

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
2/26/2019
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 01-2018 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 01-2018 Financial Report	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 01-2018 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 34,903.29
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 69,969.62
<input type="checkbox"/> Paula Sanford	Family:	\$ 86,151.59
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 41,654.20
<u>Excused:</u>	HCV:	\$ 90,144.36
	Brentwood:	\$ 25,157.21
	Prairieland:	\$ 25,050.35
<u>Others Present:</u>	Capital Fund 2017:	\$ 272,147.50
	Capital Fund 2018:	\$ 0.00

Old Business	None
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New Business	Review/Approve Resolution 2019-03 Bad Debt Charge-Off for Period Ending 03/31/2019	Derek Antoine
	Review/Approve Resolution 2019-04 for Supply/Service Vendor Listing for FYE 03/31/2020	Derek Antoine
	Review/Approve Application for Payment 7 for Hein Construction for 504 Modification Project – Phase II at Family Sites	Derek Antoine

board agenda

Reports

Executive Director's Report – 03/2019

Derek Antoine

KCHA Legal Counsel Report – 03/2019

Jack Ball

Other Business

Statements of Economic Interest

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
February 26, 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: Thomas Dunker
 Lomac Payton
 Paula Sanford
 Paul H. Stewart

EXCUSED: Wayne Allen
 Ben Burgland
 Jared Hawkinson

ABSENT:

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. There was a correction—Commissioner Sanford was not present at the prior meeting but was referred to as seconding a motion. Chairperson Payton then declared the minutes approved with the aforementioned correction.

Chairperson Payton then requested the Board review and ratify the January 2019 financial reports. Commissioner Stewart asked a question about the difference in subsidy amounts. Mr. Antoine stated that it is normal for the subsidy amounts can fluctuate from time to time. After brief discussion, Commissioner Stewart made a motion to ratify the financial reports for January 2019 as presented; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

January 2019 claims against the HA Administration in the sum of \$646,547.85; Central Office Cost Center in the sum of \$43,939.93; Moon Towers in the sum of \$66,230.84; Family in the sum of \$93,742.31; Bluebell in the sum of \$25,041.19; Housing Choice Voucher Program in the sum of \$94,854.15; Brentwood (A.H.P.) in the sum of \$28,104.43; Prairieland (A.H.P.) in the sum of \$26,067.22; Capital Fund '16 in the sum of \$0.00; Capital Fund '17 in the sum of \$160,839.50; and Capital Fund '18 in the sum of \$107,728.28 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Dunker - aye

Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye
Motion Carried, 4-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2019-02 for KCHA Operating Budget for FYE 03/31/2020. Mr. Antoine highlighted that new maintenance vehicles, playground equipment and cameras have been budgeted for the Family Sites and that additional cameras have been budgeted for Blue Bell Tower. There was some additional discussion of Blue Bell Tower's budget and staffing. Mr. Antoine said that there will be a focus on expense control agency wide. After brief discussion, Commissioner Sanford made a motion to approve Resolution 2019-02 KCHA Operating Budget for FYE 03/31/2020; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

Next, Mr. Antoine asked the Board to review and approve Application for Payment 6 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites. Mr. Antoine gave a construction progress update. Alliance Architecture has reviewed and signed approval for Pay Request 6. After brief discussion, Commissioner Dunker made a motion to approve Application for Payment 6 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites in the amount of \$179,436.60; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

REPORTS

In lieu of a written Executive Director's report, Mr. Antoine handed out a scorecard of the agency's Public Housing Program. The AMPs are scored in the areas of Occupancy, Maintenance, Tenant Accounts, AMP Budget and PHAS with each contributing to an overall score on the scorecard. A scorecard will also be developed for the HCV and AHP programs.

Mr. Ball handed out the Legal Counsel Report for January. The report shows the cases filed during the month and items reviewed for the agency.

OTHER BUSINESS

Mr. Antoine reported that he will be out of the office for vacation March 25-29, 2019.

Mr. Antoine requested that the March 2019 Board meeting be rescheduled. It was decided to hold the meeting on Thursday, March 21, 2019 at 10:00 a.m.

ADJOURNMENT

Commissioner Dunker made a motion to adjourn the meeting at 11:13 a.m.; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

Respectfully submitted,

Secretary

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

March 20, 2019

ROLL CALL – 10:30 am

There finance committee was called into order by Commissioner Allen.

ATTENDANCE – 10:30 am

KCHA Commissioners:

Present: Wayne Allen
Excused: Tom Dunker and Ben Burgland

Housing Authority Members:

Present: Derek Antoine and Lee Lofing
Excused:

FINANCIAL REPORT – 10:31 am

The only item on the agenda for this month's meeting was to review the February 2019 Financials along with the notes provided. The financials were reviewed along with a brief discussion on what the HA plans on doing with Bluebells defecate.

After reviewing at and discussing the Housing Authority's Income Statements, the committee thought that the Income Statements looked to be in order.

ACCOUNTS PAYABLE – 10:48 am

There were no outstanding accounts payables to review.

ADJOURN – 10:50 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

	<u>February-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$51,912.01	\$573,891.72	-
Operating Expenses	\$34,855.56	\$449,846.99	-
Net Revenue Income/(Loss)	\$17,056.45	\$124,044.73	-

Operated in the black for month & for the year.

COCC's Cash, Investments, A/R, & A/P \$1,230,619.75

MOON TOWERS

	<u>February-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$62,244.23	\$731,914.30	- Utilities
Operating Expenses	\$69,969.62	\$706,332.87	-
Net Revenue Income/(Loss)	(\$7,725.39)	\$25,581.43	-

- 3rd quarter write-offs applied.

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

Moon Towers' Cash, Investments, A/R, & A/P \$518,646.88

\$256,848.32 *minimum reserve position*

FAMILY

	<u>February-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$71,833.64	\$831,032.87	- Utilities
Operating Expenses	\$86,151.59	\$877,973.69	- 3rd quarter write-offs applied.
Net Revenue Income/(Loss)	(\$14,317.95)	(\$46,940.82)	-

Operated in the red for month and for year.

Family's Cash, Investments, A/R, & A/P \$359,859.20

\$319,263.16 *minimum reserve position*

BLUEBELL

	<u>February-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$18,802.42	\$228,523.83	- Utilities
Operating Expenses	\$41,654.20	\$274,632.47	- Paid for help from other Amps
Net Revenue Income/(Loss)	(\$22,851.78)	(\$46,108.64)	- Replace plumbing under community room floor.

- Paid for boiler inspection (7 boilers).
- Replaced faulty fire detectors in main hallway.

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

Bluebell's Cash, Investments, A/R, & A/P \$14,330.06

\$99,866.35 *minimum reserve position*

AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>February-19</u>	<u>Current YTD</u>
Operating Income	\$31,262.97	\$351,515.37
Operating Expenses	\$25,157.21	\$378,852.29
Net Revenue Income/(Loss)	\$6,105.76	(\$27,336.92)

Operated in the red for month and for year.

Brentwood's Cash, Investments, A/R, & A/P	\$140,656.06
Restricted - Security Deposits	(\$271.00)
Brentwood's Total Cash	\$140,385.06

Notes:

- Utilities
- 3rd quarter write-offs applied.
-
-
-
-

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

<u>PRAIRIELAND</u>	<u>February-19</u>	<u>Current YTD</u>
Operating Income	\$27,062.50	\$301,578.74
Operating Expenses	\$25,050.35	\$259,874.50
Net Revenue Income/(Loss)	\$2,012.15	\$41,704.24

Operated in the red for month and for year.

PrairieLand's Cash, Investments, A/R, & A/P	(\$59,226.48)
Restricted - Security Deposits	\$1,160.00
Restricted - Replacement Reserve	\$124,136.12
Restricted - Residual Receipts	\$54,507.44
PrairieLand's Total Cash	\$120,577.08

Notes:

- Utilities
- 3rd quarter write-offs applied.
-
-
-
-

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>July-68</u>	<u>Current YTD</u>
Operating Income	\$10,613.38	\$107,768.50
Operating Expenses	\$11,974.36	\$132,745.19
Net Revenue Income/(Loss)	(\$1,360.98)	(\$24,976.69)

Notes:

-
-
- **(\$27,247.30) Projected Income Gain/(Loss) FYE'18**

Unrestricted Net Position (UNP)

Investment in Fixed Assets

Monthly Net Revenue Income/(Loss)

UNP Ending Balance

Pre 2004 Balance

Post 2003 Balance

Investment in Fixed Assets

Total UNP as of

\$119,173.00 1/31/2019 Balance

\$0.00

(\$1,360.98)

\$0.00

Year End Adjustment

\$117,812.02 For Admin Expenses and HAP (if needed)

\$121,830.26

(\$4,130.73)

\$112.49

\$117,812.02 2/28/2018

HAP

	<u>Jul-68</u>	<u>Current YTD</u>
Operating Income	\$76,437.00	\$815,665.00
Operating Expenses	\$78,170.00	\$823,446.75
Net Revenue Income/(Loss)	(\$1,733.00)	(\$7,781.75)

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)

\$9,204.08 1/31/2019 Balance

\$0.00 Year End Adjustment

Monthly VMS Net Revenue - Income/(Loss)

(\$845.00)

NRP Ending Balance for HAP

\$8,359.08 For HAP Expenses (Only)

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
February 28, 2019

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	51,912.01	56,930.00	573,891.72	626,230.00	-52,338.28	683,160.00
TOTAL OPERATING INCOME	51,912.01	56,930.00	573,891.72	626,230.00	-52,338.28	683,160.00
OPERATING EXPENSE						
Total Administration Expenses	32,986.18	39,845.82	415,439.04	438,304.02	-22,864.98	478,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	444.29	466.67	4,092.01	5,133.37	-1,041.36	5,600.00
Total Maintenance Expenses	45.00	437.47	15,905.78	4,812.17	11,093.61	5,250.00
General Expense	1,380.09	1,347.83	14,410.16	14,826.13	-415.97	16,174.00
TOTAL ROUTINE OPERATING EXPENSES	34,855.56	42,097.79	449,846.99	463,075.69	-13,228.70	505,174.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	10,618.75	0.00	116,806.25	-116,806.25	127,425.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	34,855.56	52,716.54	449,846.99	579,881.94	-130,034.95	632,599.00
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	17,056.45	4,213.46	124,044.73	46,348.06	77,696.67	50,561.00
Total Depreciation Expense						
	69.61	33.42	765.71	367.62	398.09	401.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	16,986.84	4,180.04	123,279.02	45,980.44	77,298.58	50,160.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
February 28, 2019

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	62,244.23	63,290.27	731,914.30	696,192.97	35,721.33	759,483.00
TOTAL OPERATING INCOME	62,244.23	63,290.27	731,914.30	696,192.97	35,721.33	759,483.00
OPERATING EXPENSE						
Total Administration Expenses	24,420.55	25,651.67	270,295.96	282,168.37	-11,872.41	307,820.00
Total Tenant Services	0.00	75.00	241.01	825.00	-583.99	900.00
Total Utilities Expenses	12,231.78	5,995.84	84,308.37	65,954.24	18,354.13	71,950.00
Total Maintenance Expenses	23,056.89	24,772.90	268,359.28	272,501.90	-4,142.62	297,275.00
General Expense	10,260.40	6,167.09	83,128.25	67,837.99	15,290.26	74,005.00
TOTAL ROUTINE OPERATING EXPENSES	69,969.62	62,662.50	706,332.87	689,287.50	17,045.37	751,950.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-32,751.42	0.00	-360,265.62	360,265.62	-393,017.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	69,969.62	29,911.08	706,332.87	329,021.88	377,310.99	358,933.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-7,725.39	33,379.19	25,581.43	367,171.09	-341,589.66	400,550.00
Total Depreciation Expense	29,693.23	33,333.33	326,625.53	366,666.63	-40,041.10	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-37,418.62	45.86	-301,044.10	504.46	-301,548.56	550.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
February 28, 2019

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	71,833.64	75,377.34	831,032.87	829,150.74	1,882.13	904,528.12
TOTAL OPERATING INCOME	71,833.64	75,377.34	831,032.87	829,150.74	1,882.13	904,528.12
OPERATING EXPENSE						
Total Administration Expenses	28,423.19	31,885.43	348,126.34	350,739.73	-2,613.39	382,625.21
Total Tenant Services	0.00	777.03	9,090.45	8,547.33	543.12	9,324.44
Total Utilities Expenses	4,014.41	1,918.93	23,557.77	21,108.23	2,449.54	23,027.22
Total Maintenance Expenses	37,450.10	39,305.26	411,929.10	432,357.86	-20,428.76	471,663.07
General Expense	16,263.89	5,728.14	85,270.03	63,009.54	22,260.49	68,737.62
TOTAL ROUTINE OPERATING EXPENSES	86,151.59	79,614.79	877,973.69	875,762.69	2,211.00	955,377.56
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	-4,237.45	0.00	-46,611.95	46,611.95	-50,849.44
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	86,151.59	75,377.34	877,973.69	829,150.74	48,822.95	904,528.12
NET REVENUE/EXPENSE PROFIT/-LOSS	-14,317.95	0.00	-46,940.82	0.00	-46,940.82	0.00
Total Depreciation Expense						
Total Depreciation Expense	22,250.00	22,916.67	244,750.00	252,083.37	-7,333.37	275,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-36,567.95	-22,916.67	-291,690.82	-252,083.37	-39,607.45	-275,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
February 28, 2019

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	18,802.42	18,756.25	228,523.83	206,318.75	22,205.08	225,075.00
TOTAL OPERATING INCOME	18,802.42	18,756.25	228,523.83	206,318.75	22,205.08	225,075.00
OPERATING EXPENSE						
Total Administration Expenses	10,323.76	10,281.40	112,579.73	113,095.40	-515.67	123,377.00
Total Tenant Services	0.00	41.67	195.29	458.37	-263.08	500.00
Total Utilities Expenses	3,284.57	1,625.00	23,740.81	17,875.00	5,865.81	19,500.00
Total Maintenance Expenses	25,043.80	5,893.75	110,789.09	64,831.25	45,957.84	70,725.00
General Expense	3,002.07	2,866.08	27,327.55	31,526.88	-4,199.33	34,393.00
TOTAL ROUTINE OPERATING EXPENSES	41,654.20	20,707.90	274,632.47	227,786.90	46,845.57	248,495.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-1,951.67	0.00	-21,468.37	21,468.37	-23,420.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	41,654.20	18,756.23	274,632.47	206,318.53	68,313.94	225,075.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-22,851.78	0.02	-46,108.64	0.22	-46,108.86	0.00
Total Depreciation Expense						
Total Depreciation Expense	13,730.60	0.00	151,036.60	0.00	151,036.60	0.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-36,582.38	0.02	-197,145.24	0.22	-197,145.46	0.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
February 28, 2019

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	204,792.30	214,353.86	2,365,362.72	2,357,892.46	7,470.26	2,572,246.12
TOTAL OPERATING INCOME	204,792.30	214,353.86	2,365,362.72	2,357,892.46	7,470.26	2,572,246.12
OPERATING EXPENSE						
Total Administration Expenses	96,153.68	107,664.32	1,146,441.07	1,184,307.52	-37,866.45	1,291,972.21
Total Tenant Services	0.00	893.70	9,526.75	9,830.70	-303.95	10,724.44
Total Utilities Expenses	19,975.05	10,006.44	135,698.96	110,070.84	25,628.12	120,077.22
Total Maintenance Expenses	85,595.79	70,409.38	806,983.25	774,503.18	32,480.07	844,913.07
General Expense	30,906.45	16,109.14	210,135.99	177,200.54	32,935.45	193,309.62
TOTAL ROUTINE OPERATING EXPENSES	232,630.97	205,082.98	2,308,786.02	2,255,912.78	52,873.24	2,460,996.56
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	-28,321.79	0.00	-311,539.69	311,539.69	-339,861.44
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	232,630.97	176,761.19	2,308,786.02	1,944,373.09	364,412.93	2,121,135.12
NET REVENUE/EXPENSE PROFIT/-LOSS	-27,838.67	37,592.67	56,576.70	413,519.37	-356,942.67	451,111.00
Total Depreciation Expense	65,743.44	56,283.42	723,177.84	619,117.62	104,060.22	675,401.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-93,582.11	-18,690.75	-666,601.14	-205,598.25	-461,002.89	-224,290.00

**Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
February 28, 2019**

	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	10,786.38	9,037.50	112,987.50	99,412.50	13,575.00	108,450.00
TOTAL ADMIN OPERATING INCOME	10,786.38	9,037.50	112,987.50	99,412.50	13,575.00	108,450.00
OPERATING EXPENSES						
Total Admin Expenses	7,506.38	10,120.83	82,588.61	111,329.13	-28,740.52	121,450.00
Total Fees Expenses	3,763.50	3,666.33	42,127.50	40,329.63	1,797.87	43,996.00
Total General Expenses	704.48	564.58	8,029.08	6,210.38	1,818.70	6,775.00
TOTAL OPERATING EXPENSES	11,974.36	14,351.74	132,745.19	157,869.14	-25,123.95	172,221.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	11,974.36	14,351.74	132,745.19	157,869.14	-25,123.95	172,221.00
NET REVENUE PROFIT/-LOSS						
	-1,187.98	-5,314.24	-19,757.69	-58,456.64	38,698.95	-63,771.00
Total Depreciation Expense	0.00	18.75	0.00	206.25	-206.25	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-1,187.98	-5,332.99	-19,757.69	-58,662.89	38,905.20	-63,996.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	76,437.00	55,206.08	815,665.00	607,266.88	208,398.12	662,473.00
TOTAL HAP INCOME	76,437.00	55,206.08	815,665.00	607,266.88	208,398.12	662,473.00
HAP EXPENSES						
Total HAP Expenses	78,170.00	80,416.66	823,719.00	884,583.26	-60,864.26	965,000.00
Total General HAP Expenses	0.00	-62.50	-272.25	-687.50	415.25	-750.00
TOTAL HAP EXPENSES	78,170.00	80,354.16	823,446.75	883,895.76	-60,449.01	964,250.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	-1,733.00	-25,148.08	-7,781.75	-276,628.88	268,847.13	-301,777.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
February 28, 2019

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	31,262.97	31,686.25	351,515.37	348,548.75	2,966.62	380,235.00
TOTAL OPERATING INCOME	<u>31,262.97</u>	<u>31,686.25</u>	<u>351,515.37</u>	<u>348,548.75</u>	<u>2,966.62</u>	<u>380,235.00</u>
OPERATING EXPENSE						
Total Administration Expenses	4,404.25	4,692.51	43,806.15	51,617.61	-7,811.46	56,310.00
Total Fee Expenses	5,746.30	5,803.00	64,112.29	63,833.00	279.29	69,636.00
Total Utilities Expenses	2,332.52	2,250.00	20,855.05	24,750.00	-3,894.95	27,000.00
Total Maintenance Expenses	7,406.54	13,669.15	196,837.11	150,360.65	46,476.46	164,030.00
Total Taxes & Insurance Expense	3,146.13	2,644.17	29,646.15	29,085.87	560.28	31,730.00
Total Financial Expenses	2,121.47	2,333.33	23,595.54	25,666.63	-2,071.09	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	<u>25,157.21</u>	<u>31,392.16</u>	<u>378,852.29</u>	<u>345,313.76</u>	<u>33,538.53</u>	<u>376,706.00</u>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	<u>25,157.21</u>	<u>31,392.16</u>	<u>378,852.29</u>	<u>345,313.76</u>	<u>33,538.53</u>	<u>376,706.00</u>
NET REVENUE PROFIT/-LOSS						
	<u>6,105.76</u>	<u>294.09</u>	<u>-27,336.92</u>	<u>3,234.99</u>	<u>-30,571.91</u>	<u>3,529.00</u>
Total Depreciation Expense						
	7,033.56	5,291.67	77,369.16	58,208.37	19,160.79	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	<u>-927.80</u>	<u>-4,997.58</u>	<u>-104,706.08</u>	<u>-54,973.38</u>	<u>-49,732.70</u>	<u>-59,971.00</u>

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
February 28, 2019

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	27,062.50	27,414.16	301,578.74	301,555.76	22.98	328,970.00
TOTAL OPERATING INCOME	27,062.50	27,414.16	301,578.74	301,555.76	22.98	328,970.00
OPERATING EXPENSE						
Total Administration Expenses	5,453.00	4,513.32	43,472.05	49,646.52	-6,174.47	54,160.00
Total Fee Expenses	5,253.76	5,239.00	57,873.45	57,629.00	244.45	62,868.00
Total Utilities Expenses	2,157.32	2,130.01	24,740.52	23,430.11	1,310.41	25,560.00
Total Maintenance Expenses	7,113.20	9,183.34	83,207.60	101,016.74	-17,809.14	110,200.00
Total Taxes & Insurance Expense	2,951.61	2,660.91	26,985.40	29,270.01	-2,284.61	31,931.00
Total Financial Expenses	2,121.46	2,333.33	23,595.48	25,666.63	-2,071.15	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	25,050.35	26,059.91	259,874.50	286,659.01	-26,784.51	312,719.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	25,050.35	26,059.91	259,874.50	286,659.01	-26,784.51	312,719.00
NET REVENUE PROFIT/-LOSS						
	2,012.15	1,354.25	41,704.24	14,896.75	26,807.49	16,251.00
Total Depreciation Expense						
	6,266.56	6,375.00	68,932.16	70,125.00	-1,192.84	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,254.41	-5,020.75	-27,227.92	-55,228.25	28,000.33	-60,249.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
February 28, 2019

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	58,325.47	59,100.41	653,094.11	650,104.51	2,989.60	709,205.00
TOTAL OPERATING INCOME	58,325.47	59,100.41	653,094.11	650,104.51	2,989.60	709,205.00
OPERATING EXPENSE						
Total Administration Expenses	9,857.25	9,205.83	87,278.20	101,264.13	-13,985.93	110,470.00
Total Fee Expenses	11,000.06	11,042.00	121,985.74	121,462.00	523.74	132,504.00
Total Utilities Expenses	4,489.84	4,380.01	45,595.57	48,180.11	-2,584.54	52,560.00
Total Maintenance Expenses	14,519.74	22,852.49	280,044.71	251,377.39	28,667.32	274,230.00
Total Taxes & Insurance Expense	6,097.74	5,305.08	56,631.55	58,355.88	-1,724.33	63,661.00
Total Financial Expenses	4,242.93	4,666.66	47,191.02	51,333.26	-4,142.24	56,000.00
TOTAL ROUTINE OPERATING EXPENSE	50,207.56	57,452.07	638,726.79	631,972.77	6,754.02	689,425.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	50,207.56	57,452.07	638,726.79	631,972.77	6,754.02	689,425.00
NET REVENUE PROFIT/-LOSS						
	8,117.91	1,648.34	14,367.32	18,131.74	-3,764.42	19,780.00
Total Depreciation Expense						
	13,300.12	11,666.67	146,301.32	128,333.37	17,967.95	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-5,182.21	-10,018.33	-131,934.00	-110,201.63	-21,732.37	-120,220.00

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

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	21,985.25	21,688.48	296.77	243,521.89
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,034.43	16,034.43	0.00	176,894.59
Administrative Expenses	583.91	1,849.71	-1,265.80	13,155.13
Teneant Services	0.00	0.00	0.00	241.01
Utilities	12,231.78	10,959.49	1,272.29	84,308.37
Maintenance Supplies/Contracts	8,873.85	2,704.79	6,169.06	104,755.20
Mileage	0.00	0.00	0.00	0.00
General Expenses	10,260.40	6,187.97	4,072.43	83,128.25
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	69,969.62	59,424.87	10,544.75	706,004.44
AMP002 - FAMILY				
Salaries	39,688.07	39,901.87	-213.80	470,694.40
Employee W/H Payments	0.00	0.00	0.00	2,574.62
Management Fees	16,567.38	16,889.74	-322.36	185,788.58
Administrative Expenses	3,273.64	2,889.43	384.21	39,290.79
Teneant Services	0.00	0.00	0.00	4,065.96
Utilities	4,014.41	1,703.68	2,310.73	23,557.77
Maintenance Supplies/Contracts	6,344.20	6,905.03	-560.83	69,341.80
Mileage	0.00	0.00	0.00	-35.64
General Expenses	16,263.89	6,167.07	10,096.82	85,270.03
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	86,151.59	74,456.82	11,694.77	880,548.31
AMP003 - BLUEBELL				
Salaries	9,292.97	8,174.62	1,118.35	95,797.88
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,539.50	4,620.09	-80.59	50,371.48
Administrative Expenses	1,088.57	663.08	425.49	10,300.37
Teneant Services	0.00	20.69	-20.69	195.29
Utilities	3,284.57	447.05	2,837.52	23,740.81
Maintenance Supplies/Contracts	20,446.52	1,309.55	19,136.97	66,899.09
Mileage	0.00	0.00	0.00	0.00
General Expenses	3,002.07	2,579.55	422.52	27,327.55
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	41,654.20	17,814.63	23,839.57	274,632.47
COCC				
Salaries	30,634.31	29,967.11	667.20	340,142.31
Employee W/H Payments	47.73	-4.81	52.54	-12,275.38
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	2,351.87	11,149.68	-8,797.81	75,316.61
Teneant Services	0.00	0.00	0.00	0.00
Utilities	444.29	236.29	208.00	4,092.01
Maintenance Supplies/Contracts	45.00	500.75	-455.75	15,885.90
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,380.09	1,298.00	82.09	14,410.16
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	34,903.29	43,147.02	-8,243.73	437,571.61
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	101,600.60	99,732.08	1,868.52	1,150,156.48
Employee W/H Payments	47.73	-4.81	52.54	-9,700.76
Management Fees	37,141.31	37,544.26	-402.95	413,054.65
Administrative Expenses	7,297.99	16,551.90	-9,253.91	138,062.90
Teneant Services	0.00	20.69	-20.69	4,502.26
Utilities	19,975.05	13,346.51	6,628.54	135,698.96
Maintenance Supplies	35,709.57	11,420.12	24,289.45	256,881.99
Mileage	0.00	0.00	0.00	-35.64
General Expenses	30,906.45	16,232.59	14,673.86	210,135.99
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	232,678.70	194,843.34	37,835.36	2,298,756.83

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,477.10	8,148.09	329.01
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,746.30	5,746.30	0.00
Administrative Expenses	1,307.73	716.56	591.17
Utilities	2,332.52	872.75	1,459.77
Maintenance Supplies/Contracts	2,025.96	1,461.19	564.77
Tax & Insurance Expenses	3,146.13	2,675.35	470.78
Finacial Expenses	2,121.47	2,238.58	-117.11
TOTAL BRENTWOOD CLAIMS	25,157.21	21,858.82	3,298.39
PRAIRIELAND			
Salaries	8,476.96	8,147.78	329.18
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,253.76	5,171.67	82.09
Administrative Expenses	2,356.51	-240.00	2,596.51
Utilities	2,157.32	5,593.29	-3,435.97
Maintenance Supplies/Contracts	1,732.73	1,172.18	560.55
Taxes & Insurance Expenses	2,951.61	2,207.45	744.16
Financial Expenses	2,121.46	2,238.58	-117.12
TOTAL PRAIRIELAND CLAIMS	25,050.35	24,290.95	759.40
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	16,954.06	16,295.87	658.19
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,000.06	10,917.97	82.09
Administrative Expenses	3,664.24	476.56	3,187.68
Utilities	4,489.84	6,466.04	-1,976.20
Maintenance Supplies	3,758.69	2,633.37	1,125.32
Taxes & Insurance Expenses	6,097.74	4,882.80	1,214.94
Financial Expenses	4,242.93	4,477.16	-234.23
TOTAL AHP CLAIMS	50,207.56	46,149.77	4,057.79
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,603.98	6,415.71	188.27
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,763.50	3,627.00	136.50
Administrative Expenses	902.40	1,486.97	-584.57
General Expense-Admin	704.48	768.38	-63.90
Total HCV Expenses	11,974.36	12,298.06	-323.70
HAP Expenses	78,170.00	69,480.00	8,690.00
General Expenses	0.00	0.00	0.00
Total HAP Expenses	78,170.00	69,480.00	8,690.00
TOTAL HCV CLAIMS	90,144.36	81,778.06	8,366.30

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
February, 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	0.00	0.00	107,728.28	107,728.28
TOTAL CFG 2018 CLAIMS	0.00	0.00	107,728.28	107,728.28
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	272,147.50	0.00	508,499.43	508,499.43
TOTAL CFG 2017 CLAIMS	272,147.50	0.00	508,499.43	508,499.43
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	534,901.62	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	534,901.62	608,598.00
TOTAL CFG GRANT(S) CLAIMS	272,147.50	0.00	1,151,129.33	1,224,825.71

Knox County Housing Authority
CLAIMS REPORT TOTALS
Febuary, 2019

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	69,969.62	59,424.87	10,544.75	706,332.87
AMP002 - FAMILY	86,151.59	74,456.82	11,694.77	880,548.31
AMP003 - BLUEBELL	41,654.20	17,814.63	23,839.57	274,632.47
COCC	34,903.30	43,147.03	-8,243.73	446,002.39
TOTAL LOW RENT	232,678.71	194,843.35	37,835.36	2,307,516.04
<u>A.H.P.</u>				
BRENTWOOD	25,157.21	21,858.82	3,298.39	378,852.29
PRAIRIELAND	25,050.35	24,290.95	759.40	259,874.50
TOTAL A.H.P.	50,207.56	46,149.77	4,057.79	638,726.79
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	11,974.36	12,298.06	-323.70	132,745.19
TOTAL HCV	11,974.36	12,298.06	-323.70	132,745.19
<u>GRANTS</u>				
CAPITAL FUND GRANT '18	0.00	0.00	0.00	107,728.28
CAPITAL FUND GRANT '17	272,147.50	0.00	272,147.50	508,499.43
CAPITAL FUND GRANT '16	0.00	0.00	0.00	534,901.62
TOTAL GRANTS	272,147.50	0.00	272,147.50	1,151,129.33
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TOTAL CLAIMS FOR MONTH	567,008.13	253,291.18	313,716.95	4,230,117.35

RESOLUTION 2019-03

March 21, 2019

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 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 \$9,427.26 effective for the period ending March 31, 2019.

RESOLUTION 2019-03

March 21, 2019

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending March 31, 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 \$9,427.26 for the period ending March 31, 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 March 31, 2019.

RESOLVED: March 21, 2019

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Jared Hawkinson, Commissioner

Ben Burgland, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2019

Moon Towers' 4th Qtr Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Michael	Martin	MT-013-6	\$151.00	

Moon Towers' 4th Qtr Bad Debt Write-Off Total \$151.00

Family's 4th Qtr Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Talisa	Jackson	FAM342-8	\$587.00	
Lashandra	Watson	FAM361-20	\$340.75	
Monique	Pryor	FAM285-15	\$290.75	
Logan	Bell	FAM377-19	\$419.50	
Andrea	Haywood	FAM229-22	\$41.00	
Kaylyn	Rohn	FAM229-23	\$529.84	
Tina	Edwards	FAM265-20	\$1,553.55	
Tameca	Johnson	FAM298-24	\$17.00	
Carissa	Johnson	FAM305-25	\$575.75	
Allana	Hudson	FAM374-12	\$1,056.76	
Tonia	Anderson	FAM357-28	\$329.75	

Family's 4th Qtr Bad Debt Write-Off Total \$5,741.65

Bluebell's 4th Qtr Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Jack	Quinn	BB435-12	\$357.00	

AHP 4th Qtr Bad Debt Write-Off Total \$357.00

Housing Choice Voucher's 4th Qtr Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Amanda	Drowns	VF0095-1	\$993.00	
Veronica	Abarca	VF	\$216.00	

AHP 4th Qtr Bad Debt Write-Off Total \$1,209.00

AHP 4th Qtr Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Stacy	Smith	BW B1-2	\$837.61	
Lauren	Boynton	BW C4-2	\$1,131.00	

AHP 4th Qtr Bad Debt Write-Off Total \$1,968.61

Total 4th Qtr 2019 Bad Debt Write-Offs \$9,427.26

RESOLUTION 2019-04

03/21/2019

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2020

Article I. Background

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

- Construction \$100,000.00

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. The HUD Procurement Handbook 7460.8 REV 2 requires public housing agencies to develop procurement policies and agency specific operational procedures to ensure internal control.

2 CFR §200.319(a) states "All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of this section (Subpart D – Post Federal Award Requirements." 2 CFR §200.319(a)(1-7) clarifies actions or situations that are deemed restrictive on open competition, and thus prohibited from any procurement action. These situations include placing unreasonable requirements on firms, requiring unnecessary and excessive bonding, noncompetitive pricing practices between firms, organizational conflicts of interest, specifying "brand name" product without allowing equivalent products to be offered, or any other arbitrary action in a procurement process. Further, 2 CFR §200.319(b) goes on to list the use of "in-State" or geographical preferences in the evaluation of bids and proposals. 2 CFR §200.319(c) requires PHAs to maintain written selection procedures for each procurement transaction, ensuring all solicitations include a clear and accurate description of the requirements for the product or services to be procured, clearly identify requirements which bidders must fulfill, and specify all factors to be used in evaluating bids or proposals.

2 CFR §200.323(a) establishes requirements to conduct cost or price analysis for each procurement action. Simply stated, price analysis must consist of a comparison of quotations to each other and to other sources of pricing information (e.g., past prices paid, catalog prices, etc.). Before making an award, PHAs must determine that the proposed price is fair and reasonable. Finally, 2 CFR §200.318(i) stipulates PHAs must maintain records sufficient to detail the history of procurement, including but not limited to the following: rationale for the procurement method, selection or rejection methodology, and the basis for contract price.

2 CFR §200.318(c) requires that agencies maintain a written code of standards governing the performance of their employees engaged in the award and administration of contracts. Members of the



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

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

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners adopt the Small Purchase Procurement – Supply/Service Vendor List, effective for the fiscal year commencing 04/01/2019 and ending 03/31/2020.

KCHA Vendor List FYE 03/31/2020

Category	FYE 2019	FYE 2020	Contract Year
Service/Maintenance			
Plumbing/Heating	AMP Mechanical	AMP Mechanical	2nd
Electrical	AMP Electrical	AMP Electrical	2nd
Asbestos Abatement	IITI	IITI	2nd
Fire Protection	Getz Fire Equipment	Getz Fire Equipment	2nd
Trash Removal	Waste Management	Waste Management	2nd
Pest Control	Four Seasons Pest Control	Four Seasons Pest Control	1st
Lawn Service	Liqui-Green Lawn Care	Liqui-Green Lawn Care	2nd
Parts/Supplies			
Appliances	Barton Carroll's	Barton Carroll's	2nd
		GE Appliances	2nd
Appliance Parts	PDQ	PDQ	2nd
	Partscription	PartScripton	2nd
General Maint. Supplies/ Paint/Hardware	HD Supply Sherwin Williams	HD Supply Sherwin-Williams	U.S. Communities State of IL Joint Purchasing
Janitorial Supplies			
Janitorial Supplies	OSI	OSI	3rd
	Wilson Paper Company	Wilson Paper Company	3rd
Administrative			
IT Service	OSI	OSI	2nd
Office Supplies	Staples Advantage	Staples Advantage	
Security Camera Service	Thompson Electronics	Thompson Electronics	1st
Shredding Services	AAA Certified Confidential	AAA Certified Confidential	1st

RESOLUTION 2019-04

03/21/2019

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2020

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 proposed Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2020 is hereby approved and adopted.
3. The solicitation and selection process used in procuring said goods and services is compliant with state and federal requirements.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective as of 04/01/2019.

RESOLVED: March 21, 2019

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 03/17/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 03/21/2019

SUBJECT: Application for Payment #7 – Hein Construction

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
- Development/upgrade of hearing and vision impaired equipment in 4 dwelling units

Please see the attached Construction Observation Report for additional information from the 03/08/2019 progress meeting.

Alliance Architecture was on site for a progress meeting on 03/08/2019. Alliance Architecture has reviewed and signed approval for Pay Request #6.

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.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #7 from Hein Construction in the amount of \$50,164.24 for the period to 02/28/2019.

TO (OWNER) Knox Co. Housing Authority
255 W. Tompkins St.
Galesburg, IL 61401

PROJECT: 504 Modifications-Phase 2
Scattered Sites
Whispering Hollow & Woodland Bend

APPLICATION NO: 7
PERIOD TO: 02/28/19

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): **Hein Construction Co., Inc.**
56 North Cedar Street
Galesburg, IL - 61401

VIA (ARCHITECT):
Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

ARCHITECT'S
PROJECT NO: 1910

CONTRACT FOR: **General Contractor**

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this month		
Number	Date Approved	
TOTALS		
	0.00	0.00
Net change by Change Orders		
	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and Payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: HEIN CONSTRUCTION CO., INC..

BY: *Dan Mc* Date: 2/26/19

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

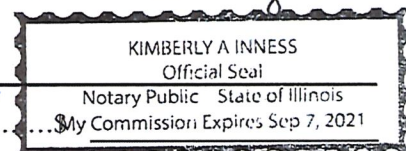
Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....\$	2,003,000.00	✓
2. Net change by Change Orders		
3. CONTRACT SUM TO DATE (Line 1+2)	2,003,000.00	✓
4. TOTAL COMPLETED & STORED TO DATE.....\$	1,346,632.84	✓
(Column G on G703)		
5. RETAINAGE:		
a. 10 % of Completed Work.....\$	134,663.28	✓
(Column D+E on G703)		
b. % of Stored Material		
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column 1 of G703)	134,663.28	✓
6. TOTAL EARNED LESS RETAINAGE	1,211,969.56	✓
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	1,161,805.32	✓
8. CURRENT PAYMENT DUE.....\$	50,164.24	✓
9. BALANCE TO FINISH, PLUS RETAINAGE	791,030.44	✓
(Line 3 less Line 6)		

State of: Illinois County of: Knox
Subscribed and sworn to before me this 26th day of February 2019

Notary Public: *Kimberly A Inness*
My Commission expires: 9/7/2021



AMOUNT CERTIFIED 50,164.24
(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: *A. Bunnell* Alliance Architecture
BY: *A. Bunnell* Date: 2.14.2019
This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONSTRUCTION OBSERVATION REPORT

Owner (DA,CL) x
Architect x
Contractor (DM) x



PROJECT: 504 MODIFICATIONS - PHASE 2
SCATTERED SITES
Whispering Hollow & Woodland Bend
Knox County Housing Authority
Galesburg, Illinois

REPORT NO. 7

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

Date: 3/8/19 Time: 8:30 a.m. Weather: Cloudy Temp. Range: 28°

Present At Site: Carpenters and Gypsum Board Mechanics.

WORK IN PROGRESS

Gypsum board finishing at Building C-HC-3, and cabinet installation at Building B-HC-1.

OBSERVATIONS

At Buildings B-HC-1 and B-HC-2, gypsum board finishing has been completed, and paint has been applied throughout. VCT flooring has been installed. Smoke detectors and thermostats have been installed and covered with plastic to protect them from paint and dust. At Building B-HC-1, light fixtures have been installed throughout the units, and kitchen cabinet installation is underway.

At Building C-HC-3, gypsum board finishing is underway. Mechanical soffits have been/are being framed, and exhaust fans have been installed at bathrooms. Contractor has modified interior finish condition of beam at entryway, between entry closet and unit demising wall, due to the shape of the hanging bracket. See Action Requested/Items Verified this report.

PROGRESS MEETING

A progress meeting was held on site with Derek Antoine and Cheryl Lefler (Knox County Housing Authority), Dave Marshall and Justin Parrish (Hein Construction), and Mark Burrell (Alliance Architecture) present. The following items were discussed.

1. Contractor met with the Building Inspector to review the questions at Building D. Contractor provided Architect with redline notes from the meeting detailing alterations which will be required. Items include the construction of a draftstop in the attic and rewording of construction notes. Architect will revise Building D plans as noted and forward to the Contractor for approval by the Building Inspector.
2. Contractor submitted a proposed underlayment product for the second floor of Building C-HC-3. Product is acceptable.
3. In terms of schedule, interior and exterior finishing of Building C-HC-3 is lagging a few days behind. Construction at Buildings B-HC-1 and B-HC-2 is on schedule. Permanent power to the "B" buildings will be installed next week. Interior finishes at Building C-HC-3 should be finished next week as well. Demolition is largely complete at Building D, with new floor at addition scheduled to be poured in the coming days. Overall, the project is on track to be completed prior to the completion date.
4. Change Order items were discussed. See Action Requested/Items Verified this report.

ACTION REQUESTED/ITEMS VERIFIED

1. Contractor is awaiting final word from Building Inspector on work required at Building D in order to calculate proposed credits. Architect will provide Building D revisions as soon as possible. Once Contractor secures the "go ahead" from Inspector, credits will be submitted to Architect.
2. Several possible solutions were discussed, including a more traditional boxing out of the bracket. It was decided a box would draw unwanted attention to the condition, and that the angled solution installed by the Contractor is likely the best one.

REPORTED BY: _____


Mark A. Burrell

Occupancy	Property	Occupancy (Days)			Occupancy (Unit Months)			Annual Recertifications				Annual Inspections		
		Available	Leased	Occ %	Available	Leased	%	Due	Complete	%	Delinquent	Due	Completed	%
	Moon Towers	4956	4947	99.82%	177	177	100.00%	15	15	100.0%	0	15	13	86.7%
	Family Sites	5320	5134	96.5%	190	185	97.4%	14	14	100.0%	0	14	14	100.0%
	Blue Bell Tower	1428	1380	96.6%	51	51	100.00%	7	7	100.0%	0	0	0	100.0%
	Total PH	11704	11461	97.9%	418	413	98.80%	36	36	100.0%	0	29	27	93.1%

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	27	27	41	1.52	0	0	0	0	0	0	2	12	6.00
	Family Sites	83	81	100	1.23	2	5	5	5	0	0	3	49	16.33
	Blue Bell Tower	32	32	33	1.03	0	0	0	0	0	0	3	133	44.33
	Total PH	142	140	174	1.24	2	5	5	5	0	0	8	194	24.25

Tenant Accounts	Property	Tenant Accounts Receivable (TAR)						Aged Delinquency (AD)						
		Total Delinq. Accounts	Proj. Tenant Revenue	Active TAR	Arrears TAR	Total TAR	%	0-30 Days	31-60 Days	61-90 Days	90 + Days	Total Delinquent	Total Repayment	Variance
	Moon Towers	61	\$ 421,483.42	\$ 9,661.76	\$ 216.50	\$ 9,878.26	2.34%	\$ 4,461.28	\$ 2,052.06	\$ 690.44	\$ 2,674.48	\$ 9,878.26	\$ 2,309.15	\$ 7,569.11
	Family Sites	108	\$ 219,979.33	\$ 32,941.72	\$ 5,656.85	\$ 38,598.57	17.55%	\$ 6,508.43	\$ 5,148.65	\$ 2,843.50	\$ 24,097.99	\$ 38,598.57	\$ 15,914.95	\$ 22,683.62
	Blue Bell Tower	5	\$ 175,094.55	\$ 126.00	\$ 1,374.00	\$ 1,500.00	0.86%	\$ 373.00	\$ 385.00	\$ 385.00	\$ 357.00	\$ 1,500.00	\$ -	\$ 1,500.00
	Total PH	174	\$ 816,557.30	\$ 42,729.48	\$ 7,247.35	\$ 49,976.83	6.12%	\$ 11,342.71	\$ 7,585.71	\$ 3,918.94	\$ 27,129.47	\$ 49,976.83	\$ 18,224.10	\$ 31,752.73

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	\$ 62,244.23	\$ 69,969.62	\$ (7,725.39)	89.0%	\$ 62,244.23	\$ 63,290.27	98.3%	\$ 69,969.62	\$ 62,662.50	111.7%	\$ 256,848.32	518,646.88
	Family Sites	\$ 71,833.64	\$ 86,151.59	\$ (14,317.95)	83.4%	\$ 71,833.64	\$ 75,377.34	95.3%	\$ 86,151.59	\$ 79,614.79	108.2%	\$ 319,263.16	359,859.20
	Blue Bell Tower	\$ 18,802.42	\$ 41,654.20	\$ (22,851.78)	45.1%	\$ 18,802.42	\$ 18,756.25	100.2%	\$ 41,654.20	\$ 20,707.90	201.2%	\$ 99,866.35	14,330.06
	Total PH	\$ -	\$ 197,775.41	\$ (44,895.12)	0.0%	\$ 152,880.29	\$ 157,423.86	97.1%	\$ 197,775.41	\$ 162,985.19	121.3%	\$ 675,977.83	892,836.14

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	Score
	Moon Towers	38.95	16.00	2.00	4.00	23.00	12.00	11.00	2.00	25.00	38.00	5.00	10.00	96.95	
	Family Sites	35.89	12.00	0.00	4.00	17.00	12.00	11.00	2.00	25.00	38.00	5.00	10.00	87.89	
	Blue Bell Tower	39.90	16.00	5.00	4.00	25.00	12.00	7.48	2.00	21.48	30.96	5.00	10.00	96.38	
	Total PH	37.68				20.52				24.57			10.00	92.76	



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	2.00	3.00	4.00	4.00	2.00	1.50	1.00	4.00	4.00	3.33	SP
	Family Sites	2.00	4.00	4.00	3.00	4.00	2.00	1.00	1.00	1.00	4.00	3.00	2.60	SP
	Blue Bell Tower	2.00	4.00	4.00	3.00	4.00	1.00	4.00	4.00	1.00	1.00	4.00	2.58	SP
Total PH													2.90	SP

Moon Towers Notes

1. Occupancy is strong for both the current period and for FYE 03/31/2019.
2. Unit turnaround time is strong for both the current period and for FYE 03/31/2019.
3. Tenant Accounts Receivable (TAR) is at an acceptable level, though collection of outstanding amounts will remain a focus.
4. Income is not sufficient to cover expenses for the month. Additionally, performance % to budget falls short of expectations.
5. Cash position is adequate.
6. Moon Towers has the strongest individual PHAS indicators of the three public housing AMPs.
7. Overall performance for Fenruary 2019 is "Standard Performer."

Family Sites Notes

1. Occupancy days falls short of expectations (98.0%). Occupancy months is adeauate for calculation of PHAS.
2. Average unit turnaround time is outside 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 not sufficient to cover expenses for the month. Additionally, performance % to budget falls short of expectations.
5. Cash position is adequate, though getting closer to falling below the threshold for efficient operations.
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 Fenruary 2019 is "Standard Performer."

Blue Bell Tower Notes

1. Occupancy days falls short of expectations (98.0%). Occupancy months is adeauate for calculation of PHAS.
2. Average unit turnaround time is outside the expectation (14.0 days) due to an extended vacancy in one unit.
3. Blue Bell has the lowest tenant accounts receivable (TAR) in the PH program.
4. Income is not sufficient to cover expenses for the month. Additionally, performance % to budget falls short of expectations.
5. Cash position is inadequate, and is in danger of reaching a critical level.
6. Strong PHAS indicators, bolstered by an exemplary physical inspection (PASS) score.
7. Overall performance for Fenruary 2019 is "Standard Performer."

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 03/18/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 03/21/2019

SUBJECT: Commissioner Statements of Economic Interest

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 03/21/2019 regular meeting. The Executive Director will meet with Commissioners not in attendance to obtain necessary signatures.