

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
8/29/2017  
10:00 a.m.

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<b>Opening</b>	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 07-2017 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 07-2017 Financial Report	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 07-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 39,047.02
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 47,689.33
<input type="checkbox"/> Paula Sanford	Family:	\$ 70,474.08
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 15,472.65
<u>Excused:</u>	HCV:	\$ 10,994.56
	Brentwood:	\$ 25,163.50
<u>Others Present:</u>	Prairieland:	\$ 20,058.21
	Capital Fund 2015:	\$ 34,729.93
	Capital Fund 2016:	\$ 63,096.38

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<b>Old Business</b>	None	
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<b>New Business</b>	Review/Approve Legal Services Contract Extension/Price Escalation	Derek Antoine
	Review/Approve KCHA Statement of Substantial Deviation and Significant Amendment/Modification	Derek Antoine

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<b>Reports</b>	Executive Director's Report – 07/2017	Derek Antoine
	KCHA Legal Counsel Report – 08/2017	Jack Ball

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<b>Other Business</b>	Commissioners Statement of Economic Interest Submission	Derek Antoine
	Johnson Controls Presentation 03/31/2017	Bruce Combs

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
July 25, 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  
                    Lomac Payton  
                    Jared Hawkinson  
                    Paula Sanford  
                    Paul H. Stewart

EXCUSED:

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

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

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

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

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

Motion Carried, 6-0.

June 2017 claims against the HA Administration in the sum of \$272,455.49; Central Office Cost Center in the sum of \$51,255.02; Moon Towers in the sum of \$63,721.11; Family in the sum of \$75,534.18; Bluebell in the sum of \$24,640.84; Housing Choice Voucher Program in the sum of \$11,364.04; Brentwood (A.H.P.) in the sum of \$23,425.17; Prairieland (A.H.P.) in the sum of \$22,515.13; Capital Fund '15 in the sum of \$0.00; and Capital Fund '16 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Payton - aye  
Commissioner Hawkinson - aye  
Commissioner Sanford - aye

Commissioner Stewart - aye  
Motion Carried, 7-0.

Chairperson Payton welcomed Commissioner Hawkinson to the Board.

Commissioner Dunker arrived at the meeting at 10:08 a.m.

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Antoine asked the Board to review and approve Resolution 2017-09 for Collection Loss Charge-Off for Period Ending 06/30/2017. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-09 for Collection Loss Charge-Off for Period Ending 06/30/2017 in the amount of \$6,239.82; Commissioner Burgland seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine asked the Board to review and approve Pay Request #8 from Hein Construction for 504 Renovations at Moon Towers and Bluebell Tower. After brief discussion, Commissioner Stewart made a motion to approve pay request #8 from Hein Construction for 504 Renovations at Moon Towers and Bluebell Tower in the amount of \$91,466.71; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine asked the Board to review and approve Pay Request #9 from Hein Construction for 504 Renovations at Moon Towers and Bluebell Tower. After brief discussion, Commissioner Stewart made a motion to approve pay request #9 from Hein Construction for 504 Renovations at Moon Towers and Bluebell Tower in the amount of \$2,960.00; Commissioner Dunker seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

## **REPORTS**

Mr. Antoine presented the Executive Director's Report. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resource Development Department. A copy of the report was included in the Board packet.

Mr. Ball referenced the Legal Counsel Report that was included in the Board packet. The report shows the cases filed during the month and items reviewed for the agency. Mr. Ball also reported that through 06/30/2017, 100 cases have been filed; 134 cases were filed in 2016; and 70 cases were filed in 2015.

## **OTHER BUSINESS**

Mr. Antoine reported that some roofs at Brentwood Manor and Prairieland Townhouse Apartments were damaged during the hail storm in March 2017. AHRMA, the agency's insurance provider, authorized the agency to seek bids for roof replacement. As a result, a bid solicitation was done and three bids were received. Dowers Roofing submitted the lowest bid of \$246,308.00 of which AHRMA will pay \$223,789.00. The difference of \$22,519.00 will be paid by AHP for work not included in the insurance claim. AHP will also be responsible for the \$5000.00 deductible. Work will commence in the near future, and the Board will be kept up to date of all progress.

Mr. Antoine reported that Zenk and Associates conducted the agency's annual financial audit on 07/12/2017 and 07/13/2017. The auditor found no findings for the fiscal year ended 03/31/2017.

Mr. Antoine reported that the agency was issued a score of 95 by the Real Estate Assessment Center on 07/11/2107. This means the agency will be designated at a High Performer.

Commissioner Dunker asked when the legal counsel contract will be up for review and extension. Mr. Antoine reported that this contract will be on the August 2017 meeting agenda for review and approval of an additional one-year extension.

Commissioner Dunker asked about the status of the Resource Development Manager position. Mr. Antoine said that there will be a redefinition of duties and a possible reduction of salary; this would be further discussed at an upcoming finance committee meeting.

## **ADJOURNMENT**

Commissioner Stewart made a motion to adjourn the meeting at 10:52 a.m.; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye

Commissioner Dunker - abstain

Commissioner Sanford - aye

Commissioner Payton - aye

Commissioner Hawkinson - aye

Commissioner Stewart - aye

Motion Carried, 7-0.

Respectfully submitted,

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Secretary

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

**August 23, 2017**

**ROLL CALL - 10:30 am**

The meeting of the Finance Committee for the Knox County Housing Authority was called today by Commissioner Tom Dunker.

**ATTENDANCE - 10:31 am**

KCHA Commissioners:

Present: Wayne Allen and Tom Dunker  
Excused: Ben Burgland

Housing Authority Members:

Present: Lee Lofing  
Excused: Derek Antoine

**FINANCIAL REPORT - 10:32 am**

The only item on the agenda for this month's meeting was to review July's 2017 Financial Reports. The committee was emailed copies of July's income statements for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher. It was noted that all the Housing Authority's amps except the Voucher program were operating in the black for both the month and for the year.

**ACCOUNTS PAYABLE - 10:51 am**

There were no outstanding accounts payables to review.

**CEMAP SCORE - 10:52 am**

Mr. Antoine informed the committee that the CEMAP scoring the Voucher program receives from HUD is lower than originally estimated. He also informed the committee that the HA is appealing said CEMAP score.

**ADJOURN - 11:05 am**

Respectfully submitted,



Finance Coordinator, KCHA

**COCC**

	<u>201707</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$51,334.39	\$205,421.60	
Operating Expenses	\$37,905.24	\$170,618.83	
<b>Net Revenue Income/(Loss)</b>	<b>\$13,429.15</b>	<b>\$34,802.77</b>	

Operated in the black for month & operating in black for year.

COCC's Cash, Investments, A/R, & A/P \$915,359.83

**MOON TOWERS**

	<u>201707</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$68,116.12	\$261,430.78	
Operating Expenses	\$47,689.33	\$235,431.86	
<b>Net Revenue Income/(Loss)</b>	<b>\$20,426.79</b>	<b>\$25,998.92</b>	

Operated in the black for month & operating in black for year.

Moon Towers' Cash, Investments, A/R, & A/P \$537,253.52 **\$235,431.86** *minimum reserve position*

**FAMILY**

	<u>201707</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$84,397.97	\$329,201.21	
Operating Expenses	\$70,474.08	\$278,268.87	
<b>Net Revenue Income/(Loss)</b>	<b>\$13,923.89</b>	<b>\$50,932.34</b>	

Operated in the black for month & operating in black for year.

Family's Cash, Investments, A/R, & A/P \$470,689.99 **\$278,268.87** *minimum reserve position*

**BLUEBELL**

	<u>201707</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$19,628.35	\$79,772.09	
Operating Expenses	\$15,472.65	\$76,838.88	
<b>Net Revenue Income/(Loss)</b>	<b>\$4,155.70</b>	<b>\$2,933.21</b>	

Operated in the black for month & operating in black for year.

Bluebell's Cash, Investments, A/R, & A/P \$100,344.94 **\$76,838.88** *minimum reserve position*

**AHP - BRENTWOOD & PRAIRIELAND**

<u>BRENTWOOD</u>	<u>201707</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$31,323.32	\$125,972.64	
Operating Expenses	\$25,163.50	\$94,687.20	
<b>Net Revenue Income/(Loss)</b>	<b>\$6,159.82</b>	<b>\$31,285.44</b>	

Operated in the black for month & operating in black for year.

Brentwood's Cash, Investments, A/R, & A/P	\$188,199.84
Restricted - Security Deposits	\$1,721.00
<b>Brentwood's Total Cash</b>	<b>\$189,920.84</b>

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

<u>PRAIRIELAND</u>	<u>201707</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$27,732.50	\$108,795.22	
Operating Expenses	\$20,058.21	\$85,166.72	
<b>Net Revenue Income/(Loss)</b>	<b>\$7,674.29</b>	<b>\$23,628.50</b>	

Operated in the black for month & operating in black for year.

Prairieland's Cash, Investments, A/R, & A/P	(\$54,921.24)
Restricted - Security Deposits	\$1,988.00
Restricted - Replacement Reserve	\$90,256.00
Restricted - Residual Receipts	\$54,491.05
<b>Prairieland's Total Cash</b>	<b>\$91,813.81</b>

*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>201707</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$8,361.24	\$34,677.66	
Operating Expenses	\$11,111.43	\$43,713.49	
<b>Net Revenue Income/(Loss)</b>	<b>(\$2,750.19)</b>	<b>(\$9,035.83)</b>	

Deficit covered by the UNP.

<b>Unrestricted Net Position (UNP)</b>	<b>\$167,648.00</b>	<i>6/30/2017 Balance</i>
Investment in Fixed Assets	\$0.00	
Monthly VMS Net Revenue Income/(Loss)	(\$2,233.00)	
	\$0.00	<i>Year End Adjustment</i>
<b>UNP Ending Balance</b>	<b>\$165,415.00</b>	<b>For Admin Expenses and HAP (if needed)</b>
Pre 2004 Balance	\$121,830.26	
Post 2013 Balance	\$43,472.25	
Investment in Fixed Assets	\$112.49	
<b>Total UNP as of</b>	<b>\$165,415.00</b>	<b>7/31/2017</b>

**HAP**

	<u>201707</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$63,576.00	\$258,159.90	HAP payments
Operating Expenses	\$70,606.25	\$270,904.75	
<b>Net Revenue Income/(Loss)</b>	<b>(\$7,030.25)</b>	<b>(\$12,744.85)</b>	

Voucher expenses less than amount funded for the month.

<b>Net Restricted Position (NRP)</b>	<b>\$29,284.00</b>	<i>6/30/2017 Balance</i>
	\$0.00	<i>Year End Adjustment</i>
Monthly VMS Net Revenue - Income/(Loss)	(\$4,307.00)	
<b>NRP Ending Balance for HAP</b>	<b>\$24,977.00</b>	<b>For HAP Expenses (Only)</b>

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**July 31, 2017**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	51,334.39	57,256.00	205,421.60	229,024.00	-23,602.40	687,072.00
<b>TOTAL OPERATING INCOME</b>	<b>51,334.39</b>	<b>57,256.00</b>	<b>205,421.60</b>	<b>229,024.00</b>	<b>-23,602.40</b>	<b>687,072.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	36,344.82	44,179.15	168,097.88	176,716.60	-8,618.72	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	19.78	495.84	-3,130.39	1,983.36	-5,113.75	5,950.00
Total Maintenance Expenses	255.12	645.83	509.26	2,583.32	-2,074.06	7,750.00
General Expense	1,285.52	1,391.67	5,142.08	5,566.68	-424.60	16,700.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>37,905.24</b>	<b>46,712.49</b>	<b>170,618.83</b>	<b>186,849.96</b>	<b>-16,231.13</b>	<b>560,550.00</b>
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	42,174.00	-42,174.00	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
<b>TOTAL OPERATING EXPENSES</b>	<b>37,905.24</b>	<b>57,255.99</b>	<b>170,618.83</b>	<b>229,023.96</b>	<b>-58,405.13</b>	<b>687,072.00</b>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>						
	<b>13,429.15</b>	<b>0.01</b>	<b>34,802.77</b>	<b>0.04</b>	<b>34,802.73</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
	49.83	152.08	199.32	608.32	-409.00	1,825.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>13,379.32</b>	<b>-152.07</b>	<b>34,603.45</b>	<b>-608.28</b>	<b>35,211.73</b>	<b>-1,825.00</b>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**July 31, 2017**

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	68,116.12	57,264.61	261,430.78	229,058.44	32,372.34	687,175.00
<b>TOTAL OPERATING INCOME</b>	<b>68,116.12</b>	<b>57,264.61</b>	<b>261,430.78</b>	<b>229,058.44</b>	<b>32,372.34</b>	<b>687,175.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	23,577.97	25,059.92	96,367.70	100,239.68	-3,871.98	300,719.00
Total Tenant Services	0.00	93.74	564.91	374.96	189.95	1,125.00
Total Utilities Expenses	474.63	7,916.67	16,399.30	31,666.68	-15,267.38	95,000.00
Total Maintenance Expenses	16,513.71	22,060.42	95,939.06	88,241.68	7,697.38	264,725.00
General Expense	7,123.02	8,254.18	26,160.89	33,016.72	-6,855.83	99,050.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>47,689.33</b>	<b>63,384.93</b>	<b>235,431.86</b>	<b>253,539.72</b>	<b>-18,107.86</b>	<b>760,619.00</b>
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	-24,481.32	24,481.32	-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
<b>TOTAL OPERATING EXPENSES</b>	<b>47,689.33</b>	<b>57,264.60</b>	<b>235,431.86</b>	<b>229,058.40</b>	<b>6,373.46</b>	<b>687,175.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>20,426.79</b>	<b>0.01</b>	<b>25,998.92</b>	<b>0.04</b>	<b>25,998.88</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	28,257.74	33,333.33	113,030.96	133,333.32	-20,302.36	400,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-7,830.95</b>	<b>-33,333.32</b>	<b>-87,032.04</b>	<b>-133,333.28</b>	<b>46,301.24</b>	<b>-400,000.00</b>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**July 31, 2017**

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	84,397.97	77,999.98	329,201.21	311,999.92	17,201.29	936,000.00
<b>TOTAL OPERATING INCOME</b>	<b>84,397.97</b>	<b>77,999.98</b>	<b>329,201.21</b>	<b>311,999.92</b>	<b>17,201.29</b>	<b>936,000.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	28,938.28	32,758.57	121,606.22	131,034.28	-9,428.06	393,103.00
Total Tenant Services	2,307.37	845.83	3,146.06	3,383.32	-237.26	10,150.00
Total Utilities Expenses	241.08	2,329.17	-3,084.34	9,316.68	-12,401.02	27,950.00
Total Maintenance Expenses	32,997.69	43,229.17	138,842.47	172,916.68	-34,074.21	518,750.00
General Expense	5,989.66	9,185.00	17,758.46	36,740.00	-18,981.54	110,220.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>70,474.08</b>	<b>88,347.74</b>	<b>278,268.87</b>	<b>353,390.96</b>	<b>-75,122.09</b>	<b>1,060,173.00</b>
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	-41,391.00	41,391.00	-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
<b>TOTAL OPERATING EXPENSES</b>	<b>70,474.08</b>	<b>77,999.99</b>	<b>278,268.87</b>	<b>311,999.96</b>	<b>-33,731.09</b>	<b>936,000.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>13,923.89</b>	<b>-0.01</b>	<b>50,932.34</b>	<b>-0.04</b>	<b>50,932.38</b>	<b>0.00</b>
Total Depreciation Expense	22,181.52	27,083.33	88,726.08	108,333.32	-19,607.24	325,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-8,257.63</b>	<b>-27,083.34</b>	<b>-37,793.74</b>	<b>-108,333.36</b>	<b>70,539.62</b>	<b>-325,000.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**July 31, 2017**

<b>BLUEBELL - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>Year To Date Bud</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	19,628.35	18,595.83	79,772.09	74,383.32	5,388.77	223,150.00
<b>TOTAL OPERATING INCOME</b>	<b>19,628.35</b>	<b>18,595.83</b>	<b>79,772.09</b>	<b>74,383.32</b>	<b>5,388.77</b>	<b>223,150.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,371.43	10,209.84	38,736.60	40,839.36	-2,102.76	122,518.00
Total Tenant Services	0.00	20.83	239.76	83.32	156.44	250.00
Total Utilities Expenses	67.26	2,083.34	3,072.44	8,333.36	-5,260.92	25,000.00
Total Maintenance Expenses	3,402.90	6,527.09	24,655.50	26,108.36	-1,452.86	78,325.00
General Expense	2,631.06	2,890.83	10,134.58	11,563.32	-1,428.74	34,690.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>15,472.65</b>	<b>21,731.93</b>	<b>76,838.88</b>	<b>86,927.72</b>	<b>-10,088.84</b>	<b>260,783.00</b>
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	-12,544.32	12,544.32	-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
<b>TOTAL OPERATING EXPENSES</b>	<b>15,472.65</b>	<b>18,595.85</b>	<b>76,838.88</b>	<b>74,383.40</b>	<b>2,455.48</b>	<b>223,150.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>4,155.70</b>	<b>-0.02</b>	<b>2,933.21</b>	<b>-0.08</b>	<b>2,933.29</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	13,730.60	12,291.67	54,922.40	49,166.68	5,755.72	147,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-9,574.90</b>	<b>-12,291.69</b>	<b>-51,989.19</b>	<b>-49,166.76</b>	<b>-2,822.43</b>	<b>-147,500.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**July 31, 2017**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	223,476.83	211,116.42	875,825.68	844,465.68	31,360.00	2,533,397.00
<b>TOTAL OPERATING INCOME</b>	<b>223,476.83</b>	<b>211,116.42</b>	<b>875,825.68</b>	<b>844,465.68</b>	<b>31,360.00</b>	<b>2,533,397.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	98,232.50	112,207.48	424,808.40	448,829.92	-24,021.52	1,346,490.00
Total Tenant Services	2,307.37	960.40	3,950.73	3,841.60	109.13	11,525.00
Total Utilities Expenses	802.75	12,825.02	13,257.01	51,300.08	-38,043.07	153,900.00
Total Maintenance Expenses	53,169.42	72,462.51	259,946.29	289,850.04	-29,903.75	869,550.00
General Expense	17,029.26	21,721.68	59,196.01	86,886.72	-27,690.71	260,660.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>171,541.30</b>	<b>220,177.09</b>	<b>761,158.44</b>	<b>880,708.36</b>	<b>-119,549.92</b>	<b>2,642,125.00</b>
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	-36,242.64	36,242.64	-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
<b>TOTAL OPERATING EXPENSES</b>	<b>171,541.30</b>	<b>211,116.43</b>	<b>761,158.44</b>	<b>844,465.72</b>	<b>-83,307.28</b>	<b>2,533,397.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>51,935.53</b>	<b>-0.01</b>	<b>114,667.24</b>	<b>-0.04</b>	<b>114,667.28</b>	<b>0.00</b>
Total Depreciation Expense	64,219.69	72,860.41	256,878.76	291,441.64	-34,562.88	874,325.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-12,284.16</b>	<b>-72,860.42</b>	<b>-142,211.52</b>	<b>-291,441.68</b>	<b>149,230.16</b>	<b>-874,325.00</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**July 31, 2017**

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	31,323.32	31,233.33	125,972.64	124,933.32	1,039.32	374,800.00
<b>TOTAL OPERATING INCOME</b>	<b>31,323.32</b>	<b>31,233.33</b>	<b>125,972.64</b>	<b>124,933.32</b>	<b>1,039.32</b>	<b>374,800.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,599.06	4,516.67	14,138.33	18,066.68	-3,928.35	54,200.00
Total Fee Expenses	5,600.70	5,322.17	22,882.86	21,288.68	1,594.18	63,866.00
Total Utilities Expenses	5,156.25	2,179.16	6,694.25	8,716.64	-2,022.39	26,150.00
Total Maintenance Expenses	6,132.85	16,562.92	31,400.89	66,251.68	-34,850.79	198,755.00
Total Taxes & Insurance Expense	2,445.95	2,638.51	10,454.58	10,554.04	-99.46	31,662.00
Total Financial Expenses	2,228.69	2,333.33	9,116.29	9,333.32	-217.03	28,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>25,163.50</b>	<b>33,552.76</b>	<b>94,687.20</b>	<b>134,211.04</b>	<b>-39,523.84</b>	<b>402,633.00</b>
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	-14,011.00	14,011.00	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-14,011.00	14,011.00	-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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>25,163.50</b>	<b>30,050.01</b>	<b>94,687.20</b>	<b>120,200.04</b>	<b>-25,512.84</b>	<b>360,600.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>6,159.82</b>	<b>1,183.32</b>	<b>31,285.44</b>	<b>4,733.28</b>	<b>26,552.16</b>	<b>14,200.00</b>
<b>Total Depreciation Expense</b>						
	6,308.17	5,291.67	25,232.68	21,166.68	4,066.00	63,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-148.35</b>	<b>-4,108.35</b>	<b>6,052.76</b>	<b>-16,433.40</b>	<b>22,486.16</b>	<b>-49,300.00</b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**July 31, 2017**

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	27,732.50	27,098.75	108,795.22	108,395.00	400.22	325,185.00
<b>TOTAL OPERATING INCOME</b>	<b>27,732.50</b>	<b>27,098.75</b>	<b>108,795.22</b>	<b>108,395.00</b>	<b>400.22</b>	<b>325,185.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,203.44	4,637.50	12,716.30	18,550.00	-5,833.70	55,650.00
Total Fee Expenses	5,200.65	5,103.17	20,562.57	20,412.68	149.89	61,238.00
Total Utilities Expenses	-73.77	2,148.33	2,978.59	8,593.32	-5,614.73	25,780.00
Total Maintenance Expenses	7,019.45	9,233.34	30,117.08	36,933.36	-6,816.28	110,800.00
Total Taxes & Insurance Expense	2,479.76	2,386.67	9,675.90	9,546.68	129.22	28,640.00
Total Financial Expenses	2,228.68	2,333.33	9,116.28	9,333.32	-217.04	28,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>20,058.21</b>	<b>25,842.34</b>	<b>85,166.72</b>	<b>103,369.36</b>	<b>-18,202.64</b>	<b>310,108.00</b>
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	359.00	-359.00	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	359.00	-359.00	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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>20,058.21</b>	<b>25,932.09</b>	<b>85,166.72</b>	<b>103,728.36</b>	<b>-18,561.64</b>	<b>311,185.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>7,674.29</b>	<b>1,166.66</b>	<b>23,628.50</b>	<b>4,666.64</b>	<b>18,961.86</b>	<b>14,000.00</b>
<b>Total Depreciation Expense</b>						
	6,789.88	6,375.00	27,159.52	25,500.00	1,659.52	76,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>884.41</b>	<b>-5,208.34</b>	<b>-3,531.02</b>	<b>-20,833.36</b>	<b>17,302.34</b>	<b>-62,500.00</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**July 31, 2017**

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	59,055.82	58,332.08	234,767.86	233,328.32	1,439.54	699,985.00
<b>TOTAL OPERATING INCOME</b>	<b>59,055.82</b>	<b>58,332.08</b>	<b>234,767.86</b>	<b>233,328.32</b>	<b>1,439.54</b>	<b>699,985.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	6,802.50	9,154.17	26,854.63	36,616.68	-9,762.05	109,850.00
Total Fee Expenses	10,801.35	10,425.34	43,445.43	41,701.36	1,744.07	125,104.00
Total Utilities Expenses	5,082.48	4,327.49	9,672.84	17,309.96	-7,637.12	51,930.00
Total Maintenance Expenses	13,152.30	25,796.26	61,517.97	103,185.04	-41,667.07	309,555.00
Total Taxes & Insurance Expense	4,925.71	5,025.18	20,130.48	20,100.72	29.76	60,302.00
Total Financial Expenses	4,457.37	4,666.66	18,232.57	18,666.64	-434.07	56,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>45,221.71</b>	<b>59,395.10</b>	<b>179,853.92</b>	<b>237,580.40</b>	<b>-57,726.48</b>	<b>712,741.00</b>
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	-13,652.00	13,652.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-13,652.00	13,652.00	-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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>45,221.71</b>	<b>55,982.10</b>	<b>179,853.92</b>	<b>223,928.40</b>	<b>-44,074.48</b>	<b>671,785.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>13,834.11</b>	<b>2,349.98</b>	<b>54,913.94</b>	<b>9,399.92</b>	<b>45,514.02</b>	<b>28,200.00</b>
<b>Total Depreciation Expense</b>						
	13,098.05	11,666.67	52,392.20	46,666.68	5,725.52	140,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>736.06</b>	<b>-9,316.69</b>	<b>2,521.74</b>	<b>-37,266.76</b>	<b>39,788.50</b>	<b>-111,800.00</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**July 31, 2017**

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	8,455.24	9,020.82	36,416.56	36,083.28	333.28	108,250.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>8,455.24</b>	<b>9,020.82</b>	<b>36,416.56</b>	<b>36,083.28</b>	<b>333.28</b>	<b>108,250.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	6,642.87	7,962.49	27,617.98	31,849.96	-4,231.98	95,550.00
Total Fees Expenses	3,763.50	3,665.83	14,820.00	14,663.32	156.68	43,990.00
Total General Expenses	695.69	606.26	1,238.03	2,425.04	-1,187.01	7,275.00
<b>TOTAL OPERATING EXPENSES</b>	<b>11,102.06</b>	<b>12,234.58</b>	<b>43,676.01</b>	<b>48,938.32</b>	<b>-5,262.31</b>	<b>146,815.00</b>
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
<b>TOTAL EXPENSES</b>	<b>11,102.06</b>	<b>12,234.58</b>	<b>43,676.01</b>	<b>48,938.32</b>	<b>-5,262.31</b>	<b>146,815.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-2,646.82</b>	<b>-3,213.76</b>	<b>-7,259.45</b>	<b>-12,855.04</b>	<b>5,595.59</b>	<b>-38,565.00</b>
Total Depreciation Expense	9.37	18.75	37.48	75.00	-37.52	225.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-2,656.19</b>	<b>-3,232.51</b>	<b>-7,296.93</b>	<b>-12,930.04</b>	<b>5,633.11</b>	<b>-38,790.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	63,576.00	55,164.41	258,159.90	220,657.64	37,502.26	661,973.00
<b>TOTAL HAP INCOME</b>	<b>63,576.00</b>	<b>55,164.41</b>	<b>258,159.90</b>	<b>220,657.64</b>	<b>37,502.26</b>	<b>661,973.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	70,611.00	62,833.33	271,940.00	251,333.32	20,606.68	754,000.00
Total General HAP Expenses	-4.75	83.33	-1,035.25	333.32	-1,368.57	1,000.00
<b>TOTAL HAP EXPENSES</b>	<b>70,606.25</b>	<b>62,916.66</b>	<b>270,904.75</b>	<b>251,666.64</b>	<b>19,238.11</b>	<b>755,000.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>-7,030.25</b>	<b>-7,752.25</b>	<b>-12,744.85</b>	<b>-31,009.00</b>	<b>18,264.15</b>	<b>-93,027.00</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*July, 2017*

	<b>Current Period</b>	<b>Last Year Same P</b>	<b>Variance</b>	<b>Current Year</b>
<b>AMP001 - MOON TOWERS</b>				
Salaries	20,704.11	19,986.78	717.33	84,175.08
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,587.76	14,706.00	881.76	62,651.04
Administrative Expenses	791.94	863.14	-71.20	4,767.71
Tenant Services	0.00	0.00	0.00	564.91
Utilities	474.63	1,469.05	-994.42	16,399.30
Maintenance Supplies/Contracts	3,007.87	5,517.83	-2,509.96	40,712.93
Mileage	0.00	0.00	0.00	0.00
General Expenses	7,123.02	6,513.20	609.82	26,160.89
Non-Routine Expense	0.00	0.00	0.00	0.00
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>47,689.33</b>	<b>49,056.00</b>	<b>-1,366.67</b>	<b>235,431.86</b>
<b>AMP002 - FAMILY</b>				
Salaries	42,381.59	39,157.93	3,223.66	156,629.40
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,738.39	15,649.12	1,089.27	66,796.54
Administrative Expenses	1,074.02	2,187.92	-1,113.90	10,094.96
Tenant Services	267.36	0.00	267.36	267.36
Utilities	241.08	1,774.77	-1,533.69	-3,084.34
Maintenance Supplies/Contracts	3,781.98	7,052.03	-3,270.05	29,806.49
Mileage	0.00	71.28	-71.28	0.00
General Expenses	5,989.66	5,722.20	267.46	17,758.46
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>70,474.08</b>	<b>71,615.25</b>	<b>-1,141.17</b>	<b>278,268.87</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	6,300.46	8,587.38	-2,286.92	34,957.44
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,435.50	4,058.16	377.34	17,977.53
Administrative Expenses	535.26	1,176.79	-641.53	3,128.03
Tenant Services	0.00	0.00	0.00	239.76
Utilities	67.26	1,566.06	-1,498.80	3,072.44
Maintenance Supplies/Contracts	1,503.11	3,179.22	-1,676.11	7,329.10
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,631.06	2,408.46	222.60	10,134.58
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>15,472.65</b>	<b>20,976.07</b>	<b>-5,503.42</b>	<b>76,838.88</b>
<b>COCC</b>				
Salaries	34,266.21	33,726.13	540.08	139,561.73
Employee W/H Payments	1,174.44	-4.82	1,179.26	-790.28
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	2,078.61	2,305.61	-227.00	28,536.15
Tenant Services	0.00	0.00	0.00	0.00
Utilities	19.78	394.26	-374.48	-3,130.39
Maintenance Supplies/Contracts	255.12	2,527.49	-2,272.37	509.26
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,285.52	1,266.26	19.26	5,142.08
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>39,079.68</b>	<b>40,214.93</b>	<b>-1,135.25</b>	<b>169,828.55</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	103,652.37	101,458.22	2,194.15	415,323.65
Employee W/H Payments	1,174.44	-4.82	1,179.26	-790.28
Management Fees	36,761.65	34,413.28	2,348.37	147,425.11
Administrative Expenses	4,479.83	6,533.46	-2,053.63	46,526.85
Tenant Services	267.36	0.00	267.36	1,072.03
Utilities	802.75	5,204.14	-4,401.39	13,257.01
Maintenance Supplies	8,548.08	18,276.57	-9,728.49	78,357.78
Mileage	0.00	71.28	-71.28	0.00
General Expenses	17,029.26	15,910.12	1,119.14	59,196.01
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL LOW RENT CLAIMS</b>	<b>172,715.74</b>	<b>181,862.25</b>	<b>-9,146.51</b>	<b>760,368.16</b>

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

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	8,199.19	8,149.87	49.32
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,600.70	5,354.82	245.88
Administrative Expenses	658.79	528.68	130.11
Utilities	5,156.25	5,009.67	146.58
Maintenance Supplies/Contracts	873.93	1,211.88	-337.95
Tax & Insurance Expenses	2,445.95	2,437.11	8.84
Finacial Expenses	2,228.69	2,131.30	97.39
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>25,163.50</b>	<b>24,823.33</b>	<b>340.17</b>
<b>PRAIRIELAND</b>			
Salaries	8,198.99	8,149.68	49.31
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,200.65	4,902.30	298.35
Administrative Expenses	263.22	359.12	-95.90
Utilities	-73.77	152.75	-226.52
Maintenance Supplies/Contracts	1,760.68	1,117.33	643.35
Taxes & Insurance Expenses	2,479.76	2,400.56	79.20
Financial Expenses	2,228.68	2,131.29	97.39
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>20,058.21</b>	<b>19,213.03</b>	<b>845.18</b>
<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	16,398.18	16,299.55	98.63
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,801.35	10,257.12	544.23
Administrative Expenses	922.01	887.80	34.21
Utilities	5,082.48	5,162.42	-79.94
Maintenance Supplies	2,634.61	2,329.21	305.40
Taxes & Insurance Expenses	4,925.71	4,837.67	88.04
Financial Expenses	4,457.37	4,262.59	194.78
<b>TOTAL AHP CLAIMS</b>	<b>45,221.71</b>	<b>44,036.36</b>	<b>1,185.35</b>
<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	6,318.97	6,383.28	-64.31
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,763.50	3,198.00	565.50
Administrative Expenses	323.90	1,564.48	-1,240.58
General Expense-Admin	588.19	389.12	199.07
<b>Total HCV Expenses</b>	<b>10,994.56</b>	<b>11,534.88</b>	<b>-540.32</b>
HAP Expenses	70,611.00	56,179.00	14,432.00
General Expenses	-4.75	0.00	-4.75
<b>Total HAP Expenses</b>	<b>70,606.25</b>	<b>56,179.00</b>	<b>14,427.25</b>
<b>TOTAL HCV CLAIMS</b>	<b>81,600.81</b>	<b>67,713.88</b>	<b>13,886.93</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*July, 2017*

	Current Period	Last Year Same	Current Year	Cumulative
<b>CFG 2017 - \$673,386</b>				
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
<b>TOTAL CFG 2017 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2016 - \$608,598</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	3,400.00	0.00	3,400.00	3,400.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	59,696.38	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
<b>TOTAL CFG 2016 CLAIMS</b>	<b>63,096.38</b>	<b>0.00</b>	<b>63,096.38</b>	<b>63,096.38</b>
<b>CFG 2015 - \$598,801</b>				
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	34,729.93	0.00	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
<b>TOTAL CFG 2015 CLAIMS</b>	<b>34,729.93</b>	<b>0.00</b>	<b>34,729.93</b>	<b>598,801.00</b>
<b>CFG 2014 - \$619,889</b>				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	0.00	0.00	1,100.00	76,196.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	111,700.43	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
<b>TOTAL CFG 2014 CLAIMS</b>	<b>0.00</b>	<b>111,700.43</b>	<b>1,100.00</b>	<b>619,889.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>97,826.31</b>	<b>111,700.43</b>	<b>98,926.31</b>	<b>1,281,786.38</b>

**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*July, 2017*

	<b>Current Period</b>	<b>Last Year Same P</b>	<b>Variance</b>	<b>Current Year</b>
<b>TOTALS</b>				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	47,689.33	49,056.00	-1,366.67	235,431.86
AMP002 - FAMILY	70,474.08	71,615.25	-1,141.17	278,268.87
AMP003 - BLUEBELL	15,472.65	21,101.33	-5,628.68	76,838.88
COCC	39,047.02	40,214.95	-1,167.93	169,795.95
<b>TOTAL LOW RENT</b>	<b>172,683.08</b>	<b>181,987.53</b>	<b>-9,304.45</b>	<b>760,335.56</b>
<u>A.H.P.</u>				
BRENTWOOD	25,163.50	24,823.33	340.17	94,687.20
PRAIRIELAND	20,058.21	19,213.03	845.18	85,166.72
<b>TOTAL A.H.P.</b>	<b>45,221.71</b>	<b>44,036.36</b>	<b>1,185.35</b>	<b>179,853.92</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,994.56	11,534.88	-540.32	43,568.51
<b>TOTAL HCV</b>	<b>10,994.56</b>	<b>11,534.88</b>	<b>-540.32</b>	<b>43,568.51</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '17	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '16	63,096.38	0.00	63,096.38	63,096.38
CAPITAL FUND GRANT '15	34,729.93	0.00	34,729.93	34,729.93
CAPITAL FUND GRANT '14	0.00	111,700.43	-111,700.43	1,100.00
<b>TOTAL GRANTS</b>	<b>97,826.31</b>	<b>111,700.43</b>	<b>-13,874.12</b>	<b>98,926.31</b>
<hr/>				
<b>TOTAL CLAIMS FOR MONTH</b>	<b>326,725.66</b>	<b>349,259.20</b>	<b>-22,533.54</b>	<b>1,082,684.30</b>

## BOARD MEMO

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 08/24/2017

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 08/29/2017

**SUBJECT:** Legal Services Contract Extension

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### 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.

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.

The contract between the Knox County Housing Authority and Jack P. Ball, Esp. allows for the reasonable escalation of fees charged for services provided. As such, Mr. Ball has requested an escalation to the monthly/annual fee billed by his firm. Currently, the agency pays \$600.00 per month, \$7,200.00 annually, for legal services. Mr. Ball has asked the fee be raised to \$700.00 monthly, \$8,400.00 annually, and increase of 16.6%. This is the first such request from Mr. Ball since he began providing legal counsel services to the agency in 2013. Based on the amount of work routinely completed by Mr. Ball, this escalation request is deemed reasonable.

### 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 contract between the Knox County Housing Authority

and Jack P. Ball, Esq. for a period of one (1) year, effective 09/01/2017 through 08/31/2018 at the expense of \$700.00 monthly, \$8,400.00 annually.



## **STATEMENT OF SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT/MODIFICATION**

In accordance with HUD regulations in 24 CFR 903.7(r) and 24 CFR 905.3, the Knox County Housing Authority (KCHA) has defined the basic criteria that will be used for determining:

- Substantial deviation from its 5-Year Plan;
- Significant amendment or modification to the 5-Year and Annual Plans; and
- Significant amendment or modification to the Capital Fund Program (CFP) 5-Year Action Plan.

Amendments, deviations, or modifications to the agency plan which fundamentally alter the mission, goals, objectives or plans of the KCHA will require formal approval from the Board of Commissioners. Prior to implementing changes that meet such criteria, the KCHA will submit for HUD's approval a revised plan(s) that meets full public process requirements.

### **Criteria for defining "Substantial Deviation" from the 5-Year Plan**

- A change in federal law takes effect and, in the opinion of KCHA, it creates substantial obligations or administrative burdens beyond the programs under administration, excluding changes made necessary due to insufficient revenue, funding or appropriations, funding reallocations resulting from modifications made to the annual or five-year capital plan or due to the terms of a judicial decree
- All amendments, deviations, or modifications to the agency plan which fundamentally alter the mission, goals, objectives or plans of the KCHA

### **Criteria for defining "Significant Amendment or Modification" to the 5-Year and PHA Annual Plans**

- Changes to rent, admission and/or occupancy policies, or the organization of waiting lists that will impact more than 10% of applicants or households assisted under agency programs

### **Criteria for defining "Significant Amendment or Modification" to the CFP 5-Year Action Plans**

- Proposed demolition, disposition, homeownership, Capital Fund Financing, development, or mixed finance proposals will be considered significant amendments to the CFP 5-Year Action Plan.
- Addition of non-emergency work items not included in the current CFP Annual Statement or CFP 5-Year Action plan that exceeds \$100,000.00.

### **Exceptions**

- Changes under the above definitions that are required due to HUD regulations, federal statutes, state or local laws/ordinances, or as a result of a declared national or local emergency will not be considered substantial deviation or significant amendment/modification
- Changes under the above definitions which are funded by any source other than federal funds will not require Plan amendment or modification
- Discretionary or administrative amendments consistent with the KCHA's stated overall mission and objectives will not be considered substantial deviations or modifications

# EXECUTIVE DIRECTOR'S REPORT AUGUST 2017

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



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS



# EXECUTIVE SUMMARY

## Executive Summary

### REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, August 29, 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 August 2017:

Staff	Date	Training

### POLICY/OPERATIONS

#### Accounting and Finance

- The Finance Department finalized financials for July 2017.
- The Finance Committee meeting was held on 08/23/2017 at 10:30 AM.

#### IDROP Collection update as of August 28, 2017:

- Knox County Housing Authority has submitted \$180,895.72 of bad debt to IDROP since January 2012.
- IDROP has collected \$44,831.65 in offsets of the above total.
- KCHA is recovering at a rate of just over 25% of bad debt submitted to IDROP.

#### Human Resources

Mary Pendry, AHP Property Manager, is the August Employee of the Month! Mary has consistently demonstrated a keen awareness of knowing what is going on at the AHP Properties. This month was no different. While contacting a tenant about unpaid rent, Mary noticed that the tenant was

# EXECUTIVE SUMMARY

disoriented and not acting like himself, so she returned to the office and contacted his family to alert them. A day or two later, Mary returned to check on the tenant and found him unresponsive, so she immediately called an ambulance. There was also another instance in which Mary was contacted by someone who couldn't get a hold of a tenant, so Mary went to the unit to check on the tenant. She found this tenant in a diabetic coma and immediately called for help. These are just two examples of the care and concern that Mary shows for tenants. Additionally, Mary guides the AHP staff to maintain the grounds, turn units and get things done in a quality and timely manner. AHP also achieved nearly 100% occupancy for the month! Thank you, Mary, for the care and dedication you show in your work on a daily basis!

## Facilities

No report this period.

## Legislative/Advocacy Update

Knox County Housing Authority Executive Director Derek Antoine, Assistant Director Cheryl Lefler, Resident Commissioner Paula Sanford, and Commissioner Jared Hawkinson will be attending the PHADA training conference in Washington D.C. from 09/10/2017 through 09/13/2017. While there, the contingent from the agency will have the opportunity to meet with area legislators to advocate for the agency, its residents, and public housing in general.

## Public Relations

No report this period.

## Other Information

At the July 25, 2017 regular board meeting, Commissioner Stewart requested information on the monthly/annual expense for the agency's insurances through the Assisted Housing Risk Management Association (AHRMA). AHRMA insures the agency in a variety of ways – property, worker's compensation, vehicle, public official/public employee, equipment, and general liability. The expense for this coverage is \$13,910.00 per month, or \$166,920.00 annually.

# PUBLIC HOUSING PROGRAM

## Public Housing Program

### Moon Towers

Tenant Receivables for Moon Towers for July 2017:

- Average rent collected for Moon Towers is \$179.25 per unit per month.
- 12 vacant unit days for a total vacancy loss of \$32.26 in *desired* rent, and a vacancy loss of \$19.93 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 \$16.57 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.92 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Moon Towers:
  - \$5,392.02 outstanding tenant accounts
  - 1.34% to projected annual tenant revenue

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

Column <sup>1</sup>	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
<b>0-BR</b>	76	2356	0	2356	12	2344	<b>99.5%</b>	0.5%
<b>1-BR</b>	99	3069	0	3069	0	3069	<b>100.0%</b>	0.0%
<b>2-BR</b>	2	62	0	62	0	62	<b>100.0%</b>	0.0%
<b>TOTAL</b>	177	5487	0	5487	12	5475	<b>99.8%</b>	0.2%

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

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
<b>0-BR</b>	76	74	<b>97.4%</b>	2.6%
<b>1-BR</b>	99	99	<b>100.0%</b>	0.0%
<b>2-BR</b>	2	2	<b>100.0%</b>	0.0%
<b>TOTAL</b>	177	175	<b>98.9%</b>	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:

<b>Moon Towers Waiting List</b>		
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		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	54	105.20

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

<b>PHAS Dashboard</b>	<b>Moon Towers</b>	<b>Total Points Possible</b>
Physical Assessment Subsystem (PASS)	39.4	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
<b>Overall Property PHAS Score</b>	<b>99.38</b>	<b>100.0</b>

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 July 2017:

- Average rent collected for the Family Sites is \$85.74 per unit per month.
- 67 vacant unit days for a total vacancy loss of \$997.84 in *desired* rent, and a vacancy loss of \$532.50 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 \$11.68 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$2.34 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for the Family Sites:
  - \$33,513.28 outstanding tenant accounts
  - 14.65% to projected annual tenant revenue

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

Unit Type	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
2-BR	80	2480	0	2480	43	2437	98.3%	1.7%
3-BR	80	2480	0	2480	4	2476	99.8%	0.2%
4-BR	22	682	0	682	20	662	97.1%	2.9%
5-BR	8	248	0	248	0	248	100.0%	0.0%
<b>TOTAL</b>	<b>190</b>	<b>5890</b>	<b>0</b>	<b>5890</b>	<b>67</b>	<b>5823</b>	<b>98.9%</b>	<b>1.1%</b>

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

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0%	0.0%
3-BR	80	79	98.8%	1.3%
4-BR	22	22	100.0%	0.0%
5-BR	8	8	100.0%	0.0%
<b>TOTAL</b>	<b>190</b>	<b>189</b>	<b>99.5%</b>	<b>0.5%</b>

PHAS is calculated utilizing unit months leasing rate.

# PUBLIC HOUSING PROGRAM

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

<b>Family Sites Waiting List</b>		
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		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	46	155.50

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

<b>PHAS Dashboard</b>	<b>Family Sites</b>	<b>Total Points Possible</b>
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	21.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>91.89</b>	<b>100.0</b>

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

# PUBLIC HOUSING PROGRAM

## Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for July 2017:

- Average rent collected for Blue Bell Tower is \$282.10 per unit per month.
- 11 vacant unit days for a total vacancy loss of \$115.13 in *desired* rent, and a vacancy loss of \$67.83 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 \$17.06 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$3.78 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
  - \$464.10 outstanding tenant accounts
  - 0.26% to projected annual tenant revenue

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

Column <sup>1</sup>	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
1-BR	50	1550	0	1550	0	1550	100.0%	0.0%
2-BR	1	31	0	31	11	20	64.5%	35.5%
<b>TOTAL</b>	51	1581	0	1581	11	1570	99.3%	0.7%

Occupancy based on *months* leased at Bluebell Tower for July, 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%
<b>TOTAL</b>	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:

<b>Blue Bell Tower Waiting List</b>		
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		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	22	22.50

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

<b>PHAS Dashboard</b>	<b>Blue Bell</b>	<b>Total Points Possible</b>
Physical Assessment Subsystem (PASS)	39.9	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
<b>Overall Property PHAS Score</b>	<b>99.92</b>	<b>100.0</b>

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 July, 2016.

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	175	98.9%	1.1%
Family Sites	190	189	99.5%	0.5%
Bluebell Tower	51	51	100.0%	0.0%
<b>Total PH Program</b>	<b>418</b>	<b>415</b>	<b>99.3%</b>	<b>0.7%</b>

## 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)	23.18	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
<b>Overall Property PHAS Score</b>	<b>95.86</b>	<b>100.0</b>

For the FYE 03/31/2017, the PH Program is trending towards a PHAS rating of 95.86, 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
July 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			
September 2017			
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
July 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				
September 2017				
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					#DIV/0!
September 2017					#DIV/0!
October 2017					#DIV/0!
November 2017					#DIV/0!
December 2017					#DIV/0!
<b>CYE 12/31/2017</b>			\$ 29,921.00	\$ 451,583.00	6.63%

## Voucher Utilization

Month	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRI)	NRP+BA	Percent Utilization
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						
09/17						
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 July 2017:

- Average rent collected for Prairieland Townhouses is \$415.65 per unit per month.
- Vacancy loss - \$0.00 (0 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$4,786.00
  - \$2,875.00 in dwelling rent
  - \$1,911.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for July 2017 – \$7,574.29
- Net cash flow YTD 2017 – \$23,628.50
- Replacement Reserve Balance - \$88,490.00
- Residual Receipt Reserve Balance - \$54,491.00

### Brentwood Manor

Key Financial Data for Brentwood Manor for July 2017:

- Average rent collected for Prairieland Townhouses is \$421.57 per unit per month.
- Vacancy loss - \$617.00 (44 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$9,810.00
  - \$7,452.00 in dwelling rent
  - \$2,358.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for July 2017 – \$6,159.82
- Net cash flow YTD 2017 – \$31,285.44

Here is a snapshot of the occupancy at the AHP properties as of August 28, 2017:

A.H.P. Properties			
<b>Brentwood Manor</b>			
	2	Vacancies	Total: 2
<b>72 Units</b>			Occupied: 97.2%
<b>Prairieland Townhomes</b>			
	1	Vacancies	Total: 1
<b>66 Units</b>			Occupied: 98.5%

# RESOURCE DEVELOPMENT

## Resource Development

The Resource Development Manager completed the following:

- Secured donations for Back to School Party, including backpacks, school supplies, and cash donations to assist with the purchase of supplies. Donations were received from Lions Club, Community Treasures Thrift Shop, Tompkins State Bank, and Hy-Vee (east Main Street store).
- Helped Assistant Property Manager with coordination and execution of Back to School Party by making school purchases, picking up donations, assisting with backpack/school supply assembly, and overseeing the event.
- Serving as KCHA representative in community wide group to address the closure of the Galesburg branch of the Quad City Area Children's Food Program. The QCACFP served Woodland Bend and Cedar Creek Place children snacks and hot meals on week nights during the school year. Over the summer months, the program served lunches each weekday at Woodland Bend, Cedar Creek Place, Prairieland Townhouse Apartments, and Brentwood Manor. Losing the program in the Galesburg is a great loss not only to KCHA families, but the community as a whole. A group was formed to discuss the impact that would be caused by the loss of the Galesburg branch and determine what could be done to fill the gap that would be left. Initial steps are being taken to determine the cost of replacing the program as it was. The group will continue to stay in contact and work to develop solutions to filling the needs that are now present.
- Continue to serve as liaison with Lowes on the Hometown Heroes project which is still on target for Fall 2017. A specific start date and time frame have not yet been set for the project.
- Attended the training/orientation for the Galesburg Community Foundation 2017 grant cycle. The grant application cycle opened mid-August. The Resource Development Manager is communicating with the Executive Director, Assistant Director, and Assistant Property Manager of the Family Sites to determine the best program for which to apply for 2017-18 funds. Applications are due September 10.
- Continue service on Clinton Health Matters Initiative Food Insecurity Committee.
- Photographed Back to School Party and new main campus signage.
- Created flyers for the following programs: Back to School Party
- Attended one Lions Club meeting.

The Resource Development Manager continues to:

- Seek and research funding opportunities for KCHA programs, services, and improvements.
- Identify opportunities for new funding, local partnerships, and sponsorships of KCHA programs.

## RESOURCE DEVELOPMENT

- Set meetings with KCHA tenants to obtain their stories and photos for promotional purposes.
- Photograph KCHA properties and events for promotional purposes.
- Research ideas for website improvement.
- Make regular posts to Facebook and Twitter that not only promote KCHA, but also promote other community agencies and opportunities.

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

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

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 08/24/2017

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 08/29/2017

**SUBJECT:** Commissioner Statements of Economic Interest

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### Executive Summary

Section 4A-101(h) of the Illinois Governmental Ethics Act & State Officials and Employees Ethics Act (approved 1967, amended 2009) requires persons appointed to the governing board of a unit of local government who have authority to authorize the expenditure of public funds to file verified written statements of economic interest. Commissioners serving on the Knox County Housing Authority Board of Commissioners fall into this categorical requirement.

The following interests must be listed by all persons required to file:

- The name, address and type of practice of any professional organization or individual professional practice in which the person making the statement was an officer, director, associate, partner or proprietor, or served in any advisory capacity, from which income in excess of \$1,200 was derived during the preceding calendar year;
- The nature of professional services (other than services rendered to the unit or units of government in relation to which the person is required to file) and the nature of the entity to which they were rendered if fees exceeding \$5,000 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement;
- The identity (including the address or legal description of real estate) of any capital asset from which a capital gain of \$5,000 or more was realized in the preceding calendar year;
- The name of any unit of government which has employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file;
- The name of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500, was received during the preceding calendar year
- The name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file if the ownership interest of the person filing is greater than \$5,000 fair market value as of the date of filing or if dividends in excess of \$1,200 were received from the entity during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal

description.) No time or demand deposit in a financial institution, nor any debt instrument need be listed;

- Except for professional service entities, the name of any entity and any position held therein from which income in excess of \$1,200 was derived during the preceding calendar year if the entity does business with a unit of local government in relation to which the person is required to file. No time or demand deposit in a financial institution, nor any debt instrument need be listed;
- The name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000 fair market value at the time of filing or if income or dividends in excess of \$1,200 were received by the person filing from the entity during the preceding calendar year.

Statement forms have been obtained from the Knox County Clerk's office, and will be presented to each Commissioner for signature at the 08/29/2017 regular meeting. The Executive Director will meet with Commissioners not in attendance to obtain necessary signatures.

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 08/24/2017

**FROM:** Derek Antoine  
Executive Director



**BOARD MEETING:** 08/29/2017

**SUBJECT:** Johnson Controls, Inc. EPC Presentation

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### Executive Summary

The agency is considering developing an energy performance contract to facilitate energy efficient upgrades to several KCHA properties. The basic idea of an energy performance contract would be to move the agency forward in regards to energy efficiency while realizing a cost savings that would effectively serve as income to the properties as well as the COCC. The agency would take on long-term debt service which would be paid through the commodity cost savings – the idea being the savings on utilities would be substantial enough to both pay the debt service while also providing income to the properties. Staff recently met with representatives from Johnson Controls, Inc. to assess the property's ability to benefit from such a program. The initial assessment indicated the agency could save between \$150,000.00 and \$250,000.00 annually on utilities, which Johnson Controls would guarantee during the lifetime of the loan.

Representatives from Johnson Controls, Inc. will be present at the 08/29/2017 regular meeting of the Board of Commissioners to provide information on their assessment of conditions at the agency and the energy performance contracting opportunities for the Knox County Housing Authority.