), which gives licensed individuals the right to carry a concealed handgun as they travel within the state of Illinois; and

WHEREAS, the Act has exempted twenty-three (23) types of property which concealed carry is prohibited, including buildings or portions of buildings under the control of local government; and the Knox County Housing Authority is considered a unit of local government, as defined by Section 1 of Article VII of the Illinois Constitution; and

WHEREAS, The Knox County Housing Authority has developed a policy to clarify firearm ownership rules and responsibilities for the public housing program, and to define properties and locations in which concealed carry of a firearm will be prohibited in regards to property owned, operated, or under the control of the Knox County Housing Authority; and

WHEREAS, 24 CFR § 966.5 requires any changes to PHA policies, rules, and regulations require a 30 day posting and comment period to allow tenants and tenant organizations an opportunity to provide feedback, and the Knox County Housing Authority having fulfilled this requirement through a posting and comment period commenced on 02/25/2014 and ending on 03/24/2014, with no adverse comments received; and

WHEREAS, The Firearm Policy will be in effect as of April 01, 2014 for all property owned, operated, or under the control of the Knox County Housing Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Knox County Housing Authority Firearm Policy, effective 04/01/2014.

RESOLVED: March 25, 2014

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner



Knox County Housing Authority

Resolution 2014-04

February 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2014

Article I. Background

It is the policy of the Knox County Housing Authority to write-off all uncollectable debt owed from previous program participants. An effective asset management program includes activities that enable the Knox County Housing Authority to accurately reflect the value of its receivables and other assets and ensure that resources are not devoted to the recovery of uncollectible receivables. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of the KCHA's assets. Therefore, the write-off process is a critical component of the financial management activities.

Write-off recommendations should be made by each program manager upon the determination that the program area or accounting operation, despite its best recovery efforts, cannot recover the asset. Write-offs may also be appropriate when the general ledger account balances are insupportable, or other auditors have identified the need to adjust the records and management has agreed with the auditors.

Write-offs occur when the KCHA removes the corresponding amount of an uncollectible, un-reconciled, or unsubstantiated asset from the general ledger. On a quarterly basis, each program should evaluate the recoverability of its assets to quantify and recognize amounts to be written off. Each quarter, the program managers will report to the finance coordinator the level of actual write-offs vs. its original estimated write-offs.

Once approved by the Board of Commissioners, uncollectable receivables will be turned over to collections. Additionally at this point, the uncollectible receivables will be written off in KCHA accounting software and adjustment entries will be made to the general ledger.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$716.14 effective for the period ending 3/31/2014.



Knox County Housing Authority

Resolution 2014-04

February 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending March 31, 2014

WHEREAS, the Knox County Housing Authority has determined, through due diligence, certain accounts to be uncollectible; and

WHEREAS, it is the policy of the Knox County Housing Authority to charge off such uncollectible or un-reconciled accounts on a quarterly basis; and

WHEREAS, each individual account listed has been duly notified of the debt owed to the KCHA, and have been given the opportunity to settle debts owed prior to this action; and

WHEREAS, the listed accounts have been determined to be uncollectible at the close of the period ending March 31, 2014;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the write-off of uncollectible debt in the amount of \$716.14 for the period ending March 31, 2014.

RESOLVED: March 25, 2014

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2014

PUBLIC HOUSING - LOW RENT

| Tenant ID / Name | | | MO Date | Rent | Retro Rent | Add. Charges | Total |
|-----------------------------|-----------|----------|------------|------|------------|--------------|-----------|
| None | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| TOTAL WRITE-OFF MOON TOWERS | | | | | | | \$ - |
| | | | | | | | |
| Tenant ID / Name | | | MO Date | Rent | Retro Rent | Add. Charges | Total |
| 215-7 | Kathy | Utsinger | 1/22/2014 | | | \$71.21 | \$ 71.21 |
| 215-7 | Terri | Barnes | 1/22/2014 | | | \$71.20 | \$ 71.20 |
| 302-23 | Jasmine | Harvey | 12/30/2013 | | | \$379.00 | \$ 379.00 |
| 341-25 | Karen | Franklin | 12/26/2013 | | | \$13.50 | \$ 13.50 |
| 351-25 | Tisheanna | Temple | 12/27/2013 | | | \$61.23 | \$ 61.23 |
| 364-15 | Mary | Christie | 1/22/2014 | | | \$120.00 | \$ 120.00 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| TOTAL WRITE-OFF FAMILY | | | | | | | \$716.14 |
| | | | | | | | |
| Tenant ID / Name | | | MO Date | Rent | Retro Rent | Add. Charges | Total |
| None | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| TOTAL WRITE-OFF BLUEBELL | | | | | | | \$ - |
| | | | | | | | |
| TOTAL WRITE-OFF LOW RENT | | | | | | | \$716.14 |

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2014

MULTI-FAMILY HOUSING - A.H.P.

| Tenant ID / Name | MO Date | Rent | Retro Rent | Add. Charges | Total |
|----------------------------------|---------|------|------------|--------------|-------------|
| None | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| TOTAL WRITE-OFF BRENTWOOD | | | | | \$ - |

| Tenant ID / Name | MO Date | Rent | Retro Rent | Add. Charges | Total |
|--|---------|------|------------|--------------|-------------|
| None | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| TOTAL WRITE-OFF PRAIRIELAND | | | | | \$ - |
| | | | | | |
| TOTAL WRITE-OFF MULTI-FAMILY HOUSING - A.H.P. | | | | | \$ - |

SECTION 8/VOUCHER - HCV

| Tenant ID / Name | MO Date | HAP | UAP | Misc. | Total |
|------------------------------|---------|-----|-----|-------|-------------|
| None | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| TOTAL WRITE-OFF - HCV | | | | | \$ - |

| | |
|-------------------------|-----------------|
| TOTAL WRITE-OFFS | \$716.14 |
|-------------------------|-----------------|



Knox County Housing Authority

Resolution 2014-05

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Small Purchase Procurement – Supply/Service Vendor List FYE 2015

Article I. Background

Small purchase procedures are a simplified method for acquiring supplies, materials, and services (including professional and construction) that do not exceed the PHA's small purchase threshold. These procedures are the simplest method of procurement and will be used for the vast majority of a PHA's purchases. The Knox County Housing Authority's small purchase threshold, as established by the State of Illinois (30 ILCS 500/20-20), has been set at the following limits:

- Commodities and Services \$50,000.00
- Construction \$70,000.00

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §85.36(b)(1) stipulates "Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section."

24 CFR §85.36(c)(1) states "All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of § 85.36." 24 CFR §85.36(c)(1)(i-vii) clarifies actions or situations that are deemed restrictive on open competition, and thus prohibited from any procurement action. These situations include placing unreasonable requirements on firms, requiring unnecessary and excessive bonding, noncompetitive pricing practices between firms, organizational conflicts of interest, specifying "brand name" product without allowing equivalent products to be offered, or any other arbitrary action in a procurement process. Further, 24 CFR §85.36(c)(2) goes on to this list the use of "in-State" or geographical preferences in the evaluation of bids and proposals. 24 CFR §85.36(c)(3)(i-ii) requires PHAs to maintain written selection procedures for each procurement transaction, ensuring all solicitations 1) include a clear and accurate description of the requirements for the product or services to be procured, 2) clearly identify requirements which bidders must fulfill, and 3) specify all factors to be used in evaluating bids or proposals.

24 CFR §85.36(f)(1) establishes requirements to conduct cost or price analysis for each procurement action. Simply stated, price analysis must consist of a comparison of quotations to each other and to other sources of pricing information (e.g., past prices paid, catalog prices, etc.). Before making an award, PHAs must determine that the proposed price is fair and reasonable. Finally, 24 CFR §85.36(b)(9) stipulates PHAs must maintain records sufficient to detail the significant history of procurement, including but not limited to the following: rationale for the procurement method, selection or rejection methodology, and the basis for contract price.

Members of the Board of Commissioners, PHA employees, and any others serving in an official position or acting as an agent of the PHA (hereafter referred to as employees, officers, or agents) must discharge their duties impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, employees, officers, and agents should conduct themselves in such a manner as to foster the public's confidence in the integrity of the PHA procurement organization and process. Any attempt to realize personal gain through PHA employment or to serve as an officer or agent of the PHA through actions inconsistent with the proper discharge of duties is a breach of public trust.

Effective with the FYE 2013 procurement actions, a renewal clause was added to each procurement action on this list. Basically stated, as long as contractual obligations were satisfactorily met and cost was only modified through a reasonable method (cost of inflation increase, material price increase, etc.), contracts would be renewed on an annual basis for two additional one-year terms.

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners adopt the Small Purchase Procurement – Supply/Service Vendor List, effective for the fiscal year commencing 04/01/2014 and ending 03/31/2015.



Knox County Housing Authority

Resolution 2014-05

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

Approval of Small Purchase Procurement – Supply/Service Vendor List FYE 2015

WHEREAS, 24 CFR §85.36 in various parts outlines requirements that PHAs must follow when conducting procurement actions; and

WHEREAS, The Knox County Housing Authority will not exceed the threshold of \$50,000.00 and \$70,000.00, respectively, in the purchase of any one category of the attached list of supplies/services; and

WHEREAS, The Knox County Housing Authority has conducted a price/cost analysis and applied all evaluation factors to each procurement action respectively and has selected vendors from the attached list of Supplies/Services in accordance with 24 CFR §85.36 and HUD's Small Purchase Guidelines; and

WHEREAS, The Knox County Housing Authority has conducted all procurement action associated with this resolution in an ethical manner, in accordance with the KCHA's written policies and 24 CFR §85.36(b)(3)(i-iv);

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2015.

RESOLVED: March 25, 2014

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

KCHA Vendor List FYE 2015

| Category | FYE 2014 | FYE 2015 | Notes | Contract Year |
|---------------------------------------|-----------------------------------|-----------------------------------|--------------|-------------------------|
| Service/Maintenance | | | | |
| Plumbing/Heating | MSI | MSI | 5% | 3rd |
| Electrical | Roy Keith Electric | Roy Keith Electric | 1% | 3rd |
| Asbestos Abatement | IITI | IITI | 1.60% | 3rd |
| Fire Protection | Ahern | Ahern | | 3rd |
| Trash Removal | Waste Management | Waste Management | 3% | 3rd |
| Pest Control | American Pest Control | American Pest Control | | 2nd |
| Lawn Service | TruGreen | TruGreen | | 3rd |
| Flooring | Rheinschmidt's Carpet Ctr. | Rheinschmidt's Carpet Ctr. | | 3rd |
| Flooring Installation | Galesburg Flooring Installation | Galesburg Flooring Installation | | 2nd |
| Natural gas | Twin City Energy Services | Twin City Energy Services | | 2nd |
| Parts/Supplies | | | | |
| Appliances | Sears Commercial Sales | Sears Commercial Sales | | 3rd |
| | Barton Carroll's | Barton Carroll's | | 3rd |
| Appliance Parts | PDQ | PDQ | | 3rd |
| General Mtce. Supplies/ Paint/Hdwr | HD Supply | HD Supply | | U.S. Communities |
| | Lowes | Lowes | 10% discount | 3rd |
| | People's Do-It Center | People's Do-It Center | 10% discount | 3rd |
| | Wolverine Brass | Wolverine Brass | | 3rd |
| | PlumbMaster | PlumbMaster | | 3rd |
| Janitorial Supplies | | | | |
| Cleaning Supplies | OSI | OSI | | 3rd |
| | Zep | Zep | | U.S. Communities |
| | Wilson Paper Company | Wilson Paper Company | | 3rd |
| | AmSan | AmSan | | U.S. Communities |
| Paper Supplies | Wilson Paper Company | Wilson Paper Company | | 3rd |
| Lawn Equipment Supplies/Parts | | | | |
| | Kleine Equipment | Martin Sullivan | | 3rd |
| | Birkey's Farm Store | Birkey's Farm Store | | 3rd |
| Admin | | | | |
| Printing | Allegra | Allegra | | 2nd |
| IT Service | OSI | OSI | | 3rd |
| Printer Service | OSI | OSI | | 2nd |
| Office Supplies | Independent Stationers Staples | Independent Stationers Staples | | U.S. Communities 2nd |
| Security Camera Service | Thompson Electronics | Thompson Electronics | | 2nd |
| Shredding | AAA Certified Confidential | AAA Certified Confidential | | 2nd |
| Fee Accounting | | Hawkins, Ash CPAs | | 1st |

Knox County Housing Authority

Resolution 2014-06

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Public Housing Utility Allowance Schedule FYE 2015

Article I. Background

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §965.502(a) states "PHAs shall establish allowances for PHA-furnished utilities for all checkmetered utilities and allowances for resident-purchased utilities for all utilities purchased directly by residents from the utilities suppliers." Additionally, 24 CFR §965.502(b) explains "The PHA shall maintain a record that documents the basis on which allowances and scheduled surcharges, and revisions thereof, are established and revised. Such record shall be available for inspection by residents." 24 CFR §965.505(b) clarifies "Allowances for both PHA-furnished and resident-purchased utilities shall be designed to include such reasonable consumption for major equipment or for utility functions furnished by the PHA for all residents (e.g., heating furnace, hot water heater), for essential equipment whether or not furnished by the PHA (e.g., range and refrigerator), and for minor items of equipment (such as toasters and radios) furnished by residents.."

24 CFR §965.507(a) stipulates "PHA shall review at least annually the basis on which utility allowances have been established and, if reasonably required in order to continue adherence to the standards stated in § 965.505, shall establish revised allowances." Further, 24 CFR §965.507(b) explains "PHA may revise its allowances for resident-purchased utilities between annual reviews if there is a rate change (including fuel adjustments) and shall be required to do so if such change, by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based."

To that end, the KCHA contracted with the Nelrod Company to conduct a Utility Allowance study for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to update the current Public Housing utility allowances with current utility supplier's rates and charges for electric, natural gas, water, sewer and trash collection for the agency's three PH properties – Moon Towers, Family Sites (Woodland Bend, Cedar Creek Place, Whispering Hollow), and Bluebell Tower.

To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges. The Nelrod Company has recommended an increase in proposed utility allowances due to a rise in electric, water, sewer, and trash collection rates and monthly charges. The recommended increase to the current utility allowance is required under 24 CFR §965.507(b), as several categorical rate increases exceed the minimum 10% variance. The Nelrod Company has provided support documentation for its analysis and recommendation.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Public Housing Utility Allowance schedule prepared by the Nelrod Company, effective for the fiscal year ending 03/31/2015.

The Knox County Housing Authority will conduct a consumption study, as required by 24 CFR §965.507(a) prior to the expiration of this schedule.

Knox County Housing Authority

Resolution 2014-06

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Public Housing Utility Allowance Schedule FYE 2015

WHEREAS, 24 CFR §965.502, 24 CFR §965.505, and 24 CFR §965.507 in various parts requires Public Housing Authorities to annually review the schedule of utility allowances for the Public Housing program and establish an appropriate utility allowance schedule arrived at through a reasonable methodology; and

WHEREAS, The Knox County Housing Authority has contracted with the Nelrod Company to collect utility rate information and determine a monthly consumption average of KCHA public housing units, and the Nelrod Company having successfully completed the aforementioned study and having proposed an increase to the current utility allowance schedule on the basis of the analysis of the data collected in accordance with applicable regulations; and

WHEREAS, The Nelrod Company having provided appropriate supporting documentation to the Knox County Housing Authority; and

WHEREAS, Regulations established by the Department of Housing and Urban Development (HUD) require a resolution certifying the approval of the Public Housing Utility Allowance Schedule developed in accordance with 24 CFR §965.502, 24 CFR §965.505, and 24 CFR §965.507 in various parts;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Public Housing Utility Allowance Schedule proposed by the Nelrod Company for fiscal year-ending 03/31/2015.

RESOLVED: March 25, 2014

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner



Knox County Housing Authority, IL

Public Housing

PROPOSED MONTHLY UTILITY ALLOWANCES

Chart 1

UPDATE 2014

Building Type: High Rise Apartment

| | | | | | | |
|--|----------------|----------------|----------------|--|--|--|
| Moon Towers, Bluebell Tower IL-001, 003 | 0BR | 1BR | 2BR | | | |
| Electricity (L&A) | \$33.00 | \$33.00 | \$38.00 | | | |

Building Type: Semi-Detached/Duplex

| | | | | | | |
|----------------------------|------------|------------|-----------------|-----------------|-----------------|-----------------|
| Family A,B,C IL-002 | 0BR | 1BR | 2BR | 3BR | 4BR | 5BR |
| Electricity (L&A) | | | \$38.00 | \$43.00 | \$48.00 | \$53.00 |
| Natural Gas (H,WH,C) | | | \$67.00 | \$77.00 | \$84.00 | \$90.00 |
| Water | | | \$29.00 | \$37.00 | \$41.00 | \$50.00 |
| Sewer | | | \$14.00 | \$21.00 | \$25.00 | \$32.00 |
| Trash | | | \$17.00 | \$17.00 | \$17.00 | \$17.00 |
| Totals | | | \$165.00 | \$195.00 | \$215.00 | \$242.00 |

A monthly average cost of the summer and winter adjustments were used for the electric costs.

L&A= Lights & Appliances

WH= Water Heating

H= Space Heating

C= Cooking

Note: Public Housing utility allowances are calculated similar to method of utility providers. These allowances are not calculated by end use (like Section 8), but by total usage for each utility type.



Knox County Housing Authority

Resolution 2014-07

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Section 8 Utility Allowance Schedule FYE 2015

Article I. Background

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §982.517(a) requires housing authorities that administer a Section 8 program to "maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)." 24 CFR §982.517(b)(2) stipulates "a PHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards."

24 CFR §982.517(c)(1) states " a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there PHAs been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised." Additionally, the regulation explains "The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule."

To that end, the KCHA contracted with the Nelrod Company to conduct a Utility Allowance study for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to update the current Housing Choice Voucher utility allowances with current utility supplier's rates and charges for utilities required to be accounted for in the above mentioned regulations.

To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges. The Nelrod Company has recommended an increase in proposed utility allowances due to a rise in electric, water, sewer, and trash collection rates and monthly charges. The recommended increase to the current utility allowance is required under 24 CFR §982.517(c)(1), as several categorical rate increases exceed the minimum 10% variance. The Nelrod Company has provided support documentation for its analysis and recommendation.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Housing Choice Voucher Utility Allowance schedule prepared by the Nelrod Company, effective for the fiscal year ending 03/31/2015.



Knox County Housing Authority

Resolution 2014-07

March 25, 2014

Board of Commissioners

Derek Antoine, Executive Director

Approval of Section 8 Utility Allowance Schedule FYE 2015

WHEREAS, 24 CFR §982.517 in various parts requires Public Housing Authorities to annually review the schedule of utility allowances for the Housing Choice Voucher program and establish an appropriate utility allowance schedule arrived at through a reasonable methodology; and

WHEREAS, The Knox County Housing Authority has contracted with the Nelrod Company to collect utility rate information and determine a monthly consumption average, and the Nelrod Company having successfully completed the aforementioned study and having proposed an increase to the current utility allowance schedule on the basis of the analysis of the data collected in accordance with applicable regulations; and

WHEREAS, The Nelrod Company having provided appropriate supporting documentation to the Knox County Housing Authority; and

WHEREAS, Regulations established by the Department of Housing and Urban Development (HUD) require a resolution certifying the approval of the Public Housing Utility Allowance Schedule developed in accordance with 24 CFR §982.517 in various parts;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Housing Choice Voucher Utility Allowance Schedule proposed by the Nelrod Company for fiscal year-ending 03/31/2015.

RESOLVED: March 25, 2014

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

Allowances for Tenant Furnished Utilities and other Services

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

| Locality: Knox County Housing Authority, IL | | Unit Type: Apartment/ Walk-Up | | | | Date (mm/dd/yyyy) | |
|---|-------------------------------------|--|---------|--------------------|---------|-------------------|----------|
| Utility or Service | | Monthly Dollar Allowances | | | | | |
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | a. Natural Gas | \$21.00 | \$25.00 | \$29.00 | \$32.00 | \$37.00 | \$41.00 |
| | b. Bottle Gas/Propane | \$65.00 | \$77.00 | \$89.00 | \$99.00 | \$113.00 | \$125.00 |
| | c. Electric | \$19.00 | \$22.00 | \$30.00 | \$38.00 | \$46.00 | \$54.00 |
| | d. Oil / Other | | | | | | |
| Cooking | a. Natural Gas | \$3.00 | \$3.00 | \$4.00 | \$6.00 | \$7.00 | \$8.00 |
| | b. Bottle Gas/Propane | \$10.00 | \$10.00 | \$12.00 | \$19.00 | \$22.00 | \$24.00 |
| | c. Electric | \$6.00 | \$7.00 | \$9.00 | \$10.00 | \$12.00 | \$14.00 |
| Other Electric (Lights & Appliances) | | \$20.00 | \$24.00 | \$31.00 | \$39.00 | \$46.00 | \$54.00 |
| Air Conditioning | | \$4.00 | \$4.00 | \$7.00 | \$9.00 | \$12.00 | \$14.00 |
| Water Heating | a. Natural Gas | \$9.00 | \$10.00 | \$14.00 | \$19.00 | \$21.00 | \$24.00 |
| | b. Bottle Gas/Propane | \$26.00 | \$31.00 | \$46.00 | \$58.00 | \$65.00 | \$75.00 |
| | c. Electric | \$14.00 | \$17.00 | \$24.00 | \$30.00 | \$34.00 | \$38.00 |
| | d. Oil / Other | | | | | | |
| Water | | See Attached Water, Sewer & Trash Collection Schedule | | | | | |
| Sewer | | | | | | | |
| Trash Collection | | | | | | | |
| Range / Microwave Tenant-purchasing/leasing | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Refrigerator Tenant-purchasing/leasing | | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 |
| Other-- specify: | Monthly Electric Fee \$17.82 | \$18.00 | \$18.00 | \$18.00 | \$18.00 | \$18.00 | \$18.00 |
| | Monthly Gas Fee \$14.75 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 |
| Actual Family Allowances | | | | Utility or Service | | per month cost | |
| To be used by the family to compute allowance. Complete below for the actual unit rented. | | | | Heating | | \$ | |
| | | | | Cooking | | \$ | |
| Name of Family | | | | Other Electric | | \$ | |
| | | | | Air Conditioning | | \$ | |
| | | | | Water Heating | | \$ | |
| | | | | Water | | \$ | |
| Address of Unit | | | | Sewer | | \$ | |
| | | | | Trash Collection | | \$ | |
| | | | | Range / Microwave | | \$ | |
| | | | | Refrigerator | | \$ | |
| | | | | Other | | \$ | |
| | | | | Other | | \$ | |
| Number of Bedrooms | | | | Total | | \$ | |
| | | | | | | | |



Allowances for Tenant Furnished Utilities and other Services

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

| Locality: Knox County Housing Authority, IL | | Unit Type: Row House/ Townhouse & Semi-Detached/ Duplex | | | | Date (mm/dd/yyyy) | |
|---|-------------------------------------|--|----------|--------------------|----------|-------------------|----------|
| Utility or Service | | Monthly Dollar Allowances | | | | | |
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | a. Natural Gas | \$44.00 | \$52.00 | \$53.00 | \$53.00 | \$54.00 | \$54.00 |
| | b. Bottle Gas/Propane | \$137.00 | \$161.00 | \$164.00 | \$164.00 | \$166.00 | \$166.00 |
| | c. Electric | \$27.00 | \$32.00 | \$42.00 | \$52.00 | \$62.00 | \$71.00 |
| | d. Oil / Other | | | | | | |
| Cooking | a. Natural Gas | \$3.00 | \$3.00 | \$4.00 | \$6.00 | \$7.00 | \$8.00 |
| | b. Bottle Gas/Propane | \$10.00 | \$10.00 | \$12.00 | \$19.00 | \$22.00 | \$24.00 |
| | c. Electric | \$6.00 | \$7.00 | \$9.00 | \$10.00 | \$12.00 | \$14.00 |
| Other Electric (Lights & Appliances) | | \$23.00 | \$27.00 | \$37.00 | \$48.00 | \$58.00 | \$68.00 |
| Air Conditioning | | \$6.00 | \$7.00 | \$9.00 | \$11.00 | \$13.00 | \$15.00 |
| Water Heating | a. Natural Gas | \$9.00 | \$10.00 | \$14.00 | \$19.00 | \$21.00 | \$24.00 |
| | b. Bottle Gas/Propane | \$26.00 | \$31.00 | \$46.00 | \$58.00 | \$65.00 | \$75.00 |
| | c. Electric | \$14.00 | \$17.00 | \$24.00 | \$30.00 | \$34.00 | \$38.00 |
| | d. Oil / Other | | | | | | |
| Water | | See Attached Water, Sewer & Trash Collection Schedule | | | | | |
| Sewer | | | | | | | |
| Trash Collection | | | | | | | |
| Range / Microwave Tenant-purchasing/leasing | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Refrigerator Tenant-purchasing/leasing | | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 |
| Other-- specify: | Monthly Electric Fee \$17.82 | \$18.00 | \$18.00 | \$18.00 | \$18.00 | \$18.00 | \$18.00 |
| | Monthly Gas Fee \$14.75 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 |
| Actual Family Allowances | | | | Utility or Service | | per month cost | |
| To be used by the family to compute allowance. Complete below for the actual unit rented. | | | | Heating | | \$ | |
| | | | | Cooking | | \$ | |
| Name of Family | | | | Other Electric | | \$ | |
| | | | | Air Conditioning | | \$ | |
| | | | | Water Heating | | \$ | |
| | | | | Water | | \$ | |
| Address of Unit | | | | Sewer | | \$ | |
| | | | | Trash Collection | | \$ | |
| | | | | Range / Microwave | | \$ | |
| | | | | Refrigerator | | \$ | |
| | | | | Other | | \$ | |
| | | | | Other | | \$ | |
| Number of Bedrooms | | | | Total | | \$ | |



Allowances for Tenant Furnished Utilities and other Services

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

| Locality: Knox County Housing Authority, IL | | Unit Type: Detached House | | | | Date (mm/dd/yyyy) | |
|---|-------------------------------------|--|----------|--------------------|----------|-------------------|----------|
| Utility or Service | | Monthly Dollar Allowances | | | | | |
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | a. Natural Gas | \$39.00 | \$46.00 | \$53.00 | \$60.00 | \$67.00 | \$74.00 |
| | b. Bottle Gas/Propane | \$120.00 | \$142.00 | \$164.00 | \$188.00 | \$207.00 | \$229.00 |
| | c. Electric | \$45.00 | \$53.00 | \$62.00 | \$70.00 | \$78.00 | \$87.00 |
| | d. Oil / Other | | | | | | |
| Cooking | a. Natural Gas | \$3.00 | \$3.00 | \$4.00 | \$6.00 | \$7.00 | \$8.00 |
| | b. Bottle Gas/Propane | \$10.00 | \$10.00 | \$12.00 | \$19.00 | \$22.00 | \$24.00 |
| | c. Electric | \$6.00 | \$7.00 | \$9.00 | \$12.00 | \$12.00 | \$14.00 |
| Other Electric (Lights & Appliances) | | \$29.00 | \$34.00 | \$44.00 | \$55.00 | \$65.00 | \$75.00 |
| Air Conditioning | | \$5.00 | \$6.00 | \$10.00 | \$13.00 | \$17.00 | \$20.00 |
| Water Heating | a. Natural Gas | \$9.00 | \$10.00 | \$14.00 | \$19.00 | \$21.00 | \$24.00 |
| | b. Bottle Gas/Propane | \$26.00 | \$31.00 | \$46.00 | \$58.00 | \$65.00 | \$75.00 |
| | c. Electric | \$14.00 | \$17.00 | \$24.00 | \$30.00 | \$34.00 | \$38.00 |
| | d. Oil / Other | | | | | | |
| Water | | See Attached Water, Sewer & Trash Collection Schedule | | | | | |
| Sewer | | | | | | | |
| Trash Collection | | | | | | | |
| Range / Microwave Tenant-purchasing/leasing | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Refrigerator Tenant-purchasing/leasing | | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 |
| Other-- | Monthly Electric Fee \$17.82 | \$18.00 | \$18.00 | \$18.00 | \$18.00 | \$18.00 | \$18.00 |
| | Monthly Gas Fee \$14.75 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 |
| Actual Family Allowances | | | | Utility or Service | | per month cost | |
| To be used by the family to compute allowance. Complete below for the actual unit rented. | | | | Heating | | \$ | |
| | | | | Cooking | | \$ | |
| Name of Family | | | | Other Electric | | \$ | |
| | | | | Air Conditioning | | \$ | |
| | | | | Water Heating | | \$ | |
| | | | | Water | | \$ | |
| | | | | Sewer | | \$ | |
| Address of Unit | | | | Trash Collection | | \$ | |
| | | | | Range / Microwave | | \$ | |
| | | | | Refrigerator | | \$ | |
| | | | | Other | | \$ | |
| | | | | Total | | \$ | |
| Number of Bedrooms | | | | Other | | \$ | |
| | | | | Total | | \$ | |





KNOX COUNTY HOUSING AUTHORITY, IL

Water, Sewer and Trash Collection

All Building Types

Update 2014

| Location | | Monthly Dollar Allowances | | | | | |
|--|-------|---------------------------|---------|---------|---------|---------|----------|
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Abingdon City Water Works/ Jackson Disposal | Water | \$20.00 | \$20.00 | \$26.00 | \$32.00 | \$37.00 | \$43.00 |
| | Sewer | \$16.00 | \$16.00 | \$20.00 | \$24.00 | \$28.00 | \$31.00 |
| | Trash | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 |
| Altona Water Wroks | Water | \$17.00 | \$17.00 | \$22.00 | \$27.00 | \$32.00 | \$36.00 |
| | Sewer | \$32.00 | \$32.00 | \$34.00 | \$37.00 | \$39.00 | \$41.00 |
| | Trash | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Village of East Galesburg | Water | \$19.00 | \$19.00 | \$25.00 | \$32.00 | \$38.00 | \$43.00 |
| | Sewer | \$27.00 | \$27.00 | \$32.00 | \$37.00 | \$42.00 | \$47.00 |
| | Trash | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 |
| City of Galesburg | Water | \$24.00 | \$24.00 | \$28.00 | \$32.00 | \$36.00 | \$40.00 |
| | Sewer | \$10.00 | \$10.00 | \$14.00 | \$17.00 | \$20.00 | \$24.00 |
| | Trash | \$17.00 | \$17.00 | \$17.00 | \$17.00 | \$17.00 | \$17.00 |
| City of Knoxville | Water | \$22.00 | \$23.00 | \$28.00 | \$34.00 | \$40.00 | \$45.00 |
| | Sewer | \$23.00 | \$24.00 | \$30.00 | \$36.00 | \$41.00 | \$47.00 |
| | Trash | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 |
| Village of London Mills | Water | \$33.00 | \$33.00 | \$33.00 | \$33.00 | \$33.00 | \$33.00 |
| | Sewer | \$32.00 | \$32.00 | \$32.00 | \$32.00 | \$32.00 | \$32.00 |
| | Trash | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 |
| Village of Maquon | Water | \$40.00 | | | | | |
| | Sewer | | | | | | |
| | Trash | | | | | | |
| Oak Run (Aqua America)/ (Spoon River) | Water | \$38.00 | \$39.00 | \$49.00 | \$59.00 | \$69.00 | \$79.00 |
| | Sewer | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 |
| Village of Oneida | Water | \$28.00 | \$28.00 | \$33.00 | \$38.00 | \$43.00 | \$48.00 |
| | Sewer | \$15.00 | \$15.00 | \$20.00 | \$25.00 | \$30.00 | \$35.00 |
| | Trash | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Village Wataga | Water | \$20.00 | \$20.00 | \$25.00 | \$31.00 | \$36.00 | \$41.00 |
| | Sewer | \$11.00 | \$11.00 | \$13.00 | \$14.00 | \$16.00 | \$18.00 |
| | Trash | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Village of Yates City | Water | \$49.00 | \$51.00 | \$64.00 | \$77.00 | \$90.00 | \$103.00 |
| | Sewer | \$18.00 | \$19.00 | \$25.00 | \$31.00 | \$37.00 | \$43.00 |



Executive Director Report

March 2014

Executive Director Report

March 2014

Regular Meeting – Board of Commissioners

Tuesday, March 25, 2014 – 10:00 AM
William H. Moon Towers
255 W. Tompkins St.
Galesburg, IL 61401

Executive Office

Training and Development Summary

The following information details training and development attended by Knox County Housing Authority Staff during the month of March 2014:

| Staff | Date | Development |
|-------------|-------------|----------------------------|
| Antoine, D. | 3/18 – 3/20 | Property Manager (Trainer) |
| Antoine, D. | 03/06/2014 | Getting Things Done |
| Watkins, B. | 3/18 – 3/20 | Property Manager |
| Gray, K. | 3/18 – 3/20 | Property Manager |
| Stegall, J. | 3/18 – 3/20 | Property Manager |
| Occ. Staff | 03/26/2014 | Ethics for Specialists |

Media Outreach/Public Relations

The Executive Director was interviewed by KWQC Channel 6 News on 02/26/2014 in reference to the agency's proposed Firearm Policy. The new piece focused primarily on the concealed carry elements of the policy, and included interviews with several residents of Moon Towers. Public response was varied, as one would imagine, on the concept of concealed weapons in public housing. A few members of



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the public called to voice their opinions, which was a welcome opportunity to educate.

The Facebook page has reached 447 “Likes,” as growth continues at a snail’s pace. A goal in the upcoming year will be the assignment of public relations-type tasks, which would include Facebook marketing. Examples of information shared this past month includes: a shred status from the Galesburg Police Department, information on a job training series presented by the KCHA ROSS program, Executive Director Derek Antoine’s trip to Washington DC, Carl Sandburg College’s Career Expo, and GED class registration information.

Additionally, this month the agency expanded its partnership with the Galesburg NAACP, which will now be hosting meetings in the Moon Towers community room. Meetings are open to the public, which includes residents of Moon Towers and the other public housing program sites.

Policy/Operations

Accounting and Finance

In the month of March, the Finance Department started preparing for 2014 year-end. The department worked on the financials for the month of February and created some reports to help with the preparation of the Financial Data Summary report. The department also worked on creating procedures for any IDROP offsets that the Housing Authority receives from the state. As of 03/21/2014 the State has performed none (9) offsets totaling \$3,379.40. The agency uploaded the first list of bad debtors on 2-14-14, so this represents just over one month of collection data. The agency also found out that the Credit Bureau will be closing as of 05/19/2014. As of that date the agency will be able to submit all of those debtors previously submitted to the Credit Bureau (those that qualify) to the IDROP program. The agency is very happy about this, since it appears that the State’s IDROP program is a more effective method of collection.

Also this month, the property managers have completed preparation of the FYE 2015 budgets. The Finance Department, along with the Executive Director, will look over and make any necessary changes before the budgets are reviewed by the Finance Committee prior to presentation to the board for approval.

Human Resources

Kati Gray is our March 2014 Employee of the Month. During the Program Manager’s meeting, she reported that she had come up with a way to better shore up the unit turn/leasing process, and that her maintenance staff was on board with it. She has shown initiative and motivation in getting units leased, helps and works with her staff so everyone understands the importance of the process, and is clearly working toward a solution to keep units occupied, with anticipated vacancies in her sights. Keep ‘em filled, Kati!

Facilities

This month the agency began preparing the conference room and community room at Moon Towers for expanded use in the future. Work has commenced on adding wireless internet capabilities to the conference room and the community room, as well as adding a microphone/sound system to the community room. Completing this work adds presentation capabilities to both rooms, which has benefits for both agency meetings and public events.

Legislative

Executive Director Derek Antoine attended the annual NAHRO Legislative Conference held in Washington DC from 03/09/2014 through 03/12/2014. Sessions attended included making the most of your legislative visits, and current issues in the public housing/section 8 programs. On 03/11/2014, Mr. Antoine met with representatives from all three congressional representatives, including Representative Bustos and Senators Durbin and Kirk. During the meetings, appreciation was shown for the increase in appropriations for 2014, and encouragement to keep funding community programs in future appropriations. Concerns were shared over the cost saving measure added to the appropriations which will raise flat rents to a level no lower than 80% of fair market calculations, with each representative asking to be kept informed of the impact to the population the agency serves. Additionally, Mr. Antoine offered himself as a resource on community development programs, and extended invitations to host each representative at the KCHA to meet with area housing officials.

Public Housing Program

Moon Towers

Darla with Marigold Nursing Home continues to come to Moon Towers on a monthly basis. She provides BINGO for those that would like to attend. She had a total of 21 tenants attend in February. Moon Towers provides snacks for those in attendance.

Laurie Klugger, Medicare Benefit Consultant with Meridian Healthcare came and offered a Movie & Popcorn to the tenants of interest on February 20th. Only 12 tenants attended, but of those 12 tenants, a good time was had and they really enjoyed the movie, "As Good As it Gets." Laurie will be back to offer BINGO at the end of March.

Michelle Kim, ROSS coordinator with the KCHA, will be coming to Moon Towers to offer a workshop series on job readiness. The series consists of three one-hour classes, which will be held in the old conference room. The series will offer information on how to complete a job application, how to write a winning resume and how to interview like a pro. This series will started 03/17/2014, and will continue once a week until completed.

Ron Reed, Maintenance Mechanic II at Moon Towers replaced carbon monoxide detectors in all units during the month, as the units had reached the end of their useful life cycle. He was able to complete this task in one day with the assistance of Tina McCormick and Steve Hiatt, Maintenance Mechanic I's to avoid disruption of service to residents in the building.

Amy Ash, Occupancy Specialist at Moon Towers went above and beyond her duties to help guide a tenant in the right direction. The tenant had been paying child support for many years after he was supposed to have ceased, and Amy assisted him in finding out the reason behind it. As it turned out, he should have been done paying in 2005 according to the court order. As a result of her work, the tenant has filed the appropriate paperwork with the court and is awaiting legal resolution to the situation. Kudos to Amy Ash for taking that extra step in helping out a tenant.

Financial quick hits for Moon Towers:

- Average rent collected for Moon Towers is \$187.14 per unit per month.
- 67 vacant unit days for a total vacancy loss of \$614.87 in *desired* rent, and a vacancy loss of \$483.27 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$9.05 per unit.
- Accounts Receivable for the Moon Towers is currently \$2,761.48
 - \$926.31 in dwelling rent
 - \$262.68 in retro rent (unreported income)
 - \$1,572.49 in other charges (maintenance, violation fines, etc.)

Here is a snapshot of the occupancy at Moon Towers:

| Moon Towers | | | | |
|----------------------|--|---|--------------|------------------|
| Moon Towers A | | 1 | Efficiencies | |
| 88 Units | | 1 | 1 Bedroom | |
| | | 0 | 2 Bedroom | Total: 2 |
| | | 0 | Accessible | Occupied: 97.8% |
| Moon Towers B | | 0 | Efficiencies | |
| 89 Units | | 0 | 1 Bedroom | |
| | | 0 | 2 Bedroom | Total: 0 |
| | | 0 | Accessible | Occupied: 100.0% |

The positive momentum in the leasing of units at Moon Towers continues. Occupancy for March 2014 is at 98.9% for the second month in a row. Agency efforts will continue to attain a minimum of 97% occupancy throughout 2014.

The waiting list at Moon Towers currently sits at 113 applicants. Here is a breakdown of applicants by month for FYE 03/31/2014:

| Moon Towers Waiting List | | |
|--------------------------|-------|-------|
| Applicants | Month | Total |
| FYE 03/31/2013 | - | 105 |
| April 2013 | 8 | 113 |
| May 2013 | 4 | 117 |
| June 2013 | 12 | 129 |
| July 2013 | 12 | 141 |
| August 2013 | 8 | 147 |
| September 2013 | 10 | 137 |
| October 2013 | 20 | 135 |
| November 2013 | 11 | 81 |
| December 2013 | 8 | 84 |
| January 2014 | 13 | 94 |
| February 2014 | 10 | 99 |
| March 2014 | 12 | 113 |

Scattered Family Sites

Our Family maintenance staff, with the help of our Tenant Services Coordinator, Nancy Epperson, and some tenants have been cleaning up the property now that the snow is melting. Staff is still been busy turning units and continue to work on annual inspections and regular work orders.

Family Occupancy Specialist, Thomas Rogers and Property Manager Kati Gray have been busy with making sure all tenants sign the lease addendum and receive copies of the new Smoke Free Housing and Firearm Policies prior to the April 1, 2014 implementation date. Site staff have conducted five open signings and have one more scheduled. Of 190 families, only 55 have yet to sign and the hope is to get them to our last signing on 3/27/14. These open dates have provided staff with the opportunity to meet with nearly every tenant, which speaks to positive resident relations. With the new Smoke Free Housing Policy, several tenants have indicated they are going to take advantage of the resources provided by the Knox County Health Department and attempt to quit smoking. This is exciting news for them, their families, and their health.

Two family sites tenants are now employed at the new pizza restaurant, Marco's, inside Family Video on Main Street. There are also some other tenants with new jobs at various places, so employment seems to be on the rise for our family residents.

On a different note, there have been fewer and fewer children attending the after school program. The weather could be a factor, but it isn't clear why the numbers are dwindling. This continues to be a problem for several programs the agency is holding for tenants. Staff are hoping to start knocking on some doors with the nice spring weather to get some feedback for the lack of attendance and some ideas for programs the tenants would like to see.

Financial quick hits for the Family Sites:

- Average rent collected for the Family Sites is \$60.25 per unit per month.
- 235 vacant unit days for a total vacancy loss of \$2,896.57 in *desired* rent, and a vacancy loss of \$705.16 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$10.60 per unit.
- Accounts Receivable for the Family sites is currently \$12,249.49
 - \$3,756.66 in dwelling rent
 - \$4,222.53 in retro rent (unreported income)
 - \$4,222.53 in other charges (maintenance, violation fines, etc.)

Here is a snapshot of the occupancy on our Family Sites:

| Family Sites | | | |
|--------------|---|-----------|-----------------|
| 190 Units | 2 | 2 Bedroom | |
| | 2 | 3 Bedroom | |
| | 1 | 4 Bedroom | Total: 6 |
| | 1 | 5 Bedroom | Occupied: 96.9% |

Family Housing has adequate application inventory. Vacancy rates here have increased to 3.1%, and have historically trended higher during this time of year (spring, summer).

After a recent purge, the waiting list for our Family Sites currently has 169 applicants awaiting housing. Here is a breakdown of applicants by month for FYE 03/31/2014:

| Family Sites Waiting List | | |
|---------------------------|-------|-------|
| Applicants | Month | Total |
| FYE 03/31/2013 | - | 158 |
| April 2013 | 28 | 186 |
| May 2013 | 25 | 211 |
| June 2013 | 21 | 232 |
| July 2013 | 31 | 263 |
| August 2013 | 22 | 285 |
| September 2013 | 10 | 282 |
| October 2013 | 31 | 300 |
| November 2013 | 21 | 301 |
| December 2013 | 21 | 306 |
| January 2014 | 17 | 302 |
| February 2014 | 18 | 265 |
| March | 20 | 169 |

Bluebell Tower

Iris Health Care gave a program explaining the services that they had to offer in the Bluebell Tower Community Room. This was attended by approximately 15 tenants.

Notification went out to the tenants that they would be able to sign the Lease Addenda incorporating the Smoke Free Housing Policy and the Firearm's Policy this month. A morning and afternoon session were scheduled for one hour each and all but ten tenants signed during this time. Property Manager Jenny Stegall went door to door for the remaining signatures, and now 100% of the Blue Bell tenants have signed the addendum.

Floyd Palmer, who is a resident in #501, took a very strong interest in the proposed flat rent increases after everyone received a letter from Executive Director Derek Antoine outlining the new laws enacted by President Obama. He researched the Fair Market Rents, studied the HUD website, and conducted a sampling of comparable units in the private market. Mr. Palmer organized a tenant meeting for 3-10-14, one in the afternoon and one in the evening, to talk to any interested tenants who wanted to learn more about this issue. He had a total of 26 tenants who attended the meetings. He and another tenant, Joyce Crane drafted a letter to be sent to Senators Dick Durbin and Mark Kirk, and Congresswoman Cheri Bustos voicing their concern about the financial implications on their rents. Mr. Palmer has set aside time during this week (March 17-19) at three times during the day for our tenants to sign the letter to be sent to these representatives. In discussing the meetings with him, he felt that they were well received, and he was happy that so many took an interest.

The Care Center of Abingdon/Azer Clinic sponsored a luncheon and program for Bluebell tenants. Thirty-six tenants signed up, with a few more attending. The tenants and staff of Blue Bell Tower deeply appreciate the outreach they provide. They continue to do blood pressure screening

weekly and come to play Bingo with residents once a month with small household items as prizes. They are always well attended.

Property Manager Jennifer Stegall hosted a “First Day of Spring” dinner for the Blue Bell tenants at 6:00 pm. The agency purchased the food, and many of the tenants volunteered to prepare it and set up the dining room. Doris Platt volunteered to compile some “Springtime Trivia” just for fun after the meal. In all, 46 residents were in attendance, and everyone seemed to enjoy the fellowship. The goal in hosting this meal was to bring everyone into spring and put the harsh winter in the rearview mirror, boost morale and bolster tenant satisfaction. Springtime decorating was done by the tenants; something that everyone appreciates. Ms. Stegall has received many words of appreciation.

Bluebell Tower is continuing to encounter major repairs. The domestic hot water tank valve is in the process of being repaired (rather than replaced), and a pole light will be repaired this week by Roy Keith Electric at a cost of approx. \$1800.00. The key fob system for the main entry experienced some technical difficulties, however all that was required for repair was a battery. Additionally, and very similarly to Moon Towers, the carbon monoxide detectors malfunctioned due to life cycle and required replacement.

Financial quick hits for the Bluebell Tower:

- Average rent collected for Bluebell Tower is \$270.47 per unit per month.
- 16 vacant unit days for a total vacancy loss of \$167.47 in *desired* rent, and a vacancy loss of \$114.07 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$54.16 per unit.
- Accounts Receivable for the Bluebell Tower is currently (\$522.50)
 - (\$446.50) in dwelling rent
 - \$0.00 in retro rent (unreported income)
 - \$(81.00) in excess utilities
 - \$5.00 in other charges (maintenance, violation fines, etc.)

Here’s a snapshot of occupancy at Bluebell Tower:

| Bluebell Tower | | | |
|----------------|---|-----------|------------------|
| | 0 | 1 Bedroom | Total: 0 |
| 51 Units | 0 | 2 Bedroom | Occupied: 100.0% |

Bluebell Tower is at 100.0% occupancy for the fifth month in a row. Property Manager Jennifer Stegall deserves credit for this, as her property boasts satisfied residents, a well maintained property, and effective building management.

The waiting list for Bluebell Tower currently has 28 applicants listed. Here is a breakdown of applicants by month for FYE 03/31/2014:

Bluebell Tower Waiting List

| Applicants | Month | Total |
|----------------|-------|-------|
| FYE 03/31/2013 | - | 65 |
| April 2013 | 4 | 69 |
| May 2013 | 4 | 73 |
| June 2013 | 2 | 75 |
| July 2013 | 3 | 78 |
| August 2013 | 3 | 22 |
| September 2013 | 1 | 23 |
| October 2013 | 3 | 21 |
| November 2013 | 2 | 22 |
| December 2013 | 2 | 23 |
| January 2014 | 5 | 24 |
| February 2014 | 4 | 25 |
| March 2014 | 5 | 28 |

Housing Choice Voucher Program (Section 8)

Application/Waiting List Activity

| | Application Waiting List | Applicants Purged | Intake/Briefing |
|----------------|-----------------------------|----------------------|-----------------|
| April 2013 | 186 | 15 | 0 |
| May 2013 | 171 | 27 | 0 |
| June 2013 | 144 | 8 | 0 |
| July 2013 | 136 | 16 | 1 |
| August 2013 | 111 | 19 | 7 |
| September 2013 | 90 | 9 | 0 |
| October 2013 | 68 | 7 | 16 |
| November 2013 | 65 | 3 | 0 |
| December 2013 | 63 | 2 | 0 |
| January 2014 | 56 | 9 | 0 |
| February 2014 | 53 | 6 | 38 |

Voucher Activity

| | Vouchers Issued | Vouchers Leased | Vouchers Ported | Vouchers Terminated |
|----------------|--------------------|--------------------|--------------------|------------------------|
| April 2013 | 4 | 222 | 0 | 3 |
| May 2013 | 1 | 219 | 3 | 2 |
| June 2013 | 3 | 218 | 4 | 1 |
| July 2013 | 1 | 212 | 10 | 4 |
| August 2013 | 7 | 211 | 10 | 1 |
| September 2013 | 6 | 207 | 11 | 6 |
| October 2013 | 12 | 205 | 11 | 2 |
| November 2013 | 15 | 206 | 13 | 1 |
| December 2013 | 1 | 205 | 14 | 0 |

| | | | | |
|---------------|----|-----|----|---|
| January 2014 | 12 | 204 | 13 | 1 |
| February 2014 | 5 | 205 | 13 | 1 |

Housing Assistance Payments

| | Housing Assistance Payments (HAP) |
|-------------------|--------------------------------------|
| April 2013 | \$ 80,661.00 |
| May 2013 | \$ 79,033.00 |
| June 2013 | \$ 78,851.00 |
| July 2013 | \$ 79,548.00 |
| August 2013 | \$ 78,603.00 |
| September 2013 | \$ 77,148.00 |
| October 2013 | \$ 78,638.00 |
| November 2013 | \$ 81,959.00 |
| December 2013 | \$ 78,140.00 |
| January 2014 | \$ 78,157.00 |
| February 2014 | \$ 80,738.00 |
| TOTAL FYTD | \$ 871,476.00 |

Affordable Housing Program (A.H.P.)

Prairieland Townhouse Apartments

Property Manager Mary Pendry prepped an interest flyer for residents to gauge interest in the Prairieland Community Garden Y2. It appears the existing garden may not need extended any further this year, but should remain full. Ms. Pendry continues to work with the Family Sites on the garden book she prepared "Basic Steps to Start a Community Garden". Hopefully it will be a helpful tool/reference to establish a new Community Garden at other Family Sites.

The S236 HUD Use Agreement term is nearing completion, and is set to end in November 2016. This is something that will need to be looked at, and the Board will need to begin determining a course of action from this point forward. Options may include a refinance situation that may open up opportunity for an injection of cash (which would help with projects such as window, roof, and kitchen replacement), cutting ties with HUD on the S236 units and trying to operate as more of a market rate site, and possibly adding vouchers.

Prairieland experienced some ice build-up and leaking issues at a few of the buildings with older roofs, and incurred damage to several down spouts in the clearing ice/snow for drainage.

Financial quick hits for the Prairieland Townhouses (pending completion of November 2013 Data):

- Average rent collected for Prairieland Townhouses is \$283.70 per unit per month.
- Vacancy loss of \$724 for 2 vacancies
- Accounts Receivable for the Prairieland Townhouses is currently \$9,110.00
- Net profit for February 2014 - \$1,190.00

- Net profit YTD 2013 - \$32,794.00 (Transferred to Residual Receipts if unused)

Brentwood Manor

Annual inspections were conducted at Brentwood during the month of March for July lease renewals.

Property Manager Mary Pendry took advantage of some down time to catch up on rent delinquencies, and made some serious headway in that regards. With March continuing to be a slow and snowy month, she was also able to catch up on re-certifications and application processing. Ms. Pendry was also able to start preparations for end of fiscal year accounting.

Financial quick hits for the Brentwood Manor:

- Average rent collected for Brentwood Manor is \$321.04 per unit per month.
- Vacancy loss of \$686.00 for 2 vacancies
- Accounts Receivable for the Brentwood Manor is currently \$5,378.24
- Net Profit for February 2014 - \$3,215.00
- Net profit YTD 2013 - \$140,100.00 (\$93,000.00 from ECRM grant)

Here is a snapshot of occupancy for the A.H.P. properties:

| A.H.P. Properties | | | | |
|-----------------------|---|-----------|-----------|-------|
| Brentwood Manor | | | | |
| | 1 | Vacancies | Total: | 1 |
| 72 Units | | | Occupied: | 98.7% |
| Prairieland Townhomes | | | | |
| | 1 | Vacancies | Total: | 1 |
| 66 Units | | | Occupied: | 98.5% |

Occupancy at the Affordable Housing Program sites sits at 98.6% for March 2014.

Resident Opportunity and Self Sufficiency Program (R.O.S.S.)

KCHA has been awarded a \$5,000 Hy-Vee One-Step grant for community gardens for the second consecutive year. Competition greatly increased from the previous year, with approximately 240 applications submitted. The total number of grants awarded has not yet been announced. This grant will be applied to developing new gardens on at least two KCHA properties and supplementing the two existing gardens at Woodland Bend and Prairieland Townhouse Apartments. The two sites being considered for establishment of gardens are Cedar Creek Place and Moon Towers. If feasible, a garden may be established at Whispering Hollow as well. Funds will cover the expenses of supplies, tools, plants, seeds, and other items needed to develop and maintain the gardens.

A series of employment workshops was offered at Cedar Creek Place for all family sites. This was a three part series that included "How To Complete Job Applications Properly," "How To Write a Winning Resume," and "How To Interview Like a Pro." Workshops were scheduled for

Wednesdays from 1-2:00pm. The series was advertised in the newsletter, through individual flyers delivered door-to-door, and on Facebook. Unfortunately, no one attended any of the programs. This same series is being offered to Moon Towers residents. The first workshop was scheduled for 03/17/2014, and again no one attended. The next two workshops are scheduled for Monday, 03/24/2014 and 03/31/2014.

The workshop series was scheduled as an attempt to prepare individuals for Career Expo 2014 at Carl Sandburg College on 04/08/2014. The job fair has been advertised in the newsletter and on Facebook. Flyers will be delivered door-to-door, and transportation to the event will be offered.

Information packets about the KCHA Summer Camp have been sent to community organizations in an attempt to prompt interest in sponsoring the camp. Packets included facts about the camp, benefits to participants, sample activity schedules, and photos. Galesburg Community Foundation allows organizations to only apply for one program grant per agency, and the grant went to the after-school program. Therefore, there is no funding in place yet for the summer camp.

A job shadow experience is being coordinated with Dave's Auto Body for a KCHA resident who is currently in high school. The student has expressed interest in auto body work, so the ROSS Coordinator is collaborating with Dave's to create an experience for him during his spring break week.

The ROSS Coordinator has joined a local workforce partnership led by the Workforce Investment Office. The group is exploring options that would make it easier for job seekers to access information about open positions and for employers to find qualified candidates.

The ROSS Coordinator has volunteered to serve on a committee to help launch the 2-1-1 service locally. United Way of Knox County is leading the initiative to launch the referral service later this year.

An extension request for the current ROSS grant has been submitted by the Coordinator. The current grant is due to expire on 06/15/2014. A six month extension request was submitted on 03/17/2014. The HUD field office is reviewing the request, and should have a decision made within in two weeks from submission of the request. If an extension is approved, the ROSS grant would expire on 12/15/2014. There are currently no grants open for application that would replace ROSS funding. The ROSS Coordinator will continue to seek opportunities for funding through government grants as well as other sources.

BOARD MEMO


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TO: Board of Commissioners
Knox County Housing Authority

DATE: 03/21/2014

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 03/25/2014

SUBJECT: Executive Director Performance Evaluation

Executive Summary

Annually, the Knox County Housing Authority Board of Commissioners is provided with the task of evaluating the performance of the Executive Director. The performance of the executive director is critical to the agency fulfilling its mission, and is a central responsibility of the Board. As the Executive Director influences the agency's success and financial health, it is incumbent on the Board of Commissioners to set standards and objectively and fairly evaluate performance against these standards.

The Knox County Housing Authority's annual performance appraisal process coincides with the agency's fiscal year, which begins on April 01 and ends on March 31. In August of 2013, a six month performance review was completed for the Executive Director, and it was decided at that time to conduct the annual appraisal on the same cycle as the rest of the staff at the agency.

It was brought forward at the six-month appraisal the Board would like employee feedback to help guide them in rating the Executive Director's performance in certain categories. To that end, during the month of March 2014 the agency conducted 360 Performance Evaluation surveys on all 30 employees. In addition to the 360 survey, staff were also asked to complete an engagement survey which gauged employee satisfaction with the agency and the work we do.

The Board will be provided with an evaluation form for the Executive Director at the 03/25/2014 meeting. Staff will compile the survey results, and provide the data to the Board by 04/04/2014. The goal would be for the Board to hold a work session during the month of April, ahead of the 04/29/2014 regular meeting, to discuss the performance of the Executive Director and score the evaluation collectively. With that complete, the Board would be able to deliver the performance review during executive session at that meeting.



EXECUTIVE DIRECTOR PERFORMANCE APPRAISAL

Employee Information

| | | | |
|----------------|----------------------------|-----------------------|------------------------|
| Employee Name: | Derek Antoine | Manager / Supervisor: | Board of Commissioners |
| Job Title: | Executive Director | Review Period: | 1/1/2013 to 3/31/2014 |
| Work Location: | Central Office Cost Center | | |

Evaluation Ratings

Use this rating key for the following evaluation:

- 1 = UNSATISFACTORY** Does not perform required tasks; requires constant supervision; needs to show an immediate and sustained improvement.
- 2 = APPROACHING EXPECTATIONS** Requires development within the rating factor. Performance at this level requires some improvement in order to fully meet expectations.
- 3 = MEETS EXPECTATIONS** Performs the tasks and duties of the position to expectations of the position. Tasks are more often accurate, and completed on time.
- 4 = EXCEEDS EXPECTATIONS** Generally goes above and beyond the expectations of the position.
- 5 = EXCEPTIONAL** Always gets results far above what is required; consistently exceeds the expectations of the position.

Job Knowledge / Skill (15%)

| | (5) = Exceptional | (4) = Exceeds Expectations | (3) = Meets Expectations | (2) = Approaching Expectations | (1) = Unsatisfactory |
|--|--------------------------|-------------------------------|-----------------------------|-----------------------------------|--------------------------|
| Demonstrates Required Job Skills and Knowledge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the Ability to Learn and Use New Skills and Technologies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Uses Available Resources in an Effective Manner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quality of Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quantity of Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Responds Effectively to Assigned Responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Follows Through/Follows Up | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Follows all Safety Rules, Procedures and Directives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates Problem Solving Skills and Techniques | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|---|--------------------------|--------------------------|---------------------------------|--------------------------|-----------------------------------|
| Task Initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Organization, Planning, and Time Management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total: | <input type="text"/> | Rating Factors: | <input type="text" value="11"/> | Section Average: | <input type="text" value="0.00"/> |

| Communication Skills (15%) | | | | | |
|--|--------------------------|-------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| | (5) = Exceptional | (4) = Exceeds Expectations | (3) = Meets Expectations | (2) = Approaching Expectations | (1) = Unsatisfactory |
| Listens and Responds Effectively to Direction from the Board | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicates Effectively | | | | | |
| Listens to Others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Verbal Communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written Communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appropriate Tones | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Positive Communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exhibits Self Control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Phone Etiquette | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Offers Constructive Suggestions and Criticisms Appropriately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains Confidentiality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates Appropriate Tone in Resident Communications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total: | <input type="text"/> | Rating Factors: | <input type="text" value="11"/> | Section Average: | <input type="text" value="0.00"/> |

| Board Responsibility (15%) | | | | | |
|--|--------------------------|-------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| | (5) = Exceptional | (4) = Exceeds Expectations | (3) = Meets Expectations | (2) = Approaching Expectations | (1) = Unsatisfactory |
| Provides Board with appropriate resources and information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepares all Board documentation professionally and accurately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains accurate records of Board meetings and activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conducts orderly and efficient Board meetings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicates Effectively with all Board members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total: | <input type="text"/> | Rating Factors: | <input type="text" value="5"/> | Section Average: | <input type="text" value="0.00"/> |

Agency / Organization (10%)

| | (5) = Exceptional | (4) = Exceeds Expectations | (3) = Meets Expectations | (2) = Approaching Expectations | (1) = Unsatisfactory |
|--|--------------------------|-------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| Fosters Loyalty to the Knox County Housing Authority | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ethical | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Follows KCHA Policies and Procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Promotes Positivity about the KCHA to the Community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Works for the Good of the Knox County Housing Authority | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total: | <input type="text"/> | Rating Factors: | <input type="text" value="5"/> | Section Average: | <input type="text" value="0.00"/> |

Personal Qualities / Growth (10%)

| | (5) = Exceptional | (4) = Exceeds Expectations | (3) = Meets Expectations | (2) = Approaching Expectations | (1) = Unsatisfactory |
|--|--------------------------|-------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| Meets Attendance Requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Appearance / Hygiene | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Flexibility - Adapts to Change | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Takes Responsibility for Actions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Honors Commitments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Trustworthy/Dependable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Engages in Appropriate Personal Development Opportunities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Generates Creative Ideas for the Improvement of Processes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total: | <input type="text"/> | Rating Factors: | <input type="text" value="8"/> | Section Average: | <input type="text" value="0.00"/> |

Project Management (15%)

| | (5) = Exceptional | (4) = Exceeds Expectations | (3) = Meets Expectations | (2) = Approaching Expectations | (1) = Unsatisfactory |
|-------------------------------------|--------------------------|-------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| Prioritizes Tasks Appropriately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Responds Appropriately to Obstacles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Manages Budget Effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develops Appropriate Strategies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Meets Deadlines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to "Get Things Done" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Engaged in Daily Processes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total: | <input type="text"/> | Rating Factors: | <input type="text" value="7"/> | Section Average: | <input type="text" value="0.00"/> |

Leadership (20%)

| | (5) = Exceptional | (4) = Exceeds Expectations | (3) = Meets Expectations | (2) = Approaching Expectations | (1) = Unsatisfactory |
|--|--------------------------|-------------------------------|-----------------------------|-----------------------------------|-------------------------------------|
| Leads by Example | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proactive in Finding Realistic Solutions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Acts Decisively, Meets Challenges Head-On | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Motivates Team to Potential | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Resolves Conflicts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Establishes Clear Expectations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Provides Clear Direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provides Necessary Resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Delegates Clearly and Effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develops and proposes new policies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fairly and Consistently Deals with Residents and Representatives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has High Standards for Team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fosters a Positive Work Atmosphere | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Key Performance Indicators (PHAS, SEMAP, FDS, Reports) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Coaches/Counsels Effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Total:

Rating Factors:

Section Average:

Employee Goals

Develop at least one (1) goal for each employee to achieve in his/her position.

Goal #1:

Goal #2:

Goal #3:

Personal Development Plan

Suggestions for Self Improvement:

Manager Feedback:

Performance Appraisal Scoring

| | | | | | | |
|-----------------------------|-----|------|---|------|---|------|
| Job Knowledge / Skill | 15% | 0.00 | X | 0.15 | = | 0.00 |
| Communication Skills | 15% | 0.00 | X | 0.15 | = | 0.00 |
| Board Responsibility | 15% | 0.00 | X | 0.15 | = | 0.00 |
| Agency / Organization | 10% | 0.00 | X | 0.1 | = | 0.00 |
| Personal Qualities / Growth | 10% | 0.00 | X | 0.1 | = | 0.00 |
| Project Management | 15% | 0.00 | X | 0.15 | = | 0.00 |
| Leadership | 20% | 0.00 | X | 0.2 | = | 0.00 |

| Score Range | Category |
|-------------|--------------------------|
| 4.51 - 5.00 | Exceptional |
| 3.51 - 4.50 | Exceeds Expectations |
| 2.51 - 3.50 | Meets Expectations |
| 1.51 - 2.50 | Approaching Expectations |
| 0.00 - 1.50 | Unsatisfactory |

Total Score: **0.00**

Verification of Performance Appraisal

By signing this form, you confirm that you have discussed this review in detail with your manager. Signing this form does not necessarily indicate that you agree with this evaluation.

Executive Director

Date

Board of Commissioners - Chairperson

Date