AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, June 19, 2018 – 4:30 PM

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. OPEN FORUM

a. None

IV. CONSENT AGENDA ITEMS

a. Approve the Regular Meeting Minutes of May 29, 2018
b. Approve the Secretary & Operations Reports from May 2018
c. Approve Financials for April 2018
d. Approve the Director's Report

V. OLD BUSINESS

a. Update on RFQ

b. Update on Title Transfers

VI. NEW BUSINESS

a. Resolution No. 2018-1004 Write Off Collection Loss
b. Resolution No 2018-1005 Revising the FY2018 Budget
c. Resolution No 2018-1006 Approving the FY2019 Budget

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, May 29, 2018
4:30 PM

MEMBERS PRESENT:	Eric Brown Gary Hobbie Natasha Gawith
MEMBERS ABSENT:	Kimberly Trigg Vonzetta Rhodeman
CITY COMMISSION LIAISON:	None
GUEST PRESENT:	Greg Bengtson
STAFF PRESENT:	Tina Bartlett, Executive 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 4:41 PM by Commission Chair Brown.

II. APPROVAL OF AGENDA

Mr. Hobbie moved to approve the agenda. Ms. Gawith seconded the motion. The motion carried 3-0.

III. OPEN FORUM

None

IV. CONSENT AGENDA ITEMS

Ms. Bartlett acknowledged the omission of financial statements in the agenda and discussed the turnover of fee accountants. She detailed the upcoming deadlines for several NOFAs, highlighted the increase in CFP funding, and answered questions concerning special inspections. Ms. Gawith moved to approve the Consent Agenda Items a. through d. as listed, consisting of the minutes of the May 1, 2018 regular meeting, April 2018 Secretary and Operations reports, and the Director's report. Mr. Hobbie seconded the motion. There being no further questions or comments, the motion carried 3-0.

V. OLD BUSINESS

a. Update on Request for Qualifications – Ms. Bartlett noted the questions received and answers provided regarding the RFQ.

b. Discussion of Title Transfers – Mr. Bengtson reviewed the processes necessary to complete the transfer of titles. He answered questions regarding expected time frames. Mr. Bengtson left the meeting at 5:25 PM.

VI. NEW BUSINESS

a. Resolution No 2018-1003, Disposal of Property – Ms. Deal reviewed the list of appliances that are no longer in working condition and have been removed from service. She noted that after these dispositions, non-capital appliances will no longer be listed on the fixed asset schedule. There being no further discussion, Ms. Gawith moved to approve the Resolution 2018-1003. Mr. Hobbie seconded the motion. The motion carried 3-0.

b. Discussion on Shelter Plus Care renewal – Ms. Bartlett discussed the upcoming renewal deadline for the Shelter Plus Care grant and explained the fixed administrative funding provided by the grantor. After a discussion regarding the projected program deficit based on the fixed administrative funding, there was an agreement to apply for the grant renewal.

c. Discussion on Mainstream Voucher grant – Ms. Bartlett reviewed the Mainstream Voucher program and how this program might benefit the community and the housing authority. After questions were answered regarding staff time and resource allocation, a consensus was reached to move forward with the grant application process.

VII. COMMISSIONER'S COMMENTS

None

X. ADJOURNMENT

The meeting was adjourned at 5:40 PM.

Next regular meeting will be Tuesday, June 19, 2018 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 6/19/2018
Tina Bartlett, Secretary

6/19/2018
Eric Brown, Board Chair

SECRETARIAL REPORT
May 2018

Administration

- Nichole attended Nelrod training webinar on May 10
- Nichole attended the Homeless Coalition Meeting at the Ashby House on May 15
- Suzanne attended Nelrod training webinars on May 10 and May 17
- KaySue and Nichole met with Jesse and Rodney from the Salina Rescue Mission on May 9.

Tenant reports and activity

- Public Housing had 17 inspections in May (9 annual, 4 move-in, 0 transfer, 4 special and 0 move-outs).
- Public Housing had 0 evictions in May.
- 17-Section 8/VASH annual inspections, 7 re-inspections, 19 HCV Move-in inspections, 2 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, 1 VASH move in inspection, 0 TBRA inspection, and 0 Special/Complaint inspection.
- 4 HCV orientations, 1 Public Housing orientation, 1 Shelter Plus Care orientations, and 0 VASH orientation were held in May.
- 32 Notices for nonpayment of rent or security deposits were sent May 7th and 0 families were terminated for nonpayment.
- 5 Public Housing Grievance Hearing and 0 Panels were held in May. 2 grievances were upheld and 3 were overturned. 1 HCV Grievances Hearings were held of which 0 were overturned and 1 was upheld (still pending). 0 Shelter Plus hearings were held of which 0 was overturned and 0 were upheld. 0 VASH Grievance Hearing were held.
- Public Housing Resident Advisory Board Meeting was set for May 14.
- "Wipeout Meeting" was held on May 17. 0 Public Housing tenants, 0 Section 8 tenants, 0 Shelter Plus Care tenants and 0 VASH tenants attended.
- 2 voucher from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 80 total work orders, 57 routine work orders, 4 emergency work orders, and 19 other work orders. Of the 80 received, 56 had been processed by the end date of this report.
- Number of houses turned over in May was 5.
- The average turnaround time for maintenance in May was 17.2 days. The year to date net turn over time is 20.29 days with 1.59 days for lease up and 1.00 down time.

Completed CFP Projects:

- **2002 Tulane:** This unit received a new water heater
- **1622 Cloud Circle:** This unit received a new water heater
- **420 Hazel Ct:** This unit received a new water conserving toilet
- **1351 Osage Ct:** Thus unit received a new bath vanity and med cabinet

Current CFP projects include:

- **841 Cherokee.** This unit has received all new VCT flooring, one new energy star door, one new energy star window, and 2 damaged celotex walls were covered with wood sheathing. The flooring contractor has completed the VCT installation. The trim contractor has now installed, and painted the new floor trim. This unit will be rent ready following application of floor sealers and wax with curing time, and lock changes.
- **1443 Hickory:** This unit is having the kitchen and bath remodeled. The unit will also receive all new flooring. (VCT- kitchen, bath, laundry, and wood refinishing in balance of unit), Code compliant combustion air will be added to the utility closet, and 3 new interior doors will be installed. Substantial electrical modifications and minor plumbing modifications for code compliance were also required and have been completed. The kitchen remodel is complete, kitchen and laundry room flooring also complete. The bath remodel, interior doors, and floor refinishing are currently in progress with flooring as the final step.
- **412 E Walnut:** This unit is having a kitchen and bath remodel, new LVT flooring throughout the unit, 1 energy star door, and 5 new interior doors. Demo is complete, energy star door has been installed, interior doors replaced, and the flooring installation complete. Kitchen bath remodel contractor is 99% complete. The SHA will finalize portions of the remodel work, complete additional repairs, and lock changes. This unit is in order to be turned in following 841 Cherokee.

FSS Grants

- 0 New Participants.
- 0 Graduates from FSS Program. 0 participants withdrawn. 1 participants were termed
- Public Housing has 20 participants.
- Housing Choice Voucher has 8 participants.
- 0 home visits and 15 meetings at SHA.
- 0 New move in reminders.
- 3 move in inspections.
- Updated website.

OPERATIONS REPORT
05/31/2018

PUBLIC HOUSING

TURNOVERS:

	In May:		
1 bedroom:	0	Move outs:	5
2 bedroom:	2	Terminations:	3
3 bedroom:	3	Evictions:	0
4 bedroom:	0	Transfers:	0
5 bedroom:	0	Skips:	0
		Lease-ups:	5

RENTS:

	5/18	5/17	5/16
Highest	$766	$933	$930
Lowest:	($203)	($187)	($150)
Total:	$23,777	$27,235	$34,438
Average:	$151	$178	$225
Utility checks:	47	37	28

WAITING LIST:

	5/18	5/17	5/16
1 bedroom:	0	0	0
2 bedroom:	67	66	67
3 bedroom:	17	30	22
4 bedroom:	5	10	9
5 bedroom:	0	2	4
	89	108	102

MOVE OUTS:

	MI date	MO date	Rent	SD paid	Owe	Refund	Reason
CM	2/24/17	5/14/18	($141)	$500	$169.50		Tenant Notice
RP	1/6/16	5/7/18	$41	$650		$248.50	Lease Violations
DR	10/31/16	5/21/18	($191)	$650			Lease Violations
KW	3/22/17	5/14/18	$607	$650	$909.50		Lease Violations
BW	6/18/14	5/7/18	$127	$650		$574	Tenant Notice

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	5/18	5/17	5/16
Section 8 Baseline units	317	317	317
Total under lease effective 5/31/18:	288	317	308
Total issued but not leased:	34	0	14
Total Shelter Plus under lease	15	22	22
Total VASH under lease	26	28	20

Voucher Turnover:

New Move-ins	Section 8	11	4	6
	Shelter Plus	2	2	1
	VASH	0	0	2

Move-outs	Section 8	6	10	14
	Shelter Plus	3	0	1
	VASH	1	2	0
Transfers	Section 8	2	2	1
	Shelter Plus	0	1	0
	VASH	1	0	0
Waiting list:		268	261	239

Section 8 waiting list was opened on January 2, 2015

FINANCIAL SUMMARY

April 2018

COCC

Total YTD COCC revenue is under budget by $8,512. Annual asset management fees from Public Housing of $19,440 were charged and transferred in April. Other management and bookkeeping revenue is under budget by $13,069. YTD interest revenue is over budget by $2,578.

Total YTD COCC expenses are under budget by $14,320. Most of this variance continues to be in staff salaries and benefits.

COCC continues to loan funds to Section 8 to cover the administrative expense shortage. No loan transactions were made in March. The total loan balance is $12,000. This loan is reflected on the balance sheet of both programs.

Public Housing

Total YTD Public Housing revenue is under budget by $34,229. Operating subsidy is over budget by $4,401 and Rental income is under budget by $38,687. Other Income from Tenants, including late fees, maintenance, move out, and mowing charges, is over budget by $1,004, and Interest is over budget by $2,766.

Total YTD Public Housing expenses are below budget by $17,895. Administrative expenses are under by $3,233 and maintenance expenses are under by $14,944. Annual asset management fees from Public Housing of $19,440 were charged and transferred in April. General expenses, including insurance and net bad debt, are right on budget.

Public Housing CD#6706887 at First Bank Kansas matured on April 27 and was renewed for 6 months at 0.30%.

Section 8/VASH

Total YTD Section 8 administrative revenue is over budget by $1,805.

Total YTD Section 8 administrative expenses are under budget by $19,929. Expenses related to lower voucher counts (verifications, management fees, and postage) account for $9,089 of this variance, while salaries and benefits account for most of the remainder. The current HUD proration is about 76%, so expenses continue to be monitored closely.

As of April 30, the Net Restricted Position is $14,693. 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.

TBRA

The 2016 TBRA renewal grant for $75,000 was opened in January. $19,875 has been used to date to assist 40 households. All grant funds for this renewed grant must be committed by November 1, 2018.

Investments & Pledged Amounts

April 2018

	Bennington State Bank	First Bank Kansas	Total by Program	
LOW RENT:				
Petty Cash	$ 50.00			
Checking	$ 167,385.57			
Money Market	$ 412,410.18			
Checking-Cafeteria Plan	$ 2,690.92			
CD #100014931	$ 154,265.79			
CD #6710111		$ 110,261.43		
CD #6710534		$ 104,351.05		
CD # 6710214		$ 110,288.78		
CD #6706887		$ 65,182.24	$ 1,126,885.96	*
COCC:				
Checking	$ 594,788.16			
Money Market FSS Escrow		$ 26,392.63	$ 621,180.79	
SECTION 8/VASH:				
Checking	$ 15,290.16			
Checking - VASH EAF	$ 29,334.66		$ 44,624.82	
HOME:				
Checking	$ 55,064.99			
CD #100016489	$ 208,235.09			
CD #6710324		$ 32,265.57		
CD #101395		$ 29,847.54	$ 325,413.19	
SHELTER PLUS CARE:				
Checking	$ 2,177.83		$ 2,177.83	
TBRA:				
Checking	$ 1,006.00		$ 1,006.00	
SHA Assets:	$ 1,642,699.35	$ 478,589.24	$ 2,121,288.59	
Percentage of Total Invest:	77%	23%	100%	
			$ 2,121,288.59	
AMOUNTS PLEDGED:	$ 1,465,000.00	$ 750,000.00		
PLUS MINIMUM FDIC:	$ 250,000.00	$ 250,000.00		
	$ 1,715,000.00	$ 1,000,000.00		
Over (Under) Pledged	$ 72,300.65	$ 521,410.76		
Date of pledge:	4/30/2018	4/30/2018		

* Matured 4/27/2018 and renewed at 0.30% for 6 months.

COCC - April 2018

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	$ 39,690	$ 18,477	215%	$ 191,139	$ 184,768	103%	$ 221,721
Rental Fees	$ 2,861	$ 2,861	100%	$ 28,607	$ 28,608	100%	$ 34,330
Interest	$ 451	$ 167	271%	$ 4,245	$ 1,667	255%	$ 2,000
Other Income	$ 37	$ 100	37%	$ 564	$ 1,000	56%	$ 1,200
Totals	**43,039**	**21,604**	199%	**$ 224,555**	**216,043**	104%	**259,251**
Expenses							
Administrative	$ 17,192	$ 17,919	96%	$ 167,134	$ 179,186	93%	$ 215,023
Utilities	$ 97	$ 117	83%	$ 1,039	$ 1,167	89%	$ 1,400
Maintenance	$ 288	$ 254	113%	$ 1,553	$ 2,542	61%	$ 3,050
Protective Services	$ -	$ 5	0%	$ 210	$ 50	421%	$ 60
General	$ 518	$ 458	113%	$ 3,271	$ 4,583	71%	$ 5,500
Total Expenses	**18,095**	**18,753**	96%	**173,208**	**187,528**	92%	**225,033**
Profit or (Loss) for Year	**24,944**	**2,852**		**51,347**	**28,515**		**34,218**
	Profit	Profit		Profit	Profit		Profit

Public Housing - April 2018

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	$ 21,389	$ 26,667	80%	$ 227,980	$ 266,667	85%	$ 320,000
Other Income	$ 10,212	$ 10,792	95%	$ 105,207	$ 107,917	97%	$ 129,500
Interest	$ 401	$ 167	240%	$ 4,433	$ 1,667	266%	$ 2,000
Operating Subsidy	$ 17,348	$ 29,167	59%	$ 296,068	$ 291,667	102%	$ 350,000
Totals	**49,350**	**66,792**	74%	**633,688**	**667,917**	95%	**801,500**
Expenses							
Administrative	$ 47,124	$ 26,965	175%	$ 266,419	$ 269,652	99%	$ 323,582
Tenant Services	$ -	$ 250	0%	$ 2,031	$ 2,500	81%	$ 3,000
Utilities	$ 990	$ 1,175	84%	$ 13,029	$ 11,750	111%	$ 14,100
Maintenance	$ 22,962	$ 26,244	87%	$ 247,498	$ 262,442	94%	$ 314,930
General	$ 10,866	$ 11,429	95%	$ 113,764	$ 114,292	100%	$ 137,150
Casualty Loss/Grant Receipt	$ -	$ -		$ -	$ -		$ -
Total Expenses	**81,942**	**66,064**	124%	**642,740**	**660,635**	97%	**792,762**
Profit or (Loss) for Year	(32,592)	**728**		(9,052)	**7,282**		**8,738**
	Loss	Profit		Loss	Profit		Profit

Section 8 - April 2018

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin Fees Earned	$ 13,967	$ 13,814	101%	$ 142,595	$ 138,142	103%	$ 165,770
Interest	$ 9	$ -		$ 91	$ -		$ -
Shelter Plus/TBRA/Port In Fees	$ 426	$ 392	109%	$ 1,958	$ 3,917	50%	$ 4,700
Fraud Recovery	$ 78	$ 208	37%	$ 1,303	$ 2,083	63%	$ 2,500
Totals	**14,480**	**14,414**	100%	**145,947**	**144,142**	101%	**172,970**
Expenses							
Administrative	$ 13,157	$ 15,810	83%	$ 138,173	$ 158,102	87%	$ 189,722
Total Expenses	**13,157**	**15,810**	83%	**138,173**	**158,102**	87%	**189,722**
Profit or (Loss) for Year	**1,323**	(1,396)		**7,774**	(13,960)		(16,752)
	Profit	Loss		Profit	Loss		Loss
VASH Extraordinary Admin Funding:							
Revenue	$ -	$ -	0%	$ 36,000	$ -	0%	$ -
Expenses	$ 1,288	$ -	0%	$ 6,665	$ -	0%	$ -
Balance				$ 29,335	$ -	0%	$ -

14.

Shelter Plus Care - April 2018

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
HAP Earned	$ 5,205	$ -		$ 88,672	$ -		$ -
Admin Fees Earned	$ 286	$ -		$ 4,978	$ -		$ -
Grant Revenue	$ -	$ -		$ 5,000	$ -		$ -
Other Income	$ -	$ -		$ 90	$ -		$ -
Interest	$ 0	$ -		$ 4	$ -		$ -
Totals	**5,492**	**0**		**98,744**	**0**		**0**
Expenses							
Administrative	$ 969	$ -		$ 9,527	$ -		$ -
HAP Payments	$ 5,995	$ -		$ 88,373	$ -		$ -
Total Expenses	**6,964**	**0**		**97,900**	**0**		**0**
Profit or (Loss) for Year	(1,472)	**0**		**844**	**0**		**0**
	Loss	Profit		Profit	Profit		Profit

Salina Housing Authority at 4/30/18
Balance Sheet after 10 Months of Fiscal Year

Assets:	COCC	Low Rent/Grants	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total
Checking & other cash	594,788	582,537	44,625	55,065	1,006	2,178	1,280,198
Investments	26,393	544,349	-	270,348			841,090
Total Cash & Invests	**621,181**	**1,126,886**	**44,625**	**325,413**	**1,006**	**2,178**	2,121,289
Tenant Acct Rec		4,421					4,421
Tenant Acct Rec-Fraud		2,725					2,725
Tenant Acct Rec-Sec Dep							-
Allow for Doubt Acc't		(1,000)					(1,000)
Acct Rec Other Pgms	13,000	25,621	772				39,393
Acct Rec Other		2,524	436				2,961
Prepaid Insurance		56,031					56,031
Material Inventory		30,763					30,763
Pension Deferred Outflows	14,623	28,759	5,362				48,744
Subsequent Pension Pmts	11,292	21,503	4,188				36,982
Miscellaneous							-
Total Current Assets	**660,096**	**1,298,234**	**55,383**	**325,413**	**1,006**	**2,178**	2,342,309
Liabilities:							
Security Deposits		94,065					94,065
Payroll Deductions		(1,964)					(1,964)
Acc't Pay Other Pgms	26,393	-	12,000		1,000		39,393
Acct Pay Other		2,148	-				2,148
Compensated Absence	12,497	18,129	1,126				31,752
Accrued Payroll	11,557	19,670	3,412			301	34,940
Accrued Payroll Taxes	851	1,397	259			21	2,528
Pension Deferred Inflows	4,599	9,044	1,686				15,329
Miscellaneous		3,190	22				3,212
PILOT: Prior Year		-					-
Current Year		25,000					25,000
FSS Escrow		25,621	772				26,393
Total Current Liabilities	**0.08 55,896**	**0.15 196,300**	**0.35 19,276**	**- -**	**0.99 1,000**	**0.15 322**	**0.12** 272,795

Income Statement after 10 Months of Fiscal Year

Revenues:	COCC This Month	COCC YTD	Low Rent/Grants This Month	Low Rent/Grants YTD	Section 8 This Month	Section 8 YTD	Home This Month	Home YTD	TBRA-Security Deposits This Month	TBRA-Security Deposits YTD	Shelter Plus Care This Month	Shelter Plus Care YTD	Totals This Month	Totals YTD
Admin Fees Earned				-	13,990	142,618		-	700	3,800	286	4,978	14,976	151,396
Bookkeeping/Mgmt Fees	39,690	191,139		-		-		-		-		-	39,690	191,139
Total Rents	2,861	28,607	21,389	227,980		-		-		-		-	24,250	256,587
Interest	451	4,245	401	4,433	9	91	9	1,269	0	2	0	4	871	10,044
Misc	37	564	10,212	105,207	504	3,260		-		-	-	5,090	10,754	114,121
Subsidy		-	17,348	296,068		-		-		-		-	17,348	296,068
Gain/Loss on Sale		-		-		-		-		-		-	-	-
Total Revenues	**43,039**	**224,555**	**49,350**	**633,688**	**14,503**	**145,969**	**9**	**1,269**	**700**	**3,802**	**287**	**10,072**	**107,889**	**1,019,355**
Expenses														
Administrative	17,192	167,134	52,415	334,329	13,157	138,173	32	320	700	3,800	969	9,527	84,466	653,283
Tenant Services		-	-	2,031		-		-		-		-	-	2,031
Utilities	97	1,039	990	13,029		-		-		-		-	1,087	14,067
Maintenance	288	1,554	22,962	259,303		-		-		-		-	23,250	260,856
Insurance/General/Bad Debt	518	3,482	10,866	113,764		-		-		-		-	11,384	117,246
Other Expenditures		-	-	-		-		-		-		-	-	-
Casualty Loss/Grant receipt		-	(12,771)	(173,759)		-		-		-		-	(12,771)	(173,759)
Total Expenses	**18,095**	**173,208**	**74,462**	**548,696**	**13,157**	**138,173**	**32**	**320**	**700**	**3,800**	**969**	**9,527**	**107,416**	**873,724**
Depreciation Expense				-									-	-
Profit or (Loss) for Year	**24,944** Profit	**51,347** Profit	(25,112) Loss	**84,991** Profit	**1,346** Profit	**7,797** Profit	**(23)** Loss	**949** Profit	**0** Profit	**2** Profit	**(682)** Loss	**545** Profit	**473** Profit	**145,631** Profit
PHA Payments to LL					**95,930**	**990,374**					**5,995**	**88,373**	**101,925**	**1,078,747**
HUD Payments to PHA					**100,020**	**988,200**					**5,205**	**88,672**	**105,225**	**1,076,872**
Units Leased					**298**	**3,099**					**16**	**216**	**314**	**3,315**

CFP Grant Year 2017 - April 2018

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	$ 722	$ 722	$ 3,000	24%
Concrete	$ -	$ -	$ 2,000	0%
Roofs	$ -	$ -	$ 9,000	0%
Floors	$ -	$ 6,113	$ 6,000	102%
Kitchens	$ 1,976	$ 6,772	$ 18,000	38%
Bathrooms	$ 40	$ 1,271	$ 15,000	8%
HVAC/Electrical	$ -	$ 5,574	$ 11,144	50%
Foundations	$ -	$ 1,960	$ -	
Interior Plumbing	$ -	$ 1,808	$ 8,500	21%
Siding	$ -	$ -	$ 1,000	0%
Windows	$ -	$ 323	$ 2,000	16%
Other Attached Exterior/Gutters	$ 1,300	$ 1,498	$ 500	300%
Doors	$ 1,605	$ 3,472	$ 4,000	87%
Decks	$ -	$ -	$ -	
Stoves & Refrigerators	$ -	$ 3,958	$ 10,000	40%
Maintenance Labor & Benefits	$ 1,526	$ 3,405	$ 14,833	23%
Total Unit Expenses	$ 7,169	$ 36,876	$ 104,977	35%
Sheds	$ -	$ -	$ -	
Maintenance Buildings	$ -	$ -	$ 5,000	0%
Contracting Labor & Benefits	$ 310	$ 1,310	$ 4,500	29%
COCC Management Fees	$ 1,650	$ 6,600	$ 19,941	33%
Transferred to Operations	$ -	$ 12,844	$ 65,000	20%
Total CFP 2017 Expenses	**9,130**	**57,629**	**199,418**	29%

Grant expenditures began December 2017.

SALINA HOUSING AUTHORITY
June 2018

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

Financial:

The May financials have been delayed. We are working with the new fee accountant, Whitney Koba, to get on track for fiscal year close. We should receive May financials in the next week and will close out the year June 30th.

The Salina Housing Authority received $27,410 in Operating Subsidy in June for Public Housing. Current funding proration for Public Housing is 93.27%. We received a total of $95,878 for June HAP funding for the Section 8 and VASH programs. We have approximately $14,500 remaining Net Restricted Assets for Section 8 and VASH.

The monthly administrative fee funding for Section 8 was $13,693 for June. 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 is $12,000.

Security deposit assistance is currently funded by our 2016 TBRA grant awarded at $75,000. There is $31,352 remaining in the 2016 grant, which must be obligated by November 1, 2018.

Shelter Plus Care funding for the next grant year beginning June 1 has not yet been made available. $3,256 was temporarily loaned from COCC to S+C to cover June 1 HAP payments.

Program Updates:

HUD issued a Notice of Funding Availability for $100 million in new "Mainstream" housing vouchers for nonelderly people with disabilities. The SHA is working on an application to acquire additional vouchers in collaboration with Independent Connections and Central Kansas Mental Health. The application is due by June 18, 2018.

The Kansas Housing Resources Corporation announced the opening of the 2018 Home Tenant Based Rental Assistance (TBRA) grant. The deadline for the application is June 29, 2018. The TBRA grant has been used by the Salina Housing Authority to provide security deposit and some utility deposit assistance to qualified applicants. The SHA has been awarded $75,000 per year for the last four years.

On Friday, May 18th, HUD published notice PIH 2018-07 "Registration of Interest for HUD-VASH Vouchers. HUD will award tenant-based, Veteran Assisted Supportive Housing vouchers

to self-identified, interested PHAs based on geographic need. Funding will support approximately 5,000 new VASH vouchers. The SHA currently has 30 VASH vouchers and is determining if there is an unmet need for additional vouchers in Salina. The registration deadline is July 2, 2018.

On May 22, 2018 the Office of Capital Improvements notified PHAs that the FY 2018 Capital Fund Program award have been posted to the website. The steps to access the funds have changed significantly

HUD Regulation/Legislative

The Senate Appropriations Committee approved its THUD bill unanimously on June 7th. It now moves to the Senate floor for consideration. Overall, the bill is very good for housing; even though the allocation for THUD was low, the bill increased HUD spending by $1.8 billion and cut DOT spending by almost $700 million. It appears most programs will maintain the increases from the FY 2018 omnibus.

The White House released a revised version of its $15 billion rescission proposal that pulled back spending from FY 2015- FY 2017. The revised proposal slightly scaled back the proposed cuts to the Public Housing Capital Fund to just over $32 million. This revised package was approved by the House on the 7th by an extremely close 210-206. Majority Leader Mitch McConnell (R-Ky.) had mentioned previously that the Senate would consider the package after the House acts on it.

Facilities/Capital Fund Program:

The City Attorney continues to work with the SHA to title all SHA properties in one legal name. The City Attorney submitted the proposed deeds for comparison with the source deeds to the County Appraiser's office in September. The Mapping Division of the County Appraiser's office has completed a pre-recording review of the proposed deeds and their respective sets of legal descriptions in relation to the source deeds. This review enables us to address any concerns prior to obtaining authorization for execution of the deeds and presenting them to both the Register of Deeds for recording and to County Mapping for usual post-recording review.

Management

The Salina Housing Authority was notified the beginning of June that it had been selected for a informal monitoring review of the Housing Choice Voucher program. Steve McWhinney and Dan Sumile from the Kansas City HUD office will be at the SHA on July 25th to complete the review.

The Salina Housing Authority is seeking a potential development partner that can assist in determining the appropriate development approach and have creative ideas for the revitalization of the Public Housing program. A Request for Qualifications for a Development Partner Services

has been advertised and sent out to interested parties. Questions were received by the deadline and responses were sent to all interested parties on 5/23/18. The deadline for submission of request is June 29, 2018.

The SHA filed a Complaint against HUD regarding the offset from Operating Reserves that occurred in 2012. The Government has filed a motion to dismiss the second lawsuit on the grounds that the Court lacks jurisdiction to consider the case. The Government did not raise a jurisdictional objection in the first operating reserve offset lawsuit. The attorneys for the plaintiffs do not agree with the Government's position and will file an opposition to the Government's motion to dismiss in late July. No update has been noted.

Training/Education

The Executive Director will attend the SW NAHRO Regional Conference in Little Rock, AR from June 24-29th. The next regional conference will be in Kansas City in 2019.

Community Engagement/Networking

The Executive Director is the KS NAHRO state president and on committees at the regional and national NAHRO levels. She is also a member of the Chamber Foundation Board, the United Way Board, the City of Salina Design Review Board, the CHDO Board, and is a member of Salina Rotary.

OLD BUSINESS

a. Update on Request for Qualifications

OLD BUSINESS

b. Update on Title Transfers

Tina Bartlett

From: Greg Bengtson [gabengtson@cml-law.com]
Sent: Tuesday, June 12, 2018 2:35 PM
To: Tina Bartlett
Subject: Report on results of review by the Mapping Division of the Saline County Appraiser's Office
Attachments: General Warranty Deed Unit 300 Office Building.pdf

Tina-

As we discussed by telephone this morning, the Mapping Division of the Saline County Appraiser's Office completed our requested preview of the notebook we prepared containing:

1. An index of the 14 variations in the way title is currently held, numbered to correspond with the 14 deeds;
2. A copy of Exhibit A to the recorded Declaration of Trust, including the full set of unit numbers and legal descriptions with a marginal notation indicated the number of the new deed for each legal description;
3. A tab identifying each of the 14 proposed deeds by number, followed by a copy of the applicable proposed deed, including an Exhibit for each deed listing the unit numbers and legal descriptions covered by that deed; and
4. Following each proposed deed – a set of tabs identifying each tract by unit number, with each tab followed by a copy of the last deed of record for each tract.

You will recall that with so many properties involved, our request was in anticipation of the review that normally occurs post-recording in order to address any questions or concerns they might have in order to address them prior to final consideration by the Housing Authority Board of Directors and the City Commission.

I was able to meet last week with LeRay Wilkie, Property Ownership Technician, and Eileen Loevenstein, Administrative Supervisor, to discuss the results of LeRay's review of the information provided in the notebook. Today was my first opportunity to prepare the following outline of LeRay's observations and, with the benefit of our telephone conversation this morning, how they are to be addressed:

1. Our list of legal descriptions refers to Unit 302 as 1515 Bachtold Avenue. According to LeRay, the official address for the corner lot is 1443 Hickory. I just received your email reporting on the three units, including 1443 Hickory, for which the address reference should be updated. We can easily incorporate those into the exhibits for the applicable deeds.
2. LeRay had pulled the condemnation documentation for 1031 East Elm. We had previously reviewed the same information as the basis for the determination not to execute a deed transfer of the tract acquired by condemnation. We will want to advise LeRay of that at the time of recording.
3. LeRay noted the need for a technical correction on the legal description for Unit 602 (700 Riverside Drive). We will make that correction on the exhibit to what has been identified as Deed No. 9.
4. Exhibit A to the recorded Declaration of Trust included Unit 300, the SHA office building at 469 S. Fifth St. as the last entry, which I had marked "no new deed." LeRay had pulled the 1986 General Warranty Deed for the SHA office building transferring title to "City of Salina, (Salina Housing Authority) and the U. S. Department of Housing and Urban Development as their interest may appear" and asked me about it. We had the deed (copy attached), but had not included it in the notebook because I had not prepared a new deed for that property, expecting that HUD would not participate in a transfer of title to the SHA only. I understand from our conversation that you intend to consult with HUD regarding the potential for its participation in a deed to the SHA, particularly since the property is now covered by the Declaration of Trust.

LeRay gave me the notebook as we make the changes outlined above. She asked that I return it to her for her reference during her post-recording process. I again expressed our appreciation to LeRay and Eileen for completing their review process in advance of recording.

As we also discussed, I will arrange an opportunity for you, Jason, and me to match notes on scheduling with the City Commission and what information we believe to be relevant for Commissioners as they consider authorizing Mayor Ryan to execute the proposed deeds.

Greg

Greg A. Bengtson | CLARK, MIZE & LINVILLE, CHARTERED
129 S. 8th St. | P.O. Box 380 | Salina, KS 67402-0380
Tel. (785) 823-6325 | Fax (785) 823-1868

This message was sent by an attorney with Clark, Mize & Linville, Chartered. The information contained in this message is privileged, confidential, and is intended only for the use of the addressee(s) indicated above. Anyone who receives this email in error should notify the sender by telephone (785-823-6325) and/or reply message immediately and destroy the original message in his or her possession. Thank you.

NEW BUSINESS

a. Resolution No. 2018-1004 Write Off Collection Loss

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO
June 5, 2018

From: Kim Deal, Finance Manager

Meeting: June 19, 2018

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 $10,000 for the write-off of uncollectible accounts in FY2018. The collection from the Kansas Department of Revenue Setoff Division is offset on this account. We have received $19,309 to date this fiscal year in Setoff proceeds and $1,264 in direct collections for a total of $20,573 in collections. Collections from Setoff peak during income tax filing season.

DISCUSSION

The Salina Housing Authority has identified one Shelter Plus Care account totaling $1,267.00 and fifteen Public Housing accounts totaling $13,676.22 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. 2018-1004 to write-off $14,943.22 in uncollectible accounts.
2. Do not approve Resolution No. 2018-1004 to write-off $14,943.22 in uncollectible accounts.
3. Modify the items to meet the needs of the Commission.

RECOMMENDATION

Salina Housing Authority staff recommends approval of Resolution No. 2018-1004 to write-off $14,943.22 in uncollectible accounts.

POSSIBLE MOTION

Adopt Resolution No. 2018-1004, approving the write-off of $14,943.22 in uncollectible accounts.

Attachments:
1. Schedule of Accounts for Write-Off
2. Resolution No 2018-1004

Salina Housing Authority

A/R Balance Due Report

Program	Tenant		Amount
Shelter Plus Care	13373	$	1,267.00
Total		$	1,267.00

Program	Tenant		Amount	
Public Housing	11357	$	1,272.00	
	12283	$	400.43	
	13659	$	771.00	
	13708	$	2,784.50	
	13824	$	754.00	
	13874	$	657.00	
	14222	$	13.00	*
	14243	$	2,127.50	
	14525	$	169.50	
	14598	$	136.89	
	14646	$	606.50	
	14668	$	827.50	
	96715	$	1,774.90	
	98570	$	472.00	
	99132	$	909.50	
Total		$	13,676.22	

* *Will not be sent to Set-Off. Amount < $25*

RESOLUTION 2018-1004

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 $14,943.22, 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 $14,943.22 in vacated tenant's accounts is written off the books of the Salina Housing Authority as an accounting procedure.

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

AYES 4

NAYS 0

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 19th day of June 2018.

ATTEST:

Tina Bartlett

Tina Bartlett, Secretary

Eric Brown, Board Chair

NEW BUSINESS

b. Resolution No. 2018-1005 Revising the FY 2018 Budget

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO
June 8, 2018

From: Kim Deal, Finance Manager

Meeting: June 19, 2018

Subject: 2018 Operating Budget Revision

BACKGROUND

On June 27, 2017, the Housing Authority Board of Commissioners approved the 2017 Operating Budget for the Salina Housing Authority public housing, Section 8 and central office programs.

The Department of Housing and Urban Development requires the Housing Authority to prepare and submit for Board approval an Operating Budget Revision prior to June 30 of each fiscal year in the event changes to original budget projections occur.

DISCUSSION

Following is a summary of significant revisions to the 2018 Operating budget for Public Housing, COCC, Section 8, and Shelter Plus Care:

Public Housing:
Total Income in Public Housing is being decreased by $42,550 to reflect a decrease in rental income from tenants. This decrease can be attributed, in part, to a increase in utility allowances.

Total Administrative Expenses in Public Housing reflects a decrease of $6,269. Some of the reasons for the decrease are attributed to the following factors:

1. An increase in management fees due to a retro-active HUD management fee rate increase for calendar years 2016 and 2017.
2. A decrease in actual versus expected legal expense.
3. A decrease in actual versus expected staff salary and benefits expense.

Utilities: Utilities expense increased by $2,000.

Total Ordinary Maintenance & Operations: Maintenance expenses decreased by $13,430 to reflect a decrease in maintenance staff benefits expense.

Other Financial Items: There is an increase of $4,250 for insurance costs to include an increase in property insurance premiums. There was a $2,400 decrease in PILOT (Payment in Lieu of Taxes) expense as this expense is based on rental income.

Based on the above revisions, the Public Housing program expects to see a loss of $18,173 for the year versus the original budget $8,738 profit.

Central Office Cost Center (COCC)
Total Income in COCC is being decreased by $1,837 which reflects lower Section 8 occupancy rate, an increased Public Housing management fee for the retro-active rate changes, and an increase in interest revenue.

Total Administrative Expenses in COCC reflects a decrease of $2,967. Some of the reasons for the decrease are attributed to the following factors:

1. A decrease in actual versus expected staff benefits.
2. An increase in legal expenses to account for a review of personnel policies.
3. An increase in staff training and travel expenses.

Other Financial Items: There was a $1,200 decrease to insurance costs which includes workers' compensation and all property, vehicle, liability, and other required insurances.

Based on the above revisions, the COCC program expects to see a $40,362 profit versus the original budgeted amount of $34,218.

Section 8
Total Income in Section 8 is being increased by $1,357 to reflect an increase in HUD admin fees and to account for the elimination of budgeted Shelter Plus Car management fees.

Total Administrative Expenses in Section 8 reflects a decrease of $15,314. Some of the reasons for the decrease are attributed to the following factors:

1. A decrease in actual versus expected staff salary and benefits.
2. A decrease of management and bookkeeping fees, as well as verification expense, due to a lower occupancy rate.
3. Smaller decreases in travel, computer services, and audit fees due to the change in accounting for Shelter Plus Care.

Other Financial Items: There is a $900 decrease in insurance expense which includes workers' compensation and professional liability insurance. There is a $285 decrease in general expenses due to a decrease in port-out vouchers

Based on the above revisions, the Section 8 program expects to see a profit of $1,134 compared to the originally budgeted $16,752 loss.

Shelter Plus Care
Administrative revenue and expenses were not previously budgeted. Fiscal year-to-date expenses for office and payroll-related costs were reclassified to include an allocation to Shelter Plus Care, reducing the allocation to Section 8.

Budgeted income of $10,539 for Shelter Plus Care includes $5,445 in HUD administrative fees, $5,000 in other grants, $90 in TBRA admin fees, and $4 in interest.

Budgeted operating expenses of $11,488 for Shelter Plus Care includes $5,750 for staff salary and benefits, $3,510 for management and bookkeeping fees, and $2,228 in other administrative expenses, such as audit fees, utilities, and office supplies.

The projected net administrative Shelter Plus Care loss is $949 for FY2018.

ALTERNATIVES

It appears the Board of Commissioners has the following alternatives concerning the issue at hand. The Commission may:
1. Approve Resolution No. 2018-1005, adopting the 2018 Operating Budget Revision for the Salina Housing Authority.
2. Modify the Budget Revision to meet the needs of the Commission.

RECOMMENDATION

Staff recommends approval of the 2018 Operating Budget Revision in order to accommodate budget adjustments and remain in compliance with Department of Housing and Urban Development requirements.

POSSIBLE MOTION

Approve Resolution No. 2018 -1005, adopting the 2018 Operating Budget Revision for the Salina Housing Authority.

Enclosures:

1. 2018 Operating Budget Revision
2. Resolution No. 2018-1005

SALINA HOUSING AUTHORITY
FY 2018 BUDGET

PUBLIC HOUSING

Line No.	INCOME	Original FY18 BUDGET	March 2018 YTD Actual	FY18 ANNUALIZED	REVISED FY18 BUDGET
3110	Rent	$ 350,000.00	$ 222,780.58	$ 295,176.85	$ 300,000.00
3110.1	Rent-PH FSS Escrow	$ (30,000.00)	$ (16,190.00)	$ (19,722.75)	$ (23,000.00)
8020	Subsidy	$ 350,000.00	$ 278,720.00	$ 371,626.67	$ 350,000.00
3610	Interest	$ 2,000.00	$ 4,032.42	$ 5,376.56	$ 4,500.00
3390.4	Admin Fee - TBRA	$ 1,500.00	$ 1,373.78	$ 865.57	$ 1,650.00
3690.99	CFP Operations	$ 60,000.00	$ 47,843.57	$ 63,791.43	$ 60,000.00
3690	Maint/Court Chgs, Late Fees	$ 65,000.00	$ 45,213.39	$ 60,264.52	$ 65,000.00
3690.1	Miscellaneous	$ 3,000.00	$ 563.60	$ 771.47	$ 800.00
	TOTAL INCOME	$ 801,500.00	$ 584,337.34	$ 778,150.32	$ 758,950.00

Line No.	EXPENSES	Original FY18 BUDGET	March 2018 YTD Actual	FY18 ANNUALIZED	REVISED FY18 BUDGET
4110	Administration Salary	$ 88,000.00	$ 63,430.47	$ 84,573.96	$ 86,000.00
4130	Legal	$ 10,000.00	$ 4,012.00	$ 5,349.33	$ 8,574.00
4140	Training	$ 2,500.00	$ 2,602.62	$ 4,772.16	$ 2,700.00
4150	Travel	$ 1,000.00	$ 412.19	$ 649.59	$ 750.00
4170	Computer Services	$ 1,500.00	$ 546.27	$ 728.36	$ 1,250.00
4171	Audit	$ 6,100.00	$ 6,062.00	$ 5,564.00	$ 6,100.00
4182	Administration Benefits	$ 40,000.00	$ 24,675.98	$ 32,902.00	$ 35,000.00
4190.03	Postage	$ 5,200.00	$ 2,852.17	$ 3,802.89	$ 4,500.00
4190.11	Publications	$ 350.00	$ 57.37	$ 76.49	$ 100.00
4190.12	Membership	$ 1,100.00	$ 1,347.86	$ 1,797.15	$ 1,500.00
4190.13	Telephone	$ 4,500.00	$ 3,199.57	$ 4,266.09	$ 4,500.00
4190.14	Rental of Office Space	$ 24,650.00	$ 18,484.20	$ 24,645.60	$ 24,650.00
4190.17	Forms & Office Supplies	$ 2,700.00	$ 2,100.57	$ 2,800.76	$ 2,800.00
4190.18	Other Sundry	$ 5,000.00	$ 3,333.72	$ 4,444.96	$ 5,000.00
4190.19	Admin Contracts	$ 4,600.00	$ 3,921.50	$ 4,541.00	$ 4,500.00
4190.20	Tenant Verifications	$ 6,000.00	$ 3,638.95	$ 4,851.93	$ 5,000.00
4190.23	Asset Management Fee	$ 19,440.00	$ -	$ 19,440.00	$ 19,440.00
4195	Management Fee	$ 86,992.00	$ 67,989.11	$ 90,652.15	$ 90,676.43
4195.1	Bookkeeping Fee	$ 13,950.00	$ 10,627.50	$ 14,170.00	$ 14,272.50
4220	Resident Services	$ 3,000.00	$ 2,031.00	$ 2,708.00	$ 3,000.00
4310	Water	$ 1,700.00	$ 1,346.70	$ 1,795.60	$ 1,800.00
4320	Electricity	$ 6,500.00	$ 5,608.56	$ 7,478.08	$ 7,500.00
4330	Gas	$ 4,500.00	$ 3,988.44	$ 5,317.92	$ 5,300.00
4390	Sewer	$ 1,400.00	$ 1,095.37	$ 1,460.49	$ 1,500.00
4410	Labor	$ 115,000.00	$ 82,512.31	$ 110,016.41	$ 115,300.00
4420	Materials	$ 45,000.00	$ 31,552.15	$ 42,069.53	$ 45,000.00
4430	Contracts	$ 85,000.00	$ 71,192.04	$ 94,922.72	$ 85,000.00
4431	Garbage	$ 2,700.00	$ 2,128.05	$ 2,837.40	$ 2,700.00
4433	Labor Benefits	$ 67,230.00	$ 37,151.13	$ 49,534.84	$ 53,500.00
4480	Protective Services	$ 150.00	$ 354.16	$ 472.21	$ 360.00
4510	Insurance	$ 97,000.00	$ 76,683.09	$ 96,610.50	$ 101,250.00
4520	PILOT	$ 30,000.00	$ 22,500.00	$ 30,000.00	$ 27,600.00
4570	Collection Loss	$ 10,000.00	$ 3,360.53	$ 4,480.71	$ 10,000.00
	TOTAL EXPENSES	$ 792,762.00	$ 560,797.58	$ 759,732.85	$ 777,122.93
	PROFIT (LOSS)	$ 8,738.00	$ 23,539.76	$ 18,417.47	$ (18,172.93)

SALINA HOUSING AUTHORITY
FY 2018 BUDGET

CENTRAL OFFICE COST CENTER

Line No.	INCOME	Original FY18 BUDGET	March 2018 YTD Actual	FY18 ANNUALIZED	**REVISED FY18 BUDGET**
3610	Interest	$ 2,000.00	$ 3,793.59	$ 5,058.12	$ 4,800.00
3190	Rental Fees	$ 34,330.00	$ 25,745.85	$ 34,327.80	$ 34,330.00
3690.1	Other Misc Income (mileage)	$ 1,200.00	$ 527.49	$ 713.57	$ 700.00
3690.2	Management Fee - Home	$ 384.00	$ 288.00	$ 384.00	$ 384.00
3690.2	Management Fee - Low Rent	$ 86,992.00	$ 67,989.11	$ 88,694.19	$ 90,676.43
3690.2	Management Fee - Sec 8	$ 48,444.00	$ 33,624.00	$ 45,018.00	$ 44,832.00
3690.2	Management Fee - Shelter Plus	$ 550.00	$ 1,620.00	$ 2,160.00	$ 2,160.00
3690.3	Management Fee - Asset Mgmt	$ 19,440.00	$ -	$ 19,440.00	$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	$ 13,950.00	$ 10,627.50	$ 15,941.25	$ 14,272.50
3690.4	Bookkeeping Fee - Sec 8	$ 30,278.00	$ 21,015.00	$ 31,522.50	$ 28,020.00
3690.4	Bookkeeping Fee - Shelter Plus	$ 1,560.00	$ 1,012.50	$ 1,350.00	$ 1,350.00
3690.2	Admin Fee - TBRA	$ 500.00	$ 409.33	$ 657.68	$ 500.00
3690.5	CFP	$ 19,623.00	$ 14,864.00	$ 19,818.67	$ 19,623.00
	TOTAL INCOME	$ 259,251.00	$ 181,516.37	$ 265,085.78	$ 261,087.93

Line No.	EXPENSES	Original FY18 BUDGET	March 2018 YTD Actual	FY18 ANNUALIZED	**REVISED FY18 BUDGET**
4110	Administration Salary	$ 134,000.00	$ 96,208.61	$ 128,275.29	$ 134,000.00
4130	Legal	$ 1,500.00	$ 1,000.00	$ 1,500.00	$ 3,500.00
4140	Training	$ 9,000.00	$ 6,148.65	$ 6,789.23	$ 10,000.00
4150	Travel	$ 2,500.00	$ 2,461.06	$ 3,653.85	$ 4,100.00
4150.4	Travel Allowance	$ 2,400.00	$ 1,800.00	$ 2,400.00	$ 2,400.00
4170	Accounting	$ 11,700.00	$ 8,274.00	$ 11,155.50	$ 11,700.00
4170.1	Computer Services	$ 1,500.00	$ 334.32	$ 501.48	$ 800.00
4171	Audit	$ 2,250.00	$ 1,959.00	$ 2,044.50	$ 1,959.00
4182	Administration Benefits	$ 45,173.00	$ 26,618.78	$ 35,443.74	$ 40,000.00
4190.11	Publications	$ 500.00	$ 134.11	$ 201.17	$ 150.00
4190.12	Membership	$ 2,000.00	$ 2,285.18	$ 3,427.77	$ 2,300.00
4190.13	Telephone	$ 2,200.00	$ 1,629.89	$ 2,156.45	$ 2,200.00
4190.17	Office Supplies & Forms	$ 2,200.00	$ 1,314.62	$ 1,890.60	$ 2,200.00
4190.18	Sundry	$ 4,500.00	$ 2,581.64	$ 3,717.66	$ 3,500.00
4190.19	Contracts	$ 600.00	$ 600.00	$ 600.00	$ 600.00
4190.99	Admin Exp Reimbursements	$ (7,000.00)	$ (3,407.83)	$ (5,111.75)	$ (7,353.00)
4300	Utilities	$ 1,400.00	$ 941.85	$ 1,218.86	$ 1,450.00
4420	Materials - vehicle gasoline	$ 550.00	$ 159.15	$ 238.73	$ 400.00
4430	Contracts/garbage	$ 2,500.00	$ 1,106.07	$ 1,609.35	$ 2,500.00
4480	Protective Services	$ 60.00	$ 210.47	$ 56.49	$ 220.00
4510	Insurance	$ 5,000.00	$ 2,753.69	$ 3,641.84	$ 3,600.00
4590	Other General Exp	$ 500.00	$ -	$ -	$ 500.00
	TOTAL EXPENSES	$ 225,033.00	$ 155,113.26	$ 205,410.76	$ 220,726.00
	PROFIT (LOSS)	$ 34,218.00	$ 26,403.11	$ 59,675.02	$ 40,361.93

SALINA HOUSING AUTHORITY
FY 2018 BUDGET

Section 8

Line No.	INCOME	Original FY18 BUDGET	March 2018 YTD Actual	FY18 ANNUALIZED	**REVISED FY18 BUDGET**
3112	Admin Fees	$ 165,770.00	$ 128,628.00	$ 171,504.00	$ 170,500.00
3300	Interest	$ -	$ 82.20	$ 109.60	$ 100.00
3300.4	Mgt Fee-S + C	$ 3,200.00	$ -	$ -	$ -
3300.99	Mgmt Fee TBRA	$ 1,500.00	$ 1,226.89	$ 2,453.78	$ 1,777.00
3300.F	Fraud Recovery	$ 2,500.00	$ 1,224.82	$ 1,633.09	$ 1,600.00
3300.P	Admin Fees from Port Ins		$ 294.34	$ 406.25	$ 350.00
	TOTAL INCOME	$ 172,970.00	$ 131,456.25	$ 176,106.72	$ 174,327.00

Line No.	EXPENSES	Original FY18 BUDGET	March 2018 YTD Actual	FY18 ANNUALIZED	**REVISED FY18 BUDGET**
4110	Administration Salary	$ 48,600.00	$ 32,216.92	$ 42,955.89	$ 43,500.00
4130	Legal	$ 100.00	$ 120.00	$ 160.00	$ 160.00
4140	Training	$ 600.00	$ 829.90	$ 1,106.53	$ 850.00
4150	Travel	$ 500.00	$ 140.75	$ 187.67	$ 175.00
4170.1	Computer Services	$ 1,000.00	$ 243.43	$ 324.57	$ 550.00
4171	Audit	$ 1,850.00	$ 1,346.00	$ 1,688.00	$ 1,346.00
4180	Office Rent and Utilities	$ 11,150.00	$ 7,725.48	$ 10,300.64	$ 11,150.00
4182	Administration Benefits	$ 25,115.00	$ 16,604.72	$ 22,139.63	$ 24,100.00
4190.03	Postage	$ 2,750.00	$ 1,266.82	$ 1,689.09	$ 2,750.00
4190.11	Publications	$ 100.00	$ 27.40	$ 36.53	$ 40.00
4190.12	Membership	$ 250.00	$ 340.65	$ 454.20	$ 350.00
4190.13	Telephone	$ 1,200.00	$ 753.23	$ 1,004.31	$ 1,200.00
4190.17	Office Supplies & Forms	$ 1,500.00	$ 1,138.67	$ 1,518.23	$ 1,600.00
4190.18	Sundry	$ 2,000.00	$ 1,013.23	$ 1,350.97	$ 2,000.00
4190.19	Admin Contracts	$ 3,700.00	$ 2,885.53	$ 3,847.37	$ 3,700.00
4190.20	Tenant Verifications	$ 7,000.00	$ 1,621.30	$ 2,161.73	$ 4,500.00
4195	Management Fee ($12)	$ 48,444.00	$ 33,624.00	$ 44,832.00	$ 44,832.00
4196	Bookkeeping Fee ($7.50)	$ 30,278.00	$ 21,015.00	$ 28,020.00	$ 28,020.00
4430	Contracts - Janitorial	$ 250.00	$ 147.58	$ 196.77	$ 225.00
4480	Protective Services	$ 50.00	$ 44.07	$ 58.76	$ 45.00
4510	Insurance	$ 2,500.00	$ 1,608.44	$ 2,144.59	$ 1,600.00
4590.P	HAP Portable Admin fee	$ 785.00	$ 302.07	$ 402.76	$ 500.00
4800	Depreciation	$ -	$ -	$ -	$ -
		$ 189,722.00	$ 125,015.19	$ 166,580.25	$ 173,193.00
	PROFIT (LOSS)	$ (16,752.00)	$ 6,441.06	$ 9,526.47	$ 1,134.00

SALINA HOUSING AUTHORITY
FY 2018 BUDGET

Shelter Plus Care

Line No.	INCOME	Original FY18 BUDGET	March 2018 YTD Actual	FY18 ANNUALIZED	REVISED FY18 BUDGET
3112	Admin Fees	$ -	$ 4,691.67	$ 5,445.00	$ 5,445.00
3000	Interest	$ -	$ 3.68	$ 4.91	$ 4.00
3690	Mgt Fee TBRA	$ -	$ 90.00	$ 120.00	$ 90.00
3690.6	Other Grants	$ -	$ 5,000.00	$ 5,000.00	$ 5,000.00
	TOTAL INCOME	$ -	$ 9,785.35	$ 10,569.91	$ 10,539.00

Line No.	EXPENSES	Original FY18 BUDGET	March 2018 YTD Actual	FY18 ANNUALIZED	REVISED FY18 BUDGET
4110	Administration Salary	$ -	$ 2,585.09	$ 3,446.79	$ 3,550.00
4130	Legal	$ -	$ -	$ -	$ -
4140	Training	$ -	$ 69.02	$ 92.03	$ 75.00
4150	Travel	$ -	$ 16.63	$ 22.17	$ 25.00
4170.1	Computer Services	$ -	$ 17.38	$ 23.17	$ 40.00
4171	Audit	$ -	$ 493.00	$ 493.00	$ 493.00
4180	Office Rent and Utilities	$ -	$ 548.69	$ 731.59	$ 750.00
4182	Administration Benefits	$ -	$ 1,581.79	$ 2,109.05	$ 2,200.00
4190.03	Postage	$ -	$ 191.91	$ 255.88	$ 300.00
4190.11	Publications	$ -	$ -	$ -	$ -
4190.12	Membership	$ -	$ -	$ -	$ -
4190.13	Telephone	$ -	$ 53.91	$ 71.88	$ 80.00
4190.17	Office Supplies & Forms	$ -	$ 85.06	$ 113.41	$ 125.00
4190.18	Sundry	$ -	$ 50.49	$ 67.32	$ 75.00
4190.19	Admin Contracts	$ -	$ 135.97	$ 181.29	$ 185.00
4190.20	Tenant Verifications	$ -	$ -	$ -	$ -
4195	Management Fee ($12)	$ -	$ 1,620.00	$ 2,160.00	$ 2,160.00
4196	Bookkeeping Fee ($7.50)	$ -	$ 1,012.50	$ 1,350.00	$ 1,350.00
4400	Maint/security	$ -	$ -	$ -	$ -
4430	Contracts - Janitorial	$ -	$ 10.39	$ 13.85	$ 14.00
4480	Protective Services	$ -	$ -	$ -	$ -
4510	Insurance	$ -	$ 86.59	$ 115.45	$ 66.00
		$ -	$ 8,558.42	$ 11,246.89	$ 11,488.00
	PROFIT (LOSS)	$ -	$ 1,226.93	$ (676.99)	$ (949.00)

SALINA HOUSING AUTHORITY
FY 2018 BUDGET

REVISED FY2018 BUDGET

Summary

Line No.	INCOME	Public Housing FY18 BUDGET	COCC FY18 BUDGET	Section 8 FY18 BUDGET	S+C FY18 BUDGET	Summary Total
3110	Rent	$ 300,000.00	$ 34,330.00	$ -	$ -	$ 334,330.00
3110.1	Rent-PH FSS Escrow	$ (23,000.00)	$ -	$ -	$ -	$ (23,000.00)
	Subsidy	$ 350,000.00	$ -	$ 170,500.00	$ 5,445.00	$ 525,945.00
3610	Interest	$ 4,500.00	$ 4,800.00	$ 100.00	$ 4.00	$ 9,404.00
3690.2	Management Fee - Home	$ -	$ 384.00	$ -	$ -	$ 384.00
3690.2	Management Fee - Low Rent	$ -	$ 90,676.43	$ -	$ -	$ 90,676.43
3690.2	Management Fee - Sec 8	$ -	$ 44,832.00	$ -	$ -	$ 44,832.00
3690.2	Management Fee - Shelter Plus	$ -	$ 2,160.00	$ -	$ -	$ 2,160.00
3690.3	Management Fee - Asset Mgmt	$ -	$ 19,440.00	$ -	$ -	$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	$ -	$ 14,272.50	$ -	$ -	$ 14,272.50
3690.4	Bookkeeping Fee - Sec 8	$ -	$ 28,020.00	$ -	$ -	$ 28,020.00
3690.4	Bookkeeping Fee - Shelter Plus	$ -	$ 1,350.00	$ -	$ -	$ 1,350.00
	Admin Fee - TBRA	$ 1,650.00	$ 500.00	$ 1,777.00	$ 90.00	$ 4,017.00
3690.99	CFP Operations	$ 60,000.00	$ 19,623.00	$ -	$ -	$ 79,623.00
3690	Maint/Court Charges, Late Fees	$ 65,000.00	$ -	$ -	$ -	$ 65,000.00
	Miscellaneous	$ 800.00	$ 700.00	$ 1,950.00	$ 5,000.00	$ 8,450.00
	TOTAL INCOME	$ 758,950.00	$ 261,087.93	$ 174,327.00	$ 10,539.00	$ 1,204,903.93

Line No.	EXPENSES	Public Housing FY18 BUDGET	COCC FY18 BUDGET	Section 8 FY18 BUDGET	S+C FY18 BUDGET	Summary Total
4110	Administration Salary	$ 86,000.00	$ 134,000.00	$ 43,500.00	$ 3,550.00	$ 267,050.00
4130	Legal	$ 8,574.00	$ 3,500.00	$ 160.00	$ -	$ 12,234.00
4140	Training	$ 2,700.00	$ 10,000.00	$ 850.00	$ 75.00	$ 13,625.00
4150	Travel	$ 750.00	$ 6,500.00	$ 175.00	$ 25.00	$ 7,450.00
4170	Accounting	$ -	$ 11,700.00	$ -	$ -	$ 11,700.00
4170.1	Computer Services	$ 1,250.00	$ 800.00	$ 550.00	$ 40.00	$ 2,640.00
4171	Audit	$ 6,100.00	$ 1,959.00	$ 1,346.00	$ 493.00	$ 9,898.00
4182	Administration Benefits	$ 35,000.00	$ 40,000.00	$ 24,100.00	$ 2,200.00	$ 101,300.00
4190.03	Postage	$ 4,500.00	$ -	$ 2,750.00	$ 300.00	$ 7,550.00
4190.11	Publications	$ 100.00	$ 150.00	$ 40.00	$ -	$ 290.00
4190.12	Membership	$ 1,500.00	$ 2,300.00	$ 350.00	$ -	$ 4,150.00
4190.13	Telephone	$ 4,500.00	$ 2,200.00	$ 1,200.00	$ 80.00	$ 7,980.00
4190.14	Rental of Office Space	$ 24,650.00	$ -	$ 11,150.00	$ 750.00	$ 36,550.00
4190.17	Forms & Office Supplies	$ 2,800.00	$ 2,200.00	$ 1,600.00	$ 125.00	$ 6,725.00
4190.18	Other Sundry	$ 5,000.00	$ 3,500.00	$ 2,000.00	$ 75.00	$ 10,575.00
4190.19	Admin Contracts	$ 4,500.00	$ 600.00	$ 3,700.00	$ 185.00	$ 8,985.00
4190.2	Tenant Verifications	$ 5,000.00	$ -	$ 4,500.00	$ -	$ 9,500.00
4190.23	Asset Management Fee	$ 19,440.00	$ -	$ -	$ -	$ 19,440.00
4195	Management Fee	$ 90,676.43	$ -	$ 44,832.00	$ 2,160.00	$ 137,668.43
4195.1	Bookkeeping Fee	$ 14,272.50	$ -	$ 28,020.00	$ 1,350.00	$ 43,642.50
4190.99	Admin Exp Reimbursements	$ -	$ (7,353.00)	$ -	$ -	$ (7,353.00)
4220	Resident Services	$ 3,000.00	$ -	$ -	$ -	$ 3,000.00
4310	Water	$ 1,800.00	$ 261.00	$ -	$ -	$ 2,061.00
4320	Electricity	$ 7,500.00	$ 971.50	$ -	$ -	$ 8,471.50
4330	Gas	$ 5,300.00	$ 145.00	$ -	$ -	$ 5,445.00
4390	Sewer	$ 1,500.00	$ 72.50	$ -	$ -	$ 1,572.50
4410	Labor	$ 115,300.00	$ -	$ -	$ -	$ 115,300.00
4420	Materials	$ 45,000.00	$ 400.00	$ -	$ -	$ 45,400.00
4430	Contracts	$ 85,000.00	$ 2,500.00	$ 225.00	$ 14.00	$ 87,739.00
4431	Garbage	$ 2,700.00	$ -	$ -	$ -	$ 2,700.00
4433	Labor Benefits	$ 53,500.00	$ -	$ -	$ -	$ 53,500.00
4480	Protective Services	$ 360.00	$ 220.00	$ 45.00	$ -	$ 625.00
4510	Insurance	$ 101,250.00	$ 3,600.00	$ 1,600.00	$ 66.00	$ 106,516.00
4520	PILOT	$ 27,600.00	$ -	$ -	$ -	$ 27,600.00
4570	Collection Loss	$ 10,000.00	$ -	$ -	$ -	$ 10,000.00
4590	Other General Exp	$ -	$ 500.00	$ 500.00	$ -	$ 1,000.00
		$ 777,122.93	$ 220,726.00	$ 173,193.00	$ 11,488.00	$ 1,182,529.93
	TOTAL EXPENSES	$ 777,122.93	$ 220,726.00	$ 173,193.00	$ 11,488.00	$ 1,182,529.93
	PROFIT (LOSS)	$ (18,172.93)	$ 40,361.93	$ 1,134.00	$ (949.00)	$ 22,374.00

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Salina Housing Authority PHA Code: KS038

PHA Fiscal Year Beginning: July 1, 2017 Board Resolution Number: 2018-1005

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☒ Operating Budget revision approved by Board resolution on: 06/19/2018
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Eric Brown	Eric S. Brown	6/19/2018

Previous editions are obsolete

form HUD-**52574** (04/2013)

NEW BUSINESS

c. Resolution No. 2018-1006 Approving the FY 2019 Budget

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO
June 8, 2018

From: Kim Deal

Meeting: June 19, 2018

Subject: 2019 Operating Budget

BACKGROUND

Each year, in accordance with Department of Housing and Urban Development (HUD) regulations, the Salina Housing Authority must prepare an Operating Budget for administration of the Public Housing Program. The Operating Budget reflects projected annual income, expenses and Operating Fund (subsidy) calculations.

The Operating Budget and a Resolution approving the Operating Budget is required to be approved by the Board of Commissioners prior to June 30 each year; however, the budget and resolution are not required to be approved by the Department of Housing and Urban Development.

DISCUSSION

Enclosed in your packet you will find spreadsheets for comparison of 2019 anticipated income and expenses to the previous two years income and expenditures for the programs. Some notable differences between the proposed 2019 Operating Budget as compared to the previous income and expenditures are as follows:

Public Housing
The Income for Public Housing includes an estimated increase of $23,600. Federal fiscal year 2019 reports a 10% increase of the current federal year in Operating Subsidy. In addition, the increase in CFP funding will result in an increase in CFP Operations revenue for Public Housing.

The Operating Expenditures for Public Housing are anticipated at $788,886, an overall increase of approximately $11,700 over FY18 Revised Budget. The majority of this increase consists of an increase in maintenance salaries and benefits, with a smaller increase in administrative salaries and benefits.

Central Office Cost Center (COCC)
The Income for the COCC includes an increase of approximately $2,000 over the FY18 Revised Budget. The FY19 budget includes an increase in projected Section 8 management and bookkeeping fees. SHA continues to focus on increasing vouchers leased after the HUD-required freeze on vouchers was lifted in January 2018.

The Operating Expenditures for the COCC are anticipated at $228,700, an overall increase of about $8,000 from the FY18 Revised Expenses. Small increases are projected to line items for potential salary increases and benefits, computer services, and insurance.

Section 8
The Income for the Section 8 Program includes a decrease of approximately $5,300 over the FY18 Annualized Income. This is a conservative estimate based reduced HUD administrative revenue due to our current lower voucher utilization and continued proration.

The Operating Expenditures for the Section 8 Program are anticipated at $179,330, an overall increase of approximately $6,000 from the FY18 Revised Expenses. This includes $1,200 in salary and benefit increase from the previous year, a $3,000 increase in management and mookkeeping fees, and a $1,500 increase in applicant verifications.

Shelter Plus Care
The Income for the Shelter Plus Care program includes $5,445 in HUD administrative fees and $5,000 in other grants revenue.

The Operating Expenditures for the Shelter Plus Care program are anticipated at $11,890, an overall increase of less than $500 from the FY18 Revised Budget. This increase consists of a small increase in staff salaries and training.

Based on the anticipated income and expenses for 2019, the proposed Operating Budgets reflects a net increase of $18,130 which will be added to the Operating Reserves at the end of Fiscal Year 2019. The anticipated loss from the Public Housing program would be covered by Public Housing operating reserves. The anticipated loss from the Section 8 program will continue to be covered by a loan from the COCC. The current loan is $2,000. The loan started in Dec. 2014 and has fluctuated between $12,000 - $33,000. As reconciliations are released the SHA pays back the loan if funds are available. The anticipated loss from the Shelter Plus Care program will be covered by a from the COCC or by additional miscellaneous grant funds.

The Board of Commissioners should also be advised that this Operating Budget is a guideline for income and expenses; it is anticipated that, at year end, some adjustments may be required due to unforeseen income and/or expenditure changes that may occur throughout the year.

The Housing Authority continues to search for cost-saving measures and opportunities for grant funds that may be able to assist in the operation of the Housing Authority in an effort to minimize expenditures, increase revenues and maximize resources.

ALTERNATIVES

It appears the Commission has the following alternatives concerning the issue at hand. The Commission may:
1. Approve Resolution No. 2018-1006, adopting the proposed 2019 Operating Budget for the Salina Housing Authority.
2. Modify the 2019 Operating Budget to meet the needs of the Commission.

RECOMMENDATION

Housing Authority staff recommends approval of Resolution No. 2018-1006, adopting the 2019 Operating Budget for the Salina Housing Authority to remain in compliance with Department of Housing and Urban Development regulations.

POSSIBLE MOTION

Adopt Resolution No. 2018-1006, adopting the 2019 Operating Budget for the Salina Housing Authority.

Enclosures:

1. 2019 Operating Budget Spreadsheet
2. Resolution No. 2018-1006

SALINA HOUSING AUTHORITY
FY 2019 BUDGET

Public Housing

Line No.	INCOME	FY17 ACTUAL	FY18 BUDGET Revision	FY19 BUDGET
3110	Rent	$ 330,599.00	$ 300,000.00	$ 300,000.00
3110.1	Rent-PH FSS Escrow	$ (20,895.19)	$ (23,000.00)	$ (21,000.00)
8020	Subsidy	$ 374,842.00	$ 350,000.00	$ 365,000.00
3610	Interest	$ 4,590.11	$ 4,500.00	$ 4,500.00
3390.4	Admin Fee - TBRA	$ 865.57	$ 1,650.00	$ 2,250.00
3690.99	CFP Operations	$ 60,710.28	$ 60,000.00	$ 66,000.00
3690	Maint/Court Charges, Late Fe	$ 75,045.40	$ 65,000.00	$ 65,000.00
3690.1	Miscellaneous	$ 13.57	$ 800.00	$ 800.00
	TOTAL INCOME	$ 825,770.74	$ 758,950.00	$ 782,550.00

Line No.	EXPENSES	FY17 ACTUAL	FY18 BUDGET Revision	FY19 BUDGET
4110	Administration Salary	$ 82,207.58	$ 86,000.00	$ 88,000.00
4130	Legal	$ 7,140.50	$ 8,574.00	$ 7,000.00
4140	Training	$ 1,851.27	$ 2,700.00	$ 2,500.00
4150	Travel	$ 700.38	$ 750.00	$ 1,000.00
4170	Computer Services	$ 1,200.00	$ 1,250.00	$ 1,500.00
4171	Audit	$ 5,564.00	$ 6,100.00	$ 6,100.00
4182	Administration Benefits	$ 29,820.75	$ 35,000.00	$ 36,726.00
4190.03	Postage	$ 5,059.70	$ 4,500.00	$ 5,000.00
4190.11	Publications	$ 197.29	$ 100.00	$ 100.00
4190.12	Membership	$ 1,027.67	$ 1,500.00	$ 1,500.00
4190.13	Telephone	$ 4,444.63	$ 4,500.00	$ 4,500.00
4190.14	Rental of Office Space	$ 24,645.60	$ 24,650.00	$ 24,650.00
4190.17	Forms & Office Supplies	$ 2,133.13	$ 2,800.00	$ 2,700.00
4190.18	Other Sundry	$ 4,629.76	$ 5,000.00	$ 5,000.00
4190.19	Admin Contracts	$ 4,552.00	$ 4,500.00	$ 4,684.00
4190.2	Tenant Verifications	$ 5,332.93	$ 5,000.00	$ 5,500.00
4190.23	Asset Management Fee	$ 19,440.00	$ 19,440.00	$ 19,440.00
4195	Management Fee	$ 89,003.31	$ 90,676.43	$ 90,396.00
4195.1	Bookkeeping Fee	$ 14,272.50	$ 14,272.50	$ 13,950.00
4220	Resident Services	$ 2,780.84	$ 3,000.00	$ 3,850.00
4310	Water	$ 2,039.03	$ 1,800.00	$ 1,800.00
4320	Electricity	$ 7,520.38	$ 7,500.00	$ 7,500.00
4330	Gas	$ 5,318.18	$ 5,300.00	$ 5,300.00
4390	Sewer	$ 1,825.77	$ 1,500.00	$ 1,500.00
4410	Labor	$ 110,129.05	$ 115,300.00	$ 120,601.00
4420	Materials	$ 41,241.90	$ 45,000.00	$ 45,000.00
4430	Contracts	$ 84,937.72	$ 85,000.00	$ 85,000.00
4431	Garbage	$ 3,082.92	$ 2,700.00	$ 2,700.00
4433	Labor Benefits	$ 53,360.52	$ 53,500.00	$ 58,779.00
4480	Protective Services	$ 92.32	$ 360.00	$ 360.00
4510	Insurance	$ 96,728.92	$ 101,250.00	$ 101,250.00
4520	PILOT	$ 27,606.47	$ 27,600.00	$ 25,000.00
4570	Collection Loss	$ 19,159.18	$ 10,000.00	$ 10,000.00
	TOTAL EXPENSES	$ 759,046.20	$ 777,122.93	$ 788,886.00
	PROFIT (LOSS)	$ 66,724.54	$ (18,172.93)	$ (6,336.00)

SALINA HOUSING AUTHORITY
FY 2019 BUDGET

Central Office Cost Center

Line No.	INCOME	FY17 ACTUAL	FY18 BUDGET Revision	FY19 BUDGET
3610	Interest	$ 2,332.08	$ 4,800.00	$ 4,000.00
3190	Rental Fees	$ 34,327.80	$ 34,330.00	$ 34,330.00
3690.1	Other Misc Income (mileage)	$ 950.96	$ 700.00	$ 700.00
3690.2	Management Fee - Home	$ 384.00	$ 384.00	$ 384.00
3690.2	Management Fee - Low Rent	$ 88,817.59	$ 90,676.43	$ 90,396.00
3690.2	Management Fee - Sec 8	$ 49,296.00	$ 44,832.00	$ 46,896.00
3690.2	Management Fee - Shelter Plus	$ 565.00	$ 2,160.00	$ 2,160.00
3690.3	Management Fee - Asset Mgmt	$ 19,440.00	$ 19,440.00	$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	$ 14,272.50	$ 14,272.50	$ 13,950.00
3690.4	Bookkeeping Fee - Sec 8	$ 30,810.00	$ 28,020.00	$ 29,310.00
3690.4	Bookkeeping Fee - Shelter Plus	$ 1,725.00	$ 1,350.00	$ 1,350.00
	Admin Fee - TBRA	$ 658.68	$ 500.00	$ 500.00
3690.5	CFP	$ 9,900.00	$ 19,623.00	$ 19,742.00
	TOTAL INCOME	$ 253,479.61	$ 261,087.93	$ 263,158.00

Line No.	EXPENSES	FY17 ACTUAL	FY18 BUDGET Revision	FY19 BUDGET
4110	Administration Salary	$ 126,681.92	$ 134,000.00	$ 138,500.00
4130	Legal	$ -	$ 3,500.00	$ 3,000.00
4140	Training	$ 8,590.13	$ 10,000.00	$ 9,000.00
4150	Travel	$ 1,525.44	$ 4,100.00	$ 4,100.00
4150.4	Travel Allowance	$ 2,400.00	$ 2,400.00	$ 2,400.00
4170	Accounting	$ 11,608.00	$ 11,700.00	$ 11,700.00
4170.1	Computer Services	$ 1,036.47	$ 800.00	$ 1,500.00
4171	Audit	$ 2,044.50	$ 1,959.00	$ 2,250.00
4182	Administration Benefits	$ 41,872.56	$ 40,000.00	$ 42,300.00
4190.11	Publications	$ 178.71	$ 150.00	$ 200.00
4190.12	Membership	$ 2,342.71	$ 2,300.00	$ 2,400.00
4190.13	Telephone	$ 2,189.80	$ 2,200.00	$ 2,200.00
4190.17	Office Supplies & Forms	$ 2,118.90	$ 2,200.00	$ 2,200.00
4190.18	Sundry	$ 4,332.06	$ 3,500.00	$ 3,500.00
4190.19	Contracts	$ 600.00	$ 600.00	$ 600.00
4190.99	Admin Exp Reimbursements	$ (6,311.86)	$ (7,353.00)	$ (6,200.00)
4300	Utilities	$ 1,439.40	$ 1,450.00	$ 1,400.00
4420	Materials - vehicle gasoline	$ 148.65	$ 400.00	$ 400.00
4430	Contracts/garbage	$ 1,964.60	$ 2,500.00	$ 2,500.00
4480	Protective Services	$ 56.49	$ 220.00	$ 250.00
4510	Insurance	$ 3,538.61	$ 3,600.00	$ 4,000.00
4590	Other General Exp	$ -	$ 500.00	$ 500.00
	TOTAL EXPENSES	$ 208,357.09	$ 220,726.00	$ 228,700.00
	PROFIT (LOSS)	$ 45,122.52	$ 40,361.93	$ 34,458.00

SALINA HOUSING AUTHORITY
FY 2019 BUDGET

Section 8

Line No.	INCOME	FY17 ACTUAL	FY18 BUDGET Revision	FY19 BUDGET
3112	Admin Fees	$ 178,161.00	$ 170,500.00	$ 166,533.00
3300	Interest	$ 128.32	$ 100.00	$ 50.00
3300.4	Mgt Fee-S + C	$ 3,333.39	$ -	$ -
3301	Mgt Fee TBRA	$ 2,678.94	$ 1,777.00	$ 2,250.00
3300.F	Fraud Recovery	$ 2,521.58	$ 1,600.00	$ 1,600.00
3300.P	Miscellaneous/Port In		$ 350.00	$ 350.00
	TOTAL INCOME	$ 186,823.23	$ 174,327.00	$ 170,783.00

Line No.	EXPENSES	FY17 ACTUAL	FY18 BUDGET Revision	FY19 BUDGET
4110	Administration Salary	$ 46,218.15	$ 43,500.00	$ 46,550.00
4130	Legal	$ 1,293.50	$ 160.00	$ 200.00
4140	Training	$ 516.62	$ 850.00	$ 600.00
4150	Travel	$ 290.54	$ 175.00	$ 300.00
4170.1	Computer Services	$ 570.25	$ 550.00	$ 500.00
4171	Audit	$ 1,688.00	$ 1,346.00	$ 1,346.00
4180	Office Rent and Utilities	$ 11,294.09	$ 11,150.00	$ 11,150.00
4182	Administration Benefits	$ 22,765.66	$ 24,100.00	$ 22,305.00
4190.03	Postage	$ 2,603.60	$ 2,750.00	$ 2,750.00
4190.11	Publications	$ 36.61	$ 40.00	$ 40.00
4190.12	Membership	$ 245.07	$ 350.00	$ 350.00
4190.13	Telephone	$ 1,048.01	$ 1,200.00	$ 1,100.00
4190.17	Office Supplies & Forms	$ 1,471.33	$ 1,600.00	$ 1,500.00
4190.18	Sundry	$ 1,565.65	$ 2,000.00	$ 1,700.00
4190.19	Admin Contracts	$ 3,702.00	$ 3,700.00	$ 3,784.00
4190.20	Tenant Verifications	$ 6,198.72	$ 4,500.00	$ 6,000.00
4195	Management Fee ($12)	$ 49,296.00	$ 44,832.00	$ 46,896.00
4196	Bookkeeping Fee ($7.50)	$ 30,810.00	$ 28,020.00	$ 29,310.00
4400	Maint/security	$ 109.68	$ -	$ 100.00
4430	Contracts - Janitorial	$ 108.27	$ 225.00	$ 225.00
4480	Protective Services	$ 44.07	$ 45.00	$ -
4510	Insurance	$ 2,150.09	$ 1,600.00	$ 1,850.00
4590.P	HAP Portable Admin fee	$ 1,166.20	$ 500.00	$ 774.00
4800	Depreciation	$ 195.40	$ -	$ -
		$ 185,387.51	$ 173,193.00	$ 179,330.00
	PROFIT (LOSS)	$ 1,435.72	$ 1,134.00	$ (8,547.00)

SALINA HOUSING AUTHORITY
FY 2019 BUDGET

Shelter Plus Care

Line No.	INCOME	FY18 BUDGET Revision	FY19 BUDGET
3112	Admin Fees	$ 5,445.00	$ 5,445.00
3000	Interest	$ 4.00	$ -
3690	Mgt Fee TBRA	$ 90.00	$ -
3690.6	Other Grants	$ 5,000.00	$ 5,000.00
	TOTAL INCOME	$ 10,539.00	$ 10,445.00

Line No.	EXPENSES	FY18 BUDGET Revision	FY19 BUDGET
4110	Administration Salary	$ 3,550.00	$ 3,800.00
4130	Legal	$ -	$ -
4140	Training	$ 75.00	$ 175.00
4150	Travel	$ 25.00	$ 25.00
4170.1	Computer Services	$ 40.00	$ 30.00
4171	Audit	$ 493.00	$ 493.00
4180	Office Rent and Utilities	$ 750.00	$ 750.00
4182	Administration Benefits	$ 2,200.00	$ 2,200.00
4190.03	Postage	$ 300.00	$ 300.00
4190.11	Publications	$ -	$ -
4190.12	Membership	$ -	$ -
4190.13	Telephone	$ 80.00	$ 80.00
4190.17	Office Supplies & Forms	$ 125.00	$ 125.00
4190.18	Sundry	$ 75.00	$ 75.00
4190.19	Admin Contracts	$ 185.00	$ 202.00
4190.20	Tenant Verifications	$ -	$ -
4195	Management Fee ($12)	$ 2,160.00	$ 2,160.00
4196	Bookkeeping Fee ($7.50)	$ 1,350.00	$ 1,350.00
4430	Contracts - Janitorial	$ 14.00	$ 25.00
4480	Protective Services	$ -	$ -
4510	Insurance	$ 66.00	$ 100.00
		$ -	$ -
		$ 11,488.00	$ 11,890.00
	PROFIT (LOSS)	$ (949.00)	$ (1,445.00)

SALINA HOUSING AUTHORITY
FY 2019 BUDGET

Summary

Line No.	INCOME	Public Housing FY19 BUDGET	COCC FY19 BUDGET	Section 8 FY19 BUDGET	S+C FY19 BUDGET	Summary Total
3110	Rent	$ 300,000.00	$ 34,330.00	$ -	$ -	$ 334,330.00
3110.1	Rent-PH FSS Escrow	$ (21,000.00)	$ -	$ -	$ -	$ (21,000.00)
	Subsidy	$ 365,000.00	$ -	$ 166,533.00	$ 5,445.00	$ 536,978.00
3610	Interest	$ 4,500.00	$ 4,000.00	$ 50.00	$ -	$ 8,550.00
3690.2	Management Fee - Home	$ -	$ 384.00	$ -	$ -	$ 384.00
3690.2	Management Fee - Low Rent	$ -	$ 90,396.00	$ -	$ -	$ 90,396.00
3690.2	Management Fee - Sec 8	$ -	$ 46,896.00	$ -	$ -	$ 46,896.00
3690.2	Management Fee - Shelter Plus	$ -	$ 2,160.00	$ -	$ -	$ 2,160.00
3690.3	Management Fee - Asset Mgmt	$ -	$ 19,440.00	$ -	$ -	$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	$ -	$ 13,950.00	$ -	$ -	$ 13,950.00
3690.4	Bookkeeping Fee - Sec 8	$ -	$ 29,310.00	$ -	$ -	$ 29,310.00
3690.4	Bookkeeping Fee - Shelter Plus	$ -	$ 1,350.00	$ -	$ -	$ 1,350.00
	Admin Fee - TBRA	$ 2,250.00	$ 500.00	$ 2,250.00	$ -	$ 5,000.00
3690.99	CFP Operations	$ 66,000.00	$ 19,742.00	$ -	$ -	$ 85,742.00
3690	Maint/Court Charges, Late Fees	$ 65,000.00	$ -	$ -	$ -	$ 65,000.00
	Misc Income/Other Grants	$ 800.00	$ 700.00	$ 1,950.00	$ 5,000.00	$ 8,450.00
	TOTAL INCOME	$ 782,550.00	$ 263,158.00	$ 170,783.00	$ 10,445.00	$ 1,226,936.00

Line No.	EXPENSES	FY19 BUDGET	FY19 BUDGET	FY19 BUDGET	FY19 BUDGET	Summary Total
4110	Administration Salary	$ 88,000.00	$ 138,500.00	$ 46,550.00	$ 3,800.00	$ 276,850.00
4130	Legal	$ 7,000.00	$ 3,000.00	$ 200.00	$ -	$ 10,200.00
4140	Training	$ 2,500.00	$ 9,000.00	$ 600.00	$ 175.00	$ 12,275.00
4150	Travel	$ 1,000.00	$ 6,500.00	$ 300.00	$ 25.00	$ 7,825.00
4170	Accounting	$ -	$ 11,700.00	$ -	$ -	$ 11,700.00
4170.1	Computer Services	$ 1,500.00	$ 1,500.00	$ 500.00	$ 30.00	$ 3,530.00
4171	Audit	$ 6,100.00	$ 2,250.00	$ 1,346.00	$ 493.00	$ 10,189.00
4182	Administration Benefits	$ 36,726.00	$ 42,300.00	$ 22,305.00	$ 2,200.00	$ 103,531.00
4190.03	Postage	$ 5,000.00	$ -	$ 2,750.00	$ 300.00	$ 8,050.00
4190.11	Publications	$ 100.00	$ 200.00	$ 40.00	$ -	$ 340.00
4190.12	Membership	$ 1,500.00	$ 2,400.00	$ 350.00	$ -	$ 4,250.00
4190.13	Telephone	$ 4,500.00	$ 2,200.00	$ 1,100.00	$ 80.00	$ 7,880.00
4190.14	Rental of Office Space	$ 24,650.00	$ -	$ 11,150.00	$ 750.00	$ 36,550.00
4190.17	Forms & Office Supplies	$ 2,700.00	$ 2,200.00	$ 1,500.00	$ 125.00	$ 6,525.00
4190.18	Other Sundry	$ 5,000.00	$ 3,500.00	$ 1,700.00	$ 75.00	$ 10,275.00
4190.19	Admin Contracts	$ 4,684.00	$ 600.00	$ 3,784.00	$ 202.00	$ 9,270.00
4190.2	Tenant Verifications	$ 5,500.00	$ -	$ 6,000.00	$ -	$ 11,500.00
4190.23	Asset Management Fee	$ 19,440.00	$ -	$ -	$ -	$ 19,440.00
4195	Management Fee	$ 90,396.00	$ -	$ 46,896.00	$ 2,160.00	$ 139,452.00
4195.1	Bookkeeping Fee	$ 13,950.00	$ -	$ 29,310.00	$ 1,350.00	$ 44,610.00
4190.99	Admin Exp Reimbursements	$ -	$ (6,200.00)	$ -	$ -	$ (6,200.00)
4220	Resident Services	$ 3,850.00	$ -	$ -	$ -	$ 3,850.00
4310	Water	$ 1,800.00	$ 252.00	$ -	$ -	$ 2,052.00
4320	Electricity	$ 7,500.00	$ 938.00	$ -	$ -	$ 8,438.00
4330	Gas	$ 5,300.00	$ 140.00	$ -	$ -	$ 5,440.00
4390	Sewer	$ 1,500.00	$ 70.00	$ -	$ -	$ 1,570.00
4410	Labor	$ 120,601.00	$ -	$ -	$ -	$ 120,601.00
4420	Materials	$ 45,000.00	$ 400.00	$ -	$ -	$ 45,400.00
4430	Contracts	$ 85,000.00	$ 2,500.00	$ 225.00	$ 25.00	$ 87,750.00
4431	Garbage	$ 2,700.00	$ -	$ -	$ -	$ 2,700.00
4433	Labor Benefits	$ 58,779.00	$ -	$ -	$ -	$ 58,779.00
4480	Protective Services	$ 360.00	$ 250.00	$ 100.00	$ -	$ 710.00
4510	Insurance	$ 101,250.00	$ 4,000.00	$ 1,850.00	$ 100.00	$ 107,200.00
4520	PILOT	$ 25,000.00	$ -	$ -	$ -	$ 25,000.00
4570	Collection Loss	$ 10,000.00	$ -	$ -	$ -	$ 10,000.00
4590	Other General Exp	$ -	$ 500.00	$ 774.00	$ -	$ 1,274.00
		$ 788,886.00	$ 228,700.00	$ 179,330.00	$ 11,890.00	$ 1,208,806.00
	TOTAL EXPENSES	$ 788,886.00	$ 228,700.00	$ 179,330.00	$ 11,890.00	$ 1,208,806.00
	PROFIT (LOSS)	$ (6,336.00)	$ 34,458.00	$ (8,547.00)	$ (1,445.00)	$ 18,130.00

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Salina Housing Authority PHA Code: KS038

PHA Fiscal Year Beginning: July 1, 2018 Board Resolution Number: 2018-1006

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

		DATE
☒	Operating Budget approved by Board resolution on:	06/19/2018
☐	Operating Budget submitted to HUD, if applicable, on:	
☐	Operating Budget revision approved by Board resolution on:	
☐	Operating Budget revision submitted to HUD, if applicable, on:	

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Eric Brown	Eric S. Brown	6/19/2018

Previous editions are obsolete

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