

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
10/31/2017
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 09-2017 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 09-2017 Financial Report	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 09-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 65,034.24
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 64,700.39
<input type="checkbox"/> Paula Sanford	Family:	\$ 86,663.55
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 22,118.48
<u>Excused:</u>	HCV:	\$ 84,096.09
	Brentwood:	\$ 28,571.47
<u>Others Present:</u>	Prairieland:	\$ 25,561.21
	Capital Fund 2016:	\$ 3,200.00
	Capital Fund 2017:	\$ 0.00



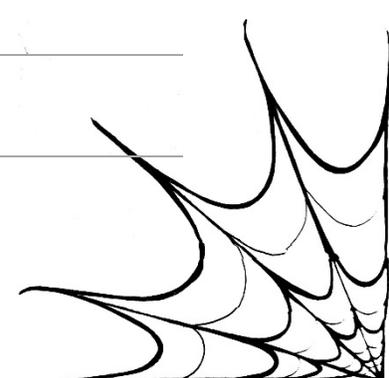
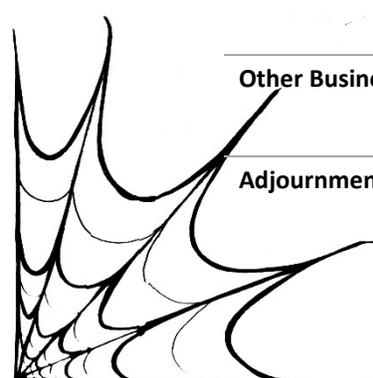
Old Business None

New Business	Review/Approve Award for RFP 17-09 Solicitation for Lead-Based Paint (LBP) Inspection Services	Derek Antoine
	Review/Approve Pay Request #1 from Dowers Roofing for Mansard Roof Replacement at Brentwood Manor	Derek Antoine

Reports	Executive Director's Report – 10/2017	Derek Antoine
	KCHA Legal Counsel Report – 10/2017	Jack Ball

Other Business	None	Derek Antoine
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Adjournment



**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
September 26, 2017**

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

PRESENT: Wayne Allen
 Ben Burgland
 Tom Dunker
 Jared Hawkinson
 Paula Sanford
 Paul H. Stewart

EXCUSED: Lomac Payton

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; and Jack Ball, KCHA Legal Counsel.

Vice-Chairperson Dunker called the meeting to order at 10:00 a.m.

Vice-Chairperson Dunker then asked if there were any additions or corrections to the previous meeting's minutes. Vice-Chairperson Dunker then declared the August meeting minutes approved as received.

Vice-Chairperson Payton then requested the Board review and ratify the August 2017 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for August 2017 as presented; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

August 2017 claims against the HA Administration in the sum of \$279,368.31; Central Office Cost Center in the sum of \$43,102.44; Moon Towers in the sum of \$72,015.07; Family in the sum of \$80,804.98; Bluebell in the sum of \$20,246.68; Housing Choice Voucher Program in the sum of \$11,888.27; Brentwood (A.H.P.) in the sum of \$24,040.85; Prairieland (A.H.P.) in the sum of \$27,270.02; Capital Fund '16 in the sum of \$0.00; and Capital Fund '17 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2017-10 for the Intergovernmental Agreement to Initiate Energy Performance Contracting. Mr. Antoine referred to the resolution document and stated this agreement will allow the agency to undertake energy efficient upgrades to agency properties. After brief discussion, Commissioner Stewart made a motion to approve to Resolution 2017-10 to enter into an Intergovernmental Agreement to Initiate Energy Performance Contracting with Johnson Controls; Commissioner Hawkinson seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Hawkinson - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Next, Mr. Antoine asked the Board to review and approve of Resolution 2017-11 for Public Housing Flat Rent Schedule. Mr. Antoine reported that flat rents are adopted annually. The approved rent schedule has been posted for a 30-day comment period; no comments were received. The new schedule will be effective 10/01/2017. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-11 for Public Housing Flat Rent Schedule; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Hawkinson - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Next, Mr. Antoine asked the Board to review and approve of Resolution 2017-12 for Housing Choice Voucher Program Payment Standard Schedule. Mr. Antoine reported that the agency reviews its payment standards annually to determine whether adjustments are need for some or all unit sizes. Mr. Antoine said that the agency has opted to utilize rents at the 110% level for all bedroom sizes. The approved payment schedule has been posted for a 30-day comment period; no comments were received. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-12 for Housing Choice Voucher Payment Standard Schedule; Commissioner Sanford seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Hawkinson - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

REPORTS

There was no Executive Director's report written for the month.

Mr. Ball referenced the Legal Counsel Report that was passed out at the meeting. The report shows the cases filed during the month and items reviewed for the agency.

OTHER BUSINESS

Mr. Antoine reported that the agency had received a letter from the Department of Housing and Urban Development indicating that the department had reviewed the agency's SEMAP submission and that the agency had received an overall score of 85% instead of the previously reported score of 100%. The agency submitted a written response to HUD on 09/05/2017.

Mr. Antoine reported that he, Assistant Director Cheryl Lefler, Commissioner Paula Sanford and Commissioner Hawkinson attended the PHADA Legislative Conference in Washington, D.C. The conference included training sessions as well as legislative visits with staff from Senator Durbin and Duckworth's office as well as Representative Bustos herself.

Mr. Antoine provided an update on personnel changes at the agency including the promotion of Amy Thompson to Family Sites Property Manager, the promotion of Ashley Larimer to Moon Towers Occupancy Specialist and the resignation of Michelle Kim from Resource Development Manager. He also said that the agency will be interviewing persons for a General Office Assistant/Public Relations Specialist position. Commissioner Hawkinson asked if the person hired would be updating the agency website; Mr. Antoine said that updating the website would be included in the position's responsibilities.

ADJOURNMENT

Commissioner Hawkinson made a motion to adjourn the meeting at 10:40 a.m.; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

Respectfully submitted,

Secretary

COCC

	<u>September-17</u>	<u>Current YTD</u>
Operating Income	\$51,096.85	\$307,635.83
Operating Expenses	\$67,092.17	\$280,919.06
Net Revenue Income/(Loss)	(\$15,995.32)	\$26,716.77

Notes:

- Three payrolls in September.
- Derek Cheryl, Paula, and Jared PHADA training in DC
- Paid Galesburg Sign and Lighting for new COCC and MT's signs \$9850.

Operated in the red for month still in black for the year.

COCC's Cash, Investments, A/R, & A/P \$911,214.06

MOON TOWERS

	<u>September-17</u>	<u>Current YTD</u>
Operating Income	\$61,262.56	\$384,548.49
Operating Expenses	\$64,700.39	\$372,147.32
Net Revenue Income/(Loss)	(\$3,437.83)	\$12,401.17

Notes:

- Three payrolls in September.

Operated in the red for month still in black for the year.

Moon Towers' Cash, Investments, A/R, & A/P \$542,824.89

\$248,098.21 *minimum reserve position*

FAMILY

	<u>September-17</u>	<u>Current YTD</u>
Operating Income	\$79,210.71	\$491,128.82
Operating Expenses	\$86,663.55	\$445,737.40
Net Revenue Income/(Loss)	(\$7,452.84)	\$45,391.42

Notes:

- Three payrolls in September.

Operated in the red for month still in black for the year.

Family's Cash, Investments, A/R, & A/P \$472,965.45

\$297,158.27 *minimum reserve position*

BLUEBELL

	<u>September-17</u>	<u>Current YTD</u>
Operating Income	\$20,764.35	\$120,332.45
Operating Expenses	\$22,118.48	\$119,204.04
Net Revenue Income/(Loss)	(\$1,354.13)	\$1,128.41

Notes:

- Three payrolls in September.

Operated in the red for month still in black for the year.

Bluebell's Cash, Investments, A/R, & A/P \$102,907.63

\$79,469.36 *minimum reserve position*

AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>September-17</u>	<u>Current YTD</u>
Operating Income	\$31,815.29	\$189,187.95
Operating Expenses	\$28,571.47	\$147,299.52
Net Revenue Income/(Loss)	\$3,243.82	\$41,888.43

Operated in the black for month & for the year.

Brentwood's Cash, Investments, A/R, & A/P	\$201,809.03
Restricted - Security Deposits	\$1,106.00
Brentwood's Total Cash	\$202,915.03

Notes:

- Three payrolls in September.

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-
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-
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Difference of Cash held for Security Deposits minus Security Deposits Total.

<u>PRAIRIELAND</u>	<u>September-17</u>	<u>Current YTD</u>
Operating Income	\$27,299.63	\$164,549.35
Operating Expenses	\$25,561.21	\$137,997.95
Net Revenue Income/(Loss)	\$1,738.42	\$26,551.40

Operated in the black for month & for the year.

PrairieLand's Cash, Investments, A/R, & A/P	(\$53,507.00)
Restricted - Security Deposits	\$1,398.00
Restricted - Replacement Reserve	\$93,790.83
Restricted - Residual Receipts	\$54,493.77
PrairieLand's Total Cash	\$96,175.60

Notes:

- Three payrolls in September.

-
-
-
-
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Difference of Cash held for Security Deposits minus Security Deposits Total.

These funds are held in the Replacement Reserve Savings Account.

These funds are held in the Residual Receipts Savings Account.

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE

	<u>December-69</u>	<u>Current YTD</u>
Operating Income	\$12,922.65	\$55,785.84
Operating Expenses	\$13,922.04	\$69,533.17
Net Revenue Income/(Loss)	(\$999.39)	(\$13,747.33)

Notes:

- Three payrolls in September.

-

(\$27,494.66) Projected Income Gain/(Loss) FYE'18

Unrestricted Net Position (UNP)

Investment in Fixed Assets
Monthly Net Revenue Income/(Loss)

UNP Ending Balance

Pre 2004 Balance
Post 2013 Balance
Investment in Fixed Assets
Total UNP as of

\$161,702.89 8/31/2017 Balance

\$0.00

(\$999.39)

\$0.00

Year End Adjustment

\$160,703.50 For Admin Expenses and HAP (if needed)

\$121,830.26

\$38,760.75

\$112.49

\$160,703.50 9/30/2017

HAP

	<u>Dec-69</u>	<u>Current YTD</u>
Operating Income	\$63,482.00	\$385,042.90
Operating Expenses	\$70,183.42	\$408,897.17
Net Revenue Income/(Loss)	(\$6,701.42)	(\$23,854.27)

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)

Monthly VMS Net Revenue - Income/(Loss)

NRP Ending Balance for HAP

\$18,877.00 8/31/2017 Balance

\$0.00

Year End Adjustment

(\$7,854.00)

\$11,023.00 For HAP Expenses (Only)

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

October 26, 2017

ROLL CALL - 10:40 am

There finance committee was called into order by Commissioner Wayne Allen.

ATTENDANCE - 10:41 am

KCHA Commissioners:

Present: Wayne Allen
Excused: Ben Burgland and Tom Dunker

Housing Authority Members:

Present: Derek Antoine & Lee Lofing
Excused:

FINANCIAL REPORT - 10:42 am

The only item on the agenda for this month's meeting was to review September 2017 Financial Reports. The committee members were emailed copies of September income statements for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher. These statements & notes were provided by Lee Lofing. It was noted that for the month of September that all the housing authority's programs except for the voucher program are operating in the black for the year.

ADJOURN - 10:55 am

Respectfully submitted,



Finance Coordinator, KCHA

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
September 30, 2017

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	51,096.85	57,256.00	307,635.83	343,536.00	-35,900.17	687,072.00
TOTAL OPERATING INCOME	51,096.85	57,256.00	307,635.83	343,536.00	-35,900.17	687,072.00
OPERATING EXPENSE						
Total Administration Expenses	55,019.87	44,179.15	264,584.87	265,074.90	-490.03	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	927.97	495.84	-2,079.21	2,975.04	-5,054.25	5,950.00
Total Maintenance Expenses	9,858.81	645.83	10,700.28	3,874.98	6,825.30	7,750.00
General Expense	1,285.52	1,391.67	7,713.12	8,350.02	-636.90	16,700.00
TOTAL ROUTINE OPERATING EXPENSES	67,092.17	46,712.49	280,919.06	280,274.94	644.12	560,550.00
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	10,543.50	0.00	63,261.00	-63,261.00	126,522.00
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	67,092.17	57,255.99	280,919.06	343,535.94	-62,616.88	687,072.00
NET REVENUE/-EXPENSE PROFIT/-LOSS	-15,995.32	0.01	26,716.77	0.06	26,716.71	0.00
Total Depreciation Expense	49.83	152.08	298.98	912.48	-613.50	1,825.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-16,045.15	-152.07	26,417.79	-912.42	27,330.21	-1,825.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
September 30, 2017

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	61,262.56	57,264.61	384,548.49	343,587.66	40,960.83	687,175.00
TOTAL OPERATING INCOME	61,262.56	57,264.61	384,548.49	343,587.66	40,960.83	687,175.00
OPERATING EXPENSE						
Total Administration Expenses	25,253.38	25,059.92	145,745.57	150,359.52	-4,613.95	300,719.00
Total Tenant Services	407.92	93.74	990.79	562.44	428.35	1,125.00
Total Utilities Expenses	6,596.59	7,916.67	32,673.29	47,500.02	-14,826.73	95,000.00
Total Maintenance Expenses	25,927.48	22,060.42	153,855.12	132,362.52	21,492.60	264,725.00
General Expense	6,515.02	8,254.18	38,882.55	49,525.08	-10,642.53	99,050.00
TOTAL ROUTINE OPERATING EXPENSES	64,700.39	63,384.93	372,147.32	380,309.58	-8,162.26	760,619.00
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	-6,120.33	0.00	-36,721.98	36,721.98	-73,444.00
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	64,700.39	57,264.60	372,147.32	343,587.60	28,559.72	687,175.00
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-3,437.83	0.01	12,401.17	0.06	12,401.11	0.00
Total Depreciation Expense						
Total Depreciation Expense	28,257.74	33,333.33	169,546.44	199,999.98	-30,453.54	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-31,695.57	-33,333.32	-157,145.27	-199,999.92	42,854.65	-400,000.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
September 30, 2017

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	79,210.71	77,999.98	491,128.82	467,999.88	23,128.94	936,000.00
TOTAL OPERATING INCOME	79,210.71	77,999.98	491,128.82	467,999.88	23,128.94	936,000.00
OPERATING EXPENSE						
Total Administration Expenses	31,622.79	32,758.57	183,092.10	196,551.42	-13,459.32	393,103.00
Total Tenant Services	1,210.86	845.83	5,376.91	5,074.98	301.93	10,150.00
Total Utilities Expenses	4,047.46	2,329.17	1,838.87	13,975.02	-12,136.15	27,950.00
Total Maintenance Expenses	45,288.08	43,229.17	227,157.82	259,375.02	-32,217.20	518,750.00
General Expense	4,494.36	9,185.00	28,271.70	55,110.00	-26,838.30	110,220.00
TOTAL ROUTINE OPERATING EXPENSES	86,663.55	88,347.74	445,737.40	530,086.44	-84,349.04	1,060,173.00
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	-10,347.75	0.00	-62,086.50	62,086.50	-124,173.00
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	86,663.55	77,999.99	445,737.40	467,999.94	-22,262.54	936,000.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-7,452.84	-0.01	45,391.42	-0.06	45,391.48	0.00
Total Depreciation Expense						
Total Depreciation Expense	22,181.52	27,083.33	133,089.12	162,499.98	-29,410.86	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-29,634.36	-27,083.34	-87,697.70	-162,500.04	74,802.34	-325,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
September 30, 2017

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	20,764.35	18,595.83	120,332.45	111,574.98	8,757.47	223,150.00
TOTAL OPERATING INCOME	20,764.35	18,595.83	120,332.45	111,574.98	8,757.47	223,150.00
OPERATING EXPENSE						
Total Administration Expenses	11,875.93	10,209.84	60,807.22	61,259.04	-451.82	122,518.00
Total Tenant Services	0.00	20.83	239.76	124.98	114.78	250.00
Total Utilities Expenses	3,243.99	2,083.34	8,401.11	12,500.04	-4,098.93	25,000.00
Total Maintenance Expenses	4,696.88	6,527.09	34,886.48	39,162.54	-4,276.06	78,325.00
General Expense	2,301.68	2,890.83	14,869.47	17,344.98	-2,475.51	34,690.00
TOTAL ROUTINE OPERATING EXPENSES	22,118.48	21,731.93	119,204.04	130,391.58	-11,187.54	260,783.00
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	-3,136.08	0.00	-18,816.48	18,816.48	-37,633.00
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	22,118.48	18,595.85	119,204.04	111,575.10	7,628.94	223,150.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-1,354.13	-0.02	1,128.41	-0.12	1,128.53	0.00
Total Depreciation Expense	13,730.60	12,291.67	82,383.60	73,750.02	8,633.58	147,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-15,084.73	-12,291.69	-81,255.19	-73,750.14	-7,505.05	-147,500.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
September 30, 2017

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	212,334.47	211,116.42	1,303,645.59	1,266,698.52	36,947.07	2,533,397.00
TOTAL OPERATING INCOME	212,334.47	211,116.42	1,303,645.59	1,266,698.52	36,947.07	2,533,397.00
OPERATING EXPENSE						
Total Administration Expenses	123,771.97	112,207.48	654,229.76	673,244.88	-19,015.12	1,346,490.00
Total Tenant Services	1,618.78	960.40	6,607.46	5,762.40	845.06	11,525.00
Total Utilities Expenses	14,816.01	12,825.02	40,834.06	76,950.12	-36,116.06	153,900.00
Total Maintenance Expenses	85,771.25	72,462.51	426,599.70	434,775.06	-8,175.36	869,550.00
General Expense	14,596.58	21,721.68	89,736.84	130,330.08	-40,593.24	260,660.00
TOTAL ROUTINE OPERATING EXPENSES	240,574.59	220,177.09	1,218,007.82	1,321,062.54	-103,054.72	2,642,125.00
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	-9,060.66	0.00	-54,363.96	54,363.96	-108,728.00
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	240,574.59	211,116.43	1,218,007.82	1,266,698.58	-48,690.76	2,533,397.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-28,240.12	-0.01	85,637.77	-0.06	85,637.83	0.00
Total Depreciation Expense						
Total Depreciation Expense	64,219.69	72,860.41	385,318.14	437,162.46	-51,844.32	874,325.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-92,459.81	-72,860.42	-299,680.37	-437,162.52	137,482.15	-874,325.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
September 30, 2017

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	31,815.29	31,233.33	189,187.95	187,399.98	1,787.97	374,800.00
TOTAL OPERATING INCOME	31,815.29	31,233.33	189,187.95	187,399.98	1,787.97	374,800.00
OPERATING EXPENSE						
Total Administration Expenses	4,984.94	4,516.67	23,103.43	27,100.02	-3,996.59	54,200.00
Total Fee Expenses	5,600.70	5,322.17	34,004.25	31,933.02	2,071.23	63,866.00
Total Utilities Expenses	864.91	2,179.16	8,485.55	13,074.96	-4,589.41	26,150.00
Total Maintenance Expenses	12,191.74	16,562.92	52,285.21	99,377.52	-47,092.31	198,755.00
Total Taxes & Insurance Expense	2,644.41	2,638.51	15,726.33	15,831.06	-104.73	31,662.00
Total Financial Expenses	2,284.77	2,333.33	13,694.75	13,999.98	-305.23	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	28,571.47	33,552.76	147,299.52	201,316.56	-54,017.04	402,633.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,502.75	0.00	-21,016.50	21,016.50	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-21,016.50	21,016.50	-42,033.00
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	28,571.47	30,050.01	147,299.52	180,300.06	-33,000.54	360,600.00
NET REVENUE PROFIT/-LOSS						
	3,243.82	1,183.32	41,888.43	7,099.92	34,788.51	14,200.00
Total Depreciation Expense						
	6,308.17	5,291.67	37,849.02	31,750.02	6,099.00	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-3,064.35	-4,108.35	4,039.41	-24,650.10	28,689.51	-49,300.00

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
September 30, 2017

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	27,299.63	27,098.75	164,549.35	162,592.50	1,956.85	325,185.00
TOTAL OPERATING INCOME	27,299.63	27,098.75	164,549.35	162,592.50	1,956.85	325,185.00
OPERATING EXPENSE						
Total Administration Expenses	4,653.31	4,637.50	21,173.17	27,825.00	-6,651.83	55,650.00
Total Fee Expenses	5,120.64	5,103.17	30,883.86	30,619.02	264.84	61,238.00
Total Utilities Expenses	506.42	2,148.33	9,165.39	12,889.98	-3,724.59	25,780.00
Total Maintenance Expenses	10,553.70	9,233.34	48,701.47	55,400.04	-6,698.57	110,800.00
Total Taxes & Insurance Expense	2,442.38	2,386.67	14,379.33	14,320.02	59.31	28,640.00
Total Financial Expenses	2,284.76	2,333.33	13,694.73	13,999.98	-305.25	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	25,561.21	25,842.34	137,997.95	155,054.04	-17,056.09	310,108.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	89.75	0.00	538.50	-538.50	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	538.50	-538.50	1,077.00
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	25,561.21	25,932.09	137,997.95	155,592.54	-17,594.59	311,185.00
NET REVENUE PROFIT/-LOSS						
	1,738.42	1,166.66	26,551.40	6,999.96	19,551.44	14,000.00
Total Depreciation Expense						
	6,789.88	6,375.00	40,739.28	38,250.00	2,489.28	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-5,051.46	-5,208.34	-14,187.88	-31,250.04	17,062.16	-62,500.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
September 30, 2017

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	59,114.92	58,332.08	353,737.30	349,992.48	3,744.82	699,985.00
TOTAL OPERATING INCOME	59,114.92	58,332.08	353,737.30	349,992.48	3,744.82	699,985.00
OPERATING EXPENSE						
Total Administration Expenses	9,638.25	9,154.17	44,276.60	54,925.02	-10,648.42	109,850.00
Total Fee Expenses	10,721.34	10,425.34	64,888.11	62,552.04	2,336.07	125,104.00
Total Utilities Expenses	1,371.33	4,327.49	17,650.94	25,964.94	-8,314.00	51,930.00
Total Maintenance Expenses	22,745.44	25,796.26	100,986.68	154,777.56	-53,790.88	309,555.00
Total Taxes & Insurance Expense	5,086.79	5,025.18	30,105.66	30,151.08	-45.42	60,302.00
Total Financial Expenses	4,569.53	4,666.66	27,389.48	27,999.96	-610.48	56,000.00
TOTAL ROUTINE OPERATING EXPENSE	54,132.68	59,395.10	285,297.47	356,370.60	-71,073.13	712,741.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,413.00	0.00	-20,478.00	20,478.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-20,478.00	20,478.00	-40,956.00
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	54,132.68	55,982.10	285,297.47	335,892.60	-50,595.13	671,785.00
NET REVENUE PROFIT/-LOSS						
	4,982.24	2,349.98	68,439.83	14,099.88	54,339.95	28,200.00
Total Depreciation Expense						
	13,098.05	11,666.67	78,588.30	70,000.02	8,588.28	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-8,115.81	-9,316.69	-10,148.47	-55,900.14	45,751.67	-111,800.00

**Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
September 30, 2017**

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	12,922.65	9,020.82	57,443.74	54,124.92	3,318.82	108,250.00
TOTAL ADMIN OPERATING INCOME	12,922.65	9,020.82	57,443.74	54,124.92	3,318.82	108,250.00
OPERATING EXPENSES						
Total Admin Expenses	9,511.15	7,962.49	44,719.46	47,774.94	-3,055.48	95,550.00
Total Fees Expenses	3,763.50	3,665.83	22,288.50	21,994.98	293.52	43,990.00
Total General Expenses	638.02	606.26	2,468.99	3,637.56	-1,168.57	7,275.00
TOTAL OPERATING EXPENSES	13,912.67	12,234.58	69,476.95	73,407.48	-3,930.53	146,815.00
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	13,912.67	12,234.58	69,476.95	73,407.48	-3,930.53	146,815.00
NET REVENUE PROFIT/-LOSS						
	-990.02	-3,213.76	-12,033.21	-19,282.56	7,249.35	-38,565.00
Total Depreciation Expense	9.37	18.75	56.22	112.50	-56.28	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-999.39	-3,232.51	-12,089.43	-19,395.06	7,305.63	-38,790.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	63,482.00	55,164.41	385,042.90	330,986.46	54,056.44	661,973.00
TOTAL HAP INCOME	63,482.00	55,164.41	385,042.90	330,986.46	54,056.44	661,973.00
HAP EXPENSES						
Total HAP Expenses	70,207.00	62,833.33	409,956.00	376,999.98	32,956.02	754,000.00
Total General HAP Expenses	-23.58	83.33	-1,058.83	499.98	-1,558.81	1,000.00
TOTAL HAP EXPENSES	70,183.42	62,916.66	408,897.17	377,499.96	31,397.21	755,000.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	-6,701.42	-7,752.25	-23,854.27	-46,513.50	22,659.23	-93,027.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
September, 2017

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	29,219.06	29,810.94	-591.88	136,202.67
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,587.76	14,410.32	1,177.44	93,826.56
Administrative Expenses	474.41	427.02	47.39	5,897.53
Teneant Services	407.92	0.00	407.92	990.79
Utilities	6,596.59	3,554.48	3,042.11	32,673.29
Maintenance Supplies/Contracts	5,899.63	9,078.59	-3,178.96	63,673.93
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,515.02	6,133.17	381.85	38,882.55
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	64,700.39	63,414.52	1,285.87	372,147.32
AMP002 - FAMILY				
Salaries	56,807.34	56,091.92	715.42	256,825.15
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,502.86	15,870.88	631.98	99,959.28
Administrative Expenses	1,118.21	1,245.78	-127.57	12,873.30
Teneant Services	1,210.86	176.00	1,034.86	1,664.08
Utilities	4,047.46	1,109.66	2,937.80	1,838.87
Maintenance Supplies/Contracts	2,482.46	2,678.49	-196.03	44,305.02
Mileage	0.00	0.00	0.00	0.00
General Expenses	4,494.36	5,452.78	-958.42	28,271.70
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	86,663.55	82,625.51	4,038.04	445,737.40
AMP003 - BLUEBELL				
Salaries	10,392.06	12,489.90	-2,097.84	52,593.84
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,514.01	4,206.00	308.01	26,927.04
Administrative Expenses	568.66	574.61	-5.95	4,234.47
Teneant Services	0.00	0.00	0.00	239.76
Utilities	3,243.99	1,496.80	1,747.19	8,401.11
Maintenance Supplies/Contracts	1,098.08	3,020.45	-1,922.37	11,938.35
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,301.68	2,396.99	-95.31	14,869.47
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	22,118.48	24,184.75	-2,066.27	119,204.04
COCC				
Salaries	49,542.93	50,387.21	-844.28	226,029.43
Employee W/H Payments	-2,057.93	-1,945.35	-112.58	-2,953.83
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	5,476.94	4,955.24	521.70	38,555.44
Teneant Services	0.00	0.00	0.00	0.00
Utilities	927.97	399.86	528.11	-2,079.21
Maintenance Supplies/Contracts	9,858.81	548.59	9,310.22	10,700.28
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,285.52	1,266.26	19.26	7,713.12
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	65,034.24	55,611.81	9,422.43	277,965.23
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	145,961.39	148,779.97	-2,818.58	671,651.09
Employee W/H Payments	-2,057.93	-1,945.35	-112.58	-2,953.83
Management Fees	36,604.63	34,487.20	2,117.43	220,712.88
Administrative Expenses	7,638.22	7,202.65	435.57	61,560.74
Teneant Services	1,618.78	176.00	1,442.78	2,894.63
Utilities	14,816.01	6,560.80	8,255.21	40,834.06
Maintenance Supplies	19,338.98	15,326.12	4,012.86	130,617.58
Mileage	0.00	0.00	0.00	0.00
General Expenses	14,596.58	15,249.20	-652.62	89,736.84
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	238,516.66	225,836.59	12,680.07	1,215,053.99

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
September, 2017

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	11,961.84	11,590.57	371.27
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,600.70	5,279.40	321.30
Administrative Expenses	604.86	859.80	-254.94
Utilities	864.91	637.28	227.63
Maintenance Supplies/Contracts	4,609.98	2,003.05	2,606.93
Tax & Insurance Expenses	2,644.41	2,665.87	-21.46
Finacial Expenses	2,284.77	2,131.30	153.47
TOTAL BRENTWOOD CLAIMS	28,571.47	25,167.27	3,404.20
PRAIRIELAND			
Salaries	11,961.49	11,590.35	371.14
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,120.64	4,902.30	218.34
Administrative Expenses	273.33	717.24	-443.91
Utilities	506.42	665.91	-159.49
Maintenance Supplies/Contracts	2,972.19	1,432.92	1,539.27
Taxes & Insurance Expenses	2,442.38	2,386.24	56.14
Financial Expenses	2,284.76	2,131.29	153.47
TOTAL PRAIRIELAND CLAIMS	25,561.21	23,826.25	1,734.96
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	23,923.33	23,180.92	742.41
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,721.34	10,181.70	539.64
Administrative Expenses	878.19	1,577.04	-698.85
Utilities	1,371.33	1,303.19	68.14
Maintenance Supplies	7,582.17	3,435.97	4,146.20
Taxes & Insurance Expenses	5,086.79	5,052.11	34.68
Financial Expenses	4,569.53	4,262.59	306.94
TOTAL AHP CLAIMS	54,132.68	48,993.52	5,139.16
HOUSING CHOICE VOUCHER - HCV			
Salaries	9,250.35	9,148.73	101.62
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,763.50	3,412.50	351.00
Administrative Expenses	260.80	986.26	-725.46
General Expense-Admin	638.02	426.22	211.80
Total HCV Expenses	13,912.67	13,973.71	-61.04
HAP Expenses	70,207.00	60,852.00	9,355.00
General Expenses	-23.58	0.00	-23.58
Total HAP Expenses	70,183.42	60,852.00	9,331.42
TOTAL HCV CLAIMS	84,096.09	74,825.71	9,270.38

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
September, 2017

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2017 - \$673,386				
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 2017 CLAIMS	0.00	0.00	0.00	0.00
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	3,200.00	0.00	6,600.00	6,600.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	59,696.38	59,696.38
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2016 CLAIMS	3,200.00	0.00	66,296.38	66,296.38
CFG 2015 - \$598,801				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	21,163.13	34,729.93	535,468.78
Dwelling Equipment	0.00	0.00	0.00	3,357.32
Non-Dwelling Equipment	0.00	0.00	0.00	42,724.90
TOTAL CFG 2015 CLAIMS	0.00	21,163.13	34,729.93	598,801.00
CFG 2014 - \$619,889				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	0.00	3,300.00	1,100.00	76,196.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	101,478.39	0.00	316,968.26
Dwelling Equipment	0.00	0.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	0.00	0.00	565.44
TOTAL CFG 2014 CLAIMS	0.00	104,778.39	1,100.00	619,889.00
TOTAL CFG GRANT(S) CLAIMS	3,200.00	125,941.52	102,126.31	1,284,986.38

Knox County Housing Authority
CLAIMS REPORT TOTALS
September, 2017

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	64,700.39	63,414.52	1,285.87	372,147.32
AMP002 - FAMILY	86,663.55	82,625.51	4,038.04	445,737.40
AMP003 - BLUEBELL	22,118.48	24,184.75	-2,066.27	119,204.04
COCC	65,203.59	55,699.84	9,503.75	278,163.32
TOTAL LOW RENT	238,686.01	225,924.62	12,761.39	1,215,252.08
<u>A.H.P.</u>				
BRENTWOOD	28,571.47	25,167.27	3,404.20	147,299.52
PRAIRIELAND	25,561.21	24,297.25	1,263.96	137,997.95
TOTAL A.H.P.	54,132.68	49,464.52	4,668.16	285,297.47
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	13,912.67	13,973.71	-61.04	69,369.45
TOTAL HCV	13,912.67	13,973.71	-61.04	69,369.45
<u>GRANTS</u>				
CAPITAL FUND GRANT '17	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '16	3,200.00	0.00	3,200.00	66,296.38
CAPITAL FUND GRANT '15	0.00	21,163.13	-21,163.13	34,729.93
CAPITAL FUND GRANT '14	0.00	104,778.39	-104,778.39	1,100.00
TOTAL GRANTS	3,200.00	125,941.52	-122,741.52	102,126.31
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TOTAL CLAIMS FOR MONTH	309,931.36	415,304.37	-105,373.01	1,672,045.31

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 10/26/2017

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 10/31/2017

SUBJECT: Contract for Lead-Based Paint Inspection Services

Executive Summary

As Commissioners are aware, lead-based hazards have come sharply into focus here in Knox County. Recently, lead supply lines were identified as a prime source of lead contamination in homes in the Galesburg area. This has drawn national attention and, as a result, area legislators have initiated efforts to bring financial resources into the area to remedy the issue.

The Department of Housing and Urban Development (HUD) has recently renewed efforts to ensure housing covered under its programs is safe from lead-based contaminants. As recently as August 2017, HUD has published guidance for agencies in regards to lead-based hazards. Agency staff have consulted with HUD offices, both in Washington and Chicago, to coordinate agency efforts to comply with all requirements.

Housing requiring clearance activities for lead-based hazards includes:

- Federally-owned housing
- Housing receiving a federal subsidy that is associated with the property, rather than with the occupants (project-based assistance)
- Public housing
- Housing occupied by a family receiving a tenant-based subsidy (such as a voucher or certificate)
- Multifamily housing for which mortgage insurance is being sought
- Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs

Housing *not* requiring clearance activities for lead-based hazards includes:

- Housing built since January 1, 1978, when lead paint was banned for residential use
- Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there
- Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks
- Property that has been found to be free of lead-based paint by a certified lead-based paint inspector
- Property where all lead-based paint has been removed

- Unoccupied housing that will remain vacant until it is demolished
- Non-residential property
- Any rehabilitation or housing improvement that does not disturb a painted surface

The KCHA owns and operates 418 units of public housing and 132 units of affordable housing preservation units, as well as assisting approximately 200 vouchers. Per the guidelines above, Brentwood Manor, Prairieland Townhomes, and the Scattered Family Sites would be required to have clearance testing and the agency be able to provide documentation as such. At the time units were tested for lead-based paint hazards in 1992, Moon Towers had been designated as housing exclusively for elderly occupancy where children would not reside and, as such, was exempted from regulatory requirements. Bluebell Tower was constructed in 1983, and thus has a permanent exemption. When testing was conducted in 1992, the required units were determined to be free from LBP hazards. Additionally, the water supply for Knox County has been found to be lead free, and the supply lines servicing our dwelling units are copper and plastic PVC. Thus, agency risk exposure to lead-based hazards has been shown to be minimal. However, the water supply to the units has never been tested to determine if lead contamination exists. Additionally, standards for testing and exposure response have changed significantly since the family housing units were tested in 1993. Further, the elderly designation has been dropped from Moon Towers, and children reside in the building on a limited basis, which would require testing of the units.

Considering all relevant factors, and in conjunction with HUD's national initiative, the agency has identified two areas of concern which will be addressed:

- Lead-based paint hazard identification in public housing and housing choice voucher dwelling units
- Water supply to units owned or assisted by agency funds

To that end, KCHA staff solicited proposals for Lead-Based Paint Inspection Services during the month of October 2017. The firm awarded the contract shall be required to conduct lead-based paint inspection services in all KCHA developments constructed prior to 1978. This shall include Moon Towers, Scattered Family Sites, Brentwood Manor and Prairieland Townhouse Apartments. The inspections shall be conducted in complete accordance with Department of Housing and Urban Development guidelines.

Firms were asked to submit proposals by 10/25/2017. The following factors were utilized by the KCHA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

- The proposed costs the proposer proposes to charge the agency;
- The proposer's demonstrated understanding of the agency's requirement;
- The appropriateness of the technical approach and the quality of the work plan;
- The proposer's technical capabilities (in terms of personnel, equipment and materials) and the management plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.);

- The proposer’s demonstrated experience in performing similar work and the proposer’s demonstrated successful past performance (including meeting costs, schedules, performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means; and
- The overall quality and professional appearance of the proposal submitted, based upon the opinion of the evaluators.

Outreach efforts for this solicitation were as follows:

- 226 total vendors informed via KCHA's eProcurement system;
- Notification was made available on the agency website and Facebook page;
- 12 total views of the proposal by vendors
- 2 proposals submitted
 - Alloy Specialty (Omaha, NE)
 - Amereco, Inc. (Valparaiso, IN)

Water sampling/testing at the units will be conducted at a later date.

Fiscal Impact

Costs for Lead-Based Paint Inspection Services will be paid from Central Office Cost Center reserves.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners approve a contract between the Knox County Housing Authority and Alloy Specialty for a period of one (1) year, effective 11/01/2017 through 10/31/2018 for an amount to but not to exceed \$22,985.00.

Lead-Based Paint Inspection Services P17-09



	Alloy Specialty	Amereco, Inc.
Responsive & Responsible	yes	yes
Form of Proposal	yes	yes
Form HUD-5369 C	yes	yes
Profile of Firm Form	yes	yes
Proposed services	yes	yes
Managerial Capacity/Financial Viability/Staffing Plan	yes	yes
Client Information	yes	yes
Equal Employment Opportunity/Supplier Diversity	yes	yes
Preference Evaluation Factor (Section 3)	no	no
Proposed cost of the services	\$ 22,985.00	\$ 33,610.00

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 10/25/2017

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 10/31/2017

SUBJECT: Invoice for Payment – Dowers Roofing

Executive Summary

At the 07/25/2017 Board meeting, Commissioners were informed that Dowers Roofing would be replacing roofs at Prairieland Townhouse Apartments and Brentwood Manor as a result of hail damage at the sites. Part of this project also included the replacement of the mansard roofs on buildings E, F and Laundry at Brentwood Manor even though they were not part of the insurance claim. The mansard roof replacement would be in the amount of \$22,519.00.

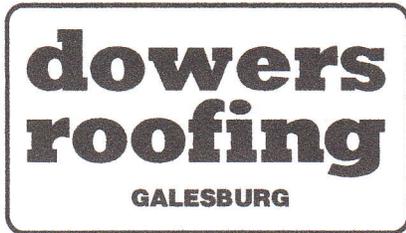
The mansard roof replacement work has been completed satisfactorily, and Dowers Roofing has submitted an Invoice for Payment dated 10/18/2017.

Fiscal Impact

This will be funded from Brentwood Manor's operating reserves.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Invoice for Payment from Dowers Roofing in the amount of \$22,519.00 for the period to 10/18/2017.



INVOICE

Invoice Number 030684

Invoice Date 10/18/17

SOLD TO Cheryl Lefler, Assist. Directr
Knox County Housing Authority
216 W. Simmons St.
Galesburg IL 61401

P.O. Number		Due Date	10/18/2017
Customer Code	KNOXCOH		
Order Number	CONTRACT # 18-0001		
Date Completed			

DESCRIPTION	AMOUNT	TAX
PROGRESS REQUEST		
BRENTWOOD APARTMENTS		
REPLACED MANSARD SHINGLES - BUILDINGS E, F, AND LAUNDRY	22,519.00	*

Terms: Please Pay Upon Receipt

309-342-0185 • Fax 309-342-6728
1506 S. Henderson St.
P.O. Box 470
Galesburg, IL 61402
~~Illinois Licensed Roofing Contractor #18-000297~~

Subtotal	22,519.00
* Sales Tax	0.00
Invoice Total	22,519.00
Payments	0.00
Net Due	22,519.00

EXECUTIVE DIRECTOR'S REPORT OCTOBER 2017

*Building Community, People, and Partnerships.
We are the Knox County Housing Authority.*



EXECUTIVE SUMMARY

Executive Summary

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, October 31, 2017
Moon Towers Conference Room
255 W. Tompkins St.
Galesburg, IL 61401

TRAINING AND DEVELOPMENT SUMMARY

The following information details training and development attended or presented by executive level staff during the month of September 2017:

Staff	Date	Training
Derek Antoine	09/06 – 09/12/2017	EDEP/PHADA Conference
Derek Antoine	09/20 – 09/22/2017	IAHA Annual Meeting
Derek Antoine	10/17/2017	EPIC/REAC Training
Cheryl Lefler	09/06 – 09/12/2017	EDEP/PHADA Conference
Cheryl Lefler	09/20 – 09/22/2017	IAHA Annual Meeting
Cheryl Lefler	10/17/2017	EPIC/REAC Training

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department finalized financials for September 2017.
- The Finance Committee meeting was held on 10/26/2017 at 10:30 AM.
- A bad debt/collection write-off resolution for Q2 FYE 2018 will be presented at the 11/28/2017 regular Board meeting.

IDROP Collection update as of October 30, 2017:

- Knox County Housing Authority has submitted \$180,895.72 of bad debt to IDROP since January 2012.
- IDROP has collected \$45,030.27 in offsets of the above total.
- KCHA is recovering at a rate of approximately 25% of bad debt submitted to IDROP.

EXECUTIVE SUMMARY

Human Resources

October was a month full of transition. New faces in new places with new roles and expectations. One group of employees stood out on a consistent basis for their flexibility, their acceptance of change, their hard work and dedication, and their willingness to embrace a new way of doing things. The Family Sites staff exhibited palpable fortitude and worked diligently to fill empty units, address safety concerns on tenant playgrounds, and tackle pest infestations. Every single staff member, from the manager through occupancy and support to the maintenance staff, is deserving of this recognition.

Facilities

No report this period.

Legislative/Advocacy Update

No report this period.

Public Relations

No report this period.

Other Information

No report this period.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Tenant Receivables for Moon Towers for September 2017:

- Average rent collected for Moon Towers is \$179.95 per unit per month.
- 18 vacant unit days for a total vacancy loss of \$275.40 in *desired* rent, and a vacancy loss of \$43.40 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 \$24.63 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$1.31 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Moon Towers:
 - \$8,641.56 outstanding tenant accounts
 - 2.16% to projected annual tenant revenue

Occupancy based on *days* leased at Moon Towers for September, 2017:

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
0-BR	76	2280	0	2280	3	2277	99.9%	0.1%
1-BR	99	2970	0	2970	24	2946	99.2%	0.8%
2-BR	2	60	0	60	0	60	100.0%	0.0%
TOTAL	177	5310	0	5310	27	5283	99.5%	0.5%

Occupancy based on *months* leased at Moon Towers for September, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	76	100.0%	0.0%
1-BR	99	97	98.0%	2.0%
2-BR	2	2	100.0%	0.0%
TOTAL	177	175	98.9%	1.1%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Moon Towers Waiting List		
Month	Applicants	Total
FYE 03/31/2017	-	105
April 2017	12	92
May 2017	9	103
June 2017	4	105
July 2017	12	111
August 2017	17	115
September 2017	16	131
October 2017	2	134
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	72	113.00

Here is the PHAS Dashboard for Moon Towers for September 2017:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	38.95	40.0
Management Assessment Subsystem (MASS)	23.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	96.95	100.0

Based on the PHAS scores, Moon Towers achieved a “**High Performer**” designation during the reporting period.

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Tenant Receivables for the Family Sites for September 2017:

- Average rent collected for the Family Sites is \$83.84 per unit per month.
- 136 vacant unit days for a total vacancy loss of \$2,154.97 in *desired* rent, and a vacancy loss of \$865.63 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 \$28.73 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$4.55 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for the Family Sites:
 - \$39,710.35 outstanding tenant accounts
 - 17.80% to projected annual tenant revenue

Occupancy based on *days* leased at the Family Sites for September, 2017:

Unit Type	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
2-BR	80	2400	0	2400	40	2360	98.3%	1.7%
3-BR	80	2400	0	2400	40	2360	98.3%	1.7%
4-BR	22	660	0	660	51	609	92.3%	7.7%
5-BR	8	240	0	240	5	235	97.9%	2.1%
TOTAL	190	5700	0	5700	136	5564	97.6%	2.4%

Occupancy based on *months* leased at the Family Sites for September, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	78	97.5%	2.5%
3-BR	80	78	97.5%	2.5%
4-BR	22	22	100.0%	0.0%
5-BR	8	8	100.0%	0.0%
TOTAL	190	186	97.9%	2.1%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2017	-	156
April 2017	8	166
May 2017	12	122
June 2017	11	167
July 2017	15	167
August 2017	10	187
September 2017	17	177
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	68	166.00

Here is the PHAS Dashboard for the Family Sites for May 2017:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	17.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	87.89	100.0

Based on the PHAS scores, and with rounding, the Family Sites achieved a “**Standard Performer**” designation during the reporting period.

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for September 2017:

- Average rent collected for Blue Bell Tower is \$279.80 per unit per month.
- 6 vacant unit days for a total vacancy loss of \$62.80 in *desired rent*, and a vacancy loss of \$70.40 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 \$11.25 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.42 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$344.10 outstanding tenant accounts
 - 0.19% to projected annual tenant revenue

Occupancy based on *days* leased at Bluebell Tower for September, 2017:

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
1-BR	50	1500	0	1500	17	1483	98.9%	1.1%
2-BR	1	30	0	30	0	30	100.0%	0.0%
TOTAL	51	1530	0	1530	17	1513	98.9%	1.1%

Occupancy based on *months* leased at Bluebell Tower for September, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
1-BR	50	50	100.0%	0.0%
2-BR	1	1	100.0%	0.0%
TOTAL	51	51	100.0%	0.0%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Blue Bell Tower Waiting List		
Month	Applicants	Total
FYE 03/31/2017	-	22
April 2017	9	23
May 2017	5	23
June 2017	4	24
July 2017	4	20
August 2017	3	11
September 2017	4	10
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	29	18.50

Here is the PHAS Dashboard for the Blue Bell Tower for September 2017:

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.92	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	99.92	100.0

Based on the PHAS scores, the Blue Bell Tower achieved a “**High Performer**” designation during the reporting period.

PUBLIC HOUSING PROGRAM

Public Housing Program Occupancy

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 97.0%. Below is a snapshot of PH program occupancy for September, 2016.

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	175	98.9%	1.1%
Family Sites	190	186	97.9%	2.1%
Bluebell Tower	51	51	100.0%	0.0%
Total PH Program	418	412	98.6%	1.4%

Public Housing Assessment System (PHAS)

The following table represents the overall PHAS score for the Public Housing Program. The scores below reflect the composite scoring for each property (AMP) within the agency's public housing property portfolio. Each property carries different weighting on the overall score, based on unit count. The weighting for each AMP is approximated below:

- Moon Towers: 42.3%
- Family Sites: 45.5%
- Blue Bell Tower: 12.2%

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	20.52	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	93.20	100.0

For the FYE 03/31/2017, the PH Program is trending towards a PHAS rating of 93.20, which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2017	443	0	13
February 2017	447	0	18
September 2017	462	0	26
April 2017	414	0	19
May 2017	385	48	8
June 2017	326	0	0
July 2017	340	0	0
August 2017	340	25	0
September 2017	353	0	0
October 2017			
November 2017			
December 2017			

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2017	11	180	6	3
February 2017	13	179	5	0
September 2017	15	183	5	1
April 2017	24	185	4	2
May 2017	27	192	5	3
June 2017	22	191	6	1
July 2017	16	192	7	1
August 2017	14	190	7	0
September 2017	5	195	8	1
October 2017				
November 2017				
December 2017				

HOUSING CHOICE VOUCHER PROGRAM

Voucher Portability Impact

Month	Vouchers Knox Co.	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP)	Percent of HAP
January 2017	180	6	\$ 3,861.00	\$ 60,062.00	6.43%
February 2017	179	5	\$ 3,430.00	\$ 59,461.00	5.77%
March 2017	183	5	\$ 3,968.00	\$ 62,237.00	6.38%
April 2017	185	4	\$ 3,400.00	\$ 64,440.00	5.28%
May 2017	192	5	\$ 3,391.00	\$ 68,207.00	4.97%
June 2017	191	6	\$ 5,730.00	\$ 68,776.00	8.33%
July 2017	192	7	\$ 6,141.00	\$ 68,400.00	8.98%
August 2017	190	7	\$ 6,123.00	\$ 69,713.00	8.78%
September 2017	195	8	\$ 8,286.00	\$ 71,155.00	11.65%
October 2017					#DIV/0!
November 2017					#DIV/0!
December 2017					#DIV/0!
CYE 12/31/2017			\$ 44,330.00	\$ 592,451.00	7.48%

Voucher Utilization

Month	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	NRP+BA	Percent Utilization ²²
01/17	\$ 60,062.00	\$ 55,402.83	\$ 4,659.17	\$ 2,019.00	\$ 57,421.83	104.60%
02/17	\$ 119,523.00	\$ 110,805.66	\$ 8,717.34	\$ 10,389.00	\$ 121,194.66	98.62%
03/17	\$ 181,760.00	\$ 166,208.49	\$ 15,551.51	\$ 37,054.00	\$ 203,262.49	89.42%
04/17	\$ 246,200.00	\$ 221,611.32	\$ 24,588.68	\$ 34,824.00	\$ 256,435.32	96.01%
05/17	\$ 314,407.00	\$ 277,014.15	\$ 37,392.85	\$ 38,745.00	\$ 315,759.15	99.57%
06/17	\$ 383,183.00	\$ 332,416.98	\$ 50,766.02	\$ 37,139.00	\$ 369,555.98	103.69%
07/17	\$ 451,583.00	\$ 387,819.81	\$ 63,763.19	\$ 24,977.00	\$ 412,796.81	109.40%
08/17	\$ 521,296.00	\$ 443,222.64	\$ 78,073.36	\$ 18,878.00	\$ 462,100.64	112.81%
09/17	\$ 592,451.00	\$ 498,625.47	\$ 93,825.53	\$ 11,205.00	\$ 509,830.47	116.21%
10/17						
11/17						
12/17						

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Affordable Housing Preservation (A.H.P.)

Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for September 2017:

- Average rent collected for Prairieland Townhouses is \$412.68 per unit per month.
- Vacancy loss - \$189.00 (14 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$7,539.00
 - \$4,819.00 in dwelling rent
 - \$2,720.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for September 2017 – \$1,738.42
- Net cash flow YTD 2017 – \$26,551.40
- Replacement Reserve Balance - \$93,790.00
- Residual Receipt Reserve Balance - \$54,493.00

Brentwood Manor

Key Financial Data for Brentwood Manor for September 2017:

- Average rent collected for Prairieland Townhouses is \$417.10 per unit per month.
- Vacancy loss - \$978.00 (60 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$10,537.00
 - \$8,328.00 in dwelling rent
 - \$2,209.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for September 2017 – \$3,243.82
- Net cash flow YTD 2017 – \$41,888.43

Here is a snapshot of the occupancy at the AHP properties as of October 30, 2017:

A.H.P. Properties			
Brentwood Manor			
	0	Vacancies	Total: 0
72 Units			Occupied: 100.0%
Prairieland Townhomes			
	1	Vacancies	Total: 1
66 Units			Occupied: 98.5%