

AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, January 28, 2020 – 4:30 PM

AGENDA

- I. **CALL TO ORDER**
 - a. Introduction of new board member
- II. **APPROVAL OF AGENDA**
- III. **OPEN FORUM**
- IV. **CONSENT AGENDA ITEMS**
 - a. Approve the Meeting Minutes of November 26, 2019
 - b. Approve the Secretary & Operations Reports from November & December 2019
 - c. Approve the Financials for November & December 2019
 - d. Approve the Director's Report
- V. **OLD BUSINESS**
 - a. Development Update
- VI. **NEW BUSINESS**
 - a. Resolution No. 2020-1035 Approving Write-offs
 - b. Resolution No. 2020-1036 Disposal of Property Assets
- VII. **COMMISSIONER'S COMMENTS**
- VIII. **ADJOURNMENT**

OPEN FORUM

The Open Forum item is an opportunity for members of the public to provide input and feedback regarding programs and services of the Salina Housing Authority. Items of a personal, individual or confidential nature should not be addressed during the Open Forum and should be addressed directly with Salina Housing Authority management.

CONSENT AGENDA

- a. Approval of Minutes
- b. Approval of Secretary Report & Operations Report
- c. Approval of Financials
- d. Approval of Director's Report

SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
469 S. 5th St., Salina, Kansas
Tuesday, November 26, 2019
4:30 PM

MEMBERS PRESENT: Kimberly Trigg
Susan Weis
Beth Bosch
Eric Brown

MEMBERS ABSENT: None

CITY COMMISSION LIAISON: Karl Ryan

STAFF PRESENT: Tina Bartlett, Executive Director
Kim Deal, Finance Manager

- I. **CALL TO ORDER**
The regular meeting of the Board of Commissioners of the Housing Authority was called to order at 4:32 PM by Commission Chair Trigg.
- II. **APPROVAL OF AGENDA**
Mr. Brown moved to approve the agenda. Ms. Weis seconded the motion. The motion carried 4-0.
- III. **OPEN FORUM**
Ms. Holt, FSS Coordinator, acknowledged the graduation of one FSS participant. She shared some of her history and success with the FSS program. Ms. Holt and the FSS graduate left the meeting at 4:36 PM.
- IV. **CONSENT AGENDA ITEMS**
Ms. Deal highlighted the deferred outflows shown on the balance sheet. Ms. Bartlett reviewed grant awards for TBRA and additional HUD Mainstream vouchers, as well as a grant from Aetna. She also announced the temporary opening of the Public Housing 1-bedroom wait list. Mr. Brown moved to approve the Consent Agenda Items a. through d. as presented, consisting of the minutes of the October 22, 2019 regular meeting, October 2019 Secretary and Operations reports, October 2019 financials, and the Director's report. Ms. Bosch seconded the motion. There being no further questions or comments, the motion carried 4-0.
- V. **OLD BUSINESS**
 - a. Update on development - Ms. Bartlett discussed results of the environmental review on property under contract. There was a brief discussion concerning the City of Salina letter of support. She also shared a possible property management opportunity.

VI. NEW BUSINESS

a. Public Housing Flat Rent Revision – Ms. Bartlett discussed federal requirements and the calculation for the proposed PH flat rents. There being no further discussion, Mr. Brown moved to approve Resolution 2019-1033. Ms. Weis seconded the motion. The motion carried 4-0

b. FY2019 Audit Approval - Copies of FY2019 audit were distributed to board members. AB Khar of Audit Solutions, LLC was reached by phone at 5:10 PM. Mr. Khar reviewed the draft copy of the FY2019 audit. He highlighted the Management’s Discussion and Analysis (MD&A) and the effects of GASB 68 and GASB 75 accounting for pensions and other post-employment benefits, and reviewed any recommendations. There being no further questions, the called ended at 5:30 PM. Ms. Weis moved to approve Resolution 2019-1034, accepting the independent audit report. Mr. Brown seconded. The motion carried 4-0.

VII. COMMISSIONERS’ COMMENTS

None

VIII. ADJOURNMENT

Ms. Weis moved to adjourn the meeting. Mr. Brown seconded the motion. Motion carried 4-0 and the meeting adjourned at 5:31 PM.

Next regular meeting will be Tuesday, January 28, 2020 at 4:30 PM at the Salina Housing Authority office.

Our Mission: The Salina Housing Authority is dedicated to providing and advocating affordable, safe living environments and opportunities to become self-sufficient for persons of very low to moderate income.

Tina Bartlett, Secretary

1/28/2020

Kimberly Trigg, Board Chair

1/28/2020

SECRETARIAL REPORT

November 2019

Administration

- Kansas Highway Patron SRT trained in one SHA unit on November 19 and November 20.

Tenant reports and activity

- Public Housing had 15 inspections in November (10 annual, 5 move-in, 0 transfer, 0 special and 0 move-outs).
- Public Housing had 1 eviction in November.
- 7 HCV/Enhanced Tenant Protection/VASH/Shelter Plus Care/Mainstream annual inspections, 7 re-inspections, 13 move-in inspections, 0 TBRA inspection, and 1 Special/Complaint inspection.
- 1 HCV orientations, 1 Public Housing orientation, 0 Shelter Plus Care orientations, and 1 VASH orientation were held in November.
- 43 Notices for nonpayment of rent or security deposits were sent November 5th and 0 families were terminated for nonpayment.
- 4 Public Housing Grievance Hearings and 1 Panels was held in November. 0 grievances were upheld and 5 were overturned. 1 HCV Grievances Hearings were held. 0 were upheld and 1 was overturned. 0 Shelter Plus hearings were held. 0 was upheld and 0 were overturned. 0 VASH Grievance Hearing were held. 0 were upheld and 0 were overturned.
- Public Housing Resident Advisory Board Meeting was set for November 18, but no tenants attended so no meeting was held.
- “Wipeout Meeting” was held on November 21. 1 Public Housing tenant, 2 Section 8 tenants, 0 Shelter Plus Care tenant and 0 VASH tenants attended.
- 0 vouchers from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 44 total work orders, 25 routine work orders, 4 emergency work orders, and 15 other work orders. Of the 44 received, 27 had been processed by the end date of this report.
- Number of houses turned over in November was 4.
- The average turnaround time for maintenance in November was 13.25 days. The year to date net turnover time is 17.21 days with 1.38 days for lease up and 0.97 down time.

Completed CFP Projects:

- **768 Choctaw:** This unit had the kitchen and bathroom remodeled. Additional work completed during the remodel included 4 new interior doors, 1 new energy star door, 2 windows were removed, the openings resized and new energy star windows installed. The garage door was replaced along with the water heater. A living room closet which was an impediment to entry and exit of the unit was also deleted. The sheetrock ceilings throughout the unit were re anchored due to sagging during the remodel.
- **127 W Beloit:** This front porch roof and 2nd story deck have been deleted due to unsafe conditions and replaced with new railings and handrails. A patio door was deleted and reframed to fit and energy star window. Shutters and door awning were added and siding

repaired. Electrical was modified to remove 2nd story deck wiring and lighting no longer needed.

- **750 Osage:** This unit received new shower walls to replace cracked and aging shower walls.
- **901 Seneca:** This unit received a new water saving toilet.

Current CFP projects include:

- **663 Viemont;** This unit is receiving new HVAC system, and water heater including relocation of systems and duct work, Kitchen remodel, bathroom remodel, exterior and interior door replacement, partial window replacement, and new flooring throughout the unit. Update: furnace room has been modified for new system, energy star doors have been installed, kitchen and bathroom demo and interior doors installed. HVAC, plumbing and electrical contracts are complete. Due to medical issues with contractor the SHA will be completing the remodel and installing new flooring in the entire unit.

FSS Grant

- Since losing a few participants due to lack of participation both prior and during transition to new FSS, Rachel has promoted FSS to community agencies who refer their clientele to SHA for Section 8/PH and VASH. Conversed with case manager of VASH to encourage the program for continued support for his clients.
- Participated in Community Council and Thrive of the Heartland's -Guided Coalition. More participation and collaboration with Thrive's program.
- Rachel continues to present FSS during orientations and has communicated to new tenants about the program and benefits.
- Met with Habitat for Humanity to discuss program collaboration/participation. Discussed the process of referring participants to the Habitat for Humanity program.
- Public Housing has 18 participants.
- Housing Choice Voucher has 9 participants.
- 1 Graduate from FSS Program

SECRETARIAL REPORT

December 2019

Administration

Tenant reports and activity

- Public Housing had 19 inspections in December (15 annual, 4 move-in, 0 transfer, 0 special and 0 move-outs).
- Public Housing had 0 evictions in December.
- 10 HCV/Enhanced Tenant Protection/VASH/Shelter Plus Care/Mainstream annual inspections, 8 re-inspections, 8 move-in inspections, 0 TBRA inspection, 3 QA inspections and 0 Special/Complaint inspection.
- 1 HCV orientations, 0 Public Housing orientation, 0 Shelter Plus Care orientations, and 1 VASH orientation were held in December.
- 46 Notices for nonpayment of rent or security deposits were sent December 5th and 0 families were terminated for nonpayment.
- 0 Public Housing Grievance Hearings and 0 Panels was held in December. 0 grievances were upheld and 0 were overturned. 1 HCV Grievances Hearing was held. 0 were upheld and 1 was overturned. 0 Shelter Plus hearings were held. 0 was upheld and 0 were overturned. 0 VASH Grievance Hearing were held. 0 were upheld and 0 were overturned.
- No Public Housing Resident Advisory Board Meeting was set for December due to the holidays.
- “Wipeout Meeting” was held on December 19. 0 Public Housing tenants, 0 Section 8 tenants, 0 Shelter Plus Care tenants and 0 VASH tenants attended.
- 0 vouchers from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 46 total work orders, 27 routine work orders, 2 emergency work orders, and 17 other work orders. Of the 48 received, 40 had been processed by the end date of this report.
- Number of houses turned over in December was 5.
- The average turnaround time for maintenance in December was 9.6 days. The year to date net turnover time is 17.21 days with 2.38 days for lease up and 0.91 down time.

Completed CFP Projects:

- **1323 Osage Ct:** Low water toilet upgrade
- **668 Steahlin:** Water heater replacement
- **755 Faith:** Energy star window

Current CFP projects include:

- **663 Viemont;** This unit is receiving new HVAC system including relocation of system and duct work, Kitchen remodel, bathroom remodel, exterior and interior door replacement, partial window replacement, and new flooring throughout the unit. Update: furnace room has been modified for new system, energy star doors have been installed,

kitchen and bathroom demo and interior doors installed. HVAC, plumbing and electrical contracts are complete. The SHA has installed all new kitchen and bath components and is proceeding with new vinyl plank flooring installation and base trim for the entire unit. This unit to be completed and available for rent in January.

- **700 Riverside:** This unit is receiving new beaded panel wall coverings in two rooms where plaster and wall paper are damaged due to age of the house. The kitchen cabinets are being improved, a new cabinet is being installed to replace a dilapidated existing pantry cabinet in the dining room, the bathroom is being remodeled, new flooring is being installed in the kitchen and bathroom, new shoe trim installed on base boards in the entire unit, the main entry is being replaced and wrapped with an energy star door and vinyl coated trim. This unit to be on or about January 31st.
- **901 Pontiac:** This unit is receiving a kitchen and bath remodel, new entry doors, new interior doors, full unit vinyl plank flooring, restoration of walls damaged by tenants throughout the unit, replacement of all plumbing which was cut and removed by occupants of the structure. Electrical upgrades to include grounding of all outlets and code upgrades to kitchen and bathroom. This unit has an estimated completion date of 7-1-19
- **800 Choctaw:** This unit will receive a kitchen and bathroom remodel, new water heater, window size modifications and energy star windows x 2, new energy star doors with vinyl exterior wrap x 2, new insulated garage door, 6 new interior doors, electrical upgrades to kitchen and bathroom and living room fan and lighting, and vinyl plank flooring. This unit has an estimated completion date of 6-1-19
- **906 Birch:** This unit will receive a new kitchen and bathroom remodel, electrical and plumbing upgrades as required, and vinyl plank flooring. This unit has an estimated completion date of 5-1-19.

FSS Grant

- Reached out to community partners to find out about presentations for FSS such as budgeting, mental health, workforce/employment and community resources.
- Spent time arranging new ideas and concepts for the program. Researching this program's historical pros and cons as well as researching other FSS or family self-sufficiency type programs successes.
- Made effort to arrange FSS orientations in effort to educate present and incoming participants about the program and to utilize as a way to increase participation and motivation.
 - Dates will be Jan 24, Feb 13 and Mar 9.
- Public Housing has 18 participants.
- Housing Choice Voucher has 9 participants.
- VASH has one participant.
- 0 Graduate from FSS Program

**OPERATIONS REPORT
11/30/2019**

PUBLIC HOUSING

TURNOVERS:

	<u>In November:</u>			
1 bedroom:	0		Move outs:	5
2 bedroom:	1		Terminations:	2
3 bedroom:	3		Evictions:	2
4 bedroom:	0		Transfers:	0
5 bedroom:	0		Skips:	0
			Lease-ups:	4

RENTS:

	<u>11/19</u>	<u>11/18</u>	<u>11/17</u>
Highest	\$1,189	\$766	\$933
Lowest:	(\$211)	(\$191)	(\$244)
Total:	\$30,158	\$27,966	\$22,706
Average:	\$195	\$179	\$156
Utility checks:	48	39	45

WAITING LIST:

	<u>11/19</u>	<u>11/18</u>	<u>11/17</u>
1 bedroom:	9	8	0
2 bedroom:	84	61	79
3 bedroom:	22	30	13
4 bedroom:	5	13	7
5 bedroom:	<u>3</u>	<u>3</u>	<u>3</u>
	123	115	102

MOVE OUTS:

	<u>MI date</u>	<u>MO date</u>	<u>Rent</u>	<u>SD paid</u>	<u>Owe</u>	<u>Refund</u>	<u>Reason</u>
NL	9/1/17	11/18/19	\$575	\$500		\$641	Tenant Notice
PL	6/28/06	11/7/19	\$217	\$606		\$1,167	Tenant Notice
OM	4/22/19	11/15/19	(\$122)	\$500	\$1,191		Lease Violations
LR	10/22/13	11/6/19	\$765	\$650		\$494	Tenant Notice
AT	12/11/13	11/4/19	\$401	\$500	\$694.02		Lease Violations

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>11/19</u>	<u>11/18</u>	<u>11/17</u>
Section 8 Baseline units	317	317	317
Total under lease effective 11/30/19:	294	302	285
Total issued but not leased:	15	14	2
Total Shelter Plus under lease	13	13	22
Total VASH under lease	27	27	231
Total Mainstream under lease	20	7	0

Voucher Turnover:

		<u>11/19</u>	<u>11/18</u>	<u>11/17</u>
New Move-ins	Section 8	7	4	0
	Shelter Plus	0	0	1
	VASH	1	0	2
	NED	0	3	0
Move-outs	Section 8	6	7	6
	Shelter Plus	0	2	1

	VASH	0	2	0
	NED	1	0	0
Transfers	Section 8	2	1	0
	Shelter Plus	0	0	0
	VASH	0	1	0
	NED	1	0	0
Waiting list:		397	308	401

Section 8 waiting list was opened on January 2, 2015

**OPERATIONS REPORT
12/31/2019**

PUBLIC HOUSING

TURNOVERS:

	<u>In December:</u>			
1 bedroom:	1		Move outs:	3
2 bedroom:	3		Terminations:	0
3 bedroom:	1		Evictions:	0
4 bedroom:	0		Transfers:	0
5 bedroom:	0		Skips:	0
			Lease-ups:	5

RENTS:

	<u>12/19</u>	<u>12/18</u>	<u>12/17</u>
Highest	\$1,147	\$778	\$992
Lowest:	(\$211)	(\$191)	(\$191)
Total:	\$32,119	\$29,640	\$23,211
Average:	\$209	\$191	\$154
Utility checks:	40	36	47

WAITING LIST:

	<u>12/19</u>	<u>12/18</u>	<u>12/17</u>
1 bedroom:	25	8	0
2 bedroom:	67	55	73
3 bedroom:	23	24	16
4 bedroom:	5	9	5
5 bedroom:	<u>3</u>	<u>3</u>	<u>2</u>
	123	99	96

MOVE OUTS:

	<u>MI date</u>	<u>MO date</u>	<u>Rent</u>	<u>SD paid</u>	<u>Owe</u>	<u>Refund</u>	<u>Reason</u>
AB	1/31/19	12/9/19	\$473	\$929.50		\$807	Tenant Notice
CH	11/19/18	12/16/19	\$24	\$500		\$368.50	Tenant Notice
RW	3/5/19	12/23/19	\$266	\$500		\$7	Tenant Notice

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>12/19</u>	<u>12/18</u>	<u>12/17</u>
Section 8 Baseline units	317	317	317
Total under lease effective 12/31/19:	309	301	279
Total issued but not leased:	11	13	0
Total Shelter Plus under lease	15	12	23
Total VASH under lease	27	24	27
Total Mainstream under lease	21	10	0

Voucher Turnover:

		<u>12/19</u>	<u>12/18</u>	<u>12/17</u>
New Move-ins	Section 8	3	5	0
	Shelter Plus	0	0	0
	VASH	0	1	2
	NED	0	5	0
Move-outs	Section 8	0	2	5
	Shelter Plus	0	0	1
	VASH	0	1	0
	NED	0	0	0

Transfers	Section 8	0	0	0
	Shelter Plus	0	0	0
	VASH	0	1	1
	NED	0	0	0
Waiting list:		354	239	389

Section 8 waiting list was opened on January 2, 2015

FINANCIAL SUMMARY

November 2019

COCC

YTD COCC revenue is under budget by \$3,513. Annual management fees from Public Housing of \$19,440 are budgeted monthly, but are drawn down as a lump sum which accounts for a \$8,100 decrease. Interest revenue is over budget \$3,104. Management fee revenue based on PH and S8 occupancy are over budget by \$1,590.

YTD COCC expenses are under budget by \$3,923. Staff training and travel are under budget by \$4,704. Legal and computer services are under budget by a \$1,042 and \$1,083, respectively. Insurance and general expenses are over budget by a total of \$1,432, and audit fees are over budget by \$1,113.

Public Housing

YTD Public Housing revenue is over budget by \$20,564, primarily consisting of higher than expected rental income of \$16,457.

YTD Public Housing expenses are under budget by \$13,194. The administrative asset management fee of \$19,440 is budgeted monthly, but drawn down as a lump sum, accounting for a \$8,100 decrease. Maintenance wages and benefits are below budget by \$4,690. Legal expenses are under budget by \$3,348.

Section 8

YTD Section 8 administrative revenue is over budget by \$3,287. Retroactive HUD admin fees of \$3,866 for their 2018 calendar year reconciliation were received in July.

YTD Section 8 administrative expenses are under budget by \$11,084. This variance is due to a position vacancy and staff reallocation.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. A loan of \$3,500 was made in November to cover the administrative deficit, resulting in a total loan balance of \$13,500 on November 30. This loan is reflected on the balance sheet of both programs.

As of November 30, the Net Restricted Position is \$44,084. This does not include unspent Mainstream funding of \$1,870. These funds are held by the housing authority and restricted in use for future HAP expenses.

Funding and expenses for VASH Extraordinary Fees are being tracked and reported separately. This funding is for direct services to veterans to increase our leasing success rate.

Shelter Plus Care

YTD Shelter Plus Care administrative revenue is over budget by \$1,502. A \$1,500 grant from Aetna was received in November.

YTD Shelter Plus Care administrative expenses are over budget by \$734. This variance consists of small overages in administrative salaries and audit, verification, and inspection expenses.

COCC continues to loan funds to Shelter Plus Care to cover the administrative expense shortage. A loan repayment to COCC of \$1,000 was made in November, resulting in a total loan balance of \$4,400 on November 30. This loan is reflected on the balance sheet of both programs.

Investments & Pledged Amounts

November 2019

	Bennington State Bank	First Bank Kansas	Total by Program
LOW RENT:			
Petty Cash	\$ 50.00		
Checking	\$ 224,183.52		
Money Market	\$ 399,648.34		
Checking-Cafeteria Plan	\$ 4,600.00		
CD #100014931	\$ 156,861.85		
CD #6710111		\$ 112,137.24	
CD #6713580		\$ 105,582.47	
CD # 6710214		\$ 112,150.93	
CD #6706887		\$ 65,764.59	\$ 1,180,978.94
COCC:			
Checking	\$ 618,375.19		
Money Market FSS Escrow		\$ 48,135.68	\$ 666,510.87
SECTION 8/VASH:			
Checking	\$ 53,478.25		
Checking - VASH EAF	\$ 25,386.63		\$ 78,864.88
HOME:			
Checking	\$ 265,906.62		
CD #6710324		\$ 33,155.50	*
CD #101395		\$ 29,847.54	\$ 328,909.66
SHELTER PLUS CARE:			
Checking	\$ 1,455.65		\$ 1,455.65
TBRA:			
Checking	\$ 1,010.98		\$ 1,010.98
SHA Assets:	\$ 1,750,957.03	\$ 506,773.95	\$ 2,257,730.98
Percentage of Total Invest:	78%	22%	100%
			\$ 2,257,730.98
AMOUNTS PLEDGED:	\$ 1,555,000.00	\$ 750,000.00	
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00	
	\$ 1,805,000.00	\$ 1,000,000.00	
Over (Under) Pledged	\$ 54,042.97	\$ 493,226.05	
Date of pledge:	11/30/2019	11/30/2019	

* CD of \$33,155.50 matured 11/12/2019 and was renewed for 12 months at 1.35%

COCC - November 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	\$ 18,253	\$ 19,516	94%	\$ 91,379	\$ 97,580	94%	\$ 234,193
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 14,303	\$ 14,304	100%	\$ 34,330
Interest	\$ 726	\$ 333	218%	\$ 4,771	\$ 1,667	286%	\$ 4,000
Other Income	\$ 19	\$ 110	17%	\$ 135	\$ 550	25%	\$ 1,320
Totals	\$ 21,858	\$ 22,820	96%	\$ 110,588	\$ 114,101	97%	\$ 273,843
Expenses							
Administrative	\$ 19,144	\$ 20,102	95%	\$ 94,892	\$ 100,510	94%	\$ 241,225
Utilities	\$ 122	\$ 125	98%	\$ 819	\$ 625	131%	\$ 1,500
Maintenance	\$ 183	\$ 225	81%	\$ 1,162	\$ 1,125	103%	\$ 2,700
Protective Services	\$ 66	\$ 17	395%	\$ 117	\$ 83	140%	\$ 200
General/Insurance	\$ 74	\$ 342	22%	\$ 3,140	\$ 1,708	184%	\$ 4,100
Total Expenses	\$ 19,589	\$ 20,810	94%	\$ 100,129	\$ 104,052	96%	\$ 249,725
Profit or (Loss) for Year	2,269	2,010		10,458	10,049		24,118
	Profit	Profit		Profit	Profit		Profit

Public Housing - November 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	\$ 26,851	\$ 24,583	109%	\$ 139,374	\$ 122,917	113%	\$ 295,000
Other Income	\$ 14,847	\$ 12,665	117%	\$ 62,208	\$ 63,325	98%	\$ 151,981
Interest	\$ 1,378	\$ 542	254%	\$ 4,519	\$ 2,708	167%	\$ 6,500
Operating Subsidy	\$ 32,539	\$ 31,625	103%	\$ 161,538	\$ 158,125	102%	\$ 379,500
Totals	\$ 75,615	\$ 69,415	109%	\$ 367,639	\$ 347,075	106%	\$ 832,981
Expenses							
Administrative	\$ 31,800	\$ 27,493	116%	\$ 131,066	\$ 137,464	95%	\$ 329,914
Tenant Services	\$ -	\$ 319	0%	\$ 2,220	\$ 1,594	139%	\$ 3,825
Utilities	\$ 987	\$ 1,342	74%	\$ 5,306	\$ 6,708	79%	\$ 16,100
Maintenance	\$ 22,205	\$ 25,562	87%	\$ 121,800	\$ 127,812	95%	\$ 306,748
General/Insurance/Coll Loss	\$ 11,512	\$ 13,402	86%	\$ 67,000	\$ 67,008	100%	\$ 160,820
Casualty Loss/Extraordinary	\$ -	\$ -		\$ -	\$ -		\$ -
Total Expenses	\$ 66,503	\$ 68,117	98%	\$ 327,392	\$ 340,586	96%	\$ 817,407
Profit or (Loss) for Year	9,112	1,298		40,247	6,489		15,574
	Profit	Profit		Profit	Profit		Profit

Section 8 - November 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin Fees Earned	\$ 14,823	\$ 14,845	100%	\$ 76,777	\$ 74,223	103%	\$ 178,135
Interest	\$ 14	\$ 4		\$ 64	\$ 21		\$ 50
TBRA and Other Fees	\$ -	\$ 98	0%	\$ 83	\$ 492	17%	\$ 1,181
Fraud Recovery	\$ 161	\$ 120	134%	\$ 1,701	\$ 602	283%	\$ 1,444
Totals	14,999	15,068	100%	78,625	75,338	104%	180,810

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Expenses							
Administrative	\$ 14,567	\$ 15,233	96%	\$ 65,081	\$ 76,165	85%	\$ 182,795
Total Expenses	14,567	15,233	96%	65,081	76,165	85%	182,795

Profit or (Loss) for Year	431	(165)		13,544	(827)		(1,985)
	Profit	Loss		Profit	Loss		Loss

VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ 80	\$ -	0%	\$ 10,613	\$ -	0%	\$ -
Balance	(80)	\$ -	0%	\$ 25,387	\$ -	0%	\$ -

Shelter Plus Care - November 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Grant Revenue	\$ 454	\$ 454	100%	\$ 2,269	\$ 2,269	100%	\$ 5,445
Admin Fees Earned	\$ -	\$ -		\$ -	\$ -		\$ -
Other Misc Revenue	\$ 1,500	\$ -		\$ 1,500	\$ -		\$ -
Interest	\$ 0	\$ -		\$ 2	\$ -		\$ -
Totals	1,954	454	431%	3,771	2,269	166%	5,445

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Expenses							
Administrative	\$ 1,185	\$ 620	191%	\$ 3,834	\$ 3,100	124%	\$ 7,441
Total Expenses	1,185	620	191%	3,834	3,100	124%	7,441

Profit or (Loss) for Year	769	(166)		(63)	(832)		(1,996)
----------------------------------	------------	--------------	--	-------------	--------------	--	----------------

Salina Housing Authority at 11/30/19
Balance Sheet after 5 Months of Fiscal Year

	Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Total					
	COCC	Low Rent/Grants	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total	COCC	Low Rent/Grants	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total
Assets:														
Checking & other cash	618,375	628,482	78,865	265,907	1,011	1,456	1,594,095							
Investments	48,136	52,497	-	63,003	-	-	663,636							
Total Cash & Invests	666,511	1,180,979	78,865	328,910	1,011	1,456	2,257,731							
Tenant Acct Rec		6,254					6,254							
Tenant Acct Rec-Fraud		4,163					4,163							
Tenant Acct Rec-Sec Dep		(986)					(986)							
Allow for Doubt Acct		36,157					36,157							
Acct Rec Other Pgm	18,900	5,764	11,979				36,643							
Acct Rec Other	700						700							
Prepaid Insurance														
Material Inventory		30,954					30,954							
Pension Deferred Outflows	7,341	14,437	2,692				24,470							
Subsequent Pension Pmts	13,278	20,327	4,018				37,624							
Development Deferred Outflows		66,425					66,425							
Total Current Assets	706,730	1,364,473	97,554	328,910	1,011	1,456	2,500,134							
Liabilities:														
Security Deposits		93,956					93,956							
Payroll Deductions		333					333							
Acc't Pay Other Pgm	48,136		13,500		1,000	4,400	67,036							
Acc't Pay Other		2,500					2,500							
Compensated Absence	11,998	17,737	139			7	29,882							
Accrued Payroll	11,748	20,349	1,639			166	33,902							
Accrued Payroll Taxes	834	1,449	120			1,168	3,570							
Pension Deferred Inflows	5,480	10,778	2,009				18,267							
Miscellaneous		4,148	56				4,204							
PILOT: Prior Year														
Current Year		10,837					10,837							
FSS Escrow		36,157	11,937				48,094							
Total Current Liabilities	0.11	78,195	0.30	29,399	0.99	5,741	113,321							

Income Statement after 5 Months of Fiscal Year

	Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Totals					
	COCC	Low Rent/Grants	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total	COCC	Low Rent/Grants	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total
Revenues:														
Admin Fees Earned			14,823	76,777	-	454	91,054							
Bookkeeping/Mgmt Fees	18,253	91,379					109,632							
Total Rents	2,861	14,303					17,164							
Interest	726	4,771	14	395	482	0	6,378							
Misc	19	135	161	1,784			2,099							
Subsidy														
Gain/Loss on Sale														
Total Revenues	21,858	110,588	14,999	78,625	482	454	193,538							
Expenses														
Administrative	19,144	94,892	13,745	61,376		1,144	179,357							
Tenant Services														
Utilities	122	819					941							
Maintenance	183	1,162	743	2,380		38	4,478							
Insurance/General/Bad Debt	140	3,257	79	1,324		2	5,792							
Other Expenditures														
Casualty Loss/Grant receipt														
Total Expenses	19,589	100,130	14,567	65,081	170	1,185	185,173							
Depreciation Expense														
Profit or (Loss) for Year	2,269	10,458	431	13,544	312	(731)	8,365							
PHA Payments to LL			110,202	547,603		5,402	663,207							
HUD Payments to PHA			109,276	580,836		5,563	695,675							
Units Leased			332	1,650		13	1,995							

CFP Grant Year 2018 - November 2019

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	-	-	\$ 3,000	0%
Concrete	-	-	\$ 2,000	0%
Roofs	-	2,396	\$ 18,000	13%
Floors	-	1,344	\$ 25,000	5%
Kitchens	812	11,578	\$ 35,000	33%
Bathrooms	510	8,964	\$ 25,000	36%
HVAC/Electrical	1,900	19,219	\$ 16,870	114%
Foundations	-	380	\$ -	
Interior Plumbing	1,904	12,705	\$ 14,000	91%
Siding	-	428	\$ 1,000	43%
Windows	-	2,013	\$ 2,000	101%
Other Attached Exterior/Gutters	-	-	\$ 2,000	0%
Doors	225	7,955	\$ 10,000	80%
Decks	-	2,987	\$ -	
Stoves & Refrigerators	-	17,634	\$ 20,000	88%
Maintenance Labor & Benefits	3,229	13,473	\$ 14,833	91%
Total Unit Expenses	8,579	\$ 101,076	\$ 188,703	54%
Sheds	-	-	\$ -	
Maintenance Buildings	-	-	\$ 5,000	0%
Contracting Labor & Benefits	46	2,705	\$ 4,500	60%
COCC Management Fees	2,430	26,730	\$ 29,244	91%
Transferred to Operations	5,000	55,000	\$ 65,000	85%
Total CFP 2018 Expenses	16,055	\$ 185,512	\$ 292,447	63%

Grant expenditures began January 2019.

FINANCIAL SUMMARY

December 2019

COCC

YTD COCC revenue is under budget by \$4,434. Annual management fees from Public Housing of \$19,440 are budgeted monthly, but are drawn down as a lump sum which accounts for a \$9,720 decrease. Interest revenue is over budget \$3,515. Management fee revenue based on PH and S8 occupancy are over budget by \$1,974.

YTD COCC expenses are under budget by \$6,674. Staff training and travel are under budget by \$5,926. Legal and computer services are under budget by \$1,250 and \$1,292, respectively. Insurance and general expenses are over budget by a total of \$1,242, and audit fees are over budget by \$950.

Public Housing

YTD Public Housing revenue is over budget by \$34,117, primarily consisting of higher than expected rental income. Rental income is over budget by \$22,048 and HUD operating subsidy is over budget by \$10,164.

YTD Public Housing expenses are under budget by \$18,873. The administrative asset management fee of \$19,440 is budgeted monthly, but drawn down as a lump sum, accounting for a \$9,720 decrease. Maintenance wages and benefits are below budget by \$5,747. Legal expenses are under budget by \$3,849.

Section 8

YTD Section 8 administrative revenue is over budget by \$11,494. Retroactive HUD admin fees of \$3,866 for the 2018 calendar year reconciliation were received in July, and \$8,072 for the July-Sept 2019 reconciliation were received in December.

YTD Section 8 administrative expenses are under budget by \$12,989. This variance is due to a position vacancy and staff reallocation.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. A loan repayment to COCC of \$5,500 was made in December, resulting in a total loan balance of \$8,000 on December 31. This loan is reflected on the balance sheet of both programs.

As of December 31, the Net Restricted Position is \$48,393. This does not include unspent Mainstream funding of \$11,240. These funds are held by the housing authority and restricted in use for future HAP expenses.

Funding and expenses for VASH Extraordinary Fees are being tracked and reported separately. This funding is for direct services to veterans to increase our leasing success rate.

Shelter Plus Care

YTD Shelter Plus Care administrative revenue is over budget by \$1,502. A \$1,500 grant from Aetna was received in November.

YTD Shelter Plus Care administrative expenses are over budget by \$769. This variance consists of small overages in administrative salaries and audit, verification, and inspection expenses.

COCC continues to loan funds to Shelter Plus Care to cover the administrative expense shortage. A loan of \$500 was made in December to cover the administrative deficit, resulting in a total loan balance of \$4,900 on December 31. This loan is reflected on the balance sheet of both programs.

Investments & Pledged Amounts

December 2019

	Bennington State Bank	First Bank Kansas	Total by Program
LOW RENT:			
Petty Cash	\$ 50.00		
Checking	\$ 153,533.55		
Money Market	\$ 400,140.51		
Checking-Cafeteria Plan	\$ 4,641.28		
CD #100014931	\$ 156,861.85		
CD #6710111		\$ 112,137.24	
CD #6713580		\$ 105,582.47	
CD # 6710214		\$ 112,150.93	
CD #6706887		\$ 65,764.59	\$ 1,110,862.42
COCC:			
Checking	\$ 629,605.19		
Money Market FSS Escrow		\$ 51,295.91	\$ 680,901.10
SECTION 8/VASH:			
Checking	\$ 70,776.05		
Checking - VASH EAF	\$ 25,225.07		\$ 96,001.12
HOME:			
Checking	\$ 265,947.54		
CD #6710324		\$ 33,155.50	
CD #101395		\$ 29,847.54	\$ 328,950.58
SHELTER PLUS CARE:			
Checking	\$ 1,651.66		\$ 1,651.66
TBRA:			
Checking	\$ 1,011.18		\$ 1,011.18
SHA Assets:	\$ 1,709,443.88	\$ 509,934.18	\$ 2,219,378.06
Percentage of Total Invest:	77%	23%	100%
			\$ 2,219,378.06
AMOUNTS PLEDGED:	\$ 1,575,000.00	\$ 750,000.00	
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00	
	\$ 1,825,000.00	\$ 1,000,000.00	
Over (Under) Pledged	\$ 115,556.12	\$ 490,065.82	
Date of pledge:	12/31/2019	12/31/2019	

COCC - December 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	\$ 18,278	\$ 19,516	94%	\$ 109,657	\$ 117,097	94%	\$ 234,193
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 17,164	\$ 17,165	100%	\$ 34,330
Interest	\$ 744	\$ 333	223%	\$ 5,515	\$ 2,000	276%	\$ 4,000
Other Income	\$ 17	\$ 110	15%	\$ 152	\$ 660	23%	\$ 1,320
Totals	21,900	22,820	96%	\$ 132,488	136,922	97%	273,843
Expenses							
Administrative	\$ 17,833	\$ 20,102	89%	\$ 112,725	\$ 120,613	93%	\$ 241,225
Utilities	\$ -	\$ 125	0%	\$ 819	\$ 750	109%	\$ 1,500
Maintenance	\$ 75	\$ 225	33%	\$ 1,236	\$ 1,350	92%	\$ 2,700
Protective Services	\$ -	\$ 17	0%	\$ 117	\$ 100	117%	\$ 200
General/Insurance	\$ 152	\$ 342	44%	\$ 3,292	\$ 2,050	161%	\$ 4,100
Total Expenses	18,060	20,810	87%	118,189	124,863	95%	249,725
Profit or (Loss) for Year	3,840	2,010		14,298	12,059		24,118
	Profit	Profit		Profit	Profit		Profit

Public Housing - December 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	\$ 30,174	\$ 24,583	123%	\$ 169,548	\$ 147,500	115%	\$ 295,000
Other Income	\$ 13,874	\$ 12,665	110%	\$ 76,082	\$ 75,991	100%	\$ 151,981
Interest	\$ 545	\$ 542	101%	\$ 5,064	\$ 3,250	156%	\$ 6,500
Operating Subsidy	\$ 38,376	\$ 31,625	121%	\$ 199,914	\$ 189,750	105%	\$ 379,500
Totals	82,969	69,415	120%	450,608	416,491	108%	832,981
Expenses							
Administrative	\$ 26,589	\$ 27,493	97%	\$ 157,656	\$ 164,957	96%	\$ 329,914
Tenant Services	\$ -	\$ 319	0%	\$ 2,220	\$ 1,913	116%	\$ 3,825
Utilities	\$ 765	\$ 1,342	57%	\$ 6,070	\$ 8,050	75%	\$ 16,100
Maintenance	\$ 23,495	\$ 25,562	92%	\$ 145,296	\$ 153,374	95%	\$ 306,748
General/Insurance/Coll Loss	\$ 11,590	\$ 13,402	86%	\$ 78,590	\$ 80,410	98%	\$ 160,820
Casualty Loss/Extraordinary	\$ -	\$ -		\$ -	\$ -		\$ -
Total Expenses	62,439	68,117	92%	389,831	408,704	95%	817,407
Profit or (Loss) for Year	20,530	1,298		60,776	7,787		15,574
	Profit	Profit		Profit	Profit		Profit

Section 8 - December 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin Fees Earned	\$ 22,895	\$ 14,845	154%	\$ 99,672	\$ 89,068	112%	\$ 178,135
Interest	\$ 18	\$ 4		\$ 82	\$ 25		\$ 50
TBRA and Other Fees	\$ -	\$ 98	0%	\$ 83	\$ 591	14%	\$ 1,181
Fraud Recovery	\$ 361	\$ 120	300%	\$ 2,062	\$ 722	286%	\$ 1,444
Totals	23,274	15,068	154%	101,899	90,405	113%	180,810
Expenses							
Administrative	\$ 13,328	\$ 15,233	87%	\$ 78,409	\$ 91,398	86%	\$ 182,795
Total Expenses	13,328	15,233	87%	78,409	91,398	86%	182,795

Profit or (Loss) for Year
 Profit Loss Profit Loss
 9,945 (165) 23,490 (993)
 (1,985)

VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ 162	\$ -	0%	\$ 10,775	\$ -	0%	\$ -
Balance	\$ (162)	\$ -	0%	\$ 25,225	\$ -	0%	\$ -

Shelter Plus Care - December 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Grant Revenue	\$ 454	\$ 454	100%	\$ 2,723	\$ 2,723	100%	\$ 5,445
Admin Fees Earned	\$ -	\$ -		\$ -	\$ -		\$ -
Other Misc Revenue	\$ -	\$ -		\$ 1,500	\$ -		\$ -
Interest	\$ 0	\$ -		\$ 2	\$ -		\$ -
Totals	454	454	100%	4,225	2,723	155%	5,445
Expenses							
Administrative	\$ 657	\$ 620	106%	\$ 4,490	\$ 3,721	121%	\$ 7,441
Total Expenses	657	620	106%	4,490	3,721	121%	7,441

Profit or (Loss) for Year
 (203) (166) (266) (998)
 (1,996)

27.

Salina Housing Authority at 12/31/19
Balance Sheet after 6 Months of Fiscal Year

Assets:	COCC		Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Total
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	
Checking & other cash	629,605		96,001		265,948		1,011		1,652		1,552,582
Investments	51,296		-		63,003						666,796
Total Cash & Invests	680,901		96,001		328,951		1,011		1,652		2,219,378
Tenant Acct Rec			5,944								5,944
Tenant Acct Rec-Fraud			4,623								4,623
Tenant Acct Rec-Sec Dep											
Allow for Doubt Acct			(986)								(986)
Acct Rec Other Prgms	13,900		38,882		12,749						65,531
Acct Rec Other	-		4,618		-						4,618
Prepaid Insurance	-		94,009								94,009
Material Inventory	-		30,954								30,954
Pension Deferred Outflows	7,341		14,437		2,692						24,470
Subsequent Pension Pmts	13,278		20,327		4,018						37,624
Development Deferred Outflows			66,425								66,425
Total Current Assets	715,420		1,390,095		328,951		1,011		1,652		2,552,590
Liabilities:											
Security Deposits			93,980								93,980
Payroll Deductions			373								373
Acct Pay Other Prgms	51,631				8,000		1,000		4,900		65,531
Acct Pay Other			2,500								2,500
Compensated Absence	11,998		17,737		139				7		29,882
Accrued Payroll	11,756		20,788		1,700				177		34,421
Accrued Payroll Taxes	837		1,481		124				13		2,455
Pension Deferred Inflows	5,480		10,778		2,009						18,267
Miscellaneous			4,148								4,204
PILOT: Prior Year			-		56						-
PILOT: Current Year			13,005								13,005
FSS Escrow			38,547		12,749						51,296
Total Current Liabilities	81,703		203,337		24,778		1,000		5,097		315,914

Income Statement after 6 Months of Fiscal Year

Revenues:	COCC		Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Totals
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	
Admin Fees Earned			22,895		99,672		-		454		102,395
Bookkeeping/Mgmt Fees	18,278										18,278
Total Rents	2,861		30,174								109,657
Interest	744		545		82		0		0		33,035
Misc	17		13,874		2,145		1		2		11,222
Subsidy			38,376						1,500		14,252
Gain/Loss on Sale											38,376
Total Revenues	21,900		132,488		101,899		1		454		128,671
Expenses											
Administrative	17,833		12,724		74,100				566		63,510
Tenant Services											380,246
Utilities			819								2,220
Maintenance	75		25,459		2,907				88		765
Insurance/General/Bad Debt	152		78		1,402				2		26,148
Other Expenditures											182,639
Casualty Loss/Grant receipt			(17,744)								83,425
Total Expenses	18,060		118,189		78,409		0		4,990		(105,446)
Depreciation Expense											84,499
Profit or (Loss) for Year	3,840		14,298		23,490		1		(203)		44,172
PHA Payments to LL			109,729		659,033				7,053		698,939
HUD Payments to PHA			122,112		702,948				6,940		129,052
Units Leased			333		1,983				15		348
											2,071

25

CFP Grant Year 2018 - December 2019

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	-	-	\$ 3,000	0%
Concrete	-	-	\$ 2,000	0%
Roofs	-	2,396	\$ 18,000	13%
Floors	1,550	2,894	\$ 25,000	12%
Kitchens	85	11,663	\$ 35,000	33%
Bathrooms	2,067	11,031	\$ 25,000	44%
HVAC/Electrical	1,965	21,184	\$ 16,870	126%
Foundations	-	380	-	
Interior Plumbing	1,076	13,780	\$ 14,000	98%
Siding	-	428	\$ 1,000	43%
Windows	-	2,013	\$ 2,000	101%
Other Attached Exterior/Gutters	-	-	\$ 2,000	0%
Doors	-	7,955	\$ 10,000	80%
Decks	-	2,987	-	
Stoves & Refrigerators	3,276	20,910	\$ 20,000	105%
Maintenance Labor & Benefits	1,882	15,354	\$ 14,833	104%
Total Unit Expenses	11,900	112,976	\$ 188,703	60%
Sheds	-	-	\$ -	
Maintenance Buildings	-	-	\$ 5,000	0%
Contracting Labor & Benefits	82	2,787	\$ 4,500	62%
COCC Management Fees	2,514	29,244	\$ 29,244	100%
Transferred to Operations	10,000	65,000	\$ 65,000	100%
Total CFP 2018 Expenses	24,496	210,007	\$ 292,447	72%

Grant expenditures began January 2019.

SALINA HOUSING AUTHORITY
January 2020

TINA R. BARTLETT, MBA, CS-PHM
EXECUTIVE DIRECTOR

Financial:

The Salina Housing Authority received \$33,025 in Operating Subsidy in January for Public Housing. We received \$128,555 for January HAP funding for the Section 8 programs, which includes \$24,737 restricted for Mainstream vouchers. We have approximately \$50,000 remaining Net Restricted Assets for Section 8 vouchers and an additional \$28,600 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$15,339 for December. As discussed and approved in the budget, we will continue to assess full management fees to the Section 8 program but loan funds back to the Section 8 program to cover variances. The total amount of the loan as of December 31 is \$8,000.

Program Updates:

The SHA submitted application for the Tenant Based Rental Assistance (TBRA) program administered by the Kansas Housing Resource Corporation (KHRC). The application deadline was June 28, 2019. The funding is used to operate our Security Deposit Assistance program. We have applied for and received approximately \$75,000 each year. We are awaiting a determination of the request.

The SHA submitted application to the Continuum of Care for the Shelter Plus Care program that we administer. The program addresses individuals who have a disability and are chronically homeless. With the assistance of case management, we house approximately 25 families currently. The SHA is applying for a new program instead of renewing the current in hopes of raising the administrative fee and serving more tenants.

On December 31st HUD announced the awards for the Family Self-Sufficiency Programs (FSS) The SHA was awarded \$50,000 toward its Family Self-Sufficiency grant. The grant covers salary and benefits for the Family Self-Sufficiency coordinator and is used to help residents increase their earned income and reduce their dependency on public assistance and rental subsidies through focused case management. This grant period is one year and begins February 19, 2020.

HUD Regulation/Legislative

Congress has enacted H.R. 1865, the final 2020 spending package for HUD and other federal agencies. The bill provides more than \$12 billion above the President's request for HUD programs. The spending package includes increased funding for tenant-based rental assistance, the public housing capital fund, HOME Investment Partnerships, and Choice Neighborhoods, among other programs; however, public housing operating funds have been decreased by \$104 million in comparison to fiscal year (FY) 2019. The package also includes \$25 million for a mobility voucher demonstration to help families with young children to move to areas of opportunity, and \$1 billion for areas impacted by California wildfires in 2017.

In December, HUD released Operating Fund subsidy for the month of February and approximately two thirds of March. This was based on 2019 eligibility to ensure subsidy was available in case of government shutdown. Since Congress passed the 2020 Appropriation Act, there is no longer a risk of a government shutdown. As a result of HUD using 2019 eligibility instead of 2020 prepopulated data, we will likely see significant fluctuations in Operating Fund when they are obligated later in the spring.

Management

We are waiting for the Government to appeal the decision by the Claims Court awarding damages in the aggregate amount of \$132,656,951 for the Operating Fund litigation. Currently, the Government's first brief is due January 31. They have already filed two extensions so we assume the court will not grant another. By the time the remaining briefs are filed, arguments heard, and a decision made it will probably be late this year. However, it is very possible that we won't receive a decision until early next year.

Dennis Morgan worked with staff on updating our ADMIN plan for Section 8 to cover changes regarding project-based vouchers, RAD vouchers, relocation plans and conversion options.

Once every three years the SHA requests proposals for Auditors. The RFP was sent our January 7, 2020. Proposals are due on February 4, 2020. We hope to have a decision made by the end of February for a new 2020-2022 contract.

Kim Deal, Finance Manager, has decided to move to Wisconsin. She will continue to work with us over the next couple months to hire and train her replacement.

Training/Education

The Executive Director will be attending Conquering Low-Income Housing Tax credit compliance February 25-27 in Topeka, KS. This training covers LIHTC laws and regulations.

The Director did not attend the SW NAHRO Winter Committee in Grapevine due to scheduling conflicts.

OLD BUSINESS

a. Development Update

NEW BUSINESS

- a. Resolution No. 2020-1035 Approving
Write-offs

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO

January 7, 2020

From: Kim Deal, Finance Manager

Meeting: January 28, 2020

Subject: Write-off of Uncollectible Accounts

BACKGROUND

At least annually, the Salina Housing Authority performs a write-off of accounts determined to be uncollectible to remove them from the accounting records.

Uncollectible accounts result when tenants have vacated Housing Authority property and left a balance due. The account is moved into collection loss and all balances owing over \$25 and supported by documentation are turned over to the Kansas Department of Revenue Setoff Division for collection against any State tax refunds, unclaimed property refunds and KPERS distributions.

The Salina Housing Authority budgeted \$18,000 for the write-off of uncollectible accounts (net of collections) in FY2020. The collection from the Kansas Department of Revenue Setoff Division is offset on this account. We have received \$3,726 to date this fiscal year in Setoff proceeds and \$1,131 in direct collections for a total of \$4,857 in collections. Collections from Setoff peak during income tax filing season.

DISCUSSION

The Salina Housing Authority has identified one Section 8 account totaling \$767.50 and five Public Housing accounts totaling \$10,809.01 as uncollectible because the tenants have left the program with a balance owing.

Although written off accounts are officially removed from the books of the Housing Authority, they remain as due and collectible. The residents whose accounts are being written off will not be allowed to receive any type of assistance from programs administered, managed or funded by the Salina Housing Authority until the balance is paid in full. This balance due may also hinder their ability to receive assistance through other agencies administering low-income housing programs.

When a Public Housing resident vacates owing money to the Housing Authority, a Statement of Security Deposit is sent to the resident's forwarding or last known address, advising of the charges and how the Security Deposit was used. The resident is also advised that payments on the balance will be applied to his account, but will not stop other collection efforts.

The State of Kansas Set Off Program is utilized for collection of delinquent vacated accounts through garnishment of state income tax refunds, state Homestead refunds and unclaimed property. In addition, the Housing Authority utilizes the EIV software through HUD, which locates vacated residents who apply for and/or receive assistance from other Housing Authorities. Staff is continually researching other areas that may assist in collecting delinquent vacated accounts.

Should a former resident who owes money wish to be re-admitted to housing, he or she must first pay the debt, as well as meet other eligibility criteria.

ALTERNATIVES

It appears the Commission has the following alternatives concerning the issue at hand. The Commission may:

1. Approve Resolution No. 2020-1035 to write-off \$11,576.51 in uncollectible accounts.
2. Do not approve Resolution No. 2020-1035 to write-off \$11,576.51 in uncollectible accounts.
3. Modify the items to meet the needs of the Commission.

RECOMMENDATION

Salina Housing Authority staff recommends approval of Resolution No. 2020-1035 to write-off \$11,576.51 in uncollectible accounts.

POSSIBLE MOTION

Adopt Resolution No. 2020-1035, approving the write-off of \$11,576.51 in uncollectible accounts.

Attachments:

1. Schedule of Accounts for Write-Off
2. Resolution No 2020-1035

Salina Housing Authority
A/R Balance Due Report

Program	Tenant	Amount
Section 8	99605	\$ 767.50
Total		\$ 767.50

Program	Tenant	Amount
Public Housing	10959	\$ 1,090.10
	11981	\$ 694.02
	12236	\$ 669.00
	14724	\$ 7,164.89
	15371	\$ 1,191.00
Total		\$ 10,809.01

Total \$ 11,576.51

Summary of Balances Owed:

Past Due Amounts	\$ 510.52
Current Month Rent/Late Fees	\$ 762.00
Utility Expense	\$ -
Formal Agreements	\$ 1,838.50
Court Fees	\$ 1,230.50
Maint Charges at Moveout	\$ 9,884.99
Security Deposits Applied	\$ (2,650.00)
Balances Due	<u>\$ 11,576.51</u>

RESOLUTION 2020-1035

SALINA HOUSING AUTHORITY

APPROVING THE WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

WHEREAS, the Salina Housing Authority has elected to write-off vacated Tenant's Accounts determined uncollectible in the amount of \$11,576.51, representing vacated tenants who are now deceased, declared bankrupt, no longer living in the area, or the balance remains as otherwise uncollectible; and

WHEREAS, it is necessary to remove these balances from the books as a bookkeeping measure to meet accounting requirements; and

WHEREAS, the Salina Housing Authority will submit eligible accounts to the State of Kansas Set-Off program for collection; and

WHEREAS, a listing of said accounts will be kept on file by the Salina Housing Authority to ensure that the resident is not re-admitted to programs administered, managed or funded by the Salina Housing Authority until such time the account is paid in full.

NOW, THEREFORE, BE IT RESOLVED by the Salina Housing Authority Board of Commissioners that \$11,576.51 in vacated tenant's accounts is written off the books of the Salina Housing Authority as an accounting procedure.

After discussion, Commissioner _____ moved that said Resolution be finally adopted as read; Commissioner _____ seconded the motion. The question being put upon final adoption of said Resolution; the roll was called with the following result:

AYES _____

NAYS _____

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 28th day of January 2020.

ATTEST:

Tina Bartlett, Secretary

Kimberly Trigg, Board Chair

NEW BUSINESS

b. Resolution No. 2020-1036 Disposal of
Property Assets

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO

January 6, 2020

From: Kim Deal, Finance Manager

Meeting: January 28, 2020

Subject: Adoption Resolution for disposal of property assets

BACKGROUND

According to Resolution #440 of the Salina Housing Authority, any personal property belonging to the Housing Authority that is no longer needed for Housing Authority operations shall be declared excess. Any such excess property valued at Five Hundred Dollars (\$500.00) or more, which is not being sold to a public body for a public use or to a non-profit organization for low-income housing related purposes (e.g. a resident organization), shall be sold at a public sale. If the estimated market value of the personal property offered for sale is less than Five Hundred Dollars (\$500.00), the Executive Director may negotiate a sale in the open market after such informal inquiry as he or she considers necessary to ensure a fair return to the Housing Authority. The sale shall be documented by an appropriate bill of sale. Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board of Commissioners. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, the Executive Director shall prepare a statement detailing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board of Commissioners for its approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

DISCUSSION

The Salina Housing Authority recently upgraded the security camera system in the office. The below proposed disposal includes the prior camera, software and installation expense. This asset has been fully depreciated.

Assets to be disposed of:

DESCRIPTION	PURCHASE DATE	PROGRAM(S)	PURCHASE PRICE
Camera & software	4/7/2009	PH/S8	\$830.00

ALTERNATIVES

It appears the Board of Commissioners has the following alternatives concerning the issue at hand. The Commission may:

1. Approve Resolution No. 2020-1036, authorizing disposal of fixed assets as listed in the resolution.
2. Deny approval of Resolution No. 2020-1036, authorizing disposal of fixed assets as listed in the resolution.
3. Modify the disposal of said assets to meet the needs of the Commission.
4. Table the request.

RECOMMENDATION

Staff recommends Resolution No. 2020-1036 be approved and the property removed from inventory to reflect accurate inventory and remain in compliance with federal regulations that require excess and obsolete equipment be removed from inventory.

POSSIBLE MOTION

Approve Resolution No. 2020-1036, authorizing disposal of fixed assets as listed in the resolution.

RESOLUTION NO. #2020-1036

**A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SALINA
DISPOSITION OF PROPERTY**

WHEREAS the Housing Authority of the City of Salina desires to dispose of unit inventory; and

WHEREAS the Executive Director has declared the attached inventory of property needs to be disposed of and removed from the Salina Housing Authority inventory.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Salina, Kansas, that the attached listed inventory property had been disposed of according to the Disposition Policy.

DESCRIPTION	PURCHASE DATE	PROGRAM(S)	PURCHASE PRICE
Camera & software	4/7/2009	PH/S8	\$830.00

After discussion, Commissioner _____ moved that said Resolution be finally adopted as read; the motion was seconded by Commissioner _____. The question being put upon final adoption of said Resolution; the roll was called with the following result:

AYES _____

NAYS _____

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 28th Day of January 2020.

ATTEST:

Tina Bartlett, Secretary

Kimberly Trigg, Board Chair