

# AGENDA

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Conference Room  
469 S. 5<sup>th</sup> Street – Salina, KS 67401  
Tuesday, February 24, 2020 – 4:30 PM

**AGENDA**

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA
- III. OPEN FORUM
- IV. CONSENT AGENDA ITEMS
  - a. Approve the Meeting Minutes of January 28, 2020
  - b. Approve the Secretary & Operations Reports from January 2020
  - c. Approve the Financials for January 2020
  - d. Approve the Director's Report
- V. OLD BUSINESS
  - a. Development Update
- VI. NEW BUSINESS
  - a. Approval of Auditor for FY20-FY22
- VII. COMMISSIONER'S COMMENTS
- VIII. EXECUTIVE SESSION
  - a. Request for executive session for discussion relating to personnel
  - b. Related action, if any
- IX. 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. 5<sup>th</sup> St., Salina, Kansas  
Tuesday, January 28, 2020  
4:30 PM

**MEMBERS PRESENT:** Kimberly Trigg  
Susan Weis  
Beth Bosch  
Eric Brown  
Taylor DeHerrera

**MEMBERS ABSENT:** None

**CITY COMMISSION LIAISON:** None

**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 4:30 PM by Commission Chair Trigg.

a. Ms. Taylor DeHerrera was introduced and welcomed as a new commissioner.

**II. APPROVAL OF AGENDA**

Ms. Weis moved to approve the agenda as presented. Mr. Brown seconded the motion. The motion carried 5-0.

**III. OPEN FORUM**

None.

**IV. CONSENT AGENDA ITEMS**

Ms. Bartlett informed the commissioners of a scheduling conflict on February 25. The regular meeting for February will be February 24 at 4:30 PM. Ms. Deal highlighted the use of additional Section 8 admin revenue and the increase in property insurance premiums. Ms. Bartlett reviewed grant award for FSS and the 2020 federal spending package.

Mr. Brown moved to approve the Consent Agenda Items a. through d. as presented, consisting of the minutes of the November 26, 2019 regular meeting, November 2019 and December 2019 Secretary and Operations reports, November 2019 and December 2019 financials, and the Director's report, with the change in February's regular meeting date. Ms. Weis seconded the motion. There being no further questions or comments, the motion carried 5-0.

**V. OLD BUSINESS**

a. Update on development - Ms. Bartlett provided an update on the requested letter of support from the City of Salina and an update on the pending purchase of property from Ashby House.

**VI. NEW BUSINESS**

a. Write-off of Uncollectible Accounts - Ms. Deal reviewed the uncollectible debt submitted for write off and explained the process. Mr. Brown moved to approve Resolution 2020-1035. Ms. Bosch seconded the motion. The motion carried 5-0.

b. Disposal of Assets – Ms. Deal requested approval to dispose of the office security camera system that was replaced in January. Ms. Weis moved to approve Resolution No 2020-1036. Ms. Bosch seconded the motion. The motion carried 5-0.

**VII. COMMISSIONERS' COMMENTS**

None

**VIII. ADJOURNMENT**

Mr. Brown moved to adjourn the meeting. Ms. Weis seconded the motion. Motion carried 5-0 and the meeting adjourned at 5:41 PM.

**Next regular meeting will be Monday, February 24, 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

2/24/2020

\_\_\_\_\_  
Kimberly Trigg, Board Chair

2/24/2020

# SECRETARIAL REPORT

January 2020

## Administration

- Suzanne attended a Fred Pryor Training on January 15
- Suzanne attended a Nelrod Webinar Training on January 23

## Tenant reports and activity

- Public Housing had 15 inspections in January (10 annual, 4 move-in, 0 transfer, 1 special and 0 move-outs).
- Public Housing had 0 evictions in January.
- 12 HCV/Enhanced Tenant Protection/VASH/Shelter Plus Care/Mainstream annual inspections, 3 re-inspections, 9 move-in inspections, 1 TBRA inspection, and 0 Special/Complaint inspection.
- 1 HCV orientations, 1 Public Housing orientation, 1 Shelter Plus Care orientations, and 0 VASH orientation were held in January.
- 49 Notices for nonpayment of rent or security deposits were sent January 6<sup>th</sup> and 0 families were terminated for nonpayment.
- 7 Public Housing Grievance Hearings and 0 Panels was held in January. 1 grievance were upheld and 6 were overturned. 7 HCV Grievances Hearings were held. 3 were upheld and 4 were 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 January 16, but no one attended so no meeting was held.
- “Wipeout Meeting” was held on January 9. 0 Public Housing tenants, 1 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 58 total work orders, 40 routine work orders, 4 emergency work orders, and 14 other work orders. Of the 58 received, 36 had been processed by the end date of this report.
- Number of houses turned over in January was 4.
- The average turnaround time for maintenance in January was 4 days. The year to date net turnover time is 16.63 days with 2.1 days for lease up and 0.92 down time.

## Completed CFP Projects:

- **663 Viemont;** This unit received new HVAC system including relocation of system and duct work, Kitchen remodel, bathroom remodel, electrical upgrades to full unit and plumbing upgrades as required, exterior and interior door replacements, partial window replacement, and new flooring throughout the unit.
- **700 Riverside:** This unit received new beaded panel wall coverings in two rooms where plaster and wall paper are damaged due to age of the house. The kitchen cabinets were improved, a new cabinet was installed to replace a dilapidated existing panty cabinet in

the dining room, the bathroom was remodeled, new flooring was installed in the kitchen and bathroom, new shoe trim installed on base boards in the entire unit, the main entry was replaced and wrapped with and energy star door and vinyl coated trim.

**Current CFP projects include:**

- **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 and 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.
- **861 Choctaw:** This unit will receive one new energy star door and vinyl wrap, new shower wall kit, new bath vanity and low water toilet.
- **936 Custer:** This unit will receive new bathroom flooring and epoxy coatings to refurbish the one-piece shower / tub, new energy star lighting in the kitchen, dining room and stairwell, energy star fan and light in the living room, Energy star basement egress window, and GFCI protection for basement outlets.

**FSS Grant**

- 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.
- Public Housing has 18 participants.
- Housing Choice Voucher has 9 participants including 1 VASH.
- 0 Graduate from FSS Program



**OPERATIONS REPORT  
1/31/2020**

**PUBLIC HOUSING**

**TURNOVERS:**

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

**RENTS:**

	<u>1/20</u>	<u>1/19</u>	<u>1/18</u>
Highest	\$1,158	\$78	\$775
Lowest:	(\$168)	(\$191)	(\$191)
Total:	\$32,150	\$29,944	\$24,639
Average:	\$200	\$188	\$160
Utility checks:	41	37	45

**WAITING LIST:**

	<u>1/20</u>	<u>1/19</u>	<u>1/18</u>
1 bedroom:	25	8	0
2 bedroom:	69	60	76
3 bedroom:	26	18	19
4 bedroom:	5	6	6
5 bedroom:	<u>5</u>	<u>3</u>	<u>1</u>
	130	95	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>
LS	10/9/18	1/17/20	\$424	\$950		\$938	Tenant Notice
TS	11/1/12	1/2/20	\$207	\$756	\$337		Tenant Notice
MS	9/20/18	1/6/20	\$62	\$500		\$218.50	Tenant Notice
KZ	3/29/18	1/7/20	(\$127)	\$500	\$1,288		Lease Violations

**SECTION 8, SHELTER PLUS, & VASH**

**VOUCHERS:**

	<u>1/20</u>	<u>1/19</u>	<u>1/18</u>
Section 8 Baseline units	317	317	317
Total under lease effective 1/31/20:	286	300	274
Total issued but not leased:	13	11	8
Total Shelter Plus under lease	16	14	19
Total VASH under lease	27	24	27
Total Mainstream under lease	21	10	0

**Voucher Turnover:**

		<u>1/20</u>		
New Move-ins	Section 8	6	5	0
	Shelter Plus	0	2	1
	VASH	0	0	2
	NED	0	0	0
Move-outs	Section 8	6	5	6
	Shelter Plus	1	0	1
	VASH	1	0	0

	NED	0	0	0
Transfers	Section 8	2	4	0
	Shelter Plus	0	0	0
	VASH	0	2	0
	NED	0	0	0
Waiting list:		349	263	401

Section 8 waiting list was opened on January 2, 2015

# FINANCIAL SUMMARY

January 2020

## COCC

YTD COCC revenue is under budget by \$7,549. Annual management fees from Public Housing of \$19,440 are budgeted monthly, but are drawn down as a lump sum which accounts for a \$11,340 decrease. CFP admin revenue is under budget by \$2,390. Interest revenue is over budget \$3,943. Management fee revenue based on PH and S8 occupancy are over budget by \$2,491.

YTD COCC expenses are under budget by \$7,774. Staff training and travel are under budget by \$7,145. Legal and computer services are under budget by \$1,358 and \$1,528, respectively. Insurance and general expenses are over budget by a total of \$1,180, and audit fees are over budget by \$786.

## Public Housing

YTD Public Housing revenue is over budget by \$32,401, primarily consisting of higher than expected rental income. Rental income is over budget by \$26,751 and HUD operating subsidy is over budget by \$11,564.

YTD Public Housing expenses are under budget by \$14,230. The administrative asset management fee of \$19,440 is budgeted monthly, but drawn down as a lump sum, accounting for a \$11,340 decrease. Maintenance wages and benefits are below budget by \$5,478. Legal expenses are under budget by \$4,849. Administrative wages and benefits are over budget by \$2,185 and administrative contracts are over budget by \$5,252.

## Section 8

YTD Section 8 administrative revenue is over budget by \$12,196. 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 \$15,315. Administrative wages and benefits are below budget by \$26,984. Administrative contracts are over budget by \$8,088 and HQS inspection expense is over budget by \$3,438.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. A loan repayment to COCC of \$1,000 was made in January, resulting in a total loan balance of \$7,000 on January 31.

As of January 31, the Net Restricted Position is \$49,589. This does not include unspent Mainstream funding of \$28,665. These funds are held by the housing authority and restricted in use for future HAP expenses.

## Shelter Plus Care

YTD Shelter Plus Care administrative revenue is over budget by \$1,503. A \$1,500 grant from Aetna was received in November.

YTD Shelter Plus Care administrative expenses are over budget by \$853. 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. No loan transactions were made in January. The total loan balance is \$4,900 on January 31.

**Investments & Pledged Amounts**

January 2020

	Bennington State Bank	First Bank Kansas	Total by Program
<b>LOW RENT:</b>			
Petty Cash	\$ 50.00		
Checking	\$ 173,569.39		
Money Market	\$ 400,633.28		
Checking-Cafeteria Plan	\$ 4,837.92		
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	\$ 1,131,587.67
<b>COCC:</b>			
Checking	\$ 630,158.71		
Money Market FSS Escrow		\$ 53,864.53	\$ 684,023.24
<b>SECTION 8/VASH:</b>			
Checking	\$ 91,885.74		
Checking - VASH EAF	\$ 25,225.09		\$ 117,110.83
<b>HOME:</b>			
Checking	\$ 265,958.71		
CD #6710324		\$ 33,155.50	
CD #101395		\$ 29,847.54	\$ 328,961.75
<b>SHELTER PLUS CARE:</b>			
Checking	\$ 1,409.22		\$ 1,409.22
<b>TBRA:</b>			
Checking	\$ 1,011.45		\$ 1,011.45
SHA Assets:	\$ 1,751,601.36	\$ 512,502.80	\$ 2,264,104.16
Percentage of Total Invest:	77%	23%	100%
			<b>\$ 2,264,104.16</b>

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 \$ 73,398.64 \$ 487,497.20

Date of pledge: 1/31/2020 1/31/2020

\* CD matured 1/31/2020 and was renewed for 12 months at 1.16%

### COCC - January 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Bookkeeping/Mgmt Fees	\$ 16,054	\$ 19,516	82%	\$ 125,711	\$ 136,613	92%	\$ 234,193
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 20,025	\$ 20,026	100%	\$ 34,330
Interest	\$ 761	\$ 333	228%	\$ 6,276	\$ 2,333	269%	\$ 4,000
Other Income	\$ 30	\$ 110	28%	\$ 182	\$ 770	24%	\$ 1,320
<b>Totals</b>	<b>\$ 19,706</b>	<b>\$ 22,820</b>	<b>86%</b>	<b>\$ 152,193</b>	<b>\$ 159,742</b>	<b>95%</b>	<b>\$ 273,843</b>
<b>Expenses</b>							
Administrative	\$ 18,915	\$ 20,102	94%	\$ 131,640	\$ 140,715	94%	\$ 241,225
Utilities	\$ 180	\$ 125	144%	\$ 998	\$ 875	114%	\$ 1,500
Maintenance	\$ 336	\$ 225	149%	\$ 1,572	\$ 1,575	100%	\$ 2,700
Protective Services	\$ -	\$ 17	0%	\$ 117	\$ 117	100%	\$ 200
General/Insurance	\$ 280	\$ 342	82%	\$ 3,572	\$ 2,392	149%	\$ 4,100
<b>Total Expenses</b>	<b>\$ 19,709</b>	<b>\$ 20,810</b>	<b>95%</b>	<b>\$ 137,899</b>	<b>\$ 145,673</b>	<b>95%</b>	<b>\$ 249,725</b>
<b>Profit or (Loss) for Year</b>	<b>(4)</b>	<b>2,010</b>		<b>14,295</b>	<b>14,069</b>		<b>24,118</b>
	Loss	Profit		Profit	Profit		Profit

### Public Housing - January 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Rental Income	\$ 29,286	\$ 24,583	119%	\$ 198,834	\$ 172,083	116%	\$ 295,000
Other Income	\$ 4,862	\$ 12,665	38%	\$ 80,943	\$ 88,656	91%	\$ 151,981
Interest	\$ 527	\$ 542	97%	\$ 5,591	\$ 3,792	147%	\$ 6,500
Operating Subsidy	\$ 33,025	\$ 31,625	104%	\$ 232,939	\$ 221,375	105%	\$ 379,500
<b>Totals</b>	<b>\$ 67,699</b>	<b>\$ 69,415</b>	<b>98%</b>	<b>\$ 518,307</b>	<b>\$ 485,906</b>	<b>107%</b>	<b>\$ 832,981</b>
<b>Expenses</b>							
Administrative	\$ 24,497	\$ 27,493	89%	\$ 182,153	\$ 192,450	95%	\$ 329,914
Tenant Services	\$ 162	\$ 319	51%	\$ 2,382	\$ 2,231	107%	\$ 3,825
Utilities	\$ 1,505	\$ 1,342	112%	\$ 7,576	\$ 9,392	81%	\$ 16,100
Maintenance	\$ 24,503	\$ 25,562	96%	\$ 169,798	\$ 178,936	95%	\$ 306,748
General/Insurance/Coll Loss	\$ 22,093	\$ 13,402	165%	\$ 100,682	\$ 93,812	107%	\$ 160,820
Casualty Loss/Extraordinary	\$ -	\$ -		\$ -	\$ -		\$ -
<b>Total Expenses</b>	<b>\$ 72,760</b>	<b>\$ 68,117</b>	<b>107%</b>	<b>\$ 462,591</b>	<b>\$ 476,821</b>	<b>97%</b>	<b>\$ 817,407</b>
<b>Profit or (Loss) for Year</b>	<b>(5,061)</b>	<b>1,298</b>		<b>55,716</b>	<b>9,085</b>		<b>15,574</b>
	Loss	Profit		Profit	Profit		Profit

### Section 8 - January 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Admin Fees Earned	\$ 15,339	\$ 14,845	103%	\$ 115,011	\$ 103,912	111%	\$ 178,135
Interest	\$ 21	\$ 4		\$ 103	\$ 29		\$ 50
TBRA and Other Fees	\$ -	\$ 98	0%	\$ 83	\$ 689	12%	\$ 1,181
Fraud Recovery	\$ 410	\$ 120	341%	\$ 2,472	\$ 842	293%	\$ 1,444
<b>Totals</b>	<b>15,770</b>	<b>15,068</b>	<b>105%</b>	<b>117,669</b>	<b>105,473</b>	<b>112%</b>	<b>180,810</b>

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Expenses</b>							
Administrative	\$ 12,906	\$ 15,233	85%	\$ 91,315	\$ 106,630	86%	\$ 182,795
<b>Total Expenses</b>	<b>12,906</b>	<b>15,233</b>	<b>85%</b>	<b>91,315</b>	<b>106,630</b>	<b>86%</b>	<b>182,795</b>

<b>Profit or (Loss) for Year</b>	<b>2,865</b>	<b>(165)</b>		<b>26,354</b>	<b>(1,158)</b>		<b>(1,985)</b>
	Profit	Loss		Profit	Loss		Loss

### VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ -	\$ -	0%	\$ 10,775	\$ -	0%	\$ -
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 25,225</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>

### Shelter Plus Care - January 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Grant Revenue	\$ 454	\$ 454	100%	\$ 3,176	\$ 3,176	100%	\$ 5,445
Admin Fees Earned	\$ -	\$ -		\$ -	\$ -		\$ -
Other Misc Revenue	\$ -	\$ -		\$ 1,500	\$ -		\$ -
Interest	\$ 0	\$ -		\$ 2	\$ -		\$ -
<b>Totals</b>	<b>454</b>	<b>454</b>	<b>100%</b>	<b>4,679</b>	<b>3,176</b>	<b>147%</b>	<b>5,445</b>

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Expenses</b>							
Administrative	\$ 704	\$ 620	113%	\$ 5,194	\$ 4,341	120%	\$ 7,441
<b>Total Expenses</b>	<b>704</b>	<b>620</b>	<b>113%</b>	<b>5,194</b>	<b>4,341</b>	<b>120%</b>	<b>7,441</b>

<b>Profit or (Loss) for Year</b>	<b>(250)</b>	<b>(166)</b>		<b>(515)</b>	<b>(1,164)</b>		<b>(1,996)</b>
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**Salina Housing Authority at January 31, 2020  
Balance Sheet after 7 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	630,159		117,111		265,959		1,011		1,409		1,594,740
Investments	53,865		-		63,003		-		-		669,365
<b>Total Cash &amp; Invests</b>	<b>684,023</b>		<b>117,111</b>		<b>328,962</b>		<b>1,011</b>		<b>1,409</b>		<b>2,264,104</b>
Tenant Acct Rec											(5,026)
Tenant Acct Rec-Fraud											3,839
Tenant Acct Rec-Sec Dep											-
Allow for Doubt Acct											(986)
Acct Rec Other Prgms	12,900		13,521								66,823
Acct Rec Other	-		-								3,418
Prepaid Insurance	279		-								85,742
Material Inventory											30,954
Pension Deferred Outflows	7,341		2,692								24,470
Subsequent Pension Pmts	13,278		4,018								37,624
Development Deferred Outflows											66,425
<b>Total Current Assets</b>	<b>717,822</b>		<b>137,342</b>		<b>328,962</b>		<b>1,011</b>		<b>1,409</b>		<b>2,577,388</b>
<b>Liabilities:</b>											
Security Deposits											93,657
Payroll Deductions											1,012
Acct Pay Other Prgms	53,923		7,000						4,900		66,823
Acct Pay Other											2,500
Compensated Absence	11,998		17,737		139				7		29,882
Accrued Payroll	11,760		2,488						183		36,975
Accrued Payroll Taxes	838		172						13		2,625
Pension Deferred Inflows	5,480		2,009								18,267
Miscellaneous											4,204
PILOT - Prior Year											-
Current Year											15,173
FSS Escrow			13,521								53,865
<b>Total Current Liabilities</b>	<b>83,999</b>	<b>0.12</b>	<b>25,385</b>	<b>0.18</b>	<b>-</b>	<b>-</b>	<b>0.99</b>	<b>1,000</b>	<b>3.62</b>	<b>5,104</b>	<b>324,982</b>

**Income Statement after 7 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	This Month	YTD
Admin Fees Earned			15,339	115,011					454	3,176	15,793	118,187
Bookkeeping/Mgmt Fees	16,054	125,711									16,054	125,711
Total Rents	2,861	20,025									32,147	218,858
Interest	761	6,276	21	103	45	603	0	1	0	2	1,355	12,576
Misc	30	182	410	2,555							5,302	85,180
Subsidy											33,025	232,939
Gain/Loss on Sale												-
<b>Total Revenues</b>	<b>19,706</b>	<b>152,193</b>	<b>15,770</b>	<b>117,669</b>	<b>45</b>	<b>603</b>	<b>0</b>	<b>1</b>	<b>454</b>	<b>4,679</b>	<b>103,675</b>	<b>793,452</b>
<b>Expenses</b>												
Administrative	18,915	131,640	12,240	86,341	34	238			664	4,877	59,767	440,013
Tenant Services											162	2,362
Utilities	180	998									1,685	8,574
Maintenance	336	1,572	593	3,499					38	291	26,105	188,744
Insurance/General/Bad Debt	280	3,689	73	1,475					2	25	22,446	105,872
Other Expenditures												-
Casualty Loss/Grant receipt												-
<b>Total Expenses</b>	<b>19,709</b>	<b>137,899</b>	<b>12,906</b>	<b>91,315</b>	<b>34</b>	<b>238</b>	<b>0</b>	<b>0</b>	<b>704</b>	<b>5,194</b>	<b>(18,521)</b>	<b>(123,967)</b>
Depreciation Expense			2,865	26,354	11	365	0	1	(250)	(516)	12,030	171,834
<b>Profit or (Loss) for Year</b>	<b>(4)</b>	<b>14,295</b>	<b>Profit</b>	<b>Profit</b>	<b>Profit</b>	<b>Profit</b>	<b>Profit</b>	<b>Profit</b>	<b>Loss</b>	<b>Loss</b>	<b>Profit</b>	<b>Profit</b>
PHA Payments to LL			110,015	766,986					7,363	47,269	117,378	814,255
HUD Payments to PHA			128,555	831,503					7,363	47,269	135,918	878,772
Units Leased			335	2,318					16	104	351	2,422

## CFP Grant Year 2018 - January 2020

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	393	3,287	\$ 25,000	13%
Kitchens	774	12,437	\$ 35,000	36%
Bathrooms	534	11,565	\$ 25,000	46%
HVAC/Electrical	10,404	31,588	\$ 16,870	187%
Foundations	-	380	-	
Interior Plumbing	1,082	14,863	\$ 14,000	106%
Siding	-	428	\$ 1,000	43%
Windows	-	2,013	\$ 2,000	101%
Other Attached Exterior/Gutters	-	-	\$ 2,000	0%
Doors	695	8,650	\$ 10,000	86%
Decks	-	2,987	-	
Other Miscellaneous	585	585	-	
Stoves & Refrigerators	-	20,910	\$ 20,000	105%
Maintenance Labor & Benefits	443	15,798	\$ 14,833	107%
<b>Total Unit Expenses</b>	<b>14,911</b>	<b>\$ 127,887</b>	<b>\$ 188,703</b>	<b>68%</b>
Sheds	-	-	\$ -	
Maintenance Buildings	-	-	\$ 5,000	0%
Contracting Labor & Benefits	193	2,980	\$ 4,500	66%
COCC Management Fees	-	29,244	\$ 29,244	100%
Transferred to Operations	-	65,000	\$ 65,000	100%
<b>Total CFP 2018 Expenses</b>	<b>15,104</b>	<b>225,111</b>	<b>292,447</b>	<b>77%</b>

*Grant expenditures began January 2019.*



# SALINA HOUSING AUTHORITY

## February 2020

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

### **Financial:**

The Salina Housing Authority received \$33,025 in Operating Subsidy in February for Public Housing. We received \$128,395 for February HAP funding for the Section 8 programs, which includes \$24,577 restricted for Mainstream vouchers. We have approximately \$50,600 remaining Net Restricted Assets for Section 8 vouchers and an additional \$46,000 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$15,339 for February. 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 January 31 is \$7,000.

The 2018 ROSS/FSS grant expired December 31, 2019. \$28,690 was unexpended due to staff turnover during the grant year. SHA was awarded \$50,000 for the 2019 ROSS/FSS grant. Grant award was signed 2/18/20. Public Housing covered FSS Coordinator expenses until funds are released.

COCC loaned Salina Housing Services (SHS) an additional \$5,000 in February to temporarily cover cash outflows associated with the management of Pioneer Presidents' Place. This loan will be reimbursed when management and maintenance fees are received from Topeka Housing Management Services.

HUD released FY 2020 Capital Fund awards on 2/18/20. The SHA was awarded \$301,535 for FY2020. This is an increase of \$9,088 over FY2019. The president has proposed eliminating the Capital Fund in previous budgets, but Congress has decided to fund the program at increased funding levels for the past three years.

### **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 been awarded \$75,000 again. We have received approximately \$75,000 each year since 2017.

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.

### **HUD Regulation/Legislative**

On February 10, 2020, the Trump administration officially released the President's budget request for FY 2021. The proposal once again outlines the administration's vision of devastating funding cuts to most HUD programs, including steep cuts and eliminations to housing and community development programs. Overall the proposed budget would slash HUD funding by \$8.6 billion, a cut of 15.2 percent from enacted fiscal year 2020 levels. However, the budget is not in effect; it only lays out a blueprint that Congress may choose to follow.

### **Management**

The Government filed its brief on January 31 to appeal the decision by the Claims Court awarding damages in the aggregate amount of \$132,656,951 for the Operating Fund litigation. Our attorney has requested and received a four-week extension to file brief. Therefore, the deadline for filing our brief is April 8. The Government then has 21 days to file a reply brief by April 29. 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.

Once every three years the SHA requests proposals for Auditors. The RFP was sent our January 7, 2020. Proposals were due on February 4, 2020. We have sent out all received proposals to the Board for review.

We are working on updating the five-year plan for FY 21 – FY 25. The plan should be posted by the end of February to meet the required HUD deadlines and will be submitted to the Board for approval after the comment period.

The Finance Manager position has been advertised since February 6. We are in the process interviewing potential applicants.

Pioneer Presidents Place – Management and maintenance have worked with Topeka Housing Management Services to resolve outstanding maintenance issues, updating LIHTC files, assessing tenant outstanding charges, and undergo a HUD REAC inspection and resulting findings

### **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.

# **OLD BUSINESS**

- a. Development Update

# NEW BUSINESS

- a. Approval of Auditor for FY20 – FY22

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

MEMO

February 12, 2020

**From:** Tina Bartlett, Executive Director

**Meeting:** February 24, 2020

**Subject:** Request for Proposal for Audit Services

**BACKGROUND**

The Salina Housing Authority is required by the Department of Housing and Urban Development (HUD) to have an Independent Audit performed at fiscal year-end each year. The Salina Housing Authority's fiscal year-end is June 30<sup>th</sup>. An independent audit of the SHA operations occurs yearly. The auditor utilizes governmental auditing standards, which includes financial information, internal control of assets, operations and compliance with all Federal, State and Local government laws and regulations. The final audit report is sent to HUD, the Housing Authority Commissioners, the City of Salina, as well as other third parties as requested of the Authority. The Independent Auditor must be licensed in the State of Kansas. The independent auditor is expected to follow all federal, state and local laws and regulations during the audit period. The SHA may procure an audit proposal for a three-year period. The Housing Authority Commissioners are tasked with the selection of the auditor and the Executive Director with oversee the procurement of the approved auditor.

According to the Procurement Policy, any routine maintenance, non-routine maintenance, construction, demolition, equipment, materials, supplies and professional services (including maintenance, security, architect/engineer, legal, accounting and management) not exceeding \$100,000 may be made in accordance with the small purchase procedures. For small purchases in excess of \$10,000 but not exceeding \$150,000, no less than three price quotations shall be obtained where practicable. The award is made to the contractor or vendor whose quotation offers the greatest overall value, price and non-price factors considered.

## **DISCUSSION**

The Salina Housing Authority (SHA) has completed a three-year contract with Audit Solutions for FY17-19. The contracted price was in the amount of \$9,740 per year. The SHA issued a Request for Proposal (RFP) for a new audit contract for fiscal year 2020-2022 on January 7, 2020. The proposal due date was February 4, 2020. The RFP was sent to 20 auditors with experience with auditing housing authorities. The Salina Housing Authority received four proposals in the manner specified. The four proposals were emailed to the Board of Commissioners for review. They will meet on February 24, 2020 at 4:30 pm at the Salina Housing Authority to review the proposals.

## **ALTERNATIVES**

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

1. Approve the Executive Director to contract with a selected auditor for a three year period.
2. Request the Housing Authority to restart the bid process if auditor proposals are not acceptable.
3. Modify the motion to fit the needs of the commission.
4. Table the request

## **RECOMMENDATION**

Housing Authority Staff recommends approving the Executive Director to contract with a selected auditor for a three year period.

## **POSSIBLE MOTION**

Approve the Executive Director to contract with (selected auditor firm) for a three year period per the received proposal.

Attachments:

1. Request for Proposal

# Executive Session

- i. Recess into Executive Session until \_\_\_\_\_ p.m. for the purpose of discussing purchase of real property.
  
- ii. At the close of the Executive Session, the Board will reconvene and take action as deemed appropriate.