

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
8/29/2019
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> VACANT	Review/Ratify 7-2019 Financial Reports	Chairperson Payton
<input type="checkbox"/> Sara Robison	Review/Ratify 7-2019 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 51,473.51
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 70,387.13
<input type="checkbox"/> Paula Sanford	Family:	\$ 87,205.01
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 17,123.79
<u>Excused:</u>	HCV:	\$ 86,787.43
Lomac Payton	Brentwood:	\$ 25,670.86
	Prairieland:	\$ 23,204.18
<u>Others Present:</u>	Capital Fund 2018:	\$ 107,985.99
Joseph Riley	Capital Fund 2019:	\$ 0.00

Old Business	Commissioner Appointments	Derek Antoine
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New Business	Election of Vice Chairperson	Jack Ball
	Review/Approve KCHA Resolution 2019-08 for Outstanding Debt Collection Charge-Off for FYE 2020 Q1 (Period ending 06/30/2019)	Derek Antoine
	Review/Approve Change Order 5 from Hein Construction for 504 Modification Project – Phase II at Family Sites	Derek Antoine
	Review/Approve Contract Extension – Legal Services	Derek Antoine

board agenda

Reports

Program Scorecards – 07-2019

Derek Antoine

KCHA Legal Counsel Report – 08-2019

Jack Ball

Other Business

Commissioner Opening

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
August 8, 2019**

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
 Thomas Dunker
 Jared Hawkinson
 Lomac Payton

EXCUSED: Paul H. Stewart

ABSENT:

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Legal Counsel; Paula Sanford (Commissioner awaiting reappointment); and Sara Robison.

Chairperson Payton called the meeting to order at 10:00 a.m.

Mr. Antoine introduced Sara Robison as a prospective board member. She is the Executive Director of CASA of West Central Illinois.

Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Chairperson Payton then declared the June minutes approved as received.

Chairperson Payton then requested the Board review and ratify the June 2019 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for June 2019 as presented; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

June 2019 claims against the HA Administration in the sum of \$343,156.54; Central Office Cost Center in the sum of \$43,227.69; Moon Towers in the sum of \$62,144.29; Family in the sum of \$80,731.62; Bluebell in the sum of \$20,014.01; Housing Choice Voucher Program in the sum of \$87,414.62; Brentwood (A.H.P.) in the sum of \$24,667.48; Prairieland (A.H.P.) in the sum of \$24,956.83; Capital Fund '17 in the sum of \$0.00; and Capital Fund '18 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills for June 2019; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Application for Payment 11 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites. Mr. Antoine and Ms. Lefler gave a construction progress update. Alliance Architecture has reviewed and signed approval for Pay Request 11. After brief discussion, Commissioner Hawkinson made a motion to approve Application for Payment 11 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites in the amount of \$47,380.88; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Application for Payment 12 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites. Mr. Antoine and Ms. Lefler gave a construction progress update. Alliance Architecture has reviewed and signed approval for Pay Request 12. After brief discussion, Commissioner Hawkinson made a motion to approve Application for Payment 12 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites in the amount of \$37,915.63; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Contract Award for Siding Replacement at Brentwood Manor. Mr. Antoine stated that the existing cedar shake siding is original to the building and is currently beyond repair. Hein Construction submitted the only bid for this project and was deemed to be a responsible and responsive bidder. This work will be paid from Brentwood Manor reserves and Central Office Cost Center reserves. After brief discussion, Commissioner Hawkinson made a motion to approve the selection of Hein Construction as the contractor for siding replacement at Brentwood Manor in a not-to-exceed amount of \$110,000.00; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Contract Award for VOIP Telephone Service. VOIP is Voice Over Internet Protocol. Mr. Antoine stated that this system is an internet-based system and will provide an updated system that is very versatile and less expensive than the current system. The installation costs related to this project will be paid by

the Central Office Cost Center; ongoing costs will be paid from each AMP's operating budget. After brief discussion, Commissioner Hawkinson made a motion to approve the selection of Tri-City Electric as the contractor for VOIP telephone service at the proposal submitted pricing; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Purchase of Utility Vehicle. Mr. Antoine said that the agency needed a new snow plow/lift truck to replace two trucks. Bids were received from two dealerships and an additional bid would be received from a third one on 08/14/2019. The truck would be purchased from the Family Sites operating budget. After brief discussion, Commissioner Allen made a motion to approve the selection of a truck vendor at a not-to-exceed amount of \$45,000.00; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve KCHA Resolution 2019-07 for CFP Submission for Grant Year 2019. Mr. Antoine stated that the agency would receive \$1,077,932.00 in capital funds for 2019. As outlined in the resolution, these funds would be used for 504 projects, new roof at Moon Towers, upgrade of video surveillance systems, A&E Services, allocation of operations and allocation for administration. After brief discussion, Commissioner Dunker made a motion to approve KCHA Resolution 2019-07 for CFP Submission for Grant Year 2019; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

REPORTS

Mr. Antoine handed out scorecards for the Public Housing Program for June and FYE 03/31/2019 as well as the Housing Choice Voucher Program scorecard for June.

The legal counsel reports for July and August will be presented at the August meeting.

OTHER BUSINESS

Mr. Antoine stated that Commissioner Sanford must be reappointed to the Board by the Knox County Board. After brief discussion, Commissioner Hawkinson made a motion to submit required information to the Knox County Board so that Commissioner Sanford could be reappointed to the KCHA Board of Commissioners; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

Mr. Antoine stated that Commissioner Dunker had submitted his resignation from the Board of Commissioners. Chairperson Payton expressed thanks for Commissioner Dunker's years of service and commitment to the Board. After brief discussion, Commissioner Hawkinson made a motion to accept Commissioner Dunker's resignation from the Board of Commissioners upon meeting adjournment; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

Mr. Antoine stated that Sara Robison was interested in serving on the Board of Commissioners. Chairperson Payton gave a brief introduction to the responsibilities of board members. Ms. Robison shared her background and expressed her desire to serve on the board of commissioners. After brief discussion, Commissioner Hawkinson made a motion to recommend Sara Robison to the Knox County Board for appointment to the Board of Commissioners; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

The next meeting will be held on Thursday, August 29, 2019 at 10:00 a.m.

EXECUTIVE SESSION

At 11:32 a.m., Commissioner Hawkinson made a motion to go into Executive Session for the purpose of conducting the performance appraisal of the Executive Director; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

At 12:00 p.m., Commissioner Hawkinson made a motion to go back into open session; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Motion Carried, 4-0.

Commissioner Hawkinson made a motion to approve a 4% salary adjustment retroactive to 01/01/2019 for the Executive Director; Commissioner Dunker

seconded. Roll call was taken as follows:

Commissioner Allen - aye

Commissioner Dunker - aye

Commissioner Hawkinson - aye

Commissioner Payton - aye

Motion Carried, 4-0.

ADJOURNMENT

Commissioner Dunker made a motion to adjourn the meeting at 12:01 p.m.;

Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye

Commissioner Dunker - aye

Commissioner Hawkinson - aye

Commissioner Payton - aye

Motion Carried, 4-0.

Respectfully submitted,

Secretary

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

August 22, 2019

ROLL CALL – 10:35 am

The finance committee was called into order by Derek Antoine, Executive Director for the Knox County Housing Authority.

ATTENDANCE – 10:36 am

KCHA Commissioners:

Present: Wayne Allen
Excused:

Housing Authority Members:

Present: Lee Lofing
Excused: Derek Antoine

FINANCIAL REPORT – 10:37 am

The only item on the agenda for the August 21st, 2019 meeting was to review July 2019 Financials for the following programs: COCC, Moon Towers, Family Sites, Bluebell, HCV, Brentwood, and Prairieland along with the notes provided for each program. After reviewing and discussing the financials, the committee deemed them to be in good order.

There was also discussion about lack of subsidy being provided for Moon Towers, Family Sites, and Bluebell for 2019. It was noted that the way it appeared that HUD was providing 73 percent of the actual funding that the HA submitted in the Operation Subsidy Calculation. After looking into this more, it was found that the funding submitted was for 9 months not 12 months as it appeared to look in the eLLOCs module. After realizing the error made, the HA has drawn down the differences from those drawdowns that were shorted, and the financials have been updated along with the notes with these changes.

ACCOUNTS PAYABLE – 10:56 am

There were no outstanding accounts payables to review.

ADJOURN – 10:57 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

	<u>July-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$58,748.85	\$219,866.59	Staff pay roll increases - retro April 1, 2019.
Operating Expenses	\$51,327.52	\$164,158.32	Purchased 4 new computers with labor.
Net Revenue Income/(Loss)	\$7,421.33	\$55,708.27	Utilities

Operated in the black for the month and is in the black YTD.

COCC's Cash, Investments, A/R, & A/P \$1,176,682.95

MOON TOWERS

	<u>July-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$114,109.86	\$304,919.74	Draw down correction, should have drawn down more for June & July.
Operating Expenses	\$70,387.13	\$240,691.96	Received \$181 from IDROP for bad debt expenses.
Net Revenue Income/(Loss)	\$43,722.73	\$64,227.78	Staff pay roll increases - retro April 1, 2019.
			Purchased a new computer with labor.
			Utilities
			Replaced the fire panel plus labor, \$9,983.59.

Operated in the black for the month and is in the black YTD.

Moon Towers' Cash, Investments, A/R, & A/P \$526,730.82

\$240,691.96 Minimum Reserve Position

\$286,038.86 Over/(Under) minimum reserve position

FAMILY

	<u>July-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$149,821.00	\$350,609.36	Draw down correction, should have drawn down more for June & July.
Operating Expenses	\$87,205.01	\$307,963.74	Received \$1,178.59 from IDROP for bad debt expenses.
Net Revenue Income/(Loss)	\$62,615.99	\$42,645.62	Staff pay roll increases - retro April 1, 2019.
			Purchased a new computer with labor.
			Utilities
			Purchase and use of routine maintenance supplies.

Operated in the black for the month and is in the black YTD.

Family's Cash, Investments, A/R, & A/P \$396,343.58

\$307,963.74 Minimum Reserve Position

\$88,379.84 Over/(Under) minimum reserve position

BLUEBELL

	<u>July-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$25,787.09	\$82,096.71	Draw down correction, should have drawn down more for June & July.
Operating Expenses	\$17,123.79	\$76,788.87	Staff pay roll increases - retro April 1, 2019.
Net Revenue Income/(Loss)	\$8,663.30	\$5,307.84	Utilities

Operated in the black for the month and is in the black YTD.

Bluebell's Cash, Investments, A/R, & A/P \$97,954.23

\$76,788.87 Minimum Reserve Position

\$21,165.36 Over/(Under) minimum reserve position

BRENTWOOD

	<u>July-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$34,321.92	\$133,232.08	Staff pay roll increases - retro April 1, 2019.
Operating Expenses	\$25,670.86	\$89,609.86	Utilities
Net Revenue Income/(Loss)	\$8,651.06	\$43,622.22	

Operated in the black for the month and is in the black YTD.

Brentwood's Cash, Investments, A/R, & A/P \$153,322.95

PRAIRIELAND

	<u>July-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$28,920.00	\$112,379.50	Staff pay roll increases - retro April 1, 2019.
Operating Expenses	\$23,204.18	\$88,406.57	Utilities
Net Revenue Income/(Loss)	\$5,715.82	\$23,972.93	

Operated in the black for the month and is in the black YTD.

PrairieLand's Cash, Investments, A/R, & A/P	\$64,570.07
Restricted - Security Deposits	(\$595.00)
Restricted - Replacement Reserve	(\$133,200.23)
Restricted - Residual Receipts	(\$54,512.79)
PL's Total Cash	(\$123,737.95)

*These are held out to cover Prairieland Security Deposits.
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>July-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$12,233.35	\$40,601.00	Paid Salaries, Inspections, and admin. Expenses.
Operating Expenses	\$12,260.93	\$44,752.98	Staff pay roll increases - retro April 1, 2019.
Net Revenue Income/(Loss)	(\$27.58)	(\$4,151.98)	

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	\$105,136.48	<i>6/30/2019 Balance</i>
Investment in Fixed Assets	\$0.00	
Monthly VMS Net Revenue Income/(Loss)	(\$27.58)	
	\$0.00	<i>Transfer to NRP or Adjustment</i>
UNP Ending Balance	\$105,108.90	For Admin Expenses and HAP (if needed)

HAP

	<u>Jul-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$78,828.00	\$300,119.00	HAP payments
Operating Expenses	\$74,526.50	\$224,005.00	
Net Revenue Income/(Loss)	\$4,301.50	\$76,114.00	

Deficit covered by the RNP.

Net Restricted Position (NRP)	\$0.00	<i>6/30/2019 Balance</i>
	\$0.00	<i>Transfer from UNP or Adjustment</i>
Monthly VMS Net Revenue - Income/(Loss)	\$4,595.00	
NRP Ending Balance for HAP	\$4,595.00	For HAP Expenses (Only)

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
July 31, 2019

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	58,748.85	56,930.00	1,818.85	219,866.59	683,160.00	-67.82
TOTAL OPERATING INCOME	58,748.85	56,930.00	1,818.85	219,866.59	683,160.00	-67.82
OPERATING EXPENSE						
Total Administration Expenses	49,586.44	42,691.68	6,894.76	157,091.44	512,300.00	-69.34
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	
Total Utilities Expenses	336.96	466.67	-129.71	906.72	5,600.00	-83.81
Total Maintenance Expenses	65.08	483.31	-418.23	804.00	5,800.00	-86.14
General Expense	1,339.04	1,344.67	-5.63	5,356.16	16,136.00	-66.81
TOTAL ROUTINE OPERATING EXPENSES	51,327.52	44,986.33	6,341.19	164,158.32	539,836.00	-69.59
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	7,730.33	-7,730.33	0.00	92,764.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	51,327.52	52,716.66	-1,389.14	164,158.32	632,600.00	-74.05
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	7,421.33	4,213.34	3,207.99	55,708.27	50,560.00	10.18
Total Depreciation Expense						
	53.00	53.00	0.00	212.00	636.00	-66.67
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	7,368.33	4,160.34	3,207.99	55,496.27	49,924.00	11.16

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
July 31, 2019

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	114,109.86	65,790.60	48,319.26	304,919.74	789,487.00	-61.38
TOTAL OPERATING INCOME	114,109.86	65,790.60	48,319.26	304,919.74	789,487.00	-61.38
OPERATING EXPENSE						
Total Administration Expenses	27,083.45	25,909.99	1,173.46	101,017.69	310,920.00	-67.51
Total Tenant Services	61.98	41.67	20.31	194.47	500.00	-61.11
Total Utilities Expenses	6,796.66	7,916.67	-1,120.01	19,249.12	95,000.00	-79.74
Total Maintenance Expenses	30,743.06	22,902.12	7,840.94	93,536.38	274,825.00	-65.97
General Expense	5,701.98	5,938.26	-236.28	26,694.30	71,259.00	-62.54
TOTAL ROUTINE OPERATING EXPENSES	70,387.13	62,708.71	7,678.42	240,691.96	752,504.00	-68.01
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-26,301.42	26,301.42	0.00	-315,617.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	70,387.13	36,407.29	33,979.84	240,691.96	436,887.00	-44.91
NET REVENUE/EXPENSE PROFIT/-LOSS						
	43,722.73	29,383.31	14,339.42	64,227.78	352,600.00	-81.78
Total Depreciation Expense						
	29,300.00	29,300.00	0.00	117,200.00	351,600.00	-66.67
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	14,422.73	83.31	14,339.42	-52,972.22	1,000.00	-5,397.22

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
July 31, 2019

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	149,821.00	76,000.16	73,820.84	350,609.36	912,002.00	-61.56
TOTAL OPERATING INCOME	149,821.00	76,000.16	73,820.84	350,609.36	912,002.00	-61.56
OPERATING EXPENSE						
Total Administration Expenses	33,495.37	32,637.60	857.77	127,865.46	391,651.00	-67.35
Total Tenant Services	0.00	740.00	-740.00	0.00	8,880.00	-100.00
Total Utilities Expenses	2,452.57	1,709.17	743.40	6,375.53	20,510.00	-68.92
Total Maintenance Expenses	44,711.68	39,027.47	5,684.21	161,861.06	468,330.00	-65.44
General Expense	6,545.39	7,317.58	-772.19	11,861.69	87,811.00	-86.49
TOTAL ROUTINE OPERATING EXPENSES	87,205.01	81,431.82	5,773.19	307,963.74	977,182.00	-68.48
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-40,931.67	40,931.67	0.00	-491,180.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	87,205.01	40,500.15	46,704.86	307,963.74	486,002.00	-36.63
NET REVENUE/EXPENSE PROFIT/-LOSS						
	62,615.99	35,500.01	27,115.98	42,645.62	426,000.00	-89.99
Total Depreciation Expense						
	33,500.00	35,500.00	-2,000.00	134,000.00	426,000.00	-68.54
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	29,115.99	0.01	29,115.98	-91,354.38	0.00	

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
July 31, 2019

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	25,787.09	19,129.92	6,657.17	82,096.71	229,559.00	-64.24
TOTAL OPERATING INCOME	25,787.09	19,129.92	6,657.17	82,096.71	229,559.00	-64.24
OPERATING EXPENSE						
Total Administration Expenses	7,174.58	10,921.01	-3,746.43	31,858.26	131,052.00	-75.69
Total Tenant Services	0.00	20.83	-20.83	0.00	250.00	-100.00
Total Utilities Expenses	2,125.51	2,224.99	-99.48	6,523.02	26,700.00	-75.57
Total Maintenance Expenses	4,812.65	7,647.91	-2,835.26	26,826.99	91,775.00	-70.77
General Expense	3,011.05	3,294.58	-283.53	11,580.60	39,535.00	-70.71
TOTAL ROUTINE OPERATING EXPENSES	17,123.79	24,109.32	-6,985.53	76,788.87	289,312.00	-73.46
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	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	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	17,123.79	24,109.32	-6,985.53	76,788.87	289,312.00	-73.46
NET REVENUE/EXPENSE PROFIT/-LOSS						
	8,663.30	-4,979.40	13,642.70	5,307.84	-59,753.00	-108.88
Total Depreciation Expense						
Total Depreciation Expense	14,010.00	14,010.00	0.00	56,040.00	168,120.00	-66.67
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-5,346.70	-18,989.40	13,642.70	-50,732.16	-227,873.00	-77.74

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
July 31, 2019

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	348,466.80	217,850.68	130,616.12	957,492.40	2,614,208.00	-63.37
TOTAL OPERATING INCOME	348,466.80	217,850.68	130,616.12	957,492.40	2,614,208.00	-63.37
OPERATING EXPENSE						
Total Administration Expenses	117,339.84	112,160.28	5,179.56	417,832.85	1,345,923.00	-68.96
Total Tenant Services	61.98	802.50	-740.52	194.47	9,630.00	-97.98
Total Utilities Expenses	11,711.70	12,317.50	-605.80	33,054.39	147,810.00	-77.64
Total Maintenance Expenses	80,332.47	70,060.81	10,271.66	283,028.43	840,730.00	-66.34
General Expense	16,597.46	17,895.09	-1,297.63	55,492.75	214,741.00	-74.16
TOTAL ROUTINE OPERATING EXPENSES	226,043.45	213,236.18	12,807.27	789,602.89	2,558,834.00	-69.14
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-59,502.76	59,502.76	0.00	-714,033.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	226,043.45	153,733.42	72,310.03	789,602.89	1,844,801.00	-57.20
NET REVENUE/EXPENSE PROFIT/-LOSS						
	122,423.35	64,117.26	58,306.09	167,889.51	769,407.00	-78.18
Total Depreciation Expense						
Total Depreciation Expense	76,863.00	78,863.00	-2,000.00	307,452.00	946,356.00	-67.51
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	45,560.35	-14,745.74	60,306.09	-139,562.49	-176,949.00	-21.13

**Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
July 31, 2019**

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	12,233.35	10,526.58	1,706.77	41,742.00	126,319.00	-66.96
TOTAL ADMIN OPERATING INCOME	12,233.35	10,526.58	1,706.77	41,742.00	126,319.00	-66.96
OPERATING EXPENSES						
Total Admin Expenses	7,847.59	9,104.17	-1,256.58	27,405.35	109,250.00	-74.92
Total Fees Expenses	3,724.50	3,758.00	-33.50	14,839.50	45,096.00	-67.09
Total General Expenses	688.84	733.75	-44.91	2,508.13	8,805.00	-71.51
TOTAL OPERATING EXPENSES	12,260.93	13,595.92	-1,334.99	44,752.98	163,151.00	-72.57
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES	12,260.93	13,595.92	-1,334.99	44,752.98	163,151.00	-72.57
NET REVENUE PROFIT/-LOSS	-27.58	-3,069.34	3,041.76	-3,010.98	-36,832.00	-91.83
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
NET REVENUE w/Deprecitation PROFIT/-LOSS	-27.58	-3,069.34	3,041.76	-3,010.98	-36,832.00	-91.83

HAP - OPERATING STATEMENT

HAP INCOME						
Total Income	78,828.00	69,549.67	9,278.33	300,119.00	834,596.00	-64.04
TOTAL HAP INCOME	78,828.00	69,549.67	9,278.33	300,119.00	834,596.00	-64.04
HAP EXPENSES						
Total HAP Expenses	74,559.00	72,083.34	2,475.66	300,429.00	865,000.00	-65.27
Total General HAP Expenses	-32.50	-41.67	9.17	-391.00	-500.00	-21.80
TOTAL HAP EXPENSES	74,526.50	72,041.67	2,484.83	300,038.00	864,500.00	-65.29
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	4,301.50	-2,492.00	6,793.50	81.00	-29,904.00	-100.27

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
July 31, 2019

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	34,321.92	32,642.76	1,679.16	133,232.08	391,713.00	-65.99
TOTAL OPERATING INCOME	<u>34,321.92</u>	<u>32,642.76</u>	<u>1,679.16</u>	<u>133,232.08</u>	<u>391,713.00</u>	<u>-65.99</u>
OPERATING EXPENSE						
Total Administration Expenses	3,675.42	4,731.01	-1,055.59	12,525.83	56,772.00	-77.94
Total Fee Expenses	5,828.39	6,048.00	-219.61	23,313.56	72,576.00	-67.88
Total Utilities Expenses	1,766.25	2,128.33	-362.08	6,053.25	25,540.00	-76.30
Total Maintenance Expenses	9,413.84	15,090.16	-5,676.32	29,458.33	181,082.00	-83.73
Total Taxes & Insurance Expense	2,983.79	3,193.75	-209.96	11,959.34	38,325.00	-68.79
Total Financial Expenses	2,003.17	2,166.67	-163.50	6,299.55	26,000.00	-75.77
TOTAL ROUTINE OPERATING EXPENSE	<u>25,670.86</u>	<u>33,357.92</u>	<u>-7,687.06</u>	<u>89,609.86</u>	<u>400,295.00</u>	<u>-77.61</u>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	<u>25,670.86</u>	<u>33,357.92</u>	<u>-7,687.06</u>	<u>89,609.86</u>	<u>400,295.00</u>	<u>-77.61</u>
NET REVENUE PROFIT/-LOSS						
	<u>8,651.06</u>	<u>-715.16</u>	<u>9,366.22</u>	<u>43,622.22</u>	<u>-8,582.00</u>	<u>-608.30</u>
Total Depreciation Expense						
	7,330.00	7,330.00	0.00	29,320.00	87,960.00	-66.67
NET REVENUE w/Depreciation PROFIT/-LOSS	<u>1,321.06</u>	<u>-8,045.16</u>	<u>9,366.22</u>	<u>14,302.22</u>	<u>-96,542.00</u>	<u>-114.81</u>

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
July 31, 2019

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	28,920.00	28,318.58	601.42	112,379.50	339,823.00	-66.93
TOTAL OPERATING INCOME	28,920.00	28,318.58	601.42	112,379.50	339,823.00	-66.93
OPERATING EXPENSE						
Total Administration Expenses	3,605.36	4,517.49	-912.13	13,318.61	54,210.00	-75.43
Total Fee Expenses	5,335.85	5,460.00	-124.15	21,179.22	65,520.00	-67.68
Total Utilities Expenses	2,363.55	2,223.33	140.22	6,171.91	26,680.00	-76.87
Total Maintenance Expenses	7,146.58	14,813.50	-7,666.92	28,575.62	177,762.00	-83.92
Total Taxes & Insurance Expense	2,749.67	2,150.00	599.67	10,954.43	25,800.00	-57.54
Total Financial Expenses	2,003.17	2,150.00	-146.83	8,206.78	25,800.00	-68.19
TOTAL ROUTINE OPERATING EXPENSE	23,204.18	31,314.32	-8,110.14	88,406.57	375,772.00	-76.47
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	23,204.18	31,314.32	-8,110.14	88,406.57	375,772.00	-76.47
NET REVENUE PROFIT/-LOSS						
	5,715.82	-2,995.74	8,711.56	23,972.93	-35,949.00	-166.69
Total Depreciation Expense						
	6,257.00	6,257.50	-0.50	25,028.00	75,090.00	-66.67
NET REVENUE w/Depreciation PROFIT/-LOSS	-541.18	-9,253.24	8,712.06	-1,055.07	-111,039.00	-99.05

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
July 31, 2019

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	63,241.92	60,961.34	2,280.58	245,611.58	731,536.00	-66.43
TOTAL OPERATING INCOME	63,241.92	60,961.34	2,280.58	245,611.58	731,536.00	-66.43
OPERATING EXPENSE						
Total Administration Expenses	7,280.78	9,248.50	-1,967.72	25,844.44	110,982.00	-76.71
Total Fee Expenses	11,164.24	11,508.00	-343.76	44,492.78	138,096.00	-67.78
Total Utilities Expenses	4,129.80	4,351.66	-221.86	12,225.16	52,220.00	-76.59
Total Maintenance Expenses	16,560.42	29,903.66	-13,343.24	58,033.95	358,844.00	-83.83
Total Taxes & Insurance Expense	5,733.46	5,343.75	389.71	22,913.77	64,125.00	-64.27
Total Financial Expenses	4,006.34	4,316.67	-310.33	14,506.33	51,800.00	-72.00
TOTAL ROUTINE OPERATING EXPENSE	48,875.04	64,672.24	-15,797.20	178,016.43	776,067.00	-77.06
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	48,875.04	64,672.24	-15,797.20	178,016.43	776,067.00	-77.06
NET REVENUE PROFIT/-LOSS						
	14,366.88	-3,710.90	18,077.78	67,595.15	-44,531.00	-251.79
Total Depreciation Expense						
	13,587.00	13,587.50	-0.50	54,348.00	163,050.00	-66.67
NET REVENUE w/Depreciation PROFIT/-LOSS	779.88	-17,298.40	18,078.28	13,247.15	-207,581.00	-106.38

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
July, 2019

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	23,941.96	19,834.64	4,107.32	87,927.93
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,953.84	16,711.47	-757.63	63,815.36
Administrative Expenses	2,540.94	505.44	2,035.50	6,395.88
Teneant Services	61.98	0.00	61.98	194.47
Utilities	6,796.66	7,865.64	-1,068.98	19,249.12
Maintenance Supplies/Contracts	15,389.77	5,023.28	10,366.49	36,414.90
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,701.98	9,281.51	-3,579.53	26,694.30
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	70,387.13	59,221.98	11,165.15	240,691.96
AMP002 - FAMILY				
Salaries	45,690.48	40,880.80	4,809.68	164,391.91
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,889.74	17,616.49	-726.75	67,558.96
Administrative Expenses	3,382.11	1,738.17	1,643.94	13,052.31
Teneant Services	0.00	3,128.50	-3,128.50	0.00
Utilities	2,452.57	2,472.81	-20.24	6,375.53
Maintenance Supplies/Contracts	12,244.72	4,849.21	7,395.51	44,723.34
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,545.39	19,247.97	-12,702.58	11,861.69
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	87,205.01	89,933.95	-2,728.94	307,963.74
AMP003 - BLUEBELL				
Salaries	5,792.55	7,747.52	-1,954.97	24,501.21
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,458.91	4,734.71	-275.80	18,319.18
Administrative Expenses	769.57	570.50	199.07	3,335.05
Teneant Services	0.00	0.00	0.00	0.00
Utilities	2,125.51	1,800.30	325.21	6,523.02
Maintenance Supplies/Contracts	966.20	2,444.33	-1,478.13	12,542.57
Mileage	0.00	0.00	0.00	-12.76
General Expenses	3,011.05	2,426.13	584.92	11,580.60
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	17,123.79	19,723.49	-2,599.70	76,788.87
COCC				
Salaries	37,031.45	29,351.39	7,680.06	131,380.39
Employee W/H Payments	145.99	77.17	68.82	306.10
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	12,666.66	7,219.55	5,447.11	26,110.42
Teneant Services	0.00	0.00	0.00	0.00
Utilities	336.96	546.67	-209.71	906.72
Maintenance Supplies/Contracts	-46.59	142.11	-188.70	404.63
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,339.04	1,333.96	5.08	5,356.16
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	51,473.51	38,670.85	12,802.66	164,464.42
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	112,456.44	97,814.35	14,642.09	408,201.44
Employee W/H Payments	145.99	77.17	68.82	306.10
Management Fees	37,302.49	39,062.67	-1,760.18	149,693.50
Administrative Expenses	19,359.28	10,033.66	9,325.62	48,893.66
Teneant Services	61.98	3,128.50	-3,066.52	194.47
Utilities	11,711.70	12,685.42	-973.72	33,054.39
Maintenance Supplies	28,554.10	12,458.93	16,095.17	94,085.44
Mileage	0.00	0.00	0.00	-12.76
General Expenses	16,597.46	32,289.57	-15,692.11	55,492.75
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	226,189.44	207,550.27	18,639.17	789,908.99

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
July, 2019

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	9,081.72	7,992.54	1,089.18
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,828.39	5,910.48	-82.09
Administrative Expenses	281.08	1,198.97	-917.89
Utilities	1,766.25	1,355.30	410.95
Maintenance Supplies/Contracts	3,726.46	845.21	2,881.25
Tax & Insurance Expenses	2,983.79	2,694.72	289.07
Finacial Expenses	2,003.17	2,119.63	-116.46
TOTAL BRENTWOOD CLAIMS	25,670.86	22,116.85	3,554.01
PRAIRIELAND			
Salaries	9,081.55	7,992.25	1,089.30
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,335.85	5,335.85	0.00
Administrative Expenses	211.06	1,249.00	-1,037.94
Utilities	2,363.55	1,854.86	508.69
Maintenance Supplies/Contracts	1,459.33	1,346.23	113.10
Taxes & Insurance Expenses	2,749.67	2,434.47	315.20
Financial Expenses	2,003.17	2,119.63	-116.46
TOTAL PRAIRIELAND CLAIMS	23,204.18	22,332.29	871.89
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	18,163.27	15,984.79	2,178.48
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,164.24	11,246.33	-82.09
Administrative Expenses	492.14	2,447.97	-1,955.83
Utilities	4,129.80	3,210.16	919.64
Maintenance Supplies	5,185.79	2,191.44	2,994.35
Taxes & Insurance Expenses	5,733.46	5,129.19	604.27
Financial Expenses	4,006.34	4,239.26	-232.92
TOTAL AHP CLAIMS	48,875.04	44,449.14	4,425.90
HOUSING CHOICE VOUCHER - HCV			
Salaries	7,147.05	5,726.22	1,420.83
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,724.50	3,549.00	175.50
Administrative Expenses	700.54	3,120.52	-2,419.98
General Expense-Admin	688.84	672.32	16.52
Total HCV Expenses	12,260.93	13,068.06	-807.13
HAP Expenses	74,559.00	71,052.00	3,507.00
General Expenses	-32.50	0.00	-32.50
Total HAP Expenses	74,526.50	71,052.00	3,474.50
TOTAL HCV CLAIMS	86,787.43	84,120.06	2,667.37

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
July, 2019

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2018 - \$1,032,694				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	107,985.99	0.00	348,138.13	541,306.20
TOTAL CFG 2018 CLAIMS	107,985.99	0.00	348,138.13	541,306.20
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	673,386.00
TOTAL CFG 2017 CLAIMS	0.00	0.00	0.00	673,386.00
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	594,598.00
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	0.00	0.00	0.00	608,598.00
TOTAL CFG GRANT(S) CLAIMS	107,985.99	0.00	348,138.13	1,823,290.20

Knox County Housing Authority
CLAIMS REPORT TOTALS
July, 2019

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	70,387.13	59,221.98	11,165.15	240,691.96
AMP002 - FAMILY	87,205.01	89,933.95	-2,728.94	307,963.74
AMP003 - BLUEBELL	17,123.79	19,723.49	-2,599.70	76,788.87
COCC	51,473.52	38,670.86	12,802.66	164,464.46
TOTAL LOW RENT	226,189.45	207,550.28	18,639.17	789,909.03
<u>A.H.P.</u>				
BRENTWOOD	25,670.86	22,116.85	3,554.01	89,609.86
PRAIRIELAND	23,204.18	22,332.29	871.89	88,406.57
TOTAL A.H.P.	48,875.04	44,449.14	4,425.90	178,016.43
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	12,260.93	13,068.06	-807.13	44,752.98
TOTAL HCV	12,260.93	13,068.06	-807.13	44,752.98
<u>GRANTS</u>				
CAPITAL FUND GRANT '18	107,985.99	0.00	107,985.99	348,138.13
CAPITAL FUND GRANT '17	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
TOTAL GRANTS	107,985.99	0.00	107,985.99	348,138.13
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TOTAL CLAIMS FOR MONTH	395,311.41	265,067.48	130,243.93	1,360,816.57

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 08/26/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 08/29/2019

SUBJECT: Election of Vice Chairperson, KCHA Board of Commissioners

Executive Summary

Section 3.02 of the Knox County Housing Authority Board of Commissioner By-Laws requires election of officers at the Authority's annual meeting. The by-laws provide for the election of a Chairperson and a Vice Chairperson, and elected officials hold office for a one-year term, or as long as the Board deems necessary.

Due to the resignation of Commissioner Thomas Dunker, who held the position of Vice Chairperson, the Board will be required to hold an election for the position of Vice-Chairperson at the 08/29/2019 regular meeting of the Board of Commissioners. KCHA Legal counsel Jack Ball will officiate the election.

Nominations prior to the meeting may be sent to the Executive Director at dantoine@knoxhousing.org or to KCHA Legal Counsel Jack Ball at jackball@grics.net.

Board action will be required to install the elected official.

RESOLUTION 2019-08

August 29, 2019

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending June 30, 2019

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 the Illinois Debt Recovery Offset Portal (IDROP) for collection attempt. 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 \$13,542.90 effective for the period ending June 30, 2019.

RESOLUTION 2019-08

August 29, 2019

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending June 30, 2019

NOW, THEREFORE, BE IT RESOLVED BY THE KNOX COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS (BOARD) THAT:

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$13,542.90 for the period ending June 30, 2019.
3. The Executive Director or designate is hereby authorized to charge-off uncollectible debt on behalf of the Knox County Housing Authority as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of June 30, 2019.

RESOLVED: August 29, 2019

Lomac Payton, Chairperson

Jared Hawkinson, Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Sara Robison, Commissioner

Vacant, Commissioner

Paula Sanford, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RE: Approval of Bad Debt Charge-Offs for the period ending June 30, 2019

Moon Towers' 1st Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Bernice	Starry	MT 001-11	\$297.00	
Josh	Pilkington	MT 056-10	\$301.25	
Lahseitha	Cunningham	MT 092-16	\$103.00	
Timothy	Davis	MT 132-8	\$1,688.60	
Travis	Gustafson	MT 169-11	\$249.00	
Sharon	Parker	MT 112-9	\$5.75	

Moon Towers' 1st Qtr Bad Debt Write-Off Total \$2,644.60

Family's 1st Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Michaela	Bushnell	FAM312-23	\$586.96	
Kristi	Anderson	FAM260-17	\$1,766.64	
Cassandra	Cauthon	FAM330-16	\$569.25	
Shonda	Reed	FAM233-16	\$2,351.55	
Brandy	Lee	FAM322-30	\$4.00	
Allison	Dismang	FAM213-14	\$351.50	
Kiara	Hester	FAM396-12	\$721.65	
Toni	Johnson	FAM383-16	\$95.25	
Ryan	Riggs	FAM281-20	\$1,069.50	

Family's 1st Qtr Bad Debt Write-Off Total \$7,516.30

Bluebell's 1st Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
None				

AHP 1st Qtr Bad Debt Write-Off Total \$0.00

Housing Choice Voucher's 1st Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
None				

AHP 1st Qtr Bad Debt Write-Off Total \$0.00

AHP 1st Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Israel	Panzu	BW A2-5	\$314.00	
Tina	Allen	PL 50-5	\$2,107.00	
Jay	McKee	PL 52-2	\$480.50	slpit with A. Sperry
Autumn	Sperry	PL 52-2	\$480.50	Slpit with J. McKee

AHP 3rd Qtr Bad Debt Write-Off Total \$3,382.00

Total 1st Qtr FYE 2020 Bad Debt Write-Offs	\$13,542.90
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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: 08/27/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 08/29/2019

SUBJECT: Hein Construction—Proposed Change Order 5

Executive Summary

At the 03/26/2018 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work will include the following:

- Construction of two 3-bedroom buildings (4 dwelling units total)
- Construction of one 4-bedroom building (2 dwelling units total)
- Rehabilitation of one existing 5-bedroom unit by building an addition onto the dwelling unit
- Relocation and construction of basketball court
- Development/upgrade of hearing and vision impaired equipment in 4 dwelling units

Proposed Change Order 5 proposes to furnish and install wall-hung lavatories in lieu of plastic laminate with drop-in lavatories at all accessible bathrooms. At upper floor bathrooms, cultured marble vanity tops will be installed in lieu of plastic laminate countertops.

This change was requested by the agency as the proposed plans were different than what was included in the scope of work and installed in Phase 1 of the project and included materials that would not be ideal in wet and humid conditions. Agency staff believe that the proximity to the shower will likely result in water damage and delamination to the vanity and countertop and subsequently will result in ongoing maintenance issues.

Please see the attached proposed Change Order 5 document that includes the proposed changes and their corresponding costs which total \$6,278.05. Also included is the supplemental information provided by Hein Construction.

Alliance Architecture has reviewed the change order amounts and find them to be within an acceptable range. Thus, acceptance of the requests is recommended by

Alliance Architecture. The General Requirements Allowance in the amount of \$30,000.00 has been exhausted. The total contract price will be increased by this change order. The proposed changes do not require a construction time increase.

This change order submission meets the requirements of HUD -5370 and the Procurement Handbook for Public Housing Agencies (7460.8 rev-2) in that the modification resulting in an increase to the total contract amount is required to be necessary within the general scope of work.

To reiterate from the previous change order memo, the agency makes every effort to be prudent in the expenditure of additional funds. There is no industry standard for an acceptable percentage amount of change orders to the total contract amount, but the agency considers 5% - 10% relative to the size, scope, and complexity of contract as acceptable. With this current contract, 5% of the \$2,003,000.00 total would be \$100,150.00. Change Order 5 falls well below this amount and provides some flexibility should another change order be necessary relevant to the scope of work.

Fiscal Impact

This application for payment will be paid from 2016, 2017 and 2018 Capital Fund grants as approved at the 03/26/2018 Regular Meeting of the Board. The original contract amount was \$2,003,000.00. With the inclusion of Change Order 5, the amount of the contract would be \$2,034,855.01.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the proposed Change Order 5 from Hein Construction in the amount of \$6,278.05.

CHANGE ORDER

Owner x
 Architect x
 Contractor x



PROJECT: 504 Modifications Phase II
 Moon Towers & Bluebell Tower
 Knox County Housing Authority
 Galesburg, Illinois

CHANGE ORDER NO. 5

DATE: August 27, 2019

CONTRACTOR: Hein Construction Co., Inc.
 9130 N. Industrial Road
 Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 6/27/18

You are hereby directed to make the following changes:

1. Furnish and install wall-hung lavatories in lieu of plastic laminate countertops with drop-in lavatories at all accessible bathrooms. At upper floor bathrooms, install cultured marble vanity tops in lieu of plastic laminate countertops. All to be in accordance with the attached Hein Construction Proposed Change Order No. 16 dated 8/12/19 ADD \$ 6,278.05
2. Items enumerated herein do not require a construction time increase; therefore, there is no change in Date of Substantial Completion. NO COST CHANGE

NET CHANGE ADD \$ 6,278.05

The original Contract Sum was	\$ 2,003,000.00
Net Change by previous Change Orders	\$ 25,576.96
The Contract Sum prior to this Change Order was	\$ 2,028,576.96
The Contract Sum will be INCREASED by this Change Order	\$ 6,278.05
The Contract Sum including this Change Order	\$ 2,034,855.01
The Contract Time will be UNCHANGED by	
The Date of Completion as of the date of this Change Order therefore is	November 3, 2019

<u>ALLIANCE ARCHITECTURE</u> Architect	<u>HEIN CONSTRUCTION CO., INC.</u> Contractor	<u>KNOX COUNTY HOUSING AUTHORITY</u> Owner
<u>929 Lincolnway East, Suite 200</u>	<u>9130 N. Industrial Road</u>	<u>255 West Tompkins Street</u>
<u>South Bend, IN 46601</u>	<u>Peoria, IL 61615</u>	<u>Galesburg, Illinois 61401</u>

By: _____ Mark A. Burrell	By: _____ David C. Marshall	By: _____ Derek Antoine
Date: <u>August 27, 2019</u>	Date: _____	Date: _____

HEIN CONSTRUCTION CO., INC.

56 N. Cedar St. Galesburg, Il 61401
OFFICE (309) 343-5124 FAX (309) 343-3690

PROPOSED CHANGE ORDER

PROJECT: KCHA Mod Phase 2 TO: Alliance Architecture
504 Modifications
DATE: 8/12/2019 ATT: Mark Lablang

CHANGE ORDER # #16

DESCRIPTION: To change from wood/plastic Laminate vanities to wall hung sinks in 7 bathrooms.
Change 2 upstairs laminate tops to cultured marble vanity tops in the C Building.

<u>ITEM</u>	<u>UM</u>	<u>QUANTITY</u>	<u>COST</u>	<u>TOTAL</u>
Benbow	ea	7	564.49	\$ 3,951.43
Drywall Patches (6)	hr	12	67.08	\$ 804.96
Drywall materials (6)	ea	6	12.00	\$ 72.00
Patches Finishing (6)	hr	12	67.08	\$ 804.96
Paint Restroom Wall (6)	hr	12	67.08	\$ 804.96
				\$ -
Cultured Marble Tops	ea	2	197.00	\$ 394.00
Credit for Laminate tops	ea	9	-125.00	\$ (1,125.00)
Hein OH&P 10%				\$ 570.74
Sub Total				\$ 6,278.05

TOTAL CHANGE ORDER REQUEST \$ 6,278.05

**All unused material to be turned over th KCHA

**Drywall patch and paint excludes "D" Building because it's not finished yet.

Respectfully Submitted



Dave Marshall VP/Project Manager

J. P. Bonbow Plumbing & Heating Co. Inc.
 1191 S. West St. P.O. Box 150
 Galesburg, IL. 61402-0150
 (309) 343-2156 Fax: (309) 343-9105

PROPOSAL

TO: Hein Construction Co Inc 56 N Cedar St Galesburg, IL 61401	PHONE: (309) 343-9104 JOB PHONE: (309) 343-9104 JOB NAME/LOCATION: 56 N Cedar St DATE: 08/15/12 PROTOCOL #: 0100 BUSY/DEPT:
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Be priced, subject specifications and estimates, form

RE: KCHA 504

- (1) American Standard Model 0355012.020 Lucerne wall hung lavatory with 4" center.
- (1) Truebro 2018-AS-L1 lavatory shield.
- (1) Josam 17120-202 lavatory carrier.

Material.....\$ 279.00
 Tax.....\$ 000.00
 Labor 70.62 X 3.....\$ 211.86
 O&P 15%.....\$ 70.63

\$ 564.49 EACH

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
 * * * PRICES AS QUOTED ABOVE * * *

Payment to be made as follows:

Payments to be made each thirty days as the work progresses to the value of one hundred percent of all work completed. The entire amount of contract to be paid within thirty days of completion.

3567062141: All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workers' Compensation Insurance.

Authorized Signature *M. Timmer*

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as indicated above. Date of Acceptance: _____

Signature _____ Signature _____

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: 08/26/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 08/29/2019

SUBJECT: Legal Services Contract Extension

Executive Summary

At the 07/26/2016 regular meeting of the Board of Commissioners, the Board selected Jack Ball to provide legal counsel services to the agency, at the expense of \$600.00 monthly, for a term of one year, with clause to extend the contract through two one-year renewal options. The initial contract period began on 09/01/2016 and expires 08/31/2017.

During the 08/24/2017 regular meeting, the Board approved a one-year extension with Mr. Ball for legal services. At that time, a contract escalator was applied and the fee for legal services was approved at \$700.00 monthly, or \$8,400.00 annually. The term of this contract began 09/01/2017 and runs through 08/31/2018.

During the 08/28/2018 regular meeting, the Board approved a one-year extension with Mr. Ball for legal services. The term of this contract began 09/01/2018 and runs through 08/31/2019. No contract escalator was applied.

Due to the nature of agency procurement and the structure of the contract, Mr. Ball is eligible for two additional one-year extensions, considered annually. Mr. Ball's performance of duties in reference to the general scope of services is categorized as exemplary. Mr. Ball has been present at the vast majority of Board meetings and has provided a detailed report of activities on behalf of the agency on a monthly basis. Additionally, Mr. Ball has been accessible and responsive to agency issues requiring counsel.

Fiscal Impact

The expense for legal services is split evenly amongst applicable KCHA programs.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners approve an extension of the FYE 03/31/2017 contract between the Knox County Housing Authority and Jack P. Ball, Esq. for a period of one (1) year, effective 09/01/2019 through 08/31/2020 at the expense of \$700.00 monthly, \$8,400.00 annually.

Occupancy	Property	Occupancy (Days)			Occupancy (Unit Months)			Annual Recertifications				Annual Inspections		
		Available	Leased	Occ %	Available	Leased	%	Due	Complete	%	Delinquent	Due	Completed	%
	Moon Towers	5487	5472	99.73%	177	177	100.00%	13	13	100.0%	0	13	13	100.0%
	Family Sites	5890	5782	98.17%	190	188	98.95%	17	17	100.0%	0	17	17	100.0%
	Blue Bell Tower	1581	1549	98.0%	51	51	100.00%	3	3	100.0%	0	3	3	100.0%
	Total PH	12958	12803	98.80%	418	416	99.52%	33	33	100.0%	0	33	33	100.0%

Maintenance	Property	Non-Emergency Work Orders					Emergency Work Orders					Unit Turnaround Time (Days)		
		Submitted	Completed	Total Days to Complete	Avg. Time Per/WO	Outstanding	Submitted	Completed	< 24 Hours	> 24 Hours	Outstanding	Units Vacated	Turnaround Time	Avg. Unit Turn Time
	Moon Towers	60	59	147	2.49	1	1	1	0	0	6	17	2.83	
	Family Sites	59	57	70	1.23	2	8	8	0	0	6	70	11.67	
	Blue Bell Tower	16	16	19	1.19	0	0	0	0	0	3	64	21.33	
	Total PH	135	132	236	1.79	3	9	9	0	0	15	151	10.07	

Tenant Accounts	Property	Tenant Accounts Receivable (TAR)					Aged Delinquency (AD)							
		Total Delinq. Accounts	Ten. Revenue (FDS 70500)	Projected Tenant Revenue	TAR (FDS 126)	Arrears TAR	%	0-30 Days	31-60 Days	61-90 Days	90 + Days	Total Delinquent	Total Repayment	Variance
	Moon Towers	59	\$ 145,827.75	\$ 437,483.25	\$ 8,778.27	\$ 2,965.10	2.01%	\$ 5,516.17	\$ 1,709.05	\$ 3,116.30	\$ 3,458.20	\$ 13,799.72	\$ 4,720.95	\$ 9,078.77
	Family Sites	110	\$ 68,548.54	\$ 205,645.62	\$ 25,806.92	\$ 12,344.20	12.55%	\$ 7,470.64	\$ 4,888.57	\$ 3,472.39	\$ 29,542.98	\$ 45,374.58	\$ 21,895.57	\$ 23,479.01
	Blue Bell Tower	4	\$ 60,583.67	\$ 181,751.01	\$ -	\$ -	0.00%	\$ 480.00	\$ -	\$ -	\$ -	\$ 480.00	\$ -	\$ 480.00
	Total PH	173	\$ 274,959.96	\$ 824,879.88	\$ 34,585.19	\$ 15,309.30	4.19%	\$ 13,466.81	\$ 6,597.62	\$ 6,588.69	\$ 33,001.18	\$ 59,654.30	\$ 26,616.52	\$ 33,037.78

AMP Budget	Property	Expense Control - Income % to Expense				Income to Budget			Expense to Budget			Cash Position	
		Income	Expense	Income/Loss	%	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Min. Cash Position	Current Cash Position
	Moon Towers	\$ 114,109.86	\$ 70,387.13	\$ 43,722.73	162.1%	\$ 114,109.86	\$ 65,790.60	173.4%	\$ 70,387.13	\$ 62,708.71	112.2%	\$ 240,691.96	\$ 526,730.82
	Family Sites	\$ 149,821.00	\$ 87,205.01	\$ 62,615.99	171.8%	\$ 149,821.00	\$ 76,000.16	197.1%	\$ 87,205.01	\$ 81,431.82	107.1%	\$ 307,963.74	\$ 396,343.58
	Blue Bell Tower	\$ 25,787.09	\$ 17,123.79	\$ 8,663.30	150.6%	\$ 25,787.09	\$ 19,129.92	134.8%	\$ 17,123.79	\$ 24,109.32	71.0%	\$ 76,788.87	\$ 97,954.23
	Total PH	\$ 289,717.95	\$ 174,715.93	\$ 115,002.02	165.8%	\$ 289,717.95	\$ 160,920.68	180.0%	\$ 174,715.93	\$ 168,249.85	103.8%	\$ 625,444.57	\$ 1,021,028.63

PHAS	Property	PASS	Management Assessment (MASS)				Financial Assessment (FASS)			Capital Fund (CFP)			PHAS	
		Inspection Score	Occupancy	TAR	AP	Overall	QR	MENAR	DSCR	Overall	Obligation End-Date	Occupancy	Overall	AMP
	Moon Towers	38.95	16.00	2.00	4.00	23.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	96.95
	Family Sites	35.89	16.00	0.00	4.00	21.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	91.89
	Blue Bell Tower	39.90	16.00	5.00	4.00	25.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	99.90
	Total PH	37.68				22.33				25.00			10.00	95.01



Scorecard	Property	Occupancy (Unit Days)	Annuals	Inspections	Work Orders (Non-Emer)	Work Orders (Emergency)	Unit Turns	TAR	AD	Income %	Cash Position	PHAS	Overall	
	Moon Towers	4.00	4.00	4.00	2.00	4.00	4.00	2.00	1.30	4.00	4.00	4.00	3.67	HP
	Family Sites	4.00	4.00	4.00	3.00	4.00	3.00	1.00	1.00	4.00	4.00	4.00	3.50	HP
	Blue Bell Tower	3.00	4.00	4.00	3.00	4.00	1.00	4.00	4.00	4.00	4.00	4.00	3.35	SP
Total PH													3.55	HP

Moon Towers Notes

1. Occupancy is strong for both the current period.
2. Unit turnaround time is strong for both the current period.
3. Tenant Accounts Receivable (TAR) is at an acceptable level, though collection of outstanding amounts will remain a focus.
4. Income is sufficient to cover expenses for the month. Drawdown correction inflates income for the month. Expense to budget does not meet expectations.
5. Cash position is adequate.
6. Moon Towers has strong individual PHAS indicators, trending towards High Performer for the year.
7. Overall performance for July 2019 is "High Performer."

Family Sites Notes

1. Occupancy days meets expectations (98.0%). Occupancy months is adequate for calculation of PHAS.
2. Average unit turnaround time is within the expectation (14.0 days).
3. Tenant Accounts Receivable (TAR) is at an unacceptable level. Collection of outstanding balances, and charging-off uncollectable debt must remain a focus.
4. Income is sufficient to cover expenses for the month. Drawdown correction inflates income for the month. Expense to budget does not meet expectations.
5. Cash position is adequate.
6. PHAS score for the Family Sites remains on the fringe of High Performer. Key factors are occupancy and high tenant accounts receivable.
7. Overall performance for July 2019 is "High Performer."

Blue Bell Tower Notes

1. Occupancy days meets expectations (98.0%). Occupancy months is adequate for calculation of PHAS.
2. Average unit turnaround time is outside the expectation (14.0 days).
3. Blue Bell has the lowest tenant accounts receivable (TAR) in the PH program.
4. Income is sufficient to cover expenses for the month. Drawdown correction inflates income for the month. Expense to budget meets expectations.
5. Cash position is adequate.
6. Strong PHAS indicators, bolstered by an exemplary physical inspection (PASS) score.
7. Overall performance for July 2019 is "Standard Performer."

Occupancy	Property	Occupancy (Days)			Occupancy (Unit Months)			Annual Recertifications				Annual Inspections		
		Available	Leased	Occ %	Available	Leased	%	Due	Complete	%	Delinquent	Due	Completed	%
	Moon Towers	21594	21493	99.53%	708	708	100.00%	47	47	100.0%	0	47	47	100.0%
	Family Sites	23180	22683	97.9%	760	752	98.95%	62	62	100.0%	0	62	62	100.0%
	Blue Bell Tower	6222	6163	99.05%	204	204	100.00%	10	10	100.0%	0	10	10	100.0%
	Total PH	50996	50339	98.71%	1672	1664	99.52%	119	119	100.0%	0	119	119	100.0%

Maintenance	Property	Non-Emergency Work Orders					Emergency Work Orders					Unit Turnaround Time (Days)		
		Submitted	Completed	Total Days to Complete	Avg. Time Per/WO	Outstanding	Submitted	Completed	< 24 Hours	> 24 Hours	Outstanding	Units Vacated	Turnaround Time	Avg. Unit Turn Time
	Moon Towers	179	178	351	1.97	1	3	3	1	0	0	19	103	5.42
	Family Sites	228	212	248	1.17	16	23	23	8	0	0	24	320	13.33
	Blue Bell Tower	92	92	168	1.83	0	0	0	0	0	0	5	97	19.40
	Total PH	499	482	767	1.59	17	26	26	9	0	0	48	520	10.83

Tenant Accounts	Property	Tenant Accounts Receivable (TAR)					Aged Delinquency (AD)					Total Delinquent	Total Repayment	Variance
		Total Delinq. Accounts	Ten. Revenue (FDS 70500)	Projected Tenant Revenue	TAR (FDS 126)	Arrears TAR	%	0-30 Days	31-60 Days	61-90 Days	90 + Days			
	Moon Towers	59	\$ 145,827.75	\$ 437,483.25	\$ 8,778.27	\$ 2,965.10	2.01%	\$ 5,516.17	\$ 1,709.05	\$ 3,116.30	\$ 3,458.20	\$ 13,799.72	\$ 3,355.58	\$ 10,444.14
	Family Sites	110	\$ 68,548.54	\$ 205,645.62	\$ 25,806.92	\$ 12,344.20	12.55%	\$ 7,470.64	\$ 4,888.57	\$ 3,472.39	\$ 29,542.98	\$ 45,374.58	\$ 19,392.00	\$ 25,982.58
	Blue Bell Tower	4	\$ 60,583.67	\$ 181,751.01	\$ -	\$ -	0.00%	\$ 480.00	\$ -	\$ -	\$ -	\$ 480.00	\$ -	\$ 480.00
	Total PH	173	\$ 274,959.96	\$ 824,879.88	\$ 34,585.19	\$ 15,309.30	4.19%	\$ 13,466.81	\$ 6,597.62	\$ 6,588.69	\$ 33,001.18	\$ 59,654.30	\$ 22,747.58	\$ 36,906.72

A/M/P Budget	Property	Expense Control - Income % to Expense				Income to Budget			Expense to Budget			Cash Position	
		Income	Expense	Income/Loss	%	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Min. Cash Position	Current Cash Position
	Moon Towers	\$ 307,281.37	\$ 240,199.01	\$ 67,082.36	127.9%	\$ 307,281.37	\$ 263,162.40	116.8%	\$ 240,199.01	\$ 250,834.84	95.8%	\$ 240,691.96	\$ 526,730.82
	Family Sites	\$ 350,764.36	\$ 303,368.62	\$ 47,395.74	115.6%	\$ 350,764.36	\$ 304,000.64	115.4%	\$ 303,368.62	\$ 325,727.28	93.1%	\$ 307,963.74	\$ 396,343.58
	Blue Bell Tower	\$ 82,589.36	\$ 75,388.39	\$ 7,200.97	109.6%	\$ 82,589.36	\$ 76,519.68	107.9%	\$ 75,388.39	\$ 91,317.36	82.6%	\$ 76,788.87	\$ 97,954.23
	Total PH	\$ 740,635.09	\$ 618,956.02	\$ 121,679.07	119.7%	\$ 740,635.09	\$ 643,682.72	115.1%	\$ 618,956.02	\$ 667,879.48	92.7%	\$ 625,444.57	\$ 1,021,028.63

PHAS	Property	PASS	Management Assessment (MASS)				Financial Assessment (FASS)			Capital Fund (CFP)			PHAS	
		Inspection Score	Occupancy	TAR	AP	Overall	QR	MENAR	DSCR	Overall	Obligation End-Date	Occupancy	Overall	AMP
	Moon Towers	38.95	16.00	2.00	4.00	23.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	96.95
	Family Sites	35.89	16.00	0.00	4.00	21.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	91.89
	Blue Bell Tower	39.90	16.00	5.00	4.00	25.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	99.90
	Total PH	37.68				22.33				25.00			10.00	95.01



Scorecard	Property	Occupancy (Unit Days)	Annuals	Inspections	Work Orders (Non-Emer)	Work Orders (Emergency)	Unit Turns	TAR	AD	Income %	Cash Position	PHAS	Overall	
	Moon Towers	4.00	4.00	4.00	3.00	4.00	4.00	2.00	1.40	4.00	4.00	4.00	3.72	HP
	Family Sites	3.00	4.00	4.00	3.00	4.00	3.00	1.00	1.00	4.00	4.00	4.00	3.35	SP
	Blue Bell Tower	4.00	4.00	4.00	3.00	4.00	2.00	4.00	4.00	3.00	4.00	4.00	3.55	HP
Total PH													3.53	HP

Moon Towers Notes

1. Occupancy is strong for FYE 03/31/2020; currently sitting at **99.53%** for unit days leased and **100.0%** for unit months leased.
2. Unit turnaround time is **5.42** days per turn, which is within the expectation (14.0 days).
3. Tenant Accounts Receivable (TAR) is at an unacceptable level, and collection of outstanding amounts will remain a focus.
4. Income is sufficient to cover expenses for FYE 03/31/2020. Drawdown correction completed July 2019. Expense to budget meets expectations.
5. Cash position is adequate, currently **2.19** times the recommended amount.
6. Moon Towers demonstrated strong performance for the PHAS indicators, trending towards a designation of **High Performer** for FYE 03/31/2020.
7. Overall AMP performance for FYE 03/31/2020 is "High Performer."

Family Sites Notes

1. Occupancy is strong for FYE 03/31/2020; currently sitting at **97.9%** for unit days leased and **98.95%** for unit months leased.
2. Average unit turnaround time is at **13.33** days, which meets the expectation (14.0 days). Family staff will strive to achieve 10 days or less for FYE 03/31/2020.
3. Tenant Accounts Receivable (TAR) is at an unacceptable level. Collection of outstanding balances, and charging-off uncollectable debt must remain a focus.
4. Income is sufficient to cover expenses for FYE 03/31/2020. Drawdown correction completed July 2019. Expense to budget meets expectations.
5. Cash position is adequate, currently **1.29** times the recommended amount.
6. Family Sites demonstrated improved performance for the PHAS indicators, trending towards a designation of **High Performer** for FYE 03/31/2020. Key factors are occupancy and high tenant accounts receivable.
7. Overall AMP performance for FYE 03/31/2020 is "Standard Performer."

Blue Bell Tower Notes

1. Occupancy is strong for FYE 03/31/2020; currently sitting at **99.05%** for unit days leased and **100.0%** for unit months leased.
2. Average unit turnaround time is at **19.40** days, which fails to meet the expectation (14.0 days). Staff will strive to achieve 7 days or less for FYE 03/31/2020.
3. Blue Bell has the lowest tenant accounts receivable (TAR) in the PH program.
4. Income is sufficient to cover expenses for FYE 03/31/2020. Drawdown correction completed July 2019. Expense to budget meets expectations.
5. Cash position is adequate, currently **1.28** times the recommended amount.
6. Strong PHAS indicators, bolstered by an exemplary physical inspection (PASS) score.
7. Overall AMP performance for FYE 03/31/2020 is "High Performer."

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Average	
Utilization	HAP Expended	\$ 81,311.00	\$ 77,282.00	\$ 77,313.00	\$ 75,416.00	\$ 74,419.00	\$ 76,361.00	\$ 74,233.00					\$ 536,335.00	\$ 76,619.29	
	HAP Allotted	\$ 76,264.00	\$ 76,264.00	\$ 74,557.00	\$ 74,557.00	\$ 78,953.00	\$ 66,640.00	\$ 78,828.00					\$ 526,063.00	\$ 75,151.86	
	Provision for NRP	\$ (5,047.00)	\$ (1,018.00)	\$ (2,756.00)	\$ (859.00)	\$ 4,534.00	\$ (9,721.00)	\$ 4,595.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (10,272.00)	\$ (1,467.43)
	Admin Fee Expense	\$ 14,431.15	\$ 11,974.36	\$ 16,603.49	\$ 9,927.98	\$ 11,182.45	\$ 11,381.62	\$ 12,260.93						\$ 87,761.98	\$ 12,537.43
	Total HCVP Expenditure	\$ 95,742.15	\$ 89,256.36	\$ 93,916.49	\$ 85,343.98	\$ 85,601.45	\$ 87,742.62	\$ 86,493.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 624,096.98	\$ 89,156.71
	HAP Budget Authority	\$ 73,118.17	\$ 73,118.17	\$ 73,118.17	\$ 73,118.17	\$ 73,118.17	\$ 73,118.00	\$ 73,118.17						\$ 511,827.02	
	Net-Restricted Position	\$ 9,204.08	\$ 8,359.00	\$ 5,891.00	\$ 3,155.18	\$ 7,689.18	\$ -	\$ 4,595.00						\$ 4,595.00	
	Total HAP Available	\$ 82,322.25	\$ 81,477.17	\$ 79,009.17	\$ 76,273.35	\$ 80,807.35	\$ 73,118.00	\$ 77,713.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 516,422.02	
	Budget Utilization %	98.77%	94.85%	97.85%	98.88%	92.09%	104.44%	95.52%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	103.86%	
	Vouchers Leased (UM)	196	194	192	189	190	192	191						1344	192
	Baseline ACC Units	280	280	280	280	280	280	280						1960	280
Unit Utilization %	70.00%	69.29%	68.57%	67.50%	67.86%	68.57%	68.21%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	68.57%	68.57%	

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Average	
Inspections	Unit Inspections Completed	7	14	7	9	15	14	12					78	11.14	
	Unit Inspections Due	7	14	7	9	15	14	12					78	11.14	
	% of Inspections Complete	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100.00%	100.00%
	Units Passing Inspection	6	9	6	3	10	3	6						43	6.14
	Percent of Inspections Passed	85.71%	64.29%	85.71%	33.33%	66.67%	21.43%	50.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	55.13%	
	Units Failing Inspection	2	5	1	6	5	11	5						35	5
	Percent of Inspections Failed	28.57%	35.71%	14.29%	66.67%	33.33%	78.57%	41.67%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	44.87%	
	Units Requiring Enforcement	0	0	0	0	2	4	4						10	1.43
	Units Under Enforcement	0	0	0	0	2	4	4						10	1.43
	Enforcement Compliance %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
	QC Inspections Due	4	4	4	4	4	4	4						28	4
QC Inspections Completed	0	4	0	0	0	0	0						4	0.57	
QC Inspections Compliance %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	14.29%	14.29%	

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Average
Annuals	Annual Recertifications Due	9	14	10	12	19	18	12					94	13.42857143
	Annual Recertifications Complete	9	14	10	12	19	18	12					94	13.42857143
	Annual Recertifications %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100.00%

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fraud	Identified Repayments	\$ -											\$ 20,000.00
	Repayments Collected	\$ -											\$ 8,700.00
	Balance Due to Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,300.00
	Accounts Receivable %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.81%

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Scorecard	Utilization	4.00	2.00	3.00	4.00	2.00	4.00	3.00	0.00	0.00	0.00	0.00	4.00	
	Inspections	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	0.00	4.00	
	UPCS-V Enforcement	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	0.00	4.00	
	UPCS-V Quality Control	1.00	4.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	
	Annual Reexaminations	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	0.00	4.00	
	Fraud Recovery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Overall Score	3.50	3.00	3.10	3.50	2.70	3.50	3.10	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.60
	Designation	HP	SP	SP	HP	SP	HP	SP	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	HP



		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Cost	Average HAP/Voucher	\$ 414.85	\$ 398.36	\$ 402.67	\$ 399.03	\$ 391.68	\$ 397.71	\$ 388.65	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 399.06
	Average Admin Fee/Voucher	\$ 73.63	\$ 61.72	\$ 86.48	\$ 52.53	\$ 58.86	\$ 59.28	\$ 64.19	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 65.30
	Average Cost/Voucher	\$ 488.48	\$ 460.08	\$ 489.15	\$ 451.56	\$ 450.53	\$ 456.99	\$ 452.85	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 464.36

		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Lease-Ups	New Voucher Lease-Ups	1	1	2	1	1	4	1						11
	Days to Lease-Up	96.00	22.00	218.00	21.00	85.00	140.00	146.00						728.00
	Avg. Days Voucher Lease-Up	96.00	22.00	109.00	21.00	85.00	35.00	146.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	66.18
	Vouchers Issued/Searching	4	6	5	8	15	10	10						
	Vouchers Issued/Searching - Days							436						
	Avg Days Issued/Looking	0.00	0.00	0.00	0.00	0.00	0.00	43.60	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

		January	February	March	April	May	June	July	August	September	October	November	December	YTD	Average
Portability	Vouchers Ported (UM)	11	10	10	10	10	10	10						71	
	Total Cost - Ported Vouchers	\$ 16,346.00	\$ 13,968.00	\$ 14,057.00	\$ 12,900.00	\$ 12,900.00	\$ 12,210.00	\$ 12,024.00						\$ 94,405.00	
	Avg. Cost - Ported Vouchers	\$ 1,486.00	\$ 1,396.80	\$ 1,405.70	\$ 1,290.00	\$ 1,290.00	\$ 1,221.00	\$ 1,202.40	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 1,329.65	
	Total HAP Cost	\$ 81,311.00	\$ 77,282.00	\$ 77,313.00	\$ 75,416.00	\$ 74,419.00	\$ 76,361.00	\$ 74,233.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 536,335.00	
	Portered Vouchers % to HAP	20.10%	18.07%	18.18%	17.11%	17.33%	15.99%	16.20%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	17.60%	